

Board of Trustees – Table of Contents

January 15, 2025

Meeting Agenda	2
Meeting Minutes (December)	3
Director's Report	6
Program Stats	8
Circulation Stats	9
Monthly Expenses	12
Budget Comparison	13
Petty Cash Reconciliation	15
SCLS Foundation Report	16
Letter(s) of Interest for Open Board position; Matthew Gausmann & Sara Babcock	17
Jefferson County Contract for Library Services Agreement	19

Cambridge Community Library Board of Trustees
Monthly Agenda for January 2025
On January 15th, 2025
Amundson Community Center Room

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS

PUBLIC INPUT (15 minutes maximum)

APPROVAL OF MONTHLY REPORTS: Library Board Minutes
Director's Report
Program Report
Monthly Circulation Stats

APPROVAL OF TREASURER'S REPORT: Monthly Expenses
Budget Comparison
Petty Cash Reconciliation
SCLS Foundation Report

VILLAGE REPORT

FRIENDS OF THE LIBRARY REPORT

SCHOOL DISTRICT REPORT

ACTION AGENDA:

OLD BUSINESS

1. Establishing a Reserve
2. Board Expansion / New Trustees
3. Policy Retreat Agenda

NEW BUSINESS

1. Jefferson County Contract for Library Services
2. Annual Report Progress
3. Donations and Gifts / Thank You Notes

FUTURE AGENDA ITEMS; Drive-up Window Update, Strategic Plan

NEXT BOARD MEETING DATE(S); Wednesday February 5th (Policy Retreat)

Wednesday February 12th Board Meeting

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: February 12th

Cambridge Community Library Board of Trustees

December 11, 2024

Called to order at 6:32

Roll Call: Jennifer Trendel, Samantha Seeman, Cari Redington, Jennifer Simdon Budewitz, Paula Hollenbeck. Kristen Martin excused absence

Approval of Monthly Reports: Trustee Redington mad a motion to approve the monthly reports, President Trendel second

World language went off really well. Big showing of peoples. The family is very pleased with the selections.

Approved monthly reports with a unanimous vote

Approval of Treasurer's Report – Trustee Simdon Budewitz made a motion to approve the Treasurer's report, Trustee Hollenbeck seconded

Additional bills will be added to the November bills that came in late but will be paid this month.

\$21,768.29 November bills reviewed.

Budget comparison to see if we are on track for the end of the year. 3 items exceeded, but were covered by donations or the use of reserves. It may look like we are over because we had no budget for a couple items, but the donations paid for them.

We are \$28,447.85 in the green going into December which will be the majority of the budget remaining.

Treasurer's report Approved on roll call vote.

Village Report - Budget passed

Friends of the Library Report

Jan 23 6pm annual meeting Speaker hired. Scandinavian Noir author.

Book sorting committee came and sorted all the books donated to date.

Art and Craft Fair made almost \$13K (does not account for expenses).

Approved graham cracker funding.

School district report – counting down days to break. Third Friday counts: 911 students (5 more than 2023)

Old Business

Budget 2025 – Friends committing 11K for next year mostly centered around programming and replenishing some books. 95K from the Village – 10K less than asked

Drive up window – This will be the top of the list for January. Contractors will be asked to come in for quotes in January.

2025 Foundation Grant – Reviewed the letter submitted. We are asking for a total of \$2,900 for Bins, bags, baskets to organize puzzle and game collection and 3 Yotos and content for the Yoto. Director will submit by the end of the month.

Trustee Redington made a motion to approve the submissions for the 2025 Foundation grant request, Trustee Hollenbeck seconded. Approved on roll call vote.

Board expansion and new trustee – We have had two people express interest in the one remaining open position.

Strategic Plan – We will further review and discuss at a future meeting

New business

DCLS Agreement – Trustee Hollenbeck made motion to approve the DCLS Agreement, Trustee Redington seconded. Approval of DCLS agreement on a unanimous vote

Policy Retreat 2025:

Determined we would meet the following dates:

Session 1: February 5th 6 to 8 pm

Session 2: March 5th 6 to 8 pm

Content: Review of Library By-laws; Friends of the Library By-laws; existing Library policies; Employee Handbook

2025 Holiday Closures: Reviewed for knowledge; will also be doing a staff training day, but that is not yet booked.

Donations and gifts:

\$150 in Memory of Jerome

\$2,890 from Friends of the Library for the re-upholstery of the YA couches

\$150 from Friends of the Library for the Grahm Cracker House program

Future Agenda Items: establishing reserves; board expansion; strategic plans; drive up window

Next meeting date: We will move to January 15. This will allow for better monthly reporting.

Trustee Hollenbeck made a Motion to adjourn and President Trendel seconded. Unanimously approved. Meeting adjourned at 8:05

2025 Director's Report
Library Board of Trustees Meeting
January 15th @ 6:30pm

Updates

- Staff Evaluations and Goal Setting is on the calendar for this month. I have projects that I will assign to each staff member, so that they have things to work on individually in addition to their typical duties. This will include weeding assignments for all staff (minus the cataloger), as well as their own goals. Each staff member will meet one on one with me this month to discuss their evaluation and their goals.
- We are planning on trying something new this winter with a Winter Reading Challenge. We are planning to launch it on January 20th, and have it available for participation through March 15th. We are planning on trying out a tote bag with 'Cambridge Community Library' on the front as the prize. If we have leftovers, we can use them for the Summer Library Program, and if they work out well, we can order some more and have them for other events.
- There was a Fire Inspection while I was gone in December; they reported that our emergency lights were not operational when tested, and needed to be fixed by 1/30/25. I will contact Protective Technologies and have them come down and perform their own tests, and fix anything that may not be functioning properly. The inspector also noted that our AED is showing an error code, and not currently serviceable. While that is not part of the Fire Inspection, they wanted us to note that it was currently inoperable. I will also be finding out how to get that back up and running; Kayla has offered to keep on top of checking that particular equipment since she is responsible for the same thing at her other job.

Continuing Education / Training

- Staff participated in Remote Work related cyber training from Infosec
- Youth staff participated in the Youth Services Check-in Meeting (12/11/25) via Zoom
 - Family Literacy Funds for individual libraries will be totaling \$450 again in 2025. We typically use those funds to help with Summer Library programs.
- Wild Wisconsin Web Conference is this month. Staff (including myself) have signed up to view the following sessions:
 - Small Spaces Big Opportunity: Reorganizing to Increase Circulation
 - Big Waves Start as Ripples: Library Work as Peace Work

Gifts / Donations / Monies Received

- The Gould's made a donation to the library/staff to be used as needed. The check was brought upstairs for deposit on 1/6/25
- David Lathrop made a donation to the library to be used as needed. The check was brought upstairs for deposit on 1/6/25
- We received a check from Deerfield Public Library in the amount of \$5.99 for a damaged item (of ours). That was brought up for deposit on 1/10/25.
- Friends of the Library submitted their donation of \$11,000 to assist with budgeting restraints this year. It was brought up for deposit on 1/10/25.

2025 Director's Report
Library Board of Trustees Meeting
January 15th @ 6:30pm

Upcoming Time Off / Out of Building

- I will be taking a few days of bereavement sometime in late January to return home to New York. I will let the board know as soon as arrangements are made when that will be.
- I also had a planned couple of days off in February for a trip to North Carolina. I will be gone Friday February 14th through Wednesday February 19th.

Date	Tr Activity	Age Group	# Attended	Activity Type	Organizer	Tr Notes
12/3/2024	Scrabble	All Ages / General	4	Self-Running		Notes
12/4/2024	Storytime (Jingle trees)	Kids (under 5)	13	Series	Patty	Notes
12/4/2024	Anime Watch Party	Teens	6	Single	Stephanie	Snow Storm* effected attendance. Requests to host again another time.
12/6/2024	Storytime(HoHoHo)	Kids (under 5)	29	Series	Patty	Notes
12/7/2024	Cambridge Christmas	All Ages / General	2	Single	Samantha	Library not listed on weekend activities location
12/9/2024	Monday Night Book Club	Adults	17	Club	Samantha	End of the year "wrap up"; The Matzah Ball
12/10/2024	CANCELLED Chess Club	All Ages / General	0	Club		Notes
12/11/2024	Storytime(Monkey Day)	Kids (under 5)	6	Series	Patty	Notes
12/11/2024	Writing Workshop	Adults	0	Club	Stephanie	Moved to an afternoon meeting time to see if we could get better attendance. Will suspend meetings until the Spring. Hopefully we will have some more interest by that time.
12/12/2024	Book Club	Adults	0	Club	Samantha	Everyone who was able to attend, came to the first meeting for treats
12/12/2024	Graham Cracker House	All Ages / General	20	Single	Patty	Notes
12/13/2024	Storytime(Monkey Day)	Kids (under 5)	15	Series	Patty	Notes
12/17/2024	Ornament Making	Kids	17	Single	Stephanie	Notes
12/20/2024	Friday Flick(Blue Christmas)	Adults	9	Series	Patty	Notes
12/31/2024	Noon Years Eve	All Ages / General	40	Single	Patty / Stephanie	Really successful first time running this event. Can see it being an annual must (like Graham Cracker Houses and Turkey Bingo)
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes
m/d/yyyy	Activity		##			Notes

Total Attendance	178
Total Programs	15
Kids Under 5	4
School Age Kids	1
Teens	1
Adults	4
All Ages	5
Self-Running	1

Passive Programming	48
Coloring Sheets	

2024 Monthly Statistics

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD SUM	YTD AVG
CIRCULATION ACTIVITY														
2024 Total CKO current month	3,578	3,568	3,916	3,325	3,510	3,127	3,791	3,309	2,914	3,262	3,179	2,959	40,438	3,370
2023 Total CKO current month	3,392	3,388	4,035	3,169	3,638	3,342	3,595	3,586	3,378	3,349	3,225	2,744	40,841	3,403
% + or - CKO monthly yr to yr	5.19%	5.04%	3.03%	4.69%	-3.60%	-6.80%	5.17%	-8.30%	-15.90%	-2.66%	-1.45%	7.20%		-1.23%
% + or - CKO YTD	5.48%	5.40%	2.28%	2.88%	1.56%	0.29%	1.04%	-0.07%	-1.54%	-1.64%	-1.62%	-0.99%		0.69%
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%	61.59%	64.23%	60.26%	55.56%	52.51%	54.26%	56.34%		57.59%
% SCLS Items	45.36%	44.73%	44.20%	44.72%	37.61%	38.41%	35.77%	39.74%	44.44%	47.49%	45.74%	43.66%		42.41%
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091	2,225	2,326	2,357	2,275	2,346	2,300	2,164		27,559
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320	1,201	1,356	1,315	1,295	1,549	1,454	1,292		17,219
2024 CKI current month	2,565	2,831	2,991	2,854	2,759	2,536	2,897	2,735	2,246	2,614	2,471	2,459		31,958
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615	3,115	2,965	2,504	2,713	2,633	2,367		32,250
USE COUNTS														
Patrons: Adult	3,065	3,124	3,279	2,879	2,856	2,576	3,230	2,755	2,513	2,834	2,819	2,620		34,550
Patrons: Children	280	209	334	208	461	409	402	403	309	255	205	178		3,653
Patrons: Staff	233	235	303	169	123	141	159	150	87	173	155	161		2,089
New Patron Registration	16	19	17	18	23	40	23	25	12	12	11	13		229
Dane County: Village	1,174	1,138	1,203	1,053	1,071	988	1,039	1,050	946	1,025	1,064	932		12,683
Dane County: Rural (no lib)	627	516	578	597	612	571	856	599	487	481	440	485		6,849
Dane County: City (w/ lib)	138	57	144	76	65	108	51	82	104	171	114	106		1,216
Jefferson County: Village	67	54	89	56	74	45	64	48	33	65	28	38		661
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520	1,343	1,561	1,384	1,196	1,292	1,356	1,220		17,001
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96	44	117	84	71	69	61	61		1,186
Other Counties: Rural (no/ lib)	0	0	0	0	1	0	0	3	0	2	2	1		9
Other Counties: City/Vil (w/ lib)	9	3	2	1	1	1	8	11	7	30	18	9		100
HOLD ACTIVITY														
2024 Holds Placed	1,663	1,438	1,516	1,306	1,129	1,184	1,233	1,082	1,159	1,422	1,209	1,140		15,481
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%	-1.51%	-0.51%	-1.24%	-3.87%	-3.01%	-3.42%	-3.22%		-1.69%
2023 Holds Placed	1,575	1,496	1,545	1,334	1,271	1,141	1,156	1,165	1,498	1,358	1,310	1,147		15,996
CATALOG ACTIVITY														
Holdings Entered	173	169	157	139	156	134	209	195	117	180	330	129		2,088
Holdings Deleted	439	68	62	61	165	51	545	261	230	247	382	76		2,587
INTER LIBRARY LOAN														
ILL	3	10	9	4	6	4	11	3	4	3	12	6		75
MATERIAL TYPE														
Print														
Books: YA/Adult	1,398	1,384	1,455	1,343	1,350	1,325	1,514	1,484	1,329	1,294	1,282	1,319		16,477
Books: Juvenile	1,017	1,051	1,219	954	1,342	953	1,241	1,056	863	1,101	982	740		12,519
Magazines: YA/Adult	58	50	34	35	40	81	67	57	38	50	41	52		603
Magazines: Juvenile	1	1	1	9	5	2	5	5	1	1	4	7		42
Audio Books														
Books on CD: YA/Adult	55	88	90	57	90	119	88	75	81	98	75	61		977
Books on CD: Juvenile	1	3	1	2	5	3	1	1	2	0	1	1		21
Playaway: YA/Adult	7	5	8	8	6	5	4	8	9	9	11	15		95

2024 Monthly Statistics

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD SUM	YTD AVG
Playaway: Juvenile	4	4	0	2	1	1	2	8	4	1	2	4	33	3
Audio Music														
CD: YA/Adult	114	63	108	98	57	95	101	74	64	50	66	58	948	79
CD: Juvenile	2	4	2	8	4	5	8	3	1	1	6	8	52	4
Visual/AV														
DVDs: YA/Adult	632	640	615	556	388	387	488	290	329	427	416	420	5,588	466
DVDs: Juvenile	32	35	44	52	30	48	97	70	50	87	104	86	735	61
DVDs: TV Shows	205	195	222	160	152	109	114	120	100	102	155	133	1,767	147
Software: YA/Adult	0	0	3	2	0	0	1	0	0	0	0	0	6	1
Software: Juvenile	0	2	2	0	0	0	0	0	0	0	1	0	5	0
Video Games: YA/Adult	5	8	18	8	5	11	9	5	5	2	4	11	91	8
Video Games: Juvenile	0	0	5	1	2	0	0	0	0	0	0	0	8	1
Misc AV: YA/Adult	3	6	4	9	10	28	27	20	6	15	2	5	135	11
Misc AV: Juvenile	0	0	0	0	0	0	0	0	0	0	12	0	12	1
ENRICHMENT PASSES														
WI State Park Pass (checkouts)	0	0	0	0	2	4	6	4	0	4	0	0	20	2
Milw Co Zoo Pass (checkouts)	1	2	2	6	6	8	14	13	3	8	0	2	65	5
Milw Co Zoo Pass (people)	3	2	7	26	26	40	42	39	9	16	0	3	213	18
OVERDRIVE														
2024 Overdrive	723	608	714	591	612	572	600	569	562	629	586	638	6,766	615
2023 Overdrive	492	406	524	495	459	479	704	513	520	572	614	638	6,416	535
WIRELESS USE														
2024 Users-Total Unique Clients	286	270	290	305	295	372	307	366	320	314	314	237	3,676	306
Average # of Clients Per Day	23	25	24	27	24	27	24	27	27	25	23	17	392.91	25
Average Usage per Client (MB)	344.10	358.90	349.80	389.20	328.80	487.20	420.90	367.80	480.90	363.60	361.40	413.50		

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD TOTAL
Expenses													
Materials Expenses	\$ 6,149.95	\$ 2,810.83	\$ 1,412.75	\$ 1,505.56	\$ 2,415.25	\$ 1,493.01	\$ 2,140.28	\$ 4,717.42	\$ 2,148.33	\$ 3,931.63	\$ 1,674.80	\$ 1,558.89	\$ 31,958.70
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 6,038.42	\$ 4,826.73	\$ 5,694.58	\$ 5,458.51	\$ 4,862.06	\$ 11,263.10	\$ 4,458.93	\$ 3,962.13	\$ 85,377.40
Personnel Expenses	\$ 14,554.13	\$ 9,509.03	\$ 11,057.76	\$ 10,842.26	\$ 9,568.60	\$ 5,391.82	\$ 15,963.51	\$ 10,745.75	\$ 10,439.01	\$ 15,666.88	\$ 10,555.38	\$ 15,793.29	\$ 140,087.42
Benefits Expenses	\$ 1,729.34	\$ 1,295.90	\$ 1,418.77	\$ 1,402.27	\$ 1,687.68	\$ 468.12	\$ 1,802.61	\$ 1,405.54	\$ 1,312.44	\$ 2,321.09	\$ 1,551.82	\$ 1,292.66	\$ 17,688.24
Cash Drawer	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00	\$ 8.00	\$ 10.00	\$ 4.00	\$ 5.00	\$ 102.37
Materials	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20	\$ 9.03			\$ 129.44
Postage	\$ 7.98			\$ 11.97	\$ 9.98					\$ 15.68			\$ 53.59
Programming										\$ 18.13			\$ 61.29
Supplies													\$ 112.22
Misc.				\$ 4.99	\$ 28.70				\$ 7.49				\$
Janitorial													\$
Revenues													
Total Donations	\$ 365.54	\$ 158,228.34	\$ 5,910.00	\$ 693.23	\$ 525.00	\$ 100.00	\$ 792.54	\$ 225.00	\$ 4,027.99	\$ 410.00	\$ 150.00	\$ 11,600.00	\$ 12,891.00
Total Monies Received	\$ 365.54	\$ 158,228.34	\$ 5,910.00	\$ 693.23	\$ 525.00	\$ 100.00	\$ 792.54	\$ 225.00	\$ 4,027.99	\$ 410.00	\$ 150.00	\$ 11,600.00	\$ 12,891.00
Donation Box Deposit	\$ 171.00				\$ 198.00				\$ 127.17		\$ 3,673.28		\$ 496.17
SCLS Foundation													
Interest	\$ 19.14	\$ 67.80	\$ 217.99	\$ 74.12	\$ 75.76	\$ 313.83	\$ 73.80	\$ 88.06	\$ 204.43	\$ 100.21	\$ 95.16	\$ 519.95	\$ 1,435.21
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)	\$ (69.23)	\$ (68.49)	\$ (73.04)	\$ (72.24)	\$ (73.82)	\$ (77.82)	\$ (75.91)	\$ (74.75)	\$ (76.90)	\$ (769.50)
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16	\$ (1,733.65)	\$ 1,664.86	\$ 104.80	\$ 1,366.65	\$ 666.51	\$ 838.91	\$ (1,118.18)	\$ 1,920.47	\$ (2,075.24)	\$ 3,158.96
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 319.00	\$ 242.00	\$ 411.74	\$ 221.00	\$ 214.25	\$ 292.67	\$ 218.50	\$ 311.00	\$ 2,435.21
Faxes	\$ 9.00	\$ 14.50	\$ 18.25	\$ 28.00	\$ 28.00	\$ 10.50	\$ 12.00	\$ 58.25	\$ 11.25	\$ 24.00	\$ 12.50	\$ 15.00	\$ 30.00
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 243.85	\$ 328.74	\$ 516.47	\$ 516.47	\$ 203.00	\$ 237.17	\$ 180.00	\$ 222.00	\$ 1,800.00
Laminating		\$ 1.00				\$ 12.00	\$ 10.00	\$ 51.00		\$ 2.00	\$ 11.00	\$ 5.00	\$ 15.00
Earbuds/Flash Drives					\$ 1.00	\$ 2.00	\$ 1.00	\$ 3.00		\$ 1.00	\$ 1.00	\$ 3.00	\$ 11.00
Card Replacements					\$ 46.15	\$ 59.00	\$ 26.00	\$ 28.50	\$ 15.00	\$ 305.90	\$ 305.90	\$ 305.90	\$ 305.90
Lost/Damaged Materials													\$

Foundation Previous Month Ending Value
\$63,354.00
Foundation Current Month Ending Value
\$61,721.81

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 12/31/2024	2024 Budget	Budget Status	% of Budget
150-00-41111-000-000	PROPERTY TAX - LIBRARY	105,000.00	0.00	105,000.00	-105,000.00	0.00
TAXES		105,000.00	0.00	105,000.00	-105,000.00	0.00
150-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	62,336.00	57,803.00	57,804.00	-1.00	100.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	472.22	249.80	249.61	0.19	100.08
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	105,100.00	100,100.00	100,100.00	0.00	100.00
150-00-43740-000-000	FOUNDATION GRANT	0.00	9,700.00	0.00	9,700.00	0.00
INTERGOVERNMENTAL REVENUES		167,908.22	167,852.80	158,153.61	9,699.19	106.13
150-00-45190-000-000	LIBRARY FEES & FINES	361.02	722.79	0.00	722.79	0.00
FINES, FORFEITS AND PENALTIES		361.02	722.79	0.00	722.79	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,716.10	0.00	1,716.10	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	2,786.46	0.00	2,786.46	0.00
150-00-46712-000-000	FAX SERVICE	169.75	155.25	0.00	155.25	0.00
150-00-46713-000-000	BOOK RENTAL	0.00	0.00	0.00	0.00	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
150-00-46750-000-000	IN KIND CONTRIBUTIONS - VILL	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		7,193.82	4,657.81	0.00	4,657.81	0.00
150-00-48130-000-000	INTEREST INCOME - LIBRARY	1.32	0.00	0.00	0.00	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	1,047.04	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	780.60	3,035.40	0.00	3,035.40	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	1,000.00	0.00	1,000.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	4,437.23	4,500.00	-62.77	98.61
CONTRIBUTED CAPITAL		2,962.32	8,472.63	4,500.00	3,972.63	188.28
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	4,150.00	0.00	4,150.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		1,237.00	4,150.00	0.00	4,150.00	0.00
Total Revenues		284,662.38	185,856.03	267,653.61	-81,797.58	69.44

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 12/31/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	61,079.81	60,120.00	55,120.00	-5,000.00	109.07
150-00-55110-120-000	LIBRARY - WAGES	67,168.29	81,785.05	94,042.00	12,256.95	86.97
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,902.11	0.00	0.00	0.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	7,255.50	6,984.04	-271.46	103.89
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	10,609.77	11,410.89	801.12	92.98
150-00-55110-133-000	LIB - HEALTH/DENTAL	8,778.60	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	159.37	350.00	190.63	45.53
150-00-55110-135-000	LIB - LIFE INS	970.24	765.24	0.00	-765.24	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-150-000	LIB - UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540.15	2,597.59	2,000.00	-597.59	129.88
150-00-55110-220-000	LIB - UTILITIES	14,011.06	12,096.54	15,700.00	3,603.46	77.05
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	7,703.67	4,800.00	-2,903.67	160.49
150-00-55110-223-000	LIB - INTERNET	0.00	0.00	0.00	0.00	0.00
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	14,497.25	11,500.00	-2,997.25	126.06
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	1,238.23	1,000.00	-238.23	123.82
150-00-55110-240-200	LIB - JANITOR EXPENSE	0.00	0.00	0.00	0.00	0.00
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	2,500.00	2,500.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33	4,703.82	3,000.00	-1,703.82	156.79
150-00-55110-290-100	LIB - COULTER DONATION	0.00	0.00	0.00	0.00	0.00
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	1,129.12	700.00	-429.12	161.30
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	3,135.14	4,000.00	864.86	78.38
150-00-55110-293-000	LIB - LINK	22,649.54	23,730.17	22,649.54	-1,080.63	104.77
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	2,655.09	4,000.00	1,344.91	66.38
150-00-55110-311-000	LIB - POSTAGE	361.72	304.70	480.00	175.30	63.48
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	2,745.80	2,000.00	-745.80	137.29
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	1,522.38	1,000.00	-522.38	152.24
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	24,081.38	18,000.00	-6,081.38	133.79
150-00-55110-342-000	LIB - AV ACQUISITION	5,923.16	4,555.65	5,500.00	944.35	82.83
150-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	4,700.00	-3.40	100.07
150-00-55110-344-000	LIB - MISC ACQUISITION	0.00	33.12	200.00	166.88	16.56
150-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	459.64	500.00	40.36	91.93
150-00-55110-400-000	LIB - STAFF GRANT EXP	0.00	0.00	0.00	0.00	0.00
150-00-55110-510-000	LIB - INS PROPERTY	3,406.18	0.00	3,500.00	3,500.00	0.00
150-00-55110-511-000	LIB - INS LIABILITY	0.00	0.00	850.00	850.00	0.00
150-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	2,250.00	2,250.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	0.00	7,707.65	1,000.00	-6,707.65	770.77
150-00-55110-810-000	LIB - CAPITAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-820-000	LIB - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	0.00	52.95	1,000.00	947.05	5.30
CULTURE, RECREATION AND EDU.		289,564.86	280,348.22	280,736.47	388.25	99.86
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY-Equipment		0.00	0.00	0.00	0.00	0.00
Total Expenses		289,564.86	280,348.22	280,736.47	388.25	99.86
Net Totals		-4,902.48	-94,492.19	-13,082.86	81,409.33	722.26

PETTY CASH 2024

Start

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Beginning Drawer Total:	\$ 297.20	\$ 299.20	\$ 397.73	\$ 433.54	\$ 460.27	\$ 415.75	\$ 520.61	\$ 351.63	\$ 322.41	\$ 398.67	\$ 337.58	\$ 445.74	\$4,328.70
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	\$ 173.75	\$ 130.61	\$ 130.63	\$ 130.41	\$ 130.00	\$ 131.58	\$ 130.74	\$1,658.36

Income

2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Copies (Drawer Deposit) 150-00-46711-000-000	\$ 149.00	\$ 169.00	\$ 267.20	\$ 293.60	\$ 291.00	\$ 231.50	\$ 390.00	\$ 221.00	\$ 192.00	\$ 268.67	\$ 206.00	\$ 305.00	\$2,983.97
Faxes 150-00-46712-000-000	\$ 8.75	\$ 14.50	\$ 14.75	\$ 9.50	\$ 28.00	\$ 10.50	\$ 12.00	\$ -	\$ 11.25	\$ 24.00	\$ 12.50	\$ 5.25	\$ 151.00
Earbuds 150-00-48900-000-000													\$ -
Lost Materials 150-00-48900-000-000													\$ -
Lost Cards 150-00-48900-000-000					Now	Included	in	Main	Drawer				\$ -
Zip Drive 150-00-48900-000-000													\$ -
Misc Lamenating/Disc Cleaning 150-00-48900-000-000		\$ 1.00											\$ -
Total	\$ 157.75	\$ 184.50	\$ 281.95	\$ 303.10	\$ 319.00	\$ 242.00	\$ 402.00	\$ 221.00	\$ 203.25	\$ 292.67	\$ 218.50	\$ 310.25	\$3,135.97

\$ (9.50) Kept fax \$\$ in cash drawer

\$ 293.60

Expenses

2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Material 150-00-55110-341-000	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00	\$ 8.00	\$ 8.00	\$ 10.00	\$ 4.00	\$ 10.00	\$ 102.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94	\$ 22.94	\$ 11.20	\$ 9.03			\$ 129.44
Supplies 150-00-55110-310-000		\$ 40.87								\$ 18.13		\$ 2.29	\$ 61.29
Programming 150-00-55110-290-000	\$ 7.98			\$ 11.97	\$ 9.98					\$ 15.68		\$ 7.98	\$ 53.59
Misc. 150-00-55110-390-000			\$ 4.99	\$ 4.99	\$ 28.70		\$ 28.04	\$ 10.05	\$ 7.49		\$ 23.22	\$ 4.79	\$ 112.27
Janitorial Supplies 150-00-55110-240-100													\$ -
Total	\$ 25.34	\$ 53.42	\$ 17.54	\$ 36.22	\$ 80.29	\$ 22.37	\$ 50.98	\$ 40.99	\$ 26.69	\$ 52.84	\$ 27.22	\$ 25.06	\$ 458.96

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withd rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/Losses	Ending Market Value
January 31, 2023		\$ 50,000.00	\$ 50,000.00	\$ (19.97)	\$ 8.70	\$ 2,492.50	\$ -	\$ 52,481.23
February 28, 2023	\$ 52,481.23	\$ -	\$ 52,481.23	\$ (60.59)	\$ 57.72	\$ (1,245.13)	\$ -	\$ 51,233.23
March 31, 2023	\$ 51,233.23	\$ -	\$ 51,233.23	\$ (59.02)	\$ 214.24	\$ 522.25	\$ -	\$ 51,910.70
April 30, 2023	\$ 51,910.70	\$ -	\$ 51,910.70	\$ (60.97)	\$ 61.11	\$ 767.04	\$ (439.82)	\$ 52,238.06
May 31, 2023	\$ 52,238.06	\$ -	\$ 52,238.06	\$ (60.10)	\$ 62.15	\$ (647.71)	\$ -	\$ 51,592.40
June 30, 2023	\$ 51,592.40	\$ -	\$ 51,592.40	\$ (59.36)	\$ 327.96	\$ 1,555.92	\$ -	\$ 53,416.92
July 31, 2023	\$ 53,416.92	\$ -	\$ 53,416.92	\$ (61.45)	\$ 20.50	\$ 1,275.63	\$ -	\$ 54,651.59
August 31, 2023	\$ 54,651.59	\$ -	\$ 54,651.59	\$ (62.76)	\$ 67.12	\$ (993.34)	\$ -	\$ 53,662.61
September 30, 2023	\$ 53,662.61	\$ -	\$ 53,662.61	\$ (61.56)	\$ 168.54	\$ (1,792.76)	\$ 13.58	\$ 51,990.40
October 31, 2023	\$ 51,990.40	\$ -	\$ 51,990.40	\$ (60.36)	\$ 138.45	\$ (1,020.61)	\$ (102.82)	\$ 50,945.05
November 30, 2023	\$ 50,945.05	\$ -	\$ 50,945.05	\$ (58.73)	\$ 74.01	\$ 2,996.95	\$ -	\$ 53,957.28
December 31, 2023	\$ 53,957.28	\$ -	\$ 53,957.28	\$ (61.99)	\$ 375.63	\$ 2,021.20	\$ -	\$ 56,292.11
January 31, 2024	\$ 56,292.11	\$ -	\$ 56,292.11	\$ (64.68)	\$ 19.14	\$ (39.32)	\$ -	\$ 56,207.26
February 29, 2024	\$ 56,207.26	\$ -	\$ 56,207.26	\$ (64.44)	\$ 67.80	\$ 1,349.58	\$ -	\$ 57,560.20
March 31, 2024	\$ 57,560.20	\$ -	\$ 57,560.20	\$ (65.96)	\$ 217.99	\$ 1,246.16	\$ 21.63	\$ 58,980.02
April 30, 2024	\$ 58,980.02	\$ -	\$ 58,980.02	\$ (69.23)	\$ 74.12	\$ (1,733.65)	\$ 8.95	\$ 57,260.21
May 31, 2024	\$ 57,260.21	\$ -	\$ 57,260.21	\$ (68.49)	\$ 75.76	\$ 1,664.86	\$ -	\$ 58,932.34
June 30, 2024	\$ 58,932.34	\$ -	\$ 58,932.34	\$ (73.04)	\$ 313.83	\$ 104.80	\$ 19.18	\$ 59,297.12
July 31, 2024	\$ 59,297.12	\$ -	\$ 59,297.12	\$ (72.24)	\$ 73.80	\$ 1,366.65	\$ -	\$ 60,665.32
August 31, 2024	\$ 60,665.32	\$ -	\$ 60,665.32	\$ (73.82)	\$ 88.06	\$ 666.51	\$ 192.42	\$ 61,538.49
September 31, 2024	\$ 61,538.49	\$ -	\$ 61,538.49	\$ (77.82)	\$ 204.43	\$ 838.91	\$ -	\$ 62,507.00
October 31, 2024	\$ 62,507.00	\$ -	\$ 62,507.00	\$ (75.91)	\$ 100.21	\$ (1,118.18)	\$ -	\$ 61,413.13
November 30, 2024	\$ 61,413.13	\$ -	\$ 61,413.13	\$ (74.75)	\$ 95.16	\$ 1,920.47	\$ -	\$ 63,354.00
December 31, 2024	\$ 63,354.00	\$ -	\$ 63,354.00	\$ (76.90)	\$ 519.95	\$ (2,075.24)	\$ -	\$ 61,721.81

To Whom it May Concern,

I would like to declare my interest in joining the Cambridge Library Board of Trustees. My wife and I moved to Cambridge this summer and quickly fell in love with the community. We reside within the city limits of Cambridge off of Highway 12. One of the first things we did after we moved to Cambridge was go to the library and get ourselves library cards. My wife and I have always had a special connection to libraries for a long time and we have discussed ways we can contribute and give back. When I saw the openings for the board of trustees I felt this would be an ideal way for me to help my local library. I currently work as a teacher for Palmyra-Eagle and strongly value public institutions whose mission is to advance and educate their communities. It is my hope that you consider me for this position because it is my desire to volunteer my time to such a valuable part of Cambridge.

Sincerely,

Matthew Gausmann
800 Vineyard Dr Apt 7
Cambridge, WI 53523
563-419-4639

December 19, 2024

Sara Babcock
112 West Ridge Circle
Cambridge, Wisconsin 53523

Dear Samantha,

I became aware of an opening for a Trustee for the Cambridge Community Library and, as a current Friend of the Library member, would like to be considered for one of the open seats.

While relatively new to Cambridge, my family and I, for 26 years, lived and raised two children in nearby Jefferson. As a strong believer in the benefits of small town life, I was very active in the community with organizations such as Girl Scouts, Optimist Club, People Against Domestic Abuse (PADA) and Gemuetlichkeit Days.

As a mother and community member the library was also an important part of our lives. We regularly attended reading hours, programs as well as utilizing the staff resources and the plethora of reading materials.

A public library is vital for all ages within a community. I am continually grateful for the staff, resources and programming offered at the Cambridge Library and hope to be a more active advocate with planning and directing the funding and services for the Cambridge Community Library.

I appreciate your consideration.

Sincerely,
Sara Babcock

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2024, by and between the County of Jefferson, hereinafter called "County," and **Cambridge Community Library** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2025 and ending December 31, 2025.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$95,100** payable in one sum not later than March 1, 2025.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON

By:

County Administrator

Date

County Clerk

Date

MUNICIPAL LIBRARY

By:

Library Board President

Date

Financial Agent of Library

Date

Municipal Representative

Date

Note: The 2025 payment is contingent on having a signed contract returned no later than February 1, 2025. Please scan and email the signed contract to:

Audrey McGraw – Jefferson County Clerk
audreym@jeffersoncountywi.gov

and

Marc DeVries – Jefferson County Finance Director
MarcD@jeffersoncountywi.gov