

Board of Trustees – Table of Contents

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Cambridge Community Library Board of Trustees
Monthly Agenda for April 2025
On April 9th
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. Safer Communities OAK Box
2. Drive-Up Window Update
3. Jefferson County Board Appointments
4. Hiring Update
5. Cambridge Foundation Grant

NEW BUSINESS

1. Library Testimonials
2. Donations and Gifts / Thank You Notes

FUTURE AGENDA ITEMS;

NEXT MEETING DATES; Wednesday April 23rd (Special Meeting Employee Handbook review)

Wednesday May 14th (Board Meeting)

ADJOURNMENT OF LIBRARY BOARD MEETING

NEXT BOARD MEETING DATE: May 14th

Cambridge Community Library

Monthly Meeting for March 2025

March 12, 2025

Called to order by President Trendel at 6:32

Roll call: Jennifer Trendel, Samantha Seeman, Paula Hollenbeck, Jennifer Simdon Budewitz, Matthew Gausman. Kristin Martin & Deb Brown Absent.

Trustee Hollenbeck made a motion to approve the **Monthly reports**, Trustee Redington seconded.

Director Seeman stated they are prepared for the address change once the Village makes the official change.

APT will be providing vouchers again this year and will also be offering discount promo codes.

Unanimous approval on the motion to approve the Monthly reports.

Trustee Simdon Budewitz made a motion to approve the **Treasurers report**, Trustee Gausman Seconded.

Trustee Redington reported a spend of \$20,769.82.

Unanimous approval on a roll call vote.

Village report from Trustee Hollenbeck:

Still working through EMS service items. It is noted if we go with Deer-Grove, it will still be a local service as the Ambulance and staff will be housed and responding from Cambridge. There was a developer who is looking at putting in 9 duplexes in the Westgate area near the Kwik Trip.

Friends of Library Report from Director Seeman:

March is membership drive. Chocolate frenzy will be April 10, in the planning phase. Will close the library 1 hour early to accommodate the Frenzy.

Making plans to work on their by-laws before the Book Sale in August

School report from Trustee Simdon Budewitz.

School board election April 1. Spring break is coming up last week of March.

Old Business:

1. January 2025 Expenses Paid –The amount paid for January was \$42,298.31. It was larger than usual because of the SCLS payment which is one time a year.
2. Review of Safer Communities OAK Box Agreement – Director Seeman is prepared to sign the agreement for a box with Narcan. They will install and help with location. Also will provide posters. They will do a community training. We will also cross-reference the Narcan available at the fire station. Director Seeman will sign and send tomorrow.
3. Drive-up Window Update – received a quote from Vogel Bros. Director Seeman has a couple more questions for them and will bring it back to the next meeting.
4. Annual Report Graphic – Graphic included in the packet. Director Seeman would like to do a little more cleanup and then will post on our website, make available at the circulation desk, and will send to Village to include in the next board packet. Suggestion was made to also post link on the Library and Village Facebook pages.
5. Jefferson County Board Appointments – Jefferson County can appoint up to 5 people to the Library board. They are reassessing the process and planning to appoint members in 2025. Director Seeman will recommend appointing Cari Redington and Kristin Martin.

New Business:

1. Hiring Progress: over 30 people have applied to the position. 6 have been interviewed with 2 more to go. There have been good candidates, so we will be taking down the posting for the position. Director Seeman had a question about wages for someone with an MLIS degree. This is something that the board will further discuss and determine if there is a policy that the Library would like to create regarding this topic.
2. Cambridge Foundation Grant – Director Seeman identified that we did ask for money in 2022 for the hot water heater. We received \$3,300 for the water heater AND an automatic door counter. This year's grants will be announced at the end of March so will hear from them in the next week or two for our requests from this year.
3. Adjacent County Reimbursement (SCLS Authorization form) - Agreement so that SC can send bills to other counties, specifically Dodge and Green. Trustee Hollenbeck made a motion to approve having the Board President sign the Adjacent County Reimbursement form. Seconded by Trustee Redington. Approved unanimously
4. Donations and Gifts / Thank you Notes – Received from Shirley Rucks and Harold Schuh. Also emptied the counter donation box which had \$145 to be deposited.
Received monies from the various counties:
\$23.79 Sauk County
\$23.79 Green County
\$24 Columbia County
\$10 Prairie Lakes System
\$95,100 Jefferson County

Future Agenda items: Nothing specifically discussed

Next Board Meeting Date: Wednesday April 9th

Retreat April 23rd to review the Employee handbook

Motion to adjourn made by Trustee Redington Seconded by Trustee Simdon Budewitz
Approved unanimously.

2025 Director's Report
Library Board of Trustees Meeting
April 9th @ 6:30pm

Updates

- I attended the All Director's meeting on March 20th.
 - Delivery is planning a brief disruption to their service in June due to staff training and a renovation of their workspace. Friday June 13th there will be no delivery service. Saturday June 14th they are tentatively planning to do a limited service (which would look similar to their holiday routes like the day after Thanksgiving or MLK day), and then they plan to back to mostly regular service on Monday June 16th.
- Our Safer Communities OAK Box was installed recently! It is located at the back of the building, with signs in the front indicating its location. I connected with our contact there to let them know that we will schedule a community training session into our summer programs and will let her know when we have some dates in mind.
- We hired Amanda Heit for the open Library Assistant position. She started on March 31st and is training. She has interned with Stoughton Public Library, so she is familiar with the functions of a library, and with Biblioovation system.

Continuing Education / Training

- Staff participated in BEC related cyber training from Infosec
- Youth Staff attended
 - CCBC Great New Books Birth-Grade 5 Webinar (3/19)

Gifts / Donations / Monies Received

- **Donations**
 - Dona Merg and Paula Hollenbeck made donations this month
 - \$145 (Counter Donation Box)
 - Cassandra Schwartz made a donation 'In Memory' of Betty Prescott
- **Monies Received**
 - \$52,870 Dane County reimbursement
 - \$35 for lost book
 - \$2,900 from Cambridge Foundation Grant for organization of Puzzle/Game collection, and adding Yotos collection

Upcoming Time Off / Out of Building

- Tues May 13th – NE Equity Team meeting (in person) @ 11:00am

2025 Director's Report
Library Board of Trustees Meeting
April 9th @ 6:30pm

Program Highlights (March)



Date	Tr	Activity	Age Group	#	# Attended	Activity Type	Organizer	Tr	Notes
3/4		Scrabble	All Ages / General		2	Self-Running			Notes
3/5		Storytime	Kids (under 5)	13		Series			Cat in the Hat
3/7		Storytime	Kids (under 5)	60		Series			Cat in the Hat
3/10		Monday Night Book Club	Adults	11		Club			Killers of a Certain Age
3/11		Scrabble	All Ages / General		3	Self-Running			Notes
3/12		Storytime	Kids (under 5)	8		Series			Green
3/13		Book Club meeting #2	Adults	2		Club			Killers of a Certain Age
3/14		Storytime	Kids (under 5)	45		Series			Green
3/18		Scrabble	All Ages / General		6	Self-Running			Notes
3/18		Dogs on Call-Paws to Read Month	Kids	10		Single			Notes
3/18		Resume Writing Tips and Tricks	Adults		##	Single			CANCELED (presenter)
3/19		Storytime	Kids (under 5)	10		Series			Spring
3/20		Disney Night	All Ages / General	12		Single			with BINGO
3/21		Storytime	Kids (under 5)	22		Series			Spring
3/21		Friday Flick	Adults	13		Series			Twister
3/25		Scrabble	All Ages / General		4	Self-Running			Notes
3/25		Intro to Gardening	Adults	11		Single			Notes
3/26		Between the Pages Book Club	Adults	6		Club			The Women
m/d/yyyy		Activity			##				Notes
m/d/yyyy		Activity			##				Notes
m/d/yyyy		Activity			##				Notes

Total Attendance		238
Total Programs		18
Kids Under 5		6
School Age Kids		1
Teens		0
Adults		5
All Ages		3
Self-Running		4

Passive Programming

Storywalk Guessimate	10
Coloring Sheets	40

Mar-25

Mar-25	Week 1 3/1/25							Week 2 3/2/25 - 3/8/25							Week 3 3/9/25 - 3/15/25							Week 4 3/16/25 - 3/22/25							Week 5 3/23/25 - 3/29/25							Week 6 3/30/25 - 3/31/25							Monthly Totals		
	M	T	W	Th	F	S		M	T	W	Th	F	S		M	T	W	Th	F	S		M	T	W	Th	F	S		M	T	W	Th	F	S		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	This Mo	Last Mo		
Drive Up																																													
Daily Patrons						3		6	5	7	6	7	6		3		14	5	6	9	4	3	4	4	5	8	5	3	7							3	37	49	41	29	7	166	174		
Phone Calls						1		10	6	10	3	8	4		2		4	4	4	6	4	5	8	3	2	6	3	1	8							1	41	25	27	23	8	125	111		
Pick List						93		100	40	63	54	36	56		91		57	54	62	41	53	40	55	100	23	68	71	53	61	117							93	349	323	365	376	117	1623	1,469	
E-Mails																																			0	0	0	0	0	0	0	1			
Copies/Prints																																			0	0	0	0	0	0	0	4			
Faxes																																			0	0	0	0	0	0	0	0			
Library Cards																																			0	0	0	0	0	0	0	0			
Acct Lookups*						3		8	5	7	5	7	6		7		11	8	12	8	3	14	5	6	9	4	4	3	5	8	5	3	7			3	38	49	42	27	7	166	162		
Reference ?s*								1			2				1							1	2	2	2	1	2		2						0	3	1	8	5	3	20	14			
Red Bins Sent						5		6	3	4	3		4		5		4	5	3		6	6	4	4	3		4	5	3	4	4			5	20	23	21	25	6	100	85				
Red Bins Rec'd								4	5	5	3	4			3		4	5	3	3		4	5	6	4	4		3	4	4	4	3			0	21	18	23	18	0	80	76			
Other																																			0	0	0	0	0	0	0	1			
Inside Circ Desk																																													
Daily Patrons						40		60	50	65	97	87	48		75		45	93	61	58	35	70	78	58	63	87	44	64	68	85	48	62	42	61			40	407	367	330	369	61	1574	1,323	
Copy/Scan/Print						4		4	5	3	4	1	6		9		5	10	4	6	3	6	11	7	4	6	2	3	3	7	5	7	5	10			4	23	37	30	30	10	134	101	
Faxes						2		2	1	2							2			2		1				1	1		1		1				2	5	4	2	2	1	16	7			
Tech Assist								2	1	2	1	1					1	4	1	1		1	1	2	1	1	2	1	1	6	2	3	2	4			0	7	7	7	15	4	40	37	
Library Cards								1	1	1	1	1	1				2		2	1	1	2	2		1	1	1	1		1					0	5	4	6	3	0	18	9			
Acct Lookups*						4		6	3	2	3	7			1		4	7	2	3		3		1	11	7	2	6	3	6	8	4	2		4	21	17	21	27	2	92	52			
Reference ?s*								3	1		4	4			2		1	2	7	2	1	3		6	4	1	4	1	2	2	1	1	2		0	12	15	11	11	2	51	24			
Newspaper								1			1	1			1		2	1	2	1		2		1	1	2	1	3	1	2	2	1			0	3	7	4	10	0	24	16			
Other										2	2	2			1		3		1			2	2	1	3	1	1	1	1	1				0	6	5	9	4	0	24	21				
From Reservation Sheet:																																													
Comp Use (Hrs)						6		21	14	15	14	6	8		15		22	24	17	10	9	13	19	16	15	14	12	22	19	30	17	13	8	22			6	78	97	89	109	22	401	348	
Comp Use (Ppl)						4		6	4	3	7	4	5		4		7	7	4	4	4	5	6	5	5	5	5	3	6	8	4	5	7	7			4	29	30	31	33	7	134	122	
Room Resv (Hrs)									2.5	1.5	4	1	2		3		3	3.5		2.5	1.5	2.5	4.5	2	3	1.5	3.5	2	2.5					0	11	13.5	13.5	8	1	47	69				
Attendees									1	3	6	2	2		3		5	4		7	7	3	5	7	8	5	4	5	2					0	14	26	28	11	3	82	86				

Storytime (Wed & Fri 10am) (none 3/26 or 3/28)

Storywalk (Mar-May)

(Parent Teacher Conferences)

(No School)

Bookclub

FOL Sorters/Board Meeting

3/18/25 Dogs on Call

3/20/2025 Disney Night

3/21/2025 Friday Flick

3/22/25 Spring Break

3/25/25 Garden Workshop

2025 Monthly Statistics

CIRCULATION ACTIVITY

2025 Total CKO current month	
2024 Total CKO current month	
% + or - CKO monthly yr to yr	
% + or - CKO YTD	
% CBR Items	
% SCLS Items	
Loaned to Other Libraries	
Borrowed from Other Libraries	
2025 CKI current month	
2024 CKI current month	

USE COUNTS

Patrons: Adult
Patrons: Children
Patrons: Staff
New Patron Registration
Dane County: Village
Dane County: Rural (no lib)
Dane County: City (w/ lib)
Jefferson County: Village
Jefferson County: Rural (no lib)
Jefferson County: City/Vil (w/ lib)
Other Counties: Rural (no/ lib)
Other Counties: City/Vil (w/ lib)

HOLD ACTIVITY

2025 Holds Placed	2024 Holds Placed
% YTD change from 2024	

CATALOG ACTIVITY

Holdings Entered	Holdings Deleted
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
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82	82
83	83
84	84
85	85
86	86
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89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

INTER LIBRARY LOAN

711

MATERIAL TYPE

Print
Books: YA/Adult
Books: Juvenile
Magazines: YA/Adult
Magazines: Juvenile

Audio Books

Books on CD: YA/Adult
Books on CD: Juvenile

	Jan	Feb	March	April	May	June	July	Aug	YTD TOTAL
Expenses									
Materials Expenses	\$ 5,963.22	\$ 2,298.62	\$ 2,796.36						\$ 11,058.20
Operations Expenses	\$ 25,909.89	\$ 5,951.37	\$ 2,805.31						\$ 34,666.57
Personnel Expenses	\$ 11,061.91	\$ 11,082.21	\$ 10,245.18						\$ 32,389.30
Benefits Expenses	\$ 5,326.51	\$ 1,437.62	\$ 1,386.09						\$ 8,150.22
Cash Drawer									
Materials	\$ 8.00	\$ 8.22	\$ 6.33						\$ 22.55
Postage		\$ 4.40	\$ 4.40						\$ 8.80
Programming	\$ 11.97	\$ 14.89	\$ 7.98						\$ 34.84
Supplies									\$ -
Misc.	\$ 15.77	\$ 14.10							\$ 29.87
Janitorial	\$ 8.04								\$ 8.04
Revenues									
Total Donations		\$ 700.00	\$ 320.00						YTD TOTAL \$ 1,020.00
Total Monies Received		\$ 95,198.57	\$ 55,805.00						\$ 151,003.57
Donation Box Deposit		\$ 145.00	\$ 73.00						\$ 218.00
SCLS Foundation									
Interest	\$ 23.05	\$ 92.62							
Fees	\$ (75.02)	\$ (76.61)							
Gains/Losses	\$ 1,363.77	\$ (255.88)							
Cash Drawer Deposits	\$ 210.00	\$ 294.00	\$ 224.00						\$ 728.00
Faxes	\$ 10.50	\$ 3.50	\$ 9.75						\$ 23.75
Copies	\$ 179.30	\$ 231.50	\$ 198.25						\$ 609.05
Laminating		\$ 1.00	\$ 2.00						\$ 3.00
Earbuds/Flash Drives		\$ 10.00							\$ 10.00
Card Replacements	\$ 1.00		\$ 3.00						\$ 4.00
Lost/Damaged Materials	\$ 19.20	\$ 48.00	\$ 11.00						\$ 78.20

Foundation Previous Month Ending Value	\$63,033.60
Foundation Current Month Ending Value	\$62,793.74

Fund: 150 - LIBRARY FUND

Account Number		2024	2025	2025 Budget	Budget Status	% of Budget
		Actual 12/31/2024	Actual 03/31/2025			
150-00-41111-000-000	PROPERTY TAX - LIBRARY	105,000.00	0.00	95,000.00	-95,000.00	0.00
=====						
TAXES		105,000.00	0.00	95,000.00	-95,000.00	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	57,803.00	52,870.00	0.00	52,870.00	0.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	249.80	81.58	0.00	81.58	0.00
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	100,100.00	95,100.00	0.00	95,100.00	0.00
150-00-43740-000-000	FOUNDATION GRANT	9,700.00	0.00	0.00	0.00	0.00
=====						
INTERGOVERNMENTAL REVENUES		167,852.80	148,051.58	0.00	148,051.58	0.00
=====						
150-00-45190-000-000	LIBRARY FEES & FINES	722.79	239.68	0.00	239.68	0.00
=====						
FINES, FORFEITS AND PENALTIES		722.79	239.68	0.00	239.68	0.00
=====						
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	1,716.10	1,715.00	0.00	1,715.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,786.46	632.80	0.00	632.80	0.00
150-00-46712-000-000	FAX SERVICE	155.25	29.00	0.00	29.00	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	0.00	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		4,657.81	2,376.80	0.00	2,376.80	0.00
=====						
150-00-48130-000-000	INTEREST INCOME - LIBRARY	2.84	0.38	0.00	0.38	0.00
150-00-48505-000-000	EMPLOYEE CONTRIB TO INS PREM	0.00	0.00	0.00	0.00	0.00
150-00-48830-000-000	SOUTH CENTRAL LIB SYS	3,035.40	0.00	0.00	0.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	1,000.00	0.00	0.00	0.00	0.00
150-00-48900-000-000	MISC REVENUES	4,436.73	19.00	0.00	19.00	0.00
=====						
CONTRIBUTED CAPITAL		8,474.97	19.38	0.00	19.38	0.00
=====						
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	4,150.00	11,000.00	0.00	11,000.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
=====						
FRIENDS OF CAMBRIDGE LIBRARY		4,150.00	11,000.00	0.00	11,000.00	0.00
=====						
Total Revenues		290,858.37	161,687.44	95,000.00	66,687.44	170.20

Fund: 150 - LIBRARY FUND

Account Number		2024 Actual 12/31/2024	2025 Actual 03/31/2025	2025 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	60,120.00	13,680.00	59,280.00	45,600.00	23.08
150-00-55110-120-000	LIBRARY - WAGES	81,957.54	19,552.80	89,115.26	69,562.46	21.94
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	0.00	246.00	0.00	-246.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	7,255.50	1,730.13	7,067.14	5,337.01	24.48
150-00-55110-132-000	LIB - BENEFITS SOC SEC	10,609.77	2,529.95	11,352.24	8,822.29	22.29
150-00-55110-133-000	LIB - HEALTH/DENTAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	150.77	109.07	350.00	240.93	31.16
150-00-55110-135-000	LIB - LIFE INS	765.24	73.44	700.00	626.56	10.49
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	0.00	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	2,597.59	0.00	2,000.00	2,000.00	0.00
150-00-55110-220-000	LIB - UTILITIES	13,244.32	3,776.77	15,700.00	11,923.23	24.06
150-00-55110-221-000	LIB - TELEPHONE	8,503.17	1,714.91	7,000.00	5,285.09	24.50
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	14,759.75	2,792.63	12,500.00	9,707.37	22.34
150-00-55110-240-100	LIB JANITORIAL EXPENSES	1,231.49	261.40	1,000.00	738.60	26.14
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	0.00	0.00	0.00	0.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,926.86	75.21	3,000.00	2,924.79	2.51
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	1,129.12	504.12	700.00	195.88	72.02
150-00-55110-292-000	LIB - COPY MAINT	3,481.01	515.07	3,000.00	2,484.93	17.17
150-00-55110-293-000	LIB - LINK	23,730.17	22,478.00	22,478.00	0.00	100.00
150-00-55110-310-000	LIB - OFFICE SUPPLY	2,091.21	380.53	4,000.00	3,619.47	9.51
150-00-55110-311-000	LIB - POSTAGE	306.36	2.50	400.00	397.50	0.63
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,685.85	904.78	2,000.00	1,095.22	45.24
150-00-55110-330-000	LIB - TRAVEL & TRAIN	1,510.38	0.00	1,000.00	1,000.00	0.00
150-00-55110-341-000	LIB - BOOKS ACQUISITION	24,844.34	3,737.79	23,000.00	19,262.21	16.25
150-00-55110-342-000	LIB - A/V ACQUISITION	4,752.81	620.68	5,000.00	4,379.32	12.41
150-00-55110-343-000	LIB - ELEC ACQUISITION	4,703.40	3,006.75	3,000.00	-6.75	100.23
150-00-55110-344-000	LIB - MISC ACQUISITION	33.12	0.00	150.00	150.00	0.00
150-00-55110-390-000	LIB - MISC EXPENSES	452.69	79.99	500.00	420.01	16.00
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	0.00	3,800.00	3,500.00	-300.00	108.57
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	1,000.00	1,000.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	7,707.65	0.00	0.00	0.00	0.00
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	52.95	0.00	170.00	170.00	0.00
=====						
CULTURE, RECREATION AND EDU.		283,603.06	82,572.52	279,812.64	197,240.12	29.51
=====						
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		283,603.06	82,572.52	279,812.64	197,240.12	29.51
=====						
Net Totals		7,255.31	79,114.92	-184,812.64	-263,927.56	-42.81

Start

[illegible]

Income

[illegible]

Expenses

[illegible]

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
January 31, 2025	\$ 61,721.81	\$ -	\$ 61,721.81	\$ (75.02)	\$ 23.05	\$ 1,363.77	\$ -	\$ 63,033.60
February 28, 2025	\$ 63,033.60	\$ -	\$ 63,033.60	\$ (76.61)	\$ 92.62	\$ (255.88)	\$ -	\$ 62,793.74

March 17, 2025

Samantha Seeman, Library Director
Cambridge Community Library
101 Spring Water Alley
Cambridge, WI 53523

RE: Drive-Up Window Replacement
101 Spring Water Alley, Cambridge, WI

Dear Samantha,

Vogel Bros. Building Co. will provide the following scope of work for the Lump Sum Price of **Twenty-Four Thousand Nine Hundred Sixty-Seven Dollars (\$24,967)**, subject to additions and deductions by Change Order.

Work Included:

- Remove existing window and drive-up transaction box
- Rework existing casework and countertop on exterior wall to allow for new drive-up sliding window
 - Patch & paint interior wall
 - Patch vinyl base around casework
- Remove existing window & transom above transaction box
- Provide & install new sliding drive-up window & transom
 - Install sliding window at elevation to match the elevation of the existing transaction box
 - Trim new window exterior to match existing wood trim
 - Patch & paint exterior EIFS to match existing texture and color

Work Not Included:

- Any design & engineering or permits
- Any exterior work other than directly at the transaction box and window directly above
- Patching & painting of any other interior walls
- Any flooring finishes
- Any electrical, plumbing, HVAC, or fire protection work
- Any work not listed above

Assumptions/Clarifications:

- Assumes the existing transaction box is not hard-wired and can be unplugged to be removed
- Assumes all work to be completed during regular business hours (M – F 7:00am – 3:30pm)
- Assumes Vogel Bros will have access to the facility during regular business hours (M – F 7:00am – 3:30pm)

Cost Breakdown:

• General Conditions / Supervision	\$3,104
• Carpentry	\$6,900
○ Window demo	
○ Dust protection and barriers	
○ Rework casework and countertop	
○ Window caulking	
○ Window trim	
○ Cleanup after work has been completed	
• Project Management	\$0
• New window & installation	\$9,580
• Patching & painting interior and exterior	\$2,750
• Carpentry materials	\$1,000
○ Window trim	
○ Caulk	
○ hardware	
○ Construction barriers	
• General Contractors Fee	\$1,167
• Insurance	\$466

Grand Total **\$24,967**

Date of Commencement and Substantial Completion:

The date of commencement of the Work shall be mutually agreed upon by Cambridge Community Library & Vogel Bros.. Substantial Completion of the Work shall be achieved not later than (2) weeks from commencement.

Payment Terms:

Net 30 days from billing date. Finance charge of 1.5% per month on all past due balances.

Other Provisions:

Pricing is valid for 30 days from the date of this letter agreement

Indemnification:

To the fullest extent permitted by law, Vogel Bros. Building Co. shall defend, indemnify and hold harmless the Owner and its agents, consultants, and employees from all claims for bodily injury and property damage that may arise from the performance of the Contract Work to the extent of the negligence attributed to such acts or omissions by Vogel Bros. Building Co., its subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

VOGEL
BROS. BUILDING CO.

better people = better builders®

Insurance:

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and property insurance written on a builder's risk "all-risk" or equivalent policy form comprising the total value of the entire project.

Counterparts:

The undersigned parties agree that this Agreement may be executed in multiple counterparts, each of such counterpart shall be deemed to constitute one and the same instrument and each of said counterparts shall be deemed an original hereof. Facsimile and electronic PDF signatures of this Agreement shall be treated as original signatures.

This Agreement is entered into as of the day and year first written above.

OWNER:

Cambridge Community Library

CONTRACTOR:

Vogel Bros. Building Co.

Authorized Signature

Authorized Signature

Print Name, Title

Print Name, Title

If you have any questions regarding this Agreement, please contact Jason Eyler at 608.241.5454.



March 25, 2025

Cambridge Community Library
P.O. Box 490
Cambridge, WI 53523

RE: 2025 Grant Requests to the Cambridge Foundation:

Cambridge Community Library:

Enclosed is a 2025 grant from the Cambridge Foundation in the amount of \$2,900.00 consistent with your grant request.

Very truly yours,

CAMBRIDGE FOUNDATION


Michael D. Rumpf, President
MDR/s
Encl.



Wisconsin Public Library testimonials needed!

Wisconsin Department of Public Instruction sent this bulletin at 03/24/2025 10:30 AM CDT

Share Bulletin



[View as a webpage](#) / [Share](#)



WISCONSIN DEPARTMENT OF
Public Instruction

Wisconsin Public Library Testimonials needed

We want to hear from you!

Funding and programs through the federal government play a critical role for Wisconsin's public libraries. The Department of Public Instruction is looking to humanize the impact of this federal funding via short video "testimonials." These videos will be compiled and published on the DPI's social media. After you record your video, [please use this Google Form](#) to answer three questions and submit the video file.

Here is what we are looking for:

Record a short video on your cell phone, computer, or tablet. Ideally, the video would be about 30-45 seconds (up to 1 minute maximum) and would speak to the importance of federal funding as it relates to public libraries (e.g., literacy, job search resources, interlibrary loan, eBooks/eAudio materials). Videos can be recorded either vertically or horizontally.

Here are some prompts to help get you started in submitting a video!

1. What does your public library mean to you?
2. What service or library program do you rely on regularly and why?
3. What if that service or library program went away? How would that impact your life?
4. How has the public library changed your life?

Thank you for helping us spread the word about the important work that libraries do!

Questions? Contact: benjamin.miller@dpi.wi.gov



Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
201 West Washington Avenue
Madison, WI 53703
(608) 266-3390 • (800) 441-4563