Board of Trustees – Table of Contents April 10, 2023

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Cambridge Community Library Board of Trustees Monthly Agenda for April 2024 On April 10th at **6:30PM** 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

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:

Policies

- 1. Art / Display Policy Final (approved @ Retreat)
- 2. Confidentiality Policy Final (approved @ Retreat)
- 3. Gifts and Donations Policy Draft based on notes from Retreat
- 4. Collection Development and Management Policy Final (approved @ Retreat)
- 5. Materials Challenge Process and Form Draft based on notes from Retreat

OLD BUSINESS

- 1. Foundation Grant
- 2. Hiring Update

NEW BUSINESS

- 1. All Director's Meeting Updates
- 2. Banker's Window/Drawer
- 3. SCLS Evaluation Vendor Demos
- 4. Donations and Gifts

Convene into Closed Session per 19.85(1) (f) of the Wisconsin Statutes to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Cambridge Community Library Board of Trustees Monthly Agenda for April 2024 On April 10th at **6:30PM**Amundson Community Center Room

Reconvene into Open Session

5. Possible Action Taken on Closed Session Items

NEXT BOARD MEETING DATE: May 8th, 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

Cambridge Community Library Board of Trustees Monthly Meeting Minutes March 13, 2024 6:30 PM

Present/RollCall: Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, Cari Redington, and Paula Hollenbeck

Call to Order: President Trendel called the meeting to order at 6:30 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Martin. Discussion. Director Seeman indicated that the 2024 Budget Comparison will be updated and the last column is currently zeroed out. There is no SCLC Foundation Report month. Director Seeman noted that in the Gift/Donation/Monies Received section there is a common missing for the Jefferson County reimbursement. The amount should be documented as \$100,100. The new Library Assistant has started. Director Seeman is offering a position to a Page applicant this week. Monthly reports approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Simdon Budewitz. Discussion. The labor report is missing from the packet. It should not be published publicly. Director Seeman will ask the Village Treasurer if the 2024 Budget can be added to the Statement of Revenue & Expenditures Report in another column. Roll call vote. Treasurer report approved.

Village Report: There will be Memorial Day events in the community. Fire/EMS has a lot to work on. A crematorium has been given approval for a conditional use permit. It will be located behind the new Kwik Trip. Kwik Trip will be built this year. Two more sets of apartments will be built by the Winery development.

Friends of the Library Report: March membership drive is going on. April 9 is the Chocolate Friendzy. The library will close one hour early for the event. The Friends are looking at food truck vendors for the Art & Craft Fair.

School District Report: The District Technology Administrator position has been filled. Spring break is coming up.

Actions Agenda:

Policies

- Naming Rights Policy Draft Review & Approval-Change committee to Library Board in Section 3 E. Reworked verbiage in Section 3 A. Trustee Hollenbeck made a motion to approve the policy, seconded by President Trendel. Discussion. Voted. Approved.
- 2. Art/Display Policy Review-Will review updates at next month's meeting.

Old Business

- Trustee Bylaws Approval-Director Seeman made all the changes that were discussed. Trustee Redington made a motion to approve the Trustee Bylaws, seconded by Trustee Hollenbeck. Discussion, Voted. Approved.
- 2. Annual Report 2023-The copy of the annual report is in the board packet.

New Business

- 1. Friends of the Library Friendzy Event-April 9 at 6:30pm. The library will close one hour early for the event.
- 2. Adjacent County Reimbursements-President Trendel and Director Seeman signed that we would approve Dane County requesting funds from counties for reimbursement.
- Board Policy Writing Retreat-The board will look at policies that need updating.
 Specific policies include: Collection Management, Book Challenging, Donations and Confidentiality. It will occur 3/30 at 9:30am in the Senior Room.
- 4. Donations and Gifts-\$500 donation was received from Shirley Rucks.

Upcoming meetings:

3/30/24 9:30 AM-Policy Writing Retreat 4/10/24 6:30 PM-next monthly library board meeting.

Trustee Martin made a motion to adjourn, seconded by Trustee Hollenbeck at 8:10 PM. Approved.

Submitted by Kristin Martin

Cambridge Community Library Board of Trustees Monthly Meeting Minutes March 30, 2024 9:30 AM

Present/RollCall: Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, Cari Redington, and Paula Hollenbeck

Call to Order: President Trendel called the meeting to order at 9:53 AM.

Introduction of Guests: None

Public Input: None

1. Art / Display / Exhibit / Community Bulletin Board - Review & Approval

Trustee Redington made a motion to approve the Art/Display/Exhibit/Community Bulletin Boards policy, seconded by Trustee Martin. Discussion. Vote. Approved.

2. Art / Display / Exhibit Application Template - Write & Approve

3. Collection Development / Management - Review, Write & Approve

Trustee Redington made a motion to bring the Collection Development/Management to the floor for discussion and approval, seconded by Trustee Simdon Budewitz. Discussion. Table approval until the next board meeting.

- 4. Materials Challenges Policy & Process Write & Approve
- 5. Materials Challenges Challenge Form Write & Approve

6. Confidentiality – Review, Write & Approve

Trustee Hollenbeck made a motion to review, write and approve the Confidentiality Policy, seconded by Trustee Martin. Discussion. Vote. Approved.

7. Donations - Review, Write & Approve

Trustee Redington made a motion to review, write and approve the Donations Policy, seconded by Trustee Simdon Budewitz. Discussion. Vote. Approved.

Upcoming meeting:

4/10/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 12:24 PM. Approved.

Submitted by Kristin Martin

Programs @ the Library

- Our regular Monday Night Book Club was held on March 11th this month. We discussed the Good Morning America recommended novel, Pineapple Street by Jenny Jackson. There were 18 members present for this discussion. Our next book, Calypso by David Sedaris, will be discussed on Monday April 8th.
- Friday Flicks was on March 15th and we showed the movie Waitress with 13 people attending. The next movie (being held on April 19th) is Poor Things.
- We posted our first storywalk for the year in March. You can pick up a map, and do a loop around town reading the story, Over in the Meadow by Jane Cabrera, now through May.
- Storytime stats
 - Pig Storytime; 7 adults + 15 children=22
 - Shapes Storytimes; 3/6 and 3/8, 10 adults + 13 children=23
 - St. Patrick's Day Storytimes w/guest Janet Redford; 3/13 and 3/15, 18 adults + 31 children=49
 - o Rabbit Storytimes; 3/20 (3/22 snow day), 3 adults + 2 children=5
- Scrabble meets every Tuesday at 2pm.
 - 0 3/5, 3/12, 3/19, 3/26 = 14
- Final Parent Toddler Class with Amanda Isakson; 6
- We had the UW Irish Dancers here on 3/16; 47 people attended
- Chess Club met this month and had 7 members attend.
- We also had a 'Paws to Read' program with special guest Dixie; 12 people attended

Continuing Education / Training

- I attended the All Director's Meeting on Thursday March 21st from 9-12.
- Youth Staff attended a CCBC Short webinar for a preview of new books for ages birth through grade five. They created a list of titles for us to be on the lookout for/purchase.

Gifts / Donations / Monies Received

- The Friends of the Library received a membership renewal/donation check during their membership drive, but it was made out to the library. We deposited the original check into our Friends designated revenue account, and then wrote a check for the same amount (made out to the Friends of the Library) out of our Misc. Expenses acct.
- We received our letter from the Cambridge Foundation this month. We have been granted the full amount we requested, \$5700, for purchase of the materials cabinet (with locks) for all our Makerspace materials including the Cricut and other machines, as well as for an adjustable table (with outlets) and stools to furnish the space. I have deposited the grant, and will get started on the logistics of purchasing those items and getting the Makerspace officially up and running by the end of the year.

Other Updates

- Rhyme visited on Tuesday March 12th to trouble shoot our printing needs. They were able to figure it out, and work with SCLS to get all patron printing re-routed to the copier, which will save us money down the road.
- Our Banker's Drawer however, has officially died. The service person who came to look at it, was
 expecting it to die at some point, and does not suggest replacing the motor or electrical
 components inside. Because our counter was made around the existing drawer, it would be hard
 to replace the drawer itself as well. His suggestion was to eliminate the motor aspect of the
 drawer, and utilize a manual lever to operate it. He crafted us a bar to fit into the drawer,
 though it is not perfect, and is not a complete fit for the situation since it now does not allow
 the drawer to fully extend so the heavy door needs to be lifted in order to get what is inside. He
 said he will see if he can find the motor replacement, but he did not seem hopeful.
- One of my goals for 2024 was to expand our Enrichment Pass offerings. I had noticed that Fort had a pass for the Children's Museum in Madison and was very interested in securing that for our library. When I asked him about it recently though, he said much to his dismay, as of July of this year, the Children's Museum is doing away with their group passes. I reached out to them myself since I noticed on their website membership offerings for Day Care providers and I thought we could adapt that for library use, but they responded that they have no membership options for library patrons at this time. They did offer a membership for library staff and their family though. I will keep my eyes and ears out for other opportunities for pass expansion. I know it has been suggested to look into membership for Wisconsin Historical society. A pass would allow entrance to any of the 12 locations across the state, as well as other things. I have yet to inquire with them though.

- Dane County Library Service, in partnership with American Players Theater is launching a pilot program for library (patron) access to summer shows at American Players Theater. Each library will get a specific number of vouchers (which are 2 tickets each) to have available for "checkout" by patrons. Vouchers are extremely limited (per library) and will be restricted to (1) voucher per household. However, they are working on discounted rates for tickets to the same show for parties that are larger than the (2) the voucher covers. These vouchers would allow patrons entrance to one performance this summer, for free, for two people. The theater is in Spring Green. More information to come, but I will be our library's liaison and be handling the tickets for our library [voucher check out requires a selection of show, and for the library to call the box office on behalf of the patron to "book" the tickets. At least that is the understanding I have of the process. They are still working out kinks, so some things may change between now and launch in May].
- We have been making efforts to clean out the storage room in the back of the library! Recently, we have gotten interest in all 24 of our magazine holders that were stored back there in three large boxes. We have sent them out (through delivery) to the interested libraries, making room for the file cabinet in my office to be moved back there for storage of our files (and giving me a little bit of room back in my office). This brings us another step forward in organizing and cleaning up our files. We will continue to schedule sorting sessions when board members have time to spare, to help us get us into a better state.
 - Our new staff member has also worked really hard on organizing and cleaning out our materials shelves in the storage room. She was able to sort everything, put them in labeled boxes and trash anything that was not useful. I am VERY happy with how hard she worked on this project, and am hoping that the three people who are involved in programming will be able to maintain the organization of the space. This is furthering our efforts to get that back room functional again, with the ability to walk around and know where things are.

Staff and Training

- Our new Library Assistant is doing great. She will be attending her first Programming meeting
 with us this month, where we will be hashing out the entire summer schedule and Reading
 Program. She has already took initiative and offered ideas for two classes, as well as thoroughly
 cleaned out a portion of the back storage room. I have met with her to see how her first couple
 of weeks have gone and she is very happy with the job and said she can see herself here long
 term.
- We have hired a page. They started on March 26th. Training is going well (they were a volunteer prior to this, so they already had a working idea of how the library works) and we are looking forward to having them regularly in the mix.

• We will be placing the Page position back up though; our current page has accepted a job elsewhere and will be ending their time here at the library on March 30th. They still want to be involved in the library however, so they have offered volunteer services for shelving when needed (if we would like). I will be re-posting the Page position and re-submitting it to the school, and will let you know when we have a second person hired.

Upcoming Time Off / Out of Building

• I will be taking some time off on Monday April 15th. I will work with staff to ensure that we are covered for that day.

2024 Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	VTD
CIRCULATION ACTIVITY													
2024 Total CKO current month	3,578	3,568	3,916										11,062
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
% + or - CKO monthly yr to yr	5.19%	5.04%	3.03%										
% + or - CKO YTD	5.48%	5.40%	2.28%										
% CBR Items	54.64%	55.27%	25.80%										
% SCLS Items	45.36%	44.73%	44.20%										
Loaned to Other Libraries	2,233	2,410	2,448										7.091
Borrowed from Other Libraries	1,623	1,596	1,731										4 950
2024 CKI current month	2,565	2,831	2,991										4,535
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										9 468
Patrons: Children	280	209	334										823
Patrons: Staff	233	235	303										77.4
New Patron Registration	16	19	17										52
Dane County: Village	1,174	1,138	1,203										3 515
Dane County: Rural (no lib)	627	516	578										1 721
Dane County: City (w/ lib)	138	57	144										000
Jefferson County: Village	19	54	89										010
Jefferson County: Rural (no lib)	1,438	1,640	1,718										7 706
Jefferson County: City/Vil (w/ lib)	125	133	182										4,730
Other Counties: Rural (no/ lib)	0	0	0										0
Other Counties: City/Vil (w/ lib)	o.	8	6										
HOLD APTRITY			7										14
2024 Holds Placed	1,663	1,438	1,516										4,617
% YTD change from 2023	2.59%	%86.0	0.02%										
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		120							61				
Holdings Entered	173	169	157										499
Holdings Deleted	439	89	62	18.				7					569
INTER LIBRARY LOAN													
	3	10	6										22
MATERIAL TYPE		-											
Print													
Books: YA/Adult	1,398	1,384	1,455										4 237
Books: Juvenile	1,017	1,051	1,219										3 287
Magazines: YA/Adult	58	50	34			*							142
Magazines: Juvenile	-	-	-										
Audio Books					-					10			
Books on CD: YA/Adult	55	88	06										222
Books on CD: Juvenile	-	8	-	*									255
Playaway: YA/Adult	7	4.	α										0
Playaway. Invenile	. 7		0 0										20
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Audio Music				1									

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114	2		632	32	205	0	0	5	0	3	0		0	-	3		723	492		286	23	344.10
CD: YA/Adult	CD: Juvenile	Visual/AV	DVDs: YA/Adult	DVDs: Juvenile	DVDs: TV Shows	Software: YA/Adult	Software: Juvenile	Video Games: YA/Adult	Video Games: Juvenile	Misc AV: YA/Adult	Misc AV: Juvenile	ENRICHMENT PASSES	WI State Park Pass (checkouts)	Milw Co Zoo Pass (checkouts)	Milw Co Zoo Pass (people)	VERDRIVE	2024 Overdrive	2023 Overdrive	WIRELESS USE	2024 Users-Total Unique Clients	Average # of Clients Per Day	Average Usage per Client (MB)

								Week 2	7		_		\$	Week 5					WEER 4	+				>	WEER									
		NACCH T	1																													ľ		
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Drive Up																																		
Daily Patrons				9	3	6	6	9	12	13	4	7	13 1	14	9 2	9 9	5	8	7	11		9	2	6	6	7	4	9	9 53	3 54	t 37	40	193	193
Phone Calls				2	2	2	16	7	4	5	2	10	10	3 7	4 4	*	1	3	3	12			2	2	4	7	1	2	4 39	9 31	1 19	24	117	78
Pick List				36		123	09	09	28	22	74 1	120	54 4	46 48	8 39	9 43	102	72	40	09			117	52	51 6	89	39 3.	33 3	36 397	7 350	274	360	1417	1431
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Reference ?s												3														1			0	0 3	3 0	1	4	5
Red Bins Sent				4	4	4	9	4	4		4	4	9	5 4	4	9	9	9	4	3		5	3	9	4	4		8	8 22	2 25	5 19	25	66	79
Red Bins Rec'd				3		4	3	5	5	4		3	2	3 4	4 3	3	3	4	4	5			9	3	9	2	4		3 21	1 18	3 16	24	82	67
Other								1	1	1	1	1	1	1															0	4 3	3 0	0	7	0
Inside Circ Desk																																		
Daily Patrons				25	39	43	55	55	55	77	43	9 /9	9 09	69 29	9 54	t 67	71	46	25	53		46	53	2 06	76 4	47 6	61 31		91 328	367	7 268	358	1412	1084
Copy/Scan/Print				4	5	9	3	9	2	2	2	3	3	7 4	4 5	5 1	4	2	8	3			4	9	7	2	5		9 27	7 20	02 0	24	100	81
Faxes				1	3			_	1			1		1			1												4 1	1 2	2 1	0	8	14
Tech Assist				4	2	2	3	2	2	2		1		2 3	3 5	15	2	2	3	2			2	1	3	2	4		6 17	7 11	6	12	55	36
Library Cards							1	1	1					1		3	1					3	1		2	1		1	0 3	3 4	1 4	5	16	17
Acct Lookups				4	3		3	1	7	9	4	2	4 1	10 6	9	10	10	8	7	6		8	9	9	8	9	2		7 21	1 27	1 37	28	120	87
Reference ?s				1	2	4	3	2	3	3	2	1	3		3 1			2		2		1	2	1	3	2	3		3 17	7 8	5	11	44	19
Newspaper				2	2	1		1	2	2	1		1	.7	1 1		2			2					1	2	1		4	7 3	3	4	22	14
Other				1	3			1	2	1		1	4140.90	2		1			1	1	1								4 4	4 4	1 3	0	15	14
From Reservation Sheet:	heet:																																	
Comp Use (Hrs)				22	21	20	15	56	15	20	19	21 1	16 1	18 28	3 14	1 3	22	23	21	21		9	16	30	21 1	19 1	16 10		43 115	5 100	93	112	463	408
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Room Resv (Hrs)				11	2		3.5		1.5	3	2	4	4.5	2 3	_	2		2				2	1	7	2	-	2	2 1	13 10	15.5	4	6	51.5	89.5
Attendees				11	2		_		,	,	,	,				,		,				,	*	,	,		,	,	12	1		c	2	,

3/1/2024	NEW EXTENDED HOURS: Mon-Th 10am-7pm; Fri 10am-5pm; Sat 9am-2pm	3/15/2024	Friday Flick (Waitress the Musical) (1:00-3:00pm)
3/1/2024	Story Walk - Over the Meadow (Mar 1 - May 31)	3/16/2024	Irish Dancers (11am)
3/5/2024	Scrabble every Tuesday at 2pm	3/18/2024	Stephanie begins as Library Asst
3/6/2024	Storytimes (Wed & Fri (10am-11am)	3/19/2024	Read to Dogs (5:00-5:30pm)
3/6/2024	Driveup window broken (3/6-3/13/24)	3/22/2024	Snow Day - Library Closed
3/9/2024	Oscars Contest Form Deadline	3/25/2024	Family Lego Night (4:30-6:30pm)
3/12/2024	Chess Club (3:30pm-6pm)	3/27/2024	No Storytime during Spring Break (3/27/24 or 3/29/24)
3/13/2024	Driveup window repaired (w/ manual rod; no longer electric)	3/27/2024	Elise begins as library page
3/13/2024	Library Board Meeting (6:30pm)	3/30/2024	Greta's last day as library page

																	Foundation Previous Month Ending Value	\$56,207.26	Foundation Current Month Ending Value	\$57,560.20							
YTD TOTAL		\$ 10,373.53	\$ 35,535.09	\$ 35,120.92	\$ 4,444.01		\$ 15.00	\$ 27.46	\$ 7.98	•	\$ 4.99	- \$	YTD TOTAL	\$ 500.00	\$ 164,503.88	\$ 171.00					\$ 625.20	\$ 41.75	\$ 580.10	\$ 1.00		· \$	\$ 37.25
March		\$ 1,412.75	\$ 3,654.92	\$ 11,057.76	\$ 1,418.77		\$ 4.50	\$ 8.05			\$ 4.99				\$ 5,910.00						\$ 281.95	\$ 18.25	\$ 226.45				\$ 37.25
Feb		2,810.83	4,712.45	9,509.03	1,295.90		4.50	8.05		40.87				200.00	158,228.34			67.80	(64.44)	1,349.58	185.50	14.50	170.00	1.00			
Jan		\$ 6,149.95 \$	\$ 27,167.72 \$	\$ 14,554.13 \$	\$ 1,729.34 \$		\$ 6.00 \$	\$ 11.36 \$	\$ 7.98	\$				\$	\$ 365.54 \$	\$ 171.00		\$ 19.14 \$	\$ (64.68) \$	\$ (39.32) \$	\$ 157.75 \$	\$ 00.6 \$	\$ 183.65 \$	\$			
71	Expenses	Materials Expenses	Operations Expenses	Personnel Expenses	Benefits Expenses	Cash Drawer	Materials	Postage	Programming	Supplies	Misc.	Janitorial	Revenues	Total Donations	Total Monies Received	Donation Box Deposit	SCLS Foundation	Interest	Fees	Gains/Losses	Cash Drawer Deposits	Faxes ;	Copies	Laminating	Earbuds/Flash Drives	Card Replacements	Lost/Damaged Materials

Page: ACCT

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 03/31/2024	2024 Budget	Budget Status	% of Budget
150-00-41111-000-000	PROPERTY TAX - LIBRARY	0.00	0.00	105,000.00	-105,000.00	0.00
TAXES		0.00	0.00	105,000.00	-105,000.00	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	5,700.00	0.00	5,700.00	0.00
INTERGOVERNME	NTAL REVENUES	167,908.22	163,852.80	158,153.61	5,699.19	103.60
150-00-45190-000-000	LIBRARY FEES & FINES	361.02	309.59	0.00	309.59	0.00
FINES, FORFEITS	AND PENALTIES	361.02	309.59	0.00	309.59	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	500.00	0.00	500.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	656.25	0.00	656.25	0.00
150-00-46712-000-000	FAX SERVICE	169.75	30.00	0.00	30.00	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES	S FOR SERVICES	7,193.82	1,186.25	0.00	1,186.25	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	0.00	0.00	0.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	0.00	0.00	0.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	183.74	4,500.00	-4,316.26	4.08
CONTRIBUTED CA	APITAL	2,962.32	183.74	4,500.00	-4,316.26	==== 4.08
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	210.00	0.00	210.00	0.00
FRIENDS OF CAM	BRIDGE LIBRARY	1,237.00	210.00	0.00	210.00	0.00
Total Reven	ues	179,662.38	165,742.38	267,653.61	-101,911.23	==== 61.92

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Fund: 150 - LIBRARY FUND

150-00-55110-110-000	% of Budget 23.08 17.93 0.00 22.41 19.34 0.00
12/31/2023 03/31/2024 Budget Status Eactor Ea	23.08 17.93 0.00 22.41 19.34
150-00-55110-110-000	23.08 17.93 0.00 22.41 19.34
150-00-55110-120-000	17.93 0.00 22.41 19.34
150-00-55110-130-000	17.93 0.00 22.41 19.34
150-00-55110-131-000 LIB - BENEFITS RETIRE 6,894.06 1,564.80 6,984.04 5,419.24 150-00-55110-132-000 LIB - BENEFITS SOC SEC 9,558.86 2,206.52 11,410.89 9,204.37 150-00-55110-133-000 LIB - HEALTH/DENTAL 7,646.64 0.00 0.00 0.00 0.00 150-00-55110-133-000 LIB - HEALTH/DENTAL 7,646.64 0.00	0.00 22.41 19.34
150-00-55110-132-000 LiB - BENEFITS SOC SEC 9,558.86 2,206.52 11,410.89 9,204.37 150-00-55110-133-000 LiB - HEALTH/DENTAL 7,646.64 0.00 0.00 0.00 150-00-55110-133-000 LiB - FLEX BENEFIT 38.40 103.31 350.00 246.69 150-00-55110-135-000 LiB - FLEX BENEFIT 38.40 103.31 350.00 0.00 0.00 150-00-55110-135-000 LiB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 0.00 150-00-55110-210-000 LiB - LEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LiB - LEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LiB - LEGAL/AUDIT/ACCOUNTING 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-220-000 LiB - TELEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-220-000 LiB - SULLDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-000 LiB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-241-000 LiB - POGRAMMING 4,509.33 339.29 3,000.00 2,670.71 150-00-55110-291-000 LiB - POGRAMMING 4,509.33 392.93 3,000.00 2,670.71 150-00-55110-291-000 LiB - POGRAMMING 3,986.77 619.54 4,000.00 2,270.00 150-00-55110-293-000 LiB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LiB - COPY MAINT 3,986.77 619.54 4,000.00 2,929.14 150-00-55110-293-000 LiB - COPY MAINT 3,986.77 619.54 4,000.00 2,929.14 150-00-55110-300-000 LiB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-300-000 LiB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-300-000 LiB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-341-000 LiB - SOKS ACQUISITION 5,923.16 988.17 5,500.00 6,340 150-00-55110-341-000 LiB - AVI ACQUISITION 5,923.16 988.17 5,500.00 6,340 150-00-55110-344-000 LiB - LID AVI ACQUISITION 1,	22.41 19.34
150-00-55110-132-000 LIB - BENEFITS SOC SEC 9,558.86 2,206.52 11,410.89 9,204.37 150-00-55110-133-000 LIB - HEALTH/DENTAL 7,646.64 0.00 0.00 0.00 150-00-55110-134-000 LIB - FLEX BENEFIT 38.40 103.31 350,00 -246.69 150-00-55110-135-000 LIB - LIFE INS 26,000.00 0.00 0.00 0.00 150-00-55110-210-000 LIB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 0.00 150-00-55110-210-000 LIB - LIEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,590.00 150-00-55110-220-000 LIB - UTILITIES 14,011.06 2,987.84 15,700.00 12,712.16 150-00-55110-240-000 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 2,500.00 150-00-55110-240-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-291-000 LIB - PROGRAMMING 4,590.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIB - PROGRAMMING <	19.34
150-00-55110-133-000 LIB - HEALTH/DENTAL 7,646,64 0.00 0.00 0.00 150-00-55110-134-000 LIB - FLEX BENEFIT 38.40 103.31 350.00 246,69 150-00-55110-134-000 LIB - LIFE INS 970.24 154,98 0.00 0.00 150-00-55110-210-000 LIB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 1,580.00 150-00-55110-210-000 LIB - LIFE LEPHONE 14,011.06 2,987.84 15,700.00 1,2712.16 150-00-55110-220-000 LIB - SELEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-240-000 LIB SULLDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-291-000 LIB - POGRAMING 4,590.33 398.77 619.54 4,000.00 2,380.06 150-00-55110-291-000 LIB - ROYR WAINT 3,986.77 619.54 4,000.00 2,380.64 150-00-55110-291-000 LIB - SUBSCRIP &	
150-00-55110-134-000 LIB - FLEX BENEFIT 38.40 103.31 350.00 246.69 150-00-55110-135-000 LIB - LIFE INS 970.24 154.98 0.00 -154.98 150-00-55110-138-000 LIB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 0.00 150-00-55110-210-000 LIB - LEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LIB - TLEEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-220-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.52 11,500.00 727.06 150-00-55110-240-000 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 727.06 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,670.71 150-00-55110-290-000 LIB - PROGRAMMING 4,599.33 329.29 3,000.00 2,270.70 150-00-55110-290-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 2,929.14 150-00-55110-310-000 LIB - SUBSCHP & PERIODICALS	0.00
150-00-55110-135-000 LIB - LIFE INS 970.24 154.98 0.00 -154.98 150-00-55110-138-000 LIB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 0.00 150-00-55110-210-000 LIB - LEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LIB - LITLITIES 14,011.06 2,987.84 15,700.00 12,712.16 150-00-55110-220-000 LIB - LIB FLEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-240-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-000 LIB COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-241-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-290-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-320-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-311-000 LIB - SUBSCRIP & P	29.52
150-00-55110-138-000 LIB - POST RETIREMENT FUNDS 26,000.00 0.00 0.00 1,580.00 150-00-55110-210-000 LIB - LEGAL/AUDITI/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LIB - UTILITIES 14,011.06 2,987.84 15,700.00 3,293.33 150-00-55110-221-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-000 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 727.06 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-291-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-292-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,2670.71 150-00-55110-293-000 LIB - LIBRARY PUBLIC RELATIONS 836.49 677.84 4000.00 3,380.46 150-00-55110-293-000 LIB - LIBRARY PUBLIC RELATIONS 39.86.77 619.54 4,000.00 2,292.14 150-00-55110-31	0.00
150-00-55110-210-000 LIB - LEGAL/AUDIT/ACCOUNTING 3,540.15 420.00 2,000.00 1,580.00 150-00-55110-220-000 LIB - UTILITIES 14,011.06 2,987.84 15,700.00 3,293.33 150-00-55110-221-000 LIB - TELEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-240-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-241-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIB - POGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIB - POGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIB - COPY MAINT 3,386.77 619.54 4,000.00 3,386.46 150-00-55110-321-000 LIB - POSTAG	0.00
150-00-55110-220-000 LIB - UTILITIES 14,011.06 2,987.84 15,700.00 12,712.16 150-00-55110-221-000 LIB - TELEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-240-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-100 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 727.06 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-311-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-331-000 LIB - SUBSCRIP	21.00
150-00-55110-221-000 LIB - TELEPHONE 5,176.34 1,506.67 4,800.00 3,293.33 150-00-55110-240-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-100 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 727.06 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-311-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 1,163.36 150-00-55110-331-000 LIB - SUBSCRIP & PERIODICAL	19.03
150-00-55110-240-000 LIB BUILDING MAINT & REPAIR 7,690.41 1,816.25 11,500.00 9,683.75 150-00-55110-240-100 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 2,500.00 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-290-000 LIB - PROGRAMMING 4,599.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 2,216 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-311-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 1,163.36 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,3849.78 150-00-55110-341-000 LIB - RAVEL &	31.39
150-00-55110-240-100 LIB JANITORIAL EXPENSES 652.14 272.94 1,000.00 727.06 150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-311-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-342-000 LIB - AVY ACQUISITION	15.79
150-00-55110-241-000 LIB - COMPUTER MAINT & SUPPLY 3,072.26 0.00 2,500.00 2,500.00 150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-342-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 4,511.83 150-00-55110-343-000 LIB - AIV ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40	27.29
150-00-55110-290-000 LIB - PROGRAMMING 4,509.33 329.29 3,000.00 2,670.71 150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AVY ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - BLEC ACQUISITION	0.00
150-00-55110-291-000 LIBRARY PUBLIC RELATIONS 836.49 677.84 700.00 22.16 150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AVY ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - BLEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3,40 150-00-55110-344-000 LIB - MISC ACQUISITION <td>10.98</td>	10.98
150-00-55110-292-000 LIB - COPY MAINT 3,986.77 619.54 4,000.00 3,380.46 150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AVY ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - BLEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3,40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	96.83
150-00-55110-293-000 LIB - LINK 22,649.54 23,730.17 22,649.54 -1,080.63 150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AV ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	15.49
150-00-55110-310-000 LIB - OFFICE SUPPLY 4,800.87 1,070.86 4,000.00 2,929.14 150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AVY ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	104.77
150-00-55110-311-000 LIB - POSTAGE 361.72 26.44 480.00 453.56 150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - AV ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	26.77
150-00-55110-320-000 LIB - SUBSCRIP & PERIODICALS 2,784.80 836.64 2,000.00 1,163.36 150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - A/V ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	5.51
150-00-55110-330-000 LIB - TRAVEL & TRAIN 821.06 41.50 1,000.00 958.50 150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - A/V ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	41.83
150-00-55110-341-000 LIB - BOOKS ACQUISITION 19,253.38 4,150.22 18,000.00 13,849.78 150-00-55110-342-000 LIB - A/V ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	4.15
150-00-55110-342-000 LIB - A/V ACQUISITION 5,923.16 988.17 5,500.00 4,511.83 150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	23.06
150-00-55110-343-000 LIB - ELEC ACQUISITION 1,830.31 4,703.40 4,700.00 -3.40 150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	17.97
150-00-55110-344-000 LIB - MISC ACQUISITION 0.00 0.00 200.00 200.00	100.07
2000	0.00
150-00-55110-390-000 LIB - MISC EXPENSES 1,868.52 19.00 500.00 481.00	3.80
150-00-55110-510-000 LIB - INS PROPERTY 3,406.18 0.00 3,500.00 3,500.00	
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 FOURDMENT	0.00
150,00,55130,000,000 LIDBARY OTHER	0.00
======================================	0.00
CULTURE, RECREATION AND EDU. 287,487.31 77,807.52 280,736.47 202,928.95	27.72
T. 1. T.	
Total Expenses 287,487.31 77,807.52 280,736.47 202,928.95	27.72
Net Totals -107,824.93 87,934.86 -13,082.86 -101,017.72	-672.14

PETTY CASH 2024

		-	-		-								
Start	January	February	March	April	May	June	July	August	September	October	November	December	Total
Beginning Drawer Total:	\$ 297.20	297.20 \$ 299.20 \$ 397.73	\$ 397.73										\$ 994.13
Cash Left in Drawer Total:	\$ 130.70 \$	\$ 130.20 \$	\$ 130.53										\$ 391.43

Income

2024	January	-	February	March	April	May	June	July	August	September	September October	November	November December		Total
Copies (Drawer Deposit) 150-00-46711-000-000	\$ 149	\$ 00.	169.00	\$ 149.00 \$ 169.00 \$ 267.20										\$ 585.20	5.20
Faxes 150-00-46712-000-000	\$	\$ 57.	14.50	8.75 \$ 14.50 \$ 14.75											38.00
Earbuds 150-00-48900-000-000			100											4	
Lost Materials 150-00-48900-000-000	2000								30.5					\$	
Lost Cards 150-00-48900-000-000						MON	Included	ų.	Main	Drawer				45	
Zip Drive 150-00-48900-000-000											n nen			\$	
Misc Lamenating/Disc Cleaning 150-00-48900-000-000		\$	\$ 1.00											\$	1.00
Total	\$ 157	.75 \$	184.50	\$ 157.75 \$ 184.50 \$ 281.95	· \$	- \$	- \$	٠ \$	· \$	٠ \$	٠ ډ	· \$	- \$	\$ 624.20	4.20

Expenses

2024	January	표	January February	March		April	Ž	May	June	λlυί	Ā	ugust	Septemb	er O	ctober	August September October November December	r Decem	per	Total
Material 150-00-55110-341-000	\$ 6.00	\$ 0	\$ 6.00 \$ 4.50 \$ 4.50	\$ 4.5	05													0,	\$ 15.00
Postage 150-00-55110-311-000	\$ 11.30	\$ \$	\$ 11.36 \$ 8.05 \$ 8.05	\$ 8.0)5													0,	27.46
Supplies 150-00-55110-310-000		φ.	\$ 40.87															0,	40.87
Programming 150-00-55110-290-000	\$ 7.98	80																0,	7.98
Misc. 150-00-55110-390-000				\$ 4.99	6													\$	4.99
Janitorial Supplies 150-00-55110-240-100																		-0.	
Total	Total \$ 25.34 \$ 53.42 \$ 17.54 \$	\$	53.42	\$ 17.5	\$		\$	\$		\$	\$		- \$	·s		\$	45		96.30

Cambridge	띱	Ending Market		Additions	Ba	Balance After	P	Proration	드	Interest/)	UnRealized		Realized		Ending
Community Library		Value from	3	(Withdrawals)	Ad	Addtn's/Withd	of	of Admin	Ö	Dividend	Gai	Gains/(Losses)	Ö	Gains/Losses	Š	Market Value
Fund		previous month				rawl		Fee	_	Income						
January 31, 2023			Ş	50,000.00	Ş	50,000.00	Ş	(19.97)	\$	8.70	\$	2,492.50	\$,	Ş	52,481.23
February 28, 2023	\$	52,481.23	\$	Ė	\$	52,481.23	\$	(60.59)	\$	57.72	\$	(1,245.13)	\$	ı	\$	51,233.23
March 31, 2023	ş	51,233.23	\$	ī	\$	51,233.23	\$	(59.02)	\$	214.24	\$	522.25	\$	ı	\$	51,910.70
April 30, 2023	ş	51,910.70	\$		ς,	51,910.70	\$	(60.97)	\$	61.11	⊹	767.04	\$	(439.82)	s	52,238.06
May 31, 2023	ş	52,238.06	ş	1	\$	52,238.06	\$	(60.10)	ς٠	62.15	\$	(647.71)	\$		\$	51,592.40
June 30, 2023	ş	51,592.40	\$	1	\$	51,592.40	\$	(59.36)	s	327.96	\$	1,555.92	\$	1	Ş	53,416.92
July 31, 2023	ş	53,416.92	\$	Ţ	⊹	53,416.92	ş	(61.45)	\$	20.50	\$	1,275.63	\$	1	s	54,651.59
August 31, 2023	Ş	54,651.59	ş	1	Ş	54,651.59	\$	(62.76)	\$	67.12	\$	(993.34)	\$	ı	Ş	53,662.61
September 30, 2023	s	53,662.61	\$	j	\$	53,662.61	ş	(61.56)	\$	168.54	S	(1,792.76)	\$	13.58	Ş	51,990.40
October 31, 2023	\$	51,990.40	\$	1	\$	51,990.40	\$	(60.36)	\$	138.45	\$	(1,020.61)	\$	(102.82)	Ş	50,945.05
November 30, 2023	ş	50,945.05	Ş	1	\$	50,945.05	ş	(58.73)	\$	74.01	\$	2,996.95	\$	E	\$	53,957.28
December 31, 2023	\$	53,957.28	\$	1	\$	53,957.28	ş	(61.99)	\$	375.63	\$	2,021.20	\$	Ľ,	s	56,292.11
January 31, 2024	Ş	56,292.11	Ş	1	\$	56,292.11	\$	(64.68)	\$	19.14	ş	(39.32)	\$	E ₂₀	Ş	56,207.26
February 29, 2024	\$	56,207.26	\$	ı	Ş	56,207.26	ş	(64.44)	\$	67.80	ς.	1,349.58	\$	E	\$	57,560.20

Art / Exhibits

Purpose

It is the policy of the Cambridge Community Library to encourage exhibitions and displays of paintings, photographs, historical displays, and other artwork as space permits. This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the area. The library provides an attractive place where people may enjoy and learn from these displays.

Guidelines

- 1. Priority is given to the School District of Cambridge, to other tax-supported agencies, and to non-profit community organizations.
- 2. Display items must be of a reasonable size in relation to the space available and the appearance and content must be suitable for display in the library.
- Requests to schedule a display may be made through the library by filling out an Exhibit and Art Display Application and Agreement form. Applications are reviewed by the Library Director.
- 4. Exhibit/art display spaces will generally be booked quarterly, 2-3 months. All items will be on loan for the duration of the exhibit/art display.
- 5. Cambridge Community Library provides space for exhibits and art displays. However, it does not advocate or endorse the viewpoints of the exhibits or exhibitors.
- Religious and political exhibits and displays are permissible for informational purposes.
 Art displays or exhibits which advocate for a single issue, specific candidates/parties, or referendum ballot initiatives will not be permitted.
- 7. No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the library, nor to place in the library any receptacle for the purpose of soliciting donations. This restriction does not apply to the Friends of the Cambridge Community Library.
- 8. Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
- 9. Exhibits and art displays will contain material suitable for all ages in a public library setting. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display. The exhibitor may appeal to the Library

Board by filing an appeal in writing within ten days of refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Exhibitor's Responsibilities

- 1. It is the responsibility of the exhibitor to set up and remove the exhibits at the scheduled times.
- 2. Artwork must be framed. No direct attachment to the walls will be permitted.
- 3. The exhibitor will plan the layout of the exhibit and discuss any special display needs with the Director in advance.
- 4. Items may not be fastened in any way that would damage display cases or display areas. Only designated display areas may be used. No alterations to the walls or to the space will be allowed.

Publicity

- 1. The library may promote exhibits and art displays through our website, social media, newspapers, fliers, newsletters, and print materials distributed near the display.
- Artists will provide the library with photos of their work and grant permission to have images used for exhibit promotional purposes as part of the Exhibit and Art Display Application and Agreement.
- Additional information, such as a short biographical piece, a description of the exhibit, and information about the artist's creative process, inspiration, and medium may be requested for use in exhibit promotion.

Responsibility for Exhibit and Art Display Items

- Cambridge Community Library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are so placed at the owner's risk.
- 2. All exhibitors must sign an Exhibit and Art Display Application and Agreement, which includes release from liability, before any artifact may be placed in the library.

Reconsideration of Exhibits

- 1. Patrons may not exercise censorship to restrict the freedom of others. We invite those with concerns to first discuss them with the Library Director.
- 2. A formal process for handling exhibit challenges will be followed to ensure that challenges are handled in an attentive and consistent manner.

- 3. No items will be sequestered to control access during the review process.
- 4. Patrons requesting that an item be withdrawn from the exhibit/art display may complete a Reconsideration of Exhibit form.

Bulletin Boards

Purpose and Authority of Bulletin Boards

The primary function of the bulletin boards located in the entryway of the library, and any other space designated for the display of public notices, is to provide information to library users about events or services of a cultural, educational, or community nature.

Organizations may request notices to be posted subject to the guidelines set forth in this policy.

All requests for posting should be dropped off at the library's circulation desk. Postings 8.5"x11" in size are preferred.

The material will be forwarded to the appropriate staff member for review/approval and posting. Application of these guidelines will be reviewed by the appropriate library staff members. The Library Director shall make the final call if the acceptability of a posting is in doubt.

Questions regarding appropriateness will be referred to the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. Decisions of the Library Director may be appealed to the Library Board.

Immediate posting is not possible. Items are posted on a first come, first served basis.

Priorities and Guidelines

- 1. Notices and publications begin with the library staff.
- 2. Priority is given to tax-supported agencies, and to non-profit and community organizations with which the library carries out cooperative programs.
- 3. The following types of notices will not be displayed:
 - Solicitations of religious activities.
 - Announcements promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
 - Posters, petitions, and the like that advocate a position on a public issue.

- Announcements or advertisements of fund-raising activities (individual or group) or of drives intended to stimulate membership or subscriptions. This does not include Friends of the Cambridge Community Library.
- Announcements of advertisements by profit-making organizations.
- Announcements which publicize ongoing programs or series of programs, except those of tax-supported institutions.
- Undated items intended to be displayed permanently for ongoing services such items will only be displayed for a month at a time
- Legal notices.
- Personal messages or views
- Advertisements of merchandise or services for sale.
- Rental announcements.
- 4. Posted items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space (8.5" x 11" is preferred).
- 5. The appearance and content of the notice must be suitable for display in a public service area.
- 6. Generally, notices will not be posted for longer than three weeks, or after the event is over. The library is unable to make arrangements for any notices to be returned.

Library Displays

The primary functions of the library display spaces are to provide information about and foster effective use of the library's own materials, programs and services.

The Cambridge Community Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements, which are available at the bottom of this document.

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space

- · Historical, cultural, or educational significance
- · Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

The library will strive to include a wide spectrum of opinions and viewpoints in both dedicated displays, and in books displayed on the library's shelves. Displaying a topic does not constitute an endorsement by the Cambridge Community Library or the Village of Cambridge of the content of the display, or of the views expressed in materials on display.

Library displays exist in many formats, including but not limited to signs, flyers, artwork, and collections of library materials.

Library displays will not exclude topics, media, or other resources solely because they may be considered controversial. The library preserves the right of citizens to obtain information on all sides of potentially controversial issues so that each individual can decide for themselves the value of opposing ideas. In representing various sides of a question, the library provides citizens with reliable sources of information on which to base informed decisions in their daily lives.

Parents and legal guardians have the right and responsibility to restrict access to library resources for their children, but not for others in the community. The library Display Policy is not inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children or young adults.

The library has a responsibility to protect the rights of all patrons; displays which may be considered frank or offensive to some are permitted if they adhere to the library policy and contribute to the furtherance of its mission and vision.

Addenda

Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/librarybill

ALA Freedom to Read Statement:

http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

ALA Freedom to View Statement:

http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview

Application for Exhibit or Display Exhibit or Display Agreement Reconsideration of Exhibit

Cambridge Community Library

Exhibit & Art Display Application & Agreement

Please use the form below if you are interested in holding an exhibit or displaying art at the Cambridge Community Library. Applications may be made up to one year in advance and no less than one month in advance. Applicants should familiarize themselves with the library's available space and exhibit cases. Applications must include images of examples of work to be displayed. These images may be physical submissions, a website showing the examples, or digital or online photographs. Applicants are responsible for arranging the return of their material.

Return to: Cambridge Community Library, PO Box 490, Cambridge, WI 53523 or at the Circulation Desk at Cambridge Community Library.

For questions, contact Samantha Seeman, Director, at (608) 423-3900 or sseeman@cambridgelib.org

Today's Date:	
Applicant's Name or Group Name:	
Address:	
Phone Number:	Email:
Previous Exhibits (include dates & locations):	
Description of Exhibit (include medium, theme & n	umber of items to be displayed):
I would also like to schedule PR package with the	Library:No Yes

Waiver of Liability (please check yes if yo	ou agree	to our	policy	1.
---	----------	--------	--------	----

understand that the Cambridge Community Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Library are done so at the owner's risk. YES _____ Signature: Date: _____ Print Name: _____ Review by the Library Director: ____ Approved ____ Declined Installation Date: _____ Dismantling Date: _____ Signed Agreement for Exhibit or Display: ____ Date:____

I, the undersigned, have read and agree to abide by the library's complete Art / Display Policy. I

Request for Reconsideration of Exhibit or Art Display

Those who object to the content of an exhibit, display of artwork or part of an exhibit held at the library must submit their complaint on a Reconsideration of Library Exhibit or Art Display form (below) that will be considered according to the policies established by the Library.

All library users are encouraged to read the library's Art / Display Policy before submitting their request. The Board of Trustees will review the request and notify the complainant in writing of the decision.

I would like to reconsider: An item that is part of an exhibit
 □ A specific piece of art or photograph that is displayed within the library □ An entire exhibit
Please describe that item in detail, including where it is within the library:
What brought your attention to the item in question?
Did you read/review the item in its entirety? ☐ Yes ☐ No
What is your objection to the item in question?
Do you find anything worthwhile about any other part of the exhibit? ☐ Yes ☐ No
Have you read and understand the library's Art / Display Policy? Yes No
What action would you like the library to take regarding the item in question?
Do you represent Vourself An Organization; Name of Organization:
Name (first and last):

Library Card #:
Phone Number:
Email Address:
Date: Signature:
Date:Signature:
Request received by DirectorAdded to Board of Trustees Agenda; Date of Meeting:
Approved: Declined:

Cambridge Community Library Confidentiality Policy

I. Purpose

The purpose of the policy is to protect users' right to privacy. Confidentiality is the primary means of providing privacy.

II. The following statements and policies have been adopted by the library and are used as guidelines to protect patron privacy and confidentiality. The library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View" and "Statement on Professional Ethics" presented under VII. Appendix.

III. Chapter 43.30

- A. Reading interests and activities of library users are protected under Wisconsin Statute 43.30 (1), which reads as follows. For the complete Wisconsin State Statutes, 43.30, click here.
 - 1. 43.30 Public Library Records. (1m) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries as authorized under subs. (2) and (3), or to law enforcement officers under sub.(5).
 - 2. A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:
 - a. The library is supported in whole or in part by public funds.
 - **b.** The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
 - **c.** The library agrees not to disclose the identity of the individual except as authorized under sub. (3).
 - **3.** A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c). History: 1981 c. 335; 1991 a. 269; 2003 a. 207; 2007 a.34, 96; 2009 a. 180; 2015 a. 169.
- **B.** The Library Board of Trustees interprets this statute to include all transactions associated with the use of library materials including registration records, circulation records, interlibrary loan forms, records of reference questions, and other documents or electronic

records or surveillance videotapes which would link the individual with particular materials or services.

C. Library staff will maintain respect for confidentiality regarding patron reading or related interests in both informal conversation as well as formal duties.

IV. Requests for Information by Library Users

A. Individuals may only check on their own library records. An individual will be permitted to view their registration and circulation records only upon presentation of their library card, library notice or acceptable identification. Corroborating identification may be required at the discretion of the library staff. Information as to circulation activity (titles, number of items charged, and existence of overdues or bills) will be given by telephone only if the caller can correctly state their name, address, telephone number, and library barcode number.

B. A parent or guardian inquiring about the library records of a child under age 16 must present that child's library card. A parent or guardian inquiring about the library records of a child, age 16 to 18, or an adult conducting library business for another adult must present written permission from that person and/or that person's library card or library notice. Library staff will not knowingly give one person's registration or circulation information to another person.

V. Requests for Information by Law Enforcement Officials

Records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized by a court of competent jurisdiction. Upon receipt of such a request, the library director or supervisor in charge will consult with the village attorney and will respond to the request according to advice of counsel. The library staff will cooperate fully with the terms of the request and will release those records, and only those records specified, to the authority. Any cost incurred by the Cambridge Community Library in performing a court ordered search may be billed to the agency requesting the search.

VII. Appendix

- 1. ALA Library Bill of Rights
- 2. ALA Freedom to Read
- 3. ALA Freedom to View
- 4. ALA Professional Ethics

Cambridge Community Library Gift and Donation Policy

The Cambridge Community Library welcomes the support of the community through gifts of money or material goods. These gifts help enrich and improve public library resources.

1. Authority

- A. According to the Wisconsin State Statutes s. 43.58 (Power & Duties), "the library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund." Therefore, the Library Director or the Library Board retains the right to accept or refuse any gift.
- B. All gifts become sole property of the Library and as such may be used and managed as the Library Director and Library Board deem appropriate.
- C. Publicity for gifts will be worked out between the Director and the donor. No publicity will take place without the consent of the donor. In addition, the Library cannot promise that publicity will occur with every gift.

2. Types of Gifts and Terms of Acceptance

- A. The Library does not accept gifts of books, pamphlets, periodicals, audiovisual materials, and other items without the approval of the Library Director. Such items will be accepted only if they enhance the library's collection, such as materials relating to local, state, or regional history or culture.
- B. The Library Director will determine which used items will be added to the collection. Those not added to the collection may be disposed of as the Library Director sees fit, e.g. Friends of the Library book sale. The Library Director reserves the right not to accept used books that are not useful or saleable. Any special collections of gift books that are deemed usable may be integrated into the regular collection rather than be kept together as a separate entity.
 - C. The Library cannot produce lists of titles donated or assess the value of used books.
- D. Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, décor, and availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.
- E. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.

3. Deposit Materials

A. Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community as determined by the Library Director outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other Source.

4. Partnership for Collection of Materials

A. The Library may be a designated drop off location for recycled materials. Authority to designate the Library as a drop-off location lies with the Library Director. Organizations may reach out to the Library Director for approval and coordination of pick-up/drop -off of recycled materials.

- B. The Library Director may accept or decline the request to make the Library a designated drop-off location based on the needs of the library, the space the collection would take up vs. what the Library has available, or time needed by library staff to maintain.
- C. All approved partners are responsible for their collection receptacles; this includes pick-up of materials when the receptacle is full, or when the time frame for collection has expired. Organizations that fail to maintain their collection receptacles may be permanently removed from the Library.
- D. It is the duty of the partners to provide proper signage and containment for their collection. The Library is not responsible for providing the receptacle or signage for any approved collections, nor is it responsible for advertisement of the collection, unless otherwise approved by the Library Director.

Collection Development Policy for Cambridge Community Library

Introduction

The Board of Trustees of the Cambridge Community Library has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which the selections are made.

This policy guides the maintenance of a local collection that balances the limits of budget and space with meeting the needs of its patrons and the community. The broad, general-interest subject matter of the local collection will be complemented by access to materials from the other member libraries of the South Central Library System to provide wide availability of materials for the public.

Cambridge Community Library supports the individual's right to have access to ideas and information representing all points of view. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements (see Appendix) in support of acquiring and managing collections.

Responsibility for Selection

All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase. The ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of policies determined by the Cambridge Community Library Board of Trustees. The Director has the authority to reject or select any item contrary to the recommendations of the staff.

Digital materials may be selected at the consortium or state level.

Criteria for Selection

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. With a patron base that can include infants to the elderly, public libraries are diverse and represent a broad demographic. The Library's selection criteria takes into account the various interests and needs of the patrons the library serves. The collection provides items of differing complexity reflecting a broad range of human experience in a variety of material formats, including print, audio-visual, and electronic, to serve the needs of the entire community.

Since the library does not promote particular beliefs or views, the collection will contain various positions on important subjects, including views that may be unpopular or controversial. The selection of any material or resource does not constitute an endorsement. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community. Responsibility for choosing what an individual will read or view rests with that individual.

Responsibility for the use of library materials by children rests with their parents or legal guardians.

To build a collection of merit, purchased and donated materials are evaluated according to the following objective guidelines. An item need not meet all of these criteria in order to be acceptable. An item may be judged on scholarship, artistic merit, historical documentation, or the ability to satisfy the recreational and entertainment needs of the entire community.

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal or demand from local and system patrons
- Suitability of subject and style for intended audience
- Cost and budget
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Availability from other system libraries
- Attention by critics and professional reviewers

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration will be given to requests from library patrons and to books discussed on public media. Materials will be judged on the basis of the work as a whole, not on a part taken out of context.

Materials selected for children will meet the general need of the community with consideration given to vocabulary suitable to the age of the intended audience and quality of illustrations. Materials covering topics that make them valuable to children with special needs, talents, problems, or interests are also considered.

Materials may be selected that are for use only within the Library.

Multiple copies may be purchased based on system-wide demand, local interest, and budget.

Interlibrary Loan

Cambridge Community Library belongs to the South Central Library System. Through LINKcat, our patrons have access to the shared collections of over 50 libraries in addition to what is available from our local collection. In exchange, we agree to lend our materials to other libraries through the same interlibrary loan system. If the patron's need is beyond this extensive collection, the ability to utilize outerlibrary loan to request materials from libraries nationwide is available.

Gifts and Donations

Donations of used books and other materials are directed to the Friends of the Cambridge Community Library. The Friends have agreed that the library staff may have first selection of any donated items that would be a useful addition to our collection. The Friends may sell, donate to another local organization, or dispose of any donations they receive.

Memorial gifts for additions to the collection are accepted using the same selection criteria as for purchased materials. Suitable bookplates will be placed in the books. Selection of the titles is made in consultation with the Library Director.

Maintenance of Library Materials

Most library materials are processed in such a way to ensure their maximum use under normal circumstances. All materials returned to the library are inspected for damage. Items that are damaged, but still usable, are mended before being returned to circulation.

Withdrawal of Materials

Keeping a library collection up-to-date and attractive requires a continual withdrawal and replacement process. This weeding effort ensures the best use of the available space to meet patron needs.

Materials in the following categories are candidates for weeding:

- · Materials that are badly damaged or worn out from use
- · Materials that are no longer factual or accurate
- Popular or buzzworthy materials which are no longer timely
- · Materials that have had little recent use and are of questionable value
- Materials which have a newer edition
- · Materials that contain outdated or harmful representations of groups of people
- Materials that exceed the space available for them

Replacement of materials that are withdrawn is not automatic. Consideration will be given to:

- The number of copies within the library system and duplicate copies locally
- Adequate coverage of the subject elsewhere in the collection
- Demand for that title or materials on that subject
- Existence of an updated edition

Withdrawn materials may be given to the Friends of the Library for their book sale or disposed of by other means. When a patron pays for a damaged item, they may have the withdrawn item.

Requests for Reconsideration

The Library Board recognizes the choice of library materials by library users is an individual matter, and some materials may be deemed inappropriate or offensive by patrons. While an individual may reject materials for themself, they cannot exercise censorship to restrict access to the materials of others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the principles set forth in this policy.

Responsibility for the reading, listening, and viewing of library materials selected by children, as well as their use of the library, rests with their parents or legal guardians. At no time will the library staff act in place of a parent. Selection of materials will not be inhibited by the possibility that items may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. Library materials will not be considered for exclusion from the collection based solely on single words or passages taken out of context.

Procedure for Requests for Reconsideration

A patron expressing a concern or objection to library material should receive respectful attention from the staff member first approached. This staff member should use their own best judgment in attempting to answer the concerns or clarify the situation. If the patron is not satisfied, the staff member should refer the person to the Library Director. After talking with the Library Director, the patron may ask for reconsideration in the following manner:

- A "Request for Reconsideration of Library Materials" form must be completed, signed, and returned to the Library Director. Patrons must reside in Cambridge (Dane or Jefferson Counties), and possess an active library card to have their request considered and only one request per patron will be considered at a time.
- The Request for Reconsideration will be acknowledged in writing by the Library Director within ten (10) days or as soon as possible, via email.
- The Library Director will evaluate the item in question. This will be completed in no more than thirty (30) business days of the initial request for reconsideration. The Director's recommendation will be emailed to the patron. Once a title has been reconsidered, it will not be reviewed for a period of 5 years.
- Patrons may appeal the decision of the Library Director to the Cambridge Community Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board. The decision of the Board regarding the item is final. Again, once a title has been reconsidered, it will not be reviewed for a period of 5 years.
- No materials will be removed from the collection without Board action. During the process of reconsideration, the material in question will remain on the shelf.

Appendix

- Request for Reconsideration of Library Materials form
- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

Approved: 4/10/2024

Request for Reconsideration of Library Materials

Those who object to specific library materials must submit their complaint on a Request for Reconsideration of Library Materials form (below) that will be considered according to the policies established by the Library.

All library users are encouraged to read the library's Collection Development and Maintenance Policy before submitting their request. The Library Director will review the request and notify the complainant in writing of the decision. The Director's decision may be appealed to the Library Board of Trustees in writing. Once a reconsideration has been determined, it can not be reviewed again for a period of 5 years.

I would like to reconsider:
Title:
Author:
Item Type (book, audiobook, DVD, CD, etc.):
What brought your attention to the item in question?
Did you read/review the item in its entirety? ☐ Yes ☐ No
What part or parts of the item in question are you requesting for reconsideration?
Have you read any professional reviews of this item?
☐ Yes; Please list 1-2:
Have you read and understand the library's Collection Development and Maintenance Policy? ☐ Yes ☐ No

Please list any material with a similar theme or purpose that you would suggest to replace it.

Name (first and last):
Library Card #:
Phone Number:
Email Address:
Date: Signature:
 Request received by Director Decision emailed
Appealed to Board of Trustees; Date of Meeting:
Approved: Declined:



March 19, 2024

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

RE: 2024 Grant Requests to the Cambridge Foundation:

Cambridge Community Library:

Enclosed is a 2024 grant from the Cambridge Foundation in the amount of \$5,700.00 consistent with your grant request.

Very truly yours,

CAMBRIDGE FOUNDATION

Michael D. Rumpf, President