

Board of Trustees – Table of Contents

May 8, 2023

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Cambridge Community Library Board of Trustees
Monthly Agenda for May 2024
On May 8th 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:

OLD BUSINESS

1. Flynn Donation Update
2. APT Follow-up Update

NEW BUSINESS

1. Overdrive Fee Refund
2. Donations and Gifts

NEXT BOARD MEETING DATE: June 12th 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
April 10, 2024
6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:37 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Martin made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report, seconded by Trustee Redington. Discussion. 3/13/24 and 3/30/24 minutes need corrections to be made and will be resubmitted. It's National Library Week. Cake will be served 4/12/24 at 3 PM. Director Seeman highlighted that DCLS partnered with the American Players Theater for a pilot program that will give vouchers to our patrons to checkout. There will be a very limited amount. Monthly reports approved.

Approval of Treasurer's Report: Trustee Martin made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Simdon Budewitz. Discussion. The phone bill came late this month so the expense report was updated and a new report was distributed. The Budget Comparison has now been updated and is no longer zeroed out. Roll call vote. Treasurer report approved.

Village Report: None

Friends of the Library Report: Last night was the Chocolate Friendly. The group has been discussing the return of the Books At Home program. They are also looking at parameters for accepting book donations.

School District Report: 4th quarter has started. The schools are doing standardized testing.

Actions Agenda:

Policies

1. Art/Display Policy-Final (Approved @ Retreat)
2. Confidentiality Policy-Final (Approved @ Retreat)-Director Seeman will add the revision date.

3. Gifts and Donations Policy-Draft based on notes from Retreat-Trustee Redington made a motion to approve the Gifts and Donations Policy, seconded by President Trendel. Discussion. Voted. Approved. Director Seeman will add the revision date.
4. Collection Development and Management Policy-Trustee Martin made a motion to approve the Collection Development and Management Policy, seconded by Trustee Simdon Budewitz. Discussion. Vote. Approved.
5. Materials Challenge Process and Form-Draft based on notes from Retreat. Trustee Redington made a motion to approve the Materials Challenge Process and Form, with revision of adding an approved date, seconded by Trustee Martin. Discussion. Vote. Approved.

Old Business

1. Foundation Grant-We received \$5700 for the maker's space furnishings. The Board will write a thank you letter.
2. Hiring Update-The new Library Assistant is doing a great job. She is working on creating teen and adult programming. The new Page has started.

New Business

1. All Director's Meeting Updates-SCLS is looking at their 2025 budget and looking to add services. Delivery is in their new facility. They are assessing delivery stops and working on staffing issues.
2. Banker's Window/Drawer-The drawer mechanism is dead. It is too customized to replace. It wasn't built for heavy books. A manual lever was made, but it doesn't have total functionality. The staff are using their staff door to give items. The repair guy is looking into a new motor, but it is not feasible. The counter will need to be ripped out. Director Seeman will start looking for estimates.
3. SCLS Evaluation Vendor Demos-They are researching new library software and will be having demos.
4. Donations and Gifts-See Old Business #1.

President Trendel made a motion to go into Closed Session, seconded by Trustee Martin. Vote. Approved.

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.

Trustee Martin made a motion to reconvene into Open Session, seconded by Trustee Redington. Vote. Approved.

Reconvene into Open Session

5. Possible Action Taken on Closed Session Items-Director Seeman will follow up and report back.

Upcoming meeting:

5/8/24 6:30 PM-next monthly library board meeting.

President Trendel made a motion to adjourn, seconded by Trustee Redington at 8:45 PM. Approved.

Submitted by Kristin Martin

2024 Director's Report
Library Board of Trustees Meeting
May 8th @ 6:30pm

Programs @ the Library

- Our regular Monday Night Book Club was held on April 8th this month. We discussed the “humorous” memoir, *Calypso* by David Sedaris. There were 13 members present for this discussion. Our next book, *Dreamland* by Nicholas Sparks, will be discussed on Monday May 13th.
- Friday Flicks was on April 19th and we showed the movie *Poor Things* with 12 people attending. The next movie (being held on May 17th) is *Ordinary Angels*.
- 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.
- I filled out a grant request and was awarded 500 pairs of eclipse viewing glasses from SEAL (Solar Eclipse Activities for Libraries) back in October 2023 for both the October (annular) and April (total) events. We did give 100 pairs to the school; district so that students and teachers all had a pair for viewing, and part of the grant was to share with libraries in the area who did not get approved, so we sent 50 pairs each to Deerfield and Marshall. SCLS sent us an additional few pairs the day of the event, but we were quickly out of stock as there was a long line waiting for the library to open, and the phone was ringing off the hook the day of the event with people looking for some. We had planned activities with prizes but only had about 6 people participate in the activities and about 10 view the eclipse outside our building.
- We tried a Poetry café on 4/29, but only one person attended. We found out later that it may have been the wrong weekend to host that type of person as there was a big poetry conference that day in Sheboygan. We are feeling enthusiastic about trying again on a different day now that we are informed about contacts and methods of getting the word out to the correct crowd.
- We also had our first Badger Talks presenter for the topic Geoheritage; we had a healthy 15 people attend that program, and got a lot of positive buzz and feedback. We may be looking at future talks like this going forward.
- Storytime stats
 - 4/5 Syrup (with guest) – 7 adults+32 children = 39
 - 4/10 & 4/12 April Showers – 14 adults + 44 children = 58
 - 4/17 & 4/19 Earth Day – 17 adults + 41 children = 58
 - 4/24 & 4/26 Penguins – 14 adults + 34 children = 48
 - Total attendance in April = 203
- Scrabble meets every Tuesday at 2pm.
 - 4/2, 4/9, 4/16, 4/23, and 4/30 = 17

2024 Director's Report
Library Board of Trustees Meeting
May 8th @ 6:30pm

- Chess Club did not meet this month due to planned surgery for instructor.
- We had a Penguin Party on 4/25 with only 4 participants. Thursday evenings may not be an ideal family activity time for our community.

Continuing Education / Training

- I attended
 - **Developing and Establishing Indigenous Pedagogy Collections for the Library and Classroom** on 4/29 via Zoom
 - **AI and the Library: The Current Landscape** on 4/30 via recorded webinar
- Staff attended
 - **Design for Libraries: Tools and Principles for Outstanding Library Promotions** – webinar viewed on 4/18
 - **Circulation Refresher Course(s)** – Staff have been watching some of the SCLS provided webinars for a refresher on things like Holds, Reports and Circulation Policies.
 - **CCBC Webinar (New Books for 6th-12th Graders)** – Our Youth Librarian attends these informative webinars every so often, and leaves with a list of titles to keep an eye on for coming months. I usually take their list of suggestions and add them to future carts for our collection.

Gifts / Donations / Monies Received

- Our first Beyond the Page EZ Grant money was received in April, for the entertainment for the Actively Aging Luncheon. It was for the amount of \$200 and was deposited on 4/17/24. The invoice for the entertainment comes out of our Programming expense account, and is listed as an expense for this month.
- Shannon Schulz, the new Director at SCLS emailed me on 4/19 with a message stating that SCLS found a few errors in their Overdrive fee calculations. Some libraries were overcharged for this year, and some were undercharged. We happen to be one of the libraries in question, and it appears we were overcharged by \$1576. They (SCLS) are issuing a refund check for us in their next bill run. Shannon also mentioned that they will be using the corrected amounts going forward.
 - Refund check was received and deposited on 4/29/24

Other Updates

- Rhyme visited on Wednesday April 17th to finally change out the desktop printer in my office. It is MUCH better than the previous one and was easy to install.

2024 Director's Report
Library Board of Trustees Meeting
May 8th @ 6:30pm

- As mentioned previously, the first wave of our APT ticket vouchers will be ready for “check out” this month (May 15th). It will release 4 of our 8 vouchers. The next and final wave will be July 15th, releasing the remaining 4 vouchers. As previously mentioned, I will be responsible for this program, keeping track of the vouchers, and explaining the checkout process to patrons who are interested.
 - I spoke with DCL and APT to see if library staff and/or library board members were eligible for checking out the vouchers; they responded saying that Board Members can check out the vouchers, but we might want to do that after the general public has had a chance to get tickets first. As for staff, they are offering discounted tickets with a special code that can be used without having to check out anything.
- Some Issues around the building;
 - We recently have been getting error messages on our Alarm Box. It is beeping every morning when we come in before opening, and needs to be “acknowledged” to turn it off. Easy enough, but cause for concern. A call to Protective Technologies resulted in a visit that said that we had a disruption in the line used for their system, and a new one would need to be installed. It is going to cost about \$1660. They showed up on 5/2 to install and test the new line, which was successful. We have not received the bill yet. They also gave us (the phone number for) one line that is no longer needed, so I will cancel that this month (hopefully it will reduce our bill from Frontier a little bit).
 - Around the same time that our Security Box started getting those alerts, we started having issues sending out faxes. I don't know if they are related but they seem like they might be – both Alarm System techs and Frontier have confirmed the issues are unrelated, though very odd that they happened at the same time.
 - I called Frontier on 5/1 after two days of being unable to send patron faxes, and waited on the line while they ran diagnostics for thirty minutes. They then either dropped or disconnected the call. I called back trying to get in touch with someone to find out what is wrong and was able to have someone finish the diagnostic test. They were unable to see what was wrong with the line so they are going to send a service tech out to check on everything. The service tech is supposed to be here on Thursday 5/2. It will cost at least \$150 to have someone come out. Tech confirmed that we have nothing wrong with the phone line used for faxes. My next step is to contact Rhyme and see if it is an equipment issue. When I return I will also attempt a test fax with the Village to see if it is still an issue.

2024 Director's Report
Library Board of Trustees Meeting
May 8th @ 6:30pm

Open Positions / Staff

- I interviewed someone for the Page position on 4/24 and have decided to move forward with this person. They have a tentative start date of 5/6 and will be trained by me for at least the first four shifts they have.

Upcoming Time Off / Out of Building

- I have an All Director's Meeting on Thursday May 16th which will be from 9:00am until 12:00pm in Baraboo so I will be away from the building for most of the day.

Jan Feb March April YTD TOTAL

Expenses

Materials Expenses	\$ 6,149.95	\$ 2,810.83	\$ 1,412.75	\$ 1,505.56	\$ 11,879.09
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 40,812.94
Personnel Expenses	\$ 14,554.13	\$ 9,509.03	\$ 11,057.76	\$ 10,842.26	\$ 45,963.18
Benefits Expenses	\$ 1,729.34	\$ 1,295.90	\$ 1,418.77	\$ 1,402.27	\$ 5,846.28
Cash Drawer					
Materials	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 22.50
Postage	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 39.22
Programming	\$ 7.98			\$ 11.97	\$ 19.95
Supplies		\$ 40.87			\$ 40.87
Misc.			\$ 4.99	\$ 4.99	\$ 9.98
Janitorial					\$ -

Revenues

Total Donations	\$ 500.00				\$ 500.00
Total Monies Received	\$ 365.54	\$ 158,228.34	\$ 5,910.00		\$ 164,503.88
Donation Box Deposit	\$ 171.00				\$ 171.00
SCLS Foundation					
Interest	\$ 19.14	\$ 67.80	\$ 217.99		
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)		
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16		
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 928.80
Faxes	\$ 9.00	\$ 14.50	\$ 18.25		\$ 41.75
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 855.70
Laminating		\$ 1.00			\$ 1.00
Earbuds/Flash Drives					\$ -
Card Replacements					\$ -
Lost/Damaged Materials			\$ 37.25	\$ 28.00	\$ 65.25

Foundation Previous Month Ending Value
 \$57,560.20
 Foundation Current Month Ending Value
 \$58,980.02

Jan Feb March April YTD TOTAL

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Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 04/30/2024	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
INTERGOVERNMENTAL 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	374.64	0.00	374.64	0.00
FINES, FORFEITS AND PENALTIES		361.02	374.64	0.00	374.64	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	1,158.30	0.00	1,158.30	0.00
150-00-46712-000-000	FAX SERVICE	169.75	48.25	0.00	48.25	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		7,193.82	1,706.55	0.00	1,706.55	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	200.00	0.00	200.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	183.74	4,500.00	-4,316.26	4.08
CONTRIBUTED CAPITAL		2,962.32	383.74	4,500.00	-4,116.26	8.53
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	210.00	0.00	210.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		1,237.00	210.00	0.00	210.00	0.00
Total Revenues		179,662.38	166,527.73	267,653.61	-101,125.88	62.22

Fund: 150 - LIBRARY FUND

Account Number		2023	2024	2024 Budget	Budget Status	% of Budget
		Actual 12/31/2023	Actual 04/30/2024			
150-00-55110-110-000	LIBRARY - SALARY	60,812.16	16,960.00	55,120.00	38,160.00	30.77
150-00-55110-120-000	LIBRARY - WAGES	66,417.00	23,557.40	94,042.00	70,484.60	25.05
150-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,975.46	0.00	0.00	0.00	0.00
150-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	2,099.13	6,984.04	4,884.91	30.06
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	3,024.33	11,410.89	8,386.56	26.50
150-00-55110-133-000	LIB - HEALTH/DENTAL	7,646.64	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	109.06	350.00	240.94	31.16
150-00-55110-135-000	LIB - LIFE INS	970.24	206.64	0.00	-206.64	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540.15	420.00	2,000.00	1,580.00	21.00
150-00-55110-220-000	LIB - UTILITIES	14,011.06	3,918.47	15,700.00	11,781.53	24.96
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	2,009.15	4,800.00	2,790.85	41.86
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	3,035.75	11,500.00	8,464.25	26.40
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	495.83	1,000.00	504.17	49.58
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	2,500.00	2,500.00	0.00
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33	659.20	3,000.00	2,340.80	21.97
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	826.84	700.00	-126.84	118.12
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	861.08	4,000.00	3,138.92	21.53
150-00-55110-293-000	LIB - LINK	22,649.54	23,730.17	22,649.54	-1,080.63	104.77
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	1,207.00	4,000.00	2,793.00	30.18
150-00-55110-311-000	LIB - POSTAGE	361.72	43.72	480.00	436.28	9.11
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	856.17	2,000.00	1,143.83	42.81
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	12.00	1,000.00	988.00	1.20
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	5,329.83	18,000.00	12,670.17	29.61
150-00-55110-342-000	LIB - AV ACQUISITION	5,923.16	1,182.09	5,500.00	4,317.91	21.49
150-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	4,700.00	-3.40	100.07
150-00-55110-344-000	LIB - MISC ACQUISITION	0.00	19.69	200.00	180.31	9.85
150-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	229.00	500.00	271.00	45.80
150-00-55110-510-000	LIB - INS PROPERTY	3,406.18	0.00	3,500.00	3,500.00	0.00
150-00-55110-511-000	LIB - INS LIABILITY	0.00	0.00	850.00	850.00	0.00
150-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	2,250.00	2,250.00	0.00
150-00-55110-800-000	LIB - EQUIPMENT	0.00	0.00	1,000.00	1,000.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	0.00	0.00	1,000.00	1,000.00	0.00
CULTURE, RECREATION AND EDU.		287,487.31	95,495.95	280,736.47	185,240.52	34.02
Total Expenses		287,487.31	95,495.95	280,736.47	185,240.52	34.02
Net Totals		-107,824.93	71,031.78	-13,082.86	-84,114.64	-542.94

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	\$ 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