Board of Trustees – Table of Contents June 10, 2024

Meeting Agenda	2
Meeting Minutes (May)	3
Director's Report	5
Monthly Circulation Stats	8
Monthly Expenses	11
Budget Comparison	12
Petty Cash Reconciliation	14
SCLS Foundation Report	15
Budget as of May 20, 2024	16

Cambridge Community Library Board of Trustees Monthly Agenda for June 2024 On June 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:

OLD BUSINESS

- 1. Strategic Plan Updates
- 2. APT Follow-up Update

NEW BUSINESS

- 1. Mid-Year Financial Report
- 2. Emergency Procedures
- 3. Summer Library Program
- 4. Makerspace Update
- 5. Staff Evaluations
- 6. Donations and Gifts

NEXT BOARD MEETING DATE: July 10th 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

Cambridge Community Library Board of Trustees Monthly Meeting Minutes May 8, 2024 6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:39 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports (last month's board minutes, Director's Report, and Monthly Circulation Stats), seconded by President Trendel. Discussion. Director Seeman shared that the alarm box had been going off for about a week. Protective Technologies stopped by and discovered an issue with the phone line and needed to install a new one, which cost \$1,600. Everything is now functioning correctly. At the same time, the fax machine stopped working. Frontier ran a diagnostic test, but didn't find any issues. A tech came out — Protective Technologies and Frontier reps communicated in-person — but issues were not connected. Monthly reports approved.

Approval of Treasurer's Report: Trustee Simdon Budewitz made a motion to approve the Treasurer's report (Monthly Expenses, Budget Comparison, Petty Cash Reconciliation and SCLS Foundation Report), seconded by President Trendel. Discussion. Frontier bill arrived after the packet had been sent out in the amount of \$610.62 and is reflected in updated monthly expenses, which will be added when packet is reuploaded. Roll call vote. Treasurer report approved unanimously.

Village Report: None

Friends of the Library Report: Membership drive is winding down. Revisiting the Books At Home service, but need to look into logistics. Will be funding Zoozort summer program in the amount of \$475. Been researching more logistics regarding book sale details.

School District Report: Graduation coming up on Friday, May 24 at 7:00 PM.

Action Agenda Old Business:

 Flynn Donation Update - Director Seeman reached out to the donor and the donor approved the use of her family's donation for the addition of a bilingual collection. Director Seeman is doing research and hoping to have it ready by the fall. She also looked into the uncashed cashiers check from 2017 for this donation and found out that it was reissued in February of 2020 and had been deposited into our donation account.

- a. Trustee Redington made a motion for the library director to use up to \$4,000 from the reserves to create the bilingual collection in memory of Lucy Flynn. Seconded by President Trendel. Roll call. Motion carried unanimously.
- APT Update First wave is still scheduled for May 15, with 4 vouchers available. Second wave is now July 15, when 4 more vouchers become available. Have taken advantage of all APT official marketing materials and there is a lot of excitement already.

New Business:

- OverDrive Fee Refund New SCLS director found errors in fee calculations. We were one of the libraries that was overcharged. Received a check in the amount of \$1,576 on April 29th and deposited it the same day.
- Donations First Beyond the Page Grant was received in the amount of \$200, to supplement the entertainment for the Actively Aging Luncheon, hosted by CAP in collaboration with the library. The program we booked was a Molly Brown impersonator, and 38 people attended.

Next Meeting: June 12, 2024 at 6:30 PM

Trustee Redington made a motion to adjourn, seconded by President Trendel at 7:29 PM. Approved.

Submitted by Jennifer Simdon Budewitz

2024 Director's Report Library Board of Trustees Meeting June 12th @ 6:30pm

Programs @ the Library

- Our regular Monday Night Book Club was held on May 13th this month. We discussed the
 fictional novel, Dreamland by Nicholas Sparks. There were 13 members present for this
 discussion. Our next book, Send for Me by Lauren Fox, will be discussed on Monday June 10th.
- Friday Flicks was on May 17th and we showed the movie Ordinary Angels with 16 people attending. The next movie (being held on June 21st) is The Color Purple, which will also be part of our Make Music Day activities.
- Our first storywalk concluded in May. We had a total of 45 maps taken during that time. The second Storywalk was posted, starting in June, and will be available through the end of the summer (August). The book is We're Going on a Nature Walk by Steve Metzger.
- Storytime stats
 - o Horses theme 5/1 and 5/3, 14 adults + 42 children=56
 - Mother's Day 5/8 and 5/10, 11 adults + 42 children=53
 - Transportation 5/15 and 5/17, 16 adults + 43 children=59
- Scrabble meets every Tuesday at 2pm.
 - 0 5/7, 5/14, 5/28 = 10
- Chess Club met on 5/14 and had 4 participants.
- We had a Game and Pizza Night on 5/7 which had 17 people attend.
- Our May the Fourth (Star Wars) program was a big hit! We had 37 total people come for it, with more asking about our second (non) Star Wars program happening in June.
- We kicked off our first Adult "talk" series this month with Mental Health topics covered over the course of three weeks. Topics included Self-Compassion, which had 9 people attend, Parenting Kids with ADHD, which had 7 people attend, and Mindfulness which had 6 people attend.
- We collaborated with CAP to provide the entertainment for their Actively Aging Luncheon, held in the Community Room on 5/8. There were 38 people in attendance for First Impressions, Jessica Michna (Molly Brown impersonator). The entertainment was paid for in full by a Beyond the Page EZ Grant.
- Finally, we had school visits throughout the end of the month; 287 people attended (there were several cancellations due to rainy weather).

2024 Director's Report Library Board of Trustees Meeting June 12th @ 6:30pm

Continuing Education / Training

I attended

- All Director's Meeting on 5/16 in Baraboo.
 - SCLS is working on a process for all staff that have an SCLS provided email to participate in a mandatory cybersecurity training throughout the year. SCLS would generate reports about staff participation and someone on staff at the library would be responsible for reviewing the reports and speaking with staff who are either not participating or failing the training quizzes.
 - There is a "re-cabling assessment" coming soon for all SCLS libraries, which may include site visits and could require some internet downtime for libraries. They will let us know when things are scheduled and if our library will have downtime or not.
 - As of July 1st 2024, salaried employees must be making a minimum of \$43,888 a year to remain exempt from overtime pay. In January of 2025, the minimum is going up again, this time to \$58,656 to remain exempt from overtime pay.
 - They are getting Trustee Training Week ready to go; the dates for that this year are August 19-23.
- Human Resources Crash Course (for Library Managers) Part One on 5/24/24.
 - The first part of this course covered Job Descriptions, Policies, Salaries & Benefits and Legal
 - Everything ties back to Job Descriptions, and so efforts need to be made to ensure that there is consistent, accurate descriptions for all positions within the organization. They should be regularly updated, even if staff are not vacating the position, to ensure they are staying up to date.

Staff attended

- Circulation Refresher Course(s) Staff have been watching some of the SCLS provided webinars for a refresher on things like Local Holds.
- Youth Services Check-In —reporting that the Pizza Hut incentives for the SLP will be sent out soon, SCLS kits are being updated (keep an eye out for any changes), Beanstack option for SLP (digital) is ending, READsquared is being looked at for potential replacement, there will be an in person conference at Olbrich Gardens on 11/15.
- BadgerLink Teaching Books Demo highlighted features like summer reading lists,
 Battle of the Books info, reviews and more. A great resource to keep in mind for the future.

Gifts / Donations / Monies Received

- Our First Quarter E-Commence check arrived in the amount of \$68.23. It was deposited on 5/9/24.
- The Friends of the Library wrote us a check in the amount of \$425 for the entertainment for our Summer Kick-Off event (June 6th). The full amount is going towards Zoozort. The check was deposited on 5/2/24.

2024 Director's Report Library Board of Trustees Meeting June 12th @ 6:30pm

• The Historic School purchased an un-used A-Frame that we had in our storage room this month. They wrote us a check in the amount of \$200. That was deposited on 5/9/24.

Other Updates

- I sent Mike Rumph another email (5/13) regarding the grant money from 2017; he responded with a note about the bank still looking into things. He mentioned that he would have an update in about a month or two.
- I contacted Shawn Broomer from SCLS to let her know that the Board has had time to review all
 the work done for the Strategic Plan back in 2020, and that we are content to move forward
 with what we already have. She is going to review everything and guide us on next steps.
 - I had a Zoom call with her on 5/15 to talk about next steps; she suggests that we survey the community with some key questions added, and use those results in combination with what we already had to move forward. She is happy to help design the survey, set it up, review it and report on it at our board meeting in August since it is our goal to be all done by that point. She would also like to survey the current Board so keep an eye out for those at our next meeting.

Upcoming Time Off / Out of Building

•

2024 Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	A IUL	AUGUST	SEBTEMBES		NOVEMBER	DECEMBER	540
CIRCULATION ACTIVITY											THE PERSON NAMED IN	O COLUMNIA DE LA	- 10
2024 Total CKO current month	3,578	3,568	3,916	3,325	3,510								17,897
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%	4.69%	-3,60%								
% + or - CKO YTD	5,48%	5.40%	2.28%	2.88%	1.56%								
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%								
% SCLS Items	45.36%	44.73%	44.20%	44.72%	37.61%								
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091								11.566
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320								7.757
2024 CKI current month	2,565	2,831	2,991	2,854	2,759								14.000
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615	3,115	2,965	2,504	2,713	2,633	2,367	32,250
USE COUNTS													
Patrons: Adult	3,065	3,124	3,279	2,879	2,856								15 203
Patrons: Children	280	209	334	208	461								1.492
Patrons: Staff	233	235	303	169	123								1.063
New Patron Registration	16	19	17	18	23								93
Dane County: Village	1,174	1,138	1,203	1,053	1,071								5,639
Dane County: Rural (no lib)	627	516	578	597	612								2,930
Dane County: City (w/ lib)	138	57	144	76	65								480
Jefferson County: Village	67	54	89	56	74								340
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520								7,649
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96								679
Other Counties: Rural (no/ lib)	0	0	0	0	1								_
Other Counties: City/Vil (w/ lib)	9	3	2	1	_								16
HOLD ACTIVITY	1 (3) (3)												
2024 Holds Placed	1,663	1,438	1,516	1,306	1,129								7.052
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%								
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											70000		
Holdings Entered	173	169	157	139	156								794
Holdings Deleted	439	68	62	61	165								795
INTER LIBRARY LOAN													
Ē	ω	10	9	4	6								32
MATERIAL TYPE													
Print													
Books: YA/Adult	1,398	1,384	1,455	1,343	1,350								6.930
Books: Juvenile	1,017	1,051	1,219	954	1,342								5.583
Magazines: YA/Adult	58	50	34	35	40								217
Magazines: Juvenile	1	-	-	9	5								17
Audio Books													
Books on CD: YA/Adult	55	88	90	57	90								380
Books on CD: Juvenile	1	3	-	2	5								12
Playaway: YA/Adult	7	5	8	8	6								34
Playaway: Juvenile	4	4	0	2	_								2
Audio Music													
Addio music													

1,770.80							328.80	389.20	349.80	358.90	344.10	Average Usage per Client (MB)
123							24	27	24	25	23	Average # of Clients Per Day
1,446							295	305	290	270	286	2024 Users-Total Unique Clients
												WIRELESS USE
5,778	614	572	520	513	704	479	459	495	524	406	492	2023 Overdrive
3,248							612	591	714	608	723	2024 Overdrive
												OVERDRIVE
64							26	26	7	2	3	Milw Co Zoo Pass (people)
17							6	6	2	2	1	Milw Co Zoo Pass (checkouts)
2							2	0	0	0	0	WI State Park Pass (checkouts)
												ENRICHMENT PASSES
0							0	0	0	0	0	Misc AV: Juvenile
32							10	9	4	6	з	Misc AV: YA/Adult
8							2	1	5	0	0	Video Games: Juvenile
44							5	8	18	8	5	Video Games: YA/Adult
4							0	0	2	2	0	Software: Juvenile
5							0	2	а	0	0	Software: YA/Adult
934							152	160	222	195	205	DVDs: TV Shows
193							30	52	44	35	32	DVDs: Juvenile
2,831							388	556	615	640	632	DVDs: YA/Adult
												Visual/AV
20							4	8	2	4	2	CD: Juvenile
440							5/	98	108	63	114	CD: YA/Adult

			Week 1	Ľ.					Week 2	2		_			Week 3	w		_			Week 4	-				We	Week 5		_					-		1
May-24		5/2	1/24-	5/1/24 - 5/4/24	4			5/5	/24 - 5	5/5/24 - 5/11/24	4			5/12,	5/12/24 - 5/18/24	/18/2	4			5/19/	24-5/	5/19/24 - 5/25/24	6370		5/	26/24	5/26/24 - 5/31/24	/24			Week	Weekly Totals		3	Monthly Totals	₹.
	3	-	٤	로	_	s	3	-	٤	₹	T	s	3	-	٤	뒾	7	S	3	7	HT W	Ŧ	S	3	7	٤	Ŧ	т	s	Wk 1 Wk 2 Wk 3 Wk 4 Wk 5 This Mo Last Mo	/k 2 W	/k 3 W	k 4 W	/k 5 πhi	is Mo	5
Drive Up																	-															3				
Daily Patrons			14	6	10	4	4	6	6	5	3	3	7	6	9	11	8	3	7	10	10	10	8	3	11	13	7	13		34	27	44	48	44	197	182
Phone Calls			5	4	u	2	5	5	7	6	4	2	00	9	4			2	4	1	w	3	2		4	6	3	6		14	29	23	13	19	98	156
Pick List			52	23	76	37	99	62	47	51	44	32	77	44	60	37	48	31	88	61	53	49	37 5	54	126	51	67	29		188	335	297 3	342 2	273 1	1435	1644
E-Mails									1								1									2		3		0	ы	1	0	5	7	1 1
Copies/Prints									1	ы			\perp	ы			1	\dashv	-		Н			1		2		3		0	2	2	1	5	10	
Faxes																	_				_	_	_							0	0	0	0	0	0	
Library Cards																	_				_	-								0	0	0	0	0	0	
Acct Lookups			13	5	10	5	2	4	5	5	2	3	6	5	9	9	00	3	7	10	10	9	6	2	8	13	6	11		33	21	40	44	38	176	170
Reference?s						1	1			1				1					1		_	-	-							1	2	11	11	0	ر.	
Red Bins Sent			4	5		5	7		5	3		4	5	4	4	4	_	6	4	4	w	3		4	8	4	3			14	19	23	18	15	89	105
Red Bins Rec'd			4	4	4		3	5	2	5	4		3	5	3	3	3	_	3	4	4	5	4		4	4	4	5		12	19	17	20	17	85	
Other																					_							2		0	0	0	0	0	0	
Inside Circ Desk																				۲	۲	۲	I	E	I					I	I	Z	I	I	E	
Daily Patrons			53	46	64	67	64	46	59	64	68	36	54	54	52	43	88	38	59	52	66	43	63 4	49	65	78	50	58		230	337	309 3	332 2	251 1	1459	1485
Copy/Scan/Print			4	5	7	2	7	5	1	4	6	1	6	5	6	1	2	4	4	3	3	w	ы	11	00	4	5	7		18	24	24	15	24	105	119
Faxes			1	1	1		ы				2			1	1		2	_	1	1	1					2	1			3	ω	4	ω	ω	16	
Tech Assist			1	2	6	w	1		11	w	4	1	1	1	1	1	2	1	4		2	1	-		3	4	4	4		12	10	7	7	15	51	10
Library Cards							2	2	1		1			3	4	1	_	2	2	_	1	2		1	1	1				0	6	10	6	2	24	
Acct Lookups			u	8	7	з	8		5	5	4	1	u		3	6	6		2	9	22	4	11	4	5	3	4	2		21	23	18	52	14	128	
Reference ?s				1	4	1					2	1				2	2	2		1	1	1			1	2	2	2		6	w	6	ω	7	25	
Newspaper			3	1	1		1			1	1	1	1	1	1	2	2		_						1	2	1			5	4	7	0	4	20	
Other			1	3	1	2		2	1		1	1	1		2		2		_		1	1	1	_	1					7	5	5	3	1	21	
From Reservation Sheet:	n Sheet																							E							E			Z		
Comp Use (Hrs)			21	21	11	14	21	16	18	13	11	11	22	12	18	19	13	15	25	16	16	17	16 1	16	23	24	12	18		67	90	99 1	106	77	439	406
Comp Use (Ppl)			9	9	4	6	9	6	6	4	4	4	8	3	5	8	5	7	9	7	5	5	9	00	6	8	3	7		28	33	36	43	24	164	161
Room Resy (Hrs)			1	1	1		1	2.5	3	3.5			1	1.5	_				1		1.5			1	1	1		w		ω	10	2.5	8.5	5	29	
Attendees			4		1		2	3	7	,	_	_	,	,	-	-	_	_	J												:	л	0		20	

5/8/2024

Actively Aging Lunch (12pm)
Library Board Meeting (6:30pm)

5/7/2024 5/7/2024 5/8/2024

Scrabble every Tuesday at 2pm
Family Game Night w/ pizza (4:30-6:30pm)

5/22/2024 5/27/2024

5/20/2024

CES School Visit Week

5/29/2024

Mental Health Talk (mindfulness)

Closed for Memorial Day

Mental Health Talk (children with ADHD)

5/15/2024 5/17/2024

Mental Health Talk (self-compassion) Friday Flick (Ordinary Angels) at 1pm

5/14/2024

Chess Club (3:30 - 6pm)

3/1/2024 5/1/2024 5/4/2024

May the Force (11am)

Story Walk - Over the Meadow (Mar 1 - May 31) Storylimes (Wed & Fri 10am-11am) thru 5/17

111.40	\$	\$ 46.15	28.00	\$ 37.25 \$			Lost/Damaged Materials
1.00	Ś	\$ 1.00					Card Replacements
•	ţ,						Earbuds/Flash Drives
1.00	\$				1.00	\$	Laminating
1,099.55	\$	\$ 243.85	275.60	\$ 226.45 \$	170.00	\$ 183.65 \$	Copies
69.75	4	\$ 28.00	700	\$ 18.25	14.50 \$	\$ 9.00 \$	Faxes \$
1,247.80	\$	\$ 319.00	303.60	\$ 281.95 \$	185.50	\$ 157.75 \$	Cash Drawer Deposits \$
			(1,733.65)	\$ 1,246.16 \$	1,349.58	\$ (39.32) \$	Gains/Losses \$
			(69.23)	\$ (65.96) \$	(64.44) \$	\$ (64.68) \$	Fees \$
			34.12	\$ 217.99 \$	67.80	\$ 19.14 \$	Interest \$
							SCLS Foundation
171.00	\$					\$ 171.00	Donation Box Deposit \$
\$ 165,197.11	\$	\$ 693.23		\$ 5,910.00	158,228.34	\$ 365.54 \$	Total Monies Received \$
500.00	\$				500.00	\$	Total Donations
YTD TOTAL	ΥT						Revenues
•	s						Janitorial
38.68	\$	\$ 28.70	4.99	\$ 4.99 \$			Misc.
40.87	\$				40.87	\$	Supplies
29.93	\$	\$ 9.98	11.97	\$		\$ 7.98	Programming
73.33	\$	\$ 34.11	11.76	\$ 8.05 \$	8.05	\$ 11.36 \$	Postage
30.00	\$	\$ 7.50	7.50	\$ 4.50 \$	4.50	\$ 6.00 \$	Materials \$
							Cash Drawer
7,533.96	S	\$ 1,687.68	\$ 1,402.27	\$ 1,418.77 \$	1,295.90	\$ 1,729.34 \$	Benefits Expenses
55,531.78	\$	\$ 9,568.60	\$ 10,842.26	\$ 11,057.76 \$	9,509.03	\$ 14,554.13 \$	Personnel Expenses
46,513.36	S	\$ 5,700.42		\$ 4,157.40 \$ 4,775.37	4,712.45	\$ 27,167.72 \$	Operations Expenses
14,294.34	Ş	\$ 2,415.25		\$ 1,412.75 \$ 1,505.56	2,810.83	\$ 6,149.95 \$	Materials Expenses
							Expenses

Feb

March

April

May

YTD TOTAL

Foundation Previous Month Ending Value \$58,980.02 Foundation Current Month Ending Value \$57,260.21 Fund: 150 - LIBRARY FUND

		2023	2024			
<u> </u>		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	05/31/2024	Budget	Status	Budget
150-00-41111-000-000	PROPERTY TAX - LIBRARY	0.00	0.00	105,000.00	-105,000.00	0.0
TAXES		0.00	0.00	105,000.00	-105,000.00	0.0
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	0.0
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	442.87	0.00	442.87	0.0
FINES, FORFEITS	AND PENALTIES	361.02	442.87	0.00	442.87	0.0
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	500.00	0.00	500.00	0.0
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	1,158.30	0.00	1,158.30	0.0
150-00-46712-000-000	FAX SERVICE	169.75	48.25	0.00	48.25	0.0
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.0
PUBLIC CHARGES	FOR SERVICES	7,193.82	1,706.55	0.00	1,706.55	0.0
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	1,576.00	0.00	1,576.00	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	383,24	4,500.00	-4,116.76	8.52
CONTRIBUTED CA	PITAL	2,962.32	2,159.24	4,500.00	-2,340.76	==== 47.98
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	635.00	0.00	635.00	0.00
FRIENDS OF CAMI		1,237.00	635.00	0.00	635.00	0.00
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Total Reveni	Jes	179,662.38	168,796,46	267,653.61	-98.857.15	63.07

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Fund: 150 - LIBRARY FUND

		2023	2024			
		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	05/31/2024	Budget	Status	Budget
150-00-55110-110-000	LIBRARY - SALARY	60,812.16	23,320.00	55,120.00	31,800.00	42.31
150-00-55110-120-000	LIBRARY - WAGES	66,417.00	33,911.29	94,042.00	60,130.71	36.06
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	2,941.72	6,984.04	4,042.32	42.12
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	4,273.91	11,410.89	7,136.98	37.45
150-00-55110-133-000	LIB - HEALTH/DENTAL	8,778.60	0.00	0.00	0.00	0.00
150-00-55110-134-000	LIB - FLEX BENEFIT	38.40	119.12	350.00	230.88	34.03
150-00-55110-135-000	LIB - LIFE INS	970.24	258.30	0.00	-258.30	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	4,056.14	15,700.00	11,643.86	25.84
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	2,619.77	4,800.00	2,180.23	54.58
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	5,045.75	11,500.00	6,454,25	43.88
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652,14	595.49	1,000.00	404.51	59.55
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	1,580.89	3,000.00	1,419.11	52.70
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	963.28	700.00	-263.28	137.61
150-00-55110-292-000	LIB - COPY MAINT	3,986.77	1,102.62	4.000.00	2.897.38	27.57
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	1,310.86	4,000.00	2,689.14	32.77
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	900.11	2,000.00	1.099.89	45.01
150-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	400.00	1,000.00	600.00	40.00
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	6,533.29	18,000.00	11,466.71	36.30
150-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	1,440.25	5,500.00	4,059.75	26.19
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	260.64	500.00	239.36	52.13
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, RECRI	EATION AND EDU.	288,619.27	120,550.41	280,736.47	160,186.06	42.94
Total Exper	nses	288,619.27	120,550.41	280,736.47	160,186.06	
Net Totals		-108,956.89	48,246.05	-13,082.86	-61,328.91	-368.77

PETTY CASH 2024

Start	January	January February March	March	April	May	June	July	August	September	October	November	lovember December	Total
Beginning Drawer Total:	\$ 297.20	\$ 297.20 \$ 299.20 \$ 397.73 \$ 433.54 \$ 460.27	\$ 397.73	\$ 433.54	\$ 460.27								\$1,887.94
Cash Left in Drawer Total:	\$ 130.70	\$ 130.70 \$ 130.20 \$ 130.53 \$ 139.94 \$ 169.27	\$ 130.53	\$ 139.94	\$ 169.27								\$ 700.64

Income

					2		100	\$ 293.60				Fynenses
					er	n cash draw	\$ (9.50) Kept fax \$\$ in cash drawer	\$ (9.50)				
- \$ - \$ - \$ -	. \$.	\$.	'	s	- \$	\$.	\$ 319.00	\$ 303.10	\$ 157.75 \$ 184.50 \$ 281.95 \$ 303.10 \$ 319.00 \$	\$ 184.50	\$ 157.75	Total
										\$ 1.00		Misc Lamenating/Disc Cleaning 150-00-48900-000-000
												Zip Drive 150-00-48900-000-000
Main Drawer			/ain	,	'n	Included	Now					Lost Cards 150-00-48900-000-000
												Lost Materials 150-00-48900-000-000
												Earbuds 150-00-48900-000-000
							\$ 28.00	\$ 9.50	8.75 \$ 14.50 \$ 14.75 \$	\$ 14.50	\$ 8.75	Faxes 150-00-46712-000-000
							\$ 291.00	\$ 293.60	\$ 149.00 \$ 169.00 \$ 267.20 \$ 293.60 \$ 291.00	\$ 169.00	\$ 149.00	Copies (Drawer Deposit) 150-00-46711-000-000
August September October November December	September October				July	June	May	April	March	February	January	2024
				ı								

Expenses

2024	January	_	February	_	March		April		May		June		July	-	August	Se	September October	0	0 N	November December	De	cember		Total
Material 150-00-55110-341-000	\$ 6.00	\$	6.00 \$ 4.50 \$	\$		\$	4.50 \$ 7.50 \$ 7.50	\$	7.50														s	30.00
Postage 150-00-55110-311-000	\$ 11.36 \$ 8.05 \$ 8.05 \$ 11.76 \$ 34.11	45	8.05	\$	8.05	\$	11.76	\$	34.11														S	73.33
Supplies 150-00-55110-310-000		s	40.87																				S	40.87
Programming 150-00-55110-290-000	\$ 7.98					45	\$ 11.97 \$ 9.98	s	9.98														s	29.93
Misc. 150-00-55110-390-000				s	4.99 \$	\$	4.99 \$ 28.70	\$	28.70														\$	38.68
Janitorial Supplies 150-00-55110-240-100																							*	·
Total	Total \$ 25.34 \$ 53.42 \$ 17.54 \$ 36.22 \$ (80.29) \$	s	53.42	s	17.54	\$	36.22	8	80.29	\$		s	,	s		\$		S	8		\$		\$	\$ 212.81
									(1		I		Ì		Ì		1	1					

Cambridge Community Library Fund	Endir Valu pre	Ending Market Value from previous month	(¥ ,	Additions (Withdrawals)	Ba Ad	Balance After Addtn's/Withd rawl	of P	Proration of Admin Fee	= 5 =	Interest/ Dividend Income	Ga	UnRealized Gains/(Losses)	Ga _	Realized Gains/Losses	Ma	Ending Market Value
January 31, 2023			\$	50,000.00	\$	50,000.00	\$	(19.97)	\$	8.70	\$	2,492.50	\$		\$	52,481.23
February 28, 2023	\$ 5	52,481.23	\$		\$	52,481.23	s	(60.59)	\$	57.72	s	(1,245.13)	\$		\$	51,233.23
March 31, 2023	\$ 5	51,233.23	\$	ì	\$	51,233.23	\$	(59.02)	\$	214.24	s	522.25	s	ı	s	51,910.70
April 30, 2023	\$ 5	51,910.70	\$	1	\$	51,910.70	\$	(60.97)	\$	61.11	Ş	767.04	S	(439.82)	\$	52,238.06
May 31, 2023	\$ 5	52,238.06	\$	ě	\$	52,238.06	\$	(60.10)	\$	62.15	\$	(647.71)	S	,	s	51,592.40
June 30, 2023	\$ 5	51,592.40	S		\$	51,592.40	s	(59.36)	\$	327.96	s	1,555.92	S	1	s	53,416.92
July 31, 2023	\$	53,416.92	\$		\$	53,416.92	\$	(61.45)	\$	20.50	s	1,275.63	\$	E.	\$	54,651.59
August 31, 2023	\$ 5	54,651.59	\$		s	54,651.59	\$	(62.76)	\$	67.12	\$	(993.34)	\$	ı	\$	53,662.61
September 30, 2023	\$	53,662.61	S		\$	53,662.61	S	(61.56)	\$	168.54	s	(1,792.76)	\$	13.58	\$	51,990.40
October 31, 2023	\$ 5	51,990.40	S	·	\$	51,990.40	s	(60.36)	S	138.45	\$	(1,020.61)	S	(102.82)	\$	50,945.05
November 30, 2023	\$ 5	50,945.05	\$		\$	50,945.05	\$	(58.73)	\$	74.01	s	2,996.95	S	•	\$	53,957.28
December 31, 2023	\$ 5	53,957.28	\$,	s	53,957.28	\$	(61.99)	Ş	375.63	\$	2,021.20	\$	E	\$	56,292.11
January 31, 2024	\$ 5	56,292.11	S	9	Ş	56,292.11	\$	(64.68)	\$	19.14	\$	(39.32)	S	1	\$	56,207.26
February 29, 2024	\$ 5	56,207.26	\$	•	S	56,207.26	s	(64.44)	\$	67.80	s	1,349.58	\$,	\$	57,560.20
March 31, 2024	\$ 5	57,560.20	\$	•	\$	57,560.20	\$	(65.96)	\$	217.99	S	1,246.16	S	21.63	\$	58,980.02
April 30, 2024	\$ 5	58,980.02	\$	•	S	58 980 02	S	(69.23)	n	7/ 17	s	(1.733.65)	S	8.95	S	57.260.21

Fund: 150 - LIBRARY FUND

		2023	2024			
2		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	05/20/2024	Budget	Status	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
INTERGOVERNM	IENTAL 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	442.87	0.00	442.87	0.00
	S AND PENALTIES	361.02	442.87	0.00	442.87	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 CHARGE	S 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	1,576.00	0.00	1,576.00	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	383.24	4,500.00	-4,116.76	8.52
CONTRIBUTED C	APITAL	2,962.32	2,159.24	4,500.00	-2,340.76	47.98
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	635.00	0.00	635.00	0.00
	MBRIDGE LIBRARY	1,237.00	635,00	0.00	635.00	0.00
					:=====================================	2222
Total Reve	nues 	179,662.38	168,796.46	267,653.61	-98,857.15	63.07

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Page: ACCT

Fund:	150	-	LIBRARY	FUND	
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		Fund: 150	LIBRARY FUND			
		2023	2024			
		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	05/20/2024	Budget	Status	Budget
50-00-55110-110-000	LIBRARY - SALARY	60,812.16	21,200.00	55.120.00	33,920.00	38.46
50-00-55110-120-000	LIBRARY - WAGES	66,417.00	30,605.69	94,042.00	63,436.31	32.54
50-00-55110-130-000	LIBRARY - MEDICARE REIMBURSE	1,975.46	0.00	0.00	0.00	0.00
50-00-55110-131-000	LIB - BENEFITS RETIRE	6,894.06	2,658.16	6,984.04	4,325.88	38.06
50-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	3,868.27	11,410.89	7,542.62	33.90
50-00-55110-133-000	LIB - HEALTH/DENTAL	8,778.60	0.00	0.00	0.00	0.00
50-00-55110-134-000	LIB - FLEX BENEFIT	38.40	119.12	350.00	230.88	34.03
50-00-55110-135-000	LIB - LIFE INS	970.24	258.30	0.00	-258.30	0.00
50-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
50-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540.15	420.00	2,000.00	1,580.00	21.00
50-00-55110-220-000	LIB - UTILITIES	14,011.06	4,056.14	15,700.00	11,643.86	25.84
50-00-55110-221-000	LIB - TELEPHONE	5,176.34	2,619.77	4.800.00	2,180.23	54.58
50-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	4,670.75	11,500.00	6,829.25	40.62
50-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	595.49	1,000.00	404.51	59.55
50-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072.26	0.00	2,500.00	2,500,00	0.00
50-00-55110-290-000	LIB - PROGRAMMING	4,509.33	884.27	3,000.00	2,115.73	29.48
50-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	963.28	700.00	-263.28	
50-00-55110-292-000	LIB - COPY MAINT	3,986.77	1,102.62	4,000.00	2.897.38	137.61
50-00-55110-293-000	LIB - LINK	22.649.54	23,730.17	22,649.54		27.57
50-00-55110-310-000	LIB - OFFICE SUPPLY	4.800.87	1,310.86	4,000.00	-1,080.63	104.77
50-00-55110-311-000	LIB - POSTAGE	361.72	43.72	480.00	2,689.14 436.28	32.77
50-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS	2,784.80	900.11	2,000.00	000000000000000000000000000000000000000	9.11
50-00-55110-330-000	LIB - TRAVEL & TRAIN	821.06	400.00	1,000.00	1,099.89	45.01
50-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	6,533.29		600.00	40.00
50-00-55110-342-000	LIB - A/V ACQUISITION	5,923.16	1,440.25	18,000.00	11,466.71	36.30
50-00-55110-343-000	LIB - ELEC ACQUISITION	1,830.31	4,703.40	5,500.00	4,059.75	26.19
50-00-55110-344-000	LIB - MISC ACQUISITION	0.00	19.69	4,700.00	-3.40	100.07
50-00-55110-390-000	LIB - MISC EXPENSES	1,868.52	260.64	200.00	180.31	9.85
50-00-55110-510-000	LIB - INS PROPERTY	3,406.18	0.00	500.00	239.36	52.13
50-00-55110-511-000	LIB - INS LIABILITY	0.00		3,500.00	3,500.00	0.00
50-00-55110-512-000	LIBRARY - WORKERS COMP	0.00	0.00	850.00	850.00	0.00
50-00-55110-800-000	LIB - EQUIPMENT	0.00	0.00	2,250.00	2,250.00	0.00
50-00-55130-000-000	LIBRARY - OTHER	0.00	0.00	1,000.00	1,000.00	0.00
=======================================	=======================================		0.00	1,000.00	1,000.00	0.00
CULTURE, RECREATION AND EDU.		288,619.27	113,363.99	280,736.47	167,372.48	40.38
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Total Evan	Nege .	000 040 07				
Total Exper		288,619.27	113,363.99	280,736.47	167,372.48	40.38
Total Exper				280,736.47		