Board of Trustees – Table of Contents August 14th, 2024

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Cambridge Community Library Board of Trustees Monthly Agenda for August 2024 On August 14th at **6:30PM** Amundson Community Center Room

CALL TO ORDER ROLL CALL

INTRODUCTION OF GUESTS - Tracie Miller (SCLS), Shawn Brommer (SCLS)

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
- 2. Bilingual Collection / Flynn Donation Update
- 3. Non-Fiction Weeding Project

NEW BUSINESS

- 1. Library Board Expansion
- 2. Budget 2025
- 3. Donations and Gifts

NEXT BOARD MEETING DATE: August 11th 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

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

Present/RollCall: Jennifer Trendel, Kristin Martin, Samantha Seeman, Paula Hollenbeck and

Cari Redington

Call to Order: President Trendel called the meeting to order at 6:34 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 Hollenbeck. Discussion. Statistics are missing from the packet due to the library's busy schedule and will be added to next month's packet. Tracy Miller, from SCLS, came to visit Director Seeman and is happy with all her 1st year progress. She expressed that Director Seeman needs to be diligent with weeding, especially non-fiction. Tracy will help troubleshoot how to deal with the Local History Room. They are checking with the Historic School Museum to see if they have a volunteer that can help scan the old yearbooks. Tracy is concerned that the current Library Board is only composed of a 5 person board. By statute, we can have a 7 person board. SCLS is available to come to a Village Board meeting to explain the positivity of this. Director Seeman spoke with Shawn Brommer, from SCLS, about the strategic plan. A digital survey will be sent to the Library Board members. It will need to be completed by July 31, 2024. Shawn and Director Seeman will prepare a report for the August meeting. There will be a patron survey August 15-September 15 that will be physical and digital. Shawn will update plans and will send the plan for approval at the October meeting. The report will then go to SCLS for graphic work designing. The file plan will be presented and published in November. The board needs to start looking at the 2025 Budget. June had 43 new library cards issued. Vote. Approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Redington. Discussion. A new expense sheet was handed out at the meeting with updated adjustments. Petty Cash Report is included in the Monthly Expenses, but the Board did not receive a paper report. Roll call vote. Treasurer report approved.

Village Report: August 13, 2024 Village Board Meeting is canceled due Election Day.

Friends of the Library Report: The book sale is the 1st Friday and Saturday of August. The FOL is looking for volunteers and baskets for the raffle.

School District Report: None

Actions Agenda:

Old Business

Trustee Hollenbeck made a motion to **Convene into Closed Session** per 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion was seconded by Trustee Martin. Discussion. Roll call vote. Approved. 7:11 PM

Trustee Redington made a motion to reconvene into an Open Session, seconded by Trustee Hollebeck. Discussion. Roll call vote. Approved. 7:25 PM

1. Possible Action Taken on Closed Session Items-None

New Business

- 1. Bilingual Collection/Flynn Donation Update-Director Seeman is on pace with the project. She has a full cart of Spanish bilingual fiction books. She's looking at non-fiction sets to add to the collection. Director Seeman is meeting with the cataloger to make a plan of action to get out all at once. Looking at unveiling the collection in the fall. The new collection will be housed in the old Children's movie section. Director Seeman is looking at phasing in other languages, with possibly adding Hmong for the 50 year anniversary of the 1st Laos Refugees next year.
- 2. Battery Recycle Project-The library will wean recycling services and will point to services in Dane County. These services are already tax funded.
- Non-Fiction Weeding Project-Our collection is extremely outdated information. Need to look at content versus check out. Trustee Hollenbeck made a motion to use reserve funds, not to exceed \$5000, to replace weeded Non-Fiction books that are outdated. Motion seconded by President Trendel. Discussion. Roll call vote. Approved.
- Donations and Gifts-Lions Club donated \$500. Donation was received from David and Randi Thorson.

Upcoming meeting:

8/14/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 8:12 PM. Approved.

Submitted by Kristin Martin

2024 Director's Report Library Board of Trustees Meeting August 14th @ 6:30pm

Programs @ the Library

- Summer Library Program is wrapping up; We have a total of 270 people who signed up for the
 program, with about 50% participation at the first check-in, 40% at the second check-in and
 more people still checking in for the third and final one. We will tally our completion rate on
 Monday August 19th, and draw all our Grand Prize Raffles.
- Our regular Monday Night Book Club was held on July 8th this month. We discussed the nonfiction book, Notorious RBG. There were 9 members present for this discussion. Our next book, A Thousand Splendid Suns, will be discussed on Monday August 12th.
- Friday Flicks was on July 19th and we showed the movie The Long Game, with 9 people attending. The next movie (being held on August 16th) is Unsung Hero.
- Summer Storytime
 - 7/12 Alice in Dairyland story time=13 adults + 15 children=28
 - 7/19 Smokey/Fire Truck story time=19 adults + 42 children=61
 - o 7/26 French/Olympic story time=13 adults + 41 children=54
- Scrabble meets every Tuesday at 2pm.
 - o (7/2, 7/9, 7/23, 7/30)=19
- There was no Chess Club meeting this month.
- Our summer (Kids) Programming Series was every Wednesday afternoon throughout the summer, the library provides school-aged entertainment/programs for our kids and families.
 - o 7/10 Barely Balanced=21 adults + 48 children=69
 - o 7/17 Handphibians=19 adults + 46 children=65
 - 7/24 Juggling Stories with Chris Fascione=23 adults + 56 children=79
 - o 7/31 Railyard and Crafternoon=11
- We also one other all ages program this month
 - 7/19 Ice Cream Social=58
- Our Adult & Teen programs this month
 - 7/9 Socratic Circle = 5
 - 7/23 Meditative Coloring = 3
 - 7/27 Intro to D&D (TEEN): 3 adults, 2 teens = 5 (date got changed last minute due to staff illness, retrying in august)

2024 Director's Report Library Board of Trustees Meeting August 14th @ 6:30pm

Continuing Education / Training

I attended

- Dane County Librarian's Meeting via Zoom (7/11/24) Beyond the Page made their Ripple (DEI) Goals, they reported on several programs (passed and future), Directors discussed Hoopla pros and cons, and we reviewed Cluster reports.
- O All Director's Meeting @ Fitchburg PL (7/18/24) We voted on all the fees for 2025. All SCLS provided emails (all staff at CBR) will have MLA by end of year. SCLS will also start rolling out the cybersecurity trainings this month; Directors will receive a report on staff that have participated and staff that have failed the phishing attempts and quizzes. It will be up to the library to provide additional training to staff who struggle, if they are able to do so. These cybersecurity trainings will count toward CE (Technology hours) for Directors, so I plan to report them with all other training. SCLS is working on their next Strategic Plan; they are thinking about bringing a facilitator to the November meeting to guide discussions, and their overarching goal is to have a new plan finalized by the July meeting 2025.
- Records Retention & Library Policies @ Fitchburg PL (7/18/24) General overview of how to read and use the records retention schedule(s), how to respond to records requests, tips for organizing files, and how to proceed with closed session minutes. Then the policies portion talked about which policies are must haves for every library despite the size, the role of social media on both staff and patron facing sides, and other policies to consider.
- Local History Room Evaluation & Strategy Meeting (7/25/24) SCLS came to take a deeper look at what we have in our Local History Room. They talked about what items could be digitized into a Recollection Wisconsin Collection, what might be a good idea to digitize (even if it doesn't end up on Recollection Wisconsin) and what we might want to list on our website as items that are viewable in person at the library. They are aware that a Local History project was a year if not more down the line for us, but they gave some tips for how to get organized in the meantime; they advised inventorying everything in the room, every volume, issue, photo, etc. This is going to take some significant time, but it is essential for moving forward with the project. They also suggest dividing the room up into sections, so that items might be easier to find. Finally, they suggested recruiting interested patrons/volunteers to take on these projects, to save some staff time and get the community involved in the project. They spent a few hours doing a very basic sweep of the room, putting things into haphazard piles, just to see what all we have. As time allows, I plan to further "first sweep" the room, to set our volunteers up for taking inventory. We don't have to barcode everything, but they do suggest we tag everything somehow, whether that is via sticker system or something similar.

Staff attended

- Circulation Refresher Course(s) Staff have been watching some of the SCLS provided webinars for a refresher on things like Refunds.
- InfoSec Cyber Security Training #1 All staff have completed the first round of cyber security training, provided by SCLS by way of InfoSec.

2024 Director's Report Library Board of Trustees Meeting August 14th @ 6:30pm

Gifts / Donations / Monies Received

- We received a check from the City of Madison for lost material; that was deposited on 7/9/24
- Dane County sent us a check for our EZ Grant in the amount of \$700. This was used for our summer program series entertainment. That check was deposited on 7/9/24
- We received our 2nd quarter E-Commerce check in the amount of \$69.54. That was deposited on 7/29/24
- We received a check from the City of Madison for a lost item; that was deposited on 8/8/24
- We received a donation from Nancy Lucas, to be used to purchase more materials (books) on grief, in memory of her sister Mary Pecorero.

Upcoming Time Off / Out of Building

A lot of staff vacations are in August, so I will be working odd hours to cover where it is needed.

2024 Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTO
CIRCULATION ACTIVITY	2 570	3 550	2000	3 3 3 5 6	3 640	2 427	2 701						
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	
% + or - CKO monthly yr to yr	5.19%	5.04%	3.03%	4.69%	-3.60%	-6.80%	5.17%						
% + or - CKO YTD	5.48%	5.40%	2.28%	2.88%	1.56%	0.29%	1.04%						
% CBR Items	54.64%	55.27%	55.80%	55.28%	62.39%	61.59%	64.23%						
% SCLS Items	45.36%	44.73%	44 20%	44.72%	37.61%	38.41%	35.77%						
Loaned to Other Libraries	2,233	2,410	2,448	2,384	2,091	2,225	2,326						
Borrowed from Other Libraries	1,623	1,596	1,731	1,487	1,320	1,201	1,356						
2024 CKI current month	2,565	2,831	2,991	2,854	2,759	2,536	2,897						
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	
USE COUNTS	Spinist Control of							105 115 115		Section of the second			
Patrons: Adult	3,065	3,124	3,279	2,879	2,856	2,576	3,230						
Patrons: Children	280	209	334	208	461	409	402						
Patrons: Staff	233	235	303	169	123	141	159						
New Patron Registration	16	19	17	18	23	40	23						
Dane County: Village	1,174	1,138	1,203	1,053	1.071	988	1,039						
Dane County: Rural (no lib)	627	516	578	597	612	571	856						
Dane County: City (w/ lib)	138	57	144	76	65	108	51						
Jefferson County: Village	67	54	89	56	74	45	64						
Jefferson County: Rural (no lib)	1,438	1,640	1,718	1,333	1,520	1,343	1,561						
Jefferson County: City/Vil (w/ lib)	125	133	182	143	96	44	117						
Other Counties: Rural (no/ lib)	0	0	0	0	1	0	0						
Other Counties: City/Vil (w/ lib)	9	3	2	1	_	1	8						
HOLD ACTIVITY													
2024 Holds Placed	1,663	1,438	1,516	1,306	1,129	1,184	1,233						
% YTD change from 2023	5.59%	0.98%	0.02%	-0.45%	-2.34%	-1.51%	-0.51%						
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	
CATALOGACTIVITY													
Holdings Entered	173	169	157	139	156	134	209						
Holdings Deleted	439	68	62	61	165	51	545						
INTER LIBRARY LOAN													
Ę	3	10	9	4	6	4	11						
MATERIAL TYPE													A
Print													
Books: YA/Adult	1,398	1,384	1,455	1,343	1,350	1,325	1,514						
Books: Juvenile	1,017	1,051	1,219	954	1,342	953	1,241						
Magazines: YA/Adult	58	50	34	35	40	81	67						
Magazines: Juvenile	1	•	-1	9	5	2	5						
Audio Books													
Books on CD: YA/Adult	55	88	90	57	90	119	88						
Books on CD: Juvenile	1	3	_	2	5	3	_						
Playaway: YA/Adult	7	5	8	8	6	5	4						
Playaway: Juvenile	4	4	0	2	1	1	2						
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174			THE REAL PROPERTY.			24	27	24	27	24	25	23	Average # of Clients Per Day
2,125						307	372	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
4,420						600	572	612	591	714	608	723	2024 Overdrive
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146						42	40	26	26	7	2	S	Milw Co Zoo Pass (people)
39						14	8	6	6	2	2		Milw Co Zoo Pass (checkouts)
13						7	4	2	0	0	0	0	WI State Park Pass (checkouts)
													ENRICHMENT PASSES
0						0	0	0	0	0	0	0	Misc AV: Juvenile
87						27	28	10	9	4	6	ω	Misc AV: YA/Adult
8						0	0	2	1	5	0	0	Video Games: Juvenile
64						9	1	5	8	18	8	5	Video Games: YA/Adult
						0	0	0	0	2	2	0	Software: Juvenile
6						_	0	0	2	з	0	0	Software: YA/Adult
1,157						114	109	152	160	222	195	205	DVDs: TV Shows
338						97	48	30	52	44	35	32	DVDs: Juvenile
3,706						488	387	388	556	615	640	632	DVDs: YA/Adult
													Visual/AV
33						8	5	4	8	2	4	2	CD: Juvenile
636						101	95	57	98	108	63	114	CD: YA/Adult
YTO	DECEMBER	NOVEMBER	OCTOBER	SEPTEMBER	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	2024 Monthly Statistics

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6/1/2024	Story	Walk	- We'r	e Goir	no gr	a Natu	Story Walk - We're Going On a Nature Hunt (Jun 1 - Aug 31)	nt (Jur	1 - AL	ıg 31)								6/:	6/21/2024	4	Frid	Friday Flick (The Color Purple) at 1pm	k (The	Color	Purple) at 1p	3								
6/6/2024	Sumn	Summer Kickoff with Zoozort at 5:30pm	ckoff v	vith Zc	pozort	at 5:3	ρm											6/:	6/22/2024	4	Crea	Creative Writing Workshop 10am-12pm	/riting	Work	shop 1	Dam-1	2pm								
6/12/2024	Socra	Socratic Circle at 6pm	cle at	6pm														6/:	6/26/2024	4	Intro	Intro to Origami at 6pm	igami	at 6pr	-										
6/15/2024	Space	Adve	nture	5 11an	n-1pm	; Fath	Space Adventures 11am-1pm; Father's Day Card Making	y Caro	Maki	30								6/:	6/26/2026	6	Hea	Heartland Farm Sanctuary at 1:30pm (Summer)	Farm 5	Sanctu	ary at	1:30pr	n (Sun	mer)							
6/19/2024	Creep	y Crit	ers w	ALNO	C at 1:	30pm	Creepy Critters w/ ALNC at 1:30pm (Summer)	ner)										6/:	6/28/2024	4	Sum	Summer Storytime at 10am	torytin	ne at	L0am										
6/21/2024	Make Music Day (Storytime, Disney Bingo, Friday Flick)	Music	c Day	Story	time, I	Disney	Bingo	5	v Flick	_								Re	Reoccurring:	2	Scra	bble &	Parki	nson's	Group	(ever	/ Tues)	Ches	(2nd	lues/n	10), FO	L Pig R	Scrabble & Parkinson's Group (every Tues), Chess (2nd Tues/mo), FOL Pig Receipts (1x/mo)	(1x/m	0

			Week 1	۵		4			Week 2	â					Week 3	û		_			Week 4	4		_			Week 5	5		\vdash							1
Jul-24		3	/24-	7/1/24 - 7/6/24	•			7/7	7/7/24 - 7/13/24	/13/2	4			7/14	/24 -	7/14/24 - 7/20/24	24			7/21,	7/21/24 - 7/27/24	/27/2	-	_		7/28/	7/28/24 - 7/31/24	/31/2	-	_		Wee	Weekly Totals	als		N.	Monthly Totals
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Drive Up	ı																																				
Daily Patrons	7	10	12		12	4	10	9	6	8	7	12	11	12	9	9	9	4	3	10	7	7	5	5	10	00	00				45	52	54	37	26	214	4
Phone Calls	w	w	5		w	ы	5	00	7	3	4	u	11	5	5		9	5	7	7	10	7	5	ω	ω	00	00	_	_	_	15	30	35	39	19	138	00
Pick List	105	46	65		65	ы	102	69	58	65	28	57	82	55	63	49	36	36	95	55	56	57	42	35	98	95	67		_		282	379	321	340	213	1535	15
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Library Cards																									-	_	_	_		L	0	0	0	0	0	0	10
Acct Lookups	4	10	12		7	4	10	9	6	6	7	11	11	9	7	8	8	4	4	9	7	7	4	5	7	7	7	_	_	_	37	49	47	36	21	190	10
Reference ?s	1	4	2		u		2	2					6				w		2		ω	_	_	-	-	ω	ω	-	_	_	10	4	9	5	6	34	-
Red Bins Sent	5	7	4			6	5	5	4	4		4	4	4	4	4		5	ıs	5	ω	ω	_	4	4	4	4	-	-	_	22	22	21	20	12	97	
Red Bins Rec'd	u	2					4	6	4	5	4		u	4	4	u	4	L	w	4	4	4	ω	-	w	5	2	-	L	L	5	23	18	18	10	74	
Other												L			L				_	_	-	-	H	H	L	H	_	_	_	L	0	0	0	0	0	0	
Inside Circ Desk											I								ı		ı	ı	ł		ı			ı									
Daily Patrons	71	88	78		52	29	86	61	69	70	59	40	79	72	64	67	86	37	75	79	90	45	59	35	78	63	57	-	L	-	1	385	405	383	198	14	
Copy/Scan/Print	5	3	5		6	1	u	8	5	6	ω	w	5	6	10	ω	6	L	10	2	15	w	ω	ω	v	00	4	L	L	_	20	28	30	36	17	131	-
Faxes		1					1	3		2			11	ы			1		1		4		12		H	H	1	-	-	-	11	6	w	6	1	17	
Tech Assist	2	1	2		2			3	ω	2	4	1	2	2	u	2	w	L	4	L	4	1	11	-	2	ω	2	L	L	L	7	13	12	11	7	50	
Library Cards	1	2	2		1		2	1		1			ы		6		11		11	_	_	ω	1	1	_	L				L	6	4	00	6	0	24	
Acct Lookups	w		7		8	9	3	3	5	7	1		1		4	10	11	2	11	_	ω	u	11	7	2	_	2		-		27	19	28	37	4	115	-
Reference ?s	5	2	7		7		4	7	1	w	2	4	5	ω	u	9	4	L	9	ы	1	7	ω	-	2	2	1	-	-	-	21	21	24	21	s	92	+
Newspaper														ы	1	1	2	L	1	L	1	2	ы	-	1	1	1	L	-	L	0	0	5	5	w	13	_
Other								1	1	1	1	L			1	_	з	L	L	L	1	H	1	H	ŀ	-	2	_	L	L	0	4	4	2	2	12	
From Reservation Sheet:	Sheet										I								I			ı		ı	ı	ł	ı	ı	ı	ı							
Comp Use (Hrs)	15	14	17		13	14	11	16	21	12	14	13	5	25	15	10	19	8	22	28	20	12	00	9	20	12	11	-	-	L	73	87	82	99	43	384	
Comp Use (Ppl)	6	4	5		6	4	u	6	7	ω	6	4	4	9	6	6	9	4	11	11	10	4	2	4	9	ω	2	L	-	L	25	29	38	42	14	148	
Room Resv (Hrs)	2	6.5	s		1.5		2.5	4.25	1.5	1.5	1.5		2	2.5	2	3.5	3.5		4	1.5	w	5.5	-	-	1	0.5	-	\vdash	-	┡	13	_	13.5 12.5	12.5		51.75	
Attendees	4	14	5		2		w	5	4	2	ы		6	7	5	3	2		4	5	7	7	_	_	4	2	_	L	L	L	25	15	23	23	6	92	

7/12/2024 7/13/2024

Intro to D & D (rescheduled for 7/27)

Barely Balanced at 1:30pm (Summer)
Storytime (7/12, 7/19, 7/26) at 10am (Summer)

7/4/2024 7/9/2024 7/10/2024

Closed for Independence Day

7/19/2024 7/19/2024

7/17/2024

7/23/2024 7/24/2024 7/31/2024

Crafternoon & Obstacle Course

Chris Fascione (storytelling/juggling) at 1:30pm (Summer)

Meditative Coloring (6pm)

Ice Cream Social (Nat'l Ice Cream Day on Sun 7/21) at 3pm

Brazilian Handphilbians at 1:30pm (Summer) Friday Flick (The Long Game) at 1pm

Socratic Circle at 6pm

Story Walk - We're Going On a Nature Hunt (Jun 1 - Aug 31)

6/1/2024

Earbuds/Flash Drives Card Replacements	Earbuds/Flash Drives	Surpunion.	Laminatina	Copies \$	Faxes \$	Cash Drawer Deposits \$	Gains/Losses \$	Fees \$	Interest \$	SCLS Foundation	Donation Box Deposit \$	Total Monies Received \$	Total Donations	Revenues	Janitorial	Misc.	Supplies	Programming \$	Postage \$	Materials \$	Cash Drawer	\$	Personnel Expenses \$ 14	Operations Expenses \$ 27	Materials Expenses \$ 6	Expenses
				183.65	9.00	157.75	(39.32) \$	(64.68)	19.14		171.00	365.54						7.98	11.36 \$	6.00		1,729.34	\$ 14,554.13 \$	\$ 27,167.72 \$	6,149.95	
			\$ 1.00	\$ 170.00	\$ 14.50	\$ 185.50	\$ 1,349.58	\$ (64.44)	\$ 67.80			\$ 158,228.34	\$ 500.00				\$ 40.87		\$ 8.05	\$ 4.50		\$ 1,295.90		\$ 4,712.45 \$	\$ 2,810.83	
				\$ 226.45	\$ 18.25	\$ 281.95	\$) \$ (65.96)	\$ 217.99			\$ 5,910.00				\$ 4.99			\$ 8.05 \$	\$ 4.50		\$ 1,418.77	9,509.03 \$ 11,057.76 \$ 10,842.26	\$ 4,157.40 \$	\$ 1,412.75 \$	
2000				\$ 275.60		\$ 303.60	1,246.16 \$ (1,733.65) \$ 1,664.86	\$ (69.23)	\$ 74.12							\$ 4.99		\$ 11.97	11.76	\$ 7.50		\$ 1,402.27		\$ 4,775.37	1,505.56	
\$ 1616	\$ 1.00			\$ 243.85	\$ 28.00	\$ 319.00	\$ 1,664.86	\$ (68.49)	\$ 75.76			\$ 693.23				\$ 28.70		\$ 9.98	\$ 34.11	\$ 7.50		\$ 1,687.68	\$ 9,568.60 \$ 5,391.82 \$ 15,963.51	\$ 6,038.42	\$ 2,415.25	
	\$2.00		\$12.00		\$10.50 \$	\$242.00 \$	\$104.80 \$	-\$73.04 \$	\$313.83		\$198.00	\$705.00 \$	\$525.00 \$							\$ 22.37		\$ 468.12	\$ 5,391.82	\$ 4,826.73	\$ 1,493.01	
5000	\$ 1.00	\$ 10.00	\$ 1.00	\$ 329.00	\$ 12.00	\$ 412.00	\$ 1,366.65	\$ (72.24)	\$ 73.80			\$ 792.54	\$ 100.00			\$ 28.04			\$ 12.94	\$ 10.00		\$ 1,802.61	\$ 15,963.51	\$ 5,694.58	\$ 2,140.28	
s	s	5	5	5	ts	s					\$	\$ 1	\$	ALD	\$	S	\$	S	\$	s		\$	\$	s	Ş	0
170.40	4.00	10.00	14.00	1,428.55	92.25	1,901.80					369.00	\$ 166,694.65	1,125.00	YTD TOTAL		66.72	40.87	29.93	86.27	62.37		9,804.69	76,887.11	57,372.67	17,927.63	

March

April

May

June

July

Foundation Previous Month Ending Value \$59,297.12 Foundation Current Month Ending Value \$60,665.32

Total Revenues

Page: ACCT

Fund: 150 - LIBRARY FUND

		Fund. 150 -	LIBRARY FUND			
		2023	2024			
		Actual	Actual	2024	Budget	% of
Account Number		12/31/2023	07/31/2024	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
150-00-43565-000-000	COVID-19 GRANTS	0.00	0.00	0.00	0.00	0.00
150-00-43720-000-000	DANE COUNTY LIBRARY GRANTS	62,336.00	57,803.00	57,804.00	-1.00	100.00
150-00-43725-000-000	OTHER COUNTY REIMBURSEMENT	472.22	249.80	249.61	0.19	100.08
150-00-43730-000-000	JEFFERSON COUNTY LIBRARY GRANT	105,100.00	100,100.00	100,100.00	0.00	100.00
150-00-43740-000-000	FOUNDATION GRANT	0.00	5,700.00	0.00	5,700.00	0.00
INTERGOVERNME	ENTAL 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	462.87	0.00	462,87	0,00
FINES, FORFEITS	AND PENALTIES	361.02	462,87	0.00	462.87	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,223.00	0.00	1,223.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	1,672.80	0.00	1,672.80	0.00
150-00-46712-000-000	FAX SERVICE	169.75	86.75	0.00	86.75	0.00
150-00-46713-000-000	BOOK RENTAL	0.00	0.00	0.00	0.00	0.00
150-00-46714-000-000	DVD & OTHER MEDIA RENTAL	24.00	0.00	0.00	0.00	0.00
150-00-46750-000-000	IN KIND CONTRIBUTIONS - VILL	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES	S FOR SERVICES	7,193.82	2,982.55	0.00	2,982.55	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	2,026.00	0.00	2,026.00	0.00
150-00-48840-000-000	BEYOND THE PAGE EZ GRANT	500.00	900.00	0.00	900.00	0.00
150-00-48900-000-000	MISC REVENUES	633.36	4,397,24	4,500.00	-102,76	97.72
CONTRIBUTED CA	APITAL	2,962.32	7,323.24	4,500.00	2,823.24	162.74
150-00-49000-000-000	FRIENDS OF CAMBRIDGE LIBRARY	1,237.00	885.00	0.00	885.00	0.00
150-00-49100-000-000	STAFF OUTSIDE GRANT	0.00	0.00	0.00	0.00	0.00
FRIENDS OF CAM	BRIDGE LIBRARY	1,237.00	885.00	0.00	885.00	0.00

179,662.38

175,506.46

267,653.61

-92,147.15

65.57

ACCT

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 07/31/2024	2024 Budget	Budget Status	% of Budget
150-00-55110-110-000	LIBRARY - SALARY	60,812.16	31,800.00	55,120,00	23,320.00	57.69
150-00-55110-120-000	LIBRARY - WAGES	66,417.00	46,814.05	94,042.00	47,227,95	49.78
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	3,993.22	6,984.04	2,990.82	57.18
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	5,872.09	11,410.89	5,538.80	51.46
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	130.62	350.00	219.38	37.32
150-00-55110-135-000	LIB - LIFE INS	970.24	403.14	0.00	-403.14	0.00
150-00-55110-138-000	LIB - POST RETIREMENT FUNDS	26,000.00	0.00	0.00	0.00	0.00
150-00-55110-150-000	LIB - UNEMPLOY COMP	0.00	0.00	0.00	0.00	0.00
150-00-55110-210-000	LIB - LEGAL/AUDIT/ACCOUNTING	3,540,15	420.00	2,000.00	1,580.00	21.00
150-00-55110-220-000	LIB - UTILITIES	14,011.06	7,283.93	15,700.00	8,416.07	46.39
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	4,031.33	4,800.00	768.67	83.99
150-00-55110-223-000	LIB - INTERNET	0.00	0.00	0.00	0.00	0.00
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	8,130.75	11,500.00	3,369.25	70.70
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	669,43	1,000.00	330.57	66.94
150-00-55110-240-200	LIB - JANITOR EXPENSE	0.00	0.00	0.00	0.00	0.00
150-00-55110-241-000	LIB - COMPUTER MAINT & SUPPLY	3,072,26	0.00			
150-00-55110-290-000	LIB - PROGRAMMING	4,509.33		2,500.00	2,500.00	0.00
150-00-55110-290-100	LIB - COULTER DONATION	0.00	3,515.08	3,000.00	-515.08	117.17
150-00-55110-291-000	LIBRARY PUBLIC RELATIONS	836.49	0.00	0.00	0.00	0.00
150-00-55110-292-000	LIB - COPY MAINT		1,038,28	700.00	-338.28	148.33
150-00-55110-293-000	LIB - LINK	3,986.77 22,649.54	1,637.86	4,000.00	2,362.14	40.95
150-00-55110-310-000	LIB - OFFICE SUPPLY	4,800.87	23,730.17	22,649.54	-1,080.63	104.77
150-00-55110-311-000	LIB - POSTAGE	361.72	2,026.35	4,000.00	1,973.65	50.66
150-00-55110-320-000	LIB - SUBSCRIP & PERIODICALS		63.50	480.00	416.50	13.23
150-00-55110-320-000	LIB - TRAVEL & TRAIN	2,784.80	943.06	2,000.00	1,056.94	47.15
150-00-55110-341-000	LIB - BOOKS ACQUISITION	821.06	449.00	1,000.00	551.00	44.90
150-00-55110-342-000	LIB - AV ACQUISITION	19,253.38	13,697.58	18,000.00	4,302.42	76.10
150-00-55110-343-000	LIB - ELEC ACQUISITION	5,923.16	2,153.03	5,500.00	3,346.97	39,15
150-00-55110-344-000	LIB - MISC ACQUISITION	1,830.31	4,703.40	4,700.00	-3,40	100.07
150-00-55110-390-000	LIB - MISC EXPENSES	0.00	19.69	200.00	180.31	9.85
150-00-55110-400-000		1,868.52	361.79	500.00	138.21	72.36
150-00-55110-510-000	LIB - STAFF GRANT EXP LIB - INS PROPERTY	0.00	0.00	0.00	0.00	0.00
150-00-55110-511-000		3,406.18	0.00	3,500.00	3,500.00	0.00
150-00-55110-512-000	LIB - INS LIABILITY LIBRARY - WORKERS COMP	0.00	0.00	850.00	850.00	0.00
		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
150-00-55110-810-000	LIB - CAPITAL	0.00	0.00	0.00	0.00	0.00
150-00-55110-820-000	LIB - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
150-00-55130-000-000	LIBRARY - OTHER	0.00	0.00	1,000.00	1,000.00	0.00
CULTURE, RECR	EATION AND EDU.	288,619.27	163,887.35	280,736.47	116,849.12	58.38
150-00-57000-000-000	CAPITAL OUTLAY-Equipment	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLA	Y-Equipment	0.00	0.00	0.00	0.00	0.00
Total Expe		288,619,27	163,887.35	280,736,47	116,849.12	58.38
Net Totals		-108,956.89	11,619.11	-13,082.86	-24,701.97	-88.81

PETTY CASH 2024

FELL CASH EVET													
Start	January	February	March	April	May	June	July	August	September	October	November	December	Total
Beginning Drawer Total:	\$ 297.20	\$ 299.20	\$ 397.73	\$ 433.54	\$ 460.27	\$ 415.75	\$ 520.61						\$2,824.30
Cash Left in Drawer Total:	\$ 130.70	\$ 130.20	\$ 130.53	\$ 139.94	\$ 169.27	\$ 173.75	\$ 130.61						\$1,005.00
Income													
2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Copies (Drawer Deposit) 150-00-46711- 000-000	\$ 149.00	\$ 169.00	\$ 267.20	\$ 293.60	\$ 291.00	\$ 231.50	\$ 390.00						\$1,791.30
Faxes 150-00-46712-000-000	\$ 8.75	\$ 14.50	\$ 14.75	\$ 9.50	\$ 28.00	\$ 10.50	\$ 12.00						\$ 98.00
Earbuds 150-00-48900-000-000													·
Lost Materials 150-00-48900-000-000													\$
Lost Cards 150-00-48900-000-000					Now	Included	5	Main	Drawer				
Zip Drive 150-00-48900-000-000													.
Misc Lamenating/Disc Cleaning 150-00- 48900-000-000		\$ 1.00											\$ 1.00
Total	\$ 157.75	\$ 184.50	\$ 281.95	\$ 303.10	\$ 319.00	\$ 242.00	\$ 402.00	\$ -	\$	S	\$	\$	\$1,890.30
				\$ (9.50)		Kept fax \$\$ in cash drawer							
Expenses				\$ 293.60									
2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
Material 150-00-55110-341-000	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 10.00						\$ 62.37
Postage 150-00-55110-311-000	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 12.94						\$ 86.27
Supplies 150-00-55110-310-000		\$ 40.87											\$ 40.87
Programming 150-00-55110-290-000	\$ 7.98			\$ 11.97	\$ 9.98								\$ 29.93
Misc. 150-00-55110-390-000			\$ 4.99	\$ 4.99	\$ 28.70		\$ 28.04						\$ 66.72
Janitorial Supplies 150-00-55110-240-100										8			\$
Total	\$ 25.34	\$ 53.42	\$ 17.54	\$ 36.22	\$ 80.29	\$ 22.37	\$ 50.98	\$.	\$	\$	\$	\$	\$ 286.16

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May 31, 2024 June 30, 2024	April 30, 2024	March 31, 2024	February 29, 2024	lanuary 31, 2024	December 31, 2023	November 30, 2023	October 31, 2023	September 30, 2023	August 31, 2023	July 31, 2023	June 30, 2023	May 31, 2023	April 30, 2023	March 31, 2023	February 28, 2023	January 31, 2023	Cambridge Community Library Fund
), 202), 202), 202	31, 20	ry 29,	/ 31, 2	ber 3	ber 3	r 31,	ıber 3	31, 2	2023), 202	., 202), 202	31, 20	ry 28,	/31, 2	Cambridge ımunity Lib Fund
4 4	4	024	2024	2024	1, 202	0, 202	2023	0, 20	023	~	ω	ω	ω)23	2023	2023	dge Libra
45 45	ς,	45	·	\$	3 \$	23 \$	\$	23 \$	s	s	s	\$	\$	\$	\$		
5 5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5		ndin Valu pre
57,260.21 58,932.34	58,980.02	57,560.20	56,207.26	56,292.11	53,957.28	50,945.05	51,990.40	53,662.61	54,651.59	53,416.92	51,592.40	52,238.06	51,910.70	51,233.23	52,481.23		Ending Market Value from previous month
0.21 2.34	0.02	0.20	7.26	2.11	7.28	5.05	0.40	2.61	1.59	5.92	2.40	3.06	0.70	3.23	1.23		rket
\$	\$	\$	s	\$	Υ,	\$	\$	\$	\$	\$	\$	\$	\$	\$	s	s	(¥ _A
																50,0	Additions Vithdrawal
	,	ı	ı	į.		į	•	ı	•	•	•	,	į.	•	,	50,000.00	Additions (Withdrawals)
\$ \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	s	\$	\$	\$	\$	
57 58	58	57	56	56	53	50	51	53	54	53	51	52	51	51	52	50	Balance After Addtn's/Withd rawl
57,260.21 58,932.34	58,980.02	57,560.20	56,207.26	56,292.11	53,957.28	50,945.05	51,990.40	53,662.61	54,651.59	53,416.92	51,592.40	52,238.06	51,910.70	51,233.23	52,481.23	50,000.00	nce Af n's/Wit rawl
21 34	02	20	26	11	28	05	40	61	59	92	40	90	70	23	23	8	
\$ (6	\$ (6	\$ (6	\$ (6	\$ (6	\$ (6	\$ (5	\$ (6	\$ (6	\$ (6	\$ (6	\$ (5	\$ (6	\$ (6	\$ (5	\$ (6	\$ (1	Proration of Admin Fee
(68.49) (73.04)	(69.23)	(65.96)	(64.44)	(64.68)	(61.99)	(58.73)	(60.36)	(61.56)	(62.76)	(61.45)	(59.36)	(60.10)	(60.97)	(59.02)	(60.59)	(19.97)	ation dmin
) \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	= 5. 5
75.76 313.83	74	217.99	67	19	375.63	74	138.45	168.54	67	20	327.96	62	61	214.24	57	∞	Interest/ Dividend Income
75.76 13.83	74.12	.99	67.80	19.14	.63	74.01	.45	.54	67.12	20.50	.96	62.15	61.11	.24	57.72	8.70	852
\$ \$	S	\$	\$	₩.	\$	S	₩.	\$	\$	\$	\$	\$	\$	\$	\$	\$	UnRealized Gains/(Losses)
1,6 1	(1,7	1,2	1,3	_	2,0	2,9	(1,0	(1,7	(9	1,2	1,5	6	7	5	(1,2	2,4	UnRealized ains/(Losse
1,664.86	1,733.65)	1,246.16	1,349.58	(39.32)	2,021.20	2,996.95	1,020.61)	1,792.76)	(993.34)	1,275.63	1,555.92	(647.71)	767.04	522.25	1,245.13)	2,492.50	ized
\$ \$ 8	5) \$	\$	8 \$	2) \$	\$	5 \$	1) \$	\$ (9	4) \$	\$	2 \$	1) \$	4 \$	\$	3) \$	\$	
																	Realized Gains/Losses
19	œ	21					(102	13					(439.82)				Realized ins/Loss
- 19.18	8.95	21.63	,	1		E	102.82)	13.58	1	E	1		.82)	·			ses —
\$ \$	\$	<u>ۍ</u>	<u>٠</u>	\$	ئ	<u>٠</u>	\$	<u>٠</u>	<u>٠-</u>	\$	<u>٠-</u>	٠ <u>٠</u>	<u>٠-</u>	<u>٠</u>	<u>٠</u>	٠ <u>٠</u>	Mar
58,932.34 59,297.12	57,260.23	58,980.02	57,560.20	56,207.26	56,292.1:	53,957.28	50,945.05	51,990.40	53,662.61	54,651.59	53,416.92	51,592.40	52,238.06	51,910.70	51,233.23	52,481.23	Ending Market Value
2.34 7.12	0.21	0.02	0.20	7.26	2.11	7.28	5.05	0.40	2.61	1.59	6.92	2.40	8.06	0.70	3.23	1.23	alue

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

This book has been donated to Cambridge Community Library

In Memory of Lucy Flynn

as part of their World Language Collection

October 4, 2024