

Board of Trustees – Table of Contents

July 10, 2024

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Cambridge Community Library Board of Trustees
Monthly Agenda for July 2024
On July 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

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.

1. Possible Action Taken on Closed Session Items

NEW BUSINESS

1. Bilingual Collection / Flynn Donation Update
2. Battery Recycle Project
3. Non-Fiction Weeding Project
4. Donations and Gifts

NEXT BOARD MEETING DATE: August 14th 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
June 12, 2024
6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:33 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. There is an ongoing issue that Director Seeman is keeping an eye on with the police department and public works department. Will give updates as needed. SCLS is paying for cyber training for staff. Training will start soon. Director Seeman is working on her continuing education for her library credentials. 8/19/24-8/23/24 is Trustee Training Week. Vote. 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. Trustee Redington found an incorrect item in expenses. It will be fixed for next month. May petty cash should be \$82.06 not \$80.29. Roll call vote. Treasurer report approved.

Village Report: Last weekend was Fire Fest. Chicken statue will go by Badger Bank. More condos are being built by the Winery. Kwik Trip is hoping to open in October.

Friends of the Library Report: Home book delivery service will relaunch in January. The FOL gave the library \$250 for SLP prizes. Director Seeman is getting quotes for YA couches to present to the FOL.

School District Report: School finished last Wednesday. Summer School started on Monday.

Actions Agenda:

Old Business

1. Strategic Plan Updates-Shawn Brommer would like to see an updated survey done this summer to see where the community sits with needs. She will come to a future board meeting to present the survey findings and present a final strategic plan.

2. APT Follow-Up Update-4 vouchers were claimed right away for May. Positive feedback of the offering. 4 more vouchers will be available for July.

New Business

1. Mid Year Financial Report-Only 3 accounts are at or above the % budgeted amount. Public Relations \$263, but we received \$500, which puts us more on track. Janitorial and Misc categories are getting high, but the Phone category is very high. Building Maintenance and Repairs need additional services throughout the year. We will be keeping an eye on this. Subscriptions and Periodicals need to be watched. Travel & Training-In July, staff can apply for grants through SCLS.
2. Emergency Procedures-Looking at working on policies for emergencies. Looking at making kits for emergencies. Working on creating maps. Director Seeman has the passcode for the alarm system now.
3. Summer Library Program-Redesigned to be inclusive for all ages. Bingo for adults-one for each month. Kids and teens have task lists.
4. Makerspace Update-Deb from SCLS visited. She's gathering costs for fixing the YA furniture. She will help price and design the makerspace area.
5. Staff Evaluations-Discussed how often to have staff evaluations. Director Seeman will make a list of key performance points. Evaluations will be at Director's discretion. Director Seeman would incorporate the evaluations with a staff development day. Next month, the board will go into Closed Session for Director Seeman's evaluation.
6. Donations and Gifts-The FOL gave \$425 for the June 6 entertainment. The Historical School Museum paid \$200 for the a-frame shelving unit.

Upcoming meeting:

7/10/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by President Trendel at 7:48 PM.
Approved.

Submitted by Kristin Martin

2024 Director's Report
Library Board of Trustees Meeting
July 10th @ 6:30pm

Programs @ the Library

- Our regular Monday Night Book Club was held on June 10th this month. We discussed the fictional novel, *Send for Me* by Lauren Fox. There were 8 members present for this discussion. Our next book, *Notorious RBG*, will be discussed on Monday July 8th.
- Friday Flicks was on June 21st and we showed the movie *The Color Purple* with 10 people attending. The next movie (being held on July 19th) is *The Long Game*.
- The Library participated in Make Music Day Cambridge, which is an international celebration of music. Our chapter is coordinated by Cathy (Cambridge Market) and we worked with her to become a site location for the day. We held (3) music themed programs for this celebration, which can be seen throughout this report.
 - Music Together with Robin (Summer Storytime)
 - Disney BINGO
 - Friday Flicks (the movie was a musical – *The Color Purple*)
- Summer Storytime kicked off on June 21st
 - 6/21 Make Music Day with guest Robin - 10 adults + 18 children=28
 - 6/28 Camping with guest Geri - 6 adults + 7 children=13
- Scrabble meets every Tuesday at 2pm.
 - (6/4, 6/11, 6/18, 6/25)=15
- Chess Club met on 6/11 and 6/18 = 6
- Our summer (Kids) Programming Series kicked on 6/6 with Zoozort. Every Wednesday afternoon throughout the summer, the library provides school-aged entertainment/programs for our kids and families.
 - 6/6 Summer Kickoff with Zoozort - 39 adults + 47 children=86
 - 6/19 Creepy Critters with Aldo Leopold - 19 adults + 53 children=72
 - 6/26 Heartland Farm Presentation - 9 adults + 32 children=41
- We also had several other family / kid programs this month
 - 6/15 Space Adventures = 40
 - Music BINGO (part of Make Music Day) – 6
 - Father's Day Card Making – 25

2024 Director's Report
Library Board of Trustees Meeting
July 10th @ 6:30pm

- In addition, we had several Adult programs this month as well
 - 6/12 Socratic Circle – 12
 - 6/22 Creative Writing Workshop – 5
 - 6/26 Intro to Origami - 5

Continuing Education / Training

- I attended
 - **Human Resources Crash Course (for Library Managers) Parts Two and Three.**
 - **New Director's Check-in Meeting** with SCLS via ZOOM. We talked about Budgets, Library Boards and started to talk about Weeding, which we have added to the agenda for our next meeting.
 - **One Year Anniversary Review** with SCLS – since they run New Director Orientations, they like to follow up with the new Directors one year after their start to see how they are coming along. Tracie reported that the building is already looking a lot better even though our weeding project has just begun, and said that I did a great job with my first annual report. We talked about a few other topics and she reminded me that SCLS can be utilized as a resource in many different ways.
- Staff attended
 - **Circulation Refresher Course(s)** – Staff have been watching some of the SCLS provided webinars for a refresher on things like Local Holds.

Gifts / Donations / Monies Received

- We received a check from the Friends on 6/6/24 for assistance in purchasing Grand Prize items for our Summer Library Program. It was brought up and deposited on 6/7/24.
- The Lion's Club donated \$500 to the library on 6/21/24. It was deposited on 6/24/24
- We received a partial payment for a lost item by a STO patron. \$5 was deposited on 6/24/24
- We received a donation check from David and Randi Thorson on 6/21/24. It was deposited on 6/24/24
- Our EZ Grant from SCLS arrived on 6/28. It is in the amount of \$450, and will be going towards our summer reading program entertainment. It was deposited on 7/1/24.

Other Updates

- I have made some really great progress on the Bilingual Collection. I have about half the money allotted for the collection in a cart. I am just now assessing some nonfiction sets from other vendors that might be a great way to round out the collection. I plan to sit down with our cataloger and pick a date/time that would work best for her to do this whole thing in one go. Once we have a date planned, I will order the materials and start getting to work on the planning of the Story time, coordinating the newspaper release and getting the donors scheduled to come in. I will continue to keep you up to date on the progress of this project.

2024 Director's Report
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- Speaking of projects, I have been slowly assessing our Adult Nonfiction collection since it is imperative that it be weeded properly to prevent us from allowing outdated and incorrect information out to our community. Things are looking a little dire, especially in specific sections, so I would like to spend some of our money in reserve to replenish those sections with accurate, up to date materials.
- Our Summer Library Program is seeing some really great initial numbers. We currently have 260 people who have signed up (up from 104 last year), and after having our first check-in week (with the 2nd coming up quickly next week), we have about 92 people who have participated so far.
 - Our first two summer programs, Zoozort and Creepy Critters, saw a really healthy 86 and 72 person attendance, as you can see above.
 - We are really excited by the initial showing of this new program, but are very curious to see how many participants we get throughout.
 - Generally speaking, we have had some really positive feedback about the format of this new program, but again, we are curious to see what it will look like towards the end of the summer.

Upcoming Time Off / Out of Building

- The All Director's Meeting in July (7/18/24) is an important one since we vote on the fees for next year. The meeting will be taking place in Fitchburg this year, and will include some training for Directors in the topics of Records Retention, so I plan to be away from the building the entire day that day.

	Jan	Feb	March	April	May	June	YTD TOTAL
Expenses							
Materials Expenses	\$ 6,149.95	\$ 2,810.83	\$ 1,412.75	\$ 1,505.56	\$ 2,415.25	\$ 1,493.01	\$ 15,787.35
Operations Expenses	\$ 27,167.72	\$ 4,712.45	\$ 4,157.40	\$ 4,775.37	\$ 6,038.42	\$ 4,120.95	\$ 50,972.31
Personnel Expenses	\$ 14,554.13	\$ 9,509.03	\$ 11,057.76	\$ 10,842.26	\$ 9,568.60	\$ 5,391.82	\$ 60,923.60
Benefits Expenses	\$ 1,729.34	\$ 1,295.90	\$ 1,418.77	\$ 1,402.27	\$ 1,687.68	\$ 468.12	\$ 8,002.08
Cash Drawer							
Materials	\$ 6.00	\$ 4.50	\$ 4.50	\$ 7.50	\$ 7.50	\$ 22.37	\$ 52.37
Postage	\$ 11.36	\$ 8.05	\$ 8.05	\$ 11.76	\$ 34.11		\$ 73.33
Programming	\$ 7.98			\$ 11.97	\$ 9.98		\$ 29.93
Supplies		\$ 40.87					\$ 40.87
Misc.			\$ 4.99	\$ 4.99	\$ 28.70		\$ 38.68
Janitorial							\$ -

	YTD TOTAL
Revenues	
Total Donations	\$ 1,025.00
Total Monies Received	\$ 165,902.11
Donation Box Deposit	\$ 369.00
SCLS Foundation	
Interest	
Fees	
Gains/Losses	
Cash Drawer Deposits	\$ 1,489.80
Faxes	\$ 80.25
Copies	\$ 1,099.55
Laminating	\$ 13.00
Earbuds/Flash Drives	\$ -
Card Replacements	\$ 3.00
Lost/Damaged Materials	\$ 111.40

Foundation Previous Month Ending Value
\$57,260.21
Foundation Current Month Ending Value
\$58,932.34

Total Donations	\$ 500.00					\$525.00
Total Monies Received	\$ 365.54	\$ 158,228.34	\$ 5,910.00		\$ 693.23	\$705.00
Donation Box Deposit	\$ 171.00					\$198.00
SCLS Foundation						
Interest	\$ 19.14	\$ 67.80	\$ 217.99	\$ 74.12	\$ 75.76	
Fees	\$ (64.68)	\$ (64.44)	\$ (65.96)	\$ (69.23)	\$ (68.49)	
Gains/Losses	\$ (39.32)	\$ 1,349.58	\$ 1,246.16	\$ (1,733.65)	\$ 1,664.86	
Cash Drawer Deposits	\$ 157.75	\$ 185.50	\$ 281.95	\$ 303.60	\$ 319.00	\$242.00
Faxes	\$ 9.00	\$ 14.50	\$ 18.25		\$ 28.00	\$10.50
Copies	\$ 183.65	\$ 170.00	\$ 226.45	\$ 275.60	\$ 243.85	
Laminating	\$ -	\$ 1.00				\$12.00
Earbuds/Flash Drives						
Card Replacements					\$ 1.00	\$2.00
Lost/Damaged Materials			\$ 37.25	\$ 28.00	\$ 46.15	

Fund: 150 - LIBRARY FUND

Account Number		2023 Actual 12/31/2023	2024 Actual 06/30/2024	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	447.87	0.00	447.87	0.00
FINES, FORFEITS AND PENALTIES		361.02	447.87	0.00	447.87	0.00
150-00-46710-000-000	LIBRARY - GIFTS/DONATIONS	4,497.28	1,025.00	0.00	1,025.00	0.00
150-00-46711-000-000	LIBRARY COPY MACHINE REVENUE	2,502.79	1,449.30	0.00	1,449.30	0.00
150-00-46712-000-000	FAX SERVICE	169.75	76.25	0.00	76.25	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	2,550.55	0.00	2,550.55	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 CAPITAL		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	885.00	0.00	885.00	0.00
FRIENDS OF CAMBRIDGE LIBRARY		1,237.00	885.00	0.00	885.00	0.00
Total Revenues		179,662.38	169,895.46	267,653.61	-97,758.15	63.48

Fund: 150 - LIBRARY FUND

Account Number		2023	2024	2024	Budget	% of
		Actual 12/31/2023	Actual 06/30/2024	Budget	Status	Budget
150-00-55110-110-000	LIBRARY - SALARY	60,812.16	27,560.00	55,120.00	27,560.00	50.00
150-00-55110-120-000	LIBRARY - WAGES	66,417.00	40,454.92	94,042.00	53,587.08	43.02
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	3,467.53	6,984.04	3,516.51	49.65
150-00-55110-132-000	LIB - BENEFITS SOC SEC	9,558.86	5,080.05	11,410.89	6,330.84	44.52
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	330.72	0.00	-330.72	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	6,075.92	15,700.00	9,624.08	38.70
150-00-55110-221-000	LIB - TELEPHONE	5,176.34	3,325.55	4,800.00	1,474.45	69.28
150-00-55110-240-000	LIB BUILDING MAINT & REPAIR	7,690.41	7,418.25	11,500.00	4,081.75	64.51
150-00-55110-240-100	LIB JANITORIAL EXPENSES	652.14	669.43	1,000.00	330.57	66.94
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	2,077.36	3,000.00	922.64	69.25
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	1,344.16	4,000.00	2,655.84	33.60
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	1,921.70	4,000.00	2,078.30	48.04
150-00-55110-311-000	LIB - POSTAGE	361.72	63.50	480.00	416.50	13.23
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	449.00	1,000.00	551.00	44.90
150-00-55110-341-000	LIB - BOOKS ACQUISITION	19,253.38	8,508.17	18,000.00	9,491.83	47.27
150-00-55110-342-000	LIB - AV ACQUISITION	5,923.16	1,892.38	5,500.00	3,607.62	34.41
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	361.79	500.00	138.21	72.36
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.		288,619.27	141,856.20	280,736.47	138,880.27	50.53
Total Expenses		288,619.27	141,856.20	280,736.47	138,880.27	50.53
Net Totals		-108,956.89	28,039.26	-13,082.86	-41,122.12	-214.32

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
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