

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, May 18, 2022

TIME: 6:30 P.M.



LOCATION: Stoughton Fire Department Training Room, 401 E Main St in downtown Stoughton ****PLEASE NOTE**** This is a hybrid meeting with a virtual option via Zoom.

Access with a computer via Zoom Meeting - <https://us02web.zoom.us/j/6269031450>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

I. Call to Order by Vice-President Erin Meinholz

II. Review of Agenda

III. Consent Agenda *

- A. Review/Approval of Minutes of April 20, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for April 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for May 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation from Children's Librarian Mary Ostrander on Summer Library Program

IX. Director's Report

- A. Statistics for April 2022 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports (Note: 2022-2023 Committee assignments will be made at the June 15 meeting)

- A. Finance: did not meet
- B. Personnel: will meet soon to conduct annual Director evaluation
- C. Planning: did not meet
- D. Policies: did not meet

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

- A. Discussion and possible action regarding library staff appreciation *
- B. Discussion and possible action regarding Student Trustee vacancy *
- C. Update on observance of Juneteenth as City/Library holiday

XIII. New Business

- A. Welcome to new trustee Teri LeSage
- B. Discussion of Board Self-Evaluation Focus Area 1: Efficient use of meeting time
- C. Discussion and possible action on filling remaining Board vacancy *
- D. Nomination and election of 2022-2023 Board officers *
- E. Discussion of 2022-2023 Committee Assignments
- F. Approve sending 2019 Library Focus Group Report to City DEI Taskforce *

XIV. Pending Agenda Items

NONE

XV. Adjournment *

NEXT REGULAR MEETING: June 15, 2022

*An * indicates an action item.*

If you are disabled and in need of assistance in order to attend, please call 873-6281 prior to this meeting.

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative
Trish Gates, Stoughton Area School District Rep.
Amy Ketterer, President
Teri LeSage
Jean Ligocki, City Council Representative
Sharon Meilahn Bartlett
Erin Meinholz, Vice-President
Dayna Verstegen

Finance: Ligocki, Meinholz
Personnel: Axe, Ketterer, Gates
Planning: Meilahn Bartlett
Policies: Meinholz, Verstegen

cc: Mayor Tim Swadley, City Attorney Mathew Dregne, City Council Members, Department Heads, City Hall Receptionist, Library Staff, Stoughton Newspaper

Agenda Notes: Library Board meeting of May 18, 2022



Note: President Ketterer is unable to attend. Vice President Erin Meinholz will be presiding in her absence.

XII. Old Business

- A. Discussion and possible action regarding library staff appreciation * -** A former Board member has asked President Ketterer to discuss recognition opportunities for library staff, especially in light of the ongoing pandemic. President Ketterer presented the idea to the Board last month and will be looking for suggestions this month.
- B. Discussion and possible action regarding new student trustee recruitment * -** As noted last month, we did not receive any applications for our Student Trustee Position before the April 8 deadline. The Board decided to leave the position open for an additional month to see if we could garner any interest before the end of the school year. We have not received any applications as of Monday, May 16, so the Board should decide on a course of action. One option is to resume recruitment in September at the start of the academic year and allow the position to remain vacant until then.
- C. Update on observance of Juneteenth as City/Library holiday –** Alderperson and Library Board member Jean Ligocki will provide an update from the City Council’s Personnel Committee on the matter of Juneteenth (observed on Monday 6/20/22) as a paid holiday for City staff. I will briefly discuss how the library plans to take part in the celebration scheduled for Sunday, June 19th. There has also been discussion among other City departments about how to celebrate the day, and I can provide an update.

XIII. New Business

- A. Welcome to new Library Board Trustee, Teri LeSage –** Trustee Teri LeSage will officially take her seat on the Board to begin her three-year term, having been appointed by Mayor Tim Swadley on April 26. Vice President Erin Meinholz will likely move this item to top of the agenda to allow for formal introductions.
- B. Discussion of Board Self-Evaluation Focus Area 1: Efficient use of meeting time –** Based on the responses to the online self-evaluation survey, the Board identified 4 areas for discussion and possible

improvement. (See Planning Committee meeting minutes in last month's packet.) This is the first of those focus areas.

C. Discussion and possible action on filling remaining Board vacancy * -

The ad hoc Trustee Recruitment Committee, having recently completed interviews to fill an early vacancy, will present their recommendation to fill the vacancy created by the resignation of Scott Dirks last month. If the Board accepts the recommendation, you will send it to the mayor for formal appointment, which will likely occur at the next City Council meeting on May 24.

D. Nomination and election of 2022-2023 Board officers * - President

Ketterer has reached out to Board members individually to gauge interest in serving as either President or Vice President. She has also indicated that she would accept a nomination for a second term. According to Article II, Section 6 of the Board By-laws, both President Ketterer and Vice President Meinholz are eligible to serve an additional term as officers. Nominations will be accepted for both positions separately and a vote will be taken for each. Per *Sturgis' Standard Code of Parliamentary Procedures*, an officer may be elected *in absentia* provided that the individual has already agreed to accept the nomination.

E. Discussion of 2022-2023 Committee Assignments – President Ketterer

has reached out to Board members individually to gauge their interest in serving on committees. This item serves as a reminder to trustees to indicate their preference to President Ketterer if they haven't already, as well as an opportunity to discuss committee preferences. Committee assignments will be made by President Ketterer at the next Library Board meeting on June 15.

F. Approve sending 2019 Library Focus Group Report to City DEI Taskforce

* - The recently formed City of Stoughton Diversity, Equity and Inclusion Task Force has requested that the library share the results of the Focus Group Report compiled by Russell Consulting in late-2019. Neither President Ketterer nor I identified any reasons why the document cannot be shared. But since it was prepared expressly for the Library Board, it would be wise for the Board to formally approve sharing it. The report contains names of focus group participants, but the responses are anonymized.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, APRIL 20, 2022, @ 6:30 P.M.
HYBRID MEETING IN THE FIRE STATION
TRAINING ROOM, 401 E. MAIN ST.



PRESENT: Ken Axe, Dane County Representative; Amy Ketterer, President; Jean Ligoeki, City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Dayna Verstegen; Mike Vienneau

ABSENT: Trish Gates, Stoughton Area School District Representative; Kylie Nelson, Student Representative

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Teri LeSage

- I. CALL TO ORDER: 6:31 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA
- III. CONSENT AGENDA
MOTION TO APPROVE: Axe SECOND: Vienneau VOTE: 7-0
- IV. RECOGNITION OPPORTUNITIES
Ketterer thanked Meinholz for chairing the meeting in March and thanked the Board for contributing to her father's memorial scholarship fund. Also for flowers.
- V. PUBLIC COMMENT PERIOD
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE
- VII. EDUCATION UPDATES: Ramsey described his visit to a Hawaiian library
- VIII. BOARD IN-SERVICE: Ramsey briefly presented the ALA's 2021 Report on the State of America's Libraries
- IX. DIRECTOR'S REPORT
 - A. Statistics: Ramsey presented the statistics.
 - B. Administration Report: Ramsey presented.
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: Vienneau reported that the committee analyzed the results of the Board Self-Evaluation and also reviewed the Board's Strategic Plan
 - D. Policies: did not meet.
- XI. FRIENDS OF THE LIBRARY REPORT: Verstegen reported that the Friends are getting ready for Pie Place, have decided not to hold a garage sale in June, but are still planning on a book sale in the fall. Their membership mailing was a success.
- XII. OLD BUSINESS:
 - A. STATUS UPDATE/REPORT ON STUDENT TRUSTEE RECRUITMENT. Ramsey reported that there are no applications. There was discussion of marketing materials and strategy. The position remains open.
 - B. DISCUSSION AND POSSIBLE ACTION REGARDING FORMAT OF FUTURE BOARD MEETINGS
MOTION TO CONTINUE TO OFFER HYBRID OPTION FOR THE NEXT 6 MONTHS:
Ketterer SECOND: Verstegen VOTE: 7-0
Axe is in favor of returning to in-person meetings as quickly as possible. Meilahn Bartlett pointed out that hybrid meetings make inclusion easier. Verstegen agreed.

Ketterer introduced Teri LeSage, the pending new Board member.

XIII. NEW BUSINESS

- A. REVIEW OF 2021 BUDGET BY DIRECTOR RAMSEY. Ramsey presented
- B. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED IMPROVEMENT PROJECT TO LOT AT 216 E. JEFFERSON
MOTION TO APPROVE RAMSEY PURSUING THIS PROJECT WITH THE CITY:
Ligocki SECOND: Meinholz VOTE 6-0 with Vienneau abstaining
- C. DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT OF THE LIBRARY'S 2022 BUDGET FOR CAPITAL PROJECTS AND USE OF FUND BALANCE. Ramsey presented. The amendments would be to use \$27,000 for the operating budget and \$30,000 for the renovation of the Children's Area. MOTION TO APPROVE THE AMENDMENT OF THE 2022 BUDGET: Axe SECOND: Meinholz VOTE 7-0
- D. PRESENTATION BY PLANNING COMMITTEE OF RESULTS OF 2022 BOARD SELF-EVALUATION. Vienneau presented. The Planning Committee identified four major areas for the Board to work on: diversity, advocacy, training and orientation; efficient use of meeting time. There was some discussion; then, Meilahn Bartlett proposed making each area an agenda item, one each month for the next four months. The suggestion was adopted.
- E. REPORT FROM AD HOC TRUSTEE RECRUITMENT COMMITTEE AND RECOMMENDATION FOR APPOINTMENT OF NEW TRUSTEE. MOTION TO RECOMMEND TERI LESAGE FOR APPOINTMENT TO THE BOARD: Meilahn Bartlett SECOND: Versteegen VOTE: 7-0

Ketterer thanked Vienneau for his 9 years of service on the Board. The Board applauded.

- F. PRESENTATION BY DIRECTOR RAMSEY OF PROPOSED 2023 CAPITAL IMPROVEMENT PROJECTS. The proposed CIPs are computers and peripherals, including RFID; furniture and fixtures; cabinets and counters for the Carnegie Room; tuck-pointing and masonry repairs (if the Planning Department decides to proceed); upgraded HVAC (unless this is funded with ARPA money)
 - G. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY STAFF APPRECIATION
The Board agreed that they wanted to show their appreciation of Library staff. Ketterer suggested an ad in the Hub. The Board decided to put this topic on the agenda for the May meeting to give everyone time to think about it.
- XIV. PENDING AGENDA ITEMS
- A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY
- XV. ADJOURNMENT AT 8:13 PM
MOTION TO ADJOURN: Vienneau SECOND: Ligocki VOTE: 7-0

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDC
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 215 - LIBRARY FUND						
Revenues						
Dept 00000 - REVENUE						
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00	0.00	0.00	0.00	0.00
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00	0.00	0.00	249,429.00	0.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,952.00	15,952.74	0.00	(0.74)	100.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00	0.00	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-00000-46710	FINES	6,000.00	1,169.69	230.49	4,830.31	19.49
215-00000-46712	COPY MACHINE	3,700.00	755.33	215.86	2,944.67	20.41
215-00000-48110	INTEREST	0.00	7.25	4.41	(7.25)	100.00
215-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	646,350.00	646,350.00	0.00	0.00	100.00
215-00000-49228	TRANSFER IN FROM UTILITIES	0.00	0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		921,431.00	664,235.01	450.76	257,195.99	72.09
TOTAL REVENUES						
		921,431.00	664,235.01	450.76	257,195.99	72.09
Expenditures						
Dept 55110						
215-55110-50110	SALARIES	86,916.00	26,694.40	10,010.40	60,221.60	30.71
215-55110-50120	WAGES	413,759.00	119,978.04	45,253.67	293,780.96	29.00
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00	25,350.56	10,038.82	50,470.44	33.43
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	3,549.45	1,195.74	4,950.55	41.76
215-55110-50151	EMPLOYEE BENEFITS	75,001.00	22,049.29	8,346.73	52,952.71	29.40
215-55110-50152	HEALTH INSURANCE	104,973.00	37,459.56	9,364.89	67,513.44	35.68
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	500.00	52.08	9.08	447.92	10.42
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	243.28	14.28	1,356.72	15.21
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	201.00	0.00	(1.00)	100.50
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	300.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	19,600.00	3,793.19	1,329.58	15,806.81	19.35
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	3,343.66	919.25	2,156.34	60.79
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,115.78	125.62	784.22	58.73
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	626.36	(144.25)	8,373.64	6.96
215-55110-50289	TECHNOLOGY COSTS	53,600.00	50,172.96	39.00	3,427.04	93.61
215-55110-50300	MISC EXPENSES	500.00	223.57	156.23	276.43	44.71
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	2,037.51	109.14	2,462.49	45.28
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	150.00	0.00	450.00	25.00
215-55110-50326	PERIODICALS	5,200.00	3,765.74	0.00	1,434.26	72.42
215-55110-50327	E-RESOURCES	9,700.00	9,634.99	0.00	65.01	99.33
215-55110-50328	AUDIO VISUAL	11,000.00	2,117.99	748.12	8,882.01	19.25
215-55110-50329	BOOKS	50,000.00	14,965.87	5,382.99	35,034.13	29.93
215-55110-50340	OPERATING EXPENSES	4,500.00	924.21	178.24	3,575.79	20.54
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	7.19	0.00	192.81	3.60
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	1,999.10	450.41	2,800.90	41.65
215-55110-50810	CAPITAL-EQUIPMENT	0.00	323.05	0.00	(323.05)	100.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 215 - LIBRARY FUND								
Expenditures								
Total Dept 55110		948,170.00	330,777.83	330,777.83	93,527.94	617,392.17		34.89
TOTAL EXPENDITURES		948,170.00	330,777.83	330,777.83	93,527.94	617,392.17		34.89
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		921,431.00	664,235.01	664,235.01	450.76	257,195.99		72.09
TOTAL EXPENDITURES		948,170.00	330,777.83	330,777.83	93,527.94	617,392.17		34.89
NET OF REVENUES & EXPENDITURES		(26,739.00)	333,457.18	333,457.18	(93,077.18)	(360,196.18)		1,247.08

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	395,530.17
215-00000-11102	US BANK - CC	2,319.76
Total Assets		397,849.93
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
215-00000-39000	FUND BALANCE	35,946.66
Total Fund Balance		35,946.66
Beginning Fund Balance - 2021		35,946.66
Net of Revenues VS Expenditures - 2021		28,446.09
*2021 End FB/2022 Beg FB		64,392.75
Net of Revenues VS Expenditures - Current Year		333,457.18
Ending Fund Balance		397,849.93
Total Liabilities And Fund Balance		397,849.93

* Year Not Closed

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	50.00	57.33	38.10	(7.33)	114.66
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	13,172.48	1,118.76	46,827.52	21.95
217-00000-48510	DONATIONS - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
217-00000-48520	DONATIONS - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
217-00000-48530	DONATIONS - FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-00000-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00
217-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		60,050.00	13,229.81	1,156.86	46,820.19	22.03
TOTAL REVENUES						
		60,050.00	13,229.81	1,156.86	46,820.19	22.03
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	50,000.00	17,099.47	2,533.68	32,900.53	34.20
217-55110-50501	UNDESIGNATED	0.00	253.89	194.79	(253.89)	100.00
217-55110-50502	BUILDING FUND	0.00	0.00	0.00	0.00	0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-50936	TR OUT - FUND 215	0.00	0.00	0.00	0.00	0.00
Total Dept 55110		50,000.00	17,353.36	2,728.47	32,646.64	34.71
TOTAL EXPENDITURES						
		50,000.00	17,353.36	2,728.47	32,646.64	34.71
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		10,050.00	(4,123.55)	(1,571.61)	14,173.55	41.03
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		981,481.00	677,464.82	1,607.62	304,016.18	69.02
		998,170.00	348,131.19	96,256.41	650,038.81	34.88
		(16,689.00)	329,333.63	(94,648.79)	(346,022.63)	1,973.36

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	85,572.34
217-00000-11102	US BANK - CC	796.90
217-00000-11302	WISC INVESTMENT FUND	197,393.65
Total Assets		283,762.89
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-34000	FUND BALANCE-DESIGNATED	76,506.88
217-00000-34700	RESERVED BUILDING FUND	128,576.20
217-00000-34800	RESERVED: FUNDRAISING ACCT	26,220.44
217-00000-39000	FUND BALANCE-UNDESIGNATED	12,698.79
Total Fund Balance		244,002.31
Beginning Fund Balance - 2021		244,002.31
Net of Revenues VS Expenditures - 2021		43,884.13
*2021 End FB/2022 Beg FB		287,886.44
Net of Revenues VS Expenditures - Current Year		(4,123.55)
Ending Fund Balance		283,762.89
Total Liabilities And Fund Balance		283,762.89

* Year Not Closed

Stoughton Area Comm Foundation

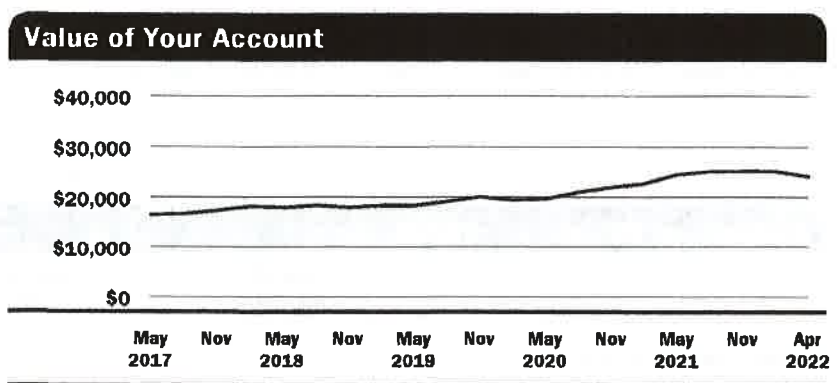
Helping to keep you secure

The relationship between you and Edward Jones is built on trust. We have several security measures in place, from security and scam detection training for employees to real-time analysis of cyber threat intelligence from the FBI and Secret Service, to help protect your accounts and personal information. Online Access offers additional features to further protect your information and financial transactions. Your local team can provide additional details.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$23,937.39	
1 Month Ago	\$25,363.36
1 Year Ago	\$25,465.55
3 Years Ago	\$18,946.82
5 Years Ago	\$16,225.01



Value Summary

	This Period	This Year
Beginning Value	\$25,363.36	\$26,074.51
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	-1,425.97	-2,137.12
Ending Value	\$23,937.39	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-5.39%	-8.21%	-0.60%	7.86%	7.61%

2022 EXPENDITURES: FUND 215

MAY

MOVED: _____

SECONDED: _____

VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
04/28/22	05/18/22	46710	Rosen, Marissa C.	MCR 042822	\$ 18.99
04/27/22	JR prepaid PC	50211	USPS	USP042722POST	\$ 63.20
04/30/22	05/18/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 1.75
04/30/22	05/18/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 11.31
04/25/22	05/18/22	50212	WLA	WLA042522RB	\$ 50.00
05/06/22	05/18/22	50212	Ostrander, Mary	MO050622mileage	\$ 24.89
05/05/22	05/18/22	50221	Alliant Energy	AE 050522	\$ 497.58
04/17/22	05/18/22	50240	Gordon Flesch	GF041722copier2	\$ 69.72
05/03/22	05/18/22	50240	Gordon Flesch	GF050322copier1	\$ 95.18
05/06/22	CS prepaid PC	50250	Walmart	WM050622 250	\$ 32.91
04/28/22	JR prepaid PC	50289	Donor Tools	DON042822TECH	\$ 39.00
05/18/22	CITY prepaid	50300	Stoughton, City of	STO051822salestax	\$ 11.87
04/15/22	MO prepaid PC	50313	Pick 'n Save	PN041522CHPROG	\$ 43.96
04/18/22	05/18/22	50313	Tofsland, Patty	PT 041822 CC	\$ 100.00
04/25/22	SB prepaid PC	50313	Amazon	AZ042522SLPTE	\$ 90.68
05/03/22	CS prepaid PC	50313	Barnes & Noble	BN050322SLPTE	\$ 67.60
05/03/22	CS prepaid PC	50313	Half Price Books	HPB050322SLPTE	\$ 55.89
04/30/22	05/18/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 467.90
05/01/22	05/18/22	50328	Ingram	AD/TE materials	\$ 172.66
04/11/22	SB prepaid PC	50329	Amazon	AZ 041122 AF	\$ 20.81
04/18/22	SB prepaid PC	50329	Amazon	AZ 041822 AF	\$ 10.67
04/19/22	05/18/22	50329	J. Appleseed	JA 012422 AN	\$ 31.95
04/30/22	05/18/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,129.91
05/01/22	05/18/22	50329	Ingram	CH materials	\$ 1,202.19
05/01/22	05/18/22	50329	Ingram	AD/TE materials	\$ 1,594.32
05/06/22	AB prepaid PC	50329	Westfield Comics	WF 050622 AN	\$ 112.43
05/09/22	05/18/22	50329	Cengage	AD/TE materials	\$ 265.71
04/09/22	SB prepaid PC	50340	Amazon	AZ 040722 OS	\$ 15.98
04/12/22	SB prepaid PC	50340	Amazon	AZ 041122 OS	\$ 13.99
04/13/22	SB prepaid PC	50340	Amazon	AZ 041322 OS	\$ 30.49
04/13/22	SB prepaid PC	50340	Amazon	AZ 041322 OS	\$ 24.85
04/15/22	SB prepaid PC	50340	Walmart	WM 041522 OS	\$ 14.59
04/26/22	SB prepaid PC	50340	Amazon	AZ 042622 OS	\$ 19.90
04/28/22	05/18/22	50340	Inkworks	INK 042822 env.	\$ 116.25
04/29/22	05/18/22	50340	Complete Office	CO 042822 OS	\$ 83.48

04/30/22	SB prepaid PC	50340	Amazon	AZ 042922 OS	\$ 7.99
04/19/22	SB prepaid PC	50342	Amazon	AZ 041822 LS	\$ 34.55
04/30/22	05/18/22	50342	Baker & Taylor AD217BK	processing	\$ 7.40
04/30/22	05/18/22	50342	Baker & Taylor AD329	processing	\$ 45.88
04/30/22	05/18/22	50342	Demco	DM 050622 LS	\$ 408.80
05/01/22	05/18/22	50342	Ingram	processing	\$ 97.98
05/06/22	05/18/22	50342	Demco	DM 050522 LS	\$ 110.78

**2022 EXPENDITURES: FUND 217
MAY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
04/14/22	SB prepaid PC	Amazon	AZ 041322 G2G	G2G	books	\$ 162.90			
04/17/22	CS prepaid PC	WLA	WLA 041722 B TRN	Bryant	training	\$ 275.00			
04/19/22	CS prepaid PC	Dollar Tree	DT 041922 FOLTE	FoL	program	\$ 30.25			
04/19/22	CS prepaid PC	Walmart	WM 041922 FOLTE	FoL	program	\$ 59.55			
04/20/22	SB prepaid PC	Amazon	AZ 041922 R	REPL	books	\$ 14.49			
04/20/22	SB prepaid PC	Amazon	AZ 041922 R	REPL	books	\$ 12.66			
04/25/22	SB prepaid PC	Amazon	AZ 042522 B BG	Bryant	board games	\$ 64.37			
04/27/22	SB prepaid PC	Amazon	AZ 042722 R AV	REPL	AV	\$ 25.98			
04/28/22	CS prepaid PC	Dollar Tree	DT 042822 FOL TE	FoL	program	\$ 23.75			
04/28/22	CS prepaid PC	Walmart	WM 042822 FOL TE	FoL	program	\$ 28.36			
04/30/22	05/18/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 174.47			
04/30/22	05/18/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 143.93			
05/01/22	05/18/22	Ingram	AD materials	SHGC	books	\$ 137.50			
05/01/22	05/18/22	Ingram	AD materials	Lucky Day	books	\$ 17.40			
05/01/22	05/18/22	Ingram	AD materials	REPL	books	\$ 44.18			
05/01/22	05/18/22	Ingram	TE materials	G2G	books	\$ 29.91			
05/01/22	AB prepaid PC	New York Times	NYT 050122 selsor	Selsor	subscription	\$ 56.00			
05/05/22	CS prepaid PC	Yahara Chocolate	YC 050522 FOL TE	FoL	program	\$ 195.00			
05/06/22	AB prepaid PC	Westfield Comics	WF050622PROGFOL	FoL	program	\$ 74.05			
05/09/22	05/18/22	Beal, Eleri	EB 050922 klezmer	MacD	program	\$ 40.00			
05/09/22	05/18/22	Cengage	AD materials	Lucky Day	books	\$ 25.60			
05/09/22	05/18/22	Cengage	AD materials	Fosshage	books	\$ 355.05			
05/09/22	05/18/22	Klein, Thomas	TK 050922 klezmer	MacD	program	\$ 40.00			
05/09/22	05/18/22	Rust, Elias	ER 090822 klezmer	MacD	program	\$ 30.00			



STOUGHTON PUBLIC LIBRARY

CHECKOUTS**2022****2021-2022**

MO.	2018	2019	2020	2021	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	19,339	18,543	17,549	11,232	9,958	3,441	4,266	17,665	57.27%
FEB	18,106	17,376	16,865	11,241	9,983	3,067	3,594	16,644	48.07%
MAR	19,567	19,787	12,295	14,070	11,060	3,434	3,946	18,440	31.06%
APR	18,582	18,114	3,419	11,899	10,838	3,215	3,668	17,721	48.93%
MAY	17,102	16,204	5,464	12,363				0	-100.00%
JUN	20,504	18,919	6,062	16,371				0	-100.00%
JUL	20,875	20,296	8,941	17,776				0	-100.00%
AUG	20,855	18,835	11,848	17,389				0	-100.00%
SEP	17,204	15,767	11,029	15,337				0	-100.00%
OCT	18,402	16,684	11,652	16,052				0	-100.00%
NOV	17,589	16,321	11,205	14,952				0	-100.00%
DEC	16,108	15,806	10,939	14,282				0	-100.00%
TOTAL	224,233	212,652	127,268	172,964	41,839	13,157	15,474	70,470	-59.26%
AVG	18,686	17,721	10,606	14,414	10,460	3,289	3,869	17,618	22.23%

COMPUTER USE**2022 COMPUTER LOGINS BY TYPE****2022****2021-22**

MO.	2018	2019	2020	2021	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	1,860	2,085	1,966	440	215	643	24	0	882	100.45%
FEB	1,973	2,228	1,823	800	250	484	30	0	764	-4.50%
MAR	2,313	2,549	1,225	838	265	606	22	0	893	6.56%
APR	1,983	2,609	371	1,687	281	792	31	0	1,104	-34.56%
MAY	1,771	2,167	257	1,328					0	-100.00%
JUN	2,367	2,022	248	1,336					0	-100.00%
JUL	2,205	2,267	248	1,086					0	-100.00%
AUG	2,414	2,353	322	1,177					0	-100.00%
SEP	1,843	1,980	372	749					0	-100.00%
OCT	1,946	2,287	642	1,215					0	-100.00%
NOV	1,766	1,701	577	1,277					0	-100.00%
DEC	1,591	1,535	566	948					0	-100.00%
TOTAL	24,032	25,783	25,783	12,881	1,011	2,525	107	0	3,643	-71.72%
AVG	2,003	2,149	2,149	1,073	253	631	27	0	911	-15.15%

STOUGHTON PUBLIC LIBRARY STATISTICS, APRIL 2022

LOANED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,850	10,087	8,441	8,985	8,763	-2.47%
FEB	10,010	9,943	6,447	8,737	8,082	-7.50%
MAR	10,624	10,517	3,521	11,069	8,866	-19.90%
APR	10,055	9,704	147	8,709	7,975	-8.43%
MAY	9,780	9,439	537	8,359		-100.00%
JUN	9,703	9,246	1,687	8,151		-100.00%
JUL	9,612	9,499	3,724	8,076		-100.00%
AUG	9,956	9,450	4,169	8,012		-100.00%
SEP	9,179	9,444	3,945	8,080		-100.00%
OCT	9,907	9,981	5,759	7,885		-100.00%
NOV	9,708	9,335	7,354	7,804		-100.00%
DEC	9,287	6,310	8,886	8,033		-100.00%
TOTAL	118,671	112,955	54,617	101,900	33,686	-66.94%
AVG	9,889	9,413	4,551	8,492	8,422	-0.83%

BORROWED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,470	7,511	4,934	5,543	5,756	3.84%
FEB	7,054	6,914	4,533	5,741	5,121	-10.80%
MAR	7,521	7,574	2,422	6,887	5,701	-17.22%
APR	7,188	6,880	10	5,953	5,452	-8.42%
MAY	6,800	6,399	301	5,048		-100.00%
JUN	6,739	6,423	1,082	5,153		-100.00%
JUL	7,234	7,123	2,482	4,963		-100.00%
AUG	7,579	6,370	4,097	5,148		-100.00%
SEP	6,708	6,055	3,659	5,440		-100.00%
OCT	7,127	6,152	4,148	5,254		-100.00%
NOV	6,827	5,783	4,659	4,925		-100.00%
DEC	6,509	4,430	5,302	5,104		-100.00%
TOTAL	84,756	77,614	37,629	65,159	22,030	-66.19%
AVG	7,063	6,468	3,136	5,430	5,508	1.43%

WIRELESS USE

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	15,000	14,971	12,924	920	1,341	45.76%
FEB	14,981	15,722	14,614	875	1,269	45.03%
MAR	16,411	16,906	8,647	1,003	1,643	63.81%
APR	16,264	16,657	1,913	1,033	1,711	65.63%
MAY	17,771	18,846	2,596	1,378		-100.00%
JUN	17,255	27,822	2,712	1,286		-100.00%
JUL	14,942	15,712	1,026	1,412		-100.00%
AUG	16,089	14,467	804	1,253		-100.00%
SEP	12,349	14,772	975	1,312		-100.00%
OCT	17,574	15,621	890	1,677		-100.00%
NOV	16,921	13,542	987	1,499		-100.00%
DEC	14,434	13,166	1,136	1,545		-100.00%
TOTAL	189,991	198,204	49,224	15,193	5,964	-60.75%
AVG	15,833	16,517	4,102	1,266	1,491	17.76%

est.

DOOR COUNT

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,688	9,224	9,428	0	5,425	100.00%
FEB	9,859	8,876	9,248	0	5,826	100.00%
MAR	11,061	10,582	5,086	0	6,385	100.00%
APR	10,541	10,221	0	0	6,482	100.00%
MAY	11,133	10,472	0	1,462		-100.00%
JUN	12,708	11,347	0	4,155		-100.00%
JUL	11,822	11,734	0	5,158		-100.00%
AUG	11,952	10,884	0	4,809		-100.00%
SEP	10,307	10,067	0	4,915		-100.00%
OCT	11,347	10,661	0	6,061		-100.00%
NOV	9,691	8,978	0	5,620		-100.00%
DEC	8,771	8,918	0	5,280		-100.00%
TOTAL	129,880	121,964	23,762	37,460	24,118	-35.62%
AVG	10,823	10,164	1,980	3,122	6,030	93.15%

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS

MO.	2018	2019	2020	2021	2022	%TOTAL
JAN	11,034	10,305	9,767	0	8,190	61.00%
FEB	10,217	10,960	8,903	0	8,181	62.68%
MAR	10,967	10,497	6,581	0	9,086	62.69%
APR	10,369	9,903	0	0	8,378	61.36%
MAY	9,231	8,974	0	1,146		
JUN	12,575	10,701	0	6,690		
JUL	12,292	11,945	0	7,053		
AUG	12,772	10,854	0	6,585		
SEP	9,868	8,934	0	7,210		
OCT	10,445	9,380	0	7,254		
NOV	10,058	9,396	0	7,417		
DEC	8,823	7,621	0	7,176		
TOTAL	128,651	119,470	25,251	50,531		
AVG	10,721	9,956	2,104	4,211		

est.

est.

WEBSITE PAGEVIEWS

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,813	9,172	8,665	3,984	4,695	17.85%
FEB	8,958	8,379	7,613	3,952	3,751	-5.09%
MAR	8,249	8,814	6,859	4,998	3,968	-20.61%
APR	7,974	8,036	5,865	4,701	4,268	-9.21%
MAY	6,994	8,607	7,089	4,092		-100.00%
JUN	7,879	7,588	7,455	4,818		-100.00%
JUL	6,696	7,627	7,459	4,206		-100.00%
AUG	7,213	7,683	7,620	3,936		-100.00%
SEP	6,304	7,121	6,180	3,448		-100.00%
OCT	7,444	7,545	7,858	3,471		-100.00%
NOV	6,787	7,254	6,349	3,457		-100.00%
DEC	7,505	6,992	8,174	3,519		-100.00%
TOTAL	89,816	94,818	87,186	48,582	16,682	-65.66%
AVG	7,485	7,902	7,266	4,049	4,171	3.01%

Programming Statistics
for April 2022

		April Programs		Number of Participants					
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
4/1/2022	Zoom	Unicorn Tea Party (MO)	30						
4/3/2022	Stoughton Yoga	Yoga Sundays (CS)				13			
4/5/2022	Carnegie Room	Golden Girls Trivia (AB)				6			
4/6/2022	Zoom	Graphic Novel Book Club (MO)		3					
4/6/2022	Carnegie Room	The Foundation (Richard)				5			
4/7/2022	Carnegie Room	Teen Advisory Board + Werewolf (CS)			9				
4/7/2022	Fire Station	Adult Craft Club (SB, AH)				22			
4/12/2022	East Side Park	Story Time (MO)	14						
4/12/2022	Zoom	Chapters Book Club (MO)		5					
4/13/2022	Zoom	Pokemon Club		11					
4/14/2022	Carnegie Room	Teen Paint and Plant (CS)			27				
4/14/2022	Carnegie Room	Thursdays with Murder (AB)				7			
4/18/2022	Headstart	Outreach ST (MO)	14						
4/19/2022	East Side Park	Story Time (MO)	6						
4/19/2022	Zoom	Minecraft Fun (MO)		30					
4/20/2022	Gingerbread House	Outreach ST 9:45 (MO)	35						
4/20/2022	Gingerbread House	Outreach ST 1:00 (MO)	24						
4/20/2022	Zoom	T-shirt Bags (MO)		20					
4/21/2022	Carnegie Room	Teen Chocolate Fountain (CS +			26				
4/21/2022	Mandt Center	Chamber Community Expo (Library					100		
4/26/2022	East Side Park	Story Time (MO)	9						
4/26/2022	Zoom	Binary Bracelets (MO)		15					
4/26/2022	Carnegie Room	Page Turners (Wendy)				6			
4/27/2022	Carnegie Room	Page Turners Senior Center (MO)				4			
4/27/2022	Zoom	Food Lab: Jelly Beans (MO)		20					
4/28/2022	Carnegie Room	Teen Art Display Prep (CS)			21				
4/28/2022	Zoom	Teens and Social Media (Justin Patchin,				7			
4/30/2022	2nd floor	One on one assistance (Libby, Kanopy,				0			
			132	104	83	70	100		

Programming Statistics
for April 2022

		April Self-Directed		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
4/4/2022	2nd floor	Teen Art Cart (CS)			4			
4/11/2022	2nd floor	Teen Art Cart (CS)			4			
4/18/2022	2nd floor	Teen Art Cart (CS)			6			
4/25/2022	2nd floor	Teen Art Cart (CS)			8			
4/30/2022	2nd floor	All ages Legendary Deck flower sticker poster					3	
4/30/2022	2nd floor	Teen Blackout Poetry (CS)			20			
4/30/2022	2nd floor	All ages Sticker Mural					30	
			0	0	42	0	33	

Director's Report

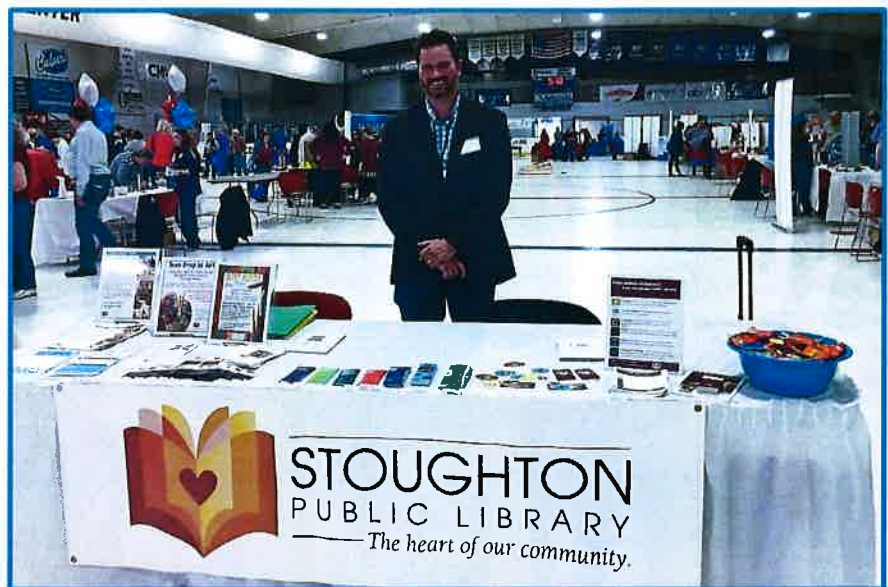
May 18, 2022



Library news:

- I have signed and accepted multiple quotes in the past month for items related to the Children's Area refurbishment. Deb Haeffner, the South Central Library System Space Needs consultant with whom Mary and I have been working, warned us to expect significant delays for delivery of furniture and fixtures due to ongoing supply chain disruptions.
- The Management Team has made great progress in clearing out the Carnegie Room in order to get the space back to near-normal ahead of plans for additional programs this summer, most notably the return of baby story time! A few pieces of older furniture have found new homes at other SCLS libraries. The timing was especially good because the Friends will need as much space as possible for the return of Pie Place on March 14!
- It may be hard to believe, but it will soon be budget time. I spent some time this month looking at 2022 projections and preparing 2023 budget worksheets. I will ask the Finance and Personnel Committees to meet in early summer to review our preliminary budget outlook and discuss our personnel needs.

- The 2022 **Chamber Community Expo** at the Mandt Center on April 21 was an enormous success. Around 100 members of the community stopped by our booth to pick up a refrigerator magnet with our hours and contact

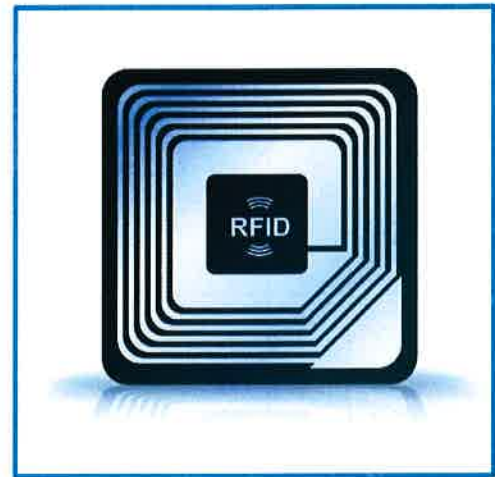


information, and the Friends donated a "mystery lover's" basket as a door prize. Countless community members expressed their love of the library, with more than a few mentioning Kanopy as a welcome addition to our online offerings. (Folks also really love the plastic bag recycling drop box!)

Dayna and Sharon were on hand to greet community members and help promote the library.

- The Library will again participate in the Juneteenth Celebration at the Chorus House this year. Cynthia Schlegel, our Teen Services Library Assistant, will be on hand with prizes and information about library programming.
- I have completed performance appraisals for 3 out of the 5 staff members I supervise, and hope to complete the final 2 by the end of the month.

- Last year, South Central Library System announced the goal of having all member libraries using Radio Frequency Identification (RFID) tags in their circulating items in the next seven years. RFID technology can be used to check materials in and out, as well as for library loss prevention, but the most important benefit, as far as SCLS is concerned, will be greater automation of material sorting at their Delivery



warehouse. (Most larger libraries have already tagged their collections, and a portion of our materials have been tagged by other libraries through a grant-funded project that has since ended.) SCLS announced this month that they will be using American Rescue Plan Act funds to purchase two tagging stations and 70,000 tags for our library, a value of about \$15,000. There will be some continuing costs, including \$150/year maintenance cost for the stations and the cost of additional tags at roughly \$.12 each. (Based on the number of items added in 2021, this would be an additional cost of roughly \$750/year.) Sarah Bukrey in Technical Services is hoping to start tagging new items later this year. Any project to retroactively tag the remaining items in our collection will have to wait until at least 2023, as this will require additional staff hours.

- As I mentioned last month, we launched a new partnership with the Stoughton Lions Club to serve as one of three **drop-off sites for plastic bag recycling**. The bags are recycled into composite decking and construction material by a firm called NexTrex. As of this week, we've collected almost 120 lbs. *at our location alone!* The Lions Club volunteers report that they will easily meet the goal of 500 total pounds required for a free park bench made from the composite material.



- On May 16 I'll be meeting with representatives from the Stoughton Wellness Coalition, Public Health of Madison & Dane Co. and UW's Department of Family Medicine and Community Health to discuss the placement of a NaloxZONE box at the library. I covered this in last month's report, but these boxes contain doses of naloxone, a fast-acting drug that can save the life of someone experiencing an opioid overdose. More information is available at wisconsinvoicesforrecovery.org/naloxzone/

- I am working with SCLS to acquire up to a dozen **Chromebooks** using funds from the federal Emergency Connectivity Fund (ECF). These devices could be checked out and used by patrons outside of the library. (Currently, we have several PC laptops that can be checked out for in-library use.) Libraries can also use ECF funds for mobile hotspots, though we have determined that the limited loan periods and continuing costs for data plans make these impractical in a public library setting.



- Late last month, Amanda Bosky and I nominated Teen Services Library Assistant Cynthia Schlegel for Wisconsin Library Association's Paralibrarian of the Year Award for her work with young people in our community. The award recognizes outstanding work by non-MLIS staff (i.e. support staff who don't hold a Master's Degree in Library & Information Studies). Both Amanda and I happen to think that Cynthia is highly deserving of the honor, and we're sure the Board would agree!
- I attended the first in-person Dane County Directors meeting in over 2 years at the Sun Prairie Public Library on May 12. Topics of discussion included:

- Potential changes to SCLS Delivery fees in 2023. In our county, delivery fees are paid by Dane County Library Service out of the annual reimbursement payments made to each library, so these costs are more or less invisible. For a variety of reasons, Dane County, which accounts for 75% of system volume, has historically underpaid for these services. SCLS Delivery Coordinator Corey Baumann discussed plans to make the fees more equitable throughout the seven-county system without increasing costs for any one county.
- The County Reimbursement Formula Workgroup on which I serve is considering a proposal from ReThinking Libraries, an Indiana-based consultant group, to perform an analytics analysis and reimbursement assessment for Dane County Library Service to determine an alternative model for the allocation of intra-county fees and reimbursements. These reimbursements make up about 25% of our annual revenue. County reimbursement is a complex issue, and would make a great topic for the Board In-service item on a future agenda.
- The formation of a second workgroup to examine county library standards was proposed. The six standards that all public libraries must meet in order to exempt their municipality from the county library tax are: Hours the library is open; number of staff (FTE); number of public Internet stations; materials expenditures; total items owned; and number of items added annually. Many Directors feel that, given the changing habits of library users and shifting nature of library services, some of these metrics are not as useful as they once were.

Stoughton Area Community Foundation Fund Report

The report for the period Mar 26 – Apr 29 shows a decrease in value of \$1,425.97 to the account because of market conditions. The overall value of the account as of Apr 29 is \$23,937.39.

Youth Services (from Mary Ostrander)

- Star Wars Fun was a success. We handed out 36 craft bags. Kids made light sabers, baby Yoda, and learned some origami.
- Free Comic Book Day brought in quite a few visitors. There were great choices this year including “Dog Man” and “Sonic the Hedgehog.”
- Story Time is a bit of a hit or miss with the weather this past month. People show up rain or shine, but we are looking forward to better

weather. On May 10, absolutely gorgeous weather helped turn out over 40 people!

- **Food Lab: Jelly Beans** was a blast. We rated the jelly beans from 1-5 and guessed what flavor they were. We also made structures using jelly beans and toothpicks.



- Binary Bracelets was fun and introduced kids to the idea of binary code and the basics of computer coding.
- Mary did outreach story times at Gingerbread House and Headstart. The kids and teachers always seem excited for her visits.
- The children's program "T-shirt Bags" was successful and a great way to encourage people to celebrate Earth Day.
- The Children's Department finished the first pass through the collection for the picture book "neighborhood" project, the reclassification of picture books based on subject or theme, as opposed to alphabetical by author. We are hoping to do a quick second pass to catch books that were checked out during the first pass; after that, we will start moving books to their new shelving locations.
- Summer Reading schedule is finalized. Mary will start summer reading visits to area schools at the end of May.
- Graphic Novel and Chapters book club have a loyal audience. They are excited to start meeting in person this summer.

Tech Services & Technology News (from Sarah Bukrey)

- Sarah attended South Central Library System's Collection Maintenance Subcommittee meeting on May 11.
- As always, Zi Wei, Sarah and our volunteers worked on ordering, receiving, cataloging and processing for all our new items this month!
- Technical Services continued to support the Children's team in the picture book "neighborhoods" project. Zi Wei and Sarah finished the manga section of the graphic novel relabel project and have started on the rest of the graphic novel collection. Sarah also finished relabeling the Children's holiday picture books.
- Sarah purchased a new kind of label with an orange border to use for book plates. These plates are a popular way for patrons honor a loved one

through a donation to the library, and the new borders will make them “pop.”

- This month’s Craft Club featured guest artist Patty Tofslund teaching us to make rosemaling bookmarks on May 5th. This session filled up only 40 minutes after the reminder email was sent—a new record! Sarah and Amy continue to discuss ways to make the sign up process more equitable for everyone who is interested. Offering a second session of Craft Club is not possible at current staffing levels, unfortunately.

Circulation Services (from Robin Behringer)

- One of our high school Shelves will be leaving at the end of May, so Robin has begun the process of hiring a replacement.
- New library Substitutes, Erin M. and Patricia M., have finished their Circulation Desk training.
- Robin is finishing performance reviews for Circulation/Shelver staff.



Adult & Teen Services (from Amanda Bosky)

- Many thanks to Adult Services Assistant Amy Hynek for facilitating two great partnerships with Stoughton Health:

- We partnered with them to present a topic requested by a patron: teens and social media safety. 7 people attended a talk by cyberbullying specialist Justin Patchin on April 28.
- Amy also solicited a donation from Stoughton Health to purchase books for **local organization Girl2Girl**. They requested the topic “resilience” and Amy found a great book and purchased copies for each teen, plus a copy for the library.



- In-person teen programs continue to be a big hit. Over the last month Teen Services Assistant Cynthia Schlegel and the teens have painted flowerpots (27 attended), taste-tested weird foods like pickles in the chocolate fountain (26), taken a field trip to Green Road Pottery to make pots (14), and worked on an upcoming summer teen art display. Attendance at teen programs has been so high that we have had to schedule a library substitute in a couple instances to help Cynthia manage the crowds! Cynthia continues to work hard to create an engaging Summer Library Program to get teens in the library and reward them for reading and attending programs over the summer.
- Amy attended the Stoughton Community Networking Conference on April 30 and connected with people who provide services and assistance in Stoughton. She got a lot out of the keynote by Dr. David Rakel and brainstormed with others in the community about assistance for job-seekers, bringing back ideas and partnerships the library hopes to pursue in the future.
- Adult Services Librarian Amanda Bosky is finishing up her time working with our intern Megan O’Keefe. Megan is completing her final projects at

the library, focusing on grant writing, program promotion, and community partnerships. This internship has been a mutually beneficial experience, with Megan learning and gaining experience to take to her future jobs; and our library getting ideas from the assignments and class discussions Megan shares with us. Over the summer, Amanda and Cynthia will prepare to interview candidates for a Teen Services Intern who will work with us October 2022-May 2023.

- Amanda hosted “The Art of Tidying” on May 1. Ten people learned from a Marie Kondo-trained local expert and were able to ask questions about organizing their own spaces.
- Amanda is now training new library substitute



Patricia on library cards and covering the Adult Services Desk. She also completed performance appraisals for Amy and Cynthia.

Looking Back from *The Stoughton Hub* from **September 27, 1984**

Library News by Pat Erickson

“Once Upon a Fine”

One thing (among many others) that the Library would like to do before that magic day when the long-planned-for “Computer Circulation System” is in place and running, is to purge its over-stuffed fine file. The most recent time-table says that our terminals will be installed Oct. 1. One staff member, when informed of this, asked most seriously, “Do you mean *this* October?”

Hopefully we do mean this October, and that’s only days away. Once the terminals are installed, there will follow several months of entering all of the library’s holdings and patron registration information, including outstanding fines. The computer circulation system involves a

total of eleven libraries, and fines and obligations at any one library will show up when your card is used at another library.

By the time everything is in place (probably mid-1985), we would like to have a clean slate for everyone, so please remind staff to check for fines your family may owe-both upstairs and down.