

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday September 21, 2022

TIME: 6:30 P.M.



LOCATION: Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton ****PLEASE NOTE**** This is a hybrid meeting with a virtual option via Zoom.

Access with a computer via Zoom Meetings - <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 President Amy Ketterer

II. Review of Agenda

III. Consent Agenda *

- A. Review/Approval of Minutes of August 17, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for August 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for September 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence (enclosure)

VII. Education Updates

VIII. Board In-service: Presentations on SMARTIE Goals by Teri LeSage

IX. Director's Report

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

X. Committee Reports

- A. Finance: will meet in early October to review operating budget
- B. Personnel: will meet soon to review Director evaluation materials
- C. Planning: met 9/6 (enclosure)
- D. Policies: met 9/7 (enclosure)

XI. Friends of the Library Report from Board President Leslie Johnson

XII. Old Business

- A. Progress report from President Ketterer on Library Director evaluation process

XIII. New Business

- A. Approval of resolution to send to City Council regarding exemption from county library tax * (enclosure)

- B. Discussion and possible action regarding proposal from Planning Committee to involve standing committees in drafting of annual Board Goals document *
- C. Discussion and possible action regarding proposed changes to Library Materials Use Policy * (enclosure) (*Policies recommended 4-0 on 9/7/22*)
- D. Discussion and possible action regarding proposed changes to Unattended Children Policy * (enclosure) (*Policies recommended 4-0 on 9/7/22*)
- E. Discussion and possible action regarding rescinding the library's Employment of Relatives Policy in favor of City of Stoughton's Nepotism Policy * (enclosures)
- F. Approval of 2023 closed dates * (enclosure) (*Policies recommended 4-0 on 9/7/22*)
- G. Discussion of Focus Area #4 from Board self-evaluation: Increasing diversity on the Library Board

XIV. Pending Agenda Items

NONE

XV. Adjournment *

NEXT REGULAR MEETING: October 19, 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
 Elise Balzer
 Amy Ketterer, President
 Teri LeSage
 Jean Ligoeki, City Council Representative
 Sharon Meilahn Bartlett
 Erin Meinholz, Vice-President
 Dayna Verstegen
 Siri Vienneau, Student Representative

Finance: LeSage, Meilahn Bartlett, Meinholz
Personnel: Axe, Ketterer
Planning: LeSage, Ligoeki, Meilahn Bartlett,
 Vienneau
Policies: Axe, Balzer, 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 September 21, 2022



XII. Old Business

- A. Progress report from President Ketterer on Library Director evaluation process** – Board President Ketterer will report on the written Director evaluation forms already received from trustees and request that those who have not completed them do so as soon as possible so that the Personnel Committee may meet to conduct the annual Director evaluation.

XIII. New Business

- A. Approval of resolution regarding exemption from the county library tax (enclosure) *** – This resolution, approved annually by the City Council, pledges that the City of Stoughton will appropriate an amount from the General Fund to the library sufficient to exempt the City from the county library tax. The City Council will consider the resolution at a future meeting.
- B. Discussion and possible action regarding proposal from Planning Committee to involve standing committees in drafting of annual Board Goals document *** - The Planning Committee may propose a motion to involve each of the Board’s four standing committees in drafting a goal for the annual Library Board Goals, a document traditionally drafted solely by the Planning Committee in January and approved by the Board in February. (See Planning Committee minutes from 09/06/22 in this packet.)
- C. Discussion and possible action regarding proposed changes to Library Materials Use Policy * (enclosure) (Policies recommended 4-0 on 9/7/22)** - Policies committee is recommending changes to section III.A, namely, eliminating the strict requirement allowing patrons to present a photo ID only once every six months to check-out materials. (See Policies Committee minutes from 09/07/22 in this packet.)
- D. Discussion and possible action regarding proposed changes to Unattended Children Policy * (enclosure) (Policies recommended 4-0 on 9/7/22)** – Policies recommends removing the granular distinctions based on age from this policy and replacing them with the simple requirement that children under 5 need to be supervised. (See Policies Committee minutes from 09/07/22 in this packet.)

- E. Discussion and possible action regarding rescinding the library's Employment of Relatives Policy in favor of City of Stoughton's Nepotism Policy * (enclosures)** – Policies recommends rescinding the much stricter (and inconsistent) library policy on Employment of Relatives in favor of the City's Nepotism Policy. (See Planning Committee minutes from 09/06/22 in this packet.)
- F. Approval of 2023 closed dates * (enclosure) (Policies recommended 4-0 on 9/7/22)** – The Board will review and approve the 2023 library calendar, including the dates of Board meetings and holiday closures. Note that the dates shaded in light pink are federal holidays on which the library will remain open; the dark red shading indicates a day the library will be closed. The staff in-service is tentatively planned for Friday, September 15, 2023, but I may ask the Board early next year to approve a different closed date, perhaps in October, based on staff vacations and planned absences. *Though it is not indicated on the calendar, the library will close at 6:00 PM the day before Thanksgiving, Wednesday, November 22, 2023.*
- G. Discussion of Focus Area #4 from Board self-evaluation: Increasing diversity on the Library Board** – In April of this year, the Planning Committee identified 4 focus areas based on trustees' responses to the biannual board survey. Depending on how much time the other items on tonight's agenda take, President Ketterer may decide to table discussion of this item until the next meeting.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, AUGUST 17, 2022, @ 6:30 P.M.
HYBRID MEETING IN THE CARNEGIE ROOM,
STOUGHTON PUBLIC LIBRARY, 304 S. 4th ST.
AND VIA ZOOM.



PRESENT: Elise Balzer (remote); Teri LeSage (remote); Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett (remote); Erin Meinholz, Vice-President; Dayna Versteegen (remote), Siri Vienneau, Student Trustee (remote).

ABSENT: Ken Axe; Amy Ketterer, President

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

- I. CALL TO ORDER: 6:33 p.m. by Vice-President Erin Meinholz
- II. REVIEW OF AGENDA. Meinholz moved item XIII.A *Welcome to new Student Trustee, Siri Vienneau* to the top of the agenda.

[Meilahn Bartlett arrived at 6:34 p.m.]

- III. WELCOME TO NEW STUDENT TRUSTEE, SIRI VIENNEAU. There were introductions all around.
- IV. CONSENT AGENDA
Motion to approve: Meinholz Second: Versteegen Vote: 6-0
- V. RECOGNITION OPPORTUNITIES None
- VI. PUBLIC COMMENT PERIOD None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE: Ramsey shared a letter from Tracy Herold, Dane County Library Service Director, about the 2023 Operational and Facility Reimbursements to Dane County Libraries.
- VIII. EDUCATION UPDATES: Meinholz reminded the Board that next week is the DPI's Trustee Week. Meilahn Bartlett shared two articles, one about the ALA condemning threats of violence in libraries, the other about a librarian who has started a collection of the things people leave in library books.
- IX. DIRECTOR'S REPORT
 - A. Statistics: Ramsey presented the statistics.
 - B. Administration Report: Ramsey presented and provided an update on the progress of the City Council's decisions about the City's ARPA money. The NaloxZONE box will be installed next week. Ramsey has had tentative discussions with the School District for the Library to become an evacuation zone for River Bluff Middle School. Meinholz asked about funding for the outdoor wireless access point: it is also ARPA money, but through the DPI and SCLS rather than the City. Versteegen asked if Ramsey has noticed costs increasing: yes, particularly office supplies, library supplies, and a new fuel surcharge from both the Library's major book vendors. Ligocki asked if the request for ARPA money to make the vacant lot into outdoor program space is a time-sensitive one: yes, if the request is turned down, Ramsey is going to put it in the Library's CIP budget for 2023. He is hoping to be able to begin the project this fall if ARPA funding is approved.

- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: Meilahn Bartlett reported that the Planning Committee is working on the Strategic Plan. They are researching other libraries' Strategic Plans.
 - D. Policies: did not meet.
- XI. FRIENDS OF THE LIBRARY REPORT: Ramsey reported that the Friends' fall fundraiser raffle has started. They are planning a booksale in the Carnegie Room for September 24 & 25. The Friends have proposed an MOU based on an ALA template. Ramsey is editing it, and then it will go to the Policies Committee.
- XII. OLD BUSINESS
 - A. INSTRUCTIONS TO BOARD FROM PRESIDENT KETTERER REGARDING DIRECTOR EVALUATION PROCESS. Ramsey reported that Ketterer will be sending the forms out by email.
- XIII. NEW BUSINESS
 - A. DISCUSSION OF FOCUS AREA #3 FROM BOARD SELF-SURVEY: ADVOCACY AND COMMUNITY ENGAGEMENT. Ramsey asked the Board to think about what resources he can provide to help them be better advocates. Meinholz pointed out that there is a session on advocacy during Trustee Week. Meilahn Bartlett suggested a simple first step would be to email one's alderperson.
- XIV. ADJOURNMENT. *Motion to adjourn at 7:33 P.M.* Vienneau *Second*: Verstegen
VOTE 6-0.

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2022	08/31/2022	MONTH 08/31/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 215 - LIBRARY FUND										
Revenues										
Dept 0000 - REVENUE										
215-0000-41110	PROPERTY TAX - OPERATIONS	646,350.00		646,350.00		0.00	0.00	0.00	0.00	100.00
215-0000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-43534	STATE AID	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-43720	DANE COUNTY SERVICE FEES	249,429.00		249,429.00		0.00	0.00	(468.00)	100.19	100.19
215-0000-43725	OTHER COUNTIES SERVICE FEES	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-43730	SCLS DIRECT CASH GRANTS	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-46110	MISC. REVENUE	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-46710	LIBRARY FEES	6,000.00		6,000.00		0.00	0.00	0.00	0.00	0.00
215-0000-46712	COPY MACHINE	3,700.00		2,981.53		526.79	49.69	3,018.47	49.69	49.69
215-0000-47301	CHARGES TO OTHER COUNTIES	15,952.00		2,017.60		423.51	54.53	1,682.40	54.53	54.53
215-0000-48110	INTEREST	0.00		15,952.74		0.00	100.00	(0.74)	100.00	100.00
215-0000-48500	DONATIONS	0.00		461.52		323.37	100.00	(461.52)	100.00	100.00
215-0000-48500	INTRAFUND TRANSFER IN	26,220.44		26,220.44		0.00	0.00	0.00	0.00	0.00
215-0000-49204	TRANSFER IN - GENERAL FUND	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-49210	TRANS IN UTILITIES (ONE SIDED)	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-49228	SURPLUS	0.00		0.00		0.00	0.00	0.00	0.00	0.00
215-0000-49300	FUND BAL APPLIED - TAX LEVY	56,739.00		56,739.00		0.00	0.00	56,739.00	0.00	0.00
215-0000-49910										
Total Dept 0000 - REVENUE		1,004,390.44		943,880.83		1,273.67		60,509.61		93.98
Dept 55100 - COMMUNITY COMMITMENT										
215-55100-43330	FED GRANT - COVID-19	0.00		10.57		10.57		(10.57)		100.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00		10.57		10.57		(10.57)		100.00
TOTAL REVENUES		1,004,390.44		943,891.40		1,284.24		60,499.04		93.98
Expenditures										
Dept 55110 - LIBRARY										
215-55110-50110	SALARIES	86,916.00		53,388.84		6,673.60		33,527.16		61.43
215-55110-50120	WAGES	413,759.00		241,152.70		29,852.80		172,606.30		58.28
215-55110-50126	OVERTIME	0.00		0.00		0.00		0.00		0.00
215-55110-50127	WAGES - PART TIME	75,821.00		50,988.47		6,562.02		24,832.53		67.25
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		4,565.74		0.00		3,934.26		53.71
215-55110-50129	WAGES - LONGEVITY	0.00		0.00		0.00		0.00		0.00
215-55110-50151	EMPLOYEE BENEFITS	75,001.00		44,050.58		5,442.72		30,950.42		58.73
215-55110-50152	HEALTH/DENTAL INSURANCE	104,973.00		74,919.12		9,364.89		30,053.88		71.37
215-55110-50153	SELF INSURED LOSSES	0.00		2,881.20		0.00		(2,881.20)		100.00
215-55110-50160	FICA TAXES	0.00		0.00		0.00		0.00		0.00
215-55110-50161	WRS - GENERAL	0.00		0.00		0.00		0.00		0.00
215-55110-50163	HEALTH INSURANCE	0.00		0.00		0.00		0.00		0.00
215-55110-50164	DENTAL INSURANCE	0.00		0.00		0.00		0.00		0.00
215-55110-50165	LIFE INSURANCE	0.00		0.00		0.00		0.00		0.00
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		300.81		47.09		199.19		60.16
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		835.12		0.00		764.88		52.20
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		330.00		0.00		(130.00)		165.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00		6.49		0.00		293.51		2.16
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00		0.00		0.00		0.00		0.00
215-55110-50220	UTILITIES	19,600.00		12,131.66		2,933.46		7,468.34		61.90
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		4,514.57		274.27		985.43		82.08

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 08/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2022		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)			
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		2,124.94	288.50		(224.94)	111.84
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		3,364.79	1,906.73		5,635.21	37.39
215-55110-50289	TECHNOLOGY COSTS	53,600.00		52,853.03	283.15		746.97	98.61
215-55110-50300	MISC EXPENSES	500.00		281.57	14.62		218.43	56.31
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,157.50	0.00		342.50	92.39
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		6,632.38	1,660.78		4,367.62	60.29
215-55110-50329	BOOKS	50,000.00		34,308.23	5,468.25		15,691.77	68.62
215-55110-50340	OPERATING EXPENSES	4,500.00		2,391.44	0.00		2,108.56	53.14
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		3,796.00	336.21		1,004.00	79.08
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		4,451.40	482.99		51,769.04	7.92
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
Total Dept 55110 - LIBRARY		1,004,390.44		617,984.50	71,592.08		386,405.94	61.53
TOTAL EXPENDITURES		1,004,390.44		617,984.50	71,592.08		386,405.94	61.53
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,004,390.44		943,891.40	1,284.24		60,499.04	93.98
TOTAL EXPENDITURES		1,004,390.44		617,984.50	71,592.08		386,405.94	61.53
NET OF REVENUES & EXPENDITURES		0.00		325,906.90	(70,307.84)		(325,906.90)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	387,155.80
215-00000-11102	US BANK - CC	3,143.85
Total Assets		390,299.65
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
215-00000-39700	FUND BALANCE COMMITTED	26,739.00
215-00000-39800	FUND BALANCE ASSIGNED	37,653.75
Total Fund Balance		64,392.75
Beginning Fund Balance		64,392.75
Net of Revenues VS Expenditures		325,906.90
Ending Fund Balance		390,299.65
Total Liabilities And Fund Balance		390,299.65

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	08/31/2022	08/31/2022	MONTH 08/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BGDST USED
Fund 217 - LIBRARY SPECIAL GIFT FUND										
Revenues										
Dept 00000 - REVENUE										
217-00000-48110	INTEREST	50.00		969.92		389.04		(919.92)		1,939.84
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		52,052.19		1,061.87		7,947.81		86.75
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
217-00000-49910	FUND BAL APPLIED - TAX LEVY	16,170.44		0.00		0.00		16,170.44		0.00
Total Dept 00000 - REVENUE		76,220.44		53,022.11		1,450.91		23,198.33		69.56
TOTAL REVENUES										
76,220.44		76,220.44		53,022.11		1,450.91		23,198.33		69.56
Expenditures										
Dept 00000 - REVENUE										
217-00000-50936	TR OUT - LIBRARY FUND	26,220.44		26,220.44		0.00		0.00		100.00
Total Dept 00000 - REVENUE		26,220.44		26,220.44		0.00		0.00		100.00
Dept 55110 - LIBRARY										
217-55110-50500	DESIGNATED	50,000.00		40,421.32		1,979.01		9,578.68		80.84
217-55110-50501	UNDESIGNATED	0.00		278.89		0.00		(278.89)		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 - LIBRARY		50,000.00		40,700.21		1,979.01		9,299.79		81.40
TOTAL EXPENDITURES										
76,220.44		76,220.44		66,920.65		1,979.01		9,299.79		87.80
Fund 217 - LIBRARY SPECIAL GIFT FUND:										
TOTAL REVENUES										
76,220.44		76,220.44		53,022.11		1,450.91		23,198.33		69.56
TOTAL EXPENDITURES										
76,220.44		76,220.44		66,920.65		1,979.01		9,299.79		87.80
NET OF REVENUES & EXPENDITURES										
0.00		0.00		(13,898.54)		(528.10)		13,898.54		100.00
TOTAL REVENUES - ALL FUNDS										
1,080,610.88		1,080,610.88		996,913.51		2,735.15		83,697.37		92.25
TOTAL EXPENDITURES - ALL FUNDS										
1,080,610.88		1,080,610.88		684,905.15		73,571.09		395,705.73		63.38
NET OF REVENUES & EXPENDITURES										
0.00		0.00		312,008.36		(70,835.94)		(312,008.36)		100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	74,930.47
217-00000-11102	US BANK - CC	837.33
217-00000-11302	WISC INVESTMENT FUND	198,220.10
Total Assets		273,987.90
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	38,678.99
217-00000-39601	FUND BAL REST BLDG SINKING	128,576.20
217-00000-39700	FUND BALANCE COMMITTED	120,631.25
Total Fund Balance		287,886.44
Beginning Fund Balance		287,886.44
Net of Revenues VS Expenditures		(13,898.54)
Ending Fund Balance		273,987.90
Total Liabilities And Fund Balance		273,987.90

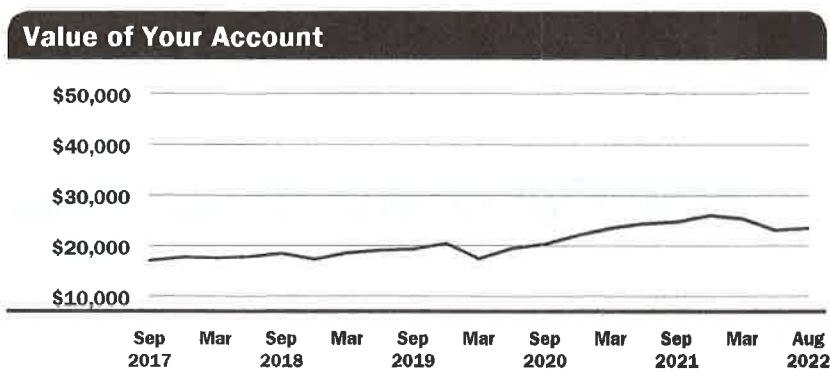
Stoughton Area Comm Foundation

Put your investing on autopilot

Setting up a regular, automatic investment is a great way to work steadily toward your goals. While systematic investment can't guarantee a profit or protect against loss in a declining market, it lets you regularly invest a fixed dollar amount regardless of fluctuating prices. Ask your financial advisor about setting up systematic investing. Before investing, consider your ability to continue purchases through periods of high-price levels.

Corporate - Select
Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$23,490.09	
1 Month Ago	\$23,699.33
1 Year Ago	\$25,027.99
3 Years Ago	\$19,100.40
5 Years Ago	\$16,624.64



Value Summary		
	This Period	This Year
Beginning Value	\$23,699.33	\$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	-209.24	-2,584.42
Ending Value	\$23,490.09	

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
	3.13%	-9.93%	-5.44%	7.32%	6.69%

**2022 EXPENDITURES: FUND 217
SEPTEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
07/16/22	AB prepaid PC	Coffee 4 All	C4A071622PROGFOL	FoL	program	\$ 20.00			
07/21/22	CS prepaid PC	Dollar Tree	DT 072122 DAN	D'Angelo	program	\$ 36.25			
07/21/22	CS prepaid PC	Walmart	WM072122PROGFOL	FoL	program	\$ 24.45			
07/22/22	SB prepaid PC	Amazon	AZ 072222 SUN	Sunday	program	\$ 25.89			
07/24/22	SB prepaid PC	Amazon	AZ 072222 SUN	Sunday	program	\$ 138.16			
07/24/22	SB prepaid PC	Amazon	AZ 071822 PROGFOL	FoL	program	\$ 6.74			
07/25/22	AB prepaid PC	New York Times	NYT 072422 selsor	Selsor	subscription	\$ 56.00			
07/26/22	SB prepaid PC	Amazon	AZ 072522 SUN	Sunday	program	\$ 36.99			
07/26/22	CS prepaid PC	Dollar Tree	DT 072622 PROGFOL	FoL	program	\$ 43.03			
07/28/22	MO prepaid PC	Mega Media Xchar	MX 072822-1 B VG	Bryant	AV	\$ 489.89			
07/28/22	MO prepaid PC	Mega Media Xchar	MX 072822 B VG	Bryant	AV	\$ 491.75			
08/01/22	MO prepaid PC	Interstate Books4S	B4S 080122 B CH	Bryant	program	\$ 799.72			
08/01/22	MO prepaid PC	Mega Media Xchar	MX 080122 B VG	Bryant	AV	\$ 170.94			
08/02/22	09/21/22	Findaway	FA 071222 PIF	Bryant	AV	\$ 125.97			
08/04/22	CS prepaid PC	Walmart	WM 080422 DAN	D'Angelo	program	\$ 13.28			
08/12/22	AB prepaid PC	Walmart	WM 081222 DAN	D'Angelo	program	\$ 27.12			
08/14/22	SB prepaid PC	Amazon	AZ 081122 B MM	Bryant	program	\$ 94.68			
08/14/22	SB prepaid PC	Amazon	AZ 081122 B MM	Bryant	program	\$ 7.49			
08/14/22	SB prepaid PC	Amazon	AZ 081222 DAN	D'Angelo	program	\$ 43.21			
08/17/22	CS prepaid PC	Walmart	WM081722PROGFOL	FoL	program	\$ 29.76			
08/18/22	SB prepaid PC	Amazon	AZ 081822 B VG	Bryant	AV	\$ 94.99			
08/18/22	SB prepaid PC	Amazon	AZ 081822 B VG	Bryant	AV	\$ 34.29			
08/18/22	CS prepaid PC	Dollar Tree	DT 081822 DAN	D'Angelo	program	\$ 47.41			
08/19/22	SB prepaid PC	Amazon	AZ 081822 B VG	Bryant	AV	\$ 34.88			

08/19/22	SB prepaid PC	Amazon	AZ 081822 B VG	Bryant	AV	\$ 905.72	
08/20/22	AB prepaid PC	Itty Bitty Bookstor	IB 082022 PROGFOL	FoL	program	\$ 50.00	
08/21/22	AB prepaid PC	New York Times	NYT 082122 selsor	Selsor	subscription	\$ 56.00	
08/24/22	AB prepaid PC	Amazon	AZ 082422 DAN	D'Angelo	program	\$ 100.00	
08/24/22	AB prepaid PC	Barnes & Noble	BN 082422 DAN	D'Angelo	program	\$ 50.00	
08/26/22	AB prepaid PC	Barnes & Noble	BN 082622 DAN	D'Angelo	program	\$ 50.00	
08/31/22	09/21/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 205.72	
08/31/22	09/21/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 81.32	
08/31/22	CS prepaid PC	Dollar Tree	DT 083122 DAN	D'Angelo	program	\$ 75.00	
08/31/22	JR prepaid PC	Stoughton CoC	COC 083122 SA	Undesg.	gift		\$ 300.00
08/31/22	CS prepaid PC	Walmart	WM 083122 DAN	D'Angelo	program	\$ 35.72	
08/31/22	SB prepaid PC	Walmart	WM 083122 sunshine	Sunshine	microwave	\$ 70.00	
09/01/22	09/21/22	Ingram	AD materials	Bishop	books	\$ 14.63	
09/01/22	09/21/22	Ingram	TE materials	FoL	program	\$ 21.59	
09/01/22	09/21/22	Ingram	AD materials	REPL	books	\$ 104.55	
09/01/22	09/21/22	Ingram	CH materials	Labno	books	\$ 10.63	
09/01/22	09/21/22	Bauer, Alex	BN 083022 SUN	Sunday	program	\$ 80.00	
09/01/22	09/21/22	Cross, Dan	BN 083022 SUN	Sunday	program	\$ 80.00	
09/01/22	09/21/22	James, Tim	BN 083022 SUN	Sunday	program	\$ 80.00	
09/01/22	09/21/22	Latimer, Jim	BN 083022 SUN	Sunday	program	\$ 80.00	
09/01/22	09/21/22	Mason, Craig	BN 083022 SUN	Sunday	program	\$ 80.00	
09/01/22	09/21/22	Zelle, Karl	BN 083022 SUN	Sunday	program	\$ 80.00	
09/06/22	SB prepaid PC	Amazon	AZ083022PROGFOL	FoL	program	\$ 22.99	
09/06/22	AB prepaid PC	Spotify	SPO 090622 B MM	Bryant	program	\$ 10.54	
09/07/22	09/21/22	Heartland Farm Sa	HF 090722 SCLS	SCLS	program	\$ 150.00	
09/07/22	JR prepaid PC	Kwik Trip	KT 090722 SA	Undesg.	gift		\$ 60.00
09/07/22	CS prepaid PC	Michaels	MIC090722PROGFOL	FoL	program	\$ 49.95	
09/07/22	09/21/22	PBC Guru	PBC 090722 SUN	Sunday	program	\$ 2,500.00	
09/08/22	SB prepaid PC	Amazon	AZ 090622 B TK	Bryant	program	\$ 226.29	
09/08/22	SB prepaid PC	Amazon	AZ 090622 SUN	Sunday	program	\$ 91.51	
09/08/22	09/21/22	Findaway	FA 081522 B PIF	Bryant	AV	\$ 107.23	
09/12/22	09/21/22	Findaway	FA 081522 B PIF	Bryant	AV	\$ 50.99	

09/14/22	09/21/22	Library Ideas	VOX 090822 B VOX	Bryant	AV	\$ 1,056.01		
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**2022 EXPENDITURES: FUND 215
SEPTEMBER**

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/06/22	09/21/22	46710	MPL-Sequoia Branch	SEQ 090622	\$ 35.68
09/15/22	09/21/22	46710	Hansen, E. P.	EPH 091511	\$ 15.99
07/28/22	AB prepaid PC	50211	USPS	USPS 072822	\$ 50.00
08/24/22	SB prepaid PC	50211	USPS	USPS 082422 211	\$ 3.49
08/31/22	09/21/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 2.06
09/01/22	09/21/22	50211	Ingram	fuel surcharge	\$ 25.00
09/07/22	09/21/22	50221	Alliant Energy	AE 090722	\$ 451.43
08/17/22	09/21/22	50240	Gordon Flesch	GF081722copier2	\$ 100.87
08/30/22	09/21/22	50240	Gordon Flesch	GF083022copier1	\$ 112.08
08/18/22	SB prepaid PC	50250	Amazon	AZ081722RM250	\$ 129.99
08/21/22	SB prepaid PC	50250	Amazon	AZ081722RM250	\$ 53.98
08/21/22	SB prepaid PC	50250	Amazon	AZ081722RM250	\$ 136.02
08/26/22	AB prepaid PC	50250	Walmart	WM 082622 250	\$ 384.80
08/29/22	AB prepaid PC	50250	Walmart	REFUND	\$ (10.00)
08/31/22	SB prepaid PC	50250	Amazon	AZ082022RM250	\$ 7.93
08/31/22	CS prepaid PC	50250	Walmart	WM 083122 250	\$ 37.18
09/12/22	09/21/22	50250	Duck Soup Signs	DSS091222sign	\$ 104.00
07/30/22	JR prepaid PC	50289	Zoom	ZM073022TECH	\$ 158.15
08/28/22	JR prepaid PC	50289	Donor Tools	DON082822TECH	\$ 39.00
07/24/22	SB prepaid PC	50313	Amazon	AZ 071922 CC	\$ 14.95
08/15/22	MO prepaid PC	50313	Dollar Tree	DT 081522 SLP	\$ 16.25
08/15/22	MO prepaid PC	50313	Pick 'n Save	PS 081522 SLP	\$ 14.75
08/17/22	MO prepaid PC	50313	Flipped Table Games	FT 081722 SLP	\$ 22.29
08/28/22	SB prepaid PC	50313	Amazon	AZ 082322 CC	\$ 48.07
08/28/22	SB prepaid PC	50313	Amazon	AZ 082322 CC	\$ 10.44
08/16/22	JR prepaid PC	50326	Stoughton Courier-Hub	HUB081622PER	\$ 50.00
07/24/22	SB prepaid PC	50328	Amazon	AZ072222JDVD	\$ 9.96
08/19/22	09/21/22	50328	Findaway	FA062722CBCD	\$ 54.99
08/21/22	SB prepaid PC	50328	Amazon	AZ081722JDVD	\$ 17.96
08/23/22	09/21/22	50328	Findaway	FA062722CBCD	\$ 114.98
08/31/22	09/21/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 341.90
09/01/22	09/21/22	50328	Ingram	AV materials	\$ 84.11
09/06/22	AB prepaid PC	50328	Small Town Monsters	STM090622ADV	\$ 64.95
09/08/22	SB prepaid PC	50328	Amazon	AZ090722JDVD	\$ 49.45
09/15/22	09/21/22	50328	Findaway	FA081522ABCD	\$ 183.97
07/23/22	SB prepaid PC	50329	Amazon	AZ 072222 CN	\$ 10.00

08/23/22	SB prepaid PC	50329	Amazon	AZ 082222 AN	\$ 18.00
08/31/22	09/21/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 872.49
08/31/22	09/21/22	50329	Baker & Taylor AD329	processing	\$ 29.60
08/31/22	09/21/22	50329	Baker & Taylor AD329	fuel surcharge	\$ 8.73
09/01/22	09/21/22	50329	Ingram	CH materials	\$ 979.40
09/01/22	09/21/22	50329	Ingram	AD/TE materials	\$ 1,315.35
09/01/22	SB prepaid PC	50329	Lost Art Press	LA 090122 AN	\$ 40.00
09/07/22	SB prepaid PC	50329	Amazon	AZ 090622 CN	\$ 12.55
09/19/22	09/21/22	50329	Dane County Lib. Svc.	DCLS091922GBR	\$ 200.64
08/14/22	SB prepaid PC	50340	Amazon	AZ081222OSFB	\$ 26.50
08/20/22	SB prepaid PC	50340	Amazon	AZ081922OSFB	\$ 29.97
08/21/22	SB prepaid PC	50340	Amazon	AZ081922OSFB	\$ 35.82
08/21/22	SB prepaid PC	50340	Amazon	AZ081922OSFB	\$ 26.35
08/23/22	SB prepaid PC	50340	Amazon	AZ082222OSFB	\$ 23.36
08/24/22	SB prepaid PC	50340	Amazon	AZ 082322 OS	\$ 5.77
08/31/22	SB prepaid PC	50340	Amazon	AZ 083122 OSFB	\$ 41.86
09/08/22	SB prepaid PC	50340	Amazon	AZ 090822 OS	\$ 34.38
06/10/22	09/21/22	50342	Demco	DM 060322 LS	\$ 64.61
07/23/22	SB prepaid PC	50342	Amazon	AZ 071922 LS	\$ 11.59
08/12/22	SB prepaid PC	50342	Amazon	AZ 081122 LS	\$ 13.59
08/12/22	09/21/22	50342	Demco	DM 081122 LS	\$ 89.49
08/26/22	09/21/22	50342	Demco	DM 082422 LS	\$ 91.64
08/31/22	09/21/22	50342	Baker & Taylor AD217BK	processing	\$ 8.14
09/01/22	09/21/22	50342	Ingram	processing	\$ 117.81
08/11/22	SB prepaid PC	50810	Amazon	AZ070622810CA	\$ 482.99
08/23/22	09/21/22	50810	EBI	EBI082322decor	\$ 4,801.10
08/23/22	09/21/22	50810	EBI	EBI082322storage	\$ 4,031.50
09/06/22	09/21/22	50810	Bluestar Ink LLC	BSI090622mural	\$ 6,900.00
08/21/22	SB prepaid PC	50820	Amazon	AZ081622OS820	\$ 202.00



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	9,549	2,801	3,662	16,012	29.52%
JUN	20,504	18,919	6,062	16,371	11,710	3,215	3,628	18,553	13.33%
JUL	20,875	20,296	8,941	17,776	11,751	2,840	3,687	18,278	2.82%
AUG	20,855	18,835	11,848	17,389	11,917	3,193	4,002	19,112	9.91%
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	86,766	25,206	30,453	142,425	-17.66%
AVG	18,686	17,721	10,606	14,414	10,846	3,151	3,807	17,803	23.52%

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	225	340	31	0	596	-55.12%
JUN	2,367	2,022	248	1,336	226	457	73	0	756	-43.41%
JUL	2,205	2,267	248	1,086	277	326	118	0	721	-33.61%
AUG	2,414	2,353	322	1,177	304	511	141	0	956	-18.78%
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	2,043	4,159	470	0	6,672	-48.20%
AVG	2,003	2,149	2,149	1,073	255	520	59	0	834	-22.30%

STOUGHTON PUBLIC LIBRARY STATISTICS, AUGUST 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	7,468	-10.66%
JUN	9,703	9,246	1,687	8,151	7,563	-7.21%
JUL	9,612	9,499	3,724	8,076	7,647	-5.31%
AUG	9,956	9,450	4,169	8,012	8,267	3.18%
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	64,631	-36.57%
AVG	9,889	9,413	4,551	8,492	8,079	-4.86%

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	5,031	-0.34%
JUN	6,739	6,423	1,082	5,153	5,290	2.66%
JUL	7,234	7,123	2,482	4,963	4,819	-2.90%
AUG	7,579	6,370	4,097	5,148	4,897	-4.88%
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	42,067	-35.44%
AVG	7,063	6,468	3,136	5,430	5,258	-3.16%

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	2,170	57.47%
JUN	17,255	27,822	2,712	1,286	1,775	38.02%
JUL	14,942	15,712	1,026	1,412	1,917	35.76%
AUG	16,089	14,467	804	1,253	2,138	70.63%
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	13,964	-8.09%
AVG	15,833	16,517	4,102	1,266	1,746	37.87%

June 2020: SCLS has changed the way they collect this stat

SELF-CHECKOUTS						2021-22
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	7,100	44.34%
JUN	12,575	10,701	0	6,690	9,544	51.44%
JUL	12,292	11,945	0	7,053	9,276	63.57%
AUG	12,772	10,854	0	6,585	9,707	50.79%
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		

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	8,119	455.34%
JUN	12,708	11,347	0	4,155	7,296	75.60%
JUL	11,822	11,734	0	5,158	7,301	41.55%
AUG	11,952	10,884	0	4,809	7,900	64.28%
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	54,734	46.11%
AVG	10,823	10,164	1,980	3,122	6,842	119.17%

June 2019: the door counter is malfunctioning.

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	4,008	-2.05%
JUN	7,879	7,588	7,455	4,818	3,954	-17.93%
JUL	6,696	7,627	7,459	4,206	4,768	13.36%
AUG	7,213	7,683	7,620	3,936	3,915	-0.53%
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	33,327	-31.40%
AVG	7,485	7,902	7,266	4,049	4,166	2.90%

Programming Statistics
for Aug. 2022

		August Programs			Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
8/3/2022	Carnegie Room	The Foundation (JR)				3			
8/4/2022	East Side Park	Teen Advisory Board + Pillow Fight (CS)			2				
8/6/2022	Children's Area	Lego Time (DF)	4						
8/9/2022	Carnegie Room	Escape Room 8-10 (MO)		5					
8/9/2022	Carnegie Room	Escape Room 6-8 (MO)		4					
8/9/2022	Carnegie Room	Escape Room 8-10 (MO)		6					
8/9/2022	Carnegie Room	Escape Room 6-8 (MO)		3					
8/10/2022	Carnegie Room	Pokemon Club (MO)		24					
8/11/2022	Carnegie Room	Thursdays with Murder (AB)				4			
8/12/2022	Nordic Ridge Park	Movies in the Park: Back to the Future					--		
8/13/2022	Carnegie Room	Writing Critique Group (AB)				4			
8/16/2022	Carnegie Room	Graphic Novel Book Club (MO)		4					
8/17/2022	Carnegie Room	Escape Room 8-10 (MO)		3					
8/17/2022	Carnegie Room	Escape Room 6-8 (MO)		3					
8/17/2022	Carnegie Room	Escape Room 8-10 (MO)		4					
8/17/2022	Carnegie Room	Escape Room 6-8 (MO)		5					
8/18/2022	East Side Park	Tween Water Games (MO, CS)		30					
8/20/2022	Carnegie Room	Lego Time (DF)							
8/23/2022	Carnegie Room	Page Turners (AB)				5			
8/24/2022	Skaalen Home	Outreach to Memory Care group: Alice				32			
8/24/2022	Carnegie Room	Pokemon Club (MO)		28					
8/24/2022	Senior Center	Outreach: Page Turners (AB)				4			
8/26/2022	Nordic Ridge Park	Movies in the Park: Detective Pikachu					80		
8/31/2022	2nd floor	One on one assistance (Libby, Kanopy,				2			
			4	119	2	54	80		

		August Self-Directed			Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
8/31/2022	2nd floor	All ages Sticker Mural					15		
8/31/2022	2nd floor	Find the Spam Can			30				
			0	0	30	0	15		

Director's Report

September 21, 2022



Library news:

- The week of August 15 we hosted a PhD Research Fellow from Norway's University of Bergen named Trond Espen Teigen Bjoland. He is currently working on his doctoral dissertation, entitled "The development of Norwegian-American identities in small town Wisconsin, 1900-1930." He aims to investigate how Norwegian-American identities were created and developed on a local level and how different communities created different conditions for the development of these identities. The library's local history collections have been invaluable to his research, and he is very grateful for all the help and support provided by our local history volunteer, Eloise Christensen. Trond last visited Stoughton in 2017 when he was working on his master's thesis.
- I attended remote meetings of South Central Library System's Administrative Council on August 18 and September 15. (The AC is the primary decision-making body for our seven county consortium, and as such makes recommendations to the SCLS Board of Trustees on issues related to system administration.) Main topics of discussion included:
 - Staffing challenges faced by SCLS Delivery and subsequent changes to routes and services.
 - Recommendation of the 2023 SCLS Operating Budget to the SCLS Board of Trustees (September meeting).
 - An update on the efforts to secure a new building for SCLS that would combine administration and delivery, which are currently housed separately. SCLS is hoping to purchase the old Lakeland University building near the Dane Co. airport. A previous initiative to build a new facility on the east side of Madison fell through due to rising costs.

- Staff from Wisconsin Voices for Recovery installed our **NaloxZone box** near the first floor restrooms on August 25. Mary and I attended a virtual training on August 24; other staff will attend training sessions later this month and in early-October. We are having difficulty connecting the box to our Wi-Fi network, but are working on a solution with IT staff at SCLS. (A Wi-Fi connection is preferred so staff are alerted when the box has been opened and the supply of naloxone may need to be replenished.)
- We had three more successful Movie in the Park events at Nordic Ridge Park on August 26 and September 9 & 16. Due to weather-related cancellations earlier this summer, we have a movie scheduled every Friday night during the month of September!
- We held our annual staff in-service on Friday, September 16. Following a morning professional development session in the Fire Station Training Room, several library staff members traveled to Madison for a book-buying trip, while others remained at the library to work on collection maintenance projects like weeding, shifting, and shelf-reading. Missy Mael from the Rape Crisis Center presented on Trauma-Informed Care and how the library can better serve patrons who have experienced trauma. Our discussion expanded from there to cover topics related to staff safety, and we agreed that the RCC's CHIMERA self-defense course would be a great training to offer library staff. Toward the end of the morning, trustees Jean Ligocki and Dayna Versteegen stopped by to present the gifts the Board purchased and express their appreciation for our amazing staff.
- Baker & Taylor, one of our primary vendors for books and other library materials, was hit with a ransomware attack on August 22 which knocked them offline for the better part of two weeks. Selectors couldn't add items to carts, and Sarah Bukrey was unable to place orders during this period. Needless to say, this disrupted our ordering routine and forced us to delay many of our collection development tasks.
- Mary and I finalized a contract this month with Emily Balsley, a Madison-based artist, to create unique, vibrant murals in our Children's Area. Emily is an illustrator and muralist whose work has appeared in numerous



picture books and in public spaces throughout the Madison area. This project includes a large mural above the shelves along the entire length of the west wall, as well as panels for the front of the service desk featuring a fun underground scene with tunneling forest friends, a lake monster mural in the northeast corner, and a decorative sign in the atrium leading into the children's space. She plans to present us with concepts next month and begin work in November. Perhaps more than any other improvement in the children's area, Emily's art will completely transform the look and feel of the space. Her work will be the



centerpiece of our remodel project, and we're honored and thrilled that she has agreed to work with us!

- On September 8 I attended the first of three planned meetings of the City Council's Capital Improvement Project (CIP) Committee to present the Library's 2023 CIP requests. I presented these projects at the April Library Board meeting, but for the sake of review, the projects include:
 - \$7,000 for replacement of computers and peripherals
 - \$3,000 for replacement of various furniture and fixtures as we experiment with new uses for library spaces.
 - \$10,000 for cabinets and countertops along the west wall of the Carnegie Room
 - \$30,000 to create an outdoor programming space in the vacant lot at 216 E Jefferson St. (This request will be removed if the request for ARPA funding is granted.)
- An update on SCLS's efforts to place interns from UW-Madison's School of Social Work in libraries this fall: Unfortunately, only one intern was available to be placed, at the Goodman South Madison Branch of Madison Public Library. Though the program is starting slow, SCLS staff are confident that it will grow in the coming years. They will be sending out a pair of surveys soon, one for patrons and one for library staff, to gauge the needs in our libraries for training, workforce development, and social services.

- I attended remotely the bi-monthly Dane Co. Directors meeting on September 15 at which DCL Director Tracy Herold discussed the 2023 minimum appropriations to libraries and potential revisions to county library standards. (Note that approval of a resolution regarding the minimum appropriation is an action item on this month's agenda—see Agenda Notes in the packet.) She reported on recent efforts of an ad hoc workgroup to identify potential changes to the County Library Standards. You'll recall that these six standards must be met by all public libraries in order to be exempt from the county library tax. The standards are:
 - Annual open hours
 - Total staff (FTE)
 - Number of public Internet computers
 - Annual materials expenditures
 - Annual items added
 - Total number of items

The concern is that some of these may need to be adjusted or may no longer relevant in the era of streaming digital media. The increase in the importance of Wi-Fi relative to fixed, desktop Internet stations was also mentioned.

- I have been making minor adjustments to the draft operating budget I presented at the July Board meeting as I learn more about 2023 non-personnel costs. I expect to learn more about personnel costs shortly, and will be meeting with Mayor Swadley and Finance Director Dave Ehlinger in the coming weeks to discuss the City's 2023 contribution from the General Fund. Following that, I will convene a meeting of the Board's Finance Committee to discuss a close-to-final draft of the 2023 operating budget. The City Council will take up the Operating Budget for the entire city in a series of meetings of the Committee of the Whole beginning October 6.

Stoughton Area Community Foundation Fund Report

The report for the period Jul 30 – Aug 26 shows a decrease in value of \$209.24 to the account because of market conditions. The overall value of the account as of Aug 26 is \$23,490.09.

Youth Services (from Mary Ostrander)

- Mary, Diane, and Jane have been working on various collection maintenance tasks in the Children's section in the areas of DVDs, Non-Fiction, and Juvenile Fiction.

- The first part of the **Children's Area update** has been completed! New interactive panels, stools, and additional toy storage were added to the Children's play area. The contract with Emily Balsley, the muralist for the



Children's Area, was submitted and signed. (See above under Library News.)

- Mary is talking to a local carpenter about creating a rustic, forest-themed play kitchen for the Children's Area.

• Fall programs are underway, and our first Graphic Novel Book Club was fun a lot of fun!

- Mary will conduct a

special Farm Story Time at the Stoughton location of Heartland Farm Sanctuary on Friday, September 30.

- Mary and Cynthia gathered supplies and lined up performances/demos for the Renaissance Faire on Saturday, October 1, at Eastside Park. This event will be a huge undertaking, and is already generating lots of excitement in the community!
- Twice-weekly Story Times and weekly Baby Times will begin resume in the first week of October.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah is working on purchasing replacement computers, peripherals, and other hardware as part of our regularly scheduled annual technology replacement. \$6,000 was allocated in the 2022 CIP budget; due to rising

costs of all things electronic, Jim has increased our 2023 request to \$7,000.

- South Central Library System's Multipart DVD Workgroup, on which Sarah serves, has been meeting more frequently to plan how to retroactively convert catalog entries for series DVDs that had been separated by disc. (As of September 1, all SCLS libraries began cataloging multiple DVD sets as a single bibliographic record, as opposed to separating them into a separate catalog entry for each disc.)
- Library volunteers have been busy with a variety of tasks, including the assembly of props for interactive Movies in the Park! Library Substitutes have also been helping with some of these task while working the service desks.

Circulation Services (from Robin Behringer)

- Our new Shelver, Eliana Thomson, was hired and began her training on August 24. She is doing very well and learning quickly.
- Following the departure of a Shelver last month, Robin is currently in the process of adding a 7th member to our pool of Shelves, which would bring the department up to full strength.
- Robin attended SCLS's Circulation Services Subcommittee meeting on September 13. Topics included Proxy Borrowing (Holds Pickup Authorization for family members to pick up one another's library holds), the processes for extending hold expiration dates, and new workflows for handling Lost item refunds.
- Robin spent time this month preparing projects for the day of the staff in-service. Several circulation staff members and Shelves worked on various shelving and collection maintenance projects throughout the afternoon of September 16.

Adult & Teen Services (from Amanda Bosky)

- Our adult Summer Library Program was a success, with 113 registrants logging 2430 hours of reading this summer. 10 grand prize winners received a tote bag with this year's Go Big Read title, *How the Word is Passed*, and one winner earned a \$50 Itty Bitty Bookstore gift card.
- During pandemic closure, we used an app called Beanstack to run our Summer Library Program. We noticed lower teen engagement during this time (64 participants in 2020 and 59 in 2021), so we decided to go back to paper logs this summer. Cynthia created an engaging and fun Teen SLP with decorations, scratch-off prize tickets, many chances to earn grand prize tickets, and lots of giveaways. Her program was also designed to

keep teens visiting the library and interacting with staff. This summer, 95 teens registered and received 165 free books as prizes! Four grand prize winners won gift cards to Amazon or Barnes & Noble.

- We received a very lovely compliment from a patron about Library Assistant, Amy Hynek, thanking her for her assistance and kindness as the patron used our study room and WiFi for job searching over the past few months. Amy's customer service is exemplary!
- Cynthia visited Skaalen Home for an outreach program about Alice in Wonderland on August 24. 32 people attended.

- Amanda worked on two big projects in August: **cleaning up the library's storage "dungeon,"** and helping to update the library website to a new version of Drupal. With two of our excellent subs, Chandra and Erin, we cleared out a very cluttered back corner of the dungeon and added shelving to make organizing easier and to dedicate two large shelving units exclusively to Teen Programming.

- The second project was the Drupal upgrade. (Drupal is Content Management System that our website runs on.) Amanda has been working with Rose and Kerri from SCLS for months going through checklists and cleaning up the old version of the website to prepare for migration, as well as learning about changes with the new website. The new site went live on August 31 and features a



larger and more inviting front page slideshow, as well as a better mobile experience for folks accessing the site on their phone or tablet.

- Other notable adult programs included our writing critique group, a session of Yoga Sundays in partnership with Stoughton Yoga, Adult Craft Club, and our regular book discussions. Family, teen and tween programs included Movies in the Park, Water Games, Teen Advisory Board, Teen Locker Crafts, and Teen Art Cart.

Looking Back from *The Stoughton Hub*
Returns Next Month!



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, September 6, at 6:30 p.m.

****Please Note: This meeting was held remotely via Zoom**

MINUTES

Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (chair), Siri Vienneau (non-voting Student Trustee)

Also present: Library Director Jim Ramsey

1. Meeting called to order by Meilahn Bartlett at 6:33 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of July 19, 2022** * (enclosure) – Meilahn Bartlett noted a typo on page 2 at the end of item 5. Ramsey said he will correct the record. Motion to accept the minutes as corrected: Meilahn Bartlett. SECOND: Ligocki. VOTE 3-0.
4. **Review and discussion of 2022 Board Goals** (enclosure) – Meilahn Bartlett offered a recap of the discussion at the last meeting on 7/19/22, specifically the idea that each standing committee of the Board could determine a goal related to their work with the intent of spreading ownership of them. Discussed how the result would be more meetings for Ramsey to attend, at least in the short-term. LeSage suggested using S.M.A.R.T tool to ensure goals are **Specific, Measureable, Achievable, Relevant, and Time-Bound**. Stated that Diversity, Equity, and Inclusion should be “knitted into” the fabric of the goals and the Strategic Plan. (SMART plus Inclusion and Equity equals SMARTIE). Everyone agreed with the value of the SMART approach.

Ramsey reminded the group of the traditional Board Goals timeline: Planning Committee formulates goals in January; presented to Board and accepted in February; review of progress typically occurred in August but has been moved to November. Ligocki offered historical perspective on the committee and how planning has become more focused and intentional in the last several years. Ligocki spoke in favor of applying SMARTIE rubric to existing board goals.

Meilahn Bartlett suggested spending Sep/Oct doing prep work on the board goals and determining how to apply SMARTIE. Spoke in favor of having each standing committee propose a goal that represents the work they do. This could be an existing goal. Ramsey discussed the timeline between now and the end of the year and the fact that each committee would have to meet at least one additional time around the end of the year to draft their goal. This would allow the Planning committee to synthesize the committees' proposed goals and share them with the full board for approval in early 2023.

Discussion then turned to constraints on collaboration and sharing imposed on committees by open meeting laws. Ramsey asked Ligocki about the City's DEI taskforce. She reported that, based on guidance received from the City about the DEI taskforce, small groups of fewer than 4 are allowed to meet and share drafts, notes, etc. without having to call a formal meeting. Consensus emerged that Ramsey should follow up with City Clerk Candee Christen to clarify what is allowed under open meeting laws. For example: How is quorum determined with a committee comprising only 3 voting members? Is it acceptable to share drafts via email if there is no discussion or decisions taken?

Meilahn Bartlett suggested adding the proposed change in the creation of Board Goals as an action item on the September 21 Board agenda, that is, the proposition that each of the 4 standing committees will determine a goal and send it to the Planning Committee. She asked LeSage to cover SMARTIE at the meeting. Ramsey suggested this could take place during the Board In-service portion of the meeting and said he would add it to the agenda and coordinate with LeSage.

Meilahn Bartlett further discussed how Board committees could become more self-sufficient in tasks like sending public meeting notices and taking minutes. Stated this would promote ownership among members and reduce administrative/clerical burden on Ramsey. Ramsey added that he would ask the City Clerk about these issues.

- 5. Discussion of next steps in revising Library Strategic Plan (enclosure) –** Ramsey reported that he had sent a survey to library staff to collect input on the strategic plan. He plans to share the anonymous responses after more have been collected. Meilahn Bartlett asked Ramsey if staff would be comfortable with Board members attending the staff in-service. He replied that they would, though there may not be time for a formal planning session at the in-service itself. Instead, Ramsey plans to update staff on the planning process, explain how the committee used the results of the 2018 survey and 2019 focus groups to determine priorities,

and solicit additional feedback. He added that Board members would also be welcome to attend to present appreciation gifts to staff.

Discussion turned again to how best to collaborate outside of meetings to draft the document without running afoul of open meetings laws. Ligocki shared that she is under the impression that drafts/notes may be shared but that discussion and revision must take place in an open meeting. Meilahn Bartlett wondered if we could follow the DPI's practices since they have the authority to set the parameters for the state's library systems and the systems provide the services to the 380+ libraries in the state.

Ramsey suggested the committee begin by examining each of the 5 goals in the 2020-2022 SP, determining which outcomes have been completed, which are no longer relevant, and what can be added. Meilahn Bartlett stated that DEI principles should be knitted into the SP, as suggested earlier by LeSage, and also called out in a separate statement. LeSage agreed, and consensus was in favor.

LeSage agreed to apply SMARTIE principles to the existing SP. Ligocki and Vienneau will work on drafting a mission statement that enfolds DEI into it. Ramsey will review the current SP to identify accomplished outcomes, add new ones, and assess the need for different or additional goals, especially relating to the library's physical space. He will also distill the opinions expressed by staff in the survey to ensure that staff feel plan is realistic given current staffing limitations. Meilahn Bartlett will address formatting and user experience issues and look at adding sections like "implementation" and "assessment and communication" for marking progress and accountability.

Meilahn Bartlett shared the following in the chat to summarize these assignments:

1. Articulate a mission statement that enfolds DEI into it-Jean
2. Student/youth perspective of DEI-Siri
3. SMARTIFY existing goals-Teri
4. Space-Jim?
5. Identify what's been accomplished and can be taken out-Jim
6. Incorporate staff feedback/be a staff voice-Jim (how to identify realistic, specific targets to improve staff's work experience)
7. Formatting (page #s, define "outcome/goal, etc), create a section "progress made since last strategic plan"-Sharon"

Meilahn Bartlett suggested a deadline of September 27 for these assignments in advance of the next committee meeting on 10/4/22. Agreed by consensus.

6. Meeting adjourned by consensus at 7:55 PM

*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage

Jean Ligocki

Sharon Meilahn Bartlett

Siri Vienneau

Cc:

Ken Axe

Elise Balzer

Amy Ketterer

Erin Meinholz

Dayna Verstegen

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

Note: An expanded meeting may constitute a quorum of the Board.

Stoughton Public Library
Board of Trustees - Policies Committee Meeting
Wednesday, September 7, at 7:30 PM



****Please Note: This was a remote meeting held via Zoom.**

MINUTES

Present: Ken Axe, Elise Balzer, Erin Meinholz, Dayna Verstegen

Also present: Library Director Jim Ramsey

1. Meeting called to order by consensus at 7:31 PM
2. **Review of Agenda** – Reviewed and approved by consensus.
3. **Election of committee chair for 2022-2023 *** - Ramsey explained that Axe has served as chair for the past two years. Verstegen indicated support for Axe's nomination. Axe declined. Verstegen stated that she was not in a position to take on the committee chair. Discussion ensued with Meinholz asking Balzer if she might accept the nomination. Balzer replied that she would. Ramsey called thrice for additional nominations; none were offered. MOTION by Meinholz to nominate Elise Balzer as chair of the Policies Committee. SECOND by Verstegen. VOTE: 3-0 with Balzer abstaining.
4. **Review of draft Memorandum of Understanding from Friends of the Stoughton Public Library, Inc. *** (enclosure) – Ramsey presented background information. The Friends developed this MOU from a template provided by the American Library Association. He stated that the mentions of a Library Board liaison in the last row entitled "Meetings" of the attached Schedule A would need to be revised, now that the information sharing process between the trustees and the Friends Board has changed (See item XI in minutes of the Board of Trustees meeting of July 20). Axe expressed support for the document as-is. Ramsey suggested several edits to the "Meetings" row of Schedule A. All edits were accepted by consensus. MOTION by Meinholz to recommend to Library Board for approval with added revisions. SECOND by Verstegen. VOTE: 4-0. Ramsey explained that he would review the document with Friends Board President Leslie Johnson. If the Friends Board finds the revisions acceptable, the MOU could go before the full Library Board for approval at a future meeting.
5. **Review of proposed changes to Unattended Child Policy *** (enclosure) – Ramsey provided background, explaining that these changes were proposed by Children's Services staff to make the policy more patron-friendly and eliminate the granular age distinctions that had in the past caused negative interactions with young patrons. In particular, these changes grew out of DEI work that former Children's Librarian Amanda Bosky did via ALA's Project READY. Verstegen and Balzer both spoke in favor of the changes. Meinholz suggested removing an additional "9 and older" age requirement in section I. Axe asked about section D, which

states lost or unsupervised children may be remanded to the care of the Stoughton Police if a caregiver cannot be located, and if this meant that the police would be called to remove a disruptive child. Ramsey replied that it did not. MOTION by Axe to recommend the proposed changes to the Library Board. SECOND by Meinholz. VOTE: 4-0

6. **Review of proposed changes to Materials Use Policy, Section III A.** * (enclosure) – Ramsey provided background information and spoke generally about changes to policies that made them more patron-friendly and improved customer service. Explained that self-check machines had made strict requirements that library cards be present at every transaction obsolete. Verstegen expressed support for the changes. MOTION by Axe to recommend the changes to the Library Board. SECOND: Verstegen. VOTE: 4-0
7. **Discussion and possible action regarding Employment of Relatives Policy as it relates to City of Stoughton’s Nepotism Policy** * (enclosure) – Ramsey explained that the library’s policy is considerably stricter than the City’s Nepotism Policy, in that it prohibits all relatives of current library employees from gaining library employment, even in cases where one relative does not supervise or evaluate the other. Explained that City HR Director AJ Gillingham recommends either revising the library policy to match the City’s Nepotism Policy or rescinding the library policy. MOTION by Meinholz to recommend rescinding the library’s Employment of Relatives Policy in favor of the City’s Nepotism Policy. SECOND by Balzer. VOTE: 4-0
8. **Schedule next meeting** – Ramsey stated that it wasn’t necessary to schedule another meeting now and the committee agreed.
9. Meeting adjourned by consensus at 8:09 PM

Sent to:

Ken Axe
Elise Balzer
Erin Meinholz
Dayna Verstegen

Cc:

Amy Ketterer
Teri LeSage
Jean Ligocki
Sharon Meilahn Bartlett
Siri Vienneau

If you are in need of assistance to attend this meeting, please call 873-6281 prior to this meeting.
Note: An expanded meeting may constitute a quorum of the Board.

Resolution Requesting Exemption from Dane County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city of Stoughton meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city of Stoughton will appropriate in 2022 and expend in 2023 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city of Stoughton hereby requests of the Dane County Board of Supervisors that the city of Stoughton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
herold@dcls.info

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

STOUGHTON PUBLIC LIBRARY

LIBRARY MATERIALS USE POLICY

Last approved 10-21-20



[On 9/7/22 Policies Committee recommended 4-0 to remove the last sentence from Section III.A.]

I. Purpose

To assure the fairest possible use of library materials by all library users, the Library Board governs the loan periods, use practices, fee rates, and overdue notice production for library materials, including books, non-print materials, electronic resources and any other items that the library determines to be considered part of the library collection.

II. Definitions

- A. "Loan Period" is defined as length of time materials are borrowed and/or checked out.
- B. "Fees" are defined as money charged for lost or damaged materials.
- C. "Notices" are defined as information sent to users regarding library materials.
- D. "Blocks" are defined as notations in a user's record that refer to overdue, lost, miscellaneous charges, incorrect address, and other user record notations.
- E. "Valid Library Card" is defined as a library user registration that has current residence and contact information and does not contain unresolved blocks such as outstanding charges more than \$20.00.
- F. "Limited-Use Card" – A limited use card allows the holder to check out only three items at a time and place holds on only two items at a time. It's a way to allow high-risk library users to still use the library and limit the potential loss to the Library. Once charges have been paid, then the limited use card status will be changed to normal card status.
- G. "Lost Date" is the date overdue items automatically are changed to "Lost" status.
- H. "Fines" are defined as money charged for overdue Outerlibrary Loan Materials

III. Checkout Process

- A. Users may check out materials by presenting a valid library card at the Circulation Desk or the self-checkout stations, or by typing in their library card and pin number at a self-checkout station, if their records do not contain blocks that prohibit them from so doing. ~~As a courtesy service, — Library users with library cards in good standing, may checkout once in a six-month period without their cards, if they can show valid photo ID.~~
- B. Checkout privileges will be denied if a user's record contains unresolved blocks such as outstanding charges of more than \$20.00. For outstanding charges less than \$20.00, staff will encourage the user to pay

what they owe as soon as possible. Payment plans are available for Library users who owe more than \$20.00.

- C. Library staff have the discretion of limiting checkout privileges and quantities of materials for immediate family members of a library user who has excessive outstanding charges, or for persons living in the same residence as a library user who has excessive outstanding charges.

IV. Loan Periods

- A. The loan periods apply as outlined in Appendix A. At the staff's discretion, special loan periods may be applied to any material not on hold in order to accommodate vacations, hospital stays, book groups, and/or other special needs. Special loan periods should be used sparingly, and only with items without a holds queue and owned by the Stoughton Public Library.
- B. Check out is limited to 100 items at a time. In the case of items that are in great demand and short supply, such as some holiday books or homework related items, a temporary limit on the number of items that a library user may check out may have to be imposed at the discretion of the Library Director.
- C. Materials loaned to Stoughton Public Library for local borrowers fall under Stoughton Public Library loan periods and overdue policies; however, borrowers will be held responsible for any special assessments placed by owning libraries.

V. Fines, Fees, Reimbursements

- A. The Stoughton Public Library does not charge daily overdue fines for library items except as noted below in Section VII, Outerlibrary Loan.

The library assumes no responsibility for damage or alleged damage to personal equipment while used in conjunction with library materials.

B. Fees

- i. Items that are not returned or damaged beyond use or repair will be charged a lost/damaged fee or the replacement cost. Library users who pay for lost or damaged items will be charged a fee based on the cover price of the item when it was new. These fees cover the cost of staff time and processing materials. Replacement copies for lost or damaged items will only be accepted with prior management approval. Only new items will be accepted.
- ii. If it is discovered that the item was lost due to an error on the part of the Library rather than the user, the user's record will be cleared of any charges and appropriate refunds issued or credited to the user's record.

iii. All fees for lost or damages items, regardless of value, remain on the user's record until resolved, and a block is placed on the user's record that may bar further checkout privileges. If users who owe the Library money file for bankruptcy, the Library will stop trying to collect any money owed, but those users are still responsible for payment of debts owed to the Library.

C. Payments Without a Library Card

Library users may pay fines and fees for others and for themselves without having a library card present. However, to protect patron confidentiality, no information other than the dollar amount will be given.

D. Reimbursement for Lost Items Returned and Eligible for Refund

Library users may return lost items for a partial reimbursement after fees have been paid. There will be no reimbursement for lost items after six months from the lost date. There will be no reimbursement for items with parts missing after four weeks from the due date. Lost item reimbursements will not be issued for charges of \$5.00 or less. Items owned by other libraries may or may not be reimbursed, according to the owning library's policy.

E. The Library assumes no responsibility for damage or alleged damage to personal equipment while used in conjunction with library materials

VI. Notices

A. Hold Notices

Notices are sent to notify library users that reserved materials have arrived for them and should be checked out within 7 calendar days. These notices may be sent through phone, text or email.

B. Overdue Notices

Notices are sent to remind library users to return overdue items; however, it is the Library user's responsibility to be aware of when items are due. These notices may be sent through email or regular mail notification.

i. The first overdue notice is sent after items are 14 days overdue.

ii. The second notice is sent after items are 28 days overdue. The second notice is a Notice of Unresolved Charges that informs the user that unless the item is returned, the user will be charged the replacement cost for the item.

iii. The Library utilizes a materials recovery service to assist in collecting outstanding charges over \$50. All such library accounts that are 60 days overdue will be turned over to a materials collection service, including

the parents or guardians of juvenile cardholders with such accounts. The user is responsible for costs incurred by the Library in collecting such fines and charges.

VII. Outerlibrary Loan (OLL)

- A. The purpose of Outerlibrary Loan (OLL) is to obtain materials not available through the South Central Library System (SCLS). The Stoughton Public Library provides this service in order to expand the range of materials available to our patrons. While the library will make every effort to fill requests, not all OLL requests can be filled. More information is available at www.scls.info/ill/basics/faq.html.
- B. Materials published at least six months ago that are not available through SCLS may be requested via OLL through the Adult Services Department. Materials requested via OLL are subject to borrowing and renewal restrictions, including loan periods, as dictated by the owning library. The Library reserves the right to restrict OLL borrowing privileges for patrons who repeatedly disregard loan periods or damage OLL items.
- C. Patrons who reside in one of the seven SCLS counties (Adams, Columbia, Dane, Green, Portage, Sauk, and Wood) and have a library card in good standing may place up to five OLL requests per day and up to fifty requests per year. Items requested via OLL at the Stoughton Public Library must be picked up at and returned to the Stoughton Public Library.
- D. Late returns can negatively impact the library's ability to obtain materials in the future. OLL items will be assessed a late charge of \$1.00 per day with a maximum charge of \$10.00.
- E. Renewals of OLL items must be requested at least one week before the due date. These requests are granted only at the discretion of the owning library. Patrons must wait at least eight weeks before requesting the same item via OLL.

VIII. Card Holder Responsibility

- A. As stated in the library card application, cardholders are responsible for material checked out with the library card issued in their name, including material checked out by others with or without the card holder's consent, unless the card holder has previously reported the loss of their card to the library.
- B. Until the Library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In the case of children, the parent or legal guardian who signed the library card application is the responsible party.

- C. Once the library has been notified that a card has been lost or stolen, that card will be invalidated and a block will be placed on further use; the card holder will not be responsible for further items checked out on that card.
- D. Limited-Use Cards – If more than one member of a household has outstanding charges equaling \$50 or more, the Library may make the valid cards of other members of the same household “limited use.” When issuing library cards to juveniles, limited use cards will be issued if a juvenile’s guardian has outstanding charges totaling \$20 or more.

Adopted: September 1996
 Amended: September 12, 2002
 Amended: October 9, 2003
 Amended: December 13, 2004
 Amended: March 8, 2006
 Amended: February 14, 2007
 Amended: September 10, 2008

Amended: October 20, 2010
 Revised: August 17, 2011
 Revised: February 19, 2014
 Revised: September 21, 2016
 Revised: March 21, 2018
 Amended: September 19, 2018
 Revised: November 21, 2018
 Revised: October 21, 2020

Appendix A: Loan Periods and Fine Schedule

I. Loan Periods

Material Type	Loan Period
Books	28 days
Books: New Fiction “New” status generally remains for a period of six months, during which time these items are housed on the “New Book Shelf.”	14 days
Books: Lucky Day Collection	14 days
Children’s holiday picture books	14 days
Music recordings	14 days
Audio books	28 days
DVDs	7 days
DVD series instructional nonfiction DVDs	28 days
Lucky Day DVDs	7 days
Reference Materials These materials must be used in the library.	None
Newspapers These materials must be used in the library.	None
Magazines-Past Issues Current Issues must be used in the library	14 days
Electronic Resources	14 days
Miscellaneous: toys, kits	14 days

Outer-Library Loan materials	various according to loaning library
Laptop Computer for use in Library	Up to 1 day

II. Fines

Material Type	Daily Fine
Outer-Library Loan materials	\$1.00

Appendix Adopted
March 8, 2006

Revised August 9, 2006
 Revised September 10, 2008
 Revised October 20, 2010
 Revised August 17, 2011
 Revised February 19, 2014
 Revised September 21, 2016
 Revised March 21, 2018
 Revised October 21, 2020

STOUGHTON PUBLIC LIBRARY

UNATTENDED CHILDREN POLICY ~ Approved 1-16-19



[Library staff recommended eliminating granular distinctions based on age, apart from the guideline in Section III.C that children under 5 should not be left unattended]

Policies committee recommended the changes below 4-0 on 9/7/22

I. Purpose

- A. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically Section 43.52 (2), the Stoughton Public Library Board of Trustees may enact regulations that serve to ensure the safety of all who use the Library, especially children.
- B. The Stoughton Public Library encourages visits by children and their families, and it is our desire to make these visits both memorable and enjoyable. However, the Library is legally a public place in which literally anyone may be spending time, and most parents would not leave their children unattended in public places.
- C. Questions regarding the interpretation of these guidelines will be referred to the Library Director and/or the Library Board.

II. Definitions

- A. "Unattended children" refers to children age 5 or younger who are unaccompanied by or not in immediate proximity to a caregiver age 14 or older.
- B. "Parents" shall be interpreted to also include guardians, caregivers, and anyone else to whom parents have entrusted the care of their children. It is also the intent of the following statements to include both the singular and the plural.

III. Library Policy for Unattended Children

Library staff spend their time helping members of the public to use the Library and doing other assigned work. Thus outside of scheduled Library programs, staff are unable to provide adequate supervision for children.

For the safety of your children the Board of Trustees of the Stoughton Public Library has enacted the following policies and guidelines.

- A. The Stoughton Public Library welcomes families and children of all ages to the Library.
- B. The Library and Library staff cannot and will not assume any responsibility or liability for the care of unsupervised minor children in the library.
- C. Children who are age 5 or younger should not be left unattended in one part of the Library, even while their parents are in another part of the Library. Parents should always keep such children within sight, within earshot, or within close proximity.

- D. If Library staff have determined that a child is lost or inappropriately left unattended, a staff member shall bring the child to the Children's Librarian or other staff member in charge. The staff will then attempt to identify and locate the parent or designated caregiver. If a parent or designated caregiver cannot be found, then the child will be remanded to the care of the Stoughton Police Dept.
- ~~E. Children age 6 and older may be left unattended for short periods of time while parents are in the Library at the discretion of the parents. However, even if the parents are in another part of the Library, the Stoughton Public Library assumes no responsibility or liability for the care or behavior of such children. If an unattended child over the age of 6 is violating library policies or exhibiting unsafe behavior, library staff will require parents to remain in sight of their child. If the caregiver cannot be located or refuses to stay within sight of their child, library staff will not hesitate, if parents cannot be located or contacted, to remand children to the care of the Stoughton Police Department.~~
- ~~F. The Library requires that children be age 9 or older before being allowed to visit or remain in the Library unaccompanied by parents.~~
- G. Whether or not parents/guardians are present in the Library, they are responsible for their children's behavior while the children are in the library. This includes any children or teens of minor age who are in the Stoughton Public Library.
- H. Children of all ages are encouraged to use the library for homework, recreational reading and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a single warning **warned** that they must **settle down correct their behavior** or will be asked to leave the library. If the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait until the parents arrive.
- I. Occasionally during Library programs, ~~parents of children ages 6-8 are required to remain in the building but not necessarily in the meeting room with their children. Parents of children age 9 and older may leave the building during programs~~ library staff may ask parents of older children (~~age 9 and older~~) to stay and participate, or parents of younger children (age 5 or younger) to leave the room so the children can create a surprise gift or skit. If staff experience behavior problems, staff may also request that parents remain in the room to assist.

Notes:

- ~~Children age 5 or younger – must be accompanied an adult/guardian/care giver~~
- ~~Children ages 6, 7, or 8 – may be left alone if an adult/guardian/care giver is also in the building~~
- ~~Children age 9 and older – may be in the building without an adult.~~
- ~~Guardian/caregiver/adult for above must be age 14 or older.~~

These ages were chosen based on the following:

- ~~Librarians' experience~~

- ~~Guidelines from various youth services classes and workshops~~
- ~~Policies at other libraries.~~

Adopted: Sept. 18, 2013; Revised: July 15, 2015; Revised: July 20, 2016; Revised: Oct. 18, 2017; Revised: Jan., 2019

STOUGHTON PUBLIC LIBRARY
POLICY ON EMPLOYMENT OF FAMILY MEMBERS AND CLOSE
RELATIVES ~ Approved 1-18-17

[The Policies Committee recommended 4-0 on 9/7/22 to rescind this policy in favor of the City of Stoughton's Nepotism Policy, also included in this packet]

I Purpose

To protect both employees and the Stoughton Public Library from unnecessary conflict of interest or the appearance of a conflict of interest. Persons employed by the Library before September 1, 2012 shall not have their employment affected because of the adoption of this policy. However, any future personnel transactions shall be governed by this policy.

II Definitions

For the purpose of this policy, family member or close relative includes: spouse, son, daughter, stepchild, father, mother, step parent, brothers and their spouses, sisters and their spouses, grandchildren, grandparents, spouse's parents or stepparents, spouse's brother, spouse's sister, or unrelated persons who are members of the employee's household.

III Policy

It is the policy of the Stoughton Public Library that a family member or close relative of a Library employee shall not be hired to work in any other position at the Library.

[This is stricter than the City's Nepotism Policy (see enclosed). HR Director AJ Gillingham recommends either revising this section or rescinding the library policy entirely and following City policy.]

It shall also be the policy of the Stoughton Public Library to prohibit from hiring for Library employment, a family member or close relative of any elected City official, City Department Head, or Library Board member.

If a family member or close relative of a present Library employee is elected to a City office, or becomes a City Department Head or Library Board member, there shall be no effect on the Library employee.

If currently employed Library staff become family members or close relatives, **and one of the employees in that relationship supervises the other or has the authority to evaluate or review employment decisions** for the other employee, then up to six months shall be allowed for one of the employees to find other employment and terminate employment with the Stoughton Public Library.

[This is inconsistent with the first paragraph of section III in which any close relative is barred from library employment regardless of whether the employee is subject to supervision/evaluation by their family member. Not clear if this was intentional.]

Employees and applicants are expected to disclose these relationships whenever they may come into existence. Failure to do so may lead to disciplinary measures.

Approved by Library Board 10-17-12

Revised 1-18-17

Nepotism Policy

1.0 Purpose

A member of the "immediate family" of a City employee shall not be employed by the City in a position if either individual would have authority with respect to the other employee to:

- hire promote, discipline, terminate or effectively recommend such actions
- direct, supervise, evaluate or financially audit the work of the other;
- determine or effectively recommend compensation and/or benefits;
- have access to confidential materials which would create the appearance of improper or inappropriate access to that material by the other; or
- would otherwise create the appearance of impropriety.

For the purpose of this section, "immediate family" includes: spouse, son, daughter, stepchild, father, mother, step parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law or individuals who reside at the employee's household.

2.0 Policy Details

When a prohibited working relationship arises after an individual is employed with the City, the employees will be given the opportunity to transfer to another department, if a position is available, or identify which employee shall resign from City employment. If the employees do not exercise their choice, the City will terminate one of the employees. Employees and applicants are expected to disclose these relationships to Human Resources & Risk Management whenever they may come into existence. Failure to do so may lead to discipline, up to and including termination.

If a prohibited working relationship arises after an individual is employed with the City because one employee has authority over an immediate family member as set forth above the City may continue to employ the two employees in their positions if the authority giving rise to the prohibited relationship can be delegated to another appropriate Supervisor or Department Head, if possible. The City shall have the sole authority to determine if any such alternative arrangement is possible or acceptable.

The City shall not hire an immediate family member, as defined above, of any elected City official or Department Head, Manager or Supervisor.

City employees who become aware that a City official or employee has attempted to seek an unfair advantage or unduly influence any person with hiring authority in the selection process for City employment shall immediately report that information to the Director of Human Resources & Risk Management.

This policy does not apply to the hiring of immediate family members for volunteer positions in the Volunteer Fire and EMS Departments or to the employment of seasonal workers. This policy shall not apply to City employees in their positions as of the date this policy becomes effective.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Council Approved

August 24, 2021

2023 DRAFT Library Calendar

Green = Open Sundays

Red = Holiday - CLOSED

Gold = Probable Staff In-service
CLOSED

Blue = Library Board Meetings

Pink = Other fed. Holiday - OPEN

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

March						
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April						
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23	24	25	26	27	28	29
30						

May						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
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				1	2	3
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25	26	27	28	29	30	

July						
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30	31					

August						
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27	28	29	30	31		

September						
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October						
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29	30	31				

November						
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19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Holidays 2023

Jan 1	New Year's Day	Jun 19	Juneteenth	Nov 11	Veterans Day
Jan 2	New Year's Day (observed)	Jul 4	Independence Day	Nov 23	Thanksgiving Day
Jan 16	Martin Luther King Day	Sep 4	Labor Day	Dec 25	Christmas Day
Feb 20	Presidents' Day	Oct 9	Columbus Day		
May 29	Memorial Day	Nov 10	Veterans Day (observed)		