

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, June 15, 2022

**TIME:** 6:30 P.M.



**STOUGHTON**  
PUBLIC LIBRARY  
*The heart of our community.*

**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.

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I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda \*

- A. Review/Approval of Minutes of May 18, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for May 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for June 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #8: Developing the Library Budget (enclosure)

IX. Director's Report

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

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

- A. Finance: did not meet. Should meet late-July to review 2023 operating budget
- B. Personnel: did not meet. Should meet soon for Director evaluation & other items
- C. Planning: did not meet. Will schedule next meeting soon
- D. Policies: did not meet. Will schedule next meeting soon

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

NONE

XIII. New Business

- A. Welcome to new trustee Elise Balzer
- B. Discussion and possible action regarding appreciation gift for former trustee Mike Vienneau\*

- C. Assignment of Committees (enclosure)
- D. Focus area #2 from 2022 board self-evaluation: Training and orientation
- E. Discussion and possible action regarding appointment of student trustee for 2022-2023 term \*

XIV. Pending Agenda Items

NONE

XV. Adjournment \*

NEXT REGULAR MEETING: July 20, 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 June 15, 2022



## XIII. New Business

- A. Welcome to new Library Board Trustee, Elise Balzer –** Trustee Elise Balzer will officially take her seat on the Board this month, having been appointed by Mayor Tim Swadley on May 24. Elise is serving out the remainder of a term following a resignation. Her term runs through April of 2024. President Ketterer will likely move this item to top of the agenda to allow for informal introductions.
- B. Discussion and possible action regarding appreciation gift for former trustee, Mike Vienneau \*** – At last month’s meeting, Vice President Meinholz reminded Board members that they had typically given a Chamber of Commerce gift certificate to departing trustees, and that they hadn’t done so for Mike Vienneau, whose third term on the Board ended in April. In the past, this parting gift has been a Chamberbucks gift certificate for \$25, purchased using undesignated gift funds. This is an action item because Board approval is required to expend those funds.
- C. Assignment of Committees (enclosure)** – After communicating individually with each trustee, President Ketterer has created a draft list of committee assignments for the 2022-2023 term which is included in this month’s packet. Committee assignments are the prerogative of the President, so if there are no requests for changes no further action is required. For each committee, a potential Chairperson has been identified, though the Chair will be officially elected by each committee at its first meeting. Details regarding committees can be found in the Board’s by-laws, Article IV, Section 1.
- D. Focus area #2 from 2022 board self-evaluation: Training and orientation**  
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 the packet for April 20, 2022.) This is the second of those focus areas. I will briefly review the resources that are available to trustees, both those from the State Department of Public Instruction and those compiled by me and former directors. I will also ask for suggestions for future Board In-service topics.

**E. Discussion and possible action regarding appointment of student trustee for 2022-2023 term\***- We received one application for the Student Trustee position on May 31, 2022. Since the ad hoc Student Trustee Committee no longer exists, I forwarded the application to all trustees to review individually. I met with the applicant in my office on June 1 for an interview, which I can summarize at the Board meeting. This is an action item. Potential courses of action include:

- Simply appoint the applicant to the position. There is the only application we have received thus far.
- Direct me to contact references and/or interview the applicant again to gain additional information.
- Reconstitute the ad hoc student trustee recruitment committee to contact references and/or interview the applicant yourselves.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, MAY 18, 2022, @ 6:30 P.M.  
HYBRID MEETING IN THE FIRE STATION  
TRAINING ROOM, 401 E. MAIN ST., AND VIA ZOOM.



PRESENT: Ken Axe, Dane County Representative; Trish Gates, Stoughton Area School District Representative; Teri LeSage; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett (remote); Erin Meinholz, Vice-President; Dayna Verstegen (remote)  
ABSENT: Amy Ketterer, President  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Teri LeSage

- I. CALL TO ORDER: 6:30 P.M. BY VICE-PRESIDENT ERIN MEINHOLZ
- II. REVIEW OF AGENDA  
MOTION TO MOVE ITEM XIII.C. TO THE TOP OF THE AGENDA Meilahn Bartlett SECOND: Verstegen VOTE: 5-0  
Meinholz also moved Item XIII.A. to the top of the agenda.
- III. NEW BUSINESS  
A. WELCOME TO NEW TRUSTEE TERI LESAGE

*[Ligocki arrived at 6:33 p.m.]*

- B. DISCUSSION AND POSSIBLE ACTION ON FILLING REMAINING BOARD VACANCY. Meilahn Bartlett presented for the ad-hoc recruitment committee.  
MOTION TO RECOMMEND ELISE BALZER TO THE MAYOR FOR THE VACANT BOARD SEAT: Meilahn Bartlett SECOND: Gates VOTE: 6-0
- IV. CONSENT AGENDA  
MOTION TO APPROVE: Gates SECOND: Ligocki VOTE: 6-0
- V. RECOGNITION OPPORTUNITIES. The Board signed a thank you card to Laura Mays and Taylor Harmel of Stoughton Health for coordinating two partnerships between Stoughton Health and the Library.
- VI. PUBLIC COMMENT PERIOD
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared thank you notes for Ostrander from girls in Girl Scout Troop 2044.

*[Axe arrived at 6:48 p.m.]*

- VIII. EDUCATION UPDATES: Meilahn Bartlett shared link to article "What the Heck Is Happening with Library Boards?"
- IX. BOARD IN-SERVICE: Ostrander gave a brief presentation about plans for the Summer Library Program.

*[Ostrander left at 7:00 PM].*

- X. DIRECTOR'S REPORT

- A. Statistics: Ramsey presented the statistics.
- B. Administration Report: Ramsey presented.
- XI. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet
  - C. Planning: did not meet
  - D. Policies: did not meet.
- XII. FRIENDS OF THE LIBRARY REPORT: Verstegen reported that Pie Place was a success. The next Friends fundraiser will be the book sale in the fall.
- XIII. OLD BUSINESS:
  - A. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY STAFF APPRECIATION. MOTION TO AUTHORIZE EXPENDITURE OF UP TO \$520 FROM UNDESIGNATED FUNDS FOR STAFF APPRECIATION: Axe SECOND: Gates VOTE: 7-0
  - B. DISCUSSION AND POSSIBLE ACTION REGARDING STUDENT TRUSTEE VACANCY Ramsey reported that there is a person interested in applying.
  - C. UPDATE ON OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY. Ligocki reported that the City has decided not to make Juneteenth a paid holiday. The City is, however, planning to participate in the Juneteenth celebration at Chorus Public House on June 19. The Library will also be participating.
- XIV. NEW BUSINESS
  - A. DISCUSSION OF BOARD SELF-EVALUATION FOCUS AREA 1: EFFICIENT USE OF MEETING TIME. The Board agreed that the introduction of the consent agenda has made meetings much more efficient. There was some discussion of setting an ending time or an optimal length of time for meetings. Meilahn Bartlett suggested that the Board needs to be sure committees are being used effectively. Ligocki agreed and suggested that the Library staff appreciation item should go to the Personnel Committee.
  - B. NOMINATION AND ELECTION OF 2022-2023 BOARD OFFICERS  
MOTION TO ELECT AMY KETTERER AS PRESIDENT: Meinholz SECOND: Gates VOTE 7-0  
MOTION TO ELECT ERIN MEINHOLZ AS VICE-PRESIDENT: Verstegen SECOND: Axe VOTE 7-0
  - C. DISCUSSION OF 2022-2023 COMMITTEE ASSIGNMENTS. Ramsey reminded Board members to contact Ketterer with their preferences.
  - D. APPROVE SENDING 2019 LIBRARY FOCUS GROUP REPORT TO CITY DEI TASKFORCE. Ligocki suggested also sending the DPI's Inclusion Checklist. MOTION: Meilahn Bartlett SECOND: Verstegen VOTE: 7-0
- XV. PENDING AGENDA ITEMS. Meinholz suggested that at the next meeting the Board should discuss ways of showing appreciation to former trustee Mike Vienneau
- XVI. ADJOURNMENT AT 7:59 PM  
MOTION TO ADJOURN: Gates SECOND: Ligocki VOTE: 7-0

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2022	NORMAL (ABNORMAL)	MONTH 05/31/2022	INCREASE (DECREASE)		
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	0.00	0.00	0.00
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00	0.00	249,429.00	0.00	0.00	249,429.00	0.00	100.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,952.00	0.00	15,952.74	0.00	0.00	(0.74)	0.00	100.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00	0.00	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	0.00	0.00	0.00
215-00000-46710	LIBRARY FEES	6,000.00	0.00	1,471.56	0.00	301.87	4,528.44	24.53	0.00
215-00000-46712	COPY MACHINE	3,700.00	0.00	957.88	0.00	202.55	2,742.12	25.89	0.00
215-00000-48110	INTEREST	0.00	0.00	27.63	0.00	20.38	(27.63)	100.00	0.00
215-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	646,350.00	0.00	646,350.00	0.00	0.00	0.00	100.00	0.00
215-00000-49228	TRANSFER IN FROM UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		921,431.00	664,759.81	664,759.81	524.80	256,671.19	72.14		
TOTAL REVENUES									
921,431.00		921,431.00	664,759.81	664,759.81	524.80	256,671.19	72.14		
Expenditures									
Dept 55110									
215-55110-50110	SALARIES	86,916.00	0.00	33,368.00	0.00	6,673.60	53,548.00	38.39	0.00
215-55110-50120	WAGES	413,759.00	0.00	149,703.24	0.00	29,725.20	264,055.76	36.18	0.00
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00	0.00	32,431.47	0.00	7,080.91	43,389.53	42.77	0.00
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	0.00	4,367.28	0.00	817.83	4,132.72	51.38	0.00
215-55110-50151	EMPLOYEE BENEFITS	75,001.00	0.00	27,576.77	0.00	5,528.48	47,424.23	36.77	0.00
215-55110-50152	HEALTH INSURANCE	104,973.00	0.00	46,824.45	0.00	9,364.89	58,148.55	44.61	0.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	500.00	65.14	65.14	0.00	13.06	434.86	13.03	0.00
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	381.37	381.37	0.00	138.09	1,218.63	23.84	0.00
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	201.00	201.00	0.00	0.00	(1.00)	100.50	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	19,600.00	5,087.36	5,087.36	0.00	1,294.17	14,512.64	25.96	0.00
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	3,841.24	3,841.24	0.00	497.58	1,658.76	69.84	0.00
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,280.68	1,280.68	0.00	164.90	619.32	67.40	0.00
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	983.06	983.06	0.00	356.70	8,016.94	10.92	0.00
215-55110-50289	TECHNOLOGY COSTS	53,600.00	50,211.96	50,211.96	0.00	39.00	3,388.04	93.68	0.00
215-55110-50300	MISC EXPENSES	500.00	235.44	235.44	0.00	11.87	264.56	47.09	0.00
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	2,351.68	2,351.68	0.00	314.17	2,148.32	52.26	0.00
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	150.00	150.00	0.00	0.00	450.00	25.00	0.00
215-55110-50326	PERIODICALS	5,200.00	3,765.74	3,765.74	0.00	0.00	1,434.26	72.42	0.00
215-55110-50327	E-RESOURCES	9,700.00	9,634.99	9,634.99	0.00	0.00	65.01	99.33	0.00
215-55110-50328	AUDIO VISUAL	11,000.00	2,758.55	2,758.55	0.00	640.56	8,241.45	25.08	0.00
215-55110-50329	BOOKS	50,000.00	19,180.95	19,180.95	0.00	4,215.08	30,819.05	38.36	0.00
215-55110-50340	OPERATING EXPENSES	4,500.00	1,151.83	1,151.83	0.00	227.62	3,348.17	25.60	0.00
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	7.19	7.19	0.00	0.00	192.81	3.60	0.00
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	2,669.99	2,669.99	0.00	670.89	2,130.01	55.62	0.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00	323.05	323.05	0.00	0.00	(323.05)	100.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00	0.00	0.00	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	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE		% BGT USED
		AMENDED BUDGET	NORMAL			NORMAL (ABNORMAL)	USED	
Fund 215 - LIBRARY FUND								
Expenditures								
Total Dept 55110		948,170.00		398,552.43	67,774.60	549,617.57		42.03
TOTAL EXPENDITURES		948,170.00		398,552.43	67,774.60	549,617.57		42.03
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		921,431.00		664,759.81	524.80	256,671.19		72.14
TOTAL EXPENDITURES		948,170.00		398,552.43	67,774.60	549,617.57		42.03
NET OF REVENUES & EXPENDITURES		(26,739.00)		266,207.38	(67,249.80)	(292,946.38)		995.58



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	327,975.59
215-00000-11102	US BANK - CC	2,624.54
<b>Total Assets</b>		<b>330,600.13</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
215-00000-39000	FUND BALANCE	64,392.75
<b>Total Fund Balance</b>		<b>64,392.75</b>
<b>Beginning Fund Balance</b>		<b>64,392.75</b>
<b>Net of Revenues VS Expenditures</b>		<b>266,207.38</b>
<b>Ending Fund Balance</b>		<b>330,600.13</b>
<b>Total Liabilities And Fund Balance</b>		<b>330,600.13</b>

GL NUMBER	DESCRIPTION	2022	AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/2022	AVAILABLE BALANCE	% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>							
<b>Revenues</b>							
Dept 00000 - REVENUE							
217-00000-48110	INTEREST	50.00	161.30	103.97	(111.30)	322.60	
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	46,811.49	33,639.01	13,188.51	78.02	
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	
<b>Total Dept 00000 - REVENUE</b>		<b>60,050.00</b>	<b>46,972.79</b>	<b>33,742.98</b>	<b>13,077.21</b>	<b>78.22</b>	
<b>TOTAL REVENUES</b>		<b>60,050.00</b>	<b>46,972.79</b>	<b>33,742.98</b>	<b>13,077.21</b>	<b>78.22</b>	
<b>Expenditures</b>							
Dept 55110							
217-55110-50500	DESIGNATED	50,000.00	28,118.92	11,019.45	21,881.08	56.24	
217-55110-50501	UNDESIGNATED	0.00	253.89	0.00	(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	
<b>Total Dept 55110</b>		<b>50,000.00</b>	<b>28,372.81</b>	<b>11,019.45</b>	<b>21,627.19</b>	<b>56.75</b>	
<b>TOTAL EXPENDITURES</b>		<b>50,000.00</b>	<b>28,372.81</b>	<b>11,019.45</b>	<b>21,627.19</b>	<b>56.75</b>	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>							
<b>TOTAL REVENUES</b>		<b>60,050.00</b>	<b>46,972.79</b>	<b>33,742.98</b>	<b>13,077.21</b>	<b>78.22</b>	
<b>TOTAL EXPENDITURES</b>		<b>50,000.00</b>	<b>28,372.81</b>	<b>11,019.45</b>	<b>21,627.19</b>	<b>56.75</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>10,050.00</b>	<b>18,599.98</b>	<b>22,723.53</b>	<b>(8,549.98)</b>	<b>185.07</b>	
<b>TOTAL REVENUES - ALL FUNDS</b>							
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>981,481.00</b>	<b>711,732.60</b>	<b>34,267.78</b>	<b>269,748.40</b>	<b>72.52</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>998,170.00</b>	<b>426,925.24</b>	<b>78,794.05</b>	<b>571,244.76</b>	<b>42.77</b>	
		<b>(16,689.00)</b>	<b>284,807.36</b>	<b>(44,526.27)</b>	<b>(301,496.36)</b>	<b>1,706.56</b>	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	108,188.27
217-00000-11102	US BANK - CC	805.56
217-00000-11302	WISC INVESTMENT FUND	197,492.59
<b>Total Assets</b>		<b>306,486.42</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-34000	FUND BALANCE-DESIGNATED	120,631.25
217-00000-34700	RESERVED BUILDING FUND	128,576.20
217-00000-34800	RESERVED: FUNDRAISING ACCT	26,220.44
217-00000-39000	FUND BALANCE-UNDESIGNATED	12,458.55
<b>Total Fund Balance</b>		<b>287,886.44</b>
<b>Beginning Fund Balance</b>		<b>287,886.44</b>
<b>Net of Revenues VS Expenditures</b>		<b>18,599.98</b>
<b>Ending Fund Balance</b>		<b>306,486.42</b>
<b>Total Liabilities And Fund Balance</b>		<b>306,486.42</b>

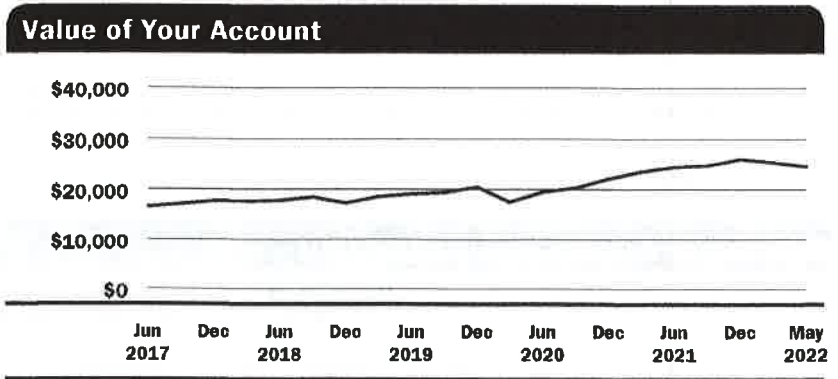
Stoughton Area Comm Foundation

**Track your goals on the go**

We're here for you even when you're away. Stay connected with your Edward Jones team and your Edward Jones goals and accounts - anytime, anywhere - with our app. Download it from your favorite app store or visit [edwardjones.com/app](http://edwardjones.com/app) to learn more.

**Corporate - Select**  
**Portfolio Objective - Account: Balanced Toward Growth**

Account Value	
<b>\$24,433.66</b>	
<b>1 Month Ago</b>	\$23,937.39
<b>1 Year Ago</b>	\$24,375.80
<b>3 Years Ago</b>	\$18,309.74
<b>5 Years Ago</b>	\$16,439.00



Value Summary		
	This Period	This Year
Beginning Value	\$23,937.39	\$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	496.27	-1,640.85
<b>Ending Value</b>	<b>\$24,433.66</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://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
	-3.43%	-6.31%	0.35%	9.33%	7.78%

**2022 EXPENDITURES: FUND 215**  
**JUNE**

MOVED: \_\_\_\_\_

SECONDED: \_\_\_\_\_

VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
05/31/22	06/15/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 1.84
05/31/22	06/15/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 6.32
05/31/22	06/15/22	50211	Baker & Taylor CH329	fuel surcharge	\$ 1.70
06/01/22	06/15/22	50211	Ingram	fuel surcharge	\$ 25.00
05/20/22	JR prepaid PC	50212	WLA	WLA052022REN	\$ 100.00
05/25/22	06/15/22	50212	SCLS	SCLS052522JR	\$ 12.00
05/25/22	JR prepaid PC	50212	WLA	WLA052522RB	\$ 50.00
06/06/22	06/15/22	50221	Alliant Energy	AE 060622	\$ 218.84
05/17/22	06/15/22	50240	Gordon Flesch	GF051722copier2	\$ 92.83
06/03/22	06/15/22	50240	Gordon Flesch	GF060322copier1	\$ 203.67
05/06/22	CS prepaid PC	50250	Walmart	WM 050622 250	\$ 32.91
05/15/22	JR prepaid PC	50289	Zoom	ZM 051522 tech	\$ 158.15
05/28/22	JR prepaid PC	50289	Donor Tools	DON052822TECH	\$ 39.00
06/03/22	06/15/22	50289	Bluum	BLU060322kiosk	\$ 375.00
06/15/22	CITY prepaid	50300	Stoughton, City of	STO061522sales	\$ 11.14
05/10/22	CS prepaid PC	50313	Gemini Games	GG051022SLPTE	\$ 61.88
05/11/22	SB prepaid PC	50313	Amazon	AZ 051022 SLP	\$ 334.29
05/11/22	CS prepaid PC	50313	Interstate Books4School	IB051122SLPTE	\$ 126.26
05/13/22	SB prepaid PC	50313	Amazon	AZ 051322 CCB	\$ 80.94
05/16/22	SB prepaid PC	50313	Amazon	AZ 051322 CC	\$ 23.97
05/17/22	SB prepaid PC	50313	Amazon	AZ 051622 CC	\$ 201.79
05/24/22	SB prepaid PC	50313	Amazon	AZ 052422 CC	\$ 39.53
05/30/22	SB prepaid PC	50313	Amazon	AZ 052822 CC	\$ 23.92
05/30/22	SB prepaid PC	50313	Amazon	AZ 052822 CC	\$ 5.99
05/19/22	06/15/22	50328	Findaway	FA040422ABCD	\$ 175.97
05/31/22	SB prepaid PC	50328	Amazon	AZ052722JDVD	\$ 14.95
05/31/22	SB prepaid PC	50328	Amazon	AZ052722JDVD	\$ 20.99
05/31/22	06/15/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 264.74
06/01/22	06/15/22	50328	Ingram	AD/TE materials	\$ 163.87
05/25/22	06/15/22	50329	Rosen Publishing	ROS041422AN	\$ 478.09
05/31/22	06/15/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 631.33
05/31/22	06/15/22	50329	Baker & Taylor CH329	CH materials	\$ 171.21
06/01/22	06/15/22	50329	Ingram	CH materials	\$ 887.84
06/01/22	06/15/22	50329	Ingram	AD/TE materials	\$ 1,870.12
05/08/22	SB prepaid PC	50340	Goodwill	GW 050822 OS	\$ 3.99

05/12/22	SB prepaid PC	50340	Amazon	AZ 051122 OS	\$ 29.96
05/18/22	06/15/22	50340	SCLS	SCLS051822OS	\$ 286.61
05/20/22	SB prepaid PC	50340	Amazon	AZ 052022 OS	\$ 48.88
05/24/22	SB prepaid PC	50340	Amazon	AZ052422OSFB	\$ 32.45
05/31/22	SB prepaid PC	50340	Amazon	AZ 052722 OS	\$ 48.99
06/01/22	SB prepaid PC	50340	Amazon	AZ 060122 OS	\$ 9.99
05/17/22	SB prepaid PC	50342	Amazon	AZ 051722 LS	\$ 15.49
05/20/22	SB prepaid PC	50342	Amazon	AZ 051722 LS	\$ 19.66
05/31/22	06/15/22	50342	Baker & Taylor AD217BK	processing	\$ 7.40
05/31/22	06/15/22	50342	Baker & Taylor AD329	processing	\$ 26.64
06/01/22	06/15/22	50342	Ingram	processing	\$ 142.74
05/25/22	06/15/22	50810	EBI	EBI 052522	\$ 1,543.58
06/01/22	SB prepaid PC	50820	Amazon	AZ060122OS820	\$ 52.96

**2022 EXPENDITURES: FUND 217  
JUNE**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
06/01/31	06/15/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 87.06			
05/08/22	SB prepaid PC	Amazon	AZ 050622 B MM	Bryant	program	\$ 36.48			
05/13/22	CS prepaid PC	Ingleside Hotel	ING 051322 B TRN	Bryant	training	\$ 228.00			
05/24/22	06/15/22	Key Code Media	KCM 052422 switcher	Bryant	Carnegie	\$ 9,568.00			
05/25/22	SB prepaid PC	Amazon	AZ052522STAFF	Leyda	gift	\$ 40.00			
05/25/22	AB prepaid PC	Dune	DU052522SUNSHINE	Sunshine	gift	\$ 55.50			
05/25/22	CS prepaid PC	Walmart	WM 052522 FOLTE	FoL	program	\$ 141.82			
05/26/22	CS prepaid PC	Hobby Lobby	HL 052622 FOLTE	FoL	program	\$ 104.90			
05/26/22	CS prepaid PC	Hobby Lobby	HL 052622 TAC	Bryant	program	\$ 55.41			
05/26/22	CS prepaid PC	Interstate Books4S	IB 052622 FOLTE	FoL	program	\$ 65.12			
05/26/22	06/15/22	kanopy	KA 052622	KAN	eRes	\$ 2,000.00			
05/26/22	06/15/22	Schneider, Mike	MS 062522 polka	Sunday	program	\$ 700.00			
05/27/22	06/15/22	EBI	EBI 121621 B FF	Bryant	furniture	\$ 634.36			
05/29/22	AB prepaid PC	New York Times	NYT 052922 selsor	Selsor	subscription	\$ 56.00			
05/30/22	CS prepaid PC	Walmart	WM 053022 FOLTE(1)	FoL	program	\$ 22.16			
05/30/22	CS prepaid PC	Walmart	WM 053022 FOLTE(2)	FoL	REFUND	\$ (31.97)			
05/31/22	06/15/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 184.19			
06/01/22	AB prepaid PC	Fosdal Home Bake	FOS 060122 sunshine	Sunshine	doughnuts	\$ 12.00			
06/01/22	06/15/22	Ingram	AD materials	REPL	books	\$ 347.12			
06/01/22	06/15/22	Ingram	AD materials	Lucky Day	books	\$ 17.36			
06/01/22	06/15/22	Ingram	TE materials	FoL	program	\$ 209.52			
06/08/22	CS prepaid PC	My Mystery Party	MP 060822 FOLTE	FoL	program	\$ 527.69			
06/10/22	06/15/22	Strutz, Curt	CS 062322	SCLS	program	\$ 350.00			

# Developing the Library Budget

# 8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

## The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

## Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

### In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology



Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

## **Desirable Budget Characteristics**

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

## **Terms and Distinctions**

### **Line item and program budgets**

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

### **Operating vs. capital costs**

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

### **Income vs. expenditures**

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

## Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

## Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

## Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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## Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

<b>Operating Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
<b>Operating Income Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Operating Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
<b>Operating Expenditures Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Capital Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

<b>Capital Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
<b>Capital Expenditures Total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

<b>Total of All Expenditures</b>	<b>\$ 69,000</b>	<b>\$ 71,000</b>	<b>\$ 72,000</b>
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\*State law requires that all information-providing public library services be provided free of charge. (See *Trustee Essential #8: Developing the Library Budget* for details.)



# STOUGHTON PUBLIC LIBRARY

**CHECKOUTS**

MO.					2022			2021-2022	
	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				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	51,388	15,958	19,136	86,482	-50.00%
AVG	18,686	17,721	10,606	14,414	10,278	3,192	3,827	17,296	20.00%

**COMPUTER USE**

MO.					2022 COMPUTER LOGINS BY TYPE				2022		2021-22
	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					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	1,236	2,865	138	0	4,239	-67.09%	
AVG	2,003	2,149	2,149	1,073	247	573	28	0	848	-21.02%	

STOUGHTON PUBLIC LIBRARY STATISTICS, MAY 2022

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**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		-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	41,154	-59.61%
AVG	9,889	9,413	4,551	8,492	8,231	-3.07%

**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		-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	27,061	-58.47%
AVG	7,063	6,468	3,136	5,430	5,412	-0.33%

**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		-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	8,134	-46.46%
AVG	15,833	16,517	4,102	1,266	1,627	28.49%

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

**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	7,100	
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.

**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		-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	32,237	-13.94%
AVG	10,823	10,164	1,980	3,122	6,447	106.54%

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		-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	20,690	-57.41%
AVG	7,485	7,902	7,266	4,049	4,138	2.21%

Programming Statistics  
for May 2022

		May Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
5/1/2022	Carnegie Room	Art of Tidying (Trista Dunlap + AB)				10		
5/3/2022	East Side Park	Story Time (MO) CANCELLED	--					
5/3/2022	Zoom	Star Wars Fun! (MO)		35				
5/4/2022	Zoom	Graphic Novel Book Club (MO)		3				
5/4/2022	Carnegie Room	The Foundation (Richard)				4		
5/5/2022	Green Art Pottery	Teen Pottery Field Trip (CS)			14			
5/5/2022	Fire Station	Adult Craft Club (SB, AH)				19		
5/10/2022	East Side Park	Story Time (MO)	42					
5/10/2022	Zoom	Chapters Book Club (MO)		5				
5/11/2022	Zoom	Pokemon Club (MO)		6				
5/12/2022	Carnegie Room	Thursdays With Murder (AB)				8		
5/17/2022	East Side Park	Story Time (MO)	45					
5/18/2022		Outreach ST: Martin Luther 9:45am	37					
5/18/2022		Outreach ST: Martin Luther 1:00pm	22					
5/18/2022	Facebook	Paper Plate Sundails (MO)		15				
5/23/2022	Carnegie Room	Advance Directive (Jean Ligocki + AB)				6		
5/23/2022	Learning Tree	Outreach ST (MO)	45					
5/23/2022	Headstart	Outreach ST (MO)	8					
5/24/2022	East Side Park	Story Time (MO)	35					
5/24/2022	Carnegie Room	Page Turners (AB)				6		
5/25/2022	Zoom	Food Lab: Oreos (MO)		30				
5/25/2022	Senior Center	Page Turners (AB)				4		
5/26/2022	Stoughton Yoga	Teen Yoga Field Trip (CS) (canceled--no			--			
5/26/2022	Carnegie Room	St. Ann's Field Trip (MO)		45				
5/31/2022	2nd floor	One on one assistance (Libby, Kanopy,				2		
			<b>234</b>	<b>139</b>	<b>14</b>	<b>49</b>	<b>0</b>	

		May Self-Directed		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
5/2/2022	2nd floor	Teen Art Cart (CS)			10			
5/4/2022	2nd floor	Teen Art Cart (AB)			10			
5/7/2022	1st and 2nd floor	Free Comic Book Day (all ages)					65	

Programming Statistics  
for May 2022

5/7/2022	1st Floor	DIY Superhero Memory Game		32			
5/4-5/13	1st and 2nd Floor	Syttende Mai Coloring Pages (all ages)					60
5/9/2022	2nd floor	Teen Art Cart (CS)			10		
5/11/2022	2nd floor	Teen Art Cart (AB)			12		
5/16/2022	2nd floor	Teen Art Cart (CS)			6		
5/18/2022	2nd floor	Teen Art Cart (AB)			5		
5/23/2022	2nd floor	Teen Art Cart (CS)			6		
5/25/2022	2nd floor	Teen Art Cart (AB)			6		
5/31/2022	2nd floor	All ages Sticker Mural					30
			<b>0</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>155</b>



# Director's Report

June 15, 2022



## Library news:

- On May 16 I met with representatives from the Stoughton Wellness Coalition, Public Health of Madison & Dane County, 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 reverse the effects of an opioid overdose. More information is available at [wisconsinvoicesforrecovery.org/naloxzone/](http://wisconsinvoicesforrecovery.org/naloxzone/). Approval of a Memorandum of Understanding from Wisconsin Voices for Recovery should be an action item on next month's agenda. After that is signed, we will move forward with installation.
- Directors from libraries throughout our seven-county South Central Library System met in person for the first time in over two years at the quarterly All Directors Meeting on May 19 at Olbrich Gardens on Madison's east side. Topics of discussion included:
  - A vote on the issue of multi-part DVD sets was held. The overwhelming majority voted to begin packaging DVD sets as single items beginning on September 1. This issue had been studied for the better part of the year by a workgroup on which our Technical Services Supervisor Sarah Bukrey served. (Currently, multidisc DVD sets are divided into a separate bibliographic record for each disc in the set, e.g., "Star Trek, Season 1, Disc 1"). Because all SCLS libraries share an online catalog, (LINKcat) this decision must apply to all libraries. Existing DVD sets will remain divided by disc, but may be retroactively re-cataloged as time and resources allow.
  - Vicki Teal-Lovely, Technology Services Coordinator, previewed the 2023 SCLS Technology budget and the its impact on the overall system budget. The Technology budget determines the size of each



library's payment to SCLS for technology infrastructure, network services, PC support, and maintenance of the Integrated Library System (ILS) that includes LINKcat. (In 2022, we paid \$47,384 to SCLS for technology fees. Aside from materials expenditures, this is our largest non-personnel expense.) In spite of skyrocketing costs, SCLS should be able to avoid large increases in fees, thanks in part to grant funds, cash reserves, and additional revenue from new libraries joining LINKcat. SCLS will send proposed 2023 fees to member libraries on July 15; library directors will vote on them at the All Directors meeting on July 21.

- A vote was held on whether or not to contribute additional funds for Overdrive Advantage, the program in which SCLS libraries purchase additional copies of digital eBooks and audio books to meet increasing demand. (Additional "copies" of downloadable titles purchased through Advantage fill holds for SCLS patrons before being available to users in the rest of the state.) SCLS's total contribution to Advantage, \$20,000, has not increased for some time. (Our library's share last year was \$461.) Most directors voted in favor of maintaining the amount, but ultimately the vote fell shy of the required 3/4 majority required to pass. Another vote, with options to decrease or increase the total amount, will be taken at a special meeting on June 15.
- On May 24, City Council discussed the process for allocating the \$1.37 million in American Rescue Plan Act (ARPA) funds received from the federal government. (Funds were disbursed to cities in two equal payments in 2021 and 2022.) Council decided to hold at least one additional Committee of the Whole meeting at date yet to be determined in which city departments will present their project proposals and the Council would decide which to fund. As you know, we are requesting approximately \$30,000 in improvements to the vacant lot behind the library at 216 E. Jefferson St. to create an outdoor programming space. I have also requested that the library be included in a project to upgrade HVAC systems in city buildings to improve ventilation. Both of these projects were favorably received at the initial ARPA Committee of the Whole meeting in June, 2021. To date, the City has allocated \$235,000 of the total--\$110,000 to Stoughton Utilities for lead service replacements and \$125,000 in matching funds to the Stoughton Innovation Center.
- I'm pleased to report we received a grant from the Bryant Foundation on May 23 for the full amount we requested. The largest project this grant will fund is a major upgrade to the AV system in the Carnegie Room to allow for hybrid, livestreamed meetings and programs (see below). As in

past years, other funds will be used to augment our materials and programming budgets, including additional funding for teen programming and the creation of a new “Lucky Day” browsing collection for young readers. I speak for the entire staff when I say that we are incredibly grateful to the Foundation for their continued support. In keeping with the Foundation’s wishes, we will not issue a press release thanking them. I did, however, send a formal thank you letter along with the documents acknowledging the receipt of the funds.

- City of Stoughton IT staff have received all of the equipment for the AV upgrade to the Carnegie Room. (This equipment was purchased thanks to a grant from the Bryant Foundation.) Installation is scheduled for June 16 & 17 with staff training on the new equipment to follow. Included are two PTZ cameras, a whole-room microphone array, a new digital projector, and a switcher to control the cameras for livestreaming events. This new hardware will also allow the Board to conduct hybrid meetings at the Library!
- Library staff will again participate in the Juneteenth Celebration on Sunday, June 19<sup>th</sup>, at the Chorus House on Main St. The event is sponsored by Eyes of Hope, Mosaicos, and The Undivided in partnership with Families for Equity and the Stoughton DEI Task Force. I will be there that afternoon serving ice cream and helping out wherever I’m needed. Cynthia Schlegel, our Teen Services Library Assistant, will be on hand with prizes and information about library programming.
- I mentioned at the last meeting that we had been dealing with some behavior issues recently from a small number of middle school-aged students and young teens. Unfortunately, we had to temporarily suspend the library privileges of three individuals involved in a fight which took place on the 2<sup>nd</sup> floor during the Syttende Mai festival on Saturday, May 14. Temporarily suspending someone’s library privileges isn’t a step we take lightly, especially for young people, but we needed to communicate that any level of violence is unacceptable. In recent weeks, I have stepped up my presence in the building during the after-school hours of 3:30 – 5:30, and this seems to have helped. The kids in our community have been endured so much disruption and uncertainty over the past two



years. Our goal is to make them feel welcome while communicating realistic expectations and offering reasonable, measured corrections when they fall short of those expectations.

- I spent time this month preparing documentation to send to City Finance Director Dave Ehlinger for the Library's 2023 Capital Improvement Projects budget. The CIP budget is separate from the operating budget, and typically includes larger projects and expenditures for durable goods. These projects are mostly funded by borrowing or by outlays from the City's General Fund. City Council will review the 2023 CIP Budget requests from departments at a series of three meetings in September. I will be proposing 3 items for the 2023 Library CIP Budget. (I presented these at the April Library Board meeting):
  - \$7,000 for replacement of computers & peripherals
  - \$3,000 for replacement of furniture and fixtures
  - \$10,000 for cabinets and countertops in the Carnegie Room
- I attended the bi-monthly meeting of Wisconsin Library Association's Library Development & Legislation Committee on May 20. The main topics of discussion were how to include funds for Recollection Wisconsin, a statewide digital local history repository in which Stoughton participates, in the 2023-2025 biennial state budget. The organization has relied exclusively on grant funding until now, but we feel a strong case can be made for state funding for this critical piece of memory infrastructure. We also discussed intellectual freedom as it relates to proposed legislation concerning minors' access to "harmful materials" in school and public libraries. WLA's lobbyist has already met with our library supporters in the legislature to make the Association's position clear and learn what other legislation may be coming down the pike.
- I have completed annual performance appraisals for all 5 staff members I directly supervise.

### **Stoughton Area Community Foundation Fund Report**

The report for the period Apr 30 – May 27 shows an increase in value of \$496.27 to the account because of market conditions. The overall value of the account as of May 27 is \$24,433.66.

## Youth Services (from Mary Ostrander)



- The Children’s Department has a ton of events and activities planned for the summer and can’t wait to get started. The theme of this year’s summer library program is **“Oceans of Possibilities.”**
- Spring Story Times ended strong at East Side Park in May. Story Times begin again June 14 on Tuesdays at East Side Park and Wednesdays at Nordic Ridge Park.
- 45 kindergarten, first, and second graders from St. Ann’s visited the library on May 26. Staff presented on the Summer Reading Program and gave a tour. Kids who didn’t already have a library card turned forms in the week before so everyone was able to check out a book as well.
- The picture book reorganization is finished. Books that were checked out during the relabeling project will be routed to Youth Services staff as they are returned. Staff members at the Children’s service desk have commented that recommending picture books or locating titles on a particular subject—what we in the library world call “reader’s advisory”—is much easier now!
- Diane did an awesome job decorating the Children’s Area for the Summer Reading Program!
- Jane is working on gathering teen volunteers to help at children’s events throughout the summer.
- **Mary visited all the elementary schools in Stoughton to talk about Summer Reading Programs.** She saw over 1,000 kids during her visits to all three schools.
- Mary visited the Learning Tree for an outreach story time. She will continue visiting them throughout the summer.



### Tech Services & Technology News (from Sarah Bukrey)

- Sarah attended South Central Library System's Linking User Group on May 24. The Linking User Group discusses issues related to cataloging and technical services.
- Amy and Sarah are finalizing the next slate of Craft Club offerings. The **June Craft Club** attendees made pins, barrettes and pendants using plastic resin



- 17 people attended at Fire Station Training Room.
- The Children's Picture Book Neighborhood relabeling project is complete. TS staff and volunteers are currently relabeling the adult/teen graphic novel collection. Currently it is about half done. Call numbers for this collection are being converted to reflect the title and/or main character of the book instead of the Dewey number and first 3 letters of the author's name, which should make browsing easier for patrons.
- Sarah worked with SCLS IT staff to identify and relabel data ports that had been incorrectly labeled. She also added a wireless card to the PC attached to the microfilm machine on the Mezzanine. Patrons working on genealogy can now access library databases and LINKcat on that PC.

- New volunteer Mack Naber started working last month in Technical Services. He plans to volunteer through this month and then return in September.
- Zi Wei, Sarah and our volunteers worked on purchasing, receiving, cataloging and processing for all the items this month! 554 items were added in May.

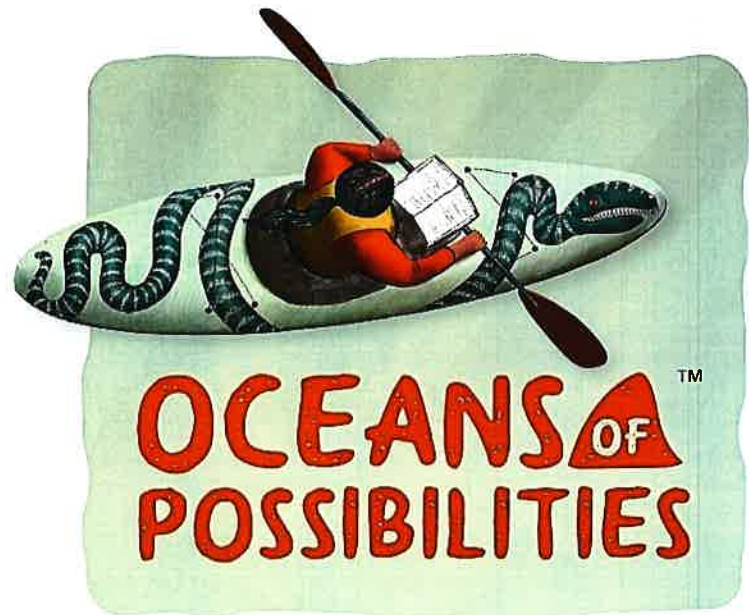
### **Circulation Services** (from Robin Behringer)

- Robin attended WLA's Support Staff & Circulation Services (SSCS) one-day virtual conference on May 26. This year's theme was "Live Well, Serve Well: Rediscovering Your Passion for Service." Topics included compassion resilience and handling challenged books.
- Valerie P. accepted the Shelver position offer. Valerie has previously worked for the Library as a Shelver and we're excited to welcome her back to the team. Another Shelver will be leaving at the end of July, so Robin is preparing to make an offer to an additional candidate soon.

### **Adult & Teen Services** (from Amanda Bosky)

- Amanda attended a webinar on the new internet filtering software coming our way soon called Untangle. Amy and Amanda attended a webinar about the Affordable Connectivity Program which provides discounted high-speed internet service for lower-income families.
- Amy continues to find new community connections and strengthen/re-establish existing ones through her work with Joining Forces for Families (JFF) and the Stoughton Area Resource Team (START). We appreciate her commitment and her excellent communication skills which inform the wider community what the library is doing, as well as help library staff connect patrons with vital community resources.
- Cynthia received a scholarship from SCLS to attend the Wisconsin Association of Public Libraries (WAPL) conference May 11-13 at the Ingleside Hotel in Pewaukee. She got to meet a lot of fellow Teen Services library folks from around the state, and was especially intrigued by all the great ideas for providing community outreach.
- Be sure to check out the Teen Art Display on the art rails on the top floor—all pieces created by teens, hung by Cynthia. Some pieces were made during our Art Cart afternoons in April and May, which are drop-in times to use our supplies to make masterpieces.

- Many thanks to Jean Ligocki for hosting an Advance Directive workshop at the library in May. 4 people learned about Advance Directive paperwork for healthcare decisions and were able to fill it out and get it witnessed.
- Megan O’Keefe’s internship is coming to an end. She’ll be here Wednesday afternoons through the end of June. It takes a village—many thanks to Amy, Cynthia, and Jim for teaching her about community outreach, teen programming, and grant writing.
- Amanda has started working with new library substitute Patricia, training her to cover the 2<sup>nd</sup> floor Information desk.
- The **Summer Library Program** began on June 1. We have many incentives, grand prizes, and free books for teens and adults. We’re focusing on face-to-face interactions with teens this summer, getting to know them again after the pandemic-induced social isolation of the last two years. And check out the beautiful undersea decorations on the top floor, thanks to Cynthia and several teen volunteers!



**Looking Back** from *The Stoughton Hub* from **October 24, 1902**

The library board would respectfully call the attention of those who have subscribed to the library and whose subscriptions are not paid, to kindly hand in their subscription. Quite a little sum of money is required from time to time to fill in new books. The patronage is increasing, and it is with pleasure we note this, hence the need of more books. Hoping those knowing themselves indebted to the library, and others who feel they want to help along a noble cause, will comply with this request.

E. Drotning  
Pres. Library Board.



# STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES



## **2022-2023 COMMITTEE ASSIGNMENTS**

**FINANCE:** Erin Meinholz (chair), Teri LeSage, Sharon Meilahn Bartlett

**PERSONNEL:** Trish Gates (chair), Ken Axe, Amy Ketterer

**PLANNING:** Sharon Meilahn Bartlett (chair), Jean Ligocki, Teri LeSage, Student Trustee

**POLICIES:** Ken Axe (chair), Erin Meinholz, Dayna Verstegen, Elise Balzer

**FRIENDS OF THE LIBRARY LIAISON:** Dayna Verstegen