

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, July 20, 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 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 June 15, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for June 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for July 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation by Jerry Wendt, President, Stoughton Area Community Foundation (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: will meet late-summer/early-fall to review operating budget
- B. Personnel: met on 7/7/22 (enclosure) \*\*
- C. Planning: scheduled to meet on July 19
- D. Policies:

XI. Friends of the Library Report

XII. Old Business

- A. NONE

XIII. New Business

- A. Discussion and possible action regarding 2023 Personnel Requests \* (enclosure)  
*(Personnel Committee recommended 3-0 on 7/7/22)*
- B. Instructions to Board from Personnel Committee regarding annual Director evaluation
- C. Discussion and possible action on Memorandum of Understanding between Stoughton Public Library and Wisconsin Voices for Recovery regarding placement of NaloxZone emergency box in library \* (enclosure)
- D. Presentation of preliminary 2023 operating budget by Library Director (enclosure)

XIV. Pending Agenda Items

XV. Adjournment \*

NEXT REGULAR MEETING: August 17, 2022

*An \* indicates an action item.*

*\*\*The committee may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

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  
 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  
 Siri Vienneau, Student Representative

*Finance:* LeSage, Meilahn Bartlett, Meinholz  
*Personnel:* Axe, Gates, Ketterer  
*Planning:* LeSage, Ligocki, 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 July 20, 2022



## X. Committee Reports

**B. Personnel - met on 7/7/22 (enclosure) \*\*** - The Personnel Committee will give their report on their meeting on July 7. Board approval of the two personnel requests for 2023 are a separate action item under **XIII. New Business**. At the meeting, the Committee entered into closed session per State Statute 19.85(1)(c). If necessary, the Board may move into closed session to discuss the Committee's report.

## XIII. New Business

- A. Discussion and possible action regarding 2023 Personnel Requests \* (enclosure) (Personnel Committee recommended 3-0 on 7/7/22)** – This is an action item requesting that the Board approve the two personnel requests for 2023 recommended by the Board's Personnel Committee on July 7: 10 additional hours for the Library Circulation Supervisor and the creation of a part-time Library Assistant position in Adult Services. If approved, the requests will be sent to Human Resources Director AJ Gillingham, who will provide cost estimates. The requests will be considered by the City Council Personnel Committee as part of the 2023 Operating Budget process.
- B. Instructions to Board from Personnel Committee regarding annual Director evaluation** – The Board's Personnel Committee is working to complete the annual evaluation of the Library Director in the coming weeks. The Committee will instruct trustees in providing feedback on the performance of the Director and provide the necessary forms.
- C. Approval of Memorandum of Understanding between Stoughton Public Library and Wisconsin Voices for Recovery \* (enclosure)** – This document outlines the obligations of both parties, the Stoughton Public Library and Wisconsin Voices for Recovery, a UW-Madison Dept. of Family Medicine and Community Health program, for the placement of a NaloxZone box in the library's building. (The wall-mounted box contains 2 doses of naloxone nasal spray, 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)). I will be the designated

agency staff member described in Exhibit A, though training in administering the naloxone nasal spray will be provided to any interested staff members. After this MOU is approved and signed, we will move forward with installation of the box above the drinking fountains, near the restrooms on the first floor.

- D. Presentation of preliminary 2023 Operating Budget (enclosure)** – I will present an early draft of the Library’s 2023 Operating Budget. At this stage, the budget contains only non-personnel costs (about 20% of our operating budget).

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, JUNE 15, 2022, @ 6:30 P.M.  
HYBRID MEETING IN THE FIRE STATION  
TRAINING ROOM, 401 E. MAIN ST., AND VIA ZOOM.



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

- I. CALL TO ORDER: 6:33 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA. Ketterer moved item XIII A, Welcome to new trustee Elise Balzer, to the top of the agenda to immediately follow review of the agenda
- III. NEW BUSINESS
  - A. WELCOME TO NEW TRUSTEE ELISE BALZER The Board welcomed Elise Balzer. Everyone present introduced themselves.
- IV. CONSENT AGENDA  
MOTION TO APPROVE: Verstegen SECOND: Meilahn Bartlett VOTE: 6-0

*[Ligocki arrived at 6:41 p.m.]*

- V. RECOGNITION OPPORTUNITIES None
- VI. PUBLIC COMMENT PERIOD None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE None
- VIII. EDUCATION UPDATES: None
- IX. BOARD IN-SERVICE: Ramsey presented on Trustee Essential #8, Developing the Library Budget, and discussed the City's budget process as it will unfold in the coming months.
- X. DIRECTOR'S REPORT
  - A. Statistics: Ramsey presented the statistics.
  - B. Administration Report: Ramsey presented and provided updates on the City Council's process for considering ARPA-funded projects; the installation of the new AV equipment in the Carnegie Room, scheduled for this week; and the Wisconsin Library Association's release of a Freedom to Read statement in light of increasing book challenges in public and school libraries. LeSage asked Ramsey about the recent behavior issues and whether a restorative justice approach would be considered for patrons who have had their library privileges temporarily suspended. Ramsey discussed the recent issues and how the library is working with Principal Gates to help young people use the library successfully. The Library would be open to a restorative justice approach in the future. This would require buy-in from young people and their families, as well as collaboration with RBMS. President Ketterer asked how determination is made to suspend library privileges. Ramsey answered that the Library Behavior Policy was applied and the Director makes a judgement call regarding length of suspension based on the nature of the offense. Consensus was in

favor of restorative justice approach and continued collaboration between the library and RBMS.

- XI. COMMITTEE REPORTS Note: Committees were inactive pending annual reassignment. Ramsey will send out requests for meetings and polls to determine trustee availability in the coming weeks.
- 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 the Friends Board had not met since the last Library Board meeting.
- XIII. OLD BUSINESS None
- XIV. NEW BUSINESS
- A. DISCUSSION AND POSSIBLE ACTION REGARDING APPRECIATION GIFT FOR FORMER TRUSTEE MIKE VIENNEAU  
MOTION to authorize spending \$25 in undesignated gift funds on a Chamber of Commerce gift certificate for Mike Vienneau: Ketterer. SECOND: Verstegen VOTE: 7-0. Ketterer offered to prepare a hand-written thank you note to accompany the gift.
  - B. 2022-2023 COMMITTEE ASSIGNMENTS. Ketterer presented the assignments listed in the enclosure and asked if anyone had questions about or objections to their assignments. There were none. Ketterer noted that Verstegen will be stepping back from the role of Friends liaison and that this position is open. Anyone interested should contact her.
  - C. FOCUS AREA #2 FROM BOARD SELF-EVALUATION: TRUSTEE TRAINING AND ORIENTATION. Ramsey discussed the training and orientation that all trustees receive after they are appointed to the Board and how it might be helpful for all trustees to review the documents shared during that orientation. He will share them via Google Drive.

*[Ramsey left for a phone call at 7:17]*

Ketterer MOVED to postpone discussion of item XIV.C until Ramsey returned.  
SECOND: GATES. VOTE: 7-0

- D. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF STUDENT TRUSTEE. Ketterer reported that the Board had received and reviewed an application from Siri Vienneau for the student trustee position.

*[Ramsey returned at 7:19 p.m.]*

MOTION by Gates to appoint Siri Vienneau as Student Trustee for 2022-2023 term.  
SECOND: Meilahn Bartlett. VOTE: 7-0.

Ramsey stated that he will reach out to Siri to discuss her orientation.

Ketterer returned item XIV.C. to discussion. Ramsey asked the Board to send him topics they would like to learn more about for board in-services at future meetings. Verstegen mentioned fundraising as it relates to capital campaigns.

XV. ADJOURNMENT. Ketterer MOVED to adjourn in light of the fact that there are no pending agenda items and severe weather was approaching. *[A tornado watch and severe thunderstorm warning were in effect. Neighboring communities were under tornado warnings.]*

SECOND: Gates VOTE: 7-0. Meeting adjourned at 7:24 PM

Minutes taken by Jim Ramsey

PERIOD ENDING 06/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 06/30/2022	ACTIVITY FOR MONTH 06/30/2022	AVAILABLE BALANCE	% BUDGET USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 215 - LIBRARY FUND</b>							
<b>Revenues</b>							
215-00000-41110	PROPERTY TAXES	646,350.00		646,350.00	646,350.00	0.00	100.00
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00		0.00	0.00	0.00	0.00
215-00000-43534	STATE AID	0.00		0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00		249,429.00	249,429.00	(468.00)	100.19
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		0.00	115,852.74	0.00	0.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00		0.00	0.00	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00		0.00	0.00	0.00	0.00
215-00000-46710	LIBRARY FEES	6,000.00		3,194.72	633.36	3,895.28	35.08
215-00000-46712	COPY MACHINE	3,700.00		1,328.22	370.34	2,371.78	35.90
215-00000-47301	CHARGES TO OTHER COUNTIES	15,952.00		15,952.74	15,952.74	(0.74)	100.00
215-00000-48110	INTEREST	0.00		61.10	33.43	(61.10)	100.00
215-00000-48500	DONATIONS	0.00		0.00	0.00	0.00	0.00
215-00000-49204	INTRAFUND TRANSFER IN	26,220.44		26,220.44	26,220.44	0.00	100.00
215-00000-49210	TRANSFER IN - GENERAL FUND	0.00		0.00	(646,350.00)	0.00	0.00
215-00000-49228	TRANSFER IN FROM UTILITIES	0.00		0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00		0.00	0.00	0.00	0.00
215-00000-49910	FUND BALANCE APPLIED	56,739.00		0.00	0.00	56,739.00	0.00
<b>Total Dept 00000 - REVENUE</b>		<b>1,004,390.44</b>		<b>941,914.22</b>	<b>277,154.41</b>	<b>62,476.22</b>	<b>93.78</b>
<b>TOTAL REVENUES</b>		<b>1,004,390.44</b>		<b>941,914.22</b>	<b>277,154.41</b>	<b>62,476.22</b>	<b>93.78</b>
<b>Expenditures</b>							
<b>Dept 55110</b>							
215-55110-50110	SALARIES	86,916.00		40,041.64	6,673.64	46,874.36	46.07
215-55110-50120	WAGES	413,759.00		180,222.86	30,519.62	233,536.14	43.56
215-55110-50126	OVERTIME	0.00		0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00		38,221.49	5,790.02	37,599.51	50.41
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		4,554.12	186.84	3,945.88	53.58
215-55110-50151	EMPLOYEE BENEFITS	75,001.00		33,047.36	5,470.59	41,953.64	44.06
215-55110-50152	HEALTH INSURANCE	104,973.00		56,185.34	9,364.89	48,783.66	53.53
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		100.00	34.86	400.00	20.00
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		493.37	112.00	1,106.63	30.84
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		201.00	0.00	(1.00)	100.50
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00		0.00	0.00	300.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00		0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	19,600.00		6,947.60	1,860.24	12,652.40	35.45
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		4,060.08	218.84	1,439.92	73.82
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		1,577.18	296.50	322.82	83.01
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		1,458.06	442.09	7,541.94	16.20
215-55110-50289	TECHNOLOGY COSTS	53,600.00		50,784.11	414.00	2,815.89	94.75
215-55110-50300	MISC EXPENSES	500.00		246.58	11.14	253.42	49.32
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		3,841.05	660.24	658.95	85.36
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		3,421.58	663.03	7,578.42	31.11
215-55110-50329	BOOKS	50,000.00		23,396.12	4,102.74	26,603.88	46.79
215-55110-50340	OPERATING EXPENSES	4,500.00		1,954.51	768.73	2,545.49	43.43
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		2,881.92	196.44	1,918.08	60.04



PERIOD ENDING 06/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 06/30/2022		ACTIVITY FOR MONTH 06/30/2022		AVAILABLE BALANCE		% BUDGET USED	
		AMENDED BUDGET	NORMAL	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 215 - LIBRARY FUND											
Expenditures											
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		4,157.43		3,834.38		52,063.01		7.39	
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		1,004,390.44		471,355.32		71,620.83		533,035.12		46.93	
TOTAL EXPENDITURES		1,004,390.44		471,355.32		71,620.83		533,035.12		46.93	
Fund 215 - LIBRARY FUND:											
TOTAL REVENUES		1,004,390.44		941,914.22		277,154.41		62,476.22		93.78	
TOTAL EXPENDITURES		1,004,390.44		471,355.32		71,620.83		533,035.12		46.93	
NET OF REVENUES & EXPENDITURES		0.00		470,558.90		205,533.58		(470,558.90)		100.00	

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	50.00	383.21	(655.61)	(281.21)	662.42
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	18,453.76	2,652.27	11,546.24	80.76
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 BALANCE APPLIED	16,170.44	0.00	0.00	16,170.44	0.00
Total Dept 00000 - REVENUE		76,220.44	48,784.97	1,812.18	27,435.47	64.01
<b>TOTAL REVENUES</b>						
76,220.44		76,220.44	48,784.97	1,812.18	27,435.47	64.01
Expenditures						
Dept 00000 - REVENUE						
217-00000-50936	TR OUT - LIBRARY FUND	26,220.44	26,220.44	26,220.44	0.00	100.00
Total Dept 00000 - REVENUE		26,220.44	26,220.44	26,220.44	0.00	100.00
Dept 55110						
217-55110-50500	DESIGNATED	50,000.00	34,283.13	5,825.68	15,716.87	68.57
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
Total Dept 55110		50,000.00	34,537.02	5,825.68	15,462.98	69.07
<b>TOTAL EXPENDITURES</b>						
76,220.44		76,220.44	60,757.46	32,046.12	15,462.98	79.71
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>						
TOTAL REVENUES						
76,220.44		76,220.44	48,784.97	1,812.18	27,435.47	64.01
TOTAL EXPENDITURES						
76,220.44		76,220.44	60,757.46	32,046.12	15,462.98	79.71
NET OF REVENUES & EXPENDITURES						
0.00		0.00	(11,972.49)	(30,233.94)	11,972.49	100.00
<b>TOTAL REVENUES - ALL FUNDS</b>						
1,080,610.88		990,699.19	278,966.59	89,911.69	91.68	
<b>TOTAL EXPENDITURES - ALL FUNDS</b>						
1,080,610.88		532,112.78	103,666.95	548,498.10	49.24	
<b>NET OF REVENUES &amp; EXPENDITURES</b>						
0.00		458,586.41	175,299.64	(458,586.41)	100.00	

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	532,195.94
215-00000-11102	US BANK - CC	2,755.71
<b>Total Assets</b>		<b>534,951.65</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
215-00000-39700	FUND BALANCE COMMITTED	26,739.90
215-00000-39800	FUND BALANCE ASSIGNED	37,653.75
<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>470,558.90</b>
<b>Ending Fund Balance</b>		<b>534,951.65</b>
<b>Total Liabilities And Fund Balance</b>		<b>534,951.65</b>

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	77,455.21
217-00000-11102	US BANK - CC	806.49
217-00000-11302	WISC INVESTMENT FUND	197,652.25
<b>Total Assets</b>		<b>275,913.95</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** 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
<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>(11,972.49)</b>
<b>Ending Fund Balance</b>		<b>275,913.95</b>
<b>Total Liabilities And Fund Balance</b>		<b>275,913.95</b>

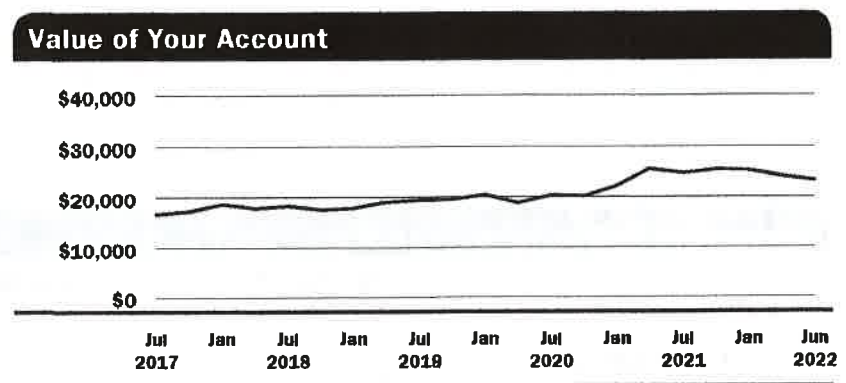
Stoughton Area Comm Foundation

**Need a timeout?**

Emotions can be the biggest barrier to investment success. In these situations, it's important to take a timeout and remember why you're investing. A short-term market decline doesn't change your long-term goals. For more information, ask your financial advisor for a copy of our Taking a Timeout strategy report.

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

Account Value	
<b>\$23,074.23</b>	
<b>1 Month Ago</b>	\$24,433.66
<b>1 Year Ago</b>	\$24,423.39
<b>3 Years Ago</b>	\$19,102.89
<b>5 Years Ago</b>	\$16,463.22



Value Summary		
	This Period	This Year
Beginning Value	\$24,433.66	\$26,074.51
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	-1,359.43	-3,000.28
<b>Ending Value</b>	<b>\$23,074.23</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
	<b>-8.80%</b>	<b>-11.52%</b>	<b>-5.29%</b>	<b>6.19%</b>	<b>6.44%</b>

**2022 EXPENDITURES: FUND 215**  
**JULY**

MOVED: \_\_\_\_\_  
 SECONDED: \_\_\_\_\_  
 VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
06/15/22	07/20/22	46710	Chan, Ching M.	CMC 061522	\$ 20.99
07/18/22	07/20/22	46710	Madison PL-Lakeview	LAK 071822	\$ 62.93
06/29/22	AB prepaid PC	50211	USPS	USPS062922 211	\$ 58.00
06/30/22	07/20/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 2.54
06/30/22	07/20/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 13.12
06/30/22	07/20/22	50211	Baker & Taylor CH329	fuel surcharge	\$ 0.06
07/01/22	07/20/22	50211	Ingram	fuel surcharge	\$ 29.76
06/30/22	JR prepaid PC	50212	UWCC	RB063022CONF	\$ 321.10
07/01/22	07/20/22	50212	Schlegel, Cynthia	CS070122mileage	\$ 20.65
06/06/22	CITY prepaid	50220	Stoughton Utilities	SU 060622 util	\$ 1,860.24
07/07/22	07/20/22	50221	Alliant Energy	AE 070722	\$ 180.22
06/17/22	07/20/22	50240	Gordon Flesch	GF061722copier2	\$ 77.82
07/03/22	07/20/22	50240	Gordon Flesch	GF070322copier1	\$ 181.44
04/14/22	CITY prepaid	50250	Schumacher Elev. Co.	SCH041422elev	\$ 150.75
04/28/22	CITY prepaid	50250	Fencl Fire Protection	FFP042822sprinklers	\$ 75.00
05/06/22	CITY prepaid	50250	Grainger	maint. spls.	\$ 356.70
06/09/22	CITY prepaid	50250	Schumacher Elev. Co.	SCU060922elev	\$ 150.75
06/14/22	JR prepaid PC	50250	Walmart	WM061422DHUM	\$ 213.00
06/28/22	JR prepaid PC	50289	Donor Tools	DON062822tech	\$ 39.00
07/08/22	07/20/22	50289	WiLS	WiLS070522LA	\$ 1,707.77
06/03/22	SB prepaid PC	50313	Amazon	AZ060322SLP2	\$ 14.99
06/03/22	SB prepaid PC	50313	Amazon	AZ060322SLP4	\$ 222.15
06/05/22	SB prepaid PC	50313	Amazon	AZ060322SLP1	\$ 12.48
06/08/22	SB prepaid PC	50313	Amazon	AZ 060622 CC	\$ 70.00
06/13/22	MO prepaid PC	50313	Amazon	PS 061322 SLP	\$ 23.85
06/15/22	SB prepaid PC	50313	Amazon	AZ061422SLP	\$ 213.35
06/16/22	SB prepaid PC	50313	Amazon	AZ061422SLP	\$ 7.99
06/16/22	SB prepaid PC	50313	Amazon	AZ061422SLP	\$ 23.99
06/17/22	SB prepaid PC	50313	Amazon	AZ 061722 SLP	\$ 22.99
06/20/22	MO prepaid PC	50313	Walmart	WL 062022 SLP	\$ 63.32
06/24/22	MO prepaid PC	50313	CSLP	CSLP062422SLP	\$ 33.20
06/26/22	SB prepaid PC	50313	Amazon	AZ 062222 SLP	\$ 146.54
06/28/22	MO prepaid PC	50313	Pick 'n Save	PS 062822 SLP	\$ 17.68
06/05/22	SB prepaid PC	50328	Amazon	AZ052722JDVD	\$ 9.59
06/12/22	SB prepaid PC	50328	Amazon	AZ061022ADVD	\$ 12.92

06/26/22	SB prepaid PC	50328	Amazon	AZ062522JDVD	\$ 22.96
06/30/22	07/20/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 380.12
07/01/22	07/20/22	50328	Ingram	AD/TE materials	\$ 190.78
07/02/22	07/20/22	50328	Findaway	FA051022ABCD	\$ 195.97
07/11/22	07/20/22	50328	Findaway	FA060722ABCD	\$ 199.97
02/15/22	07/20/22	50329	J. Appleseed	JA 021522	\$ 65.85
06/30/22	07/20/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,311.20
06/30/22	07/20/22	50329	Baker & Taylor CH329	CH materials	\$ 5.73
07/01/22	07/20/22	50329	Ingram	CH materials	\$ 1,024.39
07/01/22	07/20/22	50329	Ingram	AD/TE materials	\$ 2,231.84
07/08/22	07/20/22	50329	Cengage	AD/TE materials	\$ 700.86
07/08/22	07/20/22	50329	Findaway	FA062722CBCD	\$ 227.21
06/06/22	SB prepaid PC	50340	Amazon	AZ 060622 OS	\$ 291.97
06/07/22	SB prepaid PC	50340	Amazon	AZ 060722 OS	\$ 36.42
06/12/22	SB prepaid PC	50340	Amazon	AZ 061022 OS	\$ 6.99
06/12/22	SB prepaid PC	50340	Amazon	AZ 061022 OS	\$ 6.43
06/25/22	SB prepaid PC	50340	Amazon	AZ 062122 OS	\$ 21.93
06/30/22	07/20/22	50340	Complete Office	CO 062422 OS	\$ 135.72
06/17/22	SB prepaid PC	50342	Zebra Technologies	ZP 061722 LS	\$ 51.70
06/29/22	07/20/22	50342	Demco	DM 062822 LS	\$ 48.36
06/29/22	SB prepaid PC	50342	Zebra Technologies	TAX REFUND	\$ (2.70)
06/30/22	07/20/22	50342	Baker & Taylor AD217BK	processing	\$ 9.62
06/30/22	07/20/22	50342	Baker & Taylor AD329	processing	\$ 49.58
07/01/22	07/20/22	50342	Ingram	processing	\$ 152.46
06/15/22	07/20/22	50810	Transformations	TR 061522	\$ 2,290.80
06/21/22	SB prepaid PC	50810	Amazon	AZ 061722 CH	\$ 134.03

**2022 EXPENDITURES: FUND 217  
JULY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
06/03/22	SB prepaid PC	Amazon	AZ 060322 PROG FOL	FoL	program	\$ 8.99			
06/03/22	SB prepaid PC	Amer. Button Co.	ABC 060322 FOL TE	FoL	program	\$ 52.48			
06/04/22	SB prepaid PC	Amazon	AZ 060322 FOL TE	FoL	program	\$ 19.98			
06/15/22	SB prepaid PC	Breakout Inc.	BE 061522 SUN	Sunday	program	\$ 139.00			
06/20/22	SB prepaid PC	Amazon	AZ 061522 PROG FOL	FoL	program	\$ 95.15			
06/22/22	CS prepaid PC	Walmart	WM062222 PROG FOL	FoL	program	\$ 34.43			
06/23/22	JR prepaid PC	Stoughton CoC	COC 062322 MV	Undesg.	gift	\$ 25.00			
06/24/22	CS prepaid PC	Dollar Tree	DT 062422 PROG FOL	FoL	program	\$ 70.00			
06/26/22	AB prepaid PC	New York Times	NYT 062622 selsor	Selsor	subscription	\$ 56.00			
06/29/22	07/20/22	Demco	DM062822 PROG FOL	FoL	program	\$ 34.20			
06/30/22	07/20/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 253.22			
06/30/22	07/20/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 266.97			
06/30/22	SB prepaid PC	The Doggone Good	DGC 063022 SUN	Sunday	program	\$ 166.14			
07/01/22	07/20/22	Ingram	AD materials	Bishop	books	\$ 294.78			
07/01/22	07/20/22	Ingram	AD materials	REPL	books	\$ 149.88			
07/01/22	07/20/22	Ingram	AD materials	SHGC	books	\$ 72.54			
07/01/22	07/20/22	Ingram	AD materials	Overland	books	\$ 118.98			
07/01/22	07/20/22	Ingram	TE materials	FoL	program	\$ 157.62			
07/01/22	07/20/22	Schlegel, Cynthia	CS 070122 PROG FOL	FoL	program	\$ 25.33			
07/08/22	07/20/22	Cengage	AD materials	FoL	books	\$ 64.00			
07/08/22	07/20/22	Cengage	AD materials	Fosshage	books	\$ 139.15			
07/08/22	07/20/22	Cengage	AD materials	Lucky Day	books	\$ 31.19			



## July 20, 2022 Stoughton Library Board Meeting

Here are ten little trivia questions to prepare you for a 10-12 minute program

1. SACF stands for
  - a. Stoughton Agriculture College Fund
  - b. Stoughton Animal and Cultural Foundation
  - c. Superior all-inclusive Community Fund
  - d. Stoughton Area Community Foundation.
2. It was started about how many years ago
  - a. 8 b. 13 c. 18 d. 24 e. 28
3. SACF has some major categories of work
  - a.-fund raising, social, scholarship
  - b - fund for Grants, manage pass throughs, Scholarships
  - c-Scholarships, loans, fund raising
  - e. Grants, loans, scholarships
4. Money given out in 2021 is about
  - a. \$20,000 b. \$40,000 c. \$60,000 d. \$80,000 e. \$100,000
5. Number of non profit organizations and youth getting direct help
  - a. 10 b. 20 c. 30 d. 40 e. 50
6. Most of the money given out was for-
  - a. Scholarships b. Grants c. about equal grants and scholarships
7. The Library has a fund that had at the start of the year had-
  - a. about \$8,400 b. about \$14,400 c. about \$18,400 d. about \$24,400
8. How many other Stoughton organizations have money accounts-?
  - a. 9 b. 10 c. 10 d. 11
9. The Library money is used or is available for –
  - a. Staff retirements funds
  - b. Staff and volunteer meals
  - c. Materials ordered for the library- to stay current-like cassettes/DVD's
  - d. Materials ordered for the library with specific positive intent
- 10 . Is the SACF in 2022? A. maintaining itself B. growing c. declining

Questions you have about the SACF-

-

-

-

## **Backing to the community**

The Stoughton Area Community Foundation has been active for nearly 25 years helping local organizations reach their goals. In addition to distributing over \$55,000 in scholarships this May, SACF receives requests for small grants every September with last year's outlay topping \$57,000. The group may not be widely known but they have worked diligently behind the scenes distributing millions of dollars to help to make a difference in many lives.

The Foundation is proud to assist the wonderful groups that do so much to make Stoughton a better, more inclusive and healthier place to live. Every year, groups submit requests for upcoming projects so this grant list changes depending on needs. The good news is that, after difficult times during Covid, many of these organizations are expanding and SACF is here to help. Here are the grant recipients for this year:

Aligning Stars Theatre: Helping install rehearsal space flooring in their new building

Eyes of Hope Stoughton, Inc.: Building an after-school program focusing on strength, honesty, confidence and service for teen girls

Fab Lab - Stoughton High School: Expanding the program (which exposes students to technical fields in an exciting way) and reaching out to non-traditional STEM students

Friends of Badfish Creek Watershed: Helping provide safe water by disinfecting effluent flowing into the creek

Friends of St. Ann School Inc.: Enhancing health and safety with touchless water fountains and bottle fillers

Girls on the Run of South-Central Wisconsin: Providing shoes, clothes and other supplies to a program which builds self-confidence and a focus on healthy activities

Habitat for Humanity Int. - Stoughton Focus: Bringing people together to build four new homes using SACF funds to offset increasing construction costs

Just Sto Storytelling: Introducing the art and benefits of storytelling to area youth and seniors

Kiwanis Club of Stoughton: Providing water bottles for students who can't afford them

Madison Reading Project: Inspiring local youth in low-income to be successful learners and contributors to society through free culturally diverse books and learning programs

Neighborhood Free Health Clinic: Assisting with monthly fee shortage due to unexpected parking lot repaving

New World Oseberg Wagon: Replicating this important Norwegian artifact with a local woodworking artisan

Reach Dane - Head Start of Stoughton: Enhancing playground and sensory play items

RSVP of Dane County Inc. Driver Services/Vets Helping Vets: Helping pay volunteer drivers assisting veterans and families for medical and other appointments

Stoughton Affordable Transportation Program: Helping pay volunteer drivers assisting those at the poverty level with rides to appointments and errands

Stoughton Clothing Center: Purchasing heavy-duty clothing racks needed for expansion

Stoughton Area Resource Team Inc. (START): Assisting with households that are struggling with Covid-related and other financial issues

Stoughton Area Senior Center: Assisting with expanded annex space to serve more

Stoughton Arts Guild: Offering youth scholarships to increase access to performing arts for all income levels

Stoughton Community Farmers Market: Providing fresh, healthy food through their Buy 1 for a Neighbor in Need program

Stoughton Personal Essentials Pantry: Expanding by soliciting more donors and volunteers for service to the community providing non-food items to those in need

Stoughton Yoga Inc.: Vinyl bolster covers to help with disinfecting between restorative yoga sessions

According to President Jerry Wendt, SACF has launched a **Growth Initiative 25** program to enable the funding of even more deserving projects and groups. "Our goal is to increase available grant money by 25% by the end of our 25<sup>th</sup> anniversary year in 2023 and we are well underway."

To help them help others, go to [stoughtonareafoundation.org](http://stoughtonareafoundation.org) and click the DONATE TODAY button. It is easy to contribute a small amount each month to make a huge impact.



# 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				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	63,098	19,173	22,764	105,035	-39.27%	
AVG	18,686	17,721	10,606	14,414	10,516	3,196	3,794	17,506	21.45%	

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					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	1,462	3,322	211	0	4,995	-61.22%	
AVG	2,003	2,149	2,149	1,073	244	554	35	0	833	-22.44%	

STOUGHTON PUBLIC LIBRARY STATISTICS, JUNE 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		-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	48,717	-52.19%		
AVG	9,889	9,413	4,551	8,492	8,120	-4.38%		

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		-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	32,351	-50.35%		
AVG	7,063	6,468	3,136	5,430	5,392	-0.70%		

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		-100.00%	est.	
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	9,909	-34.78%		
AVG	15,833	16,517	4,102	1,266	1,652	30.44%		

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		-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	39,533	5.53%		
AVG	10,823	10,164	1,980	3,122	6,589	111.07%		

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

June 2019: the door counter is malfunctioning.

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%	est.	
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%	est.	
JUN	12,575	10,701	0	6,690	9,544	51.44%		
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				

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		-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	24,644	-49.27%		
AVG	7,485	7,902	7,266	4,049	4,107	1.45%		

Programming Statistics  
for June 2022

		June Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
6/1/2022	Carnegie Room	The Foundation				3		
6/1/2022	Fox Prairie	SLP Visits (MO, CS)		389				
6/2/2022	Carnegie Room	Teen Advisory Board (CS)			13			
6/2/2022	Fire Station	Craft Club (SB, AH)				17		
6/6/2022	Kegonsa	SLP Visits (MO)		292				
6/7/2022	Sandhill	SLP Visits (MO)		410				
6/9/2022	Carnegie Room	Thursdays with Murder (AB)				7		
6/11/2022	Carnegie Room	Adult Writing Critique Group (AB)				0		
6/13/2022	Carnegie Room	Baby Time (DF)	14					
6/13/2022	Mandt Parking Lot	Truck Day (MO, DF)	60					
6/14/2022	East Side Park	Story Time (MO)	30					
6/14/2022	Carnegie Room	Graphic Novel Book Club (MO)		7				
6/15/2022	Nordic Ridge	Story Time (MO)	35					
6/15/2022	Carnegie Room	Pokemon Club (MO)		17				
6/16/2022	Stoughton Yoga	Teen Field Trip: Yoga (CS)			7			
6/16/2022	Learning Tree	Outreach ages 3-4 (MO)	45					
6/16/2022	Learning Tree	Outreach 6-12 (MO)		50				
6/19/2022	Community	Outreach: Juneteenth (CS, JR)					75	
6/20/2022	Carnegie Room	Baby Time (DF)	11					
6/21/2022	East Side Park	Story Time (DF)	21					
6/21/2022	Carnegie Room	Escape Room 8-10 (MO)		7				
6/21/2022	Carnegie Room	Escape Room 6-8 (MO)		6				
6/21/2022	Carnegie Room	Escape Room 8-10 (MO)		6				
6/21/2022	Carnegie Room	Escape Room 6-8 (MO)		9				
6/21/2022	Park	Make Music Day concert (Richard, JR)					55	
6/22/2022	Nordic Ridge	Story Time (MO)	31					
6/22/2022	Carnegie Room	Water STEAM (MO)		36				
6/23/2022	East Side Park	Sand Art (CS, MO)		36				
6/23/2022	East Side Park	Dinosaur Dimensions (MO)		88				
6/25/2022	East Side Park	Summer Reading Party (MO, DF, AB, NCELED)						
6/27/2022	Carnegie Room	Baby Time (DF)	3					
6/27/2022	Community	Outreach: Viking Lunches (MO, CS)		20				

Programming Statistics  
for June 2022

6/28/2022	East Side Park	Story Time (DF)	30					
6/28/2022	Carnegie Room	Survival Island (MO)		24				
6/28/2022	Carnegie Room	Page Turners (JR)					7	
6/29/2022	Nordic Ridge	Story Time (MO)	30					
6/29/2022	Senior Center	Outreach: Page Turners (JR)					3	
6/29/2022	Carnegie Room	Pokemon Club (MO)		15				
6/30/2022	Fire Station	Open Crafts (DF, JG)		14				
6/30/2022	Carnegie Room	Grief of Stones book event (SM, AB)					12	
6/30/2022	2nd floor	One on one assistance (Libby, Kanopy,					0	
			<b>310</b>	<b>1426</b>	<b>20</b>	<b>46</b>	<b>0</b>	<b>0</b>

		June Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
6/30/2022	2nd floor	Find the Spam Can			45		
6/30/2022	2nd floor	All ages Sticker Mural					45
			<b>0</b>	<b>0</b>	<b>45</b>	<b>0</b>	<b>45</b>

# Director's Report

July 20, 2022



## Library news:

- I've been in discussions recently with representatives from the Stoughton Wellness Coalition, Public Health of Madison & Dane County, and UW's Department of Family Medicine and Community Health about 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/](https://wisconsinvoicesforrecovery.org/naloxzone/). Approval of a Memorandum of Understanding from Wisconsin Voices for Recovery is an action item on this month's agenda. After that is signed, we will move forward with installation.
- Cynthia, Amanda, and Jim attended Stoughton's **Juneteenth Celebration** on Sunday, June 19<sup>th</sup>, at the Chorus House on Main St. The event was sponsored by Eyes of Hope, Mosaicos, and The Undivided in partnership with Families for Equity and the Stoughton DEI Task Force. We gave away dozens of books and buttons, registered patrons for library cards, and contributed a prize package to the raffle.

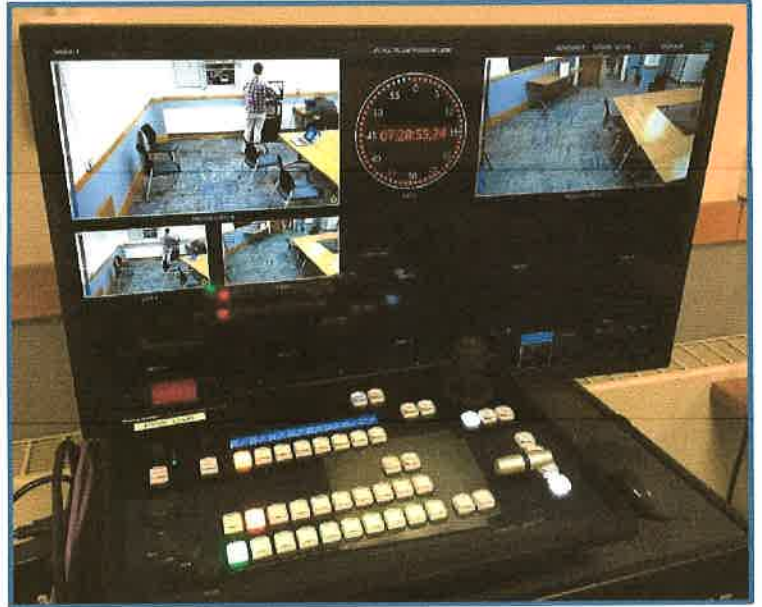




- Installation of new furniture and fixtures in the Children’s Area is scheduled for August 5th. This includes 4 lounge-style chairs for the seating area in the northeast corner of room as well as interactive play panels and “stump seats” (Eventually, our space will have a woodland theme.) Other fixtures, including new shelving for picture books and chapter books, is scheduled to be installed in early October. The 2 oversized armchairs near the kids’ play area are scheduled to be recovered on July 19.
- I presented to City Council on July 12 about the library’s proposal to create an outdoor programming space at 216 E. Jefferson St. (This is the \$30,000 project the Board approved earlier this year.) I have also requested that the library be included in a proposed project to upgrade HVAC systems in city buildings to improve ventilation. Planning Director Rodney Scheel will present this project to the Council at their next meeting. Both of these projects were favorably received at the initial ARPA Committee of the Whole meeting in June, 2021, and at least two alders expressed support for the plan to expand the library network’s Wi-Fi signal outside the building, a component of the proposal for the lot at 216 E. Jefferson.
- I have spent considerable time this month working on non-personnel costs for the 2023 operating budget. Despite rising costs for materials and supplies, fuel surcharges from vendors, and new digital offerings like Kanopy, my current draft holds increases for non-personnel costs to only 2.5%. The deadline for entering preliminary amounts into the City’s accounting software was Friday, July 15. I will review these preliminary figures at the Board meeting under New Business.
- I met with Human Resources and Risk Management Director AJ Gillingham on June 20 to discuss the library’s 2023 personnel requests and staff compensation. We reviewed the two requests that the Board’s Personnel Committee subsequently recommended at their meeting on July 7: the 10 additional hours for our Circulation Supervisor and the creation of a new, 22-hour/week Library Assistant position in Adult Services. (The approval of these requests is an action items on this month’s agenda.) Regarding compensation, AJ is meeting with all department heads to identify positions that need to be “right-sized” in order to remain competitive. The ultimate decision on right-sizing, as well as cost of living adjustments, is up to the mayor and City Council.



- Technicians from the City’s IT department installed new AV equipment in the Carnegie Room June 17, and we spent a few days working out the bugs. (This equipment was purchased thanks to a grant from the Bryant Foundation.) 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!



- I have been busy planning for our staff in-service on Friday, September 16. This year, I am inviting a speaker from Rape Crisis Center in Madison to discuss the topic of Trauma-Informed Care and how we might apply it to our work with library patrons. In the afternoon, staff will have the option of either a book-buying trip or a dedicated time for collection maintenance projects—weeding, shifting, shelf-reading—here at the library. The Personnel Committee decided to use the funds allocated by the Board in April to purchase gifts for staff appreciation, and Board members may have the opportunity to present these at the in-service.
- I attended a virtual meeting of Dane County Library Directors on July 14. Topics discussed included:
  - Hiring a consulting firm to analyze our formula for county reimbursements and suggest alternative models that more accurately reflect the value that libraries provide to their communities. Two firms submitted proposals: WiLS and ReThinking Libraries. The consensus was that the proposal from ReThinking Libraries should be accepted. Costs for the study will be split among libraries based on the equalized value of property in each municipality. The cost to our library would be nominal—about \$275.
  - 2023 County reimbursements, which will remain the same as the 2021 and 2022 payments. Our library’s payment will be \$249,429. (These reimbursements are calculated using the formula mentioned in the above bullet point, the one that the consulting firm will analyze. This formula is based almost entirely on circulation of physical library materials.)

- I discussed previously how delivery fees charged by SCLS would likely be increasing for Dane County Libraries. (The formulas have traditionally favored Dane Co. libraries; they have been adjusted to more accurately reflect volume and use.) Under the current proposal our fees would increase by a nominal amount: about \$193. Dane County libraries never see these fees because they are paid by Dane County Library Service and subtracted from each library's county reimbursement.
- A library director brought up the issue of how library staff should respond to patrons who express displeasure with certain books, displays, or programs. Specifically, the question involved whether library staff could or should challenge opinions that they view as exclusionary or even bigoted. This discussion goes to the heart of a debate within the library profession over whether or not public libraries can be truly "neutral" while upholding our commitment to inclusivity, equity, and service to all members of our community.
- Public Health Madison Dane County reached out to Dane County Library Service to ask about public libraries as distribution sites for COVID-19 home tests. Madison Public Library has been distributing these for some time. The consensus was that this is an important resource to offer to our communities. We discussed best practices to ensure staff safety such as making the kits available in a location that does not require staff interaction. The majority of people seeking these kits are looking for tests to use in the future should they develop symptoms, as opposed to individuals with symptoms seeking tests.

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

The report for the period May 28 – Jun 24 shows a decrease in value of \$1,359.43 to the account because of market conditions. The overall value of the account as of Jun 24 is \$23,074.23.

## Youth Services (from Mary Ostrander)

- Meet **June and Aster**, two enterprising sisters who graciously donated a portion of the proceeds from their lemonade stand to “their favorite place,” the Stoughton Public Library! According to their mom, they are “especially excited about all the new kids programming.”
- Story Times at East Side Park and Nordic Ridge are going well. Lots of new faces and names! Baby Time, led by Library Assistant Diane Fossum on Monday mornings, is starting to take off.
- Jane and Diane planned an awesome Ocean drop-in Craft activity at the Fire Station on June 30! Leftover crafts were bagged up as take-home kits.
- We have two awesome volunteers, Tess and Rory, who have started helping out with programs and story time.
- The escape rooms held in late-June and early-July were very fun and we are planning on holding more in August.
- **Water STEAM** (Science, Technology, Engineering, Arts, and Math) programs are also going well. People seem to enjoy the variety of the activities!
- On June 27, Cynthia and Mary attended Lunches for Vikings, a volunteer-led summer program providing free lunches to kids in the Stoughton Area School District who no longer have access to the free or reduced lunch at school, to give away books at multiple sites, including Kegonsa Elementary, Stoughton High School, and Bayview Heights Mobile Home Park. Cynthia attended again on July 11 and gave away event more books!
- In short: Lots of programs. Lots of kids. Lots of hours read!



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

- The Adult Graphic novel relabeling project is down to the final cart of books! Many non-fiction titles have received new call numbers based on the subject(s) they cover. Fiction titles are being relabeled with new call numbers that reflect the book's title to create a better browsing experience for patrons.
- As always, Zi Wei, Sarah and our volunteers worked hard to purchase, receive, catalog, and process print and AV items for all ages! 585 items were added in the month of June.
- Sarah attended the virtual meeting of South Central Library System's Collection Maintenance subcommittee on July 13.
- Sarah and Amy planned the next session of Craft Clubs. Due to summer vacations, a July club on **Mason bee houses** will take two weeks earlier than usual, on July 14. Craft Club take the month of August off before resuming in September.
- Technical Services has been very busy with donations from the public. The week of July 10 we received a whopping 9 boxes! Most of these items end up being sold in the Friends' Book Nook, where proceeds go to support library programs and collections, but more than a few newer titles are added to the collection each month.
- General purchasing (as opposed to buying items for the library's collection) has also been very busy, as our programmers order supplies for our amazing slate of summer programs.

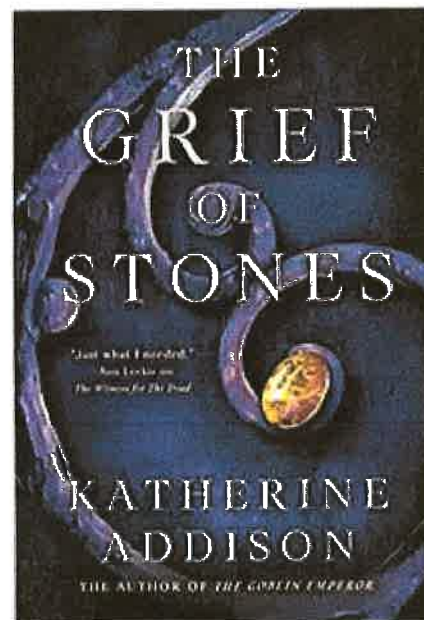


## Circulation Services (from Robin Behringer)

- Robin attended the Circulation Services Subcommittee meeting on June 28. After a discussion regarding changes to the Holds Pickup Authorization functions in Bibliovation, the software runs our shared catalog and Integrated Library System (ILS), she will join a workgroup focusing on creating new protocols for staff at SCLS libraries.
- Shelves Delaney G.'s last day will be July 23. Robin is in the process of hiring to fill this vacancy.

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

- Amy attended a webinar called “Book-talking Your Way to the Friendliest Library in Town.” One of the services we love to provide is Reader’s Advisory, AKA book recommendations. Amy called this webinar “high octane and amazing” and learned about new books to share with patrons.
- Amanda attended the June Dementia Friendly Stoughton meeting via Zoom. This is a great way to coordinate with the Stoughton Area Senior Center and other local organizations as we move toward relaunching our Music and Memory program. We are currently working with the Senior Center to train two “Music Detective” volunteers and hope to start creating custom playlists for folks in the Fall.
- Four people attended our Writing Critique Group on July 9. Writers shared samples of their works in progress and received constructive criticism for improvement.
- Amanda and Cynthia have been working hard to prepare for Summer Movies in the Park at Nordic Ridge Park, presented in partnership with Stoughton Parks & Rec. Along with Jim and Mary, Amanda has learned how to operate the inflatable screen and portable AV equipment, and Cynthia is creating props and activities for the interactive version of LEGO BATMAN.
- Cynthia presented great teen programs in June and July, including a Teen Yoga “field trip”; a tween Sand Art program in collaboration with Mary; free book giveaways at two sessions of Lunches for Vikings in collaboration with Mary; and a Teen Advisory Board meeting.
- We celebrated the release of Katherine Addison’s (aka Sarah Monette’s) new book ***The Grief of Stones*** at the end of June. Twelve people came to hear a selection from the book read by the author, ask questions, and get their books signed.



**Looking Back** from *The Stoughton Hub* returns next month!



**Stoughton Public Library Board of Trustees  
Personnel Committee  
Thursday, July 7, 5:30 PM**

**\*\*Please Note: This was a virtual meeting conducted via Zoom.**

**Present: Ken Axe, Trish Gates (chair), Amy Ketterer  
Also present: Library Director Jim Ramsey**

**MINUTES**

1. Meeting called to order by consensus at 5:31 PM
2. Agenda reviewed and accepted by consensus.
3. Election of committee chair for 2022-2023 \* - **Motion** by Ketterer to nominate Trish Gates as committee chair for the 2022-2023 session. **Seconded** by Axe. Gates accepted. **Vote:** 2-0 with Gates abstaining.
4. Discussion and possible action regarding staff appreciation \* - Ramsey reviewed the discussion of staff appreciation at the April Library Board meeting where the Board voted to authorize up to \$520 in undesignated gift funds for staff appreciation. (26 staff members X \$20 each = \$520). Ramsey also reviewed the suggestions offered at that meeting for gifts or other forms of appreciation. Ketterer suggested offering library staff a choice of several gift certificates: Amazon, Stoughton Chamberbucks, a Kwik Trip gas card, etc. The idea was favorably received.

**Motion** by Axe to direct Ramsey to purchase a \$20 gift certificate for each staff member for one of the following: Amazon, Stoughton ChamberBucks, Kwik Trip gas card, or a gift certificate to a local restaurant of their choice. **Seconded** by Ketterer. **Vote:** 3-0.

Ramsey suggested that one or more members of the Board might present the gifts at the annual staff in-service on September 16.

5. Discussion and possible action regarding Library personnel requests for 2023 Budget – **Motion** by Ketterer to enter into closed session per State Statute 19.85(1)(c)\*\* **Seconded** by Axe. **Roll call vote: 3-0.**

**The committee entered into closed session at 5:40 PM**

**The committee returned to open session at 6:07 PM**

**Motion** by Ketterer to recommend the following personnel requests for 2023 for approval by the Library Board: Addition of 10 hours to Circulation Supervisor position; and addition of a part-time 22 hour/week Library Assistant position in Adult Services. **Seconded** by Axe. **Vote: 3-0.**

6. Discussion of next steps for 2022 Director Evaluation – Ramsey presented on the history of the evaluation process since his hiring in April, 2019, including the delay caused by the pandemic and the detailed, two-year review conducted in April 2021. Ketterer stated that subsequent evaluations need not contain the level of detail of the first. Axe stated that the entire Board should be given the opportunity to offer feedback on the Director’s performance. Ramsey stated that he would contact City Human Resources Director AJ Gillingham to obtain the most up-to-date evaluation forms. These forms will be distributed to the entire Board at the next meeting on July 20. This committee will then compile that feedback in its formal evaluation, to be completed soon after.
7. **Motion** to adjourn by Ketterer. **Seconded** by Axe. **Vote: 3-0.**  
Meeting adjourned at 6:20 PM.

\*Indicates possible action item

\*\*The committee may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Sent to Personnel Committee:

Ken Axe  
Trish Gates  
Amy Ketterer

Cc:

**EDUCATE, ENRICH, EMPOWER, ENGAGE**



Elise Balzer  
Teri Lesage  
Jean Ligoeki  
Sharon Meilahn Bartlett  
Erin Meinholz  
Dayna Verstegen  
Siri Vienneau

**EDUCATE, ENRICH, EMPOWER, ENGAGE**



# City of Stoughton

## Additional Staffing Request Form

### General Information

<b>Date:</b>	07/13/22
<b>Director:</b>	Jim Ramsey
<b>City Department:</b>	Library
<b>Requested Position Title:</b>	Circulation Supervisor
<b>Status:</b>	<input checked="" type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input type="checkbox"/> Other _____

### Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

**The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.**

### Justification

**Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.**

This is an existing position at 30 hours per week. Our request is for an increase of 10 hours for a total of 40 hours per week.

The Circulation Supervisor is one of four supervisors who, along with the Director, comprise the Library's Management Team. This position is responsible for supervising, scheduling, and staffing the library's busiest public service desk. The supervisor is also in charge of training, scheduling, and supervising the library's shelvers. The department is the largest in the library, with approximately 10-12 employees, depending on how many shelver positions happen to be vacant. Yet the Circulation Supervisor position is the only supervisory position that is not full time, a situation unique among City departments.

A survey of peer libraries in Wisconsin confirms that Stoughton Public Library is an outlier in this respect. Even smaller libraries that circulate fewer items have full-time Circulation supervisors. (See attached)

The Circulation Supervisor is crucial to the efficient functioning of the public library in that she ensures the timely processing and movement of library materials in and out of the building. Perhaps most importantly, the supervisor provides superior customer service to the hundreds of patrons who walk through our doors each day, as the Circulation desk is the primary point of contact for everyone who enters the library.

At only 30 hours per week, the supervisor is unable to maintain a consistent presence in the building in order to supervise and train staff and to provide quality customer service. The supervisor is responsible for deciding when to charge a patron for a damaged item, when to forgive charges, and when to set up a payment plan. These tasks can't be accomplished when the supervisor is out of the building, resulting in a poor customer service experience. At her current hours, our supervisor is able to assess damaged items weekly, at best, resulting in damaged items remaining on a library user's record long after the item has been returned, a major source of confusion and frustration for library patrons.

Our Circulation Department has fallen behind on processes required by our membership in a library consortium. (The South Central Library System includes 7 counties and 54 libraries.) To take only one example, the system's software creates reports of library patrons who are owed refunds for lost library materials. These reports are

then sent to the libraries which owned the materials in question. According to a report from April 27 of this year, our library has the fourth most unresolved refunds in a system of 54 libraries. These unresolved issues on library records lead to frustration and confusion for library users across the system, and there has been considerable pressure recently to clear them. At her current classification of 30 hours, our Circulation Supervisor is simply not able to process these and other reports to meet our responsibilities as a member of the South Central Library System.

Another important responsibility of consortium membership is participation in system sub-committees. This supervisor participates in South Central System's Circulation Services Subcommittee (CSS), a group charged with determining system-wide policies and procedures related to the lending of library materials. Having a seat on the CSS allows our supervisor to learn about emerging trends in technology/automation and to develop best-practices in customer service and department workflows. These meetings are held at a set time each month. Owing to her limited hours, our supervisor must choose between attending these sessions and meeting with her department's staff and the library's Management Team.

Over the next several years, South Central Library System will require all member libraries to attach Radio Frequency Identification (RFID) tags to items the library owns. Machine-readable RFID tags will facilitate increased automation and efficiency at the consortium's central sorting facility, as well as improve the experience of patrons using our automated self-checkout terminals. Most member libraries have already tagged their collections, but our library has not due to lack of staff hours. The Circulation Supervisor, along with the Technical Services Supervisor, would be the project manager for the retroactive conversion of the library's 80,000+ items to RFID.

## Impact

**If position is not approved, give specific departmental impact as well as impact to City services and other departments:**

If this increase is not approved, customer service at the library's busiest service desk will suffer. Patrons may not be able to resolve charges on their accounts or inquire about lost/damaged items when the supervisor is absent. The supervisor will be unable to consistently supervise the work they have trained their subordinates to perform. As noted above, we will continue to fall behind on our obligations to our library consortium.

Because this is a demanding, public-facing position supervising the Library's largest department, the Library Board is concerned that at the current hours burnout will occur quickly and this position will become a kind of revolving door.

The current hours leave no time for future planning or development of new initiatives, such as Radio Frequency Identification (RFID) tagging of library materials. It is unlikely that our library would be able to meet our RFID tagging obligations without these additional hours.

## Alternatives

**List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.**

The library could reduce its open hours in order to increase the amount of time the supervisor is present, but the Library Board, not to mention the community at large, is unlikely to support this.

The supervisor could delegate responsibilities for assessing damages and charges to library assistants, but because these positions have even fewer hours than the supervisor, it would be difficult to find time off-desk to complete these assessments and follow up with patrons. This would also lead to inconsistencies and disputes with patrons as the decision of when and how to apply charges can be subjective.

The supervisor could resign from the Circulation Services Subcommittee, leaving our library without representation on this body. She could also cease holding monthly meetings with her staff, which is bound to negatively impact communication and department morale.

**Submitted By**

Director:

Click here to enter text.

Signature: James Ramsey, Director

Date: 7/13/2022



# City of Stoughton

## Additional Staffing Request Form

### General Information

<b>Date:</b>	07/13/2022
<b>Director:</b>	Jim Ramsey
<b>City Department:</b>	Library
<b>Requested Position Title:</b>	Library Assistant II – Adult Services
<b>Status:</b>	<input type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input checked="" type="checkbox"/> Other <u>22 hours</u>

### Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

### Justification

**Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.**

This is a part-time position at 22 hours per week, identical to the two existing Adult Services Library Assistants. Both positions report directly to the Adult Services Librarian. Their primary responsibility is assisting patrons in person, by phone, and via email at our busy 2<sup>nd</sup> floor Information Desk.

This desk is the only service point on the library's 2<sup>nd</sup> floor, and as such must be staffed continuously for all of the 68 hours per week the building is open to the public. Remarkably, only three staff members—one full-time and two part-time—must cover this desk, with occasional help from other department supervisors and Library Substitutes.

This new position's primary responsibility will be providing assistance to patrons at the 2<sup>nd</sup> floor Information Desk, freeing up our other staff for programming and outreach.

Staffing this desk is challenging, even in the best of times. Staff are often forced to leave the desk unattended for a period of time to accommodate mandatory breaks. Because this is the only point of service for the Mezzanine level and 2<sup>nd</sup> floor, this raises considerable safety concerns, especially when large numbers of young people are present in the after-school hours. (Due to our proximity to River Bluff Middle School, the library is a popular after-school destination.) Recent incidents involving fights between groups of young people further underscore the need for consistent supervision in this space.

The Library Board has identified increased services—programs, events, outreach, etc.—to young people and teens in particular as a key priority in the coming years. (Goal 2, Objective C in the Library's 2020-2022 Strategic Plan, attached). Our talented Library Assistant in charge of Teen Services, Cynthia Schlegel (.6 FTE), has done a phenomenal job expanding services to young people in recent years, but has reached the limit of what can be accomplished at current staffing levels. This is because Cynthia, along with Library Assistant Amy Hynek and Adult Services Librarian Amanda Bosky, are responsible for staffing our 2<sup>nd</sup> floor Information Desk. Amanda, Amy, and Cynthia spend a significant amount of their time covering this service desk, time that could be spent on programming, collection development, and outreach.

Cynthia currently spends 20 of her 24 hours each week staffing the Information Desk, leaving a scant 4 hours each week for planning and programming. With an additional library assistant position to staff the desk, Cynthia could devote more time to programming and outreach through after-school activities and partnerships with other organizations like the Youth Center and the school district. The last two years have been difficult ones for the young people in our community. Adolescents in particular have suffered from unprecedented social isolation and disruption to their education. The additional hours provided by this position would allow Cynthia to be present during the after-school hours to engage directly with this population by providing positive and constructive library experiences.

Additionally, our Adult Services Librarian and part-time Library Assistant would be available to hold open “office hours” to offer assistance with technology instruction and workforce development. Adults 55+ are one of the most frequent and highest-need user groups we serve at the library. Many of these users lack basic computer skills and require extensive staff assistance in order to apply for jobs, obtain benefits, or avoid eviction. Since the pandemic, staff report a significant increase in patrons in crisis who require intensive help with technology. Providing that level of assistance at current staffing levels is not sustainable.

## Impact

**If position is not approved, give specific departmental impact as well as impact to City services and other departments:**

Our programs and services for teens and adults will continue to be limited by our small staff. Our Teen Services Library Assistant, Cynthia Schlegel, will have less time to engage with young people in our community. She will have to continue to decline offers for collaboration and outreach from the school district and other agencies.

Services and programs for young adults, in particular, will continue to be limited, and in some cases may be scaled back, as Cynthia is increasingly called upon to cover the Information Desk. This will result in fewer opportunities for young people in our community to participate in safe, supervised library activities.

Staff from other departments, and occasionally the Director, will be required to cover the Information Desk, reducing time spent on other essential tasks.

## Alternatives

**List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.**

One alternative has already been employed as a stop-gap measure for the past several years: The use of Library Substitutes to cover the Information Desk in order to allow full and part time staff to plan and implement programs.

This solution has its own attendant costs, which are significant. Because the Substitute position offers fewer hours and an unpredictable schedule, turnover is high, as candidates often use it as a stepping stone to a more permanent position. High turnover means our permanent staff must devote additional time to training and orientation for new hires, further stretching our limited resources.

*Our Substitutes, as knowledgeable and competent as they are, cannot provide the same level of assistance as our permanent full and part time staff because they work only sporadically. If this position were approved we*

could likely reduce the number of Substitute hours used, though Substitutes would still be required to cover staff vacations and other absences.

We could continue to rely on our limited-term Teen Services Intern position for additional assistance, though for reasons outlined below, the result will be more work for Cynthia and our other permanent Adult Services staff.

Some background: Recognizing the need for increased services to young adults, the Library Board in 2017 created the position of Teen Services Intern. Funding for the first year was provided by a grant, and the position was included in the operating budget starting in 2018.

Recruiting has been challenging from the outset. In fact, the wage was increased and the number of hours reduced to make the position more attractive after failing to attract a single applicant in 2020. Due to the limited-term nature of an internship, Cynthia must spend a large portion of her time on recruitment, orientation, and training, further reducing time spent on services and programming. In 2021, the board expanded the internship's job description to include providing assistance at the Information Desk and programming for adults—again, to broaden the position's appeal to potential candidates. This reduced the burden on Cynthia somewhat, but at only 8 hours per week for fewer than 6 months of the year, the position's impact remains limited.

Ultimately, the intern position was a stop-gap measure to provide support in the absence of a permanent staff member. If this personnel request is granted, we would likely move the intern to the Children's Services department to assist with summer programming, a task that requires far less up-front training than staffing the Information Desk.

We could leave the 2<sup>nd</sup> floor information desk unattended for longer periods of time, though due to the above-mentioned safety concerns, this is inadvisable.

## Submitted By

Director:

Click here to enter text

Signature: James Ramsey, Director

Date: 7/13/2022



# MEMORANDUM OF UNDERSTANDING

Standard Agreement for Research with Community Organizations

**MEMORANDUM OF AGREEMENT BETWEEN [Stoughton Public Library] AND  
Wisconsin Voices for Recovery (Board of Regents of the University of Wisconsin System /  
Department of Family Medicine and Community Health)**

This Agreement is made and entered into on the date of last signature below and is between [Stoughton Public Library] (hereinafter known as "the Agency") and Wisconsin Voices for Recovery, a University of Wisconsin-Madison Department of Family Medicine and Community Health program, represented by the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Madison, a public educational institution of the State of Wisconsin, (hereinafter called "the University"). In anticipation of benefits to each party, the Agency and the University agree as follows:

This agreement is in place for the purpose of implementing a Nalox-Zone Box, here in after known as ("the Project") whereas the project contemplated by this agreement is of mutual interest and benefit to the University and to the Agency, and will further the University's instructional objectives in a manner consistent with its status as a non-profit, tax-exempt, educational institution.

Therefore, the parties now mutually agree as follows:

## 1. SCOPE OF WORK

The University and the Agency agree to perform the project as set forth in the appended Exhibit A (the "Project"). The Parties agrees to use reasonable efforts to perform this Project. The Agency acknowledges that the University makes no expressed or implied warranties for results of the Project.

Any additional work not identified in Exhibit A, but indicated during the course of the Project, will be separately negotiated and funded in appropriate amounts to be agreed upon in writing by the Agency and the University.

## 2. PROJECT DIRECTION

The Project will be directed on behalf of the University of Wisconsin by the leadership of the Wisconsin Voices for Recovery program who will be accountable to the University. The Agency shall appoint [James Ramsey, Library Director,] to serve as point of contact during their participation in The Project.

## 3. PERIOD OF PERFORMANCE



The Project will be active as long as the Nalox-Zone Box is in place at the Agency's location(s).

**4. INDEPENDENT CONTRACTOR**

The relationship of the parties is that of independent contractors. Neither party is the partner, joint venturer, or agent of the other and neither party has the authority to make any statement, representation, commitments, or action, which would bind the other without the other party's prior written authorization. Unless otherwise agreed to in writing, each party shall be solely responsible for any wages, employment taxes, fringe benefits and work schedules of its own employees or agents.

**5. NOTICES**

All notices shall be deemed made if given by registered or certified envelope, postage prepaid, and addressed to the party to receive such notice at the address given below:

The University:

Research and Sponsored Programs  
21 N. Park, Suite 6401  
Madison, WI 53715-1218  
ATTN: Contracting Division  
FAX: 608-262-3822

The Agency:

\_\_\_\_\_ Stoughton Public Library \_\_\_\_\_  
\_\_\_\_\_ 304 S Fourth St. \_\_\_\_\_  
\_\_\_\_\_ Stoughton, WI 53589 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PUBLICATION**

The University and its employees shall have the right, at their discretion, to release information or to publish any data, writings, or material related to the Project, for educational, research, and funding purposes. Information to share includes but is not limited to:

- a. The sharing of Nalox-ZONE box location and usage data by county, region, and state;
- b. The sharing of Nalox-ZONE location and usage data by type of organization/business that has a Nalox-ZONE box installed by the University (e.g., gas station, university, grocery store, etc.)

\*Requests by the University for the sharing of any data more detailed than as described in point (a) and (b) above, will be submitted in writing to the Agency for review and comment back to the University within a mutually agreeable period, negotiated at the time of request submission to the Agency.

**7. LIABILITY**

The Agency agrees to hold harmless the University from any loss, claim, damage, or liability of any kind, arising out of or in connection with this Agreement. To the extent authorized by secs. 893.82 and 895.46(1), *Wis. Stats.*, the University agrees to hold harmless the Agency, its officers, agents and employees from any and all liability including claims, demands, losses, costs, damages and expenses of every kind and description (including death), or damages to persons or property arising out of or

in connection with or occurring during the course of this agreement where such liability is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of the University.

**The University will provide the Agency with replacement items for the Nalox-Zone Box.**

## **8. INSURANCE**

The University warrants and represents that it has adequate liability coverage, such coverage being applicable to officers, employees, and agents while acting within the scope of their employment by University. The University may request proof of insurance from the Agency at anytime.

## **9. PUBLICITY**

Neither party shall use the name of the other party in connection with any products, promotion, or advertising without the prior written approval of the named party.

## **10. TERMINATION**

This Agreement may be terminated by either party at any time prior to its full term of performance provided that a written notice is given to the other party thirty (30) days in advance. In the event of termination by The Agency, Wisconsin Voices for Recovery will have 14 days from termination date to collect any and all Nalox-Zone box material from The Agency.

## **11. GOVERNING LAW**

This Agreement is made in accordance with and shall be governed and construed under the laws of the State of Wisconsin.

## **12. WAIVER & SEVERABILITY**

Failure to insist upon compliance with any of the terms and conditions of this Agreement shall not constitute a general waiver or relinquishment of any such terms or conditions, and the same shall remain at all times in full force and effect. If any part of this Agreement is held unenforceable, the rest of the Agreement will remain in full force and effect.

## **13. ASSIGNMENT**

Neither party shall assign or transfer any of its rights or obligations under this Agreement without the written consent of the other party.

## **14. MISCELLANEOUS**

This Agreement is the entire understanding between the parties relative to this project. This Agreement may be changed only by written modification signed by both parties.

This Agreement shall take precedence over any conflicting administrative language contained in the Project.

It is agreed that nothing contained in this Agreement is intended to induce, encourage, solicit, or reimburse the referral of any patient, consumer or business, including any patient, consumer or business funded in whole or in part by a state or federal health care program, to any party hereunder.

[signature page follows]

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement in duplicate by proper persons duly authorized.

University Representative

_____	_____
Print Name	Title
_____	_____
Signature	Date

Agency Representative:

_____ James Ramsey _____	_____ Library Director _____
Print Name	Title
_____	_____
Signature	Date

**EXHIBIT A**

The University Agrees:

1. Provide replacement naloxone (a.k.a. Narcan®) to the Agency as needed.
2. Provide nasal naloxone administration training to the site upon request.
3. Connect the agency with state-approved naloxone training programs upon request.
4. Review policies for the proper acquisition, storage, replacement, and disposal of the Nalox-Zone Box Rescue Tools, including naloxone.
5. Maintain/replace any damaged Nalox-Zone boxes within The Agency and their partner sites upon request.

The Agency Agrees:

1. Designate one staff member to be trained in naloxone administration and be the contact person for communications with Wisconsin Voices for Recovery. The trained staff member will:
  - a. Be available to check each Nalox-Zone Box regularly to ensure the box is free of obstruction and is in full, clear view by all;
  - b. Accept calls, texts and/or emails from Wisconsin Voices for Recovery staff regarding box usage, and to coordinate replacement of naloxone and other items within the Nalox-Zone Box; and
  - c. Serve as a liaison to Wisconsin Voices for Recovery and as an agency leader for the Nalox-Zone Box Program.
  - d. Periodically, but no less than weekly, personally inspect the Nalox-Zone Box to ensure that it contains the instruction tear-off pad and that the instruction tear-off pad is clearly visible. If the tear-off pad has been removed, altered, or is empty, the trained staff member shall replace the tear-off pad.
2. Abide by policies for proper acquisition, storage, replacement, and disposal of the naloxone approved by the University and in accordance with the U.S. Food and Drug Administration’s approved manufacturer’s product label recommendations (acquisition and replacement of devices, shelf life of the medication and proper storage and disposal conditions); see Exhibit B.
3. Provide the University, for quality assurance purposes, any individual information involving the use/delivery of the naloxone, which may include the summary report filed by First Responders and utilization by First Responder of naloxone.
4. Notify the University for the refill of naloxone when taken from the Nalox-Zone Box.
5. Allow every interested party access to the Nalox-Zone Box and take naloxone and associated materials, and provide assistance with reading and understanding the instructions to any interested party who requests it.

(Optional) The Agency Agrees to support visibility of access to Narcan to the public:

1. To support visibility of access to Narcan I agree on behalf of our organization/business to have our name/address listed on a public-facing map of Nalox-ZONE Box locations.

\_\_\_\_\_

Initial

\_\_\_\_\_

Date

## EXHIBIT B

U.S. Food and Drug Administration's approved manufacturer's product label recommendations.

[https://www.accessdata.fda.gov/drugsatfda\\_docs/label/2015/208411lbl.pdf](https://www.accessdata.fda.gov/drugsatfda_docs/label/2015/208411lbl.pdf)

### Instructions for Use NARCAN (nar' kan) (naloxone hydrochloride) Nasal Spray

You and your family members or caregivers should read the Instructions for Use that comes with NARCAN Nasal Spray before using it. Talk to your healthcare provider if you and your family members or caregivers have any questions about the use of NARCAN Nasal Spray.

**Use NARCAN Nasal Spray for known or suspected opioid overdose in adults and children.**

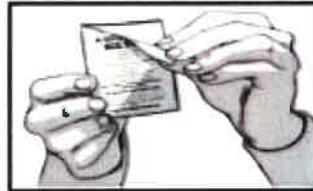
**Important: For use in the nose only.**

- Do not remove or test the NARCAN Nasal Spray until ready to use.
- Each NARCAN Nasal Spray has 1 dose and cannot be reused.
- You do not need to prime NARCAN Nasal Spray.

**How to use NARCAN Nasal Spray:**

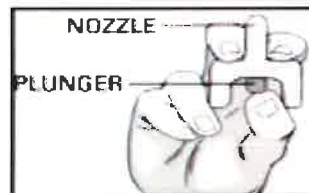
**Step 1.** Lay the person on their back to receive a dose of NARCAN Nasal Spray.

**Step 2.** Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.



**Note:** NARCAN Nasal Spray freezes at temperatures below 5°F (-15°C). If this happens, the device will not spray. Get emergency medical help right away if this happens. Do not wait for NARCAN Nasal Spray to thaw. NARCAN Nasal Spray may still be used if it has been thawed after being previously frozen.

**Step 3.** Hold the NARCAN Nasal Spray with your thumb on the bottom of the red plunger and your first and middle fingers on either side of the nozzle.



**Step 4.** Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril** until your fingers on either side of the nozzle are against the bottom of the person's nose.



**Step 5.** Press the red plunger firmly to give the dose of NARCAN Nasal Spray.



**Step 6.** Remove the NARCAN Nasal Spray from the nostril after giving the dose.

**What to do after NARCAN Nasal Spray has been used:**

**Step 7. Get emergency medical help right away.**

- Move the person on their side (recovery position) after giving NARCAN Nasal Spray.
- Watch the person closely.
- If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.
- Repeat **Steps 2 through 6** using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, Steps 2 through 6 may be repeated every 2 to 3 minutes until the person responds or emergency medical help is received.



**Step 8.** Put the used NARCAN Nasal Spray back into its box.

**Step 9.** Throw away (dispose of) the used NARCAN Nasal Spray in a place that is away from children.

**How should I store NARCAN Nasal Spray?**

- Store below 77°F (25°C).
- Excursions permitted up to 104°F (40°C).
- Do not freeze or expose to excessive heat above 104°F (40°C).
- Keep NARCAN Nasal Spray in the box until ready to use. Protect from light.
- Replace NARCAN Nasal Spray before the expiration date on the box.

**Keep NARCAN Nasal Spray and all medicines out of the reach of children.**

This Instructions for Use has been approved by the U.S. Food and Drug Administration.

Distributed by Adapt Pharma, Inc. Plymouth Meeting, PA 19462 USA.

For more information, go to [www.narcannasalspray.com](http://www.narcannasalspray.com) or call 1-844-4NARCAN (1-844-462-7226).

Issued: 08/2020

A1135

**Stoughton Public Library ~ 2023 Budget - DRAFT**

Line	Personnel	Notes	2018	2019	2020	2021	2022	2023	2023 vs. 2022
			<b>Budget</b>						<b>+ / -</b>
110	SALARIES		\$81,968	\$74,888	\$78,563	\$80,133	\$86,916		-\$86,916
120	WAGES		\$366,502	\$386,935	\$396,057	\$398,651	\$413,759		-\$413,759
127	WAGES-PART TIME		\$47,481	\$65,824	\$70,006	\$70,701	\$75,821		-\$75,821
128	SEASON/TEMPORARY (Sundays)		\$9,589	\$8,500	\$8,500	\$8,500	\$8,500		-\$8,500
151	EMPLOYEE BENEFITS		\$66,447	\$72,012	\$71,359	\$72,684	\$75,001		-\$75,001
152	HEALTH INSURANCE		\$74,359	\$66,801	\$84,184	\$94,783	\$104,973		-\$104,973
									\$0
	<b>Operations</b>								\$0
210	TELEPHONE		\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$400	\$400	\$500	\$500	\$500	\$1,000	\$500
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$0
216	COLLECTION SERVICES	no longer using collection services, but misc hiring expe	\$500	\$500	\$500	\$500	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$300	\$300	\$300	\$0
220	ELECTRICITY		\$19,000	\$19,000	\$19,000	\$19,600	\$19,600	\$19,600	\$0
221	HEAT	est. by Planning? Reflects increase gas cost	\$6,500	\$6,500	\$5,500	\$5,500	\$5,500	\$6,000	\$500
240	EQUIPMENT MAINTENANCE		\$1,000	\$1,500	\$1,900	\$1,900	\$1,900	\$1,900	\$0
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
289	TECHNOLOGY SERVICES	Mostly SCLS ILS & Tech fees	\$48,900	\$48,850	\$49,550	\$50,500	\$53,600	\$55,000	\$1,400
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$500	\$500	\$0
313	PROGRAMS/PUBLICITY		\$3,500	\$4,000	\$4,000	\$4,000	\$4,500	\$4,500	\$0
320	DUES		\$400	\$400	\$600	\$600	\$600	\$600	\$0
326	PERIODICALS	a moving target due to Adopt-a-Magazine	\$5,800	\$5,600	\$5,400	\$4,900	\$5,200	\$5,400	\$200
327	E-RESOURCES (eBooks & databases)	includes \$2K for Kanopy	\$7,600	\$8,198	\$8,500	\$8,700	\$9,700	\$12,000	\$2,300
328	AUDIO VISUAL	reduce DVD exp. For Kanopy	\$10,700	\$10,700	\$11,300	\$15,000	\$11,000	\$9,000	-\$2,000
329	BOOKS		\$44,300	\$44,600	\$45,700	\$50,000	\$50,000	\$50,000	\$0
340	OFFICE SUPPLIES	account for increased costs ~10%	\$3,600	\$3,800	\$4,500	\$4,500	\$4,500	\$5,000	\$500
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$200	\$200	\$0
342	SPECIALIZED LIBRARY SUPPLIES	account for increased costs ~10% and RFID tags	\$4,600	\$4,800	\$4,800	\$4,800	\$4,800	\$6,000	\$1,200
810	CAPITAL OUTLAY		\$2,380	\$7,100	\$1,000	\$0	\$0	\$0	\$0
820	EQUIPMENT REPLACEMENT - Comp	moved to CIP in 2021	\$5,000	\$5,000	\$6,000	\$0	\$0	\$0	\$0
		Subtotal Operations without capital	\$823,126	\$858,508	\$889,019	\$908,052	\$948,170	\$187,800	-\$760,370

Increase in non-personnel costs of \$4,600, 2.5% over 2022

## Projected Library Revenue for 2023

### Budgeted revenue for 2016-2023

	2016	2017	2018	2019	2020	2021	2022	2023
DANE COUNTY SERVICE FEES	\$229,263	\$219,116	\$213,167	\$220,254	\$229,696	\$249,429	\$249,429	\$249,429.00
OTHER COUNTIES SERVICE FEES	\$9,305	\$8,717	\$9,107	\$8,041	\$10,090	\$15,848.39	\$15,952	\$14,979
MISC. GENERAL REVENUE								
FINES	\$23,000	\$23,000	\$23,000	\$22,000	\$21,000.00	\$7,000	\$6,000	\$4,000
COPY MACH. & PRINTS	\$3,000	\$4,000	\$4,500	\$4,700	\$4,700	\$3,700	\$3,700	\$2,500
INTEREST - LIBRARY								
TRANSFER IN - GENERAL FUND	\$560,495	\$567,747	\$571,577	\$593,813	\$623,000	\$632,350.00	\$646,350	
SURPLUS used as carryover				\$10,000			\$ 26,740.00	
	\$825,063	\$822,580	\$821,351	\$858,808	\$888,486	\$908,327	\$948,171	

### Materials expenditures (bold) =

Dane County standards require **\$70,621.**

**\$76,400**



**STOUGHTON**  
PUBLIC LIBRARY

*—The heart of our community.*