

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday August 17, 2022

TIME: 6:30 P.M.

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

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



I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda *

- A. Review/Approval of Minutes of July 15, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for July 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for August 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence (enclosure)

VII. Education Updates

VIII. Board In-service: Trustee Essential #13: Library Advocacy (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: Met 7/19/22 (enclosure)
- D. Policies: did not meet

XI. Friends of the Library Report

XII. Old Business

- A. Instructions to Board from President Ketterer regarding Director evaluation process

XIII. New Business

- A. Welcome to new Student Trustee, Siri Vienneau

B. Discussion of focus area #3 from Board Self-survey: Advocacy and Community Engagement

XIV. Pending Agenda Items

NONE

XV. Adjournment *

NEXT REGULAR MEETING: September 21, 2022

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative

Elise Balzer

Amy Ketterer, President

Teri LeSage

Jean Ligocki, City Council Representative

Sharon Meilahn Bartlett

Erin Meinholz, Vice-President

Dayna Verstegen

Siri Vienneau, Student Representative

Finance: LeSage, Meilahn Bartlett, Meinholz

Personnel: Axe, Ketterer

Planning: LeSage, 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 August 17, 2022



VI. Review/Discussion of Correspondence (enclosure)

Included in the meeting packet is a letter from Dane County Library Director Tracy Herold explaining the Dane County Library Board's reasoning for again holding reimbursements to Dane County libraries at 2021 and 2022 levels. She also describes efforts underway to study the operational formula and devise new ways to measure the value of library services to communities. I have reported on these efforts in past Director's Reports and would be happy to answer any questions.

XII. Old Business

- A. **Instructions to Board from President Ketterer regarding Director evaluation process** – The Board's Personnel Committee is working to complete the annual evaluation of the Library Director in the coming weeks. President Ketterer will instruct trustees in providing feedback on the performance of the Director and provide the necessary forms.

XIII. New Business

- A. **Welcome to new Student Trustee, Siri Vienneau** – We will formally welcome Siri Vienneau, our new student trustee for the 2022-2023 term, and allow time for introductions. (President Ketterer will likely move this item to the top of the agenda following the call to order.)
- B. **Discussion of focus area #3 from Board Self-survey: Advocacy and Community Engagement** - Based on the responses to the online Board self-evaluation survey, the Board identified 4 areas for discussion and possible improvement. (See Planning Committee meeting minutes in the packet for the April 20, 2022.) This is the third of those focus areas. As a tie-in, I have selected *Trustee Essential #13: Library Advocacy* for this month's Board In-service (item VIII). I will also discuss opportunities to learn more about advocacy during the DPI's annual Trustee Training Week later this month, August 22-26.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JULY 20, 2022, @ 6:30 P.M.
HYBRID MEETING IN THE CARNEGIE ROOM,
STOUGHTON PUBLIC LIBRARY, 304 S. 4th ST.
AND VIA ZOOM.



PRESENT: Elise Balzer (remote); Amy Ketterer, President; Teri LeSage (remote); Jean Ligocki, City Council Representative (remote); Sharon Meilahn Bartlett (remote); Erin Meinholz, Vice-President; Dayna Verstegen (remote)

ABSENT: Ken Axe; Trish Gates, Stoughton Area School District Representative;

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Library Administrative Assistant; Jerry Wendt, Stoughton Area Community Foundation

- I. CALL TO ORDER: 6:34 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA. Ketterer moved item XIII Board In-Service, to the top of the agenda to immediately follow review of the agenda.
- III. BOARD IN-SERVICE: PRESENTATION BY JERRY WENDT, PRESIDENT, STOUGHTON AREA COMMUNITY FOUNDATION

[Monette arrived 8:40 PM]

- IV. CONSENT AGENDA
MOTION TO APPROVE: Meinholz SECOND: Verstegen VOTE: 7-0
Ramsey noted that some of the revenue lines in the fund 215 financial report have been renamed by the new Finance Director.
- V. RECOGNITION OPPORTUNITIES None
- VI. PUBLIC COMMENT PERIOD None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE: Ramsey presented several thank you notes and emails from patrons.
- VIII. EDUCATION UPDATES: None
- IX. DIRECTOR'S REPORT
 - A. Statistics: Ramsey presented the statistics.
 - B. Administration Report: Ramsey presented and provided the update that the new shelving for the Children's Area will not arrive until October.
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: Ketterer reported that the Personnel Committee discussed the two position requests the Library has for the 2023 budget; decided that for the staff recognition, each staff member should have their choice between 4 options; discussed the director evaluation; agreed that Gates would be committee chair.
 - C. Planning: Meilahn Bartlett reported that the Planning Committee discussed Library Board goals and possibly changing the goals so that each of them is clearly the business of one of the four standing committees. They also discussed the Strategic Plan. They agreed that Meilahn Bartlett would be committee chair.
 - D. Policies: did not meet.

- XI. FRIENDS OF THE LIBRARY REPORT: Ramsey reported that he wants to try a new model, wherein a member of the Friends would come and present to the Board after the Friends' quarterly meetings. There was general approval of this idea.
- XII. OLD BUSINESS None
- XIII. NEW BUSINESS
 - A. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 PERSONNEL REQUESTS. The two requests are 10 more hours for the Circulation Supervisor and the creation of another Library Assistant position for Adult Services. The Personnel Committee recommends approving both requests. MOTION TO APPROVE: Meinholz SECOND: Verstegen VOTE: 7-0
 - B. INSTRUCTIONS TO BOARD FROM PERSONNEL COMMITTEE REGARDING ANNUAL DIRECTOR EVALUATION. Meilahn Bartlett explained that the evaluation would be sent to each Board member to fill out separately.
 - 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. MOTION TO APPROVE: Ligocki SECOND: LeSage VOTE 7-0 Ramsey has agreed to be the contact person for the NaloxZone emergency box. There was some discussion about also having COVID home tests available at the Library.
 - D. PRESENTATION OF PRELIMINARY 2023 OPERATING BUDGET BY LIBRARY DIRECTOR. Ramsey presented.
- XIV. ADJOURNMENT. MOTION TO ADJOURN AT 8:00 PM Meinholz SECOND Verstegen VOTE 7-0.

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 07/31/2022	ACTIVITY FOR MONTH 07/31/2022	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 215 - LIBRARY FUND							
Revenues							
Dept 00000 - REVENUE							
215-00000-41110	PROPERTY TAX - OPERATIONS	646,350.00		646,350.00	0.00	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		249,897.00	0.00	(468.00)	100.19
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		0.00	0.00	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		2,454.74	350.02	3,545.26	40.91
215-00000-46712	COPY MACHINE	3,700.00		1,594.09	265.87	2,105.91	43.08
215-00000-47301	CHARGES TO OTHER COUNTIES	15,952.00		15,952.74	0.00	(0.74)	100.00
215-00000-48110	INTEREST	0.00		138.15	77.05	(138.15)	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	0.00	0.00	100.00
215-00000-49210	TRANSFER IN - GENERAL FUND	0.00		0.00	0.00	0.00	0.00
215-00000-49228	TRANS IN UTILITES (ONE SIDED)	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 BAL APPLIED - TAX LEVY	56,739.00		0.00	0.00	56,739.00	0.00
Total Dept 00000 - REVENUE		1,004,390.44		942,607.16	692.94	61,783.28	93.85
TOTAL REVENUES		1,004,390.44		942,607.16	692.94	61,783.28	93.85
Expenditures							
Dept 55110 - LIBRARY							
215-55110-50110	SALARIES	86,916.00		46,715.24	6,673.60	40,200.76	53.75
215-55110-50120	WAGES	413,759.90		211,299.90	31,077.04	202,459.10	51.07
215-55110-50126	OVERTIME	0.00		0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00		44,426.45	6,204.96	31,394.55	58.59
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		4,565.74	11.62	3,934.26	53.71
215-55110-50151	EMPLOYEE BENEFITS	75,001.00		38,607.86	5,560.50	36,393.14	51.48
215-55110-50152	HEALTH INSURANCE	104,973.00		65,554.23	9,364.89	39,418.77	62.45
215-55110-50153	SELF INSURED LOSSES	0.00		2,881.20	2,881.20	(2,881.20)	100.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00		0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00		0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	500.00		203.72	103.72	296.28	40.74
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		835.12	341.75	764.88	52.20
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		330.00	129.00	(130.00)	165.00
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		9,198.20	2,250.60	10,401.80	46.93
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		4,240.30	180.22	1,259.70	77.10
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		1,836.44	259.26	63.56	96.65
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		1,458.06	0.00	7,541.94	16.20
215-55110-50289	TECHNOLOGY COSTS	53,600.00		52,530.88	1,746.77	1,069.12	98.01
215-55110-50300	MISC EXPENSES	500.00		266.95	20.37	233.05	53.39
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,142.55	301.50	357.45	92.06
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		4,961.64	1,540.06	6,038.36	45.11
215-55110-50329	BOOKS	50,000.00		28,777.04	5,380.92	21,222.96	57.55
215-55110-50340	OPERATING EXPENSES	4,500.00		2,169.88	215.37	2,330.12	48.22
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		7.19	0.00	192.81	3.60

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 07/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2022 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDC USED
		AMENDED BUDGET						
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00		3,448.20	566.28		1,351.80	71.84
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		3,968.41	(189.02)		52,252.03	7.06
215-55110-50820	CAPITAL- COMPUTERS	0.00		0.00	0.00		0.00	0.00
215-55110-50900	CONTINGENCY	0.00		0.00	0.00		0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00		0.00	0.00		0.00	0.00
Total Dept 55110 - LIBRARY		1,004,390.44		545,975.93	74,620.61		458,414.51	54.36
TOTAL EXPENDITURES		1,004,390.44		545,975.93	74,620.61		458,414.51	54.36
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,004,390.44		942,607.16	692.94		61,783.28	93.85
TOTAL EXPENDITURES		1,004,390.44		545,975.93	74,620.61		458,414.51	54.36
NET OF REVENUES & EXPENDITURES		0.00		396,631.23	(73,927.67)		(396,631.23)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	467,634.45
215-00000-11102	US BANK - CC	2,990.53
Total Assets		470,624.98
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	9,601.00
Total Liabilities		9,601.00
*** Fund Balance ***		
215-00000-39700	FUND BALANCE COMMITTED	26,739.00
215-00000-39800	FUND BALANCE ASSIGNED	37,653.75
Total Fund Balance		64,392.75
Beginning Fund Balance		64,392.75
Net of Revenues VS Expenditures		396,631.23
Ending Fund Balance		461,023.98
Total Liabilities And Fund Balance		470,624.98

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	NORMAL	07/31/2022	(ABNORMAL)	MONTH 07/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	% BDCI	USED
Fund 217 - LIBRARY SPECIAL GIFT FUND												
Revenues												
Dept 00000 - REVENUE												
217-00000-48110	INTEREST	50.00		580.88		249.67		(530.88)		1,161.76		
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		50,990.32		2,536.56		9,009.68		84.98		
217-00000-48510	DONATIONS - UNDESIGNATED	0.00		0.00		0.00		0.00		0.00		
217-00000-48520	DONATIONS - BUILDING FUND	0.00		0.00		0.00		0.00		0.00		
217-00000-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00		0.00		0.00		0.00		0.00		
217-00000-49210	TRANSFER IN - GENERAL FUND	0.00		0.00		0.00		0.00		0.00		
217-00000-49300	SURPLUS	0.00		0.00		0.00		0.00		0.00		
217-00000-49910	FUND BAL APPLIED - TAX LEVY	16,170.44		0.00		0.00		16,170.44		0.00		
Total Dept 00000 - REVENUE		76,220.44		51,571.20		2,786.23		24,649.24		67.66		
TOTAL REVENUES		76,220.44		51,571.20		2,786.23		24,649.24		67.66		
Expenditures												
Dept 00000 - REVENUE												
217-00000-50936	TR OUT - LIBRARY FUND	26,220.44		26,220.44		0.00		0.00		100.00		
Total Dept 00000 - REVENUE		26,220.44		26,220.44		0.00		0.00		100.00		
Dept 55110 - LIBRARY												
217-55110-50500	DESIGNATED	50,000.00		36,849.80		2,566.67		13,150.20		73.70		
217-55110-50501	UNDESIGNATED	0.00		278.89		25.00		(278.89)		100.00		
217-55110-50502	BUILDING FUND	0.00		0.00		0.00		0.00		0.00		
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00		0.00		0.00		0.00		0.00		
217-55110-50936	TR OUT - FUND 215	0.00		0.00		0.00		0.00		0.00		
Total Dept 55110 - LIBRARY		50,000.00		37,128.69		2,591.67		12,871.31		74.26		
TOTAL EXPENDITURES		76,220.44		63,349.13		2,591.67		12,871.31		83.11		
Fund 217 - LIBRARY SPECIAL GIFT FUND:												
TOTAL REVENUES		76,220.44		51,571.20		2,786.23		24,649.24		67.66		
TOTAL EXPENDITURES		76,220.44		63,349.13		2,591.67		12,871.31		83.11		
NET OF REVENUES & EXPENDITURES		0.00		(11,777.93)		194.56		11,777.93		100.00		
TOTAL REVENUES - ALL FUNDS												
TOTAL EXPENDITURES - ALL FUNDS		1,080,610.88		994,178.36		3,479.17		86,432.52		92.00		
NET OF REVENUES & EXPENDITURES		1,080,610.88		609,325.06		77,212.28		471,285.82		56.39		
		0.00		384,853.30		(73,733.11)		(384,853.30)		100.00		

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	79,576.35
217-00000-11102	US BANK - CC	807.17
217-00000-11302	WISC INVESTMENT FUND	197,889.94
Total Assets		278,273.46
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	2,164.95
Total Liabilities		2,164.95
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	38,678.99
217-00000-39601	FUND BAL REST BLDG SINKING	128,576.20
217-00000-39700	FUND BALANCE COMMITTED	120,631.25
Total Fund Balance		287,886.44
Beginning Fund Balance		287,886.44
Net of Revenues VS Expenditures		(11,777.93)
Ending Fund Balance		276,108.51
Total Liabilities And Fund Balance		278,273.46

Stoughton Area Comm Foundation

Long-term investing: 4 tips for staying on course

It can be difficult to stay the course during periods of market volatility. Follow these four tips to help stay on course: Review your portfolio regularly. Diversify your portfolio.* Avoid owning too much of a single investment. And finally, stay invested. Schedule time today with your financial advisor to discuss your long-term financial strategy.

*Diversification does not guarantee a profit or protect against loss in declining markets.

Corporate - Select

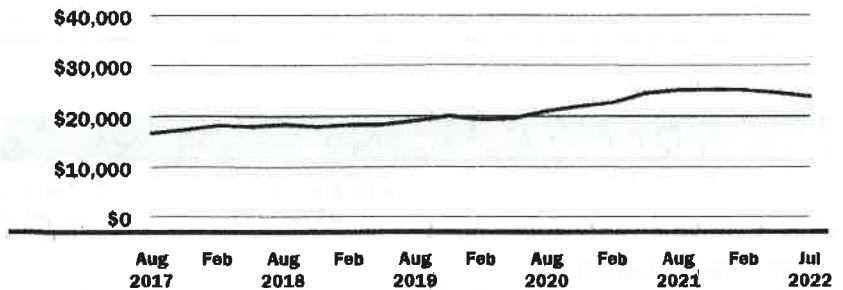
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$23,699.33

1 Month Ago	\$23,074.23
1 Year Ago	\$24,645.98
3 Years Ago	\$19,355.96
5 Years Ago	\$16,704.20

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$23,074.23	\$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	625.10	-2,375.18
Ending Value	\$23,699.33	

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

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	4.05%	-9.13%	-4.19%	6.75%	6.78%

**2022 EXPENDITURES: FUND 215
AUGUST**

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
07/19/22	08/17/22	46710	Verona Public Library	VER 071922	\$ 53.00
08/10/22	08/17/22	46710	Mowry, Daniel R.	DRM 081022	\$ 21.99
07/31/22	08/17/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 5.66
07/31/22	08/17/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 16.43
08/01/22	08/17/22	50211	Ingram	fuel surcharge	\$ 25.00
07/28/22	JR prepaid PC	50217	Asleson's True Value	ASL072822MVPK	\$ 6.49
07/07/22	CITY prepaid	50220	Stoughton Utilities	SU 070722 util	\$ 2,250.60
08/05/22	08/17/22	50221	Alliant Energy	AE 080522	\$ 274.27
07/17/22	08/17/22	50240	Gordon Flesch	GF071722copier2	\$ 102.27
08/03/22	08/17/22	50240	Gordon Flesch	GF080322copier1	\$ 186.23
08/01/22	08/17/22	50250	Johnson Controls	JC080122firealarm	\$ 1,755.98
07/28/22	JR prepaid PC	50289	Donor Tools	DON072822tech	\$ 39.00
07/31/22	08/17/22	50289	SCLS	SCLS073122solus	\$ 125.00
07/20/22	CITY prepaid	50300	Stoughton, City of	STO072022sales	\$ 20.37
08/17/22	CITY prepaid	50300	Stoughton, City of	STO081722sales	\$ 14.62
07/12/22	SB prepaid PC	50313	Amazon	AZ 060322 SLP	\$ 17.77
07/29/22	08/17/22	50328	Findaway	FA071222ABCD	\$ 175.97
07/31/22	08/17/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 306.29
08/01/22	08/17/22	50328	Ingram	AD/TE materials	\$ 268.70
06/30/22	AB prepaid PC	50329	Mystery To Me	MTM070522AF	\$ 25.99
07/17/22	SB prepaid PC	50329	Amazon	AZ 071522 AF	\$ 7.95
07/18/22	08/17/22	50329	Findaway	FA062722CBCD	\$ 909.82
07/31/22	08/17/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,663.46
08/01/22	08/17/22	50329	Ingram	AD/TE materials	\$ 2,018.04
08/01/22	08/17/22	50329	Ingram	CH materials	\$ 1,324.05
08/15/22	08/15/22	50329	Cengage	AD/TE materials	\$ 516.36
07/05/22	SB prepaid PC	50340	Amazon	AZ 062822 OS	\$ 30.80
07/10/22	SB prepaid PC	50340	Amazon	AZ 070622 OS	\$ 14.98
07/12/22	SB prepaid PC	50340	Amazon	AZ 071122 OS	\$ 11.94
07/17/22	SB prepaid PC	50340	Amazon	AZ 071222 OS	\$ 221.56
07/05/22	SB prepaid PC	50342	Amazon	AZ 070122 LS	\$ 23.74
07/10/22	SB prepaid PC	50342	Amazon	AZ 070622 LS	\$ 29.61
07/10/22	SB prepaid PC	50342	Amazon	AZ 070622 LS	\$ 12.49
07/31/22	08/17/22	50342	Baker & Taylor AD217BK	processing	\$ 23.68
07/31/22	08/17/22	50342	Baker & Taylor AD329	processing	\$ 60.68
08/01/22	08/17/22	50342	Ingram	processing	\$ 162.36

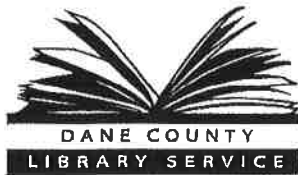
**2022 EXPENDITURES: FUND 217
AUGUST**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
06/30/22	AB prepaid PC	Mystery To Me	MTM070522PROGFOL	FoL	program	\$ 25.99			
06/30/22	CS prepaid PC	Walmart	WM063022PROGFOL	FoL	program	\$ 42.83			
07/03/22	SB prepaid PC	Amazon	AZ 062822 SUN	Sunday	program	\$ 128.99			
07/06/22	SB prepaid PC	Amazon	AZ 070522 SUN	Sunday	program	\$ 49.47			
07/10/22	SB prepaid PC	Amazon	AZ 070522 SUN	Sunday	program	\$ 37.59			
07/11/22	SB prepaid PC	Amazon	AZ 071122 PROGFOL	FoL	program	\$ 29.89			
07/12/22	SB prepaid PC	Amazon	AZ 071122 FOLTE	FoL	program	\$ 136.63			
07/12/22	CS prepaid PC	Dollar Tree	DT 071222 FOLTE	FoL	program	\$ 25.00			
07/12/22	CS prepaid PC	Walmart	WM 071222 FOLTE	FoL	program	\$ 80.70			
07/15/22	CS prepaid PC	Fosdal Home Bake	FOS 071522 DAN	D'Angelo	program	\$ 53.00			
07/15/22	CS prepaid PC	Pick 'n Save	PNS 071522 DAN	D'Angelo	program	\$ 32.37			
07/17/22	SB prepaid PC	Amazon	AZ 071222 SUN	Sunday	program	\$ 17.99			
07/19/22	SB prepaid PC	Amazon	AZ 071822 PROGFOL	FoL	program	\$ 36.30			
07/20/22	SB prepaid PC	Amazon	AZ071822PROGFOL	FoL	program	\$ 83.70			
07/31/22	08/17/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 565.92			
07/31/22	08/17/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 140.28			
08/01/22	08/17/22	Ingram	AD materials	Bosky	books	\$ 61.52			
08/01/22	08/17/22	Ingram	AD materials	Overland	books	\$ 11.20			
08/01/22	08/17/22	Ingram	AD materials	SHGC	books	\$ 61.73			
08/01/22	08/17/22	Ingram	CH materials	Bishop	books	\$ 17.98			
08/01/22	08/17/22	Ingram	TE materials	FoL	program	\$ 202.22			
08/01/22	08/17/22	Ingram	AD materials	REPL	books	\$ 124.22			
08/02/22	08/17/22	Pack, William	WP 080222 PROGFOL	FoL	program	\$ 350.00			
08/02/22	08/17/22	Stoughton Yoga	SY 080222 PROGFOL	FoL	program	\$ 160.00			



August 3, 2022

Dear Library Board of Trustees,

This is to inform you of news regarding the 2023 Operational and Facility Reimbursements to Dane County Libraries. Once again, the reimbursement for 2023 will be held at the levels of 2021 and 2022. This recognizes that data from 2020 and 2021 bear the story of COVID playing out across libraries in Dane County. As a reminder, the current formula uses a 3-year average of circulation and cost-per-circulation data. The 2020 and 2021 data sets skew that average in variety of ways, including:

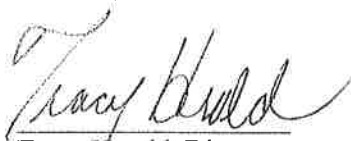
- roughly 50% drop in circulation in 2020;
- artificially high costs per circulation;
- libraries reopened at differing rates;
- services changed as libraries adapted to public health recommendations;
- reduced/uneven services across libraries as variants broke out.

Maintaining reimbursement at the 2020 and 2021 levels is an attempt to provide financial stability for libraries.

The Dane County Libraries have embarked on a study of the Operational Formula with the firm ReThinking Libraries. RTL will spend the next few months studying our formula, funding structures, circulation and services in order to offer 2-3 alternative ways of measuring library service, value and reimbursement. The intent is to update the current formula or adopt a new formula that bases reimbursement on all the factors that drive library costs.

I am happy to answer any questions or visit one of your meetings to explain this matter further.

Sincerely,



Tracy Herold, Director

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

13

In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See *Trustee Essential #27: Trustee Orientation and Continuing Education* for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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

© 2002, 2012, 2015, 2016
Wisconsin Department of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>



STOUGHTON PUBLIC LIBRARY

CHECKOUTS

MO.					2022			2021-2022	
	2018	2019	2020	2021	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	19,339	18,543	17,549	11,232	9,958	3,441	4,266	17,665	57.27%
FEB	18,106	17,376	16,865	11,241	9,983	3,067	3,594	16,644	48.07%
MAR	19,567	19,787	12,295	14,070	11,060	3,434	3,946	18,440	31.06%
APR	18,582	18,114	3,419	11,899	10,838	3,215	3,668	17,721	48.93%
MAY	17,102	16,204	5,464	12,363	9,549	2,801	3,662	16,012	29.52%
JUN	20,504	18,919	6,062	16,371	11,710	3,215	3,628	18,553	13.33%
JUL	20,875	20,296	8,941	17,776	11,751	2,840	3,687	18,278	2.82%
AUG	20,855	18,835	11,848	17,389				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	74,849	22,013	26,451	123,313	-28.71%
AVG	18,686	17,721	10,606	14,414	10,693	3,145	3,779	17,616	22.22%

COMPUTER USE

MO.					2022 COMPUTER LOGINS BY TYPE				2022		2021-22
	2018	2019	2020	2021	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE	
JAN	1,860	2,085	1,966	440	215	643	24	0	882	100.45%	
FEB	1,973	2,228	1,823	800	250	484	30	0	764	-4.50%	
MAR	2,313	2,549	1,225	838	265	606	22	0	893	6.56%	
APR	1,983	2,609	371	1,687	281	792	31	0	1,104	-34.56%	
MAY	1,771	2,167	257	1,328	225	340	31	0	596	-55.12%	
JUN	2,367	2,022	248	1,336	226	457	73	0	756	-43.41%	
JUL	2,205	2,267	248	1,086	277	326	118	0	721	-33.61%	
AUG	2,414	2,353	322	1,177					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	1,739	3,648	329	0	5,716	-55.62%	
AVG	2,003	2,149	2,149	1,073	248	521	47	0	817	-23.93%	

STOUGHTON PUBLIC LIBRARY STATISTICS, AUGUST 2022

LOANED THROUGH DELIVERY						2021-22
MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,850	10,087	8,441	8,985	8,763	-2.47%
FEB	10,010	9,943	6,447	8,737	8,082	-7.50%
MAR	10,624	10,517	3,521	11,069	8,866	-19.90%
APR	10,055	9,704	147	8,709	7,975	-8.43%
MAY	9,780	9,439	537	8,359	7,468	-10.66%
JUN	9,703	9,246	1,687	8,151	7,563	-7.21%
JUL	9,612	9,499	3,724	8,076	7,647	-5.31%
AUG	9,956	9,450	4,169	8,012		-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	56,364	-44.69%
AVG	9,889	9,413	4,551	8,492	8,052	-5.18%

BORROWED THROUGH DELIVERY						2021-22
MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,470	7,511	4,934	5,543	5,756	3.84%
FEB	7,054	6,914	4,533	5,741	5,121	-10.80%
MAR	7,521	7,574	2,422	6,887	5,701	-17.22%
APR	7,188	6,880	10	5,953	5,452	-8.42%
MAY	6,800	6,399	301	5,048	5,031	-0.34%
JUN	6,739	6,423	1,082	5,153	5,290	2.66%
JUL	7,234	7,123	2,482	4,963	4,819	-2.90%
AUG	7,579	6,370	4,097	5,148		-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	37,170	-42.95%
AVG	7,063	6,468	3,136	5,430	5,310	-2.21%

WIRELESS USE						2021-22
MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	15,000	14,971	12,924	920	1,341	45.76%
FEB	14,981	15,722	14,614	875	1,269	45.03%
MAR	16,411	16,906	8,647	1,003	1,643	63.81%
APR	16,264	16,657	1,913	1,033	1,711	65.63%
MAY	17,771	18,846	2,596	1,378	2,170	57.47%
JUN	17,255	27,822	2,712	1,286	1,775	38.02%
JUL	14,942	15,712	1,026	1,412	1,917	35.76%
AUG	16,089	14,467	804	1,253		-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	11,826	-22.16%
AVG	15,833	16,517	4,102	1,266	1,689	33.44%

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

SELF-CHECKOUTS						2021-22
MO.	2018	2019	2020	2021	2022	%TOTAL
JAN	11,034	10,305	9,767	0	8,190	61.00%
FEB	10,217	10,960	8,903	0	8,181	62.68%
MAR	10,967	10,497	6,581	0	9,086	62.69%
APR	10,369	9,903	0	0	8,378	61.36%
MAY	9,231	8,974	0	1,146	7,100	44.34%
JUN	12,575	10,701	0	6,690	9,544	51.44%
JUL	12,292	11,945	0	7,053	9,276	63.57%
AUG	12,772	10,854	0	6,585		
SEP	9,868	8,934	0	7,210		
OCT	10,445	9,380	0	7,254		
NOV	10,058	9,396	0	7,417		
DEC	8,823	7,621	0	7,176		
TOTAL	128,651	119,470	25,251	50,531		
AVG	10,721	9,956	2,104	4,211		

DOOR COUNT						2021-22
MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,688	9,224	9,428	0	5,425	100.00%
FEB	9,859	8,876	9,248	0	5,826	100.00%
MAR	11,061	10,582	5,086	0	6,385	100.00%
APR	10,541	10,221	0	0	6,482	100.00%
MAY	11,133	10,472	0	1,462	8,119	455.34%
JUN	12,708	11,347	0	4,155	7,296	75.60%
JUL	11,822	11,734	0	5,158	7,301	41.55%
AUG	11,952	10,884	0	4,809		-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	46,834	25.02%
AVG	10,823	10,164	1,980	3,122	6,691	114.33%

June 2019: the door counter is malfunctioning.

WEBSITE PAGEVIEWS						2021-22
MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,813	9,172	8,665	3,984	4,695	17.85%
FEB	8,958	8,379	7,613	3,952	3,751	-5.09%
MAR	8,249	8,814	6,859	4,998	3,968	-20.61%
APR	7,974	8,036	5,865	4,701	4,268	-9.21%
MAY	6,994	8,607	7,089	4,092	4,008	-2.05%
JUN	7,879	7,588	7,455	4,818	3,954	-17.93%
JUL	6,696	7,627	7,459	4,206	4,768	13.36%
AUG	7,213	7,683	7,620	3,936		-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	29,412	-39.46%
AVG	7,485	7,902	7,266	4,049	4,202	3.78%

Programming Statistics
for July 2022

Date	Platform	July Programs		Number of Participants					
		Event	Story Time (MO)	0-5	6-11	Teen	Adult	All Ages	
7/5/2022	East Side Park	Story Time (MO)		13					
7/5/2022	Carnegie Room	Bermuda Triangle Escape Room (MO)			11				
7/6/2022	Nordic Ridge	Story Time (MO)		14					
7/6/2022	Carnegie Room	Water STEAM (MO)			24				
7/6/2022	Carnegie Room	The Foundation (JR)							
7/7/2022	Carnegie Room	Teen Advisory Board (CS)				12			
7/9/2022	Carnegie Room	Writing Critique Group (AB)					4		
7/9/2022	Children's Area	Lego Time (DF)			14				
7/11/2022	Carnegie Room	Baby Time (DF)		5					
7/11/2022	Community	Outreach: Viking Lunches (CS)						30	
7/12/2022	East Side Park	Story Time (MO)		38					
7/12/2022	Carnegie Room	Angler Fish (MO)			30				
7/13/2022	Nordic Ridge	Story Time (MO)		35					
7/13/2022	Carnegie Room	Pokemon Club (MO)			18				
7/13/2022	Carnegie Room	Ruins of the Roman Empire (Joe Fahey,					7		
7/14/2022	Learning Tree	Outreach younger (MO)		35					
7/14/2022	Learning Tree	Outreach Older (MO)			32				
7/14/2022	Carnegie Room	Thursdays with Murder (AB)					6		
7/14/2022	Fire Station	Adult Craft Club (SB, AH)					20		
7/15/2022	Nordic Ridge	Encanto movies in the park (JR, Parks						--	
7/15/2022	Library	Teen Mystery Night (CS, AB, MO)				34			
7/18/2022	Carnegie Room	Baby Time (DF)		4					
7/19/2022	East Side Park	Story Time (DF)		32					
7/19/2022	Carnegie Room	Graphic Novel Book Club (MO)			5				
7/20/2022	Nordic Ridge	Story Time (MO)		19					
7/20/2022	Carnegie Room	Water STEAM (MO)			10				
7/21/2022	East Side Park	Balloon Painting (MO, CS)			32				
7/25/2022	Carnegie Room	Baby Time (DF)		11					
7/26/2022	East Side Park	Story Time (MO)		17					
7/26/2022	Carnegie Room	Mythic Sea Creatures (MO)			20				
7/26/2022	Carnegie Room	Page Turners (CS)					3		
7/27/2022	Nordic Ridge	Story Time (MO)		27					

Programming Statistics
for July 2022

7/27/2022	Carnegie Room	Pokemon Club (MO)		16			
7/27/2022	Senior Center	Outreach: Page Turners (CS)				0	
7/29/2022	Nordic Ridge	Movies in the Park: Lego Batman (CS,					130
7/31/2022	2nd floor	One on one assistance (Libby, Kanopy,				3	
			250	212	46	43	160

		July Self-Directed		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
7/31/2022	2nd floor	All ages Sticker Mural					45	
7/31/2022	1st floor	take home crafts		60				
7/31/2022	2nd floor	Find the Spam Can			45			
			0	60	45	0	45	

Director's Report

August 17, 2022



Library news:

- I attended the quarterly SCLS All Directors meeting on July 21 where the main order of business was voting to accept the 2023 Technology and Integrated Library System (ILS) fees, as well as each library's contribution to the statewide buying pool administered by the Wisconsin Public Library Consortium, Overdrive Advantage (additional digital "copies" of high-demand titles), and Overdrive Magazines. (I mentioned these fees briefly in my 2023 operating budget presentation last month. They are summarized on the tables below.) Directors also voted on SCLS Delivery fees. These fees are increasing slightly in 2023 for Dane Co. Libraries, but DCL Director Tracy Herold reports that costs to individual libraries will not increase. I may have more information at the time of our meeting.

	2022	2023
Network	\$5,767.00	\$ 6,679.00
PC Support	\$6,750.00	\$ 6,750.00
Infrastructure	\$9,535.00	\$ 8,537.00
Integrated Library System (ILS)	\$25,182.00	\$ 26,058.00
MyPC	\$150.00	\$ 90.00
Total	\$47,384.00	\$ 48,114.00

	2022	2023
Overdrive (WPLC buying pool)	\$ 6,655.00	\$ 6,928.00
Overdrive Advantage	\$ 461.00	\$ 453.00
Overdrive Magazines	\$ 539.88	\$ 381.00

- I attended the virtual bi-monthly meeting of the Wisconsin Library Association's Library Legislation & Development Committee on July 22. Our legislative consultant reported on issues related to intellectual freedom in libraries that may arise during the next legislative session. We discussed the biennial budget process which will be starting this summer and we discussed planning next year's Library Legislative Day on February 7, 2023. Next year's event will be held at a new venue: The Madison Public Library's Central Branch.

- After several delays and false-starts, I received confirmation that some of the new furniture and fixtures for the Children's area will arrive later this month. This includes 4 lounge-style chairs for the seating area in the northeast corner of room, storage cabinets to replace the shelving behind the service desk, which will increase the usable space in the kids' play area; and several 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 on October 24. Mary and I have been in touch with a Madison based muralist, whose art was featured on the cover of a recent Isthmus, about a mural for the west wall above the book shelves.
- Tracie Miller, SCLS's Public Library Administration Consultant, asked me to serve as a mentor to Brian Cole, the new director of Mazomanie Public Library, through SCLS's new director mentoring program, in which experienced directors (relatively speaking!) are assigned to new directors to offer guidance. The only other requirements are for the mentor to contact the new director regularly and to be open to their questions and requests. Brian and I had a virtual meeting on August 4. Brian is a former library trustee who decided to change careers earlier this year when the director position at Mazomanie opened up. As such, he's very well-versed in library administration, but I'm happy to help however I can.
- I attended a virtual webinar on July 27 entitled "The Post-Pandemic Library: Managing issues now that they are our daily routine," presented on Dr. Julie Todaro. Her points about good communication and maintaining a positive organizational culture were especially salient, considering we are now operating in a "new normal" that is higher-stress and more resource intensive than before. Hundreds of librarians from all over the US and Canada attended, and it was fascinating to see the discussions happening in the chat about their libraries' varied responses to the pandemic.
- The first Movie Night in the Park on Friday, July 29, was a success. (The screening scheduled for July 12 had to be canceled because of rain.) Dozens of families turned out at Nordic Ridge Park for an interactive screening of *The Lego Batman Movie*. A huge thanks to Teen Services Library Assistant Cynthia Schlegel for creating fun interactive prompts (and

props!)



- On August 5, I worked with SCLS IT Support Specialist Craig Ellefson and electrical contractors to coordinate the installation of an outdoor wireless access point on the south side of the building. This device will provide Wi-Fi coverage for the parking lot and, most importantly, the future outdoor programming space at 216 E Jefferson. The cost of the access point was included in the project I presented to the Council last month for ARPA funding, but thanks to grant money received by SCLS through ARPA and the Library Services and Technology Act (LSTA), we were able to complete the project now at no cost to us.
- Planning continues for our staff in-service on Friday, September 16. Following a morning session on Trauma Informed Care in the Fire Station Training Room, library staff will have the option of either a book-buying trip to Madison or dedicated time for collection maintenance projects— weeding, shifting, shelf-reading—here at the library. I'm working on a pair of surveys to send to staff in the coming weeks: the first asks them to choose an appreciation gift from several options determined by the Board's Personnel Committee; the other asks for their input on our next strategic plan. Some Board members have expressed interest in presenting appreciation gifts to staff at the in-service, so I will follow up as the event approaches.
- I met with Siri Vienneau, our new Library Board Student Trustee, on August 10 for an orientation. We discussed her role as an advisory member of the Board and the contributions she will make to the Board's Planning Committee as we prepare a new strategic plan. Siri is excited to get started and I know she'll be a great addition to the Board.
- Following the Board's approval of the MOU between the Library and Wisconsin Voices for Recovery at the July meeting, I met virtually on

August 11 with staff from Stoughton Wellness Coalition, Public Health of Madison & Dane County, and UW's Department of Family Medicine and Community Health regarding the installation of a NaloxZONE box here at the library. Installation of the box is tentatively scheduled later this month. Training for the Library Director, Management Team, and any interested staff will be provided.

Stoughton Area Community Foundation Fund Report

The report for the period Jun 25 – Jul 29 shows an increase in value of \$625.10 to the account because of market conditions. The overall value of the account as of Jul 29 is \$23,699.33

Youth Services (from Mary Ostrander)

- Our regularly scheduled Outdoor Story Time and Baby Times continued through the end of July. Mary and Diane will start up both again in October, hopefully in the Carnegie Room.
- Pokémon Club is going strong and will continue monthly into the school year.
- *Lego Batman* interactive movie at Nordic Ridge was tons of fun. Mary is working on getting the interactive parts together for the *Detective Pikachu* movie at the end of the month.

- Kids have until August 19th to finish up their summer reading. The Children's department has given out many, many prize books already.
- Mary is continuing to offer escape rooms for older elementary-aged kids throughout August.
- **Balloon Painting at East Side Park** with Mary and Cynthia was very popular, and may become an annual event.
- Water games at East Side Park is scheduled for August 18, yet another collaboration for older tweens and teens by Mary and Cynthia.
- Mary and Cynthia are also working on a Renaissance Faire event which will be on Saturday, September 10 at East Side Park.
- The Children's department is working on programming to close out the year, including a monthly special Friday program, process art, crafts, and story times.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah was out of the office 7/25 – 8/10, but before she left she placed orders for hundreds of new items. During her absence, Ziwei and the Technical Services volunteers were busy receiving, linking, and processing new library materials to get them in the hands of our patrons as quickly as possible!

Circulation Services (from Robin Behringer)

- Circulation and Shelving staff dealt with various staff absences, planned and otherwise, this past month. Staff, including our indispensable library

substitutes, worked hard to maintain a good workflow and excellent customer service.

- A Shelver candidate has begun the hiring process with HR to fill the current Shelver vacancy. She is expected to begin toward the end of August.

Adult & Teen Services (from Amanda Bosky)

- Amy attended two great webinars: “Demystifying Genre” and “Sustainable Thinking.” She shared some ideas for greener library services that she learned during the latter session, which she and Amanda will discuss further in the near future.
- **The Music and Memory program**, a partnership between the library and the Senior Center, is officially relaunched! Caregivers of people with dementia can request personalized music players to help bring temporary clarity and relief. The Senior Center is hosting volunteers to act as “music detectives” to find meaningful songs, and the library is providing mp3 players, creating playlists, and teaching caregivers how to use the players with their loved ones.
- Joe Fahey, world traveler, presented an excellent PowerPoint presentation in July about the Ruins of the Roman Empire.
- Amanda has been busy with the migration of the library website to an updated software version. To the average website viewer, things will remain pretty much the same but the past few months have been full of training, checklists, and meetings as Amanda prepared for the switch.
- Cynthia’s **after-hours Murder Mystery program** was a huge success. 34 teens gathered to eat fancy snacks, swap clues, and figure out whodunit when one of the guests was mysteriously “murdered.” Mary and Amanda were also on hand to help check teens in and keep the refreshment table stocked.
- Mary and Cynthia collaborated on a great balloon painting program at East Side Park in July, providing activities for children and teens ages 8-16. They both ended up completely covered in paint, and 32 patrons had a blast making messy paint creations.



- Our interactive Lego Batman session of Movies in the Park was a success, gathering a crowd of about 130 people. Cynthia created the interactive props for children and teens to use during the movie. The most popular one was a dog training clicker designed to mimic the sound of LEGO bricks snapping together. Mary, Jim, and Amanda were also on hand to set up and take down the movie equipment and troubleshoot technical difficulties throughout the evening.



Looking Back from *The Capital Times*, September 26, 1941

Tells Librarians World Democracy of Culture, Civilization Need Today

War, Bloodshed Would Not Exist Under System, Educator Says

The kind of world we want is a democracy of culture and civilization in which every man is capable of his greatest development, Prof. Lyman Bryson, New York, Columbia university educator, declared before 800 persons at a meeting held in the Memorial Union Thursday night in connection with the Wisconsin Library association 3-day conference here.

In such a world, Prof. Bryson asserted, man would exercise his reason to the fullest extent and war, bloodshed, and the desperate unhappiness of today would not exist in it.

“Ultimate democracy could be achieved if a great number of small people by small steps were determined to make some contribution toward it,” he stated. “The kind of idea I would like to see dominate the world is one of freedom”

Professor Bryson defined democracy as a state in which the result of a contest is accepted without the loser wanting to remake the rules.

“The difference between fascism and democracy,” he asserted, “is the use of bullets by a fascist if he can’t win by ballots—the first will try ballots. He’s a poor sport, when he loses, he changes the rules.”



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, July 19, at 6:30 p.m.**

MINUTES

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

Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett

Also present: Library Director Jim Ramsey

Absent (excused): Siri Vienneau

1. Meeting called to order by consensus at 6:32 PM
2. Agenda reviewed and accepted by consensus
3. **Election of committee chair for 2022-2023 *** - Ramsey reviewed that Meilahn Bartlett was designated as potential chair on the committee assignments provided to the Board on June 15, 2022. Meilahn Bartlett stated that she would accept the nomination. MOTION by Ligocki: To nominate Sharon Meilahn Bartlett for 2022-2023 committee. SECOND: LeSage. Ramsey asked thrice for additional nominations. None were offered. VOTE: 2-0, with Meilahn Bartlett abstaining
4. **Review/Approve Minutes of April 12, 2022 *** (enclosure) – MOTION by LeSage to approve minutes. SECOND: Ligocki. VOTE: 3-0.
5. **Review and discussion of 2022 Board Goals (enclosure)** – Ramsey reviewed the typical schedule of work for the Board Goals: Drafted in January of each year by the Planning Committee; approved by the Board at their monthly meeting in February; progress reviewed at August Board meeting. Consensus at Planning Committee meeting on January 11, 2022, was that review should be moved back to November to allow for more time.

Meilahn Bartlett stated that she would like to see the four standing Board committees take responsibility for the Board Goals, seeing as there are 4 goals and 4 standing committees. Discussion ensued as to which committees would be responsible for which goals. Consensus was that Planning would continue to be responsible for goal A, creation of a strategic plan.

LeSage suggested that trustees could sign up at the beginning of the year to give education updates on certain months (Goal B). Training on advocacy (Goal D) could take place during the Board in-service portion of the agenda or at a scheduled workshop for trustees.

Consensus was that Finance Committee could take on Goal C, financial planning.

Ramsey explained that if all committees were to start meeting more frequently, he would need help with scheduling, preparing agendas, taking minutes, etc. Consensus was that Committee chairs and other members could take on some of those responsibilities. Discussion ensued regarding the requirements of open meetings laws and necessity of publicly noticing committee meetings.

Returning to the discussion of committee responsibility for Board Goals, Meilahn Bartlett stated that she would like to see the entire board take responsibility for the goals, as opposed to only the Planning Committee. Consensus agreed.

Ligocki suggested that these ideas be presented to the Board at the regular monthly meeting tomorrow, July 20. Consensus was that any changes to how the Board approaches goals would be made in 2023.

Meilahn Bartlett asked if there are any restrictions on who can perform procedures duties related to committee meetings. Could a member of the committee take the minutes and send communications, or does it have to be a City staff member? Ligocki replied that she didn't believe any restrictions existed, but that open meeting laws still applied to committees.

Meilahn Bartlett said there were mentions in the 2020-2022 Strategic Plan of creating new committees, such as a committee to examine equity and inclusive services, and she wondered if creating a new committee to address these issues this might be desirable in the future.

- 6. Review of 2020-2022 Strategic Plan and discussion of next steps (enclosure)** – Ramsey presented on the history of the 2020-2022 Strategic Plan and its development. He asked the committee to consider whether they wanted to retain the current format or create a new one. He mentioned the various resources he had sent to committee members in the past week: copies of the 2018 community survey results and 2019 focus group reports; a half-dozen examples of strategic plans from other Dane County libraries; a data visualization grid for the results of the 2019

focus group reports; and the minutes from the Planning Committee's first 4 meetings in 2022.

Ligocki mentioned the importance of gathering staff input. Ramsey replied that he had been thinking along those lines and

LeSage stated that she had no objections to the current format and that the structure made sense. Said she would like to see more mention of "inputs," resources the library will use to accomplish the goals. Also shared a link to a Strategic Planning tool which she recommended.

Ligocki suggested that Ramsey compile all the documents mentioned above into a single email and send to the committee and ask them to consider the following questions: Which sections of the current plan can be retained, with modifications and additions? What is missing from the current plan? (Think especially about the last 2.5 years and the way we have adapted to the pandemic). Ramsey replied that he would send out an email later in the week.

Meilahn Bartlett asked about putting documents in a shared online folder, such as Google Drive, for collaborative editing. Discussion ensued as to whether or not this would contravene open meetings laws. Ligocki offered that the Stoughton City attorney has urged caution when it comes to online collaborative tools. LeSage shared he perspective from the DPI and offered to look into the rules that the DPI has in place. Ramsey agreed for now to only distribute the documents via email and reserve all discussion for the next meeting so as to avoid creating a "walking quorum."

7. **Scheduling future meetings** – Discussion ensued as to the best weekday and time for regular monthly meetings. Consensus emerged for a virtual meeting via Zoom at 6:30 on the first Tuesday of each month: August 2, September 6, October 4, November 1, and December 6.
8. MOTION by Ligocki to adjourn. SECOND: LeSage. VOTE: 3-0. Meeting adjourned at 7:45 PM.

*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage
Jean Ligocki
Sharon Meilahn Bartlett
Siri Vienneau

Cc:

Ken Axe
Elise Balzer
Trish Gates
Amy Ketterer
Erin Meinholz
Dayna Versteegen

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