

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday October 19, 2022

TIME: 6:30 P.M.



STOUGHTON
PUBLIC LIBRARY
The heart of our community.

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

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Budget presentation by Director Ramsey (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: Met on 10/12/22 (enclosure). See New Business D.
- B. Personnel: Will meet soon to conduct Library Director Evaluation
- C. Planning: Met on 10/4/22 (enclosure). See Old Business B.
- D. Policies: Has not met since 9/21/22, but see New Business C.

XI. Friends of the Library Report

XII. Old Business

- A. Update from President Ketterer on Library Director Evaluation
- B. Instructions and timeline for the four standing Board committees to draft 2023 Board Goals (enclosure)

XIII. New Business

- A. Discussion and possible action regarding creation of a trustee photo directory for public and/or staff use *
- B. Discussion and possible action regarding partial closure of library on January 26, 2023, to allow for CHIMERA self-defense & assertiveness training *
- C. Discussion and possible action regarding adoption of a memorandum of understanding between the Library Board of Trustees and the Friends of the Stoughton Public Library, Inc. (*Policies recommended 4-0 on September 7*) * (enclosure)
- D. Approval of 2023 Library Operating Budget** * (enclosure)

XIV. Pending Agenda Items
NONE

XV. Adjournment *

NEXT REGULAR MEETING: November 16, 2022

*An * indicates an action item.*

***The Board 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
 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 October 19, 2022



XII. Old Business

- A. Progress report from President Ketterer on Library Director evaluation process** – Board President Ketterer will report on the status of written Director evaluation forms completed by trustees. Normally, the Personnel Committee would conduct the Director evaluation before referring it to the Board for approval, but since that committee is down to only two members, President Ketterer will propose that the Board take up the Director evaluation in closed session at the Board meeting on November 16.
- B. Instructions and timeline for the four standing Board committees to draft 2023 Board Goals (enclosure)** – At the monthly meeting on September 21, the Board agreed unanimously to charge each of the 4 standing committees with drafting a goal for 2023 that reflects the purpose of their committee. The Planning committee will discuss a timeline and share a handout produced by Teri LeSage on the SMARTIE framework for setting goals.

XIII. New Business

- A. Discussion and possible action regarding creation of a trustee photo directory for public and/or staff use *** - This comes from a suggestion from our staff, who are wondering if the trustees would be willing to provide photos for a Library Board Trustee directory. They would like to be able to put names to faces for the board members. This could be for staff use only on our shared drive, or it could be public on our website. The choice is yours.
- B. Discussion and possible action regarding partial closure of library on January 26, 2023, to allow for CHIMERA self-defense & assertiveness training *** - Missy Mael from Madison's Rape Crisis Center spoke on the topic of Trauma Informed Care at our annual staff in-service on September 16. In the discussion that followed, staff reported feeling unsafe in the library, especially at night when fewer staff and patrons are in the building. Missy mentioned the CHIMERA self-defense and assertiveness training offered by the RCC, and many of our staff members responded enthusiastically. In order to offer two trainings so that all

staff could attend, I propose closing the library for part of the day on Thursday, January 26. We would be open from 12:30 to 4:30 PM that day, which would still allow patrons to access the building for holds pick-up, computing/copying/scanning, and after-school tutoring. I and the Mgmt Team looked at several options to allow us to offer trainings all our staff could attend, and we've concluded that this would be the least disruptive to our patrons. As with any scheduled closing, we would publicize the change well in advance.

C. Discussion and possible action regarding adoption of a memorandum of understanding between the Library Board of Trustees and the Friends of the Stoughton Public Library, Inc. * (enclosure) – This MOU, drafted by the Friends earlier this year, is based on a template from the American Library Association. It spells out the responsibilities of the Friends and the Library Board and pledges mutual support. This document has undergone several revisions and was recommended for approval 4-0 by the Policies Committee at their meeting on September 7. I have left the most recent edits in red and will prepare a final version upon approval by Board.

D. Approval of 2023 Library Operating Budget *** - I will give an overview of the 2023 operating budget during agenda item VIII, Board In-service. I presented the budget in detail to the Finance Committee on October 12 and they recommended approval 4-0. The budget includes a 4% cost of living adjustment for library staff (identical to the adjustment for all City staff, union and non-union). Neither of our personnel requests—10 additional hours for our Circulation Supervisor and a new 22 hr/week Adult Services Library Assistant—were included in the mayor's budget. Overall, the 2023 budget is a 5.3% increase over 2022, from \$949,720 to \$1,000,327.

**The Board may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data for library staff.

* Indicates a potential action item

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, SEPTEMBER 21, 2022, @ 6:30 P.M.
HYBRID MEETING IN THE CARNEGIE ROOM,
STOUGHTON PUBLIC LIBRARY, 304 S. 4th ST.
AND VIA ZOOM.



PRESENT: Ken Axe; Elise Balzer (remote); Amy Ketterer, President; Teri LeSage; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett (remote); Erin Meinholz, Vice-President (remote); Dayna Verstegen (remote); Siri Vienneau, Student Trustee (remote)
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Library Administrative Assistant; Lesley Johnson, Friends of the Stoughton Public Library Board President

- I. CALL TO ORDER: 6:32 p.m. by President Amy Ketterer
- II. REVIEW OF AGENDA. Ketterer moved item XI. *Friends of the Library Report* to the top of the agenda, directly after the consent agenda
- III. CONSENT AGENDA
Motion to approve: Verstegen Second: LeSage Vote: 6-0
- IV. FRIENDS OF THE LIBRARY REPORT. Johnson started by praising the friendliness and helpfulness of the Library staff. She shared what the Friends have been doing. Their booksale is Friday, Sept. 23 and Saturday, Sept. 24. The raffle drawing will be Saturday at 3 p.m. October 11 is the Friends' Annual Meeting, when they will elect their Board and decide on the amount of the monetary gift to the library in 2023. October 16-22 is National Friends of the Library Week. The Friends now have a page on Facebook.

[Axe arrived at 6:35 p.m.]

[Meinholz arrived at 6:38 p.m.]

- V. RECOGNITION OPPORTUNITIES. Ketterer thanked Ligocki and Verstegen for representing the Board at the Staff In-Service
- VI. PUBLIC COMMENT PERIOD. None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. None
- VIII. EDUCATION UPDATES: Ligocki suggested following Trauma-Informed Libraries and ALA Advocacy on social media. Meinholz mentioned the Trustee Training sessions on book bans and efficient meetings. Meilahn-Bartlett had two news items about book banning, and Axe had a third.
- IX. BOARD IN-SERVICE. SMARTIE goals (TLS). LeSage talked about SMARTIE goals (Specific, Measurable, Attainable, Relevant, Time-based, Inclusive, Equity-supporting) and how the Board might use those in making both Board Goals and the Strategic Plan.
- X. DIRECTOR'S REPORT
 - A. Administration Report: Ramsey presented and reported three more entries in the Library's CIP plan: an HVAC engineering study (2023); replacement of HVAC (2024); masonry repairs (2024). These are from the Planning Department. The

NaloxZONE box still does not have access to the library's wifi network. Ramsey is working on a solution with the SCLS Help Desk.

XI. COMMITTEE REPORTS

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: Meilahn Bartlett reported on the meeting, the results of which are item B under New Business.
- D. Policies: Balzer reported on the meeting, the results of which are items C, D, and E under New Business.

XII. OLD BUSINESS

- A. PROGRESS REPORT FROM PRESIDENT KETTERER ON LIBRARY DIRECTOR EVALUATION PROCESS. Ketterer reported that she is still waiting for a few Board members to return the evaluation forms.

XIII. NEW BUSINESS

- A. APPROVAL OF RESOLUTION TO SEND TO CITY COUNCIL REGARDING EXEMPTION FROM COUNTY LIBRARY TAX. Ramsey presented. *Motion to approve: Axe Second: Meilahn-Bartlett Vote: 8-0*
- B. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL FROM PLANNING COMMITTEE TO INVOLVE STANDING COMMITTEES IN DRAFTING OF ANNUAL BOARD GOALS DOCUMENT. *Motion to request standing committees to draft one goal they believe reflects what their committee does: Meilahn-Bartlett Second: Ligocki Vote: 8-0*
- C. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO LIBRARY MATERIALS USE POLICY. *Motion to approve: Axe Second: Meinholz Vote: 8-0.*
- D. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO UNATTENDED CHILDREN POLICY. *Motion to approve: Meinholz Second: Versteegen Vote: 8-0.*
- E. DISCUSSION AND POSSIBLE ACTION REGARDING RESCINDING THE LIBRARY'S EMPLOYMENT OF RELATIVES POLICY IN FAVOR OF CITY OF STOUGHTON'S NEPOTISM POLICY. Ligocki asked how the Library's policy is more restrictive than the City's. Ramsey explained that the Library policy forbids ALL family members from working for the Library, while the City policy forbids family members to work together with one supervising the other. *Motion to approve: Axe. Second: Versteegen. Vote: 8-0*
- F. DISCUSSION OF FOCUS AREA #4 FROM BOARDS SELF-EVALUATION: INCREASING DIVERSITY ON THE BOARD. Ketterer suggested that a Board meeting was not the right venue for this discussion, but that this conversation would take place in the coming months as the standing committees formulate new Board Goals and the Planning Committee develops a new Strategic Plan. The Board agreed by consensus.

- XIV. ADJOURNMENT. *Motion to adjourn at 7:54 P.M. Ligocki Second: Balzer VOTE 8-0.*

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	09/30/2022	09/30/2022	MONTH	09/30/2022	BALANCE	% BDT
				NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL		(ABNORMAL)	USED
Fund 215 - LIBRARY FUND									
Revenues									
Dept 00000 - REVENUE									
215-00000-41110	PROPERTY TAX - OPERATIONS	646,350.00		646,350.00	0.00		0.00	0.00	100.00
215-00000-43330	FED GRANT - COVID-19	0.00		10.57	10.57		(10.57)	(10.57)	100.00
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00		0.00	0.00		0.00	0.00	0.00
215-00000-43534	STATE AID	0.00		0.00	0.00		0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00		249,897.00	0.00		(468.00)	(468.00)	100.19
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		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	0.00
215-00000-46110	MISC. REVENUE	0.00		0.00	0.00		0.00	0.00	0.00
215-00000-46710	LIBRARY FEES	6,000.00		3,295.96	314.43		2,704.04	54.93	
215-00000-46712	COPY MACHINE	3,700.00		2,330.68	313.08		1,369.32	62.99	
215-00000-47301	CHARGES TO DANE COUNTY	15,952.00		15,952.74	0.00		(0.74)	100.00	
215-00000-48110	INTEREST	0.00		917.62	456.10		(917.62)	100.00	
215-00000-48500	DONATIONS	0.00		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	0.00
215-00000-49228	TRANS IN UTILITIES (ONE SIDED)	0.00		0.00	0.00		0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00		0.00	0.00		0.00	0.00	0.00
215-00000-49910	FUND BAL APPLIED - TAX LEVY	56,739.00		0.00	0.00		56,739.00	0.00	0.00
Total Dept 00000 - REVENUE		1,004,390.44		944,975.01	1,094.18		59,415.43	94.08	
Dept 55100 - COMMUNITY COMMITMENT									
215-55100-43330	FED GRANT - COVID-19	0.00		0.00	(10.57)		0.00	0.00	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00		0.00	(10.57)		0.00	0.00	
TOTAL REVENUES		1,004,390.44		944,975.01	1,083.61		59,415.43	94.08	
Expenditures									
Dept 55110 - LIBRARY									
215-55110-50110	SALARIES	86,766.00		63,399.24	10,010.40		23,366.76	73.07	
215-55110-50120	WAGES	408,571.00		286,403.23	45,250.53		122,167.77	70.10	
215-55110-50126	OVERTIME	0.00		0.00	0.00		0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00		60,945.97	9,957.50		14,875.03	80.38	
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		4,946.70	380.96		3,553.30	58.20	
215-55110-50129	WAGES - LONGEVITY	5,338.00		0.00	0.00		5,338.00	0.00	0.00
215-55110-50151	EMPLOYEE BENEFITS	0.00		52,315.32	8,264.74		(52,315.32)	100.00	
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00		84,284.01	9,364.89		(84,284.01)	100.00	
215-55110-50153	SELF INSURED LOSSES	0.00		2,881.20	0.00		(2,881.20)	100.00	
215-55110-50160	FICA TAXES	44,460.00		0.00	0.00		44,460.00	0.00	0.00
215-55110-50161	WRS - GENERAL	29,466.00		0.00	0.00		29,466.00	0.00	0.00
215-55110-50163	HEALTH INSURANCE	98,197.00		0.00	0.00		98,197.00	0.00	0.00
215-55110-50164	DENTAL INSURANCE	6,776.00		0.00	0.00		6,776.00	0.00	0.00
215-55110-50165	LIFE INSURANCE	1,075.00		0.00	0.00		1,075.00	0.00	0.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00		0.00	0.00		0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00		0.00	0.00		0.00	0.00	0.00
215-55110-50211	POSTAGE	500.00		340.09	35.79		159.91	68.02	
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		835.12	0.00		764.88	52.20	
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		459.00	129.00		(259.00)	229.50	
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00		6.49	0.00		293.51	2.16	
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00		0.00	0.00		0.00	0.00	0.00
215-55110-50220	UTILITIES	19,600.00		15,019.09	2,887.43		4,580.91	76.63	

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL	09/30/2022	(ABNORMAL)	MONTH 09/30/2022	(DECREASE)	NORMAL	BALANCE	% BDGT	USED
Fund 215 - LIBRARY FUND											
Expenditures											
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		4,966.00		451.43		534.00		90.29	
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		2,337.89		212.95		(437.89)		123.05	
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		4,208.69		523.91		4,791.31		46.76	
215-55110-50289	TECHNOLOGY COSTS	53,600.00		52,892.03		39.00		707.97		98.68	
215-55110-50300	MISC EXPENSES	500.00		304.86		23.29		195.14		60.97	
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,269.30		58.51		230.70		94.87	
215-55110-50320	SUBSCRIPTIONS/DUES	600.00		150.00		0.00		450.00		25.00	
215-55110-50326	PERIODICALS	5,200.00		3,815.74		0.00		1,384.26		73.38	
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		7,544.69		894.35		3,455.31		68.59	
215-55110-50329	BOOKS	50,000.00		37,728.48		3,402.25		12,271.52		75.46	
215-55110-50340	OPERATING EXPENSES	4,500.00		2,666.70		127.49		1,833.30		59.26	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		7.19		0.00		192.81		3.60	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00		3,887.55		77.96		912.45		80.99	
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		20,187.00		15,735.60		36,033.44		35.91	
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		726,436.57		107,827.98		277,953.87		72.33	
TOTAL EXPENDITURES		1,004,390.44		726,436.57		107,827.98		277,953.87		72.33	
Fund 215 - LIBRARY FUND:											
TOTAL REVENUES		1,004,390.44		944,975.01		1,083.61		59,415.43		94.08	
TOTAL EXPENDITURES		1,004,390.44		726,436.57		107,827.98		277,953.87		72.33	
NET OF REVENUES & EXPENDITURES		0.00		218,538.44		(106,744.37)		(218,538.44)		100.00	

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	279,450.16
215-00000-11102	US BANK - CC	3,481.03
Total Assets		282,931.19
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
215-00000-39700	FUND BALANCE COMMITTED	26,739.00
215-00000-39800	FUND BALANCE ASSIGNED	37,653.75
Total Fund Balance		64,392.75
Beginning Fund Balance		64,392.75
Net of Revenues VS Expenditures		218,538.44
Ending Fund Balance		282,931.19
Total Liabilities And Fund Balance		282,931.19

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 09/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDC USED
Fund 217 - LIBRARY SPECIAL GIFT FUND							
Revenues							
Dept 00000 - REVENUE							
217-00000-48110	INTEREST	50.00	1,433.87	463.95	(1,383.87)	2,867.74	
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	52,266.23	214.04	7,733.77	87.11	
217-00000-48510	DONATIONS - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	
217-00000-48520	DONATIONS - BUILDING FUND	0.00	0.00	0.00	0.00	0.00	
217-00000-48530	DONATIONS - FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00	
217-00000-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	
217-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00	
217-00000-49910	FUND BAL APPLIED - TAX LEVY	16,170.44	0.00	0.00	16,170.44	0.00	
Total Dept 00000 - REVENUE		76,220.44	53,700.10	677.99	22,520.34	70.45	
TOTAL REVENUES		76,220.44	53,700.10	677.99	22,520.34	70.45	
Expenditures							
Dept 00000 - REVENUE							
217-00000-50936	TR OUT - LIBRARY FUND	0.44	0.00	(26,220.44)	0.44	0.00	
Total Dept 00000 - REVENUE		0.44	0.00	(26,220.44)	0.44	0.00	
Dept 55110 - LIBRARY							
217-55110-50500	DESIGNATED	50,000.00	47,920.87	5,629.00	2,079.13	95.84	
217-55110-50501	UNDESIGNATED	0.00	638.89	360.00	(638.89)	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	26,220.00	26,220.44	26,220.44	(0.44)	100.00	
Total Dept 55110 - LIBRARY		76,220.00	74,780.20	32,209.44	1,439.80	98.11	
TOTAL EXPENDITURES		76,220.44	74,780.20	5,989.00	1,440.24	98.11	
Fund 217 - LIBRARY SPECIAL GIFT FUND:							
TOTAL REVENUES		76,220.44	53,700.10	677.99	22,520.34	70.45	
TOTAL EXPENDITURES		76,220.44	74,780.20	5,989.00	1,440.24	98.11	
NET OF REVENUES & EXPENDITURES		0.00	(21,080.10)	(5,311.01)	21,080.10	100.00	
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS							
NET OF REVENUES & EXPENDITURES							
		1,080,610.88	998,675.11	1,761.60	81,935.77	92.42	
		1,080,610.88	801,216.77	113,816.98	279,394.11	74.14	
		0.00	197,458.34	(112,055.38)	(197,458.34)	100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	67,384.00
217-00000-11102	US BANK - CC	837.43
217-00000-11302	WISC INVESTMENT FUND	198,584.91
Total Assets		266,806.34
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	38,678.99
217-00000-39601	FUND BAL REST BLDG SINKING	128,576.20
217-00000-39700	FUND BALANCE COMMITTED	120,631.25
Total Fund Balance		287,886.44
Beginning Fund Balance		287,886.44
Net of Revenues VS Expenditures		(21,080.10)
Ending Fund Balance		266,806.34
Total Liabilities And Fund Balance		266,806.34

Stoughton Area Comm Foundation

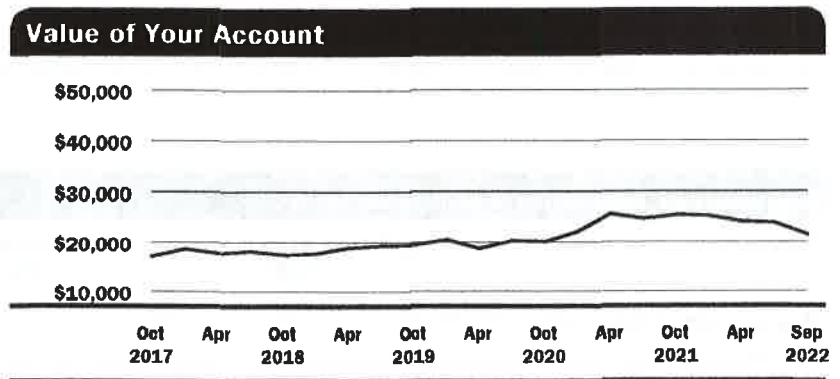
Different needs, many choices

It's good to have choices. With Edward Jones, you choose the account options that fit your goals and the way you like to invest. No matter which options you choose, you and your financial advisor will work together to develop a strategy to help you achieve your long-term goals. Talk with your financial advisor today to discuss your choices and which account options may be best suited to you.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$21,490.43	
1 Month Ago	\$23,490.09
1 Year Ago	\$24,776.95
3 Years Ago	\$19,250.45
5 Years Ago	\$17,032.50



Value Summary		
	This Period	This Year
Beginning Value	\$23,490.09	\$26,074.51
Assets Added to Account	5,000.00	5,000.00
Assets Withdrawn from Account	-5,000.00	-5,000.00
Fees and Charges	0.00	0.00
Change In Value	-1,999.66	-4,584.08
Ending Value	\$21,490.43	

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

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-5.53%	-17.47%	-11.56%	3.45%	4.30%

2022 EXPENDITURES: FUND 215
OCTOBER

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/21/22	10/19/22	46710	Ovadal, Candyce L.	CLO 092122	\$ 8.95
09/21/22	10/19/22	46710	Rogers, Catherine P.	CPR 092122	\$ 24.95
09/26/22	10/19/22	46710	Zoellner-Stubbs, Eliot F.	EFZ 092622	\$ 16.99
09/13/22	SB prepaid PC	50211	USPS	USPS 091322 211	\$ 3.32
09/30/22	10/19/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 2.55
09/30/22	10/19/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 13.67
10/01/22	10/19/22	50211	Ingram	fuel surcharge	\$ 33.00
09/12/22	JR prepaid PC	50212	Dunkin'	DK 091222 INS	\$ 60.96
09/13/22	JR prepaid PC	50212	Jimmy John's	JJ 091322 INS	\$ 127.12
09/15/22	AB prepaid PC	50212	Pick 'n Save	PNS 091522 212	\$ 41.18
09/07/22	JR prepaid PC	50217	Light Sales	LIG093022CSUP	\$ 45.23
09/07/22	10/19/22	50220	Stoughton Utilities	SU 090722 util	\$ 2,887.43
10/05/22	CITY prepaid	50220	Stoughton Utilities	SU 100522 util	\$ 2,271.75
10/07/22	10/19/22	50221	Alliant Energy	AE 100722	\$ 564.85
09/17/22	10/19/22	50240	Gordon Flesch	GF091722copier2	\$ 90.24
10/03/22	10/19/22	50240	Gordon Flesch	GF100322copier1	\$ 51.76
09/15/22	10/19/22	50250	Jefferson Fire & Safety	JFS091522fireext.	\$ 65.50
10/17/22	10/19/22	50250	Duck Soup Signs	DSS101722sign	\$ 50.00
09/28/22	JR prepaid PC	50289	Donor Tools	DON092822TECH	\$ 39.00
09/30/22	10/19/22	50300	Stoughton Arts Council	SAC093022artwalk	\$ 125.00
09/17/22	SB prepaid PC	50313	Amazon	AZ 091422 CC	\$ 18.97
09/17/22	SB prepaid PC	50313	Amazon	AZ 091422 CC	\$ 11.24
09/27/22	JR prepaid PC	50326	Madison Newspapers	WiSJ092722SER	\$ 707.04
09/12/22	SB prepaid PC	50328	Amazon	AZ090722JDVD	\$ 9.99
09/30/22	10/19/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 21.59
10/01/22	10/19/22	50328	Ingram	AD/TE materials	\$ 200.67
10/05/22	SB prepaid PC	50328	Amazon	AZ090722JDVD	\$ 19.96
10/12/22	10/19/22	50328	Findaway	AD/TE materials	\$ 179.97
09/27/22	SB prepaid PC	50329	Amazon	AZ 092622 AF	\$ 10.99
09/30/22	10/19/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,366.82
10/01/22	10/19/22	50329	Ingram	CH materials	\$ 603.85
10/01/22	10/19/22	50329	Ingram	AD/TE materials	\$ 1,401.36
10/10/22	10/19/22	50329	Cengage	AD/TE materials	\$ 306.72
09/17/22	SB prepaid PC	50340	Amazon	AZ 091422 OS	\$ 43.90
09/28/22	SB prepaid PC	50340	Amazon	AZ 092722 OS	\$ 21.68
09/30/22	10/19/22	50340	Complete Office	CO 092722 OS	\$ 135.72

09/17/22	SB prepaid PC	50341	Amazon	AZ 091322 341	\$ 8.00
09/23/22	SB prepaid PC	50342	Amazon	AZ 092122 LS	\$ 9.00
09/23/22	SB prepaid PC	50342	Amazon	AZ 092222 LS	\$ 12.99
09/30/22	10/19/22	50342	Baker & Taylor AD217BK	processing	\$ 9.62
09/30/22	10/19/22	50342	Baker & Taylor AD329	processing	\$ 47.36
09/30/22	10/19/22	50342	Demco	DM 092222 LS	\$ 330.84
10/01/22	10/19/22	50342	Ingram	processing	\$ 95.04
10/05/22	SB prepaid PC	50342	Amazon	AZ 100422 LS	\$ 11.29
10/05/22	SB prepaid PC	50342	Amazon	AZ 100422 LS 2	\$ 19.98
10/12/22	10/19/22	50342	Demco	DM 101022 LS	\$ 119.39

**2022 EXPENDITURES: FUND 217
OCTOBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
09/13/22	SB prepaid PC	Amazon	AZ 091322 SA	Undesg.	gift		\$ 120.00		
09/13/22	AB prepaid PC	Paddle.net	PAD 091322 DAN	D'Angelo	program	\$ 150.00			
09/14/22	CS prepaid PC	Dollar Tree	DT 091422 DAN	D'Angelo	program	\$ 35.00			
09/14/22	MO prepaid PC	Walmart	WM 091422 CH	Bryant	program	\$ 23.12			
09/14/22	CS prepaid PC	Walmart	WM 091422 DAN	D'Angelo	program	\$ 65.50			
09/16/22	JR prepaid PC	Barnes & Noble	BN 091622 BB	bookbuying	books	\$ 1,122.66			
09/17/22	SB prepaid PC	Amazon	AZ 091222 SUN	Sunday	program	\$ 276.17			
09/18/22	SB prepaid PC	Amazon	AZ 091222 SUN	Sunday	program	\$ 24.33			
09/18/22	AB prepaid PC	New York Times	NYT 091822 selsor	Selsor	subscription	\$ 56.00			
09/26/22	CS prepaid PC	Menards	MEN092622PROGFOL	FoL	program	\$ 54.73			
09/26/22	CS prepaid PC	Menards	refund	FoL	program	\$ (7.48)			
09/27/22	CS prepaid PC	Menards	MEN092722PROGFOL	FoL	program	\$ 11.88			
09/27/22	MO prepaid PC	Walmart	WM 092722 SUN	Sunday	program	\$ 22.32			
09/29/22	AB prepaid PC	Eugster's	EUG 092922 PROGFOL	FoL	program	\$ 68.00			
09/29/22	CS prepaid PC	Walmart	WM 092922 B TP	Bryant	program	\$ 12.70			
09/30/22	10/19/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 255.20			
09/30/22	10/19/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 136.72			
09/30/22	10/19/22	Demco	DM 092222 LS	FoL	program	\$ 47.00			
10/01/22	10/19/22	Ingram	IM 072122 FOL TE	FoL	program	\$ 6.59			
10/01/22	10/19/22	Ingram	AD materials	IHO ALL	books	\$ 17.00			
10/01/22	10/19/22	Ingram	AD materials	REPL	books	\$ 198.34			
10/01/22	10/19/22	Ingram	AD materials	FoL	books	\$ 76.22			
10/01/22	10/19/22	Ingram	CH materials	IMO LAB	books	\$ 5.03			
10/01/22	AB prepaid PC	Pick 'n Save	PNS100122PROGFOL	FoL	program	\$ 14.97			

10/01/22	AB prepaid PC	Walmart	WM100122PROGFOL	FoL	program	\$ 73.22		
10/03/22	AB prepaid PC	Spotify	SPOT100322BMM	Bryant	program	\$ 10.54		
10/04/22	10/19/22	BookPage	BP 100422 FoL	FoL	subscription	\$ 648.00		
10/10/22	10/19/22	Cengage	AD materials	Lucky Day	books	\$ 59.98		
10/10/22	10/19/22	Cengage	AD materials	FoL	books	\$ 90.37		

Stoughton Public Library ~ 2023 Budget - DRAFT

Line	Personnel	Notes	2018	2019	2020	2021	2022	2023	2023 vs. 2022
			Budget						+ / -
110	SALARIES	4% COLA	\$81,968	\$74,888	\$78,563	\$80,133	\$86,916	\$90,227	\$3,311
120	WAGES	4% COLA	\$366,502	\$386,935	\$396,057	\$398,651	\$413,759	\$425,417	\$11,658
127	WAGES-PART TIME	4% COLA	\$47,481	\$65,824	\$70,006	\$70,701	\$75,821	\$77,147	\$1,326
128	SEASON/TEMPORARY (Sundays)	4% COLA	\$9,589	\$8,500	\$8,500	\$8,500	\$8,500	\$8,840	\$340
129	LONGEVITY	separated for first time this year						\$7,600	
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$66,447	\$72,012	\$71,359	\$72,684	\$73,926	\$76,950	\$3,024
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$74,359	\$66,801	\$84,184	\$94,783	\$106,048	\$123,046	\$16,998
									\$0
									\$0
	Operations								\$0
210	TELEPHONE	moved to IT in 2020	\$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	OUTSIDE SERVICES - OTHER		\$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	\$21,000	\$1,400
221	HEAT		\$6,500	\$6,500	\$5,500	\$5,500	\$5,500	\$6,000	\$500
240	EQUIPMENT MAINTENANCE	increase from 2nd floor copier added in '19	\$1,000	\$1,500	\$1,900	\$1,900	\$1,900	\$2,800	\$900
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
289	TECHNOLOGY SERVICES	1.5% increase in SCLS Tech & ILS fees	\$48,900	\$48,850	\$49,550	\$50,500	\$53,600	\$56,000	\$2,400
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		\$5,800	\$5,600	\$5,400	\$4,900	\$5,200	\$5,400	\$200
327	E-RESOURCES (eBooks & databases)	\$2,000 from Audio Visual line	\$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% & RFID	\$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
		Total	\$823,126	\$858,508	\$889,019	\$908,052	\$948,170	\$1,000,327	\$52,157

Projected Library Revenue for 2023

Budgeted revenue for 2016-2023

	2018	2019	2020	2021	2022	2023
DANE COUNTY SERVICE FEES	\$213,167	\$220,254	\$229,696	\$249,429	\$249,429	\$249,910.00
OTHER COUNTIES SERVICE FEES	\$9,107	\$8,041	\$10,090	\$15,848.39	\$15,952	\$14,979
MISC. GENERAL REVENUE						\$1,000.00
FINES	\$23,000	\$22,000	\$21,000.00	\$7,000	\$6,000	\$4,000
COPY MACH. & PRINTS	\$4,500	\$4,700	\$4,700	\$3,700	\$3,700	\$2,500
INTEREST - LIBRARY						
TRANSFER IN - GENERAL FUND	\$571,577	\$593,813	\$623,000	\$632,350.00	\$646,350	\$727,938
SURPLUS used as carryover		\$10,000			\$ 26,740.00	
	\$821,351	\$858,808	\$888,486	\$908,327	\$948,171	\$1,000,327.00

MATERIALS EXPENDITURES \$76,400

Dane County standards require \$70,621.





STOUGHTON PUBLIC LIBRARY

CHECKOUTS

2022

2021-2022

MO.	2018	2019	2020	2021	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	19,339	18,543	17,549	11,232	9,958	3,441	4,266	17,665	57.27%
FEB	18,106	17,376	16,865	11,241	9,983	3,067	3,594	16,644	48.07%
MAR	19,567	19,787	12,295	14,070	11,060	3,434	3,946	18,440	31.06%
APR	18,582	18,114	3,419	11,899	10,838	3,215	3,668	17,721	48.93%
MAY	17,102	16,204	5,464	12,363	9,549	2,801	3,662	16,012	29.52%
JUN	20,504	18,919	6,062	16,371	11,710	3,215	3,628	18,553	13.33%
JUL	20,875	20,296	8,941	17,776	11,751	2,840	3,687	18,278	2.82%
AUG	20,855	18,835	11,848	17,389	11,917	3,193	4,002	19,112	9.91%
SEP	17,204	15,767	11,029	15,337	9,707	2,820	3,483	16,010	4.39%
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	96,473	28,026	33,936	158,435	-8.40%
AVG	18,686	17,721	10,606	14,414	10,719	3,114	3,771	17,604	22.13%

COMPUTER USE

2022 COMPUTER LOGINS BY TYPE

2022

2021-22

MO.	2018	2019	2020	2021	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	1,860	2,085	1,966	440	215	643	24	0	882	100.45%
FEB	1,973	2,228	1,823	800	250	484	30	0	764	-4.50%
MAR	2,313	2,549	1,225	838	265	606	22	0	893	6.56%
APR	1,983	2,609	371	1,687	281	792	31	0	1,104	-34.56%
MAY	1,771	2,167	257	1,328	225	340	31	0	596	-55.12%
JUN	2,367	2,022	248	1,336	226	457	73	0	756	-43.41%
JUL	2,205	2,267	248	1,086	277	326	118	0	721	-33.61%
AUG	2,414	2,353	322	1,177	304	511	141	0	956	-18.78%
SEP	1,843	1,980	372	749	280	343	46	0	669	-10.68%
OCT	1,946	2,287	642	1,215					0	-100.00%
NOV	1,766	1,701	577	1,277					0	-100.00%
DEC	1,591	1,535	566	948					0	-100.00%
TOTAL	24,032	25,783	25,783	12,881	2,323	4,502	516	0	7,341	-43.01%
AVG	2,003	2,149	2,149	1,073	258	500	57	0	816	-24.01%

STOUGHTON PUBLIC LIBRARY STATISTICS, OCTOBER 2022

LOANED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,850	10,087	8,441	8,985	8,763	-2.47%
FEB	10,010	9,943	6,447	8,737	8,082	-7.50%
MAR	10,624	10,517	3,521	11,069	8,866	-19.90%
APR	10,055	9,704	147	8,709	7,975	-8.43%
MAY	9,780	9,439	537	8,359	7,468	-10.66%
JUN	9,703	9,246	1,687	8,151	7,563	-7.21%
JUL	9,612	9,499	3,724	8,076	7,647	-5.31%
AUG	9,956	9,450	4,169	8,012	8,267	3.18%
SEP	9,179	9,444	3,945	8,080	7,695	-4.76%
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	72,326	-29.02%
AVG	9,889	9,413	4,551	8,492	8,036	-5.36%

BORROWED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,470	7,511	4,934	5,543	5,756	3.84%
FEB	7,054	6,914	4,533	5,741	5,121	-10.80%
MAR	7,521	7,574	2,422	6,887	5,701	-17.22%
APR	7,188	6,880	10	5,953	5,452	-8.42%
MAY	6,800	6,399	301	5,048	5,031	-0.34%
JUN	6,739	6,423	1,082	5,153	5,290	2.66%
JUL	7,234	7,123	2,482	4,963	4,819	-2.90%
AUG	7,579	6,370	4,097	5,148	4,897	-4.88%
SEP	6,708	6,055	3,659	5,440	4,569	-16.01%
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	46,636	-28.43%
AVG	7,063	6,468	3,136	5,430	5,182	-4.57%

WIRELESS USE

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	15,000	14,971	12,924	920	1,341	45.76%
FEB	14,981	15,722	14,614	875	1,269	45.03%
MAR	16,411	16,906	8,647	1,003	1,643	63.81%
APR	16,264	16,657	1,913	1,033	1,711	65.63%
MAY	17,771	18,846	2,596	1,378	2,170	57.47%
JUN	17,255	27,822	2,712	1,286	1,775	38.02%
JUL	14,942	15,712	1,026	1,412	1,917	35.76%
AUG	16,089	14,467	804	1,253	2,138	70.63%
SEP	12,349	14,772	975	1,312	2,243	70.96%
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	16,207	6.67%
AVG	15,833	16,517	4,102	1,266	1,801	42.23%

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

DOOR COUNT

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,688	9,224	9,428	0	5,425	100.00%
FEB	9,859	8,876	9,248	0	5,826	100.00%
MAR	11,061	10,582	5,086	0	6,385	100.00%
APR	10,541	10,221	0	0	6,482	100.00%
MAY	11,133	10,472	0	1,462	8,119	455.34%
JUN	12,708	11,347	0	4,155	7,296	75.60%
JUL	11,822	11,734	0	5,158	7,301	41.55%
AUG	11,952	10,884	0	4,809	7,900	64.28%
SEP	10,307	10,067	0	4,915	7,135	45.17%
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	61,869	65.16%
AVG	10,823	10,164	1,980	3,122	6,874	120.21%

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS

MO.	2018	2019	2020	2021	2022	%TOTAL
JAN	11,034	10,305	9,767	0	8,190	61.00%
FEB	10,217	10,960	8,903	0	8,181	62.68%
MAR	10,967	10,497	6,581	0	9,086	62.69%
APR	10,369	9,903	0	0	8,378	61.36%
MAY	9,231	8,974	0	1,146	7,100	44.34%
JUN	12,575	10,701	0	6,690	9,544	51.44%
JUL	12,292	11,945	0	7,053	9,276	63.57%
AUG	12,772	10,854	0	6,585	9,707	50.79%
SEP	9,868	8,934	0	7,210	7,646	61.03%
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	4,768	13.36%
AUG	7,213	7,683	7,620	3,936	3,915	-0.53%
SEP	6,304	7,121	6,180	3,448	3,501	1.54%
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	36,828	-24.19%
AVG	7,485	7,902	7,266	4,049	4,092	1.07%

Programming Statistics
for September 2022

		September Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
9/1/2022	Carnegie Room	Teen Advisory Board (CS)			16			
9/1/2022	Fire Station	Adult Craft Club (SB, AH)				12		
9/7/2022	Carnegie Room	The Foundation (Richard) (canceled)				--		
9/8/2022	Carnegie Room	Teen locker crafts (CS)			18			
9/8/2022	Carnegie Room	Thursdays with Murder (AB)				6		
9/9/2022	Nordic Ridge Park	Movies in the Park: Encanto (JR, MO)					120	
9/10/2022	Carnegie Room	Writing Critique Group (AB)				4		
9/11/2022	Stoughton Yoga	Yoga Sundays (CS)				11		
9/13/2022	Carnegie Room	Graphic Novel Book Club (MO)		6				
9/14/2022	Carnegie Room	Pokemon Club (MO)						
9/14/2022	Carnegie Room	Michael Hecht Art Program (AB)				6		
9/15/2022	Carnegie Room	Teen Bob Ross Painting (CS)			20			
9/16/2022	Nordic Ridge Park	Movies in the Park: The Goonies (AB)					75	
9/17/2022	Library	Nakira's World (DF, JR)		5				
9/23/2022	Nordic Ridge Park	Movies in the Park: Back to the Future					33	
9/24/2022	Library	Art Walk (JR)					150	
9/27/2022	Carnegie Room	Page Turners (JR)				6		
9/28/2022	Senior Center	Outreach: Page Turners (JR)				3		
9/28/2022	Carnegie Room	Crafty Kids: Tape Resist Paintings (MO)		5				
9/29/2022	Carnegie Room	Teen Mafia + Cereal Bar (CS)			25			
9/30/2022	Heartland Farm	Farm Story Time (MO)	50					
9/30/2022	2nd floor	One on one assistance (Libby, Kanopy,				1		
9/30/2022	Nordic Ridge Park	Movies in the Park: Sing 2					75	
			50	16	79	49	453	

		September Self-Directed		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
9/7/2022	2nd floor	Teen Art Cart			1			
9/12/2022	2nd floor	Teen Art Cart			2			
9/14/2022	2nd floor	Teen Art Cart			5			
9/19/2022	2nd floor	Teen Art Cart			4			
9/21/2022	2nd floor	Teen Art Cart			2			

Programming Statistics
for September 2022

9/26/2022	2nd floor	Teen Art Cart			2		
9/28/2022	2nd floor	Teen Art Cart			5		
9/30/2022	2nd floor	Renaissance Faire banner (all month)					30
			0	0	21	0	30

Director's Report

October 19, 2022



Library news:

- I met with SASD Superintendent Dan Keyser on September 30 to introduce myself and discuss the appointment of a new SASD-Library Board representative to replace Trish Gates, who retired this summer. We talked about ways the District and the Library can continue to collaborate, including ways we can advocate for one another. He reported that he is in the process of reaching out to administrators to find a district representative for the Board.
- We held our last two Movie in the Park events at Nordic Ridge Park on September 23 and 30. The weather cooperated, but it was a little chilly after the sun went down. We learned a lot during our first season of Movies in the Park, including best-practices for scheduling and management of volunteers. We are hoping to hold 4 events next summer.
- I mentioned last month that the Rape Crisis Center presented at our annual staff in-service on the topic of Trauma Informed Care. During the discussion that followed, the topic of staff safety in the building, especially in the evenings when fewer staff are present, came up. Staff expressed strong interest in the RCC's **CHIMERA self-defense & assertiveness training**. I will be asking the Board to authorize a partial closure of the library on January 26 of next year to allow all library staff to attend. Staff will have the option of a morning or evening session, which we hope will appeal to our staff members who attend high school during the day.
- On September 24, we again hosted two artists for Art Walk Stoughton this year: Kaethe Paynter, an artist who paints on glass, and Francine Tompkins, a painter who creates abstract swirls of color on canvas. Art Walk coincided with the second day of the Friends of the Stoughton Public Library's book sale, and both events benefited from the increased foot traffic. As in past years, we opened the old entrance to the library leading



both up to the mezzanine level, where the artists were stationed, and down to the lower level, where the Friends held their booksale.

- I took a turn leading two book discussion meetings for our monthly Page-Turners group on September 27 and 28 at the library and the Senior Center. We discussed Sarah M. Broom's 2019 National Book Award-winning memoir, *The Yellow House*.
- I attended a virtual Library Legislative Day planning meeting with other **Wisconsin Library Association** members on September 28. We discussed the timeline for publicity, registration, and scheduling for the **next Legislative Day on Tuesday, February 7, 2023**. The morning reception will be held on the third floor of Madison's Central Library, and the late-morning and afternoon will consist of appointments with legislators. I will again be scheduling the appointments for all 132 legislative offices, my sixth year in that role. The stakes are higher in 2023 because this is a biennial budget year. Included in the DPI's budget is a \$10 million increase in state aid to library systems over the biennium, \$5 million each year, the largest increase in recent memory.
- On September 29 I attended the last of three planned meetings of the City Council's Ad Hoc Capital Improvement Project (CIP) Committee. I presented these projects to the committee at the September 8 meeting; the Board had a preview at the April 20 Library Board meeting this year. As of this time, all projects listed below are expected to be included in the 2023 CIP Budget, which will be adopted along with the operating budget at the November 15 City Council meeting. For the sake of review, the projects include:
 - \$7,000 for replacement of computers and peripherals
 - \$3,000 for replacement of various furniture and fixtures as we experiment with new uses for library spaces.
 - \$10,000 for cabinets and countertops along the west wall of the Carnegie Room
 - \$30,000 to create an outdoor programming space in the vacant lot at 216 E Jefferson St. (This request will be removed if the request for ARPA funding is granted.)
 - \$10,000 for an engineering study of our building's HVAC system. Replacement of the entire system, estimated at \$100,000, is budgeted for 2024.
 - \$60,000 for tuckpointing and repair of exterior masonry



- Budget season reached a crescendo late in the week of October 3, when I learned two key pieces of information:
 - The mayor's budget will include a 4% cost of living adjustment for all city staff. This information is required to calculate our personnel costs, which comprise 81% of our expenditures. I have been making minor adjustments to the draft operating budget I presented at the July Board meeting as I learn more about 2023 non-personnel costs.
 - The City's expected contribution from the general fund, which in 2023 is expected to be \$727,938, an increase of 12.6% over the 2022 transfer. Recall, though, that the library board authorized a one-time allocation of \$26,740 from fund balance for the 2022 budget. When adjusted for this, the increase in the general fund transfer is \$54,848, or 8.2%.
- Needless to say, I spent a lot of time in early October updating my budget figures based on this new information. I presented the budget to the Library Board's Finance Committee on October 12, and will present the full operating budget at the Board meeting on October 19, when I will ask the Board to approve it. City Council will consider the City's entire operating budget at a series of Committee of the Whole workshops beginning on October 13.
- Every square foot of space, including my office, is being used to store **10 large wooden book carts**, as we prepare for the arrival of new shelving in our children's area on October 24. In order to expand the existing picture book shelving, the books—all ~7,000 of them—must be loaded onto these carts so the existing shelves can be moved. The carts come courtesy of Madison Public Library; they were transported 2 at a time via SCLS delivery. Mary and I, along with a couple volunteers, will load the books on the carts on Sunday, October 23, and load them back on the shelves after the new units are installed. We are also receiving an additional free-standing picture book shelf and a shelf for kids' chapter books. When all is said and done, we will have more space to display our amazing collection of children's books!



- I also spent a fair amount of time this month working on our next library Strategic Plan, along with the 4 members of the Board's Planning Committee. Currently, I am annotating and revising the current 2020-2022 plan to determine which goals can be carried over in modified form to the next plan.

Stoughton Area Community Foundation Fund Report

The report for the period Aug 27 – Sep 30 shows a decrease in value of \$1,999.66 to the account because of market conditions. The overall value of the account as of Aug 26 is \$21,490.43. Also this month, our SACF account was used a pass-through for a \$5,000 donation in memory of Rita Odland, former children's services librarian. This donation will be used to fund additional children's programming and materials, as well as improvements to the children's area.

Youth Services (from Mary Ostrander)

- Library story times in the Carnegie Room have resumed for the season, and there is already a consistent group of caregivers and kids attending.
- Farm Story Time at Heartland Farm Sanctuary on September 30 was a success! 50 people attended. The farm (and the library) are hoping to make it a yearly fall event.
- The Mini-Renaissance Faire was awesome! We heard from many attendees who would like it to become an annual event.
- Programs scheduled for the end of October include Crafty Kids: Butter Slime for ages 8-10 on 10/26 and a Costume Dance Party for Ages 0-6 on 10/28, a day there is no school for 4 year-old kindergarten.

- Mary is continuing outreach story time and started with two visits to the Gingerbread House.
- The **videogame collection** is up and running. We have games for Playstation 4, Xbox One and Nintendo Switch, and the Switch games seem to be the most popular so far.
- Mary has been working with teachers at Kegonsa Elementary to get multiple copies of books for their curriculum.
- Diane resumed Baby Story Time on Tuesday mornings on October 4.
- The Children's Department is planning on participating in the downtown Trick or Treat event again this year by giving out books.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah coordinated the shipping of over 200 books to Better World Books after the last Friends book sale on September 24. BWB takes used and discarded library books, sells them to used booksellers, and gives a portion of the proceeds to the Friends. It's a great way to get rid of unsold books while making money for the Friends.
- Sarah and Zi Wei have begun cataloging multi-part DVD sets for TV series in a single bibliographic record, following the change implemented system-wide on September 1. This means that a season of a television show will now have a single record in the catalog, as opposed to a record for each disc, as has been the case until now. They plan to retroactively combine existing multi-part disc sets into single records as time allows.
- On October 10, our EZ Scan station, the scanner that allows patrons to scan documents for email or fax, suffered a hard drive failure. Sarah worked with Total Business Solutions on repairs and had it up and running the very next day.
- Sarah ordered new computers and monitors for those machines scheduled for replacement as part of our annual replacement cycle.

- Staff and volunteer vacations and illness have made the workflow in Technical Services very unpredictable over the last month, but Sarah and Zi Wei have adapted well to keep new materials moving!
- Special thanks to Amy Hynek for running the **October Craft Club** solo when Sarah was ill. This month's project was soft toy sewing.
- 56 items selected at the annual staff book-buying trip were added to the collection! In August, 537 new items were added; in September, 635.



Circulation Services (from Robin Behringer)

- Robin attended the UW Madison iSchools's "Back in Circulation Again" Conference on October 3rd and 4th. She listened to presentations about various circulation and customer service-related topics including leadership skills, library security, team management, working with patrons, special collections (including a Community Pass Lending program), and collection inventory. She was also able to network with library workers from SCLS, Wisconsin, and across the country.
- Robin began training our newest Shelver, Michael Anschutz, in the middle of October, which means we now have a full team of Shelvers. During vacancies and training periods, the other Shelvers have worked incredibly hard to stay on top of the all the work.

Adult & Teen Services (from Amanda Bosky)

- A special thanks to Michael Hecht of Skaalen Retirement Services for partnering with the library twice over the past month. He offered an adult Art History lecture in September, and hosted a children's Dragon Sidewalk Chalk activity at our Mini Ren Faire on October 1.
- Our Music and Memory program is officially relaunched, with our first participant now enjoying his customized playlist! Many thanks to Hollee Camacho and Julia Hayde from the Stoughton Senior Center for partnering with the library; to the Stoughton Dementia-Friendly committee for their

support; and especially to our new volunteer Ally who helped get the playlist set up and taught our listener and his caregiver how to use the new player. We're excited to add more participants over the coming months.

- The **Mini Renaissance Faire** on October 1 was a huge hit, with about 175 people attending. Cynthia and Mary planned and prepared for this event over the course of several months. Amanda, Sarah B., and library substitute Megan were also on hand to work the day of the program. We are extremely grateful to all our volunteers—we could not have pulled this event off without them! Several dedicated teen volunteers dressed in costume and staffed craft tables and activity booths. Joe Monarski with the Stoughton Fencing Club led a fencing demo; Ingrid McMasters from Spry Whimsy demonstrated her spinning wheel; Kelsey Cameron of Stoughton Youth Players led a Shakespeare activity for tweens; Michael Hecht with Skaalen Home hosted a sidewalk chalk dragon craft; Nancy Hagen volunteered to help with setup and staffing craft stations; and Jerry Wendt from Shady Nook Farms very kindly dropped off and picked up straw bales to use as decorations and as a backdrop for our archery station.



- In addition to the Ren Faire, Cynthia's teen programs of the past month include a Bob Ross-themed painting class, Teen Art Cart, a game of Mafia + a breakfast cereal bar, and a Teen Advisory Board meeting.
- Our last two Movies in the Park were a success. Despite very cold temperatures, 33 brave souls watched *Back to the Future* on September 23. 75 came out for *Sing 2* on a balmy September 30.

Looking Back from *The Stoughton Courier Hub*
September 29, 1988

Library News

By Pat Erickson

“Some books are to be tasted, others to be swallowed, and some few to be chewed and digested.” Francis Bacon expounded this bit of wisdom many years ago in an essay entitled “Of Studies.” What brought it to my mind probably never occurred to Bacon. Children’s librarian, Bonny Labno, who also does a lot of book mending, reported that just recently she has had to deal with seven books that were “chewed up” and “tasted,” but not “swallowed” or “digested” by seven different puppies.

We know that Bacon would not encourage this even though he clearly said it. We don’t either. If you have a new puppy, anticipate getting one, or have an old dog who thinks Bacon was addressing dogdom, please make a special effort to keep books in a safe spot.



**Stoughton Public Library Board of Trustees
Finance Committee
Wednesday, October 12, 7:30 PM**

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

MINUTES

- 1. Meeting called to order by consensus at 7:30 PM**
- 2. Review of Agenda – Reviewed and accepted by consensus.**
- 3. Election of committee chair for 2022-2023 * - Meinholz, who had been chairperson in 2021-2022, volunteered to accept the role again this year. MOTION by Meilahn Bartlett to appoint Meinholz as committee chair for 2022-2023. SECOND: LeSage. Ramsey called thrice for additional nominations; none were offered. VOTE: 2-0 (Meinholz abstained).**
- 4. Review/Approval of minutes from February 22, 2022 Finance Committee meeting (enclosure) * - MOTION by LeSage to approve minutes of the February 22, 2022 meeting. SECOND: Meilahn Bartlett. VOTE: 3-0**
- 5. Discussion and possible action regarding approval of Stoughton Public Library 2023 Operating Budget (enclosure) * - Ramsey presented. Proposed 2023 Operating Budget is \$1,000,327, effectively a 5.5% increase over 2022. The City's contribution, in the form of the transfer from the General Fund, will increase by 12.6%, from \$646,350 to \$727,938, a larger increase than in past years owing to the use of \$26,740 in surplus last year to balance the budget. Includes a 4% cost of living adjustment for all employees. Neither of our personnel requests—10 additional hours for the Circulation Supervisor and a new 22 hr/week Adult Services Library Assistant—were included in the mayor's proposed City operating budget.**

Meilahn Bartlett asked Ramsey if he thought it likely that the mayor's proposed budget, including the 4% COLA, would be passed by the Council without significant changes. Ramsey replied that

EDUCATE, ENRICH, EMPOWER, ENGAGE

major changes to the budget at this point were unlikely, though not impossible, due to the fact that it is a balanced budget that makes use of the full levy limit. In other words, Council would have to make cuts proportionate to any items they wanted to add to the budget.

MOTION by Meinholz to recommend approval of the 2023 Library Operating Budget as presented to the Library Board. SECOND: Meilahn Bartlett. VOTE: 3-0.

6. Meeting adjourned by consensus at 8:11 PM

* Indicates possible action item

Sent to Finance Committee:

Teri LeSage
Sharon Meilahn Bartlett
Erin Meinholz

Cc:

Ken Axe
Elise Balzer
Jean Ligocki
Amy Ketterer
Dayna Verstegen
Siri Vienneau

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



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, October 4, at 6:30 p.m.**

This meeting was held remotely via Zoom

MINUTES

Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (Chair), Siri Vienneau (Student Trustee)

Also present: Library Director Jim Ramsey

1. **Meeting called to order** at 6:33 PM by Meilahn Bartlett.
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of September 9, 2022 * (enclosure)** - MOTION by Ligocki to approve minutes of September 9, 2022 meeting. SECOND: LeSage. VOTE: 3-0.
4. **Further discussion regarding process for drafting 2023 Board Goals (enclosure)** – Ramsey suggested the committee should decide a.) How/when to review progress toward the 2022 Board Goals, and b.) A process and timeline for the 4 standing Board committees to draft their own goals for 2023, as agreed upon at the September 21 Board meeting.

Committee decided by consensus to review the 2022 goals at the November 16 Library Board meeting, as originally scheduled on the Calendar of Work.

Ligocki: Instructions to the other committees for 2023 goals were clear at the last Board meeting. Perhaps a one-page template or handout with the SMARTIE framework would be helpful. LeSage volunteered to create this document and send it to Ramsey for distribution to the Board in the packet of the October 19 Board meeting.

Meilahn Bartlett asked about timeline and deadline for submissions from the committees. Ramsey replied that the goals are typically drafted in January and approved by the full Board in February. LeSage suggested a January, 2023, deadline. Meilahn Bartlett suggested December 31, 2022,

because the Planning Committee would likely be meeting on Tuesday, January 3. Agreed by consensus to set the end of December as the deadline.

Discussion turned to open meetings law and how much collaboration/discussion was permissible outside of an open meeting. [This was also discussed extensively at the September 6 meeting.] Ramsey reported that he reached out to the mayor, who referred these questions to City Attorney Matt Dregne. As of this time, he had not received a response. Ligocki shared her experience with workgroups in the City's DEI taskforce. Consensus was that the committee would continue to act in good faith and avoid discussion of committee business outside of publicly noticed meetings. Meilahn Bartlett reminded the group that LeSage had advised earlier that, based on her experience with the DPI, sharing of draft documents outside of meetings was permissible. Ramsey reminded committee members to reply only to him in emails with draft documents attached.

- 5. Discussion of next steps in revising Library Strategic Plan (enclosure) –** Ramsey proposed that the committee begin with a wide, global view of the plan and its overall structure, beginning with the mission statement and vision. Expressed his preference for an introduction to explain how the plan came to be and what resources and processes were involved in its creation.

Meilahn Bartlett spoke of the importance of a section on implementation and assessment, possibly to be titled "Assessment and Communication," in which the Board commits to a timeline for implementation as well as periodic progress reports. LeSage stated that she liked the term "assessment" in this context. Ramsey offered to create a draft Introduction that would place the plan in context. LeSage offered to draft a section explaining the SMARTIE goals rubric. Ligocki offered to draft a statement on DEI.

Meilahn Bartlett stated that she would like Vienneau to get feedback from fellow students about their perspective on how the library can fulfill its DEI potential, specifically regarding services to young people.

Discussion turned to mission and vision statement. Ramsey suggested that all committee members could try their hand at revising the current ones. Ligocki discussed examples of mission and vision statements she had collected from other libraries, including Madison PL. Discussion turned to definitions and the difference between the aspirational statements in the vision and the mission statement, the latter which

describes what our organization *does*. LeSage offered the following definition: Mission is what you *do*; vision is what you *aspire towards*.

More discussion of terminology and the difficulty for the layperson of distinguishing between goals, outcomes, and objectives. LeSage suggested "Action Steps" as a replacement for objectives and outcomes. Ramsey agreed, stating that he preferred the term "Goal Areas" for the 5 broad categories. LeSage suggested a visual representation, a flow chart along the lines of Idea → Goal → Action Step.

Assignments for next meeting on November 1, 2022, were as follows:

LeSage: A one-page SMARTIE hand-out/template for committees to draft their 2023 Board Goals and a paragraph for the SP on SMARTIE

Meilahn Bartlett: Will draft a 2023 goal for the Planning Committee based on the SMARTIE document created by LeSage.

Ramsey: Will finish detailed annotation of current SP and start to draft an introduction

Ligocki: Will draft a DEI statement for the introduction to the SP

Vienneau: Will solicit feedback on planning issues, especially related to DEI, with friends and peer group, as well as the Stoughton Teen Advisory Board.

6. **Meeting adjourned** by consensus at 7:43 PM.

Minutes recorded by Jim Ramsey

*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage
Jean Ligocki
Sharon Meilahn Bartlett
Siri Vienneau

Cc:

Ken Axe
Elise Balzer
Amy Ketterer
Erin Meinholz
Dayna Verstegen

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

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

SMARTIE Goals

WHAT

The SMARTIE acronym is used to help guide goal setting. SMARTIE stands for:

- **Specific:** What do you want to accomplish? Define “x.”
- **Measurable:** How do you measure your goal and know if it’s been achieved? Quantify.
- **Actionable:** Can you do this? Identify resources.
- **Relevant:** How does this connect to larger goals/plans? Avoid outlandishness.
- **Time-bound:** What’s the start and end times? Create deadlines.
- **Inclusive:** Who is typically excluded? Share power.
- **Equitable:** What are the systemic issues? Consider unintended consequences of your decision.

“Please note: there’s a fine line between inclusion and tokenism. What’s the difference? Power. In most cases, it’s not enough to tack on “...and x number of volunteers/new hires/spokespeople should be people of color” unless the people you’re trying to include will be able to influence the work in a meaningful way. SMARTIE goals are about including marginalized communities in a way that shares power, shrinks disparities, and leads to more equitable outcomes.” <http://www.managementcenter.org/resources/smartie-goals-worksheet/>

HOW

1. Consider the following SMART sentence frame: Between [start date] and [end date], I want to [specific objective] by [measurable action steps] in order to [relevant “so what”].
2. Ask:
 - a. (I) How does this goal advance positive change for those who most need it?
 - b. (E) What are the intended and unintended consequences of this goal disproportionately affecting a population along the lines of class, gender, sex, race, ability, economic status, etc.?
3. Revise 1 (above) based on your answers to 2 (above).

EXAMPLE

1. Sentence frame: Between January 2023 and December 2023, I want to increase patron use of library materials by five percent in order to demonstrate that the library is a valuable contributor to the community.
2. Answers to questions:
 - a. When disaggregating library checkout data for race, and considering Stoughton’s demographic makeup, materials are checked out disproportionately to White residents.
 - b. Outreach and marketing efforts may not be welcoming to all or may need to be more targeted with culturally relevant approaches.
3. Revised: Between January 2023 and December 2023, I want to increase use of library materials by those who self-identify as Hispanic/Latino/Latinx by five percent in order to demonstrate that the library is a valuable contributor to the whole community.

Memorandum of Understanding (MOU) [DRAFT 8/24/22, REVISED 9/7/22]
Between Friends of the Stoughton (WI) Public Library Inc.,
Stoughton (WI) Public Library and the Library Board of Trustees

1. The following will constitute an operating agreement between the Friends of the Stoughton Library Inc. (Friends, FOL) and the Stoughton Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Stoughton ~~library administration~~ Library Board of Trustees. The Friends mission is to raise money and public awareness in the community to support the services and programs of the library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not part of the Library.
2. **The Library** agrees to include the Friends in the long-term **planning** process to ensure that the Friends are aware of the goals and direction of the library.
3. **The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.
4. **The Library** agrees to supply the Friends with a "wish list" **prior to the new calendar year, which will help to shape fundraising events. For example, if a new piece of equipment is desired for the upcoming year, this need provides a focus for a FOL fundraising event.**
5. **The Library** agrees to provide the Friends with staff support ~~to assist with the development of the newsletter, mass mailings, for~~ meeting coordination, **updating the Friends pages on the library website and media stand in the lobby, occasional newsletter content, and Friends promotional materials.**
6. **The Library** agrees to provide public space for Friends membership brochures and promotional materials.
7. **The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.
8. **The Friends** agree to publicly support the Library and its policies.
9. **The Friends** agree to include **the Director or a designee** as a non-voting presence at all Friends' **board** meetings and to allow room on the agenda for a library report.
10. **The Friends** agree to provide regular updates to the Library Board of Trustees following each quarterly meeting of the Friends Board of Directors. The Friends Board President or a designee shall share these updates at the Library Board of Trustee meeting.
11. **The Friends** agree that any and all monies raised will be spent **according to their purpose as defined in the Bylaws** ~~exclusively for library programs, services, and other Library defined needs. unless otherwise agreed to by both the Friends and the Library.~~

12. **The Friends** agree that the ~~library administration~~ **Library Board of Trustees** has the final say in accepting or declining any and all gifts made **by the Friends** to the library.

13. **The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

14. **The Friends** agree that if they cease to actively fundraise and promote the Library, **they will disband according to the dissolution article in the Bylaws.** ~~allowing for a new Friends group to be established in the future.~~

15. **Administration:** The President of the Friends and the Director of the Library shall be in charge of the administration of this MOU and shall monitor compliance with this MOU. Specific responsibilities for the Friends and the Library are outlined in the Working Together: Roles and Responsibilities Guidelines attached as Schedule A. The Friends Board, **Library Board of Trustees, or** the Director of the Library ~~shall may approve~~ **propose** modifications to this MOU and schedule as necessary. **Modifications must be approved by both the Friends Board of Directors and the Library Board.**

Adopted:

Friends of Stoughton Public Library Inc.

Signature	Print Name and Title	Date
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Stoughton Public Library

Signature	Print Name and Title	Date
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Library Board of Trustees

Signature	Print Name and Title	Date
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Schedule A: Working Together: Roles and Responsibilities Guidelines

**Friends of the Stoughton Public Library Inc, Stoughton Public Library, and Library Board of Trustees
Memorandum of Understanding Schedule DRAFT 7/12/22 *REVISED 09-07-22***

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with city charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support the implementation.
Fiscal	Prepare an annual budget for the library in accordance with the city charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with city charter.	Conduct fund raising to support the library's mission and plan.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison form the board to the Friends and vice-versa-	Participate in all board meetings. Appoint a liaison to the Friends Board- Library Board Trustees are encouraged to become a member of the Friends.	Maintain a liaison to the library board. Provide regular updates to the Library Board.