

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, November 16, 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 October 19, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for October 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for November 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Adult Services Librarian Amanda Bosky on the Music & Memory program

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: Met 11/01/22 (enclosure)
- D. Policies: did not meet

XI. Friends of the Library Report – No report this month

XII. Old Business

- A. Discussion and possible action regarding annual Library Director evaluation * **

XIII. New Business

- A. Review of 2023 Calendar of Work (enclosure)
- B. Review progress on 2022 Library Board Goals (enclosure)

- C. Discussion and possible action regarding format and location of December Board meeting *
- D. Discussion and possible action regarding allocation of funds from Fund 217 (Undesignated) for expenses related to the December Board meeting. *
- E. Discussion and possible action regarding approval of 2023 Dane County Library Services agreement (enclosure) *
- F. Discussion and possible action regarding proposed modification to 2023 operating hours (enclosure) *

XIV. Pending Agenda Items
NONE

XV. Adjournment *

NEXT REGULAR MEETING: December 21, 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 November 16, 2022



XII. Old Business

- A. Discussion and possible action regarding annual Library Director evaluation * **** – Board President Ketterer will provide a summary of the written Director evaluations 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, she will propose that the Board take up the Director evaluation in closed session at this meeting. The Board will then decide whether to submit the evaluation to Human Resources Director AJ Gillingham.

XIII. New Business

- A. Review of 2023 Board Calendar of Work (enclosure)** - The Calendar of Work is an internal planning document used by the Board to keep track of tasks for each month, especially those that are completed annually. As usual, the Planning Committee has prepared a draft for the year to come. This document is subject to change as the year progresses, and does not include every piece of business the Board may consider. Not an action item.
- B. Review progress on 2022 Library Board Goals (enclosure)** – The Planning Committee will review this year's Board Goals and discuss the process for formulating the 2023 Goals. You'll recall that, 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 set a deadline of December 31 and shared a handout last month produced by Teri LeSage on the SMARTIE framework for setting goals.
- C. Discussion and possible action regarding format and location of December Board meeting *** - Pre-pandemic, the December Board meeting always took place at a local restaurant of the Board's choosing. Any needed business items would be addressed, but the format was less formal and typically included an "ice-breaker" or team-building exercise. An electronic survey was sent to trustees last week asking for input on the format of this year's meeting. The Board will need to choose between

an in-person or a virtual/hybrid meeting. President Ketterer will report on the results of the survey.

- D. Discussion and possible action regarding allocation of funds from Fund 217 (Undesignated) for expenses related to the December Board meeting.** * - Depending on the decision taken on the previous item, the Board will need to decide to expend undesignated gift funds to cover any expenses related to the December meeting. (Undesignated gift funds may be used at your discretion but such use must be approved by the Board.)
- E. Discussion and possible action regarding approval of 2023 Dane County Library Services agreement (enclosure)** * - This is the annual agreement between the Library and DCLS which details services provided and payments we will receive. Note that this year the Central Service Costs (Administration, Outreach, and Delivery), which are subtracted each year from our library's county reimbursement, are listed individually to give a better understanding of costs previously unseen.
- F. Discussion and possible action regarding proposed modification to 2023 operating hours (enclosure)** * - I am proposing that we modify our open hours beginning Tuesday, January 3, 2023 to the following:

Monday - Thursday: 9:00 AM to 8:00 PM (closing one hour earlier)

Friday: 9:00 AM to 6:00 PM (remaining open one hour later)

Saturday: 9:00 AM to 5:00 PM (no change)

Sunday: 1:00 PM to 5:00 PM, Sep-May (no change)

I introduced this idea at the last Board meeting and elaborated on my reasoning in an email to trustees on October 27. I will present a summary of the proposed changes and their impact on our operations. In short: the reduction of one evening hour M-Th during a time when the library is under-utilized will allow us to devote additional staff resources to programming and desk coverage during peak times. It also allows us to add an extra hour on Friday evenings, a change urged by numerous patrons in our 2018 Community Survey. Under this proposal, the amount of annual open hours will remain well within the requirements set by the Dane County Library Standards.

* Indicates a potential 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 for library staff.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 19, 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); Teri LeSage; Jean Ligocki, City Council Representative (remote); Sharon Meilahn Bartlett (remote); Dayna Verstegen (remote); Siri Vienneau, Student Trustee (remote)

ABSENT: Amy Ketterer, President; Erin Meinholz, Vice-President

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: 6:36 p.m. by Library Director Jim Ramsey
- II. REVIEW OF AGENDA. Ramsey moved item XI. *Friends of the Library Report* to the top of the agenda
- III. FRIENDS OF THE LIBRARY REPORT. Johnson shared the results of the booksale and raffle. This week is National Friends of the Library Week. The Friends have decided on the amount of their gift to the Library for 2023 and have named their Friend of the Year.

[Johnson left at 6:52 p.m.]

- IV. CONSENT AGENDA
Motion to approve: Axe Second: Verstegen Vote: 5-0
- V. RECOGNITION OPPORTUNITIES. Ramsey plans to thank everyone who volunteered for the Renaissance Faire.
- VI. PUBLIC COMMENT PERIOD. None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. None
- VIII. EDUCATION UPDATES. None.
- IX. BOARD IN-SERVICE. Ramsey went over the 2023 Operating Budget.

[Ligocki arrived at 7:18 p.m.]

- X. DIRECTOR'S REPORT
 - A. Administration Report: Ramsey reported that he has made contact with the new SASD superintendent and progress is being made toward getting the Board a new SASD representative. He mentioned that he will be sending the Board an email about changing Library hours. He informed them of two November programs: *Indigenous Feminism* and a discussion of *How to Have Difficult Conversations about Race* by Kwame Christian
- XI. COMMITTEE REPORTS
 - A. Finance: Ramsey reported that the Finance Committee recommends approval of the 2023 budget.

- B. Personnel: did not meet; President Ketterer has collected all of the written evaluations from trustees; the plan is to complete the annual Director Evaluation at the November Board meeting.
 - C. Planning: Meilahn Bartlett reported that the Planning Committee is working on Board Goals (XII.B) and the Strategic Plan.
 - D. Policies: did not meet.
- XII. OLD BUSINESS
- A. UPDATE FROM PRESIDENT KETTERER ON LIBRARY DIRECTOR EVALUATION. See XI.B.
 - B. INSTRUCTIONS AND TIMELINE FOR THE FOUR STANDING BOARD COMMITTEES TO DRAFT 2023 BOARD GOALS. Ramsey noted the template/instruction handout created by LeSage on SMARTIE goals, included in the meeting packet, and encouraged the committees to use it to draft their goals. The Planning Committee would like to have the committee goals by the end of December.
- XIII. NEW BUSINESS
- A. DISCUSSION AND POSSIBLE ACTION REGARDING CREATION OF A TRUSTEE PHOTO DIRECTORY FOR PUBLIC AND/OR STAFF USE. Axe asked about the possibility of a staff directory. *Motion to create a Board directory for staff use, with Board members able to opt in to being in a public directory: Meilahn-Bartlett Second: Versteegen Vote: 6-0*
 - B. DISCUSSION AND POSSIBLE ACTION REGARDING PARTIAL CLOSURE OF LIBRARY ON JANUARY 26, 2023, TO ALLOW FOR CHIMERA SELF-DEFENSE AND ASSERTIVENESS TRAINING. The Board was unanimous and emphatic that they do not want staff to feel unsafe in the Library. LeSage asked about de-escalation training. Meilahn-Bartlett suggested that the Board should follow up in 2023 to see if staff feel more confident about their safety and if they would like other training. *Motion to approve partial closure of the Library on January 26, 2023: Axe Second: Versteegen Vote: 6-0*
 - 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. Axe stated that he wants the Friends to know how much the Board appreciates their efforts. *Motion to approve: Versteegen Second: Meilahn-Bartlett Vote: 6-0.*
 - D. APPROVAL OF 2023 LIBRARY OPERATING BUDGET. There was discussion of the fact that the City did not agree to either of the Library's personnel requests. Meilahn-Bartlett suggested ways that the Board can advocate for staff next year. *Motion to approve the 2023 Library Operating Budget: LeSage Second: Versteegen Vote: 6-0*
- XIV. ADJOURNMENT. *Motion to adjourn at 8:03 P.M. Axe Second: LeSage Vote: 6-0.*

Minutes taken by Sarah Monette

| GL NUMBER | DESCRIPTION | 2022 | | YTD BALANCE | | ACTIVITY FOR | AVAILABLE | | | |
|---|------------------------------------|----------------|--------|-------------|------------|--------------|------------------|--------|------------|--------|
| | | AMENDED BUDGET | NORMAL | 10/31/2022 | (ABNORMAL) | | MONTH 10/31/2022 | NORMAL | (ABNORMAL) | % BODG |
| Fund 215 - LIBRARY FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 0000 - REVENUE | | | | | | | | | | |
| 215-0000-41110 | PROPERTY TAX - OPERATIONS | 646,350.00 | | 646,350.00 | | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 215-0000-43330 | FED GRANT - COVID-19 | 0.00 | | 10.57 | | 0.00 | (10.57) | 0.00 | 100.00 | 100.00 |
| 215-0000-43529 | FEDERAL ASSISTANCE FUNDING - COVID | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-43534 | STATE AID | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-43720 | DANE COUNTY SERVICE FEES | 249,429.00 | | 249,897.00 | | 0.00 | (468.00) | 0.00 | 100.19 | 100.19 |
| 215-0000-43725 | OTHER COUNTIES SERVICE FEES | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-43730 | SCLS DIRECT CASH GRANTS | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-46110 | MISC. REVENUE | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-46710 | LIBRARY FEES | 6,000.00 | | 3,549.92 | | 253.96 | 2,450.08 | 0.00 | 59.17 | 59.17 |
| 215-0000-46712 | COPY MACHINE | 3,700.00 | | 2,548.25 | | 217.57 | 1,151.75 | 0.00 | 68.87 | 68.87 |
| 215-0000-47301 | CHARGES TO DANE COUNTY | 15,952.00 | | 15,952.00 | | 0.00 | (0.74) | 0.00 | 100.00 | 100.00 |
| 215-0000-48110 | INTEREST | 0.00 | | 1,328.71 | | 411.09 | (1,328.71) | 0.00 | 100.00 | 100.00 |
| 215-0000-48500 | DONATIONS | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-49204 | INTRAFUND TRANSFER IN | 26,220.44 | | 26,220.44 | | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 |
| 215-0000-49210 | TRANSFER IN - GENERAL FUND | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-49228 | TRANS IN UTILITIES (ONE SIDED) | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-49300 | SUREPLUS | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-0000-49910 | FUND BAL APPLIED - TAX LEVY | 56,739.00 | | 0.00 | | 0.00 | 56,739.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 0000 - REVENUE | | 1,004,390.44 | | 945,857.63 | | 882.62 | 58,532.81 | | 94.17 | 94.17 |
| Dept 55100 - COMMUNITY COMMITMENT | | | | | | | | | | |
| 215-55100-43330 | FED GRANT - COVID-19 | 0.00 | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 55100 - COMMUNITY COMMITMENT | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| TOTAL REVENUES | | 1,004,390.44 | | 945,857.63 | | 882.62 | 58,532.81 | | 94.17 | 94.17 |
| Expenditures | | | | | | | | | | |
| Dept 55110 - LIBRARY | | | | | | | | | | |
| 215-55110-50110 | SALARIES | 86,766.00 | | 70,072.84 | | 6,673.60 | 16,693.16 | | 80.76 | 80.76 |
| 215-55110-50120 | WAGES | 408,571.00 | | 316,592.42 | | 30,189.19 | 91,978.58 | | 77.49 | 77.49 |
| 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 | | 67,238.18 | | 6,292.21 | 8,582.82 | | 88.68 | 88.68 |
| 215-55110-50128 | SEASONAL/TEMPORARY | 8,500.00 | | 5,812.29 | | 865.59 | 2,687.71 | | 68.38 | 68.38 |
| 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 | | 57,850.60 | | 5,535.28 | (57,850.60) | | 100.00 | 100.00 |
| 215-55110-50152 | HEALTH/DENTAL INSURANCE | 0.00 | | 93,648.90 | | 9,364.89 | (93,648.90) | | 100.00 | 100.00 |
| 215-55110-50153 | SELF INSURED LOSSES | 0.00 | | 2,881.20 | | 0.00 | (2,881.20) | | 100.00 | 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 | | 343.41 | | 0.00 | 156.59 | | 68.68 | 68.68 |
| 215-55110-50212 | TRAVEL/CONFERENCE | 1,600.00 | | 1,064.38 | | 0.00 | 535.62 | | 66.52 | 66.52 |
| 215-55110-50216 | OUTSIDE SERVICES/CONTRACTS-2 | 200.00 | | 459.00 | | 0.00 | (259.00) | | 229.50 | 229.50 |
| 215-55110-50217 | OUTSIDE SERVICES/CONTRACTS-3 | 300.00 | | 51.72 | | 45.23 | 248.28 | | 17.24 | 17.24 |
| 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 | | 17,290.84 | | 2,271.75 | 2,309.16 | | 88.22 | 88.22 |

| GL NUMBER | DESCRIPTION | 2022 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | | |
|--------------------------------|----------------------------------|----------------|--------|-------------|------------|------------------|---------------------|--------------|----------|--------|
| | | AMENDED BUDGET | NORMAL | 10/31/2022 | 10/31/2022 | MONTH 10/31/2022 | INCREASE (DECREASE) | NORMAL | ABNORMAL | % BDT |
| | | | | | | | | | | USED |
| Fund 215 - LIBRARY FUND | | | | | | | | | | |
| Expenditures | | | | | | | | | | |
| 215-55110-50221 | UTILITIES-BUILDING 2 | 5,500.00 | | 4,966.00 | | 0.00 | | 534.00 | | 90.29 |
| 215-55110-50240 | EQUIPMENT MAINTENANCE | 1,900.00 | | 2,337.89 | | 0.00 | | (437.89) | | 123.05 |
| 215-55110-50250 | REPAIR & MAINTENANCE | 9,000.00 | | 5,192.81 | | 948.13 | | 3,807.19 | | 57.70 |
| 215-55110-50289 | TECHNOLOGY COSTS | 53,600.00 | | 52,931.03 | | 39.00 | | 668.97 | | 98.75 |
| 215-55110-50300 | MISC EXPENSES | 500.00 | | 322.08 | | 17.22 | | 177.92 | | 64.42 |
| 215-55110-50313 | PROGRAMS/PUBLICITY | 4,500.00 | | 4,299.51 | | 0.00 | | 200.49 | | 95.54 |
| 215-55110-50320 | SUBSCRIPTIONS/DUES | 600.00 | | 150.00 | | 0.00 | | 450.00 | | 25.00 |
| 215-55110-50326 | PERIODICALS | 5,200.00 | | 4,522.78 | | 707.04 | | 677.22 | | 86.98 |
| 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 | | 7,574.64 | | 19.96 | | 3,425.36 | | 68.86 |
| 215-55110-50329 | BOOKS | 50,000.00 | | 37,739.47 | | 10.99 | | 12,260.53 | | 75.48 |
| 215-55110-50340 | OPERATING EXPENSES | 4,500.00 | | 2,732.28 | | 21.68 | | 1,767.72 | | 60.72 |
| 215-55110-50341 | OPERATING EXPENSES-SPECIALIZED-1 | 200.00 | | 15.19 | | 0.00 | | 184.81 | | 7.60 |
| 215-55110-50342 | OPERATING EXPENSES-SPECIALIZED-2 | 4,800.00 | | 3,940.81 | | 53.26 | | 859.19 | | 82.10 |
| 215-55110-50810 | CAPITAL-EQUIPMENT | 56,220.44 | | 20,187.00 | | 0.00 | | 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 | | 789,852.26 | | 63,055.02 | | 214,538.18 | | 78.64 |
| TOTAL EXPENDITURES | | 1,004,390.44 | | 789,852.26 | | 63,055.02 | | 214,538.18 | | 78.64 |
| Fund 215 - LIBRARY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 1,004,390.44 | | 945,857.63 | | 882.62 | | 58,532.81 | | 94.17 |
| TOTAL EXPENDITURES | | 1,004,390.44 | | 789,852.26 | | 63,055.02 | | 214,538.18 | | 78.64 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | | 156,005.37 | | (62,172.40) | | (156,005.37) | | 100.00 |

Fund 215 LIBRARY FUND

| GL Number | Description | Balance |
|---|------------------------|-------------------|
| *** Assets *** | | |
| 215-00000-11100 | PRIMARY CHECKING | 216,594.46 |
| 215-00000-11102 | US BANK - CC | 3,803.66 |
| Total Assets | | 220,398.12 |
| *** 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 | | 156,005.37 |
| Ending Fund Balance | | 220,398.12 |
| Total Liabilities And Fund Balance | | 220,398.12 |

User: SARAH
DB: Stoughton

PERIOD ENDING 10/31/2022

| GL NUMBER | DESCRIPTION | 2022 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | | | |
|---|---------------------------------|---------------------|--------|---------------------|------------|--------------------|------------|---------------------|------------|---------------|------|
| | | AMENDED BUDGET | NORMAL | 10/31/2022 | (ABNORMAL) | MONTH 10/31/2022 | (DECREASE) | NORMAL | (ABNORMAL) | % BDC | USED |
| Fund 217 - LIBRARY SPECIAL GIFT FUND | | | | | | | | | | | |
| Revenues | | | | | | | | | | | |
| Dept 00000 - REVENUE | | | | | | | | | | | |
| 217-00000-48110 | INTEREST | 50.00 | | 2,026.05 | | 592.18 | | (1,976.05) | | 4,052.10 | |
| 217-00000-48500 | DONATIONS - DESIGNATED | 60,000.00 | | 60,275.11 | | 8,008.88 | | (275.11) | | 100.46 | |
| 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 | | 62,301.16 | | 8,601.06 | | 13,919.28 | | 81.74 | |
| TOTAL REVENUES | | 76,220.44 | | 62,301.16 | | 8,601.06 | | 13,919.28 | | 81.74 | |
| Expenditures | | | | | | | | | | | |
| Dept 00000 - REVENUE | | | | | | | | | | | |
| 217-00000-50936 | TR OUT - LIBRARY FUND | 0.44 | | 0.00 | | 0.00 | | 0.44 | | 0.00 | |
| Total Dept 00000 - REVENUE | | 0.44 | | 0.00 | | 0.00 | | 0.44 | | 0.00 | |
| Dept 55110 - LIBRARY | | | | | | | | | | | |
| 217-55110-50500 | DESIGNATED | 50,000.00 | | 49,902.49 | | 228.84 | | 97.51 | | 99.80 | |
| 217-55110-50501 | UNDESIGNATED | 0.00 | | 758.89 | | 0.00 | | (758.89) | | 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 | | 0.00 | | (0.44) | | 100.00 | |
| Total Dept 55110 - LIBRARY | | 76,220.00 | | 76,881.82 | | 228.84 | | (661.82) | | 100.87 | |
| TOTAL EXPENDITURES | | 76,220.44 | | 76,881.82 | | 228.84 | | (661.38) | | 100.87 | |
| Fund 217 - LIBRARY SPECIAL GIFT FUND: | | | | | | | | | | | |
| TOTAL REVENUES | | 76,220.44 | | 62,301.16 | | 8,601.06 | | 13,919.28 | | 81.74 | |
| TOTAL EXPENDITURES | | 76,220.44 | | 76,881.82 | | 228.84 | | (661.38) | | 100.87 | |
| NET OF REVENUES & EXPENDITURES | | 0.00 | | (14,580.66) | | 8,372.22 | | 14,580.66 | | 100.00 | |
| TOTAL REVENUES - ALL FUNDS | | | | | | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | 1,080,610.88 | | 1,008,158.79 | | 9,483.68 | | 72,452.09 | | 93.30 | |
| NET OF REVENUES & EXPENDITURES | | 1,080,610.88 | | 866,734.08 | | 63,283.86 | | 213,876.80 | | 80.21 | |
| | | 0.00 | | 141,424.71 | | (53,800.18) | | (141,424.71) | | 100.00 | |

Fund 217 LIBRARY SPECIAL GIFT FUND

| GL Number | Description | Balance |
|---|----------------------------|--------------------|
| *** Assets *** | | |
| 217-00000-11100 | PRIMARY CHECKING | 73,456.72 |
| 217-00000-11102 | US BANK - CC | 838.21 |
| 217-00000-11302 | WISC INVESTMENT FUND | 199,058.81 |
| Total Assets | | 273,353.74 |
| *** Liabilities *** | | |
| 217-00000-21100 | ACCOUNTS PAYABLE | 47.96 |
| Total Liabilities | | 47.96 |
| *** 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 | | (14,580.66) |
| Ending Fund Balance | | 273,305.78 |
| Total Liabilities And Fund Balance | | 273,353.74 |

Stoughton Area Comm Foundation

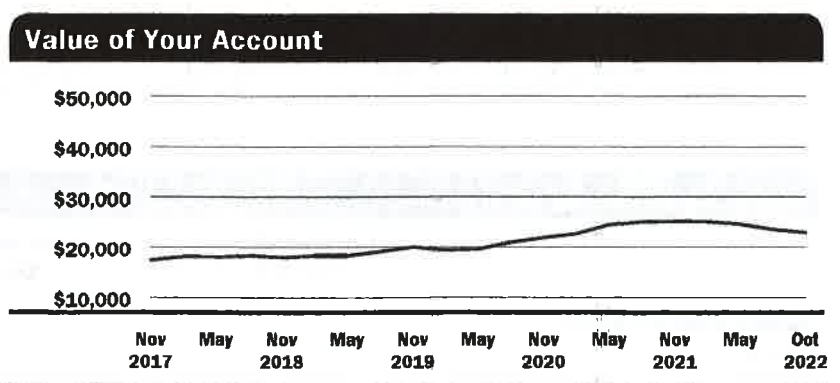
Giving thanks

As Thanksgiving approaches, we pause to reflect on everything we're grateful for. We want you to know how much we appreciate the confidence you've placed in Edward Jones. We're grateful for your business, and we value the relationship we've built together.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

| Account Value | |
|--------------------|-------------|
| \$22,855.56 | |
| 1 Month Ago | \$21,490.43 |
| 1 Year Ago | \$25,350.42 |
| 3 Years Ago | \$19,446.81 |
| 5 Years Ago | \$17,210.17 |



| Value Summary | | |
|-------------------------------|--------------------|-------------|
| | This Period | This Year |
| Beginning Value | \$21,490.43 | \$26,074.51 |
| Assets Added to Account | 0.00 | 5,000.00 |
| Assets Withdrawn from Account | 0.00 | -5,000.00 |
| Fees and Charges | 0.00 | 0.00 |
| Change In Value | 1,365.13 | -3,218.95 |
| Ending Value | \$22,855.56 | |

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 |
| | 6.33% | -12.29% | -9.83% | 5.23% | 5.38% |

2022 EXPENDITURES: FUND 215
NOVEMBER

MOVED: _____
 SECONDED: _____
 VOTE: _____

| Inv. Date | Payment | Line Item | Vendor | Description | Amount |
|-----------|---------------|-----------|-------------------------|--------------------|-------------|
| 10/25/22 | 11/16/22 | 46710 | Hamilton, Alicia May | AMH 102522 | \$ 15.18 |
| 11/03/22 | 11/16/22 | 46710 | Madison PL-Lakeview | LAK 110322 | \$ 27.00 |
| 11/08/22 | 11/16/22 | 46710 | E. D. Locke PL | MCF 110822 | \$ 56.00 |
| 10/31/22 | 11/16/22 | 50211 | Baker & Taylor AD217BK | fuel surcharge | \$ 8.67 |
| 10/31/22 | 11/16/22 | 50211 | Baker & Taylor AD329 | fuel surcharge | \$ 10.99 |
| 10/31/22 | 11/16/22 | 50211 | Baker & Taylor CH329 | fuel surcharge | \$ 1.59 |
| 11/01/22 | 11/16/22 | 50211 | Ingram | fuel surcharge | \$ 45.16 |
| 11/02/22 | AB prepaid PC | 50211 | USPS | USPS110222211 | \$ 119.96 |
| 10/05/22 | 11/16/22 | 50212 | Rape Crisis Center | RCC100522chimera | \$ 800.00 |
| 11/04/22 | 11/16/22 | 50221 | Alliant Energy | AE 110422 | \$ 1,045.20 |
| 10/17/22 | 11/16/22 | 50240 | Gordon Flesch | GF101722copier2 | \$ 91.41 |
| 11/03/22 | 11/16/22 | 50240 | Gordon Flesch | GF110322copier1 | \$ 66.40 |
| 11/10/22 | 11/16/22 | 50250 | No Shorts Electric | NSE111022datajacks | \$ 175.00 |
| 10/27/22 | JR prepaid PC | 50289 | Donor Tools | DON102722tech | \$ 39.00 |
| 10/20/22 | SB prepaid PC | 50313 | Amazon | AZ 101922 CC | \$ 87.12 |
| 10/17/22 | SB prepaid PC | 50328 | Amazon | AZ090722JDVD | \$ 17.95 |
| 10/20/22 | 11/16/22 | 50328 | Findaway | AD/TE materials | \$ 98.98 |
| 10/20/22 | 11/16/22 | 50328 | Findaway | AD/TE materials | \$ 53.99 |
| 10/26/22 | SB prepaid PC | 50328 | Amazon | AZ102522JDVD | \$ 54.90 |
| 10/26/22 | SB prepaid PC | 50328 | Amazon | AZ 102422 JCD | \$ 6.98 |
| 10/26/22 | SB prepaid PC | 50328 | Amazon | AZ 102422 JCD | \$ 38.15 |
| 10/31/22 | 11/16/22 | 50328 | Baker & Taylor AD328DVD | AD/TE materials | \$ 509.65 |
| 11/01/22 | 11/16/22 | 50328 | Ingram | AD/TE materials | \$ 233.73 |
| 11/03/22 | SB prepaid PC | 50328 | Amazon | AZ110222ADVD | \$ 15.10 |
| 10/14/22 | 11/16/22 | 50329 | Penworthy | PW 101422 CF | \$ 323.36 |
| 10/14/22 | 11/16/22 | 50329 | Penworthy | PW 101422 CN | \$ 922.11 |
| 10/14/22 | 11/16/22 | 50329 | Penworthy | PW 101422 CP | \$ 441.79 |
| 10/14/22 | 11/16/22 | 50329 | Penworthy | PW 101422 CE | \$ 433.14 |
| 10/31/22 | 11/16/22 | 50329 | Baker & Taylor AD329 | AD/TE materials | \$ 1,099.01 |
| 10/31/22 | 11/16/22 | 50329 | Baker & Taylor CH329 | CH materials | \$ 159.01 |
| 11/01/22 | 11/16/22 | 50329 | Ingram | AD/TE materials | \$ 1,844.57 |
| 11/01/22 | 11/16/22 | 50329 | Ingram | CH materials | \$ 1,692.06 |
| 10/10/22 | SB prepaid PC | 50340 | Amazon | AZ 101022 OS | \$ 7.49 |
| 10/11/22 | SB prepaid PC | 50340 | Amazon | AZ 101122 OS | \$ 71.00 |
| 10/12/22 | SB prepaid PC | 50340 | Amazon | AZ 101122 OS | \$ 11.98 |
| 10/16/22 | SB prepaid PC | 50340 | Amazon | AZ 101122 OS | \$ 16.00 |

| | | | | | |
|----------|---------------|-------|------------------------|------------------|--------------|
| 10/25/22 | SB prepaid PC | 50340 | Amazon | AZ 102522 OS | \$ 36.95 |
| 10/26/22 | SB prepaid PC | 50340 | Amazon | AZ 102622 OS | \$ 8.90 |
| 11/03/22 | SB prepaid PC | 50340 | Amazon | AZ 110322 OS | \$ 44.95 |
| 10/31/22 | 11/16/22 | 50342 | Baker & Taylor AD217BK | processing | \$ 32.56 |
| 10/31/22 | 11/16/22 | 50342 | Baker & Taylor AD329 | processing | \$ 37.00 |
| 10/31/22 | 11/16/22 | 50342 | Baker & Taylor CH329 | processing | \$ 0.74 |
| 11/01/22 | 11/16/22 | 50342 | Ingram | processing | \$ 227.70 |
| 10/19/22 | SB prepaid PC | 50810 | AccuCut | AC101922810CA | \$ 203.00 |
| 10/20/22 | 11/16/22 | 50810 | Grand Inspired LLC | GI102022kitchen | \$ 1,000.00 |
| 10/25/22 | 11/16/22 | 50810 | Axiom | AX102522shelving | \$ 12,857.00 |
| 10/16/22 | SB prepaid PC | 50820 | Amazon | AZ101622OS820 | \$ 13.49 |
| 10/31/22 | 11/16/22 | 50820 | SCLS | SCLS081622OS820 | \$ 5,093.33 |

**2022 EXPENDITURES: FUND 217
NOVEMBER**

MOVED:

SECONDED:

VOTE:

| Inv. Date | Payment | Vendor | Description | Stream | Material | 50500 | 50501 | 50502 | 50503 |
|-----------|---------------|--------------------|-------------------|-----------|--------------|-----------|-------|-------|-------|
| 10/10/22 | 11/16/22 | Ostrander, Mary | CO 101022 SUN | Sunday | program | \$ 47.96 | | | |
| 10/17/22 | AB prepaid PC | New York Times | NYT 101622 Selsor | Selsor | subscription | \$ 56.00 | | | |
| 10/18/22 | MO prepaid PC | Dollar Tree | DT 101822 CH | Bryant | program | \$ 37.50 | | | |
| 10/19/22 | MO prepaid PC | Pick 'n Save | PS 101922 CH | Bryant | program | \$ 32.93 | | | |
| 10/20/22 | MO prepaid PC | Walmart | WM 102022 CH | Bryant | program | \$ 47.44 | | | |
| 10/24/22 | MO prepaid PC | Interstate Books4S | B4S 102422 B CH | Bryant | program | \$ 506.00 | | | |
| 10/25/22 | MO prepaid PC | Dollar Tree | DT 102522 B CH | Bryant | program | \$ 17.50 | | | |
| 10/26/22 | SB prepaid PC | AccuCut | AC 102622 IMO RO | Odland | diecut mach. | \$ 350.00 | | | |
| 10/26/22 | SB prepaid PC | Amazon | AZ 102522 R | REPL | books | \$ 31.95 | | | |
| 10/26/22 | CS prepaid PC | Dollar Tree | DT 102622 B TP | Bryant | program | \$ 42.50 | | | |
| 10/26/22 | JR prepaid PC | Fosdal Home Bake | FOS 102622 suns | Sunshine | gift | \$ 12.00 | | | |
| 10/26/22 | CS prepaid PC | Walmart | WM 102622 B TP | Bryant | program | \$ 43.64 | | | |
| 10/26/22 | MO prepaid PC | Walmart | WM 102622 B CH | Bryant | program | \$ 33.60 | | | |
| 10/31/22 | 11/16/22 | Baker & Taylor | AD materials | Lucky Day | books | \$ 610.85 | | | |
| 10/31/22 | 11/16/22 | Baker & Taylor | AD materials | Bryant | books | \$ 255.64 | | | |
| 10/31/22 | 11/16/22 | Baker & Taylor | AD materials | Lucky Day | AV | \$ 27.34 | | | |
| 11/01/22 | 11/16/22 | Ingram | AD materials | IMO KM | books | \$ 275.87 | | | |
| 11/01/22 | 11/16/22 | Ingram | AD materials | IMO RR | books | \$ 202.42 | | | |
| 11/01/22 | 11/16/22 | Ingram | AD materials | REPL | books | \$ 145.68 | | | |
| 11/01/22 | 11/16/22 | Ingram | AD materials | FoL | books | \$ 18.04 | | | |
| 11/01/22 | 11/16/22 | Ingram | CH materials | Odland | books | \$ 225.45 | | | |
| 11/01/22 | 11/16/22 | Ingram | AD materials | Bryant | books | \$ 424.70 | | | |
| 11/02/22 | CS prepaid PC | Walmart | WM 110222 DAN | D'Angelo | program | \$ 31.48 | | | |
| 11/03/22 | SB prepaid PC | Amazon | AZ 110322 F LP | FoL | books | \$ 26.99 | | | |

| | | | | | | | | |
|----------|---------------|--------|---------------|----------|---------|----------|--|--|
| 11/03/22 | SB prepaid PC | Amazon | AZ 110222 DAN | D'Angelo | program | \$ 69.93 | | |
|----------|---------------|--------|---------------|----------|---------|----------|--|--|



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 | 9,962 | 2,606 | 3,482 | 16,050 | -0.01% |
| 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 | 106,435 | 30,632 | 37,418 | 174,485 | 0.88% |
| AVG | 18,686 | 17,721 | 10,606 | 14,414 | 10,644 | 3,063 | 3,742 | 17,449 | 21.06% |

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 | 267 | 443 | 21 | 0 | 731 | -39.84% |
| 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 | 2,590 | 4,945 | 537 | 0 | 8,072 | -37.33% |
| AVG | 2,003 | 2,149 | 2,149 | 1,073 | 259 | 495 | 54 | 0 | 807 | -24.80% |

STOUGHTON PUBLIC LIBRARY STATISTICS, NOVEMBER 2022

page 2

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 | 8,003 | 1.50% |
| 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 | 80,329 | -21.17% |
| AVG | 9,889 | 9,413 | 4,551 | 8,492 | 8,033 | -5.40% |

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 | 4,519 | -13.99% |
| 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 | 51,155 | -21.49% |
| AVG | 7,063 | 6,468 | 3,136 | 5,430 | 5,116 | -5.79% |

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% est. |
| 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 | 2,231 | 33.04% |
| 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 | 18,438 | 21.36% |
| AVG | 15,833 | 16,517 | 4,102 | 1,266 | 1,844 | 45.63% |

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

SELF-CHECKOUTS

| MO. | 2018 | 2019 | 2020 | 2021 | 2022 | %TOTAL |
|-------|---------|---------|--------|--------|-------|-------------|
| JAN | 11,034 | 10,305 | 9,767 | 0 | 8,190 | 61.00% |
| FEB | 10,217 | 10,960 | 8,903 | 0 | 8,181 | 62.68% est. |
| MAR | 10,967 | 10,497 | 6,581 | 0 | 9,086 | 62.69% |
| APR | 10,369 | 9,903 | 0 | 0 | 8,378 | 61.36% |
| MAY | 9,231 | 8,974 | 0 | 1,146 | 7,100 | 44.34% est. |
| JUN | 12,575 | 10,701 | 0 | 6,690 | 9,544 | 51.44% |
| JUL | 12,292 | 11,945 | 0 | 7,053 | 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 | 7,424 | 59.07% |
| NOV | 10,058 | 9,396 | 0 | 7,417 | | |
| DEC | 8,823 | 7,621 | 0 | 7,176 | | |
| TOTAL | 128,651 | 119,470 | 25,251 | 50,531 | | |
| AVG | 10,721 | 9,956 | 2,104 | 4,211 | | |

DOOR COUNT

2021-22

| MO. | 2018 | 2019 | 2020 | 2021 | 2022 | %CHANGE |
|-------|---------|---------|--------|--------|--------|----------|
| JAN | 10,688 | 9,224 | 9,428 | 0 | 5,425 | 100.00% |
| FEB | 9,859 | 8,876 | 9,248 | 0 | 5,826 | 100.00% |
| MAR | 11,061 | 10,582 | 5,086 | 0 | 6,385 | 100.00% |
| APR | 10,541 | 10,221 | 0 | 0 | 6,482 | 100.00% |
| MAY | 11,133 | 10,472 | 0 | 1,462 | 8,119 | 455.34% |
| JUN | 12,708 | 11,347 | 0 | 4,155 | 7,296 | 75.60% |
| JUL | 11,822 | 11,734 | 0 | 5,158 | 7,301 | 41.55% |
| AUG | 11,952 | 10,884 | 0 | 4,809 | 7,900 | 64.28% |
| SEP | 10,307 | 10,067 | 0 | 4,915 | 7,135 | 45.17% |
| OCT | 11,347 | 10,661 | 0 | 6,061 | 7,696 | 26.98% |
| 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 | 69,565 | 85.70% |
| AVG | 10,823 | 10,164 | 1,980 | 3,122 | 6,957 | 122.85% |

June 2019: the door counter is malfunctioning.

WEBSITE PAGEVIEWS

2021-22

| MO. | 2018 | 2019 | 2020 | 2021 | 2022 | %CHANGE |
|-------|--------|--------|--------|--------|--------|----------|
| JAN | 7,813 | 9,172 | 8,665 | 3,984 | 4,695 | 17.85% |
| FEB | 8,958 | 8,379 | 7,613 | 3,952 | 3,751 | -5.09% |
| MAR | 8,249 | 8,814 | 6,859 | 4,998 | 3,968 | -20.61% |
| APR | 7,974 | 8,036 | 5,865 | 4,701 | 4,268 | -9.21% |
| MAY | 6,994 | 8,607 | 7,089 | 4,092 | 4,008 | -2.05% |
| JUN | 7,879 | 7,588 | 7,455 | 4,818 | 3,954 | -17.93% |
| JUL | 6,696 | 7,627 | 7,459 | 4,206 | 4,768 | 13.36% |
| AUG | 7,213 | 7,683 | 7,620 | 3,936 | 3,915 | -0.53% |
| SEP | 6,304 | 7,121 | 6,180 | 3,448 | 3,501 | 1.54% |
| OCT | 7,444 | 7,545 | 7,858 | 3,471 | 3,342 | -3.72% |
| 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 | 40,170 | -17.32% |
| AVG | 7,485 | 7,902 | 7,266 | 4,049 | 4,017 | -0.78% |

Programming Statistics
for October 2022

| | | October Programs | | Number of Participants | | | | |
|------------|---------------------|---|-----|------------------------|------|-------|----------|--|
| Date | Platform | Event | 0-5 | 6-11 | Teen | Adult | All Ages | |
| 10/1/2022 | East Side Park | Mini Ren Faire (MO, CS, SB, AB, MOK, | | | | | 175 | |
| 10/2/2022 | Stoughton Yoga | Yoga Sundays (AB) | | | | 9 | | |
| 10/3/2022 | Carnegie Room | Story Time (DF) | 15 | | | | | |
| 10/4/2022 | Carnegie Room | Baby Time (DF) | 7 | | | | | |
| 10/5/2022 | Carnegie Room | The Foundation (Richard) | | | | 3 | | |
| 10/6/2022 | Carnegie Room | Story Time (DF) | 20 | | | | | |
| 10/6/2022 | Fire Station | Adult Craft Club (SB, AH) | | | | 11 | | |
| 10/8/2022 | Carnegie Room | Writing critique group (AB) | | | | 4 | | |
| 10/10/2022 | Carnegie Room | Story Time (MO) | 24 | | | | | |
| 10/10/2022 | Gingerbread House | Outreach ST (MO) | 23 | | | | | |
| 10/10/2022 | Gingerbread House | Outreach ST (MO) | 15 | | | | | |
| 10/11/2022 | Carnegie Room | Baby Time (DF) | 11 | | | | | |
| 10/12/2022 | Carnegie Room | Pokemon Club (MO) | | 11 | | | | |
| 10/13/2022 | Carnegie Room | Story Time (MO) | 23 | | | | | |
| 10/13/2022 | Carnegie Room | Thursdays with Murder (AB) | | | | 4 | | |
| 10/17/2022 | Carnegie Room | Story Time (MO) | 20 | | | | | |
| 10/17/2022 | Carnegie Room/Zoo | Edgar Allan Poe lecture (Bill Pack, AB) | | | | 14 | | |
| 10/18/2022 | Carnegie Room | Baby Time (MO) | 12 | | | | | |
| 10/19/2022 | Learning Tree | Outreach ST (MO) | 33 | | | | | |
| 10/20/2022 | Carnegie Room | Story Time (MO) | 15 | | | | | |
| 10/20/2022 | Carnegie Room | Tween Blood and Gore (CS, MO) | | | 9 | | | |
| 10/24/2022 | Carnegie Room | Story Time (MO) | 22 | | | | | |
| 10/25/2022 | Carnegie Room | Baby Time (DF) | 12 | | | | | |
| 10/25/2022 | Carnegie Room | Page Turners (AH) | | | | 6 | | |
| 10/26/2022 | Senior Center | Outreach: Page Turners (AH) | | | | 3 | | |
| 10/26/2022 | Carnegie Room | Crafty Kids: Slime (MO) | | 11 | | | | |
| 10/27/2022 | Carnegie Room | Story Time (MO) | 18 | | | | | |
| 10/27/2022 | Carnegie Room | Teen Halloween (CS) | | | 21 | | | |
| 10/28/2022 | Fire Station | Costume Dance Party (MO, DF) | 70 | | | | | |
| 10/29/2022 | Carnegie Room | Advance Care Planning (Jean Ligocki, | | | | 5 | | |
| 10/29/2022 | Children's Area | Downtown Trick or Treat | | | | | 513 | |
| 10/31/2022 | Online asynchronous | Views of 10/17 Poe program | | | | 5 | | |

Programming Statistics
for October 2022

| | | | | | | | |
|------------|---------------|---------------------------------------|------------|-----------|-----------|-----------|------------|
| 10/31/2022 | Carnegie Room | Story Time (MO) | 29 | | | | |
| 10/31/2022 | 2nd floor | One on one assistance (Libby, Kanopy, | | | | 6 | |
| | | | 369 | 22 | 30 | 70 | 688 |

| | | October Self-Directed | Number of Participants | | | | | All Ages |
|------------|-----------|------------------------------------|------------------------|----------|-----------|----------|-----------|----------|
| Date | Platform | Event | 0-5 | 6-11 | Teen | Adult | | |
| 10/3/2022 | 2nd floor | Teen Art Cart | | | 7 | | | |
| 10/5/2022 | 2nd floor | Teen Art Cart | | | 2 | | | |
| 10/10/2022 | 2nd floor | Teen Art Cart | | | 2 | | | |
| 10/12/2022 | 2nd floor | Teen Art Cart | | | 2 | | | |
| 10/17/2022 | 2nd floor | Teen Art Cart | | | 2 | | | |
| 10/19/2022 | 2nd floor | Teen Art Cart | | | 3 | | | |
| 10/24/2022 | 2nd floor | Teen Art Cart | | | 3 | | | |
| 10/26/2022 | 2nd floor | Teen Art Cart | | | 6 | | | |
| 10/31/2022 | 2nd floor | Teen Art Cart | | | 7 | | | |
| 10/31/2022 | 2nd floor | All ages sticker mural (all month) | 0 | 0 | 34 | 0 | 28 | |

Director's Report

November 16, 2022



Library news:

- I have an email out to SASD Superintendent Dan Keyser regarding the appointment of a new district representative to the Library Board, and I hope to have a name for the Board in the coming weeks. (You'll recall that I met Dr. Keyser on September 30 to introduce myself and discuss the appointment of a new SASD-Library Board representative.)
- I attended the monthly virtual meeting of South Central Library System's Administrative Council on October 20. I represent cluster 7 on the council, which includes libraries in eastern Dane County: Cambridge, Deerfield, DeForest, Marshall, McFarland, Monona, Stoughton, Sun Prairie, and Waunakee. The AC is the primary advisory group to the SCLS Board and SCLS staff. As such, it determines the course of action and oversight of "big picture" issues that affect all members. It receives reports from various committees, makes planning recommendations and recommends the annual SCLS budget, plan and services priorities. Meeting highlights:
 - SCLS Delivery Director Corey Baumann reported that staffing difficulties impacting delivery services have eased a bit in the last month, but constant adaptation and flexibility are still needed.
 - Technology Coordinator Vicki Teal-Lovely reported on the issue of local-only holds and the ongoing pilot project to test the impact on borrowing and wait times. (I've discussed this in past reports, but would be happy to provide a summary of the issue as well as my opinions on the subject.) She reported that libraries will vote on whether to make local-only holds a permanent option at the all-directors meeting in March, 2023.
 - Consulting Services Coordinator Jean Anderson described changes to the 2022 Department of Public Instruction Annual Report that all libraries will complete in February. These include a scaled-down section on COVID-19 adaptations and more granularity in program reporting.
 - SCLS Director Marty Van Pelt reported that the system's administrative offices will move from their current location near Sun Prairie into their new headquarters off Packers Ave on the northeast side of Madison (the former Lakeland University building). Admin. and Technology staff should be moved in by Thanksgiving. Delivery will remain at their current location on S. Park St. in Madison, but

eventually they plan to consolidate administration, technology, and delivery services all under one roof.

- I have been asked to chair South Central Library System's Administrative Council in 2023. This is not a significant additional time commitment, and mostly involves running the monthly hybrid meetings.
- On October 19, the City's Committee of the Whole met for the second of two budget workshops. (This meeting took place at the same time as the Library Board meeting, so I viewed the recording afterwards). Finance Director Dave Ehlinger reported that he had identified additional funds that could be used for "right-sizing" city staff in various departments. I plan to meet with the Mayor Swadley and HR Director AJ Gillingham in the coming weeks to discuss possible right-sizing for library staff. As of right now, the library's budget contained in the Mayor's 2023 Operating Budget is identical to the one passed by the Library Board at the October meeting. This will likely be the budget passed by Council on November 15. In the event of any changes to staff compensation, I would of course bring budget amendments before the Board.
- New shelving was installed in the Children's Area on October 24! A big thanks to Mary, her husband, Ray, and our gold-star volunteer Eloise, who helped off-load **every single picture book in our collection** onto wooden moving carts so the existing shelves could be shifted. We now have much more room for picture books, chapter books, and graphic novels. Coming

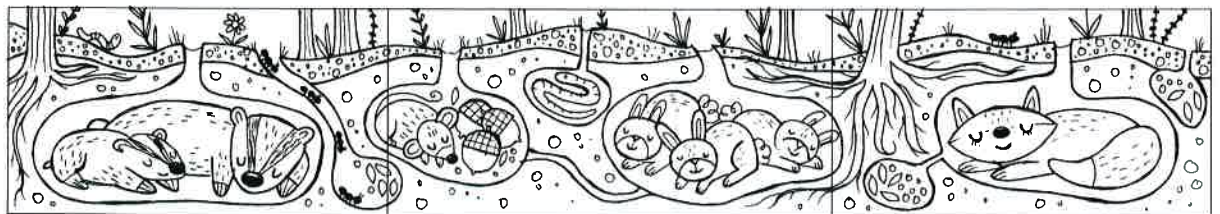


soon: A Lucky Day collection of high-demand kids' books available for walk-in browsing!

- Earlier this fall, we contracted with Grand Inspired, the woodworking makerspace here in downtown Stoughton, to create a **rustic, outdoorsy kitchen set for our kids play area**, and the four pieces they delivered at the end of last month exceeded all our expectations! We have already received tons of compliments from patrons, young and old.



- We received the first draft of concepts from our artist, Emily Balsley, for the mural and other artwork in the Children's Area. Both Mary and I are extremely excited. The image below is a preview of the three panels that will adorn the service desk. I can share additional images with the Board at the meeting.



- I finished annotating and revising the current 2020-2022 Strategic Plan to determine which goals can be carried over in modified form to the next plan. After the Planning Committee meeting on November 1, I began revising the five goal areas in the plan and simplifying them to include 3-4 Action Items each.
- I wrote an op-ed that should appear soon in the *Stoughton Courier Hub* about our NaloxZONE box and the role that such community health initiatives can play in reducing deaths from opioid overdoses.
- We held a successful program on November 12 entitled "Indigenous Feminism: Stories of Identity and Stereotypes" featuring three indigenous

women/femme panelists discussing... This program was made possible by the Ripple Project, a Dane County-wide DEI initiative funded by the Beyond the page endowment. [photo?]

Stoughton Area Community Foundation Fund Report

The report for the period Oct 1 – Oct 28 shows an increase in value of \$1,365.13 to the account because of market conditions. The overall value of the account as of Oct 28 is \$22,855.56.

Youth Services (from Mary Ostrander)

- Story Times are gaining attendees as more people come back into the building to attend.
- All of the picture books were moved and now back on the shelving. The “neighborhood” subsections are also labeled.
- One young story time fan specially requested to come to story time for her birthday. She made her monster craft in the likeness of Ms. Mary and gave it to her because “She’s Nice.”
- 70 people attended the first ever Costume Dance Party at the Fire Department Training Room on October 28.
- 513 people stopped by the library for **downtown Trick or Treating on Saturday, October 29** and about 275 books were given out.



- Starting on December 2, there will be Indoor Play Time every other Friday in the Carnegie Room with music and special toys. This is geared to ages 0-5 and has been scheduled on days when there is no 4 year-old kindergarten classes.

- Mary continues to assist staff at Kegonsa and Sandhill Elementary Schools in obtaining extra copies of books for their curriculum.
- Coming up in November: The return of Stuffed Animal Sleepover on the 16th as well as a Dinovember program on the 18th, along with the usual story times three times a week.
- The new Children's Lucky Day collection is being cataloged and processed. It will be shelved along the north wall and, like the adult Lucky Day collection, will include new and high-demand titles for which there are long waiting lists.

Tech Services & Technology News (from Sarah Bukrey)

- Craft Club on November 3 saw Sarah and Amy assisting 20 crafters with an introduction to wood burning using their new set of tools and a large selection of wooden items Sarah bought at auction. Amy and Sarah also met to prepare for the special December edition of Craft Club that will feature 3 different crafting stations.



- Sarah worked on coordinating the installation of this year's replacement computers and monitors.
- 531 items were added to the collection in October.
- Technical Services is up to our eyeballs with year-end ordering, linking and processing. A special thanks to Zi Wei, our volunteers, Shelves and subs that are helping out with small projects here and there.
- Sarah moved the Children's Area internet computers to the south-east corner of the room and worked with electrical/data contractors and IT

staff at SCLS to identify unlabeled ports and where they terminate at the switches and routers in the our closet. The end result is a work-in-progress spreadsheet listing each numbered port with its corresponding piece of equipment. She is also acquiring shorter, color-coded cables to make the tech closet more manageable.

- Sarah attended South Central Library System's Collection Maintenance Subcommittee meeting on November 9. On November 10, Sarah and Zi Wei attended Ryan Dowd's webinar on de-escalation in library situations.
- Sarah met with new Volunteer Kate R., who will begin helping with shelf-reading soon, and will expand her skills in the new year. Our department is mourning the loss of long-time volunteer Nancy Kilen, who passed away Nov. 3rd after a battle with cancer. Nancy started volunteering at the library in 2006.

Circulation Services (from Robin Behringer)

- Robin completed the training process with our newest Shelver, Michael A., late last month, which means we now have a full team of Shelves for the first time in months. During vacancies and training periods, the other Shelves have worked incredibly hard to stay on top of the all the work.
- Shelves and Circulation staff have adjusted well to the new shelving in the Children's Area. The new shelving provides additional space and makes shelving and finding materials much easier for patrons and staff.
- Robin attended the South Central Library System's Circulation Services Subcommittee meeting on November 8 and the Circulation User Group meeting on the 9th.
- Circulation staff are working their way through patron accounts in the Bibliovation ILS and waiving old collection agency fees. (In the past, when an account was sent to collections, a patron was charged \$10 in administrative costs. We stopped sending accounts to collections during the pandemic and, as you know, eliminated overdue fines in late-2020.)

Adult & Teen Services (from Amanda Bosky)

- We've noticed an increase in patrons requesting one-on-one instruction about library resources, including Libby and Kanopy. We even had some visitors from Illinois who learned how to use our microfilm reader to scan old issues of the Stoughton Courier Hub.
- On Monday, October 17, we hosted our first hybrid adult program using the new AV equipment in the Carnegie Room: *The Essential Edgar Allan Poe* presented by Bill Pack. 14 people attended the live program, and 5

people later watched the recording. We plan to host many future adult programs in this hybrid format.

- Teen Services Assistant Cynthia Schlegel's teen programs included Halloween Blood and Gore (with Children's Librarian Mary Ostrander); Freaky Fun and Games; a game of Mafia + a breakfast cereal bar; and a monthly Teen Advisory Board meeting.
- In collaboration with Alderperson Jean Ligocki, we hosted an Advance Directive workshop on October 29. Four attendees asked many in-depth questions and received expert advice in filling out paperwork to designate their own health care decision-makers.
- Our first Library Speakers Consortium virtual author event officially launched on Wednesday, November 2 with Lisa Napoli, author of *Susan, Linda, Nina, & Cokie: The extraordinary story of the founding mothers of NPR*. We will be offering at least a half-dozen more virtual author events this year alone, thanks to our partnership with LSC.
- We are pleased that Adult Services Assistant Amy Hynek continues to represent the library as part of the Stoughton Area Resource Team and Joining Forces for Families. Amy does a fantastic job keeping the library connected with the various agencies offering social services here in Stoughton.

Looking Back from *The Stoughton Courier Hub*

Returns next month!



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, November 1 at 6:30 p.m.**

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

MINUTES

Present: Jean Ligocki, Sharon Meilahn Bartlett, Siri Vienneau

Also present: Library Director Jim Ramsey

Absent (excused): Teri LeSage

1. Meeting called to order at 6:35 PM by SMB
2. **Review of Agenda** - Reviewed and accepted by consensus.
3. **Review/Approve Minutes of October 4, 2022 * (enclosure)** – Reviewed and approved by consensus.

[Vienneau arrived at 6:37]

4. **Discussion/preparation to share update on 2022 Board Goals with Library Board at meeting on November 16 (enclosure)** – Ramsey reviewed 2022 Goals. Goal A (Strategic Plan) is currently ongoing in this committee. Goal B: SMB suggested producing an anonymized list of trustees and the number of education updates they've presented this year. Ramsey reported that Sarah Monette had created a list earlier this year that he could update. JL suggested a summary of total updates before agreeing with SMB. Goal C (Pursue other funding sources): SMB pointed out that the Board has worked to secure ARPA funding for the outdoor programming space project. Goal D (Advocacy): SMB offered two examples: Her work on the City's DEI Taskforce (along with Ligocki and Verstegen), which is using the Library's 2019 Focus Group Report; and connections created by SMB between the Friends and the Farmer's Market with allowed the former to sell raffle tickets at during the latter. SMB and Ramsey expressed the hope that other trustees might have additional examples at the Board meeting on 11/16. Ramsey will compile the list of education updates and annotate the Board Goals document to include in the meeting packet.

- 5. Review of 2023 Library Board Calendar of Work (enclosure)** – Ramsey presented revisions to the document for 2023 and reminded the committee that this is an internal planning document used by the Board to keep track of annual responsibilities. It doesn't require formal approval by committee or Board, or at least it never has in the past. Ramsey focused on the timing of the annual Director Evaluation, which had been scheduled for April. He suggested moving it to November, which, following the upcoming evaluation this month at the Board meeting on 11/16, would align it to an annual schedule. JL suggested consulting with the Personnel Committee, as they are the ones responsible for the Director Eval. SMB had two additions:
- a. September: Standing Committees begin to draft 2024 Board Goals
 - b. December: Standing Committees send completed goals to the Planning Committee by the end of the month.

Ramsey will add these to the version that appears in the November meeting packet.

- 6. Discussion of assignments and next steps in revising Library Strategic Plan (enclosure)** - Ramsey presented a graphic from Joy Fuller's book, *Strategic Planning for Libraries* that showed a funnel-like, reverse-pyramid graphic that began with Mission and Vision at the large end of the funnel and narrowed to Goals and Initiatives at the other end. Discussed similarities and differences to this model in the structure of the current plan and asked if we planned to retain that structure. Consensus was to retain the overall structure with a few changes. SMB spoke about the terms Goal, Objective, and Outcome, and whether they would be meaningful for members of the public reading the document. She stated that the current plan is very detailed (5 goal areas with 3-4 objectives each and each objective having 3-4 outcomes). She suggested that the revised plan be scaled back with 4 Goal Areas and 3-4 initiatives each. She suggested that Goal Area 5, "Marketing," could be woven into the other goal areas. JL and Ramsey expressed agreement.

Discussion turned to the SMARTIE model. Ramsey pointed out that the more specific outcomes and objectives should be SMARTIE-fied and the Goal Areas should be general. Stated he could adapt the SMARTIE-fied Goal Areas LeSage produced to outcomes and objectives.

Ramsey brought up the introductory material in the document and asked what else was needed. JL expressed support for a DEI statement that draws on demographic information to make the case for DEI and presented an example from Bossier Parish, LA. She offered to share demographic data about Stoughton she had compiled in her work for the DEI Taskforce.

Discussion turned again to terminology. JL recommended eliminating terms like “objectives” and “outcomes.” SMB discussed the use of the latter term on course syllabi, and Ramsey agreed that that term was not the most appropriate for the plan. Suggested “Actions” or “Initiatives” instead. JL stated the committee should think about this for next time. Brought up Bossier Parish Strategic Plan and promised to share with committee.

SMB suggested merging mission and vision sections. Further proposed that the plan be simplified to include 4 goal areas and 3 actions/initiatives within each. Stated that mission and vision may become clearer as goals are developed. Suggested Ramsey revise the goal areas down to 4 (marketing being eliminated but woven into the remaining areas) with 3 initiatives/actions each.

“Homework” assignments were reviewed: JL will complete section on demographic characteristics of Stoughton that will lead into DEI statement. Ramsey will revise goal areas and actions. SMB will weave in marketing into existing goal areas.

Discussion returned briefly to mission statement. SMB stated that the existing mission statement (the 4 E’s) could lead into the draft expanded mission statement she created last month.

SMB asked SV for her thoughts on the plan as a young person, specifically with regards to DEI. SV stated she approved of the direction the plan was taking in terms of inclusivity and equity.

SMB asked Ramsey for a deadline for the completion of assignments and he offered December 1st. (Next meeting is on December 6)

7. Meeting adjourned by consensus at 7:49 PM

*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage
Jean Ligocki
Sharon Meilahn Bartlett
Siri Vienneau

Cc:

Ken Axe
Elise Balzer
Amy Ketterer
Erin Meinholz
Dayna Verstegen

Minutes taken by Jim Ramsey

2023 CALENDAR OF WORK

STOUGHTON PUBLIC LIBRARY



For review at Library Board meeting on November 16

Library staff presentations from: Adult, Youth, Circulation, Teen, and Tech. Services

JANUARY:

- o **Board In-service: Presentation from Library Staff**
- o Business: Review Board member terms
- o Business: Appointment of ad hoc Board Member Recruitment Committee
- o Business: Review calendar of work for the coming year
- o Business: Library Legislative Day preview
- o **NEW** Planning Committee should meet to collect goals drafted by standing committees.

FEBRUARY:

- o **Board In-service: Presentation from Library staff**
- o Business: Approve Stoughton Public Library State of Wisconsin 2022 Annual Report
- o Business: Approve statement concerning public library system effectiveness
- o Business: Approve Library Board goals for the year
- ~~o Personnel Committee to begin Director evaluation process~~
- o **NEW** Finance Committee will meet to discuss allocation remaining funds from Children's Area remodeling project
- o Business: Appoint ad-hoc Student Trustee nominating committee
- o Business: Approve allocation of undesignated gift funds for library booth at Community Expo

MARCH:

- o Board In-service: Trustee Essential TBD
- o Business: Authorization for SCLS to bill adjacent counties for next year
- o Business: Appointment by president of Nominating Committee for Board officers
- ~~o **NEW** Distribution and instructions for completing Board self-evaluation survey~~
- o Progress reports from Board Member Recruitment and Student Trustee Nominating ad hoc committees

APRIL:

- o **Board In-service: Presentation from City Finance Director ?**
- o Business: Review previous year's budget
- o Business: Discussion of 2024 capital improvement requests
- ~~o **NEW** Business: Planning Committee to present results of Board self-evaluation~~

- ~~NEW Personnel Committee to present results of Director evaluation (Special meeting may be convened)~~
- **NEW Business:** Report from ad hoc Board member Recruitment Committee with recommendations

MAY:

- **Board In-service: Presentation from Library staff**
- **Business:** Annual meeting/reorganization
- Nominating committee brings officer nominations to the Board for election (other nominations may also be made)
- **Business:** Election of Officers
- Nomination and appointment of new Student Trustee
- Discussion of 2023-2024 Committee Assignments

JUNE:

- **Board In-service:** Trustee Essential TBD
- **Business:** Assignment of Committees by Board President
- ~~NEW Planning Committee should begin meeting to draft 2023-2025 Strategic Plan~~
- Personnel Committee should begin meeting to discuss 2023 personnel requests

JULY:

- **Board In-service: Presentation from Library staff**
- **Business:** Presentation of preliminary 2024 budget by Director
- Personnel Committee will meet and recommend 2024 personnel requests to Board.

AUGUST:

- **Board In-service:** Trustee Essential TBD
- **Business:** Review progress towards 2023 Board Goals
- **Personnel Committee to begin Director Evaluation process?**

SEPTEMBER:

- **Board In-service: Presentation from Library staff**
- **Business:** Approve exemption from county library tax and send to Council
- **Business:** Approve the next year's holiday closings
- Finance and Personnel Committees will meet to review 2024 operating budget

OCTOBER:

- **Board In-service:** Trustee Essential TBD
- **Business:** Approve 2023 Library Operating Budget.

NOVEMBER:

- **Board In-service: Presentation from Library staff**
- **Business:** Approve 2024 Board Calendar of Work
- **Business:** Approve location of December Library Board meeting
- **Business:** Approve expenditures for December Library Board meeting

- Personnel Committee to present results of Director evaluation? (Special meeting may be convened)

DECEMBER:

- Board In-service: Team-building activity
- Business: Approve Dane County Library Service Agreement

DRAFT

**Stoughton Public Library
Board of Trustees
2022 Library Board Goals**



A. Strategic Planning

- Analyze results from 2018 Community Needs Assessment and 2019 Focus Group Report and apply results to long-range strategic planning. **This goal is ongoing in the Planning Committee. They hope to finish in early 2023.**

B. Education

Library Board members will seek out and participate in library continuing education activities. Each Library Board member will share an educational experience or activity 1-2 times yearly. Examples include:

- Reading and sharing news items about libraries
- Attending workshops
- Visiting and touring other libraries

A total of 10 education updates have been offered at meetings in 2022. Of the 8 current trustees, one has presented 4 updates; two have presented 2 updates each; 2 have presented 1 update each; and 3 have not presented any.

C. Financial Planning

- Explore the creation of alternative sources of revenue. **The Board pursued ARPA funding for the creation of an outdoor programming space in the vacant lot south of the library. The project is included in the 2023 CIP budget; a decision on ARPA funding has yet to be made by city administration.**

D. Advocacy

Library Board members will utilize community connections as described in Goal 5, Objective B, of the Strategic Plan to communicate the importance of the Library to the members of our community.

- Develop talking points and an “elevator pitch” for use in library advocacy.

An “elevator pitch” was not completed, though one may grow organically out of the strategic planning process (see Goal A)

Three trustees have been advocating for the library through their work on the City’s DEI Taskforce. The fact that the taskforce is using the library’s 2019 Focus Group Report means that the library has a seat at this table.

Meilahn Bartlett worked to connect the Stoughton Area Farmers Market with the Friends of the Library, which allowed the Friends to sell raffle tickets at the market.

Recommended by the Library Board Planning Committee, 1/11/22

Approved by the Library Board of Trustees, 2/16/22

Annotated by Library Director Ramsey at the instruction of the Planning Committee, 11/2/22

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as “the County Library Board”) and **Stoughton Library Board** (hereinafter “the local Library Board”) serving the municipality of Stoughton.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers’ cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 28, 2023 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board’s providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$199,730. This sum represents
 - a. The net payment due after averaging use and cost data from 2017, 2018 and 2019: \$244,428.00
 - b. Subtraction of Central Service Costs: \$15,097.00
 - i. *Administrative: \$2,604.00*
 - ii. *Delivery: \$4,337.00*
 - iii. *Outreach: \$8,156.00*
 - c. Cross-municipal usage adjustment: -\$29,601.00.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$50,180.
6. The County Library Board shall make payment by June 30, 2023.
7. This agreement shall be in effect from January 1, 2023 and shall continue in full force and effect until December 31, 2023 unless sooner terminated.

LOCAL LIBRARY BOARD

DANE COUNTY LIBRARY BOARD

BY:

BY:

President, Library Board

Pat Owen
President, Library Board

BY:

BY:

Secretary, Library Board

Tracy Howard
Director

| | Total | Payer | Description |
|---------|------------------|-------------|--|
| SEC. 4 | \$199,730 | Dane County | Reimbursement for operation services to County residents |
| SEC. 5 | \$50,180 | Dane County | Reimbursement for facility services to County residents |
| TL Pymt | \$249,910 | Dane County | Net payment |



Annual Hours Calculations for Proposed Changes in 2023 Open Hours

| Current Hours | Hrs. Open | Weeks | Total Open Hours/day* |
|--------------------------------|-----------|-------|-----------------------|
| Fall/Winter/Spring | 68 | 38 | 2584 |
| Summer | 64 | 14 | 896 |
| 2022 Total Annual Hours | | | 3480 |

| Proposed 2023 Hours | Hrs. Open | Weeks | Total Open hours/day* |
|--------------------------------|-----------|-------|-----------------------|
| Fall/Winter/Spring | 65 | 38 | 2470 |
| Summer | 61 | 14 | 854 |
| 2023 Total Annual Hours | | | 3324 |

Dane County Standards require: 3000 annual open hours

* In summer, avg hrs per day is calculated by dividing total weekly hours by 6, the number of open days. In fall/winter/spring, avg hours equal total weekly hours divided by 7