

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, December 21, 2022

TIME: 6:30 P.M.



LOCATION **PLEASE NOTE This is a VIRTUAL meeting 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 November 16, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for November 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for December 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Discussion by standing committees of 2023 Board Goals

IX. Director's Report

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

X. Committee Reports

- A. Finance:
- B. Personnel:
- C. Planning: Met 12/6/22 (enclosure)
- D. Policies:

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

XII. Old Business

NONE

XIII. New Business

NONE

XIV. Pending Agenda Items

NONE

XV. Adjournment *

NEXT REGULAR MEETING: January 18, 2023

*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 December 21, 2023



VIII. Board In-service: Discussion by standing committees of 2023 Board Goals

You will recall that the Board decided to have each of the four standing committees craft a Board Goal for 2023, and that a deadline of December 31st had been proposed to allow the Planning Committee time to refine and edit those goals at their meeting on January 3, 2023. The Planning Committee suggested using the Board In-service portion of our meeting to brainstorm the 2023 Board Goals.

We plan to use Zoom’s “break-out room” feature to allow simultaneous discussion by the committees. A half-hour should be sufficient for this discussion. We will then reconvene and continue the rest of the meeting, which should be brief, as we have no items of old or new business.

2022-2023 committee assignments:

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

Personnel: Ken Axe, Amy Ketterer

Planning: Sharon Meilahn Bartlett (chair), Teri LeSage, Jean Ligocki, Siri Vienneau

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

Note: Since Personnel contains only two members at present, they can discuss their goals via email. I have sent a separate email to Ken and Amy. The Planning Committee has already formulated a draft goal, so essentially there will be two break-out rooms: one for Policies and another for Finance. Any trustees not on those committees can attend whichever room they choose. Erin can choose one or the other.

XII. Old Business

NONE

XIII. New Business

NONE

* Indicates a potential action item

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, NOVEMBER 16, 2022, @ 6:30 P.M.
HYBRID MEETING IN THE CARNEGIE ROOM,
STOUGHTON PUBLIC LIBRARY, 304 S. 4th ST.
AND VIA ZOOM.



PRESENT: Ken Axe; Teri LeSage; Amy Ketterer, President; Sharon Meilahn Bartlett (remote); Erin Meinholz, Vice-President; Dayna Verstegen (remote); Siri Vienneau, Student Trustee (remote)

ABSENT: Elise Balzer; Jean Ligocki, City Council Representative

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Library Administrative Assistant; Amanda Bosky, Adult Services Librarian

- I. CALL TO ORDER: 6:32 p.m. by Library Board President Amy Ketterer
- II. REVIEW OF AGENDA.

[Meinholz arrived 6:33 p.m.]

- III. CONSENT AGENDA
Motion to approve: Verstegen Second: LeSage Vote: 6-0
- IV. RECOGNITION OPPORTUNITIES. Verstegen spoke enthusiastically about the Indigenous Feminism program on Saturday, November 12.
- V. PUBLIC COMMENT PERIOD. None
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared that the REAP Food Group made a Facebook post praising the Indigenous Feminism program.
- VII. EDUCATION UPDATES. Meilahn Bartlett shared a picture of a library mural in Seattle.
- VIII. BOARD IN-SERVICE. Bosky gave an overview of the Music & Memory program.
- IX. DIRECTOR'S REPORT
 - A. Administration Report: Ramsey shared that the Indigenous Feminism program was part of the Ripple Project, which is funded with a Dane County Beyond the Page grant. He reported that he and several staff members attended a webinar on de-escalation strategies. He showed the Board the mock-ups from the muralist who is going to work on the Children's Area. He announced that the Library will be hosting two COVID vaccine clinics on December 8 and December 22.
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet.
 - C. Planning: Ramsey reported that the Planning Committee is still working on the Strategic Plan, and that the first two pieces of new business on this month's agenda are from the Planning Committee.
 - D. Policies: did not meet.
- XI. FRIENDS OF THE LIBRARY REPORT. None this month.
- XII. OLD BUSINESS

A. DISCUSSION AND POSSIBLE ACTION REGARDING ANNUAL LIBRARY DIRECTOR EVALUATION

[Ramsey, Monette, and Bosky left at 6:59 p.m.]

Motion to go into closed session at 6:59 p.m.: Ketterer Second: Meinholz

Axe Aye

Ketterer Aye

LeSage Aye

Meilahn-Bartlett Aye

Meinholz Aye

Verstegen Aye

Motion to resume open session at 7:23 p.m.: Axe Second: LeSage

Axe Aye

Ketterer Aye

LeSage Aye

Meilahn-Bartlett Aye

Meinholz Aye

Verstegen Aye

[Ramsey, Monette, and Bosky returned at 7:23 p.m.]

[As part of the Stuffed Animal Sleepover program on November 16, an ambassador from the stuffed animals visited the meeting. Kitty Girl arrived at 7:23 p.m.]

*Motion to approve the director evaluation and send it to HR Director A. J. Gillingham with an addition to Question 7 summarizing improvement since last evaluation: Meinholz Second: Axe
Vote: 6-0*

XIII. NEW BUSINESS

- A. REVIEW OF 2023 CALENDAR OF WORK. Ramsey presented.
- B. REVIEW PROGRESS ON 2022 LIBRARY BOARD GOALS. Ramsey presented.
- C. DISCUSSION AND POSSIBLE ACTION REGARDING FORMAT AND LOCATION OF DECEMBER BOARD MEETING. After some discussion it was agreed that Ketterer would investigate the possibilities at La Cantina and Wendigo and report back to the Board.

[Kitty Girl left the meeting at 7:29 p.m.]

- D. DISCUSSION AND POSSIBLE ACTION REGARDING ALLOCATION OF FUNDS FROM FUND 217 (UNDESIGNATED) FOR EXPENSES RELATED TO THE DECEMBER BOARD MEETING. *Motion to allocate up to \$200 from Fund 217 (Undesignated) for expenses related to the December Board meeting: Ketterer Second: Axe Vote 6-0*
- E. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF 2023 DANE COUNTY LIBRARY SERVICES AGREEMENT. *Motion to approve: Axe Second: Verstegen Vote: 6-0*

- F. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED MODIFICATION TO 2023 OPERATING HOURS. There was a very short discussion with consensus in favor of the changes. *Motion to approve Ramsey's proposed modifying the Library's operating hours beginning in 2023 (i.e., that the Library will close at 8 p.m. Monday through Thursday and remain open until 6:00 PM on Fridays): Ketterer Second: Versteegen Vote: 6-0.*
- XIV. PENDING AGENDA ITEMS. None.
- XV. ADJOURNMENT. *Motion to adjourn at 7:49 P.M. Meinholz Second: Axe Vote: 6-0.*

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	11/30/2022	NORMAL (ABNORMAL)	MONTH 11/30/2022	INCREASE (DECREASE)		
Fund 215 - LIBRARY FUND									
Revenues									
Dept 00000 - REVENUE									
215-00000-41110	PROPERTY TAX - OPERATIONS	646,350.00		646,350.00		0.00		0.00	100.00
215-00000-43330	FED GRANT - COVID-19	0.00		10.57		0.00		(10.57)	100.00
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00		0.00		0.00		0.00	0.00
215-00000-43534	STATE AID	0.00		0.00		0.00		0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00		249,897.00		0.00		(468.00)	100.19
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		0.00		0.00		0.00	0.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00		0.00		0.00		0.00	0.00
215-00000-46110	MISC. REVENUE	0.00		0.00		0.00		0.00	0.00
215-00000-46710	LIBRARY FEES	6,000.00		4,059.19		509.27		1,940.81	67.65
215-00000-46712	COPY MACHINE	3,700.00		2,802.36		254.11		897.64	75.74
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		1,652.25		323.54		(1,652.25)	100.00
215-00000-48500	DONATIONS	0.00		0.00		0.00		0.00	0.00
215-00000-49204	INTRA FUND TRANSFER IN	26,220.44		26,220.44		0.00		0.00	100.00
215-00000-49210	TRANSFER IN - GENERAL FUND	0.00		0.00		0.00		0.00	0.00
215-00000-49228	TRANS IN UTILITIES (ONE SIDED)	0.00		0.00		0.00		0.00	0.00
215-00000-49300	SURPLUS	0.00		0.00		0.00		0.00	0.00
215-00000-49910	FUND BAL APPLIED - TAX LEVY	56,739.00		56,739.00		0.00		56,739.00	0.00
Total Dept 00000 - REVENUE		1,004,390.44		946,944.55		1,086.92		57,445.89	94.28
Dept 55100 - COMMUNITY COMMITMENT									
215-55100-43330	FED GRANT - COVID-19	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
TOTAL REVENUES		1,004,390.44		946,944.55		1,086.92		57,445.89	94.28
Expenditures									
Dept 55110 - LIBRARY									
215-55110-50110	SALARIES	86,766.00		76,896.44		6,823.60		9,869.56	88.63
215-55110-50120	WAGES	408,571.00		352,000.07		35,407.65		56,570.93	86.15
215-55110-50126	OVERTIME	0.00		0.00		0.00		0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00		72,729.35		5,491.17		3,091.65	95.92
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		6,833.72		1,021.43		1,666.28	80.40
215-55110-50129	WAGES - LONGEVITY	5,338.00		0.00		0.00		5,338.00	0.00
215-55110-50151	EMPLOYEE BENEFITS	0.00		64,071.58		6,220.98		(64,071.58)	100.00
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00		103,013.79		9,364.89		(103,013.79)	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
215-55110-50161	WRS - GENERAL	29,466.00		0.00		0.00		29,466.00	0.00
215-55110-50163	HEALTH INSURANCE	98,197.00		0.00		0.00		98,197.00	0.00
215-55110-50164	DENTAL INSURANCE	6,776.00		0.00		0.00		6,776.00	0.00
215-55110-50165	LIFE INSURANCE	1,075.00		0.00		0.00		1,075.00	0.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00		0.00		0.00		0.00	0.00
215-55110-50210	TELEPHONE	0.00		0.00		0.00		0.00	0.00
215-55110-50211	POSTAGE	500.00		513.68		170.27		(13.68)	102.74
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		1,864.38		800.00		(264.38)	116.52
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		588.00		129.00		(388.00)	294.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00		51.72		0.00		248.28	17.24
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00		0.00		0.00		0.00	0.00
215-55110-50220	UTILITIES	19,600.00		18,695.48		1,404.64		904.52	95.39

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	11/30/2022	(ABNORMAL)	MONTH 11/30/2022	(DECREASE)	NORMAL	(ABNORMAL)	% BDTG USED
Fund 215 - LIBRARY FUND										
Expenditures										
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		5,530.85		564.85		(30.85)		100.56
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		2,479.89		142.00		(579.89)		130.52
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		5,497.19		304.38		3,502.81		61.08
215-55110-50289	TECHNOLOGY COSTS	53,600.00		52,970.03		39.00		629.97		98.82
215-55110-50300	MISC EXPENSES	500.00		459.05		136.97		40.95		91.81
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,386.63		87.12		113.37		97.48
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		0.00		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		8,109.95		517.36		2,890.05		73.73
215-55110-50329	BOOKS	50,000.00		41,418.22		3,678.75		8,581.78		82.84
215-55110-50340	OPERATING EXPENSES	4,500.00		3,075.92		226.52		1,424.08		68.35
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		4,548.24		607.43		251.76		94.76
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		20,390.00		203.00		35,830.44		36.27
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		863,328.34		73,341.01		141,062.10		85.96
TOTAL EXPENDITURES		1,004,390.44		863,328.34		73,341.01		141,062.10		85.96
Fund 215 - LIBRARY FUND:										
TOTAL REVENUES		1,004,390.44		946,944.55		1,086.92		57,445.89		94.28
TOTAL EXPENDITURES		1,004,390.44		863,328.34		73,341.01		141,062.10		85.96
NET OF REVENUES & EXPENDITURES		0.00		83,616.21		(72,254.09)		(83,616.21)		100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	144,093.38
215-00000-11102	US BANK - CC	3,986.96
Total Assets		148,080.34
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	71.38
Total Liabilities		71.38
*** 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		83,616.21
Ending Fund Balance		148,008.96
Total Liabilities And Fund Balance		148,080.34

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	11/30/2022	11/30/2022	MONTH 11/30/2022	NORMAL	INCREASE (DECREASE)	BALANCE	% BGD
				NORMAL (ABNORMAL)				NORMAL (ABNORMAL)	USED
Fund 217 - LIBRARY SPECIAL GIFT FUND									
Revenues									
Dept 00000 - REVENUE									
217-00000-48110	INTEREST	50.00	2,724.77		698.72		(2,674.77)	5,449.54	
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	63,671.35		3,396.24		(3,671.35)	106.12	
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	66,396.12		4,094.96		9,824.32	87.11	
TOTAL REVENUES		76,220.44	66,396.12		4,094.96		9,824.32	87.11	
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	52,903.37		2,827.01		(2,903.37)	105.81	
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	79,882.70		2,827.01		(3,662.70)	104.81	
TOTAL EXPENDITURES		76,220.44	79,882.70		2,827.01		(3,662.26)	104.80	
Fund 217 - LIBRARY SPECIAL GIFT FUND:									
TOTAL REVENUES		76,220.44	66,396.12		4,094.96		9,824.32	87.11	
TOTAL EXPENDITURES		76,220.44	79,882.70		2,827.01		(3,662.26)	104.80	
NET OF REVENUES & EXPENDITURES		0.00	(13,486.58)		1,267.95		13,486.58	100.00	
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		1,080,610.88	1,013,340.67		5,181.88		67,270.21	93.77	
NET OF REVENUES & EXPENDITURES		1,080,610.88	943,211.04		76,168.02		137,399.84	87.28	
		0.00	70,129.63		(70,986.14)		(70,129.63)	100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	73,933.94
217-00000-11102	US BANK - CC	838.70
217-00000-11302	WISC INVESTMENT FUND	199,627.22
Total Assets		274,399.86
*** 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		(13,486.58)
Ending Fund Balance		274,399.86
Total Liabilities And Fund Balance		274,399.86

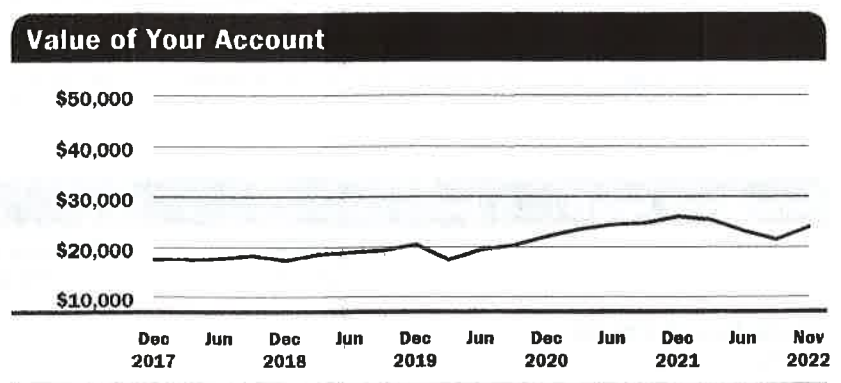
Stoughton Area Comm Foundation

Committed to you

Thank you for confiding in Edward Jones over the past year. We're dedicated to understanding what's important to you, providing personalized strategies to help you reach your financial goals, whatever they may be. We look forward to another successful year of partnering with you along your financial journey.

Corporate - Select
Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$23,833.87	
1 Month Ago	\$22,855.56
1 Year Ago	\$25,155.94
3 Years Ago	\$19,957.67
5 Years Ago	\$17,274.81



Value Summary		
	This Period	This Year
Beginning Value	\$22,855.56	\$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	978.31	-2,240.64
Ending Value	\$23,833.87	

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
	10.88%	-8.56%	-6.63%	5.86%	6.19%

**2022 EXPENDITURES: FUND 215
DECEMBER**

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
11/08/22	12/21/22	46710	Reedsburg PL	REE 110822	\$ 56.00
12/08/22	12/21/22	46710	Wilson, Nancy	NW 120822	\$ 38.60
12/01/22	12/21/22	50211	Ingram	fuel surcharge	\$ 36.00
11/05/22	12/21/22	50220	Stoughton Utilities	SU 110522 util	\$ 1,404.64
12/07/22	12/21/22	50220	Stoughton Utilities	SU 120722 util	\$ 1,166.99
12/06/22	12/21/22	50221	Alliant Energy	AE 120622	\$ 778.76
11/17/22	12/21/22	50240	Gordon Flesch	GF111722copier2	\$ 96.40
12/03/22	12/21/22	50240	Gordon Flesch	GF120322copier1	\$ 38.18
06/17/22	CITY prepaid	50250	Grainger	GRA 061722	\$ 43.26
06/20/22	CITY prepaid	50250	American Flags Express	AFE062022flags	\$ 245.56
08/11/22	CITY prepaid	50250	Schumacher Elev. Co.	SCH 081122	\$ 150.75
09/23/22	CITY prepaid	50250	Asleson's True Value	ASL 092322	\$ 35.99
10/06/22	CITY prepaid	50250	Peterson Pest Mgmt.	PPM 100622	\$ 40.00
10/10/22	CITY prepaid	50250	Supplyhouse.com	SHC 101022	\$ 117.38
10/13/22	CITY prepaid	50250	Global Water Tech.	GWT101322boiler	\$ 600.00
10/13/22	CITY prepaid	50250	Schumacher Elev. Co.	SCH101322elev	\$ 150.75
11/03/22	CITY prepaid	50250	Peterson Pest Mgmt.	PPM 110322	\$ 36.37
11/03/22	CITY prepaid	50250	Total Water Treatment	TWT110322salt	\$ 47.90
11/04/22	CITY prepaid	50250	Asleson's True Value	ASL 110422	\$ 33.23
11/17/22	CITY prepaid	50250	Schumacher Elev. Co.	SCH111722repair	\$ 71.38
12/15/22	12/21/22	50250	Duck Soup Signs	DSS121522sign	\$ 120.00
11/30/22	JR prepaid PC	50289	Donor Tools	DON113022tech	\$ 39.00
11/14/22	12/21/22	50328	Findaway	FA101022ABCD	\$ 195.97
11/14/22	12/21/22	50328	Findaway	FA 101022 PIF	\$ 53.99
11/14/22	12/21/22	50328	Findaway	FA 101022 PIF	\$ 110.23
11/20/22	SB prepaid PC	50328	Amazon	AZ 111622 VG	\$ 185.01
11/22/22	SB prepaid PC	50328	Amazon	AZ 102422 JCD	\$ 9.99
11/30/22	SB prepaid PC	50328	Amazon	AZ 112922 JCD	\$ 11.99
12/01/22	12/21/22	50328	Ingram	AD/TE materials	\$ 181.45
12/01/22	12/21/22	50329	Ingram	CH materials	\$ 948.37
12/01/22	12/21/22	50329	Ingram	AD/TE materials	\$ 635.40
11/13/22	SB prepaid PC	50340	Amazon	AZ 102522 OS	\$ 18.56
11/13/22	SB prepaid PC	50340	Amazon	AZ 110922 OS	\$ 22.99
11/15/22	SB prepaid PC	50340	Amazon	AZ 111422 OS	\$ 15.58
11/20/22	SB prepaid PC	50340	Amazon	AZ 111722 OS	\$ 36.88
11/23/22	12/21/22	50340	Demco	DM 112322 OS	\$ 99.49
11/15/22	MO prepaid PC	50341	Walmart	WM 111522 CR	\$ 37.47

11/15/22	12/21/22	50342	SCLS	SCLS111522co-ord	\$ 667.38
11/16/22	SB prepaid PC	50342	Amazon	AZ 111622 LS	\$ 3.16
11/17/22	SB prepaid PC	50342	Amazon	AZ 111622 LS	\$ 83.80
11/17/22	12/21/22	50342	Demco	DM 110922 LS	\$ 236.85
12/01/22	12/21/22	50342	Ingram	processing	\$ 194.04
11/15/22	12/21/22	50810	EBI	EBI111522chairs	\$ 5,746.29
12/19/22	12/21/22	50810	Bluestar Ink LLC	BSI121622mural	\$ 6,900.00
11/30/22	SB prepaid PC	50820	Amazon	AZ112920OS820	\$ 322.06

**2022 EXPENDITURES: FUND 217
DECEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
11/03/22	AB prepaid PC	Spotify	SPOT 110322 B MM	Bryant	program	\$ 10.54			
11/07/22	MO prepaid PC	Walmart	WM 110722 SUN	Sunday	program	\$ 31.17			
11/08/22	12/21/22	Cengage	AD materials	FoL	books	\$ 479.66			
11/08/22	12/21/22	Cengage	TE materials	Bryant	books	\$ 206.29			
11/09/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	AV	\$ 59.99			
11/10/22	SB prepaid PC	Amazon	AZ 110922 IMO RO	Odland	fixtures	\$ 19.99			
11/10/22	CS prepaid PC	Walmart	WM 11022 B TP	Bryant	program	\$ 66.84			
11/12/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	AV	\$ 57.19			
11/12/22	SB prepaid PC	Amazon	AZ 110922 IMO RO	Odland	fixtures	\$ 47.08			
11/12/22	SB prepaid PC	Amazon	AZ 110922 IMO RO	Odland	fixtures	\$ 39.95			
11/12/22	SB prepaid PC	Amazon	AZ 111122 217 CC	CraftClub	program	\$ 57.54			
11/12/22	AB prepaid PC	Coffee 4 All	C4A111222PROGFOL	FoL	program	\$ 42.00			
11/12/22	AB prepaid PC	Pick 'n Save	PNS111122PROGFOL	FoL	program	\$ 28.54			
11/13/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	AV	\$ 55.69			
11/13/22	SB prepaid PC	Amazon	AZ 111122 217 CC	CraftClub	program	\$ 4.99			
11/13/22	SB prepaid PC	Amazon	AZ 111122 SUN	Sunday	program	\$ 27.88			
11/13/22	AB prepaid PC	New York Times	NYT 111322 selsor	Selsor	subscription	\$ 56.00			
11/15/22	SB prepaid PC	Amazon	AZ 111122 SUN	Sunday	program	\$ 6.99			
11/15/22	MO prepaid PC	Walmart	WM 11522 B C AV	Bryant	program	\$ 665.52			
11/17/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	AV	\$ 119.76			
11/17/22	SB prepaid PC	Amazon	AZ 111622 IMO RO	Odland	fixtures	\$ 299.00			
11/18/22	SB prepaid PC	Amazon	AZ 111622 B NF	Bryant	books	\$ 35.00			
11/18/22	SB prepaid PC	Amazon	AZ 111622 IMO RO	Odland	fixtures	\$ 355.00			
11/19/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	REFUND	\$ (0.08)			

11/19/22	SB prepaid PC	Amazon	AZ 110922 B VG	Bryant	REFUND	\$ (0.08)		
11/21/22	SB prepaid PC	Amazon	AZ 112122 B C AV	Bryant	Carnegie	\$ 36.13		
11/23/22	SB prepaid PC	Amazon	AZ 111622 IMO RO	Odland	fixtures	\$ 109.99		
11/28/22	12/21/22	J. Appleseed	CH materials	Bryant	books	\$ 928.55		
11/28/22	MO prepaid PC	Walmart	WM 120522 IMO RO	Odland	program	\$ 47.74		
11/29/22	SB prepaid PC	Walmart	WM 112922 217CC	CraftClub	program	\$ 3.17		
12/01/22	CS prepaid PC	Dollar Tree	DT 120122 B TP	Bryant	program	\$ 42.50		
12/01/22	12/21/22	Ingram	AD materials	REPL	books	\$ 215.35		
12/01/22	12/21/22	Ingram	AD materials	Bryant	books	\$ 3,125.16		
12/01/22	12/21/22	Ingram	AD materials	Ganshert	books	\$ 41.23		
12/01/22	12/21/22	Ingram	AD materials	EA22	books	\$ 346.09		
12/01/22	CS prepaid PC	Walmart	WM 120122 B TP	Bryant	program	\$ 47.04		
12/05/22	12/21/22	NAGCNL	NAGCNL120122gen	Sunday	program	\$ 150.00		
12/05/22	12/21/22	Stoughton Yoga	SY 120122 yoga	Sunday	program	\$ 200.00		
12/08/22	12/21/22	Cengage	AD materials	FoL	books	\$ 376.83		
12/08/22	12/21/22	Cengage	TE materials	Bryant	books	\$ 39.98		
12/08/22	12/21/22	Cengage	AD materials	Lucky Day	books	\$ 30.39		



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	10,221	2,472	3,279	15,972	6.82%
DEC	16,108	15,806	10,939	14,282				0	-100.00%
TOTAL	224,233	212,652	127,268	172,964	116,656	33,104	40,697	190,457	10.11%
AVG	18,686	17,721	10,606	14,414	10,605	3,009	3,700	17,314	20.12%

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	270	644	43	0	957	-25.06%
DEC	1,591	1,535	566	948					0	-100.00%
TOTAL	24,032	25,783	25,783	12,881	2,860	5,589	580	0	9,029	-29.90%
AVG	2,003	2,149	2,149	1,073	260	508	53	0	821	-23.53%

STOUGHTON PUBLIC LIBRARY STATISTICS, NOVEMBER 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	8,003	1.50%
NOV	9,708	9,335	7,354	7,804	7,992	2.41%
DEC	9,287	6,310	8,886	8,033		-100.00%
TOTAL	118,671	112,955	54,617	101,900	88,321	-13.33%
AVG	9,889	9,413	4,551	8,492	8,029	-5.45%

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	4,541	-7.80%
DEC	6,509	4,430	5,302	5,104		-100.00%
TOTAL	84,756	77,614	37,629	65,159	55,696	-14.52%
AVG	7,063	6,468	3,136	5,430	5,063	-6.75%

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	2,231	33.04%
NOV	16,921	13,542	987	1,499	1,961	30.82%
DEC	14,434	13,166	1,136	1,545		-100.00%
TOTAL	189,991	198,204	49,224	15,193	20,399	34.27%
AVG	15,833	16,517	4,102	1,266	1,854	46.47%

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

SELF-CHECKOUTS						2021-22
MO.	2018	2019	2020	2021	2022	%TOTAL
JAN	11,034	10,305	9,767	0	8,190	61.00%
FEB	10,217	10,960	8,903	0	8,181	62.68%
MAR	10,967	10,497	6,581	0	9,086	62.69%
APR	10,369	9,903	0	0	8,378	61.36%
MAY	9,231	8,974	0	1,146	7,100	44.34%
JUN	12,575	10,701	0	6,690	9,544	51.44%
JUL	12,292	11,945	0	7,053	9,276	63.57%
AUG	12,772	10,854	0	6,585	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	7,912	77.41%
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	7,126	26.80%
DEC	8,771	8,918	0	5,280		-100.00%
TOTAL	129,880	121,964	23,762	37,460	76,691	104.73%
AVG	10,823	10,164	1,980	3,122	6,972	123.34%

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	3,609	4.40%
DEC	7,505	6,992	8,174	3,519		-100.00%
TOTAL	89,816	94,818	87,186	48,582	43,779	-9.89%
AVG	7,485	7,902	7,266	4,049	3,980	-1.69%

Programming Statistics
for November 2022

		November Programs				Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages			
11/1/2022	Carnegie Room	Baby Story Time (DF)	8							
11/1/2022	Carnegie Room	Graphic Novel Book Club (MO)		4						
11/2/2022	Online live	Library Speakers Consortium (LSC): Lisa				2				
11/2/2022	Carnegie Room	The Foundation (Richard)								
11/3/2022	Carnegie Room	Story Time (MO)	16							
11/3/2022	Carnegie Room	STAB (CS)			18					
11/3/2022	Fire Station	Adult Craft Club (SB, AH)				22				
11/6/2022	Stoughton Yoga	Yoga Sundays (AH)					11			
11/7/2022	Carnegie Room	Story Time (MO)	34							
11/8/2022	Carnegie Room	Baby Story Time (DF)	15							
11/9/2022	Carnegie Room	Pokemon Club (MO)		16						
11/10/2022	Carnegie Room	Story Time (MO)	15							
11/10/2022	Online live	LSC: Bonnie Garmus					2			
11/10/2022	Carnegie Room	Teen Boba Tea (CS)			25					
11/10/2022	Carnegie Room	Thursdays with Murder (AB)					5			
11/11/2022	Carnegie Room	Outreach: St-Anns (MO)		28						
11/12/2022	Carnegie Room	Adult Creative Writing (AB)					6			
11/12/2022	Carnegie Room/Zoo	Indigenous Feminism (panelists, JR,					55			
11/14/2022	Carnegie Room	Story Time (MO)	21							
11/14/2022	Gingerbread House	Outreach (MO)	22							
11/14/2022	Gingerbread House	Outreach (MO)	17							
11/15/2022	Carnegie Room	Baby Story Time (DF)	13							
11/15/2022	Online live	LSC: Kwame Christian					3			
11/15/2022	Carnegie Room	Go Big Read (CS, AH)					7			
11/15/2022	Senior Center	Go Big Read (AB)					8			
11/16/2022	Children's Area	Stuffed Animal Sleepover (MO, DF, JG)							36	
11/16/2022	Learning Tree	Outreach (MO)	29							
11/17/2022	Carnegie Room	Story Time (MO)	17							
11/17/2022	Carnegie Room	Tween open gaming (MO, CS)			26					
11/18/2022	Carnegie Room	Dinovember (MO)	46							
11/21/2022	Carnegie Room	Story Time (MO)	24							
11/22/2022	Carnegie Room	Baby Story Time (DF)	13							
11/28/2022	Carnegie Room	Story Time (MO)	14							
11/29/2022	Carnegie Room	Baby Story Time (DF)	13							

Programming Statistics
for November 2022

11/30/2022	Carnegie Room	Crafty Kids: Stained Glass (MO)	16				
11/30/2022	Online asynchronous	LSC views of past recorded programs				299	
11/30/2022	Online asynchronous	Nov views of Indigenous Feminism				185	
11/30/2022	2nd floor	One on one assistance (Libby, Kanopy,				7	
			317	64	69	618	36

		November Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
11/30/2022	2nd floor	Teen art cart use for month of November (upon request)			9		
11/19/2022-11	1st Floor	Dinoverber Crafts	30				
11/30/2022	2nd floor	All ages sticker mural (all month)	30		9	0	28

Director's Report

December 21, 2022



Library news:

- I attended the quarterly SCLS All Directors meeting at the Waunakee Public Library on November 17, which was followed by a workshop presented by Milwaukee Public Library's Rachel Arndt entitled "Rebound and Reconnect: Post-Crisis Management Strategies." The workshop offered many great tools and ideas for reconnecting with staff and the community at large following the unprecedented disruption of the pandemic.
- With Library Legislative Day just around the corner (February 7, 2023!) I spent some time planning for the event with other members of WLA's Library Development and Legislation Committee. As in past years, my contribution will be the scheduling of the day's legislator appointments—all 132 of them. I've updated my list of legislators following the election last month, and will be ready to start scheduling in mid-January.
- I continue to work with SASD Superintendent Dan Keyser on the appointment of a new district representative to the Library Board. I learned recently that a district staff member is interested in serving, so I will be in touch with Dr. Keyser and the mayor in the coming weeks to move the process along. I can share more information at our meeting.
- On November 28 I attended the Chamber of Commerce's monthly Lunch & Learn program at the Sons of Norway Lodge. This was the first in-person Chamber event I've attended since early-2020, and it was a great opportunity to connect with community leaders and stakeholders.
- I continued to revise the library's Strategic Plan in collaboration with the Board's Planning Committee. This month I completed a first draft of a simplified and refined plan in which each of the five goal areas include 3-4 action items, replacing the complicated structure of the current plan in which each goal area contains several outcomes, which in turn contain several objectives.
- I met with River Bluff Middle School Vice-Principal Rob Eckford on December 5 to introduce myself and discuss our approaches to some challenging behavior we've experienced lately with RBMS students. We discussed the profound impact of the pandemic on student as well as ways to help students use the library successfully.
- I spent a lot of time contacting vendors and gathering details on the component parts of the project to create an outdoor programming space

at 216 E Jefferson. Brett Hebert, Director of Public Works, and Dan Glynn, Parks & Recreation Director, have been a tremendous help in answering any questions I have along the way. I will also be working with Michael Stacey, Zoning Administrator and Assistant City Planner, on securing the proper permits for the project. My goal is to hit the ground running in spring, 2023, and to have a mostly usable outdoor space by summer

- I worked with staff from Wisconsin Voices for Recovery to resolve the technical issues that had prevented the sensor on our **Nalox-ZONE box** from connecting to our Wi-Fi network. (The sensor alerts WVFR staff that the box has been opened. They then contact me so I can restock the supply of naloxone, if necessary.)
- I collaborated with the Management Team on publicity and marketing for the change in library hours in 2023. Because this is our first hours change since July of 2021, when we returned to normal pre-pandemic hours, we are making a concerted effort to get the message out through a variety of channels. Reactions by patrons to the change in hours has been overwhelmingly positive. We've heard from many library users that the extra hour on Fridays is very much appreciated.
- I attended the monthly meeting of South Central Library System's Administrative Council on December 15, where Director Marty Van Pelt announced that SCLS officially has a new headquarters at 1650 Pankratz St. on Madison's northeast side. They closed on the property at the end of last month and will be moving their operations in the coming months. The biggest impact for member libraries will come on Memorial Day weekend, 2023, when servers and network equipment will be moved to the new building. Also at this meeting, the 2023 slate of new Admin. Council officers was approved, which includes me as 2023 Council Chair. Election of officers will take place at the January meeting.

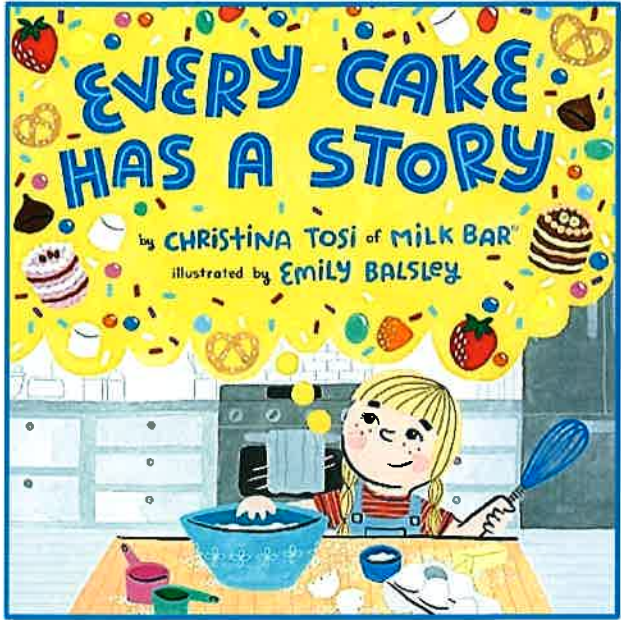


Stoughton Area Community Foundation Fund Report

The report for the period Oct 29 – Nov 25 shows an increase in value of \$978.31 to the account because of market conditions. The overall value of the account as of Nov 25 is \$23,833.87.

Youth Services (from Mary Ostrander)

- Story Times are going great! Fall session ended on December 15, and we will resume the week of January 9.
- Our mural artist, **Emily Balsley**, read one of the books she illustrated, *Every Cake Has a Story*, at story time on December 12. Needless to say, she was a huge hit!
- The mural in the Children's Area is coming along and looking fantastic! Children and parents are having so much fun coming in each time and talking about the new editions. One child has declared it "a masterpiece."
- The new signs for the Children's area arrived and are almost all installed. These replace the old comic-sans font signs from the 2008 remodel.
- Dinovember was an uproarious good time. 46 people took part in the crafts and activities offered on November 18.
- Indoor Play Time started up December 2 and will be repeated every other week through March. Mary puts toys out in the Carnegie room and parents and their kids (ages 0-5) are welcome to play on a day when there is no 4K school and other kids are guaranteed to be around. (It's a good socialization opportunity for the parents as well!)
- Mary attended the Fox Prairie Elementary School Parent Student Breakfast on Friday, December 16. She registered about 30 students for new library cards and distributed information about the library and our upcoming programs.
- Mary and Cynthia hosted the first Teen/Tween gaming program on November 17. Over two-dozen kids attended and a lot of fun was had. The new Nintendo Switch was a hit!
- Crafty Kids: Stained Glass on November 30 was so much fun! Kids created beautiful works of art with sharpies, puffy paint, and picture frames from the dollar store.



- **Stuffed Animal Sleepover** was a success again this year and will continue to be an annual tradition.



- St. Ann's kindergarteners and their 8th grade buddies visited the library for a story time and library tour on November 11. They were all lovely and had quite the silly time dancing and singing in story time.
- The Children's Department is getting all the materials together for the Winter Reading Program, which will start on January 1st and go through January 31st.
- At the initiative of School Board President Frank Sullivan, Mary and Jim have begun conversations with the city and school board about the library's current early literacy opportunities and possibilities for the future.

Tech Services & Technology News (from Sarah Bukrey)

- Sarah installed three new monitors for the Children's Area computers; purchased a folding stool with magnetic hook for Shelves to use to reach high shelves; and acquired an AV cart for our RFID tagging station.
- Sarah met with Mike Point, a woodworker who volunteers at the Senior Center, to get some help with Craft Club supplies, and also to brainstorm the construction of the tree canopy above the desk in the Children's Area.

- Amy and Sarah hosted the **December Craft Club** which featured **3 different eco-themed holiday crafts**. 27 people attended—a new Craft Club record!
- Technical Services staff and volunteers were busy with year-end ordering, linking, and processing! 898 items were added in the month of November!
- Sarah ordered Wisconsin tax forms and is waiting for the federal online order portal to open up.
- Sarah is investigating pricing for adding Hoopla to our digital offerings in 2023.



Circulation Services (from Robin Behringer)

- Three Circulation staff members (Library Assistant Cindy and shelvers Jen and Ana) attended a tour of the SCLS Delivery facility on December 8. Staff got a behind-the-scenes look at how items are sorted, processed, and transported between libraries. The tour provided a better appreciation for the delivery service and allowed staff a chance to adjust their work practices to assist Delivery in their work.



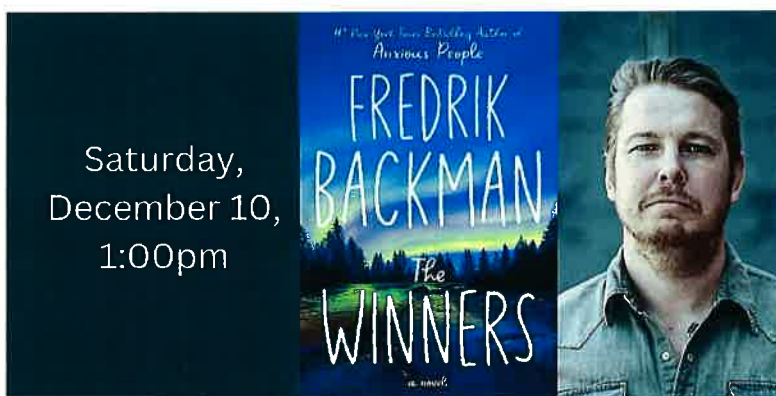
From left: Ana, Jen, Brinnan Shaffer (SCLS Delivery), and Cindy

- South Central Library System developed a new procedure to process refunds for “Lost and Paid” materials. (These are “lost” materials that have been paid for and subsequently returned. Provided the item was returned within six months, the patron is entitled to a refund.) A report is now run weekly to check for eligible refunds for Stoughton items, which is much more efficient than the previous process. Robin worked with Cindy to develop an in-house workflow that will allow them to run and monitor the report on a weekly basis.

Adult & Teen Services (from Amanda Bosky)

- Adult Services Assistant Amy Hynek is gathering library information to be shared with Stoughton Area Resource Team families in their December giveaway bags. This will include information about upcoming programs, as well as the 2023 change in library operating hours.
- One of the behind-the-scenes community services Amy Hynek provides is keeping crisis information posted in all our restrooms, and replacing it when pull-tabs are gone or when fliers are damaged. Examples include the updated Suicide Crisis Line (988) and DAIS Domestic Abuse Intervention Services.

- Our **Library Speaker Consortium virtual author visits** have continued to be well-attended, especially people watching recordings of past videos. Our most recent authors included Geraldine Brooks and Fredrik Backman.



- Teen Services Assistant Cynthia Schlegel’s recent teen programs include: Bubble Tea, a Teen Advisory Board meeting, and a Tween gaming program in collaboration with Children’s Librarian Mary Ostrander.
- Amanda took a “field trip” to Middleton Public Library as a guest at their Programming Team meeting. She gave a short presentation about our recent Renaissance Faire, and also learned about how Middleton runs their Winter and Summer Reading Programs.
- In collaboration with Beyond the Page’s Ripple Project and Mosaicos, the library hosted an Indigenous Feminism panel on November 12. Many people attended live in person or on Zoom, and close to 200 more have

watched the recording so far. We received many positive comments and compliments at the program, as well as on social media.

- In addition to their monthly Craft Club session, Sarah and Amy also dreamed up 30 take-home Paper Bag Snowflake craft kits for adults to pick up on December 10. Many thanks to library substitute Chandra Malmquist for assembling the kits.
- Our partnership with Stoughton Yoga will continue in 2023, with the library hosting a free class at the studio around the first Sunday of each month.
- The library hosted its first Free Covid Vaccine clinic in the Carnegie Room on Thursday, December 8. Public Health Madison & Dane County staff were on hand to administer vaccines or boosters to anyone ages 6 months or older. The second clinic will be held December 22.

Looking Back from *The Stoughton Courier Hub* from **December 26, 1914**

MUNICIPAL XMAS TREE DRAWS A BIG CROWD

Old and Young Join in Open Air Festival Despite the Cold

Notwithstanding that the mercury was crawling down towards the zero mark, our first municipal tree Christmas eve drew downtown a crowd estimated at 1500 to 2000 people, but it goes without saying that there was no lingering about the tree after the conclusion of the half hour program. The brightly illuminated tree presented a very pretty sight, and so did the hundred or more red-capped school children as they came marching to the Brown corner from the public library, headed by Miss Ananda Drotning and Miss Claudine Johnson who had trained them in singing the Christmas carols, and by an imposing Santa Claus who on ordinary days is known as Alderman Hans Peterson. The program was carried out as published, although it was difficult for some of the musicians of the band to manipulate their frozen instruments towards the last.



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

****Please Note: This was a remote meeting held via Zoom.**

MINUTES

Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (chair), Siri Vienneau

Also Present: Jim Ramsey, Library Director; Donelle Scaffidi, Stoughton Sustainability Committee

- 1. Meeting called to order** by Meilahn Bartlett at 6:34 PM
- Ramsey and members of the committee introduced themselves to Scaffidi, who spoke briefly about her work with the Sustainability Committee and the place of education and community engagement in the committee's mission.
- 3. Agenda reviewed and accepted by consensus**
- 4. Review/Approve Minutes of November 1, 2022 * (enclosure)** – Minutes reviewed. No changes proposed. Approved by consensus.
- 5. Special guest: Danelle Scaffidi from Stoughton's Sustainability Committee** – Ramsey introduced Scaffidi and stated that he asked her to attend meeting because he believed sustainability should be included in the strategic plan, the most logical place being Goal Area 3, the library's physical space. Scaffidi described the history of the Sustainability Committee and their six focus areas, one of which is community engagement and education. To this end, they are working with UW Extension to create a display and community survey that will be hosted at the library. She stated that the library stands out in the community as a driver of engagement and education and a way to connect with the public. Ramsey discussed the sustainability committee display that the library will host early next year.

[Scaffidi left at 6:47 PM]

- 6. Discussion of process for creation of 2023 Board Goals by standing committees** – Ramsey said all standing committees would be required to meet at least once between now and January to formulate their goals. If this is the case, we would need to contact the committees as soon as possible. He asked how to handle the Personnel Committee, which contains only two members. He asked if those trustees could deliberate via email without running afoul of open meetings laws. Ligocki stated that her understanding was that, with a 9 member board, 5 trustees would constitute a quorum and 3 would constitute a “negative quorum,” so a workgroup of 2 trustees would technically be allowed. Ramsey stated that he had never heard back from the city attorney regarding his questions about open meetings laws. (See Planning Committee minutes from 10/4/22). Ramsey stated that the committee should move forward, acting in good faith, with openness and transparency. Lesage and Meilahn Bartlett both agreed. LeSage suggested that the committees could work on their board goals at the next board meeting on 12/21/22, possibly during the Board In-Service portion of the meeting. Meilahn Bartlett stated that we could use break-out rooms in a virtual Zoom meeting. Consensus was in favor of this, as it would allow this committee to discuss and refine the goals at the next meeting on January 3, 2023. Ramsey will send an email to all trustees in the coming days explaining the procedure. He believed there would be no other items of business at the December meeting.
- 7. Discussion of assignments and next steps in revising Library Strategic Plan (enclosure)** – Ligocki said that technology issues had delayed completion of the DEI statement portion of the draft plan. Ramsey reviewed his assignment, which was to streamline the existing plan into 4 goal areas, each with 3-4 action items. Meilahn Bartlett added marketing/communication verbiage to each of the goals and offered some suggestions regarding the 5th goal area Ramsey had added, “Staffing.”

Discussion turned to the issue of whether it was desirable to have 4 or 5 goal areas. Consensus was to have 5 goal areas (the 5th being Staffing) but to mention staffing issues in goal areas 1 and 2, where appropriate.

Discussion then turned to sustainability. LeSage asked if an overarching “sustainability lens” should be applied to the document, similar to a DEI lens. As an example, Meilahn Bartlett found a document created by UC-Davis and shared it with the group.

Ligocki asked about the DEI section: Is there a need for historical detail about the library and community in this section? Consensus was no--that 3-4 sentences, along with demographic information, would suffice.

Meilahn Bartlett asked about an acknowledgement section to acknowledge contributions by LeSage (re: introduction of the SMARTIE framework) the City's DEI Taskforce, the sustainability committee, etc. She stated that there was probably no need for a glossary, now that unclear terms like "objective" and "outcome" had been removed. She also suggested an implementation and communication section wherein we commit to revisiting the plan and reviewing our progress toward it. She also asked about the timeframe this plan would cover. Consensus was in favor of a 3 year plan, like the current one, so 2023-2025.

Discussion turned to the mission and visions statements. LeSage stated that she was in favor of discarding the 6 bullet points in the vision statement. Ramsey agreed that these were redundant and simply restated the goal areas. Discussion then turned to the Mission statement: "The Stoughton Public Library will educate, enrich, empower, and engage our community." LeSage offered her perspective from participating in equity work and suggested that the language be modified imply that the library is not bestowing empowerment (or enrichment, or engagement, etc) upon the community but rather working with the community to accomplish the goal of empowerment (or an of the other E's). Consensus was in favor of this. LeSage suggested that the the phrase "will continue to..." or "will contribute to..." be added to the statement.

8. Schedule next meeting: Next meeting is scheduled for January 3, 2023
9. Meeting adjourned by consensus at 7:51 PM

Minutes taken by Jim Ramsey