

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, January 18, 2023

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 December 21, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for December 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for late December 2022 and January 2023 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #11: Planning for the Library's Future (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: met 1/3/23 (enclosure)
- D. Policies: did not meet

XI. Friends of the Library Report from Friends Board President Lesley Johnson

XII. Old Business

- A. NONE

XIII. New Business

- A. Welcome to new trustee: SASD representative Kristin Rosenberg

- B. Review Board member terms (enclosure)
- C. Review 2023 Calendar of Work (enclosure)
- D. Library Legislative Day Preview

XIV. Pending Agenda Items

XV. Adjournment *

NEXT REGULAR MEETING: February 15, 2023

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative
Elise Balzer
Amy Ketterer, President
Teri LeSage
Jean Ligocki, City Council Representative
Sharon Meilahn Bartlett
Erin Meinholz, Vice-President
Dayna Verstegen
Siri Vienneau, Student Representative

Finance: LeSage, Meilahn Bartlett, Meinholz
Personnel: Axe, Ketterer
Planning: LeSage, Ligocki, Meilahn Bartlett,
Vienneau
Policies: Axe, Balzer, Meinholz, Verstegen

cc: Mayor Tim Swadley, City Attorney Mathew Dregne, City Council Members, Department Heads, City Hall Receptionist, Library Staff, Stoughton Newspaper

Agenda Notes: Library Board meeting of January 18, 2023



XII. Old Business

NONE

XIII. New Business

- A. **Welcome to new trustee: SASD representative Kristin Rosenberg** – The Library Board will officially welcome its newest member, Kristin Rosenberg. Kristin is the Library Media Specialist at Kegonsa Elementary. Superintendent Dan Keyser has asked her to serve as his designee on the Board, and Mayor Swadley appointed her just last week. (President Ketterer may move this item to the top of the agenda so introductions can be made at the beginning of the meeting.)
- B. **Review Board Member Terms (enclosure)** – This review is taken at the beginning of every year to determine which, if any, seats on the Board need to be filled in the year to come. There is only one term expiring in 2023, that of Sharon Meilahn Bartlett, who is completing her first term, having taken over a partial term in August of 2021. Sharon has indicated that she is willing to continue serving, so it will not be necessary this year for President Ketterer to appoint an ad hoc Board Recruitment Committee.
- C. **Review 2023 Calendar of Work (enclosure)** - This calendar was reviewed Board at the meeting on November 16, 2022, but we always take the opportunity each January to review the Calendar of Work for the coming year. I will highlight some important dates and briefly talk about tasks that are new this year.
- D. **Library Legislative Day Preview** - Director Ramsey will give a preview of Wisconsin Library Association’s annual Library Legislative Day, which will take place on Tuesday, February 7, 2023, at the Madison Public Library Central Library and the Wisconsin State Capitol. Library trustees are welcome (and encouraged!) to attend this event.

* Indicates a potential action item

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, DECEMBER 21, 2022, @ 6:30 P.M.
VIRTUAL MEETING VIA ZOOM



PRESENT: Ken Axe; Elise Balzer; Teri LeSage; Jean Ligocki, City Council Representative; Amy Ketterer, President; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Dayna Verstegen; Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Library Administrative Assistant

- I. CALL TO ORDER: 6:32 p.m. by Library Board Vice-President Erin Meinholz
- II. REVIEW OF AGENDA.
- III. CONSENT AGENDA
Motion to approve: Verstegen Second: Ligocki Vote: 6-0
- IV. RECOGNITION OPPORTUNITIES. None.
- V. PUBLIC COMMENT PERIOD. None

[Axe arrived 6:34 p.m.]

- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a letter praising the new Children's Area mural by Emily Balsley, an email objecting to the Library's new closing time in 2023; a letter full of appreciation for the book discussion groups led by Library staff.

[Ketterer arrived 6:37 p.m.].

- VII. EDUCATION UPDATES. Balzer informed the Board that a recent episode of *The Daily* was about book challenges. LeSage shared information from an interview she conducted about Asian Indian libraries. Meinholz reported that the Wisconsin Department of Natural Resources has started a pilot program allowing people to check out park passes with their library cards.

Ketterer moved Items IX through XIV on the agenda ahead of the Board In-Service

- VIII. DIRECTOR'S REPORT
 - A. Administration Report: Ramsey reported that the Board may soon have a new representative from the Stoughton Area School District..
- IX. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet.
 - C. Planning: the Committee planned this meeting's In-Service.
 - D. Policies: did not meet.
- X. FRIENDS OF THE LIBRARY REPORT. None this month.
- XI. OLD BUSINESS
 - A. None.
- XII. NEW BUSINESS
 - A. None.
- XIII. PENDING AGENDA ITEMS. None.
- XIV. BOARD IN-SERVICE. The Board broke into Standing Committees to create goals for the Strategic Plan.
- XV. ADJOURNMENT. *Motion to adjourn at 7:27 P.M. Meinholz Second: Verstegen Vote: 8-0.*

Minutes taken by Sarah Monette

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET			INCREASE (DECREASE)			
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50220	UTILITIES	19,600.00		19,861.67	1,166.19		(261.67)	101.34
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		6,789.96	1,259.11		(1,289.96)	123.45
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		2,772.28	292.39		(872.28)	145.91
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		6,488.71	636.53		2,511.29	72.10
215-55110-50289	TECHNOLOGY COSTS	53,600.00		53,009.03	39.00		590.97	98.90
215-55110-50300	MISC EXPENSES	500.00		473.03	13.98		26.97	94.61
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,386.63	0.00		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		9,858.57	1,748.62		1,141.43	89.62
215-55110-50329	BOOKS	50,000.00		49,831.01	8,412.79		168.99	99.66
215-55110-50340	OPERATING EXPENSES	4,500.00		3,553.01	430.61		946.99	78.96
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		57.13	4.47		142.87	28.57
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00		6,033.45	1,398.25		(1,233.45)	125.70
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00		0.00	0.00		0.00	0.00
215-55110-50810	CAPITAL-EQUIPMENT	56,220.44		47,502.29	27,112.29		8,718.15	84.49
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		966,294.50	102,440.26		38,095.94	96.21
TOTAL EXPENDITURES		1,004,390.44		966,294.50	102,440.26		38,095.94	96.21
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,004,390.44		947,271.31	326.76		57,119.13	94.31
TOTAL EXPENDITURES		1,004,390.44		966,294.50	102,440.26		38,095.94	96.21
NET OF REVENUES & EXPENDITURES		0.00		(19,023.19)	(102,113.50)		19,023.19	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	41,115.50
215-00000-11102	US BANK - CC	3,986.96
215-00000-13012	RECEIVABLES-PRIOR YEAR	307.10
215-00000-13070	TAXES RECEIVABLE	726,880.00
Total Assets		772,289.56
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	40.00
215-00000-26600	DEF INFLOW - PROPERTY TAXES	726,880.00
Total Liabilities		726,920.00
*** 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		(19,023.19)
Ending Fund Balance		45,369.56
Total Liabilities And Fund Balance		772,289.56

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
		AMENDED BUDGET	NORMAL				
Fund 217 - LIBRARY SPECIAL GIFT FUND							
Revenues							
Dept 00000 - REVENUE							
217-00000-48110	INTEREST	50.00		2,724.77	0.00	(2,674.77)	5,449.54
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		69,417.66	5,746.31	(9,417.66)	115.70
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		72,142.43	5,746.31	4,078.01	94.65
TOTAL REVENUES							
TOTAL REVENUES		76,220.44		72,142.43	5,746.31	4,078.01	94.65
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		63,828.64	9,228.61	(13,828.64)	127.66
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		90,807.97	9,228.61	(14,587.97)	119.14
TOTAL EXPENDITURES							
TOTAL EXPENDITURES		76,220.44		90,807.97	9,228.61	(14,587.53)	119.14
Fund 217 - LIBRARY SPECIAL GIFT FUND:							
TOTAL REVENUES							
TOTAL REVENUES		76,220.44		72,142.43	5,746.31	4,078.01	94.65
TOTAL EXPENDITURES							
TOTAL EXPENDITURES		76,220.44		90,807.97	9,228.61	(14,587.53)	119.14
NET OF REVENUES & EXPENDITURES		0.00		(18,665.54)	(3,482.30)	18,665.54	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		1,080,610.88		1,019,413.74	6,073.07	61,197.14	94.34
TOTAL EXPENDITURES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		1,080,610.88		1,057,102.47	111,668.87	23,508.41	97.82
NET OF REVENUES & EXPENDITURES		0.00		(37,688.73)	(105,595.80)	37,688.73	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	64,336.13
217-00000-11102	US BANK - CC	838.70
217-00000-11302	WISC INVESTMENT FUND	199,627.22
217-00000-13012	RECEIVABLES-PRIOR YEAR	4,418.85
Total Assets		269,220.90
*** 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		(18,665.54)
Ending Fund Balance		269,220.90
Total Liabilities And Fund Balance		269,220.90

Stoughton Area Comm Foundation

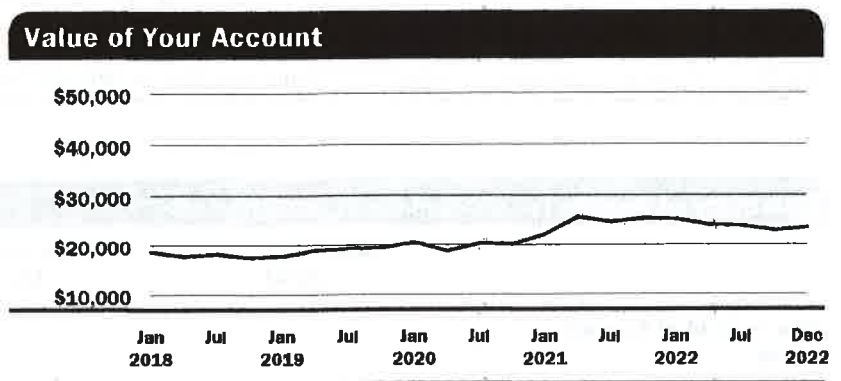
Your 2022 tax forms from Edward Jones

Edward Jones will furnish all Forms 1099-R and 1099-Q by Jan. 31, 2023, and all Consolidated 1099 Tax Statements by Feb. 15, 2023, per IRS requirements. We may not receive final information from issuers by Feb. 15, in which case your tax statement will not be final. Some issuers have until March 15 to provide final information. Visit us at edwardjones.com/taxcenter to learn more about your Edward Jones tax forms.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$23,489.36	
1 Month Ago	\$23,833.87
1 Year Ago	\$26,074.51
3 Years Ago	\$20,465.85
5 Years Ago	\$17,672.24



Value Summary		
	This Period	This Year
Beginning Value	\$23,833.87	\$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	-344.51	-2,585.15
Ending Value	\$23,489.36	

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
	9.27%	-9.89%	-9.89%	4.60%	5.40%

**2022 EXPENDITURES: FUND 215
LATE DECEMBER**

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
12/05/22	AB prepaid PC	50211	USPS	USPS120522 211	\$ 24.00
12/31/22	01/18/23	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 11.48
12/31/22	01/18/23	50211	Baker & Taylor CH329	fuel surcharge	\$ 0.07
01/01/23	01/18/23	50211	Ingram	fuel surcharge	\$ 9.00
12/06/22	01/18/23	50212	Bosky, Amanda	AB120622mileage	\$ 14.38
01/06/23	01/18/23	50221	Alliant Energy	AE 010623	\$ 1,130.84
12/17/22	01/18/23	50240	Gordon Flesch	GF121722copier2	\$ 85.18
01/03/23	01/18/23	50240	Gordon Flesch	GF010323COPIER1	\$ 63.95
12/19/22	SB prepaid PC	50250	Amazon	AZ 121622 250	\$ 206.66
12/05/22	SB prepaid PC	50328	Amazon	AZ 112922 JCD	\$ 38.16
12/06/22	SB prepaid PC	50328	Amazon	AZ 112922 JCD	\$ 6.98
12/09/22	SB prepaid PC	50328	Amazon	AZ 112922 JCD	\$ 14.60
12/10/22	SB prepaid PC	50328	Amazon	AZ 120722 JDVD	\$ 25.94
12/12/22	SB prepaid PC	50328	Amazon	AZ 120722 JDVD	\$ 17.96
12/20/22	SB prepaid PC	50328	Amazon	AZ 112922 JCD	\$ 6.98
12/31/22	01/18/23	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 571.90
01/01/23	01/18/23	50328	Ingram	IM120222ABCD	\$ 82.49
11/21/22	01/18/23	50329	Abdo	AB 112122 CN	\$ 1,297.40
12/31/22	01/18/23	50329	Baker & Taylor CH329	CH materials	\$ 7.37
01/01/23	01/18/23	50329	Ingram	CH materials	\$ 101.00
01/01/23	01/18/23	50329	Ingram	AD/TE materials	\$ 18.81
12/05/22	SB prepaid PC	50340	Amazon	AZ 112922 OS	\$ 23.60
12/05/22	SB prepaid PC	50340	Amazon	AZ 112922 OS	\$ 79.65
12/07/22	SB prepaid PC	50340	Amazon	AZ 120622 OS	\$ 89.00
12/10/22	SB prepaid PC	50340	Amazon	AZ 120622 OS	\$ 101.99
12/17/22	SB prepaid PC	50340	Amazon	AZ 121422 OS	\$ 34.03
12/03/22	SB prepaid PC	50341	Walmart	WM120322 341	\$ 4.47
12/31/22	01/18/23	50342	Baker & Taylor AD217BK	processing	\$ 39.96
01/01/23	01/18/23	50342	Ingram	processing	\$ 16.83
12/06/22	01/18/23	50810	Signs By Tomorrow	SBT 120622 CH	\$ 669.03
12/20/22	SB prepaid PC	50820	Amazon	AZ121622OS820	\$ 31.00
12/27/22	SB prepaid PC	50820	Amazon	AZ122022OS820	\$ 7.89

**2022 EXPENDITURES: FUND 217
LATE DECEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
11/21/22	01/18/23	Abdo	AB 112122 B CN	Bryant	books	\$ 952.00			
11/23/22	01/18/23	Abdo	AB 112322 B CN	Bryant	books	\$ 520.80			
12/02/22	SB prepaid PC	Amazon	AZ 120222 IMO RO	Odland	books	\$ 22.09			
12/03/22	AB prepaid PC	Spotify	SPOT 120322 B MM	Bryant	program	\$ 10.54			
12/04/22	SB prepaid PC	Amazon	AZ 111722 EA22	EA22	AV	\$ 19.99			
12/04/22	SB prepaid PC	Amazon	AZ120222IMOROCH	Odland	books	\$ 75.56			
12/05/22	SB prepaid PC	Amazon	AZ120222IMOROCH	Odland	books	\$ 9.67			
12/05/22	SB prepaid PC	Amazon	AZ 120222 IMO RO	Odland	books	\$ 9.79			
12/06/22	01/18/23	Findaway	FA 110922 AD BCD	Wilcox	AV	\$ 267.96			
12/09/22	MO prepaid PC	Dollar Tree	DT 120922 CH (B)	Bryant	program	\$ 23.75			
12/09/22	MO prepaid PC	Walmart	WM 120922 CH (B)	Bryant	program	\$ 37.49			
12/11/22	AB prepaid PC	New York Times	NYT 121122 selsor	Selsor	subscription	\$ 56.00			
12/13/22	SB prepaid PC	Amazon	AZ 121322 B TP	Bryant	program	\$ 84.78			
12/14/22	SB prepaid PC	Amazon	AZ 121322 B TP4	Bryant	program	\$ 20.40			
12/14/22	SB prepaid PC	Amazon	AZ 121422 B BG	Bryant	board games	\$ 32.30			
12/14/22	SB prepaid PC	Amazon	AZ 121422 B BG	Bryant	board games	\$ 16.14			
12/14/22	CS prepaid PC	Dollar Tree	DT 121422 B TP	Bryant	program	\$ 47.50			
12/14/22	CS prepaid PC	Walmart	WM 121422 B TP	Bryant	program	\$ 51.54			
12/15/22	SB prepaid PC	Amazon	AZ 121322 B TP	Bryant	program	\$ 18.99			
12/18/22	SB prepaid PC	Amazon	AZ 121322 B TP	Bryant	program	\$ 6.99			
12/20/22	SB prepaid PC	Amazon	AZ121622KVAMME	Kvamme	supplies	\$ 121.12			
12/20/22	MO prepaid PC	Dollar Tree	DT 122022 CH (SUN)	Sunday	program	\$ 27.50			
12/21/22	JR prepaid PC	La Cantina	LAC 122122 UND	Undesg.	LB	\$ 54.76			
12/23/22	SB prepaid PC	Amazon	AZ 122222 SUN	Sunday	program	\$ 15.95			

12/26/22	SB prepaid PC	Amazon	AZ 122222 SUN	Sunday	program	\$ 13.98		
12/26/22	SB prepaid PC	Amazon	AZ 122222 SUN	Sunday	program	\$ 27.56		
12/27/22	SB prepaid PC	Amazon	AZ 122222 SUN	Sunday	program	\$ 41.47		
12/27/22	SB prepaid PC	Amazon	AZ 122222 SUN	Sunday	program	\$ 102.21		
12/28/22	MO prepaid PC	Pick 'n Save	PS 122822 CH (SUN)	Sunday	program	\$ 30.41		
12/29/22	CS prepaid PC	Walmart	WM 121922 B TP	Bryant	program	\$ 28.14		
12/31/22	01/18/23	Baker & Taylor	AD materials	Lucky Day	books	\$ 35.39		
12/31/22	01/18/23	Baker & Taylor	AD materials	Bryant	books	\$ 1,112.53		
12/31/22	01/18/23	Baker & Taylor	AD materials	Lucky Day	AV	\$ 191.40		
12/31/22	01/18/23	Baker & Taylor	AD materials	Bryant	AV	\$ 70.52		
01/01/23	01/18/23	Ingram	AD materials	EA22	books	\$ 144.94		
01/01/23	01/18/23	Ingram	AD materials	Bryant	books	\$ 55.24		
01/01/23	01/18/23	Ingram	AD materials	REPL	books	\$ 56.01		

2023 EXPENDITURES: FUND 215
JANUARY

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/11/23	01/18/23	46710	Madison P.L.-Sequoia	SEQ 011123	\$ 28.99
01/03/23	01/18/23	46710	Waunakee P.L.	WAU 010323	\$ 15.99
01/03/23	01/18/23	50289	Bibliotheca	BIB 010323	\$ 1,964.78
01/08/23	01/18/23	50289	SCLS	SCLS 010823 overdrive	\$ 48,025.14
11/05/22	01/18/23	50289	TBS	TBS 110522 scan	\$ 755.00
01/06/23	01/18/23	50313	Demco	DM 010523 PROG AD	\$ 250.43
01/01/23	01/18/23	50313	Oldershaw, Caroline	CO 010123 PROG AD	\$ 75.00
01/01/23	01/18/23	50313	Siddiqui-Seitz, Huma	HSS 010923 PROG AD	\$ 175.00
01/03/23	01/18/23	50326	WT.Cox	WTC 010323	\$ 2,593.74
01/05/23	01/18/23	50327	Kanopy	KAN 010523	\$ 2,000.00
01/11/23	01/18/23	50327	SCLS	SCLS 011123 od mag	\$ 381.00
01/11/23	01/18/23	50327	SCLS	SCLS 011123 dmbp	\$ 6,928.00
01/05/23	01/18/23	50327	WiLS	WiLS 010523	\$ 2,072.02

**2023 EXPENDITURES: FUND 217
JANUARY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/03/23	01/18/23	WT.Cox	periodicals	AAM	subscription	\$ 1,360.76			

Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [*Wisconsin Public Library Standards*](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see *Trustee Essential #12: Library Standards*.)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction: Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement: Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See *Sources of Additional Information* below for information about developing a mission statement.)

Service Responses: What are the specific services you will offer and, why?

- Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
- Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- *Wisconsin Public Library Standards*
- OWLS webpage on planning (owlsnet.org/l4l/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
- Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. Chicago, IL: American Library Association, 1998.
- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- "Disaster Preparedness and Recovery." American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

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

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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	9,195	2,612	3,638	15,445	8.14%
TOTAL	224,233	212,652	127,268	172,964	125,851	35,716	44,335	205,902	19.04%
AVG	18,686	17,721	10,606	14,414	10,488	2,976	3,695	17,159	19.04%

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	240	498	30	0	768	-18.99%
TOTAL	24,032	25,783	25,783	12,881	3,100	6,087	610	0	9,797	-23.94%
AVG	2,003	2,149	2,149	1,073	258	507	51	0	816	-23.94%

STOUGHTON PUBLIC LIBRARY STATISTICS, DECEMBER 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	7,298	-9.15%	
TOTAL	118,671	112,955	54,617	101,900	95,619	-6.16%	
AVG	9,889	9,413	4,551	8,492	7,968	-6.16%	

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	4,469	-12.44%	
TOTAL	84,756	77,614	37,629	65,159	60,165	-7.66%	
AVG	7,063	6,468	3,136	5,430	5,014	-7.66%	

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	1,801	16.57%	
TOTAL	189,991	198,204	49,224	15,193	22,200	46.12%	
AVG	15,833	16,517	4,102	1,266	1,850	46.12%	

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	6,188	17.20%	
TOTAL	129,880	121,964	23,762	37,460	82,879	121.25%	
AVG	10,823	10,164	1,980	3,122	6,907	121.25%	

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

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS							2021-22
MO.	2018	2019	2020	2021	2022	%TOTAL	
JAN	11,034	10,305	9,767	0	8,190	61.00%	
FEB	10,217	10,960	8,903	0	8,181	62.68%	
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	6,908	58.50%	
TOTAL	128,651	119,470	25,251	50,531	99,352	61.49%	
AVG	10,721	9,956	2,104	4,211	8,279	61.49%	

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	3,352	-4.75%	
TOTAL	89,816	94,818	87,186	48,582	47,131	-2.99%	
AVG	7,485	7,902	7,266	4,049	3,928	-2.99%	

Programming Statistics
for December 2022

		December Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
12/1/2022	Fire Station	Adult Craft Club (SB, AH)				27		
12/1/2022	Carnegie Room	Story Time (MO)	16					
12/1/2022	Carnegie Room	Teen Advisory Board (CS)			22			
12/2/2022	Carnegie Room	Indoor Play (MO)	27					
12/4/2022	Stoughton Yoga	Yoga Sundays (AH)				13		
12/5/2022	Carnegie Room	Story Time (MO)	18					
12/6/2022	Carnegie Room	Baby Time (MO)	19					
12/6/2022	Carnegie Room	Graphic Novel Book Club (MO)		3				
12/6/2022	Online live	LSC: Geraldine Brooks				1		
12/6/2022	Viking Lanes	Teen Bowling (CS) (canceled due to			--			
12/7/2022	Carnegie Room	The Foundation (JR)				4		
12/8/2022	Carnegie Room	Story Time (MO)	14					
12/8/2022	Carnegie Room	All Ages Vaccine Clinic 1 (Public Health)					6	
12/10/2022	Carnegie Room	Adult Creative Writing				3		
12/10/2022	Online live	LSC: Frederik Backman				17		
12/12/2022	Carnegie Room	Story Time (MO)	28					
12/12/2022	Gingerbread House	Outreach (MO)	19					
12/12/2022	Gingerbread House	Outreach (MO)	16					
12/12/2022	Online asynchronous	Dec views of Indigenous Feminism				12		
12/13/2022	Carnegie Room	Baby Time (MO)	8					
12/13/2022	Carnegie Room/Zoo	Stoughton Christmas (Todd Hubing,				24		
12/14/2022	Carnegie Room	Pokemon Club (MO)	13					
12/14/2022	Online live	LSC: Nicole Eustace				4		
12/15/2022	Carnegie Room	Story Time (MO) Canceled due to	Cancelled					
12/15/2022	Carnegie Room	Teen Cookie Decorating (CS)			24			
12/16/2022	Fox Prairie	Outreach (MO)		50				
12/16/2022	Carnegie Room	Indoor Play (MO)	20					
12/20/2022	Carnegie Room	Crafty Kids: Gnomes (MO)		26				
12/21/2022	Learning Tree	Outreach (MO)	15					
12/22/2022	Carnegie Room	All Ages Vaccine Clinic 2 (Public Health)					--	
12/28/2022	Carnegie Room	Family Movie: Bad Guys (MO)					17	
12/29/2022	Carnegie Room	Tween open gaming (MO, CS)			10			
12/30/2022	Online asynchronous	Dec views of Stoughton Christmas				28		
12/30/2022	Online asynchronous	LSC views of past recorded programs				368		

Director's Report

January 18, 2023



Library news:

- It came to our attention shortly after the new year that one of the panelists at our Indigenous Feminism discussion on November 12 had fabricated their Native identity. This fact came to light in late-December on an online message board; by the new year, the story had been picked up by local and national media outlets. Shortly thereafter, I prepared an official statement from our library, acknowledging the incident and apologizing for the hurt caused by giving this individual a platform. The deception had been perpetrated for many years, and the individual in question had many connections to local and state-wide Native communities. It will take a long time to heal the hurt caused by this incident, but we hope our acknowledgement helped in some small way toward that healing.
- The COVID-19 vaccine clinic originally scheduled for December 22 had to be postponed due to inclement weather. Dane County Public Health has rescheduled the clinic for Thursday, February 16, from 3-7 PM. The time has been moved from the early-afternoon to the late-afternoon/evening to accommodate families with school-age children.
- I spent a significant amount of time again this month contacting vendors and determining details related to the project to create an outdoor programming space on the empty lot at 216 E Jefferson. Late last year, I obtained quotes for a shade structure, as well as the addition of electrical service to the lot. Last week, I spoke with a surveyor about locating the precise lot lines. I have also been in touch with a contractor regarding the concrete work. I hope to move forward with this project in early spring, as soon as the weather allows.
- Our new hours took effect on January 3, 2023. So far, we have received many positive comments from patrons about the extra hour on Fridays. We did hear from one patron who was disappointed that we were closing an hour earlier Monday – Thursday. I followed up to explain our rationale for shifting our limited resources away from desk coverage during this time and towards increased programming, especially outreach and activities for young people.
- I spent some time this month preparing our 2023 application to the Bryant Foundation. (Local organizations are eligible to submit one grant

application per year, and our 2022 application was last February.) On January 12, I met with Bryant Foundation President & Executive Director June Bunting to discuss our ideas for 2023. As in past years, our request includes funds to supplement our materials and programming budgets. New this year are requests for funds to launch the Hoopla streaming service for our patrons; funding for a Stoughton Area School District-wide book giveaway; and money to create a mural on the east wall of the Teen Area, similar to the one completed in the Children's Area late last year. I plan to submit the application later this month.

- This year's **Wisconsin Library Association Library Legislative Day** is scheduled for February 7 at Madison's Central Library and the State Capitol. As in past years, my contribution to the event will be scheduling the 132 appointments that day (99 representatives in the Assembly and 33 Senators). Online registration officially closed on Friday, January 13, though there is still time to register if you want to attend! After receiving the final registration data last week, I built my schedule over the weekend and hit the ground running after MLK Day with phone calls to legislative offices.
- I attended the virtual Dane County Directors meeting on January 12 where the main topic of discussion was the proposal from ReThinking Libraries for alternative county reimbursement formulas. (You'll recall that Dane Co. Library Service hired the firm last year to examine alternative funding models for county reimbursement. County reimbursement makes up about 25% of our annual revenue.) We also discussed the local holds priority pilot program and possible revisions to county library standards.
- WLA's Library Development and Legislation Committee is watching a bill expected to be introduced this session in the Wisconsin State Legislature. LRB-1095/1, relating to pupil or minor access to harmful material in public libraries and public schools, would require public libraries and public schools, including charter schools, to take steps to prevent pupils and minors from accessing harmful material on computers. Many Wisconsin public libraries, including ours, employ internet filtering software in accordance with the Children's Internet Protection Act (CIPA), a requirement for all libraries receiving federal e-rate funds. The practical implications of this bill are somewhat unclear, but WLA's LD&L committee



is closely monitoring the situation and developing the Association's position on the proposed legislation.

- On January 13 I attended a virtual webinar presented by Tracie Miller, South Central Library System's Library Admin Consultant, on the DPI's 2022 Annual Report, which I will be completing in the coming weeks. The annual report is a complete snapshot of our library over the past year, including information about our collections, services, staff, and financials. The deadline to submit the report to SCLS for review is February 15; however, since that is the day of our monthly Board meeting, I will try to finish the report ahead of time in order to present it to the Board at that meeting.

Stoughton Area Community Foundation Fund Report

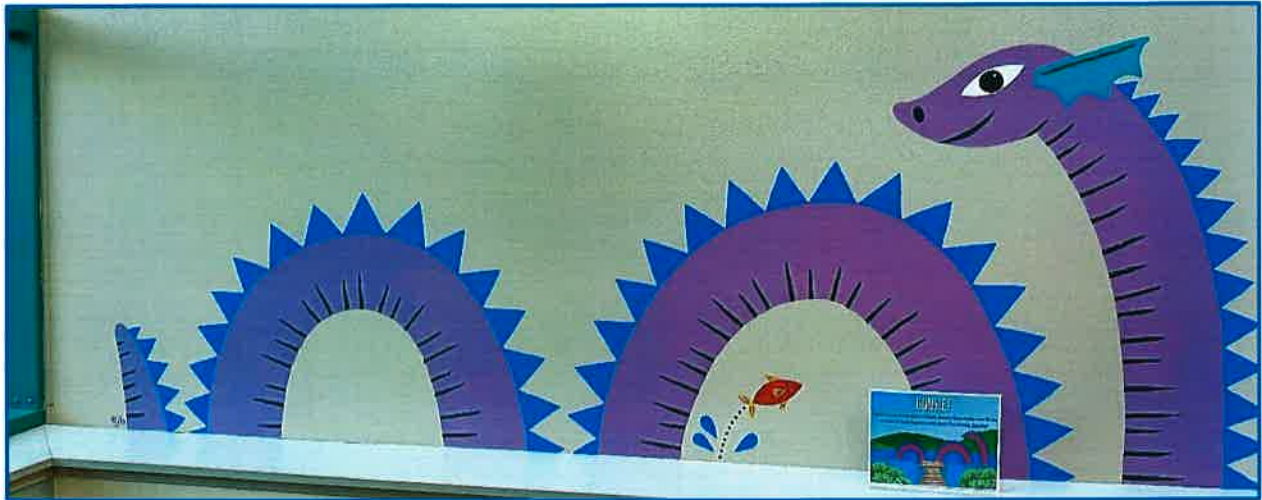
The report for the period Nov 26 – Dec 31 shows a decrease in value of \$344.51 to the account because of market conditions. The overall value of the account as of Dec 31 is \$23,489.36.

Youth Services (from Mary Ostrander)

- Our **Winter reading challenge** has begun and will run through January 31. Kids can earn up to two free books and be entered into multiple grand prize drawings.
- Mary is visiting Kegonsa Elementary every Friday in January to promote the Winter Reading Challenge and hand out free books or prizes in an effort to increase literacy skills and promote an interest in reading.
- Our bi-weekly Indoor Play Time sessions have been increasing in attendance and will continue every other Friday through March.
- Story Time and Baby Story Time started back up in January; the current schedule will run through March.
- Crafty Kids: Gnomes! on December 21 was extremely popular. Every kid walked away with a unique stuffed gnome they had created.
- Open gaming for kids ages 8-16 is going well and will continue as a monthly program cohosted by Cynthia and Mary
- 40 New Year's activity kits went out to help families celebrate.
- Graphic Novel Book club in January was dessert-themed; the kids helped make cake waffles.



- Mary and Sarah B. are starting work on the tree canopy that will be installed over the children's service desk.
- Jane is doing a great job weeding through the magazines in the children's and adult collections. Patrons are thankful for the selection of discarded magazines at the beginning of each year.

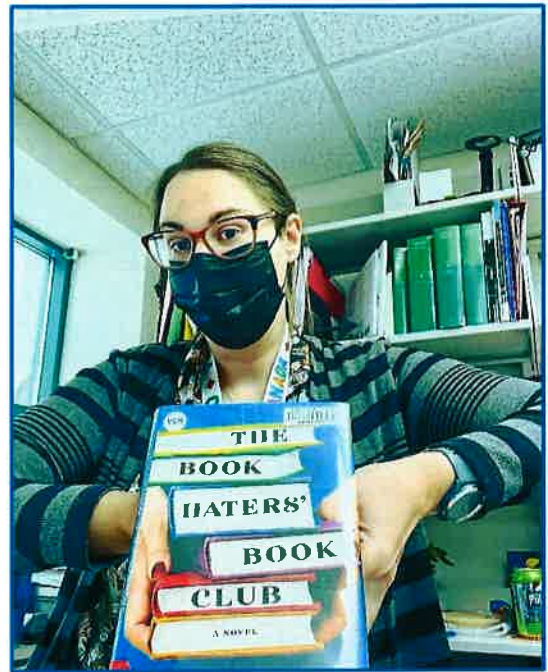


- The **water creature in the back corner of the Children's room** has been officially named. Patrons overwhelmingly chose "Gonsie," in honor of Lake Kegonsa, where legend has it the creature still lurks beneath the waves!
- Mary will attend Family Fun Night at Fox Prairie Elementary on January 27.
- In 2022, our patrons checked out almost 8,000 more picture books than in 2021: Circulation jumped from 11,000 in 2021 to more than \$19,000 last year!

Tech Services & Technology News (from Sarah Bukrey)

- Sarah worked on several special projects this month:
 - After all year-end orders had been processed in late December, Sarah worked on cleaning up bibliographic records in our catalog, running reports to spot errors in fields like item type, collection code, and location code.
 - Relabeling the large print fiction collection to match the larger font labels we have been using for new items the last few years.
 - Mac, one of our newer volunteers, compiled a list of data jacks in the library so Sarah can match them to the corresponding ports in the server closet and label them.
 - Starting a weed and relabel of the Adult fiction collection to eliminate items with older, shortened call numbers. Items that are retained will be relabeled to include the author's full last name.

- Sarah and Amy planned the next six months of Craft Club. New this year: simplified online signup using our new Evanced software and a take-and-make kit for the summer instead of an in-person class.
- Ordering began in earnest on the first day back after the New Year, and items are already arriving and being processed. Sarah is working on year end paperwork and deleting canceled items that were ordered but not received during the 2022 budget year.
- 535 items were added in the month of December.



Circulation Services (from Robin Behringer)

- Bad weather and holiday closings had a big impact on Circulation and Shelving staff. Delivery schedules were canceled due to bad weather, which in turn affected delivery volume. The bad weather also impacted patron returns, creating a higher volume of returns after the holidays. Circulation and Shelving staff impressively handled the additional volume! All back-logged work was completed by the end of the first week of January.
- Former Shelver, Delaney G., returned to help out after the holidays. With her help, we were able to fill in some schedule gaps and catch up on back-logged work.
- Robin attended the Circulation Services Subcommittee meeting on January 10. One of the main topics discussed were updates to the system software. This included discussing fixes to current bugs, updating training manuals, and providing training to other staff.

Adult & Teen Services (from Amanda Bosky)

- On December 13, we hosted a hybrid live/Zoom program called “Stoughton Christmas Through the Years.” Todd Hubing of the Stoughton Landmarks Commission pored over old issues of the Stoughton Courier Hub and created a fascinating and well-rounded look at what the holidays looked like from Luke Stoughton’s time through the present. 14 people attended in-person and 10 on Zoom.

- Teen Services Assistant Cynthia Schlegel hosted teen programs about cookie decorating, tween gaming in collaboration with Children's Librarian Mary Ostrander, and a Teen Advisory Board meeting.
- Mary trained Adult Services Librarian Amanda Bosky on our new program registration system, Evanced. Now patrons can register themselves for programs online and be automatically moved off the waitlist when there are cancellations. Signups for popular programs such as Adult Craft Club require a lot of staff time to monitor emails and phone calls, so we're very pleased with this new addition. Amanda has begun training Adult Services staff on how to use the new platform.
- We're pleased to continue our partnership with Stoughton Yoga in 2023 by offering a free monthly class, starting January 8.
- Amanda had one-on-one meetings with Cynthia and Adult Services Assistant Amy Hynek to wrap up 2022 and discuss goals for 2023.

Looking Back from *The Stoughton Hub* from **March 19, 1897**

The reading room is a public institution in which the citizens of Stoughton are interested. Anyone wishing to spend a quiet hour reading is welcomed, but it is not a place for boys to congregate and engage in loud talking and laughing. Those who go there are sometimes disturbed by those who indulge in such actions. It would be well for our city marshal to keep his eye on the room and remove an offender when necessary.



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, January 3 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: Library Director Jim Ramsey

1. Meeting called to order by Meilahn Bartlett at 6:33 PM.
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of December 6, 2022 * (enclosure)** – Minutes reviewed and approved by consensus.
4. **Discussion and revision of 2023 Board Goals submitted by standing committees (enclosure)** – Ramsey asked if the goals needed to be reformatted for consistency. Consensus was that this is an internal planning document for the Board so varying formats are acceptable. Meilahn Bartlett asked about use of the term *gestalt* in the Policies goal. Consensus was that the meaning of the term as a whole that is more than the sum of its parts was what was intended. Consensus was to leave it as is. LeSage asked about the timeframe for the Policies goals—how many policies do they intend to review in what timeframe? Ramsey offered that reviewing 6-8 policies per year would be reasonable. Agreed by consensus to add this to the goal.

Ramsey reported that he had not received a goal from the Personnel Committee. Meilahn Bartlett offered to reach out to Ken and Amy. Ramsey reminded the committee of the timeline for the approval of these goals, i.e. they will be approved by the Board at their regular meeting on Feb 15, so we have more time to refine them. Meilahn Bartlett asked if approval of the goals should be an action item for this committee and for the Board as a whole. Ramsey replied that this committee could revise the goals by consensus but formal approval by the Board would be an action item at the February meeting.

- 5. Discussion of assignments and next steps in revising Library Strategic Plan (enclosure)** -Ramsey suggested laying out the component parts of the plan and compiling them into a single document for review. He offered to compile them. Ligocki discussed a strategic plan she had found from the Highland Park Public Library in Illinois, and how the sections were slightly different yet very much in line with the sections in our document.

The first section of the strategic plan will contain the introduction and prefatory matter, including a statement on the impact of the Covid-19 pandemic.

The second section will contain a mission statement, including a DEI statement. Discussion and further wordsmithing of this section ensued. Ligocki stated that she felt the section was stronger without the addition of demographic data, but offered to compile that data if the committee wanted to include it. Consensus was that it is fine as is. Meilahn Bartlett reminded the group of the discussion at last month's meeting about using a qualifier before the action "e" verbs in the mission statement. Consensus emerged to add the phrase "to support the" to the mission statement and change the "e" verbs to nouns. Further discussion and revision produced a document that is essentially a revised mission statement combined with DEI elements.

The third section is the plan itself, already the subject of extensive discussion and revision at previous meetings.

The fourth section should include a statement on accountability. Meilahn Bartlett suggested "Implementation and Communication" as a title. In this section the Board commits to revisiting the plan each year and reporting progress towards the goal areas. Meilahn Bartlett suggested a statement about what has been accomplished since the last plan. Discussion ensued as to the appropriate place for this statement and consensus emerged that it would be appropriate for the introduction, near the section on the pandemic. Ramsey offered to try to work it in to the next draft.

- 6. Schedule next meeting** – Committee agreed by consensus to meet on the first Tuesday of each month through May of this year: Feb 7, Mar 7, Apr 4, May 2.

- 7. Meeting adjourned by consensus at 7:41 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

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

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MEMBER TERMS
(terms run from May 1 to April 30)

As of January 18, 2023

Ken Axe	2022-2025 (in second term)
Amy Ketterer	2022-2025 (in second term)
Teri LeSage	2022-2025 (in first term)
Jean Ligocki	City Council Rep. 2022-2023
Sharon Meilahn Bartlett	2020-2023 (serving remainder of first term)
Erin Meinholz	2022-2025 (in second term)
Kristin Rosenberg	SASD Representative
Dayna Verstegen	2021-2024 (in first term)
Elise Balzer	2022-2024 (serving remainder of first term)

2023 CALENDAR OF WORK

STOUGHTON PUBLIC LIBRARY



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

JANUARY:

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

FEBRUARY:

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

MARCH:

- Board In-service: Trustee Essential TBD
- Business: Authorization for SCLS to bill adjacent counties for next year
- Business: Appointment by president of Nominating Committee for Board officers
- Progress reports from Board Member Recruitment and Student Trustee Nominating ad hoc committees

APRIL:

- Board In-service: Presentation from City Finance Director?
- Business: Review previous year's budget
- Business: Discussion of 2024 capital improvement requests
- **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
- 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