

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, February 15, 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 January 18, 2023 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for January 2023 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for February 2023 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #17: Membership in the Public Library System (enclosure)

IX. Director's Report

- A. Statistics for January 2023 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: met 2/7/23 (enclosure)
- D. Policies: did not meet

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

XII. Old Business

- A. NONE

XIII. New Business

- A. Discussion and possible action regarding market-rate adjustments to library wages passed by City Council on January 24, 2023 (enclosure)* **
- B. Approval of 2022 Stoughton Public Library Annual Report to the Department of Public Instruction (enclosure) *
- C. Approval of statement concerning public library system effectiveness (see previous enclosure) *
- D. Approval of 2023 Library Board Goals (Planning Committee recommended approval on 2/7/23) (enclosure) *
- E. Appointment by President Ketterer of an ad hoc Student Trustee Nominating Committee
- F. Discussion and possible action regarding Library participation in the Chamber's 2022 Community Expo (enclosure) *

XIV. Pending Agenda Items

A. NONE

XV. Adjournment *

NEXT REGULAR MEETING: March 15, 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
 Kristin Rosenberg, SASD representative
 Siri Vienneau, Student Representative
 Dayna Verstegen

Finance: LeSage, Meilahn Bartlett, Meinholz
Personnel: Axe, Ketterer, Rosenberg
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 February 15, 2023



XII. Old Business

NONE

XIII. New Business

A. Discussion and possible action regarding market-rate adjustments to library wages passed by City Council on January 24, 2023 * **

(enclosure) - Late last year, the Finance Department identified additional funds that could be used for market rate adjustments to wages for city employees. In early-January, I met with Human Resources Director AJ Gillingham, Finance Director Dave Ehlinger, and Mayor Tim Swadley to discuss library compensation levels and review comparable wages at peer municipalities. We discovered that our library's compensation levels are for the most part highly competitive compared to municipalities of similar size. However, we did identify four library positions that were below market rate and agreed on increases to remedy that. On January 24, the City Council passed R-13-2023, amending the City's operating budget to allow for these increases. As a result, the library's operating budget was amended to include a larger transfer from the city's general fund. I have flagged this item for potential action in case the Board would like to formally vote to amend the 2023 operating budget, but this may not be necessary. If the Board would like, I can review the market rate adjustments in greater detail, but I would suggest we move into closed session per State Statute 19.85(1)(c).

B. Approval of 2022 Stoughton Public Library Annual Report to the Department of Public Instruction * (enclosure) - This is an action item in which the Board must vote to approve the annual report and submit it to the Department of Public Instruction. The Board President must sign the final page of the report indicating that it has been approved. I have a short presentation to review some data points from the 2022 report, but I will not review it in great detail. I can of course answer any questions you might have about the report.

C. Approval of statement concerning public library system effectiveness * (see page 10 of the annual report) - Each year, the DPI requires libraries that belong to a state library system to answer the following question:

Did the library system provide effective leadership and adequately meet the needs of the library? The Library Board's answer is included at the end of the annual report. The statement must be signed by the Library Director and Board President,

- D. Approval of 2023 Library Board Goals (Planning Committee recommended approval on 2/7/23) (enclosure) *** - These goals were submitted by the four standing committees (a new process this year) and revised by the Planning Committee, which recommended approval at their meeting last week.
- E. Appointment by President Ketterer of an ad hoc Student Trustee Nominating Committee** - Board President Ketterer will appoint an ad hoc committee to recruit, interview, and nominate a candidate for the Student Trustee position. Applications are typically solicited in March, and the committee reviews applications and conducts interviews in April. A nomination is brought before the Board at the May meeting.
- F. Discussion and possible action regarding Library participation in the Chamber's 2022 Community Expo (enclosure) *** - The Stoughton Chamber of Commerce is again holding a Community Expo at the Mandt Center. Last year, several Board members and I took turns at that event staffing a table at which we gave away small items and shared information about library programs and services. This year's event will be held on Thursday, April 13, from 5:00 to 7:00 PM. The purpose of this discussion is to gauge Board members' availability and interest in attending this year's event. There is a small exhibit fee of \$50 to participate, which we can pay from our operating budget, but I would recommend allocating a small amount of money from undesignated gift funds to purchase supplies.

* Indicates a potential action item

** The Board may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 18, 2023, @ 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; Kristin Rosenberg, Stoughton Area School District Representative; Dayna Verstegen
ABSENT: Siri Vienneau, Student Trustee
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Library Administrative Assistant; Lesley Johnson, Friends of the Library President

- I. CALL TO ORDER: 6:34 p.m. by Library Board President Amy Ketterer
- II. REVIEW OF AGENDA. Ketterer moved Item XI and Item XIII.A to immediately follow the consent agenda.

[Ligocki arrived 6:35 P.M.]

- III. CONSENT AGENDA
Motion to approve: Meinholz Second: Verstegen Vote: 9-0
- IV. FRIENDS OF THE LIBRARY REPORT. Friends President Johnson reported on the Friends' activities of the last quarter. At their February meeting, the Friends presented the Library with \$17,000.

[Johnson left 7:50 P.M.]

- V. WELCOME TO NEW TRUSTEE: SASD REPRESENTATIVE KRISTIN ROSENBERG. Rosenberg introduced herself to the Board.
- VI. RECOGNITION OPPORTUNITIES. None.
- VII. PUBLIC COMMENT PERIOD. None
- VIII. REVIEW/DISCUSSION OF CORRESPONDENCE. None.
- IX. EDUCATION UPDATES. Axe mentioned a news story about two Colorado libraries having to close because of methamphetamine use in the bathroom. Verstegen reported on her visit to the Waukesha Public Library.
- X. DIRECTOR'S REPORT
 - A. Administration Report: Ramsey reported that he is getting started on the vacant lot project and has been preparing for Library Legislative Day.
- XI. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet.
 - C. Planning: the Committee is working on the Board Goals and the Strategic Plan.
 - D. Policies: did not meet.
- XII. OLD BUSINESS
 - A. None.
- XIII. NEW BUSINESS
 - A. REVIEW BOARD MEMBER TERMS. The Board reviewed member terms. Ramsey reminded the Board that new Board officers will have to be elected in May.

- B. REVIEW 2023 CALENDAR OF WORK The Board reviewed the 2023 Calendar of Work.
- C. LIBRARY LEGISLATIVE DAY PREVIEW. Ramsey talked about Library Legislative Day (February 7, 2023) and encouraged Board members to attend. There was discussion about getting students to attend and an item was added to October on the Calendar of Work.
- XIV. PENDING AGENDA ITEMS. None.
- XV. ADJOURNMENT. *Motion to adjourn at 7:38 P.M. Axe Second: LeSage Vote: 9-0.*

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDC
		AMENDED BUDGET	NORMAL	01/31/2023	01/31/2023	MONTH 01/31/2023	INCREASE (DECREASE)		
				NORMAL (ABNORMAL)	NORMAL (ABNORMAL)				USED
Fund 215 - LIBRARY FUND									
Revenues									
Dept 00000 - REVENUE									
215-00000-41110	PROPERTY TAX - OPERATIONS	726,880.00		60,573.33		60,573.33		666,306.67	8.33
215-00000-43330	FED GRANT - COVID-19	0.00		0.00		0.00		0.00	0.00
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	249,910.00		0.00		0.00		249,910.00	0.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		652.54		652.54		(652.54)	100.00
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	4,000.00		399.15		399.15		3,600.85	9.98
215-00000-46712	COPY MACHINE	2,500.00		155.47		155.47		2,344.53	6.22
215-00000-47301	CHARGES TO DANE COUNTY	14,979.00		0.00		0.00		14,979.00	0.00
215-00000-47302	CHARGES TO MUNICIPALITIES	0.00		0.00		0.00		0.00	0.00
215-00000-48110	INTEREST	1,000.00		0.00		0.00		1,000.00	0.00
215-00000-48500	DONATIONS	0.00		0.00		0.00		0.00	0.00
215-00000-49204	INTRAFUND TRANSFER IN	0.00		0.00		0.00		0.00	0.00
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	0.00		0.00		0.00		0.00	0.00
Total Dept 00000 - REVENUE		999,269.00		61,780.49		61,780.49		937,488.51	6.18
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
Dept 55110 - LIBRARY									
215-55110-49210	TRANSFER IN - GENERAL FUND	8,227.00		8,227.00		8,227.00		0.00	100.00
Total Dept 55110 - LIBRARY		8,227.00		8,227.00		8,227.00		0.00	100.00
TOTAL REVENUES		1,007,496.00		70,007.49		70,007.49		937,488.51	6.95
Expenditures									
Dept 55110 - LIBRARY									
215-55110-50110	SALARIES	90,227.00		6,807.24		6,807.24		83,419.76	7.54
215-55110-50120	WAGES	431,524.00		31,021.17		31,021.17		400,502.83	7.19
215-55110-50126	OVERTIME	0.00		0.00		0.00		0.00	0.00
215-55110-50127	WAGES - PART TIME	78,297.00		5,793.18		5,793.18		72,503.82	7.40
215-55110-50128	SEASONAL/TEMPORARY	8,840.00		378.96		378.96		8,461.04	4.29
215-55110-50129	WAGES - LONGEVITY	7,600.00		0.00		0.00		7,600.00	0.00
215-55110-50151	EMPLOYEE BENEFITS	0.00		5,648.92		5,648.92		(5,648.92)	100.00
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00		10,906.16		10,906.16		(10,906.16)	100.00
215-55110-50153	SELF INSURED LOSSES	0.00		0.00		0.00		0.00	0.00
215-55110-50160	FICA TAXES	47,161.00		0.00		0.00		47,161.00	0.00
215-55110-50161	WRS - GENERAL	30,759.00		0.00		0.00		30,759.00	0.00
215-55110-50163	HEALTH INSURANCE	115,000.00		0.00		0.00		115,000.00	0.00
215-55110-50164	DENTAL INSURANCE	6,777.00		0.00		0.00		6,777.00	0.00
215-55110-50165	LIFE INSURANCE	211.00		0.00		0.00		211.00	0.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00		0.00		0.00		0.00	0.00

User: SARAH

DB: Stoughton

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD
		AMENDED BUDGET	NORMAL	01/31/2023	01/31/2023	MONTH 01/31/2023	INCREASE (DECREASE)	NORMAL	ABNORMAL	
Fund 215 - LIBRARY FUND										
Expenditures										
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	163.00	163.00	163.00	163.00	163.00	1,437.00	10.19	0.00
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00	0.00
215-55110-50221	UTILITIES-BUILDING 2	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00	0.00	0.00	0.00	0.00	0.00	2,800.00	0.00	0.00
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	660.00	660.00	660.00	660.00	660.00	8,340.00	7.33	0.00
215-55110-50289	TECHNOLOGY COSTS	56,000.00	50,744.92	50,744.92	50,744.92	50,744.92	50,744.92	5,255.08	90.62	0.00
215-55110-50300	MISC EXPENSES	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	785.36	785.36	785.36	785.36	785.36	3,714.64	17.45	0.00
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00
215-55110-50326	PERIODICALS	5,400.00	3,288.62	3,288.62	3,288.62	3,288.62	3,288.62	2,111.38	60.90	0.00
215-55110-50327	E-RESOURCES	12,000.00	11,381.02	11,381.02	11,381.02	11,381.02	11,381.02	618.98	94.84	0.00
215-55110-50328	AUDIO VISUAL	9,000.00	25.69	25.69	25.69	25.69	25.69	8,974.31	0.29	0.00
215-55110-50329	BOOKS	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00
215-55110-50340	OPERATING EXPENSES	5,000.00	171.06	171.06	171.06	171.06	171.06	4,828.94	3.42	0.00
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	39.03	39.03	39.03	39.03	39.03	5,960.97	0.65	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00	380.01	380.01	380.01	380.01	380.01	(380.01)	100.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00

Total Dept 55110 - LIBRARY 1,007,496.00 128,194.34 128,194.34 128,194.34 128,194.34 879,301.66 12.72

TOTAL EXPENDITURES 1,007,496.00 128,194.34 128,194.34 128,194.34 128,194.34 879,301.66 12.72

Fund 215 - LIBRARY FUND:

TOTAL REVENUES 1,007,496.00 70,007.49 70,007.49 70,007.49 70,007.49 937,488.51 6.95

TOTAL EXPENDITURES 1,007,496.00 128,194.34 128,194.34 128,194.34 128,194.34 879,301.66 12.72

NET OF REVENUES & EXPENDITURES 0.00 (58,186.85) (58,186.85) 58,186.85 100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	(79,661.32)
215-00000-11102	US BANK - CC	4,274.01
215-00000-13070	TAXES RECEIVABLE	726,880.00
Total Assets		651,492.69
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	666,306.67
Total Liabilities		690,710.85
*** 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 - 2022		64,392.75
Net of Revenues VS Expenditures - 2022		(45,424.06)
*2022 End FB/2023 Beg FB		18,968.69
Net of Revenues VS Expenditures - Current Year		(58,186.85)
Ending Fund Balance		(39,218.16)
Total Liabilities And Fund Balance		651,492.69

* Year Not Closed

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023		ACTIVITY FOR MONTH 01/31/2023		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL		
Fund 217 - LIBRARY SPECIAL GIFT FUND								
Revenues								
Dept 00000 - REVENUE								
217-00000-48110	INTEREST	1,000.00	884.86		884.86	115.14	88.49	
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	19,355.88		19,355.88	40,644.12	32.26	
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	(11,000.00)	0.00		0.00	(11,000.00)	0.00	
Total Dept 00000 - REVENUE		50,000.00	20,240.74		20,240.74	29,759.26	40.48	
TOTAL REVENUES								
Expenditures								
Dept 00000 - REVENUE								
217-00000-50936	TR OUT - LIBRARY FUND	0.00	0.00		0.00	0.00	0.00	
Total Dept 00000 - REVENUE		0.00	0.00		0.00	0.00	0.00	
Dept 55110 - LIBRARY								
217-55110-50500	DESIGNATED	50,000.00	2,915.81		2,915.81	47,084.19	5.83	
217-55110-50501	UNDESIGNATED	0.00	0.00		0.00	0.00	0.00	
217-55110-50502	BUILDING FUND	0.00	0.00		0.00	0.00	0.00	
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00	0.00		0.00	0.00	0.00	
217-55110-50936	TR OUT - FUND 215	0.00	0.00		0.00	0.00	0.00	
Total Dept 55110 - LIBRARY		50,000.00	2,915.81		2,915.81	47,084.19	5.83	
TOTAL EXPENDITURES								
Total Dept 55110 - LIBRARY		50,000.00	2,915.81		2,915.81	47,084.19	5.83	
Fund 217 - LIBRARY SPECIAL GIFT FUND:								
TOTAL REVENUES		50,000.00	20,240.74		20,240.74	29,759.26	40.48	
TOTAL EXPENDITURES		50,000.00	2,915.81		2,915.81	47,084.19	5.83	
NET OF REVENUES & EXPENDITURES		0.00	17,324.93		17,324.93	(17,324.93)	100.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		1,057,496.00	90,248.23		90,248.23	967,247.77	8.53	
NET OF REVENUES & EXPENDITURES		1,057,496.00	131,110.15		131,110.15	926,385.85	12.40	
NET OF REVENUES & EXPENDITURES		0.00	(40,861.92)		(40,861.92)	40,861.92	100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	81,822.32
217-00000-11102	US BANK - CC	849.25
217-00000-11302	WISC INVESTMENT FUND	201,023.90
Total Assets		283,695.47
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	267.96
Total Liabilities		267.96
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	38,678.99
217-00000-39601	FUND BAL REST BLDG SINKING	128,576.20
217-00000-39700	FUND BALANCE COMMITTED	120,631.25
Total Fund Balance		287,886.44
Beginning Fund Balance - 2022		287,886.44
Net of Revenues VS Expenditures - 2022		(21,783.86)
*2022 End FB/2023 Beg FB		266,102.58
Net of Revenues VS Expenditures - Current Year		17,324.93
Ending Fund Balance		283,427.51
Total Liabilities And Fund Balance		283,695.47

* Year Not Closed

Stoughton Area Comm Foundation

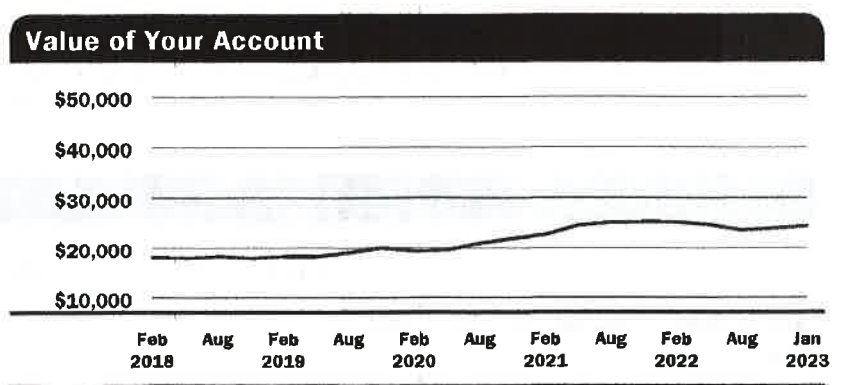
Consolidating accounts can simplify your life

By consolidating all your accounts, even those outside Edward Jones, you and your financial advisor can have a more streamlined view of your financial picture. This can make it easier to see your progress toward your goals - not to mention reduce your number of statements and tax forms. Ask your financial advisor about account consolidation today.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$24,270.82	
1 Month Ago	\$23,489.36
1 Year Ago	\$25,105.01
3 Years Ago	\$20,381.44
5 Years Ago	\$18,607.10



Value Summary		
	This Period	This Year
Beginning Value	\$23,489.36	\$23,489.36
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	781.46	781.46
Ending Value	\$24,270.82	

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
	3.32%	3.32%	-2.24%	5.77%	5.17%

2023 EXPENDITURES: FUND 215
FEBRUARY

MOVED: _____

SECONDED: _____

VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/31/23	02/15/23	50211	Baker & Taylor	fuel surcharge	\$ 9.87
01/31/23	02/15/23	50211	Baker & Taylor	fuel surcharge	\$ 2.10
02/01/23	02/15/23	50211	Ingram	fuel surcharge	\$ 39.00
01/25/23	JR prepaid CC	50212	Dunkin'	DD 012523 training	\$ 35.98
01/25/23	AB prepaid CC	50212	Fosdal Home Bakery	FOS 012523 212	\$ 8.00
01/25/23	AB prepaid CC	50212	Pick 'n Save	PNS 012523 212	\$ 42.24
01/31/23	02/15/23	50212	Schlegel, Cynthia	CS 013123 mileage	\$ 34.97
01/07/23	CS prepaid CC	50212	UWCC	UW 010723 212	\$ 135.00
01/03/23	JR prepaid CC	50212	Wisconsin Library Assn	WLA 010323 LLD	\$ 28.00
01/06/23	CITY prepaid	50220	Stoughton Utilities	SU 010323 util	\$ 1,058.63
02/06/23	02/15/23	50221	Alliant Energy	AE 020623	\$ 1,121.98
01/17/23	02/15/23	50240	Gordon Fleisch	GF 011723 copier2	\$ 89.09
02/03/23	02/15/23	50240	Gordon Fleisch	GF 020323 copier1	\$ 128.29
12/30/22	JR prepaid CC	50289	Donor Tools	DON 123022 TECH	\$ 39.00
02/01/23	02/15/23	50289	EnvisionWare	ENV 020123 rfid	\$ 123.90
01/11/23	SB prepaid CC	50300	4Imprint	4IM 011123 magnets	\$ 211.38
01/06/23	SB prepaid CC	50313	Amazon	AZ 010523 CC	\$ 74.47
01/07/23	SB prepaid CC	50313	Amazon	AZ 010523 Prog CH	\$ 38.73
01/08/23	SB prepaid CC	50313	Amazon	AZ 010523 PROG TE	\$ 97.30
01/04/23	CS prepaid CC	50313	Dollar Tree	DT 010423 PROG TE	\$ 15.75
01/19/23	CS prepaid CC	50313	Dollar Tree	DT 011923 PROG TE	\$ 25.00
01/18/23	SB prepaid CC	50313	Henry Vilas Zoo	HV 011823 CH SLP	\$ 150.00
02/01/23	02/15/23	50313	Ingram	program materials	\$ 260.65
01/04/23	CS prepaid CC	50313	Walmart	WM 010423 PROG TE	\$ 58.68
01/19/23	CS prepaid CC	50313	Walmart	WM 011923 PROG TE	\$ 43.40
01/24/23	JR prepaid CC	50326	Stoughton Courier Hub	SCH 012423 SER	\$ 50.00
01/04/23	JR prepaid CC	50326	Wall St. Journal	WASJ 010423 PER	\$ 694.88
01/12/23	SB prepaid CC	50328	Amazon	AZ 011223 ABCD	\$ 25.69
01/31/23	02/15/23	50328	Baker & Taylor	AD/TE materials	\$ 374.78
02/01/23	02/15/23	50328	Ingram	AD/TE materials	\$ 86.29
02/02/23	02/15/23	50328	Playaway	FA 060722 CBCD	\$ 59.99
01/31/23	02/15/23	50329	Baker & Taylor	AD/TE materials	\$ 986.80
02/10/23	02/15/23	50329	Cengage	AD/TE materials	\$ 554.95
02/01/23	02/15/23	50329	Ingram	AD/TE materials	\$ 1,735.16
02/01/23	02/15/23	50329	Ingram	CH materials	\$ 1,821.63
01/03/23	SB prepaid CC	50340	Amazon	AZ 112922 OS	\$ (11.24)
01/05/23	SB prepaid CC	50340	Amazon	AZ 010323 OS	\$ 34.23

01/10/23	SB prepaid CC	50340	Amazon	AZ 010923 OS	\$ 12.99
01/10/23	SB prepaid CC	50340	Amazon	AZ 010923 OS	\$ 89.98
01/11/23	SB prepaid CC	50340	Amazon	AZ 011023 OS	\$ 45.10
01/16/23	SB prepaid CC	50340	Amazon	AZ 011023 OS	\$ 18.48
01/17/23	SB prepaid CC	50340	Amazon	refund	\$ (13.99)
01/25/23	SB prepaid CC	50340	Amazon	AZ 012523 OS	\$ 58.74
01/26/23	SB prepaid CC	50340	Amazon	AZ 012523 OS	\$ 15.74
01/03/23	SB prepaid CC	50342	Amazon	AZ 010323 LS	\$ 39.03
01/31/23	02/15/23	50342	Baker & Taylor	processing	\$ 8.14
01/31/23	02/15/23	50342	Baker & Taylor	processing	\$ 35.52
02/01/23	02/15/23	50342	Ingram	processing	\$ 201.96
01/24/23	02/15/23	50444	Ham, Jan G.	JGH 012423	\$ 17.99
01/24/23	02/15/23	50444	Raghavan, Rasa	RR 012423	\$ 17.99
01/24/23	02/15/23	50444	Rau, Daniel	DR 012423	\$ 6.99
01/11/23	SB prepaid CC	50810	Amazon	AZ 011023 CH 510	\$ 21.01
01/26/23	SB prepaid CC	50810	Amazon	AZ 012523 CH 810	\$ 13.96
01/09/23	02/15/23	50810	No Shorts Electric	NSE 010923 LED	\$ 359.00
01/17/23	SB prepaid CC	50810	Stoughton Lumber Co.	SL 011723 CH 810	\$ 36.16
01/05/23	SB prepaid CC	50820	Amazon	AZ 010323 OS 820	\$ 32.44
02/06/23	02/15/23	50870	Behringer Concrete LLC	BC 020623 (216)	\$ 2,000.00
01/17/23	02/15/23	50870	Stoughton Utilities	SU 011723 (216)	\$ 2,076.45
02/01/23	02/15/23	50870	Wisconsin Mapping	WM 020123 (216)	\$ 250.00

**2023 EXPENDITURES: FUND 217
FEBRUARY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
12/29/22	SB prepaid PC	Amazon	AZ122222IMORO2	Odland	program	\$ 13.29			
01/02/23	SB prepaid PC	Amazon	AZ122222IMORO	Odland	program	\$ 19.99			
01/03/23	SB prepaid PC	Amazon	AZ122222IMORO	Odland	program	\$ 122.94			
01/03/23	AB prepaid PC	Spotify	SPOT010323BMM	Bryant	program	\$ 10.54			
01/06/23	MO prepaid PC	Soc. of St. VdP	SVDP010623CH	M CH	books	\$ 94.03			
01/08/23	AB prepaid PC	New York Times	NYT 010823 sels	Selsor	subscription	\$ 56.00			
01/12/23	MO prepaid PC	InterstateBooks4School	B4S011223CH	M CH	books	\$ 901.55			
01/17/23	MO prepaid PC	BookDepot	BD 011723(B)CH	Bryant	program	\$ 976.52			
01/24/23	02/15/23	Abdo	AB112322BCN	Bryant	books	\$ 63.85			
01/25/23	SB prepaid PC	Amazon	AZ012523IMORO	Odland	program	\$ 22.69			
01/25/23	SB prepaid PC	Amazon	AZ012523IMORO	Odland	program	\$ 15.94			
01/26/23	SB prepaid PC	Amazon	AZ012523IMORO	Odland	program	\$ 12.99			
01/31/23	02/15/23	Baker & Taylor	AD/TE materials	LD	AV	\$ 92.83			
01/31/23	02/15/23	Baker & Taylor	AD/TE materials	M AT	AV	\$ 57.56			
01/31/23	02/15/23	Baker & Taylor	AD/TE materials	LD	books	\$ 209.95			
02/01/23	02/15/23	Ingram	CH materials	M CH	books	\$ 136.11			
02/01/23	02/15/23	Ingram	AD/TE materials	REPL	books	\$ 113.92			
02/01/23	02/15/23	Ingram	AD/TE materials	BeTP	books	\$ 194.88			
02/01/23	02/15/23	Ingram	AD/TE materials	SCC	books	\$ 190.73			
02/01/23	02/15/23	Ingram	AD/TE materials	Bryant	books	\$ 255.08			
02/01/23	02/15/23	Ingram	AD/TE materials	LD	books	\$ 53.39			
02/01/23	02/15/23	Ingram	CH materials	EA22	books	\$ 4.45			
02/01/23	02/15/23	Ingram	AD/TE materials	IMOGAN	books	\$ 31.44			
02/01/23	02/15/23	Ingram	AD/TE materials	FoL	books	\$ 33.17			

02/01/23	02/15/23	Ingram	AD/TE materials	EN	books	\$ 37.77		
02/10/23	02/15/23	Cengage	AD/TE materials	LD	books	\$ 111.98		
02/10/23	02/15/23	Cengage	AD/TE materials	REPL	books	\$ 53.58		
02/10/23	02/15/23	Cengage	AD/TE materials	FoL	books	\$ 25.60		

Membership in the Library System

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Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 385 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including *Trustee Essential #2: Who Runs the Library* and *Trustee Essential #18: Library Board Appointments and Composition*.)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a county library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see *Trustee Essential #19: Library Director Certification* for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections 43.11(3) and 43.13(1) and provides the financial support needed to administer the plan (see pld.dpi.wi.gov/pld_coplan for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see *Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint*.)

Discussion Questions

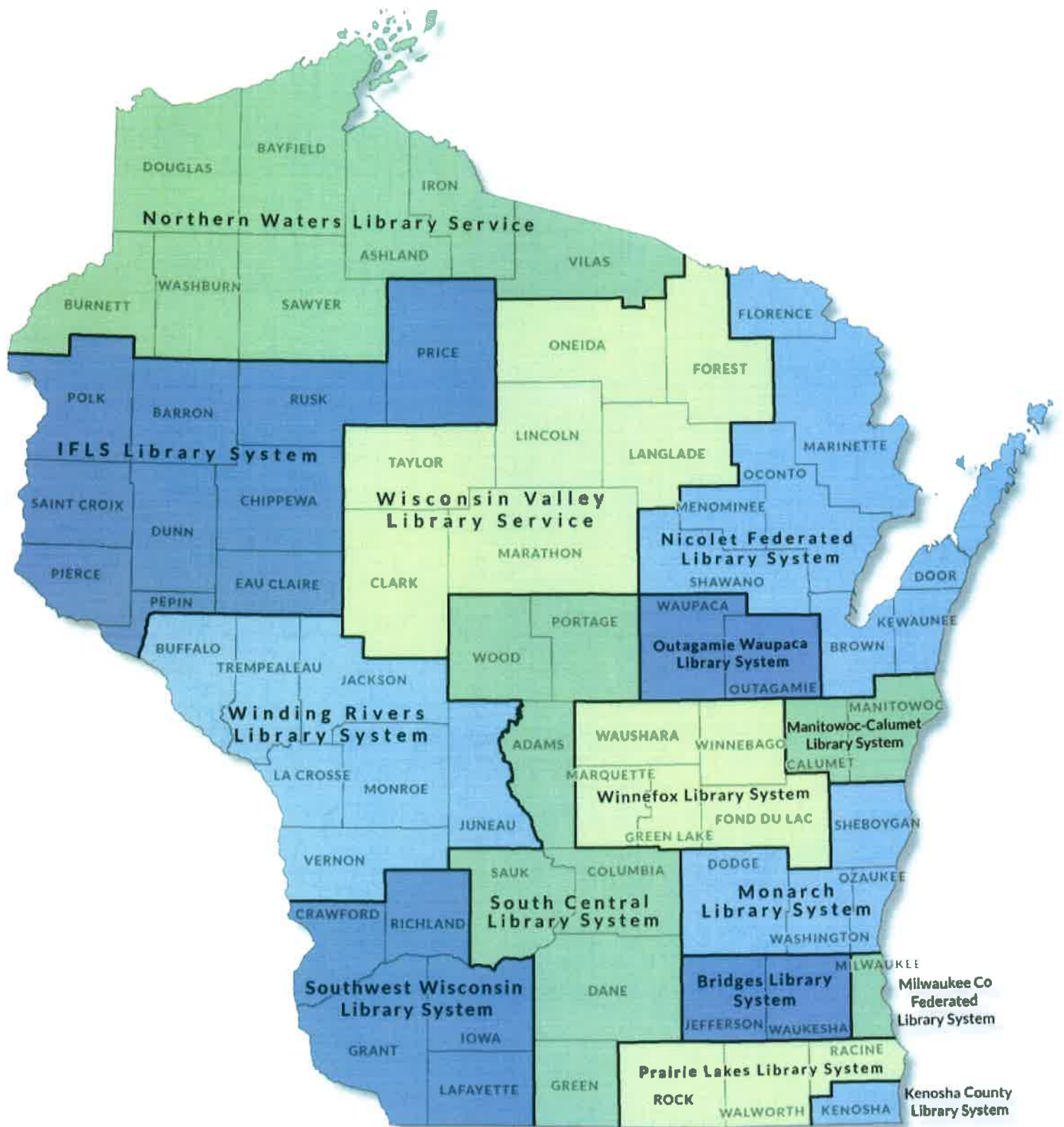
1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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**2023****2022-2023**

MO.	2019	2020	2021	2022	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	18,543	17,549	11,232	17,665	10,869	3,605	3,598	18,072	2.30%
FEB	17,376	16,865	11,241	16,644				0	-100.00%
MAR	19,787	12,295	14,070	18,440				0	-100.00%
APR	18,114	3,419	11,899	17,721				0	-100.00%
MAY	16,204	5,464	12,363	16,012				0	-100.00%
JUN	18,919	6,062	16,371	18,553				0	-100.00%
JUL	20,296	8,941	17,776	18,278				0	-100.00%
AUG	18,835	11,848	17,389	19,112				0	-100.00%
SEP	15,767	11,029	15,337	16,010				0	-100.00%
OCT	16,684	11,652	16,052	16,050				0	-100.00%
NOV	16,321	11,205	14,952	15,972				0	-100.00%
DEC	15,806	10,939	14,282	15,445				0	-100.00%
TOTAL	212,652	127,268	172,964	205,902	10,869	3,605	3,598	18,072	-91.22%
AVG	17,721	10,606	14,414	17,159	10,869	3,605	3,598	18,072	5.32%

COMPUTER USE**2023 COMPUTER LOGINS BY TYPE****2022-23**

MO.	2019	2020	2021	2022	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	2,085	1,966	440	882	286	753	43	1,082	22.68%
FEB	2,228	1,823	800	764				0	-100.00%
MAR	2,549	1,225	838	893				0	-100.00%
APR	2,609	371	1,687	1,104				0	-100.00%
MAY	2,167	257	1,328	596				0	-100.00%
JUN	2,022	248	1,336	756				0	-100.00%
JUL	2,267	248	1,086	721				0	-100.00%
AUG	2,353	322	1,177	956				0	-100.00%
SEP	1,980	372	749	669				0	-100.00%
OCT	2,287	642	1,215	731				0	-100.00%
NOV	1,701	577	1,277	957				0	-100.00%
DEC	1,535	566	948	768				0	-100.00%
TOTAL	25,783	25,783	12,881	9,797	286	753	43	1,082	-88.96%
AVG	2,149	2,149	1,073	816	286	753	43	1,082	32.53%

STOUGHTON PUBLIC LIBRARY STATISTICS, JANUARY 2023

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LOANED THROUGH DELIVERY

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	10,087	8,441	8,985	8,763	8,484	-3.18%
FEB	9,943	6,447	8,737	8,082		-100.00%
MAR	10,517	3,521	11,069	8,866		-100.00%
APR	9,704	147	8,709	7,975		-100.00%
MAY	9,439	537	8,359	7,468		-100.00%
JUN	9,246	1,687	8,151	7,563		-100.00%
JUL	9,499	3,724	8,076	7,647		-100.00%
AUG	9,450	4,169	8,012	8,267		-100.00%
SEP	9,444	3,945	8,080	7,695		-100.00%
OCT	9,981	5,759	7,885	8,003		-100.00%
NOV	9,335	7,354	7,804	7,992		-100.00%
DEC	6,310	8,886	8,033	7,298		-100.00%
TOTAL	112,955	54,617	101,900	95,619	8,484	-91.13%
AVG	9,413	4,551	8,492	7,968	8,484	6.47%

BORROWED THROUGH DELIVERY

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	7,511	4,934	5,543	5,756	5,632	-2.15%
FEB	6,914	4,533	5,741	5,121		-100.00%
MAR	7,574	2,422	6,887	5,701		-100.00%
APR	6,880	10	5,953	5,452		-100.00%
MAY	6,399	301	5,048	5,031		-100.00%
JUN	6,423	1,082	5,153	5,290		-100.00%
JUL	7,123	2,482	4,963	4,819		-100.00%
AUG	6,370	4,097	5,148	4,897		-100.00%
SEP	6,055	3,659	5,440	4,569		-100.00%
OCT	6,152	4,148	5,254	4,519		-100.00%
NOV	5,783	4,659	4,925	4,541		-100.00%
DEC	4,430	5,302	5,104	4,469		-100.00%
TOTAL	77,614	37,629	65,159	60,165	5,632	-90.64%
AVG	6,468	3,136	5,430	5,014	5,632	12.33%

WIRELESS USE

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	14,971	12,924	920	1,341	1,830	36.47%
FEB	15,722	14,614	875	1,269		-100.00%
MAR	16,906	8,647	1,003	1,643		-100.00%
APR	16,657	1,913	1,033	1,711		-100.00%
MAY	18,846	2,596	1,378	2,170		-100.00%
JUN	27,822	2,712	1,286	1,775		-100.00%
JUL	15,712	1,026	1,412	1,917		-100.00%
AUG	14,467	804	1,253	2,138		-100.00%
SEP	14,772	975	1,312	2,243		-100.00%
OCT	15,621	890	1,677	2,231		-100.00%
NOV	13,542	987	1,499	1,961		-100.00%
DEC	13,166	1,136	1,545	1,801		-100.00%
TOTAL	198,204	49,224	15,193	22,200	1,830	-91.76%
AVG	16,517	4,102	1,266	1,850	1,830	-1.08%

DOOR COUNT

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,224	9,428	0	5,425	7,504	38.32%
FEB	8,876	9,248	0	5,826		-100.00%
MAR	10,582	5,086	0	6,385		-100.00%
APR	10,221	0	0	6,482		-100.00%
MAY	10,472	0	1,462	8,119		-100.00%
JUN	11,347	0	4,155	7,296		-100.00%
JUL	11,734	0	5,158	7,301		-100.00%
AUG	10,884	0	4,809	7,900		-100.00%
SEP	10,067	0	4,915	7,135		-100.00%
OCT	10,661	0	6,061	7,696		-100.00%
NOV	8,978	0	5,620	7,126		-100.00%
DEC	8,918	0	5,280	6,188		-100.00%
TOTAL	121,964	23,762	37,460	82,879	7,504	-90.95%
AVG	10,164	1,980	3,122	6,907	7,504	8.65%

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

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS

MO.	2019	2020	2021	2022	2023	%TOTAL
JAN	10,305	9,767	0	8,190	9,342	64.54%
FEB	10,960	8,903	0	8,181		
MAR	10,497	6,581	0	9,086		
APR	9,903	0	0	8,378		
MAY	8,974	0	1,146	7,100		
JUN	10,701	0	6,690	9,544		
JUL	11,945	0	7,053	9,276		
AUG	10,854	0	6,585	9,707		
SEP	8,934	0	7,210	7,646		
OCT	9,380	0	7,254	7,424		
NOV	9,396	0	7,417	7,912		
DEC	7,621	0	7,176	6,908		
TOTAL	119,470	25,251	50,531	99,352	9,342	
AVG	9,956	2,104	4,211	8,279	9,342	

WEBSITE PAGEVIEWS

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,172	8,665	3,984	4,695	4,486	-4.45%
FEB	8,379	7,613	3,952	3,751		-100.00%
MAR	8,814	6,859	4,998	3,968		-100.00%
APR	8,036	5,865	4,701	4,268		-100.00%
MAY	8,607	7,089	4,092	4,008		-100.00%
JUN	7,588	7,455	4,818	3,954		-100.00%
JUL	7,627	7,459	4,206	4,768		-100.00%
AUG	7,683	7,620	3,936	3,915		-100.00%
SEP	7,121	6,180	3,448	3,501		-100.00%
OCT	7,545	7,858	3,471	3,342		-100.00%
NOV	7,254	6,349	3,457	3,609		-100.00%
DEC	6,992	8,174	3,519	3,352		-100.00%
TOTAL	94,818	87,186	48,582	47,131		-100.00%
AVG	7,902	7,266	4,049	3,928		-100.00%

Programming Statistics
for January 2023

Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
1/3/2022	Carnegie Room	Graphic Novel Book Club (MO)		4			
1/5/2023	Carnegie Room	Teen Advisory Board (CS)			24		
1/6/2022	Carnegie Room	Indoor Play Time (MO)	44				
1/6/2023	Kegonsa Elementary	Outreach: Winter Reading Challenge		150			
1/7/2023	Online Live	LSC: Namina Fornia			0		
1/8/2023	Stoughton Yoga	Yoga Sundays				14	
1/9/2022	Carnegie Room	Story Time (MO)	9				
1/9/2023	Gingerbread House	Outreach: Story Time (MO)	20				
1/9/2023	Gingerbread House	Outreach: Story Time (MO)	15				
1/10/2022	Carnegie Room	Baby Story Time (DF)	20				
1/11/2022	Carnegie Room	Pokemon Club (MO)		20			
1/12/2022	Carnegie Room	Story Time (MO)	22				
1/12/2023	Carnegie Room	Teen Theater Games (CS)			19		
1/13/2023	Kegonsa Elementary	Outreach: Winter Reading Challenge		150			
1/13/2023	Online Asynchronous	Jan views of Stoughton Christmas				8	
1/14/2023	Carnegie Room	Adult Creative Writing				4	
1/17/2022	Carnegie Room	Baby Story Time (DF)	27				
1/17/2023	Online Live	LSC: Dana White				24	
1/18/2023	Learning Tree	Outreach ST (MO)	14				
1/19/2022	Carnegie Room	Story Time (MO)	20				
1/19/2023	Carnegie Room	Tween Gaming (MO, CS)			24		
1/20/2023	Kegonsa Elementary	Outreach: Winter Reading Challenge		150			
1/20/2022	Carnegie Room	Indoor Play Time (MO)	36				
1/23/2022	Carnegie Room	Story Time (MO)	14				
1/24/2022	Carnegie Room	Baby Story Time (DF)	21				
1/24/2023	Carnegie Room	Page Turners (CS)				6	
1/25/2023	Senior Center	Page Turners Outreach (CS)				5	
1/25/2022	Carnegie Room	Crafty Kids: Paper Lanterns (MO)		23			
1/27/2023	Kegonsa Elementary	Outreach: Winter Reading Challenge		150			
1/27/2023	Carnegie Room	Libby Basics (AB)				5	
1/27/2023	Fox Prairie Elementary	Outreach ST at Family Fun Night (MO)		50			
1/30/2022	Carnegie Room	Story Time (MO)	25				
1/31/2023	Carnegie Room	Baby Story Time (DF)	16				
1/31/2023	Online Live	LSC: Randall Munroe				9	
1/31/2023	Fox Prairie Elementary	Outreach: World Read Aloud Day (MO)		25			

Programming Statistics
for January 2023

1/31/2022	Carnegie Room	Hour of Code (MO)		7		
1/31/2023	Carnegie Room/Zoo	Intro to Genealogy (Dana Kelly, AB)			20	
1/31/2023	Online Asynchronous	Views of LSC past presentations			359	
1/31/2023	Live in-person	One on one assistance (Libby, Kanopy,			0	
			303	729	67	454
						0

		January Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
1/31/2023	CH	Winter Reading Program 0-5	31				
1/31/2023	CH	Winter Reading Program 6-11		120			
1/31/2023	AD	Winter Reading Program Teen			46		
1/31/2023	AD	Winter Reading Program Adult				41	
1/31/2023	2nd floor	All ages sticker mural					30
			31	120	46	41	30

Director's Report

February 15, 2023



Library news:

- I attended the virtual meeting of South Central Library System's Administrative Council on January 19 at which I was elected to chair the committee for the year. Topics included: the local-holds-first pilot project and upcoming vote by the Integrated Library System (ILS) Committee; SCLS's ongoing move to their new headquarters on the northeast side of Madison; and issues of cybersecurity as they relate to the Technology Services Agreement between SCLS and its member libraries.
- I again spent a significant amount of time lining up vendors for the project to create an outdoor programming space on the empty lot at 216 E Jefferson. Last month, we hired a surveyor to determine the precise lot lines on the property, and this month I accepted bids for concrete work and the electrical service.
- We held two Chimera self-defense and assertiveness training sessions for staff on January 26. Modified open hours that day, approved by the Board last year, allowed us to offer a morning and evening session on the same day so nearly every staff member could attend, including our part-time staff, many of whom are high school students. Staff learned many practical tools relating to personal safety, situational awareness, and de-escalation, and reported feeling empowered by the workshops.
- I spent some time this month on continuing education webinars, as my public library certification is set to expire in May of 2024. As you may know, Grade 1 public library certification requires 100 hours of continuing education over 5 years. At least 10 of those hours must be related to technology. This month I attended the following webinars, all of which were part of Tech Days, an annual virtual conference presented by Wisconsin's sixteen public library systems:
 - "What's on the Technology Horizon for 2023?"
 - "Overcoming the Email Avalanche: Three Steps to an Empty Inbox"
 - "Digital First: All Library Planning Starts with Digital"
 - "Canva for Teachers and Librarians"
- This year's **Wisconsin Library Association Library Legislative Day** was held on Tuesday, February 7, at Madison's Central Library and the State Capitol. (As in past years, my contribution to the event was scheduling the 132 appointments that day: 99 representatives in the Assembly and 33

Senators). I met that day with four legislators—two that represent Stoughton and two that represent my home district in Sun Prairie: Senators Melissa Agard (Madison) and Mark Spreitzer (Beloit); and Representatives Jenna Jacobson



(Oregon) and Melissa Ratcliff (Cottage Grove). We had great conversations about the importance of public libraries in our communities; all four legislators support increasing state aid to library systems in the upcoming biennial budget. And two of them—Senator Agard and Representative Jacobson—were familiar with our library from past visits. Both asked if we still had a TARDIS in our library!

- I completed the 2022 Annual Report for the Department of Public Instruction around the beginning of February. A big thank you to Sarah Monette, Amanda, and Mary for helping me collect all the data I needed for the report. I will give a brief presentation on the report at our meeting this month. Approval of the 2022 report, along with the statement concerning public library effectiveness, will be an action item at this month's meeting.
- I submitted our 2023 Grant Application to the Bryant Foundation last month. Their executive board will consider our application at the next meeting, and we should hear something in the next month or two. (You will recall that I met with members of the Bryant board earlier last month to discuss our application.)
- On February 13, electricians are scheduled to convert the ceiling fixtures on our Mezzanine level from fluorescent to LED. The fluorescent bulbs have been slowly burning out, and many of the clips that hold the bulbs in place are broken or missing. I have been working with city Maintenance Specialist Martin Briggs on this project for some time.
- The City of Stoughton's Planning Commission is scheduled to review our permit application for improvements to 216 E Jefferson at their meeting on February 13. According to Assistant City Planner Michael Stacey, the approval process should be straightforward.

Stoughton Area Community Foundation Fund Report

The report for the period Jan 1 – Jan 27 shows an increase in value of \$781.46 to the account because of market conditions. The overall value of the account as of Jan 27 is \$24,270.82.

Youth Services (from Mary Ostrander)

- Mary resumed monthly story times at Head Start this month.
- Youth Services staff is working on Spring Break Programming, including a Bluey Story Time and a showing of the movie “Sonic the Hedgehog.”
- Children’s staff are already planning for this year’s Summer Reading Program, where the theme will be “All Together Now,” with a focus on kindness, friendship, and unity.
- Jane is working on starting a new collection of busy bags for school-aged kids. (Busy bags are kits containing books, toys, and games, all related to a particular theme or topic. Until recently, our busy bags have been geared primarily to younger children.
- Mary hosted a group of homeschool families for a session on basic library searching skills earlier this month.
- Kids and Parents had a great time decorating paper lanterns at Crafty Kids on January 25.
- Mary attended the Fox Prairie Family Fun night on January 27 and presented two story times for families.
- Huge shout out to Jane and Diane who staff the children’s service desk a good portion of the time. They were busy this month with the Winter Reading Challenge! In-Library Winter Reading Challenge Stats:
 - 151 Kids ages 0-10 registered
 - 145 Kids earned at least one book
 - 87 Kids earned two books
- Mary gave away 130 books at Kegonsa Elementary during her weekly visits to promote the Winter Reading Challenge.
- Mary read to a 2nd grade class at Fox Prairie on January 31 for **World Read Aloud Day**.
- Mary is working with Cathy Gargano and Kerri Kellerman at Sandhill Elementary to schedule a visit a visit to the school sometime in March.



- From Kristin at Kegonsa Elementary: *“Hey Mary! I got a message from a Kegonsa parent, and got permission to share it with you.”* The parent wrote: *“When there’s not great snow to make a snowman, you improvise!! Chloe loved doing this. She completed all of her boxes this past weekend! Thanks for the ‘push’ to do fun activities!”* (The Winter Reading Program asked kids to do fun activities at home to check off boxes on their sheets. One was “Build a marshmallow snowman”)



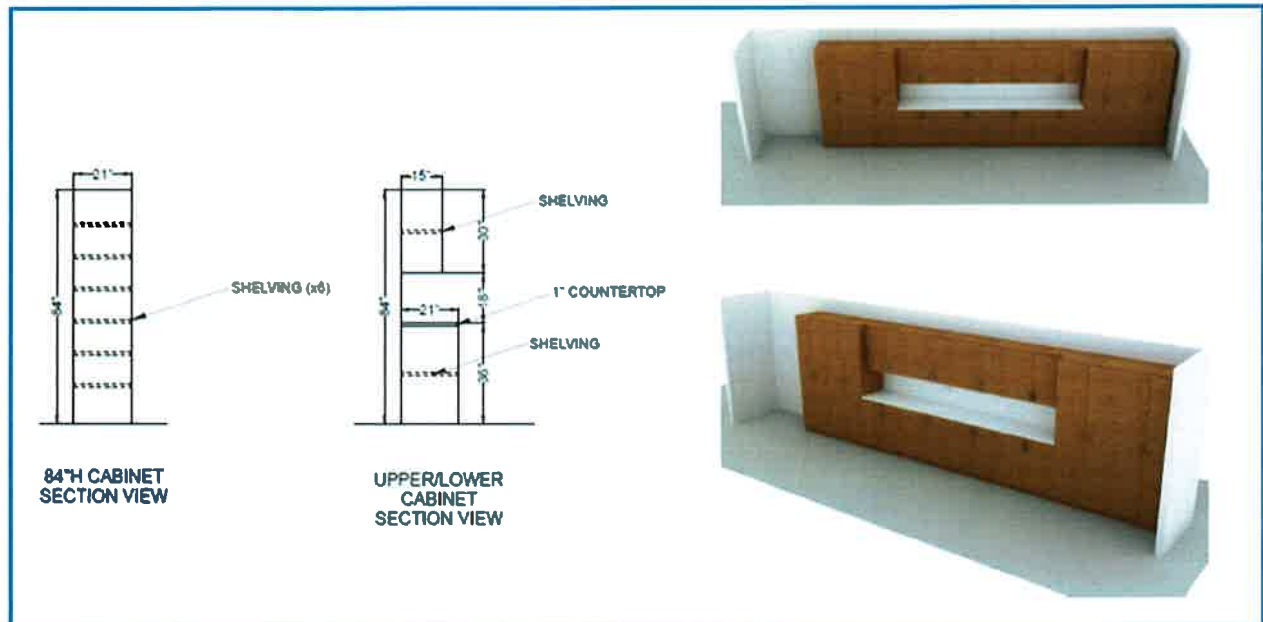
- Pictured below: Four of the **Kegonsa Elementary Winter Reading Challenge Grand Prize winners!**



Tech Services & Technology News (from Sarah Bukrey)

- Sarah, Zi Wei and Robin met with Heidi Oliverson from SCLS for a training on using the radio frequency identification (RFID) tagging machine. Our department has developed a procedure for fitting all new items with RFID tags when the items are processed. Sarah worked with volunteers to weed the adult fiction section in preparation of starting to tag the collection in stages. Adult fiction books with older, 3-letter call numbers are being pulled, evaluated for condition, and relabeled and tagged at the same time. We are currently part way through the D’s and have handled almost 300 books. Technical Services is also developing a plan for tagging the rest of the library’s collection, which will take some time.
- The large print fiction large-type relabeling project continues as time allows. Zi Wei has taken the lead on this initiative.
- Many more books are starting to arrive after the early January lull. We are busy ordering, linking and processing new items. 598 items were added in January.

- Craft Club for February with Sarah and Amy had a record 26 people. We used our new online registration platform, Evanced, to register patrons for the program. There were some bumps in the road, but we really like the way waitlisted people can move seamlessly on to the main list when spots open up, and how patrons can cancel their own registration.
- Sarah worked with Maryanne from Emmons Business Interiors to order and select finishes for the **new cabinets in the Carnegie room**. (This project is part of the library's 2023 Capital Improvement Project budget.) Installation is expected in late-March or early-April.



- Sarah and Mary are working on the tree canopy project to be installed over the children's desk as time allows.

Circulation Services (from Robin Behringer)

- On January 24, Robin attended an radio frequency identification (RFID) training session with the Technical Services department and Heidi Oliverson from SCLS. Sarah B. will keep Robin and the Circulation department in the loop regarding progress on the RFID tagging project.
- Most of the Circulation and Shelving staff attended the Chimera training session on January 26.
- After a weather-impacted holiday season, Circulation has returned to relatively normal workloads, though we have seen an increase in the number of incoming delivery materials. Staff have easily handled this increase in volume.

Adult & Teen Services (from Amanda Bosky)

- Our January Winter Reading Program was a success, with 46 teens and 41 adults participating. Teens received free books, and adults and teens both received entry slips for grand prizes of gift certificates to a local business of their choice. Teen Services Assistant Cynthia Schlegel also had fun weekly giveaways and stickers for anyone who recommended a book, all themed around the character Wednesday Addams who is very popular at the moment.
- Adult Services Assistant Amy Hynek attended two virtual sessions of the Wild Wisconsin Winter Web conference: “Reading From the Ears Up: Appeal of the audiobook” and “Nonfiction Readers' Advisory.”
- Cynthia’s teen programs included: Teen Drama and Theater Games in collaboration with Kelsey Cameron of the Stoughton Youth Players; Tween Gaming with Children’s Librarian Mary Ostrander; and a Teen Advisory Board meeting.
- Adult Services Librarian Amanda Bosky and Mary attended a School Library Media Specialist meeting on January 23 to better get to know our Stoughton Area School District colleagues and facilitate collaboration.
- Staff participated in Chimera Self-Defense and Assertiveness Training on Thursday, January 26. We appreciated being able to ask questions, role-play scenarios at our service desks, and talk openly and honestly about safety concerns.
- Amanda taught a session on **Libby downloadable eBook and audiobook** basics on January 27. Despite the snowy weather, five people attended and left knowing how to place holds and access books on their smartphones or tablets.
- Amanda and Library Director Jim Ramsey met with a new volunteer, Lily Roebke of the Greater Madison Society of Human Resource Managers, who will begin offering job seeking assistance on Tuesday nights at the library beginning in March. We are excited to have a volunteer who can offer one-on-one support for people filling out job applications, formatting their resumes, or conducting job searches. Many thanks to Mark Jochem, Workforce Development Consultant for the South Central Library System, for connecting us with Lily.



- Cynthia attended training on how to run Dungeons and Dragons campaigns in library programs. Amanda, Mary and Cynthia are excited to coordinate in the future to offer D&D programs for adults, teens, and children/families. We will likely pursue some partnerships with local game stores Gemini Games and Flipped Table Games as part of these programs.
- We are pleased to partner with Dana Kelly from the Naeseth Library to offer two **genealogy programs for adults**. On January 31, 20 people attended the first session on basic genealogy. In March, Dana will return for a Norwegian genealogy session.
- On February 7, we offered a Zoom session on Dispelling Money Fog from financial planner Caroline Oldershaw. 10 people attended and learned practical tips and tools for managing finances.



Looking Back from *The Stoughton Hub* from **February 20, 1930**

May Reserve or Renew Library Books by Phone

The telephone at the public library is an important factor in the service which the library renders the public. In a few moments conversation over the telephone, books may be reserved or renewed; or any information concerning the library may be secured. Telephone in your reference questions. The librarian is always glad to assist the patron in this manner.



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, February 7, at 6:30 p.m.

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

MINUTES

Present: Teri LeSage, Jean Ligocki, Siri Vienneau

Also Present: Library Director Jim Ramsey

Absent (excused): Sharon Meilahn Bartlett

1. Meeting called to order by consensus at 6:34 PM
2. **Review of Agenda** - Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of January 3, 2023 * (enclosure)** – Ligocki noticed a typo in the word “Policies” on the draft minutes. Ramsey said he would correct. Minutes of January 3, 2023, approved as corrected by consensus.
4. **Discussion and revision of 2023 Board Goals submitted by standing committees (enclosure)** – Ramsey presented. Three of the goals were reviewed at last month’s meeting: Planning, Finance, and Policies. Only the goal of the Personnel Committee is new. Ramsey offered that he would format the document prior to presenting it to the Library Board at the February 15 meeting.

Ligocki suggested the dates in the Personnel Committee Goal be changed to Jan 1 through June **30** and **Jul 1** through Dec 31 to evenly split the year in two six-month halves. Committee agreed by consensus. Ligocki praised the process for formulating this year’s goals.

5. **Discussion of assignments and next steps in revising Library Strategic Plan (enclosure)** – Ramsey presented and asked for comments and suggestions. Ligocki said she was satisfied with the sections and the way the document flowed from one section to the next. She suggested the committee continue to work on the Implementation and Communication section. Ligocki further suggested that the mention of the City’s DEI taskforce in the second paragraph of the introduction be updated to

include the fact that the taskforce has disbanded and project manager has been hired to guide city DEI efforts.

LeSage asked if the committee should consider including an invitation to the community to engage with the Board on the strategic plan—for example, by attending the monthly public Board meetings. Ramsey replied that the logical place for this would be in the Implementation and Communication section. Ramsey further described his process in revising the plan and asked for additional feedback from committee members.

6. **Schedule next meeting** – Next meeting is scheduled for Tuesday, March 7, at 6:30 PM via Zoom.

7. Meeting adjourned by consensus at 6:59 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 ~ 2023 Budget - AMENDED



Line	Personnel	Notes	2018	2019	2020	2021	2022	2023	2023 vs. 2022
	Budget								
110	SALARIES	4% COLA	\$81,968	\$74,888	\$78,563	\$80,133	\$86,916	\$90,227	\$3,311
120	WAGES	4% COLA +\$6,107 MIRA	\$366,502	\$386,935	\$396,057	\$398,651	\$413,759	\$433,644	\$19,885
127	WAGES-PART TIME	4% COLA +\$2,120 MIRA	\$47,481	\$65,824	\$70,006	\$70,701	\$75,821	\$77,147	\$1,326
128	SEASON/TEMPORARY (Sundays)	4% COLA	\$9,589	\$8,500	\$8,500	\$8,500	\$8,500	\$8,840	\$340
129	LONGEVITY	separated for first time this year						\$7,600	
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$66,447	\$72,012	\$71,359	\$72,684	\$73,926	\$76,950	\$3,024
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$74,359	\$66,801	\$84,184	\$94,783	\$106,048	\$121,988	\$15,940
									\$0
	Operations								\$0
210	TELEPHONE	moved to IT in 2020	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$400	\$400	\$500	\$500	\$500	\$1,000	\$500
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$0
216	OUTSIDE SERVICES - OTHER		\$500	\$500	\$500	\$500	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$300	\$300	\$300	\$0
220	ELECTRICITY		\$19,000	\$19,000	\$19,000	\$19,600	\$19,600	\$21,000	\$1,400
221	HEAT		\$6,500	\$6,500	\$5,500	\$5,500	\$5,500	\$6,000	\$500
240	EQUIPMENT MAINTENANCE	increase from 2nd floor copier added in '19	\$1,000	\$1,500	\$1,900	\$1,900	\$1,900	\$2,800	\$900
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
289	TECHNOLOGY SERVICES	1.5% increase in SCLS Tech & ILS fees	\$48,900	\$48,850	\$49,550	\$50,500	\$53,600	\$56,000	\$2,400
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$500	\$500	\$0
313	PROGRAMS/PUBLICITY		\$3,500	\$4,000	\$4,000	\$4,000	\$4,500	\$4,500	\$0
320	DUES		\$400	\$400	\$600	\$600	\$600	\$600	\$0
326	PERIODICALS		\$5,800	\$5,600	\$5,400	\$4,900	\$5,200	\$5,400	\$200
327	E-RESOURCES (eBooks & databases)	\$2,000 from Audio Visual line	\$7,600	\$8,198	\$8,500	\$8,700	\$9,700	\$12,000	\$2,300
328	AUDIO VISUAL	reduce DVD exp. For Kanopy	\$10,700	\$10,700	\$11,300	\$15,000	\$11,000	\$9,000	-\$2,000
329	BOOKS		\$44,300	\$44,600	\$45,700	\$50,000	\$50,000	\$50,000	\$0
340	OFFICE SUPPLIES	account for increased costs ~10%	\$3,600	\$3,800	\$4,500	\$4,500	\$4,500	\$5,000	\$500
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$200	\$200	\$0
342	SPECIALIZED LIBRARY SUPPLIES	account for increased costs ~10% & RFID	\$4,600	\$4,800	\$4,800	\$4,800	\$4,800	\$6,000	\$1,200
810	CAPITAL OUTLAY		\$2,380	\$7,100	\$1,000	\$0	\$0	\$0	\$0
820	EQUIPMENT REPLACEMENT - Comp	moved to CIP in 2021	\$5,000	\$5,000	\$6,000	\$0	\$0	\$0	\$0
	Total		\$823,126	\$858,508	\$889,019	\$908,052	\$948,170	\$1,007,496	\$59,326



Projected Library Revenue for 2023

Budgeted revenue for 2016-2023

	2018	2019	2020	2021	2022	2023
DANE COUNTY SERVICE FEES	\$213,167	\$220,254	\$229,696	\$249,429	\$249,429	\$249,910.00
OTHER COUNTIES SERVICE FEES	\$9,107	\$8,041	\$10,090	\$15,848.39	\$15,952	\$14,979
MISC. GENERAL REVENUE						\$1,000.00
FINES	\$23,000	\$22,000	\$21,000.00	\$7,000	\$6,000	\$4,000
COPY MACH. & PRINTS	\$4,500	\$4,700	\$4,700	\$3,700	\$3,700	\$2,500
INTEREST - LIBRARY						
TRANSFER IN - GENERAL FUND	\$571,577	\$593,813	\$623,000	\$632,350.00	\$646,350	\$735,107
SURPLUS used as carryover		\$10,000			\$ 26,740.00	
	\$821,351	\$858,808	\$888,486	\$908,327	\$948,171	\$1,007,496.00

* Amended 01-24-23 to add \$8,227 for market rate adjustments

MATERIALS EXPENDITURES \$76,400

Dane County standards require \$70,621.



I. GENERAL INFORMATION

1. Name of Library Stoughton Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name James	3b. Head Librarian Last Name Ramsey	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 05/31/2024	
6a. Street Address 304 S. 4th St.	6b. Mailing Address or PO Box 304 S. 4th St.	7. City / Village / Town Stoughton	8a. ZIP 53589	8b. ZIP4 2101	9. County Dane
10. Library Phone Number 6088736281	11. Fax Number (608)873-0108	12. Library E-mail Address of Director jramsey@stolib.org			
13. Library Website URL stoughtonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 16,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number SC4ADY67KNQ5	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	68	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	64	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,480	0	0

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	No
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	No
Outside Service During COVID-19	No
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	69,556	5,481
2. Electronic Books <i>E-books</i>	173,351	
3. Audio Materials	4,803	253
4. Electronic Audio Materials <i>Downloadable</i>	71,196	
5. Video Materials	10,468	376
6. Electronic Video Materials <i>Downloadable</i>	4,581	
7. Other Materials Owned <i>Describe</i> Kits, die cuts, projector, bike locks, vertical files, board/card games, musical instruments, etc.	446	
8a. Electronic Collections <i>Locally Owned or Leased</i>	5	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	115	

III. LIBRARY SERVICES

1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		b. Items Received <i>Received from</i>	
a. Total Circulation	b. Children's Materials		1,462	a. Items Loaned <i>Provided to</i>			60,362	
159,258	69,683			95,619				
Method for Counting ILL Transactions Total ILL Transactions								
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)								
WISCAT								
Other (includes OCLC, manual tracking or other methods)								
3. Number of Registered Users		d. Overdue Fines		4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count	
5,358	2,469	7,827	No	Survey Week(s)	14,040	Actual Count	82,879	
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method		d. Annual Count	a. Method	b. Annual Count		
12	8	Actual Count		9,797	Actual Count	187,276		
8. Website Visits	9. Electronic Collection Retrieval		c. Statewide		d. Total			
47,114	a. Local	b. Other	226		7,981			
	6,444	1,311						
10. Uses of Electronic Materials by Users of Your Library								
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials			
19,306	19,131	4,587	43,024		2,659			

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)						
	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	101	86	34	92	16	329
Total Attendance	2,062	2,459	477	993	1,670	7,661

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	87	54	29	78	16
Total Attendance	1,933	2,000	431	784	1,670
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	165		99		264
Total Attendance	2,867		3,951		6,818

11i. Describe the library's in-person programs: Though we held a few in-person events in the latter half of 2021, this year marked our full-fledged return to in-person programming. Highlights included free book giveaways during Viking Lunches, a free lunch program for low-income students; a new partnership with Heartland Farm Sanctuary for a tour and children's story time; a new partnership with Nakiras World; growth of the Teen Advisory

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	14	32	5	14	0	65
Total Live Virtual Attendance	129	459	46	209	0	843
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	897	0	897

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook Live, Zoom, Breakout EDU, Jackbox Games, Library Speakers' Consortium.

12h. Describe the library's live, virtual programs: Though we returned to in-person programming this year, virtual programs will continue to have a place in our library services repertoire. During the first half of 2022 in particular, we continued to rely heavily on virtual programs to remain connected with our patrons, from story time preschoolers through adult lifelong learners. Highlights included virtual escape rooms for children and teens; a

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	2	2
Total Pre-Recorded Program Views	0	0	0	0	67	67

13g. Which platforms does the library use to host the library's pre-recorded programs: Facebook

13h. Describe the library's pre-recorded programs: We mostly moved away from pre-recorded online programs in 2022, offering two yoga videos in collaboration with Stoughton Yoga.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	ZIP+4
PRESIDENT			
1. Amy	Ketterer	oughton	53589
2. Elise	Balzer	oughton	53589
3. Dayna	Verstegen	oughton	53589
4. Teri	LeSage	oughton	53589
5. Jean	Ligocki	oughton	53589
6. Kristin	Rosenberg	oughton	53589
7. Ken	Axe	oughton	53589
8. Sharon	Meilahn Bartlett	oughton	53589
9. Erin	Meinholz	oughton	53589
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
No. of Library Board Members Include vacancies in this count			
9			

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations			
\$574,939		\$187,843			
3. Library Collection Expenditures					
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3	
\$78,401	\$14,635	\$16,360	\$177	\$109,573	
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.					
Provider		Amount		Provider	Amount
SCLS Technology and ILS Fees		\$47,234			
				Subtotal 4	\$47,234
5. Other Operating Expenditures					\$74,963
6. Total Operating Expenditures Add 1 through 5					\$994,552
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?					\$581

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income			
<i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Children's Area Remodel, Replacement of Computers, EZScan station	\$39,980	\$39,718
d. County		\$0	\$0
e. Other	Children's Area Remodel, Carnegie Room AV upgrade	\$44,220	\$32,093
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$84,200	\$71,811

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$287,509

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$86,757	40.00				
Adult Services Librarian	MLS (ALA)	\$63,170	40.00				
Youth Services Librarian	MLS (ALA)	\$57,907	40.00				
Technical Services Supervisor	Other	\$49,670	40.00				
Circulation Supervisor	Other	\$34,585	30.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant II	Other	\$102,101	90.00	Substitutes	Other	\$18,592	27.00
Library Assistant I	Other	\$77,511	80.00	Intern - Adult/Teen Services	Other	\$2,623	8.00
Shelvers	Other	\$36,085	67.00				
Administrative Assistant	Other	\$17,344	18.00				
Custodian	Other	\$23,647	25.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
3.00	0.00	3.00	9.63	12.63	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			61,031
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County		7,992	45,883
3. Circulation to Nonresidents Living in Another County in the Library System		717	158
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		3,458	2,812
5. Circulation to All Other Wisconsin Residents		11	6. Circulation to Persons from Out of the State
		0	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	
Actual		No	
		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
		No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Columbia		52	
b. Dodge		0	
c. Green		106	
d. Iowa		8	
e. Jefferson		46	
f. Rock		2,758	
g. Sauk		0	
h.			
i.			
j.			

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes		2. Library type of Internet Connection <i>Mark all that apply</i>		3. Is the library CIPA compliant?	
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes		Yes a. State TEACH line		Yes	
		No b. Other broadband connection Local, cable, telco, community network, etc.			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>					
		a. Children (0-5)		b. Children (6-11)	
				c. Young Adult (12-18)	
Number of Self-Directed Activities		4		9	
Total Self-Directed Activity Participation		374		705	
		d. Adult (19+)		e. General Interest (all ages)	
				f. Total	
Number of Self-Directed Activities		3		18	
Total Self-Directed Activity Participation		188		570	
				2,255	
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.					
a. First Name		b. Last Name		c. Email Address	
Mary		Ostrander		mostrander@stolib.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.					
a. First Name		b. Last Name		c. Email Address	
Amanda		Bosky		abosky@stolib.org	



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Amy Ketterer	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	James Ramsey	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Stoughton Public Library Board of Trustees hereby states that in 2022 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Amy Ketterer	

COMMENTS

SECTION I

Standard total hours per year for this location

Our building was open to the public without restrictions throughout 2022.--2023-01-24

Limited service total hours per year for this location

Our building was open normal, pre-pandemic hours throughout 2022.--2023-01-24

Electronic Library Cards Issued During COVID-19

Online library card registration began during the pandemic closure and has continued now that we have fully reopened.--2023-01-24

External Wi-Fi Access Increased During COVID-19

A wireless access point was added to the outside of our building during 2022, but our building was not closed to the public during the year. The intent of this access point is to provide Wi-Fi coverage to a nearby outdoor programming space.--2023-01-24

SECTION II

3b. Audio Added During Year

Demand for audio recordings on physical media continues to decline.--2023-01-24

6. Electronic Video Materials (downloadable)

Includes streaming video accessed through Kanopy platform.--2023-01-31

As of September 1, 2022, OverDrive Videos were no longer available for download.--2023-01-31

7a. Other Materials Owned

Added video games, board games, and musical instruments. Also includes: Kits, die cuts, digital projector, bike locks, and vertical files--2023-01-24

7b. Other Material Description

Kits, die cuts, projector, bike locks, vertical files, board/card games, musical instruments, and video games--2023-01-24

8a. Electronic Collections (Locally owned or leased)

Ancestry, Consumer Reports, NoveList, Transparent, CreativeBug--2023-01-31

10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)

The number of periodicals available in print continues to decline--2023-01-24

SECTION III

Total Annual Circulation

Roughly 16% increase due to the fact that our building was open to the public the entire year.--2023-01-24

Circulation of Children's Materials

Roughly 20% increase due to the fact that our building was open to the public the entire year.--2023-01-24

Circulation of Other Physical Items (subset of 1a.)

Increase due to the fact that our building was open to the public the entire year, as well as the addition of video games to our collection.--2023-01-24

5b. Library Visits

Unlike 2020 and 2021, our building was open to the public for the entire year in 2022.--2023-01-24

Number of Public Use Computers

Eliminated some seldom-used public internet laptops--2023-01-27

Number of Public Use Computers with Internet Access

Eliminated some seldom-used public internet laptops--2023-01-27

Number of Uses (sessions) of Public Internet Computers

Even with the building open to the public the entire year, use of library computers declined significantly over last year.--2023-01-24

Wireless Internet Uses

The pandemic accelerated the trend away from use of our desktop PCs and towards patrons bringing their own Internet-capable devices. The increase also reflects the fact that our building was open the entire year.--2023-01-25

Local Electronic Collection Retrievals (locally owned or leased)

includes SCLS-provided usage numbers for Ancestry, Consumer Reports, NoveList Plus, and Transparent Language. Also includes usage of CreativeBug. Unsure how to explain decline of ~50%, but it's possible last year's number was recorded incorrectly. Also: last year, Overdrive magazines were included in this number.--2023-01-27

Uses of E-Video by Users of Your Library

Pre-populated with "6". Added total views of streaming video through Kanopy: 4,581.--2023-01-24

Total In-Person Library Programs

Throughout this section, the large increases are the result of our full-fledged return to in-person programming in 2022.--2023-01-25

Total In-Person Program Attendance

Throughout this section, the large increases are the result of our full-fledged return to in-person programming in 2022.--2023-01-25

Total Live Virtual Programs

Decreases throughout this section reflect the return to in-person programming in 2022.--2023-01-25

Total Live Virtual Program Attendance

Decreases throughout this section reflect the return to in-person programming in 2022.--2023-01-25

Total Synchronous Library Programs

Large increase reflects our return to in-person programming this year --2023-01-25

2023 Library Board Goals from Committees



Planning: By July 2023, the Planning Committee will analyze, document, and share at least one way we have made progress towards meeting each of the goals outlined in the Strategic Plan in order to show the community we have listened to their needs and are taking steps to address them.

Note: The example for each goal will identify which marginalized population has been impacted by the progress and explain how.

If the impact is shown to be negative, the report will identify at least one step to correct that by Dec 31, 2023.

Finance: The finance committee will identify at least two possible sources of revenue using local organizations and city structures by June 2023 in order to advance the library's diversity, equity, and inclusion initiatives. Additionally, the finance committee will draft the potential obligation plan for the existing fund balance as it relates to the library's strategic plan and needs.

Policies: The Policies Committee will return to the established schedule for policy review, based on the date last reviewed, using the lens of equity and inclusion (use the Inclusive Services Assessment and Guide checklist from DPI to evaluate). The committee will review approximately 6-8 policies per year. This will avoid policies becoming outdated and/or waiting until there is a problem to review something.

Measure: Is the committee reviewing things on-time according to the established schedule?

Note: The Committee should avoid discussions about grammar/usage and focus discussions on gestalt of policy during committee meetings.

Note: Assign someone from the committee (Dayna has volunteered this round) to do a "grammar check" prior to committee review.

Personnel: The Personnel committee is submitting a library goal pertaining to staff recognition and appreciation. We suggest that the library director honor a timeline that ensures at least two formal demonstrations of recognition and/or appreciation per year across the entire all-staff body:

1 in the first half of the calendar year, between January 1 and June 30.

1 in the second half of the calendar year, between July 1 and December 31.

This allows for additional opportunities for the library board and the library director to exhibit more unplanned, sporadic demonstrations of recognition and/or appreciation as well, should either or both determine to do so. The personnel committee will work with the Library Director to ensure that funds exist in the budget for this biannual plan.