

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, April 19, 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.

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I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda \*

- A. Review/Approval of Minutes of March 15, 2023 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for March 2023 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for April 2023 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation by City of Stoughton Finance Director Dave Erlinger (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: met 04/04/23 (enclosure)
- D. Policies: did not meet

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

XII. Old Business

- A. Update from ad hoc Student Trustee Recruitment Committee
- B. Discussion of 2023-2024 Board officer nominations to be made next month

XIII. New Business

- A. Review of 2022 budget, including Children's Area remodel project (enclosure)
- B. Discussion of 2024 Capital Improvement Projects (enclosure)

XIV. Pending Agenda Items

XV. Adjournment \*

NEXT REGULAR MEETING: May 17, 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  
Kristin Rosenberg, SASD representative  
Dayna Verstegen  
Siri Vienneau, Student Representative

*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 April 19, 2023



**VIII. Board In-Service: Presentation by City of Stoughton Finance Director Dave Ehlinger (enclosure) –** As is typical this time of year, the City Finance Director will review the library's 2022 financials, including expenditures on the Children's Area refresh/remodeling project as well as our current fund balance.

## **XII. Old Business**

- A. Update from ad hoc Student Trustee Recruitment Committee –** I will provide a brief update on recruitment efforts for our 2023-2024 Student Trustee position. The application deadline was April 7.
- B. Discussion of 2023-2024 Board officer nominations to be made next month –** President Ketterer will discuss the need to nominate trustees for the positions of President and Vice-President at the next meeting on May 19.

## **XIII. New Business**

- A. Review of 2022 budget, including Children's Area remodel project (enclosure) –** Following Dave Ehlinger's presentation under item VIII, Board In-Service, I will answer any other questions the Board might have about the 2022 budget. I will also provide greater detail about 2022 expenditures on the Children's Area refresh/remodel and an update on the final phase of the project.
- B. Discussion and possible action regarding proposed changes to Art & Exhibit Display Policy and Exhibit Request and Release webform (enclosure) –** I will provide a list of potential Capital Improvement Project budget items for 2024 and review items from this year. The largest CIP budget item for next year will likely be the replacement of our self-check machines.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, MARCH 15, 2023, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM & VIA  
ZOOM



PRESENT: Ken Axe; Elise Balzer; Teri LeSage; Jean Ligoeki, City Council Representative; Amy Ketterer, President; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Kristin Rosenberg, Stoughton Area School District Representative; Siri Vienneau, Student Trustee  
ABSENT: Dayna Verstegen  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER: 6:33 p.m. by Library Board President Amy Ketterer
- II. REVIEW OF AGENDA. Agenda reviewed and accepted by consensus.
- III. CONSENT AGENDA *Motion to approve: Axe Second. Meinholz Vote: 8-0*
- IV. RECOGNITION OPPORTUNITIES – None.
- V. PUBLIC COMMENT PERIOD – No public comments.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE – None.
- VII. EDUCATION UPDATES. – Meilahn Bartlett shared that May 21 is World Day for Cultural Diversity; a local-to-Stoughton group is having a celebration on May 19 and is inviting the Library to be involved.
- VIII. BOARD IN-SERVICE – Ramsey explained the idea. After some discussion it was enthusiastically agreed to.
- IX. DIRECTOR’S REPORT – Ramsey reported on the updates to the Dane County Library Standards.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet.
  - C. Planning: Ramsey reported that the committee continues to work on the revision of the strategic plan.
  - D. Policies: See items B, C, D, and E under New Business.
- XI. FRIENDS OF THE LIBRARY REPORT – No report this month.
- XII. OLD BUSINESS
  - A. Ketterer reported that Vienneau is interested in serving another term as Student Trustee.
- XIII. NEW BUSINESS
  - A. AUTHORIZATION FOR SOUTH CENTRAL LIBRARY SYSTEM TO BILL ADJACENT COUNTIES FOR LIBRARY SERVICES FOR 2024. – *Motion to authorize SCLS to bill all adjacent counties for library services: Meilahn Bartlett Second: Balzer Vote: 8-0*
  - B. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO ART & EXHIBIT DISPLAY POLICY AND EXHIBIT REQUEST AND RELEASE WEBFORM. – *Motion to approve the proposed changes: Meinholz Second: Axe Vote: 8-0*
  - C. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO COLLECTION DEVELOPMENT POLICY. – *Motion to approve the proposed changes: Ligoeki Second: LeSage Vote: 8-0*

- D. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO COMPUTER & INTERNET USE POLICY. – *Motion to approve the proposed changes: Axe Second: Balzer Vote: 8-0*
- E. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL TO RESCIND LIBRARY ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS POLICY AND LIBRARY SOCIAL MEDIA POLICY IN FAVOR OF RELEVANT CITY OF STOUGHTON POLICIES. – *Motion to approve this proposal: Balzer Second: Rosenberg Vote: 8-0* Balzer asked if staff would have cybersecurity training to enable them to implement the City's policies.
- XIV. PENDING AGENDA ITEMS. None.
- XV. ADJOURNMENT. *Motion to adjourn at 7:15 P.M.: Meilahn Bartlett Second: Meinholz Vote: 8-0.*

Minutes taken by Sarah Monette

User: SARAH  
DB: Stoughton

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 215 - LIBRARY FUND</b>							
Revenues							
Dept 00000 - REVENUE							
215-00000-41110	PROPERTY TAX - OPERATIONS	726,880.00		181,719.99	60,573.33	545,160.01	25.00
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	100.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00		14,980.43	0.00	(14,980.43)	0.00
215-00000-43730	SCLS DIRECT CASH GRANT3	0.00		279.45	0.00	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00		807.01	208.19	3,192.99	20.18
215-00000-46710	LIBRARY FEES	4,000.00		856.23	391.81	1,643.77	34.25
215-00000-46712	COPY MACHINE	2,500.00		0.00	0.00	14,979.00	0.00
215-00000-47301	CHARGES TO DANE COUNTY	14,979.00		0.00	0.00	0.00	0.00
215-00000-47302	CHARGES TO MUNICIPALITIES	0.00		0.00	0.00	0.00	0.00
215-00000-48110	INTEREST INCOME	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
215-00000-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		999,269.00		198,643.11	61,173.33	800,625.89	19.88
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	0.00	0.00	100.00
Total Dept 55110 - LIBRARY		8,227.00		8,227.00	0.00	0.00	100.00
TOTAL REVENUES		1,007,496.00		206,870.11	61,173.33	800,625.89	20.53
Expenditures							
Dept 55100 - COMMUNITY COMMITMENT							
215-55100-50120	WAGES	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							
215-55110-50110	SALARIES	90,227.00		24,159.24	10,411.20	66,067.76	26.78
215-55110-50120	WAGES	431,524.00		111,389.51	48,059.82	320,134.49	25.81
215-55110-50126	OVERTIME	0.00		0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	78,297.00		21,314.62	9,329.02	56,982.38	27.22
215-55110-50128	SEASONAL/TEMPORARY	8,840.00		2,974.20	1,576.04	5,865.80	33.64
215-55110-50129	WAGES - LONGEVITY	7,600.00		0.00	0.00	7,600.00	100.00
215-55110-50151	EMPLOYEE BENEFITS	0.00		5,648.92	0.00	(5,648.92)	0.00
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00		10,906.16	0.00	(10,906.16)	0.00

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE BALANCE	% BGD
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 215 - LIBRARY FUND</b>							
<b>Expenditures</b>							
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	47,161.00	8,438.71	55,599.71	5,084.95	38,722.29	17.89
215-55110-50161	WRS - GENERAL	30,759.00	6,187.59	36,946.59	3,695.26	24,571.41	20.12
215-55110-50163	HEALTH INSURANCE	115,000.00	20,577.90	135,577.90	10,288.95	94,422.10	17.89
215-55110-50164	DENTAL INSURANCE	6,777.00	1,234.42	8,011.42	617.21	5,542.58	18.21
215-55110-50165	LIFE INSURANCE	211.00	198.40	409.40	99.20	12.60	94.03
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	146.80	1,146.80	45.53	853.20	14.68
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	284.19	1,884.19	0.00	1,315.81	17.76
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	0.00	200.00	0.00	200.00	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	300.00	0.00	300.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	21,000.00	2,314.48	23,314.48	1,057.87	18,685.52	11.02
215-55110-50221	UTILITIES-BUILDING 2	6,000.00	2,009.64	8,009.64	887.66	3,990.36	33.49
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00	1,240.41	4,040.41	1,023.03	1,559.59	44.30
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	4,033.70	13,033.70	3,143.04	4,966.30	44.82
215-55110-50289	TECHNOLOGY COSTS	56,000.00	52,386.82	108,386.82	39.00	3,613.18	93.55
215-55110-50300	MISC EXPENSES	500.00	255.34	755.34	16.99	244.66	51.07
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	1,622.61	6,122.61	298.52	2,877.39	36.06
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	75.00	675.00	0.00	525.00	12.50
215-55110-50326	PERIODICALS	5,400.00	3,338.62	8,738.62	0.00	2,061.38	61.83
215-55110-50327	E-RESOURCES	12,000.00	11,834.02	23,834.02	0.00	1,65.98	98.62
215-55110-50328	AUDIO VISUAL	9,000.00	1,558.26	10,558.26	988.77	7,441.74	17.31
215-55110-50329	BOOKS	50,000.00	8,657.61	58,657.61	3,535.67	41,342.39	17.32
215-55110-50340	OPERATING EXPENSES	5,000.00	540.61	5,540.61	235.15	4,459.39	10.81
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	19.96	219.96	0.00	180.04	9.98
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	1,094.89	7,094.89	704.42	4,905.11	18.25
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00	143.94	143.94	100.97	(143.94)	100.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00	515.05	515.05	0.00	(515.05)	100.00
215-55110-50820	CAPITAL- COMPUTERS	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
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>1,007,496.00</b>	<b>305,101.62</b>	<b>1,312,597.62</b>	<b>101,238.27</b>	<b>702,394.38</b>	<b>30.28</b>
<b>TOTAL EXPENDITURES</b>		<b>1,007,496.00</b>	<b>305,101.62</b>	<b>1,312,597.62</b>	<b>101,238.27</b>	<b>702,394.38</b>	<b>30.28</b>
<b>Fund 215 - LIBRARY FUND:</b>							
<b>TOTAL REVENUES</b>		<b>1,007,496.00</b>	<b>206,870.11</b>	<b>1,214,366.11</b>	<b>61,173.33</b>	<b>800,625.89</b>	<b>20.53</b>
<b>TOTAL EXPENDITURES</b>		<b>1,007,496.00</b>	<b>305,101.62</b>	<b>1,312,597.62</b>	<b>101,238.27</b>	<b>702,394.38</b>	<b>30.28</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>(98,231.51)</b>	<b>(100,231.51)</b>	<b>(40,064.94)</b>	<b>98,231.51</b>	<b>100.00</b>

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	(21,820.93)
215-00000-11102	US BANK - CC	4,675.84
215-00000-13070	TAXES RECEIVABLE	76,880.00
<b>Total Assets</b>		<b>49,734.91</b>
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	55,160.01
<b>Total Liabilities</b>		<b>59,564.19</b>
*** Fund Balance ***		
215-00000-39600	FUND BALANCE RESTRICTED	64,392.75
<b>Total Fund Balance</b>		<b>64,392.75</b>
Beginning Fund Balance - 2022		64,392.75
Net of Revenues VS Expenditures - 2022		(15,990.52)
*2022 End FB/2023 Beg FB		18,402.23
Net of Revenues VS Expenditures - Current Year		(98,231.51)
Ending Fund Balance		(19,829.28)
<b>Total Liabilities And Fund Balance</b>		<b>489,734.91</b>

\* Year Not Closed



GL NUMBER	DESCRIPTION	2023		YTD BALANCE 03/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 217 - LIBRARY SPECIAL GIFT FUND							
Revenues							
Dept 00000 - REVENUE							
217-00000-48110	INTEREST INCOME	1,000.00		2,815.34	1,029.27	(1,815.34)	281.53
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		55,110.41	681.42	4,889.59	91.85
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
217-00000-49920	FUND BAL APPLIED - TRANSFERS	0.00		0.00	0.00	0.00	0.00
217-00000-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		50,000.00		57,925.75	1,710.69	(7,925.75)	115.85
Dept 55110 - LIBRARY							
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		0.00		0.00	0.00	0.00	0.00
TOTAL REVENUES		50,000.00		57,925.75	1,710.69	(7,925.75)	115.85
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 55100 - COMMUNITY COMMITMENT							
217-55100-50499	DEPT DEFICIT	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							
217-55110-50499	DEPT DEFICIT	0.00		0.00	0.00	0.00	0.00
217-55110-50500	DESIGNATED	50,000.00		9,637.36	2,057.61	40,362.64	19.27
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		9,637.36	2,057.61	40,362.64	19.27
TOTAL EXPENDITURES		50,000.00		9,637.36	2,057.61	40,362.64	19.27
Fund 217 - LIBRARY SPECIAL GIFT FUND:							
TOTAL REVENUES		50,000.00		57,925.75	1,710.69	(7,925.75)	115.85
TOTAL EXPENDITURES		50,000.00		9,637.36	2,057.61	40,362.64	19.27
NET OF REVENUES & EXPENDITURES		0.00		48,288.39	(346.92)	(48,288.39)	100.00

GL NUMBER	DESCRIPTION	2023	YTD BALANCE		ACTIVITY FOR		AVAILABLE		
			AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL	ABNORMAL	% BDC
	TOTAL REVENUES - ALL FUNDS	1,057,496.00	264,795.86	62,884.02	792,700.14			25.04	
	TOTAL EXPENDITURES - ALL FUNDS	1,057,496.00	314,738.98	103,295.88	742,757.02			29.76	
	NET OF REVENUES & EXPENDITURES	0.00	(49,943.12)	(40,411.86)	49,943.12			100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	110,933.51
217-00000-11102	US BANK - CC	927.15
217-00000-11302	WISC INVESTMENT FUND	202,530.31
<b>Total Assets</b>		<b>314,390.97</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	237,886.44
<b>Total Fund Balance</b>		<b>237,886.44</b>
Beginning Fund Balance - 2022		237,886.44
Net of Revenues VS Expenditures - 2022		(21,783.86)
*2022 End FB/2023 Beg FB		256,102.58
Net of Revenues VS Expenditures - Current Year		48,288.39
Ending Fund Balance		314,390.97
Total Liabilities And Fund Balance		314,390.97

\* Year Not Closed

Stoughton Area Comm Foundation

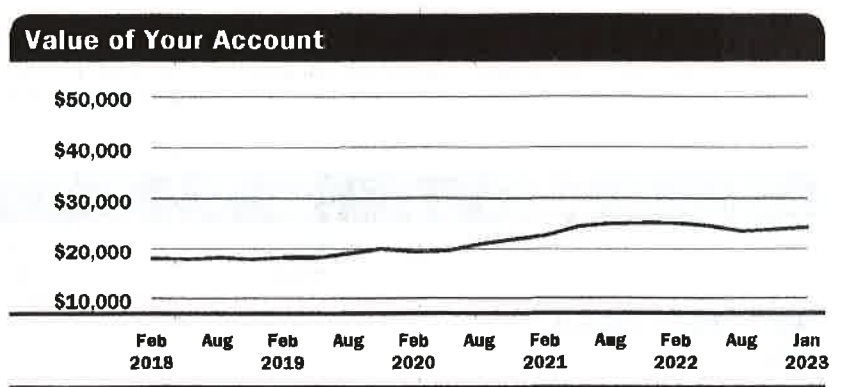
**Consolidating accounts can simplify your life**

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	
<b>\$24,270.82</b>	
<b>1 Month Ago</b>	\$23,489.36
<b>1 Year Ago</b>	\$25,105.01
<b>3 Years Ago</b>	\$20,381.44
<b>5 Years Ago</b>	\$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
<b>Ending Value</b>	<b>\$24,270.82</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://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

### APRIL

MOVED: \_\_\_\_\_

SECONDED: \_\_\_\_\_

VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
03/31/23	04/19/23	50211	Baker & Taylor AD217	fuel surcharge	\$ 4.07
03/31/23	04/19/23	50211	Baker & Taylor AD329	fuel surcharge	\$ 15.64
03/31/23	04/19/23	50211	Baker & Taylor CH329	fuel surcharge	\$ 1.54
04/01/23	04/19/23	50211	Ingram	fuel surcharge	\$ 49.93
03/17/23	CS prepaid CC	50212	GSAFE	GSA 031623 212	\$ 115.00
04/13/23	04/19/23	50212	Schlegel, Cynthia	CS 041323 conf	\$ 204.36
03/06/23	04/19/23	50220	Stoughton Utilities	SU 030623 util	\$ 1,057.87
04/05/23	04/19/23	50221	Alliant Energy	AE 040523	\$ 746.61
03/17/23	04/19/23	50240	Gordon Flesch	GF 031723 copier2	\$ 130.86
04/03/23	04/19/23	50240	Gordon Flesch	GF 040323 copier1	\$ 139.48
02/28/23	JR prepaid CC	50289	Donor Tools	DON 022823 TECH	\$ 39.00
03/10/23	04/19/23	50289	TBS	TBS 031023ePRINTit	\$ 445.00
03/03/23	SB prepaid CC	50313	Amazon	AZ030223PROGCH	\$ 6.95
03/03/23	SB prepaid CC	50313	Amazon	AZ030223PROGCH	\$ 52.89
03/19/23	SB prepaid CC	50313	Amazon	AZ 031723 CC	\$ 39.90
03/19/23	SB prepaid CC	50313	Amazon	AZ 031723 CC	\$ 73.41
03/19/23	SB prepaid CC	50313	Amazon	AZ 031723 CC	\$ 51.25
03/06/23	MO prepaid CC	50313	CSLP	CSLP 030623 SLP	\$ 206.76
03/15/23	MO prepaid CC	50313	Dollar Tree	DT031523PROGCH	\$ 42.50
03/02/23	SB prepaid CC	50313	Walmart	WM 030223 CC	\$ 7.54
03/06/23	MO prepaid CC	50313	Walmart	WM030623PROGCH	\$ 24.38
03/20/23	MO prepaid CC	50313	Walmart	WM032023PROGCH	\$ 42.76
02/26/23	SB prepaid CC	50328	Amazon	AZ 022223 JDVD	\$ 49.92
03/31/23	04/19/23	50328	Baker & Taylor AD328	AD/TE materials	\$ 339.49
04/01/23	04/19/23	50328	Ingram	AD/TE materials	\$ 94.57
03/23/23	04/19/23	50328	Playaway	FA 020723 ABCD	\$ 171.97
03/21/23	SB prepaid CC	50329	Amazon	AZ 032123 AF	\$ 13.48
03/31/23	04/19/23	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,565.02
03/31/23	04/19/23	50329	Baker & Taylor CH329	CH materials	\$ 153.64
04/07/23	04/19/23	50329	Cengage	AD/TE materials	\$ 312.24
04/01/23	04/19/23	50329	Ingram	CH materials	\$ 1,571.31
04/01/23	04/19/23	50329	Ingram	AD/TE materials	\$ 1,662.84
02/28/23	SB prepaid CC	50340	Amazon	AZ 022823 OS	\$ 17.90
02/28/23	SB prepaid CC	50340	Amazon	AZ 022823 OS	\$ 14.89
03/09/23	SB prepaid CC	50340	Amazon	AZ 030923 OS	\$ 53.89
03/02/23	SB prepaid CC	50340	Walmart	WM 030223 OS	\$ 3.12
03/22/23	SB prepaid CC	50342	Amazon	AZ 032223 LS	\$ 26.31

03/31/23	04/19/23	50342	Baker & Taylor AD217	processing	\$ 17.76
03/31/23	04/19/23	50342	Baker & Taylor AD329	processing	\$ 54.02
03/17/23	04/19/23	50342	Demco	DM 031723 LS	\$ 217.62
04/01/23	04/19/23	50342	Ingram	processing	\$ 169.29
04/14/23	04/19/23	50342	SCLS	SCL 3041423barcodes	\$ 442.73
04/13/23	04/19/23	50444	Alstad, Amy O.	AOA 041323	\$ 27.69
04/13/23	04/19/23	50444	Johnson, Caleb J.	CJJ 041323	\$ 11.99
03/15/23	04/19/23	50444	Mowry, Daniel	DM 031523	\$ 28.00
04/13/23	04/19/23	50444	Strigel, Brittany R.	BRS 041323	\$ 15.98
04/13/23	04/19/23	50444	Verona PL	VER 041323	\$ 8.00

**2023 EXPENDITURES: FUND 217  
APRIL**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
02/26/23	SB prepaid CC	Amazon	AZ 022423 FREP	FoL: R	books	\$ 12.99			
02/26/23	SB prepaid CC	Amazon	AZ 022223 MCH	Misc.	books	\$ 21.86			
02/26/23	SB prepaid CC	Amazon	AZ 022223 MCH	Misc.	books	\$ 24.98			
02/26/23	SB prepaid CC	Amazon	AZ 022223 DAN	D'Angelo	program	\$ 35.98			
02/28/23	MO prepaid CC	Stoughton Lumber	SLC02823IMORO	Odland	program	\$ 41.60			
03/01/23	AB prepaid CC	Canva	CAN030123FFPROG	FoL	program	\$ 119.40			
03/01/23	AB prepaid CC	Dept.of Natural Res.	DNR030123FFPROG	FoL	program	\$ 250.00			
03/02/23	SB prepaid CC	Amazon	AZ030223IMORO	Odland	program	\$ 139.96			
03/03/23	AB prepaid CC	Autumn Pearl	AP030323FFPROG	FoL	program	\$ 25.00			
03/03/23	AB prepaid CC	Nordic Nook	NN 030323 BPT	Bryant	program	\$ 25.00			
03/03/23	AB prepaid CC	Spotify	SPOT030323BMM	Bryant	program	\$ 10.54			
03/05/23	SB prepaid CC	Amazon	AZ030223IMORO	Odland	program	\$ 119.52			
03/05/23	SB prepaid CC	Amazon	AZ030223IMORO	Odland	program	\$ 49.84			
03/05/23	SR prepaid CC	Amazon	AZ030323IMORO	Odland	program	\$ 115.16			
03/05/23	AB prepaid CC	New York Times	NYT 030523 sels	Selsor	subscription	\$ 56.00			
03/06/23	SB prepaid CC	Amazon	AZ 030123 CH S	shelves	program	\$ 11.99			
03/06/23	SB prepaid CC	Amazon	AZ030323IMORO	Odland	program	\$ 36.98			
03/06/23	MO prepaid CC	Walmart	WM030623IMORO	Odland	program	\$ 19.94			
03/09/23	SB prepaid CC	Amazon	AZ030323IMORO	Odland	program	\$ (13.28)			
03/09/23	CS prepaid CC	Walmart	WM030923BPT	Bryant	program	\$ 38.40			
03/10/23	SR prepaid CC	Amazon	AZ030923IMORO	Odland	program	\$ 13.98			
03/12/23	SB prepaid CC	Amazon	AZ030923MCH	Misc.	books	\$ 20.36			
03/13/23	MO prepaid CC	Heggerty	HG031323(M)CH	Misc.	books	\$ 96.00			
03/20/23	AB prepaid CC	Itty Bitty Bookstore	BOO032023FFPROG	FoL	program	\$ 25.00			

03/22/23	SB prepaid CC	Amazon	AZ032123FREP	FoL: R	books	\$ 10.74		
03/23/23	CS prepaid CC	Dollar Tree	DT 032323 FPRI	FoL	program	\$ 25.00		
03/23/23	CS prepaid CC	Walmart	WM032323FPROGTE	FoL	program	\$ 37.46		
03/31/23	04/19/23	Baker & Taylor	AD/TE materials	FoL: LD	AV	\$ 91.39		
03/31/23	04/19/23	Baker & Taylor	AD/TE materials	FoL:LD	books	\$ 389.93		
03/31/23	04/19/23	Baker & Taylor	AD/TE materials	Bryant	books	\$ 16.52		
04/01/23	04/19/23	Ingram	CH materials	Misc.	books	\$ 20.96		
04/01/23	04/19/23	Ingram	AD/TE materials	Misc.	books	\$ 147.93		
04/01/23	04/19/23	Ingram	AD/TE materials	BeTP	books	\$ 38.99		
04/01/23	04/19/23	Ingram	AD/TE materials	FoL: R	books	\$ 338.70		
04/01/23	04/19/23	Ingram	AD/TE materials	FoL: LD	books	\$ 19.20		
04/03/23	04/19/23	Bluestar Ink LLC	BSI040323muralTE	Bryant	mural	\$ 3,450.00		
04/07/23	04/19/23	Cengage	AD/TE materials	Bryant	books	\$ 391.07		
04/13/23	04/19/23	Schlegel, Cynthia	CS 041323 conf	Bryant	training	\$ 159.00		
04/17/23	04/19/23	Hoopla	HOO 041723	Bryant	collections	\$ 7,000.00		



04/05/2023

BALANCE SHEET FOR STOUGHTON CITY

Period Ending 12/31/2022

*Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.*

Unaudited

Current Year	Ending
Beg. Balance	Balance

GL Number	Description
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**Fund 215 - LIBRARY FUND**

\*\*\* Assets \*\*\*

215-00000-11100	PRIMARY CHECKING	92,119.37	43,614.86
215-00000-11102	US BANK - CC	1,394.95	4,102.79
215-00000-13012	RECEIVABLES-PRIOR YEAR	0.00	307.10
215-00000-13070	TAXES RECEIVABLE	0.00	726,880.00
	Total Assets	93,514.32	774,904.75

\*\*\* Liabilities \*\*\*

215-00000-21100	ACCOUNTS PAYABLE	4,913.41	5,218.34
215-00000-21700	ACCRUED PAYROLL	24,208.16	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	0.00	726,880.00
	Total Liabilities	29,121.57	756,502.52

\*\*\* Fund Balance \*\*\*

215-00000-39000	FUND BALANCE	64,392.75	0.00
215-00000-39600	FUND BALANCE RESTRICTED	0.00	64,392.75
	Total Fund Balance	64,392.75	64,392.75

Beginning Fund Balance

Net of Revenues VS Expenditures

Ending Fund Balance	18,402.23
---------------------	-----------

Total Liabilities And Fund Balance

	774,904.75
--	------------

Cash decreased primarily due to (a) planned usage of \$26,739 of fund balance in the 2022 adopted budget and (b) \$30,000 usage of fund balance for the Children's area remodel.

There was a change in accounting methodology between 2021 and 2022 for property tax presentation.

There was a change in accounting methodology between 2021 and 2022 for property tax presentation.

Restrictions to the fund balance are due to donor restrictions and/or Wisconsin Statutes Chapter 43, as the Library Board has control of expenditures for the Library.

Because the audit has not been completed yet, the general ledger for 2022 has not been closed yet. The highlighted value reflects the ending fund balance at 12/31/2022.

04/06/2023

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 100.00

Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.

Unaudited

GL NUMBER	DESCRIPTION	2022		ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE	Surplus (Deficit)
		ORIGINAL BUDGET	Amended Budget			
<b>Fund 215 - LIBRARY FUND</b>						
215-00000-41110	PROPERTY TAX - OPERATIONS	0.00	646,350.00	0.00	0.00	0.00
	PROPERTY TAX OPERATIONS	0.00	646,350.00	0.00	0.00	0.00
<i>Property tax revenue was separated out throughout the City to distinguish from other transfer activity.</i>						
215-00000-43330	FED GRANT - COVID-19	0.00	0.00	0.00	(10.57)	(10.57)
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00	249,429.00	0.00	(468.00)	(468.00)
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,952.00	0.00	0.00	0.00	0.00
	INTERGOVERNMENTAL REVENUES	265,381.00	249,429.00	0.00	(478.57)	(478.57)
215-00000-46710	LIBRARY FEES	6,000.00	6,000.00	(27.91)	1,968.72	1,968.72
215-00000-46712	COPY MACHINE	3,700.00	3,700.00	454.55	443.09	443.09
	PUBLIC CHARGES FOR SERVICE	9,700.00	9,700.00	426.64	2,411.81	2,411.81
<i>Charges to Dane County is for out of county residents usage of Stoughton Library materials.</i>						
215-00000-47301	CHARGES TO DANE COUNTY	0.00	15,952.00	0.00	(0.74)	(0.74)
215-00000-47302	CHARGES TO MUNICIPALITIES	0.00	0.00	15.95	(15.95)	(15.95)
	INTERGOVERNMENTAL CHARGES FOR	0.00	15,952.00	15.95	(16.69)	(16.69)
<i>Charges to municipalities is reimbursement for damaged books.</i>						
215-00000-48110	INTEREST INCOME	0.00	0.00	141.14	(1,793.39)	(1,793.39)
	MISCELLANEOUS REVENUE	0.00	0.00	141.14	(1,793.39)	(1,793.39)
<i>The adopted budgets for prior years for interest income was low (\$100 for 2021 and zero for 2022). The adopted budget for 2023 was for \$1,000, which may have been too conservative.</i>						
215-00000-49204	INTERFUND TRANSFER IN	0.00	26,739.00	0.00	0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	646,350.00	0.00	0.00	0.00	0.00
215-00000-49910	FUND BAL APPLIED - TAX LEVY	0.00	26,739.00	0.00	26,739.00	26,739.00
215-00000-49940	FUND BAL APPLIED - DEFICITS	0.00	30,000.00	0.00	30,000.00	30,000.00

04/06/2023

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY  
 PERIOD ENDING 12/31/2022  
 % Fiscal Year Completed: 100.00

Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.

Unaudited

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22	AVAILABLE BALANCE	Surplus (Deficit)
		ORIGINAL BUDGET	2022 Amended Budget				
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
<b>OTHER FINANCING SOURCES</b>							
		646,350.00	82,959.44	26,220.44	0.00	56,739.00	
<i>49204 - The intrafund transfer in was from the Library Special Gift Fund in relation to the Children's Center remodeling.</i>							
<i>49210 - The Transfer In from the General Fund was the previous accounting methodology related to property taxes.</i>							
<i>49910 - The adopted budget for 2022 planned for using \$26,739 of fund balance (i.e. expenditures were more than revenues. This is reflected in the final figure at the bottom of the '2022 original budget' column. The amended budget reflects a balance budget (i.e. revenues and expenditures are equal) to better highlight the usage of fund balance.</i>							
<i>49940 - The Library Board authorized the usage \$30,000 in fund balance in relation to the Children's Center remodeling.</i>							
<b>Total Revenue:</b>		<b>921,431.00</b>	<b>1,004,390.44</b>	<b>947,528.28</b>	<b>583.73</b>	<b>56,862.16</b>	
<hr/>							
215-55110-50110	SALARIES	86,916.00	86,766.00	86,756.88	9,860.44	9.12	
215-55110-50120	WAGES	413,759.00	408,571.00	393,593.54	41,593.47	14,977.46	
215-55110-50127	WAGES - PART TIME	75,821.00	75,821.00	81,127.98	8,398.63	(5,306.98)	
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	8,500.00	7,973.87	1,140.15	526.13	
215-55110-50129	WAGES - LONGEVITY	0.00	5,338.00	5,337.50	5,337.50	0.50	
WAGES		584,996.00	584,996.00	574,789.77	66,330.19	10,206.23	1.7%
<hr/>							
215-55110-50151	EMPLOYEE BENEFITS	75,001.00	0.00	0.00	(64,071.58)	0.00	
215-55110-50152	HEALTH/DENTAL INSURANCE	104,973.00	0.00	0.00	(103,013.79)	0.00	
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	2,881.20	0.00	(2,881.20)	
215-55110-50160	FICA TAXES	0.00	44,460.00	42,149.01	42,149.01	2,310.99	
215-55110-50161	WRS - GENERAL	0.00	29,466.00	29,257.38	29,257.38	208.62	
215-55110-50163	HEALTH INSURANCE	0.00	98,197.00	105,602.64	105,602.64	(7,405.64)	
215-55110-50164	DENTAL INSURANCE	0.00	6,776.00	4,105.07	4,105.07	2,670.93	
215-55110-50165	LIFE INSURANCE	0.00	1,075.00	1,175.15	1,175.15	(100.15)	
BENEFITS		179,974.00	179,974.00	185,170.45	15,203.88	(5,196.45)	-2.9%
<hr/>							
215-55110-50211	POSTAGE	500.00	500.00	660.48	146.80	(160.48)	
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,600.00	1,878.76	14.38	(278.76)	
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	200.00	588.00	0.00	(388.00)	
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	300.00	51.72	0.00	248.28	

04/06/2023

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY  
 PERIOD ENDING 12/31/2022  
 % Fiscal Year Completed: 100.00

**Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.**

**Unaudited**

GL NUMBER	DESCRIPTION	2022		2022		ACTIVITY FOR MONTH 12/31/22	AVAILABLE BALANCE	Surplus (Deficit)
		ORIGINAL BUDGET	Amended Budget	YTD BALANCE 12/31/2022	INCR (DECR)			
215-55110-50220	UTILITIES	19,600.00	19,600.00	20,920.32	2,224.84	(1,320.32)		
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	5,500.00	7,920.80	2,389.95	(2,420.80)		
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,900.00	2,921.41	441.52	(1,021.41)		
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	9,000.00	6,695.37	843.19	2,304.63		
215-55110-50289	TECHNOLOGY COSTS	53,600.00	53,600.00	53,048.03	78.00	551.97		
215-55110-50300	MISC EXPENSES	500.00	500.00	498.03	38.98	1.97		
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	4,500.00	4,386.63	0.00	113.37		
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	600.00	150.00	0.00	450.00		
215-55110-50326	PERIODICALS	5,200.00	5,200.00	4,522.78	0.00	677.22		
215-55110-50327	E-RESOURCES	9,700.00	9,700.00	9,634.99	0.00	65.01		
215-55110-50328	AUDIO VISUAL	11,000.00	11,000.00	10,519.94	2,409.99	480.06		
215-55110-50329	BOOKS	50,000.00	50,000.00	51,255.59	9,837.37	(1,255.59)		
215-55110-50340	OPERATING EXPENSES	4,500.00	4,500.00	3,587.04	464.64	912.96		
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	200.00	57.13	4.47	142.87		
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	4,800.00	6,090.24	1,455.04	(1,290.24)		
OPERATIONAL		183,200.00	183,200.00	185,387.26	20,349.17	(2,187.26)	-1.2%	
CAPITAL OUTLAY								
215-55110-50810	CAPITAL-EQUIPMENT	0.00	56,220.44	48,171.32	27,781.32	8,049.12	14.3%	
CAPITAL OUTLAY	<i>Children's Center remodeling</i>	0.00	56,220.44	48,171.32	27,781.32	8,049.12		
Total Expenditure:		948,170.00	1,004,390.44	993,518.80	129,664.56	10,871.64	1.1%	
TOTAL REVENUES		921,431.00	1,004,390.44	947,528.28	583.73	56,862.16		
TOTAL EXPENDITURES		948,170.00	1,004,390.44	993,518.80	129,664.56	10,871.64		
NET OF REVENUES & EXPENDITURES		(26,739.00)	0.00	(45,990.52)	(129,080.83)	45,990.52		

*While the Library Fund had an operating deficit of \$45,991, this is less than the planned usage of fund balance of \$56,739. The majority of this is the result of the Children's Center remodeling being less than planned.*

*The life-to-date surplus (i.e. fund balance) remains in the the Library Fund. No funds lapse to the General Fund.*

04/06/2023

BALANCE SHEET FOR STOUGHTON CITY  
Period Ending 12/31/2022

*Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.*

**Unaudited**

GL Number	Description	Current Year Beg. Balance	Ending Balance
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>			
*** Assets ***			
217-00000-11100	PRIMARY CHECKING	91,881.67	63,945.57
217-00000-11102	US BANK - CC	788.49	847.40
217-00000-11302	WISC INVESTMENT FUND	197,338.62	200,297.55
217-00000-13012	RECEIVABLES-PRIOR YEAR	0.00	4,418.85
	Total Assets	290,008.78	269,509.37
*** Liabilities ***			
217-00000-21100	ACCOUNTS PAYABLE	2,122.34	3,406.79
	Total Liabilities	2,122.34	3,406.79
*** Fund Balance ***			
217-00000-34000	FUND BALANCE-DESIGNATED	120,631.25	0.00
217-00000-34700	RESERVED BUILDING FUND	128,576.20	0.00
217-00000-34800	RESERVED: FUNDRAISING ACCT	26,220.44	0.00
217-00000-39000	FUND BALANCE-UNDESIGNATED	12,458.55	0.00
217-00000-39600	FUND BALANCE RESTRICTED	0.00	287,886.44
	Total Fund Balance	287,886.44	287,886.44
	Beginning Fund Balance	287,886.44	287,886.44
	Net of Revenues VS Expenditures	(21,783.86)	266,102.58
	Ending Fund Balance	266,102.58	269,509.37
	Total Liabilities And Fund Balance	269,509.37	269,509.37

The fund balance categories of designated, reserved, and undesignated stopped being used in General Accepted Accounting Principles (GAAP) in calendar year 2011 as per Governmental Accounting Standards Board (GASB) Statement No. 54- Fund Balance Reporting and Governmental Fund Type Definitions. The fund balances are all now classified as restricted due to outside donor restrictions.

Because the audit has not been completed yet, the general ledger for 2022 has not been closed yet. The highlighted value reflects the ending fund balance at 12/31/2022.

04/06/2023 REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 100.00

**Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.**

**Unaudited**

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22	AVAILABLE BALANCE
		ORIGINAL BUDGET	2022 Amended Budget			

**Fund 217 - LIBRARY SPECIAL GIFT FUND**

217-00000-48110	INTEREST INCOME	50.00	50.00	3,504.06	779.29	(3,454.06)
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	78,494.00	69,426.36	5,755.01	9,067.64
217-00000-49910	FUND BAL APPLIED - TAX LEVY	0.00	(10,050.00)	0.00	0.00	(10,050.00)

*The 2022 adopted budget assumed a surplus for the year (i.e. revenues exceeding expenditures). The budget was modified to reflect a balanced budget (i.e. revenues match expenditures.)*

217-00000-49920	FUND BAL APPLIED - TRANSFERS	0.00	26,220.00	0.00	0.00	26,220.00
<i>The \$26,000 reflects the transfer to the Library Fund related to the Children's Center remodel.</i>						
217-00000-49940	FUND BAL APPLIED - DEFICITS	0.00	5,613.00	0.00	0.00	5,613.00

*Between the \$26,220 transferred to the Library Fund for the Children's Center remodeling and assumed \$10,050 surplus for calendar year 2022, the amended budget assumed a deficit of \$16,170 from operations for the calendar year. However, the actual deficit for the year was \$21,783 (rounded) which was an additional deficit \$5,613. While it is assumed that the Library Board did approve the additional "designated" expenditures, the Wisconsin Statutes require that no department shall exceed their budgeted expenditures. As such, the Common Council as part of the year end 2022 resolution increased the budgeted expenditures by \$5,613 to comply with the Wisconsin Statutes.*

<b>Total Revenue:</b>		60,050.00	100,327.00	72,930.42	6,534.30	27,396.58
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217-55110-50499	DEPT DEFICIT	0.00	5,613.00	0.00	0.00	5,613.00
217-55110-50500	DESIGNATED	50,000.00	67,680.00	67,680.19	13,080.16	(0.19)
217-55110-50501	UNDESIGNATED	0.00	814.00	813.65	54.76	0.35

*As indicated on the balance sheet, the terms "designated" and "undesignated" are not applicable anymore under GAAP. It is recommended that more accounts be added to the general ledger to reflect activity. Otherwise, this detail has to be tracked on separate documents.*

217-55110-50936	TR OUT - FUND 215	0.00	26,220.00	26,220.44	0.00	(0.44)
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*This is the transfer to the Library Fund for the Children's Center remodeling.*

<b>Total Expenditure:</b>		50,000.00	100,327.00	94,714.28	13,134.92	5,612.72
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04/06/2023

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 100.00

*Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.*

**Unaudited**

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22	AVAILABLE BALANCE
		ORIGINAL BUDGET	2022 Amended Budget			
TOTAL REVENUES		60,050.00	100,327.00	72,930.42	6,534.30	27,396.58
TOTAL EXPENDITURES		50,000.00	100,327.00	94,714.28	13,134.92	5,612.72
NET OF REVENUES & EXPENDITURES		10,050.00	0.00	(21,783.86)	(6,600.62)	21,783.86

04/06/2023 REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY  
 Month Ended: December

*Baker Tilly has not completed their annual audit for calendar year 2022. No material changes to the various Library funds is anticipated as a result of the audit.*

GL NUMBER	DESCRIPTION	BALANCE AS OF				BALANCE AS OF
		12/31/2018	12/31/2019	12/31/2020	12/31/2021	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>						
217-00000-48110	INTEREST INCOME	3,599.58	4,901.43	1,125.18	59.76	3,504.06
217-00000-48500	DONATIONS - DESIGNATED	68,260.68	70,801.23	28,981.19	81,360.82	69,426.36
217-00000-48510	DONATIONS - UNDESIGNATED	69.90	39.04	0.00	0.00	0.00
217-00000-48530	DONATIONS - FUNDRAISING ACCOUNT	14,464.79	0.00	0.00	0.00	0.00
Total Revenue:		86,394.95	75,741.70	30,106.37	81,420.58	72,930.42
<hr/>						
217-55110-50500	DESIGNATED	45,026.38	59,066.67	26,530.35	37,236.45	67,680.19
217-55110-50501	UNDESIGNATED	1,657.43	1,010.42	50.00	300.00	813.65
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	1,319.31	7,853.34	0.00	0.00	0.00
217-55110-50936	TR OUT - FUND 215	0.00	0.00	0.00	0.00	26,220.44
Total Expenditure:		48,003.12	67,930.43	26,580.35	37,536.45	94,714.28
<hr/>						
TOTAL REVENUES		86,394.95	75,741.70	30,106.37	81,420.58	72,930.42
TOTAL EXPENDITURES		48,003.12	67,930.43	26,580.35	37,536.45	94,714.28
NET OF REVENUES & EXPENDITURES		38,391.83	7,811.27	3,526.02	43,884.13	(21,783.86)
<hr/>						
BEG. FUND BALANCE		194,273.19	232,665.02	240,476.29	244,002.31	287,886.44
<b>END FUND BALANCE</b>		<b>232,665.02</b>	<b>240,476.29</b>	<b>244,002.31</b>	<b>287,886.44</b>	<b>266,102.58</b>

**Unaudited**

**Five year average of total expenditures**  
**Ending fund balance compared to total annual expenditures (in years)**  
**54,952.93**  
**4.84**

*What is the intent of the large remaining donations? There has not been any material changes in the balances.*



04/06/2023

BUDGET REPORT FOR STOUGHTON CITY

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2022 AMENDED BUDGET	2023 COUNCIL BUDGET	Annual Budget Increase (Decrease)
<b>Fund 215 - LIBRARY FUND</b>						
215-00000-41110	PROPERTY TAX - OPERATIONS		646,350	646,350	726,880	
	PROPERTY TAX OPERATIONS		646,350	646,350	726,880	80,530 12.5%
215-00000-43330	FED GRANT - COVID-19		11			
215-00000-43720	DANE COUNTY SERVICE FEES	249,583	249,897	249,429	249,910	
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,848				
	INTERGOVERNMENTAL REVENUES	265,431	249,908	249,429	249,910	481 0.2%
215-00000-46110	MISC. REVENUE	2,432				
215-00000-46710	LIBRARY FEES	3,237	4,031	6,000	4,000	
215-00000-46712	COPY MACHINE	1,390	3,257	3,700	2,500	
	PUBLIC CHARGES FOR SERVICE	7,059	7,288	9,700	6,500	(3,200) -33.0%
215-00000-47301	CHARGES TO DANE COUNTY		15,953	15,952	14,979	
215-00000-47302	CHARGES TO MUNICIPALITIES		16			
	INTERGOVERNMENTAL CHARGES FOR		15,969	15,952	14,979	(973) -6.1%
215-00000-48110	INTEREST INCOME	13	1,793		1,000	
215-00000-48500	DONATIONS	60				
	MISCELLANEOUS REVENUE	73	1,793	0	1,000	1,000 0.0%
215-00000-49204	INTRAFUND TRANSFER IN		26,220	26,220		
215-00000-49210	TRANSFER IN - GENERAL FUND	632,350				
215-00000-49910	FUND BAL APPLIED - TAX LEVY			26,739		
215-00000-49940	FUND BAL APPLIED - DEFICITS			30,000		
	FUND BALANCE APPLIED	632,350	26,220	30,000	0	(30,000) -100.0%
<b>Total Revenues</b>		<b>904,913</b>	<b>947,528</b>	<b>1,004,390</b>	<b>999,269</b>	<b>(5,121) -0.5%</b>

04/06/2023

BUDGET REPORT FOR STOUGHTON CITY

GL NUMBER	DESCRIPTION	2021		2022		2022		2023		Annual Budget Increase (Decrease)
		ACTIVITY	ACTIVITY	ACTIVITY	AMENDED BUDGET	COUNCIL BUDGET	BUDGET	BUDGET		
215-55110-50110	SALARIES	83,487	86,757	86,766	90,227					
215-55110-50120	WAGES	374,355	393,594	408,571	425,417					
215-55110-50127	WAGES - PART TIME	62,647	81,128	75,821	77,147					
215-55110-50128	SEASONAL/TEMPORARY	3,051	7,974	8,500	8,840					
215-55110-50129	WAGES - LONGEVITY		5,338	5,338	7,600					
WAGES		523,540	574,791	584,996	609,231			24,235		4.1%
<i>Note: Council Budget reflects the adopted budget and does not include market increases approved by the Council in February 2023.</i>										
215-55110-50151	EMPLOYEE BENEFITS	67,605								
215-55110-50152	HEALTH/DENTAL INSURANCE	97,813								
215-55110-50153	SELF INSURED LOSSES		2,881							
215-55110-50160	FICA TAXES		42,149	44,460	46,606					
215-55110-50161	WRS - GENERAL		29,257	29,466	30,344					
215-55110-50163	HEALTH INSURANCE		105,603	98,197	115,000					
215-55110-50164	DENTAL INSURANCE		4,105	6,776	6,777					
215-55110-50165	LIFE INSURANCE		1,175	1,075	211					
BENEFITS		165,418	185,170	179,974	198,938			18,964		10.5%
215-55110-50211	POSTAGE	412	660	500	1,000					
215-55110-50212	TRAVEL/CONFERENCE	1,113	1,879	1,600	1,600					
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	591	588	200	200					
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3		52	300	300					
215-55110-50220	UTILITIES	17,928	20,920	19,600	21,000					
215-55110-50221	UTILITIES-BUILDING 2	4,760	7,921	5,500	6,000					
215-55110-50240	EQUIPMENT MAINTENANCE	1,643	2,921	1,900	2,800					
215-55110-50250	REPAIR & MAINTENANCE	10,488	6,695	9,000	9,000					
215-55110-50289	TECHNOLOGY COSTS	52,264	53,048	53,600	56,000					
215-55110-50300	MISC EXPENSES	647	498	500	500					

04/06/2023

BUDGET REPORT FOR STOUGHTON CITY

GL NUMBER	DESCRIPTION	2021		2022		2023		Annual Budget Increase (Decrease)
		ACTIVITY	ACTIVITY	AMENDED BUDGET	COUNCIL BUDGET	AMENDED BUDGET	COUNCIL BUDGET	
215-55110-50313	PROGRAMS/PUBLICITY	4,445	4,387	4,500	4,500	4,500	4,500	
215-55110-50320	SUBSCRIPTIONS/DUES	388	150	600	600	600	600	
215-55110-50326	PERIODICALS	5,639	4,523	5,200	5,400	5,400	5,400	
215-55110-50327	E-RESOURCES	9,145	9,635	9,700	12,000	12,000	12,000	
215-55110-50328	AUDIO VISUAL	15,954	10,520	11,000	9,000	9,000	9,000	
215-55110-50329	BOOKS	50,278	51,256	50,000	50,000	50,000	50,000	
215-55110-50340	OPERATING EXPENSES	6,300	3,587	4,500	5,000	5,000	5,000	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	103	57	200	200	200	200	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	5,412	6,090	4,800	6,000	6,000	6,000	
OPERATIONAL		187,510	185,387	183,200	191,100	191,100	191,100	4.3%
215-55110-50810	CAPITAL-EQUIPMENT		48,171	56,220				
	<i>Childrens' Area remodeling</i>							
CAPITAL OUTLAY			48,171	56,220	0	0	0	-100.0%
<b>Total Expenditures</b>		<b>876,468</b>	<b>993,519</b>	<b>1,004,390</b>	<b>999,269</b>	<b>999,269</b>	<b>(5,121)</b>	<b>-0.5%</b>
<b>Annual surplus (deficit)</b>		<b>28,115</b>	<b>(15,001)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2022 AMENDED BUDGET	2023 COUNCIL BUDGET	Annual Budget Increase (Decrease)
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>						
MISCELLANEOUS REVENUE						
217-00000-48110	INTEREST INCOME	60	3,504	50	1,000	
217-00000-48500	DONATIONS - DESIGNATED	81,361	69,426	78,494	60,000	
		81,421	72,930	78,544	61,000	(17,544) -22.3%
217-00000-49910	FUND BAL APPLIED - TAX LEVY			(10,050)	(11,000)	
217-00000-49920	FUND BAL APPLIED - TRANSFERS			26,220		
217-00000-49940	FUND BAL APPLIED - DEFICITS			5,613		
	OTHER FINANCING SOURCES			21,783	(11,000)	(32,783) -150.5%
<b>Total revenues</b>		<b>81,421</b>	<b>72,930</b>	<b>100,327</b>	<b>50,000</b>	<b>(50,327) -50.2%</b>
217-55110-50499	DEPT DEFICIT			5,613		
217-55110-50500	DESIGNATED	37,236	67,680	67,680	50,000	
217-55110-50501	UNDESIGNATED	300	814	814		
	OPERATIONAL	37,536	68,494	74,107	50,000	(24,107) -37.5%
217-55110-50936	TR OUT - FUND 215		26,220	26,220		
	OTHER FINANCING USES		26,220	26,220	0	(26,220) -100.0%
<b>Total expenditures</b>		<b>37,536</b>	<b>94,714</b>	<b>100,327</b>	<b>50,000</b>	<b>(50,327) -50.2%</b>
<b>Annual surplus (deficit)</b>		<b>43,885</b>	<b>(21,784)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>



# 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	10,167	2,907	3,310	16,384	-1.56%
MAR	19,787	12,295	14,070	18,440	12,149	3,598	3,774	19,521	5.86%
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	33,185	10,110	10,682	53,977	-73.79%
AVG	17,721	10,606	14,414	17,159	11,062	3,370	3,561	17,992	4.86%

**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	317	436	18	771	0.92%
MAR	2,549	1,225	838	893	339	446	40	825	-7.61%
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	942	1,635	101	2,678	-72.67%
AVG	2,149	2,149	1,073	816	314	545	34	893	9.34%

STOUGHTON PUBLIC LIBRARY STATISTICS, MARCH 2023

**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	8,030	-0.64%
MAR	10,517	3,521	11,069	8,866	9,137	3.06%
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	25,651	-73.17%
AVG	9,413	4,551	8,492	7,968	8,550	7.31%

**BORROWED THROUGH DELIVERY**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	7,511	4,534	5,543	5,756	5,632	-2.15%
FEB	6,914	4,533	5,741	5,121	4,964	-3.07%
MAR	7,574	2,522	6,887	5,701	5,554	-4.33%
APR	6,880	10	5,953	5,452		-100.00%
MAY	6,399	501	5,048	5,031		-100.00%
JUN	6,423	1,082	5,153	5,290		-100.00%
JUL	7,123	2,582	4,963	4,819		-100.00%
AUG	6,370	4,097	5,148	4,897		-100.00%
SEP	6,055	3,559	5,440	4,569		-100.00%
OCT	6,152	4,148	5,254	4,519		-100.00%
NOV	5,783	4,559	4,925	4,541		-100.00%
DEC	4,430	5,502	5,104	4,469		-100.00%
TOTAL	77,614	37,529	65,159	60,165	16,050	-73.32%
AVG	6,468	3,136	5,430	5,014	5,550	6.71%

**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	1,801	41.92%
MAR	16,906	8,647	1,003	1,643	2,152	30.98%
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	5,783	-73.95%
AVG	16,517	4,102	1,266	1,850	1,928	4.20%

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

**DOOR COUNT**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,224	9,528	0	5,425	7,504	38.32%
FEB	8,876	9,248	0	5,826	7,000	20.15%
MAR	10,582	5,086	0	6,385	8,810	37.98%
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	23,314	-71.87%
AVG	10,164	1,980	3,122	6,907	7,771	12.52%

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	8,344	63.82%
MAR	10,497	6,581	0	9,086	10,361	65.80%
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	28,047	
AVG	9,956	2,104	4,211	8,279	9,349	

**WEBSITE PAGEVIEWS**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,172	8,665	3,984	4,695	4,586	-4.45%
FEB	8,379	7,613	3,952	3,751	3,912	4.29%
MAR	8,814	6,559	4,998	3,968	5,552	29.84%
APR	8,036	5,665	4,701	4,268		-100.00%
MAY	8,607	7,089	4,092	4,008		-100.00%
JUN	7,588	7,555	4,818	3,954		-100.00%
JUL	7,627	7,559	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	7,558	3,471	3,342		-100.00%
NOV	7,254	6,549	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 March 2023

		March Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
3/1/2023	Carnegie Room	The Foundation (JR)						
3/1/2023	Carnegie Room	Jenna Jacobson swearing-in ceremony				32		
3/2/2023	Carnegie Room	Story Time (MO)	28					
3/2/2023	Carnegie Room	Crafty Kids: DIY Journals (MO)		18				
3/2/2023	Fire Department	Adult Craft Club (SB, AH)				19		
3/3/2023	Carnegie Room	Indoor Play Time (MO)	42					
3/5/2023	Stoughton Yoga	Yoga Sundays				18		
3/6/2023	Carnegie Room	Story Time (MO)	31					
3/6/2023	Headstart	Outreach: Story Time (MO)	16					
3/7/2023	Carnegie Room	Baby Story Time (MO)	10					
3/7/2023	Carnegie Room	Graphic Novel Book Club (MO)		7				
3/7/2023	Study Room 1	Job Seeker Assistance (volunteer Lily)				8		
3/8/2023	Carnegie Room	Pokemon Club (MO)		25				
3/8/2023	Carnegie Room	Intro to Norwegian Genealogy (Dana)				15		
3/9/2023	Carnegie Room	Story Time (MO)	12					
3/9/2023	Carnegie Room	Teen Theater Games (CS, volunteer)			19			
3/11/2023	Carnegie Room	Adult Creative Writing				1		
3/13/2023	Carnegie Room	Story Time (MO)	21					
3/13/2023	Gingerbread	Outreach: Story Time (MO)	18					
3/13/2023	Gingerbread	Outreach: Story Time (MO)	17					
3/13/2023	Online live	LSC: David Epstein				1		
3/14/2023	Carnegie Room	Baby Story Time (DF)	16					
3/14/2023	Study Room 1	Job Seeker Assistance (volunteer Lily)				0		
3/15/2023	Learning Tree	Outreach: Story Time (MO)	16					
3/16/2023	Carnegie Room	Story Time (MO)	26					
3/16/2023	Carnegie Room	Teen Yo-Yo Clinic (CS, volunteer Jordan)			18			
3/17/2023	Carnegie Room	Indoor Play Time (MO)	35					
3/20/2023	Carnegie Room	Story Time (MO)	32					
3/20/2023	Carnegie Room and	Spring Home Maintenance (volunteer)				9		
3/21/2023	Carnegie Room	Baby Story Time (DF)	17					
3/21/2023	Online live	LSC: Jernard Wells				2		
3/21/2023	Study Room 1	Job Seeker Assistance (volunteer Lily)				0		
3/21/2023	Carnegie Room	Libby Beyond the Basics (AB)				8		
3/22/2023	Carnegie Room	Crafty Kid: Bunnies (MO)		40				

Programming Statistics  
for March 2023

3/23/2023	Carnegie Room	Story Time (MO)	15					
3/23/2023	Carnegie Room	Outreach: Sandhill Kindergarten (MO)		45				
3/23/2023	Carnegie Room	Covid vaccination clinic (Madison)						11
3/24/2023	Carnegie Room	Outreach: Sandhill Kindergarten (MO)		48				
3/24/2023	Carnegie Room	Teen After Hours Fun and Games (CS,			21			
3/25/2023	Carnegie Room	CANCELLED: Story Time (MO)	0					
3/27/2023	Carnegie Room	Bluey Story Time (MO) 9:30	60					
3/27/2023	Carnegie Room	Bluey Story Time (MO) 10:30	30					
3/27/2023	Children's Area	Outreach: Weeble World (MO)		21				
3/27/2023	Carnegie Room and	Medical Advance Directives (volunteer					8	
3/28/2023	Carnegie Room	VR (MO)		8				
3/28/2023	Online live	LSC: Pam Jenoff					1	
3/28/2023	Study Room 1	Job Seeker Assistance (volunteer Lily					0	
3/28/2023	Carnegie Room	Page Turners Book Group (AH)					5	
3/29/2023	Carnegie Room	Rainbows (MO)		27				
3/29/2023	Senior Center	Outreach: Page Turners (AH)					--	
3/30/2023	Carnegie Room	Family Movie: Sonic the Hedgehog		5				
3/31/2023	Online asynchronous	Views of LSC past presentations					565	
3/31/2023	Live in-person	One on one assistance (Libby, Kanopy,					9	
			<b>442</b>	<b>244</b>	<b>58</b>	<b>701</b>	<b>11</b>	<b>11</b>

		March Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
3/31/2023	2nd floor	All ages sticker mural	0	0	0	0	31
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>



# Director's Report

April 19, 2023



## Library news:

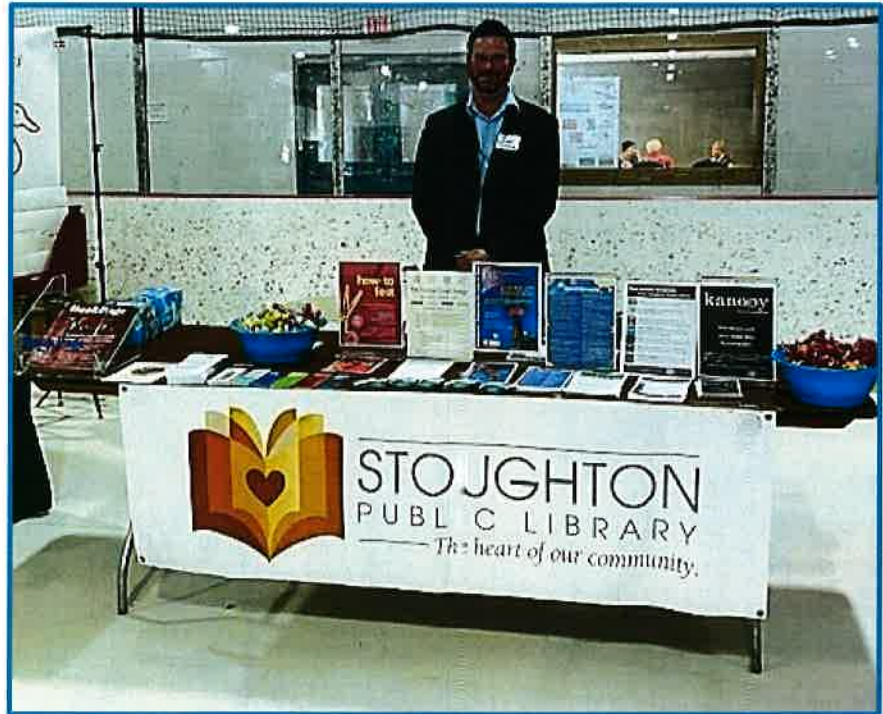
- On March 16, I attended the quarterly South Central Library System All Directors meeting, where the main topics of discussion were: cybersecurity and the new Technology Services Agreement between SCLS and member libraries; the impending move of SCLS HQ into their new building on the northeast side of Madison; and the 2024 SCLS budget.
- I met with Human Resources Director AJ Gillingham and her staff on March 20 to clarify procedures for entering Sunday hours for library staff in the city's payroll software. Staff working Sundays are entitled to an extra \$1.00/hour, and this differential is applied differently to full and part-time staff, which has created some confusion over the years.
- Dane County Public Health offered another COVID-19 vaccine clinic in the Carnegie Room on March 23. Around a dozen community members received vaccines.
- On March 24, I attended the bi-monthly virtual meeting of the Wisconsin Library Association's Library Development and Legislation Committee. We recapped Library Legislative Day, held on February 7, and looked ahead to the current state budget process. (Governor Evers introduced his budget mid-February, and it will be making its way through the legislature's Joint Finance Committee this summer.) Included in the budget is a \$6 million increase in state aid to library systems; our committee is working to ensure that the increase remains in the budget (see below).
- On April 5, I attended a training provided by CVMIC, the City's insurance company, on anti-harassment in the workplace. This training is mandatory for all City of Stoughton staff, so I will be working to ensure that all library staff members have a chance to view a recording of the training in the coming weeks.
- I have completed annual performance appraisals for two of the five staff members I supervise directly, Mary Ostrander and Amanda Bosky. I plan to complete the remaining appraisals in the coming month.
- I spent some time this month working on an op-ed about book-banning and censorship in libraries that should appear in the *Stoughton Courier Hub* later this month.
- I was part of group of librarians who attended the **State Legislature's Joint Finance Committee listening session** in Wisconsin Dells on April 12 to

speaking in favor of the additional \$6 million in state aid to library systems included in the Governor's 2024-2025 biennial budget. This listening session is one of four held around the state before the Joint Finance Committee takes up the budget.



- Along with the Library Board's Planning Committee, I spent time this month making final revisions to the Library's 2023-2026 Strategic Plan. If all goes according to plan, the finished plan should be included in next month's packet for approval by the full board. The Planning Committee deserves an tremendous amount of credit for their thoughtful and careful revision of this plan, which has been almost a year in the making.
- I had less time this month to attend continuing education webinars for my public library Grade 1 certification, which expires next year, though I did attend an online session on March 23 on using Excel for budgeting and project management. I registered to attend this year's Wisconsin Association of Public Libraries annual conference in Oshkosh from April 26-28, which will be a great opportunity to learn about the latest in library programming and services while earning hours towards my recertification.
- I continue to investigate replacing one or both of our self-check machines, as both are nearing end-of-life. Both are currently under a service contract with the library technology firm Bibliotheca. I plan to obtain quotes from both Bibliotheca and their main competitor, Env sionware. Replacement of these machines will likely be included in the 2024 Capital Improvement Project budget.

- I attended the **Stoughton Chamber of Commerce's annual Community Expo** at the Mandt Center on the evening of Apr 13. As in past years, the library secured a booth at the event. I spoke with dozens of community members and shared information about library programs and services, including our digital library offerings. Thanks to Erin and Sharon for helping staff the booth!



- Sarah Bukrey and I have been working to get Hoopla up and running for our patrons. I signed the contract and submitted the technical information to our representative the week of April 3. You'll recall that we received grant money to launch the service for our patrons this year. Hoopla is a digital platform that provides ebooks, audio books, videos, and music to library cardholders. Like Kanopy, Hoopla bills the library on a pay-per-use model. The grant money should provide the service for at least a year, at which time we will use additional gift funds and reapply for another grant. In the mid-to-long-term, my goal is to operationalize the funding for these digital services.
- Update on the **216 E Jefferson project**: I spent a lot of time this month working with contractors to firm up plans for the outdoor programming space in the lot behind the library. The concrete contractor was ready to pour this month, but due to supply chain issues, the shade structure won't be available until mid-June. (The structure needs to be in place before the concrete can be poured.) Next, the electrical service will be installed near the concrete slab and Stoughton Utilities will connect it to the nearby power pole. The storage shed is still scheduled to arrive around June; the city's public works department will grade and fill the site for the shed in the northwest corner of the lot. Siri Vienneau and her fellow Scouts will be planting shrubs along the east and west boundaries of the property on

Saturday, April 22. Below is a photo of the workers from the Streets Department removing stumps and roots from a stand of volunteer trees and brush that was removed this month,



### **Stoughton Area Community Foundation Fund Report**

The report for the period Feb 25 – Mar 31 shows an increase in value of \$477.06 to the account because of market conditions. The overall value of the account as of March 31 is \$24,116.92.

### **Youth Services** (from Mary Ostrander)

- The last indoor playtime for the season was March 17. The series was a success and will start up again when it gets cold
- The Children’s Staff had a meeting March 21 to talk about Summer Reading Program. Planning is going well and we are excited for June!
- 40 people showed up to make stuffed bunnies for Crafty Kids on March 22.
- 80 Sandhill Kindergarteners visited the library March 23 and March 24 for a tour and story time.

- Mary helped Cynthia with the teen late night program on March 24<sup>th</sup>. All the teens had a great time.



- Saturday Story Time was cancelled on March 25<sup>th</sup> because of snow. Mary plans on trying Saturday Story Time again when school starts up again in the fall.
- There was a total of 90 people between the two Bluey themed story times on March 27.
- Mary visited every library class at Sandhill Elementary to talk about the library and read some stories. She presented for about 400 kids, 20 classes in all, the week of April 3<sup>rd</sup>.
- April 5<sup>th</sup> was the first ever beginner ukulele class for beginners. Ann Sawyer from Yahara Strummers helped out and the students learned a ton!
- Jane finished getting the new School Age Discovery Bags together and they are almost ready to go on the shelf for check out.
- Diane designed the new reading log for the summer reading program. It took a bunch of finagling with the changes the children's department decided on for 2023.
- Summer Reading Visits for the public elementary schools are all set for late May/early June.
- Mary is working with Cynthia and Amanda to make the Pride event on June 3 a successful celebration. The event is now co-sponsored by the Stoughton Area School District as well as the Friends of the Library, Teens Like Us, and Stoughton Health.



### **Tech Services & Technology News** (from Sarah Bukrey)

- Jim signed the Hoopla contract last week, and we met with an on-boarding representative to develop strategy and implementation on April 13.
- Sarah and Amy taught how to make macramé tote bags at the Craft Club meeting on April 6. 22 attendees worked on this ambitious project. Sarah and Amy are also working on a craft for the How-to fest for April 23, as well as a craft supply swap event for April 29.
- Remi Kalir, an education professor and literacies researcher at the University of Colorado Denver, reached out to ask permission to use a screenshot from one of Sarah's TikTok videos in an upcoming book. The book is about annotation—the practice of adding notes to texts—and how this social act describes people writing on everyday texts and marking up their world. It is scheduled to be released by MIT Press in 2024.
- We added 555 items in March and 466 in February. Sarah, Zi Wei, and our volunteers all helped library materials get into circulation.

- Steady progress is being made on the large print fiction relabeling project. (The spine labels are being replaced with larger type.)
- Zi Wei kept the TS department running while Sarah was on a week's vacation in late March!
- Sarah and Zi Wei had a quarterly check in and worked on updating the processing manual.
- The new **Carnegie Room cabinets** have been installed and look amazing!



### **Circulation Services** (from Robin Behringer)

- Robin has met with each Shelver for their annual Performance Review. She is in the process of scheduling appointments with the Circulation Assistants for their reviews.
- Robin attended the webinar "Navigating Difficult Conversations" on April 5. The presenter provided techniques and tips for preparing to have difficult conversations with others. Though the target audience was supervisors/managers having conversations with employees, many of the techniques can be tailored to fit just about any type of difficult conversation: family, friends, staff to staff, employee to supervisor, staff to patron, etc.

### **Adult & Teen Services** (from Amanda Bosky)

- In addition to a Libby: Beyond the Basics class which drew 8 attendees, Adult Services Librarian Amanda Bosky had 9 Libby one-on-one sessions with individual patrons who requested hands-on assistance with their

accounts and devices. Demand for this sort of help will only increase when we add Hoopla downloadable audiobooks and eBooks this summer.

- Our other Adult programs included a Spring Home Maintenance workshop led by Project Home; Intro to Norwegian Genealogy led by Dana Kelly of the Naeseth Library; Medical Advance Directives led by Jean Ligocki; and our recurring popular programs such as Yoga in collaboration with Stoughton Yoga; online Virtual Author Visits; Adult Craft Club; and our book discussion groups.
- Teen Services Assistant Cynthia Schlegel's recent teen programs included a Teen Yo-Yo Clinic (led by Library Substitute Erin Mears's husband, Jordan); an after-hours fun and games program on a Friday night, with Children's Librarian Mary Ostrander as her co-pilot; and a bowling field trip to Viking Lanes. Cynthia and Mary have also been working together to plan an upcoming Pride event in June, sponsored by the Friends of the Library.

- Cynthia attended the **GSafe Statewide Conference on LGBTQ+ Youth** at the UW-Green Bay campus on April 6. Entitled "Safe Schools, Safe Communities," the conference featured a variety of speakers and workshops facilitated by local and regional experts. Participants gained critical skills, tools, knowledge, and

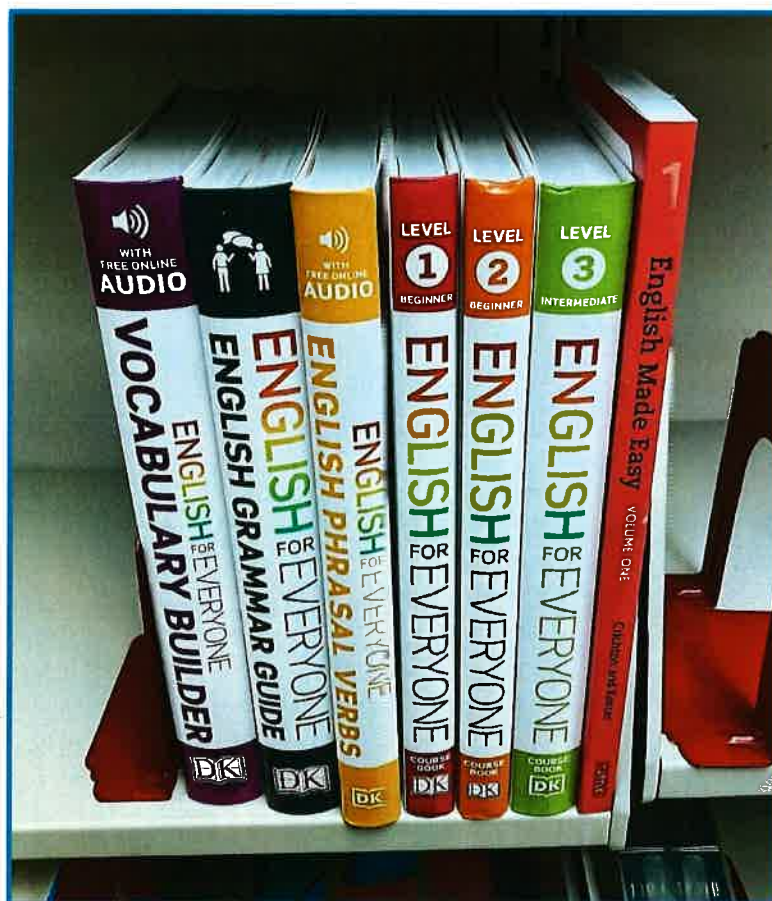


connections to help lead and support efforts to create safer, more inclusive environments for LGBTQ+ youth across Wisconsin, especially LGBTQ+ Youth of Color and transgender and nonbinary Youth. George M. Johnson, author of the acclaimed (and frequently challenged) memoir *All Boys Aren't Blue*, delivered the keynote address.

- Cynthia also wrote 11 National Honors Society recommendation letters for high schoolers over the past month. It's an honor to be such a trusted and important adult in so many teens' lives, but this was a time-consuming task!



- **Adult Services**  
Assistant Amy Hynek continues to represent the library at Joining Forces for Families and Stoughton Area Resource Team meetings. She also works closely with the Stoughton Resettlement Group. We recently added several **English instructional books** to the collection after Amy did some footwork to find materials that would most benefit the group.



- Amanda is working her way through the Adult and Teen graphic novels and manga, using funds from the Bryant Foundation to fill in gaps in series. Manga in particular has had a resurgence in popularity, so it will be good to get more titles on the shelf to meet patron demand and fill holds.
- At our March Adult Services Team meeting, we reviewed how to handle materials challenges at the public services desk. Though we have not experienced many of these here in Stoughton yet, challenges are at record-breaking highs across the nation, so we want to be sure all staff know how to handle potential challenges in a professional and consistent manner.

**Looking Back** from *The Stoughton Hub*

December 6, 1901

**The Free Library**

The work of cataloging the library books is now so far advanced that it was decided at a meeting of the board Tuesday to formally open the library for the inspection of the public Saturday, December 14. On that day, the library, reading room, and, in fact, the whole city hall will be thrown open to the public, and farmers are cordially invited to call in during their stay in town. The ladies of the various organizations in the city will serve refreshments in the large court room, the proceeds of which will go to swell the library fund. A musical and literary program is being prepared and will be given in the Auditorium in the afternoon or evening, no admission being charged. In short, everything will be done to make the opening of Stoughton's public library an event to be remembered with pleasure.



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

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

**MINUTES**

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

**Also Present: Library Director Jim Ramsey**

1. Meeting called to order by Meilahn Bartlett at 6:35 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of March 7, 2023 \*** - Minutes of March 7 2023, reviewed and approved by consensus.
4. **Discussion of assignments and next steps in finalizing revision of the Library's Strategic Plan** – Ramsey explained that the only remaining revisions were minor and stylistic in nature. Meilahn Bartlett submitted suggested revisions to Ramsey on April 2, so Ramsey proposed discussing those changes this evening. Discussion of Meilahn Bartlett's comments and proposed revisions followed. Capitalization of the word "library" throughout the document was discussed, as were several other minor stylistic changes.

Ramsey asked if the plan should be a 3-year or 4-year plan. Consensus was in favor of a 4-year plan, i.e., 2023-2026. Ramsey offered to make the corrections suggested by Meilahn Bartlett and format the final document. LeSage asked about the timeline for release of the finished plan and about accessibility with regards to the hyperlinks in the document. LeSage also offered help format the document. Ramsey will send final document with photos and some formatting to LeSage.

5. **Schedule next meeting** – Discussion ensued as to when the committee should meet next. Consensus emerged that scheduling a meeting now is not necessary. There was general agreement that future meetings should continue to be held on the first Tuesday of the month.

6. Meeting adjourned by consensus at 7:01 PM

\*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage

Jean Ligocki

Sharon Meilahn Bartlett (chair)

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.

## 2022-2023 Children's Area Refresh Budget

REVENUE	Amount
Allocated fund balance (fund 215)	\$ 30,000.00
Unspent renovation gift money (fund 217)	\$ 26,220.00
<b>Total</b>	<b>\$ 56,220.00</b>

EXPENSES	Amount
Furniture & Fixtures	\$ 20,568.29
Mural	\$ 13,800.00
Shelving	\$ 12,857.00
Electrical	\$ 359.00
Miscellaneous	\$ 493.08
<b>Total</b>	<b>\$ 48,077.37</b>

Total unexpended as of 04/11/23

\$ 8,142.63



# Library Capital Improvement Projects, 2023-2027



Department	Project Description	2023	2024	2025	2026	2027
55110 Library	Computers & peripherals replacement	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
55111 Library	Furniture & fixtures replacement	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
55112 Library	Cabinets & countertops for Carnegie Room	\$ 10,000	-	-	-	-
55113 Library	Improvements to 216 E Jefferson	\$ 30,000	-	-	-	-
55114 Library	Self-check machine replacement	-	\$ 18,000	-	-	-
53200 City Buildings	HVAC Engineering study for major air handling replacement	\$ 10,000	-	-	-	-
53201 City Buildings	HVAC Major air handling replacement	\$ -	\$ 120,000	-	-	-
53202 City Buildings	Tuckpointing and exterior masonry repair	\$ 60,000	-	-	-	-