

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, May 17, 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 Library Director Jim Ramsey

II. Review of Agenda & Certification of Compliance with Open Meetings Law

III. Consent Agenda \*

- A. Review/Approval of Minutes of April 19, 2023 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for April 2023 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for May 2023 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation on trends in Circulation Post-Covid Shutdown by Director Jim Ramsey

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: will meet soon to discuss hiring to replace Circ/YS assistant
- C. Planning: did not meet
- D. Policies: scheduled to meet on June 1

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

XII. Old Business - None

XIII. New Business

- A. Appointment of 2023-2024 Student Trustee \*
- B. Nominations and elections of 2023-2024 Board officers \*

- C. Discussion of 2023-2024 committee assignments (enclosure)
- D. Discussion and possible action regarding approval of the library's 2023-2026 Strategic Plan (enclosure) \*
- E. Discussion and possible action regarding approval of Agreement to Participate in South Central Library System Technology Services (enclosure) \*

XIV. Pending Agenda Items

- A. Allocation/designation of Fund 217 fund balance for future library expansion project

XV. Adjournment \*

NEXT REGULAR MEETING: June 21, 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 May 17, 2023



**NOTE:** In the absence of both the President and Vice-President, Library Director Jim Ramsey will preside over the meeting

## **XIII. New Business**

- A. Appointment of 2023-2024 Student Trustee \*** - The ad hoc Student Trustee Nominating Committee will put forth its recommendation for the 2023-2024 Student Trustee and the Board will vote to confirm.
- B. Nominations and election of 2023-2024 Board officers \*** - Nominations for the offices of President and Vice-President for the 2023-2024 term will be accepted. A Board vote is required to confirm each officer. The new officers' terms will begin at the next Board meeting on June 21.
- C. Discussion of 2023-2024 committee assignments (enclosure)** – The current committee assignments are enclosed. Committee assignments for 2023-2024 are scheduled to be made by the new Board President at the next Board meeting on June 21. In past years, the President has asked trustees to email them with committee preferences, or simply to indicate that they would like to retain existing appointments.
- D. Discussion and possible action regarding approval of the library's 2023-2026 Strategic Plan (enclosure) \*** – Director Ramsey will present the Planning Committee's revision of the 2020-2022 Strategic Plan, which the committee has been working on since late last year. The Board will vote on whether to adopt the new plan.
- E. Discussion and possible action regarding approval of Agreement to Participate in South Central Library System Technology Services (enclosure) \*** - This is an agreement between South Central Library System and its member libraries to provide network services, PC support, Integrated Library System (ILS) services, and other information technology services. SCLS sends out a revised version every several years or so; the previous one was adopted by our Board in 2018. SCLS revised the agreement slightly on the advice of their insurance provider, and they are asking the board of trustees of each member library to approve the revised document. I have included a red-lined version in the packet so you can see the proposed changes.

#### **XIV. Pending Agenda Items**

**A. Allocation/designation of Fund 217 fund balance for future library expansion project** – On the advice of City Finance Director Dave Ehligner, the Board's Finance Committee will consider ear-marking the fund balance in fund 217 for a future building project. I would recommend that the committee take this up at their meeting this summer when they consider the 2024 operating budget.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 19, 2023, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Ken Axe; Elise Balzer (virtual); Teri LeSage; Jean Ligocki, City Council Representative; Amy Ketterer, President; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Kristin Rosenberg, Stoughton Area School District Representative (virtual); Dayna Versteegen

ABSENT: Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, Friends of the Library President (virtual); Dave Ehlinger, City of Stoughton Finance Director (virtual)

- I. CALL TO ORDER: 6:30 p.m. by Library Board President Amy Ketterer
- II. REVIEW OF AGENDA. Ketterer moved item VIII and XI to immediately follow item III.
- III. CONSENT AGENDA *Motion to approve: Versteegen Second: Meinholz Vote: 9-0*
- IV. FRIENDS OF THE LIBRARY REPORT FROM FRIENDS BOARD PRESIDENT LESLEY JOHNSON. Johnson shared the calendar of upcoming Friends events.
- V. BOARD IN-SERVICE: PRESENTATION BY CITY OF STOUGHTON FINANCE DIRECTOR DAVE EHLINGER. Ehlinger went over the Library's 2022 financial records.
- VI. RECOGNITION OPPORTUNITIES. Ramsey and the Board discussed the handwritten thank you cards trustees had written to library staff.
- VII. PUBLIC COMMENT PERIOD. No public comments.
- VIII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a letter of praise for Cynthia Schlegel's after hours teen program and thank-you letters from the kindergarteners at Sandhill Elementary.
- IX. EDUCATION UPDATES. Meilahn Bartlett shared an updated on World Day for Cultural Diversity and an *Atlantic* article about librarians and book challenges; Balzer shared an NBC article about libraries in Texas.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey informed the board that Jane Groshan is retiring after 23 years with the Library.
- XI. COMMITTEE REPORTS
  - A. Finance: did not meet.
  - B. Personnel: did not meet.
  - C. Planning: Ramsey reported that the Strategic Plan will be on the Board agenda next month.
  - D. Policies: did not meet.
- XII. OLD BUSINESS
  - A. UPDATE FROM AD HOC STUDENT TRUSTEE RECRUITMENT COMMITTEE. After discussion it was agreed not to accept the late application and to appoint Siri Vienneau as Student Trustee for 2023-24.
  - B. DISCUSSION OF 2023-2024 BOARD OFFICER NOMINATIONS TO BE MADE NEXT MONTH. Ketterer encouraged Board members to volunteer.
- XIII. NEW BUSINESS.
  - A. REVIEW OF 2022 BUDGET, INCLUDING CHILDREN'S AREA REMODEL PROJECT. See item V above. Ramsey reported that the Children's Area remodel is almost complete, except for the art installation to go over the service desk.
  - B. DISCUSSION OF 2024 CAPITAL IMPROVEMENT PROJECTS. Ramsey went over the projected spending for 2023 and 2024, especially the replacement of the HVAC system.
- XIV. PENDING AGENDA ITEMS. Library Gift Fund (217) Fund Balance
- XV. ADJOURNMENT. *Motion to adjourn at 8:13 P.M.: Meinholz Second: LeSage Vote: 9-0.*

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	04/30/2023	NORMAL	(ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDTG USED
Fund 215 - LIBRARY FUND										
Revenues										
Dept 00000 - REVENUE										
215-00000-41110	PROPERTY TAX - OPERATIONS	726,880.00	242,293.32	0.00	0.00	60,573.33	484,586.68	33.33	0.00	
215-00000-43330	FED GRANT - COVID-19	0.00	0.00	0.00	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	0.00	0.00	0.00	
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215-00000-43720	DANE COUNTY SERVICE FEES	249,910.00	0.00	0.00	0.00	0.00	249,910.00	100.00	0.00	
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00	14,980.43	0.00	0.00	0.00	(14,980.43)	100.00	0.00	
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215-00000-46110	MISC. REVENUE	0.00	279.45	0.00	0.00	0.00	(279.45)	100.00	0.00	
215-00000-46710	LIBRARY FEES	4,000.00	1,003.12	0.00	0.00	196.11	2,996.88	25.08	0.00	
215-00000-46712	COPY MACHINE	2,500.00	1,170.45	0.00	0.00	314.22	1,329.55	46.82	0.00	
215-00000-47301	CHARGES TO DANE COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215-00000-47302	CHARGES TO MUNICIPALITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215-00000-48110	INTEREST INCOME	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
215-00000-48500	DONATIONS	0.00	0.00	0.00	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	0.00	0.00	0.00	
215-00000-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	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	0.00	0.00	0.00	
215-00000-49300	SURPLUS	0.00	0.00	0.00	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	0.00	0.00	0.00	
215-00000-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 00000 - REVENUE		999,269.00	259,726.77	0.00	0.00	61,083.66	739,542.23	25.99	0.00	
Dept 55100 - COMMUNITY COMMITMENT										
215-55100-43330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	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	0.00	0.00	100.00	0.00	
Total Dept 55110 - LIBRARY		8,227.00	8,227.00	0.00	0.00	0.00	0.00	100.00	0.00	
TOTAL REVENUES		1,007,496.00	267,953.77	0.00	0.00	61,083.66	739,542.23	26.60	0.00	
Expenditures										
Dept 55100 - COMMUNITY COMMITMENT										
215-55100-50120	WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 55110 - LIBRARY										
215-55110-50110	SALARIES	90,227.00	31,100.04	0.00	0.00	6,940.80	59,126.96	34.47	0.00	
215-55110-50120	WAGES	431,524.00	143,506.75	0.00	0.00	32,117.24	288,017.25	33.26	0.00	
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
215-55110-50127	WAGES - PART TIME	78,297.00	27,553.52	0.00	0.00	6,238.90	50,743.48	35.19	0.00	
215-55110-50128	SEASONAL/TEMPORARY	8,840.00	3,734.69	0.00	0.00	760.49	5,105.31	42.25	0.00	
215-55110-50129	WAGES - LONGEVITY	7,600.00	0.00	0.00	0.00	0.00	7,600.00	0.00	0.00	
215-55110-50151	EMPLOYEE BENEFITS	0.00	5,648.92	0.00	0.00	0.00	(5,648.92)	100.00	0.00	
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00	10,906.16	0.00	0.00	0.00	(10,906.16)	100.00	0.00	

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDTG
		AMENDED BUDGET	NORMAL	04/30/2023	04/30/2023	MONTH 04/30/2023	INCREASE (DECREASE)		
Fund 215 - LIBRARY FUND									
Expenditures									
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	47,161.00	11,799.68	11,799.68	3,360.97	35,361.32	25.02	25.02	25.02
215-55110-50161	WRS - GENERAL	30,759.00	8,634.03	8,634.03	2,446.44	22,124.97	28.07	28.07	28.07
215-55110-50163	HEALTH INSURANCE	115,000.00	30,983.23	30,983.23	10,405.33	84,016.77	26.94	26.94	26.94
215-55110-50164	DENTAL INSURANCE	6,777.00	1,851.63	1,851.63	617.21	4,925.37	27.32	27.32	27.32
215-55110-50165	LIFE INSURANCE	211.00	297.60	297.60	99.20	(86.60)	141.04	141.04	141.04
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	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	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	219.05	219.05	72.25	780.95	21.91	21.91	21.91
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	828.55	828.55	429.36	771.45	51.78	51.78	51.78
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	0.00	300.00	0.00	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
215-55110-50220	UTILITIES	21,000.00	3,482.62	3,482.62	1,168.14	17,517.38	16.58	16.58	16.58
215-55110-50221	UTILITIES-BUILDING 2	6,000.00	2,756.25	2,756.25	746.61	3,243.75	45.94	45.94	45.94
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00	1,510.75	1,510.75	270.34	1,289.25	53.96	53.96	53.96
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	4,243.62	4,243.62	209.92	4,756.38	47.15	47.15	47.15
215-55110-50289	TECHNOLOGY COSTS	56,000.00	52,870.82	52,870.82	484.00	3,129.18	94.41	94.41	94.41
215-55110-50300	MISC EXPENSES	500.00	276.89	276.89	21.55	223.11	55.38	55.38	55.38
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	1,900.41	1,900.41	27.98	2,599.59	42.23	42.23	42.23
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	175.00	175.00	0.00	425.00	29.17	29.17	29.17
215-55110-50326	PERIODICALS	5,400.00	3,338.62	3,338.62	0.00	2,061.38	61.83	61.83	61.83
215-55110-50327	E-RESOURCES	12,000.00	11,834.02	11,834.02	0.00	165.98	98.62	98.62	98.62
215-55110-50328	AUDIO VISUAL	9,000.00	2,194.00	2,194.00	635.74	6,806.00	24.38	24.38	24.38
215-55110-50329	BOOKS	50,000.00	13,936.14	13,936.14	5,265.05	36,063.86	27.87	27.87	27.87
215-55110-50340	OPERATING EXPENSES	5,000.00	641.60	641.60	100.99	4,358.40	12.83	12.83	12.83
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	19.96	19.96	0.00	180.04	9.98	9.98	9.98
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	2,022.62	2,022.62	901.42	3,977.38	33.71	33.71	33.71
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00	235.60	235.60	91.66	(235.60)	100.00	100.00	100.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00	524.04	524.04	8.99	(524.04)	100.00	100.00	100.00
215-55110-50820	CAPITAL- COMPUTERS	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
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,007,496.00	379,026.81	379,026.81	73,420.58	628,469.19	37.62	37.62	37.62
TOTAL EXPENDITURES		1,007,496.00	379,026.81	379,026.81	73,420.58	628,469.19	37.62	37.62	37.62
Fund 215 - LIBRARY FUND:									
TOTAL REVENUES		1,007,496.00	267,953.77	267,953.77	61,083.66	739,542.23	26.60	26.60	26.60
TOTAL EXPENDITURES		1,007,496.00	379,026.81	379,026.81	73,420.58	628,469.19	37.62	37.62	37.62
NET OF REVENUES & EXPENDITURES		0.00	(111,073.04)	(111,073.04)	(12,336.92)	111,073.04	100.00	100.00	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	411,555.48
215-00000-11102	US BANK - CC	4,764.57
<b>Total Assets</b>		<b>416,320.05</b>
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	484,586.68
<b>Total Liabilities</b>		<b>508,990.86</b>
*** Fund Balance ***		
215-00000-39600	FUND BALANCE RESTRICTED	18,402.23
<b>Total Fund Balance</b>		<b>18,402.23</b>
<b>Beginning Fund Balance</b>		<b>18,402.23</b>
<b>Net of Revenues VS Expenditures</b>		<b>(111,073.04)</b>
<b>Ending Fund Balance</b>		<b>(92,670.81)</b>
<b>Total Liabilities And Fund Balance</b>		<b>416,320.05</b>



GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	2023	04/30/2023	04/30/2023	MONTH 04/30/2023	BALANCE	% BDGT	USED
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>									
<b>Revenues</b>									
Dept 00000 - REVENUE									
217-00000-48110	INTEREST INCOME	1,000.00		3,681.75		866.41		(2,681.75)	368.18
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		58,808.60		3,698.19		1,191.40	98.01
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		62,490.35		4,564.60		(12,490.35)	124.98
<b>Dept 55110 - LIBRARY</b>									
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
<b>TOTAL REVENUES</b>									
50,000.00		50,000.00		62,490.35		4,564.60		(12,490.35)	124.98
<b>Expenditures</b>									
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
<b>Dept 55110 - LIBRARY</b>									
217-55110-50499	DEPT DEFICIT	0.00		0.00		0.00		0.00	0.00
217-55110-50500	DESIGNATED	50,000.00		23,927.82		13,946.76		26,072.18	47.86
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		23,927.82		13,946.76		26,072.18	47.86
<b>TOTAL EXPENDITURES</b>									
50,000.00		50,000.00		23,927.82		13,946.76		26,072.18	47.86
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>									
TOTAL REVENUES		50,000.00		62,490.35		4,564.60		(12,490.35)	124.98
TOTAL EXPENDITURES		50,000.00		23,927.82		13,946.76		26,072.18	47.86
NET OF REVENUES & EXPENDITURES		0.00		38,562.53		(9,382.16)		(38,562.53)	100.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	2023	04/30/2023	04/30/2023	MONTH 04/30/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	% BDTG	USED
	TOTAL REVENUES - ALL FUNDS	1,057,496.00	0.00	330,444.12	65,648.26	727,051.88					31.25	
	TOTAL EXPENDITURES - ALL FUNDS	1,057,496.00	0.00	402,954.63	87,367.34	654,541.37					38.10	
	NET OF REVENUES & EXPENDITURES			(72,510.51)	(21,719.08)	72,510.51					100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	100,366.87
217-00000-11102	US BANK - CC	961.97
217-00000-11302	WISC INVESTMENT FUND	203,336.27
<b>Total Assets</b>		<b>304,665.11</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-34000	FUND BALANCE-DESIGNATED	1,746.17
217-00000-39600	FUND BALANCE RESTRICTED	264,356.41
<b>Total Fund Balance</b>		<b>266,102.58</b>
<b>Beginning Fund Balance</b>		<b>266,102.58</b>
<b>Net of Revenues VS Expenditures</b>		<b>38,562.53</b>
<b>Ending Fund Balance</b>		<b>304,665.11</b>
<b>Total Liabilities And Fund Balance</b>		<b>304,665.11</b>

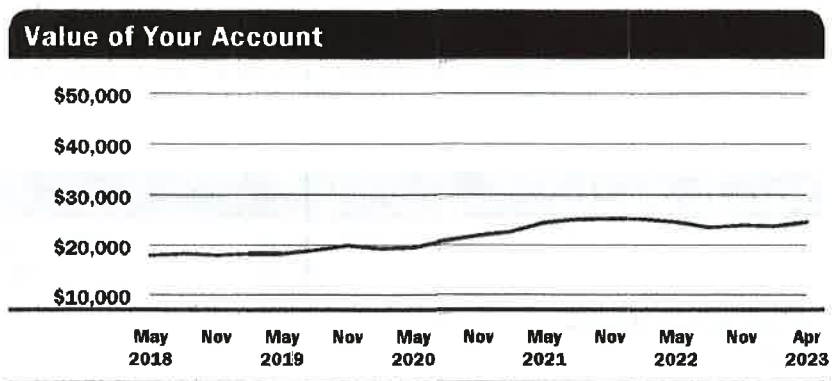
Stoughton Area Comm Foundation

**Helping keep you secure**

The relationship between you and Edward Jones is built on trust. We have several security measures in place, from security and scam detection training for employees to real-time analysis of cyberthreat intelligence from the FBI and Secret Service, to help protect your accounts and personal information. Online Access offers additional features to further protect your information and financial transactions. Your local team can provide additional details.

**Corporate - Select**  
**Portfolio Objective - Account: Balanced Toward Growth**

Account Value	
<b>\$24,514.65</b>	
<b>1 Month Ago</b>	\$24,116.92
<b>1 Year Ago</b>	\$23,937.39
<b>3 Years Ago</b>	\$18,661.59
<b>5 Years Ago</b>	\$17,746.25



Value Summary		
	This Period	This Year
Beginning Value	\$24,116.92	\$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	397.73	1,025.29
<b>Ending Value</b>	<b>\$24,514.65</b>	

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

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
	1.62%	4.35%	0.12%	9.15%	6.42%

## 2023 EXPENDITURES: FUND 215

### MAY

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

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

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

Inv. Date	Payment	Line Item	Vendor	Description	Amount
04/30/23	05/17/23	50211	Baker & Taylor AD217	fuel surcharge	\$ 5.04
04/30/23	05/17/23	50211	Baker & Taylor AD329	fuel surcharge	\$ 12.22
04/30/23	05/17/23	50211	Baker & Taylor CH329	fuel surcharge	\$ 0.16
05/01/23	05/17/23	50211	Ingram	fuel surcharge	\$ 45.00
05/02/23	AB prepaid CC	50211	USPS	USPS 050223 211	\$ 63.00
04/20/23	05/17/23	50212	Bosky, Amanda	AB 042023 mileage	\$ 23.84
05/01/23	05/17/23	50212	Ramsey, James	JR 050123	\$ 131.40
04/04/23	JR prepaid CC	50212	UW-Madison	UWI 040423 RB	\$ 225.00
05/04/23	05/17/23	50221	Alliant Energy	AE C50423	\$ 339.94
04/19/23	05/17/23	50240	Gordon Flesch	GF 041723 copier2	\$ 133.98
05/03/23	05/17/23	50240	Gordon Flesch	GF 050323 copier1	\$ 72.04
05/09/23	05/17/23	50240	TBS	TBS 050923 fax	\$ 22.44
04/11/23	SB prepaid CC	50250	Amazon	AZ C41123 250	\$ 99.98
04/17/23	SB prepaid CC	50250	Amazon	AZ C41723 250	\$ 19.78
05/04/23	SB prepaid CC	50250	Amazon	AZ C50223 250	\$ 21.94
03/28/23	JR prepaid CC	50289	Donor Tools	DON032823TECH	\$ 39.00
04/28/23	JR prepaid CC	50289	Donor Tools	DON042823TECH	\$ 39.00
04/11/23	SB prepaid CC	50313	Amazon	AZ C41123 CC	\$ 11.99
04/12/23	SB prepaid CC	50313	Amazon	AZ C41123 prog ch	\$ 55.61
04/13/23	SB prepaid CC	50313	Amazon	AZ C41123 SLP TE	\$ 49.49
04/14/23	SB prepaid CC	50313	Amazon	AZ C41123 prog ch	\$ 9.99
04/16/23	SB prepaid CC	50313	Amazon	AZ C41123 SLP TE	\$ 25.65
04/16/23	SB prepaid CC	50313	Amazon	AZ C41123 CC	\$ 82.66
04/17/23	SB prepaid CC	50313	Amazon	AZ C41123 SLP TE	\$ 10.88
04/26/23	SB prepaid CC	50313	Amazon	AZ C42623 CC	\$ 9.49
04/26/23	SB prepaid CC	50313	Amazon	AZ C42623 CC	\$ 20.98
04/26/23	SB prepaid CC	50313	Amazon	AZ C42623 ProgCH	\$ 43.59
04/27/23	SB prepaid CC	50313	Amazon	AZ C42623 SLPCH	\$ 8.29
04/27/23	SB prepaid CC	50313	Amazon	AZ C42623 SLPCH	\$ 41.69
04/27/23	SB prepaid CC	50313	Amazon	AZ C42623 SLPCH	\$ 45.83
04/27/23	SB prepaid CC	50313	Amazon	AZ C42623 SLPCH	\$ 8.36
03/30/23	05/17/23	50313	Breakout, Inc.	BO033023PROGCH	\$ 99.00
03/30/23	MO prepaid CC	50313	Pick 'n Save	PS 033023 PROGCH	\$ 27.98
05/04/23	MO prepaid CC	50313	Pick 'n Save	PS 050423PROGCH	\$ 19.99
04/25/23	CS prepaid CC	50313	Walmart	WM 042523 SLPTE	\$ 70.00
03/25/23	SB prepaid CC	50328	Amazon	AZ 032323 JDVD	\$ 9.96
03/25/23	SB prepaid CC	50328	Amazon	AZ 032323 JDVD	\$ 19.75

04/09/23	SB prepaid CC	50328	Amazon	AZ 040423 ADVD	\$ 33.91
04/23/23	SB prepaid CC	50328	Amazon	AZ 042023 JDVD	\$ 44.66
04/30/23	05/17/23	50328	Baker & Taylor AD328	AD/TE materials	\$ 282.04
05/01/23	05/17/23	50328	Ingram	AD/TE materials	\$ 175.96
05/02/23	05/17/23	50328	Playaway	FA 030923 ABCD	\$ 139.23
05/02/23	05/17/23	50328	Playaway	FA 040523 ABCD	\$ 127.98
04/30/23	05/17/23	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,222.05
04/30/23	05/17/23	50329	Baker & Taylor CH329	CH materials	\$ 15.57
05/08/23	05/17/23	50329	Cengage	AD/TE materials	\$ 462.70
05/01/23	05/17/23	50329	Ingram	CH materials	\$ 1,465.00
05/01/23	05/17/23	50329	Ingram	AD/TE materials	\$ 1,966.40
05/17/23	05/17/23	50329	J. Appleseed	JA 012423 AN	\$ 560.15
03/26/23	SB prepaid CC	50340	Amazon	AZ 032423 OS	\$ 100.99
04/11/23	SB prepaid CC	50340	Amazon	AZ 041123 OS	\$ 22.99
04/16/23	SB prepaid CC	50340	Amazon	AZ 041323 OS	\$ 40.98
04/17/23	SB prepaid CC	50340	Amazon	AZ 041723 OS	\$ 23.56
04/21/23	SB prepaid CC	50340	Amazon	AZ 041723 OS	\$ 21.28
04/26/23	SB prepaid CC	50340	Amazon	AZ 042623 OS	\$ 124.71
04/19/23	SB prepaid CC	50342	Amazon	AZ 041823 LS	\$ 13.59
04/19/23	SB prepaid CC	50342	Amazon	AZ 041823 LS	\$ 122.49
04/30/23	05/17/23	50342	Baker & Taylor AD217	processing	\$ 15.54
04/30/23	05/17/23	50342	Baker & Taylor AD329	processing	\$ 41.44
04/30/23	05/17/23	50342	Baker & Taylor CH329	processing	\$ 0.74
04/20/23	05/17/23	50342	Demco	DM 041923 LS	\$ 401.45
05/01/23	05/17/23	50342	Ingram	processing	\$ 173.25
03/31/23	CITY prepaid	50350	City of Stoughton	STO033123salestax	\$ 21.55
04/13/23	05/17/23	50444	Barton, Kelly Ann	KAB 041323	\$ 12.99
04/27/23	05/17/23	50444	Oregon Public Library	ORE 042723	\$ 20.00
05/08/23	05/17/23	50444	Verona PL	VER 050823	\$ 25.00
03/25/23	SB prepaid CC	50810	Amazon	AZ 032123 CH 810	\$ 8.99
04/22/23	05/17/23	50870	McKay Garden Center	McGC 042223 (216)	\$ 1,803.90

**2023 EXPENDITURES: FUND 217  
MAY**

MOVED:  
SECONDED:  
VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
03/19/23	05/17/23	Beni Daiko	BD031923FFPROG	FoL	program	\$ 150.00			
03/22/23	AB prepaid CC	Eat at Joe's	EAJ032223FFPROG	FoL	program	\$ 26.00			
03/26/23	SB prepaid CC	Amazon	AZ 032123 FREP	FoL: R	books	\$ 15.95			
03/26/23	SB prepaid CC	Amazon	AZ 032123 FREP	FoL: R	books	\$ 34.99			
03/27/23	AB prepaid CC	Amazon	AZ032723BMM	Bryant	program	\$ 25.00			
03/27/23	AB prepaid CC	Apple	APP032723BMM	Bryant	program	\$ 7.62			
03/28/23	AB prepaid CC	Wisc. Historical Soc.	WHS032823BKV	Bryant	maps	\$ 500.00			
03/28/23	AB prepaid CC	Wisc. Historical Soc.	WHS032823Kvamme	Kvamme	maps	\$ 826.95			
03/30/23	MO prepaid CC	BookDepot	BO 033023 B TN	Bryant	program	\$ 197.73			
04/02/23	AB prepaid CC	New York Times	NYT 040223 sels	Selsor	subscription	\$ 56.00			
04/03/23	AB prepaid CC	Spotify	SPOT040323BMM	Bryant	program	\$ 10.54			
04/04/23	CS prepaid CC	Viking Lanes	VIK040423FFPROGTE	FoL	program	\$ 182.29			
04/11/23	SB prepaid CC	Amazon	AZ041123SUNTEHTF	Sunday	program	\$ 28.48			
04/11/23	SB prepaid CC	Amazon	AZ041123SUNTEHTF	Sunday	program	\$ 5.94			
04/11/23	JR prepaid CC	Walmart	WM 041123 expo	Undesg.	expo		\$ 20.98		
04/12/23	SB prepaid CC	Amazon	AZ041223SUNADHTF	Sunday	program	\$ 50.84			
04/13/23	SB prepaid CC	Amazon	AZ041223SUNADHTF	Sunday	program	\$ 8.57			
04/13/23	SB prepaid CC	Amazon	AZ041223SUNADHTF	Sunday	program	\$ 11.99			
04/17/23	SB prepaid CC	Amazon	AZ 041423 B GN	Bryant	books	\$ 17.98			
04/17/23	SB prepaid CC	Amazon	AZ 041423 B GN	Bryant	books	\$ 37.30			
04/18/23	MO prepaid CC	Dollar Tree	DT041823FPRI	FoL	program	\$ 16.25			
04/18/23	MO prepaid CC	Pick 'n Save	PN041823SUNCHHTF	Sunday	program	\$ 4.99			
04/20/23	SB prepaid CC	Amazon	AZ042023SUNPRI	Sunday	program	\$ 20.40			
04/20/23	SB prepaid CC	Amazon	AZ042023SUNPRI	Sunday	program	\$ 35.35			

04/20/23	05/17/23	Kanopy	KAN 042023	kanopy	e-res	\$ 3,000.00		
04/21/23	SB prepaid CC	Amazon	AZ 042023 MCH	Misc.	books	\$ 17.40		
04/21/23	SB prepaid CC	Amazon	AZ 042023 BVG	Bryant	video games	\$ 59.99		
04/21/23	SB prepaid CC	Amazon	AZ 042023 BVG	Bryant	video games	\$ 39.88		
04/23/23	SB prepaid CC	Amazon	AZ 042023 BVG	Bryant	video games	\$ 103.35		
04/25/23	AB prepaid CC	A Room of One's Own	AD/TE materials	FoL	books	\$ 552.08		
04/25/23	CS prepaid CC	Walmart	WM042523FFProgTE	FoL	program	\$ 74.65		
04/26/23	SB prepaid CC	Amazon	AZ 042623 FPRI	FoL	program	\$ 57.10		
04/26/23	SB prepaid CC	Amazon	AZ 042623 FPRI	FoL	program	\$ 54.59		
04/27/23	SB prepaid CC	Amazon	AZ 042623 FPRI	FoL	program	\$ 16.90		
04/27/23	SB prepaid CC	Amazon	AZ 042623 FPRI	FoL	program	\$ 196.76		
04/27/23	SB prepaid CC	Amazon	AZ 042623 FPRI	FoL	program	\$ 21.98		
04/27/23	05/17/23	NAGC	NAGC042723MAD	Misc.	books	\$ 1,188.00		
04/28/23	JR prepaid CC	Best Western	BW042823WAPL	Bryant	training	\$ 215.98		
04/30/23	05/17/23	Baker & Taylor	AD/TE materials	FoL: LD	AV	\$ 76.26		
04/30/23	05/17/23	Baker & Taylor	AD/TE materials	FoL: LD	books	\$ 407.15		
04/30/23	05/17/23	Baker & Taylor	AD/TE materials	Bryant	books	\$ 97.07		
04/30/23	AB prepaid CC	New York Times	NYT 043023 sels	Selsor	subscription	\$ 56.00		
05/01/23	05/17/23	Ingram	AD/TE materials	Bryant	books	\$ 494.90		
05/01/23	05/17/23	Ingram	AD/TE materials	FoL: R	books	\$ 10.04		
05/01/23	05/17/23	Ingram	AD/TE materials	Misc.	books	\$ 11.99		
05/01/23	05/17/23	Ingram	AD/TE materials	BeTP	books	\$ 13.17		
05/03/23	SB prepaid CC	Amazon	AZ 050123 Kvamme	Kvamme	supplies	\$ 41.98		
05/03/23	AB prepaid CC	Spotify	SPOT050323BMM	Bryant	program	\$ 10.54		
05/04/23	SB prepaid CC	Amazon	AZ 042023 BVG	Bryant	video games	\$ 119.76		
05/08/23	05/17/23	Cengage	AD/TE materials	FoL: LD	books	\$ 24.80		
05/12/23	05/17/23	Perfect Harmony	PHC051223FPRI	FoL	program	\$ 300.00		
05/17/23	05/17/23	J. Appleseed	JA 112822 BCN	Bryant	books	\$ 587.45		
05/17/23	05/17/23	J. Appleseed	JA 012523 (B)CN	Bryant	books	\$ 610.82		





# 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	16,334	-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	10,677	2,688	3,831	17,196	-2.96%
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	43,862	12,798	14,513	71,173	-65.43%
AVG	17,721	10,606	14,414	17,159	10,966	3,200	3,628	17,733	3.70%

**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	318	254	39	611	-44.66%
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	1,260	1,889	140	3,289	-66.43%
AVG	2,149	2,149	1,073	816	315	472	35	822	0.71%

STOUGHTON PUBLIC LIBRARY STATISTICS, APRIL 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	7,896	-0.99%		
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	33,547	-64.92%		
AVG	9,413	4,551	8,492	7,968	8,387	5.25%		

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	4,964	-3.07%		
MAR	7,574	2,422	6,887	5,701	5,454	-4.33%		
APR	6,880	10	5,953	5,452	4,972	-8.80%		
MAY	6,399	301	5,048	5,031		-100.00%		
JUN	6,423	1,982	5,153	5,290		-100.00%		
JUL	7,123	2,482	4,963	4,819		-100.00%		
AUG	6,370	4,397	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	5,302	5,104	4,469		-100.00%		
TOTAL	77,614	37,529	65,159	60,165	21,022	-65.06%		
AVG	6,468	3,136	5,430	5,014	5,256	4.82%		

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	2,187	27.82%		
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	7,970	-64.10%		
AVG	16,517	4,102	1,266	1,850	1,993	7.70%		

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	7,000	20.15%		
MAR	10,582	5,386	0	6,385	8,810	37.98%		
APR	10,221	0	0	6,482	7,634	17.77%		
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	30,948	-62.66%		
AVG	10,164	1,980	3,122	6,907	7,737	12.02%		

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

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS							2022-23	
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	7,993	59.81%		
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	36,040			
AVG	9,956	2,104	4,211	8,279	9,010			

WEBSITE PAGEVIEWS							2022-23	
MO.	2019	2020	2021	2022	2023	%CHANGE		
JAN	9,172	8,565	3,984	4,695	4,486	-4.45%		
FEB	8,379	7,513	3,952	3,751	3,912	4.29%		
MAR	8,814	6,359	4,998	3,968	5,152	29.84%		
APR	8,036	5,365	4,701	4,268	4,316	12.84%		
MAY	8,607	7,389	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	7,520	3,936	3,915		-100.00%		
SEP	7,121	6,180	3,448	3,501		-100.00%		
OCT	7,545	7,358	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 April 2023

Date		April Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
4/2/2023	Stoughton Yoga	Yoga Sundays				14		
4/3/2023	Headstart	Outreach ST(MO)	18					
4/3/2023	Sandhill	Outreach K (MO)		23				
4/3/2023	Sandhill	Outreach 1st (MO)		20				
4/3/2023	Sandhill	Outreach 4th (MO)		20				
4/4/2023	Sandhill	Outreach 5th (MO)		37				
4/4/2023	Sandhill	Outreach 1st(MO)		20				
4/4/2023	Sandhill	Outreach 2nd (MO)		25				
4/4/2023	Sandhill	Outreach 4th (MO)		23				
4/4/2023	Sandhill	Outreach 3rd (MO)		23				
4/4/2023	Carnegie Room	Graphic Novel Book Club (MO)		7				
4/4/2023	Viking Lanes	Teen Bowling (CS)			15			
4/4/2023	Study Room 1	Job Seeker Assistance (volunteer Lily)				0		
4/4/2023	Online live	LSC: Kate Beaton				3		
4/5/2023	Sandhill	Outreach k (MO)		23				
4/5/2023	Sandhill	Outreach 2nd(MO)		23				
4/5/2023	Sandhill	Outreach 5th (MO)		37				
4/5/2023	Sandhill	Outreach 1st (MO)		21				
4/5/2023	Sandhill	Outreach 4th (MO)		23				
4/5/2023	Sandhill	Outreach 3rd (MO)		23				
4/5/2023	Carnegie Room	Beginning Ukulele (MO)		13				
4/5/2023	Senior Center	Outreach: Page Turners (AH)				0		
4/5/2023	Carnegie Room	The Foundation				5		
4/6/2023	Sandhill	Outreach 2nd (MO)		22				
4/6/2023	Sandhill	Outreach K (MO)		19				
4/6/2023	Sandhill	Outreach K (MO)		21				
4/6/2023	Sandhill	Outreach 1st (MO)		18				
4/6/2023	Sandhill	Outreach 3rd (MO)		24				
4/6/2023	Fire Department	Adult Craft Club (SB, AH)				22		
4/8/2023	Online asynchronous	Views of 3/8 Norwegian Genealogy				6		
4/8/2023	Carnegie Room	Adult Creative Writing Group				1		
4/10/2023	Carnegie Room	Story Time (MO)	16					
4/11/2023	Carnegie Room	Baby ST (MO)	22					
4/11/2023	Weeble World	Outreach (MO)	25					

Programming Statistics  
for April 2023

4/12/2023	Carnegie Room	Pokemon Club (MO)	12						
4/13/2023	Carnegie Room	Story Time (MO)	16						
4/13/2023	Carnegie Room	Teen Theater Games (CS, volunteer)			18				
4/14/2023	Meeting Room #2	Lets Make A Character: D&D			6				
4/17/2023	Carnegie Room	Story Time (MO)	21						
4/18/2023	Carnegie Room	Baby ST (DF)	26						
4/19/2023	Learning Tree	Outreach ST (MO)	15						12
4/19/2023	Carnegie Room	Tuesdays with Murder (AB)							
4/19/2023	Carnegie Room	Teen Knitting (MO, CS)			5				
4/20/2023	Carnegie Room	Story Time (MO)	16						
4/20/2023	Carnegie Room	Tween Gaming (MO, CS)			9				
4/20/2023	Online asynchronous	Views of 3/20 Spring Home						4	
4/23/2023	Fire Department	How-To Fest (SB, AB, MO, AH, CS)							45
4/24/2023	Carnegie Room	Story Time (MO)	28						
4/25/2023	Carnegie Room	Baby ST (DF)	28						
4/26/2023	Carnegie Room	Crafty Kids (MO)			26				
4/27/2023	Carnegie Room	Story Time (MO)	26						
4/27/2023	Carnegie Room	Teen Yard Signs (CS, MO)						8	
4/27/2023	Online live	LSC: William Kent Krueger						4	
4/27/2023	Carnegie Room + Z	Travel: Singapore (volunteer Joe)							34
4/29/2023	Carnegie Room	Craft Swap (SB, AH, AB)							
4/30/2023	Study Rooms	Job Seeker Assistance one-on-ones						2	
4/30/2023	Online asynchronous	Views of LSC past presentations						529	
4/30/2023	2nd floor	One on one assistance (Libby, Kanopy,						5	
			<b>269</b>	<b>491</b>	<b>53</b>	<b>615</b>	<b>79</b>		

		April Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
4/20/2023	2nd floor	All ages sticker mural	0	0	0	0	30
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>

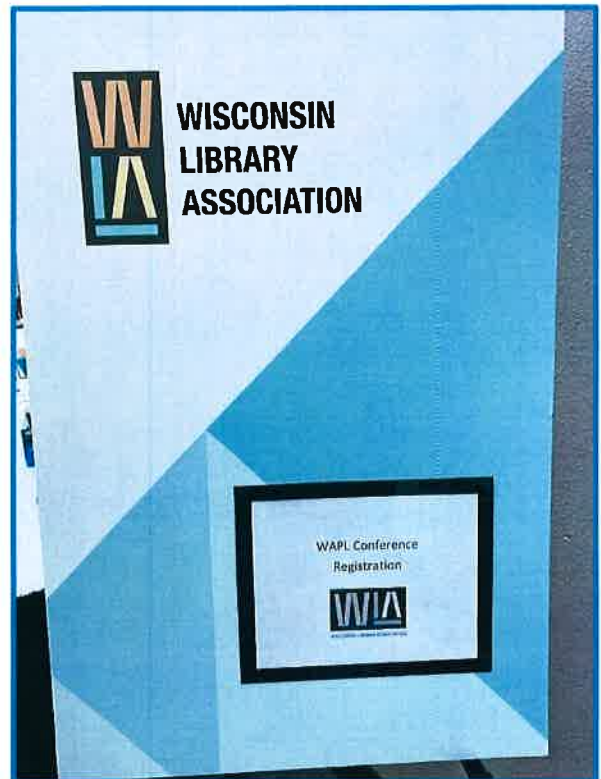
# Director's Report

May 17, 2023



## Library news:

- I chaired the monthly meeting of South Central Library System's Administrative Council on April 20. The main item of business was the approval of the revised Agreement to Participate in South Central Library System Technology Services. Following the Council's approval, the document was approved by the South Central Library System Board of Trustees. The next step is for individual library boards to approve the agreement, which is why it is an action item on this month's agenda.
- I attended the **Wisconsin Association of Public Libraries annual conference** in Oshkosh from April 26-28. Young adult author Lori M. Lee, a child of Hmong immigrants who grew up in Oshkosh, gave the keynote address in which she discussed the importance of representation in young people's literature. I also visited the **Oshkosh Public Library** which, much like our library, consists of a Carnegie-era building with an addition built in the 1990s. I attended the following break-out sessions over the course of the two-day conference:
  - "Give All Your Power Away:"



## Keys to an Organizational Remodel

- Legal Foundations of Patron Involvement in Collection Building and Maintenance: Reconsideration, Relocation, and Restriction Requests
  - Framework of Our Future: Building a Strategic Plan Step-by-Step
  - Navigating a Crisis
  - Security Isn't Enough: Introducing Patron Relations to Your Library
  - What the \$@!! Am I Getting Myself Into? A Library Building and Space Planning Overview
- I have completed the annual performance appraisals for two of the five staff members I supervise directly, and I am working on the remaining appraisals with a goal of completing them by the end of June.

- On April 22, **Siri Vienneau completed her Eagle Scout project** by planting around 40 shrubs in the lot at 216 E Jefferson St., along with the help of a few dozen other scouts and their parents.



Siri's project is the first step in our efforts to beautify and improve the vacant lot to make it into a useable outdoor programming space.

- I received word last month that the delivery of the shade structure for the outdoor programming space has been delayed until June due to supply chain problems. Unfortunately, this means that the concrete work will also have to wait, since the structure must be in place first. Once the structure and concrete are in place, we will arrange for installation of the electrical service. The storage shed being constructed by Madison College should arrive next month.
- I attended the Chamber of Commerce's monthly Lunch-n-Learn session on April 24 where the featured speaker was Katrina Becker, Executive Director of the Innovation Center Stoughton. Since learning about the city's plans for the ICS last year, I have been on the lookout for ways our library might collaborate with or otherwise be involved in ICS programming.

- On May 4, I attended the webinar “How to Move Past Midwest Nice Towards Safety and Belonging,” offered as part of the *Wisconsin Libraries Talk About Race* series. The presentation explored how “Midwest nice” can often lead us to ignore or downplay incidents of bigotry or exclusion in our libraries, and the different ways we can confront harmful words and actions to ensure that the library is truly a place for everyone.
- I attended the Dane County Library Directors meeting on May 11 at the Monona Public Library. The main topics of discussion were: the recent uptick in book challenges and the need to be proactive by updating our collection development policies; upcoming collaborative programs in 2023-2024 funded by the Beyond the Page endowment; and proposed changes to the Dane County Library Standards that will be soon distributed to local library boards for approval.
- On May 11, I learned that the planned South Central Library System-wide network outage originally scheduled for May 27-30 has been postponed until the end of June. While SCLS moves their data center and network equipment to a new location, network services, including Internet connectivity and Wi-Fi, will be unavailable to member libraries. The outage was originally scheduled for Memorial Day weekend when disruption to operations would be minimized. With the postponement, however, we are looking at the potential of being without network access for up to three days that we are open. I am looking into possible solutions, including the use of the City’s network or Wi-Fi hotspots that use cellular data.

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

The report for the period Apr 1 – Apr 28 shows an increase in value of \$397.73 to the account because of market conditions. The overall value of the account as of Apr 28 is \$24,514.65.

## Youth Services (from Mary Ostrander)

- Baby Story Time continues to be extremely popular. Caregivers will often invite other caregivers while talking in the play area in the children's area. Diane is doing an awesome job!

- The Discovery Bags are now available for check out. These are similar to the Busy Bags for very young children, but geared to ages 7-10. Thanks to Jane for getting everything together!

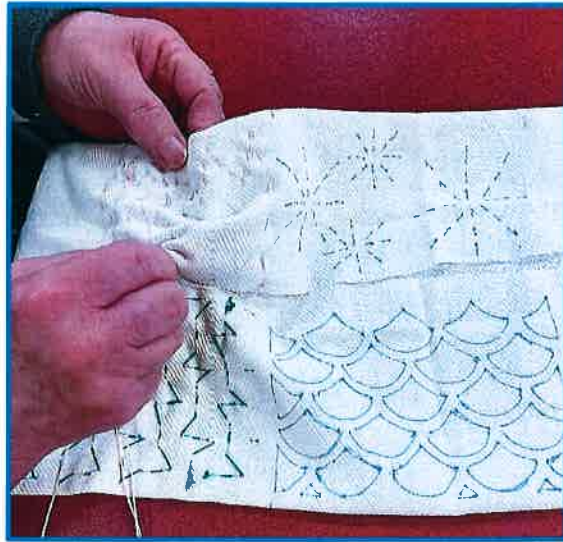


- Summer Reading visits to schools and daycares are all lined up for the end of May and beginning of June. This year, every child visited will get a summer reading log. They will be setting their own reading goals.
- The Pride event on June 3rd at East Side Park has been fully publicized through multiple marketing channels. Mary and Cynthia are excited to celebrate!
- Free Comic Book Day on Saturday, May 6, was a hit. Many families came in excited for the event.
- Library Assistant Jane Groshan's last day at Stoughton Public Library will be May 24th. We wish Jane all the best in her retirement!
- **Michael Hecht brought a resident from Magnolia Gardens memory care to read a book to the kids during story time on Thursday, May 4th.**
- Adults and kids loved making their own wind chimes during Crafty Kids on April 26th.
- Upcoming events for the summer include: many story times, Kindness Club, Donuts and Art, Tie Dye, Water Games, Graphic Novel Book Club, and more!

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



- Our department is busy ordering, linking, and processing new materials for the library! 628 items were added in March. Work continues on the large print fiction relabeling project, and we are also taking this opportunity to place RFID tags in any large print books that don't yet have them.
- Sarah and Amy led the May Craft Club session on **Sashiko-style stitching** to create a journal cover. Participants used stencils and carbon paper to transfer printed designs on their fabric before stitching. Two other craft related programs—the How-To Fest and the Great Craft Swap—kept Sarah and Amy busy in April.
- Sarah attended the May meeting of South Central Library System's Collection Maintenance Subcommittee via Zoom on May 10.



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

- Robin met with all three Circulation Assistants and finalized their annual performance reviews.
- The “Check out state parks at your library” program officially launched on May 1. Robin created a checkout system for the state park passes and shared important information about how the program and process works with staff.
- Robin is preparing the Circulation department for the planned South Central Library System-wide network outage scheduled for May 27 through May 30.
- Shelver Ana S. has resigned from the library to take another position; her last day was May 11. She has graciously agreed to work as a substitute shelver if needed. Robin and the Shelving team are working to fill schedule gaps until the vacant position can be filled.
- Circulation/Children's Assistant Jane Groshan will be retiring at the end of May. Robin is working on filling schedule needs until the vacancy can be filled. Jane has several projects that she works on outside of her regular circulation tasks, so she and Robin have been going over procedures for those as well.
- Robin attended a webinar on “Providing Effective Feedback” on May 3.

- Robin attended SCLS's Circulation Services Subcommittee meeting on May 9. The meeting was held in person, at the Kilbourn Public Library in Wisconsin Dells, for the first time since the pandemic.

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

- The past couple months have been exciting ones for our Kvamme local history collection. In collaboration among Local History volunteers Eloise and Lesley, Tech Services Supervisor Sarah Bukrey, and Adult Services Librarian Amanda Bosky, we have ordered local historic maps from the State Historical Society, as well as Norwegian genealogy books and maps from the Naeseth Library. Sarah, Lesley, and Eloise are also working to order a special map drawer to store all our beautiful new maps. We are very grateful to a descendent of the Kvamme family who has generously funded these projects.
- There are lots of changes taking place on the top floor. Many thanks to Adult Services Assistant Amy Hynek for weeding and shifting Books on CD so we could rearrange furniture, moving a desk from the Teen area to the Adult Seating area. We have lower-profile board game shelving now, which provides a less obstructed view of our **Teen mural in progress**. With





guidance from Teen Services Assistant Cynthia Schlegel, members of the Teen Advisory Board chose the theme (a variety of book genres) and approved the final design. Local artist Emily Balsley, who created the Children's Department murals, is currently painting upstairs. We are also going to purchase a sofa and ottoman in fun colors to add more casual seating to our very popular Teen area.

- Cynthia has been working very hard to prepare for our upcoming all-ages Pride event on June 3, collaborating with Children's Librarian Mary Ostrander and community figures involved in the event. This event was specially requested by teens who attend her programs and Teen Advisory Board meetings, and we are delighted to show our support for our LGBTQ+ teens and community.
- Cynthia's other recent teen programs include: Theater Games, in collaboration with Kelsey Cameron of Stoughton Youth Players; Knitting; Dungeons and Dragons with community volunteer Maria; Tween Gaming; Pride Yard Sign Design session; and Teen Advisory Board. We give special thanks to Mary for collaborating with Cynthia on so many teen and tween programs, as well as our library subs who are often scheduled to be a second adult in the room and assist during Cynthia's very well-attended teen programs.

- Amy had a busy month as well, attending the Stoughton Community Networking Conference in April; and not only co-hosting Adult Craft Club with Sarah Bukrey in April and May, but also co-hosting the craft How-To Fest and **Craft Swap in late April**. Many, many thanks to Sarah Bukrey and Amy for making our regular Craft Club wonderful and for working so hard to organize and host these two bonus craft programs. Mary, Cynthia, and Amanda also contributed to the How-To Fest.
- Amanda has been busy collaborating with Sarah Bukrey and Jim to launch our newest e-resource, Hoopla, in mid-May, which will require lots of training and preparation for promotion. She and Circulation Supervisor Robin Behringer have also been working hard on our Free State Park Pass pilot program which runs from May 1-December 30 of this year. Kudos to Robin for going above and beyond by reaching out to other libraries to develop best practices for our pilot to be successful. We are doing May “soft launches” of each of these initiatives, and will begin promoting both of them much more heavily after June 1. Other notable Adult programs beyond our regular book discussions and Virtual Author Visits include Yoga Sundays; a travel presentation on Singapore; and our all-ages Free Comic Book Day on May 6.

**Looking Back** from *The Stoughton Hub*  
July 23, 1917

### **Give Your Idle Books to the Soldiers**

Persons who have books that they wish to donate to the army libraries are requested to bring them to the public library as soon as possible. With these books it is intended to establish circulating libraries at all of the big army camps as well as at the front in France and at the army hospitals.

Any readable book of general interest will appeal to the soldiers as there are, of course, men of greatly varying tastes among them. Books on the war, popular travel history, and biography, as well as short stories of the ocean and other tales of adventure are sure to be liked.

...

Good books for the uneducated will prove welcome, good books for boys, for especially in the national guard throughout the United States there are thousands of boys between the ages of 17 and 21, and they will want books that are not over their heads.

**STOUGHTON PUBLIC  
LIBRARY BOARD OF TRUSTEES**

**2022-2023 COMMITTEE ASSIGNMENTS**



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

**PERSONNEL:** Ken Axe, Amy Ketterer, Kristin Rosenberg

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

**POLICIES:** Ken Axe, Elise Balzer (chair), Erin Meinholz, Dayna Versteegen,



# STOUGHTON PUBLIC LIBRARY

## 2023 - 2026 STRATEGIC PLAN



Adopted 05/17/2023 by the Library Board of Trustees

## INTRODUCTION

This strategic plan was drafted by the Planning Committee of the Stoughton Public Library Board and adopted by the full Board of Trustees in April of 2023. It is a revision of the 2020-2022 Strategic Plan adopted by the Board in October of 2019, which was itself a significant reworking of the 2015-2018 plan adopted by the Board in 2017.

In crafting this plan, the Committee utilized several types of input, including a community survey in 2018 and a series of focus groups held in 2019. Library staff were also surveyed in 2022 regarding future service priorities, and many of their suggestions are incorporated into this document. Library Director Jim Ramsey reviewed multiple drafts of the plan with the Library's Management Team—Robin Behringer, Amanda Bosky, Sarah Bukrey, and Mary Ostrander—throughout 2022 and 2023.

The City of Stoughton's creation of a Diversity, Equity, and Inclusion (DEI) taskforce in the spring of 2022, as well as the anticipated hiring of a project manager in 2023 to oversee DEI efforts in the city, reflected sentiments expressed in the community survey and focus groups regarding the importance of DEI issues. As a result, issues relating to DEI were top of mind in the creation of this plan.

## BACKGROUND

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Stoughton is a growing community, as evidenced by the robust development occurring throughout the city. In recent years, city leadership has made attracting young adults and families to our community a top priority. In 2020, the Stoughton Area School District sponsored a study entitled *Gaining and Maintaining Young Adults and Young Families in Stoughton, Wisconsin*. The study identified lack of affordable housing, among other factors, as a key barrier to attracting the young families needed to sustain our community. A slower pace of development relative to surrounding communities was further identified as a factor hindering growth in our school district and community as a whole.

**Increases in library programs and services for young people and their families will be important for attracting new residents with school-aged children to our community.**



Increases in library programs and services for young people and their families will be important for attracting new residents with school-aged children to our community. Likewise, as the community grows and gains more young adults and their families, our services must expand to meet the needs of these populations. Meeting the educational needs of young people in our community remains a key part of our mission. To this end, our staff will continue to collaborate closely with the Stoughton Area School District to provide early literacy and learning opportunities for all ages.

Much progress has been made here in Stoughton in recent years toward smart, sustainable growth. In 2022-2023, the city experienced a growth in net new construction of 2.43 percent, one of the largest increases in well over a decade, and just shy of the Dane County average of 2.52 percent. Kettle Park West and 51 West, two new developments on the northwestern edge of the city, are set to provide the kind of housing the community needs to grow.

In the years to come, the riverfront redevelopment project promises to bring more density and activity to the downtown area. The proposed whitewater park on the Yahara River will also increase the number of visitors to the downtown area. As the community grows in the coming years, demand for library services will also increase.



Exploring the need for a larger physical space will be a top priority for our organization in the years to come. Our current 16,000 square foot facility is inadequate to meet the growing demands of our community for programming, meeting, and activity spaces. When our building was remodeled and expanded over three decades ago, library use was still largely transactional in nature: patrons came to the library to check out materials or to seek information; the space simply was not designed with collaboration and active learning in mind.

The need for additional staffing is another theme running through this strategic plan. Whereas the library of the past offered exclusively transactional services like check-outs and answers to reference inquiries, the 21<sup>st</sup> century library is a place for experiential learning and community building. The library of the past was a place to find a book and a quiet place to read or study; today's library is a place to explore, interact, and discover. Key to this transition has been the growth of library programming over the past two decades. In 2002, the Library offered 64 programs to 2,500 attendees. Last year, we offered 329 programs to 7,661 attendees, an increase of over 500 and 300 percent, respectively. Library programming requires enormous amounts of staff time, not only for the events themselves, but for their design, planning, and evaluation.

## IMPACT OF THE PANDEMIC

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The COVID-19 pandemic profoundly impacted the way libraries around the world served their communities. Beginning in the early days of the pandemic, our institution, like so many others, adapted our services to fit the new reality. The two most visible adaptations were curbside delivery of library materials and virtual programming.

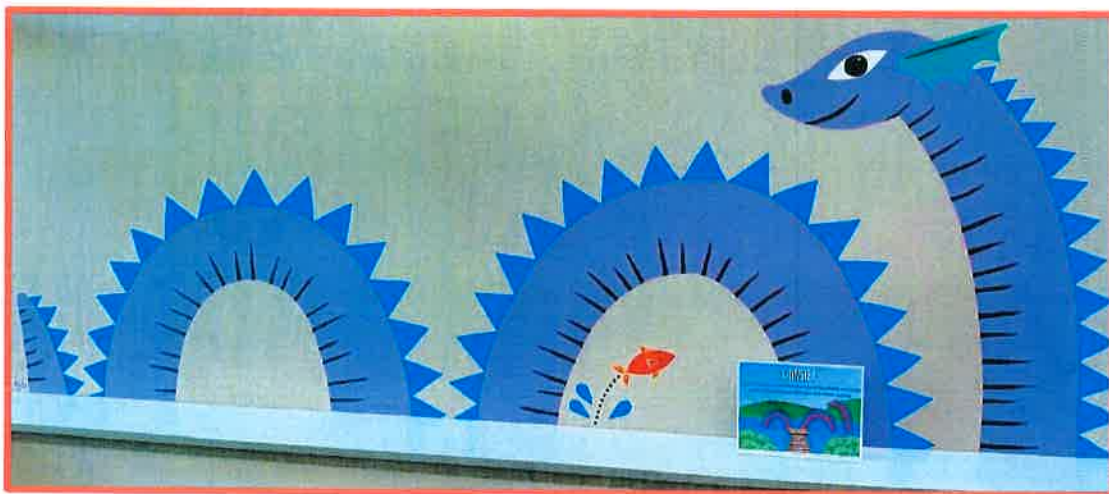
Some pandemic adaptations, such as curbside delivery, turned out to be temporary. Others, such as virtual programs and hybrid meetings, will likely endure. The pandemic accelerated already established technological trends,

most notably the prevalence of streaming services and the importance of virtual platforms for remote work and learning. Changes in how people consume media have led libraries to invest in digital streaming platforms to deliver audiovisual content. At the same time, print materials will continue to form the core of our collection, especially for certain populations who lack access to digital platforms or who simply prefer the printed word.

For years, public libraries have been touted as the “community’s living room,” a third space outside of home, work, and school, where **people gather to forge the kind of connections that transform a city into a true community.**

One question raised is how the pandemic will have changed our society’s relationship with public space. For years, public libraries have been touted as the “community’s living room,” a third space outside of home, work, and school, where people gather to forge the kind of connections that transform a city into a true community. The pandemic upended this role, though thankfully only temporarily.

We drafted this plan in the third year of the ongoing pandemic. Without knowing precisely what the future holds, we have incorporated many of the changes wrought by COVID-19 into our strategic planning. The challenge for libraries, as for so many other educational and cultural institutions, is how to continue to serve the community in both virtual and in-person environments, and to do it with limited resources. If the pandemic has taught us anything, it is that “flexibility” and “adaptation” will remain watchwords in the years to come.



## MISSION STATEMENT

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The Stoughton Public Library will support the education, enrichment, empowerment, and engagement of our community. We are a place for everyone to learn, discover, grow, and play.

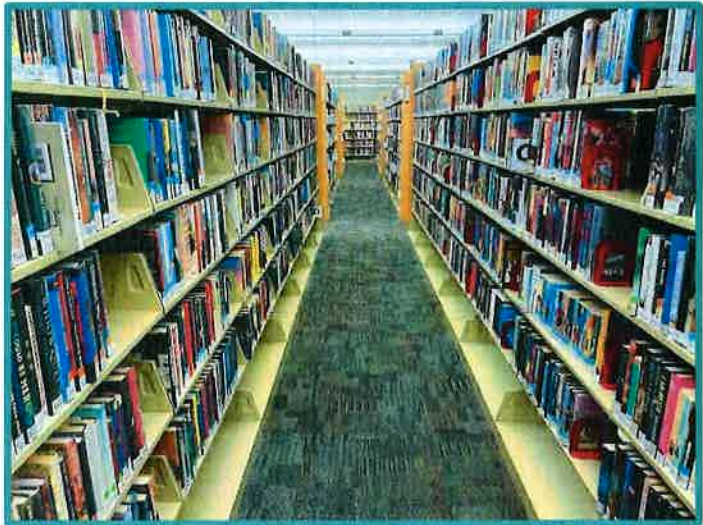
The Stoughton Public Library follows the values of our profession as set forth by the American Library Association (ALA). These values include diversity, equity, inclusion, accessibility, social responsibility, and lifelong learning.

The Staff and Board of Trustees of the Stoughton Public Library join the ALA and the Wisconsin Library Association (WLA) in declaring that we stand against hate and systemic injustice in all forms. We believe every life is valuable and that all people should be treated with respect and dignity. We reject policies and practices that promote discrimination and work to provide a library collection that reflects a broad spectrum of the human experience. We strive to provide a free, safe, and welcoming environment for people to explore ideas that differ from their own and gain new knowledge and skills. All Are Welcome Here.

### GOAL AREA 1: Access to information

The Library will provide free and open access to a wide variety of information in both traditional print and emerging digital formats. Recognizing that demand for digital and streaming services is increasing rapidly, we will invest additional resources in those services in the years to come.

Since access depends on the public knowing about library resources, we will utilize a variety of marketing platforms (e.g., Facebook, website, email) and relationships with local businesses and organizations (e.g., Chamber of Commerce, Senior Center, SASD, etc.) to publicize our resources.



Further, access to information, in both print and digital forms, depends on adequate staffing, as we note in greater detail in GOAL AREA 5.

The Library will strive to represent in its collections the full diversity of the human experience. The Library affirms in the strongest possible terms the principles of intellectual freedom enshrined in the [Library Bill of Rights<sup>1</sup>](#) and the [ALA Freedom To Read statement<sup>2</sup>](#).

#### Action/Initiative 1:

In order to maintain a robust collection and keep pace with rising costs, the Library will increase expenditures on physical materials by a minimum of 3 percent year over year.

#### Action/Initiative 2:

In order to adapt to increasing demand for digital content, the Library will increase expenditures on digital e-resources by at least 8 percent over the next three annual budgets.

#### Action/Initiative 3:

The Library will take steps to conduct a diversity audit of its collection with the goal of completing the audit by the end of 2025.

## GOAL AREA 2: Programming



The Library will offer a wide variety of programs for all ages, both in-person and virtual/hybrid, to meet the diverse needs of the community and promote the concept of the library as a community hub for

lifelong learning and engagement. We strive to reach the widest possible audience with our programs. To this end, we will utilize a variety of marketing platforms (e.g., Facebook, website, email) and relationships with local

<sup>1</sup> <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

businesses and organizations (e.g., Chamber of Commerce, Senior Center, SASD, etc.) to publicize our services. We are open to pursuing additional avenues for marketing our programs, and are always investigating new opportunities to communicate with our patrons.

Adequate staffing being essential to the provision of library programming, the Library will pursue increased staffing levels to allow expansion of programming for all ages.

#### Action/Initiative 1:

Our programming librarians will offer at least four programs per year that focus on diversity in our community and/or explore the experiences of marginalized or under-represented groups.

#### Action/Initiative 2:

Library administration and the Board of Trustees will advocate for the addition in the 2024 operating budget of a 22 hour/week Library Assistant in Adult Services to allow for additional programs for adults and teens.

#### Action/Initiative 3:

In order to increase the programming and outreach offerings and reach a wider audience, the Library will increase its programming budget by 5 percent annually.

### GOAL AREA 3: The Library's physical space

The Library will maintain and strengthen its role as a safe, inclusive, and accessible space welcoming to all, in which individuals and groups interact, exchange ideas, and



foster a sense of community. In the wake of the COVID-19 pandemic, we aim to reestablish the library as a destination. We will continue to explore creative uses for our space and plan for a future expansion. We will use various forms of

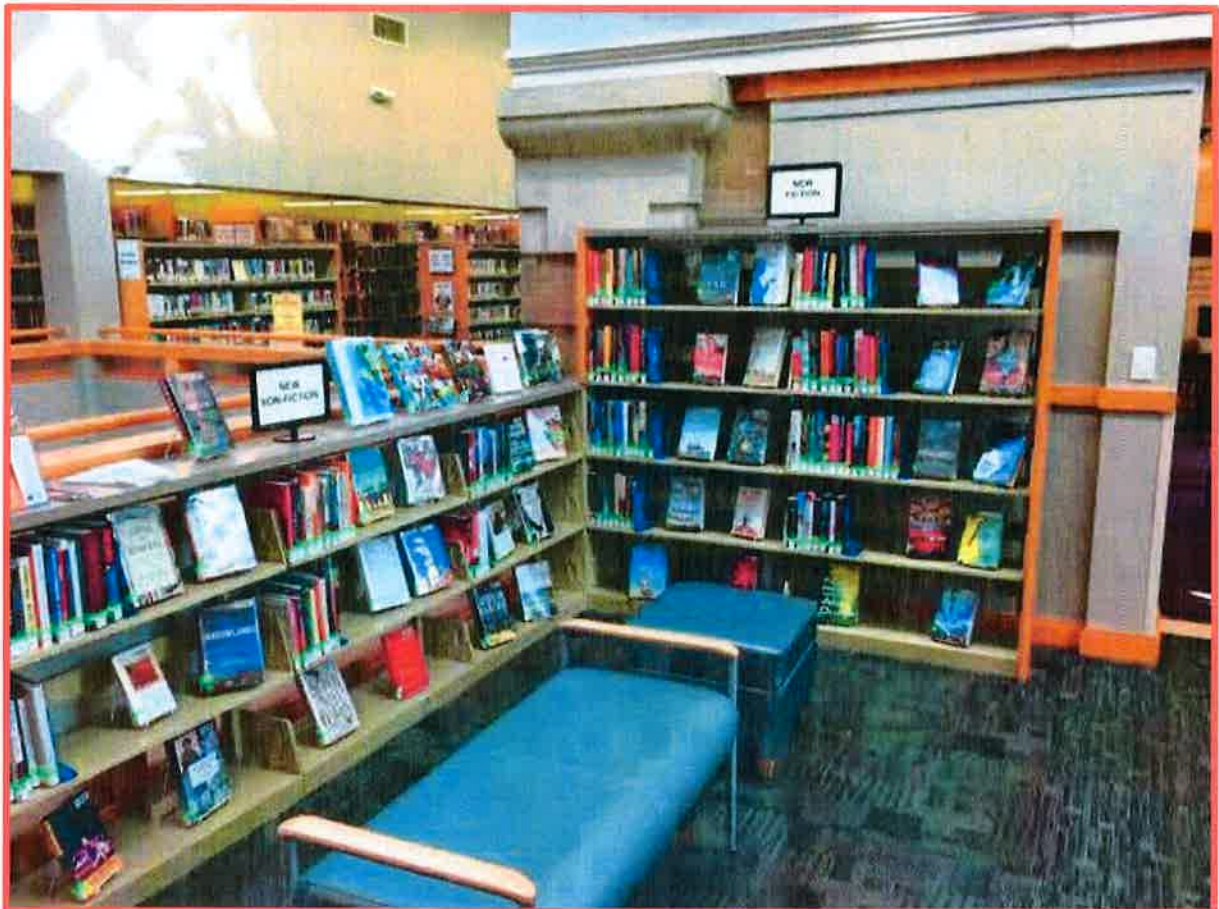
media and relationships with community businesses and organizations to inform the public of these steps.

**Action/Initiative 1:**

Complete the renovation of the children's area begun in 2022 by July of 2023, including identifying additional furniture and fixtures to be updated, (e.g., the area around the children's service desk.)

**Action/Initiative 2:**

Complete improvements to the vacant lot at 216 E Jefferson Street by the end of 2023 to create a permanent, library-adjacent venue for outdoor programming.



### Action/Initiative 3:

Complete an engineering study of the Library's heating, ventilation, and air-conditioning (HVAC) system in 2023 and replace the system in 2024. Special attention will be given to ventilation and indoor air quality in light of the COVID-19 pandemic.

### Action/Initiative 4:

Undertake a space needs study before the end of 2025 to examine the potential for expansion of the current building. The study will incorporate accessibility guidelines from the Wisconsin Department of Public Instruction's [Inclusive Services Assessment and Guide for Public Libraries](#) (2019).<sup>3</sup>

## GOAL AREA 4: Financial stability

The Library will work to ensure financial stability through municipal and county appropriation, utilizing a variety of marketing platforms, to ensure that community members are aware of the Library's needs, which will promote private donations, gifts, grants and other fundraising efforts.

### Action/Initiative 1:

Work with Dane County Library Service to ensure a fair and equitable county funding formula that reflects the true value libraries provide to their communities.

### Action/Initiative 2:

Secure at least \$65,000 in designated gift funds in 2023 and aim to increase that amount by 5 percent annually.

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<sup>3</sup> <https://dpi.wi.gov/libraries/public-libraries/inclusive-services>

## GOAL AREA 5: Staff

As noted throughout, the Library relies on the time and expertise of its staff in order to meet the goals outlined here. As such, the Library will prioritize staff retention. The Library will also pursue increased staffing levels to maintain efficient operations, expand programming for all ages, and pursue initiatives related to collection preservation and maintenance. Increased staffing is critical for a more equitable and sustainable distribution of tasks, staff's professional growth and development, and for the Library to retain the workers we are fortunate to have.



### Action/Initiative 1:

In future operating budgets, Library administration and the Board of Trustees will advocate for the addition of a 22 hour/week Library Assistant in Adult Services to provide additional programs for adults and teens. This initiative is also stated in GOAL AREA 2: Programming.

### Action/Initiative 2:

In future operating budgets, advocate for the addition of 10 hours to the Library's Circulation Supervisor position.

## IMPLEMENTATION AND COMMUNICATION

The Stoughton Public Library Board of Trustees considers this strategic plan an important tool for communicating with our stakeholders and our community at large. Throughout this document, we have endeavored to identify opportunities and priorities for library programs and services over the next three years. But communication does not end with the publication of this plan, and words must be accompanied by action. In order to be effective, implementation and communication must be ongoing processes.



The Library Board of Trustees commits to reviewing this strategic plan annually and reporting progress toward the action and initiatives under each goal area. The Library Director and the Chair of the Planning Committee will deliver this report to the Library Board of Trustees at the regular monthly meeting of the Board in January of each year. Community stakeholders and members of the public will be invited to attend this meeting. We will leverage additional modes of communication as well (e.g., social media, email newsletter, infographics, displays, etc.)

As necessary, the Library Board may, in consultation with the Library Director and Library staff, revise benchmarks identified in these actions and initiatives depending on current resources and capacities. This plan is designed to be a living document to guide the Library through the next three years of growth and change.





<https://www.stoughtonpubliclibrary.org/>

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## Agreement to Participate in SCLS Technology Services

This Agreement to Participate in SCLS Technology Services (the "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of \_\_\_\_\_ (hereinafter referred to as the Library).

WHEREAS SCLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS the Library is organized under Sections 43.52, 43.53, or 43.57, Wis. Stats., is a member in good standing of SCLS, and pledges to remain so for the life of this Agreement and agrees to share resources in accordance with the requirements of said Chapter 43; and

WHEREAS the Library has determined that the cooperative sharing of specific technology services will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS the parties desire to share, in an equitable and agreeable fashion as set forth herein, with other SCLS member libraries, the costs and expenses as well as the benefits of the purchase, development, operation, and maintenance of these specific technology services,

NOW THEREFORE, in consideration of the covenants and undertakings herein contained, the parties hereto agree as follows:

1. SCLS, with advice from the Technology Committee and/or the ILS Committee, both elected, representative bodies of participating libraries, will provide services to the Library, as selected by the Library by having the member library director or other authorized representative initial one or more of these boxes:



**A. Basic Services:** SCLS will provide **basic** services to the Library in the form provided to SCLS members at no additional cost, including (subject to change or discontinuance by SCLS from time to time in its sole discretion) web hosting services, email services, database authentication, and reselling/purchase of products or equipment, together with such other services as SCLS may choose to offer from time to time **as part of its basic services package.**



**B. Infrastructure:-** The core cost that is required to support any of the three technology services. **Any library participating in any of the following three technology services must participate in the Infrastructure program.**



**C. Network Services:** ~~including~~**Including**, but not limited to, Library network hardware and software, replacements, and upgrades; internet connectivity, network and response time support, Enterprise Wireless, third party vendor support, new building and remodeling support, wide-area network planning.



D. PC Support: ~~including~~**including**, but not limited to, PC and peripheral equipment ordering, field and help desk support, automatic software updates, PC software testing and support, Windows and MS-Office, and anti-virus licenses, third party vendor support, technology planning. **PC Support is only available to libraries receiving Network Services.**



E. ILS Services: ~~including~~**including**, but not limited to, the day-to-day operation and maintenance of the ILS modules of Acquisitions, Cataloging, Circulation, Public Access Catalog, Serials; development, implementation and support, planning for and coordinating ILS modifications, enhancements and/or replacement; centralized cataloging; required telecommunications and/or network connectivity; furnishing regular reports to the library. **Network Services are required to receive certain ILS services such as: response time troubleshooting and RFID/self-check and sorter response time support, peripheral devices associated with the ILS.**

2. With the exception of services offered at no charge to SCLS member libraries, the Library will pay a share of the total cost of the specific technology services selected in Section 1 above. The total cost shall include all sums required to cover expenses to be incurred by SCLS during the next year in providing the functionality as selected by the Library, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components. Additional PCs, not included in the previous year's count, will be charged a pro-rated PC maintenance fee for the remainder of the year in which they are purchased. These costs shall be determined through the annual budgeting process, culminating in the adoption of an annual budget by the SCLS System Board of Trustees. The amount of Library's share of costs due under this Agreement will be calculated based on the cost formula adopted by the SCLS Board of Trustees on or before July 1, 2014. Changes may be made to the cost formula in subsequent years by similar action of the SCLS Board of Trustees on or before July 1 of the year preceding the budget year to which the formula will be applied.
3. The role of SCLS is limited by its statutory obligations to provide specific technology services to member public libraries within its territory and any contribution to the services offered must be consistent with its statutory responsibilities to support and extend resource sharing.
4. SCLS will continue to contribute to the support of services described in this Agreement at an amount and in a manner guided by the Administrative Council and ratified by the SCLS Board of Trustees.
5. Libraries participating in any services requiring fees selected in Section 1 of this Agreement shall vote annually to approve the related fees for the following fiscal year at the All-Directors' meeting held in July. This meeting will be noticed to all parties at least one month before the scheduled date of the meeting. Votes for each service shall be allocated as follows: a maximum of one thousand (1,000) shares or votes shall be allocated to Libraries participating in each

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service based on their share of the current year's operating budget for that service. A quorum of 51% of the libraries participating in each service controlling 51% of allocated votes must ~~be present attend the meeting in person or participate vote~~ by proxy for action to be taken; ~~libraries that are unable to participate in person may attend and vote at such meetings by telephone or video conference.~~ A super majority of 75% of all votes cast and 75% of the libraries in each service must be present or by proxy for passage of the fees. SCLS will not be responsible for performance of services if fees are not approved or timely paid.

6. On or before August 1st of each year, the Library will be informed of its share of the cost for each selected service for the calendar year following. Invoices for each year shall be issued by SCLS by January ~~31~~<sup>10</sup> of the year, with total payment due from the Library within sixty days.
7. SCLS agrees that all existing or future funds generated by SCLS ILS, Network Services, PC Support, or Infrastructure, including the annual SCLS contribution, will be allocated to that specific service fund. Operating funds not expended in one fiscal year will carry forward for future use, according to its originally-designated purpose. SCLS will receive all interest earnings on deposited funds designated for these services to help offset overhead costs associated with service management. The SCLS policy on investments, adopted by the SCLS Board of Trustees 3/10/2008, governs investment strategy. SCLS agrees to notify the Administrative Council in the event that the SCLS Board of Trustees considers materially amending said policy.
8. The ILS Committee ~~will~~<sup>has adopted or may from time to time</sup> adopt rules and policies for the operation of the ILS. The Technology Committee ~~will~~<sup>has adopted or may from time to time</sup> adopt rules and policies for the operation of Basic Services, Network Services, PC Support, and Infrastructure. The Library agrees to adhere to the rules and policies applicable to any and all selected services. SCLS may enforce these rules and policies by charging the Library for reasonable costs related to non-compliance or exercise other enforcement measures up to and including cessation of services to the Library. ~~Without limiting the foregoing or any other term of this Agreement, Library is responsible for maintaining, and shall maintain, reasonable and not less than industry-standard security practices. Without limiting Library's obligations, Library shall comply with all security or network instructions or recommendations provided by SCLS.~~

~~SCLS will use its reasonable discretion in delivering all services selected by the Library under this Agreement. SCLS shall have no liability to the Library to the extent arising out of or related to acts taken in its reasonable discretion. NOTWITHSTANDING THE FOREGOING OR ANY OTHER TERMS OF THIS AGREEMENT~~

9. ~~NOTWITHSTANDING ANY OTHER TERMS OF THIS AGREEMENT OR ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES~~, ALL SERVICES ARE PROVIDED "AS-IS" WITH NO WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SCLS WILL NOT BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES ARISING OUT OF OR RELATING TO THE PERFORMANCE OF ANY SERVICES

HEREUNDER. UNDER NO CIRCUMSTANCES, INCLUDING WITHOUT LIMITATION ANY NEGLIGENT ACTION OR INACTION OF SCLS OR ITS EMPLOYEES OR AGENTS, WILL SCLS BE RESPONSIBLE FOR, OR INCUR ANY LIABILITY TO, LIBRARY OR ANY THIRD PARTY IN EXCESS OF THE LESSER OF (i) THE FEES, IF ANY, ACTUALLY PAID TO SCLS BY LIBRARY FOR THE SERVICE GIVING RISE TO LIABILITY (EXCLUDING ANY PASS-THROUGH CHARGES) DURING THE THEN-CURRENT YEAR, OR (ii) \$1000. The parties agree that the limitations of liability set forth in this section and this Agreement represent a reasonable allocation of risk that is necessary for SCLS to be able to provide the services at issue.

10. SCLS will, in its reasonable discretion, use reasonable efforts to compel vendors to comply with contract terms and provide satisfactory performance, and will provide reasonable cooperation to Library to communicate problems or issues to vendors, to the extent allowed under SCLS's contracts with its vendors. NOTWITHSTANDING THE FOREGOING OR ANY OTHER TERM OF THIS AGREEMENT, THE PARTIES AGREE THAT SCLS IS NOT RESPONSIBLE FOR, AND SHALL HAVE NO LIABILITY FOR, THE FAILURE OR LACK OF PERFORMANCE OF ANY VENDOR WITH WHOM IT CONTRACTS TO PROVIDE ANY SERVICES UNDER THIS AGREEMENT, OR ANY ASSOCIATED PRODUCT, SOFTWARE OR EQUIPMENT ASSOCIATED WITH OR USED IN RELATION TO SERVICES PROVIDED UNDER THIS AGREEMENT, WHETHER SUCH PRODUCT, SOFTWARE, OR EQUIPMENT IS OWNED BY SCLS, THE LIBRARY, OR OTHERS. SCLS RESELLS AND PASSES THROUGH ANY EQUIPMENT OR PRODUCTS PURCHASED BY LIBRARY (COLLECTIVELY, AND INCLUDING ANY THIRD-PARTY SERVICES, "PRODUCTS") ON AN "AS IS, WHEN AVAILABLE" BASIS. EACH OF THE PRODUCTS MAY BE SUBJECT TO APPLICABLE WARRANTY, END-USER LICENSE, INTELLECTUAL PROPERTY INDEMNITY OR OTHER TERMS AVAILABLE FROM THE ORIGINAL EQUIPMENT MANUFACTURER ("OEM") OF THE PRODUCT. SCLS WILL MAY, TO THE EXTENT PRACTICABLE, PASS ALL APPLICABLE WARRANTIES, LICENSES, INDEMNITIES AND SUCH OTHER TERMS AS MAY APPLY FROM THE OEM THROUGH TO LIBRARY. SCLS AND LIBRARY HEREBY EXPRESSLY DISCLAIM ALL OTHER WARRANTIES AS TO PRODUCTS, WHETHER WRITTEN, ORAL, EXPRESSED, OR IMPLIED INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. IN ADDITION, SCLS DOES NOT REPRESENT OR WARRANT THAT ANY PRODUCT, INCLUDING HARDWARE, SOFTWARE OR THIRD-PARTY SERVICES, WILL BE FREE FROM ERRORS, DEFECTS OR INFRINGEMENT. IN NO EVENT SHALL SCLS, ITS AFFILIATES, OR THEIR RESPECTIVE TRUSTEES, DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES, BE LIABLE TO LIBRARY OR ANY OTHER PARTY FOR ANY REASON, WHETHER IN CONTRACT OR IN TORT, FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS (INCLUDING THOSE RELATED TO CLAIMS OF INFRINGEMENT UPON A PROPRIETARY RIGHT OF A THIRD PARTY) SOLD OR RESOLD BY SCLS. FOR THE AVOIDANCE OF DOUBT, LIBRARY ACKNOWLEDGES THAT ITS SOLE RECOURSE FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS RESOLD UNDER THIS AGREEMENT SHALL BE AGAINST THE OEM OF THE APPLICABLE PRODUCT.

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11. All data created and stored on the ILS shall remain the shared property of SCLS and the libraries receiving applicable ILS Services for the term of this Agreement. Decisions regarding methods and standards for the creation, maintenance, purging, or archiving of data and/or the ability of member libraries to alter such data shall be made by SCLS, as advised by the ILS Committee, and shall be binding on all participating member libraries. The Library shall have a right to a copy of its own data, subject to availability and feasibility and provided it reimburses SCLS for the actual cost of extraction and duplication of the data. Upon request from the Library, SCLS will provide an estimate of the cost of extraction and duplication of the data. Library is responsible for backup of its own data and network/systems.
12. SCLS shall have no responsibility or liability for or arising from any loss of data or by Library or arising from any Library equipment, network, or system. IN ADDITION TO AND WITHOUT LIMITING ANY OTHER EXCLUSION OR LIMITATION OF SCLS'S LIABILITY UNDER THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT DIGITAL SYSTEMS AND NETWORKS ARE BY THEIR NATURE IMPOSSIBLE TO SECURE COMPLETELY AGAINST INTRUSION, HACKING, OR SECURITY INCIDENTS. SCLS IS NOT, TO THE FULLEST EXTENT ALLOWED BY LAW AND INCLUDING WITHOUT LIMITATION ACTS OR LIABILITY ARISING FROM OR RELATED TO THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SCLS OR ITS EMPLOYEES OR AGENTS, RESPONSIBLE OR LIABLE FOR ANY DAMAGES, LOSS (INCLUDING DATA LOSS), DIRECT OR INDIRECT DAMAGES OR OTHER LIABILITY OF ANY FORM OR NATURE ARISING FROM OR RELATED TO ANY ACTS OF HACKING, SYSTEM INTRUSION, "RANSOMWARE," OR OTHER SIMILAR ACTS OR INCIDENTS OF MANIPULATION OR MISUSE OF ANY NETWORKS, EQUIPMENT, OR SYSTEMS RELATED TO THIS AGREEMENT.
13. The purchase price of the remote site components installed at the Library (including but not limited to workstations, printers, and scanners) together with all expenses incurred with their installation, related internal wiring and connections, shall be paid by the Library. The Library holds title to equipment purchased under this section. Minimum standards/specifications for such remote site components shall be established and updated by SCLS, subject to adoption by the Technology Committee.
14. Network equipment purchase, replacement and maintenance shall be managed by SCLS, with payment by Library as applicable.
15. The Library will provide written notice to SCLS of any changes in the services selected under this Agreement, with such notice to be provided on or before August 15 of each year, with changes to services to be effective the next calendar year.
16. This Agreement shall remain in force and shall be automatically renewed and extended for terms of one year indefinitely, unless and until terminated by either party. Either party may withdraw from participation in this Agreement effective as of the end of any calendar year by

notifying the other party in writing by August 15 of that year. If SCLS ILS services are terminated, the Library agrees to return all borrowed materials to the owning library or pay the respective replacement costs to the owning library and to pay SCLS for the actual cost of purging data unique to that library from the SCLS ILS and for reconciling any transactions (including but not limited to holds). Upon request from the Library, SCLS will provide an estimate of costs associated with purging the data and reconciliation of transactions. If SCLS Network Services are terminated, the Library agrees to pay SCLS the actual costs of any internet or other service provider contracts which provide connectivity to the Library and whose terms extend beyond the withdrawal date.

17. Should SCLS withdraw from participation in this Agreement, SCLS agrees that any unspent funds accumulated for the operation or development of Infrastructure, Network Services, PC Support and/or ILS Services will be turned over to an organization, or organizations as agreed by all current participating members using the voting structure and methodology established in section 5.
18. The Library's services selected under this Agreement may be terminated by SCLS, with consent of the Administrative Council, for failure to adhere to the terms of this Agreement.
19. SCLS, in consultation with the Administrative Council, shall review this Agreement annually. Amendments, once proposed by the Administrative Council and adopted by the SCLS Board of Trustees, will be incorporated into a new contract that will be offered to the Library by August 1<sup>st</sup> to be effective as of the next renewal term.
20. Nothing in this Agreement waives the rights or protections of either party granted in Section 893.80 of Wisconsin State Statutes, or any other statute, law, or regulation.
21. This Agreement represents the complete agreement of the parties, and supersedes any written or oral communications relating to the subject matter hereof unless expressly incorporated herein by reference.

*[Signature page follows]*



**SOUTH CENTRAL LIBRARY SYSTEM**

\_\_\_\_\_  
System Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
System Board President

\_\_\_\_\_  
Date

**LIBRARY**

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Adopted June 29~~8~~<sup>2023</sup>~~18~~ by the SCLS Board of Trustees