

# Agenda Notes: Library Board meeting of July 19, 2023



## XII. Old Business

**A. Assignment of Committees (enclosure)- This item was tabled at the June meeting.** President LeSage will make appointments to the Board's four standing committees: Finance, Personnel, Planning, and Policies. The list of 2022-2023 appointments is included in your packet. On May 24, I emailed all trustees with a request to contact President LeSage if you preferred to serve on a different committee. If there are no objections, President LeSage will likely reappoint trustees to the committees on which they are already serving.

**B. Report from ad hoc Trustee Recruitment Committee –** The committee will report on its progress in filling the current vacancy on the Library Board created by the resignation of Elise Balzer.

## XIII. New Business

**A. Presentation of preliminary 2024 budget by Director (enclosure) –** I will present an early draft of the Library's 2024 Operating Budget. At this stage, the budget contains only non-personnel costs (about 20% of our operating budget).

**B. Discussion and possible action regarding recommendation from Personnel Committee of 2024 Library Personnel Requests \* (enclosure) –** I will review the Library's 2024 Personnel Requests to be submitted to the City Council's Personnel Committee for consideration in the 2024 operating budget. The requests are identical to last year's: An additional 10 hours for our Circulation Supervisor and the creation of a new part-time Library Assistant in the Adult Services department. The Personnel Committee recommended 3-0 at their last meeting that the Board resubmit these requests.

## 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 Ehlinger, 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 later this summer when they consider the 2024 operating budget.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, JUNE 21, 2023, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Ken Axe; Amy Ketterer (virtual); Jean Ligocki, Vice-President/City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz; Kristin Rosenberg, Stoughton Area School District Representative; Dayna Verstegen (virtual); Siri Vienneau, Student Trustee (virtual)

ABSENT: Teri LeSage, President

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

- I. CALL TO ORDER. 6:31 p.m. by Vice-President Jean Ligocki
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Meilahn Bartlett. *Vote:* 6-0
- IV. RECOGNITION OPPORTUNITIES. Ligocki praised the Library's Pride event, especially the work done by Mary Ostrander, Cynthia Schlegel, and the Friends of the Library.
- V. PUBLIC COMMENT PERIOD. None.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared emails he received about the Pride event.

[Axe arrived 6:34 P.M.]

- VII. EDUCATION UPDATES. Meilahn Bartlett reported that the library in Rockford, Illinois, is doing a Pride event and has responded to pushback by asking people who support the event to attend an upcoming Board meeting. Meilahn Bartlett also reported that Illinois has passed a law banning book bans. Ketterer described her visit to the library in Oak Park, Illinois.
- VIII. BOARD IN-SERVICE. THE STATE OF AMERICA'S LIBRARIES 2023, A REPORT FROM THE AMERICAN LIBRARY ASSOCIATION. Ramsey presented. Discussion ensued regarding the nationwide increase in challenges to library materials.
- IX. DIRECTOR'S REPORT. In addition to his written report, Ramsey provided an update on the 216 E. Jefferson project and thanked the Board for supporting the Library's Pride event. Meilahn Bartlett thanked Ramsey and Ostrander for their work at the Juneteenth event.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet.
  - B. Personnel: Ramsey reported that the committee received an update on the creation of two part-time positions from Jane Groshan's full-time position and the Library's personnel requests for 2024 (ten more hours for the Circulation Director, another part-time position in Adult Services).

- C. Planning: did not meet.
- D. Policies: Meinholz reported that the committee reviewed the three policies up for approval under New Business.
- XI. OLD BUSINESS. None.
- XII. NEW BUSINESS.
  - A. ASSIGNMENT OF COMMITTEES. Ligocki tabled this item until the July meeting.
  - B. APPOINTMENT OF AD HOC TRUSTEE RECRUITMENT COMMITTEE TO FILL BOARD VACANCY. Verstegen, Ketterer, and Rosenberg volunteered to be on the committee.
  - C. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL TO CREATE TWO PART-TIME POSITIONS OUT OF AN EXISTING FULL-TIME POSITION. Ramsey explained that there would be one 20 hr/week position in Circulation and one 20 hr/week position in Children's (hopefully going up to 22 hrs/week). *Motion to approve: Axe. Second: Meilahn Bartlett. Vote: 7-0.*
  - D. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO APPROPRIATE LIBRARY BEHAVIOR POLICY. *Motion to approve: Meinholz. Second: Meilahn Bartlett.*  
*Motion to include approval of the Carnegie Room Use Policy and the Second Floor Meeting Rooms Policy on this vote: Meilahn Bartlett. Second: Verstegen. Vote: 7-0.*  
*Vote: 7-0.*
- XIII. PENDING AGENDA ITEMS. Future designation of Library Gift Fund (217) Fund Balance
- XIV. ADJOURNMENT. *Motion to adjourn at 7:29 P.M.: Meilahn Bartlett. Second: Rosenberg. Vote: 7-0.*

Minutes taken by Sarah Monette

User: SARAH  
DB: Stoughton

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	MONTH 06/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 215 - LIBRARY FUND						
Revenues						
Dept 00000 - REVENUE						
215-00000-41110	PROPERTY TAX - OPERATIONS	0.00	0.00	(302,866.65)	0.00	0.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	0.00	0.00	(14,980.43)	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00	0.00	(279.45)	0.00	0.00
215-00000-46710	LIBRARY FEES	0.00	0.00	(1,513.54)	0.00	0.00
215-00000-46712	COPY MACHINE	0.00	0.00	(1,599.63)	0.00	0.00
215-00000-47302	CHARGES TO MUNICIPALITIES	0.00	0.00	(46.89)	0.00	0.00
215-00000-48110	INTEREST INCOME	0.00	0.00	(346.01)	0.00	0.00
Total Dept 00000 - REVENUE		0.00	0.00	(321,632.60)	0.00	0.00
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						
215-55110-41110	PROPERTY TAX - OPERATIONS	726,880.00	363,439.98	363,439.98	363,440.02	50.00
215-55110-43315	FEDERAL GRANTS	0.00	279.45	279.45	(279.45)	100.00
215-55110-43720	DANE COUNTY SERVICE FEES	249,910.00	249,910.00	249,910.00	0.00	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	14,979.00	14,980.43	14,980.43	(1.43)	100.01
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	4,000.00	1,577.13	1,577.13	2,422.87	39.43
215-55110-46712	COPY MACHINE	2,500.00	2,124.38	2,124.38	375.62	84.98
215-55110-47301	CHARGES TO DANE COUNTY	0.00	0.00	0.00	0.00	0.00
215-55110-47302	CHARGES TO MUNICIPALITIES	0.00	74.88	74.88	(74.88)	100.00
215-55110-48110	INTEREST INCOME	1,000.00	346.01	346.01	653.99	34.60
215-55110-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00
215-55110-49210	TRANSFER IN - GENERAL FUND	19,480.00	19,480.00	11,253.00	0.00	100.00
Total Dept 55110 - LIBRARY		1,018,749.00	652,212.26	643,985.26	366,536.74	64.02
TOTAL REVENUES		1,018,749.00	652,212.26	322,352.66	366,536.74	64.02
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	44,981.64	6,940.80	45,245.36	49.85
215-55110-50120	WAGES	431,524.00	205,817.55	30,192.08	225,706.45	47.70
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	78,297.00	40,375.72	6,940.52	37,921.28	51.57
215-55110-50128	SEASONAL/TEMPORARY	8,840.00	4,885.50	106.81	3,954.50	55.27
215-55110-50129	WAGES - LONGEVITY	7,600.00	0.00	0.00	7,600.00	0.00
215-55110-50151	EMPLOYEE BENEFITS	0.00	0.00	(5,648.92)	0.00	0.00
215-55110-50152	HEALTH/DENTAL INSURANCE	0.00	0.00	(10,906.16)	0.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	47,161.00	21,495.90	6,363.70	25,665.10	45.58

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	MONTH 06/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 215 - LIBRARY FUND						
Expenditures						
215-55110-50161	WRS - GENERAL	30,759.00	15,778.95	4,669.73	14,980.05	51.30
215-55110-50163	HEALTH INSURANCE	115,000.00	60,264.26	19,108.57	54,735.74	52.40
215-55110-50164	DENTAL INSURANCE	6,777.00	3,609.86	1,141.02	3,167.14	53.27
215-55110-50165	LIFE INSURANCE	211.00	595.20	198.40	(384.20)	282.09
215-55110-50169	HSA RETIREMENT PAYOUT	11,253.00	11,253.00	11,253.00	0.00	100.00
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00	0.00	0.00	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	409.65	45.46	590.35	40.97
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,065.49	81.70	534.51	66.59
215-55110-50213	SALES TAX	0.00	23.60	23.60	(23.60)	100.00
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	0.00	0.00	200.00	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00	0.00	300.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	21,000.00	6,317.88	1,764.75	14,682.12	30.09
215-55110-50221	UTILITIES-BUILDING 2	6,000.00	3,424.74	328.55	2,575.26	57.08
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00	1,991.17	251.96	808.83	71.11
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	7,689.08	2,809.82	1,310.92	85.43
215-55110-50289	TECHNOLOGY COSTS	56,000.00	53,442.97	375.00	2,557.03	95.43
215-55110-50300	MISC EXPENSES	500.00	294.17	0.00	205.83	58.83
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	2,601.25	0.00	1,898.75	57.81
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	175.00	0.00	425.00	29.17
215-55110-50326	PERIODICALS	5,400.00	3,338.62	0.00	2,061.38	61.83
215-55110-50327	E-RESOURCES	12,000.00	11,834.02	0.00	165.98	98.62
215-55110-50328	AUDIO VISUAL	9,000.00	4,433.03	1,421.55	4,566.97	49.26
215-55110-50329	BOOKS	50,000.00	26,357.73	6,657.49	23,642.27	52.72
215-55110-50340	OPERATING EXPENSES	5,000.00	1,070.66	145.35	3,929.34	21.41
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	19.96	0.00	180.04	9.98
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	3,110.43	187.17	2,889.57	51.84
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00	388.53	94.94	(388.53)	100.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00	524.04	0.00	(524.04)	100.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,018,749.00	537,569.60	84,546.89	481,179.40	52.77
TOTAL EXPENDITURES		1,018,749.00	537,569.60	84,546.89	481,179.40	52.77
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		1,018,749.00	652,212.26	322,352.66	366,536.74	64.02
TOTAL EXPENDITURES		1,018,749.00	537,569.60	84,546.89	481,179.40	52.77
NET OF REVENUES & EXPENDITURES		0.00	114,642.66	237,805.77	(114,642.66)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	515,974.95
215-00000-11102	US BANK - CC	4,914.14
<b>Total Assets</b>		<b>520,889.09</b>
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	363,440.02
<b>Total Liabilities</b>		<b>387,844.20</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>114,642.66</b>
<b>Ending Fund Balance</b>		<b>133,044.89</b>
<b>Total Liabilities And Fund Balance</b>		<b>520,889.09</b>

User: SARAH  
DB: Stoughton

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 06/30/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND									
Revenues									
Dept 00000 - REVENUE									
217-00000-48110	INTEREST INCOME	0.00	0.00		(4,637.74)		0.00		0.00
217-00000-48500	DONATIONS - DESIGNATED	0.00	0.00		(60,707.67)		0.00		0.00
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	0.00	0.00		0.00		0.00		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		0.00	0.00		(65,345.41)		0.00		0.00
Dept 55110 - LIBRARY									
217-55110-48110	INTEREST INCOME	1,000.00	4,637.74		4,637.74		(3,637.74)		463.77
217-55110-48500	DONATIONS	60,000.00	60,724.07		60,724.07		(724.07)		101.21
217-55110-48510	DONATIONS - UNDESIGNATED	0.00	0.00		0.00		0.00		0.00
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00	0.00		0.00		0.00		0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(11,000.00)	0.00		0.00		(11,000.00)		0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00		0.00		0.00		0.00
Total Dept 55110 - LIBRARY		50,000.00	65,361.81		65,361.81		(15,361.81)		130.72
TOTAL REVENUES		50,000.00	65,361.81		16.40		(15,361.81)		130.72
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	37,420.48		3,642.84		12,579.52		74.84
217-55110-50501	UNDESIGNATED	0.00	20.98		0.00		(20.98)		100.00
217-55110-50502	BUILDING FUND	0.00	0.00		0.00		0.00		0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00	0.00		0.00		0.00		0.00
217-55110-50936	TR OUT - FUND 215	0.00	0.00		0.00		0.00		0.00
Total Dept 55110 - LIBRARY		50,000.00	37,441.46		3,642.84		12,558.54		74.88
TOTAL EXPENDITURES		50,000.00	37,441.46		3,642.84		12,558.54		74.88



User: SARAH  
DB: Stoughton

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	06/30/2023 NORMAL (ABNORMAL)	MONTH 06/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		50,000.00	65,361.81	16.40	(15,361.81)	130.72
TOTAL EXPENDITURES		50,000.00	37,441.46	3,642.84	12,558.54	74.88
NET OF REVENUES & EXPENDITURES		0.00	27,920.35	(3,626.44)	(27,920.35)	100.00
TOTAL REVENUES - ALL FUNDS		1,068,749.00	717,574.07	322,369.06	351,174.93	67.14
TOTAL EXPENDITURES - ALL FUNDS		1,068,749.00	575,011.06	88,189.73	493,737.94	53.80
NET OF REVENUES & EXPENDITURES		0.00	142,563.01	234,179.33	(142,563.01)	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	88,722.64
217-00000-11102	US BANK - CC	1,097.74
217-00000-11302	WISC INVESTMENT FUND	204,202.55
<b>Total Assets</b>		<b>294,022.93</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	266,102.58
<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>27,920.35</b>
<b>Ending Fund Balance</b>		<b>294,022.93</b>
<b>Total Liabilities And Fund Balance</b>		<b>294,022.93</b>

Stoughton Area Comm Foundation

### Fighting to End Alzheimer's: Walk with Us

Since 2016, Edward Jones has proudly served as a National Presenting Sponsor for the Alzheimer's Association Walk to End Alzheimer's. Since then, more than 100,000 participants have walked under the Edward Jones banner. As a firm, we've pledged to raise \$50 million, with an estimated 150,000 Walk participants by the end of 2025. Join us. Be part of the fight to end Alzheimer's. Visit [alz.org/edwardjones](http://alz.org/edwardjones) to register.

### Corporate - Select

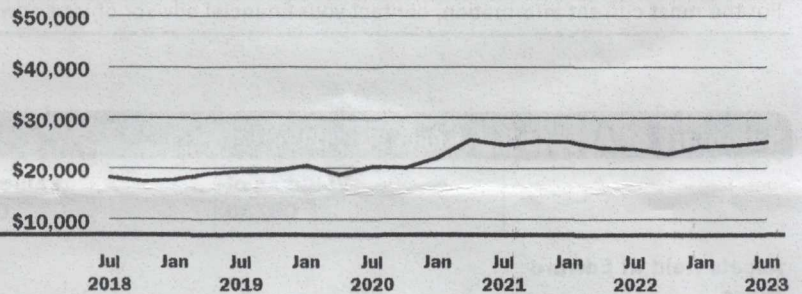
**Portfolio Objective - Account: Balanced Toward Growth**

#### Account Value

**\$25,132.64**

<b>1 Month Ago</b>	\$24,319.72
<b>1 Year Ago</b>	\$23,074.23
<b>3 Years Ago</b>	\$19,382.53
<b>5 Years Ago</b>	\$17,825.72

#### Value of Your Account



#### Value Summary

	This Period	This Year
Beginning Value	\$24,319.72	\$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	812.92	1,643.28
<b>Ending Value</b>	<b>\$25,132.64</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
	<b>3.42%</b>	<b>6.20%</b>	<b>9.08%</b>	<b>8.42%</b>	<b>6.69%</b>

Your Personal Rate of Return is as of June 29, 2023.

**2023 EXPENDITURES: FUND 215**

**JULY**

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

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

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

Inv. Date	Payment	Line Item	Vendor	Description	Amount
06/06/23	CITY prepaid	50220	Stoughton Utilities	SU 060623 util	\$ 1,764.75
06/17/23	07/19/23	50240	Gordon Flesch	GF 061723 copier2	\$ 233.59
07/05/23	07/19/23	50240	Gordon Flesch	GF 070523 copier1	\$ 87.81
06/08/23	07/19/23	50250	Duck Soup Signs	DSS 0608232	\$ 147.00
06/23/23	07/19/23	50250	EBI	EBI 062323 casters	\$ 68.50
06/28/23	SB prepaid CC	50250	Amazon	AZ 062723 250	\$ 22.89
06/28/23	SB prepaid CC	50250	Amazon	AZ 062723 250	\$ 199.00
06/28/23	JR prepaid CC	50289	Donor Tools	DT 062823 TECH	\$ 56.00
06/02/23	SB prepaid CC	50313	Amazon	AZ 053123 CC	\$ 24.33
06/08/23	MO prepaid CC	50313	Walmart	WM 060823 SLP CH	\$ 87.62
06/09/23	SB prepaid CC	50313	Amazon	AZ 060923 Prog CH	\$ 18.49
06/15/23	MO prepaid CC	50313	Pick 'n Save	PS 061523 SLP CH	\$ 28.61
06/19/23	MO prepaid CC	50313	Walmart	WM 061923 SLP CH	\$ 39.12
06/20/23	MO prepaid CC	50313	Dollar Tree	DT 062023 SLP CH	\$ 41.25
06/20/23	MO prepaid CC	50313	Walmart	WM 062023 SLP CH	\$ 62.20
06/24/23	SB prepaid CC	50313	Amazon	AZ 062223 SLP CH	\$ 83.16
06/27/23	MO prepaid CC	50313	Walmart	WM 062723 SLP CH	\$ 29.81
06/28/23	CS prepaid CC	50313	Walmart	WM 062823SLP	\$ 29.85
06/29/23	MO prepaid CC	50313	Walmart	WM 062923 SLP CH	\$ 40.26
06/14/23	07/19/23	50328	Playaway	FA 050923 ABCD	\$ 139.98
07/10/23	07/19/23	50328	Playaway	FA 060823 ABCD	\$ 127.98
06/05/23	SB prepaid CC	50329	Amazon	AZ 053123 AF	\$ 10.82
06/21/23	SB prepaid CC	50329	Little Creek Press	LCM 062123 AN	\$ 41.98
06/21/23	SB prepaid CC	50329	Little Creek Press	LCM 062123 AN	\$ (1.93)
07/10/23	07/19/23	50329	Cengage	CG 070723 ADLP	\$ 31.00
07/12/23	07/19/23	50329	Cengage	CG 071223 SOP	\$ 144.70
07/13/23	07/19/23	50329	Cengage	CG 070723 ADLP	\$ (6.20)
06/14/23	SB prepaid CC	50340	Amazon	AZ 061423 OS	\$ 298.32
06/14/23	SB prepaid CC	50340	Amazon	AZ 061423 OS	\$ 11.99
06/18/23	SB prepaid CC	50340	Amazon	AZ 061323 OS	\$ 24.00
06/07/23	SB prepaid CC	50342	Amazon	AZ 060723 LS	\$ 32.11
06/18/23	SB prepaid CC	50342	Amazon	AZ 061323 LS	\$ 9.77
06/21/23	07/19/23	50342	Demco	DM 062023 LS	\$ 151.76
06/30/23	07/19/23	50444	E. D. Locke PL	MCF 063023 (1)	\$ 10.00
06/30/23	07/19/23	50444	E. D. Locke PL	MCF 063023 (2)	\$ 9.00
06/30/23	07/19/23	50444	E. D. Locke PL	MCF 063023 (3)	\$ 10.00
07/07/23	07/19/23	50870	Behringer Concrete LLC	BC 070723 216EJ	\$ 2,600.00

07/14/23	07/19/23	50870	Lee Recreation	LR 071423 216EJ	\$ 8,550.00
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**2023 EXPENDITURES: FUND 217  
JULY**

MOVED:

SECONDED:

VOTE:

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Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
06/03/23	CS prepaid CC	Walmart	WM060323Fprog	FoL	program	\$ 39.58			
06/07/23	CS prepaid CC	Dollar Tree	DT060723FprogTE	FoL	program	\$ 27.50			
06/21/23	07/19/23	Bluestar Ink LLC	BSI062123muralTH	Bryant	mural	\$ 3,450.00			
06/22/23	MO prepaid CC	St. Vincent DePaul	SVDP062223	Bryant	program	\$ 56.01			
06/22/23	CS prepaid CC	Walmart	WM 062223 PRG F	FoL	program	\$ 19.10			
06/25/23	AB prepaid CC	New York Times	NYT062523sels	Selsor	subscription	\$ 56.00			
06/27/23	SB prepaid CC	Amazon	AZ 062623 FREP	FoL: R	books	\$ 10.15			
06/27/23	CS prepaid CC	InterstateBooks4School	IB 062723 PRG FO	FoL	program	\$ 138.75			
07/10/23	07/19/23	Lisa Koenecke	LK 071023 F PRI	FoL	program	\$ 250.00			

# Developing the Library Budget

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

## The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached *Sample Format of a Minimal Library Budget* for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also *Trustee Essential #13: Library Advocacy*.)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

## Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

# 8

### In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

## **Desirable Budget Characteristics**

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.



4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

## **Terms and Distinctions**

### **Line item and program budgets**

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

### **Operating vs. capital costs**

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

### **Income vs. expenditures**

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

## Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also *Trustee Essential #9: Managing the Library's Money.*)

## Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

## Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)
- *Wisconsin Public Library Standards*
- *Wisconsin Public Library Service Data*

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

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## Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

<b>Operating Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
<b>Operating Income Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Operating Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
<b>Operating Expenditures Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Capital Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

<b>Capital Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
<b>Capital Expenditures Total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

<b>Total of All Expenditures</b>	<b>\$ 69,000</b>	<b>\$ 71,000</b>	<b>\$ 72,000</b>
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\*State law requires that all information-providing public library services be provided free of charge. (See *Trustee Essential #8: Developing the Library Budget* for details.)

# Director's Report

July 19, 2023



## Library news:

- Trustee Training Week, a series of one-hour webinars presented each summer by the Department of Public Instruction, will take place August 21-25. The webinars are held live at noon each day; recordings will be available afterwards for those who can't attend live. This year's lineup is:
  - Mon, 8/21 – "No More Neutral: How to Use Marketing to Position Your Library in Challenging Times" with Angela Hursh
  - Tue, 8/22 – "Wisconsin Library Law" with Kris Turner
  - Wed, 8/23 – "Nurturing Your Library Culture" with Jeannie Dilger
  - Thu, 8/24 – "LGBTQ-Inclusive Trusteeship" with Ray Lockman
  - Fri, 8/25 – "Elected Officials are People, Too" with Lori Fisher
- I have several updates to share about work on the Library's outdoor programming space at 216 E Jefferson Street:
  - Work on the concrete walkway and patio began on June 29. The new storage shed was delivered the same day.





- On June 30, Lee Recreation installed the posts for the shade structure; they will return to install the shade awning when the concrete is fully set.
- The contractor poured the concrete on July 7.
- The shade awning was installed on July 14.
- Now that both the shade structure and concrete are in place, we can arrange for installation of the electrical service.
- The bid for the engineering study to evaluate our HVAC system came in higher than anticipated at \$36,500. (\$10,000 was originally earmarked in this year's Capital Improvement Projects budget.) Strang, Inc. submitted a proposal that included more than just evaluation of the current system; design of upgrades, preparation of bidding documents, and services up to and including construction were also included in the bid. On the recommendation of Planning Director Rodney Scheel, City Council voted unanimously on June 27 to amend the 2023 budget to allow this bid to be accepted.
- We survived the planned South Central Library System-wide network outage on June 28 – July 1. (Network services, including Internet connectivity and Wi-Fi, were unavailable while SCLS moved data center and

network equipment to their new headquarters.) We owe a huge debt of gratitude to the Stoughton Area School District, who generously offered us the use of several Wi-Fi hotspots, allowing us to access our web-based Bibliovation ILS to check materials in and out and register patrons for library cards.

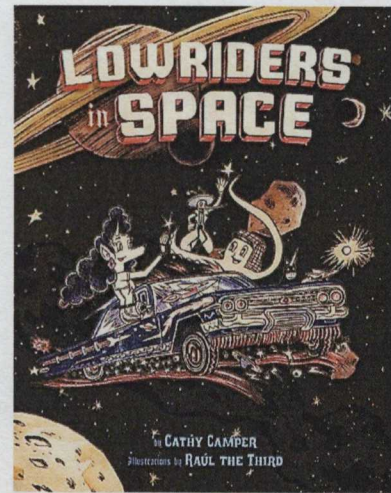
- I have finished all five of the performance appraisals for staff I directly supervise.
- I led the July meeting of The Foundation, our monthly science-fiction and fantasy book discussion group, on July 5. Former Director Richard MacDonald and I have been sharing lead facilitator duties for the group since early-2020.
- Stoughton Senior Center Director Cindy McGlynn has asked me to serve on their accreditation committee, the body which oversees the Center's state and national accreditation process every five years. The committee evaluates the organization to ensure compliance across nine standards. Work on this committee will continue through the end of this year and likely carry over into 2024. We held our first meeting on July 12.
- I attended the virtual meeting of Dane County library directors on July 13, where the main topics of discussion were:
  - A presentation from Kathy Kuntz, Director of the Dane County Office of Energy & Climate Change, in which she reviewed the various credits and deductions available for projects involving renewables and energy efficiency. I will be working with City Planning Director Rodney Scheel to determine whether our planned HVAC system upgrade, scheduled for 2024, would qualify.
  - A county-wide program on banned books, funded by the Beyond the Page endowment, to coincide with Banned Books Week this year, October 1-7.
  - An update on libraries' county reimbursements for 2024 from Dane County Library Service Director Tracy Herold. She reported that the numbers have been finalized. As I'll discuss during my budget presentation at this month's meeting, our county reimbursement is expected to increase by almost \$34,000.

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

The report for the period May 27 – Jun 30 shows an increase in value of \$812.92 to the account because of market conditions. The overall value of the account as of Jun 30 is \$25,132.64.

## Youth Services (from Mary Ostrander)

- Late last month, Jim, Amanda and Mary interviewed candidates for the Children's Services Library Assistant position. Anastasia Hayward was offered the position and accepted. We are excited to welcome Anastasia to the library, and feel she will make a great addition to our team. Her first day is scheduled for July 25th.
- Story times are going well this summer. Mary does story times on Mondays at East Side Park and Thursdays at the Library. Diane does Baby Story Time on Tuesdays at the library. All the story times have a consistent group of caregivers and children who regularly attend. The groups are extremely supportive of each other and welcoming to new people.
- The first **Graphic Novel Book Club** of the summer happened on Tuesday, June 13. 11 kids showed up to discuss *Low Riders in Space* by Cathy Camper. The kids performed a reader's theater version of the book, designed their own cars, and painted wooden cars.
- Kindness Club is going well. So far, the kids have made blankets and bandanas for shelter pets, decorated coffee cup sleeves for coffee shops, made friendship bracelets, and created affirmation jars. Themes for upcoming Kindness clubs include: recycling, backyard animals, and community.
- Cynthia and Mary are having a lovely time with the tweens and teens at Donuts and Art at East Side Park. 50 people showed up for our first session of the summer where they made designs with Perler beads. 40 people showed up for our paint session when we had to move the program inside due to poor air quality. This is a very successful and straightforward program that really allows Mary and Cynthia to get to know the kids better while also letting the kids show their creativity.
- Mary helped 47 people make their own musical instruments at Music Makers on June 20. Everyone went home with lovely noise makers they created themselves.
- Pokémon Club for June was great. Lots of exciting, yet civil, card trading took place.
- Tie Dye on June 22 at East Side Park with Mary and Cynthia was very peaceful. 32 friends joined Cynthia and Mary to make lovely tie dye creations.



- The Henry Villas Zoo's "Zoo to You" program on June 23 at East Side Park was a big hit. 175 people attended to get up close and personal with hissing cockroaches, millipedes, a ball python, and more! East Side Park was the perfect location for this program.
- Diane's CRAFT EXTRAVAGANZA on June 27 was a huge hit. Kids created all sorts of things, from bird feeders to kindness rocks!
- Mary decided to implement registration for the **Fairy Houses craft** a week before the event because interest was so high. The event took place July 5 at the Fire Station Training Room. Cynthia assisted her with the program and around 80 people attended. One boy told Mary the story of his fairy house and she suggested he write a book. He wrote one that night and brought it in the next day, even dedicating the book to Mary.
- Rainbow STEAM on July 6 was another lovely, laid-back program. About 45 people came and made salt paintings, tie dyed coffee filters, rainbow abacuses, and more!
- Kids are starting to come in to pick up their summer reading prizes. The teen volunteers who cover the prize desk—Tess, Rory, Nora, and Emelia—do an awesome job.
- Mary and Cynthia attended Lunches for Vikings twice this summer to give out book. They hope to continue next year as well.





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

- The large print fiction relabeling project is complete! All large print books now have larger, easier-to-read spine labels. This project involved staff, substitutes, and many volunteer hours! Thanks to everyone who made it happen.
- Work has begun on retro-conversion of multi-disc TV series on DVD. (Late last year, South Central Library System decided to catalog multi-disc DVD sets as single items; previous practice was to provide each disc in the set with its own catalog record.) This is going to create a lot of space in the DVD area; shifting will occur as the project progresses.

- Sarah and Amy created 56 **beaded bracelet kits for a summer take and make craft!** (This was in lieu of an August craft club meeting since the summers are so hard to schedule.) Sarah reverse engineered a bracelet she saw and wrote instructions for the kit.



- Sarah attended South Central Library System's Collection Maintenance subcommittee meeting on July 12.
- Sarah assisted Robin with Circulation Library Assistant interviews late last month. Following Jane Groshan's retirement at the end of the May, Sarah and Zi Wei have been helping cover the Circulation Desk until a new library assistant can be hired and trained.
- We added 550 items in the month of June.
- Sarah and Robin are working together to take over processing and linking magazines and other periodicals, a task that had been assigned to Jane.

## Circulation Services (from Robin Behringer)

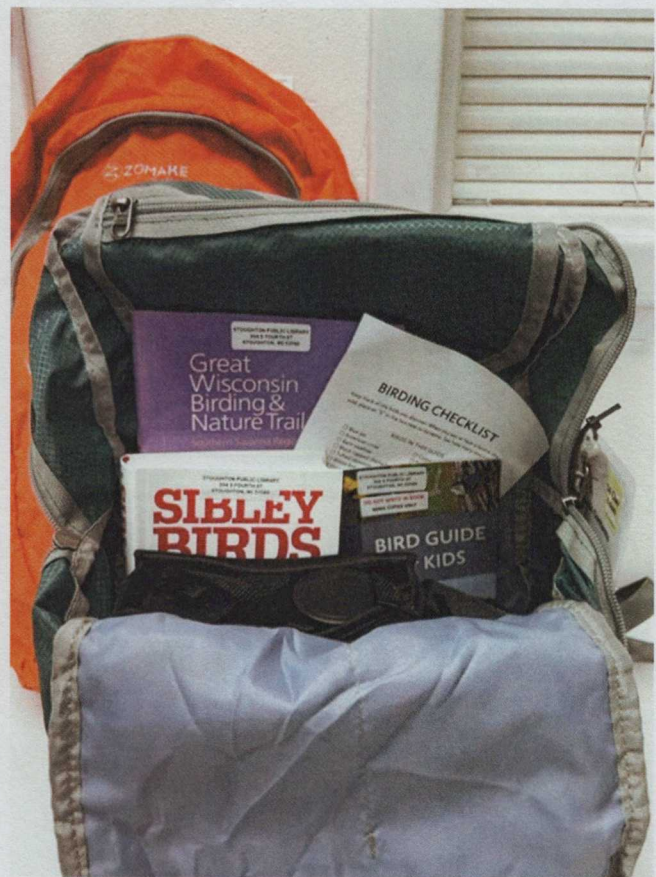
- Robin completed interviews for the Circulation Library Assistant position on June 19. Substitute Nick Maciejewski was offered the position and he accepted. Robin is working with Nick to provide additional training. He will begin his regular schedule the week of July 17.
- Robin completed interviews for the Shelver position on June 26. Carson Kaashagen was offered the position and he accepted. Carson started his

training on July 6 and has already proven a quick learner. He is a welcome addition to the Shelver team.

- The Circulation Department easily handled the SCLS network outage from June 28 – July 1. Thanks to hotspots on loan from the school district, we had regular access to Bibliovation, our web-based Integrated Library System, to allow regular checking in and out of materials. Circulation staff were a little busier than usual with checkouts because the self-check machines were not available during the outage, but they easily handled the extra workload.

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

- Adult Services Assistant Amy Hynek's **Birding Backpacks** began circulating on July 12. Many thanks to the donor who funded the purchase of these kits; the Technical Services department for ordering and processing items; and the Circulation Department for taking on a new adventure in checking in and out these unusual items. When they are not checked out, these backpacks can be found on top of the DVD shelves on the 2<sup>nd</sup> floor, next to the video games.



- Teen Services Assistant Cynthia Schlegel's recent programs included several Tween programs with Children's Librarian Mary Ostrander (mentioned in the Children's section), as well as giving out free books at Viking Lunches with Mary twice.
- Adult Services Librarian Amanda Bosky hosted an Introduction to Hoopla session in late June. 9 people brought their phones and tablets to receive one-on-one assistance learning the library's newest resource for downloadable eBooks, audiobooks, movies, and music.

- On July 8, the library hosted **Japanese Taiko Drum group Beni Daiko** for a concert at East Side Park. 60 people enjoyed listening to music and learning about Japanese culture— including a chance to play the drums themselves.
- Our free yoga classes in partnership with Stoughton Yoga continue to be very popular. 17 people attended on July 9 and learned that yoga is the practice of learning how to calm and focus the mind— not twisting your body into a pretzel or doing a handstand.
- Many thanks to Technical Services Supervisor Sarah Bukrey for helping Amanda revamp our second floor art rails policy and procedures over the past few months. We now have a simpler, more streamlined policy, a friendlier webform, and, thanks to a large publicity push by Sarah and Amanda, we now have our art rail space booked through February 2024!



**Looking Back** from *The Stoughton Hub*  
August 18, 1928

### **PLAN REGULAR BOARD MEETINGS**

#### **Library Board to Hold Meetings Last Friday of Each Month**

Regular meetings of the public library board will be held monthly, according to a decision reached at a meeting of the board held last evening. A resolution, adopted unanimously by the board, provides for regular meetings the last Friday in each month. The regular meetings will start in September. Heretofore the board has met on call only.

During the meeting yesterday, the board also decided to increase the number of children's books at the place, and instructed Miss

Elsie Biter, librarian, to make extensive purchases of this class of books.

Members of the library board are S.H. Berg, Mrs. Giles Dow, Mrs. F.J. Veal, Dr. C.L. Wright, and P.I. Hale.

**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, VACANT, Erin Meinholz, Dayna Verstegen,

# Stoughton Public Library ~ 2024 Budget - DRAFT



Line	Personnel	Notes	2019	2020	2021	2022	2023	2024	2024 vs. 2023
									+ / -
110	SALARIES		\$74,888	\$78,563	\$80,133	\$86,916	\$90,227	TBD	#VALUE!
120	WAGES		\$386,935	\$396,057	\$398,651	\$413,759	\$433,644	TBD	#VALUE!
127	WAGES-PART TIME		\$65,824	\$70,006	\$70,701	\$75,821	\$77,147	TBD	#VALUE!
128	SEASON/TEMPORARY (Sundays)		\$8,500	\$8,500	\$8,500	\$8,500	\$8,840	TBD	#VALUE!
129	LONGEVITY	separated starting in 2023					\$7,600	TBD	#VALUE!
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$72,012	\$71,359	\$72,684	\$73,926	\$76,950	TBD	#VALUE!
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$66,801	\$84,184	\$94,783	\$106,048	\$121,988	TBD	#VALUE!
	<b>Operations</b>								
210	TELEPHONE	moved to IT in 2020	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$400	\$500	\$500	\$500	\$1,000	\$1,000	\$0
212	TRAVEL/TRAINING	more in-person meetings and conferences	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$2,000	\$400
216	OUTSIDE SERVICES - OTHER		\$500	\$500	\$500	\$200	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$300	\$300	\$300	\$0
220	ELECTRICITY		\$19,000	\$19,000	\$19,600	\$19,600	\$21,000	\$21,000	\$0
221	HEAT	2022 actual was \$7,921	\$6,500	\$5,500	\$5,500	\$5,500	\$6,000	\$8,000	\$2,000
240	EQUIPMENT MAINTENANCE	2022 actual was \$2,921	\$1,500	\$1,900	\$1,900	\$1,900	\$2,800	\$3,000	\$200
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
289	TECHNOLOGY SERVICES		\$48,850	\$49,550	\$50,500	\$53,600	\$56,000	\$57,500	\$1,500
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$500	\$500	\$0
313	PROGRAMS/PUBLICITY	5% increase to keep up with demand	\$4,000	\$4,000	\$4,000	\$4,500	\$4,500	\$4,725	\$225
320	DUES		\$400	\$600	\$600	\$600	\$600	\$600	\$0
326	PERIODICALS	2022 actual was \$4,523	\$5,600	\$5,400	\$4,900	\$5,200	\$5,400	\$5,400	\$0
327	E-RESOURCES (eBooks & databases)	fully operationalize Kanopy expenses	\$8,198	\$8,500	\$8,700	\$9,700	\$12,000	\$18,000	\$6,000
328	AUDIO VISUAL		\$10,700	\$11,300	\$15,000	\$11,000	\$9,000	\$9,000	\$0
329	BOOKS	keeping up with increasing costs	\$44,600	\$45,700	\$50,000	\$50,000	\$50,000	\$52,000	\$2,000
340	OFFICE SUPPLIES		\$3,800	\$4,500	\$4,500	\$4,500	\$5,000	\$5,000	\$0
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$200	\$200	\$0
342	SPECIALIZED LIBRARY SUPPLIES		\$4,800	\$4,800	\$4,800	\$4,800	\$6,000	\$6,000	\$0
810	CAPITAL OUTLAY		\$7,100	\$1,000	\$0	\$0	\$0		\$0
820	EQUIPMENT REPLACEMENT - Comp	moved to CIP in 2021	\$5,000	\$6,000	\$0	\$0	\$0		\$0
		Total	\$858,508	\$889,019	\$908,052	\$948,170	\$1,007,496	\$203,425	-\$804,071



### Projected Library Revenue for 2024

Budgeted revenue for 2019-2024

	2019	2020	2021	2022	2023	2024
DANE COUNTY SERVICE FEES	\$220,254	\$229,696	\$249,429	\$249,429	\$249,910.00	\$ 283,780.00
OTHER COUNTIES SERVICE FEES	\$8,041	\$10,090	\$15,848.39	\$15,952	\$14,979	\$ 12,963.00
MISC. GENERAL REVENUE					\$1,000.00	
FINES	\$22,000	\$21,000.00	\$7,000	\$6,000	\$4,000	\$3,500
COPY MACH. & PRINTS	\$4,700	\$4,700	\$3,700	\$3,700	\$2,500	\$3,000
INTEREST - LIBRARY						
TRANSFER IN - GENERAL FUND	\$593,813	\$623,000	\$632,350.00	\$646,350	\$735,107	TBD
SURPLUS used as carryover	\$10,000			\$ 26,740.00		
	\$858,808	\$888,486	\$908,327	\$948,171	\$1,007,496.00	

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

MATERIALS EXPENDITURES \$84,400

Dane County standards require \$70,621.



# City of Stoughton

## Additional Staffing Request Form

### General Information

<b>Date:</b>	07/19/23
<b>Director:</b>	Jim Ramsey
<b>City Department:</b>	Library
<b>Requested Position Title:</b>	Circulation Supervisor
<b>Status:</b>	<input checked="" type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input type="checkbox"/> Other _____

### Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

**The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.**

### Justification

**Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.**

This is an existing position at 30 hours per week. Our request is for an increase of 10 hours for a total of 40 hours per week.

The Circulation Supervisor is one of four supervisors who, along with the Director, comprise the Library's Management Team. This position is responsible for supervising, scheduling, and staffing the library's busiest public service desk. The supervisor is also in charge of training, scheduling, and supervising the library's shelvers. The department is the largest in the library, with approximately 10-12 employees, depending on how many shelver positions happen to be vacant. Yet the Circulation Supervisor position is the only supervisory position that is not full time, a situation unique among City departments.

A survey of peer libraries in Wisconsin confirms that Stoughton Public Library is an outlier in this respect. Even smaller libraries that circulate fewer items have full-time Circulation supervisors. (See attached)

The Circulation Supervisor is crucial to the efficient functioning of the public library in that she ensures the timely processing and movement of library materials in and out of the building. Perhaps most importantly, the supervisor provides superior customer service to the hundreds of patrons who walk through our doors each day, as the Circulation desk is the primary point of contact for everyone who enters the library.

At only 30 hours per week, the supervisor is unable to maintain a consistent presence in the building in order to supervise and train staff and to provide quality customer service. The supervisor is responsible for deciding when to charge a patron for a damaged item, when to forgive charges, and when to set up a payment plan. These tasks can't be accomplished when the supervisor is out of the building, resulting in a poor customer service experience. At her current hours, our supervisor is able to assess damaged items weekly, at best, resulting in damaged items remaining on a library user's record long after the item has been returned, a major source of confusion and frustration for library patrons.

Our Circulation Department has fallen behind on processes required by our membership in a library consortium. (The South Central Library System includes 7 counties and 54 libraries.) To take only one example, the system's software creates reports of library patrons who are owed refunds for lost library materials. These reports are



then sent to the libraries which owned the materials in question. According to a report from April 27 of this year, our library has the fourth most unresolved refunds in a system of 54 libraries. These unresolved issues on library records lead to frustration and confusion for library users across the system, and there has been considerable pressure recently to clear them. At her current classification of 30 hours, our Circulation Supervisor is simply not able to process these and other reports to meet our responsibilities as a member of the South Central Library System.

Another important responsibility of consortium membership is participation in system sub-committees. This supervisor participates in South Central System's Circulation Services Subcommittee (CSS), a group charged with determining system-wide policies and procedures related to the lending of library materials. Having a seat on the CSS allows our supervisor to learn about emerging trends in technology/automation and to develop best-practices in customer service and department workflows. These meetings are held at a set time each month. Owing to her limited hours, our supervisor must choose between attending these sessions and meeting with her department's staff and the library's Management Team.

Over the next several years, South Central Library System will require all member libraries to attach Radio Frequency Identification (RFID) tags to items the library owns. Machine-readable RFID tags will facilitate increased automation and efficiency at the consortium's central sorting facility, as well as improve the experience of patrons using our automated self-checkout terminals. Most member libraries have already tagged their collections, but our library has not due to lack of staff hours. The Circulation Supervisor, along with the Technical Services Supervisor, would be the project manager for the retroactive conversion of the library's 80,000+ items to RFID.

## Impact

**If position is not approved, give specific departmental impact as well as impact to City services and other departments:**

If this increase is not approved, customer service at the library's busiest service desk will suffer. Patrons may not be able to resolve charges on their accounts or inquire about lost/damaged items when the supervisor is absent. The supervisor will be unable to consistently supervise the work they have trained their subordinates to perform. As noted above, we will continue to fall behind on our obligations to our library consortium.

Because this is a demanding, public-facing position supervising the Library's largest department, the Library Board is concerned that at the current hours burnout will occur quickly and this position will become a kind of revolving door.

The current hours leave no time for future planning or development of new initiatives, such as Radio Frequency Identification (RFID) tagging of library materials. It is unlikely that our library would be able to meet our RFID tagging obligations without these additional hours.

## Alternatives

**List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.**

The library could reduce its open hours in order to increase the amount of time the supervisor is present, but the Library Board, not to mention the community at large, is unlikely to support this.

The supervisor could delegate responsibilities for assessing damages and charges to library assistants, but because these positions have even fewer hours than the supervisor, it would be difficult to find time off-desk to complete these assessments and follow up with patrons. This would also lead to inconsistencies and disputes with patrons as the decision of when and how to apply charges can be subjective.

The supervisor could resign from the Circulation Services Subcommittee, leaving our library without representation on this body. She could also cease holding monthly meetings with her staff, which is bound to negatively impact communication and department morale.

Note: As of July, 2023, we are investigating the possibility of adding hours to this position via the restructuring of an existing Circulation/Children's Services position into two part-time positions. If additional hours for this position can be secured in this way, we will rescind this request.

### Submitted By

**Director:**

Click here to enter text.

**Signature:** James Ramsey, Director

**Date:** 7/13/2022



# City of Stoughton

## Additional Staffing Request Form

### General Information

<b>Date:</b>	07/19/2023
<b>Director:</b>	Jim Ramsey
<b>City Department:</b>	Library
<b>Requested Position Title:</b>	Library Assistant II – Adult Services
<b>Status:</b>	<input type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input checked="" type="checkbox"/> Other _____

### Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

**The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.**

### Justification

**Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.**

This is a part-time position at 22 hours per week, identical to the two existing Adult Services Library Assistants. Both positions report directly to the Adult Services Librarian. Their primary responsibility is assisting patrons in person, by phone, and via email at our busy 2<sup>nd</sup> floor Information Desk.

This desk is the only service point on the library's 2<sup>nd</sup> floor, and as such must be staffed continuously for all of the 68 hours per week the building is open to the public. Remarkably, only three staff members—one full-time and two part-time—must cover this desk, with occasional help from other department supervisors and Library Substitutes.

This new position's primary responsibility will be providing assistance to patrons at the 2<sup>nd</sup> floor Information Desk, freeing up our other staff for programming and outreach.

Staffing this desk is challenging, even in the best of times. Staff are often forced to leave the desk unattended for a period of time to accommodate mandatory breaks. Because this is the only point of service for the Mezzanine level and 2<sup>nd</sup> floor, this raises considerable safety concerns, especially when large numbers of young people are present in the after-school hours. (Due to our proximity to River Bluff Middle School, the library is a popular after-school destination.) Recent incidents involving fights between groups of young people further underscore the need for consistent supervision in this space.

The Library Board has identified increased services—programs, events, outreach, etc.—to young people and teens in particular as a key priority in the coming years. (Goal 2, Objective C in the Library's 2020-2022 Strategic Plan, attached). Our talented Library Assistant in charge of Teen Services, Cynthia Schlegel (.6 FTE), has done a phenomenal job expanding services to young people in recent years, but has reached the limit of what can be accomplished at current staffing levels. This is because Cynthia, along with Library Assistant Amy Hynek and Adult Services Librarian Amanda Bosky, are responsible for staffing our 2<sup>nd</sup> floor Information Desk. Amanda, Amy, and Cynthia spend a significant amount of their time covering this service desk, time that could be spent on programming, collection development, and outreach.

Cynthia currently spends 20 of her 24 hours each week staffing the Information Desk, leaving a scant 4 hours each week for planning and programming. With an additional library assistant position to staff the desk, Cynthia could devote more time to programming and outreach through after-school activities and partnerships with other organizations like the Youth Center and the school district. The last two years have been difficult ones for the young people in our community. Adolescents in particular have suffered from unprecedented social isolation and disruption to their education. The additional hours provided by this position would allow Cynthia to be present during the after-school hours to engage directly with this population by providing positive and constructive library experiences.

Additionally, our Adult Services Librarian and part-time Library Assistant would be available to hold open “office hours” to offer assistance with technology instruction and workforce development. Adults 55+ are one of the most frequent and highest-need user groups we serve at the library. Many of these users lack basic computer skills and require extensive staff assistance in order to apply for jobs, obtain benefits, or avoid eviction. Since the pandemic, staff report a significant increase in patrons in crisis who require intensive help with technology. Providing that level of assistance at current staffing levels is not sustainable.

## Impact

**If position is not approved, give specific departmental impact as well as impact to City services and other departments:**

Our programs and services for teens and adults will continue to be limited by our small staff. Our Teen Services Library Assistant, Cynthia Schlegel, will have less time to engage with young people in our community. She will have to continue to decline offers for collaboration and outreach from the school district and other agencies.

Services and programs for young adults, in particular, will continue to be limited, and in some cases may be scaled back, as Cynthia is increasingly called upon to cover the Information Desk. This will result in fewer opportunities for young people in our community to participate in safe, supervised library activities.

Staff from other departments, and occasionally the Director, will be required to cover the Information Desk, reducing time spent on other essential tasks.

## Alternatives

**List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.**

One alternative has already been employed as a stop-gap measure for the past several years: The use of Library Substitutes to cover the Information Desk in order to allow full and part time staff to plan and implement programs.

This solution has its own attendant costs, which are significant. Because the Substitute position offers fewer hours and an unpredictable schedule, turnover is high, as candidates often use it as a stepping stone to a more permanent position. High turnover means our permanent staff must devote additional time to training and orientation for new hires, further stretching our limited resources.

Our Substitutes, as knowledgeable and competent as they are, cannot provide the same level of assistance as our permanent full and part time staff because they work only sporadically. If this position were approved we

could likely reduce the number of Substitute hours used, though Substitutes would still be required to cover staff vacations and other absences.

We could continue to rely on our limited-term Teen Services Intern position for additional assistance, though for reasons outlined below, the result will be more work for Cynthia and our other permanent Adult Services staff.

Some background: Recognizing the need for increased services to young adults, the Library Board in 2017 created the position of Teen Services Intern. Funding for the first year was provided by a grant, and the position was included in the operating budget starting in 2018.

Recruiting has been challenging from the outset. In fact, the wage was increased and the number of hours reduced to make the position more attractive after failing to attract a single applicant in 2020. Due to the limited-term nature of an internship, Cynthia must spend a large portion of her time on recruitment, orientation, and training, further reducing time spent on services and programming. In 2021, the board expanded the internship’s job description to include providing assistance at the Information Desk and programming for adults—again, to broaden the position’s appeal to potential candidates. This reduced the burden on Cynthia somewhat, but at only 8 hours per week for fewer than 6 months of the year, the position’s impact remains limited.

Ultimately, the intern position was a stop-gap measure to provide support in the absence of a permanent staff member. If this personnel request is granted, we would likely move the intern to the Children’s Services department to assist with summer programming, a task that requires far less up-front training than staffing the Information Desk.

We could leave the 2<sup>nd</sup> floor information desk unattended for longer periods of time, though due to the above-mentioned safety concerns, this is inadvisable.

## Submitted By

**Director:**

Click here to enter text.

**Signature:** James Ramsey, Director

**Date:** 7/13/2022