

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, August 16, 2023

**TIME:** 6:30 P.M.



**LOCATION :** Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton **\*\*PLEASE NOTE\*\*** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <https://us02web.zoom.us/j/6269031450>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

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I. Call to Order by President Teri LeSage

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

III. Consent Agenda \*

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

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Training Week, August 21-25

IX. Director's Report

- A. Statistics for June & July 2023 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet. Committee should begin annual director evaluation process
- C. Planning: did not meet
- D. Policies: did not meet

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

XII. Old Business

- A. Report from ad hoc Trustee Recruitment Committee

XIII. New Business

- A. Review progress towards 2023 Board Goals (enclosure)

**\*\*B. Discussion and possible action regarding addition of hours to Circulation Supervisor position for the remainder of 2023 \***

XIV. Pending Agenda Items

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

XV. Adjournment \*

NEXT REGULAR MEETING: September 20, 2023

*An \* indicates an action item.*

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

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative  
Amy Ketterer  
Teri LeSage, President  
Jean Ligocki, City Council Representative and Vice-President  
Sharon Meilahn Bartlett  
Erin Meinholz  
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, 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 August 16, 2023



## XII. Old Business

**A. Report from ad hoc Trustee Recruitment Committee –** The committee will report on its progress in filling the current vacancy on the Library Board. Application deadline is Friday, August 18.

## XIII. New Business

- A. Review progress towards 2023 Library Board Goals (enclosure) –** The Board passed the 2023 Library Board Goals at the February meeting earlier this year. These goals were submitted by the four standing committees (a new process this year) and revised by the Planning Committee. This is an annual review of progress made towards these goals.
- B. Discussion and possible action regarding addition of hours to Circulation Supervisor position for the remainder of 2023 \* -** The Board will likely move into closed session to discuss the possibility of adding 10 hours to the Circulation Supervisor position, for a total of 40 hours/week. Due to the restructuring of the full-time Circulation/Children's Services position into two part-time positions, there is money in the operating budget to add these hours *for the remainder of 2023*. Beyond this year, however, the City is proposing that we take a wait-and-see approach until we know what the personnel costs will be for 2024. Approval of this change by the City Council's Personnel Committee is pending

## 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 early this fall when they consider the 2024 operating budget.

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



PRESENT: Ken Axe; Amy Ketterer, Teri LeSage, President (virtual); Jean Ligocki, Vice-President/City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz; Kristin Rosenberg, Stoughton Area School District Representative; Dayna Verstegen (virtual);  
ABSENT: Siri Vienneau, Student Trustee  
ALSO PRESENT: Jim Ramsey, Library Director; Amanda Bosky, Adult Services Librarian

- I. CALL TO ORDER. 6:32 p.m. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. LeSage moved item XI., Friends of the Library Report, to item IV.
- III. CONSENT AGENDA. Ketterer briefly reviewed the purpose and function of the consent agenda. Meilahn Bartlett offered a correction to the minutes of June 21, 2023: Under item VII. EDUCATION UPDATES, the public library receiving pushback for their Pride event was in Rockton, IL, not Rockford. *Motion to approve:* Ketterer. *Second:* Meinholz. *Vote:* 8-0
- IV. FRIENDS OF THE LIBRARY REPORT. Friends Board President Lesley Johnson presented: The successful Pie Place fundraiser on May 20 netted \$2,970 for the Friends; they are working to raise their membership numbers and are currently at 115 members; the Friends were glad to participate in the Library's first ever Pride celebration on June 3; board members are active at the downtown farmer's market and have garnered a lot of interest; tickets for the upcoming wine & cheese tasting fundraiser at Cheeser's on July 28 are sold out; the Friends will be at the city's National Night Out Celebration at Nordic Ridge Park on Aug 1; the Friends are working with Children's Librarian Mary Ostrander on an author event featuring paralympian Patty Cisneros Preva; the fall raffle will be held Sep 30; the Friends annual meeting, which all members are encouraged to attend, take place on Oct 11; a Friends fundraiser, in which the library will be transformed into a mini-golf course, is planned for March 17, 2024.
- V. RECOGNITION OPPORTUNITIES. None.
- VI. PUBLIC COMMENT PERIOD. None.
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a self-published book created by one of the young attendees at the Fairy Houses craft program on July 5.
- VIII. EDUCATION UPDATES. Meinholz shared the history of the Children's Cooperative Book Center at UW-Madison's School of Education. Meilahn Bartlett shared an article about young people resisting efforts to ban library books.
- IX. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #8: DEVELOPING THE LIBRARY BUDGET. Ramsey presented and gave an update on the city's budget process, which begins later this summer.
- X. DIRECTOR'S REPORT. Ramsey presented: reported that statistics are unavailable this month but will return next month; gave an update on construction of the library's

outdoor programming space at 216 E Jefferson St; discussed the city's annual budgeting process.

XI. COMMITTEE REPORTS

- A. Finance: did not meet.
- B. Personnel: did not meet.
- C. Planning: did not meet.
- D. Policies: did not meet.

XII. OLD BUSINESS.

- A. ASSIGNMENT OF COMMITTEES. LeSage presented: Reported that the committee assignments for 2023-2024 will remain the same as the previous year.
- B. REPORT FROM AD HOC TRUSTEE RECRUITMENT COMMITTEE. Ketterer reported that the committee decided to solicit applications from the public, in addition to reconsidering some past applications. They hope to have a recommendation to the Board by September 20. They have already received two applications.

XIII. NEW BUSINESS.

- A. PRESENTATION OF PRELIMINARY 2024 OPERATING BUDGET. Ramsey presented current and historical budget information; explained that the largest pieces of the budget—on the revenue side, the city's contribution, and on the expenditures side, personnel costs—won't be known until later this summer, at which time he will call a meeting of the Board's Finance Committee to discuss the budget.

- A. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION FROM PERSONNEL COMMITTEE OF 2024 LIBRARY PERSONNEL REQUESTS. Ramsey presented: Explained that these two personnel requests are identical to the ones submitted last year to the City Council's Personnel Committee; reported that the additional hours for the Circulation Supervisor might be achieved through restructuring, in which case that request would be withdrawn. Meilahn Bartlett pointed out a typo in the request for the part-time Adult Services Library Assistant and asked if Ramsey could add language to the Circulation Supervisor request tying that request to the library's strategic plan. Ramsey will make the necessary changes. *Motion to send personnel requests to the city's Human Resources Department for consideration by the city's Personnel Committee: Ketterer. Second: Verstegen. Vote: 8-0.*

XIV. PENDING AGENDA ITEMS. FUTURE DESIGNATION OF LIBRARY SPECIAL GIFT FUND (217) FUND BALANCE. Ramsey explained that the Board's Finance Committee will consider a resolution on the issue when they meet at a later date to consider the 2024 operating budget.

XV. ADJOURNMENT. *Motion to adjourn at 7:42 P.M.: Axe. Second: Verstegen. Vote: 8-0.*

Minutes taken by Jim Ramsey

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
<b>Fund 215 - LIBRARY FUND</b>						
Revenues						
Dept 55100 - COMMUNITY COMMITMENT						
215-55100-43330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>						
215-55110-41110	PROPERTY TAX - OPERATIONS	726,880.00	424,013.31	60,573.33	302,866.69	58.33
215-55110-43315	FEDERAL GRANTS	0.00	279.45	0.00	(279.45)	100.00
215-55110-43720	DANE COUNTY SERVICE FEES	249,910.00	249,910.00	0.00	0.00	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	14,979.00	14,980.43	0.00	(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	3,550.12	879.75	1,449.88	63.75
215-55110-46712	COPY MACHINE	2,500.00	2,748.27	463.93	(268.27)	110.73
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	107.88	33.00	(107.88)	100.00
215-55110-48110	INTEREST INCOME	1,000.00	1,234.51	340.20	(234.51)	123.45
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	0.00	0.00	100.00
<b>Total Dept 55110 - LIBRARY</b>		<b>1,018,749.00</b>	<b>715,323.97</b>	<b>62,290.21</b>	<b>303,425.03</b>	<b>70.22</b>
<b>TOTAL REVENUES</b>		<b>1,018,749.00</b>	<b>715,323.97</b>	<b>62,290.21</b>	<b>303,425.03</b>	<b>70.22</b>
<b>Expenditures</b>						
Dept 55100 - COMMUNITY COMMITMENT						
215-55100-50120	WAGES	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>						
215-55110-50110	SALARIES	90,227.00	51,922.44	6,940.80	38,304.56	57.55
215-55110-50120	WAGES	431,524.00	234,585.85	28,768.34	196,938.11	54.36
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	78,297.00	47,169.80	6,794.08	31,127.20	60.24
215-55110-50128	SEASONAL/TEMPORARY	8,840.00	4,922.63	37.13	3,917.37	55.69
215-55110-50129	WAGES - LONGEVITY	7,600.00	0.00	0.00	7,600.00	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	24,603.48	3,107.58	22,557.52	52.17
215-55110-50161	WRS - GENERAL	30,759.00	17,966.85	2,187.90	12,792.15	58.41
215-55110-50163	HEALTH INSURANCE	115,000.00	69,083.88	8,819.62	45,916.12	60.07
215-55110-50164	DENTAL INSURANCE	6,777.00	4,133.67	523.81	2,643.33	61.00
215-55110-50165	LIFE INSURANCE	211.00	677.20	82.00	(466.20)	320.95
215-55110-50169	HSA RETIREMENT PAYOUT	11,253.00	11,253.00	0.00	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	457.45	0.00	502.55	49.75
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,065.49	0.00	534.51	66.59
215-55110-50213	SALES TAX	0.00	62.36	62.36	(62.36)	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	8,454.47	2,136.59	12,545.53	40.26

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/2023		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50221	UTILITIES-BUILDING 2	6,000.00		3,424.74	0.00		2,575.26	57.08
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00		5,312.57	321.40		487.43	82.59
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		5,624.78	1,713.81		(624.78)	106.94
215-55110-50289	TECHNOLOGY COSTS	56,000.00		53,520.97	0.00		2,479.03	95.57
215-55110-50300	MISC EXPENSES	500.00		294.17	0.00		205.83	58.83
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		3,661.19	0.00		838.81	81.36
215-55110-50320	DOES AND SUBSCRIPTIONS	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		4,700.99	267.96		4,299.01	52.23
215-55110-50329	BOOKS	50,000.00		26,630.95	169.50		23,369.05	53.26
215-55110-50340	OPERATING EXPENSES	5,000.00		1,404.97	0.00		3,595.03	28.10
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		19.56	0.00		180.04	9.98
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		3,304.07	151.76		2,695.93	55.07
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		32.44	32.44		(32.44)	100.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00		445.53	29.00		(445.53)	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		601,647.62	62,146.08		417,101.38	59.06
TOTAL EXPENDITURES		1,018,749.00		601,647.62	62,146.08		417,101.38	59.06
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,018,749.00		715,323.97	62,290.21		303,425.03	70.22
TOTAL EXPENDITURES		1,018,749.00		601,647.62	62,146.08		417,101.38	59.06
NET OF REVENUES & EXPENDITURES		0.00		113,676.35	144.13		(113,676.35)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	454,015.89
215-00000-11102	US BANK - CC	5,361.56
<b>Total Assets</b>		<b>459,377.45</b>
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	28.00
215-00000-21700	ACCRUED PAYROLL	24,404.18
215-00000-26600	DEF INFLOW - PROPERTY TAXES	302,866.69
<b>Total Liabilities</b>		<b>327,298.87</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>113,676.35</b>
<b>Ending Fund Balance</b>		<b>132,078.58</b>
<b>Total Liabilities And Fund Balance</b>		<b>459,377.45</b>



GL NUMBER	DESCRIPTION	2023		YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/2023		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>								
<b>Revenues</b>								
Dept 55110 - LIBRARY								
217-55110-48110	INTEREST INCOME	1,000.00		5,540.72	523.64	(5,540.72)	654.07	
217-55110-48500	DONATIONS	60,000.00		60,932.78	227.12	(952.78)	101.59	
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	
<b>Total Dept 55110 - LIBRARY</b>		<b>50,000.00</b>		<b>67,493.50</b>	<b>1,180.76</b>	<b>(17,493.50)</b>	<b>134.99</b>	
<b>TOTAL REVENUES</b>								
		50,000.00		67,493.50	1,180.76	(17,493.50)	134.99	
<b>Expenditures</b>								
Dept 55100 - COMMUNITY COMMITMENT								
217-55100-50499	DEPT DEFICIT	0.00		0.00	0.00	0.00	0.00	
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<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		41,832.31	3,700.00	8,167.69	83.66	
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	
<b>Total Dept 55110 - LIBRARY</b>		<b>50,000.00</b>		<b>41,853.29</b>	<b>3,700.00</b>	<b>8,146.71</b>	<b>83.71</b>	
<b>TOTAL EXPENDITURES</b>								
		50,000.00		41,853.29	3,700.00	8,146.71	83.71	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>								
<b>TOTAL REVENUES</b>								
		50,000.00		67,493.50	1,180.76	(17,493.50)	134.99	
<b>TOTAL EXPENDITURES</b>								
		50,000.00		41,853.29	3,700.00	8,146.71	83.71	
<b>NET OF REVENUES &amp; EXPENDITURES</b>								
		0.00		25,640.21	(2,519.24)	(25,640.21)	100.00	
<b>TOTAL REVENUES - ALL FUNDS</b>								
		1,068,749.00		782,817.47	63,470.97	285,931.53	73.25	
<b>TOTAL EXPENDITURES - ALL FUNDS</b>								
		1,068,749.00		643,500.91	65,846.08	425,248.09	60.21	
<b>NET OF REVENUES &amp; EXPENDITURES</b>								
		0.00		139,316.56	(2,375.11)	(139,316.56)	100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	84,695.67
217-00000-11102	US BANK - CC	1,100.40
217-00000-11302	WISC INVESTMENT FUND	205,946.72
<b>Total Assets</b>		<b>291,742.79</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>25,640.21</b>
<b>Ending Fund Balance</b>		<b>291,742.79</b>
<b>Total Liabilities And Fund Balance</b>		<b>291,742.79</b>

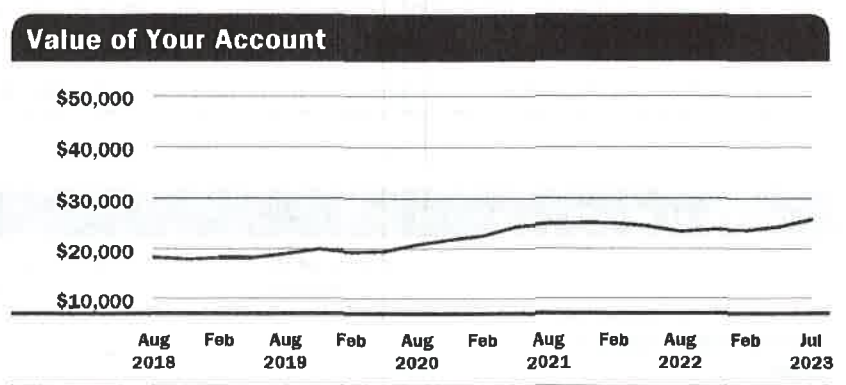
Stoughton Area Comm Foundation

**Long-term investing: Four tips for staying on course**

It can be difficult to stay the course during periods of market volatility and uncertainty. Follow these four tips to help stay on course: Review your portfolio regularly. Diversify your portfolio.\* Avoid owning too much of a single investment. And finally, stay invested. Schedule time today with your financial advisor to discuss your long-term financial strategy. \*Diversification does not guarantee a profit or protect against loss in declining markets.

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

Account Value	
<b>\$25,731.07</b>	
<b>1 Month Ago</b>	\$25,132.64
<b>1 Year Ago</b>	\$23,699.33
<b>3 Years Ago</b>	\$20,260.76
<b>5 Years Ago</b>	\$18,182.56



Value Summary		
	This Period	This Year
Beginning Value	\$25,132.64	\$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	598.43	2,241.71
<b>Ending Value</b>	<b>\$25,731.07</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
	<b>2.35%</b>	<b>9.53%</b>	<b>9.18%</b>	<b>8.27%</b>	<b>6.94%</b>

## 2023 EXPENDITURES: FUND 215

### AUGUST

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

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

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

Inv. Date	Payment	Line Item	Vendor	Description	Amount
06/30/23	08/16/23	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 3.65
06/30/23	08/16/23	50211	Baker & Taylor AD329	fuel surcharge	\$ 13.07
07/31/23	08/16/23	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 1.74
07/31/23	08/16/23	50211	Baker & Taylor AD329	fuel surcharge	\$ 17.01
08/01/23	08/16/23	50211	Ingram	fuel surcharge	\$ 21.00
07/14/23	AB prepaid CC	50212	Midwest Mystery Confer	MWM 041423 212	\$ 55.00
08/11/23	08/16/23	50212	Wulfekuhle, Melanie	MW 091523 212	\$ 75.00
07/07/23	CITY prepaid	50220	Stoughton Utilities	SU 070523 util	\$ 2,136.59
07/10/23	08/16/23	50221	Alliant Energy	AE 071023	\$ 302.61
07/17/23	08/16/23	50240	Gordon Flesch	GF 071723 copier 2	\$ 100.52
08/03/23	08/16/23	50240	Gordon Flesch	GF 080323 copier1	\$ 70.03
08/01/23	08/16/23	50250	Johnson Controls	JC 080123	\$ 1,755.98
07/26/23	08/16/23	50300	M&R Movers	MR 072623 OH	\$ 200.00
06/30/23	SB prepaid CC	50313	Amazon	AZ 062723 SLPCH	\$ 31.29
07/01/23	08/16/23	50313	Ingram	program materials	\$ 114.46
07/02/23	SB prepaid CC	50313	Amazon	AZ 062723 SLPCH	\$ 39.96
07/08/23	SB prepaid CC	50313	Amazon	AZ 070723 SLPCH	\$ 26.71
07/09/23	SB prepaid CC	50313	Amazon	AZ 070323 SLP TE	\$ 35.61
07/16/23	SB prepaid CC	50313	Amazon	AZ 071323 SLP CH	\$ 22.18
07/16/23	SB prepaid CC	50313	Amazon	AZ 071323 SLP CH	\$ 23.74
08/01/23	08/16/23	50313	Ingram	program materials	\$ 151.20
06/30/23	08/16/23	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 351.96
07/01/23	08/16/23	50328	Ingram	AD/TE materials	\$ 177.05
07/09/23	SB prepaid CC	50328	Amazon	AZ 070323 JDVD	\$ 81.90
07/25/23	08/16/23	50328	Playaway	FA 070723 ABCD	\$ 135.98
07/31/23	08/16/23	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 376.64
08/01/23	08/16/23	50328	Ingram	AD/TE materials	\$ 90.73
06/30/23	08/16/23	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,307.15
07/01/23	08/16/23	50329	Ingram	CH materials	\$ 537.47
07/01/23	08/16/23	50329	Ingram	AD/TE materials	\$ 1,499.63
07/06/23	SB prepaid CC	50329	Amazon	AZ 070323 AN	\$ 24.74
07/10/23	08/16/23	50329	Cengage	AD/TE materials	\$ 437.60
07/31/23	08/16/23	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,701.44
08/01/23	08/16/23	50329	Ingram	CH materials	\$ 571.77
08/01/23	08/16/23	50329	Ingram	AD/TE materials	\$ 1,322.54
07/19/23	SB prepaid CC	50340	Amazon	AZ 071423 OS	\$ 66.25
07/21/23	SB prepaid CC	50340	Amazon	AZ 071823 OS	\$ 29.11

07/26/23	SB prepaid CC	50340	Amazon	AZ 072623 OS	\$ 32.16
06/30/23	08/16/23	50342	Baker & Taylor AD217BK	processing	\$ 11.10
06/30/23	08/16/23	50342	Baker & Taylor AD329	processing	\$ 44.40
07/08/23	SB prepaid CC	50342	Amazon	AZ 070723 LS	\$ 22.76
07/19/23	SB prepaid CC	50342	Amazon	AZ 071423 LS	\$ 132.04
07/20/23	08/16/23	50342	Demco	DM 071823 LS	\$ 102.80
07/31/23	08/16/23	50342	Baker & Taylor AD217BK	processing	\$ 6.66
07/31/23	08/16/23	50342	Baker & Taylor AD329	processing	\$ 63.64
08/01/23	08/16/23	50342	Ingram	processing	\$ 78.21
07/24/23	08/16/23	50444	Deyoung, Gail	GD 072423 (1)	\$ 6.99
07/24/23	08/16/23	50444	Deyoung, Gail	GD 072423 (2)	\$ 35.00
08/07/23	08/16/23	50444	Fitchburg Public Library	FCH 080723	\$ 15.95
08/09/23	08/16/23	50444	Fitchburg Public Library	FCH 080923(2)	\$ 15.93
08/09/23	08/16/23	50444	Fitchburg Public Library	FCH 080923(1)	\$ 16.95
08/09/23	08/16/23	50444	Sun Prairie Public Library	SUN 080923(2)	\$ 30.00
08/09/23	08/16/23	50444	Sun Prairie Public Library	SUN 080923(1)	\$ 24.00
08/09/23	08/16/23	50444	Verona Public Library	VER 080923	\$ 27.00
07/21/23	SB prepaid CC	50820	Amazon	AZ 071423 820	\$ 312.00

**2023 EXPENDITURES: FUND 217  
AUGUST**

MOVED:  
SECONDED:  
VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
03/09/23	08/16/23	Pockat, Jeff	JP030923FFPROG	FoL	program	\$ 300.00			
06/30/23	08/16/23	Baker & Taylor	AD/TE materials	Bryant	books	\$ 78.43			
06/30/23	08/16/23	Baker & Taylor	AD/TE materials	FoL: LD	books	\$ 287.21			
06/30/23	08/16/23	Baker & Taylor	AD/TE materials	FoL: LD	AV	\$ 103.61			
07/01/23	08/16/23	Ingram	AD/TE materials	Misc.	books	\$ 384.23			
07/01/23	08/16/23	Ingram	AD/TE materials	BeTP	books	\$ 14.99			
07/01/23	08/16/23	Ingram	AD/TE materials	FoL: R	books	\$ 73.86			
07/01/23	CS prepaid CC	My Mystery Party	MY 070323 SUN	Sunday	program	\$ 314.00			
07/02/23	SB prepaid CC	Amazon	AZ 062923 Fprog	FoL	program	\$ 81.76			
07/04/23	MO prepaid CC	Walmart	WM 070423 SUN CH	Sunday	program	\$ 28.52			
07/07/23	MO prepaid CC	Pick 'n Save	PS 070723 SUN CH	Sunday	program	\$ 62.92			
07/10/23	08/16/23	Cengage	AD/TE materials	Misc.	books	\$ 90.96			
07/10/23	08/16/23	Widra, Marlene	SY071023FFPROG	FoL	program	\$ 240.00			
07/15/23	AB prepaid CC	A Room of One's Own	ROOM 071523 M	Misc.	books	\$ 48.89			
07/17/23	MO prepaid CC	InterstateBooks4School	B4S073123 BCH	Bryant	program	\$ 682.59			
07/17/23	MO prepaid CC	St. Vincent DePaul	SVDP 073123 BCH	Bryant	program	\$ 56.87			
07/19/23	CS prepaid CC	Dollar Tree	DT 071923 FPROG	FoL	program	\$ 41.25			
07/20/23	CS prepaid CC	Walmart	WM 072023 F PRO	FoL	program	\$ 10.18			
07/21/23	08/16/23	Thompson, Angelique	AP072123FFPROG	FoL	program	\$ 600.00			
07/24/23	SB prepaid CC	Amazon	AZ 072023 B BG	Bryant	program	\$ 30.55			
07/24/23	SB prepaid CC	Amazon	AZ 072123 DAN	D'Angelo	program	\$ 121.94			
07/24/23	SB prepaid CC	Amazon	AZ 072423 KVAM	Kvamme	supplies	\$ 13.87			
07/24/23	SB prepaid CC	Amazon	AZ 072423 KVAM	Kvamme	supplies	\$ 66.09			
07/24/23	AB prepaid CC	New York Times	NYT 072323 SELS	Selsor	subscription	\$ 56.00			





## **Trustee Training Week 2023**

Registration is open for this year's Trustee Training Week.

Looking for last year's webinars? Visit the [Recording & Resources](#) section for access to the recordings, slides, and handouts for past webinars.

## **No More Neutral: How to Use Marketing to Position Your Library in Challenging Times**

Monday, August 21, 2023 - 12:00

Presenter: [Angela Hursh](#)

On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The [American Library Association reports](#) a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from



2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.

Three learning outcomes:

- Concrete tips for strengthening the public's perception of libraries now, including tips on how to promote their mission, vision, and values, the policies they create to protect intellectual freedom, and their place in the community as a safe and welcoming space.
- Marketing strategies for handling a censorship challenge, including strategies for responding to statements from critics via email, social media, and in the press.
- Promotional ideas designed to rally library supporters to their defense.

Register for No More Neutral: How to Use Marketing to  
Position Your Library in Challenging Times

## **Wisconsin Library Law**

Tuesday, August 22, 2023 - 12:00

Presenter: [Kris Turner](#)

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting

laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris develop his presentation, we have a [short survey](#) to determine the topics you are most interested in. Thank you!

[Register for Wisconsin Library Law](#)

## **Nurturing Your Library Culture**

Wednesday, August 23, 2023 - 12:00

Presenter: [Jeannie Dilger](#)

Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs.

Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

[Register for Nurturing Your Library Culture](#)

## **LGBTQ-Inclusive Trusteeship**

## Thursday, August 24, 2023 - 12:00

Presenter: [Ray Lockman](#)

Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.

Register for LGBTQ-Inclusive Trusteeship

## **Elected Officials are People, Too**

## Friday, August 25, 2023 - 12:00

Presenter: [Loni Fisher](#)

Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

Register for Elected Officials are People, Too



STOUGHTON  
PUBLIC LIBRARY

CHECKOUTS					2023			2022-2023	
MO.	2019	2020	2021	2022	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	18,543	17,549	11,232	17,665	10,869	3,605	3,598	18,072	2.30%
FEB	17,376	16,865	11,241	16,644	10,167	2,907	3,310	16,384	-1.56%
MAR	19,787	12,295	14,070	18,440	12,149	3,598	3,774	19,521	5.86%
APR	18,114	3,419	11,899	17,721	10,677	2,688	3,831	17,196	-2.96%
MAY	16,204	5,464	12,363	16,012	10,234	2,761	3,990	16,985	6.08%
JUN	18,919	6,062	16,371	18,553	12,079	2,604	4,245	18,928	2.02%
JUL	20,296	8,941	17,776	18,278	12,483	3,035	4,414	19,932	9.05%
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	78,658	21,198	27,162	127,018	-38.31%
AVG	17,721	10,606	14,414	17,159	11,237	3,028	3,880	18,145	5.75%

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	264	474	23	761	27.68%
JUN	2,022	248	1,336	756	268	577	36	881	16.53%
JUL	2,267	248	1,086	721	275	482	27	784	8.74%
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	2,067	3,422	226	5,715	-41.67%
AVG	2,149	2,149	1,073	816	295	489	32	816	0.00%

STOUGHTON PUBLIC LIBRARY STATISTICS, JULY 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	7,501	0.44%
JUN	9,246	1,687	8,151	7,563	8,038	6.28%
JUL	9,499	3,724	8,076	7,647	7,858	2.76%
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	56,944	-40.45%
AVG	9,413	4,551	8,492	7,968	8,135	2.09%

**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	4,826	-4.07%
JUN	6,423	1,082	5,153	5,290	4,607	-12.91%
JUL	7,123	2,482	4,963	4,819	5,039	4.57%
AUG	6,370	4,097	5,148	4,897		-100.00%
SEP	6,055	3,659	5,440	4,569		-100.00%
OCT	6,152	4,148	5,254	4,519		-100.00%
NOV	5,783	4,659	4,925	4,541		-100.00%
DEC	4,430	5,302	5,104	4,469		-100.00%
TOTAL	77,614	37,629	65,159	60,165	35,494	-41.01%
AVG	6,468	3,136	5,430	5,014	5,071	1.13%

**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	3,041	40.14%
JUN	27,822	2,712	1,286	1,775	2,161	21.75%
JUL	15,712	1,026	1,412	1,917	2,623	36.83%
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	15,795	-28.85%
AVG	16,517	4,102	1,266	1,850	2,256	21.97%

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

**SELF-CHECKOUTS**

MO.	2019	2020	2021	2022	2023	%TOTAL
JAN	10,305	9,767	0	8,190	9,342	64.54%
FEB	10,960	8,903	0	8,181	8,344	63.82%
MAR	10,497	6,581	0	9,086	10,361	65.80%
APR	9,903	0	0	8,378	7,993	59.81%
MAY	8,974	0	1,146	7,100	7,931	61.03%
JUN	10,701	0	6,690	9,544	8,729	59.45%
JUL	11,945	0	7,053	9,276	9,658	62.24%
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	62,358	
AVG	9,956	2,104	4,211	8,279	8,908	

**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	5,086	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	10,109	24.51%
JUN	11,347	0	4,155	7,296	8,237	12.90%
JUL	11,734	0	5,158	7,301	7,810	6.97%
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	57,104	-31.10%
AVG	10,164	1,980	3,122	6,907	8,158	18.12%

June 2019: the door counter is malfunctioning.

**WEBSITE PAGEVIEWS**

2022-23

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,172	8,665	3,984	4,695	4,486	-4.45%
FEB	8,379	7,613	3,952	3,751	3,912	4.29%
MAR	8,814	6,859	4,998	3,968	5,152	29.84%
APR	8,036	5,865	4,701	4,268	4,816	12.84%
MAY	8,607	7,089	4,092	4,008	4,528	12.97%
JUN	7,588	7,455	4,818	3,954	5,323	34.62%
JUL	7,627	7,459	4,206	4,768	4,991	4.68%
AUG	7,683	7,620	3,936	3,915		-100.00%
SEP	7,121	6,180	3,448	3,501		-100.00%
OCT	7,545	7,858	3,471	3,342		-100.00%
NOV	7,254	6,349	3,457	3,609		-100.00%
DEC	6,992	8,174	3,519	3,352		-100.00%
TOTAL	94,818	87,186	48,582	47,131		-100.00%
AVG	7,902	7,266	4,049	3,928		-100.00%

Programming Statistics  
for June 2023

Date	Platform	June Programs		Number of Participants					
		Event	Event	0-5	6-11	Teen	Adult	All Ages	
6/1/2023	Fire Department	Adult Craft Club (SB, AH)					21		
6/1/2023	Sandhill	SRP Kindergarten (MO)			79				
6/1/2023	Carnegie Room	STAB (CS)				18			
6/2/2023	Platform	SRP 2nd (MO)			67				
6/2/2023	Fox Prairie	SRP Kindergarten (MO)			66				
6/2/2023	Fox Prairie	SRP 3rd (MO)			62				
6/2/2023	Fox Prairie	SRP 4th (MO)			70				
6/2/2023	Fox Prairie	SRP 1st (MO)			68				
6/2/2023	Fox Prairie	SRP 5th (CS)				58			
6/3/2023	East Side Park	Pride (MO, CS, JR, AB)						125	
6/5/2023	Kegonsa	SRP Kindergarten (MO)			68				
6/5/2023	Kegonsa	SRP 1st (MO)			45				
6/5/2023	Kegonsa	SRP 2nd (MO)			56				
6/5/2023	Kegonsa	SRP 3rd (MO)			46				
6/5/2023	Kegonsa	SRP 4th (MO)			43				
6/5/2023	Kegonsa	SRP 5th (CS)				47			
6/5/2023	Carnegie Room	Medical Advance Directive (volunteer)					9		
6/7/2023	Carnegie Room	The Foundation					6		
6/7/2023	Online live	LSC: Mike Rucker					7		
6/8/2023	Carnegie Room	Teen Chocolate Fountain (CS, EM)				34			
6/12/2023	East Side Park	Story Time (MO)		28					
6/13/2023	Carnegie Room	Baby Story Time (DF)		20					
6/13/2023	Carnegie Room	Graphic Novel Book Club (MO)			11				
6/14/2023	Carnegie Room	Kindness Club (MO)			23				
6/15/2023	Carnegie Room	Story Time (MO)		32					
6/15/2023	East Side Park	Donuts and Art (MO)			50				
6/15/2023	Online live	LSC: Jamie Beck					3		
6/18/2023	Gazebo Park	Juneteenth (JR, MO)						250	
6/19/2023	East Side Park	Story Time (DF)		35					
6/20/2023	Carnegie Room	Baby Story Time (DF)		23					
6/20/2023	Carnegie Room	Music Makers (MO)			47				
6/20/2023	Carnegie Room	Tuesdays with Murder (AB)					10		
6/21/2023	Carnegie Room	Pokemon Club (MO)			29				
6/22/2023	Carnegie Room	Story Time (MO)		13					

Programming Statistics  
for June 2023

6/22/2023	East Side Park	Tie Dye (MO, CS)				32	
6/23/2023	East Side Park	Zoo to you (MO)		175			
6/26/2023	East Side Park	Story Time (MO)	13				
6/26/2023	Outreach	Viking Lunches (MO, CS)		40			
6/27/2023	Carnegie Room	Baby Story Time (DF)	18				
6/27/2023	Carnegie Room	Craft Extravaganza (DF)		50			
6/27/2023	Carnegie Room	Hoopla 101 (AB)				9	
6/28/2023	Carnegie Room	Kindness Club (MO)		27			
6/28/2023	Online live	LSC: Tananarive Due				2	
6/29/2023	Carnegie Room	Story Time (MO)	27				
6/29/2023	East Side Park	Donuts and Art (CS, MO)			40		
6/30/2023	Online asynchronous	Views of LSC past presentations				1394	
6/30/2023	2nd floor	Job seeker assistance (volunteer Lily)				1	
6/30/2023	2nd floor	One on one assistance (Libby, Hoopla,				4	
			<b>209</b>	<b>1122</b>	<b>229</b>	<b>1466</b>	<b>375</b>

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

Programming Statistics  
for July 2023

		July Programs				Number of Participants			
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
7/3/2023	East Side Park	Story Time (MO)	28						
7/5/2023	Carnegie Room	Fairy Houses (MO)		80					
7/5/2023	Carnegie Room	The Foundation				4			
7/6/2023	Carnegie Room	Story Time (MO)	32						
7/6/2023	East Side Park	Rainbow Steam (MO)		45					
7/7/2023	Pumpkin Patch	Outreach ST (MO)	13						
7/8/2023	East Side Park	Beni Daiko Taiko Drum Concert (AB, Yoga Sundays (AH)				17			60
7/9/2023	Stoughton Yoga	Yoga Sundays (AH)							
7/10/2023	East Side Park	Story Time (MO)	26						
7/10/2023	Outreach	Viking Lunches (CS, MO)		35					
7/11/2023	Carnegie Room	Baby Story Time (DF)	19						
7/11/2023	Carnegie Room	Outreach ST La Petite (MO)	14						
7/11/2023	Carnegie Room	Spa Day (MO)		25					
7/12/2023	Carnegie Room	Kindness Club (MO)		9					
7/12/2023	Carnegie Room and	Intro to Running (volunteer Andy				6			
7/13/2023	Carnegie Room	Story Time (MO)	27						
7/13/2023	East Side Park	Donuts and Art (CS, MO) CANCELLED	--						
7/13/2023	Senior Center	Outreach: Hoopla 101 (Amanda)				3			
7/15/2023	Online live	LSC: Charles Soule				0			
7/17/2023	East Side Park	Story Time (MO)	23						
7/18/2023	Carnegie Room	Baby Story Time (DF)	24						
7/18/2023	Carnegie Room	Graphic Novel Book Club (MO)		4					
7/18/2023	Carnegie Room	Escape Room for Adults (AB)					20		
7/19/2023	Carnegie Room	Pokemon Club (MO)		23					
7/20/2023	Carnegie Room	Story Time (MO)	25						
7/20/2023	East Side Park	Balloon Painting (MO, CS)		60					
7/20/2023	Carnegie Room	LSC: Ethan Kross				3			
7/24/2023	East Side Park	Story Time (MO)	18						
7/25/2023	Carnegie Room	Baby Story Time (DF)	22						
7/25/2023	Carnegie Room	Escape Rooms (MO)		13					
7/25/2023	Carnegie Room	Escape Rooms (MO)		11					
7/25/2023	Online live	LSC: Erika Sanchez				1			
7/25/2023	Carnegie Room	Page Turners (JR)				3			
7/26/2023	Senior Center	Outreach: Page Turners (JR)				2			





# Director's Report

August 16, 2023



## Library news:

- Trustee Training Week is next week! The series of one-hour webinars are held 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
- In early-August, the electrician installed the **electrical service at the library's outdoor programming space** at 216 E Jefferson St. Now that the service has been installed, the next step is for Stoughton Utilities to connect it to power. After that, the Public Works Department will begin filling in the areas around the concrete and putting down grass seed.
- On July 20, I attended the quarterly South Central Library System All Directors meeting at the Pinney Branch of the Madison Public Library. As is the case every July, the main order of business was a vote on three sets of fees for 2024: the Technology & Integrated Library System (ILS) fees, system delivery fees, and fees paid to the Wisconsin Public Library Consortium for digital library services through Overdrive. I mentioned these fees briefly during my preliminary budget presentation last month, but I've summarized them in the tables below for reference.



	2023	2024
Network	\$6,679.00	\$ 6,926.00
PC Support	\$6,750.00	\$ 6,500.00
Infrastructure	\$8,537.00	\$ 8,582.00
Intergrated Library System (ILS)	\$26,058.00	\$27,046.00
MyPC	\$90.00	\$ 135.00
<b>Total</b>	<b>\$48,114.00</b>	<b>\$49,189.00</b>

	2023	2024
Overdrive	\$ 6,928.00	\$ 7,226.00
Advantage	\$ 453.00	\$ 683.00
Overdrive Magazines	\$ 381.00	\$ 510.00

- On July 25 & 26, I led the bi-monthly meeting of our Page Turners book discussion group at the library and the Stoughton Senior Center. Page Turners is a general interest book group that typically meets on the last Tuesday and Wednesday of each odd-numbered month. I share facilitating duties with Amanda, Amy Hynek, and Cynthia Schlegel.
- I have been busy working with the Management Team to plan our annual staff in-service scheduled for Friday, September 15. Over the past year, I have received numerous requests from staff to review our emergency procedures, including our protocols for active shooters/active threats. Officer Stachel of the Stoughton Police Department will provide a training on active threats that will include a walk-through and overall safety review of our building. With such an intense and potentially upsetting topic scheduled for the morning, the afternoon will be devoted to team-building exercises and self-care.
- I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development & Legislation Committee on July 28. The main topic of discussion was the biennial state budget which, I'm happy to report, contained an increase of \$6,000,000 in state aid to library systems! This is a huge win for our committee and for libraries all across the state of Wisconsin. We also discussed recent bills in the state legislature intended to restrict minors' access to "harmful" materials in school and public libraries. Our legislative consultant does not see these bills gaining any traction in either the Assembly or the Senate.
- The Friends of the Stoughton Public Library held a very successful Wine & Cheese Tasting fundraiser at Cheeser's on the evening of Friday, July 28.

40 attendees purchased tickets to learn about pairing Spanish wines with Wisconsin cheeses.

- On August 1, Mary and I, along with members of the Friends Board of Directors, represented the Library at the City of Stoughton's **National Night Out celebration.**
- I presented the Library's 2024 Capital Improvement Project requests to the Council's ad hoc CIP Committee on August 10. Our 2024 CIP requests are:

- \$7,000 for replacement of computers & peripherals
- \$3,000 for replacement of furniture & fixtures
- \$17,500 for new self-check-out machines

Additionally, there are two larger projects related to the library building that are being managed by the city's Planning Department:

- \$150,000 for HVAC air handler and equipment replacement
- \$100,000 for exterior tuck-pointing and masonry repair (This project had been underestimated at \$60,000 in previous years. That amount will be rolled over into next year with \$40,000 in additional funds requested.)



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

The report for the period Jul 1 – Jul 28 shows an increase in value of \$598.43 to the account because of market conditions. The overall value of the account as of Jun 30 is \$25,731.07.

## Youth Services (from Mary Ostrander)

- Kids continue to come in to pick up their summer reading prizes. The teen volunteers who cover the prize desk do an awesome job. The last day to enter the grand prize drawings is August 18.
- Mary, along with volunteers, Rory and Tessa, made bath bombs and sugar scrubs with about 30 kids on July 11. Everyone went home with their homemade spa products.
- **Balloon Painting** at East Side Park on July 20 with Mary and Cynthia was another successful event. In fact, they see this program becoming an annual summer tradition!
- The escape rooms on July 25, August 1, and August 2, went very well. Participants have requested more escape rooms, and Mary is planning some for during the school year.
- Mary and Cynthia found the Donuts and Art series to be a very successful and efficient program. They are considering continuing the series next summer.
- Story times at the park, in the library, and baby story time were all well attended this summer. After a brief pause, Mary and Diane will start up regular story time again on September 18.
- Mary will assist Cynthia with her upcoming Murder Mystery Party for teens on August 11.
- Anna Hayward, our new Children's Assistant, started the week of July 24 and is learning quickly. Mary hopes that Anna can take on some outreach story times as well as a monthly Saturday story time.
- Diane is working on a collection maintenance and development project for the children's CDs as well as finding them a new home in the library.
- Mary is working on programming for fall, including a Knitting/Crocheting group, a book event for a local author co-sponsored by the Friends of the library, and a farm story time at Heartland Farm Sanctuary.



- This school year, Mary will work with the school librarians to give a free book to every SASD student in 4k through 8<sup>th</sup> grade. This special book giveaway program is made possible by a grant from the Bryant Foundation.

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

- The 56 **Craft Club take-and-make bracelet kits** were well received and we would like to do it again next year. Thanks to the Circulation Department for distributing them! In other news, Sarah and Amy tested a craft idea to support the Mini Renaissance Faire this fall and finalized the next Craft Club session.
- July saw a bit less ordering than usual, as well as slower shipping, and thus 425 items were added this month.
- Work continues 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 project requires the purchase of some multi-disc cases; luckily, newly-purchased DVD sets typically arrive in cases suitable for circulation.
- Seven new board games were added to the collection.
- Sarah was interviewed by a library school student about the library's use of social media.



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

- The Circulation Department has seen a lot of changes this summer, including a couple of staff changes and increased workloads due to increased patron use and Summer Library Programs. But the staff have easily handled the increased work. The new staff members are quickly settling in to their new roles. Despite several vacations among the Shelves, the team has stayed on top of the increased returns.

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

- Adult Services Librarian Amanda Bosky hosted an Intro to hoopla session at the Stoughton Area Senior Center on July 13, and Amanda and Jim hosted a library card signup/Intro to hoopla and Libby session at Kettle Park West

Senior Living on July 31. Amanda has continued to notice an uptick in requests for one-on-one training sessions for these resources as well.

- Amanda hosted an **Escape Room for Grown-Ups** program on July 18, with a whopping 19 people attending.



- Since we hired previous Library Substitute Nick Maciejewski as our new Circulation Assistant, Amanda and City HR interviewed and hired a new library substitute candidate to fill the vacancy. Kate Heinecke will join our team soon.
- Teen Services Assistant Cynthia Schlegel's recent programs include several tween programs with Children's Librarian Mary Ostrander and a Zoom author visit with Lisa Koenecke, author of *Be an Inclusion Ally: ABCs of LGBTQ+*. She is currently hard at work preparing for the teen program extravaganza of the summer: an after-hours mystery party on August 11.

**Looking Back** from *The Stoughton Hub*  
October 17, 1902

Our city library received a visit Wednesday afternoon from Andreas S. Steenberg, a Danish gentleman, in this country on a two months' trip to study from personal observation the workings of the public libraries in our cities, both large and small. Mr. Steenberg, who speaks English quite fluently, is a member of the State Library Commission of Denmark, and professor and librarian of the Royal College at Horsens. He is the author of a librarian's handbook which is used extensively in Denmark and Norway, and has also written a similar volume in the Swedish language. He arrived in the United States Sept. 7<sup>th</sup>, and has visited the libraries of New York City, Albany, Buffalo and Madison, and praised highly our state historical library. After inspecting our modest library, with which, however, he expressed himself well-pleased, he was entertained at supper at the home of Rev. and Mrs. Adolph Bredesen, and afterwards was tendered an informal reception until his departure for Madison on the first evening train.



## 2023 Library Board Goals from Committees



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

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

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

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

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

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

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

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

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

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

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

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