

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, September 15, 2021

TIME: 6:30 P.M.



LOCATION: ****PLEASE NOTE**** This is a virtual meeting held remotely via Zoom.

Access with a computer via Zoom Meeting - <https://us02web.zoom.us/j/6269031450>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

- I. Call to Order by President Amy Ketterer
- II. Review of Agenda
- III. Review/Approval of Minutes of August 18, 2021 * (enclosure)
- IV. Recognition Opportunities
- V. Public Comment Period
- VI. Review/Discussion of Correspondence
- VII. Education Updates
- VIII. Board In-service: Introduction to our new Youth Services Librarian, Mary Ostrander
- IX. Review/Approval of Financial Statements for August 2021 *
 - A. Fund 215 (General Fund) (enclosure)
 - B. Fund 217 (Special Gift Fund) (enclosure)
 - C. Stoughton Area Community Foundation
- X. Review/Approval of Bills for September 2021 *
 - A. Fund 215 (General Fund) (enclosure)
 - B. Fund 217 (Special Gift Fund) (enclosure)
- XI. Director's Report
 - A. Statistics for August 2021 (enclosure)
 - B. Administration report (enclosure)
- XII. Committee Reports
 - A. Finance: Met jointly with Personnel on 8/24/21 (enclosure)
 - B. Personnel: Met jointly with Finance on 8/24/21
 - C. Planning: Met 9/7/21 (enclosure)
 - D. Policies:
- XIII. Friends of the Library Report (Dayna Verstegen)
- XIV. Old Business
 - A. Review progress on 2021 Board Goals (enclosure)
 - B. Update on 2022 Operating Budget

XV. New Business

- A. Approval of resolution regarding exemption from county library tax to send to City Council * (enclosure)
- B. Approval of 2022 closed dates * (enclosure)
- C. Discussion and possible action on 2022 wage adjustments * (Joint Personnel & Finance Committee passed 5-0)

XVI. Pending Agenda Items

- A. Updates regarding Stoughton-area community Advance Directive Planning Initiative by Board member and City Alderperson Jean Ligocki. (Tentatively scheduled to be discussed at the October 20 Library Board meeting.)

XVII. Adjournment *

NEXT REGULAR MEETING: October 20, 2021

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative

Scott Dirks

Trish Gates, Stoughton Area School District Rep.

Amy Ketterer, President

Jean Ligocki, City Council Representative

Sharon Meilahn Bartlett

Erin Meinholz, Vice-President

Kylie Nelson, Student Representative

Dayna Verstegen

Mike Vienneau

Finance: Ligocki, Meinholz, Vienneau

Personnel: Axe, Ketterer, Gates

Planning: Dirks, Meilahn Bartlett, Nelson, Vienneau

Policies: Axe, Dirks, 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 September 15, 2021



XIV. Old Business

- A. Review progress on 2021 Board Goals (enclosure)** – The Board will review progress on the 2021 Board Goals drafted by the Planning Committee and adopted by the Board in February of this year. Most of the 2020 goals were carried over into 2021 because of the pandemic. This item was held over from the August meeting to allow the Planning Committee to review the goals at their meeting on September 7.
- B. Update on 2022 Operating Budget** – I will share any new information I have about the library's 2022 Operating Budget.

XV. New Business

- A. Approve annual resolution regarding exemption from county library tax * (enclosure)**- This resolution, approved annually by the City Council, pledges that the City of Stoughton will appropriate an amount to the library sufficient to exempt the City from the county library tax. The Council will consider the resolution at a future meeting
- B. Approve 2022 closed dates * (enclosure)** – The Board will review and approve the 2022 library calendar, including the dates of Board meetings and holiday closures. Some points to consider in 2022:
 - a. With New Year's Day falling on a Saturday, I propose that we remain closed Sunday, January 2, 2022 to stay consistent with the Christmas holiday closures the week before in which the library is closed Saturday, 12/25/21 and Sunday, 12/26/21.
 - b. The Board will need to decide if the library is to be closed on Juneteenth, which became a federal holiday this year. June 19 falls on a Sunday in 2022, so it will be observed on Monday, June 20, 2022. There are currently 3 federal holidays on which the library is *not* closed: Presidents Day, Columbus Day (Indigenous Peoples Day), and Veteran's Day. The City of Madison and Dane County will be closed for the holiday. Other municipalities in the county have yet to decide.
 - c. Traditionally, the library has been open the day after Thanksgiving, when most City offices are closed, and closed on New Year's Eve,

when other City agencies are open. This trade-off is even enshrined in the recently-adopted City Work Rules (Section V).

- d. With Christmas Day falling on a Sunday and the holiday being observed the following day, I propose that we remain closed on Monday, December 26.

C. Discussion and possible action on 2022 wage adjustments * (Joint Personnel & Finance Committee recommended 5-0) – The Board will consider the wage adjustments approved unanimously at the Joint Personnel & Finance Committee meeting on August 24. The joint committee met in closed session pursuant to State Statute 19.85(1)(c) when considering employment, promotion, compensation of staff. Director Ramsey and the members of the Finance and Personnel Committees will summarize the proposed increases at the meeting. The action item is whether or not to direct Ramsey to pursue these increases in the 2022 budget.

XVI. Pending Agenda Items

A. Updates regarding Stoughton-area community Advance Directive Planning Initiative by Board member Jean Ligocki – Jean Ligocki, our City Council representative on the Board and Alderperson for district 2, has asked to update the Board on a project she is working on with the City of Stoughton and Stoughton Health to encourage individuals to prepare advance directive documents, such as a power of attorney form, to help their loved ones make medical decisions on their behalf. Ligocki has indicated that she would like to discuss this item at the Board's October meeting.

*** indicates an action item**

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, AUGUST 18, 2021, @ 6:30 P.M.
HYBRID MEETING AT STOUGHTON FIRE STATION, 401 E
MAIN ST, AND REMOTELY VIA ZOOM



PRESENT: Ken Axe; Scott Dirks (virtual); Trish Gates, Stoughton Area School District Representative
Amy Ketterer, President; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett (virtual);
Erin Meinholz, Vice-President; Kylie Nelson, Student Representative (virtual); Dayna Verstegen; Mike
Vienneau

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER: 6:32 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA
Ketterer moved item XV.A. to III.
- III. WELCOME TO NEW TRUSTEE, SHARON MEILAHN BARTLETT. The Board welcomed Meilahn Bartlett and she introduced herself briefly.
- IV. REVIEW/APPROVAL OF MINUTES FROM JULY 21, 2021
MOVED: Vienneau SECOND: Ligocki VOTE: 8-0
- V. RECOGNITION OPPORTUNITIES The Board signed a thank you card to Tony King and the Parks & Recreation Department. They approved by consensus sending a thank you to a generous donor. Ligocki shared the date of the next listening session on racial equity, which is August 26.

[Verstegen arrived at 6:38 P.M.]

- VI. PUBLIC COMMENT PERIOD None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE
Ramsey shared two thank you letters to Eloise Christensen, the volunteer in charge of the Library's genealogy and local history section, one from the Stoughton Historical Society and one from a donor.
- VIII. EDUCATION UPDATES None
- IX. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #7: THE LIBRARY BOARD AND LIBRARY PERSONNEL. Ramsey presented.
- X. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR JULY 2021
 - A. Fund 215
MOVED: Meinholz SECOND: Axe VOTE: 9-0
 - B. Fund 217
MOVED: Vienneau SECOND: Meinholz VOTE: 9-0
 - C. Stoughton Area Community Foundation
Ramsey reported. Accepted by consensus
- XI. REVIEW/APPROVAL OF BILLS FOR AUGUST 2021
 - A. Fund 215
MOVED: Dirks SECOND: Vienneau VOTE: 9-0
 - B. Fund 217
MOVED: Vienneau SECOND: Axe VOTE: 9-0
- XII. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report

Ramsey presented. He reported that the Library is ready to comply with the Dane County mask mandate starting August 19; programming will continue to be virtual or outdoors; he is working to make the Carnegie Room a usable space again. He reminded the Board that next week is Trustee Training Week and mentioned the installation of 1,000 paper cranes in the Library atrium. The Board had several questions about the Library's plans in the face of the COVID surge. Meilahn Bartlett asked about the staff in-service and reasons why the book-buying trip is always to Barnes & Noble: inventory and discount. The Library works with local independent bookstores as much as possible.

XIII. COMMITTEE REPORTS

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

XIV. FRIENDS OF THE LIBRARY REPORT

Verstegen reported that the next booksale will be September 11. The Friends are very interested in the listening session on racial equity. They have a new Facebook page and are working on attracting more teens and families to their membership..

XV. OLD BUSINESS None

XVI. NEW BUSINESS

A. APPROVAL OF 2022 DANE COUNTY LIBRARY SERVICE AGREEMENT

Ramsey presented and explained how the Dane County Library Service was adjusting its reimbursement formulas to account for COVID.

MOVED: Axe SECOND: Vienneau VOTE: 9-0

B. REVIEW PROGRESS OF 2021 LIBRARY BOARD GOALS

It was agreed that the Planning Committee needs to resume meeting, as initiatives from 2019 & 2020 are still in progress.

C. DISCUSSION AND POSSIBLE ACTION REGARDING IN-PERSON AND VIRTUAL BOARD MEETINGS FOR THE REMAINDER OF 2021

After some discussion, Dirks moved that Library Board meetings return to Zoom. Second by Ketterer. A friendly amendment was suggested by Ligocki that the Board revisit the question at the October meeting. Dirks accepted the friendly amendment. MOVED: Ligocki

SECOND: Verstegen VOTE: 9-0. VOTE on amended motion: 9-0.

XVI. PENDING AGENDA ITEMS

A. UPDATES REGARDING STOUGHTON AREA COMMUNITY ADVANCE
DIRECTIVE PLANNING INITIATIVE FROM TRUSTEE AND ALDERPERSON
LIGOCKI

Ligocki stated that she would like this item added to the October agenda under New Business.

XVII. ADJOURNMENT

MOVED to adjourn at 7:55: Gates SECOND: Meinholz VOTE: 5-0

Minutes taken by Sarah Monette

FUND 215

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 08/31/2021

AUG 2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BODT USED
Fund 215 - LIBRARY FUND						
Revenues						
Dept 00000 - REVENUE						
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00	0.00	0.00	0.00	0.00
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,249.00	249,583.00	0.00	(334.00)	100.13
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,848.00	15,848.41	0.00	(0.41)	100.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00	0.00	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00	2,432.37	0.00	(2,432.37)	100.00
215-00000-46710	FINES	7,000.00	2,187.48	660.40	4,812.52	31.25
215-00000-46712	COPY MACHINE	3,700.00	519.10	211.27	3,180.90	14.03
215-00000-48110	INTEREST	100.00	9.03	1.55	90.97	9.03
215-00000-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	632,350.00	632,350.00	0.00	0.00	100.00
215-00000-49228	TRANSFER IN FROM UTILITIES	0.00	0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		908,247.00	902,929.39	873.22	5,317.61	99.41
TOTAL REVENUES						
		908,247.00	902,929.39	873.22	5,317.61	99.41
Expenditures						
Dept 55110						
215-55110-50110	SALARIES	80,133.00	51,118.84	6,473.60	29,014.16	63.79
215-55110-50120	WAGES	398,651.00	225,357.64	24,420.88	173,293.36	56.53
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	70,700.00	34,075.32	5,312.82	36,624.68	48.20
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	0.00	0.00	8,500.00	0.00
215-55110-50151	EMPLOYEE BENEFITS	72,684.00	40,169.71	4,618.73	32,514.29	55.27
215-55110-50152	HEALTH INSURANCE	94,783.00	64,380.39	8,264.68	30,402.61	67.92
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	500.00	257.60	0.00	242.40	51.52
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	863.70	300.00	736.30	53.98
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00	448.71	186.00	51.29	89.74
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	19,600.00	9,920.48	2,356.80	9,679.52	50.61
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	2,493.91	123.05	3,006.09	45.34
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,177.85	90.67	722.15	61.99
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	7,952.02	4,410.76	1,047.98	88.36
215-55110-50289	TECHNOLOGY COSTS	50,500.00	51,018.58	142.95	(518.58)	101.03
215-55110-50300	MISC EXPENSES	500.00	367.83	5.81	132.17	73.57
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00	3,433.96	64.55	566.04	85.85
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	300.00	125.00	300.00	50.00
215-55110-50326	PERIODICALS	4,800.00	6,973.85	1,991.20	(2,173.85)	145.29
215-55110-50327	E-RESOURCES	9,000.00	7,154.00	0.00	1,846.00	79.49
215-55110-50328	AUDIO VISUAL	15,000.00	6,361.88	750.97	8,638.12	42.41
215-55110-50329	BOOKS	50,000.00	34,966.36	5,512.88	15,033.64	69.93
215-55110-50340	OPERATING EXPENSES	4,500.00	4,795.02	297.57	(295.02)	106.56
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	103.04	82.17	96.96	51.52
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	2,513.25	282.35	2,286.75	52.36
215-55110-50810	CAPITAL-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
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

PERIOD ENDING 08/31/2021

GL NUMBER DESCRIPTION

Fund 215 - LIBRARY FUND
Expenditures

Total Dept 55110

TOTAL EXPENDITURES

Fund 215 - LIBRARY FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

2021
AMENDED BUDGET
NORMAL (ABNORMAL)
YTD BALANCE
08/31/2021
NORMAL (ABNORMAL)
ACTIVITY FOR
MONTH 08/31/2021
INCREASE (DECREASE)
AVAILABLE
BALANCE
(ABNORMAL)
% BDGT
USED

908,251.00	556,203.94	65,813.44	352,047.06	61.24
908,251.00	556,203.94	65,813.44	352,047.06	61.24

908,247.00	902,929.39	873.22	5,317.61	99.41
908,251.00	556,203.94	65,813.44	352,047.06	61.24
(4.00)	346,725.45	(64,940.22)	(346,729.45)	8,136.25

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 08/31/2021

AUG 2021

1/2

FUND 215

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	381,947.15
215-00000-11102	US BANK - CC	724.96
Total Assets		382,672.11
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
215-00000-39000	FUND BALANCE	35,946.66
Total Fund Balance		35,946.66
Beginning Fund Balance		35,946.66
Net of Revenues VS Expenditures		346,725.45
Ending Fund Balance		382,672.11
Total Liabilities And Fund Balance		382,672.11

FUND 217

AUG 2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	44.93	4.29	205.07	17.97
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	59,121.45	963.87	5,878.55	90.96
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
Total Dept 00000 - REVENUE		65,250.00	59,166.38	968.16	6,083.62	90.68
TOTAL REVENUES		65,250.00	59,166.38	968.16	6,083.62	90.68
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	18,607.16	1,625.66	36,392.84	33.83
217-55110-50501	UNDESIGNATED	0.00	50.00	0.00	(50.00)	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		55,000.00	18,657.16	1,625.66	36,342.84	33.92
TOTAL EXPENDITURES		55,000.00	18,657.16	1,625.66	36,342.84	33.92
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		65,250.00	59,166.38	968.16	6,083.62	90.68
NET OF REVENUES & EXPENDITURES		55,000.00	18,657.16	1,625.66	36,342.84	33.92
		10,250.00	40,509.22	(657.50)	(30,259.22)	395.21
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	962,095.77	1,841.38	11,401.23	98.83
NET OF REVENUES & EXPENDITURES		963,251.00	574,861.10	67,439.10	388,389.90	59.68
		10,246.00	387,234.67	(65,597.72)	(376,988.67)	3,779.37

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 08/31/2021

Page

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FUND
217

AUG 2021

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
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*** Assets ***

217-00000-11100	PRIMARY CHECKING	86,821.84
217-00000-11102	US BANK - CC	784.49
217-00000-11302	WISC INVESTMENT FUND	197,325.20

Total Assets		284,931.53
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*** Liabilities ***

217-00000-21100	ACCOUNTS PAYABLE	420.00
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Total Liabilities		420.00
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*** Fund Balance ***

217-00000-34000	FUND BALANCE-DESIGNATED	76,506.88
217-00000-34700	RESERVED BUILDING FUND	128,576.20
217-00000-34800	RESERVED: FUNDRAISING ACCT	26,220.44
217-00000-39000	FUND BALANCE-UNDESIGNATED	12,698.79

Total Fund Balance		244,002.31
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Beginning Fund Balance		244,002.31
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Net of Revenues VS Expenditures		40,509.22
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Ending Fund Balance		284,511.53
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Total Liabilities And Fund Balance		284,931.53
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Stoughton Area Comm Foundation

Goal anywhere with online access

It's our goal to help you reach yours. We understand that being able to track your progress can make all the difference. Online Access and our app put your financial information at your fingertips, so you can do that and much more, when and where you want. Visit edwardjones.com/access to learn more, sign up or log in.

Corporate - Select

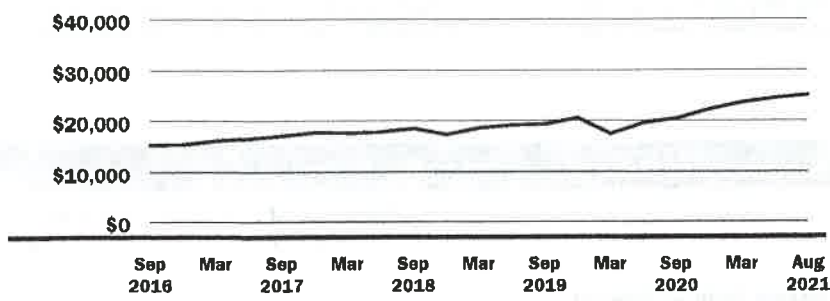
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$25,027.99

1 Month Ago	\$24,645.98
1 Year Ago	\$20,947.08
3 Years Ago	\$18,288.81
5 Years Ago	\$15,189.91

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$24,645.98	\$22,124.52
Assets Added to Account	0.00	5,000.00
Assets Withdrawn from Account	0.00	-5,000.00
Fees and Charges	0.00	0.00
Change In Value	382.01	2,903.47

Ending Value **\$25,027.99**

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide.

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	2.50%	12.52%	19.62%	10.46%	9.88%

2021 EXPENDITURES: FUND 215
SEPTEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/03/21	09/15/21	46710	Madison Public Library	MAD090321(1)	\$ 13.99
09/03/21	09/15/21	46710	Madison Public Library	MAD090321(2)	\$ 25.00
09/09/21	09/15/21	50221	Alliant Energy	AE 090921	\$ 147.32
08/17/21	09/15/21	50240	Gordon Flesch	GF081721copier2	\$ 68.64
09/03/21	09/15/21	50240	Gordon Flesch	GF090321copier1	\$ 11.45
08/28/21	JR prepaid PC	50289	Donor Tools	DON082821TECH	\$ 39.00
09/15/21	09/15/21	50300	Stoughton, City of	sales tax	\$ 11.62
08/17/21	AB prepaid PC	50313	Bookshop.org	BS081721SLPAD	\$ 50.00
08/17/21	AB prepaid PC	50313	Bookshop.org	BS081721SLPTE	\$ 100.00
08/21/21	SB prepaid PC	50313	Amazon	AZ 082021 CC	\$ 19.98
08/31/21	SB prepaid PC	50313	Stoughton Lumber	SL 083121 CC	\$ 3.49
08/31/21	09/15/21	50328	Baker & Taylor AD328DVD	AV materials	\$ 416.08
09/01/21	09/15/21	50328	Ingram	AV materials	\$ 127.56
09/01/21	09/15/21	50328	Midwest Tape	AD materials	\$ 9.99
09/10/21	09/15/21	50328	Penguin Random House	AD materials	\$ 90.00
08/31/21	09/15/21	50329	Baker & Taylor AD 329	AD materials	\$ 606.86
08/31/21	09/15/21	50329	Baker & Taylor CH 329	CH materials	\$ 54.77
09/01/21	09/15/21	50329	Ingram	AD materials	\$ 1,133.92
09/01/21	09/15/21	50329	Ingram	CH materials	\$ 965.34
09/09/21	09/15/21	50329	Cengage	AD materials	\$ 48.80
08/15/21	SB prepaid PC	50340	Amazon	AZ 081221 OS	\$ 12.90
08/29/21	SB prepaid PC	50340	Amazon	AZ 082721 OS	\$ 27.41
08/15/21	SB prepaid PC	50342	Amazon	AZ 081221 LS	\$ 66.28
08/18/21	SB prepaid PC	50342	Amazon	AZ 081721 LS	\$ 55.88
08/23/21	09/15/21	50342	Demco	library supplies	\$ 231.65
08/24/21	SB prepaid PC	50342	Amazon	AZ 082421 LS	\$ 16.33
08/25/21	SB prepaid PC	50342	Amazon	AZ 082521 LS	\$ 53.35
08/31/21	09/15/21	50342	Baker & Taylor AD 329	processing	\$ 22.08
08/31/21	09/15/21	50342	Baker & Taylor AD217BK	processing	\$ 11.04
09/01/21	09/15/21	50342	Ingram	processing	\$ 85.56

**2021 EXPENDITURES: FUND 217
SEPTEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
08/09/21	CS prepaid PC	Dollartree	DT 080921 PR F TE	FoL	program	\$ 37.00			
08/10/21	CS prepaid PC	Walmart	WM 081021 PR F TE	FoL	program	\$ 89.47			
08/17/21	AB prepaid PC	Bookshop,org	BS 081721 PR F	FoL	program	\$ 200.00			
08/18/21	SB prepaid PC	Amazon	AZ 081721 BG B	Bryant	board games	\$ 17.10			
08/19/21	09/15/21	Bauer, Alex	AB 081921 SUN	Sunday	program	\$ 70.00			
08/19/21	09/15/21	James, Tim	TJ 081921 SUN	Sunday	program	\$ 70.00			
08/19/21	09/15/21	Latimer, James	JL 081921 SUN	Sunday	program	\$ 70.00			
08/19/21	09/15/21	Mason, Craig	CM 081921 SUN	Sunday	program	\$ 70.00			
08/19/21	09/15/21	Sundell, Matt	MS 081921 SUN	Sunday	program	\$ 70.00			
08/19/21	CS prepaid PC	Walmart	WM 081921 PRFTE	FoL	program	\$ 67.89			
08/19/21	09/15/21	Zelle, Karl	KZ 081921 SUN	Sunday	program	\$ 70.00			
08/21/21	CS prepaid PC	Party City	PC 082121 PRFTE	FoL	program	\$ 50.93			
08/22/21	AB prepaid PC	New York Times	NYT 082221 selsor	Selsor	subscription	\$ 50.00			
08/23/21	CS prepaid PC	Walmart	WM 082321 PRFTE	FoL	program	\$ 24.98			
08/25/21	CS prepaid PC	Walmart	WM 082521 PRFTE	FoL	program	\$ 30.77			
08/26/21	SB prepaid PC	Amazn	AZ 082521 PR F	FoL	program	\$ 56.77			
08/27/21	CS prepaid PC	Dollartree	DT 082721 PRFTE	FoL	program	\$ 35.00			
08/31/21	09/15/21	Baker & Taylor	AD materials	Lucky Day	books	\$ 271.38			
08/31/21	09/15/21	Baker & Taylor	AD materials	Lucky Day	AV	\$ 149.66			
08/31/21	CS prepaid PC	Pick 'n Save	PNS 083121 PR F	FoL	program	\$ 76.15			
08/31/21	09/15/21	Strutz, Curt	CS 101321 PR F	FoL	program	\$ 325.00			
09/01/21	09/15/21	Ingram	IM 060621 PRFTE	FoL	program	\$ 32.95			
09/01/21	09/15/21	Ingram	IM082021IMOGAN	IMOGanshert	books	\$ 20.89			
09/01/21	09/15/21	Midwest Tape	MW081221IMOGAN	IMOGanshert	AV	\$ 79.98			

09/09/21	09/15/21	Cengage		CG 052521 B T LP	Bryant	books	\$ 18.39			
09/09/21	09/15/21	Cengage		CG 081221 F LP	FoL	books	\$ 245.52			



STOUGHTON

PUBLIC LIBRARY

CHECKOUTS**2021****2020-21**

MO.	2017	2018	2019	2020	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	18,983	19,339	18,543	17,549	5,838	2,039	3,355	11,232	-36.00%
FEB	17,662	18,106	17,376	16,865	6,023	2,121	3,097	11,241	-33.35%
MAR	20,549	19,567	19,787	12,295	7,958	2,533	3,579	14,070	14.44%
APR	18,154	18,582	18,114	3,419	6,634	2,147	3,118	11,899	248.03%
MAY	18,471	17,102	16,204	5,464	7,224	1,975	3,164	12,363	126.26%
JUN	20,898	20,504	18,919	6,062	10,552	2,743	3,076	16,371	170.06%
JUL	20,997	20,875	20,296	8,941	11,135	3,351	3,290	17,776	98.81%
AUG	21,609	20,855	18,835	11,848	10,744	3,308	2,881	17,389	46.77%
SEP	18,557	17,204	15,767	11,029					-100.00%
OCT	19,567	18,402	16,684	11,652					-100.00%
NOV	18,537	17,589	16,321	11,205					-100.00%
DEC	17,386	16,108	15,806	10,939					-100.00%
TOTAL	231,370	224,233	212,652	127,268	66,108	20,217	25,560	112,341	-47.17%
AVG	19,281	18,686	17,721	10,606	8,264	2,527	3,195	14,043	-20.76%

COMPUTER USE**2020 COMPUTER LOGINS BY TYPE****2021****2020-21**

MO.	2017	2018	2019	2020	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	1,990	1,860	2,085	1,966	0	440	0	0	440	-77.62%
FEB	1,924	1,973	2,228	1,823	0	800	0	0	800	-56.12%
MAR	2,321	2,313	2,549	1,225	0	838	0	0	838	-31.59%
APR	1,821	1,983	2,609	371	0	1,687	0	0	1,687	354.72%
MAY	1,945	1,771	2,167	257	0	1,328	0	0	1,328	416.73%
JUN	2,392	2,367	2,022	248	148	1,159	29	0	1,336	438.71%
JUL	2,028	2,205	2,267	248	206	850	30	0	1,086	337.90%
AUG	2,295	2,414	2,353	322	258	880	39	0	1,177	265.53%
SEP	1,628	1,843	1,980	372					0	-100.00%
OCT	1,776	1,946	2,287	642					0	-100.00%
NOV	1,652	1,766	1,701	577					0	-100.00%
DEC	1,670	1,591	1,535	566					0	-100.00%
TOTAL	23,442	24,032	25,783	25,783	612	7,982	98	0	8,692	-66.29%
AVG	1,954	2,003	2,149	2,149	77	998	12	0	724	-66.29%

STOUGHTON PUBLIC LIBRARY STATISTICS, JULY 2021

page 2

LOANED THROUGH DELIVERY

2020-21

MO.	2017	2018	2019	2020	2021	%CHANGE
JAN	10,681	10,850	10,087	8,441	8,985	6.44%
FEB	10,153	10,010	9,943	6,447	8,737	35.52%
MAR	11,187	10,624	10,517	3,521	11,069	214.37%
APR	9,956	10,055	9,704	147	8,709	5824.49%
MAY	9,733	9,780	9,439	537	8,359	1456.61%
JUN	9,555	9,703	9,246	1,687	8,151	383.17%
JUL	9,674	9,612	9,499	3,724	8,076	116.86%
AUG	10,310	9,956	9,450	4,169	8,012	92.18%
SEP	9,547	9,179	9,444	3,945		-100.00%
OCT	9,773	9,907	9,981	5,759		-100.00%
NOV	9,963	9,708	9,335	7,354		-100.00%
DEC	9,588	9,287	6,310	8,886		-100.00%
TOTAL	120,120	118,671	112,955	54,617	70,098	28.34%
AVG	10,010	9,889	9,413	4,551	8,762	92.52%

BORROWED THROUGH DELIVERY

2020-21

MO.	2017	2018	2019	2020	2021	%CHANGE
JAN	7,475	7,470	7,511	4,934	5,543	12.34%
FEB	7,196	7,054	6,914	4,533	5,741	26.65%
MAR	7,696	7,521	7,574	2,422	6,887	184.35%
APR	6,699	7,188	6,880	10	5,953	59430.00%
MAY	6,902	6,800	6,399	301	5,048	1577.08%
JUN	6,734	6,739	6,423	1,082	5,153	376.25%
JUL	7,145	7,234	7,123	2,482	4,963	99.96%
AUG	7,338	7,579	6,370	4,097	5,148	25.65%
SEP	6,923	6,708	6,055	3,659		-100.00%
OCT	7,347	7,127	6,152	4,148		-100.00%
NOV	6,883	6,827	5,783	4,659		-100.00%
DEC	6,857	6,509	4,430	5,302		-100.00%
TOTAL	85,195	84,756	77,614	37,629	44,436	18.09%
AVG	7,100	7,063	6,468	3,136	5,555	77.13%

WIRELESS USE

2020-21

MO.	2017	2018	2019	2020	2021	%CHANGE
JAN	12,437	15,000	14,971	12,924	920	-92.88%
FEB	13,143	14,981	15,722	14,614	875	-94.01%
MAR	14,358	16,411	16,906	8,647	1,003	-88.40%
APR	10,216	16,264	16,657	1,913	1,033	-46.00%
MAY	11,796	17,771	18,846	2,596	1,378	-46.92%
JUN	11,380	17,255	27,822	2,712	1,286	-52.58%
JUL	11,417	14,942	15,712	1,026	1,412	37.62%
AUG	15,465	16,089	14,467	804	1,253	55.85%
SEP	13,667	12,349	14,772	975		-100.00%
OCT	15,390	17,574	15,621	890		-100.00%
NOV	14,143	16,921	13,542	987		-100.00%
DEC	14,248	14,434	13,166	1,136		-100.00%
TOTAL	157,660	189,991	198,204	49,224	9,160	-81.39%
AVG	13,138	15,833	16,517	4,102	1,145	-72.09%

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

SELF-CHECKOUTS

MO.	2017	2018	2019	2020	2021	%TOTAL
JAN	10,863	11,034	10,305	9,767	0	n/a
FEB	9,858	10,217	10,960	8,903	0	n/a
MAR	11,870	10,967	10,497	6,581	0	n/a
APR	10,174	10,369	9,903	0	0	n/a
MAY	9,994	9,231	8,974	0	1,146	9.27%
JUN	12,514	12,575	10,701	0	6,690	50.32%
JUL	12,427	12,292	11,945	0	7,053	48.69%
AUG	12,490	12,772	10,854	0	6,585	46.86%
SEP	11,341	9,868	8,934	0		
OCT	10,994	10,445	9,380	0		
NOV	10,705	10,058	9,396	0		
DEC	9,728	8,823	7,621	0		
TOTAL	132,958	128,651	119,470	25,251	21,474	
AVG	11,080	10,721	9,956	2,104	2,684	

DOOR COUNT

2020-21

MO.	2017	2018	2019	2020	2021	%CHANGE
JAN	9,748	10,688	9,224	9,428	0	-100.00%
FEB	10,106	9,859	8,876	9,248	0	-100.00%
MAR	11,080	11,061	10,582	5,086	0	-100.00%
APR	10,214	10,541	10,221	0	0	0.00%
MAY	10,532	11,133	10,472	0	1,462	100.00%
JUN	12,833	12,708	11,347	0	4,155	100.00%
JUL	11,526	11,822	11,734	0	5,158	100.00%
AUG	12,752	11,952	10,884	0	4,809	100.00%
SEP	9,959	10,307	10,067	0		#DIV/0!
OCT	11,284	11,347	10,661	0		#DIV/0!
NOV	9,928	9,691	8,978	0		#DIV/0!
DEC	9,923	8,771	8,918	0		#DIV/0!
TOTAL	129,885	129,880	121,964	23,762	15,584	-34.42%
AVG	10,824	10,823	10,164	1,980	1,948	-1.62%

June 2019: the door counter is malfunctioning.

WEBSITE PAGEVIEWS

2020-21

MO.	2017	2018	2019	2020	2021	%CHANGE
JAN	8,820	7,813	9,172	8,665	3,984	-54.02%
FEB	7,720	8,958	8,379	7,613	3,952	-48.09%
MAR	9,732	8,249	8,814	6,859	4,998	-27.13%
APR	7,092	7,974	8,036	5,865	4,701	-19.85%
MAY	7,296	6,994	8,607	7,089	4,092	-42.28%
JUN	7,926	7,879	7,588	7,455	4,818	-35.37%
JUL	8,001	6,696	7,627	7,459	4,206	-43.61%
AUG	8,526	7,213	7,683	7,620	3,936	-48.35%
SEP	7,080	6,304	7,121	6,180		-100.00%
OCT	8,089	7,444	7,545	7,858		-100.00%
NOV	6,985	6,787	7,254	6,349		-100.00%
DEC	6,893	7,505	6,992	8,174		-100.00%
TOTAL	94,160	89,816	94,818	87,186	34,687	-60.21%
AVG	7,847	7,485	7,902	7,266	4,336	-40.32%

Programming Statistics
for August 2021

Date	Platform	Event	CH	YA	D/All Ages
8/3/2021	Nordic Ridge Pa	Outdoor ST (DF, JG)	52		
8/3/2021	Mezzanine	Tour for Historical Society (Eloise)			15
8/3/2021	Inkworks	Teens: Social Justice (CS)		5	
8/4/2021	Bjoin Park	The Foundation (JR)			5
8/5/2021	East Side Park	Outdoor Craft Club (AH, SB)			19
8/9/2021	Take-home	Curbside crafts donated by Skaalen Home re	18		
8/10/2021	Nordic Ridge Pa	Outdoor ST (DF, JG)	36		
8/12/2021	Inkworks	Teen Duct Tape (CS)		15	
8/14/2021	Library	Free Comic Book Day giveaway comics (all staff)			100
8/14/2021	Take-home	Free Comic Book Day teen kits (CS)		24	
8/14/2021	Take-home	Free Comic Book Day children's kits (SM, AB)	40		
8/21/2021	East Side Park	Blue Moon Klezmer Band (Richard)			26
8/26/2021	East Side Park	Teen SLP Finale (CS)		40	
8/31/2021	Nordic Ridge Pa	New CH librarian meet-and-greet (MO, DF, J	40		
			186	84	165

Director's Report

September 15, 2021



STOUGHTON
PUBLIC LIBRARY
— The heart of our community.

Library operations during the pandemic:

- As you know, on August 19 Public Health Madison & Dane County introduced a new face covering emergency order requiring everyone to wear a mask in enclosed public spaces. (Since July 27, we had been *recommending* our patrons wear masks in the building in accordance with CDC and PHMDC guidelines at the time.) Our patrons have been remarkably patient and kind, both with staff and with each other, as we all adjust to this new development.

Face Covering Emergency Order

Order goes into effect at 12:01am on August 19, 2021

The Face Covering Emergency Order requires face coverings among people ages two and older when in any enclosed space open to the public where other people, except for members of the person's own household or living unit are present.

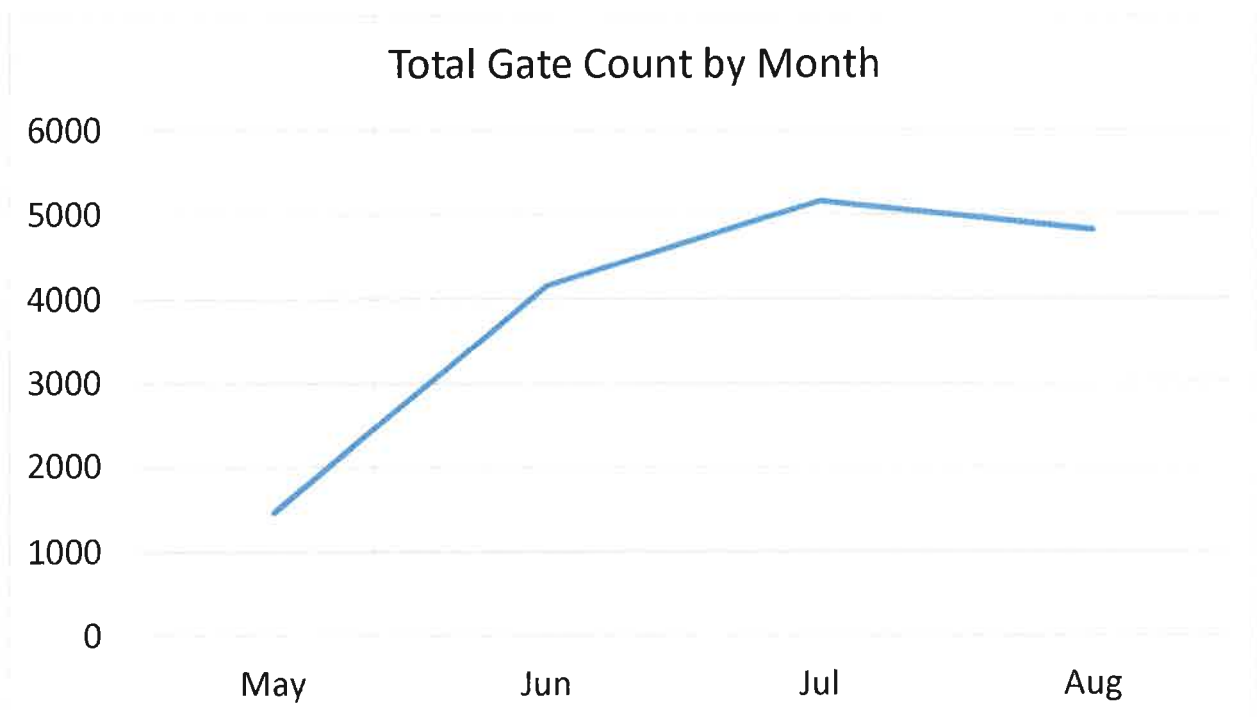
See the full Order
for details.



- Our programming librarians continue to plan great outdoor programs and events (see below for details). Depending on cases rates locally and county-wide, we may transition to small, in-person indoor events for adults (e.g. book clubs) when the weather turns colder, but are prepared to pivot back to all virtual programming if the situation worsens. For children under 12 who aren't yet eligible for vaccination, Mary plans to take advantage of the opportunity provided by the seasonable fall weather to hold as many outdoor events as possible. When outdoor events are no longer an option, Mary plans to move to virtual programs and activities for the remainder of the year.
- We continue to work on moving as much furniture as possible out of the Carnegie Room and into the public areas of the building. With no programs or large meetings scheduled for the foreseeable future, we have some time to consider our options for storage, disposal, etc.

Other news:

- August was our first full month of being open normal, pre-pandemic hours, so I took this opportunity to compare statistics from before and after the pandemic to gauge the impact of the last 18 months. In August of 2019, our building saw 10,884 visitors (about 419 per day). During August of this year, 4,809 people, close to 185 per day, visited the library. As you can see from the statistics enclosed in the meeting packet, other metrics show comparable declines. This is to be expected, of course; and based on conversations with other Dane Co. directors, it's very much in line with that other libraries are experiencing.
- Below is the total monthly gate count since we reopened with limited hours on May 17. Regular summer hours resumed July 7. Thanks to the Excel pivot tables created by our Circulation Supervisor, Robin Behringer, we now easily visualize this data in a number different ways.



- I attended the two Capital Improvement Project Committee budget meetings on August 31 & September 9. (Capital Improvement Projects are separate from the operating budget. These are typically big-ticket purchases meant to last a long time, items like road repairs, police cars, equipment for parks, etc. Some money comes from the City's General Fund and other funds are borrowed.) The Library is requesting \$10,000 this year: \$6,000 for computer and technology replacement and \$4,000 for a

new scanning/fax station. Because this amount pales in comparison to requests from other departments, Finance Director Jamin Friedl doesn't ask me to formally present our projects. Even so, I like to be there to answer any questions that might come up.

- I attended the virtual Committee of the Whole meeting on September 1 at which the Council discussed how to use the \$1.37 million in federal funding from the American Recovery Project Act. (The C.O.W. is a less-formal Council meeting, usually organized to discuss a particular topic, and presided over by the Council President instead of the mayor.) Earlier this summer, I proposed two library-related projects: upgrading our building's HVAC and air filtration systems; and transforming the vacant lot at 216 E. Jefferson into a space for outdoor programming. Both projects were ranked favorably by the committee. Next steps: Council President Regina Hirsch will be meeting with the mayor and finance director soon to work out costs and project feasibility.
- I attended the City of Stoughton's second virtual Racial Equity Listening Session on the evening of August 26. I also attended a virtual meeting of the Southern Dane County Regional Equity Team on August 13 and another on September 10 as part of the county-wide Ripple Project, the diversity and equity initiative led by Dane County Library Services.
- I've been working with the Management Team to finalize plans for our staff in-service on Friday, September 17, at Eastside Park. The theme this year is self-care, and will feature a presentation and guided meditation led by Robert McGrath, an psychologist from UW-Madison Health Services who specializes in mindfulness. We'll finish the morning with a team-building activity and then lunch. In the afternoon, we'll travel to Barnes & Noble for a book-buying trip. After being forced to cancel our in-service last year, everyone is looking forward to the opportunity to pause, reflect, and connect.
- Dane County library directors had their bi-monthly virtual meeting on September 9. We discussed operations and safety precautions various libraries are taking amid the delta surge. Most libraries have returned to "normal" operations, with the exception of indoor programs. We also learned that the Ripple Project, the diversity and equity initiative led by Dane County Library Service, will be moving into the public programming phase of the project in early-2022. Project Coordinator Ali Treviño-Murphy reports that they have several quality presenters lined up but are still looking for more.

Stoughton Area Community Foundation Fund Report

The report for the period July 31 through August 27 shows an increase in value of \$382.01 to the account because of market conditions. The overall value of the account as of August 27 is \$25,027.99.

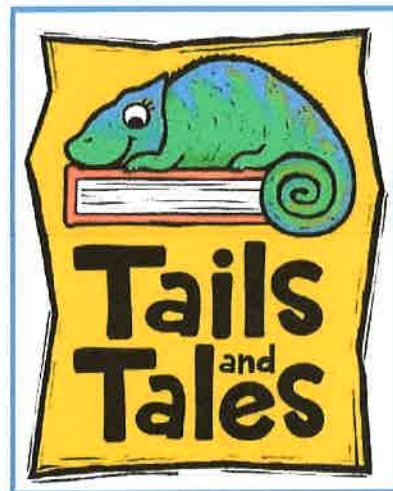
Youth Services

- Mary Ostrander became our new Children's Services Librarian on August 23! Mary spent the last several years as a Children's Librarian at the Verona Public Library and is excited to be a part of our team here in Stoughton.
- The meet and greet event at Nordic Ridge Park on August 31 to introduce Mary to the community was a success thanks to the efforts of YS Library Assistants Diane Fossum and Jane Groshan. Mary met many library supporters and their families. Families stuck around and enjoyed the activities we brought as well as the park equipment.
- Mary plans to resume outdoor story times on September 15, Wednesday mornings at 10 at Eastside park.



Summer Library Program Recap

- A grand total of 475 children, teens, and adults participated in the Summer Library Program this year. Due to staff shortages and pandemic-related precautions, our typical Summer Library Program looked a lot different for the second year in a row. We compensated by offering lots of prizes for participants, from gift cards to the Itty Bitty Bookstore here in town (via Bookshop.org) to copies of the Go Big Read title for this fall, to plenty of pop-up and activity books for younger children. 221 people met the required reading hours to complete the Summer Library Program, about 47% of those who signed up.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah trained Patricia, a new volunteer who has experience working in libraries, on shelving tasks while Robin observed and took notes for future shelve training. Longtime Friends of the Library volunteer Amy Allen will be joining us as a volunteer in mid-September.
- Ziwei, Sarah and library volunteers worked on another batch of *Great Courses* donations.
- Amy and Sarah presented their second outdoor Craft Club at Eastside Park where 16 attendees made giant dragonflies with cut license plates for wings! Special thanks to the Streets Dept. and Martin Briggs from Building Maintenance for cutting the plates and wooden spindles for this fun project!
- Sarah attended South Central Library System's Collection Maintenance Subcommittee virtual meeting on September 8.



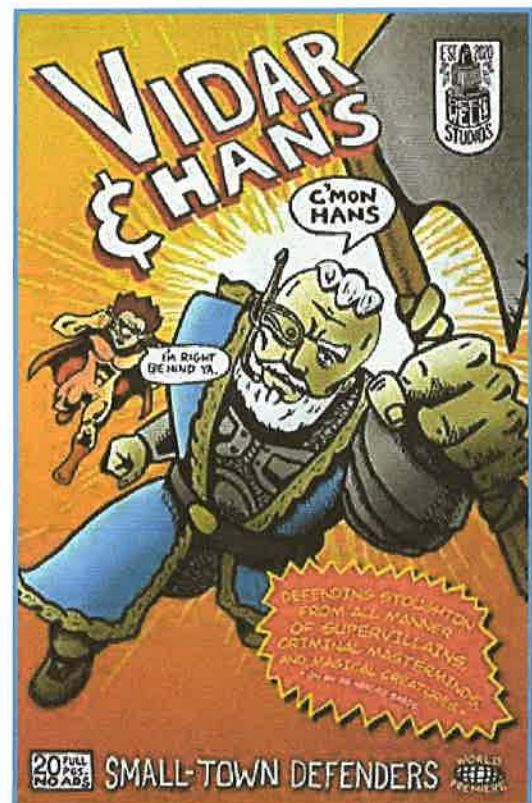
- Technical Services is busier than ever ordering, linking, and processing materials! Lately many donations have been coming in and handling the volume has been tricky. Some of these items, especially the new ones, are added to our collection, but the vast majority end up in the Book Nook booksale operated by the Friends of the Library. Sarah and the Friends are investigating the use of Thriftbooks.com to alleviate some of the need for storage space and provide the Friends with an additional fundraising opportunity.

Circulation Services (from Robin Behringer)

- Robin is in the process of reviewing applications for the shelver position following the departure of Anna L, who left to attend college. Our remaining shelvers have been busy covering absences and keeping up with the increased workload.

Adult & Teen Services (from Amanda Bosky)

- Over the past few months, we have received several donations of “Great Courses” sets—university level lectures on CD or DVD accompanied by instructional booklets. Library Assistant Amy Hynek, who is charge of collection development for adult audiobooks, has done a fantastic job evaluating the donations, deciding what to add to our collection, and weeding/shifting to make room for these new treasures.
- Cynthia had a wonderful turnout for the Teen Summer Library Program finale. 40 teens attended Candy Olympics, competing in candy-themed relay races, scavenger hunts, and more to win free books and (you guessed it) candy.
- We sponsored a free concert by the Blue Moon Klezmer Band featuring former library director Richard MacDonald on August 21 at Eastside Park.
- Free Comic Book Day was a hit on August 14. Approximately 100 people stopped by to pick up free comics, provided in collaboration with Westfield Comics in Madison. A few lucky patrons got to take home a copy



of *Vidar & Hans*, Stoughton's first (and only, as far as we know) superhero team created by local artists Gary and Nathan of Deep Well Studios! Teens and children could also pick up free make-and-take DIY comics kits.

- Amanda has had a wonderful time getting to know our new youth services librarian, Mary, and showing her the ropes! Mary is brimming with wonderful ideas for the Children's Department. We are excited to have her here at Stoughton Public Library!
- Amanda has been training library substitute Nick on working the 2nd floor information desk.

Looking Back from *The Wisconsin State Journal*
September 17, 1941

READER 'CENSORS' BOOKS—WITH A SHARP KNIFE

STOUGHTON---Discovery of pages and passages neatly clipped out of at least two volumes in the Stoughton public library today led officials to believe that a man or woman has started a "clean up" campaign to rid books of what he or she considers objectionable matter.

The offender evidently had a moral purpose in view, for the passages torn out were those "some people might think juicy," Charlene Brozich, head librarian, told the State Journal.

"The Cluck Abroad," a novel by Tiffany Thayer is the most badly damaged volume yet discovered, but officials believe several books have been mutilated to a point where they will have to be replaced. A check of all volumes has begun.

Using a razor blade or sharp knife, the offender deliberately destroyed portions of Thayer's book, cutting out isolated passages in several instances and several pages in other parts of the book.

"We think this has been going on about a year," Miss Brozich said, "but we just discovered it. Now we're warning library users that the punishment for defacing books is six months imprisonment or a fine not exceeding \$100."



Stoughton Public Library Board

Joint Meeting of the Finance and Personnel Committees

Tuesday, August 24, 5:30 PM

This meeting was held virtually via Zoom.

Present: Trish Gates (Personnel), Board President Amy Ketterer (Personnel), Jean Ligocki (Finance), Vice President Erin Meinholz (Finance), Mike Vienneau (Finance)

Also present: Library Director Jim Ramsey, Dayna Verstegen

MINUTES

1. Meeting called to order by consensus at 5:32 PM
2. **Review of agenda** – Ketterer suggested moving items 5 and 6 up in the agenda to immediately follow item 3. Item 4, Review and discussion of 2022 personnel requests, would become the final item, #6. Changes to agenda accepted by consensus.
3. **Review minutes from Personnel Committee meeting of July 14**– Minutes reviewed and accepted by consensus.
4. **Review of preliminary 2022 Operating Budget** – Ramsey presented. More information regarding personnel costs and the amount of the City's contribution via transfer from the General Fund will be available in the next month. Ramsey pointed out that total amount of the non-personnel expenditures is mostly unchanged from 2021, with slight increases in a few lines (books, e-resources, periodicals, programming.) In all, an increase of \$2,200 (1.2%) over last year.
5. **Discussion and possible action regarding 2022 wage adjustments **** – Motion by Gates to move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, etc. Seconded by Ketterer. Roll-call vote: 5-C

[The committees moved into closed session at 5:45 PM]

[Verstegen joined the meeting at 5:55 PM]

[The committees returned to open session at 6:09 PM]

6. **Review and discussion of 2022 personnel requests for additional hours –** Verstegen discussed strategies for Board members to present the library's personnel requests to the City Council's Personnel Committee at their September meeting. Discussion ensued regarding justifications for additional hours, first for the Circulation Supervisor and then for the Administrative Assistant. Ketterer stated that she would compile notes from this discussion and send to committee members soon.

[Verstegen left at 6:40 PM]

Ramsey reported that a date had not yet been set for the Personnel Committee's next meeting, but that September 13 had been tentatively identified. Ramsey stated he would consult with Human Resources Director AJ Gillingham about adding the library's personnel requests to the meeting's agenda.

[Ligocki left at 6:48 PM]

7. **Adjournment –** Motion to adjourn by President Ketterer. Seconded by Vienneau. Vote: 4-0. Meeting adjourned at 6:51 PM

****The committee 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.**

Sent to Personnel Committee:

Trish Gates, Chair
Ken Axe
Amy Ketterer

Cc:

Scott Dirks
Sharon Meilahn-Bartlett
Kylie Nelson
Dayna Verstegen

Sent to Finance Committee:

Erin Meinholz
Jean Ligocki
Mike Vienneau



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, September 7, 2021, at 6:30 p.m.

Virtual meeting via Zoom

Present: Dirks, Meilahn Bartlett, Nelson, Vienneau (chair)
Also present: Library Director Jim Ramsey

MINUTES

1. Meeting called to order by Vienneau at 6:33 PM
2. Review of Agenda – Reviewed and accepted by consensus. Ramsey shared that President Ketterer will be stepping aside from this committee to be replaced by Meilahn Bartlett.
3. Review/Approve Minutes of February 12, 2021 * (enclosure) – Minutes reviewed and accepted by consensus.
4. Review and discussion of progress on 2021 Board Goals (enclosure) – At the last full Board meeting in August, the Board asked this committee to review the 2021 Board Goals in light of the ongoing global pandemic to determine which goals were still feasible to accomplish this year and which might be held over until 2022. Consensus among committee members is that the ongoing pandemic has made planning extremely difficult and that most, if not all, board goals should be carried over into 2022. Ramsey offered that he could distill the committee's discussion on each of the 4 goals into a short summary to present to the Board at the regular meeting next week. [See "2021 Library Board Goals – Annotated" document in this month's Board packet for details on each goal.]
5. Discussion of future planning activity and review of key planning documents (enclosure) – Discussion ensued as to whether the information in these reports was still useful given the events of the last 18 months. Dirks asked what would be required to obtain updated responses from the community. Consensus was that this committee should take the next few months re-examining the 2018 Community Needs Assessment and 2019 Focus Groups Report to identify themes to guide us in: a.) Planning for the medium-to-long-term future, including the creation of a new

strategic plan in 2023; b.) Setting board goals for 2022; and c.)
Developing consistent talking points for library advocacy.

6. Schedule next meeting – Meetings scheduled for Tuesday, October 19, and Tuesday, November 16. At the October meeting the committee will review the 2018 Community Needs Assessment and set the Board's calendar of work for 2022. In November, the committee will re-examine the results of the 2019 focus groups.
7. Adjournment – Motion to adjourn by Meilahn Bartlett. Seconded by Dirks. Motion passed 3-0. Meeting adjourned at 7:43 PM.

Sent to Planning Committee:

Scott Dirks
Sharon Meilahn Bartlett
Kylie Nelson
Mike Vienneau, chair

Cc:

Ken Axe
Trish Gates
Amy Ketterer
Jean Ligocki
Erin Meinholz
Dayna Verstegen

Minutes taken by Jim Ramsey

**Stoughton Public Library
Board of Trustees**



2021 Library Board Goals - ANNOTATED

Planning continues to be difficult during this, the second year of the global pandemic. The uncertainty of the last 18 months and the constantly shifting public health landscape have forced us to focus on immediate-term library operations (e.g. patron and staff safety, new service models like curbside pick-up and virtual programming) at the expense of long-range planning. Not surprisingly, many of the 2021 goals will need to be carried forward into 2022, just as the 2020 goals were carried into this year.

That said, as we enter this new, uncertain stage in the pandemic, the Planning Committee looks to get back on track in late-2021 and early-2022 with intermediate and long-term planning projects begun in early 2020.

A. Strategic Planning

- o Analyze results from 2018 Community Needs Assessment and 2019 Focus Group Report and apply results to long-range strategic planning.

The committee plans to review these documents during the remainder of 2021 to identify common themes to use in furtherance of goal D, Advocacy. The committee will also examine which portions are still relevant given the upheaval caused by the pandemic. The portion of the goal involving long-range planning will be carried over into 2022.

B. Education

Library Board members will seek out and participate in library continuing education activities. Each Library Board member will share an educational experience or activity 1-2 times yearly. Examples include:

- o Reading and sharing news items about libraries
- o Attending workshops
- o Visiting and touring other libraries

This goal is ongoing and will be carried over to 2022. The pandemic has made in-person workshops and visits to other libraries difficult, but there

are still opportunities for virtual continuing education. Director Ramsey will share these opportunities with the Board throughout the year.

C. Financial Planning

- Explore the creation of library endowment fund and other alternative sources of revenue.

The committee agreed that the development of alternative revenue streams will be important in the coming years. These can include, but are not limited to: promotion of planned giving; a campaign to establish a library endowment; and, in the long-term, planning to fund the expansion/remodel of the library building. This goal will be carried over to 2022.

D. Advocacy

Library Board members will utilize community connections as described in Goal 5, Objective B, of the Strategic Plan to communicate the importance of the Library to the members of our community.

- Develop talking points and an “elevator pitch” for use in library advocacy.

The committee decided that a list of consistent talking points would be more valuable than an “elevator pitch” in advocating for the library in the community. These talking points should develop out of the committee’s examination of the 2018 Community Needs Assessment and 2019 Focus Group Report.

Approved by the Library Board Planning Committee, 2/12/21

Annotated by the Library Board Planning Committee, 9/7/21

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city of Stoughton meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city of Stoughton will appropriate in 2021 and expend in 2022 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city of Stoughton hereby requests of the Dane County Board of Supervisors that the city of Stoughton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1874 S. Stoughton Rd.
Madison, WI 53716
herold@dcls.info

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

EXEMPT LIBS		2020 VAL	2021 VAL	2021 AR App	2022 Min App
Villages	Belleville	210,793,700	217,654,500	\$286,956	\$83,686
	Black Earth	127,568,500	148,009,400	\$134,343	\$56,908
	Cambridge	179,502,500	189,591,800	\$85,000	\$72,896
	Cross Plains	392,397,400	398,817,000	\$290,323	\$153,341
	Deerfield	227,498,600	243,197,900	\$159,144	\$93,507
	DeForest	1,202,526,900	1,285,804,800	\$565,695	\$494,378
	Marshall	252,278,400	261,339,100	\$184,000	\$100,482
	Mazomanie	158,722,500	179,756,100	\$93,222	\$69,114
	McFarland	1,075,707,900	1,154,786,500	\$626,250	\$444,003
	Mount Horeb	763,522,800	828,453,300	\$491,618	\$318,532
	Oregon	1,287,691,200	1,378,469,300	\$689,244	\$530,007
	Waunakee	1,947,710,600	2,104,806,100	\$1,172,507	\$809,276
Cities	Fitchburg	3,209,720,600	3,528,896,200	\$1,964,700	\$1,356,824
	Madison	31,603,117,100	31,350,871,500	\$19,163,604	\$12,054,082
	Middleton	3,360,380,600	3,592,856,700	\$1,362,943	\$1,381,416
	Monona	1,320,051,400	1,406,986,800	\$617,774	\$540,972
	Stoughton	1,199,002,400	1,286,313,900	\$632,650	\$494,574
	Sun Prairie	3,610,664,700	3,896,106,100	\$1,669,236	\$1,498,012
	Verona	3,060,496,800	3,057,478,500	\$1,163,311	\$1,175,569
	Edgerton	12,805,800	27,869,900		
Exempt Total		55,202,160,400	56,538,065,400		
County Total		70,070,629,900	72,334,792,600		
2020 Tax Base		\$14,868,469,500	\$15,796,727,200		
2021 DCL APP				\$5,716,771	
2022 County library tax levy rate				\$0.0003844895	
Cottage Grove			758,797,500		\$291,750 2022 DCL Tax

[illegible]

[illegible]

	Total Items	Min Std Pop X Fac	Top of pop range	% of min	% of Top	Items Added	% of min TI	% of min	% of Top
Municipality	Items	Pop X Fac	range	% of min	% of Top	Items Added	% of min TI	% of min	% of Top
Black Earth	23,487	11,424	16,250	206%	145%	1,053	571	813	184%
Cambridge	37,241	12,728	16,250	293%	229%	2,292	636	813	360%
Mazomanie	22,233	13,448	16,250	165%	137%	715	672	813	106%
Belleville	27,234	19,784	16,250	138%	168%	1,630	989	813	165%
Deerfield	25,541	19,912	16,250	128%	157%	1,443	996	813	145%
Cross Plains	63,966	26,065	28,500	245%	224%	1,857	1,303	1,425	141%
Marshall	30,068	23,344	28,500	119%	106%	23,833	1,267	1,425	1881%
Mount Horeb	67,049	42,106	44,000	159%	152%	4,583	2,105	2,200	218%
Monona	52,572	45,144	44,000	116%	119%	3,434	2,257	2,200	152%
Mefarland	71,329	51,026	44,000	140%	162%	3,763	2,531	2,200	147%
DeForest	87,566	46,746	85,000	187%	193%	4,944	2,337	4,250	212%
Oregon	70,487	45,188	85,000	156%	83%	4,895	2,259	4,250	215%
Verona	118,044	56,043	85,000	211%	136%	10,168	2,892	4,250	361%
Waunakee	65,591	63,356	85,000	184%	77%	6,177	3,168	4,250	195%
Stoughton	82,098	56,998	85,000	144%	91%	4,597	2,859	4,250	161%
Middleton	106,938	92,620	85,000	115%	126%	10,642	4,631	4,250	230%
Fitchburg	107,570	103,329	160,000	104%	67%	9736	5,166	8,000	188%
San Prairie	145,430	122,043	160,000	119%	91%	7,940	6,102	8,000	130%
Madison	777,078	642,993	625,000	121%	124%	55,767	32,150	31,250	173%
STANDARDS	Factor	CAPPED @	CAPPED						
POPULATION									
1,000-2,499	8.0	16,250	813						
2,500-4,999	6.5	28,500	1425						
5,000-9,999	5.7	44,000	2200						
10,000-24,999	4.4	85,000	4250						
25,000-49,999	3.4	160,000	8000						
50,000-99,999	3.2	250,000	12500						
100,000 and o	2.5	625,000	31250						
	per capita								

DRAFT Stoughton Public Library 2022 Calendar

Green = Open Sundays

Red = Holiday - CLOSED

Gold = Probable Staff In-service

Blue=Library B

Pink = Other fed. Holiday - OPEN

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Federal Holidays 2022

Jan 1	New Year's Day	Jun 20	Juneteenth (obs.)	Nov 24	Thanksgiving Day
Jan 17	Martin Luther King Day	Jul 4	Independence Day	Dec 25	Christmas Day
Feb 21	Presidents' Day	Sep 5	Labor Day	Dec 26	Christmas Day (obs.)
May 30	Memorial Day	Oct 10	Columbus Day		
Jun 19	Juneteenth	Nov 11	Veterans Day		