

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, October 20, 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 September 15, 2021 * (enclosure)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #9: Managing the Library's Money

IX. Review/Approval of Financial Statements for September 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 October 2021 *

- A. Fund 215 (General Fund) (enclosure)
- B. Fund 217 (Special Gift Fund) (enclosure)

XI. Director's Report

- A. Statistics for September 2021 (enclosure)
- B. Administration report (enclosure)

XII. Committee Reports

- A. Finance: Met 10/13/21 (enclosure)
- B. Personnel: did not meet
- C. Planning: scheduled to meet on 10/19/21
- D. Policies: did not meet

XIII. Friends of the Library Report (Dayna Verstegen)

XIV. Old Business

- A. ** Discussion and possible action on 2022 personnel costs and adjustments (Joint Personnel & Finance Committee recommended 5-0 on 8/24/21) *

XV. New Business

- A. Discussion and possible action on approval of 2022 Operating Budget (enclosure) *
- B. Discussion and possible action regarding Board self-evaluation in 2021 or 2022 *
- C. Discussion and possible action regarding virtual or in-person Board meetings *
- D. Review of Advance Directive Planning Community Initiative (Jean Ligocki)

XVI. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday

XVII. Adjournment *

NEXT REGULAR MEETING: November 17, 2021

*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
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 October 20, 2021



XIV. Old Business

- A. ** Discussion and possible action on 2022 personnel costs and adjustments (Joint Personnel & Finance Committee recommended 5-0 on 8/24/21) *** - Director Ramsey will review the proposed wage adjustments recommended by the Finance & Personnel on 8/24/21 and share the latest information about the City's planned cost-of-living increase. Discussion of the former was tabled at September Board meeting so the Board could properly notice the possibility of entering 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 Board has jurisdiction or exercises responsibility.

XV. New Business

- A. Discussion and possible action on approval of 2022 Operating Budget *** - Director Ramsey will present a draft of the operating budget, including updated information on personnel costs, the expected contribution of the City via the transfer from the General Fund, and the use of fund balance in next year's budget.
- B. Discussion and possible action regarding Board self-evaluation in 2021 or 2022 *** - In 2019, the Board decided to begin conducting board self-evaluations every-other-year, which would mean the Board is due for an evaluation to begin shortly and conclude around the end of the year. The Board bylaws do not prescribe the frequency or nature of the self-evaluations, only that that the Planning Committee is to facilitate the process (Article IV, Section 1). The Planning Committee will have discussed this at their meeting on 10/19/21, so Committee Chair Mike Vienneau can report on those discussions. The Board may decide to defer the evaluation or proceed with it as planned before the end of the year. (Past self-evaluations have been conducted electronically via Google Forms.)
- C. 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.

- D. Discussion and possible action regarding virtual or in-person Board meetings *** - At the August 18 meeting, the Library Board voted unanimously to transition back to all-virtual meetings amid increasing cases of COVID-19 fueled by the delta variant. Board member Jean Ligocki added a friendly amendment to the motion to the effect that the Board should discuss the issue again at the October meeting.

XVI. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday** – This issue is being considered by the City Council, so we will await their decision.

* indicates an action item

**The Board may enter 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 Board has jurisdiction or exercises responsibility.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, SEPTEMBER 15, 2021, @ 6:30 P.M.
VIRTUAL MEETING VIA ZOOM



PRESENT: Ken Axe; Scott Dirks; Trish Gates, Stoughton Area School District Representative; Amy Ketterer, President; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Kylie Nelson, Student Representative; Dayna Verstegen; Mike Vienneau
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Mary Ostrander, Youth Services Librarian

- I. CALL TO ORDER: 6:31 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA
- III. REVIEW/APPROVAL OF MINUTES FROM AUGUST 18, 2021
MOVED: Dirks SECOND: Vienneau VOTE: 8-0
- IV. RECOGNITION OPPORTUNITIES None
- V. PUBLIC COMMENT PERIOD None
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE
Ramsey shared a thank you letter to Eloise Christensen, the volunteer in charge of the Library's genealogy and local history section from a patron.
- VII. EDUCATION UPDATES
Verstegen and Meilahn Bartlett shared their experiences of Trustee Training Week
- VIII. BOARD IN-SERVICE: INTRODUCTION TO OUR NEW YOUTH SERVICES LIBRARIAN, MARY OSTRANDER
The Board welcomed Ostrander.

[Meinholz arrived 6:46]

- IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR AUGUST 2021
 - A. Fund 215
MOVED: Dirks SECOND: Axe VOTE: 9-0
 - B. Fund 217
MOVED: Vienneau SECOND: Dirks VOTE: 9-0
 - C. Stoughton Area Community Foundation
Ramsey reported. Accepted by consensus
- X. REVIEW/APPROVAL OF BILLS FOR SEPTEMBER 2021
 - A. Fund 215
MOVED: Verstegen SECOND: Vienneau VOTE: 9-0
 - B. Fund 217
MOVED: Meinholz SECOND: Verstegen VOTE: 9-0
- XI. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report
Ramsey presented. He discussed the Dane County mask mandate, what the statistics say about library usage, and some of Ostrander's plans for Youth Services.
- XII. COMMITTEE REPORTS
 - A. Finance & Personnel: Ramsey presented. The joint committee discussed the wage adjustments (see XV.C)
 - B. Planning: Vienneau presented. The committee is working with the 2022 Board Goals and the pre-pandemic community needs assessment and focus group results

- C. Policies: did not meet
- XIII. FRIENDS OF THE LIBRARY REPORT
Verstegen reported that the Friends are very interested in the Dane County racial equity initiative. They are working on attracting new members.
- XIV. OLD BUSINESS
 - A. APPROVAL OF RESOLUTION REGARDING EXEMPTION FROM COUNTY LIBRARY TAX TO SEND TO CITY COUNCIL
MOVED: Axe SECOND: Vienneau VOTE: 9-0
 - B. UPDATE ON 2022 OPERATING BUDGET
Ramsey informed the Board about the status of the 2022 Budget
MOVED: Dirks SECOND: Vienneau VOTE: 9-0
- XV. 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. APPROVAL OF 2022 CLOSED DATES
Ramsey presented. There was some discussion regarding observance of Juneteenth, which it was agreed to make a pending agenda item to be discussed after the City decides whether to make Juneteenth a paid holiday or not.
MOVED: Dirks SECOND: Vienneau VOTE: 9-0
 - C. DISCUSSION AND POSSIBLE ACTION ON 2022 WAGE ADJUSTMENTS
MOVED: Dirks SECOND: Ligocki
After some discussion it was agreed that the wage adjustments should be discussed in closed session.
MOVED to table until the October meeting: Dirks SECOND: Axe VOTE: 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 8:03: Verstegen SECOND: Vienneau VOTE: 9-0

Minutes taken by Sarah Monette

Managing the Library's Money

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The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see *Trustee Essential #8: Developing the Library Budget*).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See *Trustee Essential #8: Developing the Library Budget*.)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal

Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
- 5 The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board. The League of Wisconsin Municipalities has some guidelines for development of an investment policy at: tinyurl.com/55uszs.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at: pld.dpi.wi.gov/pld_annrpt. A *Sample Trust/Gift Fund Report* is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- Sample Trust/Gift Fund Report (*attached*)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information.*)

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

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350

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FUND 215

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 09/30/2021

SEP 2021

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GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021		ACTIVITY FOR MONTH 09/30/2021		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USE
			NORMAL	(ABNORMAL)	INCREASE (DECREASE)			
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	0.00	0.00
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,249.00	249,583.00			(334.00)	100.13	
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,848.00	15,848.41			(0.41)	100.00	
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00			0.00	0.00	
215-00000-46110	MISC. REVENUE	0.00	2,432.37			(2,432.37)	100.00	
215-00000-46710	FINES	7,000.00	2,387.80		200.32	4,612.20	34.11	
215-00000-46712	COPY MACHINE	3,700.00	709.44		190.34	2,990.56	19.17	
215-00000-48110	INTEREST	100.00	10.58		1.55	89.42	10.58	
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	TRANFER 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	903,321.60		392.21	4,925.40	99.46	
TOTAL REVENUES		908,247.00	903,321.60		392.21	4,925.40	99.46	
Expenditures								
Dept 55110								
215-55110-50110	SALARIES	80,133.00	57,592.44		6,473.60	22,540.56	71.87	
215-55110-50120	WAGES	398,651.00	253,197.78		27,840.14	145,453.22	63.51	
215-55110-50126	OVERTIME	0.00	0.00		0.00	0.00	0.00	
215-55110-50127	WAGES - PART TIME	70,700.00	40,073.12		5,997.80	30,626.88	56.68	
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	45,348.98		5,179.27	27,335.02	62.39	
215-55110-50152	HEALTH INSURANCE	94,783.00	72,738.47		8,358.08	22,044.53	76.74	
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		0.00	736.30	53.98	
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00	448.71		0.00	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	12,253.40		2,332.92	7,346.60	62.52	
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	2,641.23		147.32	2,858.77	48.02	
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,257.94		80.09	642.06	66.21	
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	8,559.62		191.55	440.38	95.11	
215-55110-50289	TECHNOLOGY COSTS	50,500.00	51,057.58		39.00	(557.58)	101.10	
215-55110-50300	MISC EXPENSES	500.00	379.45		11.62	120.55	75.89	
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00	3,679.08		25.14	320.92	91.98	
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	387.50		87.50	212.50	64.58	
215-55110-50326	PERIODICALS	4,800.00	4,982.65		(1,991.20)	(182.65)	103.81	
215-55110-50327	E-RESOURCES	9,000.00	9,145.20		1,991.20	(145.20)	101.61	
215-55110-50328	AUDIO VISUAL	15,000.00	7,015.50		653.62	7,984.50	46.77	
215-55110-50329	BOOKS	50,000.00	38,371.68		2,809.69	11,628.32	76.74	
215-55110-50340	OPERATING EXPENSES	4,500.00	4,835.33		27.41	(335.33)	107.45	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	103.04		0.00	96.96	51.52	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	3,062.76		411.02	1,737.24	63.81	
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	

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FUND 215

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 09/30/2021

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YTD BALANCE
09/30/2021

2021
AMENDED BUDGET

ACTIVITY FOR
MONTH 09/30/2021

DESCRIPTION

GL NUMBER

AVAILABLE
BALANCE
NORMAL (ABNORMAL)

% BGT
USED

Fund 215 - LIBRARY FUND

Expenditures

Total Dept 55110

TOTAL EXPENDITURES

Fund 215 - LIBRARY FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

908,251.00	618,252.76	60,665.77	289,998.24	68.07
908,251.00	618,252.76	60,665.77	289,998.24	68.07

908,247.00	903,321.60	392.21	4,925.40	99.46
908,251.00	618,252.76	60,665.77	289,998.24	68.07
(4.00)	285,068.84	(60,273.56)	(285,072.84)	16,721.00

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 09/30/2021

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FUND 215

SEP 2021

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	320,133.99
215-00000-11102	US BANK - CC	881.51
Total Assets		321,015.50
*** 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		285,068.84
Ending Fund Balance		321,015.50
Total Liabilities And Fund Balance		321,015.50

PERIOD ENDING 09/30/2021

FUND 217

SEP 2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	48.62	3.69	201.38	19.45
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	60,112.11	990.66	4,887.89	92.48
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	60,160.73	994.35	5,089.27	92.20
TOTAL REVENUES		65,250.00	60,160.73	994.35	5,089.27	92.20
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	20,719.26	1,495.64	34,280.74	37.67
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	20,769.26	1,495.64	34,230.74	37.76
TOTAL EXPENDITURES		55,000.00	20,769.26	1,495.64	34,230.74	37.76
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		65,250.00	60,160.73	994.35	5,089.27	92.20
TOTAL EXPENDITURES		55,000.00	20,769.26	1,495.64	34,230.74	37.76
NET OF REVENUES & EXPENDITURES		10,250.00	39,391.47	(501.29)	(29,141.47)	384.31
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	963,482.33	1,386.56	10,014.67	98.97
NET OF REVENUES & EXPENDITURES		963,251.00	639,022.02	62,161.41	324,228.98	66.34
		10,246.00	324,460.31	(60,774.85)	(314,214.31)	3,166.70

FUND 217**SEP 2021**

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	85,277.53
217-00000-11102	US BANK - CC	787.75
217-00000-11302	WISC INVESTMENT FUND	197,328.50
Total Assets		283,393.78
*** Liabilities ***		
Total Liabilities		0.00
*** 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
Beginning Fund Balance		244,002.31
Net of Revenues VS Expenditures		39,391.47
Ending Fund Balance		283,393.78
Total Liabilities And Fund Balance		283,393.78

Stoughton Area Comm Foundation

Rules of the road: Stick with quality

Of all the factors to consider when investing, one of the most important is also one of the most overlooked. If you've received tips on today's "hot" investments, especially if they've already performed well, the best advice we can offer is: Ignore them. If it sounds too good to be true, it probably is. See our 10 Rules of the Road at edwardjones.com/investingrules.

Corporate - Select

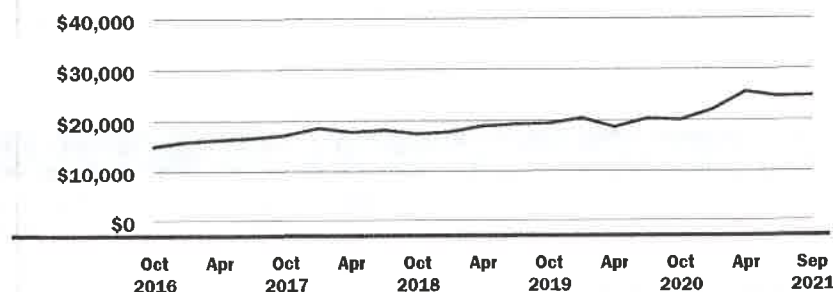
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$24,776.95

1 Month Ago	\$25,027.99
1 Year Ago	\$20,313.31
3 Years Ago	\$18,379.21
5 Years Ago	\$15,208.80

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$25,027.99	\$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	-251.04	2,652.43
Ending Value	\$24,776.95	

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
	1.47%	11.43%	22.51%	9.97%	9.66%

2021 EXPENDITURES: FUND 215
OCTOBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/16/21	10/20/21	46710	Monona Public Library	MOO 091621	\$ 35.00
09/29/21	10/20/21	46710	Crane, Lisa	LC 092921	\$ 16.99
10/07/21	JR prepaid PC	50211	USPS	USPS100721POST	\$ 53.20
09/17/21	AB prepaid PC	50212	Dunkin Donuts	DD 091721 212	\$ 40.97
09/17/21	JR prepaid PC	50212	Jimmy John's	JJ 091721 212	\$ 120.19
09/20/21	10/20/21	50212	Thompson-Eagan, Z. Z.	ZTE092021mileage	\$ 25.40
09/22/21	10/20/21	50212	Hynek, Amy	AH092221mileage	\$ 25.40
09/07/21	10/20/21	50220	Stoughton Utilities	SU090721util	\$ 2,332.92
10/06/21	10/20/21	50221	Alliant Energy	AE 100621	\$ 137.07
09/17/21	10/20/21	50240	Gordon Flesch	GF091721copier2	\$ 53.65
10/03/21	10/20/21	50240	Gordon Flesch	GF100321copier1	\$ 17.29
04/08/21	10/20/21	50250	Schumacher Elev. Co.	SCH040821elev	\$ 146.36
04/09/21	10/20/21	50250	Asleson's True Value	ASL 040921	\$ 35.98
05/07/21	10/20/21	50250	1000BULBS.COM	1KB 050721	\$ 65.55
05/27/21	10/20/21	50250	Johnson Controls	JC 052721	\$ 450.00
06/10/21	10/20/21	50250	Schumacher Elev. Co.	SCH061021elev	\$ 146.36
06/18/21	10/20/21	50250	The Knox Company	TKC061821knox	\$ 442.25
07/06/21	10/20/21	50250	Stoughton Lumber	SCL 070621	\$ 11.01
07/07/21	10/20/21	50250	Northern Battery	NB070721batt	\$ 26.55
07/26/21	10/20/21	50250	Entrance Technologies	ET072621door	\$ 1,033.68
08/06/21	10/20/21	50250	Schumacher Elev. Co.	SCH080621elev	\$ 146.36
08/09/21	10/20/21	50250	Johnson Controls	JC 080921 RCU	\$ 1,245.65
08/13/21	10/20/21	50250	Amazon	AZ 081321 JM	\$ 48.13
08/13/21	10/20/21	50250	Grainger	GRA081321AHU	\$ 47.57
08/17/21	10/20/21	50250	Johnson Controls	JC081721DACT	\$ 326.68
08/23/21	10/20/21	50250	Enmcor Svcs. Integ. Solutions	ESI082321HVAC	\$ 1,117.00
09/23/21	10/20/21	50250	Jefferson Fire & Safety	JFS 092321	\$ 110.40
09/28/21	JR prepaid PC	50289	Donor Tools	DON092821tech	\$ 39.00
09/28/21	10/20/21	50289	SCLS	SCLS092821capira	\$ 450.00
10/01/21	10/20/21	50300	Stoughton, City of	sales tax	\$ 10.47
08/12/21	CS prepaid PC	50313	Flipped Table Games	FT081221SLPTE	\$ 50.00
09/01/21	SB prepaid PC	50313	Walmart	WM090221 313	\$ 21.65
10/01/21	SB prepaid PC	50313	Yahara Chocolates	GRP100121CC	\$ 300.00
10/04/21	SB prepaid PC	50313	Amazon	AZ 100421 CC	\$ 6.99
10/07/21	SB prepaid PC	50313	Spry Whimsy	SW 100721 CC	\$ 37.68

08/16/21	10/20/21	50328	Findaway	FA070821ABCD	\$ 315.95
09/04/21	SB prepaid PC	50328	Amazon	AZ090221RAV	\$ 9.99
09/12/21	SB prepaid PC	50328	Amazon	AZ090821JDVD	\$ 73.80
09/15/21	10/20/21	50328	Findaway	FA080621ABCD	\$ 311.20
09/30/21	10/20/21	50328	Baler & Taylor AD328DVD	AD materials	\$ 825.95
10/01/21	10/20/21	50328	Ingram	AD materials	\$ 104.47
10/01/21	10/20/21	50328	Penguin Random House	PRH090921ABCD	\$ 82.50
09/13/21	10/20/21	50329	Dane County Library Service	DCLS091321GBR	\$ 178.50
09/30/21	10/20/21	50329	Baker & Taylor AD 329	AD materials	\$ 1,130.02
10/01/21	10/20/21	50329	Ingram	AD materials	\$ 1,046.83
10/01/21	10/20/21	50329	Ingram	CH materials	\$ 1,028.89
10/08/21	10/20/21	50329	Cengage	AD materials	\$ 27.19
09/14/21	SB prepaid PC	50340	Amazon	AZ 091321 OS	\$ 72.84
09/30/21	10/20/21	50340	Complete Office	office supplies	\$ 240.99
10/03/21	SB prepaid PC	50340	Amazon	AZ 100121 OS	\$ 147.52
09/08/21	SB prepaid PC	50342	Amazon	AZ082521LS2	\$ 7.34
09/30/21	10/20/21	50342	Baker & Taylor AD 329	processing	\$ 43.47
09/30/21	10/20/21	50342	Baker & Taylor AD217BK	processing	\$ 11.04
10/01/21	SB prepaid PC	50342	Amazon	AZ 100121 LS	\$ 11.05
10/01/21	10/20/21	50342	Ingram	processing	\$ 61.41
10/14/21	10/20/21	50324	Demco	library supplies	\$ 529.51
09/30/21	SB prepaid PC	50820	Amazon	AZ092921OS820	\$ 162.03

**2021 EXPENDITURES: FUND 217
OCTOBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
09/03/21	SB prepaid PC	Amazon	AZ 090221 BG B	Bryant	board games	\$ 26.97			
09/09/21	MO prepaid PC	Interstate Books4School	IB 090921 FOR G	Fordonski	program	\$ 248.75			
09/12/21	SB prepaid PC	Amazon	AZ 091021 PR F	FoL	program	\$ 23.58			
09/17/21	JR prepaid PC	Barnes & Noble	BN091721BB2021	BB	books	\$ 1,415.82			
09/17/21	SB prepaid PC	Barnes & Noble	BN091721BB2021	BB	books	\$ 715.98			
09/19/21	AB prepaid PC	New York Times	NYT 091921 selsor	Selsor	subscription	\$ 50.00			
09/22/21	SB prepaid PC	Amazon	AZ 092221 PR F	FoL	program	\$ 2.95			
09/22/21	SB prepaid PC	Amazon	AZ 092221 B TK(2)	Bryant	program	\$ 42.91			
09/23/21	SB prepaid PC	Amazon	AZ 092221 B TK(1)	Bryant	program	\$ 19.98			
09/26/21	SB prepaid PC	Amazon	AZ 092221 PR F	FoL	program	\$ 47.07			
09/27/21	MO prepaid PC	Interstate Books4School	IB 092721 FOR TRT	Fordonski	program	\$ 729.00			
09/30/21	10/20/21	Baker & Taylor	AD materials	Lucky Day	AV	\$ 223.09			
09/30/21	10/20/21	Baker & Taylor	AD materials	Lucky Day	books	\$ 272.57			
10/01/21	10/20/21	Ingram	AD materials	FoL	books	\$ 50.51			
10/01/21	10/20/21	Ingram	AD materials	REPL	books	\$ 97.21			
10/01/21	10/20/21	Ingram	CH materials	Bryant	books	\$ 35.95			
10/01/21	10/20/21	Ingram	TE materials	FoL	program	\$ 21.57			
10/01/21	10/20/21	Ingram	AD materials	IMOChappell	books	\$ 22.78			
10/01/21	10/20/21	Ingram	AD materials	SHGC	books	\$ 127.05			
10/01/21	10/20/21	Midwest Tape	MW081221IMOGAN	IMOGanshert	AV	\$ 102.97			
10/06/21	SB prepaid PC	Amazon	AZ 100521 sunshine	Sunshine	stand	\$ 21.99			
10/08/21	10/20/21	Cengage	AD materials	FoL	books	\$ 357.48			
10/08/21	10/20/21	Cengage	AD materials	REPL	books	\$ 25.59			
10/08/21	10/20/21	Cengage	TE materials	Bryant	books	\$ 75.17			

10/25/21	10/20/21	BookPage	BP 102521 FoL	FoL	subscription	\$ 588.00			
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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	9,482	3,041	3,041	15,337	39.06%
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	75,590	23,258	28,601	127,678	-39.96%
AVG	19,281	18,686	17,721	10,606	8,399	2,584	3,178	14,186	-19.95%

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	237	482	30	0	749	101.34%
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	849	8,464	128	0	9,441	-63.38%
AVG	1,954	2,003	2,149	2,149	94	940	14	0	787	-63.39%

STOUGHTON PUBLIC LIBRARY STATISTICS, SEPTEMBER 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	8,080	104.82%
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	78,178	43.14%
AVG	10,010	9,889	9,413	4,551	8,686	90.85%

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	5,440	48.67%
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	49,876	32.55%
AVG	7,100	7,063	6,468	3,136	5,542	76.73%

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	1,312	34.56%
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	10,472	-78.73%
AVG	13,138	15,833	16,517	4,102	1,164	-71.63%

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	7,210	57.57%
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	28,684	
AVG	11,080	10,721	9,956	2,104	3,187	

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	4,915	100.00%
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	20,499	-13.73%
AVG	10,824	10,823	10,164	1,980	2,278	15.02%

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	3,448	-44.21%
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	38,135	-56.26%
AVG	7,847	7,485	7,902	7,266	4,237	-41.68%

Programming Statistics
for September 2021

		September	Number of Participants		
Date	Platform	Event	CH	YA	AD/All Ages
9/1/2021	East Side Park	The Foundation book discussion (Richard)			3
9/2/2021	East Side Park	Adult Craft Club (SB & AH)			15
9/8/2021	Virgin Lake Park	Concert: The Brass Knuckles (AB)			80
9/9/2021	East Side Park	Thursdays w/ Murder book discussion (AB)			9
9/15/2021	East Side Park	Outdoor ST (MO, JG)	15		
9/20/2021	Pumpkin Patch	Outreach ST (3 groups) (MO)	57		
9/20/2021	Head Start	Outreach ST (MO)	11		
9/22/2021	East Side Park	Outdoor ST (MO)	4		
9/25/2021	Take-home	Art Kits (DF, MO)	33		
9/28/2021	East Side Park	Page Turners book discussion (JR)			11
9/29/2021	East Side Park	Outdoor ST (MO)	11		
			131	0	118

Director's Report

October 20, 2021



Library operations during the pandemic:

- Earlier this month, Public Health Madison & Dane County introduced Face Covering Emergency Order #3, which took effect on October 8th. This order extends the county's indoor mask mandate through November 4. With a few minor exceptions, patron compliance with the order has been excellent.
- As the weather turns colder, we plan to transition back to small, in-person indoor events for adults (e.g. book clubs) in our Carnegie Room, but are prepared to pivot back to all virtual programming if the situation worsens. Indoor meetings of Craft Club have also resumed at the Fire Station training room, a larger space that allows for social distancing.
- The Management Team has been discussing when and how to reopen the Carnegie Room to use by non-library groups. We continue to receive requests from groups for spaces larger than our 2nd floor study rooms, so we are looking for a way to accommodate groups of no more than a dozen or so individuals. Larger meetings and public events organized by outside groups would likely have to wait until the case numbers and transmission rates decline.
- For children under 12 who aren't yet eligible for vaccination, Mary continues to hold as many outdoor events as possible. When outdoor events are no longer an option, she plans to move to virtual programs and activities for the remainder of the year. As younger populations become eligible for vaccination later this year and early next, we hope to resume

Other news:

- We held our annual staff in-service on Friday, September 17. After cancelling the event in 2020, our staff welcomed to the opportunity to gather in-person and outdoors. The focus of this year's in-service was self-care. We met at Eastside Park where Bob McGrath of UW's University Health Services talked to us about "living with vitality in times of stress" and led us in several guided meditation and mindfulness exercises. We followed that program with a short team-building activity and then ate

lunch at the park shelter. Afterwards, our supervisors and library assistants traveled to Barnes & Noble on the west side of Madison for our annual book buying trip. Using gift money, we purchased over 150 books for our collection for all ages in a variety of subject areas that our selectors had identified as needing additional development.

- A new customized version of the LINKcat app went live September 22. Patrons with Stoughton Public Library set as their home library (i.e., the location where they pick up holds) will see a screen like the one here, complete with links to our social media pages, events calendar, and locally-subscribed online resources.
- I attended the third (and final) meeting of the Council's ad hoc Capital Improvement Project Committee on September 23. (Capital Improvement Projects are separate from the operating budget. 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 is far smaller than 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.
- At the virtual meeting of the Wisconsin Library Association Library Development and Legislation Committee on September 24 we discussed Library Legislative Day 2022. The Legislative Day subcommittee is planning for an in-person event at the Madison Concourse Hotel on February 8, but the final decision will come at the committee's November meeting. In other news, Ben Miller from Department of Public Instruction discussed the distribution of American Rescue Plan Act funds through the state library systems (see next bullet point).
- South Central Library System held a special meeting of directors on September 17 to discuss and brainstorm ideas for funds being distributed to libraries through ARPA. As the agency in charge of distributing the \$3.2 million to Wisconsin libraries, the Department of Public Instruction will administer the grant process, which formally opens the week of September

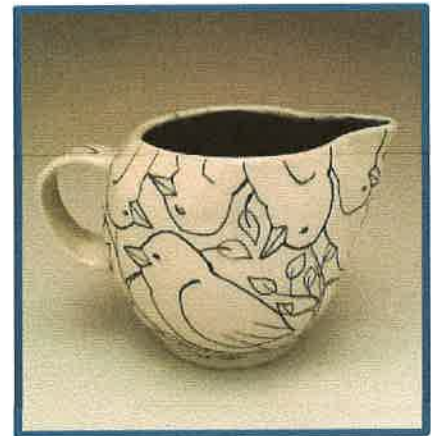


27. Most of the grant projects will be submitted by library systems The DPI has identified 3 categories for competitive grants:

- Library as Center for Community Resilience
- Hybrid Service Model
- Library Space Improvement (Cannot be used for construction)

SCLS sent a survey to all directors asking which projects to prioritize for collaborative grants. A small sample of ideas so far:

- Funds to cover RFID tagging, including tagging & checkout stations and staff hours.
 - Additional exterior wireless access points
 - Envisionware tablet check-out station
 - Subscription to online resources like Hoopla, Kanopy, or Gale Courses for all system libraries
 - Equipment for hybrid meetings (mics, cameras, monitors, etc.)
- After the event's cancellation in 2020, Art Walk Stoughton returned to the downtown on Saturday, September 25. As in years past, we hosted two artists on the Mezzanine level: Kathy King (pottery) and Kaethe Paynter (stained glass). It was a beautiful fall Saturday, and we opened up the doors of the old entrance leading to the Mezz.
 - Beginning on September 28, I participated in a three-part, three week virtual workshop presented by *Library Journal* entitled *Fostering an Antiracist Library Culture*. Each week's session features three presentations on topics like implicit bias, handling controversies around antiracist programming and collections, creating antiracist library programming, and building truly diverse collections. The workshop wrapped up on October 12.
 - Budget planning kicked into high gear this month as I had my initial meeting with Finance Director Jamin Friedl and Mayor Tim Swadley on September 30 to discuss the Library's 2022 operating budget. I had follow-up meetings with both during the week of October 4 and now have a much



clearer picture of the 2022 budget than I did even a week before. I will present the budget in detail at the Board's monthly meeting, but three closely-related pieces that fell into place as a result of these discussions were:

- The expected 2022 transfer from the City's General Fund (typically about 70% of our annual revenue)
 - 2022 personnel costs, including the City's planned cost of living increase (Personnel costs are about 80% of our expenditures)
 - The amount of fund balance the library will need to apply in 2022 to balance the budget
- I presented our 2022 personnel requests to the Council's Personnel Committee on October 4. As in the past two years, our requests are for 2 additional hours to our Administrative Assistant position and 10 additional hours for our Circulation Supervisor. In all, there were 11 requests from 8 departments for additional hours or new positions, including one position restructure. Like last year, the committee moved into closed session to discuss the requests. On October 8, HR Director AJ Gillingham reported that the committee had recommended four of the requests to Mayor Swadley for consideration. Unfortunately, neither of the library requests we among them. Because all discussion took place in closed session, I don't have any further information. I will be following up with HR Director Gillingham in the coming weeks to explore our options.
- I presented the draft budget contained in this packet at the first Committee of the Whole Budget Workshop on October 14. I explained my concerns about the impact on future budgets of using fund balance to make up the difference in the budget. Members of Council certainly understand these concerns, and they seem to understand that our large fund balance is an extraordinary occurrence brought on by an unprecedented public health crisis. I also discussed the possibility of using some of this surplus for renovation and space improvement projects in 2022, a subject I will discuss with the Board in coming months.

Stoughton Area Community Foundation Fund Report

The report for the period Aug 28 through Sep 24 shows a decrease in value of \$251.04 to the account because of market conditions. The overall value of the account as of Sep 24 is \$24,776.95.

Youth Services

- Story time started up at East Side Park. Every other story time session Mary has been giving a free book to each family to take home. The weather has (mostly) behaved so far and Mary is hoping she can continue outside until October 27.
- Outreach story times also started up. Mary has visited two different daycares for outside story time and will continue doing virtual visits when the weather turns colder.
- 500 Books Before Middle School just launched. The program is similar to 1,000 Books Before Kindergarten, but aimed at children 5-11. Children will receive a book when they finish reading 250 books and 500 books.
- The Easy Reader section is changing a bit. The non-fiction readers are getting their own section before the fiction readers. This makes the collection more browseable and should increase circulation for both regular non-fiction and reader non-fiction.
- Coming up in October/November for Children's programming: Pokémon Club, Intro to Coding, Among Us for teens and kids, and Spooky STEAM!
- More Wonderbooks and Vox books are on their way. This is an extremely popular collection and we are excited to expand it.
- Mary is attending the *Fostering an Antiracist Library Culture* three-part virtual workshop presented by *Library Journal*.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah returned the 2nd floor computers back to 2 hour time limits, obtained an optical scanner for the Circulation desk to scan digital library cards, and coordinated the install of new data cabling to return a Public Access Catalog computer station to the Children's area.

- Sarah and Ziwei worked hard linking and processing all the books from the book buying trip on September 17, many of which were not in the catalog and needed original records. (167 items!) The monthly schedule of ordering, linking and processing all regular monthly orders continued apace.
- Sarah attended three webinars/virtual meetings this month: Compassion Resilience and Anxiety Management During Tough Times; Volunteer Management; and the SCLS Multipart Items Workgroup.
- Craft Club: Sarah and Volunteer Danielle Kapanke led a group of 17 in making coiled baskets in which rope is wrapped in yarn. Special thanks to the Stoughton Fire Department for the use of their training room which allowed our group to spread out!
- Sarah transferred audio-enabled books to a new collection code: BOOKS/AUDIO ENABLED JU. She has also been supporting Mary's project to Easy Reader non-fiction titles to a new location in the Children's area.
- New volunteer Amy Allen received training on how to resurface scratched discs and is busy helping us catch up on a backlog of items from when the machine was out of service.
- Sarah is working on adjusting her ordering process to better manage the supply chain issues that publishers and book wholesalers are experiencing.



Circulation Services (from Robin Behringer)

- Robin has resumed holding monthly Shelver meetings. These meetings are a great way to train (or re-train) on new tasks, share information with the group, and get feedback on new procedures or issues.
- Robin is still in the process of hiring another Shelver.
- Circulation staff continue to provide excellent customer service to every single patron who walks through the door. Circulation staff are the first library staff members that patrons encounter; they are quite literally the (masked) face of the library!

Adult & Teen Services (from Amanda Bosky)



- We held a successful concert featuring Brass Knuckles brass ensemble on Sept 8 at Virgin Lakes Park! Over 80 people attended.
- Amanda has been training former shelver Nick M. on the duties of a substitute at the 2nd floor Adult Services desk (AKA the Information Desk).
- We had a wonderful time at the In-Service Day book buying trip at Barnes & Noble on September 17. Library staff had a chance to browse the shelves and recommend books to add to our collection. Amanda and Sarah B. checked to see if we owned the books already and coordinated the purchase. We displayed the books for a couple of weeks on the Mezzanine once they were processed. Many thanks to Sarah, Zi Wei, and volunteers for processing the books!
- We hosted our last few outdoor sessions of book discussions at local parks in late September. Jim hosted a lively discussion of the nonfiction title *Maid: Hard work, low pay and a mother's will to survive* by Stephanie Land on September 28; 11 people attended. As the weather cools we are moving our discussions back indoors—with masking and social distancing for safety.
- Amanda updated our library card applications to make the language more patron-friendly and to make it easier for staff to fill out.
- Amanda and Amy will soon be interviewing candidates for our Adult Services Intern position. The intern will learn how to assist patrons, help plan and host programs, and help select books for the library shelves.
- Amanda hosted a successful virtual tour of haunted houses and other creepy locations led by paranormal investigator Curt Strutz on October 13 entitled "Visiting the Beyond."



**Stoughton Public Library Board of Trustees
Finance Committee
Wednesday, October 13, 6:30 PM**

Virtual meeting held via Zoom

Present: Erin Meinholz, Board Vice President; Mike Vienneau
Also present: Library Director Jim Ramsey
Absent: Jean Ligocki

MINUTES

1. Meeting called to order by consensus at 6:36 PM
2. Agenda reviewed and accepted by consensus
3. Review of 2022 Personnel Costs ** Motion by Meinholz to enter into closed session per State Statute 19.85(1)(c). Seconded by Vienneau. Vote: 2-0

**The committee entered into closed session at 6:40 PM

**The committee resumed open session at 7:01 PM
4. Discussion and possible action on recommendation of 2022 Library Operating Budget to Library Board of Trustees * - Ramsey presented the draft 2022 Operating Budget, starting with the revenue side. The City is asking the Library to use approximately \$28,000 of its current \$35,000 fund balance towards the 2022 budget. Ramsey also reviewed the 2021 forecasted expenditures. As was the case in 2020, the library will see some savings as a result of the pandemic-related closure and reduced hours, as well as position vacancies mid-year. Ramsey advised that, given the large fund balance and the projection that more funds will be added at the end of 2021, the City's request is both reasonable and expected. He discussed his concerns about the impact of fund balance as revenue on the budget from year to year, and the possibility that, when the balance is reduced to a "normal" level,

EDUCATE, ENRICH, EMPOWER, ENGAGE

the amount City funding would have to increase or the budget would have to be reduced. Further clouding the picture is the uncertainty around county funding in 2023. Payments from Dane County will almost certainly be reduced in 2023 because these payments will be calculated using the average circulation of three years: 2018, 2019, and the pandemic year of 2021. (Dane County Library Service agreed not to factor in circulation statistics from 2020.) What's unclear is the amount of that reduction, which won't be known until about June of next year.

Ramsey reviewed the expenditures, focusing on personnel costs, which comprise 80% of the library's costs. The mayor's budget currently includes a 3.35% cost-of-living increase. Ramsey also reported that HR Director AJ Gillingham was able to negotiate a 5% increase on health insurance, a smaller increase than expected. In all, this draft envisions a total 2022 operating budget of \$949,720, an increase of 4.6% over 2021.

Vienneau made motion to recommend adoption of the 2022 operating budget as presented. Meinholz seconded. Vote: 2-0.

5. Meeting adjourned by consensus at 7:28 PM

* Indicates possible 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.

Sent to Finance Committee:

Jean Ligocki
Erin Meinholz
Mike Vienneau

Cc:

Ken Axe
Scott Dirks
Amy Ketterer
Trish Gates
Sharon Meilahn Bartlett
Kylie Nelson
Dayna Verstegen

Stoughton Public Library ~ 2022 Budget DRAFT

Line	Personnel	Notes	2018	2019	2020	2021	2022	2022 vs. 2021
			Budget					+ / -
110	SALARIES		\$81,968	\$74,888	\$78,563	\$80,133	\$87,126	\$6,993
120	WAGES		\$366,502	\$386,935	\$396,057	\$398,651	\$414,750	\$16,099
127	WAGES- PART TIME		\$47,481	\$65,824	\$70,006	\$70,701	\$75,996	\$5,295
128	SEASON/TEMPORARY (Sundays)		\$9,589	\$8,500	\$8,500	\$8,500	\$8,500	\$0
151	EMPLOYEE BENEFITS		\$66,447	\$72,012	\$71,359	\$72,684	\$75,175	\$2,491
152	HEALTH INSURANCE		\$74,359	\$66,801	\$84,184	\$94,783	\$104,973	\$10,190
								\$0
	Operations							\$0
210	TELEPHONE		\$1,000	\$1,000	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)		\$400	\$400	\$500	\$500	\$500	\$0
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$0
216	COLLECTION SERVICES	no longer using collection services, but other mi	\$500	\$500	\$500	\$500	\$200	-\$300
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$300	\$300	\$0
220	ELECTRICITY		\$19,000	\$19,000	\$19,000	\$19,600	\$19,600	\$0
221	HEAT		\$6,500	\$6,500	\$5,500	\$5,500	\$5,500	\$0
240	EQUIPMENT MAINTENANCE		\$1,000	\$1,500	\$1,900	\$1,900	\$1,900	\$0
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
289	TECHNOLOGY SERVICES	of pandemic-era technology acquisitions: Capira	\$48,900	\$48,850	\$49,550	\$50,500	\$53,600	\$3,100
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$500	\$0
313	PROGRAMS/PUBLICITY	increase to fund Teen programming, which is en	\$3,500	\$4,000	\$4,000	\$4,000	\$4,500	\$500
320	DUES		\$400	\$400	\$600	\$600	\$600	\$0
326	PERIODICALS	on of Adopt-a-Magazine funds due to pandemic	\$5,800	\$5,600	\$5,400	\$4,900	\$5,200	\$300
327	E-RESOURCES (eBooks & databases)	erdrive (w/magazines), WILS DBs, CreativeBug, T	\$7,600	\$8,198	\$8,500	\$8,700	\$9,700	\$1,000
328	AUDIO VISUAL		\$10,700	\$10,700	\$11,300	\$15,000	\$11,000	-\$4,000
329	BOOKS		\$44,300	\$44,600	\$45,700	\$50,000	\$50,000	\$0
340	OFFICE SUPPLIES		\$3,600	\$3,800	\$4,500	\$4,500	\$4,500	\$0
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$200	\$0
342	SPECIALIZED LIBRARY SUPPLIES		\$4,600	\$4,800	\$4,800	\$4,800	\$4,800	\$0
810	CAPITAL OUTLAY		\$2,380	\$7,100	\$1,000	\$0	\$0	\$0
820	EQUIPMENT REPLACEMENT - Comp	moved to CIP in 2021	\$5,000	\$5,000	\$6,000	\$0	\$0	\$0
		Subtotal Operations without capital	\$823,126	\$858,508	\$889,019	\$908,052	\$949,720	\$41,668

Projected Library Revenue for 2022

Budgeted revenue for 2016-2022

	2016	2017	2018	2019	2020	2021	2022
DANE COUNTY SERVICE FEES	\$229,263	\$219,116	\$213,167	\$220,254	\$229,696	\$249,429	\$249,429
OTHER COUNTIES SERVICE FEES	\$9,305	\$8,717	\$9,107	\$8,041	\$10,090	\$15,848.39	\$15,952
MISC. GENERAL REVENUE							
FINES	\$23,000	\$23,000	\$23,000	\$22,000	\$21,000.00	\$7,000	\$6,000
COPY MACH. & PRINTS	\$3,000	\$4,000	\$4,500	\$4,700	\$4,700	\$3,700	\$3,700
INTEREST - LIBRARY							
TRANSFER IN - GENERAL FUND	\$560,495	\$567,747	\$571,577	\$593,813	\$623,000	\$632,350.00	\$646,350
SURPLUS used as carryover				\$10,000			\$ 28,289.00
	\$825,063	\$822,580	\$821,351	\$858,808	\$888,486	\$908,327	\$949,720

Materials expenditures (bold) =

Dane County standards require \$69,719.

\$75,900



STOUGHTON
PUBLIC LIBRARY
The heart of our community.