

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, November 17, 2021

TIME: 6:30 P.M.



STOUGHTON
PUBLIC LIBRARY
— The heart of our community. —

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 October 20, 2021 * (enclosure)
- IV. Review/Approval of Minutes of Special Meeting of November 2, 2021 * (enclosure)
- V. Recognition Opportunities
- VI. Public Comment Period
- VII. Review/Discussion of Correspondence
- VIII. Education Updates
- IX. Board In-service: Trustee Essential #23: Dealing with Challenges to Materials and Policies (enclosure)
- X. Review/Approval of Financial Statements for October 2021 *
 - A. Fund 215 (General Fund) (enclosure)
 - B. Fund 217 (Special Gift Fund) (enclosure)
 - C. Stoughton Area Community Foundation (enclosure)
- XI. Review/Approval of Bills for November 2021 *
 - A. Fund 215 (General Fund) (enclosure)
 - B. Fund 217 (Special Gift Fund) (enclosure)
- XII. Director's Report
 - A. Statistics for October 2021 (enclosure)
 - B. Administration report (enclosure)
- XIII. Committee Reports
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: met 10/19 (enclosure) and 11/16
 - D. Policies: did not meet
- XIV. Friends of the Library Report (Dayna Verstegen)
- XV. Old Business

- A. Report on status of 2022 City of Stoughton Operating Budget (enclosure)

XVI. New Business

- A. Approval of 2022 Calendar of Work recommended by Planning Committee * (enclosure)
- B. Approve expenditures for December Library Board meeting *
- C. Review of Advance Directive Planning Community Initiative (Jean Ligoeki)

XVII. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday
- B. Discussion of virtual vs. in-person meetings for 2022 (Board plans to revisit in December)

XVIII. Adjournment *

NEXT REGULAR MEETING: December 15, 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 Ligoeki, City Council Representative
Sharon Meilahn Bartlett
Erin Meinholz, Vice-President
Kylie Nelson, Student Representative
Dayna Verstegen
Mike Vienneau

Finance: Ligoeki, 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 November 17, 2021



XIV. Old Business

A. Report on status of 2022 City of Stoughton Operating Budget (enclosure)

– City Council passed the 2022 City operating budget at their meeting on November 9. This included the amended library budget passed by the Board at the special meeting on November 2. A is enclosed. I'll briefly review the enclosed copy of the final budget and answer any questions.

XV. New Business

A. Approval of 2022 Calendar of Work recommended by Planning Committee * (enclosure) –

The Calendar of Work is drafted each year around this time by the Board's Planning Committee. The calendar is an internal planning document listing most, though not all, of the tasks the Library Board is to complete in the coming year. Most of these tasks are annual occurrences, but some will vary from year to year. The enclosed document is a draft based on the 2021 calendar, including some tasks that have already been discussed (e.g. the biannual Board evaluation in March of 2022). Because the Planning Committee meets the night before the full Board meeting, there may be additional changes suggested by the committee that are not reflected in the enclosed calendar. I will review any changes and present an updated draft the night of the Board meeting.

B. Approve expenditures for December Library Board meeting * - In past years the Board would approve the use of undesignated gift funds for the annual December meeting to be held at a local restaurant. With this year's meeting being held virtually, the Planning Committee has discussed a virtual shared experience in the form of a chocolate tasting led by Brook Johnson of Yahara Chocolates. The Planning Committee will provide a recommendation as to the amount. Reminder: Undesignated gifts are funds held in fund 217 that have been given to the Library without any specific direction as to their expenditure. These funds are typically used for Board business and require Board approval to expend. As of last month, the fund balance of undesignated gift funds was \$12,698.

C. Review of 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.

XVI. Pending Agenda Items

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

E. 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. At that meeting, the Board decided to continue to meet virtually for the remainder of the year and revisit the issue in December.

* indicates an action item

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 20, 2021, @ 6:30 P.M.
VIRTUAL MEETING VIA ZOOM



PRESENT: Ken Axe; Scott Dirks; Amy Ketterer, President; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Dayna Verstegen
ABSENT: Trish Gates, Stoughton Area School District Representative; Kylie Nelson, Student Representative; 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.D back into Pending Agenda Items.
- III. REVIEW/APPROVAL OF MINUTES FROM SEPTEMBER 15, 2021
MOVED: Dirks SECOND: Meinholz VOTE: 5-0
- IV. RECOGNITION OPPORTUNITIES None
- V. PUBLIC COMMENT PERIOD None
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE None
- VII. EDUCATION UPDATES
Meinholz shared her experiences of Trustee Training Week

[Axe arrived at 6:38 p.m.]

- VIII. BOARD IN-SERVICE: Trustee Essential #9: Managing the Library's Money
Ramsey presented.
- IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR SEPTEMBER 2021
 - A. Fund 215
MOVED: Meinholz SECOND: Dirks VOTE: 6-0
 - B. Fund 217
MOVED: Dirks SECOND: Verstegen VOTE: 6-0
 - C. Stoughton Area Community Foundation
Ramsey reported. Accepted by consensus
- X. REVIEW/APPROVAL OF BILLS FOR OCTOBER 2021
 - A. Fund 215
MOVED: Verstegen SECOND: Vienneau VOTE: 6-0
 - B. Fund 217
MOVED: Meinholz SECOND: Verstegen VOTE: 6-0
- XI. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report
Ramsey presented. He discussed his plans for using ARPA money to improve the Library's physical space.
- XII. COMMITTEE REPORTS

- A. Finance: Meinholz presented. The committee discussed 2022 personnel costs in closed session and went over the 2022 budget .
- B. Personnel: did not meet
- C. Planning: Meilahn Bartlett presented. The committee discussed scheduling the Board self-evaluation and talked about the 2018 patron survey. They discussed the possibility of having a needs assessment done by an architectural firm.
- D. Policies: did not meet
- XIII. FRIENDS OF THE LIBRARY REPORT
- XIV. Verstegen reported that the Friends have had their book sale. She shared their calendar of events for the next year, and talked about some of the ways they are planning to try to increase membership.
- XV. OLD BUSINESS
 - A. DISCUSSION AND POSSIBLE ACTION ON 2022 PERSONNEL COSTS AND ADJUSTMENTS
MOTION TO GO INTO CLOSED SESSION AT 7:26 P.M.: Dirks SECOND: Axe
ROLE CALL VOTE: Axe, aye; Dirks, aye; Ketterer, aye; Meilahn Bartlett, aye; Meinholz, aye; Verstegen, aye
RETURN TO OPEN SESSION AT 7:48 p.m.
- XVI. NEW BUSINESS
 - A. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF 2022 OPERATING BUDGET
Ramsey presented.
MOTION TO APPROVE: Dirks SECOND: Verstegen VOTE: 6-0
 - B. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD SELF-EVALUATION IN 2021 OR 2022
MOTION TO SCHEDULE FOR MARCH 2022: Dirks SECOND: Meilahn Bartlett VOTE: 6-0
 - C. DISCUSSION AND POSSIBLE ACTION REGARDING VIRTUAL OR IN-PERSON BOARD MEETINGS

[Ligocki arrived 8:30 p.m.]

- MOTION TO CONTINUE VIRTUAL MEETINGS THROUGH DECEMBER:
Dirks SECOND: Verstegen VOTE: 7-0
- XVI. PENDING AGENDA ITEMS
 - A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY
 - B. UPDATES REGARDING STOUGHTON AREA COMMUNITY ADVANCE DIRECTIVE PLANNING INITIATIVE FROM TRUSTEE AND ALDERPERSON LIGOCKI
- XVII. ADJOURNMENT
MOVED to adjourn at 8:38: Meinholz SECOND: Axe VOTE: 7-0

Minutes taken by Sarah Monette

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES **SPECIAL MEETING**
TUESDAY, NOVEMBER 2, 2021, @ 5:30 P.M.
VIRTUAL MEETING VIA ZOOM



PRESENT: Ken Axe; 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

ABSENT: Scott Dirks

ALSO PRESENT: Jim Ramsey, Library Director

- I. CALL TO ORDER: 5:31 P.M. BY PRESIDENT AMY KETTERER with Ketterer, Meilahn Bartlett, Meinholz, Verstegen, and Vienneau present, constituting a quorum.

[Axe, Ligocki, and Nelson joined the virtual meeting at 5:31 PM]

- II. REVIEW OF AGENDA

Agenda reviewed and accepted by consensus.

- III. DISCUSSION AND POSSIBLE ACTION REGARDING CHANGE TO COST OF LIVING ADJUSTMENT FOR LIBRARY STAFF IN LIGHT OF CITY COUNCIL COMMITTEE OF THE WHOLE RECOMMENDATION ON 10/20/21: Ketterer reviewed the information Ramsey provided to the Board regarding the reduction of the cost of living adjustment for city staff recommended by the Committee of the Whole from the 3.35% in the mayor's budget to 3.1% to offset anticipated increase in utilities and fuel costs in 2022. Ketterer made the following motion: That the Library Board pass an amended budget with the 3.1% adjustment with the proviso that the adjustment for library staff remain the same as other city staff in the event that the Council further modifies the cost of living adjustment.

MOVED: Ketterer SECOND: Vienneau

DISCUSSION: Meinholz stated that she was disappointed by the decrease in the adjustment but that she believed the adjustment for library staff should be the same as for other city staff.

[Gates joined the virtual meeting at 5:39 PM]

Ramsey explained the reason for this special meeting and the timing of the Committee of the Whole's budget workshops vis-à-vis the Board's budget process. Axe then called the question.

VOTE: 8-0

- IV. ADJOURNMENT

MOVED: Vienneau SECOND: Ligocki VOTE: 8-0

Meeting adjourned at 5:44 PM

Minutes taken by Jim Ramsey

Dealing with Challenges to Materials and Policies

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One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.⁵ This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also *Trustee Essential #22: Freedom of Expression and Inquiry*.)

In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

⁵ While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

Sources of Additional Information

- Attached [Sample Complaint/Concern Form](#)
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://ccbc.education.wisc.edu/freedom/ifservices.asp>
- 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 Complaint / Concern Form *

Your complaint or concern is about (please check):

- ☐ Book
- ☐ Audio item
- ☐ Video item
- ☐ Internet website
- ☐ Library policy
- ☐ Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: _____

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

* Sometimes called a material reconsideration or challenge policy.

Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.*
3. Write the person who filed the complaint with a decision and explanation within ____ days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.*

*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

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REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT 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	2,588.49	200.69	4,411.51	36.98
215-00000-46712	COPY MACHINE	3,700.00	838.67	129.23	2,861.33	22.67
215-00000-48110	INTEREST	100.00	11.66	1.08	88.34	11.66
215-00000-48500	DONATIONS	0.00	59.90	59.90	(59.90)	100.00
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	903,712.50	390.90	4,534.50	99.50
TOTAL REVENUES						
		908,247.00	903,712.50	390.90	4,534.50	99.50
Expenditures						
Dept 55110						
215-55110-50110	SALARIES	80,133.00	67,302.84	9,710.40	12,830.16	83.99
215-55110-50120	WAGES	398,651.00	297,016.10	43,818.32	101,634.90	74.51
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	70,700.00	48,396.75	8,323.63	22,303.25	68.45
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	1,140.92	1,140.92	7,359.08	13.42
215-55110-50151	EMPLOYEE BENEFITS	72,684.00	53,449.12	8,100.14	19,234.88	73.54
215-55110-50152	HEALTH INSURANCE	94,783.00	81,096.55	8,358.08	13,686.45	85.56
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	310.80	53.20	189.20	62.16
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,024.86	0.00	575.14	64.05
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00	518.71	70.00	(18.71)	103.74
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	14,108.72	1,855.32	5,491.28	71.98
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	2,641.23	0.00	2,858.77	48.02
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,257.94	0.00	642.06	66.21
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	9,229.61	669.99	(229.61)	102.55
215-55110-50289	TECHNOLOGY COSTS	50,500.00	51,096.58	39.00	(596.58)	101.18
215-55110-50300	MISC EXPENSES	500.00	389.92	10.47	110.08	77.98
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00	4,023.75	344.67	(23.75)	100.59
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	387.50	0.00	212.50	64.58
215-55110-50326	PERIODICALS	4,800.00	4,982.65	0.00	(182.65)	103.81
215-55110-50327	E-RESOURCES	9,000.00	9,145.20	0.00	(145.20)	101.61
215-55110-50328	AUDIO VISUAL	15,000.00	7,089.30	0.00	7,910.70	47.26
215-55110-50329	BOOKS	50,000.00	38,371.68	0.00	11,628.32	76.74
215-55110-50340	OPERATING EXPENSES	4,500.00	5,055.69	147.52	(555.69)	112.35
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	3,073.81	11.05	1,726.19	64.04
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 10/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		908,251.00	701,213.27	82,652.71	207,037.73	77.20
TOTAL EXPENDITURES		908,251.00	701,213.27	82,652.71	207,037.73	77.20
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		908,247.00	903,712.50	390.90	4,534.50	99.50
TOTAL EXPENDITURES		908,251.00	701,213.27	82,652.71	207,037.73	77.20
NET OF REVENUES & EXPENDITURES		(4.00)	202,499.23	(82,261.81)	(202,503.23)	2,480.75

11/12/2021 07:14 AM
User: SARAH
DB: Stoughton

BALANCE SHEET FOR STOUGHTON CITY
Period Ending 10/31/2021

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Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	237,387.45
215-00000-11102	US BANK - CC	1,058.44
Total Assets		238,445.89
*** 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		202,499.23
Ending Fund Balance		238,445.89
Total Liabilities And Fund Balance		238,445.89

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	52.36	3.74	197.64	20.94
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	62,585.51	2,473.40	2,414.49	96.29
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	62,637.87	2,477.14	2,612.13	96.00
TOTAL REVENUES		65,250.00	62,637.87	2,477.14	2,612.13	96.00
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	23,786.52	783.55	31,213.48	43.25
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	23,836.52	783.55	31,163.48	43.34
TOTAL EXPENDITURES		55,000.00	23,836.52	783.55	31,163.48	43.34
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		65,250.00	62,637.87	2,477.14	2,612.13	96.00
TOTAL EXPENDITURES		55,000.00	23,836.52	783.55	31,163.48	43.34
NET OF REVENUES & EXPENDITURES		10,250.00	38,801.35	1,693.59	(28,551.35)	378.55
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	966,350.37	2,868.04	7,146.63	99.27
NET OF REVENUES & EXPENDITURES		963,251.00	725,049.79	83,436.26	238,201.21	75.27
		10,246.00	241,300.58	(80,568.22)	(231,054.58)	2,355.07

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 10/31/2021

Page: 2/2

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	84,683.65
217-00000-11102	US BANK - CC	788.10
217-00000-11302	WISC INVESTMENT FUND	197,331.91
Total Assets		282,803.66
*** 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		38,801.35
Ending Fund Balance		282,803.66
Total Liabilities And Fund Balance		282,803.66

Stoughton Area Comm Foundation

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Our monthly newsletter helps keep you informed about the market and investing topics that are most interesting to you. Visit edwardjones.com/newsletter to read the latest articles and ask your local branch team to sign you up to receive the "Edward Jones Perspective" e-newsletter in your inbox every month.

Corporate - Select

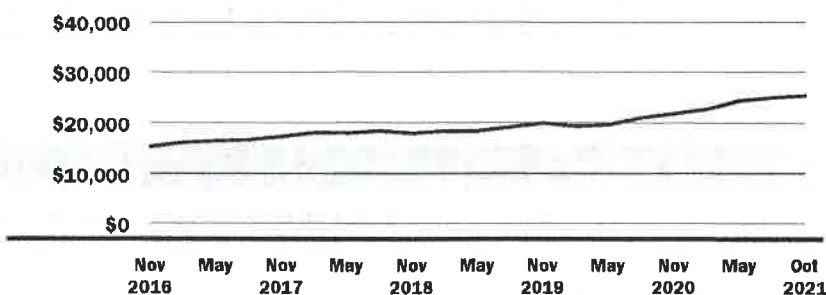
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$25,350.42

1 Month Ago	\$24,776.95
1 Year Ago	\$20,067.89
3 Years Ago	\$17,451.10
5 Years Ago	\$15,020.28

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$24,776.95	\$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	573.47	3,225.90
Ending Value	\$25,350.42	

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

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	4.25%	13.99%	25.23%	12.90%	10.39%

2021 EXPENDITURES: FUND 215
NOVEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
10/28/21	11/17/21	46710	Van Orsdel, Martha	MVO 102821	\$ 16.99
11/17/21	CITY prepaid	50220	Stoughton Utilities	SU 100721 util	\$ 1,855.32
11/05/21	11/17/21	50221	Alliant Energy	AE 110521	\$ 401.15
10/17/21	11/17/21	50240	Gordon Flesch	GF101721copier2	\$ 62.42
11/03/21	11/17/21	50240	Gordon Flesch	GF110321copier1	\$ 46.65
10/31/21	11/17/21	50289	SCLS	SCLS103121solus	\$ 600.00
11/17/21	CITY prepaid	50300	Stoughton, City of	STO111721salestax	\$ 7.11
10/09/21	AB prepaid PC	50313	Gemini Games	GG100921ADPROG	\$ 54.98
10/12/21	SB prepaid PC	50313	Amazon	AZ101221ADPROG	\$ 66.03
10/26/21	11/17/21	50313	Breakout, Inc.	BE102621CHPROG	\$ 99.00
11/03/21	11/17/21	50313	Haynes, Doug	DH110221ADPROG	\$ 15.00
11/09/21	11/17/21	50313	Fossum Diane	DF 110921 HL	\$ 59.84
10/13/21	SB prepaid PC	50328	Amazon	AZ101221JDVD	\$ 58.88
10/14/21	11/17/21	50328	Findaway	CH materials	\$ 1,294.75
10/19/21	11/17/21	50328	Findaway	AD materials	\$ 707.14
10/31/21	11/17/21	50328	Baker & Taylor AD328AUD	AD materials	\$ 10.99
10/31/21	11/17/21	50328	Baker & Taylor AD328DVD	AD materials	\$ 427.22
11/01/21	11/17/21	50328	Ingram	AD materials	\$ 164.75
11/01/21	11/17/21	50328	Penguin Random House	AD materials	\$ 86.25
10/31/21	11/17/21	50329	Baker & Taylor AD 329	AD materials	\$ 1,142.87
11/01/21	11/17/21	50329	Ingram	CH materials	\$ 1,440.07
11/01/21	11/17/21	50329	Ingram	AD materials	\$ 1,728.62
10/10/21	SB prepaid PC	50340	Amazon	AZ100821OSFB	\$ 82.01
10/13/21	SB prepaid PC	50340	Amazon	AZ 101321 OS	\$ 120.38
10/21/21	SB prepaid PC	50340	Amazon	AZ101921OSFB	\$ 48.34
10/11/21	SB prepaid PC	50342	Amazon	AZ 101121 LS	\$ 32.16
10/15/21	SB prepaid PC	50342	Amazon	AZ 101121 LS	\$ (9.44)
10/22/21	11/17/21	50342	Demco	DEMCO102121LS	\$ 93.80
10/31/21	11/17/21	50342	Baker & Taylor AD 329	processing	\$ 41.40
10/31/21	11/17/21	50342	Baker & Taylor AD217BK	processing	\$ 18.63
11/01/21	11/17/21	50342	Ingram	library supplies	\$ 128.34

2021 EXPENDITURES: FUND 217
NOVEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
10/13/21	SB prepaid PC	Amazon	AZ 101221 PR F TE	FoL	program	\$ 41.38			
10/13/21	SB prepaid PC	Amazon	AZ 101221 B TK	Bryant	program	\$ 28.05			
10/13/21	SB prepaid PC	Amazon	AZ 101221 SUN	Sunday	program	\$ 113.94			
10/13/21	MO prepaid PC	Pick 'n Save	PS 101321 B TK	Bryant	program	\$ 42.85			
10/14/21	SB prepaid PC	Amazon	AZ 101221 B TK	Bryant	program	\$ 6.99			
10/15/21	SB prepaid PC	Amazon	AZ 092221 B FF	Bryant	furniture	\$ 156.99			
10/17/21	AB prepaid PC	New York Times	NYT 101721 Selsor	Selsor	subscription	\$ 50.00			
10/21/21	11/17/21	Penworthy	CH materials	Bryant	books	\$ 1,447.36			
10/31/21	11/17/21	Baker & Taylor	AD materials	Lucky Day	books	\$ 438.24			
10/31/21	11/17/21	Baker & Taylor	AD materials	Lucky Day	AV	\$ 187.81			
11/01/21	11/17/21	Ingram	AD materials	REPL	books	\$ 89.28			
11/01/21	11/17/21	Ingram	CH materials	SCC	books	\$ 48.52			
11/01/21	11/17/21	Ingram	CH materials	WHE	books	\$ 10.79			
11/01/21	11/17/21	Ingram	AD materials	FoL	books	\$ 61.78			
11/01/21	11/17/21	Ingram	CH materials	IMO WW	books	\$ 28.76			
11/01/21	11/17/21	Ingram	CH materials	Fordonski	books	\$ 351.31			
11/03/21	11/17/21	Stoughton Yoga	SY 110221 SUN	Sunday	program	\$ 200.00			
11/04/21	CS prepaid PC	Walmart	WM 110421 PRFTE	FoL	program	\$ 155.76			
11/09/21	11/17/21	Cengage	AD materials	FoL	books	\$ 307.11			



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	9,946	3,171	2,935	16,052	37.76%
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	85,536	26,429	31,536	143,730	-32.41%
AVG	19,281	18,686	17,721	10,606	8,554	2,643	3,154	14,373	-18.89%

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	234	950	31	0	1,215	89.25%
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	1,083	9,414	159	0	10,656	-58.67%
AVG	1,954	2,003	2,149	2,149	108	941	16	0	888	-58.68%

STOUGHTON PUBLIC LIBRARY STATISTICS, OCTOBER 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	7,885	36.92%
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	36,063	57.58%
AVG	10,010	9,889	9,413	4,551	8,606	89.09%

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	5,254	26.66%
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	55,130	46.51%
AVG	7,100	7,063	6,468	3,136	5,513	75.81%

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	1,677	88.43%
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	12,149	-75.32%
AVG	13,138	15,833	16,517	4,102	1,215	-70.38%

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	7,254	55.30%
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	35,938	
AVG	11,080	10,721	9,956	2,104	3,594	

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	6,061	#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	26,560	11.78%
AVG	10,824	10,823	10,164	1,980	2,656	34.13%

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	3,471	-55.83%
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	41,606	-52.28%
AVG	7,847	7,485	7,902	7,266	4,161	-42.73%

Programming Statistics
for October 2021

		September	Number of Participants		
Date	Platform	Event	CH	YA	AD/All Ages
10/1/2021	Take-Home	Fall Wreaths (DF)	30		
10/6/2021	East Side Park	Outdoor ST (MO)	18		
10/6/2021	Carnegie Room	The Foundation (Richard)			3
10/7/2021	Fire Station	Craft Club (SB)			17
10/12/2021	Zoom	Intro to Coding (MO)	4		
10/13/2021	East Side Park	Outdoor ST (MO)	15		
10/13/2021	Zoom	Curt Strutz: Visiting the Beyond virtual haunted house tour (AB)			12
10/14/2021	Zoom	Pokemon Club (MO)	15		
10/14/2021	Carnegie Room	Thursdays with Murder (AB)			6
10/19/2021	Pumpkin Patch	Outreach ST (3 groups) (MO)	64		
10/20/2021	East Side Park	Outdoor ST (MO)	11		
10/22/2021	Zoom	Kids Among Us (MO)	6		
10/22/2021	Zoom	Teens Among Us (MO)		5	
10/25/2021	Zoom	Outreach ST: Headstart (MO)	13		
10/26/2021	Carnegie Room	Page Turners (AB)			6
10/27/2021	East Side Park	Outdoor ST (MO)	12		
10/27/2021	Senior Center	Page Turners (AB/CS/Intern Megan)			6
10/28/2021	Facebook	Spooky S-EAM (MO)	35		
10/30/2021	Children's Desk	Trick or Treat Book Giveaway (DF MO)	179		
10/31/2021	In Person	Overdrive one-on-one training (AB)			2
			402	5	52

Director's Report

November 17, 2021



Library operations during the pandemic:

- Dane County Public Health's Emergency Order #4 is scheduled to expire on November 27, 2021. As of right now (the week of 11/8) officials have indicated they do not plan to issue another face covering emergency order in its place. As long as transmission rates remain 'High' or 'Substantial' in Dane County, staff will continue to mask and we will recommend that patrons wear masks in the building, per CDC recommendations.

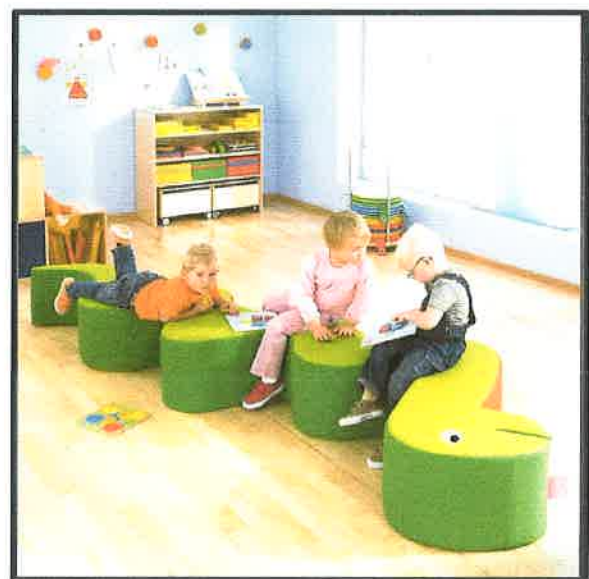
● High ● Substantial ● Moderate ● Low ● No Data

- We are working on an updated public web form for Carnegie Room reservations and hope to have that available on our website by the time you read this. As discussed in a previous report, the Carnegie Room will be available for use by the public with a few temporary pandemic restrictions in place, such as capacity limits and restrictions on serving food. We know there is a huge demand locally for free, non-commercial meeting spaces and we're happy to once again offer this service to our community.
- We continue to hold small in-person events for adults, such as book discussions and our monthly Craft Club. Cynthia is planning limited in-person events for teens in the coming months at off-site locations that will allow for social distancing. Programs for young children and school-age kids remain virtual for now, though the expansion of vaccine eligibility to children ages 5-11 earlier this month gives us hope that we can return to in-person programming for this age group in early-2022.

Other news:

- The four Dane County Equity Teams created as part of the Ripple Project met virtually on October 21 to discuss the topic "Alternatives to Police in Libraries." While recognizing that some situations involving public safety require the intervention of trained peace officers, librarians around the country have begun to think about how the presence of police in libraries impacts some of our patrons, especially patrons of color. The group is working on a flowchart and list of resources that staff at Dane Co. libraries can use to de-escalate situations and connect patrons with mental health or social services resources.

- I was nominated by Svetha Hetzler, Director of the Sun Prairie Public Library, to serve a two-year term as the cluster 7 (Dane East) representative on South Central Library System's Administrative Council, the primary advisory group to both the SCLS Board and SCLS staff, with oversight on big picture issues that impact all member libraries. Comprising 10 voting library members and 4 non-voting SCLS staff, the Council receives reports from various committees, makes planning recommendations, and recommends the annual budget and service priorities. Cluster 7 represents public libraries in Cambridge, Deerfield, DeForest, Marshall, McFarland, Monona, Stoughton, Sun Prairie, and Waunakee.
- Wisconsin Library Association President Sherry Machones plans to recognize me as a WLA "Volunteer of the Year" for my work on Library Legislative Day at this year's WLA annual conference in Green Bay November 16-19. I won't be able to attend this year's conference, but I did send a short video thanking the association for their recognition.
- Adult Services Librarian Amanda Bosky organized our annual count of reference & directional questions at all three service desks the week of October 28 – November 3. Interestingly, the number of total questions asked decreased by only 9% compared to the same week in 2019. Given that our gate count is currently around 50% of 2019 numbers, we expected a larger decrease. In a typical year, we tally questions during one week in June and another in October, but we chose to skip the June count this year because we hadn't yet returned to normal hours. We extrapolate these biannual survey weeks into a year's worth of statistics to be included on our annual report.
- Children's Services Librarian Mary Ostrander and I met with Deb Haeffner, the design and space needs consultant at SCLS, to discuss potential improvements to the Children's Area in 2022. This space was last renovated in 2008 and is in need of a face-lift, including new furniture, shelving, and fixtures. (Photo at right is just one example of a fun fixture that Mary is using for inspiration!) Later this year and early next, I will be talking to the Board's Finance Committee about allocating a portion of our operating fund balance to this project. Additionally, I plan to reach out to two past



donors who have expressed interest in a project like this. Our goal is to make our children's area a real destination and meeting place for families and kids, just as it was pre-pandemic.

- Beginning this month, we have a new artist displaying her work on the 2nd floor. Amy Weh is an artist based in Fort Atkinson who works primarily in the medium of ceramic and multimedia mosaic. We're thrilled to be able to share her art with our patrons! Adult Services Librarian Amanda Bosky deserves special recognition for all her efforts to bring the work of local artists to the library.



- I mentioned previously that the Ripple Project, the diversity, equity and social justice program run by Dane County Library Service, will be moving into the public programming phase of the project in 2022, a year later than planned owing to the pandemic. Late last month, Program Coordinator Alicia Treviño-Murphy revealed the "program menu" from which libraries will select programs and events they'd like to host. I also attended a Zoom Q&A session that Ali held on November 12 to answer questions about the project. There are over a dozen great artists, performers and organizations that are participating, including Stoughton's own Mosaicos! All of these events are funded by the Beyond the Page endowment and are presented at no cost to the host library.
- The City of Stoughton completed a long-standing project last month when the Council approved an update to the City Work Rules and Policy Manual, the first major update to these documents in a decade. These documents govern every aspect of employment for city staff, from hiring and training to leave and termination. I spent some time this month working with Sarah Monette and our supervisors to make sure every member of our staff had a chance to read the documents and ask questions.

- The overhead lights on the library's Mezzanine level are slowly burning out. Each of the nine fixtures contains eight fluorescent bulbs, and almost every fixture has at least a couple burned out bulbs. To further complicate matters, many of the clips that hold the bulbs are broken. I've been working with City Maintenance Specialist Martin Briggs for the last few weeks to come up with a solution. If we're unable to locate replacement clips, then the best solution may be to convert the lights to LED. Either way, the ornate outer fixtures would be preserved.



- I attended the virtual meeting of Dane County Library Directors on November 11, where the end of the county-wide mask mandate was a big topic of discussion. County libraries that have fully resumed in-person programming are struggling with how to handle mask wearing at library events, especially those with young children. Tracy Herold discussed the critical issue of 2023 county reimbursement in light of the fact that circulation numbers in 2021, while better than 2020, will still be far below "normal" pre-pandemic levels, which will negatively impact reimbursement levels. She floated the idea of "holding steady" with county reimbursements for an additional year, just as they did for 2022. She also expressed interest in examining the reimbursement formula to better reflect how patrons use libraries in the 21-century. She offered to create a work group to examine this issue and I volunteered.

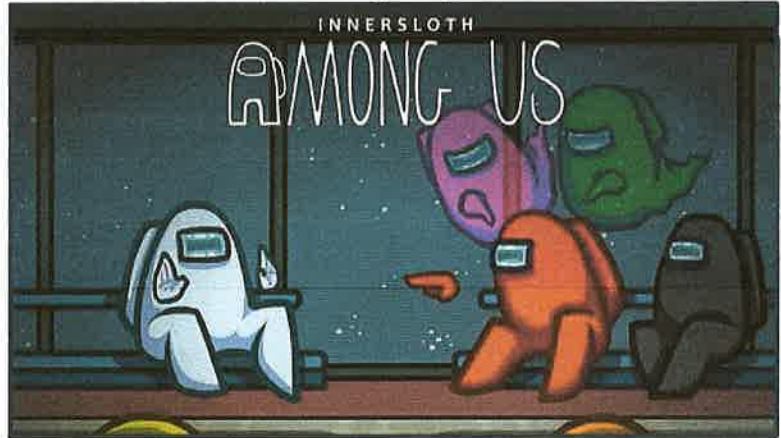
Stoughton Area Community Foundation Fund Report

The report for the period Sep 25 through Oct 29 shows an increase in value of \$573.47 to the account because of market conditions. The overall value of the account as of Oct 29 is \$25,350.42.

Youth Services

- 22 kids are signed up for 500 Books Before Middle School and the three elementary school media specialists are promoting the program in their schools.

- The new non-fiction reader section is finished. Many families are stopping to look at the new collection.
- Pokémon Club was a blast with 15 kids attending through Zoom. This club will continue for the foreseeable future once a month.
- Kids and Teens **Among Us** was very fun and both groups asked for another session. The next one is planned for November 17.



- Story times at East Side Park were lovely. There was pretty regular attendance and Mary became familiar with a lot of new faces. Mary did a book giveaway at every other story time.
- Diane gave away 179 books for Downtown Trick or Treat!
- 35 Spooky STEAM kits went out for kids 6-11. Mary went live on Facebook to go over creating circuits with copper tape, coin batteries, and small LED bulbs. The video had 101 views!
- The Kid Lit Kits form was published to the library website. Patrons ages 8-11 can fill out the form and librarians will pull 3 books for them based on their preferences. Patrons will also receive a small bag of other surprises they get to keep.
- 20 NaNoWriMo Crafts Kits went out for ages 6-11. Mary went live on Facebook with a total of 60 views to make notebooks and pen/pencil rolls using basic sewing skills.
- The first Virtual **Music and Movement** on our Facebook page had 16 views. The videos are kept on our page for a week. Live numbers for the second program increased over the first week.
- New shelving for the Wonderbooks and Vox books is a hit! The shelving displays the items face out and is much easier to maintain for staff as well as patrons.



- Outreach story times for area preschools and daycare centers are continuing virtually.
- The Children's Department is holding a Stuffed Animal Sleepover later this month. Children will drop off a stuffed animal Thursday and pick them up Friday. Pictures of what their stuffed friends were up to overnight will be posted on the library's Facebook.

Tech Services & Technology News (from Sarah Bukrey)

- Sarah had to travel out of state on relatively short notice, so she was unable to submit a full update this month. She has been working with selectors to plan for year-end purchasing cut-offs, the date of which varies depending on the vendor. Sarah and Ziwei continue to receive, process, catalog, and link an impressive quantity of books and AV materials each week!

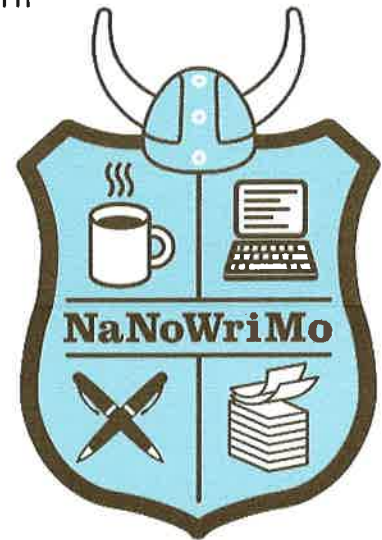
Circulation Services (from Robin Behringer)

- Robin and Kristyn took a tour of the SCLS Delivery Services facility on November 5. They saw how outgoing items were sorted and deliveries were prepped, and learned about the impressive quantity of materials that the Delivery staff handle on a daily basis.
- Robin is still in the process of hiring another shelver.
- Circulation staff continue to provide excellent customer service. Due to some unexpected changes in shelvers' schedules, we have had to adjust daily workflows, but are still able to stay on top of circulation priorities such as checking in holds and returned items.

Adult & Teen Services (from Amanda Bosky)

- Twelve people attended our virtual haunted house tour via Zoom on October 13. Amateur paranormal investigator Curt Strutz took us on a virtual tour of haunted locations, complete with photos, videos, and audio recordings of mysterious shadows, spooky apparitions, and ghostly voices.
- Patrons have enjoyed the return of in-person book discussions in the Carnegie Room. We also added back our second in-person Page Turners session at the Senior Center in October.

- Adult services intern Megan O’Keefe’s first day was October 20. Megan is currently in library school. During her time here she will staff the Adult Services desk, help select adult nonfiction titles for the collection, plan and host some programs, and lead a book discussion. We’re looking forward to working with her from now through April 2022.
- Amy and Cynthia viewed a livestream of the keynote address at UW-Madison by Yaa Gyasi, author of this year’s Go Big Read book, *Transcendent Kingdom*. Cynthia, Amy, and Amanda will lead discussion sessions at the library and the Senior Center in mid-November.
- In honor of **National Novel Writing Month** (AKA: NaNoWriMo), we’re hosting weekly random prize giveaways for teens and adults. Amanda also hosted a Zoom session on How to Write a Novel on November 8. 10 people attended.



Looking Back from *The Stoughton Courier Hub* from **January 23, 1940**

Hospital Service-Children’s Room ’39 Library Achievements

Five Hundred and Eighty-Six New Borrowers Register During ‘39

The annual report of the Stoughton Public Library for 1939, prepared by Mrs. Richard Maltpress, librarian, reveals a decided interest in current affairs as 2,829 items, or one-third of all non-fiction circulated, were magazines. Books no longer can keep abreast of the fast-moving events in Europe—thus periodicals are steadily growing in popularity.

Statistics show an increase in the number of borrowers over the previous four years. A total of 586 new borrowers registered during 1939. Two hundred two of these were children and 384 were adults.

...

During July of 1939, the library began to extend its services to the Community hospital. During the last five months of the year, 514 books and magazines were distributed among the patients. They were brought to the hospital by two N.Y.A. girls.

New Children’s Room

The children’s books have been transferred to the basement room for the purposes of giving the children more freedom and individual

attention. This was done as a book week project. The children's room is open daily from 3:30 to 5:30 o'clock except Saturday when it is open at 1:30 o'clock in the afternoon, and in the evenings from 7 to 9 o'clock. There is a story hour period each Saturday afternoon at 3 o'clock for children of grade school age.



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, October 19, 2021, at 6:30 p.m.

Virtual meeting via Zoom.

Present: Sharon Meilahn Bartlett, Kylie Nelson, Mike Vienneau
Also present: Library Director Jim Ramsey
Absent: Scott Dirks

MINUTES

1. Meeting called to order at 6:33 PM by Vienneau
2. Review of Agenda – Agenda reviewed and accepted by consensus.
3. Review/Approve Minutes of September 7, 2021 * (enclosure) – Meilahn Bartlett asked about the 2022 Calendar of Work and whether setting the calendar should be on tonight's agenda or on the next meeting's agenda. Ramsey replied that the way the minutes were recorded it was unclear, but that the planning committee could take up that item at the next meeting on Nov. 16 and still have time to put it before the Board on Nov. 17.

Following that clarification, the minutes of Sept 7, 2021, meeting were accepted by consensus.

4. Discussion and possible action regarding 2021 Library Board self-evaluation * - Ramsey stated that, following the Board's decision in 2019 to self-evaluate every other year, a self-evaluation is scheduled to be completed at the end of this year. Ramsey discussed the evaluation process and this committee's role in designing and administering an online survey and reporting the results. Vienneau pointed out that 3 of the 10 Board members are new this year and may not have enough experience on the Board to answer all of the questions. Consensus was that previous surveys were too lengthy; number of questions should be pared down. Meilahn Bartlett suggested revisiting the survey in March of 2022. Committee agreed by consensus to recommend to the Board that the next self-evaluation be sent to trustees in March and the results reported at the April Board meeting. Meilahn Bartlett volunteered to

look at past surveys with an eye to designing the 2022 questions. Ramsey offered to share surveys from past years after the meeting.

5. Review and reassessment of results of 2018 Patron Survey (enclosure) – Ramsey reported that he had coded the responses of participants to the three free-form response questions about future library improvements on the survey. He identified 5 categories into which most comments could be classified:

	Number of responses
Programming	62
Space (including parking)	35
Library collections	29
Technology	27
Hours of operation	13

Vienneau stated that many suggestions for improvements (e.g. more teen programming, better WiFi) had since been implemented. Meilahn Bartlett offered that she was struck by the repeated mentions of kids and seniors as target populations, and how the pandemic has and will change how these groups use the library. Discussion turned to the library's space and the difficulty of planning for use of space in a pandemic. Ramsey discussed the possibility of a space needs assessment in the coming years. He reported that these assessments are typically the first step in any large building/remodeling project. Meilahn Bartlett suggested that the library continue to explore the use of other locations to provide a satellite library experience. Ramsey reported on these efforts during the pandemic, including off-site programming and outreach. Vienneau stated that he was in favor of a space needs study, as having this information would position the library well as public life gradually returns. Nelson discussed her perspective on the library's space, specifically how those in her peer group are responding to the pandemic, how it has impacted the way they gather to study and how they utilize public spaces like libraries.

Discussion will continue at the next meeting when the committee discusses the results of the 2019 focus groups.

6. Planning for annual year-end Library Board meeting on December 15, 2021 – Consensus was that Amy Ketterer and Jean Ligocki did a fantastic job preparing ice-breaker and team-building activities at the virtual meeting in December of 2020. Consensus was that we would ask Ketterer and Ligocki to create an ad hoc committee to plan activities for this year's meeting on December 15. Meilahn Bartlett asked about a "shared experience" activity that could be conducted virtually, and suggested a

chocolate tasting in collaboration with Yahara Chocolates here in downtown. Ramsey said that a similar program had been held last year for library patrons and that he would look into costs and feasibility.

7. Next meeting: Tuesday, November 16, 6:30 PM – Main items of business will be: setting the 2022 Calendar of Work and review of the 2019 focus group results. Ramsey will send a copy of the focus group report from Russell Consulting to members of the committee.
8. Meeting adjourned by consensus at 7:44 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 recorded by Jim Ramsey

Stoughton Public Library ~ 2022 Budget - FINAL

			Cost-of-living increase of 3.1% for all staff		2018	2019	2020	2021	2022	2022 vs. 2021
Line	Personnel	Notes	Budget							+ / -
110	SALARIES		\$81,968	\$74,888	\$78,563	\$80,133	\$86,916	\$6,783		
120	WAGES		\$366,502	\$386,935	\$396,057	\$398,651	\$413,759	\$15,108		
127	WAGES-PART TIME		\$47,481	\$65,824	\$70,006	\$70,701	\$75,821	\$5,120		
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	\$75,001	\$2,317		
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	\$500		
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600		
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	\$300		
220	ELECTRICITY		\$19,000	\$19,000	\$19,000	\$19,600	\$19,600	\$19,600		
221	HEAT		\$6,500	\$6,500	\$5,500	\$5,500	\$5,500	\$5,500		
240	EQUIPMENT MAINTENANCE		\$1,000	\$1,500	\$1,900	\$1,900	\$1,900	\$1,900		
250	REPAIR & MAINTENANCE		\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000		
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	\$500		
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	\$600		
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	\$4,500		
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$200	\$200		
342	SPECIALIZED LIBRARY SUPPLIES		\$4,600	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800		
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	\$948,170	\$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			\$ 26,740.00
	\$825,063	\$822,580	\$821,351	\$858,808	\$888,486	\$908,327	\$948,171

Materials expenditures (bold) =

Dane County standards require \$69,719. **\$75,900**



2022 CALENDAR OF WORK

STOUGHTON PUBLIC LIBRARY

**DRAFT – SUBJECT TO REVISION BY PLANNING
COMMITTEE AT MEETING OF NOVEMBER 16**



Library staff presentations from: Adult, Youth, Circulation, Teen, and Tech. Services

JANUARY:

- Board In-service: Trustee Essential TBD
- Business: Review Board member terms
- **Business: Appointment of ad hoc Board Member Recruitment Committee**
- Business: Review calendar of work for the coming year
- Business: Library Legislative Day preview

FEBRUARY:

- **Board In-service: Presentation from Library staff**
- Business: Approve Stoughton Public Library State of Wisconsin 2021 Annual Report
- Business: Approve statement concerning public library system effectiveness
- Business: Approve Library Board goals for the year
- Personnel Committee to begin Director evaluation process
- **NEW** Finance Committee will meet to discuss allocation of fund 215 fund balance
- **Business: Appoint ad-hoc Student Trustee nominating committee**

MARCH:

- Business: Authorization for SCLS to bill adjacent counties for next year
- **Business: Appointment by president of Nominating Committee for Board officers**
- **NEW** Business: Distribution and instructions for completing Board self-evaluation survey
- **NEW** Progress reports from Board Member Recruitment and Student Trustee Nominating ad hoc committees

APRIL:

- **Board In-service: Presentation from City Finance Director**
- Business: Review previous year's budget
- Business: Discussion of 2020 capital improvement requests
- **NEW** Business: Planning Committee to present results of Board self-evaluation
- **NEW** Personnel Committee to present results of Director evaluation (Special meeting may be convened)

- **NEW** Business: Report from ad hoc Board member Recruitment Committee with recommendations

MAY:

- Board In-service: Presentation from Library staff
- Business: Annual meeting/reorganization
- Nominating committee brings officer nominations to the Board for election (other nominations may also be made)
- Business: Election of Officers
- Nomination and appointment of new Student Trustee
- Discussion of 2022-2023 Committee Assignments

JUNE:

- Board In-service: Trustee Essential TBD
- Business: Assignment of Committees
- **NEW** Planning Committee should begin meeting to draft 2023-2025 Strategic Plan
- **NEW** Personnel Committee should begin meeting to discuss 2023 personnel requests

JULY:

- Board In-service: Presentation from Library staff
- Business: Presentation of preliminary 2023 budget to Board by Director
- **NEW** Personnel Committee will meet and recommend 2023 personnel requests to Board.

AUGUST:

- Board In-service: Trustee Essential TBD
- Business: Review progress of Board goals for 2022
- Finance and Personnel Committees will meet to review 2023 operating budget

SEPTEMBER:

- Board In-service: Presentation from Library staff
- Business: Approve exemption from county library tax and send to Council
- Business: Approve the next year's holiday closings

OCTOBER:

- Board In-service: Trustee Essential TBD
- Business: Approve 2023 Library Operating Budget.

NOVEMBER:

- Board In-service: Presentation from Library staff
- Business: Review 2023 Board Calendar of Work
- Business: Approve location of December Library Board meeting
- Business: Approve expenditures for December Library Board meeting

DECEMBER:

- Board In-service: Team-building activity
- Business: Dane County Library Service Agreement
- Authorization to pay bills for the second half of December

DRAFT