

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, December 15, 2021

TIME: 6:30 P.M.



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

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

I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda *

- A. Review/Approval of Minutes of November 17, 2021 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for November 2021 (enclosure)
- C. Review/Approval of Fund 215 & Fund 217 Bills for December 2021 (enclosure)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: NONE

IX. Director's Report

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

X. Committee Reports

- A. Finance: Did not meet
- B. Personnel: Did not meet
- C. Planning: Met 11/16 (enclosure)
- D. Policies: Did not meet

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

- A. NONE

XIII. New Business

- A. Authorization to pay bills for the second half of December *
- B. Discussion of use of consent agenda format for future meetings
- C. Discussion and possible action regarding in-person vs. virtual meetings in 2022 *

XIV. Pending Agenda Items

A. Observance of Juneteenth as City/Library holiday

XV. Adjournment *

NEXT REGULAR MEETING: January 19, 2022

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative

Scott Dirks

Trish Gates, Stoughton Area School District Rep.

Amy Ketterer, President

Jean Ligocki, City Council Representative

Sharon Meilahn Bartlett

Erin Meinholz, Vice-President

Kylie Nelson, Student Representative

Dayna Verstegen

Mike Vienneau

Finance: Ligocki, Meinholz, Vienneau

Personnel: Axe, Ketterer, Gates

Planning: Dirks, Meilahn Bartlett, Nelson, Vienneau

Policies: Axe, Dirks, Meinholz, Verstegen

cc: Mayor Tim Swadley, City Attorney Mathew Dregne, City Council Members, Department Heads, City Hall Receptionist, Library Staff, Stoughton Newspaper

Agenda Notes: Library Board meeting of December 15, 2021



III. Consent Agenda – At the suggestion of the Planning Committee, I

consulted with President Ketterer to design a consent agenda for the five routine items that the Board considers and approves at each meeting: Minutes from the previous meeting; financial statements from funds 215 & 217; and bills to be paid from funds 215 & 217. We've also included the review of the Stoughton Area Community Fund statement in here, though that has never been an action item. The goal is to allow more time for discussion of substantive issues by bundling these routine items together in one action item requiring a single vote. Trustees will still be able to ask questions about specific items in these documents and/or request that any of them be pulled out of the consent agenda to be discussed and voted on separately. This is done simply by making a request to the President during discussion.

XV. New Business

- A. Authorization to pay bills for the second half of December *** – This action is taken every December to allow the library to pay bills that are due before the end of the calendar year.
- B. Discussion of use of consent agenda format for future meetings** – This is an opportunity for trustees to discuss the new consent agenda format and suggest changes, if necessary.
- C. Discussion and possible action regarding virtual or in-person Board meetings in 2022 *** - 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.

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.

* indicates an action item

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, NOVEMBER 17, 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; Dayna Verstegen; Mike Vienneau

ABSENT: Kylie Nelson, Student Representative

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
- III. REVIEW/APPROVAL OF MINUTES FROM OCTOBER 20, 2021
MOVED: Dirks SECOND: Vienneau VOTE: 8-0 with Ligocki abstaining
- IV. REVIEW/APPROVAL OF MINUTES FROM NOVEMBER 2, 2021
MOVED: Ligocki SECOND: Axe VOTE: 9-0
- V. RECOGNITION OPPORTUNITIES None
- VI. PUBLIC COMMENT PERIOD None
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE None
- VIII. EDUCATION UPDATES
Vienneau mentioned an article on recent book banning controversies; Axe mentioned an article about the first Black teen services librarian in Madison.
- IX. BOARD IN-SERVICE: Trustee Essential #23: Dealing with Challenges to Materials and Policies
Ramsey presented, and there was some discussion of the incident in Prairie du Chien.
- X. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR OCTOBER 2021
 - A. Fund 215
MOVED: Dirks SECOND: Verstegen VOTE: 9-0
 - B. Fund 217
MOVED: Dirks SECOND: Vienneau VOTE: 9-0
 - C. Stoughton Area Community Foundation
Ramsey reported. Accepted by consensus
- XI. REVIEW/APPROVAL OF BILLS FOR NOVEMBER 2021
 - A. Fund 215
MOVED: Axe SECOND: Vienneau VOTE: 9-0
 - B. Fund 217
MOVED: Meinholz SECOND: Verstegen VOTE: 9-0
- XII. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report
Ramsey presented. He discussed the planned facelift for the Children's Department. Ketterer noted that Ramsey is being recognized by WLA as the Volunteer of the Year for his work organizing Library Legislative Day.
- XIII. COMMITTEE REPORTS

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: Vienneau presented. The committee prepared the Calendar of Work, planned for the December meeting, and worked on the Board self-evaluation. They also are considering the idea of a consent agenda at regular Board meetings for approval of minutes, financial statements and bills. Ramsey will consult with Ketterer regarding any changes to agendas. In January they plan to start reviewing the focus group data from 2019.
- D. Policies: did not meet
- XIV. FRIENDS OF THE LIBRARY REPORT
Verstegen reported on the Friends' activities. They are planning to increase their donation to the Library from \$12,000 to \$15,000.
- XV. OLD BUSINESS
 - A. REPORT ON STATUS OF 2022 CITY OF STOUGHTON OPERATING BUDGET
Ramsey reported that the Council passed the Mayor's budget on November 9. Verstegen expressed concern about the cost of living adjustment and the projected inflation in 2022.
- XVI. NEW BUSINESS
 - A. APPROVAL OF 2022 CALENDAR OF WORK RECOMMENDED BY THE PLANNING COMMITTEE
MOTION TO APPROVE: Axe SECOND: Verstegen VOTE: 9-0
 - B. APPROVE EXPENDITURES FOR DECEMBER LIBRARY BOARD MEETING
MOTION TO APPROVE: Vienneau SECOND: Dirks
DISCUSSION: The Planning Committee requested approval of the expenditure of \$250 for a virtual chocolate tasting.
VOTE: 9-0
 - C. REVIEW OF ADVANCE DIRECTIVE PLANNING COMMUNITY INITIATIVE
Ligocki presented.
- XVII. PENDING AGENDA ITEMS
 - A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY
 - B. DISCUSSION OF VIRTUAL VS. IN-PERSON MEETINGS FOR 2022
- XVIII. ADJOURNMENT AT 8:02 PM
MOTION TO ADJOURN: Dirks SECOND: Verstegen VOTE: 9-0

Minutes taken by Sarah Monette

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC 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	3,083.29	494.80	3,916.71	44.05
215-00000-46712	COPY MACHINE	3,700.00	1,059.55	220.88	2,640.45	28.64
215-00000-48110	INTEREST	100.00	12.39	0.73	87.61	12.39
215-00000-48500	DONATIONS	0.00	59.90	0.00	(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	904,428.91	716.41	3,818.09	99.58
TOTAL REVENUES		908,247.00	904,428.91	716.41	3,818.09	99.58
Expenditures						
Dept 55110						
215-55110-50110	SALARIES	80,133.00	73,776.44	6,473.60	6,356.56	92.07
215-55110-50120	WAGES	398,651.00	330,449.10	33,433.00	68,201.90	82.89
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	70,700.00	54,152.09	5,755.34	16,547.91	76.59
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	2,031.41	890.49	6,468.59	23.90
215-55110-50151	EMPLOYEE BENEFITS	72,684.00	59,496.51	6,047.39	13,187.49	81.86
215-55110-50152	HEALTH INSURANCE	94,783.00	89,454.63	8,358.08	5,328.37	94.38
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	368.80	58.00	131.20	73.76
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,075.66	50.80	524.34	67.23
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00	518.71	0.00	(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	0.00	5,491.28	71.98
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	2,778.30	137.07	2,721.70	50.51
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,328.88	70.94	571.12	69.94
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	9,903.13	673.52	(903.13)	110.03
215-55110-50289	TECHNOLOGY COSTS	50,500.00	51,585.58	489.00	(1,085.58)	102.15
215-55110-50300	MISC EXPENSES	500.00	397.03	7.11	102.97	79.41
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00	4,144.76	0.00	(144.76)	103.62
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	387.50	0.00	212.50	64.58
215-55110-50326	PERIODICALS	4,800.00	5,639.15	656.50	(839.15)	117.48
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	8,801.23	1,653.05	6,198.77	58.67
215-55110-50329	BOOKS	50,000.00	41,783.11	3,411.43	8,216.89	83.57
215-55110-50340	OPERATING EXPENSES	4,500.00	5,547.41	240.99	(1,047.41)	123.28
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	4,035.68	939.15	764.32	84.08
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 11/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		908,251.00	771,012.07	69,345.46	137,238.93	84.89
TOTAL EXPENDITURES		908,251.00	771,012.07	69,345.46	137,238.93	84.89
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		908,247.00	904,428.91	716.41	3,818.09	99.58
TOTAL EXPENDITURES		908,251.00	771,012.07	69,345.46	137,238.93	84.89
NET OF REVENUES & EXPENDITURES		(4.00)	133,416.84	(68,629.05)	(133,420.84)	15,421.00

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 11/30/2021

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Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	168,168.31
215-00000-11102	US BANK - CC	1,195.19
Total Assets		169,363.50
*** 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		133,416.84
Ending Fund Balance		169,363.50
Total Liabilities And Fund Balance		169,363.50

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	55.95	3.59	194.05	22.38
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	64,914.46	2,328.95	85.54	99.87
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	64,970.41	2,332.54	279.59	99.57
TOTAL REVENUES		65,250.00	64,970.41	2,332.54	279.59	99.57
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	26,806.97	2,580.25	28,193.03	48.74
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	26,856.97	2,580.25	28,143.03	48.83
TOTAL EXPENDITURES		55,000.00	26,856.97	2,580.25	28,143.03	48.83
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		65,250.00	64,970.41	2,332.54	279.59	99.57
TOTAL EXPENDITURES		55,000.00	26,856.97	2,580.25	28,143.03	48.83
NET OF REVENUES & EXPENDITURES		10,250.00	38,113.44	(247.71)	(27,863.44)	371.84
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	969,399.32	3,048.95	4,097.68	99.58
NET OF REVENUES & EXPENDITURES		963,251.00	797,869.04	71,925.71	165,381.96	82.83
		10,246.00	171,530.28	(68,876.76)	(161,284.28)	1,674.12

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 11/30/2021

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	83,992.44
217-00000-11102	US BANK - CC	788.10
217-00000-11302	WISC INVESTMENT FUND	197,335.21
Total Assets		282,115.75
*** 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		38,113.44
Ending Fund Balance		282,115.75
Total Liabilities And Fund Balance		282,115.75

Stoughton Area Comm Foundation

Consider a family meeting

If something were to happen to you, would your family know how to carry out your wishes? While you're together this holiday season, even if it's a virtual gathering, consider sharing your wishes with those you love. Your financial advisor would be happy to chat with all of you and help facilitate the conversation. Call to schedule an appointment.

Corporate - Select

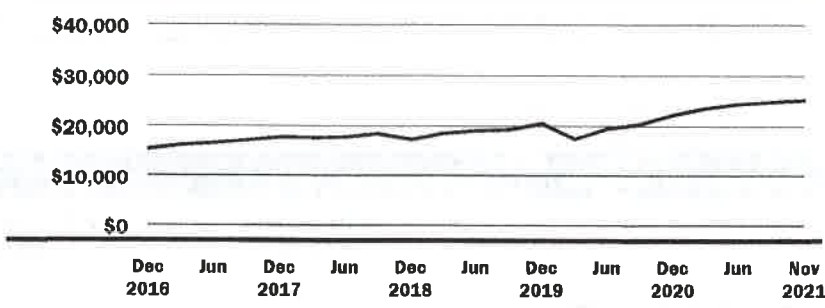
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$25,155.94

1 Month Ago	\$25,350.42
1 Year Ago	\$21,799.04
3 Years Ago	\$17,947.88
5 Years Ago	\$15,240.23

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$25,350.42	\$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	-194.48	3,031.42
Ending Value	\$25,155.94	

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
	3.45%	13.16%	15.40%	12.11%	9.90%

2021 EXPENDITURES: FUND 215
DECEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
11/19/21	12/15/21	46710	Madison Public Library	MAD 111921	\$ 28.98
11/22/21	12/15/21	46710	Tull, Molly	MT 112221	\$ 24.00
12/06/21	12/15/21	46710	Mowry, Daniel R.	DRM 120621	\$ 15.99
10/28/21	JR prepaid PC	50211	USPS	USPS102821POST	\$ 58.00
11/09/21	JR prepaid PC	50211	USPS	USPS110921POST	\$ 43.00
11/04/21	12/15/21	50220	Stoughton Utilities	SU 110421	\$ 1,441.18
11/17/21	12/15/21	50240	Gordon Flesch	GF111721copier2	\$ 61.73
12/03/21	12/15/21	50240	Gordon Flesch	GF120321copier1	\$ 44.50
10/28/21	JR prepaid PC	50289	Donor Tools	DON102821TECH	\$ 39.00
11/28/21	JR prepaid PC	50289	Donor Tools	DON112821TECH	\$ 39.00
11/17/21	SB prepaid PC	50313	Amazon	AZ 111621 CC	\$ 74.68
12/02/21	SB prepaid PC	50313	Amazon	AZ 120121 CC	\$ 44.98
12/02/21	SB prepaid PC	50313	Amazon	AZ 120121 CC	\$ 6.98
11/01/21	JR prepaid PC	50326	Wisconsin State Journal	WiSJ110121ser	\$ 656.50
10/25/21	SB prepaid PC	50328	Amazon	AZ090821JDVD	\$ (4.98)
10/31/21	SB prepaid PC	50328	Amazon	AZ101221JDVD	\$ 17.96
11/28/21	SB prepaid PC	50328	Amazon	AZ112621JDVD	\$ 19.95
11/29/21	SB prepaid PC	50328	Amazon	AZ112621JDVD	\$ 9.96
11/30/21	12/15/21	50328	Baker & Taylor AD328DVD	AD materials	\$ 602.13
12/01/21	12/15/21	50328	Ingram	AD materials	\$ 342.00
12/01/21	12/15/21	50328	Midwest Tape	MW110121JCD	\$ 121.91
12/06/21	12/15/21	50328	Findaway	CH materials	\$ 799.35
12/06/21	12/15/21	50328	VOX (Library Ideas)	CH materials	\$ 538.96
11/30/21	12/15/21	50329	Baker & Taylor CH 329	CH materials	\$ 162.37
12/01/21	12/15/21	50329	Ingram	CH materials	\$ 1,771.26
12/01/21	12/15/21	50329	Ingram	AD materials	\$ 1,178.64
12/09/21	12/15/21	50329	Cengage	AD materials	\$ 31.19
11/17/21	SB prepaid PC	50340	Amazon	AZ 111521 OS	\$ 16.99
11/23/21	SB prepaid PC	50340	Amazon	AZ112321OSFB	\$ 519.96
11/30/21	12/15/21	50340	Complete Office	CO 112321 OS	\$ 75.40
12/01/21	SB prepaid PC	50340	Amazon	AZ210121OSFB	\$ 356.24
10/24/21	SB prepaid PC	50342	Amazon	AZ 102121 LS	\$ 51.80
10/25/21	SB prepaid PC	50342	Amazon	AZ 102221 LS	\$ 95.92
10/31/21	SB prepaid PC	50342	Amazon	AZ 102721 LS	\$ 14.49
11/01/21	12/15/21	50342	Demco	DEMCO102921LS	\$ 330.79

11/04/21	12/15/21	50342	Demco	DEMCO110321LS	\$ 451.77
11/05/21	SB prepaid PC	50342	Amazon	AZ 110321 LS	\$ 39.88
11/05/21	SB prepaid PC	50342	Amazon	AZ 110321 LS	\$ 131.51
11/23/21	SB prepaid PC	50342	Amazon	AZ 112321 LS	\$ 9.79
11/30/21	12/15/21	50342	Baker & Taylor AD217BK	processing	\$ 43.47
12/01/21	12/15/21	50342	Ingram	processing	\$ 167.67
11/23/21	12/15/21	50820	SCLS	SCLS112321Dell	\$ 329.80
11/23/21	12/15/21	50820	SCLS	SCLS112321Asus	\$ 118.73

2021 EXPENDITURES: FUND 217 **DECEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
09/22/21	JR prepaid PC	Barnes & Noble	BN 092221 BB	BB	books	\$ (14.51)			
10/24/21	SB prepaid PC	Amazon	AZ 102321 B TK	Bryant	program	\$ 19.94			
10/25/21	SB prepaid PC	Amazon	AZ 102221 B FF 2	Bryant	furniture	\$ 88.34			
10/27/21	SB prepaid PC	Amazon	AZ 102621 B FF	Bryant	furniture	\$ 173.99			
10/30/21	SB prepaid PC	Amazon	AZ102721KVAMME	Kvamme	supplies	\$ 124.12			
11/04/21	JR prepaid PC	Walgreens	WAL110421SSHINE	Sunshine	cards	\$ 18.16			
11/10/21	AB prepaid PC	Flipped Table Games	FT 111021 BG B	Bryant	games	\$ 110.47			
11/15/21	SB prepaid PC	New York Times	NYT111521Selsor	Selsor	subscription	\$ 50.00			
11/16/21	SB prepaid PC	Amazon	AZ 102221 B FF	Bryant	furniture	\$ 156.99			
11/17/21	SB prepaid PC	Amazon	AZ 111521 B FF	Bryant	furniture	\$ 59.99			
11/17/21	SB prepaid PC	Amazon	AZ 1115121 SUN	Sunday	program	\$ 96.03			
11/17/21	MO prepaid PC	Dollartree	DT111721BTKKID	Bryant	program	\$ 27.00			
11/17/21	MO prepaid PC	Pick 'n Save	PS111721BTKKID	Bryant	program	\$ 29.88			
11/18/21	SB prepaid PC	Stoughton Lumber	SL 111921 B FF	Bryant	furniture	\$ 9.99			
11/20/21	SB prepaid PC	Amazon	AZ 1115121 SUN	Sunday	program	\$ 26.98			
11/28/21	SB prepaid PC	Amazon	AZ 112621 B TK	Bryant	program	\$ 41.30			
11/30/21	12/15/21	Baker & Taylor	AD materials	Lucky Day	books	\$ 362.21			
11/30/21	12/15/21	Baker & Taylor	AD materials	Bryant	books	\$ 789.03			
11/30/21	12/15/21	Baker & Taylor	AD materials	Bryant	AV	\$ 50.32			
11/30/21	12/15/21	Bsker & Taylor	AD materials	Lucky Day	AV	\$ 143.91			
11/30/21	CS prepaid PC	Walmart	WM 113021 PR F TE	FoL	program	\$ 13.94			
12/01/21	12/15/21	Ingram	AD materials	REPL	books	\$ 39.54			
12/01/21	12/15/21	Ingram	AD materials	IMO Quale	books	\$ 250.00			
12/01/21	12/15/21	Ingram	AD materials	FoL	books	\$ 125.40			

12/01/21	12/15/21	Ingram	AD materials	Bryant	books	\$ 532.20			
12/01/21	12/15/21	Ingram	CH materials	Bryant	books	\$ 601.72			
12/01/21	12/15/21	Ingram	AD materials	SCC	books	\$ 10.17			
12/01/21	12/15/21	Ingram	AD materials	Rowley	books	\$ 10.20			
12/01/21	12/15/21	Ingram	CH materials	Fordonski	books	\$ 35.96			
12/01/21	12/15/21	Ingram	CH materials	Sharpe	books	\$ 4.16			
12/01/21	12/15/21	Ingram	AD materials	SHGC	books	\$ 24.00			
12/01/21	12/15/21	Stoughton Yoga	SY 120121 SUN	Sunday	program	\$ 80.00			
12/09/21	12/15/21	Bellais, Leslie	LB 120921 KOVIC	Kovic	program	\$ 250.00			
12/09/21	12/15/21	Ingram	TE materials	Bryant	books	\$ 38.38			
12/09/21	12/15/21	Ingram	AD materials	FoL	books	\$ 279.11			

STOUGHTON PUBLIC LIBRARY STATISTICS, NOVEMBER 2021

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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	9,946	3,171	2,935	16,052	37.76%
NOV	18,537	17,589	16,321	11,205	9,653	3,026	2,273	14,952	33.44%
DEC	17,386	16,108	15,806	10,939					-100.00%
TOTAL	231,370	224,233	212,652	127,268	95,189	29,455	33,809	158,682	-25.38%
AVG	19,281	18,686	17,721	10,606	8,654	2,678	3,074	14,426	-18.60%

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	204	1,053	20	0	1,277	121.32%
DEC	1,670	1,591	1,535	566					0	-100.00%
TOTAL	23,442	24,032	25,783	25,783	1,287	10,467	179	0	11,933	-53.72%
AVG	1,954	2,003	2,149	2,149	117	952	16	0	994	-53.73%

STOUGHTON PUBLIC LIBRARY STATISTICS, NOVEMBER 2021

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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	7,804	6.12%
DEC	9,588	9,287	6,310	8,886		-100.00%
TOTAL	120,120	118,671	112,955	54,617	93,867	71.86%
AVG	10,010	9,889	9,413	4,551	8,533	87.49%

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	4,925	5.71%
DEC	6,857	6,509	4,430	5,302		-100.00%
TOTAL	85,195	84,756	77,614	37,629	60,055	59.60%
AVG	7,100	7,063	6,468	3,136	5,460	74.11%

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	1,499	51.87%
DEC	14,248	14,434	13,166	1,136		-100.00%
TOTAL	157,660	189,991	198,204	49,224	13,648	-72.27%
AVG	13,138	15,833	16,517	4,102	1,241	-69.75%

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	7,417	58.49%
DEC	9,728	8,823	7,621	0		
TOTAL	132,958	128,651	119,470	25,251	43,355	
AVG	11,080	10,721	9,956	2,104	3,941	

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	100.00%
NOV	9,928	9,691	8,978	0	5,620	100.00%
DEC	9,923	8,771	8,918	0		#DIV/0!
TOTAL	129,885	129,880	121,964	23,762	32,180	35.43%
AVG	10,824	10,823	10,164	1,980	2,925	47.74%

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	3,457	-45.55%
DEC	6,893	7,505	6,992	8,174		-100.00%
TOTAL	94,160	89,816	94,818	87,186	45,063	-48.31%
AVG	7,847	7,485	7,902	7,266	4,097	-43.62%

Programming Statistics
for November 2021

		September	Number of Participants		
Date	Platform	Event	CH	YA	AD/All Ages
11/1/2021	Take-home	Scarcrows (DF)	30		
11/2/2021	Facebook	Music and Movement (MO)	6		
11/2/2021	Teen Dept	Teen Art Cart (AB)		8	
11/3/2021	Carnegie Room	The Foundation Book Discussion (Richard)			5
11/4/2021	Fire Station	Adult Craft Club (AH)			19
11/5/2021	Facebook	NaNoWriMo Craft (MO)	19		
11/8/2021	Zoom	Outreach: Webble World (MO)	23		
11/8/2021	Zoom	How to Write a Novel (AB)			10
11/9/2021	Facebook	Music and Movement (MO)	5		
11/9/2021	Zoom	Pokemon Club (MO)	8		
11/9/2021	Teen Dept	Teen Art Cart (AB)		9	
11/11/2021	Carnegie Room	Thursdays with Murder (AB)			4
11/16/2021	Facebook	Music and Movement (MO)	8		
11/16/2021	Zoom	Intro to Coding (MO)	3		
11/16/2021	Teen Dept	Teen Art Cart (AB, AH)		12	
11/16/2021	Carnegie Room	Page Turners Book Discussion (CS)			3
11/17/2021	Senior Center	Outreach: Page Turners Book Discussion (AH, CS)			4
11/17/2021	Zoom	Among Us (MO, CS)	8		
11/18/2021	CH Desk/Faceb	Stuffed Animal Sleepover (MO, DF, JG)	54		
11/23/2021	Facebook	Music and Movement (MO)	10		
11/30/2021	Facebook	Music and Movement (MO)	8		
11/30/2021	Teen Dept	Teen Art Cart (AB, AH)		9	
11/30/2021	Carnegie Room	Teens for Social Justice (teen volunteer + CS)		5	
			182	43	45

Director's Report

December 15, 2021



STOUGHTON
PUBLIC LIBRARY
— The heart of our community —

Library operations during the pandemic:

- After indicating in October that they were unlikely to issue a new emergency face covering order after order #4 expired, Dane County Public Health reversed course and issued Emergency Health Order #5, effective November 27 – January 3, 2022. As of this time, transmission rates in Dane County are still in the “high” range. Regardless of whether or not the mandate is extended after January 3, 2022, staff will continue to mask and we will highly recommend masks for patrons in keeping with CDC guidelines as long as levels remain “high” or “substantial.”

Dane County, Wisconsin

[State Health Department](#)

7-day Metrics | [7-day Percent Change](#)

Community Transmission

High

Everyone in **Dane County, Wisconsin** should wear a mask in public, indoor settings. Mask requirements might vary from place to place. Make sure you follow local laws, rules, regulations or guidance.

How is community transmission calculated?

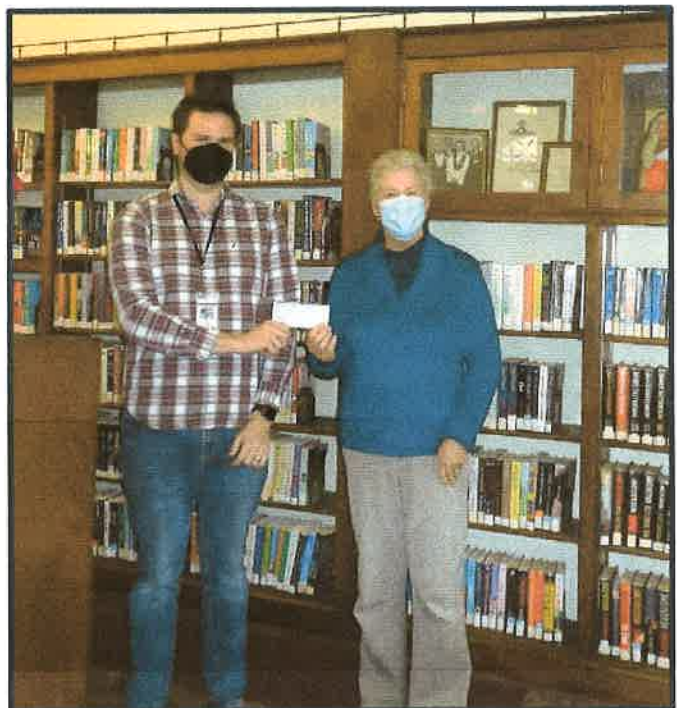
December 8, 2021

Cases	1,371
Case Rate per 100k	250.78
% Positivity	7.76%
Deaths	<10
% of population ≥ 12 years of age fully vaccinated	86.6%
New Hospital Admissions	56

- The Carnegie Room is once again available for use by members of the public. Now it's easier than ever to book the room online thanks to an updated web form created by Children's Librarian Mary Ostrander: <https://www.stoughtonpubliclibrary.org/carnegie-meeting-room-reservation-form>. We know there is a huge demand locally for free, non-commercial meeting spaces and we're happy to offer this service again.

Other news:

- Pursuant to the creation of an outdoor programming space on the library-owned lot at 216 E Jefferson, I talked to Rodney Scheel, Planning Director, and Michael Stacey, City Zoning Administrator, about the zoning requirements for this property. The lot is still zoned for single-family use, but all of the activities we have planned for the space would be allowed under current zoning classification. I continue to explore the possibility of electrical power and Wi-Fi for the site.
- I attended the first meeting of the newly-formed County Funding Workgroup led by Dane County Library Director Tracy Herold with library directors from Monona, Deforest, McFarland, Mount Horeb, Waunakee, and staff from Madison PL. Our goal is to explore alternatives to the current model of determining county reimbursements which relies almost exclusively on circulation. Librarians have long felt that circulation statistics alone are a poor way to measure the value libraries provide to their communities, but circulation is of course the easiest statistic to track. Our next step is to run simulations using various funding models to identify potential impacts.
- On December 2, the Department of Public Instruction announced the winners of the American Rescue Plan Act (ARPA) grants. Unfortunately, neither of the applications from SCLS which we were involved in were chosen. The good news is that these projects may still be funded by non-competitive ARPA technology grants. Additionally, because of the increase in state aid to library systems in the governor's 2021-2022 budget, SCLS plans to set aside an additional \$100,000 to fund some of these projects, such as replacement of self-check machines and RFID
- On December 4, the **Friends of the Stoughton Public Library** presented us with their annual donation. I'm pleased to announce that the Friends have increased the amount of their donation in 2022 \$15,000! This generous donation will allow us to expand our services, programs and collections to an even



greater degree. The Friends annual donation is a testament to the hours of work these dedicated volunteers have put in over the last year raising money for the library.

- As we enter our third pandemic year, it is becoming increasingly clear that libraries must increase their investment in digital resources. The pandemic has accelerated trends that were already taking place in terms of streaming content replacing physical audiovisual media like DVDs and CDs. With this in mind, I'm investigating a subscription to Kanopy, a streaming video site used by hundreds of public libraries and library systems across the country. The platform has an especially deep catalog of world cinema (including the acclaimed Criterion Collection) and documentary films, but also includes recent award-winning films. Further, because Overdrive acquired Kanopy this past summer, streaming video content will be discoverable within Libby.

Stoughton Area Community Foundation Fund Report

The report for the period Oct 30 – Nov 28 shows a decrease in value of \$194.48 to the account because of market conditions. The overall value of the account as of Nov 28 is \$25,155.94.

Youth Services

(from Mary Ostrander)

- Mary and Cynthia hosted an "Among Us" videogame program for eight 8-18 year olds. Everyone had a good time and there will be another session on December 30 during the kids' winter break.

- **Stuffed Animal Sleepover** was a success with 54 stuffed friends at the party. Photos were taken and posted on the library Facebook page as well as emailed out to participants as a slide show. We received many kind



- comments and plan on making it an annual event.
- Mary is continuing Music and Movement virtually on Facebook. Diane continues to make take-away “make your own musical instruments” kits that continue to be popular.
- Requests for Kid Lit Kits (personalized selections of books for young patrons) continue to come in. We received four in the last two weeks!
- Mary and Jim are continuing to work with Deb Heffner from SCLS on the facelift of the children’s area. New shelving will be added as well as interactive wall panels and new seating.
- Materials for our upcoming Graphic Novel Club and Chapters Book Club are available to pick up from the Children’s Desk.
- Vox and Wonderbooks (picture books featuring a built-in speaker to provide audio narration) remain extremely popular and the new shelving seems to have increased their popularity.
- Mary was invited to speak at a Girl Scout Panel about Women’s Roles in the Community on December 14.
- Diane put out a simple snowflake craft in the Children’s area on December 2 and we have over twenty snowflakes to hang up!
- Jane shifted DVDs and CDs will be moving the latter to the same shelf range as the other AV materials.

Tech Services & Technology News

(from Sarah Bukrey)

- The Technical Services Department is busy ordering, linking and processing end of year orders.
- Sarah and Amy led **December Craft Club** at the Fire Station where they stitched felt into pins, ornaments, and ear bud keepers. 14 people attended. At November's Craft Club session, Amy and volunteer Danielle Kapanke assisted guest artist Brook Johnson of Green Road Pottery in teaching 23 people to work with clay! Participants could pick up their bowls at Green Road Pottery/Yahara Chocolate or at the library.
- Sarah is a member of the Multipart DVD steering committee that is exploring the change to circulating multi part DVDs together instead of splitting them apart. They last met on November 30 and hope to have a decision made by the SCLS All Directors meeting in May, 2022.
- Technical Services has been assisting with a weeding project in adult fiction to ease crowding by pulling books that haven't circulated for at least 5 years.
- The Friends will soon be using an organization called Better World Books as part of their book sales plan. BWB is an online retailer that pays libraries and other organizations for their unwanted books. Books that are unlikely to sell at the Friends Book Nook will be screened by volunteers and boxed up to go to BWB or Goodwill. Sarah is working with the Friends to create a workflow for this new process.



Circulation Services (from Robin Behringer)

- Robin is still in the process of hiring another shelver and hopes to make an offer to a candidate in the coming weeks.
- Circulation desk staff report selling more Friends raffle tickets than any year in recent memory, a sure sign that support for the library by our community remains strong.
- Circulation staff continue to provide excellent customer service and foster a welcoming environment for all patrons.

Adult & Teen Services (from Amanda Bosky)

- Our art display spaces have now been booked through summer 2022. Seeing local artists' work displayed on the art rail system on the second floor has brightened and enriched the lives of staff and patrons over the past few months. We're looking forward to seeing pieces from the next artists. Many thanks to children's librarian Mary for revamping our Exhibits web form so artists can book the second floor, atrium, and children's bulletin board spaces.
- Local history volunteer Eloise Christensen presented a Kvamme collection/local history refresher to Amanda, Amy, Cynthia, and intern Megan. She gave us plenty of tips and tricks for navigating the filing cabinets of local info compiled by herself as well as volunteer Lesley Johnson and other volunteers in the past. This collection is invaluable to patrons researching people and places in Stoughton's past.
- 12 people attended the first session of Yoga Sundays on December 5, hosted by the library at Stoughton Yoga. Instructor Jourdan led the class through foundational poses. We're sponsoring these classes once a month, December 2021-April 2022.
- On December 7, 17 teens joined Cynthia and intern Megan at Viking Lanes for a Teen Bowling "field trip." The library paid for bowling, shoe rentals, and snacks.

Looking Back from *The Stoughton Courier Hub* from **December 26, 1914**

MUNICIPAL XMAS TREE DRAWS A BIG CROWD

Old and Young Join in Open Air Festival Despite the Cold

Notwithstanding that the mercury was crawling down towards the zero mark, our first municipal tree Christmas eve drew downtown a crowd estimated at 1500 to 2000 people, but it goes without saying that there was no lingering about the tree after the conclusion of the half hour program. The brightly illuminated tree presented a very pretty sight, and so did the hundred or more red-capped school children as they came marching to the Brown corner from the public library, headed by Miss Ananda Drotning and Miss Claudine Johnson who had trained them in singing the Christmas carols, and by an imposing Santa Claus who on ordinary days is known as Alderman Hans Peterson. The program was carried out as published, although it was difficult for some of the musicians of the band to manipulate their frozen instruments towards the last.



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, November 16, 2021, at 6:30 p.m.

****Please Note: This was a remote meeting held via Zoom.**

Present: Scott Dirks, Sharon Meilahn Bartlett, Kylie Nelson, Mike Vienneau (chair)

Also present: Library Director Jim Ramsey

MINUTES

1. Meeting called to order by Vienneau at 6:33 PM
2. Review of Agenda – Item 6 (Review and reassessment of results of focus groups) moved to after item 7 (Planning for annual year-end Library Board meeting). Agenda as amended accepted by consensus.
3. Review/Approve Minutes of October 19, 2021 * (enclosure) – Minutes reviewed and accepted by consensus.
4. Discussion and status update on 2022 Board self-evaluation process – Meilahn Bartlett suggested scaling back the number of questions on the Board survey. Asked each member of this committee to identify 8-10 essential questions to retain for the 2022 survey and 8-10 questions that could be eliminated. The committee indicated that Ramsey should also submit his suggestions. Meilahn Bartlett suggested a deadline of December 16 and the committee agreed.
5. Review of draft 2022 Library Board Calendar of Work and recommendation to Library Board * - Dirks asked what the various color highlights on the document denoted. Ramsey reported that these were left over from previous versions of the calendar before 2019. He indicated they were probably not useful and could be eliminated. Dirks suggested a Board meeting in October devoted entirely to consideration of the operating budget, as adding budget discussions to an already full agenda makes for an overly long meeting. This could be either a separate, special meeting of the Board or a regular Board meeting at which the budget was the only item of business. Dirks suggested using a consent agenda for that meeting to approve minutes, bills, and financial

statements. Discussion then turned to the regular use of a consent agenda at Board meetings for routine approvals. Ramsey reported that this idea had been proposed by a former Board member but had not been pursued. Noted that that other bodies (City Council, School Board, e.g.) use consent agendas. Vienneau suggested talking to Board President Ketterer and Ramsey said he would.

Motion to recommend adoption of 2022 Calendar of Work to the full Library Board by Dirks. Seconded by Vienneau. Passed 3-0.

6. Planning for annual year-end Library Board meeting on December 15, 2021, including use of undesignated gift funds * - Ramsey reviewed the origin and purpose of undesignated gift funds in fund 217. Reported that Brook Johnson from Yahara Chocolate had quoted a price of \$20-\$50 per person for a six-bar chocolate tasting. 11 people would take part in this activity. Ramsey reported Johnson is willing to work with us to do a tasting at virtually any price point by reducing the size and number of samples. Consensus was that we should aim for the lower end of the range.

Motion by Dirks to recommend the Board appropriate an amount not to exceed \$250 from undesignated gift funds for the December meeting. Second by Meilahn Bartlett. Passed 3-0.

7. Review and reassessment of results of 2019 focus groups – Ramsey reviewed the rationale for revisiting this document and the 2018 patron survey: To inform long-range planning and the creation of a 2023-2025 Strategic Plan. Consensus was that a meeting of this committee devoted entirely to studying these documents would be preferable. Discussion turned to space needs and the importance of the library to the downtown area. Ramsey discussed how an expanded library facility fits into the City's overall plan for downtown, as well as the community's need for public meeting space. More discussion of how the pandemic will play out and how this will impact the way our patrons use public space. Consensus was to continue to discuss these documents in 2022 as this committee puts together its strategic plan. Consensus was that the committee should continue to meet monthly in 2022.
8. Schedule next meeting: Next three meetings scheduled: Tue, 1/11 at 6:30; Tue, 2/8 at 6:30; Tue, 3/8 at 6:30
9. Meeting adjourned by consensus at 7:28 PM

*Indicates a potential action item

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