

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, January 19, 2022

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. Consent Agenda *

- A. Review/Approval of Minutes of December 15, 2021 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for December 2021 (enclosure)
- C. Review/Approval of Fund 215 & Fund 217 Bills for January 2022

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Interns and Practicum Students: Megan O'Keefe, 2021-2022 Intern

IX. Director's Report

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

X. Committee Reports

- A. Finance: Did not meet
- B. Personnel: Did not meet
- C. Planning: Met 1/11/22 (enclosure)
- D. Policies: Did not meet

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

- A. Discussion and possible action regarding in-person vs. virtual meetings in 2022, including a report on efforts to conduct hybrid meetings *

XIII. New Business

- A. Review of Board member terms for 2022-2023 (enclosure)
- B. Appointment of ad hoc Board Member Recruitment Committee
- C. Review 2022 Calendar of Work (enclosure)

XIV. Pending Agenda Items

A. Observance of Juneteenth as City/Library holiday

XV. Adjournment *

NEXT REGULAR MEETING: February 16, 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 January 19, 2021



XII. Old Business

- A. Discussion and possible action regarding in-person vs. virtual meetings in 2022, including a report on efforts to conduct a hybrid meeting *** - At the meeting on December 15, the Board passed a motion to hold the meeting on February 16 in a hybrid format (i.e. some trustees attend in-person in the Carnegie Room and others joining via Zoom). The Board charged me, the Director, with investigating various options for hybrid meetings, and I can report on what I have learned so far. This is an action item in case the Board wants to entertain a motion to postpone the move to hybrid given the recent surge in COVID-19 cases.

XIII. New Business

- A. Review of Board member terms for 2022-2023 (enclosure)*** – This review is taken at the beginning of every year to determine which, if any, seats on the Board need to be filled in the year to come. There are four trustees whose terms are ending in 2022: Mike Vienneau, who is completing his third consecutive term and, per Board By-laws, is not eligible to serve an additional term; and Ken Axe, Amy Ketterer, and Erin Meinholz, who are all completing their first full terms on the Board and are eligible to serve another term. Terms run May 1 – April 30
- B. Appointment of ad hoc Board Member Recruitment Committee** – President Ketterer will appoint an ad hoc committee to review applications for new trustees and make a recommendation to the Board at the April meeting.
- C. Review 2022 Calendar of Work** – This calendar was approved by the Board at the November, 2021, meeting, but we always take the opportunity each January to review the Calendar of Work for the coming year. I will highlight some important dates and briefly talk about tasks that are new this year

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, DECEMBER 15, 2021, @ 6:30 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; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER: 6:32 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA
- III. CONSENT AGENDA
MOTION TO APPROVE: Vienneau SECOND: Gates VOTE: 8-0
- IV. RECOGNITION OPPORTUNITIES Ketterer recognized Ramsey as one of the two recipients of WLA's Volunteer of the Year award
- V. PUBLIC COMMENT PERIOD None
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE Ramsey shared an email from a parent who was pleased with the Teen Bowling program organized on December 7 at Viking Lanes.
- VII. EDUCATION UPDATES
Meilahn Bartlett shared a story about a library book returned after 100 years.
- VIII. BOARD IN-SERVICE: none.
- IX. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report
Ramsey presented. He discussed the resolution of a Sunday hours compensation issue. The Library will be updating its security procedures in 2022, and Ramsey plans to collaborate with the Security Manager of the Milwaukee Public Library to do this most effectively. The Library is buying Kanopy streaming service. Verstegen noted that this is something the Friends might be interested in funding.
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: met on 11/16, the night before the November Board meeting. Committee chair Mike Vienneau stated that the committee's work had already been reported at that meeting. Meilahn Bartlett reminded committee members that she would like feedback on questions for the Board self-evaluation as soon as possible.
 - D. Policies: did not meet
- XI. FRIENDS OF THE LIBRARY REPORT: Verstegen was having technical difficulties and had left the meeting.
- XII. OLD BUSINESS: none
- XIII. NEW BUSINESS

A. AUTHORIZATION TO PAY BILLS FOR THE SECOND HALF OF DECEMBER
MOTION TO AUTHORIZE: Meinholz SECOND: Axe VOTE: 7-0

B. DISCUSSION OF USE OF CONSENT AGENDA FORMAT FOR FUTURE
MEETINGS. Axe expressed approval.

C. DISCUSSION AND POSSIBLE ACTION REGARDING IN-PERSON vs.
VIRTUAL MEETINGS IN 2022

MOTION TO MAKE THE FEBRUARY MEETING HYBRID: Ketterer SECOND
Axe

DISCUSSION: Axe explained his preference for meetings to be in person as much as possible. Ramsey discussed the technological difficulties of running a hybrid meeting. Gates suggested using the School Board meeting room and said she would reach out to Paul Vande Hei. Meinholz mentioned that it is a struggle for her and other soft-voiced people to be heard in hybrid meetings. Axe suggested using the Council Chambers. Ramsey said he would reach out to City IT staff to investigate. Meilahn Bartlett noted that there is a captioning capability on Zoom.

VOTE: 7-0

XIV. PENDING AGENDA ITEMS

A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY

XV. ADJOURNMENT AT 7:23 PM

MOTION TO ADJOURN: Axe SECOND: Gates VOTE: 7-0

Minutes taken by Sarah Monette

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE	
		AMENDED BUDGET	NORMAL	12/31/2021 NORMAL (ABNORMAL)	12/31/2021 NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)
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		3,237.04		153.75	3,762.96	46.24
215-00000-46712	COPY MACHINE	3,700.00		1,389.68		330.13	2,310.32	37.56
215-00000-48110	INTEREST	100.00		13.03		0.64	86.97	13.03
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	TRANFER IN FROM UTILITIES	0.00		0.00		0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00		0.00		0.00	0.00	0.00
Total Dept 00000 - REVENUE		908,247.00		904,913.43		484.52	3,333.57	99.63
TOTAL REVENUES		908,247.00		904,913.43		484.52	3,333.57	99.63
Expenditures								
Dept 55110								
215-55110-50110	SALARIES	80,133.00		80,250.04		6,473.60	(117.04)	100.15
215-55110-50120	WAGES	398,651.00		359,163.02		28,713.92	39,487.98	90.09
215-55110-50126	OVERTIME	0.00		0.00		0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	70,700.00		59,755.69		5,603.60	10,944.31	84.52
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		2,908.56		877.15	5,591.44	34.22
215-55110-50151	EMPLOYEE BENEFITS	72,684.00		64,858.92		5,362.41	7,825.08	89.23
215-55110-50152	HEALTH INSURANCE	94,783.00		97,812.71		8,358.08	(3,029.71)	103.20
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		411.80		0.00	88.20	82.36
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		1,075.66		0.00	524.34	67.23
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00		590.71		72.00	(90.71)	118.14
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		16,721.35		2,612.63	2,878.65	85.31
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		3,787.55		1,009.25	1,712.45	68.86
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		1,544.18		215.30	355.82	81.27
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		10,488.26		550.37	(1,488.26)	116.54
215-55110-50289	TECHNOLOGY COSTS	50,500.00		52,224.58		639.00	(1,724.58)	103.42
215-55110-50300	MISC EXPENSES	500.00		629.18		232.15	(129.18)	125.84
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00		4,445.24		225.80	(445.24)	111.13
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		0.00	(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		14,443.39		5,642.16	556.61	96.29
215-55110-50329	BOOKS	50,000.00		49,111.12		7,328.01	888.88	98.22
215-55110-50340	OPERATING EXPENSES	4,500.00		6,083.79		519.39	(1,583.79)	135.20
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		5,325.15		1,278.76	(525.15)	110.94
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

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		908,251.00	846,905.79	75,713.58	61,345.21	93.25
TOTAL EXPENDITURES		908,251.00	846,905.79	75,713.58	61,345.21	93.25
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		908,247.00	904,913.43	484.52	3,333.57	99.63
TOTAL EXPENDITURES		908,251.00	846,905.79	75,713.58	61,345.21	93.25
NET OF REVENUES & EXPENDITURES		(4.00)	58,007.64	(75,229.06)	(58,011.64)	10,191.00

User: SARAH

Period Ending 12/31/2021

DB: Stoughton

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	92,559.35
215-00000-11102	US BANK - CC	1,394.95
Total Assets		93,954.30
*** 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		58,007.64
Ending Fund Balance		93,954.30
Total Liabilities And Fund Balance		93,954.30

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	59.76	3.81	190.24	23.90
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	81,360.82	16,446.36	(16,360.82)	125.17
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	81,420.58	16,450.17	(16,170.58)	124.78
TOTAL REVENUES		65,250.00	81,420.58	16,450.17	(16,170.58)	124.78
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	34,918.27	7,580.94	20,081.73	63.49
217-55110-50501	UNDESIGNATED	0.00	300.00	250.00	(300.00)	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	35,218.27	7,830.94	19,781.73	64.03
TOTAL EXPENDITURES		55,000.00	35,218.27	7,830.94	19,781.73	64.03
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		65,250.00	81,420.58	16,450.17	(16,170.58)	124.78
TOTAL EXPENDITURES		55,000.00	35,218.27	7,830.94	19,781.73	64.03
NET OF REVENUES & EXPENDITURES		10,250.00	46,202.31	8,619.23	(35,952.31)	450.75
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	986,334.01	16,934.69	(12,837.01)	101.32
NET OF REVENUES & EXPENDITURES		963,251.00	882,124.06	83,544.52	81,126.94	91.58
		10,246.00	104,209.95	(66,609.83)	(93,963.95)	1,017.08

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User: SARAH
DB: Stoughton

BALANCE SHEET FOR STOUGHTON CITY
Period Ending 12/31/2021

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	92,077.51
217-00000-11102	US BANK - CC	788.49
217-00000-11302	WISC INVESTMENT FUND	197,338.62
Total Assets		290,204.62
*** 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		46,202.31
Ending Fund Balance		290,204.62
Total Liabilities And Fund Balance		290,204.62

Stoughton Area Comm Foundation

Your 2021 tax forms from Edward Jones

Edward Jones will furnish all Forms 1099-R and 1099-Q by Jan. 31, 2022, and all Consolidated 1099 Tax Statements by Feb. 15, 2022, per IRS requirements. We may not receive final information from issuers by Feb. 15, in which case your tax statement will not be final. Some issuers have until March 15 to provide final information. Visit us at edwardjones.com/taxcenter to learn more about your Edward Jones tax forms.

Corporate - Select

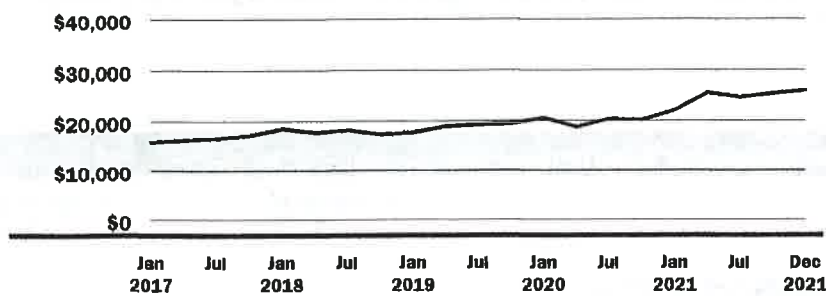
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$26,074.51

1 Month Ago	\$25,155.94
1 Year Ago	\$22,124.52
3 Years Ago	\$17,241.51
5 Years Ago	\$15,435.04

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$25,155.94	\$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	918.57	3,949.99

Ending Value **\$26,074.51**

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
	7.23%	17.25%	17.25%	14.49%	10.43%

January 2022
2021 EXPENDITURES: FUND 215
DECEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
12/16/21	JR prepaid PC	50212	WLA	WLA121621LLD	\$ 25.00
12/27/21	12/30/21	50212	SCLS	SCLS122721MO	\$ 12.00
12/06/21	CITY prepaid	50220	Stoughton Utilities	SU120621util	\$ 1,171.45
12/06/21	12/30/21	50221	Alliant Energy	AE 120621	\$ 745.17
12/17/21	12/30/21	50240	Gordon Flesch	GF121721copier2	\$ 57.23
11/17/21	CITY prepaid	50300	Stoughton, City of	sales tax	\$ 12.15
12/03/21	JR prepaid PC	50300	Stoughton Chamber of Comm.	COC120321vols	\$ 220.00
01/19/22	12/30/21	50300	Stoughton, City of	sales tax	\$ 18.16
12/01/21	12/30/21	50328	Penguin Random House	AD materials	\$ 105.00
12/08/21	12/30/21	50328	Findaway	FA111521ABCD	\$ 777.63
12/10/21	SB prepaid PC	50328	Amazon	AZ121021RAV	\$ 28.94
12/10/21	SB prepaid PC	50328	Amazon	AZ121021JDVD	\$ 17.96
12/12/21	SB prepaid PC	50328	Amazon	AZ121021JDVD	\$ 9.96
12/12/21	SB prepaid PC	50328	Amazon	AZ121021RAV	\$ 26.91
12/12/21	SB prepaid PC	50328	Amazon	AZ121021RAV	\$ 115.16
12/16/21	12/30/21	50328	Findaway	FA111621ABCD	\$ 107.98
12/17/21	SB prepaid PC	50328	Amazon	AZ121721RAV	\$ 33.47
12/17/21	SB prepaid PC	50328	Amazon	REFUND	\$ (20.00)
12/18/21	SB prepaid PC	50328	Amazon	AZ121021JDVD	\$ 19.96
12/28/21	SB prepaid PC	50328	Amazon	AZ122721JDVD	\$ 157.18
12/30/21	SB prepaid PC	50328	Amazon	AZ122721JDVD	\$ 25.44
01/01/22	12/30/21	50328	Ingram	AD materials	\$ 163.32
01/03/22	12/30/21	50328	Midwest Tape	MW110121JCD	\$ 10.99
12/07/21	SB prepaid PC	50329	Amazon	AZ 120321 AL	\$ 11.42
12/31/21	12/30/21	50329	Baker & Taylor AD329	AD materials	\$ 253.33
12/31/21	12/30/21	50329	Baker & Taylor CH239	CH materials	\$ 6.69
01/01/22	12/30/21	50329	Ingram	AD materials	\$ 148.24
01/01/22	12/30/21	50329	Ingram	CH materials	\$ 759.37
11/26/21	SB prepaid PC	50340	Amazon	refund	\$ (519.96)
12/03/21	SB prepaid PC	50340	Amazon	refund	\$ (183.54)
12/05/21	SB prepaid PC	50340	Amazon	AZ 120121 OS	\$ 8.99
12/07/21	SB prepaid PC	50340	Amazon	AZ120321OSFB	\$ 179.96
12/15/21	SB prepaid PC	50340	Amazon	AZ121421OSFB	\$ 74.85
12/15/21	SB prepaid PC	50340	Amazon	AZ 121421 OS	\$ 7.49

12/19/21	SB prepaid PC	50340	Amazon	AZ 121721 OS	\$ 26.95
12/21/21	SB prepaid PC	50340	Amazon	AZ 122021 OS	\$ 48.89
12/22/21	SB prepaid PC	50340	Amazon	AZ 122121 OS	\$ 13.18
12/28/21	SB prepaid PC	50340	Amazon	AZ 122721 OS	\$ 17.33
12/31/21	12/30/21	50340	Complete Office	CO 121521 OS	\$ 74.29
12/91/21	SB prepaid PC	50340	Amazon	AZ 121621 OS	\$ 35.42
12/31/21	12/30/21	50342	Baker & Taylor AD217BK	processing	\$ 11.73
12/31/21	12/30/21	50342	Baker & Taylor AD329	processing	\$ 8.28
01/01/22	12/30/21	50342	Ingram	library supplies	\$ 66.93
12/23/21	12/30/21	50820	SCLS	SCLS122321OS820	\$ 2,198.53
12/31/21	12/30/21	50328	Baker & Taylor AD328DVD	AD materials	\$ 234.85

January 2022

2021 EXPENDITURES: FUND 217
DECEMBER

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
11/22/21	SB prepaid PC	Amazon	refund	Sunday	program	\$ (123.01)			
12/03/21	SB prepaid PC	Amazon	AZ 120221 BTP21	BtPage	program	\$ 99.98			
12/03/21	JR prepaid PC	Yahara Chocolates	YC 120321 UND	undesg,	chocolate	\$ 200.00			
12/06/21	SB prepaid PC	Amazon	AZ 120221 BTP21	BtPage	program	\$ 185.96			
12/07/21	SB prepaid PC	Ama	AZ 120221 BTP21	BtPage	program	\$ 28.00			
12/07/21	CS prepaid PC	Viking Lanes	VL120721PRFTE	FoL	program	\$ 200.74			
12/08/21	CS prepaid PC	Amazon	WM120821PRFTE	FoL	program	\$ 35.92			
12/08/21	SB prepaid PC	Amazon	AZ 120221 BTP21	BtPage	program	\$ 65.70			
12/09/21	SB prepaid PC	Amazon	AZ 120221 BTP21	BtPage	program	\$ 119.98			
12/13/21	AB prepaid PC	New York Times	NYT 121321 Selsor	Selsor	subscription	\$ 50.00			
12/15/21	SB prepaid PC	Amazon	AZ 121521 B TK 4	Bryant	program	\$ 37.65			
12/16/21	SB prepaid PC	Amazon	AZ 121521 B TK	Bryant	program	\$ 12.49			
12/16/21	12/30/21	EBI	EBI 121621 BFF	Bryant	furniture	\$ 634.36			
12/17/21	SB prepaid PC	Amazon	AZ 121521 B TK 5	Bryant	program	\$ 24.26			
12/17/21	SB prepaid PC	Amazon	AZ 121521 BG B	Bryant	games	\$ 63.98			
12/19/21	SB prepaid PC	Amazon	AZ 121521 B TK 2	Bryant	program	\$ 11.99			
12/20/21	SB prepaid PC	Amazon	AZ 121521 B TK 1	Bryant	program	\$ 20.00			
12/20/21	SB prepaid PC	Amazon	AZ 122021 BG B	Bryant	games	\$ 19.97			
12/20/21	12/30/21	Ketterer, Amy	AK 122021	undesg,	gift cards	\$ 50.00			
12/21/21	SB prepaid PC	Amazon	AZ 121521 B TK 2	Bryant	program	\$ 17.99			
12/22/21	12/30/21	Duck Soup Signs	DSS 090221	Sunday	program	\$ 12.00			
12/22/21	12/30/21	Duck Soup Signs	DSS 090821	Sunday	program	\$ 90.00			
12/31/21	12/30/21	Baker & Taylor	BT 121021 R	REPL	books	\$ 5.03			

12/31/21	12/30/21	Baker & Taylor	AD materials	Bryant	books	\$ 270.92			
12/31/21	12/30/21	Baker & Taylor	AD materials	Lucky Day	books	\$ 70.52			
12/31/21	12/30/21	Baker & Taylor	AD materials	Lucky Day	AV	\$ 64.77			
12/31/21	12/30/21	Baker & Taylor	AD materials	Bryant	AV	\$ 125.94			
01/01/22	12/30/21	Ingram	AD materials	Bryant	books	\$ 1,111.33			
01/01/22	12/30/21	Ingram	AD materials	REPL	books	\$ 143.59			
01/01/22	12/30/21	Ingram	AD materials	FoL	books	\$ 89.16			
01/01/22	12/30/21	Ingram	CH materials	Sunday	program	\$ 139.06			

2022 EXPENDITURES: FUND 215
JANUARY

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/05/22	01/19/22	46710	Mazomanie	MAZ 010522	\$ 18.00
01/05/22	01/19/22	46710	McFarland	MCF 010522	\$ 25.00
01/10/22	01/19/22	46710	Madison PL--Pinney	PIN 011022	\$ 16.95
01/12/22	01/19/22	46710	Fitchburg Public Library	FCH 011222	\$ 35.00
01/04/22	JR prepaid PC	50211	USPS	USPS010422POST	\$ 43.00
01/03/22	AB prepaid PC	50212	UW	UW 010322 AB	\$ 135.00
12/28/21	JR prepaid PC	50289	Donor Tools	DON122821TECH	\$ 39.00
01/09/22	01/19/22	50289	SCLS	SCLS010922ILS	\$ 47,234.00
01/04/22	01/19/22	50313	Lewis, Chad	CL 020822 PROG AD	\$ 200.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/05/22	AB prepaid PC	50313	Autumn Pearl	gift card	\$ 10.00
01/11/22	01/19/22	50326	W. T. Cox	WTC 011022	\$ 3,115.86
01/06/22	01/19/22	50327	WiLS	WiLS 010622	\$ 2,031.99
01/01/22	SB prepaid PC	50328	Amazon	AZ122721JDVD	\$ 4.99
01/04/22	SB prepaid PC	50329	Amazon	AZ 010321 AN	\$ 15.00
01/03/22	SB prepaid PC	50340	Amazon	AZ 010321 OS	\$ 45.40
01/04/22	SB prepaid PC	50342	Amazon	AZ 010422 LS	\$ 28.45

2022 EXPENDITURES: FUND 217 JANUARY

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/10/22	01/19/22	kanopy	KAN 011022	KAN	eRes	\$ 3,000.00			
01/10/22	01/19/22	W. T. Cox	WTC 011022	AAM	subscription	\$ 1,217.92			



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	8,121	3,233	2,928	14,282	30.56%
TOTAL	231,370	224,233	212,652	127,268	103,310	32,688	36,737	172,964	35.91%
AVG	19,281	18,686	17,721	10,606	8,609	2,724	3,061	14,414	35.91%

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	214	709	25	0	948	67.49%
TOTAL	23,442	24,032	25,783	25,783	1,501	11,176	204	0	12,881	-50.04%
AVG	1,954	2,003	2,149	2,149	125	931	17	0	1,073	-50.05%

STOUGHTON PUBLIC LIBRARY STATISTICS, DECEMBER 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	7,804	6.12%
DEC	9,588	9,287	6,310	8,886	8,033	-9.60%
TOTAL	120,120	118,671	112,955	54,617	101,900	86.57%
AVG	10,010	9,889	9,413	4,551	8,492	86.57%

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	5,104	-3.73%
TOTAL	85,195	84,756	77,614	37,629	65,159	73.16%
AVG	7,100	7,063	6,468	3,136	5,430	73.16%

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	1,545	36.00%
TOTAL	157,660	189,991	198,204	49,224	15,193	-69.13%
AVG	13,138	15,833	16,517	4,102	1,266	-69.13%

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	7,176	58.08%
TOTAL	132,958	128,651	119,470	25,251	50,531	
AVG	11,080	10,721	9,956	2,104	4,211	

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	5,280	100.00%
TOTAL	129,885	129,880	121,964	23,762	37,460	57.65%
AVG	10,824	10,823	10,164	1,980	3,122	57.65%

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	3,519	-56.95%
TOTAL	94,160	89,816	94,818	87,186	48,582	-44.28%
AVG	7,847	7,485	7,902	7,266	4,049	-44.28%

Programming Statistics
for December 2021

		September	Number of Participants		
Date	Platform	Event	CH	YA	AD/All Ages
12/1/2021	Carnegie Room	The Foundation (Jim)			5
12/1/2021	Take Home	ST Craft (DF)	20		
12/2/2021	Fire Station	Craft Club (SB, AH)			12
12/5/2021	Stoughton Yoga	Yoga Sundays (Stoughton Yoga, AB)			14
12/7/2021	Facebook	Music and Movement (MO)	9		
12/7/2021	Viking Lanes	Teen Bowling (CS, MOK)		17	
12/8/2021	Zoom	Escape Rooms ages 9-11(MO)	3		
12/9/2021	Zoom	Pokemon Club (MO)	8		
12/9/2021	Zoom	Clues in the Dress: Dating Old Photos (Leslie Bellais, AB)			8
12/13/2021	Zoom	Outreach ST: Head Start (MO)	15		
12/14/2021	Facebook	Music and Movement (MO)	6		
12/14/2021	Zoom	Intro to Coding (MO)	2		
12/15/2021	Zoom	Escape Rooms ages 6-8 (MO)	3		
12/16/2021	Take-home kits	Teen Gingerbread Houses (CS)		18	
12/20/2021	Facebook	Baking Story Time (MO)	8		
12/21/2021	Facebook	Music and Movement (MO)	23		
12/22/2021	Facebook/Take	Snow Globe Craft (MO)	30		
12/27/2021	Take-home kits	Noon Year's Eve Kits (MO, DF)	100		
12/28/2021	Facebook	Music and Movement (MO)	7		
12/28/2021	Take-home Kit	Build a snowman (MO)	30		
12/29/2021	Facebook	Snowflake Paper Bag Craft (MO)	45		
12/30/2021	Zoom	Among Us (MO)	6		
12/30/2021	Drop-in/self gu	Sticker Mosaic in AD, all ages			30
12/30/2021	In Person	Overdrive one-on-one training (AB)			2
			315	35	40

Director's Report

January 19, 2021



Library operations during the pandemic:

- Staffing during the latest omicron-driven surge has been challenging for all public-facing services, and libraries are no exception. In the first two weeks of January, several libraries in South Central Library System have had to reduce hours or close temporarily due to staff illness. Thus far, we've been able to cover any absences related to COVID illness or potential exposure using staff on hand. On December 30 I sent an email to the Library Board describing contingency plans for temporarily reducing hours or services due to lack of available staff. These plans are outlined in detail in the library's Epidemic and Public Health Emergency Policy. Any closure or reduction in hours of this type would be temporary; we would make every effort to resume normal operations as soon as possible. I believe we have the knowledge and tools to keep staff healthy and prevent transmission in our building.
- Several library programs originally scheduled to be held in-person have been shifted to a virtual format amid the recent surge. Having endured this pandemic for almost two years, our staff are highly adaptable. Any program planning these days always involves contingency plans for a virtual option. We continue to evaluate each program on a case-by-case basis when considering pivoting to digital. Considerations include: the nature of the program and the ability of performers and attendees to social distance; space considerations and possible alternative venues; anticipated attendance; and the intended audience of the program.

Other news:

- In the early morning hours of December 22, a semi-trailer passing through the alley behind the library caught some overhead fiber optic cables near the southeast corner of the library and ripped them out of the building. Stoughton Utilities was on the scene before the library even opened to rope off the downed lines. (The lines were never electrified and posed no danger to the public.) This meant the library was without phone service for most of the day, but fortunately our internet, which is provided by a separate network, was unaffected. John Montgomery from the city's IT department spent the rest of the day working with contractors to restore telephone service, which they did later that evening.

- I spoke with Mayor Swadley at length on January 5 about our plans to turn the vacant lot at 216 E Jefferson St. into an outdoor programming space. I've already talked to Rodney Scheel, City Planning Director, and Michael Stacey, City Zoning Administrator, about the zoning requirements for this property. I am in process of scheduling meetings with Parks Director Dan Glynn and Public Works Director Brett Hebert. As you can see, there are a lot of component parts to the project. In the coming months I hope to have a preliminary budget to present to the Board and, eventually, to Council, in the hopes that this project can be funded using federal ARPA funds.
- I attended the second meeting of the County Funding Workgroup led by Dane County Library Director Tracy Herold on January 5. As we explore alternatives to the current county reimbursement model, we've been discussing the models in nearby counties that factor in metrics such as number of items loaned to and borrowed from other libraries, as well as use of digital e-resources and how including those might impact a library's cost-per-circ. Tracy plans to run simulations in the next month using various funding models to identify potential impacts.
- I learned on January 4th that Jamin Friedl, City Finance Director, will be leaving the City of Stoughton on January 12 for a position in the private sector. This is a huge loss for the City and, by extension, the library. Jamin and I worked closely together on my first three library budgets. His expert advice and sound judgement was absolutely indispensable at budget time and throughout the year. This position is one of the most important positions in the City, and it is critical that the Finance Director have a thorough understanding of the library's purpose and funding structure.
- **Kanopy**, our new on-demand streaming service, is live. I spent a lot of time in late-December working out the technical kinks with Kanopy support and SCLS IT staff. Kanopy is a streaming video site used by hundreds of public libraries and library systems across the country.



Their tagline is *Thoughtful Entertainment*[™], and they have an especially deep catalog of world cinema (including the acclaimed Criterion Collection) and documentary films, but also recent award-winning films. Kanopy also includes access to video lectures in the Great Courses series and kid-friendly content via Kanopy Kids. After launching the service in the

first week of January, I spent a considerable amount of time preparing to market the service to our patrons.

- On January 6, I visited the E.D. Locke Public Library in McFarland to talk with Director Heidi Cox about the technology upgrades they recently made to their meeting/program room, including a wall-mounted camera and ceiling-mounted whole-room microphone. The purpose of my visit was to explore technology solutions for hybrid meetings, but these improvements may also allow livestreaming of programs and hybrid virtual/in-person presentations in the future. I've been in touch with the vendor that installed the equipment for McFarland and have scheduled a site visit so they can get an idea of our space and technology needs.



- Local artist **Liliana Knoppke-Wetzel** installed over a dozen of her pieces on the library's 2nd floor earlier this month. Knoppke-Wetzel is an educator and multi-media artist who specializes in using recycled and repurposed materials in her work, like this stunning 3D portrait made from eggshells and coffee grounds! Her work will be on display through the end of the month and you can see more of her work on Instagram: @wetzellily.
- I attended the Dane County Directors meeting on January 13 where the main topic of discussion was whether or not SCLS member libraries should be allowed to purchase additional copies of e-books and downloadable audio books through Overdrive's Advantage Program that would fill holds

for that library's patrons first before being available to patrons at other libraries. One library in SCLS is already doing this, which came as a surprise to some. As you know, all SCLS libraries contribute to an Overdrive Advantage buying pool to purchase additional copies for SCLS patrons; this change would allow individual libraries to do the same. The issue will be discussed at the SCLS Administrative Council in February and the SCLS All Directors meeting in March

- On January 14, I attended a virtual webinar on preparing the 2021 Annual Report for the Department of Public Instruction. As expected, many of the "temporary" reporting requirements related to the pandemic will be back on this year's report, including questions about curbside pick-up (Jan – May of 2021) and virtual/in-person/hybrid programs.
- WLA's Library Legislative Day team has been meeting weekly since the first of the year to assess the current public health situation in advance of Library Legislative Day on Tuesday, February 8th. As of this moment, the plan is to hold the event in-person at the Concourse Hotel and State Capitol building. The morning program and the afternoon legislator meetings will be modified according to the latest COVID safety protocols. I'll be making the appointments again this year starting January 18th.

Stoughton Area Community Foundation Fund Report

The report for the period Nov 27 – Dec 31 shows an increase in value of \$918.57 to the account because of market conditions. The overall value of the account as of Dec 31 is \$26,074.51. The balance of the fund at the beginning of 2021 was \$22,124.52.

Youth Services (from Mary Ostrander)

- Mary had a lovely time at the Girl Scout Panel and talked about what it is like to be a librarian.
- 30 **Snow Globe kits** were picked up from the library. This program was extremely popular and more kits will be created if we repeat this in the future.
- Both Virtual Escape Rooms went well. 3 kids attended each one through Zoom. Mary plans on more virtual escape rooms in January.



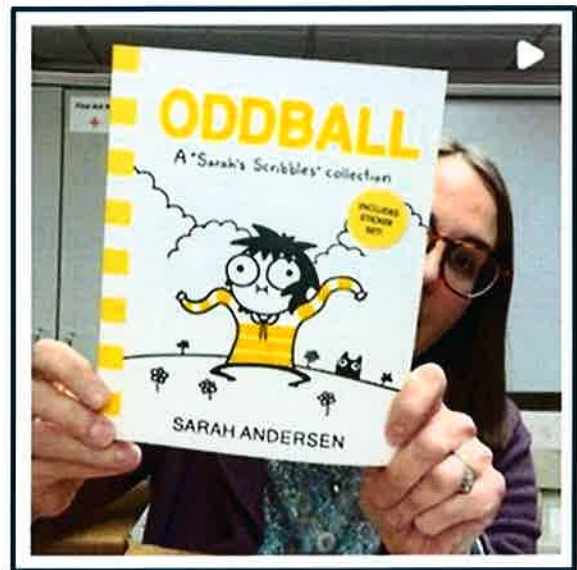
- Picture books with CDs will now be interfiled with the other picture books to allow for more space for the very popular Wonderbooks and Vox books.
- 45 Lunch Bag Snow Flake craft kits went out. Many patrons commented on how beautiful theirs turned out and how simple it was.
- “Noon Year’s Eve” Kits were very popular. All 100 of the kits were taken by patrons.
- 3 kids attended the new Graphic Novel Book Club. Mary will continue hosting this monthly through May.
- 6 kids attended the “Among Us” virtual program on December 30. It was a ton of fun and will be duplicated when kids have special days off school.
- 1,000 Books Before Kindergarten, 1/1/2021-12/31/2021
 - 106 children total were enrolled.
 - 91 of these children logged books in 2021, and read 16,206 books total.
 - 16 children read at least 500 books and received a free book as a prize.
 - 10 children completed their full 1000 books and received a second free book as a prize.
- 500 Books Before Kindergarten, 11/1/2021-12/31/2021
 - 31 children total were enrolled.
 - 7 of these children logged books in 2021, and read 420 books total.
- 11 Requests for Kid Lit Kits, bundles of personalized reading selections for young patrons, have been filled since November.
- The 6 ukulele kits and 2 lap harp kits are processed and now available for checkout. This collection was funded by a grant from the Beyond the Page fund.
- Virtual Music and Movement will continue on the library’s Facebook page through March.
- Michael Hecht and the members of Magnolia Gardens are sharing a display “Animals are our Friends” in the Children’s Area through January.
- The Kids’ Winter Reading Program is underway. Kids ages 0-10 can read 10 hours over the month of January to earn a free book. There are also grand



prizes. Kids can complete activities and earn a chance to win one of the grand prizes.

Tech Services & Technology News (from Sarah Bukrey)

- Sarah and Amy are working on the 2022 Craft Club schedule and class descriptions.
- Sarah started ordering for 2022 and items are already arriving!
- The shift of the TV series DVDs into their own section is complete, and new shelf markers were created by staff and library volunteers.
- Rap was added as a CD music category and the relevant items were selected, pulled, and relabeled.
- The call numbers of the Playaway digital audio players have been updated to include the label DAP (for Digital Audio Player), which more closely aligns with the name of the collection in Bibliovation. The Children's collection has been relabeled and the Adult collection will be done in the new year.
- TS is relabeling the collection of children's books that have accompanying CDs and integrating them into the appropriate collection (picture books, readers, non-fiction, etc.) Several new board games were added to the Board Game collection this month, and eight musical instruments (six ukuleles and 2 lap harps) were added to the collection, made possible by a grant from Beyond the Page.
- Sarah, along with Mary and Amanda, was on the interview panel that met with a potential Library Substitute candidate on January 12.
- In lieu of the annual volunteer recognition breakfast we held pre-pandemic, Sarah compiled a letter of thanks along with statistics showing the impact of our volunteers at the library! Each volunteer also received a Stoughton Chamber of Commerce "Chamberbucks" gift certificate as a token of our appreciation.



Circulation Services (from Robin Behringer)

- New Shelver, Lily T., started training on December 20. She is a quick learner and is already becoming a great asset to the team.

- With the library closed for three days each around both Christmas and New Year's, the Circulation Department's volume and workflow were significantly impacted. Circulation and Shelving staff handled large numbers of returns and holds in record time and soon cleared the backlog.
- On January 10, a major upgrade was applied to BiblioNation, the Integrated Library System (ILS) software that runs the online catalog and manages most important circulation and patron information functions. Robin attended several meetings/webinars in the weeks leading up to the upgrade to learn about changes and to prepare. Luckily, the upgrade seems to have caused only intermittent (hopefully temporary) slow-downs.

Adult & Teen Services (from Amanda Bosky)

- Cynthia hosted several wonderful teen programs in-person and via Zoom in December and January, such as take-and-make Gingerbread Houses and a meeting of the Teen Advisory Board via Zoom.
- Amy is involved with the Stoughton Area Resource Team as a library representative. With the resignation of the START director, Amy and the rest of the START team have scheduled additional meetings to plan for the future, including hiring the next director. We value our partnership with START and Joining Forces for Families, two vital organizations which assist people in need.
- On December 9, 8 people attended a virtual Zoom program called "Clues in the Dress." Leslie Bellais, a retired curator from the Wisconsin Historical Society, taught participants how to guess the era of a photograph based on hairstyles and details in clothing.
- Throughout the pandemic, the library has donated discarded Teen Fiction to the Stoughton High School. School Media Specialist Cathy Gargano has shared the books with students via their Little Free Libraries, and now with the high school book club. The Stoughton Courier Hub featured photos of students browsing these library discards at a recent book club meeting. We're happy that our books have a second life and continue to reach readers even when they are weeded from the library!
- Local history volunteer extraordinaire, Eloise, hosted a tour of the Local History collection for the local group Entre Nous on January 5. 9 people learned about the lovingly curated collection of Stoughton information available. We are so grateful to Eloise, Lesley, and other volunteers who work so hard to help people find information about genealogy, historic houses, and more.
- 11 people attended our second session of Sunday Yoga on January 9, in partnership with Stoughton Yoga at their space on Silverado Dr. With proof

of vaccination and masks required by the studio, we are happy to provide a relatively safe, free way for patrons to enjoy a relaxing and refreshing morning of yoga.

Looking Back from *The Stoughton Courier Hub* from **December 6, 1932**

Library Demands Increase During Low Business Ebb

A nation-wide increase in the demands on public library facilities during the period of economic depression is reported by all librarians.

That increased demand stimulated by unemployment is noticeable in the Stoughton library. People turn to the library not only for general reading but for information concerning the vocations and trades which they hope to enter when the period of economic distress mends. It is important therefore say librarians that public equipment, supplies and personnel be kept up to full strength through this period.



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, January 11, at 6:30 p.m.

Note: This meeting was held remotely via Zoom.

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

MINUTES

1. Meeting called to order by Vienneau at 6:37 PM
2. **Review of Agenda** – Reviewed and accepted by consensus
3. **Review/Approve Minutes of November 16, 2021 *** (enclosure) – MOTION to accept minutes of November 16 meeting by Dirks. SECOND: Meilahn Bartlett. VOTE: 3-0
4. **Status update and discussion on 2022 Board self-evaluation process** – Committee reviewed the list of questions from previous self-evaluations, focusing on questions that members had flagged for either retention or removal. Committee agreed that the best survey questions are actionable, i.e., they provide information that the Board can use to make changes or correct deficiencies, perceived or actual. Discussion of allowing free-form answers for some questions to allow respondents to elaborate on Likert scale rating.

[Nelson joined remote meeting at 7:02 PM]

Agreed by consensus to retain 1-5 Likert scale for responses as follows: 5-Yes, 4-Sometimes, 3-Not sure, 2-Rarely, 1-Never. After review, committee was left with 18 questions. Meilahn Bartlett said she would format the questions into in a survey using Google Forms. Survey will be distributed to the Board in advance of the March 16 meeting and results reported at the April 20 meeting.

5. **Review of 2021 Library Board Goals (enclosure) and creation of 2022 Goals document *** - Discussion of the purpose and utility of goals, as well as the difficulty of planning given the ongoing pandemic. Consensus was that accountability through reviewing progress is important. Dirks

suggested that this review take place later in the year, in November instead of August. Committee agreed. Discussion of the four 2021 Board Goals ensued. Consensus was to remove mention of endowments in goal C, which would now read, "Explore the creation of alternative sources of revenue." Committee decided by consensus to recommend the goals with this change to the Board at the February meeting.

6. **Plan for a future meeting entirely devoted to reviewing the results of 2019 focus groups** – Committee decided by consensus to devote next meeting on February 8 entirely to the review of the 2019 focus group results, with the exception of a brief update on efforts to finalize the 2022 Board self-evaluation survey.

7. Meeting adjourned by consensus at 7:50 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 Ligoeki
Erin Meinholz
Dayna Verstegen

Minutes recorded by Jim Ramsey

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MEMBER TERMS
(terms run from May 1 to April 30)

As of January 14, 2022

Ken Axe	2019-2022 (In first full term)
Scott Dirks	2021-2024 (In first term)
Trish Gates	Stoughton Area School District Rep.
Amy Ketterer	2019-2022 (In first term)
Jean Ligocki	City Council Rep. 2020-2021
Sharon Meilahn Bartlett	2020-2023 (In first term, took over partial term)
Erin Meinholz	2019-2022 (In first term)
Dayna Verstegen	2021-2024 (In first term)
Mike Vienneau	2019-2022 (In third term)

2022 CALENDAR OF WORK

STOUGHTON PUBLIC LIBRARY

Approved by the Library Board on 11-17-21



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

JANUARY:

o Board In-service: Presentation from Library Staff

- o Business: Review Board member terms
- o Business: Appointment of ad hoc Board Member Recruitment Committee
- o Business: Review calendar of work for the coming year
- o Business: Library Legislative Day preview

FEBRUARY:

o Board In-service: Presentation from Library staff

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

MARCH:

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

APRIL:

o Board In-service: Presentation from City Finance Director ?

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