

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, February 16, 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.

AMENDED

I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda *

A. Review/Approval of Minutes of January 19, 2022 (enclosure)

B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for January 2022 (enclosure)

C. Review/Approval of Fund 215 & Fund 217 Bills for February 2022 (enclosure)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation from Adult Services Librarian Amanda Bosky and Megan O'Keefe, 2021-2022 Intern

IX. Director's Report

A. Statistics for January 2022 (enclosure)

B. Administration report (enclosure)

X. Committee Reports

A. Finance: Will meet this month to discuss allocation of fund balance to capital projects

B. Personnel: Will meet in March to begin annual director evaluation process

C. Planning: Met 2/8 (enclosure)

D. Policies: Currently reviewing workflow and best practices. Ramsey will provide update.

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

A. Status update/report on new trustee recruitment

XIII. New Business

A. Approval of 2021 Annual Report to be submitted to the State of Wisconsin Department of Public Instruction (enclosure) *

- B. Approval of statement regarding public library system effectiveness (see final page of Annual Report enclosure) *
- C. Approval of 2022 Library Board Goals (enclosure) *
- D. Discussion and possible action regarding Library participation in the Chamber's 2022 Community Expo (enclosure) *
- E. Appointment by President Ketterer of ad hoc Student Trustee Recruitment Committee

XIV. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday

XV. Adjournment *

NEXT REGULAR MEETING: March 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 February 16, 2022



XII. Old Business

- A. **Status update/report on new trustee recruitment** - I will provide an update on marketing and publicity to solicit applications for the upcoming vacancy on the Board. I will also review the timeline for the application and appointment process. The ad hoc Trustee Recruitment Committee is currently: President Amy Ketterer, Sharon Meilahn Bartlett, and Dayna Verstegen.

XIII. New Business

- A. **Approval of 2021 Annual Report to be submitted to the State of Wisconsin Department of Public Instruction (enclosure) *** - This is the annual report every public library is required to submit to the Department of Public Instruction detailing library services, usage, staffing, and finances over the previous calendar year. I will briefly review the report and the Board will be asked to approve submitting it to the DPI.
- B. **Approval of statement regarding public library system effectiveness (see final page of Annual Report enclosure)–** Each year, the DPI requires libraries that belong to a state library system to answer following question: *Did the library system provide effective leadership and adequately meet the needs of the library?* The Library Board's answer is included at the end of the annual report.
- C. **Approval of 2022 Library Board Goals (enclosure) *** - These goals were approved by the Board's Planning Committee at their meeting on January 11. They are mostly unchanged from the previous year's goals, owing to the ongoing disruption caused by the pandemic.
- D. **Discussion and possible action regarding Library participation in the Chamber's 2022 Community Expo (enclosure) *** - The Stoughton Chamber of Commerce is holding an in-person Community Expo at the Mandt Center for the first time since 2019. Several Board members and I took turns at that event staffing a table at which we gave away books & other small items and shared information about library programs and services. This year's event will be held on Thursday, April 21, from 5:00 to 7:00 PM. The purpose of this discussion is to gauge Board members' availability and comfort level with an in-person presence at this year's event. There is a small exhibit fee of \$50 to participate. If the Board

decides to participate, I will work with interested trustees to plan for the event.

E. Appointment by President Ketterer of ad hoc Student Trustee

Recruitment Committee – Board President Ketterer will appoint an ad hoc committee to recruit, interview, and nominate a candidate for the Student Trustee position. Applications are typically solicited in March, and the committee reviews applications and conducts interviews in April. A nomination is brought before the Board at the May meeting.

XVI. Pending Agenda Items

F. 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, JANUARY 19, 2022, @ 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. CONSENT AGENDA
MOTION TO APPROVE: Dirks SECOND: Vienneau VOTE: 9-0
Discussion of how best to put December's chocolate tasting in the minutes
- IV. RECOGNITION OPPORTUNITIES
- V. PUBLIC COMMENT PERIOD Ketterer wanted to thank Yahara Chocolates for the chocolate tasting that was the Board's holiday team-building exercise in December
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE Ramsey shared a thank you letter from the Food Pantry. State Senator Melissa Agard sent Ramsey a note of congratulations on being one of the WLA Volunteers of the Year.
- VII. EDUCATION UPDATES
Ketterer shared an article about apartments in Carnegie libraries in New York City.
- VIII. BOARD IN-SERVICE: Library intern Meghan O'Keefe was scheduled to join the meeting but will instead attend the February meeting. Ramsey talked about how the Library benefits from interns and practicum students
- IX. DIRECTOR'S REPORT
 - A. Statistics
Ramsey presented the statistics.
 - B. Administration Report
Ramsey presented. Meilahn-Bartlett noted an error: the date should be "2022," not "2021."
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: Vienneau reported that the Planning Committee is working on the questionnaire for the Board self-evaluation and the 2022 Board goals.
 - D. Policies: did not meet
- XI. FRIENDS OF THE LIBRARY REPORT: Verstegen reported that the Friends are looking for ways to grow; they're shortening the newsletter. There will be a garage sale in June. They would like to reach out to all adult holders of library cards; Ramsey suggested featuring the Friends prominently in a Library newsletter. Verstegen is still looking for 100% membership in the Friends from the Board.

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

MOTION TO MAKE THE FEBRUARY AND MARCH MEETINGS VIRTUAL
Meinholz SECOND Verstegen

Ramsey reported on his investigations. The City Council Chambers are used by the Municipal Court on the third Wednesday of the month; the Board of Education's room would require that facility to provide staff to run the technology. Upgrading the Carnegie Room, which Ramsey also wants to do to enable livestreaming of programs, will cost \$7,000 (which is what McFarland's upgrade cost) or more.

VOTE 9-0

XIII. NEW BUSINESS

A. REVIEW OF BOARD MEMBER TERMS FOR 2022-2023

Ketterer noted that Vienneau's third three-year term is up.

B. APPOINTMENT OF AD HOC BOARD MEMBER RECRUITMENT COMMITTEE

There was discussion of the committee members' duties and time commitment.

Ketterer encouraged interested Board members to reach out to her.

C. REVIEW 2022 CALENDAR OF WORK

Vienneau presented.

XIV. PENDING AGENDA ITEMS

A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY

XV. ADJOURNMENT AT 7:23 PM

MOTION TO ADJOURN: Dirks SECOND: Axe VOTE: 9-0

Minutes taken by Sarah Monette

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	NORMAL	01/31/2022	01/31/2022	MONTH 01/31/2022	BALANCE	
				NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		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	249,429.00		0.00	0.00		249,429.00	0.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,952.00		0.00	0.00		15,952.00	0.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00		0.00	0.00		0.00	0.00
215-00000-46110	MISC. REVENUE	0.00		0.00	0.00		0.00	0.00
215-00000-46710	FINES	6,000.00		230.67	230.67		5,769.33	3.84
215-00000-46712	COPY MACHINE	3,700.00		45.99	45.99		3,654.01	1.24
215-00000-48110	INTEREST	0.00		0.32	0.32		(0.32)	100.00
215-00000-48500	DONATIONS	0.00		0.00	0.00		0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	646,350.00		0.00	0.00		646,350.00	0.00
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		921,431.00		276.98	276.98		921,154.02	0.03
TOTAL REVENUES								
		921,431.00		276.98	276.98		921,154.02	0.03
Expenditures								
Dept 55110								
215-55110-50110	SALARIES	86,916.00		6,573.60	6,573.60		80,342.40	7.56
215-55110-50120	WAGES	413,759.00		29,991.07	29,991.07		383,767.93	7.25
215-55110-50126	OVERTIME	0.00		0.00	0.00		0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00		5,751.64	5,751.64		70,069.36	7.59
215-55110-50128	SEASONAL/TEMPORARY	8,500.00		542.83	542.83		7,957.17	6.39
215-55110-50151	EMPLOYEE BENEFITS	75,001.00		5,422.29	5,422.29		69,578.71	7.23
215-55110-50152	HEALTH INSURANCE	104,973.00		9,364.89	9,364.89		95,608.11	8.92
215-55110-50200	MISC OUTSIDE SERVICES	0.00		0.00	0.00		0.00	0.00
215-55110-50210	TELEPHONE	0.00		0.00	0.00		0.00	0.00
215-55110-50211	POSTAGE	500.00		43.00	43.00		457.00	8.60
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		135.00	135.00		1,465.00	8.44
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		0.00	0.00		200.00	0.00
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		0.00	0.00		19,600.00	0.00
215-55110-50221	UTILITIES-BUILDING 2	5,500.00		0.00	0.00		5,500.00	0.00
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00		0.00	0.00		1,900.00	0.00
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		600.00	600.00		8,400.00	6.67
215-55110-50289	TECHNOLOGY COSTS	53,600.00		47,234.00	47,234.00		6,366.00	88.12
215-55110-50300	MISC EXPENSES	500.00		0.00	0.00		500.00	0.00
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		343.38	343.38		4,156.62	7.63
215-55110-50320	SUBSCRIPTIONS/DUES	600.00		0.00	0.00		600.00	0.00
215-55110-50326	PERIODICALS	5,200.00		3,115.86	3,115.86		2,084.14	59.92
215-55110-50327	E-RESOURCES	9,700.00		2,031.99	2,031.99		7,668.01	20.95
215-55110-50328	AUDIO VISUAL	11,000.00		4.99	4.99		10,995.01	0.05
215-55110-50329	BOOKS	50,000.00		76.96	76.96		49,923.04	0.15
215-55110-50340	OPERATING EXPENSES	4,500.00		69.29	69.29		4,430.71	1.54
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		0.00	0.00		200.00	0.00
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00		138.96	138.96		4,661.04	2.90
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 01/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		948,170.00	111,439.75	111,439.75	836,730.25	11.75
TOTAL EXPENDITURES		948,170.00	111,439.75	111,439.75	836,730.25	11.75
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES						
TOTAL EXPENDITURES		921,431.00	276.98	276.98	921,154.02	0.03
NET OF REVENUES & EXPENDITURES		948,170.00	111,439.75	111,439.75	836,730.25	11.75
		(26,739.00)	(111,162.77)	(111,162.77)	84,423.77	415.73

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

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Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	92,119.37
215-00000-11102	US BANK - CC	1,394.95
Total Assets		93,514.32
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	4,913.41
215-00000-21700	ACCRUED PAYROLL	24,208.16
Total Liabilities		29,121.57
*** 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		28,446.09
Ending Fund Balance		64,392.75
Total Liabilities And Fund Balance		93,514.32

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 01/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	50.00	0.57	0.57	49.43	1.14
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	26.23	26.23	59,973.77	0.04
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		60,050.00	26.80	26.80	60,023.20	0.04
TOTAL REVENUES		60,050.00	26.80	26.80	60,023.20	0.04
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	50,000.00	4,468.83	4,468.83	45,531.17	8.94
217-55110-50501	UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
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		50,000.00	4,468.83	4,468.83	45,531.17	8.94
TOTAL EXPENDITURES		50,000.00	4,468.83	4,468.83	45,531.17	8.94
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		60,050.00	26.80	26.80	60,023.20	0.04
TOTAL EXPENDITURES		50,000.00	4,468.83	4,468.83	45,531.17	8.94
NET OF REVENUES & EXPENDITURES		10,050.00	(4,442.03)	(4,442.03)	14,492.03	44.20
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		981,481.00	303.78	303.78	981,177.22	0.03
NET OF REVENUES & EXPENDITURES		998,170.00	115,908.58	115,908.58	882,261.42	11.61
		(16,689.00)	(115,604.80)	(115,604.80)	98,915.80	692.70

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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	91,881.67
217-00000-11102	US BANK - CC	788.49
217-00000-11302	WISC INVESTMENT FUND	197,338.62
Total Assets		290,008.78
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	2,122.34
Total Liabilities		2,122.34
*** 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		43,884.13
Ending Fund Balance		287,886.44
Total Liabilities And Fund Balance		290,008.78

Stoughton Area Comm Foundation

Securely share your tax forms with your tax preparer

With Online Access you can conveniently share your Edward Jones tax forms electronically with your tax professional. Simply sign in, indicate the tax forms to share from the Documents screen and click Send to Tax Preparer. Your Edward Jones team can also share your tax forms at your instruction, using the same secure electronic system. To learn more, contact your Edward Jones office.

Corporate - Select

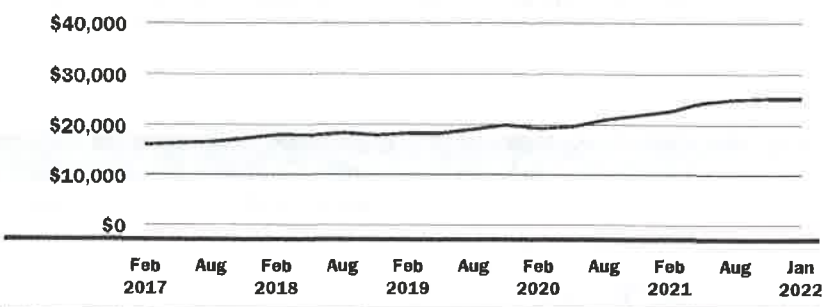
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$25,105.01

1 Month Ago	\$26,074.51
1 Year Ago	\$22,071.91
3 Years Ago	\$17,777.98
5 Years Ago	\$15,825.73

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$26,074.51	\$26,074.51
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	-969.50	-969.50
Ending Value	\$25,105.01	

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

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-3.73%	-3.73%	12.12%	12.11%	9.19%

2022 EXPENDITURES: FUND 215
FEBRUARY

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/24/22	02/16/22	46710	Emmaus Bible College	EBC 012422	\$ 10.00
01/24/22	02/16/22	46710	Middleton PL	MID 012422	\$ 22.00
01/25/22	02/16/22	46710	Mowry, Daniel R.	DRM 012522	\$ 19.99
01/26/22	02/16/22	46710	Madison PL-Alicia Ashman	HPB 012622(1)	\$ 5.99
01/26/22	02/16/22	46710	Madison PL-Alicia Ashman	HPB 012622(2)	\$ 21.99
01/27/22	02/16/22	46710	E.D. Locke Public Library	MCF 012722	\$ 15.00
01/27/22	02/16/22	46710	Madison PL-Pinney	PIN 012722	\$ 12.99
01/28/22	02/16/22	46710	Peterson, Casey	CP 012822	\$ 11.99
01/29/22	02/16/22	46710	Ruth Culver Comm. Lib.	PDS 012922	\$ 3.99
01/29/22	02/16/22	46710	Verona Public Library	VER 012922	\$ 9.00
01/31/22	02/16/22	46710	Madison Public Library	MAD 013122	\$ 15.00
02/03/22	02/16/22	46710	Madison PL-Pinney	PIN 020322	\$ 50.00
02/09/22	02/16/22	46710	Tenjum, Peter A.	PAT 020922	\$ 24.98
01/14/22	SB prepaid PC	50212	ALA	ALA 011422 SB	\$ 94.00
02/04/22	02/16/22	50221	Alliant Energy	AE 020422	\$ 1,293.12
01/17/22	02/16/22	50240	Gordon Flesch	GF011722copier2	\$ 52.14
02/03/22	02/16/22	50240	Gordon Flesch	GF020322copier1	\$ 58.97
01/06/22	02/16/22	50250	Johnson Controls	JC 010622	\$ 600.00
01/27/22	02/16/22	50289	Bibliotheca	BIB 012722	\$ 1,907.56
01/31/22	02/16/22	50289	SCLS	SCLS013122MyPC	\$ 150.00
01/31/22	02/16/22	50289	SCLS	SCLS013122wiscat	\$ 200.00
02/07/22	JR prepaid PC	50300	UPS Store	UPS020722print	\$ 15.90
02/16/22	CITY prepaid	50300	Stoughton, City of	STO021622salestax	\$ 2.53
01/04/22	CS prepaid PC	50313	Steam	ST010422TEPROG	\$ 22.14
01/06/22	SB prepaid PC	50313	Amazon	AZ 010522 CC	\$ 27.98
01/10/22	MO prepaid PC	50313	Pick 'n Save	PN011022CHPROG	\$ 33.26
01/18/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 13.98
01/18/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 14.04
01/19/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 78.97
01/19/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 22.69
01/19/22	02/16/22	50313	Demco	DM011922ADPROG	\$ 90.68
01/20/22	02/16/22	50313	ALA	ALA012022ADPROG	\$ 53.95
01/20/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 16.99
01/20/22	SB prepaid PC	50313	Amazon	AZ011822CHPROG	\$ 13.86
01/20/22	SB prepaid PC	50313	Amazon	AZ 012022 CC	\$ 32.00

01/25/22	SB prepaid PC	50313	Amazon	AZ012522TEPROG	\$ 67.97
01/26/22	SB prepaid PC	50313	Amazon	AZ012522TEPROG	\$ 29.99
01/27/22	AB prepaid PC	50313	Spry Whimsy	SW012722ADPROG	\$ 50.20
01/24/22	JR prepaid PC	50326	Courier-Hub	HUB012422SER	\$ 50.00
02/03/22	02/16/22	50326	Wall St. Journal	WSJ 020322 ser	\$ 599.88
01/31/22	02/16/22	50327	SCLS	SCLS013122DMBP	\$ 6,655.00
01/31/22	02/16/22	50327	SCLS	SCLS013122mag	\$ 487.00
01/31/22	02/16/22	50327	SCLS	SCLS013122OD-ADV	\$ 461.00
02/01/22	02/16/22	50328	Findaway	FA 011222ABCD	\$ 196.22
02/01/22	02/16/22	50328	Ingram	AD/TE materials	\$ 68.73
01/13/22	SB prepaid PC	50329	Amazon	AZ 011222 AN	\$ 44.97
01/13/22	SB prepaid PC	50329	Amazon	AZ 011222 AN2	\$ 16.99
02/01/22	02/16/22	50329	Ingram	CH materials	\$ 1,309.99
02/01/22	02/16/22	50329	Ingram	AD/TE materials	\$ 1,089.84
02/09/22	02/16/22	50329	Cengage	CG 011922 LP	\$ 218.33
01/09/22	SB prepaid PC	50340	Amazon	AZ010521OSFB	\$ 15.90
01/18/22	SB prepaid PC	50340	Amazon	AZ 011422 OS	\$ 19.08
01/18/22	SB prepaid PC	50340	Amazon	AZ 011822 OS	\$ 12.72
01/18/22	SB prepaid PC	50340	Amazon	AZ 011822 OS	\$ 93.63
01/26/22	SB prepaid PC	50340	Amazon	AZ 012622 OS	\$ 24.37
01/26/22	SB prepaid PC	50340	Amazon	AZ012622OS2	\$ 13.35
01/31/22	02/16/22	50340	Complete Office	office supplies	\$ 74.29
01/05/22	SB prepaid PC	50342	Amazon	AZ 010421 LS	\$ 7.99
01/06/22	SB prepaid PC	50342	Amazon	AZ 010522 LS	\$ 32.90
01/06/22	SB prepaid PC	50342	Amazon	AZ 010622 LS	\$ 24.11
01/12/22	SB prepaid PC	50342	Amazon	AZ 011222 LS	\$ 53.50
01/27/22	SB prepaid PC	50342	Amazon	AZ 012722 LS	\$ 10.99
02/01/22	02/16/22	50342	Ingram	processing	\$ 91.77
02/08/22	02/16/22	50342	Demco	DM 012122 LS	\$ 96.83
01/06/22	SB prepaid PC	50820	Amazon	AZ010622OS820	\$ 16.10

2022 EXPENDITURES: FUND 217
FEBRUARY

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/07/22	SB prepaid PC	Amazon	AZ102721KVAMME	Kvamme	supplies	\$ (22.99)			
01/07/22	SB prepaid PC	Amazon	AZ 010622 LD	Lucky Day	books	\$ 15.00			
01/11/22	AB prepaid PC	Music & Memory	MM 011122 B MM	Bryant	subscription	\$ 200.00			
01/11/22	AB prepaid PC	New York Times	NYT 011122 selsor	Selsor	subscription	\$ 50.00			
01/13/22	SB prepaid PC	Amazon	AZ010621BTTP21	BtPAGE	program	\$ 8.90			
01/22/22	AB prepaid PC	Itty Bitty Bookstore	IB 012222 PROGFOL	FoL	program	\$ 225.00			
01/26/22	SB prepaid PC	Amazon	AZ 012522 R	REPL	books	\$ 14.97			
02/01/22	02/16/22	Ingram	IM 011822 IMOGAN	Ganshert	books	\$ 64.52			
02/01/22	02/16/22	Ingram	AD materials	Bryant	books	\$ 23.07			
02/01/22	02/16/22	Ingram	IM 012522 R	REPL	books	\$ 238.52			
02/09/22	02/16/22	Cengage	CG 092221 B TLP	Bryant	books	\$ 19.99			
02/09/22	02/16/22	Cengage	AD materials	FoL	books	\$ 102.38			
02/09/22	02/16/22	Cengage	CG 011922 IMOGAN	Ganshert	books	\$ 54.38			



STOUGHTON

PUBLIC LIBRARY

CHECKOUTS**2022****2021-2022**

MO.	2018	2019	2020	2021	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	19,339	18,543	17,549	11,232	9,958	3,441	4,266	17,665	57.27%
FEB	18,106	17,376	16,865	11,241				0	-100.00%
MAR	19,567	19,787	12,295	14,070				0	-100.00%
APR	18,582	18,114	3,419	11,899				0	-100.00%
MAY	17,102	16,204	5,464	12,363				0	-100.00%
JUN	20,504	18,919	6,062	16,371				0	-100.00%
JUL	20,875	20,296	8,941	17,776				0	-100.00%
AUG	20,855	18,835	11,848	17,389				0	-100.00%
SEP	17,204	15,767	11,029	15,337				0	-100.00%
OCT	18,402	16,684	11,652	16,052				0	-100.00%
NOV	17,589	16,321	11,205	14,952				0	-100.00%
DEC	16,108	15,806	10,939	14,282				0	-100.00%
TOTAL	224,233	212,652	127,268	172,964	9,958	3,441	4,266	17,665	-89.79%
AVG	18,686	17,721	10,606	14,414	9,958	3,441	4,266	17,665	22.56%

COMPUTER USE**2022 COMPUTER LOGINS BY TYPE****2022****2021-22**

MO.	2018	2019	2020	2021	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	1,860	2,085	1,966	440	215		24	0	239	-45.68%
FEB	1,973	2,228	1,823	800					0	-100.00%
MAR	2,313	2,549	1,225	838					0	-100.00%
APR	1,983	2,609	371	1,687					0	-100.00%
MAY	1,771	2,167	257	1,328					0	-100.00%
JUN	2,367	2,022	248	1,336					0	-100.00%
JUL	2,205	2,267	248	1,086					0	-100.00%
AUG	2,414	2,353	322	1,177					0	-100.00%
SEP	1,843	1,980	372	749					0	-100.00%
OCT	1,946	2,287	642	1,215					0	-100.00%
NOV	1,766	1,701	577	1,277					0	-100.00%
DEC	1,591	1,535	566	948					0	-100.00%
TOTAL	24,032	25,783	25,783	12,881	215	0	24	0	239	-98.14%
AVG	2,003	2,149	2,149	1,073	215	#DIV/0!	24	0	#DIV/0!	#DIV/0!

STOUGHTON PUBLIC LIBRARY STATISTICS, JANUARY 2022

page 2

LOANED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,850	10,087	8,441	8,985	8,763	-2.47%
FEB	10,010	9,943	6,447	8,737		-100.00%
MAR	10,624	10,517	3,521	11,069		-100.00%
APR	10,055	9,704	147	8,709		-100.00%
MAY	9,780	9,439	537	8,359		-100.00%
JUN	9,703	9,246	1,687	8,151		-100.00%
JUL	9,612	9,499	3,724	8,076		-100.00%
AUG	9,956	9,450	4,169	8,012		-100.00%
SEP	9,179	9,444	3,945	8,080		-100.00%
OCT	9,907	9,981	5,759	7,885		-100.00%
NOV	9,708	9,335	7,354	7,804		-100.00%
DEC	9,287	6,310	8,886	8,033		-100.00%
TOTAL	118,671	112,955	54,617	101,900	8,763	-91.40%
AVG	9,889	9,413	4,551	8,492	8,763	3.20%

BORROWED THROUGH DELIVERY

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,470	7,511	4,934	5,543	5,756	3.84%
FEB	7,054	6,914	4,533	5,741		-100.00%
MAR	7,521	7,574	2,422	6,887		-100.00%
APR	7,188	6,880	10	5,953		-100.00%
MAY	6,800	6,399	301	5,048		-100.00%
JUN	6,739	6,423	1,082	5,153		-100.00%
JUL	7,234	7,123	2,482	4,963		-100.00%
AUG	7,579	6,370	4,097	5,148		-100.00%
SEP	6,708	6,055	3,659	5,440		-100.00%
OCT	7,127	6,152	4,148	5,254		-100.00%
NOV	6,827	5,783	4,659	4,925		-100.00%
DEC	6,509	4,430	5,302	5,104		-100.00%
TOTAL	84,756	77,614	37,629	65,159	5,756	-91.17%
AVG	7,063	6,468	3,136	5,430	5,756	6.01%

WIRELESS USE

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	15,000	14,971	12,924	920	1,341	45.76%
FEB	14,981	15,722	14,614	875		-100.00%
MAR	16,411	16,906	8,647	1,003		-100.00%
APR	16,264	16,657	1,913	1,033		-100.00%
MAY	17,771	18,846	2,596	1,378		-100.00%
JUN	17,255	27,822	2,712	1,286		-100.00%
JUL	14,942	15,712	1,026	1,412		-100.00%
AUG	16,089	14,467	804	1,253		-100.00%
SEP	12,349	14,772	975	1,312		-100.00%
OCT	17,574	15,621	890	1,677		-100.00%
NOV	16,921	13,542	987	1,499		-100.00%
DEC	14,434	13,166	1,136	1,545		-100.00%
TOTAL	189,991	198,204	49,224	15,193	1,341	-91.17%
AVG	15,833	16,517	4,102	1,266	1,341	5.92%

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

SELF-CHECKOUTS

MO.	2018	2019	2020	2021	2022	%TOTAL
JAN	11,034	10,305	9,767	0	8,190	61.00%
FEB	10,217	10,960	8,903	0		
MAR	10,967	10,497	6,581	0		
APR	10,369	9,903	0	0		
MAY	9,231	8,974	0	1,146		
JUN	12,575	10,701	0	6,690		
JUL	12,292	11,945	0	7,053		
AUG	12,772	10,854	0	6,585		
SEP	9,868	8,934	0	7,210		
OCT	10,445	9,380	0	7,254		
NOV	10,058	9,396	0	7,417		
DEC	8,823	7,621	0	7,176		
TOTAL	128,651	119,470	25,251	50,531		
AVG	10,721	9,956	2,104	4,211		

DOOR COUNT

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	10,688	9,224	9,428	0	5,425	100.00%
FEB	9,859	8,876	9,248	0		#DIV/0!
MAR	11,061	10,582	5,086	0		#DIV/0!
APR	10,541	10,221	0	0		#DIV/0!
MAY	11,133	10,472	0	1,462		-100.00%
JUN	12,708	11,347	0	4,155		-100.00%
JUL	11,822	11,734	0	5,158		-100.00%
AUG	11,952	10,884	0	4,809		-100.00%
SEP	10,307	10,067	0	4,915		-100.00%
OCT	11,347	10,661	0	6,061		-100.00%
NOV	9,691	8,978	0	5,620		-100.00%
DEC	8,771	8,918	0	5,280		-100.00%
TOTAL	129,880	121,964	23,762	37,460	5,425	-85.52%
AVG	10,823	10,164	1,980	3,122	5,425	73.79%

June 2019: the door counter is malfunctioning.

WEBSITE PAGEVIEWS

2021-22

MO.	2018	2019	2020	2021	2022	%CHANGE
JAN	7,813	9,172	8,665	3,984	4,695	17.85%
FEB	8,958	8,379	7,613	3,952		-100.00%
MAR	8,249	8,814	6,859	4,998		-100.00%
APR	7,974	8,036	5,865	4,701		-100.00%
MAY	6,994	8,607	7,089	4,092		-100.00%
JUN	7,879	7,588	7,455	4,818		-100.00%
JUL	6,696	7,627	7,459	4,206		-100.00%
AUG	7,213	7,683	7,620	3,936		-100.00%
SEP	6,304	7,121	6,180	3,448		-100.00%
OCT	7,444	7,545	7,858	3,471		-100.00%
NOV	6,787	7,254	6,349	3,457		-100.00%
DEC	7,505	6,992	8,174	3,519		-100.00%
TOTAL	89,816	94,818	87,186	48,582	4,695	-90.34%
AVG	7,485	7,902	7,266	4,049	4,695	15.97%

Program Statistics
January 2022

Date	Event	Age Group	# of participants	facilitator	In partnership with
1/5/2022	Graphic Novel Book Club	Children (0-11)	3	MO	
1/5/2022	The Foundation	Other (all ages)	3	JR	
1/5/2022	Adult outreach: Entre Nous local history tour	Other (all ages)	9	Eloise	Entre Nous
1/6/2022	Stoughton Teen Advisory Board	Young Adult (12-18)	4	CS	
1/8/2022	All Ages Yoga	Other (all ages)	34	MO	Stoughton Yoga
1/9/2022	Yoga Sundays	Other (all ages)	11	AH	
1/11/2022	Music and Movement	Children (0-11)	9	MO	
1/11/2022	Chapters Book Club	Children (0-11)	2	MO	
1/11/2022	Finances 101	Other (all ages)	3	AB	UW-Whitewater professor Yanhui Zhao
1/12/2022	Pokemon Club	Children (0-11)	6	MO	
1/13/2022	Teens: Honey Heist	Young Adult (12-18)	7	CS	
1/13/2022	Thursdays with Murder	Other (all ages)	4	Wendy	
1/18/2022	Music and Movement	Children (0-11)	6	MO	
1/18/2022	Socktopus	Children (0-11)	35		
1/20/2022	Teens: Virtual Escape Room	Young Adult (12-18)	5	CS	
1/22/2022	All Ages Yoga	Other (all ages)	33	MO	Stoughton Yoga
1/24/2022	Outreach: Lunch and Learn presentation	Other (all ages)	20	AB, MO, JR	Stoughton Chamber of Commerce
1/25/2022	Music and Movement	Children (0-11)	6	MO	
1/25/2022	Winter STEAM	Children (0-11)	18		
1/25/2022	Teens for Social Justice	Young Adult (12-18)	2	CS	Teen volunteer Ella
1/25/2022	Page Turners: Library	Other (all ages)	2	AH	
1/26/2022	Page Turners: Senior Center	Other (all ages)	5	AH	Senior Center
1/26/2022	Escape Rooms	Children (0-11)	3		
1/27/2022	Teens: Jackbox Games	Young Adult (12-18)	8	CS	
1/31/2022	One on one assistance (Libby, Kanopy, etc.)	Other (all ages)	3	AB	
1/31/2022	Winter Reading Program	Other (all ages)		AB, MO	Fired Up Nutrition donated prizes

Director's Report

February 16, 2022



Library operations during the pandemic:

- From January 21 through February 5, we distributed almost 1,500 KN-95 masks to community members at the library's circulation desk. On February 7, I acquired an additional 500.

The masks were provided by Public Health Madison Dane Co. as part of program to supply Dane Co. communities with higher-quality masks to slow the spread of the hyper-contagious omicron variant. Our patrons were very appreciative.



Other news:

- Plans for an outdoor programming space on the vacant lot at 216 E Jefferson are proceeding. I spent time this past month talking to other City Departments (Planning, Streets, Parks, Utilities) as well as various contractors in order to determine costs for the project. I will update the Board this month on the planned improvements. Next month, I should have a preliminary budget to present to the Board and, eventually, to Council, in the hopes that this project can be funded using ARPA funds that the library received from the federal government.
- Mary and I continue to work with SCLS Space Needs Consultant Deb Haeffner about planned improvements to the Children's Area. I should have more information on the refurbishments and potential costs by the next Board meeting. In the meantime, Deb is in the process of collecting quotes for furniture and fixtures, a difficult task in our current era of rising prices. I will be talking to the Board's Finance Committee later this month about funding for this project, including the use of fund balance as well as unspent funds from the 2015 2nd floor remodeling project.
- We thanked our 2021 donors earlier this month in our monthly email newsletter. And unlike last year, when our building mostly inaccessible for the first half of the year, we can once again recognize our donors on a large poster to the right of the main entrance.

- I attended a third meeting of the ad hoc County Funding Workgroup led by Dane County Library Director Tracy Herold on January 26. In exploring alternatives to the current reimbursement model based on circulation of physical items, we examined the impact of factoring use of digital e-resources into the formula. Tracy then presented scenarios in which these cross-municipal reimbursements were paid at the 70% minimum required by state statute, rather than the current 100%. This model nevertheless relies on the outmoded metric of circulation as primary measure of a library's services. There has been some discussion of factoring in growth in equalized value of property, as the county does in determining the minimum municipal appropriation, but some (including me) raised concerns that this would reduce funding to libraries in slower-growth municipalities that need funds the most. These conversations remain purely hypothetical, as any change in the funding formula would require the approval of both the Dane Co. Board of Supervisors the County Library Board.
- As I do every year around this time, I spent much of the past month compiling our library's 2021 annual report for the Department of Public Instruction. Like 2020, this past year was a strange one owing to the pandemic-related service restrictions during the first half of the year. However, 2021 was also the year in which our building fully reopened and we started to return to some kind of normal, a fact that is reflected in the usage statistics collected in the report. I'll briefly review the report, including the accompanying statement on public library system effectiveness, when I present it to the Board for approval this month.
- We introduced **Kanopy**, our new on-demand video streaming service, to our patrons this month, and the response has been tremendous. In January alone, our patrons viewed over 500 videos. Starting this month, views of Kanopy videos will be included with usage of downloadable Overdrive content in the "e-RES" (electronic resources)

2021			2020-21		
PRINT	AV	e-RES	TOTAL	%CHANGE	
5,838	2,050	3,285	11,232	-36.00%	
6,023	2,121	3,097	11,241	-33.35%	
7,958	2,533	3,579	14,070	14.44%	
6,634	2,147	3,118	11,899	248.03%	
7,224	1,975	3,274	12,363	126.26%	
10,552	2,743	3,371	16,371	170.06%	
11,135	3,351	3,371	17,776	98.81%	
10,744	3,301	3,371	17,389	46.77%	
9,482	3,041	3,041	15,337	39.06%	
9,946	3,171	2,935	16,052	37.76%	
9,653	3,026	2,273	14,952	33.44%	
8,121	3,233	2,928	14,282	30.56%	
103,310	32,688	36,737	172,964	35.91%	
8,609	2,724	3,061	14,414	35.91%	

column of the CHECKOUTS table in the monthly statistics. More good news: we learned earlier this month that enough Wisconsin libraries have

started offering Kanopy to trigger a 5% discount for all subscribing libraries!

- Mary, Amanda, Cynthia and I met with City Parks & Recreation staff on January 26 to begin planning a series of outdoor family movie events at Nordic Ridge Park this summer. Parks & Rec recently purchased a projector and collapsible screen and will be soliciting local businesses to sponsor the events to cover the cost of the public performance licenses. In addition to assisting with set-up and take down, library staff will be planning interactive activities and crafts to go along with some of the films. The series is scheduled to start in July.

- Local artist **Liliana Knoppke-Wetzel** continues to display dozens of her pieces here at the library. Early this month, she switched out most of them, so anyone who hasn't been here in the last couple weeks will find an entirely new set of multimedia creations using discarded



- materials on our 2nd floor. Her work will be on display through the end of the month and you can see more of her work on Instagram: @wetzellily.
- I worked on marketing and publicity tasks related to the upcoming vacancy on our Board of Trustees, including: Creating flyers and signage in the library, placing an announcement in our email newsletter, sending a press release to the *Stoughton Courier Hub*, and updating the library website here: stoughtonpubliclibrary.org/library-board-trustees. In consultation with President Ketterer and the ad hoc Trustee Recruitment Committee, I set a deadline for applications of March 18. I expect the ad hoc committee will once again have a surfeit of qualified candidates from which to choose.
 - Starting January 18, I began making appointments with legislative offices at the State Capitol for Wisconsin Library Association's 2022 Library Legislative Day, our first in-person legislative day since February of 2020. As in past years, I plotted out the appointment schedule on my own time and then made the appointments from my office during the week as time allowed. Speaking for the WLA, I appreciate that our library board sees the value in my contribution to our professional organization.

- This year's Library Legislative Day was an enormous success. Over 110 librarians from all over the state attended the morning program at the Concourse Hotel to hear speeches from Governor Tony Evers, State Superintendent Jill Underly, and State Librarian Tessa Michaelson-Schmidt. WLA also presented Library Champion Awards to Representative Amy Loudenberg, Senator Mary Felzkowski, and Felzkowski's chief-of-staff Stamen Ivanov. Late morning and afternoon were filled with appointments at the Capitol. I and several SCLS staff and trustees had a great meeting with **Melissa Agard**, our Senator from the 16th district.



Stoughton Area Community Foundation Fund Report

The report for the period Jan 1 – Jan 28 shows a decrease in value of \$969.50 to the account because of market conditions. The overall value of the account as of Jan 28 is \$25,105.01.

Youth Services (from Mary Ostrander)

- We hosted two virtual yoga sessions on the our Facebook page presented by Stoughton Yoga. 70 people total watched the videos.
- Mary is working with Kegonsa and Fox Prairie elementary schools to provide copies of books needed by teachers for their curriculum.
- Winter STEAM (Science, Technology, Engineering, Arts, and Math) on Facebook Live went well. 18 kits were picked up before the program, and the remaining 12 were picked up over the following week.
- Mary and Amanda worked with local schools to promote the Fresh Start program, our fine and fee forgiveness initiative that lets patrons wipe

away lost and damaged charges they may have incurred as kids and make a “fresh start.” We have noticed an increase in the number of applications for the program!

- Mary, Jane, and Diane are working with Sarah and Ziwei to catalog and shelve picture books according to subjects, also known as picture books neighborhoods. This makes browsing much easier for the target age group for picture books. This project will take place over the coming months. As you can imagine, it will take some time! You can read more about the idea here: <https://www.alsc.ala.org/blog/2021/10/a-deep-dive-into-picture-book-categories/>
- Winter Reading was a success for the first year trying it out. There were a total of 111 active readers that read for a total of 1,180 hours from January 1-January 31. Kids who read 10 hours throughout the month were invited to come pick out a free book for them to keep. To earn entries to the kids’ grand prizes, they completed different activities like building a snow person or learning a new game. Kids completed a total of 463 activities.
- Picture Books with CDs are now interfiled with regular picture books. The audio-enabled Vox and Wonderbooks remain shelved separately above the picture books.
- Things are moving ahead with the Children’s Area update. Deb at SCLS is working on quotes for shelving and sending out fabric samples for us to look at.
- The American Library Association Youth Media Awards were announced in mid-January. Mary checked the collection to ensure we owned most of the winners.
- Mary, Diane, and Jane are working on planning Summer Reading Program and special events for kids and families.

Tech Services & Technology News (from Sarah Bukrey)

- Sarah coordinated the purchase and installation of a new easy-to-use scan and fax station on the 2nd floor. The **Scan EZ station** from TBS will allow us to consistently offer much-needed fax service to our patrons, something we haven’t been able to do since before the pandemic. The machine also includes features like



translation and text-to-speech that will be promoting in the coming months.

- Sarah worked on various social media projects and posts, including book unboxings, #Bookface, and TikTok videos promoting library services.
- Ziwei, Sarah and our fabulous volunteers are busy with the large January catch-up orders and planning for a number of projects on the horizon, such as the Children's picture book and Adult/Teen graphic novel reorganizations.
- Sarah trained volunteers from the Friends on how to scan ISBNs on discarded books into the Better World Books website. We have also set a date set later in February to process the backlog of items they have in storage. Sarah designed a workflow for processing discarded books and it seems to be working well. To date, we have sent 10 boxes of books to BWB. We will receive reports quarterly with statistics about number of books sold, recycled, etc.
- Sarah attended another meeting of SCLS's Multipart DVD Workgroup in January. SCLS is gathering information about how other systems manage their multi-part DVD collections, and the workgroup is developing a plan to retroactively deal with the thousands of multipart sets that currently split into different bibliographic records. This plan will be presented to library directors soon.
- Sarah and Amy planned the next session of Craft Club, worked on publicity, and practiced and presented the first class of the year: **Kindness rocks**. 15 patrons attended at the Fire Station on February 3.



Circulation Services (from Robin Behringer)

- Circ staff continue to provide excellent customer service. Circ Desk staff fielded lots of questions about (un)availability of tax forms and the KN95 mask give-away. The mask giveaway resulted in about two weeks of higher-than-average door counts.
- Late last year, Robin initiated a review of the library's emergency procedures (Evacuations, health emergencies, emergency closure, etc.) She identified portions that needed elaboration or clarification and worked with Jim to update them. Updated copies of the procedures will be placed in red binders at every service desk for easy reference.



Adult & Teen Services (from Amanda Bosky)

- Amanda and Amy received online training for the Job Center of Wisconsin's website. A large media campaign from the Department of Workforce Development is directing patrons to the library for help with the site, so we want to be prepared if people have questions.
- Amy has been working with local organizations such as Joining Forces for Families and Stoughton Area Resource Team regarding VITA tax services. Though the library doesn't host VITA directly, we provide tax forms and receive many questions about tax assistance. VITA tax preparation is taking place at the Senior Center through early-April.
- Cynthia has hosted many teen programs over the past month including virtual programs such as a game of "Honey Heist," a Zoom Escape Room, and a make-and-take Bubble Tea program (Teens pick up a kit with the ingredients, then they make the tea together while receiving instructions and socializing via Zoom).

- Amanda, Sarah Bukrey, and Mary have been interviewing library substitutes over the past month and hope to hire some folks soon.
- Our Winter Reading Program was a hit with library patrons. Teens could earn free books for reading during the month of January, and teens and adults won all kinds of great prizes such as socks from Spry Whimsy, and gift cards to Itty Bitty Bookstore. 134 patrons registered and 111 participated
- On February 8 we hosted a Zoom program "Wisconsin's Gangster Past" from researcher Chad Lewis. 15 people attended and enjoyed the virtual tour of some of the seedier parts of our state's history.



Looking Back from *The Stoughton Courier Hub* from **May 20, 1938**

USING LIBRARY IN JOB SEARCH

(EDITOR'S NOTE – The use of the library as an aide in job hunting is discussed in the following article by Miss Agnes Huberty of the state department of vocational education.)

The library can be most useful as a job hunting source if it is used properly. The Readers Guides list all magazine articles. Look under the headings such as jobs, employment, work, professions, or trades. If any of the magazines have articles on work, they are listed. "Strange Ways of Making a Living" is one example of a good article.

Air Hostesses

There is a little monthly magazine entitled "Jobs and Careers," which is well worth the subscription fee. For example, very little is written on the requirements of an air hostess because of the newness of the occupation. This little magazine will tell you all that you need to know...

...

A few years ago, there was an article saying that the railroads would need an army of men. Now they are reorganizing and will need station workers, engineers, and office workers. They have reduced their rates and, consequently, have been getting more passengers.

...

You must get in a growing industry. For instance, those who were employed in hairpin factories found themselves out of employment because of the decreasing demand for hairpins. You must think of the market for the product that is being manufactured, even though you may be in the office rather than in the factory.



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, February 8, at 6:30 p.m.

This is meeting was held remotely via Zoom.

Present: Sharon Meilahn Bartlett, Mike Vienneau (chair)

Also present: Library Director Jim Ramsey

Absent: Scott Dirks, Kylie Nelson

MINUTES

1. Meeting called to order by Vienneau at 6:35 PM
2. Review of Agenda – Some discussion of whether it still made sense to keep item #5 on the agenda with only two committee members present to discuss. Consensus was for the item to remain on the agenda. Agenda accepted by consensus.
3. Review/Approve Minutes of January 11, 2022 * (enclosure) – Minutes reviewed and accepted by consensus.
4. Brief status update and discussion of 2022 Board self-evaluation process – Meilahn Bartlett presented finished Board survey as a Google Form, which had been submitted to committee members for review last week. Ramsey offered a small correction: Two prompts currently phrased as questions should be reworded as statements to match the others. Changes accepted by consensus. Ramsey reviewed timeline for Board survey: Present survey to Board at monthly meeting on March 16 and present summary of results at April 20 meeting.
5. Review and reassessment of results of 2019 focus groups (enclosure) – Committee decided by consensus to hold a discussion as planned. Report will be used to formulate long-term plans and shorter-term plans, like those in the next 3 year strategic plan that the committee will create this year.

Vienneau discussed salient themes from Focus Group Report: space, downtown location, marketing/branding of library services. In long-term

planning, the issue of space looms large. Vienneau suggested the library establish a strong brand to generate excitement among the public.

Meilahn-Bartlett asked if specific growth targets had been considered, e.g., 5% growth in a given metric. Ramsey discussed several metrics, including circulation and use of physical and electronic items, program attendance, and gate count. He added that these are dependent on the course of the ongoing pandemic and difficult to predict.

Vienneau stated that the library is a vital “third space” outside of work and home, and one of the only such venues that is non-alcoholic (and, Meilahn-Bartlett added, secular).

Ramsey discussed plans for building projects at libraries in nearby communities and how this might impact our library in the long-term: a planned new building in Oregon, a space needs study in McFarland, and the creation of a public library in Cottage Grove.

Meilahn Bartlett asked if, in planning for new libraries, there was ever any coordination between municipalities/library boards regarding libraries offering niche features or services to complement those of other libraries. Ramsey replied that he wasn’t aware of any such coordination, but that new library buildings may include special features (maker spaces, performance/meeting spaces, etc.) that draw patrons from surrounding areas.

Vienneau returned to the issue of branding, suggesting taglines like “The Library: Greater than the sum of its books” or “Not your grandparents’ library.”

Meilahn Bartlett: Issues identified in the focus group report could be grouped into long-term and shorter-term, the latter being addressed in a three year strategic plan. Perhaps two visions: one assuming robust growth & development and the other assuming little to none. Offered to create a table to visualize these goals.

Vienneau: Important to communicate the fact that the Board is taking these reports seriously and using them to plan, as opposed to just sitting on them.

Meilahn Bartlett: Involve young people, particularly HS students, in the planning process. Does SASD offer a business class that would like to look at this?

Next steps: Meilahn Bartlett will prepare a table to visualize shorter-term and long-term issues raised in the 2019 Focus Group Report. Committee will use at the next meeting to aid in planning.

6. Next meeting scheduled for March 8 at 6:30 PM

7. Meeting adjourned by consensus at 7:27 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

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

Note: An expanded meeting may constitute a quorum of the Board.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Stoughton Public Library			2. Public Library System South Central Library System		
3a. Head Librarian First Name James	3b. Head Librarian Last Name Ramsey	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 05/31/2024	
6a. Street Address 304 S. 4th St.	6b. Mailing Address or PO Box 304 S. 4th St.	7. City / Village / Town Stoughton	8a. ZIP 53589	8b. ZIP4 2101	9. County Dane
10. Library Phone Number 6088736281	11. Fax Number (608)873-0108	12. Library E-mail Address of Director jramsey@stolib.org			
13. Library Website URL stoughtonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 16,000	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i> 125240341	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	68	12	0
19b. Number of Winter Weeks	17	20	0
19c. Summer Hours Open per Week	64	38	0
19d. Number of Summer Weeks	8	7	0
19e. Total Weeks per Year	25	27	0
19f. Total Hours per year for this location	1,668	506	0

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	6,500
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	4,500
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	
2e. augmenting the public's ability to use electronic materials in another way	Yes	
2f. describe "augmenting in another way": Again this year, vendors like Ancestry allowed remote, off-site access		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	Building closed to the public except for 12 hrs/week by appointment, Jan 1 - May 16. Re-opened 32 hours per week starting May 17 with curbside offered 18 hrs/week. Returned to normal pre-pandemic hours (64/wk in summer, 68/wk in winter) on Jul 8. Curbside pick-up discontinued Jul 8.

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	67,592	5,206
2. Electronic Books <i>E-books</i>	172,182	
3. Audio Materials	4,989	389
4. Electronic Audio Materials <i>Downloadable</i>	67,575	
5. Video Materials	10,560	438
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned Kits, die cuts, projector, bike locks, vertical files, board/card games	324	
8a. Electronic Collections <i>Locally owned or leased</i>	6	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	0	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	127	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)				
133,552	55,699	923				
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Total ILL Transactions						
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from		
Integrated Library System (ILS)						
WISCAT						
Other (includes OCLC, manual tracking, or other methods)						
Total		100,847		64,720		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
5,941	2,699	8,640	Survey Week(s)	9,516	Actual Count	38,235
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count	
15	12	Actual Count	12,881	Actual Count	126,987	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
48,567	12,046	0	652	12,698		
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
19,533	16,526	30	36,089	2,174		

	LIBRARY PROGRAMS AND ATTENDANCE	
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11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance


Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	63	35	53	3	154
Total Program Attendance	1,194	379	602	148	2,323
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an a. Children (0-11)	d Program Attendance Annua b. Young Adult (12-18)	I Count c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	28	14	27	3	72
Total Program Attendance	742	194	234	148	1,318

Describe the library's in-person programs:

We were very grateful to the Stoughton Parks & Recreation Department for letting us book park pavilions for story times, outdoor concerts, our Teen Summer Library Program finale, and more. We also appreciated our 


Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	35	21	26	0	82
Total Live Virtual Program Attendance	452	185	368	0	1,005
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	-1	-1	-1	

Which platforms does the library use to host the library's live, virtual programs:

Facebook Live, Zoom, Nintendo Switch, Breakout EDU (virtual escape rooms)

Describe the library's live, virtual programs:

Everyone is experiencing Zoom fatigue, but we appreciate that technology allows us to connect virtually if the other option is not to connect at all during cold weather or virus surges. Teen programmer Cynthia Schlegel 


Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	21	0	13	34
Total Pre-recorded Program Views	169	0	1,263	1,432

Which platforms does the library use to host the library's pre-recorded programs:

Facebook, YouTube, Instagram

Describe the library's pre-recorded programs:

There's nothing like a live story time, but we did receive feedback from patrons who enjoyed watching pre-recorded story time videos. They especially appreciated the ability to replay videos to listen to stories and 

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Amy	Ketterer	619 Grieg Trl.	Stoughton	53589	amyketterer@gmail.com
2. Scott	Dirks	933 Virgin Lake Dr.	Stoughton	53589	scott.dirks@gmail.com
3. Dayna	Verstegen	516 S Page St.	Stoughton	53589	verstegedayna@gmail.com
4. Michael	Vienneau	148 Forton St.	Stoughton	53589	mike_tiffanyv@hotmail.com
5. Jean	Ligocki	1000 Giles St.	Stoughton	53589	jligocki@ci.stoughton.wi.us
6. Trish	Gates	235 N Forrest St.	Stoughton	53589	trish.gates@stoughton.k12.wi.us
7. Ken	Axe	2190 Colladay Point Dr.	Stoughton	53589	kenaxl@gmail.com
8. Sharon	Meilahn Bartlett	1000 Kings Lynn Rd.	Stoughton	53589	sharon.meilahnbartlett@gmail.com
9. Kylie	Nelson	601 Harold Ct.	Stoughton	53589	kbnelson003@gmail.com
10. Erin	Meinholz	325 Stoney Ridge Trl.	Stoughton	53589	erin.meinholz@gmail.com
11.					
12.					
Number of Library Board Members <i>Include vacancies in this count</i>					
9					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
City	Stoughton	\$632,350
Subtotal 1		\$632,350

2. County**a. Home County Appropriation for Library Service**Subtotal 2a **\$249,429****b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Columbia	\$482	Sauk	\$227
Green	\$3,109		
Iowa	\$67		
Jefferson	\$377		
Rock	\$11,586		
Subtotal 2b			\$15,848

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
	\$0		
	\$0		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			\$0

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
E-rate Funding	\$1,682
CARES Grant for Libraries (managed by SCLS)	\$751
Subtotal 4	\$2,433

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$88,553	\$988,613	\$646,350	Yes

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$84,157	40.00				
Adult Services Librarian	MLS (ALA)	\$59,488	40.00				
Youth Services Librarian	MLS (ALA)	\$56,160	40.00				
Technical Services Supervisor	Other	\$46,779	40.00				
Circulation Supervisor	Other	\$33,540	30.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant II	Other	\$99,023	90.00	Substitutes	Other	\$10,640	14.00
Library Assistant I	Other	\$75,182	80.00	Intern - Adult/Teen Services	Other	\$3,804	8.00
Shelvers	Other	\$37,667	80.00				
Administrative Assistant	Other	\$16,820	18.00				
Custodian	Other	\$22,932	25.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

3.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

3.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

9.63

c. Total Library Staff (FTE)

12.63

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident

49,275

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		7,120	35,671	42,791
3. Circulation to Nonresidents Living in Another County in the Library System		411	155	566
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		2,873	2,991	5,864
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
54		0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		
Actual	No			

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	6	f. Rock	2,896
b. Dodge	0	g. Sauk	12
c. Green	137	h.	
d. Iowa	1	i.	
e. Jefferson	94	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i>	3. Library use of Internet filtering software or service
Yes	<input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	<input checked="" type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	14	6	3	23
	Total Self-directed Activity Participation	2,165	121	238	2,524

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>		
a. First Name	b. Last Name	c. Email Address
Mary	Ostrander	mostrander@stolib.org

3. Name and email address of primary staff person who serves as the librarian for adults. <i>Only the primary person is displayed here.</i>		
a. First Name	b. Last Name	c. Email Address
Amanda	Bosky	abosky@stolib.org



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
	Amy Ketterer	
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	James Ramsey	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Stoughton Public Library Board of Trustees hereby states that in 2020 the South Central Library System
Name of Public Library Name of Public Library System / Service

☒ **did** provide effective leadership and adequately met the needs of the library.

☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee *Print or type*

Date Signed

➤

Amy

Ketterer

	COMMENTS	
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SECTION_I

19a. Winter hours open per week

Sep 7 - Dec 31 w/ no restrictions--2022-01-24

Limited service winter hours open per week

Computer use by appt. Jan 1 - May 16, 3 days a week for 4 hours each.--2022-01-24

Staff only winter hours open per week

Staff providing curbside pick-up 56 hours per week, Jan 1 - May 16.--2022-01-24

19b. Number of Winter Weeks

Sep 7 - Dec 31--2022-01-24

Limited service number of winter weeks

Jan 1 - May 16--2022-01-24

Staff only number of winter weeks

There were no weeks in 2021 during which our building was not accessible to the public, at least in part.--2022-01-24

19c. Summer hours open per week

Jul 8 - Sep 4--2022-01-24

Limited service summer hours open per week

May 25 - Jul 7: Curbside for 3 hours in AM, open 1-7 PM--2022-01-24

Staff only summer hours open per week

hours/week spent delivering curbside services before full hours resumed on Jul 8--2022-01-24

19d. Number of Summer Weeks

Jul 8 - Sep 4--2022-01-24

Limited service number of summer weeks

May 25 - Jul 8: Curbside in AM 18 hours/week, open 32 hours/week--2022-01-24

Staff only number of summer weeks

There were no summer weeks during which our building was not open to the public, at least in part--2022-01-24

Staff only total weeks per year

Again, there were no weeks in 2021 in which we were not open to the public, at least by appointment.--2022-01-24

19f. Total Hours per year for this location

We gradually reopened to the public in 2021, so our hours changed multiple times, including the planned change from winter-to-summer hours after Memorial Day and the then summer-back-to-winter after Labor Day. It's difficult to capture all of these changes on the form, so for clarity here is the timeline of our reopening:

Jan 1 - May 16: Open only 12 hours/week by appointment. Curbside pick-up for 56 hours/week

May 17 - Jul 7: Open 38 hours/week. 18 hours/week curbside only.

Jul 8 - Dec 31: Normal, pre-pandemic operating hours (Change to winter hours starting Sep 7)--2022-01-24

offering curbside pickup

This is a rough estimate based on the average number of pick-ups completed daily in 2020. Some pick-ups were scheduled in advance, but many were on-demand "express pick-ups" in which the patron called just before they arrived with no appt. needed.--2022-01-27

offering external Wi-Fi access

Approximation based on router activity during months the building was closed, Jan - May--2022-01-27

External Wi-Fi Access Added During COVID-19

Wi-Fi access added/increased in 2020--2022-01-24

External Wi-Fi Access Increased During COVID-19

Wi-Fi access added/increased in 2020--2022-01-24

SECTION_II

7a. Other Materials Owned

added 40 board/card game kits this year--2022-01-25

8a. Electronic Collections (Locally owned or leased)

Ancestry, Consumer Reports, NoveList, Transparent, CreativeBug, Overdrive Magazines--2022-01-25

10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)

Following the trend of the last several years, additional titles ceased publication this year. A few donated subscriptions also lapsed and weren't renewed during the pandemic.--2022-02-10

SECTION_III

5b. Library Visits

Building open partial days starting May 17. Regular hours resumed July 7.--2022-01-25

Number of Public Use Computers

Removed 2 public internet stations maintained by the school district which were accessible only to district students via school ID login. Also converted 3 desktop PCs to laptops to allow for greater social distancing, which did not impact the total.--2022-02-10

Number of Public Use Computers with Internet Access

3 of the PCs counted in 6a are dedicated solely to accessing the OPAC--2022-02-10

Number of Uses (sessions) of Public Internet Computers

We offered computer use by appointment Jan 1 - May 16. From May 17 - Dec 31, the building was open.--2022-01-25

~~Also, it looks like in 2020 only use of 2nd floor public Internet stations were counted. Children's Area Public Internet station use and Public LINKcat station use~~

Appendix to 2021 Annual Report: Programming Descriptions

The following descriptions of programs were too long to fully display on page 6 of the printed report, so I have included them here.

11h. Describe the library's in-person programs:

We were very grateful to the Stoughton Parks & Recreation Department for letting us book park pavilions for story times, outdoor concerts, our Teen Summer Library Program finale, and more. We also appreciated our partnerships with the Stoughton Fire Department to use their large meeting room for Adult Craft Club, and with Stoughton Yoga to use their large studio for a socially distanced yoga class. A local business across the street, Inkworks, turned their vacant lot into a community green space, and we frequently used that for teen programs during the warmer weather. Staffing provided many challenges this year. Adult Services Librarian Kate Hull resigned on June 8 and Youth Services Librarian Amanda Bosky moved to Adult Services. New YS librarian Mary Ostrander started on August 23. Therefore, Amanda was the unofficial supervisor for both Adult and Children's Services for more than two months--all during prime Summer Library Program time. Our primary Teen Services programmer was also out on extended leave September 10-October 26. Despite our staffing challenges, we were thrilled to offer plenty of in-person programming again this year. Lesson learned: the park picnic tables are not comfortable for adults to sit on for long periods of time. We may purchase some cushions or other seating for future outdoor programs.

12g. Describe the library's live virtual programs:

Everyone is experiencing Zoom fatigue, but we appreciate that technology allows us to connect virtually if the other option is not to connect at all during cold weather or virus surges. Teen programmer Cynthia Schlegel and Youth Services Librarian Mary Ostrander were especially creative with Zoom, adapting tabletop games, running Jackbox Games, and using platforms such as Breakout EDU to host innovative programs. In Adult Services, patrons seemed to enjoy the variety of speakers we were able to host via Zoom to talk on topics such as bird watching and the history of fashion. Lesson learned: thankfully, stories about programs being Zoom-bombed have prompted many articles on how to stay safe on Zoom. We were able to use this information to fine-tune our settings for each program and implement best practices, such as not listing meeting links too far in advance, to avoid being targeted by pranksters.

13f. Describe the library's pre-recorded programs:

There's nothing like a live story time, but we did receive feedback from patrons who enjoyed watching pre-recorded story time videos. They especially appreciated the ability to replay videos to listen to stories and songs over and over. We enjoyed collaborating with a local elementary school to provide a Black History Month read-aloud, and with Stoughton Yoga to host some yoga videos for all ages. Our patrons

greatly enjoyed book unboxing videos on Instagram during the first half of the year while we were still closed to the public. It was the next best thing to browsing in-person for many people. Lesson learned: shorter story time videos were more popular. In 2020, Amanda tried to recreate live story time on 15-plus minute videos with several books and songs. Statistics showed that patrons preferred 5-minute videos with a heavier focus on music.

**Stoughton Public Library
Board of Trustees
2022 Library Board Goals**



A. Strategic Planning

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

B. Education

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

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

C. Financial Planning

- o Explore the creation of alternative sources of revenue.

D. Advocacy

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

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

Recommended by the Library Board Planning Committee, 1/11/22

2022 STOUGHTON AREA

COMMUNITY

expo

Presented by:

Chamber
of Commerce

Stoughton™

WISCONSIN

Bringing the Expo back to
Mandt Center! April 21, 2022

Limited Member Sponsor Opportunities:

Gold Sponsor: \$500

- Prominent location on exhibit floor.
- Full color key ad space on the Expo Flier (2 . 5" w x 2" h)
- Recognition on the directory as a Gold Sponsor.
- One 8ft. display table with two name badges.
- Your business listed in the Community Expo Exhibitor Directory.
- Business listed on Chamber Expo website page.
- **Must be a Chamber Member**
- **Limited Quantity! Call the Chamber to secure your space today.**

Gold and Silver
Printed Ad Size: 2.5" w x 2" h

Bag Sponsor: \$500 - SOLD!

- Gold sponsor status*, while providing 500 logo'd bags for participants to have at the entrance.

**Business Logo on the front page of the flier will substitute the key ad space.*

Bag and Hospitality Sponsor
Printed Logo Size: 1.5" x 1.5"

Hospitality Room Sponsor: \$375

- Choice selection near the hospitality room on exhibit floor.
- Full color logo on the Expo Flier front page
- Recognition on the directory as a supporting sponsor.
- Recognition in the hospitality room as a sponsor.
- One 8ft. display table with two name badges.
- Your business listed in the Community Expo Exhibitor Directory.
- Business listed on Chamber Expo website page.
- **Must be a Chamber Member**
- **Two (2) available!**

Silver Sponsor: \$250

- Choice selection on exhibit floor.
- Full color ad space on the Expo Flier
- Recognition on the directory as a Silver Sponsor.
- One 8ft. display table with two name badges.
- Your business listed in the Community Expo Exhibitor Directory.
- Business listed on Chamber Expo website page.
- **Must be a Chamber Member**
- **Limited Quantity! Call the Chamber to secure your space today.**

Sponsorship opportunities are limited!
Contact the Chamber office today to
secure your priority location.

608-873-7912

All participation
opportunities and sign
up on second page!

Stoughton Chamber of Commerce • 532 E Main St • Stoughton, WI 53589
Ph: (608) 873-7912 • Email: administrator@stoughtonwi.com

Sponsored in part by:

The Stoughton
Courier Hub

April 21, 2022

expo opportunities

Sign up today: Deadline is March 4!

- ☐ **Gold Sponsor: \$500 (limited availability; Chamber members only)**
- ☒ **Bag Sponsor: \$500 (sold)**
- ☐ **Hospitality Room Sponsor: \$375 (2 available, Chamber members only)**
- ☐ **Silver Sponsor: \$250 (limited availability; Chamber members only)**
- ☐ **Exhibiting Members: \$75 for commercial / \$50 for non-profit**
- ☐ **Exhibiting Non-Members: \$175 for commercial / \$100 for non-profit**
*no direct sales
- ☐ **Food Vendor Chamber Member: Free**
- ☐ **Food Vendor Chamber Non-Members: \$25**

Name: _____ **Company:** _____

Address: _____ **City:** _____

Zip: _____ **Phone:** _____

Email: _____

Type of Business: _____

Website/Facebook Page: (for directory listing) _____

Participating: at Expo ☐ in-store ☐

Name Badge Name 1: _____

Name Badge Name 2: _____

Electricity Needed? _____ **Table Skirt Covering Needed?** _____

Yes, I have a Door Prize: ☐

Payment: Cash _____ Check _____ Please invoice _____

Checks made payable to: Stoughton Chamber of Commerce 532 E Main St, Stoughton, WI 53589