

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, March 16, 2022

**TIME:** 6:30 P.M.



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

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

I. Call to Order by President Amy Ketterer

II. Review of Agenda

III. Consent Agenda \*

- A. Review/Approval of Minutes of February 16, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for February 2022 (enclosure)
- C. Review/Approval of Fund 215 & Fund 217 Bills for March 2022 (enclosure)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation by Director Ramsey of preliminary budget and plans for outdoor programming space at 216 E Jefferson Ave.

IX. Director's Report

- A. Statistics for February 2022 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports

- A. Finance: Met 2/22 (enclosure)
- B. Personnel: Should plan to meet soon for annual director evaluation process
- C. Planning: Met 3/8 (enclosure)
- D. Policies: Currently reviewing workflow and best practices.

XI. Friends of the Library Report (Dayna Verstegen)

XII. Old Business

- A. Status update/report on new trustee recruitment
- B. Status update/report on student trustee recruitment
- C. Discussion and possible action regarding format of future Board meetings \*

XIII. New Business

- A. Authorization for SCLS to bill adjacent counties for library service (enclosure) \*
- B. Instructions for online 2022 Board Self-Evaluation

- C. Discussion and possible action regarding allocation of unspent renovation gift funds and operating fund balance to Children's area project \* (Finance Committee recommended unanimously on 2/22/22)
- D. Discussion of the nomination process for 2022 Board Officers
- E. Authorization to spend undesignated gift funds for supplies for Chamber Community Expo on April 21 \*

#### XIV. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday

#### XV. Adjournment \*

NEXT REGULAR MEETING: April 20, 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 March 16, 2022**



### **XII. Old Business**

- A. Status update/report on new trustee recruitment** - I will provide an update on marketing and publicity for the upcoming vacancy on the Board and review the timeline for application and appointment. The ad hoc committee may report on number of applications received thus far. Deadline is March 18. The ad hoc Trustee Recruitment Committee is currently: President Amy Ketterer, Sharon Meilahn Bartlett, and Dayna Verstegen.
- B. Status update/report on new student trustee recruitment** – Same as above, but for the upcoming student trustee position. Deadline for these applications is April 8. The ad hoc Student Trustee Recruiting Committee is: Scott Dirks and Trish Gates.
- C. Discussion and possible action regarding format of future Board meetings \*** - In January, the Board voted to hold the February and March meetings virtually and revisit the issue at the March meeting. As I mentioned previously, the Library is pursuing a grant to add cameras and microphones to the Carnegie Room, which will allow for hybrid meetings and livestreaming of programs, but this equipment will not be installed in time for the next Board meeting. The City has purchased additional hardware for hybrid meetings and is in the process of testing it to see if a hybrid meeting in the Fire Station Training Room is feasible.

### **XIII. New Business**

- A. Authorization for SCLS to bill adjacent counties for library service (enclosure) \*** - The Board will choose which adjacent counties to bill for library services. These amounts are based on the figures in the recently completed 2021 Annual Report. By state law, libraries have the right to bill adjacent counties for services provided at 70% of cost-per-circulation. These payments will be made in 2023.
- B. Instructions for online 2022 Board Self-Evaluation** – Members of the Planning Committee will discuss instructions for the online 2022 self-evaluation, including the deadline for responses. Board members will receive the link to the survey in Google Forms earlier in the day of the meeting.
- C. Discussion and possible action regarding allocation of unspent renovation gift funds and operating fund balance to Children's area**

**project \*** - On February 22, the Finance Committee voted unanimously to recommend allocating the entire balance of unspent renovation gift funds from 2015 (\$26,220) and \$30,000 in operating fund balance to the planned renovation of the 1<sup>st</sup> floor Children's Area. This would leave approximately \$7,650 in unallocated fund balance to be used for unanticipated operating expenses in 2022. I will also review the Children's Area renovation project, including the known costs at this time.

**D. Discussion of nomination process for 2022 Board Officers-** President Ketterer will discuss the process for nomination and election of Board officers (President and Vice President) to take place at the May Board meeting. Those interested in serving should contact President Ketterer. Alternatively, the President may reach out directly to Board members to gauge their interest in serving.

**E. Authorization to spend undesignated gift funds for supplies for Chamber Community Expo on April 21 \*** – Last month, the Board decided to staff a booth at the Stoughton Chamber of Commerce Community Expo held on Thursday, April 21, from 5:00 to 7:00 PM at the Mandt Center. Most booths at the Expo have something to give away, some type of small gift or "SWAG" item, and the library doesn't have a budget line for this. If the Board is willing, I would suggest authorizing no more than \$200-\$300 for giveaway promotional items. Library staff will try to select something useful, as opposed to a cheap, throwaway item.

#### **XIV. Pending Agenda Items**

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

\* indicates an action item

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, FEBRUARY 16, 2022, @ 6:30 P.M.  
VIRTUAL MEETING VIA ZOOM



PRESENT: Scott Dirks; Amy Ketterer, President; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Dayna Verstegen  
ABSENT: Ken Axe; Trish Gates, Stoughton Area School District Representative; Kylie Nelson, Student Representative; Mike Vienneau  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Amanda Bosky, Adult Services Librarian; Megan O'Keefe, Adult Services Intern

- I. CALL TO ORDER: 6:33 P.M. BY PRESIDENT AMY KETTERER
- II. REVIEW OF AGENDA
- III. CONSENT AGENDA  
MOTION TO APPROVE: Dirks SECOND: Verstegen VOTE: 6-0
- IV. RECOGNITION OPPORTUNITIES
- V. PUBLIC COMMENT PERIOD
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE Ramsey shared a thank you letter from a patron.
- VII. EDUCATION UPDATES  
Ketterer spoke about an exhibit on American First Ladies at the Madison Public Library's main branch.
- VIII. BOARD IN-SERVICE: O'Keefe talked about her experience interning in Stoughton. Bosky spoke about the changing demands put on Adult Services staff.

*[Bosky left at 7:10 P.M.]*

- IX. DIRECTOR'S REPORT
  - A. Statistics  
Ramsey presented the statistics. Dirks wondered if there's a way to keep statistics on the number of people helped by the Adult Services staff. Ramsey suggested the number of documents scanned/faxed/emailed. He also said the Library is supposed to be getting an intern from the UW-Madison School of Social Work in the fall.
  - B. Administration Report  
Ramsey presented.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet
  - C. Planning: Meilahn Bartlett reported that the Planning Committee discussed the data from the focus groups. Ramsey added that they are working on the Strategic Plan for 2022-2024.
  - D. Policies: did not meet. The Policies Committee is reviewing best practices and workflow.
- XI. FRIENDS OF THE LIBRARY REPORT: Verstegen reported that the Friends are planning a membership mailing in March or April. They have redesigned their

newsletter and have two writing interns. They have set up a PayPal account. Pie Place plans are being made for Saturday, May 14, at the library.

XII. OLD BUSINESS:

- A. STATUS UPDATE/REPORT ON NEW TRUSTEE RECRUITMENT. Ramsey said he is working on getting the word out. The ad hoc recruitment committee is Ketterer, Meilahn Bartlett, and Verstegen.

XIII. NEW BUSINESS

- A. APPROVAL OF 2021 ANNUAL REPORT TO BE SUBMITTED TO THE STATE OF WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

MOTION TO APPROVE: Dirks SECOND: Verstegen

Ramsey presented. Meilahn Bartlett had a question about personal data in the report, which Ramsey will look into.

VOTE: 6-0

- B. APPROVAL OF STATEMENT REGARDING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

MOTION TO APPROVE: Ligocki SECOND: Dirks VOTE: 6-0

- C. APPROVAL OF 2022 LIBRARY BOARD GOALS

MOTION TO APPROVE: Verstegen SECOND: Dirks VOTE: 6-0

- D. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY PARTICIPATION IN THE CHAMBER'S 2022 COMMUNITY EXPO

Ketterer presented. She said that Vienneau, who participated in the last Community Expo in 2019, described it as good exposure at a low cost. Vienneau has volunteered to staff the booth for an hour. Verstegen volunteered to staff the booth.

MOTION TO PARTICIPATE IN THE 2022 CHAMBER COMMUNITY EXPO:

Verstegen SECOND: Meinholz VOTE: 5-0 with Meilahn Bartlett abstaining

- E. APPOINTMENT BY PRESIDENT KETTERER OF AD HOC STUDENT TRUSTEE RECRUITMENT COMMITTEE

Gates has volunteered to be on the committee. Dirks volunteered to be on the committee. Ketterer encouraged anyone else who is interested to email her.

XIV. PENDING AGENDA ITEMS

- A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY

XV. ADJOURNMENT AT 8:03 PM

MOTION TO ADJOURN: Dirks SECOND: Verstegen VOTE: 6-0

Minutes taken by Sarah Monette

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 215 - LIBRARY FUND						
Revenues						
Dept 00000 - REVENUE						
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00	0.00	0.00	0.00	0.00
215-00000-43534	STATE AID	0.00	0.00	0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,429.00	0.00	0.00	249,429.00	0.00
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,952.00	15,629.58	15,629.58	322.42	97.98
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	694.12	463.45	5,305.88	11.57
215-00000-46712	COPY MACHINE	3,700.00	208.01	162.02	3,491.99	5.62
215-00000-48110	INTEREST	0.00	0.94	0.62	(0.94)	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	646,350.00	646,350.00	0.00	100.00
215-00000-49228	TRANSFER IN FROM UTILITIES	0.00	0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		921,431.00	662,882.65	662,605.67	258,548.35	71.94
TOTAL REVENUES		921,431.00	662,882.65	662,605.67	258,548.35	71.94
Expenditures						
Dept 55110						
215-55110-50110	SALARIES	86,916.00	10,010.40	3,436.80	76,905.60	11.52
215-55110-50120	WAGES	413,759.00	44,635.79	14,644.72	369,123.21	10.79
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	75,821.00	9,204.47	3,452.83	66,616.53	12.14
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	1,410.42	867.59	7,089.58	16.59
215-55110-50151	EMPLOYEE BENEFITS	75,001.00	8,196.96	2,774.67	66,804.04	10.93
215-55110-50152	HEALTH INSURANCE	104,973.00	18,729.78	9,364.89	86,243.22	17.84
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	0.00	457.00	8.60
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	229.00	0.00	1,371.00	14.31
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	1,299.94	1,299.94	18,300.06	6.63
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	1,293.12	1,293.12	4,206.88	23.51
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	111.11	111.11	1,788.89	5.85
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	750.75	150.75	8,249.25	8.34
215-55110-50289	TECHNOLOGY COSTS	53,600.00	49,530.56	2,296.56	4,069.44	92.41
215-55110-50300	MISC EXPENSES	4,500.00	18.43	18.43	481.57	3.69
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	1,186.87	448.85	3,313.13	26.37
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	0.00	0.00	600.00	0.00
215-55110-50326	PERIODICALS	5,200.00	3,765.74	599.88	1,434.26	72.42
215-55110-50327	E-RESOURCES	9,700.00	9,634.99	7,603.00	65.01	99.33
215-55110-50328	AUDIO VISUAL	11,000.00	302.86	297.87	10,697.14	2.75
215-55110-50329	BOOKS	50,000.00	2,695.12	2,618.16	47,304.88	5.39
215-55110-50340	OPERATING EXPENSES	4,500.00	291.38	58.94	4,208.62	6.48
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	422.90	272.95	4,377.10	8.81
215-55110-50343	CAPITAL-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00

## PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		948,170.00	163,763.59	51,611.06	784,406.41	17.27
TOTAL EXPENDITURES		948,170.00	163,763.59	51,611.06	784,406.41	17.27
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		921,431.00	662,882.65	662,605.67	258,548.35	71.94
TOTAL EXPENDITURES		948,170.00	163,763.59	51,611.06	784,406.41	17.27
NET OF REVENUES & EXPENDITURES		(26,739.00)	499,119.06	610,994.61	(525,858.06)	1,866.63



PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	50.00	7.56	3.58	42.44	15.12
217-00000-48500	DONATIONS - DESIGNATED	60,000.00	404.33	378.10	59,595.67	0.67
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	411.89	381.68	59,638.11	0.69
TOTAL REVENUES		60,050.00	411.89	381.68	59,638.11	0.69
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	50,000.00	5,790.02	1,081.22	44,209.98	11.58
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	5,790.02	1,081.22	44,209.98	11.58
TOTAL EXPENDITURES		50,000.00	5,790.02	1,081.22	44,209.98	11.58
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		60,050.00	411.89	381.68	59,638.11	0.69
TOTAL EXPENDITURES		50,000.00	5,790.02	1,081.22	44,209.98	11.58
NET OF REVENUES & EXPENDITURES		10,050.00	(5,378.13)	(699.54)	15,428.13	53.51
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		981,481.00	663,294.54	662,987.35	318,186.46	67.58
NET OF REVENUES & EXPENDITURES		998,170.00	169,553.61	52,692.28	828,616.39	16.99
		(16,689.00)	493,740.93	610,295.07	(510,429.93)	2,958.48

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BALANCE SHEET FOR STOUGHTON CITY  
Period Ending 02/28/2022

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Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	561,495.29
215-00000-11102	US BANK - CC	2,016.52
<b>Total Assets</b>		<b>563,511.81</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
215-00000-39000	FUND BALANCE	35,946.66
<b>Total Fund Balance</b>		<b>35,946.66</b>
Beginning Fund Balance - 2021		35,946.66
Net of Revenues VS Expenditures - 2021		28,446.09
*2021 End FB/2022 Beg FB		64,392.75
Net of Revenues VS Expenditures - Current Year		499,119.06
Ending Fund Balance		563,511.81
Total Liabilities And Fund Balance		563,511.81

\* Year Not Closed

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BALANCE SHEET FOR STOUGHTON CITY  
Period Ending 02/28/2022

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	84,368.38
217-00000-11102	US BANK - CC	794.82
217-00000-11302	WISC INVESTMENT FUND	197,345.11
<b>Total Assets</b>		<b>282,508.31</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** 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
<b>Total Fund Balance</b>		<b>244,002.31</b>
<b>Beginning Fund Balance - 2021</b>		<b>244,002.31</b>
<b>Net of Revenues VS Expenditures - 2021</b>		<b>43,884.13</b>
<b>*2021 End FB/2022 Beg FB</b>		<b>287,886.44</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(5,378.13)</b>
<b>Ending Fund Balance</b>		<b>282,508.31</b>
<b>Total Liabilities And Fund Balance</b>		<b>282,508.31</b>

\* Year Not Closed

Stoughton Area Comm Foundation

### Important tax form information

As of Feb. 15, Edward Jones has furnished all required 2021 Consolidated 1099 Tax Statements to clients. If you received a Figures Not Final tax statement, that means we did not receive final tax information for at least one of your securities by Feb. 15. Security issuers may file extensions or have a March 15 deadline to provide information to brokers. Once we receive final information for your securities, we will furnish you a final tax form. Visit [edwardjones.com/taxcenter](http://edwardjones.com/taxcenter) to learn more.

## Corporate - Select

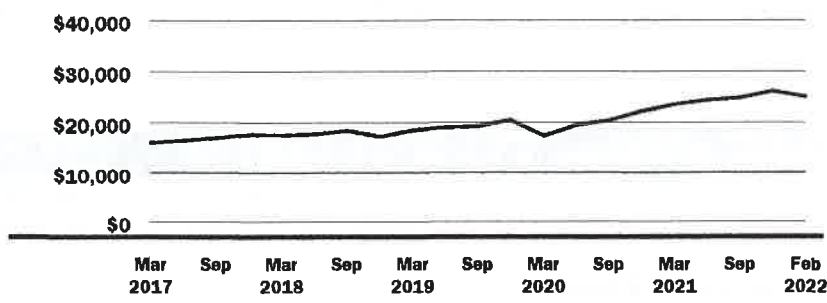
**Portfolio Objective - Account: Balanced Toward Growth**

### Account Value

**\$24,946.58**

<b>1 Month Ago</b>	\$25,105.01
<b>1 Year Ago</b>	\$22,556.78
<b>3 Years Ago</b>	\$18,350.36
<b>5 Years Ago</b>	\$16,097.12

### Value of Your Account



### Value Summary

	<b>This Period</b>	<b>This Year</b>
Beginning Value	\$25,105.01	\$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	-158.43	-1,127.93
<b>Ending Value</b>	<b>\$24,946.58</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide).

### Rate of Return

<b>Your Personal Rate of Return for Assets Held at Edward Jones</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Last 12 Months</b>	<b>3 Years Annualized</b>	<b>5 Years Annualized</b>
	<b>-4.34%</b>	<b>-4.34%</b>	<b>9.90%</b>	<b>10.50%</b>	<b>8.69%</b>

**2022 EXPENDITURES: FUND 215**  
**MARCH**

MOVED: \_\_\_\_\_

SECONDED: \_\_\_\_\_

VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
03/07/22	03/16/22	46710	Singleton, Merritt	MS 030722	\$ 18.19
03/11/22	03/16/22	46710	Claus, Richard A.	RAC 031122	\$ 13.00
02/04/22	03/16/22	50220	Stoughton Utilities	SU 020422 util	\$ 1,299.94
03/04/22	03/16/22	50221	Alliant Energy	AE 030422	\$ 1,131.29
02/17/22	03/16/22	50240	Gordon Flesch	GF021722copier2	\$ 61.56
02/23/22	03/16/22	50240	Naviant	NAV 022322	\$ 800.00
03/03/22	03/16/22	50240	Gordon Flesch	GF030322copier1	\$ 17.49
01/28/22	JR prepaid PC	50289	Donor Tools	DON012822TECH	\$ 39.00
02/28/22	AB prepaid PC	50289	Canva	CAN022822 289	\$ 119.40
02/28/22	JR prepaid PC	50289	Donor Tools	DON022822TECH	\$ 39.00
03/03/22	03/16/22	50289	TBS	TBS 030322	\$ 445.00
03/16/22	CITY prepaid	50300	Stoughton, City of	STO031622salestax	\$ 8.91
01/31/22	SB prepaid PC	50313	Facebook	FB 013122 313	\$ 12.00
02/04/22	MO prepaid PC	50313	CSLP	CSLP020422SLP	\$ 423.86
02/08/22	SB prepaid PC	50313	Amazon	AZ020822CHPROG	\$ 12.99
02/21/22	SB prepaid PC	50313	Amazon	AZ 022122 CC3	\$ 18.01
02/23/22	SB prepaid PC	50313	Amazon	AZ 022122 CC	\$ 49.37
02/23/22	SB prepaid PC	50313	Amazon	AZ022222CHPROG	\$ 92.73
03/02/22	CS prepaid PC	50313	Walmart	WM030222TEPROG	\$ 15.45
01/19/22	03/16/22	50328	Findaway	FA100121CBCD	\$ 49.99
01/31/22	SB prepaid PC	50328	Amazon	AZ013122JDVD	\$ 14.96
01/31/22	SB prepaid PC	50328	Amazon	AZ013122JDVD	\$ 17.96
01/31/22	03/16/22	50328	Baker & Taylor AD328	AD/TE materials	\$ 550.13
02/23/22	SB prepaid PC	50328	Amazon	AZ022222JDVD	\$ 19.95
02/24/22	SB prepaid PC	50328	Amazon	AZ013122JDVD	\$ 17.99
02/28/22	03/16/22	50328	Baker & Taylor AD328	AD/TE materials	\$ 358.04
03/01/22	03/16/22	50328	Ingram	AD/TE materials	\$ 210.01
03/10/22	03/16/22	50328	Findaway	AD/TE materials	\$ 183.97
01/26/22	03/16/22	50329	J. Appleseed	JA 012522 CN	\$ 1,023.65
01/31/22	03/16/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 815.21
02/08/22	03/16/22	50329	J. Appleseed	JA 012422 AN	\$ 607.05
02/13/22	SB prepaid PC	50329	Amazon	AZ 021122 AN	\$ 9.89
02/28/22	03/16/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 980.93
03/01/22	03/16/22	50329	Ingram	CH materials	\$ 1,417.44
03/01/22	03/16/22	50329	Ingram	AD/TE materials	\$ 1,138.12

03/01/22	03/16/22	50329	Penworthy	CH materials	\$ 255.93
03/01/22	03/16/22	50329	Penworthy	CH materials	\$ 137.80
03/08/22	03/16/22	50329	Cengage	AD/TE materials	\$ 456.96
01/28/22	SB prepaid PC	50340	Amazon	AZ 012822 OS	\$ 16.07
01/31/22	SB prepaid PC	50340	Walmart	WM013122OSFB	\$ 33.00
02/07/22	SB prepaid PC	50340	Amazon	AZ 020722 OS	\$ 9.87
02/15/22	SB prepaid PC	50340	Amazon	AZ 021522 OS	\$ 12.41
02/23/22	SB prepaid PC	50340	Amazon	AZ022322OSFB	\$ 26.99
02/24/22	SB prepaid PC	50340	Amazon	AZ 022422 OS	\$ 32.99
02/24/22	SB prepaid PC	50340	Amazon	AZ 022422 OS	\$ 351.43
01/29/22	SB prepaid PC	50342	Amazon	AZ 012722 LS	\$ 8.99
01/31/22	02/16/22	50342	Baker & Taylor AD217	processing	\$ 9.66
01/31/22	03/16/22	50342	Baker & Taylor AD329	processing	\$ 32.43
02/02/22	SB prepaid PC	50342	Amazon	AZ 020222 LS	\$ 36.48
02/09/22	SB prepaid PC	50342	Amazon	AZ 020922 LS	\$ 38.88
02/14/22	03/16/22	50342	Demco	DM 020222 LS	\$ 750.62
02/28/22	03/16/22	50342	Baker & Taylor AD217	processing	\$ 8.97
02/28/22	03/16/22	50342	Baker & Taylor AD329	processing	\$ 37.26
03/01/22	03/16/22	50342	Ingram	processing	\$ 102.12

**2022 EXPENDITURES: FUND 217**  
**MARCH**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/31/22	03/16/22	Baker & Taylor	AD materials	REPL	books	\$ 61.48			
01/31/22	03/16/22	Baker & Taylor	AD materials	Bryant	books	\$ 120.97			
01/31/22	03/16/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 176.08			
01/31/22	03/16/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 207.98			
01/31/22	03/16/22	Baker & Taylor	AD materials	REPL	AV	\$ 24.83			
02/02/22	MO prepaid PC	Interstate Books4School	IB 02022022 FOR PR	Fordonski	program	\$ 522.36			
02/07/22	AB prepaid PC	New York Times	NYT 020722 Selsor	Selsor	subscription	\$ 56.00			
02/15/22	SB prepaid PC	Amazon	TE materials	Bryant	program	\$ 93.52			
02/16/22	03/16/22	WI Museum of Quilts	WQM021422PROGFOL	FoL	program	\$ 200.00			
02/24/22	CS prepaid PC	Yahara Chocolate	YC 022422 FOL TE	FoL	program	\$ 120.00			
02/28/22	03/16/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 130.24			
02/28/22	03/16/22	Baker & Taylor	AD materials	REPL	AV	\$ 28.79			
02/28/22	03/16/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 206.57			
03/01/22	03/16/22	Ingram	AD materials	Bryant	books	\$ 11.39			
03/01/22	03/16/22	Ingram	AD materials	REPL	books	\$ 187.36			
03/01/22	03/16/22	Ingram	AD materials	Sunday	program	\$ 8.99			
03/01/22	03/16/22	Ingram	AD materials	Ganshert	books	\$ 24.74			
03/01/22	03/16/22	Ingram	AD materials	SHGC	books	\$ 94.79			
03/01/22	03/16/22	Ingram	AD materials	SCC	books	\$ 16.80			
03/01/22	03/16/22	Midwest Tape	AD materials	Ganshert	AV	\$ 26.99			
03/01/22	03/16/22	Penworthy	CH materials	Bryant	books	\$ 171.30			
03/01/22	02/28/22	Penworthy	CH materials	Bryant	books	\$ 709.18			



# 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	9,983	3,067	3,594	16,644	48.07%
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	19,941	6,508	7,860	34,309	-80.16%
AVG	18,686	17,721	10,606	14,414	9,971	3,254	3,930	17,155	19.02%

**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	643	24	0	882	100.45%
FEB	1,973	2,228	1,823	800	250	484	30	0	764	-4.50%
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	465	1,127	54	0	1,646	-87.22%
AVG	2,003	2,149	2,149	1,073	233	564	27	0	823	-23.33%



## STOUGHTON PUBLIC LIBRARY STATISTICS, FEBRUARY 2022

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## 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	8,082	-7.50%
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	16,845	-83.47%
AVG	9,889	9,413	4,551	8,492	8,423	-0.81%

## 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	5,121	-10.80%
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	10,877	-83.31%
AVG	7,063	6,468	3,136	5,430	5,439	0.16%

## 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	1,269	45.03%
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	2,610	-82.82%
AVG	15,833	16,517	4,102	1,266	1,305	3.07%

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	8,181	62.68%
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	5,826	100.00%
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	11,251	-69.97%
AVG	10,823	10,164	1,980	3,122	5,626	80.21%

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	3,751	-5.09%
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	8,446	-82.61%
AVG	7,485	7,902	7,266	4,049	4,223	4.31%

Programming Statistics  
for February 2022

		February Programs		Number of Participants				
Date Posted	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
2/1/2022	Facebook live	Virtual Music and Movement (MO)	4					
2/2/2022	Facebook live	Graphic Novel Book Club (MO)		3				
2/2/2022	Carnegie Room	The Foundation (Richard)				4		
2/3/2022	Zoom	Teen Advisory Board (CS)			6			
2/3/2022	Fire Station	Adult Craft Club (SB, AH)				18		
2/6/2022	Stoughton Yoga	Yoga Sundays (CS, Stoughton Yoga)				14		
2/8/2022	Facebook live	Virtual Music and Movement (MO)	9					
2/8/2022	Facebook live	Chapters Book Club (MO)						
2/8/2022	Zoom	Wisconsin's Gangster Past (AB, Chad Lewis)				15		
2/10/2022	Zoom	Teen: Boba Tea take-home kit + online			20			
2/10/2022	Carnegie Room	Thursdays with Murder (AB)				4		
2/15/2022	Facebook live	Virtual Music and Movement (MO)	7					
2/15/2022	Facebook live	Loom Knitting kit + online instruction (MO)		20				
2/16/2022	Facebook live	Pokemon Club (MO)		5				
2/18/2022	Weebleworld	Outreach ST: Weebleworld (MO)	20					
2/18/2022	Facebook live	Among Us (MO)		2				
2/21/2022	Zoom	Outreach: Headstart ST (MO)	15					
2/22/2022	Facebook live	Virtual Music and Movement (MO)	9					
2/22/2022	Fire Station	Social Equity Teens (canceled due to			X			
2/22/2022	Zoom	Page Turners: Library (intern Megan, AB)				4		
2/23/2022	Senior Center	Page Turners: Senior Center (intern				3		
2/24/2022	Yahara Chocola	Teen Chocolate Tasting (CS, Yahara			14			
2/28/2022	Live in-person	One on one assistance (Libby, Kanopy, etc.)				2		
			64	30	40	64	0	

		February Self-Directed		Number of Participants				
Date Posted	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
2/15/2022	Take-home kit	Olympic Crafts 2/15-20 (MO)		32				
2/28/2022	2nd floor	Sticker mural					30	
			0	32	0	0	30	

# Director's Report

March 16, 2022



## Library operations during the pandemic:

- With the end of the county mask mandate on March 1, visitors and staff are no longer required to wear masks in the library. A few days earlier, the CDC updated their criteria for determining masking recommendations in a given area. These new criteria, which are based on metrics other than case numbers and % of positive tests, place Dane Co. in the "Low" category. Many staff members have chosen to continue wearing masks, and even for those who do not, I am asking them to keep one close at hand in case the patron they're assisting prefers they wear one. I will always support the decisions of individual staff members who choose to wear masks.

### ● Low

In **Dane County, Wisconsin**, community level is **Low**.

- Stay up to date with COVID-19 vaccines
- Get tested if you have symptoms

People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised, learn more about how to protect yourself.

## Other news:

- I completed a preliminary budget for improvements to the lot at 216 E Jefferson St. and sent it to the Mayor and Finance Director for their input late last month. I will briefly review the anticipated costs with the Board at our upcoming meeting. Based on feedback from City officials, I will likely ask the Board for formal approval of the project at the next Board meeting in April. My hope is that this project can be funded using ARPA funds that the City 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. Deb has been collecting quotes for furniture and fixtures, a difficult task in our current era of rapid inflation. I will have more information about the project, including the known costs at this point, at the our next meeting. Last month, The Board's Finance Committee recommended allocating up to \$30,000 of unspent operating fund balance and up to \$26,220 in unspent

renovation gift money for this project. The Board will consider this recommendation at the upcoming meeting.

- I attended a virtual joint meeting of the Beyond the Page Oversight Committee and the Ripple Project Committee on March 2. (You'll recall that Ripple is Dane Co. Library Service's DEI initiative funded by the Beyond the Page endowment.) The Oversight Committee has met sporadically since 2020, when the Ripple Project launched; the Ripple Committee meets much more frequently. The purpose of the meeting was to determine a more efficient way for the two committees to work together, given that few of us have time for another monthly meeting at this point. The Oversight Committee on which I serve will check-in briefly at the top of the bi-monthly Dane Co. Directors meeting, and will hold an annual meeting to attend to financial and strategic issues around the endowment.
- I met with members of the Board of Directors of the Bryant Foundation on February 24 to discuss our 2022 grant application. (The Foundation allows organizations to apply once per year.) Based on our conversation, I completed and submitted a grant proposal on March 4. In addition to the usual requests for programming and library materials funding, the "big ticket" item on the application was for AV upgrades to the Carnegie Room to allow for live hybrid programs and meetings.
- Regarding the AV upgrades, I obtained a quote from Madison-based contractor back in January, but after consulting with the City IT Department we determined that IT staff could complete the project with higher-quality equipment at an equal or lesser cost. Planned upgrades include:
  - A ceiling-mounted microphone array able to pick up voices anywhere in the room
  - Two NDI (Network Device Interface) PTZ (Pivot Tilt Zoom) cameras mounted on opposite walls to capture both conference-style programs (e.g. book discussions, meetings) and presentation-style events (e.g. storytimes, lectures, and musical performances).
  - A live production switcher with multi-camera control and mixing & production capabilities for streaming video.
  - A ceiling-mounted high-definition digital projector

- Starting March 11, we are hosting a display entitled **Legendary** in honor of Women's History Month. Created by the Represented Collective, the exhibit consists of 6-8 large panels, each telling the story of a "legendary" woman of color in science, technology, engineering, and mathematics. A few panels will have interactive QR codes that patrons can scan



- with their smartphones to take surveys or provide feedback. The exhibit will be on display on the Mezzanine and 2<sup>nd</sup> floor through April 9.
- I have started the annual performance appraisal process for the staff I supervise directly: Our 4 department managers and administrative assistant. The process defined by City HR has been in place for 3 years, and consists of a self-evaluation to be completed by the employee and a written evaluation completed by the supervisor. This is followed by a one-on-one meeting between the supervisor and employee. It is time-intensive but well worth every minute. Our staff are our most valuable asset; it is important to me that each of them feel like their voices are heard and their contributions valued.
- I worked on marketing and publicity tasks related to the upcoming vacancies on our Board of Trustees, both for a regular trustee and our student trustee, including: Creating flyers and signage in the library, placing an announcement in our email newsletter, sending press releases to the *Stoughton Courier Hub*, and contacting SASD staff about the student trustee vacancy. (Thanks to Trish for helping me connect with staff at SHS.) The deadline for applications for the trustee position is March 18; student trustee applications must be submitted by April 8. I expect both ad hoc recruiting committees will again have a wealth of qualified candidates from which to choose.
- I attended the virtual Dane County Directors meeting on March 10 where the main topics of discussion were the Beyond the Page Oversight

Committee, the end of the mask mandate, the Ripple Project, and the County Funding Workgroup.

- I led the March meeting of The Foundation, our Science Fiction & Fantasy book discussion group. Former director Richard MacDonald continues to lead the majority of the monthly meetings on a volunteer basis, but I have taken on 4-5 sessions per year.
- I will be out of the office March 22 through April 6, though I will be available by phone or email throughout. Assistant Director Amanda Bosky will be in charge of operations while I am gone.

### **Stoughton Area Community Foundation Fund Report**

The report for the period Jan 29 – Feb 25 shows a decrease in value of \$158.43 to the account because of market conditions. The overall value of the account as of Feb 25 is \$24,946.58.

### **Youth Services** (from Mary Ostrander)

- Children's staff and Technical Services staff began relabeling picture books for the reorganization of this collection into picture book "neighborhoods." As of March 8, we are 25% of the way through.
- The Children's Area is hosting several **large-scale pop art sculptures** created by students at Stoughton High School
- Mary conducted an in-person outreach story time for a school age group (5-10 year olds). Everyone enjoyed themselves.
- Diane created a lovely set of new shapes and figures for use on the flannel board during story times.
- Mary also conducted a virtual story time for students and teachers at Headstart this month, and has plans to conduct an in-person outreach story time there soon.
- Children's staff is working on planning summer programming, including a Summer Reading Party for all ages in June featuring a polka band.
- Summer Reading Program school visits are set for the three elementary schools.



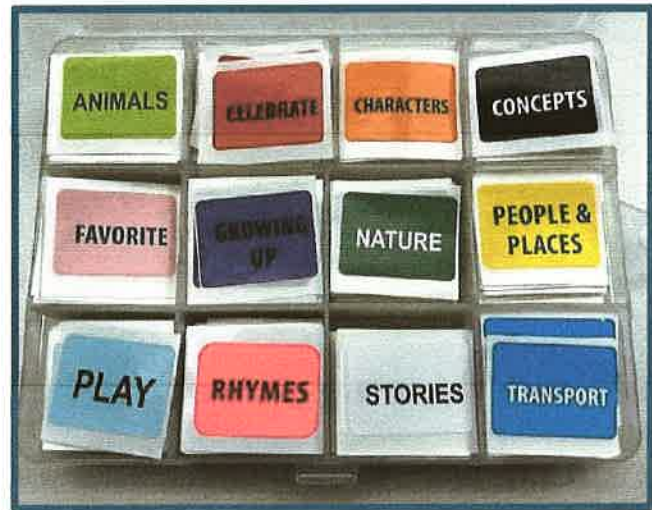


- Upcoming Programs: Candy Sushi, Rainbow Activities, Dog Man Fun, Wet felting, and Unicorn Tea Party

## **Tech Services & Technology**

### **News** (from Sarah Bukrey)

- Technical Services worked with Mary to create a plan for the move to **picture book neighborhoods**: Revising the categories and sub-categories, creating labels, and refining workflows.
- Sarah attended two Multipart DVD workgroup meeting on February 25 and March 2 to work on recommendations for the multipart steering committee to present at the All Directors meeting at a future date. The recommendation is to begin cataloging new multipart DVD sets together in September, and to work on retroactively changing the sets slowly over approximately 5 years.
- Sarah, Ziwei, and our library volunteers worked hard at getting all our new materials ready for patrons.
- Sarah attended a webinar entitled “Creative Ideas in Technical Services.” She is experimenting with using Office365’s Planner application to manage department workflows. She also attended the Public Libraries Technical Services Interest Group on March 10. These continuing education opportunities were offered for free as part of Interest Group Week by the Core division of the American Library Association.
- Sarah attended SCLS’s Collection Maintenance Subcommittee virtual meeting on March 9.

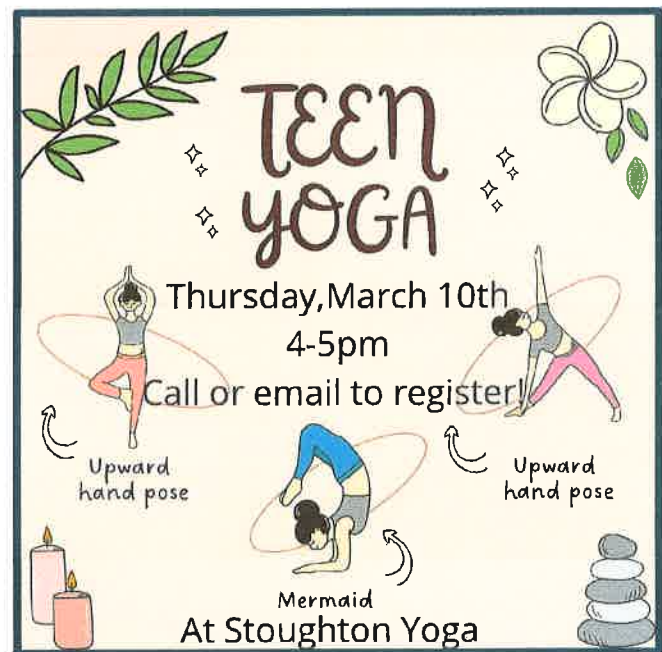


### **Circulation Services** (from Robin Behringer)

- Circulation staff worked with Technical Services and Children’s staff on relabeling for the new picture book neighborhoods. Tasks included: cutting and sorting category stickers; placing labels and tape on books, and becoming acquainted with the new system for shelving and retrieving items.
- Robin started training our newest Library Substitute, Patricia Moisey.

### **Adult & Teen Services** (from Amanda Bosky)

- Amy and Cynthia were both recognized in the *Stoughton Courier Hub* for excellent displays. Cynthia's Black History Month display in the teen area was featured in mid-February and Amy's scam prevention display was featured a few weeks later.
- Amanda has completed her Music & Memory certification and recently met with other community partners such as the Senior Center to re-launch this program post-Covid. We will work together to create personalized playlists of music that can temporarily sharpen memory and provide happiness and calm to people with dementia. Our equipment and training is funded by a generous, anonymous community donor.
- Cynthia has started offering in-person teen programs again. In February she took teens on a field trip to Yahara Chocolate for a chocolate tasting. In March she hosted a Teen Advisory Board meeting, another "field trip" at Stoughton **Yoga**, and has plans for more food and craft programs in March and April. It is delightful to see teens in the Carnegie Room socializing and laughing. We know one of the best resources we can provide for teens is time and attention, and we are overjoyed that it's safe for Cynthia to interact with teens in person once more.





- Our intern Megan hosted her first book discussion sessions in February. She discussed *Wide Sargasso Sea* via Zoom (due to an ice storm) and in-person at the Senior Center. Megan loved how critical everyone was—their comments and questions about the book made for interesting discussion.
- Amy and Sarah B. offered another excellent session of **Adult Craft Club** in early March, teaching 18 participants how to create macramé wall art.
- Amanda is taking a continuing education course offered by UW-Madison iSchool called “Programming with Purpose.” She appreciates the tools the course gives her as she learns more about offering a balanced array of adult programs.



### **Looking Back** from *The Stoughton Hub* from **October 17, 1902**

Our city library received a visit Wednesday afternoon from Andreas S. Steenberg, a Danish gentleman, in this country on a two months' trip to study from personal observation the workings of the public libraries in our cities, both large and small. Mr. Steenberg, who speaks English quite fluently, is a member of the State Library Commission of Denmark, and professor and librarian of the Royal College at Horsens. He is the author of a librarian's handbook which is used extensively in Denmark and Norway, and has also written a similar volume in the Swedish language.

...

After inspecting our modest library, with which, however, he expressed himself well pleased, he was entertained at supper at the home of Rev. and Mrs. Adolph Bredesen, and afterwards was tendered an informal reception until his departure for Madison on the first evening train.



**Stoughton Public Library Board of Trustees  
Finance Committee  
Tuesday, February 22, 6:00 PM**

**This was a virtual meeting held via Zoom.**

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

**MINUTES**

1. Meeting called to order by consensus at 6:09 PM.
2. Agenda reviewed and accepted by consensus.
3. Review/Approval of minutes from October 13, 2021\* – Approved by consensus with Ligocki abstaining because she did not attend the meeting.
4. Discussion and possible action regarding allocation of fund balance to Children's Area improvement project (enclosure)\* - Ramsey presented and briefly reviewed the plans for the refurbishment of the 1<sup>st</sup> floor children's area, along with the known costs at this point (Quotes for shelving, furniture and fixtures currently total \$22,000). Committee asked Ramsey which costs were still to be determined. He reported: service desk, "woodland" themed installation above same, paint, including possible mural on upper west wall, and additional play literacy fixtures TBD.

Ramsey then presented on the operating fund balance (fund 215). The total fund balance is \$64,392. Of that amount, \$26,740 is earmarked for the 2022 operating budget, leaving \$37,652 in unallocated fund balance. Discussion ensued regarding the appropriate size of a "rainy day" fund balance. Ramsey reported that based on conversations with former Finance Director Jamin Friedl and other library directors he believed \$5,000 - \$10,000 was appropriate. MOVED by Ligocki to allocate up to \$30,000 of fund 215 fund balance to the children's area project. SECOND: Vienneau. VOTE: 3-0.

**EDUCATE, ENRICH, EMPOWER, ENGAGE**

5. Discussion and possible action regarding allocation of unspent remodeling fundraising gift funds to Children's Area improvement project (enclosure) \* Ramsey presented and explained the source of these funds, that they are gift funds given in 2014-2015 for the remodeling of the 2<sup>nd</sup> floor. The fundraising target was exceeded and the 2<sup>nd</sup> floor project came in under budget, resulting in a surplus. In the years since, these funds have been used, with Board approval, for remodel/refurbish projects in staff areas and on the 2<sup>nd</sup> floor. Current remaining balance is \$26,220. Consensus emerged that using these funds to improve the children's space would be in keeping with the spirit in which they were raised. MOVED by Meinholz to allocate an amount up to the remaining balance of \$26,220 to the children's area project. SECOND: Vienneau. VOTE: 3-0.

Ligocki suggested that Ramsey obtain as many quotes as possible and/or employ placeholders in the project budget when presenting it to the Board. Ramsey reported that he would continue to work with Deb Haeffner at SCLS to determine costs, though some may still remain unknown by next month's board meeting. He mentioned the challenge of constantly rising materials prices.

6. Meinholz MOVED to adjourn. SECOND: Vienneau. Vote 3-0. Meeting adjourned at 6:56 PM

\* Indicates possible action item

Sent to Finance Committee:

Jean Ligocki  
Erin Meinholz  
Mike Vienneau

Cc:

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

**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.**



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

This meeting was held remotely via Zoom.

**Present: Sharon Meilahn Bartlett, Kylie Nelson, Mike Vienneau**

**Also present: Library Director Jim Ramsey**

**Absent: Scott Dirks**

**MINUTES**

1. Meeting called to order by Vienneau at 6:33 PM
2. Agenda reviewed and accepted by consensus
3. Minutes of February 8, 2022, Planning Committee meeting reviewed and accepted by consensus.
4. Status update on 2022 Library Board Self-Evaluation – Meilahn Bartlett reported that the survey is in Google Forms and ready to distribute to the Board. Ramsey suggested emailing it to Board members just before next week's meeting on March 16. Discussion of deadline for responses led to discussion of next Planning Committee meeting, at which time committee would review the responses. Consensus was to hold next meeting on Tues, April 12, and set a deadline for responses from Board members of Wednesday, March 30. Meilahn Bartlett stated that she will send the link to the survey to Ramsey to distribute to the Board.
5. Review and reassessment of results of 2019 focus groups using visualization chart – Ramsey began by mentioning three main themes he had written on the front of his copy of the focus group report: DEI (Diversity, Equity, Inclusion), space needs study, and marketing.

Meilahn Bartlett discussed marketing and suggested a possible ad hoc committee to draw up a marketing plan. Committee could comprise library staff and members of the community. Vienneau suggested utilizing talents of community members who may do marketing for a living. Meilahn Bartlett asked Nelson about marketing/business classes at Stoughton HS and whether a teacher might be interested in an experiential learning project. Nelson replied that she thought a teacher named Ms.

Ross taught those classes. Ramsey said he would follow up. Further discussion of who to include on an ad hoc marketing committee: HS students, at least one member of this committee, library staff.

Ramsey discussed the timing of a future space needs study, and the need to align with the timeline and planning of City leadership for downtown development. If not, space needs study could be shelved because we're not ready to move forward. Vienneau tied the space needs study in with earlier discussion of marketing and branding: Creating a "buzz" around the library and getting people thinking about how and why they use their library will provide momentum for a space needs study.

The committee spent time reconfiguring and adding rows to the visualization grid created by Meilahn Bartlett to organize themes from the focus groups report. Most items were connected to the issue of space (parking, meeting space, staff workspace). For each row, there are three columns: short, medium, and long-term. Projects or actions in the first two columns could potentially be included in the next strategic plan. This is a working document and will be updated at future meetings.

Meilahn Bartlett mentioned that many comments from the focus groups spoke to the need for DEI initiatives, e.g., programming that reflects the diversity of the community; making the library a welcoming space for everyone. Ramsey talked about the City's DEI initiatives, including the creation of a DEI committee, which the library will have a seat on. He discussed the DEI training that staff have undergone over the last two years (Ripple Project, ALA's Project READY). Ramsey stated that DEI goals would definitely be included in the next strategic plan.

Meilahn Bartlett noted many focus group participants mentioned desire for a café or coffee service in the library, but she didn't know how feasible this was. Ramsey discussed the pros and cons of these fixtures in libraries. Discussion turned to a scenario in which part of the library building was mixed use and included retail space for a café, as is the case with many Madison Public Library branches.

6. Next meeting scheduled for Tuesday, April 12, at 6:30 PM

7. Meeting adjourned by consensus at 7:35 PM

\*Indicates a potential action item

Mike Vienneau, chair

Sent to Planning Committee:

Scott Dirks

Sharon Meilahn Bartlett

Kylie Nelson

Cc:

Ken Axe

Trish Gates

Amy Ketterer

Jean Ligoeki

Erin Meinholz

Dayna Verstegen



## South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718  
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

**Date:** March 10, 2022  
**To** Library Board & Director, **Stoughton (STO)**  
**From** Tracie Miller, South Central Library System  
**RE:** 2022 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2021 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2023 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$28.58	Yes	No
Green	\$652.54	Yes	No
Iowa	\$4.76	Yes	No
Jefferson	\$447.73	Yes	No
Rock	\$13,793.75	Yes	No
Sauk	\$57.16	Yes	No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2022, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2023. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to [traciemiller@scls.info](mailto:traciemiller@scls.info) no later than April 22, 2021.**

Please contact me via e-mail ([traciemiller@scls.info](mailto:traciemiller@scls.info)) or phone (608-246-5612) if you have questions.

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The **Stoughton (STO)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date