

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, April 20, 2022

TIME: 6:30 P.M.



STOUGHTON
PUBLIC LIBRARY
The heart of our community.

LOCATION: Stoughton Fire Department Training Room, 401 E Main St in downtown Stoughton ****PLEASE NOTE**** This is a hybrid meeting with a virtual option 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 March 16, 2022 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for March 2022 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for April 2022 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: 2021 Report on State of America's Libraries from American Library Association. Online at <https://bit.ly/2021alareport>

IX. Director's Report

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

X. Committee Reports

- A. Finance: Did not meet
- B. Personnel: Will schedule meeting soon to perform annual Director evaluation
- C. Planning: Met 04/12/20 (enclosure)
- D. Policies: Did not meet

XI. Friends of the Library Report (Dayna Versteegen)

XII. Old Business

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

XIII. New Business

- A. Review of 2021 Budget by Director Ramsey (enclosure)

- B. Discussion and possible action regarding proposed improvement project to lot at 216 E Jefferson * (enclosure)
- C. Discussion and possible action regarding amendment of the Library's 2022 Budget for capital projects and use of fund balance *
- D. Presentation by Planning Committee of results of 2022 Board Self-Evaluation (enclosure)
- E. Report from ad hoc Trustee Recruitment Committee and recommendation for appointment of new trustee *
- F. Presentation by Director Ramsey of proposed 2022 Capital Improvement Projects
- G. Discussion and possible action regarding library staff appreciation *

XIV. Pending Agenda Items

- A. Observance of Juneteenth as City/Library holiday

XV. Adjournment *

NEXT REGULAR MEETING: May 18, 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 Ligoeki, City Council Representative

Sharon Meilahn Bartlett

Erin Meinholz, Vice-President

Kylie Nelson, Student Representative

Dayna Verstegen

Mike Vienneau

Finance: Ligoeki, Meinholz, Vienneau

Personnel: Axe, Ketterer, Gates

Planning: Dirks, Meilahn Bartlett, Nelson, Vienneau

Policies: Axe, Dirks, Meinholz, Verstegen

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

Agenda Notes: Library Board meeting of April 20, 2022



XII. Old Business

A. Status update/report on new student trustee recruitment -

Unfortunately, we did not receive any applications for our Student Trustee Position before the April 8 deadline, though it was not for lack of trying. I will review the extensive publicity and marketing we did, and the ad hoc student trustee committee—Scott Dirks and Trish Gates—will discuss next steps.

B. Discussion and possible action regarding format of future Board meetings * -

The Board decided at the March 16 meeting to hold the April meeting in-person with a hybrid option at the Fire Station. Until the new AV technology is installed in the Carnegie Room, our best option for hybrid meetings will be in this space. (The timeline for the installation is uncertain; I am working with City IT.) The Board will need to decide how to proceed. You could decide to continue holding in-person meetings for the foreseeable future, in which case I would try to reserve the Fire Station Training Room for at least the next few months. Or you could continue to make the decision month-by-month. Needless to say, persistent uncertainty around the course of the pandemic makes planning difficult; however, the addition of hybrid meeting technology to the Carnegie Room should make planning easier.

XIII. New Business

A. Review of previous year's budget – In years past, the City Finance Director would review the previous year's budget at the April Board meeting. New Finance Director Dave Ehlinger isn't available this evening, and considering he only took over the position at the beginning of last month, I thought it best for me to briefly review the budget. I'll discuss lines in which revenues and expenditures fell short or exceeded expectations, as well as the impact on the fund balance. This will be a brief review because we've already discussed the latter topic at length.

B. Discussion and possible action regarding proposed improvement project to lot at 216 E Jefferson * – I will present the close-to-final budget for the improvements to the library-owned vacant lot at 216 E Jefferson and ask the Board to authorize pursuing funding from the City of Stoughton in the form of America Rescue Plan Act funds. (The City will receive \$1.3 million in ARPA funds split between 2021 and 2022.)

- C. Discussion and possible action regarding amendment of the Library's 2022 Budget for capital projects and use of fund balance *** - This item comes from my conversation with City Finance Director David Ehlinger on April 14. He suggested amending the 2022 budget to reflect the use of fund balance, both for the Children's area remodel (\$30,000) and for the operating budget (\$26,740). He also suggested including the \$26,220 in unspent renovation gift funds we plan to spend on the Children's Area. These are all decisions the Board has already taken; amending the budget merely codifies the changes and makes for clearer accounting throughout the year.
- D. Presentation by Planning Committee of results of 2022 Board Self-Evaluation (enclosure)** – The Planning Committee will summarize the main themes of the responses to the online survey and suggest ways the Board can address them in the coming biennium. We will entertain a brief Q & A discussion on the results.
- E. Report from ad hoc Trustee Recruitment Committee and recommendation for appointment of new trustee *** - Ad hoc committee (President Amy Ketterer, Sharon Meilahn Bartlett, and Dayna Verstegen) will present their recommendation to fill the upcoming Board vacancy. Following Board approval, the recommendation will be sent to the mayor, who will make the formal appointment at the April 26 City Council meeting.
- F. Presentation by Director Ramsey of proposed 2022 Capital Improvement Projects** – I will present my ideas for 2022 capital projects and allocations, of which there are three. CIP Budget committee meetings typically take place in late-summer, so there is still time to refine these. The City's Planning department may also propose additional projects related to building maintenance and repair (E.g. tuck-pointing and exterior masonry repairs have been proposed in years past but, according to Director Rodney Scheel, this requires additional investigation.) The items I am planning to include are:
- a. Capital Outlay for Replacement of Computers & Peripherals**
(recurring request. Currently \$6,000 but should increase due to rising prices)
 - b. Capital Outlay for Replacement of Furniture & Fixtures (New this year)**

c. Installation of cabinets and countertops on west wall of Carnegie Room (New this year)

G. Discussion and possible action regarding library staff appreciation * - A former Board member has asked President Ketterer to discuss recognition opportunities for library staff, especially in light of the ongoing pandemic. I can discuss ways I've shown my appreciation for our staff over the past 2+ years.

XIV. Pending Agenda Items

A. Observance of Juneteenth as City/Library holiday – Since it does not appear that the Library or other City agencies will be closed on Juneteenth (observed on Monday 6/20/22) we can remove this item from the agenda after this meeting. I will briefly discuss how the library plans to honor the day and take part in the celebration scheduled for Sunday, June 19th.

* indicates an action item

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



PRESENT: Ken Axe, Scott Dirks; Trish Gates, Stoughton Area School District Representative; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett; Erin Meinholz, Vice-President; Kylie Nelson, Student Representative

ABSENT: Amy Ketterer, President; Dayna Verstegen; Mike Vienneau

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER: 6:35 P.M. BY VICE-PRESIDENT ERIN MEINHOLZ
- II. REVIEW OF AGENDA
- III. CONSENT AGENDA
MOTION TO APPROVE: Dirks SECOND: Gates VOTE: 6-0
- IV. RECOGNITION OPPORTUNITIES
- V. PUBLIC COMMENT PERIOD
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE Ramsey shared a letter from Congressman Mark Pocan to Lily Wetzel about her art exhibit at the Library; a thank you from Careerscape for letting them use our space; and praise for Amy Hynek's scam exhibit.
- VII. EDUCATION UPDATES Meilahn-Bartlett shared an article about the librarians of Ukraine
- VIII. BOARD IN-SERVICE: Ramsey presented his plan and preliminary budget for an outdoor programming space at 216 East Jefferson Street.
- IX. DIRECTOR'S REPORT
 - A. Statistics: Ramsey presented the statistics.
 - B. Administration Report: Ramsey presented, mentioning specifically the Lions Club's plastic bag recycling program which is using the Library as one of its drop off points.
- X. COMMITTEE REPORTS
 - A. Finance: Meinholz reported that the Finance Committee recommends using the remaining renovation money and a portion of the fund balance for a refurbishment of the Children's Area.
 - B. Personnel: did not meet
 - C. Planning: Meilahn Bartlett reported that the Planning Committee has finalized the Board self-evaluation and provided instructions for completing it.
 - D. Policies: did not meet.
- XI. FRIENDS OF THE LIBRARY REPORT: Verstegen was not present
- XII. OLD BUSINESS:
 - A. STATUS UPDATE/REPORT ON NEW TRUSTEE RECRUITMENT. Ramsey said he has received many applications.
 - B. STATUS UPDATE/REPORT ON STUDENT TRUSTEE RECRUITMENT. Ramsey reported that there are no applications yet.
 - C. DISCUSSION AND POSSIBLE ACTION REGARDING FORMAT OF FUTURE BOARD MEETINGS.
MOTION TO MEET IN PERSON: Dirks SECOND: Axe

Ramsey has reserved the Fire Station Training Room, which has some hybrid capabilities.

VOTE: 5-0 with Ligocki abstaining

XIII. NEW BUSINESS

A. AUTHORIZATION FOR SCLS TO BILL ADJACENT COUNTIES FOR LIBRARY SERVICE

MOTION TO BILL GREEN, JEFFERSON, ROCK: Axe SECOND: Dirks

Ramsey's opinion was that the Library should bill all adjacent counties except Iowa.

FRIENDLY AMENDMENT TO BILL ALL ADJACENT COUNTIES EXCEPT

IOWA: Dirks SECOND: Ligocki VOTE: 6-0

VOTE ON MOTION AS AMENDED: 6-0

B. INSTRUCTIONS FOR ONLINE 2022 BOARD SELF-EVALUATION: Dealt with under X.C

C. DISCUSSION AND POSSIBLE ACTION REGARDING ALLOCATION OF UNSPENT RENOVATION GIFT FUNDS AND OPERATING FUND BALANCE TO CHILDREN'S AREA PROJECT

Ramsey presented the project, with a budget of up to \$56,220.

MOTION TO APPROVE PROJECT AS PRESENTED: Dirks SECOND: Axe

VOTE: 6-0.

D. DISCUSSION OF THE NOMINATION PROCESS FOR 2022 BOARD OFFICERS

[Ramsey had technical difficulties between 7:48 and 7:57]

[Ligocki left at 7:56 and returned at 7:59]

E. AUTHORIZATION TO SPEND UNDESIGNATED GIFT FUNDS FOR SUPPLIES FOR CHAMBER COMMUNITY EXPO ON APRIL 21

MOTION TO AUTHORIZE USE OF UP TO \$300: Dirks SECOND: Gates

Ligocki asked if there was any Libraries Transform swag remaining.

VOTE: 6-0

XIV. PENDING AGENDA ITEMS

A. OBSERVANCE OF JUNETEENTH AS CITY/LIBRARY HOLIDAY

XV. ADJOURNMENT AT 8:07 PM

MOTION TO ADJOURN: Dirks SECOND: Meilahn-Bartlett VOTE: 6-0

Minutes taken by Sarah Monette

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022		ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDTG USE
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 215 - LIBRARY FUND								
Revenues								
Dept 00000 - REVENUE	FEDERAL ASSISTANCE FUNDING - COVID	0.00	0.00		0.00	0.00	0.00	0.00
215-00000-43529	STATE AID	0.00	0.00		0.00	0.00	0.00	0.00
215-00000-43534	DANE COUNTY SERVICE FEES	249,429.00	0.00		0.00	249,429.00	0.00	0.00
215-00000-43720	OTHER COUNTIES SERVICE FEES	15,952.00	15,952.74		323.16	(0.74)	100.00	0.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	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	0.00
215-00000-46710	FINES	6,000.00	939.20		245.08	5,060.80	15.65	0.00
215-00000-46712	COPY MACHINE	3,700.00	539.47		331.46	3,160.53	14.58	0.00
215-00000-48110	INTEREST	0.00	2.84		1.90	(2.84)	100.00	0.00
215-00000-48500	DONATIONS	0.00	0.00		0.00	0.00	0.00	0.00
215-00000-49210	TRANSFER IN - GENERAL FUND	646,350.00	646,350.00		0.00	0.00	100.00	0.00
215-00000-49228	TRANFER IN FROM UTILITIES	0.00	0.00		0.00	0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00		0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		921,431.00	663,784.25		901.60	257,646.75	72.04	
TOTAL REVENUES		921,431.00	663,784.25		901.60	257,646.75	72.04	
Expenditures								
Dept 55110	SALARIES	86,916.00	16,684.00		6,673.60	70,232.00	19.20	
215-55110-50110	WAGES	413,759.00	74,724.37		30,088.58	339,034.63	18.06	
215-55110-50126	OVERTIME	0.00	0.00		0.00	0.00	0.00	
215-55110-50127	WAGES - PART TIME	75,821.00	15,311.74		6,107.27	60,509.26	20.19	
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	2,353.71		943.29	6,146.29	27.69	
215-55110-50151	EMPLOYEE BENEFITS	75,001.00	13,701.56		5,504.60	61,299.44	18.27	
215-55110-50152	HEALTH INSURANCE	104,973.00	28,094.67		9,364.89	76,878.33	26.76	
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	201.00		201.00	(1.00)	100.50	
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	2,463.61		1,163.67	17,136.39	12.57	
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	2,424.41		1,131.29	3,075.59	44.08	
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	990.16		879.05	909.84	52.11	
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	770.61		19.86	8,229.39	8.56	
215-55110-50289	TECHNOLOGY COSTS	53,600.00	50,133.96		603.40	3,466.04	93.53	
215-55110-50300	MISC EXPENSES	500.00	67.34		48.91	432.66	13.47	
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00	1,928.37		581.39	2,571.63	42.85	
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	150.00		150.00	450.00	25.00	
215-55110-50326	PERIODICALS	5,200.00	3,765.74		0.00	1,434.26	72.42	
215-55110-50327	E-RESOURCES	9,700.00	9,634.99		0.00	65.01	99.33	
215-55110-50328	AUDIO VISUAL	11,000.00	1,369.87		1,029.07	9,630.13	12.45	
215-55110-50329	BOOKS	50,000.00	9,582.88		6,877.87	40,417.12	19.17	
215-55110-50340	OPERATING EXPENSES	4,500.00	745.97		30.77	3,754.03	16.58	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	7.19		7.19	192.81	3.60	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	1,548.69		1,125.79	3,251.31	32.26	
215-55110-50810	CAPITAL-EQUIPMENT	0.00	323.05		323.05	(323.05)	100.00	
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	

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022		ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 215 - LIBRARY FUND								
Expenditures								
Total Dept 55110		948,170.00	237,249.89		72,854.54	710,920.11		25.02
TOTAL EXPENDITURES		948,170.00	237,249.89		72,854.54	710,920.11		25.02
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		921,431.00	663,784.25		901.60	257,646.75		72.04
TOTAL EXPENDITURES		948,170.00	237,249.89		72,854.54	710,920.11		25.02
NET OF REVENUES & EXPENDITURES		(26,739.00)	426,534.36		(71,952.94)	(453,273.36)		1,595.18

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 03/31/2022

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Fund 215 LIBRARY FUND

GL Number	Description	Balance
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*** Assets ***

215-00000-11100	PRIMARY CHECKING	488,696.99
215-00000-11102	US BANK - CC	2,230.12

Total Assets		490,927.11
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*** Liabilities ***

Total Liabilities		0.00
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*** Fund Balance ***

215-00000-39000	FUND BALANCE	35,946.66
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Total Fund Balance		35,946.66
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Beginning Fund Balance - 2021		35,946.66
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Net of Revenues VS Expenditures - 2021		28,446.09
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*2021 End FB/2022 Beg FB		64,392.75
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Net of Revenues VS Expenditures - Current Year		426,534.36
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Ending Fund Balance		490,927.11
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Total Liabilities And Fund Balance		490,927.11
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* Year Not Closed

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022		ACTIVITY FOR MONTH 03/31/2022		AVAILABLE BALANCE		% BDT USED
		AMENDED BUDGET	NORMAL	03/31/2022 NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)			
Fund 217 - LIBRARY SPECIAL GIFT FUND										
Revenues										
Dept 00000 - REVENUE										
217-00000-48110	INTEREST	50.00		19.23		11.67		30.77		38.46
217-00000-48500	DONATIONS - DESIGNATED	60,000.00		12,053.72		11,649.39		47,946.28		20.09
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		12,072.95		11,661.06		47,977.05		20.10
TOTAL REVENUES		60,050.00		12,072.95		11,661.06		47,977.05		20.10
Expenditures										
Dept 55110										
217-55110-50500	DESIGNATED	50,000.00		10,779.79		4,776.25		39,220.21		21.56
217-55110-50501	UNDESIGNATED	0.00		59.10		59.10		(59.10)		100.00
217-55110-50502	BUILDING FUND	0.00		0.00		0.00		0.00		0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00		0.00		0.00		0.00		0.00
217-55110-50936	TR OUT - FUND 215	0.00		0.00		0.00		0.00		0.00
Total Dept 55110		50,000.00		10,838.89		4,835.35		39,161.11		21.68
TOTAL EXPENDITURES		50,000.00		10,838.89		4,835.35		39,161.11		21.68
Fund 217 - LIBRARY SPECIAL GIFT FUND:										
TOTAL REVENUES		60,050.00		12,072.95		11,661.06		47,977.05		20.10
TOTAL EXPENDITURES		50,000.00		10,838.89		4,835.35		39,161.11		21.68
NET OF REVENUES & EXPENDITURES		10,050.00		1,234.06		6,825.71		8,815.94		12.28
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		981,481.00		675,857.20		12,562.66		305,623.80		68.86
NET OF REVENUES & EXPENDITURES		998,170.00		248,088.78		77,689.89		750,081.22		24.85
		(16,689.00)		427,768.42		(65,127.23)		(444,457.42)		2,563.18

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BALANCE SHEET FOR STOUGHTON CITY
Period Ending 03/31/2022

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	90,967.63
217-00000-11102	US BANK - CC	796.42
217-00000-11302	WISC INVESTMENT FUND	197,356.45
Total Assets		289,120.50
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-34000	FUND BALANCE-DESIGNATED	76,506.88
217-00000-34700	RESERVED BUILDING FUND	128,576.20
217-00000-34800	RESERVED: FUNDRAISING ACCT	26,220.44
217-00000-39000	FUND BALANCE-UNDESIGNATED	12,698.79
Total Fund Balance		244,002.31
Beginning Fund Balance - 2021		244,002.31
Net of Revenues VS Expenditures - 2021		43,884.13
*2021 End FB/2022 Beg FB		287,886.44
Net of Revenues VS Expenditures - Current Year		1,234.06
Ending Fund Balance		289,120.50
Total Liabilities And Fund Balance		289,120.50

* Year Not Closed

Stoughton Area Comm Foundation

Let us partner with your other experts

When it comes to your finances, the value of professional advice cannot be overestimated. That's why we believe it's critical to work with your attorney, accountant and other trusted professionals. Be sure to share your other professionals' contact information with your financial advisor. Together with their knowledge and resources, we can tailor a holistic strategy for you.

Corporate - Select

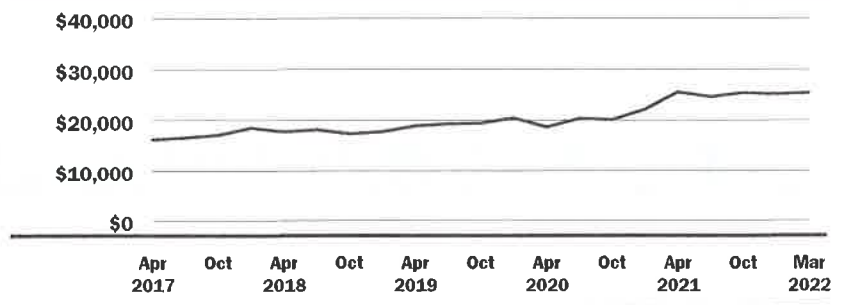
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$25,363.36

1 Month Ago	\$24,946.58
1 Year Ago	\$23,431.34
3 Years Ago	\$18,597.67
5 Years Ago	\$16,114.65

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$24,946.58	\$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	416.78	-711.15
Ending Value	\$25,363.36	

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

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-2.74%	-2.74%	9.45%	10.93%	9.11%

2022 EXPENDITURES: FUND 215
APRIL

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
03/16/22	04/20/22	46710	Mowry, Daniel R.	DRM 031622	\$ 9.99
03/31/22	04/20/22	46710	Guiney, Cynthia L.	CLG 033122	\$ 15.99
03/31/22	04/20/22	50211	Baker & Taylor AD217BK	fuel surcharge	\$ 3.02
03/31/22	04/20/22	50211	Baker & Taylor AD329	fuel surcharge	\$ 6.06
03/29/22	04/20/22	50212	Schlegel, Cynthia	CS 032922	\$ 14.58
03/07/22	CITY prepaid	50220	Stoughton Utilities	SU 030722 util	\$ 1,163.67
04/06/22	CITY prepaid	50220	Stoughton Utilities	SU 040622 util	\$ 1,329.58
04/06/22	04/20/22	50221	Alliant Energy	AE 040622	\$ 919.25
03/17/22	04/20/22	50240	Gordon Flesch	GF031722copier2	\$ 60.07
04/06/22	04/20/22	50240	Gordon Flesch	GF040322copier1	\$ 65.55
02/10/22	CITY prepaid	50250	Schumacher Elev. Co.	SCH 021022 elev	\$ 150.75
03/07/22	04/20/22	50250	NEIS	NEIS030722elev	\$ 88.00
03/25/22	CITY prepaid	50250	Supplyhouse.com	SHC 032522	\$ 19.86
03/28/22	JR prepaid PC	50289	Donor Tools	DON032822TECH	\$ 39.00
03/11/22	JR prepaid PC	50300	Represented Collective	RC031122misc	\$ 40.00
04/07/22	04/20/22	50300	Represented Collective	RC040722MISC	\$ 138.00
04/20/22	CITY prepaid	50300	Stoughton, City of	STO042022salestax	\$ 18.23
02/25/22	SB prepaid PC	50313	ALA	ALA022522ADPROG	\$ 41.60
02/25/22	SB prepaid PC	50313	Amazon	AZ 022122 CC	\$ 10.43
03/01/22	MO prepaid PC	50313	Pick 'n Save	PNS030122CHPROG	\$ 45.07
03/02/22	SB prepaid PC	50313	Amazon	AZ030122TEPROG	\$ 250.99
03/02/22	SB prepaid PC	50313	Amazon	AZ030122TEPROG	\$ 11.95
03/03/22	SB prepaid PC	50313	Amazon	AZ030322ADPROG	\$ 13.78
03/03/22	SB prepaid PC	50313	Amazon	AZ030322ADPROG	\$ 38.97
03/23/22	SB prepaid PC	50313	Amazon	AZ 032322 CC	\$ 106.23
03/24/22	CS prepaid PC	50313	Walmart	WM032422TEPROG	\$ 46.92
04/05/22	SB prepaid PC	50313	Amazon	AZ040522CHPROG	\$ 22.89
04/07/22	SB prepaid PC	50313	Amazon	AZ040522CHPROG	\$ 42.29
03/16/22	JR prepaid PC	50320	Sto. Chamber of Comm.	CCEXPO031622	\$ 50.00
03/31/22	04/20/22	50328	Baker & Taylor AD328DVD	AD/TE materials	\$ 351.41
03/31/22	04/20/22	50328	Findaway	FA030922ABCD	\$ 199.22
04/01/22	04/20/22	50328	Ingram	AD/TE materials	\$ 160.54
04/01/22	04/20/22	50328	Midwest Tape	MW 110121 JCD	\$ 16.99
04/05/22	SB prepaid PC	50328	Amazon	AZ040422JDVD	\$ 19.96
02/27/22	SB prepaid PC	50329	Amazon	AZ 022522 LP	\$ 28.49

03/14/22	SB prepaid PC	50329	Amazon	AZ 031422 AF	\$ 16.29
03/31/22	04/20/22	50329	Baker & Taylor AD329	AD/TE materials	\$ 1,291.61
03/31/22	04/20/22	50329	Cengage	CG 030322 LP	\$ 129.55
04/01/22	04/20/22	50329	Ingram	CH materials	\$ 1,626.18
04/01/22	04/20/22	50329	Ingram	AD/TE materials	\$ 2,233.66
04/01/22	04/20/22	50329	J. Appleseed	JA 012422 AN	\$ 65.85
04/05/22	SB prepaid PC	50329	Amazon	AZ 040422 CE	\$ 4.99
02/27/22	SB prepaid PC	50340	Amazon	AZ 022422 OS	\$ 11.69
03/07/22	SB prepaid PC	50340	Amazon	AZ 030722 OS	\$ 7.60
03/15/22	SB prepaid PC	50340	Amazon	AZ 031522 OS	\$ 11.48
03/31/22	04/20/22	50340	Complete Office	CO 030722 OS	\$ 78.34
03/16/22	SB prepaid PC	50341	Tractor Supply Co.	TS 031622 CS	\$ 7.19
03/03/22	SB prepaid PC	50342	Amazon	AZ 030322 LS	\$ 11.42
03/08/22	SB prepaid PC	50342	Amazon	AZ 030822 LS	\$ 154.35
03/15/22	SB prepaid PC	50342	Amazon	AZ 031422 LS	\$ 18.96
03/31/22	04/20/22	50342	Baker & Taylor AD217BK	processing	\$ 15.68
03/31/22	04/20/22	50342	Baker & Taylor AD329	processing	\$ 51.28
03/31/22	04/20/22	50342	SCLS	SCLS033122barcodes	\$ 228.15
04/01/22	04/20/22	50342	Ingram	processing	\$ 120.75
01/25/22	04/20/22	50820	TBS	TBS 012522	\$ 3,980.00

2022 EXPENDITURES: FUND 217
APRIL

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
02/26/22	SB prepaid PC	Amazon	AZ 022522 FT 217	Byers	fish tank	\$ 74.98			
02/27/22	SB prepaid PC	Amazon	AZ 022522 PROGFOL	FoL	program	\$ 122.42			
03/01/22	SB prepaid PC	Amazon	AZ 030122 FoL TE	FoL	program	\$ 63.16			
03/07/22	AB prepaid PC	New York Times	NYT 030722 selsor	Selsor	subscription	\$ 56.00			
03/18/22	SB prepaid PC	ALA	ALA 031822 501	Undesg.	prizes		\$ 59.10		
03/18/22	04/20/22	Key Code Media	KCM 031422 camera	Bryant	Carnegie	\$ 3,789.00			
03/25/22	SB prepaid PC	4 imprint	4I 032522 STAFF	Leyda	tumblers	\$ 560.89			
03/25/22	SB prepaid PC	4 imprint	4I 032522 STAFF	Undesg.	magnets		\$ 194.79		
03/28/22	AB prepaid PC	BadgerTalks	BTLK032822PRGFOL	FoL	program	\$ 50.00			
03/29/22	CS prepaid PC	Flipped Table Gam	FT 032922 BBG	Bryant	board games	\$ 63.73			
03/29/22	04/20/22	Schlegel, Cynthia	CS 032922	FoL	program	\$ 13.11			
03/31/22	04/20/22	Baker & Taylor	AD materials	Lucky Day	books	\$ 363.75			
03/31/22	04/20/22	Baker & Taylor	AD materials	Lucky Day	AV	\$ 136.74			
04/01/22	04/20/22	Ingram	AD materials	REPL	books	\$ 239.72			
04/01/22	04/20/22	Ingram	AD materials	Lucky Day	books	\$ 20.38			
04/01/22	04/20/22	Ingram	AD materials	Overland	books	\$ 189.84			
04/01/22	04/20/22	Ingram	AD materials	Ganshert	books	\$ 20.89			
04/03/22	AB prepaid PC	New York Times	NYT 040322 selsor	Selsor	subscription	\$ 56.00			
04/05/22	04/20/22	Stoughton Yogas	SY 040422 FoL TE	FoL	program	\$ 80.00			
04/06/22	04/20/22	Demco	DM 040522 PROGFOL	FoL	program	\$ 130.99			
04/14/22	AB prepaid PC	Deadbolt Mystery	AD materials	FoL	program	\$ 34.79			

ALA American Library Association

2021

STATE OF AMERICA'S LIBRARIES

SPECIAL REPORT: COVID-19



EDITOR'S NOTE

Nothing about 2020 was business as usual in any part of American society, and libraries and their workers, users, and services were all deeply impacted by the pandemic. In reflecting on the year, the only way to tell the stories of America's libraries is through the lens of the challenges and opportunities presented by COVID-19.

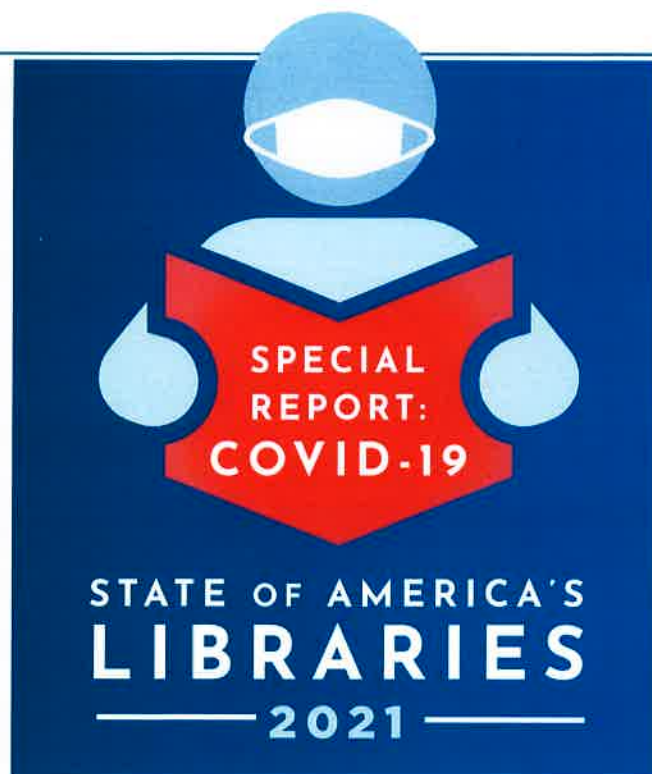
Every year, *The State of America's Libraries* report aims to present a complete picture of the activities and trends in libraries of all kinds during the previous calendar year. This year, we are taking a different approach. Rather than a broad focus, we have narrowed our scope, and the result, we hope, provides library users a more nuanced understanding of the impact of COVID-19 on libraries in their schools, communities, and campuses and offers library workers, and everyone associated with the profession, some insight into best practices during an extraordinary and challenging year.

Although there are statistics and figures in this report, our primary goal was to spotlight the resilience, determination, and innovations of library workers in unprecedented circumstances. These human stories, ultimately, can tell us more than numbers ever could.

Writing a report about the impact of the pandemic on libraries while we are still in the thick of it is a bit like flying a plane while still building it. We know that we cannot possibly capture everything that happened in 2020. Our hope, instead, is to provide a snapshot of a moment in time that might encourage conversation, reflection, and ultimately, action. While historical in nature, this report is also about change and perseverance. We hope it will inspire appreciation for the essential role that libraries play in our world and persuade you to take steps to help them thrive.

Stephanie Hlywak

Director, Communications and Marketing Office
American Library Association



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This report would not be possible without the support and contributions of the staff and members of the following American Library Association (ALA) divisions and offices:

- ALA Editions
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- Association of College and Research Libraries
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- Communications and Marketing Office
- Core: Leadership, Infrastructure, Futures
- International Relations Office
- Library and Information Resource Center
- Office for Diversity, Literacy, and Outreach Services
- Office for Human Resource Development and Recruitment
- Office for Intellectual Freedom
- Office of ALA Governance
- Public Library Association
- Public Policy and Advocacy Office
- Public Programs Office
- Reference and User Services Association
- United for Libraries
- Young Adult Library Services Association

PRODUCTION TEAM

Author: Steve Zalusky, Communications and Marketing Specialist, Communications and Marketing Office, ALA

Content editor: Stephanie Hlywak, Director, Communications and Marketing Office, ALA

Project coordinator: Macey Morales, Deputy Director, Communications and Marketing Office, ALA

Design: ALA Production Services

ABOUT ALA

American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, ALA has been the trusted voice of libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit ala.org.

PRESS CONTACT

Reporters should contact:

Macey Morales

Deputy Director, Communications and Marketing Office

American Library Association

mmorales@ala.org

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INTRODUCTION

LIBRARIES SERVE AS “FIRST RESTORERS”

Julius C. Jefferson, Jr., ALA President

In 2020, libraries of all types stepped up to meet the needs of their communities as they responded to the impacts of COVID-19, a national financial crisis, and social unrest. They were at the center of some of our nation’s most consequential work, including supporting accurate counts in the US Census, fighting political disinformation, and facilitating free and fair elections.

Libraries also extended necessary lifelines to community members facing job losses, healthcare crises, and remote work and learning during an unprecedented and uncertain time. As we assess the state of America’s libraries, we find 2020 was a year when library professionals answered the call to serve amid multiple emergencies and a year when library workers again proved to be essential “first restorers” or “second responders.”

It also proved to be a year of opportunity, as libraries kept Americans connected in ways that brought our communities closer. Buildings may not have been open, but libraries were never closed.

I was lucky enough to see this work in action myself when I embarked on a national virtual tour meant to understand the needs of libraries on the ground. What I saw was awe-inspiring, even for someone like me who has spent decades in the profession.



Libraries kept
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our communities closer.
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were never closed.

At the Cambria County (PA) Library in Johnstown, for instance, workforce development programs, services, and local partnerships supported patrons with finding jobs and building careers. At the time of my visit with them, the state’s unemployment rate was 16 percent, and the library’s career center was essential for residents seeking economic advancement, digital literacy, and professional certifications.

Rural communities across the country faced and continue to confront tall hurdles to connect residents often scattered over large geographic areas. In Zanesville, Ohio, the Muskingum County Library’s parking lot was filled most days with families, jobseekers,

telecommuters, and students taking advantage of free Wi-Fi to participate in Zoom meetings, distance learning, job interviews, and telemedicine appointments.

From the Midwest to the Southwest (and everywhere in between), people who didn’t have access to reliable, affordable broadband internet found themselves on the wrong side of the digital divide. In 2018, the Federal Communications Commission estimated that more than one in three residents living on tribal land lack access to broadband. During the pandemic, rural New Mexicans used the Jemez Pueblo Community Library’s parking lot to access Wi-Fi, and librarians there helped community members with



Libraries Transform graphic.



Jemez Pueblo Community Library.

PHOTO COURTESY OF JEMEZ PUEBLO COMMUNITY LIBRARY

unemployment and stimulus forms and even auto license renewals.

Social justice is an issue that is close to my heart, and as the nation faced a racial reckoning, the work of our libraries as centers for engagement and community dialogue came into sharper focus. The John Brown Watson Memorial Library at the University of Arkansas at Pine Bluff, a historically Black university, takes its role in preserving history that is not always visible in white institutions very seriously. In Oakland, California, community programming like the Father Circle, a non-judgmental family setting where fathers can share their feelings, and bike repair workshops that resist gentrification and support youth entrepreneurship are just two examples of the countless ways libraries demonstrate their commitment to diversity and community empowerment.

Of course, we can't speak of the past year without acknowledging the significant role of school librarians in supporting their community's remote learning needs.

In Texas, I met creative and innovative librarians like those at Castleberry Independent School District's Grab & Go Library, who provided families with activity packs so they could create and learn at home, and at Dallas's Franklin Middle School, who distributed laptops to students when in-person learning was cut short by lockdown orders.

In Hawaii, school librarians had to be flexible long before coronavirus made remote learning the default for students across the country. School librarians at Kamehameha Schools told me students are offered three modalities of learning—traditional in-class instruction, distance learning, and a blend of both—because some of the students travel as far as sixty-eight miles just to get to school.

As we move into the future, I realize that last year was not the first time librarians and library workers have been challenged. Yet libraries are still standing. Read on for more about how these fundamental institutions are serving our communities during a most unusual time. And I hope you'll join me in advocating for their success. ♡

FOR MORE ON HOW STRONG LIBRARIES—and a well-supported library workforce—are essential to the recovery of communities devastated by the COVID-19 pandemic, check out resources developed and updated by units across the American Library Association designed to help communities, library workers, and library supporters plot the best course forward for their libraries. See ala.org/tools/covid-19-recovery.

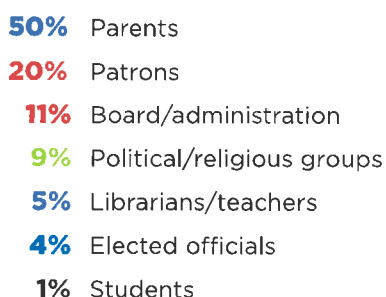




REASONS FOR CHALLENGES



WHO INITIATES CHALLENGES?



Statistics based on 147 responses

BOOKS AND BEYOND

Category	Percentage
Books, graphic novels	73%
Programs, meeting rooms	14%
Social media	3%
Displays, photos	2%
Films	1%
Other*	7%

* Includes filtering, access, databases, magazines, online resources, legislation

WHERE DO CHALLENGES TAKE PLACE?

Statistics based on 156 responses



OFFICE FOR
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American Library Association

TOP 10 MOST CHALLENGED BOOKS OF 2020

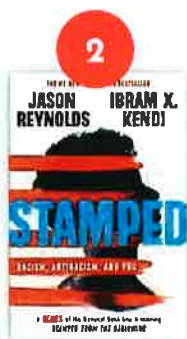
The American Library Association tracked 156 challenges to library, school, and university materials and services in 2020. A challenge is an attempt to remove or restrict materials or services based on content. Overall, 273 books were targeted. Here are the “Top 10 Most Challenged Books in 2020,” along with the reasons cited for censoring the books:



George

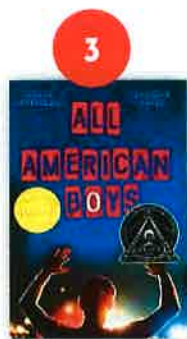
by Alex Gino

Challenged, banned, and restricted for LGBTQIA+ content, conflicting with a religious viewpoint, and not reflecting “the values of our community”



Stamped: Racism, Antiracism, and You

by Jason Reynolds and Ibram X. Kendi
Banned and challenged because of author's public statements and because of claims that the book contains “selective storytelling incidents” and does not encompass racism against all people



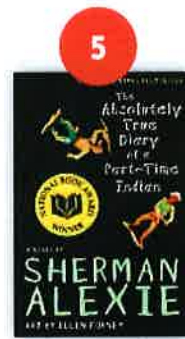
All American Boys

by Jason Reynolds and Brendan Kiely
Banned and challenged for profanity, drug use, and alcoholism and because it was thought to promote anti-police views, contain divisive topics, and be “too much of a sensitive matter right now”



Speak

by Laurie R. King
Banned, challenged, and restricted because it was thought to contain a political viewpoint, claimed to be biased against male students, and for the novel's inclusion of rape and profanity



The Absolutely True Diary of a Part-Time Indian

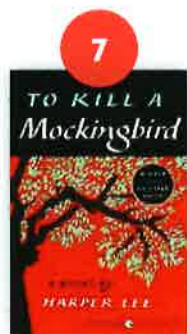
by Sherman Alexie
Banned and challenged for profanity, sexual references, and allegations of sexual misconduct by the author



Something Happened in Our Town: A Child's Story About Racial Injustice

by Marianne Celano, Marietta Collins, and Ann Hazzard, illustrated by Jennifer Zivoin

Challenged for “divisive language” and because it was thought to promote anti-police views



To Kill a Mockingbird

by Harper Lee
Banned and challenged for racial slurs and their negative effect on students, featuring a “white savior” character, and its perception of the Black experience



Of Mice and Men

by John Steinbeck
Banned and challenged for racial slurs and racist stereotypes and their negative effect on students



The Bluest Eye

by Toni Morrison
Banned and challenged because it was considered sexually explicit and depicts child sexual abuse



The Hate U Give

by Angie Thomas
Challenged for profanity, and it was thought to promote an anti-police message



OFFICE FOR
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American Library Association



Staffers at Chicago Ridge (IL) Public Library, which closed its doors March 16 because of COVID-19, advertise the library's remote-reference services in a group Zoom call. PHOTO: CHICAGO RIDGE (IL) PUBLIC LIBRARY

LIBRARY USE AND ACCESS

During times of crisis, libraries take pride in staying open as vital community centers.

The novel coronavirus made gathering together indoors unsafe, however, and in March, out of concern for the safety and well-being of library staff and the communities they serve, many libraries closed their doors to the public, a move supported by the Executive Board of the American Library Association (ALA). They wrote, “Although closing a library is a local decision, we urge library administrators, local boards, and governments to close library facilities until such time as library workers and our communities are no longer at risk of contracting or spreading the COVID-19 coronavirus.”

For libraries, however, closing didn’t mean shutting down; rather it required finding new ways to serve and continue supporting their communities—often at a distance.

PUBLIC LIBRARIES PIVOT

The Public Library Association (PLA), an ALA division, conducted a [survey March 24–April 1](#) to understand how

public libraries were responding to the pandemic. Although 99 percent of respondents confirmed that their libraries had closed, most of them had extended online renewal policies, expanded online checkout services, and added virtual programming.

Many distributed such materials as free craft supplies and STEAM (science, technology, engineering, arts, and mathematics) kits, supported distance learning, and, significantly, boosted their technology offerings by checking out laptops and Wi-Fi hotspots and extending Wi-Fi to their parking lots.

Emblematic of the trend, the McArthur Public Library in Biddeford, Maine, [offered virtual storytimes, read-alouds, and cooking demos.](#)

Still, as centers of lending, libraries also had to develop new policies for handling library materials. The Bertha Bartlett Public Library in Story City, Iowa, was among those that devised a detailed [procedure for handling books](#) and money to keep staff and the public safe.

Respondents to the PLA survey expressed concern about the loss of tax revenue and the strain on their budgets.

Many responded they would need state and federal financial support because local governments were stretched thin.

A few libraries managed to stay open. At the Idaho Falls (ID) Public Library, which canceled its programming but remained open to the public for browsing, checkout, and computer use, Director Robert Wright told *American Libraries* magazine, “We’re paid to be public servants, and we are leaving the decision about whether to open or close to the people who are experts in epidemiology.”

Wright’s library followed recommended social-distancing measures, including moving furniture to maintain six feet distance between patrons and staff, directing employees to stay six feet away from each other, sanitizing surfaces every ninety minutes, placing returned materials in quarantine for five days, and offering curbside checkout service on request.

Even for libraries that were closed but offered curbside pickup, concerns about safety preoccupied workers. Meagan McLendon, library assistant at the Kyle (TX) Public Library, pointed out that part-time employees posed the greatest threat for COVID-19 transmission. “A lot of us have other jobs [such as pizza delivery], and we take those jobs into this job,” she told *American Libraries*.

COLLEGE, RESEARCH, AND SCHOOL LIBRARIES PROVE RESILIENT

It wasn’t just public libraries that felt the impact of COVID-19. A survey developed by Lisa Janicke Hinchliffe (University of Illinois at Urbana–Champaign) and Christine Wolff-Eisenberg (Ithaka S+R) chronicled the impact of the pandemic on academic libraries. It found that libraries pivoted reference services to online or phone delivery. Meanwhile, access to print collections, whether onsite or via



Delray Beach (FL) Public Library staffers, wearing masks and face shields, welcomed users back on May 21 to a partially reopened building. Stacks were closed, a limited number of computers were available, and each visitor could stay an hour. The first people to enter were homeless and others needing access to free computers and internet. PHOTO COURTESY OF ROBYN HUFF

delivery, declined significantly. An ALA survey showed that more than half of college and research libraries had seen eliminations or reductions in planned hiring, professional development funding, print collection budgets, and program budgets.

School librarians demonstrated their resourcefulness, despite the fact that two-fifths of school libraries did not expect to reopen during the 2019–2020 school year. Vancouver, Washington, librarian Traci Plaster Chun said, “We have been supporting parents in this pandemic, which has been a shift. Teachers and parents are working so hard; I feel it’s my role to help make their jobs easier with tech, resources, e-books, and whatever they need. We know our students, our curriculum, our teachers, and so it makes sense that we jump in. We can personalize for our families.” Van Meter (IA) Community School District librarian Shannon McClintock Miller hosted webinars to spark ideas and share best practices. 📖

HOW AND WHEN TO REOPEN

Guidelines for reopening were developed by Theresa Chmara, an expert on First Amendment and public forum issues related to libraries and general counsel for the Freedom to Read Foundation, and approved by the ALA’s Intellectual Freedom Committee in June. The guidelines included reviewing federal, state, and local laws, including agency recommendations, such as those of the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. It also addressed such questions as whether a public library can terminate an employee who refuses to return to work and whether it has the authority to mandate mask-wearing for patrons or employees.



FEDERAL FUNDING AND LEGISLATION

Libraries, which provide a lifeline to communities coping with the ravages of COVID-19, received a much-needed boost from the federal government early in the pandemic.

In March, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a \$2.2 trillion economic stimulus package, included \$50 million for the Institute of Museum and Library Services (IMLS), which then distributed the funds to help states and territories expand digital network access, purchase internet-accessible devices, and provide technical support services to their communities.

The institute's activities also included the REALM (REopening Archives, Libraries, and Museums) project—in conjunction with OCLC, a bibliographic information organization, and the Battelle Memorial Institute in Columbus, Ohio—to produce science-based information

about how materials can be processed to mitigate COVID-19 exposure to staff and visitors of archives, libraries, and museums.

The need for federal assistance grew urgent as thousands of library staff were furloughed or laid off due to COVID-19 and the demand for library services increased.

The CARES Act created the Paycheck Protection Program (PPP), which provided loans to help businesses—including libraries—weather the financial crisis due to the

The CARES Act included \$50 million for the IMLS, which then distributed the funds to expand community internet access.

economic slowdown. PPP funds could be used to pay staff, and many libraries accessed these forgivable loans that proved to be vital assistance for many organizations.

In July, Sen. Jack Reed (D-RI) and Rep. Andy Levin (D-MI) introduced in their respective chambers the Library Stabilization Fund Act (LSFA) to establish a \$2 billion fund, administered by IMLS, to address financial losses and bolster library services, with an emphasis on the hardest-hit communities. The LSFA would have supported library operations and such urgent technology needs as broadband access and digital literacy training. It would have also provided funds for hotspots, laptops, printers, and other technology.

CONGRESS ACTS TO SUPPORT LIBRARIES

In December, for the eighth consecutive year, Congress increased appropriations to IMLS. The Consolidated Appropriations Act for 2021, passed on December 21 along with a \$900 billion stimulus relief package for COVID-19, included an additional \$5 million for IMLS, including \$2 million for the Library Services and Technology Act (LSTA). Appropriations for 2021 include increases for other library line items, including \$28 million for the Innovative Approaches to Literacy program, an increase of \$1 million, with at least half of this funding dedicated to school libraries. 📖

READERS BENEFIT FROM CHANGES TO E-BOOK LENDING

Readers who relied on e-books from libraries to stay well-read during the pandemic saw waiting lists for some top titles decrease significantly. That's because one of the big five publishers, Macmillan Publishers, announced it would end an embargo on sales of new titles to libraries, which had resulted in six-month-plus waiting lists for new releases.

In a statement, ALA Director of Public Policy and Government Relations Alan Inouye said, "Equitable access to digital content is more important than ever as libraries continue to serve their communities amid rapidly changing circumstances."

Publisher Penguin Random House (PRH) also made changes so that libraries could better afford to provide access to the digital content its users needed. In April, PRH announced that it was offering libraries e-book and digital audio book licenses for one year at a 50 percent prorated price, a move necessary to "meet the needs of patrons and homebound school kids," said Skip Dye, senior vice-president.

#eBooksForAll
ALA AmericanLibraryAssociation



From left: ALA Past President Loida Garcia-Febo; former PLA Executive Director Barb Macikas; ALA Past President Sari Feldman; Alan S. Inouye, ALA senior director of public policy and government relations; and Tim Cherubini, executive director of the Chief Officers of State Library Agencies, outside the offices of Macmillan Publishers on October 30, 2019.

PHOTO: DANIEL ROOT



WI-FI AND BROADBAND ACCESS

In the pre-COVID-19 era, America's 16,557 public library locations provided critical digital infrastructure to their communities. For many, the library's computers were their personal computers. Libraries offered internet hotspots to borrow, promoted digital literacy through specialized training, and assisted careers by allowing job seekers to access crucial online information.

Throughout the pandemic, the library's role as a digital provider widened. The American Library Association (ALA) recognized the importance of libraries as broadband service points early in the crisis. In a March statement, the ALA Executive Board recommended that "libraries can and should leave their Wi-Fi networks on even when their buildings are closed wherever possible."

During the pandemic, libraries like rural Marathon County (WI) Public Library and suburban Cuyahoga County (OH) Public Library compensated for closures by making their Wi-Fi networks accessible to patrons outside the building. Library users could sit in or near their cars and tap into the networks with laptops or smartphones, as long as they maintained six feet of social distance from passersby.

The Leominster (MA) Public Library took it one step further, installing mobile hotspots at the local senior center and veterans' center.

Santa Fe (NM) Community College and Pima (AZ) Community College played a vital role during the pandemic for students and communities that didn't have reliable internet access. They purchased and lent out hundreds of laptops and dozens of portable Wi-Fi hotspots. Expanded Wi-Fi also allowed students to safely access the internet outside closed buildings from the parking lot or other outdoor spaces.

The bookmobile, the classic vehicle for library outreach, reinvented itself as a conveyor of broadband to communities in need. Williamsburg (VA) Regional Library parked its bookmobile outside schools, grocery stores, and community centers, while the Topeka and Shawnee County (KS) Public Library deployed its bookmobiles as Wi-Fi hotspots to a local mobile home park and a correctional facility.

INEQUITIES LAID BARE

But even as libraries responded to the call, inequities in allocation were exposed—gaps that would affect communities in need of broadband during the pandemic for access to digital collections, e-government services, legal information, distance learning, telemedicine, and other essential community services.

The COVID-19 outbreak exacerbated these inequities. About 25 percent of Americans lack high-speed internet access at home, according to a [June 2019 study](#) by the Pew Research Center. Roughly 33 percent of rural Americans lack home broadband access.

In a [September case study](#) of two tribally owned and operated networks, the ALA Public Policy and Advocacy Office reported that barely half of Native Americans living on tribal lands had access to high-speed internet. Six tribal libraries and two schools in six pueblos in north-central New Mexico aggregated their demand and built two sixty-mile fiber-optic networks. During the pandemic, tribal libraries [stepped up significantly](#) to form partnerships to connect diverse populations with broadband.

In Washington, DC, lawmakers proposed [several bills to address broadband needs](#), including the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act, passed by the House in May, which would have provided \$2 billion for hotspots and other devices for library patrons and K–12 students. This bill was never brought up for consideration in the Senate.

LEARNING GOES VIRTUAL

When learning moved online, school libraries like those in the Leander (TX) Independent School District [became tech hubs for teachers and students](#). There, librarians helped guide teachers during the initial weeks of the pandemic, sitting in on staff meetings, helping set up Google classrooms and Zoom calls, answering copyright questions, and curating digital resources.

“Everyone in the school turns to you,” when dealing with computers and setting up online learning, said Four Points Middle School librarian April Stone. “Librarians stepped in to help teachers navigate those new tools and shift what they were doing physically versus virtually. We



Eletha Davis, mobile library services outreach manager at Williamsburg (VA) Regional Library, drives a van that provides Wi-Fi. PHOTO COURTESY OF BETSY FOWLER

were always on the front lines for campus tech anyway, and it’s the librarians helping not only navigate Zoom, but also best practices on how to use the tools.”

When its physical locations closed, the [Florida State University \(FSU\) Libraries](#) [demonstrated](#) the crucial educational role academic libraries play on their campuses. It began providing electronic resources, online instructional support, open education resources, online tutoring, and other remote services. FSU librarians also helped instructors identify digital, open, and primary-source resources to use in remote teaching.

Meanwhile, advocates called for the Federal Communications Commission to boost broadband connectivity during the pandemic to help school libraries. FCC Commissioner Jessica Rosenworcel [recommended](#) the FCC expand its E-Rate program, a subsidy created in 1996 for K–12 schools. She warned that without action students nationwide could be locked out of their virtual classrooms. ▀

ENHANCING OPPORTUNITIES FOR SOCIAL MOBILITY

Estill County (KY) exemplifies the challenges many underserved communities face. “Grandkids are being raised by their grandparents by the hundreds Seven out of ten kids qualify for free lunch at school. Only 7.3 percent of homes have broadband access,” said Lesa Ledford of the Estill County Public Library. Getting more people online in her community means more opportunities for residents to access education, entrepreneurship, and employment—all essential to achieving social mobility. When informed her library would receive a [grant](#) that includes internet enabled hotspots, funding for financial literacy programming, and more she said, “This grant will change lives.”

ADVOCACY IN ACTION

The pandemic created many financial challenges for libraries, and library supporters mobilized to advocate for continued library funding. Their efforts resulted in an enthusiastic response from a public eager to support libraries, especially at the polls.

In more than 100 library-related referenda across 27 states, more than 90 percent of voters supported the library. In Ohio, 31 of 32 referenda passed, while in Michigan, 18 of 20 met with approval.

Public libraries reaped the benefits. In Antioch, Illinois, residents decided to issue \$9.6 million in bonds to upgrade the village's public library. The Riverside (IL) Public Library passed a referendum that overwhelmingly supported a bond issue for a new storytime and multipurpose room, a common area for children and youth services, a teen room, and an area for middle schoolers, along with an upgraded public meeting room. In Arizona, an education funding measure passed that could raise as much as \$827 million a year, with a portion of the funding earmarked for school librarians.

College libraries benefited at the polls as well. Measure Y passed in Glendora, California, allowing Citrus Community College District to issue \$298 million in general obligation bonds that generated \$16.3 million annually for projects, including the replacement of an existing library.

DEMONSTRATING THE VALUE OF LIBRARIES

Advocates developed new and effective strategies to highlight the value of libraries and library staff. Academic librarians gathered data that made the case to university administrators for prioritizing library workers' employment security. In particular, they used metrics to demonstrate the long-term costs associated with furloughs or layoffs.

United for Libraries, a division of the American Library Association (ALA), offered free webinars to promote ways that foundations and Friends of the Library groups could support their libraries during COVID-19. They offered advice on how to approach advocacy during a time of crisis, how to craft messages for success, and how to stay engaged with supporters and the community during the pandemic.

One librarian who kept in touch with her community during the pandemic was Michelle Jeske, Denver city librarian and president of ALA's Public Library Association. In October, Jeske wrote a "Dear Library Community" letter that pointed out the ways the library had served the community since it closed its doors seven months before. She wrote, "This pandemic has changed almost everything about all of our lives and has been challenging for all of us. We know the community relies on us for resources, services, programs, and safe spaces. Please know that your library is still here for you, just in different ways."

The pandemic called attention to the need for self-advocacy on the part of library workers. In her column in *American Libraries* magazine, Meredith Farkas, faculty librarian at Portland (OR) Community College, wrote, "I know many library workers who are fierce advocates for their patrons but are far more reticent when speaking up for their own well-being." She wrote about the valuable training provided by the Library Freedom Institute, founded by librarian and internet activist Alison Macrina with the support of the Institute of Museum and Library Services, and pointed out the importance of strong online communities to promote collective action and self-advocacy. ▀



Fund Libraries graphic.

FUNDRAISING IN UNUSUAL TIMES

Public measures were supplemented by volunteer fundraising efforts, which continued unabated although COVID-19 had forestalled such fundraising staples as book sales. The King County (WA) Library System Foundation adapted by running a virtual giving campaign that used such tactics as email campaigns and social media posts, as well as the more traditional direct mail. The campaign generated \$110,000.



LIBRARY PROGRAMS

Although most library buildings closed as communities went into lockdown, library workers devised innovative outreach strategies to meet the needs of their many constituencies. From analog letters and alternate realities to birds and boats, librarians showcased their innovation under some of the most challenging circumstances.

The Lewis and Clark Library in Helena, Montana, for example, reached out to seniors in isolation at assisted living facilities, helping children to send cards, postcards, drawings, and words of encouragement to residents as part of its “Mail to Our Seniors” program. A virtual karaoke event organized by Madison County (KY) Public Library, was music to the ears of those at a local assisted living community.

One librarian leveraged the popular video game *Animal Crossing: New Horizons* to engage players via this virtual community. In the game, players move to a deserted island, construct buildings and infrastructure, and create their own furniture and decorations. Players across the world can then visit each other’s islands. When Tina Chenoweth logged on to start construction on her island, the young adult services manager at the Baxter-Patrick James Island branch of Charleston County (SC) Public Library chose to construct a library, complete with a children’s room. The library’s patrons responded enthusiastically, visiting the island and donating virtual items to the space.

While Chenoweth used a virtual space to build her library, Johnson Elementary School Librarian Rebecca Flowers and woodworker Kevin Cwaline created a

library out of the natural habitat of their backyard in Charlottesville, Virginia. Inspired by a Norwegian café-themed birdfeeder that went viral the year before, the Bird Library pre-dated the pandemic but found grateful audiences while people were in quarantine. It features handmade, bird-sized bookshelves and a circulation desk strewn with birdseed.

Academic libraries are known for supporting students during stressful academic stretches. When finals moved online, Florida State University Libraries made its end-of-semester stress busters digital. Students could participate in an online escape room, play quarantine bingo, or learn how to tie-dye at home.



Online karaoke with seniors. COURTESY MADISON COUNTY PUBLIC LIBRARY.

SCHOOL LIBRARIES BRIDGE THE DISTANCE

School libraries quickly pivoted their instructional roles when students moved to online learning. Calvert County (MD) Public Schools, for one, transitioned many pre-COVID-19 activities, such as the Amazing Race scavenger hunt and National History Day online, to Zoom.

School libraries became incubators for innovative programming ideas and key resources that engaged both students and teachers, bridging the distance between the living room and the classroom. They offered access to tech tools that allowed users to create or access video content, communicate via digital discussion platforms, and stay on top of assignments and class information via texts.



Book Yak on a Kayak at Russell Library in Middletown, Connecticut

Author visits, another favorite in-person activity, also went digital. Baton Rouge, Louisiana, school librarian Amanda Jones didn't let building closures stop her from giving students the gift of meeting the people behind the books they love. "It's always an amazing experience to witness the wonder in students' faces when they get to ask their favorite authors questions about a book they've read," she said. Students, authors, and teachers came together for Zoom discussions about the writing process, upcoming books, and pop culture with writers of young adult and middle-grade books.

UNEXPECTED ESCAPES

Even those libraries that returned to in-person programming devised socially distant ways to offer their pre-COVID-19 activities. McMillan Memorial Library in Wisconsin Rapids, Wisconsin, created a no-touch escape room in an outside corridor, enabling participants to solve puzzles using their phones and making chalk drawings on the walls.

BYOB took on a new meaning when Russell Library in Middletown, Connecticut, adapted their book club program to facilitate social distancing in the great outdoors—and asked their patrons to bring their own boats. Book Yak on a Kayak featured selections focused on kayaking and canoeing. The boaters wore masks for the event, but they couldn't mask their enthusiasm—without the library's innovative spirit, their book club would have been canceled. ▀

ONLINE STORYTIMES GO MAINSTREAM

Perhaps the most ubiquitous program pivot necessitated by the pandemic involved digital storytimes. Libraries across the country took their beloved read-alouds online, often with help from some famous faces—authors, actors, musicians, and even a former President and First Lady of the United States. The Chicago Public Library's "Live from the Library" Facebook series featured Chicagoans Barack and Michelle Obama as guest readers to bring to life *The Word Collector*, written and illustrated by Peter H. Reynolds.

Michelle Obama shared her thoughts about the importance of the library in her life. "I remember my first trip to the library and how important I felt," she reflected. "My library card was a key that unlocked a world of knowledge and experiences."



Michelle and Barack Obama as guest readers for Chicago Public Library's "Live from the Library" Facebook series.



A customer picks up her reserves at the drive-through window at Columbus (OH) Metropolitan Library's New Albany branch.

HOW WE READ IN 2020

Libraries in 2020 saw a significant shift in borrowing habits as e-book usage soared. OverDrive, a major distributor of e-books, audiobooks, and streaming video to libraries, reported that its clients worldwide collectively loaned out more than 289 million e-books, a 40 percent increase from 2019. The company attributed this shift to the pandemic. After all, no-contact e-book lending is the perfect way to get content from a safe social distance.

Digital book borrowing reached record highs, with readers in 102 public library systems each checking out 1 million or more e-books. Twenty-nine of those systems hit that mark for the first time.

With buildings closed to the public, libraries accelerated or adopted plans to issue digital library card (“eCard”) offerings. Sarasota County (FL) Libraries, for example, were able to create and launch their eCard within a few weeks of branches being closed to the public.

In March, with eighty-six locations closed to the public, the Los Angeles County Library offered temporary digital library cards, valid for ninety days. The cards enabled access to all of the library’s digital offerings—e-books, audiobooks, magazines, movies, TV, homework help, and online classes.

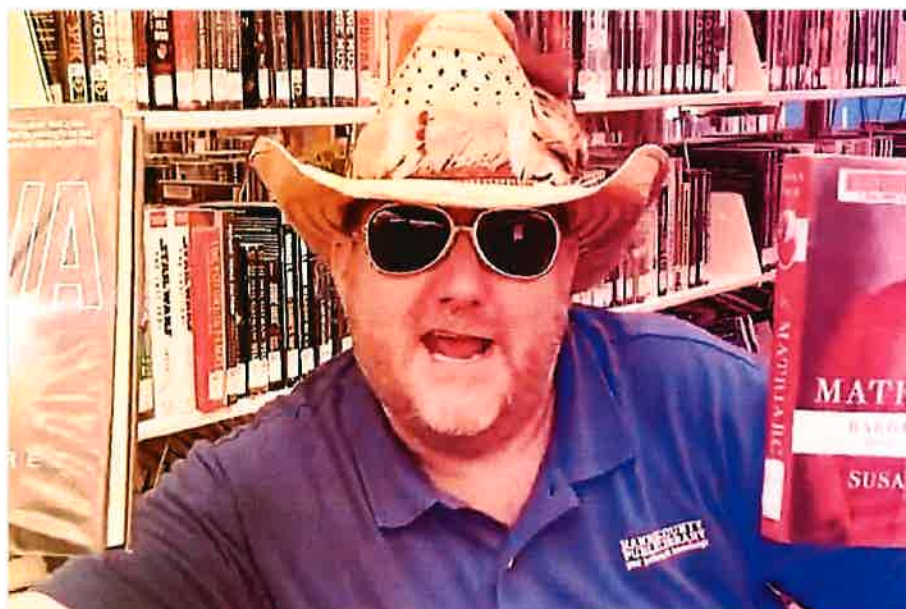
HIGHLIGHTING COMMUNITY HEROES

Faced with the challenge of celebrating Library Card Sign-up Month in September, librarians at the Gail Borden Public Library District in Elgin, Illinois, decided to turn the annual campaign into a way to honor Hometown Heroes who worked on the front lines during the COVID-19 outbreak. The library collected their photos and added superhero capes and face shields to the images. The heroes, along with “Secret Superhero Words,” were posted on the front windows or entrances of local businesses that were participating in a socially distanced scavenger hunt in which each Superhero Word directed people to such virtual library services as “eAudiobooks” or “streaming.”



The “Hometown Heroes” campaign in Elgin, IL.

Librarians also performed heroic deeds in making sure community members in need had access to resources. Jayanti Addleman, director of library services at the Hayward (CA) Public Library, worked with staff to streamline the process for registering for a library card online, paying particular attention to eliminating barriers for undocumented individuals. She also oversaw the distribution of hundreds of tablets, hotspots, and other devices to help bridge the digital divide. Moreover, she secured funding for a new bookmobile to meet the needs of those residents who lacked transportation and could not take advantage of curbside pickup.



Curbside Larry of Harris County (TX) Public Library.

CURBSIDE PICKUP AND CURBING LATE FEES

With buildings closed or users uneasy entering them, curbside pickup became popular, and libraries got creative promoting this service that is more often associated with retail shopping. Donning a cowboy hat and aviator sunglasses and adopting the persona of Curbside Larry, Harris County (TX) Public Library's Program Production Specialist John Schaffer delivered a pitch in the style of a

bombastic used car salesman, touting the library's curbside services in a video that attracted more than 50,000 views on YouTube, as well as mentions in *Texas Monthly* and *Southern Living*.

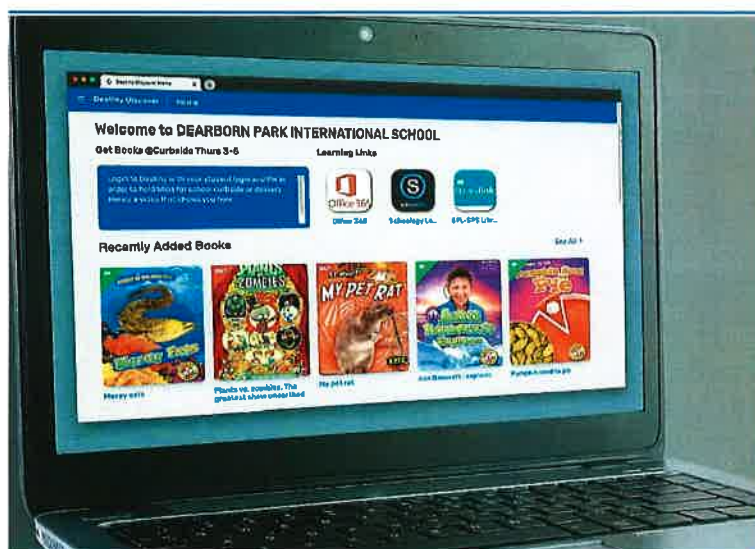
Even before the pandemic, libraries were going fine-free. Library fines "present an economic barrier to access of library materials and services," according to an American Library Association resolution adopted in 2019, and the pandemic urged many districts to action. Since March, 91 of the Urban Libraries Council's roughly 160 member libraries have opted to go fine-free. ▶

SAFE HANDLING OF LIBRARY MATERIALS

The pandemic raised questions about the safety of library materials, and answering them was key to regaining trust in the age-old practice of borrowing books. It was uncharted territory for conservators, who lacked historical information on sanitizing materials. They were also faced with conflicting information about how long the coronavirus would persist on library books and video cases.

As the pandemic continued throughout 2020, many libraries adopted a quarantining protocol of seventy-two hours for returned materials. While necessary to prevent disease contamination, these protocols in academic libraries exacerbated wait times for pricey textbooks.

The REALM project conducted eight phased tests over the course of 2020 to understand how the virus spreads, its survival on materials and surfaces, and the effectiveness of various prevention and decontamination measures. (See page 10 of this report for more information.)



Digital interface for school book holds and curbside pickup.



Elizabeth Moreau Nicolai conducts a virtual storytime at Anchorage Public Library.

LEARNING IN THE AGE OF CORONAVIRUS

In 2020, one-room schoolhouses returned—not the nineteenth-century buildings with wood-burning stoves, but home classrooms with personal computers, laptops, and tablets loaded with apps and remote instruction software.

With distance learning, school librarians still fulfilled all five of their roles as instructional partners, teachers, leaders, information specialists, and program administrators. Their unique skillsets proved invaluable to teachers and students as schools worked to provide continuity through the disruptions of a lockdown.

The school library extended itself into the home, providing virtual hours via webcam conferences, email, phone, and instant messaging. Librarians continued to foster reading development with virtual book clubs, storytimes, and read-alouds. Even gaming and makerspace activities evolved as virtual learning programs.

The American Association of School Librarians (AASL) conducted several surveys that documented the valuable work of school librarians during the school closures of 2020. In an April survey, most respondents said they had expanded access to online resources for students, extended check-out periods (noting that books would be due when school opened again), and offered virtual assistance.

Throughout 2020, AASL found, school librarians and school libraries were contributing to their communities no matter the conditions. In subsequent surveys, school librarians spoke of playing many roles during pandemic learning conditions (PDF), whether for remote learning, hybrid, or in-person instruction. Adaptations included encouraging e-book checkouts, taking bookcarts to classrooms for in-class checkouts, and co-teaching with classroom teachers.

School librarians brimmed with such innovative concepts for meaningful instruction as pandemic journals. Steve Tetreault, a school librarian from the Holmdel Township (NJ) School District, taught a cross-disciplinary unit in English and social studies that involved middle-school students writing about their pandemic experiences as an exercise in self-directed learning.

ACADEMIC AND PUBLIC LIBRARIES GET CREATIVE

The University of Texas at San Antonio Libraries embraced community partnerships to widen the reach of their activities. Peer coaches—students mentoring classmates

in research skills and technology—worked with the local literacy organization Gemini Ink to promote the Big Texas Read online book club. They spread the word throughout the academic community and provided technology support to Texas authors.

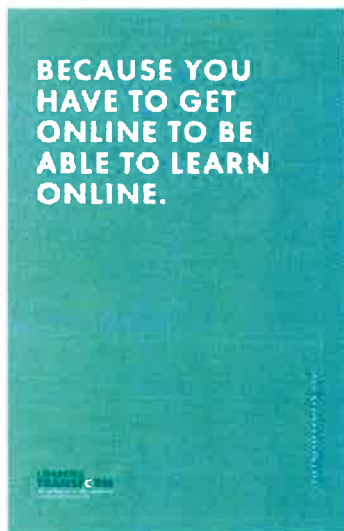
College students accustomed to using academic libraries as quiet places to study alone or in groups needed encouragement to remain engaged as classes moved online and libraries closed. Librarians at Frostburg (MD) State University continued to provide services virtually.

Wayne State University Libraries in Detroit created an orientation video for freshmen who had not yet visited campus in person due to the pandemic. Student Success Librarian Veronica Bielat explained that the video was intended to help students feel comfortable in a new

environment during an uncertain time. The video, she said, “sort of takes that fear away.”

In public libraries, children’s librarians embraced new technologies to enrich the remote learning experience. Liza Purdy, senior children’s librarian for the Santa Clarita (CA) Public Libraries, wrote, “Everything I did as a librarian needed to go through some form of technology in order to

reach the public that I so desperately missed, loved, and wanted to serve.” Experimenting with her phone and



Libraries Transform graphic.



Some librarians even delivered books via drone.

computer and using green screens, she developed rich content that included stop-animation music videos.

The West Vancouver (BC) Library in Canada used Zoom to offer programs on augmented reality and artificial intelligence. Children identified some of the emotions they were experiencing by using augmented reality to create their own emojis. They also collaborated on a song using Chrome Music Lab’s Song Maker online tool. ▶

BOOK CLUBS GO VIRTUAL

Book clubs have adapted to the pandemic by going virtual. The Zoom room has replaced the living room as the arena for spirited literary discussions. Libraries like Santa Maria (CA) Public Library, which hosted monthly in-person book clubs for years, started the Book Club Over the Phone program. The Rochester (MN) Public Library has been hosting video book discussions over Zoom and WebEx.

School librarians are also getting into the book club act. Kristen Mogavero, a library media specialist at New York City’s John F. Kennedy High School, has been hosting Zoom meetings to discuss books with students and teachers. Community members can vote for future book selections on the school’s social media channel.



Teen leader Iris Alvarenga poses in front of yard signs at Waltham (MA) Public Library that depict issues youth patrons care about. The installation was a partnership between the library, civic organization For Freedoms, and local art group Blueprint Projects.

PHOTO: ERWIN CARDONA/WALTHAM (MA) PUBLIC LIBRARY

CONFRONTING STRUCTURAL INEQUITIES IMPACTING COMMUNITIES OF COLOR

The outbreak of COVID-19 exacerbated structural inequities in access to high-speed internet, resulting in a crisis with widespread ramifications in many communities of color.

In an article in *American Libraries* magazine, “Ending Information Redlining,” American Library Association (ALA) Executive Director Tracie D. Hall wrote, “The persistence of the coronavirus pandemic continues to expose the degree to which societal inequities are inextricably linked.”

The fallout from “information redlining,” the systematic denial of equitable access to information, affects everything from education and employment to health and housing and results in an inequitable justice system and high incarceration rates.

Hall cites figures from a [Deutsche Bank study \(PDF\)](#) showing that 76 percent of the nation’s Black residents and

62 percent of Latinx residents are slated to be shut out of or underprepared for 86 percent of US jobs by 2045. She wrote, “They are experiencing a ‘racial tech gap’ that threatens their future economic mobility.”

TWIN SCOURGES: THE PANDEMIC AND SYSTEMIC RACISM

During the global pandemic, the United States also came face to face with its history of systemic racism. An inflection point was the killing of George Floyd by police on May 25 in Minneapolis.

Shortly thereafter, the ALA Executive Board called on the library community to participate in protests and other



Laura Broderick, senior children's librarian at Pikes Peak Library District in Colorado, discussed a challenge to a Black Lives Matter display in her children's department. "Black history is not history," Broderick, said. "Black history is current, it is happening now."

PHOTO: AMERICANLIBRARIESMAGAZINE.ORG/BLOGS/THE-SCOOP

forms of activism, promote and create antiracist media content, engage actively in local policy development, exercise the right to vote, or run for office to be a voice for historically disenfranchised groups in a statement condemning violence and racism towards Black people and all people of color.

Public libraries across the country met the moment with a focus on antiracism work. Confronting the issue for many meant acknowledging the fact that during the twentieth century, many libraries, both in the North and

South, were often segregated facilities. John Lewis, the late US Congressman from Georgia, once recalled, "When I was 16 years old, some of my brothers and sisters and cousins [were] going down to the public library trying to get public library cards. We were told the library was for whites only, not for coloreds."

The Oakland (CA) Public Library responded to the murders of Floyd, Ahmaud Arbery, Breonna Taylor, and others with resource lists on topics like institutional racism; protest, social movements, and community solutions; police conduct, race, and the justice system; and talking to kids about racism and justice.

EXAMINING RACISM AND SUPPORTING STUDENTS ON CAMPUS AND BEYOND

School librarians recognized the pivotal role they played in supporting students reeling from the twin traumas of the pandemic and racism. Writing in the summer of 2020, American Association of School Librarians president and lead school librarian for the Westwood High School Library Information Center in Blythewood, South Carolina, Kathy Carroll said, "Our students have lived through a global pandemic, national protests, societal shifts, and possible untold personal turmoil since we all were last together. Along with formal teaching and learning, our students will need to talk and we will need to listen. Some of those conversations may be difficult or even a little uncomfortable,

A CALL TO ACTION FOR LIBRARY WORKERS

ALA's Public Library Association issued a call to action for public library workers to address racism. It urged them to study, amplify, and align with the policy demands of the Movement for Black Lives; change library security policies that punish and criminalize patron behavior; and develop and fund programs, services, and collections that center the voices and experiences of people of color and shift power to communities for co-curation and co-creation.

Resources for librarians looking to center the voices and experiences of Black library workers and the Black community proliferated. A Libraries Respond: Black Lives Matter web resource provides curated links for librarians who want to support the broader BLM movement, fight against police violence, and help the cause of racial justice.





Some of the ten most challenged books of 2020 (See page 7 for the complete list.)

but those types of interactions are often the ones that have the greatest impact on our students.”

The University of Wisconsin–Madison Libraries’ racial justice efforts included developing a reading list for disrupting whiteness and decolonizing research in libraries, developed by Gender and Women’s Studies Librarian Karla J. Strand.

Pennsylvania State University Libraries devised “a centralized resource for information about historical and current discrimination of African Americans in the United States, Pennsylvania, and the Greater Philadelphia Region.”

Despite a 34 percent increase in books by diverse authors . . . those books represented only 15 percent of the total number available for young people.

city and community to “talk about, and invest in, the library” when working to refine community-first public safety, dismantle racism, pursue equity, and rebuild the workforce.

OVERREPRESENTED IN CHALLENGES, UNDERREPRESENTED ON THE SHELVES

ALA’s Office for Intellectual Freedom pointed out that books with diverse content frequently appear on its list of challenged books, including such works as the *Autobiography of Malcolm X* by Malcolm X and Alex Haley and *Native Son* by Richard Wright.

Libraries also encountered inequities in collection development, often lacking a sufficient number of books by authors and illustrators of color. The Cooperative Children’s Book Center at the University of Wisconsin–Madison showed a 34 percent increase in books by diverse authors between 2017 and 2018, but those books represented only about 15 percent of the total number of materials for young people received at the book center—this in a country where more than 39 percent of the population is non-White, and where White children no longer make up a majority in their age group.

The library profession also worked to address internal inequities in 2020. As late as 2018, just 6.8 percent of librarians identified as Black or African American, indicating a persistent lack of racial and ethnic diversity. ▀

BECAUSE FAKE NEWS CAN HAVE REAL-WORLD CONSEQUENCES.

LIBRARIES
TRANSFORM

Libraries Transform bookmarks.

FIGHTING DISINFORMATION

With the onset of the pandemic in the United States, librarians were mobilized as information first responders. “We’re really being proactive,” Lisa G. Rosenblum, executive director of King County (WA) Library System, told *American Libraries* magazine in March. “We’re information gatekeepers, so this hits us on a personal level,” said Rosenblum, whose library system created a web page with facts about the virus that includes links to local resources.

Misinformation about COVID-19 was infused with xenophobia and especially Sinophobia, resulting in a surge of bigotry against Asian and Chinese people. Chinese American Librarians Association President Fu Zhuo wrote in a March 5 email, “The enemy is not Chinese or Asian people. The Chinese American Librarians Association is firmly against any types of prejudices, especially in this critical moment of fighting the COVID-19.” In May, the Executive Board of the American Library Association (ALA) signed the Asian Pacific American Library Association’s pledge (and asked others in the library community join) to demonstrate a commitment to combating the rise in xenophobia and racism due to COVID-19.

Throughout 2020, librarians responded to misinformation about vaccines, the census, and the November election, as well as the demonization of the mainstream media as purveyors of “fake news,” by creating resources to fight disinformation. The Chicago Public Library

provided an online course, “Disinformation in Social Media,” which offered guidance on how social media algorithms foster implicit biases.

The University of Louisville (KY) Libraries’ Citizen Literacy project helped students become savvy information

consumers in a post-truth era. Launched to coincide with the final weeks of the 2020 election season, Citizen Literacy promotes essential information skills like algorithmic literacy, news literacy, how to evaluate expertise, how to investigate the veracity of online sources through lateral reading, and how to become an informed voter.

“We’re information gatekeepers, so this hits us on a personal level.”

—LISA G. ROSENBLUM, EXECUTIVE
DIRECTOR OF KING COUNTY (WA)
LIBRARY SYSTEM

LOOK TO LIBRARIES

In August, the Association for Library Service to Children (ALSC), a division of ALA, launched the [#LookToLibraries campaign](#), highlighting the role of children’s librarians in serving as “media mentors” for kids and their parents and caregivers in times of crisis. “With families facing the increased pressures of needing to balance online learning, monitoring children’s activities, and for some, working from home, we felt it important to let them know they could and

#LookToLibraries

Discover the power of connecting with your children's library professional.



should turn to library professionals for assistance,” said ALSC President Kirby McCurtis.

The [#LookToLibraries website](#) emphasizes the role of library professionals in empowering parents and caregivers with the tools they need to develop a media plan that best addresses their family's needs. It contains tip sheets, booklists, and resources, including the “[Tough Conversations Tip Sheet \(PDF\)](#),” considering the strategies of the late television host Fred Rogers in talking with children about difficult topics. ▶

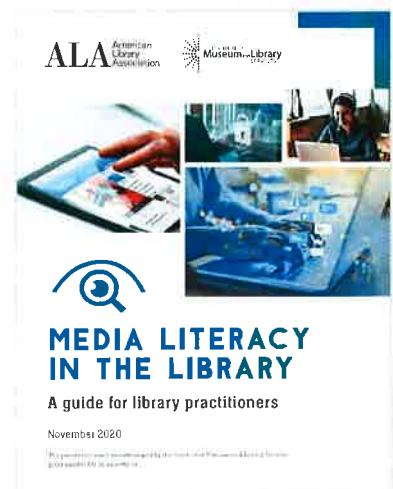


ALSC's #LookToLibraries campaign.

MEDIA LITERACY MATTERS

ALA, working with talented thought leaders across the library and media literacy sectors, created [Media Literacy in the Library: A Guide for Library Practitioners \(PDF\)](#) in November to aid library workers. The guide asserted that “a media-literate adult should be able to access, share, and create media across multiple formats and platforms while utilizing critical thinking skills to evaluate the purpose and potential impact of the material.”

The guide teaches library workers about filter bubbles, confirmation bias, and news deserts; gives guidance on how to answer questions about false or misleading news items in reference transactions; and supplies virtual and in-person program ideas covering topics like fact checking, cookies, internet privacy, the Freedom of Information Act, and local media.





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	11,060	3,434	3,946	18,440	31.06%
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	31,001	9,942	11,806	52,749	-69.50%
AVG	18,686	17,721	10,606	14,414	10,334	3,314	3,935	17,583	21.99%

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	265	606	22	0	893	6.56%
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	730	1,733	76	0	2,539	-80.29%
AVG	2,003	2,149	2,149	1,073	243	578	25	0	846	-21.16%

STOUGHTON PUBLIC LIBRARY STATISTICS, MARCH 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	8,866	-19.90%
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	25,711	-74.77%
AVG	9,889	9,413	4,551	8,492	8,570	0.93%

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	5,701	-17.22%
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	16,578	-74.56%
AVG	7,063	6,468	3,136	5,430	5,526	1.77%

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	1,643	63.81%
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	4,253	-72.01%
AVG	15,833	16,517	4,102	1,266	1,418	11.97%

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	9,086	62.69%
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	6,385	100.00%
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	17,636	-52.92%
AVG	10,823	10,164	1,980	3,122	5,879	88.32%

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	3,968	-20.61%
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	12,414	-74.45%
AVG	7,485	7,902	7,266	4,049	4,138	2.21%

Programming Statistics
for March 2022

March Programs		Number of Participants					
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
3/1/2022	Facebook Live	Virtual Music and Movement (MO)	10				
3/2/2022	Zoom	Graphic Novel Book Club (MO)		3			
3/4/2022	Carnegie Room	The Foundation (JR)				4	
3/3/2022	Carnegie Room	Teen Advisory Board (CS)			9		
3/3/2022	Fire Station	Adult Craft Club (SB, AH)				18	
3/6/2022	Stoughton Yoga	Yoga Sundays (AH, Stoughton Yoga)				-	
3/8/2022	Facebook Live	Virtual Music and Movement (MO)	5				
3/8/2022	Zoom	Chapters Book Club (MO)		4			
3/9/2022	Zoom	Pokemon Club (MO)		10			
3/10/2022	Stoughton Yoga	Teen Yoga (CS, Stoughton Yoga)			8		
3/10/2022	Carnegie Room	Thursdays with Murder (AB)				5	
3/11/2022	Veterans Park	Teen Snow Night (CS) (canceled--no snow)			-		
3/14/2022	Headstart	Outreach ST (MO)	10				
3/15/2022	Facebook Live	Virtual Music and Movement (MO)	9				
3/15/2022	Facebook Live	Kids' Candy Sushi (MO)		36			
3/15/2022	Zoom	Wisconsin Quilts (AB, two guest				26	
3/16/2022	Zoom	Rainbow Activities (MO)		40			
3/17/2022	Carnegie Room	Teen Candy Sushi (CS)			25		
3/22/2022	Facebook Live	Virtual Music and Movement (MO)	5				
3/22/2022	Zoom	Dog Man Fun! (MO)		30			
3/22/2022	Carnegie Room	Page Turners (CS)				5	
3/23/2022	Senior Center	Page Turners (CS)				5	
3/23/2022	Zoom	Wet Felting (MO)		30			
3/24/2022	Carnegie Room	Teen Disco Balls (CS)			15		
3/24/2022	Zoom	Native Plant Gardening (BadgerTalks				100	
3/28/2022	Zoom	Among Us (MO)		8			
3/29/2022	Facebook Live	Virtual Music and Movement (MO)	5				
3/31/2022	Live in-person	Friendship Bracelets		17			
3/31/2022	Live in-person	One on one assistance (Libby, Kanopy, etc.)				1	
			44	178	57	164	0

Programming Statistics
for March 2022

		March Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
3/7/2022	2nd floor	Teen Art Cart (CS)			4		
3/7-13/2022	2nd floor	All ages Kindness Rocks					40
3/14/2022	2nd floor	Teen Art Cart (CS)			4		
3/21/2022	2nd floor	Teen Art Cart (CS)			4		
3/28/2022	2nd floor	Teen Art Cart (CS)			4		
3/31/2022	2nd floor	All ages Legendary Deck flower sticker poster					18
3/31/2022	2nd floor	All ages Sticker Mural					30
			0	0	16	0	88

Director's Report

April 20, 2022



Library news:

- From March 22 through April 6, my family and I took an extended vacation to Hawaii, visting the islands of Maui and Oahu. You might be surprised to learn, as I was, that Hawaii has the only



statewide library system in the US! Sadly, I wasn't able to visit the Hawaii State Library in downtown Honolulu, but I did drop by the **Waikiki-Kapahulu Branch Library**, located in a quaint midcentury building about 15 minutes' walk from Waikiki Beach. Assistant Director Amanda Bosky and the rest of the Management Team did a great job overseeing library operations in my absence.



- I met with David Ehlinger, the City of Stoughton's new Finance Director on April 14 to introduce myself, talk about the library's finances, and discuss two additional topics: How best to track expenditures for our children's area project; and the possibility of using ARPA funds the City received from the federal government for improvements to the lot at 216 E Jefferson:
 - I reviewed the budget for the planned improvements to the vacant lot at 216 E Jefferson and informed David of my intention to seek funding from the City in the form of federal ARPA funds, something that would require City Council approval. I will present the budget for the project at our April Board meeting and ask that the Board authorize requesting City approval for the use of ARPA funds for this project. This is item B under New Business.
 - Regarding the Children's Area project, he suggested the Board codify the funding decisions made last month by amending the 2022 budget to include the allocation of \$26,220 in leftover renovation gift money and \$30,000 in fund balance. Additionally, he suggests adding the \$26,740 in fund balance earmarked for operating expenses to our revenue for this year. Both decisions have already been made by the Board; amending the budget makes it official and allows for clearer accounting. This is item C under New Business.
- Last month, the Library Board approved allocating up to \$56,220 in operating fund balance and unspent renovation gift money to refurbishing the 1st floor Children's Area, with planned improvements to include: additional seating and shelving; a new service desk with additional storage; interactive fixtures and artwork. Mary and I continue to work with SCLS Space Needs Consultant Deb Haeffner to select furniture and fixtures and lock in prices in this era of rapid inflation. City Finance Director David Ehlinger and I discussed how best to expend these funds on April 14 (see previous item). Before he left earlier this year, former Finance Director Jamin Friedl had set up an account for this project, so we should be able to begin immediately.
- I spent time preparing the Library's table for the 2022 Chamber Community Expo at the Mandt Center on April 21. This is the Chamber's first in-person Expo since 2019. Sarah Bukrey designed and ordered custom refrigerator magnets with our hours and contact information, and the Friends are preparing a prize basket as a door prize. I and at least two members of the Board will be there, but all trustees and Friends are welcome to drop by between 5:00 and 7:30 PM.
- The City of Stoughton IT Department has ordered most of the equipment for the planned audiovisual upgrade to the Carnegie Room and some items

have already arrived. Microchip shortages and other supply chain issues continue to drive up the price of electronics; luckily, IT Senior System Admin. Derek Westby was able to lock in the prices by completing the purchases immediately. (You will find them on the Fund 217 bills list in this month's packet.) The grant funds for this project will arrive in the coming weeks, and in the meantime there is more than enough fund balance to cover the expenses.



- Represented Collective's *Legendary* exhibit of women of color in STEM wrapped up on April 9, but the exhibit will live on in a different form thanks to Cynthia, who fashioned the **52 card Legendary Deck into a mobile on the 2nd floor!** We will be working with Represented Collective twice in the coming year: once for a kids program involving STEM and puzzle-solving, and again for panel discussion by indigenous women in Wisconsin. The latter program is being presented in partnership with

Mosaicos, a local organization committed to DEI initiatives. And speaking of Mosaicos, they will be borrowing several of the *Legendary* panels featuring Black women in STEM to exhibit at Stoughton's Juneteenth Celebration!

- I am still in the process of completing performance appraisals for the staff I supervise directly: Our 4 department managers and administrative assistant. I plan to begin with our most recent hires, Mary Ostrander and Robin Behringer.

- Unfortunately, we did not receive any applications for our Student Trustee position ahead of the April 8 deadline. This is disappointing but not without precedent. In years past we've struggled to recruit for this position simply because high school students tend to be busy balancing academics, sports, jobs and other extra-curricular activities. Recruitment for this position will be a topic of discussion at this month's Board meeting
- As I mentioned last month, we launched a new partnership with the Stoughton Lions Club to serve as one of three **drop-off sites for plastic bag recycling**. The bags are recycled into composite decking and construction materials by a firm called NexTrex. For every 500 pounds of plastic collected, they will donate a park bench to the City. Since we placed the bin near our indoor book return last month, we've kept nearly 30 pounds of plastic out of landfills and oceans. Volunteers from Stoughton Lions have already had to empty the bin twice.
- I have a meeting scheduled for April 18 with two members of the City's brand-new Diversity Equity and Inclusion (DEI) Taskforce to discuss the bringing the concept of the Human Library to Stoughton. The Human Library is a project began in Denmark that promotes understanding and appreciation of our differences through events at which human "books" that can be "checked out" for conversation reflection. More information at <https://humanlibrary.org/> (NB: two of our Board trustees are also members of the City's DEI Taskforce!)
- Teresa Pellet from the Stoughton Wellness Coalition reached out this month to ask if the library would be interested in hosting a Nalox-ZONE box in our building. Naloxone, also known by the brand name Narcan, is an opioid antagonist that can be administered via a nasal spray in cases of suspected opioid overdoses. I have discussed this with our Management Team and we all feel strongly that the library should provide this important lifesaving tool to our community. Teresa and the Wellness Coalition have already been in touch with City leadership and law enforcement. We will be working with all of these stakeholders in the coming month to add this resource. More information is available at wisconsinvoicesforrecovery.org/naloxzone/
- In an unfortunate sign of the times, our two primary vendors for library materials, Baker & Taylor and Ingram, have announced that they are



adding a fuel surcharge to all orders starting this month. Baker & Taylor is adding a 1% surcharge to all orders and Ingram will be adding a \$2.50 charge to each order. I am working with Sarah Bukrey to clarify details of the surcharges and determine how this will impact our budget. Depending on how these charges add up in the coming months, we may decide to shift the bulk of our ordering from one vendor to another.

- I attended a webinar entitled “Why Diversity, Equity, and Inclusion Matter in Majority White Spaces” on April 14. The presenter was Deborah Biddle of the People Company, a DEI consulting firm. The presentation was a nice synthesis of DEI concepts I’ve already encountered, along with elaboration of other key concepts, like liberation and allyship.

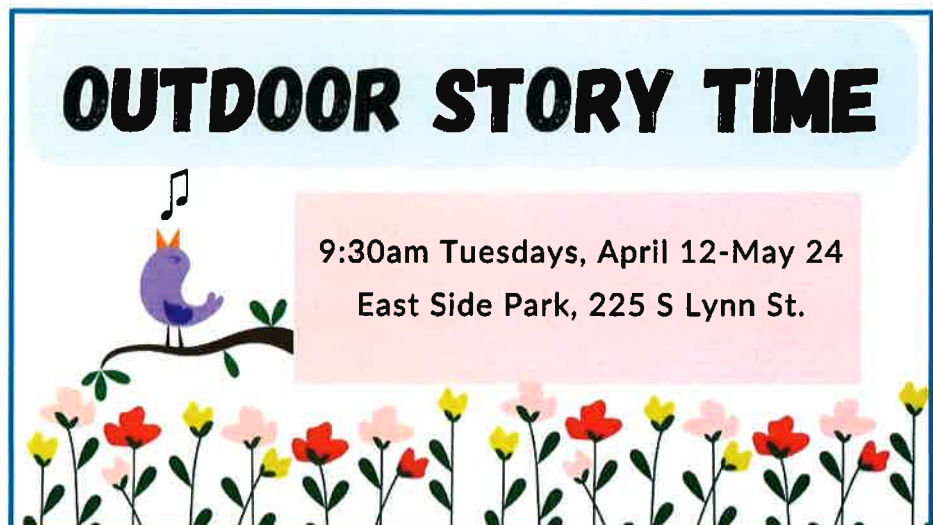
Stoughton Area Community Foundation Fund Report

The report for the period Feb 26 – Mar 25 shows an increase in value of \$416.78 to the account because of market conditions. The overall value of the account as of Mar 25 is \$25,363.36.

Youth Services (from Mary Ostrander)

- Candy Sushi was a huge success with 36 participants. Rainbow Activities was also extremely successful with 40 participants! Everyone made delicious treats and beautiful rainbow and spired items.
- There was a very spirited group for the Dog Man Fun! program. Many giggles were had and obscure knowledge about Dog Man was shared.
- Unicorn Tea Party was lovely and included many conversations about how unicorns are great!
- The first indoor school age program was a success in the Carnegie Room over spring break. 17 friends showed up to make friendship bracelets.

- Mary conducted outreach story time at Headstart and Ginger Bread House this month.
- Diane is working on new displays for the kids



area and summer reading program.

- Jane, Diane, and Mary along with circulation staff are working hard on getting through the picture book reclassification project and are about 2/3 of the way through.
- Outdoor story times are picking up again and will continue through May. The first one was on Tuesday, April 12, and they were an adorable group, excited for story time to be back in person.

Tech Services & Technology News (from Sarah Bukrey)

- Technical Services continues assisting with the children's picture book reclassifying and relabeling project. Efforts toward relabeling the adult and teen graphic novel relabeling have begun, and will continue a shelf at a time as time allows.
- Sarah handled social media marketing duties for the Legendary Women exhibit, and some other fun library posts, including weekly unboxing videos and a surprise #bookface post.
- Library materials ordering, linking and processing continues. Sarah has been working on investigating some vendor issues. TS Assistant Zi Wei and our volunteers and subs are moving new items onto the new book shelves as quickly as possible!
- Three boxes of donated books were sent to Better World Books on behalf of the Friends. (BWB sells the used books and sends a check to the Friends.)
- Sarah has been working with office furniture firm EBI on a design and quote for new cabinetry/storage for the Carnegie room.



Circulation Services (from Robin Behringer)

- Robin is working with Cynthia to streamline the check-in of the board games, one of our newest circulating collections. The many parts and pieces contained make processing returned items challenging.
- Robin continues to work through Circulation/Shelver staff performance appraisals.
- Robin started training new Substitute Erin M. in circulation desk duties this month.

Adult & Teen Services (from Amanda Bosky)

- In partnership with Stoughton Yoga, we hosted teen and adult sessions at their studio in March and April. 8 teens and 13 adults attended our most recent sessions.
- We hosted a popular Zoom program about Wisconsin history through the lens of quilts on March 15. 26 people attended to hear textile history experts discuss Wisconsin quilts. We hosted this event in partnership with the Wisconsin Museum of Quilts and Fiber Arts.
- Cynthia hosted several well-attended, in-person teen programs at the library: Candy Sushi, DIY Disco Balls, a Teen Advisory Board meeting, and a paint-and-plant program (decorate a flowerpot and plant a baby spider plant). About 20 teens have attended programs so far. It is wonderful to see teens in person in the library again, coming to programs and hanging out after school!



- Our Adult Services intern, Megan, chose “Native Plant Gardening” as the program she wanted to plan and present as part of her internship. Megan worked with BadgerTalks to book Arboretum Curator Susan Carpenter to give a talk via Zoom on March 24. 100+ people attended! Congratulations to Megan for picking such a great topic.
- Four people attended our Golden Girls Trivia Night on April 5. We purchased a trivia buzzer system and it worked very well. We plan to host

more trivia nights for adults or teens now that we can meet in-person in the library again.

- As always we appreciate Amy's involvement with local organizations Joining Forces for Families and the Stoughton Area Resource Team. Amy was especially instrumental in communicating among local agencies about tax help: having application packets for VITA at the Senior Center available for pickup at the library, and spreading the word that the library has free basic tax forms.
- Sarah and Amy presented Craft Club on Marbling on April 7th. A full roster of 22 attended with three dye stations, along with some other activities for down time.

Looking Back from *The Stoughton Hub* from **February 18, 1942**

At the Corner of Fourth and Main*

There is a good deal of discussion among library patrons about book fines. The majority of borrowers realize that an overdue card is sent for much the same reason that one receives a parking ticket; the book is parked overtime, and the card is merely an accommodation to remind you that you may have forgotten to return it. Just a small minority feel they are being insulted, that a "free" public library should be free in all respects.

Many people tell us that they would rather keep the book overtime to finish it, than return it, and take a chance on getting it later.

...

The Stoughton Public Library has always been quite lenient regarding overdues; a card is sent when the book has been overdue a week, and no one is ever charged postage.

Some people feel a week or more is too long to wait for a reminder, that we are purposely inflicting a larger fine; others think that sending a card at all is unnecessary. To paraphrase Lincoln, you can't please all of the people all of the time. Constructive suggestions on this subject are welcome, and will probably be forthcoming.

**At the Corner of Fourth and Main was the semi-regular library column in the Stoughton Hub which ran, off-an-on, for decades.*



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, April 12, at 6:30 p.m.**

****Please Note: This meeting was held remotely remote via Zoom**

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

Also present: Library Director Jim Ramsey

MINUTES

1. Meeting called to order at 6:31 PM by Vienneau
2. **Review of Agenda** – Agenda reviewed and accepted by consensus
3. **Review/Approve Minutes of March 8, 2022 *** (enclosure) – Minutes from previous meeting reviewed and accepted by consensus.
4. **Review and discussion of results of 2022 Board Self-Evaluation Survey** – Meilahn Bartlett shared the results of the 2022 Board Self-evaluation. Committee reviewed the responses to each question, with special attention given to the written responses to the last four questions on the survey. In the course of reviewing responses, discovered a technical glitch that resulted in Dirks' written responses not being recorded. (Dirks shared many of his responses throughout the discussion). Committee identified 4 main themes from the responses which Ramsey summarized as follows:
 - a. Promoting diversity on the Board
 - b. A desire by trustees to learn more about library advocacy and community engagement
 - c. Training and orientation, especially the need for ongoing training
 - d. Efficient use of meeting time

Regarding efficient use of meeting time, Dirks wondered if some updates presented during the meeting could be submitted in writing ahead of time instead. Ramsey discussed how he has adapted his review of the *statistics and Director's Report to be more concise in response to suggestions on the last director evaluation*. Meilahn Barlett shared that

she uses a screencasting tool while teaching to quickly highlight critical information. Discussion of what was meant by the 1/3 of respondents who replied “sometimes” to question 4 about length and frequency of meetings. Assumption was that this meant meetings were too long, but important to follow up. Meilahn Bartlett noted that in the 2019 survey even more respondents indicated “sometimes.” Perhaps progress has been made on this issue since then?

Committee Chair Vienneau agreed to present the results of the survey at the Board meeting on April 20. Dirks asked if there would be time to have a lengthy discussion on the results at the meeting. Ramsey replied that there were several items of new business but not more than usual. Committee agreed by consensus that establishing a time limit for discussion would be wise, considering the potential for wide-ranging discussion with many of these topics.

5. Review of 2020-2022 Strategic Plan and discussion of next steps –

Ramsey stated that his intention was not to discuss the strategic plan at this meeting. Instead, he asked committee members to look at the 2020-2022 plan and do some homework: What is missing from the current plan? Think about the last 3 years (aside from the obvious), the ways we have adapted, ways that patrons expectations and needs have changed. On a formal level, do we want to retain the structure of the current plan or adopt a new one?

6. Schedule next meeting and discuss format (i.e. virtual vs. hybrid/in-person) – Discussed the difficulties of committee assignments changing in June and Vienneau’s and Nelson’s terms ending soon. Consensus was that the committee should meet once before Nelson’s term ends in May. Consensus was to continue virtual meetings. Next meeting scheduled for **Tuesday, April 26, at 6:00 PM** (earlier start time is to allow Ramsey to attend City Council meeting that night at 7:00)

7. Meeting adjourned by consensus at 7:41 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.

User: SARAH

DB: Stoughton

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE		ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2021 NORMAL (ABNORMAL)				
Fund 215 - LIBRARY FUND								
Revenues								
Dept 00000 - REVENUE								
215-00000-43529	FEDERAL ASSISTANCE FUNDING - COVID	0.00		0.00		0.00	0.00	0.00
215-00000-43534	STATE AID	0.00		0.00		0.00	0.00	0.00
215-00000-43720	DANE COUNTY SERVICE FEES	249,249.00	249,583.00			0.00	(334.00)	100.13
215-00000-43725	OTHER COUNTIES SERVICE FEES	15,848.00	15,848.41			0.00	(0.41)	100.00
215-00000-43730	SCLS DIRECT CASH GRANTS	0.00	0.00			0.00	0.00	0.00
215-00000-46110	MISC. REVENUE	0.00	2,432.37			0.00	(2,432.37)	100.00
215-00000-46710	FINES	7,000.00	3,237.04			153.75	3,762.96	46.24
215-00000-46712	COPY MACHINE	3,700.00	1,389.68			330.13	2,310.32	37.56
215-00000-48110	INTEREST	100.00	13.03			0.64	86.97	13.03
215-00000-48500	DONATIONS	0.00	59.90			0.00	(59.90)	100.00
215-00000-49210	TRANSFER IN - GENERAL FUND	632,350.00	632,350.00			0.00	0.00	100.00
215-00000-49228	TRANFER IN FROM UTILITIES	0.00	0.00			0.00	0.00	0.00
215-00000-49300	SURPLUS	0.00	0.00			0.00	0.00	0.00
Total Dept 00000 - REVENUE		908,247.00	904,913.43		484.52	3,333.57		99.63
TOTAL REVENUES		908,247.00	904,913.43		484.52	3,333.57		99.63
Expenditures								
Dept 55110								
215-55110-50110	SALARIES	80,133.00	83,486.84		9,710.40	(3,353.84)		104.19
215-55110-50120	WAGES	398,651.00	374,354.99		43,905.89	24,296.01		93.91
215-55110-50126	OVERTIME	0.00	0.00		0.00	0.00		0.00
215-55110-50127	WAGES - PART TIME	70,700.00	62,646.71		8,494.62	8,053.29		88.61
215-55110-50128	SEASONAL/TEMPORARY	8,500.00	3,050.99		1,019.58	5,449.01		35.89
215-55110-50151	EMPLOYEE BENEFITS	72,684.00	67,604.86		8,108.35	5,079.14		93.01
215-55110-50152	HEALTH INSURANCE	94,783.00	97,812.71		8,358.08	(3,029.71)		103.20
215-55110-50200	MISC OUTSIDE SERVICES	0.00	0.00		0.00	0.00		0.00
215-55110-50210	TELEPHONE	0.00	0.00		0.00	0.00		0.00
215-55110-50211	POSTAGE	500.00	411.80		0.00	88.20		82.36
215-55110-50212	TRAVEL/CONFERENCE	1,600.00	1,112.66		37.00	487.34		69.54
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	500.00	590.71		72.00	(90.71)		118.14
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00	0.00		0.00	300.00		0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00		0.00	0.00		0.00
215-55110-50220	UTILITIES	19,600.00	17,928.22		3,819.50	1,671.78		91.47
215-55110-50221	UTILITIES-BUILDING 2	5,500.00	4,759.87		1,981.57	740.13		86.54
215-55110-50240	EQUIPMENT MAINTENANCE	1,900.00	1,643.48		314.60	256.52		86.50
215-55110-50250	REPAIR & MAINTENANCE	9,000.00	10,488.26		550.37	(1,488.26)		116.54
215-55110-50289	TECHNOLOGY COSTS	50,500.00	52,263.58		678.00	(1,763.58)		103.49
215-55110-50300	MISC EXPENSES	500.00	647.34		250.31	(147.34)		129.47
215-55110-50313	PROGRAMS/PUBLICITY	4,000.00	4,445.24		225.80	(445.24)		111.13
215-55110-50320	SUBSCRIPTIONS/DUES	600.00	387.50		0.00	212.50		64.58
215-55110-50326	PERIODICALS	4,800.00	5,639.15		0.00	(839.15)		117.48
215-55110-50327	E-RESOURCES	9,000.00	9,145.20		0.00	(145.20)		101.61
215-55110-50328	AUDIO VISUAL	15,000.00	15,954.21		7,152.98	(954.21)		106.36
215-55110-50329	BOOKS	50,000.00	50,278.09		8,494.98	(278.09)		100.56
215-55110-50340	OPERATING EXPENSES	4,500.00	6,299.85		735.45	(1,799.85)		140.00
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00	103.04		0.00	96.96		51.52
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	4,800.00	5,412.04		1,365.65	(612.04)		112.75
215-55110-50810	CAPITAL-EQUIPMENT	0.00	0.00		0.00	0.00		0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00	0.00		0.00	0.00		0.00
215-55110-50900	CONTINGENCY	0.00	0.00		0.00	0.00		0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00	0.00		0.00	0.00		0.00

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
 PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 215 - LIBRARY FUND						
Expenditures						
Total Dept 55110		908,251.00	876,467.34	105,275.13	31,783.66	96.50
TOTAL EXPENDITURES		908,251.00	876,467.34	105,275.13	31,783.66	96.50
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		908,247.00	904,913.43	484.52	3,333.57	99.63
TOTAL EXPENDITURES		908,251.00	876,467.34	105,275.13	31,783.66	96.50
NET OF REVENUES & EXPENDITURES		(4.00)	28,446.09	(104,790.61)	(28,450.09)	1,152.25

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

Page: 1/2

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

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 00000 - REVENUE						
217-00000-48110	INTEREST	250.00	59.76	3.81	190.24	23.90
217-00000-48500	DONATIONS - DESIGNATED	65,000.00	81,360.82	16,446.36	(16,360.82)	125.17
217-00000-48510	DONATIONS - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
217-00000-48520	DONATIONS - BUILDING FUND	0.00	0.00	0.00	0.00	0.00
217-00000-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-00000-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00
217-00000-49300	SURPLUS	0.00	0.00	0.00	0.00	0.00
Total Dept 00000 - REVENUE		65,250.00	81,420.58	16,450.17	(16,170.58)	124.78
TOTAL REVENUES		65,250.00	81,420.58	16,450.17	(16,170.58)	124.78
Expenditures						
Dept 55110						
217-55110-50500	DESIGNATED	55,000.00	37,236.45	9,899.12	17,763.55	67.70
217-55110-50501	UNDESIGNATED	0.00	300.00	250.00	(300.00)	100.00
217-55110-50502	BUILDING FUND	0.00	0.00	0.00	0.00	0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-50936	TR OUT - FUND 215	0.00	0.00	0.00	0.00	0.00
Total Dept 55110		55,000.00	37,536.45	10,149.12	17,463.55	68.25
TOTAL EXPENDITURES		55,000.00	37,536.45	10,149.12	17,463.55	68.25
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		65,250.00	81,420.58	16,450.17	(16,170.58)	124.78
TOTAL EXPENDITURES		55,000.00	37,536.45	10,149.12	17,463.55	68.25
NET OF REVENUES & EXPENDITURES		10,250.00	43,884.13	6,301.05	(33,634.13)	428.14
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		973,497.00	986,334.01	16,934.69	(12,837.01)	101.32
NET OF REVENUES & EXPENDITURES		963,251.00	914,003.79	115,424.25	49,247.21	94.89
		10,246.00	72,330.22	(98,489.56)	(62,084.22)	705.94

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

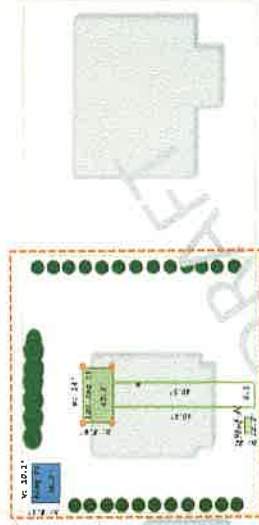
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Fund 217 LIBRARY SPECIAL GIFT FUND

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

216 E Jefferson Lot Project Budget

Item	Cost	Explanation
Trash receptacles	\$ 1,000.00	estimate from Brett. Includes concrete pad
Shade structure	\$ 7,700.00	estimate from Dan based on structure at Nordic Ridge.
Storage shed	\$ 2,000.00	estimate from Dan. 8'X10' Sheds constructed by Madison College: https://madisoncollege.edu/about/community/services/sheds-and-tiny-homes
Grade and fill for shed	\$ 1,000.00	estimate from Brett
(4) Adirondack chairs at \$150 each	\$ 600.00	estimate from Brett
Shrubs and landscaping	\$ 3,000.00	Est. in consult with Mike V. Scouts plan to do the planting, shrubs along east & west property lines, arbor at entrance?
ADA compliant path & pad - concrete at \$7/sq. yd. ~140 sq.yds	\$ 1,000.00	estimate of \$7,000/ sq. yard provided by Dan. Based on 6' X 50' walkway and 10' X 10' concrete pad = 400 sq. ft = 133 sq. yards
Outdoor Wireless Access Point - Cabling & mounting	\$ 1,000.00	Some or all covered by ARPA funds via SCLS, per Vicki Teal-Lovely
Outdoor Wireless Access Point - Equipment	\$ 2,750.00	Library's E-rate discount is 50%, which would bring cost to \$1,375
Electrical service - 200 AMP Stoughton Utilities meter hook-up	\$ 1,950.00	quote for newservice hook-up from Stoughton Utilities, per Sean Grady
Electrical service - 200 AMP - No Shorts proposal	\$ 3,000.00	quote from No Shorts Electrical for new 200 AMP service with outdoor panel and receptacles. Good through 2/2
10% contingency per conversations with City Planning	\$ 2,500.00	accounts for inflation and unforeseen cost increases.
	\$ 27,500.00	



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E JEFFERSON ST

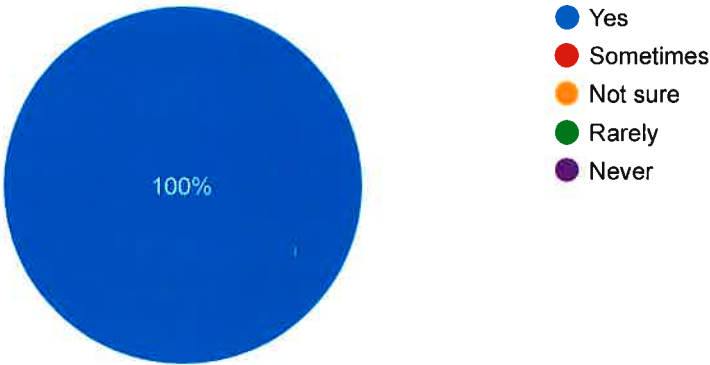
2022 Library Board Self-Assessment

10 responses

Committee work is communicated effectively to the whole board.

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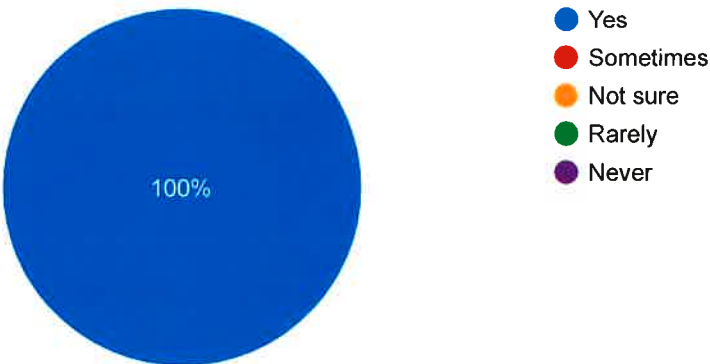
10 responses



The board is well informed of all issues facing the library and issues regarding library governance.

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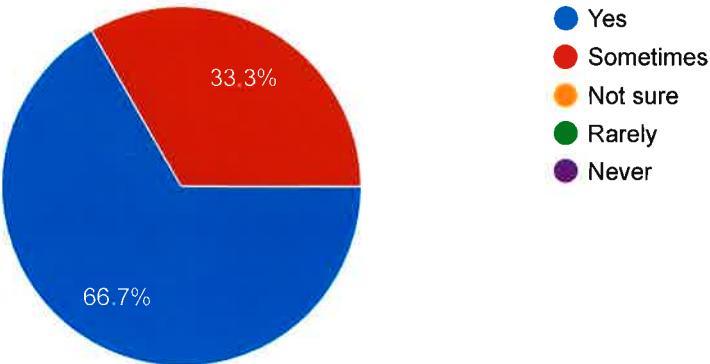
10 responses



The board receives appropriate ongoing training.

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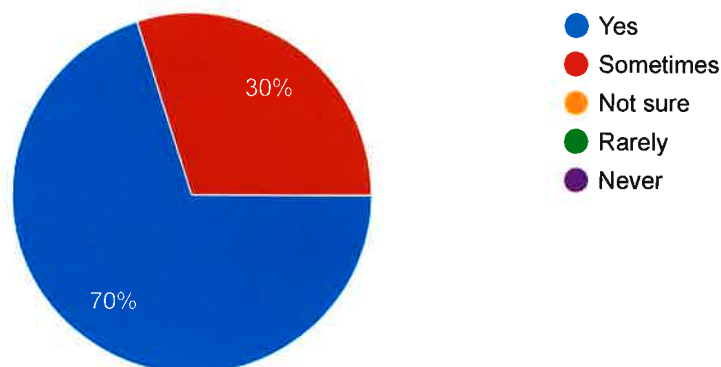
9 responses



Board and committee meetings are of appropriate length and frequency to enable full consideration of issues.



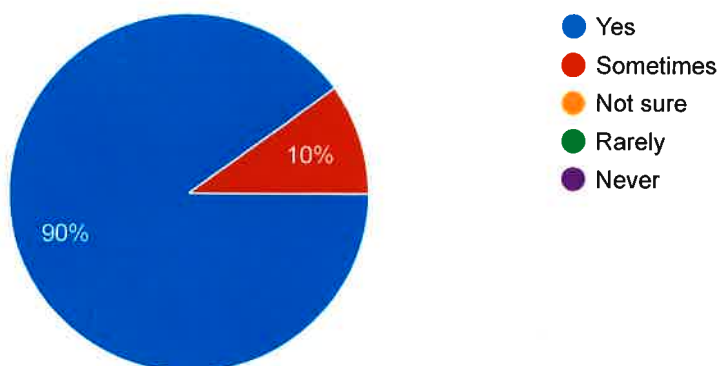
10 responses



Board and committee meetings are focused on issues of library governance.



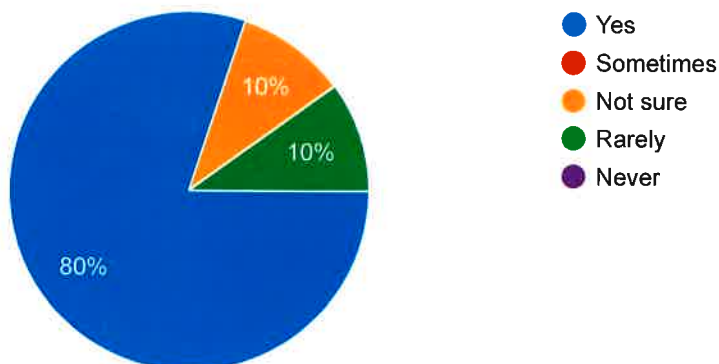
10 responses



The Board's composition reflects the diversity of background, expertise, and other leadership qualities needed by the library.



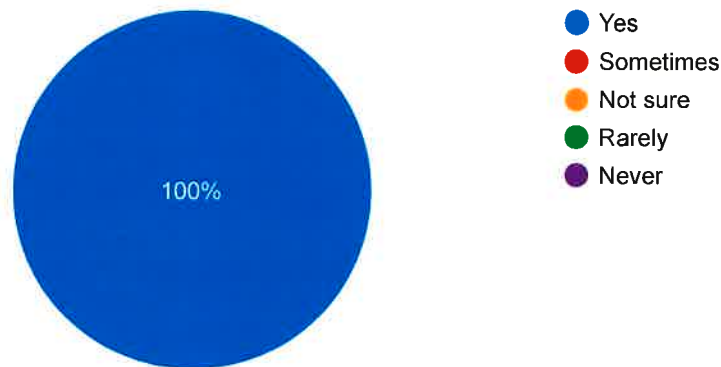
10 responses



There is a clear distinction between the Board's governance role and the library director's management role.



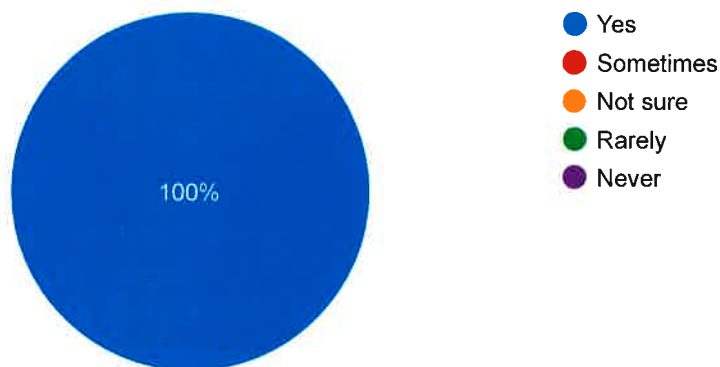
10 responses



The expectations and concerns of the Board are effectively communicated with the library director.



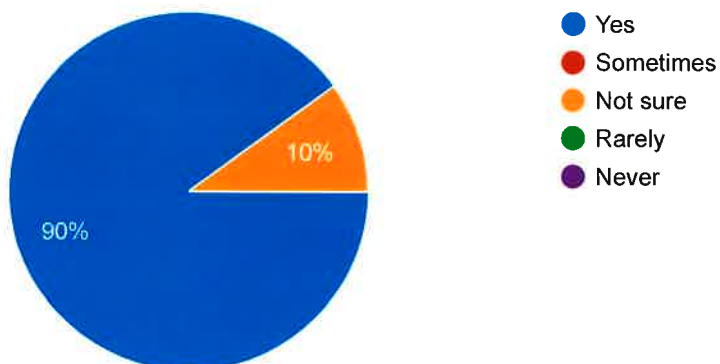
10 responses



Appropriate Board committees have been established to focus on various aspects of library governance.



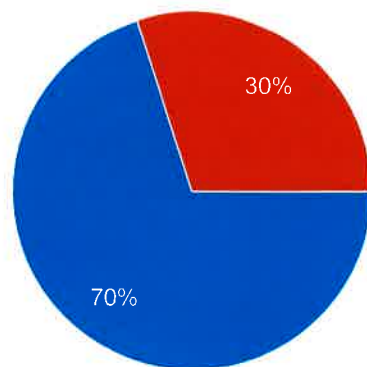
10 responses



I have received the orientation and training necessary to make decisions for the library



10 responses

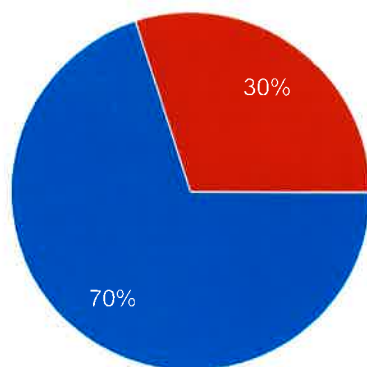


- Yes-I received a thorough orientation and necessary training.
- I have had some orientation or training.
- Not sure
- I have not had any orientation or training.

The Board is knowledgeable about state and federal laws governing public libraries.



10 responses

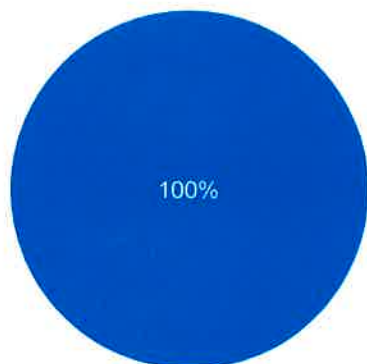


- Yes
- Sometimes
- Not sure
- Rarely
- Never

The Board establishes clear policies to guide library operations in an ever-changing library environment.



10 responses



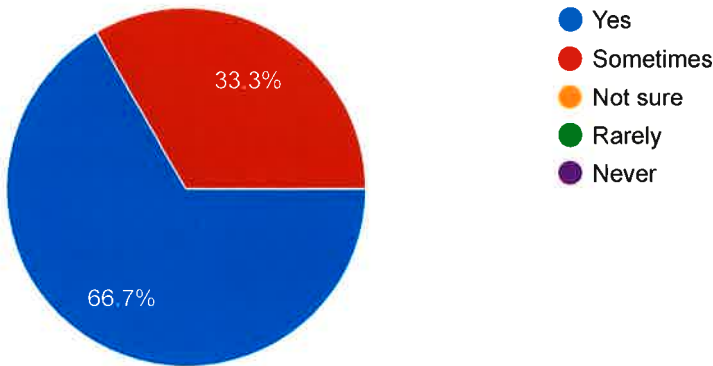
- Yes
- Sometimes
- Not sure
- Rarely
- Never



Sufficient time is allocated during Board meetings to focus on both long term strategic issues (e.g. Library of the Future) and short term administrative matters (daily operations).



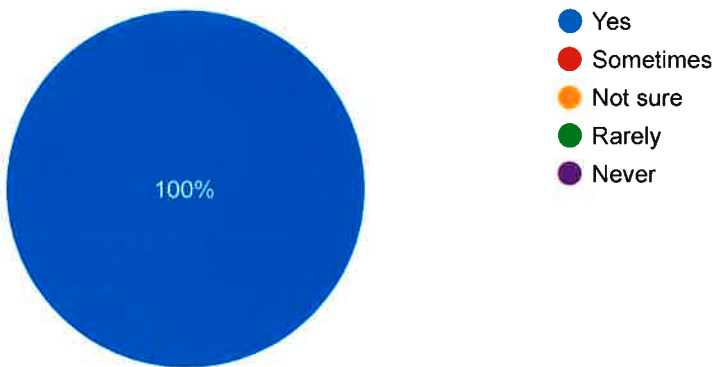
9 responses



The board acts ethically and in the best interests of the library.



9 responses



Board members treat each other with respect when discussing opposing viewpoints.



10 responses

