

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, January 17, 2024

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



**STOUGHTON**  
PUBLIC LIBRARY  
*The heart of our community.*

**LOCATION :** Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton **\*\*PLEASE NOTE\*\*** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <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.

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I. Call to Order by President Teri LeSage

II. Review of Agenda & Certification of Compliance with Open Meetings Law

III. Consent Agenda \*

- A. Review/Approval of Minutes of December 20, 2023 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for December 2023 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for late-December 2023 and January 2024 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #24: Library Friends and Library Foundations (enclosure)

IX. Director's Report

- A. Statistics for December 2023 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: met 1/11/24
- C. Planning: met 1/9/24 (enclosure)
- D. Policies: met 12/11/23 (enclosure)

XI. Friends of the Library Report

XII. Old Business

- A. Presentation of 2023 Library Director Evaluation by Personnel Committee \* \*\*



### XIII. New Business

- A. Review of Board member terms (enclosure)
- B. Appointment of ad hoc Board Member Recruitment Committee (if necessary)
- C. Review 2024 Calendar of Work (enclosure)
- D. Discussion and possible action regarding proposed changes to Student Trustee Policy (enclosure) \* *(Policies Committee recommended 4-0 on 12-11-23)*
- E. Discussion and possible action regarding proposed changes to Second Floor Meeting Rooms Policy (enclosure) \* *(Policies Committee recommended 4-0 on 12-11-23)*
- F. Discussion and possible action regarding proposed changes to Patron Registration/Library Use Policy (enclosure) \* *(Policies Committee recommended 4-0 on 12-11-23)*
- G. Discussion and possible action regarding proposed changes to Hiring Policy: Hiring Library Staff (enclosure) \* *(Policies Committee recommended 3-0 on 12-11-23)*
- H. Discussion and possible action regarding proposed changes to Hiring Policy: Hiring a Library Director (enclosure) \* *(Policies Committee recommended 4-0 on 12-11-23)*

### XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day
- B. Discussion of Board officer nomination process and the need for the appointment of an ad hoc Board Officer Nominating Committee in March

### XV. Adjournment \*

NEXT REGULAR MEETING: February 21, 2024

*An \* indicates an action item.*

*\*\*The Board may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

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  
Amy Ketterer  
Lora Klitzke  
Teri LeSage, President  
Jean Ligocki, City Council Representative and Vice-President  
Sharon Meilahn Bartlett  
Erin Meinholz  
Kristin Rosenberg, SASD representative  
Dayna Verstegen  
Siri Vienneau, Student Representative

*Finance:* LeSage, Meilahn Bartlett, Meinholz  
*Personnel:* Axe, Ketterer, Rosenberg  
*Planning:* LeSage, Ligocki, Meilahn Bartlett, Vienneau  
*Policies:* Axe, Klitzke, Meinholz, Verstegen



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



# **Agenda Notes: Library Board meeting of January 17, 2024**



## **XII. Old Business**

- A. Presentation of 2023 Library Director Evaluation \*** – The Personnel Committee will present the Director Evaluation to the Board in closed session per State Statute 19.85(1)(c). The Board will then vote to send the evaluation to Human Resources Director A.J. Gillingham.

## **XIII. New Business**

- A. Review of Board member terms (enclosure)** – The Board will review the Board member terms in order to determine whether it will be necessary to appoint an ad hoc Board Member Recruitment Committee. In 2024, there are two trustees whose terms are expiring. Both are eligible to serve another term. I will have reached out to these trustees before the meeting to gauge their interest in continuing to serve.
- B. Appointment of ad hoc Board Member Recruitment Committee (if necessary)** – Board President LeSage may ask for volunteers for an ad hoc committee if it is determined that we need to recruit additional Board members (see item A, above).
- C. Review 2024 Calendar of Work (enclosure)** – The Board will briefly review the 2024 Calendar of Work, which was approved by the Board at the meeting on November 15, 2023.
- D. through H. (enclosures)** – These next five items are recommendations for changes to various policies from the Policies Committee meeting of December 11, 2023. For more information see the Policies Committee meeting minutes enclosed in this packet.

## **XIV. Pending Agenda Items**

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day** – This item was added to pending agenda items at the request of the Board at the meeting on September 20, 2023. The Board would like to discuss this further at a future date.



**B. Discussion of Board officer nomination process and the need for the appointment of an ad hoc Board Officer Nominating Committee in**

**March** - This item was added to pending agenda items at the request of the Board at the meeting on October 18, 2023. The Board has not appointed an ad hoc Officer Nominating Committee for the last several years; instead, the Board President has reached out to trustees individually to gauge interest in serving. The Board would like to discuss this further at a future date.



STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, DECEMBER 20, 2023, @ 6:30 P.M.  
IN PERSON MEETING AT DEAK'S PUB & GRILL



PRESENT: Ken Axe; Amy Ketterer; Lora Klitzke; Teri LeSage, President; Sharon Meilahn Bartlett; Erin Meinholz; Kristin Rosenberg, Stoughton Area School District Representative; Siri Vienneau, Student Trustee

ABSENT: Jean Ligocki, Vice-President/City Council Representative; Dayna Verstegen

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

- I. CALL TO ORDER. 6:37 p.m. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Ketterer. *Second:* Rosenberg. *Vote:* 7-0
- IV. RECOGNITION OPPORTUNITIES. None.
- V. PUBLIC COMMENT PERIOD. None.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a thank you letter about the book groups.
- VII. EDUCATION UPDATES. Rosenberg shared an op-ed about not demonizing libraries and announced that the SASD and the Library are partnering to bring Aaron Reynolds on a series of school visits. Meilahn Bartlett mentioned an author event.
- VIII. BOARD IN-SERVICE: "Gen Z and Millennials: How They Use Public Libraries" report from the ALA. Ramsey presented.
- IX. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he shared that February 6 is Library Legislative Day.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet
  - C. Planning: Planning is working on the Board Goals
  - D. Policies: Policies will present at the January meeting.
- XI. Friends of the Library Report. None.
- XII. OLD BUSINESS
  - A. Update on Director Evaluation process. Postponed to January meeting.
  - B. Update on process of setting 2024 Board Goals. Postponed to January meeting
- XIII. NEW BUSINESS. None.
- XIV. PENDING AGENDA ITEMS.
  - A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans' Day.
  - B. Discussion of Board officer nomination process and the need for the appointment of an ad hoc Board Officer Nominating Committee in March.
- XV. ADJOURNMENT. *Motion to adjourn at 7:03 P.M.:* Meinholz. *Second:* Ketterer. *Vote:* 7-0.

Minutes taken by Sarah Monette.



PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023	YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	NORMAL	12/31/2023	ABNORMAL	MONTH 12/31/2023	INCREASE (DECREASE)	NORMAL	ABNORMAL	% BDDT	USED
Fund 215 - LIBRARY FUND											
Revenues											
Dept 55100 - COMMUNITY COMMITMENT											
215-55100-43330	FED GRANT - COVID-19	0.00	0.00		0.00		0.00	0.00		0.00	
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00		0.00		0.00	0.00		0.00	
Dept 55110 - LIBRARY											
215-55110-41110	PROPERTY TAX - OPERATIONS	726,880.00		726,880.00		60,573.37		0.00		100.00	
215-55110-43315	FEDERAL GRANTS	0.00		279.45		0.00		(279.45)		100.00	
215-55110-43720	DANE COUNTY SERVICE FEES	249,910.00		249,910.00		0.00		0.00		100.00	
215-55110-43725	OTHER COUNTIES SERVICE FEES	14,979.00		14,980.43		0.00		(1.43)		100.01	
215-55110-46110	MISC. REVENUE	0.00		2,182.63		106.18		(2,182.63)		100.00	
215-55110-46710	LIBRARY FEES	4,000.00		4,282.27		344.62		(282.27)		107.06	
215-55110-46712	COPY MACHINE	2,500.00		4,650.30		593.30		(2,150.30)		186.01	
215-55110-47301	CHARGES TO DANE COUNTY	0.00		0.00		0.00		0.00		0.00	
215-55110-47302	CHARGES TO MUNICIPALITIES	0.00		239.82		0.00		(239.82)		100.00	
215-55110-48110	INTEREST INCOME	1,000.00		3,543.20		258.86		(2,543.20)		354.32	
215-55110-48500	DONATIONS	0.00		0.00		0.00		0.00		0.00	
215-55110-49210	TRANSFER IN - GENERAL FUND	19,480.00		19,480.00		0.00		0.00		100.00	
Total Dept 55110 - LIBRARY		1,018,749.00		1,026,428.10		61,876.33		(7,679.10)		100.75	
TOTAL REVENUES		1,018,749.00		1,026,428.10		61,876.33		(7,679.10)		100.75	
Expenditures											
Dept 55110 - LIBRARY											
215-55110-50110	SALARIES	90,227.00		90,230.44		7,074.40		(3.44)		100.00	
215-55110-50120	WAGES	431,524.00		402,162.93		31,207.84		29,361.07		93.20	
215-55110-50126	OVERTIME	0.00		0.00		0.00		0.00		0.00	
215-55110-50127	WAGES - PART TIME	78,297.00		87,708.71		7,915.53		(9,411.71)		112.02	
215-55110-50128	SUNDAY HOURS	8,840.00		8,158.07		746.30		681.93		92.29	
215-55110-50129	WAGES - LONGEVITY	7,600.00		4,581.25		0.00		3,018.75		60.28	
215-55110-50153	SELF INSURED LOSSES	0.00		0.00		0.00		0.00		0.00	
215-55110-50160	FICA TAXES	47,161.00		43,125.09		3,387.79		4,035.91		91.44	
215-55110-50161	WRS - GENERAL	30,759.00		30,653.02		2,301.48		105.98		99.66	
215-55110-50163	HEALTH INSURANCE	115,000.00		113,181.98		8,819.62		1,818.02		98.42	
215-55110-50164	DENTAL INSURANCE	6,777.00		6,752.72		523.81		24.28		99.64	
215-55110-50165	LIFE INSURANCE	211.00		1,088.55		83.35		(877.55)		515.90	
215-55110-50169	HSA RETIREMENT PAYOUT	11,253.00		11,253.00		0.00		0.00		100.00	
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	1,000.00		951.76		107.08		48.24		95.18	
215-55110-50212	TRAVEL/CONFERENCE	1,600.00		1,666.45		0.00		(66.45)		104.15	
215-55110-50213	SALES TAX	0.00		183.45		24.72		(183.45)		100.00	
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		272.00		0.00		(72.00)		136.00	
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	300.00		0.00		0.00		300.00		0.00	
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00		0.00		0.00		0.00		0.00	
215-55110-50220	UTILITIES	21,000.00		18,319.02		1,075.52		2,680.98		87.23	
215-55110-50221	UTILITIES-BUILDING 2	6,000.00		4,929.54		572.30		1,070.46		82.16	
215-55110-50240	EQUIPMENT MAINTENANCE	2,800.00		3,338.66		218.42		(538.66)		119.24	
215-55110-50250	REPAIR & MAINTENANCE	9,000.00		15,872.88		554.12		(6,872.88)		176.37	
215-55110-50289	TECHNOLOGY COSTS	56,000.00		53,942.31		63.72		2,057.69		96.33	
215-55110-50300	MISC EXPENSES	500.00		502.67		8.50		(2.67)		100.53	
215-55110-50313	PROGRAMS/PUBLICITY	4,500.00		4,504.12		249.00		(4.12)		100.09	



GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023		ACTIVITY FOR MONTH 12/31/2023		AVAILABLE BALANCE		% BDDT USED
		AMENDED BUDGET	NORMAL	ABNORMAL	INCREASE (DECREASE)	NORMAL	ABNORMAL			
Fund 215 - LIBRARY FUND										
Expenditures										
215-55110-50320	DUES AND SUBSCRIPTIONS	600.00		375.00	200.00		225.00		62.50	
215-55110-50326	PERIODICALS	5,400.00		4,449.57	0.00		950.43		82.40	
215-55110-50327	E-RESOURCES	12,000.00		11,834.02	0.00		165.98		98.62	
215-55110-50328	AUDIO VISUAL	9,000.00		8,653.74	486.24		346.26		96.15	
215-55110-50329	BOOKS	50,000.00		50,317.53	3,798.88		(317.53)		100.64	
215-55110-50340	OPERATING EXPENSES	5,000.00		5,191.49	807.01		(191.49)		103.83	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	200.00		73.92	49.99		126.08		36.96	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		6,559.48	635.45		(559.48)		109.32	
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		32.44	0.00		(32.44)		100.00	
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	0.00		1,085.23	53.29		(1,085.23)		100.00	
215-55110-50810	CAPITAL-EQUIPMENT	0.00		577.55	0.00		(577.55)		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	
Total Dept 55110 - LIBRARY		1,018,749.00		992,528.59	70,964.36		26,220.41		97.43	
TOTAL EXPENDITURES										
		1,018,749.00		992,528.59	70,964.36		26,220.41		97.43	
Fund 215 - LIBRARY FUND:										
TOTAL REVENUES		1,018,749.00		1,026,428.10	61,876.33		(7,679.10)		100.75	
TOTAL EXPENDITURES		1,018,749.00		992,528.59	70,964.36		26,220.41		97.43	
NET OF REVENUES & EXPENDITURES		0.00		33,899.51	(9,088.03)		(33,899.51)		100.00	



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	72,888.61
215-00000-11102	US BANK - CC	6,604.35
215-00000-12550	PREPAID EXPENSES	2,248.67
215-00000-13012	RECEIVABLES-PRIOR YEAR	500.47
215-00000-13070	TAXES RECEIVABLE	741,585.00
<b>Total Assets</b>		<b>823,827.10</b>
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	4,716.92
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	741,585.00
<b>Total Liabilities</b>		<b>771,525.36</b>
*** Fund Balance ***		
215-00000-39600	FUND BALANCE RESTRICTED	18,402.23
<b>Total Fund Balance</b>		<b>18,402.23</b>
<b>Beginning Fund Balance</b>		<b>18,402.23</b>
<b>Net of Revenues VS Expenditures</b>		<b>33,899.51</b>
<b>Ending Fund Balance</b>		<b>52,301.74</b>
<b>Total Liabilities And Fund Balance</b>		<b>823,827.10</b>



PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023		ACTIVITY FOR MONTH 12/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND								
Revenues								
Dept 55110 - LIBRARY								
217-55110-48110	INTEREST INCOME	1,000.00	12,290.07		1,320.26	(11,290.07)	1,229.01	
217-55110-48500	DONATIONS	60,000.00	141,298.20		62,448.87	(81,298.20)	235.50	
217-55110-48510	DONATIONS - UNDESIGNATED	0.00	0.00		0.00	0.00	0.00	
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00	0.00		0.00	0.00	0.00	
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(11,000.00)	0.00		0.00	(11,000.00)	0.00	
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00		0.00	0.00	0.00	
Total Dept 55110 - LIBRARY			153,588.27		63,769.13	(103,588.27)	307.18	
TOTAL REVENUES			153,588.27		63,769.13	(103,588.27)	307.18	
Expenditures								
Dept 55100 - COMMUNITY COMMITMENT								
217-55100-50499	DEPT DEFICIT	0.00	0.00		0.00	0.00	0.00	
Total Dept 55100 - COMMUNITY COMMITMENT			0.00		0.00	0.00	0.00	
Dept 55110 - LIBRARY								
217-55110-50499	DEPT DEFICIT	0.00	0.00		0.00	0.00	0.00	
217-55110-50500	DESIGNATED	50,000.00	89,069.15		8,744.14	(39,069.15)	178.14	
217-55110-50501	UNDESIGNATED	0.00	736.94		103.59	(736.94)	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 - LIBRARY			89,806.09		8,847.73	(39,806.09)	179.61	
TOTAL EXPENDITURES			89,806.09		8,847.73	(39,806.09)	179.61	
Fund 217 - LIBRARY SPECIAL GIFT FUND:								
TOTAL REVENUES			153,588.27		63,769.13	(103,588.27)	307.18	
TOTAL EXPENDITURES			89,806.09		8,847.73	(39,806.09)	179.61	
NET OF REVENUES & EXPENDITURES			63,782.18		54,921.40	(63,782.18)	100.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS			1,180,016.37		125,645.46	(111,267.37)	110.41	
NET OF REVENUES & EXPENDITURES			1,082,334.68		79,812.09	(13,585.68)	101.27	
			97,681.69		45,833.37	(97,681.69)	100.00	



01/16/2024 11:22 AM  
User: SARAH  
DB: Stoughton

BALANCE SHEET FOR STOUGHTON CITY  
Period Ending 12/31/2023

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	70,589.93
217-00000-11102	US BANK - CC	1,166.80
217-00000-11302	WISC INVESTMENT FUND	261,130.21
217-00000-12550	PREPAID EXPENSES	2,083.34
217-00000-13012	RECEIVABLES-PRIOR YEAR	1,615.71
Total Assets		336,585.99
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	6,701.23
Total Liabilities		6,701.23
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	266,102.58
Total Fund Balance		266,102.58
Beginning Fund Balance		266,102.58
Net of Revenues VS Expenditures		63,782.18
Ending Fund Balance		329,884.76
Total Liabilities And Fund Balance		336,585.99



Stoughton Area Comm Foundation

## Your 2023 tax forms from Edward Jones

Edward Jones will furnish all Forms 1099-R and 1099-Q by Jan. 31, 2024, and all Consolidated 1099 Tax Statements by Feb. 15, 2024, per IRS requirements. We may not receive final information from issuers by Feb. 15, in which case your tax statement will not be final. Some issuers have until March 15 to provide final information. Visit us at [edwardjones.com/taxcenter](https://edwardjones.com/taxcenter) to learn more about your Edward Jones tax forms.

## Corporate - Select

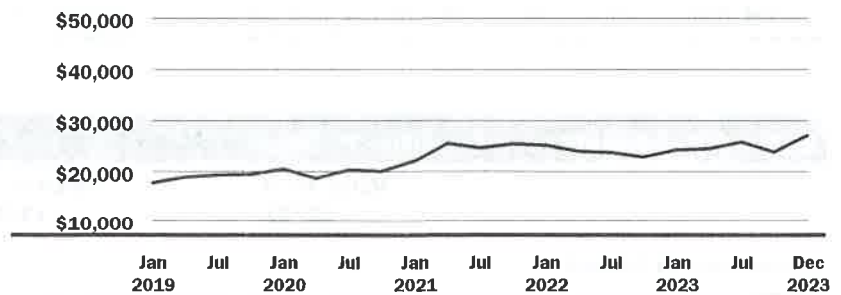
**Portfolio Objective - Account: Balanced Toward Growth**

### Account Value

**\$26,981.84**

<b>1 Month Ago</b>	\$25,716.46
<b>1 Year Ago</b>	\$23,489.36
<b>3 Years Ago</b>	\$22,124.52
<b>5 Years Ago</b>	\$17,241.51

### Value of Your Account



### Value Summary

	<b>This Period</b>	<b>This Year</b>
Beginning Value	\$25,716.46	\$23,489.36
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	1,265.38	3,492.48
<b>Ending Value</b>	<b>\$26,981.84</b>	

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

### Rate of Return

<b>Your Personal Rate of Return for Assets Held at Edward Jones</b>	<b>This Quarter</b>	<b>Year to Date</b>	<b>Last 12 Months</b>	<b>3 Years Annualized</b>	<b>5 Years Annualized</b>
	<b>10.00%</b>	<b>14.83%</b>	<b>14.83%</b>	<b>6.69%</b>	<b>9.20%</b>



**2024 EXPENDITURES: FUND 215**  
**JANUARY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/09/24	01/17/24	50211	Ingram	fuel surcharge	\$ 12.00
12/31/24	01/17/24	50211	Baker & Taylor	fuel surcharge	\$ 4.98
12/20/23	01/17/24	50212	SCLS	SCLS122023lunch	\$ 24.00
12/06/23	CITY prepaid	50220	Stoughton Utilities	Library	\$ 1,049.95
12/06/23	CITY prepaid	50220	Stoughton Utilities	216 E. Jeff.	\$ 25.57
01/05/24	01/17/24	50221	Alliant Energy	AE 010524	\$ 788.45
12/17/23	01/17/23	50240	Gordon Flesch	GF121723copier2	\$ 98.38
01/03/24	01/17/24	50240	Gordon Flesch	GF010324copier1	\$ 195.51
12/28/23	JR prepaid CC	50289	Donor Tools	DT122823TECH	\$ 39.00
01/05/24	01/17/24	50289	Demco	DM010524signup	\$ 447.50
01/08/24	01/17/24	50289	SCLS	SCLS010824ILS	\$ 49,054.00
12/14/23	AB prepaid CC	50300	Fosdal	FOS 121423 300	\$ 8.50
01/03/24	AB prepaid CC	50313	ALA	ALA010324progAD	\$ 69.27
01/11/24	01/17/24	50313	Stoughton Yoga	SY 011124 teen	\$ 40.00
12/06/23	SB prepaid CC	50320	Stoughton CofC	SCC 120623 vol	\$ 200.00
01/04/24	01/17/24	50327	Kanopy	KAN 010424	\$ 5,000.00
01/04/24	01/17/24	50327	WiLS	WiLS 010424	\$ 3,448.04
12/05/23	SB prepaid CC	50328	Amazon	AZ 120423 JCD	\$ 27.69
12/08/23	SB prepaid CC	50328	Amazon	AZ 120423 JCD	\$ 13.85
12/10/23	SB prepaid CC	50328	Amazon	AZ 110723 JDVD	\$ 37.92
12/31/23	01/17/24	50328	Baker & Taylor	BT 111423 ACD	\$ 12.73
01/09/24	01/17/24	50328	Ingram	AD/TE materials	\$ 140.25
01/08/24	01/17/24	50329	Cengage	AD/TE materials	\$ 158.94
01/09/24	01/17/24	50329	Ingram	CH materials	\$ 62.14
01/09/24	01/17/24	50329	Ingram	AD/TE materials	\$ 544.61
12/05/23	SB prepaid CC	50340	Amazon	AZ 120423 OS	\$ 94.00
12/07/23	SB prepaid CC	50340	Amazon	AZ 120623 OS	\$ 116.91
12/12/23	SB prepaid CC	50340	Amazon	AZ 121123 OS	\$ 6.73
12/14/23	SB prepaid CC	50340	Amazon	AZ 121223 OS	\$ 199.98
12/16/23	SB prepaid CC	50340	Amazon	AZ 121523 OS	\$ 182.19
12/16/23	SB prepaid CC	50340	Amazon	AZ 121523 OS	\$ 36.18
12/17/23	SB prepaid CC	50340	Amazon	AZ 121523 OS	\$ 59.55
12/18/23	SB prepaid CC	50340	Amazon	AZ 121523 OS	\$ 21.28
12/20/23	SB prepaid CC	50340	Amazon	AZ 121523 OS	\$ 53.36
12/29/23	01/17/24	50340	SCLS	SCLS 122923	\$ 202.24
12/05/23	JR prepaid CC	50341	Asleson's	ASL120523CUST	\$ 49.99
12/14/23	SB prepaid CC	50342	The Library Store	TLS 121423 LS	\$ 371.16



12/14/23	SB prepaid CC	50342	The Library Store	tax credit	\$ (19.35)
01/09/24	01/17/24	50342	Ingram	processing	\$ 33.66
12/31/24	01/17/24	50342	Baker & Taylor	processing	\$ 14.06
01/09/24	01/17/24	50444	De Forest Area PL	DFT 010924	\$ 15.00
01/09/24	01/17/24	50444	Sun Prairie PL	SUN 010924	\$ 20.00
12/29/23	01/17/24	50810	SCLS	SCLS122923dell	\$ 142.00
01/01/24	01/17/24	50810	EnvisionWare	ENV 010124 (1)	\$ 1,316.25
01/01/24	01/17/24	50810	EnvisionWare	ENV 010124 (2)	\$ 11,940.00



**2024 EXPENDITURES: FUND 217**  
**JANUARY**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
03/26/23	01/17/24	WLA	WLA 032623 JR	Bryant	staff training	\$ 300.00			
12/01/23	SB prepaid CC	Amazon	AZ 112123 BVG	Bryant	video games	\$ 29.99			
12/07/23	SB prepaid CC	Amazon	AZ 120523 FCH	Fordonski	program	\$ 17.95			
12/07/23	SB prepaid CC	Amazon	AZ 120523 FCH	Fordonski	program	\$ 164.14			
12/08/23	MO prepaid CC	Dollar Tree	DT120823SUNCH	Sunday	program	\$ 70.00			
12/08/23	MO prepaid CC	Walmart	WM120823SUNCH	Sunday	program	\$ 179.96			
12/09/23	SB prepaid CC	Amazon	AZ 120823 FCH	Fordonski	program	\$ 17.95			
12/09/23	SB prepaid CC	Amazon	AZ 120823 FCH	Fordonski	program	\$ 17.95			
12/10/23	AB prepaid CC	New York Times	NYT 121023 sels	Selsor	subscription	\$ 56.00			
12/11/23	SB prepaid CC	Amazon	AZ 121123 FCH	Fordonski	program	\$ 15.39			
12/11/23	SB prepaid CC	Amazon	AZ 121123 FCH	Fordonski	program	\$ 58.92			
12/11/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 134.10			
12/11/23	SB prepaid CC	Amazon	AZ 121123 SUN	Sunday	program	\$ 495.29			
12/11/23	AB prepaid CC	Pick 'n Save	PNS 121123 SUN	Sunday	program	\$ 46.45			
12/12/23	SB prepaid CC	Amazon	AZ121123SUNCH	Sunday	program	\$ 79.80			
12/12/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 62.92			
12/13/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 25.99			
12/13/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 7.92			
12/13/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 3.98			
12/13/23	SB prepaid CC	Amazon	AZ121123FPROGTE	FoL	program	\$ 19.99			
12/13/23	CS prepaid CC	Walmart	WM121323FPROGTE	FoL	program	\$ 74.64			
12/15/23	CS prepaid CC	Autumn Pearl	AP 121523 SUN	Sunday	program	\$ 50.00			
12/17/23	SB prepaid CC	Amazon	AZ 121223 SUN	Sunday	program	\$ 74.44			
12/18/23	SB prepaid CC	Amazon	AZ 121123 FCH	Fordonski	program	\$ 18.89			



12/28/23	SB prepaid CC	Amazon	AZ 121123 SUN CH	Sunday	program	\$	26.88			
12/31/23	01/17/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$	68.37			
01/04/24	01/17/24	Hoopla	HOO 010424	FoL	streaming	\$	10,000.00			
01/08/24	01/17/24	Cengage	AD/TE materials	Lucky Day	books	\$	25.59			
01/08/24	01/17/24	Cengage	AD/TE materials	FoL	books	\$	24.00			
01/09/24	01/17/24	Ingram	CH materials	Misc	books	\$	225.66			
01/09/24	01/17/24	Ingram	AD/TE materials	FoL REPL	books	\$	225.85			
12/31/24	01/17/24	Baker & Taylor	AD/TE materials	Misc	AV	\$	93.56			
12/31/24	01/17/24	Baker & Taylor	AD/TE materials	Bryant	books	\$	497.93			



# Library Friends and Library Foundations

# 24

## “Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at [www.ala.org/united/friends](http://www.ala.org/united/friends).)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

### In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation



## **Library Foundations**

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

## **Community Foundations**

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

## **Financial Support from Friends and Library Foundations**

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.



In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

## Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See [Trustee Essential #9: Managing the Library’s Money](#) for options for the deposit and handling of gifts and donations to the library.

## Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at [ala.org/united/friends](http://ala.org/united/friends) has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at [wla.wisconsinlibraries.org/wlwf](http://wla.wisconsinlibraries.org/wlwf)
- The Foundation Center has information on establishing a non-profit organization at [www.grantsspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit](http://www.grantsspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit)

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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# STOUGHTON

## PUBLIC LIBRARY

**CHECKOUTS****2023****2022-2023**

MO.	2019	2020	2021	2022	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	18,543	17,549	11,232	17,665	10,869	3,605	3,598	18,072	2.30%
FEB	17,376	16,865	11,241	16,644	10,167	2,907	3,310	16,384	-1.56%
MAR	19,787	12,295	14,070	18,440	12,149	3,598	3,774	19,521	5.86%
APR	18,114	3,419	11,899	17,721	10,677	2,688	3,831	17,196	-2.96%
MAY	16,204	5,464	12,363	16,012	10,234	2,761	3,990	16,985	6.08%
JUN	18,919	6,062	16,371	18,553	12,079	2,604	4,245	18,928	2.02%
JUL	20,296	8,941	17,776	18,278	12,483	3,035	4,414	19,932	9.05%
AUG	18,835	11,848	17,389	19,112	11,744	2,908	4,292	18,944	-0.88%
SEP	15,767	11,029	15,337	16,010	10,755	2,417	4,132	17,304	8.08%
OCT	16,684	11,652	16,052	16,050	10,868	2,686	4,764	18,318	14.13%
NOV	16,321	11,205	14,952	15,972	10,506	2,519	4,945	17,970	12.51%
DEC	15,806	10,939	14,282	15,445	10,255	3,043	4,981	18,279	18.35%
TOTAL	212,652	127,268	172,964	205,902	132,786	34,771	50,276	217,833	5.79%
AVG	17,721	10,606	14,414	17,159	11,066	2,898	4,190	18,153	5.79%

**COMPUTER USE****2023 COMPUTER LOGINS BY TYPE****2022-23**

MO.	2019	2020	2021	2022	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	2,085	1,966	440	882	286	753	43	1,082	22.68%
FEB	2,228	1,823	800	764	317	436	18	771	0.92%
MAR	2,549	1,225	838	893	339	446	40	825	-7.61%
APR	2,609	371	1,687	1,104	318	254	39	611	-44.66%
MAY	2,167	257	1,328	596	264	474	23	761	27.68%
JUN	2,022	248	1,336	756	268	577	36	881	16.53%
JUL	2,267	248	1,086	721	275	482	27	784	8.74%
AUG	2,353	322	1,177	956	291	790	35	1,115	16.74%
SEP	1,980	372	749	669	276	332	27	635	-5.08%
OCT	2,287	642	1,215	731	292	552	59	903	23.53%
NOV	1,701	577	1,277	957	308	880	52	1,240	29.57%
DEC	1,535	566	948	768	301	558	34	893	16.28%
TOTAL	25,783	25,783	12,881	9,797	3,535	6,534	433	10,502	7.20%
AVG	2,149	2,149	1,073	816	295	545	36	875	7.20%



Stoughton Public Library Statistics  
for December 2023

**LOANED THROUGH DELIVERY**

**2022-23**

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	10,087	8,441	8,985	8,763	8,484	-3.18%
FEB	9,943	6,447	8,737	8,082	8,030	-0.64%
MAR	10,517	3,521	11,069	8,866	9,137	3.06%
APR	9,704	147	8,709	7,975	7,896	-0.99%
MAY	9,439	537	8,359	7,468	7,501	0.44%
JUN	9,246	1,687	8,151	7,563	8,038	6.28%
JUL	9,499	3,724	8,076	7,647	7,858	2.76%
AUG	9,450	4,169	8,012	8,267	8,272	0.06%
SEP	9,444	3,945	8,080	7,695	7,802	1.39%
OCT	9,981	5,759	7,885	8,003	8,374	4.64%
NOV	9,335	7,354	7,804	7,992	7,976	-0.20%
DEC	6,310	8,886	8,033	7,298	7,481	2.51%
TOTAL	112,955	54,617	101,900	95,619	96,849	1.29%
AVG	9,413	4,551	8,492	7,968	8,071	1.29%

**BORROWED THROUGH DELIVERY**

**2022-23**

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	7,511	4,934	5,543	5,756	5,632	-2.15%
FEB	6,914	4,533	5,741	5,121	4,964	-3.07%
MAR	7,574	2,422	6,887	5,701	5,454	-4.33%
APR	6,880	10	5,953	5,452	4,972	-8.80%
MAY	6,399	3C1	5,048	5,031	4,826	-4.07%
JUN	6,423	1,0E2	5,153	5,290	4,607	-12.91%
JUL	7,123	2,4E2	4,963	4,819	5,039	4.57%
AUG	6,370	4,057	5,148	4,897	5,155	5.27%
SEP	6,055	3,659	5,440	4,569	4,899	7.22%
OCT	6,152	4,148	5,254	4,519	5,161	14.21%
NOV	5,783	4,659	4,925	4,541	4,930	8.57%
DEC	4,430	5,3C2	5,104	4,469	4,980	11.43%
TOTAL	77,614	37,629	65,159	60,165	60,619	0.75%
AVG	6,468	3,136	5,430	5,014	5,052	0.75%

**WIRELESS USE**

**2022-23**

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	14,971	12,924	920	1,341	1,830	36.47%
FEB	15,722	14,614	875	1,269	1,801	41.92%
MAR	16,906	8,647	1,003	1,643	2,152	30.98%
APR	16,657	1,913	1,033	1,711	2,187	27.82%
MAY	18,846	2,596	1,378	2,170	3,041	40.14%
JUN	27,822	2,712	1,286	1,775	2,161	21.75%
JUL	15,712	1,026	1,412	1,917	2,623	36.83%
AUG	14,467	804	1,253	2,138	2,155	0.80%
SEP	14,772	975	1,312	2,243	2,184	-2.63%
OCT	15,621	890	1,677	2,231	2,310	3.54%
NOV	13,542	987	1,499	1,961	2,213	12.85%
DEC	13,166	1,136	1,545	1,801	2,147	19.21%
TOTAL	198,204	49,224	15,193	22,200	26,804	20.74%
AVG	16,517	4,102	1,266	1,850	2,234	20.74%

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

**SELF-CHECKOUTS**

MO.	2019	2020	2021	2022	2023	%TOTAL
JAN	10,305	9,767	0	8,190	9,342	64.54%
FEB	10,960	8,903	0	8,181	8,344	63.82%
MAR	10,497	6,581	0	9,086	10,361	65.80%
APR	9,903	0	0	8,378	7,993	59.81%
MAY	8,974	0	1,146	7,100	7,931	61.03%
JUN	10,701	0	6,690	9,544	8,729	59.45%
JUL	11,945	0	7,053	9,276	9,658	62.24%
AUG	10,854	0	6,585	9,707	9,193	62.74%
SEP	8,934	0	7,210	7,646	8,252	62.65%
OCT	9,380	0	7,254	7,424	8,826	65.12%
NOV	9,396	0	7,417	7,912	n/a	n/a
DEC	7,621	0	7,176	6,908	6,776	50.96%
TOTAL	119,470	25,251	50,531	99,352	95,405	
AVG	9,956	2,104	4,211	8,279	8,673	

**DOOR COUNT**

**2022-23**

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,224	9,428	0	5,425	7,504	38.32%
FEB	8,876	9,248	0	5,826	7,000	20.15%
MAR	10,582	5,0E6	0	6,385	8,810	37.98%
APR	10,221	0	0	6,482	7,634	17.77%
MAY	10,472	0	1,462	8,119	10,109	24.51%
JUN	11,347	0	4,155	7,296	8,237	12.90%
JUL	11,734	0	5,158	7,301	7,810	6.97%
AUG	10,884	0	4,809	7,900	8,125	2.85%
SEP	10,067	0	4,915	7,135	6,832	-4.25%
OCT	10,661	0	6,061	7,696	7,776	1.04%
NOV	8,978	0	5,620	7,126	7,525	5.60%
DEC	8,918	0	5,280	6,188	7,308	18.10%
TOTAL	121,964	23,7E2	37,460	82,879	94,670	14.23%
AVG	10,164	1,9E0	3,122	6,907	7,889	14.23%

June 2019: the door counter is malfunctioning.

**WEBSITE PAGEVIEWS**

**2022-23**

MO.	2019	2020	2021	2022	2023	%CHANGE
JAN	9,172	8,6E5	3,984	4,695	4,486	-4.45%
FEB	8,379	7,613	3,952	3,751	3,912	4.29%
MAR	8,814	6,8E9	4,998	3,968	5,152	29.84%
APR	8,036	5,8E5	4,701	4,268	4,816	12.84%
MAY	8,607	7,0E9	4,092	4,008	4,528	12.97%
JUN	7,588	7,4E5	4,818	3,954	5,323	34.62%
JUL	7,627	7,4E9	4,206	4,768	4,991	4.68%
AUG	7,683	7,6E0	3,936	3,915	4,874	24.50%
SEP	7,121	6,1E0	3,448	3,501	4,173	19.19%
OCT	7,545	7,8E8	3,471	3,342	4,178	25.01%
NOV	7,254	6,349	3,457	3,609	4,312	19.48%
DEC	6,992	8,174	3,519	3,352	4,337	29.39%
TOTAL	94,818	87,1E6	48,582	47,131	55,082	16.87%
AVG	7,902	7,2E6	4,049	3,928	4,590	16.87%



Programming Statistics  
for December 2023

Date		Platform	December Programs Event	Number of Participants				
				0-5	6-11	Teen	Adult	All Ages
12/1/2023		Carnegie Room	Indoor Play (MO)	33				
12/1/2023		Virtual k-12 School	Outreach Story Time (MO)		45			
12/2/2023		Mezzanine	Madrigal Singers and High School					50
12/2/2023		Mezzanine	greenTONE concert (MO)					65
12/3/2023		Stoughton Yoga	Yoga Sundays				18	
12/4/2023		Carnegie Room	Story Time (MO)	23				
12/4/2023		Carnegie Room	Teen Paint Night (CS)			16		
12/5/2023		Carnegie Room	Baby Story Time (DF)	28				
12/5/2023		Fox Prairie Elementary	Outreach Archer Awards (MO)		15			
12/5/2023		Carnegie Room	Graphic Novel Book Club (MO)		8			
12/5/2023		Online live	LSC: Victoria Aveyard			0		
12/6/2023		St. Anns	Outreach Story Time (AMH)	21				
12/6/2023		Fox Prairie Elementary	Outreach Archer Awards (MO)					
12/6/2023		Carnegie Room	PJ Story Time (AMH)	15				
12/7/2023		Carnegie Room	Story Time (MO)	28				
12/7/2023		Fire Department	Adult Craft Club (SB, AH)				20	
12/9/2023		Carnegie Room	Story Time (AMH)	30				
12/11/2023		Carnegie Room	Story Time (MO)	27				
12/12/2023		Carnegie Room	Baby Story Time (DF)	23				
12/12/2023		Meeting Room 2	Writing group (volunteers)				8	
12/12/2023		Carnegie Room	Craft Kids: Gnomes (MO)		25			
12/12/2023		Online live	LSC: Stephanie Land				3	
12/12/2023		Carnegie Room	Book Group party (AB, AH, CS)				13	
12/13/2023		Head Start	Outreach Story Time (AMH)	16				
12/13/2023		Carnegie Room	Pokemon Club (MO)		25			
12/13/2023		Carnegie Room	Bilingual Spanish Story Time (AMH)	6				
12/14/2023		Learning Tree	Outreach Story Time (AMH)	25				
12/14/2023		Learning Tree	Outreach Story Time (AMH)	16				
12/14/2023		Carnegie Room	Story Time (MO)	25				
12/14/2023		Carnegie Room	Teen Gingerbread (CS)			26		
12/15/2023		Stoughton Yoga	Family Yoga					9
12/18/2023		La Petite	Outreach Story Time (AMH)	19				
12/19/2023		Fox Prairie Elementary	Outreach Archer Awards (MO)		15			



Programming Statistics  
for December 2023

12/19/2023	Carnegie Room	Escape Room for Adults 6pm (AB)					6
12/19/2023	Carnegie Room	Escape Room for Adults 7:30pm (AB)					5
12/20/2023	Fox Prairie Elementary	Outreach Archer Awards (MO)		10			
12/20/2023	Carnegie Room	Stitches (MO)			18		
12/21/2023	Carnegie Room	Teen Barbie movie (CS)			23		
12/22/2023	Carnegie Room	Indoor Play (MO)	27				
12/27/2023	Carnegie Room	Kids Craft: Snow (MO)		35			
12/28/2023	Carnegie Room	Family Movie: Mario (MO)		14			
12/28/2023	Carnegie Room	Teen Escape Room (MO)			13		
12/30/2023	Online asynchronous	Views of LSC past presentations				754	
12/30/2023	2nd floor	One on one assistance (Libby, Kanopy,				2	
			362	192	96	829	124

		December Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
12/7/2023	Mezz and 2nd floor	WI LGBTQ+ Historymakers exhibit					
12/31/2023	CH	1000 Books Before Kindergarten 2023				7	
12/31/2023	Children's Area	Display	14				
12/31/2023	CH	Scavenger Hunt	90				
12/31/2023	CH	500 Books Before Middle School 2023					
12/31/2023	CH	Kidlit Kits 2023					
12/30/2023	2nd floor	Teen art cart (upon request)			3		
12/31/2023	Mezzanine	Puzzle table					27
12/30/2023	2nd floor	All ages sticker mural					28
			104	0	3	7	55



# Director's Report

January 17, 2024



## Library news:

- On December 21, I chaired the monthly meeting of the South Central Library System's Administrative Council, the system's main representative decision-making body that reports to the SCLS Board of Trustees. In addition to the usual reports from committees, we discussed the impending move of delivery services to the new SCLS headquarters in northeast Madison, as well as the election of a new committee Chair and Vice Chair that will take place at the next meeting on January 18.
- I spent a fair amount of time in late-December and early-January gathering information for the library's 2023 Annual Report. As you know, state law requires each public library to file an annual report with the Department of Public Instruction in February of each year. The report, which I will present to the Board at the February meeting, contains administrative, statistical, and financial information about the library's operations over the previous year.
- I spent some time this month finalizing our 2024 application to the Bryant Foundation. (Local organizations are eligible to submit one grant application per year, and our 2023 application was submitted last January.) On January 11, I met with Bryant Foundation President & Executive Director June Bunting to discuss our ideas for 2024. As in past years, our request includes funds to supplement our materials and programming budgets, as well as funds to sustain the Hoopla streaming service for our patrons. New this year is a request for funding for an LTE position in Technical Services to assist in converting our library collection to RFID. I plan to submit the application later this month.
- This year's **Wisconsin Library Association Library Legislative Day** is scheduled for February 6 at the Best Western Premier Park Hotel and the State Capitol. As in past years, my contribution to the event will be scheduling the 132 appointments that day (99 representatives in the Assembly and 33 Senators). Online registration officially





closed on Friday, January 12, though there is still time to register if you want to attend! After receiving the final registration data last week, I built my schedule over the weekend and hit the ground running after MLK Day with phone calls to legislative offices.

- On January 11, I attended the bi-monthly meeting of Dane County Library Directors where the main topic of discussion was the Ripple Project, Dane Co. Library Service's diversity, equity, and inclusion (DEI) initiative. Ali Trevino-Murphy presented on the goals and outcomes of the project, one of which was the creation of regional "equity teams" throughout the county. These teams allow library staff to connect with their peers and share ideas for advancing DEI at county libraries. Tracy Herold, Dane Co. Library Service Director, reported that she is working on an updated memorandum of mutual understanding regarding the Ripple Project that all Dane County library boards will be asked to approve. (Our board approved the last MOMU in the summer of 2020.)

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

The report for the period Nov 25 – Dec 31 shows an increase in value of \$1,265.38 to the account because of market conditions. The overall value of the account as of Dec 31 is \$26,981.84.

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

- Our Winter Reading Program began December 18 and ends January 31. Kids will complete 6 activities and win a free book and a spin of the prize wheel. If they complete 6 more activities, they receive another free book and another spin of the prize wheel.
- Kids' Craft: Snow on December 27 was very fun. Many kids left with all sorts of snow flake crafts and decorations.
- About 12 people showed up to enjoy the *Super Mario Brothers Movie* on December 28.
- Parents have voiced their appreciation for the indoor play times. They will continue every other Friday through March.
- Baby Story Time begins on January 16 and goes through March 12.
- Bi-weekly Story Time begins January 18 and goes through March 14.
- The Stitches crafting group is growing. There is interest in parents attending as well and teaching some of the fiber crafts they practice.



- Diane will begin hosting Lego Time once a month on Saturdays in the Carnegie Room. The first session is on January 16.
- The **Tonie Boxes** and extra Tonie characters are now available for checkout. Thanks to Anna for getting these ready to circulate!
- A couple of extra special January events are coming up: Tea Rex Party on January 20, *Mario Party Party* on January 25, and Kids' Make and Take: Bread in a Bag on January 31, along with many other Children's Programs.



### **Tech Services & Technology News** (from Sarah Bukrey)

- On December 15, Sarah coordinated the wonderful volunteer appreciation potluck breakfast, our first event of this kind since before the pandemic. She reports that all of our volunteers feel very much appreciated!
- Sarah and the TS team have finished up the last of the 2023 orders and have begun ordering in 2024.

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

- Circulation and Shelving staff stayed busy this month by handling a very busy holiday season. The library also saw a small increase in circulation traffic due to the closure of the Oregon Public Library while they prepared to open their new building.

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

- Winter Library Program began on December 18 and is going strong through January 31. We have had lots of teens participate so far, lured in by the **giant light-up Plinko board** they get to play if they complete 5 reading activities. As usual, Teen Services Assistant Cynthia Schlegel has created an engaging program!
- We enjoyed a casual year-end gathering with a few attendees from our book discussion groups on December 12. Everyone enjoyed refreshments while talking about their favorite reads of





2023 and their most-anticipated reads of 2024. Adult Services Librarian Amanda Bosky, Adult Services Assistant Amy Hynek, and Cynthia attended. Many thanks to Amy for taking notes!

- Cynthia's teen programs over the last month included Pop-Tart Houses and the Barbie Movie. Many thanks to Children's Librarian Mary Ostrander for hosting two sessions of Teen Escape Rooms on December 28!
- On Tuesday, December 19, Amanda hosted two sessions of Escape Rooms for Grown-Ups. Our groups enjoyed solving puzzles to unlock their mystery boxes.
- Amanda watched two webinars over the past month: one about the Library Speakers Consortium (the folks who run our Virtual Author Visits) and another about the intersection of Social Work and Libraries. This webinar inspired Amanda to create a **display of resources on addiction** complete with a sign advertising our Naloxone box and fliers for local 12-step meetings.



**Looking Back** from *The Stoughton Hub*  
April 25, 1907

Ground was broken this morning for the new library to be built at the corner of Main and Fourth Sts. Fred Hill has the contract for the erection of the building which is to cost very nearly \$13,000, and will be a handsome, if not very large, structure.





**Stoughton Public Library**  
**Board of Trustees Planning Committee Meeting**  
**Tuesday, January 9, at 5:30 PM**

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

**MINUTES**

**Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett**

**Also present: Library Director Jim Ramsey**

**Absent: Siri Vienneau**

1. Meeting called to order by consensus at 5:33 PM
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of November 13, 2023 \*** - MOTION to approve the minutes of November 13, 2023 by Meilahn Bartlett. SECOND: LeSage. VOTE: 3-0.
4. **Discussion of 2024 Board Goals \*** - Ramsey presented, starting with the Planning Committee's goal. Meilahn Bartlett asked about removing the word "marginalized" from the 2<sup>nd</sup> paragraph. Discussion ensued and the consensus was in favor. The committee also decided to remove the last sentence, the one that begins "If the impact is shown to be negative..."

LeSage suggested adding "Board Goals progress update" as a pending agenda item at the next full library board meeting. Consensus was in favor.

Meilahn Bartlett asked if the Finance Committee's goal should have a reporting component. Discussion ensued and consensus was in favor of adding the phrase "...and report on..." to the goal.

The Policies Committee decided to carry their 2023 goal unchanged into 2024. Discussion about removing unnecessary language regarding the measure of the goal and the designation of a committee member to be in charge of grammar/usage. Ramsey reported that the latter hadn't been necessary in 2023, so he recommended eliminating this. Consensus in favor.



Meilahn Bartlett asked about removing the section of the second paragraph regarding additional “unplanned, sporadic demonstrations” but recommended keeping the last sentence: “The personnel committee will work with the Library Director to ensure that funds exist in the budget for this plan.” Ramsey shared some of the ideas for staff recognition that personnel committee members had, but advised that the goal be left more open-ended to allow for flexibility. Consensus agreed.

5. **Next meeting scheduled for Monday, February 5, at 6:30 PM** – Ramsey advised that the committee should be thinking about the Board self-evaluation survey, which is scheduled to be administered in March. After some discussion, committee decided to cancel the February meeting and instead meet on Tuesday, March 5, at 6:30 PM. Meilahn Bartlett asked if the number of questions on the self-evaluation survey could be reduced in light of the board’s new approach to setting annual goals. Ligocki asked Ramsey to check the by-laws to see if a Board self-evaluation is required every other year.

6. Meeting adjourned by consensus at 7:15 PM

Minutes taken by Jim Ramsey

\*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage  
Jean Ligocki  
Sharon Meilahn Bartlett  
Siri Vienneau

Cc:

Ken Axe  
Amy Ketterer  
Lora Klitzke  
Erin Meinholz  
Kristin Rosenberg  
Dayna Verstegen

**If you are disabled & in need of assistance, please call 873-6281 prior to this meeting.** Note: An expanded meeting may constitute a quorum of the Board.



**Stoughton Public Library**  
**Board of Trustees - Policies Committee Meeting**  
**Monday, December 11, at 6:30 PM**



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

**Present: Ken Axe, Lora Klitzke, Erin Meinholz, Dayna Verstegen**  
**Also present: Library Director Jim Ramsey**

## **MINUTES**

1. Meeting called to order by consensus at 6:33 PM
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of June 1, 2023 \*** - MOTION to approve the minutes of June 1, 2023 by Meinholz. SECOND: Verstegen. VOTE: 4-0
4. **Review of proposed changes to Student Trustee Policy \*** - Ramsey presented the proposed changes, which are mostly stylistic and for the sake of clarity. Meinholz asked about the student trustee position description referenced in section F. Ramsey explained that this is the public-facing document used in recruiting and that it does not need to be updated. MOTION to recommend the changes to the Library Board by Verstegen. SECOND: Meinholz. VOTE: 4-0.
5. **Review of proposed changes to Second Floor Meeting Rooms Policy \*** - Ramsey presented the sole proposed change: to reduce the reservation time for the 2<sup>nd</sup> floor study rooms from 4 to 3 hours. Explained that the rooms were being used heavily and this change would ensure that more patrons are able to use the rooms. Explained that no one would be asked to leave a room when their time is up unless someone else has it reserved. MOTION to recommend the change to the Library Board by Axe. SECOND: Verstegen. VOTE: 4-0.
6. **Review of proposed changes to Patron Registration/Library Use Policy \*** - Ramsey presented on the proposed changes. Discussion turned to the definition of Limited Use in section II.B. and the reasons why limited use status might be applied or rescinded. Meinholz stated that since there were reasons other than charges that the LU status could be applied, it made sense to remove the reference to charges being paid in this section. Consensus agreed. Meinholz asked about reference to “overdue charges” in section II.C. “Blocks” and whether it should be removed because the library no longer charges overdue fines. Discussion ensued. Consensus was to leave the phrase in because other SCLS libraries may charge overdue fees and all 50+ libraries in the system share the same Integrated Library System (ILS). The phrase “...within the South Central Library System.” was added to the first sentence under section II.C.



MOTION to recommend the changes to the Library Board by Meinholz. SECOND: Axe. VOTE: 4-0.

7. **Review of proposed changes to Hiring Policy: Hiring Library Staff \*** - Ramsey presented the proposed changes. Axe asked if it was necessary that a representative from the HR department be present at all interviews. Stated that he thought this was an unwise use of resources, especially for part-time positions. Ramsey explained that HR had asked to be a part of all interviews from a compliance/risk management perspective to make sure that employment law is being followed throughout the interview process. Meinholz suggested adding to section III.E that the HR department would contact the successful candidate to extend a job offer. Consensus agreed. MOTION to recommend the changes to the Library Board by Meinholz. SECOND: Verstegen. VOTE: 3-0 with Axe abstaining.
8. **Review of proposed changes to Hiring Policy: Hiring a Library Director \*** Ramsey presented on the proposed changes, stating that the goal was for the structure of this policy to mirror that of the "Hiring Policy: Hiring Library Staff" policy. No additional changes beyond those suggested by the library's Management Team were identified. MOTION to recommend the changes to the Library Board by Verstegen. SECOND: Klitzke. VOTE: 4-0.
9. **Schedule next meeting** – Consensus was that the committee wait to schedule the next meeting until a new slate of policies is ready for review. Ramsey suggested that the committee aim to meet 3-4 times per year.
10. **Adjournment** – MOTION to adjourn by Meinholz. SECOND by Verstegen. VOTE: 4-0. Meeting adjourned at 7:19 PM.

Minutes recorded by Jim Ramsey.



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

**As of September 21, 2023**

Ken Axe	2022-2025 (in second term)
Amy Ketterer	2022-2025 (in second term)
Lora Klitzke	2023-2024 (serving remainder of term)
Teri LeSage	2022-2025 (in first term)
Jean Ligocki	City Council Rep. 2023-2024
Sharon Meilahn Bartlett	2023-2026 (in second term)
Erin Meinholz	2022-2025 (in second term)
Kristin Rosenberg	SASD Representative
Dayna Verstegen	2021-2024 (in first term)



# 2024 CALENDAR OF WORK

## STOUGHTON PUBLIC LIBRARY



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

### JANUARY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Review Board member terms
- Business: Appointment of ad hoc Board Member Recruitment Committee
- Business: Review calendar of work for the coming year
- Business: Library Legislative Day preview
- Planning Committee should meet to review and synthesize goals drafted by standing committees.

### FEBRUARY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve Stoughton Public Library State of Wisconsin 2023 Annual Report
- Business: Approve statement concerning public library system effectiveness
- Business: Approve Library Board Goals for the year
- Business: Appoint ad-hoc Student Trustee nominating committee
- Business: Approve allocation of undesignated gift funds for library booth at Community Expo

### MARCH:

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

### APRIL:

- Board In-service: Presentation from City Finance Director
- Business: Review previous year's budget
- Business: Discussion of 2025 capital improvement requests
- **NEW** Business: Planning Committee to present results of Board self-evaluation
- Business: Report from ad hoc Board member Recruitment Committee with recommendations



#### MAY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Annual meeting/reorganization
- If needed, Nominating Committee brings officer nominations to the Board for election (other nominations may also be made)
- Business: Election of Officers
- Nomination and appointment of new Student Trustee
- Discussion of 2024-2025 Committee Assignments

#### JUNE:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Assignment of Committees by Board President
- Personnel Committee should begin meeting to discuss 2025 personnel requests

#### JULY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Presentation of preliminary 2025 budget by Director
- Personnel Committee will meet and recommend 2025 personnel requests to Board.

#### AUGUST:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Review progress toward 2024 Board Goals & standing committees should begin to draft 2025 Board Goals through the Fall (Planning committee will provide evaluation tool to the standing committees)
- Personnel Committee to begin Director Evaluation process

#### SEPTEMBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve exemption from county library tax and send to Council
- Business: Approve the next year's holiday closings

#### OCTOBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Finance Committee will meet to review 2025 operating budget
- Business: Approve 2025 Library Operating Budget.
- **NEW:** Reach out to Katy Mullen or another social studies teacher at SHS re: students attending Library Legislative Day. Also involve Cynthia and Teen Advisory Board

#### NOVEMBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve 2025 Board Calendar of Work
- Business: Standing committees will present 2025 Board Goals
- Business: Approve location of December Library Board meeting
- Business: Approve expenditures for December Library Board meeting
- Personnel Committee to present results of Director evaluation in closed session



**DECEMBER:**

- **Board In-service: Team-building activity**
- **Business: Approve Dane County Library Service Agreement**



# STOUGHTON PUBLIC LIBRARY

## Student Library Trustee Policy

Approved by Library Board 08-16-17

Revised: 04-21-21



**WITH COMMENTS/SUGGESTIONS IN RED**

### I. Purpose

~~It is the purpose of this policy to~~ **The purpose of the Student Library Trustee Position is to:** ~~institute a procedure by which the Library can obtain~~ **allow the library to obtain** input about library services, policies, and collections from a significant user group of library customers; ~~to~~ encourage young people to consider librarianship as a career; ~~to~~ encourage use of library services by teens; and ~~to~~ provide practical experience for teens in the operations of local government.

### II. Policy & Procedure

#### A. General Information and Application

General information about the Library Board and applications will be available to the students at the Library, online, and at Stoughton High School.

#### B. Requirements

Any high school student (preferably sophomore or junior) who lives within the boundaries of the Stoughton Area School District or attends Stoughton Area High School and who has a current Stoughton Public library card in good standing may apply to be a Student Trustee advisory member of the Stoughton Public Library Board.

#### C. Completed Applications

Completed applications are to be returned to the Library director. The director will acknowledge receipt of the applications, and keep the applications on file.

#### D. Choosing a Student Trustee

The President of the Library Board will appoint an ad hoc committee to review the applications and choose candidates to interview. Applicants will be interviewed and a candidate chosen from those applicants for recommendation to the Library Board.

#### E. Appointment

The ad hoc committee will recommend a qualified applicant to the Library Board which will vote ~~to approve or not approve~~ **on whether to approve** the recommendation.

#### F. Term

The selection process for the Student Trustee position will begin in the spring of each academic year and shall be completed no later than April 30. The term of the Student Trustee will typically run from September 1 – May 31. The Student Trustee is expected to serve during the academic year with the option to begin serving on June 1st. Please see the Student Trustee Position Description for more information.

#### G. Expectations

Board members are expected to: ~~arrive a few minutes early to meetings so meetings can start on time to meetings; expected to bring all~~ **necessary** materials in either electronic or written formats; ~~and expected to have read materials ahead of time in order to better understand the~~ **participate in** discussions.

If unable to attend, Board members should contact either the Library Director, Library Administrative Assistant, or Library Board President at least 48 hours in advance of a meeting,



except in dire, unavoidable circumstances which prevent notification. The Stoughton Public Library Board of Trustees reserves the right to review the appointment after two absences or inappropriate conduct.



# STOUGHTON PUBLIC LIBRARY

## SECOND FLOOR MEETING ROOMS POLICY

Approved by Library Board 6-21-23

**PROPOSED CHANGE IS HIGHLIGHTED BELOW**



### I. Purpose

The Library Board and staff encourage the use of Library meeting rooms by and for the benefit of the community including educational, cultural, intellectual, or charitable activities.

### II. Scope

The Wahlin Room, which has a table that seats four, can be used by up to six people.

The Madison Community Foundation Room, which has a table that seats six, can be used by up to nine people.

### III. Guidelines

#### A. Scheduling

The Library will be given first priority for the rooms' use, and there are no restrictions on Library use. Individuals, organizations, and businesses may reserve the room on a first-come, first-served basis. Non-Library users are allowed use of the room per this policy when space is available for up to 4 3 hours at a time. However, if in case of extreme need by the Library and after exhausting all other possible options, non-Library users may be asked to relinquish their use of the room.

Individuals and organizations may reserve the rooms on a first-come, first-served basis.

- Library staff reserve the right to enter meeting rooms at any time.
- The meeting rooms may be reserved up to 6 weeks in advance.
- Meeting room reservations are limited to twice a week. You may make additional use of the rooms during that time period, if the rooms are available. Please ask at the Information Desk for more information.

Any misrepresentation upon reserving the room(s) shall void any use of that space.

#### B. Use of Facilities

1. The Library Board specifically excludes the following types of uses of its meeting rooms:
  - a. Private social functions, such as showers, birthday parties, and dances.
  - b. Fundraising events (fundraising planning meetings are welcome).
  - c. Political rallies (political planning meetings are welcome).
  - d. Any events that would interfere with the normal operation of the library; e.g. events that cause excessive noise, safety hazards, or security risks.



- e. Soliciting (selling); soliciting for business by talking to Library patrons, handing out flyers, or displaying signs; asking Library patrons or staff for money, surveying and canvassing, except in conjunction with Library Board approved projects. Vendors may meet with authorized library personnel only.
  - f. The Library reserves the right to refuse the use of the room based upon the above criteria. Any question of use of the room shall be referred to the Library Director.
2. Meeting rooms are only available for use during Library open hours. Exceptions may be made for meetings of City of Stoughton governmental units.
  3. Groups must vacate the rooms fifteen minutes prior to closing time and will be informed so by staff at that time. Groups must also vacate the rooms in time for any subsequent meetings. Groups that fail to vacate the room when directed may be denied future use of the rooms.
  4. Users must return the room to the condition in which they found it. If cleaning because of food, beverages, or any activity (such as a crafts) is needed, a vacuum is available for use. The Library reserves the right to charge room users a fee for the custodial services if additional cleanup is needed. Both rooms include a white board wall. Only dry-erase markers may be used on these walls. If you wish to use the white boards, you may borrow a set of markers from the Information Desk without charge. Please use only the Library provided markers. Anyone who uses inappropriate markers may be subject to a cleaning fee. A computer projector is available for use in either room.
  5. Users must check in at the Information Desk prior to using the rooms.
  6. Covered beverages and food are allowed in the meeting rooms.
  7. Decorations, wall hangings, or any other items may not be taped, stapled, glued, or in any way fastened or adhered to any walls, windows, ceilings, or fixtures without prior permission and direction from the Library Director or staff.
  8. There is no charge for use of the meeting rooms.
  9. The guidelines outlined in the Library's Appropriate Behavior Policy also apply to people using the second floor meeting rooms. Please see that policy for more information.

#### **IV. Review and Appeal**

Any group or individual who is refused permission to use Library meeting rooms, or who has other objections, may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

#### **V. Disclaimers**



- A. The fact that a group is permitted use of Library rooms does not in any way constitute endorsement of the group's policies or beliefs by the Library, City, Library Board, or staff.
- B. All organizations/individuals using the Stoughton Public Library meeting rooms will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- C. The Library Director and Library Board reserve the right to refuse use of the room as deemed necessary according to this policy.
- D. This policy may be subject to change based on need or circumstances as approved by the Library Board at any regularly scheduled meeting.

This Policy began as a policy for meeting rooms in general at the Library.

In June, 2013 it was separated into two policies: one for the Carnegie Room and one for the upper level Conference Rooms.

Approved by Library Board 6-19-13

Revised: 3-19-14

Revised: 11-18-15

Revised: 3-16-16

Revised: 9-20-17

Revised: 6-21-23



# STOUGHTON PUBLIC LIBRARY

## PATRON REGISTRATION /

## LIBRARY CARD USE POLICY

Revised 10-16-19

WITH COMMENTS/SUGGESTIONS IN RED



### I. Purpose

To allow the Stoughton Public Library to track the use and location of their materials, library cards are issued according to these guidelines.

### II. Definitions

- A. "Valid Library Card" is defined as a library patron registration that has current residence and contact information and does not contain unresolved blocks such as charges of more than \$20.00.
- B. "Limited-Use Card" – A limited use card allows the holder to check out only three items at a time and place holds on only two items at a time. ~~It's a way to allow high-risk library users to still use the library and limit the potential loss to the Library. Once charges have been paid, then the limited use card status will be changed to normal card status.~~
- C. "Blocks" are defined as notations in a patron's record that refer to overdue, lost or miscellaneous charges owed **within the South Central Library System. Blocks may also be placed on a library record due to incorrect address information or because a card has been reported lost.**

### III. Registration

Library cards are issued at the Stoughton Public Library to any resident within the South Central Library System boundaries. Persons who live within the Stoughton city limits are issued a City of Stoughton card. Those who live in Dane County outside the City Limits are issued Dane County cards. ~~Patrons of other municipalities or governing units are encouraged to register, in person, at the appropriate library within their respective government units.~~ **[If a patron lives in another municipality, we will still register them for a card, provided they have photo ID and proof of current address. The type/color of the card issued is unimportant, so long as the PSTAT is correct in their library record.]**

Library cards from any governmental jurisdiction included in South Central Library System may be used at any library within the System, as well as those in areas **of the state of Wisconsin** that have reciprocal agreements with SCLS. Out of system cards require patron entry into the LINK database and the addition of a LINK barcode to the card before it can be used at our Library.

In order to receive a card, it is necessary to complete a short registration form provided at the Library **or on the Library's website**. The Library reserves the right to deny a card to anyone who has outstanding blocks on a previous record. Photo ID and proof of current name and address information are required when registering for a card. **If a patron is unable to provide proof of current address, the card may be mailed to the patron.**



Registration must take place in person at the Library except in the case of those who, for some valid reason, cannot visit the library (homebound persons or children whose parents, for some reason, cannot come to the library with their child to register). In these cases a registration form may be sent home for completion and returned to the library for entering into the computer. Once address and phone information has been verified, a card will be issued. **[Recommend eliminating the preceding paragraph as we now allow patrons to complete their registration online.]**

#### A. Minors

For cards issued to anyone under age 16, a parent or guardian's signature is ~~necessary~~ **required** on the registration form, and the Library will also verify the minor's address. If unable to do so, the card will be issued as limited use until such time when the minor's address can be verified.

Parents or guardians are responsible for all materials checked out on cards of children under age 16. Parents or legal guardians are also responsible for monitoring the use of their children's cards. **No borrowing restrictions are placed on children once they have obtained their parent's and/or legal guardian's signature on the library application.**

~~If library cards at the same address have fines totaling \$100 or more, no library card will be issued to further residents until total household fines have been brought below the \$100 threshold. Library staff may use their discretion to create one Limited Use card issued to a juvenile for that address if all currently issued cards at the address are Adult.~~ **[Recommend eliminating this paragraph. This procedure was created in response to problems with a very small number of patron records.]**

#### B. Organizational Cards

Organizational Cards are issued to allow check out of materials for use within those organizations by authorized staff and/or clients. ~~It is necessary to secure p~~**Proper** authorization ~~which consists~~ **consisting** of the signature of the **organization's** director or other person in charge on institution letterhead **is required**. The organization ~~must assume~~ **s** responsibility for items checked out on its card.

The same rules apply to institutional use of the library as apply to individual use, including loan periods and ~~fine rates and~~ **payments for lost or damaged items.**

### IV. Renewal of Cards

Library cards expire every four years, after which it is necessary to update registration information. ~~If there are fines or other outstanding blocks on the patron record, the card cannot be renewed until the record is cleared.~~ **[Recommend eliminating. Even if the patron can't pay the charges on their account, we still want updated address information for them.]** There is no charge for renewal of a card.

### V. Limited-Use Cards

If more than one member of a household accrues **\$50 or more in charges**, ~~enough charges (\$50) to be sent to collections~~ **[We no longer send patrons to collections.]** for



~~not returning materials or not paying library charges, the Library may make the still usable cards of other members of the same household "limited use." A limited use card allows the holder to check out only three items at a time and place holds on only two items at a time. This allows people to still use the library and also limit the potential loss to the Library. Once charges have been paid, then the limited use card status will be changed to normal card status.~~ [This definition is provided under Section II. B.]

When issuing library cards to minors, limited Use cards will be issued if a minor's guardian has fines totaling \$20 or more.

#### VI. **Lost Cards**

Lost cards should be reported as such and replaced as soon as possible to avoid use by other persons. There is a \$1.00 charge to replace an active card whether it has been lost or stolen. ~~Replacement cards are limited to three per year.~~ [Unnecessary. Plus, we have no practical way to track this.]

#### VII. **Change of Name/Address**

Changes to any element of the registration information need to be reported as soon as possible to ~~insure~~ ensure accurate patron registration. There is no charge for new cards issued as a result of an address or name change.

#### VIII. **Out of State Cards**

~~For a fee of \$10,~~ [Eliminate this. We couldn't find examples of other libraries charging this fee.] a temporary card may be issued to persons who will be temporarily residing in Stoughton or the surrounding area. They need to register the same as any other patron, but must include their permanent home address as well as their temporary Stoughton address. A special expiration date will be entered to cover the time that the person anticipates needing the card rather than the usual four-year period. Out of state cards will expire after one year.

#### IX. **Security**

Users may check out materials by presenting a valid library card at the Circulation Desk or the self-checkout stations, or by typing in their library card and pin number at a self-checkout station, if their records do not contain blocks that prohibit them from so doing. ~~As a courtesy service, Library users with library cards in good standing, may check out once in a six month period without their cards, if they can show valid photo ID.~~ [Recommend removing. Unnecessary restriction that is difficult to enforce.]

Checkout privileges will be denied if a user's record contains unresolved blocks such as ~~fines~~ charges of more than \$20.00. For ~~fines~~ charges less than \$20.00, staff will encourage the user to pay what they owe as soon as possible.

~~Library staff have the discretion of limiting checkout privileges and quantities of materials for immediate family members of a library user who has excessive fines or lost/damage charges, or for persons living in the same residence as a library user who has excessive fines or lost/damage charges.~~ [Replace preceding with:]



The Library Director or Circulation Supervisor may place limitations upon or revoke a library card if the patron misuses the card or if incorrect registration information was supplied by the patron or for any other reason deemed appropriate.

A hold authorization form must be ~~on file~~ **completed** for family members to pick up each other's holds.

Cardholders will be held responsible for items checked out with their cards regardless of who uses the card. It is the owner's responsibility to control use of the card and ~~its barcode.~~ **report lost or stolen cards immediately.**

## **X. Confidentiality of Library Records**

A. As described in Wisconsin Statutes, Section 43.30 Public library records (1) (Appendix A), all circulation and other records which identify the names of library users, especially as they connect library users with material or services used, are confidential.

B. The following exceptions to the confidentiality law are noted in 43.30 (1m)

- 1) By court order
- 2) To persons acting within the scope of their duties in the administration of the library or library system
- 3) To person authorized by the individual to inspect such records.
- 4) To custodial parents or guardians of children under the age of 16 as required under sub. (4) as set forth in Act 207, effective April 23, 2004.
- 5) To libraries as authorized under subs. (2) and (3).

C. The following guidelines will be observed in providing any records pursuant to (B) (4)

- 1) Library records to be supplied include items currently checked out, due dates for those items, overdue items, and any fines owed, as well as any records that show use of the library's computers.
- 2) Library records not required to be supplied include address, phone number, age, etc. of the child. This information must be edited out of any record supplied to a custodial parent or guardian.
- 3) Library staff will request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other documents that demonstrate to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.

D. Information regarding library records will be provided over the phone only when a library barcode number is provided.

E. Library patrons may pay fines or fees for others and for themselves without having a library card present. However, to protect patron confidentiality, no information other than the dollar amount will be given.



- F. Records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government, except pursuant to such process, order, or subpoena as may be relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

**XI. Disclaimers**

- A. A duly registered user of the Library agrees to comply with the rules and regulations of the Library, which are adopted by the Board to assure fair use of available materials by all patrons.
- B. The Library is not responsible for problems created by misuse of patron cards.
- C. Payment plans are available for Library users who owe more than \$20.00.

Adopted: January 9, 1997

Revised: July 11, 2002

Revised: July 8, 2004

Revised: April 12, 2006

Reviewed: November 4, 2009

Revised: February 19, 2014

Revised: March 19, 2014

Revised: May 21, 2014

Revised: April 20, 2016

Revised, Sept. 21, 2016

Revised March 15, 2017

Revised November 21, 2018

Revised October 16, 2019



# STOUGHTON PUBLIC LIBRARY

## Hiring Policy: Hiring Library Staff

Approved by Library Board 6-21-17

WITH COMMENTS/SUGGESTIONS IN RED



### I. Purpose

To assure a fair and unbiased procedure for hiring **library staff**.

### II. Definitions

**"Personnel Committee"** - The Personnel Committee is one of four standing committees maintained by the Library Board of Trustees. Per the Library Board by-laws, the committee: reviews staff hours and wages; reviews library work rules; and evaluates the Library Director.

**"Interview Committee"** - The Interview Committee will be appointed by the Library Director and will include the Library Director or designee and at least one library staff member. **The committee will also include a representative of the City of Stoughton's Human Resources (HR) Department.** ~~The committee may also include a non-library employee with the appropriate technical/professional background, and may also include a representative of the City of Stoughton's HR Dept.~~

### III. Process

- A. Library Board approval is required for the creation of a new position ~~based on~~ **following** review and recommendation of the job description by the Library Board Personnel Committee. Library Board approval is also required for **the** addition of any hours to existing positions.
- B. The external recruiting will be handled by the City's HR Department to ~~insure~~ **ensure** ~~conformance to~~ **compliance with** legal requirements.
- C. All applications shall be submitted confidentially to the HR Department. The information gathered will be evaluated in relation to the applicant's perceived ability to perform the duties and responsibilities of the specific position applied for. ~~The A~~ **applications** will be reviewed based on the position requirements **s** as stated in the job description and posting.
- D. Applications will then be reviewed by the Interview Committee. Testing may be used to assess candidates' abilities.
- E. After conducting interviews, the Interview Committee will recommend the top candidates to the Library Director. ~~The HR Dept.~~ **Department** will verify past employment, check references and work with the Library Director or designee as needed to make the final selection. **The HR**



Department shall contact the successful candidate with an offer of employment.

- F. A pre-employment physical may be required after an offer of employment is made to any full-time or part-time candidate. The City of Stoughton's HR Department will arrange the physical. For more information contact the City of Stoughton's HR Department.

~~The purpose of the requisite pre-employment physical is to insure the candidate is capable of performing the essential functions of the position offered. The provider for the pre-employment physical will be designated by the City. These providers must be used if the applicant lives in the area. If the applicant does not live in the area, a provider other than his/her personal physician will be determined and must be used.~~ [Recommend eliminating to match the Director Hiring Policy]

- G. The HR ~~Dept.~~ Department will conduct new employee orientation that includes completing the necessary paperwork and reviewing benefits (if applicable) and safety rules. The Library Director or designee will ~~go over~~ review the Library work rules and other information that applies specifically to the Library.

- H. ~~New employees will serve a probationary period of one year. The probationary period may be renewed at the discretion of the Library Director and or Human Resources Director. Unsatisfactory performance at that point may extend the probationary period for up to 18 months or result in termination of employment.~~

- I. ~~When an employee does not successfully complete his/her probationary period, and if no more than six (6) months has passed since the posting/advertising the position, another candidate may be selected from those who applied for the position.~~

[Recommend eliminating sections H and I. Per the City's HR Department, the City is an at-will employer and probationary periods are no longer used.]

- J. Please refer to the City of Stoughton Work Rules and Policy & Procedure Manual for more information.

IV. Disclaimer

In order to protect both the employee and the Stoughton Public Library from unnecessary conflict of interest or the appearance of a conflict of interest, the Stoughton Public Library will follow the ~~Stoughton Public Library's Employment of Family Members~~ City's Nepotism Policy.



Amended: February 8, 2006  
Reviewed: November 4, 2009  
Reviewed: April-May 2014

Amended: October 15, 2014  
Amended: June 21, 2017



# STOUGHTON PUBLIC LIBRARY

## Hiring Policy: Hiring a Library Director

Approved by Library Board 11-15-17

WITH COMMENTS/SUGGESTIONS IN RED



### I. Purpose

To assure a fair and unbiased procedure for hiring a library director.

### II. Definitions

"Personnel Committee" - The Personnel Committee is one of four standing committees maintained by the Library Board of Trustees. Per the Library Board by-laws, the committee: reviews staff hours and wages; reviews library work rules; and evaluates the Library Director.

"Interview Committee" – The Interview Committee will consist of the Library Board Personnel Committee and additional members as appointed by the Library Board. Additional members may include: other Library Board members; the outgoing library director; library staff; a member of the City's Human Resources (HR) Department; other City staff; and or a non-library employee with the appropriate technical and or professional background.

### III. Process

[Recommend changing the list below to letters rather than numbers, to match the Hiring Policy: Hiring Library Staff policy]

~~1~~A. The City's HR Department will be consulted regarding all aspects of this process.

~~2~~B. The Library Board Personnel Committee will review the job description and salary for the position and recommend any changes to the Library Board for approval.

~~3~~C. Recruiting will be handled by the City's HR Department to ~~insure~~ ensure conformance to compliance with all legal requirements. Recruiting will be announced on the appropriate library list-serves email distribution services and job listing services, and as well as other services as recommended by the City's HR Department.

~~4~~D. All applications shall be submitted confidentially to the City's HR ~~Dept.~~ Department. The applications will be reviewed based on the requirements listed



on the job description and job posting. Information gathered will be evaluated in relation to the applicant's perceived ability to perform the duties and responsibilities.

5E. Qualified applications will then be reviewed by the Personnel Committee who will select finalists for on-site interviews.

6F. The Personnel Committee will compose questions for candidates, in consultation with the City's HR Department. Written questions may be sent to applicants to identify the most qualified candidates, and reviewed by the Personnel Committee. Oral interview questions will be asked during the job interview.

7G. After conducting interviews, the Interview Committee will recommend the top candidate to the Personnel Committee, which will inform the City's HR Director. The City's HR Department will check references and work history and report back to the Library Board Personnel Committee. The Personnel Committee will make a recommendation to the Library Board at either its next regularly scheduled meeting, or at a special meeting. The Library Board president or the HR Director shall contact the successful candidate with an offer of employment.

8H. A pre-employment physical may be required after an offer of employment is made. The City of Stoughton's HR Department will arrange the physical. For more information contact the City of Stoughton's HR Department.

9I. The HR Department will conduct new employee orientation that includes completing the necessary paperwork and reviewing benefits and safety rules. The new library director will also review the work rules and other information that applies specifically to the library.

~~10. New library directors will serve a trial period that will be specified upon hire. The trial period may be renewed at the discretion of the Library Board. Unsatisfactory performance at that point may result in the trial period being extended and or in termination of employment. [Per the City's HR Department, trial or probationary periods are no longer used; the City of Stoughton is an at-will employer.]~~

~~11J. If a library director does not successfully complete his/her trial period~~ resigns or is terminated and no more than six (6) months ~~has~~ have passed since the posting/advertising of the position, another candidate may be selected from those who applied for the position.

~~12K. Please refer to the City of Stoughton Work Rules~~ and Policy & Procedure Manual for more information.



#### **IV. Disclaimer**

In order to protect both the library director and the Stoughton Public Library from unnecessary conflict of interest or the appearance of a conflict of interest, the Stoughton Public Library will follow the ~~Library's Employment of Relatives Policy~~. **City's Nepotism** Policy.

Hiring Policy: Hiring a Library Director Policy

Adopted October 15, 2014

Revised: November 15, 2017