

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, February 21, 2024

TIME: 6:30 P.M.



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?omn=84167949926>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

I. Call to Order by President Teri LeSage

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

III. Consent Agenda *

- A. Review/Approval of Minutes of January 17, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for January 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for February 2024 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #17: Membership in the Public Library System (enclosure)

IX. Director's Report

- A. Statistics for January 2024 (enclosure)
- B. Administration report (enclosure)

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: met 1/11/24 (enclosure)
- C. Planning: will meet 3/5/24
- D. Policies: did not meet

XI. Friends of the Library Report – No report this month

XII. Old Business

- A. Progress report from ad hoc Trustee Recruitment Committee

XIII. New Business

- A. Approval of Stoughton Public Library 2023 Annual Report to the Department of Public Instruction (enclosure) *
- B. Approval of statement concerning public library system effectiveness (see previous enclosure) *
- C. Approve 2024 Library Board Goals (enclosure) *
- D. Appointment by Board President of ad hoc Student Trustee Recruitment Committee
- E. Discussion and possible action regarding Library participation in the 2024 Chamber of Commerce Community Expo *

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
- C. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 Board Goals throughout the year

XV. Adjournment *

NEXT REGULAR MEETING: March 20, 2024

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe
 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 February 21, 2024



XII. Old Business

- A. Progress report from ad hoc Trustee Recruitment Committee** – The ad hoc Trustee Recruitment Committee—Dayna, Kristin, and Amy—will report on their progress in reviewing Board applications submitted during our last round of recruitment in the fall of 2023. The committee’s goal will be to submit a recommendation to the Board at the meeting on April 17, 2024, which will then in turn be submitted to Mayor Swadley. (Amy Ketterer is leaving the Board after the April meeting, and the ad hoc committee has been charged with recommending a candidate to replace her.)

XIII. New Business

- A. Approval of Stoughton Public Library 2023 Annual Report to the Department of Public Instruction (enclosure) *** - This is an action item in which the Board must vote to approve the annual report and submit it to the Department of Public Instruction. The Board President must sign the final page of the report indicating that it has been approved. I have a short presentation to review some data points from the 2023 report, but I will not review it in great detail. I can of course answer any questions you might have about the report.
- B. Approval of statement concerning public library system effectiveness * (see annual report)** - Each year, the DPI requires libraries that belong to a state library system to answer the following question: *Did the library system provide effective leadership and adequately meet the needs of the library?* The Library Board’s answer is included at the end of the annual report. The statement must be signed by the Library Director and Board President.
- C. Approval of 2023 Library Board Goals (Planning Committee recommended approval on 2/7/23) (enclosure) *** - These goals were submitted by the four standing committees and revised by the Planning Committee, which recommended approval at their meeting on January 9.
- D. Appointment by Board President of an ad hoc Student Trustee Nominating Committee** - Board President LeSage will appoint an ad hoc

committee to recruit, interview, and nominate a candidate for the Student Trustee position. Applications are typically solicited in March, and the committee reviews applications and conducts interviews in April. A nomination is brought before the Board at the May meeting.

- E. Discussion and possible action regarding Library participation in the 2024 Chamber of Commerce Community Expo *** - The Stoughton Chamber of Commerce is again holding a Community Expo at the Mandt Center. Last year, several Board members and I took turns at that event staffing a table at which we gave away small items and shared information about library programs and services. This year's event will be held on Thursday, April 4, from 5:00 to 7:00 PM. The purpose of this discussion is to gauge Board members' availability and interest in attending this year's event. There is a small exhibit fee of \$50 to participate, which we can pay from our operating budget, but I would recommend allocating a small amount of money from undesignated gift funds to purchase supplies.

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.
- C. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 Board Goals throughout the year** – This item was added to pending agenda items at the request of President LeSage at the Board meeting on January 17, 2024, as a reminder to the standing committees throughout the year regarding their 2024 Board Goals.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 17, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Ken Axe; Amy Ketterer; Lora Klitzke; Teri LeSage, President; Jean Ligocki, Vice-President/City Council Representative (virtual); Sharon Meilahn Bartlett (virtual); Erin Meinholz; Kristin Rosenberg, Stoughton Area School District Representative; Dayna Verstegen (virtual); Siri Vienneau, Student Trustee (virtual)
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, Friends of the Library President (virtual)

- I. CALL TO ORDER. 6:31 p.m. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Rosenberg. *Vote:* 8-0.
- IV. FRIENDS OF THE LIBRARY REPORT. Johnson shared that the Friends wrote and received a \$10,000 grant for the Library's Hoopla account from the Stoughton Area Community Foundation. This year the Friends are donating \$17,000 to the Library, \$15,000 from regular fundraising and \$2,000 from Honor & Remember donations. The Friend of the Year is Technical Services Supervisor Sarah Bukrey. The Mini Golf Tournament is scheduled for March 17.

[Vienneau arrived 6:34 P.M.]

[Axe arrived 6:36 P.M.]

[Johnson left 6:46 P.M.]

- V. RECOGNITION OPPORTUNITIES. None.
- VI. PUBLIC COMMENT PERIOD. None.
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared two booster buttons from the Library expansion fundraising drive in the 1980s.
- VIII. EDUCATION UPDATES. None.
- IX. BOARD IN-SERVICE: "Library Friends and Library Foundations." Ramsey presented.
- X. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he spoke about Library Legislative Day on February 6 and pointed out that, from the statistics, the Library had more checkouts in 2023 than it did in 2019.
- XI. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: the Personnel Committee finished assembling the Director Evaluation
 - C. Planning: the Planning Committee worked on 2024 Board Goals.
 - D. Policies: see New Business D-H.
- XII. OLD BUSINESS
 - A. Presentation of 2023 Library Director's Evaluation by Personnel Committee. *Motion to go into closed session at 7:05 P.M.:* Ketterer. *Second:* Meinholz.
AXE: Aye

KETTERER: Aye
KLITZKE: Aye
LESAGE: Aye
LIGOCKI: Aye
MEILAHN BARTLETT: Aye
MEINHOLZ: Aye
ROSENBERG: Aye
VERSTEGEN: Aye

Board left closed session and re-entered into open session at 7:17 P.M

Motion to transmit Director Evaluation to the H.R. Department: Ligocki. Second: Meilahn Bartlett. Vote: 9-0.

XIII. NEW BUSINESS.

- A. Review of Board member terms. Klitzke and Verstegen are both willing to serve another term. Ketterer is resigning as of April 2024.
- B. Appointment of ad hoc Board Member Recruitment Committee (if necessary). Ketterer, Verstegen, and Rosenberg volunteered.
- C. Review 2024 Calendar of Work. Ramsey presented
- D. Discussion and possible action regarding proposed changes to Student Trustee Policy. *Motion to approve changes: Ketterer. Second: Rosenberg. Vote: 9-0.*
- E. *Motion to approve items E, F, G, and H en bloc: Ketterer. Second: Meinholz. Vote: 9-0.*

XIV. PENDING AGENDA ITEMS.

- A. Discussion of library closures 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.

LeSage stated that she would like to add a pending agenda item regarding a reminder for the Board's standing committees to periodically review and report on their progress towards the 2024 Board Goals.

XV. ADJOURNMENT. *Motion to adjourn at 7:35 P.M.: Ligocki. Second: Axe. Vote: 9-0.*

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT 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
Total Dept 55100 - COMMUNITY COMMITMENT						
		0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY						
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00	0.00	0.00	741,585.00	0.00
215-55110-43315	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	283,780.00	0.00	0.00	283,780.00	0.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00	462.67	462.67	12,500.33	3.57
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	3,700.00	404.65	404.65	3,295.35	10.94
215-55110-46712	COPY MACHINE	3,700.00	269.62	269.62	3,430.38	7.29
215-55110-47301	CHARGES TO DANE COUNTY	0.00	0.00	0.00	0.00	0.00
215-55110-47302	CHARGES TO MUNICIPALITIES	250.00	10.00	10.00	240.00	4.00
215-55110-48110	INTEREST INCOME	2,800.00	1,179.50	1,179.50	1,620.50	42.13
215-55110-48500	DONATIONS	0.00	0.00	0.00	0.00	0.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY						
		1,048,778.00	2,326.44	2,326.44	1,046,451.56	0.22
TOTAL REVENUES						
		1,048,778.00	2,326.44	2,326.44	1,046,451.56	0.22
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	94,286.00	7,096.80	7,096.80	87,189.20	7.53
215-55110-50120	WAGES	417,489.00	31,681.31	31,681.31	385,807.69	7.59
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	6,536.71	6,536.71	113,208.29	5.46
215-55110-50128	SUNDAY HOURS	9,238.00	287.79	287.79	8,950.21	3.12
215-55110-50129	WAGES - LONGEVITY	9,450.00	0.00	0.00	9,450.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	49,072.00	3,326.88	3,326.88	45,745.12	6.78
215-55110-50161	WRS - GENERAL	30,182.00	2,355.06	2,355.06	27,826.94	7.80
215-55110-50163	HEALTH INSURANCE	106,399.00	9,364.62	9,364.62	97,034.38	8.80
215-55110-50164	DENTAL INSURANCE	8,542.00	532.14	532.14	8,009.86	6.23
215-55110-50165	LIFE INSURANCE	943.00	82.00	82.00	861.00	8.70
215-55110-50169	HSA RETIREMENT PAYOUT	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	0.00	0.00	1,000.00	0.00
215-55110-50213	SALES TAX	200.00	0.00	0.00	1,955.00	2.25
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	0.00	0.00	200.00	0.00
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	0.00	0.00	0.00	200.00	0.00
215-55110-50218	SHARED DELIVERY AND OUTREACH	0.00	0.00	0.00	0.00	0.00
215-55110-50220	UTILITIES	21,355.00	0.00	0.00	21,355.00	0.00
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	0.00	0.00	7,627.00	0.00
215-55110-50240	EQUIPMENT MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00
215-55110-50250	REPAIR & MAINTENANCE	10,000.00	0.00	0.00	9,809.64	1.90
215-55110-50289	TECHNOLOGY COSTS	57,500.00	190.36	190.36	7,243.50	87.40
215-55110-50300	MISC EXPENSES	500.00	50,256.50	50,256.50	500.00	0.00
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	109.27	109.27	4,615.73	2.31

GL NUMBER	DESCRIPTION	2024	YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL	01/31/2024	MONTH 01/31/2024	INCREASE (DECREASE)		
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00		0.00		0.00	175.00	0.00
215-55110-50326	PERIODICALS	5,400.00		156.00		156.00	5,244.00	2.89
215-55110-50327	E-RESOURCES	18,000.00		8,448.04		8,448.04	9,551.96	46.93
215-55110-50328	AUDIO VISUAL	9,000.00		0.00		0.00	9,000.00	0.00
215-55110-50329	BOOKS	52,000.00		0.00		0.00	52,000.00	0.00
215-55110-50340	OPERATING EXPENSES	3,000.00		0.00		0.00	3,000.00	0.00
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00		0.00		0.00	50.00	0.00
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		0.00		0.00	6,000.00	0.00
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		0.00		0.00	0.00	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	700.00		35.00		35.00	665.00	5.00
215-55110-50810	CAPITAL-EQUIPMENT	0.00		0.00		0.00	0.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00		0.00		0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00		0.00		0.00	0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00		0.00		0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,048,778.00		120,503.48		120,503.48	928,274.52	11.49
TOTAL EXPENDITURES		1,048,778.00		120,503.48		120,503.48	928,274.52	11.49
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,048,778.00		2,326.44		2,326.44	1,046,451.56	0.22
TOTAL EXPENDITURES		1,048,778.00		120,503.48		120,503.48	928,274.52	11.49
NET OF REVENUES & EXPENDITURES		0.00		(118,177.04)		(118,177.04)	118,177.04	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	688,951.90
215-00000-11102	US BANK - CC	6,809.92
215-00000-12550	PREPAID EXPENSES	2,248.67
Total Assets		698,010.49
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	741,585.00
Total Liabilities		766,808.44
*** Fund Balance ***		
215-00000-39600	FUND BALANCE RESTRICTED	18,402.23
Total Fund Balance		18,402.23
Beginning Fund Balance - 2023		18,402.23
Net of Revenues VS Expenditures - 2023		30,976.86
*2023 End FB/2024 Beg FB		49,379.09
Net of Revenues VS Expenditures - Current Year		(118,177.04)
Ending Fund Balance		(68,797.95)
Total Liabilities And Fund Balance		698,010.49

* Year Not Closed

PERIOD ENDING 01/31/2024

GGL NUMBER	DESCRIPTION	2024		YTD BALANCE 01/31/2024		ACTIVITY FOR MONTH 01/31/2024		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL	ABNORMAL	INCREASE (DECREASE)	NORMAL	ABNORMAL			
Fund 217 - LIBRARY SPECIAL GIFT FUND										
Revenues										
Dept 55110 - LIBRARY										
217-55110-48110	INTEREST INCOME	13,000.00		1,439.77		1,439.77		11,560.23		11.08
217-55110-48500	DONATIONS	60,000.00		17,014.71		17,014.71		42,985.29		28.36
217-55110-48510	DONATIONS - UNDESIGNATED	0.00		500.00		500.00		(500.00)		100.00
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00		0.00		0.00		0.00		0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(22,000.00)		0.00		0.00		(22,000.00)		0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00		0.00		0.00		0.00
Total Dept 55110 - LIBRARY		51,000.00		18,954.48		18,954.48		32,045.52		37.17
TOTAL REVENUES		51,000.00		18,954.48		18,954.48		32,045.52		37.17
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		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		1,170.00		1,170.00		48,830.00		2.34
217-55110-50501	UNDESIGNATED	1,000.00		0.00		0.00		1,000.00		0.00
217-55110-50502	BUILDING FUND	0.00		0.00		0.00		0.00		0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00		0.00		0.00		0.00		0.00
217-55110-50936	TR OUT - FUND 215	0.00		0.00		0.00		0.00		0.00
Total Dept 55110 - LIBRARY		51,000.00		1,170.00		1,170.00		49,830.00		2.29
TOTAL EXPENDITURES		51,000.00		1,170.00		1,170.00		49,830.00		2.29
Fund 217 - LIBRARY SPECIAL GIFT FUND:										
TOTAL REVENUES		51,000.00		18,954.48		18,954.48		32,045.52		37.17
TOTAL EXPENDITURES		51,000.00		1,170.00		1,170.00		49,830.00		2.29
NET OF REVENUES & EXPENDITURES		0.00		17,784.48		17,784.48		(17,784.48)		100.00
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		21,280.92		21,280.92		1,078,497.08		1.94
NET OF REVENUES & EXPENDITURES		1,099,778.00		121,673.48		121,673.48		978,104.52		11.06
		0.00		(100,392.56)		(100,392.56)		100,392.56		100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
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*** Assets ***

217-00000-11100	PRIMARY CHECKING	81,262.22
217-00000-11102	US BANK - CC	1,170.17
217-00000-11302	WISC INVESTMENT FUND	262,315.50
217-00000-12550	PREPAID EXPENSES	2,083.34

Total Assets		346,831.23
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*** Liabilities ***

217-00000-21100	ACCOUNTS PAYABLE	300.00
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Total Liabilities		300.00
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*** Fund Balance ***

217-00000-39600	FUND BALANCE RESTRICTED	266,102.58
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Total Fund Balance		266,102.58
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Beginning Fund Balance - 2023		266,102.58
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Net of Revenues VS Expenditures - 2023		62,644.17
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*2023 End FB/2024 Beg FB		328,746.75
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Net of Revenues VS Expenditures - Current Year		17,784.48
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Ending Fund Balance		346,531.23
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Total Liabilities And Fund Balance		346,831.23
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* Year Not Closed

Stoughton Area Comm Foundation

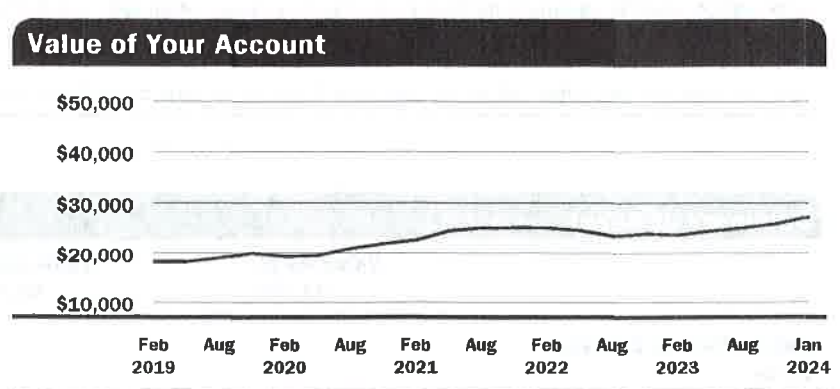
Securely share your tax forms with your tax preparer

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

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$27,182.01	
1 Month Ago	\$26,981.84
1 Year Ago	\$24,270.82
3 Years Ago	\$22,071.91
5 Years Ago	\$17,777.98



Value Summary		
	This Period	This Year
Beginning Value	\$26,981.84	\$26,981.84
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	200.17	200.17
Ending Value	\$27,182.01	

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

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	0.74%	0.74%	11.77%	6.41%	8.71%

2024 EXPENDITURES: FUND 215
FEBRUARY

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
01/31/24	02/21/24	50211	Baker & Taylor	fuel surcharge	\$ 2.01
01/31/24	02/21/24	50211	Baker & Taylor	fuel surcharge	\$ 13.26
02/05/24	AB prepaid CC	50211	USPS	USPS020524211	\$ 71.92
02/06/24	02/21/24	50211	Ingram	fuel surcharge	\$ 24.00
01/02/24	JR prepaid CC	50212	WLA	WLA010224LLD	\$ 45.00
01/10/24	02/21/24	50212	WLA	WLA011024LLDLK	\$ 45.00
02/06/24	02/21/24	50212	Ramsey, James	parking LLD	\$ 13.60
01/05/24	02/21/24	50220	Stoughton Utilities	SU 010524	\$ 1,182.57
01/05/24	02/21/24	50220	Stoughton Utilities	SU 010524 jeff	\$ 25.57
02/06/24	02/21/24	50221	Alliant Energy	AE 020624	\$ 947.68
01/17/24	02/21/24	50240	Gordon Flesch	GF011724copier2	\$ 154.62
02/03/24	02/21/24	50240	Gordon Flesch	GF020324copier1	\$ 96.10
01/11/24	CITY prepaid	50250	Peterson Pest Mgmt	PPM 011124	\$ 40.00
01/24/24	CITY prepaid	50250	Schumacher	SCH 012524 (1)	\$ 35.96
01/24/24	CITY prepaid	50250	Schumacher	SCH 012524 (2)	\$ 114.40
12/31/23	02/21/24	50289	SCLS	SCLS123123solus	\$ 250.00
01/28/24	JR prepaid CC	50289	Donor Tools	DT 012824 TECH	\$ 39.00
01/31/24	02/21/24	50289	SCLS	SCLS013124MyPC	\$ 135.00
02/01/24	02/21/24	50289	EnvisionWare	ENV 020124	\$ 686.27
02/05/24	JR prepaid CC	50300	the UPS Store	UPS 020524 DON	\$ 12.50
01/01/24	02/21/24	50313	Siddiqui-Seitz, Huma	HS 010124 progad	\$ 200.00
01/13/24	SB prepaid CC	50313	Amazon	AZ011024progch	\$ 95.31
01/16/24	MO prepaid CC	50313	Walmart	WM011624progch	\$ 156.42
01/17/24	SB prepaid CC	50313	Amazon	AZ011624progch	\$ 64.61
01/17/24	MO prepaid CC	50313	Pick 'n Save	PS011724progch	\$ 25.89
01/20/24	MO prepaid CC	50313	Fosdal	FO012024progch	\$ 79.80
01/21/24	SB prepaid CC	50313	Amazon	AZ 011724 CC	\$ 5.93
01/22/24	02/21/24	50313	Nor-Am Gen Center	NA012224progad	\$ 75.00
01/24/24	CS prepaid CC	50313	Dollar Tree	DT012424progte	\$ 18.75
01/24/24	MO prepaid CC	50313	Walmart	WM012424progch	\$ 82.93
01/29/24	SB prepaid CC	50313	Amazon	AZ012924progte	\$ 15.57
01/30/24	SB prepaid CC	50313	Amazon	AZ012924progte	\$ 82.19
01/31/24	SB prepaid CC	50313	Amazon	AZ012924progte	\$ 104.90
01/31/24	MO prepaid CC	50313	Walmart	WM 013124 CH	\$ 32.92
02/01/24	MO prepaid CC	50313	Gemini Games	GG 020124 CH	\$ 18.59
02/01/24	CS prepaid CC	50313	Walmart	WM020124progte	\$ 63.61
02/13/24	02/21/24	50313	Demco	DM 021224 215	\$ 126.90

01/02/24	02/21/24	50326	W. T. Cox	WTC 010224	\$ 2,589.48
01/04/24	JR prepaid CC	50326	Stoughton Courier Hub	HUB010424sub1	\$ 50.00
01/04/24	JR prepaid CC	50326	Stoughton Courier Hub	HUB010424sub2	\$ 50.00
01/07/24	AB prepaid CC	50326	New York Times	NYT 010724 326	\$ 56.00
01/18/24	JR prepaid CC	50326	Wall Street Journal	WLSJ011824ser	\$ 659.88
02/04/24	AB prepaid CC	50326	New York Times	NYT 020424 326	\$ 56.00
01/30/24	02/21/24	50327	SCLS	SCLS013024dmbp	\$ 7,226.00
01/31/24	02/21/24	50327	SCLS	SCLS 013124(1)	\$ 510.00
01/31/24	02/21/24	50327	SCLS	SCLS 013124(2)	\$ 683.00
01/31/24	02/21/24	50328	Baker & Taylor	AD/TE materials	\$ 366.28
02/06/24	02/21/24	50328	Ingram	AD/TE materials	\$ 93.48
01/31/24	02/21/24	50329	Baker & Taylor	AD/TE materials	\$ 1,325.88
02/06/24	02/21/24	50329	Ingram	AD/TE materials	\$ 1,428.77
02/06/24	02/21/24	50329	Ingram	CH materials	\$ 2,033.49
02/09/24	02/21/24	50329	Cengage	AD/TE materials	\$ 187.58
01/21/24	SB prepaid CC	50340	Amazon	AZ 011724 OS	\$ 30.36
01/31/24	SB prepaid CC	50340	Amazon	AZ 013023 OS	\$ 15.59
02/04/24	SB prepaid CC	50340	Amazon	AZ 013124 OS	\$ 5.93
01/21/24	SB prepaid CC	50342	Amazon	AZ 011824 LS	\$ 5.14
01/23/24	SB prepaid CC	50342	Amazon	AZ 011824 LS	\$ 109.23
01/31/24	02/21/24	50342	Baker & Taylor	processing	\$ 7.40
01/31/24	02/21/24	50342	Baker & Taylor	processing	\$ 43.66
02/06/24	02/21/24	50342	Ingram	processing	\$ 171.27
02/13/24	02/21/24	50342	Demco	DM 021224 215	\$ 157.18
01/18/24	02/21/24	50444	Lail, Ethan	EL 011824	\$ 35.99
01/26/24	02/21/24	50444	Rusch, Brittany	BR 012624	\$ 16.99
02/05/24	02/21/24	50444	Fitchburg PL	FCH 020524	\$ 52.95
02/05/24	02/21/24	50444	Madison PL-MEA	MEA 020524	\$ 24.95
02/12/24	02/21/24	50444	North Freedom PL	NOF 021224	\$ 15.00
02/14/24	02/21/24	50444	Timm, Nicole	NT 021424	\$ 47.99

2024 EXPENDITURES: FUND 217

FEBRUARY

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
12/20/23	MO prepaid CC	Pick 'n Save	PS122023SUNCH	Sunday	program	\$ 37.83			
01/01/24	02/21/24	Hoo's Woods	HW 010124 FPAD	FoL	program	\$ 350.00			
01/01/24	02/21/24	Witscher, Inga	IW010124FoL-progte	FoL	program	\$ 650.00			
01/02/24	02/21/24	W. T. Cox	WTC 010224	AAM	subscription	\$ 1,324.03			
01/13/24	SB prepaid CC	Amazon	IM011024(F)progh	FoL	program	\$ 50.46			
01/17/24	SB prepaid CC	Amazon	AZ 011024 SUN	Sunday	program	\$ 44.95			
01/18/24	02/21/24	J. Applesseed	JA 102323 F TN	FoL	books	\$ 32.95			
01/24/24	MO prepaid CC	Henry Vilas Zoo	HV 012424	SCLS	program	\$ 225.00			
01/26/24	MO prepaid CC	Stoughton Floral	SF012624sunshine	Sunshine	flowers	\$ 75.00			
01/31/24	02/21/24	Baker & Taylor	BT 011024 LDV	Lucky Day	AV	\$ 74.84			
01/31/24	02/21/24	Baker & Taylor	AD/TE materials	Bryant	books	\$ 31.86			
01/31/24	02/21/24	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 169.74			
02/02/24	MO prepaid CC	Soc. Of St. VdP	SVP 020224(B)CH	Bryant	program	\$ 56.54			
02/06/24	SB prepaid CC	Amazon	AZ020624FPRCH	FoL	program	\$ 26.03			
02/06/24	02/21/24	Ingram	AD/TE materials	Misc	books	\$ 73.24			
02/06/24	02/21/24	Ingram	CH materials	Misc	books	\$ 45.29			
02/06/24	02/21/24	Ingram	AD/TE materials	IMOHelmke	books	\$ 16.79			
02/06/24	02/21/24	Ingram	CH materials	Bryant	books	\$ 118.96			
02/06/24	02/21/24	Ingram	AD/TE materials	FoL REPL	books	\$ 17.51			
02/07/24	SB prepaid CC	Amazon	AZ 020624 LD	Lucky Day	books	\$ 15.79			
02/08/24	MO prepaid CC	PetSmart	PS 020824 fish	fish	fish	\$ 66.94			
02/09/24	02/21/24	Cengage	AD/TE materials	FoL	books	\$ 24.79			
12/05/24	02/21/24	J. Applesseed	JA 120523 M CH	Misc	books	\$ 1,011.60			

Membership in the Library System

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Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 385 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including *Trustee Essential #2: Who Runs the Library* and *Trustee Essential #18: Library Board Appointments and Composition*.)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a county library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see *Trustee Essential #19: Library Director Certification* for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections 43.11(3) and 43.13(1) and provides the financial support needed to administer the plan (see pld.dpi.wi.gov/pld_coplan for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see *Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint*.)

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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**2024****2023-2024**

MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	17,549	11,232	17,665	18,072	11,074	2,765	5,343	19,182	8.59%
FEB	16,865	11,241	16,644	16,384				0	-100.00%
MAR	12,295	14,070	18,440	19,521				0	-100.00%
APR	3,419	11,899	17,721	17,196				0	-100.00%
MAY	5,464	12,363	16,012	16,985				0	-100.00%
JUN	6,062	16,371	18,553	18,928				0	-100.00%
JUL	8,941	17,776	18,278	19,932				0	-100.00%
AUG	11,848	17,389	19,112	18,944				0	-100.00%
SEP	11,029	15,337	16,010	17,304				0	-100.00%
OCT	11,652	16,052	16,050	18,318				0	-100.00%
NOV	11,205	14,952	15,972	17,970				0	-100.00%
DEC	10,939	14,282	15,445	18,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	11,074	2,765	5,343	19,182	-90.68%
AVG	10,606	14,414	17,159	18,153	11,074	2,765	5,343	19,182	11.79%

COMPUTER USE**2024 COMPUTER LOGINS BY TYPE****2023-24**

MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	1,966	440	882	1,082	322	82	37	441	-50.00%
FEB	1,823	800	764	771				0	-100.00%
MAR	1,225	838	893	825				0	-100.00%
APR	371	1,687	1,104	611				0	-100.00%
MAY	257	1,328	596	761				0	-100.00%
JUN	248	1,336	756	881				0	-100.00%
JUL	248	1,086	721	784				0	-100.00%
AUG	322	1,177	956	1,116				0	-100.00%
SEP	372	749	669	635				0	-100.00%
OCT	642	1,215	731	903				0	-100.00%
NOV	577	1,277	957	1,240				0	-100.00%
DEC	566	948	768	893				0	-100.00%
TOTAL	25,783	12,881	9,797	10,502	322	82	37	441	-95.50%
AVG	2,149	1,073	816	875	322	82	37	441	-45.98%

Stoughton Public Library Statistics
for January 2024

LOANED THROUGH DELIVERY

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,441	8,985	8,763	8,484	8,569	1.00%
FEB	6,447	8,737	8,082	8,030		-100.00%
MAR	3,521	11,069	8,866	9,137		-100.00%
APR	147	8,709	7,975	7,896		-100.00%
MAY	537	8,359	7,468	7,501		-100.00%
JUN	1,687	8,151	7,563	8,038		-100.00%
JUL	3,724	8,076	7,647	7,858		-100.00%
AUG	4,169	8,012	8,267	8,272		-100.00%
SEP	3,945	8,080	7,695	7,802		-100.00%
OCT	5,759	7,885	8,003	8,374		-100.00%
NOV	7,354	7,804	7,992	7,976		-100.00%
DEC	8,886	8,033	7,298	7,481		-100.00%
TOTAL	54,617	101,900	95,619	96,849		-100.00%
AVG	4,551	8,492	7,968	8,071		-100.00%

BORROWED THROUGH DELIVERY

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	4,934	5,543	5,756	5,632	5,257	-6.66%
FEB	4,533	5,741	5,121	4,964		-100.00%
MAR	2,422	6,887	5,701	5,454		-100.00%
APR	10	5,953	5,452	4,972		-100.00%
MAY	301	5,048	5,031	4,826		-100.00%
JUN	1,082	5,153	5,290	4,607		-100.00%
JUL	2,482	4,963	4,819	5,039		-100.00%
AUG	4,097	5,148	4,897	5,155		-100.00%
SEP	3,659	5,440	4,569	4,899		-100.00%
OCT	4,148	5,254	4,519	5,161		-100.00%
NOV	4,659	4,925	4,541	4,930		-100.00%
DEC	5,302	5,104	4,469	4,980		-100.00%
TOTAL	37,629	65,159	60,165	60,619		-100.00%
AVG	3,136	5,430	5,014	5,052		-100.00%

WIRELESS USE

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	12,924	920	1,341	1,830	1,677	-8.36%
FEB	14,614	875	1,269	1,801		-100.00%
MAR	8,647	1,003	1,643	2,152		-100.00%
APR	1,913	1,033	1,711	2,187		-100.00%
MAY	2,596	1,378	2,170	3,041		-100.00%
JUN	2,712	1,286	1,775	2,161		-100.00%
JUL	1,026	1,412	1,917	2,623		-100.00%
AUG	804	1,253	2,138	2,155		-100.00%
SEP	975	1,312	2,243	2,184		-100.00%
OCT	890	1,677	2,231	2,310		-100.00%
NOV	987	1,499	1,961	2,213		-100.00%
DEC	1,136	1,545	1,801	2,147		-100.00%
TOTAL	49,224	15,193	22,200	26,804		-100.00%
AVG	4,102	1,266	1,850	2,234		-100.00%

DOOR COUNT

2022-23

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	9,428	0	5,425	7,504	6,975	-7.05%
FEB	9,248	0	5,826	7,000		-100.00%
MAR	5,086	0	6,385	8,810		-100.00%
APR	0	0	6,482	7,634		-100.00%
MAY	0	1,462	8,119	10,109		-100.00%
JUN	0	4,155	7,296	8,237		-100.00%
JUL	0	5,158	7,301	7,810		-100.00%
AUG	0	4,809	7,900	8,125		-100.00%
SEP	0	4,915	7,135	6,832		-100.00%
OCT	0	6,061	7,696	7,776		-100.00%
NOV	0	5,620	7,126	7,525		-100.00%
DEC	0	5,280	6,188	7,308		-100.00%
TOTAL	23,762	37,460	82,879	94,670		-100.00%
AVG	1,980	3,122	6,907	7,889		-100.00%

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

SELF-CHECKOUTS

MO.	2020	2021	2022	2023	2024	%TOTAL
JAN	9,767	0	8,190	9,342	8,942	64.61%
FEB	8,903	0	8,181	8,344		
MAR	6,581	0	9,086	10,361		
APR	0	0	8,378	7,993		
MAY	0	1,146	7,100	7,931		
JUN	0	6,690	9,544	8,729		
JUL	0	7,053	9,276	9,658		
AUG	0	6,585	9,707	9,193		
SEP	0	7,210	7,646	8,252		
OCT	0	7,254	7,424	8,826		
NOV	0	7,417	7,912	n/a		
DEC	0	7,176	6,908	6,776		
TOTAL	25,251	50,531	99,352	95,405		
AVG	2,104	4,211	8,279	8,673		

WEBSITE PAGEVIEWS

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,665	3,984	4,695	4,486	5,363	19.55%
FEB	7,613	3,952	3,751	3,912		-100.00%
MAR	6,859	4,998	3,968	5,152		-100.00%
APR	5,865	4,701	4,268	4,816		-100.00%
MAY	7,089	4,092	4,008	4,528		-100.00%
JUN	7,455	4,818	3,954	5,323		-100.00%
JUL	7,459	4,206	4,768	4,991		-100.00%
AUG	7,620	3,936	3,915	4,874		-100.00%
SEP	6,180	3,448	3,501	4,173		-100.00%
OCT	7,858	3,471	3,342	4,178		-100.00%
NOV	6,349	3,457	3,609	4,312		-100.00%
DEC	8,174	3,519	3,352	4,337		-100.00%
TOTAL	87,186	48,582	47,131	55,082		-100.00%
AVG	7,266	4,049	3,928	4,590		-100.00%

Programming Statistics
for January 2024

		January Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
1/3/2024	St. Anns Preschool	Outreach Story Time (AMH)	15					
1/5/2024	Carnegie	Play Time (AMH)	25					
1/7/2024	Stoughton Yoga	Yoga Sundays (AB)				15		
1/9/2024	Carnegie	Graphic Novel Book Club (MO)		--				
1/10/2024	Headstart Preschool	Outreach Story Time (AMH)	13					
1/10/2024	Carnegie	Pokemon Club (MO)		10				
1/10/2024	Carnegie	Pajama Story Time (AMH)	14					
1/10/2024	Online live	LSC: Rebecca Serle				3		
1/11/2024	Learning Tree Presc	Outreach Story Time (AMH)	35					
1/11/2024	Learning Tree Presc	Outreach Story Time (AMH)	16					
1/11/2024	Stoughton Yoga	Teen Yoga (CS) (Canceled due to no			--			
1/13/2024	Carnegie	Lego Time (DF) Cancelled Weather		--				
1/16/2024	Carnegie	Baby Story Time (DF)	13					
1/16/2024	Carnegie	Crafty Kids: Paint (MO)		12				
1/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18					
1/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	16					
1/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	32					
1/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18					
1/16/2024	Meeting Room 2	Writing Group (volunteers)				3		
1/17/2024	Carnegie	Stitches (MO, CK)			17			
1/18/2024	Carnegie	Story Time (MO)	22					
1/18/2024	Carnegie	Teen Writing Workshop (Rachel			14			
1/19/2024	Carnegie	Indoor Play Time (DF)	18					
1/19/2024	Fox Prairie	Outreach (MO)		45				
1/20/2024	Carnegie	Tea Rex Party 9:30 (AMH, MO)	24					
1/20/2024	Carnegie	Tea Rex Party 10:30 (AMH, MO)	43					
1/21/2024	Carnegie	Breathing for Stress Management				15		
1/22/2024	Carnegie	Story Time (MO)	19					
1/23/2024	Carnegie	Baby Story Time (DF)	17					
1/23/2024	Online live	LSC: Rajiv Nagaich				4		
1/23/2024	La Petite Preschool	Outreach Story Time (AMH)	19					
1/23/2024	Carnegie	Page Turners (CS)				3		
1/24/2024	Carnegie	Pajama Story Time (AMH)						
1/24/2024	Senior Center	Outreach: Page Turners (CS)				9		

Programming Statistics
for January 2024

1/25/2024	Carnegie	Story Time (MO)	36					
1/25/2024	Carnegie	Mario Party Party (MO, CS)			15			
1/26/2024	Stoughton Yoga	Family Yoga (AMH)						14
1/29/2024	Carnegie	Story Time (MO)	31					
1/30/2024	Carnegie	Baby Story Time (DF)						
1/30/2024	Online live	LSC: Robert Lustig					8	
1/31/2024	Carnegie	Bread in a Bag (MO)						
1/31/2024	Senior Center	Outreach: Personal Narrative (Rachel)					13	
1/31/2024	Online asynchronous	LSC archive views for the month					654	
1/31/2024	Live in-person	One on one assistance (Libby, hoopla,					6	
			444	67	46	733		14

		January Self-Directed	Number of Participants					
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
1/31/2024	CH	Winter Library Program 0-5	74					
1/31/2024	CH	Winter Library Program 6-11		123				
1/31/2024	AD	Winter Library Program Teen			71			
1/31/2024	AD	Winter Library Program Adult				46		
1/31/2024	CH	Scavenger Hunt	84					
1/31/2024	2nd floor	Teen art cart (upon request)			9			
1/31/2024	Mezzanine	All ages puzzle table						28
1/31/2024	2nd floor	All ages sticker mural						28
			158	123	80	46		28

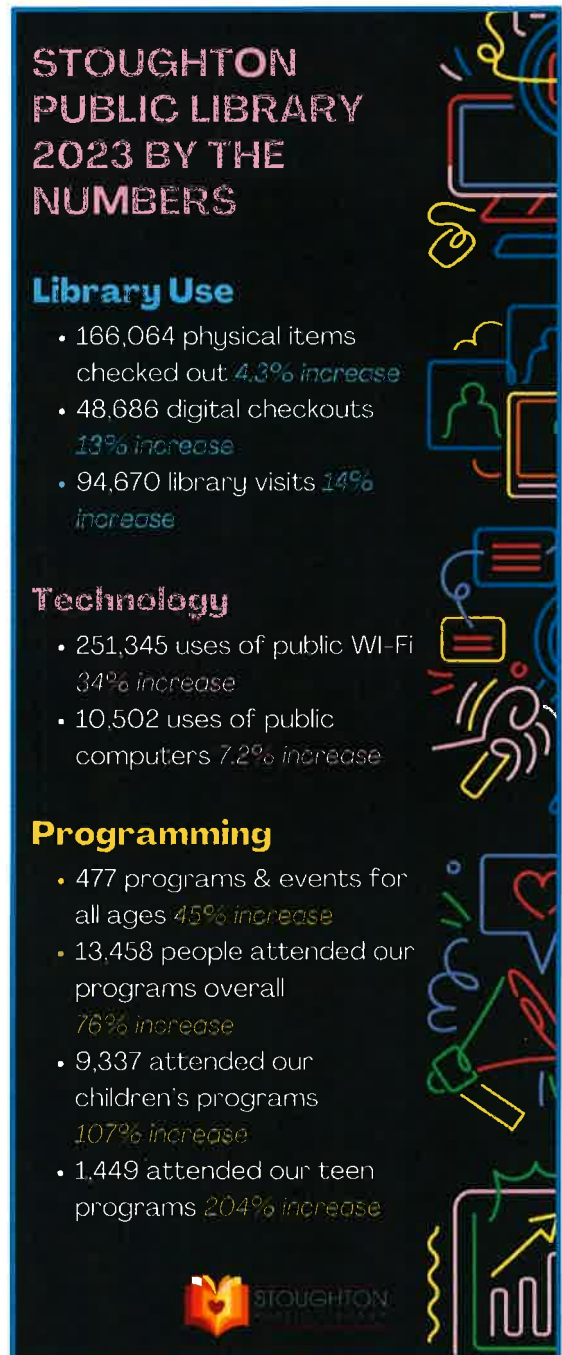
Director's Report

February 21, 2024



Library news:

- I chaired the monthly meeting of South Central Library System's Administrative Council on January 18. In addition to the usual reports from committees, the main order of business was the election of a new committee Chair and Vice Chair for 2024. I will be stepping down as chair and Tracy Herold, Director of Dane County Library Service, will be taking my place. SCLS Delivery Director Cory Baumann reports that the transition of delivery services to the new SCLS headquarters at 1650 Pankratz St. in Madison is complete.
- Having spent a lot of time in late-December and early-January gathering information for the **library's 2023 Annual Report**, I started entering data into the Department of Public Instruction's LibPAS online reporting system when the web form opened on January 23. 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'm happy to report that we exceeded 2022's numbers in almost every metric. In particular, we saw huge increases in programming, both in the number of programs offered and in overall attendance.



- On January 17, **Board President of the Friends of Stoughton Public Library, Lesley Johnson**, presented the library with a check in the amount of \$17,010, one of the largest annual gifts from the Friends in recent memory. We plan to use these funds to strengthen our collection, our program offerings, and our digital library services, especially Hoopla. We remain grateful to the Friends for all of their hard work and creativity. 2024 is the fortieth anniversary of the founding of Friends, and they have an amazing slate of activities and fundraisers planned, including a mini-golf event at the library on March 17.
- On January 18, I met with Public Works Director Brett Hebert and the city's maintenance specialist Tracy Wam to discuss the replacement of the library's HVAC system, currently scheduled for this year. An engineer from Strang Corporation, the firm in charge of the project, also attended. The original plan—to replace the air handling units in the basement—has been deemed by the engineer as no longer feasible from a value-engineering standpoint. I will provide an update at the next Board meeting, but at this stage there are essentially two options for replacing air handling equipment: One involves placing it on the ground level on the south side of the building; the other would place the equipment on the southwest corner of the roof. Both scenarios have their pros and cons, including cost and potential disruption to library operations.
- I attend the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislative Committee on January 26. The main topic of discussion was planning and preparation for this year's Library Legislative Day (see below), but the committee also discussed pending legislation related to libraries in the Wisconsin State Legislature. The committee has created a web page at <https://www.wisconsinlibraries.org/bills-we-re-watching> to provide updates on these bills.



- The Wisconsin Library Association held another successful Library Legislative Day on February 6. The morning session included speeches by Governor Tony Evers and Assistant State Superintendent Dr. Darrell Williams. Later that afternoon, **Trustee Lora Klitzke and I met with State Senator Mark Spreitzer and State Representative Jenna Jacobson.** I also met with my representatives, Senator Melissa Agard and Representative Melissa Ratcliff. As in past years, I made the appointments with the legislative offices—all 132 of them. My main responsibility on the day of the event was to help at the registration table.



Stoughton Area Community Foundation Fund Report

The report for the period Jan 1 – Jan 28 shows an increase in value of \$200.17 to the account because of market conditions. The overall value of the account as of Jan 28 is \$27,182.01.

Youth Services (from Mary Ostrander)

- Story Times are back in full swing and full of familiar faces, along with some new friends, at both regular Story Time and Baby Story Time.
- Mary attended the Fox Prairie Family Fun Night on Friday, January 19. She led two story times that evening and talked with many families about what the library has to offer.
- The **Tea Rex Parties** on Saturday, January 20, were a huge success thanks to Anna! About 70 guests attended between both time slots.
- Anna continues to do an outstanding job visiting the 4k programs for story times.
- Mary and Cynthia had an awesome time at Mario Party Party on Thursday, January 25! Kids danced, played, and competed, to see which team could earn the most stars.
- 37 people came to make bread in a bag with Mary on Wednesday, January 31. Many families commented about how good their bread was and how surprised they were that it turned out. Kids worked in pairs, with many of the older kids helping their younger partners with the activity!
- About the same number of 6-10 year olds participated in the Winter Library Reading Challenge this year as compared to last. However, the number of participants aged 0-5 years old doubled from last year!
- Mary and Cynthia participated in **World Read Aloud Day at Fox Prairie Elementary** on Friday, February 2. Mary read to first grade classes and Cynthia read to a fifth grade class.



- 32 people came to make paper lanterns on Wednesday, February 7. Everyone left with a lovely lantern. The Carnegie Room feels full with that amount of people, and the program attendance for school-age programs feels similar to pre-pandemic times.
- Diane did a bunch of shifting in the Reader and Non-Fiction sections of the Children's Area.
- Children's staff are finishing up a large non-fiction weeding project to ensure that this collection is up to date.
- Children's staff are working on summer reading programming and Diane is busy creating the activity log for this summer.
- The Tonie Boxes—small speakers that tell stories and play audiobooks for kids—continue to be very popular.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah and Amy wrapped up the planning for the spring semester of Craft Club. **The first Craft Club of 2024 was a paper folding craft using old paperback books.** Sarah was assisted by Craft Club alumnus Danielle K. This was the first time holding the program in the Stoughton Area Senior Center Annex space. 25 patrons attended.
- Ordering is back in full swing, with new items arriving weekly. The whole TS team, from Sarah and Zi Wei to the volunteers, have been hard at work getting items ready for check out. We have been low on volunteers for much of January but things are more evenly covered towards the end of this month.



- Sarah scheduled a software demo for LocalHop, a scheduling application that will allow patrons to sign up for programs online. The product we are currently using, SignUp by Demco, will be discontinued later this year. Sarah, Jim, Amanda and Mary attended the demo on February 9.

Circulation Services (from Robin Behringer)

- On January 23, the Circulation Team had their monthly meeting. Discussion topics included updates with the new self-check machines and changes regarding SCLS Delivery's move to new headquarters.
- On January 31, the Shelver Team had their monthly meeting. This month's department connection was our newest Children's Services Library Assistant, Anna.

Adult & Teen Services (from Amanda Bosky)

- Amanda compiled the 2023 program statistics for the Annual Report. In most categories, we experienced an increase in number of programs offered as well as attendance from 2022 to 2023. Children's and Teen increases were especially dramatic, due in large part to the book giveaways coordinated and hosted by Children's Librarian Mary Ostrander. In 2023, Mary worked hard to make sure each elementary and middle school student received a free book from the library, and she also coordinated a large donation to the High School. Special thanks to Mary as well as Teen Services Assistant Cynthia Schlegel for planning and presenting so many wonderful Children's and Teen programs last year! The numbers below reflect all live in-person or virtual programs for children, teens, and adults:

	Total # of programs	Total attendance
2022	329	7,661
2023	477	13,458
% increase	45%	76%

- Winter Library Program ran from December 18, 2023 through January 31, 2024. We had a 12% increase in Adult participation from 2022 to 2023, with 46 participating. Our teen participation increased by 46%, with 71 teens drawn in by the brightly flashing Plinko game they got to play when they completed 5 library-related activities. Many thanks to Cynthia for designing yet another engaging teen reading program, and for all Adult

Services staff and subs for registering people and giving out tickets and prizes.

- We were pleased to host local author Rachel Werner for three writing workshops in January and February: a teen workshop, a memoir writing session held at the Senior Center, and a novel-writing session here at the library. We received excellent patron feedback from all three groups and look forward to hiring Rachel again in the future.
- Cynthia's other teen programs included Mario Party Party (with Mary); Gaming; Teen Advisory Board; and a **Teen Cooking Demonstration with Inga Witscher of PBS's *Around the Farm Table*.**
- Retired geologist and Climate Reality-trained presenter Jeff Steuer presented a Climate Change talk on February 6. 13 people attended in person or via Zoom.



Looking Back from *The Stoughton Hub*
March 14, 1929

Cleaning House at the Library; Many Old Books Discarded

Under the direction of Miss Elsie Bitter, books in circulation at the local library are being scrutinized and the older worn out books and many which have not been withdrawn in many months are

being culled out. During the month of February, a total of 434 books were withdrawn from the adult section. This week the child's section is being gone over and so far about 150 books have been withdrawn.

A number of books for both the children and adults have been ordered and are being placed in circulation, Miss Bitter states.



**Stoughton Public Library Board of Trustees
Personnel Committee
Thursday, January 11, at 6:30 PM**

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

MINUTES

Present: Ken Axe, Amy Ketterer, Kristin Rosenberg

1. Meeting called to order by Rosenberg at 6:37 PM
2. **Review of agenda** – Agenda reviewed and accepted by consensus.
3. **Discussion of 2023 Library Director Evaluation *** - MOTION to move into closed session per State Statute 19.85(1)(c) by Ketterer. SECOND: Axe. ROLL CALL VOTE: AXE: Aye; Ketterer: Aye; Rosenberg: Aye.

[Committee moved into closed session at 6:39 PM]

[Committee moved out of closed session at 6:55 PM]

4. MOTION to adjourn by Ketterer. SECOND by Axe. VOTE: 3-0. Meeting adjourned at 6:56 PM.

*Indicates possible action item

Sent to Personnel Committee:

Ken Axe
Amy Ketterer
Kristin Rosenberg

Cc:

Teri Lesage
Jean Ligoeki
Sharon Meilahn Bartlett
Erin Meinholz

EDUCATE, ENRICH, EMPOWER, ENGAGE

Dayna Verstegen
Siri Vienneau

Minutes taken Kristin Rosenberg



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-24)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2023

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

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library Stoughton Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name James	3b. Head Librarian Last Name Ramsey	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 05/31/2024
6a. Street Address 304 S. 4th St.	6b. Mailing Address or PO Box 304 S. 4th St.	7. City / Village / Town Stoughton	8a. ZIP 53589	8b. ZIP4 2101	9. County Dane
10. Library Phone Number 6088736281	11. Fax Number (608)873-0108	12. Library E-mail Address of Director jramsey@stolib.org			
13. Library Website URL stoughtonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0		16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 16,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number SC4ADY67KNQ5	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	65	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	61	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,324	0	0

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	69,759	5,036
2. Electronic Books <i>E-books</i>	169,527	
3. Audio Materials	4,402	215
4. Electronic Audio Materials <i>Downloadable</i>	76,265	
5. Video Materials	9,882	368
6. Electronic Video Materials <i>Downloadable</i>	5,191	
7. Other Materials Owned <i>Describe</i> Kits, die cuts, projector, bike locks, vertical files, board/card games, musical instruments, etc.	484	
8a. Electronic Collections <i>Locally Owned or Leased</i>	5	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	97	

III. LIBRARY SERVICES

1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
166,064	74,505		2,014	96,849	60,802		
				Method for Counting ILL Transactions Total ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
5,410	2,436	7,846	No	Survey Week(s)	13,744	Actual Count	94,670
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count		a. Method	b. Annual Count	
13	9	Actual Count	10,502		Actual Count	251,345	
8. Website Visits	9. Electronic Collection Retrieval						
	a. Local	b. Other	c. Statewide	d. Total			
54,743	6,708	2,849	229	9,786			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials			
19,785	23,710	5,191	48,686	2,838			

		In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)				
--	--	--	--	--	--	--

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	176	125	49	108	19	477
Total Attendance	4,143	5,194	1,449	988	1,684	13,458

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	176	125	45	75	19
Total Attendance	4,143	5,194	1,447	824	1,684
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	261	179	440		
Total Attendance	5,389	7,903	13,292		

11i. Describe the library's in-person programs: We offer a variety of programs for all ages, from Baby Story Time, to book discussions for adults. Some of our notable 2024 programs included an all ages Pride Fest in June; multiple Movies in the Park during the summer, in collaboration with our Parks & Recreation department; a Mini Renaissance Festival in September; and many craft and book clubs for children.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	4	33	0	37
Total Live Virtual Attendance	0	0	2	164	0	166
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	10	7,181	0	7,191

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom, Library Speakers Consortium

12h. Describe the library's live, virtual programs: The library occasionally offers a hybrid version of a program with the option to watch a recording for one month after. Some notable hybrid programs in 2023 included a Money workshop geared toward women, and an LGBTQ panel discussion for families. One of our most popular virtual programs come from the Library Speakers Consortium: a series of online author visits where participants can ask

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

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: Not applicable

13h. Describe the library's pre-recorded programs: We did not offer any pre-recorded online content in 2023.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Teri	LeSage		Stoughton	53589	
2. Lora	Klitzke		Stoughton	53589	
3. Dayna	Verstegen		Stoughton	53589	
4. Amy	Ketterer		Stoughton	53589	
5. Jean	Ligocki		Stoughton	53589	
6. Kristin	Rosenberg		Stoughton	53589	
7. Ken	Axe		Stoughton	53589	
8. Sharon	Meilahn Bartlett		Stoughton	53589	
9. Erin	Meinholz		Stoughton	53589	
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
9					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Stoughton	\$746,360
Subtotal 1		\$746,360

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$249,910

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$29		
Green	\$652		
Jefferson	\$448		
Rock	\$13,794		
Sauk	\$57		
		Subtotal 2b	\$14,980

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Payments for Youth Literacy Grants	\$520		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0

Subtotal 3 \$520

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

Program or Project	Amount
2023 e-Rate Reimbursement	\$381
Subtotal 4	\$381

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

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$105,917

8. Total Operating Income Add 1 through 7 \$1,118,068

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$741,585

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

X. STAFF

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

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

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$90,230	40.00
Adult Services Librarian	Librarian (MLS)	MLS (ALA)	\$69,992	40.00
Youth Services Librarian	Librarian (MLS)	MLS (ALA)	\$60,216	40.00
Technical Services Supervisor	Manager/Supervisor of Support Staf	Other	\$53,040	40.00
Circulation Supervisor	Manager/Supervisor of Support Staf	Other	\$47,965	40.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Assistant II	Library Assistant - Public Services	Other	\$105,673	90.00
Library Assistant I	Library Assistant - Public Services	Other	\$73,861	80.00
Shelvers	Page/Shelver	Other	\$37,520	67.00
Administrative Assistant	Executive Assistant	Other	\$19,188	18.00
Custodian	Janitorial Cleaner	Other	\$24,596	25.00
Substitutes	Library Assistant - Public Services	Other	\$19,334	27.00
Intern - Adult/Teen Services		Other	\$2,719	8.00

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

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a			
3.00	0.00	3.00	9.88		12.88

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			61,976
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County		9,837	46,600
3. Circulation to Nonresidents Living in Another County in the Library System		487	570
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,686	2,770
5. Circulation to All Other Wisconsin Residents		25	6. Circulation to Persons from Out of the State
			1
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	
Actual		No	
8b. If yes, does the library allow residents in adjacent systems to purchase library cards?			
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	Name of County
Circulation		Circulation	
a. Columbia	48	f. Rock	2,724
b. Dodge	7	g. Sauk	81
c. Green	441	h.	
d. Iowa	11	i.	
e. Jefferson	28	j.	

XII. TECHNOLOGY

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

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	7	6	9
Total Self-Directed Activity Participation	902	501	507
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	4	15	41
Total Self-Directed Activity Participation	185	500	2,595

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Mary	Ostrander	mostrander@stolib.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Amanda	Bosky	abosky@stolib.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

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

XV. CERTIFICATION

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Teri LeSage	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	James Ramsey	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Dane

The Stoughton Public Library Board of Trustees hereby states that in 2023 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


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

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

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Teri LeSage	

COMMENTS

SECTION I

Standard total hours per year for this location

At the start of 2023, we changed our operating hours to close an hour earlier Mon-Thu and stay open an hour later on Fridays. This represents a net reduction of 3 open hours per week --2024-01-23

SECTION II

2. Electronic Books (E-books)

Added in 746 eBooks from Hoopla--2024-01-23

4. Electronic Audio Materials (downloadable)

Added in 1,970 audio titles from Hoopla--2024-01-23

6. Electronic Video Materials (downloadable)

Added in 4,874 titles from Kanopy and 317 titles from Hoopla--2024-01-23

8a. Electronic Collections (Locally owned or leased)

Ancestry, Consumer Reports, NoveList, Transparent, CreativeBug--2024-01-23

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

The number of periodicals available in print continues to decline --2024-01-23

SECTION III

5b. Library Visits

Post-pandemic rebound continues. A 14.2% increase--2024-01-23

6a., Number of Public Use Computers

At the end of 2023, we added back a PC we had removed during the pandemic--2024-01-23

6b., Number of Public Use Computers with Internet Access

At the end of 2023, we added back a PC we had removed during the pandemic--2024-01-23

6d., Number of Uses (sessions) of Public Internet Computers

Post-pandemic rebound--2024-01-23

7b., Wireless Internet Uses

Post-pandemic rebound--2024-01-23

8., Number of Website Visits

Post-pandemic rebound--2024-01-23

10a., Uses of E-Books By Users of Your Library

Added in 746 Ebook uses from Hoopla--2024-01-23

10b., Uses of E-Audio by Users of Your Library

Added in 1,970 uses of e-audio from Hoopla--2024-01-23

10c., Uses of E-Video by Users of Your Library

Added in 4,874 uses of e-video from Kanopy and 317 uses of e-video from Hoopla--2024-01-23

11h., Total In-Person Library Programs

We offered many more programs this year, both on-site and off-site. Notable this year was an increase in the number of book giveaway events. --2024-01-23

11h., Total In-Person Program Attendance

We offered many more programs this year, both on-site and off-site. Notable this year was an increase in the number of book giveaway events. --2024-01-23

12f., Total Live, Virtual Programs

We fully transitioned back to holding the majority of our programs in-person this year, though we still offer several virtual events per month through the Library Speakers Consortium --2024-01-23

12f., Total Live, Virtual Program Attendance

Live attendance at virtual programs tends to be lower. We find that the majority of our patrons like to view the recordings, which is why the number of views of recorded live, virtual programs is so high --2024-01-23

12f., Total Views of Live, Virtual Programs that were Recorded and Posted for Asynchronous Viewing

We find that the majority of our patrons who attend virtual programs like to do so asynchronously, i.e. they like to view the recordings after the fact, which is why the number of views of recorded live, virtual programs is so high. --2024-01-23

13f., Total Pre-recorded Programs

We did not offer any pre-recorded online content in 2023. --2024-01-23

13f., Total Pre-recorded Program Views

We did not offer any pre-recorded online content in 2023. --2024-01-23

SECTION IV

Number of Library Board Members

9 voting members and one non-voting student trustee --2024-01-23

SECTION V

Amount

Original amount was \$735,107. \$11,253 additional transfer to cover retirement payout --2024-01-23

6. Funds Carried Forward

We did use any operating fund balance as revenue this year. --2024-01-23

Other Revenue

Increase in gift funds used as revenue in 2023. Largest increase was in gift funds used for electronic resources: \$19,495--2024-01-23

Current Year Appropriation

Original amount of 2023 transfer was \$735,107. There was an additional one-time transfer of \$11,253 to cover a retirement payout, which made the total for 2023 unusually high at \$746,360 --2024-01-30

SECTION VI

2. Employee Benefits

Includes the usual benefits plus a \$11,253 HSA retirement payout. --2024-01-24

b. Electronic Materials

We added Hoopla digital service in 2023. --2024-01-29

d. All Other Library Materials

board games, bird watching backpacks, musical instruments, Tonie boxes--2024-01-24

5. Other Operating Expenditures

Large expenditures in gift funds this year for programming, electronic resources, mural in teen area. Larger expenditures from operating budget in repair & maintenance. --2024-01-29

Total Operating Expenditures

Large expenditures in gift funds this year for programming, mural in teen area. Larger expenditures from operating budget in repair & maintenance. --2024-01-26

Other Library Funds

Additions

Increase to 217 fund balance (\$61,503) and increase to funds managed by Stoughton Area Community Foundation (\$3,492)--2024-01-23

Subtractions

Fund balance and leftover building renovation funds expended in 2022 on Children's Area remodel. --2024-01-23

SECTION X

Job Title

This is Limited Term Employment (LTE) intern position with responsibilities similar to a Library Assistant II--2024-01-23

Participation in Drop-in Activities for Children 0-5

Increase in participation mostly driven by participation of young children (0-5) in the Summer and Winter Reading Programs and other activities such as scavenger hunts in the children's area --2024-01-23

Number of Drop-in Activities for Young Adults 12-18

We offered fewer self-directed activities for young adults in 2023, choosing instead to focus on live, in-person events --2024-01-23

Total Number of Drop-in Programs

We offered fewer self-directed activities for young adults in 2023, choosing instead to focus on live, in-person events --2024-01-23

Total Participation in Drop-in Activities

Increase in participation mostly driven by participation of young children (0-5) in the Summer and Winter Reading Programs and other activities such as scavenger hunts in the children's area --2024-01-23

2024 DRAFT Library Board Goals from Committees



Planning: By the end of 2024, the Planning Committee will analyze, document, and share at least one way we have made progress towards meeting each of the goals outlined in the Strategic Plan in order to show the community we have listened to their needs and are taking steps to address them.

The Planning Committee will provide a mid-year update on their progress toward meeting the goals set forth in the Strategic Plan. They will also provide an end-of-year summary and reflection. The end-of-year report will include examples for each goal that identify which populations have been impacted by the progress and how.

Finance: The finance committee will identify and report on one possible source of revenue using local organizations and/or city structures by the end of 2024 in order to advance the library's diversity, equity, and inclusion initiatives.

Policies: The Policies Committee will continue with the established schedule for policy review, based on the date last reviewed, using the lens of equity and inclusion (use the Inclusive Services Assessment and Guide checklist from DPI to evaluate). The committee will review approximately 6-8 policies per year. This will avoid policies becoming outdated and/or waiting until there is a problem to review something.

Note: The Committee should avoid discussions about grammar/usage and focus discussions on gestalt of policy during committee meetings.

Personnel: The Personnel committee is again submitting a library goal pertaining to staff recognition and appreciation. We suggest that the library director honor a timeline that ensures a formal demonstration of recognition and/or appreciation for the entire library staff during the calendar year 2024. The personnel committee will work with the Library Director to ensure that funds exist in the budget for this plan.