

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, March 20, 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?omn=82870555160>. 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 February 21, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for February 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for March 2024 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Trustee Essential #13: Library Advocacy (enclosure)

IX. Director's Report

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

X. Committee Reports

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

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

XII. Old Business

- A. Progress report from ad hoc Trustee Recruitment Committee
- B. Progress report from ad hoc Student Trustee Recruitment Committee

XIII. New Business

- A. Authorization for South Central Library System to bill adjacent counties for library services for 2025 (enclosure) *
- B. Discussion and possible action regarding proposed changes to Naming Rights Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-11-24*)
- C. Discussion and possible action regarding proposed changes to Security Camera Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-11-24*)
- D. Discussion and possible action regarding proposed changes to Unattended Children Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-11-24*)
- E. Discussion and possible action regarding proposed changes to Board By-laws (enclosure) * (*Policies Committee recommended 4-0 on 03-11-24*)
- F. Discussion and possible action related to approval of undesignated gift funds from fund 217 to be used for staff appreciation *

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 (*Note: This item will be discussed under New Business, item XIII. E.*)
- 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: April 17, 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 Versteegen
 Siri Vienneau, Student Representative

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

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

Agenda Notes: Library Board meeting of March 20, 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 is 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.)
- B. Progress report from ad hoc Student Trustee Recruitment Committee** – The ad hoc committee will report on their progress in soliciting applications for the Student Trustee position. The position has been shared in multiple publicity channels. More information, including application materials, is available here: <https://www.stoughtonpubliclibrary.org/student-trustee>. Applications are due by Friday, April 5, at 5:00 PM.

XIII. New Business

- A. Authorization for South Central Library System to bill adjacent counties for library services for 2025 (enclosure) *** - The Board will choose which adjacent counties to bill for library services. These amounts are based on the figures in the recently completed 2023 Annual Report. By state law, libraries have the right to bill adjacent counties for services provided at 70% of cost-per-circulation. These payments will be made in 2025.
- B. through E. (enclosures) *** – These next four items are recommendations for changes to library policies—and a change to the Board By-laws—from the meeting of the Policies Committee on March 11. For more information, see the Policies Committee meeting minutes enclosed in this packet.
- F. Discussion and possible action related to approval of undesignated gift funds from fund 217 to be used for staff appreciation *** - In order to meet the Library Board goal related to staff appreciation set by the Personnel

Committee, I am asking for authorization to spend up to \$700 to purchase custom t-shirts for staff. The t-shirts will feature artwork by our muralist, Emily Balsley.

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** – *Note: This item will be discussed under the proposed change to the Board By-laws under New Business, item XIII. E.* 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, FEBRUARY 21, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



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

- 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:* 7-0.
- IV. RECOGNITION OPPORTUNITIES. None.

[Axe arrived 6:33 P.M.]

- V. PUBLIC COMMENT PERIOD. None.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a letter from Senator Mark Spritzer; a thank you to Mary Ostrander from Fox Prairie Elementary School; email about a patron using Library resources to find a new job.
- VII. EDUCATION UPDATES. Klitzke shared her experiences at Library Legislative Day
- VIII. BOARD IN-SERVICE: Trustee Essential #17: "Membership in the Public Library System." Ramsey presented.
- IX. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he updated the Board on the HVAC replacement process.
- X. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: business from Personnel's most recent meeting was dealt with at the January Board meeting
 - C. Planning: did not meet
 - D. Policies: did not meet
- XI. OLD BUSINESS
 - A. Progress report from ad hoc Trustee Recruitment Committee. They are preparing to meet on Sunday to go over applications on file.
- XII. NEW BUSINESS.
 - A. Approval of Stoughton Public Library 2023 Annual Report to the Department of Public Instruction. *Motion to approve:* Axe. *Second:* Ligocki. *Vote:* 8-0.
 - B. Approval of statement concerning public library system effectiveness. *Motion to approve:* Ligocki. *Second:* Verstegen. *Vote:* 8-0.
 - C. Approve 2024 Library Board Goals. *Motion to approve:* Ligocki. *Second:* Ketterer. *Vote:* 8-0.
 - D. Appointment by Board President of ad hoc Student Trustee Recruitment Committee. Rosenberg, Ligocki, and Klitzke volunteered.

- E. Discussion and possible action regarding Library participation in the 2024 Chamber of Commerce Community Expo. Motion to approve the use of up to \$150 in undesignated funds: Axe. Second: Rosenberg. Vote: 8-0.
- XIII. 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.
 - C. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
- XIV. ADJOURNMENT. *Motion to adjourn at 7:20 P.M.: Meinholz. Second: Klitzke. Vote: 8-0.*

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
Fund 215 - LIBRARY FUND						
Revenues						
Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00
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	123,597.50	61,798.75	617,987.50	16.67
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	283,781.00	283,781.00	(1.00)	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00	925.45	462.78	12,037.55	7.14
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	3,700.00	754.39	349.74	2,945.61	20.39
215-55110-46712	COPY MACHINE	3,700.00	770.98	501.36	2,929.02	20.84
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	25.00	15.00	225.00	10.00
215-55110-48110	INTEREST INCOME	2,800.00	3,635.70	2,456.20	(835.70)	129.85
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	413,490.02	349,364.83	635,287.98	39.43
TOTAL REVENUES						
		1,048,778.00	413,490.02	349,364.83	635,287.98	39.43
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	94,286.00	14,349.60	7,252.80	79,936.40	15.22
215-55110-50120	WAGES	417,489.00	63,620.58	31,939.27	353,868.42	15.24
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	13,822.52	7,285.81	105,922.48	11.54
215-55110-50128	SUNDAY HOURS	9,238.00	1,331.71	1,043.92	7,906.29	14.42
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	6,800.59	3,473.71	42,271.41	13.86
215-55110-50161	WRS - GENERAL	30,182.00	4,756.53	2,401.47	25,425.47	15.76
215-55110-50163	HEALTH INSURANCE	106,399.00	18,729.24	9,364.62	87,669.76	17.60
215-55110-50164	DENTAL INSURANCE	8,542.00	1,064.28	532.14	7,477.72	12.46
215-55110-50165	LIFE INSURANCE	943.00	164.00	82.00	779.00	17.39
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	39.27	39.27	960.73	3.93
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	103.60	58.60	1,896.40	5.18
215-55110-50213	SALES TAX	200.00	14.83	0.00	185.17	7.47
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	25.00	25.00	175.00	12.50
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	0.00	0.00	0.00	0.00	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	1,204.52	1,204.52	20,150.48	5.64
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	947.68	947.68	6,679.32	12.43
215-55110-50240	EQUIPMENT MAINTENANCE	4,000.00	250.72	250.72	3,749.28	6.27
215-55110-50250	REPAIR & MAINTENANCE	10,000.00	510.92	320.56	9,489.08	5.11
215-55110-50289	TECHNOLOGY COSTS	57,500.00	51,327.77	1,071.27	6,172.23	89.27
215-55110-50300	MISC EXPENSES	500.00	0.00	0.00	500.00	0.00
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	1,174.38	535.47	3,550.62	24.85

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDTG USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
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	2,745.48	2,589.48	2,654.52	50.84
215-55110-50327	E-RESOURCES	18,000.00	16,867.04	8,419.00	1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00	530.17	530.17	8,469.83	5.89
215-55110-50329	BOOKS	52,000.00	4,975.72	4,975.72	47,024.28	9.57
215-55110-50340	OPERATING EXPENSES	3,000.00	791.58	65.05	2,208.42	26.39
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	493.88	379.51	5,506.12	8.23
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	211.88	176.88	488.12	30.27
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	206,853.49	84,964.64	841,924.51	19.72
TOTAL EXPENDITURES		1,048,778.00	206,853.49	84,964.64	841,924.51	19.72
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		1,048,778.00	413,490.02	349,364.83	635,287.98	39.43
TOTAL EXPENDITURES		1,048,778.00	206,853.49	84,964.64	841,924.51	19.72
NET OF REVENUES & EXPENDITURES		0.00	206,636.53	264,400.19	(206,636.53)	100.00

User: SARAH

Period Ending 02/29/2024

DB: Stoughton

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	909,545.41
215-00000-11102	US BANK - CC	7,202.27
215-00000-12550	PREPAID EXPENSES	2,248.67
Total Assets		918,996.35
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	19,769.79
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	617,987.50
Total Liabilities		662,980.73
*** 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		206,636.53
Ending Fund Balance		256,015.62
Total Liabilities And Fund Balance		918,996.35

* Year Not Closed

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	13,000.00	2,823.31	1,383.54	10,176.69	21.72
217-55110-48500	DONATIONS	60,000.00	57,239.54	40,224.83	2,760.46	95.40
217-55110-48510	DONATIONS - UNDESIGNATED	0.00	500.00	0.00	(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	60,562.85	41,608.37	(9,562.85)	118.75
TOTAL REVENUES		51,000.00	60,562.85	41,608.37	(9,562.85)	118.75
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	15,749.70	14,259.29	34,250.30	31.50
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	15,749.70	14,259.29	35,250.30	30.88
TOTAL EXPENDITURES		51,000.00	15,749.70	14,259.29	35,250.30	30.88
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		51,000.00	60,562.85	41,608.37	(9,562.85)	118.75
TOTAL EXPENDITURES		51,000.00	15,749.70	14,259.29	35,250.30	30.88
NET OF REVENUES & EXPENDITURES		0.00	44,813.15	27,349.08	(44,813.15)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00	474,052.87	390,973.20	625,725.13	43.10
NET OF REVENUES & EXPENDITURES		1,099,778.00	222,603.19	99,223.93	871,148.81	20.24
NET OF REVENUES & EXPENDITURES		0.00	251,449.68	291,749.27	(251,449.68)	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	110,105.77
217-00000-11102	US BANK - CC	1,247.75
217-00000-11302	WISC INVESTMENT FUND	263,414.64
217-00000-12550	PREPAID EXPENSES	2,083.34
Total Assets		376,851.50
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	3,291.60
Total Liabilities		3,291.60
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	266,102.58
Total Fund Balance		266,102.58
Beginning Fund Balance - 2023		266,102.58
Net of Revenues VS Expenditures - 2023		62,644.17
*2023 End FB/2024 Beg FB		328,746.75
Net of Revenues VS Expenditures - Current Year		44,813.15
Ending Fund Balance		373,559.90
Total Liabilities And Fund Balance		376,851.50

* Year Not Closed

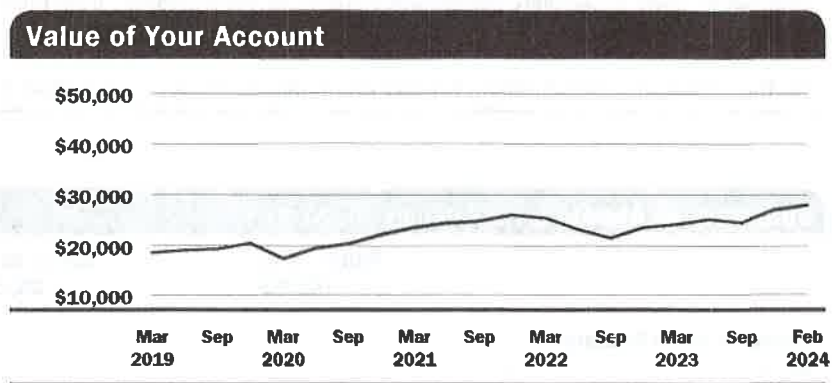
Stoughton Area Comm Foundation

Are you prepared for the unexpected?

While you're working hard to achieve your long-term financial goals, you may encounter some bumps along the way. One solution is to put strategies in place to help you protect the most important things in your life. Your financial advisor understands what's important to you and can partner with you throughout your life to help you and your family prepare for the unexpected.

Corporate - Select
Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$27,888.64	
1 Month Ago	\$27,182.01
1 Year Ago	\$23,639.86
3 Years Ago	\$22,556.78
5 Years Ago	\$18,350.36



Value Summary		
	This Period	This Year
Beginning Value	\$27,182.01	\$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	706.63	906.80
Ending Value	\$27,888.64	

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
	3.35%	3.35%	17.07%	6.81%	8.58%

029720 E:JDD014 027685

2024 EXPENDITURES: FUND 215

MARCH

MOVED: _____

SECONDED: _____

VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
02/29/24	03/20/24	50211	Baker & Taylor	fuel surcharge	\$ 1.32
02/29/24	03/20/24	50211	Baker & Taylor	fuel surcharge	\$ 11.80
03/06/24	SB prepaid CC	50211	USPS	USPS030624post	\$ 8.45
03/14/24	03/20/24	50211	Ingram	fuel surcharge	\$ 43.31
03/06/24	03/20/24	50220	Stoughton Utilities	SU 030624	\$ 1,211.54
03/06/24	03/20/24	50220	Stoughton Utilities	SU 030624 jeff	\$ 26.60
03/06/24	03/20/24	50221	Alliant Energy	AE 030624	\$ 526.32
02/17/24	03/20/24	50240	Gordon Flesch	GF021724copier2	\$ 179.75
02/20/24	03/20/24	50240	Naviant	NAV 022024	\$ 882.00
03/03/24	03/20/24	50240	Gordon Flesch	GF030324copier1	\$ 115.69
02/26/24	03/20/24	50250	NEIS	NEIS022624elev	\$ 80.00
02/28/24	AB prepaid CC	50289	Canva	CAN022824 289	\$ 119.40
02/28/24	JR prepaid CC	50289	Donor Tools	DT 022824 TECH	\$ 39.00
03/04/24	03/20/24	50300	DCLS	DCLS 030424	\$ 125.00
02/14/24	AB prepaid CC	50313	Barnes & Noble	BN021424progte	\$ 25.00
02/17/24	SB prepaid CC	50313	Walmart	WM 021724 CC	\$ 10.97
02/20/24	SB prepaid CC	50313	Amazon	AZ022024progch	\$ 13.59
02/22/24	CS prepaid CC	50313	Walmart	WM022224progte	\$ 84.01
02/26/24	MO prepaid CC	50313	CSLP	CSLP 022624	\$ 282.19
02/28/24	CS prepaid CC	50313	Walmart	WM022824progte	\$ 52.68
03/05/24	CS prepaid CC	50313	Dollar Tree	DT030524progte	\$ 35.25
03/03/24	AB prepaid CC	50326	New York Times	NYT 030324 326	\$ 56.00
02/11/24	SB prepaid CC	50328	Amazon	CH materials	\$ 59.22
02/12/24	SB prepaid CC	50328	Amazon	CH materials	\$ 11.19
02/21/24	03/20/24	50328	Playaway	FA011124ABCD	\$ 123.98
02/26/24	SB prepaid CC	50328	Amazon	AZ 020824 JDVD	\$ 63.94
02/29/24	03/20/24	50328	Baker & Taylor	AD/TE materials	\$ 159.58
03/14/24	03/20/24	50328	Ingram	AD/TE materials	\$ 131.95
02/29/24	03/20/24	50329	Baker & Taylor	AD/TE materials	\$ 1,179.54
03/02/24	AB prepaid CC	50329	A Room of...	ROOM030224TN	\$ 27.98
03/08/24	03/20/24	50329	Cengage	AD/TE materials	\$ 190.43
03/14/24	03/20/24	50329	Ingram	CH materials	\$ 1,726.39
03/14/24	03/20/24	50329	Ingram	AD/TE materials	\$ 1,452.19
03/14/24	03/20/24	50329	Ingram	credit memos	\$ (51.91)
02/17/24	SB prepaid CC	50340	Walmart	WM 021724 OS	\$ 27.93
02/20/24	03/20/24	50340	Complete Office	CO 021924 OS	\$ 143.40
02/21/24	SB prepaid CC	50340	Amazon	AZ 021924 OS	\$ 12.83

02/21/24	SB prepaid CC	50340	Amazon	AZ 022124 OS	\$ 24.29
03/03/24	SB prepaid CC	50340	Amazon	AZ 022724 OS	\$ 51.49
02/28/24	03/20/24	50342	Demco	DM 022824 LS	\$ 639.61
02/29/24	03/20/24	50342	Baker & Taylor	processing	\$ 5.18
02/29/24	03/20/24	50342	Baker & Taylor	processing	\$ 43.66
02/29/24	03/20/24	50342	SCLS	SCLS022924barcodes	\$ 307.88
03/02/24	SB prepaid CC	50342	Amazon	AZ 022324 LS	\$ 6.69
03/04/24	SB prepaid CC	50342	Amazon	AZ 030424 LS	\$ 66.63
03/14/24	03/20/24	50342	Ingram	processing	\$ 165.33
02/17/24	03/20/24	50444	Dyer, Barbara	BED 021724	\$ 27.99
02/19/24	03/20/24	50444	Waunakee PL	WAU 021924	\$ 12.88
02/21/24	03/20/24	50444	Rusch, Lisa M.	LMR 022124	\$ 25.99
03/05/24	03/20/24	50444	Rae, Bonnie	BR 030524	\$ 7.00
03/05/24	03/20/24	50444	Taylor, Linda	LT 030524	\$ 15.95
03/05/24	03/20/24	50444	Warnke, Rebecca	RW 030524	\$ 6.00
03/07/24	03/20/24	50444	Kinnney, Maria	MAK 030724	\$ 9.99

**2024 EXPENDITURES: FUND 217
MARCH**

MOVED:
SECONDED:
VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/01/24	03/20/24	Moran, Mark	MM010124FProgAD	FoL	program	\$ 450.00			
02/12/24	SB prepaid CC	Amazon	AZ 020824 BVG	Bryant	video games	\$ 117.75			
02/14/24	AB prepaid CC	Amazon	AZ021424FPAD	FoL	program	\$ 150.00			
02/16/24	SB prepaid CC	Amazon	AZ 020824 BVG	Bryant	video games	\$ 49.94			
02/26/24	MO prepaid CC	CSLP	CSLP 022624	CLSP	t-shirts	\$ 115.88			
02/28/24	SB prepaid CC	Amazon	AZ 020824 BVG	Bryant	video games	\$ 69.99			
02/29/24	SB prepaid CC	Amazon	AZ022824FFRCH	FoL	program	\$ 81.98			
02/29/24	03/20/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 43.88			
02/29/24	03/20/24	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 131.81			
03/04/24	SB prepaid CC	Amazon	AZ030124FPAD	FoL	program	\$ 83.47			
03/06/24	MO prepaid CC	Pick 'n Save	PS 030624 SUNCH	Sunday	program	\$ 48.95			
03/08/24	03/20/24	Cengage	AD/TE materials	FoL	books	\$ 25.60			
03/08/24	03/20/24	Cengage	AD/TE materials	Lucky Day	books	\$ 25.60			
03/08/24	03/20/24	Stoughton Yoga	SY030824FProgAD	FoL	program	\$ 160.00			
03/14/24	03/20/24	Ingram	AD/TE materials	FoL REPL	books	\$ 345.52			
03/14/24	03/20/24	Ingram	CH materials	Misc	books	\$ 115.16			

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

13

In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See *Trustee Essential #27: Trustee Orientation and Continuing Education* for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- 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.](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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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	13,072	11,074	2,765	5,343	19,182	8.59%
FEB	16,865	11,241	16,644	15,384	10,885	2,637	4,548	18,070	8.57%
MAR	12,295	14,070	18,440	13,521				0	-100.00%
APR	3,419	11,899	17,721	17,196				0	-100.00%
MAY	5,464	12,363	16,012	15,985				0	-100.00%
JUN	6,062	16,371	18,553	13,928				0	-100.00%
JUL	8,941	17,776	18,278	19,932				0	-100.00%
AUG	11,848	17,389	19,112	13,944				0	-100.00%
SEP	11,029	15,337	16,010	17,304				0	-100.00%
OCT	11,652	16,052	16,050	13,318				0	-100.00%
NOV	11,205	14,952	15,972	17,970				0	-100.00%
DEC	10,939	14,282	15,445	13,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	21,959	5,402	9,891	37,252	-81.91%
AVG	10,606	14,414	17,159	13,153	10,980	2,701	4,946	18,626	8.55%

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	320	18	39	377	-50.65%
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	642	100	76	818	-91.65%
AVG	2,149	1,073	816	875	321	50	38	409	-49.90%

Stoughton Public Library Statistics
for February 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	8,336	3.81%
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	4,907	-1.15%
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	1,806	0.28%
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	7,545	7.79%
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	9,063	67.02%
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	5,563	19.55%
FEB	7,613	3,952	3,751	3,912	4,815	23.08%
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 February 2024

		February Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
2/1/2024	Carnegie	Story Time (MO)	23					
2/1/2024	Carnegie	Teen Gaming (CS, MO)			20			
2/1/2024	SR Center Annex	Adult Craft Club - hedgehogs (SB)				24		
2/2/2024	Carnegie	Indoor Play Time	37					
2/2/2024	Fox Prairie	Outreach : World Read Aloud Day Fifth		25				
2/2/2024	Fox Prairie	Outreach : World Read Aloud Day First		25				
2/2/2024	Fox Prairie	Outreach : World Read Aloud Day First		25				
2/2/2024	Fox Prairie	Outreach : World Read Aloud Day First		25				
2/3/2024	Carnegie	Lego Time (DF)						
2/3/2024	Carnegie	Mini Book Writing Boot Camp (Rachel)				11		
2/4/2024	Stoughton Yoga	Yoga Sundays				18		
2/5/2024	Carnegie	Story Time (MO)	29					
2/5/2024	Carnegie	Teen Advisory Board (CS)			1			
2/6/2024	Carnegie	Baby Story Time (DF)	24					
2/6/2024	Carnegie	Graphic Novel Book Club (MO)		7				
2/6/2024	Carnegie & Zoom (Ili)	Climate Reality (Jeff Steuer)				13		
2/7/2024	St Anns Preschool	Outreach Story Time (AMH)	19					
2/7/2024	Carnegie	Crafty Kids: Paper Lanterns (MO)		32				
2/7/2024	Carnegie	The Foundation				5		
2/8/2024	Learning Tree Presc	Outreach Story Time (AMH)	35					
2/8/2024	Learning Tree Presc	Outreach Story Time (AMH)	19					
2/8/2024	Carnegie	Story Time (MO)	27					
2/8/2024	Carnegie	Teen Cooking Class (Inga Wistcher, CS)			28			
2/8/2024	Online live	LSC: Tessa Bailey				2		
2/10/2024	Carnegie	Story Time (AMH)	45					
2/12/2024	Carnegie	Story Time (MO)	22					
2/13/2024	Carnegie	Baby Story Time (DF)	17					
2/13/2024	Carnegie	Writing Group (Volunteers)				6		
2/14/2024	Headstart Preschool	Outreach Story Time (AMH)	16					
2/14/2024	Carnegie	Pokemon Club (MO)		20				
2/14/2024	Carnegie	PJ Story Time (AMH)	/					
2/15/2024	Carnegie	Story Time (MO)	10					
2/16/2024	Carnegie	Indoor Play Time	23					
2/17/2024	Viking Park	Outreach (MO)	40					

Programming Statistics
for February 2024

2/19/2024	Carnegie	Story Time (MO)	40						
2/20/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	17						
2/20/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	20						
2/20/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	30						
2/20/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	20						
2/20/2024	Carnegie	Baby Story Time (DF)	10						
2/20/2024	Carnegie	Escape Rooms (MO)	8						
2/20/2024	Online live	LSC: Jason Mott							0
2/21/2024	Carnegie	Stitches (MO, CK)		13					
2/22/2024	Carnegie	Story Time (MO)	30						
2/22/2024	Skallan	Author Talk (CS)						14	
2/22/2024	Carnegie	Teen Bracelets (CS)			21				
2/23/2024	Stoughton Yoga	Family Yoga (AMILI)		13					
2/26/2024	Carnegie	Story Time (MO)	25						
2/27/2024	Carnegie	Baby Story Time (DF)	13						
2/27/2024	La Petite Preschool	Outreach Story Time (AMH)	20						
2/27/2024	Carnegie	Tuesdays with Murder (AB)						9	
2/28/2024	Online live	LSC: Kim Scott						12	
2/29/2024	Carnegie	Story Time (MO)	23						
2/29/2024	Carnegie	Teen VR Gaming (CS, MO)							
2/29/2024	Online asynchronous	LSC Archive views						504	
2/29/2024	Live in-person	One on one assistance (Libby, Kanopy,						2	
			649	185	70	620	0		0

		February Self-Directed							Number of Participants		
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages				
2/28/2024	2nd floor	Teen Art Cart (upon request)			32						
2/28/2024	Mezzanine	All ages puzzle table					29				
2/28/2024	2nd floor	All ages sticker mural					29				
			0	0	32	0	58				

Director's Report

March 20, 2024

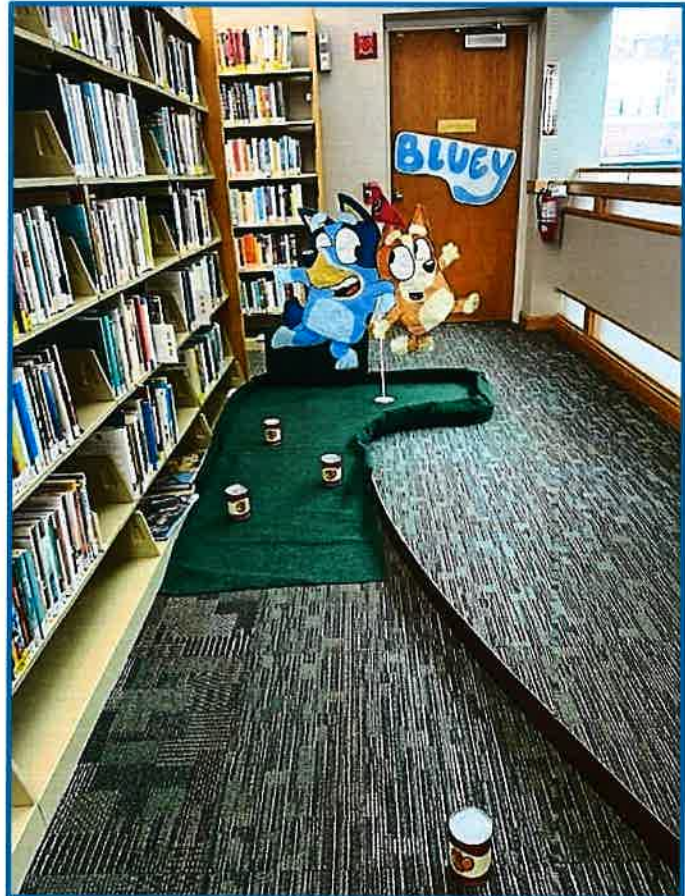


Library news:

- I am still in the process of completing performance appraisals for the five staff members I supervise directly: Our 4 department managers and administrative assistant. I plan to complete these appraisals by the middle of next month.
- I am pleased to report that we received an award from the Bryant Foundation on February 22 for the full amount of our 2024 grant request. (The Foundation prefers to remain more or less anonymous, so we don't publicly acknowledge their gift apart from this brief note.) This year's grant will fund access to hoopla's digital library as well as a limited-term position in Technical Services to convert our collection to RFID. Additional funds will supplement the library's materials budget, allowing us to purchase a greater variety of materials for all ages.
- On February 26, I attended a live active threat response demonstration put on by the Stoughton Police Department at the former Yahara School. The purpose of the demonstration was to show how SPD officers are trained to respond to active threats. This demonstration complemented the information presented by Officer Chris Stachel at our last staff in-service this past September. We plan to use information gleaned from this training to further refine our active shooter/active threat emergency procedures.
- Engineers from Strang visited the library on February 28 to evaluate our current HVAC system ahead of the planned replacement later this year. We learned that, if everything goes according to plan, the disruption to library operations should be minimal due to the fact that most work will take place on the roof and in the basement. Considering we were looking at potentially having to block off most of the AV section, this is very good news! After the engineers have finished with their work, the project will be ready to go out to bid.
- I attended the Library Legislative Day wrap-up meeting on February 28, where we set the date for next year's Library Legislative Day. The event will take place at the Best Western Premier Park Hotel on Tuesday, February 11, 2025.
- On February 28, I attended the monthly meeting of library shelvers for the "staff connections" portion of the meeting. I answered questions about my role here at the library and got to better know our amazing team of

shelvers. Kudos to Robin for creating these “staff connections” as a way to maintain communication between our shelvers and other members of our organization.

- On March 14, I attended the bi-monthly Dane County Directors meeting. Topics of discussion included: a partnership with American Players Theater in Spring Green that will allow library patrons to “check out” tickets to APT shows similar to our Wisconsin State Park Pass check out program; digital library services like hoopla the future of physical AV materials in libraries; and a review of the goals of the Ripple Project, Dane County Library Service’s DEI initiative.
- The Friends of the Stoughton Public Library held a wildly successful fundraiser on March 17 in which they turned the library into a miniature golf course for an event dubbed “**A Hole Lot of Fun.**” Hundreds of mini-golf enthusiasts of all ages took part in the event, which raised about \$8,000 for the Friends. A big thanks to our event sponsors, Conant Automotive and The Wahlin Foundation.



Stoughton Area Community Foundation Fund Report

The report for the period Jan 27 – Feb 23 shows an increase in value of \$706.63 to the account because of market conditions. The overall value of the account as of Feb 23 is \$27,888.64.

Youth Services (from Mary Ostrander)

- Passing along an email we received from parent of a young patron who received one of our Kid Lit Kits:
“Hi Mary, Thanks for putting together such a thoughtfully curated collection of books for [my child]! We picked up the bag yesterday and he has already read two of them (with rave reviews!). Those little treats you included were so awesome, too! Thanks again! You are definitely fueling his love of reading :)”
- The escape room on Tuesday, February 20 was a hit. Many families requested we do more in the future and there is now one scheduled for April. Mary plans and doing more in the summer as well.
- Stitches, our fiber arts group for young people, has a core group of kids who show up to learn or to just hangout and knit, sew, or crochet. It was requested that we have Stitches more often so Mary plans on hosting it 3 times in April.
- Anna continues to stay busy with her outreach commitments. She does an awesome job keeping up with all the daycare and 4k programs.
- Diane’s Lego programs are really appreciated on colder Saturday mornings.
- We borrowed the Virtual Reality Meta Quest 2 kit from South Central Library System for the last week of February and first week of March. Mary helped Cynthia with a VR program for the teens on February 29. Mary also used the VR kit on March 5 for book club and hosted a VR program for kids on March 6. **The kids had a blast hanging out and playing games together.**
- We have many programs planned for Spring Break:
 - 3/25 Paw Patrol Story Time (Anna)
 - 3/25 Dungeons and Dragons (Mary)
 - 3/26 Paw Patrol Escape Room (Anna)
 - 3/26 Dungeons and Dragons (Mary)



- 3/27 Crafty Kids: Beaded Sun Spirals (Mary)
- 3/28 Kids Dance Party (Anna)
- The weeding of the Children's Non-Fiction collections is almost complete thanks to Diane and Anna!
- After the Non-Fiction section is done, Children's staff will work on Early Readers Non-Fiction and Fiction.
- Our current story time session ends on March 14. The next story time session will begin on April 8.
- Mary will launch a 4 week coding program in April to introduce kids to Scratch, a coding language with a simple visual interface that allows young people to create digital stories, games, and animations .

Tech Services & Technology News (from Sarah Bukrey)

- Sarah and Amy hosted **Craft Club at the Senior Center Annex** on March 7 for 17 attendees. Perler beads, also known as melt beads, was a hit with grownups!
- Tech Services added 645 items in February, which is a lot for the shortest month of the year! Our volunteers kept busy doing final processing on those items before they went out to the public.
- Sarah trained Zi Wei on multipart DVD relabeling and she will be working on that project to its completion. The conclusion of this project will end up allowing us more space to future items in our library-of-things collection (e.g. birding backpacks, disc golf sets, etc.)
- Technology issues persist, but we are steadily working to fix them. The PC at the Children's service desk continues to have issues, and Sarah has been working with SCLS tech support staff to resolve them. In mid-March, a power outage damaged the EZ Scan Station that we use for scanning to email and faxing. Sarah worked with the vendor to ensure a replacement part was promptly shipped to get this important service back up and running.



Circulation Services (from Robin Behringer)

- The Circulation Team met on February 27 to discuss this year's performance appraisal plan, an updated procedure for checking in kits, and reminders about various circulation procedures. The Shelver Team met on February 28. The team was reminded about the upcoming performance appraisals. The guest speaker this month was Library Director Jim Ramsey.
- On February 28, Robin and Kristyn attended a virtual Circulation Refresher presentation from South Central Library System. Instead of trying to schedule various trainings, SCLS will be offering 1.5-hr "refreshers" on various Circulation topics throughout the year. This month's topic was a review of SCLS Circulation Policies. The presentations will be recorded for later viewing as well.
- Robin attended the virtual Circulation Services Subcommittee meeting on March 12. Topics included reviewing/updating two policies to be sent to the Integrated Library System (ILS) Committee, as well as discussions regarding the Local Holds policy and an RFID tagging survey that the subcommittee sent to directors. Robin will be part of a work group to further discuss the RFID tagging policy.

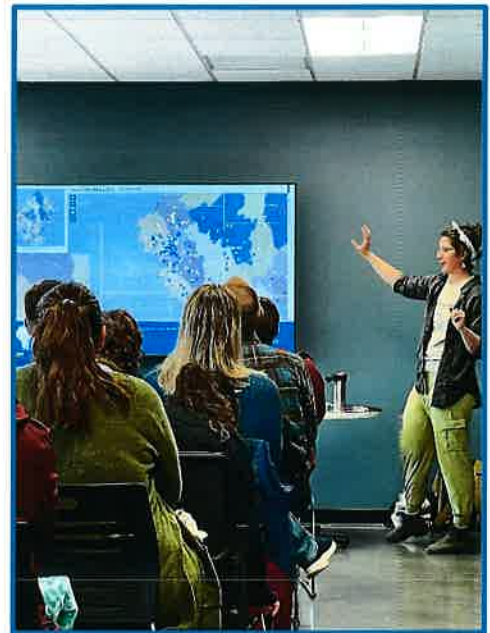
Adult & Teen Services (from Amanda Bosky)

- Adult Services Librarian Amanda Bosky, Adult Services Assistant Amy Hynek, and Teen Services Assistant Cynthia Schlegel attended the **Stoughton Police Department's Active Threat training** on February 26. We watched a live demonstration of an Active Shooter situation so we could observe police in action and ask questions, so we are more prepared in the event of an actual incident in the library.



- Cynthia's teen programs included bracelet making, Beat Saber virtual reality gaming, and Teen Advisory Board. Many thanks as always to Children's Librarian Mary Ostrander for co-presenting or assisting with many teen programs with Cynthia!

- On Saturday, March 2, Amy and Technical Services Supervisor Sarah Bukrey were part of a **collaborative community program on Rain Barrels**. Rock River Coalition, Sustainable Stoughton, Stoughton Public Works, and the Library worked together to provide space and materials for people to construct their own water-saving rain barrels to take home and start using in their yards and gardens. Many thanks to Brett Hebert of Stoughton Public Works for transporting 25 barrels to the Public Works garage to make this happen!



- On March 9, we once again hosted **Huma Siddiqui for a cooking demonstration**. Participants learned how to make Pakistani-inspired fish tacos with mango salsa, and enjoyed a sample of the dish afterwards.



Looking Back from *The Stoughton Hub*

October 31, 1913

LET'S GIVE OUR CITY LIBRARY A "BOOST"

**As a Powerful Influence for Good in Our City, the Public Library
Deserves Our Hearty Support**

Are you going to the reception at the public tomorrow afternoon? Only a comparatively small proportion of our people appreciate the work of the public library to the community—its far-reaching influence for good. Altogether too few, we dare say, realize that this institution means a lot of young men with a taste for reading, but without homes in our midst, who while employed in our shops and factories during the day, have but few resources for their leisure hours; what it means to the studiously inclined boys in our city schools who after school hours gather around the reading tables at the library rather than resort to loafing places of doubtful character; or, for that matter, what it means to its daily frequenters among the little folk in whom habits and character are beginning to form, slowly but surely. To these beneficiaries must be added the hundreds of drawers of books who through the library are enabled to keep abreast of the times in every department of literature.

...

There will be nothing formal about the reception. No program has been prepared, but selections from the world's best musicians will be rendered during the afternoon by a Victrola, which has kindly been loaned by O.N. Falk & Son.



**Stoughton Public Library
Board of Trustees Planning Committee Meeting
Tuesday, March 5, at 6:30 PM**

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

MINUTES

Present: Jean Ligocki, Sharon Meilahn Bartlett, Siri Vienneau

Also present: Library Director Jim Ramsey

Absent: Teri LeSage

1. Meeting called to order by consensus at 6:34 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of January 9, 2024 *** – Meilahn Bartlett asked a clarifying question about item #5, “Scheduling Next Meeting.” Ramsey provided clarification. MOTION to approve the minutes of the January 9 meeting by Ligocki. SECOND: Meilahn Bartlett. VOTE: 2-0.
4. **Discussion of 2024 Board Self-Evaluation process** – Meilahn Bartlett asked if the committee still felt the self-evaluation process was valuable to conduct every other year and whether the by-laws required it. Ramsey replied that the by-laws do not specify when and how to conduct the evaluations, only that the Planning Committee is in charge of the process. Some discussion ensued as to whether the evaluation produces insights that can’t be found elsewhere.

Meilahn Bartlett shared a draft of the survey on her screen via Zoom and discussion ensued about which questions to keep, discard, or modify. Ramsey suggested moving the first question about committees further down the survey near the other questions about committee work. Consensus agreed.

Meilahn Bartlett asked if there should be a question specifically about the work of the finance and personnel committees, since other questions asked about policies and planning. She also asked if we should modify the question about the trustees’ “diversity of backgrounds,” specifically

whether this question was trying to get at issues of diversity, equity, and inclusion. Discussion ensued.

Ligocki spoke in favor of adding to or modifying one of the questions about committee work, something along the lines of “Does committee work align with the overall mission and strategic plan?” She stated that she didn’t feel there was a need to have a question about each of the four standing committees.

Discussion ensued as to whether to keep the question about policies. Consensus was in favor of keeping it, as the Board has the ultimate authority for setting library policy. Further discussion about the questions about committee work. Consensus was in favor of changing one of the questions to read: “Is committee work meaningful and aligned with the library’s mission and strategic plan?”

Discussion returned to the question about the Board’s “diversity, background, and expertise.” Meilahn Bartlett stated that it would be helpful to have information on the background and expertise of the trustees and proposed using a worksheet or other facilitated process to collect this information. Consensus was in favor of administering this survey at the Board’s May reorganization meeting. Consensus also favored striking the question about “diversity, background, and expertise” from the survey.

Ligocki stated that she felt the process of conducting a Board self-evaluation every-other year was valuable.

Committee reviewed the document for consistency and style. Meilahn Bartlett stated that she would finish reviewing the document for consistency in capitalization and would share the final draft with the group. Discussion turned to the deadline for responses and whether the committee needed to meet before the April Board meeting. Consensus was in favor of individual committee members sharing their observations with Jim directly and not using “reply all” so as to avoid a walking quorum. Deadline for survey responses was set for Friday, April 5.

- 5. Discussion of timeline for committee’s 2024 Library Board Goal: Review of progress on 2023-2026 Library Strategic Plan** – Ramsey stated that he will annotate the strategic plan with progress made in 2023 and provide it at the next meeting. Discussion then turned to scheduling the next meeting.

6. Schedule next meeting – Next meeting is scheduled for Tuesday, April 9, at 5:30 PM. Meilahn Bartlett will email LeSage to make sure it works with her schedule.

7. Meeting adjourned by consensus at 7:36 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, March 11, at 6:30 PM



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

MINUTES

Present: Ken Axe, Lora Klitzke, Erin Meinholz, Dayna Verstegen

Also present: Library Director Jim Ramsey

1. Meeting called to order by consensus at 6:32 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of December 11, 2023 *** - MOTION to approve minutes by Meinholz. SECOND: Verstegen. VOTE: 4-0.
4. **Review of proposed changes to Naming Rights Policy *** - Meinholz asked question about formatting—should the paragraphs be lettered, similar to other policies? Meinholz also suggested moving two paragraphs from the “Definitions” section to the “Guidelines” section. Consensus agreed. Ramsey offered to format the policy with lettered paragraphs. Meinholz asked about the provision about not naming spaces, collections, etc. after living persons. Ramsey replied that this seems to be a standard formulation that he has seen in other naming rights policies. Consensus was in favor of retaining it.

MOTION to recommend changes to Naming Rights Policy to Library Board: Axe. SECOND: Klitzke. VOTE: 4-0.

5. **Review of proposed changes to Security Camera Policy *** - Verstegen asked if there was language in the policy excluding cameras in private areas, e.g. bathrooms. Ramsey replied that this is provided for in Section III.D. Discussion turned to the placement of cameras. Ramsey reported that the cameras are quite old (2009) and should probably be replaced soon. This will provide the opportunity for additional cameras and/or different placement of cameras. Meinholz noticed several formatting errors—fonts and spacing. Ramsey corrected.

MOTION to recommend changes to Security Camera Policy to Library Board: Verstegen. SECOND: Meinholz. VOTE: 4-0.

6. **Review of proposed changes to Unattended Children Policy *** - Discussion turned to formatting and spacing issues. Ramsey corrected. Meinholz suggested removing the word “literally” in Section I.B. Consensus was in favor.

MOTION to recommend changes to Unattended Children Policy to Library Board: Meinholz.
SECOND: Versteegen. VOTE: 4-0.

- 7. Review of Board By-laws *** - Ramsey reminded the committee that, per Article VII, Section 3 of the by-laws, any potential changes to the by-laws need to be submitted to the Board in writing at least 5 days in advance of the next Board meeting. Discussion ensued about formatting and spacing issues. Consensus agreed that simple formatting changes did not need to be submitted to the Board. Ramsey offered to iron out inconsistencies in format and spacing in the document.

Meinholz asked if changes should be made to Article II, Section 6, in light of the pending agenda item on the last several Board agendas regarding the appointment of an ad hoc Officer Nominating Committee. Discussion ensued as to the history of this provision in the by-laws and whether it was still necessary. (In recent years, the Board President has reached out to trustees individually to gauge their interest in serving as officers, rather than appointing a formal ad hoc committee.) Consensus emerged that the by-laws should be revised to allow the Board President the option of either appointing an ad hoc nominating committee or reaching out to trustees individually. The following language was proposed for Section 6: "The Board president may either appoint a nominating committee or contact Board members to determine their interest in serving." The following two sentences should be eliminated: "The committee will interview each Board member to determine each Board member's interest in filling a leadership role for the Library Board. The committee will bring nominations to the Library Board at the annual meeting (in May) to be voted upon." Consensus agreed. Ramsey reported that he will send the proposed changes to the rest of the Board via email this week.

MOTION to recommend changes to the Board By-laws to the Library Board: Axe. SECOND: Klitzke. VOTE: 4-0.

- 8. Schedule next meeting** – Ramsey reported that he will send out a request for the next meeting when the next slate of policies is ready for review, probably this summer.
- 9. Meeting adjourned by consensus at 7:33 PM.**

Minutes taken by Jim Ramsey

Sent to:

Ken Axe
Lora Klitzke
Erin Meinholz
Dayna Versteegen

Cc:

Amy Ketterer
Teri LeSage
Jean Ligoeki
Sharon Meilahn Bartlett
Kristin Rosenberg
Siri Vienneau



South Central Library System

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 4, 2024
To Library Board & Director, **Stoughton (STO)**
From Tracie Miller, South Central Library System
RE: 2024 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library’s 2023 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2025 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$219.84	Yes	No
Dodge	\$32.04	Yes	No
Green	\$2,019.81	Yes	No
Iowa	\$50.38	Yes	No
Jefferson	\$128.24	Yes	No
Rock	\$12,476.09	Yes	No
Sauk	\$370.99	Yes	No

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

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2024, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2025. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 29, 2024.**

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

~~~~~

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Stoughton Public Library Naming Rights Policy

Revised by the Library Board 11-20-19

WITH SUGGESTED CHANGES IN RED



STOUGHTON  
PUBLIC LIBRARY  
*The heart of our community.*

## I. Purpose

- A. It is the policy of **the** Board of Trustees of the Stoughton Public Library (**hereafter, "the Library Board"**) from time to time to recognize the generosity of individuals, corporations, foundations, or other donors by choosing to create a specific naming designation for a collection, facility, or portion of a facility. Even though the Library Board is grateful for and encourages donations, the Board has the right to decline any gift to the Library or reject any naming proposal.
- B. Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large.
- C. The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance. Therefore, making these decisions is undertaken with an appreciation for that significance.

## II. Definitions

- A. "Collection, facility or portion of a facility" includes meeting rooms, reading areas, study rooms, special use areas, equipment, and any other interior or exterior spaces, as recognized by the Library Board to be named in recognition.

~~Appropriate contributions for such naming opportunities will be at the discretion of the Library Board. Factors considered may include: project cost, actual cost of equipment, on-going operating cost, and the nature of the specific area or item.~~

- B. "Significant service to the Library, to the community, or to society at large" shall mean a meaningful contribution over time to the social, academic, scholarly, research, or political life of the City of Stoughton or society at large. Those honored with such a naming may include
  - a.i. Persons not directly connected with the Library who have contributed significantly to the social, academic, scholarly, research, or political life of the community
  - b.ii. Persons who have contributed significantly, in one way or another, to the growth and development of the Library

~~e.iii.~~ An illustrious former employee or Board member

~~d.iv.~~ An outstanding statesperson, educator, or scholar who may or may not be connected to the Library or the City of Stoughton

~~Endowment proposals for a collection may also include naming rights. Collections may be named or renamed by the Library Board to recognize a donor. Appropriate contributions for such naming opportunities shall be at the discretion of the Board. Factors to be considered include: cost of materials, staff, on going operating costs, and the nature of the specific program or collection involved.~~

C. "Naming" also includes "renaming." (See guidelines below.)

### III. Guidelines

A. The Library Board has the sole right to name or rename collections or facilities. The Library Board will review, consider and approve or decline all such proposals. The Library Board may refuse any financial or in-kind donation if it is deemed not to be in the best interests of the Library.

B. Appropriate contributions for such naming opportunities will be at the discretion of the Library Board. Factors considered may include: project cost, actual cost of equipment, on-going operating cost, and the nature of the specific area or item.

C. Naming rights carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, or any other library processes or activities.

D. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the Library Board, unless otherwise established in the naming rights agreement between the Library and the donor. A plaque may remain in the location acknowledging the name and the donation.

E. When a named collection, facility, or portion of a facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors may be continued on a recognition plaque.

F. In the event the room or building is significantly altered, the Library Board may carry the name forward in a similar capacity. The Library Board also reserves the right to add or alter gift recognition, including naming.

G. If the library facility or portion thereof is relocated, substantially

remodeled, or converted to use other than its original use, it may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

- H. Generally the Library does not allow the naming of a collection, facility or portion of a facility after a living person.
- I. Endowment proposals for a collection may also include naming rights. Collections may be named or renamed by the Library Board to recognize a donor. Appropriate contributions for such naming opportunities shall be at the discretion of the Board. Factors to be considered include: cost of materials, staff, on-going operating costs, and the nature of the specific program or collection involved.
- J. In the event that agreed upon funding to constitute a naming opportunity ceases before the agreed time or amount, the Library Board may discontinue the use of the benefactor's name.
- K. When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the Library Board.
- L. The Library Board reserves the right to terminate or alter a naming designation under unusual circumstances, or if an individual or organization named comes into disrepute at the Library or in the community at large.

#### **IV. Recognition**

- A. Upon approval of the naming by the Library Board, an appropriate dedication ceremony may be planned and conducted. The donor, guests, the media, and the Library Board will be notified for attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials and content.

#### **IVV. Procedure**

- A. The President of the ~~Stoughton~~ Library Board shall charge a Library Board Committee to review and make recommendations to the full Board for naming opportunities.
- B. The review committee shall consider compliance with the established naming rights policy; whether the donation is from a potentially controversial source (e.g. tobacco, alcohol, etc.); appropriate signage; compliance with the required approval process for accepting donations;

and any other relevant factors

- C. A Naming Rights Agreement shall be created, approved by the Library Board, and signed by the Library Board President and the individuals, corporations, foundations, or other donors who have proposed the naming rights. The terms of the Naming Rights Agreement shall be based upon the definitions and guidelines in this ~~Stoughton Public Library's Naming Rights Policy~~ policy.
- D. All such recommendations for naming shall be submitted to the Library Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The Library Board will review, research, and act upon any proposals submitted.
- E. This policy will be reviewed as needed and is subject to change.

Created: 6-18-14  
Reviewed: 7-21-16  
Revised: 11-20-19

# STOUGHTON PUBLIC LIBRARY

## SECURITY CAMERA POLICY



Approved by Library Board 11-15-17

**WITH SUGGESTED CHANGES IN RED**

### I. Purpose

- A. The purpose of this policy is to establish guidelines for the use of video security cameras, as well as the access and retrieval of recorded video images at the Stoughton Public Library.
- B. The Library Board of Trustees is committed to providing an atmosphere in which people of all ages may utilize library facilities and resources for intended purposes to the maximum extent possible. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically Section 43.52 (2), the Stoughton Public Library Board of Trustees may enact regulations, create policies, or take actions that serve to ~~insure~~ **ensure** the safety of all library staff and patrons, protect the collection and maintain order in the library.

### II. Definitions

- A. Security cameras are used where needed to ~~provide peace of mind to library users and staff by encouraging compliance with the library's Appropriate Behavior Policy,~~ to assist library staff in monitoring the public areas of the library, and, **in certain cases**, to provide law enforcement assistance in prosecuting criminal activity.
- B. Library security cameras record video images only. The recording of audio is restricted under the Electronic Communications Privacy Act.

### III. Use of Security Cameras

- A. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the library's Code of Conduct.
- B. Cameras may be installed in outdoor and indoor ~~places~~ **locations** where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, book stacks, areas prone to theft or misconduct, and areas where money is stored or handled.
- ~~C. Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on library property but also the sidewalk, public streets, and surrounding properties. [This seems unnecessary because: a.) we don't have any exterior cameras, nor do we have plans to~~



install them, and b.) the possibility of outdoor locations is provided for in section B., above]

- D. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- E. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
- F. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Stoughton Public Library nor the City of Stoughton is responsible for loss of property or personal injury.
- G. Recorded data is confidential and secured in controlled areas. Video recordings are typically stored for no longer than ~~nine~~ **thirty** days provided that no criminal activity or policy violation has occurred. As new images are recorded, the oldest images are automatically deleted. **[I double-checked and the system automatically retains recordings for 30 days. I see no need to change that]**
- H. Video footage that is saved for law enforcement purposes will also be saved by the library until the matter is resolved. Any footage given to the custody of the police department will no longer be under library control.
- I. Staff and patron safety is the first priority in the placement and use of the digital recording cameras. Protection of library property is of secondary importance.
- J. Cameras are not installed, nor will they be used, for the purpose of routine staff performance evaluations.

#### **IV. Use of Security Camera Footage**

- A. The library has video surveillance cameras ~~inside the building~~ that reside on the library's network which may only be accessed by those so authorized by the director for bona fide technical, library, or legal reasons as determined by the State Statutes. Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Stoughton Public Library will cooperate with law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30 (5):
  - a) i. "Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library."

- b) ii. “If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.”

## V. Unauthorized Access and/or Disclosure

- A. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to file a police complaint.
- B. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

## VI. Disclaimer of Responsibility

- A. A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Stoughton Public Library’s official website. Questions from the public may be directed to the Library Director.
- B. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

**References:** [Recommend removing these, as there are no other library policies with “references” sections. The Board by-laws have two “attachments,” but those consist of a link to Chapter 43 and a link to the city’s Code of Ethics. There are no other policies that include links to FAQs. We could retain these in an internal, procedural document for staff reference if necessary.]

~~Wisconsin Statutes Chapter 43.30~~ — can be found here: <http://docs.legis.wisconsin.gov/statutes/statutes/43/30>

Wisconsin Statutes Section 43.52  
<https://docs.legis.wisconsin.gov/statutes/statutes/43/52/2>

~~DPI’s Public Library Administration FAQ~~ — one of the FAQs on our website addresses this topic: <https://dpi.wi.gov/pld/boards-directors/administration/faq-pt4>

~~DPI's Public Library Policy Page~~ — there are several policies on this website that include this topic, most of them within larger confidentiality / privacy policies:  
<https://dpi.wi.gov/pld/boards-directors/policy-resources>

This policy was created in November/December, 2015.  
Reviewed November, 2017

# STOUGHTON PUBLIC LIBRARY

## UNATTENDED CHILDREN POLICY

Revised 09/21/22

WITH SUGGESTED CHANGES IN RED



### I. Purpose

- A. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically Section 43.52 (2), the Stoughton Public Library Board of Trustees may enact regulations that serve to ensure the safety of all who use the Library, especially children.
- B. The Stoughton Public Library encourages visits by children and their families, and it is our desire to make these visits both memorable and enjoyable. However, the Library is legally a public place in which **literally** anyone may be spending time, and most parents would not leave their children unattended in public places.
- C. Questions regarding the interpretation of these guidelines will be referred to the Library Director and/or the Library Board.

### II. Definitions

- A. "Unattended children" refers to children age 5 or younger who are unaccompanied by or not in immediate proximity to a caregiver age 14 or older.
- B. "Parents" shall be interpreted to also include guardians, caregivers, and anyone **else** to whom parents have entrusted the care of their children. It is also the intent of the following statements to include both the singular and the plural.

### III. Library Policy for Unattended Children

Library staff spend their time helping members of the public to use the Library and doing other assigned work. Thus outside of scheduled Library programs, staff are unable to provide adequate supervision for children.

For the safety of **you all** children, the Board of Trustees of the Stoughton Public Library has enacted the following policies and guidelines.

- A. The Stoughton Public Library welcomes families and children of all ages to the Library.
- B. The Library and Library staff cannot and will not assume any responsibility or liability for the care of unsupervised minor children in the library.
- C. Children who are age 5 or younger should not be left unattended in one part of the Library, even while their parents are in another part of the Library. Parents should always keep such children within sight, within earshot, or within close proximity.

- D. If Library staff have determined that a child is lost or inappropriately left unattended, a staff member shall bring the child to the Children's Librarian or other staff member in charge. The staff will then attempt to identify and locate the parent or designated caregiver. If a parent or designated caregiver cannot be found, then the child will be remanded to the care of the Stoughton Police Dept.
- E. Whether or not parents/guardians are present in the Library, they are responsible for their children's behavior while the children are in the library. This includes any children or teens of minor age who are in the Stoughton Public Library.
- F. Children of all ages are encouraged to use the library for homework, recreational reading and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be warned that they must correct their behavior or will be asked to leave the library. If the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait until the parents arrive.
- G. Occasionally during Library programs, library staff may ask parents of older children to stay and participate, or parents of younger children (age 5 or younger) to leave the room so the children can create a surprise gift or skit. If staff experience behavior problems, staff may also request that parents remain in the room to assist.

Created: Sept. 18, 2013

Revised: July 15, 2015

Revised: July 20, 2016

Revised: October. 18, 2017

Revised: January, 2019

Revised: September 21, 2022

# Stoughton Public Library Board By-Laws

Approved by Library Board 1-20-21



## Article I - Identification & Introduction

The name of this organization is the Stoughton Public Library, located in Stoughton, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under statute. (See attachment A)

The provisions most relevant to the municipal library board are found in Section 43.52 (municipal libraries), 43.54 (municipal library board composition) and 43.58 (powers and duties of library boards).

Library boards have greater autonomy than other departments, functioning independently of their governing body. Library systems have the ability to expel or reduce aids or services to libraries not complying with Chapter 43 (see Attachment A). The Wisconsin Department of Public Instruction also monitors Chapter 43 compliance and has held that if any municipality adopts a charter ordinance, their library would no longer be eligible for system membership. A "charter ordinance" refers to a local ordinance which attempts to over-ride any portion of Chapter 43. Currently all Wisconsin libraries are system members.

Board members must be aware of and support these key philosophical statements presented at the beginning of State Statute, Chapter 43:

- the importance of free access to knowledge, information, and diversity of ideas for all residents of this state;
- the critical role played by public, school, special and academic libraries in providing that access;
- the major educational, cultural, and economic asset that is represented in the collective knowledge and information resources of the state's libraries;
- the importance of public libraries to the democratic process; and
- that the most effective use of library resources in this state can occur only through interlibrary cooperation among all types of libraries and the effective use of technology. (Wis. Stats 43.001)

## Article II -Board Composition (Chapter 43.54)

**Section 1** The library board will be composed of a minimum of seven members, including: one city council representative selected by the mayor; the superintendent of schools or his/her designated replacement; and five members at large from the City of Stoughton appointed by the Mayor with recommendations from the library director and/or the library board. Up to two additional members may be appointed by the mayor or the county executive from among the residents of the City of Stoughton or Dane County to represent the interests of non-resident county patrons who use the library per Wisconsin Statutes, Chapter 43.60(3). There shall also be one non-voting high school

student trustee member who will be chosen yearly by the Library Board from applications received.

- Section 2** The library director is a permanent non-voting member of the board, who will attend meetings and serve in an advisory/resource capacity.
- Section 3** A quorum will be required to pass any motions presented for a vote. A quorum is defined as a majority of the membership of the library board. In order to facilitate payment of bills, a quorum may be three members for this purpose only.
- Section 4** Terms of office (Chapter 43.54(b) “upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2 – 3 and 4 – year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years.”

Vacancies shall be filled for un-expired terms in the same manner as regular appointments are made. If a person is appointed to serve an unexpired term of office and serves more than 50% of the unexpired term, it shall be considered a full term of office.

Members may serve no more than three consecutive three-year terms. A former board member may be reappointed once after a lapse equal to one term (3 years). If this is the case, the person may serve an additional three consecutive three-year terms.

- Section 5** No compensation shall be paid to library board members except for:
- Reimbursement for actual and necessary expenses incurred in performing duties outside the municipality if authorized by the Board.
  - Members may receive per diem, mileage (per city’s rates) and other necessary expenses incurred if authorized by the library board and the municipal governing body.

- Section 6** Officers shall consist of a president and a vice-president, elected by the Board. ~~A nominating committee from the Library Board will be appointed by the president each year in March. The Board president may either appoint a nominating committee or contact Board members to determine their interest in serving. The committee will interview each Board member to determine each Board member’s interest in filling a leadership role for the Library Board. The committee will bring nominations to the Library Board at the annual meeting (in May) to be voted upon. Other n~~ Nominations may also be made at the annual meeting before the election.
- Election of the president and vice-president will take place in May of each year, with the term of office commencing with the June meeting. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs. No Library Board member shall be eligible to serve more than two consecutive years in the same office. Officers’ duties shall be as follows:

A. President

- Shall preside at monthly meetings. In the absence of the president, the vice-president shall preside.
- Shall represent the library when appropriate.
- May call or authorize special meetings as deemed necessary.
- Appoints all committees.
- Executes all documents authorized by the board.
- Oversees and coordinates all business of the board.
- The president may vote upon, move or second a proposal before the board.

**B. Vice-president**

- Shall preside at monthly meetings in the absence of the president.
- Performs all the duties of the president in the president's absence.

**Section 7**

There will be one non-voting high school student trustee member who will be chosen yearly by the Library Board from applications received. 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 Student Trustee is expected to serve during the academic year with the option to begin serving on June 1st. The student trustee term shall be one academic year, from September through May. Student trustees may serve one term, reapply, and be reappointed at the discretion of the Library Board.

The purpose of the position is for the Library to obtain input on library services, policies, and collections from a significant group of library users; 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.

Student trustees are subject to the same standards, responsibilities, expectations, and conflicts of interest cautions as regular Library Board members. The student trustee will be given a copy of the City of Stoughton Code of Ethics which they must read and abide by. See Article V, Section 2 and Article VI. The student trustee may serve on committees if and when it is deemed necessary by the Library Board. See Article IV.

**Article III - Meetings**

**Section 1**

A regular board meetings shall be held each month with the date and hour to be set by the board at its annual meeting. Any proposed agenda items shall be presented to the Library Board president at least one week before the meeting. Amendments to the agenda shall be at the discretion of the president.

**Section 2**

The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year. Appointment of committees shall take place at the following regular meeting in June.



**Section 3** The order of business for regular meetings shall include, but not be limited to, the following items (\* = potential action item):

- Call to Order
- Review of Agenda (formerly Approval of/Amendments to the Agenda)
- Recognition Opportunities \*
- Review/Approval of Minutes \*
- Public Comment Period (limited to no longer than 5 minutes)
- Review/Discuss Correspondence
- Education
- Board In-Service
- Review/Approve Financial Statements \*
- Review/Approve Bills \*
- Director's Report
- Committee Reports
- Friends of the Library Report
- Unfinished/Old Business \*
- New Business \*
- Pending Agenda Items
- Adjournment \*

**Section 4** Special meetings may be called by the president, or at the written request of three board members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, a least 48 hours' notice shall be given. In no case may less than 2 hours' notice be given.

**Section 5** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.91 to 19.98.)

**Section 6** Parliamentary Authority: Library Board meetings shall be professionally conducted using basic and reasonable standards of parliamentary procedure based on the "Standard Code of Parliamentary Procedure" by Alice Sturgis, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

## **Article IV – Committees**

### **Section 1 Standing Committees**

There shall be four standing committees: Policies, Finance, Personnel, and Planning. These committees shall have a minimum of three members appointed by the President and announced at the June meeting. Each committee shall elect a chair at their first meeting.

An official committee meeting shall require the attendance of a majority of the members of the appointed committee.

### **Policies Committee**

- a. Reviews and revises existing policies every three years or as needed and recommends changes to Library Board
- b. Creates new policies and recommends their adoption to Library Board
- c. Reviews and updates board by-laws biannually or more often as needed and recommends changes to Library Board.

### **Finance Committee**

- a. Reviews and recommends the annual budget to the Library Board
- b. Recommends any mid-year budget adjustments, as necessary to the Library Board
- c. Reviews and recommends changes to the Capital Improvement Plan (CIP)

### **Personnel Committee**

- a. Reviews staff hours and wages and recommends changes to Library Board
- b. Reviews Library Work Rules and recommends changes to Library Board
- c. Evaluates the Director

### **Planning Committee**

All activities and initiatives by Planning Committee shall align with the Stoughton Public Library's established Strategic Plan.

- a. Facilitates the strategic planning process, conducts periodic reviews of strategic plan progress and ensures completion or revision of action steps.
- b. Establishes and recommends to Library Board annual goals to be accomplished by individual trustees and the board as a whole, ensures completion or revision
- c. Facilitates board self-evaluation.
- d. Establishes annual calendar of work to dictate meeting in-service topics, ensures completion or revision.

## **Section 2 Ad Hoc Committees**

Ad Hoc committees for the study of special problems may be appointed by the president, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed. These committees may include staff and public representatives who may be voting members. Examples of ad hoc committees are Long-range Planning and Fundraising.

## **Section 3 All committees shall make a progress report to the library board at each of its meetings.**

## **Section 4 No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.**

## **Article V - Responsibilities**

**Section 1 Library Board shall:**

- Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.
- Select and appoint a competent library director. Set salary levels for all employees.
- Advise in preparation of the budget, approve it and make sure that adequate funds are provided to finance the approved budget.
- Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- Study and support legislation that will bring about the greatest good to the greatest number of library users.
- Cooperate with other public officials and boards and maintain vital public relations.
- Be familiar with Chapter 43 of the Wisconsin State Statutes as it pertains to statutory requirements.

**Section 2 Board Members shall:**

- Attend the monthly meetings and special meetings as necessary.
- Serve on at least one committee.
- If unable to attend, 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.
- After three absences in a 12 month period, meet with the library board president to discuss his or her attendance and review a written notice to that member stating the requirements for attendance. After a fourth absence in a 12 month period, the situation will be brought before the Library Board for a mutually agreeable resolution which may include resignation or dismissal from the Board.
- Take all library policies/board bylaws seriously and abide by City of Stoughton Code of Ethics (Attachment B).

The qualities that make an individual an effective library trustee include:

- awareness of the community;
- willingness to devote time and talents;
- ability to think clearly, question objectively, and plan creatively; and
- skill in communicating and cooperating.
- awareness and appreciation of the library's past, present, and future role in the community;
- willingness to become more knowledgeable about library services and standards of operation;
- ability to represent the library in public forums, to act as an advocate for the library, and to reflect the concerns of the public at library board meetings; and
- skill in developing library policies.

The library's board of trustees shall strive to collectively represent:

- a diversity of interests;
- a balance of age, race, sex, and socioeconomic levels; and

- a variety of occupational and personal backgrounds.

This body will then effectively serve its community through its commitment to and enthusiasm for a vigorous public library capable of providing access to information, education, and enhanced leisure to the broadest spectrum of users.

### **Section 3 Library Director**

The library director shall be considered the executive Officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all meetings but shall have no vote.

## **Article VI – Conflict of Interest**

**Section 1** A Board member shall not in their private capacity negotiate, bid for, or enter into a contract with the Stoughton Public Library in which they have a direct or indirect financial interest.

**Section 2** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3** A board member shall not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article VII – General**

**Section 1** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (six) of the members of the Board are present and two-thirds of those present so approve.

**Section 3** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice and text of the proposed amendment shall have been mailed, electronically or otherwise, to all members at least five days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Stoughton Public Library on the 20<sup>th</sup> day of January, 2021.

Adopted November, 2001

Revised June 12, 2003

Revised September 9, 2003

Revised May 13, 2004

Revised September 13, 2006

Revised March 14, 2007

Revised January 13, 2010

Revised March 10, 2010

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Revised September 19, 2012

Revised April 17, 2013

Revised June 19, 2013

Revised September 17, 2014

Revised November 18, 2015

Revised October 19, 2016

Revised October 18, 2017

Revised May 16, 2018

Revised June 20, 2018

Revised January 20, 2021

ATTACHMENT A: Wisconsin Statutes, Chapter 43: Libraries

For a current copy of WI Chapter 43, **please visit** <http://docs.legis.wisconsin.gov/statutes/statutes/43> .

ATTACHMENT B: City of Stoughton Municipal Code, Chapter 2.2 Code of Ethics. You may view an electronic copy of the Code of Ethics at the City of Stoughton Web site.

[https://www.municode.com/library/wi/stoughton/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH2AD\\_ARTIINGE\\_S2-2COET](https://www.municode.com/library/wi/stoughton/codes/code_of_ordinances?nodeId=MUCO_CH2AD_ARTIINGE_S2-2COET)