

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, May 15, 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=87168703406>. 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 April 17, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for April 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for May 2024 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: Presentation by Adult Services Librarian Amanda Bosky on Community Requests for Collaboration (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: did not meet
- C. Planning: met 5/6/24 (enclosure)
- D. Policies: will meet in June

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

XII. Old Business

- A. New Board member Trista Richards – welcome and introductions
- B. Update on planning for June Pride event

XIII. New Business

- A. Nomination and appointment of 2024-2025 Student Trustee *
- B. Presentation on progress towards goals in the 2023-2026 Strategic Plan by the Planning Committee (enclosure)
- C. Discussion of 2024-2025 committee assignments (enclosure)
- D. Nomination and election of Board officers *

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. 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: June 19, 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
Lora Klitzke
Teri LeSage, President
Jean Ligocki, City Council Representative and Vice-President
Sharon Meilahn Bartlett
Erin Meinholz
Trista Richards
Kristin Rosenberg, SASD representative
Dayna Verstegen
Siri Vienneau, Student Representative

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

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

Agenda Notes: Library Board meeting of May 15, 2024



XII. Old Business

- A. **New Board member Trista Richards – welcome and introductions** – We will formally welcome our newest Library Board Trustee, Trista Richards, who will have been appointed by the mayor at the City Council meeting on May 14.
- B. **Update on planning for June Pride event** – This item was added at the request of Jean Ligocki to discuss the upcoming Pride event on June 8. The Library will be sponsoring a concert by Perfect Harmony, an LGBTQ chorus group, that morning, and members of the community may be planning an event such as a community picnic/potluck afterwards. Jean has agreed to be the contact person for the community gathering to follow the concert.

XIII. New Business

- A. **Nomination and appointment of 2024-2025 Student Trustee** * The ad hoc Student Trustee Nominating Committee will make a recommendation for the appointment of the 2024-2025 Student Trustee and the Board will vote to confirm.
- B. **Presentation on progress towards goals in the 2023-2026 Strategic Plan by the Planning Committee** – Pursuant to its 2024 Library Board Goal, the Planning Committee will present on the library's progress towards meeting the Action/Initiatives laid out in the five Goal Areas in the 2023-2026 Strategic Plan.
- C. **Discussion of 2024-2025 committee assignments** – The current committee assignments are enclosed. Committee assignments for 2024-2025 are scheduled to be made by the new Board President at the next Board meeting on June 19. In past years, the President has asked trustees to email them with committee preferences, or simply to indicate that they would like to remain in their existing appointments.
- D. **Nomination and election of Board officers** * – Nominations will be made for the offices of Board President and Vice President for 2024-2025. A vote is required to confirm each officer. The new officers' terms will begin at the next Board meeting on June 19.

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. 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, APRIL 17, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



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

- I. CALL TO ORDER. 6:32 P.M. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. LeSage moved the Friends of the Library Report and the Board In-Service up the agenda.
- III. CONSENT AGENDA. *Motion to approve:* Ketterer. *Second:* Meinholz. *Vote:* 7-0.

[Vienneau arrived at 6:34 P.M.]

- IV. FRIENDS OF THE LIBRARY REPORT. Johnson reported that the Friends mini-golf event had 183 participants and netted \$8,000. Their next fundraiser is April 23rd, when Deak's will be donating 10% of all food sales to the Friends. The Friends have six new members on their Board of Directors. They are planning how to celebrate their 40th anniversary and will be launching their own website in June.

[Johnson left at 6:40 P.M.]

- V. RECOGNITION OPPORTUNITIES. This is Ketterer's last meeting. Ramsey presented her with flowers from the Board.
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared an email praising Cynthia Schlegel for her teen programming and thank-you letters to Mary Ostrander from the kindergartners of Sandhill Elementary for a tour of the Library.

[Ehlinger arrived at 6:45 P.M.]

- VIII. BOARD IN-SERVICE. Ehlinger spoke briefly about Library finances.

[Ehlinger left at 7:00 P.M.]

- IX. EDUCATION UPDATES. LeSage spoke about an article about curriculum restrictions expanding to school and public libraries.

[Vienneau left at 7:05 P.M.]

- X. DIRECTOR'S REPORT. Ramsey presented. In addition to his written report, he updated the Board on the HVAC system replacement process.
- XI. COMMITTEE REPORTS
- A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: discussed the Board Self-Evaluation survey
 - D. Policies: did not meet
- XII. OLD BUSINESS
- A. Update on planning for June Pride event. Ligocki described the ongoing planning process.
 - B. Recommendation for appointment of new trustee by ad hoc Trustee Nominating Committee. *Motion to recommend Trista Richards*: Rosenberg. *Second*: Klitzke. *Vote*: 7-0.
 - C. Progress report from ad hoc Student Trustee Recruitment Committee. Ramsey reported that they received three applications and will be meeting on the 18th to discuss them.
- XIII. NEW BUSINESS.
- A. Presentation of results of Board Self-Assessment by Planning Committee. Ligocki went over the results. There was a discussion about definitions of diversity.

[Axe left at 7:28 P.M.]

- B. Review of 2024 Capital Improvement Projects and discussion of 2025 projects. Ramsey presented.
 - C. Discussion of 2024-2025 Board officer nominations. Nominations will happen at the May meeting.
- XIV. PENDING AGENDA ITEMS.
- A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
 - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
- XV. ADJOURNMENT. *Motion to adjourn at 7:53 P.M.*: Ketterer. *Second*: Rosenberg. *Vote*: 6-0.

Minutes taken by Sarah Monette.

User: SARAH
 DB: Stoughton
 PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BGD
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 215 - LIBRARY FUND						
Revenues						
Dept 55100 - COMMUNITY COMMITMENT						
215-55100-43330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY						
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00	247,195.00	61,798.75	494,390.00	33.33
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	0.00	(1.00)	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00	12,963.45	0.00	(0.45)	100.00
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	3,700.00	1,361.50	316.94	2,338.50	36.80
215-55110-46712	COPY MACHINE	3,700.00	1,701.30	502.63	1,998.70	45.98
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	120.95	34.99	129.05	48.38
215-55110-48110	INTEREST INCOME	2,800.00	8,534.10	1,897.43	(5,734.10)	304.79
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	555,657.30	64,550.74	493,120.70	52.98
TOTAL REVENUES		1,048,778.00	555,657.30	64,550.74	493,120.70	52.98
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	94,286.00	32,481.60	7,252.80	61,804.40	34.45
215-55110-50120	WAGES	417,489.00	149,761.58	34,594.34	267,727.42	35.87
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	26,419.09	5,070.62	93,325.91	22.06
215-55110-50128	SUNDAY HOURS	9,238.00	4,241.06	736.59	4,996.94	45.91
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	15,630.34	3,485.26	33,441.66	31.85
215-55110-50161	WRS - GENERAL	30,182.00	10,788.45	2,399.99	19,393.55	35.74
215-55110-50163	HEALTH INSURANCE	106,399.00	35,397.42	9,364.62	71,001.58	33.27
215-55110-50164	DENTAL INSURANCE	8,542.00	2,128.56	532.14	6,413.44	24.92
215-55110-50165	LIFE INSURANCE	943.00	328.00	82.00	615.00	34.78
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	233.39	57.32	766.61	23.34
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	103.60	0.00	1,896.40	5.18
215-55110-50213	SALES TAX	200.00	65.92	23.52	134.08	32.96
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	25.00	0.00	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	3,558.95	1,116.29	17,796.05	16.67
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	1,854.70	380.70	5,772.30	24.32
215-55110-50240	EQUIPMENT MAINTENANCE	4,000.00	1,699.16	271.00	2,300.84	42.48
215-55110-50250	REPAIR & MAINTENANCE	10,000.00	3,307.70	353.11	6,692.30	33.08
215-55110-50289	TECHNOLOGY COSTS	57,500.00	51,927.51	402.34	5,572.49	90.31
215-55110-50300	MISC EXPENSES	500.00	137.50	0.00	362.50	27.50
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	1,917.98	11.99	2,807.02	40.59

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2024	04/30/2024	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDTG USED
Fund 215 - LIBRARY FUND										
Expenditures										
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00		100.00			0.00		75.00	57.14
215-55110-50326	PERIODICALS	5,400.00		2,857.48			0.00		2,542.52	52.92
215-55110-50327	E-RESOURCES	18,000.00		16,867.04			0.00		1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00		3,021.66			1,992.08		5,978.34	33.57
215-55110-50329	BOOKS	52,000.00		13,946.01			4,445.67		38,053.99	26.82
215-55110-50340	OPERATING EXPENSES	3,000.00		1,086.68			44.38		1,913.32	36.22
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		2,784.09			585.69		3,215.91	46.40
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		429.64			94.97		270.36	61.38
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		383,100.11			73,297.42		665,677.89	36.53
TOTAL EXPENDITURES		1,048,778.00		383,100.11			73,297.42		665,677.89	36.53
Fund 215 - LIBRARY FUND:										
TOTAL REVENUES		1,048,778.00		555,657.30			64,550.74		493,120.70	52.98
TOTAL EXPENDITURES		1,048,778.00		383,100.11			73,297.42		665,677.89	36.53
NET OF REVENUES & EXPENDITURES		0.00		172,557.19			(8,746.68)		(172,557.19)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	733,451.12
215-00000-11102	US BANK - CC	7,988.98
215-00000-12550	PREPAID EXPENSES	185.42
Total Assets		741,625.52
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	75.80
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	494,390.00
Total Liabilities		519,689.24
*** 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		172,557.19
Ending Fund Balance		221,936.28
Total Liabilities And Fund Balance		741,625.52

* Year Not Closed

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDDT
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 217 - LIBRARY SPECIAL GIFT FUND							
Revenues							
Dept 55110 - LIBRARY							
217-55110-48110	INTEREST INCOME	13,000.00		5,854.22	1,441.24	7,145.78	45.03
217-55110-48500	DONATIONS	60,000.00		78,146.94	3,145.00	(18,146.94)	130.24
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		84,501.16	4,586.24	(33,501.16)	165.69
TOTAL REVENUES		51,000.00		84,501.16	4,586.24	(33,501.16)	165.69
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		24,133.92	4,195.30	25,866.08	48.27
217-55110-50501	UNDESIGNATED	1,000.00		112.20	112.20	887.80	11.22
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		24,246.12	4,307.50	26,753.88	47.54
TOTAL EXPENDITURES		51,000.00		24,246.12	4,307.50	26,753.88	47.54
Fund 217 - LIBRARY SPECIAL GIFT FUND:							
TOTAL REVENUES		51,000.00		84,501.16	4,586.24	(33,501.16)	165.69
TOTAL EXPENDITURES		51,000.00		24,246.12	4,307.50	26,753.88	47.54
NET OF REVENUES & EXPENDITURES		0.00		60,255.04	278.74	(60,255.04)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		640,158.46	69,136.98	459,619.54	58.21
NET OF REVENUES & EXPENDITURES		1,099,778.00		407,346.23	77,604.92	692,431.77	37.04
NET OF REVENUES & EXPENDITURES		0.00		232,812.23	(8,467.94)	(232,812.23)	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	121,977.70
217-00000-11102	US BANK - CC	1,296.39
217-00000-11302	WISC INVESTMENT FUND	265,727.70
Total Assets		389,001.79
*** Liabilities ***		
Total Liabilities		0.00
*** 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		60,255.04
Ending Fund Balance		389,001.79
Total Liabilities And Fund Balance		389,001.79

* Year Not Closed

Stoughton Area Comm Foundation

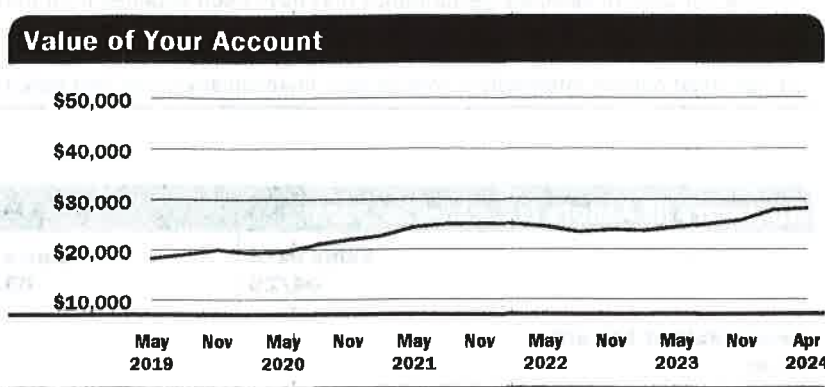
**2024 Purpose, Inclusion and Citizenship Report:
 Growing our impact**

At Edward Jones, the work we do is an extension of our purpose: to partner for positive impact to improve the lives of our clients and colleagues, and together, better our communities and society. We believe we have a responsibility to leave people and places better than we found them. Learn more about our efforts by downloading our 2024 Purpose, Inclusion and Citizenship Report, Growing our impact, at www.edwardjones.com/growingourimpact.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$28,133.59	
1 Month Ago	\$28,727.92
1 Year Ago	\$24,514.65
3 Years Ago	\$25,465.55
5 Years Ago	\$18,946.82



Value Summary		
	This Period	This Year
Beginning Value	\$28,727.92	\$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	-594.33	1,151.75
Ending Value	\$28,133.59	

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

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-2.10%	4.25%	16.63%	5.48%	8.08%

2024 EXPENDITURES: FUND 215

MAY

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
04/30/24	05/15/24	50211	Baker & Taylor	fuel surcharge	\$ 1.27
04/30/24	05/15/24	50211	Baker & Taylor	fuel surcharge	\$ 8.34
05/10/24	05/15/24	50211	Ingram	fuel surcharge	\$ 27.00
04/18/24	AB prepaid CC	50212	MW Mystery Conf.	MMC041824 212	\$ 55.00
04/04/24	CITY prepaid	50220	Stoughton Utilities	SU 040424 util	\$ 1,089.69
04/04/24	CITY prepaid	50220	Stoughton Utilities	SU 040424 jeff	\$ 26.60
05/06/24	05/15/24	50221	Alliant Energy	AE 050624	\$ 162.79
04/17/24	05/15/24	50240	Gordon Flesch	GF041724copier2	\$ 169.91
05/03/24	05/15/24	50240	Gordon Flesch	GF050324copier1	\$ 127.12
04/28/24	JR prepaid CC	50289	Donor Tools	DT 042824 TECH	\$ 39.00
04/02/24	SB prepaid CC	50313	Amazon	AZ040224SLPTE	\$ 115.66
04/02/24	SB prepaid CC	50313	Amazon	AZ040224SLPTE	\$ 24.59
04/02/24	SB prepaid CC	50313	Amazon	AZ040224SLPTE	\$ 40.73
04/05/24	CS prepaid CC	50313	Books4School	IB 040524 SLPTE	\$ 97.50
04/21/24	SB prepaid CC	50313	Amazon	AZ 041824 CC	\$ 14.39
05/02/24	AB prepaid CC	50313	Westfield Comics	WC050224SLPTE	\$ 63.92
03/31/24	AB prepaid CC	50326	New York Times	NYT033124 326	\$ 56.00
04/28/24	AB prepaid CC	50326	New York Times	NYT 042824	\$ 56.00
04/30/24	05/15/24	50328	Baker & Taylor	AD/TE materials	\$ 125.94
05/02/24	05/15/24	50328	Playaway	AV materials	\$ 184.97
05/10/24	05/15/24	50328	Ingram	AD/TE materials	\$ 153.96
04/30/24	05/15/24	50329	Baker & Taylor	AD/TE materials	\$ 833.45
05/02/24	MO prepaid CC	50329	Westfield Comics	WFC050224CN	\$ 72.67
05/09/24	05/15/24	50329	Cengage	AD/TE materials	\$ 192.20
05/10/24	05/15/24	50329	Ingram	CH materials	\$ 1,576.07
05/10/24	05/15/24	50329	Ingram	AD/TE materials	\$ 1,471.99
04/14/24	SB prepaid CC	50340	Amazon	AZ 041224 OS	\$ 199.87
04/18/24	SB prepaid CC	50340	Amazon	AZ 041824 OS	\$ 11.74
05/07/24	05/15/24	50340	Demco	DM 050324 OS	\$ 155.32
04/18/24	SB prepaid CC	50342	Azuradisc	AD 041824 LS	\$ 145.75
04/30/24	05/15/24	50342	Baker & Taylor	processing	\$ 5.18
04/30/24	05/15/24	50342	Baker & Taylor	processing	\$ 31.08
05/07/24	05/15/24	50342	The Library Store	TLS 050724 LS	\$ 225.98
05/10/24	05/15/24	50342	Ingram	processing	\$ 133.65
04/16/24	05/15/24	50444	Seib, Andrea	AS 041624	\$ 12.49
04/17/24	05/15/24	50444	Middleton PL	MID 041724	\$ 29.00
04/18/24	05/15/24	50444	Jones, Anne	AJ 041824	\$ 28.00

05/01/24	05/15/24	50444	Ryan, Cale	CR 050124	\$ 12.99
05/01/24	05/15/24	50444	Sieb, Andrea	AS 050124	\$ 14.00
05/01/24	05/15/24	50444	Sommer, Loren	LS 050124	\$ 28.00
05/01/24	05/15/24	50444	Tavener, Danielle	DT 050124	\$ 16.99
05/03/24	05/15/24	50444	Oregon PL	ORE 050324	\$ 14.50

**2024 EXPENDITURES: FUND 217
MAY**

MOVED:
SECONDED:
VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
04/05/24	MO prepaid CC	Soc. Of St. VdP	SVP 040524 B CH	Bryant	program	\$ 88.37			
04/11/24	MO prepaid CC	Walmart	WM041124FPRCH	FoL	program	\$ 40.65			
04/12/24	MO prepaid CC	BookDepot	BD 041224 B TN	Bryant	program	\$ 451.34			
04/13/24	SB prepaid CC	Amazon	AZ041224FPRCH	FoL	program	\$ 19.79			
04/15/24	SB prepaid CC	Amazon	AZ041224FPRCH	FoL	program	\$ 14.74			
04/16/24	05/15/24	Breakout	BO041624CHPRog	Sunday	program	\$ 99.00			
04/16/24	SB prepaid CC	Lakeshore	LS 041624 FORD	Fordonski	furniture	\$ 922.25			
04/16/24	CS prepaid CC	Walmart	WM041624FProgTE	FoL	program	\$ 80.35			
04/21/24	SB prepaid CC	Amazon	AZ 041924 F P AD	FoL	program	\$ 62.06			
04/21/24	SB prepaid CC	Amazon	AZ 041924 F P AD	FoL	program	\$ 22.97			
04/24/24	MO prepaid CC	Soc. Of St. VdP	SVP 042424 B CH	Bryant	program	\$ 140.11			
04/29/24	CS prepaid CC	Walmart	WM042924FProgTE	FoL	program	\$ 39.98			
04/30/24	05/15/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 58.29			
04/30/24	05/15/24	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 126.84			
05/02/24	AB prepaid CC	Westfield Comics	WC050224FPAD	FoL	program	\$ 106.50			
05/03/24	05/15/24	STO City Band	SCB 050324 SUN	Sunday	program	\$ 75.00			
05/10/24	05/15/24	Ingram	CH materials	Bryant	books	\$ 13.70			
05/10/24	05/15/24	Ingram	AD/TE materials	FoL REPL	books	\$ 111.93			

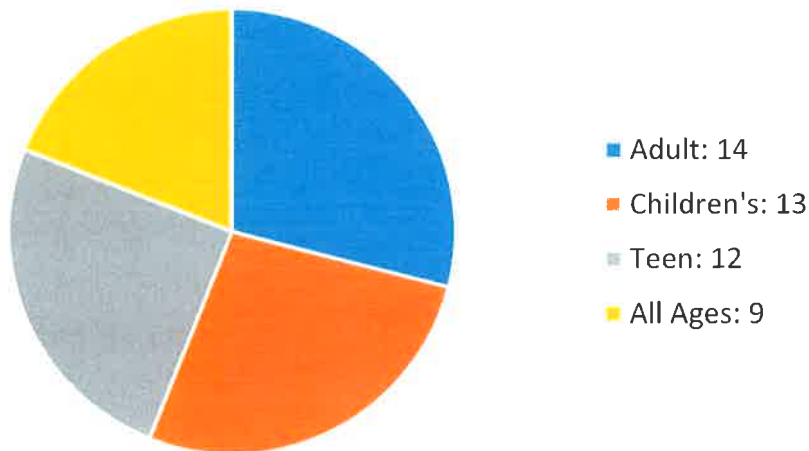
March 2024: Community Requests for Collaboration

Compiled by Adult Services Librarian Amanda Bosky

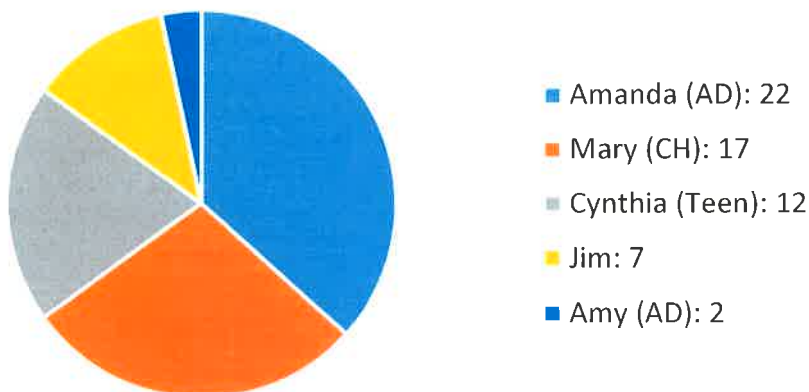
In March 2024, Adult, Teen, and Children's library staff tracked the number of requests we received for additional services, programs, collaborations, and publicity. These were requests received on top of our existing services, programs, collaborations, and publicity, as well as our everyday tasks such as providing reader's advisory and research assistance.

We received **48 requests**, an average of a little more than 1.5 per day.

Requests per department

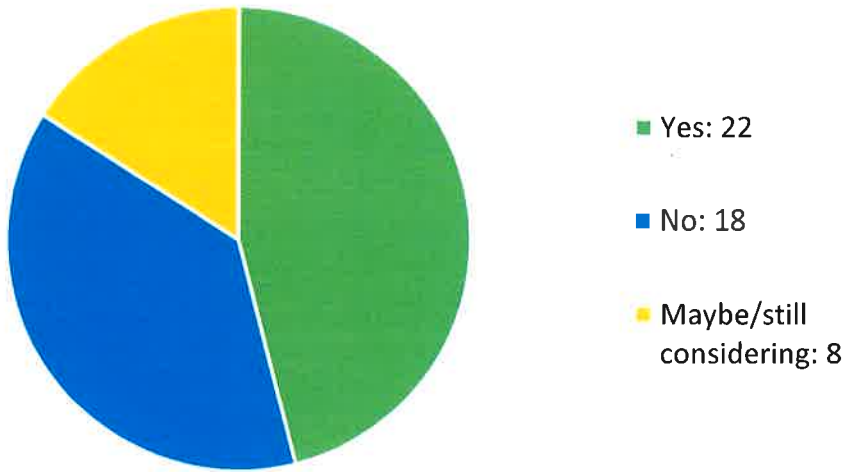


Requests per staff member



(The numbers in the second chart add up to more than 48 because some requests involved multiple departments.)

Our responses



Amount of time we spent on all requests in March (Yes, No, and Maybe):
26 hours

Estimated amount of time we would have spent in 2024 if we said Yes to all March requests:
142 or more hours



STOUGHTON
PUBLIC LIBRARY

CHECKOUTS

2024

2023-2024

MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	17,549	11,232	17,665	18,072	11,074	2,765	5,343	19,182	8.59%
FEB	16,865	11,241	16,644	16,384	10,885	2,637	4,548	18,070	8.57%
MAR	12,295	14,070	18,440	19,521	11,756	2,982	5,168	19,906	7.95%
APR	3,419	11,899	17,721	17,196	11,285	2,932	4,861	19,078	7.66%
MAY	5,464	12,363	16,012	16,985				0	-100.00%
JUN	6,062	16,371	18,553	18,928				0	-100.00%
JUL	8,941	17,776	18,278	19,932				0	-100.00%
AUG	11,848	17,389	19,112	18,944				0	-100.00%
SEP	11,029	15,337	16,010	17,304				0	-100.00%
OCT	11,652	16,052	16,050	18,318				0	-100.00%
NOV	11,205	14,952	15,972	17,970				0	-100.00%
DEC	10,939	14,282	15,445	18,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	45,000	11,316	19,920	76,236	-62.97%
AVG	10,606	14,414	17,159	18,153	11,250	2,829	4,980	19,059	11.08%

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	394	506	67	967	8.29%
APR	371	1,687	1,104	611	393	602	52	1,047	-5.16%
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	1,429	1,208	195	2,832	-71.09%
AVG	2,149	1,073	816	875	357	302	49	708	-13.28%

Stoughton Public Library Statistics
for April 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	8,530	-6.64%
APR	147	8,709	7,975	7,896	8,141	3.10%
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	5,384	-1.28%
APR	10	5,953	5,452	4,972	5,439	9.39%
MAY	301	5,043	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	5,143	4,897	5,155		-100.00%
SEP	3,659	5,441	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	5,431	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	1,895	-11.94%
APR	1,913	1,033	1,711	2,187	2,068	-5.44%
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	8,212	-6.79%
APR	0	0	6,482	7,634	8,282	8.49%
MAY	0	1,462	8,119	10,109		-100.00%
JUN	0	4,155	7,296	8,237		-100.00%
JUL	0	5,153	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	5,621	7,126	7,525		-100.00%
DEC	0	5,281	6,188	7,308		-100.00%
TOTAL	23,762	37,461	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	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931		
JUN	0	6,690	9,544	8,729		
JUL	0	7,053	9,276	9,658		
AUG	0	6,585	9,707	9,193		
SEP	0	7,210	7,646	8,252		
OCT	0	7,254	7,424	8,826		
NOV	0	7,417	7,912	n/a		
DEC	0	7,176	6,908	6,776		
TOTAL	25,251	50,531	99,352	95,405		
AVG	2,104	4,211	8,279	8,673		

WEBSITE PAGEVIEWS

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,665	3,984	4,695	4,486	5,363	19.55%
FEB	7,613	3,952	3,751	3,912	4,815	23.08%
MAR	6,859	4,993	3,968	5,152	5,727	11.16%
APR	5,865	4,701	4,268	4,816	5,767	19.75%
MAY	7,089	4,092	4,008	4,528		-100.00%
JUN	7,455	4,813	3,954	5,323		-100.00%
JUL	7,459	4,205	4,768	4,991		-100.00%
AUG	7,620	3,935	3,915	4,874		-100.00%
SEP	6,180	3,443	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 April 2024

		April Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
4/2/2024	Carnegie Room	Graphic Novel Book Club (MO, CS)		8				
4/2/2024	Online live	LSC: Paula Johnson				1		
4/2/2024	Online live	Eclipse Lecture from Jim Lattis (JR)				16		
4/3/2024	St Ann's Preschool	Outreach Story Time (AMH)	19					
4/3/2024	Carnegie Room	Stitches (MO)		11				
4/3/2024	Carnegie Room	The Foundation (JR)				6		
4/4/2024	Carnegie Room	Teen Gaming (CS, MO)			14			
4/4/2024	Mandt Center	Stoughton Chamber Expo (JR, Board members)					250	
4/4/2024	Sr. Center Annex	Adult Craft Club - Pocket poetry (AH, SB)				11		
4/6/2024	Fire Department	Hoo's Woods Raptor presentation (AH, AB)					90	
4/7/2024	Stoughton Yoga	Yoga Sundays (AB)				18		
4/8/2024	Carnegie Room	Story Time (MO)	21					
4/8/2024	Rotary Park	Eclipse glasses giveaway (AB, MO, JR)					200	
4/8/2024	Carnegie Room	Kids' Code (MO)		7				
4/9/2024	Online live	LSC: Diane Foley				3		
4/9/2024	Carnegie Room	Writing Group (volunteers)				8		
4/9/2024	Carnegie Room	Baby Story Time (DF)	10					
4/10/2024	Head Start Preschool	Outreach Story Time (AMH)	18					
4/10/2024	Carnegie Room	Pokemon Club (MO)		20				
4/10/2024	Carnegie Room	Basement Flooding w/ Project Home (AB)				6		
4/11/2024	Learning Tree Presc	Outreach Story Time (AMH)	38					
4/11/2024	Learning Tree Presc	Outreach Story Time (AMH)	18					
4/11/2024	Carnegie Room	Story Time (MO)	21					
4/11/2024	Carnegie Room	Teen Clay (CS)			19			
4/13/2024	Carnegie Room	Be Our Guest Tea Party (AMH, MO)	34					
4/15/2024	Carnegie Room	Story Time (MO)	30					
4/15/2024	Carnegie Room	Kids' Code (MO)		9				
4/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	19					
4/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	19					
4/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	34					
4/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18					
4/16/2024	Carnegie Room	Baby Story Time (DF)	9					
4/16/2024	Carnegie Room	Paint along with Cynthia (CS, MO)		10				
4/17/2024	Online live	LSC: Xochitl Gonzalez				0		

Programming Statistics
for April 2024

4/17/2024	Carnegie Room	Stitches (MO)				16		
4/18/2024	Carnegie Room	Story Time (MO)	24					
4/18/2024	Carnegie Room	Teen paint and plant (CS, EM)				26		
4/19/2024	Stoughton Yoga	Family Fun Yoga (AMH)			16			
4/22/2024	Carnegie Room	Story Time (MO)	19					
4/22/2024	Carnegie Room	Kids' Code (MO)			8			
4/23/2024	Carnegie Room	Baby Story Time (MO)	10					
4/23/2024	La Petite Preschool	Outreach Story Time (AMH)	20					
4/23/2024	Carnegie Room	Escape Room (MO)			9			
4/23/2024	Carnegie Room	Tuesdays w/ Murder (AB)					7	
4/24/2024	Carnegie Room	Stitches (MO)			9			
4/25/2024	Skaalen	Author Talk (CS)					11	
4/25/2024	Ginger Bread Presch	Outreach Story Time (AMH)	38					
4/25/2024	Ginger Bread Presch	Outreach Story Time (AMH)	15					
4/25/2024	Carnegie Room	Story Time (MO)	25					
4/27/2024	Carnegie Room	Lego Time (DF)			34			
4/29/2024	Carnegie Room	Story Time (MO)	45					
4/29/2024	Carnegie Room	Kids' Code (MO)			7			
4/30/2024	Online asynchronous	LSC archived views this month					703	
4/30/2024	Carnegie Room	Baby Story Time (DF)						
4/30/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)					4	
			485		129	61	771	0

		April Self-Directed					Number of Participants		
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
4/8/2024	Children's Desk	Eclipse Glasses Give Away					450		
4/30/2024	2nd floor	Teen Art Cart and blackout poetry			21				
4/30/2024	Mezzanine	All ages puzzle table					30		
4/30/2024	2nd floor	All ages sticker mural					30		
			0	0	21	0	510		

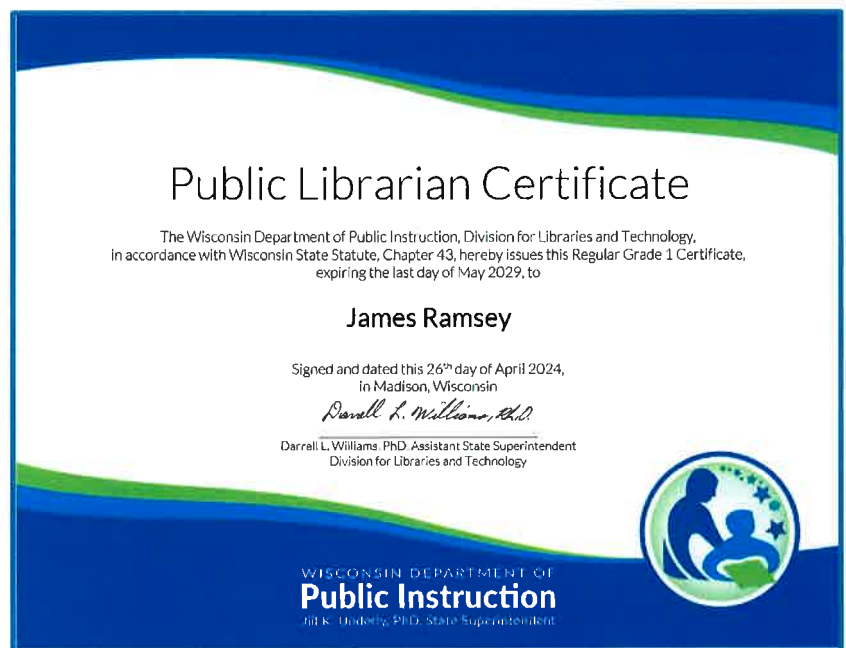
Director's Report

May 15, 2024



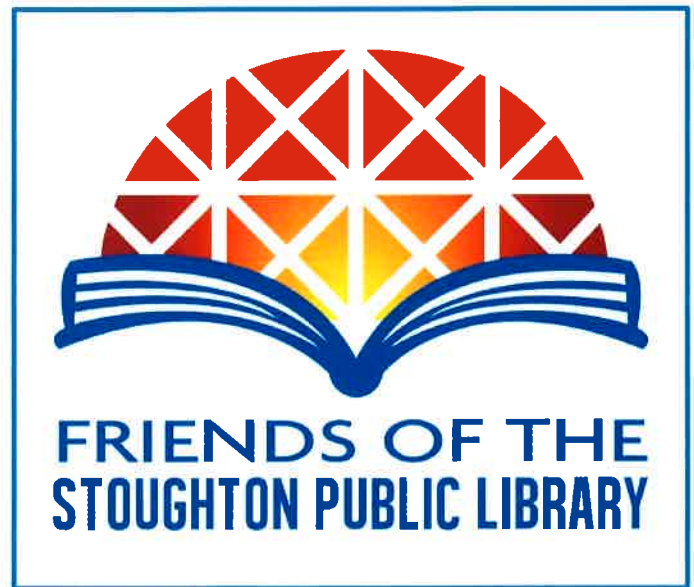
Library news:

- On April 18, I attended the monthly meeting of South Central Library System's Administrative Council. Aside from the usual reports from SCLS departments (Delivery, Technology/Integrated Library System (ILS), Consultants, etc.), we approved two agreements between SCLS and Madison Public Library related to MPL's designation as the system's resource library. Vicki Teal-Lovely provided an update on the Technology and ILS budgets for 2025, which will include a slight cost increase per device for PC support to be offset by reductions in ILS and infrastructure fees. SCLS staff will provide more information on the 2025 SCLS budget at the All Directors meeting on May 16.
- Also on April 18, I attended the monthly meeting of the Dane County Regional Equity Team, one of four teams created in 2022 under the umbrella of the Ripple Project, Dane Co. Library Service's DEI initiative. We discussed module 24b of Project READY, "Transforming Library Collections." (Project READY is a series of free, online professional development modules for librarians and others interested in improving their knowledge about race and racism, racial equity, and culturally sustaining pedagogy.) We had a very enlightening discussion about the importance of building diverse library collections for young people as well as some of the challenges of dealing with materials that feature outdated depictions of marginalized groups.
- I received my **Grade 1 Public Librarian Certification** from the Wisconsin Department of Public Instruction at the end of April. State law requires all library directors to be certified, with the grade depending on the size of the library and the municipality. (Stoughton is large enough to



require a Grade 1 certification, the highest grade.) In order to receive certification, I had to complete 100 hours of continuing education over a period of five years. This certification expires in May of 2029.

- On April 30, library staff attended two mandatory workplace safety trainings presented by the City of Stoughton's Human Resource Department and the Cities & Villages Municipal Insurance Corporation (CVMIC): "Slips, Trips, and Falls" and "Bloodborne Pathogens." A recording was made available for those who were unable to attend in person.
- We held a virtual all-staff meeting on May 1 in which we covered topics like the upcoming Summer Reading Program, the RFID tagging project, a pilot program to allow patrons to "check out" tickets to American Players Theatre, Fourth St. construction, and the HVAC system replacement.
- The **Friends of the Stoughton Public Library** unveiled a new **website and logo** earlier this month. Their new website (friendsofstoughtonlibrary.org) features options for online giving and membership renewals as well as an events calendar and the Friends' newsletter. The Friends contracted with James Phetteplace of Erawatech (erawatech.com) to build the site.
- On May 11, we welcomed **antique appraiser Mark Moran** for a special event at the library in which he appraised items for over two-dozen pre-registered participants. Mark is the former senior editor of antiques and collectibles books for Krause Publications and has authored and co-authored more than 25 books on antiques. He has also been featured as a



guest expert on Antiques Roadshow numerous times over the last nine seasons. I worked with Mark frequently in my former role as Head of Adult Services at the Middleton Public Library, so I was excited for him to visit Stoughton.

- I attended the bi-monthly virtual meeting of Dane County Library Directors on May 10. Topics included: potential partnerships

with Dane Co. Extension regarding natural resources and sustainability education; a status update on the “Check out APT” pilot project in collaboration with American Players Theatre; system-wide requirements for library card registrations; and how to handle the library accounts of patrons who have been temporarily banned from the library.



Stoughton Area Community Foundation Fund Report

The report for the period Mar 29 – Apr 26 shows a decrease in value of \$594.33 to the account because of market conditions. The overall value of the account as of Apr 26 is \$28,133.59.

Youth Services (from Mary Ostrander)

- The 4-week Kids Code program held on Mondays in April went very well. Mary led about 6 kids in coding stories and games using Scratch. Mary had

a high school volunteer work with her for this program. There is a request to repeat the program and maybe even have a monthly coding meet-up.

- **The Be Our Guest Tea Party** on April 13 was well received. About 30 people showed up to enjoy snack, activities, and an interactive story



written by Children's Services Library Assistant Anna Hayward.

- The Animal Shelter Shenanigans Escape room on April 23 was just as popular as our past escape rooms. Mary is planning more of them for the summer.
- The Children's Services Department received many applications for teen volunteers to help with registration and prize giveaways for our Summer Reading Program, which starts on June 1. Diane will soon start working on scheduling them for shifts this summer.
- Children's Staff met on May 1 to discuss summer reading program and order prizes. They also accompanied Teen Services Library Assistant Cynthia Schlegel on a prize book shopping trip to Books4School, a book wholesaler based in Madison.
- The Children's Department will be giving out Summer Reading Program reading logs and flyers during their visits to all three elementary schools later this month. Thanks to Diane for designing the reading log!

Tech Services & Technology News (from Sarah Bukrey)

- 637 items were added in April, an increase of 167 items over March!

- Sarah and Amy hosted Craft Club at the Fire Station on May 2 with 20 people attending. Attendees made dryer balls with felted wool. This program filled up really quickly, including a full waitlist.
- Sarah met with Jen and Erin, our two Technical Services Limited Term Employment (LTE) staff members, to discuss the upcoming Radio Frequency Identification (RFID) tagging project. (This project is funded by a grant from the Bryant Foundation.) They will be starting to work on it later in this month.
- Sarah had carpal tunnel release surgery on her dominant hand on April 23. She has made it back to full work days beginning May 6. Thanks to Zi Wei, our volunteers, and other departments for their help and patience.



Circulation Services (from Robin Behringer)

- The Circulation Team met on April 23 to discuss the upcoming “Check Out APT” program, updates and changes to serials, and recent comments about the self-check machines. The Shelver Team met on April 24. Library volunteer Eloise was our guest and spoke about her work with the local history and genealogy collections, as well as other projects she does for the library.
- Robin attended the in-person meeting of South Central Library System’s Circulation Services Subcommittee on May 14. Topics discussed included fine policies, local holds, and patron reading history policies. A tour of the new Delivery headquarters was also included.
- Robin attended the monthly, virtual Circulation Refresher on April 24. This month’s topic was library holds, including how to place them, known problems, and reminders about various hold policies and practices.
- On April 30, Circulation staff attended mandatory City training sessions on “Slips, Trips, and Falls” and “Bloodborne Pathogens.” Robin plans to use

information learned to supplement the library's emergency/safety guidelines.

- Robin attended a webinar on "Cultivating an Inclusive Workplace for Neurodivergent Staff" on May 7. The presenter shared tips on how to assess hiring, training, and environments to create inclusive and diverse workplaces.
- Robin met with each Circulation Assistant for their annual performance reviews earlier this month. The Circulation Team has seen some changes this past year, but everyone is performing outstandingly.
- Robin was part of a small group from the Circulation Services Subcommittee tasked with follow-up about a recent survey to library directors regarding possible changes to SCLS's RFID tagging guidelines. The group met virtually as well as communicated via email.
- Robin finished prepping for the "Check Out APT" program, a pilot project that allows Dane Co. library patrons to check-out tickets to American Players Theatre shows, set to begin May 15. Program information and instructions were shared with staff and Amanda created a webpage for the program.

Adult & Teen Services (from Amanda Bosky)

- Teen Services Assistant Cynthia Schlegel's teen and tween programs included: Clay Creations, Painting with tweens, and Paint and Plant with teens.
- Adult Services Assistant Amy Hynek attended the Stoughton networking conference on April 20. She always enjoys meeting and getting better acquainted with other folks in Stoughton and putting a face to the names of many of the agencies we work alongside.
- Adult Services Librarian Amanda Bosky and Children's Librarian Mary Ostrander made their annual trip to Westfield Comics to pick up our comics for Free Comic Book Day. Since it fell on May 4 this year, we added Star Wars take-home crafts and activities to round out the day. We had 128 adults and teens stop in to choose some comics and help themselves to Star Wars paper planes, Mad Libs, and more.
- We are busy getting ready for the Summer Library Program: putting the finishing touches on logs, buying prizes, and planning displays. This summer we are taking the Adventure theme in a fantasy direction, complete with "dragon eggs" hidden on the second floor for teens to find.

Looking Back from *The Stoughton Hub*

May, 1931

Famous Author to Conduct Story-Hours in Stoughton

Stoughton children will have their first chance to attend one of the series of story hours arranged by the Hale Dry Goods company at the Public Library Saturday morning, May 23. The story hour will begin at 10:30 and will be of interest to children up to 12 years of age.

To conduct the story period, Leo Edwards, writer of popular books for children, has volunteered his services. Mr. Edwards does most of his writing at his home in Cambridge, Wis. As the first book to be read, he has chosen "Tuffy Bean's One Ring Circus," one of a new series of dog books written for American children.

That Mr. Edwards is one of the most popular of authors is illustrated by the fact that he receives more than 10,000 letters each year from youthful admirers. With more than 20 successful books to his credit, he is writing four more this year to supply the demand for new stories. Among the popular words are the Jerry Todd, Poppy Ott, Andy Blake, Trigger Berg, and Tuffy Bean series.



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

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

MINUTES

Present: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (Chair), Siri Vienneau

Also present: Library Director Jim Ramsey

1. Meeting called to order by Meilahn Bartlett at 5:33 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of April 9, 2024 * (enclosure)** – Minutes reviewed and approved by consensus.
4. **Discussion of committee's 2024 Library Board Goal: Review of progress on 2023-2026 Library Strategic Plan (enclosure)** – Ramsey reported that he had added a list of programs to the annotated Strategic Plan under Goal Area 2, Action/Initiative 1 per Ligocki's request.

[Vienneau arrived at 5:37 PM]

Consensus was in favor of presenting the annotated Strategic Plan to the Board at the next meeting on May 15. Meilahn Bartlett suggested that we summarize the overall progress made on the plan by reporting the percentage of action/initiatives that have been completed, how many are in progress, etc. She offered to compile these figures and lead the discussion at the Board meeting next week. LeSage suggested that we draw attention to the list of programs under Goal Area 2, Action/Initiative 1. Meilahn Bartlett stated that she may prepare PowerPoint slides to send to Ramsey ahead of the meeting.

5. **Discussion of how to assess and foster diversity on the Library Board** – Meilahn Bartlett asked, per our discussion at the last meeting, if this would be an appropriate task for the Personnel Committee to take on.

LeSage spoke in favor of this. Ramsey agreed, and talked about the upcoming reassignment of Board committees that will occur at the meeting on June 19. He said that the Personnel Committee could likely take this up later this summer. He also mentioned the trustee questionnaire from the IFLS library system that Ligocki shared with the group and suggested that the committee adapt this. Ligocki stated that the Personnel Committee would be ideal for this task. Meilahn Bartlett asked if Planning could or should take this on if Personnel couldn't. General discussion ensued about the Planning Committee's responsibilities regarding Board assessment and follow-up on same. Ligocki stated that she thought Personnel would be amenable to the task. Ramsey suggested introducing the idea when this committee reports out at the Board meeting next week. Consensus was in favor of this.

6. Schedule next meeting – Ligocki suggested that the committee plan to reconvene in the fall. Consensus agreed.

7. Meeting adjourned by consensus at 5:58 PM

*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage
Jean Ligocki
Sharon Meilahn Bartlett
Siri Vienneau

Cc:

Ken Axe
Lora Klitzke
Erin Meinholz
Trista Richards
Kristin Rosenberg
Dayna Verstegen

Annotated Strategic Plan with Progress Toward Goal Areas

GOAL AREA 1: Access to information

Action/Initiative 1:

In order to maintain a robust collection and keep pace with rising costs, the Library will increase expenditures on physical materials by a minimum of 3 percent year over year.

Achieved in 2023-2024. Increased from \$59,000 to \$61,000, an increase of 3.4%

Action/Initiative 2:

In order to adapt to increasing demand for digital content, the Library will increase expenditures on digital e-resources by at least 8 percent over the next three annual budgets.

Achieved in 2023-2024. Increased from \$12,000 to \$18,000, an increase of 50%. Note: This represents the full operationalization of Kanopy costs. A more modest increase is likely next year.

Notes on both Action/Initiative 1 and 2: The dramatic increase in the budget for e-resources would not have been possible without the increase in county funding we received in 2024. From 2023 to 2024, county funding increased by \$33,870, or 13.6%. We won't know the exact amount until later this year, but county funding is unlikely to increase by that amount for 2025. If we see only a modest increase or even a decrease, we may have to forgo the increases in physical items expenditures to focus on operationalizing a portion of the hoopla budget. We may also have to look at reducing expenditures on physical AV items, moving some of that money to the e-resources line to help pay for hoopla.

Action/Initiative 3:

The Library will take steps to conduct a diversity audit of its collection with the goal of completing the audit by the end of 2025.

Ongoing. We obtained quotes from both of our major book vendors, Ingram & Baker & Taylor, in late-2023. The cost will be right around \$4,000. I would propose that we use fund 215 fund balance for this project.

GOAL AREA 2: Programming

Action/Initiative 1:

Our programming librarians will offer at least four programs per year that focus on diversity in our community and/or explore the experiences of marginalized or under-represented groups.

Achieved in 2023. By my count, we hosted or participated in 18 such programs last year. Programs included:

Pakistani cooking demonstration by Huma Siddiqui

Novelist Sadeqa Johnson (virtual event via Library Speakers Consortium)

Cookbook author Jernard Wells (virtual event via Library Speakers Consortium)

Author Britt Hawthorne (virtual event via Library Speakers Consortium)

Pride Celebration at East Side Park

Library story time at city's Juneteenth celebration

Library outreach at Viking Lunches distribution sites

Novelist Tananarive Due (virtual event via Library Speakers Consortium)

Beni Daiko Taiko Drum Concert

Lisa Koenecke virtual author visit

Author Erika Sanchez (virtual event via Library Speakers Consortium)

Author Robert Jones, Jr. (virtual event via Library Speakers Consortium)

Patty Cisneros Prevo, author of "Tenacious"

LGBTQ+ panel discussion

Mediterranean cooking demonstration by Huma Siddiqui

Author Tiffany Aliche (virtual event via Library Speakers Consortium)

We will always be here: Wisconsin's LGBTQ+ Historymakers (exhibit)

Bilingual Spanish story time

Action/Initiative 2:

Library administration and the Board of Trustees will advocate for the addition in the 2024 operating budget of a 22 hour/week Library Assistant in Adult Services to allow for additional programs for adults and teens.

Ongoing. Now that we've secured the 10 additional hours for our Circulation Supervisor, this will be our only personnel request for the 2025 budget.

Action/Initiative 3:

In order to increase the programming and outreach offerings and reach a wider audience, the library will increase its programming budget by 5 percent annually.

Achieved in 2023-2024. Our programming budget increased from \$4,500 to \$4,725, an increase of 5%. A 5% increase in 2025 would bring the total to about \$5,000.

GOAL AREA 3: The Library's physical space

Action/Initiative 1:

Complete the renovation of the children's area begun in 2022 by July of 2023, including identifying additional furniture and fixtures to be updated, (e.g., the area around the children's service desk.)

Mostly achieved. We originally had plans to complete a tree canopy installation above the Children's Service desk, though this has been delayed. I will check in with staff and provide you with a status update regarding this project. The rest of the renovations have been completed.

Action/Initiative 2:

Complete improvements to the vacant lot at 216 E Jefferson Street by the end of 2023 to create a permanent, library-adjacent venue for outdoor programming.

Achieved. The improvements were completed in 2023.

Action/Initiative 3:

Complete an engineering study of the Library's heating, ventilation, and air-conditioning (HVAC) system in 2023 and replace the system in 2024. Special attention will be given to ventilation and indoor air quality in light of the COVID-19 pandemic.

Ongoing, hopefully to be completed in 2024. The new system will be more efficient in air exchange and also have MERV-13 filters, which are recommended by the CDC to improve indoor air quality and reduce the spread of airborne pathogens.

Action/Initiative 4:

Undertake a space needs study before the end of 2025 to examine the potential for expansion of the current building. The study will incorporate accessibility guidelines from the Wisconsin Department of Public Instruction's Inclusive Services Assessment and Guide for Public Libraries (2019).

Ongoing. I will be meeting with the mayor soon to talk about this. We have access to a space needs consultant through SCLS who can provide us with a space needs assessment. This might be a good place to begin, especially if we don't envision starting a building project within the next 2-3 years. The city is undertaking a space needs study for Public Safety this year, and I attended the kick-off meeting in March to meet the firm conducting the study. I will also be interested to see what recommendations they come up with for their building, as decisions made about nearby buildings/departments can affect the library.

GOAL AREA 4: Financial stability

Action/Initiative 1:

Work with Dane County Library Service to ensure a fair and equitable county funding formula that reflects the true value libraries provide to their communities.

Partially achieved and ongoing. Dane County hired a consultant last year to examine the county funding formula and make suggestions for possible changes. The consultant presented their findings late last year. One of the problems they identified—the fact that Madison Public Library pays hundreds of thousands of dollars each year in county reimbursements—is not easily remedied without reducing the payments to other libraries. Library Boards in communities outside of Madison are unlikely to support this. This is where the issue stands as of right now. I will update the Board on any future developments.

Action/Initiative 2:

Secure at least \$65,000 in designated gift funds in 2023 and aim to increase that amount by 5 percent annually.

Achieved, and then some! In 2023, we received just over \$141,000 in gift funds, due in large part to a \$50,000 gift from an estate. We should be able to easily meet the benchmark of a 5% increase over 65,000 in 2024.

GOAL AREA 5: Staff

Action/Initiative 1:

In future operating budgets, Library administration and the Board of Trustees will advocate for the addition of a 22 hour/week Library Assistant in Adult Services to provide additional programs for adults and teens. This initiative is also stated in GOAL AREA 2: Programming.

Ongoing. See GOAL AREA 2, Action/Initiative 2. If this request is not granted in 2025, I plan to pursue additional hours for library substitutes as a stop-gap measure.

Action/Initiative 2:

In future operating budgets, advocate for the addition of 10 hours to the Library's Circulation Supervisor Position.

Achieved. Due to some position restructuring following a retirement, we were able to add 10 hours to this position starting in late-2023. The position is fully funded in the 2024 operating budget.

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES



2023-2024 COMMITTEE ASSIGNMENTS

FINANCE: Teri LeSage, Sharon Meilahn Bartlett, Erin Meinholz

PERSONNEL: Ken Axe, VACANT, Kristin Rosenberg

PLANNING: Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (chair), Siri Vienneau

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