

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, June 19, 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=84667599682>. 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 Lora Klitzke

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

III. Consent Agenda *

- A. Review/Approval of Minutes of May 15, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for May 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for June 2024 (enclosures)

IV. Recognition Opportunities

V. Public Comment Period

VI. Review/Discussion of Correspondence

VII. Education Updates

VIII. Board In-service: The State of America's Libraries 2024, a report from the American Library Association (enclosure)

IX. Director's Report

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

X. Committee Reports

- A. Finance: did not meet
- B. Personnel: will meet soon to discuss 2025 personnel requests
- C. Planning: did not meet
- D. Policies: met on 6-3-24 (enclosure)

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

XII. Old Business

- A. NONE

XIII. New Business

- A. Assignment of Committees by Board President (enclosure)
- B. Discussion and possible action regarding proposed changes to Emergency Closing Policy (enclosure) * (*Policies Committee recommended 4-0 on 06-03-24*)
- C. Discussion and possible action regarding proposed changes to Epidemic and Health Emergency Policy (enclosure) * (*Policies Committee recommended 4-0 on 06-03-24*)
- D. Discussion and possible action regarding proposed changes to Exterior Plaques Policy (enclosure) * (*Policies Committee recommended 4-0 on 06-03-24*)

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
- C. Discussion of additional funding sources for library programming and operations

XV. Adjournment *

NEXT REGULAR MEETING: July 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
 Lora Klitzke, President
 Teri LeSage
 Jean Ligocki, City Council Representative
 Sharon Meilahn Bartlett, Vice President
 Erin Meinholz
 Trista Richards
 Kristin Rosenberg, SASD representative
 Dayna Verstegen
 Siri Vienneau, Student Representative

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

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

Agenda Notes: Library Board meeting of June 19, 2024



XIII. New Business

- A. Assignment of Committees by Board President** – Per Article IV, Section 1 of the Board By-laws, President Klitzke will make appointments to the Board's four standing committees: Finance, Personnel, Planning, and Policies. The list of 2024-2025 appointments is included in the packet for your reference.
- B. through D. Discussion and possible action related to proposed changes to policies from the Policies Committee (enclosures) *** - The Policies Committee has recommended minor changes to three policies that were due for review: Emergency Closing, Epidemic and Health Emergency, and Exterior Plaques.

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.
- C. Discussion of additional funding sources for library programming and operations** – This item was added to pending agenda items at the request of Jean Ligocki at the Board meeting on May 15, 2024.

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, MAY 15, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Ken Axe; Lora Klitzke; Teri LeSage, President; Jean Ligocki, Vice-President/City Council Representative; Sharon Meilahn Bartlett (virtual); Erin Meinholz; Trista Richards; Kristin Rosenberg, Stoughton Area School District Representative (virtual); Dayna Verstegen (virtual)

ABSENT: Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Amanda Bosky, Adult Services Librarian

- I. CALL TO ORDER. 6:31 P.M. by President Teri LeSage
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. LeSage moved item XII.A. up the agenda
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Ligocki. *Vote:* 7-0.
- IV. NEW BOARD MEMBER TRISTA RICHARDS---WELCOME AND INTRODUCTION. The Board welcomed Richards and there were introductions all around.
- V. RECOGNITION OPPORTUNITIES. n/a
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared an email thanking the Library for its LGBTQ+ programming for teens.
- VIII. EDUCATION UPDATES. Meilahn Bartlett reminded the Board of the Juneteenth celebration on June 23.
- IX. BOARD IN-SERVICE. Bosky gave an overview of the Adult Services Department and the large number of requests for collaboration the library receives from organizations and individuals in the community. She also discussed staffing challenges related to information desk coverage and programs and services for teens.

[Axe arrived at 6:54 P.M.]

- X. DIRECTOR'S REPORT. Ramsey presented. The construction on the portion of South Fourth Street in front of the Library is supposed to start mid- to late-August. The HVAC replacement will be in September or October. There was some discussion of the Ripple Project and collections diversity.
- XI. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: the Committee completed the progress report on the Strategic Plan (see XIV.B) and discussed diversity on the Board.
 - D. Policies: did not meet
- XII. FRIENDS OF THE LIBRARY REPORT. n/a.
- XIII. OLD BUSINESS

- A. Update on planning for June Pride event. Ligocki reported that there will be yoga before the Perfect Harmony Chorus performance on June 8 and a cookout at 1 P.M.
- XIV. NEW BUSINESS.
 - A. Nomination and appointment of 2024-2025 Student Trustee. Rosenberg nominated Siri Vienneau. *Motion to appoint Siri Vienneau as Student Trustee for 2024-2025:* Axe. *Second:* Rosenberg. *Vote:* 9-0.

[Verstegen left at 7:30 P.M.]

- B. Presentation on progress toward goals in the 2023-2026 Strategic Plan by the Planning Committee. Meilahn Bartlett discussed the progress made toward the goals in the Strategic Plan.
- C. Discussion of 2024-2025 committee assignments. Committee assignments will be finalized at the June meeting.
- D. Nomination and election of Board officers. LeSage nominated Meilahn Bartlett as Vice President. *Motion to elect Meilahn Bartlett Vice President:* Klitzke. *Second:* Ligocki. *Vote:* 7-0 with Meilahn Bartlett abstaining. LeSage nominated Klitzke as President. *Motion to elect Klitzke President:* Axe. *Second:* Ligocki. *Vote:* 7-0 with Klitzke abstaining.
- XV. 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.
- XVI. ADJOURNMENT. *Motion to adjourn at 7:51 P.M.:* LeSage. *Second:* Meinholz. *Vote:* 8-0.

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	05/31/2024 (ABNORMAL)	MONTH 05/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDGT 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		308,993.75		61,798.75	432,591.25	41.67
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		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		1,896.83		535.33	1,803.17	51.27
215-55110-46712	COPY MACHINE	3,700.00		2,363.75		662.45	1,336.25	63.89
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		132.95		12.00	117.05	53.18
215-55110-48110	INTEREST INCOME	2,800.00		9,310.46		776.36	(6,510.46)	332.52
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		619,442.19		63,784.89	429,335.81	59.06
TOTAL REVENUES		1,048,778.00		619,442.19		63,784.89	429,335.81	59.06
Expenditures								
Dept 55110 - LIBRARY								
215-55110-50110	SALARIES	94,286.00		39,734.40		7,252.80	54,551.60	42.14
215-55110-50120	WAGES	417,489.00		184,683.07		34,921.49	232,805.93	44.24
215-55110-50126	OVERTIME	0.00		0.00		0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00		31,561.28		5,142.19	88,183.72	26.36
215-55110-50128	SUNDAY HOURS	9,238.00		5,053.06		812.00	4,184.94	54.70
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		19,151.88		3,521.54	29,920.12	39.03
215-55110-50161	WRS - GENERAL	30,182.00		13,206.16		2,417.71	16,975.84	43.76
215-55110-50163	HEALTH INSURANCE	106,399.00		28,041.14		(7,356.28)	78,357.86	26.35
215-55110-50164	DENTAL INSURANCE	8,542.00		2,660.70		532.14	5,881.30	31.15
215-55110-50165	LIFE INSURANCE	943.00		388.29		60.29	554.71	41.18
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		270.00		36.61	730.00	27.00
215-55110-50212	TRAVEL/CONFERENCE	2,000.00		158.60		0.00	1,841.40	7.93
215-55110-50213	SALES TAX	200.00		93.56		27.64	106.44	46.78
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		4,691.64		1,132.69	16,663.36	21.97
215-55110-50221	UTILITIES-BUILDING 2	7,627.00		2,017.49		162.79	5,609.51	26.45
215-55110-50240	EQUIPMENT MAINTENANCE	4,000.00		1,996.19		297.03	2,003.81	49.90
215-55110-50250	REPAIR & MAINTENANCE	10,000.00		3,500.58		192.88	6,499.42	35.01
215-55110-50289	TECHNOLOGY COSTS	57,500.00		52,135.21		207.70	5,364.79	90.67
215-55110-50300	MISC EXPENSES	500.00		137.50		0.00	362.50	27.50
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00		3,448.41		1,251.95	1,276.59	72.98

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 05/31/2024		ACTIVITY FOR MONTH 05/31/2024		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	INCREASE (DECREASE)				
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		2,969.48	56.00		2,430.52		54.99
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		3,486.53	464.87		5,513.47		38.74
215-55110-50329	BOOKS	52,000.00		18,092.40	4,146.39		33,907.60		34.79
215-55110-50340	OPERATING EXPENSES	3,000.00		1,465.47	167.18		1,534.53		48.85
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		3,325.73	395.89		2,674.27		55.43
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		585.61	155.97		114.39		83.66
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		439,846.42	55,999.47		608,931.58		41.94
TOTAL EXPENDITURES		1,048,778.00		439,846.42	55,999.47		608,931.58		41.94
Fund 215 - LIBRARY FUND:									
TOTAL REVENUES		1,048,778.00		619,442.19	63,784.89		429,335.81		59.06
TOTAL EXPENDITURES		1,048,778.00		439,846.42	55,999.47		608,931.58		41.94
NET OF REVENUES & EXPENDITURES		0.00		179,595.77	7,785.42		(179,595.77)		100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	679,553.10
215-00000-11102	US BANK - CC	8,141.03
215-00000-12550	PREPAID EXPENSES	185.42
Total Assets		687,879.55
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	1,090.00
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	432,591.25
Total Liabilities		458,904.69
*** Fund Balance ***		
215-00000-39501	NONSPENDABLE - PREPAID ASSETS	4,332.00
215-00000-39600	FUND BALANCE RESTRICTED	49,379.09
215-00000-39900	FUND BAL UNASSIGNED (DEFICIT)	(4,332.00)
Total Fund Balance		49,379.09
Beginning Fund Balance		49,379.09
Net of Revenues VS Expenditures		179,595.77
Ending Fund Balance		228,974.86
Total Liabilities And Fund Balance		687,879.55

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 05/31/2024		ACTIVITY FOR MONTH 05/31/2024		AVAILABLE BALANCE		% BDDT USED
		AMENDED BUDGET	NORMAL	05/31/2024 NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)			
Fund 217 - LIBRARY SPECIAL GIFT FUND										
Revenues										
Dept 55110 - LIBRARY										
217-55110-48110	INTEREST INCOME	13,000.00		7,077.81		1,223.59		5,922.19	54.44	
217-55110-48500	DONATIONS	60,000.00		78,721.53		574.59		(18,721.53)	131.20	
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		86,299.34		1,798.18		(35,299.34)	169.21	
TOTAL REVENUES		51,000.00		86,299.34		1,798.18		(35,299.34)	169.21	
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		27,186.37		1,434.96		22,813.63	54.37	
217-55110-50501	UNDESIGNATED	1,000.00		112.20		0.00		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		27,298.57		1,434.96		23,701.43	53.53	
TOTAL EXPENDITURES		51,000.00		27,298.57		1,434.96		23,701.43	53.53	
Fund 217 - LIBRARY SPECIAL GIFT FUND:										
TOTAL REVENUES		51,000.00		86,299.34		1,798.18		(35,299.34)	169.21	
TOTAL EXPENDITURES		51,000.00		27,298.57		1,434.96		23,701.43	53.53	
NET OF REVENUES & EXPENDITURES		0.00		59,000.77		363.22		(59,000.77)	100.00	
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		705,741.53		65,583.07		394,036.47	64.17	
NET OF REVENUES & EXPENDITURES		1,099,778.00		467,144.99		57,434.43		632,633.01	42.48	
		0.00		238,596.54		8,148.64		(238,596.54)	100.00	

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	120,208.00
217-00000-11102	US BANK - CC	1,296.63
217-00000-11302	WISC INVESTMENT FUND	266,821.47
Total Assets		388,326.10
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	578.58
Total Liabilities		578.58
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	328,746.75
Total Fund Balance		328,746.75
Beginning Fund Balance		328,746.75
Net of Revenues VS Expenditures		59,000.77
Ending Fund Balance		387,747.52
Total Liabilities And Fund Balance		388,326.10

Stoughton Area Comm Foundation

Trades now settle in one business day

As previously communicated, on May 28, 2024, the settlement cycle for most trades shortened from two business days to one business day. This means when you sell securities, you can expect to be paid sooner, and when you purchase securities, you'll be required to provide payment earlier. This change affected the entire financial industry. Please contact your financial advisor if you have questions.

Corporate - Select

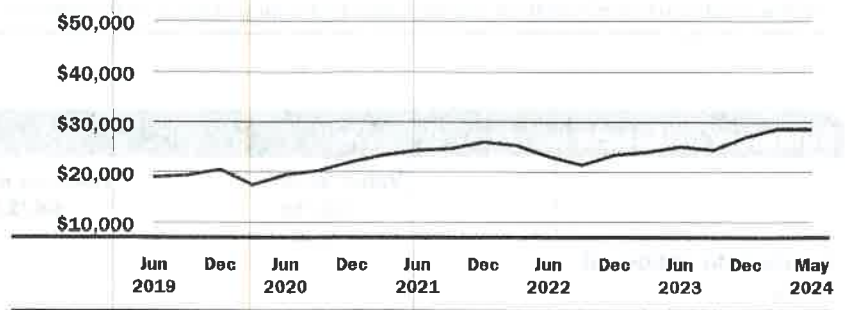
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$28,663.76

1 Month Ago	\$28,133.59
1 Year Ago	\$24,319.72
3 Years Ago	\$24,375.80
5 Years Ago	\$18,309.74

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$28,133.59	\$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	530.17	1,681.92
Ending Value	\$28,663.76	

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

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-0.25%	6.22%	18.26%	5.53%	9.21%

2024 EXPENDITURES: FUND 215**JUNE**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Line Item	Vendor	Description	Amount
05/31/24	06/19/24	50211	Baker & Taylor	fuel surcharge	\$ 12.14
05/31/24	06/19/24	50211	Baker & Taylor	fuel surcharge	\$ 0.35
05/31/24	06/19/24	50211	Baker & Taylor	fuel surcharge	\$ 3.54
06/11/24	06/19/24	50211	Ingram	fuel surcharge	\$ 27.00
06/06/24	06/19/24	50221	Alliant Energy	AE 060624	\$ 110.24
05/17/24	06/19/24	50240	Gordon Flesch	GF051724copier2	\$ 197.42
06/03/24	06/19/24	50240	Gordon Flesch	GF060324copier1	\$ 96.28
06/06/24	06/19/24	50240	Gordon Flesch	GF060624toner	\$ 107.32
02/08/24	CITY prepaid	50250	Peterson Pest Mgmt	PPM 020824	\$ 40.00
02/15/24	CITY prepaid	50250	Schumacher	SCH 021524 elev	\$ 156.88
02/29/24	CITY prepaid	50250	Schumacher	SCH 022924 elev	\$ 123.68
03/07/24	CITY prepaid	50250	Peterson Pest Mgmt	PPM 030724	\$ 40.00
03/21/24	CITY prepaid	50250	Fencl Fire Protection	FFP 032124	\$ 75.00
04/04/24	CITY prepaid	50250	Peterson Pest Mgmt	PPM 040424	\$ 40.00
04/05/24	CITY prepaid	50250	Amazon	AZ040524numbers	\$ 34.90
04/05/24	CITY prepaid	50250	Amazon	AZ040524outlets	\$ 98.99
04/11/24	CITY prepaid	50250	Schumacher	SCH 041124 elev	\$ 156.88
05/21/24	06/19/24	50250	AMS Carpet	AMS052124carpet	\$ 175.00
05/13/24	06/19/24	50289	Bluum	BLU 051324	\$ 375.00
05/15/24	JR prepaid CC	50289	Zoom	ZM 051524 tech	\$ 168.70
05/21/24	06/19/24	50289	TBS	TBS 052124	\$ 32.40
05/28/24	JR prepaid CC	50289	Donor Tcols	DT052824TECH	\$ 39.00
05/03/24	SB prepaid CC	50313	Amazon	AZ050224SLPCH	\$ 238.05
05/04/24	SB prepaid CC	50313	Amazon	AZ050224SLPCH	\$ 68.47
05/05/24	SB prepaid CC	50313	Amazon	AZ050224SLPCH	\$ 25.24
05/05/24	SB prepaid CC	50313	Amazon	AZ050224SLPCH	\$ 241.34
05/09/24	CS prepaid CC	50313	Soc. Of St. VdP	SV050924SLPTE	\$ 51.24
05/10/24	SB prepaid CC	50313	Amazon	AZ050824SLPCH	\$ 14.84
05/12/24	SB prepaid CC	50313	Amazon	AZ050924SLPTE	\$ 104.47
05/26/24	AB prepaid CC	50326	New York Times	NTY 052624 326	\$ 56.00
06/02/24	06/19/24	50328	Playaway	FA040424ABCD	\$ 127.98
06/11/24	06/19/24	50328	Ingram	AD/TE materials	\$ 126.47
05/31/24	06/19/24	50329	Baker & Taylor	AD/TE materials	\$ 1,214.07
06/07/24	06/19/24	50329	Cengage	AD/TE materials	\$ 282.15
06/11/24	06/19/24	50329	Ingram	CH materials	\$ 2,003.33
06/11/24	06/19/24	50329	Ingram	AD/TE materials	\$ 1,351.10
05/14/24	SB prepaid CC	50340	Amazon	AZ 051424 PS	\$ 15.54

05/14/24	06/19/24	50340	Complete Office	CO 051324 OS	\$ 143.40
05/29/24	06/19/24	50342	Demco	DM 052824 LS	\$ 94.90
05/31/24	06/19/24	50342	Baker & Taylor	processing	\$ 44.40
05/31/24	06/19/24	50342	Baker & Taylor	processing	\$ 1.48
05/31/24	06/19/24	50342	Baker & Taylor	processing	\$ 14.06
06/11/24	06/19/24	50342	Ingram	processing	\$ 125.73
05/11/24	06/19/24	50444	Verona PL	VER 051124	\$ 6.00
05/28/24	06/19/24	50444	Ryan, Cale	CR 052824	\$ 16.99
06/10/24	06/19/24	50444	Hoch, Stephani	SH 061024	\$ 7.99
06/10/24	06/19/24	50444	Sennett Middle Sch.	SMS 061024	\$ 10.00
06/17/24	06/19/24	50444	E. D. Locke PL	MCF 061724	\$ 15.00
05/14/24	SB prepaid CC	50820	Amazon	AZ 051324 820	\$ 11.86

2024 EXPENDITURES: FUND 217

JUNE

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
05/05/24	MO prepaid CC	Soc. Of St. VdP	SVP 050524 BCH	Bryant	program	\$ 106.21			
05/06/24	SB prepaid CC	Amazon	AZ050624sunshine	Sunshine	gift cards	\$ 60.00			
05/08/24	SB prepaid CC	Amazon	AZ050824FORD	Fordonski	furniture	\$ 16.99			
05/08/24	JR prepaid CC	Wildwood	WW 050824 ANT	MacDonald	program	\$ 60.00			
05/09/24	SB prepaid CC	Amazon	AZ 050824 SUN	Sunday	program	\$ 19.99			
05/09/24	CS prepaid CC	Walmart	WM 050924 DAN	D'Angelo	program	\$ 94.32			
05/10/24	SB prepaid CC	Amazon	AZ 050824 SUN	Sunday	program	\$ 35.64			
05/11/24	SB prepaid CC	Amazon	AZ 050924 B TN	Bryant	program	\$ 180.34			
05/11/24	JR prepaid CC	Fosdal	FD 051124 ANI	MacDonald	program	\$ 45.60			
05/12/24	SB prepaid CC	Amazon	AZ 050824 SUN	Sunday	program	\$ 30.58			
05/12/24	SB prepaid CC	Amazon	AZ 051024 SUN	Sunday	program	\$ 8.90			
05/19/24	SB prepaid CC	Amazon	AZ 051424 DAN	D'Angelo	program	\$ 46.52			
05/28/24	SB prepaid CC	Amazon	AZ 052824 SUN	Sunday	program	\$ 28.56			
05/28/24	SB prepaid CC	Amazon	AZ 052824 SUN	Sunday	program	\$ 118.02			
05/31/24	06/19/24	Baker & Taylor	BT 032524 LD	Lucky Day	books	\$ 35.40			
05/31/24	06/19/24	Baker & Taylor	BT 042924 LD	Lucky Day	books	\$ 354.44			
06/11/24	06/19/24	Ingram	AD/TE materials	FoL REPL	books	\$ 178.14			



The State of
**AMERICA'S
LIBRARIES**
2024

TOP 10
Most Challenged
Books of 2023
PAGE 7

A report from **ALA** American
Library
Association

From the Interim Executive Director

by LESLIE BURGER



Library workers never cease to amaze me, and that's saying something because I've been in the field for quite some time. Toward the end of 2023, I joined the American Library Association (ALA) in a new capacity, as interim executive director, at a time when book bans were plaguing school and public libraries and when library workers were being threatened and attacked for defending the First Amendment freedom to read. The first thing I noticed was that so many libraries across the country were bursting with new programs, new displays, new services, and new ways to serve their communities, whether patrons or students. In the face of adversity, library workers were taking action.

Let's look for a moment at the hot topic of artificial intelligence (AI) and libraries. Well over 1,000 people took advantage of ALA's continuing education sessions on AI in 2023. Library workers are learners, first and foremost. When something new looks to shake up library processes, our members eagerly search for answers. When it comes to AI, many library workers are fascinated by the possibilities and determined to avoid the pitfalls. In this edition of the State of America's Libraries, Leo S. Lo, dean and professor of the College of University Libraries and Learning Services at the University of New Mexico, talks about exciting advancements made possible by AI, such as automated cataloging and chatbots for user support.

Libraries found support at every level of government for efforts to increase access to high-speed internet connectivity. Tribal libraries took advantage of programs that offer deep discounts on broadband infrastructure. The Learn Without Limits proposal, introduced in 2023, offers library patrons and students access to hotspots off-premises. Libraries continue to serve as hubs for people living in areas that lack high-speed internet.

Partnerships with community organizations help put libraries at the center of their communities, and 2023 was full of fascinating examples. For instance, Cleveland Housing Court worked with Cleveland Public Library to open videoconferencing kiosks in four libraries to bring the court closer to the people. In Baltimore County Public Library, a Pop-Up Shops program for local vendors—from candle makers to photographers—provides free space and offers vendor-preparation classes for aspiring entrepreneurs. Schools innovate constantly, including one in El Cerrito, California, where librarians and teachers worked with students on an award-winning global human rights research project. Some librarians at universities, including University of Iowa and University of Puerto Rico in Mayagüez, Puerto Rico, help people apply for trademarks.

It's heartening to find library workers doing amazing work even as they face a barrage of challenges. Libraries have always been magical places, filled with stories, hopes, and dreams. Library workers are the magicians who create that magic.

Leslie Burger is interim executive director of the American Library Association.

The State of AMERICA'S LIBRARIES 2024

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INTRODUCTION

These Are Not Ordinary Times

by EMILY DRABINSKI



One Saturday afternoon this winter, I did what millions of Americans do each week: I went to the library. The Windsor Terrace branch of Brooklyn Public Library is just a 10-minute walk from my home, an anchor for my diverse community. As a couple of us browsed new fiction, two men played a tabletop card game while a couple of people tapped away at their laptops, drawing on the ample free Wi-Fi offered in the branches. Every seat in the computer lab was taken. A handful of children sat in a circle, chattering away in the brightly colored children's section. Just an ordinary day at the library.

But these are not ordinary times. The unprecedented wave of organized censorship intensifies, particularly in our public libraries. Adverse legislation that would undermine librarian agency and authority is getting a hearing in legislatures across the country. Climate change continues to impact libraries, damaging buildings in some areas and turning libraries into recovery centers in others. Budget cuts and staffing challenges undermine our ability to fulfill our missions. In these extraordinary times, libraries take action.

Libraries take action in urban centers like Brooklyn, New York, where branch manager Nicole Bryan celebrates local businesses and local moms with an annual Mother's Day celebration.

Libraries take action in rural communities like Donnelly, Idaho, 200 miles from the nearest fast-food restaurant, where Donnelly Public Library director Sherry Scheline supports local families with after-school programming.

Libraries take action in Fairfax, Virginia, where school librarian Maura Madigan at Springfield Elementary School leads students in fashion shows featuring recycled materials.

Libraries take action in Carlisle, Pennsylvania, where academic librarian Chulin Meng from Lehigh University integrates AI and large language models into library search and retrieval systems.

And when libraries take action, community members do, too. When school librarian Martha Hickson at North Hunterdon High School in Annandale, New Jersey, addressed concerns about one of her collection development decisions at a school board meeting, 400 community members showed

up to defend her expertise. In Danvers, Massachusetts, 350 people formed a Wall of Love around the library, preventing disruption of the library's Drag Queen Make-Up Hour outreach event. When legislators attempted to change the language of an Iowa law that would allow municipalities to defund their libraries, residents showed up, making calls and sending emails that led the proposed rule change to be pulled off the table.

As we continue to work together toward the better world we all know is possible, let's remember that we are all in this together. Across party lines and across the political spectrum, the vast majority of people love their libraries for the ordinary and extraordinary work we do each day: connecting people to reading and resources, building businesses and communities, expanding literacy across

the lifespan, and making great Saturday afternoons.

See you in the stacks! 📖

Emily Drabinski is 2023-2024 president of the American Library Association and associate professor at the Queens College Graduate School of Library and Information Studies.



ALA's Celebrate National Library Week poster.

Libraries Take Action: Resisting Censorship, Fighting for the Freedom to Read

by DEBORAH CALDWELL-STONE



Throughout 2023, librarians and library supporters throughout the United States documented the impact of organized censorship campaigns on America's libraries and librarians and on library users' right to read by reporting censorship attempts to the American

Library Association's (ALA) Office for Intellectual Freedom (OIF). [These reports](#)—1,247 in 2023—detail how demands to censor library books, programs, and displays have resulted in the removal or restriction of untold numbers of diverse books in school and public libraries, denying students and library users alike the opportunity to read books that raise important issues, challenge the status quo, and lift up the voices of those who are often underrepresented on library shelves.

In 2023, [OIF recorded demands to censor 4,240 unique book titles](#) in libraries, the highest number of books challenged since ALA began compiling data about censorship in libraries. This reflects a 65% increase over the 2,571 unique titles targeted in 2022, the previous high. To understand how extraordinary this figure is, we can look at the average number of unique book titles challenged between 2001 through 2020. During that time, the average number of unique book titles targeted for censorship each year was 273. The highest recorded number of unique titles challenged during this period was 390 in one year. In that entire two-decade span, only 3,637 unique titles were challenged by censors—more than 600 fewer titles than in 2023.

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the censorship of multiple titles, often listing dozens or even hundreds of titles as candidates for censorship all at once. Indeed, 93.4% of the titles challenged in 2023 were included in demands to censor multiple titles, with many of those seeking to remove books from libraries using lists of

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the **censorship of multiple titles**, often listing dozens or even hundreds of titles as candidates for censorship all at once.

titles drafted by organized pressure groups seeking to empty library shelves of all books they deem inappropriate for readers. Though the total number of censorship incidents reported to OIF declined 1.7% from its peak in 2022, the number of titles challenged in 2023 actually increased by 31.4% due to the growing prevalence of multiple title challenges.

Demands to censor books from public library collections jumped from 16% of the total titles targeted in 2022 to 32% in 2023. Again, the significant factor driving this change was organized pressure groups' efforts to censor the same books in public libraries that they had previously targeted for censorship in school libraries. Half of all challenges reported to OIF were challenges to titles recommended for censorship by websites maintained by these same organized pressure groups, whose lists of "bad books" disproportionately target those books reflecting the voices and lived experiences of those who are LGBTQIA+, Black, Indigenous, or persons of color.

The threats to the freedom to read in 2023 were not simply threats to deny access to books. Many brave and committed

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries . . . Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that **most people oppose censorship in libraries.**

library workers faced loss of their jobs for defending the freedom to read. Reports filed with OIF documented an alarming number of threats directed at libraries and library workers. These threats included calls to close or defund libraries, attempts to criminally prosecute librarians and teachers for providing books and library resources to minors, and even bomb threats that closed down libraries and schools. Supporting many of these threats were legislative proposals by state lawmakers, who introduced 151 bills that would authorize the criminal prosecution of librarians, threaten library funding, or that imposed unconstitutional content-based restrictions on books for children and adolescents. The introduction—and passage—of many of these bills was driven by the falsehoods circulated by organized pressure groups that claim that access to diverse books and ideas harms young people.

Countering Censorship Campaigns

Yet there is good news to report in 2023. Librarians and library users are pushing back against calls to censor books and close libraries, joining a growing resistance movement to counter the censorship campaigns pursued by organized pressure groups.

Virginia librarians, led by Virginia Library Association president Lisa Varga, spoke out at local board meetings about the costs and harms of government suppression of ideas, while supporting readers' access to books at risk of censorship. One of these efforts was the creation of “book résumés” that counter

misinformation about challenged books by summarizing each title's literary significance and educational value. Their efforts also led to the creation of a nationwide database of [book résumés](#) supported by publishers, librarians, and the [Unite Against Book Bans campaign](#).

Library supporters across the country came together to support their local librarians and defend school and public libraries in their communities.

In Louisiana, the Louisiana Citizens Against Censorship and the St. Tammany Library Alliance called out censorship in Louisiana libraries, challenged state legislation, and provided crucial support to librarians attacked by partisan pressure groups. In the North Hunterdon-Voorhees School District in New Jersey, more than 400 students and parents turned out to speak out against the censorship of school library books and to support school librarian Martha Hickson. In League City, Texas, the Galveston County Library Alliance continued to advocate for the freedom to read in their public library, while the citizens of Llano County, Texas, are steadfast in pursuing their First Amendment legal challenge to the county's decision to remove more than 60 books addressing race and gender identity from the Llano County Public Library system.

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries.

Citizens voting in the Central Bucks School District school board race in Doylestown, Pennsylvania, repudiated past efforts to ban books from school libraries, voting in five new board members who promised to return banned books to library shelves. In Pella, Iowa, voters similarly rejected a proposed resolution that would have authorized the Pella City Council



to remove and restrict books and resources in Pella Public Library. Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that most people oppose censorship in libraries.

Elected officials and legislators also stepped up to challenge censorship in America's schools and libraries.

Federal legislators held hearings to highlight the harms of censorship, and state and federal legislators began to craft legislation intended to stem the tide of unconstitutional and discriminatory book bans. Illinois led the way, passing the first anti-book ban law for public libraries, while California passed the first law protecting books and library collections in school libraries. And through the U.S. Department of Education's Office for Civil Rights (OCR), the current administration began to address the hostile educational environments created by efforts to censor books in K-12 school libraries. It encouraged students and parents to report discriminatory book bans to the OCR and welcomed Deputy Assistant Secretary Matt Nosanchuk as the first "anti-book ban czar" appointed by President Biden.

Courts in the United States are rejecting the claims of elected officials and advocacy groups that are defending the censorship of library resources. The citizens of Llano County, Texas, led by plaintiff Leila Green Little, obtained a preliminary injunction from the federal district court that ordered Llano County commissioners and the library board to return some 60 banned books to the shelves of the public library. In Arkansas, libraries, librarians, and library users joined to challenge Arkansas Act 372, a law passed in 2023 that would restrict minors' access to books in bookstores and libraries located within the state and allow any person residing in Arkansas to demand the removal or relocation of a library book if that person believes the book to be "inappropriate." Judge Timothy L. Brooks of the U.S. District Court for the Western District of Arkansas enjoined enforcement of the law, finding that the plaintiffs were likely to demonstrate that the law infringed their First and Fourteenth Amendment rights. Similar lawsuits are pending in Florida, California, and Iowa.

These legal victories are important, as it is clear that these partisan attacks on librarians, readers, and the right to read

Through the U.S. Department of Education's Office of Civil Rights, the current administration . . . encouraged students and parents to report discriminatory book bans and welcomed . . . the first "anti-book ban czar."

may not end until the courts uphold the rule of law and make it plain to governments and elected officials that the First Amendment and Fourteenth Amendment bars censorship of library materials and discriminatory attacks on books and the persons who read them.

"[T]he public library is not to be mistaken for simply an arm of the state. By virtue of its mission to provide the citizenry with access to a wide array of information, viewpoints, and content, the public library is decidedly not the state's creature; it is the people's. It is the purpose of the First Amendment to preserve an uninhibited marketplace of ideas in which truth will ultimately prevail.... It is the right of the public to receive suitable access to social, political, esthetic, moral, and other ideas and experiences which is crucial here."

— Judge Arthur Brooks, Memorandum Opinion and Order, *Fayetteville Public Library, et al. v. Crawford County, Arkansas*, July 29, 2023 Case Number 5:23-cv-05086

Deborah Caldwell-Stone is director of ALA's Office for Intellectual Freedom.

TOP 10 MOST CHALLENGED BOOKS OF 2023

The American Library Association documented **1,247 attempts to censor** materials and services at libraries, schools, and universities in 2023. Of the **4,240 unique titles** that were challenged or banned in 2023, here are the top 10 most frequently challenged.



1



GENDER QUEER

by Maia Kobabe

REASONS: LGBTQIA+ content, claimed to be sexually explicit

2



ALL BOYS AREN'T BLUE

by George M. Johnson

REASONS: LGBTQIA+ content, claimed to be sexually explicit

3



THIS BOOK IS GAY

by Juno Dawson

REASONS: LGBTQIA+ content, sex education, claimed to be sexually explicit

4



THE PERKS OF BEING A WALLFLOWER

by Stephen Chbosky

REASONS: claimed to be sexually explicit, LGBTQIA+ content, rape, drugs, profanity

5



FLAMER

by Mike Curato

REASONS: LGBTQIA+ content, claimed to be sexually explicit

6

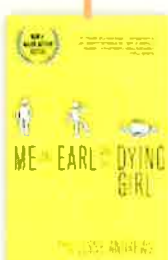


THE BLUEST EYE

by Toni Morrison

REASONS: rape, incest, claimed to be sexually explicit, EDI content

7/8



ME AND EARL AND THE DYING GIRL

by Jesse Andrews

REASONS: claimed to be sexually explicit, profanity

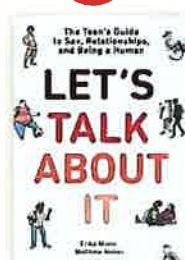


TRICKS

by Ellen Hopkins

REASONS: claimed to be sexually explicit, drugs, rape, LGBTQIA+ content

9

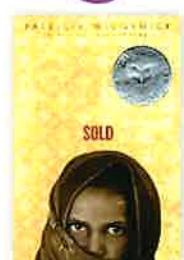


LET'S TALK ABOUT IT

by Erika Moen and Matthew Nolan

REASONS: claimed to be sexually explicit, sex education, LGBTQIA+ content

10



SOLD

by Patricia McCormick

REASONS: claimed to be sexually explicit, rape

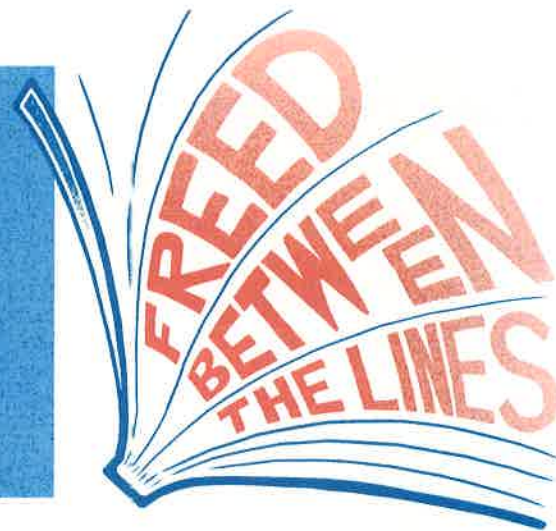


OFFICE FOR
Intellectual Freedom
American Library Association

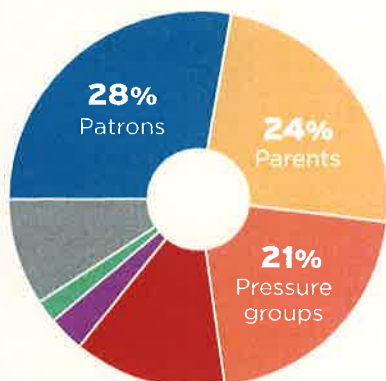
CENSORSHIP

BY THE NUMBERS

In 2023, the American Library Association documented the highest number of titles targeted for censorship since ALA began compiling data more than 20 years ago. 4,240 unique titles were challenged last year, up from 2,571 targeted in 2022. **Learn more at ala.org/bbooks**



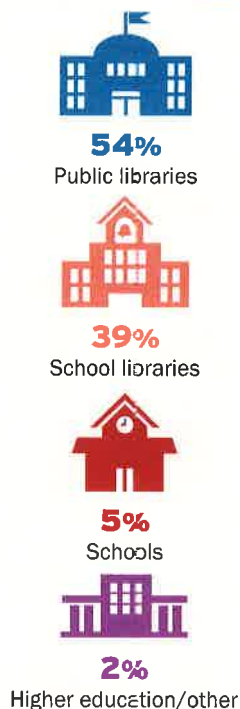
WHO INITIATES ATTEMPTS TO CENSOR BOOKS?



13% Board/administration
3% Librarians/teachers/staff
2% Elected officials/Government
9% Other/Unknown

Statistics based on 954 cases.

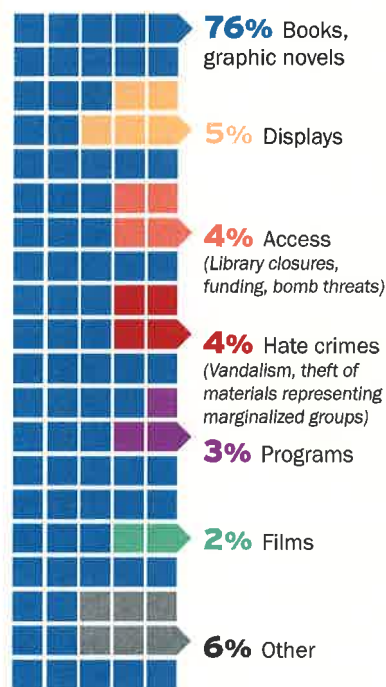
WHERE DO CENSORSHIP ATTEMPTS TAKE PLACE?



Statistics based on 1,247 cases with known locations.

BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **1,247 censorship attempts** in 2023. Here's the breakdown:



CENSORSHIP ON THE RISE

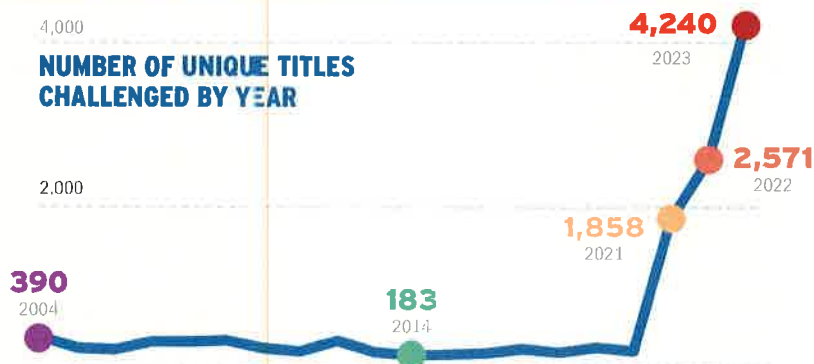
The unparalleled number of unique titles targeted in 2023 marked a 65% increase over 2022. During the two decades prior to 2021, the average number of unique titles targeted per year was 273.

CENSORSHIP
STATISTICS
COMPILED BY:



OFFICE FOR
Intellectual Freedom
American Library Association

NUMBER OF UNIQUE TITLES CHALLENGED BY YEAR



A Year of Innovation

edited by PHIL MOREHART

2023 was a tumultuous year for libraries. Book bans dominated headlines as well as city council and school board meetings, threatening the access of information to readers of all ages and the livelihoods and safety of library workers across the country. Despite these upheavals, libraries soldiered on to provide critical services to their communities—and developed truly innovative programs along the way.

Building bridges to social and health services

The economic impact of the past few years has disproportionately affected renters across the country. Rents rose at an unprecedented pace in the second half of 2021 (when the Centers for Disease Control and Prevention lifted its pandemic-era eviction moratorium) with typical asking rents rising 11% year over year nationwide that September, according to the Joint Center for Housing Studies at Harvard University.

Since May 2020, when Cleveland Housing Court's pandemic-related pause on the processing of nonemergency evictions ended, more than 18,200 evictions were filed in the city. As of November 2023, the city's eviction filing rate was 6%, or nearly 6,600 filings over the past 12 months. To help address this urgent community issue, Cleveland Public Library (CPL) opened four Neighborhood Housing Court kiosks at branches across the city, in partnership with Cleveland Housing Court. The videoconferencing kiosks are available by registration or on a walk-in basis for individuals who need to appear before the court and need a more convenient hearing location.

Kiosk locations were selected based on eviction rate data. Their availability at CPL branches has removed barriers for residents, many of whom are unable to travel to the courthouse downtown for various reasons to meet their court date. Since the launch of the first kiosk, bailiffs' sign-in sheets have registered dozens of users.

"CPL can be a bridge between justice and accessibility, providing vital resources to our neighborhoods," wrote [Felton Thomas, Jr.](#), CPL executive director and CEO, and Tana Peckham, CPL chief strategy officer, in *American Libraries*. "By working with partners, we can make a brighter and more just future for all."

Bridging the digital divide is one of the Network of the National Library of Medicine's (NNLM) national initiatives, and it partnered with public libraries to enact a new initiative to help bring online medical services to the community.

The NNLM created its Telehealth Interest Group in 2021 in response to the accelerated use of telehealth services during the COVID-19 pandemic, and public library workers were active participants. The interest group saw an opportunity to support library and other health information workers in understanding their potential roles in the broader digital health landscape.

In June 2023, the interest group launched "Telehealth 101: What Libraries Need to Know," a free, national online course that amplifies different approaches and models libraries may use to provide telehealth services; identifies infrastructure-related resources available to libraries interested in providing such services; explores privacy and policy considerations for offering telehealth services within libraries; and more.

"We've all benefited from the generous knowledge of library telehealth pioneers like the Pottsboro Area Library in Texas, to Delaware Libraries' #GetConnectedDE initiative, and Hawai'i State Public Library's strategic telehealth collaboration," said [Liz Morris](#), outreach and access coordinator, NNLM Region 5, University of Washington Health Sciences Library.



A kiosk at Cleveland Public Library's (CPL) South branch. CPL has four Neighborhood Housing Court kiosks throughout the city to assist residents who need to attend hearings.

“We’ve highlighted emerging research about the telehealth infrastructure capabilities of libraries in Virginia. We’ve learned about programs like Libraries Health Connect supported by the Maine State Library, and Telehealth in Libraries led by the Idaho Commission for Libraries. We know that there are many other library telehealth programs already operating or preparing to operate and are eager to share learning as it emerges.”

To date, 88 information professionals from public libraries, academic libraries, health science libraries, hospital libraries, and other stakeholder organizations have participated in the course. The interest group has also started a webinar series to continue sharing emerging research and best practices for library workers interested in telehealth.

Creating accessible spaces

Penn State University Libraries launched three sensory rooms at its Berks, Brandywine, and University Park campuses to support student wellness and belonging through the libraries’ [LibWell initiative](#).

The rooms are designed to provide a safe, inviting space for neurodivergent students who may struggle in traditional study spaces. They are equipped with noise-reducing chairs, specialized lighting, yoga mats, weighted lap blankets, and other features to help reduce stress and anxiety. These sensory-sensitive elements are particularly helpful for students with autism, attention-deficit/hyperactivity disorder, dyslexia, and post-traumatic stress disorder.

“There is a strong need for therapeutic spaces at colleges that can help students block out harmful sensory distractions and relieve the huge burden of anxiety many students bear,” [said Brett Spencer](#), reference and instruction librarian at Penn State Berks’ Thun Library. “We want to make sensory-safe places that can help students maximize their wellness and learning.”

To advance its ongoing mission to provide resources and “an environment that encourages scholarship, creativity and intellectual freedom, while supporting the diverse needs of all users,” the University of Colorado Colorado Springs (UCCS) Kraemer

Family Library created an endowed Storytelling Professor position.

Currently held by assistant professor of Native American and Indigenous studies, ‘Illeheva Tua’one, PhD, the position, which rotates every three years, provides an interdisciplinary opportunity for community engagement and celebration of a diverse range of storytelling histories and experiences.

The position, as well as other initiatives, earned the library an Insight Into Diversity Library Excellence in Access and Diversity (LEAD) Award by “Insight Into Diversity” magazine, the largest and oldest diversity and inclusion publication in higher education.

“The program not only enriches the academic environment but also serves as a beacon for inclusivity and cultural richness, reflecting a deep commitment to celebrating a wide array of perspectives and narratives,” wrote *Communique*, the official publication of UCCS.

Medina County (Ohio) District Library (MCDL) used its \$20,000 Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant from the American Library Association (ALA) to install hearing loop technology at its location in Medina, Ohio.

Hearing loops serve as wireless loudspeakers for people who use hearing aids. An induction loop system delivers clear, customized sound by transmitting magnetic energy through a wire that surrounds an area. The system can link to most hearing assistive devices via Bluetooth, allowing individuals with hearing devices connected to the loop to hear the transmitted sound while within the area.



The Sensory Room in Pattee Library's Collaboration Commons, on the University Park campus. Penn State University Libraries is piloting two such rooms that offer dedicated space to help meet the varied sensory needs of neurodiverse students.

PHOTO: JENNIFER CIBELLI / PENN STATE, CREATIVE COMMONS

“[The hearing loop] will be installed in our community rooms and at the customer service and adult reference desks to help those with hearing loss benefit from library events and services at a higher level,” Sue Schuld, MCDL technology manager, [told Cleveland.com](#).

MDCL’s project is one of 240 LTC-funded proposals, representing 43 US states and the Northern Mariana Islands. To be eligible for the grant, a library must have a legal service area population of 25,000 or less and be located at least five miles from an urbanized area, in keeping with the Institute of Museum and Library Services definitions of small and rural libraries. Of the selected libraries, 65% serve communities of fewer than 5,000 people.

When Indianapolis’ newest library opened in August 2023, it was the first in the state to be a Certified Autism Center.

Indianapolis Public Library’s Fort Ben branch was designed with the needs of neurodivergent visitors in mind. It offers a comfort room, sensory kits, and other resources to enhance accessibility. Library staffers also completed an autism-specific training program to receive the certification.

Fort Ben branch manager [Shelby Peak told Axios](#) that the training helped her staff understand how to create a more welcoming experience for neurodivergent individuals and their families, from regular interactions to specific programming, like sensory-friendly storytime.

“Having that label on there makes it a judgment-free zone,” Peak said. “Families know that if they come to this, they’re going to be accepted no matter what happens.”

Food and housing help

Spartanburg County is the fifth most populated county in South Carolina, and it is growing. In 2022, it had close to 346,000 residents, but nearly 14% of them were living at or below the federal poverty line, with an estimated 11% of children experiencing food insecurity. To help address these issues of affordability and access, Spartanburg County Public Libraries (SCPL) started its Bags of Hope initiative in 2021, connecting food and other essential items to those in need.

SCPL’s Bags of Hope program requires little or no library funding and is similar to other efforts that have been implemented by nonlibrary community organizations across the country to provide bags of food and other necessities to individuals who may be facing poverty. Library patrons, staffers, and other donors drop off individually packaged



Anna Pilstor (right), branch librarian at Spartanburg County (S.C.) Public Libraries’ Landrum Library, holds a Bag of Hope alongside a member of Operation Hope, a local nonprofit.

PHOTO: SPARTANBURG COUNTY (S.C.) PUBLIC LIBRARIES

food and hygiene products—including granola bars, cups of soup, crackers, mini-toiletries, and utensils—at their local library branch. The goods are then packed up and delivered to 11 designated partner organizations across the county—food pantries, soup kitchens, community centers, and other nonprofits—to be distributed to those in need.

In 2023, SCPL donated more than 740 gallon-sized zipper storage bags’ worth of items, 47 large sacks and 16 boxes of food and supplies that were too big to fit into the bags.

“The program is more than worthwhile, both for its service for our patrons in need and for the opportunity it creates to enhance community connections,” wrote Todd Stephens, SCPL county librarian, in [American Libraries](#).

Many libraries across the country are helping to address food insecurity by installing community fridges stocked with fresh foods and perishables with the goal of nourishing their neighborhoods and reducing the stigma around food assistance.

Charleston County (S.C.) Public Library (CCPL) installed its Free and Fresh Fridges inside three of its 18 branches to strategically reach the highest level of need. At any given time, an assortment of potatoes, tomatoes, cucumbers, and other fresh produce is available free of charge.

Des Moines (Iowa) Public Library (DMPL) has installed fridges at two branches. Nikki Hayter, supervising librarian at DMPL, was inspired to act after local data indicated that her library’s zip code had one of the highest concentrations of food pantry use in Des Moines from July 2021 to June 2022.

“Our mission is to strengthen our community by connecting people with the ideas and tools they need to enrich their lives,” [says Nikki Hayter](#), supervising librarian at DMPL’s Franklin Avenue branch. “I don’t know what could be much more enriching than food.”

Teaching social justice

Prospect Sierra School (PSS) in El Cerrito, California, developed a program to engage students in social justice issues and increase collaboration between librarians and teachers—and it is winning awards for its success.

PSS’s “Global Human Rights Research Project” was the recipient of the 2023 American Association of School Librarians’ Roald Dahl’s Miss Honey Social Justice Award for its “Global Human Rights Research Project.” The award recognizes collaboration between school librarians and teachers in the instruction of social justice using school library resources.

In a six-week collaboration between PSS middle school librarians Julia Bourland and Mia Gittlin, and seventh-grade humanities teachers Lauren Konopka and Matthew Williams, students became experts and advocates for change on at least one human rights violation central to the theme of a historical novel of their choosing. At the end, the librarians attended the students’ multifaceted presentations, which included a book review, an infographic explaining the historical incident they studied, and a call to action on how others can speak out about similar human rights violations happening today.

“The works of Roald Dahl offer students inspiration for becoming the heroes of their own stories who fight for justice and work together to create a better world for themselves and for others,” Bourland said. “The primary objectives in this collaboration were for students to make connections between human rights violations that occurred in the past and current ones, to increase student agency in understanding global injustice, and to help them find their voice inspiring others to learn about the issue and take action.”

Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Revvng an economic engine

Small business is big business in America, and libraries are making an investment in their future.

[According to the U.S. Small Business Administration](#), there are 33.3 million small businesses in the United States, accounting for 99.9% of all U.S. businesses and nearly half of the country’s workforce. Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Baltimore County (Md.) Public Library’s (BCPL) [Pop-Up Shops program](#) invites local vendors—from jewelry and candle makers to photographers to tutors—to participate in a pop-up marketplace at several of the library’s branches. Along with providing free space to participate, the library also conducts vendor preparation classes with tips on organizing a vendor table, developing a sales story, and more.

BCPL’s Pop-Up Shops attract many vendors who participated in the library’s [Entrepreneur Academy](#), a collaboration between BCPL and the Enoch Pratt Free Library that teaches many of the fundamentals of starting a small business, including market research, business structure, insurance and legal issues, and more. The program began in 2019 and was one of 13 projects to receive a [Libraries Build Business](#) grant from ALA.

While some libraries are supporting existing small businesses, others are helping potential ideas get off the ground.

Last year, the University of Iowa’s [Lichtenberger Engineering Library](#) became a designated Patent and Trademark Resource Center (PTRC) by the U.S. Patent and Trademark Office. The library now offers myriad ways for students and faculty to learn more about intellectual property and how to access patent records, including one-on-one assistance, trainings and workshops, and courses covering intellectual property topics as part of its information literacy program.

At the University of Puerto Rico in Mayagüez, Puerto Rico, librarian Gladys López-Soto has been supporting the entrepreneurial aspirations of the university community and Puerto Rican citizens for decades in the library’s PTRC. To date, she has helped thousands of people navigate the patent and trademark application process to protect their ideas while also providing resources in Spanish that reach communities across the U.S. López-Soto was awarded a [2024 I Love My Librarian Award](#) from ALA for her impactful work in intellectual property. ■

Phil Morehart is a communications manager in ALA’s Communications, Marketing, and Media Relations Office.

Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

by LEO S. LO

The emergence of generative artificial intelligence (AI), especially following the widespread availability of advanced tools like ChatGPT, represents a watershed moment in the realm of technology. This surge in AI capabilities has had a profound influence in the library sector, which not only reshapes existing practices but also compels a thorough reevaluation of the roles and competencies of library professionals. In this rapidly evolving landscape, library workers need to develop and enhance their skills to be aware of the potential of AI.

What is generative AI?

“Generative AI” refers to artificial intelligence technologies that can generate new content, insights, or data based on the training and information they have received. The strengths of generative AI in libraries are diverse, offering potential enhancements in efficient information management, personalized user experiences, and bolstered research assistance. However, its limitations warrant equal attention. [My recent survey of academic library employees](#) reveals urgent concerns over ethical issues such as data privacy, algorithmic bias, and notably, the risks of AI generating inaccurate information or “hallucinations.” These findings emphasize the crucial need for libraries to not only leverage AI’s strengths but also to conscientiously address and mitigate its limitations through judicious use and principled implementation.

Proactive use of AI in libraries

Based on [surveys of Association of Research Libraries library directors](#), libraries are using AI for a variety of tasks, including instruction on evaluating AI responses, automated cataloging and metadata generation, chatbots for user support, supporting AI user communities, AI-assisted research instruction, streamlining library operations, enhancing discovery services,

and preservation and conservation. In addition to these specific applications, libraries are also using AI to develop new and innovative services, such as virtual reality tours of their collections and personalized reading recommendations.

AI literacy and action-oriented upskilling

The survey results also revealed a significant demand for professional development and training in AI literacy. Library workers are increasingly aware of the need to upskill to stay abreast of these technological advancements. In fact, in-person events on AI at LibLearnX24 were some of the most well-attended and popular sessions with strong engagement from attendees. Well over 1,000 people took AI-related e-learning offered by the American Library Association last year. AI literacy extends beyond understanding how to use AI tools; it encompasses a comprehensive knowledge of their underlying mechanisms, ethical implications, and practical applications in library settings. Consequently, investing in AI education and training is imperative for libraries, ensuring that their staff are equipped not only to adopt AI technology but also to lead its ethical application in the information sector.

Call to action

As we navigate the age of AI, the call to action for libraries is clear: Prioritize AI literacy and invest in the reskilling and upskilling of library staff. This is more than keeping pace with technology; it is about actively shaping libraries as dynamic, inclusive, and ethically responsible information centers in the digital age. 🌟

Leo S. Lo is dean and professor of the College of University Libraries and Learning Services at the University of New Mexico.

Washington Works for Libraries

by SHAWNDA HINES

While libraries in some parts of the country were embroiled in conflict over materials in their collections, federal policies that govern some other aspects of information access and library services improved in 2023.

Decision makers at every level of government expressed support for library services that increase Americans' access to high-speed internet connectivity. With several successful pandemic-era programs approaching sunset in 2024, federal policymakers continued to look to libraries to fill gaps in high-speed internet connectivity nationwide. The Federal Communications Commission (FCC) improved E-rate rules and processes, making more Tribal libraries eligible for deep discounts on broadband infrastructure afforded by the program. At the 2023 American Library Association (ALA) Annual Conference, [FCC Chairwoman Jessica Rosenworcel unveiled the Learn Without Limits initiative](#), a proposal that would allow libraries and schools to use E-rate funds to purchase Wi-Fi hotspots and services for patrons and students to use off-premises. The proposal would create a sustainable funding solution that builds on a decade of library hotspot and device lending expertise. FCC proceedings continuing into 2024 seem promising.

Elected leaders in Congress recognized libraries' role in providing opportunities for people to build skills and find employment, especially for those in underserved communities. [The Prison Libraries Act](#), introduced by Reps. Emanuel Cleaver (D-MO-05), Sheila Jackson Lee (D-TX-18), and Shontel Brown (D-OH-11), would establish a grant program within the Department of Justice to provide funds for prisons to update materials, hire qualified librarians, and support digital literacy and career readiness training. The bipartisan [Adult Education Workforce Opportunity and Reskilling for Knowledge and Success Act](#), introduced by Sen. Jack Reed (D-RI) and Sen. Todd Young (R-IN), would leverage the reach, expertise, and resources of public libraries to empower job seekers to access employment services and training. The House companion bill was introduced by Reps. Lucy McBath (D-GA-07), Kathy Manning (D-NC-06), and Frank Mrvan (D-IN-01). Among other provisions, the bill would update the 2014 Workforce Innovation and Opportunity Act to make public libraries eligible one-stop sites for workforce development and provide



support for college and career navigators at public libraries. In another piece of legislation, three members of Congress with backgrounds in social work proposed to strengthen public libraries as community hubs through a paid social worker internship program. The [More Social Workers in Libraries Act](#) would develop a program to provide competitive grants to institutions of higher education that would be used to fund an internship for social work university students and employ a qualified social worker in a public library to oversee social work student interns.

For school libraries, the most significant legislation in 2023 was the [Right to Read Act](#), reintroduced by Sen. Jack Reed (D-RI) in the Senate and Rep. Raúl Grijalva (D-AZ-03) in the House of Representatives. The bill would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries. The bill also would constitute a major step forward in the fight against censorship by extending liability protections to librarians and educators facing threats when providing access to certain controversial reading materials.

While many in Congress and the Administration recognize that supporting school libraries supports education, it was

The Right to Read Act . . . would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries.

school libraries that bore the brunt of attacks from Capitol Hill on the right to read. The Parents Bill of Rights (H.R. 5), reintroduced and passed in the House on a party line vote in March 2023, would have required school libraries that receive federal funding to provide a list of available materials to parents upon request and develop a new system to allow parents to challenge materials. The bill was not introduced in the Senate.

In response to the escalating challenges to books in school libraries and classrooms, the White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans. Weeks later, Matt Nosanchuk began his tenure as a deputy assistant secretary in the Office for Civil Rights by leading a training session, in partnership with ALA, for librarians on how to handle book challenges.

Following on the Biden Administration's appointment of a book ban czar and the introduction of the Right to Read Act in Congress, school librarians are receiving renewed attention and support in Washington. Another bill, the Fight Book Bans Act, led by Rep. Maxwell Frost (D-FL-10), Rep. Federica Wilson (D-FL-24) and Rep. Jamie Raskin (D-MD-08), would take a different tack toward supporting libraries: providing grants to school districts to cover expenses incurred by fighting off book bans.

To date, none of the library-supportive legislation introduced in 2023 has received a vote in the current session of Congress. Neither have any of the 12 Fiscal Year (FY) 2024 federal appropriations bills, including the one containing funding for the Institute of Museum and Library Services (IMLS). At an impasse on spending and many other issues, Congress passed numerous temporary measures maintaining FY 2023 funding levels. IMLS and other library-eligible

programs are likely to face cuts when those measures expire (March 2024, as of this writing), thanks to an agreement between White House and congressional leaders on an austere two-year budget calling for small decreases in domestic spending. The silver lining is that the compromise will avoid steep cuts urged by some House conservatives. ALA continues to advocate for robust funding for the IMLS Library Services and Technology Act and for the Education Department's Innovative Approaches to Literacy program.

To protect federal funding for libraries in all contexts, advocates must continue to spotlight the value of libraries throughout a dysfunctional federal appropriations process. Advocating for systemic improvements is also necessary. For example, the [Advancing Research in Education Act](#) would reauthorize and improve the Education Department's statistical and research activities to ensure more accurate federal statistics to bolster school and academic library services. The bill would also improve data collection from Historical & Black Colleges and Universities and other minority-serving institutions. These measures may seem like policy minutiae, but every bill that improves data about and increases awareness of library programs and services can impact future funding decisions. Moving forward, especially in an increasingly rancorous political environment, library advocates must engage to protect the federal funding we already have to serve our communities. 🌟

Shawnda Hines is deputy director of communications at ALA's Public Policy and Advocacy Office.

The White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans.

Obama Extends Support to American Librarians

by PHIL MOREHART

Barack Obama professed his love for libraries—and his opposition to book bans—in a major way in 2023.

The former President of the United States [penned an open letter](#) July 17 extending his and former First Lady Michelle Obama's support to America's librarians in an era of rising book challenges and growing personal attacks against those who resist them.

"Today, some of the books that shaped my life—and the lives of so many others—are being challenged by people who disagree with certain ideas or perspectives," he wrote. "It's no coincidence that these 'banned books' are often written by or feature people of color, indigenous people, and members of the LGBTQ+ community—though there have also been unfortunate instances in which books by conservative authors or books containing 'triggering' words or scenes have been targets for removal. Either way, the impulse seems to be to silence, rather than engage, rebut, learn from or seek to understand views that don't fit our own."

"I believe such an approach is profoundly misguided, and contrary to what has made this country great. As I've said before, not only is it important for young people from all walks of life to see themselves represented in the pages of books, but it's also important for all of us to engage with different ideas and points of view."

Obama stressed that no one understands that better than librarians.

"In a very real sense, you're on the front lines—fighting every day to make the widest possible range of viewpoints, opinions, and ideas available to everyone," he wrote. "Your dedication and professional expertise allow us to freely read and

consider information and ideas, and decide for ourselves which ones we agree with.

"Whether you just started working at a school or public library, or you've been there your entire career, Michelle and

I want to thank you for your unwavering commitment to the freedom to read," he continued. "All of us owe you a debt of gratitude for making sure readers across the country have access to a wide range of books, and all the ideas they contain."

Days later, Obama made waves on social media with guest appearances in TikTok videos for public libraries across the United States.

In a video for Kankakee (Ill.) Public Library (KPL), the former president appears along with KPL librarians as they highlight books that have faced calls for censorship on the shelves of schools and libraries.

For Harris County (Texas) Public Library (HCPL), [Obama joined HCPL promoter Curbside Larry](#) to promote the library's Library for All Initiative, which strives to make reading more accessible to all Houstonians, including those who need special accommodations or who speak a language other than English.

For Woodland (Calif.) Public Library's TikTok, Obama appears with library

staffers—and the library's cat, Henrietta—as they tout the myriad things available to guests at the library.

And in a video for Prince George's County Memorial Library System in Maryland, Obama rocks out to Elton John's "I'm Still Standing," while reading "The Color Purple" and proclaiming that the library, "Rocks banned books. Do you?"

Thanks for your support of libraries and the freedom to read, President Obama. 🍌



Barack Obama's guest appearance on Prince George's County Memorial Library System's TikTok account.

PHOTO: PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM, VIA TIKTOK.

About This Report

Production Team

Production Team Authors: Leslie Burger, Interim Executive Director, ALA; Emily Drabinski, 2023-2024 President, ALA and Associate Professor at the Queens College Graduate School of Library and Information Studies; Deborah Caldwell-Stone, Director, Office for Intellectual Freedom, ALA; Leo S. Lo, Dean and Professor of the College of University Libraries and Learning Services at the University of New Mexico; Phil Morehart, Communications Manager, Communications, Marketing, and Media Relations Office, ALA; Chase Ollis, Communications Manager, Communications, Marketing, and Media Relations Office, ALA; Shawnda Hines, Deputy Director of Communications, Public Policy and Advocacy Office, ALA

Content editor: Jean Hodges, Director, Communications, Marketing, and Media Relations Office, ALA

Project coordinator: Jan Carmichael, Senior Communications Manager, Communications, Marketing, and Media Relations Office, ALA

Design: Lauren Ehle, Senior Production Editor, Production Services, ALA



About ALA

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



Press Contact

Reporters should contact:

Communications, Marketing, and Media Relations Office
American Library Association; cmomecia@ala.org

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STOUGHTON

PUBLIC LIBRARY

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

MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	17,549	11,232	17,665	18,072	11,074	2,765	5,343	19,182	8.59%
FEB	16,865	11,241	16,644	16,384	10,885	2,537	4,542	18,070	8.57%
MAR	12,295	14,070	18,440	19,521	11,756	2,982	5,163	19,906	7.95%
APR	3,419	11,899	17,721	17,196	11,285	2,332	4,861	19,078	7.66%
MAY	5,464	12,363	16,012	16,985	10,599	2,310	4,962	17,873	11.62%
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	55,599	13,526	24,883	94,109	-54.29%
AVG	10,606	14,414	17,159	18,153	11,120	2,725	4,977	18,822	9.69%

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	34	377	-50.65%
MAR	1,225	838	893	825	394	506	67	967	8.29%
APR	371	1,687	1,104	611	393	502	52	1,047	-5.16%
MAY	257	1,328	596	761	269	265	37	571	-4.19%
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	1,698	1,473	232	3,403	-65.26%
AVG	2,149	1,073	816	875	340	295	24	681	-16.64%

Stoughton Public Library Statistics
for May 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	7,587	1.15%
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	4,334	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	5,048	5,031	4,826	4,785	-0.85%
JUN	1,082	5,153	5,290	4,607		-100.00%
JUL	2,482	4,963	4,819	5,039		-100.00%
AUG	4,697	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	5,102	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	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	2,187	-28.08%
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	5,428	0	5,425	7,504	6,975	-7.05%
FEB	5,248	0	5,826	7,000	7,545	7.79%
MAR	5,186	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	9,943	-1.64%
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	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931	8,433	65.33%
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	4,998	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	4,963	9.61%
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	6,549	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 May 2024

		May Programs	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
5/1/2024	Carnegie Room	Stitches (MO)		10			
5/1/2024	Online live	LSC: Douglas Brunt				9	
5/1/2024	Carnegie Room	The Foundation (volunteer Richard MacDonald)				7	
5/2/2024	Carnegie Room	Story Time (MO)	30				
5/2/2024	Fire Station	Craft Club - Dryer balls (SB, AH)				20	
5/4/2024	Carnegie Room	May the Fourth Story Time (AMH)	40				
5/5/2024	Stoughton Yoga	Yoga Sundays (AH)				18	
5/6/2024	Carnegie Room	Story Time (MO)	25				
5/7/2024	Carnegie Room	Baby Story Time (DF)	5				
5/7/2024	Carnegie Room	Graphic Novel Books Club (MO)		6			
5/8/2024	Carnegie Room	Pokemon Club (MO)		16			
5/8/2024	St Anns Preschool	Outreach Story Time (AMH)	16				
5/8/2024	Head Start Preschool	Outreach Story Time (AMH)	17				
5/8/2024	Carnegie Room	PJ Story Time (AMH)	16				
5/8/2024	Online live	LSC: Nina Simon				0	
5/9/2024	Carnegie Room	Story Time (MO)	23				
5/9/2024	Learning Tree Preschool	Outreach Story Time (AMH)	29				
5/9/2024	Learning Tree Preschool	Outreach Story Time (AMH)	18				
5/9/2024	Carnegie Room	Teen chocolate fountain (CS, EM)					
5/11/2024	Carnegie Room	Antiques Appraisal w/ Mark Moran (JR)				45	
5/14/2024	Carnegie Room	Writing Group (volunteers)				5	
5/16/2024	Ginger Bread Preschool	Outreach Story Time (AMH)	36				
5/18/2024	Outside Library	Frozen Story Time (AMH)	50				
5/18/2024	Mezzanine	Syttende Mai artisan demos (volunteers)					550
5/18/2024	2nd floor	Norwegian Genealogy (volunteer Chris from Naeseth)				53	
5/21/2024	Pumpkin Patch Preschool	Outreach Story Time (AMH)	39				
5/21/2024	Pumpkin Patch Preschool	Outreach Story Time (AMH)	32				
5/21/2024	Pumpkin Patch Preschool	Outreach Story Time (AMH)	15				
5/21/2024	Online live	LSC: Rebecca Kuang				0	
5/23/2024	Ginger Bread Preschool	Outreach Story Time (AMH)					
5/23/2024	Carnegie Room	Teen vision boards (Suzanne Larsen, Kelly Toltzien, AB)			16		
5/28/2024	La Petite Preschool	Outreach Story Time (AMH)					
5/28/2024	Carnegie Room	Page Turners (AH)				6	
5/29/2024	Senior Center	Outreach: Page Turners (AH)				3	

Programming Statistics
for May 2024

5/29/2024	Sandhill	Outreach SRP K (MO, AMH)			61			
5/29/2024	Sandhill	Outreach SRP 1 (MO, AMH)			81			
5/29/2024	Sandhill	Outreach SRP 2 (MO)			72			
5/29/2024	Sandhill	Outreach SRP 3 (MO)			71			
5/29/2024	Sandhill	Outreach SRP 4 (MO)			68			
5/29/2024	Sandhill	Outreach SRP 5 (MO)				63		
5/29/2024	Carnegie Room	Stitches (MO)				6		
5/30/2024	Fox Prairie	Outreach SRP K (MO, AMH)			80			
5/30/2024	Fox Prairie	Outreach SRP 1 (MO, AMH)			72			
5/30/2024	Fox Prairie	Outreach SRP 2 (MO, AMH)			68			
5/30/2024	Fox Prairie	Outreach SRP 3 (MO, AMH)			72			
5/30/2024	Fox Prairie	Outreach SRP 4 (MO, AMH)			65			
5/30/2024	Fox Prairie	Outreach SRP 5 (MO, AMH)				72		
5/31/2024	Kegonsa	Outreach SRP K			53			
5/31/2024	Kegonsa	Outreach SRP 1			65			
5/31/2024	Kegonsa	Outreach SRP 2			45			
5/31/2024	Kegonsa	Outreach SRP 3			53			
5/31/2024	Kegonsa	Outreach SRP 4			44			
5/31/2024	Kegonsa	Outreach SRP 5				41		
5/31/2024	Online asynchronous	LSC views for this month					876	
5/31/2024	2nd floor	One on one assistance (Libby, Hoopla, etc.) (AD staff)					2	
			361	1007	198	1035	0	

		May Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
5/4/2024	Library	All ages Free Comic Book Day and Star Wars Day					253
5/30/2024	2nd floor	Teen Art Car!			4		
5/30/2024	2nd floor	All ages sticker mural					30
			0	0	4	0	283

Director's Report

June 19, 2024



Library news:

- On May 16, I attended the quarterly South Central Library System All Directors meeting. The main topics of discussion were the 2025 SCLS service priorities and budget, with each SCLS department (Delivery, Technology/Integrated Library System (ILS), Consultants, etc.) presenting their draft budgets. The good news is that the Technology/ILS fees that we pay annually to SCLS should remain mostly unchanged in 2025, thanks in large part to an infusion of additional state aid to library systems in the most recent state budget. (For reference, we paid \$49,189 in service fees to SCLS in 2024.) The other item of business was a vote on whether to increase the contribution of SCLS libraries to Overdrive Advantage, a program that allows our library system to purchase extra copies of high-demand downloadable ebooks and audiobooks for library users to check out via the Libby app. The majority of libraries were in favor of increasing the annual expenditure from \$30,000 to \$40,000. Our share of the contribution would increase by only about \$275 next year.
- The Friends of the Stoughton Public Library held their annual Pie Place fundraiser on Saturday, May 18, amid the Syttende Mai festivities downtown. If the constant stream of people into the Carnegie Room throughout the day was any indication, the fundraiser was a huge success. A big thank you to the Friends for all of the time and hard work they invested in this event!
- Also on May 18, we hosted the **Syttende Mai Scandinavian Handicrafts Demonstration** on our Mezzanine level for the second year in a row. (The Chamber of Commerce contacted me in 2023 because the event had outgrown



its old space at the Opera House.) Several hundred people visited the library to learn about spinning, weaving, rasemaling, woodworking, and other handicrafts.

- On May 21, we hired AMS Carpet Cleaning in Edgerton to thoroughly clean the carpets on the lower level, including the Carnegie Room and the areas immediately outside the room. This is the first time the carpets in the Carnegie Room have been professionally cleaned since being replaced a few years ago, and we reasoned that right after Pie Place was the perfect time to do it.
- I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee on May 24. Topics of discussion included: bills restricting access to library materials that may be reintroduced in the next legislative session; changing dynamics in the state legislature due to new legislative maps; and preparation for the 2025-2027 biennial state budget process.
- At the end May, I completed the last of the annual performance appraisals for staff that I directly supervise, including the four library managers and our administrative assistant.
- On the evening of June 5 I again hosted the monthly meeting of The Foundation, the library's science fiction and fantasy book group. Former Director Richard MacDonald and I have been sharing lead facilitator duties for the group since early-2020.
- On June 6, Adult Services Librarian and Assistant Director Amanda Bosky presented a request to the Committee of the Whole for \$25,000 in unallocated American Recovery Project Act (ARPA) funds held by the City of Stoughton. This amount would be used to fund hoopla, a popular digital media platform providing downloadable ebooks, audio books and video to library patrons. I'm happy to report that the Committee of the Whole voted unanimously to recommend the full amount of our request to the Finance Committee, which in turn met on June 11 and decided to recommend the full amount to Council. Council will take action on this recommendation at their next meeting on June 25.

- On June 8, we hosted **Perfect Harmony Chorus**, Madison's LGBTQ+ and ally choral group, for a concert at Virg n Lakes Park as part of a larger community Pride celebration. Despite the rainy weather, close to 100 people joined us to celebrate Pride Month. A big thanks to Mary for coordinating this concert, and to Cynthia for providing the decorations activities for young people.



Stoughton Area Community Foundation Fund Report

The report for the period Apr 27 – May 31 shows an increase in value of \$530.17 to the account because of market conditions. The overall value of the account as of May 31 is \$28,663.76.

Youth Services (from Mary Ostrander)

- Mary visited all three elementary schools on May 29, 30, and 31 to talk about the Summer Library Program. She saw about 1,150 students in grades K-5.

Library

Assistant Anna Hayward joined her at Fox Prairie. The photo at right is from Mary's visit to Kegonsa.

- Anna continues to do awesome outreach to the 4-year-old kindergarten programs. Last month, she



brought Summer Library Program reading logs along to send home with the kids.

- Diane is working on some amazing decorations in the kids' area for the summer.
- Anna made a huge **papier-mâché dragon with a 3D-printed head** that is now hanging above the Children's desk.
- Prize pick up for the Summer Library Program began on Monday June 10. Summer story times and the rest of our summer programming also kicked off.
- Stoughton Rotary Club donated two copies of each of Aaron Reynolds' books to the library. Reynolds, author of *Creepy Carrots!* and other bestselling children's books, will visit the area elementary schools this fall.



Tech Services & Technology News (from Sarah Bukrey)

- Sarah facilitated solutions to several ongoing technology issues:
 - Removed the "no confirmation" button from the EZ-Scan kiosk screen after we discovered the system won't send faxes without a confirmation.
 - Worked with Envisionware to reinstall the self-check-out software after it was corrupted by a power surge.
 - Worked with SCLS to install remote software and updates for the self-check machines.
 - Removed "email receipt" button from the self-check-out machine near Circulation since this functionality has not yet been added.
- 595 items were added to the collection in May, which kept Sarah, Zi Wei and our amazing volunteers busy.
- For this month's Craft Club, Amy and Sarah hosted guest artist Derek Brabender to teach wood carving. A whopping 26 people joined us to make **wooden butter spreaders**.



- Erin and Jen, our new Technical Services LTE assistants, are working away at RFID tagging our collection. As of June 7, they have tagged 3,257 items.

Circulation Services (from Robin Behringer)

- Robin attended the virtual Circulation Refresher on May 22. This month's topic was on SCLS's Local Holds Policy. While Stoughton does not participate in this program, it does affect our patrons, staff, and circulation.
- The Circulation Team met on May 28 for their monthly meeting. The group discussed possible shift and schedule changes that will help balance out the number of weekly hours each Circulation Assistant works. Changes were approved by all and will start in July. The Shelver Team met on May 29. This month's guest was Sarah Bukrey from Tech Services. We also celebrated the graduation of our three high school Shelves: Lily, Eliana, and Michael.
- The Memorial Day weekend closure, several staff vacations, and the start of summer brought an increase in returns and delivery volume. Thanks to our dedicated staff, we were able to stay on top of the extra work and clear the workloads on a daily basis.
- Three of our Shelves will be leaving by the end of the summer, so Robin worked with Human Resources and library staff to get the positions posted and advertised beginning the first week of June.

Adult & Teen Services (from Amanda Bosky)

- Summer Library Program is off to a fantastic start, with teens very excited about finding hidden "dragon eggs" on the top floor and setting their own reading challenges for the summer to earn free books and other great prizes. Adults are also enjoying our Dungeons & Dragons-themed reading log. We'd also like to express special thanks to new local



business Cousins Subs. When Teen Services Assistant Cynthia Schlegel approached them asking if they'd like to donate any Teen Summer Library Program prizes, they made up 125 very professional coupons for free subs. We've been handing these out to teens as they sign up for the program and they are very excited!

- Though library staff are unable to be part of this year's Juneteenth celebration, we were happy to donate a **box of prizes for children and teens** which will be given away at the event.
- Syttende Mai was a great success, with approximately 500 people attending the artisan demonstrations on the Mezzanine, hundreds more visiting the Friends of the Library's Pie Place, and 51 people learning about Norwegian Genealogy from Christine Klauer of the Norwegian American Genealogical Library. With such great participation our first year working together, we are looking forward to expanding hours and number of staff on hand to help with Norwegian Genealogy in 2025.
- In addition to planning and presenting another great Teen Summer Library Program, Teen Services Assistant Cynthia Schlegel's recent programs included Chocolate Fountain, Teen Rainbow Skirts, and teen activities at the community Pride event.
- On May 23, special guests from Main Street Yoga and Wildflower Therapies presented a **Teen Vision Board program**. 16 people enjoyed creating collage art projects to daydream about their future, from career goals to pets they wished to own someday.



Looking Back from *The Stoughton Hub*

February 20, 1930

May Reserve or Renew Library Books by Phone

The telephone at the public library is an important factor in the service which the library renders the public. In a few moments conversation over the telephone, books may be reserved or renewed; or any information concerning the library may be secured. Telephone in your reference questions. The librarian is always glad to assist the patron in this manner.

Stoughton Public Library
Board of Trustees - Policies Committee Meeting
Monday, June 3, at 5:30 PM



****Please Note: This was a virtual meeting held 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 5:35 PM
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of March 11, 2024 *** - MOTION to approve the minutes by Axe.
SECOND: Meinholz. VOTE: 4-0.
4. **Election of Committee Chair for 2024-2025 *** - Discussion ensued as to how to proceed given that committees will be reassigned at the next Board meeting on June 19. Consensus emerged that the committee should wait until the next meeting to elect a chair. Ramsey offered to lead the meeting in the absence of a chair.
5. **Review of proposed changes to Emergency Closing Policy *** - Ramsey presented. Meinholz asked if instructions about posting a notice on the library's entrance should be added to section II. C. Consensus was in favor of this. Discussion ensued about the relationship of this policy to the library's emergency closing procedures and the Epidemic and Health Emergency Policy and whether either should be included in or combined with this policy. Consensus was that the documents should remain separate.

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

6. **Review of proposed changes to Epidemic and Health Emergency Policy *** - Ramsey presented. Discussion ensued about spacing and capitalization. A handful of capitalization changes were made. Ramsey suggested striking "Stoughton Public Library" from the sentences referencing work rules, as the library does not have work rules that are separate from the City of Stoughton Work Rules. Consensus was in favor.

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

7. **Review of proposed changes to Exterior Plaques Policy *** - Ramsey presented. Discussion ensued as to whether a library trustee or the Library Director needed to be present when a plaque is dedicated. Consensus was in favor of removing that requirement in section III.F.

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

- 8. First review of draft Outdoor Meeting Space Use Policy** – Ramsey presented and explained that this is a draft of a new policy concerning public use of the library's outdoor programming space at 216 E Jefferson St., south of the library parking lot. He explained that following this meeting, he would review the draft with the library's Management Team and with HR/Risk Management Director AJ Gillingham before bringing it back to this committee at a later date.

Axe asked if the policy needed a provision stating that the library could not monitor or supervise the space. Discussion ensued and ultimately consensus emerged that the sentence "Library staff are not responsible for monitoring or supervising use of the outdoor meeting space."

Discussion ensued about how to refer to the outdoor meeting space in the policy. Consensus was in favor of designating it as "the space" in all subsequent mentions following the first mention under Section II. Scope.

Meinholz asked about use of the space when the library is closed, specifically as it related to the provision in Section III.B.2 about use of the space only between sun-up and sun-down. Discussion ensued about how this would be enforced and how disputes over bookings would be settled. Ramsey replied that he hoped the provision in III.A.2.c about groups who fail to vacate the space when directed would help prevent such disputes from occurring.

Axe suggested removing the provision in III.A.2.a about drop-in use so as not to encourage unscheduled, drop-in use of the space. Discussion ensued as to how to handle drop-in use. Consensus emerged in favor of eliminating the sentence "Additional 'drop in' meetings may be held more often if scheduling allows."

Klitzke asked if the walkway and concrete pad were shoveled in the winter. Ramsey replied that this was not typically done, but that he would talk to Public Works Director Brett Hebert about snow removal if any library programs were planned during the winter months.

- 9. Schedule next meeting** – Consensus was in favor of waiting until additional policies are ready for review to schedule the next committee meeting.

- 10. MOTION to adjourn** by Verstegen. SECOND: Klitzke. VOTE: 4-0. Meeting adjourned at 6:39 PM.

Sent to:

Ken Axe
Lora Klitzke
Erin Meinholz
Dayna Verstegen

Cc:

Teri LeSage
Jean LeGocki
Sharon Meilahn Bartlett
Trista Richards
Kristin Rosenberg

Siri Vienneau

If you are in need of assistance to attend this meeting, 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



2024-2025 COMMITTEE ASSIGNMENTS

FINANCE: Teri LeSage, Sharon Meilahn Bartlett, Erin Meinholz

PERSONNEL: Ken Axe, Lora Klitzke, Trista Richards

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

POI ICIFS: Ken Axe, Lora Klitzke, Erin Meinholz, Dayna Verstegen,

STOUGHTON PUBLIC LIBRARY Emergency Closing Policy

Approved by Library Board 3-21-18

WITH RECOMMENDATIONS FROM COMMITTEE IN RED



I. Purpose

Although the Stoughton Public Library will make every effort to remain open as scheduled, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters, **public health emergencies**, and terrorist actions. In all cases, the safety of employees and the public will be the primary consideration. The following procedures will set forth employer and employee obligations regarding reporting to work and use of leave and pay issues when circumstances impact the Library's ability to be open for business.

II. Guidelines

A. The Mayor, or Council President or Council Vice-President in the Mayor's absence, has the authority to close City departments because of the circumstances listed above or any other circumstance that arises.

B. During City business hours, the Library will follow the City's decision.

C. In the event the Library, which is open after 4:30 p.m. and on weekends, experiences an emergency, the Library Director shall determine whether the Library should close prior to the scheduled closing time, and if so, inform the Library Board President, the Mayor, the Chief of Police, and **post a notice at the Library's entrance**, on social media and the library's website.

D. If the Library is open, employees are expected to report to work on time as scheduled. Employees who are late or choose not to report to work will be expected to use vacation time or compensatory time as approved by the Library director.

E. If the Library must close and employees are sent home, or if the Library does not open in the morning as scheduled because of any of the reasons above, all employees who are scheduled to work shall be compensated for their regularly scheduled hours.

F. If the Library must, because of a City declared emergency, be closed for an extended period of time, employment and payment of employees will be determined at that time on an ad hoc basis as defined by the Stoughton Area Emergency Management Plan. Section V DIRECTION AND CONTROL, General, #5:

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC (Incident Command). Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.

G. If a tornado warning occurs before closing time and extends past closing time, the Library should remain open as a shelter until the warning is over.

Adopted by Library Board August 15, 2012
Revised April 19, 2017; March 21, 2018

Epidemic and Health Emergency Policy

Approved by Library Board 3-27-20

WITH RECOMMENDATIONS FROM COMMITTEE IN RED



I. Purpose

To establish a protocol that will be used in the event of an epidemic or library health emergency. The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of Dane County public health officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

II. Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent. A pandemic, defined as a widespread occurrence of an infectious disease over a whole country or the world at a particular time, also qualifies as a health emergency under this policy.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

III. Library Closure

The Stoughton Public Library may temporarily close because of an epidemic or library health emergency in the event that either of the following occur:

- A. The City of Stoughton offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by Dane County public health or other government officials.

At the discretion of the Library Director, the Stoughton Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no ~~overdue~~ charges are assessed and holds do not expire on dates in which the library is closed. ~~[Eliminate "overdue," as we no longer charge overdue fines]~~ The exterior book drop will be kept open and cleared periodically as long as possible.

IV. School Closure Because of an Epidemic

In the event that the Stoughton Area School District is closed because of an epidemic, the Stoughton Public Library will remain open unless one of the above requirements for closing are also met. However, library programs and special events may be canceled on any day on which Stoughton Area schools are closed because of illness.

V. Minimum Staffing Level

Minimum staffing level is defined as three healthy desk staff available to be present at the library during all open hours with a maximum 8-hour workday and 40 hour workweek per employee. A minimum of six healthy desk staff must be available to keep the library open for its regular daily hours Monday – Thursday, and at least three available for regular Friday and weekend hours.

An inability to maintain this minimal level will result in reduced hours or closing the library. If this minimal level is required for more than 5 consecutive days, the library may reduce staff or close to the public.

The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:

1. Cancelling programs, special events, and meeting room reservations.
2. Reassigning employee duties and shifts.
3. Reducing open hours if the number of employees falls below minimum levels.
4. Closing the library for one or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the ~~Stoughton Public Library/City of Stoughton Work Rules~~ sick leave policy. ~~[Eliminate "Stoughton Public Library" as the Library does not maintain separate work rules.]~~ In the event of closure requiring library employees to be sent home, those employees shall be compensated for their regularly scheduled hours.

VI. Communication

In the event of closure Library staff should follow the Library's Emergency Closing Policy.

VII. Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform their responsibilities that most directly impact patrons prior to any other tasks, subject to the safety of patrons and staff.

Staff shall provide services in the following order:

1. Direct patron assistance, e.g. check out, issuing library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. All other clerical and administrative functions.

Services outside of those described above shall be provided if time permits. Employees shall consult with the Director or designated administrative authority to determine staffing area assignment and priority of work tasks.

VIII: Employee Absences

The ~~Stoughton Public Library~~/City of Stoughton Work Rules outline the sick leave policy. [Eliminate "Stoughton Public Library" as the Library does not maintain separate work rules.] This policy shall continue to be followed in the event of an epidemic or library health emergency.

IX: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Responsibility for Library Operations Policy.

Adopted: November 11, 2009

Revised: May 12, 2010

Revised: April 17, 2013

Completely revised and renamed: September 19, 2018

Revised and renamed: March 27, 2020

STOUGHTON PUBLIC LIBRARY

Exterior Plaques Policy

Approved by Library Board 1-18-17

WITH RECOMMENDATIONS FROM COMMITTEE IN RED



I. Purpose

The purpose of the policy is to create guidelines for use in the placement of permanent or semi-permanent plaques on the outside of the Stoughton Public Library building.

II. Definitions

According to Wisconsin Statutes 43.58(1)

The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes

III. Guidelines

A. A replica of any plaque, or of modifications to an existing plaque, must be shown presented to the Library Board at a regular Library Board meeting by a person, club or organization in order to receive permission of the Library Board prior to acceptance of the plaque. ~~(Call the library for the next meeting date to be put on the agenda.)~~
[Unnecessary. Eliminate.]

B. The designated placement of the plaque on one of the exterior walls will be decided by the Library Board.

C. No recognition of donor may be on the plaque, nor will a separate plaque recognizing donors be accepted.

D. The north exterior Stoughton Public Library wall has been designated as "The Wall of Honored Stoughton War Dead."

E. Plaques for any war will be affixed to the north exterior wall, and will be similar in material and style to those already on the wall.

~~F. A Library Board member will be in attendance with person, club or organization member(s) at placing of the permanent plaque in the designated spot.~~ [Unnecessary. Eliminate.]

Adopted April 13, 1998

Amended January 8, 2004

Amended August 10, 2005

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