

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, July 16, 2025

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



**LOCATION :** Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton **\*\*PLEASE NOTE\*\*** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <https://us02web.zoom.us/j/6269031450?omn=81439349470>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

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I. Call to Order by President Lora Klitzke

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

III. Consent Agenda \*

- A. Review/Approval of Minutes of June 18, 2025 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for June 2025 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for July 2025 (enclosures)

IV. Friends of the Library Report from Friends President Lesley Johnson

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: Trustee Essential #8: Developing the Library's Budget (enclosure)

X. Director's Report

- A. Statistics for June 2025 (enclosure)
- B. Administration report (enclosure)

XI. Committee Reports

- A. Finance: did not meet
- B. Personnel: met 7/10/25 (enclosure)
- C. Planning: did not meet
- D. Policies: scheduled to meet on 7/21/25

XII. Old Business

- A. NONE

XIII. New Business

- A. Presentation of preliminary 2026 operating budget by Library Director (enclosure)

- B. Review of goals related to diversity, equity, inclusion, and accessibility in 2023-2026 Strategic Plan (enclosure)
- C. Discussion and possible action regarding 2026 Library personnel request (enclosure) \*  
(*Personnel Committee recommended approval 4-0 on 7/10/25*)

XIV. Pending Agenda Items

- A. Reminder for standing committees to review, and possibly report on, their progress towards the annual Board Goals throughout the year.
- B. Discussion of additional funding sources for library programming and operations
- C. Discussion of General Fund balance

XV. Adjournment \*

NEXT REGULAR MEETING: August 20, 2025

*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

Phil Caravello, City Council Representative  
Lora Klitzke, President  
Jean Ligocki, Vice President  
Brandon Maly  
Sharon Meilahn Bartlett  
Christine Melland  
Libby Phillips, Student Representative  
Trista Richards  
Katie Roberts  
Mande Shecterle, SASD Representative

*Finance:* Ligocki, Meilahn Bartlett, Melland  
*Personnel:* Caravello, Klitzke, Richards, Shecterle  
*Planning:* Ligocki, Maly, Melland, Phillips  
*Policies:* Maly, Richards, Roberts, Shecterle

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

## Agenda Notes: Library Board meeting of July 16, 2025



### XIII. New Business

- A. Presentation of preliminary 2026 operating budget by Library Director (enclosure)** – I will present an early draft of the Library’s 2026 Operating Budget. At this stage, the budget contains only non-personnel costs (about 20% of our operating budget). The Finance Department is recommending moving two items from the Capital Improvement Project (CIP) budget to the operating budget in 2026: Computer & Peripherals Replacement (\$7,000) and Furniture & Fixtures Replacement (\$3,000). Additionally, Finance recommends using about 20% of the current fund 215 fund balance as revenue in 2026, which works out to approximately \$20,000.
- B. Review of goals related to diversity, equity, inclusion, and accessibility in 2023-2026 Strategic Plan (enclosure)** - This item was added to the pending agenda items at the Board meeting on March 19, 2025. The board would like to review and reaffirm its commitment to the goals in the strategic plan related to diversity, equity, inclusion, and accessibility.
- C. Discussion and possible action regarding 2026 Library personnel request (enclosure) \*** - Enclosed is the library’s 2026 personnel request for a new Library Assistant II position in Adult Services. This 22 hour per week position is identical to the one requested in previous years. Pending Board approval, the request will be forwarded to City Human Resources Director AJ Gillingham, who will complete a cost summary for the position. The request will then be considered by the City Council’s Personnel Committee as part of the 2026 budget process. The Library Board’s Personnel Committee recommended unanimously that this request be approved at their meeting on July 10, 2025.

### XIV. Pending Agenda Items

- A. Reminder for standing committees to review, and possibly report on, their progress towards the annual 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.

**B. 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.

**C. Discussion of General Fund (215) balance** – This item was added to the pending agenda items at the Board meeting on February 19, 2025. The Board would like to discuss the use of fund balance to purchase additional materials to fill in gaps in our collection identified by the diversity audit of our collection to be conducted later this year.

*\* indicates a potential action item*



STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, JUNE 18, 2025, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Phil Caravello, City Council Representative; Lora Klitzke, President; Jean Ligocki, Vice President (virtual); Brandon Maly; Sharon Meilahn Bartlett (virtual); Christine Melland; Libby Phillips, Student Trustee; Trista Richards (virtual); Mande Shecterle, Stoughton Area School District Representative (virtual)

ABSENT: Katie Roberts

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

- I. CALL TO ORDER. 6:31 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. Klitzke moved item XII.A. (*OLD BUSINESS: Welcome to new Student Trustee, Libby Phillips*) to immediately follow item III. (*Consent Agenda*).

[Ligocki arrived at 6:32 P.M.]

- III. CONSENT AGENDA. **Melland** moved to approve and was seconded by **Meilahn Bartlett**. Vote: 8-0.
- IV. WELCOME TO NEW STUDENT TRUSTEE, LIBBY PHILLIPS. Everyone introduced themselves.
- V. RECOGNITION OPPORTUNITIES. None.
- VI. PUBLIC COMMENT PERIOD. None.
- VII. CORRESPONDENCE. Ramsey shared a thank you from Kegonsa Elementary to Children's Librarian, Mary Ostrander and a thank you from Stoughton Health to Adult Services Librarian Amanda Bosky, for collaborating on the Zorba Paster event.
- VIII. EDUCATION UPDATES. None.
- IX. BOARD IN-SERVICE: Ramsey presented. Ligocki commented that she found the report hopeful and encouraging. Melland remarked that it will be interesting to see what happens to censorship efforts in 2025.
- X. DIRECTOR'S REPORT.
  - A. Statistics for April 2025. Ramsey presented.
  - B. Administration report. In addition to his written report, Ramsey shared that the HVAC replacement project is really mostly done--we mean it this time; the official factory start up will be June 19. The City hired a consultant to do a facilities condition assessment for all city-owned buildings, focusing on HVAC, windows, and roof. Although the Library's windows are fine (and the HVAC is obviously in tiptop shape), our roof is starting to come apart at the seams. There have been leaks. A roof replacement is probably coming soon. Trustee Training Week is August 18-21 and will provide 4 hour-long seminars on topics of interest to library trustees.
- XI. COMMITTEE REPORTS.
  - A. Finance: did not meet.
  - B. Personnel: did not meet.
  - C. Planning: did not meet.

- D. Policies: did not meet.
- XII. OLD BUSINESS.
  - A. [Moved to Item IV.]
- XIII. NEW BUSINESS.
  - A. Assignment of 2025-2026 Committees by Library Board President Klitzke. Ramsey presented. Everyone was satisfied with their assignments
- XIV. PENDING AGENDA ITEMS.
  - A. Reminder for standing committees to review, and possibly report on, their progress toward the annual Board Goals throughout the year.
  - B. Discussion of additional funding sources for library programming and operations.
  - C. Discussion of General Fund balance.
  - D. Review of goals related to diversity, equity, inclusion, and accessibility in 2023-2026 Strategic Plan. Ligocki said she felt like the Board should take up this item soon and discuss goals and risk. Maly said that many organizations are starting to talk about “inclusion and belonging” instead of “DEI.” Meilahn Bartlett pointed out that the library is taking part in the Stoughton community celebrations of Juneteenth and Pride. Ramsey provided further information: the Library is co-sponsoring the Black Star Drum Line performances at Juneteenth and will have a table, talking to people and handing out free books. The Library is also sponsoring the Perfect Harmony Chorus performance at Pride, and Teen Services Library Assistant Cynthia Schlegel will be there doing crafts, with the members of the Rainbow Readers book discussion group. Melland said the Board should definitely talk about DEI before they have to come up with the next Strategic Plan. Ramsey said he will put it on the agenda for July, and it can be tabled as necessary. Richards asked if the Library had gotten any guidance about DEI from the library system. Ramsey said no, there had not been a lot of guidance from either SCLS or DPI, but he knows from observation that a lot of libraries are continuing their DEI work, even if they are shifting to different words. He also remarked that the fifteen Wisconsin library systems are organizing a postcard writing campaign. The postcards will be on the Mezzanine through the middle of July. Meilahn Bartlett suggested bringing postcards to Juneteenth and Pride.
- XV. ADJOURNMENT. *Caravello made the motion to adjourn at 6:59 P.M. He was seconded by **Richards**. Vote: 8-0.*

Minutes taken by Sarah Monette.



PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	711,285.00	355,642.50	59,273.75	355,642.50	50.00
215-55110-43315	FEDERAL GRANTS	280.00	0.00	0.00	280.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	315,017.00	315,017.00	0.00	0.00	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	15,297.00	15,301.09	0.00	(4.09)	100.03
215-55110-46110	MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
215-55110-46710	LIBRARY FEES	4,000.00	2,122.90	347.80	1,877.10	53.07
215-55110-46712	COPY MACHINE	5,000.00	3,851.76	449.64	1,148.24	77.04
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	247.15	8.99	2.85	98.86
215-55110-48110	INTEREST INCOME	11,500.00	6,841.09	643.65	4,658.91	59.49
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		1,062,629.00	699,023.49	60,723.83	363,605.51	65.78
TOTAL REVENUES		1,062,629.00	699,023.49	60,723.83	363,605.51	65.78
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	97,115.00	48,429.76	7,470.40	48,685.24	49.87
215-55110-50120	WAGES	248,851.00	124,088.92	(70,037.67)	124,762.08	49.86
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	283,182.00	140,933.70	110,380.21	142,248.30	49.77
215-55110-50128	SUNDAY HOURS	11,497.00	5,778.16	307.54	5,718.84	50.26
215-55110-50129	WAGES - LONGEVITY	6,404.00	0.00	0.00	6,404.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	48,974.00	23,395.23	3,540.26	25,578.77	47.77
215-55110-50161	WRS - GENERAL	30,571.00	16,061.03	2,449.44	14,509.97	52.54
215-55110-50163	HEALTH INSURANCE	123,613.00	63,211.67	9,654.88	60,401.33	51.14
215-55110-50164	DENTAL INSURANCE	4,883.00	3,176.19	515.49	1,706.81	65.05
215-55110-50165	LIFE INSURANCE	939.00	555.60	92.60	383.40	59.17
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	900.00	515.33	74.22	384.67	57.26
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	472.60	0.60	1,527.40	23.63
215-55110-50213	SALES TAX	275.00	152.54	38.88	122.46	55.47
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	4,200.00	0.00	(4,000.00)	2,100.00
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-ELECTRIC	18,800.00	5,199.38	1,043.86	13,600.62	27.66
215-55110-50221	UTILITIES-GAS	5,100.00	2,675.46	73.55	2,424.54	52.46
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,500.00	2,451.02	298.07	2,048.98	54.47
215-55110-50289	TECHNOLOGY COSTS	57,500.00	54,140.69	0.00	3,359.31	94.16
215-55110-50300	MISC EXPENSES	400.00	81.45	0.00	318.55	20.36
215-55110-50313	PROGRAMS/PUBLICITY	5,000.00	2,955.20	134.40	2,044.80	59.10
215-55110-50320	DUES AND SUBSCRIPTIONS (NOT SOFTWARE)	175.00	59.92	0.00	115.08	34.24

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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 215 - LIBRARY FUND						
Expenditures						
215-55110-50326	PERIODICALS	5,400.00	3,859.41	30.35	1,540.59	71.47
215-55110-50327	E-RESOURCES	22,000.00	18,072.85	0.00	3,927.15	82.15
215-55110-50328	AUDIO VISUAL	9,000.00	4,099.52	1,579.09	4,900.48	45.55
215-55110-50329	BOOKS	53,500.00	20,369.58	4,418.75	33,130.42	38.07
215-55110-50340	WORK SUPPLIES - OPER EXP	4,500.00	581.04	143.40	3,918.96	12.91
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00	10.77	0.00	39.23	21.54
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	2,083.67	266.12	3,916.33	34.73
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00	2,768.69	279.32	7,231.31	27.69
215-55110-50408	EMPLOYMENT TESTING	0.00	14.00	0.00	(14.00)	100.00
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00	0.00	0.00	0.00	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	1,300.00	387.64	65.88	912.36	29.82
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		1,062,629.00	550,781.02	72,819.64	511,847.98	51.83
TOTAL EXPENDITURES		1,062,629.00	550,781.02	72,819.64	511,847.98	51.83
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		1,062,629.00	699,023.49	60,723.83	363,605.51	65.78
TOTAL EXPENDITURES		1,062,629.00	550,781.02	72,819.64	511,847.98	51.83
NET OF REVENUES & EXPENDITURES		0.00	148,242.47	(12,095.81)	(148,242.47)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	628,882.63
215-00000-11102	US BANK - CC	12,679.43
215-00000-13012	RECEIVABLES-PRIOR YEAR	0.65
Total Assets		641,562.71
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	32,073.24
215-00000-26600	DEF INFLOW - PROPERTY TAXES	355,642.50
Total Liabilities		387,715.74
*** Fund Balance ***		
215-00000-39501	NONSPENDABLE - PREPAID ASSETS	1,438.39
215-00000-39600	FUND BALANCE RESTRICTED	104,166.11
Total Fund Balance		105,604.50
Beginning Fund Balance		105,604.50
Net of Revenues VS Expenditures		148,242.47
Ending Fund Balance		253,846.97
Total Liabilities And Fund Balance		641,562.71



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PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	15,000.00	8,084.84	1,325.49	6,915.16	53.90
217-55110-48500	DONATIONS	115,000.00	66,424.98	1,775.91	48,575.02	57.76
217-55110-48510	DONATIONS - UNDESIGNATED	1,000.00	0.00	0.00	1,000.00	0.00
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(40,000.00)	0.00	0.00	(40,000.00)	0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		91,000.00	74,509.82	3,101.40	16,490.18	81.88
TOTAL REVENUES		91,000.00	74,509.82	3,101.40	16,490.18	81.88
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	90,000.00	21,697.10	847.69	68,302.90	24.11
217-55110-50501	UNDESIGNATED	1,000.00	563.47	0.00	436.53	56.35
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		91,000.00	22,260.57	847.69	68,739.43	24.46
TOTAL EXPENDITURES		91,000.00	22,260.57	847.69	68,739.43	24.46
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		91,000.00	74,509.82	3,101.40	16,490.18	81.88
TOTAL EXPENDITURES		91,000.00	22,260.57	847.69	68,739.43	24.46
NET OF REVENUES & EXPENDITURES		0.00	52,249.25	2,253.71	(52,249.25)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,153,629.00	773,533.31	63,825.23	380,095.69	67.05
TOTAL EXPENDITURES - ALL FUNDS		1,153,629.00	573,041.59	73,667.33	580,587.41	49.67
NET OF REVENUES & EXPENDITURES		0.00	200,491.72	(9,842.10)	(200,491.72)	100.00

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BALANCE SHEET FOR STOUGHTON CITY  
Period Ending 06/30/2025

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Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	64,947.86
217-00000-11102	US BANK - CC	1,530.57
217-00000-11302	WISC INVESTMENT FUND	358,837.89
217-00000-13012	RECEIVABLES-PRIOR YEAR	(0.65)
Total Assets		425,315.67
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-39501	NONSPENDABLE - PREPAID ASSETS	2,703.34
217-00000-39600	FUND BALANCE RESTRICTED	370,363.08
Total Fund Balance		373,066.42
Beginning Fund Balance		373,066.42
Net of Revenues VS Expenditures		52,249.25
Ending Fund Balance		425,315.67
Total Liabilities And Fund Balance		425,315.67

Stoughton Area Comm Foundation

### Gain a big-picture view

Check the pulse of your overall financial well-being with Online Access by connecting accounts you hold outside Edward Jones. It makes tracking progress toward your goals quick and convenient. Learn more and sign up at [edwardjones.com/access](http://edwardjones.com/access).

## Corporate - Select

### Portfolio Objective - Account: Balanced Toward Growth

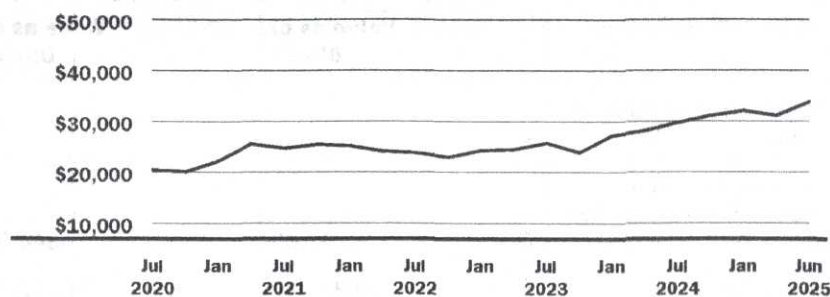
**Account Agreement Notice:** We updated the Select Brokerage, Select Retirement CSA and some IRA agreements (for IRAs opened pre-6/9/2017) to (1) explain when alternative investments may be held in the accounts and applicable restrictions and (2) clarify the Class Action Claims Filing Service. Review the updates at [edwardjones.com/account-agreements](http://edwardjones.com/account-agreements).

#### Account Value

**\$33,823.40**

<b>1 Month Ago</b>	\$32,656.38
<b>1 Year Ago</b>	\$29,225.65
<b>3 Years Ago</b>	\$23,074.23
<b>5 Years Ago</b>	\$19,382.53

#### Value of Your Account



#### Value Summary

	<b>This Period</b>	<b>This Year</b>
Beginning Value	\$32,656.38	\$31,096.62
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	1,167.02	2,726.78
<b>Ending Value</b>	<b>\$33,823.40</b>	

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



**2025 EXPENDITURES: FUND 215****JULY**

<b>Inv. Date</b>	<b>Payment</b>	<b>Line Item</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
06/16/25	AB prepaid CC	50211	USPS	USPS 061625 211	\$ 13.20
06/30/25	07/16/25	50211	Baker & Taylor	fuel surcharge	\$ 41.93
06/30/25	07/16/25	50211	Baker & Taylor	fuel surcharge	\$ 9.36
07/01/25	07/16/25	50211	Ingram	fuel surcharge	\$ 30.00
07/14/25	07/16/25	50221	Alliant Energy	AE 070825 util	\$ 352.22
06/17/25	07/16/25	50240	Gordon Flesch	GF copier 2 JULY	\$ 143.58
07/03/25	07/16/25	50240	Gordon Flesch	GF copier 1 JULY	\$ 138.37
07/01/25	07/16/25	50289	Bluum	BLU 070125 REACH	\$ 375.00
06/11/25	MO prepaid CC	50300	PetsMart	PS 061125 CH	\$ 54.95
05/30/25	SB prepaid CC	50313	Amazon	AZ 052925 SRP CH	\$ 104.50
05/30/25	SB prepaid CC	50313	Amazon	AZ 052925 SRP CH	\$ 85.85
05/30/25	SB prepaid CC	50313	Amazon	AZ 052925 SRS CH	\$ 59.30
05/30/25	SB prepaid CC	50313	Amazon	AZ 052925 SRS CH	\$ 416.66
06/02/25	SB prepaid CC	50313	Amazon	AZ 052925 SRP CH	\$ 49.41
06/02/25	SB prepaid CC	50313	Amazon	AZ 052925 SRS CH	\$ 19.99
06/03/25	MO prepaid CC	50313	Walmart	WM 060325 SRP CH	\$ 80.39
06/05/25	MO prepaid CC	50313	Walmart	WM 060525 SRP CH	\$ 13.83
06/11/25	MO prepaid CC	50313	Walmart	WM 061125 SRP CH	\$ 70.87
06/17/25	MO prepaid CC	50313	Walmart	WM 061725 SRP	\$ 53.12
06/19/25	MO prepaid CC	50313	Pick 'n Save	PS 061925 SRP	\$ 24.29
06/25/25	MO prepaid CC	50313	Pick 'n Save	PS 062525 SRP	\$ 17.98
06/26/25	SB prepaid CC	50313	Amazon	AZ 062525 CH SRP	\$ 94.30
06/30/25	MO prepaid CC	50313	Walmart	WM 063025 SRP CH	\$ 45.68
07/01/25	MO prepaid CC	50313	Walmart	WM 070125 SRP CH	\$ 32.37
07/08/25	MO prepaid CC	50313	Soc. of St. Vincent	SVP 070825 SRP CH	\$ 25.90
06/22/25	AB prepaid CC	50326	New York Times	NYT 062225 326	\$ 56.00
06/30/25	07/16/25	50328	Baker & Taylor	AD/TE materials	\$ 60.45
07/01/25	07/16/25	50328	Ingram	AD/TE materials	\$ 46.74
07/02/25	07/16/25	50328	Playaway	CH materials	\$ 60.99
07/02/25	07/16/25	50328	Playaway	AD/TE materials	\$ 153.73
06/19/25	AB prepaid CC	50329	Westfield Comics	WC 061925 AN	\$ 216.90
06/30/25	07/16/25	50329	Baker & Taylor	AD/TE materials	\$ 1,397.36
07/01/25	07/16/25	50329	Ingram	CH materials	\$ 1,636.27
07/01/25	07/16/25	50329	Ingram	AD/TE materials	\$ 1,042.89
06/03/25	SB prepaid CC	50340	Amazon	AZ 060225 OS	\$ 758.21
06/05/25	SB prepaid CC	50340	Amazon	AZ 060525 OS	\$ 12.79
06/19/25	SB prepaid CC	50340	Amazon	AZ 061925 OS	\$ 6.99
06/23/25	SB prepaid CC	50340	Amazon	AZ 032325 OS	\$ 15.58
06/07/25	SB prepaid CC	50341	Amazon	AZ 060625 341	\$ 7.41
06/14/25	SB prepaid CC	50342	Amazon	AZ 061325 LS	\$ 28.99

06/30/25	07/16/25	50342	Baker & Taylor	processing	\$ 61.95
06/30/25	07/16/25	50342	Baker & Taylor	processing	\$ 14.70
07/01/25	07/16/25	50342	Demco	library supplies	\$ 240.39
07/01/25	07/16/25	50342	Ingram	processing	\$ 84.15
05/30/25	CITY prepaid	50350	Amazon	AZ 053025 CITY	\$ 46.09
06/05/25	CITY prepaid	50350	Rove Pest Control	RPC 060525 pest	\$ 40.00
06/12/25	CITY prepaid	50350	Schumacher Elev. Co.	SCH 061225 elev	\$ 160.62
06/12/25	CITY prepaid	50350	Schumacher Elev. Co.	SCH 061225 parts	\$ 28.70
06/19/25	CITY prepaid	50350	E&D Water Works	EDWW 061925 salt	\$ 504.70
06/23/25	07/16/25	50444	Walker-Ray, Ashley	AWR 062325	\$ 17.99
06/26/25	07/16/25	50444	Madison PL-Central	MAD 062625 lost	\$ 12.99
06/26/25	07/16/25	50444	Madison PL-HAW	HAW 062625 lost	\$ 5.99
06/26/25	07/16/25	50444	Verona PL	VER 062625 lost	\$ 15.00
07/10/25	07/16/25	50444	Verona PL	VER 071025 dmg	\$ 28.00



**2025 EXPENDITURES: FUND 217**  
**JULY**

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50:50:503		
06/03/25	CS prepaid CC	My Mystery Party	MMP 060325 F PR TE	FoL	program	\$ 304.13			
06/04/25	AB prepaid CC	USPS	USPS 060425 M AD	Misc	postage	\$ 13.20			
06/07/25	CS prepaid CC	Walmart	WM 060725 F PR TE	FoL	program	\$ 14.77			
06/10/25	SB prepaid CC	Amazon	AZ 060925 F Prog TE	FoL	program	\$ 11.99			
06/12/25	CS prepaid CC	Walmart	WM 061225 F PR TE	FoL	program	\$ 41.09			
06/13/25	CS prepaid CC	Walmart	WM 061325 F PR TE(1)	FoL	program	\$ 27.70			
06/13/25	CS prepaid CC	Walmart	WM 061325 F PR TE(2)	FoL	program	\$ 6.47			
06/17/25	SB prepaid CC	Amazon	AZ 061725 SUN	Sunday	program	\$ 239.53			
06/24/25	SB prepaid CC	Amazon	AZ 062325 B VG	Bryant	video games	\$ 49.99			
06/24/25	SB prepaid CC	Amazon	AZ 062325 B VG	Bryant	video games	\$ 155.74			
06/27/25	07/16/25	Stoughton Yoga	SY 062725 F P AD	FoL	program	\$ 420.00			
06/30/25	07/16/25	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 311.90			
06/30/25	07/16/25	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 41.74			
07/01/25	07/16/25	Freeman, Alissa	AF 051325 SUN	Sunday	program	\$ 150.00			
07/01/25	07/16/25	Hempel, Hillary	HH 051325 SUN	Sunday	program	\$ 150.00			
07/01/25	07/16/25	Ingram	AD/TE materials	Bryant	books	\$ 799.33			
07/01/25	07/16/25	Ingram	AD/TE materials	Misc	books	\$ 148.60			
07/01/25	07/16/25	Ingram	replacements	FoL	books	\$ 162.99			
07/01/25	07/16/25	Wolkstein, Hannah	HW 051325 SUN	Sunday	program	\$ 150.00			
07/05/25	MO prepaid CC	Interstate Books4Sch	BS 070525 (B) CH	Bryant	program	\$ 591.21			
07/08/25	MO prepaid CC	Soc. of St. V de P	SVP 070825 (F) SRP	Friends	program	\$ 46.83			

# Developing the Library Budget

# 8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

## The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

## Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

### In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology



Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

## Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

## **Terms and Distinctions**

### **Line item and program budgets**

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

### **Operating vs. capital costs**

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

### **Income vs. expenditures**

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

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

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## Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money.](#))

## Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

## Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)



## Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
<b>Operating Income Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
<b>Operating Expenditures Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
<b>Capital Expenditures Total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

<b>Total of All Expenditures</b>	<b>\$ 69,000</b>	<b>\$ 71,000</b>	<b>\$ 72,000</b>
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\*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)



# STOUGHTON PUBLIC LIBRARY

**CHECKOUTS****2025****2024-25**

MO.	2021	2022	2023	2024	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	11,232	17,665	18,072	19,182	12,628	2,585	5,989	21,202	10.53%
FEB	11,241	16,644	16,384	18,070	10,962	2,413	5,529	18,904	4.62%
MAR	14,070	18,440	19,521	19,906	12,844	2,907	6,080	21,831	9.67%
APR	11,899	17,721	17,196	19,078	10,819	2,353	5,309	18,481	-3.13%
MAY	12,363	16,012	16,985	17,873	10,822	2,240	5,399	18,461	3.29%
JUN	16,371	18,553	18,928	20,829	12,234	2,384	5,790	20,408	-2.02%
JUL	17,776	18,278	19,932	21,174				0	-100.00%
AUG	17,389	19,112	18,944	19,194				0	-100.00%
SEP	15,337	16,010	17,304	16,869				0	-100.00%
OCT	16,052	16,050	18,318	17,050				0	-100.00%
NOV	14,952	15,972	17,970	18,667				0	-100.00%
DEC	14,282	15,445	18,279	17,655				0	-100.00%
TOTAL	172,964	205,902	217,833	225,547				0	-100.00%
AVG	14,414	17,159	18,153	18,796				0	-100.00%

**COMPUTER USE****COMPUTER USAGE 2025**

MO.	2021	2022	2023	2024	AD	CH	TOTAL
JAN	440	882	1,082	441	332	57	389
FEB	800	764	771	377	375	45	420
MAR	838	893	825	967	386	65	451
APR	1,687	1,104	611	1,047	360	38	398
MAY	1,328	596	761	571	297	47	344
JUN	1,336	756	881	817	257	60	317
JUL	1,086	721	784	795			0
AUG	1,177	956	1,116	840			0
SEP	749	669	635	868			0
OCT	1,215	731	903	745			0
NOV	1,277	957	1,240	992			0
DEC	948	768	893	3,340			0
TOTAL	12,881	9,797	10,502	11,800	2,007	312	2,319
AVG	1,073	816	875	983	335	52	387

In 2025, we are changing the way we collect computer usage data to better reflect the actual in-library use of computers by our patrons.



Programming Statistics  
for June 2025

LOANED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	8,985	8,763	8,484	8,569	9,380	9.46%
FEB	8,737	8,082	8,030	8,336	8,161	-2.10%
MAR	11,069	8,866	9,137	8,530	8,726	2.30%
APR	8,709	7,975	7,896	8,141	7,736	-4.97%
MAY	8,359	7,468	7,501	7,587	7,250	-4.44%
JUN	8,151	7,563	8,038	7,808	7,701	-1.37%
JUL	8,076	7,647	7,858	8,338		-100.00%
AUG	8,012	8,267	8,272	7,734		-100.00%
SEP	8,080	7,695	7,802	7,894		-100.00%
OCT	7,885	8,003	8,374	8,405		-100.00%
NOV	7,804	7,992	7,976	7,908		-100.00%
DEC	8,033	7,298	7,481	7,694		-100.00%
TOTAL	101,900	95,619	96,849	96,944		-100.00%
AVG	8,492	7,968	8,071	8,079		-100.00%

BORROWED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	5,543	5,756	5,632	5,257	6,169	17.35%
FEB	5,741	5,121	4,964	4,907	5,298	7.97%
MAR	6,887	5,701	5,454	5,384	5,682	5.53%
APR	5,953	5,452	4,972	5,439	5,441	0.04%
MAY	5,048	5,031	4,826	4,785	5,090	6.37%
JUN	5,153	5,290	4,607	5,054	5,095	0.81%
JUL	4,963	4,819	5,039	4,895		-100.00%
AUG	5,148	4,897	5,155	4,867		-100.00%
SEP	5,440	4,569	4,899	4,798		-100.00%
OCT	5,254	4,519	5,161	5,215		-100.00%
NOV	4,925	4,541	4,930	5,032		-100.00%
DEC	5,104	4,469	4,980	4,834		-100.00%
TOTAL	65,159	60,165	60,619	60,467		-100.00%
AVG	5,430	5,014	5,052	5,039		-100.00%

WIRELESS USE

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	920	1,341	1,830	1,677	1,464	-12.70%
FEB	875	1,269	1,801	1,806	1,499	-17.00%
MAR	1,003	1,643	2,152	1,895	1,749	-7.70%
APR	1,033	1,711	2,187	2,068	1,725	-16.59%
MAY	1,378	2,170	3,041	2,187	2,090	-4.44%
JUN	1,286	1,775	2,161	1,763	1,995	13.16%
JUL	1,412	1,917	2,623	2,467		-100.00%
AUG	1,253	2,138	2,155	2,099		-100.00%
SEP	1,312	2,243	2,184	2,071		-100.00%
OCT	1,677	2,231	2,310	2,118		-100.00%
NOV	1,499	1,961	2,213	1,806		-100.00%
DEC	1,545	1,801	2,147	1,615		-100.00%
TOTAL	15,193	22,200	26,804	23,572		-100.00%
AVG	1,266	1,850	2,234	1,964		-100.00%

DOOR COUNT

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	0	5,425	7,504	6,975	7,687	10.21%
FEB	0	5,826	7,000	7,545	7,171	-4.96%
MAR	0	6,385	8,810	8,212	8,791	7.05%
APR	0	6,482	7,634	8,282	8,025	-3.10%
MAY	1,462	8,119	10,109	9,943	10,690	7.51%
JUN	4,155	7,296	8,237	8,109	7,758	-4.33%
JUL	5,158	7,301	7,810	8,730		-100.00%
AUG	4,809	7,900	8,125	8,364		-100.00%
SEP	4,915	7,135	6,832	7,653		-100.00%
OCT	6,061	7,696	7,776	8,208		-100.00%
NOV	5,620	7,126	7,525	7,381		-100.00%
DEC	5,280	6,188	7,308	6,627		-100.00%
TOTAL	37,460	82,879	94,670	96,029		-100.00%
AVG	3,122	6,907	7,889	8,002		-100.00%

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

SELF-CHECKOUTS

MO.	2021	2022	2023	2024	2025	%TOTAL
JAN	0	8,190	9,342	8,942	10,445	68.66%
FEB	0	8,181	8,344	9,063	8,685	64.93%
MAR	0	9,086	10,361	10,155	10,373	65.86%
APR	0	8,378	7,993	n/a	9,393	66.28%
MAY	1,146	7,100	7,931	8,433	8,473	64.87%
JUN	6,690	9,544	8,729	11,021	10,213	69.87%
JUL	7,053	9,276	9,658	10,724		
AUG	6,585	9,707	9,193	10,323		
SEP	7,210	7,646	8,252	8,474		
OCT	7,254	7,424	8,826	8,742		
NOV	7,417	7,912	n/a	9,355		
DEC	7,176	6,908	6,776	7,832		
TOTAL	50,531	99,352	95,405	103,064		
AVG	4,211	8,279	8,673	9,369		

WEBSITE PAGEVIEWS

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	3,984	4,695	4,486	5,363	5,649	5.33%
FEB	3,952	3,751	3,912	4,815	5,258	9.20%
MAR	4,998	3,968	5,152	5,727	5,142	-10.21%
APR	4,701	4,268	4,816	5,767	4,985	-13.56%
MAY	4,092	4,008	4,528	4,963	5,182	4.41%
JUN	4,818	3,954	5,323	5,788	4,752	-17.90%
JUL	4,206	4,768	4,991	5,935		-100.00%
AUG	3,936	3,915	4,874	5,247		-100.00%
SEP	3,448	3,501	4,173	4,891		-100.00%
OCT	3,471	3,342	4,178	5,050		-100.00%
NOV	3,457	3,609	4,312	4,218		-100.00%
DEC	3,519	3,352	4,337	4,426		-100.00%
TOTAL	48,582	47,131	55,082	62,190		-100.00%
AVG	4,049	3,928	4,590	5,183		-100.00%

Programming Statistics  
for June 2025

		June Programs	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
6/1/2025	Stoughton Yoga	Yoga Sundays (AB)				18	
6/2/2025	Carnegie Room	Rainbow Readers (CS, MO)			3		
6/4/2025	Carnegie Room	Kids Craft: Shrinky Dinks (MO)		36			
6/4/2025	Online Live	LSC: Extinctopedia				0	
6/5/2025	Carnegie Room	Volunteer Training (MO)			15		
6/5/2025	Fire Department	Craft Club (SB, AH)				13	
6/6/2025	Fox Praire	5th grade SRP (MO, CS)		62			
6/6/2025	Fox Praire	4th grade SRP (MO)		74			
6/6/2025	Fox Praire	3rd grade SRP (MO)		69			
6/6/2025	Fox Praire	2nd grade SRP (MO)		67			
6/6/2025	Fox Praire	1st grade SRP (MO)		83			
6/6/2025	Fox Praire	Kindergarten SRP (MO)		79			
6/7/2025	Troll beach	SRP Kick-Off (MO, AMH, CS)					170
6/10/2025	Online Live	LSC: Lisa Jewell				9	
6/10/2025	Carnegie Room	Writing Group (volunteers)				7	
6/13/2025	Library	Teen Flashlight Tag (CS, MO)			24		
6/14/2025	Library	Story Time (MO)	22				
6/16/2025	Carnegie Room	Story Time (MO)	53				
6/16/2025	Carnegie Room	Dungeons & Dragons (MO)			9		
6/17/2025	Carnegie Room	Baby Story Time (MO)	19				
6/17/2025	Carnegie Room	Graphic Novel Book Club (MO)		9			
6/17/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	19				
6/17/2025	Carnegie Room	Pajama Story Time (AMH)					
6/18/2025	Carnegie Room	Kindermusik (MO)	49				
6/18/2025	Carnegie Room	Kids Craft: Lanterns (MO)		51			
6/19/2025	Carnegie Room	Story Time (MO)	15				
6/19/2025	Learning Tree Presc	Outreach Story Time (AMH)	19				
6/19/2025	Learning Tree Presc	Outreach Story Time (AMH)	38				
6/19/2025	East Side Park	Clay (MO, CS)			33		
6/22/2025	Stoughton UMC	Juneteenth: cohosted Black Star Drum Line, Library					100
6/23/2025	Carnegie Room	Story Time (MO)	33				
6/23/2025	Viking Lunches	(MO, CS)		43			
6/24/2025	Carnegie Room	Baby Story Time (MO)	17				
6/24/2025	Back Lot	Ice Cream in a Bag (MO, CS) RESCHEDULED TO 7/22					



Programming Statistics  
for June 2025

6/24/2025	Online Live	LSC for Kids: Katherine Applegate		0			
6/24/2025	Carnegie Room and	Tuesdays with Murder book group (AB)				14	
6/25/2025	Bjoin Park	Outdoor ST (AMH)	23				
6/25/2025	Carnegie Room	Pokemon Club (MO)		25			
6/25/2025	Carnegie Room and	Specs book group (AB)				11	
6/26/2025	Carnegie Room	Story Time (MO)	23				
6/26/2025	East Side Park	String (MO, CS)		20			
6/28/2025	East Side Park	Stoughton Pride: Perfect Harmony (MO) and					150
6/30/2025	Carnegie Room	Story Time (MO)	35				
6/30/2025	Online asynchronous	Archive views LSC 6-11		8			
6/30/2025	Online asynchronous	Archive views LSC adult				1169	
			365	626	84	1241	420

			Number of Participants				
June Self-Directed			0-5	6-11	Teen	Adult	All Ages
Date	Platform	Event					
	2nd floor	All ages sticker mural					25
	2nd floor	Teen art cart			25		
	2nd floor	Teen Trivia			17		
	Mezzanine	All ages puzzle					25
			0	0	42	0	50



# Director's Report

July 16, 2025



## Library news:

- The new HVAC system is officially up and running! Staff report that it is performing well and keeping the building comfortable through a stretch of warmer weather in late-June and early-July.
- On June 14, the Wisconsin State Legislature's Joint Finance Committee (JFC) included the state library aid items endorsed by the Wisconsin Library Association in a public instruction omnibus motion authored by majority party members. The requested cost-to-continue funding for library service contracts, BadgerLink and Newsline for the Blind, as well as a \$1 million/first year and \$2 million/second year increase in funding for regional library systems was approved on a 12-4 vote. Although the \$3M boost for system services was less than the \$6M requested in DPI's budget endorsed by the WLA, it is a significant increase that continues the steady rise in library system aid dollars since 2018 following seven years of flat funding. Governor Evers signed the budget into law as Act 15 in the early morning hours of July 3.
- On the federal side, the Wisconsin Department of Public Instruction on June 16 received notification that they will receive the full LSTA Grants-to-States 2025 award in the amount of \$3.2 million. This award will allow their team to continue supporting Wisconsin's libraries through September 2026. Attention now turns to the federal budget process where we are hoping to see both IMLS funding restored in the budget bill as well as Congressional reauthorization of IMLS as an agency this fall. Both of these actions need to happen to secure LSTA Grants-to-States funds moving forward.
- On Sunday, June 22, Library Assistant Anna Hayward and I represented the library at **Stoughton's sixth annual Juneteenth celebration** at First



United Methodist Church. We talked to many enthusiastic library supporters and gave away dozens of free books at the event. The library also sponsored two performances that afternoon by Blackstar Drumline.

- I spent a fair amount of time this month gathering necessary information for the 2026 operating budget. On June 24, I met with Lisa Trebatoski, the new City of Stoughton Finance Director, to discuss the library's 2025 revenue and expenditures thus far and look ahead to 2026. I will present a very early draft operating budget at this month's meeting.
- On July 10, I attended the bi-monthly meeting of Dane County library directors. The main topics of discussion were: the possible creation of a rotating collection of Spanish-language materials to be shared among Dane County libraries; a report on Spanish-language story times being held at county libraries; and a discussion of the 2026 budget for Beyond the Page, the endowment created to fund humanities programming at county libraries.
- You may recall that I mentioned a few months ago that we have been exploring the possibility of adding solar panels to the library. In late-2023, we received a large bequest from a patron's estate and these funds could potentially be used for this project. In order to include it in the next year's capital budget, the Board will have to decide in the coming months how much gift money to allocate for this project. The total cost of the project after tax credits and rebates will be approximately \$50,000. I am in discussions with Public Works Director Brett Hebert regarding the amount that the city will be able to contribute, and I will discuss this further at our next meeting.

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

The report for the period May 31 – Jun 27 shows an increase in value of \$1,167.02 to the account because of market conditions. The overall value of the account as of Jun 27 is \$33,823.40.

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

- Summer Story Times started out with a bang on June 16 with 53 people at the first session for the summer. People seem to like all the options we have this summer: Saturday Story Times, Outdoor Story Times, Baby Story Times, and regularly scheduled Monday and Thursday Story Times.



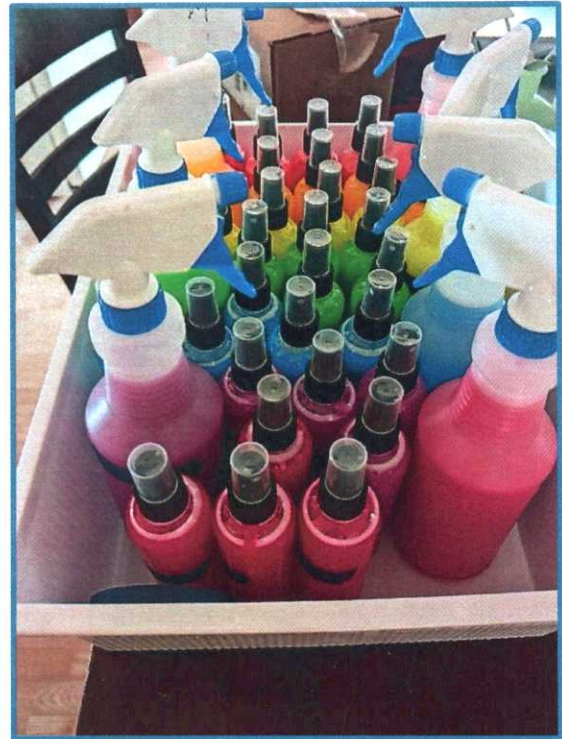
- 9 young people joined us for Dungeons & Dragons on June 16. This program will be repeated in July and August as well.
- **Kindermusik** on June 18 was a hit. A big thank you to Kindermusik for partnering with the library to offer this program for free!



- Kids Craft: Lanterns (6/18) was crafty fun for 51 friends. Kids colored on paper lanterns and we sprayed them with water to make the colors run.
- Our first two sessions of Art and Popsicles (6/19 and 6/26) went very well. Each week, kids can explore a different art medium and make whatever their hearts desire. June 26 was one of the hottest days of the summer so far, which meant our popsicles melted faster, but there were still quite a few artists who showed up.
- Lunches for Vikings (6/23) is always an awesome opportunity for Mary and Cynthia to get out into the community over the summer and give away free books. They will also attend a Lunches for Vikings session in July and another in August.
- Mary arranged for the performance by Perfect Harmony Chorus at this year's community Pride celebration on June 28. The concert was delightful as always! About 100 people showed up to enjoy the music. Members of Perfect Harmony commented that this is one of their favorite events to sing at!
- Summer Reading Volunteers are doing great so far! The teens that are volunteering this summer to help hand out prizes are responsible and communicative, which makes summer much easier for library staff.
- Minecraft Party on July 1 was a bit wild, but a lot of fun. Anna did a great job planning activities, crafts, and a scavenger hunt for over 70 people who attended.



- **Squirt Bottle painting** on July 3 was an experimental program for younger kids at East Side Park. This program went very well and will most likely be repeated next year.
- Coming up: Theater Games (7/9), Stoughton City Band Concert (7/9), Water Games (7/10), Babysitters Club Party (7/15), Bubble Party (7/16), Edible Art (7/16), and much more.
- HUGE SHOUT OUT to Anna for all the planning and programming she is doing this summer.



### **Tech Services & Technology News**

(from Sarah Bukrey)

- Sarah has been working on training our new Technical Services Library Assistant Jen Holman-Dodds on the basics of the position.
- Volunteer Chris W. is back to volunteering after an extended absence. Welcome back!
- Sarah and Amy met on July 10 to plan the fall season of Craft Club and develop a take-and-make craft project.
- 616 items were added in the month of June, which is incredible considering our department was short-staffed due to the Library Assistant turnover.

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

- The Circulation Team met on June 24 and the Shelver Team met on July 2. Robin virtually attended South Central Library System's Circulation Refresher on June 25 as well as the Circulation Services Subcommittee meeting on July 8.
- Kirsten, our newest Library Substitute, received training at the Circulation Desk and is now able to cover shifts at that desk.
- Three new Shelves have been hired and trained: Carly, Josh, and Riley. All three are quick learners and will be great additions to the Shelver Team. This team has been down two Shelves since mid-May, and we had yet another vacancy when Shelver Jen Holman-Dodds was recently hired as the new Technical Services Assistant, so it is nice to be back up to full strength.



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

- Adult Services Librarian Amanda Bosky completed several continuing education webinars over the past month: “Life Cycle of a Library Employee” parts 1 and 2, and “Reducing and Responding to Staff Stress and Trauma.” She also read an excellent book from the Public Library Association called *A Trauma-Informed Framework for Supporting Patrons*. She plans to implement several things she learned here at the library, especially in Adult Services where we frequently interact with patrons who have experienced or are experiencing trauma.
- Teen Services Assistant Cynthia Schlegel’s teen programs during this time, in partnership with Children’s Librarian Mary Ostrander, included a teen after-hours Flashlight Tag event; Clay Art; a book giveaway at the Stoughton Area School District’s Viking Lunches program; String Art; Crafts, Activities, and Panel Discussion at Stoughton Community Pride; Tween Squirt Bottle painting; and Teen Balloon Painting.
- The library was pleased to be part of our **Stoughton Community Pride event** on June 28. The library hosted a **free concert from Perfect Harmony Chorus** (arranged by Mary); provided crafts, activities, displays,



and decorations (Cynthia); funded the Bubble Mobile (Cynthia and Amanda); and served as panel moderators (Cynthia). We would especially like to thank library teen Lily G. for volunteering to be the panel co-moderator.

- Amanda would like to formally recognize Eyes of Hope Tutor Training. Eyes of Hope uses the library's Carnegie Room occasionally to train new tutors. Those tutors in turn book our study rooms on the top floor to provide free tutoring for students. We are extremely pleased with this wonderful free service in our community, and honored to be a part of it.

**Looking Back** *from The Stoughton Courier*  
January 9, 1975

**Dane, Sauk Libraries Join in Project**

The libraries of Dane and Sauk counties have joined together in a state-supported program to enrich library service to their patrons. The program, which has been under study for two years, resulted in the formation of the South Central Library System. Formal certification on January 1 by the Division for Library Services (a part of the state's Department of Public Instruction) makes the System eligible for \$336,642 in state funds for the improvement and expansion of library service in the two counties in 1975.

...

Madison Public Library has been designated as headquarters resource library for the system. All resources and services of MPL will be available to all residents of the two counties in the near future under a contractual arrangement that includes compensation from System funds for extension of services.

Plans are underway to establish a system-wide library card and to expand the interlibrary loan service and delivery of materials as soon as possible. In addition, new and expanded services will be available to libraries and library patrons.



**Stoughton Public Library Board of Trustees  
Personnel Committee  
Thursday, July 10, 6:30 PM**



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

## **MINUTES**

**Present:** Phil Caravello, Lora Klitzke, Trista Richards, Mande Shecterle

**Also present:** Library Director Jim Ramsey

1. Meeting called to order by consensus at 6:36 PM.
2. **Review of agenda** – Agenda reviewed and accepted by consensus.
3. **Approval of minutes from January 7, 2025 \*** – MOTION by Richards to approve the minutes of January 7, 2025. SECOND: Klitzke. VOTE: 3-0.

*Caravello arrived at 6:39 PM*

4. **Election of Committee Chair for 2025-2026 \*** - Caravello nominated Richards to serve a second term as Committee Chair. SECOND: Shecterle. Ramsey called thrice for additional nominations; none were offered. VOTE: 3-0 with Richards abstaining.
5. **Discussion and possible action regarding 2026 personnel request in relation to the 2026 Operating Budget \*** - Ramsey presented, explaining the need for an additional 22 hr/week Library Assistant in the Adult Services Department and how this would free up other Adult & Teen Services staff to focus more on programming, especially for teens. Ramsey summarized the enclosed Additional Staffing Request form to be submitted to the city's Human Resources Department as part of the 2026 budget process. Explained that last year the City Council's Personnel Committee ranked this request fifth out of seven requests from city departments.

Richards stated that she found the request compelling but wondered if submitting the same request as last year would yield a different result. Shecterle suggested a more detailed delineation of

**EDUCATE, ENRICH, EMPOWER, ENGAGE**

staff tasks completed while on the desk. Richards asked about the financial impact of the position regarding the use of library substitutes—would adding this position lead to fewer substitute hours, and is there a way to quantify this? Ramsey replied that this would be difficult to quantify, as substitutes would still be required to cover planned absences, but that adding this position could potentially cut down on the number of substitute hours required to staff the 2<sup>nd</sup> floor Information Desk.

Discussion then turned to the vacant Teen/Adult Services Intern position. Ramsey discussed the difficulties filling this position in recent years and offered some history about the creation of the intern position, namely, that it was intended as a temporary stop-gap measure to provide support for teen services, but the difficulties in recruiting and the challenges of constant training and re-training for this temporary position make it ill-suited to the library's needs. Ramsey explained that the approximately \$4,000 budgeted for this intern position would go towards the cost of the requested position, thus reducing the overall cost of the new position. Richards suggested that this be emphasized on the request form.

Caravello asked about increases in teen programming numbers in recent years and suggested that, if the library was given the chance to present again to the City Council's Personnel Committee, that Director Ramsey prepare a chart or graph showing the increases.

Discussion then turned to how to show the human impact of the additional position, in particular, the positive impact on young people. Shechterle emphasized that the library was a place for all kids in the community and that it provided much-needed constructive activities for youth. Klitzke stated that the library was especially important as young people search for their place in the community and in the world at large. Consensus agreed that the library plays an important role in the development and self-actualization of young people.

Ramsey discussed shortened hours on Saturday afternoons during the summer as one alternative if the position request was denied. He stated that this would free up staff for additional programs during the week and on Saturday mornings. Stated further that additional research was needed, but staff reported that the library is under-utilized on Saturday afternoons in the summer. Consensus

was in favor or exploring this further. Ramsey stated that he would add this alternative to the position request form.

Caravello discussed the importance of staff retention and avoiding staff burn-out. Ramsey replied that staff burn-out was a primary concern, as the pace of programming has increased in recent years.

Consensus emerged in favor of recommending this position request, with several small changes to be made by Ramsey, to the full Board for approval. MOTION to recommend the approval of this staffing request: Shecterle. SECOND: Richards. VOTE: 4-0

- 6. Future/Pending agenda item: Discussion of how to assess and foster diversity on the library board** – Ramsey provided some context: This item was added at the suggestion of the Planning Committee in response to feedback received during the 2024 Library Board Self-evaluation indicating the Board would like to foster greater diversity in its membership. In the past, it had been suggested that the ad hoc Trustee Recruitment Committee would be the appropriate place to discuss these issues. Going forward, Ramsey encouraged the committee members to think about ways that the Board might encourage diversity through its recruiting efforts.
- 7. Future/Pending agenda item: Discussion of annual Library Director evaluation process** – Ramsey explained that this process should start in the early fall with the goal of completing the evaluation by late-2025/early-2026. In the past, the process has involved surveys of both the Library Board and the Management Team regarding the Director's performance.
- 8. Future/Pending agenda item: Personnel Committee goal for 2025** – The library's Management Team had discussed the possibility of purchasing Chamber of Commerce gift certificates as staff appreciation gifts pursuant of the Personnel Committee's 2025 Goal. Ramsey reported that he had a conversation with the city's Finance Director recently in which she indicated that such gifts may be taxable as income. Ramsey stated that more research was needed. Richards reported that based on her research, the threshold amount for taxable gifts was \$100.
- 9. Meeting adjourned by consensus at 7:39 PM.**



\*Indicates possible action item

Sent to Personnel Committee:

Phil Caravello

Lora Klitzke

Trista Richards

Mande Shecterle

Cc:

Jean Ligocki

Brandon Maly

Christine Melland

Sharon Meilahn Bartlett

Libby Phillips

Katie Roberts

**Minutes taken by Jim Ramsey**

# Stoughton Public Library ~ 2026 Budget - DRAFT



			2021	2022	2023	2024	2025	2026	2026 vs. 2025
Line	Personnel	Notes							+ / -
110	SALARIES		\$80,133	\$86,916	\$90,227	\$94,286	\$97,115	TBD	#VALUE!
120	WAGES		\$398,651	\$413,759	\$433,644	\$417,489	\$248,851	TBD	#VALUE!
127	WAGES-PART TIME		\$70,701	\$75,821	\$77,147	\$119,745	\$283,182	TBD	#VALUE!
128	SEASON/TEMPORARY (Sundays)		\$8,500	\$8,500	\$8,840	\$9,238	\$11,497	TBD	#VALUE!
129	LONGEVITY	separated starting in 2023			\$7,600	\$9,450	\$6,404	TBD	#VALUE!
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$72,684	\$73,926	\$76,950	\$79,254	\$79,545	TBD	#VALUE!
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$94,783	\$106,048	\$121,988	\$115,884	\$129,435	TBD	#VALUE!
									\$0
	<b>Operations</b>								\$0
210	TELEPHONE	moved to IT in 2020	\$0	\$0	\$0	\$0			\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$500	\$500	\$1,000	\$1,000	\$900	\$1,000	\$100
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$2,000	\$2,000	\$2,000	\$0
213	SALES TAX					\$200	\$275	\$275	\$0
216	OUTSIDE SERVICES - OTHER		\$500	\$200	\$200	\$200	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$0	\$0	\$0	\$0
220	ELECTRICITY	2024 actual was \$18,457.90	\$19,600	\$19,600	\$21,000	\$21,355	\$18,800	\$18,800	\$0
221	HEAT	2024 actual was \$4,396.94	\$5,500	\$5,500	\$6,000	\$7,627	\$5,100	\$5,100	\$0
240	EQUIPMENT MAINTENANCE	2024 actual was \$4,274.56	\$1,900	\$1,900	\$2,800	\$4,000	\$4,500	\$4,500	\$0
289	TECHNOLOGY SERVICES		\$50,500	\$53,600	\$56,000	\$57,500	\$57,500	\$59,000	\$1,500
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$400	\$400	\$0
313	PROGRAMS/PUBLICITY	5% increase per Strategic Plan	\$4,000	\$4,500	\$4,500	\$4,725	\$5,000	\$5,250	\$250
320	DUES		\$600	\$600	\$600	\$175	\$175	\$175	\$0
326	PERIODICALS	2024 actual was \$4,690.43	\$4,900	\$5,200	\$5,400	\$5,400	\$5,400	\$5,400	\$0
327	E-RESOURCES (eBooks & databases)	artially operationalize hoopla expense	\$8,700	\$9,700	\$12,000	\$18,000	\$22,000	\$22,000	\$0
328	AUDIO VISUAL		\$15,000	\$11,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
329	BOOKS	3% increase per Strategic Plan	\$50,000	\$50,000	\$50,000	\$52,000	\$53,500	\$55,000	\$1,500
340	OFFICE SUPPLIES	2024 actual was \$3,617.80	\$4,500	\$4,500	\$5,000	\$3,000	\$4,500	\$4,500	\$0
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$50	\$50	\$50	\$0
342	SPECIALIZED LIBRARY SUPPLIES		\$4,800	\$4,800	\$6,000	\$6,000	\$6,000	\$6,000	\$0
350	REPAIR & MAINTENANCE	4 actual was \$10,195.72 (formerly 502	\$9,000	\$9,000	\$9,000	\$10,000	\$10,000	\$10,000	\$0
444	NON-COLLECTION DAMAGED CHARGES					\$700	\$1,300	\$1,300	\$0
810	CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	\$0	\$0
820	EQUIPMENT REPLACEMENT - Comp	moved from CIP to operating	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
		Total	\$899,052	\$939,170	\$1,007,496	\$1,048,778	\$1,062,629	\$219,950	-\$842,679



## Projected Library Revenue for 2026

Budgeted revenue for 2021-2026

	2021	2022	2023	2024	2025	2026
DANE COUNTY SERVICE FEES	\$249,429	\$249,429	\$249,910.00	\$ 283,780.00	\$ 315,017.00	\$331,889.00
OTHER COUNTIES SERVICE FEES	\$15,848.39	\$15,952	\$14,979	\$ 12,963.00	\$ 15,297.00	\$12,631.88
MISC. GENERAL REVENUE				\$ 250.00	\$ 530.00	
LIBRARY FEES	\$7,000	\$6,000	\$4,000	\$ 3,700.00	\$ 4,000.00	\$4,000.00
COPY MACH. & PRINTS	\$3,700	\$3,700	\$2,500	\$ 3,700.00	\$ 5,000.00	\$7,000.00
INTEREST - LIBRARY			\$1,000	\$ 2,800.00	\$ 11,500.00	\$11,500.00
TRANSFER IN - GENERAL FUND	\$632,350.00	\$646,350	\$735,107	\$ 741,585.00	\$ 711,285.00	TBD
SURPLUS used as carryover		\$ 26,740.00				\$20,000.00
	\$908,327	\$948,171	\$1,007,496.00	\$1,048,778.00	\$ 1,062,629.00	

\* 2023 Transfer amended 01-24-23 to add \$8,227 for market rate adjustments

MATERIALS EXPENDITURES \$91,400

Dane County standards require \$70,621.





# STOUGHTON PUBLIC LIBRARY

## 2023 - 2026 STRATEGIC PLAN



Adopted 05/17/2023 by the Library Board of Trustees

## INTRODUCTION

This strategic plan was drafted by the Planning Committee of the Stoughton Public Library Board and adopted by the full Board of Trustees in April of 2023. It is a revision of the 2020-2022 Strategic Plan adopted by the Board in October of 2019, which was itself a significant reworking of the 2015-2018 plan adopted by the Board in 2017.

In crafting this plan, the Committee utilized several types of input, including a community survey in 2018 and a series of focus groups held in 2019. Library staff were also surveyed in 2022 regarding future service priorities, and many of their suggestions are incorporated into this document. Library Director Jim Ramsey reviewed multiple drafts of the plan with the Library's Management Team—Robin Behringer, Amanda Bosky, Sarah Bukrey, and Mary Ostrander—throughout 2022 and 2023.

The City of Stoughton's creation of a Diversity, Equity, and Inclusion (DEI) taskforce in the spring of 2022, as well as the anticipated hiring of a project manager in 2023 to oversee DEI efforts in the city, reflected sentiments expressed in the community survey and focus groups regarding the importance of DEI issues. As a result, issues relating to DEI were top of mind in the creation of this plan.

## BACKGROUND

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Stoughton is a growing community, as evidenced by the robust development occurring throughout the city. In recent years, city leadership has made attracting young adults and families to our community a top priority. In 2020, the Stoughton Area School District sponsored a study entitled *Gaining and Maintaining Young Adults and Young Families in Stoughton, Wisconsin*. The study identified lack of affordable housing, among other factors, as a key barrier to attracting the young families needed to sustain our community. A slower pace of development relative to surrounding communities was further identified as a factor hindering growth in our school district and community as a whole.

**Increases in library programs and services** for young people and their families will be important for attracting new residents with school-aged children to our community.





Increases in library programs and services for young people and their families will be important for attracting new residents with school-aged children to our community. Likewise, as the community grows and gains more young adults and their families, our services must expand to meet the needs of these populations. Meeting the educational needs of young people in our community remains a key part of our mission. To this end, our staff will continue to collaborate closely with the Stoughton Area School District to provide early literacy and learning opportunities for all ages.

Much progress has been made here in Stoughton in recent years toward smart, sustainable growth. In 2022-2023, the city experienced a growth in net new construction of 2.43 percent, one of the largest increases in well over a decade, and just shy of the Dane County average of 2.52 percent. Kettle Park West and 51 West, two new developments on the northwestern edge of the city, are set to provide the kind of housing the community needs to grow.

In the years to come, the riverfront redevelopment project promises to bring more density and activity to the downtown area. The proposed whitewater park on the Yahara River will also increase the number of visitors to the downtown area. As the community grows in the coming years, demand for library services will also increase.



Exploring the need for a larger physical space will be a top priority for our organization in the years to come. Our current 16,000 square foot facility is inadequate to meet the growing demands of our community for programming, meeting, and activity spaces. When our building was remodeled and expanded over three decades ago, library use was still largely transactional in nature: patrons came to the library to check out materials or to seek information; the space simply was not designed with collaboration and active learning in mind.

The need for additional staffing is another theme running through this strategic plan. Whereas the library of the past offered exclusively transactional services like check-outs and answers to reference inquiries, the 21<sup>st</sup> century library is a place for experiential learning and community building. The library of the past was a place to find a book and a quiet place to read or study; today's library is a place to explore, interact, and discover. Key to this transition has been the growth of library programming over the past two decades. In 2002, the Library offered 64 programs to 2,500 attendees. Last year, we offered 329 programs to 7,661 attendees, an increase of over 500 and 300 percent, respectively. Library programming requires enormous amounts of staff time, not only for the events themselves, but for their design, planning, and evaluation.

## IMPACT OF THE PANDEMIC

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The COVID-19 pandemic profoundly impacted the way libraries around the world served their communities. Beginning in the early days of the pandemic, our institution, like so many others, adapted our services to fit the new reality. The two most visible adaptations were curbside delivery of library materials and virtual programming.

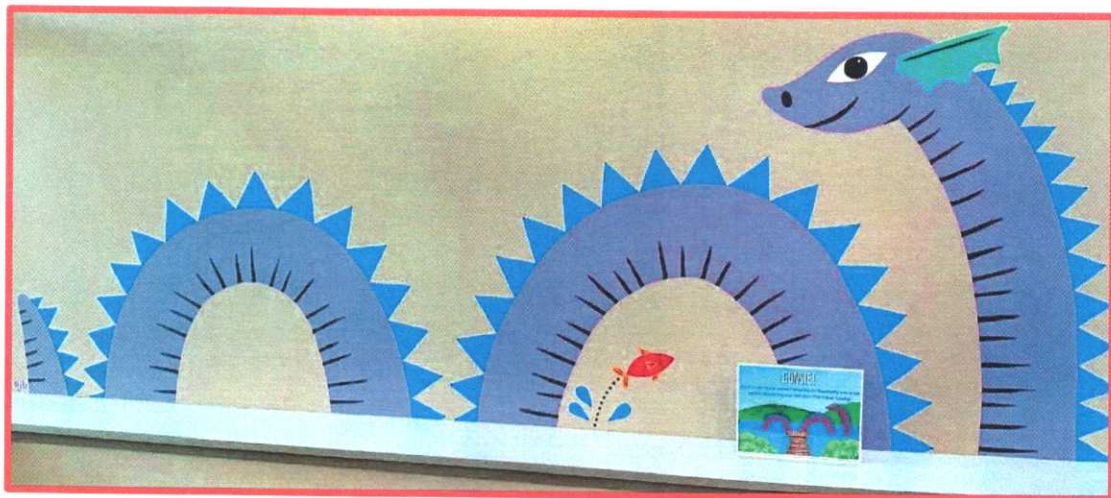
Some pandemic adaptations, such as curbside delivery, turned out to be temporary. Others, such as virtual programs and hybrid meetings, will likely endure. The pandemic accelerated already established technological trends,

most notably the prevalence of streaming services and the importance of virtual platforms for remote work and learning. Changes in how people consume media have led libraries to invest in digital streaming platforms to deliver audiovisual content. At the same time, print materials will continue to form the core of our collection, especially for certain populations who lack access to digital platforms or who simply prefer the printed word.

For years, public libraries have been touted as the “community’s living room,” a third space outside of home, work, and school, where **people gather to forge the kind of connections that transform a city into a true community.**

One question raised is how the pandemic will have changed our society’s relationship with public space. For years, public libraries have been touted as the “community’s living room,” a third space outside of home, work, and school, where people gather to forge the kind of connections that transform a city into a true community. The pandemic upended this role, though thankfully only temporarily.

We drafted this plan in the third year of the ongoing pandemic. Without knowing precisely what the future holds, we have incorporated many of the changes wrought by COVID-19 into our strategic planning. The challenge for libraries, as for so many other educational and cultural institutions, is how to continue to serve the community in both virtual and in-person environments, and to do it with limited resources. If the pandemic has taught us anything, it is that “flexibility” and “adaptation” will remain watchwords in the years to come.





## MISSION STATEMENT

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The Stoughton Public Library will support the education, enrichment, empowerment, and engagement of our community. We are a place for everyone to learn, discover, grow, and play.

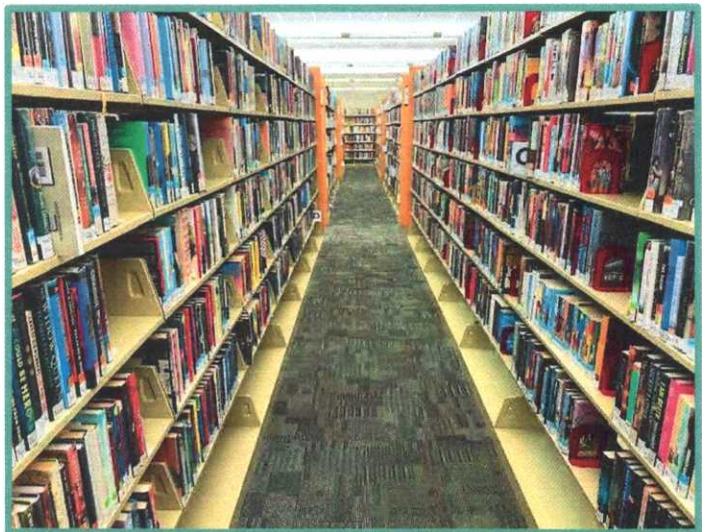
The Stoughton Public Library follows the values of our profession as set forth by the American Library Association (ALA). These values include diversity, equity, inclusion, accessibility, social responsibility, and lifelong learning.

The Staff and Board of Trustees of the Stoughton Public Library join the ALA and the Wisconsin Library Association (WLA) in declaring that we stand against hate and systemic injustice in all forms. We believe every life is valuable and that all people should be treated with respect and dignity. We reject policies and practices that promote discrimination and work to provide a library collection that reflects a broad spectrum of the human experience. We strive to provide a free, safe, and welcoming environment for people to explore ideas that differ from their own and gain new knowledge and skills. All Are Welcome Here.

### GOAL AREA 1: Access to information

The Library will provide free and open access to a wide variety of information in both traditional print and emerging digital formats. Recognizing that demand for digital and streaming services is increasing rapidly, we will invest additional resources in those services in the years to come.

Since access depends on the public knowing about library resources, we will utilize a variety of marketing platforms (e.g., Facebook, website, email) and relationships with local businesses and organizations (e.g., Chamber of Commerce, Senior Center, SASD, etc.) to publicize our resources.





Further, access to information, in both print and digital forms, depends on adequate staffing, as we note in greater detail in GOAL AREA 5.

The Library will strive to represent in its collections the full diversity of the human experience. The Library affirms in the strongest possible terms the principles of intellectual freedom enshrined in the [Library Bill of Rights](#)<sup>1</sup> and the [ALA Freedom To Read statement](#).<sup>2</sup>

#### Action/Initiative 1:

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

#### Action/Initiative 2:

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

#### Action/Initiative 3:

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

## GOAL AREA 2: Programming



The Library will offer a wide variety of programs for all ages, both in-person and virtual/hybrid, to meet the diverse needs of the community and promote the concept of the library as a community hub for

lifelong learning and engagement. We strive to reach the widest possible audience with our programs. To this end, we will utilize a variety of marketing platforms (e.g., Facebook, website, email) and relationships with local

<sup>1</sup> <https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>2</sup> <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

businesses and organizations (e.g., Chamber of Commerce, Senior Center, SASD, etc.) to publicize our services. We are open to pursuing additional avenues for marketing our programs, and are always investigating new opportunities to communicate with our patrons.

Adequate staffing being essential to the provision of library programming, the Library will pursue increased staffing levels to allow expansion of programming for all ages.

#### Action/Initiative 1:

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

#### Action/Initiative 2:

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

#### Action/Initiative 3:

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

### GOAL AREA 3: The Library's physical space

The Library will maintain and strengthen its role as a safe, inclusive, and accessible space welcoming to all, in which individuals and groups interact, exchange ideas, and



foster a sense of community. In the wake of the COVID-19 pandemic, we aim to reestablish the library as a destination. We will continue to explore creative uses for our space and plan for a future expansion. We will use various forms of



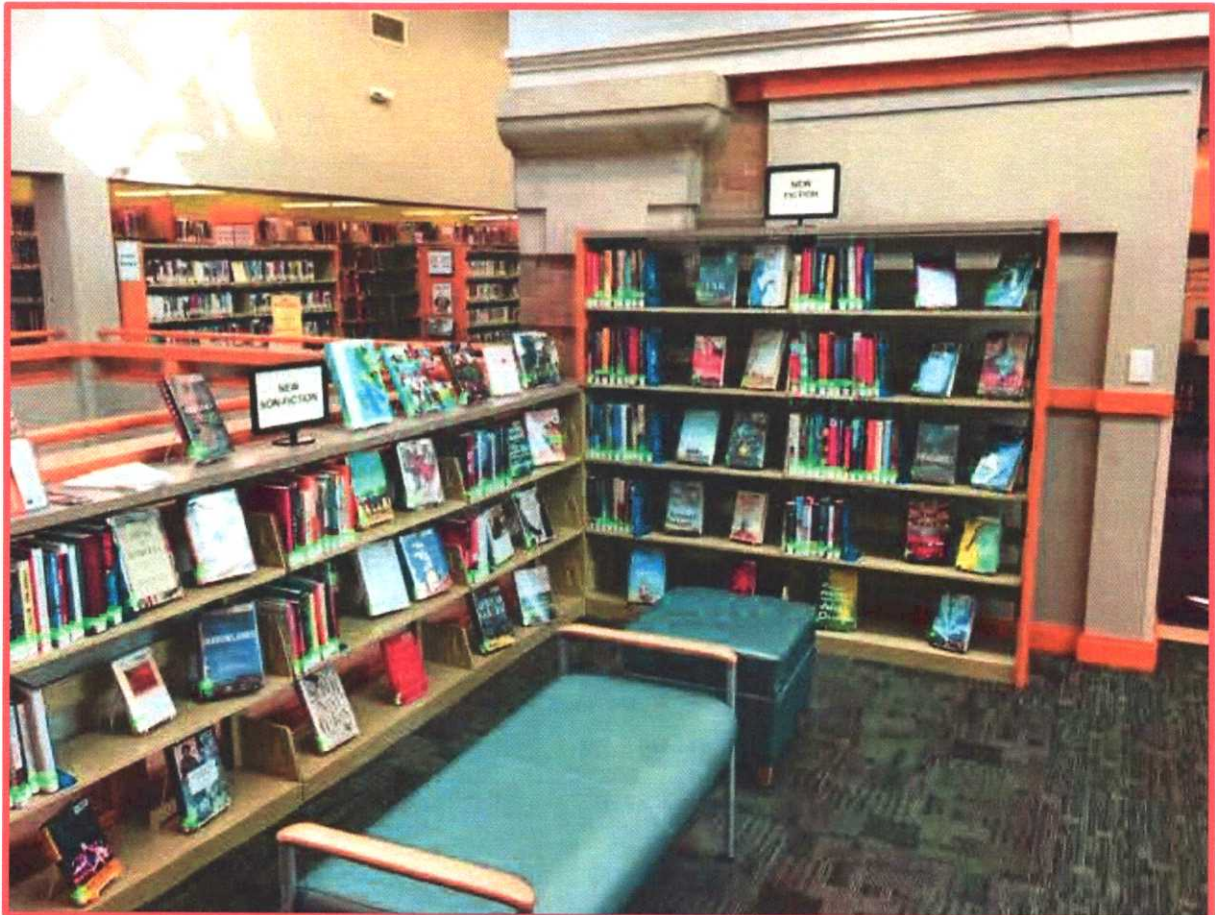
media and relationships with community businesses and organizations to inform the public of these steps.

#### Action/Initiative 1:

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

#### Action/Initiative 2:

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





#### **Action/Initiative 3:**

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

#### **Action/Initiative 4:**

Undertake a space needs study before the end of 2025 to examine the potential for expansion of the current building. The study will incorporate accessibility guidelines from the Wisconsin Department of Public Instruction's Inclusive Services Assessment and Guide for Public Libraries (2019).<sup>3</sup>

### **GOAL AREA 4: Financial stability**

The Library will work to ensure financial stability through municipal and county appropriation, utilizing a variety of marketing platforms, to ensure that community members are aware of the Library's needs, which will promote private donations, gifts, grants and other fundraising efforts.

#### **Action/Initiative 1:**

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

#### **Action/Initiative 2:**

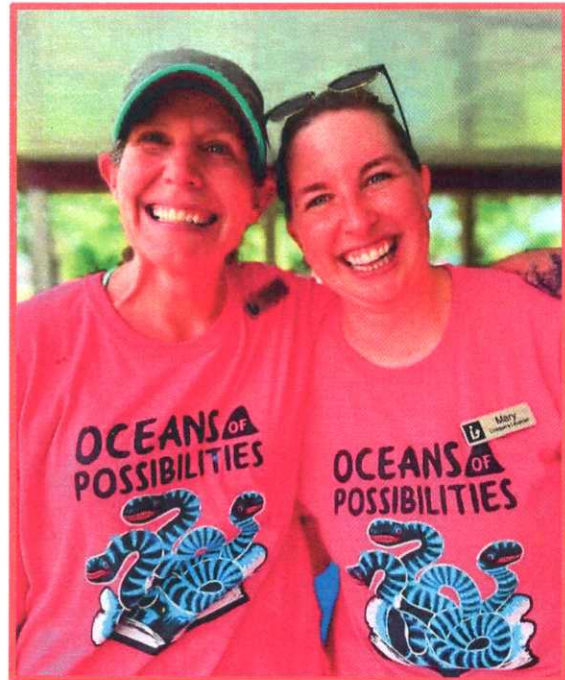
Secure at least \$65,000 in designated gift funds in 2023 and aim to increase that amount by 5 percent annually.

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<sup>3</sup> <https://dpi.wi.gov/libraries/public-libraries/inclusive-services>

## GOAL AREA 5: Staff

As noted throughout, the Library relies on the time and expertise of its staff in order to meet the goals outlined here. As such, the Library will prioritize staff retention. The Library will also pursue increased staffing levels to maintain efficient operations, expand programming for all ages, and pursue initiatives related to collection preservation and maintenance. Increased staffing is critical for a more equitable and sustainable distribution of tasks, staff's professional growth and development, and for the Library to retain the workers we are fortunate to have.



### Action/Initiative 1:

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

### Action/Initiative 2:

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

## IMPLEMENTATION AND COMMUNICATION

The Stoughton Public Library Board of Trustees considers this strategic plan an important tool for communicating with our stakeholders and our community at large. Throughout this document, we have endeavored to identify opportunities and priorities for library programs and services over the next three years. But communication does not end with the publication of this plan, and words must be accompanied by action. In order to be effective, implementation and communication must be ongoing processes.



The Library Board of Trustees commits to reviewing this strategic plan annually and reporting progress toward the action and initiatives under each goal area. The Library Director and the Chair of the Planning Committee will deliver this report to the Library Board of Trustees at the regular monthly meeting of the Board in January of each year. Community stakeholders and members of the public will be invited to attend this meeting. We will leverage additional modes of communication as well (e.g., social media, email newsletter, infographics, displays, etc.)

As necessary, the Library Board may, in consultation with the Library Director and Library staff, revise benchmarks identified in these actions and initiatives depending on current resources and capacities. This plan is designed to be a living document to guide the Library through the next three years of growth and change.







STOUGHTON  
PUBLIC LIBRARY

<https://www.stoughtonpubliclibrary.org/>



# City of Stoughton

## Additional Staffing Request Form

### General Information

Date:	<a href="#">Click here to enter text.</a>
Director:	Jim Ramsey
City Department:	Library
Requested Position Title:	Library Assistant II – Adult Services
Status:	<input type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input checked="" type="checkbox"/> Other _____

### Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

**The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.**

### Justification

**Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.**

This is a part-time position at 22 hours per week, identical to the two existing Library Assistants who report directly to the Adult Services Librarian. The position's primary responsibility is assisting patrons in person, by phone and via email at our busy 2<sup>nd</sup> floor Information Desk. This new position's main responsibility will be staffing the 2<sup>nd</sup> floor Information Desk, thus freeing up other staff for programming and outreach.

This desk is the only service point on the library's 2<sup>nd</sup> floor, and as such must be staffed continuously for all of the 65 hours per week the building is open to the public. Remarkably, only three staff members—one full-time and two part-time—must cover this desk, with occasional help from other department supervisors and Library Substitutes.

Staffing this desk is challenging, even in the best of times. Staff are often forced to leave the desk unattended for a period of time to accommodate mandatory breaks. Because this is the only point of service for the Mezzanine and 2<sup>nd</sup> floor levels, this raises considerable safety concerns, especially when large numbers of young people are present in the after-school hours. (Due to our proximity to River Bluff Middle School, the library is a popular after-school destination.) Incidents in recent years involving fights between groups of young people further underscore the need for consistent supervision in this space.

The Library Board has identified increased services—programs, events, outreach—to young people and teens in particular as a key priority in the coming years. (See Goal Area 2, Action/Initiative 2 in the Library's 2023-2026 Strategic Plan, attached). Over the past several years, the number of programs and services we offer for teens has increased dramatically. Between 2019 and 2023, the number of teen programs increased by 63% alongside a staggering 200% increase in attendance.

Stoughton is a growing community, as evidenced by the expansion of housing developments in the city, particularly over the last few years. With Stoughton continuing to grow, we expect the demand for library services, especially those to young people, to grow apace. The need for additional staffing, already acute in 2021 when this personnel request was first submitted, has only grown in recent years, and we anticipate that this need will continue to grow in the years to come.



Our talented Library Assistant in charge of Teen Services, Cynthia Schlegel (.6 FTE), has done a phenomenal job expanding services to young people in recent years, but has reached the limit of what can be accomplished at current staffing levels. This is because Cynthia, along with Library Assistant Amy Hynek and Adult Services Librarian Amanda Bosky, is responsible for staffing our 2<sup>nd</sup> floor Information Desk. Amanda, Amy, and Cynthia spend a significant amount of their time covering this service desk, time that could be spent on programming, collection development, and outreach.

Cynthia currently spends 18 of her 24 hours each week staffing the Information Desk, leaving a scant 6 hours each week for planning and programming. With an additional library assistant position to staff the desk, Cynthia could devote more time to programming and outreach through after-school activities and partnerships with other organizations like the Youth Center and the school district.

The last several years have been difficult ones for the young people in our community. Adolescents in particular have suffered from the ripple effects of the pandemic, including mental health issues resulting from unprecedented social isolation and disruption to their education. The additional hours provided by this position would allow Cynthia to be present during the after-school hours to engage directly with this population by providing positive and constructive library experiences. The public library is a welcoming and inclusive place for all our community's young people. As such, our institution can play a positive role in the development and self-actualization of youth.

In April of 2025, CVMIC, the city's insurance provider, presented a webinar entitled "Child Protection: Keeping Kids Safe from Abuse." Among the best practices presented was the recommendation that two adults be in the room at all times when youth are present. This is unattainable at current staffing levels. Currently, we are sometimes able to hire a Library Substitute to be the second adult in the room during large teen programs. An additional Library Assistant would allow us to maintain the "two adults rule" as best practice during our teen programs.

Additionally, our Adult Services Librarian and our other part-time Library Assistant would be available to hold open "office hours" to offer assistance with technology instruction and workforce development. Adults 55+ are one of the most frequent and highest-need user groups we serve at the library. Many of these users lack basic computer skills and require extensive staff assistance in order to apply for jobs, obtain benefits, or avoid eviction. Since the pandemic, staff report a significant increase in patrons in crisis who require intensive help with technology. Providing that level of assistance at current staffing levels is not sustainable.

Adult Services Librarian Amanda Bosky has provided a detailed justification in which she outlines how this position could positively impact her department and the library as a whole (See attached).

## Impact

### **If position is not approved, give specific departmental impact as well as impact to City services and other departments:**

Our programs and services for teens and adults will continue to be limited by our small staff. Our Teen Services Library Assistant, Cynthia Schlegel, will have less time to engage with young people in our community. She will have to continue to decline offers for collaboration and outreach from the school district and other agencies, which will ultimately result in fewer opportunities for young people.

Services and programs for young adults, in particular, will continue to be limited, and in some cases may be scaled back, as Cynthia is increasingly called upon to cover the Information Desk. This will result in fewer opportunities for young people in our community to participate in safe, supervised library activities.



Staff from other departments, and occasionally the Director, will be required to cover the Information Desk, reducing time spent on other essential tasks.

As demand for programming and collaboration increases, staff burnout becomes a very real concern. As noted above, the number of teen programs and attendance at these programs has grown exponentially in recent years. Our concern is that this level of service is unsustainable at current staffing levels.

## Alternatives

**List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.**

One alternative has already been employed as a stop-gap measure for the past several years: The use of Library Substitutes to cover the Information Desk in order to allow full and part time staff to plan and implement programs.

If we continued to employ Library Substitutes in this manner, I would propose increasing the number of budgeted Substitute hours from 1400 to 1600 annually. In 2023, we logged 1594 hours.

This solution has its own attendant costs, which are significant. Because the Substitute position offers fewer hours and an unpredictable schedule, turnover is high, as candidates often use it as a stepping stone to a more permanent position. High turnover means our permanent staff must devote additional time to training and orientation for new hires, further stretching our limited resources.

Our Substitutes, as knowledgeable and competent as they are, cannot provide the same level of assistance as our permanent full and part time staff because they work only sporadically. If this position were approved, we could likely reduce the number of Substitute hours used, though Substitutes would still be required to cover staff vacations and other absences.

We could continue to rely on our limited-term Teen Services Intern position for additional assistance, though for reasons outlined below, the result will be more work for Cynthia and our other permanent Adult Services staff.

Some background: Recognizing the need for increased services to young adults, the Library Board in 2017 created the position of Teen Services Intern. Funding for the first year was provided by a grant, and the position was included in the operating budget starting in 2018.

Recruiting has been challenging from the outset. In fact, the wage was increased and the number of hours reduced to make the position more attractive after failing to attract a single applicant in 2020. Due to the limited-term nature of an internship, Cynthia must spend a large portion of her time on recruitment, orientation, and training, further reducing time spent on services and programming. In 2021, the board expanded the internship's job description to include providing assistance at the Information Desk and programming for adults—again, to broaden the position's appeal to potential candidates. This reduced the burden on Cynthia somewhat, but at only 8 hours per week for fewer than 6 months of the year, the position's impact would remain limited, even if we were able to fill it. As of the summer of 2025, the position remains unfilled.

Ultimately, the intern position was a stop-gap measure to provide support in the absence of a permanent staff member. If this personnel request is granted, the approximately \$4,000 budgeted for the intern position could be applied to offset the cost of the new position.

Another alternative we have explored is shortening the library's operating hours on Saturday afternoons in the summer. This would free up staff for programs during the week and on Saturday mornings. Staff report that the library is often under-utilized on Saturday afternoons during the summer when families tend to pursue more outdoor activities. More research is needed into this alternative.

We could leave the 2<sup>nd</sup> floor information desk unattended for longer periods of time, though due to the above-mentioned safety concerns, this is inadvisable.

## Submitted By

**Director:**

Click here to enter text.

**Signature:**     **James Ramsey, Director**  
date.

**Date:** Click here to enter a

Detailed justification for the addition of an Adult Services Library Assistant



With the addition of a third Adult Services Library Assistant II:

Cynthia would work an average of 9 hours per week on desk, leaving her about **15** hours to work with teens each week—a huge increase from her current **6** hours per week for teen programming. She would use this time for:

- A program every Thursday afternoon, and the occasional second program on a different day of the week as well
- More adequate time to plan and prepare for big programs such as escape rooms, murder mystery nights, and mini festivals
- More outreach to the Youth Center, schools, and other community partners
- Informal programming/hangout time after school such as Art Cart or board games in the Teen area
- More time for teen collection development, which she currently struggles to fit in

Amanda would be scheduled for an average of **19.5** hours on desk per week, a big reduction from her current **24** per week. This would allow more adequate time for programming, community outreach and partnerships, and performing tasks as Assistant Director and part of the Management Team.

The new library assistant could be consistently scheduled as the second person in the room for Thursday afternoon teen programs, giving Cynthia some much-needed assistance as teen program attendance continues to increase beyond pre-pandemic levels.

We would no longer need to schedule our Technical Services Library Assistant for a regular Information desk shift, leaving her free to cover the Children's Services desk one evening a week instead, thus reducing our use of library substitutes.

This position could also take on additional projects, similar to how Cynthia does teen programming and Amy works on connections with community agencies. Examples could be taking over the Tuesdays with Murder book group, taking on more collection development responsibilities, doing more with adult programming, creating more book displays, etc.

Our library substitutes are wonderful, but the addition of this position would mean the Information desk was more often covered by the core team of 4, rather than substitutes and staff from other departments. This would ensure the highest quality service for our patrons.

Provided by Adult Services Librarian Amanda Bosky