

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, August 20, 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=83659111161>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

I. Call to Order by President Lora Klitzke

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

III. Consent Agenda *

- A. Review/Approval of Minutes of July 16, 2025 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for July 2025 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for August 2025 (enclosures)

IV. Friends of the Library

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: Sustainability in Libraries: A Call to Action (enclosure)

X. Director's Report

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

XI. Committee Reports

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

XII. Old Business

- A. NONE

XIII. New Business

- A. Review of progress towards 2025 Library Board Goals (enclosure)

- B. Update on 2026 Library projects in the Capital Improvement Plan (enclosure)
- C. Discussion and possible action regarding financing of 2026 library solar panel project * (enclosure)
- D. Discussion and possible action regarding proposed changes to Animals in the Library Policy (enclosure) * (*Policies Committee recommended 3-0 on 07-21-25*)
- E. Discussion and possible action regarding proposed changes to Bulletin Board Policy (enclosure) * (*Policies Committee recommended 3-0 on 07-21-25*)
- F. Discussion and possible action regarding proposed changes to Library Materials Use Policy (enclosure) * (*Policies Committee recommended 3-0 on 07-21-25*)

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: September 17, 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 Ligoeki, Vice President
 Brandon Maly
 Sharon Meilahn Bartlett
 Christine Melland
 Libby Phillips, Student Representative
 Trista Richards
 Katie Roberts
 Mande Shecterle, SASD Representative

Finance: Ligoeki, Meilahn Bartlett, Melland
Personnel: Caravello, Klitzke, Richards, Shecterle
Planning: Ligoeki, 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 August 20, 2025



XIII. New Business

- A. Review of progress towards 2025 Library Board Goals (enclosure)** - The 2025 Library Board Goals were compiled by the Planning Committee and approved by the Board at the meeting on February 19, 2025. Like last year, each of the four standing committees set a goal for the current year. This is an opportunity for the standing committees to review their progress and begin to think about their 2026 goals.
- B. Update on 2026 Library projects in the Capital Improvement Plan (enclosure)** – I will provide an update regarding additional CIP projects for the library in 2026, including a major roof replacement and installation of solar panels (see next item on the agenda). Obviously, the roof replacement would need to be completed before the installation of the solar panels, but Public Works Director Brett Hebert is confident both projects can be completed in 2026. Additionally, the City's Finance Department recommends including the \$4,000 for lower level carpet replacement in the operating budget, rather than the CIP budget, so this amount will be added to line 215-55110-50350, Building Repairs & Maintenance, for 2026.
- C. Discussion and possible action regarding financing of 2026 library solar panel project * (enclosure)** – Several months ago, I discussed a potential project to add solar panels to the roof of our building. At the meeting last month, I provided more information about the project, which Public Works Director Brett Hebert plans to include in the 2026 Capital Improvement Plan (CIP) budget. The preliminary proposal from SunPeak Solar estimated the total cost of the project at \$75,900, which could be reduced to \$51,730 with federal tax credits and Focus on Energy incentives. To allow for any contingencies, Brett is budgeting \$80,000 in the CIP budget for 2026. I propose that the library plan to provide half of the funding for this project, up to \$40,000. These funds could come from gift funds and/or operating fund balance.

In late 2023, the library received a \$65,000 bequest from the estate of Janet Nelson. Last year, we received a \$10,000 gift from the estate of Tammy Kuntz. These funds are currently being held in the library's special gift fund (217).

As of this year, the library's operating fund balance (fund 215) stands at \$105,604.50. At the recommendation of the Finance Department, \$20,000 is tentatively earmarked for the library's 2026 operating budget.

- D. Through F.*** - These next three items are recommendations for changes to library policies from the meeting of the Policies Committee on July 21. For more information, see the Policies Committee meeting minutes enclosed in this packet.

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, JULY 16, 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; Brandon Maly; Sharon Meilahn Bartlett (virtual); Christine Melland; Libby Phillips, Student Trustee; Katie Roberts (virtual); Mande Shecterle, Stoughton Area School District Representative (virtual)

ABSENT: Trista Richards

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, President of the Friends of the Stoughton Public Library

- I. CALL TO ORDER. 6:33 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.

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

- III. CONSENT AGENDA. **Ligocki** moved to approve and was seconded by **Caravello**.
Vote: 8-0.

- IV. FRIENDS OF THE LIBRARY REPORT FROM FRIENDS PRESIDENT LESLEY JOHNSON. Johnson reported:

1. for Pie Place at Syttende Mai, they had 105 homemade pies and 15 pies bought from Fosdal's with donations. They sold out of pie at 3 P.M. on Saturday. The net take was approximately \$3,000.
2. The Friends gave money to the Library especially for an inclusion project for children with disabilities. The fidget spinners etc. have arrived. Board member Alley McGuire has found someone to run a monthly support group for parents. This year's staff in-service will focus on autism.
3. The Friends have been attending Stoughton Farmer's Markets (and will attend in September).
4. The drawing for the Fall Raffle will be during ArtWalk on Saturday, September 27.
5. The Friends will share a table with the Library for National Night Out on August 6.
6. Claudette Higgins and Jeanne Burt are retiring from the Friends Board. The Board is looking for 3 new members, and will be having meet and greets in September and October. Meilahn Bartlett suggested that the applicants for the recently filled Library Board positions would be a good place to start.

Ligocki thanked the Friends on behalf of the Stoughton Community Pride Fest

[Johnson left at 6:46 P.M.]

- V. RECOGNITION OPPORTUNITIES. None.
- VI. PUBLIC COMMENT PERIOD. None.

- VII. CORRESPONDENCE. Ramsey shared a thank you from a patron about Pride Fest, and the Library's support for the LGBTQIA+ community. They specifically mentioned Adult Services Library Assistant Cynthia Schlegel and her work with Stoughton teenagers.
- VIII. EDUCATION UPDATES. Roberts shared that the AI company Anthropic had won its lawsuit. The court decided that using books without permission to train a Large Language Model (LLM) counted as "fair use."
- IX. BOARD IN-SERVICE: Ramsey presented.
- X. DIRECTOR'S REPORT.
 - A. Statistics for June 2025. Ramsey presented.
 - B. Administration report. In addition to his written report, Ramsey shared:
 - 1. The Harm Reduction display on the Mezzanine presented by the Stoughton Wellness Coalition includes Narcan that is free for the public to take.
 - 2. Trustee Training Week (presented by the Wisconsin Department of Public Instruction with support from the Institute of Museum and Library Services and in cooperation with the 15 public library systems in Wisconsin) will be August 18-21. There will be 4 seminars, each an hour in length, which will be recorded and added to the DPI's archive <https://www.wistrusteetraining.com/archive> for those who cannot watch them live.
 - 3. Brett Hebert, the Director of Public Works for the City of Stoughton, is willing to put installing solar panels on the Library's roof on the CIP list for 2026 (price somewhere between \$51,000 and \$76,000 depending on whether we can get tax credit and rebates) if the Library is able to pay part of the cost. We can do this either from our fund balance or from donation money. Klitzke asked how this would be coordinated with the need to replace the Library roof; Ramsey said that he and Hebert would discuss that issue carefully.
- Ligocki remarked that she is very grateful for the professionalism and enthusiasm of Library staff.
- XI. COMMITTEE REPORTS.
 - A. Finance: did not meet.
 - B. Personnel: Ramsey pointed to the personnel request (item XIII.C. below).
 - C. Planning: did not meet.
 - D. Policies: will meet Monday, July 21.
- XII. OLD BUSINESS. None.
- XIII. NEW BUSINESS.
 - A. Presentation of preliminary 2026 operating budget by Library Director. Ramsey reminded the board that \$7,000 for computers and peripherals and \$3,000 for Furniture and Fixtures were being moved from Capital Improvement Projects (CIP) to the Library's operating budget. He went through the components of both income and expenditures, remarking that the Finance Department recommends the Library use about \$20,000 of its fund balance in 2026. We should see a decrease in our electricity and heating bills due to the new HVAC system.

- B. Review of goals related to diversity, equity, inclusion, and accessibility in 2023-2026 Strategic Plan. Ligocki said she had reread the Strategic Plan and loved its language around IDEA (Inclusion, Diversity, Equity, and Accessibility). Melland remarked that the language and goals of our Strategic Plan is consistent with ALA and therefore libraries across the country. She finds the language to be clear and robust; we should stay with it as long as we can. Maly pointed out that there is other language available, like “inclusion and belonging,” so that even if we have to revise the language, that doesn’t mean abandoning our goals. Klitzke asked when the Board would have to start revising the plan for 2027-2029. Ramsey said that’s likely to take up most of 2026. Klitzke also likes the foundation that the Strategic Plan lays. Ramsey said that “libraries are for everybody” has been a library ideal for a long time. The language may change, but not the principles. Caravello added his support; he feels the Strategic Plan is a great document. Ligocki asked where challenges to the Strategic Plan would come from. Ramsey reminded the Board that there is a committee of the State Legislature that has been sending libraries Open Records Requests demanding to know about all of their programs for “DEI.” He also reminded the Board that we are not funded by the state (or the federal government), but by our city and county. Melland observed that organizations that back off from their IDEA plans lose the esteem of the community, so that changes should be made carefully---if at all.
- C. Discussion and possible action regarding 2026 Library personnel request. *Motion to approve personnel request and submit it to HR made by **Ligocki** and seconded by **Maly**. Vote 8-0.* Ligocki, Maly, and Melland all praised the request. Meilahn Bartlett asked for clarification about whether the request had been updated since last year. Ramsey confirmed that it had, and Caravello remarked that the addition about safety from CVMIC (Cities and Villages Mutual Insurance Company) would hopefully be compelling to the City Council. Meilahn Bartlett asked if there was a rubric or any guidance from the City about personnel requests or any reasons given why in 2024 this request was ranked fifth out of seven. Ramsey said no, but also remarked that in 2024 our request was up against requests from Public Safety and from departments that serve multiple City departments. He also said that the request process was a little different each year. Ligocki remarked, as a former Alderperson, that requests for transparency had fallen on deaf ears. Meilahn Bartlett encouraged Ramsey to be assertive about presenting our request to the City Personnel Committee and the Council, especially because of the safety angle.
- 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.
- XV. ADJOURNMENT. ***Klitzke** made the motion to adjourn at 8:13 P.M. She was seconded by **Caravello**. Vote: 8-0.*

Minutes taken by Sarah Monette.

08/18/2025 07:31 AM
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REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
PERIOD ENDING 07/31/2025

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| GL NUMBER | DESCRIPTION | 2025 AMENDED BUDGET | YTD BALANCE | ACTIVITY FOR | | AVAILABLE | | % BDGT USED |
|---|----------------------------------|------------------------|---------------------------------|---|------------------------------|------------|----------|----------------|
| | | | 07/31/2025 NORMAL (ABNORMAL) | MONTH 07/31/2025 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 | 474,190.00 | 118,547.50 | | 237,095.00 | | 66.67 |
| 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 | 2,395.58 | 272.68 | | 1,604.42 | | 59.89 |
| 215-55110-46712 | COPY MACHINE | 5,000.00 | 4,416.85 | 565.09 | | 583.15 | | 88.34 |
| 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 | 252.15 | 5.00 | | (2.15) | | 100.86 |
| 215-55110-48110 | INTEREST INCOME | 11,500.00 | 7,570.68 | 729.59 | | 3,929.32 | | 65.83 |
| 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 |
| 215-55110-49930 | FUND BAL APPLIED - CARRYFORWARDS | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| Total Dept 55110 - LIBRARY | | 1,062,629.00 | 819,143.35 | 120,119.86 | | 243,485.65 | | 77.09 |
| TOTAL REVENUES | | 1,062,629.00 | 819,143.35 | 120,119.86 | | 243,485.65 | | 77.09 |
| Expenditures | | | | | | | | |
| Dept 55110 - LIBRARY | | | | | | | | |
| 215-55110-50110 | SALARIES | 97,115.00 | 55,900.16 | 7,470.40 | | 41,214.84 | | 57.56 |
| 215-55110-50120 | WAGES | 248,851.00 | 143,231.33 | 19,142.41 | | 105,619.67 | | 57.56 |
| 215-55110-50126 | OVERTIME | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 215-55110-50127 | WAGES - PART TIME | 283,182.00 | 163,690.30 | 22,756.60 | | 119,491.70 | | 57.80 |
| 215-55110-50128 | SUNDAY HOURS | 11,497.00 | 5,853.27 | 75.11 | | 5,643.73 | | 50.91 |
| 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 | 27,036.70 | 3,641.47 | | 21,937.30 | | 55.21 |
| 215-55110-50161 | WRS - GENERAL | 30,571.00 | 18,525.01 | 2,463.98 | | 12,045.99 | | 60.60 |
| 215-55110-50163 | HEALTH INSURANCE | 123,613.00 | 66,105.42 | 9,654.88 | | 57,507.58 | | 53.48 |
| 215-55110-50164 | DENTAL INSURANCE | 4,883.00 | 3,691.68 | 515.49 | | 1,191.32 | | 75.60 |
| 215-55110-50165 | LIFE INSURANCE | 939.00 | 657.22 | 101.62 | | 281.78 | | 69.99 |
| 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 | 614.22 | 85.69 | | 285.78 | | 68.25 |
| 215-55110-50212 | TRAVEL/CONFERENCE | 2,000.00 | 515.89 | 43.29 | | 1,484.11 | | 25.79 |
| 215-55110-50213 | SALES TAX | 275.00 | 177.27 | 24.73 | | 97.73 | | 64.46 |
| 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 | 7,346.43 | 2,147.05 | | 11,453.57 | | 39.08 |
| 215-55110-50221 | UTILITIES-GAS | 5,100.00 | 3,027.68 | 352.22 | | 2,072.32 | | 59.37 |
| 215-55110-50240 | EQUIPMENT MAINT & REPAIR | 4,500.00 | 2,732.97 | 281.95 | | 1,767.03 | | 60.73 |
| 215-55110-50289 | TECHNOLOGY COSTS | 57,500.00 | 54,398.44 | 257.75 | | 3,101.56 | | 94.61 |
| 215-55110-50300 | MISC EXPENSES | 400.00 | 136.40 | 0.00 | | 263.60 | | 34.10 |
| 215-55110-50313 | PROGRAMS/PUBLICITY | 5,000.00 | 4,347.43 | 301.74 | | 652.57 | | 86.95 |

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

PERIOD ENDING 07/31/2025

| GL NUMBER | DESCRIPTION | 2025 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|--------------------------------|---------------------------------------|----------------|---------------------------------|---|------------------------------|----------------|
| | | AMENDED BUDGET | 07/31/2025 NORMAL (ABNORMAL) | MONTH 07/31/2025 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 215 - LIBRARY FUND | | | | | | |
| Expenditures | | | | | | |
| 215-55110-50320 | DUES AND SUBSCRIPTIONS (NOT SOFTWARE) | 175.00 | 59.92 | 0.00 | 115.08 | 34.24 |
| 215-55110-50326 | PERIODICALS | 5,400.00 | 3,915.41 | 0.00 | 1,484.59 | 72.51 |
| 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 | 4,421.43 | 321.91 | 4,578.57 | 49.13 |
| 215-55110-50329 | BOOKS | 53,500.00 | 24,663.01 | 4,076.53 | 28,836.99 | 46.10 |
| 215-55110-50340 | WORK SUPPLIES - OPER EXP | 4,500.00 | 1,434.08 | 25.30 | 3,065.92 | 31.87 |
| 215-55110-50341 | OPERATING EXPENSES-SPECIALIZED-1 | 50.00 | 18.18 | 0.00 | 31.82 | 36.36 |
| 215-55110-50342 | OPERATING EXPENSES-SPECIALIZED-2 | 6,000.00 | 2,513.85 | 401.19 | 3,486.15 | 41.90 |
| 215-55110-50350 | BLDG REPAIRS & MAINTENANCE | 10,000.00 | 2,868.69 | 100.00 | 7,131.31 | 28.69 |
| 215-55110-50408 | EMPLOYMENT TESTING | 0.00 | 483.00 | 469.00 | (483.00) | 100.00 |
| 215-55110-50409 | COMPUTER EQUIPMENT (NONCAPITAL) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-55110-50437 | FURNITURE (NON-CAPITAL) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 215-55110-50444 | NON-COLLECTION DAMAGE CHARGES | 1,300.00 | 467.61 | 79.97 | 832.39 | 35.97 |
| 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 | 621,105.85 | 74,790.28 | 441,523.15 | 58.45 |
| TOTAL EXPENDITURES | | 1,062,629.00 | 621,105.85 | 74,790.28 | 441,523.15 | 58.45 |
| Fund 215 - LIBRARY FUND: | | | | | | |
| TOTAL REVENUES | | 1,062,629.00 | 819,143.35 | 120,119.86 | 243,485.65 | 77.09 |
| TOTAL EXPENDITURES | | 1,062,629.00 | 621,105.85 | 74,790.28 | 441,523.15 | 58.45 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 198,037.50 | 45,329.58 | (198,037.50) | 100.00 |

08/18/2025 07:32 AM
User: SARAH
DB: Stoughton

BALANCE SHEET FOR STOUGHTON CITY
Period Ending 07/31/2025

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Fund 215 LIBRARY FUND

| GL Number | Description | Balance |
|---|-------------------------------|-------------------|
| *** Assets *** | | |
| 215-00000-11100 | PRIMARY CHECKING | 560,156.53 |
| 215-00000-11102 | US BANK - CC | 13,044.81 |
| 215-00000-12550 | PREPAID EXPENSES | 156.25 |
| 215-00000-13012 | RECEIVABLES-PRIOR YEAR | 0.65 |
| Total Assets | | 573,358.24 |
| *** Liabilities *** | | |
| 215-00000-21100 | ACCOUNTS PAYABLE | 548.00 |
| 215-00000-21700 | ACCRUED PAYROLL | 32,073.24 |
| 215-00000-26600 | DEF INFLOW - PROPERTY TAXES | 237,095.00 |
| Total Liabilities | | 269,716.24 |
| *** 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 | | 198,037.50 |
| Ending Fund Balance | | 303,642.00 |
| Total Liabilities And Fund Balance | | 573,358.24 |

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
 PERIOD ENDING 07/31/2025

| GL NUMBER | DESCRIPTION | 2025 AMENDED BUDGET | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDTG USED |
|---|--------------------------------|------------------------|---------------------------------|---|------------------------------|----------------|
| | | | 07/31/2025 NORMAL (ABNORMAL) | MONTH 07/31/2025 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 217 - LIBRARY SPECIAL GIFT FUND | | | | | | |
| Revenues | | | | | | |
| Dept 55110 - LIBRARY | | | | | | |
| 217-55110-48110 | INTEREST INCOME | 15,000.00 | 9,476.84 | 1,392.00 | 5,523.16 | 63.18 |
| 217-55110-48500 | DONATIONS | 115,000.00 | 76,642.59 | 10,217.61 | 38,357.41 | 66.65 |
| 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 | 86,119.43 | 11,609.61 | 4,880.57 | 94.64 |
| TOTAL REVENUES | | 91,000.00 | 86,119.43 | 11,609.61 | 4,880.57 | 94.64 |
| 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 | 25,899.28 | 3,371.74 | 64,100.72 | 28.78 |
| 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 | 26,462.75 | 3,371.74 | 64,537.25 | 29.08 |
| TOTAL EXPENDITURES | | 91,000.00 | 26,462.75 | 3,371.74 | 64,537.25 | 29.08 |
| Fund 217 - LIBRARY SPECIAL GIFT FUND: | | | | | | |
| TOTAL REVENUES | | 91,000.00 | 86,119.43 | 11,609.61 | 4,880.57 | 94.64 |
| TOTAL EXPENDITURES | | 91,000.00 | 26,462.75 | 3,371.74 | 64,537.25 | 29.08 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 59,656.68 | 8,237.87 | (59,656.68) | 100.00 |
| | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 1,153,629.00 | 905,262.78 | 131,729.47 | 248,366.22 | 78.47 |
| TOTAL EXPENDITURES - ALL FUNDS | | 1,153,629.00 | 647,568.60 | 78,162.02 | 506,060.40 | 56.13 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 257,694.18 | 53,567.45 | (257,694.18) | 100.00 |

Fund 217 LIBRARY SPECIAL GIFT FUND

| GL Number | Description | Balance |
|------------------------------------|-------------------------------|------------|
| *** Assets *** | | |
| 217-00000-11100 | PRIMARY CHECKING | 71,045.73 |
| 217-00000-11102 | US BANK - CC | 1,533.57 |
| 217-00000-11302 | WISC INVESTMENT FUND | 360,144.45 |
| 217-00000-13012 | RECEIVABLES-PRIOR YEAR | (0.65) |
| Total Assets | | 432,723.10 |
| *** 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 | | 59,656.68 |
| Ending Fund Balance | | 432,723.10 |
| Total Liabilities And Fund Balance | | 432,723.10 |

JULY 2025 - Aug Board mtg

Stoughton Area Comm Foundation

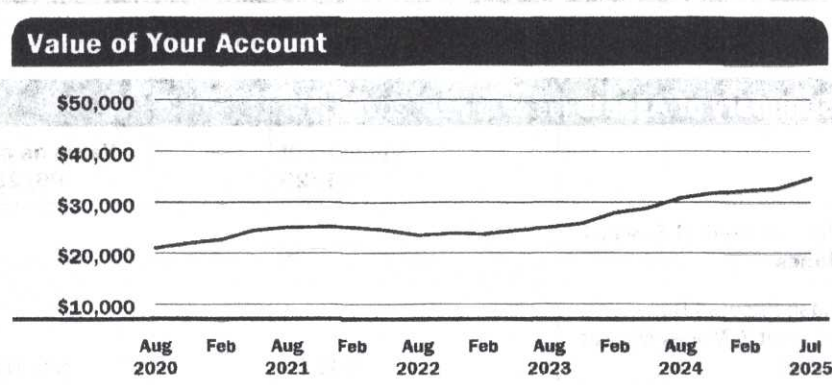
Rules of the Road: Understand risk

Every investor is unique. But we believe certain rules hold true for any investing strategy. Your comfort with risk, investing time horizon and long-term goals all combine to determine the role of risk in your portfolio. For all 10 of our Rules of the Road, visit edwardjones.com/rules.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

| Account Value | |
|--------------------|-------------|
| \$34,641.38 | |
| 1 Month Ago | \$33,823.40 |
| 1 Year Ago | \$29,687.61 |
| 3 Years Ago | \$23,699.33 |
| 5 Years Ago | \$20,260.76 |



Value Summary

| | This Period | This Year |
|-------------------------------|--------------------|-------------|
| Beginning Value | \$33,823.40 | \$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 | 817.98 | 3,544.76 |
| Ending Value | \$34,641.38 | |

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

Rate of Return

| Your Personal Rate of Return for Assets Held at Edward Jones | This Quarter | Year to Date | Last 12 Months | 3 Years Annualized | 5 Years Annualized |
|--|--------------|---------------|----------------|--------------------|--------------------|
| | 1.93% | 11.38% | 17.75% | 14.25% | 11.35% |

2025 EXPENDITURES: FUND 215
AUGUST

| Inv. Date | Payment | Line Item | Vendor | Description | Amount |
|-----------|---------------|-----------|----------------|----------------------|-------------|
| 07/08/25 | AB prepaid CC | 50211 | USPS | USPS 070825 211 | \$ 4.40 |
| 07/23/25 | AB prepaid CC | 50211 | USPS | USPS 072325 211 | \$ 8.50 |
| 07/24/25 | AB prepaid CC | 50211 | USPS | USPS 072425 211 | \$ 9.92 |
| 07/31/25 | 08/20/25 | 50211 | Baker & Taylor | fuel surcharge | \$ 37.49 |
| 07/31/25 | 08/20/25 | 50211 | Baker & Taylor | fuel surcharge | \$ 6.67 |
| 08/06/25 | 08/20/25 | 50211 | Ingram | fuel surcharge | \$ 30.00 |
| 07/10/25 | SB prepaid CC | 50212 | ALA-Chicago | ALA 070725 TT 212 | \$ 43.29 |
| 07/17/25 | 08/20/25 | 50212 | Ramsey, James | JR 071725 mileage | \$ 39.83 |
| 07/30/25 | 08/20/25 | 50212 | SCLS | SCLS 073025 JR lunch | \$ 15.00 |
| 08/04/25 | 08/20/25 | 50212 | Hayward, Anna | AH 080425 | \$ 196.00 |
| 08/06/25 | 08/20/25 | 50221 | Alliant Energy | AE 080625 util | \$ 202.50 |
| 07/17/25 | 08/20/25 | 50240 | Gordon Flesch | GF copier 2 AUG | \$ 205.15 |
| 08/03/25 | 08/20/25 | 50240 | Gordon Flesch | GF copier 1 AUG | \$ 155.31 |
| 06/28/25 | JR prepaid PC | 50289 | Donor Tools | DT 062825 TECH | \$ 39.00 |
| 07/28/25 | JR prepaid PC | 50289 | Donor Tools | DT 072825 TECH | \$ 39.00 |
| 07/30/25 | 08/20/25 | 50289 | TBS | TBS 073025 fax Q2 | \$ 37.68 |
| 07/30/25 | JR prepaid PC | 50289 | Zoom | ZM 073025 TECH | \$ 159.90 |
| 06/25/25 | SB prepaid CC | 50313 | Amazon | AZ 062525 CH SRP | \$ 178.66 |
| 07/05/25 | SB prepaid CC | 50313 | Amazon | AZ 070125 SRP CH | \$ 19.13 |
| 07/22/25 | MO prepaid CC | 50313 | Pick 'n Save | PS 072225 SRP CH | \$ 26.00 |
| 07/20/25 | AB prepaid CC | 50326 | NYT | NYT 072025 326 | \$ 56.00 |
| 07/31/25 | 08/20/25 | 50328 | Baker & Taylor | AD/TE materials | \$ 256.01 |
| 08/02/25 | 08/20/25 | 50328 | Playaway | AD/TE materials | \$ 355.95 |
| 08/06/25 | 08/20/25 | 50328 | Ingram | AD/TE materials | \$ 175.92 |
| 07/31/25 | 08/20/25 | 50329 | Baker & Taylor | AD/TE materials | \$ 1,249.64 |
| 08/06/25 | 08/20/25 | 50329 | Ingram | CH materials | \$ 1,142.47 |
| 08/06/25 | 08/20/25 | 50329 | Ingram | AD/TE materials | \$ 2,045.29 |
| 08/11/25 | 08/20/25 | 50329 | Cengage | CG Jul TOP SHELF | \$ 227.17 |
| 07/01/25 | SB prepaid CC | 50340 | Amazon | AZ 070125 OS | \$ 13.49 |
| 07/01/25 | SB prepaid CC | 50340 | Amazon | AZ 070125 OS | \$ 11.81 |
| 07/13/25 | SB prepaid CC | 50340 | Amazon | AZ 070825 OS | \$ 34.73 |
| 07/13/25 | SB prepaid CC | 50340 | Amazon | AZ 070825 OS | \$ 8.99 |
| 07/13/25 | SB prepaid CC | 50340 | Amazon | AZ 070825 OS | \$ 8.99 |
| 07/22/25 | SB prepaid CC | 50340 | Amazon | AZ 072125 OS | \$ 107.88 |
| 07/27/25 | SB prepaid CC | 50340 | Amazon | AZ 072325 OS | \$ 16.16 |
| 07/27/25 | SB prepaid CC | 50340 | Amazon | AZ 072425 OS | \$ 34.51 |
| 07/30/25 | 08/20/25 | 50340 | SCLS | SCLS 073025 rolls | \$ 258.00 |
| 07/31/25 | 08/20/25 | 50342 | Baker & Taylor | processing | \$ 61.95 |
| 07/31/25 | 08/20/25 | 50342 | Baker & Taylor | processing | \$ 12.60 |
| 08/06/25 | 08/20/25 | 50342 | Ingram | processing | \$ 125.73 |

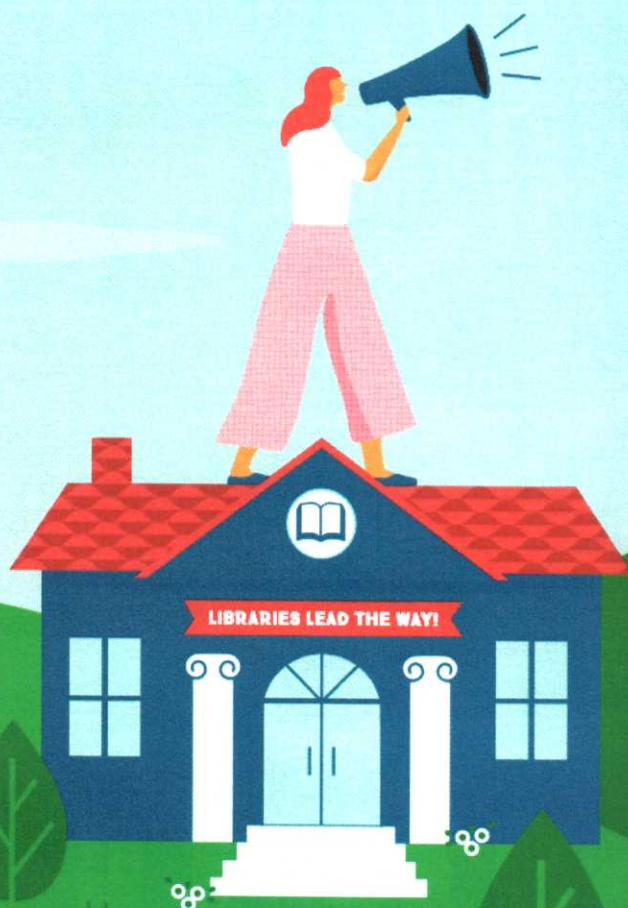
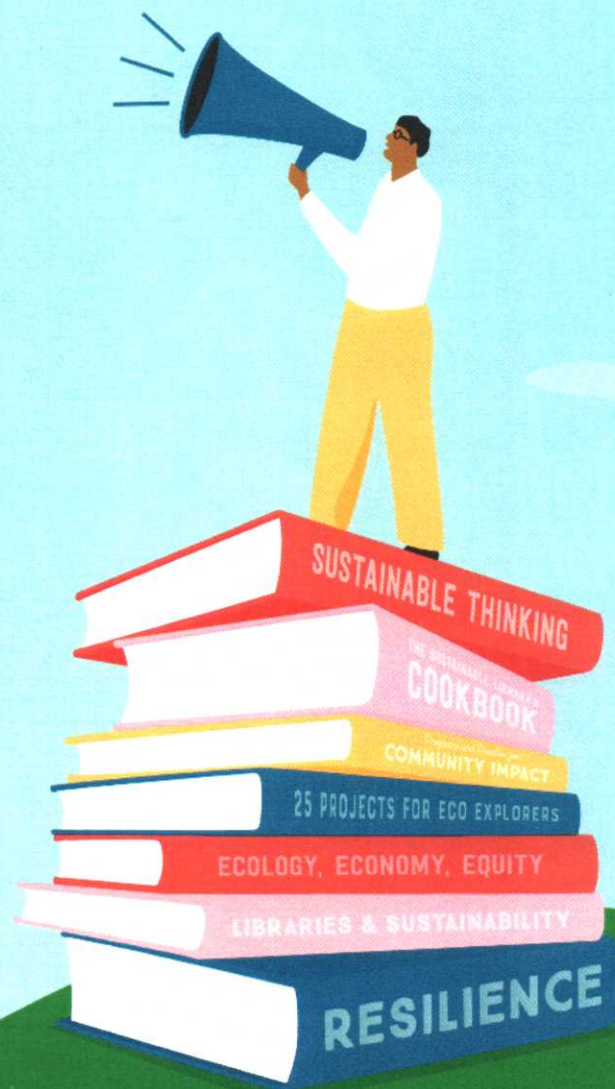
| | | | | | |
|----------|---------------|-------|-----------------------|----------------------|-------------|
| 08/18/25 | 08/20/25 | 50342 | Demco | library supplies | \$ 268.58 |
| 07/31/25 | 08/20/25 | 50350 | Fencl Fire Protection | FFP 073125 backflow | \$ 100.00 |
| 08/01/25 | 08/20/25 | 50350 | Johnson Controls | JC 080125 fire alarm | \$ 2,086.28 |
| 07/18/25 | 08/20/25 | 50444 | Czachur, Simon | SC 071825 | \$ 15.99 |
| 07/29/25 | 08/20/25 | 50444 | Peterson, Amanda | AP 072925 | \$ 12.99 |
| 07/30/25 | 08/20/25 | 50444 | Zahalka, Zachary | ZZ 073025(1) | \$ 16.96 |
| 07/30/25 | 08/20/25 | 50444 | Zahalka, Zachary | ZZ 073025(2) | \$ 12.49 |
| 08/04/25 | 08/20/25 | 50444 | Fitchburgh PL | FCH 080425 lost | \$ 28.99 |
| 08/04/25 | 08/20/25 | 50444 | Madison PL-SEQ | SEQ 080425 lost | \$ 14.00 |
| 08/06/25 | 08/20/25 | 50444 | Madison PL | MAD 080625 lost | \$ 6.99 |
| 08/08/25 | 08/20/25 | 50444 | Romine, Lara | LR 080825 | \$ 19.02 |
| 07/24/25 | SB prepaid CC | 50820 | Amazon | AZ 072425 COMP | \$ 139.99 |

2025 EXPENDITURES: FUND 217
AUGUST

| Inv. Date | Payment | Vendor | Description | Stream | Material | 50500 | 50:50:503 | | |
|-----------|---------------|-------------------|---------------------|-----------|--------------|-----------|-----------|--|--|
| 06/29/25 | SB prepaid CC | Amazon | AZ 062325 B VG | Bryant | video games | \$ 69.00 | | | |
| 06/30/25 | SB prepaid CC | Amazon | AZ 062625 F P AD | FoL | program | \$ 12.68 | | | |
| 07/01/25 | CS prepaid CC | Walmart | WM 070125 F PR TE | FoL | program | \$ 25.82 | | | |
| 07/02/25 | CS prepaid CC | Dollar Tree | DT 070225 F PR TE | FoL | program | \$ 32.50 | | | |
| 07/02/25 | CS prepaid CC | Walmart | WM 070225 F PR TE | FoL | program | \$ 6.79 | | | |
| 07/08/25 | SB prepaid CC | Amazon | AZ 070725 B TE Prog | Bryant | program | \$ 114.79 | | | |
| 07/08/25 | SB prepaid CC | Amazon | AZ 070725 B TE Prog | Bryant | program | \$ 39.03 | | | |
| 07/08/25 | CS prepaid CC | Interstate B4S | IB 070825 F GB | FoL | program | \$ 25.00 | | | |
| 07/09/25 | CS prepaid CC | Walmart | WM 070925 F PR TE | FoL | program | \$ 73.53 | | | |
| 07/14/25 | MO prepaid CC | Walmart | WM 071425 F CH PR | FoL | program | \$ 162.33 | | | |
| 07/17/25 | CS prepaid CC | Walmart | WM 071725 F PR TE | FoL | program | \$ 106.70 | | | |
| 07/19/25 | SB prepaid CC | Amazon | AZ 071525 F CH PR | FoL | program | \$ 163.08 | | | |
| 07/21/25 | CS prepaid CC | Dollar Tree | DT 072125 SUN | Sunday | program | \$ 87.75 | | | |
| 07/22/25 | SB prepaid CC | Amazon | AZ 062325 B VG | Bryant | video games | \$ 49.99 | | | |
| 07/27/25 | SB prepaid CC | Amazon | AZ 072525 B LoT | Bryant | other mat'ls | \$ 19.99 | | | |
| 07/28/25 | MO prepaid CC | Walmart | WM 072825 F CH PR | FoL | program | \$ 33.03 | | | |
| 07/31/25 | 08/20/25 | Baker & Taylor | AD/TE materials | Lucky Day | books | \$ 222.03 | | | |
| 07/31/25 | 08/20/25 | Baker & Taylor | AD/TE materials | FoL | AV | \$ 58.29 | | | |
| 07/31/25 | 08/20/25 | Baker & Taylor | AD/TE materials | Bryant | AV | \$ 115.11 | | | |
| 08/02/25 | 08/20/25 | Schlegel, Cynthia | CS 080225 RF25 | Ren Faire | program | \$ 136.00 | | | |
| 08/04/25 | MO prepaid CC | Interstate B4S | BS 080425 RF | Giveaway | program | \$ 614.53 | | | |
| 08/04/25 | MO prepaid CC | Interstate B4S | BS 080425 RF | FoL | program | \$ 209.22 | | | |
| 08/04/25 | MO prepaid CC | Interstate B4S | BS 080425 (B) CH | Bryant | program | \$ 710.00 | | | |
| 08/04/25 | MO prepaid CC | Interstate B4S | BS 080425 (B) SRP | Bryant | program | \$ 399.94 | | | |
| 08/05/25 | SB prepaid CC | Amazon | AZ 062325 B VG | Bryant | video games | \$ 39.99 | | | |
| 08/05/25 | SB prepaid CC | Amazon | AZ 080425 B PT | Bryant | program | \$ 108.73 | | | |
| 08/05/25 | SB prepaid CC | Amazon | AZ 080525 SUN | Sunday | program | \$ 239.40 | | | |
| 08/05/25 | CS prepaid CC | Dollar Tree | DT 080525 B PT | Bryant | program | \$ 37.75 | | | |

| | | | | | | | | | |
|----------|---------------|--------------------|-------------------|-----------|---------|-------------|--|--|--|
| 08/05/25 | 08/20/25 | Innovation Ctr STO | IC 063025 SUN | Sunday | program | \$ 180.00 | | | |
| 08/05/25 | 08/20/25 | Mazo Movement | MM 080325 RF25 | Ren Faire | program | \$ 1,000.00 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | Bryant | books | \$ 273.92 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | Lucky Day | books | \$ 50.58 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | FoL | books | \$ 177.21 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | Sto Con | books | \$ 14.85 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | Cope | books | \$ 55.60 | | | |
| 08/06/25 | 08/20/25 | Ingram | AD/TE materials | Kuntz | books | \$ 22.00 | | | |
| 08/06/25 | CS prepaid CC | Walmart | WM 080625 B PT | Bryant | program | \$ 89.42 | | | |
| 08/11/25 | 08/20/25 | Cengage | CG 070825 LP LD | Lucky Day | books | \$ 32.79 | | | |
| 08/11/25 | 08/20/25 | Cengage | CG 073125 IMO GAN | Cope | books | \$ 110.36 | | | |

Sustainability in Libraries: *A Call to Action*



Sustainability Briefing
Council Committee on Sustainability

Spring 2022

Working Towards Meaningful Changes

Climate change is the single greatest threat to global health¹, a “code red for humanity²,” and is this generation’s grandest challenge.

Increasingly severe weather, food scarcity caused by droughts and lack of biodiversity, intense heat, record-setting wildfires, and sunny-day flooding are all acute indicators that climate change is here and is already a deadly and costly aspect of modern life. As we seek solutions to slow the effects and manage the immediate impacts of climate change, we find the answers entwined with some of the thorniest issues of our time: economics and inequities in society.

Our ability to pull together as neighbors, adapt in the face of what is already happening while lessening the severity of the impacts for future generations will require us to think differently,

to adopt a new mindset, and to consider decisions – large and small – through the lens of sustainability. Libraries of all types are perfectly positioned to help with this work and to lead in this work. We must step up in this moment and find ways to lead by example and inspire those we serve with and for to do the same.

This briefing aims to unpack the concept of sustainability, providing insights and examples for meaningful change that can provide guidance and hope for library leaders, regardless of your role at the library.

¹ www.npr.org/2021/09/07/1034670549/climate-change-is-the-greatest-threat-to-public-health-top-medical-journals-warn

² www.un.org/sg/en/content/secretary-generals-statement-the-ipcc-working-group-1-report-the-physical-science-basis-of-the-sixth-assessment



Sustainability as a Core Value

We all live on this planet. We all need clean air, clean water, clean food and a safe place to call home. Climate change threatens all basic building blocks of life.

While it may look a bit different from region-to-region of the world, there is no doubt that few will escape the impacts of climate change. To live in this world and participate as citizens we all must take responsibility for what happens next as not only do our lives depend on it, but our children's lives do as well.

Everyone has a role to play. You may feel overwhelmed, paralyzed even, by the enormity of this issue but doing nothing is not an option. We can all take some small action, it does not have to be monumental, it does not have to match what your neighbor may do, but we do need to act now.

As a profession, we define ourselves by our ethics, our outcomes, and our ability to improve the lives we touch through our work. If we are not working to make the world a better place, what else is there? Will communities continue to support institutions that do not take climate change seriously? To achieve the scale of radical change necessary to mitigate the impacts of climate change we truly must adopt the idea that *every job is a climate job*³, we must do what we can from our sphere of influence in our workplace as well as our personal lives.

As an association striving to respond to the needs of its membership, the American Library Association named sustainability as a core value of the profession in recognition of the United Nations Intergovernmental Panel on Climate Change (IPCC) finding that the immediate consequences of climate change were far more dire than originally predicted⁴. The IPCC was calling for a transformation of the world economy at a speed and scale that has "no documented historic precedent." This coincided with the Fourth

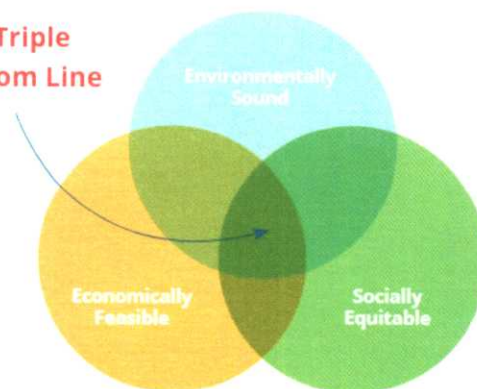
"To be truly sustainable organizations or communities must embody practices that are environmentally sound *and* economically feasible *and* socially equitable."

**Resolution for the Adoption
of Sustainability as a Core Value
of Librarianship, ALA, 2019**

National Climate Assessment finding that due to lack of action by society, climate change induced damage to the economy, environment and human health had become unavoidable⁵.

This pivotal moment was calling for simultaneous change to both slow the effects of climate change through the reduction of greenhouse gas emissions while also building community resilience to adapt in the face of the impacts climate change is already causing. The challenge when talking about these two massive undertakings is that it feels like everything needs to be addressed, all at once. To better mobilize the library community, and to help folks feel less intimidated so they could act in meaningful ways ALA adopted the "triple bottom line" conceptual framework to define what was meant by a core value of "sustainability."

The Triple Bottom Line



³ www.drawdown.org/publications/climate-solutions-at-work

⁴ www.ipcc.ch/sr15/

⁵ <https://nca2018.globalchange.gov/>

For many years “sustainability” was equated with “green.” “Green” is associated with environmentalism and therefore we would diligently work on increasing folks’ eco-literacy, “saving the earth,” and focus on cleaning up the natural world. Love of the natural world is certainly a key ingredient of the work, but without a holistic understanding that everything is connected we can find ourselves working in an echo chamber.

The triple bottom line framework of sustainability (TBL) helps us see the intersections of why the United Nations is talking about the dire need for an economic shift away from rampant consumerism and mindless growth; why equity, diversity, and inclusion efforts in society are directly related to climate justice; and why environmental

stewardship cannot be the only focus when mitigating the effects of climate change.

At the heart of TBL is the idea of balance: Balancing the realities of ecological limits with humans’ right to exist in a fair and just world that is economically feasible for all.

Striving for this balance found at the heart of the Venn Diagram shown above can be used when making decisions large and small for your life, your work, your institution’s impact on the community. From what office supplies to purchase, personnel policies, to designing services, programs and partnerships, a library can be a catalyst by modeling good decision making using this framework, inspiring colleagues, community leaders, and our neighbors to make better decisions as well and to work together to combat climate change in targeted and meaningful ways.

Taking the Lead on Climate Adaptation

Facing the realities of climate change and acting with purpose is the responsibility of all library stakeholders, in our personal lives and at work. From the inside out, our libraries should reflect a commitment to sustainability as a core value.

As we first look at our own workplace practices we need to act with authenticity, taking stock of our own policies, procedures and practices and measuring them against the triple bottom line of sustainability. As we turn outward, our work

must be responsive to the aspirations of our neighbors to thrive in an economy and society that values equity, diversity and inclusion while respecting the Earth as an equal stakeholder.

Taking the lead on this topic will require focus and attention in two categories to achieve the collective impact needed:

“Climate adaptation/justice work is equity, diversity, and inclusion work.”

Climate Mitigation

We must prioritize decarbonization. Decarbonization means evolving away from energy systems that produce carbon dioxide (CO₂) and other



greenhouse gas emissions. To decarbonize libraries and our communities we must focus on:

- Energy efficient facilities
- Switching to renewable energy sources
- Electric vehicles
- Ethical Carbon Offsets

Climate Adaptation / Climate Justice

We must strengthen community resilience and the livability of our neighborhoods. Community resilience is the sustained capacity for communities to withstand, adapt to, and recover from adversity and disruption. The concept is associated with increasing social support networks and social cohesion and minimizing

risks, miscommunication, and trauma⁶. Key to this concept is the ability of community members to work together to achieve positive outcomes – not just for themselves, but for individuals, families, and the community as a whole despite the challenges they may face as a community from a variety of causes.

Climate adaptation/justice work is equity, diversity, and inclusion work. NAACP describes four areas of focus for climate justice work⁷:

- Advance Food Justice
- Advocate for Transportation Equity
- Uphold Civil and Human Rights in Emergency Management
- Facilitate Participatory Democracy.

In the Field

Many in our profession are already answering the call to leadership on the topic of sustainability and serve as a model for us all.

Public Libraries

From Staten Island (NY) to Chrisney (IN) to San Diego (CA) we find libraries that went the extra mile to decarbonize their facilities, building net-zero energy branches. A Net Zero Energy (NZ) strategy means producing, from renewable resources, as much energy on site as is used over the course of the year⁸.

Libraries across the country are hosting repair events to empower folks to fix items rather than toss them away, keeping items out of the waste stream while learning from their neighbors who are willing to share their expertise. BLDG 61, the makerspace at the Boulder Public Library (CO) was featured in *American Libraries* for hosting the “U-Fix-It Clinic” a perfect program to offer in their free community workshop dedicated to hands-on learning and the cultivation of purposeful experiences through making.

Ten public libraries in New York State have used the Sustainable Libraries Initiative’s



The Westerville Public Library was recognized by the ALA Sustainability Round Table’s Wellness in the Workplace Citation for their commitment to pay equity. The library board approved a new pay range scale to ensure that even the lowest pay range in the organization provided a living minimum wage in their county.

Sustainable Library Certification Program to put the triple bottom line into practice to re-think policies, practices, programs, and partnerships. Their stories reflect what it looks like to mobilize an organizational culture shift towards sustainable thinking, a practice that aligns a library’s core values and resources with the local and global community’s right to endure, bounce back from disruption and to thrive. You can read the stories

⁶ Sonny S. Patel, M. Brooke Rogers, Richard Amlôt, and G. James Rubin, “What Do We Mean by ‘Community Resilience’? A Systematic Literature Review of How It Is Defined in the Literature,” 2017, currents.plos.org/disasters/index.html%3Fp=28783.html

⁷ <https://naacp.org/know-issues/environmental-climate-justice.org/know-issues/environmental-climate-justice>

⁸ www.epa.gov/water-research/net-zero-resources

of all ten libraries on the SLI website:
www.sustainablelibrariesinitiative.org/

School Libraries

The Santa Monica-Malibu Unified School District's Go Green Challenge is a district-wide program that encourages sustainable behavior and increases participation in environmental programs. The ultimate goal is to provide measurable actions for classrooms and office spaces to take. Resources are provided to ensure all actions can be taken. Their "Think Green, Act Green: Classroom Lessons and Teach Resources for Sustainability" page is a wealth of inspiration: www.smmusd.org/Page/5636



Rowena Verdin, a librarian at Milby High School in the Houston Independent School District (TX) directs the Peace Club, a student run organization that revitalized a struggling garden in their neighborhood. The students focus on maintaining the garden, recycling, and composting. The garden is now part of Urban Harvest Community Garden Program and a partners site for Visiting Garden Educator Services.

Academic Libraries

Academic libraries have been creative with sustainability. Colorado College's Charles L. Tutt Library is one example that achieved its sustainability goals when the library was renovated by being carbon neutral and net-zero energy.

The University of Utah's J. Willard Marriott Library created a "Green Committee" to employ the green initiatives outlined in the library's Green Task Force Report. The Committee established sustainable design elements in their facility such as low-flush toilets, low gas emission furniture, and a rooftop garden.

UC San Diego's Library Sustainability Committee created a list of 50 sustainability actions they introduced to celebrate the Geisel Library building's 50th anniversary. Examples from the list include reusing office supplies, conserving energy by shutting down one of the elevators during the summer, practicing responsible waste disposal, and using reusable book straps for interlibrary loan books.

Additional methods that academic libraries have practiced sustainability include collaborating with campus stakeholders on a sustainability speaker series, hosting a clothing swap, and using reusable supplies for DIY events. These events include collaborating with campus partners, such as student organizations focused on sustainability, faculty members, and campus sustainability offices.

Leading from the Front: ALA

ALA leadership, staff, and volunteers are not just talking the talk but walking the walk.

ALA Council has created a Council Committee on Sustainability to help operationalize the recommendations from the Final Report of the Special Task Force on Sustainability⁹ and have passed several resolutions recently including the Resolution to Achieve Carbon Neutrality for ALA Conferences by 2025. The Sustainability Round Table is one of the fastest growing Round Tables in the Association. The ALA staff have formed a Green Team and are

analyzing everything from office operations to carbon offsets for travel. ALA Editions has published an impressive number of books on the topic of sustainability and climate change including the recent book, "Libraries and Sustainability: Programs and Practices for Community Impact," which features the work of a variety of ALA members.

⁹ <https://bit.ly/3yljE4>



What You Can Do Next

NOW IS THE TIME! Whether it be personal professional development to increase your eco-literacy and your understanding of key concepts around sustainability or joining a group of colleagues in your workplace or our association to start strategically addressing climate work – we need all hands on deck.

Four easy ways to get started

- 1 Join the Sustainability Round Table of the American Library Association. Check out their fabulous Zotero Library filled with resources on sustainability:
www.ala.org/rt/sustainrt
- 2 Download the free Road Map to Sustainability app from the Sustainable Libraries Initiative (and sign up for their free enewsletter too!)
www.sustainablelibrariesinitiative.org/
- 3 Check out the growing list of environmental sustainability themed program ideas available at www.ProgrammingLibrarian.org
- 4 Borrow or buy some of these great titles from the ALA Editions:
 - Libraries and Sustainability: Programs and Practices for Community Impact
 - The Disaster Planning Handbook for Libraries
 - 25 Projects for Eco Explorers
 - Resilience (Library Futures Series, Book 2)
 - The Sustainable Library's Cookbook
 - Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World
 - Ecology, Economy, Equity: The Path to a Carbon-Neutral Library
 - Exploring Environmental Science with Children and Teens
 - The Greening of America's Libraries: LEEDing the Way
 - Public Libraries and Resilient Cities

Council Committee on Sustainability

Spring 2022

Rebekkah Smith Aldrich
*Committee Chair &
Executive Director,
Mid-Hudson Library System*

Jensen Adams
*Energy and Sustainability Officer
Kansas City Public Library*

Matthew Bollerman
*CEO
Hauppauge Public Library*

Tina Chan
*Reference Services Program
Manager and Humanities Librarian,
MIT Libraries*

Sara Dallas
*Director
Southern Adirondack Library System*

Uta Hussong-Christian
*Science Librarian & Associate Professor
Oregon State University Libraries*

Elizabeth Philippi
*School Program Coordinator
Texas State Library and Archives
Commission*

Jamie Santoro
*Senior Acquisitions Editor
American Library Association*

Craig Seasholes
*Teacher-Librarian (retired)
Seattle Public Schools*

Sereen Suleiman
*Student
San Jose State University
School of Library & Information Science*

Melanie Welch
*Director
Public Programs Office,
American Library Association*

ALA American
Library
Association

225 N Michigan Ave, Suite 1300 Chicago, IL 60601 | ala.org



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 | 13,614 | 2,559 | 5,587 | 21,760 | 2.77% |
| 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 | 306 | 108 | 414 |
| 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 | 2,313 | 420 | 2,733 |
| AVG | 1,073 | 816 | 875 | 983 | 330 | 60 | 390 |

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 July 2025

LOANED THROUGH DELIVERY

| MO. | 2021 | 2022 | 2023 | 2024 | 2025 | 2024-25 %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 | 8,278 | -0.72% |
| 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

| MO. | 2021 | 2022 | 2023 | 2024 | 2025 | 2024-25 %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 | 5,304 | 8.36% |
| 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

| MO. | 2021 | 2022 | 2023 | 2024 | 2025 | 2024-25 %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 | 2,036 | -17.47% |
| 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

| MO. | 2021 | 2022 | 2023 | 2024 | 2025 | 2024-25 %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 | 8,925 | 2.23% |
| 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 | 2024-25 %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 | 11,133 | 68.84% |
| 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

| MO. | 2021 | 2022 | 2023 | 2024 | 2025 | 2024-25 %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 | 5,004 | -15.69% |
| 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 July 2025

| | | | Number of Participants | | | | |
|-----------|---------------------|---|------------------------|------|------|-------|----------|
| | | July Programs | 0-5 | 6-11 | Teen | Adult | All Ages |
| Date | Platform | Event | | | | | |
| 7/1/2025 | Carnegie Room | Baby Story Time | 17 | | | | |
| 7/1/2025 | Carnegie Room | Minecraft Party (AMH, MO) | | 70 | | | |
| 7/3/2025 | Carnegie Room | Story Time (MO) | 18 | | | | |
| 7/3/2025 | East Side Park | Squirt Bottle Paintings (MO, CS) | | 55 | | | |
| 7/3/2025 | Outdoors | Balloon Painting (CS, MO) | | | 8 | | |
| 7/7/2025 | Carnegie Room | Story Time (MO) | 40 | | | | |
| 7/8/2025 | Carnegie Room | Baby Story Time | 18 | | | | |
| 7/8/2025 | Online live | LSC for kids: Raul III (Spanish) | | 0 | | | |
| 7/8/2025 | Study Room 2 | Graphic Novel Book Club (MO) | | 6 | | | |
| 7/8/2025 | Online live | LSC for kids: Raul III (English) | | 7 | | | |
| 7/8/2025 | Carnegie Room | Writing Group (volunteers) | | | | 9 | |
| 7/9/2025 | Outdoors | Outdoor Story Time (AMH) | 30 | | | | |
| 7/9/2025 | Outdoors | Theater Games (MO, Kelsey from Stoughton Youth | | 12 | | | |
| 7/9/2025 | East Side Park | City Band Concert (MO) | | | | | 90 |
| 7/10/2025 | Carnegie Room | Story Time (MO) | 28 | | | | |
| 7/10/2025 | Learning Tree Presc | Outreach Story Time (AMH) | 35 | | | | |
| 7/10/2025 | East Side Park | Water Games (CS, MO) | | | 15 | | |
| 7/12/2025 | Carnegie Room | Story Time (MO) | 15 | | | | |
| 7/12/2025 | Carnegie Room | Love to Read Book Club (AMH) | | | | 2 | |
| 7/13/2025 | Stoughton Yoga | Yoga Sundays (AB) | | | | 17 | |
| 7/14/2025 | Carnegie Room | Story Time (MO) | 29 | | | | |
| 7/14/2025 | | Viking Lunches (CS, MO) | | 40 | | | |
| 7/15/2025 | Carnegie Room | Baby Story Time (MO) | 13 | | | | |
| 7/15/2025 | Pumpkin Patch Pres | Outreach Story Time (AMH) | 23 | | | | |
| 7/15/2025 | Carnegie Room | Baby Sitters Club Party (AMH, MO) | | 25 | | | |
| 7/15/2025 | Carnegie Room | Grown-Up Escape Rooms Session 1 (AB) | | | | 5 | |
| 7/15/2025 | Carnegie Room | Grown-Up Escape Rooms Session 2 (AB) | | | | 9 | |
| 7/16/2025 | Outdoors | Bubble Party (MO, CS) | 80 | | | | |
| 7/16/2025 | Carnegie Room | Edible Art (MO, CS) | | 50 | | | |
| 7/17/2025 | Carnegie Room | Story Time (MO) | 24 | | | | |
| 7/17/2025 | Online live | LSC for teens: Marie Lu | | | 0 | | |
| 7/17/2025 | Senior Center | Viewing of Dr. Paster recording (Senior Center staff) | | | | 12 | |
| 7/17/2025 | Outdoors | Paint (CS, MO) | | | 35 | | |

Programming Statistics
for July 2025

| | | | | | | | |
|-----------|---------------------|--|-----|-----|----|----|------|
| 7/21/2025 | Carnegie Room | Story Time (MO) | 27 | | | | |
| 7/21/2025 | Carnegie Room | Dungeons & Dragons (MO) | | | 8 | | |
| 7/22/2025 | Carnegie Room | Baby Story Time (MO) | 18 | | | | |
| 7/22/2025 | Outdoors | Ice Cream in a Bag (MO, CS) | | 70 | | | |
| 7/22/2025 | Carnegie Room | Page Turners (JR) | | | | 4 | |
| 7/23/2025 | Outdoors | Outdoor Story Time (AMH) CANCELED due to weather | | | | | |
| 7/23/2025 | Senior Center | Outreach: Page Turners Senior Center (JR) | | | | 2 | |
| 7/23/2025 | Carnegie Room | Pokemon Club (MO) | | 25 | | | |
| 7/23/2025 | Online live | LSC for kids: Rex Ogle | | 0 | | | |
| 7/23/2025 | Mezzanine | Music on the Mezz: Fareed Haque (AB) | | | | 25 | |
| 7/24/2025 | Carnegie Room | Story Time (MO) | 32 | | | | |
| 7/24/2025 | East Side Park | Recyclables (CS, MO) CANCELLED | | | | | |
| 7/28/2025 | Carnegie Room | Story Time (MO) | 38 | | | | |
| 7/29/2025 | Carnegie Room | Baby Story Time (MO) | 12 | | | | |
| 7/29/2025 | Carnegie Room | I Survived Party (AMH, MO) | | 18 | | | |
| 7/30/2025 | Outdoors | Water Games (MO) CANCELED- too cold | | | | | |
| 7/31/2025 | Carnegie Room | Story Time (MO) | 19 | | | | |
| 7/31/2025 | Online live | LSC: Pria Anand | | | | 3 | |
| 7/31/2025 | East Side Park | Watercolors (CS, MO) | | | 12 | | |
| 7/31/2025 | Online asynchronous | Archive views LSC | | | | | 1074 |
| | | | 516 | 378 | 78 | 88 | 1164 |
| | | | | | | | |

| | | | Number of Participants | | | | |
|--------------------|-----------|------------------------|------------------------|------|------|-------|----------|
| | | | 0-5 | 6-11 | Teen | Adult | All Ages |
| July Self-Directed | | | | | | | |
| Date | Platform | Event | | | | | |
| 7/31/2025 | 2nd floor | All ages sticker mural | | | | | 26 |
| 7/31/2025 | 2nd Floor | Teen Trivia | | | | | |
| 7/31/2025 | 2nd floor | Teen art cart | | | 26 | | |
| 7/31/2025 | Mezzanine | All ages puzzle | | | | | 26 |
| | | | 0 | 0 | 26 | 0 | 52 |
| | | | | | | | |

Director's Report

August 20, 2025



Library news:

- On July 17, I attended the quarterly meeting of South Central Library System Directors at the Kilbourn Public Library in Wisconsin Dells. The main items of business were votes taken on the 2026 Technology and Integrated Library Systems (ILS) fees, Overdrive fees, and Delivery fees. SCLS Director Shannon Schultz also discussed the funding situation at the federal level with the proposed defunding/dismantling of the Institute of Museum and Library Services (IMLS) as well as the postcard writing campaign to federal legislators that runs through the end of this month. In the afternoon, Beth Tomev, Director of Library Development at the Department of Public Instruction's Bureau of Libraries, presented a seminar on crisis communication for libraries.
- It was my turn in July to lead the discussions for Page Turners, our bi-monthly general interest book group. (Every other month, we hold an evening session at the library and an afternoon discussion at the Senior Center.) The discussion this month centered around Angie Kim's 2023 novel *Happiness Falls*.
- I met with Finance Director Lisa Trebatoski and Assistant Finance Director NicoleMarie Hall on July 24 to discuss the library items in the Capital Improvement Plan (CIP) budget. We discussed both current and future projects, including: the recently completed HVAC system replacement; upcoming exterior masonry repair; security camera system replacement; roof membrane replacement; and potential solar panel installation. Finance recommends moving the \$4,000 budgeted for lower level carpet replacement to the 2026 operating budget, as the dollar amount is under the CIP threshold. I will provide an update on the library items in the 2026 CIP under New Business.
- On July 25, I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee. Steve Conway, WLA's legislative consultant, discussed the process by which the \$3 million increase in state aid to library systems found its way into the state budget signed by the governor on July 3. He also suggested strategies for talking to legislators at the federal level on the heels of the statewide postcard writing campaign to preserve funding for the Institute of Museum and Library Services (IMLS). State Librarian Ben Miller discussed the recent

restructuring of the Department of Public Instruction's Library Services Team into the new Bureau of Libraries. This change was provided for in the DPI's strategic plan and is not related to the threats to IMLS funding. WLA President Katharine Clark reported that the Association is in the final stages of hiring a new Executive Director.

- Just a reminder: The City of Stoughton has an online survey available at <https://planstoughton.com/>. This is your chance to help shape the city's Comprehensive Plan for 2026-2046, a requirement of each community every 10 years. (And yes, there is a question on there about the importance of library services!)
- Another reminder: Trustee Training Week, presented by the state Department of Public Instruction and Wisconsin's fifteen library systems, runs Monday, August 18 through Thursday, August 21. A free one-hour webinar will be offered each day at noon on topics like Wisconsin library law and library advocacy. Register online or view archives of sessions from past years here: <https://www.wistrusteetraining.com/>.
- We held our first two **Movies in the Park** on August 1 & 15. As in past years, this program is made possible by a partnership with the Stoughton Parks & Recreation Department. This summer marks our fourth year of collaboration.



- I joined the Friends at National Night Out at Nordic Ridge Park on August 6. It was great to talk to so many enthusiastic library supporters in the community.

Stoughton Area Community Foundation Fund Report

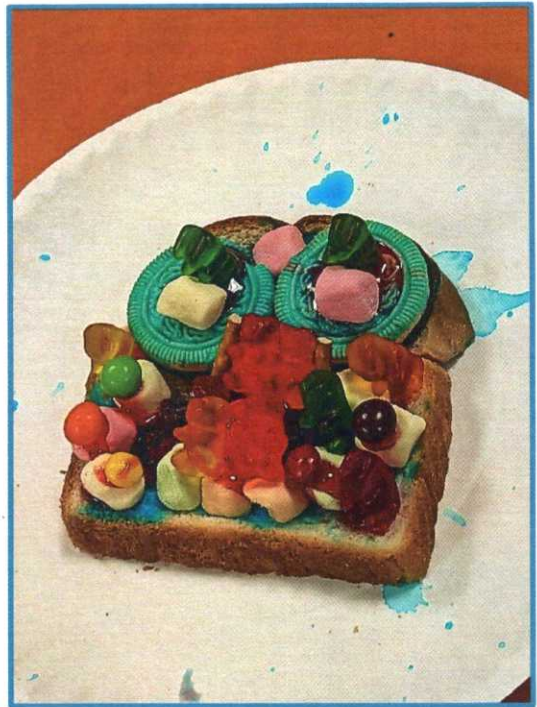
The report for the period Jun 28 – Jul 25 shows an increase in value of \$817.98 to the account because of market conditions. The overall value of the account as of Jul 25 is \$34,641.38.

Youth Services (from Mary Ostrander)

- Kelsey from Stoughton Youth Players led Theater Games on July 9. Kids had a blast being silly and telling stories.
- The **Stoughton City Band Concert** on July 9 at East Side Park was lovely. The City Band enjoys this performance and appreciates how it helps them reach a different audience.
- Water Games at East Side Park on July 10 was a good time for all and included water balloons and a sprinkler.
- Lunches for Vikings on July 14 was a great opportunity for Cynthia and Mary to be out in the community and give away books.
- Babysitters Club Party (July 15) was basically all the fun of a sleepover for an hour in the middle of the day. Kids had fun singing karaoke, making bracelets, and snacking.



- Bubble Party at East Side Park on July 16 was a ton of fun. There was music, bubble machines, and bubble wands for everyone. This will most likely be repeated in the future.
- **Edible Art** on July 16 was fun, despite the tornado watch. Kids created all sorts of colorful, creative creations.
- People seem to enjoy coming to our weekly Art and Popsicles events at East Side Park on Thursdays. Kids were welcome to make whatever they wanted with the materials provided. Many wonderful masterpieces were created!
- Ice Cream in a Bag (July 22) was successful again this year. Kids appreciated playing with ice on a hot day.
- Story Times for the summer concluded on July 31. There was a regular story time crowd every week and they were always a joy.
- Fall Story Times will resume on September 15.
- Mary, Cynthia, and Amanda are working on Renaissance Faire planning, including working with the local sea shanty singing society.



Tech Services & Technology News (from Sarah Bukrey)

- Our new Technical Services Library Assistant, Jen Holman-Dodds, is doing very well with her training in the TS department. She is making sense of the various systems and workflows for receiving, processing, and filing invoices and packing slips.
- Erin, our LTE Technical Services Assistant, continues to work on the adult non-fiction biography project, which involves moving books from other subject areas to the 921 call number. She is currently working on biographies of musicians in the 780s and shifting the collection as she goes.
- Sarah and Amy have 22 Craft Club take-and-make packages ready to go for the first week in August. They have planned a tentative schedule for the fall sessions of Craft Club through December.
- 534 items were added in the month of July! Sarah, Jen and our superb library volunteers worked their magic to get these items into circulation.

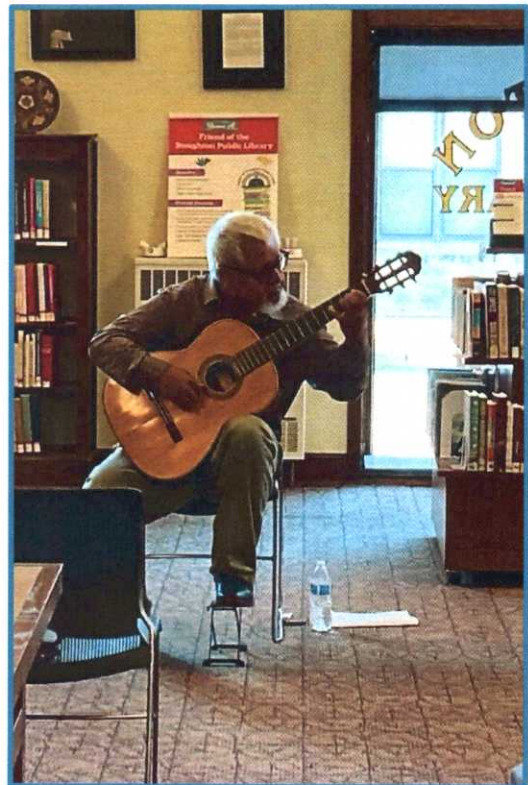
Circulation Services (from Robin Behringer)

- The Circulation Team met on July 22 to discuss a draft of materials condition guidelines created by South Central Library System's Circulation Services Subcommittee. These guidelines would help frontline staff make decisions about damaged/problem items belonging to other libraries.
- The Shelver Team met on August 6. The group reviewed shelving guidelines and correcting common shelving mistakes.
- Robin virtually attended South Central Library System's Circulation Refresher on July 30. This was the last chance to talk with long-time Circulation Consultant Heidi Oliveresen, who retired at the end of July.
- Both the Circulation Team and the Shelver Team are expertly handling the high summer work volume. Summer brings larger delivery quantities and larger number of items moving in and out of the library. Both teams have been staying on top of those workloads as best they can.

Adult & Teen Services (from Amanda Bosky)

- Adult Services Librarian Amanda Bosky has been working with new Technical Services Assistant, Jen Holman-Dodds, training Jen on covering the Adult Services Information Desk on Thursday evenings. Training, shadowing, and instructing on issuing library cards is going well, and Jen will start covering the desk solo on August 21.
- Stoughton Wellness Coalition intern Nova Rutkowski created a Harm Reduction exhibit and displayed it at the library during the second half of July. The exhibit aimed to destigmatize the use of Narcan to treat overdoses by pointing out other ways we use harm reduction techniques in everyday life, such as seatbelts and sunscreen. Nova and her supervisor, Adam Peters, invited Representative Randy Udell and Senator Melissa Ratcliff to visit the exhibit on July 14.

- Amanda watched a webinar on Teen Behavior and learned a lot about how the teenage brain works, including some techniques to use when working with teens in the library.
- Amanda hosted two **Escape Room sessions for adults**. 14 people enjoyed working together to solve puzzles and unlock locks on our mystery box.
- Teen Services Assistant Cynthia Schlegel's tween and teen programs during this time included Water Games and Watercolor Painting, in collaboration with Children's Librarian Mary Ostrander.
- On July 23, we hosted an evening Music on the Mezz concert for the first time since the pandemic. **Jazz guitarist Fareed Haque** played to a small but rapt audience of 25. We will host several more concerts over the next few months, and hope to grow our audience to a comfortable 50-60 people as Music on the Mezz becomes a more frequent library adult program.



Looking Back from *The Stoughton Hub*
May 1, 1915

Pupils Made Familiar With City Library

A new and interesting feature of Library work is being introduced in the public schools this week. With the co-operation of the teachers of the Junior high school, Miss Drotning is giving a series of talks to the pupils of the seventh and eighth grades. The plan is to divide the grades into several groups and each day have one section come to the Library for a half hour talk on the use of the Library. The talks will cover the following subjects: Arrangement of books and their classification; How to use the card catalogue; And a study of the reference books such as dictionaries, encyclopedia, and periodical indexes. At the completion of the course, tests will be given to ascertain how much benefit has been derived from it. Children are introduced to the library through the public schools and the story hours conducted during the winter, and it is hoped that through this instruction they will learn to use the library more intelligently and with more benefit to themselves.

Stoughton Public Library
Board of Trustees - Policies Committee Meeting
Monday, July 21, at 6:30 PM



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

MINUTES

Present: Brandon Maly, Trista Richards, Mande Shecterle

Also present: Library Director Jim Ramsey

Absent: Katie Roberts

1. Meeting called to order by consensus at 6:32 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Review/Approve Minutes of March 10, 2025 *** - MOTION to approve the minutes of March 10, 2025 by Richards. SECOND by Maly. VOTE: 3-0.
4. **Election of Committee Chair for 2025-2026 *** - Maly volunteered to serve as committee chair. MOTION by Shecterle to nominate Maly as committee chair for 2025-2026. SECOND by Richards. Ramsey called thrice for additional nominations; none were offered. VOTE: 2-0 with Maly abstaining.
5. **Review of proposed changes to Animals in the Library Policy *** - Ramsey presented. Explained that much of this policy is determined by federal and state law. Explained that the ADA website still uses the term “service animal,” thus the recommendation to replace the term “assistance animal” throughout the policy. Maly asked if the policy needed to specify the types of animals allowed. Ramsey replied that though the ADA specifies a service animal must be a dog (or in some cases a miniature horse), state law allows for any animal that is individually trained to do work or perform tasks for a person with a disability. For this reason, the policy does not specify the types of animals allowed.

MOTION by Richards to recommend the proposed changes to the Animals in the Library Policy. SECOND by Shecterle. VOTE: 3-0.
6. **Review of proposed changes to Bulletin Board Policy *** - Ramsey presented. Explained that this policy was reviewed by the City of Stoughton attorney because of the potential for first amendment issues. Most of the proposed changes have been suggested by the city attorney, who incorporated sections of policies from other libraries. Consensus was in favor of accepting the suggestions made by the city attorney.

MOTION by Richards to recommend the proposed changes to the Bulletin Board Policy.
SECOND by Shecterle. VOTE: 3-0.

7. **Review of proposed changes to Library Materials Use Policy *** - Ramsey presented.
Explained that the library Management Team had a few suggestions for minor changes, including eliminating section VI.B.iii which refers to collection agencies. (The library no longer uses collection agencies.)

Discussion turned to the table of loan periods for various library items in Appendix A. Shecterle recommended retaining Electronic Resources in the table and indicating that loan periods vary according to the service providing the resource, similar to how loan periods are described for Outer-Library Loan materials. Consensus was in favor. Richards asked if loan periods for other new items, such as new non-fiction, were also 14 days. Ramsey replied that only new fiction books had a 14 day loan period. All others are 28 days.

MOTION by Richards to recommend the proposed changes to the Library Materials Use Policy. SECOND by Shecterle. VOTE: 3-0.

8. **Schedule next meeting** – Ramsey explained that the next meeting would be scheduled when a new set of policies is ready for review. Explained that the policies are typically reviewed by the Director and Management Team before they are sent to the committee for review. The next meeting will likely be scheduled sometime in the late fall.
9. **Adjournment** – MOTION to adjourn by Richards. SECOND by Shecterle. VOTE: 3-0. Meeting adjourned at 7:00 PM.

Minutes taken by Jim Ramsey

2025 Library Board Goals from Committees



Planning: By Sept 2025, the Planning Committee will compile data about the library programs that have been offered throughout the year. We will highlight ways the programs tell a story about diversity in Stoughton and our connections to each other.

Finance: The finance committee will collect and synthesize approximately 9 months of the Library's expenses by the end of 2025 in order to gauge our monetary support for programs, activities, and initiatives that support diversity, equity, and inclusion. The goal is to establish a baseline understanding to guide future spending.

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

Personnel: The Personnel committee's goal pertains to staff recognition and appreciation. We suggest that the library director honor a timeline that ensures a formal demonstration of recognition and/or appreciation for the entire library staff during the calendar year 2025. The personnel committee will work with the Library Director to ensure that funds exist in the budget for this plan.

City of Stoughton - Capital Improvement Plan (CIP) - Budget Years 2026-



| Requestor(s) | Department | Project Description | Funding Source(s) | 2026 | 2027 | 2028 | 2029 | 2030 | |
|--------------|------------|------------------------------------|----------------------------|-------------|-----------|------|------|------|--|
| Jim Ramsey | Library | Lower-level carpet replacement | 215 - Library | 4,000.00 | | | | | Operating Budget |
| Jim Ramsey | Library | Security camera system replacement | 410 - Cap Outlay | 20,000.00 | | | | | |
| Jim Ramsey | Library | Space needs study | 410 - Cap Outlay | | 50,000.00 | | | | |
| Hebert | Library | NE Membrane Roof Replacement | 410 - Cap Outlay | 267,000.00 | | | | | |
| Hebert | Library | Solar Installation | 410 - Cap Outlay | 80,000.00 | | | | | Possible donation or use of fund balance |
| Hebert | Library | Solar Installation | 217 - Library Special Fund | (38,600.00) | | | | | |



City of Stoughton - Public Library

PRELIMINARY PROPOSAL

Proposal No: 250062-01

APRIL 10, 2025

Contact:

Alex Thomas
Project Development Manager
athomas@sunpeakpower.com
608-733-6802
1026 Ann Street
Madison, WI 53713
www.sunpeakpower.com

Project Goals

Based on our initial engagement, we identified two primary goals for this potential solar project:

- 1.) Reduce Energy Costs. Reduce electrical costs by using solar to supplement a portion of your facility's current electrical needs, also providing a hedge against future rate increases.
- 2.) Optimize Return on Investment. Optimize return on investment by establishing a design concept that has the best ratio between investment and future benefit.

With your financial and social mission goals in mind, our project developers completed an initial review of your current energy usage, energy rates, and site conditions as a first step to determining an appropriate system size, placement, and the associated system costs and long-term benefits that solar can provide.

Initial Analysis of Current Situation

| Site Name & Location | Current Electrical Consumption Profile |
|----------------------------|--|
| Public Library | Consumption 139,438 kWh/yr |
| 304 S 4th St | Expense \$16,721/yr |
| Stoughton, Wisconsin 53589 | Blended Utility Rate (\$/kWh) \$0.120/kWh |
| | CO ₂ Emissions (est.) 106 tons/yr |

Your site located at 304 S 4th St in Stoughton, Wisconsin was evaluated using aerial imagery to assess potential areas for solar. Setback requirements, relevant codes, meter location, existing obstructions, and shading considerations were incorporated into the model's design constraints. This analysis informs the site's overall potential for solar size.

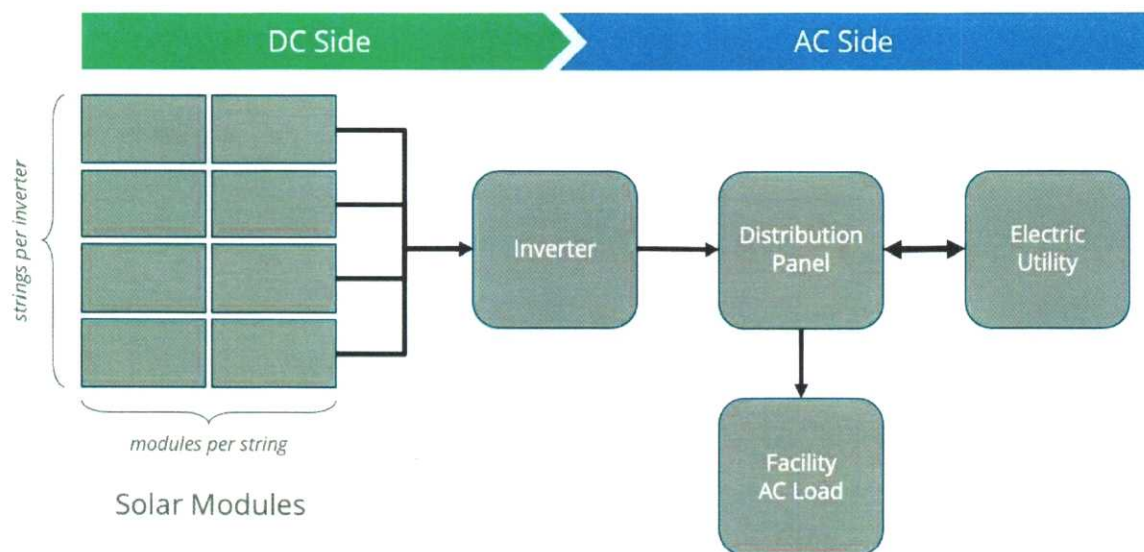
The provided electrical information indicated an estimated 139,438 kWh/year of energy consumption. The site's estimated cost of energy is \$16,721 per year and a blended (average) rate of \$0.120/kWh. This combined with Stoughton Utilities's solar interconnection's policy, and your goals, provided a basis for an initially proposed system size and concept.

The Environmental Protection Agency (EPA) publishes publicly available relationships between the amount of electricity consumed and the amount of carbon dioxide emitted, based on the country's current mix of fuel sources and reliance on fossil fuels. Based on this, the facility contributes an estimated 106 tons per year of carbon dioxide to the atmosphere. While this is not atypical, it demonstrates the impact of our current energy consumption and the opportunity for improvement with solar.

Stoughton Utilities does provide a net metering program up to 20 kWac of system size. Net metering is a program that provides full retail rate compensation for surplus energy delivered to the grid during times when the solar system may be producing more electricity than the facility's current demand. This program can economically justify solar being a larger share of the overall energy mix than would otherwise be appropriate. This program was considered when initially sizing the solar system.

SunPeak Standard System Architecture

All grid-connected solar systems are comprised of two electrical sides: DC and AC. Solar modules (panels) generate direct current (DC) electricity. To convert DC into a form usable by the facility (and compatible with the electrical grid) a component named an inverter is installed to output alternating current (AC). The inverter is the central building block to each subsystem. Once a subsystem architecture has been established, the general system size can be achieved by scaling the number of inverters/subsystems.



The module wattage (Wp) and number of solar modules determines the DC capacity (kWdc) of the system. This capacity is directly proportional to the amount of annual energy the system will produce and is the most important metric when discussing system size. The AC capacity (kWac) of the system is determined by the inverter nameplate capacity and the number of inverters in the system. AC capacity is most often discussed in the context of utility interconnection and occasionally financial incentive calculations.

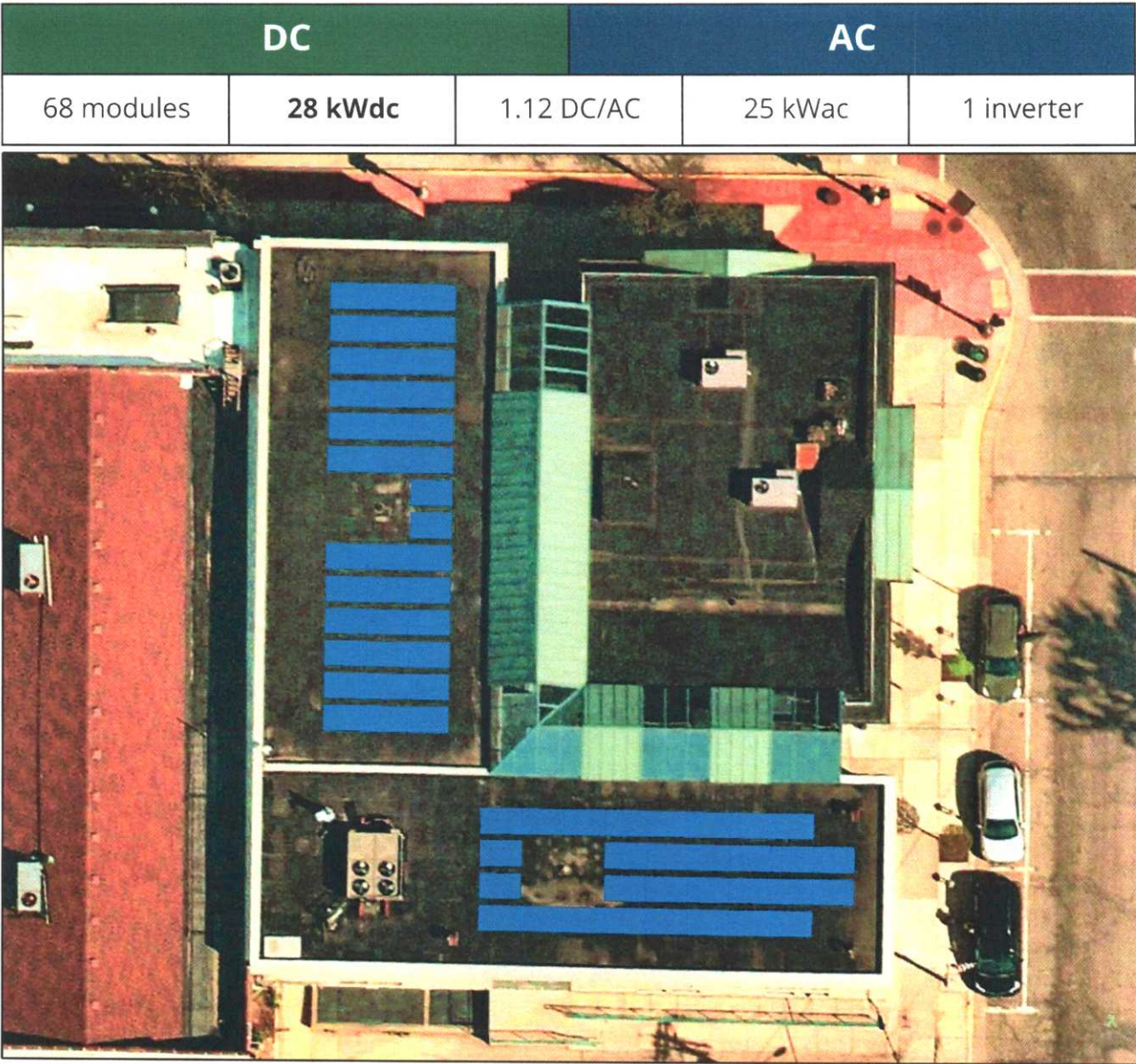
The DC capacity (kWdc) is sized larger than the AC capacity (kWac), leading to the DC:AC ratio. Optimization of this ratio allows effective utilization of the inverter, important for value engineering.

SunPeak's design philosophy is centered on providing the best long-term value, which includes both an efficient upfront installation as well as reduced operating and maintenance costs over the life of the system. Also, a holistic design approach considers all the factors that contribute to the "performance to cost ratio," including system efficiency and material, labor and soft cost considerations.

SunPeak has engineered and adopted a standardized system architecture for all of its projects. By doing so, project-specific engineering needs are reduced, supply channels are simplified and overall system reliability is improved. SunPeak's system architecture contains the highest quality equipment components from the world's leading solar manufacturers.

Preliminary System Sizing & Layout

This solar design concept is preliminary based on initial information received from you and our initial efforts. We expect through continued interaction with you that this concept will evolve once additional details are addressed. Once our detailed site assessment is fully incorporated and additional analysis complete, a final design concept will be established and presented to you.

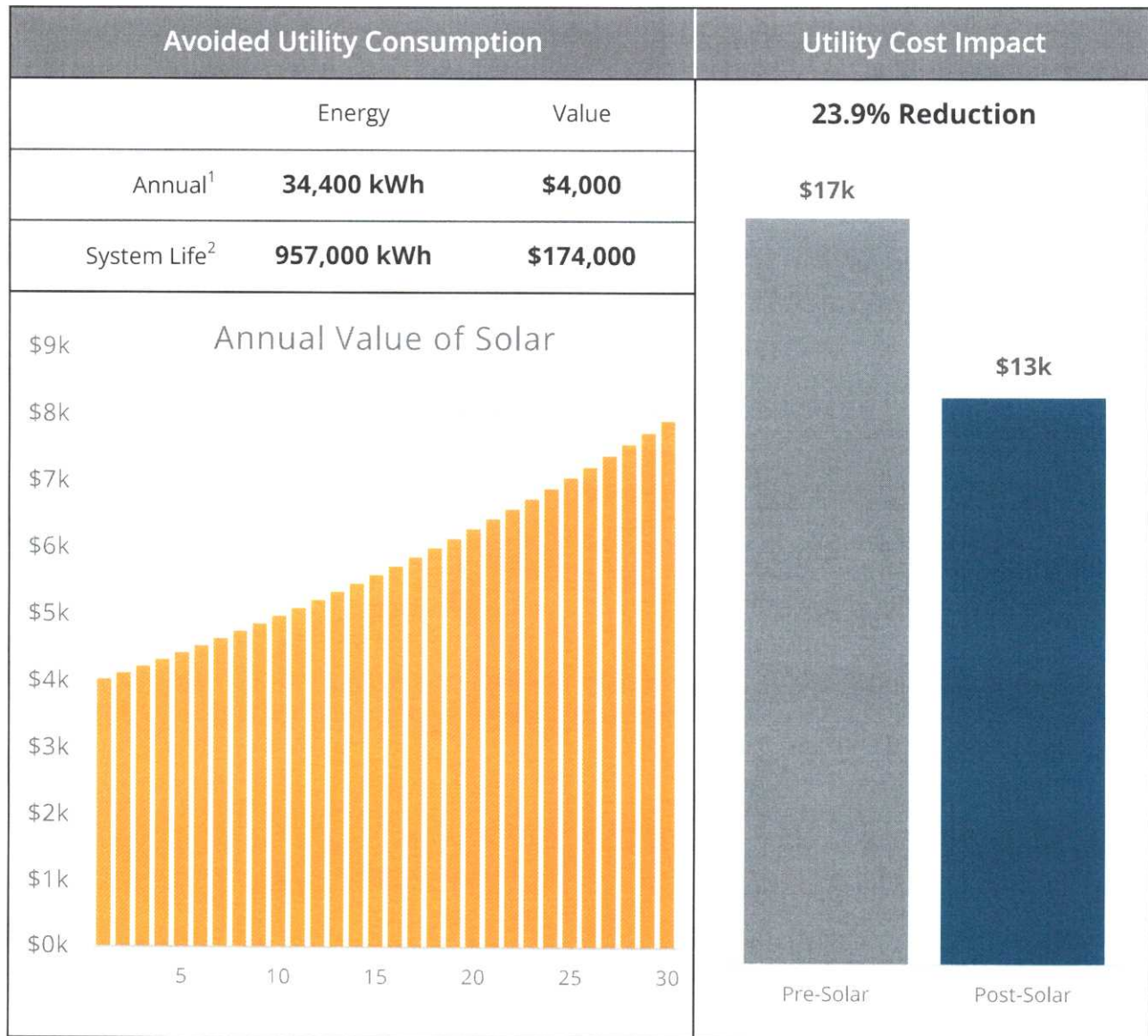


Solar Energy Impact

Reducing Your Utility Costs

The energy produced by your new solar system will directly reduce the energy required from your utility. With the current system size of 28 kWdc, utility electrical consumption will decrease by 34,400 kWh per year, or approximately 24.7%. Using a current estimate of \$0.118/kWh utility rate, this equates to annual savings of \$4,000.

These annual savings will accumulate over time at an increasing rate due to expected continued inflation in the cost of utility rates. Over the past 20 years, utility rates have risen annually by about 2.9%. If this rate continues in the future, the total reduction in utility costs will total \$174,000.



1.) First year energy production and estimated value. Module degradation and inflation will influence subsequent years.

2.) Module degradation of -0.5% and assumed utility rate inflation of 2.9% included in 30-year lifespan.

Investment Overview

Available Incentives & Net Investment

SunPeak is a full turnkey integrator of solar systems. Our system price reflects the total cost to engineer, construct, and commission the project. Beyond the future energy cost savings, additional tax and cash incentives are available, which are detailed below:

| | \$ | \$/kWdc |
|-------------------------------------|---------------|--------------|
| System Price | 75,900 | 2,722 |
| Federal Investment Tax Credit (ITC) | (22,770) | (817) |
| Focus On Energy Rebate - Business | (1,400) | (50) |
| Lifetime Net Investment | 51,730 | 1,855 |

Federal Investment Tax Credit (ITC). Since your organization is a non-tax entity, the project qualifies for an elective payment from the federal government equal to 30.0% of the system price. You must separately register the project with the IRS prior to being granted the elective payment.

Focus on Energy Rebate. The Wisconsin Focus on Energy program offers cash incentives for qualified solar electric installations. The provided value is the estimated benefit amount, which is paid out after the system is commissioned.

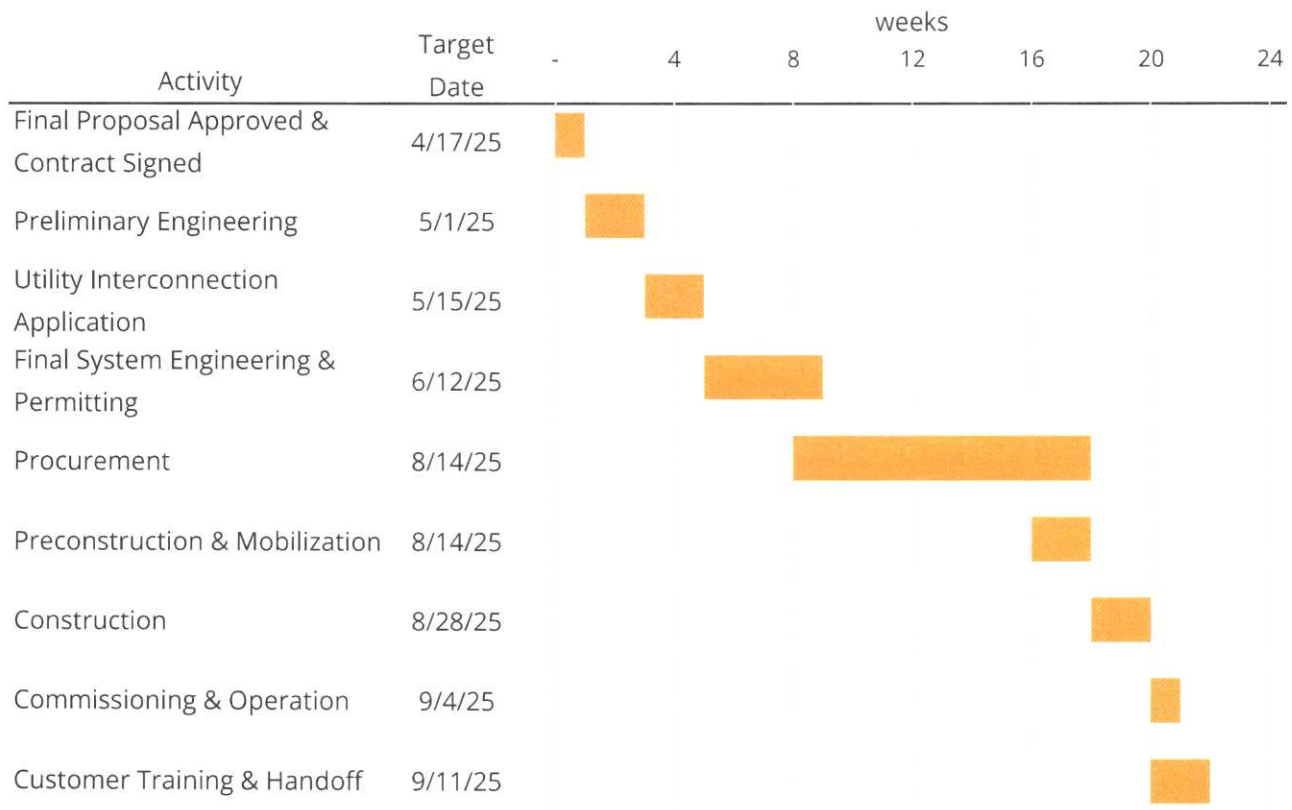
Lifetime Net Investment. The net final system investment, including both contributed capital and financial incentives available. Does not include any electrical cost savings, which is treated elsewhere as the payback on net investment. Does not include O&M costs.

System Quotation

Preliminary Timeline

SunPeak follows a standardized process for each project, with each step mostly happening in succession. Upon acceptance of this proposal, Preliminary Engineering can begin including facility site assessment.

The Target Date for operational capability is currently forecasted to be September 4, 2025, or approximately 18 weeks after the EPC contract is signed. Some factors, such as commissioning duration, require utility coordination and are not entirely within SunPeak's control.



Payment Structure

The payment structure is tied to progress, based on milestones. Upon contract execution and deposit, the project begins. The following table presents the payment schedule for a customer-owned system. Additional financing options are available, and are presented later in this proposal.

| Milestone Payment Structure | | \$ | % of total |
|-----------------------------|----------------------------|----------|------------|
| 1 | Project Deposit | 7,590 | 10.0% |
| 2 | Materials Ordered | 22,770 | 30.0% |
| 3 | Materials Warehoused | 22,770 | 30.0% |
| 4 | Substantial Completion: DC | 18,975 | 25.0% |
| 5 | Substantial Completion: AC | 1,898 | 2.5% |
| 6 | System Commissioned | 1,898 | 2.5% |
| Total Project Cost | | \$75,900 | 100.0% |

Project Financing

Customer-Owned + Cash Financed

The simplest option is to own the system outright and finance with 100% equity. All available tax and financial incentives are retained by the system owner. In the below table, net installation cash flow is noted using positive figures to indicate cash flowing in and negative figures to indicate cash flowing out.

| Installation Cash Flow | \$ |
|--------------------------------------|-----------------|
| System Price | (75,900) |
| Federal Investment Tax Credit (ITC) | 22,770 |
| Focus On Energy Rebate - Business | 1,400 |
| Net Cash Flow at Installation | (51,730) |

The above table excludes any value the system produces while in operation. It is limited only to the cash flow before and soon after the point of system operation. Various return on investment metrics follow:

| | |
|--|--|
| Net Cash Flow at Installation (\$51,730) | Calculated in above table, the net cash flow at installation time. Positive (negative) values indicate positive (negative) net cash flow. |
| Net Annual Cash Flow \$4,200 | Annual value of avoided utility costs and operating financial incentives that may be available. 5-year average. For specific annual figures, see next page. |
| Avoided Utility Cost \$174,000 | Projected lifetime value of energy the solar system will offset, based on a 1st year solar value rate of \$0.118/kWh and 2.90%/yr. in forecasted inflation. |
| Net Investment \$51,730 | Net lifetime cost of system, including all capital investments, net of tax and financing incentives available. |
| Lifetime Energy Production 957,000 kWh | Amount of energy the system is forecasted to generate in its first 30 years of operation, including impact of module degradation of -0.5%. |
| Simple Payback 11.3 years | Timeframe (in years) system needs to operate to fully repay Net Cash Flow at Installation. Based on annual operating cash flow, detailed on next page. |
| Internal Rate of Return (IRR) 9.0% | Based on Net Cash Flow at Installation and subsequent Annual Cash Flows during operation, estimates the annual rate of return of the investment. |
| Return on Net Investment (ROI) 335% | Lifetime Avoided Utility Cost (benefit) divided by Net Investment (cost). Simple benefit-to-cost ratio. Disregards time value of money. |
| SunPeak Cost of Energy (SCOPE) \$0.054/kWh | Simple proxy for average cost of electricity generate by solar system over its projected 30-year lifetime. Net Investment (\$) divided by Lifetime Energy Production yields units of \$/kWh, comparable to utility rate units. |

Project Financing

Customer-Owned + Cash Financed (con'd)

The following table details the system pro forma for a customer-owned system, financed with 100% equity (no debt). The Installation timeframe is considered Year 0, and subsequent Year 1-30 associate with the projected operating years of the system during its useful life.

System Pro Forma: Energy, Solar Value and Cash Flows

all units in thousands of dollars (\$), except solar energy (MWh)

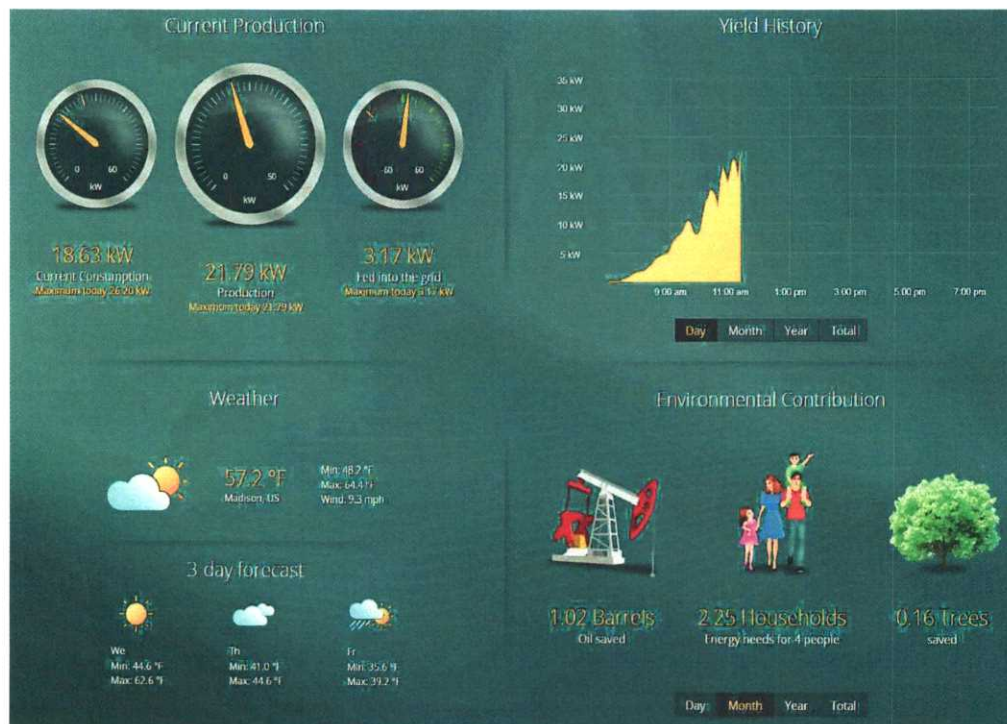
| | Year | Solar Energy (MWh) | Value of Solar (\$k) | Annual Cash Flow (\$k) | Cum Cash Flow (\$k) |
|---------------------|------|-----------------------|-------------------------|---------------------------|------------------------|
| Installation | 0 | | | (52) | (52) |
| Operation | 1 | 34 | 4 | 4 | (48) |
| | 2 | 34 | 4 | 4 | (44) |
| | 3 | 34 | 4 | 4 | (39) |
| | 4 | 34 | 4 | 4 | (35) |
| | 5 | 34 | 4 | 4 | (31) |
| | 6 | 34 | 5 | 5 | (26) |
| | 7 | 33 | 5 | 5 | (21) |
| | 8 | 33 | 5 | 5 | (17) |
| | 9 | 33 | 5 | 5 | (12) |
| | 10 | 33 | 5 | 5 | (7) |
| | 11 | 33 | 5 | 5 | (2) |
| | 12 | 33 | 5 | 5 | 4 |
| | 13 | 32 | 5 | 5 | 9 |
| | 14 | 32 | 5 | 5 | 14 |
| | 15 | 32 | 6 | 6 | 20 |
| | 16 | 32 | 6 | 6 | 26 |
| | 17 | 32 | 6 | 6 | 32 |
| | 18 | 31 | 6 | 6 | 38 |
| | 19 | 31 | 6 | 6 | 44 |
| | 20 | 31 | 6 | 6 | 50 |
| | 21 | 31 | 6 | 6 | 57 |
| | 22 | 31 | 7 | 7 | 63 |
| | 23 | 31 | 7 | 7 | 70 |
| | 24 | 30 | 7 | 7 | 77 |
| | 25 | 30 | 7 | 7 | 84 |
| | 26 | 30 | 7 | 7 | 91 |
| | 27 | 30 | 7 | 7 | 99 |
| | 28 | 30 | 8 | 8 | 106 |
| | 29 | 30 | 8 | 8 | 114 |
| | 30 | 29 | 8 | 8 | 122 |
| Total | | 957 | 174 | 122 | |

System Operations

Monitoring Your Solar Energy Production

A fully integrated performance monitor is included with your SunPeak solar system, allowing you to gather useful energy production metrics over time and validate return on investment. Additionally, SunPeak will provide you with an online access portal that can be used to showcase visually the system's benefit to your customers, employees or other stakeholders.

SunPeak's operations and maintenance team also monitors the status of the system's performance. If any issues or power disruptions arise, the platform automatically generates a notification so that support can be provided efficiently via SunPeak's Operations & Maintenance plan.



Dashboard can be accessed via:

- ✓ Monitor in lobby or conference room,
- ✓ Any desktop or laptop computer,
- ✓ Any tablet or smartphone,
- ✓ Integrated with energy management,
- ✓ Corporate website.

SunPeak Integrated Performance Monitoring provides:

- ✓ Visual display of benefits to stakeholders,
- ✓ Validation of ROI,
- ✓ Immediate notice of any problems,
- ✓ Predictive maintenance capabilities,
- ✓ Communication of sustainability.

Assumptions & Clarifications

- Quotation assumes facility is "solar ready". Facility electrical system or utility upgrades not included.
- Solar production estimates were calculated using Helioscope, using standard loss assumptions.
- System configuration, size, and pricing may need to be altered based on further analysis and information.
- Solar value rate of \$0.118/kWh was used based on current utility rate.
- Inflation in utility energy rate is projected to average 2.90%/year.
- Module degradation averages -0.50%/year on a linear basis.
- O&M costs are not included in ROI calculations.
- Federal Investment Tax Credit (ITC) rate of 30.0%.
- Energy cost savings are pre-tax.
- Estimates for environmental impact were derived from coefficients presented on the EPA's website.
- Electricity usage forecast, utility service rate, shading and energy production are estimates.
- Customer shall provide a network switch with internet access for remote system monitoring.
- Proposal is valid for (30) days.

Disclaimer

This proposal is for informational purposes only, using estimates for current and future utility rates, system production, and projected incentives. System quote represents SunPeak's best estimate with the information presently available, but should be treated as budgetary until a detailed engineering analysis can be completed. Please consult with your tax accountant for any tax related information.

This proposal assumes the site is in acceptable condition to install a solar system (structurally, electrical system, access, etc.) unless otherwise stated. This proposal includes forecasts, projections and other predictive statements resulting from an analysis by SunPeak of the information provided to it by the prospective client as well as information from SunPeak's operations and what is available within the marketplace. The forecasts, projections, and other predictive statements, particularly those of energy savings and cost savings, are based on information available to SunPeak at the time made, stated assumptions that were relied upon, and other factors outside the control of SunPeak. Prospective clients should recognize that the forecasts, projections, and other predictive statements stated herein, although based upon information and assumptions that SunPeak believes to be viable and accurate, are projections and that SunPeak does not provide any guarantees for the achievement by the prospective client of the projections noted herein. The prospective client must realize that in the development of any projection there are certain factors that are unforeseen at the time the projection is made and thereby there are certain risks involved that provide for uncertainty. The prospective client's actual performance results may differ from those projected in this proposal. Therefore, there is no guarantee presented or implied as to the accuracy of any specific forecast, projection or predictive statement contained herein.

STOUGHTON PUBLIC LIBRARY
POLICY ON ANIMALS IN THE LIBRARY ~

Revised 10-16-19

WITH RECOMMENDED CHANGES FROM POLCIES COMMITTEE



[Ada.gov still uses the term "service animal," so we should probably replace the term "assistance animal" with "service animal" throughout the document]

I. Purpose

It is the Policy of the Stoughton Public Library to prohibit all animals from entering the library, with the exception of ~~assistance~~ **service** animals and animals featured in programs sponsored by the Stoughton Public Library.

II. Definitions

~~"Assistance" animals is a newer term being proposed to replace the term "service" animals. Assistance~~ **A service** animals are ~~animals~~ **is any animal** that ~~are~~ **is** individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. ~~Assistance~~ **Service** animals are working animals, not pets.

If animals meet this definition, they are considered ~~assistance~~ **service** animals under the ADA and regardless of whether they have been licensed or certified by a state or local government.

III. Guidelines

The only persons permitted to bring ~~assistance~~ **service** animals into the Library are persons who require the assistance of such an animal and ~~assistance~~ **service** animal trainers. All ~~assistance~~ **service** animals must remain under a responsible person's control and on a leash at all times.

IV. Animal Owner Responsibilities

The care or supervision of any ~~assistance~~ **service** animal is solely the responsibility of his or her owner, including the prevention or remediation of any damage to library property caused by the animal. All ~~assistance~~ **service** animals must remain under a responsible person's control, on a leash, within arm's reach of the owner at all times. Even ~~assistance~~ **service** animals will be excluded from the Library if:

1. The animal is out of control and the animal's owner does not take effective action to control it. For example, a dog that barks repeatedly, or engages in similar actions.

2. The animal poses a threat to the health or safety of others. For example, a dog that displays vicious behavior towards others, or engages in similar actions.
3. In the opinion of the senior Library staff present, the animal disrupts the normal operation of the Library. For example, a dog that engages in disruptive play, or similar actions.

Each situation should be considered individually.

~~Although this Library policy excludes any assistance animal that is out of control~~ If a service animal is excluded from the Library for any of the above reasons, the Stoughton Public Library gives the individual who uses the assistance service animal has the option of continuing to use the Library without having the assistance service animal on the premises.

V. Library Responsibilities

Library employees may ask if an animal is ~~an assistance~~ a service animal required because of a disability, ~~or~~ and ask what tasks the animal has been trained to perform. These questions should not be asked, however, if the animal's service tasks are obvious. Employees cannot require special ID cards for animals or ask about person's disabilities, e.g. "Are you blind?" or "Are you under a physician's care for this?"

Library staff may NOT ask to see documentation or proof that the animal has been certified, trained, or licensed as ~~an assistance~~ a service animal.

Allergies or fear of animals are generally not valid reasons for denying access to the Library facility or refusing Library service to people with ~~assistance~~ service animals.

People with disabilities who use ~~assistance~~ service animals may not be isolated from other patrons or employees or treated less favorably than other patrons or employees.

Library staff may not make assumptions about how a particular animal is likely to behave based on past experiences with other animals. Each animal must be considered individually.

The Library is not required to provide care or food for ~~an assistance~~ a service animal or provide a special location for the animal.

First Approved: 3-21-12

Revised: 10-19-16

Revised: 10-16-19



I. Purpose

The primary function of the bulletin boards is to provide information to library users about events or services of a cultural, educational or community service nature, judged to be of interest to members of the Stoughton community. Organizations may post notices and display publications subject to the guidelines set forth in this policy.

II. ~~Definitions~~ Who may post

~~Who may post:~~ Non-profit and tax-supported agencies, community organizations, organizations with which the library carries out cooperative programs, and for-profit individuals and organizations using the Carnegie Room. **Items can be posted on an equitable basis, subject to available space and the guidelines set forth below, regardless of the beliefs or affiliations of the individuals or groups represented.**

III. Priority of posting

- A. Library and library-related items.
- B. City government publications.
- C. Other government publications of local interest.
- D. Non-commercial materials of local civic, cultural, educational or recreational interests.
- E. Free community newspapers and magazines, with or without advertising, containing news and feature articles of local interest. Note, the library has limited space for these materials.

IV. Guidelines

- A. Information to be posted must be left at the Circulation Desk for library staff to post. **Only designated library staff or volunteers may post or remove materials for public display. Materials posted without library authorization will be discarded.**

- B. Display items must be of a reasonable size ~~(for example, 8 1/2 by 11 inches)~~ in relation to the space available, **but generally not larger than 8 1/2" by 11"**
- C. The appearance and content of the notice must be suitable for display in a public service area.
- D. Notices and publications will be displayed for as long as they are current. Notices will generally be posted for a four-week period prior to the event, but not posted after the event. **Activities having no specific date may be displayed for a reasonable length of time as determined by the library director and as space permits.** The library will not be responsible for returning materials.
- E. The following types of notices will not be posted or displayed:
 - 1. Event notices by for-profit organizations unless they are using the Carnegie Room. Such posting will be limited to no more than 4 weeks prior to the event.
 - 2. Advertisements of items or services for sale.
 - 3. ~~Posters, petitions, and the like that advocate a~~ **Materials that have the primary effect of promoting or proselytizing for a single** position on a public issue or that **have the primary effect of promoting or proselytizing for a** specific political party, candidate or issue on an election ballot.
 - 4. **Announcements or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by community service organizations.**
 - 5. **Job postings and participant requests for medical studies or other research.**
 - 6. **Notices for lost pets.**
- F. A disclaimer ~~will~~ **may** be attached to any for-profit postings indicating that the Stoughton Public Library does not endorse nor promote the services and products of any for-profits using the Carnegie Room.

V. Review and Appeal

Any group or individual who is refused permission to use the bulletin boards, or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

VI. Disclaimer

Posting of a notice does not imply endorsement by library staff or the Board of Trustees. Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized by the Director only if they are in the best interests of the library.

Adopted: November 8, 2001

Revised: January 8, 2004

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Revised: March 21, 2012

Reviewed: July 21, 2016

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STOUGHTON PUBLIC LIBRARY

LIBRARY MATERIALS USE POLICY

Last revised 09-21-22

WITH RECOMMENDED CHANGES FROM POLICIES COMMITTEE



I. Purpose

To assure the fairest possible use of library materials by all library users, the Library Board governs the loan periods, use practices, fee rates, and overdue notice production for library materials, including books, non-print materials, electronic resources and any other items that the library determines to be considered part of the library collection.

II. Definitions

- A. "Loan Period" is defined as length of time materials are borrowed and/or checked out.
- B. "Fees" are defined as money charged for lost or damaged materials.
- C. "Notices" are defined as information sent to users regarding library materials.
- D. "Blocks" are defined as notations in a user's record that refer to overdue, lost, miscellaneous charges, incorrect address, and other user record notations.
- E. "Valid Library Card" is defined as a library user registration that has current residence and contact information and does not contain unresolved blocks such as outstanding charges more than \$20.00.
- F. "Limited-Use Card" – A limited use card allows the holder to check out only three items at a time and place holds on only two items at a time. It's a way to allow high-risk library users to still use the library and limit the potential loss to the Library. Once charges have been paid, then the limited use card status will be changed to normal card status.
- G. "Lost Date" is the date overdue items automatically are changed to "Lost" status.
- H. "Fines" are defined as money charged for overdue Outerlibrary Loan Materials

III. Checkout Process

- A. Users may check out materials by presenting a valid library card or photo ID at the Circulation Desk or the self-checkout stations, or by typing in their library card and pin number at a self-checkout station, if their records do not contain blocks that prohibit them from so doing.
- B. Checkout privileges will be denied if a user's record contains unresolved blocks such as outstanding charges of more than \$20.00. ~~For outstanding charges less than \$20.00, staff will encourage the user to pay what they owe as soon as possible.~~ [Circulation Supervisor suggests removing this] Payment plans are available for Library users who owe more than \$20.00.

- C. Library staff have the discretion of limiting checkout privileges and quantities of materials for immediate family members of a library user who has excessive outstanding charges, or for persons living in the same residence as a library user who has excessive outstanding charges.

IV. Loan Periods

- A. The loan periods apply as outlined in Appendix A. At the staff's discretion, special loan periods may be applied to any material not on hold in order to accommodate vacations, hospital stays, book groups, and/or other special needs. Special loan periods should be used sparingly, and only with items without a holds queue and owned by the Stoughton Public Library.
- B. Check out is limited to 100 items at a time. In the case of items that are in great demand and short supply, such as some holiday books or homework related items, a temporary limit on the number of items that a library user may check out may have to be imposed at the discretion of the Library Director.
- C. Materials loaned to Stoughton Public Library for local borrowers fall under Stoughton Public Library loan periods and overdue policies; however, borrowers will be held responsible for any special assessments placed by owning libraries.

V. Fines, Fees, Reimbursements

- A. The Stoughton Public Library does not charge daily overdue fines for library items except as noted below in Section VII, Outerlibrary Loan.

The library assumes no responsibility for damage or alleged damage to personal equipment while used in conjunction with library materials.

B. Fees

- i. Items that are not returned or damaged beyond use or repair will be charged a lost/damaged fee or the replacement cost. Library users who pay for lost or damaged items will be charged a fee based on the cover price of the item when it was new. These fees cover the cost of staff time and processing materials. Replacement copies for lost or damaged items will only be accepted with prior management approval. Only new items will be accepted.
- ii. If it is discovered that the item was lost due to an error on the part of the Library rather than the user, the user's record will be cleared of any charges and appropriate refunds issued or credited to the user's record.
- iii. All fees for lost or damages items, regardless of value, remain on the user's record until resolved, and a block is placed on the user's

record that may bar further checkout privileges. If users who owe the Library money file for bankruptcy, the Library will stop trying to collect any money owed, but those users are still responsible for payment of debts owed to the Library.

C. Payments Without a Library Card

Library users may pay fines and fees for others and for themselves without having a library card present. However, to protect patron confidentiality, no information other than the dollar amount will be given.

D. Reimbursement for Lost Items Returned and Eligible for Refund

Library users may return lost items for a partial reimbursement after fees have been paid. There will be no reimbursement for lost items after six months from the lost date. There will be no reimbursement for items with parts missing after four weeks from the due date. Lost item reimbursements will not be issued for charges of \$5.00 or less. Items owned by other libraries may or may not be reimbursed, according to the owning library's policy.

E. The Library assumes no responsibility for damage or alleged damage to personal equipment while used in conjunction with library materials

VI. Notices

A. Hold Notices

Notices are sent to notify library users that reserved materials have arrived for them and should be checked out within 7 calendar days. These notices may be sent through phone, text or email.

B. Overdue Notices

Notices are sent to remind library users to return overdue items; however, it is the Library user's responsibility to be aware of when items are due. These notices may be sent through email or regular mail notification.

i. The first overdue notice is sent after items are 14 days overdue.

ii. The second notice is sent after items are 28 days overdue. The second notice is a Notice of Unresolved Charges that informs the user that unless the item is returned, the user will be charged the replacement cost for the item.

iii. ~~The Library utilizes a materials recovery service to assist in collecting outstanding charges over \$50. All such library accounts that are 60 days overdue will be turned over to a materials collection service, including the parents or guardians of juvenile cardholders with such accounts. The user is responsible for costs incurred by the Library in collecting such fines and charges.~~

VII. Outerlibrary Loan (OLL)

- A. The purpose of Outerlibrary Loan (OLL) is to obtain materials not available through the South Central Library System (SCLS). The Stoughton Public Library provides this service in order to expand the range of materials available to our patrons. While the library will make every effort to fill requests, not all OLL requests can be filled. More information is available at www.scls.info/ill/basics/faq.html.
- B. Materials published at least six months ago that are not available through SCLS may be requested via OLL through the Adult Services Department. Materials requested via OLL are subject to borrowing and renewal restrictions, including loan periods, as dictated by the owning library. The Library reserves the right to restrict OLL borrowing privileges for patrons who repeatedly disregard loan periods or damage OLL items.
- C. Patrons who reside in one of the seven SCLS counties (Adams, Columbia, Dane, Green, Portage, Sauk, and Wood) and have a library card in good standing may place up to five OLL requests per day and up to fifty requests per year. Items requested via OLL at the Stoughton Public Library must be picked up at and returned to the Stoughton Public Library.
- D. Late returns can negatively impact the library's ability to obtain materials in the future. OLL items will be assessed a late charge of \$1.00 per day with a maximum charge of \$10.00.
- E. Renewals of OLL items must be requested at least one week before the due date. These requests are granted only at the discretion of the owning library. Patrons must wait at least eight weeks before requesting the same item via OLL.

VIII. Card Holder Responsibility

- A. As stated in the library card application, cardholders are responsible for material checked out with the library card issued in their name, including material checked out by others with or without the card holder's consent, unless the card holder has previously reported the loss of their card to the library.
- B. Until the Library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In the case of children, the parent or legal guardian who signed the library card application is the responsible party.

- C. Once the library has been notified that a card has been lost or stolen, that card will be invalidated and a block will be placed on further use; the card holder will not be responsible for further items checked out on that card.
- D. Limited-Use Cards – If more than one member of a household has outstanding charges equaling \$50 or more, the Library may make the valid cards of other members of the same household “limited use.” When issuing library cards to juveniles, limited use cards will be issued if a juvenile’s guardian has outstanding charges totaling \$20 or more.

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 Revised: November 21, 2018
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 Revised: September 21, 2022

Appendix A: Loan Periods and Fine Schedule

I. Loan Periods

| Material Type | Loan Period |
|--|-----------------------------|
| Books | 28 days |
| Books: New Fiction “New” status generally remains for a period of six months, during which time these items are housed on the “New Book Shelf.” | 14 days |
| Books: Lucky Day Collection | 14 days |
| Children’s holiday picture books | 14 days |
| Music recordings | 14 days |
| Audio books | 28 days |
| DVDs | 7 days |
| DVD series instructional nonfiction DVDs | 28 days |
| Lucky Day DVDs | 7 days |
| Reference Materials These materials must be used in the library. | None |
| Newspapers These materials must be used in the library. | None |
| Magazines Past Issues Current Issues must be used in the library | 14 days |
| Electronic Resources | Varies according to service |

| | |
|------------------------------------|---|
| Miscellaneous: toys, kits | 14 days |
| Outer-Library Loan materials | various Varies according to loaning library |
| Laptop Computer for use in Library | Up to 1 day |

II. Fines

| Material Type | Daily Fine |
|------------------------------|------------|
| Outer-Library Loan materials | \$1.00 |

Appendix Adopted
March 8, 2006

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