

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, October 15, 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=86784612886> 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 September 17, 2025 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for September 2025 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for October 2025 (enclosures)

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

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: Trustee Essential #9: Managing the Library's Money (enclosure)

X. Director's Report

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

XI. Committee Reports

- A. Finance: met 9/30/25 (enclosure)
- B. Personnel: should meet before end of the year for annual Director evaluation
- C. Planning: scheduled to meet on 11/4/25
- D. Policies: did not meet

XII. Old Business

- A. NONE

XIII. New Business

- A. Discussion and possible action regarding 2026 Library Operating Budget * (enclosure)
(Finance Committee recommended approval of provisional budget 3-0 on 09/30/25)

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: November 19, 2025

*An * indicates an action item.*

If you are disabled and in need of assistance in order to attend, please call 873-6281 prior to this meeting.

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

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

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

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

Agenda Notes: Library Board meeting of October 15, 2025



XIII. New Business

A. Discussion and possible action regarding 2026 Library Operating Budget

* - I will present on the library's 2026 operating budget, which totals \$1,114,201, a 4.8% increase over 2025. The budget includes Dane County service reimbursements totaling \$331,889 and a contribution from the city's General Fund of \$726,931. I reviewed an earlier, provisional version of the budget with the Finance Committee on September 30, and they recommended approval 3-0. Changes have been made in the mayor's budget in the first two weeks of October which impacted the amount of the contribution from the General Fund, so the figure above is slightly different than the one presented to Finance. I will review all of these changes in my presentation.

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, SEPTEMBER 17, 2025, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



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

ABSENT: Sharon Meilahn Bartlett

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

- I. CALL TO ORDER. 6:30 P.M. by President Lora Klitzke.
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Maly moved to approve and was seconded by Richards. Vote: 8-0.*
- IV. FRIENDS OF THE LIBRARY REPORT. No report this month.
- V. RECOGNITION OPPORTUNITIES. None.
- VI. PUBLIC COMMENT PERIOD. None.
- VII. CORRESPONDENCE. Ramsey shared a thank you from St. Ann's to Mary Ostrander, Children's Services Librarian and a story relayed by Amanda Bosky, Adult Services Librarian, from a patron who made use of one of the blood pressure cuffs from the Library's Library of Things.
- VIII. EDUCATION UPDATES. Melland spoke about the Trustee Training webinar on using narrative to advocate for your library: "Library Advocacy and Storymaking: the Hero's Journey from Community to Page (and Beyond)." Roberts described a documentary on librarians and book banning.
- IX. BOARD IN-SERVICE: UPDATE ON CURRENT STATUS OF FEDERAL FUNDING FOR LIBRARIES. Ramsey presented. Congress will make a decision about funding for IMLS in September and the agency is up for Congressional reauthorization in October.
- X. DIRECTOR'S REPORT.
 - A. Statistics for August 2025. Ramsey presented.
 - B. Administration report. In addition to his written report, Ramsey shared that:
 1. The Library is hiring for a part-time Library Assistant for the Children's Services Department. There were 45 applications. The ad hoc hiring committee chose 4 to interview. One was disqualified because of her WRS status. They interviewed 3. They made an offer, but the candidate was unable to accept due to scheduling problems. They made an offer to their second choice, who *also* was unable to accept due to scheduling problems. The committee regrouped and has reached out to a new round of candidates.
 2. The Management Team spoke with SCLS's space needs consultant, Deb Haeffner on Sept. 17; she is working on a report.
 3. The Mayor's budget for 2026 should be finalized soon.
- XI. COMMITTEE REPORTS.

- A. Finance: did not meet.
- B. Personnel: did not meet.
- C. Planning: Melland has graciously volunteered to be committee chair. The committee is working on its goal for 2025. They have reviewed the Library's programs for 2024-25 and have questions. Melland shared her own positive experience with a Library program. The committee meets again in November. They want to find ways to use patrons' stories to advocate for the Library, as discussed in the Trustee Training webinar mentioned in item VIII.
- D. Policies: did not meet.
- XII. OLD BUSINESS. None.
- XIII. NEW BUSINESS.
 - A. Recommendation to City Council of resolution regarding exemption from the county library tax. Ramsey presented. ***Richards** moved that the resolution be recommended to the City Council and was seconded by **Ligocki**. Vote: 8-0.*
 - B. Approval of 2026 closed dates. Ligocki asked if the Board wanted to consider being closed the weekend after Christmas, Christmas falling on a Friday in 2026, and there was some discussion. Ramsey noted that, operationally, it would be extremely difficult for the Library to be closed 4 days in a row. The consensus of the Board was that being closed the weekend after Christmas was not in the best interests of the Library or its patrons. ***Maly** moved to approve the calendar for 2026 as presented and was seconded by **Richards**. Vote: 8-0.*
- 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. Ramsey remarked that he would be scheduling the Finance Committee to meet very soon. They will discuss the 2026 operating budget and the committee's goal for 2025.
 - B. Discussion of additional funding sources for library programming and operations.
 - C. Discussion of General Fund balance.
- XV. ADJOURNMENT. ***Ligocki** made the motion to adjourn at 7:05 P.M. She was seconded by **Maly**. Vote: 8-0.*

Minutes taken by Sarah Monette.

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2025 NORMAL (ABNORMAL)	MONTH 09/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 215 - LIBRARY FUND						
Revenues						
Dept 55100 - COMMUNITY COMMITMENT						
215-55100-43330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY						
215-55110-41110	PROPERTY TAX - OPERATIONS	711,285.00	592,737.50	59,273.75	118,547.50	83.33
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	3,006.78	52.05	993.22	75.17
215-55110-46712	COPY MACHINE	5,000.00	5,284.72	440.04	(284.72)	105.69
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	0.00	(2.15)	100.86
215-55110-48110	INTEREST INCOME	11,500.00	9,333.85	657.97	2,166.15	81.16
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	940,933.09	60,423.81	121,695.91	88.55
TOTAL REVENUES		1,062,629.00	940,933.09	60,423.81	121,695.91	88.55
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	97,115.00	74,576.16	7,470.40	22,538.84	76.79
215-55110-50120	WAGES	248,851.00	191,087.39	19,142.41	57,763.61	76.79
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	283,182.00	212,036.26	14,269.08	71,145.74	74.88
215-55110-50128	SUNDAY HOURS	11,497.00	6,193.47	336.70	5,303.53	53.87
215-55110-50129	WAGES - LONGEVITY	6,404.00	385.00	385.00	6,019.00	6.01
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	48,974.00	35,690.21	3,117.54	13,283.79	72.88
215-55110-50161	WRS - GENERAL	30,571.00	24,788.64	2,511.39	5,782.36	81.09
215-55110-50163	HEALTH INSURANCE	123,613.00	81,557.83	7,510.47	42,055.17	65.98
215-55110-50164	DENTAL INSURANCE	4,883.00	4,632.32	442.30	250.68	94.87
215-55110-50165	LIFE INSURANCE	939.00	840.47	81.63	98.53	89.51
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	799.73	87.97	100.27	88.86
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	916.72	150.00	1,083.28	45.84
215-55110-50213	SALES TAX	275.00	231.88	23.53	43.12	84.32
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	11,732.93	2,176.17	7,067.07	62.41
215-55110-50221	UTILITIES-GAS	5,100.00	3,341.08	110.90	1,758.92	65.51
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,500.00	3,395.09	301.66	1,104.91	75.45
215-55110-50289	TECHNOLOGY COSTS	57,500.00	54,674.02	39.00	2,825.98	95.09
215-55110-50300	MISC EXPENSES	400.00	136.40	0.00	263.60	34.10
215-55110-50313	PROGRAMS/PUBLICITY	5,000.00	4,550.38	39.33	449.62	91.01

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REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY

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PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			09/30/2025 NORMAL (ABNORMAL)	MONTH 09/30/2025 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	5,067.41	0.00	332.59	93.84
215-55110-50327	E-RESOURCES	22,000.00	21,072.85	3,000.00	927.15	95.79
215-55110-50328	AUDIO VISUAL	9,000.00	5,637.99	337.63	3,362.01	62.64
215-55110-50329	BOOKS	53,500.00	34,787.18	5,441.04	18,712.82	65.02
215-55110-50340	WORK SUPPLIES - OPER EXP	4,500.00	2,395.51	483.36	2,104.49	53.23
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	3,430.69	447.98	2,569.31	57.18
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00	5,790.21	1,925.54	4,209.79	57.90
215-55110-50408	EMPLOYMENT TESTING	0.00	490.00	7.00	(490.00)	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	638.99	43.95	661.01	49.15
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	795,154.91	69,881.98	267,474.09	74.83
TOTAL EXPENDITURES		1,062,629.00	795,154.91	69,881.98	267,474.09	74.83
Fund 215 - LIBRARY FUND:						
TOTAL REVENUES		1,062,629.00	940,933.09	60,423.81	121,695.91	88.55
TOTAL EXPENDITURES		1,062,629.00	795,154.91	69,881.98	267,474.09	74.83
NET OF REVENUES & EXPENDITURES		0.00	145,778.18	(9,458.17)	(145,778.18)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	397,228.13
215-00000-11102	US BANK - CC	13,458.91
215-00000-12550	PREPAID EXPENSES	1,547.09
215-00000-13012	RECEIVABLES-PRIOR YEAR	0.65
Total Assets		412,234.78
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	10,231.36
215-00000-21700	ACCRUED PAYROLL	32,073.24
215-00000-26600	DEF INFLOW - PROPERTY TAXES	118,547.50
Total Liabilities		160,852.10
*** 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		145,778.18
Ending Fund Balance		251,382.68
Total Liabilities And Fund Balance		412,234.78

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	15,000.00	12,286.91	1,350.37	2,713.09	81.91
217-55110-48500	DONATIONS	115,000.00	78,393.26	195.28	36,606.74	68.17
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	90,680.17	1,545.65	319.83	99.65
TOTAL REVENUES		91,000.00	90,680.17	1,545.65	319.83	99.65
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	43,974.64	11,577.69	46,025.36	48.86
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	44,538.11	11,577.69	46,461.89	48.94
TOTAL EXPENDITURES		91,000.00	44,538.11	11,577.69	46,461.89	48.94
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		91,000.00	90,680.17	1,545.65	319.83	99.65
TOTAL EXPENDITURES		91,000.00	44,538.11	11,577.69	46,461.89	48.94
NET OF REVENUES & EXPENDITURES		0.00	46,142.06	(10,032.04)	(46,142.06)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,153,629.00	1,031,613.26	61,969.46	122,015.74	89.42
TOTAL EXPENDITURES - ALL FUNDS		1,153,629.00	839,693.02	81,459.67	313,935.98	72.79
NET OF REVENUES & EXPENDITURES		0.00	191,920.24	(19,490.21)	(191,920.24)	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	56,162.72
217-00000-11102	US BANK - CC	1,542.14
217-00000-11302	WISC INVESTMENT FUND	362,706.16
Total Assets		420,411.02
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	1,202.54
Total Liabilities		1,202.54
*** 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		46,142.06
Ending Fund Balance		419,208.48
Total Liabilities And Fund Balance		420,411.02

2025 Sept. for LB mtg 2025 Oct 15

Stoughton Area Comm Foundation

Keeping your performance in perspective

While market returns are important, you'll want to check your portfolio's performance against the return you need to reach your long-term goals. Your return expectations should be relevant to your goals, realistic based on your situation and reviewed over time. Your financial advisor can help you review your progress and determine whether any changes need to be made.

Corporate - Select

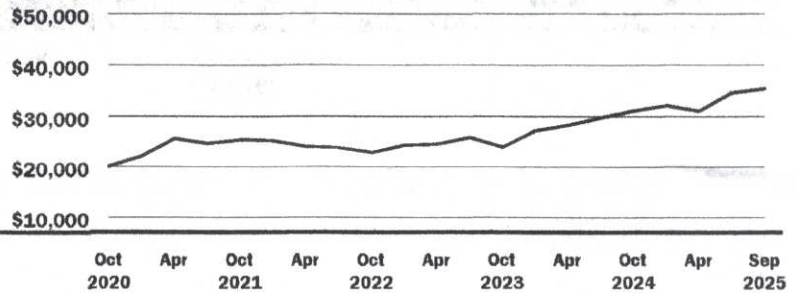
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$35,448.22

1 Month Ago	\$34,947.42
1 Year Ago	\$31,161.96
3 Years Ago	\$21,490.43
5 Years Ago	\$20,313.31

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$34,947.42	\$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	500.80	4,351.60
Ending Value	\$35,448.22	

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

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
	4.30%	13.97%	13.70%	17.77%	11.72%

2025 EXPENDITURES: FUND 215
OCTOBER

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/15/25	AB prepaid CC	50211	USPS	USPS 091525 211	\$ 109.20
09/30/25	10/15/25	50211	Baker & Taylor	fuel surcharge	\$ 5.69
10/01/25	10/15/25	50211	Ingram	fuel surcharge	\$ 30.09
10/01/25	AB prepaid CC	50211	USPS	USPS 100125 211	\$ 9.21
09/05/25	JR prepaid PC	50212	WLA	WLA 090525 conf	\$ 450.00
09/30/25	JR prepaid PC	50212	UW Cont. Ed.	UW 093025 RB	\$ 200.00
09/17/25	10/15/25	50240	Gordon Flesch	GF 091725 copier2	\$ 181.05
10/03/25	10/15/25	50240	Gordon Flesch	GF 100325 copier 1	\$ 93.62
09/15/25	10/15/25	50289	SCLS	SCLS 091525 solus	\$ 211.54
09/28/25	JR prepaid PC	50289	Donor Tools	DT 092825 TECH	\$ 39.00
09/19/25	SB prepaid CC	50313	Goodwill	GW 091925 CC	\$ 7.00
09/14/25	AB prepaid CC	50326	New York Times	NYT 091425 326	\$ 56.00
09/17/25	SB prepaid CC	50328	Amazon	AZ 091725 ADVD	\$ 12.49
09/23/25	SB prepaid CC	50328	Amazon	AZ 092225 JDVD	\$ 42.44
09/30/25	SB prepaid CC	50328	Amazon	AZ 093025 ADVD	\$ 325.88
09/30/25	10/15/25	50328	Baker & Taylor	BT 091825 ADVD	\$ 69.10
10/01/25	10/15/25	50328	Ingram	AD/TE materials	\$ 16.49
09/11/25	SB prepaid CC	50329	Amazon	AZ 091025 AF	\$ 15.50
09/30/25	10/15/25	50329	Baker & Taylor	AD/TE materials	\$ 189.78
10/01/25	10/15/25	50329	Ingram	CH materials	\$ 1,280.20
10/01/25	10/15/25	50329	Ingram	AD/TE materials	\$ 859.55
10/08/25	10/15/25	50329	Cengage	CG 090925 AL	\$ 27.20
09/22/25	SB prepaid CC	50340	Amazon	AZ 092225 OS	\$ 39.83
09/23/25	SB prepaid CC	50340	Quill	QU 092325 OS	\$ 57.44
09/25/25	SB prepaid CC	50340	eBay	EB 092525 OS	\$ 54.95
09/26/25	SB prepaid CC	50340	Amazon	AZ 092325 OS	\$ 14.84
09/28/25	SB prepaid CC	50340	Amazon	AZ 092625 OS	\$ 84.88
09/30/25	SB prepaid CC	50340	Amazon	AZ 093025 ADVD	\$ 15.44
09/30/25	SB prepaid CC	50340	eBay	CR (EB 092625 OS)	\$ (10.99)
09/18/25	SB prepaid CC	50342	Amazon	AZ 091625 LS	\$ 7.81
09/22/25	SB prepaid CC	50342	Amazon	AZ 092225 LS	\$ 11.98
09/30/25	10/15/25	50342	Baker & Taylor	processing	\$ 8.40
10/01/25	10/15/25	50342	Ingram	processing	\$ 102.52
10/02/25	10/15/25	50342	Demco	DM 100125 LS	\$ 255.44
07/29/25	CITY prepaid	50350	Greenix	GRX 072925 pest	\$ 44.00
08/07/25	CITY prepaid	50350	Great Lakes Roofing	GLF 080725 roof	\$ 1,881.54
09/14/25	SB prepaid CC	50350	Amazon	AZ 090925 350	\$ 117.26
09/23/25	140/15	50350	Jefferson Fire & Safety	JFS 092925 fire ext.	\$ 102.50
09/26/25	SB prepaid CC	50350	Amazon	AZ 092425 350	\$ 140.46
09/11/25	10/15/25	50409	SCLS	SCLS 091125 dell	\$ 3,350.00

09/30/25	SB prepaid CC	50409	Amazon	AZ 093025 COMP	\$ 399.00
10/01/25	SB prepaid CC	50409	Amazon	AZ 093025 COMP	\$ 122.00
09/21/25	SB prepaid CC	50437	Amazon	AZ 091725 FF	\$ 5.93
09/23/25	10/15/25	50444	Madison PL	MAD 092325 dmg	\$ 15.00
09/29/25	10/15/25	50444	Alexandrowicz, Cylis	CA 092925	\$ 21.00
10/01/25	10/15/25	50444	Marshfield PL	MFD 100125 dmg	\$ 5.99
10/10/25	10/15/25	50444	Madison PL	MAD 101025 lost (1)	\$ 10.00
10/10/25	10/15/25	50444	Madison PL	MAD 101025 lost (2)	\$ 14.00

2025 EXPENDITURES: FUND 217
OCTOBER

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50:50:503		
08/07/25	10/15/25	Innovation Ctr STO	IC 091525 SUN	Sunday	program	\$ 200.00			
09/05/25	CS prepaid CC	Dollar Tree	DT 090525 F PR TE	FoL	program	\$ 16.50			
09/05/25	CS prepaid CC	Walmart	WM 090525 SUN	Sunday	program	\$ 86.67			
09/07/25	SB prepaid CC	Amazon	AZ 090325 M AD	Misc	books	\$ 12.86			
09/09/25	SB prepaid CC	Amazon	AZ 090825 F PR CH	FoL	program	\$ 76.36			
09/13/25	CS prepaid CC	Dollar Tree	DT 091325 SUN	Sunday	program	\$ 31.50			
09/13/25	CS prepaid CC	Walmart	WM 091325 SUN	Sunday	program	\$ 31.56			
09/15/25	SB prepaid CC	Amazon	AZ 091525 Sunshine	Sunshine	supplies	\$ 70.05			
09/19/25	SB prepaid CC	Amazon	AZ 091825 B VG	Bryant	video games	\$ 69.00			
09/19/25	MO prepaid CC	Soc. of St. V de P	SVDP 092525 SUN	Sunday	program	\$ 23.60			
09/21/25	SB prepaid CC	Amazon	AZ 091825 B VG	Bryant	video games	\$ 188.47			
09/23/25	SB prepaid CC	Amazon	AZ 092325 B PR TE 2	Bryant	program	\$ 149.98			
09/23/25	CS prepaid CC	Walmart	WM 092325 SUN	Sunday	program	\$ 114.98			
09/24/25	SB prepaid CC	Amazon	AZ 091825 B VG	Bryant	video games	\$ 59.99			
09/24/25	SB prepaid CC	Amazon	AZ 092325 SCLS	SCLS	program	\$ 63.05			
09/24/25	SB prepaid CC	Amazon	AZ 092325 SCLS	SCLS	program	\$ 392.28			
09/24/25	SB prepaid CC	Amazon	AZ 092325 SCLS	SCLS	program	\$ 82.96			
09/25/25	SB prepaid CC	Amazon	AZ 091825 B VG	Bryant	video games	\$ 138.99			
09/25/25	10/15/25	Black Rabbit Books	BRB 092525 B CN	Bryant	books	\$ 155.70			
09/25/25	MO prepaid CC	Cheesers	CH 092525 B PR TE	Bryant	program	\$ 103.17			
09/25/25	10/15/25	Creative Company	CC 092525 B CN	Bryant	books	\$ 647.20			
09/25/25	MO prepaid CC	El Rio Grande LLC	ERG 092525 B PR TE	Bryant	program	\$ 103.00			
09/25/25	MO prepaid CC	Ink Cap Books	IC 092525 SUN	Sunday	program	\$ 50.00			
09/25/25	MO prepaid CC	The Next Generation	NG 092525 B PR TE	Bryant	program	\$ 100.00			
09/25/25	MO prepaid CC	Walmart	WM 092525 SUN	Sunday	program	\$ 35.23			
09/26/25	MO prepaid CC	Soc. of St. V de P	SVDP 092625 SUN	Sunday	program	\$ 30.70			
09/27/25	SB prepaid CC	Amazon	AZ 092325 B PR TE	Bryant	program	\$ 193.00			
09/27/25	CS prepaid CC	Autumn Pearl	AP 092725 SUN	Sunday	program	\$ 50.00			

09/28/25	SB prepaid CC	Amazon	AZ 092325 B PR TE	Bryant	program	\$ 291.20			
09/28/25	SB prepaid CC	Amazon	AZ 092625 SUN	Sunday	program	\$ 19.99			
09/29/25	10/15/25	Gryphon Poursuivant	GP 092925 SUN	Sunday	program	\$ 150.00			
09/30/25	SB prepaid CC	Amazon	AZ 093025 B AV AD	Bryant	AV	\$ 349.58			
10/01/25	SB prepaid CC	Amazon	AZ 091825 B VG	Bryant	video games	\$ 69.99			
10/01/25	10/15/25	BookPage	BP 100125 F BP	FoL	subscription	\$ 756.00			
10/01/25	10/15/25	Ingram	AD/TE materials	FoL	books	\$ 268.14			
10/01/25	10/15/25	Ingram	AD/TE materials	IMO MP	books	\$ 446.90			
10/01/25	10/15/25	Ingram	AD/TE materials	Bryant	books	\$ 16.19			
10/01/25	CS prepaid CC	Walmart	WM 100125 SUN	Sunday	program	\$ 39.76			
10/02/25	10/15/25	Daniel, Susanna	SD 070225 SUN	Sunday	program	\$ 400.00			
10/02/25	10/15/25	Robbins, Dean	DR 071425	Sunday	program	\$ 175.00			
10/03/25	10/15/25	Playaway	PA 092625 (B) JB CD	Bryant	AV	\$ 1,790.72			
10/06/25	10/15/25	Playaway	PA 092625 (B) JB CD	Bryant	AV	\$ 117.58			
10/07/25	10/15/25	Playaway	PA 092625 (B) JB CD	Bryant	AV	\$ 131.98			
10/08/25	10/15/25	Cengage	CG Sept. TOP SHELF	FoL	books	\$ 169.44			

Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see *Trustee Essential #8: Developing the Library Budget*).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See *Trustee Essential #8: Developing the Library Budget*.)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

9

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal

Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board. The League of Wisconsin Municipalities has some guidelines for development of an investment policy at: tinyurl.com/55uszs.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at: pld.dpi.wi.gov/pld_annrpt. A *Sample Trust/Gift Fund Report* is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- Sample Trust/Gift Fund Report (*attached*)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information.*)

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

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350



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	11,900	2,644	4,132	18,676	-2.70%
SEP	15,337	16,010	17,304	16,869	11,336	2,726	5,049	19,111	13.29%
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	285	80	365
SEP	749	669	635	868	329	53	382
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	2,927	553	3,480
AVG	1,073	816	875	983	325	61	387

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

Programming Statistics
for September 2025

LOANED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	8,985	8,763	8,484	8,569	9,380	9.46%
FEB	8,737	8,082	8,030	8,336	8,161	-2.10%
MAR	11,069	8,866	9,137	8,530	8,726	2.30%
APR	8,709	7,975	7,896	8,141	7,736	-4.97%
MAY	8,359	7,468	7,501	7,587	7,250	-4.44%
JUN	8,151	7,563	8,038	7,808	7,701	-1.37%
JUL	8,076	7,647	7,858	8,338	8,278	-0.72%
AUG	8,012	8,267	8,272	7,734	7,982	3.21%
SEP	8,080	7,695	7,802	7,894	8,202	3.90%
OCT	7,885	8,003	8,374	8,405		-100.00%
NOV	7,804	7,992	7,976	7,908		-100.00%
DEC	8,033	7,298	7,481	7,694		-100.00%
TOTAL	101,900	95,619	96,849	96,944		-100.00%
AVG	8,492	7,968	8,071	8,079		-100.00%

BORROWED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	5,543	5,756	5,632	5,257	6,169	17.35%
FEB	5,741	5,121	4,964	4,907	5,298	7.97%
MAR	6,887	5,701	5,454	5,384	5,682	5.53%
APR	5,953	5,452	4,972	5,439	5,441	0.04%
MAY	5,048	5,031	4,826	4,785	5,090	6.37%
JUN	5,153	5,290	4,607	5,054	5,095	0.81%
JUL	4,963	4,819	5,039	4,895	5,304	8.36%
AUG	5,148	4,897	5,155	4,867	5,081	4.40%
SEP	5,440	4,569	4,899	4,798	5,465	13.90%
OCT	5,254	4,519	5,161	5,215		-100.00%
NOV	4,925	4,541	4,930	5,032		-100.00%
DEC	5,104	4,469	4,980	4,834		-100.00%
TOTAL	65,159	60,165	60,619	60,467		-100.00%
AVG	5,430	5,014	5,052	5,039		-100.00%

WIRELESS USE

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	920	1,341	1,830	1,677	1,464	-12.70%
FEB	875	1,269	1,801	1,806	1,499	-17.00%
MAR	1,003	1,643	2,152	1,895	1,749	-7.70%
APR	1,033	1,711	2,187	2,068	1,725	-16.59%
MAY	1,378	2,170	3,041	2,187	2,090	-4.44%
JUN	1,286	1,775	2,161	1,763	1,995	13.16%
JUL	1,412	1,917	2,623	2,467	2,036	-17.47%
AUG	1,253	2,138	2,155	2,099	1,677	-20.10%
SEP	1,312	2,243	2,184	2,071	1,920	-7.29%
OCT	1,677	2,231	2,310	2,118		-100.00%
NOV	1,499	1,961	2,213	1,806		-100.00%
DEC	1,545	1,801	2,147	1,615		-100.00%
TOTAL	15,193	22,200	26,804	23,572		-100.00%
AVG	1,266	1,850	2,234	1,964		-100.00%

DOOR COUNT

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	0	5,425	7,504	6,975	7,687	10.21%
FEB	0	5,826	7,000	7,545	7,171	-4.96%
MAR	0	6,385	8,810	8,212	8,791	7.05%
APR	0	6,482	7,634	8,282	8,025	-3.10%
MAY	1,462	8,119	10,109	9,943	10,690	7.51%
JUN	4,155	7,296	8,237	8,109	7,758	-4.33%
JUL	5,158	7,301	7,810	8,730	8,925	2.23%
AUG	4,809	7,900	8,125	8,364	8,087	-3.31%
SEP	4,915	7,135	6,832	7,653	7,952	3.91%
OCT	6,061	7,696	7,776	8,208		-100.00%
NOV	5,620	7,126	7,525	7,381		-100.00%
DEC	5,280	6,188	7,308	6,627		-100.00%
TOTAL	37,460	82,879	94,670	96,029		-100.00%
AVG	3,122	6,907	7,889	8,002		-100.00%

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

SELF-CHECKOUTS

MO.	2021	2022	2023	2024	2025	%TOTAL
JAN	0	8,190	9,342	8,942	10,445	68.66%
FEB	0	8,181	8,344	9,063	8,685	64.93%
MAR	0	9,086	10,361	10,155	10,373	65.86%
APR	0	8,378	7,993	n/a	9,393	66.28%
MAY	1,146	7,100	7,931	8,433	8,473	64.87%
JUN	6,690	9,544	8,729	11,021	10,213	69.87%
JUL	7,053	9,276	9,658	10,724	11,133	68.84%
AUG	6,585	9,707	9,193	10,323	9,916	68.20%
SEP	7,210	7,646	8,252	8,474	9,439	67.12%
OCT	7,254	7,424	8,826	8,742		
NOV	7,417	7,912	n/a	9,355		
DEC	7,176	6,908	6,776	7,832		
TOTAL	50,531	99,352	95,405	103,064		
AVG	4,211	8,279	8,673	9,369		

WEBSITE PAGEVIEWS

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	3,984	4,695	4,486	5,363	5,649	5.33%
FEB	3,952	3,751	3,912	4,815	5,258	9.20%
MAR	4,998	3,968	5,152	5,727	5,142	-10.21%
APR	4,701	4,268	4,816	5,767	4,985	-13.56%
MAY	4,092	4,008	4,528	4,963	5,182	4.41%
JUN	4,818	3,954	5,323	5,788	4,752	-17.90%
JUL	4,206	4,768	4,991	5,935	5,004	-15.69%
AUG	3,936	3,915	4,874	5,247	5,047	-3.81%
SEP	3,448	3,501	4,173	4,891	4,456	-8.89%
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 September 2025

		September Programs	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
9/3/2025	Online live	LSC: Hannah Maehrer				3	
9/4/2025	Fire Department	Craft Club (SB, AH)				18	
9/4/2025	St Anns	Outreach Story Time (AMH)	20				
9/4/2025	Carnegie Room	Oreo Tasting (CS, EM)			33		
9/7/2025	Stoughton Yoga	Yoga Sundays (AB)				18	
9/7/2025	Carnegie Room	Caregiver Connection (Friends)				5	
9/9/2025	Carnegie Room	Writing Group (volunteers)				5	
9/10/2025	Carnegie Room	Kindermusik	38				
9/10/2025	Online live	LSC Jefferson Fisher				3	
9/11/2025	Carnegie Room	Book bedazzling (CS, EM)			20		
9/11/2025	Learning Tree Presc	Outreach Story Time (AMH)	18				
9/11/2025	Learning Tree Presc	Outreach Story Time (AMH)	29				
9/12/2025	Nordic Ridge Park	Movies in the Park: Wild Robot (JR, AB, Parks & Rec staff)					100
9/13/2025	Carnegie Room	Love to Read Book Club (AMH)	2				
9/15/2025	Carnegie Room	Story Time (MO)	34				
9/16/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	19				
9/16/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	18				
9/16/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	42				
9/16/2025	Carnegie Room	Graphic Novel Book Club (MO)		9			
9/16/2025	Carnegie Room	Cooking with Venison (volunteer Mack Naber)				3	
9/17/2025	Carnegie Room	Baby Story Time (AMH)	10				
9/17/2025	Online live	LSC Gabe Henry				5	
9/17/2025	Carnegie Room	Pokemon Club (MO)		16			
9/18/2025	Gingerbread Presch	Outreach Story Time (AMH)	21				
9/18/2025	Carnegie Room	Story Time (MO)	24				
9/19/2025	Stoughton Yoga	Family Fun Yoga		9			
9/20/2025	Carnegie Room	Saturday Story Time (AMH)	40				
9/23/2025	River Bluff Middle S	Outreach: Reality Maze (CS)			375		
9/23/2025	La Petite Preschool	Outreach Story Time (AMH)	21				
9/23/2025	Carnegie Room	Page Turners (AB)				6	
9/24/2025	Carnegie Room	Baby Story Time (AMH)	17				
9/24/2025	Weebleworld	Outreach Story Time (AMH)	23				
9/24/2025	Senior Center	Outreach: Page Turners (AB)				7	
9/24/2025	Carnegie Room	Stitches (MO) (canceled due to staff illness)		--			

Programming Statistics
for September 2025

9/25/2025	Carnegie Room	Story Time (MO)	26				
9/25/2025	Innovation Center	Teen Field Trip: Innovation Center (CS)			10		
9/27/2025	Mezzanine	Art Walk (JR)					350
9/28/2025	Carnegie Room	Seed saving (Sustainable Stoughton, UW Extension)				14	
9/29/2025	Carnegie Room	Story Time (MO)	15				
9/30/2025	Online asynchronous	Archive views LSC				1795	
			417	34	438	1882	450

		September Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
9/30/2025	2nd floor	All ages Ren Faire Craft (tie one on bunting)					29
9/30/2025	2nd floor	All ages sticker mural					29
9/30/2025	2nd floor	Teen art cart			29		
9/30/2025	Mezzanine	All ages puzzle					29
			0	0	29	0	87

Director's Report

October 15, 2025



Library news:

- On September 18, I attended the kick-off meeting for the Ripple Project Equity Teams at the Oregon Public Library. (The Ripple Project is Dane Co. Library Services' county-wide initiative related to diversity, equity, and inclusion work.) We discussed planning for the year ahead and the possibility of county-wide library initiatives related to diversity, equity, inclusion, and access. The four regional Equity Teams usually meet separately, so this meeting was a chance to gather everyone from throughout the county. Going forward, the four regional Equity Teams will meet separately on a bi-monthly basis to discuss ways to ensure our libraries remain accessible and welcoming to all.
- Mary Ostrander, Amanda Bosky, and I held another round of interviews for the position of Children's Services Library Assistant on September 23. For this round, we sent a sample schedule to all the candidates ahead of time to ensure that they were available to work the required shifts. From four very well-qualified candidates, we ultimately offered the position to Derek Brabender and he accepted. Derek has started the on-boarding process with the Human Resources Department, and we hope to have him start training before the end of the month.
- On September 26, I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislative Committee. Topics of discussion included: potential legislation next session related to book challenges; a proposal for a program to be given by members of our committee on library advocacy and legislator engagement at the American Library Association conference next year; and an update from the Department of Public Instruction (DPI) on the status the Institute of Museum and Library Services (IMLS) and federal funding for libraries.
- We hosted three artists on the Mezzanine level as part of the annual **Art Walk Stoughton** event on September 27. Artists Kaethe Paynter, Carol

White, and Elizabeth Hammond displayed their art for hundreds of curious attendees.

- I spent some time this month finalizing the library's 2026 operating budget. I presented the draft budget to the Library Board's Finance Committee on September 30 and they will have a recommendation for the Board at the meeting on October 17. As of this moment, the mayor is still making small changes to the city's operating budget, so some of the figures may change. Additionally, a final decision regarding departments' staffing requests has yet to be made. I will provide the Board with the most up-to-date information available at our meeting this month.



- Because I was out of town, Adult Services Librarian and Assistant Director Amanda Bosky attended the meeting of the City Council's Personnel Committee on October 6 to talk about our 2026 personnel request. Each department was given a chance to make the case for their personnel requests. Amanda reports that the meeting went very well, with both the mayor and committee members asking a lot of good questions. The Personnel Committee will again rank the position requests, but the ultimate decision as to whether or not they are included in the budget is up to the mayor. I will provide the Board with an update at our meeting this month when I know more.
- I will present to City Council on October 14 about the resolution to exempt the city of Stoughton from the county library tax in 2026. (You'll recall that the Board voted to recommend this resolution to Council at the last

meeting on September 17.) As always, I will take the opportunity to talk a little about funding for libraries and about county funding and standards in particular. Since the amount appropriated for the library in the mayor's budget is well above the minimum appropriation, I anticipate that the Council will pass the resolution.

Stoughton Area Community Foundation Fund Report

The report for the period Aug 30 – Sep 26 shows an increase in value of \$500.80 to the account because of market conditions. The overall value of the account as of Sep 26 is \$35,448.22.

Youth Services (from Mary Ostrander)

- Story Times started back up for the fall this month. Many families are more than happy to get back into their story time routines. Anna is doing a great job taking on Baby Story Time on Wednesdays.
- Graphic Novel Books Club started for the school year with *Warrior: The Prophecy Begins*, which was a very popular pick.
- Pokemon Club started with a whole new set of kindergartners now old enough to attend.
- The Children's Library Assistant position was accepted by Derek Brabender. Mary hopes he will be able to start soon, which will bring the Children's Department back up to full strength.
- Mary met with a vendor from Penworthy and purchased many new, well-bound materials for the collection.
- Anna continues to do outreach to area 4 year-old Kindergarten classes.
- Staff is near the end of the children's non-fiction collection in their ongoing weeding project to ensure that the collection is current and appealing.
- **This year's Renaissance Faire** was another rousing success! About 500 people joined library staff at East Side Park on Saturday, October 4 for the



festivities. Performers included: The Wild Rumpus, Sage the Magician, Stoughton Fencing Club, Stoughton Sea Shanty Society, A Leap Above Dance Studio, and Stoughton Youth Players. Many local groups were involved.

Tech Services & Technology News (from Sarah Bukrey)

- We added 529 items in September. This kept the Technical Services staff and volunteers busy!
- Sarah B did a weaving demonstration at the 2025 Mini Renaissance Faire.
- Baker & Taylor, our main vendor for adult fiction books, announced this month that

they are ceasing operations. Their dissolution has been a long time coming. It has been 3-4 weeks since we received any product from them, so Sarah spent many hours moving all backordered items from the Baker & Taylor



website to that of our other main vendor, Ingram. We now have more than 200 items on order with Ingram that will all arrive around the same time, which will create a bit of a processing bottle-neck.

- Sarah and Amy hosted 25 people for **Craft Club on October 2** where we made pumpkins out of sweaters.
- Sarah and Jen helped cover additional staffing gaps in other departments.

Circulation Services (from Robin Behringer)

- The Circulation Team meeting was canceled due to staff absences. The Shelver Team met on 10/1 and discussed recent updates to regular procedures and guidelines.
- Due to staff limitations and the vagaries of the magazine publishing industry, we have decided to bring the Adopt-a-Magazine program to an end. (This was a program that allowed patrons to sponsor subscriptions to individual magazine titles.) Robin reached out to recent donors about continuing to support the library's serials collection through gifts not tied to individual publications.

Adult & Teen Services (from Amanda Bosky)

- Teen Services Assistant Cynthia Schlegel's teen programs over the last month included: Book Bedazzling (with Library Substitute Erin Mears); and a field trip to Innovation Center Stoughton.
- Amanda experienced an uptick in patrons requesting Libby and Hoopla one-on-one training and technical support over the past month, frequently assisting patrons on the fly while on desk, or scheduling appointments.
- On September 12, Amanda and Jim co-hosted the final **Movies in the Park** of the summer with Parks & Recreation staff, showing *The Wild Robot*. 100 people attended.
- Cynthia participated in a new initiative from Stoughton Health: a Reality Maze for middle schoolers. This activity has been hosted at



Stoughton High School for several years, but Stoughton Health wanted to bring the experience to the middle schoolers as well. Seventh and Eighth Graders at River Bluff Middle School participated in scenarios that helped them learn about situations such as scooter safety. Cynthia said she enjoyed being a welcoming, friendly face along with River Bluff Middle

school librarian Mande Shecterle, and hopes to participate again in the future.

- Sustainable Stoughton partnered with the library to present a fall seed saving program for adults in late September. A small but engaged audience attended.
- On October 6, Amanda attended a City Council Personnel Committee meeting to represent the library as we request an additional part-time staff member for our Adult Services department. This position would staff the top floor Information Desk, allowing our Teen Services Assistant to dedicate the bulk of her time to teen programming, outreach, and collection development.
- The Adult Services department has a number of regular book discussions, programs, and meetings which are not frequently mentioned in the Board Reports due to their repetitive nature. Here's a general update:
 - Our community is very lucky to have our Adult Services Assistant, Amy Hynek, who faithfully attends Joining Forces for Families and Stoughton Area Resource Team meetings every month. She is an excellent library ambassador at these meetings, and also provides lots of great information for folks in need who come to the library seeking assistance.
 - Our book discussions are all going strong. We value our partnership with the Stoughton Area Senior Center, hosting one session of our general Page Turners book discussion here each month and an outreach session at the Senior Center the next day. An average of 12 people attend the two sessions.
 - Our Mystery book group has grown quite large, with an average of 13 people joining us every session either live or via Zoom.
 - We are also pleased with the 2025 "relaunch" of our long running sci-fi and fantasy group, now with the addition of horror and co-led by Amanda, Jim, and Children's Librarian Mary Ostrander. An average of 9 people attend live or via Zoom.
 - We appreciate our partnership with Stoughton Community Yoga, offering two free library-sponsored classes almost every month (one for adults, one for families). Registration regularly fills up, with several people on the wait lists.
 - We also appreciate the dedication of volunteer Lynn Perez-Hewitt who leads our monthly Writing Group for adults. Lynn is also partnering with Ink Cap Books to offer a Stoughton Writing Month (StoWriMo) in October and hosting some meetings at the library to support writers in the community.

Looking Back from *The Wisconsin State Journal*
February 12, 1908

Carnegie Library Finished

After much stress and waiting for materials, the Stoughton Carnegie library is finally completed, except for the carpets that are still to be placed. Owing to many difficulties, the job has lasted a long time. It is prominently located on the corner of Main and Fourth streets, within a block of the city hall. The city furnished the ground and must make a certain annual appropriation for its maintenance.



**Stoughton Public Library Board of Trustees
Finance Committee
Tuesday, September 30, 6:30 PM**

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

MINUTES

Present: Jean Ligocki, Sharon Meilahn Bartlett, Christine Melland
Also present: Library Director Jim Ramsey

1. Meeting called to order by consensus at 6:31 PM.
2. **Review of Agenda** – Agenda reviewed and accepted by consensus.
3. **Election of committee chair for 2025-2026 *** - Ramsey asked for volunteers. He explained that since this committee meets so infrequently, tonight's meeting might be the only one presided over by the new chair.

Ligocki volunteered to serve as chair for 2025-2026. Ramsey called thrice for additional nominations. None were offered. MOTION by Meilahn Bartlett to elect Ligocki as 2025-2026 Finance Committee chair. SECOND by Melland. VOTE: 3-0.

4. **Review/Approval of minutes from September 24, 2024 Finance Committee meeting *** - MOTION by Ligocki to approve the Finance Committee minutes of September 24, 2024. SECOND by Meilahn Bartlett. VOTE: 2-0 with Ligocki abstaining.
5. **Discussion of the committee's 2025 Library Board Goal** – Ramsey presented and reviewed the committee's 2025 Board Goal, which involved looking at 9 months' worth of spending to gauge support for programs and services related to inclusion, diversity, equity, and access (IDEA). Ramsey explained that he had tallied all of the spending from October of 2024 through July of 2025 and had arrived at a figure of \$6,360.87 for total spending on programs and services that fall under the IDEA umbrella. This figure does not include the \$4,200 spent on a diversity audit of the collection earlier this year. It does include \$2,500 for a subscription to the

EDUCATE, ENRICH, EMPOWER, ENGAGE

Library Speakers Consortium (LSC), a service that provides virtual author visits. Many, though not all, of the virtual events provided by this service fall under the IDEA umbrella.

Over the same period, October 2024 through July 2025, total spending on programming was \$21,117.32. So, with the LSC subscription included, this means that 30% of spending involved programs or services related to IDEA. If we set aside the LSC subscription, that brings total spending to \$3,860.87, or 18% of the total.

Ligocki asked about the timeframe for gathering data and whether it might be more useful to gather data from the Sep through May period to match the schools' academic calendars. Melland stated that she wanted to be sure that spending on summer programming was captured. Discussion ensued regarding the best timeframe for data collection.

Meilahn Bartlett asked how we might use this data to communicate with our community. More discussion ensued and consensus emerged in favor of having Ramsey provide a list of the programs related to IDEA that he included in the figures he reported. Ramsey confirmed that he would compile a list and send it to the committee along with the draft minutes.

Ligocki stated that she was encouraged by the numbers. Meilahn Bartlett said she was glad we mentioned the diversity audit of the collection in the reporting. Ligocki suggested that the Planning Committee could come up with a definition of IDEA to make sure that everyone is included. Ramsey discussed how he applied a broad definition in determining which expenses qualified as IDEA. For example, a program for dementia caregivers qualified because it touched on issues related to inclusion and access.

6. Discussion and possible action regarding Stoughton Public Library 2026 Operating Budget * - Ramsey presented on the library's 2026 operating budget. This budget is provisional for reasons outlined below. Highlights include:

- County funding is increasing by \$16,872, or 5.4%, to \$331,889.
- The revenue side of the budget includes \$20,000 in fund balance used as carryover for 2026.
- The city's contribution, in the form of the transfer from the General Fund, is \$704,428. This represents a reduction of

\$6,857, or .97% from 2025. With the county's contribution increasing, it is not unusual that the city's contribution would decrease.

- The mayor's budget currently includes a cost of living adjustment of 3% for all city employees.
- Personnel costs comprise \$859,499, or 79% of the operating budget. These costs increased by 2.5% over last year.
- Non-personnel costs are \$213,150, or 21% of the budget. These costs increased by 3.2% over the previous year.
- The total 2026 operating budget is \$1,091,698, a 2.7% increase over the previous year

Ramsey explained that the current budget is provisional because the mayor is still developing his 2026 operating budget for the city. The current budget as presented tonight does not include the position request for a part-time Library Assistant in Adult Services, but the mayor and the Council's Personnel Committee are still considering that request. If the position is included in the mayor's budget, that will impact both the total amount of the transfer from the general fund (revenue) and total personnel expenses (expenditures)

Ligocki asked what action by this committee would be most helpful, given the provisional nature of the budget at this point. Ramsey replied that the committee could pass the provisional budget with the understanding that changes may be made based on the mayor's final operating budget, which will be presented to the Council's Finance Committee on October 14. Any adjustments to the library's budget could be made before the next library Board meeting on October 15.

MOTION by Meilahn Bartlett to recommend the provisional 2026 operating budget to the Library Board with the understanding that portions of the budget may change depending on the mayor's final budget. SECOND by Melland. VOTE 3-0.

7. Adjournment – MOTION to adjourn by Melland. SECOND by Meilahn Bartlett. VOTE: 3-0. Meeting adjourned at 7:35 PM

* Indicates possible action item

Minutes taken by Jim Ramsey

Stoughton Public Library ~ 2026 Budget - DRAFT



			2021	2022	2023	2024	2025	2026	2026 vs. 2025
Line	Personnel	Notes							+ / -
110	SALARIES		\$80,133	\$86,916	\$90,227	\$94,286	\$97,115	\$100,506	\$3,391
120	WAGES		\$398,651	\$413,759	\$433,644	\$417,489	\$248,851	\$257,566	\$8,715
127	WAGES-PART TIME		\$70,701	\$75,821	\$77,147	\$119,745	\$283,182	\$328,642	\$45,460
128	SEASON/TEMPORARY (Sundays)		\$8,500	\$8,500	\$8,840	\$9,238	\$11,497	\$12,158	\$661
129	LONGEVITY	separated starting in 2023			\$7,600	\$9,450	\$6,404	\$6,850	\$446
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$72,684	\$73,926	\$76,950	\$79,254	\$79,545	\$85,513	\$5,968
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$94,783	\$106,048	\$121,988	\$115,884	\$129,435	\$109,816	-\$19,619
									\$0
	Operations								\$0
210	TELEPHONE	moved to IT in 2020	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$500	\$500	\$1,000	\$1,000	\$900	\$1,000	\$100
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$2,000	\$2,000	\$2,000	\$0
213	SALES TAX					\$200	\$275	\$275	\$0
216	OUTSIDE SERVICES - OTHER		\$500	\$200	\$200	\$200	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$0	\$0	\$0	\$0
220	ELECTRICITY	2024 actual was \$18,457.90	\$19,600	\$19,600	\$21,000	\$21,355	\$18,800	\$18,000	-\$800
221	HEAT	2024 actual was \$4,396.94	\$5,500	\$5,500	\$6,000	\$7,627	\$5,100	\$5,100	\$0
240	EQUIPMENT MAINTENANCE	2024 actual was \$4,274.56	\$1,900	\$1,900	\$2,800	\$4,000	\$4,500	\$4,500	\$0
289	TECHNOLOGY SERVICES		\$50,500	\$53,600	\$56,000	\$57,500	\$57,500	\$59,000	\$1,500
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$400	\$400	\$0
313	PROGRAMS/PUBLICITY	5% increase per Strategic Plan	\$4,000	\$4,500	\$4,500	\$4,725	\$5,000	\$5,250	\$250
320	DUES		\$600	\$600	\$600	\$175	\$175	\$175	\$0
326	PERIODICALS	2024 actual was \$4,690.43	\$4,900	\$5,200	\$5,400	\$5,400	\$5,400	\$5,400	\$0
327	E-RESOURCES (eBooks & databases)	artially operationalize hoopla expense	\$8,700	\$9,700	\$12,000	\$18,000	\$22,000	\$22,000	\$0
328	AUDIO VISUAL		\$15,000	\$11,000	\$9,000	\$9,000	\$9,000	\$9,000	\$0
329	BOOKS	3% increase per Strategic Plan	\$50,000	\$50,000	\$50,000	\$52,000	\$53,500	\$55,000	\$1,500
340	OFFICE SUPPLIES	2024 actual was \$3,617.80	\$4,500	\$4,500	\$5,000	\$3,000	\$4,500	\$4,500	\$0
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$50	\$50	\$50	\$0
342	SPECIALIZED LIBRARY SUPPLIES		\$4,800	\$4,800	\$6,000	\$6,000	\$6,000	\$6,000	\$0
350	REPAIR & MAINTENANCE	0 one-time expense for carpet replace	\$9,000	\$9,000	\$9,000	\$10,000	\$10,000	\$4,000	-\$6,000
409	COMPUTER EQUIPMENT (NON-CAP)	moved from CIP to operating					\$0	\$7,000	\$7,000
437	FURNITURE (NON-CAPITAL)	moved from CIP to operating					\$0	\$3,000	\$3,000
444	NON-COLLECTION DAMAGED CHARGES					\$700	\$1,300	\$1,300	\$0
810	CAPITAL OUTLAY		\$0	\$0	\$0	\$0	\$0	\$0	\$0
820	EQUIPMENT REPLACEMENT - Computers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total	\$899,052	\$939,170	\$1,007,496	\$1,048,778	\$1,062,629	\$1,114,201	\$51,572



Projected Library Revenue for 2026

Budgeted revenue for 2021-2026

	2021	2022	2023	2024	2025	2026
DANE COUNTY SERVICE FEES	\$249,429	\$249,429	\$249,910.00	\$ 283,780.00	\$ 315,017.00	\$331,889.00
OTHER COUNTIES SERVICE FEES	\$15,848.39	\$15,952	\$14,979	\$ 12,963.00	\$ 15,297.00	\$12,631.00
MISC. GENERAL REVENUE				\$ 250.00	\$ 530.00	\$250.00
LIBRARY FEES	\$7,000	\$6,000	\$4,000	\$ 3,700.00	\$ 4,000.00	\$4,000.00
COPY MACH. & PRINTS	\$3,700	\$3,700	\$2,500	\$ 3,700.00	\$ 5,000.00	\$7,000.00
INTEREST - LIBRARY			\$1,000	\$ 2,800.00	\$ 11,500.00	\$11,500.00
TRANSFER IN - GENERAL FUND	\$632,350.00	\$646,350	\$735,107	\$ 741,585.00	\$ 711,285.00	\$726,931.00
SURPLUS used as carryover		\$ 26,740.00				\$20,000.00
	\$908,327	\$948,171	\$1,007,496.00	\$1,048,778.00	\$ 1,062,629.00	\$1,114,201.00

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

MATERIALS EXPENDITURES \$91,400

Dane County standards require \$70,621.