

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**



**DATE:** Wednesday, September 18, 2019

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

**LOCATION:** Carnegie Room, Stoughton Public Library

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- I. Call to Order by President Mike Vienneau
- II. Review of Agenda
- III. Review/Approval of Minutes of August 21, 2019 \* (enclosure)
- IV. Recognition Opportunities
- V. Public Comment Period (limited to no longer than 5 minutes)
- VI. Review/Discussion of Correspondence
- VII. Education Updates
- VIII. Board In-Service: Inclusive Services Assessment and Guide from WI DPI (Ramsey presenting)
- IX. Review/Approval of Financial Statements for August 2019 \*
  - A. Fund 215 (General Fund)
  - B. Fund 217 (Special Gift Fund)
  - C. Stoughton Area Community Foundation
- X. Review/Approval of Bills for September 2019 \*
  - A. Fund 215 (General Fund)
  - B. Fund 217 (Special Gift Fund)
- XI. Director's Report
  - A. Statistics for August 2019 (enclosure)
  - B. Administration report (enclosure)
- XII. Committee Reports
  - A. Finance: Need to schedule meeting in early Oct. to review budget
  - B. Personnel: Did not meet
  - C. Planning: Met on 9/8 (enclosure). Vienneau will present rough draft of Strategic Plan
  - D. Policies: Scheduled to meet on 9/25
- XIII. Friends of the Library Report (Sandra Black)
- XIV. Old Business
  - A. 2020 Budget update

XV. New Business

- A. Approve exemption from county library tax and send to council (enclosure) \*
- B. Approve next year's holiday closings (enclosure) \*
- C. Appoint student trustee for 2019-2020 \*
- D. Presentation by Director Ramsey on 2020 personnel requests recommended by Board committees\*

XVI. Pending Agenda Items

XVII. Adjournment \*

NEXT REGULAR MEETING: October 16, 2019

*An \* indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe, Dane County Representative  
Sam Baughn, Student Representative  
Sandra Black  
Heather Danielson, Vice-President  
Jeff Fimreite, Stoughton Area School District Rep.  
Petra Horst  
Amy Ketterer  
Jean Ligocki, City Council Representative  
Tom Selsor  
Mike Vienneau, President

COMMITTEES

*Finance:* Black (chair), Horst, Selsor  
*Personnel:* Axe, Black, Fimreite, Vienneau (chair)  
*Planning:* Danielson, Ketterer, Ligocki, Vienneau  
*Policies:* Axe, Horst, Selsor

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

# Agenda Notes: Library Board meeting of September 18, 2019



## XIV. Old Business

- A. 2020 budget update – After meeting with Finance Director Friedl to review the 2020 budget draft, I have made some minor adjustments which I will summarize. I am scheduled to meet with Friedl and Mayor Tim Swadley in the afternoon of 9/18, so I may have more information that evening.

## XV. New Business

- A. Approve exemption from county library tax and send to City Council\* - This is the annual exemption resolution that the Library Board passes and recommends to the City Council. This resolution is scheduled to go to Council on September 24. Passage of this resolution exempts the City from the county library tax and allows receipt of Dane County funding. Resolution is enclosed.
- B. Approve the next year's holiday closings\* – Self-explanatory. List of closed dates for 2020 is enclosed.
- C. Appointment by president of student trustee\* – President will appoint student trustee for 2019-2020 term based on recommendation of ad hoc nominating committee.
- D. Presentation by Director Ramsey on 2020 personnel requests\* - Ramsey will present on two personnel requests for 2020 that were recommended at a joint meeting of the Finance and Personnel Committees on August 7. A vote by the full Board is required to include these requests in the 2020 operating budget.





**PRESENT:** Ken Axe; Sandra Black; Heather Danielson, Library Board Vice-President; Amy Ketterer; Jean Ligocki, City Council Representative; Tom Selsor; Mike Vienneau, Library Board President

**ABSENT:** Sam Baughn, Student Representative; Jeff Fimreite, Stoughton Area School District Representative; Petra Horst

**ALSO PRESENT:** Amanda Bosky, Library Assistant Director and Children's Librarian; Sarah Monette, Library Administrative Assistant; Richard MacDonald, community member

**I. CALL TO ORDER.** *President Vienneau called the meeting to order at 6:33 P.M. Six voting Board members, Black, Danielson, Ketterer, Ligocki, Selsor, Vienneau, were present, constituting a quorum.*

**II. REVIEW OF AGENDA.** n/a.

**III. REVIEW/APPROVAL OF MINUTES OF JULY 17, 2019.** *Moved by Ketterer, second by Ligocki, to approve the minutes as presented. Motion carried 6-0.*

**IV. RECOGNITION OPPORTUNITIES.** The Board signed thank-you cards for the Stoughton Lioness Club and Autumn Pearl.

*[Axe arrived at 6:35 P.M.]*

**V. PUBLIC COMMENT PERIOD.** MacDonald told the Board about the benefit concert on September 8.

*[MacDonald left at 6:40 P.M.]*

**VI. CORRESPONDENCE.** n/a

**VII. EDUCATION UPDATES.** Ketterer and Danielson discussed the Trustee Training Week webinars they had watched.

**VIII. BOARD IN-SERVICE: TRUSTEE ESSENTIAL 13: LIBRARY ADVOCACY.** Vienneau presented.

**IX. REVIEW/APPROVAL OF FINANCIAL STATEMENTS FOR JULY 2019.**

Bosky presented.

- A. **Fund 215.** *Moved by Ketterer, second by Axe, to approve the July 2019 financial statements for Fund 215 as presented. Motion carried 7-0.*
- B. **Fund 217.** *Moved by Danielson, second by Ligocki, to approve the July 2019 financial statements for Fund 217 as presented. Motion carried 7-0.*
- C. **Stoughton Area Community Foundation.** The Board reviewed the financial statements for the SACF's pass-through account for the Library. The statements were accepted by consensus.

**X. REVIEW/APPROVAL OF BILLS FOR AUGUST 2019**

Bosky presented.

- A. Fund 215. Moved by Black, second by Ketterer, to approve the August 2019 bills for Fund 215 as presented. Motion carried 7-0.
- B. Fund 217. Moved by Black, second by Ketterer, to approve the August 2019 bills for Fund 217 as presented. Motion carried 7-0.

#### **XI. DIRECTOR'S REPORT**

- A. Statistics. Bosky presented the July statistics.
- B. Administration report. Bosky went over the Director's Report as presented in the packet.

#### **XII. COMMITTEE REPORTS**

- A. Finance. Black presented for the joint meeting of Finance and Personnel. They made two decisions at their meeting. One was that there would be no decision made at this Board meeting, because the Library Director would not be present; the second was that the committees would advocate for the increase in the Administrative Assistant position from 18 to 20 hours per week and the increase in the Circulation Supervisor position from 30 to 40 hours per week. While the committees fully support the creation of a Teen Librarian position, they suggest making it part of the Strategic Plan rather than a request for the 2020 budget.
- B. Personnel. See above
- C. Planning. Vienneau reported that the Planning Committee is working on the Strategic Plan.
- D. Policies. Did not meet.

**XIII. FRIENDS OF THE LIBRARY REPORT.** Black reported that the Fall Fundraiser will be a presentation from the owner of Roots Chocolates and that, because of lack of volunteers, the December Book Sale will be the last one. The Friends want to transition to having a permanent book sale space in the Library.

#### **XIV. OLD BUSINESS.** n/a

#### **XV. NEW BUSINESS**

- A. Appointment by president of student trustee interview committee. Black and Ketterer volunteered.

#### **XVI. PENDING AGENDA ITEMS.**

- A. Transitioning to being a fine-free library.
- B. Friends of the Library booksale.

**XVI. ADJOURNMENT.** Moved by Black, second by Ligoeki, to adjourn at 7:40 P.M. Motion carried 7-0.

Minutes taken by Sarah Monette



# STOUGHTON PUBLIC LIBRARY

CHECKOUTS					2019			2018-19		
MO.	2015	2016	2017	2018	PRINT	AV	e-RES	TOTAL	%CHANGE	
JAN	21,898	19,987	18,983	19,339	8,415	7,396	2,732	18,543	-4.12%	
FEB	19,602	19,699	17,662	18,106	8,412	6,608	2,356	17,376	-4.03%	
MAR	21,813	20,895	20,549	19,567	9,618	7,396	2,773	19,787	1.12%	
APR	20,685	19,528	18,154	18,582	9,951	5,527	2,636	18,114	-2.52%	
MAY	19,552	17,289	18,471	17,102	7,423	5,802	2,979	16,204	-5.25%	
JUN	24,143	21,622	20,898	20,504	10,147	6,118	2,654	18,919	-7.73%	
JUL	23,283	21,776	20,997	20,875	10,889	6,386	3,021	20,296	-2.77%	
AUG	19,850	21,695	21,609	20,855	9,765	6,315	2,755	18,835	-9.69%	
SEP	16,545	19,074	18,557	17,204						
OCT	17,908	19,164	19,567	18,402						
NOV	17,935	18,964	18,537	17,589						
DEC	18,009	17,326	17,386	16,108						
TOTAL	241,223	237,019	231,370	224,233	74,620	51,548	21,906	148,074		
AVG	20,102	19,752	19,281	18,686	9,311	6,444	2,738	18,509		

COMPUTER USE					2019 COMPUTER LOGINS BY TYPE				2019	2018-19
MO.	2015	2016	2017	2018	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	2,097	1,740	1,990	1,860	638	495	32	920	2,085	12.10%
FEB	1,748	2,078	1,924	1,973	636	539	47	1,006	2,228	12.92%
MAR	2,252	2,386	2,321	2,313	718	725	57	1,049	2,549	10.20%
APR	2,073	2,091	1,821	1,983	775	927	47	860	2,609	31.57%
MAY	1,894	1,850	1,945	1,771	711	655	36	765	2,167	22.36%
JUN	2,511	2,262	2,392	2,367	660	245	57	1,060	2,022	-14.58%
JUL	2,053	2,165	2,028	2,205	781	143	94	1,249	2,267	2.81%
AUG	2,131	2,469	2,295	2,414	750	415	59	1,129	2,353	-2.53%
SEP	1,539	1,901	1,628	1,843						
OCT	1,847	2,129	1,776	1,946						
NOV	1,792	2,076	1,652	1,766						
DEC	1,697	1,581	1,670	1,591						
TOTAL	23,634	24,728	23,442	24,032	5,669	4,144	429	8,038	18,280	
AVG	1,970	2,061	1,954	2,003	709	518	54	1,005	1,523	

STOUGHTON PUBLIC LIBRARY STATISTICS, AUGUST 2019

LOANED THROUGH DELIVERY						2018-19
MO.	2015	2016	2017	2018	2019	%CHANGE
JAN	10,120	9,839	10,681	10,850	10,087	-7.03%
FEB	9,208	10,034	10,153	10,010	9,943	-0.67%
MAR	9,720	10,373	11,187	10,624	10,517	-1.01%
APR	8,992	9,911	9,956	10,055	9,704	-3.49%
MAY	8,312	9,381	9,733	9,780	9,439	-3.49%
JUN	8,598	9,789	9,555	9,703	9,246	-4.71%
JUL	7,669	9,739	9,674	9,612	9,499	-1.18%
AUG	6,189	10,365	10,310	9,956	9,450	-5.08%
SEP	5,783	9,704	9,547	9,179		
OCT	6,682	10,106	9,773	9,907		
NOV	8,465	10,204	9,963	9,708		
DEC	9,045	9,950	9,588	9,287		
TOTAL	98,783	119,395	120,120	118,671		
AVG	8,232	9,950	10,010	9,889		

BORROWED THROUGH DELIVERY						2018-19
MO.	2015	2016	2017	2018	2019	%CHANGE
JAN	8,272	7,845	7,475	7,470	7,511	0.55%
FEB	7,436	7,557	7,196	7,054	6,914	-1.98%
MAR	8,055	7,650	7,696	7,521	7,574	0.70%
APR	7,587	7,479	6,699	7,188	6,880	-4.28%
MAY	7,346	7,147	6,902	6,800	6,399	-5.90%
JUN	7,945	7,545	6,734	6,739	6,423	-4.69%
JUL	8,286	7,389	7,145	7,234	7,123	-1.53%
AUG	7,934	7,559	7,338	7,579	6,370	-15.95%
SEP	7,461	7,229	6,923	6,708		
OCT	7,380	7,351	7,347	7,127		
NOV	6,625	6,932	6,883	6,827		
DEC	7,236	7,426	6,857	6,509		
TOTAL	91,563	89,109	85,195	84,756		
AVG	7,630	7,426	7,100	7,063		

WIRELESS USE						2018-19
MO.	2015	2016	2017	2018	2019	%CHANGE
JAN	8,916	10,972	12,437	15,000	14,971	-0.19%
FEB	8,663	12,533	13,143	14,981	15,722	4.95%
MAR	9,821	12,344	14,358	16,411	16,906	3.02%
APR	9,894	11,346	10,216	16,264	16,657	2.42%
MAY	11,260	13,610	11,796	17,771	18,846	6.05%
JUN	11,009	12,380	11,380	17,255	27,822	61.24%
JUL	12,676	12,948	11,417	14,942	15,712	5.15%
AUG	10,307	13,347	15,465	16,089	14,467	-10.08%
SEP	10,868	13,132	13,667	12,349		
OCT	11,693	13,447	15,390	17,574		
NOV	10,379	12,217	14,143	16,921		
DEC	11,065	11,010	14,248	14,434		
TOTAL	126,551	149,286	157,660	189,991		
AVG	10,546	12,441	13,138	15,833		

DOOR COUNT						2018-19
MO.	2015	2016	2017	2018	2019	%CHANGE
JAN	10,238	10,228	9,748	10,688	9,224	-13.70%
FEB	9,795	10,381	10,106	9,859	8,876	-9.97%
MAR	11,225	11,521	11,080	11,061	10,582	-4.33%
APR	11,068	11,153	10,214	10,541	10,221	-3.04%
MAY	12,102	10,724	10,532	11,133	10,472	-5.94%
JUN	13,969	12,264	12,833	12,708	11,347	-10.71%
JUL	14,529	11,459	11,526	11,822	11,734	-0.74%
AUG	9,323	11,820	12,752	11,952	10,884	-8.94%
SEP	no data	10,188	9,959	10,307		
OCT	no data	10,978	11,284	11,347		
NOV	10,168	10,366	9,928	9,691		
DEC	10,806	9,375	9,923	8,771		
TOTAL	113,223	130,457	129,885	129,880		
AVG	11,322	10,871	10,824	10,823		

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS						2018-19
MO.	2015	2016	2017	2018	2019	%TOTAL
JAN	12,090	11,779	10,863	11,034	10,305	55.57%
FEB	10,404	11,191	9,858	10,217	10,960	63.08%
MAR	11,476	11,679	11,870	10,967	10,497	53.05%
APR	11,026	10,659	10,174	10,369	9,903	54.67%
MAY	10,663	9,512	9,994	9,231	8,974	55.38%
JUN	14,090	12,977	12,514	12,575	10,701	56.56%
JUL	12,429	12,770	12,427	12,292	11,945	58.85%
AUG	10,830	12,765	12,490	12,772	10,854	57.63%
SEP	8,265	10,816	11,341	9,868		
OCT	9,304	10,621	10,994	10,445		
NOV	10,291	10,875	10,705	10,058		
DEC	10,035	9,202	9,728	8,823		
TOTAL	130,903	134,846	132,958	128,651		
AVG	10,909	11,237	11,080	10,721		

WEBSITE PAGEVIEWS						2018-19
MO.	2015	2016	2017	2018	2019	%CHANGE
JAN		8,174	8,820	7,813	9,172	17.39%
FEB		8,074	7,720	8,958	8,379	-6.46%
MAR		8,704	9,732	8,249	8,814	6.85%
APR		8,694	7,092	7,974	8,036	0.78%
MAY		8,137	7,296	6,994	8,607	23.06%
JUN		8,601	7,926	7,879	7,588	-3.69%
JUL	8,776	8,088	8,001	6,696	7,627	13.90%
AUG	5,628	8,596	8,526	7,213	7,683	6.52%
SEP	5,181	7,277	7,080	6,304		
OCT	6,372	7,657	8,089	7,444		
NOV	6,895	7,447	6,985	6,787		
DEC	6,736	7,199	6,893	7,505		
TOTAL	39,588	96,648	94,160	89,816	65,906	
AVG	6,598	8,054	7,847	7,485	8,238	

Programming Statistics  
for August 2019

Date	Event	Number of Participants			TOTAL
		CH	YA	AD/All Ages	
08/01	ST (AB)	20			20
08/01	TAB (CS)		11		11
08/01	Craft Club (Driftwood #2) (SB & AH)			18	18
08/02	ST (AB)	34			34
08/05	Baby ST (DF)	13			13
08/07	ST (AB)	36			36
08/07	Foundation (RM)			7	7
08/08	ST (AB)	34			34
08/08	Thursdays w/Murder (KG)			7	7
08/09	ST (AB)	27			27
08/13	SLP Finale (Culvers/Traveling Lantern Theater Co.)	65			65
08/16	SLP Teen Finale: Magic and water games	3	26	6	35
08/20	Outreach to Skaalen (CS)		15		15
08/20	Craft Club at Senior Center (SB & AH)	9			9
08/20	Cork n' Bottle (KH: Beyond the Page)			35	35
08/27	Page Turners @ library (KH)			8	8
08/28	Page Turners @ Sr Center (KH)			8	8
	<i>Overdrive one-on-one</i>			1	1
<b>Total</b>		<b>241</b>	<b>52</b>	<b>90</b>	<b>383</b>

ST	Story Time	AB	Amanda Bosky
		SB	Sarah Bukrey
		ED	Emily Dean
		DF	Diane Fossum
		KG	Klare Girgen
		JG	Jane Groshan
		WH	Wendy Hellwig
		KH	Kate Hull
		AH	Amy Hynek
		RM	Richard MacDonald
		CM	Chandra Malmquist
		JR	Jim Ramsey
		CS	Cynthia Schlegel



# Director's Report

September 18, 2019



## A Few Notes About What's New

- I attended the New Library Director Boot Camp presented by the Wisconsin Department of Public Instruction in Marshfield, Wisconsin, from August 21-23. Topics of the sessions included: Wisconsin State laws governing public libraries; effective library administration; and safety and security in the library building. We also covered topics directly relevant to our library, topics like strategic planning, budgeting, and the relationship between the two. One of the most valuable aspects of the training was the opportunity to network and compare notes with directors from all over the state. The Boot Camp is held every year in August for all new library directors in the state. In all, about 40 other directors attended.
- I attended two training sessions offered to all City of Stoughton staff by the Cities and Villages Municipal Insurance Company (CVMIC) on August 30 and September 3. The first was on giving effective public presentations and the second was entitled "Ethical Leadership." Both offered content that I can apply to my current position. These classes also count towards the required hours of continuing education I must complete in order to maintain my Grade 1 Public Librarian certification through the Wisconsin DPI.
- Former Library Director Richard MacDonald organized a benefit concert entitled "Clarinet and Friends" for the Library and the Stoughton Village Players Theater on Sunday, September 8, at 2:00 PM. The concert featured Richard on clarinet with a dozen local musicians and dancers. I'm happy to report that the event was a tremendous success, with well over 100 people in attendance and more than \$1,000 in donations collected. As noted in last month's report, we secured matching funds from two local business owners: Jessica Knutson (Edward Jones) and long-time library supporter Cale Ryan (Famous Yeti's and Wendigo's). Both agreed to match up to \$250 in donations.
- The Library's annual in-service is scheduled for this Friday, September 20. We will spend the morning in a workshop on the Inclusive Services Assessment and Guide led by Tess Michaelson-Schmidt from the DPI and Mark Jochem from SCLS. After lunch, desk staff will travel to Barnes & Noble West for our annual book-buying trip. The purpose of this trip is to select titles that fill gaps in our collection. We use gift money for all of these purchases.

- The Library will host three artists for this year's Stoughton Art Walk on Saturday, September 28, in addition to a performance by the Blue Moon Klezmer Band (featuring former Director Richard MacDonald). The Stoughton Arts Commission has taken over organizing the Art Walk this year, and the fact that our Circulation Supervisor, Sarah Bukrey, also happens to be the chair of the Arts Council means that the Library is more plugged into the planning process than in years past.
- We held the first two of three focus groups facilitated by Russell Consulting on September 12 and 16. As of this writing, we've completed the first meeting, and the Russells tell me it was very successful with a lot of useful feedback from community members.

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

The report for the period July 27 through August 30 shows a decrease in value of \$255.56 to the account because of market conditions. The overall value of the account as of July 26 is \$19,100.40. (Sarah M. will provide a copy of the full report.)

### **Youth Services** (from Amanda)

- Our new 2020 Children's intern position, funded by an anonymous community donor, has been listed with a closing date of October 25. We're seeking a K-5 programming intern to provide programs for elementary school children, including a weekly Reading Buddies program that pairs middle school volunteers with elementary school readers. Ideally, this intern would either be a graduate student working on their Masters of Library and Information Science or a graduate or undergraduate student working on a degree in Elementary Education or something similar. The intern will work January-August 2020.
- Our first outreach story time sessions have begun for the new school year. Each month, Amanda visits 12 groups at 7 schools to provide story time for 3- and 4-year-old classrooms. New for this year, Amanda is adding Mariposa School to her roster.
- Kudos to the Youth Services staff for another great Summer Library Program in the books! We made a lot of changes for 2019 and Jane and Diane embraced them with their usual professionalism and enthusiasm. Diane re-designed our reading logs and is already working on the 2020 log. Jane worked to train our teen volunteers on our new process for this year and has suggested some changes for next year based on observation and feedback. We're looking forward to summer 2020, when the theme

will be “Imagine Your Story” and will focus on fairy tales, mythology and fantasy.



### Tech Services & Technology News (from Klare)

- Kate and Klare led an extra session of the “Thursdays with Murder” book group in which they’ll be discussing *The Alienist* at Skaalen Retirement Living on September 11.
- Klare ordered 5 new staff PCs and 1 new staff laptop as part of our regular technology replacement schedule. Techs from SCLS will install the machines on October 1.
- Ziwei Thompson-Eagan, our new library assistant in Tech Services, was trained on how to catalog DVDs, and continues to do well with her training in general.
- We have the flatbed scanner kit from SCLS once again, Klare is busy scanning documents for the next upload to Recollection Wisconsin.



### Circulation Services (from Sarah B.)

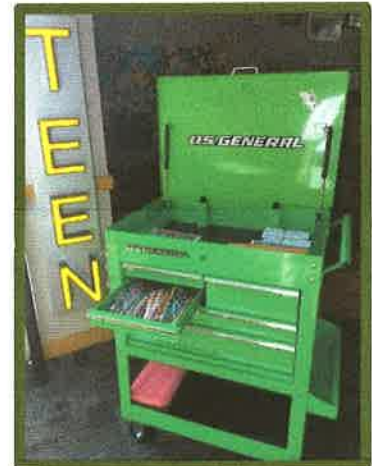
- Sarah and Jane interviewed 3 shelver applicants this month. New shelver Anna Lee (pictured) started training in the Circulation Department in late-August.
- Circulation supervisor Sarah and Adult Services assistant Amy Hynek offered a driftwood-centric Craft Club at the Senior Center on 8/20 to 9 attendees. Earlier in the month, almost 20 people attended the same program at the Library.



- There was a record breaking picklist on the Tuesday after Labor Day, with shelvers pulling 421 items!
- Sunday hours have resumed and circulation staff are transitioning the weekly workflow to fit the different daily department needs.
- Sarah attended the SCLS Circulation Services Subcommittee meeting on September 10th.

### Adult & Teen Services (from Kate)

- Cynthia purchased additional supplies for the Teen Art Cart, and it had a successful debut on September 5!
- The Teen Summer Reading Finale was held on Friday, August 16; 26 teens (35 people total) enjoyed this event.
- We had a great turnout of 35 people for the Beyond the Page-sponsored bluegrass performance featuring Cork n' Bottle String Band on August 20! It was a group effort to move the event to the Mezz after unforeseen circumstances evacuated us from the Carnegie Meeting Room.
- Kate has been training new substitute staff member Emilie Anderson on the 2<sup>nd</sup> floor Information Desk.



- *On Ouisconsin*, an art installation housed in an old card catalog cabinet, arrived at the library this month. This "fake history of our beloved state" has been traveling among Dane County libraries and we're excited to be



- hosting it. The cabinet is on the 2<sup>nd</sup> floor near the audio books. More information at <http://philipheckmanwriter.com/on-ouisconsin-an-illustrated-historical-catalogue>.
- We posted a job opening for our Teen Intern position this month with a closing date of October 25. This internship will now run January – August

(as opposed to the old Sep – May schedule) to allow the intern to assist with the Summer Reading Program. For reference, this is a permanent position for which we recruit every year: the position was funded by a grant for the first year, but is now part of the Library's operating budget.

### **Looking Back** from the *Stoughton Hub*: Library cactus in bloom

#### **GIVES CACTUS TO LIBRARY** [April 22, 1942]

A large cactus plant has been given to the Stoughton public library by Mrs. Alfred Ehle, Miss Charlene Brozich, librarian, announced Wednesday. The plant has numerous buds which are about ready to bloom. It is the first time in 10 years that the plant has as many buds as it does this year. The cactus blossoms last one day.

[Stoughton residents didn't have long to wait, because 9 days later...]

#### **FLOWERING CACTUS IN BLOOM** [May 1, 1942]

The 40 year-old flowering cactus which was recently given to the Stoughton public library by Mrs. Alfred Ehle, is beginning to bloom. Four of the 10 buds have blossomed and its flowers are like large red tulips. This is the first time in 10 years that the plant has had more than one or two flowers. The plant may be seen in the library window.





**Stoughton Public Library  
Board of Trustees Planning Committee Meeting  
Monday, September 9, 2019, at 5:30 p.m.  
Carnegie Room**

**Present: Heather Danielson, Amy Ketterer, Mike Vienneau (chair)**

**Also present: Jim Ramsey, Library Director**

**MINUTES**

1. Call to Order – Vienneau called to order at 5:34 PM
2. Review of Agenda – Agenda reviewed and approved by consensus
3. Review/Approve Minutes of August 19, 2019 – Minutes from 8/19/19 meeting reviewed and approved by consensus.
4. Progress on focus group invitations – Ramsey reported that there are 11 people confirmed for the focus group on 9/12 and reviewed plans for the meeting. Ketterer, Vienneau and Danielson reported on their progress with inviting community members to the focus groups. Ramsey reported on his phone conversation with the Russells on 8/30 and reviewed plans for refreshments at the 9/12 and 9/16 meetings.
5. Writing Strategic Plan – Committee continued editing the rough draft of the strategic plan, with special attention paid to the following Goal Areas:
  - a. Goal 3: Library facility and physical space
  - b. Goal 4: Financial support
  - c. Goal 5: Marketing

**[Ligocki arrived at 6:20 PM]**

Ketterer recorded all suggested changes and will send them to Ramsey to incorporate into the draft document. Consensus of the committee is that the rough draft is ready to present to the full board at the next meeting on 9/18/19

6. Scheduling next meeting – Meeting scheduled for Monday, September 30, at 5:30 PM
7. Adjournment – Meeting adjourned by consensus at 7:15 PM

Sent to Planning Committee:

Mike Vienneau, chair  
Heather Danielson  
Jean Ligocki  
Amy Ketterer

Cc:

Ken Axe  
Sandra Black  
Jeff Fimreite  
Petra Horst, Library Board President  
Tom Selsor  
Russell Consulting  
City Receptionist

**\*If you are disabled & in need of assistance, please call 873-6281 prior to this meeting.**

Note: An expanded meeting may constitute a quorum of the Board.



## Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city of **Stoughton** meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city of **Stoughton** will appropriate in 2018 and expend in 2019 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city of **Stoughton** hereby requests of the Dane County Board of Supervisors that the city of **Stoughton** be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City Clerk to the following party:

Tracy Herold, Director  
Dane County Library Service  
1874 S. Stoughton Rd.  
Madison, WI 53716

Date Passed: \_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title of Person signing





# Stoughton Public Library 2020 Calend

Green = Open Sundays

Red = Holiday - CLOSED

Gold = Probable Staff In-service

Blue=Library B

Pink = Other fed. Holiday - OPEN

January						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	

## Federal Holidays 2020

Jan 1	New Year's Day	Jul 3	Independence Day (obs.)	Nov 11	Veterans Day
Jan 20	Martin Luther King Day	Jul 4	Independence Day	Nov 26	Thanksgiving Day
Feb 17	Presidents' Day	Sep 7	Labor Day	Dec 25	Christmas Day
May 25	Memorial Day	Oct 12	Columbus Day		