

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**



**DATE:** Wednesday, February 19, 2020

**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 January 15, 2020 \* (enclosure)
- IV. Recognition Opportunities
  - A. The Friends of the Stoughton Public Library
- V. Public Comment Period (limited to no longer than 5 minutes)
- VI. Review/Discussion of Correspondence
- VII. Education Updates
- VIII. Board In-Service: Introduction to new staff members: Bailey Anderson and Beth Rubel
- IX. Review/Approval of Financial Statements for January 2020 \*
  - A. Fund 215 (General Fund)
  - B. Fund 217 (Special Gift Fund)
  - C. Stoughton Area Community Foundation
- X. Review/Approval of Bills for February 2020 \*
  - A. Fund 215 (General Fund)
  - B. Fund 217 (Special Gift Fund)
- XI. Director's Report
  - A. Statistics for January 2020 (enclosure)
  - B. Administration report (enclosure)
- XII. Committee Reports
  - A. Finance: did not meet
  - B. Personnel: did not meet
  - C. Planning: Met 2/3 (enclosure).
  - D. Policies: Need to set date for next meeting
- XIII. Friends of the Library Report (Sandra Black)
- XIV. Old Business
  - A. Report from ad hoc committee about new Board member

XV. New Business

- A. Approve Stoughton Public Library State of Wisconsin Annual Report \*
- B. Approve Statement Concerning Public Library System Effectiveness \*
- C. Appointment by Board President of ad hoc Student Trustee nominating committee
- D. Approve Library Board goals for the year \* (enclosure)
- E. Stoughton Chamber of Commerce Community Expo \* (enclosure)

XVI. Pending Agenda Items

- A. Discussion of issues related to elimination of overdue fines

XVII. Adjournment \*

NEXT REGULAR MEETING: March 18, 2020

*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 Ligoeki, City Council Representative  
Erin Meinholz  
Mike Vienneau, President

COMMITTEES

*Finance:* Black, Horst, Meinholz  
*Personnel:* Axe, Black, Fimreite, Vienneau  
*Planning:* Danielson, Ketterer, Ligoeki, Vienneau  
*Policies:* Axe, Horst, Meinholz

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



**PRESENT:** Ken Axe; Sandra Black; Jeff Fimreite, Stoughton Area School District Representative; Petra Horst; Amy Ketterer; Mike Vienneau, Library Board President

**ABSENT:** Sam Baughn, Student Representative; Heather Danielson, Library Board Vice-President; Jean Ligocki, City Council Representative

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

**I. CALL TO ORDER.** *President Vienneau called the meeting to order at 6:31 P.M. Five voting Board members, Axe, Black, Fimreite, Horst, Vienneau, were present, constituting a quorum.*

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

**III. REVIEW/APPROVAL OF MINUTES OF OCTOBER 16, 2019.** *Moved by Black, second by Axe, to approve the minutes as presented. Motion carried 5-0.*

**IV. RECOGNITION OPPORTUNITIES.** n/a

**V. PUBLIC COMMENT PERIOD.** There was a brief discussion of the Library's presence in the *Stoughton Courier-Hub*.

**VI. CORRESPONDENCE.** n/a

**VII. EDUCATION UPDATES.** n/a

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

**VIII. BOARD IN-SERVICE.** Ramsey presented briefly on Trustee Essential #3: Bylaws--- Organizing the Board for Effective Action.

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

Ramsey presented.

- A. **Fund 215.** *Moved by Horst, second by Black, to approve the December 2019 financial statements for Fund 215 as presented. Motion carried 6-0.*
- B. **Fund 217.** *Moved by Ketterer, second by Black, to approve the December 2019 financial statements for Fund 217 as presented. Motion carried 6-0.*
- 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 LATE DECEMBER 2019.**

Ramsey presented.

- A. **Fund 215.** *Moved by Axe, second by Black, to approve the late December 2019 bills for Fund 215 as presented. Motion carried 6-0.*
- B. **Fund 217.** *Moved by Horst, second by Fimreite, to approve the late December 2019 bills for Fund 217 as presented. Motion carried 6-0.*

## **XI. REVIEW/APPROVAL OF BILLS FOR JANUARY 2020.**

Ramsey presented.

- A. Fund 215. Moved by Black, second by Horst, to approve the January 2020 bills for Fund 215 as presented. Motion carried 6-0.
- B. Fund 217. Moved by Ketterer, second by Horst, to approve the January 2020 bills for Fund 217 as presented. Motion carried 6-0.

## **XII. DIRECTOR'S REPORT**

- A. Statistics. Ramsey presented the December statistics. There was discussion of the causes of the downward trend in circulation and what can be done about it.
- B. Administration report. Ramsey went over the Director's Report as presented in the packet.

## **XIII. COMMITTEE REPORTS**

- A. Finance. Did not meet.
- B. Personnel. Did not meet.
- C. Planning. Vienneau reported that the committee has the focus group results and will present them to the Board at the February meeting.
- D. Policies. Did not meet.

**XIV. FRIENDS OF THE LIBRARY REPORT.** Black reported that the Friends' Annual Meeting will be February 11, 2020.

## **XV. NEW BUSINESS**

- A. Consider Planning Committee recommendation to amend 2020 Calendar to close Library at 6:00 P.M. on Wednesday, November 25. Moved by Axe, second by Horst, to approve the recommendation. Motion carried 6-0.
- B. Review Board member terms. Board members reviewed their terms of office.
- C. Appointment by Board President of ad hoc committee to recommend new Board member. There was considerable discussion; Black was selected to lead the search process and will be meeting with Ramsey in the near future.
- D. Review 2020 Calendar of Work. Board members reviewed the Calendar of Work.
- E. Library Legislative Day. Library Legislative Day is February 11. Ramsey encouraged Board members to attend.

**XVI. ADJOURNMENT.** Moved by Fimreite, second by Ketterer, to adjourn at 7:45 P.M. Motion carried 6-0.

Minutes taken by Sarah Monette

# Agenda Notes: Library Board meeting of February 19, 2020



## **XIV. Old Business**

A. Report and recommendation from ad hoc committee to recommend new Board member – Sandra Black will report on the nomination and appointment of our new Board member, Erin Meinholz. (President Vienneau may decide to move this item to the top of the agenda.)

## **XV. New Business**

- A. Approve 2019 Stoughton Public Library State of Wisconsin Annual Report \* - The Department of Public Instruction requires that each public library board in Wisconsin review and approve the library's annual report before it is submitted to the Department. The report will be emailed to Board members for review prior to the meeting.
- B. Approve Statement Concerning Public Library System Effectiveness \* - This statement is found at the end of the State Annual Report. It affirms that the South Central Library System is providing adequate services (network and IT support, delivery, Integrated Library System software, etc.)
- C. Appointment by Board President of ad hoc Student Trustee nominating committee – President Mike Vienneau will appoint an ad hoc committee to recruit, interview, and select a new Student Representative for the Board of Trustees to replace Sam Baughn, who will be graduating in June.
- D. Approve Library Board goals for the year (enclosure) \*- Annual review and approval of short-term Board goals developed by the Planning Committee at their February 3 meeting.
- E. Stoughton Chamber of Commerce Community Expo (enclosure) \* - The annual community expo put on by the Chamber of Commerce is scheduled for Thursday, April 16<sup>th</sup>, 5:00 – 7:30 at the Mandt Center. The Library has traditionally had a presence here, and we will again need Board members to volunteer to staff the table. The Board will also need to approve the use of \$50.00 in undesignated gift money to pay for the booth.





# STOUGHTON

## PUBLIC LIBRARY

**CHECKOUTS****2020****2019-20**

MO.	2016	2017	2018	2019	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	19,987	18,983	19,339	18,543	8,636	6,054	2,859	17,549	-5.36%
FEB	19,699	17,662	18,106	17,376					
MAR	20,895	20,549	19,567	19,787					
APR	19,528	18,154	18,582	18,114					
MAY	17,289	18,471	17,102	16,204					
JUN	21,622	20,898	20,504	18,919					
JUL	21,776	20,997	20,875	20,296					
AUG	21,695	21,609	20,855	18,835					
SEP	19,074	18,557	17,204	15,767					
OCT	19,164	19,567	18,402	16,684					
NOV	18,964	18,537	17,589	16,321					
DEC	17,326	17,386	16,108	15,806					
<b>TOTAL</b>	<b>237,019</b>	<b>231,370</b>	<b>224,233</b>	<b>212,652</b>	<b>8,636</b>	<b>6,054</b>	<b>2,859</b>	<b>17,549</b>	
<b>AVG</b>	<b>19,752</b>	<b>19,281</b>	<b>18,686</b>	<b>17,721</b>	<b>8,636</b>	<b>6,054</b>	<b>2,859</b>	<b>17,549</b>	

**COMPUTER USE****2020 COMPUTER LOGINS BY TYPE****2020****2019-20**

MO.	2016	2017	2018	2019	AD	CAT/DB	CH	E.L.	TOTAL	%CHANGE
JAN	1,740	1,990	1,860	2,085	624	537	22	783	1,966	-5.71%
FEB	2,078	1,924	1,973	2,228						
MAR	2,386	2,321	2,313	2,549						
APR	2,091	1,821	1,983	2,609						
MAY	1,850	1,945	1,771	2,167						
JUN	2,262	2,392	2,367	2,022						
JUL	2,165	2,028	2,205	2,267						
AUG	2,469	2,295	2,414	2,353						
SEP	1,901	1,628	1,843	1,980						
OCT	2,129	1,776	1,946	2,287						
NOV	2,076	1,652	1,766	1,701						
DEC	1,581	1,670	1,591	1,535						
<b>TOTAL</b>	<b>24,728</b>	<b>23,442</b>	<b>24,032</b>	<b>25,783</b>	<b>624</b>	<b>537</b>	<b>22</b>	<b>783</b>	<b>1,966</b>	
<b>AVG</b>	<b>2,061</b>	<b>1,954</b>	<b>2,003</b>	<b>2,149</b>	<b>624</b>	<b>537</b>	<b>22</b>	<b>783</b>	<b>1,966</b>	

STOUGHTON PUBLIC LIBRARY STATISTICS, JANUARY 2020

LOANED THROUGH DELIVERY						2019-20
MO.	2016	2017	2018	2019	2020	%CHANGE
JAN	9,839	10,681	10,850	10,087	8,441	-16.32%
FEB	10,034	10,153	10,010	9,943		
MAR	10,373	11,187	10,624	10,517		
APR	9,911	9,956	10,055	9,704		
MAY	9,381	9,733	9,780	9,439		
JUN	9,789	9,555	9,703	9,246		
JUL	9,739	9,674	9,612	9,499		
AUG	10,365	10,310	9,956	9,450		
SEP	9,704	9,547	9,179	9,444		
OCT	10,106	9,773	9,907	9,981		
NOV	10,204	9,963	9,708	9,335		
DEC	9,950	9,588	9,287	6,310		
TOTAL	119,395	120,120	118,671	112,955	8,441	
AVG	9,950	10,010	9,889	9,413	8,441	

BORROWED THROUGH DELIVERY						2019-20
MO.	2016	2017	2018	2019	2020	%CHANGE
JAN	7,845	7,475	7,470	7,511	4,934	-34.31%
FEB	7,557	7,196	7,054	6,914		
MAR	7,650	7,696	7,521	7,574		
APR	7,479	6,699	7,188	6,880		
MAY	7,147	6,902	6,800	6,399		
JUN	7,545	6,734	6,739	6,423		
JUL	7,389	7,145	7,234	7,123		
AUG	7,559	7,338	7,579	6,370		
SEP	7,229	6,923	6,708	6,055		
OCT	7,351	7,347	7,127	6,152		
NOV	6,932	6,883	6,827	5,783		
DEC	7,426	6,857	6,509	4,430		
TOTAL	89,109	85,195	84,756	77,614	4,934	
AVG	7,426	7,100	7,063	6,468	4,934	

WIRELESS USE						2019-20
MO.	2016	2017	2018	2019	2020	%CHANGE
JAN	10,972	12,437	15,000	14,971	12,924	-13.67%
FEB	12,533	13,143	14,981	15,722		
MAR	12,344	14,358	16,411	16,906		
APR	11,346	10,216	16,264	16,657		
MAY	13,610	11,796	17,771	18,846		
JUN	12,380	11,380	17,255	27,822		
JUL	12,948	11,417	14,942	15,712		
AUG	13,347	15,465	16,089	14,467		
SEP	13,132	13,667	12,349	14,772		
OCT	13,447	15,390	17,574	15,621		
NOV	12,217	14,143	16,921	13,542		
DEC	11,010	14,248	14,434	13,166		
TOTAL	149,286	157,660	189,991	198,204	12,924	
AVG	12,441	13,138	15,833	16,517	12,924	

DOOR COUNT						2018-19
MO.	2016	2017	2018	2019	2020	%CHANGE
JAN	10,228	9,748	10,688	9,224	9,428	2.21%
FEB	10,381	10,106	9,859	8,876		
MAR	11,521	11,080	11,061	10,582		
APR	11,153	10,214	10,541	10,221		
MAY	10,724	10,532	11,133	10,472		
JUN	12,264	12,833	12,708	11,347		
JUL	11,459	11,526	11,822	11,734		
AUG	11,820	12,752	11,952	10,884		
SEP	10,188	9,959	10,307	10,067		
OCT	10,978	11,284	11,347	10,661		
NOV	10,366	9,928	9,691	8,978		
DEC	9,375	9,923	8,771	8,918		
TOTAL	130,457	129,885	129,880	121,964	9,428	
AVG	10,871	10,824	10,823	10,164	9,428	

est.

June 2019: the door counter is malfunctioning.

SELF-CHECKOUTS						2019-20
MO.	2016	2017	2018	2019	2020	%TOTAL
JAN	11,779	10,863	11,034	10,305	9,767	55.66%
FEB	11,191	9,858	10,217	10,960		
MAR	11,679	11,870	10,967	10,497		
APR	10,659	10,174	10,369	9,903		
MAY	9,512	9,994	9,231	8,974		
JUN	12,977	12,514	12,575	10,701		
JUL	12,770	12,427	12,292	11,945		
AUG	12,765	12,490	12,772	10,854		
SEP	10,816	11,341	9,868	8,934		
OCT	10,621	10,994	10,445	9,380		
NOV	10,875	10,705	10,058	9,396		
DEC	9,202	9,728	8,823	7,621		
TOTAL	134,846	132,958	128,651	119,470	9,767	55.66%
AVG	11,237	11,080	10,721	9,956	9,767	55.66%

est.

WEBSITE PAGEVIEWS						2019-20
MO.	2016	2017	2018	2019	2020	%CHANGE
JAN	8,174	8,820	7,813	9,172	8,665	-5.53%
FEB	8,074	7,720	8,958	8,379		
MAR	8,704	9,732	8,249	8,814		
APR	8,694	7,092	7,974	8,036		
MAY	8,137	7,296	6,994	8,607		
JUN	8,601	7,926	7,879	7,588		
JUL	8,088	8,001	6,696	7,627		
AUG	8,596	8,526	7,213	7,683		
SEP	7,277	7,080	6,304	7,121		
OCT	7,657	8,089	7,444	7,545		
NOV	7,447	6,985	6,787	7,254		
DEC	7,199	6,893	7,505	6,992		
TOTAL	96,648	94,160	89,816	94,818	8,665	
AVG	8,054	7,847	7,485	7,902	8,665	

Programming Statistics  
for January 2020

Date	Event	Number of Participants			TOTAL
		CH	YA	AD/All Ages	
01/06	Baby ST (AB)	14			14
01/06	TAB (CS)		16		16
01/07	Evening ST (AB)	13			13
01/08	ST (AB)	21			21
01/08	The Foundation (RM)			4	4
01/09	ST (AB)	21			21
01/09	Outreach ST: Pumpkin Patch 3's (AB)	18			18
01/09	Thursdays w/Murder (KH)			13	13
01/10	ST (AB)	3			3
01/10	Outreach ST: Martin Luther (2 groups) (AB)	68			68
01/11	Library Play Date (AB)	0			0
01/13	Baby ST (DF)	10			10
01/13	Mask Making (CS) Play practice River Bluff		15		15
01/13	Art Cart (passive) CS		8		8
01/13	Outreach ST: 1st Lutheran (AB)	21			21
01/14	Outreach ST: Pumpkin Patch (3 groups) (AB)	60			60
01/14	Evening ST (AB)	14			14
01/15	ST (AB)	17			17
01/16	ST (AB)	16			16
01/16	Outreach ST: Headstart (AB)	23			23
01/17	ST (AB)	36			36
01/18	Lego Club (DF)	17			17
01/27	Baby ST (DF)	5			5
01/28	Outreach ST: Mariposa (AB)	4			4
01/28	Outreach ST: Weebleworld (AB)	24			24
01/28	Evening ST (AB)	18			18
01/29	ST (AB)	19			19
01/28	Page Turners (CS)			12	12
01/29	Reading Buddies volunteer training (BR)		3		3
01/29	Page Turners (CS) @ Sr Center			13	13
01/30	Art Cart (passive) CS		4		4
01/30	ST (AB)	19			19
01/30	Outreach ST: Headstart (AB)	23			23
01/31	ST (AB)--canceled due to illness				0
	<i>Overdrive-one-on-one</i>				0
<b>Total</b>		<b>484</b>	<b>46</b>	<b>42</b>	<b>572</b>

ST Story Time

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



# Director's Report

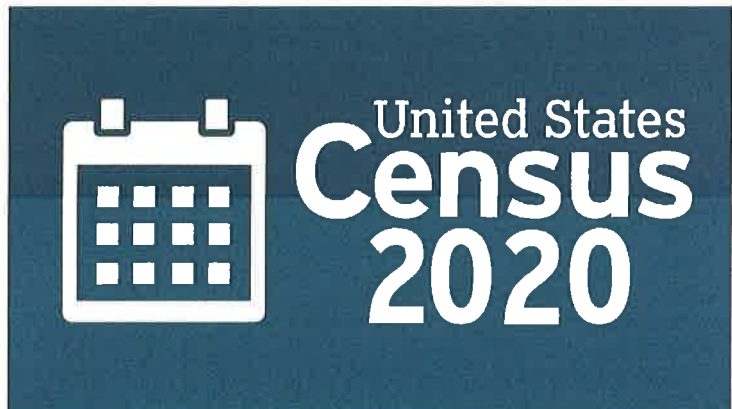
February 19, 2020



STOUGHTON  
PUBLIC LIBRARY  
— The heart of our community.

## A Few Notes About What's New

- A recruiter from the U.S. Census Bureau has been here weekly since the beginning of January to recruit census takers for the 2020 Census. According to local and national reports, the Bureau is having trouble recruiting workers in the current, low-unemployment job market. I've reached out and offered to help in getting the word out. Mayor Tim Swadley has asked me to serve on an ad hoc Census Committee along with the Director of the Senior Center and the City Clerk. The committee will be looking for ways to promote the census to people in our community to ensure that everyone is counted. With the 2020 census being the first to be conducted mostly online, we anticipate many patrons will use our public Internet stations to complete it.
- I spent two solid days, January 21 and 22, making appointments for the 132 state legislators in advance of this year's Library Legislative Day on Tuesday, February 11. And at the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee on January 24<sup>th</sup> we discussed at length preparations for this year's event.
- A column I wrote on the trend of public libraries eliminating overdue fines appeared in the January 23<sup>rd</sup> edition of the *Stoughton Courier Hub*.
- On January 27 I met with Teresa Pellet, project coordinator for the Stoughton Wellness Coalition, to discuss ways our two organizations might work together to benefit the community. She described the Coalition's various projects, chief among them a federal grant-funded initiative targeting addiction and substance abuse, particularly among youth. I plan to put her in touch with Cynthia Schlegel, our library assistant who works with teens, to see if there is potential for collaboration. On January 31 I attended the Coalition's Celebration of Successes breakfast at Stoughton Hospital where Teresa and others looked back on the previous year's highlights and discussed the future of the organization.



- A good deal of my time in late January and early February was spent compiling my first ever annual report for the Department of Public Instruction. Though it was difficult at times to determine how some of the totals on the 2018 report had been tabulated, Richard kept very good records and he was able to point me in the right direction on a couple especially difficult sections.
- On February 4, electricians moved the fax phone line from the 1<sup>st</sup> floor office area to the 2<sup>nd</sup> floor near the copier/scanner/fax machine. We hope to be able to start offering fax service within the next month.
- On Wednesday, February 5, I filled in for former Director Richard MacDonald leading the monthly meeting of the Foundation book discussion, the science-fiction/fantasy group he continues to run on a volunteer basis. In my previous role as Head of Adult Services, I led many book discussions for Middleton Public Library, and I was happy to be able to help out.
- On Saturday, February 8, the Friends of the Stoughton Public Library held an official grand opening for their Book Nook, the new permanent book sale space on the Mezzanine level. As noted in previous reports, this sale is expected to bring in enough revenue to offset the fact that the Friends are discontinuing their semi-annual book sales in the Carnegie Room.
- We held a Food-for-Fines promotion from February 10-15 to coincide with Valentine's Day, the idea being that our patrons are "sharing the love" by helping out our local food pantries. I'll include the final total of items received and fines waived in the future report.
- The Wisconsin Library Association held its annual Library Legislative Day on February 11 at the Concourse Hotel and State Capitol building. As in past years, I spent most of the morning Board member Sandra Black and I met with Senator Mark Miller and Representative Gary Hebl to discuss the exciting things that libraries have been doing with the increase to state aid to systems in the last biennial state budget.
- The Friends of the Stoughton Public Library held their annual Board meeting on Tuesday, February 11, at which they presented the library with



their annual donation totaling \$12,000. This generous donation allows us to purchase additional materials for our collection, especially the popular Lucky Day walk-in collection, and to offer additional programming, especially events and promotions related to the 2020 Summer Library Program.

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

The report for the period January 1 through January 31 shows a decrease in value of \$84.41 to the account because of market conditions. The overall value of the account as of January 31 is \$20,381.44. (Sarah M. will provide a copy of the full report.)

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

- Our K-5 Intern, Beth, hosted her first session of Reading Buddies on February 5. We had one teen volunteer assist and 12 people attend in total. Children read books aloud and played literacy skill-building games such as Sight Word Bingo.
- We recently did some rearranging in the Children's Department, moving shelves from our Play Area to Juvenile Fiction so that collection can have more room to grow. In the springtime, we're looking forward to adding some educational toys for babies to our very popular Play Area.
- Tuesday night. Starting in 2020, we are now offering story time 36 weeks of the year, and evening story time every week.

## **Tech Services & Technology News** (from Sarah Bukrey)

- Sarah has taken over most ordering duties and has been switching over accounts to her email from Klare's. Amanda continues to manage Amazon orders, but a date has been set to transition Sarah to this task. Sarah very much appreciates everyone's help during this transition period!
- Sarah is coordinating a quote for a grant request to purchase a new, larger digital display kiosk for the library.
- Our Instagram following continues to grow! The library has a paid membership to Canva now, thanks to Amanda, and the library's in-house graphics are going to be even better moving forward.
- Sarah, Ziwei and the library volunteers are always working to keep new library materials flowing out into the library, bulletin boards updated, genealogy requests answered and much more!



## **Circulation Services** (from Sarah B.)

- Bailey Anderson started as the new Circulation Supervisor on January 15.
- Bibliovation has undergone two updates to fix some of the initial bugs, both on the staff side and the user side, including improvements to hold slips. These updates should increase the efficiency of circulation staff, and make tasks like checking in materials much smoother.
- Bailey configured the self-check machines to add an option for patrons to receive email receipts when they check out.
- The library completed the Food for Fines promotion, which was successful and popular with the patrons. More about how many items were collected and the amount of fines forgiven in next month's report.

### **Adult & Teen Services** (from Kate)

- Cynthia drew a record crowd to the Page Turners book discussions on January 28 & 19: 12 people attended at the library and 13 at the senior center (the book was the young adult novel *Salt to the Sea*).
- Similarly, Kate had 13 people at January 9 meeting of the Thursdays with Murder group. It seems as if our patrons are ready to read & discuss in 2020!
- Thanks to great ideas & feedback from staff and patrons, we now have reading glasses and phone chargers available to lend out (for use within our building). We've only had these available a few weeks, and we've already received a lot of positive feedback.
- We'll be keeping our book displays up for three weeks instead of two, and will be making some shifts in the teen book area to make more room for the collection.
- Sarah and Amy led a shibori dying session of Craft Club for 16 attendees February 6; this is a very popular craft, and by offering this "repeat performance" more patrons have a chance to participate.



**Looking Back** from the *Stoughton Courier-Hub*, February 2, 1942

### **Some Magazines May Cease Publication**

Because of the war, some the best known magazines in America may have to suspend publication within the next 12 month, writes the Research Bureau of New York City.

The Bureau is conducting a survey to ascertain, as the announcement states, “which ones should continue publication throughout the war.”

The startling announcement gives one some idea of what the priorities and dislocation of advertising and merchandising are doing to the publishing industry.

The Bureau sent to the Courier Hub a self-addressed postal card, asking that three magazines be named, which, in the opinion of the recipient, should be published “for the duration.”





## **Stoughton Public Library**

### **Board of Trustees Planning Committee Meeting**

**Monday, February 3, 2020, at 5:30 p.m.**

**Madison Community Foundation Room, 2<sup>nd</sup> floor**

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

### **MINUTES**

1. Call to Order – Meeting called to order at 5:35 PM
2. Review of Agenda – Agenda reviewed and accepted by consensus.
3. Review/Approve Minutes of January 6, 2019 \* (enclosure) – Minutes reviewed and approved by consensus.

[Ligocki arrived at 5:40 PM]

4. 2020 Board Goals – Committee reviewed the 2019 Board Goals (enclosure) and discussed changes and additions for 2020. Goal A, Strategic Planning, was updated to indicate that the 3 year strategic plan had been completed and the Board would move on to apply the results of the community needs assessment and focus groups to long-range planning. Goal B, Education, will be carried over to the 2020 goals as is. The hiring of new director (goal C) has been completed. Two goal areas were added: C. Financial and D. Advocacy.
5. Discussion of report by Russell Consulting from 2019 focus groups – Committee discussed how best to present the results of the 2019 focus groups to the Board of Trustees. Ramsey will send the report via email to all Board members before the meeting on February 19 with an explanation of the report's structure. Vienneau will provide an overview of the report at the Board meeting, including some themes seen across all 3 groups. Ramsey will provide printed copies of the report for each member of the Board.
6. Schedule next meeting – Next meeting scheduled for Monday, April 6<sup>th</sup>, at 5:30 PM
7. Adjournment – Meeting adjourned by consensus at 6:25 PM.

Sent to Planning Committee:

Mike Vienneau, chair  
Heather Danielson  
Jean Ligocki  
Amy Ketterer

Cc:

Ken Axe  
Sandra Black  
Jeff Fimreite  
Petra Horst  
Sam Baughn  
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.

**Stoughton Public Library  
Board of Trustees  
2020 Library Board Goals**



**\*\*DRAFT\*\***

**A. Strategic Planning**

- Analyze results from 2018 Community Needs Assessment and 2019 Focus Group Report and apply results to long-range strategic planning

**B. Education**

Library Board members will seek out and participate in library continuing education activities. Each Library Board member will share an educational experience or activity 1-2 times yearly. Examples include:

- Reading and sharing news items about libraries
- Attending workshops
- Visiting and touring other libraries

**C. Financial Planning**

- Make a decision regarding the elimination of overdue fines.
- Explore the creation of library endowment fund as an alternative source of revenue.

**D. Advocacy**

Library Board members will utilize community connections as described in Goal 5, Objective B, of the Strategic Plan to communicate the importance of the Library to the members of our community.

- Develop talking points and an “elevator pitch” for use in library advocacy.





2019 STOUGHTON AREA  
**COMMUNITY**  
*expo*

**THURSDAY**  
**April 11, 2019** ~~11, 2019~~ <sup>16</sup> 2020  
**5 - 7:30 PM**  
**MANDT**  
**COMMUNITY CENTER**



**New Sponsorship Levels!**  
**Host the Vendor Hospitality Area**

Do you want to connect with area businesses? Your logo and signage will be on the entrances and tables where the vendors can relax and refresh.

For \$250, the food and drinks are taken care of, and you can choose to staff the area or have it staffed by the Ambassadors.

**Bag Sponsor**

This is on a first come, first serve basis. The only investment is providing 500 bags with your logo for the attendees to use.

**Call Laura at 608.873.7912 if you are interested in these unique opportunity!**

**Showcase Your Business!**  
**Join the Best of Local Businesses.**

Registrations Due  
**No Later Than March 18th!**

**SOLD**  **Exhibiting Gold Sponsor.....\$500**

- 2 Gold Sponsorships Available: 2.83" wide by 5.5" tall
- Includes All Benefits of Standard Registration AND:
  - Full color ad space on front and back of Expo Flyer.
  - Booth location choice at the Expo.
  - Your logo displayed in the Community Expo Exhibitor Directory as a sponsor.
  - Must be a chamber member.

**SOLD**  **Exhibiting Silver Sponsor.....\$275**

- 4 Silver Sponsorships Available: 2.83" wide by 2.2" tall
- Includes All Benefits of Standard Registration AND:
  - Full color ad space on the Expo Flyer.
  - Your logo displayed in the Community Expo Exhibitor Directory as a sponsor.
  - Must be a chamber member.

**Exhibiting Chamber Member.....\$75**

**Exhibiting Non-Member.....\$175**

**Non-Profit Chamber Member.....\$50**

**Non-Profit Non-Member.....\$100**

**Food Vendor Non-Member.....\$25**

**Food Vendor Chamber Member.....\$Free**

Your Registration Includes:

- One 8ft. display table with two name badges.
- Your business listed in the Community Expo Exhibitor Directory.
- Business listed as exhibitor on Chamber Expo website page.

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Business \_\_\_\_\_

Name Badge (name 1) \_\_\_\_\_

Name Badge (name 2) \_\_\_\_\_

**Yes, I need electricity to my booth space.**  **Yes, I have a door prize to donate.**

**I need a skirted Table Covering \$20**

Payment Options

**Check or Cash**  
Make checks payable to:  
Stoughton Chamber of Commerce.

**Please Invoice**  
(Credit card payments accepted.)

This Community Expo is presented by



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