

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, September 18, 2024

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=81412565033>. 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 August 21, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for August 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for September 2024 (enclosures)

IV. Friends of the Library Report – No report this month

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: Trustee Essential #22: Freedom of Expression and Inquiry (enclosure)

X. Director's Report

- A. Statistics for August 2024 (enclosure)
- B. Administration report (enclosure)

XI. Committee Reports

- A. Finance: will meet soon to discuss 2025 budget
- B. Personnel: did not meet
- C. Planning: did not meet
- D. Policies: met 9/10/24 (enclosure)

XII. Old Business

- A. NONE

XIII. New Business

- A. Welcome to our new trustees: Katie Roberts and Mande Shecterle

- B. Approval of resolution regarding exemption from the county library tax * (enclosure)
- C. Approval of 2025 closed dates * (enclosure)
- D. Discussion and possible action regarding adoption of Outdoor Meeting Space Policy (enclosure) * (*Policies Committee recommended 3-0 on 09-10-24*)
- E. Discussion and possible action regarding proposed changes to Special Gift Fund Policy (enclosure) * (*Policies Committee recommended 3-0 on 09-10-24*)
- F. Discussion and possible action regarding proposed changes to Gift, Donation, and Bequest Policy (enclosure) * (*Policies Committee recommended 3-0 on 09-10-24*)
- G. Discussion and possible action regarding proposed changes to Records Retention Policy (enclosure) * (*Policies Committee recommended 3-0 on 09-10-24*)

XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day
- B. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 Board Goals throughout the year
- C. Discussion of additional funding sources for library programming and operations

XV. Adjournment *

NEXT REGULAR MEETING: October 16, 2024

*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
 Lora Klitzke, President
 Teri LeSage
 Jean Ligocki, City Council Representative
 Sharon Meilahn Bartlett, Vice President
 Erin Meinholz
 Trista Richards
 Katie Roberts
 Mande Shecterle
 Siri Vienneau, Student Representative

Finance: LeSage, Meilahn Bartlett, Meinholz
Personnel: Axe, Klitzke, Richards, Shecterle
Planning: LeSage, Ligocki, Meilahn Bartlett, Vienneau
Policies: Axe, Klitzke, Meinholz, Roberts

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

Agenda Notes: Library Board meeting of September 18, 2024



XIII. New Business

- A. Welcome to our new trustees: Katie Roberts and Mande Shecterle** – We officially welcome two new trustees this month, both of whom were appointed by Mayor Swadley at the City Council meeting on August 27. Katie Roberts replaces Dayna Verstegen and will be finishing out her three year term, which runs 2024 – 2027. Mande Shecterle was selected by Superintendent Dr. Dan Keyser to serve as the Stoughton Area School District’s representative on the Board. President Klitzke will likely move this item to the top of the agenda after the meeting is called to order.
- B. Approval of resolution regarding exemption from the county library tax * (enclosure)** - This resolution, approved annually by the City Council, pledges that the City of Stoughton will appropriate an amount from the General Fund to the library sufficient to exempt the City from the county library tax. The City Council will consider the resolution at a future meeting.
- C. Approval of 2024 closed dates * (enclosure)** - The Board will review and approve the 2025 library calendar, including the dates of Board meetings and holiday closures. Note that the dates shaded in light pink are federal holidays on which the library will remain open; the dark red shading indicates a day the library will be closed. The staff in-service is tentatively planned for Friday, October 24, 2025. Though it is not indicated on the calendar, the library will close at 6:00 PM the day before Thanksgiving, Wednesday, November 26, 2025.
- D. Discussion and possible action regarding adoption of Outdoor Meeting Space Policy (enclosure) * (Policies Committee recommended 3-0 on 09-10-24)** – This is brand new policy governing the public’s use of the outdoor programming space at 216 E Jefferson. It was drafted several months ago by the Management Team and has been reviewed twice by the Policies Committee and by Head of Human Resources and Risk Management AJ Gillingham.
- E. through G. Discussion and possible action regarding proposed changes to three policies** – The next three items are proposed changes to three policies that were scheduled for review. The Policies committee

recommended these changes unanimously at their meeting on September 10.

XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day** – This item was added to pending agenda items at the request of the Board at the meeting on September 20, 2023. The Board would like to discuss this further at a future date.

- B. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 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.

- C. 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.

** indicates a potential action item*

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, AUGUST 21, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Lora Klitzke, President; Sharon Meilahn Bartlett, Vice-President; Erin Meinholz; Trista Richards; Dayna Verstegen (virtual); Siri Vienneau, Student Trustee
ABSENT: Ken Axe; Teri LeSage; Jean Ligocki, City Council Representative
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Verstegen. *Vote:* 5-0.
- IV. FRIENDS OF THE LIBRARY REPORT. n/a
- V. RECOGNITION OPPORTUNITIES. The Board thanked Verstegen for her service, as this is her last meeting.
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared an email praising the Summer Library Program for teens and a letter praising Library staff.
- VIII. EDUCATION UPDATES. Meinholz commented on the Trustee Training Week webinar on book banning.
- IX. BOARD IN-SERVICE: SCLS data dashboards. Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey reported that masonry repairs to the original Carnegie library building are being planned for 2024; the Stoughton Area School District Superintendent has designated a replacement for Kristin Rosenberg; Fourth Street construction is beginning.
- XI. COMMITTEE REPORTS
 - A. Finance:
 - B. Personnel: has several items under New Business. Richards has created the Google forms for the Library Director evaluation.
 - C. Planning:
 - D. Policies:
- XII. OLD BUSINESS.
 - A. Recommendation from ad hoc Trustee Recruitment Committee regarding selection of new trustee. *Motion to recommend the appointment of Katie Wagner to the Board:* Meinholz. *Second:* Meilahn Bartlett. *Vote:* 5-0. Meinholz recommends that the next time there is an opening, the Board pursue active recruitment and advertising of the position to try to reach groups traditionally underrepresented on the Library Board. Meilahn Bartlett asked: (1) Does a trustee have to be 18 or older? (2) Can a trustee be a college student, if their legal residence is in the City of Stoughton? Ramsey will follow up.
- XIII. NEW BUSINESS.
 - A. Discussion and possible action regarding proposed changes to Administrative Assistant job description.

- B. Discussion and possible action regarding proposed changes to Adult Services Librarian job description.
 - C. Discussion and possible action regarding proposed changes to Circulation Supervisor job description.
Motion to vote on items A, B, & C as a block: Meilahn Bartlett. Second: Meinholz. Vote: 5-0.
Motion to approve the proposed changes to the Administrative Assistant, Adult Services Librarian, and Circulation Supervisor job descriptions: Richards. Second: Meilahn Bartlett. Vote: 5-0.
 - D. Discussion and possible action regarding 2025 Library personnel request. *Motion to submit the personnel request to HR Director A. J. Gillingham, with the addition of the phrase "mental health" to the rationale: Meilahn Bartlett. Second: Verstegen. Vote: 5-0.*
 - E. Review progress toward 2024 Library Board Goals. Ramsey noted that the Finance Committee has not made progress toward its goal because it has not met.
- XIV. PENDING AGENDA ITEMS.
- A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
 - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
 - C. Discussion of additional funding sources for library programming and operations.
- XV. ADJOURNMENT. *Motion to adjourn at 7:21 P.M.: Verstegen. Second: Meilahn Bartlett. Vote: 4-0 with Verstegen abstaining.*

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BGD
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
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	741,585.00	494,390.00	61,798.75	247,195.00	66.67
215-55110-43315	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	283,781.00	283,781.00	0.00	(1.00)	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00	12,963.45	0.00	(0.45)	100.00
215-55110-46110	MISC. REVENUE	0.00	60.00	60.00	(60.00)	100.00
215-55110-46710	LIBRARY FEES	3,700.00	2,771.35	446.30	928.65	74.90
215-55110-46712	COPY MACHINE	3,700.00	3,952.26	342.84	(252.26)	106.82
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	209.83	0.00	40.17	83.93
215-55110-48110	INTEREST INCOME	2,800.00	10,820.95	637.49	(8,020.95)	386.46
215-55110-48500	DONATIONS	0.00	57.01	0.00	(57.01)	100.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,048,778.00	809,005.85	63,285.38	239,772.15	77.14
TOTAL REVENUES		1,048,778.00	809,005.85	63,285.38	239,772.15	77.14
Expenditures						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	94,286.00	65,119.20	10,879.20	29,166.80	69.07
215-55110-50120	WAGES	417,489.00	305,806.24	51,779.09	111,682.76	73.25
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	51,713.45	9,377.14	68,031.55	43.19
215-55110-50128	SUNDAY HOURS	9,238.00	5,441.81	38.73	3,796.19	58.91
215-55110-50129	WAGES - LONGEVITY	9,450.00	0.00	0.00	9,450.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	49,072.00	31,434.67	5,337.83	17,637.33	64.06
215-55110-50161	WRS - GENERAL	30,182.00	21,642.37	3,620.18	8,539.63	71.71
215-55110-50163	HEALTH INSURANCE	106,399.00	56,135.00	9,364.62	50,264.00	52.76
215-55110-50164	DENTAL INSURANCE	8,542.00	4,257.12	532.14	4,284.88	49.84
215-55110-50165	LIFE INSURANCE	943.00	655.49	92.60	287.51	69.51
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	1,000.00	568.46	131.11	431.54	56.85
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	835.98	336.00	1,164.02	41.80
215-55110-50213	SALES TAX	200.00	198.50	34.17	1.50	99.25
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	25.00	0.00	175.00	12.50
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	21,355.00	10,580.00	2,331.84	10,775.00	49.54
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	2,370.24	130.92	5,256.76	31.08
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00	2,960.50	237.00	1,039.50	74.01
215-55110-50250	DO NOT USE (OLD REPAIR&MAINT)	0.00	0.00	(40.00)	0.00	0.00
215-55110-50289	TECHNOLOGY COSTS	57,500.00	53,013.26	548.90	4,486.74	92.20
215-55110-50300	MISC EXPENSES	500.00	137.50	0.00	362.50	27.50
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	4,721.11	0.00	3.89	99.92

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 08/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 215 - LIBRARY FUND							
Expenditures							
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00		100.00	0.00	75.00	57.14
215-55110-50326	PERIODICALS	5,400.00		3,322.43	0.00	2,077.57	61.53
215-55110-50327	E-RESOURCES	18,000.00		16,867.04	0.00	1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00		5,029.19	558.94	3,970.81	55.88
215-55110-50329	BOOKS	52,000.00		33,413.57	4,408.06	18,586.43	64.26
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00		1,933.00	201.16	1,067.00	64.43
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00		5.16	0.00	40.84	18.32
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		4,336.01	352.08	1,663.99	72.27
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00		8,061.74	4,001.30	1,938.26	80.62
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		0.00	0.00	0.00	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	700.00		928.58	43.99	(228.58)	132.65
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		1,048,778.00		691,616.62	104,427.00	357,161.38	65.94
TOTAL EXPENDITURES		1,048,778.00		691,616.62	104,427.00	357,161.38	65.94
Fund 215 - LIBRARY FUND:							
TOTAL REVENUES		1,048,778.00		809,005.85	63,285.38	239,772.15	77.14
TOTAL EXPENDITURES		1,048,778.00		691,616.62	104,427.00	357,161.38	65.94
NET OF REVENUES & EXPENDITURES		0.00		117,389.23	(41,141.62)	(117,389.23)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	430,012.50
215-00000-11102	US BANK - CC	8,832.59
215-00000-12550	PREPAID EXPENSES	341.67
Total Assets		439,186.76
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	247,195.00
Total Liabilities		272,418.44
*** Fund Balance ***		
215-00000-39501	NONSPENDABLE - PREPAID ASSETS	4,332.00
215-00000-39600	FUND BALANCE RESTRICTED	49,379.09
215-00000-39900	FUND BAL UNASSIGNED (DEFICIT)	(4,332.00)
Total Fund Balance		49,379.09
Beginning Fund Balance		49,379.09
Net of Revenues VS Expenditures		117,389.23
Ending Fund Balance		166,768.32
Total Liabilities And Fund Balance		439,186.76

User: SARAH
 DB: Stoughton
 PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 217 - LIBRARY SPECIAL GIFT FUND							
Revenues							
Dept 55110 - LIBRARY							
217-55110-48110	INTEREST INCOME	13,000.00		11,170.11	1,593.63	1,829.89	85.92
217-55110-48500	DONATIONS	60,000.00		80,967.64	317.17	(20,962.64)	134.94
217-55110-48510	DONATIONS - UNDESIGNATED	0.00		500.00	0.00	(500.00)	100.00
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00		0.00	0.00	0.00	0.00
217-55110-4910	FUND BAL APPLIED - TAX LEVY	(22,000.00)		0.00	0.00	(22,000.00)	0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		51,000.00		92,632.75	1,910.80	(41,632.75)	181.63
TOTAL REVENUES		51,000.00		92,632.75	1,910.80	(41,632.75)	181.63
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	50,000.00		36,340.60	3,491.49	13,659.32	72.68
217-55110-50501	UNDESIGNATED	1,000.00		930.63	816.43	69.37	93.06
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		51,000.00		37,271.31	4,309.92	13,728.69	73.08
TOTAL EXPENDITURES		51,000.00		37,271.31	4,309.92	13,728.69	73.08
Fund 217 - LIBRARY SPECIAL GIFT FUND:							
TOTAL REVENUES		51,000.00		92,632.75	1,910.80	(41,632.75)	181.63
TOTAL EXPENDITURES		51,000.00		37,271.31	4,309.92	13,728.69	73.08
NET OF REVENUES & EXPENDITURES		0.00		55,361.44	(2,399.12)	(55,361.44)	100.00
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		901,638.60	65,196.18	198,139.40	81.98
NET OF REVENUES & EXPENDITURES		1,099,778.00		728,887.93	108,736.92	370,890.07	66.28
NET OF REVENUES & EXPENDITURES		0.00		172,750.67	(43,540.74)	(172,750.67)	100.00

User: SARAH

Period Ending 08/31/2024

DB: Stoughton

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	37,076.74
217-00000-11102	US BANK - CC	1,342.73
217-00000-11302	WISC INVESTMENT FUND	345,688.72
Total Assets		384,108.19
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	328,746.75
Total Fund Balance		328,746.75
Beginning Fund Balance		328,746.75
Net of Revenues VS Expenditures		55,361.44
Ending Fund Balance		384,108.19
Total Liabilities And Fund Balance		384,108.19

Stoughton Area Comm Foundation

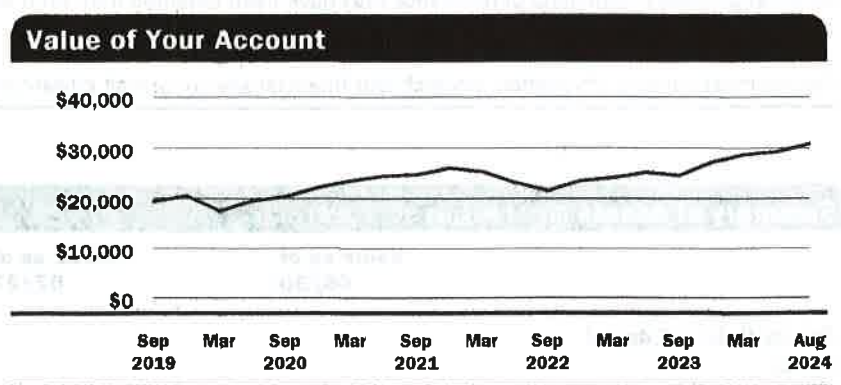
Put your investing on autopilot

Setting up a regular, automatic investment is a great way to work steadily toward your goals. While systematic investing can't guarantee a profit or protect against loss in a declining market, it lets you regularly invest a fixed dollar amount regardless of fluctuating stock prices. Ask your financial advisor about setting up systematic investing. Before investing, consider your ability to continue purchases through periods of high price levels.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$30,686.41	
1 Month Ago	\$29,687.61
1 Year Ago	\$24,960.37
3 Years Ago	\$25,027.99
5 Years Ago	\$19,100.40



Value Summary		
	This Period	This Year
Beginning Value	\$29,687.61	\$26,981.84
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	998.80	3,704.57
Ending Value	\$30,686.41	

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
	4.88%	15.62%	22.96%	7.57%	10.14%

2024 EXPENDITURES: FUND 215
SEPTEMBER

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
08/23/24	AB prepaid CC	50211	USPS	USPS 082324 211	\$ 4.40
08/31/24	09/18/24	50211	Baker & Taylor	fuel surcharge	\$ 21.25
08/31/24	09/18/24	50211	Baker & Taylor	fuel surcharge	\$ 1.74
09/03/24	AB prepaid CC	50211	USPS	USPS 090324 211	\$ 4.40
09/05/24	09/18/24	50211	Ingram	fuel surcharge	\$ 48.00
09/06/24	AB prepaid CC	50211	USPS	USPS 090624 211	\$ 4.40
08/27/24	JR prepaid CC	50212	ALA	ALA 082724 PAL	\$ 189.00
09/06/24	09/18/24	50221	Alliant Energy	AE 0906024	\$ 118.32
08/17/24	09/18/24	50240	Gordon Flesch	GF081724copier2	\$ 124.62
09/03/24	09/18/24	50240	Gordon Flesch	GF090324copier1	\$ 78.04
08/28/24	JR prepaid CC	50289	Donor Tools	DT082824TECH	\$ 39.00
08/29/24	09/18/24	50289	TBS	TBS 082924 fax	\$ 40.68
08/22/24	SB prepaid CC	50313	Amazon	Az 082224 CC	\$ 77.06
08/18/24	AB prepaid CC	50326	New York Times	NYT 081824	\$ 56.00
08/12/24	SB prepaid CC	50328	Amazon	AZ 072924 JDVD	\$ 19.96
08/15/24	SB prepaid CC	50328	A24	A24 051524ADVD	\$ 35.00
08/26/24	SB prepaid CC	50328	Amazon	AZ 072924 JDVD	\$ 37.94
08/31/24	09/18/24	50328	Baker & Taylor	AD/TE materials	\$ 324.30
09/05/24	09/18/24	50328	Ingram	AD/TE materials	\$ 151.75
09/11/24	09/18/24	50328	Playaway	FA 080624 ABCD	\$ 131.98
08/31/24	09/18/24	50329	Baker & Taylor	AD/TE materials	\$ 1,072.29
09/05/24	09/18/24	50329	Ingram	CH materials	\$ 1,807.96
09/05/24	09/18/24	50329	Ingram	AD/TE materials	\$ 2,104.14
09/09/24	09/18/24	50329	Cengage	AD/TE materials	\$ 331.36
08/11/24	SB prepaid CC	50340	Amazon	AZ 080824 OS	\$ 50.39
08/24/24	SB prepaid CC	50340	Amazon	AZ 082324 OS	\$ 9.99
08/31/24	09/18/24	50342	Baker & Taylor	processing	\$ 40.05
08/31/24	09/18/24	50342	Baker & Taylor	processing	\$ 7.40
09/05/24	09/18/24	50342	Ingram	processing	\$ 154.44
09/12/24	09/18/24	50342	Demco	DM 091124 LS	\$ 175.64
08/20/24	09/18/24	50444	Ludwiczak, John	JWL 082024	\$ 14.95
08/20/24	09/18/24	50444	Madison PL-SEQ	SEQ 082024	\$ 29.00
09/06/24	09/18/24	50444	Reedsburg PL	REE 090624	\$ 33.00
09/16/24	09/18/24	50444	Matson, Tess	TM 091624	\$ 12.99
08/29/24	09/18/24	50810	SCLS	SCLS082924comp	\$ 5,909.64

**2024 EXPENDITURES: FUND 217
SEPTEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
08/09/24	CS prepaid CC	Walmart	WM 080924 DAN	D'Angelo	program	\$ 80.70			
08/10/24	CS prepaid CC	Dollar Tree	DT 081024 KovTE	Kovic	program	\$ 15.00			
08/10/24	AB prepaid CC	Pizza Pit	PP 081024 DAN	D'Angelo	program	\$ 64.23			
08/12/24	SB prepaid CC	Amazon	AZ081224FPRCH	FoL	program	\$ 18.99			
08/13/24	MO prepaid CC	Interstate Books4School	IBS 081324 BGB	Bryant	program	\$ 301.83			
08/15/24	CS prepaid CC	Walmart	WM 081524 DAN	D'Angelo	program	\$ 35.94			
08/19/24	SB prepaid CC	Amazon	AZ 081924 KV	Kvamme	supplies	\$ 21.60			
08/19/24	SB prepaid CC	Around Wisco	AW 081924 MAD	Misc	books	\$ 70.29			
08/19/24	MO prepaid CC	Pick 'n Save	PS 081924 FPCH	FoL	program	\$ 12.47			
08/20/24	CS prepaid CC	Walmart	WM 082024 DAN	D'Angelo	program	\$ 45.65			
08/22/24	CS prepaid CC	Walmart	WM 082224 DAN	D'Angelo	program	\$ 26.03			
08/26/24	AB prepaid CC	Overt Space	OS 082624 SUN	Sunday	program	\$ 57.00			
08/27/24	SB prepaid CC	Amazon	AZ 061824 B VG	Bryant	video games	\$ 69.99			
08/27/24	SB prepaid CC	Amazon	AZ082724FPRCH	FoL	program	\$ 8.26			
08/27/24	SB prepaid CC	Amazon	AZ082724FPRCH	FoL	program	\$ 11.99			
08/28/24	AB prepaid CC	Amazon	AZ 082824 SUN	Sunday	program	\$ 25.00			
08/28/24	AB prepaid CC	Amazon	AZ082824sunshine	Sunshine	program	\$ 50.00			
08/28/24	SB prepaid CC	Amazon	AZ 082724 SUN	Sunday	program	\$ 42.28			
08/28/24	AB prepaid CC	Barnes & Noble	BN 082824 SUN	Sunday	program	\$ 100.00			
08/28/24	AB prepaid CC	Bookshop.org	BS082824sunshine	Sunshine	program	\$ 25.00			
08/30/24	SB prepaid CC	Amazon	AZ 082824 SUN	Sunday	program	\$ 33.03			
08/30/24	SB prepaid CC	Amazon	AZ082724FPRCH	FoL	program	\$ 20.78			
08/31/24	09/18/24	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 70.21			
08/31/24	09/18/24	Baker & Taylor	AD/TE materials	Bryant	books	\$ 104.41			

08/31/24	09/18/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$	153.95		
09/03/24	SB prepaid CC	Amazon	AZ 082824 SUN	Sunday	program	\$	114.05		
09/03/24	SB prepaid CC	Amazon	AZ 082724 BtP217	BtP	program	\$	158.00		
09/03/24	SB prepaid CC	Amazon	AZ 090324 SUN	Sunday	program	\$	56.43		
09/04/24	09/18/24	Becker, Evelyn	EB 082624 SUN	Sunday	program	\$	75.00		
09/04/24	09/18/24	Jensen, Raven	RJ 081624 SUN	Sunday	program	\$	75.00		
09/04/24	09/18/24	Moffitt, Jerry	JM 042424 SUN	Sunday	program	\$	450.00		
09/04/24	09/18/24	Rice, Jim	JR 060324 SUN	Sunday	program	\$	250.00		
09/05/24	SB prepaid CC	Amazon	AZ 061824 BVG	Bryant	video games	\$	59.00		
09/05/24	09/18/24	Ingram	AD/TE materials	FoL REPL	books	\$	319.31		
09/05/24	09/18/24	Ingram	AD/TE materials	Bryant	books	\$	487.18		
09/05/24	09/18/24	Ingram	AD/TE materials	Misc	books	\$	196.09		
09/06/24	MO prepaid CC	Interstate Books4School	IBS 090624	SCLS	program	\$	300.00		
09/06/24	MO prepaid CC	Interstate Books4School	IBS 090624	Giveaway	program	\$	279.50		
09/09/24	09/18/24	Cengage	AD/TE materials	Bryant	books	\$	477.66		
09/16/24	09/18/24	SASD	SASD091624AR	Sunday	program	\$	500.00		

Freedom of Expression and Inquiry

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Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering polices have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children’s Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual’s First Amendment rights when it refused him permission to use the public library’s meeting room for a program about creationism. The library’s policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library’s policies and practices permitting the use of the meeting room for various groups had created a “designated public forum.” In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

“It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library’s desire to avoid controversy,” the judge said. “However, the avoidance of controversy is not a valid ground for restricting speech in a public forum.”

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library’s prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- 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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STOUGHTON
PUBLIC LIBRARY

CHECKOUTS					2024			2023-2024	
	MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL
JAN	17,549	11,232	17,665	18,072	11,074	2,765	5,343	19,182	6.14%
FEB	16,865	11,241	16,644	16,384	10,885	2,637	4,548	18,070	10.29%
MAR	12,295	14,070	18,440	19,521	11,756	2,982	5,168	19,906	1.97%
APR	3,419	11,899	17,721	17,196	11,285	2,932	4,861	19,078	10.94%
MAY	5,464	12,363	16,012	16,985	10,599	2,310	4,964	17,873	5.23%
JUN	6,062	16,371	18,553	18,928	13,177	2,568	5,084	20,829	10.04%
JUL	8,941	17,776	18,278	19,932	13,245	2,612	5,317	21,174	6.23%
AUG	11,848	17,389	19,112	18,944	12,735	2,580	3,879	19,194	1.32%
SEP	11,029	15,337	16,010	17,304				0	-100.00%
OCT	11,652	16,052	16,050	18,318				0	-100.00%
NOV	11,205	14,952	15,972	17,970				0	-100.00%
DEC	10,939	14,282	15,445	18,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	94,756	21,386	39,164	155,306	-28.70%
AVG	10,606	14,414	17,159	18,153	11,845	2,673	4,896	19,413	6.94%

COMPUTER USE					2024 COMPUTER LOGINS BY TYPE			2023-24	
	MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL
JAN	1,966	440	882	1,082	322	82	37	441	-59.24%
FEB	1,823	800	764	771	320	18	39	377	-51.10%
MAR	1,225	838	893	825	394	506	67	967	17.21%
APR	371	1,687	1,104	611	393	602	52	1,047	71.36%
MAY	257	1,328	596	761	269	265	37	571	-24.97%
JUN	248	1,336	756	881	301	462	54	817	-7.26%
JUL	248	1,086	721	784	300	437	58	795	1.40%
AUG	322	1,177	956	1,116	285	507	48	840	-24.73%
SEP	372	749	669	635				0	-100.00%
OCT	642	1,215	731	903				0	-100.00%
NOV	577	1,277	957	1,240				0	-100.00%
DEC	566	948	768	893				0	-100.00%
TOTAL	25,783	12,881	9,797	10,502	2,584	2,879	392	5,855	-44.25%
AVG	2,149	1,073	816	875	323	360	49	732	-16.36%

Programming Statistics
for August 2024

LOANED THROUGH DELIVERY							2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE	
JAN	8,441	8,985	8,763	8,484	8,569	1.00%	
FEB	6,447	8,737	8,082	8,030	8,336	3.81%	
MAR	3,521	11,069	8,866	9,137	8,530	-6.64%	
APR	147	8,709	7,975	7,896	8,141	3.10%	
MAY	537	8,359	7,468	7,501	7,587	1.15%	
JUN	1,687	8,151	7,563	8,038	7,808	-2.86%	
JUL	3,724	8,076	7,647	7,858	8,338	6.11%	
AUG	4,169	8,012	8,267	8,272	7,734	-6.50%	
SEP	3,945	8,080	7,695	7,802		-100.00%	
OCT	5,759	7,885	8,003	8,374		-100.00%	
NOV	7,354	7,804	7,992	7,976		-100.00%	
DEC	8,886	8,033	7,298	7,481		-100.00%	
TOTAL	54,617	101,900	95,619	96,849		-100.00%	
AVG	4,551	8,492	7,968	8,071		-100.00%	

BORROWED THROUGH DELIVERY							2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE	
JAN	4,934	5,543	5,756	5,632	5,257	-6.66%	
FEB	4,533	5,741	5,121	4,964	4,907	-1.15%	
MAR	2,422	6,887	5,701	5,454	5,384	-1.28%	
APR	10	5,953	5,452	4,972	5,439	9.39%	
MAY	301	5,048	5,031	4,826	4,785	-0.85%	
JUN	1,082	5,153	5,290	4,607	5,054	9.70%	
JUL	2,482	4,963	4,819	5,039	4,895	-2.86%	
AUG	4,097	5,148	4,897	5,155	4,867	-5.59%	
SEP	3,659	5,440	4,569	4,899		-100.00%	
OCT	4,148	5,254	4,519	5,161		-100.00%	
NOV	4,659	4,925	4,541	4,930		-100.00%	
DEC	5,302	5,104	4,469	4,980		-100.00%	
TOTAL	37,629	65,159	60,165	60,619		-100.00%	
AVG	3,136	5,430	5,014	5,052		-100.00%	

WIRELESS USE							2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE	
JAN	12,924	920	1,341	1,830	1,677	-8.36%	
FEB	14,614	875	1,269	1,801	1,806	0.28%	
MAR	8,647	1,003	1,643	2,152	1,895	-11.94%	
APR	1,913	1,033	1,711	2,187	2,068	-5.44%	
MAY	2,596	1,378	2,170	3,041	2,187	-28.08%	
JUN	2,712	1,286	1,775	2,161	1,763	-18.42%	
JUL	1,026	1,412	1,917	2,623	2,467	-5.95%	
AUG	804	1,253	2,138	2,155	2,099	-2.60%	
SEP	975	1,312	2,243	2,184		-100.00%	
OCT	890	1,677	2,231	2,310		-100.00%	
NOV	987	1,499	1,961	2,213		-100.00%	
DEC	1,136	1,545	1,801	2,147		-100.00%	
TOTAL	49,224	15,193	22,200	26,804		-100.00%	
AVG	4,102	1,266	1,850	2,234		-100.00%	

DOOR COUNT							2022-23
MO.	2020	2021	2022	2023	2024	%CHANGE	
JAN	9,428	0	5,425	7,504	6,975	-7.05%	
FEB	9,248	0	5,826	7,000	7,545	7.79%	
MAR	5,086	0	6,385	8,810	8,212	-6.79%	
APR	0	0	6,482	7,634	8,282	8.49%	
MAY	0	1,462	8,119	10,109	9,943	-1.64%	
JUN	0	4,155	7,296	8,237	8,109	-1.55%	
JUL	0	5,158	7,301	7,810	8,730	11.78%	
AUG	0	4,809	7,900	8,125	8,364	2.94%	
SEP	0	4,915	7,135	6,832		-100.00%	
OCT	0	6,061	7,696	7,776		-100.00%	
NOV	0	5,620	7,126	7,525		-100.00%	
DEC	0	5,280	6,188	7,308		-100.00%	
TOTAL	23,762	37,460	82,879	94,670		-100.00%	
AVG	1,980	3,122	6,907	7,889		-100.00%	

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

SELF-CHECKOUTS						
MO.	2020	2021	2022	2023	2024	%TOTAL
JAN	9,767	0	8,190	9,342	8,942	64.61%
FEB	8,903	0	8,181	8,344	9,063	67.02%
MAR	6,581	0	9,086	10,361	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931	8,433	65.33%
JUN	0	6,690	9,544	8,729	11,021	70.00%
JUL	0	7,053	9,276	9,658	10,724	67.63%
AUG	0	6,585	9,707	9,193	10,323	67.40%
SEP	0	7,210	7,646	8,252		
OCT	0	7,254	7,424	8,826		
NOV	0	7,417	7,912	n/a		
DEC	0	7,176	6,908	6,776		
TOTAL	25,251	50,531	99,352	95,405		
AVG	2,104	4,211	8,279	8,673		

WEBSITE PAGEVIEWS							2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE	
JAN	8,665	3,984	4,695	4,486	5,363	19.55%	
FEB	7,613	3,952	3,751	3,912	4,815	23.08%	
MAR	6,859	4,998	3,968	5,152	5,727	11.16%	
APR	5,865	4,701	4,268	4,816	5,767	19.75%	
MAY	7,089	4,092	4,008	4,528	4,963	9.61%	
JUN	7,455	4,818	3,954	5,323	5,788	8.74%	
JUL	7,459	4,206	4,768	4,991	5,935	18.91%	
AUG	7,620	3,936	3,915	4,874	5,247	7.65%	
SEP	6,180	3,448	3,501	4,173		-100.00%	
OCT	7,858	3,471	3,342	4,178		-100.00%	
NOV	6,349	3,457	3,609	4,312		-100.00%	
DEC	8,174	3,519	3,352	4,337		-100.00%	
TOTAL	87,186	48,582	47,131	55,082		-100.00%	
AVG	7,266	4,049	3,928	4,590		-100.00%	

Programming Statistics
for August 2024

		August Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
8/4/2024	Stoughton Yoga	Yoga Sundays (CS)				14		
8/5/2024	Stoughton's Best Day	Outreach Story Time (AMH)	19					
8/6/2024	Carnegie Room	Graphic Novel Book Club (MO)		13				
8/6/2024	Nordic Ridge	National Night Out (JR w/ the Friends)					100	
8/7/2024	Online live	LSC: Jennifer Lavasseur				0		
8/7/2024	Carnegie Room	Dungeons & Dragons (MO)		5				
8/7/2024	Carnegie Room	The Foundation (volunteer Richard MacDonald)				7		
8/8/2024	Learning Tree Dayca	Outreach Story Time (AMH)	33					
8/8/2024	Learning Tree Dayca	Outreach Story Time (AMH)	28					
8/8/2024	Carnegie Room	Imagine Academy (CS)			18			
8/8/2024	Carnegie Room	Stitches (SB)			3			
8/9/2024	Nordic Ridge	Movie: TMNT (AB, JR, Parks & Rec)					100	
8/10/2024	Library	After Hours Teen Gameshow Night (CS, MO, AB, Amanda)			20			
8/12/2024	Outreach	Viking Lunches (CS, MO, Amanda H.)		30				
8/13/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18					
8/13/2024	Behind Library	Sharpie Tie Dye (MO)		28				
8/13/2024	Carnegie Room	Writing Group (volunteers)				7		
8/14/2024	Fort Little Green Da	Outreach Story Time (AMH)		37				
8/14/2024	Carnegie Room	Pokemon Club (MO)		21				
8/14/2024	Carnegie Room	Book Club (AMH)		8				
8/15/2024	East Side Park	Candy Olympics (CS, MO) (rain)			13			
8/15/2024	Online live	LSC: Irena Smith				0		
8/19/2024	Stoughton Public Lib	9:30 Bus Story Time (MO + volunteer David Knapton)	30					
8/19/2024	Stoughton Public Lib	10:30 Bus Story Time (MO + volunteer David Knapton)	25					
8/20/2024	Carnegie Room	Spa Day (MO)		26				
8/21/2024	Carnegie Room	Dungeons & Dragons (MO)		7				
8/21/2024	Online live	LSC: Shelby Van Pelt				13		
8/22/2024	Carnegie Room	Teen Tie-Dye (CS)			14			
8/22/2024	Carnegie Room	Dungeons & Dragons (MO)		5				
8/23/2024	Magnolia Gardens	Outreach book talk (JR)				6		
8/23/2024	Nordic Ridge	Movie: Wish (MO, Parks & Rec)					100	
8/26/2024	Stoughton's Best Day	Outreach Story Time (AMH)		17				
8/27/2024	Carnegie Room/Zoo	Tuesdays with Murder (AB)				7		
8/31/2024	Online asynchronous	LSC archive views for August				1552		

Programming Statistics
for August 2024

8/31/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)	153	197	68	1610	4	300
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		August Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
8/16/2024	CH	Summer Library Program 0-5	210				
8/16/2024	CH	Summer Library Program 6-11		300			
8/16/2024	AD	Summer Library Program Teen			133		
8/16/2024	AD	Summer Library Program Adult				89	
8/31/2024	2nd floor	Teen art cart use	210	300	139	89	

Director's Report

September 18, 2024



Library news:

- I attended all five **Trustee Training Week** webinars during the week of August 19. As you know, TTW is a continuing education initiative sponsored by the Wisconsin Department of Public Instruction and the state's 15 public library systems. Though much of the content is aimed at trustees, I still gleaned a lot of useful information that I plan to incorporate into my orientation for new trustees. A reminder that recordings of all of this year's webinars, as well as years past, are available at wistrusteetraining.com/archive
- On August 22, I visited Magnolia Gardens, Skaalen Retirement Community's memory care unit, to give an author talk. We try to visit Magnolia Gardens a handful of times each year as part of our outreach to seniors in our community.
- I attended the opening of bids for the HVAC replacement project on August 29. Of the three bids we received for the project, Helm Service was the lowest responsible bidder at \$412,000. This is under the amount \$500,000 that was allotted in the 2024 CIP budget, which means the project can proceed without any further approval needed from Council.
- On August 22, City Council's ad hoc CIP Committee voted unanimously to recommend the 2025 Capital Improvement Projects (CIP) budget to Council. As I reviewed with the Board back in April, the library has only two items in the 2025 CIP budget: \$7,000 for replacement of computers and peripherals; and \$3,000 for replacement of furniture and fixtures. Projects for future years include: replacement of lower level carpet (2026); replacement of security cameras (2026); and a space needs study (2027).
- We held two additional movie screenings this past month in partnership with Stoughton's Parks & Recreation Department. The Movies in the Park series will continue with one final screening on September 20 at Racetrack Park. This is our third year partnering with the Parks & Rec department on these events.



- On September 4, I again led this month's meeting of the Foundation, the library's science fiction and fantasy book group. Former Director Richard MacDonald and I have been taking turns leading the discussion since 2020, though he has informed me that this will be his last year.
- I met with Finance Director Dave Ehlinger and Assistant Finance Director NicoleMarie Hall on September 5 to discuss the library's 2025 operating budget. Both report that 2025 will be a challenging budget year for the city, due in large part to rising health insurance costs as well as state laws which constrain the city's ability to raise revenue. I will provide further updates at the library board meeting on September 18.
- I presented our personnel request for a new library assistant position in the adult services department to the City Council's Personnel Committee on September 10. In all, there are six other city departments requesting additional staff in 2025. The Personnel Committee will rank the requests and provide recommendations to the mayor who will consider which, if any, to include in his 2025 operating budget.
- As I mentioned at the last meeting, I have been having weekly meetings regarding **Fourth Street construction** with both the contractors and Director of Public Works Brett Hebert. In the first 2-3 weeks of September, work on storm sewers and water mains has been taking place south of Jefferson Street; beginning the third week in September, on or around the 18th, work will begin on the road in front of the library. This will likely be the most disruptive time for our patrons and staff in terms of parking. The contractors have assured me that the sidewalk to the building's front doors will remain accessible throughout the project, even when the parking lot is inaccessible.



Stoughton Area Community Foundation Fund Report

The report for the period Jul 27 – Aug 30 shows an increase in value of \$998.80 to the account because of market conditions. The overall value of the account as of Aug 30 is \$30,686.41.

Youth Services (from Mary Ostrander)

- Summer Reading Program Statistics
 - Registration Total = 510
 - Ages 0-5 = 210
 - Ages 6-10 = 300
 - Half Way Goal Total = 398 (78%)
 - Ages 0-5 = 154 (73%)
 - Ages 6-10 = 244 (81%)
 - Final Goal Total = 354 (69%)
 - Ages 0-5 = 138 (66%)
 - Ages 6-10 = 216 (72%)
 - Activities = 1,333 (6,665 total activities completed.)
 - Ages 0-5 = 468
 - Ages 6-10 = 865
 - Gave away 752 Books
- **Bus Story Time on August 19** was a great success! Thank you so much to Dave Knapton who drove his school bus to the library for us to explore. We hope to make this an annual event.
- Cynthia, Amanda Heit (intern), and I attended Viking Lunches for the third time this summer on August 12. This is an opportunity for us to reach patrons we might not see often and to spread the love of reading during the summer.
- Sharpie Tie Dye on August 13 was very fun. And because we utilized the outdoor programming space behind



the library, participants had plenty of room to spread out and be creative.

- **Spa Day on August 20** was well attended and received. 25 kids made bath bombs and sugar scrubs to take home.

- **Dungeons & Dragons** is still very popular at the library. We held an additional session on August 21 and yet another on August 22. Kids are requesting we have more Dungeons and Dragons



events, so Cynthia and Mary are working on gathering teen volunteers to help with the high volume of interested elementary and middle school kids.

- After a brief break in the month of August, Story Time started up again on September 9.

Tech Services & Technology

News (from Sarah Bukrey)

- 518 items were added to the library collection in the month of August!
- Sarah and Amy hosted adult **Craft Club on September 5**. 23 people attended the Circle Time painting craft. After receiving a donation of two totes full of Masonite circles, we decided on a coaster craft involving paint and stencils. A lot of creativity was flowing!
- Four new desktop staff computer stations and three laptops were installed on September 4. After they are reimaged, the former staff stations will replace some of our aging public computers.
- Sarah ordered two picnic tables for the outdoor programming space on Jefferson St.
- Sarah is working with Emmons Business Interiors (EBI) to order a couple new chairs for staff.

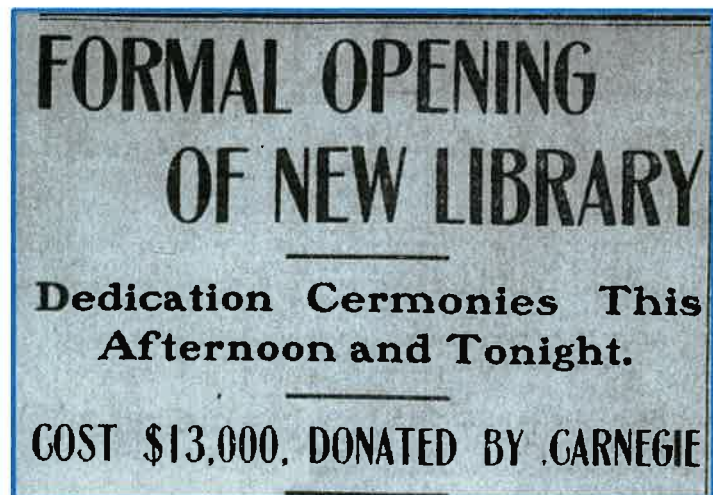


Circulation Services (from Robin Behringer)

- The Circulation Team met on August 27 and discussed the great progress the new Shelves are making, how well the whole Circulation Department is adjusting to staff changes and new schedules, and ideas and thoughts about a library accessibility guide. The Shelves Team met on August 28. Children's Library Assistant Diane was the guest staff member at the meeting. New Shelves also received info about holiday board books and what to do when they find ants in the library.
- The Circulation Department was very prepared for the increase in work volume from the Labor Day Weekend and the start of the school year. We were caught up by the end of the week and staff adjusted easily to the fluctuating work volume.

Adult & Teen Services (from Amanda Bosky)

- The Summer Library Program ended on August 16. Adult participation reduced slightly, with 108 participating in 2023 and 89 in 2024. Teen Summer Library Program participation climbed this year, however: 96 teens participated in 2023, and 133 in 2024 (a 39% increase). We are approaching our pre-pandemic participation numbers (in 2019, 169 teens participated). Teen Services Assistant Cynthia Schlegel once more went above and beyond to create a fun fantasy-themed Teen SLP, complete with hidden “dragon eggs,” dragon kites soaring from the ceiling, and a fun reading log inspired by Dungeons & Dragons.
- Practicum student Amanda Heit ended her internship with us on August 22, assisting with the Teen Tie-Dye program. We enjoyed our time with her and wish her the best with job hunting now that she has graduated!
- Cynthia’s recent teen programs were Candy Olympics (with Mary); Theater Games (with Stoughton Youth Players); and Rainbow Readers (with Mary).
- Adult Services Librarian Amanda Bosky coordinated with Newspapers.com staff to mail off our next batch of microfilm reels for our digitizing project. Currently, historic Stoughton Courier Hub content through 1930 is available online. Soon, issues through 1977 will be digitized.
- Amanda met with other SCLS staff in late August to discuss hoopla best practices, as more libraries are dropping this increasingly expensive downloadable eBooks and audiobooks service. Amanda worked with the Management Team to create a procedure to politely and professionally decline requests from patrons outside our service area who wish to change their home library to Stoughton simply to be able to access hoopla.



Looking Back from *The Stoughton Hub*
February 7, 1907

LIBRARY BOARD STANDS “PAT”

At the regular meeting of the Library Board yesterday afternoon, a communication to be presented to the common council was adopted in which the Board declines the tender of the use of a part of the city hall made by the council at Monday evening's meeting. As reasons for the action are stated the steady growth of the city and of the library which demands that provisions for the future be made, and also the fact that every preparation has been made for the erection of a new library. The stand taken by the Library Board is highly commendable and only what we expected of it in this matter. The specifications for the new building are now in the hands of local carpenters, and we understand that new bids will soon be called for.

Stoughton Public Library
Board of Trustees - Policies Committee Meeting
Tuesday, September 10, at 6:30 PM



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

MINUTES

Present: Ken Axe, Lora Klitzke, Erin Meinholz

Also present: Library Director Jim Ramsey

1. Meeting called to order by consensus at 6:31 PM.
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of June 3, 2024 *** - MOTION to approve the minutes of June 3, 2024, by Meinholz. SECOND by Axe. VOTE: 3-0.
4. **Election of Committee Chair for 2024-2025 *** - Meinholz volunteered to serve as committee chair. Ramsey called thrice for any other nominations. None were offered. MOTION to appoint Meinholz committee chair for 2024-2025 by Axe. SECOND by Klitzke. VOTE: 2-0 with Meinholz abstaining.
5. **Review of proposed Outdoor Meeting Space Use Policy *** – Ramsey explained that this new policy has already been reviewed by this committee at their meeting in June. It has also been reviewed again by the library’s Management Team and by Director of Human Resources and Risk Management AJ Gillingham, which resulted in some minor changes. Meinholz suggested adding the word “library” in front of the word “staff” in section III.B.1.d. Consensus was that the policy is ready to send to the Board for approval.

MOTION to recommend the adoption of the Outdoor Meeting Space Use Policy to the Library Board by Klitzke. SECOND by Meinholz. VOTE: 3-0.

6. **Review of proposed changes to Special Gift Fund Policy *** - Ramsey explained the proposed changes, which would make it easier to designate gifts to the library and ensure that the funds are spent according to the wishes of the donors. Meinholz asked about section III.C, which states that the Board may move interest from the Special Gift Fund in to the Building Fund. Ramsey replied that this hadn’t been done consistently in the past and was not required (The policy specifically states that the Board *may* move the funds but they are not required to.) Interest accrued from the Special Gift Fund rolls over into the fund balance of fund 217, so these funds are always available to the Board. What’s more, this fund balance is protected by the resolution passed last year restricting the fund balance for use on a major building or remodeling project.

MOTION to recommend changes to the Special Gift Fund Policy to the Library Board by Axe.
SECOND by Klitzke. VOTE: 3-0.

7. **Review of proposed changes to Gift, Donation, and Bequest Policy *** - Ramsey explained the reasoning for the proposed changes. The distribution of certificates and plaques to donors is impractical, there is no money in the budget for these items, and the practice has never been followed consistently. Consensus was in favor of simplifying the donor recognition procedure and eliminating Appendix A. Klitzke reminded the committee that the annual list of donors is also posted on the library's website, in addition to being posted near the library's front doors. Meinholz suggested several formatting changes.

MOTION to recommend changes to the Gift, Donation, and Bequest Policy to the Library Board by Klitzke. SECOND by Meinholz. VOTE: 3-0.

8. **Review of proposed changes to Records Retention Policy *** - Meinholz stated that the link to the General Records Schedule included in the policy should be updated. Ramsey replied that he would update before sending the policy to the Board. Meinholz asked about records that may be inadvertently retained for a longer period than that set out in the General Records Schedule. Also, Meinholz reminded the committee that records subject to open records requests must be retained while the request is being considered, regardless of the timeline set forth in the General Records Schedule.

Discussion ensued and the consensus was in favor of modifying section III.A. Guidelines to read: "Records shall be retained **for a period not less than that set forth** in the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records **and pursuant to any other applicable law**."

MOTION to recommend changes to Records Retention Policy to the Library Board by Axe.
SECOND by Klitzke. VOTE: 3-0.

9. **Schedule next meeting** - Consensus was in favor of waiting until additional policies are ready for review to schedule the next committee meeting.

10. Meeting adjourned by consensus at 7:15 PM

Minutes taken by Jim Ramsey

Exempt Total 73,367,021,300
County Total 93,315,894,600
2023 tax base \$19,948,873,300
2024 DCLS app

\$6,760,910
\$0.0003389119

2024 County library tax levy rate

Per 2024 DOR DaneCo EqVal

	2024 Eq Val	2025 Min App	2024 App	Diff
EXEMPT LIBS				
Villages				
Belleville	297,043,000	\$100,671	\$253,800	\$153,129
Black Earth	192,013,300	\$65,076	\$157,446	\$92,370
Cambridge	273,196,500	\$92,590	\$105,000	\$12,410
Cross Plains	563,671,800	\$191,035	\$304,803	\$113,768
Deerfield	310,337,600	\$105,177	\$173,000	\$67,823
DeForest	1,741,105,600	\$590,081	\$693,095	\$103,014
Marshall	386,859,100	\$131,111	\$186,000	\$54,889
Mazomanie	240,400,300	\$81,475	\$97,850	\$16,375
McFarland	1,568,293,500	\$531,513	\$768,000	\$236,487
Mount Horeb	1,160,929,900	\$393,453	\$512,132	\$118,679
Oregon	1,868,548,600	\$693,273	\$1,099,376	\$466,103
Waunakee	3,088,851,000	\$1,046,848	\$1,338,863	\$292,015
Cities				
Fitchburg	5,855,418,000	\$1,984,471	\$2,314,436	\$329,965
Madison	43,854,448,000	\$14,862,793	\$19,770,825	\$4,908,032
Middleton	4,698,269,500	\$1,592,299	\$1,597,392	\$5,093
Monona	1,825,534,500	\$618,695	\$707,955	\$89,260
Stoughton	1,778,095,500	\$602,618	\$741,585	\$138,967
Sun Prairie	5,574,558,400	\$1,889,284	\$2,023,505	\$134,221
Verona	4,049,963,900	\$1,372,581	\$1,291,669	-\$80,912

Resolution Requesting Exemption from Dane 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; RES 149 2023-2024) 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 2024 and expend in 2025 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
herold@dcls.info

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

2025 DRAFT Library Calendar

Green = Open Sundays

Red = Holiday - CLOSED

Gold = Probable Staff In-service

Blue=Library

Pink = Other fed. Holiday - OPEN

January						
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	

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	

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	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						

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			

Federal Holidays 2025

Jan 1	New Year's Day	Jun 19	Juneteenth	Nov 11	Veterans Day
Jan 20	Martin Luther King Day	Jul 4	Independence Day	Nov 27	Thanksgiving Day
Feb 17	Presidents' Day	Sep 1	Labor Day	Dec 25	Christmas Day
May 26	Memorial Day	Oct 13	Columbus Day		

STOUGHTON PUBLIC LIBRARY OUTDOOR MEETING SPACE USE POLICY

Adopted by Library Board: [DATE]



I. Purpose

The Library Board and staff encourage the use of Library space by and for the benefit of the community, including educational, cultural, intellectual, or charitable activities, subject to the Library's policies.

II. Scope

The outdoor meeting space (hereafter "the space") at 216 E Jefferson St is a green space with a concrete pad, a shade structure over the concrete pad, and one bench.

III. Guidelines

A. Scheduling the space

1. The Library will be given first priority for the space's use and there are no restrictions for Library use. Individuals, organizations, and businesses may reserve the space on a first-come, first-served basis. However, if in case of extreme need by the Library and after exhausting all other possible options, non-Library users may be asked to relinquish their use of the space.
2. Use of the space by organizations, groups, and individuals
 - a. There will be a limit of one advance reservation per calendar month. However, library staff may allow K-12 education groups (public, private, and home school) to book the space up to once per week for educational use.
 - b. Reservations of the space are scheduled via an online web form and may be made no more than 6 weeks in advance, and no less than one day in advance.
 - c. All users must vacate the space for any scheduled use. Please refer to the online calendar to confirm reserved use. Groups that fail to vacate the space when directed may be denied future use of library meeting spaces.
 - d. Library staff are not responsible for monitoring or supervising use of the space. If you have any questions about reservations, refer to the online calendar [insert LINK] or call 608-873-6281 during the library's operating hours.
 - e. Library staff reserve the right to enter the space at any time.
 - f. Any misrepresentation upon reserving the space shall void its use and may affect the ability of individuals or groups to use the space in the future.
 - g. At least one of the persons using the space must be age 18 or older.

B. Use of Facilities

1. The Library Board specifically excludes the following uses of its meeting spaces:

- a. Private social functions, such as showers, birthday parties, and dances.
 - b. Fundraising events other than those that benefit the Library (fundraising planning meetings are welcome).
 - c. Any events that would interfere with the normal operation of the library or violate local, state, or federal laws for public places; e.g. events that cause excessive noise, safety hazards, or security risks.
 - d. Soliciting (selling) products or services; asking members of the public or library staff for money; surveying and canvassing, except in conjunction with Library Board approved projects. Vendors may meet with authorized library personnel only. At the discretion of the Library Director, authors reserving library meeting spaces for a book talk may sell copies of their book during the event.
 - e. The Library reserves the right to refuse the use of the space based upon the above criteria. Any questions about room use shall be referred to the Library Director.
2. Since there is no lighting available, the space is only available for use from sun-up to sun-down.
 3. Groups using the space may not charge admission, collect or request contributions or donations, nor perform sales.
 4. Refreshments provided by the users may be served in this space. No alcohol may be served or consumed, and no grilling or open flames are permitted. Any food or other supplies must be provided by the users, cleaned up, and removed from the space at the end of the meeting.
 5. No electricity hookup is available for public use.
 6. No additional tables, chairs, or other furniture will be provided for public use. Users are welcome to provide their own tables and chairs.
 7. In case of dangerous inclement weather, such as lightning or a tornado warning, reservations will be automatically canceled. Users should seek shelter indoors immediately. Back-up reservations of alternate indoor library space (the Carnegie or 2nd Floor Meeting Rooms) will not be permitted; please plan accordingly in case of inclement weather.
 8. Users must return the space to the condition in which they found it. The Library reserves the right to charge users a fee for custodial services if additional cleanup is needed.
 9. Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be properly controlled. The guidelines outlined in the Library's Behavior Policy also apply to those using this space. Please see that policy for more information. The space is also subject to all federal, state, and local laws regarding public conduct.

10. Decorations, signage, or any other items may not be taped, stapled, glued, staked or in any way fastened or adhered to any part of the space without prior permission and direction from the Library Director or staff.
11. There is no charge for use of the space.

IV. Review and Appeal

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

V. Disclaimers

- A. The fact that a group is permitted use of Library space does not in any way constitute endorsement of the group's policies or beliefs by the Library, City, Library Board, or staff.
- B. All organizations/individuals using the Stoughton Public Library meeting spaces will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- C. The Director and Library Board reserve the right to refuse use of the space as deemed necessary according to this policy.
- D. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

Adopted by Library Board: [DATE]

STOUGHTON PUBLIC LIBRARY

SPECIAL GIFT FUND POLICY

Approved 11-21-18

PROPOSED CHANGES IN RED



All gift monies shall be deposited in the Special Gift Fund (Fund 217) with the City. City Finance staff will be charged with investment of these funds according to City policy.

These funds may not be expended without the prior permission of the Library Board. Separate accounts shall exist to distinguish how gifts shall be used.

I. DESIGNATED

Donations and grants with a specific purpose (i.e. audiovisual materials, memorial book etc.) shall be classified as Designated and will be deposited in the Designated account of the Special Gift Fund (Fund 217) for the stated purpose. **Whenever possible, the Library Director shall consult with the donor to determine a specific purpose for the donation. The Library Director may, in consultation with staff, designate donations and grants according to the Library's needs.**

Designated funds should normally be expended within 12 months of the donation unless special plans have been made for these funds.

II. UNDESIGNATED

Donations and grants with no specified purpose other than general support of the library shall be classified Undesignated and will be deposited in the Undesignated account of the Special Gift Fund (Fund 217). The Board will review and recommend distribution of the Undesignated funds as needed.

III. BUILDING FUND

A. Donations and grants with the specified purpose of future library expansion, major remodeling or other non-operating expenditures shall be classified Building Fund and will be deposited in the Building Fund account of the Special Gift Fund (Fund 217). Structural or mechanical repair, maintenance and/or replacement would not be considered major remodeling and would remain the responsibility of the city.

B. The Building Fund will be preserved for future library expansion, major remodeling or other expenditures outside the regular scope of the operating budget. Future library expansion could include: costs related to feasibility studies, architectural fees and other preliminary expenses to a building project, and furnishings and equipment that may be needed to make the new or remodeled space function as intended. Major remodeling could include: moving a wall to change the function or usage of existing space, moving or redesigning office or public areas to provide increased productivity and adapting existing space to provide a new or improved service.

C. During the first quarter of each fiscal year, at least 50% of the prior year's interest of the Special Gift Fund (Fund 217) may be moved to the Building Fund account at the discretion of the Library Board. This percentage will be determined annually. The remaining interest will be added to the Undesignated account of the Special Gift Fund and may be spent at the discretion of the Library Board.

Adopted: October 9, 2003
Revised: July 8, 2004
Revised: June 11, 2008
Revised: August 15, 2012
Revised: May 20, 2015
Revised: November 21, 2018

STOUGHTON PUBLIC LIBRARY

GIFT, DONATION, BEQUEST POLICY



Approved by Library Board 11-21-18

PROPOSED CHANGES IN RED

I. Purpose

The Stoughton Public Library encourages and accepts gifts from individuals and organizations.

II. Guidelines

The following guidelines cover all gifts given to the Library:

- A. The Library Director or the Library Board retains the right to accept or refuse any gift.
- B. Publicity for gifts will be worked out between the Director and the donor. No publicity will take place without the consent of the donor. In addition, the Library cannot promise that publicity will occur with every gift.
- C. All gifts become sole property of the Library and as such may be used and managed as the Library Director and Library Board deem appropriate.

III. Types of Gifts

A. Used Books and Other Media

1. Books and other media that are clean, in good condition, and meet the Library's current selection criteria will be accepted at the discretion of the Library Director.
2. ~~The Library Director~~ **Library staff** will determine which used items will be added to the collection. Those not added to the collection may be disposed of as ~~the Library Director~~ **library staff** sees fit, e.g. **in the** Friends of the Library book sale. ~~The Library Director~~ **Library staff** reserves the right not to accept used books that are not useful or saleable; for example: Readers Digest condensed books, out of date text books, old encyclopedias, or out of date nonfiction books.
3. The Library cannot produce lists of titles donated or assess the value of used books.

4. Upon request, a receipt for the gift will be issued.

B. New Books and Other Media

1. Gifts of new books and other media that meet the Library's current selection criteria may be accepted at the discretion of ~~the Library Director~~ **library staff**. ~~The Director~~ **Library staff** will determine which new items will be added to the collection. Those not added to the collection may be disposed of as ~~the Library Director~~ **library staff** see fit, e.g. Friends of the Library book sale.

As with donations of used items, ~~the Library Director~~ **library staff** reserves the right not to accept new items that are not useful or saleable.

- ~~2. A book plate may be inserted into new books to designate the donor and the condition/occasion of the gift at the specific request of the donor. Acknowledgement will be sent to the donor and others as requested by the donor.~~

C. Other Gifts

1. Gifts of equipment, furniture, art objects, etc. shall be referred to the Library Director and Library Board, who will determine whether or not the gift would be suitable and/or enhance the Library and its ability to provide service.
2. All gifts must fit the Library's mission and décor, and have no unusual or restrictive criteria for acceptance that would cause complications for the present or the future operation of the Library.
3. When appropriate, as determined by the Director and/or Board, permanent recognition may be made for the gift.

D. Monetary Gifts

1. Monetary gifts will be classified as designated, undesignated, or building fund gifts per the request of the donor **and the discretion of the Library Director**. See Special Gift Fund Policy.
2. Designated gifts are those given with a specific purpose intended by the donor. Specific wishes for the use of these gifts will be honored as closely as possible. ~~Final selections of the items purchased will be made by the Library Director to ensure that the money is used for items that will best suit the needs of the Library and the people it serves and also satisfy the donor's wishes.~~ **satisfy the donor's wishes and best suit the needs of the library.**
3. Written acknowledgments will be sent to the donor and others as requested by the donor, and a record of such gifts will be kept at the Library.
4. **When monetary gifts are used to purchase new books at the request of the donor, a book plate may be inserted into the books to designate the donor and condition/occasion of the gift.**

IV. Recognition of Gifts

~~Recognition of gifts, donations and bequests will follow the guidelines as defined in Appendix A. All donors shall receive a written letter of appreciation from the Library Director. A list of all donors, updated annually, shall be displayed at the library entrance. [This would replace Appendix A, below]~~

Adopted: October 10, 2002

Revised: June 11, 2008

Revised: November 21, 2018

Revised: October 9, 2003

Revised: August 15, 2012

Revised: April 14, 2005

Reviewed: May 20, 2015

[The presentation of certificates and plaques as outlined below strikes us as impractical. There has never been any money set aside for the purchase of certificates, frames, or plaques, nor can I find any evidence that this plan has been followed consistently in the past. It might be enough to say that all donors will receive a written thank you letter and will be listed on the annual recognition list near the library's entrance. This stipulation could be added to the policy itself rather than existing as a separate appendix. See above.]

~~Appendix A: Recognition Plan~~

~~Annual recognition:~~

- ~~● A list of all donors shall be displayed at the Library entrance.~~

~~Recognition of individual and corporate donations:~~

- ~~● \$0 – 100: Simple thank you note from Director and listing on annual recognition list~~
- ~~● \$100 – 1,000: Certificate of appreciation (signed by Board President) in cardboard cover and listing on annual recognition list.~~
- ~~● \$1,000 – 10,000: Framed certificate of appreciation (signed by Board President) and listing on annual recognition list. Donor will be invited to Board meeting to receive certificate.~~
- ~~● \$10,000 – 100,000: Walnut plaque of appreciation given to donor and listing on annual recognition list. Donor will be invited to Board meeting to receive plaque.~~
- ~~● \$100,000 – 499,999: Walnut plaque of appreciation given to donor and listing on annual recognition list. Donor will be invited to Board meeting to receive plaque. Additional recognition within the library as determined by the Board.~~
- ~~● \$500,000 & up: Recognition to be determined by Board and Donor.~~

~~Recognition of estate donations:~~

- ~~● Any amount: Listing on annual recognition list~~
- ~~● \$100,000 & up: Additional recognition within the library as determined by the Board.~~

~~Standard Wording of Appreciation~~

~~The Stoughton Public Library Board of Trustees greatly appreciates the \$XXXXXXXX donation of John Doe.~~

~~Permanent recognition in the Library~~

- ~~● Plaques may be retired at the discretion of the Board.~~
- ~~● Naming Rights will be determined by the Board.~~
- ~~● See Naming Rights Policy.~~

STOUGHTON PUBLIC LIBRARY RECORDS RETENTION POLICY

Approved 5-16-18

PROPOSED CHANGES IN RED



I. Purpose

The primary function of the records retention schedule is to establish the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes. For this purpose, the Stoughton Public Library adopts the General Records Schedule, Wisconsin's Public Libraries and Public Library Systems and Related Records,

https://dpi.wi.gov/sites/default/files/imce/pld/UpdatedPLGRS_HRG_RS2019.2.pdf

as adopted by the Wisconsin Public Records Board on June 12, 2017.

II. Definitions

A. "Record" has the meaning defined in Wis. Stat Ch. 19.32 (2).

III. Guidelines

A. Records shall be retained ~~according to the~~ **for a period not less than that set forth in the General Records Schedule**, Wisconsin's Public Libraries and Public Library Systems and Related Records **and pursuant to any other applicable law.**

IV. Disclaimer

The Stoughton Public Library may not have all the types of records listed in the General Records Schedule Wisconsin's Public Libraries and Public Library Systems and Related Records The schedule does not require records to be created. Rather, it provides policy guidance for those records that are created or received by the Stoughton Public Library.

Adopted: June 7, 2006

Reviewed: November 4, 2009

Reviewed: July, 2013

Reviewed: May, 2018

Notification form filed 6/9/06, signed 6/23/06.