

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, October 16, 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=83486101573>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

---

- I. Call to Order by President Lora Klitzke
- II. Review of Agenda & Certification of Compliance with Open Meetings Law
- III. Consent Agenda \*
  - A. Review/Approval of Minutes of September 18, 2024 (enclosure)
  - B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for September 2024 (enclosures)
  - C. Review/Approval of Fund 215 & Fund 217 Bills for October 2024 (enclosures)
- IV. Friends of the Library Report
- V. Recognition Opportunities
- VI. Public Comment Period
- VII. Review/Discussion of Correspondence
- VIII. Education Updates
- IX. Board In-service: Trustee Essential #9: Managing the Library’s Money (enclosure)
- X. Director's Report
  - A. Statistics for September 2024 (enclosure)
  - B. Administration report (enclosure)
- XI. Committee Reports
  - A. Finance: met 9/24/24 (enclosure)
  - B. Personnel: should meet before end of year for Director evaluation
  - C. Planning: will meet in November
  - D. Policies: did not meet
- XII. Old Business
  - A. NONE
- XIII. New Business
  - A. Welcome to our new trustee: Katie Roberts

- B. Discussion and possible action regarding 2025 Library Operating Budget \* (enclosure)  
*(Finance Committee recommended approval 3-0 on 09/24/24)*
- C. Approval of Memorandum of Mutual Accountability for Beyond the Page and the Ripple Project \* (enclosure)

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. (Planning Committee will discuss at next meeting)
- 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: November 20, 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 October 16, 2024



## XIII. New Business

- A. **Welcome to our new trustee: Katie Roberts** – We will officially welcome our newest trustee, Katie Roberts, who was appointed by Mayor Swadley at the City Council meeting on August 27. Katie replaces Dayna Versteegen and will be finishing out her three year term, which runs 2024 – 2027. President Klitzke will likely move this item to the top of the agenda after the meeting is called to order.
- B. **Discussion and possible action regarding 2025 Library Operating Budget \* (enclosure)** - I will present the 2025 library operating budget. The budget includes a 3% cost of living adjustment for library staff (identical to the adjustment for all City staff, union and non-union). Our only personnel request, for a new 22 hr/week Adult Services Library Assistant, was not included in the mayor’s budget. Overall, the 2024 budget is a 1.3% increase over 2023, from \$1,048,778 to \$1,062,629. The Board’s Finance Committee recommended approval at their meeting on September 24.
- C. **Approval of Memorandum of Mutual Accountability for Beyond the Page and the Ripple Project \* (enclosure)** – This memorandum was drafted by Dane County Library Service (DCLS) to serve as a guiding document for Dane county libraries’ participation in the Ripple Project, DCLS’s Diversity, Equity, and Inclusion (DEI) initiative. The document commits the library to participating in the Regional Equity Teams and joining in county-wide humanities programming with an equity focus.

## 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. Per our discussion at last month’s Board meeting, the Planning Committee will discuss this item at their next meeting.

- 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, SEPTEMBER 18, 2024, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Ken Axe; Lora Klitzke, President; Teri Le Sage (virtual); Sharon Meilahn Bartlett, Vice-President (virtual); Erin Meinholz; Trista Richards; Mande Shecterle, Stoughton Area School District Representative; Siri Vienneau, Student Trustee  
ABSENT: Jean Ligocki, City Council Representative; Katie Roberts  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Amanda Bosky, Adult Services Librarian

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. Klitzke moved up item XIII.A.
- III. WELCOME TO OUR NEW TRUSTEE: MANDE SHECTERLE. The Board welcomed Shecterle and everyone introduced themselves.
- IV. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Richards. *Vote:* 6-0.
- V. FRIENDS OF THE LIBRARY REPORT. n/a
- VI. RECOGNITION OPPORTUNITIES. n/a
- VII. PUBLIC COMMENT PERIOD. n/a
- VIII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared an email requesting donations of books.

[Axe arrived at 6:38 p.m.]

- IX. EDUCATION UPDATES. n/a
- X. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #22: FREEDOM OF EXPRESSION AND INQUIRY. Ramsey presented and mentioned that National Banned Books Week is September 22 to 28.
- XI. DIRECTOR'S REPORT. In addition to his written report, Ramsey reported that he has seen the draft of the Mayor's proposed budget for 2025. The Finance Department has discovered that the Library has been over budgeted for substitutes and shelvers. It is unlikely that the Library's Adult Services position request will be filled. Construction on the Library's block of Fourth Street is scheduled to begin next week and will continue through October. The Library will be offering incentives to patrons to visit during construction.
- XII. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet.
  - C. Planning: did not meet
  - D. Policies: Items D., E., and F. under New Business
- XIII. OLD BUSINESS. n/a
- XIV. NEW BUSINESS.

- A. Approval of resolution regarding exemption from the county library tax. *Motion to recommend that the City Council approve this resolution: Axe Second: Richards Vote: 7-0.*
- B. Approval of 2025 closed dates. *Motion to approve: Richards Second: Meinholz Vote: 7-0.* There was some discussion of the four federal holidays on which the Library is open: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day. The Board can choose to close the Library on those days, but they cannot make them paid holidays for staff unless the City agrees. Meilahn Bartlett suggested that the Planning and Personnel Committees investigate the matter further.
- C. Discussion and possible action regarding adoption of Outdoor Meeting Space Policy. *Motion to accept the policy as presented: Meinholz Second: Axe Vote: 7-0.*

*Motion to consider items D., E., and F. as a block: Meilahn Bartlett Second: Axe Vote: 7-0.*

- D. Discussion and possible action regarding proposed changes to Special Gift Fund Policy.
- E. Discussion and possible action regarding proposed changes to Gift, Donation, and Bequest Policy.
- F. Discussion and possible action regarding proposed changes to Records Retention Policy.

*Motion to approve items D., E., and F. Richards Second: Meinholz Vote: 7-0.*

XV. 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.
- XVI. ADJOURNMENT. *Motion to adjourn at 7:14 P.M.: Richards Second: Meilahn Bartlett Vote: 7-0.*

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDDT USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 215 - LIBRARY FUND</b>						
Revenues						
Dept 55100 - COMMUNITY COMMITMENT						
215-55100-43330	FED GRANT - COVID-19	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>						
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00	556,188.75	61,798.75	185,396.25	75.00
215-55110-43315	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	283,780.00	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	0.00	(60.00)	100.00
215-55110-46710	LIBRARY FEES	3,700.00	2,906.56	135.21	793.44	78.56
215-55110-46712	COPY MACHINE	3,700.00	4,559.62	607.36	(859.62)	123.23
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	11,441.38	620.43	(8,641.38)	408.62
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
<b>Total Dept 55110 - LIBRARY</b>		<b>1,048,778.00</b>	<b>872,167.60</b>	<b>63,161.75</b>	<b>176,610.40</b>	<b>83.16</b>
<b>TOTAL REVENUES</b>		<b>1,048,778.00</b>	<b>872,167.60</b>	<b>63,161.75</b>	<b>176,610.40</b>	<b>83.16</b>
<b>Expenditures</b>						
Dept 55110 - LIBRARY						
215-55110-50110	SALARIES	94,286.00	72,372.00	7,252.80	21,914.00	76.76
215-55110-50120	WAGES	417,489.00	340,710.03	34,903.79	76,778.97	81.61
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	58,075.12	6,361.67	61,669.88	48.50
215-55110-50128	SUNDAY HOURS	9,238.00	5,846.40	404.59	3,391.60	63.29
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	35,016.98	3,582.31	14,055.02	71.36
215-55110-50161	WRS - GENERAL	30,182.00	24,077.81	2,435.44	6,104.19	79.78
215-55110-50163	HEALTH INSURANCE	106,399.00	65,499.62	9,364.62	40,899.38	61.56
215-55110-50164	DENTAL INSURANCE	8,542.00	4,789.26	532.14	3,752.74	56.07
215-55110-50165	LIFE INSURANCE	943.00	748.09	92.60	194.91	79.33
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	648.25	79.79	351.75	64.83
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	1,024.98	189.00	975.02	51.25
215-55110-50213	SALES TAX	200.00	217.36	18.86	(17.36)	108.68
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	13,083.44	2,503.44	8,271.56	61.27
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	2,488.56	118.32	5,138.44	32.63
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00	3,163.16	202.66	836.84	79.08
215-55110-50289	TECHNOLOGY COSTS	57,500.00	53,092.94	79.68	4,407.06	92.34
215-55110-50300	MISC EXPENSES	500.00	137.50	0.00	362.50	27.50
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	4,798.17	0.00	(73.17)	101.55
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00	100.00	0.00	75.00	57.14

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	09/30/2024	NORMAL (ABNORMAL)	09/30/2024	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL	BALANCE	% BDTG
									(ABNORMAL)	USED
<b>Fund 215 - LIBRARY FUND</b>										
<b>Expenditures</b>										
215-55110-50326	PERIODICALS	5,400.00	3,378.43		0.00		0.00		2,021.57	62.56
215-55110-50327	E-RESOURCES	18,000.00	16,867.04		0.00		0.00		1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00	5,730.12		631.61		631.61		3,269.88	63.67
215-55110-50329	BOOKS	52,000.00	38,729.32		5,315.75		5,315.75		13,270.68	74.48
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00	1,993.38		9.99		9.99		1,006.62	66.45
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00	9.16		0.00		0.00		40.84	18.32
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00	4,713.54		377.53		377.53		1,286.46	78.56
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00	8,486.20		285.86		285.86		1,513.80	84.86
215-55110-50408	EMPLOYMENT TESTING	0.00	28.00		28.00		28.00		(28.00)	100.00
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00	0.00		0.00		0.00		0.00	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	700.00	1,018.52		89.94		89.94		(318.52)	145.50
215-55110-50810	CAPITAL-EQUIPMENT	0.00	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	0.00
215-55110-50900	CONTINGENCY	0.00	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	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>1,048,778.00</b>	<b>766,868.38</b>		<b>74,860.39</b>		<b>74,860.39</b>		<b>281,909.62</b>	<b>73.12</b>
<b>TOTAL EXPENDITURES</b>		<b>1,048,778.00</b>	<b>766,868.38</b>		<b>74,860.39</b>		<b>74,860.39</b>		<b>281,909.62</b>	<b>73.12</b>
<b>Fund 215 - LIBRARY FUND:</b>										
<b>TOTAL REVENUES</b>		<b>1,048,778.00</b>	<b>872,167.60</b>		<b>63,161.75</b>		<b>63,161.75</b>		<b>176,610.40</b>	<b>83.16</b>
<b>TOTAL EXPENDITURES</b>		<b>1,048,778.00</b>	<b>766,868.38</b>		<b>74,860.39</b>		<b>74,860.39</b>		<b>281,909.62</b>	<b>73.12</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>105,299.22</b>		<b>(11,698.64)</b>		<b>(11,698.64)</b>		<b>(105,299.22)</b>	<b>100.00</b>



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	356,107.28
215-00000-11102	US BANK - CC	9,094.91
215-00000-12550	PREPAID EXPENSES	833.39
<b>Total Assets</b>		<b>366,035.58</b>
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	737.58
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	185,396.25
<b>Total Liabilities</b>		<b>211,357.27</b>
*** 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)
<b>Total Fund Balance</b>		<b>49,379.09</b>
<b>Beginning Fund Balance</b>		<b>49,379.09</b>
<b>Net of Revenues VS Expenditures</b>		<b>105,299.22</b>
<b>Ending Fund Balance</b>		<b>154,678.31</b>
<b>Total Liabilities And Fund Balance</b>		<b>366,035.58</b>

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 09/30/2024	ACTIVITY FOR MONTH 09/30/2024	AVAILABLE BALANCE	% BDTG USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>						
<b>Revenues</b>						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	13,000.00	12,668.51	1,498.40	331.49	97.45
217-55110-48500	DONATIONS	60,000.00	81,542.39	579.75	(21,542.39)	135.90
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
217-55110-49910	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
<b>Total Dept 55110 - LIBRARY</b>		<b>51,000.00</b>	<b>94,710.90</b>	<b>2,078.15</b>	<b>(43,710.90)</b>	<b>185.71</b>
<b>TOTAL REVENUES</b>		<b>51,000.00</b>	<b>94,710.90</b>	<b>2,078.15</b>	<b>(43,710.90)</b>	<b>185.71</b>
<b>Expenditures</b>						
Dept 55100 - COMMUNITY COMMITMENT						
217-55100-50499	DEPT DEFICIT	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>						
217-55110-50499	DEPT DEFICIT	0.00	0.00	0.00	0.00	0.00
217-55110-50500	DESIGNATED	50,000.00	41,023.03	3,989.62	8,976.97	82.05
217-55110-50501	UNDESIGNATED	1,000.00	930.63	0.00	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
<b>Total Dept 55110 - LIBRARY</b>		<b>51,000.00</b>	<b>41,953.66</b>	<b>3,989.62</b>	<b>9,046.34</b>	<b>82.26</b>
<b>TOTAL EXPENDITURES</b>		<b>51,000.00</b>	<b>41,953.66</b>	<b>3,989.62</b>	<b>9,046.34</b>	<b>82.26</b>
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>						
<b>TOTAL REVENUES</b>		<b>51,000.00</b>	<b>94,710.90</b>	<b>2,078.15</b>	<b>(43,710.90)</b>	<b>185.71</b>
<b>TOTAL EXPENDITURES</b>		<b>51,000.00</b>	<b>41,953.66</b>	<b>3,989.62</b>	<b>9,046.34</b>	<b>82.26</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>52,757.24</b>	<b>(1,911.47)</b>	<b>(52,757.24)</b>	<b>100.00</b>
<b>TOTAL REVENUES - ALL FUNDS</b>						
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>1,099,778.00</b>	<b>966,878.50</b>	<b>65,239.90</b>	<b>132,899.50</b>	<b>87.92</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,099,778.00</b>	<b>808,822.04</b>	<b>78,850.01</b>	<b>290,955.96</b>	<b>73.54</b>
		<b>0.00</b>	<b>158,056.46</b>	<b>(13,610.11)</b>	<b>(158,056.46)</b>	<b>100.00</b>

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	33,028.40
217-00000-11102	US BANK - CC	1,342.73
217-00000-11302	WISC INVESTMENT FUND	347,132.86
<b>Total Assets</b>		<b>381,503.99</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	328,746.75
<b>Total Fund Balance</b>		<b>328,746.75</b>
<b>Beginning Fund Balance</b>		<b>328,746.75</b>
<b>Net of Revenues VS Expenditures</b>		<b>52,757.24</b>
<b>Ending Fund Balance</b>		<b>381,503.99</b>
<b>Total Liabilities And Fund Balance</b>		<b>381,503.99</b>

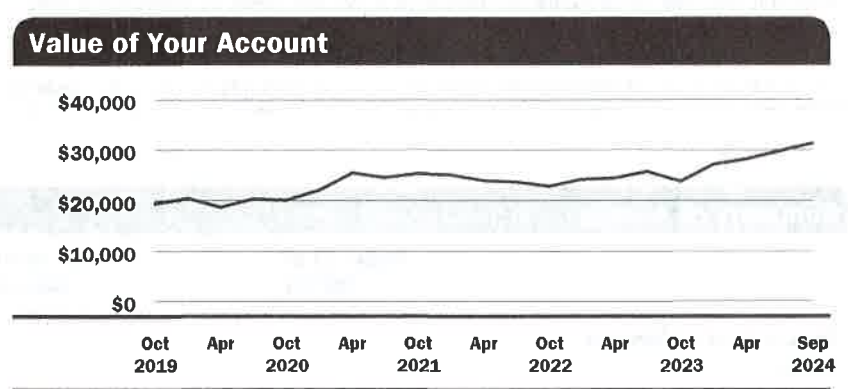
Stoughton Area Comm Foundation

**Keep up with our market commentary**

Are you looking for our perspective on the markets and the economy? Visit the Market News and Insights tab on [edwardjones.com](http://edwardjones.com) to get our experts' take on the latest market moves and what they might mean for your financial goals. There you'll find daily and weekly updates as well as our monthly video series, Market Compass. Remember to bookmark the page so you can visit often.

**Corporate - Select**  
**Portfolio Objective - Account: Balanced Toward Growth**

Account Value	
<b>\$31,161.96</b>	
<b>1 Month Ago</b>	\$30,686.41
<b>1 Year Ago</b>	\$24,517.56
<b>3 Years Ago</b>	\$24,776.95
<b>5 Years Ago</b>	\$19,250.45



Value Summary		
	This Period	This Year
Beginning Value	\$30,686.41	\$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	475.55	4,180.12
<b>Ending Value</b>	<b>\$31,161.96</b>	

For more information regarding the Value Summary section, please visit [www.edwardjones.com/mystatementguide](http://www.edwardjones.com/mystatementguide).

Rate of Return					
Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	<b>6.39%</b>	<b>18.93%</b>	<b>31.16%</b>	<b>8.97%</b>	<b>10.60%</b>

**2024 EXPENDITURES: FUND 215**  
**OCTOBER**

MOVED: \_\_\_\_\_  
 SECONDED: \_\_\_\_\_  
 VOTE: \_\_\_\_\_

Inv. Date	Payment	Line Item	Vendor	Description	Amount
09/30/24	10/16/24	50211	Baker & Taylor	fuel surcharge	\$ 34.71
09/30/24	10/16/24	50211	Baker & Taylor	fuel surcharge	\$ 7.66
10/03/24	10/16/24	50211	Ingram	fuel surcharge	\$ 42.00
10/04/24	10/16/24	50221	Alliant Energy	AE 100424	\$ 107.66
09/24/24	SB prepaid CC	50240	Amazon	AZ 092424 240	\$ 35.10
09/17/24	10/16/24	50240	Gordon Flesch	GF091724copier2	\$ 119.67
10/03/24	10/16/24	50240	Gordon Flesch	GF100324copier1	\$ 145.26
09/19/24	10/16/24	50289	SCLS	SCLS 091924	\$ 83.36
09/28/24	JR prepaid CC	50289	Donor Tools	DT 092824 TECH	\$ 39.00
09/18/24	10/16/24	50300	SCLS	SCLS 091824	\$ 35.95
09/27/24	SB prepaid CC	50313	Amazon	AZ 092424 CC	\$ 58.35
10/01/24	SB prepaid CC	50313	Amazon	AZ 092424 CC	\$ 21.78
09/02/24	JR prepaid CC	50326	WI State Journal	WiSJ 090224 per	\$ 1,144.00
09/15/24	AB prepaid CC	50326	New York Times	NYT 091524 326	\$ 56.00
09/24/24	SB prepaid CC	50328	Amazon	AZ 072924 JDVD	\$ 39.92
09/24/24	10/16/24	50328	Playaway	FA091124ABCD	\$ 131.98
09/30/24	10/16/24	50328	Baker & Taylor	BT 082824 ADVD	\$ 74.15
10/03/24	10/16/24	50328	Ingram	AD/TE materials	\$ 159.45
09/17/24	10/16/24	50329	J. Appleseed	JA 090624 TN	\$ 500.00
09/27/24	10/16/24	50329	DCLS	DCL 092724 AN	\$ 61.50
09/30/24	10/16/24	50329	Baker & Taylor	AD/TE materials	\$ 1,156.90
10/03/24	10/16/24	50329	Ingram	CH materials	\$ 1,589.57
10/03/24	10/16/24	50329	Ingram	AD/TE materials	\$ 940.70
10/09/24	10/16/24	50329	Cengage	AD/TE materials	\$ 73.64
09/07/24	SB prepaid CC	50340	Amazon	AZ 090424 OS	\$ 206.69
09/16/24	SB prepaid CC	50340	Walmart	WM 091624 OS	\$ 33.04
09/22/24	SB prepaid CC	50340	Amazon	AZ 092024 OS	\$ 11.91
09/18/24	JR prepaid CC	50341	Asleson's	ASL 091824 key	\$ 15.57
09/13/24	SB prepaid CC	50342	Amazon	AZ 091124 LS	\$ 139.35
09/24/24	SB prepaid CC	50342	Amazon	AZ 092324 LS	\$ 33.64
09/26/24	SB prepaid CC	50342	Amazon	AZ 092624 LS	\$ 24.70
09/26/24	SB prepaid CC	50342	Amazon	AZ 092624 LS	\$ 18.59
09/28/24	SB prepaid CC	50342	Amazon	AZ 092524 LS	\$ 60.16
09/30/24	10/16/24	50342	Baker & Taylor	processing	\$ 51.81
09/30/24	10/16/24	50342	Baker & Taylor	processing	\$ 14.08
10/02/24	SB prepaid CC	50342	Kapco	KC 100224 LS	\$ 130.40
10/03/24	10/16/24	50342	Ingram	processing	\$ 98.01

08/01/24	CITY prepaid	50350	Schumacher	SCH 080124 elev	\$ 1,543.43
08/08/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 080824	\$ 40.00
08/08/24	CITY prepaid	50350	Schumacher	SCH 080824 elev	\$ 156.88
08/09/24	CITY prepaid	50350	Amazon	AZ 080924 fan	\$ 70.79
08/09/24	CITY prepaid	50350	Stoughton Lumber	SLC 080924	\$ 11.18
08/22/24	CITY prepaid	50350	Harker	HHC 082224	\$ 125.00
08/23/24	CITY prepaid	50350	Amazon	AZ082324batteries	\$ 138.60
09/12/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 091224	\$ 40.00
09/25/24	10/16/24	50350	Duck Soup Signs	DSS 092524	\$ 200.00
09/26/24	CITY prepaid	50350	Global Water Tech	GWT092624boiler	\$ 245.86
10/02/24	10/16/24	50350	Jefferson Fire & Safety	JFS 100224	\$ 66.00
09/23/24	10/16/24	50444	Fitchburg PL	FCH 092324	\$ 28.00
09/23/24	10/16/24	50444	Oler, Janis	JO 092324	\$ 27.99
10/02/24	10/16/24	50444	Madison PL	MAD 100224	\$ 29.99
09/08/24	SB prepaid CC	50810	Amazon	AZ 090524 comp	\$ 17.98
09/10/24	SB prepaid CC	50810	Amazon	AZ 090924 comp	\$ 5.89
09/10/24	SB prepaid CC	50810	Amazon	AZ 090924 comp	\$ 48.40
10/02/24	SB prepaid CC	50870	Amazon	AZ 100224 EJEF	\$ 19.29

**2024 EXPENDITURES: FUND 217  
OCTOBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
09/06/24	SB prepaid CC	Amazon	AZ090324FPRCH	FoL	program	\$ 31.50			
09/06/24	10/16/24	Rehorst, Jason	JR 090624 SUN	Sunday	program	\$ 250.00			
09/09/24	CS prepaid CC	Soc. Of St. VdP	SV 090924 DAN	D'Angelo	program	\$ 40.00			
09/09/24	CS prepaid CC	Walmart	WM 090924 SUN	Sunday	program	\$ 94.72			
09/10/24	MO prepaid CC	Soc. Of St. VdP	SVP 091024 SUN	Sunday	program	\$ 27.00			
09/12/24	CS prepaid CC	Walmart	WM 091224	Sunday	program	\$ 60.72			
09/13/24	SB prepaid CC	Amazon	AZ 091124 LDVF	Lucky Day	AV	\$ 9.69			
09/14/24	SB prepaid CC	Amazon	AZ 091124 LDVF	Lucky Day	AV	\$ 77.26			
09/16/24	MO prepaid CC	Gemini Games	GG 091624 SUN	Sunday	program	\$ 51.74			
09/17/24	10/16/24	J. Appleseed	JA 090624 B TN	Bryant	books	\$ 212.95			
09/19/24	CS prepaid CC	Walmart	WM 091924 EPP	Eppler	program	\$ 50.00			
09/19/24	CS prepaid CC	Walmart	WM 091924 DAN	D'Angelo	program	\$ 32.79			
09/20/24	SB prepaid CC	Amazon	AZ 092024 SUN	Sunday	program	\$ 561.95			
09/25/24	SB prepaid CC	Amazon	AZ 092424 SUN	Sunday	program	\$ 49.97			
09/26/24	10/16/24	Siddiqui-Seitz, Huma	HS 092624 SUN	Sunday	program	\$ 200.00			
09/27/24	10/16/24	DCLS	DCL 092724 BtP	BtP	program	\$ 104.55			
09/27/24	10/16/24	DCLS	DCL 092724 SUN	Sunday	program	\$ 141.45			
09/28/24	SB prepaid CC	Amazon	AZ 092724 SUN	Sunday	program	\$ 33.11			
09/30/24	SB prepaid CC	Amazon	AZ 092424 SUN	Sunday	program	\$ 34.74			
09/30/24	10/16/24	Baker & Taylor	BT 082824 LDV	Lucky Day	AV	\$ 74.15			
09/30/24	10/16/24	Baker & Taylor	AD/TE materials	Bryant	books	\$ 255.73			
10/01/24	CS prepaid CC	Walmart	WM 100124 SUN	Sunday	program	\$ 40.14			
10/02/24	10/16/24	BookPage	BP 100224 FOL	FoL	subscription	\$ 744.00			
10/03/24	10/16/24	Ingram	AD/TE materials	FoL REPL	books	\$ 44.41			

10/03/24	10/16/24	Ingram	AD/TE materials	Bryant	books	\$ 100.00		
10/03/24	10/16/24	Ingram	CH materials	Misc	books	\$ 44.79		
10/07/24	10/16/24	Hoopla	HOO 100724 FoL	FoL	eRes	\$ 6,080.00		
10/07/24	10/16/24	Hoopla	HOO 100724 B	Bryant	eRes	\$ 12,000.00		
10/09/24	10/16/24	Cengage	AD/TE materials	FoL	books	\$ 257.91		
10/09/24	10/16/24	Cengage	AD/TE materials	Bryant	books	\$ 20.80		



# Managing the Library's Money

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

The board controls and monitors library finances by:

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

## Approval of Library Expenditures

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

Basic library financial procedures are as follows:

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

# 9

## In This Trustee Essential

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

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

## Financial Statements

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

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

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

## Gifts and Donations

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

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

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

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

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

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

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

## Annual Report

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

## Audit

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

## Discussion Questions

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

## Sources of Additional Information

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

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

© 2002, 2012, 2015  
Wisconsin Department  
of Public Instruction.  
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at [pld.dpi.wi.gov/pld\\_handbook](http://pld.dpi.wi.gov/pld_handbook).

## Sample Library Trust / Gift Fund Report

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

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



**STOUGHTON**  
PUBLIC LIBRARY

CHECKOUTS					2024			2023-2024		
MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL	%CHANGE	
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	10,957	2,113	3,799	16,869	-2.51%	
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	105,713	23,499	42,963	172,175	-20.96%	
AVG	10,606	14,414	17,159	18,153	11,746	2,611	4,774	19,131	5.39%	

COMPUTER USE					2024 COMPUTER LOGINS BY TYPE			2023-24		
MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL	%CHANGE	
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	302	524	42	868	36.69%	
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	2,886	3,403	434	6,723	-35.98%	
AVG	2,149	1,073	816	875	321	378	48	747	-14.63%	

Programming Statistics  
for September 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	7,894	1.18%
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	4,798	-2.06%
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	2,071	-5.17%
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	7,653	12.02%
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	8,474	64.84%
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	4,891	17.21%
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 September 2024

		September Programs		Number of Participants					
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
9/4/2024	Carnegie Room	The Foundation (JR)				7			
9/5/2024	Carnegie Room	Teen Theater Games (CS, Stoughton Youth Players)			17				
9/5/2024	St. Ann's Preschool	Outreach Story Time (AMH)	18						
9/5/2024	Senior Center	Craft Club (SB, AH)				23			
9/8/2024	Stoughton Yoga	Yoga Sundays (SB)				17			
9/9/2024	Carnegie Room	Story Time (MO)	33						
9/9/2024	Outdoor space	Teen Rainbow Readers (CS, MO)			10				
9/10/2024	Carnegie Room	Baby Story Time (DF)	18						
9/10/2024	Online live	LSC Garrett Graff				0			
9/10/2024	Carnegie Room	Writing Group (volunteers)				7			
9/10/2024	Carnegie Room	PJ Story Time (AMH)	22						
9/11/2024	Carnegie Room	Pokemon Club (MO)		20					
9/12/2024	Carnegie Room	Story Time (MO)	23						
9/12/2024	Learning Tree	Outreach Story Time (AMH)	26						
9/12/2024	Learning Tree	Outreach Story Time (AMH)	25						
9/12/2024	Carnegie Room	Teen watercolor (CS)			17				
9/13/2024	Nordic Ridge	Movie + Activities: Jumanji (AB, MO, EM, Parks & Rec)					60		
9/16/2024	Carnegie Room	Story Time (MO)	24						
9/17/2024	Carnegie Room	Baby Story Time (DF)	17						
9/17/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	19						
9/17/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	15						
9/17/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	25						
9/17/2024	Carnegie Room	Graphic Novel Book Club (MO)		6					
9/18/2024	Weebleworld	Outreach Story Time (AMH)	20						
9/18/2024	Online live	LSC Nate Klemp				2			
9/19/2024	Carnegie Room	Story Time (MO)	23						
9/19/2024	Carnegie Room	Stitches (MO)			14				
9/20/2024	Stoughton Yoga	Family Yoga (AMH)	8						
9/21/2024	Online live	LSC: Liane Moriarty				3			
9/23/2024	Carnegie Room	Story Time (MO)	26						
9/24/2024	Head Start Daycare	Outreach Story Time (AMH)	18						
9/24/2024	La Petite Preschool	Outreach Story Time (AMH)	19						
9/24/2024	Carnegie Room	Baby Story Time (DF)							
9/24/2024	Carnegie Room	Aging Resources (Board on Aging volunteers)				4			



Programming Statistics  
for September 2024

9/24/2024	Carnegie Room	Page Turners (AB)					9
9/25/2024	Senior Center	Outreach: Page Turners (AB)					3
9/25/2024	Carnegie Room	Check 'em Out Book Club (AMH)	1				
9/26/2024	Carnegie Room	Story Time (MO)	25				
9/26/2024	Mezzanine	Art Walk (artists, JR)					
9/27/2024	Racetrack Park	Movie: The Sandlot (Parks & Rec)					50
9/28/2024	Carnegie Room	Saturday Story Time (AMH)	15				
9/30/2024	Carnegie Room	Story Time (MO)	26				
9/30/2024	Online asynchronous	LSC archive views for September					1462
9/30/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)					4
			<b>446</b>	<b>26</b>	<b>58</b>	<b>1537</b>	<b>110</b>

		Number of Participants				
Date	Platform	0-5	6-11	Teen	Adult	All Ages
	September Self-Directed Event					
9/18/2024	Kids' Area					30
9/30/2024	2nd floor					30

# Director's Report

October 16, 2024



## Library news:

- On September 12, I attended the bi-monthly meeting of Dane County Library Directors at the Verona Public Library. The main topics of discussion were: an update from Dane Co. Library Service Director Tracy Herold on proposed program reimbursements for 2025; a report on the 2025 budget for Beyond the Page, the county's humanities endowment; and the possibility of a county-wide purchasing agreement with hoopla.
- **Road construction on our block of 4<sup>th</sup> Street** began in earnest this month. On September 23, crews broke ground on the library's block between Main and Jefferson Streets. This will likely be the most disruptive time for the library, as our parking lot will be inaccessible during most of the construction. I continue to hold weekly meetings with Public Works Director Brett Hebert and Fischer Excavating, the general contractor for the project. Construction is scheduled to be finished by the end of October.



- On September 23, I met with Adam Peters, the new Project Coordinator for the Stoughton Wellness Coalition. We discussed ways the library might collaborate with the Coalition in the future, as well as past collaborations, including the NaloxZone box that was installed at the library in 2022.
- Dane County Library Service Director Tracy Herold reports that the additional programming reimbursement proposed by the Dane County Library Board was not included in the County Executive's 2025 budget. You will recall that this reimbursement, which would be in addition to annual

reimbursements we receive for library services to residents of Dane County, was proposed as a way recognize the significant programming resources that libraries offer to county residents. Tracy reports that the Library Board will reassess and lay the groundwork for the inclusion of the reimbursement in the 2026 county budget.

- We hosted the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee here in the library's Carnegie Room on September 27. The main topics of discussion were: possible changes to the makeup of the state legislature following next month's elections; the DPI request for state aid to library systems to be included in the 2025-2027 biennial state budget; and planning for Library Legislative Day, which is scheduled for February 11, 2025.
- On September 28, we again hosted two artists—Kaethe Paynter and Thomas Kuchenbecker—as part of **Art Walk Stoughton**, the city's annual arts festival. In spite of the construction, hundreds of people visited the library that day. The Friends of the Library also held the drawing for their annual Fall Raffle fundraiser.



- On October 2, I spoke to Entre Nous, a local women's study group founded in 1920. I reviewed the library's 2023-2026 Strategic Plan, discussed some

recent accomplishments, and previewed some exciting initiatives we have planned for the future.

- On October 2, I again led the monthly 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. Amanda and Mary, who will be helping with the new version of the group in 2025, attended this month's meeting to introduce themselves to the group.
- Our annual staff in-service is scheduled for Friday, October 18. The library will be closed to the public that day. In the morning, Tracie Miller and Shawn Brommer, two consultants from South Central Library System, will be giving a presentation on book challenges, intellectual freedom, and first amendment audits. In the afternoon, we'll be visiting Heartland Farm Sanctuary just east of town. Heartland has partnered with the library on many past programs and events, and this will be a chance for all library staff to learn more about them.
- On October 8, City Council unanimously passed resolution R-149-2024 requesting exemption for the city from the county library tax. The resolution commits the city to funding the library at or above the minimum appropriation, which for 2025 is \$602,618. The appropriation amount currently in the mayor's budget is \$711,285, which means the city would be funding the library at 118% of the minimum in 2025. As in past years, I took the opportunity to give a short presentation to Council about how our library is funded.

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

The report for the period Aug 31 – Sep 27 shows an increase in value of \$475.55 to the account because of market conditions. The overall value of the account as of Sep 27 is \$31,161.96.

### **Youth Services** (from Mary Ostrander)

- Children's Librarian Mary Ostrander, Adult Services Librarian Amanda Bosky, and Library Substitute Erin Mears worked with Parks & Recreation staff to host our third Movies in the Park session on Friday, September 13. 60 people enjoyed the film *Jumanji* as well as crafts and activities created by Children's Services Assistant Anna Hayward.
- Story Time started up again on September 9. There is a consistent group for story times on both Mondays and Thursdays, usually around 25 to 30

attendees. The construction seems not to have deterred story time fans. In fact, **many children have enjoyed visiting the top floor of the library after story time for a front-row view of the construction taking place right outside.**



- Baby Story Time started again on September 10 with some new, adorable baby faces. Diane continues to do a wonderful job with this group.
- At Graphic Novel Book club on October 1 we discussed the book *Hooky*. Kids made wands and made up their own spells.
- Check 'em Out book club with Anna is picking up steam. The next book is *Land of Stories* for their October 25 meeting.
- Pokémon Club keeps on going! For the past month, children's staff has been hiding Pokémon around the kids' area and having kids bring them up to the Children's Desk for a free Pokémon card thanks to a kind donor who donated their childhood card collection to the library.
- The **third annual Stoughton Public Library Mini Renaissance Faire** on Saturday, October 5 at East Side Park was another major success. About 500 people attended this year's fair which included games, crafts, LARPing, a climbing wall, a quest, fencers, a dragon tea party, and the maritime-themed vocal group, Bounding Main. The Scouts sold hot dogs and such and nearly sold out. Amanda, Mary, and Cynthia already have ideas for the 4 annual Faire next fall.
- The graphic novel collection in the Children's Area will be changing a bit over the next few months. Children's staff will be moving juvenile non-

fiction  
graphic  
novels to the  
graphic novel  
shelves to  
make  
browsing  
easier. We  
are also  
considering  
labeling  
graphic  
novels by  
reading level  
similar to the  
early reader  
collection.



- Upcoming Programs: Escape Rooms, Dance Party, Saturday and PJ Story Times, and a Banned Book Discussion featuring the book *Drama*.

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

- Sarah and Zi Wei attended an online training on the use of artificial intelligence in libraries on September 17. Sarah attended another webinar on trends in library technology on September 18. Sarah and Zi Wei also had a team check-in meeting on October 8.
- Sarah has been helping cover a number of shifts at the public service desks.
- A PC support technician from SCLS completed the migration of several staff PCs to public internet stations on October 11. In total, four patron PCs and two patron laptops have been updated.
- Sarah presented another installment of Craft Club on October 3. 16 people came out to make friendship bracelets.

- **Sarah demonstrated weaving** alongside Sylvia Lawrence, who was spinning at the wheel, at our Mini-Renaissance Faire on October 5.
- 658 items were added in the month of September. Zi Wei, Sarah and our volunteers were busy!



### **Circulation Services** (from Robin Behringer)

- The Circulation Team met on September 24 and discussed issues regarding the 4<sup>th</sup> Street road construction. Circulation staff have been handing out prize tickets for the construction drawing, working with SCLS Delivery to coordinate incoming and outgoing bin delivery, and coming up with projects/tasks to work on during slower shifts. The Shelves Team met on September 25 and discussed various topics, including regular shift reminders, road construction, and shifting projects.
- Robin attended the virtual Circulation Refresher on September 25. This month's topic was reporting problems to the South Central Library System Help Desk and dealing with problem items. Attendees were given a refresher on how to use the SCLS Help Desk portal to report problems, concerns, and questions. They were also given a refresher regarding the Problem Item Form used to handle/report problem items to owning libraries. Robin will work with Circulation staff to make sure everyone is on the same page for reporting problems.
- On October 3, Robin and Shelves Valerie met with two people for a job shadow visit. Valerie showed what a typical shift could look like and Robin met with the visitors afterwards to explain library work in general and answer questions.
- Robin attended the bi-annual Back in Circulation Conference hosted by UW-Madison's iSchool on October 7 and 8. She attended various presentations on topics pertaining to circulation and access services. She also took a tour of the Wisconsin Historical Society's Library and Archives.
- Circulation staff once again assisted with the Friends of the Library's annual Raffle Fundraiser by selling raffle tickets.

## **Adult & Teen Services** (from Amanda Bosky)

- Our monthly writing critique is going strong, with 7 people attending in September. Since library staff no longer had the time to facilitate this group, we are happy to publicize it and provide the meeting room space, and grateful to volunteer Lynn Perez-Hewitt for leading the group.
- Amanda partnered with Amy Zabransky to host an informational session about the Board on Aging and Long-Term Care on September 23. Patrons attended live and via Zoom.
- Amanda, Cynthia, and Mary visited the Middleton Library's first Renaissance Faire on September 28. Middleton staff were inspired by our event, now on its third year, and met with us several times as they brainstormed and planned hosting their first Faire. They loaned us several props for our own Faire, including beautiful hand-sewn banners. Amanda has tentative plans to work with Middleton staff to create a presentation about our experiences for a future library conference, such as the Wisconsin Association of Public Libraries.
- We continue to value our partnership with Stoughton Yoga: 17 adults attended our session on September 6, and 8 adults and children attended Family Yoga on September 20. The library is happy to sponsor these free classes for adults and children who want to learn more about yoga.
- Mary and Amanda visited the October 2 session of our Sci-Fi and Fantasy Book Group, led by Jim. The Foundation marked its 10<sup>th</sup> year in 2024. Former library director Richard MacDonald continued to co-lead the group with Jim after his retirement in 2019; however, since he has moved out of the area, he will no longer be able to volunteer. Jim, Amanda, and Mary told the group of the plans to rename the group "Specs," short for Speculative Fiction, and to add Horror as a third genre in the mix. Specs will meet every other month, February-October, starting in 2025.

### **Looking Back** from *The Madison Democrat*

December 4, 1910

Stoughton, Dec. 4 – The city of Stoughton levies a tax each year of about \$1,300 for the Carnegie Library and that amount is required to pay running expenses, leaving scarcely anything for new books; at least the margin of balance is so small that some other means are being considered by the library board to raise additional funds. The quarters are sufficiently large for many times the amount of reading matter now supplied the patrons, of which the librarian, Miss Drotning, states that she has 2,700. If each patron would give a cent every year, there would be a substantial increase



in books. When the library was located at the city hall, in rooms now used by the Grand Army and its various patriotic branches, such as the Sons of Veterans, the Woman's Relief corps, and the Spanish-American war veterans, the heat, light and janitor service was supplied free by the city. Now these things must be paid for out of the income. Up-to-date books are the exception now at the library, as at the first issue they may run to about \$1.05, while when 3 years old they sell at 40 cents each. Some magazines have had to be dropped. Possibly an entertainment will be given soon as a library benefit.



**Stoughton Public Library Board of Trustees  
Finance Committee  
Tuesday, September 24, 6:30 PM**

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

**MINUTES**

**Present: Teri LeSage, Sharon Meilahn Bartlett, 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. **Election of committee chair for 2024-2025 \*** - After some discussion, LeSage volunteered to serve as chair. Ramsey called thrice for additional nominations. None were offered. VOTE: 2-0 in favor of appointing LeSage as committee chair with LeSage abstaining.
4. **Review/Approval of minutes from October 16, 2023 Finance Committee meeting \*** - MOTION to approve minutes of the October 16, 2023 meeting by Meinholz. SECOND: Meilahn Bartlett. VOTE: 3-0.
5. **Discussion and possible action regarding Stoughton Public Library 2025 Operating Budget \*** - Ramsey presented the library's 2025 operating budget. Highlights include:
  - County funding is increasing by \$31,237, or 11%, to \$315,017
  - The city's contribution, in the form of the transfer from the General Fund, is \$711,285. This represents a reduction of \$30,300, or 4%. With the county's contribution increasing, it is not unusual that the city's contribution would decrease
  - The mayor's budget includes a cost of living adjustment of 3% for all city employees
  - Adjustments were made to the amounts budgeted for the Shelver and Substitute pools based on actual hours worked in 2023. The amount for shelvers was adjusted down and the

amount for substitutes was increased slightly, resulting in an overall decrease of the amounts budgeted of around \$4,000

- Personnel costs comprise \$856,029, or 81% of the operating budget
- Non-personnel costs are \$206,600, or 19% of the budget. These costs increased by a scant 1.6% over the previous year

MOTION to recommend the 2025 operating budget to the Library Board by LeSage. SECOND: Meilahn Bartlett. VOTE: 3-0.

**6. Discussion and possible action regarding the committee's 2024 Library Board Goal \*** - LeSage presented on two possible grant opportunities she had discovered through grants.gov. After some discussion, it was discovered that one of the deadlines had passed. Ramsey discussed grants from the Bryant Foundation as a significant alternative source of funding for the library. He also mentioned smaller grants received through Beyond the Page, the endowment supporting humanities and DEI programming at Dane County public libraries. Consensus was in favor of keeping the committee's board goal the same for 2025. Committee chair LeSage will report on the committee's progress towards the 2024 goal at the Library Board meeting on October 16.

**7. Meeting adjourned by consensus at 7:16 PM.**

\* Indicates possible action item

Sent to Finance Committee:

Teri LeSage  
Sharon Meilahn Bartlett  
Erin Meinholz

Cc:

Ken Axe  
Jean Ligocki  
Lora Klitzke  
Trista Richards  
Katie Roberts  
Mande Shecterle  
Siri Vienneau

Minutes taken by Jim Ramsey

Stoughton Public Library ~ 2025 Budget - DRAFT



Line	Personnel	Notes	2020	2021	2022	2023	2024	2025	2024 vs. 2023
110	SALARIES	3.00%	\$78,563	\$80,133	\$86,916	\$90,227	\$94,286	\$97,115	\$2,829
120	WAGES		\$396,057	\$398,651	\$413,759	\$433,644	\$417,489	\$248,851	-\$168,638
127	WAGES-PART TIME		\$70,006	\$70,701	\$75,821	\$77,147	\$119,745	\$283,182	\$163,437
128	SEASON/TEMPORARY (Sundays)		\$8,500	\$8,500	\$8,500	\$8,840	\$9,238	\$11,497	\$2,259
129	LONGEVITY	separated starting in 2023				\$7,600	\$9,450	\$6,404	-\$3,046
160-161	EMPLOYEE BENEFITS	FICA & WRS contributions	\$71,359	\$72,684	\$73,926	\$76,950	\$79,254	\$79,545	\$291
163-165	EMPLOYEE INSURANCE	includes health, dental, life	\$84,184	\$94,783	\$106,048	\$121,988	\$115,884	\$129,435	\$13,551
									\$0
	<b>Operations</b>								\$0
210	TELEPHONE	moved to IT in 2020	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211	POSTAGE (PETTY CASH)	fuel surcharges started April '22	\$500	\$500	\$500	\$1,000	\$1,000	\$900	-\$100
212	TRAVEL/TRAINING		\$1,600	\$1,600	\$1,600	\$1,600	\$2,000	\$2,000	\$0
213	SALES TAX						\$200	\$275	\$75
216	OUTSIDE SERVICES - OTHER		\$500	\$500	\$200	\$200	\$200	\$200	\$0
217	OUTSIDE SERVICES - CUSTODIAL		\$300	\$300	\$300	\$300	\$0	\$0	\$0
220	ELECTRICITY	2023 actual was \$19,527	\$19,000	\$19,600	\$19,600	\$21,000	\$21,355	\$18,800	-\$2,555
221	HEAT	2023 actual was \$5,718	\$5,500	\$5,500	\$5,500	\$6,000	\$7,627	\$5,100	-\$2,527
240	EQUIPMENT MAINTENANCE	2023 actual was \$3,633	\$1,900	\$1,900	\$1,900	\$2,800	\$4,000	\$4,500	\$500
289	TECHNOLOGY SERVICES		\$49,550	\$50,500	\$53,600	\$56,000	\$57,500	\$57,500	\$0
300	MISCELLANEOUS		\$500	\$500	\$500	\$500	\$500	\$400	-\$100
313	PROGRAMS/PUBLICITY	5% increase per Strategic Plan	\$4,000	\$4,000	\$4,500	\$4,500	\$4,725	\$5,000	\$275
320	DUES		\$600	\$600	\$600	\$600	\$175	\$175	\$0
326	PERIODICALS	2023 actual was \$4,523	\$5,400	\$4,900	\$5,200	\$5,400	\$5,400	\$5,400	\$0
327	E-RESOURCES (eBooks & databases)	artially operationalize hoopla expense	\$8,500	\$8,700	\$9,700	\$12,000	\$18,000	\$22,000	\$4,000
328	AUDIO VISUAL		\$11,300	\$15,000	\$11,000	\$9,000	\$9,000	\$9,000	\$0
329	BOOKS	3% increase per Strategic Plan	\$45,700	\$50,000	\$50,000	\$50,000	\$52,000	\$53,500	\$1,500
340	OFFICE SUPPLIES		\$4,500	\$4,500	\$4,500	\$5,000	\$3,000	\$4,500	\$1,500
341	CUSTODIAL SUPPLIES		\$200	\$200	\$200	\$200	\$50	\$50	\$0
342	SPECIALIZED LIBRARY SUPPLIES		\$4,800	\$4,800	\$4,800	\$6,000	\$6,000	\$6,000	\$0
350	REPAIR & MAINTENANCE	23 actual was \$15,873 (formerly 5025	\$9,000	\$9,000	\$9,000	\$9,000	\$10,000	\$10,000	\$0
444	NON-COLLECTION DAMAGED CHARGES						\$700	\$1,300	\$600
810	CAPITAL OUTLAY		\$1,000	\$0	\$0	\$0			\$0
820	EQUIPMENT REPLACEMENT - Comp	moved to CIP in 2021	\$6,000	\$0	\$0	\$0			\$0
		Total	\$889,019	\$899,052	\$939,170	\$1,007,496	\$1,048,778	\$1,062,629	



## Projected Library Revenue for 2025

### Budgeted revenue for 2020-2025

	2020	2021	2022	2023	2024	2025
DANE COUNTY SERVICE FEES	\$229,696	\$249,429	\$249,429	\$249,910.00	\$ 283,780.00	\$ 315,017.00
OTHER COUNTIES SERVICE FEES	\$10,090	\$15,848.39	\$15,952	\$14,979	\$ 12,963.00	\$ 15,297.00
MISC. GENERAL REVENUE					\$ 250.00	\$ 530.00
LIBRARY FEES	\$21,000.00	\$7,000	\$6,000	\$4,000	\$ 3,700.00	\$ 4,000.00
COPY MACH. & PRINTS	\$4,700	\$3,700	\$3,700	\$2,500	\$ 3,700.00	\$ 5,000.00
INTEREST - LIBRARY				\$1,000	\$ 2,800.00	\$ 11,500.00
TRANSFER IN - GENERAL FUND	\$623,000	\$632,350.00	\$646,350	\$735,107	\$ 741,585.00	\$ 711,285.00
SURPLUS used as carryover		\$ 26,740.00				
	\$888,486	\$908,327	\$948,171	\$1,007,496.00	\$1,048,778.00	\$ 1,062,629.00

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

MATERIALS EXPENDITURES \$89,900

Dane County standards require \$70,621.

**Memorandum of Mutual Accountability: Beyond the Page/Ripple**

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the 2013 Race to Equity Report and the 10-year update. Libraries, due to their public service role and connection to local government, are uniquely situated to support equitable, inclusive and just communities.

Between Fall 2020 & Spring 2022, Dane County libraries participated in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This work supported the initiative of diversifying BtP programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. *The Ripple Project*, as it is known, brought the following initiatives to fruition:

*Phase 1: Assessing organizational culture*

*Phase 2: Formation of regional equity teams*

*Phase 3: Foundational workshops*

*Phase 4: Support ongoing work of regional equity teams*

Moving forward BtP has absorbed the underpinnings of the Ripple Project. The next 5 years will involve the following initiatives:

- BtP designates at least \$5K/year to support local library equity initiatives
- BtP events incorporate an equity focus in addition to the Humanities focus
- Libraries actively participate in Regional Equity Teams whenever possible
- Libraries identify annual (or longer term) DEI goals in conjunction with RETs
- Library leadership considers the recommendations of equity teams which may include:
  - On-going professional development opportunities for staff
  - Changes to library policies/practices
  - Changes to recruitment, hiring and retention policies/practices

This agreement acknowledges that municipalities may have their own DEI/equity plans and initiatives, and that those may take priority over the initiatives of this agreement.

The \_\_\_\_\_ agrees to operate within the above memorandum.  
(Library name)

\_\_\_\_\_  
Signature, Library Director Date

\_\_\_\_\_  
Signature, Library Board President Date