

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, December 18, 2024

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



**STOUGHTON**  
PUBLIC LIBRARY  
*The heart of our community.*

**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=88230568090>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

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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 November 20, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for November 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for December 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 Tale: A Beginner’s Guide to Library Legislative Day (enclosure)

X. Director's Report

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

XI. Committee Reports

- A. Finance: did not meet
- B. Personnel: should meet soon to discuss Director evaluation
- C. Planning: scheduled to meet 1/8/25
- D. Policies: did not meet

XII. Old Business

- A. NONE

XIII. New Business

- A. Authorization to pay late December bills \*

B. Discussion of 2024 Library Board Goals and process for setting 2025 Goals (enclosure)

XIV. Pending Agenda Items

- A. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 Board Goals throughout the year
- B. Discussion of additional funding sources for library programming and operations

XV. Adjournment \*

NEXT REGULAR MEETING: January 15, 2025

*An \* indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

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, SASD Representative  
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 December 18, 2024



## XIII. New Business

- A. Authorization to pay bills for the second half of December \*** – This action is taken every December to allow the library to pay bills that are due before the end of the calendar year.
- B. Discussion of 2024 Library Board Goals and process for setting 2025 Goals (enclosure)** – Each of the four standing committees will review their progress towards their 2024 Board Goals. Library Director Ramsey will review the suggestions received from committee members regarding the 2025 Board Goals. The Planning Committee will be meeting on January 8, 2025, to compile these suggestions into a draft of the 2025 Board Goals.

## XIV. Pending Agenda Items

- A. 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.
- B. Discussion of additional funding sources for library programming and operations** – This item was added to pending agenda items at the request of Jean Ligocki at the Board meeting on May 15, 2024.

*\* indicates a potential action item*

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, NOVEMBER 20, 2024, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Ken Axe; Lora Klitzke, President; Teri LeSage; Jean Ligocki, City Council Representative (virtual); Sharon Meilahn Bartlett, Vice-President (virtual); Erin Meinholz; Katie Roberts (virtual); Siri Vienneau, Student Trustee  
ABSENT: Trista Richards; Mande Shecterle, Stoughton Area School District 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.

*[Axe arrived at 6:34 p.m.]*

- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* Roberts. *Vote:* 7-0.
- IV. FRIENDS OF THE LIBRARY REPORT. n/a
- V. RECOGNITION OPPORTUNITIES. n/a
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared thank yous from the three Stoughton elementary schools for the Library's participation in bringing author Aaron Reynolds to visit.
- VIII. EDUCATION UPDATES. Roberts shared that the Badgerlink Advisory Board is looking for new members. Vienneau described her visit to the library at Luther College in Decorah, Iowa.
- IX. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #23: DEALING WITH CHALLENGES TO MATERIALS AND POLICIES. Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey shared that two parking spaces on the east side of the 300 block of Fourth Street will be retained until 2027; a patron has been suspended for 30 days due to intoxication in the Library; Library Legislative day will be February 11, 2025; the HVAC replacement is now tentatively scheduled for April 2025; the engineers don't think the HVAC project is eligible for a tax rebate, but may fit the criteria for Focus on Energy.
- XI. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet.
  - C. Planning: Meilahn Bartlett reported that the committee wants to assess progress made toward the 2024 Board goals and asked each committee to report at the December meeting. The committee would also like to know whether each committee wants to keep the same goals for 2025 and asked for an answer by December 18. The committee agreed to remove the item about federal holidays from the pending agenda.
  - D. Policies: did not meet
- XII. OLD BUSINESS. n/a

XIII. NEW BUSINESS.

- A. Approval of 2025 Calendar of Work, *Motion to approve: Axe. Second: Meinholz. Vote: 7-0.*
- B. Review progress on 2024 Library Board Goals and discussion and possible action regarding the 2025 Board Goals. This item was covered under XI.C.
- C. Approval of the Dane County Library Service Agreement for Extension of Library Service. *Motion to approve: LeSage. Second: Ligocki. Vote: 7-0.*
- D. Discussion and possible action regarding location of December Library Board meeting on 12/18/24. *Motion to meet at Wendigo (121 E. Main): Klitzke. Second: Axe. Vote: 7-0.* It was agreed that Ramsey would reach out to Cale Ryan and consult him on whether Wendigo or Famous Yeti's would be the better venue. Also agreed that the Board would convene at the Library to conduct business on December 18 before proceeding to Wendigo.
- E. Discussion and possible action regarding expenditures for December Library Board meeting. *Motion to allocate \$100 from undesignated gift funds: Axe. Second: Ligocki. Friendly amendment to increase allocation to \$150, accepted by both Axe and Ligocki: Meilahn Bartlett. Vote: 7-0.*

XIV. PENDING AGENDA ITEMS.

- A. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
- B. Discussion of additional funding sources for library programming and operations.

XV. ADJOURNMENT. *Motion to adjourn at 7:20 P.M.: Klitzke Second: Ligocki Vote: 7-0.*

Minutes taken by Sarah Monette.

PERIOD ENDING 11/30/2024

User: SARAH

DB: Stoughton

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
		AMENDED BUDGET	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	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00	0.00
<b>Dept 55110 - LIBRARY</b>							
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00	679,786.25	61,798.75	61,798.75	61,798.75	91.67
215-55110-43315	FEDERAL GRANTS	0.00	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	0.00	(1.00)	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00	12,963.45	0.00	0.00	(0.45)	100.00
215-55110-46110	MISC. REVENUE	0.00	60.00	0.00	0.00	(60.00)	100.00
215-55110-46710	LIBRARY FEES	3,700.00	3,680.72	561.09	561.09	19.28	99.48
215-55110-46712	COPY MACHINE	3,700.00	5,626.00	413.22	413.22	(1,926.00)	152.05
215-55110-47301	CHARGES TO DANE COUNTY	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-47302	CHARGES TO MUNICIPALITIES	250.00	209.83	0.00	0.00	40.17	83.93
215-55110-48110	INTEREST INCOME	2,800.00	12,394.63	552.18	552.18	(9,594.63)	442.67
215-55110-48500	DONATIONS	0.00	57.01	0.00	0.00	(57.01)	100.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,048,778.00	998,558.89	63,325.24	63,325.24	50,219.11	95.21
TOTAL REVENUES		1,048,778.00	998,558.89	63,325.24	63,325.24	50,219.11	95.21
<b>Expenditures</b>							
<b>Dept 55110 - LIBRARY</b>							
215-55110-50110	SALARIES	94,286.00	86,877.60	7,252.80	7,252.80	7,408.40	92.14
215-55110-50120	WAGES	417,489.00	409,654.76	34,464.12	34,464.12	7,834.24	98.12
215-55110-50126	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00	71,214.47	5,905.21	5,905.21	48,530.53	59.47
215-55110-50128	SUNDAY HOURS	9,238.00	8,121.49	1,249.62	1,249.62	1,116.51	87.91
215-55110-50129	WAGES - LONGEVITY	9,450.00	5,230.50	5,230.50	5,230.50	4,219.50	55.35
215-55110-50153	SELF INSURED LOSSES	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	49,072.00	42,660.04	3,978.77	3,978.77	6,411.96	86.93
215-55110-50161	WRS - GENERAL	30,182.00	29,225.83	2,754.28	2,754.28	956.17	96.83
215-55110-50163	HEALTH INSURANCE	106,399.00	88,352.07	9,364.62	9,364.62	18,046.93	83.04
215-55110-50164	DENTAL INSURANCE	8,542.00	5,853.54	532.14	532.14	2,688.46	68.53
215-55110-50165	LIFE INSURANCE	943.00	933.29	92.60	92.60	9.71	98.97
215-55110-50169	HSA RETIREMENT PAYOUT	0.00	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	0.00
215-55110-50210	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
215-55110-50211	POSTAGE	1,000.00	775.77	27.11	27.11	224.23	77.58
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	1,428.16	172.68	172.68	571.84	71.41
215-55110-50213	SALES TAX	200.00	286.68	35.92	35.92	(86.68)	143.34
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00	25.00	0.00	0.00	175.00	12.50
215-55110-50217	OUTSIDE SERVICES/CONTRACTS-3	0.00	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	0.00
215-55110-50220	UTILITIES	21,355.00	16,231.65	1,244.96	1,244.96	5,123.35	76.01
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	2,596.22	0.00	0.00	5,030.78	34.04
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00	3,479.18	15.99	15.99	520.82	86.98
215-55110-50289	TECHNOLOGY COSTS	57,500.00	53,254.30	39.00	39.00	4,245.70	92.62
215-55110-50300	MISC EXPENSES	500.00	173.45	0.00	0.00	326.55	34.69
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	4,931.75	28.97	28.97	(206.75)	104.38
215-55110-50320	DUES AND SUBSCRIPTIONS (NOT SOFTWARE)	175.00	200.00	100.00	100.00	(25.00)	114.29

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL	11/30/2024	11/30/2024	MONTH 11/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDT	USED
Fund 215 - LIBRARY FUND											
Expenditures											
215-55110-50326	PERIODICALS	5,400.00		4,690.43		56.00		709.57		86.86	
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		6,331.21		195.59		2,668.79		70.35	
215-55110-50329	BOOKS	52,000.00		43,069.62		0.00		8,930.38		82.83	
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00		2,543.76		153.64		456.24		84.79	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00		24.73		0.00		25.27		49.46	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		5,327.62		43.34		672.38		88.79	
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00		9,362.12		248.56		637.88		93.62	
215-55110-50408	EMPLOYMENT TESTING	0.00		28.00		0.00		(28.00)		100.00	
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		1,104.50		0.00		(404.50)		157.79	
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		920,854.78		73,186.42		127,923.22		87.80	
TOTAL EXPENDITURES		1,048,778.00		920,854.78		73,186.42		127,923.22		87.80	
Fund 215 - LIBRARY FUND:											
TOTAL REVENUES		1,048,778.00		998,558.89		63,325.24		50,219.11		95.21	
TOTAL EXPENDITURES		1,048,778.00		920,854.78		73,186.42		127,923.22		87.80	
NET OF REVENUES & EXPENDITURES		0.00		77,704.11		(9,861.18)		(77,704.11)		100.00	

User: SARAH  
 DB: Stoughton  
 PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	11/30/2024	NORMAL (ABNORMAL)	MONTH 11/30/2024	INCREASE (DECREASE)	BALANCE	% BDTG	
									USED	
Fund 217 - LIBRARY SPECIAL GIFT FUND										
Revenues										
Dept 55110 - LIBRARY										
217-55110-48110	INTEREST INCOME	13,000.00		15,535.91		1,409.82		(2,535.91)	119.51	
217-55110-48500	DONATIONS	60,000.00		105,006.23		10,174.89		(45,006.23)	175.01	
217-55110-48510	DONATIONS - UNDESIGNATED	0.00		600.00		0.00		(600.00)	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	
Total Dept 55110 - LIBRARY		51,000.00		121,142.14		11,584.71		(70,142.14)	237.53	
TOTAL REVENUES		51,000.00		121,142.14		11,584.71		(70,142.14)	237.53	
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		64,284.73		1,266.05		(14,284.73)	128.57	
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	
Total Dept 55110 - LIBRARY		51,000.00		65,215.36		1,266.05		(14,215.36)	127.87	
TOTAL EXPENDITURES		51,000.00		65,215.36		1,266.05		(14,215.36)	127.87	
Fund 217 - LIBRARY SPECIAL GIFT FUND:										
TOTAL REVENUES		51,000.00		121,142.14		11,584.71		(70,142.14)	237.53	
TOTAL EXPENDITURES		51,000.00		65,215.36		1,266.05		(14,215.36)	127.87	
NET OF REVENUES & EXPENDITURES		0.00		55,926.78		10,318.66		(55,926.78)	100.00	
TOTAL REVENUES - ALL FUNDS										
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		1,119,701.03		74,909.95		(19,923.03)	101.81	
NET OF REVENUES & EXPENDITURES		1,099,778.00		986,070.14		74,452.47		113,707.86	89.66	
NET OF REVENUES & EXPENDITURES		0.00		133,630.89		457.48		(133,630.89)	100.00	



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	203,737.96
215-00000-11102	US BANK - CC	9,534.04
215-00000-12550	PREPAID EXPENSES	833.39
215-00000-13070	TAXES RECEIVABLE	711,285.00
<b>Total Assets</b>		<b>925,390.39</b>
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	773,083.75
<b>Total Liabilities</b>		<b>798,307.19</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>77,704.11</b>
<b>Ending Fund Balance</b>		<b>127,083.20</b>
<b>Total Liabilities And Fund Balance</b>		<b>925,390.39</b>

User: SARAH

Period Ending 11/30/2024

DB: Stoughton

## Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	32,808.79
217-00000-11102	US BANK - CC	1,345.36
217-00000-11302	WISC INVESTMENT FUND	349,899.38
217-00000-12550	PREPAID EXPENSES	620.00
<b>Total Assets</b>		<b>384,673.53</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>55,926.78</b>
<b>Ending Fund Balance</b>		<b>384,673.53</b>
<b>Total Liabilities And Fund Balance</b>		<b>384,673.53</b>

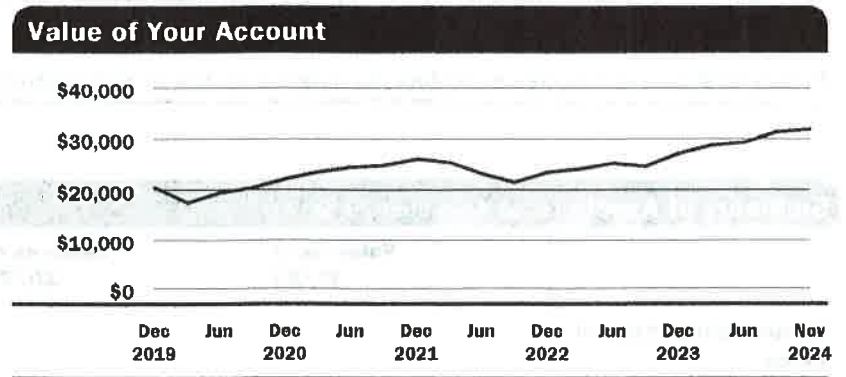
Stoughton Area Comm Foundation

**Season's greetings**

This holiday season, we want to thank you for your business and extend our wishes for a wonderful holiday. May you enjoy health and prosperity throughout the new year. Happy holidays!

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

Account Value	
<b>\$31,727.97</b>	
<b>1 Month Ago</b>	\$31,085.59
<b>1 Year Ago</b>	\$25,716.46
<b>3 Years Ago</b>	\$25,155.94
<b>5 Years Ago</b>	\$19,957.67



Value Summary		
	This Period	This Year
Beginning Value	\$31,085.59	\$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	642.38	4,746.13
<b>Ending Value</b>	<b>\$31,727.97</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>1.67%</b>	<b>17.57%</b>	<b>23.40%</b>	<b>7.79%</b>	<b>9.55%</b>

**2024 EXPENDITURES: FUND 215  
DECEMBER**

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

Inv. Date	Payment	Line Item	Vendor	Description	Amount
11/06/24	AB prepaid CC	50211	USPS	USPS110624 211	\$ 17.60
11/30/24	12/18/24	50211	Baker & Taylor	fuel surcharge	\$ 3.20
11/30/24	12/18/24	50211	Baker & Taylor	fuel surcharge	\$ 20.24
11/30/24	12/18/24	50211	Baker & Taylor	fuel surcharge	\$ 2.64
12/09/24	12/18/24	50211	Ingram	fuel surcharge	\$ 24.00
11/26/24	JR prepaid CC	50212	STO Cham.Comm.	CC 112624 VOL	\$ 160.00
12/05/24	12/18/24	50221	Alliant Energy	AE 120524	\$ 493.55
11/17/24	12/18/24	50240	Gordon Flesch	GF111724copier2	\$ 124.38
12/03/24	12/18/24	50240	Gordon Flesch	GF120324copier1	\$ 89.37
11/22/24	12/18/24	50289	TBS	TBS 112224 scan	\$ 755.00
11/28/24	JR prepaid CC	50289	Donor Tools	DT 112824 tech	\$ 39.00
11/02/24	SB prepaid CC	50313	Amazon	AZ 103124 CC	\$ 12.98
11/10/24	AB prepaid CC	50326	New York Times	NYT 111024 326	\$ 56.00
11/04/24	SB prepaid CC	50328	Amazon	AZ 102924 JDVD	\$ 170.77
11/30/24	12/18/24	50328	Baker & Taylor	AD/TE materials	\$ 454.53
12/02/24	12/18/24	50328	Playaway	AD/TE materials	\$ 625.10
12/09/24	12/18/24	50328	Ingram	AV materials	\$ 123.71
11/30/24	12/18/24	50329	Baker & Taylor	AD/TE materials	\$ 106.46
12/09/24	12/18/24	50329	Cengage	CG 111224 LP	\$ 53.59
12/09/24	12/18/24	50329	Ingram	CH materials	\$ 826.10
12/09/24	12/18/24	50329	Ingram	AD/TE materials	\$ 1,036.70
11/11/24	SB prepaid CC	50340	Amazon	AZ 110624 OS	\$ 10.02
11/13/24	SB prepaid CC	50340	Amazon	AZ 111124 OS	\$ 16.21
11/14/24	SB prepaid CC	50340	Amazon	AZ 111424 OS	\$ 35.25
11/15/24	SB prepaid CC	50340	Amazon	AZ 111424 OS	\$ 38.19
11/16/24	SB prepaid CC	50340	Amazon	AZ 111424 OS	\$ 12.30
11/16/24	SB prepaid CC	50340	Amazon	AZ 111424 OS	\$ 35.08
11/17/24	SB prepaid CC	50340	Amazon	AZ 111524 OS	\$ 26.90
11/25/24	SB prepaid CC	50340	Amazon	AZ 111124 OS	\$ (16.21)
12/04/24	12/18/24	50340	Demco	DM 120324 OS	\$ 143.31
12/09/24	12/18/24	50340	Complete Office	CO 120624 OS	\$ 143.40
11/09/24	SB prepaid CC	50342	Amazon	AZ 110524 LS	\$ 43.34
11/30/24	12/18/24	50342	Baker & Taylor	processing	\$ 5.25
11/30/24	12/18/24	50342	Baker & Taylor	processing	\$ 31.50
12/09/24	12/18/24	50342	Ingram	processing	\$ 95.04
11/13/24	SB prepaid CC	50350	Azuradisc	AZD 111324 350	\$ 151.42
11/14/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 111424	\$ 40.00

11/19/24	12/18/24	50350	Johnson Controls	JC 111924	\$ 660.00
11/21/24	CITY prepaid	50350	Badger Water	BW 112124 salt	\$ 57.14
11/19/24	12/18/24	50444	Sun Prairie PL	SUN 111924	\$ 17.00
11/20/24	12/18/24	50444	Fitchburg PL	FCH 112024	\$ 16.00
11/20/24	12/18/24	50444	Waunakee PL	WAU 112024	\$ 19.99
11/26/24	12/18/24	50444	Bolstad, Michelle	MB 112624	\$ 17.99
12/06/24	12/18/24	50444	Fitchburg PL	FCH 120624	\$ 15.00
11/21/24	SB prepaid CC	50810	Amazon	AZ 112024 comp	\$ 79.94
11/23/24	SB prepaid CC	50810	Amazon	AZ 112024 comp	\$ 188.69
11/26/24	12/18/24	50810	EBI	EBI112624FF810	\$ 870.00

**2024 EXPENDITURES: FUND 217  
DECEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
10/26/24	SB prepaid CC	Amazon	AZ102324FPRCH	FoL	program	\$ 11.99			
11/03/24	SB prepaid CC	Amazon	AZ102324FPRCH	FoL	program	\$ 11.99			
11/06/24	JR prepaid CC	Fosdal	FOS110624sunshine	Sunshine	doughnuts	\$ 13.00			
11/07/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 79.98			
11/11/24	SB prepaid CC	Amazon	AZ102324FPRCH	FoL	program	\$ 25.98			
11/13/24	AB prepaid CC	Dept. Nat. Res.	DNR 111324 SUN	Sunday	program	\$ 495.00			
11/13/24	AB prepaid CC	Gemini Games	GG 111324 SUN	Sunday	program	\$ 93.15			
11/15/24	SB prepaid CC	Uline	UL 111524 KV	Kvamme	furniture	\$ 1,427.18			
11/15/24	SB prepaid CC	Uline	UL 111524 KV	Kvamme	credit for tax	\$ (74.40)			
11/18/24	12/18/24	Rice, James	JR 111824 Kuntz	Kuntz	books	\$ 40.00			
11/20/24	12/18/24	Main Street Yoga	MSY 112024 SUN	Sunday	program	\$ 200.00			
11/20/24	12/18/24	NAGC	NAG 112024 SUN	Sunday	program	\$ 75.00			
11/20/24	12/18/24	Toltzien, Kelly	KT 112024 SUN	Sunday	program	\$ 350.00			
11/22/24	12/18/24	Book Depot	BD 112224 F GA	FoL	program	\$ 342.02			
11/23/24	SB prepaid CC	Amazon	AZ 112124 M AD	Misc	books	\$ 19.95			
11/23/24	SB prepaid CC	Amazon	AZ 112124 F REP	FoL REPL	books	\$ 15.00			
11/24/24	AB prepaid CC	Madison Children's Mus.	MCM 112124 SUN	Sunday	program	\$ 450.00			
11/26/24	SB prepaid CC	Amazon	AZ 112524 M AD	Misc	books	\$ 32.12			
11/27/24	SB prepaid CC	Amazon	AZ 112524 M AD	Misc	books	\$ 59.92			
11/30/24	12/18/24	Baker & Taylor	AD/TE materials	Bryant LD	books	\$ 532.67			
11/30/24	12/18/24	Baker & Taylor	AD/TE materials	Bryant	books	\$ 142.18			
11/30/24	12/18/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 132.33			
11/30/24	12/18/24	Baker & Taylor	AD/TE materials	Bryant	AV	\$ 87.92			
12/09/24	12/18/24	Bosky, Amanda	AB 120924 SUN	Sunday	program	\$ 41.25			

12/09/24	12/18/24	Cengage	AD/TE materials	FoL	books	\$ 444.85	
12/09/24	12/18/24	Cengage	CG112924BLDLP	Bryant	books	\$ 25.60	
12/09/24	12/18/24	Cengage	AD/TE materials	Misc	books	\$ 197.93	
12/09/24	12/18/24	Ingram	CH materials	Bryant	books	\$ 22.50	
12/09/24	12/18/24	Ingram	AD/TE materials	Sunday	program	\$ 44.99	
12/09/24	12/18/24	Ingram	AD/TE materials	FoL REPL	books	\$ 188.86	
12/09/24	12/18/24	Ingram	CH materials	Misc	books	\$ 184.02	

4 December, 2024

# Trustee Tale

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Trustee Tale is a joint project of the Manitowoc Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System and Wisconsin Valley Library System.

If you have questions, comments, or suggestions for future articles, contact your system director.

## A Beginner's Guide to Library Legislative Day

By Bradley Shipps, Director  
Outagamie Waupaca Library System

Every year on a Tuesday in February, the Wisconsin Library Association (WLA) hosts Library Legislative Day. Library supporters from across the state gather in Madison to meet with state legislators and share the value of libraries in our communities. In 2025, the event will be held on Tuesday, February 11.

While many library directors and staff attend Library Legislative Day, the participation of Library Trustees, Friends of the Library, and library patrons has the greatest impact. The most important goal of every Legislative Day is to build relationships with our elected officials that will translate into strong library support for many years to come. Legislators want to hear from you!

In a budget year like 2025, Library Legislative Day attendees thank legislators for their support in prior budget cycles and ask them to again lend their support to the funding priorities outlined by WLA. It's also important to tell them how we're using state library aids to provide services that enrich communities.



If you have never been to the capitol in an advocacy role, this may seem daunting, but it's actually a lot of fun! Here's how it works.

Plan to register online by January 10th. When registering, you will be asked to list your Senator and Representative. If you're not sure, you can look that up under "Who are my legislators?" on this site after the new legislators are sworn in on January 6th: <https://legis.wisconsin.gov/>.

Many people arrive the evening before Legislative Day and enjoy dinner in Madison with library colleagues and friends. Legislative Day begins with registration and a continental breakfast. WLA will schedule the appointments with legislators, and you will receive your schedule at the registration Table.

<https://new.owlsweb.org/trustee-tale/>



At 9:00 am, all Legislative Day participants gather for a briefing session where you will learn about advocacy efforts and priorities from WLA leaders and our lobbyist. Other speakers may include officials from the Department of Public Instruction and legislators who are already library champions. In 2024, Governor Evers was a speaker!

After the briefing session, you will go to your first appointment with a legislator with a group of other library advocates from your district. Often your meeting will be with the legislator's aides. Don't be discouraged! These staffers have the trust of their employers, and your messages will be shared.

You will be well prepared with talking points shared at the briefing session, and you are strongly encouraged to share personal stories of how your library positively impacts you and your community.

Meet up with friends or colleagues at any of the great restaurants within walking distance of the capitol building for lunch. If you traveled to Madison alone, form an impromptu lunch group and make some new friends!

You will have another appointment scheduled for the afternoon. All appointments are finished by 3:30pm, and your day is done, but there is one important step left. Be sure to send a note to your legislators and/or their staff thanking them for their time and support. Handwritten thank-you notes have become a hallmark of WLA advocacy, and it's a great thing for which to be known.

Please consider making Library Legislative Day part of your library board service!

Details and registration: <https://www.wisconsinlibraries.org/library-legislative-day-2>



# 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	10,966	2,323	3,761	17,050	-6.92%
NOV	11,205	14,952	15,972	17,970	11,497	2,233	4,937	18,667	3.88%
DEC	10,939	14,282	15,445	18,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	128,176	28,055	51,661	207,892	-4.56%
AVG	10,606	14,414	17,159	18,153	11,652	2,550	4,696	18,899	4.11%

**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	322	352	71	745	-17.50%
NOV	577	1,277	957	1,240	304	634	54	992	-20.00%
DEC	566	948	768	893				0	-100.00%
TOTAL	25,783	12,881	9,797	10,502	3,512	4,389	559	8,460	-19.44%
AVG	2,149	1,073	816	875	319	399	51	769	-12.10%

Programming Statistics  
for November 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	8,405	0.37%	
NOV	7,354	7,804	7,992	7,976	7,908	-0.85%	
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	5,215	1.05%	
NOV	4,659	4,925	4,541	4,930	5,032	2.07%	
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	2,118	-8.31%	
NOV	987	1,499	1,961	2,213	1,806	-18.39%	
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	8,208	5.56%	
NOV	0	5,620	7,126	7,525	7,381	-1.91%	
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							2023-24
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	8,742	65.78%	
NOV	0	7,417	7,912	n/a	9,355	68.14%	
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	5,050	20.87%	
NOV	6,349	3,457	3,609	4,312	4,218	-2.18%	
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 November 2024

		November Programs		Number of Participants					
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages		
11/3/2024	Stoughton Yoga	Yoga Sundays (CS)				14			
11/3/2024	Fire Department	Intro to Geology (Jason Rehorst, AB)				19			
11/4/2024	Carnegie Room	Rainbow Readers (CS)			6				
11/5/2024	Carnegie Room	GNC (MO)		10					
11/5/2024	Carnegie Room	PJ ST (AMH)	40						
11/6/2024	Carnegie Room + Z	The Foundation (volunteer Richard MacDonald)				6			
11/7/2024	St Anns Preschool	Outreach Story Time (AMH)	20						
11/7/2024	Online live	LSC: Stanley Milford				2			
11/7/2024	Senior Center	Adult Craft Club (SB, AH)				23			
11/9/2024	Online live	LSC: Javier Zamora (in Spanish)				0			
11/11/2024	Carnegie Room	Story Time (MO)	35						
11/12/2024	Carnegie Room	Baby Story Time (MO)	9						
11/12/2024	Carnegie Room	Writing Group (volunteers)				8			
11/12/2024	Carnegie Room	Adult Dungeons & Dragons (Gemini Games, AB)				12			
11/13/2024	Senior Center	History of the Packers (Jim Rice, AB)				10			
11/13/2024	Carnegie Room	Pokemon Club (MO)		35					
11/14/2024	Carnegie Room	Story Time (MO)	17						
11/14/2024	Learning Tree Presc	Outreach Story Time (AMH)	23						
11/14/2024	Learning Tree Presc	Outreach Story Time (AMH)	24						
11/14/2024	Carnegie Room	Stitches (MO)			22				
11/14/2024	Online live	LSC: Javier Zamora (in English)				1			
11/15/2024	Stoughton Yoga	Family Yoga (AMH)- CANCELLED (instructor was ill)		--					
11/18/2024	Carnegie Room	Story Time (MO)	27						
11/19/2024	Carnegie Room	Baby Story Time (DF)							
11/19/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18						
11/19/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	24						
11/19/2024	Carnegie Room	Go Big Read (AB)				6			
11/20/2024	Senior Center	Go Big Read Senior Center (AH, CS)				10			
11/20/2024	Weebleworld Presc	Outreach Story Time (AMH)							
11/20/2024	Carnegie Room	Check 'em Out Book Club (AMH)							
11/20/2024	Online live	LSC: Susan Mona Power				8			
11/20/2024	Children's Area	Stuffed Animal Sleepover (MO)	25						
11/21/2024	Carnegie Room	Story Time (MO)	8						

Programming Statistics  
for November 2024

11/21/2024	Carnegie Room	Teen Theater Games (volunteer Stoughton Youth Players,			16		
11/22/2024	Carnegie Room	Indoor Playtime (MO)	30				
11/25/2024	Carnegie Room	Story Time (MO)	35				
11/26/2024	Carnegie Room	Baby Story Time (MO)	3				
11/26/2024	La Petite Preschool	Outreach Story Time (AMH)	22				
11/30/2024	Online asynchronous	LSC archive views for November				785	
11/30/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)				1	
			<b>360</b>	<b>45</b>	<b>44</b>	<b>935</b>	<b>0</b>

		Number of Participants				
Date	Platform	0-5	6-11	Teen	Adult	All Ages
	Mezzanine					28
	2nd floor			8		
	2nd floor					28
			<b>0</b>	<b>8</b>		<b>56</b>

# Director's Report

**December 18, 2024**



## Library news:

- All library staff attended a mandatory training on November 19 put on by the City of Stoughton's insurance provider, the Cities and Villages Mutual Insurance Company. The topic was one we're very familiar with: customer service and interactions with the public. The presentation also covered de-escalation techniques (another topic we've been trained on extensively) and how to handle first amendment audits. You will recall that first amendment audits, in which members of the public assert their right to record video of public employees in public places, were one of the topics we covered at our annual staff in-service back in October.
- I attended the quarterly meeting of South Central System Library Directors on November 21 where the main order of business was providing feedback on system goals and priorities as part of their strategic planning process. Led by library consultant Rachel Arndt, we split into small focus groups to conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of the system.
- On November 22, I attended the bi-monthly meeting of the Wisconsin Public Library Association's Library Development & Legislation Committee. The main topics of discussion were: planning for Library Legislative Day, scheduled for February 11, 2025; and the request for state aid to library systems in the governor's 2025-2027 biennial budget.
- I spent some time this month gathering data and preparing to complete the library's 2024 Annual Report to the Department of Public Instruction. Every Wisconsin public library must file the report in February of each year. The report, which I will present to the Board at the February meeting, contains administrative, statistical, and financial information about the library's operations over the previous year.
- I spent a fair amount of time this month finalizing the library's 2025 grant application to the Bryant Foundation. (Local organizations are eligible to submit one grant application per year, and our 2024 application was submitted last January.) In early January, I will meet with Bryant Foundation President & Executive Director June Bunting to discuss our ideas for 2025. As in past years, our request includes funds to supplement our materials and programming budgets, as well as funds to sustain the Hoopla streaming service for our patrons.

- I took advantage of a relative lull before the start of my work on Library Legislative Day to do some weeding in the adult fiction section, the portion of the library collection I am responsible for. Weeding out titles that are no longer circulating is an important part of collection maintenance, so I try give this collection a once-over at least every year.

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

The report for the period Oct 26 – Nov 29 shows an increase in value of \$642.38 to the account because of market conditions. The overall value of the account as of Nov 29 is \$31,727.97.

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

- The annual tradition of Stuffed Animal Sleepover continued this year.

Around 25 stuffies slept over at the library on November 20 and had lots of fun.

- Story Times continue to have a loyal following. Our current session goes until December 19. The next session is the



longest of the year and will run January 13 through March 13 before we take a short break.

- Indoor Playtime is back. Caregivers and children seem to enjoy having a warm place to play when it's cold outside. These sessions are held every other Friday morning in the Carnegie Room from the end of November through mid-March.
- Graphic Novel Book Club for December 3 was *Keeper of the Lost Cities*. Kids made their own lost cities out of food and had quite the time.
- Victorian Holiday Music on the Mezz on December 7 was lovely. Three groups from the Stoughton High School Music Department performed: an

orchestra ensemble, the Madrigal Choir, and a brass ensemble. All three groups did wonderfully and the plan is to keep this as an annual event during Stoughton's Victorian Holiday Weekend.

- Winter Reading Program begins on December 16. Children will complete 6 activities to earn a small prize. When kids complete a total of 12 activities, they will earn another small prize and a free book. Activities include things like "Read for 10 minutes" and "Bake something."
- Anna did some rearranging of the play area in the children's area that freshened up the area and has received positive feedback.
- Anna is working on social media posts as a way to boost resources and share facts with patrons. December is "Learn a Foreign Language Month" and all of the posts will focus on that concept.
- Mary attended one of the talks by author **Aaron Reynolds** (*Creepy Carrots*, *Fart Quest*, among others) at Sandhill Elementary on November 13. The library helped sponsor his visits to all three Stoughton elementary schools.
- Coming up: Family Fun Night, Story Explorers Parties, Dogman Party, and DIY String Lanterns



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

- 683 items were added in the month of November. Technical Services staff and volunteers kept busy processing and getting materials ready for check-out last month!
- Amy and Sarah presented a **Craft Club session on embroidered cards** to 25 people on December 5. In all, we donated 49 holiday cards to the "My Favorite Resident" program that delivers cards to local senior living centers. Sarah and Amy also





met to have a planning session for the next series of Craft Club offerings in 2025.

- Sarah and Amy met with staff from the Stoughton Area Senior Center in early December to discuss the possibility of sharing some resources to expand Craft Club offerings to the Senior Center.

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

- New Shelver Angie J. started on November 18. She is a quick learner and will be fully trained in no time. She is a welcome addition to the team.
- The Circulation Team met on November 19 and reviewed various procedures. The Shelver Team met on December 4 and discussed scheduling changes and shelving updates.
- The Thanksgiving holiday always brings an increase in work volume, but the Circulation department handled it very smoothly, despite a few new staff members and various staff vacations.

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

- On November 12, Gemini Games hosted a **Dungeons & Dragons session for adults**. 12 people enjoyed learning the basics of creating a character and playing a session. It was fun to hear laughter drifting up from the basement meeting room throughout the evening as everyone enjoyed themselves. Many thanks to Tyler from Gemini Games, as well as one of his regular customers, who volunteered their time and expertise to make this program happen.
- A special thanks to volunteer Lynn Perez-Hewitt for leading the library Writing Group sessions which take place on the second Tuesday of each month. The library handles all the publicity and promotion for these



events, and Lynn and the other attendees take care of the reading and critiquing.

- On November 13, ten people enjoyed hearing expert Jim Rice talk about the history of the Green Bay Packers. We were pleased to partner with the Senior Center to host this program in their Annex space. One attendee said this program was “as good as a ride at Disney World.”
- Adult Assistant Amy Hynek, Teen Services Assistant Cynthia Schlegel, and Adult Services Librarian Amanda Bosky led sessions of this year’s Go Big Read book discussion for *Sitting Pretty: The View from My Ordinary, Resilient, Disabled Body* by Rebekah Taussig. 16 patrons attended two sessions at the Library and the Senior Center to discuss this thought-provoking book about the lived experience of disability.
- Amanda attended the City’s Lunch & Learn on November 25 to learn more about the Innovation Center. She brought information back to Cynthia and Children’s Librarian Mary Ostrander about potential future “library field trips” for children and teens to create things in their Maker Space.
- Amanda also watched the webinar “Managing Your Own Emotions During Conflict” from homelessness expert Ryan Dowd. Dowd’s webinars always provide helpful information for handling difficult patron interactions with sensitivity and compassion.
- Cynthia’s recent teen programs included two sessions of Theater Games with volunteers from Stoughton Youth Players and Rainbow Readers LGBTQ+ book discussion (with Mary).

### **Looking Back** from *The Stoughton Hub*

January 10, 1901

Two hundred new volumes, mostly for children, have been received at the library and are being made ready for the shelves by Mrs. M.A. Johnson and Miss Ada Turner, assisted by Misses Ida Shetter, Hilda Bjoin and Jessie Collins. People unfamiliar with modern library methods do not realize the amount of work involved in the proper cataloguing of a library. New books, before they can be put into circulation, must be examined, classified, labeled, and analyzed as to contents, necessitating every volume being handled at least twenty-five times, and all this is done quite as much for the benefit of the public as for the convenience of the librarians. Thus anyone, for instance, looking up the subject of “Mormonism,” by consulting the card catalog, will find that topic treated in Josiah Quincy’s “Figures of the Past from the Leaves of an Old Journal,” pages 376-400. In short, everything is done to enable patrons to

find what they desire. It will, therefore, be some weeks before the new books can be drawn. The patronage of the library has been all that could be desired and the shelves of juvenile books are all but empty. In another column may be found a partial list of the adult fiction, a continuation of which will appear next week.

## 2024 DRAFT Library Board Goals from Committees



**Planning:** By the end of 2024, the Planning Committee will analyze, document, and share at least one way we have made progress towards meeting each of the goals outlined in the Strategic Plan in order to show the community we have listened to their needs and are taking steps to address them.

The Planning Committee will provide a mid-year update on their progress toward meeting the goals set forth in the Strategic Plan. They will also provide an end-of-year summary and reflection. The end-of-year report will include examples for each goal that identify which populations have been impacted by the progress and how.

**Finance:** The finance committee will identify and report on one possible source of revenue using local organizations and/or city structures by the end of 2024 in order to advance the library's diversity, equity, and inclusion initiatives.

**Policies:** The Policies Committee will continue with the established schedule for policy review, based on the date last reviewed, using the lens of equity and inclusion (use the Inclusive Services Assessment and Guide checklist from DPI to evaluate). The committee will review approximately 6-8 policies per year. This will avoid policies becoming outdated and/or waiting until there is a problem to review something.

Note: The Committee should avoid discussions about grammar/usage and focus discussions on gestalt of policy during committee meetings.

**Personnel:** The Personnel committee is again submitting a library goal pertaining to staff recognition and appreciation. We suggest that the library director honor a timeline that ensures a formal demonstration of recognition and/or appreciation for the entire library staff during the calendar year 2024. The personnel committee will work with the Library Director to ensure that funds exist in the budget for this plan.