

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, July 17, 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=82433305491>. 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 June 19, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for June 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for July 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 #8: Developing the Library Budget

X. Director's Report

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

XI. Committee Reports

- A. Finance: did not meet
- B. Personnel: met on 7/15/24 (minutes available next month)
- C. Planning: did not meet
- D. Policies: did not meet

XII. Old Business

- A. NONE

XIII. New Business

- A. Appointment of ad hoc Trustee Recruitment Committee by Board President

B. Presentation of preliminary 2025 budget by Library Director (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
- 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: August 21, 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  
Dayna Verstegen  
Siri Vienneau, Student Representative

*Finance:* LeSage, Meilahn Bartlett, Meinholz  
*Personnel:* Axe, Klitzke, Richards  
*Planning:* LeSage, Ligocki, Meilahn Bartlett,  
Vienneau  
*Policies:* Axe, Klitzke, Meinholz, Verstegen

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

# Agenda Notes: Library Board meeting of July 17, 2024



## XIII. New Business

- A. Appointment of ad hoc Trustee Recruitment Committee by Board President** – With Dayna’s impending departure, (her last meeting will be August 21) the Board will need to form an ad hoc Trustee Recruitment Committee to select her replacement. The Board can discuss how they want to proceed. One option is to review applications already submitted during the last round of recruitment earlier this year. Another option would be to solicit additional applications.
- B. Presentation of preliminary 2025 budget by Library Director** – I will present an early draft of the Library’s 2025 Operating Budget. At this stage, the budget contains only non-personnel costs (about 20% of our operating budget).

## XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents’ Day, Juneteenth, Indigenous Peoples’ Day, and Veterans Day** – This item was added to pending agenda items at the request of the Board at the meeting on September 20, 2023. The Board would like to discuss this further at a future date.
- B. Reminder for standing committees to review, and possibly report on, their progress towards the 2024 Board Goals throughout the year** – This item was added to pending agenda items at the request of President LeSage at the Board meeting on January 17, 2024, as a reminder to the standing committees throughout the year regarding their 2024 Board Goals.
- C. Discussion of additional funding sources for library programming and operations** – This item was added to pending agenda items at the request of Jean Ligocki at the Board meeting on May 15, 2024.

STOUGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, JUNE 19, 2024, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



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

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.

[Ligocki arrived at 6:33 P.M.]

- III. CONSENT AGENDA. *Motion to approve: Axe. Second: Rosenberg. Vote: 8-0.*
- IV. RECOGNITION OPPORTUNITIES. Rosenberg was presented with flowers in honor of her last meeting.
- V. PUBLIC COMMENT PERIOD. Meilahn Bartlett thanked the Library and Ligocki for the Pride events on June 8.
- VI. REVIEW/DISCUSSION OF CORRESPONDENCE. n/a
- VII. EDUCATION UPDATES. n/a
- VIII. BOARD IN-SERVICE: THE STATE OF AMERICA'S LIBRARIES 2024. Ramsey presented.
- IX. DIRECTOR'S REPORT. Ramsey presented. Dane County Library Service is proposing an annual programming reimbursement for Dane County libraries, similar to how libraries are currently reimbursed for materials use and facilities. This initiative is still in its very early stages.
- X. COMMITTEE REPORTS
  - A. Finance: did not meet
  - B. Personnel: did not meet
  - C. Planning: did not meet
  - D. Policies: discussed XIII.B, C, D. Also working on a new policy for public use of the Library's outdoor programming space.
- XI. FRIENDS OF THE LIBRARY REPORT. n/a.
- XII. OLD BUSINESS. n/a
- XIII. NEW BUSINESS.
  - A. Assignment of Committees by Board President. Assignments were accepted by consensus.
  - B. Discussion and possible action regarding proposed changes to Emergency Closing Policy. *Motion to accept changes: Ligocki. Second: Richards. Vote: 8-0.*
  - C. Discussion and possible action regarding proposed changes to Epidemic and Health Emergency Policy. *Motion to accept changes: Axe. Second: Richards. Vote: 8-0.*

- D. Discussion and possible action regarding proposed changes to Exterior Plaques Policy. *Motion to accept changes:* Rosenberg. *Second:* Axe. *Vote:* 8-0.
- XIV. PENDING AGENDA ITEMS.
  - A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
  - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
  - C. Discussion of additional funding sources for library programming and operations.
- XV. ADJOURNMENT. *Motion to adjourn at 7:02 P.M.:* Axe. *Second:* Ligocki. *Vote:* 8-0.

Minutes taken by Sarah Monette.

PERIOD ENDING 06/30/2024

| GL NUMBER                               | DESCRIPTION                   | 2024<br>AMENDED BUDGET | YTD BALANCE<br>06/30/2024<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 06/30/2024<br>INCREASE (DECREASE) | NORMAL | AVAILABLE<br>BALANCE<br>(ABNORMAL) | %<br>BDGT<br>USED |
|---|-------------------------------|------------------------|--|---|--------|------------------------------------|-------------------|
| <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              |
| Total Dept 55100 - COMMUNITY COMMITMENT |                               | 0.00                   | 0.00   | 0.00  |        | 0.00                               | 0.00              |
| <b>Dept 55110 - LIBRARY</b>             |                               |                        |  |   |        |                                    |                   |
| 215-55110-41110                         | PROPERTY TAX - OPERATIONS     | 741,585.00             | 370,792.50                                     | 61,798.75   |        | 370,792.50                         | 50.00             |
| 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                   | 0.00   | 0.00  |        | 0.00                               | 0.00              |
| 215-55110-46710                         | LIBRARY FEES                  | 3,700.00               | 2,078.50                                       | 181.67  |        | 1,621.50                           | 56.18             |
| 215-55110-46712                         | COPY MACHINE                  | 3,700.00               | 2,988.08                                       | 624.33  |        | 711.92                             | 80.76             |
| 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                 | 157.89   | 24.94   |        | 92.11                              | 63.16             |
| 215-55110-48110                         | INTEREST INCOME               | 2,800.00               | 9,899.81                                       | 589.35  |        | (7,099.81)                         | 353.56            |
| 215-55110-48500                         | DONATIONS                     | 0.00                   | 0.00   | 0.00  |        | 0.00                               | 0.00              |
| 215-55110-49210                         | TRANSFER IN - GENERAL FUND    | 0.00                   | 0.00   | 0.00  |        | 0.00                               | 0.00              |
| Total Dept 55110 - LIBRARY              |                               | 1,048,778.00           | 682,661.23                                     | 63,219.04   |        | 366,116.77                         | 65.09             |
| TOTAL REVENUES                          |                               | 1,048,778.00           | 682,661.23                                     | 63,219.04   |        | 366,116.77                         | 65.09             |
| <b>Expenditures</b>                     |                               |                        |  |   |        |                                    |                   |
| <b>Dept 55110 - LIBRARY</b>             |                               |                        |  |   |        |                                    |                   |
| 215-55110-50110                         | SALARIES                      | 94,286.00              | 46,987.20                                      | 7,252.80  |        | 47,239.80                          | 49.83             |
| 215-55110-50120                         | WAGES                         | 417,489.00             | 219,472.79                                     | 34,789.72   |        | 198,016.21                         | 52.57             |
| 215-55110-50126                         | OVERTIME                      | 0.00                   | 0.00   | 0.00  |        | 0.00                               | 0.00              |
| 215-55110-50127                         | WAGES - PART TIME             | 119,745.00             | 37,131.16                                      | 5,569.88  |        | 82,613.84                          | 31.01             |
| 215-55110-50128                         | SUNDAY HOURS                  | 9,238.00               | 5,364.35                                       | 311.29  |        | 3,873.65                           | 58.07             |
| 215-55110-50129                         | WAGES - LONGEVITY             | 0.00                   | 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              | 22,657.72                                      | 3,505.84  |        | 26,414.28                          | 46.17             |
| 215-55110-50161                         | WRS - GENERAL                 | 30,182.00              | 15,622.48                                      | 2,416.32  |        | 14,559.52                          | 51.76             |
| 215-55110-50163                         | HEALTH INSURANCE              | 106,399.00             | 37,405.76                                      | 9,364.62  |        | 68,993.24                          | 35.16             |
| 215-55110-50164                         | DENTAL INSURANCE              | 8,542.00               | 3,192.84                                       | 532.14  |        | 5,349.16                           | 37.38             |
| 215-55110-50165                         | LIFE INSURANCE                | 943.00                 | 470.29   | 82.00   |        | 472.71                             | 49.87             |
| 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               | 313.03   | 43.03   |        | 686.97                             | 31.30             |
| 215-55110-50212                         | TRAVEL/CONFERENCE             | 2,000.00               | 158.60   | 0.00  |        | 1,841.40                           | 7.93              |
| 215-55110-50213                         | SALES TAX                     | 200.00                 | 129.99   | 36.43   |        | 70.01                              | 65.00             |
| 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              | 6,249.28                                       | 1,557.64  |        | 15,105.72                          | 29.26             |
| 215-55110-50221                         | UTILITIES-BUILDING 2          | 7,627.00               | 2,127.73                                       | 110.24  |        | 5,499.27                           | 27.90             |
| 215-55110-50240                         | EQUIPMENT MAINT & REPAIR      | 4,000.00               | 2,397.81                                       | 401.62  |        | 1,602.19                           | 59.95             |
| 215-55110-50250                         | DO NOT USE (OLD REPAIR&MAINT) | 10,000.00              | 40.00  | (3,460.58)  |        | 9,960.00                           | 0.40              |
| 215-55110-50289                         | TECHNOLOGY COSTS              | 57,500.00              | 52,425.36                                      | 251.15  |        | 5,074.64                           | 91.17             |
| 215-55110-50300                         | MISC EXPENSES                 | 500.00                 | 137.50   | 0.00  |        | 362.50                             | 27.50             |
| 215-55110-50313                         | PROGRAMS/PUBLICITY            | 4,725.00               | 3,448.41                                       | 0.00  |        | 1,276.59                           | 72.98             |

| GL NUMBER                                 | DESCRIPTION                      | 2024<br>AMENDED BUDGET | YTD BALANCE<br>06/30/2024<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 06/30/2024<br>INCREASE (DECREASE) | NORMAL (ABNORMAL) | AVAILABLE<br>BALANCE | % BDDT<br>USED |
|---|----------------------------------|------------------------|--|---|-------------------|----------------------|----------------|
| <b>Fund 215 - LIBRARY FUND</b>            |                                  |                        |  |   |                   |                      |                |
| <b>Expenditures</b>                       |                                  |                        |  |   |                   |                      |                |
| 215-55110-50320                           | DUES AND SUBSCRIPTIONS           | 175.00                 | 100.00   | 0.00  |                   | 75.00                | 57.14          |
| 215-55110-50326                           | PERIODICALS                      | 5,400.00               | 3,025.48                                       | 0.00  |                   | 2,374.52             | 56.03          |
| 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               | 3,740.98                                       | 254.45  |                   | 5,259.02             | 41.57          |
| 215-55110-50329                           | BOOKS                            | 52,000.00              | 22,943.05                                      | 4,850.65  |                   | 29,056.95            | 44.12          |
| 215-55110-50340                           | OPERATING EXPENSES               | 3,000.00               | 1,608.87                                       | 143.40  |                   | 1,391.13             | 53.63          |
| 215-55110-50341                           | OPERATING EXPENSES-SPECIALIZED-1 | 50.00                  | 0.00   | 0.00  |                   | 50.00                | 0.00           |
| 215-55110-50342                           | OPERATING EXPENSES-SPECIALIZED-2 | 6,000.00               | 3,606.30                                       | 280.57  |                   | 2,393.70             | 60.11          |
| 215-55110-50350                           | BLDG REPAIRS & MAINTENANCE       | 0.00                   | 3,657.46                                       | 3,657.46  |                   | (3,657.46)           | 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                 | 641.59   | 55.98   |                   | 58.41                | 91.66          |
| 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           |
| <b>Total Dept 55110 - LIBRARY</b>         |                                  | <b>1,048,778.00</b>    | <b>511,948.07</b>                              | <b>72,006.65</b>  |                   | <b>536,829.93</b>    | <b>48.81</b>   |
| <b>TOTAL EXPENDITURES</b>                 |                                  | <b>1,048,778.00</b>    | <b>511,948.07</b>                              | <b>72,006.65</b>  |                   | <b>536,829.93</b>    | <b>48.81</b>   |
| <b>Fund 215 - LIBRARY FUND:</b>           |                                  |                        |  |   |                   |                      |                |
| <b>TOTAL REVENUES</b>                     |                                  | <b>1,048,778.00</b>    | <b>682,661.23</b>                              | <b>63,219.04</b>  |                   | <b>366,116.77</b>    | <b>65.09</b>   |
| <b>TOTAL EXPENDITURES</b>                 |                                  | <b>1,048,778.00</b>    | <b>511,948.07</b>                              | <b>72,006.65</b>  |                   | <b>536,829.93</b>    | <b>48.81</b>   |
| <b>NET OF REVENUES &amp; EXPENDITURES</b> |                                  | <b>0.00</b>            | <b>170,713.16</b>                              | <b>(8,787.61)</b>                                       |                   | <b>(170,713.16)</b>  | <b>100.00</b>  |

Fund 215 LIBRARY FUND

| GL Number                                 | Description                   | Balance           |
|---|-------------------------------|-------------------|
| *** Assets ***                            |                               |                   |
| 215-00000-11100                           | PRIMARY CHECKING              | 607,406.54        |
| 215-00000-11102                           | US BANK - CC                  | 8,359.98          |
| 215-00000-12550                           | PREPAID EXPENSES              | 341.67            |
| <b>Total Assets</b>                       |                               | <b>616,108.19</b> |
| *** Liabilities ***                       |                               |                   |
| 215-00000-21700                           | ACCRUED PAYROLL               | 25,223.44         |
| 215-00000-26600                           | DEF INFLOW - PROPERTY TAXES   | 370,792.50        |
| <b>Total Liabilities</b>                  |                               | <b>396,015.94</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>170,713.16</b> |
| <b>Ending Fund Balance</b>                |                               | <b>220,092.25</b> |
| <b>Total Liabilities And Fund Balance</b> |                               | <b>616,108.19</b> |



| GL NUMBER                                    | DESCRIPTION                             | 2024           |                   | YTD BALANCE |              | ACTIVITY FOR     |                     | AVAILABLE         |         |               |
|--|---|----------------|-------------------|-------------|--------------|------------------|---------------------|-------------------|---------|---------------|
|  |   | AMENDED BUDGET | NORMAL (ABNORMAL) | 06/30/2024  | 06/30/2024   | MONTH 06/30/2024 | INCREASE (DECREASE) | NORMAL (ABNORMAL) | BALANCE | % BDGT / USED |
| <b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>  |   |                |                   |             |              |                  |                     |                   |         |               |
| Revenues                                     |   |                |                   |             |              |                  |                     |                   |         |               |
| Dept 55110 - LIBRARY                         |   |                |                   |             |              |                  |                     |                   |         |               |
| 217-55110-48110                              | INTEREST INCOME                         | 13,000.00      | 8,336.11          | 1,258.30    | 4,663.89     | 64.12            |                     |                   |         |               |
| 217-55110-48500                              | DONATIONS                               | 60,000.00      | 79,914.45         | 1,192.92    | (19,914.45)  | 133.19           |                     |                   |         |               |
| 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             |                     |                   |         |               |
|  | Total Dept 55110 - LIBRARY              | 51,000.00      | 88,750.56         | 2,451.22    | (37,750.56)  | 174.02           |                     |                   |         |               |
|  | TOTAL REVENUES                          | 51,000.00      | 88,750.56         | 2,451.22    | (37,750.56)  | 174.02           |                     |                   |         |               |
| 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      | 27,947.45         | 567.98      | 22,052.55    | 55.89            |                     |                   |         |               |
| 217-55110-50501                              | UNDESIGNATED                            | 1,000.00       | 112.20            | 0.00        | 887.80       | 11.22            |                     |                   |         |               |
| 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      | 20,059.65         | 567.98      | 22,940.35    | 55.02            |                     |                   |         |               |
|  | TOTAL EXPENDITURES                      | 51,000.00      | 28,059.65         | 567.98      | 22,940.35    | 55.02            |                     |                   |         |               |
| <b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b> |   |                |                   |             |              |                  |                     |                   |         |               |
|  | TOTAL REVENUES                          | 51,000.00      | 88,750.56         | 2,451.22    | (37,750.56)  | 174.02           |                     |                   |         |               |
|  | TOTAL EXPENDITURES                      | 51,000.00      | 28,059.65         | 567.98      | 22,940.35    | 55.02            |                     |                   |         |               |
|  | NET OF REVENUES & EXPENDITURES          | 0.00           | 60,690.91         | 1,883.24    | (60,690.91)  | 100.00           |                     |                   |         |               |
| <b>TOTAL REVENUES - ALL FUNDS</b>            |   |                |                   |             |              |                  |                     |                   |         |               |
|  | TOTAL EXPENDITURES - ALL FUNDS          | 1,099,778.00   | 771,411.79        | 65,670.26   | 328,366.21   | 70.14            |                     |                   |         |               |
|  | NET OF REVENUES & EXPENDITURES          | 1,099,778.00   | 540,007.72        | 72,574.63   | 559,770.28   | 49.10            |                     |                   |         |               |
|  | NET OF REVENUES & EXPENDITURES          | 0.00           | 231,404.07        | (6,904.37)  | (231,404.07) | 100.00           |                     |                   |         |               |

Fund 217 LIBRARY SPECIAL GIFT FUND

| GL Number                                 | Description             | Balance           |
|---|-------------------------|-------------------|
| *** Assets ***                            |                         |                   |
| 217-00000-11100                           | PRIMARY CHECKING        | 120,170.46        |
| 217-00000-11102                           | US BANK - CC            | 1,297.60          |
| 217-00000-11302                           | WISC INVESTMENT FUND    | 267,969.60        |
| <b>Total Assets</b>                       |                         | <b>389,437.66</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>60,690.91</b>  |
| <b>Ending Fund Balance</b>                |                         | <b>389,437.66</b> |
| <b>Total Liabilities And Fund Balance</b> |                         | <b>389,437.66</b> |

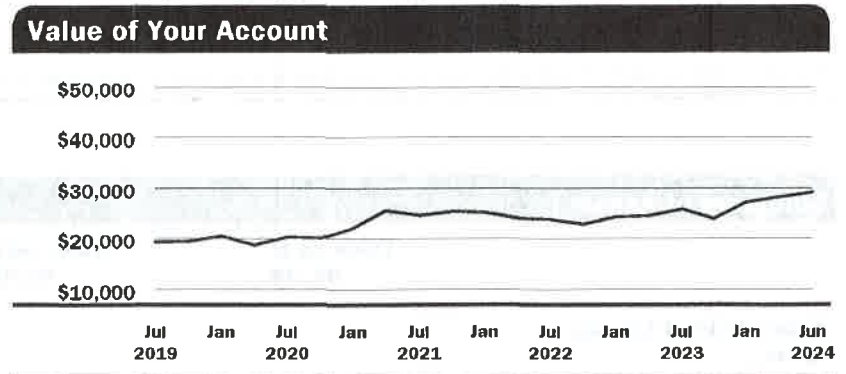
Stoughton Area Comm Foundation

**Let's go for a walk! Make a difference in the fight against Alzheimer's**

Since 2016, Edward Jones has proudly served as a National Presenting Sponsor for the Alzheimer's Association Walk to End Alzheimer's. Since then, more than 115,000 participants have walked under the Edward Jones banner. As a firm, we've pledged to raise \$50 million, with an estimated 150,000 Walk participants by the end of 2025. Join us. Be part of the fight to end Alzheimer's. Visit [alz.org/edwardjones](http://alz.org/edwardjones) to register.

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

| Account Value      |             |
|--------------------|-------------|
| <b>\$29,225.65</b> |             |
| <b>1 Month Ago</b> | \$28,663.76 |
| <b>1 Year Ago</b>  | \$25,132.64 |
| <b>3 Years Ago</b> | \$24,423.39 |
| <b>5 Years Ago</b> | \$19,102.89 |



| Value Summary                 |  |                    |                  |
|-------------------------------|--|--------------------|------------------|
|                               |  | <b>This Period</b> | <b>This Year</b> |
| Beginning Value               |  | \$28,663.76        | \$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               |  | 561.89             | 2,243.81         |
| <b>Ending Value</b>           |  | <b>\$29,225.65</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>3.50%</b> | <b>10.21%</b>  | <b>19.48%</b>      | <b>6.79%</b>       |

**2024 EXPENDITURES: FUND 215**  
**JULY**

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

| Inv. Date | Payment       | Line Item | Vendor           | Description     | Amount       |
|-----------|---------------|-----------|------------------|-----------------|--------------|
| 05/31/24  | SB prepaid CC | 50211     | Ingram           | fuel surcharge  | \$ 1.69      |
| 06/03/24  | AB prepaid CC | 50211     | USPS             | USPS 060324 211 | \$ 38.08     |
| 06/30/24  | 07/17/24      | 50211     | Baker & Taylor   | fuel surcharge  | \$ 2.39      |
| 06/30/24  | 07/17/24      | 50211     | Baker & Taylor   | fuel surcharge  | \$ 13.16     |
| 07/05/24  | 07/17/24      | 50211     | Ingram           | fuel surcharge  | \$ 69.00     |
| 06/11/24  | JR prepaid CC | 50212     | UW-Madison       | UW 061124 circ  | \$ 341.38    |
| 07/05/24  | 07/17/24      | 50221     | Alliant Energy   | AE 070524       | \$ 111.59    |
| 06/17/24  | 07/17/24      | 50240     | Gordon Flesch    | G7061724copier2 | \$ 156.26    |
| 07/03/24  | 07/17/24      | 50240     | Gordon Flesch    | G7070324copier1 | \$ 86.80     |
| 06/03/24  | SB prepaid CC | 50313     | Amazon           | AZ060324progte  | \$ 59.97     |
| 06/04/24  | CS prepaid CC | 50313     | Autumn Pearl     | AP060424SLPTE   | \$ 50.00     |
| 06/14/24  | SB prepaid CC | 50313     | Amazon           | AZ061424SLPADCH | \$ 94.00     |
| 06/16/24  | SB prepaid CC | 50313     | Amazon           | AZ 061124 SLPCH | \$ 39.50     |
| 06/16/24  | SB prepaid CC | 50313     | Amazon           | AZ061424SLPADCH | \$ 32.14     |
| 06/16/24  | SB prepaid CC | 50313     | Amazon           | AZ061424SLPADCH | \$ 24.96     |
| 06/17/24  | MO prepaid CC | 50313     | Walmart          | WM061724SLPCH   | \$ 109.53    |
| 06/17/24  | MO prepaid CC | 50313     | Walmart          | WM 061724 SLP   | \$ 66.46     |
| 06/19/24  | SB prepaid CC | 50313     | Amazon           | AZ 061924 CC    | \$ 105.19    |
| 06/19/24  | SB prepaid CC | 50313     | Amazon           | AZ 061924 CC    | \$ 18.78     |
| 06/21/24  | SB prepaid CC | 50313     | Amazon           | AZ 062124 CC    | \$ 73.94     |
| 06/22/24  | SB prepaid CC | 50313     | Amazon           | AZ 062124 CC    | \$ 17.41     |
| 06/23/24  | SB prepaid CC | 50313     | Amazon           | AZ 062124 CC    | \$ 50.52     |
| 06/24/24  | SB prepaid CC | 50313     | Amazon           | AZ 061924 CC    | \$ (12.99)   |
| 06/24/24  | SB prepaid CC | 50313     | Amazon           | AZ062424SLPCH   | \$ 61.03     |
| 06/24/24  | SB prepaid CC | 50313     | Amazon           | AZ062424SLPCH   | \$ 52.42     |
| 07/05/24  | 07/17/24      | 50313     | Ingram           | IM050324SLPAD   | \$ 101.90    |
| 06/23/24  | AB prepaid CC | 50326     | New York Times   | NYT 062324 326  | \$ 56.00     |
| 06/27/24  | AB prepaid CC | 50326     | ALA              | BL 062724 326   | \$ 184.95    |
| 07/08/24  | 07/17/24      | 50327     | Hoopla           | HOO070824ARPA   | \$ 25,000.00 |
| 06/30/24  | 07/17/24      | 50328     | Baker & Taylor   | AD/TE materials | \$ 403.56    |
| 07/02/24  | 07/17/24      | 50328     | Playaway         | FA 050624 ABCD  | \$ 115.98    |
| 07/05/24  | 07/17/24      | 50328     | Ingram           | AD/TE materials | \$ 79.73     |
| 05/31/24  | SB prepaid CC | 50329     | Ingram           | IM 022024 AN    | \$ 437.36    |
| 06/15/24  | SB prepaid CC | 50329     | Amazon           | AZ 061224 AN    | \$ 11.83     |
| 06/19/24  | AB prepaid CC | 50329     | Westfield Comics | WC 061924 TN    | \$ 49.98     |
| 06/30/24  | 07/17/24      | 50329     | Baker & Taylor   | AD/TE materials | \$ 1,315.52  |
| 07/05/24  | 07/17/24      | 50329     | Ingram           | CH materials    | \$ 1,752.19  |

|          |               |       |                |                 |             |
|----------|---------------|-------|----------------|-----------------|-------------|
| 07/05/24 | 07/17/24      | 50329 | Ingram         | AD/TE materials | \$ 2,040.16 |
| 07/10/24 | 07/17/24      | 50329 | Cengage        | AD/TE materials | \$ 356.72   |
| 05/28/24 | SB prepaid CC | 50340 | Amazon         | AZ 052824 OS    | \$ 9.89     |
| 06/02/24 | SB prepaid CC | 50340 | Amazon         | AZ 053024 OS    | \$ 10.65    |
| 06/07/24 | SB prepaid CC | 50340 | Amazon         | AZ 060724 OS    | \$ 29.65    |
| 06/21/24 | SB prepaid CC | 50340 | Amazon         | AZ 062124 OS    | \$ 26.22    |
| 06/21/24 | SB prepaid CC | 50340 | Amazon         | AZ 062124 OS    | \$ 8.99     |
| 06/26/24 | SB prepaid CC | 50340 | Amazon         | AZ 062624 OS    | \$ 6.99     |
| 05/28/24 | SB prepaid CC | 50342 | Amazon         | AZ 052824 LS    | \$ 17.99    |
| 05/31/24 | SB prepaid CC | 50342 | Ingram         | processing      | \$ 0.99     |
| 06/12/24 | SB prepaid CC | 50342 | Amazon         | AZ 061124 LS    | \$ 7.59     |
| 06/30/24 | 07/17/24      | 50342 | Baker & Taylor | processing      | \$ 8.88     |
| 06/30/24 | 07/17/24      | 50342 | Baker & Taylor | processing      | \$ 45.88    |
| 07/05/24 | 07/17/24      | 50342 | Ingram         | processing      | \$ 146.52   |
| 06/15/24 | SB prepaid CC | 50350 | Amazon         | AZ 061324 250   | \$ 187.98   |
| 07/09/24 | 07/17/24      | 50350 | WolfHill LLC   | WH 070924 cart  | \$ 100.00   |
| 07/01/24 | 07/17/24      | 50444 | Portage Cty PL | STP 070124      | \$ 28.00    |
| 07/09/24 | 07/17/24      | 50444 | UW-Madison     | UWM070924OLL    | \$ 215.00   |

**2024 EXPENDITURES: FUND 217  
JULY**

MOVED:  
SECONDED:  
VOTE:

| Inv. Date | Payment       | Vendor           | Description     | Stream    | Material    | 50500     | 50501 | 50502 | 50503 |
|-----------|---------------|------------------|-----------------|-----------|-------------|-----------|-------|-------|-------|
| 06/03/24  | SB prepaid CC | Amazon           | AZ 052824 SUN   | Sunday    | program     | \$ 9.74   |       |       |       |
| 06/04/24  | AB prepaid CC | Woodland Studios | WS060424Kvamme  | Kvamme    | framing     | \$ 585.71 |       |       |       |
| 06/06/24  | AB prepaid CC | USPS             | USPS060624MAD   | Misc      | postage     | \$ 162.35 |       |       |       |
| 06/06/24  | CS prepaid CC | Walmart          | WM060624FProgTE | FoL       | program     | \$ 39.94  |       |       |       |
| 06/10/24  | MO prepaid CC | Yoto Inc.        | YT 061024 F CH  | Fordonski | program     | \$ 299.94 |       |       |       |
| 06/12/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 42.98  |       |       |       |
| 06/14/24  | SB prepaid CC | Amazon           | AZ 061324 SUN   | Sunday    | program     | \$ 159.38 |       |       |       |
| 06/16/24  | SB prepaid CC | Amazon           | AZ 061324 SUN   | Sunday    | program     | \$ 21.98  |       |       |       |
| 06/16/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 409.63 |       |       |       |
| 06/17/24  | SB prepaid CC | Amazon           | AZ 061724 MAD   | Misc      | hardware    | \$ 127.50 |       |       |       |
| 06/18/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 24.99  |       |       |       |
| 06/18/24  | SB prepaid CC | Amazon           | AZ 061824 B VG  | Bryant    | video games | \$ 39.88  |       |       |       |
| 06/18/24  | SB prepaid CC | Amazon           | AZ 061824 B VG  | Bryant    | video games | \$ 177.94 |       |       |       |
| 06/18/24  | SB prepaid CC | Amazon           | AZ 061824 SUN   | Sunday    | program     | \$ 80.90  |       |       |       |
| 06/18/24  | SB prepaid CC | Amazon           | AZ 061824 B VG  | Bryant    | video games | \$ 55.03  |       |       |       |
| 06/19/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 54.98  |       |       |       |
| 06/21/24  | SB prepaid CC | Amazon           | AZ 062124 SUN   | Sunday    | program     | \$ 15.44  |       |       |       |
| 06/24/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 24.74  |       |       |       |
| 06/24/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 19.79  |       |       |       |
| 06/25/24  | SB prepaid CC | Amazon           | AZ 061124 F CH  | Fordonski | program     | \$ 44.99  |       |       |       |
| 06/25/24  | CS prepaid CC | Dollar Tree      | DT062524FProgTE | FoL       | program     | \$ 11.25  |       |       |       |
| 06/26/24  | CS prepaid CC | Walmart          | WM062624FProgTE | FoL       | program     | \$ 53.16  |       |       |       |
| 06/27/24  | CS prepaid CC | Walmart          | WM062724FProgTE | FoL       | program     | \$ 32.58  |       |       |       |
| 06/30/24  | 07/17/24      | Baker & Taylor   | AD/TE materials | Lucky Day | books       | \$ 238.82 |       |       |       |

|          |          |                |                 |           |       |           |  |
|----------|----------|----------------|-----------------|-----------|-------|-----------|--|
| 06/30/24 | 07/17/24 | Baker & Taylor | AD/TE materials | Lucky Day | AV    | \$ 148.92 |  |
| 07/05/24 | 07/17/24 | Ingram         | AD/TE materials | FoL REPL  | books | \$ 92.66  |  |
| 07/05/24 | 07/17/24 | Ingram         | CH materials    | Bryant    | books | \$ 39.66  |  |
| 07/05/24 | 07/17/24 | Ingram         | AD/TE materials | IMO EP    | books | \$ 299.72 |  |
| 07/05/24 | 07/17/24 | Ingram         | CH materials    | Misc      | books | \$ 8.39   |  |
| 07/05/24 | 07/17/24 | Ingram         | CH materials    | Misc      | books | \$ 39.72  |  |

# Developing the Library Budget

# 8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

## The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

## Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

### In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology



Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [\*Trustee Essential #24: Library Friends and Library Foundations\*](#).)

## **Desirable Budget Characteristics**

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

## **Terms and Distinctions**

### **Line item and program budgets**

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

### **Operating vs. capital costs**

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

### **Income vs. expenditures**

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

## Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money.](#))

## Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

## Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

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

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Wisconsin Department  
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## Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

| <b>Operating Income</b>       | <b>2011 Actual</b> | <b>2012 Budget</b> | <b>2013 Budget</b> |
|-------------------------------|--------------------|--------------------|--------------------|
| Municipality                  | \$ 47,500          | \$ 48,200          | \$ 48,925          |
| County                        | \$ 13,400          | \$ 13,600          | \$ 13,800          |
| State / library system        | \$ 1,340           | \$ 1,360           | \$ 1,380           |
| Federal (LSTA)                | \$ 1,340           | \$ 1,360           | \$ 1,380           |
| Funds carried forward         | \$ 700             | \$ 700             | \$ 700             |
| Fines                         | \$ 1,200           | \$ 1,225           | \$ 1,240           |
| Donations                     | \$ 700             | \$ 700             | \$ 700             |
| Fees/other*                   | \$ 150             | \$ 175             | \$ 175             |
| Transfer from gift fund       | \$ 670             | \$ 680             | \$ 700             |
| <b>Operating Income Total</b> | <b>\$ 67,000</b>   | <b>\$ 68,000</b>   | <b>\$ 69,000</b>   |

| <b>Operating Expenditures</b>           | <b>2011 Actual</b> | <b>2012 Budget</b> | <b>2013 Budget</b> |
|---|--------------------|--------------------|--------------------|
| Salaries and wages                      | \$ 30,820          | \$ 31,280          | \$ 31,740          |
| Employee benefits                       | \$ 9,380           | \$ 9,520           | \$ 9,660           |
| Books                                   | \$ 9,000           | \$ 9,110           | \$ 9,250           |
| Periodicals (including electronic)      | \$ 1,800           | \$ 1,880           | \$ 1,930           |
| Video materials                         | \$ 1,440           | \$ 1,460           | \$ 1,480           |
| Audio materials                         | \$ 600             | \$ 610             | \$ 620             |
| Software and other electronic materials | \$ 670             | \$ 680             | \$ 690             |
| Contracted services                     | \$ 1,340           | \$ 1,360           | \$ 1,380           |
| Staff and board continuing education    | \$ 1,340           | \$ 1,360           | \$ 1,380           |
| Public programming                      | \$ 670             | \$ 680             | \$ 690             |
| Telecommunications                      | \$ 2,010           | \$ 2,040           | \$ 2,070           |
| Utilities                               | \$ 5,250           | \$ 5,300           | \$ 5,350           |
| Equipment repair                        | \$ 670             | \$ 680             | \$ 690             |
| Supplies                                | \$ 2,010           | \$ 2,040           | \$ 2,070           |
| <b>Operating Expenditures Total</b>     | <b>\$ 67,000</b>   | <b>\$ 68,000</b>   | <b>\$ 69,000</b>   |

| <b>Capital Income</b> | <b>2011 Actual</b> | <b>2012 Budget</b> | <b>2013 Budget</b> |
|-----------------------|--------------------|--------------------|--------------------|
| Municipality          | \$ 2,000           | \$ 3,000           | \$ 3,000           |

| <b>Capital Expenditures</b>       | <b>2011 Actual</b> | <b>2012 Budget</b> | <b>2013 Budget</b> |
|-----------------------------------|--------------------|--------------------|--------------------|
| Computer equipment replacement    | \$ 2,000           | \$ 2,000           | \$ 2,000           |
| New shelving                      |                    | \$ 1,000           | \$ 1,000           |
| <b>Capital Expenditures Total</b> | <b>\$ 2,000</b>    | <b>\$ 3,000</b>    | <b>\$ 3,000</b>    |

|                                  |                  |                  |                  |
|----------------------------------|------------------|------------------|------------------|
| <b>Total of All Expenditures</b> | <b>\$ 69,000</b> | <b>\$ 71,000</b> | <b>\$ 72,000</b> |
|----------------------------------|------------------|------------------|------------------|

\*State law requires that all information-providing public library services be provided free of charge. (See *Trustee Essential #8: Developing the Library Budget* for details.)



**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         | 8.59%          |
| FEB          | 16,865         | 11,241         | 16,644         | 16,384         | 10,885        | 2,637         | 4,548         | 18,070         | 8.57%          |
| MAR          | 12,295         | 14,070         | 18,440         | 19,521         | 11,756        | 2,982         | 5,168         | 19,906         | 7.95%          |
| APR          | 3,419          | 11,899         | 17,721         | 17,196         | 11,285        | 2,932         | 4,861         | 19,078         | 7.66%          |
| MAY          | 5,464          | 12,363         | 16,012         | 16,985         | 10,599        | 2,310         | 4,964         | 17,873         | 11.62%         |
| JUN          | 6,062          | 16,371         | 18,553         | 18,928         | 13,177        | 2,568         | 5,084         | 20,829         | 12.27%         |
| JUL          | 8,941          | 17,776         | 18,278         | 19,932         |               |               |               | 0              | -100.00%       |
| AUG          | 11,848         | 17,389         | 19,112         | 18,944         |               |               |               | 0              | -100.00%       |
| SEP          | 11,029         | 15,337         | 16,010         | 17,304         |               |               |               | 0              | -100.00%       |
| OCT          | 11,652         | 16,052         | 16,050         | 18,318         |               |               |               | 0              | -100.00%       |
| NOV          | 11,205         | 14,952         | 15,972         | 17,970         |               |               |               | 0              | -100.00%       |
| DEC          | 10,939         | 14,282         | 15,445         | 18,279         |               |               |               | 0              | -100.00%       |
| <b>TOTAL</b> | <b>127,268</b> | <b>172,964</b> | <b>205,902</b> | <b>217,833</b> | <b>68,776</b> | <b>16,194</b> | <b>29,968</b> | <b>114,938</b> | <b>-44.18%</b> |
| <b>AVG</b>   | <b>10,606</b>  | <b>14,414</b>  | <b>17,159</b>  | <b>18,153</b>  | <b>11,463</b> | <b>2,699</b>  | <b>4,995</b>  | <b>19,156</b>  | <b>11.64%</b>  |

**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          | -50.00%        |
| FEB          | 1,823         | 800           | 764          | 771           | 320          | 18           | 39         | 377          | -50.65%        |
| MAR          | 1,225         | 838           | 893          | 825           | 394          | 506          | 67         | 967          | 8.29%          |
| APR          | 371           | 1,687         | 1,104        | 611           | 393          | 602          | 52         | 1,047        | -5.16%         |
| MAY          | 257           | 1,328         | 596          | 761           | 269          | 265          | 37         | 571          | -4.19%         |
| JUN          | 248           | 1,336         | 756          | 881           | 301          | 462          | 54         | 817          | 8.07%          |
| JUL          | 248           | 1,086         | 721          | 784           |              |              |            | 0            | -100.00%       |
| AUG          | 322           | 1,177         | 956          | 1,116         |              |              |            | 0            | -100.00%       |
| SEP          | 372           | 749           | 669          | 635           |              |              |            | 0            | -100.00%       |
| OCT          | 642           | 1,215         | 731          | 903           |              |              |            | 0            | -100.00%       |
| NOV          | 577           | 1,277         | 957          | 1,240         |              |              |            | 0            | -100.00%       |
| DEC          | 566           | 948           | 768          | 893           |              |              |            | 0            | -100.00%       |
| <b>TOTAL</b> | <b>25,783</b> | <b>12,881</b> | <b>9,797</b> | <b>10,502</b> | <b>1,999</b> | <b>1,935</b> | <b>286</b> | <b>4,220</b> | <b>-56.93%</b> |
| <b>AVG</b>   | <b>2,149</b>  | <b>1,073</b>  | <b>816</b>   | <b>875</b>    | <b>333</b>   | <b>323</b>   | <b>48</b>  | <b>703</b>   | <b>-13.85%</b> |

**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  |       | -100.00% |
| AUG   | 4,169  | 8,012   | 8,267  | 8,272  |       | -100.00% |
| SEP   | 3,945  | 8,080   | 7,695  | 7,802  |       | -100.00% |
| OCT   | 5,759  | 7,885   | 8,003  | 8,374  |       | -100.00% |
| NOV   | 7,354  | 7,804   | 7,992  | 7,976  |       | -100.00% |
| DEC   | 8,886  | 8,033   | 7,298  | 7,481  |       | -100.00% |
| TOTAL | 54,617 | 101,900 | 95,619 | 96,849 |       | -100.00% |
| AVG   | 4,551  | 8,492   | 7,968  | 8,071  |       | -100.00% |

**BORROWED THROUGH DELIVERY**

**2023-24**

| MO.   | 2020   | 2021   | 2022   | 2023   | 2024  | %CHANGE  |
|-------|--------|--------|--------|--------|-------|----------|
| JAN   | 4,934  | 5,543  | 5,756  | 5,632  | 5,257 | -6.66%   |
| FEB   | 4,533  | 5,741  | 5,121  | 4,964  | 4,907 | -1.15%   |
| MAR   | 2,422  | 6,887  | 5,701  | 5,454  | 5,384 | -1.28%   |
| APR   | 0      | 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  |       | -100.00% |
| AUG   | 4,097  | 5,148  | 4,897  | 5,155  |       | -100.00% |
| SEP   | 3,659  | 5,440  | 4,569  | 4,899  |       | -100.00% |
| OCT   | 4,148  | 5,254  | 4,519  | 5,161  |       | -100.00% |
| NOV   | 4,659  | 4,925  | 4,541  | 4,930  |       | -100.00% |
| DEC   | 5,302  | 5,104  | 4,469  | 4,980  |       | -100.00% |
| TOTAL | 37,629 | 65,159 | 60,165 | 60,619 |       | -100.00% |
| AVG   | 3,136  | 5,430  | 5,014  | 5,052  |       | -100.00% |

**WIRELESS USE**

**2023-24**

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

**DOOR COUNT**

**2022-23**

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

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

**SELF-CHECKOUTS**

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

**WEBSITE PAGEVIEWS**

**2023-24**

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

Programming Statistics  
for June 2024

|           |                      | June Programs  |     | Number of Participants |      |       |          |  |
|-----------|----------------------|--|-----|------------------------|------|-------|----------|--|
| Date      | Platform             | Event  | 0-5 | 6-11                   | Teen | Adult | All Ages |  |
| 6/2/2024  | Stoughton Yoga       | Yoga Sundays   |     |                        |      | 16    |          |  |
| 6/3/2024  | Online live          | LSC: Matt Shindell                                       |     |                        |      | 0     |          |  |
| 6/5/2024  | Carnegie Room        | The Foundation (JR)                                      |     |                        |      | 7     |          |  |
| 6/6/2024  | Carnegie Room        | Teen Rainbow Skirts (CS, MO)                             |     |                        |      |       |          |  |
| 6/6/2024  | Fire Station         | Adult Craft Club - Woodcarving with Derek of Greenwood   |     |                        |      | 26    |          |  |
| 6/8/2024  | Virgin Lake Park     | Perfect Harmony Concert + Teen Pride activities (MO, CS) |     |                        |      |       | 100      |  |
| 6/10/2024 | Carnegie Room        | Story Time (MO)  | 40  |                        |      |       |          |  |
| 6/11/2024 | Carnegie Room        | Baby Story Time (DF)                                     | 4   |                        |      |       |          |  |
| 6/11/2024 | Stoughton's Best Day | Outreach Story Time (AMH)                                | 11  |                        |      |       |          |  |
| 6/11/2024 | Carnegie Room        | Adventure Packs (MO)                                     |     | 58                     |      |       |          |  |
| 6/11/2024 | Carnegie Room        | Writing Group (volunteers)                               |     |                        |      | 6     |          |  |
| 6/12/2024 | Carnegie Room        | Pokemon Club (MO)  |     | 28                     |      |       |          |  |
| 6/12/2024 | Carnegie Room        | PJ Story Time (AMH)                                      | 2   |                        |      |       |          |  |
| 6/13/2024 | Learning Tree Dayca  | Outreach Story Time (AMH)                                | 13  |                        |      |       |          |  |
| 6/13/2024 | Learning Tree Dayca  | Outreach Story Time (AMH)                                | 26  |                        |      |       |          |  |
| 6/13/2024 | Online live          | LSC: Freida McFadden                                     |     |                        |      | 7     |          |  |
| 6/13/2024 | Carnegie Room        | Story Time (AB)  | 19  |                        |      |       |          |  |
| 6/13/2024 | Carnegie Room        | Stitches (SB, CS, AB)                                    |     | 24                     |      |       |          |  |
| 6/14/2024 | East Side Park       | Zoo Too You (MO, JR, AB)                                 |     |                        |      |       | 150      |  |
| 6/15/2024 | Carnegie Room        | DM 101 (CS, MO, volunteer Paul Vogt)                     |     |                        | 8    |       |          |  |
| 6/17/2024 | Carnegie Room        | Story Time (MO)  | 30  |                        |      |       |          |  |
| 6/18/2024 | Carnegie Room        | Baby Story Time (DF)                                     |     |                        |      |       |          |  |
| 6/18/2024 | Pumpkin Patch Pres   | Outreach Story Time (AMH)                                | 18  |                        |      |       |          |  |
| 6/18/2024 | Carnegie Room        | Graphic Novel Book Club (MO)                             |     | 7                      |      |       |          |  |
| 6/19/2024 | Carnegie Room        | Marble Roller Coasters (DF)                              |     | 52                     |      |       |          |  |
| 6/20/2024 | Carnegie Room        | Story Time (MO)  | 18  |                        |      |       |          |  |
| 6/20/2024 | Online live          | LSC: Tiffany Jewell                                      |     |                        |      | 3     |          |  |
| 6/20/2024 | East Side Park       | Clay (CS, MO)  |     | 30                     |      |       |          |  |
| 6/22/2024 | Fire Station         | Reptiles (Madison Herp Society, AB, volunteers)          |     |                        |      |       | 40       |  |
| 6/24/2024 | Carnegie Room        | Story Time (MO)  | 48  |                        |      |       |          |  |
| 6/24/2024 | Stoughton's Best Day | Outreach Story Time (AMH)                                | 12  |                        |      |       |          |  |
| 6/24/2024 | Outreach             | Viking Lunches (MO, CS)                                  |     | 30                     |      |       |          |  |
| 6/25/2024 | Carnegie Room        | Baby Story Time (DF)                                     |     |                        |      |       |          |  |
| 6/25/2024 | Behind Library       | Rainbow Crafts (AMH)                                     |     | 62                     |      |       |          |  |

Programming Statistics  
for June 2024

|           |                      |  |            |            |          |             |            |
|-----------|----------------------|--|------------|------------|----------|-------------|------------|
| 6/25/2024 | Carnegie Room/Zoo    | Tuesdays with Murder (AB)                              |            |            |          | 10          |            |
| 6/26/2024 | Carnegie Room        | Cryptids, Aliens, and Dragons (MO)                     | 30         |            |          |             |            |
| 6/26/2024 | Sandhill School      | Outreach Story Time (AMH)                              | 54         |            |          |             |            |
| 6/26/2024 | Fort Little Green Da | Outreach Story Time (AMH)                              | 30         |            |          |             |            |
| 6/26/2024 | Carnegie Room        | Book Club (AMH)  | 1          |            |          |             | 100        |
| 6/26/2024 | East Side Park       | City Band concert (MO, AB)                             |            |            |          |             |            |
| 6/27/2024 | Carnegie Room        | Story Time (MO)  | 39         |            |          |             |            |
| 6/27/2024 | East Side Park       | Balloon Painting (MO, CS)                              | 75         |            |          |             |            |
| 6/30/2024 | Online asynchronous  | LSC archive views                                      |            |            |          | 1434        |            |
| 6/30/2024 | 2nd floor            | One on one assistance (Libby, hoopla, etc.) (AD staff) |            |            |          | 3           |            |
|           |                      |  | <b>365</b> | <b>396</b> | <b>8</b> | <b>1512</b> | <b>390</b> |

|      |           | June Self-Directed     | Number of Participants |          |          |          |           |
|------|-----------|------------------------|------------------------|----------|----------|----------|-----------|
| Date | Platform  | Event                  | 0-5                    | 6-11     | Teen     | Adult    | All Ages  |
|      | 2nd floor | All ages sticker mural | 0                      | 0        | 0        | 0        | 30        |
|      |           |                        | <b>0</b>               | <b>0</b> | <b>0</b> | <b>0</b> | <b>30</b> |



# Director's Report

July 17, 2024

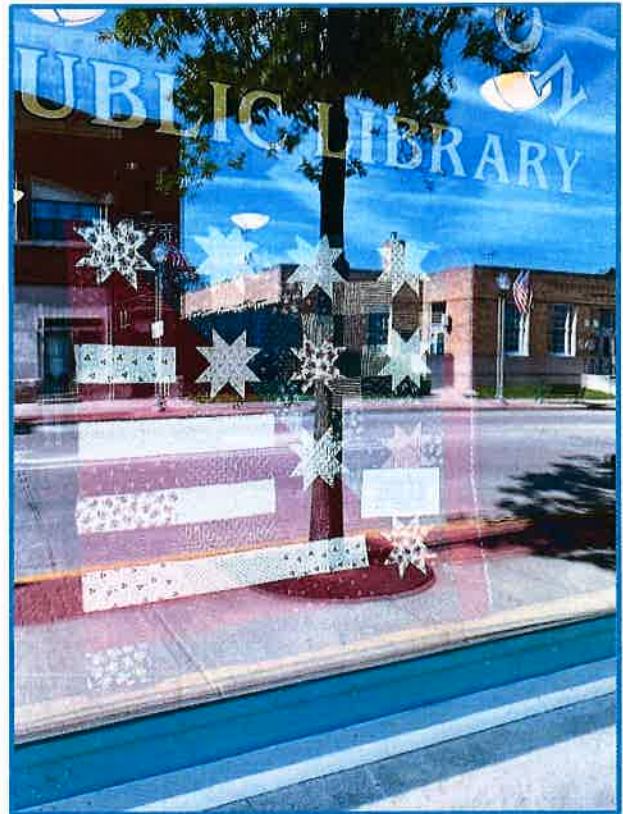


## Library news:

- Trustee Training Week, a series of one-hour webinars presented each summer by the Department of Public Instruction, will take place August 19-23. The webinars are held live at noon each day; recordings will be available afterwards for those who can't attend live. This year's lineup is:
  - Mon, 8/19 – "Everything You Want to Know About Book Challenges...and a Bit You Probably Don't" with Tasslyn Magnusson
  - Tue, 8/20 – "Wisconsin Library Law" with Kris Turner
  - Wed, 8/21 – "Making Each Other Look Good: The Library Board and the Library Director" with Jamie LaRue
  - Thu, 8/22 – "Organization and Governance Best Practices for Boards" with Charity Tyler
  - Fri, 8/23 – "Robert's Rules Refresher" with Thomas Pugh
- On June 20, I attended the monthly meeting of South Central Library System's Administrative Council, where the main topic of discussion was approving the voting shares for the upcoming votes on library system fees at the SCLS All Directors meeting on July 18. We also approved a change in the Technology Cost Services formula that would allow for a slight increase (\$10/year) in the cost of PC support fees.
- I spent a fair amount of time in late-June and early-July collecting preliminary budget information to present to the Board at the July meeting. On the revenue side, In late-May I received an estimate regarding the amount of reimbursement we can expect from Dane County in 2025. On July 2, I received the final figures for next year's adjacent county reimbursements. On the expense side, I also received preliminary figures from SCLS for our 2025 ILS/Technology fees. At this early stage, the two missing pieces of the puzzle are: the amount of the transfer from the City's General Fund (on the revenue side) and our personnel costs (on the expense side). I should have that information in late-summer/early-fall, at which time I will present the complete budget to the Board's Finance Committee.
- On July 3, I again led this month's meeting of the Foundation, the library's science fiction and fantasy book group. Former Director Richard MacDonald and I have been taking turns leading the discussion since 2020, though he has informed me that this will be his last year. I will also be

leading two discussion sessions of Page Turners, our general interest book discussion group, later this month at the Library and the Senior Center.

- As we do every year around this time, we displayed a patriotic quilt from **Quilting by the River Friends** in our front window for Independence Day. More than a dozen quilts were on display at businesses throughout downtown. Each Veterans Day, the organization donates quilts to local veterans at the VA Hospital in Madison.
- On July 9, I met with Public Works Director Brett Hebert to discuss the timing of the upcoming construction on Fourth Street scheduled to start mid-August. Wayne Fisher of Fisher Excavating, the main contractor for the project, was also present.



The contractors plan to start at the bridge near the Stoughton Utilities building and work their way north, which means construction of the section in front of the library should occur in mid-September. This will likely be the most disruptive time for the library. Though the goal is to maintain access to the library throughout the project, there may be times starting in mid-to-late September when our parking lot is inaccessible. We plan to communicate with the public via social media throughout the construction, and I have been working with Circulation Supervisor Robin Behringer to ensure that SCLS Delivery has access to the building in the mornings Monday – Friday for our daily deliveries. The situation will be challenging, but we are optimistic that we can mitigate most issues with proper planning and good communication.

- I attended the bi-monthly meeting of Dane County Library Directors on July 11, where the topics of discussion were: an updated memorandum of mutual agreement regarding the Ripple Project, Dane County Library Service's DEI initiative, that library boards will be asked to approve in the coming months; an update on upcoming projects funded by the Beyond the Page endowment, including programs and activities for Banned Books Week in October and other county-wide collaborative projects; an update on progress towards a program reimbursement for Dane County libraries in

2025, similar to the reimbursements we currently receive for operations and facilities. (I spoke about this briefly at the last Board meeting and I can give another update this month); and a discussion of the long-term viability of libraries continuing to offer hoopla as well as the possibility of a county-wide cooperative buying agreement with hoopla.

- I am still waiting to hear back from SASD Superintendent Dan Keyser regarding the appointment of a new district representative to replace Kristin Rosenberg. I will provide an update to the Board with any new information I might have at our July meeting.

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

The report for the period Jun 1 – Jun 28 shows an increase in value of \$561.89 to the account because of market conditions. The overall value of the account as of Jun 28 is \$29,225.65.

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

- This summer, the Children's Department finally feels like it's back to normal after the disruption caused by pandemic. Anna, Diane, and Mary are always busy and the summer has been great so far! We have some amazing teen volunteers who help at the Summer Reading Program check-in desk as well as with programs.
- Our Adventure Packs program on June 11 was a blast. 58 people attended and made binoculars, paracord keychains, lanterns, and decorated backpacks to take with them on their summer adventures.
- Mary was sick on June 14, so Amanda and Jim graciously hosted the Henry Villas "Zoo to You" program at East Side Park for around 150 participants.
- Diane led the Marble Roller Coasters program on June 19th. 52 people attended and may all sorts of roller coasters out of recyclables and paper tubes.
- Story Time attendance has increased dramatically this summer. Many of the all ages Story Times have more than 40 people in attendance.
- Anna is continuing outreach story time for some institutions this summer. Thanks, Anna!
- Everyone had a lovely time at East Side Park on June 20 for Clay Crafternoon. Kids and teens made whatever their heart desired with model magic clay.
- Anna led Rainbow STEAM on June 25. The program needed to move indoors due to weather, and Anna did a great job being flexible and hosting the 62 attendees.

- The City Band Concert on June 26 at East Side Park was lovely and the band as well as the library hope to make it an annual tradition. The band played selections from Jimmy Buffet, *Phantom of the Opera*,



and many other famous works. There were many families and kids dancing as well.

- Balloon Painting on June 27 was amazing and busy as well. About 75 people showed up to throw darts at balloons to create their masterpieces. Mary and Cynthia are planning on hosting 2 sessions next summer, one for teens and one for 8-10 year olds, to make the event more manageable.
- Summer Reading Program in general seems to be going well. The Children's area is very busy and more programs are requiring registration to make sure they are safe and fun for everyone. The Carnegie Room fills quite quickly for programs and staff is working on solutions so staff and patrons don't feel overwhelmed.
- Mary has worked quite a bit with our summer practicum student, Amanda Heit. Amanda attends Story Times on Monday mornings and has been helping with programs and learning more about collection development.

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

- 609 items were added in June! Technical Services Library Assistant Zi Wei continues work on the repackaging of multipart DVD TV series, and Sarah is making progress on the non-fiction DVD series.
- Sarah and Amy met a few times to organize the Craft Club storage space and plan our next series of programs. We have a Summer Take and Make project for August and four first-Thursday Craft Clubs scheduled through December. We created 40 summer Take and Make kits.

- Sarah met with our summer library practicum student Amanda, showed her around the TS department, and explained how materials are processed.
- Jen and Erin, our Technical Services LTEs, continue to work on the RFID tagging project. Jen even built a spreadsheet to track their progress. Thus far, the two of them have tagged 7169 items since starting late-May. Bravo!

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

- The Circulation Team met on June 25. The team has been learning about library card registration, which currently takes place only the Children's Services Desk and the 2<sup>nd</sup> floor Information desk. Amanda came for part of the meeting to talk about the various steps and tips she uses when doing patron registration. The Shelver Team met on June 26. This month's guest was Zi Wei, Library Assistant from Tech Services.
- Robin attended the virtual Circulation Refresher on June 26. This month's topics were collection maintenance and problem statuses, especially as they relate to the semi-annual batch deletion report.
- Robin attended the virtual Circulation Services Subcommittee meeting on July 9. Topics discussed included fine waiving policy changes, RFID tagging changes, updates on new reports available for record cleanup, and the recent Local Holds survey results.
- The library received 20 applications for the 3 Shelver positions that will be open by the end of the summer. Qualified applicants were invited to take the written Shelver test at the beginning of July. Interviews will be scheduled for mid-July.



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

Bosky)

- Due to staff illness, Adult Services Librarian Amanda Bosky put on her former Youth Services hat and had a great time hosting a story time and assisting Jim with the **Henry Vilas "Zoo To You" event on June 14.**
- Amanda and Teen Services Assistant Cynthia Schlegel enjoyed attending Children's Librarian Mary

Ostrander's volunteer-led "Intro to Game Mastering" event in June. We have had requests for Dungeons & Dragons sessions for teens, but do not have enough staff and time to offer these sessions. This training was our first step along the path to teaching teens how to take on the time-consuming tasks of creating and running roleplaying sessions themselves, with staff in the room simply as support (and snack providers). Amanda has also been in touch with Wizards of the Coast, establishing the library as a D&D site so we have access to free resources our budding Dungeon Masters can access.

- Amanda and Cynthia have enjoyed working with our summer practicum student, Amanda Heit. During her time in Adult and Teen services, Amanda H. has attended a book discussion group, shadowed at the service desk, and distributed free books at Viking Lunches with Cynthia and Mary. We look forward to continuing to work with her through mid-August.
- Amanda, Cynthia, and Mary had their first Renaissance Faire planning meeting in June. We look forward to hosting our third annual Faire on October 5.
- Amanda met with Julie Clayton of the Dane County Behavioral Health Resource Center to plan an upcoming informational session as well as some drop-in appointments throughout the community. From July-December, Stoughton folks may drop in at the Library, Senior Center, and Stoughton Area Resource Team (START) to learn how to connect with free mental health and substance use resources through the BHRC.
- As always, we deeply appreciate the culture of community connection Adult Services Assistant Amy Hynek actively fosters with organizations such as START and Joining Forces for Families. In Amanda's meeting with Julie Clayton and other local partners, it was heartwarming to hear colleagues describe the library as a vital community hub. Amy actively shares our news and events with community members, and brings back their important information to the library. She plays a large part in developing and maintaining our role as "the heart of the community."
- Amanda also met with a member of the Sustainable Stoughton board to discuss a 2025 initiative: a free seed box for patrons to take home seeds for pollinator-friendly native wildflowers, as well as a few vegetables.
- Cynthia's teen and tween programs over the past month included Stitches, Clay Creations, Balloon Painting, and Viking Lunches book giveaways. Most of these programs were offered in collaboration with Mary.

- On June 22, patrons of all ages enjoyed learning about caring for reptiles from Eric Roscoe of the Madison Area Herpetological Society. Many thanks to Eric for volunteering his time and expertise, as well as library volunteer Mack N. who helped with room setup and cleanup for this large program—too many people for the library’s Carnegie Room, so the Fire Department graciously allowed us use of their large Training Room.



**Looking Back** from *The Stoughton Hub*  
April 5, 1943

### **Library Installs Reserve System**

The Stoughton Public Library has established a book reserve system for the convenience of its patrons, Mrs. W.A. Sumner announces. Books will be reserved upon request and the borrower will be notified when the book is available. A charge of one cent will be made to cover the cost of the post card notice.

Stoughton Public Library ~ 2025 Budget - DRAFT



| Line    | Personnel                        | Notes                                   | 2020      | 2021      | 2022      | 2023        | 2024        | 2025     | 2024 vs. 2023 |
|---------|----------------------------------|---|-----------|-----------|-----------|-------------|-------------|----------|---------------|
| 110     | SALARIES                         |   | \$78,563  | \$80,133  | \$86,916  | \$90,227    | \$94,286    |          | -\$94,286     |
| 120     | WAGES                            |   | \$396,057 | \$398,651 | \$413,759 | \$433,644   | \$417,489   |          | -\$417,489    |
| 127     | WAGES-PART TIME                  |   | \$70,006  | \$70,701  | \$75,821  | \$77,147    | \$119,745   |          | -\$119,745    |
| 128     | SEASON/TEMPORARY (Sundays)       |   | \$8,500   | \$8,500   | \$8,500   | \$8,840     | \$9,238     |          | -\$9,238      |
| 129     | LONGEVITY                        | separated starting in 2023              |           |           |           | \$7,600     | \$9,450     |          | -\$9,450      |
| 160-161 | EMPLOYEE BENEFITS                | FICA & WRS contributions                | \$71,359  | \$72,684  | \$73,926  | \$76,950    | \$79,254    |          | -\$79,254     |
| 163-165 | EMPLOYEE INSURANCE               | includes health, dental, life           | \$84,184  | \$94,783  | \$106,048 | \$121,988   | \$115,884   |          | -\$115,884    |
|         |                                  |   |           |           |           |             |             |          | \$0           |
|         | <b>Operations</b>                |   |           |           |           |             |             |          | \$0           |
| 210     | TELEPHONE                        | moved to IT in 2020                     | \$0       | \$0       | \$0       | \$0         | \$0         |          | \$0           |
| 211     | POSTAGE (PETTY CASH)             | fuel surcharges started April '22       | \$500     | \$500     | \$500     | \$1,000     | \$1,000     | \$1,000  | \$0           |
| 212     | TRAVEL/TRAINING                  |   | \$1,600   | \$1,600   | \$1,600   | \$1,600     | \$2,000     | \$2,000  | \$0           |
| 213     | SALES TAX                        |   |           |           |           |             | \$200       | \$200    | \$0           |
| 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    | \$21,000 | -\$355        |
| 221     | HEAT                             | 2023 actual was \$5,718                 | \$5,500   | \$5,500   | \$5,500   | \$6,000     | \$7,627     | \$7,000  | -\$627        |
| 240     | EQUIPMENT MAINTENANCE            | 2023 actual was \$3,633                 | \$1,900   | \$1,900   | \$1,900   | \$2,800     | \$4,000     | \$4,500  | \$500         |
| 250     | REPAIR & MAINTENANCE             | 2023 actual was \$15,873                | \$9,000   | \$9,000   | \$9,000   | \$9,000     | \$10,000    | \$10,000 | \$0           |
| 289     | TECHNOLOGY SERVICES              |   | \$49,550  | \$50,500  | \$53,600  | \$56,000    | \$57,500    | \$57,500 | \$0           |
| 300     | MISCELLANEOUS                    |   | \$500     | \$500     | \$500     | \$500       | \$500       | \$500    | \$0           |
| 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) | partially 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           |
| 444     | NON-COLLECTION DAMAGED CHARGES   |   |           |           |           |             | \$700       | \$700    | \$0           |
| 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 | \$908,052 | \$948,170 | \$1,007,496 | \$1,048,778 |          |               |





## 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    | \$15,297.56  |
| MISC. GENERAL REVENUE       |             |              |           |                | \$250.00       |              |
| 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     | TBD          |
| TRANSFER IN - GENERAL FUND  | \$623,000   | \$632,350.00 | \$646,350 | \$735,107      | \$741,585.00   | TBD          |
| SURPLUS used as carryover   |             | \$26,740.00  |           |                |                |              |
|                             | \$888,486   | \$908,327    | \$948,171 | \$1,007,496.00 | \$1,048,778.00 |              |

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

MATERIALS EXPENDITURES \$89,900

Dane County standards require \$70,621.