

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, August 21, 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=82995708377>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

I. Call to Order by President Lora Klitzke

II. Review of Agenda & Certification of Compliance with Open Meetings Law

III. Consent Agenda *

- A. Review/Approval of Minutes of July 17, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for July 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for August 2024 (enclosures)

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

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: SCLS data dashboards: <https://www.scls.info/data-services>

X. Director's Report

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

XI. Committee Reports

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

XII. Old Business

- A. Recommendation from ad hoc Trustee Recruitment Committee regarding selection of new trustee *

XIII. New Business

- A. Discussion and possible action regarding proposed changes to Administrative Assistant job description (enclosure) * *(Personnel Committee recommended 3-0 on July 15)*
- B. Discussion and possible action regarding proposed changes to Adult Services Librarian job description (enclosure) * *(Personnel Committee recommended 3-0 on July 15)*
- C. Discussion and possible action regarding proposed changes to Circulation Supervisor job description (enclosure) * *(Personnel Committee recommended 3-0 on July 15)*
- D. Discussion and possible action regarding 2025 Library personnel request (enclosure) * *(Personnel Committee recommended 3-0 on July 15)*
- E. Review progress toward 2024 Library Board Goals (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: September 18, 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 August 21, 2024



XII. Old Business

- A. Recommendation from ad hoc Trustee Recruitment Committee regarding selection of new trustee *** - At the last Board meeting on July 17, Board President Lora Klitzke appointed Teri, Erin, and Dayna to the ad hoc Trustee Recruitment Committee charged with selecting a trustee to replace Dayna Verstgen, whose last Board meeting will be this month. The committee will provide an update on their progress in reviewing applications and make a recommendation for the appointment of a new trustee. The Board will be asked to approve the committee's recommendation, after which the recommendation will be sent to the mayor for appointment.

XIII. New Business

- A. through C. Discussion and possible action regarding proposed changes to three position descriptions (enclosures) *** – Each year we review position descriptions with our staff as part of the annual performance appraisal process in order to identify items that might need to be updated. This year we identified several minor changes to be made to three position descriptions: Administrative Assistant, Adult Services Librarian, and Circulation Supervisor. The proposed changes are included in this month's packet; a detailed description of the changes can also be found in the Personnel Committee meeting minutes. The Personnel Committee recommended these changes unanimously at their meeting on July 15, 2024.
- D. Discussion and possible action regarding 2025 Library personnel request (enclosure) *** - Enclosed is the library's 2025 personnel request for a new Library Assistant II position in Adult Services. This 22 hour per week position is identical to the one requested in previous years. Pending Board approval, the request will be forwarded to City Human Resources Director AJ Gillingham, who will complete a cost summary for the position. The request will then be considered by the City Council's Personnel Committee as part of the 2025 budget process. The Library Board's Personnel Committee recommended that this request be approved at their meeting on July 15, 2024.

E. Review of progress toward 2024 Library Board Goals (enclosure) – The

2024 Library Board Goals were compiled by the Planning Committee and approved by the Board at the meeting on February 21, 2024. Like last year, each of the four standing committees set a goal for 2024. This is an opportunity for the standing committees to review their progress and begin to think about their 2025 goals.

XIV. Pending Agenda Items

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

** indicates a potential action item*

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JULY 17, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



PRESENT: Lora Klitzke, President; Teri LeSage (virtual); Jean Ligoeki, City Council Representative (virtual); Sharon Meilahn Bartlett, Vice-President; Trista Richards; Dayna Verstegen (virtual)

ABSENT: Ken Axe; Erin Meinholz; Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, Friends of the Stoughton Public Library President

- I. CALL TO ORDER. 6:32 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meilahn Bartlett. *Second:* Verstegen. *Vote:* 6-0.
- IV. FRIENDS OF THE LIBRARY REPORT. Johnson shared that the Friends' 40th anniversary celebration may be held in October; they are collecting donations in memory of Nancy Keeney; the next mini-golf event is tentatively scheduled for March 16, 2025; the wine and cheese tasting fundraiser is sold out; the drawings for the fall fundraising raffle will be held September 28; the Friends will be at the Farmer's Market and at National Night Out (August 6).

[Johnson left at 6:42 P.M.]

- V. RECOGNITION OPPORTUNITIES. n/a
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared two thank you notes, one from the Perfect Harmony Chorus and one from the Stoughton Food Pantry.
- VIII. EDUCATION UPDATES. Meilahn Bartlett noted that the Madison Public Library is discussing possibly reducing hours in all branches in 2025 because of city budget shortfalls.
- IX. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #8: DEVELOPING THE LIBRARY BUDGET. Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report, Ramsey noted that there is no word yet on a replacement for Stoughton Area School District Representative Kristin Rosenberg. He also shared the design for the new staff tote bags.
- XI. COMMITTEE REPORTS
 - A. Finance: did not meet
 - B. Personnel: met July 15. The committee will report at the August meeting.
 - C. Planning: did not meet
 - D. Policies: did not meet
- XII. OLD BUSINESS. n/a
- XIII. NEW BUSINESS.

- A. Appointment of ad hoc Trustee Recruitment Committee by Board President . The committee tentatively consists of LeSage, Meinholz, and Verstegen.
 - B. Presentation of preliminary 2025 budget by Library Director. Ramsey presented. At this early stage, the draft budget contains only revenue figures from Dane County and adjacent county reimbursements, plus revenue from library fees and copying/printing services. The largest source of revenue, the City's contribution in the form of the transfer from the General Fund won't be known until later this summer or early fall. Likewise, the Library's personnel expenditures, which are typically around 80% of expenditures, won't be available until later in the budget process. Ramsey provided a draft version of the budget that included non-personnel expenses. He will present the complete 2025 operating budget to the Board's Finance Committee when the revenue and expenditure figures mentioned above are available.
- 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 7:43 P.M.:* Meilahn Bartlett. *Second:* Ligocki. *Vote:* 6-0.

Minutes taken by Sarah Monette.

REVENUE AND EXPENDITURE REPORT FOR STOUGHTON CITY
 PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 215 - LIBRARY FUND									
Revenues									
Dept 55100 - COMMUNITY COMMITMENT									
215-55100-43330	FED GRANT - COVID-19	0.00	0.00		0.00		0.00		0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00		0.00		0.00		0.00
Dept 55110 - LIBRARY									
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00	432,591.25		61,798.75		308,993.75		58.33
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	2,325.05		246.55		1,374.95		62.84
215-55110-46712	COPY MACHINE	3,700.00	3,609.42		621.34		90.58		97.55
215-55110-47301	CHARGES TO DANE COUNTY	0.00	0.00		0.00		0.00		0.00
215-55110-47302	CHARGES TO MUNICIPALITIES	250.00	209.83		51.94		40.17		83.93
215-55110-48110	INTEREST INCOME	2,800.00	10,183.46		283.65		(7,383.46)		363.70
215-55110-48500	DONATIONS	0.00	57.01		57.01		(57.01)		100.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00	0.00		0.00		0.00		0.00
Total Dept 55110 - LIBRARY		1,048,778.00	745,720.47		63,059.24		303,057.53		71.10
TOTAL REVENUES		1,048,778.00	745,720.47		63,059.24		303,057.53		71.10
Expenditures									
Dept 55110 - LIBRARY									
215-55110-50110	SALARIES	94,286.00	54,240.00		7,252.80		40,046.00		57.53
215-55110-50120	WAGES	417,489.00	254,027.15		34,554.36		163,461.85		60.85
215-55110-50126	OVERTIME	0.00	0.00		0.00		0.00		0.00
215-55110-50127	WAGES - PART TIME	119,745.00	42,336.31		5,205.15		77,408.69		35.36
215-55110-50128	SUNDAY HOURS	9,238.00	5,403.08		38.73		3,834.92		58.49
215-55110-50129	WAGES - LONGEVITY	9,450.00	0.00		0.00		9,450.00		0.00
215-55110-50153	SELF INSURED LOSSES	0.00	0.00		0.00		0.00		0.00
215-55110-50160	FICA TAXES	49,072.00	26,096.84		3,439.12		22,975.16		53.18
215-55110-50161	WRS - GENERAL	30,182.00	18,022.19		2,399.71		12,159.81		59.71
215-55110-50163	HEALTH INSURANCE	106,399.00	46,770.38		9,364.62		59,628.62		43.96
215-55110-50164	DENTAL INSURANCE	8,542.00	3,724.98		532.14		4,817.02		43.61
215-55110-50165	LIFE INSURANCE	943.00	562.89		92.60		380.11		59.69
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	437.35		84.55		562.65		43.74
215-55110-50212	TRAVEL/CONFERENCE	2,000.00	499.98		0.00		1,500.02		25.00
215-55110-50213	SALES TAX	200.00	164.33		34.34		35.67		82.17
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	8,248.16		1,998.88		13,106.84		38.62
215-55110-50221	UTILITIES-BUILDING 2	7,627.00	2,239.32		111.59		5,387.68		29.36
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00	2,723.50		255.90		1,276.50		68.09
215-55110-50250	DO NOT USE (OLD REPAIR&MAINT)	10,000.00	40.00		0.00		9,960.00		0.40
215-55110-50289	TECHNOLOGY COSTS	57,500.00	52,464.36		39.00		5,035.64		91.24
215-55110-50300	MISC EXPENSES	500.00	137.50		0.00		362.50		27.50
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00	3,873.39		205.48		851.61		81.98

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET		07/31/2024	MONTH 07/31/2024	NORMAL	(ABNORMAL)	
Fund 215 - LIBRARY FUND								
Expenditures								
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00		100.00	0.00		75.00	57.14
215-55110-50326	PERIODICALS	5,400.00		3,025.48	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		4,340.25	599.27		4,659.75	48.23
215-55110-50329	BOOKS	52,000.00		28,914.75	5,534.34		23,085.25	55.61
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00		1,689.64	30.58		1,310.36	56.32
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		3,983.93	351.06		2,016.07	66.40
215-55110-50350	BLDG REPAIRS & MAINTENANCE	0.00		3,872.46	215.00		(3,872.46)	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		884.59	243.00		(184.59)	126.37
215-55110-50810	CAPITAL-EQUIPMENT	0.00		0.00	0.00		0.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00		0.00	0.00		0.00	0.00
215-55110-50900	CONTINGENCY	0.00		0.00	0.00		0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00		0.00	0.00		0.00	0.00
Total Dept 55110 - LIBRARY		1,048,778.00		585,714.85	72,582.22		463,063.15	55.85
TOTAL EXPENDITURES		1,048,778.00		585,714.85	72,582.22		463,063.15	55.85
Fund 215 - LIBRARY FUND:								
TOTAL REVENUES		1,048,778.00		745,720.47	63,059.24		303,057.53	71.10
TOTAL EXPENDITURES		1,048,778.00		585,714.85	72,582.22		463,063.15	55.85
NET OF REVENUES & EXPENDITURES		0.00		160,005.62	(9,522.98)		(160,005.62)	100.00

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	534,644.14
215-00000-11102	US BANK - CC	8,616.09
215-00000-12550	PREPAID EXPENSES	341.67
Total Assets		543,601.90
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	308,993.75
Total Liabilities		334,217.19
*** Fund Balance ***		
215-00000-39501	NONSPENDABLE - PREPAID ASSETS	4,332.00
215-00000-39600	FUND BALANCE RESTRICTED	49,379.09
215-00000-39900	FUND BAL UNASSIGNED (DEFICIT)	(4,332.00)
Total Fund Balance		49,379.09
Beginning Fund Balance		49,379.09
Net of Revenues VS Expenditures		160,005.62
Ending Fund Balance		209,384.71
Total Liabilities And Fund Balance		543,601.90

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	13,000.00	9,586.48	1,250.37	3,413.52	73.74
217-55110-48500	DONATIONS	60,000.00	80,635.47	721.02	(20,635.47)	134.39
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	90,721.95	1,971.39	(39,721.95)	177.89
TOTAL REVENUES		51,000.00	90,721.95	1,971.39	(39,721.95)	177.89
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	31,413.86	2,325.75	18,586.14	62.83
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	31,526.06	2,325.75	19,473.94	61.82
TOTAL EXPENDITURES		51,000.00	31,526.06	2,325.75	19,473.94	61.82
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES		51,000.00	90,721.95	1,971.39	(39,721.95)	177.89
TOTAL EXPENDITURES		51,000.00	31,526.06	2,325.75	19,473.94	61.82
NET OF REVENUES & EXPENDITURES		0.00	59,195.89	(354.36)	(59,195.89)	100.00
TOTAL REVENUES - ALL FUNDS		1,099,778.00	836,442.42	65,030.63	263,335.58	76.06
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00	617,240.91	74,907.97	482,537.09	56.12
NET OF REVENUES & EXPENDITURES		0.00	219,201.51	(9,877.34)	(219,201.51)	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	117,483.65
217-00000-11102	US BANK - CC	1,298.42
217-00000-11302	WISC INVESTMENT FUND	269,160.57
Total Assets		387,942.64
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
217-00000-39600	FUND BALANCE RESTRICTED	328,746.75
Total Fund Balance		328,746.75
Beginning Fund Balance		328,746.75
Net of Revenues VS Expenditures		59,195.89
Ending Fund Balance		387,942.64
Total Liabilities And Fund Balance		387,942.64

Stoughton Area Comm Foundation

Tap into your borrowing power

Moving, planning a renovation, taking a trip, planning for college? We offer flexible borrowing options to meet a variety of financing needs, while allowing your investment portfolio to remain intact. Your financial advisor can help create a strategy to address your unique needs.

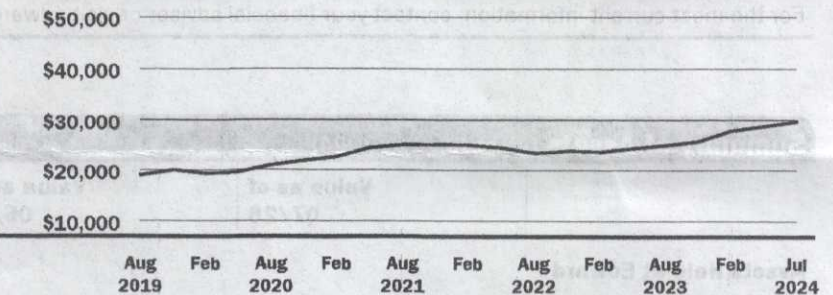
Corporate - Select Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$29,687.61

1 Month Ago	\$29,225.65
1 Year Ago	\$25,731.07
3 Years Ago	\$24,645.98
5 Years Ago	\$19,355.96

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$29,225.65	\$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	461.96	2,705.77
Ending Value	\$29,687.61	

For more information regarding the Value Summary section, please visit 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
	1.54%	11.94%	17.66%	6.96%	9.15%

2024 EXPENDITURES: FUND 215

AUGUST

MOVED: _____

SECONDED: _____

VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
07/31/24	08/21/24	50211	Baker & Taylor	fuel surcharge	\$ 1.71
07/31/24	08/21/24	50211	Baker & Taylor	fuel surcharge	\$ 14.40
07/31/24	AB prepaid CC	50211	USPS	USPS073124 211	\$ 73.00
08/15/24	08/21/24	50211	Ingram	fuel surcharge	\$ 40.34
07/31/24	08/21/24	50212	SCLS	SCLS073124lunch	\$ 12.00
08/05/24	MO prepaid CC	50212	UW-Madison	UWM 080524 AH	\$ 324.00
07/04/24	CITY prepaid	50220	Stoughton Utilities	SU 070424 util	\$ 1,972.28
07/04/24	CITY prepaid	50220	Stoughton Utilities	SU 070424 jeff	\$ 26.60
08/06/24	CITY prepaid	50220	Stoughton Utilities	SU 080624 util	\$ 2,305.24
08/06/24	CITY prepaid	50220	Stoughton Utilities	SU 080624 jeff	\$ 26.60
08/06/24	08/21/24	50221	Alliant Energy	AE 080624	\$ 130.92
06/27/24	SB prepaid CC	50240	Amazon	AZ 0692724 250	\$ 12.84
07/17/24	08/21/24	50240	Gordon Flesch	GF071724copier2	\$ 114.53
08/03/24	08/21/24	50240	Gordon Flesch	GF080324copier1	\$ 122.47
06/28/24	JR prepaid CC	50289	Donor Tools	DT062824TECH	\$ 39.00
07/28/24	JR prepaid CC	50289	Donor Tools	DT072824TECH	\$ 39.00
07/30/24	JR prepaid CC	50289	Zoom	ZM083024TECH	\$ 159.90
07/31/24	08/21/24	50289	SCLS	SCLS 073124	\$ 350.00
06/29/24	SB prepaid CC	50313	Amazon	AZ062424SLPCH	\$ 42.84
07/09/24	SB prepaid CC	50313	Amazon	AZ070924SLPCH	\$ 32.66
07/15/24	MO prepaid CC	50313	Dollar Tree	DT071524SLPCH	\$ 20.00
07/15/24	MO prepaid CC	50313	Walmart	WM071524SLPCH	\$ 40.74
07/16/24	MO prepaid CC	50313	Pick 'n Save	PS071624SLPCH	\$ 45.89
07/16/24	MO prepaid CC	50313	Walmart	WM071624SLPCH	\$ 52.81
07/19/24	MO prepaid CC	50313	Walmart	WM071924SLPCH	\$ 93.00
07/21/24	AB prepaid CC	50326	New York Times	NYT 072126 326	\$ 56.00
07/18/24	08/21/24	50328	Playaway	FA060424ABCD	\$ 115.98
07/30/24	08/21/24	50328	Playaway	FA070324ABCD	\$ 160.78
07/31/24	SB prepaid CC	50328	Amazon	AZ 072924 JDVD	\$ 29.27
07/31/24	08/21/24	50328	Baker & Taylor	AD/TE materials	\$ 196.42
08/02/24	SB prepaid CC	50328	Amazon	AZ 072924 JDVD	\$ 15.52
08/15/24	08/21/24	50328	Ingram	AV materials	\$ 170.97
07/02/24	SB prepaid CC	50329	Around Wisco	WA 070224 AN	\$ 69.75
07/18/24	AB prepaid CC	50329	White Jasmine	WJ 071824 AN	\$ 28.95
07/31/24	08/21/24	50329	Baker & Taylor	AD/TE materials	\$ 1,440.16
08/08/24	08/21/24	50329	Cengage	CG July Top Shelf	\$ 203.18
08/14/24	MO prepaid CC	50329	Gemini Games	GG 081424 AN	\$ 103.48

08/15/24	08/21/24	50329	Ingram	CH materials	\$ 919.25
08/15/24	08/21/24	50329	Ingram	AD/TE materials	\$ 1,742.09
07/05/24	SB prepaid CC	50340	Amazon	AZ 070324 OS	\$ 30.58
07/30/24	SB prepaid CC	50340	Amazon	AZ 072924 OS	\$ 9.96
08/07/24	08/21/24	50340	Complete Office	CO 080624 OS	\$ 191.20
07/12/24	JR prepaid CC	50341	Asleson's	ASL 071224 key	\$ 9.16
07/02/24	SB prepaid CC	50342	Amazon	AZ 070224 LS	\$ 104.79
07/02/24	SB prepaid CC	50342	Amazon	AZ 070224 LS	\$ 44.99
07/31/24	08/21/24	50342	Baker & Taylor	processing	\$ 5.92
07/31/24	08/21/24	50342	Baker & Taylor	processing	\$ 47.36
08/01/24	08/21/24	50342	The Library Store	TLS 080124 LS	\$ 76.64
08/02/24	08/21/24	50342	Demco	DM 080124 LS	\$ 119.20
08/15/24	08/21/24	50342	Ingram	processing	\$ 102.96
05/03/24	CITY prepaid	50350	Grainger, Inc.	GRA 050324	\$ 67.08
05/09/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 050924	\$ 40.00
05/17/24	CITY prepaid	50350	softener salt	USBank051724(2)	\$ 18.30
05/17/24	CITY prepaid	50350	U.S. Flags	USBank051724(1)	\$ 67.50
06/06/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 060624	\$ 40.00
06/13/24	CITY prepaid	50350	Schumacher	SCH061324elev	\$ 156.88
07/11/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 071124	\$ 40.00
08/01/24	08/21/24	50350	Johnson Controls	JC 080124	\$ 1,914.02
07/24/24	08/21/24	50444	Davidson, Andrew	AKD 072424	\$ 30.99
07/29/24	08/21/24	50444	Verona PL	VER 072924	\$ 13.00
07/29/24	SB prepaid CC	50810	Amazon	AZ072924COMP	\$ 19.99

2024 EXPENDITURES: FUND 217

AUGUST

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
04/01/24	08/21/24	Bounding Main	BM 040124 BtP	BtP	program	\$ 900.00			
05/01/24	08/21/24	Interstate Books4School	IBS 050124 B GB	Bryant	program	\$ 1,018.08			
06/27/24	SB prepaid CC	Amazon	AZ 062724 FORD	Fordonski	toys	\$ 49.99			
06/27/24	SB prepaid CC	Amazon	AZ 062724 FORD	Fordonski	toys	\$ 129.99			
06/28/24	SB prepaid CC	Amazon	AZ060824KVAMME	Kvamme	supplies	\$ 24.76			
06/30/24	SB prepaid CC	Amazon	AZ 061824 BVG	Bryant	video games	\$ 39.88			
06/30/24	SB prepaid CC	Amazon	AZ 062724 FORD	Fordonski	toys	\$ 51.47			
07/02/24	SB prepaid CC	Amazon	AZ 062724 FORD	Fordonski	toys	\$ 308.23			
07/02/24	MO prepaid CC	Fun Play	FP 070224 SUN	Sunday	program	\$ 779.00			
07/08/24	SB prepaid CC	Amazon	AZ 061824 BVG	Bryant	video games	\$ 39.99			
07/10/24	CS prepaid CC	Dollar Tree	DT071024FProgTE	FoL	program	\$ 34.25			
07/17/24	CS prepaid CC	Walmart	WM071724FProgTE	FoL	program	\$ 42.42			
07/24/24	CS prepaid CC	Dollar Tree	DT072424KovTE	Kovic	program	\$ 38.75			
07/26/24	08/21/24	Library Ideas LLC	VOX101023BVOX	Bryant	AV	\$ 87.04			
07/26/24	MO prepaid CC	Pick 'n Save	PS072624FPRCH	FoL	program	\$ 11.97			
07/29/24	SB prepaid CC	Amazon	AZ 072924 FCH	FoL	program	\$ 15.98			
07/29/24	AB prepaid CC	Garber-Pearson, Erin	EGP 072924 SUN	Sunday	program	\$ 378.00			
07/31/24	SB prepaid CC	Amazon	AZ072924FProgCH	FoL	program	\$ 18.60			
07/31/24	08/21/24	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 170.19			
07/31/24	08/21/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 118.72			
07/31/24	08/21/24	Inkworks	INK073124totes	Undesg.	staff appr.		\$ 818.43		
08/01/24	MO prepaid CC	Dollar Tree	DT080124FPRCH	FoL	program	\$ 36.25			
08/05/24	08/21/24	Stoughton Yoga	SY 080524 yoga	Sunday	program	\$ 280.00			
08/05/24	MO prepaid CC	Walmart	WM080524FPRCH	FoL	program	\$ 88.94			

08/07/24	SB prepaid CC	Amazon	AZ080724FPRCH	FoL	program	\$ 28.78			
08/07/24	CS prepaid CC	Dollar Tree	DT080724KOVTE	Kovic	program	\$ 15.50			
08/13/24	08/21/24	Ostrander, Mary	MO 081324 F CH	FoL	program	\$ 49.95			
08/15/24	08/21/24	Ingram	IM 060424 BLDC	Bryant	books	\$ 4.19			
08/15/24	08/21/24	Ingram	IM062424FREP	FoL REPL	books	\$ 65.42			
08/15/24	08/21/24	Ingram	IM061724IMORB	IMO RB	books	\$ 10.63			
08/15/24	08/21/24	Ingram	IM 022024 M CH	Misc	books	\$ 4.47			
08/15/24	08/21/24	Ingram	IM 072524 M AD	Misc	books	\$ 155.80			
08/16/24	08/21/24	Ostrander, Mary	MO081624sunshine	Sunshine	gifts	\$ 32.98			

STOUGHTON PUBLIC LIBRARY STATISTICS, JULY 2024

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STOUGHTON
PUBLIC LIBRARY

CHECKOUTS					2024			2023-2024	
MO.	2020	2021	2022	2023	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	17,549	11,232	17,665	18,072	11,074	2,765	5,343	19,182	6.14%
FEB	16,865	11,241	16,644	16,384	10,885	2,637	4,548	18,070	10.29%
MAR	12,295	14,070	18,440	19,521	11,756	2,982	5,168	19,906	1.97%
APR	3,419	11,899	17,721	17,196	11,285	2,932	4,861	19,078	10.94%
MAY	5,464	12,363	16,012	16,985	10,599	2,310	4,964	17,873	5.23%
JUN	6,062	16,371	18,553	18,928	13,177	2,568	5,084	20,829	10.04%
JUL	8,941	17,776	18,278	19,932	13,245	2,612	5,317	21,174	6.23%
AUG	11,848	17,389	19,112	18,944				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%
TOTAL	127,268	172,964	205,902	217,833	82,021	18,806	35,285	136,112	-37.52%
AVG	10,606	14,414	17,159	18,153	11,717	2,687	5,041	19,445	7.11%

COMPUTER USE					2024 COMPUTER LOGINS BY TYPE			2023-24	
MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	1,966	440	882	1,082	322	82	37	441	-59.24%
FEB	1,823	800	764	771	320	18	39	377	-51.10%
MAR	1,225	838	893	825	394	506	67	967	17.21%
APR	371	1,687	1,104	611	393	602	52	1,047	71.36%
MAY	257	1,328	596	761	269	265	37	571	-24.97%
JUN	248	1,336	756	881	301	462	54	817	-7.26%
JUL	248	1,086	721	784	300	437	58	795	1.40%
AUG	322	1,177	956	1,116				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%
TOTAL	25,783	12,881	9,797	10,502	2,299	2,372	344	5,015	-52.25%
AVG	2,149	1,073	816	875	328	339	49	716	-18.12%

Programming Statistics
for July 2024

LOANED THROUGH DELIVERY						2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,441	8,985	8,763	8,484	8,569	1.00%
FEB	6,447	8,737	8,082	8,030	8,336	3.81%
MAR	3,521	11,069	8,866	9,137	8,530	-6.64%
APR	147	8,709	7,975	7,896	8,141	3.10%
MAY	537	8,359	7,468	7,501	7,587	1.15%
JUN	1,687	8,151	7,563	8,038	7,808	-2.86%
JUL	3,724	8,076	7,647	7,858	8,338	6.11%
AUG	4,169	8,012	8,267	8,272		-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	10	5,953	5,452	4,972	5,439	9.39%
MAY	301	5,048	5,031	4,826	4,785	-0.85%
JUN	1,082	5,153	5,290	4,607	5,054	9.70%
JUL	2,482	4,963	4,819	5,039	4,895	-2.86%
AUG	4,097	5,148	4,897	5,155		-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	2,467	-5.95%
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	8,730	11.78%
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						2023-24
MO.	2020	2021	2022	2023	2024	%TOTAL
JAN	9,767	0	8,190	9,342	8,942	64.61%
FEB	8,903	0	8,181	8,344	9,063	67.02%
MAR	6,581	0	9,086	10,361	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931	8,433	65.33%
JUN	0	6,690	9,544	8,729	11,021	70.00%
JUL	0	7,053	9,276	9,658	10,724	67.63%
AUG	0	6,585	9,707	9,193		
SEP	0	7,210	7,646	8,252		
OCT	0	7,254	7,424	8,826		
NOV	0	7,417	7,912	n/a		
DEC	0	7,176	6,908	6,776		
TOTAL	25,251	50,531	99,352	95,405		
AVG	2,104	4,211	8,279	8,673		

WEBSITE PAGEVIEWS						2023-24
MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,665	3,984	4,695	4,486	5,363	19.55%
FEB	7,613	3,952	3,751	3,912	4,815	23.08%
MAR	6,859	4,998	3,968	5,152	5,727	11.16%
APR	5,865	4,701	4,268	4,816	5,767	19.75%
MAY	7,089	4,092	4,008	4,528	4,963	9.61%
JUN	7,455	4,818	3,954	5,323	5,788	8.74%
JUL	7,459	4,206	4,768	4,991	5,935	18.91%
AUG	7,620	3,936	3,915	4,874		-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 July 2024

		July Programs	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
7/1/2024	Carnegie Room	Story Time (MO)	35				
7/2/2024	Carnegie Room	Baby Story Time (DF)	17				
7/2/2024	Carnegie Room	Graphic Novel Book Club (MO)		7			
7/3/2024	Carnegie Room	The Foundation (JR)				5	
7/7/2024	Stoughton Yoga	Yoga Sundays (AH)				11	
7/8/2024	Carnegie Room	Story Time (MO)	42				
7/9/2024	Carnegie Room	Baby Story Time (DF)	4				
7/9/2024	Behind Library	Rocks and Geodes (MO, CS, Amanda H.)		120			
7/9/2024	Online live	LSC for Kids: Kate DiCamillo		3			
7/9/2024	Carnegie Room	Writing group (volunteers)				5	
7/9/2024	Carnegie Room	Adventure Astronomy (volunteer Claudine Kavanagh)				11	
7/10/2024	Carnegie Room	Pokemon (MO)		18			
7/10/2024	Carnegie Room	Pajama Story Time (AMH)	15				
7/11/2024	Carnegie Room	Story Time (MO)	23				
7/11/2024	Learning Tree Dayca	Outreach Story Time (AMH)	10				
7/11/2024	Learning Tree Dayca	Outreach Story Time (AMH)	28				
7/11/2024	East Side Park	Lego Competition (CS, MO)		57			
7/11/2024	Carnegie Room	Cynthia worked with teen Imagine Academy volunteers			18		
7/12/2024	Carnegie Room	Dance Party (AMH)	15				
7/15/2024	Carnegie Room	Story Time (MO)	38				
7/15/2024	Outreach	Viking Lunches (CS, MO)		22			
7/16/2024	Carnegie Room	Baby Story Time (DF)					
7/16/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	16				
7/16/2024	Online live	LSC for Kids: Max Brallier		3			
7/16/2024	Behind Library	DIY Ice Cream in a Bag (CS, MO)		67			
7/16/2024	Carnegie Room	Behavioral Health Resource Center info session				5	
7/17/2024	Carnegie Room	Constellations (MO)		65			
7/18/2024	Carnegie Room	Story Time (MO)	27				
7/18/2024	East Side Park	Water Games (CS, MO)			27		
7/18/2024	Carnegie Room	Cynthia worked with teen Imagine Academy volunteers			8		
7/22/2024	Stoughton's Best Da	Outreach Story Time (AMH)	20				
7/22/2024	Carnegie Room	Story Time (MO)	40				
7/23/2024	Carnegie Room	Baby Story Time (DF)	32				
7/23/2024	Online live	LSC for teens: Elizabeth Acevedo			3		

Programming Statistics
for July 2024

7/23/2024	Carnegie Room	Page Turners (JR)					6	
7/24/2024	Fort Little Green	Outreach Story Time (AMH)	32					
7/24/2024	Carnegie Room	Book Club (AMH)	1					
7/24/2024	Senior Center	Outreach: Page Turners Senior Center (JR)					0	
7/25/2024	Carnegie Room	Story Time (MO)	25					
7/25/2024	Carnegie Room	Stitches (CS, MO, SB)		13				
7/26/2024	Meeting Room 2	Behavioral Health Resource Center drop-in visits					0	
7/27/2024	Carnegie Room	Story Time (AMH)	18					
7/29/2024	Carnegie Room	Escape Room (MO)		8				
7/30/2024	Carnegie Room	Escape Room (MO)		10				
7/30/2024	Online live	LSC for Kids: Dan Santat		0				
7/30/2024	Carnegie Room	Virtual Reality for Grown-Ups (AB)					5	
7/31/2024	Carnegie Room	Escape Room (MO)		5				
7/31/2024	Senior Center	Outreach: VR for Grown-Ups at Senior Center (AB)					--	
7/31/2024	Online asynchronous	LSC archive views for the month of July						1023
7/31/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)					1	
			438	398	56	49	1023	

		July Self-Directed	Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
	2nd floor	All ages sticker mural					30
			0	0	0	0	30

Director's Report

August 21, 2024



Library news:

- On July 18, I attended the quarterly meeting of South Central Library System Directors, where the main item of business was voting on the 2025 fees for services SCLS provides, including technology, our shared Integrated Library System (ILS), and delivery. We also voted to accept the 2025 fees for Overdrive's digital library services provided through the Wisconsin Public Library Consortium. In the afternoon, SCLS staff hosted a continuing education session on records retention and library policies.
- I led two sessions of the Library's Page Turners book discussion group on July 23 and 24. Page Turners is a general interest book group that meets every other month on the odd months of the year. Library staff take turns facilitating.
- On July 26, I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee at South Central Library System's headquarters in Madison. The main topic of discussion was strategy related to the 2025-2027 biennial state budget. WLA's Legislative Specialist Steve Conway reported that there are still many unknowns at this point, including the eventual make-up of the state legislature after the November elections. Library Legislative Day, for which I will again be assisting with scheduling legislative appointments, is scheduled for February 11, 2025.
- **The Friends of the Stoughton Public Library held a successful wine & cheese tasting fundraiser at Cheeser's on the evening of July 26. The ticketed event, which the Friends are hoping will**



become an annual event, allowed participants to sample French wines from five distinct regions along with delicious cheese pairings carefully selected by the staff at Cheeser's. Tickets sold out quickly weeks in advance of the event!

- After several minor delays, our HVAC replacement project went out to bid in early August. (Originally, the engineers were hoping to accomplish this earlier in the summer.) On August 12, I attended a walk-through at the library with the engineers from Strang and staff from the City's Public Works Department. Representatives from three prospective contractors also attended. We reviewed the scope of the project and discussed ways to minimize the disruption to library services during the construction phase. Bids will be opened on August 29 and the project will be awarded shortly thereafter.



- On August 6, I accompanied the Friends of the Stoughton Public Library at the annual citywide **National Night Out Celebration at Nordic Ridge Park**. It was a great opportunity to meet many enthusiastic library supporters in the community!
- I watched several recorded webinars this month from the Wild Wisconsin Winter Web Conference, which took place online this past January. These webinars count towards my required continuing education hours that I must fulfill in order to keep my Grade 1 Library Certification through the state DPI.
- In partnership with Stoughton's Parks & Recreation Department, we held our first **Movies in the Park** event on **August 9**. Though the night was a little chilly, around 100 people turned out to watch *Teenage Mutant Ninja Turtles: Mutant Mayhem*. The Movies in the Park series will continue with

three more screenings in late August and early September. This is our third year partnering with the Parks & Rec department on this event.



- I presented the library's 2025 Capital Improvement Projects (CIP) budget requests at a meeting of the City Council's ad hoc CIP Committee on August 15. As I reviewed with the Board back in April, the library has only two items in the 2025 CIP budget: \$7,000 for replacement of computers and peripherals; and \$3,000 for replacement of furniture and fixtures. Projects for future years include: replacement of lower level carpet (2026); replacement of security cameras (2026); and a space needs study (2027).

Stoughton Area Community Foundation Fund Report

The report for the period Jun 29 – Jul 26 shows an increase in value of \$461.96 to the account because of market conditions. The overall value of the account as of Jul 26 is \$29,687.61.

Youth Services (from Mary Ostrander)

- Mary, Cynthia, and intern Amanda attended Viking Lunches and gave away free books on July 15. They gave books to about 20 kids.
- Our Ice Cream in a Bag program on July 16 was a big success. 60 people came to the library's outdoor programming space on Jefferson St. to make their own ice cream.
- 65 people showed up to make constellation crafts and to learn more about constellations on July 17. The Carnegie Room was packed!
- Cynthia and Mary had a ton of fun with water games at East Side Park with 27 kids and teens on July 18. Water games is now an annual program during summer reading.
- Stitches, our fiber arts club for tweens and teens, received quite a few donations of yarn, knitting needles, and crochet hooks. This popular program, which requires minimal staff preparation and set-up time, will continue into the fall.
- July Escape Rooms were a great success. There were three separate sessions on July 29, 30, and 31. There will be more escape rooms offered in October.
- Our summer story time sessions wound down at the end of July. All three weekly sessions were extremely well attended. Regular story time will start up again in September as well as Saturday and PJ Story Times.
- **Graphic Novel Book Club: *Cleopatra in Space*** on August 6 had a record attendance of 13 people! Next month's book is *D&D Dungeon Club: Roll Call*.
- The first summer session of Dungeons & Dragons on August 7 went really well. The kids want to continue the campaign in the future. Mary and Cynthia are working on a regular Dungeons & Dragons meetup for teens and upper elementary kids.
- Mary scheduled a "Bus Story Time" for August 19. SASD bus driver Dave Knapton will bring a school bus to the library and we will hold story time on the bus!
- Anna is working on starting a fantasy book club for kids. The first meeting will be in September.



Tech Services & Technology News (from Sarah Bukrey)

- South Central Library System is introducing multi-factor authentication (MFA) on all staff email addresses this month, so Sarah met with SCLS

Technology Services staff to learn more about the transition and help our staff set up MFA on their accounts.

- Sarah worked with practicum student Amanda H. in Technical Services, teaching her how to select call numbers for items using a variety of sources and how to process and mend books.
- Sarah assisted with Stitches, our fiber arts group for tweens and teens, July 25 and August 8.
- Amy and Sarah's summer take-and-make project for Craft Club was a bead and tassel key chain. 40 kits were made and distributed.
- In July, 436 items were added to the collection, linked and processed by Technical Services staff and volunteers. (This is especially impressive considering Sarah was on vacation for 2 weeks in July.)
- Sarah is working on several projects involving purchasing:
 - New picnic tables for our outdoor programming space (with the Public Works Department)
 - Replacement chairs for staff workstations (with Emmons Business Interiors)
 - Updated signage for the staff entrance on the south side of the building (with Ducks Soup Signs)

Circulation Services (from Robin Behringer)

- The Circulation Team met on July 23 for a refresher course on how to use the public copiers and EZ Scan machine, as well as how to help patrons with wireless printing. The Shelver Team met on July 31. Sarah M. was our guest speaker this month. We also said farewell to our three high school graduates and welcomed three new Shelves.
- Robin attended the virtual Circulation Refresher on July 31. This month's topic was refunds. While our library has a procedure for processing refunds, Robin is looking for ways to make it more efficient.
- As mentioned in the June report, three of the Shelves graduated from high school this past spring and will be leaving the library. In July, Robin worked with current staff and the city's Human Resources Department to hire three new Shelves. Kate H. (current library substitute) and Stephanie S. joined the Shelver Team on July 22. Cullen G. joined the team on August 5. The new Shelves trained with Robin and the current Shelver Team over their first couple of weeks and have been making stellar progress. They are all welcome additions to the library.
- The remaining ticket vouchers for American Players Theater became available for checkout beginning July 15. (We had received nine vouchers earlier in the summer and another nine for check-out after the 15th.) Most

of the vouchers were checked out that first day. The last one was checked out on July 25. This appeared to be a very popular program with patrons and the library hopes the program will continue in the future.

Adult & Teen Services (from Amanda Bosky)

- Teen Services Assistant Cynthia Schlegel worked with younger teens from Imagine Academy several times throughout the summer to complete volunteer projects on behalf of the library.

- Teens enjoyed an **After-Hours Game Show Night** on August 10. Cynthia and teen volunteers turned the library into a giant game of *The Price Is Right*. Children's Librarian Mary Ostrander, Adult Services Librarian



Amanda Bosky, and Intern Amanda H. assisted. Cynthia's other recent teen and tween programs have included a Lego competition, Water Games, and Stitches.

- Amanda and Jim have been working with the Stoughton Courier Hub, Newspapers.com, and some generous, anonymous community donors to digitize historical issues of the Stoughton Courier Hub and other old local papers. This will be a huge boon for the community. Our local history volunteers are already enjoying the ability to search online rather than needing to physically scroll through microfilm reels of the old papers.
- Amanda set up some informational sessions with the Behavioral Health Resource Center of Dane County. Though attendance was low for our July sessions, we are planning more sessions in October. This organization acts as a middle person, connecting people with substance use and mental health resources.
- Amanda has been working with our practicum student, Amanda H, as she finishes up her time with us this summer. Amanda has extensively shadowed at the Adult Services desk, gotten practice with a mock job

interview, and observed programs such as the Teen After-Hours Game Show Night.

Looking Back from *The Stoughton Courier Hub*
October 22, 1979

LIBRARY GETS FACELIFT

The adult section of the Stoughton Public Library is undergoing a complete Fall spruce-up, including newly painted ceiling and walls and new carpeting. The painting is in progress and we are sorry for any inconvenience the redecorating may be causing, but we're sure everyone will enjoy the fresh and clean library when it is completed. The library will be open as usual throughout the painting phase, but the adult section will have to be closed for several days while the carpeting is laid.

...

Stoughton is fortunate to have had library boards over the many years the library has served the community that have been concerned with the upkeep of the building. Not all Carnegie libraries have fared so well—some, in fact, are quite gloomy and in various states of disrepair. It has been more than seventy years since Stoughton Public Library opened its doors, and it is as attractive and comfortable, perhaps more so, today as when it was new.

Roger Pearson, executive director of the South Central Library System, commented during a recent visit to Stoughton that he has been in many Carnegie libraries and thought that Stoughton's was one of the most attractive, adding that it is "downright cheery," a compliment that not even some new libraries can earn.

**Stoughton Public Library Board of Trustees
Personnel Committee
Monday, July 15, 5:30 PM**



****Please Note:** This meeting was held remotely via Zoom.

MINUTES

Present: Ken Axe, Lora Klitzke, Trista Richards
Also present: Library Director Jim Ramsey

1. Meeting called to order by consensus at 5:33 PM
2. **Review of agenda** – Reviewed and accepted by consensus.
3. **Approval of minutes from January 11, 2024** - MOTION by Richards to approve the minutes from January 11, 2024. SECOND: Klitzke. VOTE: 3-0.
4. **Election of Committee Chair for 2024-2025 *** - Richards volunteered to serve as chair. Ramsey called thrice for additional nominations; none were offered. VOTE: 3-0 in favor of Richards serving as committee chair.
5. **Review of proposed changes to Circulation Supervisor position description *** - Ramsey presented and explained that the responsibility for managing the library's serials collection was the sole addition. MOTION by Axe to recommend the changes to the Library Board. SECOND: Richards. VOTE: 3-0.
6. **Review of proposed changes to Adult Services Librarian position description *** - Ramsey presented and explained that the proposed changes recognizes that the position is also responsible for supervising the Teen Services Library Assistant. References to teen services have been added throughout the document. Also, reference to a probationary period was removed as the City of Stoughton no longer uses them. MOTION by Klitzke to recommend these changes to the Library Board. SECOND: Axe. VOTE: 3-0.
7. **Review of proposed changes to Administrative Assistant position description *** - Ramsey presented and explained the proposed

EDUCATE, ENRICH, EMPOWER, ENGAGE

changes: Removing “schedule meeting rooms” and “maintain confidential personnel records” from list of duties; adding “edit and compile monthly newsletter” to duties; and removing reference to a 6 month probationary period. Axe pointed out a typo in the 4th bullet point under Essential Duties and Responsibilities and Ramsey corrected it. MOTION by Klitzke to recommend the changes to the Library Board. SECOND by Richards. VOTE 3-0.

- 8. Discussion and possible action regarding 2025 personnel requests in relation to the 2025 Operating Budget *** - Ramsey presented and provided background on the request, which has been submitted several years in a row. Discussed the rationale for the additional staff member and how it would benefit library operations and services. Klitzke suggested adding a reference to the fact that Stoughton is a growing community. Axe suggested pointing out that the request has been made many times before and the need has only grown over the years. Ramsey will make these additions. Discussion turned to staffing and budget challenges facing municipalities in general and libraries in particular. MOTION by Richards to recommend the personnel request to the Library Board. SECOND: Axe. VOTE: 3-0. Ramsey explained the City’s personnel request process, which involves a cost estimate by the Human Resources Department followed by consideration of the request by the City Council’s Personnel Committee.
- 9. Future/Pending agenda item: Discussion of how to assess and foster diversity on the library board** – Brief discussion ensued as to how the Board might foster diversity and what exactly was meant by diversity. Ramsey reviewed the process by which trustees are selected and appointed to the Board. Richards suggested that the ad hoc Trustee Recruitment Committee which will be formed at the next Board meeting should discuss the issue when deciding how to replace outgoing trustee Dayna Verstegen. Consensus was in favor.
- 10. Future/Pending agenda item: Discussion of annual Library Director evaluation process** – Ramsey described the process and timeline for the annual Library Director evaluation. He reported that he would obtain the necessary forms from City Human Resources Director AJ Gillingham and send them to Richards, committee chair. Klitzke will reach out to former members of the

Personnel Committee to ask them for materials related to past evaluations.

11. Meeting adjourned by consensus at 6:21 PM

*Indicates possible action item

Sent to Personnel Committee:

Ken Axe
Lora Klitzke
Trista Richards

Cc:

Teri Lesage
Jean Ligocki
Sharon Meilahn Bartlett
Erin Meinholz
Dayna Verstegen
Siri Vienneau

Minutes taken by Jim Ramsey

**City of Stoughton
Stoughton Public Library
Position Description**



Name: Department: Library
Position Title: Administrative Assistant Pay Grade: Library Assistant FLSA: N
Date: June, 2024 Reports to: Library Director

Purpose of Position

To provide secretarial, clerical, bookkeeping, and general administrative support for the Library Director and other staff.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Type correspondence and reports, including confidential reports relating to personnel records, financial data, and other confidential work as assigned.
- Assist with preparation of materials for monthly Board meetings, staff meetings and other special meetings, e.g., type agendas, type & distribute minutes, copy and distribute reports, etc.
- Attend Board meetings, staff meetings and other special meetings, including evening meetings. Take and transcribe minutes for these meetings.
- ~~Maintain confidential personnel records including payroll, sick leave, vacation, and other personnel records.~~ Review and process time sheets.
- Run financial reports in City software for revenue funds and special gift funds.
- Maintain purchasing spreadsheets to track Library spending.
- Perform bookkeeping tasks. Check and verify invoices, and prepare vouchers for payment of invoices according to proper library account categories. Organize completed vouchers prior to submission to the Library Board. Code invoices in City software.
- Count and record daily cash receipts, periodic copy machine receipts and gift receipts. Prepare and make regular deposits with the City Treasurer.
- Maintain library statistical records and prepare reports as requested.
- ~~Schedule meeting rooms and make arrangements for needed equipment. Check eligibility of groups using rooms.~~
- **Edit and compile monthly newsletter.**
- Provide clerical assistance to the Director and other staff.
- Perform other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School graduate or equivalent.
- One year office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Computer-related skills appropriate for a modern office environment including knowledge of Microsoft Office programs, with at least an intermediate knowledge of Microsoft Excel.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, fax machine, a variety of printers and other office machines.
- Ability to work 18 hours per week in a flexible schedule.
- Ability to lift and place boxes and other objects weighing up to 20 pounds.
- Ability to stoop, kneel, crouch, climb, and balance in order to perform a variety of job functions.

Mathematical Requirements

- Ability to add, subtract, multiply, divide, calculate percentages, fractions, decimals and ratios.
- Ability to learn and use common financial software programs.
- Ability to create basic descriptive statistical reports.

Language Ability and Interpersonal Communication

- Ability to maintain and hold in confidence information relating to personnel functions of the library.
- Ability to perform assigned office and clerical tasks with a minimum of supervision.
- Ability to comprehend and interpret a variety of documents including monthly automation reports, equipment manuals, financial reports, and personnel records.
- Ability to prepare a variety of documents including statistical reports using prescribed formats and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret library terminology, record and deliver information, explain procedures, and follow instructions.
- Ability to use common office software programs.
- Ability to communicate effectively with library staff, library users, volunteers, City staff, representatives of other libraries, the media, groups of people, and the general public verbally and in writing.
- Ability to work with others in a team-oriented environment.

Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Environmental Adaptability

- Ability to work effectively in a library environment.
- Ability to work flexible hours, including some evening and weekend hours.

~~This position has a 6-month probationary period.~~ [Per HR Director Gillingham, the city is an at-will employer and no-longer uses probationary periods.]

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have reviewed and received a copy of this job description.

Employee's Signature

Supervisor's Signature

Date

Date

**City of Stoughton
Stoughton Public Library
Position Description**



Name:	Department: Library
Position Title: Librarian, Adult Services	Pay Grade: Librarian I FLSA: E
Date: 2024	Reports To: Library Director

Purpose of Position

To manage and direct the activities of the Adult Services Department.

Essential Duties and Responsibilities

The following duties are normal for this position, but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage Adult **and Teen** Services staff and library substitutes, assign responsibilities, maintain schedules and records.
- Supervise Adult **and Teen** Services area, provide assistance to library users in locating and using library materials and facilities, assist and train library users with use of technology, maintain work area and equipment.
- Assist Director with hiring Adult **and Teen** Services staff or other staff.
- Train and evaluate Adult **and Teen** Services staff, library substitutes and volunteers.
- Plan, organize and present adult programs. ~~Help with teen programming as time may allow.~~
- Develop and implement publicity for adult **and teen** programs and services.
- Select, purchase and review materials to maintain and develop the adult and teen collections.
- Represent the library via outreach and as a community liaison.
- Manage outer-library loan service, train staff in outer-library loan procedures.
- Provide test proctoring services for the public.
- Monitor technology developments as they relate to library reference and team services. Help maintain the library's website and social media presence.
- Coordinate displays for adult, teen, and art display areas.

- Write grant applications for adult and teen services.
- Assist the Library Director with Library procedures, budget development, administration, and personnel matters.
- Participate in continuing education activities.
- Participate as a member of Library management team.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in Library Science from a ALA accredited program.
- One to three years of library experience with a background in adult services work, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Computer skills including database searching, familiarity with Microsoft Office programs, familiarity with eReaders, computer troubleshooting, website maintenance and social media.
- Previous supervisory experience desirable.
- Experience speaking to groups of people desirable.
- Experience working with community groups and organizations desirable.

Physical, Mental, and Supervisory Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate and troubleshoot a variety of office and library equipment including personal computers, photocopier, telephone, fax machine, a variety of printers and other office machines, video and audio equipment, and microfilm reader.
- Ability to work 40 hours per week in a flexible schedule.
- Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts.
- Ability to stoop, kneel, crouch, climb, and balance in order to provide program activities and other essential functions.

Supervisory Abilities

- Ability to direct the work of the library staff, interns, and volunteers.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals and ratios. Ability to create and interpret basic descriptive statistical reports.

Language Ability and Interpersonal Communication

- Ability to speak comfortably to groups of people.

- Ability to comprehend and interpret a variety of documents including technical manuals, library catalogs and reference materials.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others.
- Ability to prepare a variety of documents including bibliographies, statistical reports, correspondence and public relations announcements using prescribed format conforming to standard rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions
- Ability to use and interpret library science and automation terminology.
- Ability to communicate effectively with Library Director, library users, volunteers, library and City staff, representatives of other libraries, the media, groups of people, and the general public verbally and in writing.
- Ability to manage and work with others in a team-oriented environment.

Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Environmental Adaptability

- Ability to work effectively in a typical library environment.
- Ability to work flexible hours, including evening, Saturday, and Sunday hours.
- Ability to work in a dusty environment.

~~This position has a 12-month probationary period.~~ [Per HR Director Gillingham, the city is an at-will employer and no-longer uses probationary periods.]

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have reviewed and received a copy of this job description.

Employee's Signature

Supervisor's Signature

Date

Date

City of Stoughton
Stoughton Public Library
Position Description



Name: _____ **Department:** Library
Position Title: Circulation Supervisor **Pay Grade:** LAIII **FLSA:** N
Date: 2024 **Reports To:** Library Director

Purpose of Position

The purpose of this position is to coordinate and supervise circulation staff and operations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and schedules circulation staff to ensure that adequate staffing levels are maintained. Organizes circulation work flow and work areas. Documents circulation procedures and trains staff on changes in procedures. Reviews and manages circulation reports.
- Works circulation desk; checks materials in and out; collects overdue fines and lost book payments; clears book drop and book return bin; distributes overdue notices and other mail; answers telephones providing information and directing calls as appropriate.
- Maintains reports of patrons and items with problem statuses.
- **Maintains the library's serials collection in collaboration with the Technical Services Supervisor.**
- Hires, trains, supervises, and evaluates circulation staff, shelvers, and volunteers. Assists with hiring other positions as needed.
- Oversees collection agency accounts, damaged items, and collection maintenance.
- Attends management staff meetings and assists the Director in planning and policy decisions.

Minimum Training and Experience Required to Perform Essential Job Functions

College degree or any combination of education and library experience that provides equivalent knowledge, skills, and abilities. Must have varied and sophisticated computer-related skills and familiarity with numerous software programs. Previous supervisory experience and at least two years of library experience strongly preferred.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate and troubleshoot a variety of office and library equipment including personal computer, photocopier, telephone, self-check machine, printers and other office machines and materials used in performing essential functions.

- Ability to work 40 hours per week (or hours defined for this position).
- Ability to lift and place boxes and other objects weighing up to 40 pounds onto carts.
- Ability to stoop, kneel, crouch, climb, and balance in order to shelve books.

Supervisory Skills

- Ability to assign duties, train and schedule staff to maximize the efficient utilization of staff resources.
- Ability to evaluate staff performance.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percents. Ability to interpret basic descriptive statistical reports.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including circulation statistics, overdue notices, fine records, policy and procedure manuals, library reference materials, etc.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others.
- Ability to prepare a variety of documents including circulation statistics and other reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret library science terminology.
- Ability to communicate effectively with the Library Director, library users, volunteers, and staff, representatives of other libraries, the general public, and others verbally and in writing.
- Ability to manage and work with others in a team-oriented environment.

Judgment and Situational Reasoning Ability

- Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Environmental Adaptability

- Ability to work effectively in library environment.
- Ability to work flexible hours, including evening and weekend hours.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have reviewed and received a copy of this job description.

Employee's Signature

Supervisor's Signature

Date

Date



City of Stoughton

Additional Staffing Request Form

General Information

Date:	07/19/2024
Director:	Jim Ramsey
City Department:	Library
Requested Position Title:	Library Assistant II – Adult Services
Status:	<input type="checkbox"/> 40 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 24 Hours <input type="checkbox"/> 22.5 Hours <input checked="" type="checkbox"/> Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

This is a part-time position at 22 hours per week, identical to the two existing Library Assistants who report directly to the Adult Services Librarian. The position's primary responsibility is assisting patrons in person, by phone and via email at our busy 2nd floor Information Desk. This new position's main responsibility will be staffing the 2nd floor Information Desk, thus freeing up other staff for programming and outreach.

This desk is the only service point on the library's 2nd floor, and as such must be staffed continuously for all of the 65 hours per week the building is open to the public. Remarkably, only three staff members—one full-time and two part-time—must cover this desk, with occasional help from other department supervisors and Library Substitutes.

Staffing this desk is challenging, even in the best of times. Staff are often forced to leave the desk unattended for a period of time to accommodate mandatory breaks. Because this is the only point of service for the Mezzanine and 2nd floor levels, this raises considerable safety concerns, especially when large numbers of young people are present in the after-school hours. (Due to our proximity to River Bluff Middle School, the library is a popular after-school destination.) Incidents in recent years involving fights between groups of young people further underscore the need for consistent supervision in this space.

The Library Board has identified increased services—programs, events, outreach—to young people and teens in particular as a key priority in the coming years. (See Goal Area 2, Action/Initiative 2 in the Library's 2023-2026 Strategic Plan, attached). Over the past several years, the number of programs and services we offer for teens has increased dramatically. Between 2019 and 2023, the number of teen programs increased by 63% alongside a staggering 200% increase in attendance.

Stoughton is a growing community, as evidenced by the expansion of housing developments in the city, particularly over the last few years. With Stoughton continuing to grow, we expect the demand for library services, especially those to young people, to grow apace. The need for additional staffing, already acute in 2021 when this personnel request was first submitted, has only grown in recent years, and we anticipate that this need will continue to grow in the years to come.

Our talented Library Assistant in charge of Teen Services, Cynthia Schlegel (.6 FTE), has done a phenomenal job expanding services to young people in recent years, but has reached the limit of what can be accomplished at current staffing levels. This is because Cynthia, along with Library Assistant Amy Hynek and Adult Services Librarian Amanda Bosky, are responsible for staffing our 2nd floor Information Desk. Amanda, Amy, and Cynthia spend a significant amount of their time covering this service desk, time that could be spent on programming, collection development, and outreach.

Cynthia currently spends 18 of her 24 hours each week staffing the Information Desk, leaving a scant 6 hours each week for planning and programming. With an additional library assistant position to staff the desk, Cynthia could devote more time to programming and outreach through after-school activities and partnerships with other organizations like the Youth Center and the school district. The last several years have been difficult ones for the young people in our community. Adolescents in particular have suffered from the ripple effects of the pandemic, including unprecedented social isolation and disruption to their education. The additional hours provided by this position would allow Cynthia to be present during the after-school hours to engage directly with this population by providing positive and constructive library experiences.

Additionally, our Adult Services Librarian and our other part-time Library Assistant would be available to hold open "office hours" to offer assistance with technology instruction and workforce development. Adults 55+ are one of the most frequent and highest-need user groups we serve at the library. Many of these users lack basic computer skills and require extensive staff assistance in order to apply for jobs, obtain benefits, or avoid eviction. Since the pandemic, staff report a significant increase in patrons in crisis who require intensive help with technology. Providing that level of assistance at current staffing levels is not sustainable.

Adult Services Librarian Amanda Bosky has provided a detailed justification in which she outlines how this position could positively impact her department and the library as a whole (See attached).

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

Our programs and services for teens and adults will continue to be limited by our small staff. Our Teen Services Library Assistant, Cynthia Schlegel, will have less time to engage with young people in our community. She will have to continue to decline offers for collaboration and outreach from the school district and other agencies, which will ultimately result in fewer opportunities for young people..

Services and programs for young adults, in particular, will continue to be limited, and in some cases may be scaled back, as Cynthia is increasingly called upon to cover the Information Desk. This will result in fewer opportunities for young people in our community to participate in safe, supervised library activities.

Staff from other departments, and occasionally the Director, will be required to cover the Information Desk, reducing time spent on other essential tasks.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.

One alternative has already been employed as a stop-gap measure for the past several years: The use of Library Substitutes to cover the Information Desk in order to allow full and part time staff to plan and implement programs.

If we continued to employ Library Substitutes in this manner, I would propose increasing the number of budgeted Substitute hours from 1400 to 1600 annually. In 2023, we logged 1594 hours.

This solution has its own attendant costs, which are significant. Because the Substitute position offers fewer hours and an unpredictable schedule, turnover is high, as candidates often use it as a stepping stone to a more permanent position. High turnover means our permanent staff must devote additional time to training and orientation for new hires, further stretching our limited resources.

Our Substitutes, as knowledgeable and competent as they are, cannot provide the same level of assistance as our permanent full and part time staff because they work only sporadically. If this position were approved, we could likely reduce the number of Substitute hours used, though Substitutes would still be required to cover staff vacations and other absences.

We could continue to rely on our limited-term Teen Services Intern position for additional assistance, though for reasons outlined below, the result will be more work for Cynthia and our other permanent Adult Services staff.

Some background: Recognizing the need for increased services to young adults, the Library Board in 2017 created the position of Teen Services Intern. Funding for the first year was provided by a grant, and the position was included in the operating budget starting in 2018.

Recruiting has been challenging from the outset. In fact, the wage was increased and the number of hours reduced to make the position more attractive after failing to attract a single applicant in 2020. Due to the limited-term nature of an internship, Cynthia must spend a large portion of her time on recruitment, orientation, and training, further reducing time spent on services and programming. In 2021, the board expanded the internship's job description to include providing assistance at the Information Desk and programming for adults—again, to broaden the position's appeal to potential candidates. This reduced the burden on Cynthia somewhat, but at only 8 hours per week for fewer than 6 months of the year, the position's impact would remain limited, even if we were able to fill it. As of the summer of 2024, the position remains unfilled.

Ultimately, the intern position was a stop-gap measure to provide support in the absence of a permanent staff member. If this personnel request is granted, we would likely move the intern to the Children's Services department to assist with summer programming, a task that requires far less up-front training than staffing the Information Desk.

We could leave the 2nd floor information desk unattended for longer periods of time, though due to the above-mentioned safety concerns, this is inadvisable.

Submitted By

Director:

Click here to enter text.

Signature: James Ramsey, Director

Date: 7/19/2024

Detailed justification for the addition of an Adult Services
Library Assistant



With the addition of a third Adult Services Library Assistant II:

Cynthia would work an average of 9 hours per week on desk, leaving her about **15** hours to work with teens each week—a huge increase from her current **6** hours per week for teen programming. She would use this time for:

- A program every Thursday afternoon, and the occasional second program on a different day of the week as well
- More adequate time to plan and prepare for big programs such as escape rooms, murder mystery nights, and mini festivals
- More outreach to the Youth Center, schools, and other community partners
- Informal programming/hangout time after school such as Art Cart or board games in the Teen area
- More time for teen collection development, which she currently struggles to fit in

Amanda would be scheduled for an average of **19.5** hours on desk per week, a big reduction from her current **24** per week. This would allow more adequate time for programming, community outreach and partnerships, and performing tasks as Assistant Director and part of the Management Team.

The new library assistant could be consistently scheduled as the second person in the room for Thursday afternoon teen programs, giving Cynthia some much-needed assistance as teen program attendance continues to increase beyond pre-pandemic levels.

We would no longer need to schedule our Technical Services Library Assistant for a regular Information desk shift, leaving her free to cover the Children's Services desk one evening a week instead, thus reducing our use of library substitutes.

This position could also take on additional projects, similar to how Cynthia does teen programming and Amy works on connections with community agencies. Examples could be taking over the Tuesdays with Murder book group, taking on more collection development responsibilities, doing more with adult programming, creating more book displays, etc.

Our library substitutes are wonderful, but the addition of this position would mean the Information desk was more often covered by the core team of 4, rather than substitutes and staff from other departments. This would ensure the highest quality service for our patrons.

Provided by Adult Services Librarian Amanda Bosky

2024 DRAFT Library Board Goals from Committees



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

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

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

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

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

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