

**STOUGHTON PUBLIC LIBRARY  
BOARD of TRUSTEES MEETING**

**DATE:** Wednesday, November 20, 2024

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



**LOCATION : Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton** **\*\*PLEASE NOTE\*\*** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <https://us02web.zoom.us/j/6269031450?omn=83486101573>. Members of the public may also attend using dial-in number (301) 715-8592, access code 626 903 1450.

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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 October 16, 2024 (enclosure)
  - B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for October 2024 (enclosures)
  - C. Review/Approval of Fund 215 & Fund 217 Bills for November 2024 (enclosures)
- IV. Friends of the Library Report – No report this month
- V. Recognition Opportunities
- VI. Public Comment Period
- VII. Review/Discussion of Correspondence
- VIII. Education Updates
- IX. Board In-service: Trustee Essential #23: Dealing with Challenges to Materials and Policies (enclosure)
- X. Director's Report
  - A. Statistics for October 2024 (enclosure)
  - B. Administration report (enclosure)
- XI. Committee Reports
  - A. Finance: did not meet
  - B. Personnel: should meet soon to discuss Director evaluation
  - C. Planning: met 11/13/24 (enclosure)
  - D. Policies: did not meet
- XII. Old Business
  - A. NONE
- XIII. New Business

- A. Approval of 2025 Calendar of Work \* (enclosure)
- B. Review progress on 2024 Library Board Goals and discussion and possible action regarding the 2025 Board Goals \* (enclosure)
- C. Approval of Dane County Library Service Agreement for Extension of Library Service \* (enclosure)
- D. Discussion and possible action regarding location of December Library Board meeting on 12/18/24 \*
- E. Discussion and possible action regarding expenditures for December Library Board meeting \*

XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day. (Planning Committee discussed at meeting on 11/13/24)
- 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: December 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  
 Katie Roberts  
 Mande Shecterle, SASD Representative  
 Siri Vienneau, Student Representative

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

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

# Agenda Notes: Library Board meeting of November 20, 2024



## XIII. New Business

- A. Approval of 2025 Library Board Calendar of Work \* (enclosure) -** The Calendar of Work is drafted each year around this time by the Board's Planning Committee. The calendar is an internal planning document listing most, though not all, of the tasks the Library Board is to complete in the coming year. Most of these tasks are annual occurrences, but some will vary from year to year.
- B. Review progress on 2024 Library Board Goals and discussion and possible action regarding the 2025 Board Goals \* (enclosure) –** The Planning Committee will lead a review of the 2024 Board Goals and will propose a schedule for setting the 2025 goals.
- C. Approval of Dane County Library Service Agreement for Extension of Library Service \* (enclosure) –** This is the annual agreement between our library and DCLS which details services we will provide to county residents and payments we will receive in the form of county reimbursements. Our total county reimbursement, payable in 2025, is \$315,017.
- D. Discussion and possible action regarding location of December Library Board meeting on 12/18/24 \* -** Traditionally, the December Library Board meeting is held outside of the library, usually at a local restaurant. Last year's meeting was held at Deak's Pub & Grill.
- E. Discussion and possible action regarding expenditures for December Library Board meeting \* -** In past years the Board would approve the use of undesignated gift funds for the annual December meeting to be held at a local restaurant. Depending on the decision taken on the previous item, the Board will need to expend undesignated gift funds from fund 217 to cover any expenses related to the December meeting.

## XIV. Pending Agenda Items

- A. Discussion of library closure on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day –** This item was added to pending agenda items at the request of the Board at the

meeting on September 20, 2023. The Board would like to discuss this further at a future date. *Per our discussion at last month's Board meeting, the Planning Committee discussed this item at their meeting on November 13.*

- 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, OCTOBER 16, 2024, @ 6:30 P.M.  
HYBRID MEETING IN CARNEGIE ROOM  
& VIA ZOOM



PRESENT: Ken Axe; Lora Klitzke, President; Teri LeSage; Jean Ligocki, City Council Representative (virtual); Sharon Meilahn Bartlett, Vice-President (virtual); Erin Meinholz; Trista Richards; Katie Roberts (virtual); Mande Shecterle, Stoughton Area School District Representative; Siri Vienneau, Student Trustee  
ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant; Lesley Johnson, President of the Friends of the Stoughton Public Library

- I. CALL TO ORDER. 6:33 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW. Klitzke moved up item XIII.A.

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

- III. CONSENT AGENDA. *Motion to approve: Axe. Second: LeSage. Vote: 9-0.*
- IV. WELCOME TO OUR NEW TRUSTEE: KATIE ROBERTS. The Board welcomed Roberts and everyone introduced themselves.
- V. FRIENDS OF THE LIBRARY REPORT. Johnson presented. The Friends had a table at the Saturday farmer's market this summer; they participated in National Night Out; raised \$700 from their wine tasting and \$5,000 from their raffle, with the drawing held during ArtWalk; had a table at the Library's Mini Ren Faire; at their annual meeting on October 8, voted to give \$20,000 to the Library next year. They are also setting aside funds for a special project in 2025, which will be decided in consultation with Ramsey. Their 40<sup>th</sup> Anniversary celebration is Oct. 20. National Friends of the Library Week is October 20-26. They are starting to plan their Mini Golf Fundraiser, to be held on March 16, 2025.

*[Johnson left at 6:44 p.m.]*

- VI. RECOGNITION OPPORTUNITIES. Vienneau suggested a thank you to Cynthia Schlegel for her work on the Mini Ren Faire.
- VII. PUBLIC COMMENT PERIOD. n/a
- VIII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a thank you to the library and an email praising two staff members.
- IX. EDUCATION UPDATES. Axe shared an article about libraries providing services to start-ups. Meilahn Bartlett shared an article about book banning, noting that the two top states for book bans are Florida and Iowa. Roberts shared that many students in Wisconsin technical colleges' 2-year degree for rural librarians are getting hired before they finish their coursework.
- X. BOARD IN-SERVICE: TRUSTEE ESSENTIAL #9: MANAGING THE LIBRARY'S MONEY. Ramsey presented.

- XI. DIRECTOR'S REPORT. In addition to his written report, Ramsey reported that the Mini Ren Faire went well, thanks especially to Cynthia Schlegel, Mary Ostrander, and Amanda Bosky. There were about 500 people in attendance. Road construction is on schedule; gate count is down, but not as much as one might expect, and program attendance seems to be holding steady. Klitzke asked about the Wellness Coalition; the Library is exploring the possibility of collaboration on programs and outreach about health and substance abuse.
- XII. COMMITTEE REPORTS
- A. Finance: LeSage reported. The committee discussed grant opportunities and recommended approval of the 2025 budget
  - B. Personnel: did not meet.
  - C. Planning: did not meet
  - D. Policies: did not meet
- XIII. OLD BUSINESS. n/a
- XIV. NEW BUSINESS.
- A. Discussion and possible action regarding 2025 Library Operating Budget. Ramsey presented. *Motion to approve*: Axe. *Second*: Ligocki. *Vote*: 9-0. Axe asked about the HVAC replacement. It is capital expenditure and is still scheduled for late 2024 or possibly early 2025. LeSage mentioned that while the contractor rather than the Library gets the tax credit, the Library can ask for a donation.
  - B. Approval of Memorandum of Mutual Accountability for Beyond the Page and the Ripple Project. *Motion to approve*: LeSage. *Second*: Meinholz. *Vote*: 9-0.
- XV. PENDING AGENDA ITEMS.
- A. Discussion of library closures on federal holidays not currently designated as paid holidays by the City of Stoughton: Presidents' Day, Juneteenth, Indigenous Peoples' Day, and Veterans Day.
  - B. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
  - C. Discussion of additional funding sources for library programming and operations.
- XVI. ADJOURNMENT. *Motion to adjourn at 7:39 P.M.*: Richards *Second*: LeSage *Vote*: 9-0.

Minutes taken by Sarah Monette.

G/L NUMBER	DESCRIPTION	2024		YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31/2024	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
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		617,987.50	61,798.75	123,597.50	83.33
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		60.00	0.00	(60.00)	100.00
215-55110-46710	LIBRARY FEES	3,700.00		3,119.63	213.07	580.37	84.31
215-55110-46712	COPY MACHINE	3,700.00		5,212.78	653.16	(1,512.78)	140.89
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	40.17	40.17	83.93
215-55110-48110	INTEREST INCOME	2,800.00		11,842.45	401.07	(9,042.45)	422.94
215-55110-48500	DONATIONS	0.00		57.01	0.00	(57.01)	100.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00		0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY		1,048,778.00		935,233.65	63,066.05	113,544.35	89.17
TOTAL REVENUES		1,048,778.00		935,233.65	63,066.05	113,544.35	89.17
Expenditures							
Dept 55110 - LIBRARY							
215-55110-50110	SALARIES	94,286.00		79,624.80	7,252.80	14,661.20	84.45
215-55110-50120	WAGES	417,489.00		375,190.64	34,480.61	42,298.36	89.87
215-55110-50126	OVERTIME	0.00		0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00		65,309.26	7,234.14	54,435.74	54.54
215-55110-50128	SUNDAY HOURS	9,238.00		6,871.87	1,025.47	2,366.13	74.39
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		38,681.27	3,684.29	10,390.73	78.83
215-55110-50161	WRS - GENERAL	30,182.00		26,471.55	2,393.74	3,710.45	87.71
215-55110-50163	HEALTH INSURANCE	106,399.00		78,987.45	13,487.83	27,411.55	74.24
215-55110-50164	DENTAL INSURANCE	8,542.00		5,321.40	532.14	3,220.60	62.30
215-55110-50165	LIFE INSURANCE	943.00		840.69	92.60	102.31	89.15
215-55110-50169	ESA 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		737.02	84.37	262.98	73.70
215-55110-50212	TRAVEL/CONFERENCE	2,000.00		1,024.98	0.00	975.02	51.25
215-55110-50213	SALES TAX	200.00		250.76	33.40	(50.76)	125.38
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		14,986.69	1,903.25	6,368.31	70.18
215-55110-50221	UTILITIES-BUILDING 2	7,627.00		2,596.22	107.66	5,030.78	34.04
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00		3,428.09	264.93	571.91	85.70
215-55110-50289	TECHNOLOGY COSTS	57,500.00		53,176.30	83.36	4,323.70	92.48
215-55110-50300	MISC EXPENSES	500.00		173.45	35.95	326.55	34.69
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00		4,798.17	0.00	(73.17)	101.55
215-55110-50320	DUES AND SUBSCRIPTIONS	175.00		100.00	0.00	75.00	57.14

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31/2024	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
<b>Fund 215 - LIBRARY FUND</b>							
<b>Expenditures</b>							
215-55110-50326	PERIODICALS	5,400.00		4,578.43	0.00	821.57	84.79
215-55110-50327	E-RESOURCES	18,000.00		16,867.04	0.00	1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00		6,095.70	365.58	2,904.30	67.73
215-55110-50329	BOOKS	52,000.00		43,051.63	4,322.31	8,948.37	82.79
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00		2,233.11	0.00	766.89	74.44
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00		24.73	0.00	25.27	49.46
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		5,016.79	163.90	983.21	83.61
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00		8,949.08	462.88	1,050.92	89.49
215-55110-50408	EMPLOYMENT TESTING	0.00		28.00	0.00	(28.00)	100.00
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		0.00	0.00	0.00	0.00
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	700.00		1,104.50	85.98	(404.50)	157.79
215-55110-50810	CAPITAL-EQUIPMENT	0.00		0.00	0.00	0.00	0.00
215-55110-50820	CAPITAL- COMPUTERS	0.00		0.00	0.00	0.00	0.00
215-55110-50900	CONTINGENCY	0.00		0.00	0.00	0.00	0.00
215-55110-50930	TRANSFER TO OTHER FUND	0.00		0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>1,048,778.00</b>		<b>846,544.62</b>	<b>78,077.19</b>	<b>202,233.38</b>	<b>80.72</b>
<b>TOTAL EXPENDITURES</b>		<b>1,048,778.00</b>		<b>846,544.62</b>	<b>78,077.19</b>	<b>202,233.38</b>	<b>80.72</b>
<b>Fund 215 - LIBRARY FUND:</b>							
<b>TOTAL REVENUES</b>		<b>1,048,778.00</b>		<b>935,233.65</b>	<b>63,066.05</b>	<b>113,544.35</b>	<b>89.17</b>
<b>TOTAL EXPENDITURES</b>		<b>1,048,778.00</b>		<b>846,544.62</b>	<b>78,077.19</b>	<b>202,233.38</b>	<b>80.72</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>		<b>88,689.03</b>	<b>(15,011.14)</b>	<b>(88,689.03)</b>	<b>100.00</b>



Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	276,743.20
215-00000-11102	US BANK - CC	9,312.47
215-00000-12550	PREPAID EXPENSES	833.39
<b>Total Assets</b>		<b>286,889.06</b>
*** Liabilities ***		
215-00000-21700	ACCRUED PAYROLL	25,223.44
215-00000-26600	DEF INFLOW - PROPERTY TAXES	123,597.50
<b>Total Liabilities</b>		<b>148,820.94</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>88,689.03</b>
<b>Ending Fund Balance</b>		<b>138,068.12</b>
<b>Total Liabilities And Fund Balance</b>		<b>286,889.06</b>

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31/2024	AVAILABLE BALANCE	% BUDGET USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	(ABNORMAL)	
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND</b>						
<b>Revenues</b>						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	13,000.00	14,126.09	1,457.58	(1,126.09)	108.66
217-55110-48500	DONATIONS	60,000.00	94,831.34	13,286.95	(34,831.34)	158.05
217-55110-48510	DONATIONS - UNDESIGNATED	0.00	600.00	100.00	(600.00)	100.00
217-55110-48530	DONATIONS - FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(22,000.00)	0.00	0.00	(22,000.00)	0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>51,000.00</b>	<b>109,557.43</b>	<b>14,846.53</b>	<b>(58,557.43)</b>	<b>214.82</b>
<b>TOTAL REVENUES</b>		<b>51,000.00</b>	<b>109,557.43</b>	<b>14,846.53</b>	<b>(58,557.43)</b>	<b>214.82</b>
<b>Expenditures</b>						
Dept 55100 - COMMUNITY COMMITMENT						
217-55100-50499	DEPT DEFICIT	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55100 - COMMUNITY COMMITMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 55110 - LIBRARY</b>						
217-55110-50499	DEPT DEFICIT	0.00	0.00	0.00	0.00	0.00
217-55110-50500	DESIGNATED	50,000.00	61,913.69	19,835.74	(11,913.69)	123.83
217-55110-50501	UNDESIGNATED	1,000.00	930.63	0.00	69.37	93.06
217-55110-50502	BUILDING FUND	0.00	0.00	0.00	0.00	0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-50936	TR OUT - FUND 215	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 55110 - LIBRARY</b>		<b>51,000.00</b>	<b>62,844.32</b>	<b>19,835.74</b>	<b>(11,844.32)</b>	<b>123.22</b>
<b>TOTAL EXPENDITURES</b>		<b>51,000.00</b>	<b>62,844.32</b>	<b>19,835.74</b>	<b>(11,844.32)</b>	<b>123.22</b>
<b>Fund 217 - LIBRARY SPECIAL GIFT FUND:</b>						
<b>TOTAL REVENUES</b>		<b>51,000.00</b>	<b>109,557.43</b>	<b>14,846.53</b>	<b>(58,557.43)</b>	<b>214.82</b>
<b>TOTAL EXPENDITURES</b>		<b>51,000.00</b>	<b>62,844.32</b>	<b>19,835.74</b>	<b>(11,844.32)</b>	<b>123.22</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>46,713.11</b>	<b>(4,989.21)</b>	<b>(46,713.11)</b>	<b>100.00</b>
<b>TOTAL REVENUES - ALL FUNDS</b>						
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>1,099,778.00</b>	<b>1,044,791.08</b>	<b>77,912.58</b>	<b>54,986.92</b>	<b>95.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>135,402.14</b>	<b>(20,000.35)</b>	<b>(135,402.14)</b>	<b>100.00</b>

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	24,942.63
217-00000-11102	US BANK - CC	1,343.95
217-00000-11302	WISC INVESTMENT FUND	348,553.28
217-00000-12550	PREPAID EXPENSES	620.00
<b>Total Assets</b>		<b>375,459.86</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>46,713.11</b>
<b>Ending Fund Balance</b>		<b>375,459.86</b>
<b>Total Liabilities And Fund Balance</b>		<b>375,459.86</b>

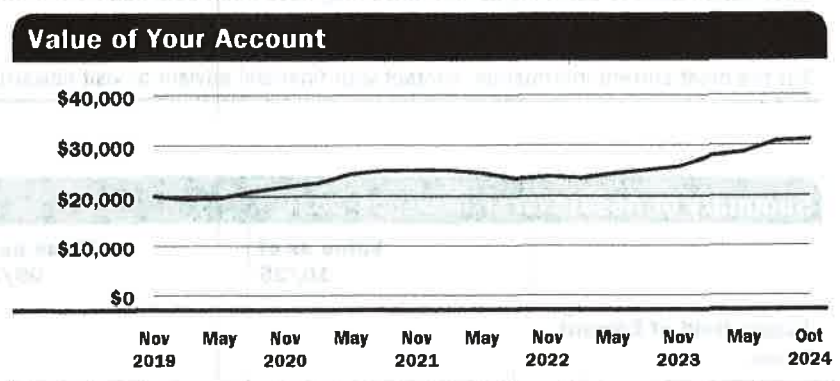
Stoughton Area Comm Foundation

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

Account Value	
<b>\$31,085.59</b>	
<b>1 Month Ago</b>	\$31,161.96
<b>1 Year Ago</b>	\$23,885.28
<b>3 Years Ago</b>	\$25,350.42
<b>5 Years Ago</b>	\$19,446.81



Value Summary		
	This Period	This Year
Beginning Value	\$31,161.96	\$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	-76.37	4,103.75
<b>Ending Value</b>	<b>\$31,085.59</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
	-0.39%	15.57%	29.04%	7.18%	9.75%

**2024 EXPENDITURES: FUND 215**  
**NOVEMBER**

MOVED:

SECONDED:

VOTE:

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Inv. Date	Payment	Line Item	Vendor	Description	Amount
10/08/24	AB prepaid CC	50211	USPS	USPS 100824 211	\$ 11.64
10/24/24	AB prepaid CC	50211	USPS	USPS 102424 211	\$ 9.51
10/31/24	11/20/24	50211	Baker & Taylor	fuel surcharge	\$ 11.04
10/31/24	11/20/24	50211	Baker & Taylor	fuel surcharge	\$ 22.21
10/31/24	11/20/24	50211	Baker & Taylor	fuel surcharge	\$ 35.26
11/01/24	11/20/24	50211	Ingram	fuel surcharge	\$ 27.94
10/15/24	MO prepaid CC	50212	Heartland Farm	HFS 101524	\$ 185.40
10/17/24	SB prepaid CC	50212	Pick 'n Save	PNS 101724 TAT	\$ 45.10
10/18/24	AB prepaid CC	50212	Cousins Subs	CS 101824 212	\$ 172.68
10/22/24	JR prepaid CC	50212	WLA	WLA 102224 rwnl	\$ 100.00
11/09/24	11/20/24	50212	Bosky, Amanda	AB 110924 MMW	\$ 403.53
11/06/24	11/20/24	50221	Alliant Energy	AE 110624	\$ 191.69
10/17/24	11/20/24	50240	Gordon Flesch	GF101724copier2	\$ 40.30
10/26/24	SB prepaid CC	50240	Amazon	AZ102124REP350	\$ 15.99
11/03/24	11/20/24	50240	Gordon Flesch	GF110324copier1	\$ 99.02
10/28/24	JR prepaid CC	50289	Donor Tools	DT 102824 tech	\$ 39.00
10/29/24	11/20/24	50289	SCLS	SCLS102924RFID	\$ 2,304.20
11/14/24	11/20/24	50289	TBS	TBS 111424 fax	\$ 16.80
10/12/24	SB prepaid CC	50313	Amazon	AZ 101124 CC	\$ 24.48
10/25/24	SB prepaid CC	50313	Amazon	AZ 102324 CC	\$ 15.99
10/13/24	AB prepaid CC	50326	New York Times	NYT 101324 326	\$ 56.00
10/29/24	11/20/24	50328	Playaway	FA100124ABCD	\$ 127.98
10/30/24	SB prepaid CC	50328	Amazon	AZ 102924 JDVD	\$ 24.82
10/31/24	11/20/24	50328	Baker & Taylor	AD/TE materials	\$ 334.56
11/01/24	11/20/24	50328	Ingram	AV materials	\$ 98.99
11/01/41	11/20/24	50329	Ingram	CH materials	\$ 852.59
10/10/24	SB prepaid CC	50329	Amazon	AZ 093024 AF	\$ 17.99
10/15/24	11/20/24	50329	Penworthy	PW101524CH(ER)	\$ 352.28
10/15/24	11/20/24	50329	Penworthy	PW 101524 CP	\$ 352.35
10/31/24	11/20/24	50329	Baker & Taylor	AD/TE materials	\$ 1,175.48
11/01/24	11/20/24	50329	Ingram	AD/TE materials	\$ 1,148.63
10/08/24	SB prepaid CC	50340	Amazon	AZ 100724 OS	\$ 145.10
10/25/24	SB prepaid CC	50340	Amazon	AZ 102324 OS	\$ 23.13
10/26/24	SB prepaid CC	50340	Amazon	AZ 102324 OS	\$ 66.51
10/30/24	SB prepaid CC	50340	Amazon	AZ 102924 OS	\$ 37.77
10/31/24	11/20/24	50342	Baker & Taylor	processing	\$ 18.90
10/31/24	11/20/24	50342	Baker & Taylor	processing	\$ 55.34

11/01/24	11/20/24	50342	Ingram	processing	\$ 71.28
11/06/24	11/20/24	50342	Demco	DM 110624 LS	\$ 306.33
11/13/24	11/20/24	50342	SCLS	SCLS111324cards	\$ 794.10
10/10/24	CITY prepaid	50350	Peterson Pest Mgmt	PPM 101024	\$ 40.00
10/10/24	CITY prepaid	50350	Schumacher	SCH 101024 elev	\$ 156.88
10/16/24	11/20/24	50444	Veregin, Howard	HV 101624	\$ 36.00
10/16/24	11/20/24	50444	Wuchte, Lauren	LW 101624(1)	\$ 19.99
10/16/24	11/20/24	50444	Wuchte, Lauren	LW 101624(2)	\$ 16.99
10/22/24	11/20/24	50444	Verona PL	VER 102224	\$ 31.00
10/29/24	11/20/24	50444	McMillan Mem. Lib.	MCM 102924	\$ 28.00
11/01/24	11/20/24	50444	Heibler, Shannon	SH 110124	\$ 6.99
11/01/24	11/20/24	50444	Weber, Roger	RW 110124	\$ 15.99
11/11/24	11/20/24	50444	Barneveld Middle Sch.	BMS 111124	\$ 16.99
11/11/24	11/20/24	50444	Naber, Charles	CN 111124	\$ 17.99
10/12/24	SB prepaid CC	50810	Amazon	AZ101124FF810	\$ 94.04
10/13/24	SB prepaid CC	50870	Amazon	AZ 101124 EJEF	\$ 8.99
10/22/24	SB prepaid CC	50870	Amazon	AZ102124EJEFF	\$ 8.99

**2024 EXPENDITURES: FUND 217  
NOVEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
09/24/24	MO prepaid CC	Pick 'n Save	PS092424FPRCH	FoL	program	\$ 23.98			
09/24/24	MO prepaid CC	Soc. Of St. VdP	SVP 092424 SUN	Sunday	program	\$ 32.80			
09/30/24	10/16/24	Conroy, Linda	LC 093024	Sunday	program	\$ 500.00			
09/30/24	MO prepaid CC	Soc. Of St. VdP	SVP 093024 SUN	Sunday	program	\$ 23.50			
09/30/24	MO prepaid CC	Walmart	WM093024FPRCH	FoL	program	\$ 47.06			
10/05/24	AB prepaid CC	Pick 'n Save	PNS 100524 SUN	Sunday	program	\$ 52.80			
10/08/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 51.50			
10/08/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 58.74			
10/10/24	11/20/24	the Creative Co.	CC 101024 B CN	Bryant	books	\$ 463.00			
10/15/24	SB prepaid CC	Amazon	AZ 101424 FPRCH	FoL	program	\$ 24.72			
10/15/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 29.99			
10/15/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 39.99			
10/15/24	11/20/24	Penworthy	PW101524CNF(B)	Bryant	books	\$ 1,367.77			
10/15/24	11/20/24	Penworthy	PW 101524 M CH	Misc	books	\$ 153.72			
10/16/24	11/20/24	Midwest Tape	MW060524ABCD	FoL REPL	AV	\$ 9.99			
10/18/24	11/20/24	Playaway	FA 101424 BVOX	Bryant	AV	\$ 883.85			
10/18/24	11/20/24	Playaway	FA 101424 BVOX	Bryant	AV	\$ 123.98			
10/21/24	SB prepaid CC	Amazon	AZ 101624 KV	Kvamme	supplies	\$ 13.85			
10/23/24	SB prepaid CC	Amazon	AZ 061824 B VG	Bryant	video games	\$ 29.99			
10/23/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 69.99			
10/24/24	SB prepaid CC	Amazon	AZ102324FPRCH	FoL	program	\$ 78.03			
10/28/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 49.99			
10/29/24	AB prepaid CC	Amazon	AZ 102924 B PT	Bryant	program	\$ 30.00			
10/29/24	SB prepaid CC	Amazon	AZ 102924 B VG	Bryant	video games	\$ 17.99			

10/29/24	MO prepaid CC	Walmart	WM102924FPRCH	FoL	program	\$	64.54	
10/29/24	AB prepaid CC	Yahara Chocolate	YC 102924 SUN	Sunday	program	\$	50.00	
10/30/24	CS prepaid CC	Dollar Tree	DT 103024 B PT	Bryant	program	\$	39.75	
10/31/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$	69.00	
10/31/24	SB prepaid CC	Amazon	AZ 102624 B AF	Bryant	books	\$	15.83	
10/31/24	11/20/24	Baker & Taylor	AD/TE materials	Bryant	books	\$	368.00	
10/31/24	11/20/24	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$	85.64	
10/31/24	11/20/24	Baker & Taylor	AD/TE materials	Bryant	AV	\$	740.32	
10/31/24	SB prepaid CC	Facebook	FB 102124 SUN	Sunday	program	\$	6.00	
11/01/24	11/20/24	Ingram	AD/TE materials	FoL REPL	books	\$	106.16	
11/01/24	11/20/24	Ingram	CH materials	Bryant	books	\$	87.53	
11/01/24	11/20/24	Ingram	AD/TE materials	Sunday	program	\$	115.70	
11/01/24	11/20/24	Ingram	AD/TE materials	Misc	books	\$	16.79	
11/01/24	11/20/24	Stoughton Yoga	SY 110124 SUN	Sunday	program	\$	480.00	
11/07/24	11/20/24	PBC Guru	LSC 110724 SUN	Sunday	program	\$	2,500.00	
11/08/24	11/20/24	Cengage	AD/TE materials	FoL	books	\$	199.43	



# Dealing with Challenges to Materials and Policies

# 23

One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.<sup>5</sup> This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

## The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

### In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

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<sup>5</sup> While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

## The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

## Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

## Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

## Sources of Additional Information

- Attached *Sample Complaint/Concern Form*
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://cebc.education.wisc.edu/freedom/ifservices.asp>
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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

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## Sample Complaint / Concern Form \*

Your complaint or concern is about (please check):

- Book
- Audio item
- Video item
- Internet website
- Library policy
- Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: \_\_\_\_\_

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

\* Sometimes called a material reconsideration or challenge policy.

## Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.\*
3. Write the person who filed the complaint with a decision and explanation within \_\_\_\_ days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.\*

\*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

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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	12,735	2,580	3,879	19,194	1.32%
SEP	11,029	15,337	16,010	17,304	10,957	2,113	3,799	16,869	-2.51%
OCT	11,652	16,052	16,050	18,318	10,966	2,323	3,761	17,050	-6.92%
NOV	11,205	14,952	15,972	17,970				0	-100.00%
DEC	10,939	14,282	15,445	18,279				0	-100.00%
TOTAL	127,268	172,964	205,902	217,833	116,679	25,822	46,724	189,225	-13.13%
AVG	10,606	14,414	17,159	18,153	11,668	2,582	4,672	18,923	4.24%

**COMPUTER USE**

**2024 COMPUTER LOGINS BY TYPE**

**2023-24**

MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	1,966	440	882	1,082	322	82	37	441	-59.24%
FEB	1,823	800	764	771	320	18	39	377	-51.10%
MAR	1,225	838	893	825	394	506	67	967	17.21%
APR	371	1,687	1,104	611	393	602	52	1,047	71.36%
MAY	257	1,328	596	761	269	265	37	571	-24.97%
JUN	248	1,336	756	881	301	462	54	817	-7.26%
JUL	248	1,086	721	784	300	437	58	795	1.40%
AUG	322	1,177	956	1,116	285	507	48	840	-24.73%
SEP	372	749	669	635	302	524	42	868	36.69%
OCT	642	1,215	731	903	322	352	71	745	-17.50%
NOV	577	1,277	957	1,240				0	-100.00%
DEC	566	948	768	893				0	-100.00%
TOTAL	25,783	12,881	9,797	10,502	3,208	3,755	505	7,468	-28.89%
AVG	2,149	1,073	816	875	321	376	51	747	-14.65%

Programming Statistics  
for September 2024

**LOANED THROUGH DELIVERY**

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,441	8,985	8,763	8,484	8,569	1.00%
FEB	6,447	8,737	8,082	8,030	8,336	3.81%
MAR	3,521	11,069	8,866	9,137	8,530	-6.64%
APR	147	8,709	7,975	7,896	8,141	3.10%
MAY	537	8,359	7,468	7,501	7,587	1.15%
JUN	1,687	8,151	7,563	8,038	7,808	-2.86%
JUL	3,724	8,076	7,647	7,858	8,338	6.11%
AUG	4,169	8,012	8,267	8,272	7,734	-6.50%
SEP	3,945	8,080	7,695	7,802	7,894	1.18%
OCT	5,759	7,885	8,003	8,374	8,305	0.37%
NOV	7,354	7,804	7,992	7,976		-100.00%
DEC	8,886	8,033	7,298	7,481		-100.00%
TOTAL	54,617	101,900	95,619	96,849		-100.00%
AVG	4,551	8,492	7,968	8,071		-100.00%

**BORROWED THROUGH DELIVERY**

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	4,934	5,543	5,756	5,632	5,257	-6.66%
FEB	4,533	5,741	5,121	4,964	4,907	-1.15%
MAR	2,422	6,887	5,701	5,454	5,384	-1.28%
APR	10	5,953	5,452	4,972	5,439	9.39%
MAY	301	5,048	5,031	4,826	4,785	-0.85%
JUN	1,082	5,153	5,290	4,607	5,054	9.70%
JUL	2,482	4,963	4,819	5,039	4,895	-2.86%
AUG	4,097	5,148	4,897	5,155	4,867	-5.59%
SEP	3,659	5,440	4,569	4,899	4,798	-2.06%
OCT	4,148	5,254	4,519	5,161	5,215	1.05%
NOV	4,659	4,925	4,541	4,930		-100.00%
DEC	5,302	5,104	4,469	4,980		-100.00%
TOTAL	37,629	65,159	60,165	60,619		-100.00%
AVG	3,136	5,430	5,014	5,052		-100.00%

**WIRELESS USE**

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	12,924	920	1,341	1,830	1,677	-8.36%
FEB	14,614	875	1,269	1,801	1,806	0.28%
MAR	8,647	1,003	1,643	2,152	1,895	-11.94%
APR	1,913	1,033	1,711	2,187	2,068	-5.44%
MAY	2,596	1,378	2,170	3,041	2,187	-28.08%
JUN	2,712	1,286	1,775	2,161	1,763	-18.42%
JUL	1,026	1,412	1,917	2,623	2,467	-5.95%
AUG	804	1,253	2,138	2,155	2,099	-2.60%
SEP	975	1,312	2,243	2,184	2,071	-5.17%
OCT	890	1,677	2,231	2,310	2,118	-8.31%
NOV	987	1,499	1,961	2,213		-100.00%
DEC	1,136	1,545	1,801	2,147		-100.00%
TOTAL	49,224	15,193	22,200	26,804		-100.00%
AVG	4,102	1,266	1,850	2,234		-100.00%

**DOOR COUNT**

2022-23

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	9,428	0	5,425	7,504	6,975	-7.05%
FEB	9,248	0	5,826	7,000	7,545	7.79%
MAR	5,086	0	6,385	8,810	8,212	-6.79%
APR	0	0	6,482	7,634	8,282	8.49%
MAY	0	1,462	8,119	10,109	9,943	-1.64%
JUN	0	4,155	7,296	8,237	8,109	-1.55%
JUL	0	5,158	7,301	7,810	8,730	11.78%
AUG	0	4,809	7,900	8,125	8,364	2.94%
SEP	0	4,915	7,135	6,832	7,653	12.02%
OCT	0	6,061	7,696	7,776	8,208	5.56%
NOV	0	5,620	7,126	7,525		-100.00%
DEC	0	5,280	6,188	7,308		-100.00%
TOTAL	23,762	37,460	82,879	94,670		-100.00%
AVG	1,980	3,122	6,907	7,889		-100.00%

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

**SELF-CHECKOUTS**

MO.	2020	2021	2022	2023	2024	%TOTAL
JAN	9,767	0	8,190	9,342	8,942	64.61%
FEB	8,903	0	8,181	8,344	9,063	67.02%
MAR	6,581	0	9,086	10,361	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931	8,433	65.33%
JUN	0	6,690	9,544	8,729	11,021	70.00%
JUL	0	7,053	9,276	9,658	10,724	67.63%
AUG	0	6,585	9,707	9,193	10,323	67.40%
SEP	0	7,210	7,646	8,252	8,774	64.84%
OCT	0	7,254	7,424	8,826	8,742	65.78%
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	8,655	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	5,855	4,701	4,268	4,816	5,767	19.75%
MAY	7,039	4,092	4,008	4,528	4,963	9.61%
JUN	7,455	4,818	3,954	5,323	5,788	8.74%
JUL	7,459	4,206	4,768	4,991	5,935	18.91%
AUG	7,620	3,936	3,915	4,874	5,247	7.65%
SEP	6,130	3,448	3,501	4,173	4,891	17.21%
OCT	7,858	3,471	3,342	4,178	5,050	20.87%
NOV	6,349	3,457	3,609	4,312		-100.00%
DEC	8,174	3,519	3,352	4,337		-100.00%
TOTAL	87,136	48,582	47,131	55,082		-100.00%
AVG	7,256	4,049	3,928	4,590		-100.00%

Programming Statistics  
for October 2024

		October Programs		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
10/1/2024	Carnegie Room	Baby Story Time (DF)						
10/1/2024	Carnegie Room	GNC (MO)		5				
10/2/2024	Offsite	Outreach to Entre Nous group (JR)				20		
10/2/2024	Online live	LSC: Bat Island				5		
10/2/2024	Carnegie Room and	The Foundation (JR)				10		
10/3/2024	St Anns Preschool	Outreach Story Time (AMH)	20					
10/3/2024	Carnegie Room	Story Time (MO)	28					
10/3/2024	Senior Center	Craft Club (SB, volunteer)				16		
10/5/2024	East Side Park	Mini Renaissance Faire (CS, MO, AB, JR, SB, AMH)					500	
10/6/2024	Stoughton Yoga	Yoga Sundays (AB)				19		
10/7/2024	Carengie Room	Story Time (MO)	29					
10/8/2024	Carnegie Room	Baby Story Time (DF)	3					
10/8/2024	Carnegie Room	Writing Group (volunteers)				6		
10/8/2024	Carnegie Room	All Boys Aren't Blue Banned Book discussion (CS, AB)				5		
10/9/2024	Online live	LSC: Silvia Moreno-Garcia				0		
10/9/2024	Carnegie Room	Pokemon Club (MO)		35				
10/10/2024	Learning Tree Presc	Outreach Story Time (AMH)	24					
10/10/2024	Learning Tree Presc	Outreach Story Time (AMH)	25					
10/10/2024	Carnegie Room	Story Time (MO)	32			4		
10/10/2024	Carnegie Room	Drama Banned Book Discussion (MO)						
10/14/2024	Carnegie Room	Story Time (MO)	30					
10/15/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	19					
10/15/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	20					
10/15/2024	Carnegie Room	PJ Story Time (AMH)	22					
10/15/2024	Carnegie Room	Baby Story Time (DF)						
10/16/2024	Weebleword Presch	Outreach Story Time (AMH)	20					
10/17/2024	Carnegie Room	Story Time (MO)	19					
10/17/2024	Carnegie Room	Stitches (MO)				7		
10/18/2024	Stoughton Yoga	Family yoga (MO)		5				
10/19/2024	Carnegie Room	Saturday Story Time (AMH)	11					
10/20/2024	Carnegie Room	Sweetgrass baskets (Linda Conroy, SB, AH)				22		
10/21/2024	Carnegie Room	Story Time (MO)	35					
10/22/2024	Carnegie Room	Baby Story Time (DF)						





# Director's Report

November 20, 2024



## Library news:

- On October 15, I and the four library managers attended a training entitled *Human Resources and Employment Law 101: Back to the Basics* presented by the Cities and Villages Mutual Insurance Company (CVMIC). The session reviewed the responsibilities of managers regarding the “big three” in federal employment law: The Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Fair Labor Standards Act (FLSA). This training was mandatory for all city management and supervisory staff.
- On October 17, I attended the monthly meeting of the Dane Southeast Equity Team, one of four teams established under the Ripple Project, Dane County Library Service’s Diversity, Equity, and Inclusion (DEI) initiative. We discussed goal setting for the 2024-2025 year. Our library’s short term goal is to hold a program on restorative justice in the spring of 2025. Other libraries in Dane County are looking to expand their world language collections and adapt their spaces to be more accessible to those with disabilities. Our longer-term goal is to conduct a diversity audit of our collection as described in our 2023-2026 Strategic Plan.
- We held our **annual staff in-service** on Friday, October 18. In the morning, Tracie Miller and Shawn Brommer, two consultants from South Central Library System, discussed book challenges, intellectual freedom, and first amendment audits. In the afternoon, we visited Heartland Farm Sanctuary just east of town. Heartland has partnered with the library on



many past programs and events, and this was an opportunity for all library staff to learn more about them.

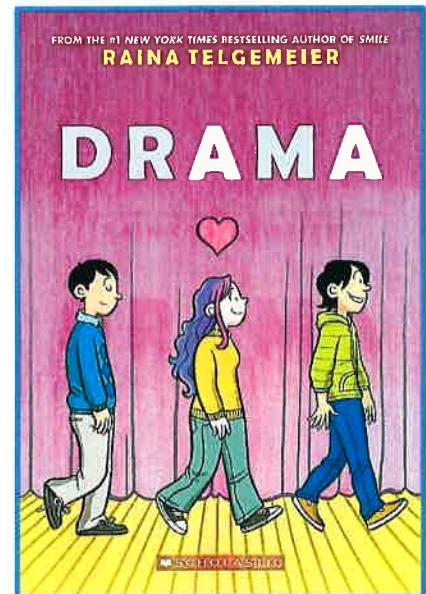
- Late last month, I attended a three-part webinar via the American Library Association's eLearning platform entitled *Practicing Adaptive Leadership: Library Management for Staff & Personal Wellness*. The course focused on the concepts of adaptive leadership and values-based decision making as ways to encourage others to navigate change. Time spent on this coursework counts towards my continuing education requirement for my Grade 1 Public Library Certification through the Department of Public Instruction. I am required to complete 100 hours of continuing education coursework over a five-year period.
- Construction on Fourth Street wrapped up at the end of last month. We are grateful to the contractor, Fischer Excavating, and the city's Public Works Department for their communication and cooperation. It wasn't easy, but we managed to maintain access to the building throughout the project. One new development: The city decided to add back two parking spaces on the east side of Fourth Street, directly across from the library. (Originally, all of the spaces on the east side of the street were slated to be removed.) These spaces will remain until 2027 when a left turn lane is installed on Fourth Street in conjunction with the Department of Transportation's Main Street project.
- Planning for Library Legislative Day, scheduled for February 11, 2025, is in full swing; we held our first LLD planning committee meeting on October 28. Again this year I will be making all of the appointments with legislative offices. We have our work cut out for us this year because of the election, which means a whole new crop of legislators and legislative staffers. Registration for Library Legislative Day opens on Monday, December 2 and closes on Friday, January 10, so if any trustees are interested in attending, please reach out to me in the coming weeks.
- On October 29, we had our first meeting with the contractors and engineers for our HVAC equipment replacement project. You'll recall that the job was awarded to Helm Group in September; Strang, Inc. are the engineers on the project. Later, on November 8, we had our first pre-construction walk-through with the contractors and sub-contractors. The folks at Helm Group now anticipate starting the project around April of next year. The project, which includes the replacement of the rooftop air-handling units and the removal of the air-handling unit in the basement mechanical room, will last approximately 10 weeks.

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

The report for the period Sep 28 – Oct 25 shows a decrease in value of \$76.37 to the account because of market conditions. The overall value of the account as of Oct 25 is \$31,085.59.

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

- Our **banned book discussion for younger readers featuring the book *Drama*** by Raina Telgemeier took place on October 10. We talked a lot about how libraries choose books, why books get banned, and how to preserve the freedom to read. It was a very fruitful discussion.
- This year's downtown Stoughton trick-or-treat event on October 26 was very successful, with Mary giving away over 200 books to trick-or-treaters.
- The escape rooms on October 29 and 30 were a lot of fun. Many of the puzzles involved math skills, much to the children's chagrin.
- The Costume Dance Party on the morning of October 31 gave our littlest library patrons a chance to don their costumes early that day. About 50 people showed up to boogie down.
- Winter story times started November 11 with gusto. Our regular story time patrons are relieved now that the Fourth Street construction has been completed.
- Our Winter Reading Program begins December 16; Children's Services staff is working to design the activities log for this year's reading challenge.
- Coming up: Stuffed Animal Sleepover (11/20), Indoor Playtime (11/22), Music on the Mezz (12/7) and Hot Chocolate & Diamond Paintings (12/18)



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

- 538 new items were added, linked, and processed in the month of October by Sarah, Zi Wei and the library volunteers.
- Sarah attended the Human Resources and Employment Law 101 training presented by the Cities and Villages Mutual Insurance Corporation (CVMIC) on October 15, along with the other library managers.
- On October 20, Sarah and Amy hosted a sweetgrass basket weaving program here at the library led by local herbalist Linda Conroy. Sarah and



Amy also taught **mini-macrame** at **this month's session of Craft Club** on November 7. Around two dozen people attended each program.

- In late-October, Sarah and Mary worked on the tree canopy installation to be installed above the Children's Service Desk. Sarah also helped Mary with Stitches, the library's fiber arts group for tweens and teens, on October 17 and November 14.
- Sarah continues to help out as needed to cover shifts at our three service desks.



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

- The Circulation Team met on October 22 and discussed guidelines for handling problem/damaged items, especially those owned by other libraries coming in for holds. The Shelver Team met on October 30 and discussed various shelving reminders, as well as topics discussed at the staff in-service held on October 18.
- Robin attended the last virtual Circulation Refresher of 2024 presented by SCLS on October 30. The topic for this session was handling annual data record clean up reports.
- On November 12, Robin attended the Circulation Services Subcommittee meeting. Topic discussed included SCLS's local holds practice, new patron categories, and potential topics for 2025's Circulation Refresher sessions.
- Shelver Carson left the Stoughton Library after accepting a job offer from the Verona Public Library. His last day was October 17. Robin worked with the City HR department to hire a new Shelver, who should start mid-to late-November.

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

- During the month of October, the Adult Services department kept a tally of people who requested to use one of our meeting rooms but could not because there were no rooms available. We knew this number would be high, but we did not anticipate how very high it would be: 52 people or groups we were unable to accommodate!

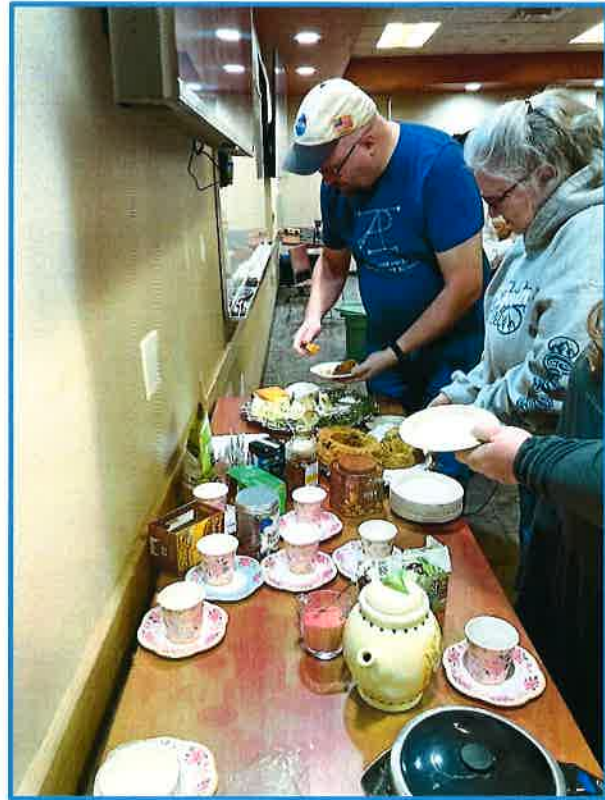
- In addition to her Teen Services programming and collection development work, Teen Services Assistant Cynthia Schlegel wrote six college recommendation letters for former teen program attendees and volunteers she has gotten to know over the years.
- On October 8, Adult Services Librarian Amanda Bosky and Cynthia hosted a banned book discussion of *All Boys Aren't Blue* by George M. Johnson. A small but dedicated group of adults attended. Many thanks to Beyond the Page for donating free copies of the book for our patrons to keep.
- Cynthia's recent teen programming included Halloween Cupcake Decorating and the Rainbow Readers Teen LGBTQ+ book group.
- We hosted **special guest Jerry from Do Art Productions to lead a graphic novel workshop** with tweens and teens on October 24.



- The Beyond the Page endowment sponsored **special guest Veronica Hinke on October 26 to discuss the foods eaten on board the Titanic**, including samples of cheeses and plum pudding. Many thanks to our new local bookstore Ink Cap Books for selling copies of Veronica's cookbook for patrons to purchase and have signed at the event.
- Amanda provided outreach to Memory Care residents at Magnolia Gardens on October 31, with a brief presentation on the classic Nancy Drew mysteries. Michael Hecht of Skaalen Home also provided a talk on the art of N. C. Wyeth at the library earlier in the month.
- On November 3, adults, teens, and older children attended a Geology presentation from Jason Rehorst of the Virtual Geology museum. Many

thanks to the Fire Department for lending us their large training room for this program as well as the Titanic program on October 26. We appreciate having a nearby space to host programs which are too large for our Carnegie Room.

- Former Library Director Richard MacDonald hosted his final session of The Foundation book discussion group on November 6. In the 5 years since his retirement, Richard has continued to co-host this group with Jim. For 2025, we have rebranded the group as “Specs” speculative fiction group to discuss science fiction, fantasy, and horror titles. Mary, Amanda, and Jim will take turns leading discussions every other month.
- On November 9, Amanda attended the Midwest Mystery Conference in Chicago. She learned about new local authors, and explored mystery book tropes and topics. This broadens her knowledge base as leader of the library’s Tuesdays with Murder mystery book group.



**Looking Back** from *The Stoughton Hub*  
December 6, 1901

**The Free Library**

The work of cataloguing the library books is now so far advanced that it was decided at a meeting of the board Tuesday to formally open the library for the inspection of the public Saturday, Dec. 14<sup>th</sup>. On that day the library, reading room, and, in fact, the whole city hall, will be thrown open to the public, and farmers are cordially invited to call in during their stay in town. The ladies of the various organizations in the city will serve refreshments in the large court room, the proceeds of which will go to swell the library fund. A musical and literary program is being prepared and will be given in the Auditorium in the afternoon or evening, no admission

being charged. In short, everything will be done to make the opening of Stoughton's public library an event to be remembered with pleasure.





**Stoughton Public Library**  
**Board of Trustees Planning Committee Meeting**  
**Wednesday, November 13, at 6:30 PM**

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

**MINUTES**

**Present:** Teri LeSage, Jean Ligocki, Sharon Meilahn Bartlett (Chair), Siri Vienneau

**Also present:** Library Director Jim Ramsey

1. Meeting called to order by Meilahn Bartlett at 6:33 PM.
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of May 6, 2024 \* (enclosure)** – MOTION to approve the minutes of May 6, 2024, by Ligocki. SECOND: LeSage. VOTE: 3-0.
4. **Discussion of process for setting 2025 Library Board Goals** – Meilahn Bartlett asked for thoughts on how the process worked this year. Discussion ensued and consensus emerged in favor of again having each standing committee set their own goal. Meilahn Bartlett suggested we ask the committees to let Ramsey know if they would like to change their board goal or keep it the same in 2025. Discussion of timeline and deadlines ensued. Consensus emerged that we should ask the committees to report on their progress towards their 2024 goals and their thoughts for 2025 goals at the Library Board meeting on December 18. General discussion of accountability and reporting timeline followed.
5. **Discussion of Planning Committee's 2025 Library Board Goal (enclosure)** – Ligocki suggested formulating a new Planning Committee goal for 2025 and spoke about the central role of the library in our community and as an anchor institution downtown. Ramsey discussed the timeline for creating the goal and Meilahn Bartlett elaborated, suggesting that committee members be thinking about the goal between now and the December Board meeting. Meilahn Bartlett suggested a goal related to documenting/evaluating/celebrating the library's diverse programming offerings. Vienneau agreed and praised the library's program offerings. LeSage stated that she didn't want the committee to give the impression

that they were overstepping their bounds by presuming to evaluate the programs. Meilahn Bartlett thought the term “celebrating” was too self-congratulatory and preferred “documenting” instead. Meilahn Bartlett suggested committee members send their ideas to Ramsey ahead of the December Board meeting on 12/18 and he will compile them for the committee to discuss further in January. Consensus was in favor of this.

**6. Discussion of library operations on federal holidays not designated as paid holidays by the City of Stoughton** – Ramsey stated that the city was not likely in the near future to designate any of these four federal holidays as paid holidays, which makes it difficult for the library to close on any of these dates. Ligocki agreed. Meilahn Bartlett asked how this issues came before the planning committee. Consensus was that the issue of recognizing Juneteenth had originally spurred the discussion. More discussion ensued and consensus emerged to remove this item from the pending agenda items on the Library Board’s monthly meeting agendas.

**7. Discussion and possible action regarding approval of 2025 draft Calendar of Work \* (enclosure)** – Discuss on ensued around moving the deadlines for the setting of the board goals, especially later in the year. “Standing committees will present 2026 Board Goals” was moved from the fall to December of 2025. Meilahn Bartlett suggested adding the phrase “if needed” to the third item under January regarding the appointment of an ad hoc Board member recruitment committee. Ramsey stated that he will make all the necessary changes and prepare the calendar to be approved at the Library Board meeting next week.

MOTION to recommend the Calendar of Work to the Library Board for approval by Ligocki. SECOND: Meilahn Bartlett. VOTE: 3-0.

**8. Schedule next meeting** – After some discussion, the next meeting was scheduled for Wednesday, January 8, 2025, at 6:30 PM.

**9. Meeting adjourned by consensus at 7:37 PM.**

\*Indicates a potential action item

Sent to Planning Committee:

Teri LeSage  
Jean Ligocki  
Sharon Meilahn Bartlett  
Siri Vienneau

Cc:

Ken Axe  
Amy Ketterer  
Lora Klitzke  
Erin Mainholz  
Katie Roberts  
Mande Shecterle

**If you are disabled & in need of assistance, please call 873-6281 prior to this meeting.** Note: An expanded meeting may constitute a quorum of the Board.

# 2025 DRAFT CALENDAR OF WORK

## STOUGHTON PUBLIC LIBRARY



Library staff presentations from: Adult, Youth, Circulation, Teen, and Tech. Services

### JANUARY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Review Board member terms
- Business: Appointment of ad hoc Board Member Recruitment Committee (if needed)
- Business: Review calendar of work for the coming year
- Business: Library Legislative Day preview
- Planning Committee should meet to review and synthesize goals drafted by standing committees.

### FEBRUARY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve Stoughton Public Library State of Wisconsin 2024 Annual Report
- Business: Approve statement concerning public library system effectiveness
- Business: Approve Library Board Goals for the year
- Business: Appoint ad-hoc Student Trustee nominating committee
- Business: Approve allocation of undesignated gift funds for library booth at Community Expo

### MARCH:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Authorization for SCLS to bill adjacent counties for next year
- Business: Appointment by board president of Nominating Committee for Board officers (if needed)
- Progress reports from Board Member Recruitment and Student Trustee Nominating ad hoc committees

### APRIL:

- Board In-service: Presentation from City Finance Director
- Business: Review previous year's budget
- Business: Discussion of 2026 capital improvement requests
- Business: Report from ad hoc Board member Recruitment Committee with recommendations

#### MAY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Annual meeting/reorganization
- If needed, Nominating Committee brings officer nominations to the Board for election (other nominations may also be made)
- Business: Election of Officers
- Nomination and appointment of new Student Trustee
- Discussion of 2025-2026 Committee Assignments

#### JUNE:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Assignment of 2025-2026 Committees by Board President
- Personnel Committee should begin meeting to discuss 2026 personnel requests

#### JULY:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Presentation of preliminary 2026 budget by Director
- Personnel Committee will meet and recommend 2026 personnel requests to Board.

#### AUGUST:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Review progress toward 2025 Board Goals & standing committees should begin to draft 2026 Board Goals through the Fall (Planning committee will provide evaluation tool to the standing committees)
- Personnel Committee to begin Director Evaluation process

#### SEPTEMBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve exemption from county library tax and send to Council
- Business: Approve the next year's holiday closings

#### OCTOBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Finance Committee will meet to review 2026 operating budget
- Business: Approve 2026 Library Operating Budget.
- Reach out to Katy Mullen or another social studies teacher at SHS re: students attending Library Legislative Day. Also involve Cynthia and Teen Advisory Board

#### NOVEMBER:

- Board In-service: Presentation from Library Staff or Trustee Essential TBD
- Business: Approve 2026 Board Calendar of Work
- Business: Approve location of December Library Board meeting
- Business: Approve expenditures for December Library Board meeting
- Personnel Committee to present results of Director evaluation in closed session

#### DECEMBER:

- **Board In-service: Team-building activity**
- **Business: Standing committees will present 2026 Board Goals**
- **Business: Approve Dane County Library Service Agreement**

## 2024 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.

## DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as “the County Library Board”) and **Stoughton Library Board** (hereinafter “the local Library Board”) serving the municipality of Stoughton.

### WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers’ cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 28, 2025 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board’s providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$259,288. This sum represents
  - a. The net payment due after averaging use and cost data from 2019, 2022 and 2023: \$286,728
  - b. Subtraction of Central Service Costs: \$13,511
    - i. *Administrative: \$2,233*
    - ii. *Delivery: \$4,086*
    - iii. *Outreach: \$7,193*
  - c. Cross-municipal usage adjustment: -\$13,928.



5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$55,729.
6. The County Library Board shall make payment by June 30, 2025.
7. This agreement shall be in effect from January 1, 2025 and shall continue in full force and effect until December 31, 2025 unless sooner terminated.

**LOCAL LIBRARY BOARD**

**DANE COUNTY LIBRARY BOARD**

BY:

BY:

\_\_\_\_\_  
President, Library Board

\_\_\_\_\_  
President, Library Board

BY:

BY:

\_\_\_\_\_  
Secretary, Library Board

\_\_\_\_\_  
Director

	Total	Payer	Description
SEC. 4	\$259,288	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$55,729	Dane County	Reimbursement for facility services to County residents
TL Pymt	<b>\$315,017</b>	Dane County	Net payment