

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, January 15, 2025

TIME: 6:30 P.M.



**STOUGHTON
PUBLIC LIBRARY**

— The heart of our community.

LOCATION : Stoughton Public Library – Carnegie Meeting Room, 304 S. Fourth St. in downtown Stoughton ****PLEASE NOTE**** This is a hybrid meeting with a virtual option via Zoom. Access with a computer via Zoom Meetings - <https://us02web.zoom.us/j/6269031450?omn=82358946289> . 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 December 18, 2024 (enclosure)
- B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for December 2024 (enclosures)
- C. Review/Approval of Fund 215 & Fund 217 Bills for late December 2024 and January 2025 (enclosures)

IV. Friends of the Library Report

V. Recognition Opportunities

VI. Public Comment Period

VII. Review/Discussion of Correspondence

VIII. Education Updates

IX. Board In-service: Trustee Essential #13: Library Advocacy (enclosure)

X. Director's Report

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

XI. Committee Reports

- A. Finance: did not meet
- B. Personnel: met 1/7/25 (enclosure)
- C. Planning: met 1/8/25 (enclosure)
- D. Policies: will meet soon

XII. Old Business

- A. Review draft of 2025 Board Goals from Planning Committee (enclosure)

XIII. New Business

- A. Review calendar of work for the coming year (enclosure)
- B. Review Board member terms (enclosure)
- C. Appointment of ad hoc Board Member Recruitment Committee by Board President (if necessary)
- D. Approval of 2024-2025 Library Director Evaluation * ** (*Personnel Committee recommended approval 4-0 on 1/7/25*)

XIV. Pending Agenda Items

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

XV. Adjournment *

NEXT REGULAR MEETING: February 19, 2025

*An * indicates an action item.*

*** The Board may move into closed session per State Statute 19.85(1)(c) when considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

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 January 15, 2025



XII. Old Business

- A. Review draft of 2025 Board Goals from Planning Committee (enclosure)**
– The Planning Committee will present the list of four Board Goals, one from each standing committee, that they compiled and refined at their meeting on 1/8/25. Board members will have an opportunity to offer suggestions and ask questions. The 2025 Board Goals will be approved by the Board at the meeting on February 19.

XIII. New Business

- A. Review calendar of work for the coming year (enclosure)** - The Board will briefly review the 2025 Calendar of Work, which was approved by the Board at the meeting on November 20, 2024.
- B. Review Board member terms (enclosure)** - The Board will review the Board member terms in order to determine whether it will be necessary to appoint an ad hoc Board Member Recruitment Committee. In 2025, there are three trustees whose terms are expiring. All are eligible to serve another term. I will have reached to out to these trustees before the meeting to gauge their interest in continuing to serve.
- C. Appointment of ad hoc Board Member Recruitment Committee by Board President (if necessary)** - Board President Klitzke may ask for volunteers for an ad hoc committee if it is determined that we need to recruit additional Board members (see item B, above).
- D. Approval of 2024-2025 Library Director Evaluation** – The Personnel Committee will present the results of the 2024-2025 Library Director Evaluation that they approved at their meeting on January 7, 2025. The Board will likely go into closed session to discuss the evaluation. After returning to open session, the Board will vote on whether to approve the evaluation, which will be sent on to the City of Stoughton’s Human Resources Department. The Chair of the Personnel Committee will review the evaluation with the Director at a later date.

XIV. Pending Agenda Items

- A. Reminder for standing committees to review, and possibly report on, their progress towards the annual Board Goals throughout the year –**
This item was added to pending agenda items at the request of President LeSage at the Board meeting on January 17, 2024, as a reminder to the standing committees throughout the year regarding their 2024 Board Goals.

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

** indicates a potential action item*

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, DECEMBER 18, 2024, @ 6:30 P.M.
HYBRID MEETING IN CARNEGIE ROOM
& VIA ZOOM



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

- I. CALL TO ORDER. 6:30 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve:* Meinholz. *Second:* LeSage. *Vote:* 8-0.
- IV. FRIENDS OF THE LIBRARY REPORT. n/a
- V. RECOGNITION OPPORTUNITIES. n/a
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a letter written to Library Assistant Cynthia Schlegel by a teen patron, thanking her for everything she does for Stoughton area teens; he also shared an email from a patron working in the Library's local history resources, praising Library volunteers Eloise Christensen and Lesley Johnson for their assistance.

[Vienneau arrived 6:33 p.m.]

- VIII. EDUCATION UPDATES. Meinholz shared an NPR article about New Jersey passing a ban on book bans; Roberts shared a *Chronicle of Higher Education* article about Western Illinois University's decision to terminate all of their professional librarians; Meilahn Bartlett shared the news that the University of Wisconsin-Milwaukee has received \$300 million from Microsoft to promote the use of AI in manufacturing and business.
- IX. BOARD IN-SERVICE: "Trustee Tale: A Beginner's Guide to Library Legislative Day." Ramsey presented.
- X. DIRECTOR'S REPORT. In addition to his written report Ramsey informed the Board that he will be out of the office from December 23 to January 5.
- XI. COMMITTEE REPORTS.
 - A. Finance: did not meet.
 - B. Personnel: did not meet.
 - C. Planning: did not meet.
 - D. Policies: did not meet
- XII. OLD BUSINESS. n/a
- XIII. NEW BUSINESS.
 - A. Authorization to pay late December bills. *Motion to approve:* Axe. *Second:* Richards. *Vote:* 8-0.

- B. Discussion ofr 2024 Library Board Goals and process for setting 2025 Goals. Ramsey reported that all four committees agreed to carry over their 2024 goals to 2025. The Planning Committee wants to reword their goal to be careful about giving themselves reporting obligations for parts of the strategic plan that the committee is not itself involved in. They also want to add a goal of documenting Library programming. The Finance Committee, in addition to carrying over their 2024 goal, wants to examine the Library's monetary support for DEI (Diversity, Equity, and Inclusion).
- XIV. PENDING AGENDA ITEMS.
 - A. Reminder for standing committees to review, and possibly report on, their progress toward the 2024 Board Goals throughout the year.
 - B. Discussion of additional funding sources for library programming and operations.
- XV. ADJOURNMENT. *Motion to adjourn at 7:11 P.M.:* Richards. *Second:* LeSage. *Vote:* 8-0.

Minutes taken by Sarah Monette.

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	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	0.00
Total Dept 55100 - COMMUNITY COMMITMENT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 55110 - LIBRARY							
215-55110-41110	PROPERTY TAX - OPERATIONS	741,585.00		741,585.00	61,798.75	0.00	100.00
215-55110-43315	FEDERAL GRANTS	0.00		0.00	0.00	0.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	283,780.00		283,781.00	0.00	(1.00)	100.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	12,963.00		12,963.45	0.00	(0.45)	100.00
215-55110-46110	MISC. REVENUE	0.00		125.99	65.99	(125.99)	100.00
215-55110-46710	LIBRARY FEES	3,700.00		3,918.58	237.86	(218.58)	105.91
215-55110-46712	COPY MACHINE	3,700.00		6,559.30	933.30	(2,859.30)	177.28
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		228.82	18.99	21.18	91.53
215-55110-48110	INTEREST INCOME	2,800.00		12,610.85	216.22	(9,810.85)	450.39
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		1,061,830.00	63,271.11	(13,052.00)	101.24
TOTAL REVENUES		1,048,778.00		1,061,830.00	63,271.11	(13,052.00)	101.24
Expenditures							
Dept 55110 - LIBRARY							
215-55110-50110	SALARIES	94,286.00		95,011.68	8,134.08	(725.68)	100.77
215-55110-50120	WAGES	417,489.00		449,254.46	39,599.70	(31,765.46)	107.61
215-55110-50126	OVERTIME	0.00		0.00	0.00	0.00	0.00
215-55110-50127	WAGES - PART TIME	119,745.00		76,676.73	5,462.26	43,068.27	64.03
215-55110-50128	SUNDAY HOURS	9,238.00		9,831.25	1,709.76	(593.25)	106.42
215-55110-50129	WAGES - LONGEVITY	9,450.00		5,230.50	0.00	4,219.50	55.35
215-55110-50153	SELF INSURED LOSSES	0.00		0.00	0.00	0.00	0.00
215-55110-50160	FICA TAXES	49,072.00		46,684.44	4,024.40	2,387.56	95.13
215-55110-50161	WRS - GENERAL	30,182.00		31,976.51	2,750.68	(1,794.51)	105.95
215-55110-50163	HEALTH INSURANCE	106,399.00		87,409.21	(942.86)	18,989.79	82.15
215-55110-50164	DENTAL INSURANCE	8,542.00		6,385.68	532.14	2,156.32	74.76
215-55110-50165	LIFE INSURANCE	943.00		1,055.01	121.72	(112.01)	111.88
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		939.29	163.52	60.71	93.93
215-55110-50212	TRAVEL/CONFERENCE	2,000.00		1,991.69	403.53	8.31	99.58
215-55110-50213	SALES TAX	200.00		360.22	73.54	(160.22)	180.11
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		17,352.79	1,121.14	4,002.21	81.26
215-55110-50221	UTILITIES-BUILDING 2	7,627.00		3,281.46	685.24	4,345.54	43.02
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,000.00		4,102.17	622.99	(102.17)	102.55
215-55110-50289	TECHNOLOGY COSTS	57,500.00		55,614.30	2,321.00	1,885.70	96.72
215-55110-50300	MISC EXPENSES	500.00		173.45	0.00	326.55	34.69
215-55110-50313	PROGRAMS/PUBLICITY	4,725.00		4,931.75	0.00	(206.75)	104.38
215-55110-50320	DUES AND SUBSCRIPTIONS (NOT SOFTWARE)	175.00		200.00	0.00	(25.00)	114.29

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 215 - LIBRARY FUND							
Expenditures							
215-55110-50326	PERIODICALS	5,400.00		4,690.43	0.00	709.57	86.86
215-55110-50327	E-RESOURCES	18,000.00		16,867.04	0.00	1,132.96	93.71
215-55110-50328	AUDIO VISUAL	9,000.00		8,376.31	2,045.10	623.69	93.07
215-55110-50329	BOOKS	52,000.00		50,924.95	7,855.33	1,075.05	97.93
215-55110-50340	WORK SUPPLIES - OPER EXP	3,000.00		2,961.98	286.71	38.02	98.73
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		6,793.23	1,465.61	(793.23)	113.22
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00		9,883.63	521.51	116.37	98.84
215-55110-50408	EMPLOYMENT TESTING	0.00		35.00	7.00	(35.00)	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		1,457.10	352.60	(757.10)	208.16
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		1,000,501.99	79,316.70	48,276.01	95.40
TOTAL EXPENDITURES		1,048,778.00		1,000,501.99	79,316.70	48,276.01	95.40
Fund 215 - LIBRARY FUND:							
TOTAL REVENUES		1,048,778.00		1,061,830.00	63,271.11	(13,052.00)	101.24
TOTAL EXPENDITURES		1,048,778.00		1,000,501.99	79,316.70	48,276.01	95.40
NET OF REVENUES & EXPENDITURES		0.00		61,328.01	(16,045.59)	(61,328.01)	100.00

User: SARAH

Period Ending 12/31/2024

DB: Stoughton

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	137,913.21
215-00000-11102	US BANK - CC	10,103.99
215-00000-12550	PREPAID EXPENSES	1,438.39
215-00000-13012	RECEIVABLES-PRIOR YEAR	11.00
215-00000-13070	TAXES RECEIVABLE	711,285.00
Total Assets		860,751.59
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	6,686.25
215-00000-21700	ACCRUED PAYROLL	32,073.24
215-00000-26600	DEF INFLOW - PROPERTY TAXES	711,285.00
Total Liabilities		750,044.49
*** 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		61,328.01
Ending Fund Balance		110,707.10
Total Liabilities And Fund Balance		860,751.59

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 217 - LIBRARY SPECIAL GIFT FUND								
Revenues								
Dept 55110 - LIBRARY								
217-55110-48110	INTEREST INCOME	13,000.00		16,915.52	1,379.61	(3,915.52)		130.12
217-55110-48500	DONATIONS	60,000.00		106,468.65	1,462.42	(46,468.65)		177.45
217-55110-48510	DONATIONS - UNDESIGNATED	0.00		600.00	0.00	(600.00)		100.00
217-55110-48530	DONATIONS - FUNDRAISING ACCOUNT	0.00		0.00	0.00	0.00		0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(22,000.00)		0.00	0.00	(22,000.00)		0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00		0.00	0.00	0.00		0.00
Total Dept 55110 - LIBRARY		51,000.00		123,984.17	2,842.03	(72,984.17)		243.11
TOTAL REVENUES		51,000.00		123,984.17	2,842.03	(72,984.17)		243.11
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		74,704.88	8,490.38	(24,704.88)		149.41
217-55110-50501	UNDESIGNATED	1,000.00		930.63	0.00	69.37		93.06
217-55110-50502	BUILDING FUND	0.00		0.00	0.00	0.00		0.00
217-55110-50503	DESIGNATED-FUNDRAISING ACCOUNT	0.00		0.00	0.00	0.00		0.00
217-55110-50936	TR OUT - FUND 215	0.00		0.00	0.00	0.00		0.00
Total Dept 55110 - LIBRARY		51,000.00		75,635.51	8,490.38	(24,635.51)		148.30
TOTAL EXPENDITURES		51,000.00		75,635.51	8,490.38	(24,635.51)		148.30
Fund 217 - LIBRARY SPECIAL GIFT FUND:								
TOTAL REVENUES		51,000.00		123,984.17	2,842.03	(72,984.17)		243.11
TOTAL EXPENDITURES		51,000.00		75,635.51	8,490.38	(24,635.51)		148.30
NET OF REVENUES & EXPENDITURES		0.00		48,348.66	(5,648.35)	(48,348.66)		100.00
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		1,099,778.00		1,185,814.17	66,113.14	(86,036.17)		107.82
NET OF REVENUES & EXPENDITURES		1,099,778.00		1,076,137.50	87,807.08	23,640.50		97.85
NET OF REVENUES & EXPENDITURES		0.00		109,676.67	(21,693.94)	(109,676.67)		100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	23,851.41
217-00000-11102	US BANK - CC	1,365.99
217-00000-11302	WISC INVESTMENT FUND	351,246.51
217-00000-12550	PREPAID EXPENSES	2,703.34
217-00000-13012	RECEIVABLES-PRIOR YEAR	300.00
Total Assets		379,467.25
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	2,371.84
Total Liabilities		2,371.84
*** 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		48,348.66
Ending Fund Balance		377,095.41
Total Liabilities And Fund Balance		379,467.25

Stoughton Area Comm Foundation

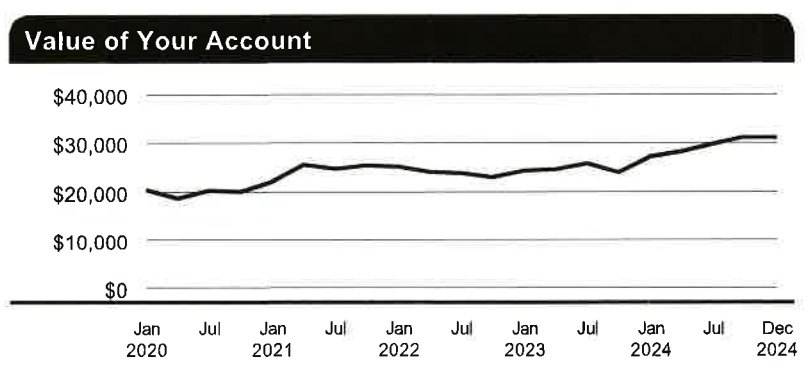
Consolidating accounts can simplify your life

Over the years, you may have accumulated different accounts at various firms. Keeping track of them and dealing with the paperwork can be inconvenient and make it difficult to see the big picture. Consolidating them in one place can make it easier to see how you're progressing toward your goals - not to mention reducing the number of statements and tax forms you deal with. Ask your financial advisor about account consolidation today.

Corporate - Select

Portfolio Objective - Account: Balanced Toward Growth

Account Value	
\$31,096.62	
1 Month Ago	\$31,727.97
1 Year Ago	\$26,981.84
3 Years Ago	\$26,074.51
5 Years Ago	\$20,465.85



Value Summary		
	This Period	This Year
Beginning Value	\$31,727.97	\$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	-631.35	4,114.78
Ending Value	\$31,096.62	

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
	-0.37%	15.22%	15.22%	6.02%	8.64%

**2024 EXPENDITURES: FUND 215
LATE DECEMBER**

MOVED: _____
 SECONDED: _____
 VOTE: _____

Inv. Date	Payment	Line Item	Vendor	Description	Amount
12/04/24	JR prepaid CC	50211	USPS	USPS120424OLL	\$ 4.40
12/18/24	01/15/25	50211	Ingram	fuel surchage	\$ 12.00
12/06/24	JR prepaid CC	50212	WLA	WLA120624LLD	\$ 90.00
12/17/24	01/15/24	50240	Gordon Flesch	GF121724copier1	\$ 177.66
12/02/24	SB prepaid CC	50313	Amazon	AZ 112924 CC	\$ 73.47
12/02/24	SB prepaid CC	50328	Amazon	AZ 102924 JDVD	\$ 51.94
12/18/24	01/15/25	50328	Playaway	AD/TE materials	\$ 275.96
12/18/24	01/15/25	50329	Ingram	CH materials	\$ 506.04
12/18/24	01/15/25	50329	Ingram	AD/TE materials	\$ 394.37
12/05/24	SB prepaid CC	50340	Amazon	AZ 120324 OS	\$ 35.18
12/08/24	SB prepaid CC	50340	Amazon	AZ 120824 OS	\$ 42.49
12/18/24	01/15/25	50342	Ingram	processing	\$ 45.54
12/01/24	01/15/25	50350	Schumacher	SCH 120124 elev	\$ 160.62
12/06/24	01/15/25	50350	Schumacher	SCH 120624 elev	\$ 188.25
12/11/24	01/15/25	50350	Rove Pest Cntrl	RPC 121124	\$ 40.00
12/20/24	01/15/25	50350	Johnson Controls	JC 122024	\$ 77.64
12/19/24	01/15/25	50444	Madison PL-Hawthorne	HAW 121924	\$ 18.99
12/19/24	01/15/25	50444	Ruth Culver Com. Lib.	PDS 121924	\$ 30.00

**2024 EXPENDITURES: FUND 217
LATE DECEMBER**

MOVED:

SECONDED:

VOTE:

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
11/29/24	SB prepaid CC	Amazon	AZ 112924 FREP	FoL REPL	books	\$ 25.56			
11/29/24	SB prepaid CC	Amazon	AZ 112724 FPRCH	FoL	program	\$ 327.96			
12/03/24	MO prepaid CC	Pick 'n Save	PS 120624 FPRCH	FoL	program	\$ 43.14			
12/04/24	CS prepaid CC	Autumn Pearl	AP 120424 B PT	Bryant	program	\$ 55.50			
12/04/24	CS prepaid CC	Interstate Books4School	AD/TE materials	Giveaway	program	\$ 105.97			
12/06/24	SB prepaid CC	Amazon	AZ120324IMOTK	Kuntz	books	\$ 19.00			
12/06/24	CS prepaid CC	Noble Knight Games	NK 120624 B BG	Bryant	board games	\$ 185.33			
12/06/24	CS prepaid CC	Noble Knight Games	NK 120624 B PT	Bryant	program	\$ 116.38			
12/07/24	MO prepaid CC	Wildwood	WW120724FPRCH	FoL	program	\$ 54.00			
12/08/24	SB prepaid CC	Amazon	AZ 100724 B VG	Bryant	video games	\$ 39.88			
12/16/24	CS prepaid CC	Walmart	WM 120524 B PT	Bryant	program	\$ 25.33			
12/18/24	01/15/25	Ingram	CH materials	Misc	books	\$ 61.88			
12/18/24	01/15/25	Ingram	AD/TE materials	Misc	books	\$ 50.97			
12/18/24	01/15/25	Ingram	AD/TE materials	FoL REPL	books	\$ 157.20			
12/18/24	01/15/25	Ingram	CH materials	Bryant	books	\$ 18.98			
12/18/24	01/15/25	Ingram	AD/TE materials	Keeney	books	\$ 437.89			
12/18/24	01/15/25	Ingram	AD/TE materials	Kuntz	books	\$ 23.36			
12/18/24	01/15/25	Ingram	AD/TE materials	Sto Con	books	\$ 16.50			

**2025 EXPENDITURES: FUND 215
JANUARY**

Inv. Date	Payment	Line Item	Vendor	Description	Amount
12/16/24	AB prepaid CC	50211	USPS	USPS 121624 211	\$ 83.93
12/26/24	AB prepaid CC	50211	USPS	USPS 122624 211	\$ 8.80
12/31/24	01/15/25	50211	Baker & Taylor	fuel surcharge	\$ 3.44
12/31/24	01/15/25	50211	Baker & Taylor	fuel surcharge	\$ 15.28
12/31/24	01/15/25	50211	Baker & Taylor	fuel surcharge	\$ 2.77
12/31/24	01/15/25	50211	Ingram	fuel surcharge	\$ 12.00
01/03/25	01/15/25	50240	Gordon Flesch	Copier 1 Jan.	\$ 172.39
01/08/25	01/15/25	50289	SCLS	SCLS 010825	\$ 50,159.00
12/22/24	SB prepaid CC	50313	Amazon	AZ 121824 CC	\$ 394.57
01/08/25	01/15/25	50313	Witscher, Inga	IW 010925 PT	\$ 650.00
12/08/24	AB prepaid CC	50326	New York Times	NYT 120824 326	\$ 56.00
01/09/25	01/15/25	50326	W. T. Cox	WTC 010925	\$ 2,633.59
01/06/25	01/15/25	50327	Kanopy	KAN 010625	\$ 5,000.00
01/10/25	01/15/25	50327	WiLS	WiLS 011025	\$ 3,551.85
12/16/24	SB prepaid CC	50328	Amazon	AZ 102924 JDVD	\$ 19.96
12/31/24	01/15/25	50328	Baker & Taylor	AD/TE materials	\$ 256.11
12/31/24	01/15/25	50328	Ingram	AD/TE materials	\$ 19.24
01/06/25	01/15/25	50328	Playaway	AD/TE materials	\$ 266.46
12/31/24	01/15/25	50329	Baker & Taylor	AD/TE materials	\$ 114.99
12/31/24	01/15/25	50329	Ingram	CH materials	\$ 704.27
12/31/24	01/15/25	50329	Ingram	AD/TE materials	\$ 494.85
01/07/25	01/15/25	50329	Cengage	CG Jan. TOP SHELF	\$ 167.19
12/16/24	SB prepaid CC	50340	Amazon	AZ 121024 OS	\$ 20.86
12/17/24	SB prepaid CC	50340	Amazon	AZ 121024 OS	\$ (7.99)
12/18/24	01/15/25	50340	Demco	DM 121824 OS	\$ 196.03
12/19/24	SB prepaid CC	50340	Amazon	AZ 121824 OS	\$ 51.56
12/21/24	SB prepaid CC	50340	Amazon	AZ 121624 OS	\$ 14.59
12/21/24	SB prepaid CC	50340	Amazon	AZ 121724 OS	\$ 34.48
12/22/24	SB prepaid CC	50340	Amazon	AZ 122024 OS	\$ 28.26
12/23/24	SB prepaid CC	50340	Amazon	AZ 122024 OS(2)	\$ 22.23
12/25/24	SB prepaid CC	50340	Accucut	AC 121824 OS	\$ 204.15
12/26/24	SB prepaid CC	50340	Amazon	AZ 121024 OS	\$ 13.98
12/22/24	SB prepaid CC	50342	Amazon	AZ 121724 LS	\$ 24.45
12/31/24	01/15/25	50342	Baker & Taylor	processing	\$ 6.30
12/31/24	01/15/25	50342	Baker & Taylor	processing	\$ 16.80
12/31/24	01/15/25	50342	Ingram	processing	\$ 71.28
12/19/24	SB prepaid CC	50350	Amazon	AZ 121624 350	\$ 199.98
12/18/24	01/15/25	50444	Ham, Jan	JH 121824	\$ 25.00
01/07/25	01/15/25	50444	Nesser, Bruce C.	BCN 010725	\$ 5.99
01/08/25	01/15/25	50444	Clark, Nina	NC 010825	\$ 10.00

01/08/25	01/15/25	50444	Cox, Erin	EC 010825	\$ 16.99
01/08/25	01/15/25	50444	Jensen, Brett	BJ 010825	\$ 10.79
01/13/25	01/15/25	50444	Madison PL-PIN	PIN 011325	\$ 6.99
12/19/24	01/15/25	50810	EBI	EBI 121924 FF810	\$ 525.34
12/20/24	01/15/24	50870	Lee Recreation	LR 122024 picnic	\$ 2,486.00

**2025 EXPENDITURES: FUND 217
JANUARY**

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
12/05/24	01/15/25	Cengage	CG 112924 F LP	FoL	books	\$ 27.99			
12/08/24	SB prepaid CC	Amazon	AZ 120624 F PR CH	FoL	program	\$ 273.08			
12/09/24	01/15/25	Cengage	CG 112924 F LP	FoL	books	\$ 32.79			
12/14/24	SB prepaid CC	Amazon	AZ 121324 B VG	Bryant	video games	\$ 49.00			
12/15/24	SB prepaid CC	Amazon	AZ 121324 B VG	Bryant	video games	\$ 59.99			
12/16/24	SB prepaid CC	Amazon	AZ 121324 B VG	Bryant	video games	\$ 152.81			
12/17/24	SB prepaid CC	Amazon	AZ 121324 B VG	Bryant	video games	\$ 89.87			
12/18/24	AB prepaid CC	ALA	ALA 121824 SUN	Sunday	program	\$ 89.05			
12/19/24	SB prepaid CC	Amazon	AZ 120624 F PR CH	FoL	program	\$ 29.44			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (1)	Bryant	program	\$ 30.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (2)	Bryant	program	\$ 20.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (3)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (4)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (5)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (6)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (7)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (8)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (9)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (10)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (11)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (12)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (13)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (14)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (15)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (16)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (17)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (18)	Bryant	program	\$ 5.00			
12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (19)	Bryant	program	\$ 5.00			

12/19/24	CS prepaid CC	Base Camp	BC 121924 B PT (20)	Bryant	program	\$ 5.00	
12/19/24	CS prepaid CC	Famous Yeti's Pizza	FY 121924 B PT	Bryant	program	\$ 70.78	
12/31/24	01/15/25	Baker & Taylor	AD/TE materials	Bryant	AV	\$ 509.59	
12/31/24	01/15/25	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 75.57	
12/31/24	01/15/25	Baker & Taylor	AD/TE materials	Bryant	AV	\$ 92.32	
12/31/24	01/15/25	Ingram	CH materials	Misc	books	\$ 20.93	
12/31/24	01/15/25	Ingram	AD/TE materials	Misc	books	\$ 37.13	
12/31/24	01/15/25	Ingram	AD/TE materials	Keeney	books	\$ 316.15	
12/31/24	01/15/25	Ingram	AD/TE materials	Kuntz	books	\$ 354.20	
12/31/24	01/15/25	Ingram	CH materials	Bryant	books	\$ 19.09	
12/31/24	01/15/25	Ingram	AD/TE materials	Sto Con	books	\$ 143.88	
12/31/24	01/15/25	Ingram	AD/TE materials	FoL	books	\$ 125.19	
01/08/25	01/15/25	Hoo's Woods	HW 010825 B BIRD	Bryant	program	\$ 425.00	
01/09/25	01/15/25	W. T. Cox	WTC 010925	AAM	serials	\$ 991.85	

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See *Trustee Essential #27: Trustee Orientation and Continuing Education* for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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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	11,497	2,233	4,937	18,667	3.88%
DEC	10,939	14,282	15,445	18,279	10,038	2,375	5,242	17,655	-3.41%
TOTAL	127,268	172,964	205,902	217,833	138,214	30,430	56,903	225,547	3.54%
AVG	10,606	14,414	17,159	18,153	11,518	2,536	4,742	18,796	3.54%

COMPUTER USE

2024 COMPUTER LOGINS BY TYPE

2023-24

MO.	2020	2021	2022	2023	AD	CAT/DB	CH	TOTAL	%CHANGE
JAN	1,966	440	882	1,082	322	82	37	441	-59.24%
FEB	1,823	800	764	771	320	18	39	377	-51.10%
MAR	1,225	838	893	825	394	506	67	967	17.21%
APR	371	1,687	1,104	611	393	602	52	1,047	71.36%
MAY	257	1,328	596	761	269	265	37	571	-24.97%
JUN	248	1,336	756	881	301	462	54	817	-7.26%
JUL	248	1,086	721	784	300	437	58	795	1.40%
AUG	322	1,177	956	1,116	285	507	48	840	-24.73%
SEP	372	749	669	635	302	524	42	868	36.69%
OCT	642	1,215	731	903	322	352	71	745	-17.50%
NOV	577	1,277	957	1,240	304	634	54	992	-20.00%
DEC	566	948	768	893	289	3,002	49	3,340	274.02%
TOTAL	25,783	12,881	9,797	10,502	3,801	7,391	608	11,800	12.36%
AVG	2,149	1,073	816	875	317	616	51	983	12.38%

Programming Statistics
for December 2024

LOANED THROUGH DELIVERY

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,441	8,985	8,763	8,484	8,569	1.00%
FEB	6,447	8,737	8,082	8,030	8,336	3.81%
MAR	3,521	11,069	8,866	9,137	8,530	-6.64%
APR	147	8,709	7,975	7,896	8,141	3.10%
MAY	537	8,359	7,468	7,501	7,587	1.15%
JUN	1,687	8,151	7,563	8,038	7,808	-2.86%
JUL	3,724	8,076	7,647	7,858	8,338	6.11%
AUG	4,169	8,012	8,267	8,272	7,734	-6.50%
SEP	3,945	8,080	7,695	7,802	7,894	1.18%
OCT	5,759	7,885	8,003	8,374	8,405	0.37%
NOV	7,354	7,804	7,992	7,976	7,908	-0.85%
DEC	8,886	8,033	7,298	7,481	7,694	2.85%
TOTAL	54,617	101,900	95,619	96,849	96,944	0.10%
AVG	4,551	8,492	7,968	8,071	8,079	0.10%

BORROWED THROUGH DELIVERY

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	4,934	5,543	5,756	5,632	5,257	-6.66%
FEB	4,533	5,741	5,121	4,964	4,907	-1.15%
MAR	2,422	6,887	5,701	5,454	5,384	-1.28%
APR	10	5,953	5,452	4,972	5,439	9.39%
MAY	301	5,048	5,031	4,826	4,785	-0.85%
JUN	1,082	5,153	5,290	4,607	5,054	9.70%
JUL	2,482	4,963	4,819	5,039	4,895	-2.86%
AUG	4,097	5,148	4,897	5,155	4,867	-5.59%
SEP	3,659	5,440	4,569	4,899	4,798	-2.06%
OCT	4,148	5,254	4,519	5,161	5,215	1.05%
NOV	4,659	4,925	4,541	4,930	5,032	2.07%
DEC	5,302	5,104	4,469	4,980	4,834	-2.93%
TOTAL	37,629	65,159	60,165	60,619	60,467	-0.25%
AVG	3,136	5,430	5,014	5,052	5,039	-0.25%

WIRELESS USE

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	12,924	920	1,341	1,830	1,677	-8.36%
FEB	14,614	875	1,269	1,801	1,806	0.28%
MAR	8,647	1,003	1,643	2,152	1,895	-11.94%
APR	1,913	1,033	1,711	2,187	2,068	-5.44%
MAY	2,596	1,378	2,170	3,041	2,187	-28.08%
JUN	2,712	1,286	1,775	2,161	1,763	-18.42%
JUL	1,026	1,412	1,917	2,623	2,467	-5.95%
AUG	804	1,253	2,138	2,155	2,099	-2.60%
SEP	975	1,312	2,243	2,184	2,071	-5.17%
OCT	890	1,677	2,231	2,310	2,118	-8.31%
NOV	987	1,499	1,961	2,213	1,806	-18.39%
DEC	1,136	1,545	1,801	2,147	1,615	-24.78%
TOTAL	49,224	15,193	22,200	26,804	23,572	-12.06%
AVG	4,102	1,266	1,850	2,234	1,964	-12.06%

DOOR COUNT

2022-23

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	9,428	0	5,425	7,504	6,975	-7.05%
FEB	9,248	0	5,826	7,000	7,545	7.79%
MAR	5,086	0	6,385	8,810	8,212	-6.79%
APR	0	0	6,482	7,634	8,282	8.49%
MAY	0	1,462	8,119	10,109	9,943	-1.64%
JUN	0	4,155	7,296	8,237	8,109	-1.55%
JUL	0	5,158	7,301	7,810	8,730	11.78%
AUG	0	4,809	7,900	8,125	8,364	2.94%
SEP	0	4,915	7,135	6,832	7,653	12.02%
OCT	0	6,061	7,696	7,776	8,208	5.56%
NOV	0	5,620	7,126	7,525	7,381	-1.91%
DEC	0	5,280	6,188	7,308	6,627	-9.32%
TOTAL	23,762	37,460	82,879	94,670	96,029	1.44%
AVG	1,980	3,122	6,907	7,889	8,002	1.44%

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

SELF-CHECKOUTS

MO.	2020	2021	2022	2023	2024	%TOTAL
JAN	9,767	0	8,190	9,342	8,942	64.61%
FEB	8,903	0	8,181	8,344	9,063	67.02%
MAR	6,581	0	9,086	10,361	10,155	68.90%
APR	0	0	8,378	7,993	n/a	n/a
MAY	0	1,146	7,100	7,931	8,433	65.33%
JUN	0	6,690	9,544	8,729	11,021	70.00%
JUL	0	7,053	9,276	9,658	10,724	67.63%
AUG	0	6,585	9,707	9,193	10,323	67.40%
SEP	0	7,210	7,646	8,252	8,474	64.84%
OCT	0	7,254	7,424	8,826	8,742	65.78%
NOV	0	7,417	7,912	n/a	9,355	68.14%
DEC	0	7,176	6,908	6,776	7,832	63.10%
TOTAL	25,251	50,531	99,352	95,405	103,064	61.11%
AVG	2,104	4,211	8,279	8,673	9,369	66.66%

WEBSITE PAGEVIEWS

2023-24

MO.	2020	2021	2022	2023	2024	%CHANGE
JAN	8,665	3,984	4,695	4,486	5,363	19.55%
FEB	7,613	3,952	3,751	3,912	4,815	23.08%
MAR	6,859	4,998	3,968	5,152	5,727	11.16%
APR	5,865	4,701	4,268	4,816	5,767	19.75%
MAY	7,089	4,092	4,008	4,528	4,963	9.61%
JUN	7,455	4,818	3,954	5,323	5,788	8.74%
JUL	7,459	4,206	4,768	4,991	5,935	18.91%
AUG	7,620	3,936	3,915	4,874	5,247	7.65%
SEP	6,180	3,448	3,501	4,173	4,891	17.21%
OCT	7,858	3,471	3,342	4,178	5,050	20.87%
NOV	6,349	3,457	3,609	4,312	4,218	-2.18%
DEC	8,174	3,519	3,352	4,337	4,426	2.05%
TOTAL	87,186	48,582	47,131	55,082	62,190	12.90%
AVG	7,266	4,049	3,928	4,590	5,183	12.90%

Programming Statistics
for December 2024

December Programs		Number of Participants						
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
12/1/2024	Stoughton Yoga	Yoga Sundays (AB)				16		
12/2/2024	Carnegie Room	Story Time (MO)	31					
12/2/2024	Carnegie Room	Teen Rainbow Readers (CS, MO)			7			
12/3/2024	Carnegie Room	Baby Story Time (DF)						
12/3/2024	Carnegie Room	Graphic Novel Book Club (MO)		10				
12/4/2024	Online live	LSC: Jeff Post				5		
12/5/2024	Senior Center	Adult Craft Club (SB, AH)				25		
12/5/2024	St Anns Preschool	Outreach Story Time (AMH)	20					
12/5/2024	Carnegie Room	Story Time (MO)	21					
12/5/2024	Carnegie Room	Teen Theater Games (CS, volunteer Stoughton Youth						
12/6/2024	Carnegie Room	Indoor Playtime (AMH)	9					
12/7/2024	Mezzanine	Music on the Mezz (volunteers SHS Orchestra, Madrigals,					80	
12/9/2024	Carnegie Room	Story Time (MO)	28					
12/9/2024	Carnegie Room	Baby Story Time (DF)						
12/10/2024	Carnegie Room	Writing Group (volunteers)				6		
12/10/2024	Carnegie Room	End of Year Book Group Party (AB, AH, CS, JR, MO)				17		
12/11/2024	St. Ann's	WRP Visit 4th Graders (MO)		11				
12/11/2024	Carnegie Room	Pokemon Club (MO)		25				
12/11/2024	Online live	LSC Laura Dave				2		
12/12/2024	Learning Tree Presc	Outreach Story Time (AMH)	20					
12/12/2024	Learning Tree Presc	Outreach Story Time (AMH)	25					
12/12/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	20					
12/12/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	18					
12/12/2024	Pumpkin Patch Pres	Outreach Story Time (AMH)	22					
12/12/2024	Carnegie Room	Story Time (MO)	5					
12/12/2024	Carnegie Room	Teen D&D Miniature Painting (CS, MO, AB)						
12/14/2024	Carnegie Room	Samosas Cooking Demonstration (Huma Siddiqui, AB)				--		
12/16/2024	Carnegie Room	Story Time (MO)	28					
12/16/2024	St. Ann's	WRP Visit 3rd Graders (MO)		9				
12/16/2024	St. Ann's	WRP Visit K, 1st, 2nd Graders (MO)		25				
12/17/2024	La Petite Preschool	Outreach Story Time (AMH)	22					
12/17/2024	Head Start	Outreach Story Time (AMH)	18					
12/17/2024	Carnegie Room	PJ Story Time (AMH)	13					
12/18/2024	Weebleworld	Outreach Story Time (AMH)	21					

Programming Statistics
for December 2024

12/18/2024	Carnegie Room	Diamond Painting and Hot Chocolate (MO, SB)		31		
12/19/2024	Carnegie Room	Story Time (MO)	17			
12/19/2024	Basecamp Arcade	Teen Field Trip: Basecamp Arcade (CS, MO)				
12/20/2024	Carnegie Room	Indoor Playtime (DF)	7			
12/30/2024	Online asynchronous	LSC archive views for December			1058	
12/30/2024	2nd floor	One on one assistance (Libby, Kanopy, etc.) (AD staff)			3	
			345	111	7	1132
						80

		December Self-Directed		Number of Participants				
Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages	
12/31/2024	CH	1000 Books Before Kindergarten 2024	5					
12/31/2024	CH	500 Books Before Middle School 2024		1				
12/31/2024	CH	Kidlit Kits 2024		9				
12/31/2024	Mezzanine	Puzzle table					28	
12/31/2024	Library	State Park Passes 2024 (all ages, for entire year)					100	
12/31/2024	2nd floor	Teen art cart (upon request)			8			
12/31/2024	2nd floor	All ages sticker mural					28	
			5	10	8	0	156	

Director's Report

January 15, 2025



Library news:

- On December 19, I attended the monthly meeting of the Southeast Dane Regional Equity Team, one of the four equity teams organized under the umbrella of the Ripple Project, Dane Co. Library Service's DEI initiative. We discussed the documentary film *Crip Camp* about the birth of the disability rights movement in the early 1970s that eventually led to the passage of the Americans with Disabilities Act. We discussed how libraries can be leaders when it comes to accessibility and inclusion for everyone, and how we can build these concepts into all aspects of our services to the public.
- I spent more time this month finalizing our 2024 application to the Bryant Foundation. (Local organizations are eligible to submit one grant application per year, and our 2024 application was submitted last January.) I am scheduled to meet with Bryant Foundation President & Executive Director June Bunting mid-month to discuss our ideas for 2025. As in past years, our request includes funds to supplement our materials and programming budgets, as well as funds to sustain the Hoopla streaming service for our patrons. I plan to submit the application later this month.
- This year's **Wisconsin Library Association Library Legislative Day** is scheduled for February 11 at the Best Western Premier Park Hotel and the State Capitol. Again this year, my contribution to the event will be scheduling the 132 appointments that day (99 representatives in the Assembly and 33 Senators). Online registration officially closed on Friday, January 10, though there is still time to register if you want to attend! After receiving the final registration data this week, I plan to build my schedule over the next weekend and hit the ground running after MLK Day with phone calls to legislative offices.
- Like last month, I spent more time in late-December and early-January gathering data for the library's 2024 Annual Report to the Department of



Public Instruction. The report is due around the middle of February, so I will present a summary to the Board at our meeting on February 19. On January 10, I attended a webinar presented by Tracie Miller, South Central Library System's consultant in charge of annual reporting. She provided an overview of the various sections of the report and discussed changes from last year.

- You will recall that one of the goals in our 2023-2026 Strategic Plan is to complete a diversity audit of our collection by the end of 2025. A diversity audit helps the library determine how diverse their collection is and provides context by comparing it to the average public library. The audit can help us add underrepresented voices and stories to our collection to ensure we are representing our entire community. Because manual audits can take years, we have decided to contract with one of our primary book vendors—either Baker & Taylor or Ingram—to complete the audit. Both vendors offer comparable services and pricing. The Management Team will be meeting soon to compare the two options, so I will be asking the Board in the coming months for authorization to use a small portion of our sizeable fund balance to fund the audit, which will cost approximately \$4,500.
- On January 9, I attended the bi-monthly meeting of Dane County Library Directors. Topics included: a presentation by staff from the Sustainable Libraries Initiative; a presentation from Blackstone Audio about Blackstone Unlimited, their downloadable audio book service which some libraries are considering as an alternative to hoopla; a discussion of library collaborations with social workers through the county's Joining Forces for Families program; and a discussion of patron registration procedures at various county libraries with an eye towards ensuring our registration procedures are as equitable and accommodating as possible while still collecting the necessary patron information.

Stoughton Area Community Foundation Fund Report

The report for the period Nov 30 – Dec 31 shows a decrease in value of \$631.35 to the account because of market conditions. The overall value of the account as of Dec 31 is \$31,096.62.

Youth Services (from Mary Ostrander)

- Diamond Painting and Hot Chocolate on December 18 was a cozy success! We purchased hot chocolate from Wildwood, which worked extremely well as the kids were able to serve themselves. Mary is planning on hosting another diamond painting program in February.

- Families seem to appreciate the option of Indoor Playtime every other Friday morning. There is a visible increase in attendance on especially cold mornings.
- Graphic Novel Book Club...
- Winter break was extremely busy. Many children and families visited the library to enjoy the play area, scavenger hunts, coloring pages, and of course, books! Parents were grateful for a place to take their kids during their long winter break.
- Anna and Mary finished putting **the Yoto Player kits** together. These small portable devices are similar to the Tonie players. Each kit contains a player and multiple story cards that are inserted into the player to play audiobooks, stories, and songs. Like the Tonies, we anticipate that these kits will be very popular.
- Mary is working with a community member to start a monthly Read-to-a-Dog program. She is hoping to start in February.
- Upcoming Programming: Story Times resume on January 13; Kids Craft: String Lights on January 15; Story Explorers on January 21; and a Dog Man Party February 1.



Tech Services & Technology

News (from Sarah Bukrey)

- **Jen and Erin, our two LTE assistants in Technical Services,** placed the final Radio Frequency Identification (RFID) tag in the final item in our collection on November 27, an important milestone in this months-long project! In all, Erin and Jen tagged just over 26,000 items. The next phase of the project will involve tagging items that we've missed as they are returned. Soon, Erin and Jen will start on their next task: a



collection maintenance project in the adult and teen graphic novel section.

- Sarah and Amy met several times last month to plan 2025 sessions of Craft Club and to organize supplies.
- Even though staff and volunteers were busy using vacation time during the latter half of the month, 412 items were still added to the collection in the month of December!
- Sarah Attended South Central Library System's Collection Maintenance Sub-committee meeting on January 8. Her request for a new collection code for adult audio enabled books (the digital audio player books mentioned in the Adult & Teen Services section of this report) was approved.

Circulation Services (from Robin Behringer)

- The Circulation department was very busy after the holidays. Not only did we handle large amounts of patron returns, but we also had to balance that workload with the large amounts of incoming and outgoing delivery. Due to the massive quantities of materials handled at every library in the South Central Library System, SCLS Delivery faced a very large back log of work and a shortage of bins and carts. Our Circulation department adjusted workflows accordingly to handle the back logs and equipment shortages.
- On January 8, the Shelver team had their first monthly meeting of the year.
- Robin attended the virtual Circulation Services Subcommittee meeting on January 14. The main topic of discussion was reviewing guidelines for patron card registration.

Adult & Teen Services (from Amanda Bosky)

- Adult Services Librarian Amanda Bosky and Circulation Supervisor Robin Behringer worked together to add a third pass to our growing Free Passes Library: the Madison Children's Museum. The Museum sold us 50 passes at a discount, which we paid for with money from an anonymous community donor. In consultation with Children's Librarian Mary Ostrander, Robin developed a staff procedure to distribute the passes to our patrons ages 1-11, and Amanda created a website link with information and frequently asked questions. We started offering these passes to patrons on January 2.
- Robin and Amanda are also offering Wisconsin State Park passes for the third year in a row, using donor money to purchase passes at a discount which we distribute to our patrons for free. Those passes are already

available, but we will begin promoting them to our patrons as the weather warms up in late-Winter/early-Spring.

- Adult Services Assistant Amy Hynek worked with Technical Services Supervisor Sarah Bukrey to add some adult digital audio player books to our collection. Just like the children's read-aloud books, these adult books have a digital player attached to the cover of the book, which plays a recording of the text. We plan to highlight these items in upcoming email newsletters and social media posts.
- Amanda, Amy, Teen Services Assistant Cynthia Schlegel, Mary, and Jim attended the library's second **annual year-end book group celebration** on December

10. As leaders of the library's three book groups, we gathered with Page Turners, Tuesdays with Murder, and Foundation readers to share favorite books of 2024 and



anticipated books of 2025 while enjoying holiday treats.

- With assistance from Mary and/or Amanda, Cynthia's teen programs over the past month included roleplaying game miniature painting and a field trip to Famous Yeti's Basecamp Arcade for pizza and video games. Mary also hosted a session of Rainbow Readers, our teen book discussion group focused on LGBTQ+ issues.

Looking Back from *The Stoughton Hub*
October 31, 1913

LET'S GIVE OUR LIBRARY A "BOOST"

As a Powerful Influence for Good in Our City, the Public Library Deserves Our Hearty Support

Are you going to the reception at the public library tomorrow afternoon? Only a comparatively small proportion of our people appreciate the worth of the public library to the community—its far-reaching influence for good. Altogether too few, we dare say, realize what this institution means to a lot of young men with a taste for reading, but without homes in our midst, who while employed in our shops and factories during the day, have but few resources for their leisure hours; what it means to the studiously inclined boys in our city schools who after school hours gather around the reading table at the library rather than resort to loafing places of doubtful character; or, for that matter, what it means to its daily frequenters among the little folk in whom habits and character are beginning to form, slowly but surely. To these beneficiaries must be added the hundreds of drawers of books who through the library are enabled to keep abreast of the times in every department of literature.

But while they who thus reap the benefits from our public library are numbered by the hundreds, its sphere of usefulness might well be much wider, and the purpose of tomorrow's reception is two-fold—we could even say, of a three-fold nature. In the first place it was hoped to attract to the library people who hitherto have been strangers to the institution. Unfamiliarity with the library is the reason why many people do not avail themselves of its advantages. Then there is a financial side to the occasion. The council votes a yearly appropriation for the support to the library, it is true—perhaps as liberal a sum as our municipal means will permit—but it is not adequate by any means to enable the library board to add as many books as could be desired. As a little help in this direction, a 15-cent lunch is served during tomorrow's reception, from three o'clock until all are served.

...

There will be nothing formal about the reception. No program has been prepared, but selections from the world's best musicians will be rendered during the afternoon by a Victrola, which has kindly been loaned by O.N. Falk & Son. Those who have not been to the library will be shown the rooms by the librarian, Miss Ananda Drotning, and all who are interested in the welfare of the city's youth are cordially invited to show their concern by coming to the reception.

**Stoughton Public Library Board of Trustees
Personnel Committee
Tuesday, January 7th 2025, 6:30 PM**



****Please Note: This meeting was held remotely via Google Meet.**

MINUTES

Present: Ken Axe, Lora Klitzke, Trista Richards, Mande Shecterle

1. Meeting called to order by Richards at 6:33 PM
2. **Review of agenda** – Reviewed and accepted by consensus.
3. **Approval of minutes from July 15, 2024** - MOTION by Axe to approve the minutes from July 15, 2024. SECOND: Klitzke. VOTE: 4-0.
4. **ROLL CALL VOTE to move into closed session at 6:35pm**-Kitzke: yes, Axe: Aye, Shecterle: yes, Richards: yes
5. **Discussion of 2024-2025 Library Director evaluation** – Reviewed responses to the survey and agreed upon a summary to be shared with the director
6. **ROLL CALL VOTE and meeting moved out of closed session and into open session at 7:01pm**-Kitzke: yes, Axe: Aye, Shecterle: yes, Richards: yes
7. **MOTION: to adjourn meeting by Axe at 7:01pm**, SECOND: by Shecterle. VOTE 4-0.

Sent to Personnel Committee:

Ken Axe
Lora Klitzke
Trista Richards
Mande Shecterle

Cc:

Teri Lesage
Jean Ligocki
Sharon Meilahn Bartlett
Erin Meinholz
Katie Robert
Siri Vienneau

Minutes taken by Trista Richards

EDUCATE, ENRICH, EMPOWER, ENGAGE



Stoughton Public Library
Board of Trustees Planning Committee Meeting
Wednesday, January 8, at 6:30 PM

****Please Note: This was a remote 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 6:32 PM
2. **Review of Agenda** – Reviewed and accepted by consensus.
3. **Review/Approve Minutes of November 13, 2024 *** – MOTION by Ligocki to approve the minutes of November 13, 2024. SECOND: LeSage. VOTE: 3-0.
4. **Discussion and possible action regarding 2025 Library Board Goals *** - Ramsey presented a draft of the 2025 Board Goals and the committee decided to review them one by one, leaving the Planning Committee goal for last.

For the Finance Committee goal, LeSage suggested defining “representative sample” as $\frac{3}{4}$ of the year, or 9 months. Meilahn Bartlett concurred and consensus was in favor of the change. After some discussion, consensus settled on adding the sentence “The goal is to establish a baseline understanding to guide future spending.” The verb in the first sentence was changed from “monitor” to “collect and synthesize.”

Consensus was that the proposed goal from the Policies Committee was straight-forward and required no further discussion.

Meilahn Bartlett suggested some edits for concision to the Personnel Committee’s goal. Ligocki asked about the idea that was brought up last year about the Personnel Committee pursuing the issue of increasing diversity on the Library Board. Discussion ensued. Ligocki stated that she

didn't want the idea to get lost in the shuffle and proposed adding it as a pending agenda item at the next Library Board meeting. Consensus was in favor.

Discussion turned to the Planning Committee's Board Goal. Meilahn Bartlett stated that she had drafted the goal based on comments made by Ligocki at the last Planning Committee meeting about how the library's programs both demonstrate the diversity of our community and tie the community together. Discussion turned to the best way to highlight/measure the library's unique program offerings. Ligocki suggested that the goal should contain the phrase "compiling data in order to tell a story." Consensus was in favor. LeSage offered that this type of storytelling can help with marketing and advocacy. Minor edits were suggested, but consensus was in favor of leaving the goal as written.

MOTION by Ligocki to recommend the 2025 Library Board Goals be adopted by the Board at the February meeting. Discussion ensued regarding the timetable for presenting a draft of the goals at the January meeting and asking for formal Board approval at the February meeting. Consensus was in favor. VOTE: 3-0.

5. Schedule next meeting – Discussion ensued as to the business the committee is to take up in 2025 according to the Calendar of Work. Consensus was in favor of setting a meeting time at a later date.

6. Meeting adjourned by consensus at 7:16 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 Meinholz
Katie Roberts
Mande Shecterle

Minutes taken by Jim Ramsey

2025 DRAFT Library Board Goals from Committees



Planning: By Sept 2025, the Planning Committee will compile data about the library programs that have been offered throughout the year. We will highlight ways the programs tell a story about diversity in Stoughton and our connections to each other.

Finance: The finance committee will collect and synthesize approximately 9 months of the Library's expenses by the end of 2025 in order to gauge our monetary support for programs, activities, and initiatives that support diversity, equity, and inclusion. The goal is to establish a baseline understanding to guide future spending.

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.

Personnel: The Personnel committee's goal pertains 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 2025. The personnel committee will work with the Library Director to ensure that funds exist in the budget for this plan.

2025 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**

STOUGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MEMBER TERMS
(terms run from May 1 to April 30)

As of August 22, 2024

Ken Axe	2022-2025 (in second term)
Lora Klitzke	2024-2027 (in first full term)
Teri LeSage	2022-2025 (in first term)
Jean Ligocki	City Council Rep. 2024-2025
Sharon Meilahn Bartlett	2023-2026 (in second term)
Erin Meinholz	2022-2025 (in second term)
Trista Richards	2024-2027 (in first term)
Katie Roberts	2024-2027 (in first term)
Mande Shecterle	SASD Representative