

**STOUGHTON PUBLIC LIBRARY
BOARD of TRUSTEES MEETING**

DATE: Wednesday, March 19, 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=83241131549> . 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 February 19, 2025 (enclosure)
 - B. Review/Approval of Fund 215, Fund 217, and Stoughton Area Community Foundation account statements for February 2025 (enclosures)
 - C. Review/Approval of Fund 215 & Fund 217 Bills for March 2025 (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 #10: Developing Essential Library Policies (enclosure)
- X. Director's Report
 - A. Statistics for February 2025 (enclosure)
 - B. Administration report (enclosure)
- XI. Committee Reports
 - A. Finance: did not meet
 - B. Personnel: did not meet
 - C. Planning: did not meet
 - D. Policies: met 3/10/25 (enclosure)
- XII. Old Business
 - A. Progress report from ad hoc Trustee Recruitment Committee
 - B. Progress report from ad hoc Student Trustee Recruitment Committee

XIII. New Business

- A. Authorization for South Central Library System to bill adjacent counties for library services for 2026 (enclosures) *
- B. Discussion and possible action regarding proposed changes to Responsibility for Library Operations Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-10-25*)
- C. Discussion and possible action regarding proposed changes to Library Trustee Succession Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-10-25*)
- D. Discussion and possible action regarding proposed changes to Volunteer Policy (enclosure) * (*Policies Committee recommended 4-0 on 03-10-25*)
- E. Authorization to spend undesignated gift funds on appreciation gifts for departing Board members *

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
- C. Discussion of General Fund balance

XV. Adjournment *

NEXT REGULAR MEETING: April 16, 2025

*An * indicates an action item.*

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

STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES

Ken Axe
Lora Klitzke, President
Teri LeSage
Jean Ligocki, City Council Representative
Sharon Meilahn Bartlett, Vice President
Erin Meinholz
Trista Richards
Katie Roberts
Mande Shecterle, SASD Representative
Siri Vienneau, Student Representative

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

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

Agenda Notes: Library Board meeting of March 19, 2025



XII. Old Business

- A. Update on new trustee recruitment process** – I will provide a brief update on our recruitment of new library trustees to fill the upcoming vacancies on the Board. As of February 1, we have started to advertise that we are looking for new trustees. Application are due by March 14, and shortly thereafter the ad hoc Trustee Recruitment Committee will begin to review applications and contact candidates. The ad hoc committee will make a recommendation to the Board at the meeting on April 16 and the new trustees will be appointed by the mayor shortly thereafter. The new trustees will begin serving at the Library Board meeting on May 21.
- B. Update on new student trustee recruitment process** – The ad hoc Student Trustee Recruitment Committee will provide a status update on the process of selecting a new Student Trustee. The deadline for applications is April 11.

XIII. New Business

- A. Authorization for South Central Library System to bill adjacent counties for library services for 2026 (enclosures) *** - The Board will choose which adjacent counties to bill for library services. These amounts are based on the figures in the recently completed 2024 Annual Report. By state law, libraries have the right to bill adjacent counties for services provided at 70% of cost-per-circulation. These payments will be made in 2026. I have included the amounts from last year in your packet for your reference.
- B. Through D. -** These next three items are recommendations for minor changes to library policies from the meeting of the Policies Committee on March 10. For more information, see the Policies Committee meeting minutes enclosed in this packet.
- E. Authorization to spend undesignated gift funds on appreciation gifts for departing Board members *** - With three trustees leaving the Board after the April meeting, the Board would like to show its appreciation for their service by purchasing a small parting gift for each trustee. (Per the library's Special Gift Fund Policy, Board authorization is required to

spend undesignated gift funds.) \$150 total should be sufficient for this purpose. Departing Board members may choose to abstain from the vote.

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.
- C. Discussion of General Fund (215) balance –** This item was added to the pending agenda items at the Board meeting on February 19, 2025. The Board would like to discuss the use of fund balance to purchase additional materials to fill in gaps in our collection identified by the diversity audit of our collection to be conducted later this year.

** indicates a potential action item*

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



PRESENT: Ken Axe; Lora Klitzke, President; Jean Ligocki, City Council Representative; Sharon Meilahn Bartlett, Vice-President; Erin Meinholz; Katie Roberts (virtual); Mande Shecterle, Stoughton Area School District Representative (virtual)

ABSENT: Teri LeSage; Trista Richards; Siri Vienneau, Student Trustee

ALSO PRESENT: Jim Ramsey, Library Director; Sarah Monette, Administrative Assistant

- I. CALL TO ORDER. 6:33 P.M. by President Lora Klitzke
- II. REVIEW OF AGENDA & CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW.
- III. CONSENT AGENDA. *Motion to approve: Axe. Second: Meilahn Bartlett. Vote: 7-0.*
- IV. FRIENDS OF THE LIBRARY REPORT. n/a
- V. RECOGNITION OPPORTUNITIES. The Board signed a card thanking James and Nancy Keough for their donation to the Library in memory of Tom Selsor.
- VI. PUBLIC COMMENT PERIOD. n/a
- VII. REVIEW/DISCUSSION OF CORRESPONDENCE. Ramsey shared a thank you from a patron to Amanda Bosky.
- VIII. EDUCATION UPDATES. Meilahn Bartlett mentioned the Dear Colleague letter about race and diversity from the Department of Education. Roberts has the actual letter, which she shared with the Board.
- IX. BOARD IN-SERVICE: "Trustee Essential #17: Membership in the Library System." Ramsey presented.
- X. DIRECTOR'S REPORT.
 - A. Statistics for January 2025. Ramsey explained the change in computer use statistics.
 - B. Administration report. In addition to his written report, Ramsey shared that Library Legislative Day was a success, with more than 230 people attending. The Governor's biennial budget increases money allocated to library systems, although the Joint Finance Committee has announced that they are scrapping the whole thing and starting over. The WLA lobbyist warned everyone that a bill is being introduced to remove librarians' immunity from prosecution for obscenity, but he also said it's highly unlikely to go anywhere. Ramsey followed up on an email he had sent about a possible Hoopla lawsuit. Meilahn Bartlett asked for names of library allies in the State Legislature. Ligocki asked about the donation in memory of Tammy Kuntz. The Kuntz family want some part of the money spent on a physical object. Possibilities include upgrades to the Carnegie Room or a piece of art to replace the portrait of Andrew Carnegie hanging over the fireplace. Ligocki asked about possibly using part of the Kuntz donation on storytelling kits that patrons could check out. Ligocki also noted the Restorative Justice workshop on April 15. Ramsey praised Amanda Bosky's work on securing that grant.
- 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.

- A. Approval of 2025 Library Board Goals from Planning Committee. Ramsey presented the final draft. *Motion to adopt the 2025 Library Board Goals*: Ligocki. *Second*: Meinholz. *Vote*: 7-0.
- B. Update on new trustee recruitment process. Ramsey said that seven applications have been received thus far. The deadline is March 14. He has a list of interview questions drawn up by Amy Ketterer which he will share with the ad hoc committee. He suggests adding questions on intellectual freedom and DEI. Meilahn Bartlett asked if there was a trustee exit survey. To the best of the combined memories of Ligocki, Ramsey, and Monette, there is not.

XIII. NEW BUSINESS.

- A. Approval of Stoughton Public Library 2024 Annual Report to the Department of Public Instruction. Ramsey presented. *Motion to approve*: Meilahn Bartlett. *Second*: Ligocki. *Vote*: 7-0.
- B. Approval of statement concerning public library system effectiveness. Ramsey presented. *Motion to approve*: Ligocki. *Second*: Meinholz. *Vote*: 7-0.
- C. Authorization to spend up to \$5,000 in fund balance for diversity audit of the library's collection. There was considerable discussion both of the audit and of the fund balance. The Library remains committed to diversity, equity, inclusion, and access. The Board agreed to put a discussion of the General Fund balance under Pending Agenda Items. *Moved to authorize expenditure of up to \$5,000 in fund balance for Inclusion Audit of the library's collection*: Ligocki. *Second*: Klitzke. *Vote*: 7-0.
- D. Appointment by Board President of ad hoc Student Trustee Recruitment Committee. Klitzke asked Roberts to join her on the ad hoc committee. Roberts agreed. Ramsey will assist. There was discussion of ways to broaden the applicant pool (i.e., reaching out to Stoughton area churches).
- E. Discussion and possible action regarding Library participation in the 2025 Chamber of Commerce Community Expo. Ramsey explained that the board usually approves expenditures of up to \$300 for the registration fee and things like candy and other giveaways for the booth. Ligocki, Roberts, Meilahn Bartlett agreed to attend. Axe called the question. *Motion to approve expenditure of up to \$300 from the Undesignated Gift Fund for the Community Expo*: Ligocki. *Second*: Meinholz. *Vote*: 7-0.

XIV. PENDING AGENDA ITEMS.

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

- XV. ADJOURNMENT. *Motion to adjourn at 8:17 P.M.*: Meilahn Bartlett. *Second*: Axe. *Vote*: 7-0.

Minutes taken by Sarah Monette.

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 02/28/2025		ACTIVITY FOR MONTH 02/28/2025		AVAILABLE BALANCE	
		AMENDED BUDGET	NORMAL	ABNORMAL	INCREASE (DECREASE)	NORMAL	ABNORMAL	USED	
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	711,285.00		118,547.50		59,273.75		592,737.50	16.67
215-55110-43315	FEDERAL GRANTS	280.00		0.00		0.00		280.00	0.00
215-55110-43720	DANE COUNTY SERVICE FEES	315,017.00		0.00		0.00		315,017.00	0.00
215-55110-43725	OTHER COUNTIES SERVICE FEES	15,297.00		15,269.04		15,219.04		27.96	99.82
215-55110-46110	MISC. REVENUE	0.00		0.00		0.00		0.00	0.00
215-55110-46710	LIBRARY FEES	4,000.00		690.90		193.54		3,309.10	17.27
215-55110-46712	COPY MACHINE	5,000.00		1,490.12		455.07		3,509.88	29.80
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		85.98		46.99		164.02	34.39
215-55110-48110	INTEREST INCOME	11,500.00		3,233.60		1,623.61		8,266.40	28.12
215-55110-48500	DONATIONS	0.00		0.00		0.00		0.00	0.00
215-55110-49210	TRANSFER IN - GENERAL FUND	0.00		0.00		0.00		0.00	0.00
Total Dept 55110 - LIBRARY		1,062,629.00		139,317.14		76,812.00		923,311.86	13.11
TOTAL REVENUES		1,062,629.00		139,317.14		76,812.00		923,311.86	13.11
Expenditures									
Dept 55110 - LIBRARY									
215-55110-50110	SALARIES	97,115.00		18,548.16		7,470.40		78,566.84	19.10
215-55110-50120	WAGES	248,851.00		87,609.08		35,180.20		161,241.92	35.21
215-55110-50126	OVERTIME	0.00		0.00		0.00		0.00	0.00
215-55110-50127	WAGES - PART TIME	283,182.00		13,774.11		6,141.89		269,407.89	4.86
215-55110-50128	SUNDAY HOURS	11,497.00		2,746.40		1,238.55		8,750.60	23.89
215-55110-50129	WAGES - LONGEVITY	6,404.00		0.00		0.00		6,404.00	0.00
215-55110-50153	SELF INSURED LOSSES	0.00		0.00		0.00		0.00	0.00
215-55110-50160	FICA TAXES	48,974.00		9,027.40		3,651.48		39,946.60	18.43
215-55110-50161	WRS - GENERAL	30,571.00		6,168.79		2,475.65		24,402.21	20.18
215-55110-50163	HEALTH INSURANCE	123,613.00		20,498.56		10,249.28		103,114.44	16.58
215-55110-50164	DENTAL INSURANCE	4,883.00		1,064.28		532.14		3,818.72	21.80
215-55110-50165	LIFE INSURANCE	939.00		185.20		92.60		753.80	19.72
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	900.00		88.32		83.92		811.68	9.81
215-55110-50212	TRAVEL/CONFERENCE	2,000.00		90.00		0.00		1,910.00	4.50
215-55110-50213	SALES TAX	275.00		56.93		56.93		218.07	20.70
215-55110-50216	OUTSIDE SERVICES/CONTRACTS-2	200.00		0.00		0.00		200.00	0.00
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	18,800.00		1,085.90		1,085.90		17,714.10	5.78
215-55110-50221	UTILITIES-BUILDING 2	5,100.00		1,084.86		1,084.86		4,015.14	21.27
215-55110-50240	EQUIPMENT MAINT & REPAIR	4,500.00		225.38		225.38		4,274.62	5.01
215-55110-50289	TECHNOLOGY COSTS	57,500.00		52,885.68		1,971.68		4,614.32	91.98
215-55110-50300	MISC EXPENSES	400.00		68.95		68.95		331.05	17.24
215-55110-50313	PROGRAMS/PUBLICITY	5,000.00		1,053.42		249.50		3,946.58	21.07
215-55110-50320	DUES AND SUBSCRIPTIONS (NOT SOFTWARE)	175.00		0.00		0.00		175.00	0.00

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 02/28/2025		ACTIVITY FOR MONTH 02/28/2025		AVAILABLE BALANCE	
		AMENDED BUDGET	NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDGT USED	
Fund 215 - LIBRARY FUND									
Expenditures									
215-55110-50326	PERIODICALS	5,400.00		3,505.06		56.00	1,894.94	64.91	
215-55110-50327	E-RESOURCES	22,000.00		18,072.85		9,521.00	3,927.15	82.15	
215-55110-50328	AUDIO VISUAL	9,000.00		949.52		683.06	8,050.48	10.55	
215-55110-50329	BOOKS	53,500.00		3,774.63		3,564.75	49,725.37	7.06	
215-55110-50340	WORK SUPPLIES - OPER EXP	4,500.00		14.46		0.00	4,485.54	0.32	
215-55110-50341	OPERATING EXPENSES-SPECIALIZED-1	50.00		10.77		10.77	39.23	21.54	
215-55110-50342	OPERATING EXPENSES-SPECIALIZED-2	6,000.00		571.67		571.67	5,428.33	9.53	
215-55110-50350	BLDG REPAIRS & MAINTENANCE	10,000.00		229.62		200.62	9,770.38	2.30	
215-55110-50408	EMPLOYMENT TESTING	0.00		0.00		0.00	0.00	0.00	
215-55110-50409	COMPUTER EQUIPMENT (NONCAPITAL)	0.00		0.00		0.00	0.00	0.00	
215-55110-50444	NON-COLLECTION DAMAGE CHARGES	1,300.00		71.91		71.91	1,228.09	5.53	
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		1,062,629.00		243,461.91		86,539.09	819,167.09	22.91	
TOTAL EXPENDITURES		1,062,629.00		243,461.91		86,539.09	819,167.09	22.91	
Fund 215 - LIBRARY FUND:									
TOTAL REVENUES		1,062,629.00		139,317.14		76,812.00	923,311.86	13.11	
TOTAL EXPENDITURES		1,062,629.00		243,461.91		86,539.09	819,167.09	22.91	
NET OF REVENUES & EXPENDITURES		0.00		(104,144.77)		(9,727.09)	104,144.77	100.00	

Fund 215 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
215-00000-11100	PRIMARY CHECKING	614,182.34
215-00000-11102	US BANK - CC	11,215.14
215-00000-12550	PREPAID EXPENSES	1,438.39
215-00000-13012	RECEIVABLES-PRIOR YEAR	0.65
Total Assets		626,836.52
*** Liabilities ***		
215-00000-21100	ACCOUNTS PAYABLE	566.05
215-00000-21700	ACCRUED PAYROLL	32,073.24
215-00000-26600	DEF INFLOW - PROPERTY TAXES	592,737.50
Total Liabilities		625,376.79
*** Fund Balance ***		
215-00000-39501	NONSPENDABLE - PREPAID ASSETS	1,438.39
215-00000-39600	FUND BALANCE RESTRICTED	47,940.70
Total Fund Balance		49,379.09
Beginning Fund Balance - 2024		49,379.09
Net of Revenues VS Expenditures - 2024		56,225.41
*2024 End FB/2025 Beg FB		105,604.50
Net of Revenues VS Expenditures - Current Year		(104,144.77)
Ending Fund Balance		1,459.73
Total Liabilities And Fund Balance		626,836.52

* Year Not Closed

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 217 - LIBRARY SPECIAL GIFT FUND						
Revenues						
Dept 55110 - LIBRARY						
217-55110-48110	INTEREST INCOME	15,000.00	2,634.32	1,279.86	12,365.68	17.56
217-55110-48500	DONATIONS	115,000.00	58,397.68	36,059.79	56,602.32	50.78
217-55110-48510	DONATIONS - UNDESIGNATED	1,000.00	0.00	0.00	1,000.00	0.00
217-55110-48530	DONATIONS -FUNDRAISING ACCOUNT	0.00	0.00	0.00	0.00	0.00
217-55110-49910	FUND BAL APPLIED - TAX LEVY	(40,000.00)	0.00	0.00	(40,000.00)	0.00
217-55110-49940	FUND BAL APPLIED - DEFICITS	0.00	0.00	0.00	0.00	0.00
Total Dept 55110 - LIBRARY						
		91,000.00	61,032.00	37,339.65	29,968.00	67.07
TOTAL REVENUES						
		91,000.00	61,032.00	37,339.65	29,968.00	67.07
Expenditures						
Dept 55100 - COMMUNITY COMMITMENT						
217-55100-50499						
		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						
		0.00	0.00	0.00	0.00	0.00
217-55110-50500	DESIGNATED	90,000.00	4,825.58	2,267.83	85,174.42	5.36
217-55110-50501	UNDESIGNATED	1,000.00	109.15	109.15	890.85	10.92
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						
		91,000.00	4,934.73	2,376.98	86,065.27	5.42
TOTAL EXPENDITURES						
		91,000.00	4,934.73	2,376.98	86,065.27	5.42
Fund 217 - LIBRARY SPECIAL GIFT FUND:						
TOTAL REVENUES						
		91,000.00	61,032.00	37,339.65	29,968.00	67.07
TOTAL EXPENDITURES						
		91,000.00	4,934.73	2,376.98	86,065.27	5.42
NET OF REVENUES & EXPENDITURES						
		0.00	56,097.27	34,962.67	(56,097.27)	100.00
TOTAL REVENUES - ALL FUNDS						
		1,153,629.00	200,349.14	114,151.65	953,279.86	17.37
TOTAL EXPENDITURES - ALL FUNDS						
		1,153,629.00	248,396.64	88,916.07	905,232.36	21.53
NET OF REVENUES & EXPENDITURES						
		0.00	(48,047.50)	25,235.58	48,047.50	100.00

Fund 217 LIBRARY SPECIAL GIFT FUND

GL Number	Description	Balance
*** Assets ***		
217-00000-11100	PRIMARY CHECKING	71,473.97
217-00000-11102	US BANK - CC	1,520.40
217-00000-11302	WISC INVESTMENT FUND	353,724.79
217-00000-12550	PREPAID EXPENSES	2,703.34
217-00000-13012	RECEIVABLES-PRIOR YEAR	(0.65)
Total Assets		429,421.85
*** Liabilities ***		
217-00000-21100	ACCOUNTS PAYABLE	258.16
Total Liabilities		258.16
*** Fund Balance ***		
217-00000-39501	NONSPENDABLE - PREPAID ASSETS	2,703.34
217-00000-39600	FUND BALANCE RESTRICTED	326,043.41
Total Fund Balance		328,746.75
Beginning Fund Balance - 2024		328,746.75
Net of Revenues VS Expenditures - 2024		44,319.67
*2024 End FB/2025 Beg FB		373,066.42
Net of Revenues VS Expenditures - Current Year		56,097.27
Ending Fund Balance		429,163.69
Total Liabilities And Fund Balance		429,421.85

* Year Not Closed

Stoughton Area Comm Foundation

Are you prepared for the unexpected?

While you're working hard to achieve your long-term financial goals, you may encounter some bumps along the way. One solution is to put strategies in place to help you protect the most important things in your life. Your financial advisor understands what's important to you and can partner with you throughout your life to help you and your family prepare for the unexpected.

Corporate - Select

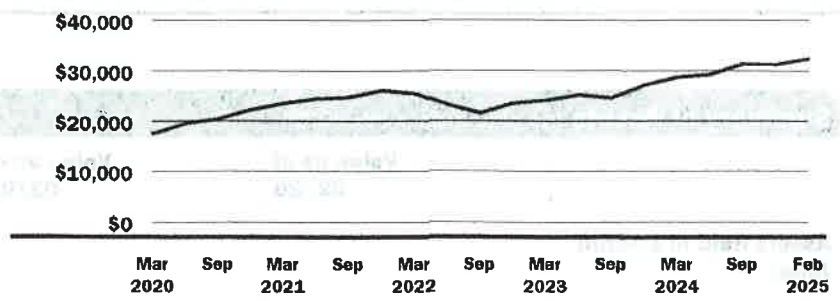
Portfolio Objective - Account: Balanced Toward Growth

Account Value

\$32,225.45

1 Month Ago	\$32,147.17
1 Year Ago	\$27,888.64
3 Years Ago	\$24,946.58
5 Years Ago	\$19,309.37

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	\$32,147.17	\$31,096.62
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	78.28	1,128.83
Ending Value	\$32,225.45	

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
	3.61%	3.61%	15.44%	8.92%	10.73%

2025 EXPENDITURES: FUND 215
MARCH

Inv. Date	Payment	Line Item	Vendor	Description	Amount
02/28/25	03/19/25	50211	Baker & Taylor	fuel surcharge	\$ 22.61
02/28/25	03/19/25	50211	Baker & Taylor	fuel surcharge	\$ 2.97
02/28/25	03/19/25	50211	Ingram	fuel surcharge	\$ 29.74
02/21/25	CITY prepaid	50220	Stoughton Utilities	SU 022125 util	\$ 1,059.30
03/05/25	CITY prepaid	50220	Stoughton Utilities	SU 030525 util	\$ 1,040.30
03/06/25	03/19/25	50221	Alliant Energy	AE 030625 util	\$ 903.45
02/17/25	03/19/25	50240	Gordon Flesch	Copier 2 Feb.	\$ 110.57
02/23/25	SB prepaid CC	50240	Amazon	AZ 022125 240	\$ 2.59
02/26/25	SB prepaid CC	50240	Amazon	AZ 022125 240 CR	\$ (2.59)
02/26/25	03/19/25	50240	Naviant	NAV 022625	\$ 926.10
03/03/25	03/19/25	50240	Gordon Flesch	Copier 1 Mar.	\$ 290.12
02/28/25	JR prepaid PC	50289	Donor Tools	DT 022825 TECH	\$ 39.00
03/05/25	AB prepaid CC	50289	Canva	CAN 030525 289	\$ 119.40
03/06/25	03/19/25	50289	TBS	TBS 030625 fax	\$ 445.00
02/07/25	JR prepaid PC	50300	The UPS Store	UPS 020725 DON	\$ 12.50
02/06/25	03/19/25	50313	Gillie, Cameron	CG 020625 313	\$ 135.00
02/09/25	AB prepaid CC	50313	Gemini Games	GG 020925 313	\$ 25.88
02/16/25	SB prepaid CC	50313	Amazon	AZ 021425 CC	\$ 55.98
02/16/25	SB prepaid CC	50313	Amazon	AZ 021425 CH Prog	\$ 27.99
02/17/25	SB prepaid CC	50313	Amazon	AZ 021425 CC	\$ 16.85
02/21/25	03/19/25	50313	Demco	DM 020725 PR AD	\$ 178.34
02/26/25	MO prepaid CC	50313	CSLP	CSLP 022625	\$ 361.07
03/02/25	AB prepaid CC	50326	New York Times	NYT 030225 326	\$ 56.00
03/06/25	JR prepaid PC	50326	Stoughton Courier Hub	CH 030625 SUB 1	\$ 50.00
03/06/25	JR prepaid PC	50326	Stoughton Courier Hub	CH 030625 SUB 2	\$ 50.00
02/18/25	SB prepaid CC	50328	Amazon	AZ 012825 JDVD	\$ 11.19
02/28/25	03/19/25	50328	Baker & Taylor	AD/TE materials	\$ 133.86
02/28/25	03/19/25	50328	Ingram	AD/TE materials	\$ 74.22
03/03/25	03/19/25	50328	Playaway	PA 020325 ABCD	\$ 166.23
02/28/25	03/19/25	50329	Baker & Taylor	AD/TE materials	\$ 753.38
02/28/25	03/19/25	50329	Ingram	CH materials	\$ 1,532.13
02/28/25	03/19/25	50329	Ingram	AD/TE materials	\$ 1,455.41
03/17/25	03/19/25	50329	Cengage	AD/TE materials	\$ 544.82
02/08/25	SB prepaid CC	50340	Amazon	AZ 020725 OS	\$ 8.85
02/23/25	SB prepaid CC	50340	Amazon	AZ 022025 OS	\$ 13.85
02/26/25	SB prepaid CC	50340	Amazon	AZ 022525 OS	\$ 77.01
03/12/25	03/19/25	50340	Complete Office	CO 031125 OS	\$ 143.40
02/28/25	03/19/25	50342	Baker & Taylor	processing	\$ 35.70
02/28/25	03/19/25	50342	Baker & Taylor	processing	\$ 5.25
02/28/25	03/19/25	50342	Ingram	processing	\$ 124.74

03/14/25	03/19/25	50342	SCLS	SCLS 031425 barcode	\$ 220.50
01/24/25	CITY prepaid	50350	Amazon	AZ 012425 CITY	\$ 29.00
02/01/25	CITY prepaid	50350	Schumacher Elev. Co.	SCH 020125 elev	\$ 160.62
02/21/25	CITY prepaid	50350	Rove Pest Control	RPC 022125 pest	\$ 40.00
02/20/25	03/19/25	50444	DeForest Area PL	DFT 022025	\$ 28.00
03/09/25	03/19/25	50444	Madison PL	MAD 030925	\$ 24.99

2025 EXPENDITURES: FUND 217

MARCH

Inv. Date	Payment	Vendor	Description	Stream	Material	50500	50501	50502	50503
01/08/25	03/19/25	Moran, Mark	MM 010825 F Prog AD	FoL	program	\$ 450.00			
02/06/25	03/19/25	Imagine Video Prod.	IV 020625 F P AD	FoL	program	\$ 350.00			
02/06/25	AB prepaid CC	Ink Cap Books	IC 020625 F P AD	FoL	program	\$ 175.00			
02/09/25	SB prepaid CC	Amazon	AZ 020525 B BIRD	Bryant	birding kits	\$ 102.86			
02/12/25	SB prepaid CC	Amazon	AZ 021125 LP LD	Lucky Day	books	\$ 17.97			
02/17/25	SB prepaid CC	Amazon	AZ 021425 M AD	Misc	video games	\$ 129.87			
02/20/25	SB prepaid CC	Amazon	AZ 021425 M AD PS5	Misc	video games	\$ 34.99			
02/20/25	SB prepaid CC	Amazon	AZ 021425 MAD switch	Misc	video games	\$ 34.99			
02/20/25	03/19/25	STO Chamber of Comm.	STOCC 022025 expo	undesg.	expo fee		\$ 50.00		
02/21/25	SB prepaid CC	4Imprint USA	FI 022125 501	Undesg.	magnets		\$ 214.50		
02/27/25	SB prepaid CC	Amazon	AZ 021425 M AD	Misc	video games	\$ 69.00			
02/27/25	MO prepaid CC	CSLP	CSLP 022725	SLP	t-shirts	\$ 210.87			
02/27/25	CS prepaid CC	Pizza Pit	PP 022725 F Pr TE(2)	FoL	program	\$ 68.44			
02/27/25	CS prepaid CC	Pizza Pit	PP 022725 F Pr TE(1)	FoL	program	\$ 71.51			
02/28/25	03/19/25	Baker & Taylor	AD/TE materials	Lucky Day	books	\$ 98.85			
02/28/25	03/19/25	Baker & Taylor	AD/TE materials	Lucky Day	AV	\$ 50.38			
02/28/25	03/19/25	Ingram	AD/TE materials	Lucky Day	books	\$ 18.00			
02/28/25	03/19/25	Ingram	AD/TE materials	FoL	books	\$ 234.82			
02/28/25	03/19/25	Ingram	AD/TE materials	Bryant	books	\$ 26.98			
02/28/25	03/19/25	Ingram	AD/TE materials	Sto Con	books	\$ 185.34			
03/02/25	CS prepaid CC	Walmart	WM 030225 F Pr TE	FoL	program	\$ 71.85			
03/03/25	03/19/25	Midwest Tape	MW 020625 F R AV	FoL	AV	\$ 9.99			
03/05/25	CS prepaid CC	Dollar Tree	DT 030525 F Pr TE	FoL	program	\$ 33.25			
03/10/25	03/19/25	Stoughton Yoga	SY 031025 F Pr AD	FoL	program	\$ 240.00			
03/17/25	03/19/25	Treviño-Murphy	ATM 031725 F P AD	FoL	program	\$ 500.00			

Developing Essential Library Policies

10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [*Wisconsin Public Library Policy Resources*](#) page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [*Trustee Essential #6: Evaluating the Director*](#) for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [*Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries*](#)
- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information*](#).)
- Your municipal or county attorney
- [*Wisconsin Public Library Policy Resources*](#)



STOUGHTON

PUBLIC LIBRARY

CHECKOUTS**2025****2024-25**

MO.	2021	2022	2023	2024	PRINT	AV	e-RES	TOTAL	%CHANGE
JAN	11,232	17,665	18,072	19,182	12,628	2,585	5,989	21,202	6.14%
FEB	11,241	16,644	16,384	18,070	10,962	2,413	5,529	18,904	10.29%
MAR	14,070	18,440	19,521	19,906				0	1.97%
APR	11,899	17,721	17,196	19,078				0	10.94%
MAY	12,363	16,012	16,985	17,873				0	5.23%
JUN	16,371	18,553	18,928	20,829				0	10.04%
JUL	17,776	18,278	19,932	21,174				0	6.23%
AUG	17,389	19,112	18,944	19,194				0	1.32%
SEP	15,337	16,010	17,304	16,869				0	-2.51%
OCT	16,052	16,050	18,318	17,050				0	-6.92%
NOV	14,952	15,972	17,970	18,667				0	3.88%
DEC	14,282	15,445	18,279	17,655				0	-3.41%
TOTAL	172,964	205,902	217,833	225,547				0	3.54%
AVG	14,414	17,159	18,153	18,796				0	3.54%

COMPUTER USE**COMPUTER USAGE 2025**

MO.	2021	2022	2023	2024	AD	CH	TOTAL
JAN	440	882	1,082	441	332	57	389
FEB	800	764	771	377	375	45	420
MAR	838	893	825	967			0
APR	1,687	1,104	611	1,047			0
MAY	1,328	596	761	571			0
JUN	1,336	756	881	817			0
JUL	1,086	721	784	795			0
AUG	1,177	956	1,116	840			0
SEP	749	669	635	868			0
OCT	1,215	731	903	745			0
NOV	1,277	957	1,240	992			0
DEC	948	768	893	3,340			0
TOTAL	12,881	9,797	10,502	11,800	707	102	809
AVG	1,073	816	875	983	354	51	405

In 2025, we are changing the way we collect computer usage data to better reflect the actual in-library use of computers by our patrons.

Programming Statistics
for February 2025

LOANED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	8,985	8,763	8,484	8,569	9,380	9.46%
FEB	8,737	8,082	8,030	8,336	8,161	-2.10%
MAR	11,069	8,866	9,137	8,530		-100.00%
APR	8,709	7,975	7,896	8,141		-100.00%
MAY	8,359	7,468	7,501	7,587		-100.00%
JUN	8,151	7,563	8,038	7,808		-100.00%
JUL	8,076	7,647	7,858	8,338		-100.00%
AUG	8,012	8,267	8,272	7,734		-100.00%
SEP	8,080	7,695	7,802	7,894		-100.00%
OCT	7,885	8,003	8,374	8,405		-100.00%
NOV	7,804	7,992	7,976	7,908		-100.00%
DEC	8,033	7,298	7,481	7,694		-100.00%
TOTAL	101,900	95,619	96,849	96,944		-100.00%
AVG	8,492	7,968	8,071	8,079		-100.00%

BORROWED THROUGH DELIVERY

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	5,543	5,756	5,632	5,257	6,169	17.35%
FEB	5,741	5,121	4,964	4,907	5,298	7.97%
MAR	6,887	5,701	5,454	5,384		-100.00%
APR	5,953	5,452	4,972	5,439		-100.00%
MAY	5,048	5,031	4,826	4,785		-100.00%
JUN	5,153	5,290	4,607	5,054		-100.00%
JUL	4,963	4,819	5,039	4,895		-100.00%
AUG	5,148	4,897	5,155	4,867		-100.00%
SEP	5,440	4,569	4,899	4,798		-100.00%
OCT	5,254	4,519	5,161	5,215		-100.00%
NOV	4,925	4,541	4,930	5,032		-100.00%
DEC	5,104	4,469	4,980	4,834		-100.00%
TOTAL	65,159	60,165	60,619	60,467		-100.00%
AVG	5,430	5,014	5,052	5,039		-100.00%

WIRELESS USE

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	920	1,341	1,830	1,677	1,464	-12.70%
FEB	875	1,269	1,801	1,806	1,499	-17.00%
MAR	1,003	1,643	2,152	1,895		-100.00%
APR	1,033	1,711	2,187	2,068		-100.00%
MAY	1,378	2,170	3,041	2,187		-100.00%
JUN	1,286	1,775	2,161	1,763		-100.00%
JUL	1,412	1,917	2,623	2,467		-100.00%
AUG	1,253	2,138	2,155	2,099		-100.00%
SEP	1,312	2,243	2,184	2,071		-100.00%
OCT	1,677	2,231	2,310	2,118		-100.00%
NOV	1,499	1,961	2,213	1,806		-100.00%
DEC	1,545	1,801	2,147	1,615		-100.00%
TOTAL	15,193	22,200	26,804	23,572		-100.00%
AVG	1,266	1,850	2,234	1,964		-100.00%

DOOR COUNT

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	0	5,425	7,504	6,975	7,687	10.21%
FEB	0	5,826	7,000	7,545	7,171	-4.96%
MAR	0	6,385	8,810	8,212		-100.00%
APR	0	6,482	7,634	8,282		-100.00%
MAY	1,462	8,119	10,109	9,943		-100.00%
JUN	4,155	7,296	8,237	8,109		-100.00%
JUL	5,158	7,301	7,810	8,730		-100.00%
AUG	4,809	7,900	8,125	8,364		-100.00%
SEP	4,915	7,135	6,832	7,653		-100.00%
OCT	6,061	7,696	7,776	8,208		-100.00%
NOV	5,620	7,126	7,525	7,381		-100.00%
DEC	5,280	6,188	7,308	6,627		-100.00%
TOTAL	37,460	82,879	94,670	96,029		-100.00%
AVG	3,122	6,907	7,889	8,002		-100.00%

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

SELF-CHECKOUTS

MO.	2021	2022	2023	2024	2025	%TOTAL
JAN	0	8,190	9,342	8,942	10,445	68.66%
FEB	0	8,181	8,344	9,063	8,685	64.93%
MAR	0	9,086	10,361	10,155		
APR	0	8,378	7,993	n/a		
MAY	1,146	7,100	7,931	8,433		
JUN	6,690	9,544	8,729	11,021		
JUL	7,053	9,276	9,658	10,724		
AUG	6,585	9,707	9,193	10,323		
SEP	7,210	7,646	8,252	8,474		
OCT	7,254	7,424	8,826	8,742		
NOV	7,417	7,912	n/a	9,355		
DEC	7,176	6,908	6,776	7,832		
TOTAL	50,531	99,352	95,405	103,064		
AVG	4,211	8,279	8,673	9,369		

WEBSITE PAGEVIEWS

2024-25

MO.	2021	2022	2023	2024	2025	%CHANGE
JAN	3,984	4,695	4,486	5,363	5,649	5.33%
FEB	3,952	3,751	3,912	4,815	5,258	9.20%
MAR	4,998	3,968	5,152	5,727		-100.00%
APR	4,701	4,268	4,816	5,767		-100.00%
MAY	4,092	4,008	4,528	4,963		-100.00%
JUN	4,818	3,954	5,323	5,788		-100.00%
JUL	4,206	4,768	4,991	5,935		-100.00%
AUG	3,936	3,915	4,874	5,247		-100.00%
SEP	3,448	3,501	4,173	4,891		-100.00%
OCT	3,471	3,342	4,178	5,050		-100.00%
NOV	3,457	3,609	4,312	4,218		-100.00%
DEC	3,519	3,352	4,337	4,426		-100.00%
TOTAL	48,582	47,131	55,082	62,190		-100.00%
AVG	4,049	3,928	4,590	5,183		-100.00%

Programming Statistics
for February 2025

Date	Platform	Event	0-5	6-11	Teen	Adult	All Ages
2/1/2025	Carnegie Room	Dog Man Party (AMH, MO)		58			
2/2/2025	Stoughton Yoga	Yoga Sundays (no library staff)				14	
2/3/2025	Carnegie Room	Story Time (MO)	18				
2/3/2025	Carnegie Room	Rainbow Readers (MO, CS)			8		
2/4/2025	Online live	LSC Sabrina Sholts				3	
2/4/2025	Carnegie Room	Baby Story Time (DF)	10				
2/4/2025	Carnegie Room	Graphic Novel Book Club (MO)		6			
2/4/2025	Carnegie Room	Genealogy w/ Dana Kelly (AB)				9	
2/5/2025	Library	Outreach: Tour for Kettle Park West visitors (JR)				4	
2/5/2025	Carnegie Room	Author Visit: Annelise Ryan (AB)				22	
2/6/2025	Carnegie Room	Story Time (MO)	11				
2/6/2025	St Anns Preschool	Outreach Story Time (AMH)	18				
2/6/2025	Carnegie Room	Stitches (MO)			7		
2/6/2025	Senior Center	Craft Club (SB, AH)		83		24	
2/7/2025	Fox Prairie	Outreach: World Read Aloud Day (MO)					
2/10/2025	Carnegie Room	Story Time (MO)	40				
2/10/2025	Carnegie Room	Diamond Painting (MO)		25			
2/11/2025	Carnegie Room	Baby Story Time (DF)	13				
2/11/2025	Online live	LSC: Waubeshig Rice				0	
2/11/2025	Carnegie Room	Writing Group (volunteers)				8	
2/12/2025	Carnegie Room	Pokemon Club (MO) CANCELLED FOR WEATHER		--			
2/13/2025	Carnegie Room	Story Time (MO)	16				
2/13/2025	Learning Tree Presc	Outreach Story Time (AMH)	22				
2/13/2025	Learning Tree Presc	Outreach Story Time (AMH)	26				
2/13/2025	Carnegie Room	Teen Yoga (Stoughton Yoga, CS)			3		
2/14/2025	Carnegie Room	Indoor Playtime (MO)	8				
2/17/2025	Carnegie Room	Story Time (MO)	13				
2/17/2025	Fox Prairie	Book Discussion (MO)		3			
2/18/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	17				
2/18/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	19				
2/18/2025	Pumpkin Patch Pres	Outreach Story Time (AMH)	21				
2/18/2025	Carnegie Room	Baby Story Time (DF)	6				
2/18/2025	Carnegie Room	Story Explorers (AMH)	6				
2/18/2025	Online live	LSC: Lee Hawkins				20	
2/18/2025	Carnegie Room	PJ Story Time (AMH)	7				

Programming Statistics
for February 2025

2/19/2025	Weebleworld Preschool	Outreach Story Time (AMH)	20					
2/19/2025	Fox Prairie	Book Discussion (MO)		7				
2/20/2025	Carnegie Room	Story Time (MO)	23					
2/20/2025	Carnegie Room	Teen Cooking (Inga Witscher, CS)			23			
2/21/2025	Carnegie Room	Family Yoga (DF)		15				
2/21/2025	Fox Prairie	Family Fun Night (MO)		15				
2/24/2025	Carnegie Room	Story Time (MO)	39					
2/25/2025	La Petite Preschool	Outreach Story Time (AMH)	23					
2/25/2025	Head Start Preschool	Outreach Story Time (AMH)	12					
2/25/2025	Carnegie Room	Baby Story Time (DF)	10					
2/25/2025	Carnegie Room	Tuesdays with Murder (AB)					10	
2/26/2025	Fox Prairie	Outreach (MO)		3				
2/26/2025	Carnegie Room	Specs (MO)					6	
2/27/2025	Carnegie Room	Story Time (MO)	23					
2/27/2025	Carnegie Room	Teen D&D (CS, MO)			16			
2/28/2025	Carnegie Room	Indoor Playtime	18					
2/28/2025	Online asynchronous	Archive views LSC					1124	
			439	215	57	1244	0	0

		Number of Participants				
		February Self-Directed Event				
Date	Platform	0-5	6-11	Teen	Adult	All Ages
	Mezzanine					28
	2nd floor					28
		0	0	0	0	56

Director's Report

March 19, 2025



Library news:

- On February 20, 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 continued our discussion of the disability rights movement and disability justice with a focus on making sure our libraries are accessible to all. Specifically, we reviewed the Department of Public Instruction's Inclusive Services Assessment and Guide, which offers a kind of checklist for building and space accessibility.
- I stopped by the City Council meeting on February 25 to update the Council on our efforts to recruit new trustees and to remind them that a new trustee will soon be appointed from within their ranks. As you know, Jean Ligocki, our Council representative on the Library Board, is not seeking reelection when her term ends next month. That means the mayor will be appointing a new Council representative to the Library Board. I spoke to the Council about the Board's duties and responsibilities and encouraged them to reach out to me if they have any questions.
- We have started the recruitment process for our 2025-2026 Student Trustee position. The non-voting, advisory position is open to any high school student residing in the Stoughton Area School District or to any student attending Stoughton Area High School through open enrollment. I'm pleased to report that one of our applicants from last year has already resubmitted her application and is planning to attend our Board meeting on March 19. Applications will be accepted through Friday, April 11. The ad hoc Student Trustee Recruitment Committee will then reach out to applicants for interviews.
- With Library Legislative Day and the Annual Report both complete, I was able to turn some of my attention to continuing education this month. The Wild Wisconsin Winter Web Conference is an annual virtual conference held every January. This year's conference took place January 22 – 23, and though I wasn't able to attend live, I did have time to view recordings of several webinars on topics like cultural humility, leadership style, management tactics, and effective communication. These webinars count towards the 100 hours of continuing education required for renewal of my

Public Librarian – Grade 1 certificate from the Department of Public Instruction.

- After extensive discussion by the Management Team, we have decided to reduce the number of monthly borrows for our popular hoopla digital library service from 5 to 3, effective April 1, in order to make the service sustainable in the long run. As you know, hoopla is a pay-per-use service in which the library pays for each check-out. Recently, the cost of hoopla has increased substantially month-over-month, topping out at over \$1,800 in the month of January. (For reference, the average monthly cost in 2024 was \$1,355.) Last year, several libraries in the South Central Library System discontinued hoopla due to rising costs.
- I started work this month on the annual performance appraisals for the five staff members that I supervise directly. I hope to have them completed in the next couple months.
- On March 12, we held the construction kick-off meeting for our HVAC system replacement project with contractors from the Helm Group, engineers from Strang, and staff from the city's Public Works Department. We reviewed the scope of the project and discussed next steps. If all goes according to plan, the project will start March 31 with demo in the lower level sub-basement. The following week, the AV area where the DVDs and music CDs are shelved will be blocked off while the contractors remove and install ductwork. The entire project should take 3-4 weeks total.



- On Sunday, March 16, the Friends of the Stoughton Public Library held their second annual **“Hole Lot of Fun” mini-golf event** at the library. Hundreds of mini-golf enthusiasts of all ages joined us as we turned the stacks into a miniature golf course. In all the Friends raised about \$8,000. A big thank you to our tournament sponsor, Conant Automotive, as well as all the businesses and organizations who sponsored a hole for the event



Stoughton Area Community Foundation Fund Report

The report for the period Feb 1 – Feb 28 shows an increase in value of \$78.28 to the account because of market conditions. The overall value of the account as of Feb 28 is \$32,225.45.

Youth Services (from Mary Ostrander)

- Children’s staff switched the “Nature” picture books sections with “Concepts, Rhymes, and Transportation” to allow for more space for shelving.
- Our second Diamond Painting and Hot Chocolate session on February 10 was lovely. Many kids were able to hang out and do a low-stress craft; all of their diamond paintings turned out great. Mary will offer diamond painting again in late April.
- Our current story time session ends March 13 and the new session begins on April 7. A few special story times are scheduled in the interim.

- Mary visited Kegonsa Elementary on March 4 to read to one of the kindergarten classes. The kids loved the books, *Chomp* and *Guess Again*.
- Our **Read to a Dog** program went well on March 8. Freya the Newfoundland was a hit and many kids read to her.
- Mary took a webinar on making our website more accessible on March 11 and will continue working on our site.
- Mary met with some of the teens interested in leading Dungeons and Dragons for other kids on March 10. The first session will be on March 17.
- The Children's team is meeting on March 12 to finalize the summer programming schedule and the summer reading log. It is shaping up to be another exciting summer library program, including a free kick-off party at Troll Beach thanks to a collaboration with Stoughton Parks and Recreation.
- Anna and a volunteer from Peru will be doing a Spanish Language Story Time on March 19.



Tech Services & Technology News (from Sarah Bukrey)

- Technical Services Assistant Zi Wei completed the annual file migration to make space for this-years purchasing paperwork. This is a huge undertaking that needs to be done at the beginning of every year.
- 640 items were added in the month of February, an all-time record!
- The LTE Technical Services Assistants completed a project to pull children's non-fiction graphic novels and relocate/relabel them next to the fiction graphic novels section. Both collections were given updated collection codes in our catalog. Sarah coordinated with South Central Library System as well as our LTE assistants, Jen and Erin, to accomplish this. Sarah is working with the Adult Services department to identify the next collection maintenance project.

- Amy and Sarah presented Craft Club on March 6 at the Fire Station Training room. 26 people attended to complete a **needle felting landscape craft**.
- Sarah is working on getting the required data from our online catalog for Ingram to complete the diversity audit of our collection that the Board approved at last month's meeting.
- Sarah attended South Central Library System's Collection Maintenance Committee meeting on March 12.



Circulation Services (from Robin Behringer)

- New Shelver, Emily C., started this month. She is eager to learn and will be a great addition to our team.
- The Circulation Team met on February 25 to discuss the state park pass check out program, procedure refreshers, tips and techniques to use while on desk for better efficiency, and ideas for a Circulation Team book display. The Shelver Team met on March 12 to talk about shelving guidelines and procedures.
- Robin attended the virtual South Central Library System Circulation Services Subcommittee meeting on March 11. Topics discussed included problem items and patron registration guidelines.
- Robin attended two virtual training events: a Circulation Refresher session, which concerned reports generated by Bibliovation, our Integrated Library System, on February 26; and a webinar about board game collection management on March 11.

Adult & Teen Services (from Amanda Bosky)

- Adult Services Librarian Amanda Bosky coordinated with three of our subs, Chandra, Kate, and Erin, to work on a big middle school fiction project. The subs went through our entire Teen Fiction collection and used a trusted library database, NoveList, to determine recommended

grade levels for each title, as well as a simple genre label such as “fantasy” or “mystery.” If a title was recommended for grades 8 or younger, it went on a list of middle school fiction which can be used by staff to recommend books for our younger teen readers. It’s often difficult to know while browsing if a book is written for a younger or older teen audience, so this list will help staff with reader’s advisory.

- On February 20, Inga Witscher of PBS’s “Around the Farm Table” returned to host another teen cooking class. Her last visit was a huge hit, so we were thrilled to invite her back to teach teens to create a smorgastrata, or Scandinavian savory sandwich cake. 23 teens attended.
- Teen Services Assistant Cynthia Schlegel’s other teen and tween programs during the past month included Dungeons and Dragons, and Rainbow Readers LGBTQ+ Book Group (both with Children’s Librarian Mary Ostrander); and Candy Sushi with library substitute Erin assisting.
- On March 4, Sustainable Stoughton and the library partnered to present a Seed Starting workshop to complement the free seed distribution partnership at the library. The library paid for a Master Gardener from BadgerTalks to share her expertise, and Sustainable Stoughton provided the seeds, soil, and pots for people to learn how to start their own seeds. 39 people attended.

Looking Back from *The Stoughton Hub*

February 2, 1906

The Stoughton Free Public Library

The Library is open to everyone. Do not hesitate to ask questions.

The Library is open for the circulation of books on Monday, Wednesday, and Saturday, from 1:30 to 5:30; 6:30 to 9:00.

All persons residing in the city of Stoughton are entitled to use and to borrow the books of the library on subscribing to the following agreement:

I, the undersigned, living in the city of Stoughton, hereby apply for the privilege of borrowing books from the Stoughton Free Public Library. I promise to take good care of all books I draw, to pay promptly all fines and damages charged against me, and to obey the rules of the Library.

Minors must obtain the signature of the parent or guardian. Non-residents may be allowed, at the discretion of the librarian, to

take books on making a deposit of \$1, or by obtaining the signature of some taxpayer of the City of Stoughton.

A card-holder is responsible for all books taken on his card. Books must be returned on the same card on which they were drawn. A fine of one cent a day is assessed on each book retained over time.

The librarian is glad of the opportunity to help those wishing to do reference work of any kind, to a knowledge of the location of books and the use of catalogs, indexes and other aids.

The reading room is open from 1:30 to 9 o'clock in week days, and from 2 to 6 o'clock on Sundays.

Stoughton Public Library
Board of Trustees - Policies Committee Meeting
Monday, March 10, at 6:30 PM



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

MINUTES

Present: Ken Axe, Lora Klitzke, Erin Meinholz, Katie Roberts
Also present: Library Director Jim Ramsey

1. Meeting called to order by Meinholz at 6:32 PM
2. **Review of Agenda** – Agenda reviewed and accepted by consensus
3. **Review/Approve Minutes of September 10, 2024 *** - MOTION to approve the minutes of September 10, 2024, by Klitzke. SECOND by Roberts. VOTE: 3-0

[Axe arrived at 6:36 PM]

4. **Review of proposed changes to Responsibility for Library Operations Policy *** - Roberts asked about language included in II.A. "Definitions." Ramsey explained that the language is taken directly from Wisconsin State Statute. Klitzke asked about the distinction between an absence and a vacancy and discussion ensued. Discussion then turned to Section IV "Extended Absence of Library Director" and whether the list with the order of responsibility for operations should include non-supervisory staff. Ramsey pointed out that IV.A. includes the language "...the following supervisory positions..." After some discussion, consensus emerged in favor of striking item IV.A.v and replacing with a reference to the Epidemic and Health Emergency Policy, Section V. Minimum Staffing Level.

MOTION to recommend policy changes to Library Board: Roberts. SECOND by Klitzke. VOTE: 4-0

5. **Review of proposed changes to Library Trustee Succession Policy *** - Ramsey explained that there were no suggestions for changes or additions from the Management Team for this policy. Ramsey discussed the application process for Library Trustees and how applications received outside of a recruitment period are kept on file for future consideration. Meinholz asked if library Board applications were regularly offered at library events and Ramsey replied that they are not. Meinholz suggested removing the phrase "at Library events" from Section II.A. Consensus was in favor.

MOTION to recommend policy changes to Library Board: Axe. SECOND by Roberts. VOTE: 4-0.

- 6. Review of proposed changes to Volunteer Policy *** - Meinholz recommended that Ramsey take a look at formatting and spacing issues in the document. Ramsey reviewed minor changes proposed by the Management Team. Discussion focused on Section III.A. "Guidelines" and how to list the various City forms required (Appendices A, B, and C linked on the library's website.) Consensus emerged in favor of listing them as subsections 1, 2, and 3 under Section III.A. "Guidelines."

MOTION to recommend policy changes to Library Board by Roberts. SECOND by Klitzke.
VOTE: 4-0.

- 7. Schedule next meeting** – Consensus was in favor of waiting until there were additional policies for review to schedule the next meeting. Ramsey replied that there were a handful of additional policies that are scheduled to be reviewed this year. Klitzke suggested a summer meeting.

- 8. Meeting adjourned by consensus at 7:24 PM**

Sent to:

Ken Axe
Lora Klitzke
Erin Meinholz
Katie Roberts

Cc:

Teri LeSage
Jean Ligoeki
Sharon Meilahn Bartlett
Trista Richards
Mande Shecterle
Siri Vienneau

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

Last year's list for reference
-Jim



South Central Library System

1650 Pankratz Street • Madison, WI 53704
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 4, 2024
To: Library Board & Director, **Stoughton (STO)**
From: Tracie Miller, South Central Library System
RE: 2024 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2023 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2025 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Columbia	\$219.84	<input checked="" type="radio"/> Yes <input type="radio"/> No
Dodge	\$32.04	<input checked="" type="radio"/> Yes <input type="radio"/> No
Green	\$2,019.81	<input checked="" type="radio"/> Yes <input type="radio"/> No
Iowa	\$50.38	<input checked="" type="radio"/> Yes <input type="radio"/> No
Jefferson	\$128.24	<input checked="" type="radio"/> Yes <input type="radio"/> No
Rock	\$12,476.09	<input checked="" type="radio"/> Yes <input type="radio"/> No
Sauk	\$370.99	<input checked="" type="radio"/> Yes <input type="radio"/> No

- Please indicate above whether your library would like us to "bill" the adjacent county—**CIRCLE YES OR NO**
- Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will "bill" the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2024, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2025. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 29, 2024.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

The **Stoughton (STO)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

Signature of Library Board President

Date

03/20/2024

Signature of Library Director

Date

3/20/24



South Central Library System

1650 Pankratz Street • Madison, WI 53704

608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 5, 2025
To Library Board & Director, **Stoughton (STO)**
From Tracie Miller, South Central Library System
RE: 2025 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2024 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2026 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?	
Columbia	\$410.00	Yes	No
Dodge	\$186.55	Yes	No
Green	\$1,503.24	Yes	No
Iowa	\$27.33	Yes	No
Jefferson	\$446.42	Yes	No
Rock	\$10,085.40	Yes	No
Sauk	\$22.78	Yes	No

1. Please indicate **above** whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO IN THE TABLE ABOVE**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2025, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2026. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 30, 2025.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

~~~~~

The **Stoughton (STO)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

# STOUGHTON PUBLIC LIBRARY RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY



Approved 5-16-18

**CHANGES AND ADDITIONS IN RED**

## **I. Purpose**

To define the line of responsibility for library operations during any absence of the Library Director.

## **II. Definitions**

- A. "Library Director" WI§43.58 (4) states, "the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation." The Director's responsibilities are further defined in the Stoughton Public Library Board By-Laws, Article V: Responsibilities.
- B. "Short Periods of Time" are defined as times when the Director is absent from the library for the following situations: out of the library on business, not scheduled to work on a particular day, has completed his or her work day, has yet to begin his or her work day. In a public service facility maintaining services for a total of 64 or more hours per week, absences of the Library Director for short periods of time happen~~s~~ frequently and regularly.
- C. "Extended Absence" is defined as times when the Director is absent from his/her position for long periods of time such as a vacation, medical or FMLA leave.
- D. "Vacancy" is defined as any period of time when the position of Library Director is vacant.

## **III. Absence of Library Director for Short Periods of Time**

- A. In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining library security, and providing day-to-day direction of staff. The Library Board has established that the following supervisory positions will assume this responsibility **in the following order:**
  - i. The Adult Services Librarian or the Youth Services Librarian, whoever has the most seniority at the Stoughton Public Library
  - ii. The Adult Services Librarian or the Youth Services Librarian, whoever has the second most seniority at the Stoughton Public Library
  - iii. Technical Services Supervisor

iv. Circulation Supervisor

- B. This temporary assumption of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy and procedures.

**IV. Extended Absence of Library Director**

- A. In the absence of the Library Director for an extended period of time, there is a need to have an alternate person assume responsibility for the continued maintenance of all library operations. The Library Board has established that the following supervisory positions will assume this responsibility in the following order:

- i. The Adult Services Librarian or the Youth Services Librarian, whoever has the most seniority at the Stoughton Public Library
- ii. The Adult Services Librarian or the Youth Services Librarian, whoever has the second most seniority at the Stoughton Public Library
- iii. Technical Services Supervisor
- iv. Circulation Supervisor
- v. ~~Permanent full time or permanent part time employee with most years of current continuous service at the Stoughton Public Library.~~ See also Epidemic and Health Emergency Policy, Section V. "Minimum Staffing Level."

- B. Major decisions shall be delayed until the Director's return ~~whenever possible~~. If such delay is not possible, the person responsible for library operations will make the necessary decisions only after consulting with one of the following individuals: Library Board President, Library Board Vice President, City of Stoughton Mayor, City Council President, or the appropriate City of Stoughton department head, according to the situation.

- C. Established precedent and existing policy and procedures shall guide the decisions made in the absence of the Library Director. Changes in library routines and practices will not be introduced in the absence of the Director.

**V. Vacancy**

- A. In the case of a vacancy in the Library Director position, the Library Board shall appoint an interim Director.
- B. The interim Director would be compensated per Library Board discretion.

Revised: April 17, 2013

Revised: May, 2018

# STOUGHTON PUBLIC LIBRARY

## Library Trustee Succession Policy

Approved by Library Board 4-20-16

**CHANGES AND ADDITIONS IN RED**



### I. Purpose

It is the purpose of this policy to institute a procedure for advance recruiting of qualified and diverse applicants, and to create a pool of qualified potential Library Board members in order to provide for a smooth transition when one trustee leaves and another joins the Library Board.

### II. Policy & Procedure

#### A. General Information and Application

General information about the Library Board and applications will be available to the public at the Library, ~~at Library events~~, and on the Library's website.

#### B. Completed Applications

Completed applications are to be returned to the Library director. The director will acknowledge receipt of the applications, and keep the applications on file.

#### C. Openings on the Library Board of Trustees

The President of the Library Board will appoint an ad hoc committee to review the application(s) on file and choose potential board members. The committee will notify the applicant(s) that there is an opening on the Library Board and will confirm that the applicant is still available and interested in serving on the Library Board.

#### D. Filling openings on the Library Board of Trustees

The ad hoc committee will recommend (a) qualified applicant(s) to the Library Board for approval and mayoral notification. The Mayor will appoint the new Library Board of Trustees member.

Created: 2-17-16

Revised: 4-20-16

# STOUGHTON PUBLIC LIBRARY

## VOLUNTEER POLICY

Approved 3-20-19

**CHANGES AND ADDITIONS IN RED**



### I. Purpose

The Stoughton Public Library welcomes volunteer workers from the community as staffing permits and suitable jobs are available in order to:

- A. Assist in implementing programs and services that further library goals and objectives at a level not funded in the regular budget.
- B. Establish a pool of volunteers to assist with large projects and projects occurring on an intermittent basis, or to provide regular on-going assistance.
- C. Create a strong link with the community by developing a group of citizens who, through their volunteer work, become knowledgeable about the Library's services and needs.
- D. Provide meaningful work experiences for people with disabilities, and others.

[Preceding items should be listed as items A through D rather than bullet points, in keeping with the rest of the document]

### II. Definitions

- A. A volunteer shall be considered any individual, 12 years or older, who assists with work done at the Stoughton Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.
- B. An intern or practicum student shall be considered any high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit.

### III. Guidelines

- A. Prior to engaging in any ~~long-term~~ volunteer activity, each volunteer will be required to submit:
  - 1. A City of Stoughton Volunteer Application form (Appendix A), and visit with a supervisory library staff member. ~~Upon approval of the Volunteer Coordinator, the volunteer may be scheduled for training and work assignments.~~

~~If the volunteer is wishing to serve at a one-time event, the~~

2. A City of Stoughton Release & Indemnity Agreement form (Appendix B) must be read and signed. If the volunteer is a minor, his/her parent or legal guardian must also sign the agreement.

3. A City of Stoughton Notification and Authorization to Release Criminal Information for Contracted Employment/Volunteer Purposes (Appendix C). (Adult volunteers, age 18+ only)

B. Volunteers shall be familiar with and agree to abide by the library's Confidentiality of Library Records policy (Section IX, Patron Registration/Library Card Use Policy), as well as all other library rules and policies.

C. Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: processing new materials, helping to prepare for programs, shelving library materials, and public relations activities.

D. Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

#### IV. Recruitment, training and supervision

##### A. Volunteers

1. Recruitment, applicant screening, and placement will be the responsibility of the Volunteer Coordinator. Placement, training and supervision of ~~applicants age 12–15~~ **volunteers assisting with the Summer Library Program** will be administered by the Children's Services department. Supervision, training and evaluation of ~~individuals age 16 and older~~ **all other volunteers** will be the responsibility of the department where the volunteer works.

2. Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

3. There will be no formal evaluation process for volunteers. Evaluation will be ongoing. Corrective training, reassignment or possible termination may result from this evaluation process.

##### B. Interns and Practicum Students

1. Student interns or practicum students may request a practicum or placement in Children's, Teen, or Adult Services. Internship applications will be accepted or rejected as suitability, department supervisor time, and resources allow.

~~The job description must stress the value of the project for both student and Library. A practicum or internship must be of value to both the student and the Library. A representative of the school or college will usually be involved in developing the job description and outline of the project internship or practicum.~~

2. ~~The~~ A professional staff member ~~who shapes an individual project~~ will be responsible for the training and supervision of the intern or practicum student. ~~Because much staff time will be required, each project must be approved by the Library Director before the intern or practicum student is accepted.~~ Participation in student internship programs shall be considered a privilege which may be revoked at any time by the Stoughton Public Library or the intern or practicum student. All schedules will be worked out between the intern or practicum student and the supervising librarian and should not conflict with school schedules.
3. A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the intern or practicum student is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

## V. Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually.

## VI. Disclaimers

- A. Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Stoughton Public Library or City of Stoughton. Both the volunteer and the Stoughton Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.
- B. Neither the City of Stoughton nor the Stoughton Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.



Adopted: November 14, 2007

Reviewed: July 18, 2012

Reviewed : March 20, 2019