



City of Fort Atkinson
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, SEPTEMBER 14, 2026 – 9:30 AM
ROTARY ROOM**

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSVp5S0loa1lJdz09>

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least three (3) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Trust Update**
 - a. Bruce Waller from Edward Jones will present about the Library's trust
- 4. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the August 10, 2026 Library Board meeting.
- 5. Financial Report**
 - a. Discussion relating to the September financial report of the library (Lippert)
- 6. Approval of Bills**
 - a. Review and possible action relating to the library's bills (Lippert)
- 7. Public Input**
- 8. Reports**
 - a. Director's Report
 - b. Summer Reading Program Report

- c. Friends of the Library Liaison Report
- d. Planning Committee Report

9. Unfinished Business

- a. Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

10. New Business

- a. Review and possible action relating to the 2027 library operating budget (Lippert)
- b. Review and possible action relating to 2027-2032 Capital Improvement Project plans and a commitment to reimburse 2027 CIP items with funds from the library's trust (Lippert)
- c. Review and possible action relating to a building modification proposal for the AMH installation (Lippert)
- d. Review and possible action relating to the installation of assistive listening technology in the FCCU Community Room (Lippert)
- e. Review and possible action relating to a Veeam back-up upgrade by Ignatek (Lippert)
- f. Review and possible action relating to recommended revisions to the Library Exhibit Policy (Lippert)
- g. Review and possible action relating to recommended revisions to the Public Access Internet Policy (Lippert)

11. Miscellaneous

12. Adjournment

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

Prepared for Relationship:

Dwight Foster Pub Lib–Minetta

Account(s) Included

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE DESCRIPTION
536-25929	CITY OF FORT ATKINSON	SELECT-Corporation
536-25940	CITY OF FORT ATKINSON	Adv Sol-Corporation
536-62474	EDWARD JONES TRUST CO AS CUST FBO DOROTHY ARLENE OTTING IRA C/O CITY OF FORT ATKINSON	Closed

Closed accounts are not included in this report unless otherwise indicated.

The office of:

Bruce Waller AAMS®/ Logan Ruesch
Financial Advisor
(920) 563-9393



Important Disclosures

Prepared for Relationship: Dwight Foster Pub Lib–Minetta

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Putting Your Performance into Perspective

Reviewing your investment performance over time is an important step to determine if you're on track toward achieving your financial goals.

To put your performance into perspective, this report can help you answer the following questions:

1. How am I doing overall?

Answering this question is crucial to staying on track, but it can be complex. Your personal rate of return, an industry-defined calculation, measures the performance of your account(s) by considering several factors, including the timing and amount of any additions or withdrawals you've made, dividends and interest paid, costs incurred and taxes withheld.

When it comes to comparing your personal rate of return, we believe that the benchmark most meaningful to you should be the rate of return needed to achieve your goal. To determine that rate of return, your financial advisor accounts for your specific goal, your comfort with risk and how long you have to invest.

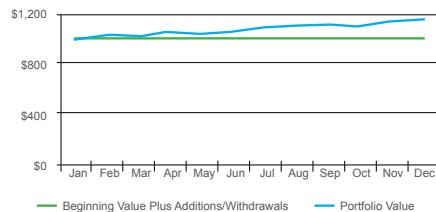
How Your Personal Rate of Return Is Calculated

Within one year, John and Jane both invest \$1,000 and achieve a \$100 gain, each ending the year with \$1,100.

John

January:..... Invested \$1,000

Rate of Return..... 10%



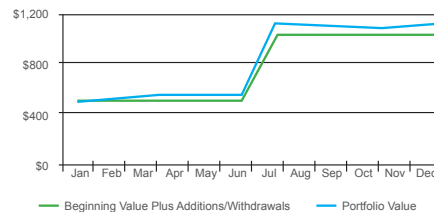
Because there were no additional investments or withdrawals, his personal rate of return is identical to the dollar-change percentage, 10%.

Jane

January:..... Invested \$500

July: Invested other \$500

Rate of Return..... 13.4%



Her rate of return is higher because half of her deposit was not invested until July, which means her investments had to perform better to achieve that same \$100 growth.

2. How is a specific investment doing?

When evaluating the specific investments you own, there are multiple factors to consider. Since this report is simply a snapshot in time, we believe you should think about not just an investment's current value but also:

- The outlook for the investment, including the Edward Jones Research Opinion
- The investment's return over time
- Your cost basis, which can help you better understand your possible capital gain or loss if you sell the investment
- The purpose of the investment in your portfolio (current income, growth potential, etc.)

At Edward Jones, we began tracking performance for clients on Jan. 1, 2009. This information is based on the performance of your investments since they have been held in the current account, but no earlier than Jan. 1, 2009. This also includes investments you owned during this period but have since sold. Certain events, including a transfer of an investment between accounts, a share class conversion or a change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated. Returns of fewer than 12 months are not annualized.

We're providing this information to help you stay informed and in turn on track to meet your long-term financial goals. If you have any questions, talk with your financial advisor.

For more information, see edwardjones.com/performance.

Putting Your Performance into Perspective

Important Disclosures

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Cost basis is the amount of your investment for tax purposes and is used to calculate a gain or loss incurred on the sale or other disposition of a security. Cost basis is not a measure of performance. The cost basis date generally reflects the initial trade date of the oldest shares you currently hold in your account. If the cost basis date for a mutual fund is 5/28/2010, you likely purchased the first lot of that mutual fund on or before 5/28/2010; however, that is the date Edward Jones began tracking mutual fund cost basis for reporting purposes. If the security was transferred to Edward Jones, the cost basis date reflects the information we were provided by the firm where the security was formerly held (e.g., if the cost basis date is 1/1/1901). The cost basis dates and amounts in this report should not be relied upon for tax preparation purposes. Please refer to your official tax documents for more information about reporting cost basis to the IRS. You should consult your attorney or qualified tax advisor regarding your situation.

Commissions and fees are included in your personal rate of return calculation. The rate of return information is provided by a third-party vendor and Edward Jones does not guarantee the accuracy of the return calculation. Performance information represents past performance and does not guarantee future results. The value of your account(s) is subject to market fluctuations such that, when your investments are withdrawn, they may be worth more or less than the stated value in this report.

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- Bloomberg Aggregate Bond Index¹ – Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.
- Bloomberg Municipal Bond Index¹ – This market-cap-weighted index includes investment-grade, tax-exempt bonds and is classified into four main sectors: General Obligation, Revenue, Insured, and Pre-refunded. Bonds with floating rates (including derivative and residual interest securities) are excluded.
- Russell 2000 Index² – Following the Russell 1000 measurement of the 1,000 largest U.S. companies, this index measures the performance of the next 2,000 largest U.S. companies based on total market capitalization, representing approximately 8% of the invested U.S. equity market.
- S&P 500 Index³ – A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float-adjusted, capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.
- MSCI EAFE⁴ – A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada). Source: MSCI. MSCI makes no express or implied warranties or representations and shall have no liability whatsoever with the respect to any MSCI data contained herein. The MSCI data may not be further redistributed or used to create indices or financial products. This report is not approved by MSCI.

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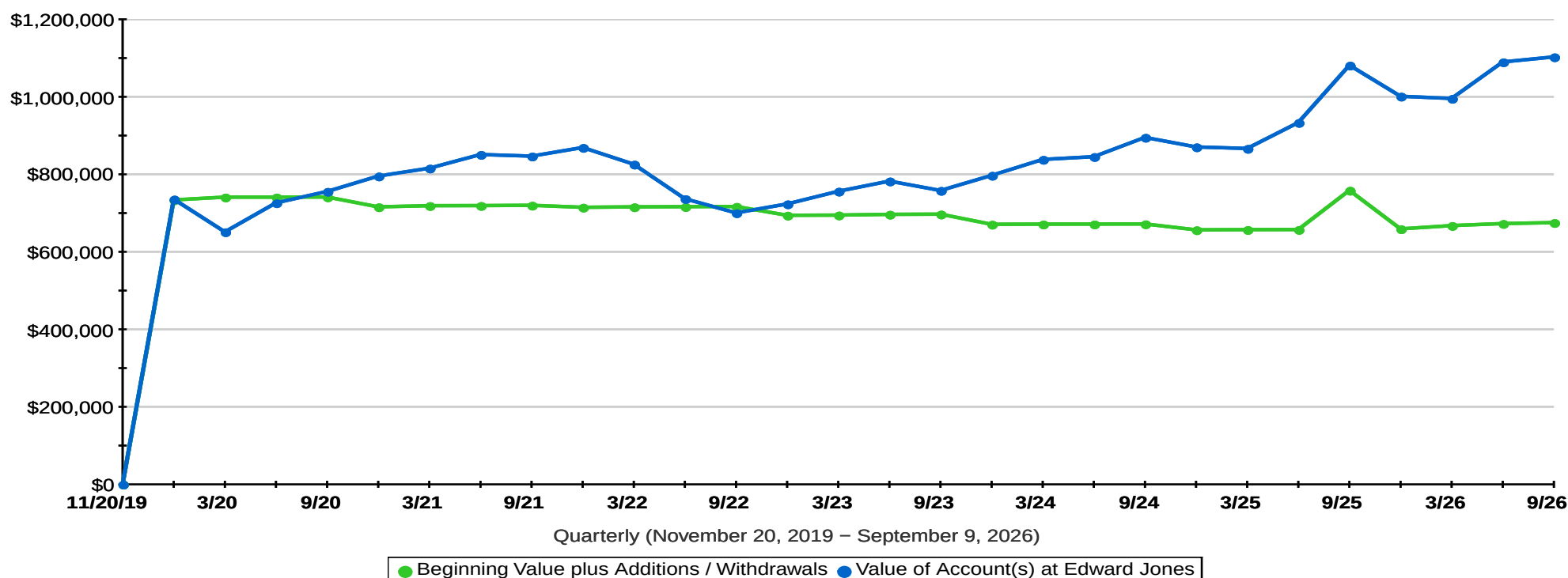
Performance Summary

Bruce Waller/ Logan Ruesch
Financial Advisor

Prepared for Relationship: Dwight Foster Pub Lib–Minetta

September 10, 2026

This summary details the value of your account(s) at Edward Jones. It excludes information about assets held by a vendor outside of Edward Jones.



Value of Account(s) at Edward Jones	2026	Last 12 Months	Last 3 Years	Last 5 Years	Since 20–Nov–2019
Beginning Value	\$1,001,417.75	\$970,051.64	\$777,294.92	\$867,296.20	\$0.00
Amount Added / Withdrawn	\$16,200.00	\$16,886.80	(\$21,816.29)	(\$44,673.62)	\$675,356.64
Return in \$	\$85,351.03	\$116,030.34	\$347,490.14	\$280,346.20	\$427,612.14
Ending Value	\$1,102,968.77	\$1,102,968.77	\$1,102,968.77	\$1,102,968.77	\$1,102,968.77
					Annualized Return
Your Personal Rate of Return as of Sep 9, 2026	8.45%	11.61%	46.00%	33.48%	7.27%

Please refer to "Putting Your Performance into Perspective" for Important Information.

Performance Detail By Product Type

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Bruce Waller/ Logan Ruesch
Financial Advisor

Prepared for Relationship: Dwight Foster Pub Lib–Minetta

September 10, 2026

All personal rate of return figures include activity from November 20, 2019 to September 9, 2026.

Investment Name	Beginning Value	Investment Cash Flows	Total Return (\$)	Ending Value	Total Return (%)	Annualized Return
Cash and Cash Alternatives						
MNY MKT FUND INVESTMENT SHARES	0.00	(24.77)	25.17	0.40	4.15%	0.61%
Total	\$0.00			\$0.40		
Equities						
ISH COR MSCI ETF	0.00	108,950.30	45,946.06	154,896.36	97.90%	19.55%
ISH CORE S&P SC	0.00	35,938.05	10,867.55	46,805.60	28.97%	25.15%
ISH MSCI VLU ETF	0.00	15,109.97	650.41	15,760.38	4.30%	–
ISH RS MD–C ETF	0.00	85,572.69	12,383.85	97,956.54	46.88%	17.29%
ISHARES MSC EAFE	0.00	24,978.66	14,183.19	39,161.85	62.38%	7.49%
ST STR SPDR ETF	0.00	189,670.26	47,449.24	237,119.50	46.26%	22.42%
VNG MR LG CP ETF	0.00	26,516.15	72,272.21	98,788.36	167.16%	15.76%
VNG S&P 500	0.00	45,002.66	23,682.60	68,685.26	51.98%	18.96%
Total	\$0.00	\$531,738.74	\$227,435.11	\$759,173.85		
Mutual Funds						
BLACKROCK LOW DURATION BOND A	0.00	191,341.09	16,956.64	208,297.73	9.88%	1.87%
BR TOTAL RETURN A	0.00	106,537.87	21,701.88	128,239.75	12.41%	1.76%
JPM U.S. GOVT MONEY MARKET IM	0.00	7,020.69	236.36	7,257.05	3.52%	–
Total	\$0.00	\$304,899.65	\$38,894.88	\$343,794.53		

Portfolio totals are not available when viewing Current Holdings Only.

Please refer to "Putting Your Performance into Perspective" for Important Information.

Dwight Foster Public Library

Library Board Meeting

Monday, August 10 - 9:30am

FCCU Community Room

1. The meeting was called to order by Julie Olver at 9:30am.

2. Roll call

Present: Rob Abbott, Lori Compas, Sarah Dorfman, Betty Herdendorf, Kyle Jacobon, Julie Olver, Duane Scott, Sara Scullin, Rebecca Houseman, Minetta Lippert

Absent: Laura Becker, Jena Price, and Peggy Wuenstel (Peggy arrived during the last few minutes of the meeting but was not present for any action items)

3. Approval of Minutes

a. Review and possible action relating to the minutes of the June 8, 2026, Library Board meeting

Duane Scott moved to approve, 2nd Sara Scullin, unanimous approval

4. Financial Report

a. Discussion relating to August 2026 financial report of the library (Lippert)

No discussion

5. Approval of Bills

a. Review and possible action relating to the library's bills (Lippert)

No questions or discussion

Kyle Jacobson moved to approve, 2nd Sarah Dorfman, unanimous approval

6. Public Input

None

7. Reports

a. Director's Report

- Lib closed last Friday for staff training. SWOT analysis to begin strategic planning, fire drill procedures, library services for older patrons, book repair techniques
- Two part-time positions filled (21 applicants - one new hire, two current staff will expand hours)
- City performance management study
- Building modifications related to sorting machine, city's new facilities manager Mat Thompson
- Flat roof is leaking, temporary repair - Mat is helping with this
- Improvements to meeting room for hearing impaired patrons: Proposals for hearing loop and AuraCast. Bridges Library can pay
- Local authors showcase - 57 attendees
- Grown-up book fair - more than 700 people visited the library
- Fall Program Guide

- Partnered with Parks and Rec to acquire pass to Aquatic Center
- Bridges Trustee Appreciation event is scheduled for Sept. 29
- This week is trustee training week
- b. Friends of the Library Liaison Report (Olver)
 - Sold out of mystery bag books at book fair, brat sale at Jones, book sale generated around \$500
 - Annual meeting coming up
- c. Planning Committee Report (Olver)
 - Three-year strategic plan expires at the end of this year
 - Current plan was written by staff, want to continue this approach
 - SWOT analysis completed at staff training
 - “Dashboard” tracks progress and evolves over time

8. Unfinished Business

- a. Review and possible action to update Library Board committee assignments for 2026-2027 - Approved in June

9. New Business

a. Review and possible action relating to recommended revisions to the Circulation Policy (Lippert) - change “three items total” to “three items at a time” and add this clarification to the temporary cards as well

- Duane Scott moved to approve with revisions, Kyle Jacobson seconded, unanimous approval

b. Review and possible action relating to recommended revisions to the Code of Conduct (Lippert)

- Sara Scullin moved to approve, Sarah Dorfman 2nd, unanimous approval

c. Review and possible action relating to recommended revisions to the Meeting Room Policy (Lippert)

- Duane Scott moved to approve, Compas 2nd, unanimous approval

d. Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

- In the interest of time, Compas moved to defer discussion, Sarah Dorfman 2nd, unanimous approval

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 19 "Library Director Certification"

- Minetta holds a Grade 1 license, which requires a Master's degree and 100 hrs of continuing professional development and she is on track with 79.5 hours so far
- <https://vimeo.com/showcase/11330550?video=1000154930>

11. Adjourned at 10:30

Moved by Sara Scullin, Kyle Jacobson 2nd, unanimous approval

Respectfully submitted by Lori Compas

September 2026
Financial Report

	Description	City Budget	Spent	\$ left in budget	Projected expens	Projected revenue	Projected \$ left in budget
15-55-5511-0100	Salaries - Regular (FT)		\$367,000.00	\$253,031.44	\$113,968.56		\$113,968.56
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$89,587.57	\$44,412.43		\$44,412.43
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$15,411.86	\$7,588.14		\$7,588.14
15-55-5511-2500	Benefits		\$200,000.00	\$134,089.41	\$65,910.59		\$65,910.59
	Total Salaries and Benefits		\$724,000.00	\$492,120.28	\$231,879.72		
15-55-5511-0600	Supplies		\$20,000.00	\$13,152.80	\$6,847.20		\$6,847.20
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$1,193.84	\$206.16		\$206.16
15-55-5511-0800	Insurance		\$7,000.00	\$7,308.03	-\$308.03		-\$308.03
15-55-5511-0900	Telephone		\$3,000.00	\$1,930.65	\$1,069.35		\$1,069.35
15-55-5511-1000	Electricity and Water		\$39,000.00	\$28,140.38	\$10,859.62		\$10,859.62
15-55-5511-1100	Natural Gas		\$14,000.00	\$5,755.06	\$8,244.94		\$8,244.94
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$16,122.03	\$18,377.97		\$18,377.97
15-55-5511-1300	Books		\$66,700.00	\$38,299.42	\$28,400.58		\$28,400.58
15-55-5511-1400	Other		\$1,000.00	\$292.44	\$707.56		\$707.56
15-55-5511-1500	Periodicals		\$4,800.00	\$1,966.78	\$2,833.22		\$2,833.22
15-55-5511-1600	AV		\$17,500.00	\$12,484.83	\$5,015.17		\$5,015.17
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$5,257.37	-\$1,507.37		-\$1,507.37
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$2,460.63	-\$460.63		-\$460.63
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$56,484.07	\$2,015.93		\$2,015.93
15-55-5511-2000	Programming		\$8,000.00	\$7,890.65	\$109.35		\$109.35
	Total Operations/Services		\$281,150.00	\$198,738.98	\$82,411.02		
	Total Operating Budget	\$1,005,150.00	\$690,859.26	\$314,290.74			
15-60-0065-1103	CIP Computers		\$5,000.00	\$4,329.06	\$670.94		
15-60-0065-1106	CIP Sorting Machine Replacement		\$150,000.00	\$98,522.64	\$51,477.36		
15-60-0065-1107	CIP Phone System Replacement		\$5,000.00	\$6,563.40	-\$1,563.40		
15-60-0065-1000	CIP Website Redesign		\$0.00	\$7,500.00	-\$7,500.00		
	Total CIP	\$160,000.00	\$116,915.10	\$43,084.90			
	Grand Total	\$1,165,150.00	\$807,774.36	\$357,375.64			

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$24,632.00	\$24,632.68
15-44-0044-6120	Jeff. Co. Aid	\$305,504.00	\$305,504.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$5,222.97
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$1,228.40
15-47-0047-1100	Donations and Grants	\$8,700.00	\$28,870.91
15-42-0042-1000	State/Fed Misc Revenue	\$0.00	\$0.00
15-41-0041-1100	General Property Taxes	\$637,000.00	\$637,000.00
15-48-0048-1200	Insurance Recoveries	\$0.00	\$0.00
15-49-0049-9999	Fund Balance Applied	\$21,114.00	\$0.00
	Total Revenue for Operations	\$1,005,150.00	\$1,002,458.96
15-44-0044-6135	Trust Contributions (CIP)	\$32,500.00	\$0.00
15-44-0044-6135	Trust Contributions (Additional Requests)	\$127,500.00	\$0.00
	Total CIP Reimbursement	\$160,000.00	\$0.00
	Total Revenue	\$1,165,150.00	\$1,002,458.96
	Donations (Edward Jones)	\$0.00	\$14,200.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$80,265.14	\$1,110,734.73	\$91,426.00

Signatures of Approval:

Library Director	Board of Trustees President	Board of Trustees Secretary

Invoice Number	Description	Total Cost	GL Account and Title
A T PLUMBING LLC			
1484	TEST AND INSTALL BACKFLOW PREVENTORS	295.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total A T PLUMBING LLC:		295.00	
AMAZON CAPITAL SERVICES			
13MF-VF66-YXMX	2 BOOKS	24.00	15-55-5511-1300 LIBRARY-Books
147N-TTPN-YN1Y	9 BOOKS	146.90	15-55-5511-1300 LIBRARY-Books
14FJ-HXYN-MDX4	6 BOOKS	74.72	15-55-5511-1300 LIBRARY-Books
14FL-NVX1-3Y1P	8 BOOKS	79.74	15-55-5511-1300 LIBRARY-Books
14N4-YPKJ-PHHT	6 BOOKS	86.54	15-55-5511-1300 LIBRARY-Books
174X-MKD9-YVN7	2 BOOKS	25.15	15-55-5511-1300 LIBRARY-Books
17JG-TXMW-PJ4X	8 BOOKS	125.96	15-55-5511-1300 LIBRARY-Books
17XF-9CCQ-KJ44	TONIES ALL-IN-ONE TRAVEL BAG - STURDY HARD CASE FOR TONIEBOX 2, TONIEPLAY CONTROLLER, HEADPHONES, AND 4 FIGURINES - SKY BLUE	59.98	15-55-5511-1600 LIBRARY-A.V.
17XL-F3RV-PD9C	6 BOOKS	73.31	15-55-5511-1300 LIBRARY-Books
191J-GGFY-N716	18 BOOKS	231.75	15-55-5511-1300 LIBRARY-Books
19Q6-PF4Y-PFNG	CRACKER JACK CARAMEL POPCORN	33.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1CCD-Y616-1KWJ	2 BOOKS	37.40	15-55-5511-1300 LIBRARY-Books
1CJ6-19NC-WJ6J	SEED KITS, DINO COOKIES, TABLECLOTHS	64.59	15-55-5511-1700 LIBRARY-Summer Reading Progra
1DYP-6PP6-J9Q4	BABY BLOCKS, BABY BALL TOY, CUPS	69.41	15-55-5511-2000 LIBRARY-Programming
1FNF-3JCR-3PTW	AUDIOBOOKS, AUDIO CARDS	898.55	15-55-5511-1600 LIBRARY-A.V.
1G49-CTXC-VPP4	1STARS, STRIPES & SUMMER NIGHTS	9.74	15-55-5511-1300 LIBRARY-Books
1GNH-P7NM-CN66	2 BOOKS	44.40	15-55-5511-1300 LIBRARY-Books
1GWW-XPPW-KRV	BOOK	14.99	15-55-5511-1300 LIBRARY-Books
1GWW-XPPW-L3C	2 BOOKS	39.60	15-55-5511-1300 LIBRARY-Books
1JX3-MH61-H9KP	POST-IT NOTES, 24 PADS	12.98	15-55-5511-0600 LIBRARY-Supplies
1MYC-RQQF-61YY	2 BOOKS	38.40	15-55-5511-1300 LIBRARY-Books
1PLP-TDCV-1LXW	10 BOOKS	147.94	15-55-5511-1300 LIBRARY-Books
1PNM-1PHK-36XG	1 BOOK	16.50	15-55-5511-1300 LIBRARY-Books
1R1J-RY6T-YFX4	2 BOOKS	39.00	15-55-5511-1300 LIBRARY-Books
1T1C-QKR7-KTP4	WHITEBOARD CLEANER, PAPER SHREDDER	87.38	15-55-5511-0600 LIBRARY-Supplies
1TTL-YCYP-FCJG	2 BOOKS	40.20	15-55-5511-1300 LIBRARY-Books
1WC6-YLRJ-H7LW	CORRECTION FLUID, WOODEN STEP STOOL, STICKER PACK, ICE PACKS	52.55	15-55-5511-0600 LIBRARY-Supplies
1XR4-X171-NPN1	17 BOOKS	194.70	15-55-5511-1300 LIBRARY-Books
1XX3-3CTR-H3D1	CLEAR TOTE BAGS	35.96	15-55-5511-0600 LIBRARY-Supplies
1YQ4-3V1K-H1K9	MAHJONG GAME SET	62.81	15-55-5511-1400 LIBRARY-Other
1YTK-6QXX-J1K9	WIPES, CLEANER, HAND SOAP, ISOPROPYL ALCOHOL, THUMB DRIVES	74.68	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		2,943.82	

Invoice Number	Description	Total Cost	GL Account and Title
BRODART CO			
July 2026	JULY 2026 BOOKS	2,789.02	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		2,789.02	
CENTER POINT LARGE PRINT			
2265044	6 LARGE PRINT BOOKS	150.42	15-55-5511-1300 LIBRARY-Books
2265776	4 LARGE PRINT BOOKS	101.28	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		251.70	
DAPHNE SIEREN			
8-19-26	BRIDGES LIBRARY CELEBRATION MILEAGE REIMBURSEMENT	44.08	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DAPHNE SIEREN:		44.08	
DEMCO INC			
7838147	LABELS, LABEL PROTECTORS, PLASTIC SQUEEGEES	197.87	15-55-5511-0600 LIBRARY-Supplies
7843575	MAGNETIC NAME BADGE, FIBER TAPE, EASY BIND REPAIR TAPE	107.45	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		305.32	
DWIGHT FOSTER PUBLIC LIBRARY			
07312026	USPS: 10 ILL PACKAGES	44.76	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		44.76	
G.F.C. LEASING			
I598994	#9 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
IN15714471	ANNUAL COPY MACHINE OVERAGE CHARGES	272.74	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		801.66	
GALE/CENGAGE LEARNING			
999102961003	4 LARGE PRINT BOOKS	114.40	15-55-5511-1300 LIBRARY-Books
999102961004	4 LARGE PRINT BOOKS	113.00	15-55-5511-1300 LIBRARY-Books
999102989884	1 LARGE PRINT BOOK	30.40	15-55-5511-1300 LIBRARY-Books
999102991528	6 LARGE PRINT BOOKS	180.80	15-55-5511-1300 LIBRARY-Books
999102999725	2 LARGE PRINT BOOKS	41.80	15-55-5511-1300 LIBRARY-Books
999103057312	4 LARGE PRINT BOOKS	119.20	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		599.60	
GREY HOUSE PUBLISHING			
99619	1 NONFICTION BOOK	148.50	15-55-5511-1300 LIBRARY-Books
Total GREY HOUSE PUBLISHING:		148.50	

Invoice Number	Description	Total Cost	GL Account and Title
IGNATEK LLC			
25603	MONTHLY TELCO CHARGES	170.33	15-55-5511-0900 LIBRARY-Telephone
25603	MONTHLY BILLING FOR MANAGED IT	888.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		1,058.99	
JIM'S JANITORIAL SERVICE LLC			
15970	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15971	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,800.00	
JP MORGAN CHASE BANK-WIRE			
4863	FESTIVAL-FOOD FOR APL MEETING, STAFF TRAINING	130.13	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4863	FESTIVAL-FOOD FOR OREO TASTE TEST, SRP HELPER PARTY	107.24	15-55-5511-1700 LIBRARY-Summer Reading Progra
4863	MILWAUKEE JOURNAL- SUBSCRIPTION	39.00	15-55-5511-1500 LIBRARY-Periodicals
Total JP MORGAN CHASE BANK-WIRE:		276.37	
LIBRARY STORE			
799230	FILMOLUX SOFT LAMINATE, 6 ROLLS VARIOUS SIZES	231.06	15-55-5511-0600 LIBRARY-Supplies
Total LIBRARY STORE:		231.06	
MERCY EMS TRAINING CENTER			
AHA2026 - 30	6/26/26 HEART SAVER CARDS	20.00	15-55-5511-0600 LIBRARY-Supplies
Total MERCY EMS TRAINING CENTER:		20.00	
MIDWEST TAPE			
509217196	3 CDS, 1 AUDIOBOOK, 3 DVDS	163.68	15-55-5511-1600 LIBRARY-A.V.
509246476	6 DVDS	151.44	15-55-5511-1600 LIBRARY-A.V.
509282069	5 DVDS AND 1 AUDIOBOOK	180.69	15-55-5511-1600 LIBRARY-A.V.
509314689	2 DVDS	53.23	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		549.04	
PACKERLAND RENT-A-MAT INC			
3334368	MAT SERVICE	82.06	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		82.06	
PLAYAWAY			
541594	MR LEMONCELLO, BRIANS HUNT	365.34	15-55-5511-1600 LIBRARY-A.V.
541594	CREDIT ON ACCOUNT	-69.99	15-55-5511-1600 LIBRARY-A.V.
544536	1 WONDER BOOK	74.99	15-55-5511-1600 LIBRARY-A.V.

Invoice Number	Description	Total Cost	GL Account and Title
Total PLAYAWAY:		370.34	
QUILL CORPORATION			
49667899	3 RMS LEGAL PAPER	48.42	15-55-5511-0600 LIBRARY-Supplies
Total QUILL CORPORATION:		48.42	
ROCKET INDUSTRIAL INC			
IN00591526	MULTI-FOLD PAPER TOWELS	190.84	15-55-5511-0600 LIBRARY-Supplies
IN00593007	MULTI-FOLD PAPER TOWELS, BATH TISSUE, CAN LINERS	267.25	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		458.09	
WATER DEPARTMENT			
8/31/2026 12:00:00	WATER	856.87	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		856.87	
WE ENERGIES			
8-19-26	#7 ELECTRIC	4,641.22	15-55-5511-1000 LIBRARY-Electricity and Water
8-19-26	#7 GAS	281.57	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		4,922.79	
Grand Totals:		18,897.49	

Library Director's Report

September 2026

*All Trustees should have received an invitation from Bridges Library System for the Library Trustee Appreciation Event & Dinner on Tuesday, September 29 from 6-8 p.m. at the Retzer Nature Center. The System requests responses by Thursday, September 24.

Staff

- Rebecca Paulraj joined the Dwight Foster Public Library as a Desk Assistant. Rebecca was formerly on the Dwight Foster Public Library Board of Trustees and currently works as an academic librarian at UW-Whitewater.
- Lorie Bremer has taken on additional hours as a page at the library. Lorie joined the library in May 2026.
- Jane Yang is being cross trained to work at the second floor service desk in addition to her regular paging shifts. Jane joined the library in May 2026.
- Three staff members—Carlee, Molley, and Debbie M.—attended a book repair workshop at Waukesha Public Library on August 25. Library staff regularly repair materials to extend the lifespan of materials and help the library's budget stretch further. Staff members appreciated the opportunity to learn new book repair techniques.
- In accordance with the City's performance management timeline, full-time library staff completed their self-evaluation forms by September 8.
- I worked with library staff to update the position descriptions for five full-time positions at the library. I plan to bring the updated position descriptions in front of the Library Board in October for approval.
- At the request of the Library Board President, I sent a survey seeking feedback about my performance to all library staff. Responses will be anonymous and will go directly to the Library Board President.
- A patron from another library shared this lovely story about the service she received from staff at our library: "Good morning. I wanted to bring to your attention the exceptional patron service I received. As if I needed another reason to love my libraries more! I received a call from one of your staff letting me know they found my Sister Bay bookmark in a book I returned to the Menomonee Falls Library which apparently was routed back to your library. She asked if I would like it to be returned to me. She took my information and reported a plan to send it back to my home library. I couldn't



believe the kindness! I have my bookmark back and I wanted to be sure to let you know how much I appreciate your staff's dedication to patrons.”

Maintenance of Facility and Equipment

- Sandy and I completed the AMH readiness tasks required by Tech Logic for the AMH installation scheduled on October 20-22, 2026. The tasks included completing Tech Logic’s AMH Software Readiness Guide, compiling sorting tables, providing samples of scanned receipts for holds and transits, and mailing 100 test items to Tech Logic to aid in testing the new machine.
- Mat Thompson, the City’s Facilities Manager, and I met with project managers from JP Cullen and Maas Brothers to discuss proposals for the required building modifications for the AMH machine.
- Great Lakes Roofing repaired the southern portion of the library’s flat roof on September 1. The company repaired the four holes that I was already aware of as well as 20 additional holes. The repair technician surmised that the holes were caused by falling ice, which is common for our type of roof. He said our roof should be in good shape for a while now.

Programs and Services

- As a result of an ongoing partnership with the School District of Fort Atkinson, library staff created 135 new library cards for students in our community whose parents or guardians opted to receive cards as part of the school registration process.
- Fall programs are now back in full swing. See the full line-up of programs in September, October, and November on the library’s website or on printed Fall Program Guides available in the library.



Collections, Displays, and Marketing

- Carlee, Molley, and I submitted another round of feedback to Revize about the design of our future website. We are closer to finalizing the design.
- The display case next to the second floor desk currently features Duane Scott’s collection of vintage postcards.

Budget/Donations

- I met with Manager Houseman and Treasurer Ebbert on September 3 to discuss the library’s 2027 budget draft.

Director’s Report

- The Library Board's Finance Committee met on September 8 to review the proposed 2027 operating budget and CIP plan.
- The library received a \$1,000 donation at the bequest of John Toussaint. I deposited the donation in the library's trust.
- The library received a \$1,000 donation from Patricia Jones. I deposited the donation in the library's trust.

Bridges/APL/Jefferson County Library Service

- On August 10, I presented Jefferson County Library Service's 2025 annual report to the County Board. County administration asked that the presentation be quite brief.
- The library received a \$500 reimbursement check from Bridges Library System for the Adult Programming Grant.
- I was selected to be part of the Strategic Planning Framework Team for Bridges Library System's strategic planning process. I volunteered to be on the team because I view it as a great opportunity to learn more about the System and its future, share my input, and get a close view of a formal strategic planning process led by WiLS' strategic planning consultants.

Other

- I attended Trustee Training Week webinars about AI and Libraries and Board Documents.
- During the Friends Annual Meeting on September 10, I presented about the library's 2026 accomplishments and future plans for innovation.
- The Library Board's Planning Committee met on September 10.

**Dwight Foster Public Library
Monthly Statistical Report**

August 2026

Library collection:	July 2026	Aug 2026	Aug 2025
Items in collection	103,383	104,001	97,014
Number of item records created	538	556	460
Number of items deleted	271	484	109

Circulation by material type:	July 2026	Aug 2026	Aug 2025
Selected book circulation:			
Book	4,195	4,062	4,140
Browsing (Lucky Day Book)	59	52	43
Children's book	6,510	5,935	5,835
New book (nonfiction)	257	236	353
New fiction	439	426	523

Selected AV circulation:			
Blu-ray	85	87	59
Browsing AV (Lucky Day AV)	35	44	19
CD	135	172	200
CD book	136	137	216
Children's Blu-ray	20	13	15
Children's CD	4	5	6
Children's CDBook	48	45	47
Children's digital audiobook (+/YA Playaway)	157	147	83
Children's DVD	472	478	444
DVD	1,457	1,512	1,484
Nonfiction DVD	77	94	63
Playaway	108	117	94

Selected other circulation:			
Book club kits	5	4	7
Children's magazine	15	32	54
Library of things	509	459	334
Magazine	202	122	114
Total physical item circulation:	15,175	14,402	14,309

Digital circulation:	July 2026	Aug 2026	Aug 2025
Hoopla	0	0	395
Overdrive ebooks and digital audiobooks	3,400	3,277	2,899
Overdrive magazines	407	373	394
Total digital item circulation:	3,807	3,650	3,688

Circulation by patron statistical class:	July 2026	Aug 2026	Aug 2025
City of Fort Atkinson circulation:	8,862	8,910	7,678
Jefferson County "City" circulation:	1,093	888	1,743
Jefferson County Rural circulation:	4,049	3,434	3,648
Total:	14,943	14,087	14,108

Cardholders:	July 2026	Aug 2026	Aug 2025
YTD new patron registrations	453	649	547
Total number of cardholders	8,750	8,952	8,563

Patrons in the building:	July 2026	Aug 2026	Aug 2025
Total number of patrons	8,275	6,730	6,004
Largest day/number	July 18/746	Aug 13/382	Aug 18/357
Smallest day/number	July 10/185	Aug 22/170	Aug 30/115

Meeting rooms:	July 2026	Aug 2026	Aug 2025
Number of room reservations	247	232	
Number of patron-initiated reservations	77 (31%)	78 (33%)	

Public computers and Wi-Fi use:	July 2026	Aug 2026	Aug 2025
Number of users of public internet computers	964	857	656
Hours of public internet computer use	908	884	507
Number of unique wireless clients			890
Average daily wireless visits			74
Wifi total data transferred			2.35 TB

Patron questions at desks:	July 2026	Aug 2026	Aug 2025
Reference interactions	276	239	115
General/Directional	196	210	137
Technical assistance	465	514	292
Circulation	24	31	38
Conflict/Resolution			3

Other:	July 2026	Aug 2026	Aug 2025
Books mended	137	175	152
AV mended	0	82	290
Copy machines	10,882	9,552	7,962
Outgoing faxes	72	66	66
Incoming faxes	14	8	9

Resource sharing:	July 2026	Aug 2026	Aug 2025
Outgoing ILL	111	105	103
Incoming ILL	35	32	21
DFPL items shipped to other libraries	2,129	2,336	2,072
Holds received at DFPL	2,322	2,698	2,281

Programs and attendance:	July 2026	Aug 2026	Aug 2025
Young child (0-5) programs/attendance	15 prog/312 att	0 prog/0att	0 prog/0 att
Child (6-11) programs/attendance	6 prog/403 att	0 prog/0 att	1 prog/7 att
Young adult (12-18) programs/attendance	3 prog/21 att	3 prog/23 att	1 prog/21 att
Adult (19+) programs/attendance	5 prog/95 att	0 prog/0 att	2 prog/30 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	0 prog/0 att
Total programs/attendance:	29 prog/831 att	3 prog/23 att	4 prog/58 att

Self-directed activities and participation:	July 2026	Aug 2026	Aug 2025
Total activities/participation	4 act/1057 particip	3 act/550 particip	2 act/463 particip

Dwight Foster Public Library's Summer Reading Program

2026



*29 student volunteers
216.5 volunteer hours*

Adults
173

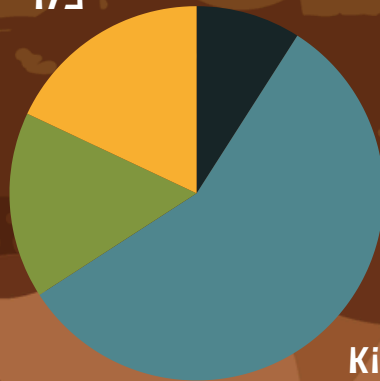
**Babies and
Toddlers**
87

*That's a total of 959
readers, 2,692 books,
and 11,655 hours
spent reading!*



T-Rex Explorers

Teens
155



Kids
546



Local Author Showcase



Madison Circus Entertainment



*DIY Confetti Bookmarks
at the Citywide Grown Up Book Fair*



*Wisconsin's Gangster Past
with Chad Lewis*



Artist Sally Koehler

*76 events
with 1,683 attendees!*

*Dwight
Foster*
PUBLIC LIBRARY





MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Policy on Patron Privacy and Confidentiality, staff reviewed policies from the following libraries: Jefferson Public Library, Kaukauna Public Library, La Crosse Public Library, Menomonee Falls Public Library, Mukwonago Community Library, Pauline Haass Public Library (Sussex), Racine Public Library, Waukesha Public Library. Staff noticed significant similarities between different libraries' privacy policies.

The main intention of the proposed revisions is to update the policy for clarity, consistency, and accuracy. Key changes include providing information about the reading history feature, providing information about account associations enabling people to pick up others' holds, providing information about video surveillance in the library, and clarifying procedures for complying with law enforcement while recognizing that the Dwight Foster Public Library currently does not have a staff person with the Assistant Director position title.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Policy on Patron Privacy and Confidentiality.

ATTACHMENTS

1. 16_Patron Privacy and Confidentiality Policy REVISION DRAFT
2. 16_Patron Privacy and Confidentiality Policy REDLINE DRAFT
3. 16_Patron Privacy and Confidentiality Policy

Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy and confidentiality in their library use.

Definition of Terms

- Privacy is the right to seek information through library resources without having the subject of interest known or examined by others.
- Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- Personally identifiable information is information such as name, library card number, email address, mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the Library in keeping records confidential. In certain circumstances, library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. Stat. § 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.

3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library. In this instance, the Library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.
4. To persons acting within the scope of their duties in the administration of the Library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the Library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.

3. Circulation History

Ninety days after an item is returned, the library system removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

4. Other Records

The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.
- Records for interlibrary loan requests or reference services.
- Records needed to sign up for or participate in library classes and programs.
- Records for use of meeting rooms.
- Records for receiving emails, phone calls, or text messages about library services, programs, and materials.

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wis. Stat. § 43.30. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

1. Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use.
- Do not share the library card, patron barcode, or password.

2. Keeping Account Information Up-To-Date

A patron may access his or her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. When updating his or her personal information, the patron may be asked to provide some sort of verification or identification card to ensure verification of identity.

3. Parents and Children

For the protection of patrons, parents or guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent or guardian.

4. Items On Hold

Cardholders may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that cardholders are welcome to fill out which authorizes the Library to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the Library if they choose to relinquish the authorization.

Online Services

The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. The Library encourages users to become familiar with the privacy policies of the other sites they visit.

The Library's website does not collect personally identifying information unless the patron requests a service via the website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and library system work with a variety of partners to provide digital content to users such as ebooks, digital audiobooks, digital magazines, videos, and music. Prior to checking out any of the Library's digital content, patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access

The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

Patrons may choose to take advantage of electronic checkout receipts, hold and overdue notices via email or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library Photographs and Recordings

The Library uses photographs and recordings to promote the services and programs it provides. Patrons may be photographed or recorded at the Library and those photographs or recordings may be used in marketing and promotions. Patrons are advised to notify library staff if they do not wish to be in photographs or recordings.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

Video surveillance data are considered to be protected public library records. State statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wis. Stat. § 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records

pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.

2. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Appendix A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, the staff member will contact the Library Director. In the event that the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor. Front-line library staff should not disclose any information to law enforcement personnel.
- The Library Director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the Library Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
- If the law enforcement official presents a search warrant, it is executable immediately. The Library Director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Library Director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The Library Director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The Library will keep a record of all legal requests.
- The Library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should then immediately contact the Library Director.

DRAFT



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and ~~for~~ staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy, ~~explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them~~ and confidentiality in their library use.

Definition of Terms

- ~~Privacy~~ Privacy is the right to seek information through ~~Library~~ Library resources without having the subject of interest known or examined by others.
- ~~Confidentiality~~ Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- ~~Personally identifiable information~~ Personally identifiable information is information such as name, library card number, e-mail address, ~~or~~ mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the ~~library~~ Library in keeping records confidential. In certain circumstances, ~~Library~~ library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

~~In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement. The staff procedure can be found here (provide link).~~

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act

(Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. Stat. ~~§~~ [Statute](#) 43.30 requires that library records may only be disclosed under the following circumstances:

- ~~1.~~ ~~1.~~ With the consent of the individual library user.
- ~~2.~~ ~~2.~~ To a custodial parent or legal guardian of a juvenile under 16 years of age.
- ~~3.~~ ~~3.~~ Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the ~~library~~ [Library](#). In this instance, the ~~library~~ [Library](#) shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the [Library](#).
- ~~4.~~ ~~4.~~ To persons acting within the scope of their duties in the administration of the ~~library~~ [Library](#) or library system.
- ~~5.~~ ~~5.~~ To other libraries for interlibrary loan purposes.
- ~~6.~~ ~~6.~~ To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the ~~library~~ [Library](#) may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

•2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. [Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.](#)

•3. Circulation History

Ninety days after an item is returned, the ~~Library~~ ~~System~~ removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

◆4. Other Records

- ◆ The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- ◆ Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.
- ◆ Records for interlibrary loan requests or reference services.
- ◆ Records needed to sign up for or participate in library classes and programs.
- ◆ Records for use of meeting rooms.
- ◆ Records for receiving emails, phone calls, ~~and~~/or text messages about library services, ~~and~~ programs, and materials.

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to ~~Library~~ library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with ~~Wisconsin-Wis. Stat. State Law (§ 43.30)~~. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

—Protecting a Patron Account

1.

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- ◆ Log off systems after use.

- Do ~~not~~ share the library card, ~~user ID~~ patron barcodes, or ~~PIN~~ password.s

2. Keeping Account Information Up-To-Date

A patron may access his ~~or~~ her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. When updating his or her ~~A patron may view or update his/her~~ personal information, the patron in person. ~~He or she~~ may be asked to provide some sort of verification or identification card to ensure verification of identity.

—Parents and Children

3.

For the protection of patrons, parents ~~or~~ guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent ~~or~~ guardian.

4. Items ~~on~~ On hold Hold

Patrons ~~Cardholders of any age~~ may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that ~~patrons~~ cardholders are welcome to fill out which authorizes the ~~Library~~ to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the ~~Library~~ if they choose to relinquish the authorization.

~~Holds will be checked out on the library card presented at the time of check-out.~~

Online Services

~~÷~~ The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. ~~We~~ The Library encourages ~~our~~ users to become familiar with the privacy policies of the other sites they visit.

The Library's website does not collect personally identifying information unless the patron requests a service via the Library website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal

information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and [Library-library System](#) work with a variety of partners to provide digital [media content to users such as \(eBooks, digital audio-books, digital magazines, videos, and music\)](#). Prior to checking out any of the [library's-Library's](#) digital [mediacontent](#), patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access

÷The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

÷Patrons may choose to take advantage of [electronic checkout receipts](#), ~~and~~ hold and overdue notices via email or text message, and similar services that send personally identifiable information related to [Library-library](#) use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library [Photographs and Recordings](#)

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Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

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authorities and providing information that may identify the individual(s) suspected of a violation.

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Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Dwight Foster Public Library Meeting Rooms Use Records: ~~The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library may share contact information for the person responsible for meetings/events held at the library.)~~

Interlibrary Loan & Holds Records: ~~Patrons may borrow items not owned by the Dwight Foster Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.~~

Reference Interviews: ~~A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered. All paper that contains names of library card holders and any of their activity are shredded prior to disposal.~~

Appendix 1A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, ~~s/he~~the staff member will ~~immediately~~ contact the ~~Library~~ Director. ~~(In the director's absence, staff will contact the assistant director. In the event that neither can be reached the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.)~~
Front-line library sStaff should not disclose any information to law enforcement personnel.
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- If the law enforcement official presents a subpoena, the ~~library~~Library ~~d~~Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. ~~In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.~~
- If the law enforcement official presents a search warrant, it is executable immediately. The ~~library~~Library ~~D~~irector or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The ~~library~~Library ~~d~~irector or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
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- The ~~library~~Library will keep a record of all legal requests.
- The ~~library~~Library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
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If in the normal course of business, ~~the~~ library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should ~~the highest ranking person on duty is to contact law enforcement immediately. She/he should~~ then immediately contact the ~~library~~ Library Director.

~~Adopted: 2/05/1996~~

~~Revised: 12/1/2003~~

~~Revised: 9/9/2013~~

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- Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
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The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. State Statute 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
4. To persons acting within the scope of their duties in the administration of the library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

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- Ninety days after an item is returned, the Library System removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.
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- ❖ Records for use of meeting rooms
- ❖ Records for receiving emails and/or text messages about library services and programs. Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wisconsin State Law (43.30). The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use
- Don't share the library card, user IDs, or PINs

Keeping Account Information Up-To-Date

A patron may access his/her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update his/her personal information in person. He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

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Library Wireless Access: The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

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- The director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a **subpoena**, the library director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.
- If the law enforcement official presents a **search warrant**, it is executable immediately. The library director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The library director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The library will keep a record of all legal requests.
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Emergency Disclosures of Communication

If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life, the highest ranking person on duty is to contact law enforcement immediately. She/he should then immediately contact the library director.

Adopted: 2/05/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to the 2027 library operating budget (Lippert)

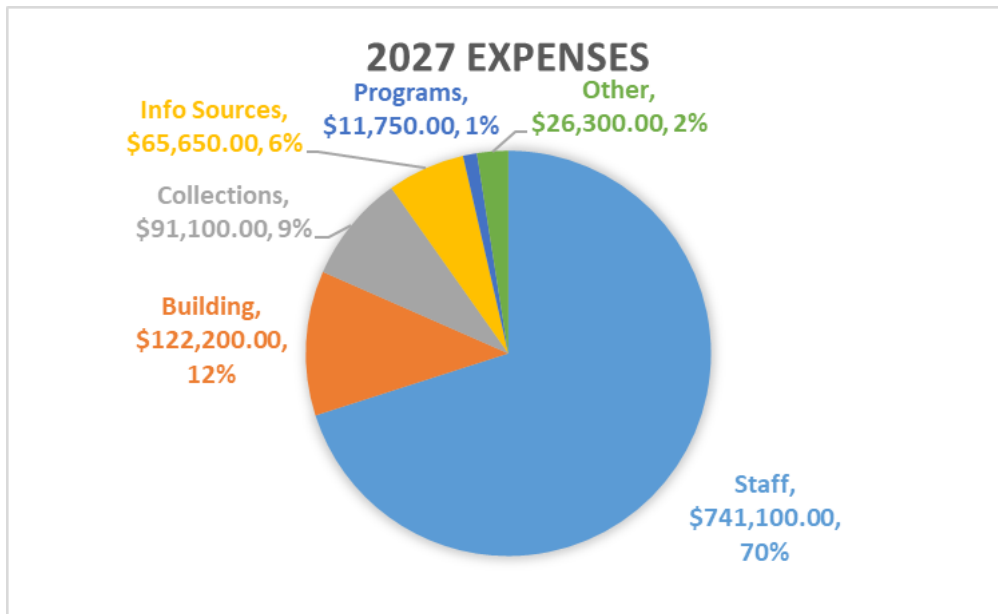
BACKGROUND

Wis. Stat. § 43.58 states, "The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund."

The Library Board's Finance Committee met on September 8, 2026 to review the proposed budget in close detail.

DISCUSSION

Library staff call attention to the following details about expense and revenue accounts.



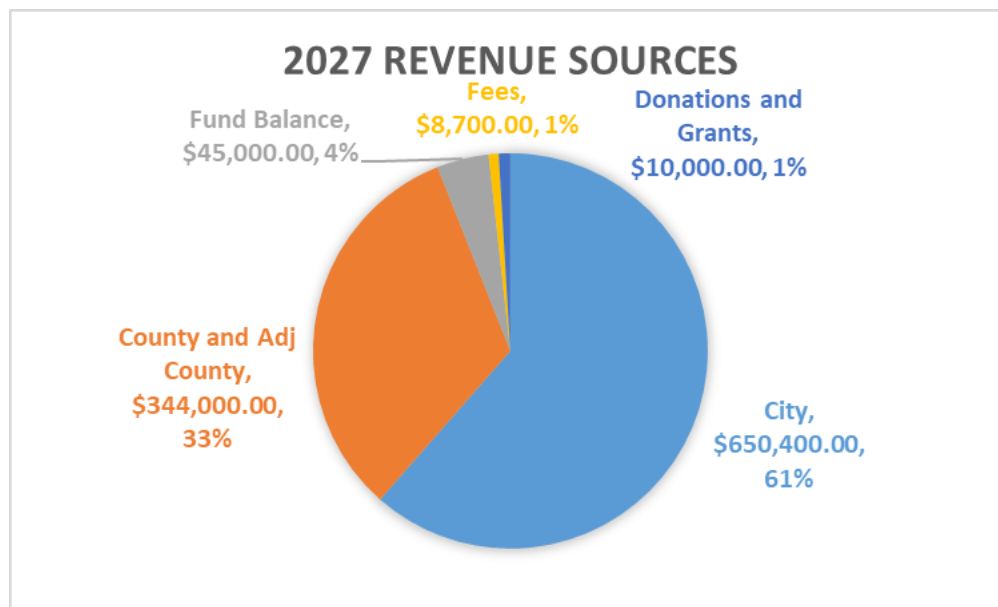
Supplies: The cost for building and material processing supplies continues to increase. For example, the cost of bath tissue has increased by 32% since 2024 and the cost of multifold

paper towels has increased by 15% over the same time period.

Maintenance and Repair: The library was renovated 16 years ago. As the building and equipment continue to age, maintenance and repair costs continue to increase. Most repair costs are unexpected, necessary, and urgent.

Collections: Library staff propose increasing the book budget in 2027 to account for the 4% freight charge that is now charged by the library's main book vendor. The Library of Things collection budget request remains flat. The AV budget decreases in recognition of declining AV circulation. However, library staff will continue to look into purchasing newer AV formats.

Information Sources: The increases in this budget line are due to ongoing maintenance costs for the new AMH sorting machine in the book drop, annual website hosting and maintenance costs, and ongoing maintenance costs for the RFID wand tool.



Jefferson County: Dwight Foster Public Library's 2027 county revenue will increase by \$9,742 compared to 2026. County reimbursement is required by state statute and defined by an equation outlined in the Jefferson County Library Services Plan.

Adjacent County: Dwight Foster Public Library's 2027 adjacent county revenue will increase by \$4,122 compared to 2026. Adjacent county reimbursement revenue is defined by state statute.

General Property Taxes: The library's 2027 budget request includes a \$13,400 increase in funds from the City's tax levy.

FINANCIAL ANALYSIS

The proposed 2027 operating budget of \$1,058,100 is \$52,950 higher than the approved 2026 budget. Proposed revenues, as outlined on the budget spreadsheet, balance with the proposed

expenses.

RECOMMENDATION

Staff recommends that the Library Board approve the 2027 library budget.

ATTACHMENTS

1. Library 2027 Budget DRAFT

2027 Budget

Expense Fund Accounts	Description	2027 Budget	2026 Budget	\$ Spent as of 7/17/2026	Expected costs of 2026	2025 Budget	2025 Actual	2024 Budget	2024 Actual	2023 Budget	2023 Actual	2022 Budget	2022 Actual	2021 Budget	2021 Actual
15-55-5511-0100	Salaries - Full Time	\$385,000.00	\$367,000.00	\$182,531.00	\$367,000.00	\$360,000.00	\$350,432.83	\$350,000.00	\$327,193.95	\$342,000.00	\$338,873.97	\$319,650.00	\$315,367.91	\$319,520.00	\$318,005.13
15-55-5511-0200	Salaries - Part Time	\$141,100.00	\$134,000.00	\$61,861.36	\$134,000.00	\$130,000.00	\$127,850.75	\$126,100.00	\$132,591.58	\$124,850.00	\$121,709.89	\$119,925.00	\$100,450.59	\$100,000.00	\$107,948.84
15-55-5511-0300	Salaries - Janitor	\$24,700.00	\$23,000.00	\$11,800.00	\$23,500.00	\$23,000.00	\$22,229.38	\$19,500.00	\$24,793.11	\$18,200.00	\$20,563.17	\$17,500.00	\$17,772.99	\$18,000.00	\$19,302.80
15-55-5511-2500	Benefits	\$215,000.00	\$200,000.00	\$97,154.34	\$200,000.00	\$204,000.00	\$179,593.10	\$175,000.00	\$167,242.38	\$161,600.00	\$155,925.21	\$148,700.00	\$148,888.40	\$155,747.00	\$154,223.94
	Total Salaries and Benefits	\$765,800.00	\$724,000.00	\$353,346.70	\$724,500.00	\$717,000.00	\$680,106.06	\$670,600.00	\$651,821.02	\$646,650.00	\$637,072.34	\$605,775.00	\$582,479.89	\$593,267.00	\$599,480.71
15-55-5511-0600	Supplies	\$22,000.00	\$20,000.00	\$11,259.64	\$22,000.00	\$20,000.00	\$23,211.12	\$19,500.00	\$20,849.61	\$19,020.00	\$20,510.33	\$19,500.00	\$19,541.14	\$19,000.00	\$23,193.14
15-55-5511-0700	Postage	\$1,800.00	\$1,400.00	\$938.30	\$1,800.00	\$800.00	\$1,684.58	\$500.00	\$1,247.72	\$500.00	\$983.80	\$500.00	\$677.24	\$700.00	\$850.80
15-55-5511-0800	Insurance	\$7,500.00	\$7,000.00	\$7,308.03	\$7,308.03	\$6,500.00	\$7,028.74	\$6,500.00	\$6,319.00	\$9,050.00	\$6,638.00	\$9,050.00	\$4,800.00	\$11,500.00	\$6,255.00
15-55-5511-0900	Telephone	\$2,650.00	\$3,000.00	\$1,589.99	\$2,750.00	\$400.00	\$1,050.29	\$550.00	\$228.23	\$550.00	\$399.57	\$450.00	\$1,130.55	\$465.00	\$644.76
15-55-5511-1000	Electricity and Water	\$40,000.00	\$39,000.00	\$18,052.37	\$40,000.00	\$39,000.00	\$37,365.86	\$39,000.00	\$37,918.17	\$40,000.00	\$34,669.91	\$41,800.00	\$32,135.27	\$42,500.00	\$38,189.93
15-55-5511-1100	Natural Gas	\$14,000.00	\$14,000.00	\$5,166.38	\$14,000.00	\$14,000.00	\$8,588.92	\$14,000.00	\$5,818.46	\$14,000.00	\$8,426.38	\$9,050.00	\$13,660.96	\$9,000.00	\$15,418.25
15-55-5511-1200	Maint. & Repair	\$36,000.00	\$34,500.00	\$15,006.34	\$34,500.00	\$26,000.00	\$40,018.99	\$25,000.00	\$44,119.84	\$21,000.00	\$23,091.89	\$21,000.00	\$22,293.65	\$18,000.00	\$28,667.98
15-55-5511-1300	Books	\$69,000.00	\$66,700.00	\$32,736.69	\$66,700.00	\$66,700.00	\$65,953.41	\$64,200.00	\$62,560.77	\$57,150.00	\$64,185.89	\$57,350.00	\$62,483.20	\$56,949.00	\$60,873.03
15-55-5511-1400	Other (Library of Things)	\$1,000.00	\$1,000.00	\$229.63	\$1,000.00	\$800.00	\$1,303.29	\$800.00	\$539.51	\$700.00	\$772.30	\$1,000.00	\$1,392.22	\$1,000.00	\$603.33
15-55-5511-1500	Periodicals	\$4,600.00	\$4,800.00	\$1,887.78	\$4,600.00	\$4,800.00	\$3,737.69	\$4,800.00	\$4,390.65	\$4,500.00	\$5,679.40	\$5,200.00	\$4,523.71	\$5,000.00	\$4,564.65
15-55-5511-1600	A.V.	\$16,500.00	\$17,500.00	\$10,894.80	\$17,500.00	\$26,000.00	\$24,734.03	\$26,100.00	\$29,802.41	\$24,856.00	\$28,924.80	\$22,620.00	\$13,908.25	\$21,400.00	\$21,082.19
15-55-5511-1700	Summer Reading Program	\$3,750.00	\$3,750.00	\$5,020.54	\$5,550.00	\$3,750.00	\$5,486.85	\$3,750.00	\$4,523.44	\$3,750.00	\$4,168.49	\$4,000.00	\$4,189.59	\$4,000.00	\$4,207.13
15-55-5511-1800	Continuing Ed & Travel	\$2,500.00	\$2,000.00	\$2,152.66	\$2,500.00	\$2,000.00	\$2,769.44	\$2,000.00	\$2,071.94	\$2,000.00	\$2,294.68	\$2,000.00	\$1,373.50	\$2,200.00	\$1,430.17
15-55-5511-1900	Information Sources/Services	\$63,000.00	\$58,500.00	\$53,135.29	\$66,139.00	\$54,000.00	\$57,133.99	\$52,000.00	\$53,142.24	\$54,125.00	\$54,089.61	\$56,650.00	\$53,239.77	\$50,418.00	\$59,582.43
15-55-5511-2000	Programming	\$8,000.00	\$8,000.00	\$7,730.68	\$14,145.00	\$8,000.00	\$9,797.90	\$8,000.00	\$6,395.43	\$7,000.00	\$8,941.71		\$0.00		\$4,399.34
	Total Operations/Services:	\$292,300.00	\$281,150.00	\$173,109.12	\$300,492.03	\$272,750.00	\$289,865.10	\$266,700.00	\$279,927.42	\$258,201.00	\$263,776.76	\$250,170.00	\$235,349.05	\$242,132.00	\$269,962.13
	Total Operating Budget:	\$1,058,100.00	\$1,005,150.00	\$526,455.82	\$1,024,992.03	\$989,750.00	\$969,971.16	\$937,300.00	\$931,748.44	\$904,851.00	\$900,849.00	\$855,945.00	\$817,828.94	\$835,399.00	\$869,442.84
15-60-0065-1103	CIP Computers	\$5,000.00	\$5,000.00	\$4,329.06	\$4,329.06	\$5,000.00	\$2,423.32	\$5,000.00							
15-60-0065-1106	CIP Sorting machine replacement		\$150,000.00	\$98,522.64	\$150,000.00										
15-60-0065-1107	CIP Phone system replacement		\$5,000.00	\$6,563.40	\$6,563.40										
15-60-0065-1100	CIP Website Redesign		\$0.00	\$7,500.00	\$7,500.00										
	CIP Facility Assessment	\$10,000.00													
	CIP Self Checkout Machine	\$10,000.00													
	Total CIP Budget:	\$25,000.00	\$160,000.00	\$116,915.10	\$168,392.46	\$30,000.00	\$106,908.03	\$28,500.00	\$16,254.95				\$27,264.00		\$30,292.51
	Grand Totals:	\$1,083,100.00	\$1,165,150.00	\$643,370.92	\$1,193,384.49	\$1,019,750.00	\$1,076,879.19	\$965,800.00	\$948,003.39						
Revenue Fund Accounts	Description	2027 Budget	2026 Budget	Revenue as of 7/17/2026	Expected revenue of 2026	2025 Budget	2025 Actual	2024 Budget	2024 Actual Revenue	Revenue Budget 2023	2023 Actual Revenue	Revenue Budget 2022	2022 Actual Revenue	Revenue Budget 2021	2021 Actual Revenue
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$28,754.00	\$24,632.00	\$24,632.68	\$24,632.68	\$19,344.73	\$19,344.56	\$17,990.00	\$17,991.06	\$13,400.00	\$13,401.00	\$11,060.00	\$11,061.09	\$9,882.20	\$9,881.91
15-44-0044-6120	Jeff. Co. Aid	\$315,246.00	\$305,504.00	\$305,504.00	\$305,504.00	\$298,147.00	\$298,147.00	\$282,736.00	\$283,446.00	\$277,220.00	\$277,220.00	\$274,929.00	\$274,292.00	\$271,227.00	\$271,227.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,200.00	\$7,000.00	\$4,515.84	\$7,500.00	\$7,000.00	\$7,483.23	\$7,000.00	\$8,564.38	\$5,000.00	\$6,920.69	\$5,000.00	\$5,922.27	\$5,000.00	\$4,607.53
15-44-0044-6110	LIBRARY-Fines	\$1,500.00	\$1,200.00	\$1,110.41	\$1,700.00	\$1,200.00	\$1,946.83	\$1,200.00	\$1,142.65	\$1,200.00	\$1,655.25	\$2,000.00	\$1,514.53	\$5,000.00	\$1,082.90
15-47-0047-1100	Donations and Grants	\$10,000.00	\$8,700.00	\$25,370.91	\$28,870.91	\$8,000.00	\$28,781.08	\$8,000.00	\$20,472.81	\$7,000.00	\$37,895.71		\$7,150.00		
15-41-0041-1100	General Property Taxes	\$650,400.00	\$637,000.00	\$637,000.00	\$637,000.00	\$624,000.00	\$624,000.00	\$616,000.00	\$616,000.00	\$616,511.00	\$616,511.00	\$576,456.00	\$542,484.00	\$554,290.00	
15-48-0048-1200	Insurance Recoveries								\$6,619.01						
15-49-0049-9999	Fund Balance Applied	\$45,000.00	\$21,114.00	\$0.00	\$21,114.00	\$32,058.27	\$0.00	\$4,374.00	\$0.00						
	Total Revenue:	\$1,058,100.00	\$1,005,150.00	\$998,133.84	\$1,026,321.59	\$989,750.00	\$979,702.70	\$937,300.00	\$954,235.91	\$920,331.00	\$953,603.65	\$867,445.00	\$842,423.89	\$845,399.20	\$286,799.34
15-44-0044-6135	Trust Contributions	\$25,000.00	\$32,500.00	\$0.00	\$32,500.00	\$30,000.00	\$21,908.03	\$28,500.00	\$16,254.95	\$16,500.00	\$16,500.00	\$28,972.00	\$27,664.65	\$25,962.00	\$16,379.17
15-44-0044-6135	Trust Contributions (Additional request)	\$0.00	\$127,500.00	\$0.00	\$135,892.46		\$85,000.00								
	Total Trust Contributions:	\$25,000.00	\$160,000.00	\$0.00	\$168,392.46	\$30,000.00	\$106,908.03	\$28,500.00	\$16,254.95	\$16,500.00	\$16,500.00	\$28,972.00	\$27,664.65	\$25,962.00	\$16,379.17
	Total Revenue (incl. trust):	\$1,083,100.00	\$1,165,150.00	\$998,133.84	\$1,194,714.05	\$1,019,750.00	\$1,086,610.73	\$965,800.00	\$970,490.86	\$936,831.00	\$970,103.65	\$896,417.00	\$870,088.54	\$871,361.20	\$303,178.51



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to 2027-2032 Capital Improvement Project plans and a commitment to reimburse 2027 library CIP items with funds from the library's trust (Lippert)

BACKGROUND

The City of Fort Atkinson creates a Capital Improvement Project budget and plan each year. The plan includes details about CIP projects for the following year as well as intended projects for the following five years.

DISCUSSION

The library's 2027 CIP plan includes computer replacement, a facility assessment, and replacement of the self-checkout machine.

Staff propose a facility assessment to learn more about the condition of the library building and improvement priorities in order to help inform future CIP plans. The City's Facility Manager will assist with the process to hire a company to perform the facility assessment. The library and the museum may pursue a joint facility assessment if it results in cost savings.

The library's current self-checkout machine was installed in 2020 and will reach end-of-life on September 30, 2026. The self-checkout machine allows patrons to check out their own materials with the benefit of additional privacy. Library staff plan to work with the City's Facilities Manager to investigate installing the new self-checkout machine in a location with better accessibility.

FINANCIAL ANALYSIS

Historically, the Library Board has approved reimbursing library CIP expenses with funds from the library's trust at Edward Jones.

The library's Investment Policy Statement explains, "The board of trustees shall consider the performance of the investments of the trust when establishing budget guidelines. On the first business day of June the total value (holdings) of the trust shall be noted. This figure, minus gifts and non-investment contributions to the trust, will be compared to the trust account, also

minus gifts and contributions, from one year prior to establish a percentage increase/decrease. This amount, smoothed (averaged) over a five year period and combined with guidance from the fund advisor with respect to the fund performance for the year ahead, is the amount that may be used in annual budget expenditures. This amount, not to exceed 4% of the average for the five years, may be exceeded only with board approval by two-thirds vote when an expense is deemed to save money (i.e. cost savings over a specified period of time) and/or meets an exigency."

At \$25,000, the total cost of proposed 2027 library CIP projects is less than 4% of the average of the trust total for the past five years as outlined above.

RECOMMENDATION

Library staff recommends that the Library Board approve the library's 2027-2032 Capital Improvement Project plan and commit to reimburse 2027 library CIP items with funds from the library's trust at Edward Jones.

ATTACHMENTS

1. Library 2027-2032 CIP Schedule

SECTIONS R & X 2027 - 2032 CAPITAL IMPROVEMENTS PROJECTS BUDGET & PLAN

City of Fort Atkinson
2027-2032 Capital Improvements Projects Plan
General Fund Expenditure Detail

PROJECT LINE ITEM		2027	2028	2029	2030	2031	2032	PROJECT DESCRIPTION	PRIORITY RANKING PER YEAR	EXPECTED / USEFUL LIFE IN YEARS	NEW OR REPLACEMENT	COMP PLAN ACTION ITEM Y / N*	Office Use Only	
DEPARTMENT	PROJECT												General Ledger	General Ledger
													Account Number	Account Title
Library	Computer Replacement	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	Replace staff and patron computers.	2	5	Replacement	N		#NAME?
Library	Facility Assessment	\$ 10,000.00						Complete a building assessment of the library facility. The facility assessment will help inform future CIP plans. The library and the museum may pursue a joint facility assessment in order to take advantage of cost savings.	1	10	Replacement	N		#NAME?
Library	Self Checkout machine	\$ 10,000.00						Replace the library's self-checkout machine. The self-checkout machine was last replaced in 2020 and reached end of life in September 2026.	3	5	Replacement	N		#NAME?
Library	Replace meeting room technology and sound system							Replace technology in the FCCU, Rotary, and Wisconsin meeting rooms. FCCU technology and sound system were installed in 2010. Additional screens were added to the Rotary and Wisconsin Rooms in 2020.	1	10	Replacement	N		#NAME?
			\$25,000.00											
Library	Repair exterior wooden trim			\$ 10,000.00				Some of the wooden trim near the roof on the exterior of the building is getting soft and needs to be replaced. Cost is a guess.	1	20	Replacement	N		#NAME?
Library	AWE Early Literacy Computers			\$ 10,000.00				Replace two early literacy computers in the children's area. These computers were last replaced in 2022 and 2023.	3	7	Replacement	N		#NAME?
Library	Replace north AC system				\$ 100,000.00			Replace the north AC system. Staff believes the current north AC system was updated in 2010.	1	20	Replacement	N		#NAME?
Library	Upgrade burglar alarm system					\$ 15,000.00		Upgrade the burglar alarm system in the library and change wireless motion alarms to wired motion alarms. The current burglar alarm system was installed in 2010/2011.	1	15	Replacement	N		#NAME?
Library	Server Replacement						\$ 18,000.00	Replace the library's server. The current server was replaced in 2025.	1	7	Replacement	N		#NAME?
Library	Upgrade security camera system						\$ 10,000.00	Upgrade the security camera system. The current system was installed in 2022.	3	10	Replacement	N		#NAME?
TOTAL		\$ 25,000.00	\$ 30,000.00	\$ 25,000.00	\$ 105,000.00	\$ 22,500.00	\$ 35,500.00							

*Was this project identified in the Comprehensive Plan? If so, where? Does it further the goals identified in the Comp Plan? If so, how?



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to a building modification proposal for the AMH installation (Lippert)

BACKGROUND

On April 13, 2026, the Library Board approved working with Tech Logic to replace the automated material handling (AMH) machine in the library's book drop room. The new Tech Logic machine is scheduled to be installed on October 20-22, 2026. Before the new machine can be installed, staff are responsible for coordinating the disassembly and removal of the existing machine, the completion of required electrical work, and the modification of the building at the interior and exterior induction points.

DISCUSSION

Library and City staff reached out to the following contractors to seek proposals for the required building modification work: Bos Design Builders, Daniels Construction, JP Cullen, Maas Brothers, MSI General, Mueller and Sons, and Patterson Building and Remodeling. Ultimately, staff received proposals from JP Cullen and Maas Brothers. Other contractors chose not to submit proposals for the project.

Option 1: JP Cullen

Cost: \$3,493

Timeline: JP Cullen could complete the required modifications by October 20, 2026.

Notes: During follow-up communication, the project manager clarified that the proposal includes the wall modification required for motor clearance and the installation of temporary weather-tight conditions upon modification of the opening.

Option 2: Maas Brothers

Cost: \$17,700

Timeline: Maas Brothers could complete the required modifications by October 20, 2026

Notes: The proposal outlines allowances for EIFS, painting, and electrical. Through oral and email communications, the project manager explained that if any of these allowances are not required, the library would not be billed for them.

Library staff and the City's Facilities Manager reviewed the two proposals and found the scope of work of the two proposals to be comparable. Staff recommend selecting JP Cullen's proposal, with cost being the determining factor.

FINANCIAL ANALYSIS

The library budgeted \$150,000 in the City of Fort Atkinson's 2026 Capital Improvement Projects plan for the AMH replacement project. On April 13, 2026, the Library Board approved purchasing a total AMH RFID System from Tech Logic for the cost of \$109,470, leaving \$40,530 in the budgeted amount for building modifications. At the cost of \$3,493, JP Cullen's proposal falls under the remaining budgeted amount.

RECOMMENDATION

Library staff and the City's Facilities Manager recommend approving the proposal from JP Cullen to complete the interior and exterior building modifications required for the installation of the AMH machine for the cost of \$3,493 and reimbursing the expense with funds from the library's trust at Edward Jones.

ATTACHMENTS

1. JP Cullen 260818 Dwight Foster Book Drop Proposal
2. Maas Brothers Ft Atkinson Library Book Drop Proposal

Dwight Foster Public Library and The City of Fort Atkinson
RE: Building Modifications in Preparation for Book Drop Replacement
8/18/2026

Minetta and Mat,

Thank you for the opportunity for me to propose JP Cullen's services to assist in the preparations for the installation of a new book drop and sorting unit at the Dwight Foster Public Library. For a cost of \$3,493, we propose the following scope:

- Selective demo of exterior and interior wall openings for new book drop.
- Removal of interior countertop in vestibule
- Reframing/installation of support for interior and exterior wall openings as required
- Finishing and painting of affected interior walls
 - Modifications to exterior wall to be covered by metal trim from new book drop
 - Includes new interior wood trim and replacement of text wall graphic
 - Includes adjustment of interior wood bump guards in book sorting room.
- Cleaning of work area

Please feel free to contact me with any questions or additional requests.

Kind Regards,

Ben Sonnentag
608-751-1311
ben.sonnentag@jpcullen.com

920 · 261 · 1682
Fax 920 · 261 · 3521

P.O. Box 108
410 Water Tower Court
Watertown, WI 53094-0108



www.maasbros.com
maasbros@maasbros.com

09/03/2026

Ms. Minetta Lippert
Library Director
Dwight Foster Public Library
209 Merchants Ave
Fort Atkinson, WI 53538

Dear Ms. Lippert,

As requested, we offer the following price to renovate the exterior and interior walls for the new book drop system at the Dwight Foster Public Library located in Fort Atkinson WI.

Scope of Work:

- Demo existing exterior and interior walls for new openings
- Demo existing countertop and signage in lobby
- Install new headers/studs as required after exposing existing conditions
- Install new drywall as required
- Tape, Finish and Paint
- Daily construction cleaning

Not Included:

- Overtime or Premium Time Allowance
- Project Contingency

Allowances Included:

- EIFS - \$3,250.00 (Total Textures, contractor who has done your EIFS)
- Painting - \$2,150.00
- Electrical - \$2,000.00 (Ready Electric, know the Library very well)

Our price for this work is **\$17,700.⁰⁰** (*Seventeen Thousand, Seven Hundred and Zero Dollars*)

We appreciate the opportunity to provide this proposal for your consideration. Please contact us with any questions or concerns you may have regarding this proposal.

Respectfully yours,
MAAS BROS. CONSTRUCTION CO., INC.

Peter Selmo

Pete Selmo



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to the installation of assistive listening technology in the FCCU Community Room (Lippert)

BACKGROUND

Bridges Library System budgeted \$13,000 to install a hearing loop at the Dwight Foster Public Library in 2026.

DISCUSSION

Hearing loops and Auracast systems empower hearing aid wearers to directly connect to the sound going into a microphone. This ensures that the featured sounds are clear and not overpowered by background noise. The system would also come with portable receivers that individual attendees could wear. Hearing loops are a proven technology with decades of global use; Auracast is an up-and-coming technology. Several vendors anticipate that Auracast will fully replace hearing loops in about 10 years.

Library staff consulted with other libraries that have installed assistive listening technology. Based on the recommendations of staff members at other libraries, library staff sought proposals from DRS Sound, Metro Sound & Video, and Thunder Hearing & Sound. Dave from DRS Sound declined submitting a proposal due to travel distance but instead recommended that library staff reach out to Dave Harmon. Library staff received proposals from Dave Harmon, Metro Sound & Video, and Thunder Hearing & Sound.

Option 1: Dave Harmon

Equipment and Installation Cost: \$4,800

Notes: Proposal does not include Auracast. The vendor did not visit the site nor did the vendor conduct metal loss testing in advance of submitting a proposal. Installation of the hearing loop wire would be below the carpet tiles in the FCCU Community Room.

Option 2: Metro Sound & Video

Equipment and Installation Cost: \$13,746 (\$6,672 for Auracast and \$7,074 for the loop system)

Notes: Proposal includes both Auracast and a hearing loop. The vendor visited the site but did not conduct metal loss testing in advance of submitting a proposal. Installation of the hearing

loop wire would be above the ceiling tiles in the FCCU Community Room.

Option 3: Thunder Hearing & Sound

Equipment and Installation Cost: \$12,060.60 (for both Auracast and the loop system, including an Auracast early adopter discount)

Notes: Proposal includes both Auracast and a hearing loop. The vendor visited the site and conducted metal loss testing as well as a demonstration of the technology for staff. Installation of the hearing loop wire would be above the ceiling tiles in the FCCU Community Room.

After evaluating the three proposals, library staff recommend pursuing Thunder Hearing & Sound's proposal due overall cost and the scope of the proposal. Even though, Dave Harmon's proposal costs less than the other two options, Harmon's proposal involves installing the loop under the carpet tiles, an installation method that staff do not prefer, and does not include Auracast.

FINANCIAL ANALYSIS

Thunder Hearing & Sound proposes to install a hearing loop and Auracast in the FCCU Community Room at the Dwight Foster Public Library for \$12,060.60. Library staff did not budget for assistive listening technology installation in 2026. However, Bridges Library System budgeted \$13,000 to install a hearing loop at the Dwight Foster Public Library in 2026. Bridges Library System staff are supportive of installing Auracast in addition to installing a hearing loop. If the Dwight Foster Public Library moves forward with the installation of assistive listening technology, library staff will submit the invoice to Bridges Library System for full reimbursement up to \$13,000.

Both Metro Sound & Video and Thunder Hearing & Sound expect that future maintenance costs for a hearing loop and/or an Auracast system will be minimal for the expected lifespan of the system(s).

RECOMMENDATION

Library staff recommend approving Thunder Hearing & Sound's assistive technology proposal to install a hearing loop and Auracast in the FCCU Community Room at the Dwight Foster Public Library for \$12,060.60.

ATTACHMENTS

1. Dave Harmon Fort Atkinson Hearing Loop estimate 00646
2. Metro Sound Assistive Listening System Proposal - Dwight Foster Public Library (Fort Atkinson, WI) - August 2026 P-1711 Assistive Listening System Pro
3. Thunder Hearing Assistive Technology Proposal - UPDATED 8-2026

David Harmon
David Harmon
922 Prague Ave
Buffalo Grove IL 60089
U.S.A

ESTIMATE

EST-00646

Bill To
Dwight Foster Public Library
209 Merchants Ave.
Fort Atkinson
53538 Wisconsin
U.S.A

Estimate Date : 07/17/26

#	Item & Description	Qty	Rate	Amount
1	Hearing loop installation, all in. Including : New hearing loop driver, wall mount rack, probably a ceiling mounted mic, probably flat copper tape wiring under the carpet. Any wiring or related integration needed to tap into the sound system. A 5 year warranty of the driver, materials and workmansip. A hearing loop receiver so someone can listen in to test that it works or could be used by a user who needs it but doesn't have hearing aids. A sign letting people know that a hearing loop is present and available. As a Library, this is tax-exempt.	1.00	4,800.00	4,800.00
			Sub Total	4,800.00
			Total	\$4,800.00

Notes
Looking forward for your business.



Metro Sound & Video
17028 West Victor Road
New Berlin, Wisconsin 53151
United States

brenna@metro-sound.com
(262) 784-6060
www.metro-sound.com
Brenna Pollak
brenna@metro-sound.com

Assistive Listening System Proposal



Dwight Foster Public Library (Fort Atkinson, WI)

209 Merchants Avenue
Fort Atkinson, Wisconsin 53538
United States

Presented By
Metro Sound & Video

Presented On
Aug 17, 2026

Version
1

Disclosure

The enclosed system design and proposal remains the property of Metro Sound & Video. It is proprietary information obtained from our years of experience and expertise in the design, installation, and service of audio and video systems. The information contained herein may not be duplicated or distributed by anyone without written permission from Metro Sound & Video.

Introduction

Hello Minetta,

I enjoyed meeting with you to discuss the Assistive Listening System (ALS) needs at Dwight Foster Public Library. Based on our discussion, enclosed is the Assistive Listening System Proposal that you requested.

As discussed during our meeting at the library, we are pleased to offer two options for Assisted Listening in the FCCU Community Room. Our recommended solution is an Auracast™ system utilizing the latest Bluetooth Low Energy technology, supporting both Auracast-enabled hearing devices and users requiring bodypack receivers with either headphones or neckloop accessories. Alternatively, a basic perimeter Inductive Loop System is offered to support telecoil-equipped hearing aids and users requiring bodypack receivers with headphones. Both options include equipment, installation, system configuration, and operator training – all detailed below for your review.

After you have had an opportunity to review the system proposal, please let me know if you have any questions or if you would like any revisions made to better suit your needs. If you wish to proceed with one or both options, we would be happy to assist!

Thank you Minetta, for the opportunity to work with you in serving the audiovisual system needs at Dwight Foster Public Library!

Blessings on your day,



Brenna Pollak

System Description

As discussed during our meeting at the library, Metro Sound & Video is pleased to offer two Assistive Listening System options for the FCCU Community Room. Our recommended solution is the Williams AV Auracast™ system, which provides the greatest flexibility for serving users with a variety of hearing devices and listening needs. Alternatively, a traditional perimeter Inductive Loop System is offered as a cost-effective solution for users with telecoil-equipped hearing aids.

Both options utilize the existing Peavey PVi4B powered mixer as the audio source and include the necessary equipment, installation, system configuration, and operator training.

Option 1 – Williams AV Auracast™ Assistive Listening System

Metro Sound & Video recommends a Williams AV Auracast™ system as the most flexible solution for the FCCU Community Room. Auracast™ is the latest generation of assisted listening technology, utilizing Bluetooth® Low Energy to transmit high-quality audio directly to compatible hearing devices and receivers.

The proposed system provides multiple ways for users to access the assisted listening signal. Users with Auracast™-enabled hearing devices can connect directly to the broadcast, while users with telecoil-equipped hearing aids can utilize a neckloop accessory connected to a bodypack receiver. For users who do not have compatible hearing devices, a bodypack with headphones provides an independent listening solution.



The proposed system includes:

- Williams AV Auracast™ transmitter system
- (6) bodypack receivers
- (6) headphone/neckloop accessory sets, allowing each user to select the accessory best suited to their needs
- Charging bay for the bodypack receivers
- Installation, configuration, and testing
- Operator training

The Auracast™ transmitter will be located on top of the existing cart where the Peavey mixer is currently located. Depending on the final performance of the wireless signal within the room, it may be necessary to remotely locate the Auracast™ antenna. If required, additional Wiremold® and associated installation labor will be provided on a time-and-materials basis.

The assistive listening system (ALS) will receive its audio signal from the existing Peavey PVi4B analog powered mixer currently located on the portable cart in the Community Room. We have assumed that the existing mixer is functioning properly and has an available output that can be used to feed the ALS. That being said, we strongly recommend replacing the existing mixer with a more reliable and capable audio processor at the appropriate time in the future. This would provide a more clean and reliable audio signal to the ALS while also providing a more suitable and capable solution for the Community Room's overall audio needs.

The Peavey mixer is currently used on an occasional basis when connected to the standalone loudspeaker in the room. In order for the assistive listening system to receive the appropriate audio signal, presenters will need to use the existing wired handheld microphone connected to the Peavey mixer. Because the Peavey mixer will remain the primary audio source, the overall audio quality of the ALS will be limited by the performance and condition of this existing equipment. No replacement or upgrade of the existing mixer is included in this proposal.

Option 2 – Williams AV DL107 Inductive Loop System

As an alternative to Auracast system, Metro Sound & Video can provide a traditional perimeter Inductive Loop System utilizing the Williams AV DL107 Loop Amplifier. This system is designed primarily for users with telecoil-equipped hearing aids or cochlear implants and provides coverage throughout the Community Room through a single closed-loop conductor.



The proposed perimeter loop will be installed above the existing drop-tile ceiling and configured as a closed loop, allowing the audio signal to emanate downward throughout the listening area. This provides a clean and unobtrusive installation while allowing users with compatible telecoil-equipped devices to receive the assistive listening signal without requiring a separate receiver.

For users who do not have a telecoil-equipped hearing device, the system will also include (6) bodypack receivers with headphones, providing an alternative method of accessing the signal.



The proposed system includes:

- Williams AV DL107 Inductive Loop Amplifier
- Single perimeter closed-loop system installed above the drop-tile ceiling
- (6) bodypack receivers with headphones
- Wall-mounted equipment rack for the loop amplifier
- Installation, configuration, and testing
- Operator training

The DL107 loop amplifier will be installed in a wall-mounted rack, with the final location to be determined during installation. A location behind the existing television is anticipated, subject to field conditions and final approval.

As with Option 1, the existing Peavey PVi4B analog powered mixer will be used as the audio source for the Inductive Loop System. We have assumed that the mixer is functioning properly and has an available output suitable for connection to the loop amplifier.

The current portable cart arrangement is not ideal for the permanent loop installation. As part of this option, the Peavey mixer should be relocated to a fixed location rather than remaining on the portable cart. A dedicated interconnection, or "umbilical," will be installed between the mixer and the loop amplifier, including an appropriate disconnect to allow the system to be properly serviced or disconnected if needed.

The connection between the Peavey mixer and the wall-mounted loop amplifier will require a portion of wiremold or similar surface raceway. The final routing and quantity will be determined based on the approved equipment locations and actual field conditions.

As with the Auracast™ option, the existing Peavey mixer is the audio source for the system, and the overall audio quality will be limited by the performance and condition of this existing equipment. Presenters will need to use the existing wired handheld microphone connected to the Peavey mixer in order for the ALS to receive the appropriate audio signal.

Recommendation

Of the two options presented, Metro Sound & Video recommends the Williams AV Auracast™ system. Its ability to serve users with Auracast™-enabled hearing devices, telecoil-equipped hearing aids through a neckloop, and users without compatible hearing devices through bodypack/headphone receivers makes it the most flexible solution for the FCCU Community Room.

Both systems will provide an effective assistive listening solution, and we would be happy to proceed with whichever option best fits FCCU's needs and budget. Thank you again for the opportunity to work with you on this project!

Scope of Work

- MSV shall provide and install all AV system hardware required to achieve the AV system goals described herein (see product list below).

- MSV shall provide, install, dress, terminate and test all low voltage wire required to properly connect all AV system hardware included herein.
- MSV shall configure, program, and optimize all AV system hardware included herein.
- Upon project completion; MSV shall coordinate with client to provide a thorough in-person operator training session on all applicable systems described herein.
 - Please note: The included operator training session is to take place during normal business hours (9am-5pm Mon.-Fri.). Additional fees apply for after-hours requests.

Exclusions; Client Responsibilities & Infrastructure Requirements

Electrical Requirements

- Metro Sound & Video provides low voltage AV electronics integration only. This proposal does not include electrical labor or materials of any kind. The Dwight Foster Public Library shall be responsible for contracting a licensed third party electrician to perform all required electrical work described herein, including:
 - *Providing adequate electrical service at the ALS transmitter location. A standard 120V duplex AC outlet will be sufficient.*

Internet Service Provider Requirements

- *The Dwight Foster Public Library shall coordinate with its service provider to provide a wired LAN connection with active internet connectivity at the ALS transmitter location.*

Architectural Requirements & Considerations

- *Metro Sound & Video recommends that the Library consider permanently mounting the existing Peavey powered mixer, or better yet replacing it with a more capable audio processor or mixer/amplifier that can better support the current setup and accommodate future audio improvements. This is not included in the scope of work in this proposal, but we can revise to accommodate those recommendations if desired.*

General Information

Metro Sound and Video is a full-service design/build contracting firm that has proudly served thousands of Houses of Worship, businesses, and schools to date. We maintain complete capability to provide design, installation, service and support for all audio, video and acoustic systems.

All Metro Sound and Video systems are installed by our own technicians to exacting standards. This proposal includes all labor, low-voltage wiring, hardware, and connectors necessary to provide a complete, functioning system.

Metro Sound & Video provides low voltage AV electronics integration only. This proposal does not include electrical work of any kind. The Dwight Foster Public Library is responsible for providing clean AC power to the AV system electronics as described herein.

This system design and proposal remains the property of Metro Sound & Video. It is proprietary information obtained from our years of experience and expertise in the design, installation, and service of audio and video systems. The information contained herein may not be duplicated or distributed by anyone without written permission from Metro Sound & Video.

Warranty Details

We provide a guarantee against defective new equipment and workmanship for a period of one year from the installation date.

This guarantee covers the newly installed low-voltage materials, labor for service, and travel time.

This warranty **does not** include:

- Repair costs necessary for existing equipment not provided with the system upgrade.

- Repair of damage caused by misuse/misadjustments, abuse, or other acts of God.

- Any return visits required for additional training and/or adjustments to the system. Additional training session(s) and/or system level adjustment(s) following the installation and provided training session will be invoiced at our standard rate.

Equipment List

Auracast Assistive Listening System OPTIONAL

+ \$6,672.00

Not Added to Quote

Note: This is a client-selectable option. If you wish to proceed with this, please click "Add to Quote" (prior to digitally accepting the proposal), and total pricing will be automatically updated at the bottom of this document.

ITEM		QTY
	Williams AV Infinium System 4 Receivers Includes BA CT1 package plus	1
	Williams AV Infinium Receiver Multi-channel Auracast receiver with a high-resolution OLED screen	2
	Williams AV Folding Headphones (Stereo)	2
	Williams AV Neckloop 18" for earphone	4



Windy City Wire

1

23 AWG 4 Pair Bare Copper, Non-Shielded Non-Plenum Rated Category 6
[Black]



Shipping/Freight Charges

1



Technician Time for Installation

1

Technician Labor for System Installation



System Configuration and Setup

1

System Configuration, Setup, and Miscellaneous Programming



Operator Training Session

1

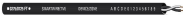


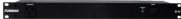
Inductive Loop System OPTIONAL

+ \$7,074.00

Not Added to Quote

Note: This is a client-selectable option. If you wish to proceed with this, please click "Add to Quote" (prior to digitally accepting the proposal), and total pricing will be automatically updated at the bottom of this document.

ITEM		QTY
	Williams AV Digi-Loop DSP single channel loop amplifier	1
	Windy City Wire 14 AWG 2 Conductor Bare Copper, Non-Shielded Non-Plenum UL Listed (UL) CL3R [Black]	1
	Williams AV Proloop body pack induction loop receiver	6

	Williams AV Folding Headphones (Stereo)	6
	Williams AV Charger kit for body-packs, 2-bay	3
	Williams AV ADA Wall Plaque (T-Coil)	1
	Strong Strong Vertical Wall Mount Rack	1
	Furman 15A Standard Power Conditioner	1
	Metro Sound & Video Miscellaneous Hardware, Connectors, Termination Blocks, etc.	1
	Metro Sound & Video Miscellaneous Wiremold, Conduit, Split Loom. Cabling, Hardware, and Supplies	1



Shipping/Freight Charges

1



Technician Time for Installation

1

Technician Labor for System Installation



System Configuration and Setup

1

System Configuration, Setup, and Miscellaneous Programming



Operator Training Session

1



Technician Travel Time

1

Summary

Total Price

\$0.00

Tariff/Pricing Disclaimer

Tariff Disclaimer: The prices quoted in this proposal are subject to change upon fluctuating tariffs applied to new equipment orders. Should any tariff charges be assessed to the quoted equipment orders for your system, the exact amount will be added onto the project balance and will be reflected on the final invoice for payment by the client.

Due to the recent pricing increases assessed by various manufacturers, equipment prices quoted in this proposal are valid for 30 days beyond the proposal date. Following that 30 days, a revised proposal will be provided to reflect current prices.

Payment Schedule

Amount

- 50% Deposit due upon proposal acceptance (required for equipment procurement)
- Progress invoices may be issued for equipment ordered and work completed to date as the project requires
- Remaining Balance due upon completion of the project

Please contact Metro Sound & Video prior to acceptance to discuss approximate timeframe for Installation, which we hope to be within 90-120 days after the down payment is received. Due to potential unforeseen shipping delays and backordered equipment that is out of our control, this may fluctuate.

We truly appreciate the opportunity to serve you with your AV system needs!

	Deposit (50%)	\$0.00
	Upon Completion (50%)	\$0.00

Signature

Signature

Date



Assistive Technology Proposal for **Dwight Foster Public Library** **Fort Atkinson, WI**



This proposal contains all details relevant to scope of work, pricing, and terms as requested by Dwight Foster Public Library Fort Atkinson, WI

Originally Dated July 24, 2026, Last Updated August 25, 2026

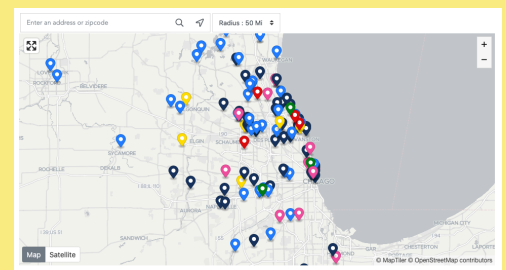
About Us

Our Mission: We are committed to Universal Hearing, or the concept that all people, regardless of their level of impairment, have the right to barrier-free, clear sound and enjoyment of speech, music, and the sound creation of others, no matter the acoustic environment. We achieve this mission with the use of technology and design approaches that ensure the highest quality sound with the lowest burden of use. Our success will be achieved when no one, whether they have “normal” hearing or not, feels disconnected from human communication or interaction due to poor sound quality or an unreasonable burden of access.

Thunder Hearing & Sound has designed and installed over 500 hearing loop systems ranging from small meeting rooms and ticket counters to 6,000 seat theaters and university buildings with 25+ classrooms receiving hearing loops throughout the entire building. As of 2025, we began also offering Auracast (the newest assistive listening technology) and as of early July 2026, we now offer Caption Companion to assist facilities with captioning needs.

Our clients include:

- **Northwestern University - Evanston, IL**
- **Purdue University - West Lafayette, IN**
- **Goodman Theater - Chicago, IL**
- **Steppenwolf Theater - Chicago, IL**
- **Milwaukee Repertory Theater - Milwaukee, WI**
- **Brookfield Library - Brookfield, WI**
- **Sunset Playhouse Theater - Elm Grove, WI**
- **Victory of the Lamb Church - Franklin, WI**
- **Jefferson Public Library - Jefferson, WI**
- **St. Francis de Sales Church - Lake Geneva, WI**
- **New Berlin Public Library - New Berlin, WI**
- **Watertown Public Library - Watertown, WI**
- **Whitewater Public Library - Whitewater, WI**



See [all our clients](#) and get your hearing loop or Auracast on our map by choosing Thunder Hearing & Sound

Auracast Clients Include:

- Our Lady of the Wayside Catholic Church - Arlington Heights, IL
- Lyric Opera House - Chicago, IL
- Overshadowed Theater - Medinah, IL
- Congregational United Church of Christ - St. Charles, IL
- *Goodman Theater - Chicago, IL
- *St. Patrick Catholic Church - St. Charles, IL (both campuses)
- *Marriott Lincolnshire Theater - Lincolnshire, IL
- *North Congregational Israel - Glencoe, IL
- *St. Gilbert's Catholic Church - Grayslake, IL
- *Metropolis Performing Arts Centre - Arlington Heights, IL
- *Black Ensemble Theater - Chicago, IL
- *Fortnightly of Chicago - Chicago, IL

* Highlights that Client is Offering Both Hearing Loop & Auracast

Meet our team



Steve Thunder

President, Acoustical Engineer & Hearing Loop
Expert



Megan Thunder

Vice President, Chief Operations Manager, Inside
Sales, Project Manager



Dr. Lisa Gumina, AuD.

Dr. of Audiology, Post Installation Training Partner

What You Get

We are committed to installing high quality, state-of-the-art hearing loop systems that meet international standards. Therefore we will be with you every step of the way. We thank you for the opportunity to perform the necessary metal loss testing onsite at the church. This testing is critical to designing hearing loop systems in accordance with the International Electrotechnical Commission (IEC) standard 60118-4. We guarantee compliance of seating within the looped spaces for 93% of seats or better unless otherwise noted for each space under consideration.

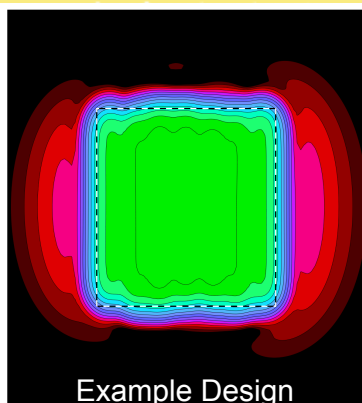


Our proposal is based on using an Ampetronic loop driver. Equipment comes with a 5-year manufacturer warranty. All the work we do comes with our 100% satisfaction guarantee and a one-year warranty against defects in workmanship.



Electromagnetic Interference Testing

While onsite, we tested electromagnetic background noise in the community room. This noise typically comes from power wiring and is heard as a low frequency hum when listening to the loop system. We found that throughout the room that this noise meets the IEC standards.

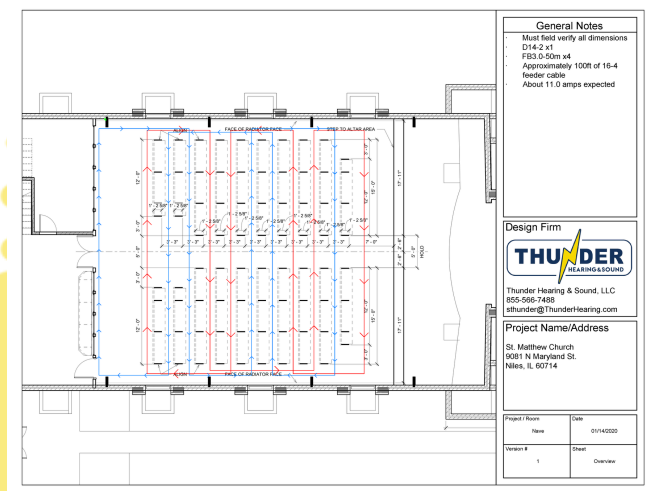


System Design and Installation

Based on the test data we have designed a system for you using our in-house modeling software. We plan to install a phased array system to ensure that the signal volume throughout the room is nice and even to meet the IEC standards.

Wire Installation

We plan to install the wiring throughout each of the rooms above the suspended ceiling tiles. We will lay our wiring above the ceiling with strategic anchor points to ensure they stay in place. A feeder wire will run down from the ceiling inside of wire mold near the AV rack area. We will connect the loop driver to your existing TV/AV.

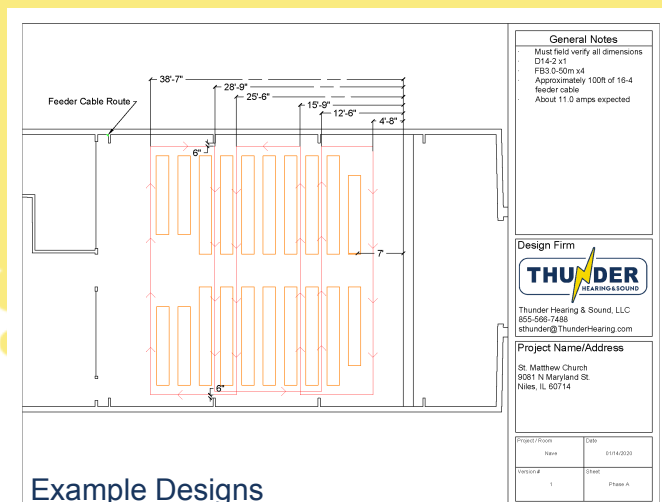


Equipment & Materials Include:

- Loop driver with 5 year warranty
- Audio Cables & Mounting Equipment
- Feeder cable
- Loop wire
- Metal wall signs (2 per space)
- Basic Loop Receivers with Headphones (5 total)

Design & Installation Includes:

- Full design drawings
- Complete Wire Installation
- Training Videos
- Post Installation Handouts and System Promotion Materials



Example Designs

Auracast – The New Audio Enhancement System

The newest assistive listening technology offers more user options than ever before. Auracast is a wide area Bluetooth technology that allows an unlimited number of users to connect to your audio system. This system is recommended in addition to the hearing loop system, but can also be installed as a stand-alone system. As a new system adopter we are offering special pricing you won't find anywhere else and is for a limited time.

As of today, Auracast has a smaller number of hearing aids currently able to connect directly, but the number of hearing aids is expected to grow over the next few years. (Expecting the top 6 hearing aid manufacturers to all have options by the end of 2026). The consumer listening options are growing with Auracast enabled earbuds, headphones and some smartphones (newer Androids currently), allowing anyone to enhance their listening experience and participation using their own device. We anticipate this growing over the next few years and will be the standard system found across the world.



 AURACAST™ DEVICE COMPATIBILITY AS OF AUGUST 2026	
 AURACAST™ ENABLED DEVICES Can connect directly today	
MAKE	MODEL(S)
 GN ReSound	Nexia, Vivia, Enzo AI, Savi Models
 Oticon	Intent Model, Zeal
 Jabra	Enhance 20, Enhance 30 (Costco)
 Starkey	Omega AI, Edge AI
 Widex	Allure Model
 Cochlear	Baha 7 Processor
 Belton	Commence, Envision, Serene
 Philips	HearLink 950 (Sold at Costco)
 AURACAST™ READY DEVICES Hardware is ready — awaiting firmware/software updates	
MAKE	MODEL(S)
 Phonak	Phonak Infinio Models
 Unitron	Unitron Reach Models
 Signia	Signia Silk IX, Styletto IX, Pure Charge&Go IX, Active Pro IX
 Cochlear	Cochlear Nucleus 8

When the transmitter is mounted, it looks similar to a Wi-Fi access point (offered in both white or black). Each transmitter offers 2 broadcast channels, allowing flexibility to share room audio and other options such as translations or audio description. For systems utilizing the receivers, a receiver offers 20+ hours of use between charges. The charging tray also doubles as an easy firmware update connection for quick receiver upgrades and setting changes. Neckloops are offered for Auracast only systems to allow hearing aid users with a t-coil to connect to the system using a neckloop + receiver. Headphones are also offered for those that don't yet wear hearing aids and may not yet have their own consumer device that is Auracast enabled.

Permanent Wall Mount vs. Portable Kit

Thunder Hearing & Sound understands that facilities need flexible options to offer their patrons and improve accessibility.

Whether you choose to install the Auracast transmitter permanently on the wall or use our portable kit, we've got you covered.



Portable Auracast Kit Includes:

- Hard Rolling Case with Custom Foam Inserts
- 1 Listen Technologies Auri Transmitter with USB-C Power Supply (available in black or white)
- Tripod with Custom Mount (extends between 7-8 feet)
- 4 Auracast Receivers with Headphones
- 4 Neckloops
- XLR Connector Cable (allows you to tie into an existing AV system)
- Auri Manager System Login for Easy System Set Ups
- Tripod Clip with Metal Sign (available in gold or silver)
- Optional Add On - Shure Wired Microphone (Contact for Price Adjustment to Add)

Permanent Auracast Installation Includes:

- Installation Labor
- 1 x Listen Technologies Auri Transmitters with USB-C power supply (available in black or white)
- Audio Cable
- Auracast Receivers with Headphones (number depends on application)
- 4 Neckloops (only needed if doing Auracast only installation)
- Auri Manager System Login for Easy System Updates
- 2 Metal Wall Signs (already included if doing dual system integration)

For the investment page we have broken down technology into several options.

- Option 1 - Hearing Loop + Auracast (our recommended solution)
- Option 2 - Auracast Only
- Option 3 - Hearing Loop Only

Caption Companion – Improving your Accessibility Options, Not Just Audio

Thunder Hearing & Sound is now proud to expand our offerings to include Caption Companion Tablets. Allowing facilities to expand their accessibility offerings to not only include audio enhancement, but captioning as well.

Caption Companion is an 8-inch tablet-style device that offers, free, unlimited, fast and accurate real-time AI captioning.

- No internet needed
- No subscription, monthly fees, or per-minute charges
- No hassle - just turn it on and it immediately starts transcribing
- Comes uniquely paired with a Bluetooth SmartMic for unprecedented accuracy and versatility
- Easily connects to an Auracast receiver for crystal clear audio feed from anywhere in the room

Purchase of a Caption Companion Tablet Includes:

- 8-Inch Tablet
- USB-C Power Cable
- Bluetooth SmartMic
- Screen Protector Plus Case with Handle/Lanyard Strap
- Adapter Cable to plug into Tablet + Headphone Jack

Additionally, if you want to provide captioning for a large group or event, adding the optional HDMI adapter allows you to connect the tablet to a computer or projector to include the transcriptions as part of your presentation.

Option 1: Dwight Foster Public Library Hearing Loop + Auracast		Price	QTY	Subtotal
☒	Community Room Hearing Loop System Installation Above Ceiling Tiles + Auracast (1 Day)	\$12,650.00	1	\$12,650.00
Hearing Loop Wire Installation Attached Above Ceiling Tiles Includes: Ampetronic C Series Phased Array Loop Driver, Installation Labor, Wire, Feeder Wire, 1 Basic Loop Receiver with Headphones, 1 Listen Technologies Auracast Transmitter, 6 Auracast Receivers with Headphones, 1-16 Unit Charging Tray for Auri Receivers, USB-C Power Supply + Audio Cable, Cart Clamp for Auracast Mounting, Isolation Transformer, 2 Metal Wall Signs, Promotional Materials, Training Videos				
☒	Auracast Early Adopter Special Discount	-\$589.40	1	-\$589.40
Equipment Discount for Auracast Gear - Limited Time				
Option 2: Auracast Only				
☐	Community Room Auracast System Installation (1/2 Day)	\$7,431.00	1	\$7,431.00
1 Listen Technologies Auracast Transmitter, 6 Auracast Receivers with Headphones, 1-16 Unit Charging Tray for Auri Receivers, 4 Neckloops, 1xPoE Switcher for Transmitter Power + Audio Cable/CAT5e Cable, 2 Metal Wall Signs, Promotional Materials, Training Videos				
☐	Auracast Early Adopter Special Discount	-\$636.24	1	-\$636.24
Equipment Discount for Auracast Gear - Limited Time				
Option 3: Hearing Loop Only				
☐	Community Room Hearing Loop Installation (1/2 Day)	\$7,025.00	1	\$7,025.00
Hearing Loop Wire Installation Attached Above Ceiling Tiles Includes: Ampetronic C Series Phased Array Loop Driver, Installation Labor, Wire, Feeder Wire, 3 Basic Loop Receiver with Headphones, 2 Metal Wall Signs, Promotional Materials, Training Videos				
Additional Option Items to Consider				
☐	Hearing Loop Receiver - Rechargeable Upgrade (Loop Only Solution)	\$781.00	1	\$781.00
Fee to Upgrade Provided 5 Hearing Loop Receivers to Rechargeable Receivers, Includes 1-5 Unit Charging Tray with Power Supply				
☐	Portable Auracast Kit	\$5,000.00	1	\$5,000.00
Portable Auracast Kit Includes: Rolling Hard Case with Custom Foam Insert, Listen Technologies Auracast Transmitter with XLR Connection Cables + USB-C Power Supply, Tripod with Custom Mount, 4 Auracast Receivers with Headphones, 1-4 Unit Charging Tray, 4 Neckloops, Tripod Sign Clip + Metal Sign (wired Shure microphone can be added for additional charge)				
Caption Companion - Live Caption Tablet				
☐	Caption Companion Tablet with Case + Bluetooth Microphone	\$1,699.00	1	\$1,699.00
Caption Companion Tablet Includes Case with Screen Protector, Bluetooth Microphone, Charging Cable, Adapter Cable to Connect to Auracast Receiver				

☐	CC HDMI Adapter Cable	\$55.00	1	\$55.00
HDMI Adapter Cable to Connect Tablet to Computer for Screen Presentations/Captioning				

Tax	\$0.00
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Total	\$12,060.60
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MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to a Veeam back-up upgrade by Ignatek (Lippert)

BACKGROUND

The library's IT vendor Ignatek recommends updating the library's back-up environment based on recent changes to the Veeam platform.

DISCUSSION

Veeam has made updates to their back-up platform and licensing. As a result, Ignatek advises that the way the library's back-ups were previously configured is no longer the most reliable or supported approach. Ignatek recommends updating the Veeam infrastructure in order to continue protecting the library's data properly and to remain aligned with Veeam's current requirements.

Library staff consulted with other libraries about the proposal. Pauline Haass Public Library in Sussex proceeded with upgrading their Veeam hardware.

FINANCIAL ANALYSIS

The library did not anticipate needing to update the Veeam hardware in 2026 so library staff did not specifically budget for this project in 2026. Library staff would include the expense in the Information Sources/Services expenditure fund. Ignatek originally submitted a proposal for the recommended upgrade on March 6, 2026 with an estimated cost of \$3,710.15. The newest proposal includes cost savings compared to the original proposal, with an estimated total of \$2,922.50. The cost savings come from a gently used but like new NAS, a stock PC, and a more accurate estimate of labor hours.

RECOMMENDATION

Library staff recommends approving Ignatek's proposal to upgrade the library's Veeam hardware for the estimated cost of \$2,922.50.

ATTACHMENTS

1. Ignatek Veeam Hardware Upgrade 08142026
2. Veeam Backup Upgrade 03062026



We have prepared a quote for you

Veeam Hardware Upgrade

Quote # 004483

Version 1

Prepared for:

Dwight Foster Public Library

Minetta Lippert
minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield
cs@ignatek.com



Friday, August 14, 2026

Dwight Foster Public Library
Minetta Lippert
209 Merchants Avenue
Fort Atkinson, WI 53538
minetta@fortlibrary.org

Dear Minetta,

Update: The PC on the quote is a new machine but the NAS and the drives in the NAS are gently used from another customer that ended up not needing it and used it for less than a month so it is like new.

The attached quote outlines updates we're recommending to your backup environment based on recent changes to the Veeam platform.

Veeam has made updates to their backup platform and licensing, and because of those changes, the way your backups were previously configured is no longer the most reliable or supported approach. To continue protecting your data properly and remain aligned with Veeam's current requirements, the backup infrastructure needs to be updated.

The proposed solution includes a dedicated backup PC, a NAS with redundant drives, updated licensing, and the labor needed to deploy and configure the new Veeam platform. This setup is designed to provide a more reliable and supported backup environment that better protects your business data.

This upgrade will improve overall reliability, ensure long term supportability, and provide faster and more dependable recovery options if data ever needs to be restored.

Please let me know if you have any questions about the quote or would like to review it together. I am happy to walk through everything with you.

If not, signing the online quote will allow us to move forward with the order.

*****THIS IS AN ESTIMATE AND NOT A FIXED COST PROPOSAL. ALL TECHNOLOGY VARIES AND WILL BE ACTUAL TIME BILLED*****

Krista Busfield
Office Coordinator
Ignatek LLC

Hardware

Description		Price	Qty	Ext. Price
A70PJUT#ABA	HP Pro SFF 400 G9 Desktop Computer - Intel Core i5  HP Pro SFF 400 G9 Desktop Computer - Intel Core i5 14th Gen i5-14500 - 16 GB - 512 GB SSD - Small Form Factor - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English Keyboard - 240 W	\$1,139.00	1	\$1,139.00
DS223	Synology DiskStation SAN/NAS Storage System  Synology DiskStation SAN/NAS Storage System - 1 x Realtek RTD1619 Quad-core (4 Core) 1.70 GHz - 2 x HDD Supported - 0 x HDD Installed - 2 x SSD Supported - 0 x SSD Installed - 2 GB RAM DDR4 SDRAM - Serial ATA Controller - RAID Supported 0, 1, Basic,	\$229.00	1	\$229.00
IGN-Internal Drive	Hard Drive Internal Hard Drive	\$237.25	2	\$474.50
Subtotal				\$1,842.50

Services

Description		Price	Qty	Ext. Price
IGN-Labor	Ignatek Hourly Labor Ignatek hourly labor	\$1,080.00	1	\$1,080.00
Subtotal				\$1,080.00



Veeam Hardware Upgrade

Quote Information:

Quote #: 004483

Version: 1

Delivery Date: 08/14/2026

Expiration Date: 09/11/2026

Prepared for:

Dwight Foster Public Library

209 Merchants Avenue

Fort Atkinson, WI 53538

Minetta Lippert

(920) 563-7790

minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield

(608) 314-0895

cs@ignatek.com

Quote Summary

Description	Amount
Hardware	\$1,842.50
Services	\$1,080.00
Total:	\$2,922.50

THIS IS NOT A BILL

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Dwight Foster Public Library

Signature:

Name:

Krista Busfield

Title:

Office Coordinator

Date:

08/14/2026

Signature:

Name:

Minetta Lippert

Date:



We have prepared a quote for you

Veeam Backup Upgrade

Quote # 004257
Version 1

Prepared for:

Dwight Foster Public Library

Minetta Lippert
minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield
cs@ignatek.com



Monday, May 11, 2026

Dwight Foster Public Library
Minetta Lippert
209 Merchants Avenue
Fort Atkinson, WI 53538
minetta@fortlibrary.org

Dear Minetta,

The attached quote outlines updates we're recommending to your backup environment based on recent changes to the Veeam platform.

Veeam has made updates to their backup platform and licensing, and because of those changes, the way your backups were previously configured is no longer the most reliable or supported approach. To continue protecting your data properly and remain aligned with Veeam's current requirements, the backup infrastructure needs to be updated.

The proposed solution includes a dedicated backup PC, a NAS with redundant drives, updated licensing, and the labor needed to deploy and configure the new Veeam platform. This setup is designed to provide a more reliable and supported backup environment that better protects your business data.

This upgrade will improve overall reliability, ensure long term supportability, and provide faster and more dependable recovery options if data ever needs to be restored.

Please let me know if you have any questions about the quote or would like to review it together. I am happy to walk through everything with you.

*****THIS IS AN ESTIMATE AND NOT A FIXED COST PROPOSAL. ALL TECHNOLOGY VARIES AND WILL BE ACTUAL TIME BILLED*****

Krista Busfield
Office Coordinator
Ignatek LLC

Hardware

Description	Price	Qty	Ext. Price
BH9H1UT#ABA HP ProDesk 4 SFF G1i Desktop AI PC Wolf Pro Security Edition  HP ProDesk 4 SFF G1i Desktop AI PC Wolf Pro Security Edition - Small Form Factor - Intel - Core Ultra 7 - Processor / Number: 265 - Processor / Clock Speed: 2.4 - 20-Core - Max Turbo Frequency: 5.3 - 32 GB DDR5-5600 MT/s (1 x 32 GB) - 512 GB PCIe NVMe M.2 SSD - Intel Graphics - Power Adapter - Power / Provided (W): 280 - Intel Wi-Fi 6E AX211 - Wi-Fi, Bluetooth 5.3 - Keyboard, Mouse - Jack black - Microsoft Windows 11 Professional - 1-1-1 Wty	\$2,169.00	1	\$2,169.00
DS223 Synology DiskStation SAN/NAS Storage System Synology DiskStation SAN/NAS Storage System - 1 x Realtek RTD1619 Quad-core (4 Core) 1.70 GHz - 2 x HDD Supported - 0 x HDD Installed - 2 x SSD Supported - 0 x SSD Installed - 2 GB RAM DDR4 SDRAM - Serial ATA Controller - RAID Supported 0, 1, Basic,	\$311.15	1	\$311.15
WD40EFPX Western Digital 4TB WD Red Plus NAS Internal Hard Drive HDD  Western Digital 4TB WD Red Plus NAS Internal Hard Drive HDD - 5400 RPM, SATA6 Gb/s, CMR, 256 MB Cache, 3.5"	\$195.00	2	\$390.00
Subtotal			\$2,870.15

Services

Description	Price	Qty	Ext. Price
IGN-Labor Ignatek Hourly Labor Ignatek hourly labor	\$1,400.00	1	\$1,400.00
Subtotal			\$1,400.00



Veeam Backup Upgrade

Quote Information:

Quote #: 004257

Version: 1

Delivery Date: 05/11/2026

Expiration Date: 06/11/2026

Prepared for:

Dwight Foster Public Library

209 Merchants Avenue

Fort Atkinson, WI 53538

Minetta Lippert

(920) 563-7790

minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield

(608) 314-0895

cs@ignatek.com

Quote Summary

Description	Amount
Hardware	\$2,870.15
Services	\$1,400.00
Total:	\$4,270.15

THIS IS NOT A BILL

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Dwight Foster Public Library

Signature:

Name: Krista Busfield

Title: Office Coordinator

Date: 05/11/2026

Signature:

Name: Minetta Lippert

Date:



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Library Exhibit Policy (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

The main intention of the proposed revisions is to update the policy for clarity and accuracy. A notable change is the removal of the identification of specific exhibit areas in the library to reflect the current practice of allowing exhibits and displays in many different areas of the library.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Library Exhibit Policy.

ATTACHMENTS

1. 12_Library Exhibit Policy REVISION DRAFT
2. 12_Library Exhibit Policy REDLINE DRAFT
3. 12_Library Exhibit Policy



Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections.

Applications for exhibits must be submitted to library personnel. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk. The Library's insurance policy covers only items owned by the Library. All exhibitors are required to sign an agreement that releases the Library from responsibility for any items in the exhibit. The agreement must be signed and submitted to the Library on or before the exhibit set-up date.

Approved by the Dwight Foster Public Library Board of Trustees
Passed: 3/11/2013



Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections. ~~Art will be displayed in the Jones Gallery. Collections will be displayed in either the Jones Gallery or the Batterman Children's Library display case.~~

Applications for exhibits must be ~~made through~~submitted to library personnel ~~and will be processed on a first come, first served basis~~. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

~~The library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the library are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases the library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the library director on or before the exhibit set-up date.~~

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

The ~~L~~Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the ~~L~~Library are placed there at the owner's risk. The Library's insurance policy covers only items owned by the ~~library~~Library. All exhibitors are required to sign an ~~Release A~~greement that releases the ~~library~~Library from responsibility for any items in the exhibit. ~~The Exhibit A~~greement must be signed and submitted to the ~~L~~Library ~~director~~ on or before the exhibit set-up date.

Approved by the Dwight Foster Public Library Board of Trustees
Approved/Passed: 03/11/2013



Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections. Art will be displayed in the Jones Gallery. Collections will be displayed in either the Jones Gallery or the Batterman Children's Library display case.

Applications for exhibits must be made through library personnel and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

The library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the library are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases the library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the library director on or before the exhibit set-up date.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

Approved: 03/11/13



MEMORANDUM

DATE: September 14, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Public Access Internet Policy (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

The main intention of the proposed revisions is to update the policy for clarity and accuracy. The biggest change in the proposed revision is the removal of computer time limits in recognition that access to computer time is no longer a scarce resource at the Dwight Foster Public Library.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Public Access Internet Policy.

ATTACHMENTS

1. 17_Public Access Internet Policy REVISION DRAFT
2. 17_Public Access Internet Policy REDLINE DRAFT

3. 17_Public Access Internet Policy



Public Access Internet Policy

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. Making the Internet accessible to the public is compatible with the Library's mission statement since the Internet does allow access to ideas, information, and commentary from around the globe. However, the Dwight Foster Public Library has no control over these resources nor does the Library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Some content may be offensive or illegal.

It is not possible for the Library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the Library, patrons agree that the Library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the Library.

Staff will assist patrons with Internet use as time permits but cannot guarantee extensive individual instruction.

By using Dwight Foster Public Library's Internet workstation(s) or Wi-Fi network, all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.
- No one may use the Internet for illegal or unethical purposes.

- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems, or data belonging to others. No one may damage or alter components of any network or database.
- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- No one may display threatening, harassing, or abusive language or images.
- No one may change any setup or configuration of the Library's software or hardware.
- No one may install their own software on the Library's computers.
- No one may download to the computer's local hard drive. Downloading to portable storage media is permitted. Printing is allowed, however, patrons will be charged for the use of the printer.

Computer and Wi-Fi usage data may be kept on file but is considered confidential. Users of library Internet services should realize they can have no expectation of privacy while using the Internet or Wi-Fi as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the Library, and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 9/29/1997

Revised: 1/11/1999

Revised: 4/5/1999

Revised: 1/10/2000

Revised: 4/4/2005

Revised: 8/29/2011

Revised: 7/12/2022



Public Access Internet Policy

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. Making the Internet accessible to the public is compatible with the Library's mission statement since the Internet does allow access to ideas, information, and commentary from around the globe. However, the Dwight Foster Public Library has no control over these resources nor does the ~~library~~ Library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Some content may be offensive or illegal.

It is not possible for the ~~library~~ Library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the ~~library~~ Library, patrons agree that the ~~library~~ Library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library ~~materials and~~ resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the ~~library~~ Library.

Staff will assist patrons with Internet use as time permits but cannot ~~necessarily offer guarantee extensive~~ individual ~~personal~~ instruction ~~on a walk-in basis~~. ~~For more than a 5-minute introduction to our computers, it is strongly suggested that patrons call ahead for an appointment.~~

By using Dwight Foster Public Library's Internet ~~the public Internet~~ workstation(s) or Wi-Fi network, at the Dwight Foster Public Library all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.

- No one may use the Internet for illegal or unethical purposes.
- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems, or data ~~belongs~~ belonging to others.- No one may damage or alter ~~software~~ components of any network or database.
- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- ~~No one may display threatening, harassing, or abusive language and or images.~~
- ~~No one may use the library's Internet connection for the purposes of solicitation, advertisement, or for any other commercial purposes.~~
- ~~No one may change any setup or configuration of the library's software or hardware.~~
- No one may install their own software on the library's computers.
- No one may download to the computer's local hard drive.- Downloading to portable storage media is permitted.- Printing is allowed, however, patrons will be charged for the use of the printer.

~~The library uses a computerized reservation system for the online computers. Telephone reservations for Internet time will not be taken. A library card and PIN (personal identification number or password) will be required for reservations and for logging on to the public access computers. Adult computers have a limit of 120 minutes per day. Users will be granted an initial 90 minutes at logon with 30 minutes of additional time given in increments if no one else is waiting. Teen and Youth computers have a limit of 90 minutes per day. 60 minutes will be granted at logon with 30 minutes of additional time given in increments if no one else is waiting.~~

~~Individuals who are not residents of the area but would like to use the computer will be granted a guest pass in lieu of a permanent library card.~~

Computer ~~sign-in~~ and Wi-Fi usage data may be kept on file but is considered confidential. - Users of library Internet services should realize they can have no expectation of privacy while using the Internet or Wi-Fi as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the Library, and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Approved by the Dwight Foster Public Library Board of Trustees

~~Adopted~~Passed: ~~09~~/29/~~19~~97

Revised: ~~01~~/11/~~19~~99

Revised: ~~04~~/~~05~~/~~19~~99

Revised: ~~01~~/10/~~20~~00

Revised: ~~04~~/~~04~~/~~20~~05

Revised: ~~08~~/29/~~20~~11

Revised: 7/12/2022



Public Access Internet Policy

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. Making the Internet accessible to the public is compatible with the Library's mission statement since the Internet does allow access to ideas, information and commentary from around the globe. However, the **Dwight Foster Public Library** has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Some content may be offensive or illegal.

It is not possible for the library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the library, patrons agree that the library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library materials and resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the library.

Staff will assist patrons with Internet use as time permits but cannot necessarily offer individual personal instruction on a walk-in basis. For more than a 5-minute introduction to our computers, it is strongly suggested that patrons call ahead for an appointment.

By using the public Internet workstation(s) at the Dwight Foster Public Library all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.
- No one may use the Internet for illegal or unethical purposes.
- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems or data belongs to others. No one may damage or alter software components of any network or database.

- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- No one may display threatening, harassing, or abusive language and images.
- No one may use the library's Internet connection for the purposes of solicitation, advertisement, or for any other commercial purposes.
- No one may change any setup or configuration of the library's software or hardware.
- No one may install their own software on the library's computers.
- No one may download to the computer's local hard drive. Downloading to portable storage media is permitted. Printing is allowed, however, patrons will be charged for the use of the printer.

The library uses a computerized reservation system for the online computers. Telephone reservations for Internet time will not be taken. A library card and PIN (personal identification number or password) will be required for reservations and for logging on to the public access computers. Adult computers have a limit of 120 minutes per day. Users will be granted an initial 90 minutes at logon with 30 minutes of additional time given in increments if no one else is waiting. Teen and Youth computers have a limit of 90 minutes per day. 60 minutes will be granted at logon with 30 minutes of additional time given in increments if no one else is waiting.

Individuals who are not residents of the area but would like to use the computer will be granted a guest pass in lieu of a permanent library card.

Computer sign-in data may be kept on file but is considered confidential. Users of library Internet services should realize they can have no expectation of privacy while using the Internet as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the library and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Adopted: 09/29/97

Revised: 01/11/99

Revised: 04/05/99

Revised: 01/10/00
Revised: 04/04/05
Revised: 08/29/11
Revised: 7/12/2022