



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

BOARD OF TRUSTEES OF THE DWIGHT FOSTER PUBLIC LIBRARY

NOVEMBER REGULAR MEETING

IN PERSON AND VIA ZOOM

MONDAY, NOVEMBER 11, 2024 – 9:30 AM

ROTARY ROOM (2ND FLOOR OF LIBRARY)

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSPp5S0loa1lJdz09>

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

Dial by Location

+1 646 931 3860 US

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. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the October regular meeting
- 4. Financial Report**
 - a. Discussion relating to November financial report of the library (Lippert)
- 5. Approval of Bills**
 - a. Review and possible action relating to the library's bills (Lippert)
- 6. Public Input**
- 7. Reports**

- a. Director's Report
- b. Friends of the Library Liaison Report

8. Unfinished Business

9. New Business

- a. Review and possible action relating to the 2025 Bridges Library System Annual Addendum (Lippert)
- b. Review and possible action relating to the Library's 2025 holidays and closure dates (Lippert)
- c. Review and possible action relating to Materials Selection Policy revision (Lippert)
- d. Review and possible action relating to Meeting Room Policy revision which merges FCCU, Friends and Wisconsin, Rotary, Niedecker, Gates, Boyer policies (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 2 "Who Runs the Library" (Lippert)
<https://vimeo.com/showcase/11330550/video/999853307>

11. Adjournment

2024 Library Board Meeting Dates:

January 8, February 12, March 11, April 8, May 13, June 10, August 12, September 9, October 14, November 11, December 9

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**Board of Trustees Meeting
Dwight Foster Public Library
October 14, 2024 - 9:30AM**

1) Call to Order: The meeting was called to order at 9:36 AM by Diana Shull.

2) Roll Call

Present: Leslie LaMuro, Davin Lescohier, Minetta Lippert, Julie Olver, Sara Podoll, Diana Shull, Rebecca Houseman, Sarah Dorfman, Lori Compas, Rob Abbot, Rebecca Paulraj, Sarah Dorfman

Absent:

3) Approval of minutes (Move to approve Julie Olver: 2nd Rebecca Paulraj, unanimous approval)

4) Financial report of the library – Minetta L. (Discussion) Heating and the squirrel incident have caused budget overages but we are on track to make our budget goals. Insurance is covering all but about \$5,000 of the squirrel costs. The heating is not covered.

5) Approval of bills (Move to approve Davin Lescohier :, 2nd Julie Olver, unanimous approval)

6) Public input: None

7) Library Director's report – Minetta L. (Discussion) Highlights: Trustees invited to Bridges Trustee Appreciation Event this Thursday RSVP today. Dianna will give rides. Daphne Adamson, the new Youth Librarian is now on board and learning fast. Maintenance from Harkers HVAC is over \$8000 for 2 annual visits. Boilers are out and Klecker's heating & AC will be here to check out problems on Oct. 16. Two book cart donations from High School Alumni classes. Creative Landscapes will be replacing the bricks soon and applying sealant, recommending that sealant is applied every 2 years. The Library Memory Project awarded Wisconsin Library Association's Library Programming Innovation Award, with a lovely quote from one of DFPL's memory care patrons who feels at home at the library.

8) Reconsideration Request: Sasquatch Sunset – Minetta L. (Action; Move to approve Leslie LaMuro, 2nd Davin Lescohier, unanimous approval) Motion to retain item. Several board members watched the film and felt that it fell into a cult category and would be entertaining for some patrons, but not all.

9) Discuss Library Board meeting time – Diana S. (Discussion) At this time everyone is fine with the current time. Diana pointed out that when new trustee members are being recruited it is important to have a diverse pool, and a time change may be necessary to accommodate them. It may not be as convenient for those still serving but important for diversity.

10) 2024 CIP Project update: flooring replacement (Action: Approve project spending, Move to

approve Rob Abbot , 2nd Julie Olver, unanimous approval) This is for the floor replacement in the computer lab, there is considerable wear and some areas pose trip hazards. Minetta recommends Adair due to price. There was some discussion about using a JM the local bidder but the price was considerably higher and we need to be cost conscious when using the trust funds.

11) Trustee Training: The Trustee Job Description – Minetta L. (Discussion) Chapter 1, Davin said that it was nice seeing how some of the job description was pertinent to this month's agenda. It is a good idea to review a chapter each meeting.

12) Friends of the Library Liaison report – Julie Olver. (Discussion) Annual mtg. Roger Ziegler gave his talk about his quadrant kaleidoscope art and live demonstration, Minnetta and Julie spoke, and volunteer bakers provided lots of snacks.

12) Adjournment – (Move to approve Julie Olver,: 2nd Rebecca Paulraj, unanimous approval)

Adjourned at 10:20 AM

Minutes respectfully submitted by:

Leslie LaMuro

Next regular meeting November 11, 2024 at 9:30Am



November 2024 Financial Report

Expense Fund Accounts	Description	City Budget	Spent	\$ left in budget	Expected costs	Expected revenue	Projected left in budget
15-55-5511-0100	Salaries - Regular (FT)		\$350,000.00	\$259,739.94	\$90,260.06		\$90,260.06
15-55-5511-0200	Salaries - Part Time		\$126,100.00	\$107,623.29	\$18,476.71		\$18,476.71
15-55-5511-0300	Salaries - Janitor		\$19,500.00	\$20,453.35	-\$953.35		-\$953.35
	Total Salaries		\$495,600.00	\$387,816.58	\$107,783.42		\$107,783.42
15-55-5511-2500	Benefits		\$175,000.00	\$133,855.43	\$41,144.57		\$41,144.57
15-55-5511-0600	Supplies		\$19,500.00	\$19,628.64	-\$128.64	\$3,594.67	\$3,466.03
15-55-5511-0700	Postage (Acct DFPL-Minetta 38806)		\$500.00	\$1,178.52	-\$678.52		-\$678.52
15-55-5511-0800	Insurance		\$6,500.00	\$6,319.00	\$181.00		\$181.00
15-55-5511-0900	Telephone		\$550.00	\$175.40	\$374.60		\$374.60
15-55-5511-1000	Electricity and Water		\$39,000.00	\$25,331.21	\$13,668.79		\$13,668.79
15-55-5511-1100	Natural Gas		\$14,000.00	\$3,386.75	\$10,613.25		\$10,613.25
15-55-5511-1200	Maint. & Repair		\$25,000.00	\$36,824.83	-\$11,824.83	\$5,132.56	-\$6,692.27
15-55-5511-1300	Books		\$64,200.00	\$47,388.37	\$16,811.63		\$16,811.63
15-55-5511-1400	Other		\$800.00	\$539.51	\$260.49		\$260.49
15-55-5511-1500	Periodicals		\$4,800.00	\$2,512.69	\$2,287.31		\$2,287.31
15-55-5511-1600	A.V.		\$26,100.00	\$22,928.36	\$3,171.64		\$3,171.64
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$4,523.44	-\$773.44	\$1,540.00	\$766.56
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,583.27	\$416.73		\$416.73
15-55-5511-1900	Information Sources/Services		\$52,000.00	\$49,890.15	\$2,109.85		\$2,109.85
15-55-5511-2000	Programming		\$8,000.00	\$6,195.45	\$1,804.55	\$1,146.60	\$2,951.15
	Total Operations/Services		\$266,700.00	\$228,405.59	\$38,294.41	\$0.00	\$11,413.83
	Total Operating Budget		\$937,300.00	\$750,077.60	\$187,222.40	\$0.00	\$11,413.83
							\$198,636.23
15-60-0065-1100	CIP Furniture Replacement		\$6,000.00	\$0.00	\$6,000.00		\$6,000.00
15-60-0065-1101	CIP Equipment Repair		\$5,500.00	\$285.37	\$5,214.63		\$5,214.63
15-60-0065-1103	CIP Computers		\$5,000.00	\$4,222.25	\$777.75		\$777.75
15-60-0065-1104	CIP Carpet/Flooring		\$12,000.00	\$0.00	\$12,000.00		\$12,000.00
	Grand Totals:		\$965,800.00	\$754,585.22	\$211,214.78	\$0.00	\$11,413.83
							\$222,628.61

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$17,990.00	\$17,991.76
15-44-0044-6120	Jeff. Co. Aid	\$282,736.00	\$283,446.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$7,391.94
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$923.01
15-47-0047-1100	Donations	\$8,000.00	\$17,882.81
15-44-0044-6135	Trust Contributions	\$28,500.00	\$0.00
15-41-0041-1100	General Property Taxes	\$616,000.00	\$616,000.00
15-48-0048-1200	Insurance Recoveries	\$0.00	\$5,132.56
15-49-0049-9999	Fund Balance (used)	\$4,374.00	\$4,374.00
		\$965,800.00	\$953,142.08

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (end of 2023)
\$69,265.24	\$882,242.35	\$58,405.00

Signatures of Approval:

Director	President	Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AMAZON CAPITAL SERVICES			
139W-773Y-X9RK	DVDS	110.24	15-55-5511-1600 LIBRARY-A.V.
13MD-4V9R-TGJG	RUBBER BANDS	72.33	15-55-5511-0600 LIBRARY-Supplies
13PR-FPFH-K9L3	1RESIDENT ALIEN: SEASON THREEBY: AMAZON.COM SERVICES, INC	23.98	15-55-5511-1600 LIBRARY-A.V.
16KC-DCV1-1XGG	1 COLD TO THE TOUCH: A THRILLERASIN: 1639107754SOLD BY: AMAZON.COM SERVICES, INCORDER #112-3240256- 5293809	16.69	15-55-5511-1300 LIBRARY-Books
16KK-VD1R-YTV6	1 BARBIE AND STACIE TO THE RESCUE [DVD]	9.19	15-55-5511-1600 LIBRARY-A.V.
1739-W73Q-K3QC	BOOKS	24.55	15-55-5511-1300 LIBRARY-Books
1739-W73Q-K3R7	1 SHARPIE PERMANENT MARKERS, CHISEL TIP, BLACK, 4 COUNTASIN: B000F8R95GSOLD BY: AMAZON.COM SERVICES, INCORDER # 112-1947412- 2055410	8.88	15-55-5511-0600 LIBRARY-Supplies
1CF3-6FNR-97NL	EXIT DOOR BATTERIES	34.99	15-55-5511-0600 LIBRARY-Supplies
1H3X-9F6V-3C91	DVDS	68.16	15-55-5511-1600 LIBRARY-A.V.
1H9V-CDC4-317L	BATTERY HAWK (4 PACK) NI- CD UNITECH AA500MAH BL93NC487DAA700MAH4.8V BST 4.8V 700MAH D- AA500MAH AA600MAHELB- B006	28.99	15-55-5511-0600 LIBRARY-Supplies
1HMV-QPWJ-31PQ	DVDS	64.47	15-55-5511-1600 LIBRARY-A.V.
1JCT-49Q7-VXVX	1MONSTER HIGH 2 [DVD]	12.79	15-55-5511-1600 LIBRARY-A.V.
1LGK-RCYM-L6PC	1 DESPICABLE ME 4 (DVD)	19.96	15-55-5511-1600 LIBRARY-A.V.
1Q1N-HYKX-W4WC	1ELMER'S ALL PURPOSE SCHOOL GLUE STICKS, WASHABLE, 7 GRAMS, 30COUNT	8.27	15-55-5511-0600 LIBRARY-Supplies
1Q34-1TGK-4L9Y	GENIUNE JOE PINK LOTION SOAP (PACK OF 4)	-42.10	15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-L3VH	1GRIFITI BAND JOES X CROSS STYLE 6" ASSORTED COLOR 20 PACK BIGSTRONG ELASTIC RUBBERBANDS PRESSURE COOKING, OFFICE, PUZZLES,BOARD GAMES HEAT COLD UV LARGE COLORFUL HEAVY GIANT SILICONERUBBER BANDSASIN: B00GLIIRKORDER #112- 9089905-2536209	15.98	15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-MJNF	SWIFFER HEAVY DUTY REFILLS, 11 COUNT - BLACK - CLEANING DUSTERS FORSCREEN, FAN, FURNITURE, PICTURE FRAME - SOFT, LIGHTWEIGHT PLASTICWITH FEATHER HEAD		

Invoice Number	Description	Total Cost	GL Account and Title
1TXK-LCGH-MJNF	& EXTENDABLE HANDLE JINCLEAN 2 PACK OF 24" COTTON REFILLS FOR INDUSTRIAL CLASS FLOORDUST MOP SERIES CAN BE FIT WITH OTHERS	14.44 18.99	15-55-5511-0600 LIBRARY-Supplies 15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-MJNF	UINEKO PLASTIC SPRAY BOTTLE (4 PACK, 32 OZ, ALL- PURPOSE) HEAVYDUTY SPRAYING BOTTLES LEAK PROOF MIST EMPTY WATER BOTTLE FORCLEANING SOLUTION PLANTING PET WITH ADJUSTABLE NOZZLE ANDMEASUREMENTS	14.99	15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-MJNF	INSPIRE HEAVY DUTY 6MIL ORIGINAL QUALITY STRETCH NITRILE BLACKGLOVES DISPOSABLE LATEX FREE MEDICAL, FOOD, MECHANIC, TATTOO	88.09	15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-MJNF	DIVERSEY 903904 STRIDE CITRUS NEUTRAL CLEANER, COMMERCIAL FLOORCLEANER, CITRUS SCENT, CONCENTRATE, 1- GALLON (PACK OF 4) PACKAGINGMAY VARY	46.19	15-55-5511-0600 LIBRARY-Supplies
1TXK-LCGH-MJNF	GENIUNE JOE PINK LOTION SOAP (PACK OF 4)	42.10	15-55-5511-0600 LIBRARY-Supplies
1VCT-W916-KRPM	KNUCKLES [DVD]ASIN:SOLD BY: AMAZON.COM SERVICES, INCB0D21Q1LKXORDER # 112- 9441263-4701867	15.99	15-55-5511-1600 LIBRARY-A.V.
1VCT-W916-KRPM	INSIDE OUT 2 - DVDASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DCK6XSGFORDER # 112 -9441263-4701867	19.96	15-55-5511-1600 LIBRARY-A.V.
1WL6-H4RR-MQT6	DVDS	128.41	15-55-5511-1600 LIBRARY-A.V.
1YT9-449L-6CKJ	WHAT YOUR SIXTH GRADER NEEDS TO KNOW: FUNDAMENTALS OF A GOODSIXTH-GRADE EDUCATION, REVISED EDITION (THE CORE KNOWLEDGESERIES)	16.65	15-55-5511-1300 LIBRARY-Books
1YT9-449L-6CKJ	I SPY FANTASY: A BOOK OF PICTURE RIDDLESERVICES, INC	9.75	15-55-5511-1300 LIBRARY-Books
Total AMAZON CAPITAL SERVICES:		892.93	
AMY CHRISTIAN 10-14-24	ACCESSABILITY PANEL MILEAGE REIMBURSEMENT	54.27	15-55-5511-1800 LIBRARY-Continuing Ed & Travel

Invoice Number	Description	Total Cost	GL Account and Title
Total AMY CHRISTIAN:		54.27	
AT & T			
10-28-24	SERVICES	7.43	15-55-5511-0900 LIBRARY-Telephone
10-28-24	SERVICES	7.43	15-55-5511-0900 LIBRARY-Telephone
9-28-24	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
9-28-24	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		29.74	
BRANDONS SPRINKLER SERVICE			
10182024	WINTERIZE IRRIGATION SYSTEMS	320.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total BRANDONS SPRINKLER SERVICE:		320.00	
BRODART CO			
BrodartSeptember2	AV	397.22	15-55-5511-1600 LIBRARY-A.V.
BrodartSeptember2	BOOKS	3,156.44	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		3,553.66	
CENTER POINT LARGE PRINT			
2123655	5 LARGE PRINT BOOKS	122.25	15-55-5511-1300 LIBRARY-Books
2125767	5 LARGE PRINT BOOKS	121.65	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		243.90	
CENTURYLINK			
708289572	STATE PROGRAM/LONG DISTANCE SERVICE #10	2.10	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		2.10	
CHARTER COMMUNICATIONS			
170837201102124LI	#11 LIBRARY	186.83	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		186.83	
DEMCO INC			
7544686	2 PKG STICK TOGETHER POSTERS, 9 ROLLS VISTAFOIL	399.23	15-55-5511-0600 LIBRARY-Supplies
7549276	NAME TAG, 6 PKGS BOOKMARKS, 1 ROLL FILM-FIBER TAPE	105.78	15-55-5511-0600 LIBRARY-Supplies
7549381	1 LIBRARY QUIET 6 SLOPING SHELF BOOK TRUCK, WITHOUT DELIVERY CHARGE	516.06	15-55-5511-0600 LIBRARY-Supplies
7559000	1 NAME TAG	18.33	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		1,039.40	

Invoice Number	Description	Total Cost	GL Account and Title
DWIGHT FOSTER PUBLIC LIBRARY			
September 2024 Pe	STAMPS AND SHIPPING	160.62	15-55-5511-0700 LIBRARY-Postage
September 2024 Pe	2 KEYS MADE AT ACE	16.84	15-55-5511-0600 LIBRARY-Supplies
Total DWIGHT FOSTER PUBLIC LIBRARY:		177.46	
FESTIVAL FOODS			
SEPT LIBRARY	TREATS FOR PROGRAM	22.05	15-55-5511-2000 LIBRARY-Programming
Total FESTIVAL FOODS:		22.05	
G.F.C. LEASING			
960894	#11 FOR 2024 4/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
85691549	4 LARGE PRINT BOOKS	128.76	15-55-5511-1300 LIBRARY-Books
85716212	2 LARGE PRINT BOOKS	55.98	15-55-5511-1300 LIBRARY-Books
85779496	2 LARGE PRINT BOOKS	65.58	15-55-5511-1300 LIBRARY-Books
85786931	4 LARGE PRINT BOOKS	125.56	15-55-5511-1300 LIBRARY-Books
85794379	4 LARGE PRINT BOOKS	117.56	15-55-5511-1300 LIBRARY-Books
85794844	2 LARGE PRINT BOOKS	63.18	15-55-5511-1300 LIBRARY-Books
85854107	2 LARGE PRINT BOOKS	56.78	15-55-5511-1300 LIBRARY-Books
85863151	2 LARGE PRINT BOOKS	48.78	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		662.18	
HOOPLA OR MIDWEST TAPE LLC			
506126143	DIGITAL BOOKS, COMICS, MOVIES, MUSIC	1,208.98	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		1,208.98	
IGNATEK LLC			
20552	OCTOBER MONTHLY SERVICE	820.86	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		820.86	
JIM'S JANITORIAL SERVICE LLC			
15273	CLEANING 9/16-9/27/24	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15297	CLEANING 9/30/2024-10/11/2024	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15299	CLEANING 10/14-10/25/24	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		2,550.00	
JP MORGAN CHASE BANK-WIRE			
4337	WI LIBRARY ASS-2024 WLA CONF	410.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4337	GIMLET-MONTHLY SERVICE CHARGE	29.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
4337	APPLE-DOWNLOADED SONGS	12.72	15-55-5511-2000 LIBRARY-Programming

Invoice Number	Description	Total Cost	GL Account and Title
Total JP MORGAN CHASE BANK-WIRE:		451.72	
KONE			
921654156	REPAIR ELEVATOR BATTERY OPERATED RESCUE DEVICE	1,725.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total KONE:		1,725.00	
MIDWEST TAPE			
506109150	2 CDS, 3 AUDIOBOOKS	156.25	15-55-5511-1600 LIBRARY-A.V.
506151332	1 CD	22.78	15-55-5511-1600 LIBRARY-A.V.
506193817	2 ADULT DVDS	53.98	15-55-5511-1600 LIBRARY-A.V.
506195535	2 ADULT CDS	24.28	15-55-5511-1600 LIBRARY-A.V.
506205849	2 CDS, 1 AUDIOBOOK, 2 DVDS	119.25	15-55-5511-1600 LIBRARY-A.V.
506253893	2 CDS AND 1 AUDIOBOOK	87.12	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		463.66	
MR PLUMBER			
102224-13	REPAIR 2ND FLOOR AND MAINFLOOR RESTROOMS	200.98	15-55-5511-1200 LIBRARY-Maint. & Repairs
82324-16	REPLACED BATHROOM SINK FAUCET AND REPLACED FAUCET BATTERY	322.92	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MR PLUMBER:		523.90	
OPPORTUNITIES INC			
PSI627820	22X28 POSTER FOR BRIDGES TRUSTEE APPRECIATION EVENT	36.00	15-55-5511-0600 LIBRARY-Supplies
Total OPPORTUNITIES INC:		36.00	
PACKERLAND RENT-A-MAT INC			
3151828	MAT SERVICE	132.40	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		132.40	
PENWORTHY COMPANY			
0602567-IN	10 CHILDREN'S BOOKS	190.60	15-55-5511-1300 LIBRARY-Books
Total PENWORTHY COMPANY:		190.60	
ROCKET INDUSTRIAL INC			
IN00495923	3 CASES MULTIFOLD TOWELS	86.07	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		86.07	
SCHOLASTIC LIBRARY PUBLISHING			
62946597	7 BOOKS	113.75	15-55-5511-1300 LIBRARY-Books
62946624	1 JUV BOOK	20.15	15-55-5511-1300 LIBRARY-Books
62962721	5 JUV BOOKS	81.25	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
62962742	4 JUV BOOKS	80.60	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		295.75	
SHELBY SCHOENHERR			
10-15-24	BRIDGES CATALOGING MEETING MILEAGE	40.20	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total SHELBY SCHOENHERR:		40.20	
WATER DEPARTMENT			
10-31-24	WATER	813.41	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		813.41	
WE ENERGIES			
10-22-24	#9 ELECTRIC	3,113.14	15-55-5511-1000 LIBRARY-Electricity and Water
10-22-24	#9 GAS	38.73	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		3,151.87	
WISCONSIN HISTORICAL SOCIETY			
000115	GREAT LAKES, SMALL STREAMS EXHIBIT	75.00	15-55-5511-2000 LIBRARY-Programming
Total WISCONSIN HISTORICAL SOCIETY:		75.00	
Grand Totals:		20,278.86	

Library Director's Report

November 2024

Staffing

- At this time, I am still covering the assistant director responsibilities and Sandy is helping with bills and training part-time staff.
- Our new Youth Services Librarian Daphne is quickly settling in at our library. She has led several storytimes already and is starting outreach visits in November.
- Amy Christian is working with the Jefferson County ADRC to create “Dementia Friendly” training videos for library staff.

Maintenance of Facility and Equipment

- On Friday, October 25, Creative Landscapes replaced the brick pavers under the bench on the northwest corner of the library's lawn. I think the new bricks look beautiful, and I am excited for improved safety and durability.



- Rick Ring from Klecker's fixed the library's two boilers on Tuesday, October 15. Though expensive, this repair was necessary and appreciated because the temperature inside the library was 58 degrees when both boilers weren't functioning.
- A technician from Mr. Plumber fixed the faucet in one of the second floor restrooms on October 18. A few days later, another faucet malfunctioned. Mario Rodriguez from Mr.

Plumber kindly taught me how to replace the batteries in the library's automatic faucets and urinal so I can attempt these repairs by myself in the future.

- On Tuesday, October 15, I presented to City Council requesting the release of funding for the 2024 CIP flooring replacement project. Thank you to Rebecca Houseman for drafting the memo and for providing guidance about City Council's role in the process.
- A seam on the floor in the computer lab split apart. To protect patrons from the tripping hazard, we turned off the computers above the area and placed a cone over the split. Thankfully, this problem will be fixed when we replace the floor in the computer lab.
- Library staff selected the LVT design for the second floor computer lab. After the tiles are ordered, I will work with Adair to schedule a date for the project.
- We are changing our contract with Packerland to drop off and clean floor mats throughout our building only once a month during the winter rather than twice a month. This will save the library about \$100 per month during the winter months. Since our janitorial company vacuums the mats while they are in the building, we think swapping them once a month will be sufficient.
- I am working on gathering estimates from companies for replacement furniture.

Programs and Services

- Deb, Daphne, Amy, and Carlee have been working to create a Winter Program Guide about upcoming programs in December, January, and February. The program guide will be released to the public in late November/early December.
- Daphne and Carlee represented the library at Trunk or Teat at Jones Park on October 31.
- Bridges Library System donated an AI translator to our library. We already have AI translators at our service desks. We intend to use the new AI translator for programs and outreach.
- Bridges Library System will provide three portable hearing loops for our library's service desks. Angela Meyers from Bridges will also provide training for staff about the portable hearing loops.

Budget/Donations

- The Fort Atkinson High School Class of 1959 delivered the new cardinal red book cart that they donated to the library. E.G. Becker worked with Krueger Jeweler to engrave a plate for the side of the cart. Four class members visited the library on November 1 to take a picture for the newspaper.

Displays and Marketing

- The "Great Lakes, Small Streams" traveling exhibit from the Wisconsin Historical Society is on display in the Jones Gallery



Director's Report

until November 11 showcasing the importance of our Great Lakes and how water has shaped Wisconsin.

Bridges/APL/Jefferson County Library Service

- Diana Shull, Davin Lescohier, Sara Podoll, and I attended Bridges' Trustee appreciation event on October 17 at the Brookfield Public Library. Thank you all for serving on the Library Board and sharing your time and expertise!
- In my role as the administrator for the Jefferson County Library Service, I verified that Jefferson County municipalities with libraries passed resolutions requesting exemption from the Jefferson County library tax and filed these resolutions with the County before November 1.
- Bridges Library System is considering a group purchase of CloudNine Reservation from Envisionware. Our library currently uses PC Reservation from Envisionware. Going forward, Envisionware plans to stop updated PC Reservation and instead encourage customers to move to CloudNine Reservation. This change will include an initial migration fee. If Bridges moves forward with CloudNine Reservation, this would save us \$2200 for the initial migration fee plus about \$450 each year.
- I attended a "Cataloging Refresher" workshop led by Beth Bechtel from Bridges Library System on October 21 to learn about cataloging in Leap. Thank you to Shelby for helping to coordinate this training at our library.
- On October 24, Luke Bocher and I attended the Bridges Library Friends Morning Coffee at the Oconomowoc Public Library. The group discussed topics relating to engaging and growing a Library Friends group.

Other

- Members of the Library Board's Policy Committee—Diana Shull, Rebecca Paulraj, and I—met on Tuesday, October 22 at 6 p.m. to discuss changes to the Materials Selection Policy and the Meeting Room Policy.
- On Friday, October 25, I attended the Fort Atkinson Senior Center's Friday breakfast as a guest eater. I was able to share information about the library's services.
- On Monday, October 28, I attended an "Ask Me Anything" webinar for new directors about library administration led by staff members from the Wisconsin Department of Public Instruction.
- I attended the Wisconsin Library Association conference from November 6-8 in Green Bay.

Dwight Foster Public Library
Monthly Statistical Report

October 2024

Library collection:	Sept 2024	Oct 2024	Oct 2023
Items in collection	91,225	91,682	89,424
Number of item records created	587	612	
Number of items deleted	480	825	

Circulation by material type:	Sept 2024	Oct 2024	Oct 2023
Selected book circulation:			
Book	3,643	3,918	3,803
Browsing (Lucky Day Book)	26	18	53
Children's book	5,490	6,376	5,969
New book (nonfiction)	304	352	347
New fiction	443	492	444

Selected AV circulation:			
Blu-Ray	96	69	64
Browsing AV (Lucky Day AV)	35	36	82
CD	188	193	113
CD book	179	186	244
Children's Blu-Ray	6	7	21
Children's CD	3	5	3
Children's CDBook	25	33	36
Children's digital audiobook (+/YA Playaway)	57	63	
Children's DVD	513	435	609
DVD	1,473	1,485	1,823
Nonfiction DVD	81	82	61
Playaway	69	74	55

Selected other circulation:			
Book club kits	5	5	1
Children's magazine	18	25	26
Library of things	218	232	215
Magazine	201	209	181
Total physical item circulation:	13,369	14,574	14,695

Digital circulation:	Sept 2024	Oct 2024	Oct 2023
Hoopla	526	541	407
Overdrive ebooks and digital audiobooks	2,607	2,653	
Overdrive magazines	219	286	
Total digital item circulation:	3,352	3,480	3,212

Circuation by patron statistical class:	Sept 2024	Oct 2024	Oct 2023
City of Fort Atkinson circulation:	7,506	8,081	8,525
Jefferson County "City" circulation:	1,071	1,381	468
Jefferson County Rural circulation:	3,624	3,763	4,148
Total:	13,145	14,576	14,165

Cardholders:	Sept 2024	Oct 2024	Oct 2023
YTD new patron registrations	935	988	
Total number of cardholders	8,271	8,289	8,164

Patrons in the building:	Sept 2024	Oct 2024	Oct 2023
Total number of patrons	6,256	7,118	7,896
Largest day/number	Sept 24/388	Oct 18/444	Oct 19/397
Smallest day/number	Sept 21&28/153	Oct 19/136	Oct 28/186

Public computers and wifi use:	Sept 2024	Oct 2024	Oct 2023
Number of users of public internet computers	750	798	750
Hours of public internet computer use	461	550	490
Number of unique wireless clients	959	1,134	1,044
Average daily wireless visits	96	112	34
Wifi Total Data Transferred	1.53 TB	1.76 TB	1.38 TB

Patron questions at desks:	Sept 2024	Oct 2024	Oct 2023
Reference interactions	157	174	244
General/Directional	188	207	146
Technical Assistance	344	414	280
Circulation	103	130	82
Conflict/Resolution	4	1	3

Other:	Sept 2024	Oct 2024	Oct 2023
Books mended	56	30	43
AV mended	40	106	97
Copy machines	8,959	7,836	7,920
Outgoing faxes	81	75	92
Incoming faxes	11	12	4

Resource sharing:	Sept 2024	Oct 2024	Oct 2023
Outgoing ILL	109	152	153
Incoming ILL	26	27	13
DFPL items shipped to other libraries	2,042	1,975	2,436
Holds received at DFPL	2,460	2,628	2,036

Programs and attendance:	Sept 2024	Oct 2024	Oct 2023
Young child (0-5) programs/attendance	13 prog/171 att	16 prog/262 att	
Child (6-11) programs/attendance	0 prog/0 att	0 prog/0 att	
Young adult (12-18) programs/attendance	2 prog/4 att	1 prog/6 att	
Adult (19+) programs/attendance	9 prog/208 att	10 prog/76 att	
General interest (all ages) programs/attendance	1 prog/8 att	1 prog/7 att	
Total programs/attendance:	25 prog/305 att	28 prog/351 att	

**2025 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. The Waukesha County reimbursement payment will be made by March 1. eContent grant funds will be distributed in March.

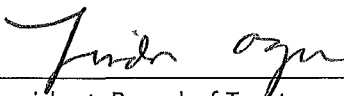
DWIGHT FOSTER PUBLIC LIBRARY (FORT ATKINSON)

	Waukesha County	eContent Grant
Paid to Library	\$868	\$2,543

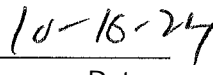
	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$1,248	\$432	\$3,535	\$4,238	\$19,024

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

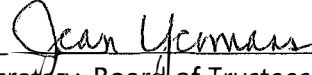
BRIDGES LIBRARY SYSTEM



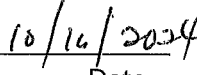
President, Board of Trustees



Date



Secretary, Board of Trustees



Date

LIBRARY

President, Board of Trustees

Date

Secretary, Board of Trustees

Date

Date: November 11, 2024

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: 2025 Library Holidays and Closures

Background

Each year, the Library Board determines the library's closure dates for the upcoming calendar year.

Discussion

Library staff proposes the following 2025 closure dates:

Reason	Date	Library Status	City Holiday?
New Year's Day	Wednesday, January 1	Library closed	City Holiday
Staff Training	Friday, March 14	Library closed 8 a.m.-1 p.m.	
Spring Holiday	Friday, April 18	Library closed	City Holiday
Memorial Day	Monday, May 26	Library closed	City Holiday
Independence Day	Friday, July 4	Library closed	City Holiday
Staff Training	Friday, August 8	Library closed	
Labor Day	Monday, September 1	Library closed	City Holiday
Veterans Day	Tuesday, November 11	Library open	City Holiday (hours used for 12/31)
Wednesday before Thanksgiving	Wednesday, November 26	Library closes at 5 p.m.	
Thanksgiving Day	Thursday, November 27	Library closed	City Holiday
Day after Thanksgiving	Friday, November 28	Library closed	City Holiday
Winter Break	Monday, December 22	Library closes at 5 p.m.	
Winter Break	Tuesday, December 23	Library closes at 5 p.m.	

Christmas Eve	Wednesday, December 24	Library closed	City Holiday
Christmas Day	Thursday, December 25	Library closed	City Holiday
Winter Break	Friday, December 26	Library closes at 5 p.m.	
Winter Break	Monday, December 29	Library closes at 5 p.m.	
Winter Break	Tuesday, December 30	Library closes at 5 p.m.	
New Year's Eve	Wednesday, December 31	Library closed	Full-time staff use holiday hours from Veteran's Day

The proposed schedule includes the ten holidays outlined by the City of Fort Atkinson's employee handbook. Historically, the Dwight Foster Public Library has remained open on Veteran's Day but closed on New Year's Eve instead. Library staff recommends following that same pattern in 2025.

Unlike many City offices, the library is open to the public past 5 p.m. five days per week as well as on Saturdays. Historically, the library has closed at 5 p.m. the Wednesday before Thanksgiving and on days during the weeks of Christmas and New Year's due to lighter foot traffic and to enable staff to have more time with their families.

Finally, staff requests closing the library to the public from 8 a.m.-1 p.m. on March 14 and all day on August 8 for staff training.

Recommendation

Library staff recommends approving the proposed schedule of 2025 holidays and closures.

Date: November 11, 2024
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Materials Selection Policy Revision

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

In August 2024, the Dwight Foster Public Library received a request for reconsideration of an item owned by the library. Going through the reconsideration process highlighted how the library’s current “Materials Selection Policy” differs from procedures recommended by the American Library Association.

When proposing edits to Dwight Foster Public Library’s Materials Selection Policy, staff considered the American Library Association’s example for public library procedures for handling formal complaints as well as approved policies from Brookfield, Mukwonago, Muskego, Pauline Haass (Sussex), and Pewaukee.

Most edits aim to make the policy clearer and more consistent, but a couple changes were more significant. Staff added a line to the list of objectives to reflect the sentiment articulated in other areas of the policy that the library’s collections serve many purposes, including fulfilling entertainment wants and needs.

The biggest suggested changes in the policy are in the Challenged Materials section. The proposed procedures retain some of Dwight Foster Public Library’s original procedures while also incorporating recommended procedures from the American Library Association. The newly proposed procedure would first have the Library Director and appropriate staff review the reconsideration request and the material in question to determine whether the selection and possession of the item follow the library’s policies. The patron would then have the option to appeal the decision to the Library Board of Trustees.

The Library Board’s Policy Committee met on October 22, 2024 to review the proposed revisions for the Materials Selection Policy.

Following the Policy Committee meeting, Adult Services Librarian Deb Bauer recommended several changes to the “Special Collections” section to reflect current practices. The library has not acquired new microfilm for several years, and staff anticipates that the library may not

always own a functioning microfilm reader. Many works owned by Lorine Niedecker were transferred to the Hoard Historical Museum following Library Board approval.

Recommendation

Staff recommends that the Library Board of Trustees approves the revised Materials Selection Policy in order to provide clear guidance for staff members selecting materials and to improve reconsideration procedures. Attached, you will find a copy of the proposed Materials Selection Policy revision followed by a copy that tracks all of the changes, provided for the sake of transparency.



Materials Selection Policy

Purpose

The mission of the Dwight Foster Public Library as adopted by the Library Board of Trustees is as follows:

The mission of the Dwight Foster Public Library is to help people achieve their full potential by being a leading resource for information, education, culture, and recreation.

To fulfill that mission, the Dwight Foster Public Library will provide all area residents ready access to a broad collection of materials in a variety of formats that record our knowledge, ideas, and culture within the limitations of space and budget. It is the responsibility of the Library to satisfy the diverse education, information, and entertainment needs of its library patrons through the selection, acquisition, organization, and preservation of library materials and to provide skilled guidance in their use. The Library is directed in this process by the following objectives:

- To assemble, preserve, and administer, in organized collections, books and related educational, recreational, and cultural materials, both print and non-print, in order to promote, through guidance and stimulation, the communication of ideas, an enlightened citizenship, and enriched personal lives;
- To serve the community as a center of reliable information in print, non-print, and electronic formats;
- To facilitate continuing education, both formal and informal, for all ages;
- To seek to continually identify community needs, to provide programs of service and materials to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services or materials to meet community needs;
- To encourage the development of reading skills;
- To provide materials for entertainment, enrichment, and recreation purposes as well as education, information, and research;
- To stimulate thoughtful participation in the life of the family, the community, the country, and the world.

Selection of Materials

The Dwight Foster Public Library Board of Trustees shall delegate to the Director the authority and responsibility for selection of all print and non-print materials. Responsibilities for actual selection shall rest with appropriate trained personnel who discharge this obligation consistent with the Library Board's adopted selection criteria.

Involved in the choice of materials are the experience and knowledge of those staff members selecting materials, their familiarity with the community, its needs and demands, other library resources, the existing collection, other libraries' collections, the Library's materials budget, and the physical limitations of the library building.

Materials will be judged on the basis of the content and style of the work as a whole, not by selected or random passages or scenes which in themselves may be offensive.

Reviews in professional journals are used in the selection process and are sought whenever possible. However, the lack of a review or an unfavorable review shall not preclude the Library's acquisition of a title. If the title is in demand or is determined to fill a particular need of the Library, it may be acquired.

In addition to reviews, the Library uses standard lists of basic works, visual inspection, publisher's catalogs, and bibliographies. At times, the library staff may consult subject area specialists to obtain advice on building certain subjects or areas of the collection.

Some factors influencing selection of an item include (but are not limited to): factual accuracy and reliability of information, timeliness, current usefulness, significance of the subject, popular interest, permanent value, relevance to the existing collection, qualifications of author or illustrator, style and readability, reputation of the publisher, arrangement of the material, format and physical qualities, and price.

Non-book materials are an integral part of the Library's holdings; these include but are not limited to: periodicals, videos, audios, and access to electronic information. The selection of non-book materials is governed by the same criteria which apply to books. In addition, special consideration is given to the technical quality of non-print materials (e.g. sound quality in recording, search engine in electronic information, color reproduction in videos, etc.).

Demand is a valid factor in material selection. Materials selected by these criteria will be of popular interest and in high demand or of significant current interest, not always of enduring value. An item in heavy demand may be duplicated if prolonged use is anticipated; however, the Dwight Foster Public Library will not duplicate heavily at the expense of a first copy of important though less-called-for material needed in the permanent collection.

The Library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its users. No library material shall be excluded because of the race, nationality, or political or social view of the author.

The Library takes no sides on public issues and does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. The Library recognizes its responsibility to provide various points of view, within the limitations of space, budget, and availability, to enable people to make their own decisions.

Suppliers for library materials will be at the discretion of the Library Director and trained staff. Speed, pricing structure, availability, and service will all be considerations.

Access

The Library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of materials in the collection may not preclude its use by others.

Library materials will not be sequestered except for the purpose of protection from theft or damage.

Children are not limited to the juvenile collection, although the juvenile collection is kept together to facilitate use. Responsibility for a child's reading or viewing must rest with the parent or guardian of the child, not with the Library. In this, librarians can be important allies to the family. Professional members of the library staff are trained to help all patrons identify and seek materials which are appropriate to their expressed needs and viewpoints. The collection is designed to serve the whole community.

The Library and the Family

Most parents acknowledge and vigorously defend their own right and responsibility to guide their own children's moral development. The Library supports the family in this.

However, some people demand that the library collection exclude difficult or controversial materials from which they wish to shield their own (or somebody else's) children.

It is precisely at the point that a child encounters difficult or disturbing information—whether in daily life or in a book, video, etc. that the parent must do his or her part.

That the task may occasionally seem overwhelming begs the issue. To sanitize a library collection to avoid the possibility of such moments dodges the point.

Through library materials, some subjects can be approached with children in a context which will aid the parents in preparing the child for adulthood. The timing of such encounters as a child grows up is a serious matter. It is not entirely controllable. Nevertheless, guidance in these matters is the parents' responsibility.

Challenged Materials

The Dwight Foster Public Library Board of Trustees subscribes in principle to the statements on library philosophy as expressed by the American Library Association in the “Library Bill of Rights” and the “Freedom to Read Statement.”

When a citizen objects to a particular selection, the objections shall be made in writing and the following procedures will be adhered to in processing the complaint:

1. A concerned patron may request a Reconsideration of Library Materials form. The objecting patron should be a resident of the City of Fort Atkinson or a non-librariated area of Jefferson County. Residents’ taxes from these areas pay for the materials held by the Library; therefore, only residents may request that a material be reconsidered. Further, the objecting patron should have an active library account at the Dwight Foster Public Library.
2. The patron reads Dwight Foster Public Library’s “Materials Selection Policy” and the American Library Association’s “Library Bill of Rights” and “Freedom to Read Statement.”
3. The patron completes the Reconsideration of Library Materials form and returns the form to the Library Director. The Library Director informs the Board at the next regularly scheduled Board meeting that a challenge has been received.
4. The Library Director, with appropriate library staff, will review the reconsideration form and the material in question to consider whether its possession follows the criteria stated in the “Materials Selection Policy.”
5. The Library Director will make a determination about the item. The Library Director will communicate this determination in writing to the patron who requested the reconsideration stating the reasons for the decision. The Library Director will include the determination in the Library Board’s next regular meeting packet.
6. If the individual is not satisfied with the decision, a written appeal may be submitted within 30 days to the Library Board of Trustees.
7. Following a 45-day period during which the Library Board of Trustees members should study the item in question, the Library Director will present the reconsideration request and written appeal to the Library Board of Trustees at its next regularly scheduled meeting. The patron requesting the reconsideration will be invited to attend the board meeting at which the material and the request will be discussed.
8. The Library Board of Trustees will determine whether the request for reconsideration has been handled in accordance with Dwight Foster Public Library’s policies.
9. The patron requesting the evaluation will be notified in writing of the Library Board of Trustees’ decision.
10. If a material has been reconsidered for the collection, the Library Director and Library Board of Trustees will not review it again for 24 months.

Collection Maintenance and Deselection

The Library keeps its collection vital and useful by retaining or replacing essential material and removing on a systematic and continuous basis those materials which are worn, outdated, of little historical significance, or no longer in demand. Discarded items may be given to other libraries or organizations but are usually given to the Friends of the Dwight Foster Public Library. These discarded items are then sold by and for the

benefit of the Friends of the Dwight Foster Public Library. Items unsuitable for the Friends of the Library book sale, items which have not sold after a period of time, and other discarded items may be disposed of.

Gifts

The Library will encourage and gratefully accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials are considered with the explicit understanding that such factors as currency, duplication, lack of community interest, processing costs, unsuitability for library use, or inadequate shelf space may prevent their addition to the collection. Gift materials not meeting the same standard as purchased materials may be given to other organizations, sold, recycled, or discarded.

A letter for tax purposes will be given to the donor if requested at the time the donation is made acknowledging receipt of the gift but specifying no value.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

All gift items become the Library's property from the time of the receipt until the time of disposal.

Special Collections

The Library assumes the responsibility for acquiring and maintaining certain materials of local historical interest.

Works authored by Lorine Niedecker, Fort Atkinson poet, will be acquired and maintained for historical interest. Works written about Lorine Niedecker will also be acquired for the collection.

Newbery and Caldecott Medal books will be acquired for and maintained in the Waterman Memorial Collection.

Passed: February 1989

Revised: May 1996

Revised: May 2000

Revised: March 2022

Revised: January 2023



Materials Selection Policy

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- To serve the community as a center of reliable information in print, non-print, and electronic formats;
- To facilitate continuing education, both formal and informal, for all ages;
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DRAFT Dwight Foster Public Library: Materials Selection Policy

1

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That the task may occasionally seem overwhelming begs the issue. To sanitize a library collection to avoid the possibility of such moments dodges the point.

Through library materials, some subjects can be approached with children in a context which will aid the parents in preparing the child for adulthood. The timing of such encounters as a child grows up is a serious matter. It is not entirely controllable. Nevertheless, guidance in these matters is the parents' responsibility.

DRAFT Dwight Foster Public Library: Materials Selection Policy

Challenged Materials

The Dwight Foster Public Library Board of Trustees subscribes in principle to the statements on library philosophy as expressed by the American Library Association in the “Library Bill of Rights” and the “Freedom to Read statement”.
Copies of both documents are linked.

When a citizen objects to a particular selection, the objections shall be made in writing and the following procedures will be adhered to in processing the complaint:

1. A concerned patron may request a Reconsideration of Library Materials form. The objecting patron should be a resident of the City of Fort Atkinson or a non-librariated area of Jefferson County. Residents’ taxes from these areas pay for the materials held by the Library; therefore, only residents may request that a material be reconsidered. Further, the objecting patron should have an active library account at the Dwight Foster Public Library.
2. The patron reads Dwight Foster Public Library’s “Materials Selection Policy” and the American Library Association’s “Library Bill of Rights” and “Freedom to Read Statement.”
3. The patron completes the Reconsideration of Library Materials form and returns the form to the Library Director. The Library Director informs the Board at the next regularly scheduled Board meeting that a challenge has been received.
4. The Library Director, with appropriate library staff, will review the reconsideration form and the material in question to consider whether its possession follows the criteria stated in the “Materials Selection Policy.”
5. The Library Director will make a determination about the item. The Library Director will communicate this determination in writing to the patron who requested the reconsideration stating the reasons for the decision. The Library Director will include the determination in the Library Board’s next regular meeting packet.
6. If the individual is not satisfied with the decision, a written appeal may be submitted within 30 days to the Library Board of Trustees.
7. Following a 45-day period during which the Library Board of Trustees members should study the item in question, the Library Director will present the reconsideration request and written appeal to the Library Board of Trustees at its next regularly scheduled meeting. The patron requesting the reconsideration will be invited to attend the board meeting at which the material and the request will be discussed.
8. The Library Board of Trustees will determine whether the request for reconsideration has been handled in accordance with Dwight Foster Public Library’s policies.
9. The patron requesting the evaluation will be notified in writing of the Library Board of Trustees’ decision.
10. If a material has been reconsidered for the collection, the Library Director and Library Board of Trustees will not review it again for 4224 months.

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- ~~Be a resident of the City of Fort Atkinson OR a non-librariad area of Jefferson Co. Residents' taxes from these areas pay for the materials held by the library; therefore, only residents may request that a materials be reconsidered.~~
- ~~Be a Dwight Foster Public Library card holder.~~
- ~~Patron reads *Materials Selection Policy and Library Bill of Rights*;~~
- ~~Patron completes the *Request for Reconsideration of Library Materials* form;~~
- ~~Patron returns the form to the library;~~
- ~~Following a 45-day grace period, the Director will present the form to the Library Board of Trustees at its next regularly scheduled meeting; (Library Board of Trustees members are to study the item in question during the 45-day grace period.)~~
- ~~Patron requesting the evaluation will be invited to attend the board meeting at which the material and the request will be discussed;~~
- ~~Library Board will make a final decision in regard to the item;~~
- ~~Patron requesting the evaluation will be notified in writing of the Library Board of Trustees' decision.~~
- ~~If a material, work, or book has been reconsidered for the collection, the Library Board will not review it again for 12 months.~~

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Replacement and Collection Maintenance and Deselection

The ~~library~~ Library keeps its collection vital and useful by retaining or replacing essential material; and removing on a systematic and continuous basis those ~~books~~ materials which are worn, outdated, of little historical significance, or no longer in demand. ~~Proceeds resulting from the sale of single items valued over \$100 will go to the City of Fort Atkinson. Other d~~ Discarded items may be given to other libraries or organizations; but are usually given to the Friends of the Dwight Foster Public Library. These discarded items are then sold by and for the benefit of the Friends of the Dwight Foster Public Library. Items unsuitable for the Friends of the Library book sale, items which have not sold after a period of time, and other discarded items may be disposed of.

Gifts

The ~~library~~ Library will encourage and gratefully accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials are considered with the explicit understanding that such factors as currency, duplication, lack of community interest, processing costs, unsuitability for library use, or inadequate shelf space may prevent their addition to the collection. Gift materials not meeting the same standard as purchased materials may be given to other organizations, sold, recycled, or discarded.

A letter for tax purposes will be ~~sent given~~ acknowledging to the donor if requested at the time the donation is made, ~~acknowledging~~ acknowledging receipt of the gift ~~by but~~ specifying no value.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

DRAFT Dwight Foster Public Library: Materials Selection Policy

All gift items become the ~~library's~~ Library's property from the time of the receipt until the time of disposal.

Special Collections

The ~~library~~ Library assumes the responsibility for acquiring and maintaining certain materials of local historical interest. ~~Local newspaper and county census records on microfilm will be acquired and maintained. The published works of local authors/illustrators will form an important part of this collection.~~

Works authored by ~~or owned by~~ Lorine Niedecker, Fort Atkinson poet, will be acquired and maintained for historical interest. Works written about Lorine Niedecker will also be acquired for the collection.

Newbery and Caldecott Medal books will be acquired for and maintained in the Waterman Memorial Collection.

Passed: February 1989

Revised: May 1996

Revised: May 2000

Revised: March 2022

Revised: January 2023

Date: November 11, 2024

To: Board of Trustees of the Dwight Foster Public Library

From: Minetta Lippert, Library Director

Subject: Meeting Room Policy Revision

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

Previously, the library had two meeting room policies: one for the FCCU Community Room and the Friends Rogers Room on the main level and one for the Wisconsin, Rotary, Gates, Boyer, and Niedecker rooms on the second floor. The main purpose of this policy revision is to join the two policies together into one document that applies to all meeting rooms.

Most edits aim to make the policy clearer and more consistent and to reflect current practices.

The biggest suggested change in the policy states that meeting rooms may not be booked more than three months in advance. Previous policies allowed meeting rooms to be booked 18 months in advance. Staff encountered many issues when groups were allowed to book rooms so far in advance. First, library staff generally only plan their programs a few months in advance. In order to utilize a meeting room for a library program, staff either have to work around openings on the meeting room schedule or “bump” a pre-existing reservation (which is allowed by the policy, but generally causes ill will). Some groups book meeting rooms 18 months in advance but then forget when their reservations have ended. Further, it can be difficult for new groups to find openings in our meeting rooms because regular groups already have them all reserved. Changing the reservation window would give everyone a more equal chance to utilize our spaces and also keep reservations more fresh in everyone’s minds.

Staff researched neighbor libraries’ policies regarding meeting room reservations. Jefferson Public Library allows groups to book meeting rooms for the new calendar year beginning on the first Monday of October of the prior year. Oconomowoc Public Library allows meeting rooms to be scheduled six months in advance, but groups may only schedule recurring reservations for three months in succession. Mukwonago Community Library allows reservations three months in advance.

The Library Board’s Policy Committee met on October 22, 2024 to review the proposed revisions for the Meeting Room Policy. Following the Policy Committee meeting, Adult Services Librarian Deb Bauer reviewed the proposed Meeting Room Policy and recommended eliminating the specific fees mentioned if staff time is required for set up, clean up, or security.

At this time, library staff do not provide extensive set up, clean up, or security assistance for groups using our meeting room spaces.

Recommendation

Staff recommends that the Library Board of Trustees approves the revised Meeting Room Policy that merges two former policies: “Meeting Room Policy: FCCU Community Room and Friends Rogers Room” and “Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms.” Attached, you will find a copy of the proposed Meeting Room Policy revision followed by a copy that tracks all of the changes, provided for the sake of transparency.



Meeting Room Policy

Purpose

Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture, and recreation.

The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth and its rules must be applied in a manner that takes particular account of their safety and welfare as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library and should not be allowed to disrupt the Library's primary purpose.

With that understanding, the Library does welcome the use of its meeting rooms and offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis. However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available

FCCU Community Room (seats 85)
Friends Rogers Room (seats 4-8)
Wisconsin Meeting Room (seats 10-12)
Rotary Meeting Room (seats 12-14)
Gates Study Room (seats 4)
Boyer Study Room (seats 4)
Niedecker Room (seats 8)

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library reserves the right to monitor all meetings held on its premises.

Who May Not Use the Meeting Rooms

Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal.

Process for Booking Meeting Rooms

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the Library closes, the group is responsible for designating a new responsible party who is present at the meeting. Walk-in reservations are accepted if the meeting/study rooms are available.

Hours of Availability

Meetings held in the FCCU Community Room and Friends Rogers Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use these meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form.

The Wisconsin, Rotary, Gates, Boyer, and Niedecker Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms and/or a charge to the responsible party.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

Programs must not disrupt the use of the Library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.

The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. While the rooms are free of charge, donations are accepted and appreciated.

If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the Library of a meeting room cancellation three days prior to the event if possible.

Restrictions on Use

- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the Jefferson County Literacy Council, the Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the Library or a pre-approved educational group or institution for short term classes, training, institutes, discussion groups, and forums.
- No organization may use the Library's address as its own organizational address.
- Except in cases of emergency, messages will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The Library will provide chairs, tables, lectern, projectors, and projection screens when available and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.
- Meetings of all groups convening more than once should be organized on a scheduled basis. It is the responsibility of the organization to make the reservations. Staff cannot anticipate the need for the use of a meeting room by

any organization. Applications for use of a meeting room may not be made more than three months in advance.

- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.
- Light refreshments may be served in meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage. No alcoholic beverages may be served without prior permission from the Library Board of Trustees.
- Smoking is not permitted anywhere in the Library.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display, and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

Adopted 5/92

Revised 2/3/97

Revised 10/5/98

Revised 8/7/00

Revised 12/6/2010

Revised 5/2/2011

Revised 1/9/12

Revised 5/9/22

Revised 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



Meeting Room Policy~~;~~

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FCCU Community Room and Friends of the Library Rogers Room

Purpose

~~+~~ ~~The~~ Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture,~~;~~ and recreation.

The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth and its rules must be applied in a manner that takes particular account of their safety and welfare as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library and should not be allowed to disrupt the Library's primary purpose.

With that understanding, the Library does welcome the use of its meeting rooms and offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis. However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available~~;~~

FCCU Community Room (seats 85)

Friends Rogers Room (seats ~~4~~-8)

Wisconsin Meeting Room (seats 10-12)

Rotary Meeting Room (seats 12-14)

Gates Study Room (seats 4)

Boyer Study Room (seats 4)

Niedecker Room (seats 8)

Who ~~may~~ ~~Use~~ the ~~meeting~~ ~~Meeting rooms~~ ~~Rooms~~ ~~:~~

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library reserves the right to monitor all meetings held on its premises.

Who ~~may~~ ~~May~~ ~~n~~ ~~ot~~ ~~u~~ ~~se~~ the ~~m~~ ~~Meeting~~ ~~r~~ ~~ooms~~

±Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal.

Process for ~~booking these m~~Meeting roomsRooms:

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. ~~Application must be made in writing prior to the event.~~ The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the ~~L~~library closes, the group is responsible for designating a new responsible party who is present at the meeting. Walk-in reservations are accepted if the meeting/study rooms are available.

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Hours of ~~availability~~Availability

±Meetings held in the ~~FCCU Community Room and Friends Rogers Roomse rooms~~ must begin during the ~~L~~library's open hours; ~~h~~. However, they can continue past library closing. Any group planning to use these meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form. ~~In the event of an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all use of its meeting rooms.~~

The Wisconsin, Rotary, Gates, Boyer, and Niedecker Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms and/or a charge to the responsible party.

In the event of an emergency, such as inclement weather or a loss of electricity, the ~~L~~Library reserves the right to close the ~~L~~Library and cancel all use of its meeting rooms.

Programs must not disrupt the use of the ~~library~~Library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users ~~will may~~ be denied future use of meeting rooms.

The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. ~~If staff time is requested or required, the group will be charged at a rate of \$50 for the first hour, or any portion of an hour, and \$35 for subsequent hours. Library related events are exempt from this fee.~~ While the rooms are free of charge, donations are accepted and appreciated.

If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval, or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the ~~library~~ Library of a meeting room cancellation ~~3~~ three days prior to the event if possible.

Restrictions on Use:

- Library staff shall have the right to cancel, re-schedule, or transfer meeting room locations or dates that conflict with ~~library~~ Library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, ~~The~~ the Jefferson County Literacy Council, ~~The~~ the Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the ~~library~~ Library or a pre-approved educational group or institution for short term classes, training, institutes, discussion groups, and forums.
- No organization may use the ~~library's~~ Library's address as its own organizational address.
- Except in cases of emergency, messages ~~cannot~~ will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.

- The ~~library~~ Library will provide chairs, tables, lectern, projectors, and projection screens; when available; and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment. ~~The use of hazardous materials is strictly prohibited.~~ In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.

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- The use of hazardous materials is strictly prohibited.
- Meetings of all groups convening more than once ~~shall~~ should be organized on a scheduled basis. It is the responsibility of the organization to make the reservations. Staff cannot anticipate the need for the use of a meeting room by any organization. Applications for use of a meeting room may not be made more than ~~eighteen~~ three months in advance.
- The person responsible must check in and out ~~at the library's front~~ at a library service -desk. ~~The person responsible will receive a copy of the Library Meeting Room Checklist upon arrival and must complete it and return it to the front desk when checking out which must occur at least 5 minutes prior to closing time. If the meeting is extending beyond library closing hours, the the group will leave the library in Meeting Room room Checklist checklist must be left in the room that was used.~~
- Light refreshments may be served in ~~the FCCU Community Room and the Friends Rogers Room~~ meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage. No alcoholic beverages may be served without prior permission from the Library Board of Trustees.
- Smoking is not permitted anywhere in the ~~library~~ Library.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.

Disclaimers:

- It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility what~~s~~ soever for any property placed in the Library in connection~~s~~ with a meeting, exhibit~~s~~ or display~~s~~; and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit~~s~~ or display.

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- The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library.- No advertisements or announcements implying such endorsements will be permitted.

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Adopted 5/92

Revised 2/3/97

Revised 10/5/98

Revised 8/7/00

Revised 12/6/2010

Revised 5/2/2011

Revised 1/9/12

Revised 5/9/22

Revised 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms)



Meeting Room Policy: Wisconsin, Rotary and Niedecker Meeting Rooms Gates and Boyer Study Rooms

Purpose: The Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture and recreation.

The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth, and its rules must be applied in a manner that takes particular account of their safety and welfare, as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library, and should not be allowed to disrupt the Library's primary purpose.

With that understanding, the Library does welcome the use of its meeting rooms and offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis. However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available:

Wisconsin Meeting Room—seats 10-12

Rotary Meeting Room—seats 12-14

Gates Study Room—seats 4

Boyer Study Room—seats 4

Niedecker Room—seats 8

Who may use the meeting rooms: The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library reserves the right to monitor all meetings held on its premises.

Who may not use the meeting rooms: Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal.

Process for booking these meeting rooms: Reservations must be made by a responsible member of the organization who will see that all regulations are followed. Reservations may be made in person or by calling the library. The group representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the meeting. Walk-in reservations are accepted if the meeting/study rooms are not already scheduled.

Hours of availability: These meeting rooms are available only during the hours the library is open. Anyone wishing to use the rooms is responsible for knowing the library's operating hours. In the event of an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all use of its meeting rooms. All meetings must be vacated and final checkout completed at least 5 minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms and/or a charge to the responsible party.

Programs must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. If staff time is requested, the group will be charged at a rate of \$50 for the first hour, or any portion of an hour, and \$35 for subsequent hours. Library related events are exempt from this fee. While the rooms are free of charge, donations are accepted and appreciated.

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- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself or the Friends of the Dwight Foster Public Library.
- No person or organization may make excessive use of meeting room.
- No admission fee may be charged except for meetings sponsored by the library or a pre-approved educational group or institution for short term classes, training, institutes, discussion groups, and forums.
- No organization may use the library's address as its own organizational address.
- Except in cases of emergency, messages cannot be conveyed to meeting room guests.

- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as clearing away their own equipment. The use of hazardous materials is strictly prohibited. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
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- The person responsible must check in and out at the library's front desk. The person responsible will receive a copy of the Library Meeting Room Checklist upon arrival and must complete it and return it to the front desk when checking out which must occur at least 5 minutes prior to closing time.
- Light refreshments may be served in the meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage. No alcoholic beverages may be served without prior permission from the Library Board of Trustees.
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Disclaimer:

- It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatever for any property placed in the Library in connections with a meeting, exhibit or display; and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.
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Adopted 5/92
 Revised 2/3/97
 Revised 10/5/98
 Revised 8/7/00
 Revised 12/6/2010
 Revised 5/2/2011

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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

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