



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

**LIBRARY BOARD MEETING  
IN PERSON AND VIA ZOOM  
MONDAY, DECEMBER 9, 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

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.

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**AGENDA**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of Minutes**
  - a. Review and possible action relating to the minutes of the November 11 regular meeting
- 4. Financial Report**
  - a. Discussion relating to December 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 Jefferson County Library Service Contracts (Lippert)
- b. Review progress on the 2024-2026 Strategic Plan (Lippert)
- c. Review and possible action relating to the meeting schedule of the Library Board of Trustees in 2025 (Lippert)
- d. Review and possible action relating to monthly Hoopla borrows (Lippert)

## **10. Miscellaneous**

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 3 "Bylaws-- Organizing the Board for Effective Action" (Lippert)  
<https://vimeo.com/showcase/11330550/video/1000152367>

## **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*

*Visit us online! City news and information can be found at [www.fortatkinsonwi.gov](http://www.fortatkinsonwi.gov), and be sure to follow us on Facebook @FortAtkinsonWI.*

**BOARD OF TRUSTEES OF THE DWIGHT FOSTER PUBLIC LIBRARY**  
**NOVEMBER REGULAR MEETING MINUTES**  
**MONDAY, NOVEMBER 11, 2024 | 9:30 AM**

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- 1. Call meeting to order** - The meeting was called to order at 9:33 AM by Diana Shull.
- 2. Roll call** - Present: Davin Lescohier, Minetta Lippert, Julie Olver, Sara Podoll, Diana Shull, Rebecca Houseman, Lori Compas, Rob Abbott, Rebecca Paulraj. Absent: Leslie LaMuro, Sarah Dorfman
- 3. Approval of Minutes** - Motion to approve with the edit below made by Lori Compas, 2nd by Davin Lescohier. Approved with abstention by Sara Podoll.
  - a. For item 8) *Reconsideration Request*, move “motion to retain item” sentence down so it is the last sentence in the paragraph
- 4. Financial Report** – Discussion – Minetta reported that she has no concerns about the annual budget and financials at the moment.
- 5. Approval of Bills** - Move to approve by Sara Podoll, 2nd by Julie Olver. Unanimous approval.
- 6. Public Input** - None
- 7. Reports**
  - a. Director's Report – Highlights:
    - New Youth Services Librarian Daphne is quickly settling in at the library
    - Creative Landscapes replaced the brick pavers under the bench on the northwest corner of the library’s lawn
    - Klecker’s fixed the library’s two boilers. Though expensive, this repair was necessary
    - Minetta presented to Fort Atkinson City Council, requesting the release of funding for the 2024 CIP flooring replacement project
    - *Full report in board packet*
  - b. Friends of the Library Liaison Report – Annual election of officers held, with all existing officers re-elected to their roles. Board will vote on 2025 funding at its November 14 meeting.
- 8. New Business**
  - a. Approve and sign addendum - Move to approve by Julie Olver, 2nd by Sara Podoll. Unanimous approval.
  - b. Reviewed Library's 2025 holidays and proposed closure dates - Move to approve by Julie Olver, 2nd by Davin Lescohier. Unanimous approval.
  - c. Reviewed proposed Materials Selection Policy revisions – Policy committee met to discuss revisions. Changes will make the DFPL policy align with the ALA policy. Board discussion resulted in the following edits:
    - In paragraph beginning, “When a citizen objects” ... change citizen to patron.
    - In paragraph beginning, “The objecting patron should be a resident” ... change

should to must.

Move to approve with proposed edits by Sara Podoll, 2nd by Julie Olver. Unanimous approval.

- d. Reviewed proposed Meeting Room Policy revisions, which merges FCCU, Friends and Wisconsin, Rotary, Niedercker, Gates, Boyer policies. Most edits aim to make the policy clearer and more consistent and to reflect current practices. 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. Move to approve by Davin Lescohier, 2nd by Sara Podoll. Unanimous approval.

**9. Miscellaneous**

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 2 "Who Runs the Library"

**10. Adjournment** - Move to adjourn at 10:14am by Davin Lescohier, 2nd by Sara Podoll. Unanimous approval.



December 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       | <a href="#">Salaries - Regular (FT)</a>                      | \$350,000.00        | \$300,001.71        | \$49,998.29         | \$30,000.00        |                    | \$19,998.29              |
| 15-55-5511-0200       | <a href="#">Salaries - Part Time</a>                         | \$126,100.00        | \$123,007.66        | \$3,092.34          | \$11,000.00        |                    | -\$7,907.66              |
| 15-55-5511-0300       | <a href="#">Salaries - Janitor</a>                           | \$19,500.00         | \$22,168.59         | -\$2,668.59         | \$2,550.00         |                    | -\$5,218.59              |
|                       | <b>Total Salaries</b>                                        | \$495,600.00        | \$445,177.96        | \$50,422.04         | \$43,550.00        |                    | \$6,872.04               |
| 15-55-5511-2500       | <a href="#">Benefits</a>                                     | \$175,000.00        | \$150,118.01        | \$24,881.99         | \$13,900.00        |                    | \$10,981.99              |
| 15-55-5511-0600       | <a href="#">Supplies</a>                                     | \$19,500.00         | \$19,952.01         | -\$452.01           |                    | \$3,594.67         | \$3,142.66               |
| 15-55-5511-0700       | <a href="#">Postage (Petty cash Acct DFPL-Minetta 38806)</a> | \$500.00            | \$1,183.61          | -\$683.61           |                    |                    | -\$683.61                |
| 15-55-5511-0800       | <a href="#">Insurance</a>                                    | \$6,500.00          | \$6,319.00          | \$181.00            |                    |                    | \$181.00                 |
| 15-55-5511-0900       | <a href="#">Telephone</a>                                    | \$550.00            | \$195.27            | \$354.73            |                    |                    | \$354.73                 |
| 15-55-5511-1000       | <a href="#">Electricity and Water</a>                        | \$39,000.00         | \$32,248.01         | \$6,751.99          |                    |                    | \$6,751.99               |
| 15-55-5511-1100       | <a href="#">Natural Gas</a>                                  | \$14,000.00         | \$3,751.83          | \$10,248.17         |                    |                    | \$10,248.17              |
| 15-55-5511-1200       | <a href="#">Maint. &amp; Repair</a>                          | \$25,000.00         | \$42,920.78         | -\$17,920.78        |                    | \$5,132.56         | -\$12,788.22             |
| 15-55-5511-1300       | <a href="#">Books</a>                                        | \$64,200.00         | \$53,712.30         | \$10,487.70         |                    |                    | \$10,487.70              |
| 15-55-5511-1400       | <a href="#">Other</a>                                        | \$800.00            | \$539.51            | \$260.49            |                    |                    | \$260.49                 |
| 15-55-5511-1500       | <a href="#">Periodicals</a>                                  | \$4,800.00          | \$2,512.69          | \$2,287.31          | \$1,816.00         |                    | \$471.31                 |
| 15-55-5511-1600       | <a href="#">A.V.</a>                                         | \$26,100.00         | \$24,894.92         | \$1,205.08          |                    |                    | \$1,205.08               |
| 15-55-5511-1700       | <a href="#">Summer Reading Program</a>                       | \$3,750.00          | \$4,523.44          | -\$773.44           |                    | \$1,540.00         | \$766.56                 |
| 15-55-5511-1800       | <a href="#">Continuing Ed &amp; Travel</a>                   | \$2,000.00          | \$1,742.94          | \$257.06            | \$278.00           |                    | -\$20.94                 |
| 15-55-5511-1900       | <a href="#">Information Sources/Services</a>                 | \$52,000.00         | \$50,953.27         | \$1,046.73          |                    |                    | \$1,046.73               |
| 15-55-5511-2000       | <a href="#">Programming</a>                                  | \$8,000.00          | \$6,222.70          | \$1,777.30          |                    | \$1,146.60         | \$2,923.90               |
|                       | <b>Total Operations/Services</b>                             | \$266,700.00        | \$251,672.28        | \$15,027.72         | \$2,094.00         | \$11,413.83        | \$24,347.55              |
|                       | <b>Total Operating Budget</b>                                | <b>\$937,300.00</b> | <b>\$846,968.25</b> | <b>\$90,331.75</b>  | <b>\$59,544.00</b> | <b>\$11,413.83</b> | <b>\$42,201.58</b>       |
| 15-60-0065-1100       | <a href="#">CIP Furniture Replacement</a>                    | \$6,000.00          | \$0.00              | \$6,000.00          |                    |                    | \$6,000.00               |
| 15-60-0065-1101       | <a href="#">CIP Equipment Repair</a>                         | \$5,500.00          | \$285.37            | \$5,214.63          |                    |                    | \$5,214.63               |
| 15-60-0065-1103       | <a href="#">CIP Computers</a>                                | \$5,000.00          | \$4,222.25          | \$777.75            |                    |                    | \$777.75                 |
| 15-60-0065-1104       | <a href="#">CIP Carpet/Flooring</a>                          | \$12,000.00         | \$9,179.00          | \$2,821.00          |                    |                    | \$2,821.00               |
|                       | <b>Grand Totals:</b>                                         | <b>\$965,800.00</b> | <b>\$860,654.87</b> | <b>\$105,145.13</b> | <b>\$59,544.00</b> | <b>\$11,413.83</b> | <b>\$57,014.96</b>       |

| 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          | \$8,035.46          |
| 15-44-0044-6110       | LIBRARY-Fines                  | \$1,200.00          | \$990.50            |
| 15-47-0047-1100       | <a href="#">Donations</a>      | \$8,000.00          | \$20,432.81         |
| 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          |
|                       |                                | <b>\$965,800.00</b> | <b>\$956,403.09</b> |

Current Funds

|                               |                               |                            |
|-------------------------------|-------------------------------|----------------------------|
| Community Foundation balance: | Trust (Edward Jones) balance: | Fund Balance (end of 2023) |
| \$68,803.18                   | \$913,132.92                  | \$58,405.00                |

Signatures of Approval:

|          |           |           |
|----------|-----------|-----------|
|          |           |           |
| Director | President | Secretary |

| Invoice Number                 | Description                                                                                                                                                                                 | Total Cost | GL Account and Title             |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------|
| <b>AMAZON CAPITAL SERVICES</b> |                                                                                                                                                                                             |            |                                  |
| 13DH-CFF7-H4GN                 | 1FROM BAD TO CURSED (THE WITCHES OF THISTLE GROVE)ASIN: 0593336089SOLD BY: AMAZON.COM SERVICES, INCORDER                                                                                    | 5.59       | 15-55-5511-1300 LIBRARY-Books    |
| 13KQ-KYKL-1JTL                 | 1SIGHT WORD STORIES: LEVEL C (PARENT PACK): FUN BOOKS THAT TEACH25 SIGHT WORDS TO HELP NEW READERS SOAR (SCHOLASTIC GUIDEDREADING LEVEL C)                                                  | 19.23      | 15-55-5511-1300 LIBRARY-Books    |
| 1633-VWT4-WMWD                 | 1HARDCOVER 2025 PLANNER, 8.5"X11": 14 MONTHS (NOVEMBER 2024- DECEMBER 2025), DAILY WEEKLY MONTHLY PLANNER, YEARLY AGENDA,BOOKMARK, POCKET FOLDER AND STICKY NOTE SET (COLORFUL BUTTERFLIES) | 21.80      | 15-55-5511-0600 LIBRARY-Supplies |
| 16GR-4PL9-QV1X                 | 1 GLADE AIR FRESHENER ROOM SPRAY, CLEAN LINEN, 8.3 OZ, 6 COUNT                                                                                                                              | 15.98      | 15-55-5511-0600 LIBRARY-Supplies |
| 19YY-D9PR-YTM1                 | 1SIGHT WORD STORIES: GUIDED READING LEVEL B: FUN BOOKS THATTEACH 25 SIGHT WORDS TO HELP NEW READERS SOAR                                                                                    | 22.23      | 15-55-5511-1300 LIBRARY-Books    |
| 1CWL-FPNY-WWM                  | DVDS                                                                                                                                                                                        | 160.55     | 15-55-5511-1600 LIBRARY-A.V.     |
| 1DNN-1JKH-7FRP                 | ENVELOPES                                                                                                                                                                                   | 23.89      | 15-55-5511-0600 LIBRARY-Supplies |
| 1F7Y-7HWQ-CGNY                 | DVDS                                                                                                                                                                                        | 80.84      | 15-55-5511-1600 LIBRARY-A.V.     |
| 1FPH-1JY4-GXF3                 | 1 READY PLAYER ONE: A NOVELASIN: 0307887448SOLD BY: AMAZON.COM SERVICES, INCORDER #113-5507936-4577066                                                                                      | 5.63       | 15-55-5511-1300 LIBRARY-Books    |
| 1FR1-PWC4-VH7V                 | 1DURACELL COPPERTOP AA BATTERIES WITH POWER BOOST INGREDIENTS, 24COUNT PACK DOUBLE A BATTERY WITH LONG-LASTING POWER, ALKALINE AABATTERY FOR HOUSEHOLD AND OFFICE DEVICES                   | 16.49      | 15-55-5511-0600 LIBRARY-Supplies |
| 1G6G-CH6X-9XP9                 | 1CLIFFORD THE BIG RED DOG [DVD]ASIN: B09KN7X3D1SOLD BY: AMAZON.COM SERVICES, INCORDER #                                                                                                     | 4.99       | 15-55-5511-1600 LIBRARY-A.V.     |
| 1GG1-Y9WY-GY61                 | 1EMILY ROSE 18 INCH DOLL BASICS VALUE 3-PACK 18" DOLL CANVASSNEAKERS SHOES GIFT SET, INCLUDING BRIGHT PINK, WHITE AND BLACKDOLL TENNIS SHOES                                                |            |                                  |

| Invoice Number                 | Description                                                                                                                                    | Total Cost | GL Account and Title                     |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------|
|                                | COMPATIBLE WITH 18" AMERICAN GIRL DOLLS                                                                                                        | 15.95      | 15-55-5511-0600 LIBRARY-Supplies         |
| 1HW7-6V1H-Q794                 | 1COUP! [DVD]                                                                                                                                   | 9.99       | 15-55-5511-1600 LIBRARY-A.V.             |
| 1KHM-NVVH-R9M                  | LAMINATING POUCHES                                                                                                                             | 24.50      | 15-55-5511-0600 LIBRARY-Supplies         |
| 1KKD-QDPF-6LLT                 | BOOKS                                                                                                                                          | 10.37      | 15-55-5511-1300 LIBRARY-Books            |
| 1M4R-JHN1-GY17                 | 1 ALL THE COLORS OF THE DARK: A READ WITH JENNA PICKASIN: 0593798872SOLD BY: AMAZON.COM SERVICES, INCORDER #113-4138355-6833036                | 138.90     | 15-55-5511-2000 LIBRARY-Programming      |
| 1M6R-T4KH-7TFJ                 | 1 THE GILDED AGE: THE COMPLETE SECOND SEASON [DVD]                                                                                             | 21.98      | 15-55-5511-1600 LIBRARY-A.V.             |
| 1MKN-TMPG-1DLG                 | 1SNAP CIRCUITS JR. SC-100 ELECTRONICS EXPLORATION KIT, OVER 100PROJECTS, FULL COLOR PROJECT MANUAL, 28 PARTS, STEM EDUCATIONALTOY FOR KIDS 8 + | 29.99      | 15-55-5511-1400 LIBRARY-Other            |
| 1P3Y-94GF-9L6K                 | BOOKS                                                                                                                                          | 19.00      | 15-55-5511-1300 LIBRARY-Books            |
| 1RKM-F66C-D7R3                 | HERSHEY MINIATURES ASSORTED FLAVORED, HALLOWEEN CANDY BULK BAG,97.96 OZ (330 PIECES)                                                           | 99.84      | 15-55-5511-2000 LIBRARY-Programming      |
| 1TFH-JGF1-7RPQ                 | BOOK                                                                                                                                           | 10.74      | 15-55-5511-1300 LIBRARY-Books            |
| 1WJH-N7C1-GN1J                 | 1SIGHT WORD STORIES: LEVEL C (PARENT PACK): FUN BOOKS THAT TEACH25 SIGHT WORDS TO HELP NEW READERS SOAR (SCHOLASTIC GUIDEDREADING LEVEL C)     | 19.23      | 15-55-5511-1300 LIBRARY-Books            |
| 1WJH-N7C1-WCT7                 | 1AMAZON BASICS HYPOALLERGENIC 100% COTTON ROUNDS, 600 COUNT (6PACKS OF 100)                                                                    | 10.81      | 15-55-5511-0600 LIBRARY-Supplies         |
| 1XGC-Y93K-6TYF                 | 1 WHERE'S BLUEY ?: A SEARCH-AND-FIND BOOKASIN: 0593385691SOLD BY: AMAZON.COM SERVICES, INCORDER # 112-1071503-3208205                          | 6.99       | 15-55-5511-1300 LIBRARY-Books            |
| 1XJ3-1PPF-9FNQ                 | GSUIVEER BL93NC487 BL93NC484 BAA48R NI-CD 4.8V 700MAHEXIT SIGN EMERGENCY LIGHT BATTERY REPLACEMENT (2 PACK) B0859VQK3T                         | 50.97      | 15-55-5511-1200 LIBRARY-Maint. & Repairs |
| 1XPJ-FFDD-Y6DQ                 | NIGHT AGENT, THE - SEASON 1 (4 DISCS) - DVD                                                                                                    | -5.03      | 15-55-5511-1600 LIBRARY-A.V.             |
| Total AMAZON CAPITAL SERVICES: |                                                                                                                                                | 841.45     |                                          |
| <b>BRODART CO</b>              |                                                                                                                                                |            |                                          |
| 648103                         | 50 ONE-TIME SINGLE DVD CASES                                                                                                                   | 101.50     | 15-55-5511-0600 LIBRARY-Supplies         |

| Invoice Number                      | Description                                               | Total Cost | GL Account and Title                           |
|-------------------------------------|-----------------------------------------------------------|------------|------------------------------------------------|
| October 2024 Broda                  | BOOKS                                                     | 4,182.04   | 15-55-5511-1300 LIBRARY-Books                  |
| October 2024 Broda                  | AV                                                        | 311.30     | 15-55-5511-1600 LIBRARY-A.V.                   |
| Total BRODART CO:                   |                                                           | 4,594.84   |                                                |
| <b>CENTURYLINK</b>                  |                                                           |            |                                                |
| 712298234                           | STATE PROGRAM/LONG<br>DISTANCE SERVICE #11                | 5.01       | 15-55-5511-0900 LIBRARY-Telephone              |
| Total CENTURYLINK:                  |                                                           | 5.01       |                                                |
| <b>DEB BAUER</b>                    |                                                           |            |                                                |
| 11082024                            | PIE FROM POYERS FOR<br>PROGRAM                            | 13.99      | 15-55-5511-2000 LIBRARY-Programming            |
| Total DEB BAUER:                    |                                                           | 13.99      |                                                |
| <b>DWIGHT FOSTER PUBLIC LIBRARY</b> |                                                           |            |                                                |
| October 2024 Petty                  | 6 PACKAGES, 2 ROLLS<br>STAMPS                             | 178.22     | 15-55-5511-0700 LIBRARY-Postage                |
| October 2024 Petty                  | DOMINO PIZZAS FOR<br>PROGRAM                              | 20.00      | 15-55-5511-2000 LIBRARY-Programming            |
| Total DWIGHT FOSTER PUBLIC LIBRARY: |                                                           | 198.22     |                                                |
| <b>FESTIVAL FOODS</b>               |                                                           |            |                                                |
| October 2024 library                | TREATS FOR PROGRAM                                        | 7.78       | 15-55-5511-2000 LIBRARY-Programming            |
| October 2024 library                | TREATS FOR BRIDGES<br>CATALOGING MEETING                  | 14.97      | 15-55-5511-0600 LIBRARY-Supplies               |
| Total FESTIVAL FOODS:               |                                                           | 22.75      |                                                |
| <b>GALE/CENGAGE LEARNING</b>        |                                                           |            |                                                |
| 85891304                            | 1 LARGE PRINT BOOK                                        | 29.60      | 15-55-5511-1300 LIBRARY-Books                  |
| 85927802                            | 5 LARGE PRINT BOOKS                                       | 157.55     | 15-55-5511-1300 LIBRARY-Books                  |
| 85933202                            | 8 LARGE PRINT BOOKS                                       | 241.52     | 15-55-5511-1300 LIBRARY-Books                  |
| Total GALE/CENGAGE LEARNING:        |                                                           | 428.67     |                                                |
| <b>HOOPLA OR MIDWEST TAPE LLC</b>   |                                                           |            |                                                |
| 506273321                           | DIGITAL AUDIOBOOKS,<br>EBOOKS, COMCS, MOVIES<br>AND MUSIC | 1,271.70   | 15-55-5511-1600 LIBRARY-A.V.                   |
| Total HOOPLA OR MIDWEST TAPE LLC:   |                                                           | 1,271.70   |                                                |
| <b>IGNATEK LLC</b>                  |                                                           |            |                                                |
| 20772                               | NOV MONTHLY SERVICE<br>AGREEMENT                          | 820.86     | 15-55-5511-1900 LIBRARY-Information Sourc/Serv |
| Total IGNATEK LLC:                  |                                                           | 820.86     |                                                |
| <b>JIM'S JANITORIAL SERVICE LLC</b> |                                                           |            |                                                |
| 15326                               | 10/28-11/08/2024 CLEANING                                 | 850.00     | 15-55-5511-0300 LIBRARY-Salaries Janitor       |

| Invoice Number                               | Description                                                                                       | Total Cost | GL Account and Title                     |
|----------------------------------------------|---------------------------------------------------------------------------------------------------|------------|------------------------------------------|
| Total JIM'S JANITORIAL SERVICE LLC:          |                                                                                                   | 850.00     |                                          |
| <b>KLECKERS HEATING AND AIR CONDITIONING</b> |                                                                                                   |            |                                          |
| i23347                                       | KLECKER'S REPAIRED<br>ACTUATORS ON BOTH<br>BOILERS TO RESOLVE<br>PROBLEM OF NO HEAT IN<br>LIBRARY | 5,457.65   | 15-55-5511-1200 LIBRARY-Maint. & Repairs |
| Total KLECKERS HEATING AND AIR CONDITIONING: |                                                                                                   | 5,457.65   |                                          |
| <b>MERGENT</b>                               |                                                                                                   |            |                                          |
| 1673021104                                   | REFERENCE BOOK                                                                                    | 403.00     | 15-55-5511-1300 LIBRARY-Books            |
| 1673025521                                   | REFERENCE BOOK                                                                                    | 422.00     | 15-55-5511-1300 LIBRARY-Books            |
| Total MERGENT:                               |                                                                                                   | 825.00     |                                          |
| <b>MIDWEST TAPE</b>                          |                                                                                                   |            |                                          |
| 506275790                                    | 5 DVDS                                                                                            | 126.70     | 15-55-5511-1600 LIBRARY-A.V.             |
| 506320112                                    | 1 AUDIOBOOK, 2 DVDS                                                                               | 92.22      | 15-55-5511-1600 LIBRARY-A.V.             |
| Total MIDWEST TAPE:                          |                                                                                                   | 218.92     |                                          |
| <b>PACKERLAND RENT-A-MAT INC</b>             |                                                                                                   |            |                                          |
| 3154979                                      | MAT SERVIVE (CHGED<br>WINTER SERVICE TO 1 X A<br>MONTH,)                                          | 184.15     | 15-55-5511-1200 LIBRARY-Maint. & Repairs |
| Total PACKERLAND RENT-A-MAT INC:             |                                                                                                   | 184.15     |                                          |
| <b>SCHOLASTIC LIBRARY PUBLISHING</b>         |                                                                                                   |            |                                          |
| 64974611                                     | 1 JUV BOOK                                                                                        | 16.24      | 15-55-5511-1300 LIBRARY-Books            |
| 64974631                                     | 1 JUV BOOK                                                                                        | 15.59      | 15-55-5511-1300 LIBRARY-Books            |
| 64984547                                     | 3 JUV BOOKS                                                                                       | 48.72      | 15-55-5511-1300 LIBRARY-Books            |
| 64984566                                     | 1 JUV BOOK                                                                                        | 15.59      | 15-55-5511-1300 LIBRARY-Books            |
| Total SCHOLASTIC LIBRARY PUBLISHING:         |                                                                                                   | 96.14      |                                          |
| <b>SERVICE SPRINKLER LLC</b>                 |                                                                                                   |            |                                          |
| 7402                                         | ANNUAL SPRINKLER<br>INSPECTION                                                                    | 170.00     | 15-55-5511-1200 LIBRARY-Maint. & Repairs |
| Total SERVICE SPRINKLER LLC:                 |                                                                                                   | 170.00     |                                          |
| Grand Totals:                                |                                                                                                   | 15,999.35  |                                          |

| Invoice Number                      | Description                                            | Total Cost | GL Account and Title                           |
|-------------------------------------|--------------------------------------------------------|------------|------------------------------------------------|
| <b>ADAIR COMMERCIAL FLOORING</b>    |                                                        |            |                                                |
| 24313-1                             | REPLACE FLOORING                                       | 9,179.00   | 15-60-0065-1104 CIP CARPET/FLOORING            |
| Total ADAIR COMMERCIAL FLOORING:    |                                                        | 9,179.00   |                                                |
| <b>CENTER POINT LARGE PRINT</b>     |                                                        |            |                                                |
| 2129672                             | 7 LARGE PRINT BOOKS                                    | 171.99     | 15-55-5511-1300 LIBRARY-Books                  |
| Total CENTER POINT LARGE PRINT:     |                                                        | 171.99     |                                                |
| <b>DEB BAUER</b>                    |                                                        |            |                                                |
| Nov 2024 Deb Baue                   | MILEAGE REIMBURSEMENT<br>201 MILES                     | 134.67     | 15-55-5511-1800 LIBRARY-Continuing Ed & Travel |
| Total DEB BAUER:                    |                                                        | 134.67     |                                                |
| <b>G.F.C. LEASING</b>               |                                                        |            |                                                |
| 969172                              | #12 FOR 2024 5/60                                      | 528.92     | 15-55-5511-1900 LIBRARY-Information Sourc/Serv |
| Total G.F.C. LEASING:               |                                                        | 528.92     |                                                |
| <b>GALE/CENGAGE LEARNING</b>        |                                                        |            |                                                |
| 85976242                            | 1 LARGE PRINT BOOK                                     | 29.59      | 15-55-5511-1300 LIBRARY-Books                  |
| 85976495                            | 1 LARGE PRINT BOOK                                     | 29.59      | 15-55-5511-1300 LIBRARY-Books                  |
| Total GALE/CENGAGE LEARNING:        |                                                        | 59.18      |                                                |
| <b>JIM'S JANITORIAL SERVICE LLC</b> |                                                        |            |                                                |
| 15331                               | CLEANING 11/11-11/22/2024                              | 850.00     | 15-55-5511-0300 LIBRARY-Salaries Janitor       |
| Total JIM'S JANITORIAL SERVICE LLC: |                                                        | 850.00     |                                                |
| <b>MIDWEST TAPE</b>                 |                                                        |            |                                                |
| 506354439                           | 3 DVDS                                                 | 68.97      | 15-55-5511-1600 LIBRARY-A.V.                   |
| 506375375                           | 1 AUDIOBOOK, 2 DVDS                                    | 72.22      | 15-55-5511-1600 LIBRARY-A.V.                   |
| 506394935                           | 1 AUDIOBOOK, 2 CDS, 4 DVDS                             | 163.93     | 15-55-5511-1600 LIBRARY-A.V.                   |
| Total MIDWEST TAPE:                 |                                                        | 305.12     |                                                |
| <b>OPPORTUNITIES INC</b>            |                                                        |            |                                                |
| PS1634056                           | BUSINESS CARDS FOR<br>MINETTA AND DAPHNE (100<br>EACH) | 74.00      | 15-55-5511-0600 LIBRARY-Supplies               |
| Total OPPORTUNITIES INC:            |                                                        | 74.00      |                                                |
| <b>WE ENERGIES</b>                  |                                                        |            |                                                |
| 11-21-24                            | #10 ELECTRIC                                           | 2,990.25   | 15-55-5511-1000 LIBRARY-Electricity and Water  |
| 11-21-24                            | #10 GAS                                                | 326.35     | 15-55-5511-1100 LIBRARY-Natural Gas            |
| Total WE ENERGIES:                  |                                                        | 3,316.60   |                                                |
| Grand Totals:                       |                                                        | 14,619.48  |                                                |

| Invoice Number | Description | Total Cost | GL Account and Title |
|----------------|-------------|------------|----------------------|
|----------------|-------------|------------|----------------------|

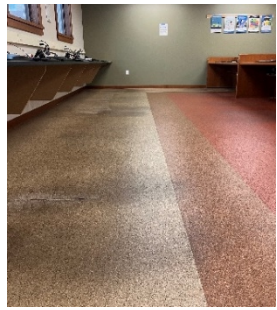
## **Library Director's Report December 2024**

### **Staff**

- I will have performance evaluation meetings with each full-time library staff member over the next few weeks in December.
- Daphne applied for and received a SEWI grant to attend the Virtual Power Up conference in the spring of 2025.
- Deb applied for and received a SEWI grant to attend the “Lead the Way: Libraries at the Heart of Community Engagement” conference in April 2025.
- Amy collaborated with Tonya Runyard of the ADRC of Jefferson County to create a training video for library staff reviewing what the library can do to be “dementia friendly.” The library has been classified as a “Dementia Friendly” organization for many years, but we have had many staffing changes since our initial training. The training video serves as a good overview or refresher, while also offering the flexibility we need.
- Daphne applied for and was accepted into the PBS Kids Community Learning Cohort. As part of the program, Daphne will join a network of trained PBS Kids library ambassadors around Wisconsin to learn about high-quality educational media from PBS Kids, become trained in media literacy skills, and network with other library staff across Wisconsin. Daphne will participate in online workshops and receive a \$200 stipend.
- At the end of 2024, Sandy will stop handling the additional billing, training, and staff oversight responsibilities that she took on during the interim and transitional staffing phases at our library. I appreciate the effort and dedication Sandy gave to these tasks to keep our library running smoothly during times of change.
- Sandy attended CPR training at Madison College on December 6.

### **Maintenance of Facility and Equipment**

- Adair Commercial Flooring installed new LVT flooring in the computer lab from November 13-15.



*Before*

*After*

- The library's AED battery officially stopped working in November. Thankfully, the Friends of the Library pledged money to purchase a replacement AED. Julie Olver helped the library connect with Fort HealthCare asking for their support with a new AED purchase. Fort HealthCare will see if they can leverage a lower cost for the AED. Though the Library/Friends will pay for the new AED, Fort HealthCare is willing to help keep track of the equipment and monitor any recalls. Fort HealthCare can also assist with staff training and preventative maintenance checks.
- We hope to turn on the library's fireplaces for the season after they are serviced. This appointment was rescheduled to December 19.

### Programs and Services

- Library staff finalized the Winter Program Guide with information about library programs in December, January, and February. The program guides are available in the library, and staff are distributing the guides throughout the community. Future program information is also available on the library's website.
- Our library's Winter Reading Program will start on December 16. Readers of all ages are encouraged to participate.
- Our library is participating in Bridges Library System's Kids' Choice program this year. Students in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades are encouraged to read at least three titles from a list and then they will have the opportunity to vote for their favorites during a three-week period in January and February 2025.

### Budget/Donations

- We received a \$2500 reimbursement check from Bridges Library System for Deb's technology accessibility grant which purchased large print keyboards, trackball mice, lamps, and lighted magnifiers.

### Director's Report

- City Clerk/Treasurer Michelle Ebbert helped me reopen our insurance claim relating to our August 2024 squirrel-induced power surge. The adjustment added the \$5,457.65 Klecker's invoice for boiler repair work in October but also removed the \$3,971.20 Harker invoice for the boiler display repair in August based on new information from technician Rick Ring from Klecker's. The City's insurance company reviewed the information and will be issuing payment for \$1,486.45.

#### Collections, Displays, and Marketing

- Amy and Carlee released the library card promo video on social media that they have been working on creating for the past year. Amy and Carlee filmed videos of City of Fort Atkinson management staff holding an enlarged library card. The purpose of the video is to encourage library card ownership while also highlighting City departments and tying many different parts of the City together. Amy and Carlee filmed other fun videos with city staff during their travels.
- Library staff moved the Lucky Day collection (which includes additional copies of high demand items that are not holdable and therefore available on a first come, first served basis) to the wooden book stands next to the circulation desk. Library staff believe the materials have been getting more attention in their new location.
- Deb changed how our book club kits are displayed and shelved in hopes of reducing tripping hazards, to make it easier for patrons and staff to find the book club kits they are looking for, and to create more room on the Library of Things shelves. Now, small cases representing each book club kit are displayed on the Library of Things shelves and the actual book club kits are stored in the staff workroom.



*Book Club Kits*



*Lucky Day Materials*

#### Bridges/APL/Jefferson County Library Service

- Michael Luckey from Jefferson County appointed Duane Scott to the Jefferson County Library Board to fill a vacant position. Duane is a former Dwight Foster Public Library employee. Duane and I met on November 21 for a brief orientation for his new role.
- The Jefferson County Library Board met on November 13. One item on the agenda was reviewing a draft of new Jefferson County Library Services Plan for 2025-2029. The Jefferson County Library Board met again on Tuesday, December 3 for a public hearing about the Jefferson County Library Services Plan followed by a regular meeting during

which the Plan was approved. The approved plan will be included on the County Board's December 10 agenda. I will attend the County Board meeting to answer any questions about the plan. Additionally, the Jefferson County Library Board approved updates to the Jefferson County Library Service Guidelines.

#### Other

- I presented to the Lions Club on November 25 and Kiwanis on December 2. I appreciated the opportunity to meet more community members, learn more about these organizations, and share information about the wonderful things we're doing at the library.

**Dwight Foster Public Library**  
**Monthly Statistical Report**

**November 2024**

| <b>Library collection:</b>     | Oct 2024 | Nov 2024      | Nov 2023 |
|--------------------------------|----------|---------------|----------|
| Items in collection            | 91,682   | <b>92,141</b> | 89,293   |
| Number of item records created | 612      | <b>398</b>    |          |
| Number of items deleted        | 825      | <b>770</b>    |          |

| <b>Circulation by material type:</b> | Oct 2024 | Nov 2024     | Nov 2023 |
|--------------------------------------|----------|--------------|----------|
| <b>Selected book circulation:</b>    |          |              |          |
| Book                                 | 3,918    | <b>3,472</b> | 3,484    |
| Browsing (Lucky Day Book)            | 18       | <b>19</b>    | 40       |
| Children's book                      | 6,376    | <b>5,320</b> | 5,158    |
| New book (nonfiction)                | 352      | <b>268</b>   | 344      |
| New fiction                          | 492      | <b>406</b>   | 434      |

|                                              |       |              |       |
|----------------------------------------------|-------|--------------|-------|
| <b>Selected AV circulation:</b>              |       |              |       |
| Blu-Ray                                      | 69    | <b>49</b>    | 56    |
| Browsing AV (Lucky Day AV)                   | 36    | <b>25</b>    | 86    |
| CD                                           | 193   | <b>169</b>   | 92    |
| CD book                                      | 186   | <b>189</b>   | 218   |
| Children's Blu-Ray                           | 7     | <b>6</b>     | 18    |
| Children's CD                                | 5     | <b>21</b>    | 2     |
| Children's CDBook                            | 33    | <b>34</b>    | 49    |
| Children's digital audiobook (+/YA Playaway) | 63    | <b>58</b>    |       |
| Children's DVD                               | 435   | <b>414</b>   | 554   |
| DVD                                          | 1,485 | <b>1,418</b> | 1,811 |
| Nonfiction DVD                               | 82    | <b>66</b>    | 65    |
| Playaway                                     | 74    | <b>42</b>    | 49    |

|                                         |        |               |        |
|-----------------------------------------|--------|---------------|--------|
| <b>Selected other circulation:</b>      |        |               |        |
| Book club kits                          | 5      | <b>2</b>      | 2      |
| Children's magazine                     | 25     | <b>28</b>     | 28     |
| Library of things                       | 232    | <b>175</b>    | 209    |
| Magazine                                | 209    | <b>126</b>    | 190    |
| <b>Total physical item circulation:</b> | 14,574 | <b>12,580</b> | 13,460 |

| <b>Digital circulation:</b>             | Oct 2024 | Nov 2024     | Nov 2023 |
|-----------------------------------------|----------|--------------|----------|
| Hoopla                                  | 541      | <b>538</b>   | 411      |
| Overdrive ebooks and digital audiobooks | 2,653    | <b>2,482</b> |          |
| Overdrive magazines                     | 286      | <b>337</b>   |          |
| <b>Total digital item circulation:</b>  | 3,480    | <b>3,357</b> | 3,115    |

| <b>Circulation by patron statistical class:</b> | Oct 2024 | Nov 2024      | Nov 2023 |
|-------------------------------------------------|----------|---------------|----------|
| City of Fort Atkinson circulation:              | 8,081    | <b>7,168</b>  | 8,013    |
| Jefferson County "City" circulation:            | 1,381    | <b>1,037</b>  | 616      |
| Jefferson County Rural circulation:             | 3,763    | <b>3,318</b>  | 3,725    |
| <b>Total:</b>                                   | 14,576   | <b>12,452</b> | 13,460   |

| <b>Cardholders:</b>          | Oct 2024 | Nov 2024     | Nov 2023 |
|------------------------------|----------|--------------|----------|
| YTD new patron registrations | 988      | <b>1,043</b> |          |
| Total number of cardholders  | 8,289    | <b>8,320</b> | 8,179    |

| <b>Patrons in the building:</b> | Oct 2024   | Nov 2024         | Nov 2023   |
|---------------------------------|------------|------------------|------------|
| Total number of patrons         | 7,118      | <b>7,245</b>     | 7,598      |
| Largest day/number              | Oct 18/444 | <b>Nov 4/397</b> | Nov 27/453 |
| Smallest day/number             | Oct 19/136 | <b>Nov 2/114</b> | Nov 25/100 |

| <b>Public computers and wifi use:</b>        | Oct 2024 | Nov 2024       | Nov 2023 |
|----------------------------------------------|----------|----------------|----------|
| Number of users of public internet computers | 798      | <b>583</b>     | 673      |
| Hours of public internet computer use        | 550      | <b>408</b>     | 487      |
| Number of unique wireless clients            | 1,134    | <b>1,056</b>   | 909      |
| Average daily wireless visits                | 112      | <b>97</b>      | 30       |
| Wifi Total Data Transferred                  | 1.76 TB  | <b>1.55 TB</b> | 1.35 TB  |

| <b>Patron questions at desks:</b> | Oct 2024 | Nov 2024   | Nov 2023 |
|-----------------------------------|----------|------------|----------|
| Reference interactions            | 174      | <b>167</b> | 272      |
| General/Directional               | 207      | <b>163</b> | 130      |
| Technical Assistance              | 414      | <b>249</b> | 234      |
| Circulation                       | 130      | <b>98</b>  | 115      |
| Conflict/Resolution               | 1        | <b>0</b>   | 1        |

| <b>Other:</b>  | Oct 2024 | Nov 2024     | Nov 2023 |
|----------------|----------|--------------|----------|
| Books mended   | 30       | <b>59</b>    | 59       |
| AV mended      | 106      | <b>105</b>   | 70       |
| Copy machines  | 7,836    | <b>7,747</b> | 6,616    |
| Outgoing faxes | 75       | <b>105</b>   | 78       |
| Incoming faxes | 12       | <b>7</b>     | 15       |

| <b>Resource sharing:</b>              | Oct 2024 | Nov 2024     | Nov 2023 |
|---------------------------------------|----------|--------------|----------|
| Outgoing ILL                          | 152      | <b>62</b>    | 65       |
| Incoming ILL                          | 27       | <b>25</b>    | 15       |
| DFPL items shipped to other libraries | 1,975    | <b>2,232</b> | 2,276    |
| Holds received at DFPL                | 2,628    | <b>2,254</b> | 1,895    |

| <b>Programs and attendance:</b>                 | Oct 2024        | Nov 2024               | Nov 2023 |
|-------------------------------------------------|-----------------|------------------------|----------|
| Young child (0-5) programs/attendance           | 16 prog/262 att | <b>21 prog/382 att</b> |          |
| Child (6-11) programs/attendance                | 0 prog/0 att    | <b>2 prog/43 att</b>   |          |
| Young adult (12-18) programs/attendance         | 1 prog/6 att    | <b>1 prog/13 att</b>   |          |
| Adult (19+) programs/attendance                 | 10 prog/76 att  | <b>6 prog/68 att</b>   |          |
| General interest (all ages) programs/attendance | 1 prog/7 att    | <b>0 prog/0 att</b>    |          |
| <b>Total programs/attendance:</b>               | 28 prog/351 att | <b>30 prog/506 att</b> |          |

## Strategic Plan Mission Statement & Values 2024-2026 (with updates from December 2024)

### Library Mission

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

#### **Value 1 – Staff:** *The most valuable resources of DFPL is the library staff.*

- Ensure a work environment in which staff members are valued and respected.
- Develop all staff by providing high-quality professional development and continuing education opportunities based on annual staff evaluations. This will assist to create and foster a culture of excellent customer service.
- Provide staff training that is focused on emergency situations to ensure all staff are quick to act when an emergency occurs.

#### December 2024 Update:

- Minetta meets with each full-time staff person about every other week for an informal check-in meeting.
- Minetta will conduct performance evaluations of full-time staff in December and solicit staff member's goals for growth.
- In August 2024, Fire Chief Peterson led a staff training about fire safety and emergency preparedness for all staff. Following the training, staff added exit door numbers, carbon monoxide detectors on both floors, and safety procedure binders at each service desk. In addition, library staff conduct monthly safety checks of the whole building.

#### June 2024 Update:

- Carlee, Sandy, and Minetta updated the library's part-time employee handbook to make it more welcoming, more informational, and more clear.
- Fire Chief Peterson met with full-time library staff in April to discuss how to best respond to medical emergencies in the library.
- We plan to focus on emergency preparedness at our all-staff inservice in August. Minetta will work with Fire Chief Peterson to arrange details.

#### **Value 2 – Space:** *Foster a welcoming space that adapts to community needs.*

- Create an irresistible destination by making physical and technological improvements to support new and existing services.
- Update the teen space in the library.
- Explore re-development of the current computer lab as meeting room space or as a digital media lab.
- Explore how space and furniture may be adapted to accommodate more remote work for the community.
- Re-evaluate the space for accessibility and make meaningful changes.

December 2024 Update:

- Deb purchased and installed large print keyboards, trackball computer mice, lighted portable magnifiers, and rechargeable lamps to enhance technology and library material accessibility using funds from a Bridges Library Improvement and Innovation grant.
- Creative Landscapes replaced the brick pavers under the bench on the northwest corner of the library's lawn to improve safety and aesthetics.
- Adair Commercial Flooring replaced the flooring in the second floor computer lab with LVT to improve safety and aesthetics.
- Bridges Library System is providing portable hearing loops for DFPL's three service desks.

June 2024 Update:

- Deb applied for and received a Bridges Library Improvement and Innovation grant with a project called "Technology Enhancements for the Visually Impaired" for just under \$2500.

**Value 3 – Literacy & Learning:** *Continue to develop an ever-evolving collection and events for the edification and entertainment of our community.*

- Ensure an entertaining and educational collection in a variety of formats that increases in circulation over time.
- Provide instruction on digital technologies and resources.
- Further develop or create partnerships that provide resume development, job application skills, and job related skill development.
- Serve as a community storyteller through the StoryCorps program.

December 2024 Update:

- Amy led a "Community Voices" event at the library in August encouraging community members to participate in StoryCorps interviews. Throughout 2024, Amy facilitated a total of eight StoryCorps interviews.
- The Dwight Foster Public Library participated in the Great Lakes, Great Read program this fall by hosting two author webinars, offering a Badger Talk called "How Will the Great Lakes Respond to Our Changing Winters?", displaying the Wisconsin Historical Society's traveling *Great Lakes, Small Streams* exhibit in the Jones Gallery, and selecting the Great Lakes, Great Read adult book selection for our October Adult Book Club discussion.
- Amy partnered with the University of Wisconsin-Whitewater's Intergenerational Technology Services director to offer a cybersecurity presentation ("Cybersecurity: How to Protect Yourself Online") in October.
- Deb and Amy continued offering monthly Tech Tuesday sessions, though they intend to cancel the program series after November 2024 due to low attendance and the changing needs of attendees.

June 2024 Update:

- Deb and Amy have been leading monthly Tech Tuesday programs to answer patrons' questions about their tech devices and to provide information about our library's digital resources.

- Amy led two Tech Tuesday outreach programs at Rockwell Court in Fort Atkinson.
- StoryCorps: From September 2023 through April 2024, Waukesha Public Library and Dwight Foster Public Library agreed to provide a consistent day and time monthly for individuals to schedule a StoryCorps interview. This idea was put in place to ensure that the program's goal would be attained. The facilitators at both of these libraries had been two of the original trained facilitators. The initial grant that Bridges had with StoryCorps ended at the end of April of 2024. Bridges' goal was to complete 150 interviews for StoryCorps, and that goal was met and surpassed. Amy Christian completed 31 of the 150 interviews. Due to the success of our program, StoryCorps would like to continue to have a connection with Bridges libraries. Details about next steps are being discussed because StoryCorps has never worked with a group of libraries in a long term capacity. Amy has scheduled a new StoryCorps event at our library for August 23 and 24, 2024. Amy presented at the Genealogy Club meeting on May 22 to promote the upcoming event in August.

**Value 4 – Community:** *Provide equitable services for our patrons that enhance their lives.*

- Develop transformative and communal events that add value to living in the community. Focus development **with** the community, not for them.
- Develop relationships with parts of the community that do not currently use the library to understand their needs. When appropriate, provide collections and events that meet their needs.
- Raise awareness of the Library's services and resources.
- Create partnerships in the community to expand library service capabilities to increase engagement with the Library.
- Continue to offer home delivery services and seek opportunities to create access to the collection and library services for individuals unable to access the library.

**December 2024 Update:**

- Sandy continued to offer a monthly Spanish/English language exchange program throughout 2024.
- Deb continued to coordinate home delivery to several patrons each week and also delivers library materials to multiple residents at Reena each month.
- Our new Youth Services Librarian Daphne continued to offer outreach visits to area preschools and also started new relationships with Purdy Head Start and Crown of Life preschool.
- Amy worked with Tonya Runyard of the Jefferson County ADRC to create a "Dementia Friendly" training video that all library staff can watch on demand.
- Minetta presented to the Lions and Kiwanis Clubs to share information about library resources and services.
- In 2024, DFPL staff partnered with the following groups, businesses, and organizations: Jefferson County Health Department, St. Paul's Lutheran School and Preschool, Hebron Head Start, ADRC of Jefferson County, Fort Atkinson High School Show Choir, Mr. Brews Taphouse, Fort Atkinson

Preschool and Childcare, Parents Coop Preschool, Connections Memory Care, Lil Hawks Academy, Lil' Hawks Too childcare center, Fort Kidz Too childcare center, School District of Fort Atkinson, Fort Atkinson Police Department, Fairhaven Senior Services in Whitewater, BASE, Fort Atkinson Parks and Rec Department, St. Joseph Catholic School, PremierBank, Friends of the Library, Crown of Life Christian Academy, Faith Community Christian School, Lutheran Social Services, UW Extension, Genealogy Club, Bridges Library System, Library Memory Project, Fort Community Credit Union, Fort Atkinson Club, UW Whitewater Intergeneration Technology Services, and Kiwanis Club.

**June 2024 Update:**

- Sandy started offering a monthly Spanish/English language exchange program in April. This program has been incredibly successful so far!
- Deb provides home delivery to four patrons each week and also delivers library materials to multiple residents at Reena each month. Deb will be offering paper summer reading program logs to all during her June visits.

### **Strategic Planning Evaluation**

The above values will serve as guiding principles for what *actionable items* will be tested against to ensure new services, events, and collections are in-line with our current mission. Every six months, the library board's strategic planning committee will review upcoming and potentials action items with the library director to ensure that progress and innovation are being maintained through tangible actions.

Approved 11/13/2023

**Date:** December 9, 2024  
**To:** Board of Trustees of the Dwight Foster Public Library  
**From:** Minetta Lippert, Library Director  
**Subject:** 2025 Library Board of Trustees Meeting Schedule

### **Background**

The Dwight Foster Public Library Board of Trustees generally meets on the second Monday of each month at 9:30 a.m. at the Dwight Foster Public Library. Historically, the Board has not met during one summer month.

### **Discussion**

Library staff proposes the following 2025 meeting schedule:

Monday, January 13, 2025 at 9:30 a.m.

Monday, February 10, 2025 at 9:30 a.m.

Monday, March 10, 2025 at 9:30 a.m.

Monday, April 14, 2025 at 9:30 a.m.

Monday, May 12, 2025 at 9:30 a.m.

Monday, June 9, 2025 at 9:30 a.m.

Monday, August 11, 2025 at 9:30 a.m.

Monday, September 8, 2025 at 9:30 a.m.

Monday, October 13, 2025 at 9:30 a.m.

Monday, November 10, 2025 at 9:30 a.m.

Monday, December 8, 2025 at 9:30 a.m.

### **Recommendation**

Library staff recommends approving the proposed 2025 Library Board of Trustees meeting schedule.

**Date:** December 9, 2024

**To:** Board of Trustees of the Dwight Foster Public Library

**From:** Minetta Lippert, Library Director

**Subject:** Hoopla Borrows Memo

## Background

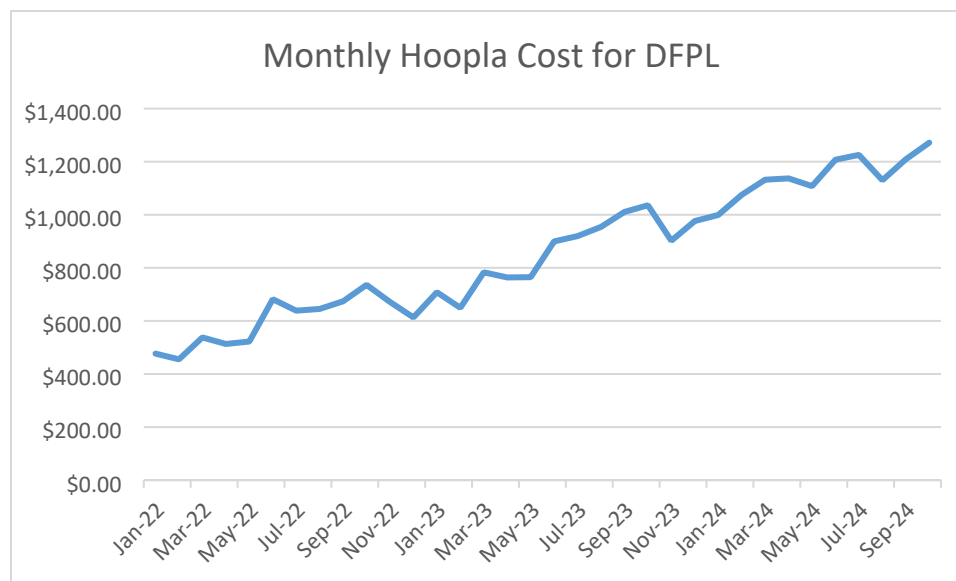
The Dwight Foster Public Library offers access to digital content through Wisconsin's Digital Library (generally accessed through, and frequently referred to as, Libby—the library app by OverDrive) and Hoopla.

All Bridges libraries began offering Hoopla in April 2020 in the middle of the COVID lockdown. The timing was convenient as public library buildings were closed at the time. Originally, Bridges paid for Hoopla with the understanding that individual libraries would take over more of the share of costs over time.

Dwight Foster Public Library patrons are currently limited to four Hoopla “borrows” per month, but everything in Hoopla is available immediately with no hold lists. The library pays Hoopla for each borrow. Bridges libraries (except Dwight Foster) changed from four borrows per month to two borrows per month in May 2024 due to rising costs.

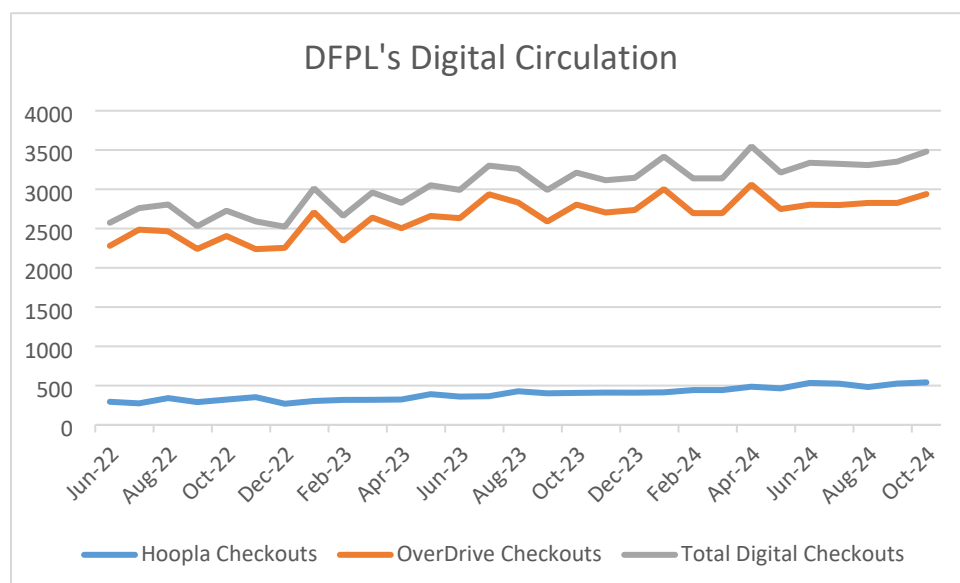
## Discussion

Dwight Foster Public Library patrons' Hoopla usage has steadily grown. As a result, monthly Hoopla costs for our library have also steadily grown.

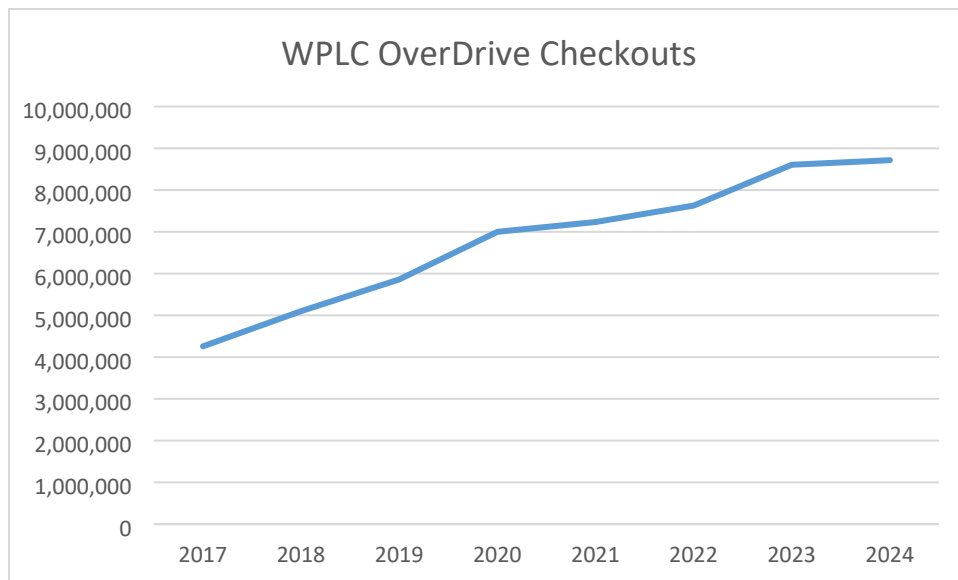


Hoopla Borrows

All digital circulation (including both OverDrive and Hoopla) has continued to grow for the Dwight Foster Public Library. In 2024, Hoopla circulations made up 14.61% of Dwight Foster Public Library's digital circulation.



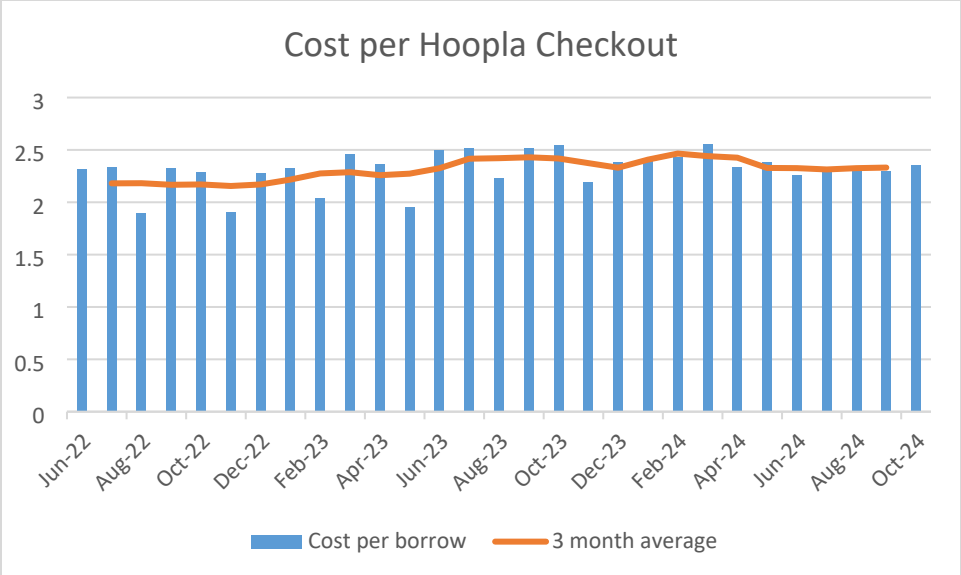
Hoopla and OverDrive have very different funding models. For OverDrive, libraries across the state pay the Wisconsin Public Library Consortium (WPLC) to purchase licenses (each with different lending terms) on OverDrive for Wisconsin's Digital Library. Individual systems or libraries are able to purchase additional licenses for digital materials through the Advantage program. WPLC and systems/libraries control how much money they want to put into Wisconsin's Digital Library. As demand increases for content in Wisconsin's Digital Library, waiting periods generally increase. Hoopla uses a pay per use model. In Hoopla, libraries determine how many borrows patrons are allowed each month and libraries are charged the costs for each of the borrows. Hoopla directly markets to patrons and encourages patrons to use all of their borrows each month, but patrons do not see the associated costs. Past experience with Wisconsin's Digital Library shows that demand for digital content has continued to grow. The chart below shows the total number of checkouts from Wisconsin's Digital Library across the whole state from 2017 to 2024 (so far).



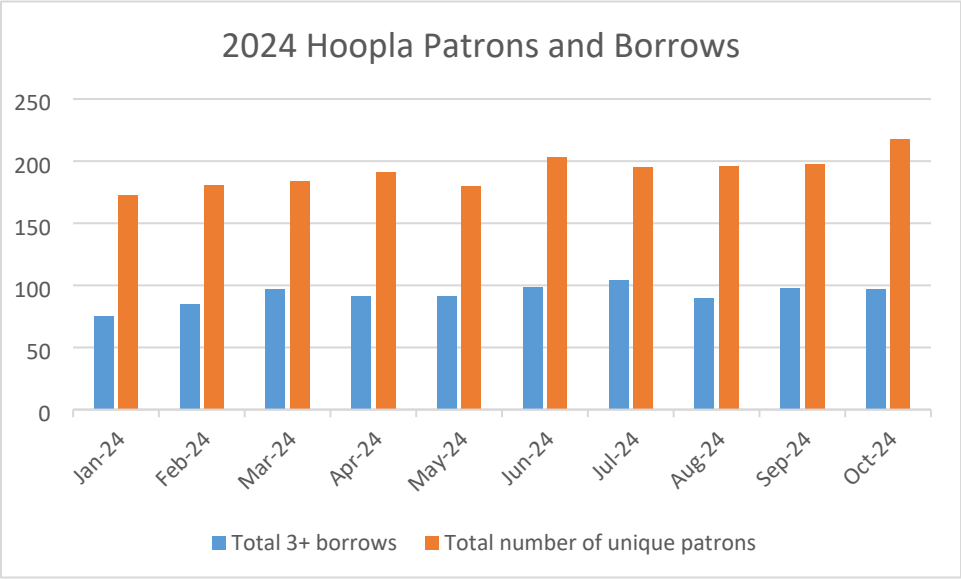
The calculated cost per circulation is much higher for each Hoopla checkout compared to each OverDrive checkout. System Director Karol Kennedy looked at data from all libraries in the Bridges Library System and calculated the average cost per circulation for OverDrive and Hoopla in 2023.

|                                                            | OverDrive                                        | Hoopla    |
|------------------------------------------------------------|--------------------------------------------------|-----------|
| 2023 total expenditures (system and library contributions) | \$247,662                                        | \$198,869 |
| 2023 total circulation                                     | 822,770 (doesn't include digital magazine circs) | 84,086    |
| 2023 average cost per circulation                          | \$0.30                                           | \$2.37    |

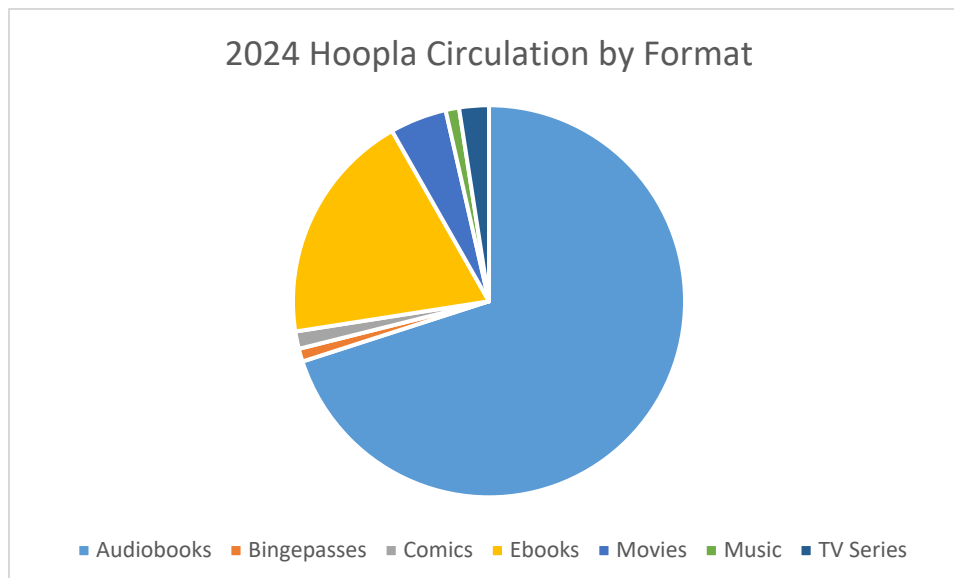
The calculated cost per Hoopla borrow has increased slightly from 2022 to 2024 for our library.



Below, library staff will recommend reducing Dwight Foster Public Library’s monthly Hoopla borrows to two borrows per month. In 2024, about 48% of Dwight Foster Public Library’s Hoopla users (or about 92 individuals) borrowed three or more Hoopla items each month. This means that only about half of our current Hoopla users would be affected by the recommended change each month.



Hoopla provides access to ebooks, digital audiobooks, movies, television series, music, comics, and bingepasses; OverDrive, on the other hand, only includes ebooks, digital audiobooks, and magazines. Digital audiobooks and ebooks still made up 89% of Hoopla checkouts, though.

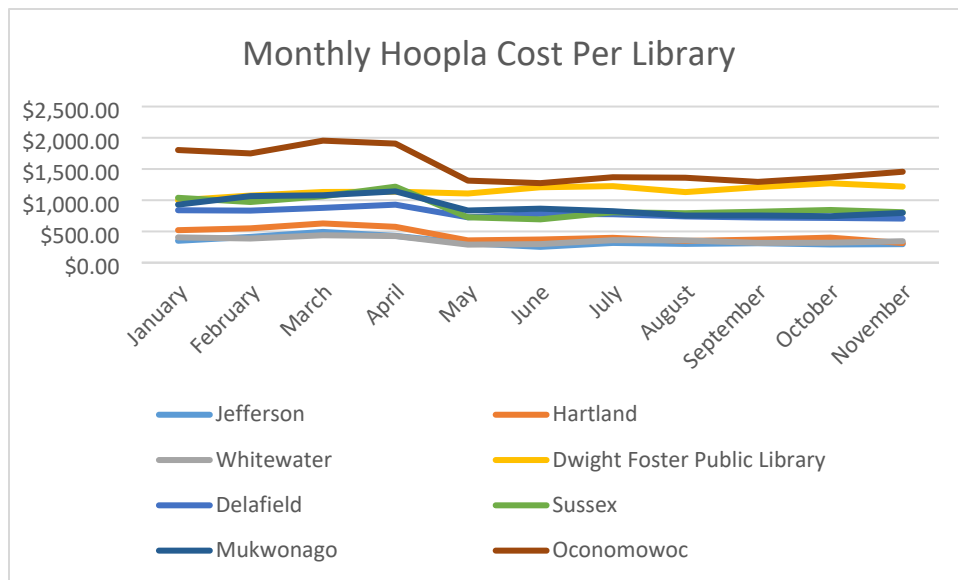


Library Directors throughout Bridges Library System understand that Hoopla is growing in popularity and responds to the demands of some patrons. Many patrons like the instant access that Hoopla provides and dislike the long waiting periods frequently associated with OverDrive. As an alternative solution, Bridges Library System has budgeted \$400,000 for the OverDrive Advantage Program in 2024 (compared to \$150,000 in 2023) to attempt to reduce waiting periods for member libraries’ patrons.

## Financial Analysis

Dwight Foster Public Library’s 2025 budget allots \$10,543.00 for Hoopla for the entire year. This total includes \$8,000 from the library’s AV expense account plus \$2,543 from a Bridges eContent grant. This divides out to \$878.58 per month. Assuming that Hoopla costs will continue on their current trend, a change is needed for the Dwight Foster Public Library to be able to remain within (or be close to) its AV budget.

In May 2024, all Bridges libraries (except for Dwight Foster) reduced their monthly Hoopla borrows from four to two. Bridges libraries saw a reduction in their Hoopla monthly spending following the borrows change. The chart below compares Dwight Foster Public Library’s monthly Hoopla spending to the spending of six similarly-sized libraries (three smaller and three larger based on service area) in Bridges. Notice the change from April 2024 to May 2024.



In April 2024, DFPL had the 10<sup>th</sup> highest Hoopla cost compared to the 24 libraries in Bridges Library System. In November 2024, DFPL had the 7<sup>th</sup> highest monthly Hoopla cost in the System.

Bridges Library System will reduce their eContent grants to member libraries in 2025. This change was made so that Bridges can put more money toward OverDrive Advantage. Bridges' eContent grant budget line will decrease from \$110,000 in 2024 to \$60,000 in 2025. Bridges' budget document explains the change: "The growing usage and cost of [Hoopla] is a concern for member libraries. Libraries are looking for more cost-effective ways of providing timely access to desirable digital materials."

## Recommendation

Library staff recommends reducing Dwight Foster Public Library's Hoopla borrows to two borrows per month in 2025.

Library staff understands that reducing the monthly Hoopla borrows allowance will negatively affect some of our patrons. However, library staff believes the change is necessary in order to control our AV spending.

# Bylaws—Organizing the Board for Effective Action

# 3

## Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See *Trustee Essential #18: Library Board Appointments and Composition*.) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see *Trustee Essential #14: The Library Board and the Open Meetings Law*). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

## A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

### In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

## Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

## Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

## Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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

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## Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

### Article I. Identification

This organization is the Board of Trustees of the \_\_\_\_\_ Library, located in \_\_\_\_\_ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of \_\_\_\_\_, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

### Article II. Membership

**Section 1. Appointments and Terms of Office.** Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason.

### Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

**Section 1.** The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

**Section 2.** A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

**Section 4.** The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

**Section 5.** The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 6.** The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

**Section 7.** The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

#### Article IV. Meetings

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in \_\_\_\_\_ (month) of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, and shall be called at the written request of \_\_\_\_\_ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of \_\_\_\_\_ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

## Article V. Committees

**Section 1. Standing Committees.** The following committees: \_\_\_\_\_, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

**Section 2. Nominating Committee.** (See Article III, Section 2.)

**Section 3. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

**Section 4.** No committee shall have other than advisory powers.

## Article VI. Duties of the Board of Trustees

**Section 1.** Legal responsibility for the operation of the \_\_\_\_\_ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5.** The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

## Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

## Article VIII. Conflict of Interest

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the \_\_\_\_\_ Public Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## Article IX. General

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (\_\_\_\_\_) of the members of the Board are present and two-thirds of those present so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the \_\_\_\_\_ Library  
on the \_\_\_\_\_ day of \_\_\_\_\_

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