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

BOARD OF TRUSTEES OF THE DWIGHT FOSTER PUBLIC LIBRARY
JANUARY REGULAR MEETING
IN PERSON AND VIA ZOOM
MONDAY, JANUARY 13, 2025 – 9:30 AM
ROTARY ROOM (2ND FLOOR OF LIBRARY)

https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSVp5S0loa1lJdz09
Meeting ID: 850 7940 9884
Passcode: J3dEeSUL

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

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Trust Update**
   a. Bruce Waller from Edward Jones will present about the Library's trust
4. **Approval of Minutes**
   a. Review and possible action relating to the minutes of the December 9 regular meeting
5. **Financial Report**
   a. Discussion relating to the January financial report of the library (Lippert)
   b. Summary of 2024 trust expenditures and contributions (Lippert)
6. **Approval of Bills**
   a. Review and possible action relating to the library's bills (Lippert)
7. **Public Input**
8. **Reports**

a. Director's Report

b. 2024 Summary

c. Friends of the Library Liaison Report

9. Unfinished Business

a. Review and possible action relating to the 2025 Jefferson County Library Service Contracts (Lippert)

10. New Business

a. Review the Jefferson County Library Service Guidelines (Lippert)

11. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 4 "Effective Board Meetings and Trustee Participation" (Lippert)
https://vimeo.com/showcase/11330550/video/1000152667

12. Adjournment

Library Board Meeting Dates

- *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.*

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

PORTFOLIO ANALYSIS

PREPARED FOR

January 7, 2025

Dwight Foster Public Library

Saving for Library operational finance

Special Purchase Portfolio Objective: **Balanced Toward Growth**

Account(s) Included

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE DESCRIPTION
536–25929	CITY OF FORT ATKINSON	Select–Corporation Income Focus
536–25940	CITY OF FORT ATKINSON	Advisory–Corporation All Equity Focus

Account(s) Not Included

No Accounts Excluded

Only assets that are included in the above goal will be incorporated in this report. This may include the accounts(s) listed above, assets held by a vendor outside of Edward Jones, and/or assets you indicated you hold outside of Edward Jones.

The office of:

Bruce C Waller AAMS™
Financial Advisor
(920) 563-9393

Edward Jones®
MAKING SENSE OF INVESTING

Important Disclosures

Prepared for: Dwight Foster Public Library

A variety of investments may help you reach your investment goals. These investments may have different costs, which impact our compensation and, as a result, create a conflict of interest. For more details please ask your financial advisor or visit edwardjones.com/compensation.

For additional information on the scope and terms of your relationship with Edward Jones and your financial advisor as well as the services we offer, please see our Client Relationship Summary and Important Information About Our Brokerage Services documents as well as other important information which can be found at www.edwardjones.com/disclosures/reg–bi–form–crs.

Edward Jones classifies securities by, among other things, investment category, asset class, sector, and, in the case of fixed income, maturity. These classifications are based on information currently available to the firm and may be adjusted at the firm's discretion to help your financial advisor recommend transactions that align to your account's portfolio objective. Please review a security's official documents (e.g. prospectus) and talk with your financial advisor for more specific information.

This report is for informational purposes only and is not an account statement. You should not rely on it to reflect your investment holdings at Edward Jones. To review your investment holdings, please refer to your account statement or Online Access. This report may include information about assets you indicated you hold outside of Edward Jones ("Outside Assets"), as well as assets held by a vendor outside of Edward Jones ("Vendor–held Assets"). The ownership, quantity and market value of these Outside and Vendor–held Assets have not been verified by Edward Jones and Edward Jones assumes no responsibility for the accuracy of data relating to these assets. Outside and Vendor–held Assets may not be covered by SIPC. For information on SIPC coverage, you should contact the holder of these assets. If you believe any of this information is inaccurate or have concerns regarding this report, please contact your financial advisor, call our Client Relations department at 800–441–2357 or review your account online at edwardjones.com/access. Additional important disclosures can be found at edwardjones.com/disclosures.

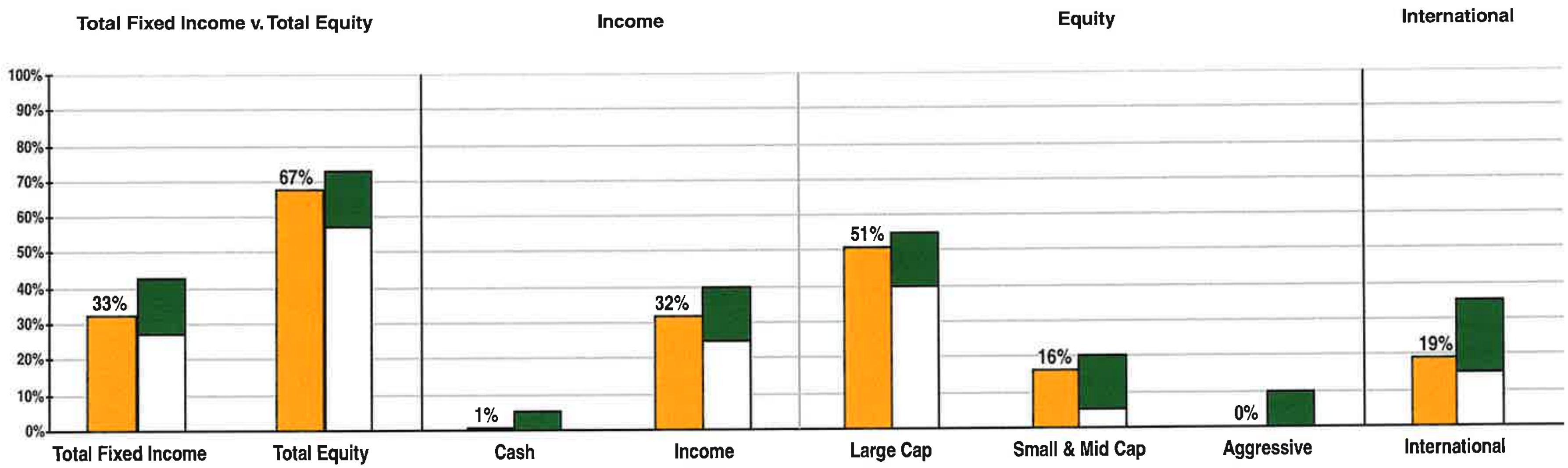
Diversification by Investment Category

Portfolio Objective: Balanced Toward Growth

January 7, 2025

Bruce C Waller
Financial Advisor

Prepared for: Dwight Foster Public Library
Saving for Library operational finance



Investment Category	Value	Actual	Suggested Range	Recommended Target
Fixed Income				
Cash	$6,023	0.68%	0–5%	Middle
Income	$281,555	31.90%	25–40%	Low
Total Fixed Income	$287,577	32.58%	27–43%	Low
Equity				
Large Cap	$450,127	51.00%	40–55%	Middle
Small & Mid Cap	$144,942	16.42%	5–20%	High
Aggressive	$0	0.00%	0–10%	Middle
Total Equity	$595,069	67.42%	57–73%	High
Portfolio Total	**$882,646**			
International	$169,496	19.20%	15–35%	Middle
Aggressive Income (included in Income)	$0	0.00%	0–10%	Middle

The Suggested Range reflects the Edward Jones Investment Policy Committee's recommended weightings for each investment category based on your Portfolio Objective. To take advantage of timely market opportunities and risks, we also recommend specific Targets within those Suggested Ranges.

Edward Jones

Diversification by Investment Category

Portfolio Objective: Balanced Toward Growth

Bruce C Waller
Financial Advisor

Prepared for: Dwight Foster Public Library
Saving for Library operational finance

January 7, 2025

What Do I Own?		What Is It Worth Today?			How Is It Diversified?								
Held By	Investment Name	Current Quantity	Current Price	Current Value	Fixed Income	Equity	Cash	Income	Large Cap	Small & Mid Cap	Aggressive	International	Aggressive Income
Fixed Income													
Acct. 536–25929	Dwight Foster Pub Library – Select Acct												
J	BLACKROCK LOW DURATION BOND A	17917	9.060	162,329	162,329			162,329					
J	BR TOTAL RETURN A	12278	9.710	119,225	119,225			119,225				14,307 12%	
Acct. 536–25940	Dwight Foster Pub Library – Advisory												
J	JPM U.S. GOVT MNY MKT CAPITAL	5991	1.000	5,991	5,991		5,991						
J	MONEY MARKET INVESTMENT SHARES	31	1.000	31	31		31						
Equity													
Acct. 536–25940	Dwight Foster Pub Library – Advisory												
J	ISH COR MSCI ETF	873	71.630	62,533		62,533			62,533			62,533 100%	
J	ISH MSCI GRW ETF	346	99.010	34,257		34,257			34,257			34,257 100%	
J	ISH MSCI VLU ETF	640	53.340	34,138		34,138			34,138			34,138 100%	
J	ISH RS M GRW ETF	234	130.190	30,464		30,464				30,464			
J	ISH RS MD–C ETF	197	89.830	17,697		17,697				17,697			
J	ISH RS MD–CP ETF	226	131.080	29,624		29,624				29,624			
J	ISH RSL 2000	190	225.770	42,896		42,896				42,896			
J	ISH RSL1000 VAL	124	187.340	23,230		23,230			23,230				
J	ISH S&P500 GRWTH	545	104.420	56,909		56,909			56,909				
J	ISHARES MSC EAFE	395	61.420	24,261		24,261				24,261		24,261 100%	
J	SPDR S&P 500 ETF	519	70.210	36,439		36,439			36,439				
J	VNG GROWTH INDEX	46	421.080	19,370		19,370			19,370				
J	VNG LARGE CAP	301	274.950	82,760		82,760			82,760				
J	VNG S&P 500	98	548.870	53,789		53,789			53,789				
J	VNG VALUE INDEX	273	171.070	46,702		46,702			46,702				

Assets Held By: C–Client outside Edward Jones J–Edward Jones V–Vendor P–Proposed Investment

Diversification by Investment Category

Portfolio Objective: Balanced Toward Growth

Bruce C Waller
Financial Advisor

Prepared for: Dwight Foster Public Library
Saving for Library operational finance

January 7, 2025

What Do I Own?		What Is It Worth Today?			How Is It Diversified?								
Held By	Investment Name	Current Quantity	Current Price	Current Value	Fixed Income	Equity	Cash	Income	Large Cap	Small & Mid Cap	Aggressive	International	Aggressive Income
Portfolio Total				$882,646	$287,577	$595,069	$6,023	$281,555	$450,127	$144,942	$0	$169,496 19%	$0
					33%	67%	1%	32%	51%	16%	0%	19%	0%

Assets Held By: C–Client outside Edward Jones J–Edward Jones V–Vendor P–Proposed Investment

Putting Your Performance into Perspective

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

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

1. How am I doing overall?

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

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

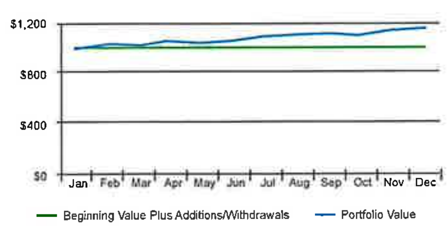
How Your Personal Rate of Return Is Calculated

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

John

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

Rate of Return...................................... **10%**



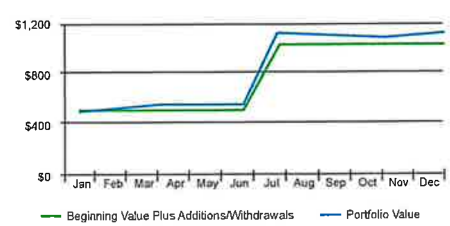
Because there were no additional investments or withdrawals, his personal rate of return is identical to the dollar-change percentage, 10%.

Jane

January:................................ **Invested $500**

July: .... **Invested other $500**

Rate of Return.................................. **13.4%**



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

2. How is a specific investment doing?

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

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

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

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

For more information, see edwardjones.com/performance.

Putting Your Performance into Perspective

Important Disclosures

This report is for informational purposes only and is not an account statement. You should not rely on it to reflect your investment holdings at Edward Jones. To review your investment holdings, please refer to your account statement or Online Access. This report may include information about assets you indicated you hold outside of Edward Jones ("Outside Assets"), as well as assets held by a vendor outside of Edward Jones ("Vendor-held Assets"). The ownership, quantity and market value of these Outside and Vendor-held Assets have not been verified by Edward Jones, and Edward Jones assumes no responsibility for the accuracy of data relating to these assets. Outside and Vendor-held Assets may not be covered by SIPC. For information on SIPC coverage, you should contact the holder of these assets.

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

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

Any Edward Jones Research Opinions referenced in this portfolio report do not take into account your particular investment profile and are not intended as express recommendations to purchase, hold or sell particular securities. You should contact your Edward Jones financial advisor before acting upon the research opinions referenced in this portfolio report.

Ratings from Standard & Poor's ("S&P"), Moody's and Fitch may be shown for certain securities. S&P requires that we inform you: (1) Ratings are NOT recommendations to buy, hold, sell, or make any investment decisions and DO NOT address suitability or future performance; (2) S&P DOES NOT guarantee the accuracy, completeness or availability of any ratings and is NOT responsible for results obtained from the use of any ratings. Certain disclaimers related to its ratings are more specifically stated at standardandpoors.com/disclaimers.

If you believe any of this information is inaccurate or have concerns regarding this report, please contact your financial advisor, call our Client Relations department at 800-441-2357 or review your account online at edwardjones.com/access. Additional important disclosures can be found at edwardjones.com/disclosures.

Benchmark Disclosures

Indexes listed are used as a general measure of market performance for a particular asset class or type. Securities indices assume reinvestment of all distributions and interest payments and do not take into account brokerage fees, taxes or investment management fees. If such fees and taxes were taken into account, they would have the effect of reducing performance. Securities in your portfolio will not be identical to those in the indexes, and performance of your portfolio will differ. An index is unmanaged and is not meant to depict an actual investment.

- Bloomberg Aggregate Bond Index[1] – Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.
- Bloomberg Municipal Bond Index[1] – This market-cap-weighted index includes investment-grade, tax-exempt bonds and is classified into four main sectors: General Obligation, Revenue, Insured, and Pre-refunded. Bonds with floating rates (including derivative and residual interest securities) are excluded.
- Russell 2000 Index[2] – Following the Russell 1000 measurement of the 1,000 largest U.S. companies, this index measures the performance of the next 2,000 largest U.S. companies based on total market capitalization, representing approximately 8% of the invested U.S. equity market.
- S&P 500 Index[3] – A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float-adjusted, capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.
- MSCI EAFE[4] – A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada). Source: MSCI. MSCI makes no express or implied warranties or representations and shall have no liability whatsoever with the respect to any MSCI data contained herein. The MSCI data may not be further redistributed or used to create indices or financial products. This report is not approved by MSCI.

Index returns on your performance benchmarking report are customized to reflect the timing of your specific additions and withdrawals. Custom benchmark return calculations are provided by a third-party vendor and are not generated by the index providers.

1 Bloomberg Fixed Income Indexes. © 2021: Bloomberg Index Services, Limited. Used with permission.

2 Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.

3 The S&P 500 and indexes are products of S&P Dow Jones Indices LLC and/or its affiliates and have been licensed for use by Edward Jones. Copyright © 2020 S&P Dow Jones Indices LLC, a division of S&P Global. All rights reserved. Redistribution or reproduction in whole or in part are prohibited without written permission of S&P Dow Jones Indices LLC. For more information on any of S&P Dow Jones Indices LLC's indexes, please visit spdji.com. S&P® is a registered trademark of Standard & Poor's Financial Services LLC and Dow Jones® is a registered trademark of Dow Jones Trademark Holdings LLC. Neither S&P Dow Jones Indices LLC, Dow Jones Trademark Holdings LLC, their affiliates nor their third-party licensors make any representation or warranty, express or implied, as to the ability of any index to accurately represent the asset class or market sector that it purports to represent and neither S&P Dow Jones Indices LLC, Dow Jones Trademark Holdings LLC, their affiliates nor their third-party licensors shall have any liability for any errors, omissions or interruptions of any index or the data included therein.

4 MSCI, Barra, RiskMetrics, ISS and EAFE are trademarks and service marks of MSCI Inc. or its subsidiaries.

Performance Summary

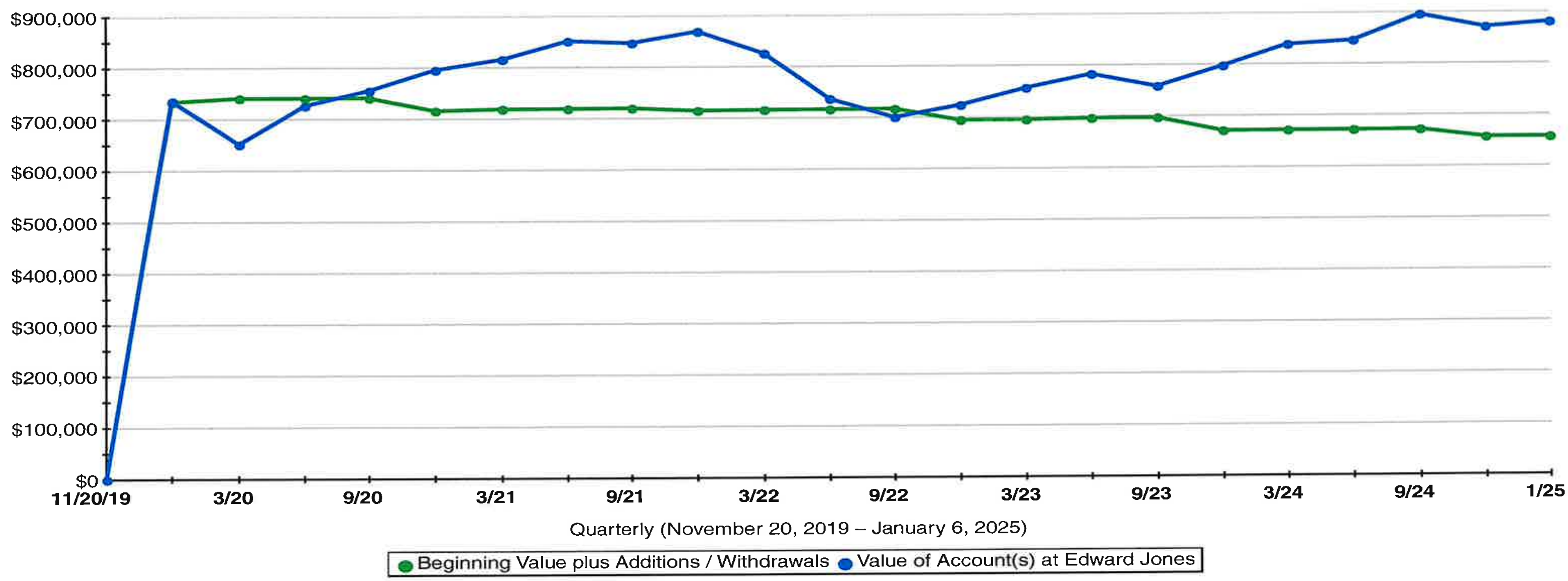
Portfolio Objective: Balanced Toward Growth

January 7, 2025

Bruce C Waller
Financial Advisor

Prepared for: Dwight Foster Public Library
Saving for Library operational finance

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



Value of Account(s) at Edward Jones	2022	2023	2024	2025	Since 20–Nov–2019
Beginning Value	$869,158.69	$723,535.93	$797,199.43	$870,627.51	$0.00
Amount Added / Withdrawn	($20,568.16)	($23,277.00)	($14,316.09)	$30.00	$656,719.84
Return in $	($125,054.61)	$96,940.50	$87,744.17	$9,643.08	$223,580.75
Ending Value	**$723,535.93**	**$797,199.43**	**$870,627.51**	**$880,300.59**	**$880,300.59**
					Annualized Return
Your Personal Rate of Return as of Jan 6, 2025	–14.41%	13.39%	11.01%	1.11%	5.52%

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

PORTFOLIO ANALYSIS

January 7, 2025

PREPARED FOR

Dwight Foster Public Library

Saving for Library operational finance

Special Purchase Portfolio Objective: **Balanced Toward Growth**

Account(s) Included

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE DESCRIPTION
536–25929	CITY OF FORT ATKINSON	Select–Corporation Income Focus
536–25940	CITY OF FORT ATKINSON	Advisory–Corporation All Equity Focus

Account(s) Not Included

No Accounts Excluded

Only assets that are included in the above goal will be incorporated in this report. This may include the accounts(s) listed above, assets held by a vendor outside of Edward Jones, and/or assets you indicated you hold outside of Edward Jones.

The office of:

Bruce C Waller AAMS™
Financial Advisor
(920) 563-9393

Edward Jones
MAKING SENSE OF INVESTING

Important Disclosures

Prepared for: Dwight Foster Public Library

A variety of investments may help you reach your investment goals. These investments may have different costs, which impact our compensation and, as a result, create a conflict of interest. For more details please ask your financial advisor or visit edwardjones.com/compensation.

For additional information on the scope and terms of your relationship with Edward Jones and your financial advisor as well as the services we offer, please see our Client Relationship Summary and Important Information About Our Brokerage Services documents as well as other important information which can be found at www.edwardjones.com/disclosures/reg–bi–form–crs.

Edward Jones classifies securities by, among other things, investment category, asset class, sector, and, in the case of fixed income, maturity. These classifications are based on information currently available to the firm and may be adjusted at the firm's discretion to help your financial advisor recommend transactions that align to your account's portfolio objective. Please review a security's official documents (e.g. prospectus) and talk with your financial advisor for more specific information.

This report is for informational purposes only and is not an account statement. You should not rely on it to reflect your investment holdings at Edward Jones. To review your investment holdings, please refer to your account statement or Online Access. This report may include information about assets you indicated you hold outside of Edward Jones ("Outside Assets"), as well as assets held by a vendor outside of Edward Jones ("Vendor–held Assets"). The ownership, quantity and market value of these Outside and Vendor–held Assets have not been verified by Edward Jones and Edward Jones assumes no responsibility for the accuracy of data relating to these assets. Outside and Vendor–held Assets may not be covered by SIPC. For information on SIPC coverage, you should contact the holder of these assets. If you believe any of this information is inaccurate or have concerns regarding this report, please contact your financial advisor, call our Client Relations department at 800–441–2357 or review your account online at edwardjones.com/access. Additional important disclosures can be found at edwardjones.com/disclosures.

Putting Your Performance into Perspective

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

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

1. How am I doing overall?

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

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

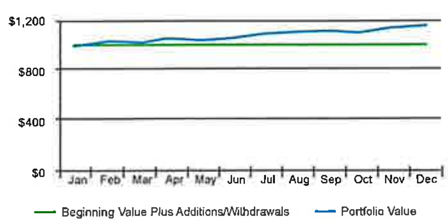
How Your Personal Rate of Return Is Calculated

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

John

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

Rate of Return......................................10%



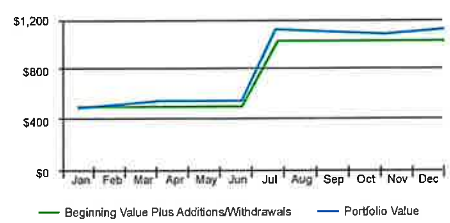
Because there were no additional investments or withdrawals, his personal rate of return is identical to the dollar-change percentage, 10%.

Jane

January:................................Invested $500

July:............................Invested other $500

Rate of Return.................................. 13.4%



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

2. How is a specific investment doing?

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

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

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

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

For more information, see edwardjones.com/performance.

Putting Your Performance into Perspective

Important Disclosures

This report is for informational purposes only and is not an account statement. You should not rely on it to reflect your investment holdings at Edward Jones. To review your investment holdings, please refer to your account statement or Online Access. This report may include information about assets you indicated you hold outside of Edward Jones ("Outside Assets"), as well as assets held by a vendor outside of Edward Jones ("Vendor-held Assets"). The ownership, quantity and market value of these Outside and Vendor-held Assets have not been verified by Edward Jones, and Edward Jones assumes no responsibility for the accuracy of data relating to these assets. Outside and Vendor-held Assets may not be covered by SIPC. For information on SIPC coverage, you should contact the holder of these assets.

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

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

Any Edward Jones Research Opinions referenced in this portfolio report do not take into account your particular investment profile and are not intended as express recommendations to purchase, hold or sell particular securities. You should contact your Edward Jones financial advisor before acting upon the research opinions referenced in this portfolio report.

Ratings from Standard & Poor's ("S&P"), Moody's and Fitch may be shown for certain securities. S&P requires that we inform you: (1) Ratings are NOT recommendations to buy, hold, sell, or make any investment decisions and DO NOT address suitability or future performance; (2) S&P DOES NOT guarantee the accuracy, completeness or availability of any ratings and is NOT responsible for results obtained from the use of any ratings. Certain disclaimers related to its ratings are more specifically stated at standardandpoors.com/disclaimers.

If you believe any of this information is inaccurate or have concerns regarding this report, please contact your financial advisor, call our Client Relations department at 800-441-2357 or review your account online at edwardjones.com/access. Additional important disclosures can be found at edwardjones.com/disclosures.

Benchmark Disclosures

Indexes listed are used as a general measure of market performance for a particular asset class or type. Securities indices assume reinvestment of all distributions and interest payments and do not take into account brokerage fees, taxes or investment management fees. If such fees and taxes were taken into account, they would have the effect of reducing performance. Securities in your portfolio will not be identical to those in the indexes, and performance of your portfolio will differ. An index is unmanaged and is not meant to depict an actual investment.

- Bloomberg Aggregate Bond Index[1] – Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.
- Bloomberg Municipal Bond Index[1] – This market-cap-weighted index includes investment-grade, tax-exempt bonds and is classified into four main sectors: General Obligation, Revenue, Insured, and Pre-refunded. Bonds with floating rates (including derivative and residual interest securities) are excluded.
- Russell 2000 Index[2] – Following the Russell 1000 measurement of the 1,000 largest U.S. companies, this index measures the performance of the next 2,000 largest U.S. companies based on total market capitalization, representing approximately 8% of the invested U.S. equity market.
- S&P 500 Index[3] – A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float-adjusted, capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.
- MSCI EAFE[4] – A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada). Source: MSCI. MSCI makes no express or implied warranties or representations and shall have no liability whatsoever with the respect to any MSCI data contained herein. The MSCI data may not be further redistributed or used to create indices or financial products. This report is not approved by MSCI.

Index returns on your performance benchmarking report are customized to reflect the timing of your specific additions and withdrawals. Custom benchmark return calculations are provided by a third-party vendor and are not generated by the index providers.

1 Bloomberg Fixed Income Indexes. © 2021: Bloomberg Index Services, Limited. Used with permission.

2 Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.

3 The S&P 500 and indexes are products of S&P Dow Jones Indices LLC and/or its affiliates and have been licensed for use by Edward Jones. Copyright © 2020 S&P Dow Jones Indices LLC, a division of S&P Global. All rights reserved. Redistribution or reproduction in whole or in part are prohibited without written permission of S&P Dow Jones Indices LLC. For more information on any of S&P Dow Jones Indices LLC's indexes, please visit spdji.com. S&P® is a registered trademark of Standard & Poor's Financial Services LLC and Dow Jones® is a registered trademark of Dow Jones Trademark Holdings LLC. Neither S&P Dow Jones Indices LLC, Dow Jones Trademark Holdings LLC, their affiliates nor their third-party licensors make any representation or warranty, express or implied, as to the ability of any index to accurately represent the asset class or market sector that it purports to represent and neither S&P Dow Jones Indices LLC, Dow Jones Trademark Holdings LLC, their affiliates nor their third-party licensors shall have any liability for any errors, omissions or interruptions of any index or the data included therein.

4 MSCI, Barra, RiskMetrics, ISS and EAFE are trademarks and service marks of MSCI Inc. or its subsidiaries.

Performance Summary

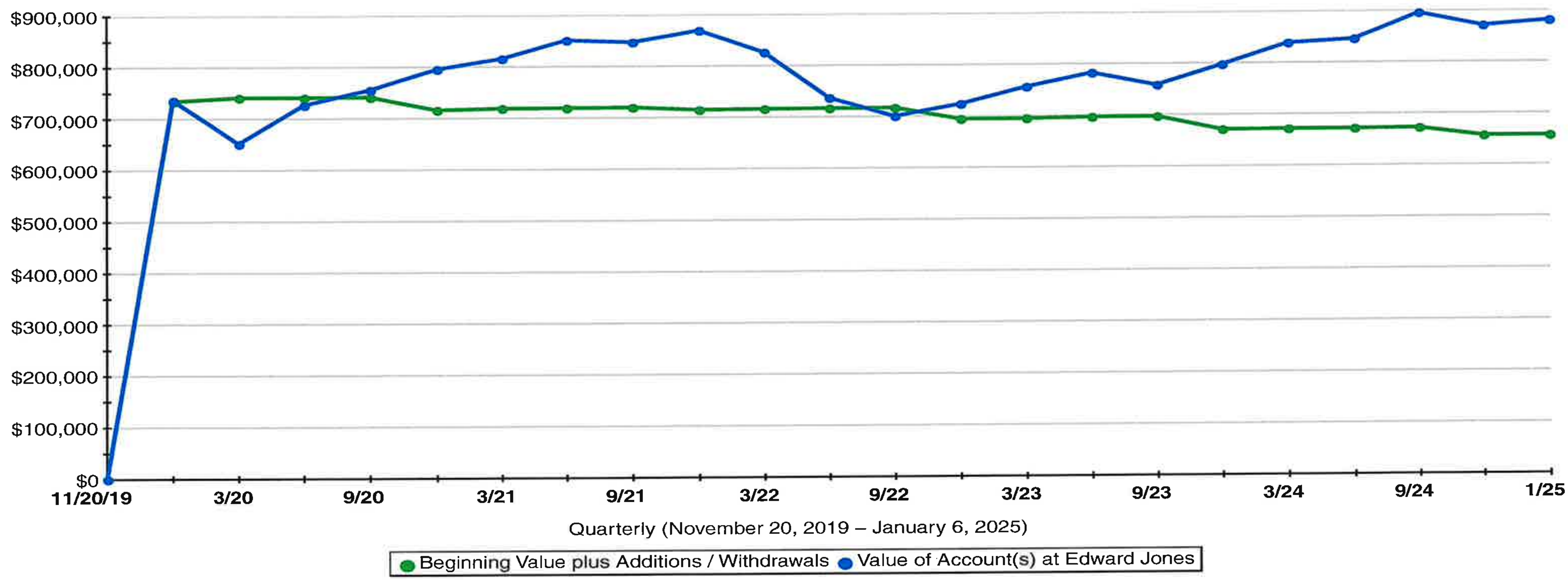
Portfolio Objective: Balanced Toward Growth

January 7, 2025

Bruce C Waller
Financial Advisor

Prepared for: Dwight Foster Public Library
Saving for Library operational finance

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



Value of Account(s) at Edward Jones	2022	2023	2024	2025	Since 20–Nov–2019
Beginning Value	$869,158.69	$723,535.93	$797,199.43	$870,627.51	$0.00
Amount Added / Withdrawn	($20,568.16)	($23,277.00)	($14,316.09)	$30.00	$656,719.84
Return in $	($125,054.61)	$96,940.50	$87,744.17	$9,643.08	$223,580.75
Ending Value	**$723,535.93**	**$797,199.43**	**$870,627.51**	**$880,300.59**	**$880,300.59**
					Annualized Return
Your Personal Rate of Return as of Jan 6, 2025	−14.41%	13.39%	11.01%	1.11%	5.52%

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

Board of Trustees Meeting
Dwight Foster Public Library
December 9, 2024 - 9:30AM

AGENDA

1. Call meeting to order: The meeting was called to order at 9:35AM by Julie Olver.

2. Roll call- Present: Leslie LaMuro, Davin Lescohier, Minetta Lippert, Julie Olver, Sara Podoll, Rebecca Houseman, Sarah Dorfman, Lori Compas,
Absent: Rob Abbot, Sarah Dorfman, Rebecca Paulraj, Diana Schull

3. Approval of Minutes
a. Review and possible action relating to the minutes of the November 11 regular Meeting (Move to approve Davin Leschohier: 2nd Sara Podoll, unanimous approval)

4. Financial Report
a. Discussion relating to the December financial report (Lippert) We should get through the year without a deficit.

5. Approval of Bills
a. Review and possible action relating to the library's bills (Lippert)
(Move to approve Leslie LaMuro, 2nd Lori Compas, unanimous approval)

6. Public Input None

7. Reports
a. Director's Report- Minetta L. (Discussion) Highlights: Amy Christian worked with the ADRC to create a Dementia Friendly training video for library staff. Building floor installed in the computer room, staff very happy with flooring. Staff finalized the winter programming. Winter reading program will open December 16 and continue through January 31. Jefferson County Library board approved an updated service plan, to be filed with the County board next week. Updated county funding formula to include hoopla and digital circulation. Minetta presented at Lions and Kiwanis clubs.

b. Friends of the Library Liaison Report- Julie Olver. (Discussion) Fun meeting, approved funding for holiday staff party. Will fund up to 12,500 to pay for AED devices and FortHealth Care will provide training and upkeep. Hoped they would fund the new battery.

8. Unfinished Business

9. New Business
a. Review and possible action relating to the 2025 Jefferson County Library Service Contracts (Lippert) carry over for next year
b. Review progress on the 2024-2026 Strategic Plan (Lippert) staff updates through December. 1 year into the 3 year plan, increase staff communication, emergency preparedness with the Fire Chief. Updates to computer room floor, pavers outside. Literacy & learning Amy working with StoryCore now called Community Voices. Ending Tech Tuesdays due to lower turnout. Monthly language exchanges are going well, home book delivery continuing, and working with many various organizations.
c. Review and possible action relating to the meeting schedule of the Library Board of Trustees in 2025 (Lippert) Decided that this was already decided at the last meeting, no change.
d. Review and possible action relating to monthly Hoopla borrows (Lippert)
Thorough review by Minetta with all Bridges directors are allowing 2 borrows/month. DFPL allows 4 per month but would like to comply with the 2/mo as the others. Discussion about the cost of Hoopla.
Move to Reduce the number of Hoopla borrows from 4 to 2 to align with the other Bridges system libraries. Move to approve:Sara Podoll 2nd Lori Compas unanimous approval
10. Miscellaneous
a. Trustee Training: Discussion relating to Trustee Essentials Chapter 3 "Bylaws--Organizing the Board for Effective Action" (Lippert)
Davin is excited about chapter 4
https://vimeo.com/showcase/11330550/video/1000152367

11. Adjournment
Move Davin Lescohier 2nd Sara Podoll: unanimous approval.

Minutes respectfully submitted by:

Leslie LaMuro

Next regular meeting

Dwight Foster Public Library

January 2025
Financial Report (2024 Budget)

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	$327,193.95	$22,806.05			$22,806.05
15-55-5511-0200	Salaries - Part Time	$126,100.00	$132,591.58	-$6,491.58			-$6,491.58
15-55-5511-0300	Salaries - Janitor	$19,500.00	$24,793.11	-$5,293.11			-$5,293.11
	Total Salaries	$495,600.00	$484,578.64	$11,021.36			$11,021.36
15-55-5511-2500	Benefits	$175,000.00	$167,242.38	$7,757.62			$7,757.62
15-55-5511-0600	Supplies	$19,500.00	$20,849.61	-$1,349.61		$3,594.67	$2,245.06
15-55-5511-0700	Postage (Petty cash Acct DFPL-Minetta 38806)	$500.00	$1,231.85	-$731.85			-$731.85
15-55-5511-0800	Insurance	$6,500.00	$6,319.00	$181.00			$181.00
15-55-5511-0900	Telephone	$550.00	$213.35	$336.65			$336.65
15-55-5511-1000	Electricity and Water	$39,000.00	$34,770.68	$4,229.32			$4,229.32
15-55-5511-1100	Natural Gas	$14,000.00	$4,425.33	$9,574.67			$9,574.67
15-55-5511-1200	Maint. & Repair	$25,000.00	$44,119.84	-$19,119.84		$6,619.01	-$12,500.83
15-55-5511-1300	Books	$64,200.00	$58,441.85	$5,758.15			$5,758.15
15-55-5511-1400	Other	$800.00	$539.51	$260.49			$260.49
15-55-5511-1500	Periodicals	$4,800.00	$4,390.65	$409.35			$409.35
15-55-5511-1600	A.V.	$26,100.00	$29,508.87	-$3,408.87			-$3,408.87
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	$2,071.94	-$71.94			-$71.94
15-55-5511-1900	Information Sources/Services	$52,000.00	$53,300.07	-$1,300.07			-$1,300.07
15-55-5511-2000	Programming	$8,000.00	$6,365.43	$1,634.57		$1,146.60	$2,781.17
	Total Operations/Services	$266,700.00	$271,071.42	-$4,371.42	$0.00	$12,900.28	$8,528.86
	Total Operating Budget	**$937,300.00**	**$922,892.44**	**$14,407.56**	**$0.00**	**$12,900.28**	**$27,307.84**
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	$2,853.70	$2,646.30			$2,646.30
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	$9,179.00	$2,821.00			$2,821.00
	Grand Totals:	**$965,800.00**	**$939,147.39**	**$26,652.61**	**$0.00**	**$12,900.28**	**$39,552.89**

Revenue Fund Accounts	Description	Budget	Revenue:	
				$16,254.95
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	$17,990.00	$17,991.06	
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	$8,564.38	
15-44-0044-6110	LIBRARY-Fines	$1,200.00	$1,142.65	
15-47-0047-1100	Donations	$8,000.00	$20,472.81	
15-44-0044-6135	Trust Contributions	$28,500.00	$16,254.95	
15-41-0041-1100	General Property Taxes	$616,000.00	$616,000.00	
15-48-0048-1200	Insurance Recoveries	$0.00	$6,619.01	
15-49-0049-9999	Fund Balance (used)	$4,374.00	$4,374.00	
		$965,800.00	**$974,864.86**	

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (end of 2023)
$70,663.17	$884,137.99	$58,405.00

Signatures of Approval:

Director	President	Secretary

Dwight Foster Public Library

January 2025
Financial Report (2025 Budget)

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)	$360,000.00	$0.00	$360,000.00			$360,000.00
15-55-5511-0200	Salaries - Part Time	$130,000.00	$0.00	$130,000.00			$130,000.00
15-55-5511-0300	Salaries - Janitor	$23,000.00	$0.00	$23,000.00			$23,000.00
15-55-5511-2500	Benefits	$204,000.00	$0.00	$204,000.00			$204,000.00
	Total Salaries and Benefits	$717,000.00	$0.00	$717,000.00			$717,000.00
15-55-5511-0600	Supplies	$20,000.00	$0.00	$20,000.00			$20,000.00
15-55-5511-0700	Postage (Acct DFPL-Minetta 38806)	$800.00	$0.00	$800.00			$800.00
15-55-5511-0800	Insurance	$6,500.00	$0.00	$6,500.00			$6,500.00
15-55-5511-0900	Telephone	$400.00	$0.00	$400.00			$400.00
15-55-5511-1000	Electricity and Water	$39,000.00	$0.00	$39,000.00			$39,000.00
15-55-5511-1100	Natural Gas	$14,000.00	$0.00	$14,000.00			$14,000.00
15-55-5511-1200	Maint. & Repair	$26,000.00	$0.00	$26,000.00			$26,000.00
15-55-5511-1300	Books	$66,700.00	$1,094.88	$65,605.12			$65,605.12
15-55-5511-1400	Other	$800.00	$0.00	$800.00			$800.00
15-55-5511-1500	Periodicals	$4,800.00	$0.00	$4,800.00			$4,800.00
15-55-5511-1600	A.V.	$26,000.00	$0.00	$26,000.00			$26,000.00
15-55-5511-1700	Summer Reading Program	$3,750.00	$0.00	$3,750.00			$3,750.00
15-55-5511-1800	Continuing Ed & Travel	$2,000.00	$0.00	$2,000.00			$2,000.00
15-55-5511-1900	Information Sources/Services	$54,000.00	$2,056.11	$51,943.89			$51,943.89
15-55-5511-2000	Programming	$8,000.00	$600.00	$7,400.00			$7,400.00
	Total Operations/Services	$272,750.00	$3,750.99	$268,999.01	$0.00	$0.00	$268,999.01
	Total Operating Budget	**$989,750.00**	**$3,750.99**	**$985,999.01**	**$0.00**	**$0.00**	**$985,999.01**
15-60-0065-1100	CIP Furniture Replacement	$7,000.00	$0.00	$7,000.00			$7,000.00
15-60-0065-???	CIP Server replacement	$14,000.00	$0.00	$14,000.00			$14,000.00
15-60-0065-1103	CIP Computers	$5,000.00	$0.00	$5,000.00			$5,000.00
15-60-0065-1104	CIP Carpet/Flooring	$4,000.00	$0.00	$4,000.00			$4,000.00
	Grand Totals:	**$1,019,750.00**	**$3,750.99**	**$1,015,999.01**	**$0.00**	**$0.00**	**$1,015,999.01**

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	$19,344.73	
15-44-0044-6120	Jeff. Co. Aid	$298,147.00	
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	$7,000.00	
15-44-0044-6110	LIBRARY-Fines	$1,200.00	
15-47-0047-1100	Donations (City)	$8,000.00	$250.00
15-44-0044-6135	Trust Contributions	$30,000.00	
15-41-0041-1100	General Property Taxes	$624,000.00	
15-48-0048-1200	Insurance Recoveries	$0.00	
15-49-0049-9999	Fund Balance Applied	$32,058.27	
		$1,019,750.00	**$250.00**
	Donations (Edward Jones)		$0.00

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (end of 2024)

Signatures of Approval:

Director	President	Secretary

Dwight Foster Public Library

2024
Summary of Trust
Contributions and Expenditures

DATE	ACTIVITY	DESCRIPTION	AMOUNT
02/29/2024	Check Received	UBS FINL SRVCS INC CHECK	$450.00
04/18/2024	Check Received	PERSONAL CK	$100.00
04/29/2024	Check Received	MONEY ORDER	$50.00
09/12/2024	Check Received	PERSONAL CK	$50.00
09/12/2024	Check Received	CASHIERS CK FAHS CLASS OF 2004	$288.86
12/11/2024	Check Issued	CHECK NUMBER: 154818584	-$16,254.95
12/12/2024	Check Received	BUSINESS CK	$1,000.00

Invoice Number	Description	Total Cost	GL Account and Title
AL BEYERS			
66955	PROFESSIONAL CLEANING OF 4 GAS FIREPLACES	549.91	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total AL BEYERS:		549.91	
AMAZON CAPITAL SERVICES			
1394-6FQC-CWV4	1 A CREEK RUNS THROUGH THIS DRIFTLESS LAND: A FARM FAMILY'SJOURNEY TOWARD A LAND ETHICASIN: 1955656770SOLD BY: AMAZON.COM SERVICES, INCORDER #114-0347148-4890617	36.00	15-55-5511-1300 LIBRARY-Books
16MX-PF19-7LKX	1BALEINE 6-PACK OVERSIZED MOVING BAGS WITH REINFORCED HANDLES,HEAVY-DUTY STORAGE TOTE FOR CLOTHES, MOVING SUPPLIES (CLEAR,6-PACK)	29.69	15-55-5511-2000 LIBRARY-Programming
1CXD-DT6T-7QHD	1CLEANSMART DAILY SURFACE CLEANER AND PET-SAFE DISINFECTANT, KILLS99.9% OF VIRUSES & BACTERIA, 23 OUNCE SPRAY (PACK OF 2)	17.29	15-55-5511-0600 LIBRARY-Supplies
1D1L-4WDJ-4CKN	BALEINE 6-PACK OVERSIZED MOVING BAGS WITH REINFORCED HANDLES,HEAVY-DUTY STORAGE TOTE FOR CLOTHES, MOVING SUPPLIES (CLEAR, 6-PACK)	-29.69	15-55-5511-2000 LIBRARY-Programming
1H6Q-6TMP-HLTQ	1 THE VERY HUNGRY CATERPILLAR (RISE AND SHINE)BY: AMAZON.COM SERVICES, INC	11.58	15-55-5511-1300 LIBRARY-Books
1HFP-QTMX-QNG3	THE OFFICIAL "BLUEBOOK" HANDBOOK OF UNITED STATES COINS 2025 (HANDBOOK OF UNITED STATE COINS)	13.46	15-55-5511-1300 LIBRARY-Books
1LGJ-HX3W-4QGX	BOOKS	59.56	15-55-5511-1300 LIBRARY-Books
1MF4-WHK1-TRPP	YOU GOTTA BELIEVE DVDASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DFMQY16QORDER # 112-5277894-5875450	19.13	15-55-5511-1600 LIBRARY-A.V.
1MF4-WHK1-TRPP	STAR TREK: PRODIGY: SEASON 2 [DVD]ASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DBZBZL6SORDER # 112-5277894-5875450	19.98	15-55-5511-1600 LIBRARY-A.V.
1MJY-YQG1-MHXN	BOOKS	199.45	15-55-5511-1300 LIBRARY-Books
1N1P-M3LV-G19F	COLD WAR HISTORY, RESTORE HEALTH	27.48	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
1RXV-T9FD-F1QN	INK ROLLER	6.99	15-55-5511-0600 LIBRARY-Supplies
1TPW-94FL-TQNN	1BLS PROVIDER MANUAL 2020ASIN: 1616697687SOLD BY: NATASHA HEATHER SCHMIDTORDER #112-8827120-7224230	25.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
1TWF-G7GJ-KXMT	WINTER READING PRIZES: COFFEE MUG SET, CHOCOLATE STICKS, BAGS	63.12	15-55-5511-2000 LIBRARY-Programming
1VM1-7R6X-7RJQ	BOOKS	24.49	15-55-5511-1300 LIBRARY-Books
1WNK-73TK-W39M	BOOKS	153.21	15-55-5511-1300 LIBRARY-Books
1X9P-FNQT-VT6Q	EXIT SIGN EMERGENCY LIGHT BATTERY NI-CD 2.4V 600MAHCOMPATIBLE WITH EXITRONIX 10010036 LITHONIA 10010034 INTERSTATENIC1394 BEL-179 (2 PACK)	44.97	15-55-5511-0600 LIBRARY-Supplies
1X9T-X6JN-7HHR	1DHYSTAR TABLET MOUNT HOLDER FOR MUSIC MICROPHONE MICSTAND, EXERCISE SPIN BIKE, TREADMILL, STATIONARYBICYCLE, ELLIPTICAL, STROLLER, GOLF CART, BOAT, WHEELCHAIR, ADJUSTABLECLAMP FITS TABLETS/SMART PHONE	17.99	15-55-5511-0600 LIBRARY-Supplies
1XYC-K6X7-G1MQ	HILLBILLY ELEGY	25.57	15-55-5511-1300 LIBRARY-Books
1YRJ-NLVV-61XL	BOOKS	46.95	15-55-5511-1300 LIBRARY-Books
Total AMAZON CAPITAL SERVICES:		812.22	
AT & T			
45624	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
45624	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
BRODART CO			
November 2024 Bro	BRODART AUDIOBOOK PURCHASES NOV 2024	344.37	15-55-5511-1600 LIBRARY-A.V.
November 2024 Bro	BRODART BOOK PURCHASES NOV 2024	3,780.54	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		4,124.91	
CENTER POINT LARGE PRINT			
2135690	9 LARGE PRINT BOOKS	219.93	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		219.93	
CENTURYLINK			
716308058	STATE PROGRAM/LONG DISTANCE SERVICE #12	3.20	15-55-5511-0900 LIBRARY-Telephone

Invoice Number	Description	Total Cost	GL Account and Title
Total CENTURYLINK:		3.20	
CHARTER COMMUNICATIONS			
170837201112124li	#12 LIBRARY	186.83	15-55-5511-1900 LIBRARY-Information Sourc/Serv
170837201122124	#1 LIBRARY	186.83	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		373.66	
CLOUTE INC			
38424	SNOW REMOVAL AND DEICING SALT	100.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		100.00	
CREATIVE LANDSCAPES INC			
2402	BRICK PAVER REPLACEMENT PROJECT	2,568.33	15-60-0065-1101 CIP BRICK REPAIR
Total CREATIVE LANDSCAPES INC:		2,568.33	
DEMCO INC			
7575268	VISTAFOIL, 3 ROLLS	91.82	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		91.82	
FESTIVAL FOODS			
10/31/24 LIBRARY	TREATS FOR PROGRAM PAGES AND PIE	13.26	15-55-5511-2000 LIBRARY-Programming
Total FESTIVAL FOODS:		13.26	
G.F.C. LEASING			
977560A	#1 FOR 2025 6/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
86073112	2 LARGE PRINT BOOKS	56.78	15-55-5511-1300 LIBRARY-Books
86073264	1 LARGE PRINT BOOK	28.79	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		85.57	
H & H FIRE PROTECTION			
20582	ANNUAL INSPECTION OF 12 FIRE EXTINGUISHERS	90.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total H & H FIRE PROTECTION:		90.00	
HOOPLA OR MIDWEST TAPE LLC			
506413601	DIGITAL AUDIOBOOKS, EBOOKS, MUSIC, MOVIES	1,218.81	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		1,218.81	

Invoice Number	Description	Total Cost	GL Account and Title
IGNATEK LLC			
20974	IT SERVICE AGREEMENT	820.86	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		820.86	
JIM'S JANITORIAL SERVICE LLC			
15353	CLEANING 11/25/2024-12/06/2024	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15357	CLEANING 12/9/24-12/20/24 PLUS EXTRA TIME FOR SALT	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,750.00	
JP MORGAN CHASE BANK-WIRE			
4363	GIMLET-1 MONTH GIMLET SERVICE	29.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
4382	POYER-2 PIES	41.97	15-55-5511-2000 LIBRARY-Programming
4382	STAPLES-COPY PAPER	139.96	15-55-5511-0600 LIBRARY-Supplies
4382	GIMLET-MONTHLY SUBSCRIPTION CHARGE	29.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
4382	MADISON COLL-CPR CLASS	11.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4382	WI LIBRARY-YSS PERFORMERS SHOWCASE	40.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4382	HYATT REGENCY-2 NIGHTS IN GREEN BAY	278.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total JP MORGAN CHASE BANK-WIRE:		568.93	
MIDWEST TAPE			
506455037	7 CDS AND 1 DVD	117.07	15-55-5511-1600 LIBRARY-A.V.
506473007	1 CD AND 7 DVDS	154.43	15-55-5511-1600 LIBRARY-A.V.
506536075	4 DVDS AND 1 CD	112.45	15-55-5511-1600 LIBRARY-A.V.
50654906	1 DVD	14.99	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		398.94	
MILWAUKEE ART MUSEUM			
80123	2025 MEMBERSHIP	600.00	15-55-5511-2000 LIBRARY-Programming
Total MILWAUKEE ART MUSEUM:		600.00	
PACKERLAND RENT-A-MAT INC			
3163380	MAT SERVICE	184.15	15-55-5511-1200 LIBRARY-Maint. & Repairs
3171623	RENT-A-MAT SERVICE	184.15	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		368.30	
PENWORTHY COMPANY			
604030	12 JUV BOOKS	201.56	15-55-5511-1300 LIBRARY-Books
Total PENWORTHY COMPANY:		201.56	
PLAYAWAY			
485377	27 WONDERBOOKS	1,183.48	15-55-5511-1600 LIBRARY-A.V.

Invoice Number	Description	Total Cost	GL Account and Title
Total PLAYAWAY:		1,183.48	
RIVISTAS LLC			
19982	RENEWAL FOR 66 MAGAZINE TITLES THROUGH RIVISTAS SUBSCRIPTION SERVICE	1,877.96	15-55-5511-1500 LIBRARY-Periodicals
Total RIVISTAS LLC:		1,877.96	
ROCKET INDUSTRIAL INC			
S00405493	BATH TISSUE, PAPER TOWELS, CAN LINERS	230.24	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		230.24	
SCHOLASTIC LIBRARY PUBLISHING			
67157150	1 JUV BOOK	15.59	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		15.59	
WATER DEPARTMENT			
12-31-24	WATER	643.01	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		643.01	
WE ENERGIES			
12-20-24	#11 GAS	673.50	15-55-5511-1100 LIBRARY-Natural Gas
12-20-24	#11 ELECTRIC	2,522.67	15-55-5511-1000 LIBRARY-Electricity and Water
Total WE ENERGIES:		3,196.17	
WI DEPT OF ADMINISTRATION- GAMING			
505-0000097190	TEACH SERVICES 07/01/2024-12/31/2024	600.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WI DEPT OF ADMINISTRATION- GAMING:		600.00	
Grand Totals:		23,250.46	

Library Director's Report
January 2025

Staff

- I conducted performance evaluation meetings with each full-time library staff member in December.
- Angela Meyers from Bridges Library System shared the following compliments about Amy and Deb's contributions to the Library Memory Project Symposium:

> "I wanted to take a moment to share how impressed I am with Amy and Deb's outstanding contributions to the recent Library Memory Project Symposium.
>
> Amy was an integral part of the planning team, dedicating months to virtual meetings to create a meaningful day of learning and networking for memory café facilitators. She brought innovative ideas, boundless energy, and reliable follow-through to the table. Beyond her planning efforts, Amy facilitated a session during the event and served as emcee, showcasing her versatility and commitment.
>
> Deb also went above and beyond. When she learned I was sick and unable to attend the symposium, she immediately offered her assistance. I asked if she could arrive early to help with setup, and she not only stepped in but supported the event throughout the day. To cap it off, Deb personally delivered perishable items and the surveys from the event to my house, ensuring that nothing went to waste and allowing me to read the uplifting feedback from attendees—a gesture that truly lifted my spirits.
>
> Their efforts exemplify dedication, teamwork, and excellence, and their contributions significantly enhanced the symposium and the Library Memory Project. I hope you'll join me in recognizing and commending Amy and Deb for their exceptional work."

- Beth Bechtel, Bridges Library System's Database Management Librarian, shared her gratitude for Shelby's officer role for the CAFÉ Cats committee, saying, "Shelby Schoenherr was organized and thoughtful while running meetings in her role as CAFÉ Cats chair. … I really enjoyed working with them a bit more than usual while they were in those roles. On behalf of the CAFÉ cataloging committee, thanks to you and Shelby and Tiff for keeping our 2024 meetings running so well!"
- Our Youth Services Librarian Daphne has been teaching herself how to play the ukulele. She debuted her new skills at storytime in January. Young attendees have been loving the new musical element!
- Daphne attended Milwaukee County Federated Library System's mock awards on January 8. Mock awards give staff the opportunity to review and discuss high quality children's literature with other library staff members.
- At this time, I am continuing to cover the responsibilities associated with the Assistant Director role. Beginning, January 1, 2025, Sandy is no longer responsible for the

additional billing and staff training tasks that she took on during the interim and transitional staffing periods.

Maintenance of Facility and Equipment

- H&H inspected the library's fire extinguishers on December 10.
- The three gas fireplaces on the second floor received service on December 19 and are now up and running. Patrons are loving the ambiance that the fireplaces add to our spaces. The fireplace on the main level next to the FCCU Community Room is turned off until we decide to replace some parts.
- Our book drop has been of order since December 13. Bibliotheca is trying to replace the book drop's drive roller and drive card. Patrons have been incredibly understanding during this time.
- Due to a cost increase from Jim's Janitorial, we will only have the library cleaned three days per week instead of four. Mike and I will reassess how this new schedule is working before I work on the 2026 budget.

Programs and Services

- With the start of January, our programs for all ages are now back in full swing. Storytimes have resumed. Daphne will now offer a storytime one Saturday each month. The Winter Reading program will continue through the end of January. Kids are encouraged to visit the library each week in January to find the Bear on a Bookshelf. Deb kicked off a new book discussion group called Shelf Indulgence.
- We upgraded the library's membership with the Milwaukee Art Museum to a Business Circle Membership. As a result of the change, our library now has four Milwaukee Art Museum passes that we can circulate to our patrons.
- Our library reduced the monthly patron Hoopla borrows on January 1, 2025.
- Amy has four referrals for Music and Memory services from Alden Estates.
- Thanks to Bridges Library System, our library now has portable hearing loops at our circulation, reference, and Youth Services desks.

Budget/Donations

- We are wrapping up our 2024 budget year and moving into 2025.

Collections, Displays, and Marketing

- Carlee pulled together some marketing statistics for our library in 2024. Our library had 11.3K interactions on Facebook and 1.4K interactions on Instagram in 2024. Additionally, our library sent out 13,327 emails with an open rate of 48.88%. The library's top performing Facebook posts in 2024 were about Officer Dunkleberger, Donut Decorating with Papa Brunk, and Windy Barbie at Trunk or Treat.
- In 2024, our library lent 1353 ILL items and borrowed 266 ILL items.
- Deb is moving around several adult collections. The adult fantasy and science fiction collections will move to the end of adult fiction for the purpose of keeping adult fiction

subgenres together. Once these collections are moved, we intend to move large print nonfiction to its own area near large print fiction. (Large print nonfiction is currently intershelved with regular print nonfiction.) We believe these changes will make more logical sense and increase accessibility for target groups.
- Daphne and Carlee are addressing the newest recall of Yoto Minis, which affects almost all of our library's circulating Yoto sets.

Bridges/APL/Jefferson County Library Service

- The Jefferson County Board received the Jefferson County Plan for Library Services 2025-2029 document at their meeting on December 10. The County Board had no discussion or questions about the updated plan. Karol Kennedy then filed the plan with DPI.
- Karol Kennedy and Laurie Freund shared that they will retire from Bridges Library System in 2025.

Dwight Foster Public Library
Monthly Statistical Report **December 2024**

Library collection:	Nov 2024	**Dec 2024**	Dec 2023
Items in collection	92,141	**92,546**	87,734
Number of item records created	398	**355**	
Number of items deleted	770	**1,002**	

Circulation by material type:	Nov 2024	**Dec 2024**	Dec 2023
Selected book circulation:			
Book	3,472	**3,552**	3,422
Browsing (Lucky Day Book)	19	**27**	35
Children's book	5,320	**4,268**	4,141
New book (nonfiction)	268	**210**	286
New fiction	406	**359**	430
Selected AV circulation:			
Blu-Ray	49	**38**	61
Browsing AV (Lucky Day AV)	25	**28**	68
CD	169	**166**	136
CD book	189	**164**	206
Children's Blu-Ray	6	**18**	10
Children's CD	21	**15**	7
Children's CDBook	34	**37**	32
Children's digital audiobook (+/YA Playaway)	58	**47**	
Children's DVD	414	**447**	485
DVD	1,418	**1,360**	1,926
Nonfiction DVD	66	**76**	77
Playaway	42	**47**	34
Selected other circulation:			
Book club kits	2	**4**	2
Children's magazine	28	**23**	17
Library of things	175	**168**	196
Magazine	126	**136**	188
Total physical item circulation:	12,580	**11,465**	12,315

Digital circulation:	Nov 2024	**Dec 2024**	Dec 2023
Hoopla	538	**543**	410
Overdrive ebooks and digital audiobooks	2,482	**2,493**	
Overdrive magazines	337	**307**	
Total digital item circulation:	3,357	**3,343**	3,146

Circuation by patron statistical class:	Nov 2024	**Dec 2024**	Dec 2023
City of Fort Atkinson circulation:	7,168	**6,865**	7,496
Jefferson County "City" circulation:	1,037	**607**	500
Jefferson County Rural circulation:	3,318	**3,106**	3,305
Total:	12,452	**11,345**	12,412

Cardholders:	Nov 2024	**Dec 2024**	Dec 2023
YTD new patron registrations	1,043	**1,102**	
Total number of cardholders	8,320	**8,327**	8,177

Patrons in the building:	Nov 2024	**Dec 2024**	Dec 2023
Total number of patrons	7,245	**6,565**	6,875
Largest day/number	Nov 4/397	**Dec 16/486**	Dec 18/535
Smallest day/number	Nov 2/114	**Dec 28/146**	Dec 23/125

Public computers and wifi use:	Nov 2024	**Dec 2024**	Dec 2023
Number of users of public internet computers	583	**562**	604
Hours of public internet computer use	408	**374**	437
Number of unique wireless clients	1,056	**995**	847
Average daily wireless visits	97	**89**	84
Wifi Total Data Transferred	1.55 TB	**1.27 TB**	1.35 TB

Patron questions at desks:	Nov 2024	**Dec 2024**	Dec 2023
Reference interactions	167	**172**	178
General/Directional	163	**136**	64
Technical Assistance	249	**269**	158
Circulation	98	**79**	110
Conflict/Resolution	0	**1**	0

Other:	Nov 2024	**Dec 2024**	Dec 2023
Books mended	59	**76**	68
AV mended	105	**0**	115
Copy machines	7,747	**6,918**	3,944
Outgoing faxes	105	**84**	73
Incoming faxes	7	**7**	7

Resource sharing:	Nov 2024	**Dec 2024**	Dec 2023
Outgoing ILL	62	**66**	114
Incoming ILL	25	**21**	8
DFPL items shipped to other libraries	2,232	**1,732**	2,155
Holds received at DFPL	2,254	**2,044**	1,515

Programs and attendance:	Nov 2024	**Dec 2024**	Dec 2023
Young child (0-5) programs/attendance	21 prog/382 att	**9 prog/146 att**	
Child (6-11) programs/attendance	2 prog/43 att	**2 prog/46 att**	
Young adult (12-18) programs/attendance	1 prog/13 att	**0 prog/0 att**	
Adult (19+) programs/attendance	6 prog/68 att	**2 prog/25 att**	
General interest (all ages) programs/attendance	0 prog/0 att	**1 prog/8 att**	
Total programs/attendance:	30 prog/506 att	**14 prog/225 att**	

2024 Library Board of Trustees Accomplishments:

- Updated the Library Director's position description, conducted interviews, and hired a new Library Director
- Brought on three new Board members
- Amended the Board's bylaws
- Approved a project to replace the brick pavers on the northwest corner of the library's lawn
- Approved a project to replace the flooring in the second floor computer lab
- Navigated a patron's request for reconsideration about a DVD
- Updated the library's Materials Selection policy
- Updated the library's meeting room policy
- Started reviewing "Trustee Essentials" chapter by chapter

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2024, by and between the County of Jefferson, hereinafter called "County," and **Dwight Foster Public Library (Fort Atkinson)** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2025 and ending December 31, 2025.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.

2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.

3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **$298,147** payable in one sum not later than March 1, 2025.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON
By:

-- ---------------------
County Administrator Date

-- ---------------------
County Clerk Date

MUNICIPAL LIBRARY
By:

-- ----------------------
Library Board President Date

-- ----------------------
Financial Agent of Library Date

-- ----------------------
Municipal Representative Date

Note: The 2025 payment is contingent on having a signed contract returned no later than February 1, 2025. Please scan and email the signed contract to:

Audrey McGraw – Jefferson County Clerk
audreym@jeffersoncountywi.gov

and

Marc DeVries – Jefferson County Finance Director
MarcD@jeffersoncountywi.gov

CONTRACT FOR COUNTY *RESOURCE LIBRARY* SERVICES

This agreement made this 20th day of November, 2024, by and between the County of Jefferson (Jefferson County Library Council), hereinafter called "County," and **Dwight Foster Public Library (Fort Atkinson)** hereinafter called "**Resource Library**," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2025 and ending December 31, 2025.

III. RESOURCE LIBRARY SERVICES

1. The **Resource Library** shall serve as the resource library for Jefferson County libraries, and perform such other duties as have been performed in the past and shall be agreed upon in the future.

2. The **Resource Library** shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.

3. The **Resource Library** shall furnish all required statistical information.

IV. MONETARY PAYMENT

In consideration of the **Resource Library** services, the County shall pay to the **Resource Library**, for the term of this agreement, the total sum of **$700** payable in one sum not later than March 1, 2025.

V. LOCAL AUTONOMY

The **Resource Library** shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the **Resource Library** shall retain all of the existing powers and duties related to the operation and maintenance of said **Resource Library**.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the **Resource Library** that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the **Resource Library** will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON
By:

-- ---------------------
County Administrator Date

-- ---------------------
County Clerk Date

RESOURCE LIBRARY
By:

-- ----------------------
Library Board President Date

-- ----------------------
Financial Agent of Library Date

-- ----------------------
Municipal **(Resource Library)** Representative Date

Note: The 2025 payment is contingent on having a signed contract returned no later than February 1, 2025. Please scan and email the signed contract to:

Audrey McGraw – Jefferson County Clerk
audreym@jeffersoncountywi.gov

and

Marc DeVries – Jefferson County Finance Director
MarcD@jeffersoncountywi.gov

Jefferson County Library Service Guidelines

To ensure all Jefferson County residents receive quality public library service, the Jefferson County Library Board seeks to support and strengthen established municipal libraries. To that end, the following guidelines have been adopted.

Chapter 43.11 (d) and Chapter 43.64 (2m) of the Wisconsin State Statutes allows counties to set standards for public libraries. However, the Jefferson County library board seeks to encourage rather than penalize. Therefore, the following are set forth as minimum guidelines and not legally required standards. It should be noted that the state of Wisconsin has published library standards. Please consult: Wisconsin Public Library Standards (Wisconsin Department of Public Instruction) at https://dpi.wi.gov/libraries/public-libraries/planning-evaluation for further information.

The Jefferson County Library Board seeks to do its part to encourage excellence in public library service within our county. Excellence is not a mere dream. Despite the multifaceted character of the nation's public libraries and diverse communities they serve, excellence is achieved daily. Three principles are worth noting:

--Excellence must be defined locally - it results when library services match community needs, interests, and priorities

--Excellence is possible for both small and large libraries - it rests more on commitment than on unlimited resources

--Excellence is a moving target - even when achieved, excellence must continually be maintained

Each community must do the work to set its own standards for excellence in public library service. An annual review of these guidelines can be a step in a continuous process of self-evaluation and planning that leads toward excellence.

All county libraries should:

- Provide free, equal, and easy public access to all library services to county residents.
- Be in compliance with all requirements for library system membership and participate in system activities.
- Be governed by Boards of Trustees which represent their communities and are responsible for ensuring that library services meet community needs.
- Provide an orientation and/or manual for new library board trustees.
- Encourage trustees to take part in continuing education and enrichment programs.

- Have long range plans that articulate their mission and plans for achieving results.
- Adopt and maintain policies that guide operations.
- Draw support from their communities and spend public funds responsibly. It should be noted that the public library must be supported by funds from local government on a permanent basis; special grants and donations supplement, but do not supplant, the responsibility of the local funding authority to support the library.
- Provide accurate accounting of budget and expenditures.
- Encourage gifts and bequests to augment the primary funding sources.
- Cooperate with other libraries and community agencies to broaden their services and engage partners.
- Have trained staff and properly certified library directors responsible for their overall operation.
- Provide collections which are important community resources.
- Provide a clean, safe, and an ADA accessible facility.
- Provide patron access to the Internet, governed by locally determined policy.
- Maintain a website that provides access to the library's catalog, an up-to-date calendar, subscription databases such as BadgerLink, e-content, and the library board agendas and minutes.
- Offer services and programs for all ages that are appropriate to the mission of the library.
- Encourage volunteers, Friends, and/or other support groups to work for the library to broaden library services and increase community involvement.
- Conduct an annual review of the library director.
- Annually assess their library's performance against the guidelines.

Adopted by the Jefferson County Library Board on December 3, 2024

Effective Board Meetings and Trustee Participation

4

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached *Sample Board Meeting Agenda*.) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.) Also, be sure to avoid conflict of interest situations. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A "public comment" period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.)

More Legal Requirements

Wisconsin's Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see *Trustee Essential #15: The Library Board and the Public Records Law* for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See *Trustee Essential #18: Library Board Appointments and Composition* for further details on the legally required process. *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* discusses certain impermissible appointments under Wisconsin's "incompatibility doctrine," such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See *Trustee Essential #27: Trustee Orientation and Continuing Education* for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a "refresher" on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Attached *Sample Board Meeting Agenda*
- Attached *Sample Annual Library Board Calendar*
- OWLS webpage on meetings at owlsnet.org/l4l/meetings (See especially the links on effective meetings.)
- *Robert's Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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

Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information on agenda, notice, and posting requirements of the law.)

NOTICE
Hometown Public Library Board Meeting
Date,
Time,
Place

Note: Please contact ______ at _______ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
   [Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
   [Provide copy of reports to board members in advance of the meeting.]
5. Financial report
   Library Director and/or Board Treasurer or Financial Secretary
   [Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law

12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).

13. Reconvene in open session

14. Approval of the performance evaluation and compensation of the library director.

15. Adjournment

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

Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.