



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, MARCH 10, 2025 – 9:30 AM
ROTARY ROOM (2ND FLOOR OF LIBRARY)**

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

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

Dial by Location

+1 312 626 6799

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

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the February 10 regular meeting
- 4. Financial Report**
 - a. Discussion relating to the March 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. Discuss Library Board membership and recruitment (Lippert)
- b. Discuss potential County Library Board appointments (Lippert)
- c. Review and possible action relating to cooperative laptop purchase (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 7 "The Library Board and Library Personnel" (Lippert)
<https://vimeo.com/1000153789>

11. Closed Session

- a. The Library Board of Trustees may consider a motion to convene in closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [performance review of the Library Director]

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.*

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**Board of Trustees Meeting
Dwight Foster Public Library
February 10, 2025 - 9:30AM**

AGENDA

1. Call meeting to order: The meeting was called to order at 9:35 AM by Diana Shull.
2. Roll call- Present: Leslie LaMuro, Davin Lescohier, Minetta Lippert, Julie Olver, Sara Podoll, Diana Shull, Lori Compas, Rob Abbot, Rebecca Paulraj
Absent: Rebecca Housemen, Sarah Dorfman
3. Approval of Minutes -
 - a. Review and possible action relating to the minutes of the January 13 regular Meeting-

- move to approve by Davin Leschoier, 2nd by Sara Podoll: approved
4. Financial Report -
 - a. Discussion relating to the library's 2024 financial summary (Lippert) Reimbursed only for the cost of the improvements from the Trust CIP. Squirrel problem caused the insurance reimbursement.
 - b. Discussion relating to the February financial report of the library (Lippert) Elevator maintenance contract over \$5000, in addition to repairs. The board was surprised how expensive the maintenance contract was. Minetta said that she had checked with another elevator company about repairing our elevator but they didn't service our brand of elevator. Between now and the next renewal of the maintenance contract Minetta will see if there is another company with a lower rate for a maintenance contract for the elevator.
5. Approval of Bills
 - a. Review and possible action relating to the library's bills (Lippert)

Moved to approve by Rob Abbot, 2nd by Julie Olver - all approved
6. Public Input - None
7. Reports
 - a. Director's Report- She has been conducting one on ones with staff and has completed 13 out of 14. Staffing is lean with one staff person out on medical leave, kudos to the rest of the staff for picking up additional duties to cover the job of the ill staff member. Amy Christian is leaving mid-March for another professional opportunity. She will be missed, but the board and Minetta

wish her well in her new endeavor. Bibliotheca repaired the book drop for less than budgeted. Meraki wifi, renewed with a 32% licence cost increase and the equipment needs to be replaced. Amy represented DFPL at Wellness day at the Fort Atkinson Club February 1, 2025.

b. Friends of the Library Liaison Report - Julie Olver reported that Rob Abbot is now a member, Pie Day sale is coming up in conjunction with AAUW. There is a meeting this week.

8. Unfinished Business:

9. New Business

a. Review and possible action relating to the 2024 Annual Report for the Wisconsin Department of Public Instruction (Lippert)

Minetta completed the report with some things that seem incorrect but are quirks of the form. Motion by Julie Olver: 2nd Davin Leschohier: all approved

b. Review and possible action relating to Meraki switch and access point hardware replacement (Lippert)

Meraki maintenance contract is \$5000 annually. The quote for replacing the hardware which is at end of life is \$5443.90 for 9 wireless access points and 1 ethernet switch. Discussion to look into other options other than Meraki or a company Ignatek might recommend. Julie Olver will check to see if Friends will fund part of the replacement costs. It was decided that at this time it's prudent to replace the system with Meraki parts since we have already renewed the 3 year maintenance contract. Can check into other options before the maintenance contract expires.

Motion to approve contract with Meraki Rob Abbot, 2nd Sarah Podoll: all approved

c. Review and possible action relating to the Library Assistant II: Marketing and ILL position (Lippert)

Changing responsibilities since Amy Christian said that the Inter Library Loan (ILL) only covers about 20% of the job, with adult programs, and marketing them fulfilling the rest of her duties. Minetta recommended changing the job description to ILL and Marketing because that is an integral part of bringing people to the library and our programs.

Motion to approve Library Asst.II:Marketing & ILL position with compensation: Motion to approve Rob Abbot; 2nd Julie Olver: all approved

10. Miscellaneous:

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 6 "Evaluating the Director" (Lippert)

Diana updated the board about the director evaluation meeting this morning. When Minetta was hired, the board did not create actionable and measurable goals to evaluate after her first year.

The committee will meet and evaluate the directors performance by Tues. Feb. 18 along with Minetta's self evaluation and the staff comments used when hiring Minetta to expedite the process. The board will provide actionable and measurable goals for the next year's evaluation. This will be done by the March 10, 2025 board meeting. Which will be discussed, approved, then sent to the city.

11. Adjournment - move to approve by Sarah Podoll , 2nd Julie Olver; all approved

Meeting Adjourned at 10:25 a.m.

Minutes respectfully submitted by:

Leslie LaMuro

Library Board Meeting Dates

- 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.
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March 2025
Financial Report

Expense Fund Accounts	Description	City Budget	Spent	\$ left in budget	Expected costs	Expected revenue	Projected left in budget
15-55-5511-0100	Salaries - Regular (FT)		\$360,000.00	\$53,905.10	\$306,094.90		\$306,094.90
15-55-5511-0200	Salaries - Part Time		\$130,000.00	\$18,736.90	\$111,263.10		\$111,263.10
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$3,460.91	\$19,539.09		\$19,539.09
15-55-5511-2500	Benefits		\$204,000.00	\$30,237.39	\$173,762.61		\$173,762.61
	Total Salaries and Benefits		\$717,000.00	\$106,340.30	\$610,659.70		\$610,659.70
15-55-5511-0600	Supplies		\$20,000.00	\$2,484.35	\$17,515.65		\$17,515.65
15-55-5511-0700	Postage (Acct 38806)		\$800.00	\$325.27	\$474.73		\$474.73
15-55-5511-0800	Insurance		\$6,500.00	\$0.00	\$6,500.00		\$6,500.00
15-55-5511-0900	Telephone		\$400.00	\$24.60	\$375.40		\$375.40
15-55-5511-1000	Electricity and Water		\$39,000.00	\$2,542.49	\$36,457.51		\$36,457.51
15-55-5511-1100	Natural Gas		\$14,000.00	\$1,644.25	\$12,355.75		\$12,355.75
15-55-5511-1200	Maint. & Repair		\$26,000.00	\$12,596.28	\$13,403.72		\$13,403.72
15-55-5511-1300	Books		\$66,700.00	\$13,710.53	\$52,989.47		\$52,989.47
15-55-5511-1400	Other		\$800.00	\$0.00	\$800.00		\$800.00
15-55-5511-1500	Periodicals		\$4,800.00	\$247.31	\$4,552.69		\$4,552.69
15-55-5511-1600	A.V.		\$26,000.00	\$3,931.16	\$22,068.84		\$22,068.84
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$1,155.50	\$2,594.50		\$2,594.50
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,108.16	\$891.84		\$891.84
15-55-5511-1900	Information Sources/Services		\$54,000.00	\$13,336.25	\$40,663.75		\$40,663.75
15-55-5511-2000	Programming		\$8,000.00	\$4,358.60	\$3,641.40		\$3,641.40
	Total Operations/Services		\$272,750.00	\$57,464.75	\$215,285.25	\$0.00	\$215,285.25
	Total Operating Budget		\$989,750.00	\$163,805.05	\$825,944.95	\$0.00	\$825,944.95
15-60-0065-1100	CIP Furniture Replacement		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-60-0065-1105	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	\$163,805.05	\$855,944.95	\$0.00	\$855,944.95

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$19,344.73	\$19,344.56
15-44-0044-6120	Jeff. Co. Aid	\$298,147.00	\$298,147.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$1,133.93
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$304.70
15-47-0047-1100	Donations (City)	\$8,000.00	\$2,300.00
15-44-0044-6135	Trust Contributions	\$30,000.00	\$0.00
15-41-0041-1100	General Property Taxes	\$624,000.00	\$624,000.00
15-48-0048-1200	Insurance Recoveries	\$0.00	\$0.00
15-49-0049-9999	Fund Balance Applied	\$32,058.27	\$0.00
		\$1,019,750.00	\$945,230.19
	Donations (Edward Jones)	\$0.00	\$450.00

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (end of 2024)
\$70,342.00	\$880,054.53	\$59,207.45

Signatures of Approval:

Director	President	Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AMAZON CAPITAL SERVICES			
111T-K174-LHRP	LORD OF THE FLIES (PENGUIN GREAT BOOKS OF THE 20TH CENTURY)	-9.99	15-55-5511-1300 LIBRARY-Books
11C7-1XQQ-DLY7	BOOKS	27.28	15-55-5511-1300 LIBRARY-Books
11H9-PKLLK-V3V1	LAMINATING POUCHES	32.08	15-55-5511-0600 LIBRARY-Supplies
11NY-JLPM-31XG	AMAZON BASICS 48-PACK AA ALKALINE HIGH- PERFORMANCE BATTERIES, 1.5 VOLT, 10-YEAR SHELF LIFE	14.82	15-55-5511-0600 LIBRARY-Supplies
143Q-Q3V1-33W1	1 BREAKING POINT (A JOE PICKETT NOVEL)ASIN: 0425264602SOLD BY: AMAZON.COM SERVICES, INCORDER #114-4171886- 1425022	9.99	15-55-5511-1300 LIBRARY-Books
143Q-Q3V1-34HX	1 LORD OF THE FLIES (PENGUIN GREAT BOOKS OF THE 20TH CENTURY) AMAZON.COM SERVICES, INC	9.99	15-55-5511-1300 LIBRARY-Books
14F1-X3X9-7FVW	1SATURDAY NIGHT - DVD + DIGITALASIN: B0DJV35TPDSOLD BY: AMAZON.COM SERVICES, INCORDER # 112-0152857- 3198618	19.96	15-55-5511-1600 LIBRARY-A.V.
16Q9-Q4KR-T9NR	GPENG SNOWSHOES FOR MEN WOMEN YOUTH KIDS, LIGHT WEIGHTALUMINUM SNOW SHOES WITH TREKKING POLES, CRAMPON PROTECTORAND CARRYING TOTE BAG (NAVY BLUE, 25 INCH)	59.96	15-55-5511-2000 LIBRARY-Programming
174K-R9NQ-M3HF	AMAZON BASICS 48-PACK AA ALKALINE HIGH- PERFORMANCE BATTERIES, 1.5VOLT, 10-YEAR SHELF LIFE	-14.82	15-55-5511-0600 LIBRARY-Supplies
191C-1XD3-H94T	SQUISHMALLOWS- WINTER READING PRIZES	29.74	15-55-5511-2000 LIBRARY-Programming
19HD-3VYQ-VJMQ	LUGGAGE TAG HOLDER, MAKE YOUR OWN CARD	215.96	15-55-5511-1600 LIBRARY-A.V.
19XX-Q73P-R4J4	OUTDOOR PACKAGE DELIVERY BOX FOR TEMPORARY BOOK DROP	239.99	15-55-5511-0600 LIBRARY-Supplies
1DK4-KWP3-RJCR	BACK ROADSASIN: 0451212452AMAZON.COM SERVICES, INCORDER #112- 4486506-8396238	15.00	15-55-5511-1300 LIBRARY-Books
1DK4-KWP3-RJCR	PICTURE PERFECTASIN: 0425185508AMAZON.COM SERVICES, INCORDER # 112- 4486506-8396238	17.67	15-55-5511-1300 LIBRARY-Books
1DXH-LKFX-CHL7	UKELELE	36.99	15-55-5511-2000 LIBRARY-Programming
1G7G-JQGN-7DRR	BOOK	16.59	15-55-5511-1300 LIBRARY-Books
1GNX-KY1C-RY6H	KIDDE CARBON MONOXIDE DETECTOR, PROPANE,		

Invoice Number	Description	Total Cost	GL Account and Title
	NATURAL, METHANE, &EXPLOSIVE GAS ALARM, PLUG-IN WALL WITH 9-VOLT BATTERY BACKUP,DIGITAL LED DISPLAY	62.00	15-55-5511-0600 LIBRARY-Supplies
1HW3-6T1Q-VFQK	WINTER PARTY FAVORS, PILLOW COVERS, DOT MARKERS- FOR MEMORY CAFE	29.97	15-55-5511-2000 LIBRARY-Programming
1JN6-NHQW-QNJ4	BOOKS	30.78	15-55-5511-1300 LIBRARY-Books
1KTG-NHRL-W3W4	BOOKS	30.94	15-55-5511-1300 LIBRARY-Books
1KXP-T3C3-N4RV	BOOKS	15.00	15-55-5511-1300 LIBRARY-Books
1LY4-P17L-QG71	1CUJO: A NOVELASIN: 1501192248SOLD BY: AMAZON.COM SERVICES, INCORDER # 113-1014254- 9451409	12.62	15-55-5511-1300 LIBRARY-Books
1N7P-TL3Y-TXR4	1HEIR OF FIRE (THRONE OF GLASS, 3)AMAZON.COM SERVICES, INC#114-1573860- 3957861	12.88	15-55-5511-1300 LIBRARY-Books
1NRJ-J4CR-M6RC	AMAZON BASICS 6-OUTLET, 200 JOULE SURGE PROTECTOR POWER STRIP,PACK OF 2, RECTANGLE, 2 FOOT, BLACK	12.16	15-55-5511-0600 LIBRARY-Supplies
1PXN-MMNM-QTJ1	BOOK	19.98	15-55-5511-1300 LIBRARY-Books
1Q9R-FRWH-PNJM	BOOKS	20.07	15-55-5511-1300 LIBRARY-Books
1QDQ-41XJ-6XPY	UKULELE	-36.99	15-55-5511-2000 LIBRARY-Programming
1QJN-PTC3-XJT4	ENVELOPES	62.01	15-55-5511-2000 LIBRARY-Programming
1QMM-DCMR-CG1	BOOKS	35.32	15-55-5511-1300 LIBRARY-Books
1RXV-HJFW-NP6K	1A COMPLETE GUIDE TO TRAINING LIBRARY STAFF: FROM ONBOARDING TOOFFBOARDING	54.95	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
1TJW-3PG3-M61L	SEED ENVELOPES	62.01	15-55-5511-2000 LIBRARY-Programming
1TWT-KPW3-W69R	DVD	35.92	15-55-5511-1600 LIBRARY-A.V.
1V6Q-JQ9X-31MY	BOOK	19.78	15-55-5511-1300 LIBRARY-Books
1WNH-KKLH-FTPK	UKELELE	59.99	15-55-5511-2000 LIBRARY-Programming
1WQG-QHWW-FND	AMAZON BASICS 48-PACK AA ALKALINE HIGH- PERFORMANCE BATTERIES,1.5 VOLT, 10-YEAR SHELF LIFE	14.84	15-55-5511-0600 LIBRARY-Supplies
1XC9-HH3L-RT41	BOOKS	28.46	15-55-5511-1300 LIBRARY-Books
1XYM-J6N9-7LNV	BOOKS	46.24	15-55-5511-1300 LIBRARY-Books
1XYM-J6N9-PV1T	BOOK	15.00	15-55-5511-1300 LIBRARY-Books
1YNY-H7JH-GM9Q	1100 ULTRA BRIGHT GLOW STICKS BULK PARTY PACK - GLOW IN THE DARKPARTY SUPPLIES PACK - 8" GLOWSTICKS PARTY FAVORS WITH BRACELETSAND NECKLACES	8.99	15-55-5511-2000 LIBRARY-Programming
r1CW3-PCHX-31TV	BATTERIES	53.72	15-55-5511-0600 LIBRARY-Supplies
r1QMM-DCMR-YLM	PLATES, CONTAINERS,	28.64	15-55-5511-2000 LIBRARY-Programming
r1WDG-PLR9-YDD	CABLE MANAGEMENT	19.99	15-55-5511-0600 LIBRARY-Supplies

Invoice Number	Description	Total Cost	GL Account and Title
Total AMAZON CAPITAL SERVICES:		1,476.48	
AMY CHRISTIAN			
1-28-25	MUSIC AND MEMORY MEETING MILEGE REIMBURSEMENT	7.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
1-31-25	MUSIC AND MEMORY MEETING MILEAGE REIMBURSEMENT	7.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total AMY CHRISTIAN:		14.00	
AT & T			
1-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
1-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
BIBLIOTHECA LLC			
INV-US79053	BOOK DROP SORTER REPAIR, DRIVE ROLLER REPLACEMENT	2,915.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total BIBLIOTHECA LLC:		2,915.00	
BRODART CO			
Brodart January 202	BOOKS	5,626.22	15-55-5511-1300 LIBRARY-Books
Brodart January 202	AUDIOBOOKS	426.48	15-55-5511-1600 LIBRARY-A.V.
Total BRODART CO:		6,052.70	
CENTER POINT LARGE PRINT			
2148465	8 LARGE PRINT BOOKS	197.16	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		197.16	
CENTURYLINK			
724291220	STATE PROGRAM/LONG DISTANCE SERVICE #2	4.63	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		4.63	
CHARTER COMMUNICATIONS			
170837201012125	#2 LIBRARY	186.83	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		186.83	
CIVIC SYSTEMS LLC			
2304	SEMI-ANNUAL SUPPORT FEES	210.56	15-55-5511-0600 LIBRARY-Supplies
Total CIVIC SYSTEMS LLC:		210.56	

Invoice Number	Description	Total Cost	GL Account and Title
DEMCO INC			
7597646	6 ROLLS OF VISTAFOIL, 5 PACKAGES OF BOOKMARKS	214.18	15-55-5511-0600 LIBRARY-Supplies
7606169	LABEL PROTECTORS, LABELS, 4 STICKTOGETHER POSTERS	302.61	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		516.79	
DWIGHT FOSTER PUBLIC LIBRARY			
January 2025 Petty	4 ROLLS OF STAMPS, 3 PACKAGES	307.33	15-55-5511-0700 LIBRARY-Postage
January 2025 Petty	245 BATTERY	17.92	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total DWIGHT FOSTER PUBLIC LIBRARY:		325.25	
FESTIVAL FOODS			
February 2024 LIBR	CLEANING SUPPLIES	9.57	15-55-5511-0600 LIBRARY-Supplies
February 2024 LIBR	TREATS FOR 2 PROGRAMS, 1 GIFT CERTIFICATE	92.44	15-55-5511-2000 LIBRARY-Programming
Total FESTIVAL FOODS:		102.01	
G.F.C. LEASING			
995202	#3 FOR 2025 8/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
86743493	5 LARGE PRINT BOOKS	154.35	15-55-5511-1300 LIBRARY-Books
86762370	6 LARGE PRINT BOOKS	188.74	15-55-5511-1300 LIBRARY-Books
86762842	2 LARGE PRINT BOOKS	63.18	15-55-5511-1300 LIBRARY-Books
86791129	1 LARGE PRINT BOOK	27.99	15-55-5511-1300 LIBRARY-Books
86791386	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
86852800	3 LARGE PRINT BOOKS	69.52	15-55-5511-1300 LIBRARY-Books
86899229	1 LARGE PRINT BOOK	22.74	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		556.91	
HOOPLA OR MIDWEST TAPE LLC			
506692695	DIGITAL AUDIOBOOKS, EBOOKS, COMCS, MOVIES AND MUSIC	921.43	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		921.43	
IGNATEK LLC			
21410	FEBRUARY IT SERVICES	820.86	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		820.86	
JIM'S JANITORIAL SERVICE LLC			
15416	GENERAL CLEANING 1/20/25-1/31/25 PLUS EXTRA TIME FOR SALT CLEANUP	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor

Invoice Number	Description	Total Cost	GL Account and Title
15421	GENERAL CLEANING 2/3/25-2/14/25	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,750.00	
KAPCO			
1494639	2 ROLLS OF EASY JACKET	111.70	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		111.70	
KLECKERS HEATING AND AIR CONDITIONING			
i24777	BOILER REPAIR, SENSOR REPLACEMENT	880.05	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total KLECKERS HEATING AND AIR CONDITIONING:		880.05	
MIDWEST PANO			
10783845	GOOGLE 360 TOUR MODERATED AND PUBLISHED TO STREET VIEW AND SERP (SEARCH ENGINE RESULTS PAGE)	1,265.00	15-55-5511-2000 LIBRARY-Programming
Total MIDWEST PANO:		1,265.00	
MIDWEST TAPE			
506703076	2 CDS, 5 DVDS	138.38	15-55-5511-1600 LIBRARY-A.V.
506719011	3 CDS, 2 BLU-RAY, 2 DVDS	136.43	15-55-5511-1600 LIBRARY-A.V.
506767815	2 CDS, 5 DVDS	131.63	15-55-5511-1600 LIBRARY-A.V.
506788103	3 CDS, 1 BLU-RAY, 6 DVDS	202.10	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		608.54	
PACKERLAND RENT-A-MAT INC			
3188473	MONTHLY MAT SERVICE PLUS RED CARPET FOR ART GALA	276.15	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		276.15	
PER-MAR SECURITY SERVICES INC.			
3517917	SECURITY ALARM AND CCTV SERVICE AGREEMENT	2,304.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PER-MAR SECURITY SERVICES INC.:		2,304.00	
ROCKET INDUSTRIAL INC			
IN00510467	BATH TISSUE, PAPER TOWELS, CAN LINERS, MOP	306.61	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		306.61	
SCHOLASTIC LIBRARY PUBLISHING			
67737810	PRIZE BOOKS FOR SRP	965.50	15-55-5511-1700 LIBRARY-Summer Reading Progra
68232099	4 JUV BOOKS	65.00	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
Total SCHOLASTIC LIBRARY PUBLISHING:		1,030.50	
WATER DEPARTMENT			
2/28/2025 12:00:00	WATER	539.30	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		539.30	
WE ENERGIES			
2-25-25	#1 ELECTRIC	2,542.49	15-55-5511-1000 LIBRARY-Electricity and Water
2-25-25	#1 GAS	1,644.25	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		4,186.74	
WILLOW LANE EDUCATION			
ARU0384573	8 JUV BOOKS	186.92	15-55-5511-1300 LIBRARY-Books
Total WILLOW LANE EDUCATION:		186.92	
WILS			
502477	WPLC 2025 BUYING POOL	3,535.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WILS:		3,535.00	
Grand Totals:		31,824.92	

Library Director's Report

March 2025

Staff

- Daphne attended the virtual Power Up conference on February 14. The cost for this virtual conference will be reimbursed by a SEWI grant.
- Amy Christian's last day at the Dwight Foster Public Library was Friday, March 7. We appreciate the nine years that Amy dedicated to the library and our community. Library staff bid Amy farewell with a staff gathering that included teacakes and mocktails.
- We received 28 applications for the Library Assistant II position. I interviewed 6 applicants. Ultimately, I offered the position to Carlee Hein who has been working part-time at the library for almost 3 years. Carlee will start her new role on March 17.
- I completed my check-in meetings with all part-time library staff. I gathered a lot of useful information from these meetings.
- One full-time staff member is still out on medical leave. I continue to be impressed by the willingness of other staff to step up to cover desk shifts and assume more responsibilities.
- We will host a training morning for all library staff on Friday, March 14. During the training, Fort HealthCare will lead a review about hands-only CPR and AED use and Officer Boeve from the Fort Atkinson Police Department will lead "Run, Hide, Fight" training. The library will be closed to the public from 8 a.m.-1 p.m. that day to allow all staff to attend the training. The library will be open from 1-6 p.m.

Maintenance of Facility and Equipment

- I talked to other libraries and our tech support company about alternatives for our Meraki hardware. After these conversations, my understanding is that Meraki is a premier product that many libraries use to provide smooth WiFi access and simple data collection. Alternatives exist but they might not work as smoothly. I have not moved forward with purchasing the replacement hardware yet because I am waiting to see if our tech company can access better discounts for the products.
- Based on a recommendation from other City department staff, I sought a quote for a monthly mat service from a company called Cintas. I will compare this quote against the cost of our current mat service provider to see if we can access a similar level of service for a better price.
- I have begun gathering server replacement quotes so I can move forward with this CIP project planned for 2025.
- A technician from MR Plumber fixed a leaking toilet in one of the second floor restrooms.
- A technician from Al Beyers replaced the remote and receiver for the gas fireplace in the reference area of the second floor reading room. Many patrons love reading near our fireplaces so we were happy to get this fireplace working again.

Programs and Services

- Daphne presented to the Optimist Club on February 11 about the summer reading program.



- Our blind date with a book program on February 14, 2025 was very successful! Library staff wrapped books and displayed them on a shelf near the main circulation desk. Patrons were encouraged to check out a mystery book for a “blind date” of reading. One patron shared that they returned to the library to check out a sequel because their blind date book ended on a cliffhanger. Another patron branched out beyond their typical genre thanks to their blind date.
- Library staff worked hard to create and share the Spring Program Guide. Details about March, April, and May programs can also be found on the library’s web calendar.

- The February 20, 2025 issue of the Jefferson County Daily Union featured a front-page article about accessibility enhancements at the library. One line from the news article said, “The library remains committed to fostering an inclusive environment where every visitor, regardless of ability, can fully engage in the joy of learning and discovery.”
- We renewed our library’s membership to the Mitchell Park Domes, which provides 3 household passes that we can circulate to our library patrons as Explore Passes. Thank you to the Friends of the Library for funding these passes!
- Deb hosted Shelf Indulgence at the Langholf on March 5 and intends to continue partnering with the Langholf for the April and May sessions of Shelf Indulgence.
- Baby Time storytime is now being rebranded as Rhythm and Rhyme Storytime to emphasize the music portions of the weekly program for kids.
- Daphne plans to install bilingual titles in the library’s StoryWalk at Ralph Park each month.





- The 4K Art Gala on February 27 was a huge success with 220 attendees. We appreciate the opportunity to partner with the School District of Fort Atkinson to showcase the art of 4-year-old Kindergarten students. The art will remain on display in the children's area until March 21.
- Carlee visited BASE as a Mystery Reader during Read Across America week.
- I have talked to several community members about the change to the library's meeting room policy that only allows room reservations up to three months in advance. I value the service the library is able to provide to the community by providing free meeting spaces. I also understand that this policy change affects how some groups plan their meeting locations and some groups may seek alternative locations as a result. However, I remember that we made this change to allow library staff to access the meeting room space they need and to provide equal access to meeting room space to both established and newer groups. I believe this policy change will also provide a useful boundary if our library implements an online room reservation software through which community members can reserve their own meeting rooms.

Collections, Displays, and Marketing

- Carlee is developing an accessibility page for the library's website.

Budget/Donations

- We have received our 2025 reimbursement checks from Jefferson County and adjacent counties.
- Businesses and organizations continue to donate to the library's 2025 Summer Reading Program. The following businesses and organizations donated in February 2025: Fort Atkinson Lions Club, Knights of Columbus, Optimist Club of Fort Atkinson, and FCCU.

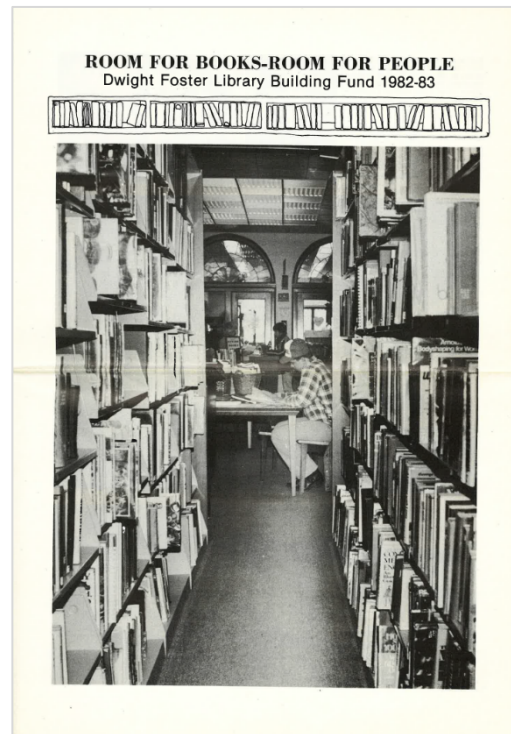
- Russell and Carolyn Nord donated \$450 to the Dwight Foster Public Library.
- Ann Engelman donated several historical documents to the Dwight Foster Public Library about our library's history. One interesting document solicits donations for the library's 1982-83 building fund.

Bridges/APL/Jefferson County Library Service

- Bridges Library System staff members are working hard to configure the Vega Discover catalog, which will likely be released to the public in the fall of 2025.

Other

- I attended Library Legislative Day on Tuesday, February 11. It was a great experience to meet with Senator Ratcliff and Representative Fitzgerald along with other librarians to share information about the importance of libraries and library system funding.
- Emily Heller from Bridges Library System worked with Midwest Pano to stitch together images of our library to create a [virtual tour](#) for the library's Google profile.
- Jefferson County intends to begin appointing board members to the Library Boards of municipal libraries in Jefferson County as allowed by state statute.
- On February 20, I attended a webinar called Materials Concerns Preparedness led by staff from the Collaborative Children's Book Center and DPI.
- On February 20, I attended the City Council meeting to share the library's "2024 Year in Review" graphic.



Dwight Foster Public Library
Monthly Statistical Report

February 2025

Library collection:	Jan 2025	Feb 2025	Feb 2024
Items in collection	93,183	93,866	87,486
Number of item records created	864	634	
Number of items deleted	920	326	

Circulation by material type:	Jan 2025	Feb 2025	Feb 2024
Selected book circulation:			
Book	4,097	3,470	3,504
Browsing (Lucky Day Book)	44	29	24
Children's book	5,023	4,708	5,271
New book (nonfiction)	298	281	258
New fiction	405	368	419

Selected AV circulation:			
Blu-Ray	44	47	57
Browsing AV (Lucky Day AV)	27	41	95
CD	130	170	122
CD book	178	166	246
Children's Blu-Ray	14	21	9
Children's CD	7	7	8
Children's CDBook	28	30	28
Children's digital audiobook (+/YA Playaway)	42	53	
Children's DVD	413	348	421
DVD	1,471	1,302	1,762
Nonfiction DVD	74	58	57
Playaway	68	45	54

Selected other circulation:			
Book club kits	3	4	2
Children's magazine	11	41	12
Library of things	203	162	209
Magazine	207	113	134
Total physical item circulation:	13,013	11,661	12,964

Digital circulation:	Jan 2025	Feb 2025	Feb 2024
Hoopla	403	372	443
Overdrive ebooks and digital audiobooks	2,896	2,539	
Overdrive magazines	371	302	
Total digital item circulation:	3,670	3,213	3,139

Circulation by patron statistical class:	Jan 2025	Feb 2025	Feb 2024
City of Fort Atkinson circulation:	7,587	6,628	7,801
Jefferson County "City" circulation:	715	642	644
Jefferson County Rural circulation:	3,934	3,498	3,764
Total:	12,900	11,455	13,001

Cardholders:	Jan 2025	Feb 2025	Feb 2024
YTD new patron registrations	82	134	
Total number of cardholders	8,341	8,354	7,961

Patrons in the building:	Jan 2025	Feb 2025	Feb 2024
Total number of patrons	7,707	6,163	7,455
Largest day/number	Jan 6/412	Feb 27/520	Feb 22/599
Smallest day/number	Jan 21/137	Feb 15/89	Feb 3/166

Public computers and wifi use:	Jan 2025	Feb 2025	Feb 2024
Number of users of public internet computers	681	557	793
Hours of public internet computer use	451	370	560
Number of unique wireless clients	996	1,028	950
Average daily wireless visits	97	101	33
Wifi Total Data Transferred	1.74 TB	1.69 TB	1.38 TB

Patron questions at desks:	Jan 2025	Feb 2025	Feb 2024
Reference interactions	228	206	272
General/Directional	182	169	168
Technical Assistance	313	309	345
Circulation	117	111	154
Conflict/Resolution	3	0	1

Other:	Jan 2025	Feb 2025	Feb 2024
Books mended	29	57	41
AV mended	92	97	44
Copy machines	8,126	7,983	9,796
Outgoing faxes	86	77	112
Incoming faxes	7	5	13

Resource sharing:	Jan 2025	Feb 2025	Feb 2024
Outgoing ILL	61	109	133
Incoming ILL	19	26	11
DFPL items shipped to other libraries	2,369	2,142	2,443
Holds received at DFPL	2,414	2,008	1,973

Programs and attendance:	Jan 2025	Feb 2025	Feb 2024
Young child (0-5) programs/attendance	19 prog/257 att	17 prog/451 att	
Child (6-11) programs/attendance	6 prog/141 att	6 prog/111 att	
Young adult (12-18) programs/attendance	3 prog/42 att	5 prog/41 att	
Adult (19+) programs/attendance	8 prog/71 att	5 prog/42 att	
General interest (all ages) programs/attendance	1 prog/11 att	1 prog/7 att	
Total programs/attendance:	37 prog/522 att	34 prog/652 att	

Date: March 10, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Library Board membership and Recruitment

Discussion

Dwight Foster Public Library's Board Bylaws outline membership of the library's Board of Trustees and the process for recruiting new trustees:

Article III – Membership

Section 1. There shall be nine members on the Board of Trustees including the school district administrator or the administrator's representative and not more than one member of the municipal governing body pursuant to [State Statute §43.54\(1\)\(c\)](#). In addition, the membership can include up to two representatives who do not reside in the municipality of Fort Atkinson as authorized in [State Statute §43.54\(1\)\(a\)](#). All members of the Board shall be residents of the Fort Atkinson area, Jefferson County, Wisconsin, and shall be at least eighteen years of age.

In late March the City Manager will contact the Library Director to see if members eligible for reappointment are willing to accept another term on the Board. In addition, if there are any members with unexpired terms who will be leaving the Board that member should also notify the Director and Board President, so the information can also be conveyed to the City Manager. To adhere to this timeline this should be an agenda item for the March Board meeting.

In an effort to recruit a diverse Board, Board Personnel Committee members, with the assistance of the Library Director, will perform recruitment activities with the goal of having new Board member applications presented to the municipal government by May 1 for inclusion on the first available City Council agenda.

Section 2. Each trustee shall serve for a regular term of three years staggered pursuant to [State Statute §43.54\(1\)\(b\)](#) so that the term of no more than one-third (1/3) of the Board ends in any one year. It is recommended to the City Council that no trustee shall serve more than three successive terms. Each new term shall begin with the regularly scheduled meeting in June.

**Board of Trustees of the
Dwight Foster Public Library
2024-2025**

Board Member	Term	City/Rural
Dr. Rob Abbott	School district representative (Term should end in 2027)	City
Lori Compas	1 st 2024-2026	City
Sarah Dorfman	1 st 2024-2027	City
Leslie LaMuro <i>Secretary</i>	1 st 2023-2026	City
Davin Lescohier	Appointed by City (Term should end in 2027)	City
Julie Olver <i>Vice President</i>	2 nd 2019-2022 2022-2025	City
Rebecca Paulraj	1 st 2024-2025	City
Sara Podoll	2 nd 2020-2023 2023-2026	City
Diana Shull <i>President</i>	3 rd 2016-2019 2019-2022 2022-2025	City
Rebecca Houseman	Ex-officio City Manager	N/A

Date: March 10, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: County Library Board Appointments

Background

Jefferson County intends to begin appointing members to municipal library boards in Jefferson County as allowed by state statute.

Discussion

Wis. Stat. § 43.54(1)(a) discusses municipal library board appointments:

Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, in each city of the 4th class of 7 members and in each village, town, tribal government or tribal association of 5 members. Two additional members may be appointed to a library board for a village, town, tribal government or tribal association so that the board has 7 members. Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the mayor, village president, town chairperson, tribal chairperson or school board chairperson, respectively, with the approval of the municipal governing body. Up to 5 additional members may be appointed under s. 43.60 (3).

Wis. Stat. § 43.60(3)(a) discusses County appointments to municipal library boards:

A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county, for a term of 3 years from the May 1 following the appointment, and thereafter for a term of 3 years, as follows:

1. If the annual sum appropriated by the county to the public library is equal to at least one-sixth, but less than one-third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.
2. If the annual sum appropriated by the county to the public library is equal to at least one-third, but less than one-half, of the annual sum appropriated to the public library by any municipality in which the public library is located, 2 additional members.

3. If the annual sum appropriated by the county to the public library is equal to at least one-half, but less than two-thirds, of the annual sum appropriated to the public library by any municipality in which the public library is located, 3 additional members.
4. If the annual sum appropriated by the county to the public library is equal to at least two-thirds, but less than the annual sum appropriated to the public library by any municipality in which the public library is located, 4 additional members.
5. If the annual sum appropriated by the county to the public library is equal to at least the annual sum appropriated to the public library by any municipality in which the public library is located, 5 additional members.

County appointments will be in addition to municipal appointments. The Dwight Foster Public Library is eligible for two appointments from Jefferson County. After members are appointed to the Board of Trustees, all trustees have the same voting powers.

For 2024 Jefferson County appointments to local library boards

Library	Actual local \$ for 2024	Actual County \$ for 2024	County per local \$	Eligible # for 2025 County Appointment	For 1 appointment county must fund at least	For 2 appointments county must fund at least	For 3 appointments county must fund at least	For 4 appointments county must fund at least	For 5 appointments county must fund at least
CAMBRIDGE	\$105,000	\$100,100	\$0.95333	4	\$17,504	\$34,997	\$52,500	\$69,993	\$105,000
FORT ATKINSON	\$616,000	\$282,746	\$0.45900	2	\$102,687	\$205,313	\$308,000	\$410,626	\$616,000
JEFFERSON	\$521,975	\$119,396	\$0.22874	1	\$87,013	\$173,974	\$260,988	\$347,949	\$521,975
JOHNSON CREEK	\$202,095	\$63,984	\$0.31660	1	\$33,689	\$67,358	\$101,048	\$134,717	\$202,095
LAKE MILLS	\$361,386	\$117,093	\$0.32401	1	\$60,243	\$120,450	\$180,693	\$240,900	\$361,386
PALMYRA	\$107,217	\$52,059	\$0.48555	2	\$17,873	\$35,735	\$53,609	\$71,471	\$107,217
WATERLOO	\$205,000	\$37,524	\$0.18304	1	\$34,174	\$68,327	\$102,500	\$136,653	\$205,000
WATERTOWN	\$850,342	\$205,407	\$0.24156	1	\$141,752	\$283,419	\$425,171	\$566,838	\$850,342
WHITEWATER	\$685,492	\$55,127	\$0.08042	0	\$114,272	\$228,474	\$342,746	\$456,949	\$685,492

				Local Resident Appointments by Municipality				Municipally Appointed Non-Residents		County Appointed Non-residents		Total Board Size	
Library	Type	Class	Municipal Population	Statute Designation	Minimum by law	Maximum by law	Actual Number of Local Trustees	Maximum Allowed By Law	Actual Current Number of Non-Municipal Trustees	Number County Appointed Non-Residents Allowed	Actual Number Appointed	Possible Under Current Law	Actual plus max county possible
CAMBRIDGE	Village	V	1,713	5	5	7	5	2	2	4	0	11	9
FORT ATKINSON	City	3	12,502	9	7	9	9	2	0	2	0	11	11
JEFFERSON	City	4	7,747	7	5	7	7	2	2	1	0	8	8
JOHNSON CREEK	Village	V	3,398	5	5	7	5	2	1	1	0	8	6
LAKE MILLS	City	4	6,693	7	5	7	7	2	2	1	0	8	8
PALMYRA	Village	V	1,711	5	5	7	5	2	1	2	0	9	7
WATERLOO	City	4	3,646	7	5	7	7	2	2	1	0	8	8
WATERTOWN	City	3	22,881	9	7	9	9	2	0	1	0	10	10
WHITEWATER	City	3	15,816	9	7	9	7	2	0	0	0	9	7

City Class Criteria

Cities of 150,000 population and over constitute cities of the first class.
 Cities of 39,000 and less than 150,000 population constitute cities of the second class.
 Cities of 10,000 and less than 39,000 population constitute cities of the third class.
 Cities of less than 10,000 population constitute cities of the fourth class.

Class Designation

1
2
3
4

Statute citation: <https://docs.legis.wisconsin.gov/statutes/statutes/43/54>
 Statute citation: <https://docs.legis.wisconsin.gov/statutes/statutes/43/60>

for municipal appointments
 for county appointments

Date: March 10, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Cooperative Laptop Purchase

Background

Each year, Bridges Library System works with Prairie Lakes Library System to coordinate cooperative computer purchases for member libraries in order to take advantage of better prices.

Discussion

In 2025, the library acquired four laptops through the cooperative purchase with Prairie Lakes Library System. Library staff identified the need for four laptops by observing the state of current laptops, identifying staff laptop needs, and talking to Erik from the library's tech service company Ignatek.

The Dwight Foster Public Library currently owns two laptops, and both laptops currently have technical issues. One of these laptops sometimes has trouble connecting to the OWL. The touchpad on the second laptop does not work so staff and patrons must use a mouse with that laptop.

One of the two laptops is saved for use by groups in the FCCU Community Room for meetings or presentations or to connect to the screen in the room. The second laptop is theoretically reservable by the public for in-library use, allowing community members to borrow a laptop to use in a private meeting room.

When staff members need a laptop for outreach, meetings, or programs, we use the reservable laptop and therefore prevent the public from accessing this resource. In addition, we now use a laptop at the Youth Services desk throughout the whole summer reading program so volunteers can access Beanstack. There have been times when staff have needed to use both of the laptops at the same time for different commitments.

Erik from Ignatek believes that we do not need to replace any of our staff or public desktop computers this year.

Financial Analysis

Four laptops through the Prairie Lakes 2025 Group Tech Purchase cost a total of \$2,423.32.

We budgeted \$5000 for computers as part of the Capital Improvement Project plan for 2025 with the understanding that the library would reimburse the City for CIP purchases with funds from the trust.

The cost of the four laptops falls within the computer replacement budget for 2025.

Recommendation

Library staff recommends approving using funds from the library's trust at Edward Jones to pay for the four cooperative purchase laptops as part of the planned 2025 CIP project.

29134 Evergreen Drive
Suite 600
Waterford, WI 53185

Date	Invoice #
2/26/2025	2976

[illegible]

The Library Board and Library Personnel

7

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

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