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

LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, APRIL 14, 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

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 March 10 regular meeting

4. **Financial Report**
   a. Discussion relating to the April 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. Discussion relating to the status of the trust held at Edward Jones (Lippert)

b. Discussion relating to upcoming Library Board officer elections (Lippert)

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 8 "Developing the Library Budget" (Lippert)
https://vimeo.com/showcase/11330550/video/1000154095

11. 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.

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

AGENDA

1. Call meeting to order: The meeting was called to order at 9:35AM by Diana Shull.

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

3. Approval of Minutes -

a. Review and possible action relating to the minutes of the February 10 regular

meeting

Move to approve by: Rebecca Paulraj, 2nd by Julie Olver; all approved

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)

Ukulele purchases for Children's library one was returned wouldn't tune.

Move to approve by: Rob Abbot, 2nd by Julie Olver; all approved

6. Public Input - none

7. Reports

a. Director's Report

The current staff is very lean since Amy left last Friday. Carlee Hein has been hired to take over Amy's position starting full time on March 17 then we will look for someone for Carli's position. Still one staffer out on Medical leave, but the rest of the staff has done a great job covering the duties. Blind date with a book, very successful. The 4K Art Gala was very successful 220 people attended. Minetta went to Library legislative day and we have strong support from our legislators. Ann Engleman donated historic documents about the library.

b. Friends of the Library Liaison Report

Julie Olver reminded us that Pie Day sale is this Friday sharing pie making with Heart of the City and Friends of the Library and, AAUW will share profits.

8. Unfinished Business-none

9. New Business

a. Discuss Library Board membership and recruitment (Lippert)

Sara Paulraj will not be rejoining the board, Julie Olver will continue. Diana is finished after this year. Two positions to fill by May 1. Need a volunteer to take over presidents role.

b. Discuss potential County Library Board appointments (Lippert)

The county board chose Michael Lucky as the new administrator and there are plans to appoint two members to the DFPL board as recommended by the County Board. Must be a resident of the county and they are specifically looking for rural members.

c. Review and possible action relating to cooperative laptop purchase (Lippert)

Move to approve by: Leslie LaMuro, 2nd by Julie Olver; all approved

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 7 "The Library

Board and Library Personnel" (Lippert) The city is updating their personnel policy and will share with the DFPL board and we can look to approve it as we move forward.

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]

Move to approve by: Leslie LaMuro, 2nd by Sarah Dorfman; all approved

Move to exit closed session by, Julie Olver, 2nd by, Rebecca Paulraj

12. Adjournment

Move to approve by: Leslie LaMuo, 2nd by, Julie Olver; all approved

Meeting Adjourned at 10:27 a.m.

Respectfully Submitted;

Leslie LaMuro

Library Board Meeting Dates

- 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.

Dwight Foster Public Library

April 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	$81,172.36	$278,827.64			$278,827.64
15-55-5511-0200	Salaries - Part Time	$130,000.00	$29,341.36	$100,658.64			$100,658.64
15-55-5511-0300	Salaries - Janitor	$23,000.00	$5,160.91	$17,839.09			$17,839.09
15-55-5511-2500	Benefits	$204,000.00	$45,484.30	$158,515.70			$158,515.70
	Total Salaries and Benefits	$717,000.00	$161,158.93	$555,841.07			$555,841.07
15-55-5511-0600	Supplies	$20,000.00	$4,990.49	$15,009.51			$15,009.51
15-55-5511-0700	Postage (Acct 38806)	$800.00	$354.34	$445.66			$445.66
15-55-5511-0800	Insurance	$6,500.00	$0.00	$6,500.00			$6,500.00
15-55-5511-0900	Telephone	$400.00	$43.39	$356.61			$356.61
15-55-5511-1000	Electricity and Water	$39,000.00	$5,566.16	$33,433.84			$33,433.84
15-55-5511-1100	Natural Gas	$14,000.00	$2,929.84	$11,070.16			$11,070.16
15-55-5511-1200	Maint. & Repair	$26,000.00	$15,225.59	$10,774.41			$10,774.41
15-55-5511-1300	Books	$66,700.00	$19,525.44	$47,174.56			$47,174.56
15-55-5511-1400	Other	$800.00	$0.00	$800.00			$800.00
15-55-5511-1500	Periodicals	$4,800.00	$1,070.08	$3,729.92			$3,729.92
15-55-5511-1600	A.V.	$26,000.00	$5,752.21	$20,247.79			$20,247.79
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	$1,155.30	$844.70			$844.70
15-55-5511-1900	Information Sources/Services	$54,000.00	$40,637.95	$13,362.05			$13,362.05
15-55-5511-2000	Programming	$8,000.00	$4,589.66	$3,410.34			$3,410.34
	Total Operations/Services	$272,750.00	$102,995.95	$169,754.05	$0.00	$0.00	$169,754.05
	Total Operating Budget	**$989,750.00**	**$264,154.88**	**$725,595.12**	**$0.00**	**$0.00**	**$725,595.12**
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	$2,423.32	$2,576.68			$2,576.68
15-60-0065-1104	CIP Carpet/Flooring	$4,000.00	$0.00	$4,000.00			$4,000.00
	Grand Totals:	**$1,019,750.00**	**$266,578.20**	**$753,171.80**	**$0.00**	**$0.00**	**$753,171.80**

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	$1,674.89
15-44-0044-6110	LIBRARY-Fines	$1,200.00	$377.49
15-47-0047-1100	Donations (City)	$8,000.00	$6,059.45
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	**$949,603.39**
	Donations (Edward Jones)	$0.00	$550.00

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (12/31/2024)
$69,851.87	$868,200.19	$81,695.00

Signatures of Approval:

Director	President	Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AL BEYERS			
73349	REPLACED REMOTE FOR REFERENCE AREA GAS FIREPLACE	315.56	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total AL BEYERS:		315.56	
AMAZON CAPITAL SERVICES			
164J-HWKR-CGYX	1WICKED (DVD)	39.90	15-55-5511-1600 LIBRARY-A.V.
16PD-QVLT-4LTP	CLEAR BAGS FOR BOOK CLUB KITS	44.97	15-55-5511-0600 LIBRARY-Supplies
191R-XVCT-XLKM	SWIFFER DUSTER REFILL	28.58	15-55-5511-0600 LIBRARY-Supplies
191R-XVCT-XLKM	PROMOTIONS & DISCOUNTS	-10.00	15-55-5511-0600 LIBRARY-Supplies
1CY1-JXRC-6MPY	2 COPIES OF BILINGUAL BOOK LOLO AND BIRDIE FOR STORYWALK	31.38	15-55-5511-2000 LIBRARY-Programming
1F7C-YVFH-CN14	1 DEAR MARTINASIN: 1101939524ORDER114-0356807-0204231	6.98	15-55-5511-1300 LIBRARY-Books
1GFH-NWCN-K16Y	BOOKS	60.88	15-55-5511-1300 LIBRARY-Books
1H64-31KK-CGML	1 RUBBLE & CREW: ON THE JOB!	9.09	15-55-5511-1600 LIBRARY-A.V.
1J34-7VMW-911Q	HONEY STIX, MINI HONEY BEE POTS	37.98	15-55-5511-2000 LIBRARY-Programming
1K76-M3FY-4DLM	BOOKS	171.12	15-55-5511-1300 LIBRARY-Books
1LCC-RLG9-DNYK	DISINFECTING WIPES	14.99	15-55-5511-0600 LIBRARY-Supplies
1LJR-N4TG-NXFL	1SOPHIA'S 18" GLITTERY HOT PINK DOLL HAIRBRUSH, FOR CIRCULATING AMERICAN GIRL DOLL KIT	9.05	15-55-5511-0600 LIBRARY-Supplies
1MCX-XHNQ-CVM7	CLEAR REPORT COVERS	14.69	15-55-5511-0600 LIBRARY-Supplies
1MCX-XHNQ-CVM7	TAGS	7.99	15-55-5511-0600 LIBRARY-Supplies
1P61-P46D-XQQ3	THE LOST HERO (HEROES OF OLYMPUS, BOOK 1)	9.29	15-55-5511-1300 LIBRARY-Books
1P61-P46D-XQQ3	PROMOTIONS & DISCOUNTS	-.75	15-55-5511-1300 LIBRARY-Books
1RKV-LKL1-1FGL	SOAP, GLOVES	130.19	15-55-5511-0600 LIBRARY-Supplies
1TGH-JNR3-CX3H	HEADPHONES	27.99	15-55-5511-0600 LIBRARY-Supplies
1VFD-JRDX-77TX	JAMES: A NOVELASIN: 0385550367SOLD BY: AMAZON.COM SERVICES, INCORDER #114-4645536-5919445 10 COPIES FOR BOOK CLUB	179.70	15-55-5511-2000 LIBRARY-Programming
1VFD-JRDX-77TX	JAMES: A NOVELASIN: 0593862732SOLD BY: AMAZON.COM SERVICES, INCORDER #114-4645536-5919445 1 LARGE PRINT COPY FOR BOOK CLUB	23.48	15-55-5511-2000 LIBRARY-Programming
1WVN-GRC7-77NV	STRAPPING TAPE	8.07	15-55-5511-0600 LIBRARY-Supplies
1WVN-H4RL-9N7H	BOOKS	31.23	15-55-5511-1300 LIBRARY-Books
1X6R-QDPF-1F9W	TONEIBOX, LUGGAGE TAG HOLDER	31.98	15-55-5511-1600 LIBRARY-A.V.
Total AMAZON CAPITAL SERVICES:		908.78	

Invoice Number	Description	Total Cost	GL Account and Title
AT & T			
45716	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
45716	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
BRIDGES LIBRARY SYSTEM			
2025-13010007	CAFE ANNUAL SUPPORT, SHARE OF DATABASE COST, SHARE OF MOVIE LICENSE COST, ADVANTAGE PROGRAM	24,942.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
2025-13010032	BOOKPAGE, 50 COPIES PER MONTH	264.00	15-55-5511-0600 LIBRARY-Supplies
2025-13010056	COOPERATIVE SUPPLY PURCHASE FOR RECEIPT PAPER, RFID TAGS	1,357.66	15-55-5511-0600 LIBRARY-Supplies
Total BRIDGES LIBRARY SYSTEM:		26,563.66	
BRODART CO			
February 2025	BOOKS	4,492.34	15-55-5511-1300 LIBRARY-Books
February 2025	AUDIOBOOKS	192.38	15-55-5511-1600 LIBRARY-A.V.
February 2025	I LARGE PRINT COPY OF BOOKCLUB BOOK	17.70	15-55-5511-2000 LIBRARY-Programming
Total BRODART CO:		4,702.42	
CENTER POINT LARGE PRINT			
2153705	2 LARGE PRINT BOOKS	47.94	15-55-5511-1300 LIBRARY-Books
2153730	10 LARGE PRINT BOOKS	243.90	15-55-5511-1300 LIBRARY-Books
2155705	2 LARGE PRINT BOOKS	48.54	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		340.38	
CENTURYLINK			
728308539	STATE PROGRAM/LONG DISTANCE SERVICE #3	3.91	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		3.91	
CHARTER COMMUNICATIONS			
170837201022125	2&3 LIBRARY	370.05	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		370.05	
CLOUTE INC			
40572	SNOW SHOVELING, DEICING	263.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		263.75	
DEMCO INC			
7621820	5 PACKAGES OF BOOKMARKS, 1 ROLL OF RED PAPER TAPE, 1 ROLL OF FILMOLUX LAMINATE	96.49	15-55-5511-0600 LIBRARY-Supplies

Invoice Number	Description	Total Cost	GL Account and Title
Total DEMCO INC:		96.49	
FAIRYTALE BIRTHDAY COMPANY LLC			
3-3-25	DEPOSIT JULY 31 - PRINCESSES	190.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total FAIRYTALE BIRTHDAY COMPANY LLC:		190.00	
G.F.C. LEASING			
IO1002733	#4 FOR 2025 9/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
86966619	2 LARGE PRINT BOOKS	63.18	15-55-5511-1300 LIBRARY-Books
86966980	4 LARGE PRINT BOOKS	99.41	15-55-5511-1300 LIBRARY-Books
86973273	2 LARGE PRINT BOOKS	65.58	15-55-5511-1300 LIBRARY-Books
86973629	2 LARGE PRINT BOOKS	49.38	15-55-5511-1300 LIBRARY-Books
86979027	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
86979339	1 LARGE PRINT BOOK	22.74	15-55-5511-1300 LIBRARY-Books
86986805	2 LARGE PRINT BOOKS	52.78	15-55-5511-1300 LIBRARY-Books
86987020	3 LARGE PRINT BOOKS	68.22	15-55-5511-1300 LIBRARY-Books
87004958	1 LARGE PRINT BOOK	18.19	15-55-5511-1300 LIBRARY-Books
87009563	1 LARGE PRINT BOOK	22.39	15-55-5511-1300 LIBRARY-Books
87045349	4 LARGE PRINT BOOKS	113.56	15-55-5511-1300 LIBRARY-Books
87045489	1 LARGE PRINT BOOK	22.74	15-55-5511-1300 LIBRARY-Books
87045854	3 LARGE PRINT BOOKS	72.77	15-55-5511-1300 LIBRARY-Books
87055115	4 LARGE PRINT BOOKS	123.96	15-55-5511-1300 LIBRARY-Books
87055350	SALTWATER	24.04	15-55-5511-1300 LIBRARY-Books
87077957	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
87078227	1 LARGE PRINT BOOK	18.19	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		897.11	
HOOPLA OR MIDWEST TAPE LLC			
506824235	DIGITAL AUDIOBOOKS, EBOOKS, COMCS, MOVIES AND MUSIC	869.24	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		869.24	
IGNATEK LLC			
21518	3 YEAR LICENSE RENEWALS FOR MERAKI SWITCH AND 9 ACCESS POINTS	4,488.70	15-55-5511-1900 LIBRARY-Information Sourc/Serv
21607	MONTHLY BILLING FOR TECH SERVICES	820.86	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		5,309.56	
JIM'S JANITORIAL SERVICE LLC			
15446	GENERAL CLEANING 2/17/2025-2/28/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15450	GENERAL CLEANING		

Invoice Number	Description	Total Cost	GL Account and Title
	3/3/2025-3/14/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,700.00	
JP MORGAN CHASE BANK-WIRE			
4433	WLA-MEMBERSHIPS	466.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4433	DNR-54 STATE PARK PASSES	270.00	15-55-5511-2000 LIBRARY-Programming
4433	UW MADISON-REGISTRATION FOR CONF	573.21	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4433	SEED SAVERS-SEEDS FOR LIBRARY	264.76	15-55-5511-2000 LIBRARY-Programming
4433	GREEN BAY PACKERS-PASSES	126.60	15-55-5511-2000 LIBRARY-Programming
4433	PADDY SHACK-HOLIDAY PARTY	566.45	15-55-5511-2000 LIBRARY-Programming
4433	APPLE ITUNES-ITUNES DOWNLOADS	141.80	15-55-5511-2000 LIBRARY-Programming
4459	WALLSTREET JOURNAL-ANNUAL NEWSPAPER	822.77	15-55-5511-1500 LIBRARY-Periodicals
4459	FRIENDS OF DOME-ANNUAL DOMES MEMBERSHIP	500.00	15-55-5511-2000 LIBRARY-Programming
4459	FARONICS-ANNUAL SUBSCRIPTION TO DEEP FREEZE	294.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
4459	APPLE-ITUNES DOWNLOAD	9.50	15-55-5511-2000 LIBRARY-Programming
Total JP MORGAN CHASE BANK-WIRE:		4,035.09	
KAPCO			
1496049	2 PACKAGES POLYESTER CORNERS, 1 ROLL 12" EASY JACKET	93.06	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		93.06	
MIDWEST ALARM SERVICE			
490870	FIRE ALARM MONITORING AND FIRE ALARM SYSTEM INSPECTION FOR 4/1/2025-3/31/2026	1,443.60	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MIDWEST ALARM SERVICE:		1,443.60	
MIDWEST TAPE			
506829438	3 CDS, 2 BLU-RAYS,4 DVDS, 1 PLAYAWAY	241.65	15-55-5511-1600 LIBRARY-A.V.
506866334	6 DVDS AND 1 CD	154.43	15-55-5511-1600 LIBRARY-A.V.
506887701	2 CDS, 2 DVDS	70.46	15-55-5511-1600 LIBRARY-A.V.
506887703	DVD SET	20.99	15-55-5511-1600 LIBRARY-A.V.
506938166	6 DVDS	148.44	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		635.97	
MR PLUMBER			
20725-1	REPAIR LEAKING FLUSH VALVE ON TOILET IN 2ND		

Invoice Number	Description	Total Cost	GL Account and Title
	FLOOR RESTROOM	122.46	15-55-5511-1200 LIBRARY-Maint. & Repairs
32425-1	REPLACED GARBAGE DISPOSAL	264.86	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MR PLUMBER:		387.32	
PACKERLAND RENT-A-MAT INC			
3196891	MATS	276.15	15-55-5511-1200 LIBRARY-Maint. & Repairs
C3197781	4 X 20 SOLID RED MAT	-80.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		196.15	
PRAIRIE LAKES LIBRARY SYSTEM			
2976	4 DELL LATITUTDE 3550 XCTO LAPTOP COOPERATIVE PURCHASE	2,423.32	15-60-0065-1103 CIP COMPUTERS
Total PRAIRIE LAKES LIBRARY SYSTEM:		2,423.32	
ROCKET INDUSTRIAL INC			
514645	WHEEL REPAIR KIT FOR CARPETMASTER 215 VACUUM	60.11	15-55-5511-1200 LIBRARY-Maint. & Repairs
IN00517882	1 CASE BATH TISSUE, 4 CASES PAPER TOWELS, 1 CASE SMALL CAN LINERS, 1 CASE LARGE CAN LINERS	231.24	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		291.35	
SCHOLASTIC LIBRARY PUBLISHING			
69585744	3 JUV BOOKS	48.72	15-55-5511-1300 LIBRARY-Books
69610109	1 JUV BOOK	16.24	15-55-5511-1300 LIBRARY-Books
69610117	2 JUV BOOKS	31.18	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		96.14	
WE ENERGIES			
3-24-25	#2 ELECTRIC	2,484.37	15-55-5511-1000 LIBRARY-Electricity and Water
3-24-25	#2 GAS	1,285.59	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		3,769.96	
Grand Totals:		56,446.67	

Library Director's Report
April 2025

Staff

- The library was closed to the public until 1 p.m. on Friday, March 14 to allow staff to attend training together. We started off the morning with a numerical review of 2024 at the library followed by stories about how our library is positively impacting the community. Tiffany Pernat from Fort HealthCare led a training about hands-only CPR and how to use an AED. Finally, Officer Boeve from the Fort Atkinson Police Department led "Run, Hide, Fight" training about how to respond to an active threat.
- Carlee Hein started her new full-time Marketing and ILL role on Monday, March 17. Carlee has jumped into her new role and is learning many new things.
- A full-time staff person returned from medical leave on a part-time basis with physical restrictions. We are happy to have this staff person back! Once again, I appreciate staff members' willingness to cover additional responsibilities and desk shifts in order to maintain the same level of service to the public while we are experiencing staffing shortages.
- I attended "New Director Training Camp" from April 8-10 in Marshfield offered by the Library Services Team of DPI. Funding provided from the Institute of Museum and Library Services (IMLS) through the Wisconsin Department of Public Instruction covered hotel and meal costs for attendees.
- Daphne and I conducted four interviews for the Youth Services Assistant position.
- Due to one part-time staff member reducing her weekly hours at the library, we are implementing many small staffing changes. Stacey Bieberitz will now work at the circulation desk on Wednesday and Thursday mornings. Lisa Langer is transitioning from a page role to a Desk Assistant role and will work at the circulation desk on Monday and Wednesday evenings. I hired Jaelynn Wagner a new evening page.

Maintenance of Facility and Equipment

- Mr. Adamson, Daphne's dad, patched a hole in the east wall of the teen room. He then returned to sand and repaint the wall. The wall looks beautiful! We appreciate Mr. Adamson's time and talents.
- Our book drop sorting machine stopped working on March 19. A technician from Bibliotheca attempted to repair the automatic sorting machine twice. We are currently determining next steps. During the interim, we installed a temporary outdoor book drop to enable patrons to still return materials after hours.
- A technician from MR Plumber replaced the garbage disposal in one of the FCCU Community Room kitchens.

- The library once again has a functioning AED. Fort HealthCare helped us obtain the AED and provided training for staff. The Friends of the Dwight Foster Public Library are generously paying for the important device.

Programs and Services

- We opened our seed library on Monday, March 24 following a BadgerTalk program about Gardening with Native Plants. This year's seed library included 603 seed packets for flowers, vegetables, and herbs. Thank you to the Friends of the Library for financially supporting the seed library!
- We cancelled the character celebration that was originally scheduled for Saturday, May 10 due to intellectual property concerns.
- Deb hosted a screening of the documentary "Honor in the Air" about Captain Scott Alwin.
- Daphne collaborated with a local family to host a "Rubik's Club" program that taught kids ages seven and older how to solve a Rubik's cube.
- Bridges' Library Memory Project hosted a Spring Family Day at the Dwight Foster Public Library on Sunday, April 6 for individuals experiencing memory loss and their families. Deb shared that attendees really enjoyed the special day at the library! Entertainment included visits with therapy dogs, bingo, and live music by an Elvis impersonator. Former employee Amy Christian volunteered at the event.

Collections, Displays, and Marketing

- Sandy was able to take advantage of a big discount and saved $1,000 on large print materials. This will help our large print budget go farther.
- Deb shifted the adult science fiction and fantasy collections so they are now shelved next to the other adult fiction genres. This move opened up space to pull the large print nonfiction items into their own shelving section. Large print nonfiction items were intershelved with regular print nonfiction for a few years, but staff worried that the intershelving organization disadvantaged the target audience for the large print materials. Thank you to Deb, Sandy, Julie, Tim, Lisa, and Carlee for their work moving these collections.

Budget/Donations

- I completed adjacent county reimbursement requests for 2026 based on 2024 circulation and spending data. Our calculated cost per circulation for 2024 was $5.71, and we are requesting reimbursement of $24,611 from adjacent counties in 2026.
- Daphne earned a $350 stipend for the Dwight Foster Public Library from PBS Education for her participation in the PBS Kids Community Learning Cohort.
- VFW Edwin Frohmader Post 1879 donated $200 to the library for the summer reading program.
- A patron donated $100 to the library to show her gratitude for the ability to use one of our meeting rooms.

Bridges/APL/Jefferson County Library Service

- I applied for and received a grant from Bridges Library System for $2,496 to purchase two Meeting OWL 3s and travel cases. We intend to use the grant to replace our current OWL and also allow the public to use an OWL in our meeting rooms.
- Last year, Bridges Library System did an RFP process for a discovery layer for the shared Café catalog. What is a discovery layer? It's a new interface to the online catalog which has the ability to bring editions of works together instead of scrolling through individual records. Through this process, Vega Discover was chosen. Library staff are currently setting up homepages and exploring the Vega Discover catalog now to become familiar with it. Bridges hops to roll out the new Vega Discover catalog to the public in early September. After the new catalog launches, users will have the choice to use either the "classic" catalog or the new Vega catalog.
- Sandy and Carlee are working on designing our library's email circulation notices through a web-based platform called LX Starter. LX Starter works along with the Vega Discover catalog and allows libraries to personalize circulation notices.

Other

- I recommended Duane Scott and Kyle Jacobson for Jefferson County's appointments to our Library Board. Michael Luckey shared that the Jefferson County Executive Committee approved all recommended appointments. These appointments will now be presented to the County Board on April 15 for potential approval.
- The Fort Atkinson City Council proclaimed April 6-12, 2025 to be National Library Week in the City of Fort Atkinson. Carlee Hein and Tim Wilson attended the City Council meeting with me to receive the proclamation and take a photo. Happy National Library Week!

Dwight Foster Public Library
Monthly Statistical Report **March 2025**

Library collection:	Feb 2025	Mar 2025	Mar 2024
Items in collection	93,866	**94,469**	87,713
Number of item records created	634	**590**	
Number of items deleted	326	**503**	

Circulation by material type:	Feb 2025	Mar 2025	Mar 2024
Selected book circulation:			
Book	3,470	**3,679**	3,602
Browsing (Lucky Day Book)	29	**32**	32
Children's book	4,708	**6,075**	5,939
New book (nonfiction)	281	**310**	267
New fiction	368	**458**	465
Selected AV circulation:			
Blu-Ray	47	**61**	61
Browsing AV (Lucky Day AV)	41	**43**	98
CD	170	**196**	111
CD book	166	**176**	212
Children's Blu-Ray	21	**12**	14
Children's CD	7	**77**	36
Children's CDBook	30	**46**	47
Children's digital audiobook (+/YA Playaway)	53	**64**	
Children's DVD	348	**374**	584
DVD	1,302	**1,659**	1,773
Nonfiction DVD	58	**77**	63
Playaway	45	**71**	69
Selected other circulation:			
Book club kits	4	**5**	2
Children's magazine	41	**15**	13
Library of things	162	**209**	234
Magazine	113	**147**	130
Total physical item circulation:	11,661	**13,993**	14,076

Digital circulation:	Feb 2025	Mar 2025	Mar 2024
Hoopla	372	**377**	486
Overdrive ebooks and digital audiobooks	2,539	**2,905**	
Overdrive magazines	302	**329**	
Total digital item circulation:	3,213	**3,611**	3,547

Circuation by patron statistical class:	Feb 2025	Mar 2025	Mar 2024
City of Fort Atkinson circulation:	6,628	**8,419**	8,361
Jefferson County "City" circulation:	642	**737**	856
Jefferson County Rural circulation:	3,498	**3,814**	4,009
Total:	11,455	**13,768**	14,151

Cardholders:	Feb 2025	Mar 2025	Mar 2024
YTD new patron registrations	134	**196**	
Total number of cardholders	8,354	**8,370**	7,956

Patrons in the building:	Feb 2025	Mar 2025	Mar 2024
Total number of patrons	6,163	**6,917**	7,060
Largest day/number	Feb 27/520	**Mar 4/400**	Mar 4/437
Smallest day/number	Feb 15/89	**Mar 15/152**	Mar 22/107

Public computers and wifi use:	Feb 2025	Mar 2025	Mar 2024
Number of users of public internet computers	557	**640**	787
Hours of public internet computer use	370	**465**	522
Number of unique wireless clients	1,028	**1,114**	942
Average daily wireless visits	101	**99**	30
Wifi Total Data Transferred	1.69 TB	**2.25 TB**	1.40 TB

Patron questions at desks:	Feb 2025	Mar 2025	Mar 2024
Reference interactions	206	**205**	284
General/Directional	169	**176**	216
Technical Assistance	309	**359**	330
Circulation	111	**80**	158
Conflict/Resolution	0	**1**	3

Other:	Feb 2025	Mar 2025	Mar 2024
Books mended	57	**74**	34
AV mended	97	**54**	43
Copy machines	7,983	**8,016**	11,263
Outgoing faxes	77	**77**	43
Incoming faxes	5	**8**	9

Resource sharing:	Feb 2025	Mar 2025	Mar 2024
Outgoing ILL	109	**104**	128
Incoming ILL	26	**29**	22
DFPL items shipped to other libraries	2,142	**2,328**	1,975
Holds received at DFPL	2,008	**2,461**	2,645

Programs and attendance:	Feb 2025	Mar 2025	Mar 2024
Young child (0-5) programs/attendance	17 prog/451 att	**17 prog/262 att**	
Child (6-11) programs/attendance	6 prog/111 att	**8 prog/191 att**	
Young adult (12-18) programs/attendance	5 prog/41 att	**5 prog/24 att**	
Adult (19+) programs/attendance	5 prog/42 att	**5 prog/79 att**	
General interest (all ages) programs/attendance	1 prog/7 att	**1 prog/12 att**	
Total programs/attendance:	34 prog/652 att	**36 prog/568 att**	

March 2025
Summary of Trust
Contributions and Expenditures

DATE	ACTIVITY	DESCRIPTION	AMOUNT
01/02/2025	Check Received	PERSONAL CHECK	$30.00
02/20/2025	Check Received	BUSINESS CHECK	$450.00
03/19/2025	Check Received	BUSINESS CHECK	$100.00

CITY OF FORT ATKINSON
C/O DWIGHT FOSTER PUB LIBRARY
209 MERCHANTS AVE
FORT ATKINSON WI 53538-2201

It begins and ends with your goals

Understanding the "why" behind your priorities helps your financial advisor recommend a strategy personalized for you. If you haven't reviewed your goals with your financial advisor lately, set some time aside to ensure your strategy is aligned with what you want to achieve.

Reminder of the IRA contribution deadline

Along with the tax deadline, for most people, April 15 is also the last day to fund your 2024 IRA. By fully funding your IRA each year, you can increase your retirement savings substantially. Reach out to your financial advisor today to make your contribution.

Portfolio Summary

Total Portfolio Value

$865,190.56

1 Month Ago	$890,978.15
1 Year Ago	$838,379.67
3 Years Ago	$824,262.91
5 Years Ago	$643,810.01

Overview of Accounts

Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Corporate Account Select	City of Fort Atkinson	536-25929-1-6	$272,135.87	$286,085.66
Corporate Account Advisory Solutions Fund Model	City of Fort Atkinson	536-25940-1-1	$566,243.80	$579,104.90
Total Accounts			**$838,379.67**	**$865,190.56**

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

Overview of Other Products and Services

Loans and Credit	Account Number	Balance	Approved Credit	Available Credit	Interest Rate
Amount of money you can borrow for City of Fort Atkinson	536-25929-1-6	$0.00	$142,705*	$142,705	8.25%

* Your approved credit is not a commitment to loan funds. It is based on the value of your investment account which could change daily. The amount you may be eligible to borrow may differ from your approved credit. Borrowing against securities has its risks and is not appropriate for everyone. If the value of your collateral declines, you may be required to deposit cash or additional securities, or the securities in your account may be sold to meet the margin call. A minimum account value is required if you have loan features on your account. Your interest will begin to accrue from the date of the loan and be charged to the account. Your interest rate will vary depending on the assets under care of your Edward Jones Pricing Group. For more information on how your interest rate is calculated, contact your financial advisor or please visit: www.edwardjones.com/disclosures/marginloans

Important disclosures; such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at www.edwardjones.com/statementdisclosures.

City of Fort Atkinson

Important tax form information

Edward Jones has furnished all final Consolidated 1099 Tax Statements for the 2024 tax year. You can view, print, download and share your Edward Jones tax forms through Online Access. Your local Edward Jones team can also share your tax forms electronically with your tax professional at your instruction. Contact your Edward Jones office for details. For more information about your Edward Jones tax forms, visit edwardjones.com/taxcenter.

Corporate - Select

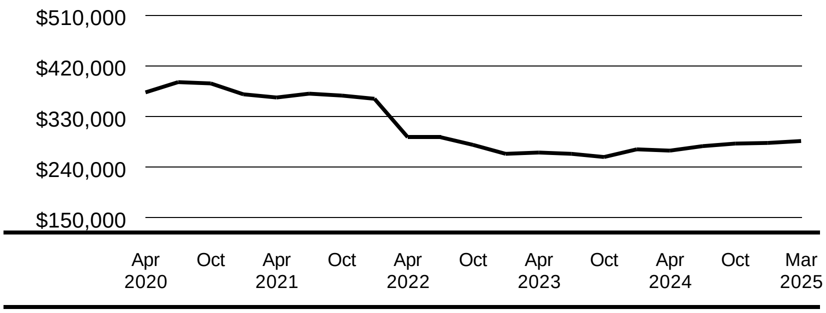
Portfolio Objective - Account: Income Focus

Account Value

$286,085.66

1 Month Ago	$286,179.13
1 Year Ago	$272,135.87
3 Years Ago	$346,896.74
5 Years Ago	$359,550.15

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	$286,179.13	$280,785.03
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	-93.47	5,300.63
Ending Value	**$286,085.66**	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide .

Rate of Return

	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
Your Personal Rate of Return for Assets Held at Edward Jones	**1.89%**	**1.89%**	**5.13%**	**1.75%**	**1.79%**

Rate of Return (continued)

Your Personal Rate of Return: Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan.1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or 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.

Rate of Return information on account statements uses the dollar-weighted calculation. Time-weighted Rate of Return numbers for Advisory Solutions Fund and UMA accounts can be found on your Quarterly Performance Report through Online Account Access. If you are not an Online Access user, visit edwardjones.com/access to sign up.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit edwardjones.com/performance.

Asset Details (as of Mar 28, 2025)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

Mutual Funds	Price	Quantity	Value	Rate of Return*
Blackrock Low Duration Bond A Symbol: BLDAX Asset Category: Income	$9.10	18,038.995	**$164,154.85**	1.16%
Blackrock Total Return Cl A Symbol: MDHQX Asset Category: Income	9.86	12,366.208	**121,930.81**	1.45%
Total Account Value			**$286,085.66**	

*Your Rate of Return for each individual asset above is as of March 28, 2025. Returns greater than 12 months are annualized.

Your Rate of Return in the Asset Details section above measures the investment performance of each of your individual assets. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing your Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. Certain events, including a transfer of an investment between accounts, share class conversion, or 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.

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For the most current information, contact your financial advisor or visit www.edwardjones.com/performance.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
3/03	Dividend on Br Total Return A on 12,323.759 Shares at Daily Accrual Rate		$421.52
3/03	Reinvestment into Br Total Return A @ 9.93	42.449	-421.52
3/03	Dividend on Blackrock Low Duration Bond A on 17,980.702 Shares at Daily Accrual Rate		531.05
3/03	Reinvestment into Blackrock Low Duration Bond A @ 9.11	58.293	-531.05

Your Relationship and Mailing Group(s)

Relationship Group - You've directed us to share information about these accounts with the individual(s) listed below. This means information about your financial accounts, goals and objectives may be shared with and accessible by each owner, authorized party, and any other individual in the Relationship Group, including through Edward Jones Online Access and Edward Jones reports.

Without any additional notification to you, the individual(s) below will also be able to share any information available to the Relationship Group with people outside your Relationship Group through Edward Jones Online Access, or by contacting the Edward Jones branch responsible for your accounts. You may revoke this direction at any time, but until such revocation, we'll share information as directed by any member of the Relationship Group.

Individuals in this Relationship Group

First Name	Last Name
Minetta	Lippert
City of Fort Atkinson	

Mailing Group - You have also asked us to combine certain information about the accounts listed below into the mailing group(s) below for delivery purposes. Information for accounts within the same mailing group may be included in one envelope and mailed to the mailing group address. We may still send certain information directly to the account owners, as we believe appropriate.

Account Number	Account Owner(s)	Account Type	Mailing Group Address
XXX-XX929-1-6	City of Fort Atkinson	Corporate Account Select	CITY OF FORT ATKINSON C/O DWIGHT FOSTER PUB LIBRARY 209 MERCHANTS AVE FORT ATKINSON WI 53538-2201
XXX-XX940-1-1	City of Fort Atkinson	Corporate Account Advisory Solutions Fund Model	

For more information on this relationship or mailing group(s), please visit www.edwardjones.com/disclosures. If you wish to make changes to either the relationship(s) or mailing group(s), please contact your financial advisor.

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City of Fort Atkinson

Helping keep your information secure

The relationship between you and Edward Jones is built on trust, which is why we have several security measures in place to help protect your accounts and personal information. Additionally, Online Access offers features that further protect your information and financial transactions. Your local Edward Jones team can provide more tips on how to help keep your accounts secure, or you can visit edwardjones.com/security to learn more.

Corporate - Advisory Solutions Fund Model

Portfolio Objective - Account: All Equity Focus

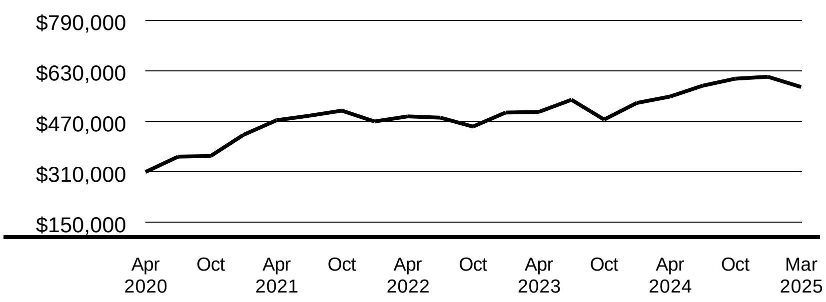
For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value

$579,104.90

1 Month Ago	$604,799.02
1 Year Ago	$566,243.80
3 Years Ago	$477,366.17
5 Years Ago	$284,259.86

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	$604,799.02	$589,843.67
Assets Added to Account	100.00	580.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	-512.37	-1,630.90
Change In Value	-25,281.75	-9,687.87
Ending Value	**$579,104.90**	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide .

Rate of Return

Your Personal Rate of Return for Assets Held at Edward Jones	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
	-1.77%	-1.77%	4.96%	5.09%	13.69%

Performance Benchmarks

Rate of Return (continued)

Large US Cap Equities (S & P 500)	**-4.81%**	**-4.81%**	**7.64%**	**8.50%**	**18.85%**
International Equities (MSCI EAFE)	**9.25%**	**9.25%**	**7.74%**	**7.93%**	**13.00%**
Taxable Fixed Income (Bloomberg Aggregate)	**2.54%**	**2.54%**	**4.64%**	**0.72%**	**-0.35%**

Your Personal Rate of Return: Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

Performance Benchmarks: Your Personal Rate of Return should be compared to the return necessary to achieve your financial goals. However, we understand many investors would like to compare their Personal Rate of Return to market indexes. Keep in mind this may not be an accurate comparison, as your Personal Rate of Return incorporates the timing of your specific additions and withdrawals and your specific investment mix, while published returns of market indexes do not.

These market indexes are used as a general measure of market performance for several major asset classes. Market indexes assume reinvestment of all distributions and do not take into account brokerage fees, taxes or investment management fees.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan.1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or 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.

Rate of Return information on account statements uses the dollar-weighted calculation. Time-weighted Rate of Return numbers for Advisory Solutions Fund and UMA accounts can be found on your Quarterly Performance Report through Online Account Access. If you are not an Online Access user, visit edwardjones.com/access to sign up.

Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

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Rate of Return Indexes Definitions

S&P 500 Index: 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 Index: A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada).
Bloomberg Aggregate Bond Index: Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.

Asset Details (as of Mar 28, 2025)

additional details at www.edwardjones.com/access

Assets Held At Edward Jones

	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market 3.71%*	$31.63	$421.48	-$451.77	**$1.34**

* The average yield on the money market fund for the past seven days.

Asset Details (continued)

Exchange Traded & Closed End Funds	Price	Quantity	Value	Rate of Return*
iShares MSC EAFE	64.31	395	**25,402.45**	2.09%
Ish RS MD-C ETF	84.63	197	**16,672.11**	6.67%
Ish RS M Grw ETF	117.63	234	**27,525.42**	9.82%
Ish RS MD-Cp ETF	125.11	226	**28,274.86**	8.90%
Ish Rsl1000 Val	186.27	124	**23,097.48**	8.37%
Ish Rsl 2000	200.45	190	**38,085.50**	5.05%
Ish S&P500 Grwth	92.55	545	**50,439.75**	14.20%
Ish MSCI Grw ETF	100.84	346	**34,890.64**	3.42%
Ish MSCI Vlu ETF	59.47	640	**38,060.80**	7.85%
Ish Cor MSCI ETF	76.40	873	**66,697.20**	12.43%
Spdr S&P 500 ETF	65.37	519	**33,927.03**	-3.64%
Vng Growth Index	370.43	46	**17,039.78**	27.14%
Vng Value Index	170.83	273	**46,636.59**	9.56%
Vng Large Cap	255.47	301	**76,896.47**	13.48%
Vng S&P 500	510.80	98	**50,058.40**	9.12%

Mutual Funds	Price	Quantity	Value	Rate of Return*
JPM U.S. Govt Mny Mkt Capital	1.00	5,399.08	**5,399.08**	3.52%
Total Account Value			**$579,104.90**	

*Your Rate of Return for each individual asset above is as of March 28, 2025. Returns greater than 12 months are annualized.

Your Rate of Return in the Asset Details section above measures the investment performance of each of your individual assets. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing your Rate of Return is important to help ensure you're on track to achieving your financial goals.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan. 1, 2009. Certain events, including a transfer of an investment between accounts, share class conversion, or 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.

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For the most current information, contact your financial advisor or visit www.edwardjones.com/performance.

Investment and Other Activity by Date

Date	Description	Quantity	Amount
3/03	Dividend on JPM U.S. Govt Mny Mkt Capital on 5,342.83 Shares at Daily Accrual Rate		$16.86
3/03	Reinvestment into JPM U.S. Govt Mny Mkt Capital @ 1.00	16.86	-16.86
3/07	Redeemed JPM U.S. Govt Mny Mkt Capital @ 1.00	-512.38	512.38
3/07	Program & Platform Fees		-512.38
3/19	Check Received Business Ck#944191551 Gordon Smyth		100.00
3/21	Dividend on Ish Rsl 2000 on 190 Shares @ 0.459853		87.37
3/21	Dividend on Ish Rsl1000 Val on 124 Shares @ 0.791356		98.13
3/21	Dividend on Ish S&P500 Grwth on 545 Shares @ 0.107853		58.78
3/21	Dividend on Ish RS MD-Cp ETF on 226 Shares @ 0.448222		101.30
3/21	Dividend on Ish RS MD-C ETF on 197 Shares @ 0.260935		51.40
3/21	Dividend on Ish RS M Grw ETF on 234 Shares @ 0.09897		23.16
3/21	Buy JPM U.S. Govt Mny Mkt Capital @ 1.00	100	-100.00
3/24	Fee Offset		0.01
3/24	Dividend on Ish Rsl1000 Val on 124 Shares @ 0.01044		1.29
3/24	Buy JPM U.S. Govt Mny Mkt Capital @ 1.00	451.77	-451.77

Money Market Detail by Date

Beginning Balance on Mar 1 **$31.63**

Date	Transaction	Description	Deposits	Withdrawals	Balance
3/20	Income	Dividend on Money Market for 28 Days @ 3.73%	0.04		$31.67
3/21	Deposit		420.14		$451.81
3/24	Deposit		0.01		$451.82
3/24	Withdrawal			-451.77	$0.05
3/25	Deposit		1.29		$1.34
Total			**$421.48**	**-$451.77**	

Ending Balance on Mar 28 **$1.34**

Your Relationship and Mailing Group(s)

Relationship Group - You've directed us to share information about these accounts with the individual(s) listed below. This means information about your financial accounts, goals and objectives may be shared with and accessible by each owner, authorized party, and any other individual in the Relationship Group, including through Edward Jones Online Access and Edward Jones reports.

Without any additional notification to you, the individual(s) below will also be able to share any information available to the Relationship Group with people outside your Relationship Group through Edward Jones Online Access, or by contacting the Edward Jones branch responsible for your accounts. You may revoke this direction at any time, but until such revocation, we'll share information as directed by any member of the Relationship Group.

Individuals in this Relationship Group

First Name	Last Name
Minetta	Lippert
City of Fort Atkinson	

Mailing Group - You have also asked us to combine certain information about the accounts listed below into the mailing group(s) below for delivery purposes. Information for accounts within the same mailing group may be included in one envelope and mailed to the mailing group address. We may still send certain information directly to the account owners, as we believe appropriate.

Account Number	Account Owner(s)	Account Type	Mailing Group Address
XXX-XX929-1-6	City of Fort Atkinson	Corporate Account Select	CITY OF FORT ATKINSON C/O DWIGHT FOSTER PUB LIBRARY 209 MERCHANTS AVE FORT ATKINSON WI 53538-2201
XXX-XX940-1-1	City of Fort Atkinson	Corporate Account Advisory Solutions Fund Model	

For more information on this relationship or mailing group(s), please visit www.edwardjones.com/disclosures. If you wish to make changes to either the relationship(s) or mailing group(s), please contact your financial advisor.

For more information about the Advisory Solutions program, see the applicable program brochure at www.edwardjones.com/advisorybrochures .

About Edward Jones

Edward D. Jones & Co., L.P., is dually registered with the Securities and Exchange Commission (SEC) as a broker-dealer and an investment adviser. Edward Jones is also a member of Financial Industry Regulatory Authority (FINRA).

Statement of Financial Condition — Edward Jones' Statement of Financial Condition is available at edwardjones.com/about/financial-reports.html, your local office or by mail upon written request.

About Your Account

Account Information – Your account agreement(s) contain the conditions that govern your account. Contact your financial advisor if you have any changes to your financial situation, contact information or investment objectives.

Account Accuracy – If you believe there are errors on your account, promptly notify your financial advisor or Client Relations. To further protect your rights, including rights under the Securities Investor Protection Act (SIPA), re-confirm any oral communication by sending us a letter within 30 days. If you think there is an error with, or you have a question about, your electronic transfers, contact Client Relations.

Complaints about Your Account – If you have a complaint, call Client Relations or send a letter to Edward Jones, Attn: Complaints Investigations, 12555 Manchester Rd,. St. Louis, MO 63131 or send an email to complaints@edwardjones.com

Pricing – For the most current prices of your investments, contact your financial advisor or visit Online Access. While we believe our pricing information is reliable, some information is provided by third parties and we cannot guarantee its accuracy.

Systematic and Money Market Transactions – Additional transaction details may be available upon written request to Edward Jones, Attn: Trade Operations Dept.

Fair Market Value for Individual Retirement Accounts – Your account's fair market value as of Dec. 31 will be reported to the Internal Revenue Service (IRS) as required by law.

Withholding on Distributions or Withdrawals – Federal law requires Edward Jones to withhold income tax on distribution(s) from your retirement accounts and other plans, unless you elect not to have withholding apply by completing the appropriate form and returning it to the address specified on the form. Your election will remain in effect until you change or revoke it by completing and returning a new form. If you elect not to have withholding or do not have enough income tax withheld from your distributions, or if payments of estimated taxes are not sufficient, you may be responsible for payments of estimated taxes and/or incur penalties as a result. State withholding, if applicable, is subject to the state's withholding requirements.

Fees and Charges – The "Fees and Charges" amount shown in your Value Summary includes the following:

- Account fees (e.g., advisory program asset-based fees and retirement account fees);
- Fees and charges for services (e.g., check reorders and wire transfers); and
- Margin loan interest

This amount does not include transaction-based fees and charges on the purchase or sale of a security or other product (e.g., systematic investing fees, commissions, sales charges, and markups/ markdowns). These fees and charges are shown in the activity section(s) of your statement or on your trade confirmations. For more information, contact your financial advisor.

Rights to Your Money Market Fund, Bank Deposit and Free Credit Balances – The uninvested cash in your account ("Free Credit Balance") is payable on demand. You may instruct us to liquidate your Insured Bank Deposit or Money Market fund balance(s). We will disburse the proceeds to you or place them in your accounts. Your instructions must be made during normal business hours and are subject to the terms and conditions of the account agreement(s).

To learn more about fees and costs, revenue sharing, and the compensation received by Edward Jones and your financial advisor, please talk with your financial advisor or visit edwardjones.com/disclosures.

CONTACT INFORMATION

Client Relations		Online Access	Other Contacts
Toll Free Phone 800-441-2357	For hours, visit edwardjones.com	edwardjones.com/access	Edward Jones Personal MasterCard® 866-874-6711
201 Progress Parkway Maryland Heights, MO 63043		Edward Jones Online Support 800-441-5203	Edward Jones Business MasterCard® 866-874-6712
			Edward Jones VISA® Debit Card 888-289-6635

S1EDJ001 Rev 11/21

Value of Edward Jones Accounts on April 11, 2025 at 2:15 p.m.

Edward Jones Accounts

Go to Accounts

Total Current Value	$836,968.66

Corporation-1 ****5929	Select	$283,773.37
Corporation-2 ****5940	Advisory	$553,195.29

Values Over Time

Expand

All Accounts

Return/Annualized: -$43,525.57/-5%

Time Frame	Start Date*	End Date*
Year-To-Date	1/1/2025	4/11/2025
	Format as mm/dd/yyyy	Format as mm/dd/yyyy

Chart values represent Edward Jones accounts only. They do not include information about assets held by third-party vendors. Past performance does not guarantee future results.

Developing the Library Budget

8

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached *Sample Format of a Minimal Library Budget* for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also *Trustee Essential #13*: *Library Advocacy*.)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. Clarity: The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.

2. Accuracy: Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.

3. Consistency: Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. Comprehensiveness: Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also *Trustee Essential #9*: *Managing the Library's Money*.)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See *Trustee Tool B*: *Library System Map and Contact Information*.)
- *Wisconsin Public Library Standards*
- *Wisconsin Public Library Service Data*

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

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Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of $67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	$ 47,500	$ 48,200	$ 48,925
County	$ 13,400	$ 13,600	$ 13,800
State / library system	$ 1,340	$ 1,360	$ 1,380
Federal (LSTA)	$ 1,340	$ 1,360	$ 1,380
Funds carried forward	$ 700	$ 700	$ 700
Fines	$ 1,200	$ 1,225	$ 1,240
Donations	$ 700	$ 700	$ 700
Fees/other*	$ 150	$ 175	$ 175
Transfer from gift fund	$ 670	$ 680	$ 700
Operating Income Total	$ 67,000	$ 68,000	$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	$ 30,820	$ 31,280	$ 31,740
Employee benefits	$ 9,380	$ 9,520	$ 9,660
Books	$ 9,000	$ 9,110	$ 9,250
Periodicals (including electronic)	$ 1,800	$ 1,880	$ 1,930
Video materials	$ 1,440	$ 1,460	$ 1,480
Audio materials	$ 600	$ 610	$ 620
Software and other electronic materials	$ 670	$ 680	$ 690
Contracted services	$ 1,340	$ 1,360	$ 1,380
Staff and board continuing education	$ 1,340	$ 1,360	$ 1,380
Public programming	$ 670	$ 680	$ 690
Telecommunications	$ 2,010	$ 2,040	$ 2,070
Utilities	$ 5,250	$ 5,300	$ 5,350
Equipment repair	$ 670	$ 680	$ 690
Supplies	$ 2,010	$ 2,040	$ 2,070
Operating Expenditures Total	$ 67,000	$ 68,000	$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	$ 2,000	$ 3,000	$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	$ 2,000	$ 2,000	$ 2,000
New shelving		$ 1,000	$ 1,000
Capital Expenditures Total	$ 2,000	$ 3,000	$ 3,000

Total of All Expenditures	**$ 69,000**	**$ 71,000**	**$ 72,000**

*State law requires that all information-providing public library services be provided free of charge. (See *Trustee Essential #8: Developing the Library Budget* for details.)