



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, MAY 12, 2025 – 9:30 AM
ROTARY ROOM (2ND FLOOR OF LIBRARY)**

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSp5S0loa1lJdz09>

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 and introductions**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the April 14 regular meeting
- 4. Financial Report**
 - a. Discussion relating to the May financial report of the library (Lippert)
- 5. Approval of Bills**
 - a. Review and possible action relating to the library's bills (Lippert)
- 6. Public Input**
- 7. Reports**
 - a. Director's Report
 - b. Friends of the Library Liaison Report

8. Unfinished Business

9. New Business

- a. Review and possible action relating to the proposed Board Bylaws revision (Lippert)
- b. Review and possible action relating to proposed updates to the Board's calendar (Lippert)
- c. Discussion relating to upcoming Library Board officer elections (Lippert)
- d. Review and possible action relating to the server replacement project (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 9 "Managing the Library's Money" (Lippert)
<https://vimeo.com/showcase/11330550/video/1000154537>

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
April 14, 2025 - 9:30AM**

AGENDA

1. Call meeting to order: The meeting was called to order at 9:30 AM by Diana Shull.

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

Absent:

3. Approval of Minutes

a. Review and possible action relating to the minutes of the March 10 regular meeting
Minutes have been corrected and sent to board.

Move to approve by: Davin Lescohier, 2nd by Julie Olver; all approved

4. Financial Report

a. Discussion relating to the April financial report of the library (Lippert)

The budget is in line with projected spending about one quarter through the year and 27% of the budget used. Some big ticket items happen in the first quarter, Cafe and other payments for full years use.

5. Approval of Bills

a. Review and possible action relating to the library's bills (Lippert)

All seemed in order.

Move to approve by Julie Olver:, 2nd by Sara Podoll; all approved

6. Public Input- None

7. Reports

a. Director's Report Highlights: Staff training on Friday, March 14 for half day staff shared positive stories about the library. Staff training for Hands Only CPR & AED review from Fort HealthCare, and Run, Hide, Fight instruction from Officer Boeve. Carlee Hein is doing great in new role. Minetta attended New Director Training Camp in Marshfield and learned a lot. Youth Services Assistant position offered to an applicant. Book drop stopped working on March 19 temporary book drop outside. Bibliotheca will make repairs to book drop at no cost for labor.

Functioning AED thanks to Fort HealthCare & Friends Of The Library. Grant from Bridges to replace meeting owls.

b. Friends of the Library Liaison Report

Fundraisers are being planned. FOL is in need of new board members. The book sale room looks great. thanks to the volunteers.

8. Unfinished Business: None

9. New Business:

a. Discussion relating to upcoming Library Board officer elections during the regular May Board meeting (Lippert)

Need to update bylaws to comply with State Statutes about new officers elected; change from May to June. The policy committee will meet to update the bylaws.

b. Discussion relating to the status of the trust held at Edward Jones (Lippert)

Trust is down because the current market is down everywhere.

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 8 "Developing the Library Budget" (Lippert)

<https://vimeo.com/showcase/11330550/video/1000154095>

A discussion about circulation and funding from the county the idea of adding puzzles to circulation could also help county funding go up. Discussion about how the county funding is calculated.

11. Adjournment

Move to adjourn by: Sara Podoll, 2nd by Davin Lescohier; all approved

Meeting Adjourned at 10:14 a.m.

Respectfully Submitted;

Leslie LaMuro

Library Board Meeting Dates

- 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.



May 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	\$116,182.52	\$243,817.48		\$243,817.48
15-55-5511-0200	Salaries - Part Time		\$130,000.00	\$47,361.15	\$82,638.85		\$82,638.85
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$6,860.91	\$16,139.09		\$16,139.09
15-55-5511-2500	Benefits		\$204,000.00	\$60,751.79	\$143,248.21		\$143,248.21
	Total Salaries and Benefits		\$717,000.00	\$231,156.37	\$485,843.63		\$485,843.63
15-55-5511-0600	Supplies		\$20,000.00	\$8,959.77	\$11,040.23		\$11,040.23
15-55-5511-0700	Postage (Acct 38806)		\$800.00	\$515.01	\$284.99		\$284.99
15-55-5511-0800	Insurance		\$6,500.00	\$0.00	\$6,500.00		\$6,500.00
15-55-5511-0900	Telephone		\$400.00	\$64.30	\$335.70		\$335.70
15-55-5511-1000	Electricity and Water		\$39,000.00	\$8,721.88	\$30,278.12		\$30,278.12
15-55-5511-1100	Natural Gas		\$14,000.00	\$3,467.73	\$10,532.27		\$10,532.27
15-55-5511-1200	Maint. & Repair		\$26,000.00	\$15,470.27	\$10,529.73		\$10,529.73
15-55-5511-1300	Books		\$66,700.00	\$24,798.35	\$41,901.65		\$41,901.65
15-55-5511-1400	Other		\$800.00	\$89.00	\$711.00		\$711.00
15-55-5511-1500	Periodicals		\$4,800.00	\$1,651.19	\$3,148.81		\$3,148.81
15-55-5511-1600	A.V.		\$26,000.00	\$7,583.92	\$18,416.08		\$18,416.08
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$2,796.78	\$953.22		\$953.22
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,267.45	\$732.55		\$732.55
15-55-5511-1900	Information Sources/Services		\$54,000.00	\$41,655.84	\$12,344.16		\$12,344.16
15-55-5511-2000	Programming		\$8,000.00	\$6,478.34	\$1,521.66		\$1,521.66
	Total Operations/Services		\$272,750.00	\$123,519.83	\$149,230.17	\$0.00	\$0.00
	Total Operating Budget		\$989,750.00	\$354,676.20	\$635,073.80	\$0.00	\$635,073.80
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	\$357,099.52	\$662,650.48	\$0.00	\$662,650.48

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	\$2,271.13
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$489.86
15-47-0047-1100	Donations (City)	\$8,000.00	\$6,939.81
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	\$951,192.36
	Donations (Edward Jones)	\$0.00	\$550.00

Current Funds

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (12/31/2024)
\$69,058.60	\$877,535.91	\$81,695.00

Signatures of Approval:

Director	President	Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AMAZON CAPITAL SERVICES			
14N4-QC3Q-MJCW	1SCOTCH-MOUNT REMOVABLE POSTER TAPE, 3/4" X 150" (12.5 FT), CLEAR, COMES WITH CONVENIENT DISPENSER, DOUBLE-SIDED ADHESIVE BONDSON CONTACT, MOUNTS POSTERS, PHOTOS, CARDS & OTHER ITEMS (109S)	24.84	15-55-5511-0600 LIBRARY-Supplies
16N4-RRJR-NGWJ	1MERL BILINGUAL LAW DICTIONARY-DICCIONARIO JURÍDICO BILINGÜEASIN: 1886347107SOLD BY: AMAZON.COM SERVICES, INCORDER #114-5049124- 9753011	39.95	15-55-5511-1300 LIBRARY-Books
16VV-KGQ3-4NVX	2 COPIES OF BOOK FOR STORYWALK- BOB BILBY: A BILINGUAL BLUEY BOOK / UN LIBRO BILINGÜE DE BLUEY	11.98	15-55-5511-2000 LIBRARY-Programming
19JY-JFVT-7JFQ	DOG MAN BOOKS	97.78	15-55-5511-1300 LIBRARY-Books
1GTK-XF9Q-66PH	1DIVERSEY 903904 STRIDE CITRUS NEUTRAL CLEANER, COMMERCIAL FLOORCLEANER, CITRUS SCENT, CONCENTRATE, 1- GALLON (PACK OF 4) PACKAGINGMAY VARY	48.50	15-55-5511-0600 LIBRARY-Supplies
1JVD-M6T1-93J9	CURIOUS GEORGE VISITS THE LIBRARY/JORGE EL CURIOSO VA A LABIBLIOTECA: BILINGUAL ENGLISH-SPANISH - 2 COPIES FOR STORYWALK	9.58	15-55-5511-2000 LIBRARY-Programming
1K4C-HP6P-C1TL	CARE BEARS: UNLOCK THE MAGIC - SEEDS OF CARING [DVD]ASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DSGKW3QXORDER # 114-3855740-4141011	5.99	15-55-5511-1600 LIBRARY-A.V.
1MGM-PLXL-YF3G	ENVELOPES, STORAGE BAGS	47.86	15-55-5511-0600 LIBRARY-Supplies
1PJR-7Y76-JRXG	MOTION SENSOR LIGHT SWITCH	22.93	15-55-5511-1200 LIBRARY-Maint. & Repairs
1PQM-DFWG-YQM	4 CAT NINJA: WANTED (VOLUME 3)	9.99	15-55-5511-1300 LIBRARY-Books
1PQM-DFWG-YQM	CAT NINJA (VOLUME 1)ASIN: 1524860948SOLD BY: AMAZON.COM SERVICES, INCORDER #114-5406907- 1150626	7.99	15-55-5511-1300 LIBRARY-Books
1PQM-DFWG-YQM	CAT NINJA: TIME HEIST (VOLUME 2)ASIN: 1524867586SOLD BY: AMAZON.COM SERVICES, INCORDER # 114-5406907- 1150626	12.08	15-55-5511-1300 LIBRARY-Books
1PQM-DFWG-YQM	3 CAT NINJA: CAT'S CLAW (VOLUME 5)	9.06	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
1QN3-NVFG-L6NC	1CLEANSMART DAILY SURFACE CLEANER AND PET-SAFE DISINFECTANT, KILLS99.9% OF VIRUSES & BACTERIA, 23 OUNCE SPRAY (PACK OF 2)	17.29	15-55-5511-0600 LIBRARY-Supplies
1TCH-337P-JV1H	1 THE COLOR OF WATER: A BLACK MAN'S TRIBUTE TO HIS WHITE MOTHERASIN: 159448192XSOLD BY: AMAZON.COM SERVICES, INCORDER #113-0063942-6327476	9.80	15-55-5511-1300 LIBRARY-Books
1TMN-47PQ-36LN	18-PACK CRUISE LUGGAGE TAG HOLDER, CRUISE LUGGAGE TAG HOLDERCAN BE USED FOR 2025CARNIVAL, NCL, MSC CRUISES, AND PRINCESSSHIPS OFFER	11.98	15-55-5511-0600 LIBRARY-Supplies
1TMN-47PQ-JKGT	BULBS	60.53	15-55-5511-1200 LIBRARY-Maint. & Repairs
1XM3-MRWQ-4PR1	LIVINGO 2 PACK 8" TITANIUM NON-STICK SCISSORS, PROFESSIONALSTAINLESS STEEL COMFORT GRIP, ALL-PURPOSE, STRAIGHT OFFICE CRAFTSCISSORS FOR DIY (RED/BLACK)	11.11	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		459.24	
AT & T			
3-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
3-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
BRODART CO			
655425	100 SINGLE DVD CASES, 20 QUAD DVD CASES	317.00	15-55-5511-0600 LIBRARY-Supplies
March 2025	AUDIOBOOKS	470.40	15-55-5511-1600 LIBRARY-A.V.
March 2025	BOOKS	4,201.09	15-55-5511-1300 LIBRARY-Books
March 2025	OVERPAYMENT 81522	-202.95	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		4,785.54	
DWIGHT FOSTER PUBLIC LIBRARY			
Library Petty Cash	3 USPS PACKAGES FOR ILL	13.20	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		13.20	
FESTIVAL FOODS			
March 2025 Festival	FOOD FOR STAFF TRAINING	47.14	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total FESTIVAL FOODS:		47.14	

Invoice Number	Description	Total Cost	GL Account and Title
GALE/CENGAGE LEARNING			
87082741	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
87092383	2 LARGE PRINT BOOKS	41.58	15-55-5511-1300 LIBRARY-Books
87097233	4 LARGE PRINT BOOKS	98.76	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		170.73	
HOOPLA OR MIDWEST TAPE LLC			
506969971	DIGITAL AUDIOBOOKS, EBOOKS, COMICS, MOVIES AND MUSIC	885.72	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		885.72	
IGNATEK LLC			
21821	MONTHLY BILLING FOR TECH SERVICES	820.86	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		820.86	
JIM'S JANITORIAL SERVICE LLC			
15453	GENERAL CLEANING 3/17/2025-3/28/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		850.00	
KAPCO			
1496169	1 ROLL 10" EASY JACKET	48.35	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		48.35	
LITTLE RAINBOWS PLAY PLACE			
0000035	1-YEAR LIBRARY PASS FOR UP TO 3 KIDS PER VISIT FOR CIRCULATING EXPLORE PASS	300.00	15-55-5511-2000 LIBRARY-Programming
Total LITTLE RAINBOWS PLAY PLACE:		300.00	
MIDWEST TAPE			
506962301	1 CD AND 1 DVD	33.73	15-55-5511-1600 LIBRARY-A.V.
506988184	2 CDS AND 1 DVD	43.47	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		77.20	
PENWORTHY COMPANY			
0607070-IN	16 JUV BOOKS	312.39	15-55-5511-1300 LIBRARY-Books
Total PENWORTHY COMPANY:		312.39	
SCHOLASTIC LIBRARY PUBLISHING			
70370854	1 JUV BOOK	20.15	15-55-5511-1300 LIBRARY-Books
70377726	3 JUV BOOKS	60.45	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		80.60	

Invoice Number	Description	Total Cost	GL Account and Title
Grand Totals:		<u>8,865.85</u>	

Invoice Number	Description	Total Cost	GL Account and Title
BRODART CO			
655861	10 BLU-RAY ADD ON DISC TRAYS	10.50	15-55-5511-0600 LIBRARY-Supplies
Total BRODART CO:		10.50	
CENTER POINT LARGE PRINT			
2159921	11 LARGE PRINT BOOKS	268.47	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		268.47	
CENTURYLINK			
732256355	STATE PROGRAM/LONG DISTANCE SERVICE #4	6.03	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		6.03	
CHARTER COMMUNICATIONS			
170837201042125	#3 AND 4 INTERNET	190.73	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		190.73	
G.F.C. LEASING			
1011076	#5 FOR 2025 10/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999100313104	1 LARGE PRINT BOOK	32.79	15-55-5511-1300 LIBRARY-Books
999100313105	7 LARGE PRINT BOOKS	173.48	15-55-5511-1300 LIBRARY-Books
999100313127	9 LARGE PRINT BOOKS	197.51	15-55-5511-1300 LIBRARY-Books
999100313129	2 LARGE PRINT BOOKS	47.43	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		451.21	
JIM'S JANITORIAL SERVICE LLC			
15478	GENERAL CLEANING 3/31/2025-4/11/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15485	GENERAL CLEANING 4/14/2025-4/25/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,700.00	
JP MORGAN CHASE BANK-WIRE			
4481	WSJ-WSJ SUBSCRIPTION TAX REFUND	-42.89	15-55-5511-1500 LIBRARY-Periodicals
4481	APPLE-ITUNES PURCHASES	12.62	15-55-5511-2000 LIBRARY-Programming
4481	MADISON NEWS-1 YEAR WSJ SUBSCRIPTION	624.00	15-55-5511-1500 LIBRARY-Periodicals
4481	BETTY BRIN-EXPLORER PASS MEMBERSHIP	335.00	15-55-5511-2000 LIBRARY-Programming
4481	MILWAUKEE ZOO-YEARLY PASSES EXPLORER	1,000.00	15-55-5511-2000 LIBRARY-Programming
4481	SP RAYMOND GEDDES-PENCILS, ERASERS	159.53	15-55-5511-1700 LIBRARY-Summer Reading Progra

Invoice Number	Description	Total Cost	GL Account and Title
Total JP MORGAN CHASE BANK-WIRE:		2,088.26	
LOOKOUT BOOKS			
ARL2300187	8 BOOKS	217.60	15-55-5511-1300 LIBRARY-Books
Total LOOKOUT BOOKS:		217.60	
MIDWEST TAPE			
507033992	2 CDS AND 1 DVD	51.72	15-55-5511-1600 LIBRARY-A.V.
507060015	2 DVDS AND 1 CD	61.47	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		113.19	
OPPORTUNITIES INC			
PSI660903	SRP PROGRAM GUIDES, QTY 2500	604.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total OPPORTUNITIES INC:		604.00	
OWL LABS INC			
INV-OL-210982	MEETING OWL 3, HARD CASE FOR MEETING OWL	2,496.00	15-55-5511-0600 LIBRARY-Supplies
Total OWL LABS INC:		2,496.00	
PACKERLAND RENT-A-MAT INC			
3205244	MONTHLY MAT SERVICE	184.15	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		184.15	
ROCKET INDUSTRIAL INC			
IN00523105	BATH TISSUE, MULTI-FOLD PAPER TOWELS, CAN LINERS, WET MOP	258.07	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		258.07	
SHELBY SCHOENHERR			
4-15-25	CATALOGING MEETING MILEAGE	9.80	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total SHELBY SCHOENHERR:		9.80	
SHOWCASES			
330356	15 VIDEO CASES FOR EXPLORE PASSES	60.65	15-55-5511-0600 LIBRARY-Supplies
Total SHOWCASES:		60.65	
WATER DEPARTMENT			
4-30-25	WATER	545.50	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		545.50	

Invoice Number	Description	Total Cost	GL Account and Title
WE ENERGIES			
4-21-25	#3 GAS	537.89	15-55-5511-1100 LIBRARY-Natural Gas
4-21-25	#3 ELECTRIC	2,610.22	15-55-5511-1000 LIBRARY-Electricity and Water
Total WE ENERGIES:		<u>3,148.11</u>	
Grand Totals:		<u><u>12,881.19</u></u>	

Library Director's Report May 2025

Staff

- Daphne attended a Youth Services workshop called “Beyond the Flannel” on April 16 at the New Berlin Public Library.
- Jaelynn Wagner joined the library staff team as a page. Jaelynn’s training is going really well and she’s drawing on her many years of experience as a Junior Friend and Summer Reading Program volunteer.
- Maren Haagensen began working at the library as the Youth Services Assistant. Daphne and Maren have been training together.
- Deb attended the “Lead the Way” conference in Madison on April 21-22. A professional learning grant from SEWI will reimburse the library for the costs associated with attending the conference. This grant was made possible through funding from IMLS.
- A full time staff person will be away from the library for two weeks in May for medical leave. Thank you to other staff for covering additional responsibilities and desk shifts to keep our library operations running smoothly.

Maintenance of Facility and Equipment

- A technician from Bibliotheca repaired our book drop sorting machine on Monday, April 21.
- Ignatek set up the library’s four new laptops. These laptops will be used by staff and the public.
- Our two new Meeting OWL 3s, purchased using funding from an Improvement and Innovation Grant from the Bridges Library System, are set up and ready to be used. One OWL is available on the main level and one OWL is stored upstairs for use in our second floor meeting rooms.

Programs and Services

- Library staff collaborated to create and publish the library’s Summer Program Guide. The program guides are now available in the library. Daphne will visit 50 Fort Atkinson school groups throughout May to promote the summer reading program and hand out the program guide.
- On May 7, the Daily Union published a front-page article about Dwight Foster Public Library’s summer reading program. The article writes, “The Dwight Foster



Public Library getting set for its annual Summer Reading Program, aiming to get kids excited about books, build community around reading, and celebrate literacy in creative ways. ... The enthusiasm is already growing. 'We have to practice quiet enthusiasm,' Daphne Sieren, the library's youth services librarian, said with a smile, recalling how children buzzed with excitement during her recent school presentations."

- We published an "accessibility" page on our website that outlines accessibility details and services specific to our space. For example, the webpage explains that we have portable hearing loops at each of our service desks. Thank you to Carlee and other staff for developing this webpage.
- The library collaborated with Jefferson County Human Services to host a clothing drive collection bin from April 14-21. Donations were being collected in preparation for the Ready Kids for School event in August.

Collections, Displays, and Marketing

- Sandy and Carlee worked hard to design and launch new circulation notices through LX Starter. The new notices launched on Monday, April 28 and include book cover images as well as a color photo of our library and our logo. Patrons have shared positive feedback about the new email notice design.
- In April, the library collaborated with Jefferson County to host a display on our lawn recognizing Child Abuse Prevention Month. The display included a sign and pinwheels.
- Our library purchased a pass to Little Rainbows Play Place in Fort Atkinson to add to our Explore Pass collection. The pass checks out for three days and offers free admittance for three children to Little Rainbows. Thank you to Little Rainbows owner Niina Konz for giving the library a discounted price for the annual membership pass in memory of her grandmother Martha Ajango who was a big supporter of the library.
- The Fort Atkinson Regional Science Fair displayed winning projects at the library for a few weeks in April.
- Library staff are currently weeding the adult DVD collections.

Budget/Donations

- The Edwin Frohmader VFW Auxiliary #1879 donated \$98.05 to the library for new children's materials.
- I closed a deposit account that the library had with the Government Printing Office. The deposit account was originally set up to pay for standing orders from GPO. The United States Treasury issued a refund for \$106.75 that the library had previously deposited in the account.
- The Paul Frank Florine Unit 166 American Legion Auxiliary donated \$75.16 for new children's materials and \$500 for the summer reading program.
- PremierBank donated \$100 for the summer reading program.

Bridges/APL/Jefferson County Library Service

- Bridges Library System hired Brittany Larson as the new System Director. Brittany was formerly the director at the Muskego Public Library.

Other

- I conducted orientations for our two new Trustees, Duane Scott and Kyle Jacobson.
- The Fort Atkinson City Council approved City Manager Houseman's two appointments to the Library Board. Sara Scullin and Laura Becker will begin their terms on the Library Board at the regular June meeting.
- On Friday, May 2, I led a brief tour of the library for new City Council member Peggy Huckabee.
- On Tuesday, May 6, I presented about the library during a City Council orientation session.
- I participated in the Fort Atkinson Community Foundation's Martin/Halker/Knapp/Vance scholarship review committee.

**Dwight Foster Public Library
Monthly Statistical Report**

April 2025

Library collection:	Mar 2025	April 2025	April 2024
Items in collection	94,469	95,055	87,085
Number of item records created	590	565	
Number of items deleted	503	435	1,173

Circulation by material type: Mar 2025 **April 2025** April 2024

Selected book circulation:	Mar 2025	April 2025	April 2024
Book	3,679	3,785	3,493
Browsing (Lucky Day Book)	32	33	27
Children's book	6,075	5,716	6,063
New book (nonfiction)	310	288	294
New fiction	458	407	487

Selected AV circulation:	Mar 2025	April 2025	April 2024
Blu-Ray	61	51	73
Browsing AV (Lucky Day AV)	43	43	78
CD	196	237	92
CD book	176	175	226
Children's Blu-Ray	12	12	17
Children's CD	77	17	11
Children's CDBook	46	31	33
Children's digital audiobook (+/YA Playaway)	64	64	
Children's DVD	374	389	475
DVD	1,659	1,430	1,463
Nonfiction DVD	77	60	64
Playaway	71	63	42

Selected other circulation:	Mar 2025	April 2025	April 2024
Book club kits	5	4	5
Children's magazine	15	22	10
Library of things	209	190	213
Magazine	147	150	139
Total physical item circulation:	13,993	13,358	13,664

Digital circulation: Mar 2025 **April 2025** April 2024

Hoopla	377	384	483
Overdrive ebooks and digital audiobooks	2,905	2,766	
Overdrive magazines	329	325	
Total digital item circulation:	3,611	3,475	3,264

Circulation by patron statistical class: Mar 2025 **April 2025** April 2024

City of Fort Atkinson circulation:	8,419	8,010	8,160
Jefferson County "City" circulation:	737	919	873
Jefferson County Rural circulation:	3,814	3,690	4,010
Total:	13,768	13,206	13,669

Cardholders:	Mar 2025	April 2025	April 2024
YTD new patron registrations	196	268	270
Total number of cardholders	8,370	8,377	7,933

Patrons in the building:	Mar 2025	April 2025	April 2024
Total number of patrons	6,917	6,607	7,899
Largest day/number	Mar 4/400	Apr 7/500	Apr 17/611
Smallest day/number	Mar 15/152	Apr 11/167	Apr 25/155

Public computers and wifi use:	Mar 2025	April 2025	April 2024
Number of users of public internet computers	640	625	744
Hours of public internet computer use	465	441	538
Number of unique wireless clients	1,114	1,155	1,043
Average daily wireless visits	99	105	108
Wifi Total Data Transferred	2.25 TB	2.26 TB	1.6 TB

Patron questions at desks:	Mar 2025	April 2025	April 2024
Reference interactions	205	132	276
General/Directional	176	167	262
Technical Assistance	359	326	401
Circulation	80	79	134
Conflict/Resolution	1	0	7

Other:	Mar 2025	April 2025	April 2024
Books mended	74	97	53
AV mended	54	80	125
Copy machines	8,016	10,584	10,664
Outgoing faxes	77	79	110
Incoming faxes	8	7	12

Resource sharing:	Mar 2025	April 2025	April 2024
Outgoing ILL	104	92	131
Incoming ILL	29	34	25
DFPL items shipped to other libraries	2,328	2,205	2,143
Holds received at DFPL	2,461	2,296	2,523

Programs and attendance:	Mar 2025	April 2025	April 2024
Young child (0-5) programs/attendance	17 prog/262 att	21 prog/328 att	
Child (6-11) programs/attendance	8 prog/191 att	7 prog/165 att	
Young adult (12-18) programs/attendance	5 prog/24 att	5 prog/22 att	
Adult (19+) programs/attendance	5 prog/79 att	6 prog/63 att	
General interest (all ages) programs/attendance	1 prog/12 att	1 prog/14 att	
Total programs/attendance:	36 prog/568 att	40 prog/592 att	

Date: May 1, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Proposed Board Bylaws Revision

Background

Article II, Section 1 of Dwight Foster Public Library's Board Bylaws explain that officer elections will take place at the regular May Board meeting. Further, Article III, Section 2 of the bylaws state, "Each new term shall begin with the regularly scheduled meeting in June."

Wis. Stat. § 43.54(2) states that municipal library boards shall elect a president and other officers annually within 60 days after the beginning of terms.

Discussion

The Library Board's Policy Committee met on April 25, 2025 to discuss possible bylaw revisions to correct the inconsistencies between the Bylaws and Wisconsin Statutes.

Most of the proposed revisions aim to move the Board's officer elections to the June meeting so elections will take place within 60 days after the beginning of Board terms.

The Committee also added language or clarified wording to reflect Jefferson County's decision to begin appointing additional members to the Dwight Foster Public Library municipal library board as allowed by Wis. Stat. § 43.60(3)(a).

Recommendation

The Board's Policy Committee recommends adopting the proposed bylaw revisions at the May 2025 Board meeting.

Attachments

1. Library Board Bylaws Revision 05012025
2. Library Board Bylaws Revision 05012025 with markup



Dwight Foster Public Library Board of Trustees Bylaws

Article I – Name:

The organization shall be called the “The Board of Trustees of the Dwight Foster Public Library” existing by virtue of the provisions of [Chapter 43](#) of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Officers:

Section 1. The officers shall be a President, Vice-President, and Secretary elected from among the appointed Trustees at the regularly scheduled meeting of the Board in June.

Section 2. The Board can accept nominations of officers at the regularly scheduled meeting in May in consideration of a June vote. Nominations will also be accepted at the June meeting prior to a vote.

2a. In the event of the resignation or termination of an officer during a term the Board shall be notified of the vacancy at the next regularly scheduled Board meeting. At that meeting interested parties will be sought, and a vote of the Board regarding a replacement officer shall take place no later than the next regularly scheduled Board meeting.

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

Section 4. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as a voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-President shall monitor the Library's strategic plan and present semi-annual reports, at the December and June meetings, to the Board.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform all other duties as are generally associated with that office.

Section 7. The financial officer shall be appointed by the Board of Trustees and is not a member of the Board. The financial officer shall be responsible and accountable for the Library Trust Fund or any other fund established by the Board and assist in preparing the budget and performing any other tasks assigned by the Board.

Section 8. The Board may appoint other officers as it deems fit.

Article III – Membership

Section 1. There shall be nine members appointed by the City Manager 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. Members ending their appointed term will serve until the start of the regularly scheduled meeting in June.

Section 3. Prospective members of the Board are reviewed by the City Manager in consultation with the City Council President, and recommendations are presented to the full City Council for approval according to state statute. Any vacancy occurring in the Board, including a vacancy created by an increase in the number of members, shall be filled in the same manner. Upon prior notice, any member of the Board may be removed for cause including non-attendance upon an affirmative vote of the Board.

Section 4. Jefferson County may choose to appoint additional Trustees to the Dwight Foster Public Library Board of Trustees in accordance with the annual sum appropriated by Jefferson County to the Dwight Foster Public Library as outlined in

[State Statute §43.60\(3\)\(a\)](#). These County appointments to the Dwight Foster Public Library Board of Trustees will begin their terms on May 1.

Article IV – Meetings

Section 1. Regular meetings shall be held each month unless otherwise determined by the Board. The date, time, and place of such meetings shall be determined by the Board.

Section 2. The order of business for regular meetings should include, but is not limited to, the following items:

- A. Roll call of members
- B. Disposition of minutes of previous regular meeting and any intervening special meetings
- C. Director's financial report of the Library
- D. Action on bills
- E. Public Input
- F. Progress and service report of Director
- G. Committee reports
- H. Communications
- I. Unfinished business
- J. New business
- K. Adjournment

Section 3. Special meetings may be called by the president, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of a majority of the Board membership. If unable to attend, notice must be given no later than 8:00 a.m. the day of the meeting to the Board President and Library Director that the Board member is unable to attend the meeting.

While it is recognized that in-person attendance is not always possible, because of the nature of matters on the Board's annual calendar, in-person attendance is emphasized for the January, February, June and September meetings.

Further, for the Board of Trustees to achieve the benefit of maximum member input and participation in meetings, Board members may participate in open or closed sessions of regular meetings, committee meetings, and special Board meetings or presentations via digital means if circumstances prevent the Board member from being physically present. The Board President shall note absent members for the secretary and all members at the beginning of the meeting.

Virtual participation of Board members shall only take place where there is appropriate, secure equipment to allow Board members attending virtually and in person to hear the discussion, participate fully, and vote.

A member participating in a meeting by any means described above is considered to be present and in-person at the meeting for quorum purposes. Virtual participation by Board members must comply with the provisions of Wisconsin's Open Meetings law ([State Statute §19.83\(1\)](#)).

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V – Library Director and Staff

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for efficiency of Library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI – Committees

Section 1. The Board shall appoint committees of one or more members for each specific purpose as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Board as necessary.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII – General

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

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Revised: July 13, 2020

Revised: May 8, 2023

Revised: June 10, 2024

Revised: May 12, 2025



Dwight Foster Public Library— Board of Trustees Bylaws

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2a. In the event of the resignation or termination of an officer during a term the Board shall be notified of the vacancy at the next regularly scheduled Board meeting. At that meeting interested parties will be sought, and a vote of the Board regarding a replacement ~~officer~~ shall take place no later than the next regularly scheduled Board meeting.

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Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all

members at least ten days prior to the meeting at which such action is proposed to be taken.

Revised: July 13, 2020

Revised: May 8, 2023

Revised ~~last~~: June 10, 2024

Revised: May 12, 2025



Board of Trustees Calendar of Events

January

- Financial advisor reports on the status of the trust
- If the Board will not meet next before February 15, the Board may take action to allow the Board president to sign the Wisconsin annual report before the full Board reviews and approves it.

February

- Director reports on prior year's expenditures and the state of the budget
- Board reviews and approves the annual report and authorizes the president to sign the report

March

- Discuss Board membership (including term renewals, resignations, changes, etc.). Municipal appointments start at June meeting. County appointments begin May 1.
- Board begins recruitment tasks:
 - By March Board meeting
 1. Review Fort Atkinson Boards and Commissions website for any necessary revisions and send revision suggestions to City Manager.
 2. Create flyers and social media posts to be distributed appropriately within the library (lobby and near ESL materials), community (e.g. grocery stores, etc.), online, and in public notices ensuring that materials are translated into Spanish. Include relevant links, physical address, and/or email address for application submission with an April 30 deadline.
 3. Make copies of the flyer for Board members to distribute; hand them out to the Board at the March meeting.
 - By April 1
 1. Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).
 2. Display notification/flyer on the library website and relevant social media accounts.
 3. Submit notice/press release to local media.
 - May meeting
 1. The personnel committee will report to the Board on the efficacy of Trustee recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.

April

- Finance committee reports on the status of the trust

May

- Note that Board officer elections will take place in June
- Final meeting for outgoing municipal appointments and officers
- First meeting for new county appointments
- Library director conducts orientations for new Board members

June

- Officer elections
- First meeting for new municipal appointments
- Update on the strategic plan (prior year, current year) to the Board

July

- Typically no meeting

August

- Financial advisor reports to the Board on the status of the trust
- Finance committee reviews the budget request for operating and capital expenditures prior to the September Board meeting

September

- Board reviews and approves the library's budget for the following year

October

- Finance committee reports on the status of the trust

November

- Board reviews and approves the library's closures for the following year
- Board reviews and approves the Board meeting schedule for the following year

December

- Board reviews and approves signing the county budget contract
- Update on the strategic plan (prior year, current year) to the Board
- Board's annual review of the library director due to the city manager

Updated: May 2025



Board of Trustees Calendar of ~~Important~~ Events

January

- Financial advisor reports on the status of the trust
- If the Board will not meet next before February 15, the Board may take action agree, by vote, to allow the Board president to approve-sign the state of Wisconsin annual report before the full Board reviews and approves it.

February

- Director reports on prior year's expenditures and the state of the budget
- ~~Director is required to present the annual report to Bridges Library System by February 15. The~~ Board reviews and approves the annual report and, authorizing authorizes the president to sign. ~~(See January contingency)~~ the report

March

- Discuss Board membership (including term renewals, resignations, changes, ~~other etc.~~). Municipal appointments start at June meeting. County appointments begin May 1, which will be in effective June 1
- Board begins recruitment tasks:
 - By March Board meeting
 1. Review Fort Atkinson Boards and Commissions website for any necessary revisions and send revision suggestions to City Manager.
 2. Create flyers and social media posts to be distributed appropriately within the library (lobby and near ESL materials), community (e.g. grocery stores, etc.), online, and in public notices ensuring that materials are translated into Spanish. Include relevant links, physical address, and/or email address for application submission with an April 30 deadline.
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 - By April 1
 1. Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).
 2. Display notification/flyer on the library website and relevant social media accounts.
—Submit notice/press release to local media.
 3. _____
 - May meeting

1. The Personnel Committee will report to the Board on the efficacy of Trustee recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.

~~1. Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).~~

~~2.1. Display notification/flyer on the library website and relevant social media accounts.~~

~~3. Submit notice/press release to local media.~~

April

~~• Note that Board officer position will be voted in May~~

- Finance ~~Committee~~ committee reports on the status of the ~~Trust~~ trust

May

• Note that Board officer elections will take place in June

• Final meeting for outgoing Board members municipal appointments and officers

• First meeting for new County appointments

~~• The Personnel Committee will report to the Board on the efficacy of the recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.~~

- ~~President and~~ Library director conducts orientations for new Board membership

June

• Officer elections

• First meeting of new board member(s) and officers for new municipal appointments

• Update on the Strategic Plan plan (prior year, current year) to the Board

July

~~• Typically no meeting~~

~~• Financial advisor reports to the Board on status of the Trust~~

~~•~~

August

• Financial advisor reports to the Board on the status of the Trust

• Finance committee reviews the budget request for operating and capital expenditures prior to the September Board meeting

~~(not overlooked, nothing on schedule)~~

September

- ~~Board reviews and approves the library's budget for the following year~~ Finance committee reviews budget request for operating and capital expenditures prior to September Board meeting. Budget on September Board agenda for review and approval.

October

- Finance ~~C~~committee reports on the status of the ~~Trust~~trust

November

- ~~Board reviews and approves holidays and the library's closures for next~~ the following year
- ~~Board reviews and approves the Board meeting schedule for the following year (not overlooked, nothing on schedule)~~
-

December

- Board reviews and ~~signs~~ approves signing the county budget contract
- Update on ~~the S~~ strategic Plan plan (prior year, current year) to the Board
- Board's annual review of the library director due to the city manager

— Updated: May 2025

Date: May 12, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Server Replacement Project

Background

Library staff identified the need to replace the library's server. The library's server is essential to the daily work of library staff and our service to the community. During verbal conversations, Taylor Computer Services recommended replacing the server every 7-10 years and Ignatek recommended replacing the server every 5-7 years. Dwight Foster Public Library's server was last replaced in 2018 by Taylor Computer Services.

Discussion

Library staff talked to several area libraries that recently replaced their servers. Watertown Public Library, Mukwonago Community Library, and Karl Junginger Memorial Library in Waterloo all worked with Taylor Computer Services to replace their servers within the past few years. Jefferson Public Library worked with Ignatek to replace their server. The Dwight Foster Public Library currently works with Ignatek for regular tech support. Staff sought proposals for the current server replacement project from two companies: Taylor Computer Services from Hartland and Ignatek from Janesville.

Option 1: Ignatek

Cost estimate: $\$16,034.50 - \$5,400 = \$10,634.50$

Notes: The quote from Ignatek includes \$9,098.50 for hardware, \$1,536.00 for software, and \$5,400 for labor. Upon further discussion, Erik Fisch from Ignatek clarified that the library can use service hours banked from previous service contracts to cover the labor hours included in the quote. The library has 75 hours banked. Ignatek estimates this project will take 40 hours of labor (40 hours x \$135/hour = \$5400).

Option 2: Taylor Computer Services

Cost estimate: $\$13,156.08 + \text{licenses purchased separately from Tech Soup}$

Notes: The quote from Taylor Computer Services includes \$9,121.70 for hardware and \$4,034.38 for software and installation. This quote does not include the cost of an operating system and client access licenses, which would need to be purchased separately from Tech Soup. Staff from Taylor Computer Services also indicated that we could register with Dell to try to secure a deeper discount. The staff person said these deals generally result in 5-10% savings.

Financial Analysis

The library budgeted \$14,000 in the City of Fort Atkinson's 2025 Capital Improvement Plan for a server replacement project. Both project quotes are less than the amount budgeted for this project. The library generally reimburses the City for capital projects with funds from the library's trust managed by Edward Jones.

Recommendation

Library staff recommends approving the server replacement project through Ignatek at a cost not to exceed \$10,634.50 as outlined in the 2025 CIP and approving reimbursing the City for this cost with funds from the library's trust.

Attachments

1. Ignatek Quote 05012025
2. Email from Erik Fisch 05012025
3. Taylor Computer Services Quote 02282025



We have prepared a quote for you

Server

Quote # 003749
Version 1

Prepared for:

Dwight Foster Public Library

Minetta Lippert
minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield
cs@ignatek.com



Thursday, May 01, 2025

Dwight Foster Public Library
Minetta Lippert
209 Merchants Avenue
Fort Atkinson, WI 53538
minetta@fortlibrary.org

Dear Minetta,

Attached please find several documents related to our recommendations for improvements to your network. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on server replacement. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal assumes that your **email will be migrated off site to Microsoft hosted exchange.**

The total cost of this project including materials and labor will be approximately \$**16,034.50**. The estimated labor to implement this solution is \$**5,400.00**. The estimated price of materials is approximately \$**10,634.50**. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project.**

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

*****THIS IS AN ESTIMATE AND NOT A FIXED COST PROPOSAL. ALL TECHNOLOGY VARIES AND WILL BE ACTUAL TIME BILLED*****

Krista Busfield
Office Coordinator
Ignatek LLC

Hardware

Description	Price	Qty	Ext. Price
P67090-B21 INT Xeon-S 4509Y CPU for HPE INT Xeon-S 4509Y CPU for HPE	\$1,081.25	1	\$1,081.25
P54697-B21 HPE DL3X0 Gen11 1U 2P Std Fan Kit HPE DL3X0 Gen11 1U 2P Std Fan Kit	\$112.50	1	\$112.50
P48904-B21 HPE DL3X0 Gen11 1U Stnd Heat Sink Kit HPE DL3X0 Gen11 1U Stnd Heat Sink Kit	\$87.50	1	\$87.50
P40499-B21 HPE 1.92TB SATA RI SFF BC MV SSD HPE 1.92TB SATA RI SFF BC MV SSD	\$843.75	3	\$2,531.25
P71676-005 HPE ProLiant DL360 Gen11 - 1U - Intel - Xeon - 4509Y - 2.5GH HPE ProLiant DL360 Gen11 - 1U - Intel - Xeon - 4509Y - 2.5GHz - 8-Core - 4.1GHz - DDR5 - 64GB RAM - 5600MHz - 2x480GB SSD - Power Supply - 1000Watt - Broadcom BCM5719 Ethernet 1Gb 4-port BASE-T OCP3 Adapter - Gigabit Ethernet -3-year	\$5,286.00	1	\$5,286.00
Subtotal			\$9,098.50

Software

Description	Price	Qty	Ext. Price
P77100-DN1 MS WS25 16C STD ROK AMS SW MS WS25 16C STD ROK AMS SW	\$1,147.00	1	\$1,147.00
P77112-B21 MS WS25 5USR CAL WW LTU MS WS25 5USR CAL WW LTU	\$322.00	1	\$322.00
HW2P7E HPE Pointnext Tech Care Essential - 5 Year - Servi HPE Pointnext Tech Care Essential - 5 Year - Service - 24 x 7 x 15 Minute - Technical	\$67.00	1	\$67.00
Subtotal			\$1,536.00

Services

Description	Price	Qty	Ext. Price
IGN-Labor Ignatek Hourly Labor Ignatek hourly labor	\$5,400.00	1	\$5,400.00
Subtotal			\$5,400.00

Server

Quote Information:

Quote #: 003749

Version: 1

Delivery Date: 05/01/2025

Expiration Date: 05/29/2025

Prepared for:

Dwight Foster Public Library

209 Merchants Avenue

Fort Atkinson, WI 53538

Minetta Lippert

(920) 563-7790

minetta@fortlibrary.org

Prepared by:

Ignatek LLC

Krista Busfield

(608) 314-0895

cs@ignatek.com

Quote Summary

Description	Amount
Hardware	\$9,098.50
Software	\$1,536.00
Services	\$5,400.00
Total:	\$16,034.50

THIS IS NOT A BILL

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Dwight Foster Public Library

Signature: _____

Name: Krista Busfield

Title: Office Coordinator

Date: 05/01/2025

Signature: _____

Name: Minetta Lippert

Date: _____



RE: Server Replacement Quote

From Erik Fish <erik@ignatek.com>
Date Thu 5/1/2025 11:20 AM
To Minetta Lippert <Minetta@fortlibrary.org>
Cc Customer Service <cs@ignatek.com>

Hi Minetta,

The quoted labor hours of \$5,400 can come off the quote completely. Dwight Foster Public Library, has hours banked from previous years, a total of 75 hours. The project is quoted with labor hours but since we have a flexible hours contract and roll over procedure, Dwight Foster can use its banked hours for this project. This would mean that Dwight Foster does not have to pay any labor rates or fees on this project and all hours for this project will come from the bank hours that were previously paid for.

Please let me know if you have any questions in regard to this.

Thank you,

**Erik Fish | Network Engineer**

A: Ignatek | 2300 E. Racine St. Janesville WI 53545
E: support@ignatek.com | **W:** www.ignatek.com
P: 608.314.0895



[Leave Us a Review! \(click here\)](#)

From: Minetta Lippert <Minetta@fortlibrary.org>
Sent: Thursday, May 1, 2025 10:27 AM
To: Erik Fish <erik@ignatek.com>
Subject: Re: Server Replacement Quote

Yes. I'm free today until noon or from 3-5.

--

Minetta Lippert (she/her/hers)

Library Director

Dwight Foster Public Library

209 Merchants Ave.

Taylor Computer Services Inc.

Box 138 • 515 E. Industrial Drive • Hartland, WI 53029 • 262/367-7999 (V) • 262/563-6001 (F)

Proposal for Dwight (Main Server)

February 28, 2025

Proposal expires: 03/30/2025

Page 1

This proposal is for a replacement of your Server 2016 machine.

<u>DESCRIPTION</u>	<u>PRICE</u>
SERVER:	\$9,121.70
Dell PowerEdge T360 Tower Server equipped with: 3.5" Chassis up to 8 Hot Plug Hard Drives Intel Xeon E-2488 3.2G, 8C/16T 32GB (2) 16GB UDIMM, 5600MT/s ECC (4) 960GB SSD SATA Mixed Use 6Gbps RAID-6 (1.9TB Usable DATA) No operating system No CALs iDRAC9 Basic On-Board Broadcom 5720 Dual Port 1Gb LOM No Internal Optical Drive Dual, (1+1) Redundant, Hot-Plug Power Supply, 600W NO Keyboard, Mouse or Display Dell 5 Year ProSupport with Next Business Day Dell On-site Service	
Shipping & Handling	FREE
SERVER BACKUP SYSTEM - Local & Cloud Option (see Page 2)	\$1,241.98
Server Advanced Monitoring (Annual Subscription)	\$227.40
Install and Configure Windows Server Roles	\$540.00
Server Physical Installation and Cabling	\$270.00
Migrate Data Files and Folders to New Server	\$810.00
Migrate Envisionware Print Service	\$540.00
Migrate Deep Freeze Enterprise	\$270.00
Retire (& secure recycle) existing server	\$135.00
INSTALLED TOTAL:	\$13,156.08

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

SERVER BACKUP SYSTEM - Local & Cloud Option

This backup system provides a 1-year retention daily backup to a local network hard drive. In addition, copies of the backups are sent to Cloud based storage via your Internet connection. If it becomes necessary to restore one or more files those files will normally be restored from the local network hard drive. However, in the event of a disaster that destroys both the server and the on-site backups, it will be possible to recover all files from the Cloud image. This system requires an Internet connection with sufficient bandwidth to upload a copy of all changed files to the Cloud on a daily basis. This system is monitored by TCS and during normal operation is fully automated with no on-site media changes needed.

Install & Configure TCS Cove Data Protection for Local & Cloud Storage	\$270.00
Synology DiskStation DS124 1-Bay NAS Enclosure	\$179.99
Synology 6TB HAT3300 Plus NAS HDD	\$179.99
One-Time Cost:	\$629.98
 TCS Cove Data Protection Cloud Service - Annual (1TB @ \$51.00/month)	 \$612.00
Annual Cost:	\$612.00

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

Managing the Library's Money

9

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see *Trustee Essential #8: Developing the Library Budget*).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See *Trustee Essential #8: Developing the Library Budget*.)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A *Sample Trust/Gift Fund Report* is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- *Sample Trust/Gift Fund Report*
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information.*)

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

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
	Yearly total for all accounts	\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350