



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

**LIBRARY BOARD MEETING  
IN PERSON AND VIA ZOOM  
MONDAY, JUNE 9, 2025 – 9:30 AM  
FCCU COMMUNITY ROOM (FIRST 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 May 12 regular meeting
- 4. Financial Report**
  - a. Discussion relating to the June 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. Board of Trustees Officer elections for the President, Vice President, and Secretary positions
- b. Review and possible action to update Library Board committee assignments for 2025-2026
- c. Review progress on the 2024-2026 Strategic Plan (Lippert)
- d. Review and possible action relating to the Beautification Council's library bike rack replacement project (Lippert)

## **10. Miscellaneous**

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 10 "Developing Essential Library Policies" (Lippert)  
<https://vimeo.com/showcase/11330550/video/1000946953>

## **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](http://www.fortatkinsonwi.gov), and be sure to follow us on Facebook @FortAtkinsonWI.

**Board of Trustees Meeting  
Dwight Foster Public Library  
May 12, 2025 - 9:30AM**

AGENDA

1. Call meeting to order: The meeting was called to order at 9:31 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, Kyle Jacobson, Duane Scott

Absent:

3. Approval of Minutes

a. Review and possible action relating to the minutes of the April 14 regular meeting

Motion by: Davin Lescohier , 2<sup>nd</sup> by Julie Olver; all approved

4. Financial Report

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

Nothing out of the ordinary to report.

5. Approval of Bills

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

All seemed in order.

Motion by: Leslie LaMuro , 2<sup>nd</sup> by Sara Podoll; all approved

6. Public Input- None

7. Reports

a. Director's Report Highlights: 2 new staff members are Jaelynn Page, Maren Haagensen Ass. Children's Librarian. Full time staffer out on Med. leave for 2 weeks staff is covering hours. The book drop was repaired at no cost. 4 new laptops and 2 new meeting owls (purchased with grant). The Summer reading guide is now published and there was a front page article in the Daily Jefferson County Union. Accessibility service page on website added. Passes to Little Rainbows Play Place were purchased to add to our explore pass selections. New Bridges Library Systems director is Brittany Larson. Orientations for Duane Scott & Kyle Jacobsen were conducted by Minetta. Peggy Huckabee, a new city council member, took a tour of the Library. Staff will continue to help with tech issues for computers and OWL systems for public use.

b. Friends of the Library Liaison Report: FOL added 2 new board members Sarah Dorfman and one other. The FOL has a healthy bank balance so they want to help with funding needs that are not too expensive.

8. Unfinished Business: None

9. New Business:

a. Update Bylaws; Updates were made to make our bylaws compliant with state statutes. regards to the start of new executive board members being election month, also regarding city council appointments and the staggered terms. The city is aware of the staggered terms, but may need to appoint someone else to fill the rest of the term. That may be accomplished through at will appointments.

Motion to approve bylaw changes: motion by: Julie Olver; 2nd by: Diana Shull; all approved

b. Review and possible action relating to proposed updates to the Board's calendar (Lippert)

Updated Boards calendar

Motion to approve: by Julie Olver, 2nd by; Sarah Dorfman: all approved

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

Nominations were President, Julie Olver, Leslie LaMuro as Secretary and, Sara Podoll for Vice President. These will be voted on at the next board meeting.

d. Review and possible action relating to the server replacement project (Lippert)

Server replacement for 2025, received two bids one from Ignatek and the other from Taylor Computer Services. The bid from Ignatek was \$10,634.50 less expensive than the Taylor Computer Services bid of \$13,156.08 plus licenses purchased separately from Tech Soup. Recommend replacing servers with the bid from Ignatek.

Motion to approve Ignatek for server replacement and to reimburse the cost with funds from the library's trust : moved to approve Rob Abbott, 2nd by Sara Podoll, all approved.

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 9 "Managing the Library's Money" (Lippert)

The city does the accounting for the library with the tax levy from the city and the city council votes on the budget. Minetta and Rebecca work together on the library budget from the city. No changes suggested to the way the city and library work together.

## 11. Adjournment

Move to adjourn by Sara Podoll, 2<sup>nd</sup> by, Julie Olver, all approved

Meeting Adjourned at 10:22 a.m.

Respectfully Submitted;

Leslie LaMuro

## Library Board Meeting Dates

- 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.



## June 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	<a href="#">Salaries - Regular (FT)</a>		\$360,000.00	\$147,925.71			\$212,074.29
15-55-5511-0200	<a href="#">Salaries - Part Time</a>		\$130,000.00	\$52,101.84			\$77,898.16
15-55-5511-0300	<a href="#">Salaries - Janitor</a>		\$23,000.00	\$8,560.91			\$14,439.09
15-55-5511-2500	<a href="#">Benefits</a>		\$204,000.00	\$75,860.20			\$128,139.80
	<b>Total Salaries and Benefits</b>		<b>\$717,000.00</b>	<b>\$284,448.66</b>			<b>\$432,551.34</b>
15-55-5511-0600	<a href="#">Supplies</a>		\$20,000.00	\$9,714.55			\$10,285.45
15-55-5511-0700	<a href="#">Postage (Acct 38806)</a>		\$800.00	\$596.92			\$203.08
15-55-5511-0800	<a href="#">Insurance</a>		\$6,500.00	\$0.00			\$6,500.00
15-55-5511-0900	<a href="#">Telephone</a>		\$400.00	\$82.74			\$317.26
15-55-5511-1000	<a href="#">Electricity and Water</a>		\$39,000.00	\$11,555.00			\$27,445.00
15-55-5511-1100	<a href="#">Natural Gas</a>		\$14,000.00	\$3,864.71			\$10,135.29
15-55-5511-1200	<a href="#">Maint. &amp; Repair</a>		\$26,000.00	\$16,106.01			\$9,893.99
15-55-5511-1300	<a href="#">Books</a>		\$66,700.00	\$27,964.87			\$38,735.13
15-55-5511-1400	<a href="#">Other</a>		\$800.00	\$305.95			\$494.05
15-55-5511-1500	<a href="#">Periodicals</a>		\$4,800.00	\$1,651.19			\$3,148.81
15-55-5511-1600	<a href="#">A.V.</a>		\$26,000.00	\$9,531.68			\$16,468.32
15-55-5511-1700	<a href="#">Summer Reading Program</a>		\$3,750.00	\$5,105.06		\$2,150.00	\$794.94
15-55-5511-1800	<a href="#">Continuing Ed &amp; Travel</a>		\$2,000.00	\$1,267.45			\$732.55
15-55-5511-1900	<a href="#">Information Sources/Services</a>		\$54,000.00	\$43,731.40			\$10,268.60
15-55-5511-2000	<a href="#">Programming</a>		\$8,000.00	\$6,561.73			\$1,438.27
	<b>Total Operations/Services</b>		<b>\$272,750.00</b>	<b>\$138,039.26</b>			<b>\$134,710.74</b>
	<b>Total Operating Budget</b>		<b>\$989,750.00</b>	<b>\$422,487.92</b>			<b>\$567,262.08</b>
15-60-0065-1100	<a href="#">CIP Furniture Replacement</a>		\$7,000.00	\$0.00			\$7,000.00
15-60-0065-1105	<a href="#">CIP Server replacement</a>		\$14,000.00	\$0.00			\$14,000.00
15-60-0065-1103	<a href="#">CIP Computers</a>		\$5,000.00	\$2,423.32			\$2,576.68
15-60-0065-1104	<a href="#">CIP Carpet/Flooring</a>		\$4,000.00	\$0.00			\$4,000.00
	<b>Grand Totals:</b>		<b>\$1,019,750.00</b>	<b>\$424,911.24</b>			<b>\$594,838.76</b>

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	\$3,084.76
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$593.05
15-47-0047-1100	<a href="#">Donations (City)</a>	\$8,000.00	\$7,664.81
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
		<b>\$1,019,750.00</b>	<b>\$952,834.18</b>
	Donations (Edward Jones)	\$0.00	\$750.00

**Current Funds**

Community Foundation balance:	Trust (Edward Jones) balance:	Fund Balance (12/31/2024)
\$69,058.60	\$905,626.96	\$81,695.00

**Signatures of Approval:**

Director	President	Secretary

Invoice Number	Description	Total Cost	GL Account and Title
<b>AMAZON CAPITAL SERVICES</b>			
11CQ-99R6-6TWP	2 ART STORAGE RACKS	197.98	15-55-5511-0600 LIBRARY-Supplies
13C6-3KXT-9HDP	S & E TEACHER'S EDITION 96 PCS DRY ERASE MARKERS, BLACK WITHLOW-ODOR INK, BLACK WHITEBOARD MARKERS FOR SCHOOL, OFFICE, ORHOME	19.79	15-55-5511-0600 LIBRARY-Supplies
13JT-TW6X-6TC3	MUFASA: THE LION KING - DVDASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DWMWKXBNORDER # 114-3855740-4141011	18.99	15-55-5511-1600 LIBRARY-A.V.
13JT-TW6X-6TC3	DOG MAN (DVD)ASIN:SOLD BY: AMAZON.COM SERVICES, INCB0DTQC85WCORDER # 114-3855740-4141011	17.89	15-55-5511-1600 LIBRARY-A.V.
13LP-JKMW-PRLH	1AVERY ECONOMY VIEW 3 RING BINDERS, 1" ROUND RINGS, 12 WHITEBINDERS (05711)	37.80	15-55-5511-0600 LIBRARY-Supplies
17TN-JHN7-D9GC	CLEANER, SANDPAPER	15.76	15-55-5511-0600 LIBRARY-Supplies
1DGH-CQN4-6CKH	10 COPIES OF FORTY YEAR KISS FOR SUMMER BOOK CLUB	183.09	15-55-5511-2000 LIBRARY-Programming
1DRV-TC6Y-CWJY	1BADGER BASKET DOLL TRAVEL CASE WITH BED AND BEDDING SET FOR18-INCH DOLLS - PORTABLE CARRIER WITH BLANKET AND PILLOW FORON-THE-GO PLAY	32.99	15-55-5511-0600 LIBRARY-Supplies
1G1T-FCD1-L7VF	1DAWN EZ-SQUEEZE ULTRA DISH SOAP, DISHWASHING LIQUID, ORIGINAL,DISH SOAP REFILL, 22 FL OZ	3.94	15-55-5511-0600 LIBRARY-Supplies
1H9Y-TWYY-CDMT	LENOVO LAPTOP BAG T210, MESSENGER SHOULDER BAG FOR LAPTOP ORTABLET	63.96	15-55-5511-0600 LIBRARY-Supplies
1HFG-FV9Y-FQDQ	1STONEMAIER GAMES: MY LITTLE SCYTHE   A COMPETITIVE FAMILY GAMEWHERE YOU EMBARK ON ADVENTURE WITH YOUR ANIMAL FRIENDS   1- 6PLAYERS, 60 MINS	60.00	15-55-5511-1400 LIBRARY-Other
1HYM-Y3GW-MYD	DOWEL RODS FOR BOOK REPIAR	5.99	15-55-5511-0600 LIBRARY-Supplies
1JNC-TVF9-J41P	CRAFT PUNCH, BELT BERETS, BLANK BOOKS, CHALK, GIFT WRAP, APRON, BOOKMARKS, DRAWING ROLL	412.04	15-55-5511-1700 LIBRARY-Summer Reading Progra
1L6W-R1QY-9GND	1RAID ANT KILLER BAITS, CHILD RESISTANT BUG KILLER FOR INDOOR HOMEUSE, 0.24 OZ, 8 COUNT	11.98	15-55-5511-0600 LIBRARY-Supplies
1MDM-H69K-937M	1GLADE AIR FRESHENER ROOM SPRAY, CLEAN LINEN		

Invoice Number	Description	Total Cost	GL Account and Title
	SCENT, ODORFIGHTING TO DELIVER LONG LASTING FRESHNESS, 8 OZ, 6 COUNT	14.58	15-55-5511-0600 LIBRARY-Supplies
1MNF-QL1Q-46KR	BOOKS	79.76	15-55-5511-1300 LIBRARY-Books
1N3T-DTP3-9FW7	CURIOUS GEORGE	3.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	BACKDROPS	15.98	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	STUFFED ANIMAL PLUSH	17.98	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	CRAYONS	14.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	STRAWS	8.58	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	CURIOUS GEORGE PLUSH	11.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1N3T-DTP3-9FW7	CURIOUS GEORGE SEEK-AND-FIND (CGTV)	5.77	15-55-5511-1700 LIBRARY-Summer Reading Progra
1NLJ-JK6F-9PC9	LEGO RADIO, SQISHMELLOW, LEGO TOY, GEMSTONES, NOVEL BOX SET, POKEMON	386.43	15-55-5511-1700 LIBRARY-Summer Reading Progra
1P11-YWVY-LYYY	ALL THE COLORS OF THE DARK: A READ WITH JENNA PICKASIN: 0593798872SOLD BY: AMAZON.COM SERVICES, INC	38.36	15-55-5511-2000 LIBRARY-Programming
1Q7C-YL43-7QNP	ANIMAL RESCUE FRIENDS	96.13	15-55-5511-1300 LIBRARY-Books
1QCT-NNV6-9TLX	INSPIRE HEAVY DUTY 6MIL ORIGINAL QUALITY STRETCH NITRILE BLACKGLOVES DISPOSABLE LATEX FREE  MEDICAL, FOOD, MECHANIC, TATTOOORDER #113-0215635-3629015	82.09	15-55-5511-0600 LIBRARY-Supplies
1QHP-3NM9-J9C3	ALL THE COLORS OF THE DARKAMAZON.COM SERVICES, INC	19.61	15-55-5511-2000 LIBRARY-Programming
1TG3-6G4Q-3XDF	1AVERY EASY PEEL PRINTABLE ADDRESS LABELS WITH SURE FEED, 1" X2-5/8" CUSTOMIZABLE STICKERS, WHITE, 3,000 BLANK MAILING LABELS,GREAT FOR MAILING, SHIPPING, AND MORE (5160)	26.99	15-55-5511-0600 LIBRARY-Supplies
1TG3-6G4Q-3YF9	14"X 4", (PACK OF 100) 2 MIL THICK CLEAR PLASTIC RECLOSABLE ZIP POLYBAGS WITH RESEALABLE LOCK SEAL ZIPPER, CLEAR SMALL ZIP BAG,JEWELRY BAGS, CANDY BAGS, STORAGE, PACKAGING & SHIPPING ...ASIN:B0D11DC6D1	6.39	15-55-5511-0600 LIBRARY-Supplies
1TG3-LGXP-KVDX	AMAZON BASICS FACIAL TISSUE WITH LOTION, 2-PLY, 1350 COUNT (18PACKS OF 75), (PACKAGING MAY VARY)	29.69	15-55-5511-0600 LIBRARY-Supplies
1TJ3-VTD1-CQ7N	SQUISHMALLOWS ORIGINAL 20-INCH KELLY RED VELOCIRAPTOR - JUMBOULTRASOFT OFFICIAL JAZWARES PLUSH	-39.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1VDY-CFP7-6TGJ	1CARDS AGAINST HUMANITY	29.00	15-55-5511-1400 LIBRARY-Other

Invoice Number	Description	Total Cost	GL Account and Title
1VP9-9VYP-6GGF	BOOKS	40.91	15-55-5511-1300 LIBRARY-Books
1W7D-MK4Y-9LNH	BOOKS	96.86	15-55-5511-1300 LIBRARY-Books
1WTP-4YG9-96TM	THE LET THEM THEORY: A LIFE-CHANGING TOOL THAT MILLIONS OF PEOPLE CAN'T STOP TALKING ABOUT	31.36	15-55-5511-1300 LIBRARY-Books
1XWY-DT4P-QXR9	1 SQUISHMALLOWS ORIGINAL 20-INCH CELESTINO SAGE GREEN SPOTTED HIGHLAND COW - OFFICIAL JAZWARES PLUSH (JUMBO)	39.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total AMAZON CAPITAL SERVICES:		2,139.64	
<b>AT &amp; T</b>			
4-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
4-28-25	SERVICES	7.44	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		14.88	
<b>BRODART CO</b>			
657187	50 BLU-RAY DISC SECURITY CASES	120.50	15-55-5511-0600 LIBRARY-Supplies
April 2025 Brodart	BRODART APRIL BOOK ORDERS	3,710.44	15-55-5511-1300 LIBRARY-Books
April 2025 Brodart	BRODART APRIL AUDIOBOOK ORDERS	614.38	15-55-5511-1600 LIBRARY-A.V.
Total BRODART CO:		4,445.32	
<b>CENTER POINT LARGE PRINT</b>			
2165526	11 LARGE PRINT BOOKS	270.87	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		270.87	
<b>CENTURYLINK</b>			
736259123	STATE PROGRAM/LONG DISTANCE SERVICE #5	3.56	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		3.56	
<b>CLOUTE INC</b>			
41164	SHOW SHOVELING AND DEICING SALT	495.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		495.00	
<b>DEB BAUER</b>			
4-22-2025	LEAD THE WAY CONF MILEAGE AND PARKING REIMBURSEMENT	102.35	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DEB BAUER:		102.35	

Invoice Number	Description	Total Cost	GL Account and Title
<b>DEMCO INC</b>			
7640378	MAGNETIC NAME TAGS, NORBOND ADHESIVE, PAPER TAPE, BOOKMARKS	114.61	15-55-5511-0600 LIBRARY-Supplies
7642500	1 ROLL FILMOLUX LAMINATE, 2 ROLLS GLOSSY LABEL PROTECTORS	119.71	15-55-5511-0600 LIBRARY-Supplies
7646612	3 ROLLS FILMOLUX LAMINATE	127.61	15-55-5511-0600 LIBRARY-Supplies
7650445	2 ROLLS FIBER TAPE, 1 ROLL FILMOLUX LAMINATE, 4 SMALL EASELS	82.89	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		444.82	
<b>DWIGHT FOSTER PUBLIC LIBRARY</b>			
Petty Cash April 202	STAMPS AND PACKAGES	160.67	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		160.67	
<b>FAIRYTALE BIRTHDAY COMPANY LLC</b>			
1619	SRP PERFORMANCE	190.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total FAIRYTALE BIRTHDAY COMPANY LLC:		190.00	
<b>G.F.C. LEASING</b>			
1019554	#6 FOR 2025 11/60	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
<b>GALE/CENGAGE LEARNING</b>			
999100366980	1 LARGE PRINT BOOK	21.44	15-55-5511-1300 LIBRARY-Books
999100370006	7 LARGE PRINT BOOKS	163.73	15-55-5511-1300 LIBRARY-Books
999100375221	3 LARGE PRINT BOOKS	70.82	15-55-5511-1300 LIBRARY-Books
999100388001	2 LARGE PRINT BOOKS	47.43	15-55-5511-1300 LIBRARY-Books
999100396143	2 LARGE PRINT BOOKS	44.98	15-55-5511-1300 LIBRARY-Books
999100398333	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999100398798	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999100403041	2 LARGE PRINT BOOKS	49.38	15-55-5511-1300 LIBRARY-Books
999100413107	4 LARGE PRINT BOOKS	100.06	15-55-5511-1300 LIBRARY-Books
999100427898	2 LARGE PRINT BOOKS	44.83	15-55-5511-1300 LIBRARY-Books
999100427899	2 LARGE PRINT BOOKS	36.38	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		632.33	
<b>GEORGINA RUTHERFORD</b>			
SRP2025GR	SRP AUTHOR VISIT	100.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total GEORGINA RUTHERFORD:		100.00	
<b>HOOPLA OR MIDWEST TAPE LLC</b>			
507111641	DIGITAL AUDIOBOOKS, EBOOKS, MUSIC, MOVIES	924.24	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		924.24	

Invoice Number	Description	Total Cost	GL Account and Title
<b>IGNATEK LLC</b>			
22061	MONTHLY TECH SERVICES	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
<b>JIM'S JANITORIAL SERVICE LLC</b>			
15513	GENERAL CLEANING	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		850.00	
<b>MIDWEST TAPE</b>			
507097585	2 CDS AND 4 DVDS	130.44	15-55-5511-1600 LIBRARY-A.V.
507133916	2 CDS AND 4 DVDS	119.19	15-55-5511-1600 LIBRARY-A.V.
507164984	1 CD, 1 DVD	39.73	15-55-5511-1600 LIBRARY-A.V.
507202628	3 CDS, 1 BLU-RAY, 5 DVDS	223.25	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		512.61	
<b>MISCHIEF AND MAGIC</b>			
4576	SRP PERFORMANCE	525.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total MISCHIEF AND MAGIC:		525.00	
<b>NICKOLAS ANDREW BUTLER</b>			
SRP2025NB	2 SRP AUTHOR VISITS	400.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total NICKOLAS ANDREW BUTLER:		400.00	
<b>PACKERLAND RENT-A-MAT INC</b>			
3213499	CREDIT FOR INCORRECT MAT CHARGE	-78.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
3213499	MONTHLY MAT SERVICE	123.74	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		45.74	
<b>SALLY KOEHLER</b>			
Letter of Agreement	PAYMENT FOR TWO SUMMER PROGRAMS	400.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total SALLY KOEHLER:		400.00	
<b>SCHOLASTIC LIBRARY PUBLISHING</b>			
72268716	3 JUV BOOKS	48.72	15-55-5511-1300 LIBRARY-Books
72283442	1 JUV BOOK	16.24	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		64.96	
<b>SERVICE SPRINKLER LLC</b>			
7754	1ST QUARTERLY INSPECTION	95.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total SERVICE SPRINKLER LLC:		95.00	
<b>WE ENERGIES</b>			
5-22-25	#4 GAS	396.98	15-55-5511-1100 LIBRARY-Natural Gas

---

Invoice Number	Description	Total Cost	GL Account and Title
5-22-25	#4 ELECTRIC	2,833.12	15-55-5511-1000 LIBRARY-Electricity and Water
	Total WE ENERGIES:	3,230.10	
	Grand Totals:	17,403.17	

---

## Library Director's Report June 2025

### Staff

- Daphne and I conducted interviews for the Summer Reading Program Assistant position and ultimately we hired Alexandra Meyer. Alex started working at the Summer Reading Program desk on Monday, June 2.
- As of June 2, the library is fully staffed. The past 13 months have been busy with hiring processes and medical leave for full-time staff members. I have really appreciated everyone's efforts to pitch in to keep the library and our services running during these lean months. Note that the library does not currently have an Assistant Director (which has historically been an additional title rather than a stand-alone role), and I continue to cover those additional responsibilities.

### Maintenance of Facility and Equipment

- I am working with Bibliotheca to address timing errors with the automatic material handling machine in our book drop room.

### Programs and Services

- The Summer Reading Program has started! Deb, Daphne, and many other staff members have put a lot of work into planning an engaging line-up of programs and reading challenges for this summer.
- May was a very busy month at the library with 46 Summer Reading Program outreach visits, Barrie Literacy Night, training sessions for summer volunteers, and more.

### Collections, Displays, and Marketing

- The library was a location for a community health assessment display in the Jones Gallery. This data walk was a collaboration between Dodge and Jefferson counties (Dodge Jefferson Healthier Community Partnership) to better understand the needs and priorities of residents.
- On June 2, the library's social media accounts featured a picture of Gary proudly displaying how much money he has saved by using his library card. Gary visits the library regularly and is always excited to see how much he has saved by checking out library materials. Any patron can see their annual savings at the bottom of their check-out receipt or in their email receipts. Gary shared, "I'm proud to be part of the situation."
- I finished weeding the Adult DVD and CD collections. Routine collection



maintenance tasks like weeding keep library collections fresh and relevant. We will also be able to re-use the locking DVD and CD cases which will save the library money on the costs of processing supplies.

#### Budget/Donations

- The library received a SEWI grant reimbursement check for \$225, which reimbursed us for the cost of the Power Up conference that Daphne attended earlier this year. The SEWI continuing education grants are funded by IMLS grant funding.
- The Class of 1964 donated \$175 to the library. We used the funds to replace and add to the board games in the children's area of the library.
- Community members donated \$50 to the library in memory of Wanda Black.
- Community members donated \$275 to the library in memory of Kathleen "Katie" Peterson.
- Betty Maul donated \$200 to the library.

#### Other

- I attended a Crisis Intervention Partners training on May 13 and 14 led by NAMI Southeast Wisconsin. During the two-day training, I learned about mental illness, trauma-informed care, suicide prevention, and de-escalation tactics. The training was incredibly informative and useful. Thank you to NAMI Southeast Wisconsin, the Fort Atkinson Police Department, and the City of Fort Atkinson for making this training possible.
- I met with Sara Scullin and Laura Becker for trustee orientations.

**Dwight Foster Public Library  
Monthly Statistical Report**

**May 2025**

<b>Library collection:</b>	April 2025	May 2025	May 2024
Items in collection	95,055	<b>95,499</b>	86,669
Number of item records created	565	<b>425</b>	
Number of items deleted	435	<b>1,174</b>	908

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

<b>Selected book circulation:</b>	April 2025	May 2025	May 2024
Book	3,785	<b>3,747</b>	3,795
Browsing (Lucky Day Book)	33	<b>32</b>	20
Children's book	5,716	<b>5,634</b>	5,505
New book (nonfiction)	288	<b>274</b>	274
New fiction	407	<b>394</b>	491

<b>Selected AV circulation:</b>	April 2025	May 2025	May 2024
Blu-Ray	51	<b>79</b>	125
Browsing AV (Lucky Day AV)	43	<b>27</b>	75
CD	237	<b>185</b>	126
CD book	175	<b>164</b>	210
Children's Blu-Ray	12	<b>12</b>	14
Children's CD	17	<b>11</b>	4
Children's CDBook	31	<b>33</b>	38
Children's digital audiobook (+/YA Playaway)	64	<b>88</b>	79
Children's DVD	389	<b>363</b>	398
DVD	1,430	<b>1,366</b>	1,746
Nonfiction DVD	60	<b>79</b>	76
Playaway	63	<b>58</b>	45

<b>Selected other circulation:</b>	April 2025	May 2025	May 2024
Book club kits	4	<b>5</b>	1
Children's magazine	22	<b>15</b>	19
Library of things	190	<b>185</b>	218
Magazine	150	<b>151</b>	151
<b>Total physical item circulation:</b>	<b>13,358</b>	<b>13,082</b>	13,625

**Digital circulation:** April 2025 **May 2025** May 2024

Hoopla	384	<b>395</b>	465
Overdrive ebooks and digital audiobooks	2,766	<b>2,904</b>	2,501
Overdrive magazines	325	<b>312</b>	247
<b>Total digital item circulation:</b>	<b>3,475</b>	<b>3,611</b>	3,213

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

City of Fort Atkinson circulation:	8,010	<b>8,077</b>	7,858
Jefferson County "City" circulation:	919	<b>678</b>	725
Jefferson County Rural circulation:	3,690	<b>3,416</b>	4,263
<b>Total:</b>	<b>13,206</b>	<b>12,906</b>	13,442

<b>Cardholders:</b>	April 2025	May 2025	May 2024
YTD new patron registrations	268	<b>313</b>	399
Total number of cardholders	8,377	<b>8,427</b>	7,968

<b>Patrons in the building:</b>	April 2025	May 2025	May 2024
Total number of patrons	6,607	<b>6,056</b>	6,480
Largest day/number	Apr 7/500	<b>May 28/397</b>	May 28/422
Smallest day/number	Apr 11/167	<b>May 17/118</b>	May 18/130

<b>Public computers and wifi use:</b>	April 2025	May 2025	May 2024
Number of users of public internet computers	625	<b>631</b>	810
Hours of public internet computer use	441	<b>517</b>	580
Number of unique wireless clients	1,155	<b>1,076</b>	1,031
Average daily wireless visits	105	<b>94</b>	105
Wifi Total Data Transferred	2.26 TB	<b>1.84 TB</b>	1.57 TB

<b>Patron questions at desks:</b>	April 2025	May 2025	May 2024
Reference interactions	132	<b>177</b>	222
General/Directional	167	<b>145</b>	171
Technical Assistance	326	<b>274</b>	403
Circulation	79	<b>69</b>	126
Conflict/Resolution	0	<b>0</b>	3

<b>Other:</b>	April 2025	May 2025	May 2024
Books mended	97	<b>71</b>	41
AV mended	80	<b>114</b>	98
Copy machines	10,584	<b>9,565</b>	11,611
Outgoing faxes	79	<b>76</b>	91
Incoming faxes	7	<b>3</b>	12

<b>Resource sharing:</b>	April 2025	May 2025	May 2024
Outgoing ILL	92	<b>87</b>	106
Incoming ILL	34	<b>20</b>	19
DFPL items shipped to other libraries	2,205	<b>2,048</b>	2,028
Holds received at DFPL	2,296	<b>2,267</b>	2,028

<b>Programs and attendance:</b>	April 2025	May 2025	May 2024
Young child (0-5) programs/attendance	21 prog/328 att	<b>12 prog/283 att</b>	8 prog/177 att
Child (6-11) programs/attendance	7 prog/165 att	<b>26 prog/942 att</b>	37 prog/1384 att
Young adult (12-18) programs/attendance	5 prog/22 att	<b>14 prog/362 att</b>	12 prog/166 att
Adult (19+) programs/attendance	6 prog/63 att	<b>3 prog/41 att</b>	8 prog/141 att
General interest (all ages) programs/attendance	1 prog/14 att	<b>0 prog/0 att</b>	1 prog/18 att
<b>Total programs/attendance:</b>	<b>40 prog/592 att</b>	<b>55 prog/1591 prog</b>	66 prog/1,886 att



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

### **Building and Grounds**

This committee meets as needed to discuss building and grounds issues.

- Dr. Rob Abbott
- Diana Shull
- Library Director (ex-officio)

### **Finance**

This committee meets as needed to discuss finances, our trust fund policy and any significant budget related issues providing direction to the board.

- Davin Lescohier
- Diana Shull
- Mike Wallace
- Library Director (ex-officio)

### **Personnel**

This committee meets to discuss the director's performance evaluation. The Vice President of the library board is a consistent member of this committee.

- Lori Compas
- Julie Olver
- Sara Podoll
- Diana Shull

### **Planning**

This committee will be involved with library strategic planning if work is needed outside regular board meetings.

- Leslie LaMuro
- Julie Olver
- Diana Shull
- Library Director (ex-officio)

### **Library Policy**

This committee meets as needed to review and recommend changes to existing library handbook policies as well as drafting new policies.

- Rebecca Paulraj
- Diana Shull
- Library Director (ex-officio)

### **Friends of the Library Liaison** (assignment, not a committee)

- Julie Olver

*(Updated June 10, 2024)*



## **Strategic Plan Mission Statement & Values 2024-2026 (with updates from June 2025)**

### **Library Mission**

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

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

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

**June 2025 Update:**

- Minetta met individually with each part-time employee in January and February 2025 to discuss the library, areas employees would like more training, and other questions and feedback.
- Minetta continues to meet with full-time staff members regularly for informal one-on-one check-in meetings.
- On March 14, 2025, library staff had the opportunity to learn about hands-only CPR, AED use, and how to respond if there’s an active threat in the library during our half-day inservice.
- Daphne attended the Power Up conference in February, Deb attended the Lead the Way conference in April, and Minetta attended New Director Training Camp.
- During new employee orientations, Minetta now reviews safety information including details about emergency exits, the AED, Narcan, fire alarm procedures, and tornado warning procedures.

**December 2024 Update:**

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

**June 2024 Update:**

- Carlee, Sandy, and Minetta updated the library’s part-time employee handbook to make it more welcoming, more informational, and more clear.

- Fire Chief Peterson met with full-time library staff in April to discuss how to best respond to medical emergencies in the library.
- We plan to focus on emergency preparedness at our all-staff inservice in August. Minetta will work with Fire Chief Peterson to arrange details.

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

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

June 2025 Update:

- Bridges Library System coordinated and reimbursed the cost for a project to create a virtual tour for the library’s Google profile.
- Staff created an accessibility page for the library’s website that highlights useful accessibility details about the library’s space.
- Staff applied for and received a Bridges Library System grant to purchase two Meeting OWL 3s and travel cases for use by staff and the public in our meeting rooms.
- The library purchased additional laptops this year, which helps to ensure that a laptop is available for the public to use in our second floor meeting rooms.

December 2024 Update:

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

June 2024 Update:

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

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

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

June 2025 Update:

- In 2024, the following collections saw the highest annual circulation rates since 2016: large print nonfiction, children’s bin picture books, children’s board books, children’s graphic novels, and board games.
- Youth Services Librarian Daphne started incorporating the ukulele into her storytimes and outreach programs.

December 2024 Update:

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

June 2024 Update:

- Deb and Amy have been leading monthly Tech Tuesday programs to answer patrons’ questions about their tech devices and to provide information about our library’s digital resources.
- Amy led two Tech Tuesday outreach programs at Rockwell Court in Fort Atkinson.
- StoryCorps: From September 2023 through April 2024, Waukesha Public Library and Dwight Foster Public Library agreed to provide a consistent day and time monthly for individuals to schedule a StoryCorps interview. This idea was put in place to ensure that the program’s goal would be attained. The facilitators at both of these libraries had been two of the original trained facilitators. The initial grant that Bridges had with StoryCorps ended at the end of April of 2024. Bridges’ goal was to complete 150 interviews for StoryCorps, and that goal was met and surpassed. Amy Christian completed 31 of the 150 interviews. Due to the success of our program, StoryCorps would like to continue to have a connection with Bridges libraries. Details about next steps are being discussed because StoryCorps has never worked with a group of

libraries in a long term capacity. Amy has scheduled a new StoryCorps event at our library for August 23 and 24, 2024. Amy presented at the Genealogy Club meeting on May 22 to promote the upcoming event in August.

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

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

June 2025 Update:

- Library staff created and launched new email circulation notices that include the library’s logo, color photos, and book cover images.
- Deb continues to coordinate home delivery for several patrons each week and also delivers library materials to residents at Reena Senior Living each month.
- Minetta presented to Project Lead about the library and led the group on a tour of the building.
- Daphne presented to the Optimist Club in February about the summer reading program.
- Deb began partnering with The Langholf to host a monthly book discussion called Shelf Indulgence.
- Amy Christian represented the library at Fort HealthCare’s Wellness Day held at the Fort Atkinson Club in February.
- The 4K Art Gala on February 27 was a huge success with 220 attendees. The library partners with the School District of Fort Atkinson to showcase the art of 4-year-old Kindergarten students.
- Carlee and Daphne visited BASE as Mystery Readers this spring.
- 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.
- Daphne participated in the PBS Kids Community Learning Cohort.
- Sandy continues to host a monthly Spanish/English language exchange program.
- Shelby visits Opportunities each month to share books with the Connections Memory Care group.

December 2024 Update:

- Sandy continued to offer a monthly Spanish/English language exchange program throughout 2024.

- Deb continued to coordinate home delivery to several patrons each week and also delivers library materials to multiple residents at Reena each month.
- Our new Youth Services Librarian Daphne continued to offer outreach visits to area preschools and also started new relationships with Purdy Head Start and Crown of Life preschool.
- Amy worked with Tonya Runyard of the Jefferson County ADRC to create a “Dementia Friendly” training video that all library staff can watch on demand.
- Minetta presented to the Lions and Kiwanis Clubs to share information about library resources and services.
- In 2024, DFPL staff partnered with the following groups, businesses, and organizations: Jefferson County Health Department, St. Paul’s Lutheran School and Preschool, Hebron Head Start, ADRC of Jefferson County, Fort Atkinson High School Show Choir, Mr. Brews Taphouse, Fort Atkinson Preschool and Childcare, Parents Coop Preschool, Connections Memory Care, Lil Hawks Academy, Lil’ Hawks Too childcare center, Fort Kidz Too childcare center, School District of Fort Atkinson, Fort Atkinson Police Department, Fairhaven Senior Services in Whitewater, BASE, Fort Atkinson Parks and Rec Department, St. Joseph Catholic School, PremierBank, Friends of the Library, Crown of Life Christian Academy, Faith Community Christian School, Lutheran Social Services, UW Extension, Genealogy Club, Bridges Library System, Library Memory Project, Fort Community Credit Union, Fort Atkinson Club, UW Whitewater Intergeneration Technology Services, and Kiwanis Club.

June 2024 Update:

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

### Strategic Planning Evaluation

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

Approved 11/13/2023

**Date:** June 9, 2025  
**To:** Board of Trustees of the Dwight Foster Public Library  
**From:** Minetta Lippert, Library Director  
**Subject:** Bike Rack Project

## Background

Beautification Council members approached library staff with a proposal to replace the bike rack in front of the Dwight Foster Public Library.

The mission of the Fort Atkinson Beautification Council is to improve and beautify the community of Fort Atkinson, Wisconsin.

## Discussion

The Beautification Council hopes to collaborate with Todd Dailing from Madison College to create an artistic bike rack for the library. The bike rack would consist of four separate letter-shaped pieces that spell “READ” in a black or metallic color.

The idea would be to have students design the bike rack pieces in CAD during a Madison College summer class scheduled to take place on August 4-7, 2025. Then, the design would be cut out by a laser, the edges would be rounded, and everything would be powder coated to protect against rust.

Library staff contacted the Library Director at Pauline Haass Public Library in Sussex, Wisconsin to discuss the READ bike rack sculpture they have had outside their library for years.

Director Adele Loria shared, “We love the READ sign! More as a landmark than as a bike rack, but that's mostly because we have another, more functional and traditional bike rack nearer to the entrance, so that's the obvious one to use. Having something recognizable was the intent of our READ sign; when the Civic Center was built in 2016, the parking lot and land around the library were reconfigured in a way that made the library much easier to miss. The other bike rack was already there and there wasn't a need to move it, so we didn't. I have seen people use the READ sign as a bike rack, and I think they would more if there weren't an alternative. You can fit more bikes on a traditional bike rack but other than that, no concerns about functionality.”



*Image 1: Photograph of Dwight Foster Public Library's current bike rack.*



*Image 2: Photograph of "READ" bike rack from Pauline Haass Public Library's Facebook page posted on October 25, 2016.*

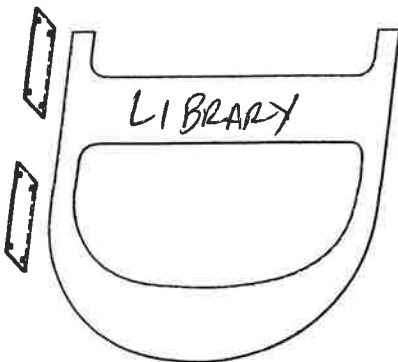
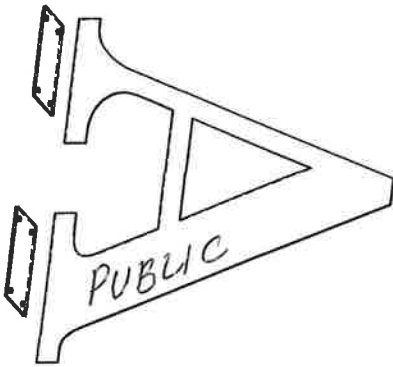
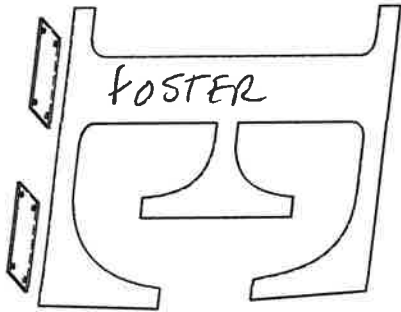
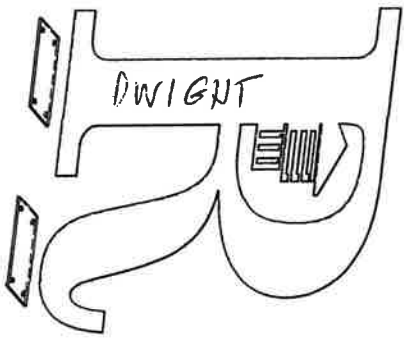
### **Financial Analysis**

Library staff spoke to the City's Parks and Recreation Department and the Department of Public Works about installation. Parks and Recreation Director Ben Dayton estimates that installation will cost about \$300: \$50 for hardware/drill bits and \$250 for staff time.

The Beautification Council intends to talk to the Friends of the Library about possibly covering the cost of installation. Jude Hartwick also mentioned that Heart of the City or the Beautification Council may wish to pay for the installation.

### **Recommendation**

Library staff recommend that the Board authorize the Library Director to work with the Beautification Council on the replacement of the bike rack with the understanding that the Beautification Council will arrange any funding necessary for the project and installation.



B

B

A

A

**SOLIDWORKS Maker Product. For Personal Use Only.**

PROPRIETARY AND CONFIDENTIAL

REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF INSERT COMPANY NAME HERE IS PROHIBITED.

REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF INSERT COMPANY NAME HERE IS PROHIBITED.	NEXT ASSY	USED ON	FINISH	DO NOT SCALE DRAWING
	APPLICATION			

UNLESS OTHERWISE SPECIFIED:

- DIMENSIONS ARE IN INCHES
- TOLERANCES:
- FRACTIONAL: ±
- ANGULAR: MACH ±
- TWO PLACE DECIMAL ±
- THREE PLACE DECIMAL ±
- BEND ±
- INTERPRET GEOMETRIC TOLERANCING PER:
- MATERIAL

DRAWN	CHECKED	NAME	DATE
TAD	ENG APPR.	TAD	5/27/25
	MFG APPR.		
	Q.A.		
	COMMENTS:		

TITLE:

**FORT LIBRARY BIKE RACK**

SIZE DWG. NO. **A**

REV

SCALE: 1:20 WEIGHT:

SHEET 1 OF 1

2

1

# Developing Essential Library Policies

# 10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “. . . [T]he library board shall supervise the administration of the public library and shall appoint a librarian . . . and prescribe [library employee] duties and compensation.”

## Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

### In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

## Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

**Test #1: Policies must comply with current statutes and case law.** For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

**Test #2: Policies must be reasonable** (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

**Test #3: Policies must be clear** (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

**Test #4: Policies must be applied without discrimination.** For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

## Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director’s performance.)

## Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

## Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>