



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, NOVEMBER 10, 2025 – 9:30 AM
FCCU COMMUNITY ROOM (MAIN 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**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the October regular meeting
- 4. Financial Report**
 - a. Discussion relating to November 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 2026 Bridges Library System Annual Addendum (Lippert)
- b. Review and possible action relating to the Library's 2026 holidays and closure dates (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 13 Library Advocacy (Lippert)
<https://vimeo.com/showcase/11330550?video=1000948227>

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.*

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LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, OCTOBER 13, 2025 – 9:30 AM
FCCU COMMUNITY ROOM (MAIN FLOOR OF LIBRARY)

AGENDA

1. Meeting called to order by Julie Olver at 9:30 AM

2. Roll call: Present: Rob Abbott, Lori Compas, Rebecca Houseman, Kyle Jacobson, Leslie LaMuro, Davin Lescohier, Julie Olver, Sara Podoll, Duane Scott, Sara Scullen, Minetta Lippert.
Absent: Laura Becker, Sarah Dorfman

3. Approval of Minutes:
 - a. Review and possible action relating to the minutes of the September 8 regular meeting: Motion to approve minutes by Davin Lescohier, 2nd by Rob Abbott, approved unanimously

4. Financial Report:
 - a. Discussion relating to the October financial report of the library (Lippert)

5. Approval of Bills
 - a. Review and possible action relating to the library's bills (Lippert)
Motion to approve bills by Rob Abbott, 2nd by Duane Scott, approved unanimously

6. Public Input
Nothing to share

7. Reports
 - a. Director's Report: New staff settling well. New Berlin's viral video. The furnace was inspected. A new condenser is coming soon. 185 new library cards went out via mail. Antiques appraisal was very popular and entertaining. Daphne took a Home School field trip to Fireside and the tour was guided by Julie Nordeen. Meeting room sign up online working well. Three new rugs for the storytime room and reference room coming from JM Carpet and funded by Friends. The Vega Discover catalog is up and running but change is hard so the classic catalog is still available. Minetta used grant funding to purchase 22 large format puzzles which are ideal for older patrons, all of the puzzles are very popular and are checked out often.

 - b. Friends of the Library Liaison Report: Annual meeting was in September, Claire Swinarski spoke about her book. Julie Olver is still president. Friends of the Library renewal campaign happening now. The Gift Basket fundraiser will happen from Dec 2-10.

8. Unfinished Business

a. Review and possible action relating to a potential native plant garden donation on the library's north lawn (Lippert)

After discussion and review of the proposal; Sara Podoll moved to recommend that the City Council approve the agreement with Schroeder/Smyth regarding the Dwight Foster Public Library Native Wisconsin Wildflower and Prairie Restoration Project, 2nd by Lori Compas, approved unanimously

9. New Business

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

Dorothy Otting's donation of over \$100,000 was added to the trust. Lippert explained the 3 different accounts at Edward Jones: one is very stable, another is a transitional IRA that held the donation funds before they moved to the library's regular trust. All together the DFPL has almost 1.1 million in the trust.

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 12 "Library Standards" (Lippert) WI Library community is planning to update the standards because it will be updated soon. Counties can also create minimum standards; Jeff County has guidelines.

11. Adjournment: Motion to adjourn the meeting by Sara Podoll, 2nd by Rob Abbott, approved unanimously.

Respectfully submitted,
Leslie LaMuro

Library Board Meeting Dates.

- Monday, November 10, 2025 at 9:30 a.m.
- Monday, December 8, 2025 at 9:30 a.m.



**November 2025
Financial Report**

Expense Fund Accounts	Description	City Budget	Spent	\$ left in budget	Projected expens	Projected revenue	Projected \$ left in budget
15-55-5511-0100	Salaries - Regular (FT)		\$360,000.00	\$297,371.25	\$62,628.75	\$53,200.00	\$9,428.75
15-55-5511-0200	Salaries - Part Time		\$130,000.00	\$109,283.29	\$20,716.71	\$20,800.00	-\$83.29
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$17,964.43	\$5,035.57	\$4,250.00	\$785.57
15-55-5511-2500	Benefits		\$204,000.00	\$150,073.39	\$53,926.61	\$32,200.00	\$21,726.61
	Total Salaries and Benefits		\$717,000.00	\$574,692.36	\$142,307.64		
15-55-5511-0600	Supplies		\$20,000.00	\$18,169.88	\$1,830.12	\$5,288.10	\$7,118.22
15-55-5511-0700	Postage (Acct 38806)		\$800.00	\$1,424.94	-\$624.94		-\$624.94
15-55-5511-0800	Insurance		\$6,500.00	\$7,028.74	-\$528.74		-\$528.74
15-55-5511-0900	Telephone		\$400.00	\$798.69	-\$398.69		-\$398.69
15-55-5511-1000	Electricity and Water		\$39,000.00	\$29,097.56	\$9,902.44	\$10,100.00	-\$197.56
15-55-5511-1100	Natural Gas		\$14,000.00	\$5,387.80	\$8,612.20	\$4,500.00	\$4,112.20
15-55-5511-1200	Maint. & Repair		\$26,000.00	\$29,271.83	-\$3,271.83	\$2,316.50	-\$5,588.33
15-55-5511-1300	Books		\$66,700.00	\$54,364.30	\$12,335.70	\$315.53	\$12,651.23
15-55-5511-1400	Other		\$800.00	\$1,293.30	-\$493.30	\$503.35	\$10.05
15-55-5511-1500	Periodicals		\$4,800.00	\$3,583.66	\$1,216.34		\$1,216.34
15-55-5511-1600	AV		\$26,000.00	\$18,103.65	\$7,896.35	\$2,543.00	\$10,439.35
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$5,486.85	-\$1,736.85	\$2,525.00	\$788.15
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,927.24	\$72.76	\$674.35	\$747.11
15-55-5511-1900	Information Sources/Services		\$54,000.00	\$53,831.63	\$168.37	\$3,071.42	-\$2,903.05
15-55-5511-2000	Programming		\$8,000.00	\$7,874.15	\$125.85	\$5,438.05	\$5,563.90
	Total Operations/Services		\$272,750.00	\$237,644.22	\$35,105.78		
	Total Operating Budget		\$989,750.00	\$812,336.58	\$177,413.42		
15-60-0065-1100	CIP Furniture Replacement		\$7,000.00	\$0.00	\$7,000.00	\$11,241.54	-\$4,241.54
15-60-0065-1105	CIP Server replacement		\$14,000.00	\$10,634.50	\$3,365.50		\$3,365.50
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
15-60-0065-1102	Emergency HVAC Repair		\$0.00	\$55,000.00	-\$55,000.00	\$32,550.00	-\$87,550.00
	Total CIP		\$30,000.00	\$68,057.82	-\$38,057.82		
	Grand Total		\$1,019,750.00	\$880,394.40	\$139,355.60		

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	\$6,286.96
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$1,546.83
15-47-0047-1100	Donations and Grants	\$8,000.00	\$25,254.28
15-42-0042-1000	State/Fed Misc Revenue	\$0.00	\$106.75
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
	Total Revenue for Operations	\$989,750.00	\$974,686.38
15-44-0044-6135	Trust Contributions (CIP)	\$30,000.00	\$0.00
15-44-0044-6135	Trust Contributions (Additional Requests)	\$87,550.00	\$0.00
	Total CIP Reimbursement	\$117,550.00	\$0.00
	Total Revenue	\$1,107,300.00	\$974,686.38
	Donations (Edward Jones)	\$0.00	\$2,000.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2024)
\$77,207.37	\$1,087,828.16	\$81,695.00

Signatures of Approval:

Library Director	Board of Trustees President	Board of Trustees Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AT & T			
10-19-25	SERVICE	34.13	15-55-5511-0900 LIBRARY-Telephone
10-19-25	SERVICE	34.13	15-55-5511-0900 LIBRARY-Telephone
9-18-25	SERVICE	41.22	15-55-5511-0900 LIBRARY-Telephone
9-18-25	SERVICE	41.22	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		150.70	
BAKER AND TAYLOR			
BT08272025	BOOKS	50.29	15-55-5511-1300 LIBRARY-Books
Total BAKER AND TAYLOR:		50.29	
BRODART CO			
Brodart October 202	AUDIOBOOK	367.83	15-55-5511-1600 LIBRARY-A.V.
Brodart October 202	BOOKS	3,582.49	15-55-5511-1300 LIBRARY-Books
September 2025 Br	BRODART SEPT 25 AUDIOBOOKS	47.53	15-55-5511-1600 LIBRARY-A.V.
September 2025 Br	BRODART SEPT 25 BOOKS	1,900.86	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		5,898.71	
CENTER POINT LARGE PRINT			
2201857	13 LARGE PRINT BOOKS	327.21	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		327.21	
CENTURYLINK			
756283511	STATE PROGRAM/LONG DISTANCE SERVICE #10	2.84	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		2.84	
CHARTER COMMUNICATIONS			
170837201102125	#11 LIBRARY	190.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		190.56	
DEB BAUER			
10-15-25	MILEAGE REIMBURSEMENT	129.57	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
10-15-25A	MILEAGE REIMBURSEMENT	109.27	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DEB BAUER:		238.84	
EAST WEST BOOKS			
ARN2400812	3 CHILDREN'S BOOKS	63.97	15-55-5511-1300 LIBRARY-Books
Total EAST WEST BOOKS:		63.97	
FORT ATKINSON CHAMBER OF COMMERCE			
10814	3 GIFT CERTIFICATES FOR PUZZLE PALOOZA PROGRAM PRIZES	50.00	15-55-5511-2000 LIBRARY-Programming

Invoice Number	Description	Total Cost	GL Account and Title
Total FORT ATKINSON CHAMBER OF COMMERCE:		50.00	
GALE/CENGAGE LEARNING			
999101285795	8 LARGE PRINT BOOKS	239.92	15-55-5511-1300 LIBRARY-Books
999101285797	7 LARGE PRINT BOOKS	168.28	15-55-5511-1300 LIBRARY-Books
999101307873	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999101307878	1 LARGE PRINT BOOK	24.04	15-55-5511-1300 LIBRARY-Books
999101311657	2 LARGE PRINT BOOKS	56.78	15-55-5511-1300 LIBRARY-Books
999101375990	1 LARGE PRINT BOOK	28.79	15-55-5511-1300 LIBRARY-Books
999101375991	1 LARGE PRINT BOOK	23.39	15-55-5511-1300 LIBRARY-Books
999101375992	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101390610	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999101408345	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999101431869	1 LARGE PRINT BOOK	24.69	15-55-5511-1300 LIBRARY-Books
999101434098	1 LARGE PRINT BOOK	24.69	15-55-5511-1300 LIBRARY-Books
999101434099	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101436000	1 LARGE PRINT BOOK	23.39	15-55-5511-1300 LIBRARY-Books
999101484491	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101498292	3 LARGE PRINT BOOKS	95.97	15-55-5511-1300 LIBRARY-Books
999101498293	4 LARGE PRINT BOOKS	92.91	15-55-5511-1300 LIBRARY-Books
999101527693	1 LARGE PRINT BOOK	24.69	15-55-5511-1300 LIBRARY-Books
999101532596	1 LARGE PRINT BOOK	24.04	15-55-5511-1300 LIBRARY-Books
999101547917	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101547919	1 LARGE	24.69	15-55-5511-1300 LIBRARY-Books
999101560874	1 LARGE PRINT BOOK	18.19	15-55-5511-1300 LIBRARY-Books
999101573723	2 LARGE PRINT BOOKS	44.83	15-55-5511-1300 LIBRARY-Books
999101594238	1 LARGE PRINT BOOK	24.04	15-55-5511-1300 LIBRARY-Books
999101597362	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999101635434	2 LARGE PRINT BOOKS1	51.33	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		1,241.18	
JIM'S JANITORIAL SERVICE LLC			
15662	GENERAL CLEANING 9/29/2025-10/10/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15667	GENERAL CLEANING 10/13/2025-10/24/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,700.00	
JP MORGAN CHASE BANK-WIRE			
4625	IDABEL-BARCODES	523.60	15-55-5511-0600 LIBRARY-Supplies
4625	OFFICEMAX-LOTION SOAP	56.99	15-55-5511-0600 LIBRARY-Supplies
Total JP MORGAN CHASE BANK-WIRE:		580.59	
KAPCO			
1504048	4 ROLLS EASY JACKET	207.46	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		207.46	

Invoice Number	Description	Total Cost	GL Account and Title
KNOW BUDDY RESOURCES			
ARK2200811	5 CHILDREN'S BOOKS	129.95	15-55-5511-1300 LIBRARY-Books
Total KNOW BUDDY RESOURCES:		129.95	
LIBRARY STORE			
762627	8 ROLLS FILMOLUX SOFT LAMINATE, VARIOUS SIZES	312.88	15-55-5511-0600 LIBRARY-Supplies
Total LIBRARY STORE:		312.88	
LOOKOUT BOOKS			
ARL2300716	2 CHILDRENS BOOKS	61.90	15-55-5511-1300 LIBRARY-Books
Total LOOKOUT BOOKS:		61.90	
MIDWEST TAPE			
507800792	2 AUDIOBOOKS, 8 DVDS	311.65	15-55-5511-1600 LIBRARY-A.V.
507851277	1 CD	11.24	15-55-5511-1600 LIBRARY-A.V.
507875100	! CD, 1 AUDIOBOOK, 5 DVDS	180.93	15-55-5511-1600 LIBRARY-A.V.
507916624	1 DVD	23.24	15-55-5511-1600 LIBRARY-A.V.
507931177	1 AUDIOBOOK. 2 BLU-RAYS, 4 DVDS	153.18	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		680.24	
MOLLEY SAWYER			
10-15-25	MILEAGE REIMBURSEMENT	8.26	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total MOLLEY SAWYER:		8.26	
RED BRICK RESOURCES			
ARD1900306	6 CHILDRENS BOOKS	141.70	15-55-5511-1300 LIBRARY-Books
Total RED BRICK RESOURCES:		141.70	
RIVISTAS LLC			
21559	ANNUAL SUBSCRIPTION FOR 65 MAGAZINE TITLES	1,932.47	15-55-5511-1500 LIBRARY-Periodicals
Total RIVISTAS LLC:		1,932.47	
SCHOLASTIC LIBRARY PUBLISHING			
69610124	BLIZZARD RESCUE ISBN: 978-1-338-82890-0	-15.59	15-55-5511-1300 LIBRARY-Books
75988834	2 JUV BOOKS	31.18	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		15.59	
SERVICE SPRINKLER LLC			
8050	ANNUAL INSPECTION 9/26/2025	180.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total SERVICE SPRINKLER LLC:		180.00	

Invoice Number	Description	Total Cost	GL Account and Title
TOTAL MECHANICAL			
70492-1	PARTIAL AMOUNT DUE FOR 60 TON CONDENSER REPLACEMENT	55,000.00	15-60-0065-1102 CIP HVAC CONTROLS
TOTAL MECHANICAL:		55,000.00	
WATER DEPARTMENT			
10-31-25	WATER	539.30	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		539.30	
WE ENERGIES			
10-22-25	#9 ELECTRIC	2,565.79	15-55-5511-1000 LIBRARY-Electricity and Water
10-22-25	#9 GAS	187.15	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		2,752.94	
Grand Totals:		72,457.58	

Library Director's Report November 2025

Staff

- The Library Board's personnel committee has started working on my 2025 performance evaluation with the goal of sharing the evaluation with the full Board in December. The committee has asked all library staff to complete an online survey by November 13.
- Molley Sawyer is taking an online course from Library Juice called "Introduction to Cataloging" from November 3-29. The course was coordinated by Bridges Library System with funding from an LSTA cataloging grant.

Maintenance of Facility and Equipment

- I am working with JM Carpets to order three replacement area rugs and rug pads for the storytime room and the second floor reference area. The Friends of the Library have generously agreed to reimburse the library for the cost of the rugs.
- On Thursday, October 23, Ahern replaced the air intake and a pressure gauge on boiler 1. These deficiencies were identified during Ahern's fall preventive maintenance visit.
- Total Mechanical has received our condenser unit. I will meet with a project manager to begin coordinating the installation of the unit.
- Al Beyer's Indoor Comfort Systems is scheduled to clean the library's fireplaces on Thursday, November 13 to get them up and running for the season.

Programs and Services

- On Friday, October 10, six teams competed in the library's Banned Books Week Puzzle Palooza.
- The October edition of the Explore Together for Homeschool Families program involved a field trip to Jones Market, Jones Farmhouse, and the Jones Dairy Barn.
- Deb led two lively adult book discussions about *The Art Thief: A True Story of Love, Crime, and a Dangerous Obsession* by Michael Finkel. The winter book club in January will discuss *The River Is Waiting* by Wally Lamb.
- Staff members worked hard to finalize the library's winter program guide before the end of October. Upcoming winter offerings will include a Winter Reading Challenge for all ages, Bear on a Bookshelf, Family Fort Building, and a Late Night Hygge and Hot Cocoa Lock-In.





- Carlee and Molley represented the library at Trunk or Treat on Friday, October 31, interacting with more than 800 community members.
- The Hoard Historical Museum and the Dwight Foster Public Library have installed temporary mini food pantries in our buildings' entryways. The food pantries are available during the library's and museum's regular hours and are open to all. Food drop-offs to the mini pantries are appreciated. The food pantries will be in place

until SNAP benefits and other sources of food assistance are available again. At that time, any remaining food items will be donated to the Fort Atkinson Food Pantry. Community members have generously responded to the request for donations. In just a few short hours, the library's donation bin was overflowing.



- Daphne is working with the Friends of Rose Lake to create circulating bird watching kits for the library.

Collections, Displays, and Marketing

- A large national library bookseller named Baker & Taylor is going out of business. This change is affecting a lot of libraries in our system. Our library mainly orders books from Brodart, so this change is not addressing us directly. However, many libraries in our system relied on Baker & Taylor and are now scrambling to find new book vendors. Our library did use a Baker & Taylor program called "Sustainable Shelves" to gain credit for book purchases in exchange for sending in our qualifying used books. The Sustainable Shelves program has now been discontinued.

Budget/Donations

- The Fort Atkinson City Council hosted a public hearing about the 2026 budget and CIP on Tuesday, November 4. Proposed adoption of the 2026 budget will be on the City Council's agenda on Tuesday, November 18.

Bridges/APL/Jefferson County Library Service

- I met with Bridges Library System Director Brittany Larson on Thursday, November 6 to discuss my role as the administrator for the Jefferson County Library Service.
- I communicated with Jefferson County library directors and County administration to ensure that all Jefferson County municipalities passed resolutions requesting exemption from the Jefferson County library tax.
- Several Jefferson County Library Board members' terms will expire in December 2025. I recommended Richard Moulding and Amanda Golson for reappointment and Dr. Tonya Olson from the Lake Mills Area School District for a new appointment to the Board. County Administrator Michael Luckey plans to present these appointments to the County Board in November or December.
- The Jefferson County Library Board met on Thursday, November 6 at 5 p.m. at the Dwight Foster Public Library.

Other

- On October 21, City Council approved moving forward with the native wildflower garden behind the library. Tallgrass Restoration completed the first herbicide application on Tuesday, November 4.
- On Thursday, October 23, I attended Bridges Library System's Friends Coffee and Chat in Delafield with Julie Olver and Tom Fick.
- The Dwight Foster Public Library is a donation site for Jefferson County Christmas Neighbors. Community members are invited to donate toys, hats, mittens, gloves, scarves, wrapping paper, and tape. The Christmas Neighbors organization will then distribute the donations to families in Jefferson County. Last year, over 1800 Jefferson County children received gifts through the generosity of Christmas Neighbors.

Dwight Foster Public Library
Monthly Statistical Report

October 2025

Library collection:	Sept 2025	Oct 2025	Oct 2024
Items in collection	97,867	98,501	91,682
Number of item records created	750	754	612
Number of items deleted	567	433	825

Circulation by material type: Sept 2025 Oct 2025 Oct 2024

Selected book circulation:	Sept 2025	Oct 2025	Oct 2024
Book	3,831	3,933	3,918
Browsing (Lucky Day Book)	35	52	18
Children's book	5,896	6,157	6,376
New book (nonfiction)	361	315	352
New fiction	431	526	492

Selected AV circulation:

Blu-Ray	73	95	69
Browsing AV (Lucky Day AV)	25	31	36
CD	136	156	193
CD book	187	166	186
Children's Blu-Ray	15	12	7
Children's CD	3	5	5
Children's CDBook	52	30	33
Children's digital audiobook (+/YA Playaway)	39	37	63
Children's DVD	343	414	435
DVD	1,382	1,416	1,485
Nonfiction DVD	56	53	82
Playaway	72	85	74

Selected other circulation:

Book club kits	9	7	5
Children's magazine	14	23	25
Library of things	319	353	232
Magazine	83	97	209
Total physical item circulation:	13,590	14,158	14,574

Digital circulation: Sept 2025 Oct 2025 Oct 2024

Hoopla	382	366	541
Overdrive ebooks and digital audiobooks	2,847	2,884	2,653
Overdrive magazines	419	373	286
Total digital item circulation:	3,648	3,623	3,480

Circulation by patron statistical class: Sept 2025 Oct 2025 Oct 2024

City of Fort Atkinson circulation:	7,414	7,542	8,081
Jefferson County "City" circulation:	1,553	1,667	1,381
Jefferson County Rural circulation:	3,374	3,689	3,763
Total:	13,328	13,964	14,576

Cardholders: Sept 2025 Oct 2025 Oct 2024

YTD new patron registrations	780	836	988
Total number of cardholders	8,675	8,720	8,289

Patrons in the building:	Sept 2025	Oct 2025	Oct 2024
Total number of patrons	5,930	7,603	7,118
Largest day/number	Sept 22/360	Oct 30/525	Oct 18/444
Smallest day/number	Sept 8/144	Oct 4/159	Oct 19/136

Meeting rooms:	Sept 2025	Oct 2025	Oct 2024
Number of room reservations	268	285	
Number of patron-initiated reservations	56 (20.8%)	56 (19.6%)	

Public computers and wifi use:	Sept 2025	Oct 2025	Oct 2024
Number of users of public internet computers	624	671	798
Hours of public internet computer use	429	443	550
Number of unique wireless clients	914	1,003	1,134
Average daily wireless visits	85	88	112
Wifi total data transferred	2.13 TB	1.70 TB	1.76 TB

Patron questions at desks:	Sept 2025	Oct 2025	Oct 2024
Reference interactions	131	157	174
General/Directional	176	175	207
Technical assistance	311	281	414
Circulation	43	48	130
Conflict/Resolution	0	2	1

Other:	Sept 2025	Oct 2025	Oct 2024
Books mended	65	156	30
AV mended	85	98	106
Copy machines	10,276	9,986	7,836
Outgoing faxes	67	78	75
Incoming faxes	12	10	12

Resource sharing:	Sept 2025	Oct 2025	Oct 2024
Outgoing ILL	99	99	152
Incoming ILL	25	23	27
DFPL items shipped to other libraries	2,228	2,189	1,975
Holds received at DFPL	2,390	2,560	2,628

Programs and attendance:	Sept 2025	Oct 2025	Oct 2024
Young child (0-5) programs/attendance	21 prog/369 att	23 prog/428 att	16 prog/262 att
Child (6-11) programs/attendance	6 prog/120 att	7 prog/176 att	0 prog/0 att
Young adult (12-18) programs/attendance	4 prog/15 att	5 prog/32 att	1 prog/6 att
Adult (19+) programs/attendance	6 prog/88 att	5 prog/64 att	10 prog/76 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/7 att
Total programs/attendance:	37 prog/592 att	40 prog/700 att	28 prog/351 att

Self-directed activities and participation:	Sept 2025	Oct 2025	Oct 2024
Total activities/attendance	1 prog/185 partic	2 prog/1043 partic	7 prog/1234 part

Date: November 10, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: 2026 Library Holidays and Closures

Background

Each year, the Library Board determines the library’s closure dates for the upcoming calendar year.

Discussion

Library staff proposes the following 2026 closure dates:

Reason	Date	Library Status	City Holiday?
New Year’s Day	Thursday, January 1	Library closed	City Holiday
Staff Training	Friday, March 13	Library closed 8 a.m.- 1 p.m.	
Spring Holiday	Friday, April 3	Library closed	City Holiday
Memorial Day	Monday, May 25	Library closed	City Holiday
Independence Day	Saturday, July 4	Library closed	City Holiday
Staff Training	Friday, August 7	Library closed	
Labor Day	Monday, September 7	Library closed	City Holiday
Wednesday before Thanksgiving	Wednesday, November 25	Library closes at 5 p.m.	
Thanksgiving Day	Thursday, November 26	Library closed	City Holiday
Day after Thanksgiving	Friday, November 27	Library closed	City Holiday
Winter Break	Wednesday, December 23	Library closes at 5 p.m.	
Christmas Eve	Thursday, December 24	Library closed	City Holiday
Christmas Day	Friday, December 25	Library closed	City Holiday

Winter Break	Monday, December 28	Library closes at 5 p.m.	
Winter Break	Tuesday, December 29	Library closes at 5 p.m.	
Winter Break	Wednesday, December 30	Library closes at 5 p.m.	
New Year's Eve	Thursday, December 31	Library closed	Full-time staff use holiday hours from Veteran's Day

The proposed schedule includes the ten holidays outlined by the City of Fort Atkinson's employee handbook. Historically, the Dwight Foster Public Library has remained open on Veteran's Day but closed on New Year's Eve instead. Library staff recommends following that same pattern in 2026.

Unlike many City offices, the library is open to the public past 5 p.m. five days per week and is also open on Saturdays. Historically, the library has closed at 5 p.m. the Wednesday before Thanksgiving and on days during the weeks of Christmas and New Year's due to lighter foot traffic and to enable staff to have more time with their families.

Finally, staff requests closing the library to the public from 8 a.m.-1 p.m. on March 13 and all day on August 7 for staff training.

Recommendation

Library staff recommends approving the proposed schedule of 2026 holidays and closures.

Library Advocacy

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One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- 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.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wltf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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