



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, DECEMBER 8, 2025 – 9:30 AM
FCCU COMMUNITY ROOM (MAIN FLOOR OF LIBRARY)**

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSVp5S0loa1Jldz09>

[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 November 10 regular meeting
- 4. Financial Report**
 - a. Discussion relating to December 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 updated 2026 library operating budget (Lippert)
- b. Review and possible action relating to the meeting schedule of the Library Board of Trustees in 2026 (Lippert)
- c. Review and possible action relating to the 2026 Jefferson County Library Service contracts (Lippert)
- d. Review progress on the 2024-2026 Strategic Plan (Lippert)

10. Miscellaneous

11. Closed Session

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

12. Adjournment

Library Board Meeting Dates

- *Monday, January 13, 2025 at 9:30 a.m.*
- *Monday, February 10, 2025 at 9:30 a.m.*
- *Monday, March 10, 2025 at 9:30 a.m.*
- *Monday, April 14, 2025 at 9:30 a.m.*
- *Monday, May 12, 2025 at 9:30 a.m.*
- *Monday, June 9, 2025 at 9:30 a.m.*
- *Monday, August 11, 2025 at 9:30 a.m.*
- *Monday, September 8, 2025 at 9:30 a.m.*
- *Monday, October 13, 2025 at 9:30 a.m.*
- *Monday, November 10, 2025 at 9:30 a.m.*
- *Monday, December 8, 2025 at 9:30 a.m.*

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[IGNORE_INDENT]

**LIBRARY BOARD MEETING MINUTES
IN PERSON AND VIA ZOOM
MONDAY, NOVEMBER 10, 2025 – 9:30 AM
FCCU COMMUNITY ROOM (MAIN FLOOR OF LIBRARY)**

1. Call to Order: The meeting was called to order by Julie Olver at 9:30 AM

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

3. Approval of Minutes: Minutes approved by: Davin Lescohier, 2nd by: Sarah Dorfman - all approved

4. Financial Report

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

Minetta mentioned that the grayed area on the spreadsheet was the projected expenses which help her plan better in the future by factoring in grants and maintenance costs. She feels we are in a comfortable position with regard to the 2025 budget.

5. Approval of Bills

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

Bills approved by: Leslie LaMuro, 2nd by: Sara Podoll - all approved

6. Public Input- none

7. Reports

a. Director's Report – The personnel committee created a survey sent to staff for the annual review of the Library director. 18 have been returned out of the 21 sent to staff. The rooftop compressor for the HVAC will be installed on Dec. 4 starting at 7:00 AM, so the library will open an hour later than usual at 9:00 AM on that date. The paper copy of the winter program guide is finished; staff is still completing the online version. The mini food pantries at the Library and Museum are full and being used, any leftover food supplies will be donated to the Fort Atkinson food pantry. The library budget will be voted on by City Council at the Nov. 18th meeting. The city council approved the plan for the native garden at the library. There was a brief discussion about a new city position as a maintenance supervisor for all city owned buildings (including the DFPL). Minetta is very much in favor of this new position.

b. Friends of the Library Liaison Report – Julie Olver, Tom Fick and Minetta Lippert attended the Bridges Library coffee and chat in Delafield, it was a large group in attendance. Our library staff and board relationship is very good compared to others.

8. Unfinished Business - none

9. New Business: Lippert

a. Review and possible action relating to the 2026 Bridges Library System Annual Addendum

Minetta explained that the WI Digital Library fee will be 100% funded by the system, and libraries will redirect their share to Overdrive Advantage since we no longer have Hoopla.

Annual Addendum approved by: Davin Lescohier, 2nd by: Kyle Jacobson - all approved

b. Review and possible action relating to the Library's 2026 holidays and closure dates

2026 Holiday closures approved by: Sara Podoll, 2nd by: Sarah Dorfman - all approved

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 13 Library Advocacy

The board is willing and ready to advocate on behalf of our library if needed but feel that at this time our community is not a threat to the library. Julie mentioned that the Friends of the library has a committee to advocate for our wonderful library and may reach out to legislators to see if they would like to visit for a guided tour.

11. Adjournment:

Move to adjourn at 9:59 AM by: Leslie LaMuro, 2nd by: Sara Podoll -all approved

Minutes respectfully submitted by,

Leslie LaMuro

Library Board Meeting Dates

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



**December 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	\$323,902.04	\$36,097.96	\$26,600.00	\$9,497.96
15-55-5511-0200	Salaries - Part Time		\$130,000.00	\$119,156.22	\$10,843.78	\$10,400.00	\$443.78
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$19,664.43	\$3,335.57	\$2,550.00	\$785.57
15-55-5511-2500	Benefits		\$204,000.00	\$163,911.85	\$40,088.15	\$16,850.00	\$23,238.15
	Total Salaries and Benefits		\$717,000.00	\$626,634.54	\$90,365.46		
15-55-5511-0600	Supplies		\$20,000.00	\$19,781.58	\$218.42	\$5,288.10	\$5,506.52
15-55-5511-0700	Postage (Acct 38806)		\$800.00	\$1,607.86	-\$807.86		-\$807.86
15-55-5511-0800	Insurance		\$6,500.00	\$7,028.74	-\$528.74		-\$528.74
15-55-5511-0900	Telephone		\$400.00	\$871.22	-\$471.22		-\$471.22
15-55-5511-1000	Electricity and Water		\$39,000.00	\$31,902.96	\$7,097.04	\$6,550.00	\$547.04
15-55-5511-1100	Natural Gas		\$14,000.00	\$5,709.65	\$8,290.35	\$3,000.00	\$5,290.35
15-55-5511-1200	Maint. & Repair		\$26,000.00	\$33,604.75	-\$7,604.75	\$0.00	\$1,855.05
15-55-5511-1300	Books		\$66,700.00	\$59,255.03	\$7,444.97	\$315.53	\$7,760.50
15-55-5511-1400	Other		\$800.00	\$1,303.29	-\$503.29	\$503.35	\$0.06
15-55-5511-1500	Periodicals		\$4,800.00	\$3,652.69	\$1,147.31		\$1,147.31
15-55-5511-1600	AV		\$26,000.00	\$20,471.44	\$5,528.56	\$2,543.00	\$8,071.56
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	\$56,533.99	-\$2,533.99	\$719.92	-\$3,253.91
15-55-5511-2000	Programming		\$8,000.00	\$8,222.61	-\$222.61	\$4,173.05	\$3,950.44
	Total Operations/Services		\$272,750.00	\$257,359.90	\$15,390.10		
	Total Operating Budget		\$989,750.00	\$883,994.44	\$105,755.56		
15-60-0065-1100	CIP Furniture Replacement		\$7,000.00	\$8,850.21	-\$1,850.21	\$0.00	-\$1,850.21
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	\$80,000.00	-\$80,000.00	\$7,550.00	-\$87,550.00
	Total CIP		\$30,000.00	\$101,908.03	-\$71,908.03		
	Grand Total		\$1,019,750.00	\$985,902.47	\$33,847.53		

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	\$6,946.54
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$1,757.11
15-47-0047-1100	Donations and Grants	\$8,000.00	\$28,674.33
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	\$978,976.29
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	\$978,976.29
	Donations (Edward Jones)	\$0.00	\$2,000.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2024)
\$78,205.41	\$1,093,922.25	\$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
ABENDROTH WATER CONDITIONING			
1082141	40# SOLAR SALT (40# SOLAR SALT)	67.95	15-55-5511-0600 LIBRARY-Supplies
Total ABENDROTH WATER CONDITIONING:		67.95	
AL BEYERS			
74574	GAS FIREPLACE MAINTENANCE ON 3 UNITS	456.69	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total AL BEYERS:		456.69	
AMAZON CAPITAL SERVICES			
11KK-T7DW-9PL1	HERSHEY MINIATURES ASSORTED FLAVORED, HALLOWEEN CANDY BULK BAG,97.96 OZ (330 PIECES) FOR TRUNK OR TREAT	92.58	15-55-5511-2000 LIBRARY-Programming
11LC-9GXP-3XJG	TOYS, GAMES, STUFFED ANIMALS FOR BIRDING KITS	208.10	15-55-5511-0600 LIBRARY-Supplies
11W1-WFVR-NGDG	AIRLAB TOY COFFEE MAKER FOR KIDS WOODEN KITCHEN ACCESSORIESPRETEND PLAY TODDLER COFFEE PLAYSET FOR GIRLS BOYS AGES 3 4 5YEARS BIRTHDAY GIFTS	22.99	15-55-5511-2000 LIBRARY-Programming
131L-MRGD-C96J	SURFACE CLEANER	14.70	15-55-5511-0600 LIBRARY-Supplies
13D1-XMGF-1K47	1FINDING MY WAY: A MEMOIRASIN: 1668054272SOLD BY: AMAZON.COM SERVICES, INCORDER # 113-4450140-0333022	16.50	15-55-5511-1300 LIBRARY-Books
13D1-XMGF-1K47	2 YEAR OF YES: 10TH ANNIVERSARY EDITIONASIN: 1668205270SOLD BY: AMAZON.COM SERVICES, INCORDER # 113-4450140-0333022	16.50	15-55-5511-1300 LIBRARY-Books
13F9-DCQX-C347	5 BOOKS	72.29	15-55-5511-1300 LIBRARY-Books
14M4-R61J-991W	1HUES AND CUES - VIBRANT COLOR GUESSING BOARD GAME FOR 3-10PLAYERS AGES 8+, CONNECT CLUES AND GUESS FROM 480 COLORSQUARES	18.74	15-55-5511-1400 LIBRARY-Other
14MF-MXYH-CG11	THE 1960S MAPS FOR CURIOUS MINDS: 100 NEW WAYS TO SEE ATURBULENT DECADE	12.62	15-55-5511-1300 LIBRARY-Books
14RD-PQCX-C44V	BOARD GAME	-8.99	15-55-5511-1400 LIBRARY-Other
16JP-XVG9-4M7L	1THE BEST CHRISTMAS PAGEANT EVER - DVDASIN: B0FHLJBM66ORDER # 112-1908851-3144245	11.99	15-55-5511-1600 LIBRARY-A.V.
1C6X-TVRM-93JN	1(4 PACK) PLC-18W 827, 4 PIN G24Q-2, 18 WATT DOUBLE		

Invoice Number	Description	Total Cost	GL Account and Title
	TUBE,COMPACT FLUORESCENT LIGHT BULB	15.99	15-55-5511-1200 LIBRARY-Maint. & Repairs
1CXK-PDML-Q9HJ	1SQUISHMALLOWS ORIGINAL 24IN JT THE DARK TEAL BIGFOOT - OFFICIALJAZWARES PLUSH (JUMBO)	39.99	15-55-5511-2000 LIBRARY-Programming
1D49-X6K6-1PVT	DIEZ MANERAS DE ESCUCHAR LA NIEVE (SPANISH EDITION)	-11.69	15-55-5511-1300 LIBRARY-Books
1D49-X6K6-1PVT	LA MISIÓN DE LA ROBOT SALVAJE / THE WILD ROBOT PROTECTS (SPANISHEDITION)	-9.72	15-55-5511-1300 LIBRARY-Books
1DK6-DC7L-6LGD	ROAD TRIP WITH A VAMPIRE	-11.40	15-55-5511-0600 LIBRARY-Supplies
1DLH-JN71-JFDJ	1ELEVENTH HOUR (ADVENTURES IN ODYSSEY) 1646072170	18.99	15-55-5511-1600 LIBRARY-A.V.
1FPV-DJ1C-7G69	MINECRAFT PLAYING CARDS - STANDARD DECK OF CARDS IN COLLECTORTRAVEL TIN	9.99	15-55-5511-1400 LIBRARY-Other
1GDH-DMX7-M3DM	AMAZON BASICS RECLOSABLE GALLON FOOD STORAGE BAGS, BPA FREE,120 COUNT	14.04	15-55-5511-0600 LIBRARY-Supplies
1GJV-KPCG-KFFC	1BAGSMART CLEAR TOILETRY BAG, TSA APPROVED TRAVEL	9.49	15-55-5511-0600 LIBRARY-Supplies
1GKG-X9VN-9RJQ	AMAZON BASICS NO. 1 PAPER CLIPS, SMOOTH, 1000 COUNT (10 PACKOF 100), SILVER	6.39	15-55-5511-0600 LIBRARY-Supplies
1GKG-X9VN-9RYP	2 BOOKS	16.34	15-55-5511-1300 LIBRARY-Books
1HHV-NKX4-RJNW	ELITE SPORTZ EQUIPMENT CURLING GAME - TABLETOP GAMES FOR ADULTS,KIDS & FAMILIES - 4 FT X 1 FT MAT FOR INDOOR FUN W/BONUS TRAVELBAG - AGES 6 & UP	14.54	15-55-5511-2000 LIBRARY-Programming
1HTF-DR74-J33V	1SMURFS (2025) / (DOL WS)	16.99	15-55-5511-1600 LIBRARY-A.V.
1K39-K1T1-9LMG	DIEZ MANERAS DE ESCUCHAR LA NIEVE (SPANISH EDITION)	11.69	15-55-5511-1300 LIBRARY-Books
1K39-K1T1-9LMG	LA MISION DE LA ROBOT SALVAJE / THE WILD ROBOT PROTECTS (SPANISHEDITION)	9.72	15-55-5511-1300 LIBRARY-Books
1K63-WLYH-WVH3	14 BOARD GAMES	181.13	15-55-5511-1400 LIBRARY-Other
1KLC-C1GY-D3TP	3 BOOKS	45.11	15-55-5511-1300 LIBRARY-Books
1KWH-L7QJ-K41Y	1HARDCOVER 2026 PLANNER, 8.5"X11": 14 MONTHS (NOVEMBER 2025- DECEMBER 2026),	22.26	15-55-5511-0600 LIBRARY-Supplies
1LD1-KH7D-WJ4G	HEARTSTOPPER #5: A GRAPHIC NOVEL	-14.87	15-55-5511-1300 LIBRARY-Books
1LRT-G4C7-KNCJ	1SQUISHMALLOWS ORIGINAL 5IN MUSHROOM 5-PACK - ULTRASOFT		

Invoice Number	Description	Total Cost	GL Account and Title
	OFFICIALJAZWARES PLUSH (LITTLE)	19.99	15-55-5511-2000 LIBRARY-Programming
1LRT-G4C7-KR1V	GAMEWRIGHT - THE ORIGINAL LITTLE HANDS PLAYING CARD HOLDER - CARDGAME ACCESSORY FOR KIDS - AGES 3 AND UP - PERFECT FOR FAMILYGAME NIGHT! , 5"	23.80	15-55-5511-1400 LIBRARY-Other
1MD4-6PY1-99L6	4 BOOKS	53.39	15-55-5511-1300 LIBRARY-Books
1N64-4GGY-9N4M	TABLE COVER	9.98	15-55-5511-2000 LIBRARY-Programming
1NTG-QQRK-QCD	HERE FOR IT ALL	12.98	15-55-5511-1600 LIBRARY-A.V.
1NTG-QQRK-QCD	THE LIFE OF A SHOWGIRL	13.97	15-55-5511-1600 LIBRARY-A.V.
1PDQ-M9LV-9QDY	THE RIVER IS WAITING (OPRAH'S BOOK CLUB):	181.39	15-55-5511-2000 LIBRARY-Programming
1PDQ-M9LV-9QDY	THE RIVER IS WAITING: A NOVEL	56.98	15-55-5511-2000 LIBRARY-Programming
1PKD-WW4N-7K3N	1 MY LIPS, HER VOICE	12.00	15-55-5511-1300 LIBRARY-Books
1PKD-WW4N-P1L3	CLEAR BACKPACK SEE THROUGH CLEAR BOOKBAGS FOR SCHOOL COLLEGEWORK BLACK, 2 PACK BUNDLE	55.77	15-55-5511-0600 LIBRARY-Supplies
1PKT-J11P-9TR7	INSPIRE HEAVY DUTY 6MIL ORIGINAL QUALITY STRETCH NITRILE GLOVESBLACK DISPOSABLE LATEX FREE	89.99	15-55-5511-0600 LIBRARY-Supplies
1Q6K-NTNT-7DD7	1HYGLOSS BLANK BOOKS 2.75 X 4.25 INCHES - 100 PACK	36.99	15-55-5511-2000 LIBRARY-Programming
1QG7-RCTK-C9KQ	1AIMOH 500#10 SINGLE LEFT WINDOW SELF SEAL SECURITY ENVELOPES	23.79	15-55-5511-0600 LIBRARY-Supplies
1VNF-LTLD-TJ7T	AMAZON BASICS DISPLAYPORT TO HDMI CABLE, UNI-DIRECTIONAL,4K@30HZ, 1920X1200, 1080P, 6 FT, BLACK	9.11	15-55-5511-0600 LIBRARY-Supplies
1WYK-PJVW-1DJ3	TEN WAYS TO HEAR SNOW	-11.14	15-55-5511-1300 LIBRARY-Books
1X1M-1Y6W-6MR3	2 BOOKS	27.19	15-55-5511-1300 LIBRARY-Books
1X1M-1Y6W-K19Y	1GOOD LUCK SOCK MEN'S CURLING STONES SOCKS, ADULT, SHOE SIZE7-12	10.95	15-55-5511-2000 LIBRARY-Programming
1X76-NXQC-N1TT	12 BOOKS	106.38	15-55-5511-1300 LIBRARY-Books
1XX1-TD46-CXND	1FEBREZE ODOR-FIGHTING FABRIC REFRESHER WITH GAIN, ORIGINAL, 16.9 FLOZ, PACK OF 2	7.50	15-55-5511-0600 LIBRARY-Supplies
1YYL-C1M9-39KD	6 BOOKS	114.31	15-55-5511-1600 LIBRARY-A.V.
Total AMAZON CAPITAL SERVICES:		1,718.32	
CENTER POINT LARGE PRINT			
2207798	12 LARGE PRINT BOOKS	302.04	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
Total CENTER POINT LARGE PRINT:		302.04	
CENTURYLINK			
760259597	STATE PROGRAM/LONG DISTANCE SERVICE #11	4.27	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		4.27	
CJ AND ASSOCIATES			
F25408	TEEN ROOM FURNITURE UPGRADE PROJECT-E.J. TRUST	8,850.21	15-60-0065-1100 CIP FURNITURE REPLACEMENT
Total CJ AND ASSOCIATES:		8,850.21	
DWIGHT FOSTER PUBLIC LIBRARY			
Oct 2025 Petty Cas	USPS: 5 ILL PACKAGES, 1 SCHOOL BUS STAMP	32.88	15-55-5511-0700 LIBRARY-Postage
Oct 2025 Petty Cas	DOMINOS PIZZA FOR JUNIOR FRIENDS PARTY	15.98	15-55-5511-2000 LIBRARY-Programming
Total DWIGHT FOSTER PUBLIC LIBRARY:		48.86	
G.F.C. LEASING			
1061728	#11 FOR 2025	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
1070046	#12 FOR 2025	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		1,057.84	
GALE/CENGAGE LEARNING			
999101665380	1 LARGE PRINT BOOK	32.79	15-55-5511-1300 LIBRARY-Books
999101668392	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101668393	1 LARGE PRINT BOOK	26.64	15-55-5511-1300 LIBRARY-Books
999101672533	3 LARGE PRINT BOOKS	83.97	15-55-5511-1300 LIBRARY-Books
999101706374	1 LARGE PRINT BOOK	24.69	15-55-5511-1300 LIBRARY-Books
999101708436	2 LARGE PRINT BOOKS	53.28	15-55-5511-1300 LIBRARY-Books
999101712370	8 LARGE PRINT BOOKS	233.52	15-55-5511-1300 LIBRARY-Books
999101716454	4 LARGE PRINT BOOKS	111.96	15-55-5511-1300 LIBRARY-Books
999101724095	2 LARGE PRINT BOOKS	53.28	15-55-5511-1300 LIBRARY-Books
999101724096	5 LARGE PRINT BOOKS	147.95	15-55-5511-1300 LIBRARY-Books
999101731159	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999101733236	8 LARGE PRINT BOOKS	238.32	15-55-5511-1300 LIBRARY-Books
999101734527	1 LARGE PRINT BOOK	27.99	15-55-5511-1300 LIBRARY-Books
999101737487	5 LARGE PRINT BOOKS	142.35	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		1,233.77	
HOOPLA OR MIDWEST TAPE LLC			
507969060	DIGITAL AUDIOBOOKS, EBOOKS, COMCS, MOVIES AND MUSIC	844.01	15-55-5511-1600 LIBRARY-A.V.
Total HOOPLA OR MIDWEST TAPE LLC:		844.01	

Invoice Number	Description	Total Cost	GL Account and Title
IGNATEK LLC			
23428	MONTHLY BILL FOR MANAGED IT	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
J.F. AHERN CO INC			
771287	BOILER REPAIR	1,716.50	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total J.F. AHERN CO INC:		1,716.50	
JIM'S JANITORIAL SERVICE LLC			
15693	GENERAL CLEANING 10/27/2025-11/7/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15698	GENERAL CLEANING 11/10/2025-11/21/2025	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,700.00	
JM CARPETS LTD			
38168	3 REPLACEMENT AREA RUGS AND PADS	1,855.05	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total JM CARPETS LTD:		1,855.05	
LIBRARY STORE			
765685	7 ROLLS FILMOLUX SOFT LAMINATE, VARIOUS SIZES	247.33	15-55-5511-0600 LIBRARY-Supplies
Total LIBRARY STORE:		247.33	
MIDWEST TAPE			
507978685	4 DVDS	98.96	15-55-5511-1600 LIBRARY-A.V.
508018847	3 DVDS	92.97	15-55-5511-1600 LIBRARY-A.V.
508049645	1 AUDIOBOOK, 1 DVD	63.23	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		255.16	
PACKERLAND RENT-A-MAT INC			
3257530	MONTHLY MAT SERVICE	236.73	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		236.73	
QUILL CORPORATION			
46474307	10 BOXES OF COPY PAPER	256.92	15-55-5511-0600 LIBRARY-Supplies
46568949	LEGAL AND LEDGER SIZE PAPER, 2 REAMS EACH	52.70	15-55-5511-0600 LIBRARY-Supplies
Total QUILL CORPORATION:		309.62	
ROCKET INDUSTRIAL INC			
IN0054680	2 CASES CAN LINERS	77.56	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		77.56	

Invoice Number	Description	Total Cost	GL Account and Title
WE ENERGIES			
11-20-25	#10 ELECTRIC	2,266.10	15-55-5511-1000 LIBRARY-Electricity and Water
11-20-25	#10 GAS	321.85	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		<u>2,587.95</u>	
Grand Totals:		<u><u>24,397.02</u></u>	

Library Director's Report December 2025

*Please note the library's service hour changes at the end of 2025.

Staff

- I am working on performance evaluations for full-time library staff. I will complete the evaluations before the end of December 2025.
- I hired Rashid Robinson to fill an open part-time Desk Assistant position. Rashid is the Student Success & Science Librarian at UW-Whitewater and is interested in learning more about public libraries.

Maintenance of Facility and Equipment

- On Thursday, November 6, WE Energies swapped out the library's natural gas meter.
- JM Carpets installed 3 replacement area rugs in the storytime room and reference room on November 12.
- CJ & Associates picked up 2 booths and 1 chair for reupholstery on November 12. The final cost for the teen room furniture upgrade is \$8,850.21, less than what was approved in August 2025.
- On Thursday, December 4, Total Mechanical used a crane to replace the library's rooftop air conditioner condenser unit. Technicians will return when the weather is a little warmer to finish connecting the unit and then officially start up the unit in the spring.

Upcoming Special Hours

12/22: Open 8 a.m.-5 p.m.
12/23: Open 8 a.m.-5 p.m.
12/24: Closed
12/25: Closed
12/26: Open 8 a.m.-5 p.m.
12/29: Open 8 a.m.-5 p.m.
12/30: Open 8 a.m.-5 p.m.
12/31: Closed
1/1/26: Closed

Dwight Foster 



Programs and Services

- The library's "Cozy Up with a Good Book" Winter Reading Challenge will run from December 15-January 31.

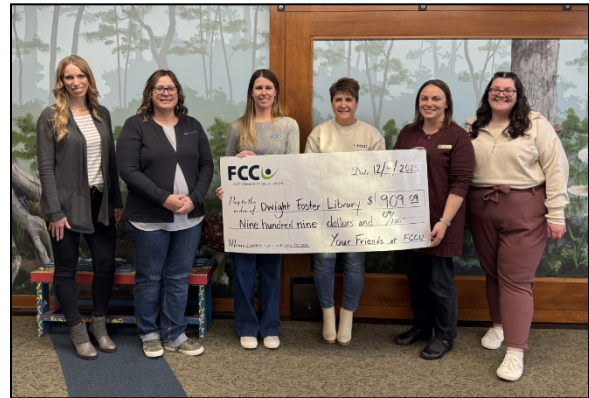
Collections, Displays, and Marketing

- In November, Society's Assets displayed examples of assistive technology in the Children's Area display case. The display was incredibly informative.



Budget/Donations

- At the November 18 City Council meeting, the Council adopted the 2026 Budget and 2026-2031 CIP.
- Fort Community Credit Union donated \$909.09 to the Dwight Foster Public Library. FCCU employees contributed to the donation fund all year long through payroll deductions, and funds were then matched by the FCCU organization. Employees helped decide which community organizations they wanted to support. The Dwight Foster Public Library was selected as a recipient in 2025 along with about nine other organizations. Thank you to the Fort Community Credit Union and FCCU employees!



Bridges/APL/Jefferson County Library Service

- Jefferson County Library Service's web presence will likely shift to a page or several pages on Jefferson County's website. I will continue to work with County staff on this project.
- I am being nominated for the secretary role for Bridges Library System's Alliance of Public Librarians (APL) in 2026.

Other

- The Dwight Foster Public Library will be listed as a rally point for St. Paul's Lutheran School in case there were an emergency or lock down.
- The Friends of the Dwight Foster Public Library have organized a beautiful gift basket silent auction. The fundraiser features 12 gorgeous gift baskets and is open for bidding from December 2-10, 2025.



**Dwight Foster Public Library
Monthly Statistical Report**

November 2025

Library collection:	Oct 2025	Nov 2025	Nov 2024
Items in collection	98,501	99,030	92,141
Number of item records created	754	475	398
Number of items deleted	433	499	770

Circulation by material type:	Oct 2025	Nov 2025	Nov 2024
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Selected book circulation:	Oct 2025	Nov 2025	Nov 2024
Book	3,933	3,443	3,472
Browsing (Lucky Day Book)	52	36	19
Children's book	6,157	4,834	5,320
New book (nonfiction)	315	320	268
New fiction	526	392	406

Selected AV circulation:	Oct 2025	Nov 2025	Nov 2024
Blu-Ray	95	58	49
Browsing AV (Lucky Day AV)	31	35	25
CD	156	111	169
CD book	166	145	189
Children's Blu-Ray	12	8	6
Children's CD	5	5	21
Children's CDBook	30	28	34
Children's digital audiobook (+/YA Playaway)	37	52	58
Children's DVD	414	382	414
DVD	1,416	1,304	1,418
Nonfiction DVD	53	62	66
Playaway	85	60	42

Selected other circulation:	Oct 2025	Nov 2025	Nov 2024
Book club kits	7	12	2
Children's magazine	23	40	28
Library of things	353	348	175
Magazine	97	113	126
Total physical item circulation:	14,158	11,999	12,580

Digital circulation:	Oct 2025	Nov 2025	Nov 2024
Hoopla	366	340	538
Overdrive ebooks and digital audiobooks	2,884	2,769	2,482
Overdrive magazines	373	360	337
Total digital item circulation:	3,623	3,469	3,357

Circulation by patron statistical class:	Oct 2025	Nov 2025	Nov 2024
City of Fort Atkinson circulation:	7,542	6,578	7,168
Jefferson County "City" circulation:	1,667	1,619	1,037
Jefferson County Rural circulation:	3,689	2,835	3,318
Total:	13,964	11,847	12,452

Cardholders:	Oct 2025	Nov 2025	Nov 2024
YTD new patron registrations	836	890	1,043
Total number of cardholders	8,720	8,676	8,320

Patrons in the building:	Oct 2025	Nov 2025	Nov 2024
Total number of patrons	7,603	7,333	7,245
Largest day/number	Oct 30/525	Nov 19/469	Nov 4/397
Smallest day/number	Oct 4/159	Nov 29/95	Nov 2/114

Meeting rooms:	Oct 2025	Nov 2025	Nov 2024
Number of room reservations	285	220	
Number of patron-initiated reservations	56 (19.6%)	64 (29%)	

Public computers and wifi use:	Oct 2025	Nov 2025	Nov 2024
Number of users of public internet computers	671	469	583
Hours of public internet computer use	443	314	408
Number of unique wireless clients	1,003	817	1,056
Average daily wireless visits	88	77	97
Wifi total data transferred	1.70 TB	1.60 TB	1.55 TB

Patron questions at desks:	Oct 2025	Nov 2025	Nov 2024
Reference interactions	157	98	167
General/Directional	175	146	163
Technical assistance	281	185	249
Circulation	48	28	98
Conflict/Resolution	2	1	0

Other:	Oct 2025	Nov 2025	Nov 2024
Books mended	156	141	59
AV mended	98	0	105
Copy machines	9,986	7,713	7,747
Outgoing faxes	78	62	105
Incoming faxes	10	8	7

Resource sharing:	Oct 2025	Nov 2025	Nov 2024
Outgoing ILL	99	91	62
Incoming ILL	23	11	25
DFPL items shipped to other libraries	2,189	1,892	2,232
Holds received at DFPL	2,560	2,198	2,254

Programs and attendance:	Oct 2025	Nov 2025	Nov 2024
Young child (0-5) programs/attendance	23 prog/428 att	22 prog/448 att	21 prog/382 att
Child (6-11) programs/attendance	7 prog/176 att	6 prog/99 att	2 prog/43 att
Young adult (12-18) programs/attendance	5 prog/32 att	2 prog/26 att	1 prog/13 att
Adult (19+) programs/attendance	5 prog/64 att	3 prog/49 att	6 prog/68 att
General interest (all ages) programs/attendance	0 prog/0 att	9 prog/0 att	0 prog/0 att
Total programs/attendance:	40 prog/700 att	33 prog/622 att	30 prog/506 att

Self-directed activities and participation:	Oct 2025	Nov 2025	Nov 2024
Total activities/participation	2 prog/1043 partic	1 prog/203 partic	4 prog/27 partic

2026 Budget

Expense Fund Accounts	Description	2026 Budget	2025 Budget	2025 \$ spent as of 7/5/2025	Expected costs of 2025	2024 Budget	2024 Actual	2023 Budget	2023 Actual	2022 Budget	2022 Actual	2021 Budget	2021 Actual
15-55-5511-0100	Salaries - Full Time	\$367,000.00	\$360,000.00	\$174,896.60	\$350,000.00	\$350,000.00	\$327,193.95	\$342,000.00	\$338,873.97	\$319,650.00	\$315,367.91	\$319,520.00	\$318,005.13
15-55-5511-0200	Salaries - Part Time	\$134,000.00	\$130,000.00	\$63,130.32	\$128,000.00	\$126,100.00	\$132,591.58	\$124,850.00	\$121,709.89	\$119,925.00	\$100,450.59	\$100,000.00	\$107,948.84
15-55-5511-0300	Salaries - Janitor	\$23,000.00	\$23,000.00	\$10,260.91	\$23,000.00	\$19,500.00	\$24,793.11	\$18,200.00	\$20,563.17	\$17,500.00	\$17,772.99	\$18,000.00	\$19,302.80
15-55-5511-2500	Benefits	\$200,000.00	\$204,000.00	\$91,042.72	\$198,000.00	\$175,000.00	\$167,242.38	\$161,600.00	\$155,925.21	\$148,700.00	\$148,888.40	\$155,747.00	\$154,223.94
	Total Salaries and Benefits	\$724,000.00	\$717,000.00	\$339,330.55	\$699,000.00	\$670,600.00	\$651,821.02	\$646,650.00	\$637,072.24	\$605,775.00	\$582,479.89	\$593,267.00	\$599,480.71
15-55-5511-0600	Supplies	\$20,000.00	\$20,000.00	\$12,865.21	\$22,000.00	\$19,500.00	\$20,849.61	\$19,020.00	\$20,510.33	\$19,500.00	\$19,541.14	\$19,000.00	\$23,193.14
15-55-5511-0700	Postage	\$1,400.00	\$800.00	\$775.14	\$1,400.00	\$500.00	\$1,247.72	\$500.00	\$983.80	\$500.00	\$677.24	\$700.00	\$850.80
15-55-5511-0800	Insurance	\$7,000.00	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00	\$6,319.00	\$9,050.00	\$6,638.00	\$9,050.00	\$4,800.00	\$11,500.00	\$6,255.00
15-55-5511-0900	Telephone	\$3,000.00	\$400.00	\$100.12	\$1,250.00	\$550.00	\$228.23	\$550.00	\$399.57	\$450.00	\$1,130.55	\$465.00	\$644.76
15-55-5511-1000	Electricity and Water	\$39,000.00	\$39,000.00	\$15,379.33	\$39,000.00	\$39,000.00	\$37,918.17	\$40,000.00	\$34,669.91	\$41,800.00	\$32,135.27	\$42,500.00	\$38,189.93
15-55-5511-1100	Natural Gas	\$14,000.00	\$14,000.00	\$4,175.83	\$12,000.00	\$14,000.00	\$5,818.46	\$14,000.00	\$8,426.38	\$9,050.00	\$13,660.96	\$9,000.00	\$15,418.25
15-55-5511-1200	Maint. & Repair	\$34,500.00	\$26,000.00	\$17,120.50	\$31,000.00	\$25,000.00	\$44,119.84	\$21,000.00	\$23,091.89	\$21,000.00	\$22,293.65	\$18,000.00	\$28,667.98
15-55-5511-1300	Books	\$66,700.00	\$66,700.00	\$33,527.50	\$66,700.00	\$64,200.00	\$62,560.77	\$57,150.00	\$64,185.89	\$57,350.00	\$62,483.20	\$56,949.00	\$60,873.03
15-55-5511-1400	Other (Library of Things)	\$1,000.00	\$800.00	\$420.93	\$800.00	\$800.00	\$539.51	\$700.00	\$772.30	\$1,000.00	\$1,392.22	\$1,000.00	\$603.33
15-55-5511-1500	Periodicals	\$4,800.00	\$4,800.00	\$1,651.19	\$4,800.00	\$4,800.00	\$4,390.65	\$4,500.00	\$5,679.40	\$5,200.00	\$4,523.71	\$5,000.00	\$4,564.65
15-55-5511-1600	A.V.	\$17,500.00	\$26,000.00	\$11,373.45	\$26,000.00	\$26,100.00	\$29,802.41	\$24,856.00	\$28,924.80	\$22,620.00	\$13,908.25	\$21,400.00	\$21,082.19
15-55-5511-1700	Summer Reading Program	\$3,750.00	\$3,750.00	\$5,105.06	\$6,275.00	\$3,750.00	\$4,523.44	\$3,750.00	\$4,168.49	\$4,000.00	\$4,189.59	\$4,000.00	\$4,207.13
15-55-5511-1800	Continuing Ed & Travel	\$2,000.00	\$2,000.00	\$1,267.45	\$2,000.00	\$2,000.00	\$2,071.94	\$2,000.00	\$2,294.68	\$2,000.00	\$1,373.50	\$2,200.00	\$1,430.17
15-55-5511-1900	Information Sources/Services	\$58,500.00	\$54,000.00	\$46,137.87	\$64,000.00	\$52,000.00	\$53,142.24	\$54,125.00	\$54,089.61	\$56,650.00	\$53,239.77	\$50,418.00	\$59,582.43
15-55-5511-2000	Programming	\$8,000.00	\$8,000.00	\$6,576.73	\$10,000.00	\$8,000.00	\$6,395.43	\$7,000.00	\$8,941.71		\$0.00		\$4,399.34
	Total Operations/Services:	\$281,150.00	\$272,750.00	\$156,476.31	\$293,725.00	\$266,700.00	\$279,927.42	\$258,201.00	\$263,776.76	\$250,170.00	\$235,349.05	\$242,132.00	\$269,962.13
	Total Operating Budget:	\$1,005,150.00	\$989,750.00	\$495,806.86	\$992,725.00	\$937,300.00	\$931,748.44	\$904,851.00	\$900,849.00	\$855,945.00	\$817,828.94	\$835,399.00	\$869,442.84
15-60-0065-1103	CIP Computers	\$5,000.00	\$5,000.00	\$2,423.32	\$2,424.00	\$5,000.00							
15-60-0065-1105	CIP Server replacement		\$14,000.00		\$11,000.00								
15-60-0065-1100	CIP Public furniture		\$7,000.00		\$11,300.00	\$6,000.00							
15-60-0065-1104	CIP Flooring replacement		\$4,000.00		\$0.00	\$12,000.00							
15-60-0065-1102	CIP HVAC				\$87,550.00								
15-60-0065-1106	CIP Sorting machine replacement	\$150,000.00											
15-60-0065-1107	CIP Phone system replacement	\$5,000.00											
	Total CIP Budget:	\$160,000.00	\$30,000.00	\$2,423.32	\$112,274.00	\$28,500.00	\$16,254.95				\$27,264.00		\$30,292.51
	Grand Totals:	\$1,165,150.00	\$1,019,750.00	\$498,230.18	\$1,104,999.00	\$965,800.00	\$948,003.39						

Revenue Fund Accounts	Description	2026 Budget	2025 Budget	2025 Revenue as of 7/5/2025	Expected revenue of 2025	2024 Budget	2024 Actual Revenue	Revenue Budget 2023	2023 Actual Revenue	Revenue Budget 2022	2022 Actual Revenue	Revenue Budget 2021	2021 Actual Revenue
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$24,632.00	\$19,344.73	\$19,344.56	\$19,344.00	\$17,990.00	\$17,991.06	\$13,400.00	\$13,401.00	\$11,060.00	\$11,061.09	\$9,882.20	\$9,881.91
15-44-0044-6120	Jeff. Co. Aid	\$305,504.00	\$298,147.00	\$298,147.00	\$298,147.00	\$282,736.00	\$283,446.00	\$277,220.00	\$277,220.00	\$274,929.00	\$274,292.00	\$271,227.00	\$271,227.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$7,000.00	\$3,622.86	\$7,000.00	\$7,000.00	\$8,564.38	\$5,000.00	\$6,920.69	\$3,000.00	\$5,922.27	\$5,000.00	\$4,607.53
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$1,200.00	\$798.03	\$1,200.00	\$1,200.00	\$1,142.65	\$1,200.00	\$1,655.25	\$2,000.00	\$1,514.53	\$5,000.00	\$1,082.90
15-47-0047-1100	Donations	\$8,700.00	\$8,000.00	\$12,769.81	\$24,175.00	\$8,000.00	\$20,472.81	\$7,000.00	\$37,895.71		\$7,150.00		
15-41-0041-1100	General Property Taxes	\$637,000.00	\$624,000.00	\$624,000.00	\$624,000.00	\$616,000.00	\$616,000.00	\$616,511.00	\$616,511.00		\$542,484.00		
15-48-0048-1200	Insurance Recoveries			\$0.00			\$6,619.01						
15-49-0049-9999	Fund Balance Applied	\$21,114.00	\$32,058.27	\$0.00	\$36,859.00	\$4,374.00	\$0.00						
	Total Revenue:	\$1,005,150.00	\$989,750.00	\$958,682.26	\$1,010,725.00	\$937,300.00	\$954,235.91	\$920,331.00	\$953,603.65	\$290,989.00	\$842,423.89	\$291,109.20	\$286,799.34
15-44-0044-6135	Trust Contributions (4% of 5-year avera	\$32,500.00	\$30,000.00	\$0.00	\$24,724.00	\$28,500.00	\$16,254.95	\$16,500.00	\$16,500.00	\$28,972.00	\$27,664.65	\$25,962.00	\$16,379.17
15-44-0044-6135	Trust Contributions (Additional request	\$127,500.00			\$87,550.00								
	Total Trust Contributions:	\$160,000.00	\$30,000.00	\$0.00	\$112,274.00	\$28,500.00	\$16,254.95	\$16,500.00	\$16,500.00	\$28,972.00	\$27,664.65	\$25,962.00	\$16,379.17
	Total Revenue (incl. trust):	\$1,165,150.00	\$1,019,750.00	\$958,682.26	\$1,122,999.00	\$965,800.00	\$970,490.86	\$936,831.00	\$970,103.65	\$319,961.00	\$870,088.54	\$317,071.20	\$303,178.51

Date: December 8, 2025
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: 2026 Library Board of Trustees Meeting Schedule

Background

The Dwight Foster Public Library Board of Trustees generally meets on the second Monday of each month at 9:30 a.m. at the Dwight Foster Public Library. Historically, the Board has not met during one summer month.

Discussion

Library staff proposes the following 2026 meeting schedule:

- Monday, January 12, 2026 at 9:30 a.m.
- Monday, February 9, 2026 at 9:30 a.m.
- Monday, March 9, 2026 at 9:30 a.m.
- Monday, April 13, 2026 at 9:30 a.m.
- Monday, May 11, 2026 at 9:30 a.m.
- Monday, June 8, 2026 at 9:30 a.m.
- Monday, August 10, 2026 at 9:30 a.m.
- Monday, September 14, 2026 at 9:30 a.m.
- Monday, October 12, 2026 at 9:30 a.m.
- Monday, November 9, 2026 at 9:30 a.m.
- Monday, December 14, 2026 at 9:30 a.m.

Recommendation

Library staff recommends approving the proposed 2026 Library Board of Trustees meeting schedule.

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 12th day of November, 2025, by and between the County of Jefferson, hereinafter called "County," and **Dwight Foster Public Library (Fort Atkinson)** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2026 and ending December 31, 2026.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$305,504** payable in one sum not later than March 1, 2026.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

CONTRACT FOR COUNTY *RESOURCE LIBRARY* SERVICES

This agreement made this 12th day of November, 2025, by and between the County of Jefferson (Jefferson County Library Council), hereinafter called "County," and **Dwight Foster Public Library (Fort Atkinson)** hereinafter called "**Resource Library**," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2026 and ending December 31, 2026.

III. RESOURCE LIBRARY SERVICES

1. The **Resource Library** shall serve as the resource library for Jefferson County libraries, and perform such other duties as have been performed in the past and shall be agreed upon in the future.
2. The **Resource Library** shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The **Resource Library** shall furnish all required statistical information.

IV. MONETARY PAYMENT

In consideration of the **Resource Library** services, the County shall pay to the **Resource Library**, for the term of this agreement, the total sum of **\$700** payable in one sum not later than March 1, 2026.

V. LOCAL AUTONOMY

The **Resource Library** shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the **Resource Library** shall retain all of the existing powers and duties related to the operation and maintenance of said **Resource Library**.



Strategic Plan Mission Statement & Values 2024-2026 (with updates from December 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.

December 2025 Update:

- In August 2025, staff participated in training sessions about the new Vega Discover catalog and Impact 2-1-1.
- Staff were invited to participate in a “Positive Postcards” project by writing and sharing messages about the great things their coworkers are doing. The goal of the initiative was to spread positivity in the library work environment and recognize the wonderful things library staff do each day.
- Molley is participating in an online cataloging class paid for by Bridges Library System.
- All full-time staff members continue to meet weekly for staff meetings.
- Minetta continues to meet with each full-time staff member about every other week for check-in meetings.
- **In 2026, we plan to offer training days for all library staff in March and August.**

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 is 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.

December 2025 Update:

- Staff are working with CJ & Associates to reupholster the furniture in the teen room in order to make the space look more fresh and welcoming in a cost effective manner.
- Staff replaced the library's main server.
- Staff replaced three area rugs in the reference room and the storytime room with generous funding from the Friends of the Library.
- Staff launched a new online room reservation platform that enables patrons to reserve meeting room spaces on their own if they wish. While this new feature can be utilized by anyone, staff think it is especially relevant for tech savvy remote workers who are looking for somewhere to work or meet.
- **In 2026, library staff will coordinate projects to update the library's automatic material handling machine in the book drop and update the library's phone system.**

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.

December 2025 Update:

- Staff added a circulating puzzle collection and also used a grant to purchase large format puzzles to meet the demands of patrons.
- Staff are adding circulating portable CD players to the Library of Things collection to enable more patrons to access the library’s existing audiobook on CD and music CD collections.

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.

December 2025 Update:

- In September, Bridges Library System launched the new Vega Discover catalog. The new catalog “rolls up” records for the same material in different formats. The goal of this version of the catalog is to help patrons find what they are looking for more easily.
- Daphne is coordinating monthly field trip experiences for homeschooling families in partnership with area attractions like the Fireside Theatre, Jones Farm, and the Hoard Historical Museum.
- Daphne worked with the Friends of Rose Lake to develop circulating birding kits for kids.
- Carlee and Molley staffed a table at the community’s Trunk or Treat event at Jones Park on Halloween, interacting with more than 800 people and handing out about 200 winter program guides.
- Staff set up a temporary mini food pantry in the lobby to help community members access the food resources they need.
- Carlee and other library staff members have implemented new social media marketing efforts in order to reach new audiences and strengthen our relationship with existing patrons.
- Deb continued to coordinate home delivery to several patrons each week and also delivers library materials to residents at Reena each month.
- In 2025, DFPL staff partnered with the following groups, businesses, and organizations: ADRC of Jefferson County, BASE, Bridges Library System, City of Fort Atkinson, Connections Memory Care, Crown of Life Christian Academy, Department of Public Works, Fairest of the Fair, Faith Community Christian School, Fireside Theatre, Fort Atkinson Police Department, Fort Atkinson Preschool and Childcare, Fort Atkinson Senior Center, Friends of the Library, Girl Scout Troop 7783, Head Start, Holiday Inn Express of Fort Atkinson, Jefferson County Health Department, Jones Farm, Kids Konnection, Kiwanis of Fort Atkinson, the Langholz, Library Memory Project, Optimist Club, Papa Brunk’s Bakery, Parents Coop Preschool, Parks and Recreation Department, PBS Wisconsin, School District of Fort Atkinson, St. Paul’s Lutheran School and Daycare, United Way, and Warm Belly Garden Center.

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