



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, FEBRUARY 9, 2026 – 9:30 AM
FCCU COMMUNITY ROOM**

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

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

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 January 12, 2026 regular Library Board meeting
- 4. Financial Report**
 - a. Discussion relating to the library's 2025 financial summary (Lippert)
 - b. Discussion relating to the February 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 2025 Annual Report and the Statement Concerning Public Library System Effectiveness for the Wisconsin Department of Public Instruction (Lippert)
- b. Review and possible action relating to a website redesign project (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 14 The Library Board and the Open Meetings Law (Lippert)
<https://vimeo.com/showcase/11330550?video=1000948547>

11. Adjournment

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.

Dwight Foster Public Library
209 Merchants Avenue, Fort Atkinson, WI 53538
LIBRARY BOARD MINUTES MONDAY, JANUARY 12, 2026 - 9:30AM
ROTARY ROOM (2ND FLOOR OF LIBRARY)

The meeting was called to order at 9:31 AM by Julie Olver

Roll Call: Present: Rob Abbott, Rebecca Houseman, Kyle Jacobson, Leslie LaMuro, Davin Lescohier, Julie Olver, Minetta Lippert, Sarah Dorfman, Duane Scott, Sara Scullin, Sara Podoll

Absent: Laura Becker, Lori Compas

Trust Update

Bruce Waller from Edward Jones made a presentation about the Library's Trust Fund. In 2025 the trust grew 14%, an increase of \$128,000.00, and so far in 2026 it has increased by \$12,000. The current value of the trust is \$1,009,887.00 growing at an average rate of 7%. There was a generous donation of \$100,000.00 to the trust this year.

Approval of Minutes

Review and possible action relating to the minutes of the December 8 regular Library Board meeting

Move to approve by: Kyle Jacobson, 2nd by: Sara Podoll, all approved

Financial Report

Minetta discussed the January financial report of the library and the summary of the 2025 Trust expenditures and contributions. Some unexpected expenses the boilers down after the fuse was blown. The new rugs and some furniture was a planned expense.

Approval of Bills

Review and possible action relating to the library's bills-

Move to approve by: Leslie LaMuro, 2nd by: Davin Lescohier, all approved

Public Input – John Ciccarelli introduced himself as a candidate running for city council who wanted to observe a library board meeting.

Reports

Director's Report- Minetta reported on the 2025 annual review and commented on how much she likes the year end review chart, it gives a lot of information in a very readable format. There were some unexpected expenses this year the fuse blown resulting in boilers down, one was fixed Dec. 16th by Ahern the other was repaired by Dec. 30th. We have cancelled Hoopla due to high cost with minimal pushback from Library patrons. She has held performance evaluations with all the full time staff and she met with Rebecca Houseman to set her goals for 2026. Checked out 4 different companies for floor mats, but

after careful review went with Packerland but negotiated a lower price. Staff created some CD checkout bags and learn to knit or crochet kits. The winter reading program is under way and people can still sign up. Find the bear in the library is ongoing. Requested a check from Edward Jones Trust for \$106,905.03 to reimburse the city for 2025 CIP expenses for furniture, server replacement, new computers and HVAC repairs.

Friends of the Library Liaison Report

Julie Olver reported that the Friends of the Library met last week and pledged \$14,000 for explore passes. They plan to take part in a T-shirt fundraiser organized by Carlee. She also reported that the renewal campaign went very well.

Unfinished Business

None

New Business

Review and possible action relating to the pay grades and pay ranges for full-time library employees as outlined in the City of Fort Atkinson's classification and compensation report Move to approve pay increases incrementally to the 50th percentile as recommended by the City's classification and compensation final report by: Sara Podoll, 2nd by: Sara Scullin, all approved

Review and possible action relating to the phone system replacement project

It was recommended by Minetta that the library choose Option 1 from Ignatek Installation cost estimate: \$5,563.33 and ongoing monthly cost estimate: \$170.33 Ignatek's proposal would move the library's phone system to the same 3CX phone system used by the rest of the City. Ignatek would install 11 new phones in the library, connect the library to the City's fiber network, and replace the Meraki switch with a Ubiquiti switch. Move to approve by: Rob Abbott, 2nd by: Sarah Dorfman, all approved

Review and possible action relating to a cooperative computer purchase

Minetta explained that a group computer purchase would allow us to purchase 6 desktop computers and monitors for \$750 each which is under our budgeted amount. Move to approve by: Davin Lescohier, 2nd by: Sara Podoll, all approved

Review the Jefferson County Library Service Guidelines

Minetta reported that we are in compliance with the Jefferson County Library Board's service guidelines and she appreciates that they do not have any monetary penalties for non compliance as some other counties do.

Miscellaneous

Trustee Training: Board Matrix and Trustee Self-Assessment

Minetta handed out copies of the board matrix and self assessment and asked that board members fill out the matrix and turn it in to her so that she can compile a spreadsheet outlining the qualifications that various board members contribute to the board. The self-

assessment is for the board's own benefit and does not need to be returned.

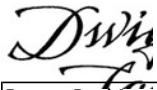
Move to adjourn at 10:24 am by: Sara Podoll, 2nd by: Kyle Jacobson, all approved

Minutes respectively submitted by,
Leslie LaMuro

2025 Financial Review

Revenues				
Account No	Title	2025 Budget	2025 Actual	Variance
15-41-0041-0001	TRANS IN FROM GEN FUND(R)	\$0.00	\$0.00	\$0.00
15-41-0041-1100	GENERAL PROPERTY TAXES(R)	-\$624,000.00	-\$624,000.00	\$0.00
15-42-0042-1000	STATE/FED MISC REVENUE(R)	\$0.00	-\$106.75	\$106.75
15-44-0044-6000	ADJACENT COUNTY FUNDING(R)	-\$19,344.73	-\$19,344.56	-\$0.17
15-44-0044-6005	ADJ COUNTY ARPA GRANT(R)	\$0.00	\$0.00	\$0.00
15-44-0044-6100	COPY, SCAN, FAX, PRINT(R)	-\$7,000.00	-\$7,483.23	\$483.23
15-44-0044-6110	FINES(R)	-\$1,200.00	-\$1,946.83	\$746.83
15-44-0044-6115	CONSTRUCTION DONATIONS(R)	\$0.00	\$0.00	\$0.00
15-44-0044-6120	JEFFERSON COUNTY AID(R)	-\$298,147.00	-\$298,147.00	\$0.00
15-44-0044-6135	TRUST CONTRIB-CIP PROJECTS(R)	-\$30,000.00	-\$106,908.03	\$76,908.03
15-47-0047-1100	DONATIONS / GRANTS(R)	-\$8,000.00	-\$28,674.33	\$20,674.33
15-48-0048-1200	INSURANCE RECOVERIES(R)	\$0.00	\$0.00	\$0.00
15-49-0049-9999	FUND BALANCE APPLIED(R)	-\$32,058.27	\$0.00	-\$32,058.27
Totals		-\$1,019,750.00	-\$1,086,610.73	\$66,860.73

Expenses				
Account No	Title	2025 Budget	2025 Actual	Variance
15-55-5510-0100	CO LIB-Salaries F-Time(E)	\$0.00	\$0.00	\$0.00
15-55-5510-0200	CO LIB-Salaries P-Time(E)	\$0.00	\$0.00	\$0.00
15-55-5510-0300	CO LIB-Janitor(E)	\$0.00	\$0.00	\$0.00
15-55-5510-0600	CO LIB-Supplies(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1200	CO LIB-Maint. & Repairs(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1300	CO LIB-Books(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1400	CO LIB-Other(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1500	CO LIB-Periodicals(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1600	CO LIB-A.V.(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1700	CO LIB-Summer Reading Program(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1800	CO LIB-Continuing Ed & Travel(E)	\$0.00	\$0.00	\$0.00
15-55-5510-1900	CO LIB-Information Sourc/Serv(E)	\$0.00	\$0.00	\$0.00
15-55-5510-2000	CO LIB-Programming(E)	\$0.00	\$0.00	\$0.00
15-55-5510-2500	CO LIB-Benefits(E)	\$0.00	\$0.00	\$0.00
15-55-5511-0100	LIBRARY-Salaries F-Time(E)	\$360,000.00	\$350,432.83	\$9,567.17
15-55-5511-0200	LIBRARY-Salaries P-Time(E)	\$130,000.00	\$127,850.75	\$2,149.25
15-55-5511-0300	LIBRARY-Salaries Janitor(E)	\$23,000.00	\$22,229.38	\$770.62
15-55-5511-0600	LIBRARY-Supplies(E)	\$20,000.00	\$23,211.12	-\$3,211.12
15-55-5511-0700	LIBRARY-Postage(E)	\$800.00	\$1,684.58	-\$884.58
15-55-5511-0800	LIBRARY-Insurance(E)	\$6,500.00	\$7,028.74	-\$528.74
15-55-5511-0900	LIBRARY-Telephone(E)	\$400.00	\$1,050.29	-\$650.29
15-55-5511-1000	LIBRARY-Electricity and Water(E)	\$39,000.00	\$37,365.86	\$1,634.14
15-55-5511-1100	LIBRARY-Natural Gas(E)	\$14,000.00	\$8,588.92	\$5,411.08
15-55-5511-1200	LIBRARY-Maint. & Repairs(E)	\$26,000.00	\$40,018.99	-\$14,018.99
15-55-5511-1300	LIBRARY-Books(E)	\$66,700.00	\$65,953.41	\$746.59
15-55-5511-1400	LIBRARY-Other(E)	\$800.00	\$1,303.29	-\$503.29
15-55-5511-1500	LIBRARY-Periodicals(E)	\$4,800.00	\$3,737.69	\$1,062.31
15-55-5511-1600	LIBRARY-A.V.(E)	\$26,000.00	\$24,734.03	\$1,265.97
15-55-5511-1700	LIBRARY-Summer Reading Program(E)	\$3,750.00	\$5,486.85	-\$1,736.85
15-55-5511-1800	LIBRARY-Continuing Ed & Travel(E)	\$2,000.00	\$2,769.44	-\$769.44
15-55-5511-1900	LIBRARY-Information Sourc/Serv(E)	\$54,000.00	\$57,133.99	-\$3,133.99
15-55-5511-2000	LIBRARY-Programming(E)	\$8,000.00	\$9,797.90	-\$1,797.90
15-55-5511-2500	LIBRARY-Benefits(E)	\$204,000.00	\$179,593.10	\$24,406.90
15-60-0065-1000	CIP SECURITY CAMERAS(E)	\$0.00	\$0.00	\$0.00
15-60-0065-1100	CIP FURNITURE REPLACEMENT(E)	\$7,000.00	\$8,850.21	-\$1,850.21
15-60-0065-1101	CIP BRICK REPAIR(E)	\$0.00	\$0.00	\$0.00
15-60-0065-1102	CIP HVAC CONTROLS(E)	\$0.00	\$85,000.00	-\$85,000.00
15-60-0065-1103	CIP COMPUTERS(E)	\$5,000.00	\$2,423.32	\$2,576.68
15-60-0065-1104	CIP CARPET/FLOORING(E)	\$4,000.00	\$0.00	\$4,000.00
15-60-0065-1105	CIP SERVER REPLACEMENT(E)	\$14,000.00	\$10,634.50	\$3,365.50
Totals		\$1,019,750.00	\$1,076,879.19	-\$57,129.19



**February 2026
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)		\$367,000.00	\$27,518.98	\$339,481.02		\$339,481.02
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$7,159.37	\$126,840.63		\$126,840.63
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$1,900.00	\$21,100.00		\$21,100.00
15-55-5511-2500	Benefits		\$200,000.00	\$2,158.41	\$197,841.59		\$197,841.59
	Total Salaries and Benefits		\$724,000.00	\$38,736.76	\$685,263.24		
15-55-5511-0600	Supplies		\$20,000.00	\$1,309.62	\$18,690.38		\$18,690.38
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$196.38	\$1,203.62		\$1,203.62
15-55-5511-0800	Insurance		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-55-5511-0900	Telephone		\$3,000.00	\$4.66	\$2,995.34		\$2,995.34
15-55-5511-1000	Electricity and Water		\$39,000.00	\$0.00	\$39,000.00		\$39,000.00
15-55-5511-1100	Natural Gas		\$14,000.00	\$0.00	\$14,000.00		\$14,000.00
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$7,073.93	\$27,426.07		\$27,426.07
15-55-5511-1300	Books		\$66,700.00	\$2,277.33	\$64,422.67		\$64,422.67
15-55-5511-1400	Other		\$1,000.00	\$11.99	\$988.01		\$988.01
15-55-5511-1500	Periodicals		\$4,800.00	\$0.00	\$4,800.00		\$4,800.00
15-55-5511-1600	AV		\$17,500.00	\$345.35	\$17,154.65		\$17,154.65
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$0.00	\$3,750.00		\$3,750.00
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$48.87	\$1,951.13		\$1,951.13
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$3,980.53	\$54,519.47		\$54,519.47
15-55-5511-2000	Programming		\$8,000.00	\$333.48	\$7,666.52		\$7,666.52
	Total Operations/Services		\$281,150.00	\$15,582.14	\$265,567.86		
	Total Operating Budget		\$1,005,150.00	\$54,318.90	\$950,831.10		
15-60-0065-1103	CIP Computers		\$5,000.00	\$0.00	\$5,000.00		
	CIP Sorting Machine Replacement		\$150,000.00	\$0.00	\$150,000.00		
	CIP Phone System Replacement		\$5,000.00	\$0.00	\$5,000.00		
	Total CIP		\$160,000.00	\$0.00	\$160,000.00		
	Grand Total		\$1,165,150.00	\$54,318.90	\$1,110,831.10		

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$24,632.00	\$9,797.00
15-44-0044-6120	Jeff. Co. Aid	\$305,504.00	\$0.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$487.24
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$213.52
15-47-0047-1100	Donations and Grants	\$8,700.00	\$100.00
15-42-0042-1000	State/Fed Misc Revenue	\$0.00	\$0.00
15-41-0041-1100	General Property Taxes	\$637,000.00	\$637,000.00
15-48-0048-1200	Insurance Recoveries	\$0.00	\$0.00
15-49-0049-9999	Fund Balance Applied	\$21,114.00	\$0.00
	Total Revenue for Operations	\$1,005,150.00	\$647,597.76
15-44-0044-6135	Trust Contributions (CIP)	\$32,500.00	\$0.00
15-44-0044-6135	Trust Contributions (Additional Requests)	\$127,500.00	\$0.00
	Total CIP Reimbursement	\$160,000.00	\$0.00
	Total Revenue	\$1,165,150.00	\$647,597.76
	Donations (Edward Jones)	\$0.00	\$500.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$78,764.82	\$1,019,430.32	

Signatures of Approval:

Library Director	Board of Trustees President	Board of Trustees Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AL BEYERS			
76968	FIREPLACE PILOT REPAIR	137.90	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total AL BEYERS:		137.90	
AMAZON CAPITAL SERVICES			
1139-RKVC-TJHT	LUWECF KIDS EXPLORER VEST DRESS UP VALENTINES DAY GIFTS FOR KIDSCARGO VEST OUTFIT FOR HALLOWEEN BIRTHDAY GIFT HIKING FISHING, GREEN	47.95	15-55-5511-2000 LIBRARY-Programming
11LV-GX1G-67TY	BUSINESS PRIME MEMBERSHIP FEE	17.45	15-55-5511-0600 LIBRARY-Supplies
11PV-NXQ4-7499	MAGNA-TILES CLASSIC 100-PIECE MAGNETIC CONSTRUCTION SET, THE ORIGINAL MAGNETIC BUILDING BRAND	119.99	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	RAINFLOW CANVAS TOTE BAG - 4 PCS COTTON CANVAS REUSABLE GROCERY	8.99	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	HAPE TODDLER KITCHEN SET WOODEN 6 PIECE COOKING SET,	27.98	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	PROMOTIONS & DISCOUNTS	-2.00	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	LEARNING RESOURCES FARMER'S MARKET COLOR SORTING SET - PLAY FOOD FOR KIDS,	31.97	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	TOP BRIGHT MONTESSORI TODDLER FISHING GAME - KIDS WOODEN MAGNETIC FISHING	39.98	15-55-5511-2000 LIBRARY-Programming
11PV-NXQ4-7499	JUMLYS MONTESSORI WOODEN BURGER STACKING TOYS FOR 2, 3, 4, 5 YEAR OLDS, FINE MOTOR TOYS	19.98	15-55-5511-2000 LIBRARY-Programming
11VP-HL9L-P1RG	12 BOOKS	99.24	15-55-5511-1300 LIBRARY-Books
13CD-JDKN-CCR1	4 DVDS	82.88	15-55-5511-1600 LIBRARY-A.V.
13H6-JQPQ-7WRL	6 BOOKS	71.83	15-55-5511-1300 LIBRARY-Books
13JN-1PKD-J7GM	SAINTRYGO 4 PCS SMALL BLACK CLEAR TODDLER BACKPACKS	15.59	15-55-5511-0600 LIBRARY-Supplies
13JN-1PKD-J7GM	1 SUNEE PLASTIC MESH ZIPPER POUCH 6.8X9.2 IN (BLACK, 18 PACKS), EXTRA LARGE WATER-RESISTANT ZIP BAG	10.91	15-55-5511-0600 LIBRARY-Supplies
13LL-RVGV-VRJY	1 BISSELL DEEPCLEAN + REFRESH WITH FEBREZE FRESHNESS SPRING & RENEWAL FORMULA, 1052A, 60 OUNCES	18.99	15-55-5511-0600 LIBRARY-Supplies
13PN-QLL9-7CJY	WINDEX, 23 FL OZ, QUANTITY 2	5.98	15-55-5511-0600 LIBRARY-Supplies
14GF-WC9H-119L	1 INSIGNIFICANT EVENTS IN		

Invoice Number	Description	Total Cost	GL Account and Title
14HM-73KV-RFVP	THE LIFE OF A CACTUS	16.77	15-55-5511-1300 LIBRARY-Books
	HEATED RIVALRY: NOW STREAMING ON CRAVE AND HBO MAX (GAMECHANGERS, 2)	26.68	15-55-5511-1300 LIBRARY-Books
19C4-THX6-K3MW	7 BOOKS	93.64	15-55-5511-1300 LIBRARY-Books
19FL-PD1F-VQ6X	1AYEARPARTY 120 PADS STICKY NOTES 3X3 INCH BRIGHT COLORS SELF STICKPADS BULK SMALL NOTE PADS	31.99	15-55-5511-0600 LIBRARY-Supplies
19MG-4T4F-KPTH	1 THE ORIGINAL CHRISTMAS SPECIALS COLLECTION - DELUXE EDITION [DVD]	17.66	15-55-5511-1600 LIBRARY-A.V.
1C4W-G3W6-66D3	INSIGNIFICANT EVENTS IN THE LIFE OF A CACTUS	-16.77	15-55-5511-1300 LIBRARY-Books
1CCJ-KGHV-YMHF	1MAYO CLINIC GUIDE TO HOLISTIC HEALTH: UNLOCK YOUR BODY'S NATURALHEALING POWERS	23.86	15-55-5511-1300 LIBRARY-Books
1CLY-KJ7K-6DMM	MAMA CARASIN: 0316578037SOLD AMAZON.COM SERVICES, INCORDER #111-1088314-1355448	12.34	15-55-5511-1300 LIBRARY-Books
1CLY-KJ7K-6DMM	HOW TO CATCH A DREAM	8.44	15-55-5511-1300 LIBRARY-Books
1CLY-KJ7K-6DMM	A LEAF THIEF BOOK: WHAT COLOR IS IT? (THE LEAF THIEF)	5.84	15-55-5511-1300 LIBRARY-Books
1CLY-KJ7K-6DMM	MINECRAFT: GUIDE TO THE NETHER & THE END	7.98	15-55-5511-1300 LIBRARY-Books
1CLY-KJ7K-6DMM	WHERE'S THE LEAF THIEF?	6.49	15-55-5511-1300 LIBRARY-Books
1CNT-PNR6-Q9WL	4 BOOKS	62.84	15-55-5511-1300 LIBRARY-Books
1CR6-G9PL-33WD	TONIBOX, FIGURES, TOYS	632.48	15-55-5511-1600 LIBRARY-A.V.
1CXG-MVY1-DN46	TOKEN OF GOODWILL	-5.33	15-55-5511-0600 LIBRARY-Supplies
1D94-97CF-FP1J	6 BOOKS	80.03	15-55-5511-1300 LIBRARY-Books
1DKT-4LK6-9693	HOME ALONE	14.99	15-55-5511-1600 LIBRARY-A.V.
1DVT-V9YK-G1HC	3 SIMPLY ORGANIC ALLSPICE, ORGANIC, 2.57 OUNCE	7.07	15-55-5511-2000 LIBRARY-Programming
1DVT-V9YK-G1HC	KESOTE PATRIOTIC STAR STICKERS, 9 SHEETS GLITTER RED BLUE SLIVERSTAR STICKERS	6.64	15-55-5511-2000 LIBRARY-Programming
1DVT-V9YK-G1HC	ABAOKAI 12 PIECES GOLD MEDALS FOR AWARDS, 1ST WINNER MEDALS	23.98	15-55-5511-2000 LIBRARY-Programming
1F64-PKDJ-MKR7	BENCAILOR 3 PAIRS CHRISTMAS 18 INCH DOLL BOOTS AND SHOES WINTER DOLLSSHOES AMERICAN THEMED BOOTS SKATES FOR DRESS UP(SIMPLE STYLE)	-13.49	15-55-5511-0600 LIBRARY-Supplies
1F9D-X7K7-VRRCR	1BUCKEYE: A READ WITH JENNA PICK: A NOVEL	19.20	15-55-5511-1300 LIBRARY-Books
1FRM-N96V-JTL6	3 BOOKS	36.85	15-55-5511-1300 LIBRARY-Books
1GGN-7Q6W-6RNT	PLAID SHIRT AND JEANS FOR 18-INCH DOLLS PREMIUM QUALITY & TRENDYDESIGN		

Invoice Number	Description	Total Cost	GL Account and Title
	DOLLS CLOTHES OUTFIT FASHIONS FOR DOLLS FOR POPULAR BRANDS	16.99	15-55-5511-0600 LIBRARY-Supplies
1H47-L636-JVX7	THE CAREGIVER'S GUIDE TO DEMENTIA: PRACTICAL ADVICE FOR CARING FORYOURSELF AND YOUR LOVED ONE	58.44	15-55-5511-0600 LIBRARY-Supplies
1H47-L636-JVX7	CLEAR BACKPACK SEE THROUGH CLEAR BOOKBAGS FOR SCHOOL COLLEGEWORK BLACK, 2 PACK BUNDLE	16.14	15-55-5511-0600 LIBRARY-Supplies
1HDW-3WTT-JJDT	2 LUCKY DAY TITLES	35.40	15-55-5511-1400 LIBRARY-Other
1HRN-6KPD-M9KL	7 BOOKS	79.72	15-55-5511-1300 LIBRARY-Books
1L3N-69NF-CC6P	1 DARE TO LEAD: BRAVE WORK. TOUGH CONVERSATIONS. WHOLE HEARTS.AMAZON.COM SERVICES, INC	15.98	15-55-5511-1300 LIBRARY-Books
1L97-LDCW-HVP3	12 BOOKS	161.29	15-55-5511-1300 LIBRARY-Books
1LP3-C3LM-KQGD	1SWIFFER DUSTERS REFILL FOR CLEANING, FEATHER & MICROFIBER DUSTERDISPOSABLE ALTERNATIVE,	12.99	15-55-5511-0600 LIBRARY-Supplies
1LP3-C3LM-KT3W	1 HIGHLAND STICKY NOTES, 3 X 3 INCHES, YELLOW, SET OF 24 (6549-24) B0018191SM#112-7044505-0209046	5.62	15-55-5511-0600 LIBRARY-Supplies
1M3C-JMFT-VDCN	AVERY PRINTABLE ADDRESS LABELS WITH SURE FEED, 1" X 2-5/8", NEONYELLOW, 750 BLANK LABELS (5972)	12.99	15-55-5511-0600 LIBRARY-Supplies
1M3C-JMFT-VDCN	SCOTCH HEAVY DUTY SHIPPING PACKING TAPE, CLEAR, PACKING TAPEFOR MOVING BOXES AND PACKAGING SUPPLIES, 1.88 IN. X 22.2 YD	10.84	15-55-5511-0600 LIBRARY-Supplies
1MR6-JRHY-NP71	15 BOOKS	165.47	15-55-5511-1300 LIBRARY-Books
1MWJ-QHN6-C3Q	1 YOU ARE THE DETECTIVE: THE CREEPING HAND MURDER0593836014BY: AMAZON.COM SERVICES, INC	9.99	15-55-5511-1300 LIBRARY-Books
1MXW-QRJN-9WM	CLEAN REVOLUTION FOAMING HAND SOAP REFILL	38.18	15-55-5511-0600 LIBRARY-Supplies
1MXW-QRJN-FGC	SEEING THE SUPERNATURAL: INVESTIGATING ANGELS, DEMONS, MYSTICALDREAMS, NEAR-DEATH ENCOUNTERS, AND OTHER MYSTERIES OF THEUNSEEN WORLD	23.14	15-55-5511-1600 LIBRARY-A.V.
1MXW-QRJN-FGC	3 UFOS: A SCIENTIST EXPLAINS WHAT WE KNOW (AND DON'T KNOW)	27.49	15-55-5511-1600 LIBRARY-A.V.

Invoice Number	Description	Total Cost	GL Account and Title
1MXW-QRJN-FGC	BETWEEN TWO WORLDS: A PSYCHIATRIST AND HER SON'S QUEST FOR COMPASSIONATE MENTAL HEALTH CARE	21.31	15-55-5511-1600 LIBRARY-A.V.
1QW9-TW99-LY9P	1 INSPIRE HEAVY DUTY 6 MIL ORIGINAL QUALITY STRETCH NITRILE GLOVES BLACK DISPOSABLE LATEX FREE	80.99	15-55-5511-0600 LIBRARY-Supplies
1QW9-TW99-PHM7	THE INTERSECTION OF FAITH AND SCHOOL LEADERSHIP: MEMOIRS OF A SCHOOL ADMINISTRATOR	42.99	15-55-5511-1300 LIBRARY-Books
1RCK-61DJ-YTDN	MAYO CLINIC GUIDE TO HOLISTIC HEALTH: UNLOCK YOUR BODY'S NATURAL HEALING POWERS	-23.86	15-55-5511-1300 LIBRARY-Books
1RWD-MVCL-N9C4	3 BOOKS	48.23	15-55-5511-1300 LIBRARY-Books
1RYD-V6M4-VGCD	1 GILMORE GIRLS: SEASON 1	28.69	15-55-5511-1600 LIBRARY-A.V.
1TFW-R9W6-GV3F	1 FEARFUL. UNA HISTORIA DE POWERLESS / FEARFUL. A POWERLESS STORY	11.97	15-55-5511-1300 LIBRARY-Books
1V49-TMV3-3VLT	1 VI-JON SWAN ISOPROPYL ALCOHOL, 70% 16 FL OZ	6.54	15-55-5511-0600 LIBRARY-Supplies
1V49-TMV3-414K	PROMOTIONS & DISCOUNTS	-5.20	15-55-5511-0600 LIBRARY-Supplies
1V49-TMV3-414K	BADGER BASKET DOLL TRAVEL CASE WITH BED, BLANKET, PILLOW, MESH STORAGE & PEEK-A-BOO WINDOW -	32.99	15-55-5511-0600 LIBRARY-Supplies
1V49-TMV3-414K	SOPHIA'S 18" GLITTERY HOT PINK DOLL HAIR BRUSH, IDEAL FOR WIG-LIKE HAIR	51.96	15-55-5511-0600 LIBRARY-Supplies
1V49-TMV3-RDY3	1 BENCAILOR 3 PAIRS CHRISTMAS 18 INCH DOLL BOOTS AND SHOES WINTER DOLLS SHOES	13.49	15-55-5511-0600 LIBRARY-Supplies
1VXC-FKM9-H479	1 DARE TO LEAD: BRAVE WORK. TOUGH CONVERSATIONS. WHOLE HEARTS. (ADARE TO LEAD BOOK)	15.17	15-55-5511-1300 LIBRARY-Books
1VXQ-3K7H-76CD	18 INCH DOLL SHOES	15.99	15-55-5511-0600 LIBRARY-Supplies
1W14-FXL7-XHDD	100 PCS KAWAII STICKERS WATERPROOF FOR LAPTOP - CUTE STICKERS FOR KIDS WATER BOTTLE - CUTE KIDS DECALS, PARTY FAVORS - GIFTS FOR BOYS & GIRLS	4.99	15-55-5511-2000 LIBRARY-Programming
1W14-FXL7-XHDD	200 PCS WATER BOTTLE STICKERS FOR KIDS, CUTE STICKERS FOR WATER BOTTLES, VINYL WATERPROOF AESTHETIC	5.02	15-55-5511-2000 LIBRARY-Programming
1W14-FXL7-XHDD	RAYMOND GEDDES WACKY WHIFFS GUMMY BEAR BOOKMARKS (PACK OF 48)	35.52	15-55-5511-2000 LIBRARY-Programming
1W14-FXL7-XHDD	STICKER FOR WATER		

Invoice Number	Description	Total Cost	GL Account and Title
	BOTTLES, 300 PCS/PACK CUTE VINYL WATERPROOFVSCO LAPTOP STICKERS FOR SCHOOL STUDENTS GIFTS	8.48	15-55-5511-2000 LIBRARY-Programming
1WPV-VJPX-6HJW	SAND TIMER, HOURGLASS SAND TIMERS COLORFUL 1/3/5/10/15/30 MINUTE SANDGLASS TIMER WITH PROTECTIVE COVER FOR CLASSROOM HOME OFFICE COOKING (PACK OF 6) MULTICOLOR	-32.63	15-55-5511-0600 LIBRARY-Supplies
1YLV-7FTW-6L6W	PORTABLE CD PLAYER	35.99	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	SAND TIMER, HOURGLASS SAND TIMERS COLORFUL 1/3/5/10/15/30 MINUTES SANDGLASS	75.92	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	FIDGET DODECAGON -12- SIDE FIDGET TOYS CUBE RELIEVES STRESS	13.28	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	YOYA TOYS LIQUIMO - LIQUID MOTION BUBBLER - 3 PACK - SENSORY FIDGET DESK	37.98	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	PROCASE NOISE REDUCTION EAR MUFFS, SOUND PROOF EAR PROTECTION, NRR 28DB NOISE CANCELLING HEADPHONES	19.96	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	MORF FIDGET WORM TOY - FLEXIBLE 3D SENSORY SLUG FIGGY TOY	51.96	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	FIDGET TOYS SENSORY STONES	37.95	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	SLOW RISING STRESS BALL 24 PACK, STRETCHY FIDGET BALL	31.95	15-55-5511-0600 LIBRARY-Supplies
1YQX-GJLL-VGC9	PROMOTIONS & DISCOUNTS	-1.00	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		<u>3,075.19</u>	
AT & T			
1-30-26	SERVICE	79.75	15-55-5511-0900 LIBRARY-Telephone
1-30-26	SERVICE	79.75	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		<u>159.50</u>	
BRODART CO			
Brodart DEC 2025	BRODART DEC 2025 AV ORDERS	348.44	15-55-5511-1600 LIBRARY-A.V.
Brodart DEC 2025	BRODART DEC 2025 BOOK ORDERS	4,313.11	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		<u>4,661.55</u>	
CENTER POINT LARGE PRINT			
2220565	11 LARGE PRINT BOOKS	278.07	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
2221606	2 LARGE PRINT BOOKS	47.94	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		326.01	
CENTURYLINK			
768269977	STATE PROGRAM/LONG DISTANCE SERVICE #1	4.66	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		4.66	
CHARTER COMMUNICATIONS			
170837201012126	#2 LIBRARY	190.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		190.56	
CLOUTE INC			
49272	SNOW SHOVELING, DEICING SALT	641.25	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		641.25	
DEB BAUER			
1-15-26	MILEAGE AND MEMORY CAFE SUPPLIES	48.87	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DEB BAUER:		48.87	
G.F.C. LEASING			
I01086904	#2 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999101885522	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999101889192	15 LARGE PRINT BOOKS	453.45	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		483.84	
IGNATEK LLC			
23915	MONTHLY BILLING FOR MANAGED IT	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
J.F. AHERN CO INC			
784995	BOILER RESTART FOLLOWING BLOWN WE ENERGIES FUSE	1,807.50	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total J.F. AHERN CO INC:		1,807.50	
JIM'S JANITORIAL SERVICE LLC			
15752	GENERAL CLEANING 12/22/25-1/2/25	850.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15757	GENERAL CLEANING		

Invoice Number	Description	Total Cost	GL Account and Title
	1/5/2026-1/16/2026	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,750.00	
JP MORGAN CHASE BANK-WIRE			
4699	JOURNAL SENTINEL-MONTHLY SUBSCRIPTION	40.00	15-55-5511-1500 LIBRARY-Periodicals
4699	REALLY GOOD STUFF-SENSORY BIN SUPPLIES	177.96	15-55-5511-0600 LIBRARY-Supplies
4699	LAKESHORE LEARNING-PLAY AREA REPLACEMENTS, LIQUID TILES	579.07	15-55-5511-2000 LIBRARY-Programming
4699	WI LIBRARY ASSN-MEMBERSHIP, LIBRARY DAY REGISTRATION	300.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4699	WALGREENS-SWIFFER DISTER	14.00	15-55-5511-0600 LIBRARY-Supplies
Total JP MORGAN CHASE BANK-WIRE:		1,111.03	
JUNIOR LIBRARY GUILD			
736561	SPANISH ELEMENTARY AND MIDDLE BOOKS	390.96	15-55-5511-1300 LIBRARY-Books
Total JUNIOR LIBRARY GUILD:		390.96	
KAPCO			
1506844	4 ROLLS EASY JACKET, 4 ROLLS EASY BIND	289.26	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		289.26	
KONE			
871897195	ELEVATOR MAINTENANCE 1/1/2026-12/31/2026	5,994.78	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total KONE:		5,994.78	
LIBRARY STORE			
773007	FILMOLUX, 6 ROLLS VARIOUS SIZES	258.24	15-55-5511-0600 LIBRARY-Supplies
Total LIBRARY STORE:		258.24	
MIDWEST TAPE			
508279992	1 BLU-RAY AND 5 DVDS	143.94	15-55-5511-1600 LIBRARY-A.V.
508319005	2 DVDS	35.98	15-55-5511-1600 LIBRARY-A.V.
508345293	1 DVD SET	74.99	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		254.91	
PACKERLAND RENT-A-MAT INC			
3281603	MAT SERVICE	138.75	15-55-5511-1200 LIBRARY-Maint. & Repairs

Invoice Number	Description	Total Cost	GL Account and Title
Total PACKERLAND RENT-A-MAT INC:		138.75	
ROCKET INDUSTRIAL INC			
IN00561157	MULTI-FOLD PAPER TOWELS, CAN LINERS, BATH TISSUE	269.60	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		269.60	
SCHOLASTIC LIBRARY PUBLISHING			
80692920	3 JUV BOOKS	48.72	15-55-5511-1300 LIBRARY-Books
Total SCHOLASTIC LIBRARY PUBLISHING:		48.72	
STEEN MACEK PAPER			
929887	COPY PAPER 10 BOXES	328.10	15-55-5511-0600 LIBRARY-Supplies
Total STEEN MACEK PAPER:		328.10	
WE ENERGIES			
1-21-26	#12 GAS	1,883.44	15-55-5511-1100 LIBRARY-Natural Gas
1-21-26	#12 ELECTRIC	2,429.18	15-55-5511-1000 LIBRARY-Electricity and Water
Total WE ENERGIES:		4,312.62	
Grand Totals:		28,039.88	

Library Director's Report February 2026

Staff

- In January, we implemented some desk assignment adjustments so now all part-time staff who are cross-trained at the circulation and reference desks have weekly shifts at both desks in order to strengthen and maintain their skills. I appreciate staff members' flexibility with the changes.
- Many staff members attended online webinars on January 21-22 for the 2026 Wild Wisconsin Winter Web Conference. I attended interesting sessions about prioritization, boundary setting, delegation, and organizational tools for library management.

Maintenance of Facility and Equipment

- Our elevator was out of service from January 23-27 because a battery needed to be replaced. Staff members did an excellent job offering accommodations to patrons and moving materials between the two floors while the elevator was out of order.
- CJ & Associates delivered the rest of our re-upholstered teen room furniture. The furniture upgrade project from 2025 is now complete.
- I repaired the KwikBoost courtesy charging station located near the main service desk. The charging station can charge up to eight devices at once and has four Apple lightning cords and four USB-C cords.
- MR Plumber fixed a toilet in the first floor men's restroom.
- A technician from Al Beyers fixed the fireplace in the Jones Gallery on January 15.
- I coordinated with Ignatek to schedule the phone replacement project for the first week of March.
- A risk control specialist from CNA Insurance inspected the library's two boilers on January 5. The boilers passed the inspection. The Wisconsin Department of Safety and Professional Services issued permits to operate the boilers with expiration dates of 2/4/2029.
- A technician from Midwest Alarm inspected the library's fire alarm system on January 26. The library passed the inspection though two deficiencies were noted. City Electrician Nick Armstrong replaced the two expired fire alarm NAC batteries on February 5, thereby correcting the noted deficiencies.
- H&H Fire Protection inspected the library's fire extinguishers on January 29.



Programs and Services

- Carlee created four kits for the library with the intention of giving patrons tools to use while they are at the library to make their visits more comfortable. The kits include fidget items, sand timers, headphones, textured stones, and a few other items. Two kits are located on the main level and two kits are located on the second floor. Thank you to Carlee and other staff members for researching items and creating the kits.



- When our area faced an extreme cold warning on January 23 followed by several days of cold advisories, the Dwight Foster Public Library served as a warming location for Fort Atkinson.

• Dwight Foster Public Library staff decided to cancel the Family Fort Building event scheduled for January 23 due to the extremely cold weather. Staff thought it would be safer to not require staff members to stay at the library after hours and to not encourage additional patrons to venture out into the cold.

- The Bear on a Bookshelf program concluded on January 29 with a total of 156 young participants.
- The “Cozy Up With a Good Book” winter reading challenge ended on January 31. Throughout the seven-week challenge, 208 participants of all ages logged 1,195 books.
- Bridges Library System is providing access to LawDepot for all member libraries. LawDepot features an extensive library of documents and legal resources for a wide range of legal needs. LawDepot, which is available through Libby and a website, allows patrons to create legal documents specific to their personal situations.

Collections, Displays, and Marketing

- On January 28, our library received notice that we will now be charged a 4% freight charge on all orders from our primary book vendor Brodart. I wrote a strongly worded email to Brodart explaining our concerns about the change. In response, Brodart will delay the application of the freight charge until March 1, 2026. Library staff will continue to make smart decisions with regards to where we order materials in the future in order to spend our funds wisely and efficiently manage staff members’ time while also diversifying our book vendor relationships.
- The Jones Gallery currently displays artwork created by Jill Sieren. The Daily Jefferson County Union published an article about the artist on January 12, 2026.

Budget/Donations

- Library staff finished entering 2025 invoices. The City’s auditors are now reviewing 2025 information. The audit will not be completed for several months.
- The library received our first summer reading program donation from Badger Basement Systems on January 28. Though summer feels far away, staff are already busy preparing.

Bridges/APL/Jefferson County Library Service

- I am continuing to coordinate with Ryan Roecker from Jefferson County to migrate Jefferson County Library Service's web presence to the Jefferson County website.

Other

- I was invited to be a guest on the school district's 1Fort Report podcast for an episode called "Pages, Partnerships, and Possibilities" released on January 12. I appreciated the opportunity to share information about the library.
- On January 21, I presented to Project Lead about the library and led the group on a tour of our beautiful building.
- On February 3, I shared the library's 2025 Year In Review statistics with City Council.

Dwight Foster Public Library
Monthly Statistical Report

January 2026

Library collection:	Dec 2025	Jan 2026	Jan 2025
Items in collection	99,642	100,192	93,183
Number of item records created	680	509	864
Number of items deleted	573	965	920

Circulation by material type:	Dec 2025	Jan 2026	Jan 2025
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Selected book circulation:	Dec 2025	Jan 2026	Jan 2025
Book	3,511	3,768	4,097
Browsing (Lucky Day Book)	50	68	44
Children's book	5,099	5,686	5,023
New book (nonfiction)	316	312	298
New fiction	414	450	405

Selected AV circulation:	Dec 2025	Jan 2026	Jan 2025
Blu-Ray	57	39	44
Browsing AV (Lucky Day AV)	32	35	27
CD	150	118	130
CD book	162	129	178
Children's Blu-Ray	13	4	14
Children's CD	2	3	7
Children's CDBook	38	58	28
Children's digital audiobook (+/YA Playaway)	51	59	42
Children's DVD	385	289	413
DVD	1,379	1,269	1,471
Nonfiction DVD	47	40	74
Playaway	35	46	68

Selected other circulation:	Dec 2025	Jan 2026	Jan 2025
Book club kits	4	5	3
Children's magazine	64	42	11
Library of things	371	387	203
Magazine	106	129	207
Total physical item circulation:	12,533	13,193	13,013

Digital circulation:	Dec 2025	Jan 2026	Jan 2025
Hoopla	170	0	403
Overdrive ebooks and digital audiobooks	2,979	3,557	2,896
Overdrive magazines	365	375	371
Total digital item circulation:	3,514	3,932	3,670

Circulation by patron statistical class:	Dec 2025	Jan 2026	Jan 2025
City of Fort Atkinson circulation:	6,987	7,516	7,587
Jefferson County "City" circulation:	1,405	1,178	715
Jefferson County Rural circulation:	3,261	3,472	3,934
Total:	12,422	13,025	12,900

Cardholders:	Dec 2025	Jan 2026	Jan 2025
YTD new patron registrations	924	47	82
Total number of cardholders	8,708	8,649	8,341

Patrons in the building:	Dec 2025	Jan 2026	Jan 2025
Total number of patrons	6,695	6,853	7,707
Largest day/number	Dec 3/450	Jan 2/413	Jan 6/412
Smallest day/number	Dec 27/148	Jan 23/87	Jan 21/137

Meeting rooms:	Dec 2025	Jan 2026	Jan 2025
Number of room reservations	197	240	
Number of patron-initiated reservations	66 (34%)	81 (34%)	

Public computers and wifi use:	Dec 2025	Jan 2026	Jan 2025
Number of users of public internet computers	474	536	681
Hours of public internet computer use	332	397	451
Number of unique wireless clients	750	759	996
Average daily wireless visits	71	73	97
Wifi total data transferred	1.59 TB	1.83 TB	1.74 TB

Patron questions at desks:	Dec 2025	Jan 2026	Jan 2025
Reference interactions	158	171	228
General/Directional	113	139	182
Technical assistance	283	271	313
Circulation	40	27	117
Conflict/Resolution	0	0	3

Other:	Dec 2025	Jan 2026	Jan 2025
Books mended	121	115	29
AV mended	84	109	92
Copy machines	7,391	8,737	8,126
Outgoing faxes	74	73	86
Incoming faxes	9	8	7

Resource sharing:	Dec 2025	Jan 2026	Jan 2025
Outgoing ILL	79	105	61
Incoming ILL	16	24	19
DFPL items shipped to other libraries	1,880	2,468	2,369
Holds received at DFPL	2,318	2,377	2,414

Programs and attendance:	Dec 2025	Jan 2026	Jan 2025
Young child (0-5) programs/attendance	9 prog/136 att	23 prog/427 att	19 prog/257 att
Child (6-11) programs/attendance	3 prog/56 att	6 prog/103 att	6 prog/141 att
Young adult (12-18) programs/attendance	0 prog/0 att	4 prog/37 att	3 prog/42 att
Adult (19+) programs/attendance	2 prog/17 att	6 prog/61 att	8 prog/71 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/11 att
Total programs/attendance:	14 prog/209 att	39 prog/628 att	37 prog/522 att

Self-directed activities and participation:	Dec 2025	Jan 2026	Jan 2025
Total activities/participation	2 prog/299 partici	2 prog/364 partici	1 prog/203 partici



I. GENERAL INFORMATION

1. Name of Library Dwight Foster Public Library		2. Public Library System Bridges Library System			
3b. Head Librarian First Name Minetta	3c. Head Librarian Last Name Lippert	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 07/31/2029	
6a. Street Address 209 Merchants Ave.	6b. Mailing Address or PO Box 209 Merchants Ave.	7. City / Village / Town Fort Atkinson	8a. ZIP 53538	8b. ZIP4 2049	9. County Jefferson
10. Library Phone Number 9205637790	11. Fax Number (920)563-7774	12. Library E-mail Address of Director minetta@fortlibrary.org			
13. Library Website URL www.fortlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 33,270	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number KXQZK66KFJN3	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	63	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week		0	0
19d. Number of summer weeks		0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,276	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			68,523	5,124	
2. Physical Subscriptions			76		
3. Physical Audio Materials			6,164	272	
4. Physical Video Materials			8,241	229	
5. Other Physical Materials			898		
6. Total Physical Items in Collection			83,826		
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		Yes	Yes	No	
8. E-serials		No	Yes	No	
9. E-audio		Yes	Yes	No	
10. E-video		Yes	Yes	No	
11. Research Databases		No	Yes	Yes	
12. Online Learning Platforms		No	Yes	Yes	
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
160,740	76,419	3,591	27,454	28,294	
			Method for Counting ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			26,296	28,013	
WISCAT			1,158	281	
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
15,430	4,265	22,719	225	2,014	42,639
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
5,355	3,261	8,616	No	Actual Count	1,857
				a. Method	b. Annual Count
				Actual Count	81,824
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
33	23	Actual Count	7,428	Actual Count	32,266

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	186	90	55	55	6
Total Attendance	3,483	2,931	1,119	691	58

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	289	102	1	0	
Total Attendance	5,510	2,277	495		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, book discussions, cooking club, Memory Cafes, art club, lego club, Pokemon club, silent reading programs, performances, presenters, etc.

Which platforms does the library use to host the library's live, virtual programs:

Middle school video announcements

Describe the library's live, virtual programs:

Summer reading program promotional talk over the middle school's video announcements

Which platforms does the library use to host the library's pre-recorded programs:

NA

Describe the library's pre-recorded programs:

NA

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	City	Email Address
PRESIDENT			
1. Julie	Olver	Fort Atkinson	julieolver@gmail.com
2. Rob	Abbott	Fort Atkinson	abbotr@fortschools.org
3. Laura	Becker	Fort Atkinson	lmbecker31@gmail.com
4. Lori	Compas	Fort Atkinson	lori.compas@gmail.com
5. Sarah	Dorfman	Fort Atkinson	sarah@sarahdorfman.com
6. Kyle	Jacobson	Fort Atkinson	kylesonofjacob@gmail.com
7. Leslie	LaMuro	Fort Atkinson	leslielamuro@gmail.com
8. Davin	Lescohier	Fort Atkinson	dlescohier@fortatkinsonwi.gov
9. Sara	Podoll	Fort Atkinson	sara.podoll@fortfamilydental.com
10. Duane	Scott	Fort Atkinson	dscott367@gmail.com
11. Sara	Scullin	Fort Atkinson	sarajschreiber@gmail.com
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 11

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Fort Atkinson	\$624,000
Subtotal 1		\$624,000

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$298,147
--------------------	------------------

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waukesha	\$868		
Dodge	\$631		
Dane	\$9,611		
Rock	\$5,190		
Walworth	\$3,045		
Subtotal 2b			\$19,345

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Google Tours	\$1,265	Adult Program Grant	\$450
Innovation Grant	\$2,999	eContent Grant	\$2,543
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$7,257

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
2025-51993 SEWILSTA CE Grants	\$674	
Subtotal 4		\$674

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Jefferson County for County Resource Library	\$700		
Subtotal 5			\$700

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$29,579

8. Total Operating Income Add 1 through 7

\$979,702

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$637,000	
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes	

VI. LIBRARY OPERATING EXPENDITURES				
Report operating expenditures from all sources. Do not report capital expenditures here.				
1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations		
\$478,988		\$179,593		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$69,691	\$9,006	\$15,728	\$1,303	\$95,728
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description	Type	Amount	
Bridges Library System	CAFE Annual Costs	Contract	\$19,024	
Bridges Library System	Electronic Content	Contract	\$5,486	
Bridges Library System	Cooperative Purchases	Fee	\$2,557	
Bridges Library System	Digital Content Buying Pool		\$3,535	
Subtotal 4			\$30,602	
5. Other Operating Expenditures				\$185,060
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$969,971
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$674
VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT				
1. Capital Income and Expenditures by Source of Income				
<i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal		\$0	\$0	
b. State		\$0	\$0	
c. Municipal		\$0	\$0	
d. County		\$0	\$0	
e. Other	Teen room furniture, server, computer, and HVAC condenser replacemen	\$106,908	\$106,908	
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure	
\$0	\$0	\$106,908	\$106,908	
VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD				
1. Total Amount of Other Funds at the End of Year				\$1,001,417
IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY				
1. Total Amount of Section IX Funds at End of Year				\$0

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			68,682
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	14,913	43,332	58,245
3. Circulation to Nonresidents Living in Another County in the Library System	303	769	1,072
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	3,160	6,043	9,203
5. Circulation to All Other Wisconsin Residents	147	6. Circulation to Persons from Out of the State	15
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	5	f.	
b. Dane	1,846	g.	
c. Rock	2,095	h.	
d. Walworth	2,097	i.	
e. Waukesha	769	j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	7	13	3
Total Self-Directed Activity Participation	1,150	2,895	186
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2	3	28
Total Self-Directed Activity Participation	240	1,128	5,599

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Daphne	Sieren	daphne@fortlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Deb	Bauer	dbauer@fortlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Julie Olver	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Minetta Lippert	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Jefferson

The Dwight Foster Public Library Board of Trustees hereby states that in 2025 the Bridges Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Julie Olver	

COMMENTS

SECTION_II

2. Physical Subscriptions

Physical subscriptions count includes: 60 adult, 8 juv, 1 YA, 0 comics, 4 newspapers, 1 poetry periodical, and 2 subscriptions for staff to Library Journal and American Libraries--2026-01-24

SECTION_IV

Number of Library Board Members

Jefferson County began appointing trustees to municipal library boards in 2025 as allowed by state statute.--2026-01-30

SECTION_V

Program Name

Two SEWLLSTA CE Grants paid for the Virtual Power Up Conference Feb 13-14, 2025 and the Lead the Way Conference April 21-22, 2025.--2026-01-26

SECTION_VII

Other Capital Projects

CIP expenditures reimbursed by funds from the library's Edward Jones account.--2026-01-30

SECTION_VIII

Additions

Includes donations and earnings--2026-01-30

Subtractions

Library Board approved reimbursing CIP expenses with funds from the library's Edward Jones account.--2026-01-30

Date: February 9, 2026
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Website Redesign Project

Background

The library's website is an essential tool that the Dwight Foster Public Library uses to share information about the library and our programs and services as well as online catalog access and direct access to online resources and databases. The library's website was last redesigned in 2016 by TallGuy Productions.

In April 2024, the Department of Justice issued a final rule with specific requirements for state and local government entities regarding web and mobile app accessibility. The Dwight Foster Public Library, as part of the City of Fort Atkinson, must comply with the rule by April 26, 2027.

Discussion

Library staff identified a website redesign project as a solution to improve the library's online presence and gain access to website support while also moving the library closer to web accessibility compliance in an efficient manner. Library staff gathered website company recommendations from other library professionals in the Bridges Library System and also talked to City staff. Based on these recommendations, library staff sought website redesign and annual hosting proposals from LibraryMarket and Revize.

Option 1: LibraryWebsite by LibraryMarket
Website design and development: \$24,900
Website annual maintenance and hosting: \$2,000

Option 2: Revize
Website design and development: \$7,500
Website annual maintenance and hosting: \$2,600 in year 1 with a 4% annual increase starting in year 2

Notes: Because both the City of Fort Atkinson and the Dwight Foster Public Library are pursuing a "joined forces contract" with Revize, Revize is offering significantly lower cost proposals to both the library and the City. Compared to the original individual contracts, the library would save \$2,500 and the City would save \$3,280 in year 1.

Library staff discussed the pros and cons of LibraryMarket's and Revize's website proposals. Both companies have extensive expertise designing websites for libraries across the country.

Website Redesign Project

Both companies develop websites in compliance with WCAG 2.1 or 2.2 Level AA guidelines. Both companies' proposals include developing all of the individual webpages. Ultimately, the cost and ability to partner with the City for further cost savings tipped the scales in favor of pursuing an agreement with Revize.

Financial Analysis

The library did not include the website redesign project in the 2026 operating budget or CIP plan. However, new awareness of the ADA web accessibility rule and deadline have highlighted the benefits of pursuing a website redesign now.

The library intends to pursue a Fort Atkinson Community Foundation designated fund grant to cover the website development cost of \$7,500. Additionally, the library intends to pursue a Bridges Library System non-competitive innovation grant to cover the majority of the year 1 hosting and maintenance cost. After year 1, the library plans to include the annual hosting and maintenance costs in the library's operating budget. Pursuing grants to cover the initial costs would allow the library to proactively proceed with a website redesign now.

Recommendation

Library staff recommends pursuing a website redesign project with Revize and applying for a Fort Atkinson Community Foundation designated fund grant to cover the initial website development cost of \$7,500.

Attachments

1. LibraryWebsite Project Proposal 01162026
2. Revize Website Proposal 01212026
3. Revize Updated Website Redesign Agreement 01302026



Prepared by:

LIBRARYMARKET

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

Project Proposal

LibraryWebsite

Prepared for:

Dwight Foster Public Library
209 Merchants Avenue
Fort Adkinson, WI 53538

Created:

January 16, 2026
Estimate valid for 90 days.

WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

Meet Hootie.

Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!



Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their

communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.

OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:



BEN BIZZLE
chief executive officer
& owner

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

12 Years Library Experience
24 Years IT Experience



STEVEN TROTTER
chief creative officer
& owner

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

25 Years Design & Branding Experience
15 Years User Interface Design Experience



VALERIE CARROLL
chief operating officer
& owner

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

5 Years Library Experience
5 Years Project Management Experience
Master of Arts, English
Bachelor of Arts, English



JOE BOX
chief information officer
& owner

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

13 Years Library Experience
16 Years IT Experience

OUR TEAM

DUSTIN HOOD

project manager

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

6 Years Project Management Experience

LINDSAY SARIN

project manager

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

9 Years Library Experience
8 Years Project Management Experience
Master of Library Science
Bachelor of Science, English & History

HAYLEY WEBB

lead content manager

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

5 Years Content Management Experience

Master of Arts, English
Bachelor of Arts, English

CLAY FREEMAN

chief technology officer

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

8 Years Web Development Experience

Master of Science, Computer Science
Bachelor of Science, Computer Science

JEREMY JACKSON

lead frontend developer

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

4 Years Web Development Experience

CLAY LIDDELL

lead backend developer

Clay leads research and development for new calendar features, validation, and data structures.

5 Years Web Development Experience

Bachelor of Science, Computer Science

Section One

LibraryWebsite *design & development*



OUR WORK



Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

www.madisonlibrary.org

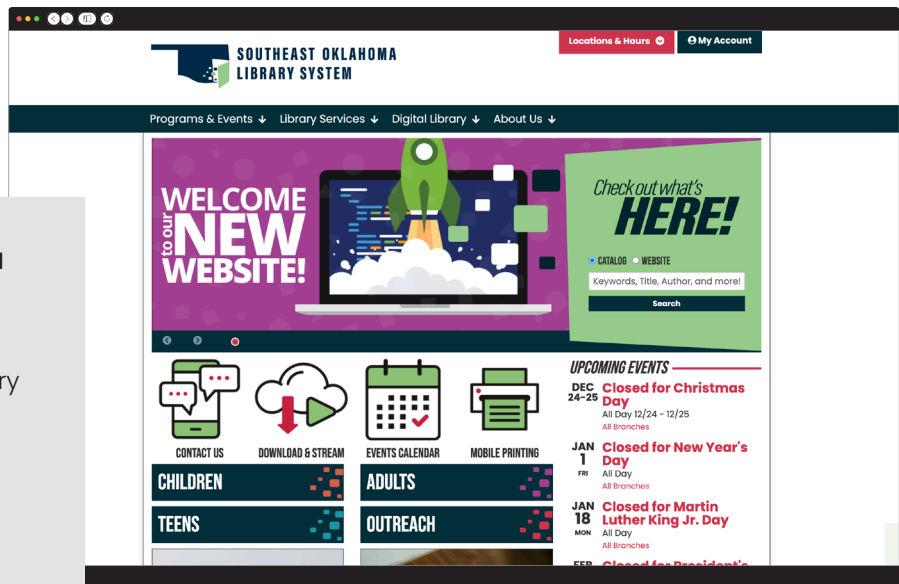


Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

www.seolibraries.com



Check out our website for even more examples of our work & product details! www.librarymarket.com

OUR WORK

CONTINUED

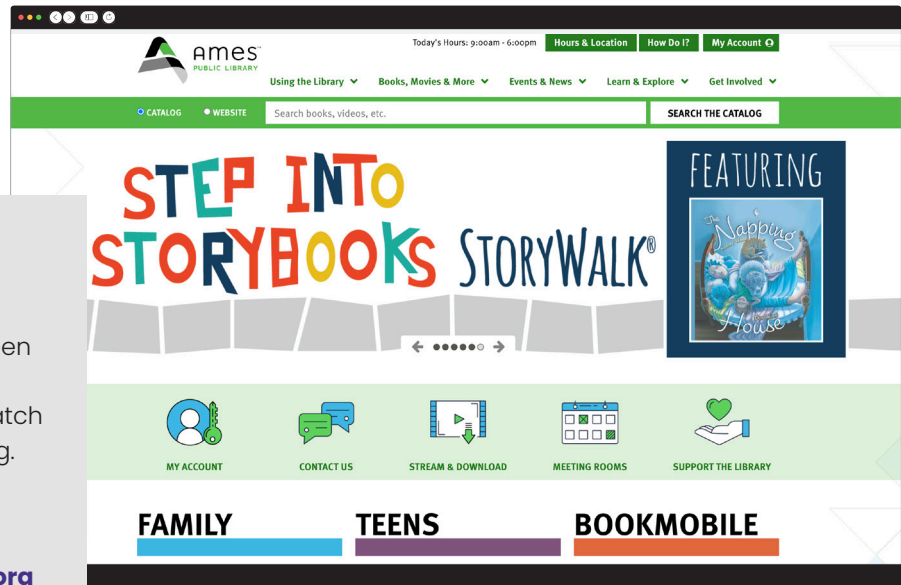


Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

www.amespubliclibrary.org



Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

www.sayvillelibrary.org



Check out our website for even more examples of our work & product details! www.librarymarket.com

EXECUTIVE SUMMARY

Benefits of a LibraryMarket Website

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

Content Management

- Allows staff to quickly and easily edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

FEATURES

LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

FEATURES

CONTINUED



Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

FEATURES

CONTINUED

LibraryWebsite



Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** - displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

FEATURES

CONTINUED



Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

FEATURES

CONTINUED



Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content



Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place all content from the package on the new website with appropriate caps placed on archived content such as board minutes or blog posts; staff receives thorough training that allows them to place any new content after site launch. Library staff will export overall calendar content to the new Library**Calendar** system, including events, registrations, and room reservations (an optional, add-on migration service is available for a limited set of other calendar platforms—see Library**Calendar** section for more detail).



Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

FEATURES

CONTINUED

LibraryWebsite



Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



Accessibility

Library Market designs and develops websites in compliance with WCAG 2.2 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

FEATURES

CONTINUED



Optional Services

Slide Package – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

Support Retainer – 36 hours of post-launch development or design work for any client requests for new features.



Technical Specifications

Content Management System	Drupal 10
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 8
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

Section Two

LibraryMarket

*project process &
management*



PROJECT PROCESS



Discovery



Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.



Design



Build a plan for the website that includes the development of information architecture, site design, and design proofs of any custom content types created for the library.



Development



Begin development, turning the design and wireframes into a functional website.

CONTENT PLACEMENT

As development continues, our team will migrate, place, and style content according to the approved site design and information architecture.

QA & TESTING

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile devices.



Delivery



Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

TRAINING

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

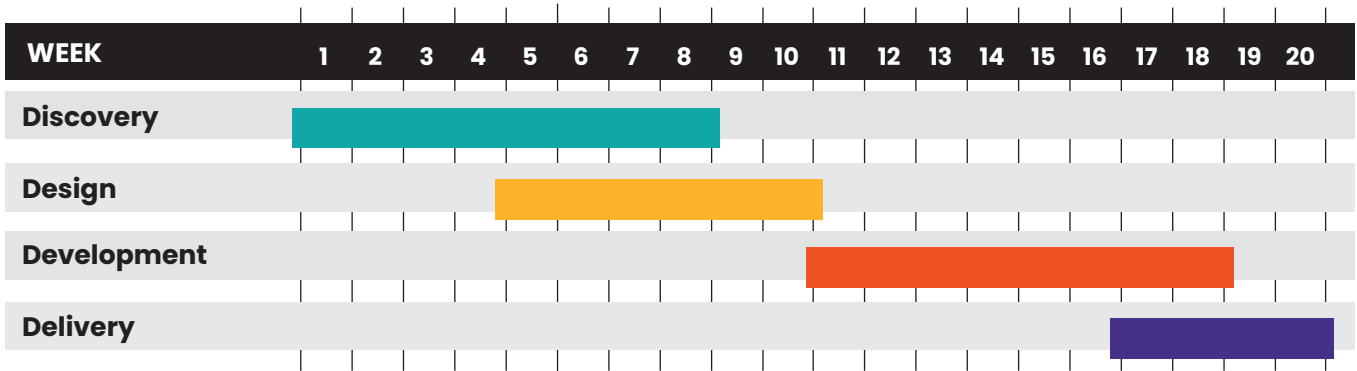
LAUNCH

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

HOSTING & MAINTENANCE

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

STANDARD TIMELINE



DISCOVERY *estimated hours: 24*

Discussions	Design Discovery Meeting, Content Review & Development
Decisions	Set project timeline, outline desired features of new website
Deliverables	Detailed project plan, Findings Report, Site Map, Content Templates

DESIGN *estimated hours: 27*

Discussions	Design Discovery, Design Review
Decisions	Approve site design
Deliverables	Page mockups

DEVELOPMENT *estimated hours: 54*

Discussions	Content Package Review, Administrator Training
Decisions	Finalize site launch plan
Deliverables	Production website, admin site access

DELIVERY *estimated hours: 21*

Discussions	Staff Training
Decisions	N/A
Deliverables	Live website and staff user manual

SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations. Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process.

CLIENT SUPPORT



How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.



Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the Development phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.



Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of \$200 or a 36-hour minimum retainer contract available for \$3,600.

CLIENT REFERENCES



Morgan Mullins
Marketing and Public Relations Librarian, Rowan County Public Library
mmullins@rowancountylibrary.org
(606) 784-7137 etc. 417
<https://www.rowancountylibrary.org/>



Todd Schlitt
Director, Amityville Public Library
tschlitt@amityvillepubliclibrary.org
(631) 264-0567
<https://www.amityvillepubliclibrary.org/>



Erica Richardson
Library Director, Benbrook Public Library
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Louise Alcorn
Library Technology Coordinator, West Des Moines Library
louise.alcorn@wdm.iowa.gov
(515) 222-3573
<https://www.wdmlibrary.org/>



Tara Kohles
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tkohles@cilibrary.org
(631) 234-9333 ext. 110
<https://www.cilibrary.org/>

Section Three

LibraryMarket

project terms & pricing



OUR OFFER

\$ 24,900

Library**Website**

Content Management

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.2 AA Accessibility Compliance

Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.

PROJECT FEES

Website - Initial Development Fees

Description	Week #	Budget
• Website Discovery	1-8	\$4,650
• Website Design	5-10	\$5,375
• Website Development	11-18	\$10,800
• Website Delivery	17-20	\$4,075
Total Cost		\$24,900

Ongoing Costs

Description	Rate	Budget
• Hosting & Maintenance	Annual	\$2,000
Total Cost		\$2,000

First-year total **\$26,900**

TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Dwight Foster Public Library
209 Merchants Avenue
Fort Adkinson, WI 53538

Whereas,

1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** and Library**Website** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and

2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound, the Parties agree as follows:

SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent

contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

SECTION 3. BILLING AND PAYMENT

3.1. Compensation

Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at \$.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project

TERMS & CONDITIONS

CONTINUED

Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

3.2. Payment Schedule

Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library **Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.

Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

3.3. Late Payment

A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written

Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of \$200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

TERMS & CONDITIONS

CONTINUED

only, shall not be reproduced or copied in whole or in part.

SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which:

is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

TERMS & CONDITIONS

CONTINUED

8.1. Damages

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

8.2. No Infringement

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same,

the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

SECTION 9. CONFIDENTIAL INFORMATION

9.1. Definition

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through

TERMS & CONDITIONS

CONTINUED

no fault of the receiving Party;

b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;

c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;

d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and

e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

9.2. Nondisclosure

During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such

non-disclosure/non-use obligations.

9.3. Agreement

Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

9.4. Injunctive Relief

In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

- 1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
- 2) Make no attempts to resell the Product.
- 3) Use the Product only for lawful purposes.
- 4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
- 5) Implement and maintain external

TERMS & CONDITIONS

CONTINUED

procedures for reconstruction of lost or altered files, data, or programs.

6) Establish designated points of contact for interfacing with the Provider.

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

SECTION 12. SERVICE PERFORMANCE GUARANTEES

12.1. Hosting and Service Outages

The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when

Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

12.2. Customer Service

Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of \$50.00 per backup copy.

SECTION 14. TERMINATION

14.1. Termination Procedures

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

14.2. Insolvency

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition,

TERMS & CONDITIONS

CONTINUED

has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

14.3. Charges

The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.

The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

SECTION 16. GENERAL PROVISIONS

16.1.

This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in

writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

16.2.

Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

16.3.

The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

16.4.

This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

16.5.

If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions

TERMS & CONDITIONS

CONTINUED

shall not be in any way affected or impaired thereby.

16.6.

No delay or failure of either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

16.7.

In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 14.

16.8.

The Client shall furnish, at the Provider's request but no more frequently than annually,

a signed certification:

- 1) verifying that the Product is being used pursuant to the terms of this Agreement and
- 2) listing the locations where the Product is being used.

16.9.

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

16.10.

This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

ACCEPTANCE

Checks payable to:

LibraryMarket

Proposal Date:

January 16, 2026

Address:

PO Box 17332
Jonesboro, AR 72403

Job Descriptions	Total
• LibraryWebsite Design & Development	\$24,900.00
• LibraryWebsite Maintenance & Hosting (Annual)	\$2,000.00
Total Cost	\$26,900.00

Payment Terms

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

Client Name

Position

Signature of Approval

Date



January 16, 2026

Ben Bizzle | CEO

Date

revize.

The Government Website Experts

A Website Proposal for The Dwight Foster Public Library, Wisconsin



Proposal Prepared by:

Thomas J. Jean
Thomas.Jean@revize.com
Ph: 248-269-9263 x 8035
www.revize.com

January 21, 2026
Proposal valid for 90 days



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Revize Library Clients!

- Bella Vista Public Library, AR
 - Iosco-Arenac District Library, MI
 - Largo Public Library, FL
 - Milford Public Library, MI
 - Niagara Falls Public Library, NY
 - Rancho Mirage Library, CA
 - Redondo Beach Library, CA
 - Temple Public Library, TX
 - Troy Public Library, MI
 - And Many More!
- www.library.bellavistaar.gov
 - www.iadlib.org
 - www.largopubliclibrary.org
 - www.milfordlibrary.info
 - www.niagarafallspubliclib.org
 - www.ranchomiragelibrary.org
 - www.library.redondo.org
 - www.templelibrary.us
 - www.troypl.org

Revize Clients!

- Des Moines, IA
 - Eagle County, CO
 - Glencoe, IL
 - Golden, CO
 - Hamilton County, OH
 - Hilton Head Island, SC
 - Largo, FL
 - Olympia, WA
 - Pasco County, FL
 - St. Petersburg, FL
 - Troy, MI
 - And Many More!
- www.dsm.city
 - www.eaglecounty.us
 - www.villageofglencoe.org
 - www.cityofgolden.gov
 - www.hamiltoncountyohio.gov
 - www.hiltonheadislandsc.gov
 - www.largo.com
 - www.olympiawa.gov
 - www.pascocountyfl.net
 - www.stpete.org
 - www.troymi.gov

Dear Website Selection Committee,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- City of Largo, FL largo.com - Award Winner
- Eagle County, CO eaglecounty.us - Award Winner
- City of St. Petersburg, FL stpete.org
- City of Des Moines, IA dsm.city - Award Winner
- City of San Carlos, CA cityofsancarlos.org - Award Winner

“Revize Websites build engagement with your constituents.”

"revize websites build engagement with your residents"



We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community.

Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Thomas J. Jean
Program Manager

With over a decade experience building government websites

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government. Please contact me if you have any questions at all.

Sincerely,



Thomas J. Jean
Program Manager
Phone: **248-269-9263 x8035**
Email: **Thomas.Jean@revize.com**

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With approximately 3,000 government websites launched nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as:

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client’s needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management. We also provide phone and email support during regular business hours.

Did you know?

Our technical support staff are trained developers. When you call for tech support, you’ll be speaking to staff with direct knowledge of development!



Company Overview

Founded
1995

Headquarters
150 Kirts Blvd.
Troy, MI 48084

Phone
248-269-9263

Website
revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in government website design, which remains our specialty. We now boast more than 3,000 websites launched in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people through simplified information management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information



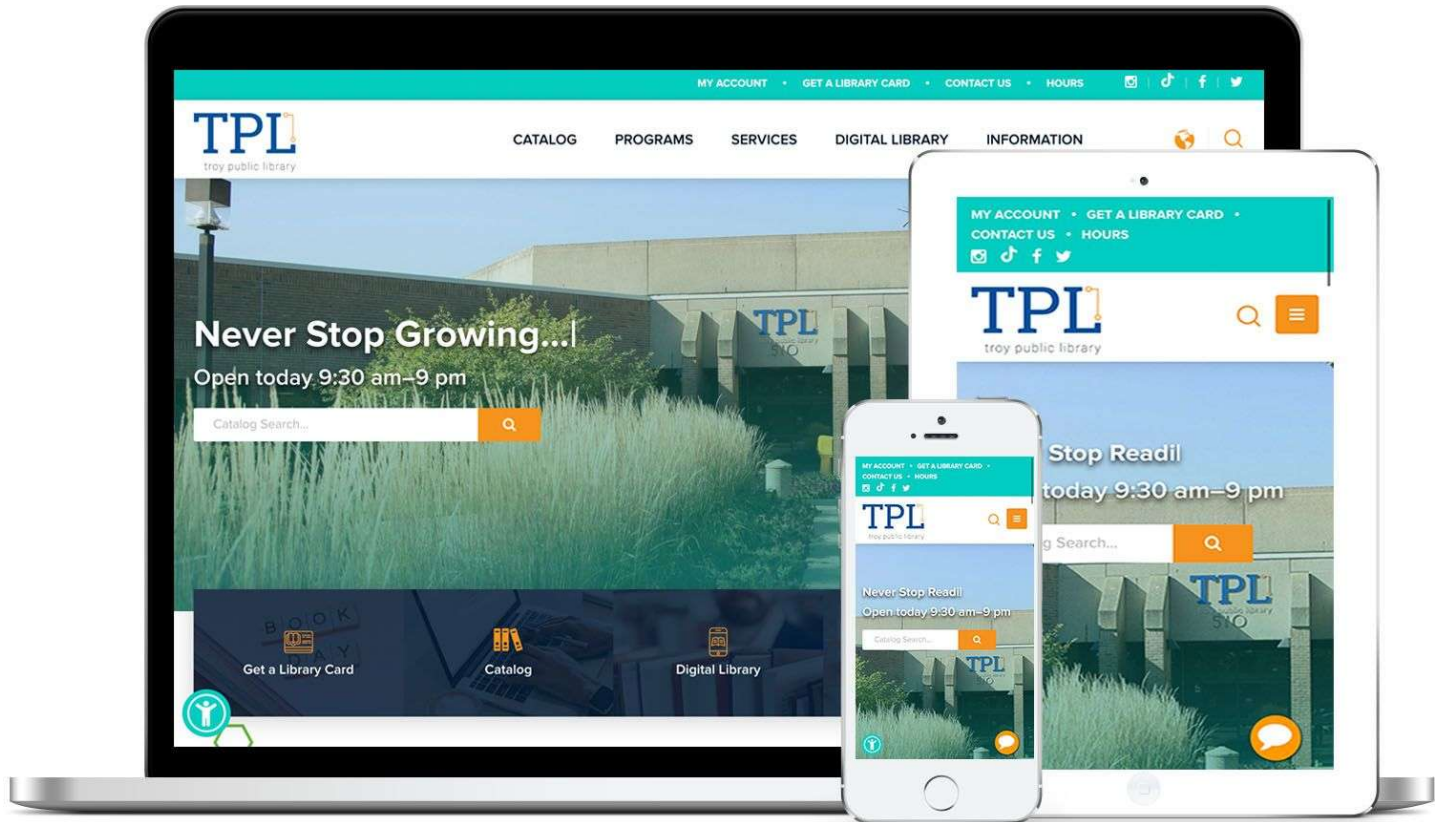
Did you know?

Revize has won national awards for our websites!

Library Project Experience

Troy Public Library, Michigan

www.troypl.org

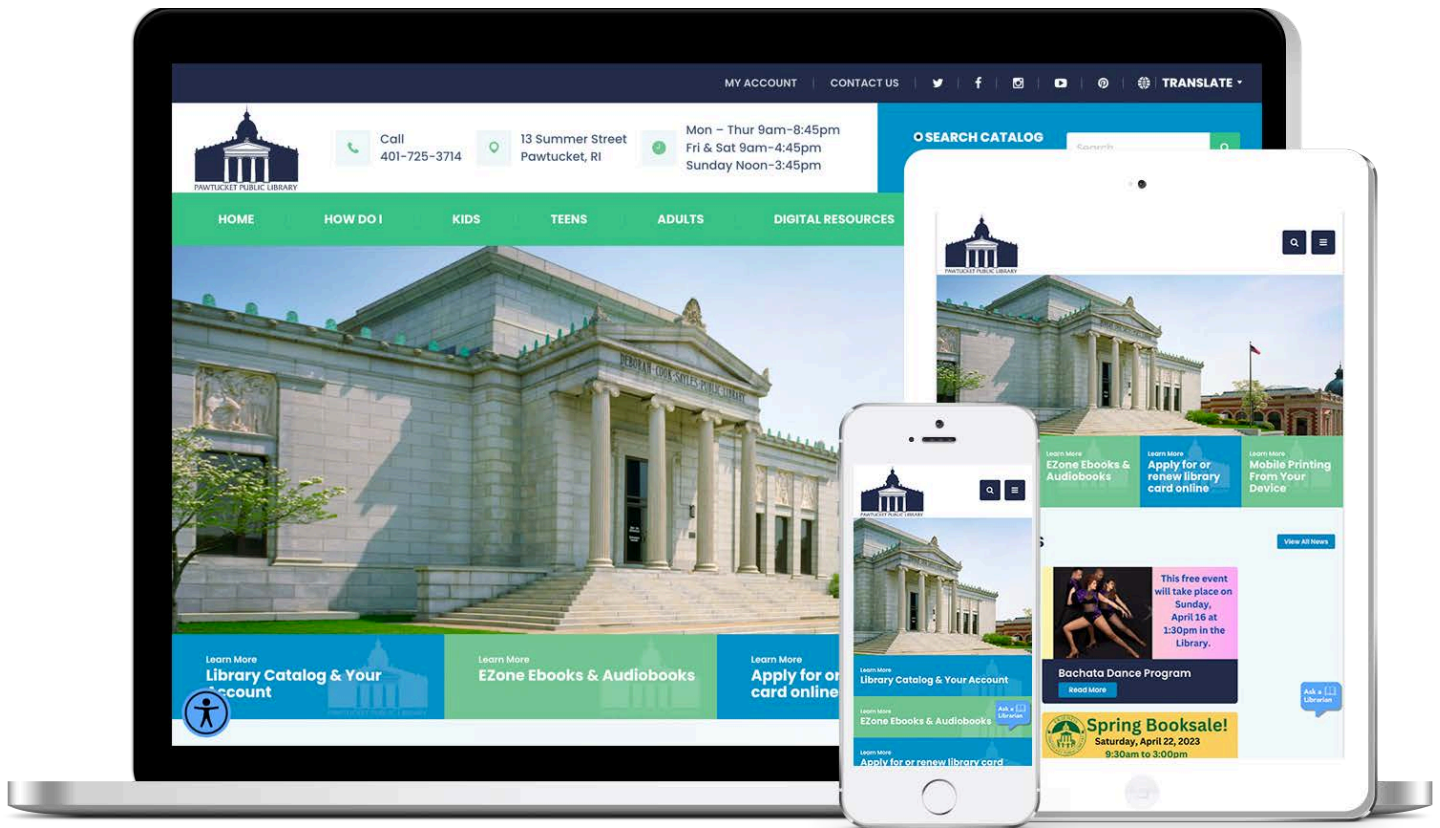


Details:

The Troy Public Library presented an exciting opportunity for Revize to collaborate with a forward-thinking library team focused on accessibility, discovery, and community engagement. The website highlights a clean, modern homepage that allows patrons to quickly explore programs, digital resources, events, and library services through intuitive navigation and prominent calls to action. The goal was to create a site that is both visually inviting and highly practical. One that supports how residents actually use their library online. With thoughtful design details, an enhanced search experience, and interactive online forms, the site delivers a polished, user-friendly experience that reflects the Library's role as a vital community resource.

Pawtucket Public Library, Rhode Island

www.pawtucketlibrary.org

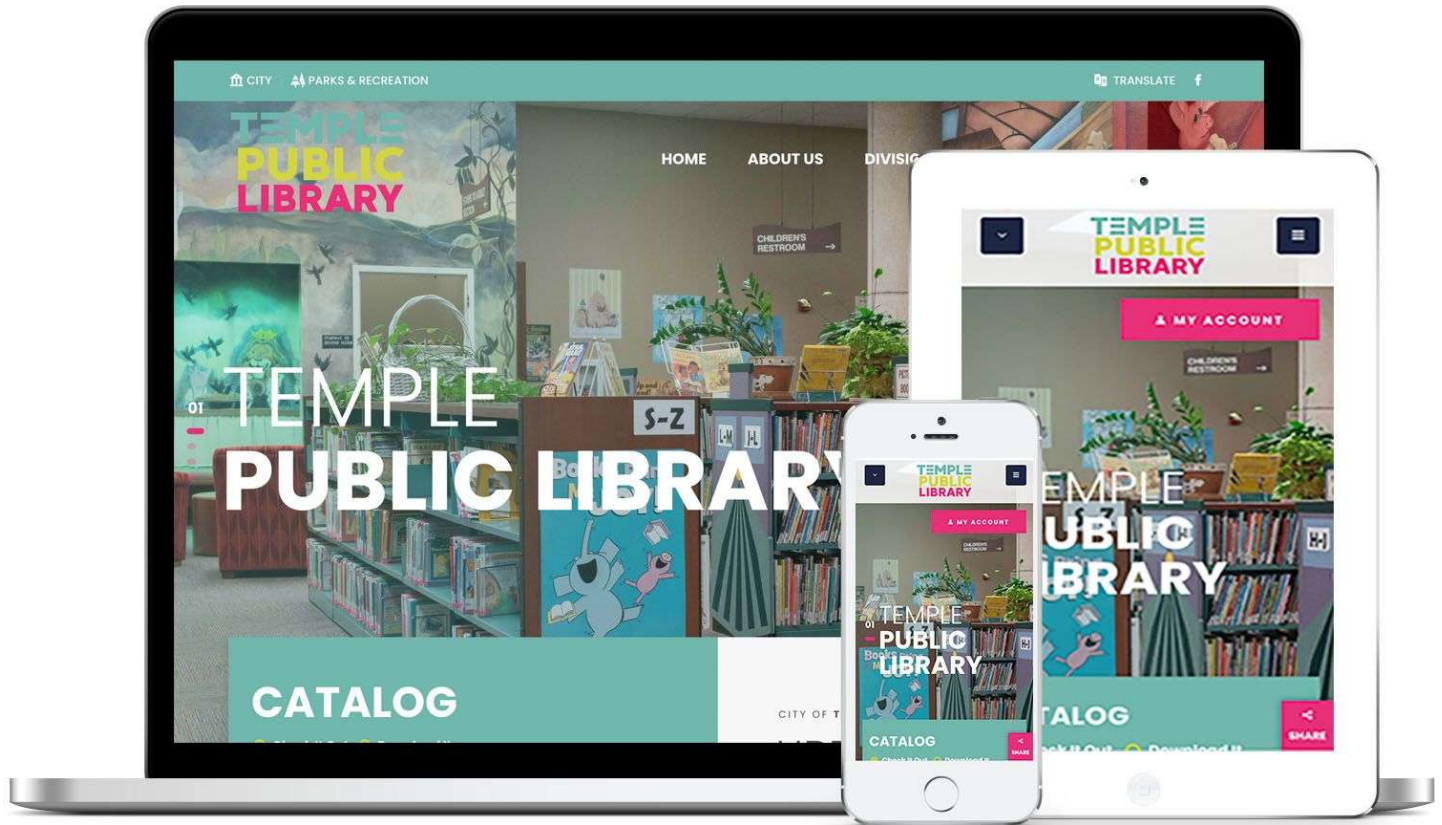


Details:

The Pawtucket Public Library's website redesign allowed Revize to showcase how thoughtful design can elevate access to information and community services. The homepage emphasizes clarity and discovery, guiding users to key resources such as programs, events, digital offerings, and library services through a modern, organized layout. The project focused on building a site that feels approachable yet powerful, supporting patrons of all ages and technical skill levels. With distinctive design elements, improved search functionality, and interactive online forms, the website reinforces the Library's mission as an accessible, community-centered institution.

Temple Public Library, Texas

www.templelibrary.us



Details:

The Temple Public Library offered Revize the opportunity to design a website that balances strong visual appeal with everyday usability for a diverse patron base. The homepage was crafted to surface the most important content—programs, events, digital collections, and library services—while remaining easy to navigate on both desktop and mobile devices. The focus was on creating a welcoming, modern experience that encourages exploration while minimizing friction. Features such as an intuitive “smart search,” streamlined navigation, and interactive forms help patrons quickly find what they need and engage with the Library more effectively online.

Government Account References

Client: Temple Public Library, TX
Natalie McAdams, Library Director
Phone: (254) 298-5559
Email: nmcadams@templetx.gov
Website: www.templelibrary.us

Client: Town of Hilton Head Island, SC
Rene Tuttle, Website Developer
Phone: (843) 341-4792
Email: renep@hiltonheadislandsc.gov
Website: hiltonheadislandsc.gov

Client: City of Golden, CO
Meredith Ritchie, Communications
Phone: (303) 384-8132
Email: mritchie@cityofgolden.net
Website: www.cityofgolden.net

Client: City of Gardner, KS
Daneeka Marshall-Oquendo
Phone: (913) 856-0912
Email: dmarshall-
oquendo@gardnerkansas.gov
Website: www.gardnerkansas.gov

Client: Pasco County, FL
Bryan Shaw, Website Administrator
Phone: (727) 815-7177 ext. 8226
Email: bshaw@mypasco.net
Website: pascocountyfl.gov

Client: Fayette County, GA
Cintia Listenbee, Community Engagement
Specialist
Phone: (770) 305-5109
Email: clistenbee@fayettecountyga.gov
Website: www.fayettecountyga.gov

Client: City of Olympia, WA
Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: olympiawa.gov

Timeline

Phase	Duration
Phase 1: Initial Setup & Kickoff Meeting	1 - 2 Week
Phase 2: Discovery & Design	6-8 Weeks
Phase 3A: Development	5-6 Weeks
Phase 3B: Sitemap Development	(Overlaps Phase 3A)
Phase 4: Content Migration	5-6 Weeks
Phase 5: Quality Assurance Testing	1-2 Weeks
Phase 6: Training/Go Live	2-4 Weeks
Go-Live (Average)	20-28 Weeks

Did you know?

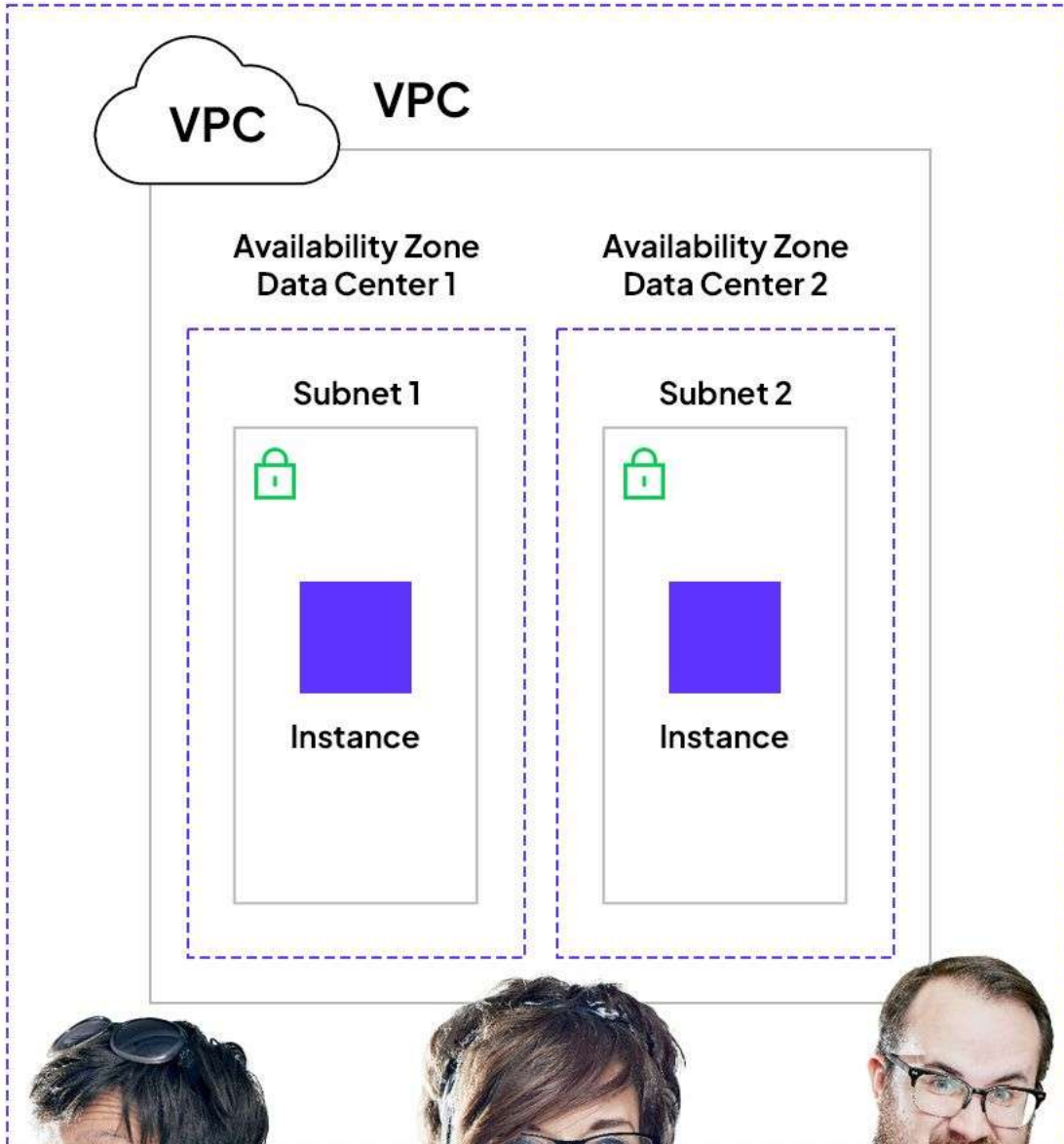
The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Cloud Hosting, Disaster Recovery, & Security



Cloud Computing

Region - Collection of Regional Data Centers



Revize AI ChatBot

As part of Revize’s fully integrated lineup of features, we are excited to introduce the latest in AI Chat technology.

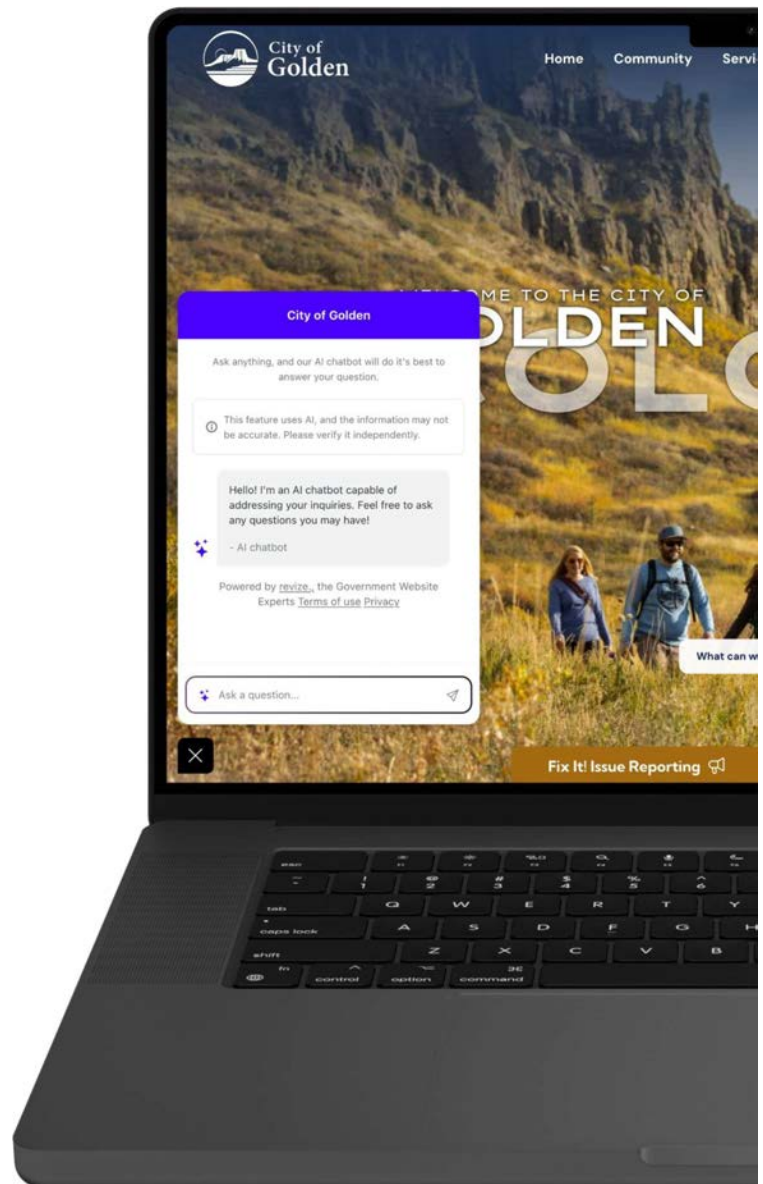
The Revize ChatBot allows your visitors to instantly find answers to their questions – without the need to search, find, and read an entire webpage.

Users simply type in their question, and the Revize ChatBot provides a detailed response in seconds!

Unlike some third-party live chats that force admins to pre-populate content, the Revize ChatBot is quite different. It learns the content of your website and provides answers based on that content.

Admins can even configure the ChatBot to ignore certain content of your website and learn content of other websites.

Keep in mind, Revize developed this feature ourselves. Which means the maintenance, updates, tech support are all handled directly by Revize. No need to deal with another vendor.

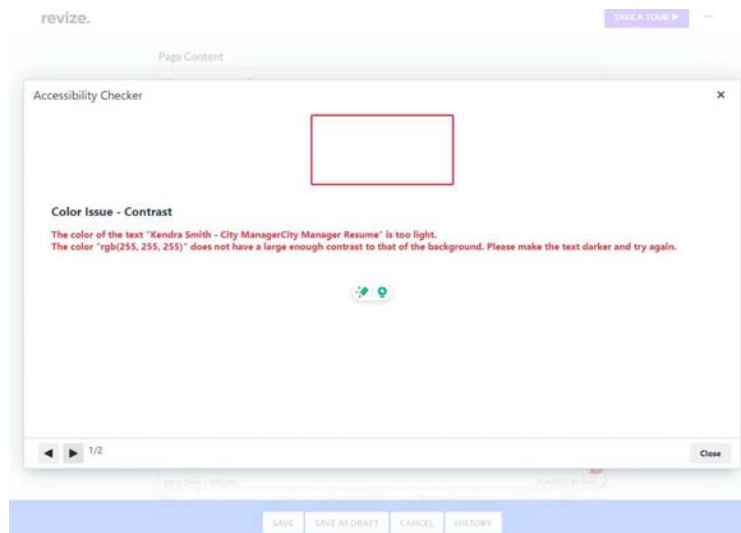


Accessibility & Compliance

WCAG Accessibility Compliance

Revize has launched more than 3,000 websites nationwide, with accessibility incorporated into both our platform and implementation process. Revize websites are designed to align with WCAG 2.1 AA, while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches.

The Revize CMS includes built-in accessibility checking tools to help identify potential issues as content is added or updated. Together, these tools and practices support an ongoing, collaborative approach to accessibility between Revize and our clients.



Accessibility Strategy – During the Project

Revize will:

- Design custom visual mockups with WCAG 2.2 AA considerations in mind, including color contrast, typography, layout structure, and interactive elements.
- Build the site using ARIA labels, semantic HTML, and other WCAG best practices.
- Ensure keyboard navigability and screen reader compatibility.
- Include an accessibility checker in the Revize CMS editor.

While Revize provides the framework for compliance, the CLIENT is responsible for ensuring that content (e.g., PDFs, documents, images) is accessible before posting. Revize does offer PDF remediation services as an add-on for files that need to be made compliant.

Accessibility Strategy – After Go Live – WCAG Scan & Remediation Service

One of the elephants in the room when it comes to WCAG compliance as it relates to government websites – “Who will be fixing any future compliance issues with our website after go-live?”

Good news, Revize can take on that task for you. As an **optional service**, Revize can include our WCAG remediation service.

Accessibility compliance is an ongoing process, not a one-time task. To support long-term compliance, Revize offers an **optional WCAG Remediation Service** that includes:

- Two or four full-site scans per year to identify new accessibility issues.
- Detailed accessibility reports for staff awareness and recordkeeping.
- Up to 20 hours annually from a WCAG remediation specialist to resolve flagged issues.

This service provides ongoing monitoring and hands-on support so the website remains as accessible and compliant as possible long after launch.

RZ Assist – Website Accessibility Widget and Scan Tool

RZ Assist is an accessibility enhancement tool built specifically for government websites and public sector use. It provides a comprehensive set of user-controlled features that help residents access online content more easily, including visual adjustments, reading aids, and enhanced navigation tools. These features empower users to tailor their browsing experience to their individual needs, improving overall usability and inclusivity.

In addition to front-end user controls, RZ Assist Pro Plus includes a built-in site scanning tool paired with a secure backend dashboard. This tool regularly scans the website for suspected accessibility issues and flags potential areas of concern, such as missing alternative text, contrast challenges, or structural inconsistencies. The accompanying dashboard allows staff to review findings in a centralized interface, prioritize issues, and track remediation efforts over time.

RZ Assist Pro Plus is designed to integrate seamlessly with existing websites and does not require changes to current content publishing workflows. Rather than replacing proper accessible design and development practices, it functions as a practical support layer within a broader accessibility strategy, helping municipalities proactively monitor accessibility, improve transparency, and continuously enhance the digital experience for all users.

Revize Quote

Project Cost

	Total
Phase 1: Kickoff Meeting and Discovery/Project Planning	\$500.00
Phase 2: Design Mockups/Wireframes One (1) concept, three (3) rounds of changes for each of the following - Homepage & Inner Page	\$2,500.00
Phase 3A & 3B: Development & Sitemap Development Convert mockups into Revize CMS enabled webpages and provide suggested sitemap	\$3,300.00
Phase 4: Quality Assurance Testing & Custom Development	\$900.00
Phase 5: Content Migration Content migration according to previously approved sitemap - Up to 200 webpages and 500 documents	\$1,600.00
Phase 6: Revize CMS Content Editor Training & Go Live	\$900.00
Total Project Cost	\$9,700.00

Annual Fee

	Total
Annual Tech Support, Revize CMS License and Hosting Fee: Unlimited tech support, Unlimited CMS users, up to 20GB website storage, 100GB monthly bandwidth	\$2,900.00

Optional Add-Ons

Additional Features/Services

	Total
<p>RZ Assist – Accessibility Widget (Annual Fee)</p> <p>Basic accessibility widget with features such as text/font adjustment, screen masking, animation pause, magnifier, etc</p>	\$475.00
<p>RZ Assist Pro – Accessibility Widget (Annual Fee)</p> <p>Everything from RZ Assist plus Text-to-Speech, Language Translation, Page Summarization</p>	\$975.00
<p>RZ Assist Pro Plus – Accessibility Widget & Sitewide Scan Tool (Annual Fee)</p>	\$2,400.00
<p>AI ChatBot (Annual Fee)</p> <p>With automatic retraining and backend admin access</p>	\$3,400.00
<p>Annual WCAG Scan and Remediation Service (Annual Fee):</p> <p>Includes up to 2 scans per year with up to 4 remediation hours included</p>	\$2,400.00
<p>RZ ClearDocs (PDF to HTML Accessible Converter) – Annual Fee</p> <p>Automatically converts PDFs to an Accessible HTML version sitewide</p>	\$4,950.00
<p>Revize Email Newsletter (Annual Fee)</p> <p>Up to 50,000 monthly sends</p>	\$2,900.00
<p>Mobile App (Initial Investment)</p> <p>\$3,400 Annual Fee Due Upon Go Live</p>	\$6,500.00
<p>Logo Design</p> <p>Includes 3 concepts. Client picks one for up to 3 rounds of revisions</p>	\$5,500.00

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

Optional Payment Plan – Three Year Payment Breakdown – Interest Free

Year 1	1/3rd of project costs + Annual Hosting, Support, Maintenance
Year 2	1/3rd of project costs + Annual Hosting, Support, Maintenance
Year 3	1/3rd of project costs + Annual Hosting, Support, Maintenance
Year 4	Annual Hosting, Support, Maintenance (Optional) Includes Free Redesign

Included Features

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System, which allows non-technical staff to easily create and update website content, Revize includes a suite of applications and features purpose-built for municipalities. These tools are outlined below and organized into five categories.

Citizen's Communication Center Apps

- Notification Center with Email Alerts
- Bid Posting
- Document Center
- E-Notify with Email Alert
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- iCal Integration
- File/Image Manager
- Job Posting App
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- Secure Site Gateway
- Unique Login/Password for each Editor
- URL Redirect Setup
- User Roles and Permissions
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Alt-Tags
- Font Size Adjustment
- Language Translator
- Mobile and Tablet Preview while Editing
- Responsive Website Design (RWD)
- WCAG Accessibility

Revize Support Includes

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage

Did you know?

Revize updates your Content Management System an average of 4 times per year!



revize.

Thank you

For Considering revize



Prepared by Thomas J. Jean

150 Kirts Blvd. Troy, MI 48084

Ph: 248-269-9263 x8035

Fax: 866-346-8880

www.revize.com

Disclaimer

Scope of Proposal: The information contained in this proposal is for general informational purposes only. The content of this proposal is subject to change without notice, and revize LLC reserves the right to modify, amend, or alter any part of the proposal at its sole discretion. The services, deliverables, timelines, and pricing outlined herein are estimates and are subject to further negotiation and final agreement.

Revize Web Services Sales Agreement

This Sales Agreement is between The Dwight Foster Library of Fort Atkinson, WI (“CLIENT”) and Revize LLC, aka Revize Software Systems, (“Revize”). Federal Tax ID# 20-5000179 Date: 1-30-2026

CLIENT INFORMATION:	REVIZE LLC:
Company Name: <u>Dwight Foster Library</u>	Revize Software Systems
Company Address: <u>209 Merchants Ave.</u>	150 Kirts Blvd.
Company City/State/Zip: <u>Fort Atkinson, WI 53538</u>	Troy, MI 48084
Contact Name: <u>Minetta Lippert 920.563.7790</u>	248-269-9263
Billing Dept. Contact: <u>Minetta@fortlibrary.org</u>	
CLIENT Website Address: <u>www.fortlibrary.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Phase 1: Kickoff Meeting and Discovery/Project Planning, one-time fee:	\$500.00
1	Phase 2 – Design Mockups/Wireframes, one-time fee: <ul style="list-style-type: none"> One (1) mockup with up to three (3) rounds of changes Home page template and inner page design and layout. Includes Responsive Web Design 	\$2,500.00
1	Phase 3A & 3B – Development & Sitemap Development, onetime fee: <ul style="list-style-type: none"> Convert approved mockups into Revize CMS enabled webpages Provide suggested content sitemap for CLIENT review/approval 	\$3,300.00
1	Phase 4 – Quality Assurance Testing & Custom Development, one-time fee:	\$900.00
1	Phase 5–Content Migration, one-time fee: <ul style="list-style-type: none"> According to the approved sitemap - up to 150 webpages & 250 files (185 Webpages and 1,626 Documents on the current live website) 	\$1,600.00
1	Current Client Joint Discount¹	(\$2,200.00)
1	Phase 6 –Revize CMS Content Editor Training & Go Live, one-time fee:	Included
1	Grand Total	\$7,500.00

¹ Additional discount applies with formal approval of contract by City and Dwight Foster Library on/before 3/15/2026

Annual Services:

1	Annual CMS License, Hosting, Maintenance, and Support² Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 20GB website storage, 100GB/Month Bandwidth, Annual Fee, SSL Certificate pre-paid annual fee:	\$2,600.00
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² Subject to 4% annual increase starting in year 2

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 7,500.00	3/15/2026	100% Grand Total Project Costs
\$ 2,600.00	7/1/2026	Year 1 of Annual Hosting & Maintenance
\$ 2,704.00	7/1/2027	Year 2 of Annual Hosting & Maintenance
\$ 2,812.00	7/1/2028	Year 3 of Annual Hosting & Maintenance
\$ 2,924.00	7/1/2029	Year 4 of Annual Hosting & Maintenance

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Program Manager

Date:

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

The Following Applications & Features will be integrated into Your Website:

<p>Citizen’s Communication Center Apps</p> <ul style="list-style-type: none"> • Notification Center • Bid Posting • Document Center • eNotify with Email Alert • FAQs/Accordion • Job Posting App • Multi-use Directory/Catalog • News Center • Online Forms • Photo Gallery • Quick Link Buttons • Revize Web Calendar • “Share This” Social Media Flyout App <p>Citizen’s Engagement Center Apps</p> <ul style="list-style-type: none"> • Citizen Request Center with Captcha • RSS Feed 	<p>Staff Productivity Apps</p> <ul style="list-style-type: none"> • Agenda Posting Center • iCal Integration • File/Image Manager • Link Checker • Menu Manager • Online Form Builder • Staff Directory • Website Content Archiving • Website Content Scheduling <p>Site Administration and Security Features</p> <ul style="list-style-type: none"> • Audit Trail • Auto Site Map Generator • History Log • Secure Site Gateway • Unique Login/Password for each Editor • URL Redirect Setup/Friendly Links • User Roles and Permissions • Web Statistics and Analytics • Workflows by Department <p>Mobile Device and Accessibility Features</p> <ul style="list-style-type: none"> • Alt-Tags • Font Size Adjustment • Language Translator • Mobile and Tablet Preview while Editing • Responsive Website Design (RWD) • WCAG Accessibility
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Terms:

1. All invoices are due upon receipt unless otherwise stated. Project work will not begin until the initial payment has been received. Revize reserves the right to pause or suspend work, hosting, or support services if payment is more than thirty (30) days past due.
2. Additional content migration, if requested, is available for \$6 per web page and \$3 per document.
3. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
4. Additional website storage is available at \$500 per year for each additional 10GB website storage.
5. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
6. Both parties must agree in writing to any changes or additions to this Sales Agreement. Any work requested by CLIENT that is outside the scope described in this Agreement, including additional design revisions, development, integrations, content migration, or consulting, will require a written change order and may result in additional fees and timeline adjustments.
7. CLIENT understands that the project completion date is highly dependent on their timely communication with Revize. During the project, CLIENT agrees to respond to Revize inquiries within 48 hours of the request and understands that project timelines will be delayed if they do not respond in a timely manner
8. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
9. This Agreement has a one (1) year term. Agreement will auto-renew each year according to the payment schedule above unless the CLIENT provides at least sixty (60) days' written notice prior to the applicable annual renewal date. All fees incurred or scheduled through the effective termination date remain due and payable. Early termination does not relieve CLIENT of payment obligations for services already rendered
10. If CLIENT maintains four (4) consecutive years of annual software subscription, support, CMS updates, and hosting, CLIENT shall be eligible for one (1) complimentary website redesign anytime in year 4 of the agreement or thereafter. The redesign is optional and must be affirmatively requested by CLIENT. CLIENT's decision to decline, defer, or not schedule the redesign does not constitute a failure or breach by Revize.
11. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
12. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout. Revize is not responsible for verifying the accuracy, legality, accessibility, or completeness of CLIENT-provided content.
13. Storage is limited to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat or property maps, tax records, GIS data, and large or archival audio and video files, such as multiple years of meeting recordings or similar content more appropriately hosted on archive or streaming platforms and embedded into the website
14. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages. Any post-migration cleanup or enhancements requested from Revize may be billed at Revize's then-current hourly or project rates.

Project Timeline Statement of Understanding

Revize and CLIENT acknowledge that any project timeline provided is an estimate only and not a guarantee. Project duration is dependent on a variety of factors, including timely CLIENT participation, feedback, approvals, and other variables that may be outside the reasonable control of either party. Revize will make commercially reasonable efforts to adhere to the estimated timeline.

CLIENT agrees to take an active role in the project, including participating in meetings, providing timely feedback and approvals related to design and sitemap development, and scheduling and participating in CMS training. Delays caused by CLIENT's failure to respond to Revize requests in a timely manner may result in corresponding delays to the project timeline and do not constitute a breach of contract by Revize.

Upon completion of initial Revize CMS content editor training, CLIENT is responsible for determining when the website will go live. Any CLIENT decision to delay go-live for reasons unrelated to a functional defect rendering the website inoperable does not constitute a breach of this Agreement by Revize.

CLIENT acknowledges that website design and user experience are inherently subjective. The parties agree that this is a collaborative process and will work in good faith to reasonably fine-tune final deliverables in preparation for launch. Generalized dissatisfaction with aesthetic elements or previously approved deliverables does not constitute a breach of contract unless Revize fails to cure a material functional defect.

CLIENT may elect to postpone or reprioritize certain deliverables in favor of an earlier go-live date, subject to mutual agreement.

Enterprise Revize CMS License

As part of this Agreement, Revize LLC ("Revize") grants CLIENT a limited, non-exclusive, non-transferable license to access and use the Enterprise Revize CMS software ("Software"), hosted on Revize's cloud servers, solely for the purpose of maintaining the website(s) identified in this Agreement. The Software is proprietary to Revize and remains the sole property of Revize.

CLIENT may terminate this Agreement by providing at least sixty (60) days written notice prior to the applicable annual renewal date. All fees incurred or scheduled through the effective termination date remain due and payable. Early termination does not relieve CLIENT of payment obligations for services already rendered.

CLIENT may not sublicense, share, or otherwise provide access to the Software to any third party not expressly authorized under this Agreement.

During the term of this Agreement and while CLIENT remains current on all payment obligations, Revize will host, maintain, and provide updates to the Software as part of the applicable annual subscription.

Upon termination or expiration of this Agreement for any reason, CLIENT's access to the Software will be discontinued. Upon written request and provided all amounts due under this Agreement have been paid in full, Revize will make CLIENT's website content available to CLIENT in a reasonable electronic format.

Notice of termination must be in writing and delivered to the non-terminating party in accordance with the notice provisions of this Agreement.

WCAG Accessibility and Compliance Terms

1. Revize will build the website to highly conform with the Web Content Accessibility Guidelines WCAG 2.1 Level AA (“WCAG 2.1 AA”) at the time of delivery while actively incorporating WCAG 2.2 AA best practices as standards evolve using current industry-recognized approaches. This includes keyboard access, semantic markup, ARIA where appropriate, color contrast, focus management, and accessible forms for the delivered templates.
2. Conformance does not extend to: (i) third-party modules, plug-ins or integrations not provided by Revize (e.g., payment gateways, third-party calendars, embedded third-party widgets), (ii) content authored, uploaded, or maintained by the Client (including documents such as PDFs), and (iii) legacy pages or archives unless specifically included in the Statement of Work.
3. CLIENT website editors are responsible for ensuring they have an understanding of WCAG compliance principles. CLIENT agrees they are responsible for the content they post and shall make reasonable efforts to avoid posting content that does not conform to these guidelines. This includes, but is not limited to, posting non-compliant PDFs, failing to include descriptive ALT descriptions on photos, etc.
4. CLIENT agrees and understands accessibility compliance is not a fixed or absolute standard. It is more of a spectrum rather than a pass/fail standard. Because testing tools and methodologies may produce different results, Revize and the CLIENT agree to focus on accommodating user needs and maintaining a continuing, good-faith approach to accessibility and regulatory compliance.
5. Revize provides tools and features designed to support website accessibility and best practices. However, Revize does not guarantee legal compliance with WCAG, ADA, or other regulations. Ongoing compliance requires active participation by CLIENT, including content management and policy decisions.
6. For an additional fee, Revize offers an ongoing WCAG scan and remediation service. This service will scan the website at regular intervals after the website goes live and remediate any WCAG compliance issues with an allocated bucket of additional development hours. Remediation priorities can be set by CLIENT and may include content remediation (e.g., PDFs, Flyers, etc.). Revize also includes an accessibility checker within the Revize CMS editor. This utility will alert users of suspected accessibility issues.
7. CLIENT acknowledges and agrees that any accessibility tools, widgets, scanners, dashboards, or related features included in this Agreement are provided as supportive aids only. Use of these tools does not guarantee full or perfect compliance with WCAG, ADA, Section 508, or any other accessibility law, regulation, or standard.
8. If PDF remediation is included in this agreement, completion time is highly dependent on the number and the complexity of PDFs.
9. Additional development hours may be necessary to complete remediation to CLIENT’s satisfaction and are available at a rate of \$125 per hour.
10. Additional PDF remediation may be requested at a rate of \$5 per page. 100 Minimum
11. PDF remediation is priced by page, not by individual file e.g., PDF of 10 pages would be billed \$50

The Library Board and the Open Meetings Law

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Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [*Trustee Essential #15: The Library Board and the Public Records Law*](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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

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