



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, MARCH 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 February 9, 2026 Library Board meeting.
- 4. Financial Report**
 - a. Discussion relating to the March 2026 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. Discuss Library Board membership and recruitment (Lippert)
- b. Review and possible action relating to designating a records custodian and approving a notice about the availability of public records (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 15: "The Library Board and the Public Records Law" (Lippert)
<https://vimeo.com/showcase/11330550?video=1000950133>

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.

City of Fort Atkinson
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538
LIBRARY BOARD MEETING MINUTES
MONDAY, FEBRUARY 9, 2026 – 9:30 AM
FCCU COMMUNITY ROOM

AGENDA

1. **Call meeting to order** by Julie Olver at 9:30 AM

2. **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, Lori Compas

Absent: Laura Becker

3. **Approval of Minutes**

a. Review and possible action relating to the minutes of the January 12, 2026 regular Library Board meeting:

Move to approve: Duane Scott, 2nd: Sara Podoll, all approved

4. **Financial Report**

a. Discussion relating to the library's 2025 financial summary (Lippert)

Library Director Lippert reported there was more revenue than expenses in 2025 and the library did not need to use reserves.

b. Discussion relating to the February financial report of the library (Lippert)

Library Director Lippert noted that the month included expensive annual elevator maintenance resulting in high expenses in the maintenance and repairs line.

5. **Approval of Bills**

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

Move to approve: Davin Lescohier, 2nd: Sara Podoll, all approved

6. **Public Input:** None

7. **Reports**

a. **Director's Report:** Many staff members attended online webinars on January 21-22 for the 2026 Wild Wisconsin Winter Web Conference. The elevator needed maintenance for a battery replacement. CJ & Associates delivered all of the furniture for the teen room and it looks great and is easy to clean. Minetta repaired the charging station which is appreciated by patrons. Carlee created 4 kits which are very popular. On frigid dates the library was a warming station. Minetta was on the school district's 1Fort Report podcast for an episode called "Pages, Partnerships, and Possibilities" released on January 12. On January 21, Minetta presented to Project Lead about the library and led the group on a tour of our beautiful building. On February 3, Minetta shared the library's 2025 Year In Review statistics with the City Council.

b. **Friends of the Library Liaison Report:** Julie Olver reported that the Friends will meet later this week and have decided to limit fundraisers due to limited bandwidth but will continue with Pi(e) day. The Friends received a surprise donation of \$2000, a very wonderful surprise.

8. Unfinished Business: None

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):** Annual report was completed on schedule.

Move to approve: Sara Podoll, 2nd: Lori Compas, all approved.

b. **Review and possible action relating to a website redesign project (Lippert):**

The website was last designed in 2016. It is now required that we have an ADA compliant website by April 2027. Two possible vendors made proposals. Minetta recommends Revise because the city is also going with that company and it will save costs. Minetta plans to get a Community Foundation grant to pay for the initial design costs then apply for a Bridges non-competitive grant for the annual fees. Anticipated design revision will take approximately 2 months.

Moved to approve by: Sara Podoll for the Library to choose Revise and submit a designated fund grant request to the Community Foundation, 2nd: Davin Lescohier, all approved.

10. Miscellaneous

a. **Trustee Training: Discussion relating to Trustee Essentials Chapter 14 The**

Library Board and the Open Meetings Law (Lippert): Open meeting announcements are posted online by the library & the city with hard copies posted at the library and municipal building.

11. Adjournment

Move to adjourn: Leslie LaMuro, 2nd: Kyle Jacobson, all approved.

Respectfully submitted by:

Leslie LaMuro



**March 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	\$55,702.98	\$311,297.02		\$311,297.02
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$16,050.60	\$117,949.40		\$117,949.40
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$3,700.00	\$19,300.00		\$19,300.00
15-55-5511-2500	Benefits		\$200,000.00	\$31,208.60	\$168,791.40		\$168,791.40
	Total Salaries and Benefits		\$724,000.00	\$106,662.18	\$617,337.82		
15-55-5511-0600	Supplies		\$20,000.00	\$2,395.31	\$17,604.69		\$17,604.69
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$402.93	\$997.07		\$997.07
15-55-5511-0800	Insurance		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-55-5511-0900	Telephone		\$3,000.00	\$164.16	\$2,835.84		\$2,835.84
15-55-5511-1000	Electricity and Water		\$39,000.00	\$2,296.87	\$36,703.13		\$36,703.13
15-55-5511-1100	Natural Gas		\$14,000.00	\$1,868.18	\$12,131.82		\$12,131.82
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$10,815.37	\$23,684.63		\$23,684.63
15-55-5511-1300	Books		\$66,700.00	\$8,436.21	\$58,263.79		\$58,263.79
15-55-5511-1400	Other		\$1,000.00	\$11.99	\$988.01		\$988.01
15-55-5511-1500	Periodicals		\$4,800.00	\$40.00	\$4,760.00		\$4,760.00
15-55-5511-1600	AV		\$17,500.00	\$1,940.77	\$15,559.23		\$15,559.23
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$1,296.44	\$2,453.56		\$2,453.56
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	\$4,920.20	\$53,579.80		\$53,579.80
15-55-5511-2000	Programming		\$8,000.00	\$1,530.91	\$6,469.09		\$6,469.09
	Total Operations/Services		\$281,150.00	\$36,168.21	\$244,981.79		
	Total Operating Budget	\$1,005,150.00	\$142,830.39	\$862,319.61			
15-60-0065-1103	CIP Computers		\$5,000.00	\$4,329.06	\$670.94		
15-60-0065-1106	CIP Sorting Machine Replacement		\$150,000.00	\$0.00	\$150,000.00		
15-60-0065-1107	CIP Phone System Replacement		\$5,000.00	\$0.00	\$5,000.00		
15-60-0065-1000	CIP Website Redesign		\$0.00	\$7,500.00	-\$7,500.00		
	Total CIP	\$160,000.00	\$11,829.06	\$148,170.94			
	Grand Total	\$1,165,150.00	\$154,659.45	\$1,010,490.55			

Revenue Fund Accounts	Description	Budget	Revenue:
15-44-0044-6000	LIBRARY-ADJ COUNTY FUNDING (R)	\$24,632.00	\$24,632.68
15-44-0044-6120	Jeff. Co. Aid	\$305,504.00	\$305,504.00
15-44-0044-6100	LIBRARY-Copy, Scan, Fax, Print	\$7,000.00	\$1,117.33
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$401.58
15-47-0047-1100	Donations and Grants	\$8,700.00	\$2,150.00
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	\$970,805.59
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	\$970,805.59
	Donations (Edward Jones)	\$0.00	\$8,500.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$72,857.29	\$1,040,106.63	

Signatures of Approval:

Library Director	Board of Trustees President	Board of Trustees Secretary

Invoice Number	Description	Total Cost	GL Account and Title
AMAZON CAPITAL SERVICES			
11FY-PTDW-PVR1	4 PACK DOOR STOPPERS	5.99	15-55-5511-0600 LIBRARY-Supplies
14GH-GJGP-39YW	3 BOOKS	40.26	15-55-5511-1300 LIBRARY-Books
14NW-PNCN-VCC7	PAPER SHREDDER	31.06	15-55-5511-0600 LIBRARY-Supplies
14Q6-LG6V-F9MP	3 BOOKS	45.55	15-55-5511-1300 LIBRARY-Books
16TX-D4VF-1776	PAPER PLATES, COTTON BALLS	6.48	15-55-5511-0600 LIBRARY-Supplies
177T-X7LH-M7WY	VI-JON SWAN ISOPROPHYL ALCOHOL, 70% 16 FL OZ	16.00	15-55-5511-0600 LIBRARY-Supplies
17ND-GTMQ-4D64	2 BOOKS	30.24	15-55-5511-1300 LIBRARY-Books
19MR-DCN7-4HJ3	SAND TIMERS	34.16	15-55-5511-0600 LIBRARY-Supplies
19NK-WJV9-47HP	CARD GAME	11.99	15-55-5511-1400 LIBRARY-Other
1DGV-D7MJ-GNN3	STRANGER THINGS 5 (SOUNDTRACK FROM THE NETFLIX SERIES)	12.98	15-55-5511-1600 LIBRARY-A.V.
1DYY-1XJY-DHMT	RUBBER BANDS	8.48	15-55-5511-0600 LIBRARY-Supplies
1GVJ-4PTJ-3XVV	1TRON: ARES (ORIGINAL MOTION PICTURE SOUNDTRACK)ASIN: B0FHSJF18HSOLD BY: AMAZON.COM SERVICES, INC	13.97	15-55-5511-1600 LIBRARY-A.V.
1H6Q-4VXY-VD4N	ISOPROPYL ALCOHOL (1 GALLON)	25.21	15-55-5511-0600 LIBRARY-Supplies
1HKY-LKVD-NRH4	VI-JON SWAN ISOPROPHYL ALCOHOL, 70% 16 FL OZ	-16.00	15-55-5511-0600 LIBRARY-Supplies
1HNP-RKDD-FVNX	3 BOOKS	33.54	15-55-5511-1300 LIBRARY-Books
1K6N-9LRX-RCM9	CARBON MONOXIDE DETECTORS	109.20	15-55-5511-0600 LIBRARY-Supplies
1L9N-R11W-PQYY	CANVASES FOR PAINTING, WATERCOLOR PAINT SET BLOCK	48.73	15-55-5511-2000 LIBRARY-Programming
1LCT-M49W-GQ9Q	2 BOOKS	28.88	15-55-5511-1300 LIBRARY-Books
1LMW-GCGQ-LQ7	DISH SOAP	3.58	15-55-5511-0600 LIBRARY-Supplies
1N64-YWN4-GTCT	3 BOOKS	27.31	15-55-5511-1300 LIBRARY-Books
1NVW-F9CK-RWKJ	4 BOOKS	51.82	15-55-5511-1300 LIBRARY-Books
1NVW-F9CK-V9LW	SHIPPING LABELS, SEED PACKETS	42.52	15-55-5511-2000 LIBRARY-Programming
1P3V-WP6R-1TXD	9 BOOKS FOR ADULT BOOK DISCUSSION	139.20	15-55-5511-2000 LIBRARY-Programming
1PYK-DQRD-4GL4	WHITEBOARD CLEANER	9.49	15-55-5511-0600 LIBRARY-Supplies
1RJ1-DRDR-WT4X	14 BOOKS	163.01	15-55-5511-1300 LIBRARY-Books
1RLR-HXLD-TPNN	FACIAL TISSUE, FABRIC ADHESIVE BANDAGE	27.13	15-55-5511-0600 LIBRARY-Supplies
1TDN-WLNC-63DC	1 UNFAIRIES: A GRAPHIC NOVELASIN: B0F3W86511SOLD BY: AMAZON.COM SERVICES, INC	13.74	15-55-5511-1300 LIBRARY-Books
1VLD-KCJM-4C4G	1 EXO: A NOVEL	11.39	15-55-5511-1300 LIBRARY-Books
1WGF-99TJ-YJ9K	34 BOOKS	315.23	15-55-5511-1300 LIBRARY-Books
1WYK-WRD9-R9M	LAMINATING POUCHES, ERASER, POSTER TAPE	35.29	15-55-5511-0600 LIBRARY-Supplies
1WYK-WRD9-R9M	2 BOOKS FOR STORYWALK	24.68	15-55-5511-2000 LIBRARY-Programming
1XKC-Y3GG-TQFP	3 BOOKS	63.18	15-55-5511-1300 LIBRARY-Books
1XTK-N3XF-CW13	MAUS I: A SURVIVOR'S TALE: MY FATHER BLEEDS HISTORY	-7.57	15-55-5511-1300 LIBRARY-Books
1Y1M-6T39-3NQY	4 BOOKS	42.91	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
1Y4L-H97W-L9G1	DISINFECTING WIPES	8.97	15-55-5511-0600 LIBRARY-Supplies
Total AMAZON CAPITAL SERVICES:		1,458.60	
AT & T			
2-26-26	SERVICE	85.19	15-55-5511-0900 LIBRARY-Telephone
2-26-26	SERVICE	85.19	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		170.38	
BRODART CO			
January 2026 Books	JANUARY 2026 BOOKS	4,590.00	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		4,590.00	
CENTER POINT LARGE PRINT			
2226595	15 LARGE PRINT BOOKS	375.15	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		375.15	
CENTURYLINK			
772273638	STATE PROGRAM/LONG DISTANCE SERVICE #2	3.33	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		3.33	
CLOUTE INC			
50124	SNOW SHOVELING, APPLICATION OF DEICING SALT	802.50	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		802.50	
DEMCO INC			
7756931	NORBOND ADHESIVE, PLASTIC BOTTLE, KWIKBOOST CABLE BUNDLE	191.06	15-55-5511-0600 LIBRARY-Supplies
7763019	BOOKSHELF DIVIDERS, PAPER TAPE, LABEL PROTECTORS	220.62	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		411.68	
DWIGHT FOSTER PUBLIC LIBRARY			
Feb 2026 Petty Cas	FESTIVAL: PROGRAM SUPPLIES	10.12	15-55-5511-2000 LIBRARY-Programming
Feb 2026 Petty Cas	USPS: 10 ILL PACKAGES, 2 ROLLS OF STAMPS	200.63	15-55-5511-0700 LIBRARY-Postage
Jan 2026 Petty Cas	CHAMBER BUCKS FOR BEAR ON A BOOKSHELF	25.00	15-55-5511-2000 LIBRARY-Programming
Jan 2026 Petty Cas	USPS: 9 ILL PACKAGES, 2 ROLLS OF STAMPS	196.38	15-55-5511-0700 LIBRARY-Postage
Total DWIGHT FOSTER PUBLIC LIBRARY:		432.13	

Invoice Number	Description	Total Cost	GL Account and Title
G.F.C. LEASING			
I537929	#3 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999102018938	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999102075675	4 LARGE PRINT BOOKS	100.76	15-55-5511-1300 LIBRARY-Books
999102092873	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999102162512	1 LARGE PRINT BOOK	22.39	15-55-5511-1300 LIBRARY-Books
999102296209	12 LARGE PRINT BOOKS	374.28	15-55-5511-1300 LIBRARY-Books
999102357737	1 LARGE PRINT BOOK	26.39	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		583.80	
H & H FIRE PROTECTION			
21362	ANNUAL INSPECTION OF FIRE EXTINGUISHERS	101.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total H & H FIRE PROTECTION:		101.00	
IGNATEK LLC			
24168	MONTHLY BILLING FOR MANAGED IT	827.16	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		827.16	
JIM'S JANITORIAL SERVICE LLC			
15783	GENERAL CLEANING, CLEANING EXTRA SALT FROM FLOORS	1,000.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15786	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,900.00	
JOYCE P UGLOW			
ST2026-7.2.26	SRP BOOK TALK AND ACTIVITIES FOR ELEMENTARY AGED CHILDREN	200.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total JOYCE P UGLOW:		200.00	
JP MORGAN CHASE BANK-WIRE			
4723	SEEDSAVER-SEEDS FOR LIBRARY	294.77	15-55-5511-2000 LIBRARY-Programming
4723	PICKNSAVE-DRINKS	74.93	15-55-5511-2000 LIBRARY-Programming
4723	FESTIVAL-SNACKS	47.35	15-55-5511-2000 LIBRARY-Programming
4723	TORANI-TORANI SYRUPS	69.24	15-55-5511-2000 LIBRARY-Programming
4723	PACKERS HALL-MEMBERSHIP FOR EXPLORE PASS	125.00	15-55-5511-2000 LIBRARY-Programming
4723	DNR-STATE PARK DAY PASSES	270.00	15-55-5511-2000 LIBRARY-Programming
4723	MILWAUKEE JOURNAL-SUBSCRIPTION	40.00	15-55-5511-1500 LIBRARY-Periodicals

Invoice Number	Description	Total Cost	GL Account and Title
4723	DSPS-BOILER PTO FEES	102.25	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total JP MORGAN CHASE BANK-WIRE:		1,023.54	
KAREN ALBRECHT			
Albrecht 05112026	MONARCH WORKSHOP FOR MEMORY CAFE	225.00	15-55-5511-2000 LIBRARY-Programming
Total KAREN ALBRECHT:		225.00	
MADISON CIRCUS ENTERTAINMENT			
Madison Circus 7/23	SRP CIRCUS PERFORMANCE	571.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total MADISON CIRCUS ENTERTAINMENT:		571.00	
MIDWEST TAPE			
508376948	3 DVDS	76.47	15-55-5511-1600 LIBRARY-A.V.
508422457	16 AUDIOBOOKS, 6 DVDS	856.78	15-55-5511-1600 LIBRARY-A.V.
508458245	4 AUDIOBOOKS, 3 DVDS	248.93	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		1,182.18	
MR PLUMBER			
11626-5	REPAIRED 3 TOILETS AND RESOLVED SEWER GAS SMELL	783.64	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MR PLUMBER:		783.64	
OPPORTUNITIES INC			
PSI687978	BUSINESS CARDS	39.00	15-55-5511-0600 LIBRARY-Supplies
Total OPPORTUNITIES INC:		39.00	
PACKERLAND RENT-A-MAT INC			
3289674	MONTHLY MAT SERVICE PLUS EXTRA RED MAT	230.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		230.75	
PRAIRIE LAKES LIBRARY SYSTEM			
3062	GROUP TECH PURCHASE OF 6 DESKTOP COMPUTERS AND 6 MONITORS	4,329.06	15-60-0065-1103 CIP COMPUTERS
Total PRAIRIE LAKES LIBRARY SYSTEM:		4,329.06	
REVIZE LLC			
23154	WEBSITE REDESIGN PROJECT	7,500.00	15-60-0065-1000 CIP WEBSITE REDESIGN
Total REVIZE LLC:		7,500.00	
ROCKET INDUSTRIAL INC			
IN00566512	VACCUM HOSE		

Invoice Number	Description	Total Cost	GL Account and Title
	REPLACEMENT PART	105.42	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		105.42	
SERVICE SPRINKLER LLC			
8260	3RD QUARTERLY INSPECTION	95.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total SERVICE SPRINKLER LLC:		95.00	
WATER DEPARTMENT			
2-28-26	WATER	555.19	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		555.19	
WE ENERGIES			
2-20-26	#1 GAS	1,868.18	15-55-5511-1100 LIBRARY-Natural Gas
2-20-26	#1 ELECTRIC	2,296.87	15-55-5511-1000 LIBRARY-Electricity and Water
Total WE ENERGIES:		4,165.05	
Grand Totals:		33,189.48	

Library Director's Report March 2026

Staff

- Library staff members and their families were invited to a staff appreciation party on Friday, February 20. More than 30 people attended the gathering, enjoying food and games in the library's FCCU Community Room. Big thank you to the staff members—especially Carlee Hein—who planned the event. Also, thank you to the Friends of the Library for providing funding to pay for the event.
- The library will be closed the morning of Friday, March 13 until 1 p.m. for staff training. Library staff will use the time to tour other libraries together. The library will be open to the public from 1-6 p.m. that day.

Maintenance of Facility and Equipment

- Library staff installed signs designating non-public areas in the library.
- Fort Glass repaired the library's staff entrance door on February 11 after the door closer arm partially detached from the door.
- Fort Glass will fix the front door. The screws attaching the threshold to the floor on one side of the door rusted and need to be replaced. The same thing happened on the other half of the front door last summer.
- I signed an addendum to our Per Mar contract cancelling our CCTV service agreement. Past records indicate that the Dwight Foster Public Library switched to a camera system with Ignatek in 2022. Per Mar confirmed that we have not requested a service call for their CCTV service since 2020. This change will save the library \$129 per month. The library is still working with Per Mar for our burglar alarm.
- Ignatek started working on replacing the library's phones during the week of March 2.
- Sandy and I are continuing to talk to vendors about automated materials handling machine proposals. We are excited about the prospect of replacing our book drop sorting machine

Programs and Services

- On February 25, Daphne's Explore Together for Homeschoolers program involved a tour of the Fort Atkinson Fire Department. Twenty-three people attended the program.
- While the Winter Olympics were going on in Italy, Deb set up a table top curling station next to the second floor service desk. After the activity station concluded, Molley added the curling set to our Library of Things so patrons can check it out to try at home.

- The Dwight Foster Public Library collaborated with the School District of Fort Atkinson to host the 2026 4K Art Gala on February 26. The event drew in 275 attendees to celebrate storybook math-terpieces created by four-year-old kindergarten artists. The art will remain on display in the children's area of the library through mid-March.
- Deb hosted a Late Night Hygge and Hot Cocoa Lock-in on Friday, February 27. Fourteen attendees enjoyed warm fireplaces, cozy reading, delightful refreshments, and the librarian's definition of a late night.



Collections, Displays, and Marketing

- Deb added signage to the adult nonfiction collection that visually indicates Dewey ranges and subjects. The intention of the signage is to make the collection easier to browse as not all patrons are comfortable asking for assistance.
- The Jones Gallery features fused glass artwork by Carolyn Nord for the month of March.
- The display case next to the second floor service desk now features a patron's horse collection.
- Carlee and I are working on a website design questionnaire for Revize to begin the process of redesigning our website. New steps will include submitting photos of our library and scheduling a kick-off meeting.
- At the February Library Board meeting, I shared that our primary book vendor Brodart will begin adding a 4% freight charge to our orders in March 2026. I'd like to correct what I said about what this charge would have cost us if had been applied to our Brodart orders in 2025. Our library paid Brodart \$49,873.09 in 2025, so 4% freight would have cost \$1,994.92.

Budget/Donations

- The Fort Atkinson Community Foundation's Board approved distributing \$7,500 from the library's designated fund for our website redesign project. I deposited the check from the Community Foundation in the library's trust at Edward Jones. At the end of the year, I will request a check from Edward Jones for these funds as well as approved funds for other CIP projects to reimburse the City.
- In February, the library received donations for the summer reading program from the following businesses and organizations: Animal Clinic of Fort Atkinson, American

Legion Auxiliary, Cloute, Badger Bank, Edwin Frohmader VFW Auxiliary #1879, Edwin Frohmader VFW Post 1879, Krueger Jewelry, Dunsmoor Doors, and the Optimist Club of Fort Atkinson.

- The library also received donations from Judith Henning and Russell and Carolyn Nord.

Bridges/APL/Jefferson County Library Service

- I received notice that Greg Haasch needs to resign from the Jefferson County Library Board due to a family situation. I recommended Erin O'Neill from Watertown to fill the open Board position. County Administrator Michael Luckey will include Erin's appointment on the March County Board meeting agenda.
- The Jefferson County Library Board will meet next on Thursday, April 2.

Other

- The Heart of the City group selected the Dwight Foster Public Library to receive the 2026 Big Heart Award. Library staff are honored to use their "big hearts" every day to serve our community.



- Library staff are currently testing out a Circ Trak RFID wand tool from Tech Logic. The tool communicates directly with the RFID tags in books to identify shelved items with an odd status, such as checked out items, missing items, and items that have been deleted or incorrectly tagged. So far, staff have scanned 48,552 items and identified 169 issues. The ability to identify these items proactively enables the library to correct mistakes, identify areas for further training or workflow improvements, and generally provide better service to our patrons. Big thank you to Sandy, Julie, and other staff members for taking the time to scan collections.

Dwight Foster Public Library
Monthly Statistical Report

February 2026

Library collection:	Jan 2026	Feb 2026	Feb 2025
Items in collection	100,192	100,832	93,866
Number of item records created	509	579	634
Number of items deleted	965	426	326

Circulation by material type: Jan 2026 Feb 2026 Feb 2025

Selected book circulation:	Jan 2026	Feb 2026	Feb 2025
Book	3,768	3,570	3,470
Browsing (Lucky Day Book)	68	59	29
Children's book	5,686	5,245	4,708
New book (nonfiction)	312	250	281
New fiction	450	390	368

Selected AV circulation:

Blu-Ray	39	35	47
Browsing AV (Lucky Day AV)	35	30	41
CD	118	100	170
CD book	129	152	166
Children's Blu-Ray	4	13	21
Children's CD	3	24	7
Children's CDBook	58	43	30
Children's digital audiobook (+/YA Playaway)	59	65	53
Children's DVD	289	256	348
DVD	1,269	1,049	1,302
Nonfiction DVD	40	54	58
Playaway	46	62	45

Selected other circulation:

Book club kits	5	7	4
Children's magazine	42	27	41
Library of things	387	333	162
Magazine	129	154	113
Total physical item circulation:	13,193	12,144	11,661

Digital circulation: Jan 2026 Feb 2026 Feb 2025

Hoopla	0	0	372
Overdrive ebooks and digital audiobooks	3,557	3,155	2,539
Overdrive magazines	375	384	302
Total digital item circulation:	3,932	3,539	3,213

Circulation by patron statistical class: Jan 2026 Feb 2026 Feb 2025

City of Fort Atkinson circulation:	7,516	7,143	6,628
Jefferson County "City" circulation:	1,178	984	642
Jefferson County Rural circulation:	3,472	3,176	3,498
Total:	13,025	11,952	11,455

Cardholders: Jan 2026 Feb 2026 Feb 2025

YTD new patron registrations	47	99	134
Total number of cardholders	8,649	8,695	8,354

Patrons in the building:	Jan 2026	Feb 2026	Feb 2025
Total number of patrons	6,853	7,482	6,163
Largest day/number	Jan 2/413	Feb 26/492	Feb 27/520
Smallest day/number	Jan 23/87	Feb 7/123	Feb 15/89

Meeting rooms:	Jan 2026	Feb 2026	Feb 2025
Number of room reservations	240	269	
Number of patron-initiated reservations	81 (34%)	126 (46%)	

Public computers and wifi use:	Jan 2026	Feb 2026	Feb 2025
Number of users of public internet computers	536	634	557
Hours of public internet computer use	397	448	370
Number of unique wireless clients	759	864	1,028
Average daily wireless visits	73	93	101
Wifi total data transferred	1.83 TB	2.47 TB	1.69 TB

Patron questions at desks:	Jan 2026	Feb 2026	Feb 2025
Reference interactions	171	157	206
General/Directional	139	89	169
Technical assistance	271	279	309
Circulation	27	23	111
Conflict/Resolution	0	0	0

Other:	Jan 2026	Feb 2026	Feb 2025
Books mended	115	108	57
AV mended	109	68	97
Copy machines	8,737	9,717	7,983
Outgoing faxes	73	66	77
Incoming faxes	8	8	5

Resource sharing:	Jan 2026	Feb 2026	Feb 2025
Outgoing ILL	105	109	109
Incoming ILL	24	26	26
DFPL items shipped to other libraries	2,468	2,216	2,142
Holds received at DFPL	2,377	2,126	2,008

Programs and attendance:	Jan 2026	Feb 2026	Feb 2025
Young child (0-5) programs/attendance	23 prog/427 att	24 prog/732 att	17 prog/451 att
Child (6-11) programs/attendance	6 prog/103 att	9 prog/158 att	6 prog/111 att
Young adult (12-18) programs/attendance	4 prog/37 att	2 prog/22 att	5 prog/41 att
Adult (19+) programs/attendance	6 prog/61 att	3 prog/34 att	5 prog/42 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/7 att
Total programs/attendance:	39 prog/628 att	38 prog/946 att	34 prog/652 att

Self-directed activities and participation:	Jan 2026	Feb 2026	Feb 2025
Total activities/participation	2 prog/364 partici	2 prog/183 partici	3 prog/441 partici

Notice of Availability of Public Records

The Dwight Foster Public Library Board of Trustees is an authority for purposes of record keeping as defined in Wis. Stat. § 19.32(1).

Records of the Dwight Foster Public Library and the Dwight Foster Public Library Board of Trustees as defined under Wis. Stat. § 19.32(2) are retained at the Dwight Foster Public Library at 209 Merchants Avenue, Fort Atkinson, Wisconsin, and are available during regular posted library hours.

The Library Director will serve as the custodian of these records. In the absence of the Library Director, the Adult Services Librarian will serve as the deputy custodian for records held by this office.

Records will be made available, as law permits, to any person requesting the same. Records requests do not need to be submitted in writing. Records may be copied at a cost of 10 cents per page. If the cost of locating a record exceeds \$50, the cost will be charged to the person making the request. The actual cost of mailing or shipping a record will be charged to the requestor. If the total cost of reproduction, location, mailing, and shipping exceeds \$5, prepayment may be required.

Please note, Wis. Stat. § 43.30(1m) states: “Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).”

The Library Board and the Public Records Law

15

Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

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 at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county 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.

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