



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, APRIL 13, 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 March 9, 2026 Library Board meeting.
- 4. Financial Report**
 - a. Discussion relating to the April 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**
 - a. Discussion relating to Library Board Trustee recruitment (Lippert)

9. New Business

- a. Discussion relating to the status of the trust held at Edward Jones (Lippert)
- b. Review and possible action relating to the AMH replacement project (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 16 "Ethics and Conflict of Interest Laws Applying to Trustees" (Lippert)
<https://vimeo.com/showcase/11330550?video=1000950754>

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.

LIBRARY BOARD MEETING MINUTES
MONDAY, MARCH 9, 2026-9:30AM
FCCU COMMUNITY ROOM
DWIGHT FOSTER PUBLIC LIBRARY

The meeting was called to order by Julie Olver at 9:30 AM

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

Approval of Minutes

- a. Review and possible action relating to the minutes of the February 9, 2026 Library Board meeting.

Move to approve: Lori Compas, 2nd: Duane Scott, motion carried

Financial Report

- b. Discussion relating to the March 2026 financial report of the library (Lippert)

Minetta noted that the library is 16% of the way through the year and have only used 14% of the annual budget. The budget is on track.

Approval of Bills

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

Move to approve: Davin Lescohier, 2nd : Kyle Jacobson, motion carried

Public Input

None

Reports

Director's Report: The staff appreciation party was on Friday, February 20. More than 30 people attended the gathering, enjoying food and games in the library's FCCU Community Room. Minetta thanked Carlee Hein—who planned the event and the Friends of the Library for providing funding to pay for the event.

The library will be closed the morning of March 13 for staff training but will be open from 1:00 – 6:00 PM.

Ignatek started working on replacing the library's 15-year-old phones during

the week of March 2. The staff is looking forward to having functioning voicemail.

A table top curling set is available for check out now from the Library of Things.

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.

Carlee and Minetta 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.

The Fort Atkinson Community Foundation's Board approved distributing \$7,500 from the library's designated fund for our website redesign project. The funds are in the DFPL's Edward Jones Trust fund to be used for the website redesign.

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

Library staff enjoyed testing out a Circ Trak RFID wand tool from Tech Logic.

Friends of the Library Liaison Report: Julie Olver reported two upcoming fundraisers for the Friends of the Library, the annual pie sale and the "Libraries are for Everyone" tee shirt sale.

Unfinished Business

None

New Business

- a. Discuss Library Board membership and recruitment (Lippert) – Leslie LaMuro and Sara Podoll, whose terms are ending, will not be continuing on the board; Lori Compas will continue for another term. Two new board positions are open. Those interested in becoming a board member should contact city manager Rebecca Houseman, who will conduct interviews and

make recommendations of new Library board members to the city council for approval.

- b. Review and possible action relating to designating a records custodian and approving a notice about the availability of public records (Lippert)

Motion to designate the library director as the records custodian for the library and to post a notice posted about the availability to access public records was made by Sara Podoll, 2nd by: Kyle Jacobson, motion carried

Miscellaneous

- c. Trustee Training: Discussion relating to Trustee Essentials Chapter 15: "The Library Board and the Public Records Law" (Lippert)

Meeting adjourned at 9:29 AM

Move to approve: Duane Scott, 2nd by: Sara Podoll, motion carried

Minutes respectfully submitted by Leslie LaMuro



**April 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	\$97,978.99	\$269,021.01		\$269,021.01
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$30,667.60	\$103,332.40		\$103,332.40
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$5,500.00	\$17,500.00		\$17,500.00
15-55-5511-2500	Benefits		\$200,000.00	\$49,473.20	\$150,526.80		\$150,526.80
	Total Salaries and Benefits		\$724,000.00	\$183,619.79	\$540,380.21		
15-55-5511-0600	Supplies		\$20,000.00	\$4,125.21	\$15,874.79		\$15,874.79
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$466.65	\$933.35		\$933.35
15-55-5511-0800	Insurance		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-55-5511-0900	Telephone		\$3,000.00	\$639.10	\$2,360.90		\$2,360.90
15-55-5511-1000	Electricity and Water		\$39,000.00	\$5,465.68	\$33,534.32		\$33,534.32
15-55-5511-1100	Natural Gas		\$14,000.00	\$3,138.31	\$10,861.69		\$10,861.69
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$12,083.82	\$22,416.18		\$22,416.18
15-55-5511-1300	Books		\$66,700.00	\$17,872.74	\$48,827.26		\$48,827.26
15-55-5511-1400	Other		\$1,000.00	\$229.63	\$770.37		\$770.37
15-55-5511-1500	Periodicals		\$4,800.00	\$1,767.78	\$3,032.22		\$3,032.22
15-55-5511-1600	AV		\$17,500.00	\$2,998.53	\$14,501.47		\$14,501.47
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$3,600.80	\$149.20		\$149.20
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$238.72	\$1,761.28		\$1,761.28
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$14,028.92	\$44,471.08		\$44,471.08
15-55-5511-2000	Programming		\$8,000.00	\$3,254.53	\$4,745.47		\$4,745.47
	Total Operations/Services		\$281,150.00	\$69,910.42	\$211,239.58		
	Total Operating Budget	\$1,005,150.00	\$253,530.21	\$751,619.79			
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	\$265,359.27	\$899,790.73			

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	\$2,424.55
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$667.29
15-47-0047-1100	Donations and Grants	\$8,700.00	\$5,040.36
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	\$975,268.88
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	\$975,268.88
	Donations (Edward Jones)	\$0.00	\$8,500.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$73,617.35	\$1,006,827.54	\$91,426.00

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			
13TJ-NJNM-1N7D	HOW DID I GET HERE? B0FT3KC8C1	14.98	15-55-5511-1600 LIBRARY-A.V.
14FK-NWKP-7X7D	BOOKS	292.32	15-55-5511-1300 LIBRARY-Books
14GT-TT6Y-NNCF	BOOK	10.79	15-55-5511-1300 LIBRARY-Books
1619-TXYQ-7MNC	SPINE LABELS	15.82	15-55-5511-0600 LIBRARY-Supplies
16NW-WYP1-4CTL	18 BOOKS	190.73	15-55-5511-1300 LIBRARY-Books
179F-YCN6-YRQD	BOOK	11.39	15-55-5511-1300 LIBRARY-Books
1CDN-46Y9-3GMH	BATTERIES	55.80	15-55-5511-1200 LIBRARY-Maint. & Repairs
1CNN-NL7H-P3LQ	2 BOOKS	20.13	15-55-5511-1300 LIBRARY-Books
1CYG-XRYQ-PK9V	BOOKS FOR STORYWALK, LAMINATING POUCHES	52.83	15-55-5511-2000 LIBRARY-Programming
1DMP-FCFQ-4P9D	BAGS, PEEPS	28.19	15-55-5511-2000 LIBRARY-Programming
1FMX-MFYJ-3GJ9	NUTS, CANDY FOR PROGRAM	47.04	15-55-5511-2000 LIBRARY-Programming
1FYT-HXVH-31NP	13 BOOKS	98.63	15-55-5511-1300 LIBRARY-Books
1GH3-336K-9PKR	BOOK	15.39	15-55-5511-1300 LIBRARY-Books
1JCG-6HGP-4JDG	BOOK	14.30	15-55-5511-1300 LIBRARY-Books
1JJ6-1DJJ-CPT3	LABELS	7.91	15-55-5511-0600 LIBRARY-Supplies
1L9G-JHMK-3LRJ	EDIBLE GLITTER, PLASTIC CUPS, SYRUP PUMP	53.35	15-55-5511-2000 LIBRARY-Programming
1LWP-MXFY-93YV	THE MATH INSPECTORS 5: THE CASE OF THE FORGOTTEN MINE	-11.99	15-55-5511-1300 LIBRARY-Books
1MVH-GJ36-NJFJ	1 ADULT NONFICTION BOOK	11.39	15-55-5511-1300 LIBRARY-Books
1NQT-KRLW-G6Q1	HARD CASES FOR YOTOS	31.96	15-55-5511-0600 LIBRARY-Supplies
1P14-K63D-WW6T	STICKY NOTES	-31.99	15-55-5511-0600 LIBRARY-Supplies
1PWV-H441-NWP4	1GHOST ADVENTURES - SEASON 6ASIN:SOLD BY: AMAZON.COM SERVICES, INCB00W8F3ON0ORDER #112- 8608307-8019449	43.55	15-55-5511-1600 LIBRARY-A.V.
1VYC-JL17-FJ9T	1POLAR EXPRESS, THE (WS) (DVD)	11.58	15-55-5511-1600 LIBRARY-A.V.
1WH1-XCQT-KDKL	MAMA CAR	-12.34	15-55-5511-1300 LIBRARY-Books
1WTV-JMTJ-TVFY	BLANK BOOKS, TREAT BAGS, TABLECLOTHS	225.44	15-55-5511-1700 LIBRARY-Summer Reading Progra
1WXN-C4PW-MHF	SHIPPING LABLES	11.41	15-55-5511-0600 LIBRARY-Supplies
1X9F-MVRQ-CXXR	BANDAGES, DUSTERS, CLEANER, TISSUES, STORAGE BAGS, GLOVES	231.18	15-55-5511-0600 LIBRARY-Supplies
1YM3-1N4X-FQMK	1MEGADETH (AMAZON EXCLUSIVE CD WITH LENTICULARCOVER))	13.98	15-55-5511-1600 LIBRARY-A.V.
Total AMAZON CAPITAL SERVICES:		1,453.77	
AT & T			
3-19-26	SERVICE	60.33	15-55-5511-0900 LIBRARY-Telephone
3-19-26	SERVICE	60.34	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		120.67	
BROAD REACH BOOKS			
AR12101727	5 JUV BOOKS	122.81	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
Total BROAD REACH BOOKS:		122.81	
BRODART CO			
February 2026 Brod	FEBRUARY 2026 BOOKS	3,298.84	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		3,298.84	
CARLEE HEIN			
3-12-26	LIBRARY TOURS MILEAGE REIMBURSEMENT	35.53	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total CARLEE HEIN:		35.53	
CENTER POINT LARGE PRINT			
2232922	7 LARGE PRINT BOOKS	173.19	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		173.19	
CENTURYLINK			
776272577	STATE PROGRAM/LONG DISTANCE SERVICE #3	4.53	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		4.53	
CHAD LEWIS			
239493	ADULT PROGRAM	350.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total CHAD LEWIS:		350.00	
CHARTER COMMUNICATIONS			
170837201022126	#3 LIBRARY	211.75	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		211.75	
CLOUTE INC			
50123	SNOW SHOVELING, DEICING SALT	315.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		315.00	
DAILY JEFFERSON COUNTY UNION			
JCD-421777 2026	ONE-YEAR SUBSCRIPTION	283.90	15-55-5511-1500 LIBRARY-Periodicals
Total DAILY JEFFERSON COUNTY UNION:		283.90	
DAPHNE SIEREN			
3-13-26	LIBRARY TOURS MILEAGE REIMBURSEMENT	35.53	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DAPHNE SIEREN:		35.53	
FORT ATKINSON GLASS/MIRROR INC			
263826	DOOR CLOSER ARM REPAIR		

Invoice Number	Description	Total Cost	GL Account and Title
	FOR BACK DOOR	124.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total FORT ATKINSON GLASS/MIRROR INC:		124.00	
G.F.C. LEASING			
1546414	#4 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999102407244	BOOK	26.39	15-55-5511-1300 LIBRARY-Books
999102416556	5 BOOKS	111.11	15-55-5511-1300 LIBRARY-Books
999102468471	1 LARGE PRINT BOOK	29.59	15-55-5511-1300 LIBRARY-Books
999102472871	7 LARGE PRINT BOOKS	222.33	15-55-5511-1300 LIBRARY-Books
999102474651	2 LARGE PRINT BOOKS	46.13	15-55-5511-1300 LIBRARY-Books
999102482873	1 LARGE PRINT BOOK	23.39	15-55-5511-1300 LIBRARY-Books
999102484732	2 LARGE PRINT BOOKS	59.98	15-55-5511-1300 LIBRARY-Books
999102516966	2 LARGE PRINT BOOKS	53.28	15-55-5511-1300 LIBRARY-Books
999102519152	1 LARGE PRINT BOOK	30.39	15-55-5511-1300 LIBRARY-Books
999102526384	12 LARGE PRINT BOOKS	353.48	15-55-5511-1300 LIBRARY-Books
999102527513	2 LARGE PRINT BOOKS	48.73	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		1,004.80	
GREY HOUSE PUBLISHING			
993800	2 NONFICTION BOOKS	324.00	15-55-5511-1300 LIBRARY-Books
Total GREY HOUSE PUBLISHING:		324.00	
IGNATEK LLC			
24401	MONTHLY BILLING FOR MANAGED IT	858.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total IGNATEK LLC:		858.66	
JIM'S JANITORIAL SERVICE LLC			
15810	GENERAL CLEANING 2/16/2026-2/27/2026	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15813	GENERAL CLEANING 3/2/2026-3/13/2026	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,800.00	
JP MORGAN CHASE BANK-WIRE			
4746	ORENTIAL TRADING-PRIZES	451.52	15-55-5511-1700 LIBRARY-Summer Reading Progra
4746	WI HIST SOCI-MEMBERSHIP PASS	500.00	15-55-5511-2000 LIBRARY-Programming
4746	MILWAUK JOURNAL-MONTHLY SUB	40.00	15-55-5511-1500 LIBRARY-Periodicals
4746	WALL ST JOURNAL- YEAR SUBSCRIPTION	779.88	15-55-5511-1500 LIBRARY-Periodicals
4746	WI STATE JOURNAL-YEAR SUBSCRIPTION	624.00	15-55-5511-1500 LIBRARY-Periodicals
4746	FESTIVAL-FOOD FOR STAFF PARTY	146.55	15-55-5511-2000 LIBRARY-Programming

Invoice Number	Description	Total Cost	GL Account and Title
4746	POYERS-PIES FOR STAFF PARTY	131.91	15-55-5511-2000 LIBRARY-Programming
4746	DOMINOS-PIZZA FOR STAFF PARTY	203.16	15-55-5511-2000 LIBRARY-Programming
4746	FARONICS-1 YEAR MAINTENANCE	294.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
4746	MILWAUKEE DOMES-EXPEIRENCE PASS	500.00	15-55-5511-2000 LIBRARY-Programming
Total JP MORGAN CHASE BANK-WIRE:		3,671.02	
KAPCO			
1509196	3 ROLLS EASY JACKET, 2 ROLLS EASY BIND, 1 PACK POLYESTER WINGS	210.41	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		210.41	
KAREN ALBRECHT			
Albrecht 06292026	BUTTERFLY WORKSHOP FOR ADULTS	150.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Albrecht 07302026	BUTTERFLY WORKSHOP FOR KIDS	150.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total KAREN ALBRECHT:		300.00	
LIBRARY STORE			
778348	4 ROLLS FILMOLUX	158.24	15-55-5511-0600 LIBRARY-Supplies
780016	FILMOLUX, 2 ROLLS	68.32	15-55-5511-0600 LIBRARY-Supplies
Total LIBRARY STORE:		226.56	
MIDWEST ALARM SERVICE			
537848	FIRE ALARM MONITORING AND FIRE ALARM SYSTEM INSPECTION 04012026-03312027	1,515.84	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MIDWEST ALARM SERVICE:		1,515.84	
MIDWEST TAPE			
508491492	2 CDS, 6 AUDIOBOOKS, 3 DVDS	392.64	15-55-5511-1600 LIBRARY-A.V.
508517326	1 CD AND 1 DVD	41.23	15-55-5511-1600 LIBRARY-A.V.
508552227	1 AUDIOBOOK, 5 DVDS	151.69	15-55-5511-1600 LIBRARY-A.V.
508586467	2 AUDIOBOOKS, 5 DVDS	212.18	15-55-5511-1600 LIBRARY-A.V.
508613496	1 BLU-RAY, 5 DVDS, 4 CDS	202.40	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		1,000.14	
OPPORTUNITIES INC			
PSI690330	BUSINESS CARDS	156.00	15-55-5511-0600 LIBRARY-Supplies
Total OPPORTUNITIES INC:		156.00	

Invoice Number	Description	Total Cost	GL Account and Title
PACKERLAND RENT-A-MAT INC			
3297700	MAT SERVICE	138.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		138.75	
PER-MAR SECURITY SERVICES INC.			
3785087	BURGLAR ALARM MONITORING AND SERVICE AGREEMENT 03012026- 02282027	825.36	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PER-MAR SECURITY SERVICES INC.:		825.36	
ROCKET INDUSTRIAL INC			
IN00569858	MULTI-FOLD PAPER TOWELS, CAN LINERS, BATH TISSUE, MOP HEADS	439.64	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		439.64	
T REXPLORERS LLC			
2132	KIDS' PROGRAM ABOUT DINOSAUR DISCOVERIES	571.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total T REXPLORERS LLC:		571.00	
TECH LOGIC CORPORATION			
INV21004588	SHELF MANAGEMENT SYSTEM WITH 14" LAPTOP	5,039.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total TECH LOGIC CORPORATION:		5,039.00	
TIM WILSON			
3-13-26	LIBRARY TOURS	35.53	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total TIM WILSON:		35.53	
WE ENERGIES			
3-24-26	#2 ELECTRIC	2,613.62	15-55-5511-1000 LIBRARY-Electricity and Water
3-24-26	#2 GAS	1,270.13	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		3,883.75	
WILLOW LANE EDUCATION			
ARR2603502	3 JUV BOOKS	75.97	15-55-5511-1300 LIBRARY-Books
Total WILLOW LANE EDUCATION:		75.97	
WILS			
505064	COOPERATIVE PURCHASING ANNUAL SUSCRPTION FEE FOR 7/1/2026-6/30/2027	199.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WILS:		199.00	

Invoice Number	Description	Total Cost	GL Account and Title
Grand Totals:		<u>29,333.87</u>	

Library Director's Report April 2026

Staff

- The library was closed the morning of Friday, March 13 until 1 p.m. for staff training. During the training, library staff toured Milton Public Library and Hedberg Public Library.
- Deb Bauer attended the Public Library Association (PLA) conference in Minneapolis on April 1-3. Deb thought the conference was informative and energizing.
- Desk Assistant Stacey Bieberitz will be leaving her position at the library for another opportunity.
- The library is currently hiring for a part-time Desk Assistant position. Details about the position are on the library's website.
- Sandy created new workflow checklists for staff at the circulation desk.



Maintenance of Facility and Equipment

- Sandy and I continued to talk to vendors and other libraries to gather information for the proposed AMH replacement project.
- The library's fireplaces are now turned off for the season.
- Fort Glass repaired the front door on March 10. 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.
- Ignatek replaced the library's phones on March 11. After some adjustments to the phones' settings, library staff are pleased with the new phones.
- On March 12, Ignatek switched the Wi-Fi access points throughout the building to replace the hardware that reached end of life more than a year ago.
- The library's Wi-Fi is now connected to the City's fiber line housed at the police department. I cancelled our Wi-Fi service from Charter.
- All libraries in the Bridges Library System experienced an internet outage on March 11-12. This was due to an upgrade at the Bridges office.
- Nick Armstrong replaced burned out bulbs in the second floor hanging lights. Now the reading room and Jones Gallery are well lit!
- Julie Olver and Duane Scott from the Library Board's Building and Grounds Committee met with me on April 8 to review the AMH replacement project proposal. I really

appreciated that Julie and Duane took time out of their busy schedules to meet with me as well as to review the lengthy packet of materials I sent to them.

Programs and Services

- The Friends of the Library, in partnership with Heart of the City and AAUW, hosted a successful Pi(e) Day fundraiser on March 14. Pies sold out after one hour!
- On March 24, Daphne’s Explore Together program toured the Fort Atkinson Wastewater Treatment Facility.
- Deb hosted a puzzle competition on March 27. The winning puzzle team finished in about 30 minutes. Attendees really enjoyed the event.
- Dwight Foster Public Library’s seed library opened on April 6 with 799 seed packets available for the taking. Thank you to the Friends of the Library for providing funding for the seed library along with funding for other library programs.

Collections, Displays, and Marketing

- Library staff noticed that some of our newer spine labels are fading. Staff are investigating likely causes of the fading and the best path forward.
- Carlee worked with the Friends of the Library to offer a “Libraries Are for Everyone” t-shirt sale. The Friends sold 70 t-shirts!
- Carlee and I met with Revize on April 1 for a kick-off meeting for our website redesign project.
- The Jones Gallery features a wonderfully creative display of Peep artwork created by our library’s patrons and staff.
- In honor of National Library Week, the glass display case next to the second floor service desk currently showcases library history and a variety of library cards used in the past.

Budget/Donations

- The library is receiving many donations in memory of former library employee Mary Kay Grunow as directed in her obituary.
- I submitted 2027 adjacent county reimbursement requests to Dane, Dodge, and Waukesha Counties. The 2027 reimbursement requests are based on 2025 circulation numbers and operating expenses. Reimbursement requests for Rock and Walworth Counties will be calculated by Prairie Lakes Library System.
- The Paul Frank Florine American Legion Auxiliary Unit 166 recently donated ten books to the children’s department.



- The Friends of the Library generously agreed to pay for an RFID wand for the library. Library staff are making good use of the new tool. We have adjusted our workflows so now all items are scanned before they are reshelved. This practice is catching errors before they affect patrons and enabling staff to clean up mistagged items.
- On April 9, the Friends of the Library gave the library a check for \$19,613.14. This donation amount includes \$8,000 for 2026 library programming, \$5,895 for Explore Passes, \$679.14 for the staff appreciation party, and \$5039 for the RFID wand. This donation will be included on next month's financial report.

Bridges/APL/Jefferson County Library Service

- The Jefferson County Library Board met on April 2 at the Dwight Foster Public Library. The Board elected officers for 2026.
- The Jefferson County Library Service shifted its web presence to the Jefferson County website: https://www.jeffersoncountywi.gov/jefferson_county_library_service/index.php
- Jefferson County published a blog post titled "Supporting Access for All: How Jefferson County Funds Its Libraries." https://www.jeffersoncountywi.gov/news_detail_T7_R61.php
- On April 8, I attended Bridges' database review meeting.

Other

- Manager Houseman and I closed the library on March 16, 2026 due to extreme weather.
- I received a letter dated March 5, 2026 from Edward Jones explaining that our financial advisor Bruce Waller added Logan Ruesch to his team as an associate financial advisor. The letter explains, "We are excited to add a team member to our branch to assist you even further. I am not remotely contemplating retiring, only planning the growth of my team to meet your needs."
- I posted the notice about public records availability on the bulletin board in the library's lobby. I also submitted form PRB-002, Notification of General Records Schedule Adoption, to the Public Records Board.

Dwight Foster Public Library
Monthly Statistical Report

March 2026

Library collection:	Feb 2026	Mar 2026	Mar 2025
Items in collection	100,832	101,402	94,469
Number of item records created	579	531	590
Number of items deleted	426	659	503

Circulation by material type:	Feb 2026	Mar 2026	Mar 2025
-------------------------------	----------	----------	----------

Selected book circulation:	Feb 2026	Mar 2026	Mar 2025
Book	3,570	3,897	3,679
Browsing (Lucky Day Book)	59	54	32
Children's book	5,245	5,708	6,075
New book (nonfiction)	250	260	310
New fiction	390	359	458

Selected AV circulation:	Feb 2026	Mar 2026	Mar 2025
Blu-Ray	35	65	61
Browsing AV (Lucky Day AV)	30	27	43
CD	100	117	196
CD book	152	128	176
Children's Blu-Ray	13	17	12
Children's CD	24	8	77
Children's CDBook	43	65	46
Children's digital audiobook (+/YA Playaway)	65	72	64
Children's DVD	256	327	374
DVD	1,049	1,156	1,659
Nonfiction DVD	54	80	77
Playaway	62	76	71

Selected other circulation:	Feb 2026	Mar 2026	Mar 2025
Book club kits	7	1	5
Children's magazine	27	22	15
Library of things	333	384	209
Magazine	154	147	147
Total physical item circulation:	12,144	13,187	13,993

Digital circulation:	Feb 2026	Mar 2026	Mar 2025
Hoopla	0	0	377
Overdrive ebooks and digital audiobooks	3,155	3,288	2,905
Overdrive magazines	384	406	329
Total digital item circulation:	3,539	3,694	3,611

Circulation by patron statistical class:	Feb 2026	Mar 2026	Mar 2025
City of Fort Atkinson circulation:	7,143	7,387	8,419
Jefferson County "City" circulation:	984	911	737
Jefferson County Rural circulation:	3,176	3,899	3,814
Total:	11,952	12,998	13,768

Cardholders:	Feb 2026	Mar 2026	Mar 2025
YTD new patron registrations	99	162	196
Total number of cardholders	8,695	8,605	8,370

Patrons in the building:	Feb 2026	Mar 2026	Mar 2025
Total number of patrons	7,482	7,555	6,917
Largest day/number	Feb 26/492	Mar 27, 563	Mar 4/400
Smallest day/number	Feb 7/123	Mar 13/137	Mar 15/152

Meeting rooms:	Feb 2026	Mar 2026	Mar 2025
Number of room reservations	269	273	
Number of patron-initiated reservations	126 (46%)	103 (37%)	

Public computers and wifi use:	Feb 2026	Mar 2026	Mar 2025
Number of users of public internet computers	634	612	640
Hours of public internet computer use	448	407	465
Number of unique wireless clients	864		1,114
Average daily wireless visits	93		99
Wifi total data transferred	2.47 TB		2.25 TB

Patron questions at desks:	Feb 2026	Mar 2026	Mar 2025
Reference interactions	157	159	205
General/Directional	89	93	176
Technical assistance	279	251	359
Circulation	23	13	80
Conflict/Resolution	0		1

Other:	Feb 2026	Mar 2026	Mar 2025
Books mended	108	142	74
AV mended	68	0	54
Copy machines	9,717	10,129	8,016
Outgoing faxes	66	67	77
Incoming faxes	8	7	8

Resource sharing:	Feb 2026	Mar 2026	Mar 2025
Outgoing ILL	109	98	104
Incoming ILL	26	34	29
DFPL items shipped to other libraries	2,216	2,334	2,328
Holds received at DFPL	2,126	2,239	2,461

Programs and attendance:	Feb 2026	Mar 2026	Mar 2025
Young child (0-5) programs/attendance	24 prog/732 att	20 prog/410 att	17 prog/262 att
Child (6-11) programs/attendance	9 prog/158 att	5 prog/110 att	8 prog/191 att
Young adult (12-18) programs/attendance	2 prog/22 att	2 prog/31 att	5 prog/24 att
Adult (19+) programs/attendance	3 prog/34 att	3 prog/42 att	5 prog/79 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/12 att
Total programs/attendance:	38 prog/946 att	30 prog/593 att	36 prog/568 att

Self-directed activities and participation:	Feb 2026	Mar 2026	Mar 2025
Total activities/participation	2 act/183 participa	1 act/188 participa	2 act/456 partici







April 2026
YTD Summary of Trust
Contributions and Expenditures

DATE	ACTIVITY	DESCRIPTION	AMOUNT
01/08/2026	Check Received	BUSINESS CHECK	\$500.00
02/19/2026	Check Received	PERSONAL CHECK	\$50.00
02/20/2026	Check Received	BUSINESS CHECK	\$450.00
02/26/2026	Check Received	BUSINESS CHECK	\$7,500.00
			Total = \$8,500.00

Value of Edward Jones Accounts on April 7, 2026

Accounts

Total Current Value	\$1,006,827.54
Account	Value
  Corporation-1 Select + ****5929	\$335,049.56
  Corporation-2 Advisory + ****5940	\$671,777.98
Account Order	

Values Over Time

[Expand](#)

All Accounts

Return/Annualized: \$187,284.23/22.58%

Time Frame:
 Start Date*:
 End Date*:

Format as mm/dd/yyyy Format as mm/dd/yyyy



Chart values represent Edward Jones accounts only. They do not include information about assets held by third-party vendors. Past performance does not guarantee future results.

Amounts added or withdrawn could include cash flows, asset additions, asset withdrawals, and margin loan activity involving asset movement within the account. Contact your Edward Jones team for more details.

Date: April 13, 2026
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: AMH Replacement

Background

During the library's renovation and expansion project completed in 2011, the Dwight Foster Public Library installed an automated material handling (AMH) machine in the book drop room with interior and exterior induction points feeding directly into the sorting machine. This original sorting machine was built and installed by Bibliotheca and included 3 sorting bins.



Installing a sorting machine in 2011 was an innovative move for the Dwight Foster Public Library as AMH technology was new and rare, especially for a smaller machine in a smaller library. The book drop sorting machine was a point of pride for many years and a highlight of many library tours.

Library staff stopped paying the maintenance contract for the sorting machine in 2016 due to budget considerations. The sorting machine began experiencing serious repair issues in late 2024, and the machine has not been sorting at all since the summer of 2025.

The AMH replacement project was included as a CIP project in 2026 with the understanding that the cost will be reimbursed by the library's trust held at Edward Jones.

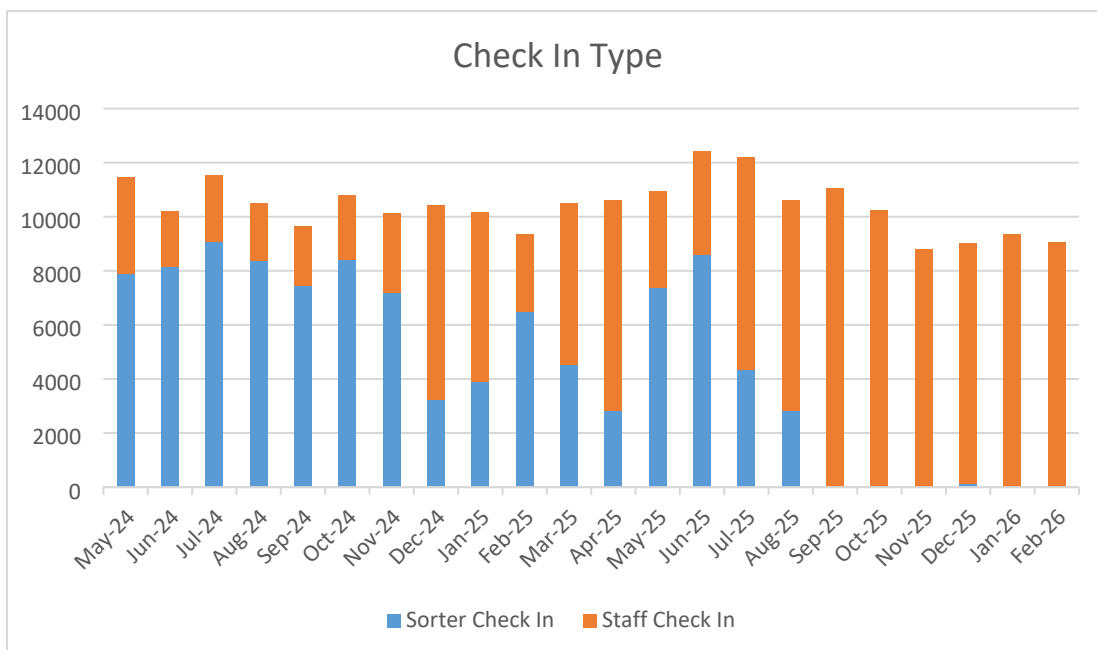
Discussion

Library staff think that a fully functioning AMH machine will dramatically improve operations at the Dwight Foster Public Library by checking in and sorting library materials efficiently and accurately, allowing staff to focus on customer service and other tasks that humans can perform better than machines. Modern AMH machines are reported to be faster, quieter, and more accurate than older versions. AMH machines can improve patrons' library experiences by

AMH Replacement

immediately removing returns from library accounts so patrons' accounts are up-to-date immediately after they return materials. Additionally, speedier check in procedures allow materials to be re-shelved faster, meaning that materials are available to be checked out by new patrons earlier. AMH machines can improve staff members' experiences by reducing workloads and repetitive motion tasks while also freeing up staff time for other necessary and important library tasks. While circulation staff have been spending more time checking in materials, new book processing, book repairs, and shelving new materials have all been delayed, effectively reducing patrons' access to library materials that are in our building but awaiting staff attention.

Looking at data from the past two years, the Dwight Foster Public Library checks in between 8,000 and 12,000 items per month. The majority of these check ins are patron returns, but some are holds or transit materials. When our current AMH was functional, about 75% of check ins were conducted by the sorting machine. February 9, 2026 was a particularly heavy check in day, with staff checking in 738 items. Checking in materials is only a small part of what library staff do at the circulation desk.



To begin the process of reviewing AMH vendors, library staff asked libraries across the state for vendor recommendations. Based on this information, library staff sought proposals from four companies: Bibliotheca, Envisionware, RFID Library Solutions, and Tech Logic. RFID Library Solutions ultimately decided to not submit a proposal because our book drop room is not the right size for their machines.

Library staff approached the AMH replacement project with the following priorities in mind: patron experience, accuracy, and cost. The Dwight Foster Public Library works hard to provide

the best service to our patrons and our community. The patron experience at induction points and the accuracy of an AMH machine will both heavily impact patrons' experiences at the library and trust in our services. Library staff also recognize that replacing the AMH is a big expense. Library staff went into the review process knowing that cost, both initial and ongoing, would be an important factor in selecting the right AMH sorting machine; however, cost would not be the only determining factor behind staff members' recommendation.

Library staff had many back-and-forth conversations with the AMH vendors, working hard to end up with the best proposal from each vendor to fit our library's space, workflows, priorities, and budget.

Option 1: Bibliotheca "flexAMH"

Equipment and Installation Cost: \$110,917

Features: 3 bins; single item induction; touchscreen monitors at each induction site

Maintenance Year 2: \$7,684.00

Notes: Initial cost does not include disassembly and removal of the current unit or building modification costs. Building modification would involve shifting the interior induction point centerline about 9 inches.

Option 2: Envisionware/Lyngsoe "Sort Mate"

Equipment and Installation Cost: \$130,666

Features: 4 bins; single item induction; touchscreen monitors at each induction site

Maintenance Year 2: \$12,300

Notes: Initial cost includes disassembly and removal of existing system but does not include building modification costs. The 4-bin plan would require moving the interior induction point centerline about 15 inches.

Option 3: Tech Logic "totalAMH"

Equipment and Installation Cost: \$109,469.60

Features: 3 bins plus two extra bins; bulk induction; de-shingler for item separation; no technology on patron side of induction sites

Maintenance Year 2: \$7,650.00

Notes: Initial cost does not include disassembly and removal of the current unit or building modification costs. The interior and exterior induction points would both need to be widened and lowered.

Library staff evaluated the proposals in the following categories: 1. Patron experience; 2. Staff experience; 3. Durability, longevity, and support; 4. Cost; 5. References; and 6. Overall impression. Library staff also contacted other libraries that currently own AMH machines from different vendors to ask about their experiences with the AMH machines and the vendors.

After evaluating the three final proposals and other collected information, library staff recommend moving forward with Tech Logic's totalAMH machine. Tech Logic's proposal and ongoing maintenance costs were the most affordable. Tech Logic estimates that their AMH machine will last 15-20 years, and current customers agree with this life span estimate. Tech Logic's AMH machine is designed with the patron experience in mind while still ensuring accuracy. Tech Logic's machine allows bulk induction. Patrons can return several items at a time and the machine uses a "de-shingler" to separate the items so they can be checked in and sorted individually. Library staff would have the ability to change sorting parameters in order to react to volume-based needs. The totalAMH includes ergonomic bins that will be more comfortable for staff to empty. The totalAMH can automatically notify staff when bins begin to fill up so staff know when to empty them.

Through reference checks, library staff received a lot of positive feedback from current Tech Logic totalAMH customers. Jay Gerlach, IT Manager at Brown County Library, said, "Honestly, I can't say enough good things about Tech Logic. The AMH at East is fantastic." Similarly, Dan Wharton, Library Manager at Hennepin County Library, said, "They are a great solid machine with great customer support." Jamie Dollar, Circulation Manager at Wichita Falls Public Library, said, "We're extremely happy with our 7-bin AMH. Compared to our previous Bibliotheca/3M system, this machine is much easier to use and requires very little maintenance. The transition was worth it, especially given the excellent ongoing support we receive from Tech Logic."

Ultimately, staff determined Tech Logic's AMH proposal best fits the library's priorities of providing a simple and smooth patron experience, sorting materials with high accuracy, and ensuring a cost effective approach to replacing this important piece of library equipment.

Financial Analysis

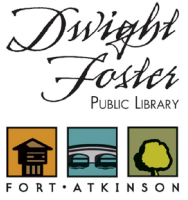
The library budgeted \$150,000 in the City of Fort Atkinson's 2026 Capital Improvement Plan for the AMH replacement project. Tech Logic's proposal at \$109,470 comes in \$40,530 under budget. Tech Logic's proposal does not include disassembly and removal of the existing AMH machine nor does it include the required building modifications at the interior and exterior induction points. Library staff expect that these additional costs will equal less than \$40,000.

Recommendation

Library staff recommend purchasing a totalAMH RFID System from Tech Logic for the cost of \$109,470 and reimbursing the expense with funds from the library's trust at Edward Jones.

Attachments

1. Bibliotheca Pricing Proposal
2. Envisionware 4-Bin Quotation
3. Envisionware 4-Bin Plan
4. Tech Logic Quote



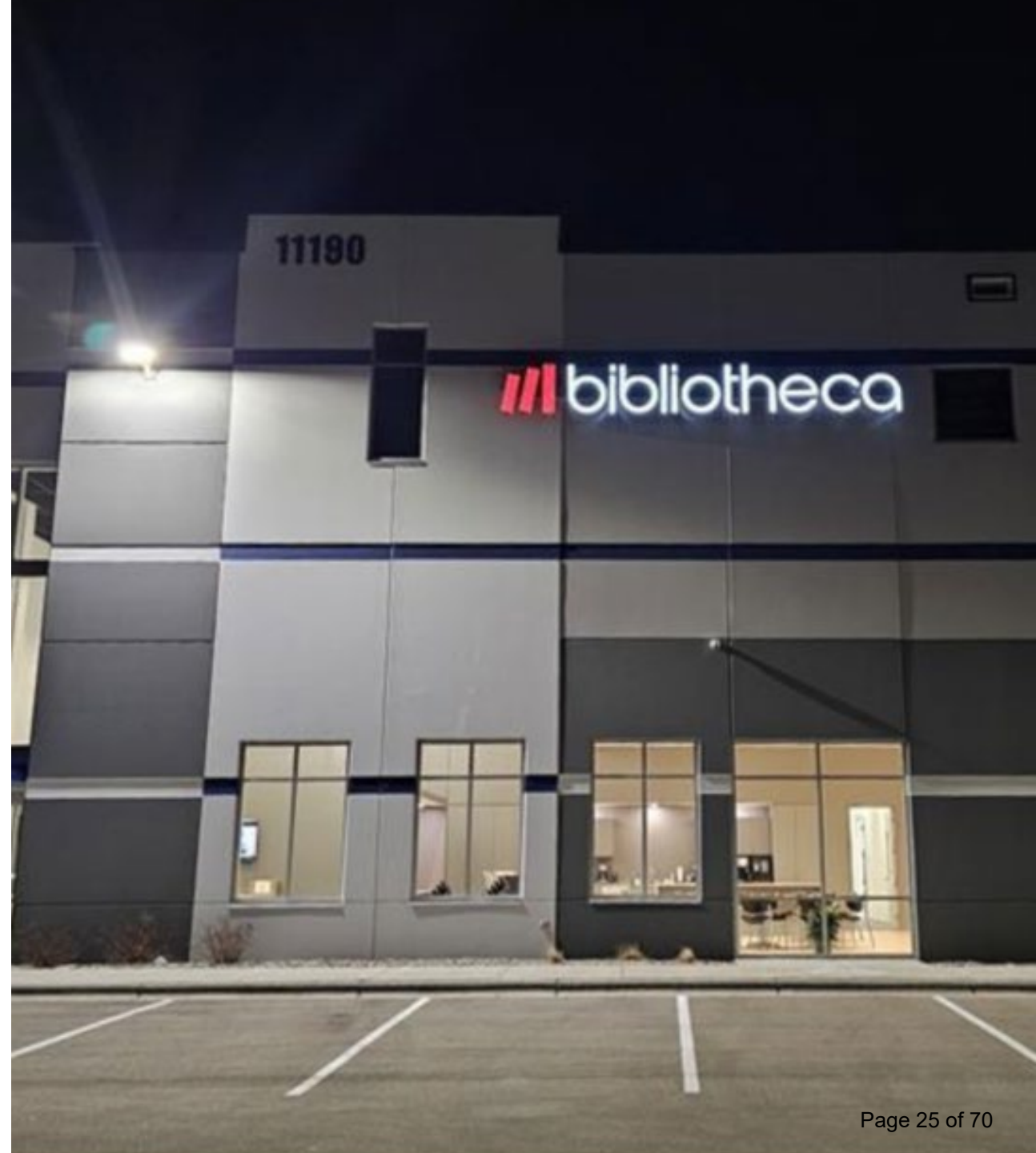
Dwight Foster Public Library, WI Price Proposal Review

bibliotheca®



Chapter guide

- Bibliotheca value of an ecosystem
- Your Library
- Proposed Solutions
- Solution Pricing
- Next steps



- PRODUCTS AND INNOVATION

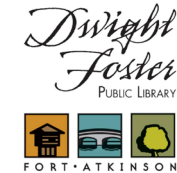


The value of an ecosystem

- **Crafting unique library experience**
The library experience drives everything we do.
- **Supporting the mission of libraries**
From freeing up staff time to helping drive circulation and events.
- **Bridging the integrated library experience**
Transforming the library experience beyond the physical building.

Our Experience makes all the difference

Trusted by neighboring
libraries. Proven through
partnerships.



Project Discovery Review

- Dwight Foster Public Library is looking to modernize the return automation process for library staff and patrons returning items.
- Currently, the library uses a Bibliotheca 3 bin smartsort 100 system with an interior and exterior induction.
- Current system is 14 years old installed March 2011. Due to age, needs more maintenance on a more frequent basis by local service tech.
- Patrons utilize both inductions with the exterior drop being a convenience coming from the main road and walkway drop items in before coming into the library.



Return and sorting with flexAMH™



FlexAMH is the maximum time saver

- Deliver efficient workflows that keep your circulation moving and allow your staff to focus on more meaningful tasks.

A solution that grows with your library's needs

- Made of interchangeable, modular components
- Highly customized to fit your library
- Our dedicated AMH team will walk you through the entire process, ensuring your solution delivers the results you need



Return & Inductions



Return & Inductions

What makes up an AMH system

Hardware

- Device that the library customers and staff use to return and check in an item to the library
- In bulk return scenarios, a series of conveyors with different speeds that pitch single items for the sorter

Software

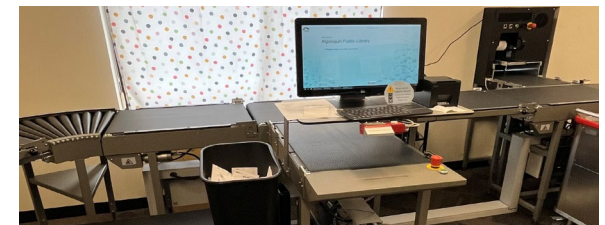
- Manages the check-in of the item and instructs the user when and how to insert items, provides receipts and communicates key logistical information to the sorter
- In bulk return scenarios, there is no customer-facing software, but staff-facing software allows staff to return items without disrupting library user experience on the front-end of system



BOOKDROP



PATRON INDUCTION



STAFF INDUCTION

Reinforce You Library's Brand

Customize your patron induction screen

Match your library's brand with color, logo, background and layout changes

Multiple language options available

On-screen workflow animations for patrons of all ages to return items



Conveyance



Conveyance

Many installations require additional conveyance to accommodate

- Multiple entry points
- Room configurations
- Building obstructions
- Serviceability and staff access

Because of this, Bibliotheca has developed a variety of modules to accommodate the most common configuration challenges



CONVEYANCE



RAMPS

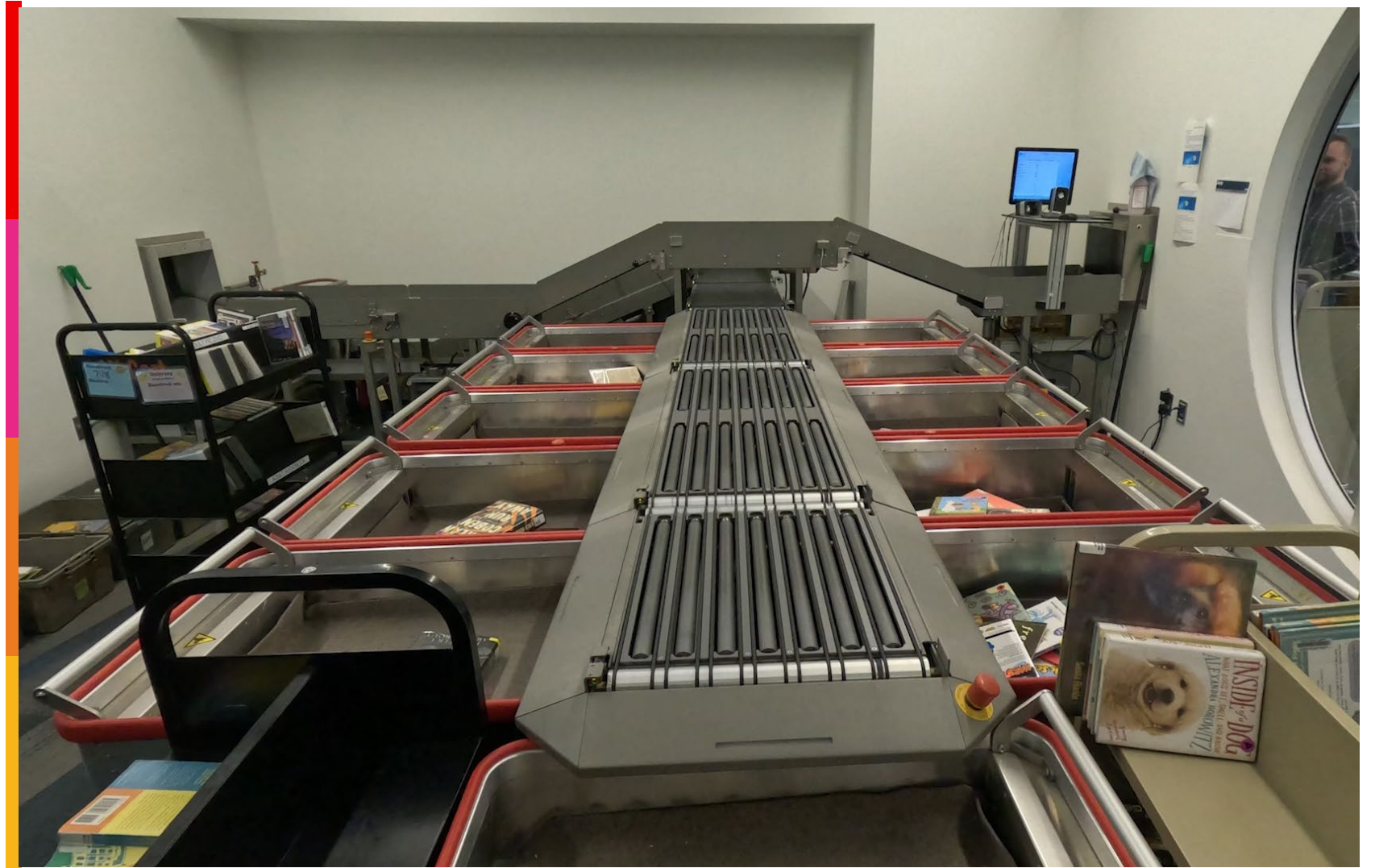


LIFT GATES



CURVED CONVEYANCE BELTS

Straight-line sortation



Staff experience



Software designed to streamline staff workflow

- Improve workflow with small, vital customizations
- Access real-time system health updates
- Aggregate statistics + reports



Bins and Ergonomics



Bin springs and ergonomics



Standard small and large sizes bins

- Holds hundreds of items at a time
- Carpet ensures no items fall into sides
- Dampens sound of items falling into bin

Adjustable spring system

- Reduces the spring tension to keep lighter items (media or children's) at the top

flexAMH™ output: flexBins

Standard small and large sizes bins

- Built to handle large numbers of items
- Easily transforms into a make-shift cart
- Fits within existing library spaces

LARGE



SMALL

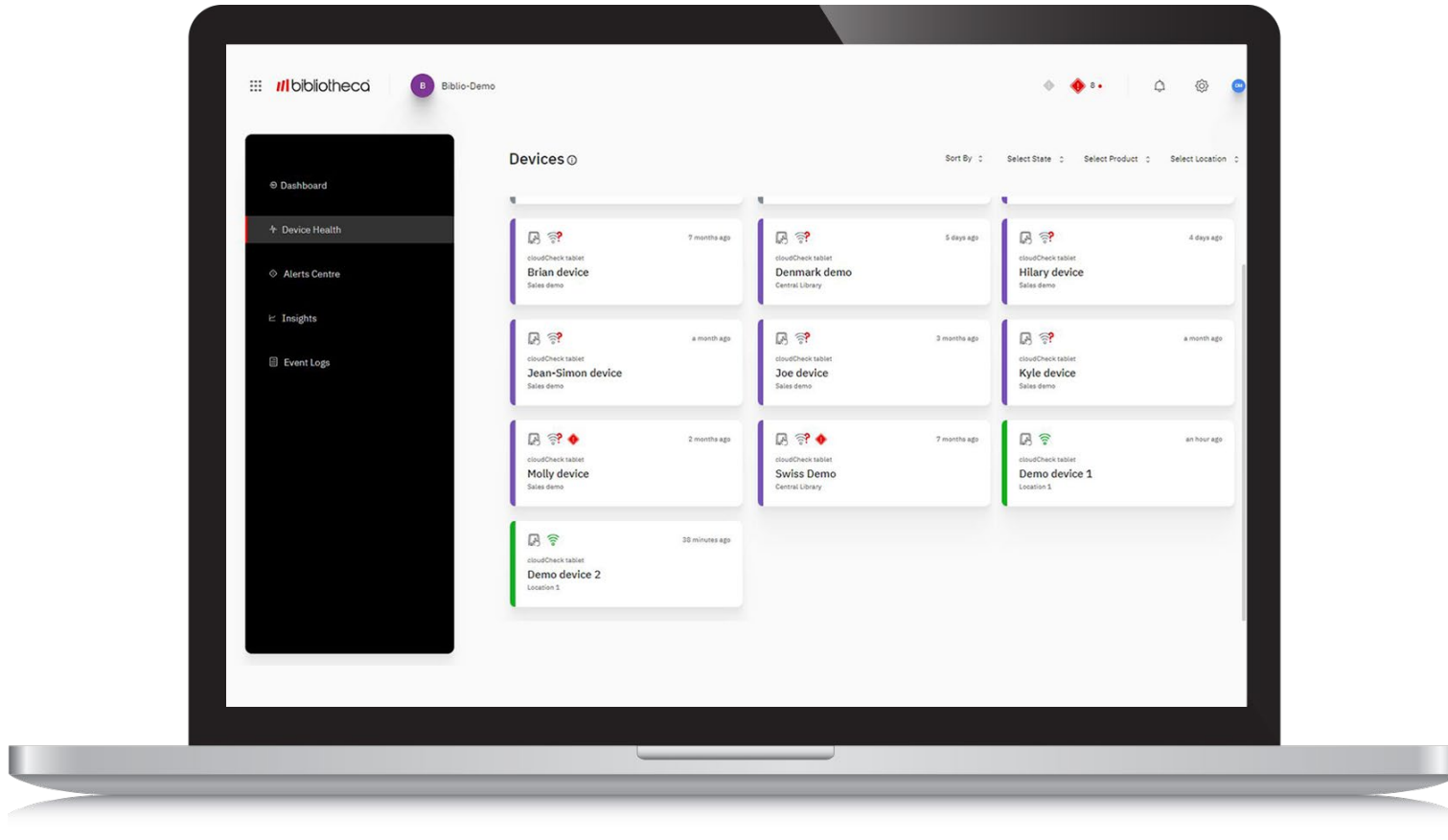


Bins hard rubber locking wheels



Central Management





CONNECT ANYTIME

Remotely customize settings, view reports and get alerts

libraryConnect LINK

Bibliotheca products are supported by a remote access product called libraryConnect LINK which offers



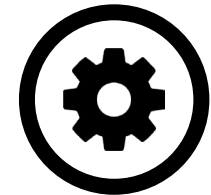
remoteAlerts

- View health status of all devices in the estate
- Receive SMS alerts of any device issues



remoteReports

- Lightning fast reporting
- Attractive pre-built graphics
- Schedule reports
- API options



remoteServicing

- Maximize up-time with remote access to configurations and logs
- Improve standardization by distributing across the whole estate
- Schedule updates for convenient times

Daily use

Monthly use

Occasional use

Reporting

Frequency: Daily | Date Range: This Week | Group by Day of Week

View | My Reports

Devices

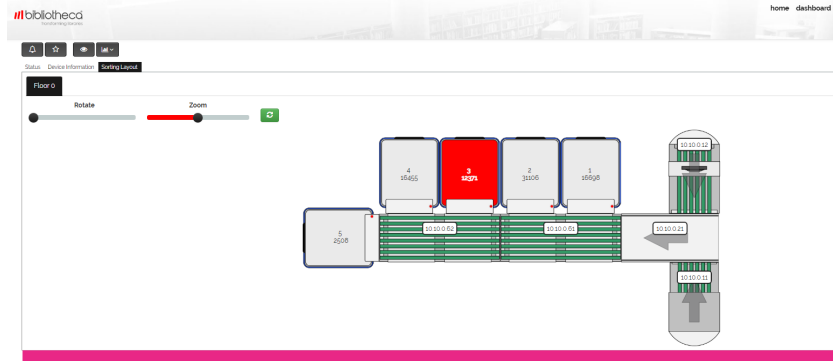
January 2017	Counter Name	Count
02 January 2017	Peterborough	0
03 January 2017	Peterborough	0
04 January 2017	Peterborough	635
	smartGates	635
04 January 2017	Gate.Gate Counter	635
05 January 2017	Peterborough	75
06 January 2017	Peterborough	77
07 January 2017	Peterborough	0
08 January 2017	Peterborough	0
Total		787

Event alerts with email and text capabilities

Favourites | All | My Reports

Name	Last Run	View	Rename	Edit	Schedule	Delete
CBD Daily report	5 months ago	View	Rename	Edit	Schedule	Delete
CBD Monthly summary	5 months ago	View	Rename	Edit	Schedule	Delete
CBD TEST TRAINING	never	View	Rename	Edit	Schedule	Delete
CBD Test Report 10	5 months ago	View	Rename	Edit	Schedule	Delete
CBD Test Report 3	never	View	Rename	Edit	Schedule	Delete
CBD Tests Reports	never	View	Rename	Edit	Schedule	Delete

Automate report generation



flexAMH usage reports

Report View: All | Frequency: Daily | Date Range: This Week | Group by Day of Week

View | My Reports

Devices

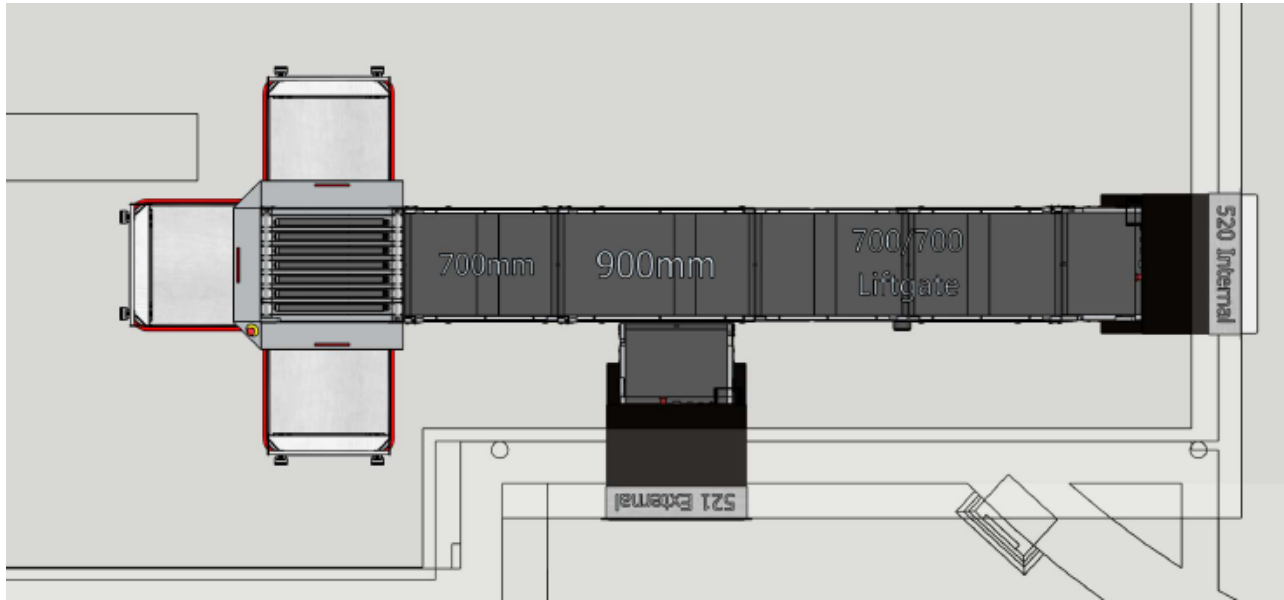
Timestamp	Action	Successful	Patron Id	Item Id	Event Data	Device
9/20/2022 9:00:42 AM	return			*****1419		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:03:38 AM	return			*****1723		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:03:43 AM	return			*****3951		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:03:48 AM	return			*****3420		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:03:52 AM	return			*****9088		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:03:56 AM	return			*****3901		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:04:00 AM	return			*****9847		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff
9/20/2022 9:04:06 AM	return			*****2905		Peoria Public Library, Sunrise Mountain Library, Flex_AMH_Staff

Remote monitoring at component level

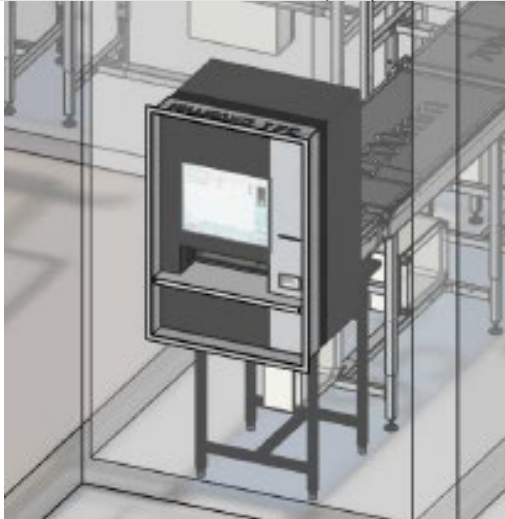
Solution Proposal



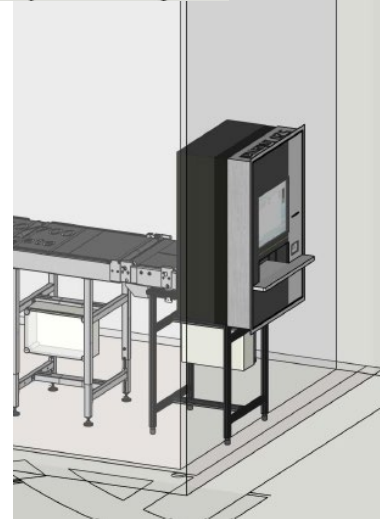
Option 1: 3-bin system with interior and exterior inductions (existing configuration)



- Similar existing layout to current smartSort 100 system
- Some wall modifications to fit new patron inductions
- Added lift gate to get around system when in the space
- Smaller bins for more space flexibility




- New Exterior Patron Facing induction
- Fully weather tested
- Customized touchscreen
- Receipts
- Enclosed so patrons can't touch core components of the induction




- New interior Patron Facing induction
- Customized touchscreen
- Receipts
- Enclosed so patrons can't touch core components of the induction

110VAC 20Amp Duplex
 Outlet* Dedicated Circuit
 USA - NEMA 5-20R Receptacle
 Canada - NEMA L5-20 (Twist Lock)



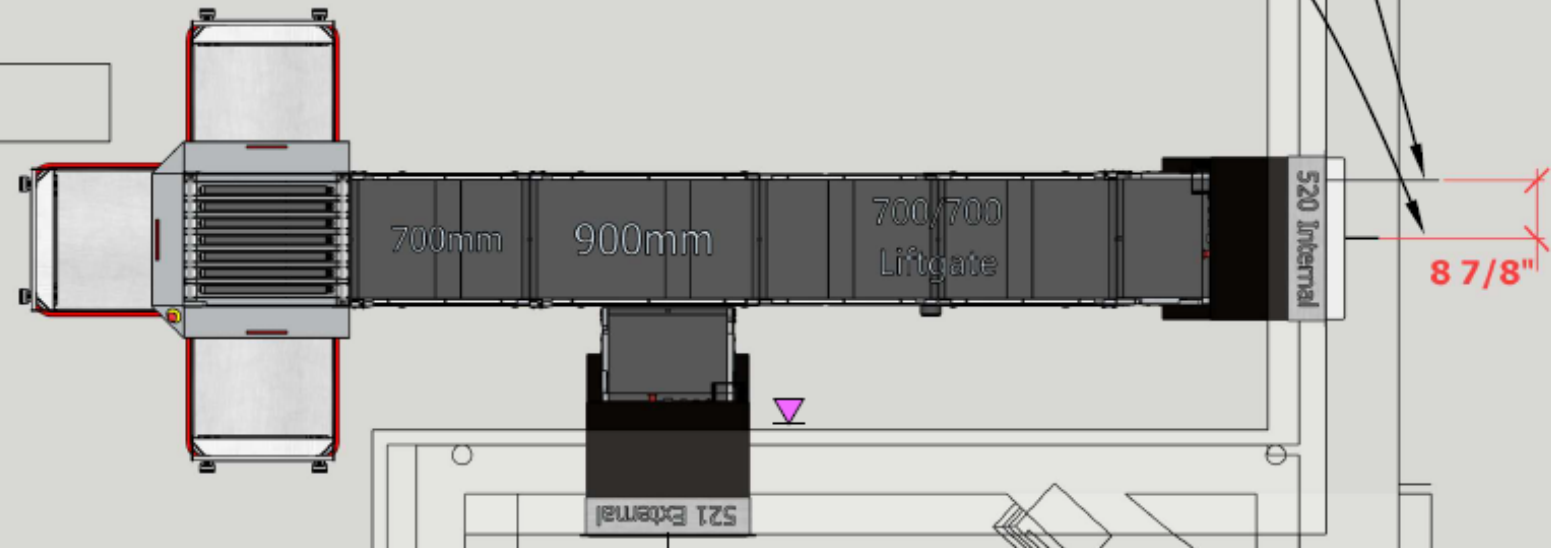
CAT5 or higher Data
 Outlet



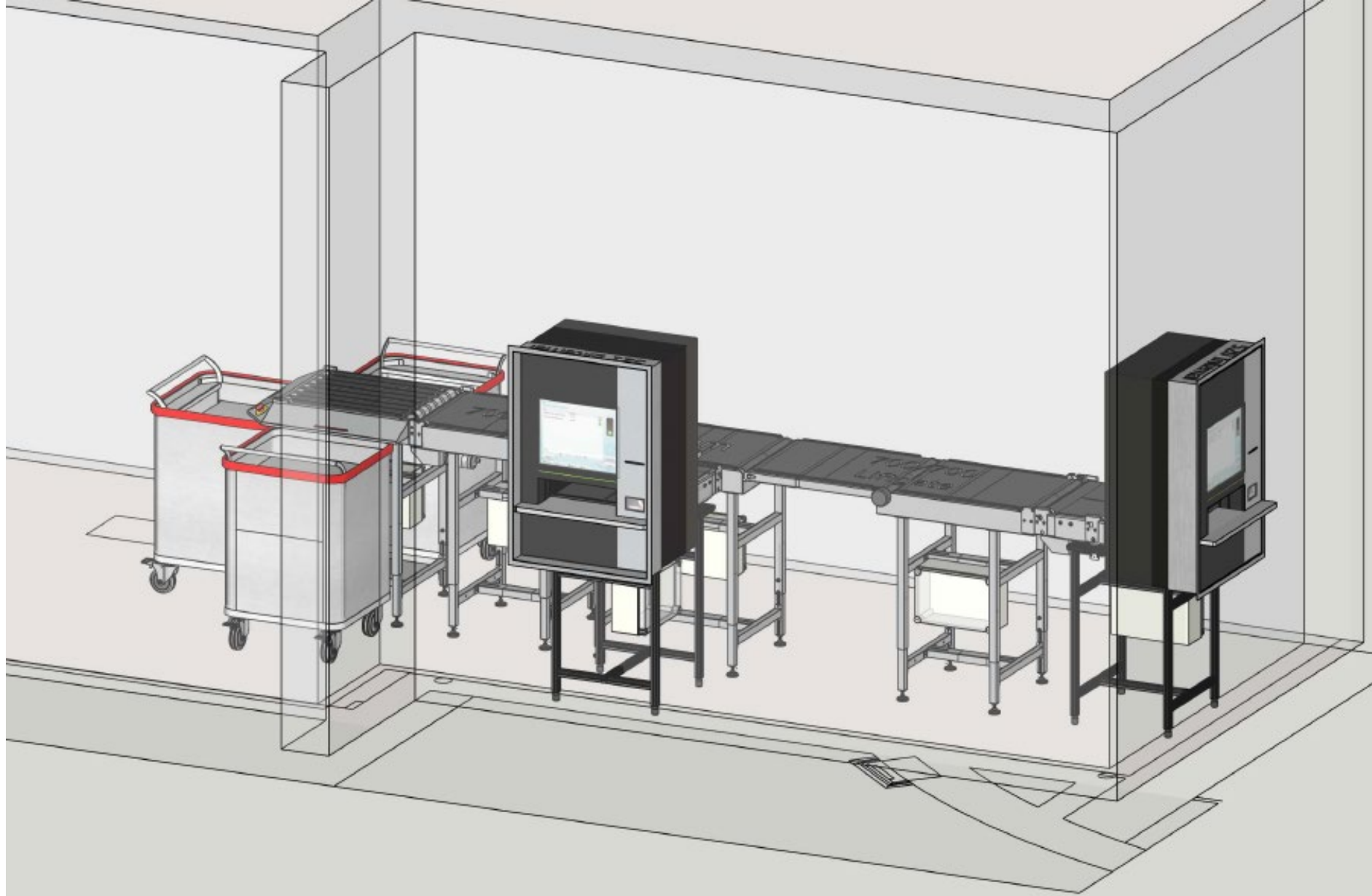
*Unless otherwise specified, installed according to local electrical building code specifications. Should be installed and activated by qualified personnel prior to AMH system installation.

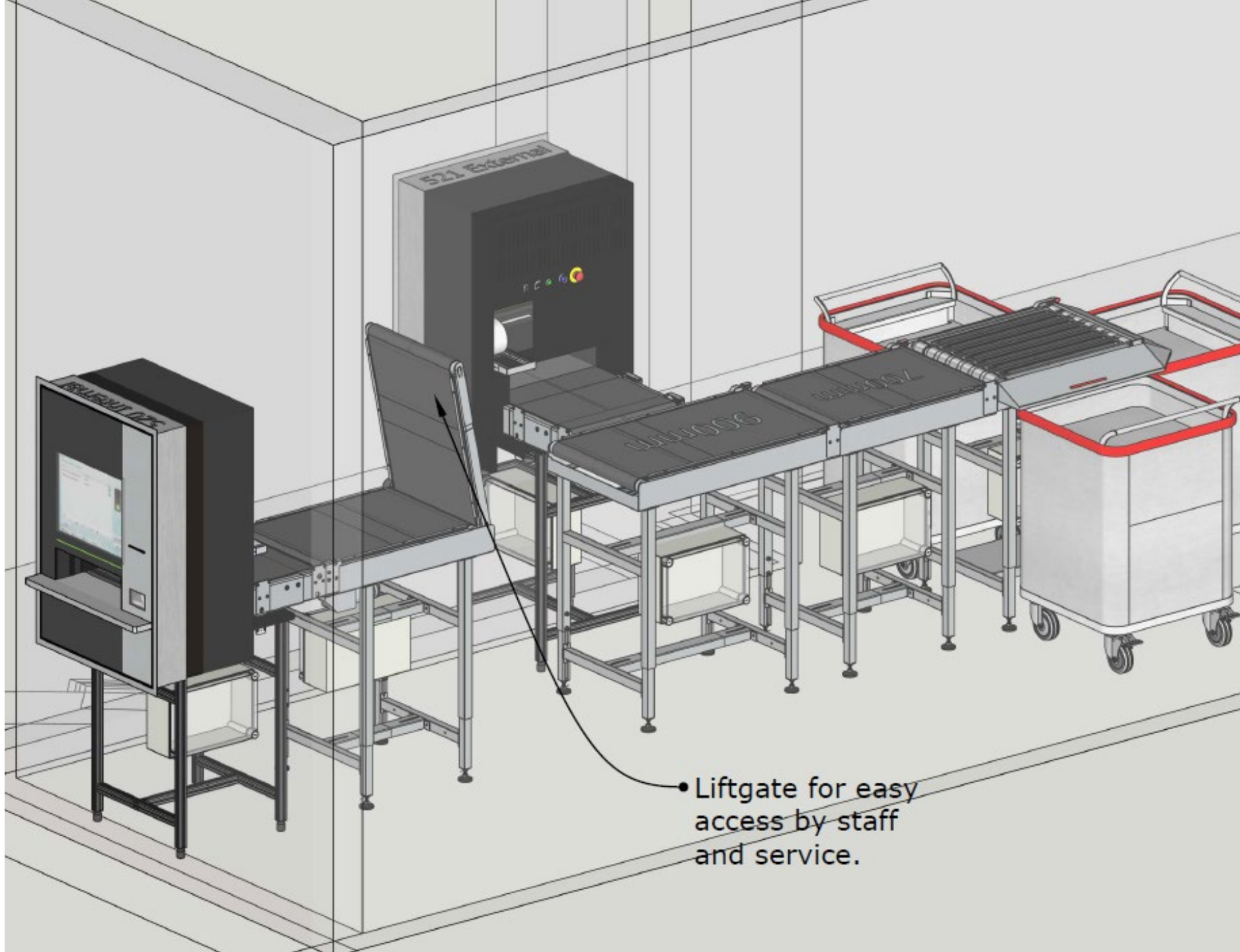
Centerline of new induction opening.

Centerline of current book drop opening



New induction opening centered in old book drop opening.





- Liftgate for easy access by staff and service.

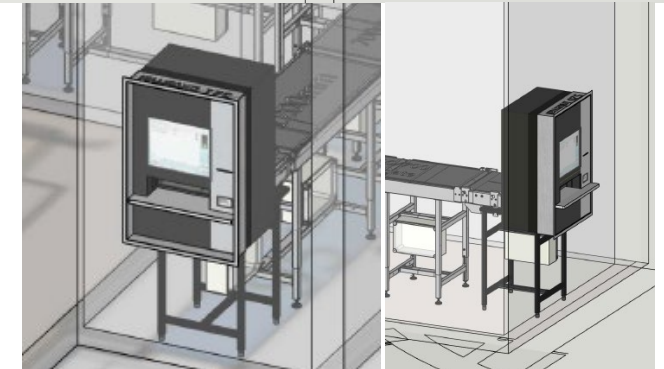
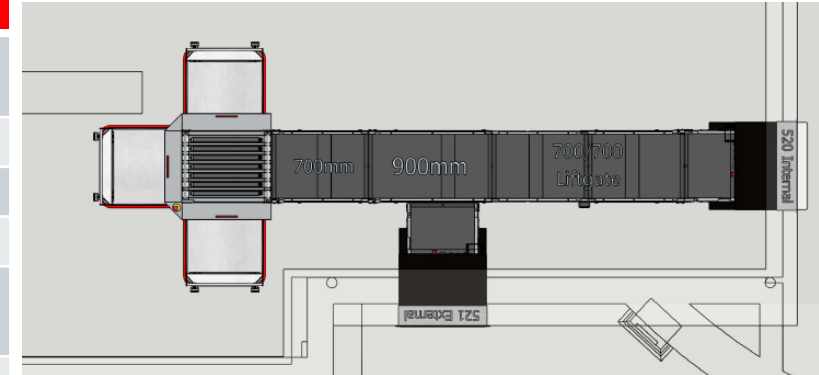
3-bin system with interior and exterior standard inductions (existing configuration)

Equipment Description	Quantity	Unit Price	Extended Price
3-Bin flex AMH system with exterior and interior patron induction – both standard enclosed inductions	1	\$92,175.00	\$92,175.00
Flex AMH Small Bin	3	\$750.00	\$2,250.00
LibraryConnect Link – Central Management Software (annual subscription)	1	\$100.00	\$100.00
Onsite set-up and configuration		Included	Included
One Year Warranty: Onsite Maintenance + parts and remote software support		Included	Included
Shipping and Administration		\$16,392.00	\$16,392.00
Total			\$110,917.00

Comprehensive Support Plan
 Includes on-site visits with our certified, local technicians, parts and parts shipping, and remote software support for all Lead Solutions (AMH & libraryConnect Link)

Year 1	Warranty
Year 2	\$7,684.00
Year 3	\$8,068.00
Year 4	\$8,471.00
Year 5	\$8,894.00

- Pricing does not include removal & disposal of existing smartsort system. separate pricing can be provided from field services team.



Thank You



k.kigin@bibliotheca.com

651-983-2490

bibliotheca.com

Bill To

Dwight Foster Public Library
 209 Merchants Avenue
 Fort Atkinson WI 53538
 United States

TOTAL	\$130,666.00
	Quote Expires: 6/22/2026

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Terranova, Chris
Quotation Title		Memo	
AMH Replacement of Bib Sorter		Sortation System – Interior/Exterior System (4-bin)	



Qty	Item / Description	Ship To	Unit Price	Amount
1	SOI-AMH-2K Forecast Sortation System – Interior/Exterior System (4-bin) Lyngsoe Dwg: B25912-000-8-0 Sortation System · Qty (1) Library Mate™ LM1200 Interior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer · Qty (1) Library Mate™ LM2100 Exterior check in station (RFID) with touchscreen interface, patron shelf, and patron receipt printer § Qty (1) Hold Slip Printer · Qty (1) Sort Mate™ SM2000 High-Speed Sorter with 4-destinations § LSC – Lyngsoe Sort Controller advanced software § (3) Sort destinations with chute full capability § (1) Sort destination exceptions bin with chute full capability · Conveyance · System Delivery and Set up (non-union) · Shipping · Parts Warranty (Standard 12 month) · Hotline (24/7) (Standard 12 month) · Spare Parts (on-site kit) Sort Bins · Qty (4) Ergo Trolleys™ Medium Existing System Removal · Disassembly, removal and recycling of existing system *must be performed on same trip as installation	2 0 9 Merchants Avenue	\$130,166.00	\$130,166.00
1	AMH-2K PS AMH Gen2000 Project Management		\$250.00	\$250.00



Subtotal	\$130,416.00
Discount	
Freight	\$250.00
Tax	\$0.00
PST-CA	

Freight charges are estimated; actual charges will be billed.

This quotation excludes any tariffs and/or import duties unless otherwise specified.

Send your purchase order or email confirmation to:
EMAIL : orders@envisionware.com | **FAX :** +1 678.382.6501

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total	\$130,666.00
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835
Hale Avenue North
Oakdale, Minnesota 55128
(800) 494-9330
www.tech-logic.com

totalAMH RFID System

Dwight Foster - Fort Atkinson Public Library

Quote Submitted:

03/24/2026

Quote Valid Until:

45 days from quote date

Tech Logic is pleased to submit this proposal for our totalAMH RFID system. We appreciate the opportunity to be considered for this project and believe that Tech Logic will provide the very best solution available.

Why Choose a Tech Logic AMH Solution?

Tech Logic has been in the automated material handling (AMH) business for over 28 years. We invented and developed the concept of automated material handling in libraries and have more automated material handling systems installed than any of our competitors. We design, develop, manufacture, install and service every AMH product and solution we sell. Our products are designed to be modular, flexible and turnkey because we understand that every library has different needs.

Most alternative library AMH systems were originally designed for use in warehouse settings or use generic components cobbled together to “work” for libraries. In these scenarios, the systems and components were built to handle uniform shapes, rather than the varied shapes and sizes of library materials. Many of these systems were converted from manufacturing to accommodate library materials. Tech Logic systems were designed from the ground up specifically for library materials so you can be assured that items are handled gently and accurately.

Tech Logic’s patented SMARTBIN (used for loading, sorting and transporting items) includes a photoelectric eye that tells the bin to adjust its floor according to the level of materials. Even if you only have one book in a SMARTBIN, that book will still be at the top of the bin. If you’ve ever had to reach down into a bin as you empty it, you know how difficult this motion becomes when repeated over and over. Consider how much physical labor and repetitive motion injuries will be avoided over the 20+ years a SMARTBIN is expected to be in use.

Tech Logic’s totalAMH SEPARATOR can actually separate material as they are moved from the patron’s hands to the sorter. This means that patrons can return stacks of items (something they are already accustomed to) while the system separates them gently so they can then easily be checked in and sorted. Systems that force patrons to feed books into the return one by one basically force patrons to separate materials for the system. This process also forces patrons to perform check-in as well! We all have less time these days. Why invest in a system that takes more of it? Tech Logic’s system design recognizes that patrons cannot be counted on to follow directions—so we design systems that assume they will not.

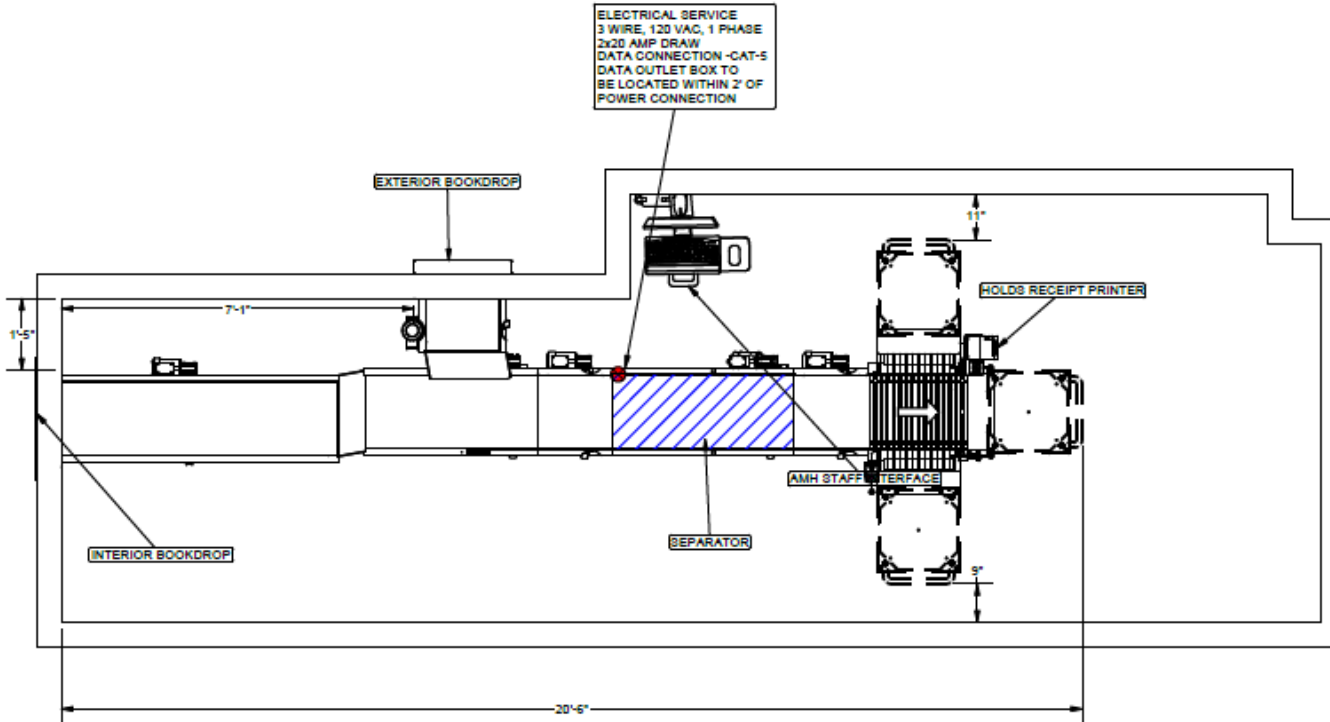
A Tech Logic totalAMH system will introduce greater efficiency, safer work environments and less physical work for both library staff and patrons. These time and labor savings are cumulative and will be part of the daily workflow, resulting in a significantly higher degree of patron satisfaction in the following ways:

- ✓ Our “Throw & Go” drops are weather-proof and can be located such that the AMH system sorts 100% of item returns.
- ✓ Returns are fast, easy and anticipate the least possible patron involvement as part of the core design.
- ✓ The totalAMH system is designed to allow patrons to return multiple items in a stack so that current patron behavior will not need to be modified.
- ✓ Checking in and sorting 100% of returns means a greater return on investment than any other vendor can deliver.
- ✓ SMARTBINS and chutes from Tech Logic handle library items with the care so that they last longer.
- ✓ Sorting parameters can be changed whenever necessary so that the library can react to changing volume-based needs and an eclectic patron base.
- ✓ Deliveries to and from regional and branch libraries can be done in containers that best meet the space and time constraints defined by those individual libraries and your delivery vehicles. This means that you can utilize existing totes or our SMARTBINS depending on materials volume and available space.
- ✓ Staff will not need to print hold slips at the circulation desk.
- ✓ When necessary or desirable, holds can be segregated from simple returns. Daily statistics can be gathered and viewed by appropriate staff from any PC.
- ✓ Our patented SMARTBIN) will improve efficiencies and reduce physical labor at any library. These bins include a photoelectric eye that tells the bin to adjust its floor according to the level of materials.

Any AMH solution that requires touch screens or receipts at the book return is **by design** establishing a lengthy one-at-a-time returns process. With this in mind, our totalAMH solutions deliver a simple Throw & Go returns process that your patrons already know how to use. No receipt printing, no touch screens and no barcode scanners. We know from many years of real-world experience that the most successful system is the one that allows your patrons to “Throw



REVISION HISTORY				
REV	ECO#	DESCRIPTION	DATE	BY
2		RELEASE TO PROPOSAL	3/24/2025	



PROPOSAL DRAWING

DO NOT BUILD TO THIS PRINT

DRAWING FOR REFERENCE ONLY
SYSTEM LAYOUT MAY VARY ONCE
CAD DRAWINGS ARE PROVIDED FOR
VERIFICATION OF ELEVATIONS AND
ROOM DIMENSIONS.

NOTES:

1. ELECTRICAL REQUIREMENTS: 120 VAC, 1 PHASE, 3 WIRE SERVICE. SEE PRINT FOR LOCATION AND AMP DRAW.
2. CUSTOMER RESPONSIBLE FOR BOOK DROP OPENING ROUGH IN.
3. OWNER'S ELECTRICAL CONTRACTOR WILL ROUGH IN POWER AT THE APPROXIMATE LOCATION SHOWN ON PRINT.
4. AT INSTALLATION, OWNER'S ELECTRICAL CONTRACTOR WILL CONNECT THE LIBRARY'S POWER TO THE POWER DISTRIBUTION CABINET (SUPPLIED BY TECH LOGIC).
5. IF ELECTRICAL BOX IS MOUNTED TO LIBRARY WALL THEN CONTRACTOR WILL NEED TO PULL CONVEYOR MOTOR WIRES FROM CONTROL BOX TO EACH CONVEYOR MOTOR (INDIVIDUAL RUNS) AND CONNECT POWER TO THE AMH SYSTEM. ONCE CONNECTIONS ARE MADE TECH LOGIC WILL VERIFY CONNECTIONS AND POWER UP SYSTEM.
6. CABINETS WITHIN THE SORTING SYSTEM WILL BE FACTORY MOUNTED TO MACHINES. POWER CONNECTION BETWEEN CABINETS ON MACHINE WILL BE COMPLETED BY TECH LOGIC OR LOCAL CONTRACTOR AS REQUIRED.
7. OWNER'S CONTRACTOR TO PROVIDE ONE (1) CAT5 CONNECTION TO LIBRARY'S WAN FOR SIP CONNECTION AND REMOTE TROUBLESHOOTING.
8. TECH LOGIC CONFORMS TO ADA (AMERICANS WITH DISABILITIES ACT) 2010 STANDARDS SECTION 228 (DEPOSITORIES, VENDING MACHINES, CHANGE MACHINES, MAIL BOXES AND FUEL DISPENSERS) AND SECTION 308 (REACH RANGES) SUBSECTIONS 308.2.1, 308.3 AND 308.1, WHICH DICTATE A 15" MINIMUM TO 48" MAXIMUM UNOBSTRUCTED REACH RANGE.
9. THREE FEET (3'-0") MINIMUM CLEARANCE SUGGESTED FOR MANEUVERABILITY AROUND AUTOMATED MATERIAL HANDLING SYSTEM.
10. RECOMMENDED OPERATING TEMPERATURE RANGE: 65°F TO 75°F OPERATING TEMPERATURE LIMITS: 40°F TO 100°F.

PROPRIETARY NOTICE:
ALL DRAWINGS AND IDEAS HEREIN CONSTITUTE A CONFIDENTIAL DISCLOSURE OF TECH LOGIC CORPORATION AND ARE ITS EXCLUSIVE PROPERTY AND MUST NOT WITHOUT WRITTEN AUTHORIZATION BE DIVULGED, REPRODUCED, COPIED, OR APPROPRIATED IN WHOLE OR IN PART FOR ANY PURPOSE

		STATE:
		COUNTY:
ENGINEER: cblazek	BRANCH:	
DRAWN ON:	DESG:	
DWG SIZE: B		
REV: 1	SHT: 1 of 1	
SYSTEM NO: DwightFoster		



Qty	Part Number	Description	Unit Price	1st Yr. Extended price
1	913XXXXX	3 BIN AMH with Int and Ext Returns	\$83,013.06	\$83,013.06
1	ASTSOFT	Multi-Bin System Control Software	\$7,918.62	\$7,918.62
1	LABOR1	Installation and Training	\$5,067.92	\$5,067.92
5	25016614	Tech Logic EZ Bin	\$1,695.00	\$8,475.00
			Shipping	\$4,995.00
			Total Contract Pricing	\$109,469.60

Note: Due to an unusual level of volatility in the price and availability of some raw materials used in our manufacturing process, Tech Logic may find it necessary to increase some of the above prices should there be a delay between purchase order and delivery of these products. Tech Logic will do everything in our power to avoid this but these market-price changes are well outside of our control.

More information about these challenges can be found here: <https://www.reuters.com/article/us-usa-economy-steel-insight/u-s-manufacturers-grapple-with-steel-shortages-soaring-prices-idUSKBN2AN0YQ>

Please feel free to reach out to your Tech Logic Solutions Specialist if you have questions or concerns—we are committed to working closely and transparently with our libraries during these unique times.



AMH Payment Terms and Support:

I. A first payment, in the amount of forty percent (40%) of the Contract Price, shall be due within ten (10) days after the Effective Date. Work pursuant to this Agreement shall not begin until such payment is received and verified by Tech Logic.

II. A second payment, in an amount of fifty percent (50%) of the Contract Price, shall be due within ten (10) days after a Notice of Completion of Manufacturing Design is submitted to Library.

III. A third payment, in the amount of (5%) of the Contract Price, shall be due within ten (10) days of the date on which notification is made by Tech Logic to Library that manufacturing, final testing and pre-shipment inspection of the TLS is complete and ready to be shipped to Library. The library has the right and may elect to inspect the TLS (at the Library's expense) prior to actual shipment to Library. Failure of the Library to inspect the TLS prior to shipment to the Library shall not cause a delay of the third payment to Tech Logic.

IV. Final payment, in an amount of five percent (5%) of the Contract Price, plus all additional payments required under executed Change Orders, if any, shall be paid within ten (10) days of Tech Logic's delivery to the Library of the Notice of Completion.

Further, if a delay occurs then the final 5% payment hereunder shall be paid by Library within sixty (60) days of shipment from Tech Logic. In any event, the final 5% payment hereunder shall be paid by the Library within ninety (90) days from the date on which notification is made by Tech Logic to Library that the TLS is ready for shipment to Library.

Performance Bond & Payment Bond:

Costs associated with Performance & Payment bond requirements are the sole responsibility of the library.

Payment Schedule for Change Orders:

The payment of any Change Order shall be made in installments, with the first installment being due ten (10) days after the execution of the Change Order. The amount and payment terms of the Change Order shall be as set forth as above.

Interest Charges:

If any payments due from Library to Tech Logic are deemed to be, in the sole discretion of Tech Logic, overdue, then interest charges thereon shall be paid by Library to Tech Logic at a rate of one and one-half percent (1.5%) per month

Software and Hardware Support

- Annual Support/Software License and Maintenance program costs are in addition to the item(s) quoted above. The Support/Software License(s) are required for the duration that the equipment is in use and is billed annually.
- Annual Support/Software and Maintenance Programs automatically increase 2% per year after the initial first year of paid annual support. Customer may qualify for savings with a multi-year pre-payment plan.

Notes:

- 1) SIP or SIP2 is required and needs to be acquired. Please ensure that the SIP & ILS implementations are of the latest versions.
- 2) The SIP interface which integrates AMH systems with ILS software is provided by the ILS vendor.



AMH Maintenance Programs

After the factory warranty, Tech Logic offers comprehensive maintenance and technical support programs to maximize system reliability and performance in accordance with the level of service that meets the library's specific business needs. Our full-service warranty continuation plan applies the system's first-year warranty to subsequent years purchased by the library. For every year that the library purchases the warranty continuation plan, they will enjoy the same coverage and benefits that they enjoyed through the first-year warranty.

Please note: Tech Logic encourages the library to thoroughly compare both the explicit and the potentially unforeseen maintenance costs associated with each program offered by all AMH vendors. Various vendors may offer maintenance plans that initially appear to be less expensive however, but those plans might or might not include the coverage that the library needs (e.g. software support, onsite preventative maintenance, parts, travel, etc.). For details regarding Tech Logic's maintenance programs, please see below. Please feel free to contact Tech Logic about any questions—we would be glad to speak with you.

AMH Software Support—Included with ALL Maintenance Programs

- Remote technical support for your Tech Logic AMH software, including the following:
- Toll-free phone support, available as a standard service during normal business hours with a response time of 3 hours during prime shift for voice and electronic problem submissions
- A web-based ticket entry system that provides 24/7 online access, saving you time on the phone.
- Email support via customer-care@tech-logic.com
- Support for mission-critical emergencies during off-shift hours
- Support for routine installation and usage questions

Preventative Maintenance (PM1) Program

Tech Logic's PM1 Program, which resembles a typical library industry service plan, includes one annual scheduled preventative maintenance visit conducted onsite by a certified Tech Logic technician or our certified service provider. The program also includes remote software and hardware support and discounts on replacement parts. Additional onsite service calls (beyond the included preventative maintenance visits) are quoted under this program.

Included with a Tech Logic Level PM1 (Required)

- Annual onsite system review, maintenance, and performance adjustments. Labor is included for up to 8 hours onsite per maintenance visit, if necessary.
- Remote technical support for hardware and software including:
- Toll-free phone support, available as a standard service during normal business hours with a response time of 3 hours during prime shift for voice and electronic problem submissions
- A web-based ticket entry system that provides 24/7 online access, saving you time on the phone.
- Email support via customer-care@tech-logic.com
- 5% discount from Tech Logic published prices on normal-wear parts.



	PM1 (Required) & Software Support
Cost per year, beginning year two	\$7,650.00
Item #	29000008
Software License and Support	Included
Preventative Maintenance Visits (up to eight hours <i>onsite</i>)	Included Annually
Onsite Service Calls (M-F 7am-6pm)	\$225/Hr.**
Onsite Service Calls (Nights/Weekends)	\$350/Hr.**
Onsite Response Time for Critical Calls	Scheduled
Non-Normal-Wear Parts	Not Included
Normal-Wear Parts†	5% Discount
S&H on normal wear parts	Not Included
Software Customizations/ILS Migrations Software Customizations/ILS Migrations (Refer to Software License and Terms)	Quoted Per Project

*Annual Support/Software and Maintenance Programs automatically increase 2% per year after year two.

**Based on technician availability, best effort will be made for quickest dispatch based on issue severity.

† Normal-wear parts include the following: Bearings; Belts; Chains; Elastic Drive Bands; Fuses; Rollers; Sprockets; VFD Valves/Hoses (Pneumatic)



Lease Financing Option
Available Upon Request.

<https://apply.peacsolutions.com/auth/EF?partnerid=6128031GVLEXAAR>



The Value of Municipal Financing

Horizon Keystone Financials' initial emphasis in every sale is to identify and meet customer requirements. We structure lease terms that match your individual needs and budget. We will stay with you through the entire leasing process, from need identification through approval, documentation, and funding. We will work with you through every step of acquiring and financing equipment.

Who qualifies for a municipal finance agreement?

The government of states, counties, cities, towns, villages, boroughs, school districts, and state universities.

What kind of equipment can be financed?

All Tech Logic products and services.

How can a municipal finance agreement help our organization? A municipal finance agreement can improve your organization's financial situation by:

Reducing Monthly Outlays Because municipal interest payments are exempt from federal income taxes, Horizon Keystone Financial passes its tax savings on to you in the form of lower rates that keep your monthly payments affordable.

Leveraging Cash Position If your balance sheet is healthy, keep those cash reserves fully invested and use the income to off set the interest on your lease payments. Horizon Keystone Financials tax-exempt finance rates may even be lower than the rate you can earn on your invested funds.

Preserving Cash With no up-front cash required, you can use your available capital for operating requirements rather than down payments.

Simplifying Financial Transactions A master finance agreement line can eliminate the hassles of negotiating and bidding multiple purchases. Horizon Keystone Financial will fund your entire lease, eliminating the need for underwriting by investment bankers and the need to prepare lengthy documents.

Funding Immediate Needs You'll get the equipment you need now, without waiting for next year's budget cycle and without the costs and delays of a voter referendum.

Pooling Financial Needs for Discounts Consolidate the equipment needs of all your departments into a single finance agreement line and reap the rewards of lower interest rates.

Increasing Financial Control Coordinate the purchasing activities of multiple departments with a master finance agreement line that guarantees the same favorable terms for every transaction.

Non Appropriation Agreement - A municipal lease characterized by a non-appropriation clause specifies that the lease can be terminated in the event funds are not made available in subsequent fiscal years.

Early Buyout Options - Government body would be given an option to prepay the finance agreement at a *discounted buyout price* negotiated at the inception of the lease.

Variable Payments - Finance agreements could be structured with monthly, semi-annual, or annual payment structures to accommodate the government body financing.

Program Options Provided By:

PEAC Solutions

Robbie DeGaris: 856-505-4490 rdegaris@peacsolutions.com

TE16: Ethics and Conflict of Interest Laws Applying to Trustees

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section 19.59), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board and the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section 946.13(1)(b) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your private capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section 946.12) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and "Incompatible" Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section 43.17(1), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the "private interests in public contracts" law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.

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.