



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, MAY 11, 2026 – 9:30 AM
ROTARY 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 and introductions**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the April 13, 2026 Library Board meeting.
- 4. Financial Report**
 - a. Discussion relating to the May 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. Review and possible action relating to the updated final cost of the phone replacement project (Lippert)
- b. Discussion relating to upcoming Library Board officer elections (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 17 "Membership in the Library System" (Lippert)
<https://vimeo.com/showcase/11330550?video=1000951244>

11. Adjournment

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

Dwight Foster Public Library
LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, APRIL 13, 2026 – 9:30 AM
FCCU COMMUNITY ROOM

AGENDA

1. Julie Olver called the meeting to order at 9:29 am

2. 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

3. Approval of Minutes

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

Move to approve by: Duane Scott, 2nd by: Kyle Jacobson, motion carried.

4. Financial Report

a. Discussion relating to the April 2026 financial report of the library (Lippert)

We are 25% through the year and have used 25% of the budget so we are on target.

5. Approval of Bills

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

Move to approve by: Leslie LaMuro, 2nd by: Sara Scullin, motion carried.

6. Public Input: none

7. Reports

a. Director's Report- The library is looking for a part time staff member, suggestions welcome. The fireplaces have been shut off for the season. New phones are in place and working well after some initial adjustments. Thanks to Duane Scott and Julie Olver who met as the grounds committee to review the AMH replacement project. The seed library includes 799 seed packets; there are still some available to take home. The seed library is paid for by the Friends of the Library. Spine labels are fading and the staff is looking into fixing that problem. Please check out the Peeps artwork display in the Jones Gallery, created by some staff members and the public. There is also a display of the history of the library cards at the DFPL.

Community members are donating to the library's trust in memory of former staff member Mary Kay Grunow. Thanks to the Friends of the Library for their generous donation of \$19,613.16 to fund programming, Explore passes, staff appreciation, and an RFID wand. The website redesign process has begun.

b. Friends of the Library Liaison Report- Thanks to Carlee who organized the t-shirt sale which earned more than \$500 in profits.

8. Unfinished Business

a. Discussion relating to Library Board Trustee recruitment (Lippert)- Manager Houseman reported that she has received 1 application for the library board. There are 2 openings. The appointments will be made in May.

9. New Business

a. Discussion relating to the status of the trust held at Edward Jones (Lippert)- Director Lippert reviewed the current status of the library's trust. A check for \$7,500.00 has been deposited in the Edward Jones trust from the Fort Atkinson Community Foundation which will be used for the new website development.

b. Review and possible action relating to the AMH replacement project (Lippert) - The AMH replacement project has been researched thoroughly by Minetta and Sandy. The sorting machine must be replaced and they received 3 proposals, the Tech Logic proposal was the least expensive and seemed to be the best fit for the library's needs. It will take 3-4 months for the installation.

Move to approve the Tech Logic proposal for the AMH replacement and to reimburse the expense with funds from the library's trust by: Davin Lescohier, 2nd by: Kyle Jacobson, motion carried.

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 16 "Ethics and Conflict of Interest Laws Applying to Trustees" (Lippert)- There was good information in the Ethics chapter of the Trustee training manual.

Move to adjourn by: Duane Scott, 2nd by: Sarah Dorfman, motion carried.

Meeting adjourned at 10:17 am

Respectfully submitted,
Leslie LaMuro



**May 2026
Financial Report**

	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	\$126,162.99	\$240,837.01		\$240,837.01
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$40,072.08	\$93,927.92		\$93,927.92
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$7,300.00	\$15,700.00		\$15,700.00
15-55-5511-2500	Benefits		\$200,000.00	\$65,234.72	\$134,765.28		\$134,765.28
	Total Salaries and Benefits		\$724,000.00	\$238,769.79	\$485,230.21		
15-55-5511-0600	Supplies		\$20,000.00	\$6,016.72	\$13,983.28		\$13,983.28
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$688.61	\$711.39		\$711.39
15-55-5511-0800	Insurance		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-55-5511-0900	Telephone		\$3,000.00	\$809.43	\$2,190.57		\$2,190.57
15-55-5511-1000	Electricity and Water		\$39,000.00	\$8,440.99	\$30,559.01		\$30,559.01
15-55-5511-1100	Natural Gas		\$14,000.00	\$3,976.57	\$10,023.43		\$10,023.43
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$12,428.51	\$22,071.49		\$22,071.49
15-55-5511-1300	Books		\$66,700.00	\$22,324.33	\$44,375.67		\$44,375.67
15-55-5511-1400	Other		\$1,000.00	\$229.63	\$770.37		\$770.37
15-55-5511-1500	Periodicals		\$4,800.00	\$1,807.78	\$2,992.22		\$2,992.22
15-55-5511-1600	AV		\$17,500.00	\$5,276.27	\$12,223.73		\$12,223.73
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$4,511.36	-\$761.36		-\$761.36
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,777.42	\$222.58		\$222.58
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$45,971.44	\$12,528.56		\$12,528.56
15-55-5511-2000	Programming		\$8,000.00	\$7,254.53	\$745.47		\$745.47
	Total Operations/Services		\$281,150.00	\$121,513.59	\$159,636.41		
	Total Operating Budget	\$1,005,150.00	\$360,283.38	\$644,866.62			
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	\$43,787.84	\$106,212.16		
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	\$55,616.90	\$104,383.10			
	Grand Total	\$1,165,150.00	\$415,900.28	\$749,249.72			

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	\$3,173.63
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$853.07
15-47-0047-1100	Donations and Grants	\$8,700.00	\$25,038.50
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	\$996,201.88
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	\$996,201.88
	Donations (Edward Jones)	\$0.00	\$10,620.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$70,302.46	\$1,052,056.69	\$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
ABENDROTH WATER CONDITIONING			
716148	40# SOLAR SALT	80.94	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total ABENDROTH WATER CONDITIONING:		80.94	
AMAZON CAPITAL SERVICES			
11RF-363V-9KTJ	ADULT SRP PRIZES: PEN SET, TRAVEL TUMBLER, WIND CHIMES, HAND TOOLS, MINI POTS, BOOMARKS	151.02	15-55-5511-1700 LIBRARY-Summer Reading Progra
11RL-HLX6-GG4C	2 BOOKS	32.44	15-55-5511-1300 LIBRARY-Books
13NQ-TKMQ-TQ4H	10 BOOKS	132.17	15-55-5511-1300 LIBRARY-Books
143W-VD7P-NTJY	2 DVDS	23.95	15-55-5511-1600 LIBRARY-A.V.
16RM-Y7DW-PWK	ENVELOPES, TAPE, HAND SOAP, UTILITY KNIFE, TOOTHPICKS, SUPER GLUE	104.76	15-55-5511-0600 LIBRARY-Supplies
16VT-DPYY-4KTX	1 BOOK	16.50	15-55-5511-1300 LIBRARY-Books
17FV-WRQT-XL16	1 DAVID (DVD)	17.95	15-55-5511-1600 LIBRARY-A.V.
17WY-KFWK-VVW4	15 DVDS	225.52	15-55-5511-1600 LIBRARY-A.V.
19C3-FXHQ-LHYN	3 BOOKS	36.09	15-55-5511-1300 LIBRARY-Books
19FH-XXRC-FNJX	SEED PACKETS	9.89	15-55-5511-2000 LIBRARY-Programming
19NC-CGG6-9LYM	2 BOOKS	31.64	15-55-5511-1300 LIBRARY-Books
1C6R-6JRN-CCY7	1 BOOK	11.99	15-55-5511-1300 LIBRARY-Books
1C6R-6JRN-QVP9	16 BOOKS	225.39	15-55-5511-1300 LIBRARY-Books
1CJM-QWND-FGPX	4 GAMES	137.82	15-55-5511-1400 LIBRARY-Other
1CXP-4K4V-7MYP	HAND SOAP REFILL, 4 GALLONS	47.19	15-55-5511-0600 LIBRARY-Supplies
1FKV-43CK-VQ41	KIDS SRP PRIZES	325.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1FWD-LN9F-PYT6	7 BOOKS	93.07	15-55-5511-1300 LIBRARY-Books
1GN3-KYQW-1WRL	11 BOOKS	110.32	15-55-5511-1300 LIBRARY-Books
1H7Y-HYJM-HPYL	4 BOOKS	39.41	15-55-5511-1300 LIBRARY-Books
1JDR-NTLR-MFYR	15 BOOKS	155.84	15-55-5511-1300 LIBRARY-Books
1KC9-GXKT-QCYN	4 BOOKS	43.29	15-55-5511-1300 LIBRARY-Books
1KXR-F6LK-KN7J	1BLUEY: SEASON ONE	9.96	15-55-5511-1600 LIBRARY-A.V.
1M67-PTYK-HL6R	1 BOOK	15.94	15-55-5511-1300 LIBRARY-Books
1MG1-JYWX-6CND	A STAGE SET FOR VILLAINS	-12.64	15-55-5511-1300 LIBRARY-Books
1MG9-GDLF-K79F	1KISS ALL THE TIME. DISCO, OCCASIONALLY.	13.99	15-55-5511-1600 LIBRARY-A.V.
1NQF-RWRD-YLDC	BOOKS	12.99	15-55-5511-1300 LIBRARY-Books
1P7C-PGV9-4WLX	1 LANDON: A MEMOIR	16.47	15-55-5511-1300 LIBRARY-Books
1PN9-G63M-4VVM	14 BOOKS	155.19	15-55-5511-1300 LIBRARY-Books
1PN9-G63M-CLDP	2 DVDS	18.27	15-55-5511-1600 LIBRARY-A.V.
1QDW-9W7W-PYF	10 BOOKS FOR BOOK CLUB	154.00	15-55-5511-2000 LIBRARY-Programming
1R9J-T1RG-WWHF	WOOD GLUE	4.37	15-55-5511-0600 LIBRARY-Supplies
1RT9-PKJ4-MLPH	7 BOOKS	91.37	15-55-5511-1300 LIBRARY-Books
1RWC-F437-LYNV	SANITIZER, BATTERIES	47.76	15-55-5511-0600 LIBRARY-Supplies
1TWX-LF4D-LXR1	VACUUM BAGS, 10 PACK	17.59	15-55-5511-0600 LIBRARY-Supplies
1VQX-P66R-L64W	POSTER TAPE, STORYTELLING MATH	31.07	15-55-5511-2000 LIBRARY-Programming
1XCY-GP4P-KTHQ	EXTENSION CORDS	35.40	15-55-5511-0600 LIBRARY-Supplies
1XLD-TQNG-TK79	2 DVDS	77.75	15-55-5511-1600 LIBRARY-A.V.
1Y1H-P9MT-FKRF	1SERES FABULOSOS: CRIATURAS MITOLÓGICAS DE TODO EL MUNDO (SPANISHEDITION)	14.27	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
1YQ4-PW6R-QXJY	FIREWORKS: WINNER OF THE 2026 CALDECOTT MEDAL_A CELEBRATION WITHA DAZZLING FOLDOUT DISPLAY!	12.99	15-55-5511-1300 LIBRARY-Books
Total AMAZON CAPITAL SERVICES:		2,688.98	
AT & T			
4-19-26	SERVICE	71.56	15-55-5511-0900 LIBRARY-Telephone
4-19-26	SERVICE	71.55	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		143.11	
BRIDGES LIBRARY SYSTEM			
CINV2026-01487	ZOOM ENTERPRISE LICENSE	284.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
CINV2026-01510	BOOKPAGE SUBSCRIPTION	276.00	15-55-5511-0600 LIBRARY-Supplies
CINV2026-01540	BRIDGES LIBRARY SYSTEM 2026 MEMBER CHARGES: SHARE OF DATABASE COST, SHARE OF MOVIE LICENSING COST, ADVANTAGE PROGRAM, CAFE ANNUAL SUPPORT	30,269.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
CINV2026-01566	COOPERATIVE SUPPLY PURCHASE FOR RECEIPT PAPER, RFID TAGS	1,370.06	15-55-5511-0600 LIBRARY-Supplies
Total BRIDGES LIBRARY SYSTEM:		32,199.06	
BRODART CO			
April 2026	APRIL BOOK	2,706.65	15-55-5511-1300 LIBRARY-Books
Brodart March 2026	MARCH BOOKS	3,405.83	15-55-5511-1300 LIBRARY-Books
Total BRODART CO:		6,112.48	
CENTER POINT LARGE PRINT			
2239541	15 LARGE PRINT BOOKS	375.15	15-55-5511-1300 LIBRARY-Books
2240346	LARGE PRINT BOOK	25.17	15-55-5511-1300 LIBRARY-Books
2247281	11 LARGE PRINT BOOK	24.57	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		424.89	
CENTURYLINK			
780290692	STATE PROGRAM/LONG DISTANCE SERVICE #4	33.35	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		33.35	
CHARTER COMMUNICATIONS			
170837201032126	CHARTER SPECTRUM 3/27/2026-4/26/2026	212.48	15-55-5511-1900 LIBRARY-Information Sourc/Serv
170837201042126	CHARTER SPECTRUM 4/27/2026-5/26/26	1.94	15-55-5511-1900 LIBRARY-Information Sourc/Serv

Invoice Number	Description	Total Cost	GL Account and Title
Total CHARTER COMMUNICATIONS:		214.42	
CLOUTE INC			
137021	SNOW SHOVELING, DEICING SALT	418.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total CLOUTE INC:		418.75	
DAPHNE SIEREN			
3-23-26	DEWI YOUTH SERVICES MILEAGE REIMBURSEMENT	43.86	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DAPHNE SIEREN:		43.86	
DEB BAUER			
4-13-26	MILEAGE REIMBURSEMENT	100.05	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4-3-26	MILEAGE AND MEAL REIMBURSEMENT	495.22	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DEB BAUER:		595.27	
DEMCO INC			
7798671	COLOR-CODED PAPER TAPE, LABELS, FIBER TAPE, LABEL PROTECTORS	178.97	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		178.97	
DWIGHT FOSTER PUBLIC LIBRARY			
Petty Cash Mar 202	USPS: 10 ILL PACKAGES	48.18	15-55-5511-0700 LIBRARY-Postage
Petty Cash Mar 202	FESTIVAL: SNACKS FOR STAFF TRAINING MORNING	39.40	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total DWIGHT FOSTER PUBLIC LIBRARY:		87.58	
G.F.C. LEASING			
I556923	#5 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		528.92	
GALE/CENGAGE LEARNING			
999102552840	2 LARGE PRINT BOOKS	44.18	15-55-5511-1300 LIBRARY-Books
999102568090	1 LARGE PRINT BOOK	18.19	15-55-5511-1300 LIBRARY-Books
999102572933	3 LARGE PRINT TITLES	72.12	15-55-5511-1300 LIBRARY-Books
999102590778	1 LARGE PRINT BOOK	23.39	15-55-5511-1300 LIBRARY-Books
999102612088	2 LARGE PRINT BOOKS	44.85	15-55-5511-1300 LIBRARY-Books
999102614733	5 LARGE PRINT BOOKS	120.25	15-55-5511-1300 LIBRARY-Books
999102614735	2 LARGE PRINT BOOKS	53.30	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		376.28	
IGNATEK LLC			
24536	9 UBIQUITI WIFI ACCESS POINTS	1,611.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv

Invoice Number	Description	Total Cost	GL Account and Title
24637	MONTHLY BILLING FOR MANAGED IT	858.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
24637	TELECOM CHARGES PRORATED WITH START DATE OF 3/9/2026	296.70	15-55-5511-0900 LIBRARY-Telephone
24979	MONTHLY BILLING FOR MANAGED IT	858.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
24979	TELCO CHARGES	170.33	15-55-5511-0900 LIBRARY-Telephone
Total IGNATEK LLC:		3,795.35	
JIM'S JANITORIAL SERVICE LLC			
15814	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15839	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15844	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		2,700.00	
JP MORGAN CHASE BANK-WIRE			
4769	JOURNALSSENTINAL-SUBSCRIPTION	40.00	15-55-5511-1500 LIBRARY-Periodicals
4769	MIL ART MUSEUM-YEARLY PASS	600.00	15-55-5511-2000 LIBRARY-Programming
4769	MARITZ ATL-AUTHOR LUNCH	70.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4769	WI LIBRARY ASO-WLA MEMBERSHIP	171.00	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4769	COLLABORATIVE SUMMER-PRIZES	124.56	15-55-5511-1700 LIBRARY-Summer Reading Progra
4769	ZOO-YEALRY PASS	1,000.00	15-55-5511-2000 LIBRARY-Programming
4769	CANOPY-HOTEL ROOM	729.98	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total JP MORGAN CHASE BANK-WIRE:		2,735.54	
LITTLE RAINBOWS PLAY PLACE			
76	1-YEAR LIBRARY PASS FOR UP TO 3 KIDS PER VISIT FOR CIRCULATING EXPLORE PASS	2,400.00	15-55-5511-2000 LIBRARY-Programming
Total LITTLE RAINBOWS PLAY PLACE:		2,400.00	
MERCY EMS TRAINING CENTER			
AHA2026 - 14	3/25/26 HEART SAVER CARDS 14:30	20.00	15-55-5511-0600 LIBRARY-Supplies
Total MERCY EMS TRAINING CENTER:		20.00	
MIDWEST TAPE			
508650152	1 CD	14.24	15-55-5511-1600 LIBRARY-A.V.
508668789	1 DVD AND 1 BLURAY	48.73	15-55-5511-1600 LIBRARY-A.V.
508720940	1 CD, 3 AUDIOBOOKS, 4 DVDS	206.67	15-55-5511-1600 LIBRARY-A.V.
508720942	3 DVDS	73.47	15-55-5511-1600 LIBRARY-A.V.
508732379	1 CD, 22 AUDIOBOOKS, 8 DVDS	1,238.19	15-55-5511-1600 LIBRARY-A.V.
508761399	2 CDS, 11 DVDS, 8 AUDIOBOOKS, 1		

Invoice Number	Description	Total Cost	GL Account and Title
	REPALCEMENT CD	715.03	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		2,296.33	
NATIONAL ELEVATOR INSPECTION			
26007851	ROUTINE ELEVATOR INSPECTION	125.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total NATIONAL ELEVATOR INSPECTION:		125.00	
OPPORTUNITIES INC			
PSI695867	SUMMER PROGRAM GUIDE PRINTING, QTY 2500	636.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total OPPORTUNITIES INC:		636.00	
PACKERLAND RENT-A-MAT INC			
3305858	MAT SERVICE	138.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		138.75	
PENWORTHY COMPANY			
0616629-IN	10 CHILDREN'S BOOKS	199.60	15-55-5511-1300 LIBRARY-Books
Total PENWORTHY COMPANY:		199.60	
SCHOLASTIC LIBRARY PUBLISHING			
84958281	PRIZE BOOKS FOR KIDS	454.83	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total SCHOLASTIC LIBRARY PUBLISHING:		454.83	
VENMILL INDUSTRIES INC			
22136	2 COMBO KITS FOR DISC CLEANING MACHINE	188.00	15-55-5511-0600 LIBRARY-Supplies
Total VENMILL INDUSTRIES INC:		188.00	
WATER DEPARTMENT			
4-30-26	WATER	574.03	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		574.03	
WE ENERGIES			
4-24-26	#3 ELECTRIC	2,975.31	15-55-5511-1000 LIBRARY-Electricity and Water
4-24-26	#3 GAS	838.26	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		3,813.57	
Grand Totals:		64,203.86	

Library Director's Report May 2026

Staff

- Long-time library employee Debbie May will now work at the library's main service desk on Wednesday and Thursday mornings. We did not need to hire an additional Desk Assistant for these morning desk shifts.
- Daphne, our Youth Services Librarian, is currently conducting interviews for a part-time, seasonal Summer Reading Program Assistant.
- Several part-time staff members will be leaving their positions at the library. Sofia Zelenskaya will leave to travel abroad, Rashid Robinson will move to Maryland to accept an academic position, and Cindy Peterson will move to Madison.
- The library currently has several open positions posted on our website. We are looking for great new additions to our library team.
- Library staff enjoyed participating in our library's National Library Week dress up days.



Maintenance of Facility and Equipment

- A caster broke on one of the new ottomans in the teen room. After having a difficult time locating a caster of the same size, library staff reached out to CJ & Associates. CJ & Associates ordered a new caster from the original manufacturer at no charge as a one-time accommodation. The new caster arrived and now the ottoman is back in use in the teen room.
- Total Mechanical finished their work on the library's rooftop condenser. The unit was operating at 75% beginning on April 14. After a final repair on April 24, the rooftop unit is now fully operational.
- Tallgrass Restoration planted the library's new pollinator garden on May 5. The Youth Services Department held a garden naming contest in April. The winning name is "Pollinator Patch."



- Ahern worked on spring preventive maintenance tasks on May 7.
- City staff and I will meet with Tech Logic on May 12 for a project kick off meeting. Tech Logic has already ordered parts for the AMH. We are tentatively planning to install the new unit in October 2026.

Programs and Services

- Library staff are currently preparing for the summer reading program. Ms. Daphne will visit 18 school and preschool sites over the course of April and May, presenting a total of 65 times, to spread the word about the summer reading program to kids in our community. The library is taking a break from most of its regular programs, such as storytime and cooking club, in May so staff can dedicate their time to gearing up for summer.
- On April 14, when parts of the community experienced power and internet outages, many community members turned to the library for their meetings and other work tasks. The library had 23 meeting room bookings that day, which is significantly higher than normal. In comparison, the library had an average of 15 meeting room bookings per day on the three other Tuesdays in April 2026.
- On April 21, the Dwight Foster Public Library hosted an open house during National Library Week. Library staff enjoyed sharing information about the library’s services with new and experienced patrons.



Collections, Displays, and Marketing

- Library staff are working with Revize to refine and finalize the designs and site map for our new website. Thank you to Carlee and Molley for dedicating time to these important tasks.
- The US Department of Justice published a new rule that effectively extended the online compliance deadlines for local government websites by one year. The City of Fort Atkinson and the library now need to comply by April 26, 2028.
- Library staff are continuing to research solutions to our fading spine label problem. In the meantime, staff are printing all spine labels on our Canon laser printers. Though this method is less efficient, staff are confident these spine labels will not fade anytime soon.

Budget/Donations

- Community members donated \$2,685 to the Dwight Foster Public Library in memory of former employee Mary Kay Grunow.

Director’s Report

- Community members donated \$220 to the Dwight Foster Public Library in memory of former patron Judy Wittenwyler.
- The Fort Atkinson Lions Club donated \$200 to the 2026 summer reading program.

Bridges/APL/Jefferson County Library Service

- I applied for and received a noncompetitive Improvement and Innovation grant from Bridges Library System for \$2,600 for our year 1 website hosting and maintenance costs for Revize. We have approval to use the remaining \$400 from the noncompetitive grant to cover a portion of the costs of purchasing new desktop spine label printers.
- I am compiling the 2025 Annual Report of Jefferson County Library Service. This report will be shared with the Jefferson County Board in July and August.

Other

- The Fort Atkinson City Council proclaimed April 19-25, 2026 as National Library Week in the City of Fort Atkinson, encouraging “all residents to spend time at the Dwight Foster Public Library either in person or by using online materials.”
- Tom Fick and Sarah Dorfman have graciously taken over the task of training and managing the library’s shelf reader volunteers. Tom, Sarah, and Tiffany Bloshenko from the Friends hosted a volunteer reception on April 15. Fifteen volunteers—a mix of veteran and new volunteers—attended the event. Thanks to Tom and Sarah’s efforts, interest in the shelf reader program has been rejuvenated. Library staff are grateful for all the dedicated volunteers who choose to share their time and expertise to help the library stay organized.
- I enjoyed participating in the Fort Atkinson Community Foundation’s Martin, Halker, Knapp, and Vance scholarship committee. Committee members individually reviewed scholarship applications in April and then met on May 6 to finalize their scholarship recipient recommendations.
- On April 21, I participated in an orientation session for City Council by presenting about the library and our staff. Then, on May 1, I attended a full day of Fort Atkinson facility tours with other City staff and Council Member Jena Price. Even though I’ve worked for the City for 14 years, I learned something new at each stop of the tour.
- On May 5, City Council approved the appointment of Jena Price to the Library Board, replacing Davin Lescohier as the City Council representative effective immediately. City Council also approved the reappointment of Lori Compas and the new appointments of Betty Hedendorf and Peggy Wuenstel to the Library Board beginning with the June 8, 2026 Library Board meeting.



Dwight Foster Public Library
Monthly Statistical Report

April 2026

Library collection:	Mar 2026	Apr 2026	April 2025
Items in collection	101,402	101,884	95,055
Number of item records created	531	549	565
Number of items deleted	659	603	435

Circulation by material type: Mar 2026 Apr 2026 April 2025

Selected book circulation:	Mar 2026	Apr 2026	April 2025
Book	3,897	3,710	3,785
Browsing (Lucky Day Book)	54	75	33
Children's book	5,708	5,500	5,716
New book (nonfiction)	260	270	288
New fiction	359	417	407

Selected AV circulation:	Mar 2026	Apr 2026	April 2025
Blu-Ray	65	69	51
Browsing AV (Lucky Day AV)	27	19	43
CD	117	149	237
CD book	128	146	175
Children's Blu-Ray	17	8	12
Children's CD	8	6	17
Children's CDBook	65	49	31
Children's digital audiobook (+/YA Playaway)	72	59	64
Children's DVD	327	255	389
DVD	1,156	1,195	1,430
Nonfiction DVD	80	77	60
Playaway	76	85	63

Selected other circulation:	Mar 2026	Apr 2026	April 2025
Book club kits	1	6	4
Children's magazine	22	40	22
Library of things	384	335	190
Magazine	147	122	150
Total physical item circulation:	13,187	12,821	13,358

Digital circulation:	Mar 2026	Apr 2026	April 2025
Hoopla	0	0	384
Overdrive ebooks and digital audiobooks	3,288	3,209	2,766
Overdrive magazines	406	363	325
Total digital item circulation:	3,694	3,572	3,475

Circulation by patron statistical class:	Mar 2026	Apr 2026	April 2025
City of Fort Atkinson circulation:	7,387	7,552	8,010
Jefferson County "City" circulation:	911	864	919
Jefferson County Rural circulation:	3,899	3,561	3,690
Total:	12,998	12,677	13,206

Cardholders:	Mar 2026	Apr 2026	April 2025
YTD new patron registrations	162	208	268
Total number of cardholders	8,605	8,637	8,377

Patrons in the building:	Mar 2026	Apr 2026	April 2025
Total number of patrons	7,555	6,528	6,607
Largest day/number	Mar 27/563	Apr 15/411	Apr 7/500
Smallest day/number	Mar 13/137	Apr 25/122	Apr 11/167

Meeting rooms:	Mar 2026	Apr 2026	April 2025
Number of room reservations	273	284	
Number of patron-initiated reservations	103 (37%)	126 (44%)	

Public computers and wifi use:	Mar 2026	Apr 2026	April 2025
Number of users of public internet computers	612	657	625
Hours of public internet computer use	407	483	441
Number of unique wireless clients			1,155
Average daily wireless visits			105
Wifi total data transferred			2.26 TB

Patron questions at desks:	Mar 2026	Apr 2026	April 2025
Reference interactions	159	226	132
General/Directional	93	127	167
Technical assistance	251	320	326
Circulation	13	23	79
Conflict/Resolution			0

Other:	Mar 2026	Apr 2026	April 2025
Books mended	142	105	97
AV mended	0	120	80
Copy machines	10,129	11,633	10,584
Outgoing faxes	67	65	79
Incoming faxes	7	7	7

Resource sharing:	Mar 2026	Apr 2026	April 2025
Outgoing ILL	98	74	92
Incoming ILL	34	28	34
DFPL items shipped to other libraries	2,334	2,153	2,205
Holds received at DFPL	2,239	2,292	2,296

Programs and attendance:	Mar 2026	Apr 2026	April 2025
Young child (0-5) programs/attendance	20 prog/410 att	25 prog/443 att	21 prog/328 att
Child (6-11) programs/attendance	5 prog/110 att	12 prog/335 att	7 prog/165 att
Young adult (12-18) programs/attendance	2 prog/31 att	8 prog/178 att	5 prog/22 att
Adult (19+) programs/attendance	3 prog/42 att	5 prog/53 att	6 prog/63 att
General interest (all ages) programs/attendance	0 prog/0 att	1 prog/43 att	1 prog/14 att
Total programs/attendance:	30 prog/593 att	51 prog/1052 att	40 prog/592 att

Self-directed activities and participation:	Mar 2026	Apr 2026	April 2025
Total activities/participation	1 act/188 particip	3 act/435 particip	0 act/0 particip

Date: May 11, 2026
To: Board of Trustees of the Dwight Foster Public Library
From: Minetta Lippert, Library Director
Subject: Phone System Replacement Final Cost

Background

On January 12, 2026, the Library Board approved Ignatek's proposal to replace the library's phone system for the estimated cost of \$5,563.33. Ignatek completed the replacement project in March and April 2026. The final actual bill for the project is \$6,563.40.

Discussion

When Ignatek submitted a proposal for the library's phone replacement project, they estimated 20 hours of labor to complete the project. The actual project required 29 hours of labor. While implementing the replacement, Ignatek ran into unforeseen problems on March 10 and 11 with forwarding phone calls and contacting AT&T. This "out of scope" work led to the additional hours of labor.

Financial Analysis

Dwight Foster Public Library's investment policy states, "A two-thirds vote of the Board is required for a resolution authorizing expenditure of any trust funds that exceed \$750 for one item or project."

The library originally budgeted \$5,000 in the City of Fort Atkinson's 2026 Capital Improvement Plan for the phone system replacement project. In January, the Library Board approved expending \$5,563.33 for the project and reimbursing the expense with funds from the library's trust at Edward Jones. At \$6,563.40, the final cost for the project is now \$1,000.07 higher than what was approved in January 2026 and \$1,563.40 higher than the original amount included in the 2026 CIP budget.

Recommendation

Library staff recommends approving the updated final cost of the phone replacement project performed by Ignatek for \$6,563.40 and reimbursing the expense with funds from the library's trust at Edward Jones.



Ignatek LLC
 P.O. Box 791
 Janesville, WI 53547
 (608) 314-0895

Bill To:
Dwight Foster Public Library Attn: Minetta Lippert 209 Merchants Avenue Fort Atkinson, WI 53538

Date	Invoice
05/01/2026	24769
Account	
Dwight Foster Public Library	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	05/01/2026		Phone Project

Project Name	Phone System
Billing Type	Standard
Billing Method	Override Rate
Original Downpayment	\$0.00
Company Name	Dwight Foster Public Library
Company Name	Minetta Lippert

Services	Work Type	Hours	Rate	Amount
<u>Billable Services</u>				
Network Engineer	In-House	0.75	125.00	\$93.75
Sr. Engineer	In-House	28.25	125.00	\$3,531.25
<u>Agreement Billable Time: Service Agreement 2023</u>				
Network Engineer	In-House	0.75	125.00	\$0.00
Total Services:				\$3,718.75

Products & Other Charges	Quantity	Price	Amount
<u>Billable Products & Other Charges</u>			
GXP2135: Grandstream: IP Phone with up to 8 lines	11.00	\$115.00	\$1,265.00
IGN-Raspberry Pi: Raspberry Pi	1.00	\$225.00	\$225.00
USW-PRO-48-POE: Ubiquiti Layer 3 Switch	1.00	\$1,099.00	\$1,099.00
1MSingle: 1M Singlemode Duplex Fiber Optic Cable (9/125) - LC/APC to LC/UPC	2.00	\$26.00	\$52.00
Optical Transceiver: 1000BASE-BX-U SFP BiDi 1310nm-TX/1490nm-RX 10km DOM Simplex LC/UPC SMF Optical Transceiver Module for FS Switche	2.00	\$26.00	\$52.00
IG-TELECOM: -First months bill	1.00	\$170.33	\$170.33
Shipping: Shipping	1.00	\$46.37	\$46.37
2' orange Patch Cable: Cat5e Ethernet Patch Cable 2 Feet	14.00	\$2.05	\$28.70

	Total Products & Other Charges:	\$2,938.40
Adjustments	Quantity	Amount
Support 6 hours @ \$100: Service Agreement 2023		
Services	(.75)	-\$93.75
	Total Adjustments:	-\$93.75
<p style="text-align: center;">Make checks payable to Ignatek LLC PO Box 791 Janesville, WI 53547</p>	Invoice Subtotal:	\$6,563.40
	Sales Tax:	\$0.00
	Invoice Total:	\$6,563.40
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$6,563.40

Thank you for your business.

Invoice Time Detail

Invoice Number: 24769
 Company: Dwight Foster Public Library

Charge To: Dwight Foster Public Library / Phone System In-House Staging & Preparation Build PBX (based on Configuration Form) Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
02/23/2026	Mikel, Aaron	Project Phase: In-House Staging & Preparation Project Activity: Build PBX (based on Configuration Form) Went through project guide Created free 3CX account Created outlook account Changed free account to 1 month free company account Created user account Telin Purchased phone number Set up SBC in 3CX Set up Telin in 3CX Set up PBX Built the Raspberri Pi Made sure it showed online in 3CX	Y	3.50	125.00	\$437.50

Subtotal: \$437.50

Charge To: Dwight Foster Public Library / Phone System In-House Staging & Preparation Configure Call Routing & Test Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
03/02/2026	Mikel, Aaron	Project Phase: In-House Staging & Preparation Project Activity: Configure Call Routing & Test Made test calls to ensure working properly Changed trunk and sip settings tested again - working	Y	0.50	125.00	\$62.50

Subtotal: \$62.50

Charge To: Dwight Foster Public Library / Phone System In-House Staging & Preparation Create 3cx renewal configuration Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
02/23/2026	Mikel, Aaron	Project Phase: In-House Staging & Preparation Project Activity: Create 3cx renewal configuration Created config for 3CX renewal	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone System In-House Staging & Preparation Provision Devices Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
03/02/2026	Mikel, Aaron	Project Phase:In-House Staging & Preparation Project Activity:Provision Devices Added 10 users Went through outbound calling Verified trunk was correct Provisioned 10 devices w/ users 1-10 Will change users after Minetta e-mails me document w/ extensions and call handling	Y	2.50	125.00	\$312.50
03/03/2026	Mikel, Aaron	Project Phase:In-House Staging & Preparation Project Activity:Provision Devices Took call routing Logged into 3CX Made ring groups Made Receptionists Added phones to ring groups Adjusted voicemail Created message when calling in Verified all working	Y	3.00	125.00	\$375.00

Subtotal: \$687.50

Charge To: Dwight Foster Public Library / Phone System
Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
04/08/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Customer Sign Off for Completion create project sign off - gave to erik to have signed	Y	0.25	125.00	\$31.25
04/14/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Customer Sign Off for Completion project sign off completed - uploaded to manage	Y	0.25	125.00	\$31.25

Subtotal: \$62.50

Charge To: Dwight Foster Public Library / Phone System
Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
03/10/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Onsite Install / Testing / Training / Forwarding Got on site Talked to Minetta Went to server room Located new 48 port switch Switch has fiber installed into it	Y	1.50	125.00	\$187.50

<p>Installed Raspberry Pi into 48 port switch Set up front desk phone on my 3CX phone application to test Talked w/ Erik about current phone plug locations (top switch, orange cables) Located current PBX</p> <p>Put together and set up all phones x11 Placed phones at appropriate stations</p>						
03/11/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Onsite Install / Testing / Training / Forwarding	Y	1.00	125.00	\$125.00
<p>Gave multiple classes on how to use phone due to people having to be separate Ran new cables for 2 phones so they could be positioned in better places - Minetta requested this.</p>						

Subtotal: \$312.50

Charge To: Dwight Foster Public Library / Phone System							Location: MAIN
Date	Staff	Notes	Bill	Hours	Rate	Ext Amt	
02/23/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Out of Scope Work Attempted to create business address account - issue with Telin Created support ticket w/ Telin Received call from Telin representative having same issue - forwarded issue to Dev team to look at. Issue with new Telin UI	Y	0.50	125.00	\$62.50	
03/10/2026	Mikel, Aaron	Project Phase:Onsite Deployment Project Activity:Out of Scope Work Attempted to forward current phones to new temp number - couldn't port Phone instructions and other sources specify forwarding to outside calls you need to dial 355 then the number - didn't work Phone says it's forwarding but doesn't - all calls still come in and ring - no forwarding happening	Y	5.25	125.00	\$656.25	

<p>Phone will not allow you to dial * - automatically cancels call Went through entire list of phone commands to find one that enabled it - unable</p> <p>Tried running IP scanner to detect PBX - unable to find To connect to PBX you have to download proprietary software - no access Tried to find username and password for account - not on file with us or them Called and spoke with Jared - advised to call AT&T to have them forward the number</p> <p>Called AT&T Performed troubleshooting w/ AT&T Unable to forward number AT&T put in service ticket to have number forwarded - have to wait Updated Minetta on progress Made sure all old phones were hooked back up and not forwarded</p>						
03/11/2026	Mikel, Aaron	Project Phase:Onsite Deployment	Y	4.50	125.00	\$562.50
		Project Activity:Out of Scope Work				

Subtotal: \$1,281.25

Charge To: Dwight Foster Public Library / Phone SystemProject Close OutFinal Documentation Location: MAIN						
Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
04/14/2026	Mikel, Aaron	Project Phase:Project Close Out Project Activity:Final Documentation Updated network drawing Updated Sec Doc Downloaded backup - uploaded Went through task list for project	Y	1.00	125.00	\$125.00

Subtotal: \$125.00

Charge To: Dwight Foster Public Library / Phone SystemProject Close OutProject Close Out Meeting Location: MAIN						
Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
04/30/2026	Mikel, Aaron	Project Phase:Project Close Out Project Activity:Project Close Out Meeting Project Closeout Meeting	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject Close OutProject Communication Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
03/09/2026	Mikel, Aaron	Project Phase:Project Close Out Project Activity:Project Communication Assigning tickets to hannah for scheduling	Y	0.25	125.00	\$31.25
03/16/2026	Mikel, Aaron	Project Phase:Project Close Out Project Activity:Project Communication Working with Lance for number port Multiple e-mails sent Documentation submitted for port	Y	1.00	125.00	\$125.00

Subtotal: \$156.25

Charge To: Dwight Foster Public Library / Phone SystemProject Close OutReview Tickets & Time Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
04/16/2026	Brandenburg, Trever	Project Phase:Project Close Out Project Activity:Review Tickets & Time project management	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject PlanningCreate Quote & Proposal Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
12/09/2025	Brandenburg, Trever	Project Phase:Project Planning Project Activity:Create Quote & Proposal create quote	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject Planningquote phones Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
09/19/2025	Kas, Jared	Project Phase:Project Planning Project Activity:quote phones create quote	Y	0.25	125.00	
12/05/2025	Kas, Jared	Project Phase:Project Planning Project Activity:quote phones discuss plans with bill review past quotes create updated quotes	Y	0.50	125.00	

Subtotal: \$93.75

Charge To: Dwight Foster Public Library / Phone SystemProject PlanningVerify Numbers are Portable Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
12/08/2025	Kas, Jared	Project Phase:Project Planning Project Activity:Verify Numbers are Portable confirm portability for fax and main phone	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementDetailed Design and Planning with Project Procedure Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/26/2026	Mikel, Aaron	Project Phase:Project Procurement Project Activity:Detailed Design and Planning with Project Procedure Went through project folder Filled out documents	Y	1.00	125.00	\$125.00

Subtotal: \$125.00

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementFinal Design Review and revisions Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/27/2026	Kas, Jared	Project Phase:Project Procurement Project Activity:Final Design Review and revisions review documentation	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementOrder Equipment Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/21/2026	Busfield, Krista	Project Phase:Project Procurement Project Activity:Order Equipment -Create PO -Order parts with vendors	Y	0.50	125.00	\$62.50

Subtotal: \$62.50

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementProject management Budget hours and remove and align tickets Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/23/2026	Brandenburg, Trever	Project Phase:Project Procurement Project Activity:Project management Budget hours and remove and align tickets	Y	0.25	125.00	\$31.25

project management

Subtotal: \$31.25

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementProject Management Scheduling / Oversight / Planning Location: MAIN
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Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/26/2026	Lippincott, Bill	Project Phase:Project Procurement Project Activity:Project Management Scheduling / Oversight / Planning project management	Y	0.25	125.00	\$31.25
01/26/2026	Brandenburg, Trever	Project Phase:Project Procurement Project Activity:Project Management Scheduling / Oversight / Planning met with bill and Erik to find out about the swith and the fiber. determined what needed to be done	Y	0.25	125.00	\$31.25

Subtotal: \$62.50

Charge To: Dwight Foster Public Library / Phone SystemProject ProcurementSchedule all ticket Location: MAIN

Date	Staff	Notes	Bill	Hours	Rate	Ext Amt
01/26/2026	Brandenburg, Trever	Project Phase:Project Procurement Project Activity:Schedule all ticket project managment	Y	0.25	125.00	\$31.25

Subtotal: \$31.25

Invoice Time Total:	Billable Hours:	29.75
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TE17: Membership in the Library System

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals. To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other Trustee Essentials for details on these requirements, including [Trustee Essential 2: Who Runs the Library](#) and [Trustee Essential 18: Library Board Appointments and Composition](#).)

2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential 19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

- Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections 43.11(3) and 43.13(1) and provides the financial support needed to administer the plan. (See the [DPI website on public library planning and evaluation](#) for more details on county library planning.)
- Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [Trustee Essential 26: The Public Library System Trustee—the Broad Viewpoint.](#))

Discussion Questions

- What are examples of ways your community's residents have benefited from library system services?
- What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff
- Division for Libraries and Technology staff