



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, JUNE 8, 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 and introductions**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the May 11, 2026 Library Board meeting.
- 4. Financial Report**
 - a. Discussion relating to the June 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. Board of Trustees Officer elections for the President, Vice President, and Secretary positions
- b. Review and possible action to update Library Board committee assignments for 2026-2027
- c. Review progress on the 2024-2026 Strategic Plan (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 18 "Library Board Appointments and Composition"
<https://vimeo.com/showcase/11330550?video=1002056622>

11. Adjournment

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Dwight Foster Public Library
Library Board Meeting
Monday, May 11, 2026 – 9:30 a.m.
Rotary Room

1. The meeting was called to order by Julie Olver at 9:32 a.m.
2. Roll call and introductions
Present: Rebecca Houseman, Kyle Jacobson, Leslie LaMuro, Jenna Price, Julie Olver, Minetta Lippert, Laura Becker, Duane Scott, Sara Scullin, Sara Podoll, Lori Compas
Absent: Rob Abbott, Sarah Dorfman
3. Approval of Minutes
 - a. Review and possible action relating to the minutes of the April 13, 2026 Library Board meeting. Move to approve by: Duane Scott; 2nd by: Kyle Jacobson; all approved.
4. Financial Report
 - a. Discussion relating to the May 2026 financial report of the library
No discussion
5. Approval of Bills
 - a. Review and possible action relating to the library's bills
Move to approve by: Sara Scullin. 2nd by: Laura Becker; all approved.
6. Public Input: None
7. Reports
 - a. Director's Report:
Debbie May will now work at the front desk in the morning so there is no need to hire another assistant. Daphne is looking for a summer reading assistant and also has been visiting local schools to encourage kids to sign-up for the summer reading program. The library is losing 3 assistants who are moving elsewhere and are looking to hire 3 new employees. Total Mechanical finished their work on the library's rooftop condenser. 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." Library staff are working with Revize to refine and finalize the designs and site map for the new website. Thank you to Carlee and Molley for dedicating time to these important tasks. Website compliance has been extended until April 26, 2028. Several donations were made in honor of a former employee and a former patron. Lions Club donated to the summer reading program. Minetta received an Improvement

and Innovation grant from Bridges Library System for \$2,600 for the website. 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. On May 5, City Council approved the appointment of Jena Price to the Library Board, replacing Davin Lescohier.

b. Friends of the Library Liaison Report

Julie Olver reported that Book sales are good, \$515 was raised from the T-shirt sale, and there will be a brat sale at Jones this summer.

8. Unfinished Business: None

9. New Business

a. Review and possible action relating to the updated final cost of the phone replacement project's final cost was \$1,000.07 over the budget due to additional installation hours.

Move to approve: Leslie LaMuro; 2nd:Duane Scott; all approved.

b. Discussion relating to upcoming Library Board officer elections

Leslie described the secretarial duties which include taking minutes and distributing the minutes to the director and the board president.

Julie Olver described the president's duties which include running meetings and some committee work.

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 17 "Membership in the Library System"

We are part of the Bridges system and we really appreciate the alliance. Also the Friends groups in the Bridges System also meet annually.

11. Adjournment: Meeting adjourned at 10:22 am

Moved to adjourn by: Leslie LaMuro; 2nd by:Laura Becker; all approved.

Respectfully submitted by,
Leslie LaMuro



**June 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	\$154,347.00	\$212,653.00		\$212,653.00
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$49,587.16	\$84,412.84		\$84,412.84
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$9,100.00	\$13,900.00		\$13,900.00
15-55-5511-2500	Benefits		\$200,000.00	\$81,109.34	\$118,890.66		\$118,890.66
	Total Salaries and Benefits		\$724,000.00	\$294,143.50	\$429,856.50		
15-55-5511-0600	Supplies		\$20,000.00	\$7,863.01	\$12,136.99		\$12,136.99
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$738.96	\$661.04		\$661.04
15-55-5511-0800	Insurance		\$7,000.00	\$0.00	\$7,000.00		\$7,000.00
15-55-5511-0900	Telephone		\$3,000.00	\$1,154.48	\$1,845.52		\$1,845.52
15-55-5511-1000	Electricity and Water		\$39,000.00	\$13,005.54	\$25,994.46		\$25,994.46
15-55-5511-1100	Natural Gas		\$14,000.00	\$4,561.66	\$9,438.34		\$9,438.34
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$12,772.04	\$21,727.96		\$21,727.96
15-55-5511-1300	Books		\$66,700.00	\$24,302.99	\$42,397.01		\$42,397.01
15-55-5511-1400	Other		\$1,000.00	\$229.63	\$770.37		\$770.37
15-55-5511-1500	Periodicals		\$4,800.00	\$1,847.78	\$2,952.22		\$2,952.22
15-55-5511-1600	AV		\$17,500.00	\$6,569.76	\$10,930.24		\$10,930.24
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$4,579.91	-\$829.91		-\$829.91
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$1,804.97	\$195.03		\$195.03
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$46,383.00	\$12,117.00		\$12,117.00
15-55-5511-2000	Programming		\$8,000.00	\$7,366.36	\$633.64		\$633.64
	Total Operations/Services		\$281,150.00	\$133,180.09	\$147,969.91		
	Total Operating Budget	\$1,005,150.00	\$427,323.59	\$577,826.41			
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	\$6,563.40	-\$1,563.40		
15-60-0065-1000	CIP Website Redesign		\$0.00	\$7,500.00	-\$7,500.00		
	Total CIP	\$160,000.00	\$62,180.30	\$97,819.70			
	Grand Total	\$1,165,150.00	\$489,503.89	\$675,646.11			

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	\$10,770.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$74,946.28	\$1,086,059.49	\$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			
13GY-XVDT-17GC	2 OFFICE CHAIR MATS	66.48	15-55-5511-0600 LIBRARY-Supplies
13RT-LLF3-W671	1 THE BRIDGE BACK TO YOUASIN: 0593640519ORDER	11.40	15-55-5511-1300 LIBRARY-Books
13W4-1KNX-F7LH	2 BOOKS	39.02	15-55-5511-1300 LIBRARY-Books
14DR-6XY7-R14M	1 BOOK	17.60	15-55-5511-1300 LIBRARY-Books
17CW-XCDG-FCRX	2 BOOKS	30.79	15-55-5511-1300 LIBRARY-Books
1CNX-WDCT-V3YJ	HOW TO PRACTICE: THE WAY TO A MEANINGFUL LIFE (TIMELESS WISDOM,SPIRITUAL INSPIRATION)	-9.17	15-55-5511-1300 LIBRARY-Books
1CVY-PQQG-YFG6	1HOPE RISES	17.60	15-55-5511-1300 LIBRARY-Books
1CVY-PQQG-YFW4	2 BOOKS	27.89	15-55-5511-1300 LIBRARY-Books
1DLR-9PHT-DDTN	15 BOOKS	128.67	15-55-5511-1300 LIBRARY-Books
1DLW-3GJN-DT9X	8 BOOKS	108.29	15-55-5511-1300 LIBRARY-Books
1HV7-QMG9-YLHG	1 HORSES: POEMS	10.80	15-55-5511-0600 LIBRARY-Supplies
1JYH-TGXX-KFDH	12 BOOKS	118.93	15-55-5511-1300 LIBRARY-Books
1K9M-7LU3-YFRV	1 MUSIC	12.35	15-55-5511-1600 LIBRARY-A.V.
1LJG-YGX6-QR1N	1 DON'T BE DUMB (AMAZON EXCLUSIVE EDITION)	13.98	15-55-5511-1600 LIBRARY-A.V.
1MLY-VFQT-YD7J	2 BOOKS	21.98	15-55-5511-1300 LIBRARY-Books
1PMP-TJVL-G6CR	1 IF YOU WERE HERE	10.99	15-55-5511-1300 LIBRARY-Books
1R67-Q67T-MJHN	1 FRANK THE MONSTER	12.34	15-55-5511-1300 LIBRARY-Books
1RMX-GPCW-RX9J	6 BOARD GAMES	79.82	15-55-5511-1400 LIBRARY-Other
1VDQ-JMV9-HRW4	1GOOD LUCK, HAVE FUN, DON'T DIE (DVD)	17.95	15-55-5511-1600 LIBRARY-A.V.
1WWR-KNG3-FJMT	1 APHRODITE IN PIECESASIN: 0593638972ORDER	16.50	15-55-5511-1300 LIBRARY-Books
Total AMAZON CAPITAL SERVICES:		754.21	
CENTER POINT LARGE PRINT			
2246576	8 BOOKS	202.56	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		202.56	
CENTURYLINK			
784267623	STATE PROGRAM/LONG DISTANCE SERVICE #5	47.92	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		47.92	
CHARTER COMMUNICATIONS			
170837201052126	CHARTER SPECTRUM 5/27/2026-6/26/2026	117.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		117.56	
DEMCO INC			
7803134	LABEL PROTECTORS, BOOKMARKS	81.18	15-55-5511-0600 LIBRARY-Supplies
7803372	COLOR-CODED PAPER TAPE, STICKTOGETHER POSTERS, LABEL PROTECTORS,		

Invoice Number	Description	Total Cost	GL Account and Title
	BOOKTRUCK CASTERS	355.08	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		436.26	
DWIGHT FOSTER PUBLIC LIBRARY			
Library April 2026 P	USPS: 9 ILL PACKAGES, 2 ROLLS OF STAMPS	196.38	15-55-5511-0700 LIBRARY-Postage
Library April 2026 P	CASEY'S: SRP GIFT CARD	25.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Library April 2026 P	PICK N SAVE: SRP GIFT CARDS	125.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total DWIGHT FOSTER PUBLIC LIBRARY:		346.38	
GALE/CENGAGE LEARNING			
999102647638	5 LARGE PRINT BOOKS	114.40	15-55-5511-1300 LIBRARY-Books
999102674990	5 BOOKS	129.35	15-55-5511-1300 LIBRARY-Books
999102674992	3 BOOKS	73.45	15-55-5511-1300 LIBRARY-Books
999102674994	1 BOOK	24.70	15-55-5511-1300 LIBRARY-Books
999102675017	3 BOOKS	88.80	15-55-5511-1300 LIBRARY-Books
999102682591	3 BOOKS	74.10	15-55-5511-1300 LIBRARY-Books
999102682593	11 BOOKS	274.30	15-55-5511-1300 LIBRARY-Books
999102682595	8 BOOKS	230.40	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		1,009.50	
JIM'S JANITORIAL SERVICE LLC			
15875	GENERAL CLEANING 04/27/2026-05/08/2026	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15878	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		1,800.00	
JOHN PEARSON			
718132	2 BOOKS PURCHASED DIRECTLY FROM AUTHOR	30.00	15-55-5511-1300 LIBRARY-Books
Total JOHN PEARSON:		30.00	
JP MORGAN CHASE BANK-WIRE			
4789	FESTIVAL FOODS-FOOD	37.93	15-55-5511-2000 LIBRARY-Programming
4789	DSPS- MAINTENANCE	51.13	15-55-5511-1200 LIBRARY-Maint. & Repairs
4789	JOURNAL SENTINEL- SUBSCRIPTION	40.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total JP MORGAN CHASE BANK-WIRE:		129.06	
KAPCO			
1511768	2 ROLLS EASY JACKET, POLYESTER CORNERS	136.44	15-55-5511-0600 LIBRARY-Supplies
1511977	EASY JACKET	131.55	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		267.99	
LIBRARY STORE			
786390	FILMOLUX SOFT LAMINATE	313.13	15-55-5511-0600 LIBRARY-Supplies

Invoice Number	Description	Total Cost	GL Account and Title
Total LIBRARY STORE:		313.13	
MIDWEST TAPE			
508815782	4 CDS, 2 DVDS	104.49	15-55-5511-1600 LIBRARY-A.V.
508843387	5 AUDIOBOOKS, 5 DVDS	368.65	15-55-5511-1600 LIBRARY-A.V.
508868398	1 AUDIOBOOK, 8 DVDS	236.41	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		709.55	
MR PLUMBER			
31126-1	REPAIRED 3 DRINKING FOUNTAINS	105.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MR PLUMBER:		105.00	
PACKERLAND RENT-A-MAT INC			
3313797	MAT SERVICE	80.06	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		80.06	
ROCKET INDUSTRIAL INC			
IN00578503	MULTI-FOLD PAPER TOWEL, CAN LINERS, BATH TISSUE	416.47	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		416.47	
SERVICE SPRINKLER LLC			
8408	1ST QUARTERLY INSPECTION 3/24/2026	95.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total SERVICE SPRINKLER LLC:		95.00	
WE ENERGIES			
5-20-26	#4 ELECTRIC	3,990.52	15-55-5511-1000 LIBRARY-Electricity and Water
5-20-26	#4 GAS	585.09	15-55-5511-1100 LIBRARY-Natural Gas
Total WE ENERGIES:		4,575.61	
Grand Totals:		11,436.26	

Library Director's Report

June 2026

Staff

- The library welcomed four new part-time employees in May: Alesa Rosinski as a desk assistant, Lorie Bremer as an evening page, Jane Yang as a morning page, and Samantha Mallin as a summer reading program assistant.
- Deb attended a NAMI de-escalation training at the New Berlin Public Library on May 5.
- Cataloger Molley Sawyer attended the WILIUG conference in Milwaukee on June 4 and 5. Bridges Library System will reimburse the library for part of the costs associated with attending the conference.

Maintenance of Facility and Equipment

- Tech Logic plans to install the AMH on October 20-22. Library staff will now work on gathering quotes for the required building modifications and completing additional tasks to prepare for the new technology.
- Ahern is continuing to work on preventive maintenance tasks at the library.
- A technician from Brandon's Sprinkler Service started up the library's lawn sprinkler system for the summer.
- Staff members from the Parks and Recreation Department did an excellent job weeding and cleaning up the landscaping around the library. We appreciate their help!

Programs and Services

- Dwight Foster Public Library's "Unearth a Story" summer reading program runs from June 1-July 31. The program includes reading challenges for all ages as well as special events. Library staff are especially looking forward to the local author showcase, a discussion of the children's nonfiction title *Stuck: The story of the La Brea Tar Pits* with author Joyce Uglow, a conversation with Wisconsin author Amy Pease, dinosaur workshops with local artist Sally Koehler, and presentations about monarch butterflies led by Karen Albrecht.
- From June 1-August 21, Bridges Library System is offering a "Tracks in the Stacks" challenge that encourages community members to explore all 24 member libraries for the chance to win prizes.
- On May 9, the library partnered with the Friends of Lorine Niedecker group to host a screening of PBS's six-part series called *Welcome Poets* about Nicholas Gulig and Lorine Niedecker.
- The May 11 Memory Café program at the Dwight Foster Public Library focused on monarchs and was led by local resident Karen Albrecht, also known as "The Butterfly Lady."

- On May 12, youth services staff members Daphne and Maren staffed a table at the School District of Fort Atkinson's 5-year-old kindergarten welcome event.
- On Sunday, May 17, the Dwight Foster Public Library hosted the Library Memory Project's Spring Family Day. According to the Library Memory Project, "Family Day is a Memory Café-style gathering held on a weekend in hopes of making it easier for extended family and care partners to attend who may not be able to make our weekday Memory Cafes."
- Daphne collaborated with Barrie Elementary to offer a literacy night at the library on May 26.
- On May 27, the Explore Together for Homeschoolers group toured the Fort Atkinson Public Works and Parks Operations facility at 600 Talcott Avenue.
- The adult services department has decided to offer the first ever scavenger hunt for adults on the second floor of the library. Patrons can grab a participation sheet at the second floor service desk.
- The library is pleased to once again partner with the Fort Atkinson Generals to give a library kiddo the opportunity to throw out the first pitch at the Generals game on Sunday, June 21.

Collections, Displays, and Marketing

- Library staff continued to seek a solution to our fading spine label problem. After extensive research about printer brands and methods of label printing, library staff have decided to purchase an industrial label printer from Brady Corporation.
- Judy Henning and Alice Purucker displayed their acrylic and ink paintings in the Jones Gallery in May.
- Going forward, our library will no longer lock our AV materials. Staff made this decision for a variety of reasons. AV materials are now more common, less popular, and less expensive than they were before. Locking cases are expensive. Locking and unlocking AV materials requires a lot of repetitive motion. Library staff want to avoid the negative customer interactions that arise when patrons get home only to realize that their AV materials are still locked. And finally, removing the case locks now will put our library in a better position for when we eventually replace our self-checkout machine in the next few years.
- Carlee, Molley, and I collaborated to create three pages of feedback and revision requests for Revize's website design. We are now awaiting the third version of the website design.
- Library staff submitted an updated site map to Revize for our new website.
- The library will partner with the Parks and Recreation department to offer a circulating Explore Pass for the Fort Atkinson Family Aquatic Center. Thank you to Girl Scout Daisy Troop 7322 for supporting this pass.
- The Jones Gallery will feature a fiber exploration exhibit throughout June.

- Library staff member Alli is currently displaying a collection of Plushie Dreadfuls in the display case next to the second floor service desk.

Budget/Donations

- The library has received several donations in memory of beloved community member Diane Abendroth.

Bridges/APL/Jefferson County Library Service

- I am working with System Director Brittany Larson to finalize the Jefferson County Library Service 2025 annual report.

Other

- I met with Betty Herdendorf and Peggy Wuenstel in May for new trustee orientations.
- Registration is now open for Trustee Training week from August 10-13, 2026. The week will include four free lunch hour webinars about topics relevant to library trustees. Interested individuals may register for sessions on the Wisconsin Trustee Training Week website at wistrusteetraining.com. Recordings from past years' webinars are also available.
- A young child in a Fort Atkinson 4K class asked me a fascinating question: "Does the library share books with villains?" My response was that yes, the library shares books with everyone—even villains—but perhaps reading library books will help villains learn to be more kind.
- Please note that the Library Board does not have a regular meeting scheduled in July. The next meeting will be Monday, August 10 at 9:30 a.m.

Dwight Foster Public Library
Monthly Statistical Report

May 2026

Library collection:	Apr 2026	May 2026	May 2025
Items in collection	101,884	102,346	95,499
Number of item records created	549	447	425
Number of items deleted	603	399	1,174

Circulation by material type:	Apr 2026	May 2026	May 2025
Selected book circulation:			
Book	3,710	3,552	3,747
Browsing (Lucky Day Book)	75	52	32
Children's book	5,500	5,141	5,634
New book (nonfiction)	270	247	274
New fiction	417	386	394

Selected AV circulation:	Apr 2026	May 2026	May 2025
Blu-Ray	69	117	79
Browsing AV (Lucky Day AV)	19	23	27
CD	149	142	185
CD book	146	162	164
Children's Blu-Ray	8	21	12
Children's CD	6	7	11
Children's CDBook	49	41	33
Children's digital audiobook (+/YA Playaway)	59	58	88
Children's DVD	255	351	363
DVD	1,195	1,203	1,366
Nonfiction DVD	77	57	79
Playaway	85	103	58

Selected other circulation:	Apr 2026	May 2026	May 2025
Book club kits	6	7	5
Children's magazine	40	27	15
Library of things	335	317	185
Magazine	122	146	151
Total physical item circulation:	12,821	12,384	13,082

Digital circulation:	Apr 2026	May 2026	May 2025
Hoopla	0	0	395
Overdrive ebooks and digital audiobooks	3,209	3,176	2,904
Overdrive magazines	363	360	312
Total digital item circulation:	3,572	3,536	3,611

Circulation by patron statistical class:	Apr 2026	May 2026	May 2025
City of Fort Atkinson circulation:	7,552	7,419	8,077
Jefferson County "City" circulation:	864	642	678
Jefferson County Rural circulation:	3,561	3,537	3,416
Total:	12,677	12,248	12,906

Cardholders:	Apr 2026	May 2026	May 2025
YTD new patron registrations	208	280	313
Total number of cardholders	8,637	8,635	8,427

Patrons in the building:	Apr 2026	May 2026	May 2025
Total number of patrons	6,528	5,370	6,056
Largest day/number	Apr 15/411	May 13/569	May 28/397
Smallest day/number	Apr 25/122	May 6/108	May 17/118

Meeting rooms:	Apr 2026	May 2026	May 2025
Number of room reservations	284	237	
Number of patron-initiated reservations	126 (44%)	87 (36%)	

Public computers and Wi-Fi use:	Apr 2026	May 2026	May 2025
Number of users of public internet computers	657	681	631
Hours of public internet computer use	483	526	517
Number of unique wireless clients			1,076
Average daily wireless visits			94
Wifi total data transferred			1.84 TB

Patron questions at desks:	Apr 2026	May 2026	May 2025
Reference interactions	226	170	177
General/Directional	127	136	145
Technical assistance	320	338	274
Circulation	23	42	69
Conflict/Resolution			0

Other:	Apr 2026	May 2026	May 2025
Books mended	105	130	71
AV mended	120	110	114
Copy machines	11,633	10,247	9,565
Outgoing faxes	65	81	76
Incoming faxes	7	8	3

Resource sharing:	Apr 2026	May 2026	May 2025
Outgoing ILL	74	85	87
Incoming ILL	28	23	20
DFPL items shipped to other libraries	2,153	1,969	2,048
Holds received at DFPL	2,292	2,034	2,267

Programs and attendance:	Apr 2026	May 2026	May 2025
Young child (0-5) programs/attendance	25 prog/443 att	20 prog/548 att	12 prog/283 att
Child (6-11) programs/attendance	12 prog/335 att	32 prog/1082 att	26 prog/942 att
Young adult (12-18) programs/attendance	8 prog/178 att	13 prog/725 att	14 prog/362 att
Adult (19+) programs/attendance	5 prog/53 att	3 prog/57 att	3 prog/41 att
General interest (all ages) programs/attendance	1 prog/43 att	0 prog/0 att	0 prog/0 att
Total programs/attendance:	51 prog/1052 att	68 prog/2412 att	55 prog/1591 prc

Self-directed activities and participation:	Apr 2026	May 2026	May 2025
Total activities/participation	3 act/435 participa	2 act/265 participa	1 act/233 partici



Dwight Foster Public Library Board of Trustees Bylaws

Article I – Name:

The organization shall be called the “The Board of Trustees of the Dwight Foster Public Library” existing by virtue of the provisions of [Chapter 43](#) of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Officers:

Section 1. The officers shall be a President, Vice-President, and Secretary elected from among the appointed Trustees at the regularly scheduled meeting of the Board in June.

Section 2. The Board can accept nominations of officers at the regularly scheduled meeting in May in consideration of a June vote. Nominations will also be accepted at the June meeting prior to a vote.

2a. In the event of the resignation or termination of an officer during a term the Board shall be notified of the vacancy at the next regularly scheduled Board meeting. At that meeting interested parties will be sought, and a vote of the Board regarding a replacement officer shall take place no later than the next regularly scheduled Board meeting.

Section 3. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as a voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-President shall monitor the Library's strategic plan and present semi-annual reports, at the December and June meetings, to the Board.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform all other duties as are generally associated with that office.

Section 7. The financial officer shall be appointed by the Board of Trustees and is not a member of the Board. The financial officer shall be responsible and accountable for the Library Trust Fund or any other fund established by the Board and assist in preparing the budget and performing any other tasks assigned by the Board.

Section 8. The Board may appoint other officers as it deems fit.

Article III – Membership

Section 1. There shall be nine members appointed by the City Manager on the Board of Trustees including the school district administrator or the administrator's representative and not more than one member of the municipal governing body pursuant to [State Statute §43.54\(1\)\(c\)](#). In addition, the membership can include up to two representatives who do not reside in the municipality of Fort Atkinson as authorized in [State Statute §43.54\(1\)\(a\)](#). All members of the Board shall be residents of the Fort Atkinson area, Jefferson County, Wisconsin, and shall be at least eighteen years of age.

In late March the City Manager will contact the Library Director to see if members eligible for reappointment are willing to accept another term on the Board. In addition, if there are any members with unexpired terms who will be leaving the Board that member should also notify the Director and Board President so the information can also be conveyed to the City Manager. To adhere to this timeline this should be an agenda item for the March Board meeting.

In an effort to recruit a diverse Board, Board Personnel Committee members, with the assistance of the Library Director, will perform recruitment activities with the goal of having new Board member applications presented to the municipal government by May 1 for inclusion on the first available City Council agenda.

Section 2. Each trustee shall serve for a regular term of three years staggered pursuant to [State Statute §43.54\(1\)\(b\)](#) so that the term of no more than one-third (1/3) of the Board ends in any one year. It is recommended to the City Council that no trustee shall serve more than three successive terms. Each new term shall begin with the regularly scheduled meeting in June. Members ending their appointed term will serve until the start of the regularly scheduled meeting in June.

Section 3. Prospective members of the Board are reviewed by the City Manager in consultation with the City Council President, and recommendations are presented to the full City Council for approval according to state statute. Any vacancy occurring in the Board, including a vacancy created by an increase in the number of members, shall be filled in the same manner. Upon prior notice, any member of the Board may be removed for cause including non-attendance upon an affirmative vote of the Board.

Section 4. Jefferson County may choose to appoint additional Trustees to the Dwight Foster Public Library Board of Trustees in accordance with the annual sum appropriated by Jefferson County to the Dwight Foster Public Library as outlined in

[State Statute §43.60\(3\)\(a\)](#). These County appointments to the Dwight Foster Public Library Board of Trustees will begin their terms on May 1.

Article IV – Meetings

Section 1. Regular meetings shall be held each month unless otherwise determined by the Board. The date, time, and place of such meetings shall be determined by the Board.

Section 2. The order of business for regular meetings should include, but is not limited to, the following items:

- A. Roll call of members
- B. Disposition of minutes of previous regular meeting and any intervening special meetings
- C. Director's financial report of the Library
- D. Action on bills
- E. Public Input
- F. Progress and service report of Director
- G. Committee reports
- H. Communications
- I. Unfinished business
- J. New business
- K. Adjournment

Section 3. Special meetings may be called by the president, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of a majority of the Board membership. If unable to attend, notice must be given no later than 8:00 a.m. the day of the meeting to the Board President and Library Director that the Board member is unable to attend the meeting.

While it is recognized that in-person attendance is not always possible, because of the nature of matters on the Board's annual calendar, in-person attendance is emphasized for the January, February, June and September meetings.

Further, for the Board of Trustees to achieve the benefit of maximum member input and participation in meetings, Board members may participate in open or closed sessions of regular meetings, committee meetings, and special Board meetings or presentations via digital means if circumstances prevent the Board member from being physically present. The Board President shall note absent members for the secretary and all members at the beginning of the meeting.

Virtual participation of Board members shall only take place where there is appropriate, secure equipment to allow Board members attending virtually and in person to hear the discussion, participate fully, and vote.

A member participating in a meeting by any means described above is considered to be present and in-person at the meeting for quorum purposes. Virtual participation by Board members must comply with the provisions of Wisconsin's Open Meetings law ([State Statute §19.83\(1\)](#)).

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V – Library Director and Staff

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall recommend to the Board the appointment and specify the duties of other employees and shall be responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for efficiency of Library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI – Committees

Section 1. The Board shall appoint committees of one or more members for each specific purpose as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Board as necessary.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII – General

Section 1. An affirmative vote of the majority of a quorum of the Board shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Revised: July 13, 2020

Revised: May 8, 2023

Revised: June 10, 2024

Revised: May 12, 2025



Board of Trustees of the Dwight Foster Public Library 2025-2026 Committees

Building and Grounds

This committee meets as needed to discuss building and grounds issues.

- Dr. Rob Abbott
- Julie Olver
- Duane Scott
- Library Director (ex-officio)

Finance

This committee meets as needed to discuss finances, our trust fund policy and any significant budget related issues providing direction to the board.

- Kyle Jacobson
- Davin Lescohier
- Sara Scullin
- Library Director (ex-officio)

Personnel

This committee meets to discuss the director's performance evaluation. The Vice President of the library board is a consistent member of this committee.

- Lori Compas
- Julie Olver
- Sara Podoll

Planning

This committee will be involved with library strategic planning if work is needed outside regular board meetings.

- Laura Becker
- Leslie LaMuro
- Julie Olver
- Library Director (ex-officio)

Library Policy

This committee meets as needed to review and recommend changes to existing library handbook policies as well as drafting new policies.

- Sarah Dorfman
- Julie Olver
- Sara Podoll
- Library Director (ex-officio)

Friends of the Library Liaison (assignment, not a committee)

- Julie Olver

(Updated June 10, 2025)



Strategic Plan Mission Statement & Values 2024-2026 (with updates from June 2026)

Library Mission

It is the mission of the Dwight Foster Public Library to help people achieve their full potential by being a leading resource for information, education, culture, and recreation.

Value 1 – Staff: *The most valuable resource of DFPL is the library staff.*

- Ensure a work environment in which staff members are valued and respected.
- Develop all staff by providing high-quality professional development and continuing education opportunities based on annual staff evaluations. This will assist to create and foster a culture of excellent customer service.
- Provide staff training that is focused on emergency situations to ensure all staff are quick to act when an emergency occurs.

June 2026 Update:

- In January, the library implemented desk assignment adjustments so now all part-time staff who are cross-trained at the circulation and reference desks have weekly shifts at both desks in order to strengthen and maintain their skills.
- Many staff members attended online webinars on January 21-22 for the 2026 Wild Wisconsin Winter Web Conference.
- Library staff members and their families were invited to a staff appreciation party on Friday, February 20. More than 30 people attended the gathering, enjoying food and games in the library's FCCU Community Room. The Friends of the Library provided funding to pay for the event.
- During the morning of Friday, March 13, library staff toured Milton Public Library and Hedberg Public Library. These organized tours took place instead of a traditional in-house staff training session.
- Deb Bauer attended the Public Library Association (PLA) conference in Minneapolis on April 1-3. Deb thought the conference was informative and energizing.
- Library staff created new workflow checklists for staff at the circulation desk.
- Library staff participated in continuing education sessions about social-emotional learning storytimes and de-escalation skills. Library staff also participated in the following groups and meetings organized by Bridges Library System: cataloger meetings, marketing meetups, APL (Alliance of Public Librarians, the system's monthly library director meeting), Teen Think Tank, circulation meetings, adult services meetups, and youth services meetings.

December 2025 Update:

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

June 2025 Update:

- Minetta met individually with each part-time employee in January and February 2025 to discuss the library, areas employees would like more training, and other questions and feedback.
- Minetta continues to meet with full-time staff members regularly for informal one-on-one check-in meetings.
- On March 14, 2025, library staff had the opportunity to learn about hands-only CPR, AED use, and how to respond if there is an active threat in the library during our half-day inservice.
- Daphne attended the Power Up conference in February, Deb attended the Lead the Way conference in April, and Minetta attended New Director Training Camp.
- During new employee orientations, Minetta now reviews safety information including details about emergency exits, the AED, Narcan, fire alarm procedures, and tornado warning procedures.

December 2024 Update:

- Minetta meets with each full-time staff person about every other week for an informal check-in meeting.
- Minetta will conduct performance evaluations of full-time staff in December and solicit staff members’ goals for growth.
- In August 2024, Fire Chief Peterson led a staff training about fire safety and emergency preparedness for all staff. Following the training, staff added exit door numbers, carbon monoxide detectors on both floors, and safety procedure binders at each service desk. In addition, library staff conduct monthly safety checks of the whole building.

June 2024 Update:

- Carlee, Sandy, and Minetta updated the library’s part-time employee handbook to make it more welcoming, more informational, and more clear.
- Fire Chief Peterson met with full-time library staff in April to discuss how to best respond to medical emergencies in the library.
- We plan to focus on emergency preparedness at our all-staff inservice in August. Minetta will work with Fire Chief Peterson to arrange details.

Value 2 – Space: *Foster a welcoming space that adapts to community needs.*

- Create an irresistible destination by making physical and technological improvements to support new and existing services.
- Update the teen space in the library.
- Explore re-development of the current computer lab as meeting room space or as a digital media lab.
- Explore how space and furniture may be adapted to accommodate more remote work for the community.
- Re-evaluate the space for accessibility and make meaningful changes.

June 2026 Update:

- Library staff used book easels to face out more titles throughout the library.
- Staff created four kits for the library with the intention of giving patrons tools to use while they are at the library to make their visits more comfortable. The kits include fidget items, sand timers, headphones, textured stones, and a few other items. Two kits are located on the main level and two kits are located on the second floor.
- CJ & Associates delivered the rest of our re-upholstered teen room furniture. The furniture upgrade project from 2025 is now complete.
- In April, the Library Board approved working with Tech Logic to replace the library’s automated material handling machine in the book drop room. This project is projected to be completed in the fall of 2026.
- Library staff added signage to the adult nonfiction collection that visually indicates Dewey ranges and subjects. The intention of the signage is to make the collection easier to browse as not all patrons are comfortable asking for assistance.
- Ignatek replaced the library’s phones in March. Library staff are pleased with the new phones.
- The library’s Wi-Fi is now connected to the City’s fiber line housed at the police department.
- Ignatek replaced the library’s end-of-life Wi-Fi access points with Ubiquiti hardware.

- Tallgrass Restoration planted the library’s “Pollinator Patch” on the northeast lawn behind the library.

December 2025 Update:

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

June 2025 Update:

- Bridges Library System coordinated and reimbursed the cost for a project to create a virtual tour for the library’s Google profile.
- Staff created an accessibility page for the library’s website that highlights useful accessibility details about the library’s space.
- Staff applied for and received a Bridges Library System grant to purchase two Meeting OWL 3s and travel cases for use by staff and the public in our meeting rooms.
- The library purchased additional laptops this year, which helps to ensure that a laptop is available for the public to use in our second floor meeting rooms.

December 2024 Update:

- Deb purchased and installed large print keyboards, trackball computer mice, lighted portable magnifiers, and rechargeable lamps to enhance technology and library material accessibility using funds from a Bridges Library Improvement and Innovation grant.
- Creative Landscapes replaced the brick pavers under the bench on the northwest corner of the library’s lawn to improve safety and aesthetics.
- Adair Commercial Flooring replaced the flooring in the second floor computer lab with LVT to improve safety and aesthetics.
- Bridges Library System is providing portable hearing loops for DFPL’s three service desks.

June 2024 Update:

- Deb applied for and received a Bridges Library Improvement and Innovation grant with a project called “Technology Enhancements for the Visually Impaired” for just under \$2500.

Value 3 – Literacy & Learning: *Continue to develop an ever-evolving collection and events for the edification and entertainment of our community.*

- Ensure an entertaining and educational collection in a variety of formats that increases in circulation over time.
- Provide instruction on digital technologies and resources.
- Further develop or create partnerships that provide resume development, job application skills, and job related skill development.
- Serve as a community storyteller through the StoryCorps program.

June 2026 Update:

- The “Cozy Up With a Good Book” winter reading challenge for all ages engaged 208 participants.
- To complement and extend the existing “1000 Books Before Kindergarten” reading challenge, the youth services department added new ongoing reading challenges called “500 Books Before Middle School,” “100 Books Before High School,” and “50 Books Before Graduation.”
- Library staff created four circulating portable CD player kits with the goal of enabling patrons to utilize the library’s existing music CD and audiobook on CD collections.
- Library staff created circulating “Learn to Knit” and “Learn to Crochet” kits.
- Bridges Library System is providing access to LawDepot for all member libraries. LawDepot features an extensive library of documents and legal resources for a wide range of legal needs. LawDepot, which is available through Libby and a website, allows patrons to create legal documents specific to their personal situations.
- Dwight Foster Public Library’s 2026 seed library provided 799 seed packets.

December 2025 Update:

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

June 2025 Update:

- In 2024, the following collections saw the highest annual circulation rates since 2016: large print nonfiction, children’s bin picture books, children’s board books, children’s graphic novels, and board games.

- Youth Services Librarian Daphne started incorporating the ukulele into her storytimes and outreach programs.

December 2024 Update:

- Amy led a “Community Voices” event at the library in August encouraging community members to participate in StoryCorps interviews. Throughout 2024, Amy facilitated a total of eight StoryCorps interviews.
- The Dwight Foster Public Library participated in the Great Lakes, Great Read program this fall by hosting two author webinars, offering a Badger Talk called “How Will the Great Lakes Respond to Our Changing Winters?”, displaying the Wisconsin Historical Society's traveling *Great Lakes, Small Streams* exhibit in the Jones Gallery, and selecting the Great Lakes, Great Read adult book selection for our October Adult Book Club discussion.
- Amy partnered with the University of Wisconsin-Whitewater's Intergenerational Technology Services director to offer a cybersecurity presentation (“Cybersecurity: How to Protect Yourself Online”) in October.
- Deb and Amy continued offering monthly Tech Tuesday sessions, though they intend to cancel the program series after November 2024 due to low attendance and the changing needs of attendees.

June 2024 Update:

- Deb and Amy have been leading monthly Tech Tuesday programs to answer patrons’ questions about their tech devices and to provide information about our library’s digital resources.
- Amy led two Tech Tuesday outreach programs at Rockwell Court in Fort Atkinson.
- StoryCorps: From September 2023 through April 2024, Waukesha Public Library and Dwight Foster Public Library agreed to provide a consistent day and time monthly for individuals to schedule a StoryCorps interview. This idea was put in place to ensure that the program’s goal would be attained. The facilitators at both of these libraries had been two of the original trained facilitators. The initial grant that Bridges had with StoryCorps ended at the end of April of 2024. Bridges’ goal was to complete 150 interviews for StoryCorps, and that goal was met and surpassed. Amy Christian completed 31 of the 150 interviews. Due to the success of our program, StoryCorps would like to continue to have a connection with Bridges libraries. Details about next steps are being discussed because StoryCorps has never worked with a group of libraries in a long term capacity. Amy has scheduled a new StoryCorps event at our library for August 23 and 24, 2024. Amy presented at the Genealogy Club meeting on May 22 to promote the upcoming event in August.

Value 4 – Community: *Provide equitable services for our patrons that enhance their lives.*

- Develop transformative and communal events that add value to living in the community. Focus development **with** the community, not for them.
- Develop relationships with parts of the community that do not currently use the library to understand their needs. When appropriate, provide collections and events that meet their needs.
- Raise awareness of the Library’s services and resources.
- Create partnerships in the community to expand library service capabilities to increase engagement with the Library.
- Continue to offer home delivery services and seek opportunities to create access to the collection and library services for individuals unable to access the library.

June 2026 Update:

- Throughout the spring months, the library’s Explore Together for Homeschoolers program involved tours of the Fort Atkinson Fire Department, the Fort Atkinson Wastewater Treatment Facility, and Fort Atkinson’s new Public Works and Parks Operation Facility.
- The Dwight Foster Public Library collaborated with the School District of Fort Atkinson to host the 2026 4K Art Gala. The event drew in 275 attendees to celebrate storybook math-terpieces created by four-year-old kindergarten artists.
- The library is currently working with Revize to redesign the library’s website. The new website will provide an updated look as well as improved accessibility.
- The Heart of the City group selected the Dwight Foster Public Library to receive the 2026 Big Heart Award.
- Library staff collaborated with the Friends of the Library to offer a “Libraries Are for Everyone” t-shirt sale. The Friends sold 70 t-shirts!
- 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.

December 2025 Update:

- In September, Bridges Library System launched the new Vega Discover catalog. The new catalog “rolls up” records for the same material in different formats. The goal of this version of the catalog is to help patrons find what they are looking for more easily.
- Daphne is coordinating monthly field trip experiences for homeschooling families in partnership with area attractions like the Fireside Theatre, Jones Farm, and the Hoard Historical Museum.

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

June 2025 Update:

- Library staff created and launched new email circulation notices that include the library's logo, color photos, and book cover images.
- Deb continues to coordinate home delivery for several patrons each week and also delivers library materials to residents at Reena Senior Living each month.
- Minetta presented to Project Lead about the library and led the group on a tour of the building.
- Daphne presented to the Optimist Club in February about the summer reading program.
- Deb began partnering with the Langholf to host a monthly book discussion called Shelf Indulgence.
- Amy Christian represented the library at Fort HealthCare's Wellness Day held at the Fort Atkinson Club in February.
- The 4K Art Gala on February 27 was a huge success with 220 attendees. The library partners with the School District of Fort Atkinson to showcase the art of 4-year-old Kindergarten students.

- Carlee and Daphne visited BASE as Mystery Readers this spring.
- Bridges' Library Memory Project hosted a Spring Family Day at the Dwight Foster Public Library on Sunday, April 6 for individuals experiencing memory loss and their families.
- Daphne participated in the PBS Kids Community Learning Cohort.
- Sandy continues to host a monthly Spanish/English language exchange program.
- Shelby visits Opportunities each month to share books with the Connections Memory Care group.

December 2024 Update:

- Sandy continued to offer a monthly Spanish/English language exchange program throughout 2024.
- Deb continued to coordinate home delivery to several patrons each week and also delivers library materials to multiple residents at Reena each month.
- Our new Youth Services Librarian Daphne continued to offer outreach visits to area preschools and also started new relationships with Purdy Head Start and Crown of Life preschool.
- Amy worked with Tonya Runyard of the Jefferson County ADRC to create a "Dementia Friendly" training video that all library staff can watch on demand.
- Minetta presented to the Lions and Kiwanis Clubs to share information about library resources and services.
- In 2024, DFPL staff partnered with the following groups, businesses, and organizations: Jefferson County Health Department, St. Paul's Lutheran School and Preschool, Hebron Head Start, ADRC of Jefferson County, Fort Atkinson High School Show Choir, Mr. Brews Taphouse, Fort Atkinson Preschool and Childcare, Parents Coop Preschool, Connections Memory Care, Lil Hawks Academy, Lil' Hawks Too childcare center, Fort Kidz Too childcare center, School District of Fort Atkinson, Fort Atkinson Police Department, Fairhaven Senior Services in Whitewater, BASE, Fort Atkinson Parks and Rec Department, St. Joseph Catholic School, PremierBank, Friends of the Library, Crown of Life Christian Academy, Faith Community Christian School, Lutheran Social Services, UW Extension, Genealogy Club, Bridges Library System, Library Memory Project, Fort Community Credit Union, Fort Atkinson Club, UW Whitewater Intergeneration Technology Services, and Kiwanis Club.

June 2024 Update:

- Sandy started offering a monthly Spanish/English language exchange program in April. This program has been incredibly successful so far!
- Deb provides home delivery to four patrons each week and also delivers library materials to multiple residents at Reena each month. Deb will be offering paper summer reading program logs to all during her June visits.

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Strategic Planning Evaluation

The above values will serve as guiding principles for what *actionable items* will be tested against to ensure new services, events, and collections are in-line with our current mission. Every six months, the library board's strategic planning committee will review upcoming and potentials action items with the library director to ensure that progress and innovation are being maintained through tangible actions.

Approved 11/13/2023

TE18: Library Board Appointments and Composition

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure— an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential 22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves all members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential 1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential 2: Who Runs the Library](#) and [Trustee Essential 17: Membership in the Library System](#).)

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section 43.54(1)(b)), and when a city council has voted to reduce the size of the board under Section 43.54(3).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section 43.60(3) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are in addition to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section 43.60(3), your board would have a total of eight members.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section 43.54(am)).

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section 43.54(1)(am)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library service must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section 43.19 for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

- What are possible reasons why the statutes provide for a school district representative on the library board?
- What are possible reasons why the statutes limit board membership to one elected official from the governing body?
- What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

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