



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

**LIBRARY BOARD MEETING
IN PERSON AND VIA ZOOM
MONDAY, AUGUST 10, 2026 – 9:30 AM
FCCU COMMUNITY ROOM**

<https://us02web.zoom.us/j/85079409884?pwd=bEl6SnRHcGhNeVVTSVp5S0loa1lJdz09>

Meeting ID: 850 7940 9884

Passcode: J3dEeSUL

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least three (3) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of Minutes**
 - a. Review and possible action relating to the minutes of the June 8, 2026 Library Board meeting.
- 4. Financial Report**
 - a. Discussion relating to August 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
 - c. Planning Committee Report (Olver)
- 8. Unfinished Business**

- a. Review and possible action to update Library Board committee assignments for 2026-2027

9. New Business

- a. Review and possible action relating to recommended revisions to the Circulation Policy (Lippert)
- b. Review and possible action relating to recommended revisions to the Code of Conduct (Lippert)
- c. Review and possible action relating to recommended revisions to the Meeting Room Policy (Lippert)
- d. Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

10. Miscellaneous

- a. Trustee Training: Discussion relating to Trustee Essentials Chapter 19 "Library Director Certification"
<https://vimeo.com/showcase/11330550?video=1000154930>

11. Adjournment

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Minutes

Dwight Foster Public Library

Library Board Meeting

Monday, June 8, 2026 at 9:30 a.m.

FCCU Community Room

1. The meeting was called to order by Julie Olver at 9:30 a.m.

2. Roll call and introductions

Present: Lori Compas, Sarah Dorfman, Betty Herdendorf, Rebecca Houseman, Kyle Jacobson, Julie Olver, Duane Scott, Peggy Wuenstel, Minetta Lippert,

Absent: Rob Abbott, Laura Becker, Jena Price, Sara Scullin

3. Approval of minutes from May 11, 2026 Library Board meeting: Jacobson moved to accept the May minutes; second made by Scott; motion carried.

4. Financial Report: Library Director Lippert shared the June 2026 financial report of the library.

5. Approval of Bills: Compas moved to approve the library's bills as presented; second by Jacobson; motion carried.

6. Public Input: None

7. Reports

7.a. Director's Report: Library Director Lippert shared about the happenings at the library in May 2026.

7.b. Friends of the Library Liaison Report: Olver shared about the recent actions and upcoming meeting of the Friends Board. The Friends will host a brat sale fundraiser on July 18 next to Jones Market.

8. Unfinished Business: None

9. New Business

9.a. Officer Elections:

President: Motion to nominate Julie Olver for the President officer role made by Scott; second by Compas; motion carried.

Vice President: Motion to nominate Sarah Dorfman for the Vice President officer role made by Olver; second by Jacobson; motion carried.

Secretary: Motion to nominate Lori Compas for the Secretary officer role made by Wuenstel; second by Olver; motion carried.

9.b. Library Board Committee assignments for 2026-2027: After discussion, the Board decided to maintain the current Library Board Committee assignments with the following adjustments due to Board changes: replace Davin Lescohier with Jena Price on the finance committee, replace Sara Podoll with Peggy Wuenstel on the personnel committee, replace Leslie LaMuro with Betty Herdendorf on the planning committee. President Olver would like committee assignments to be reviewed at the August meeting to verify that those not in attendance are comfortable with their assignments. Motion made by Wuenstel to approve the committee assignments as outlined by President Olver; second by Jacobson; motion carried.

10. Trustee Training: Trustees had the opportunity to discuss the Trustee Essentials chapter about Board appointments and composition.

11. Adjournment: Meeting adjourned at 10:25 a.m. Motion to adjourn the meeting was made by Compas; second by Scott; motion carried.

Minutes recorded by Minetta Lippert



August 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	\$210,715.00	\$156,285.00		\$156,285.00
15-55-5511-0200	Salaries - Part Time		\$134,000.00	\$73,732.16	\$60,267.84		\$60,267.84
15-55-5511-0300	Salaries - Janitor		\$23,000.00	\$13,600.00	\$9,400.00		\$9,400.00
15-55-5511-2500	Benefits		\$200,000.00	\$113,170.96	\$86,829.04		\$86,829.04
	Total Salaries and Benefits		\$724,000.00	\$411,218.12	\$312,781.88		
15-55-5511-0600	Supplies		\$20,000.00	\$11,827.79	\$8,172.21		\$8,172.21
15-55-5511-0700	Postage (Acct 38806)		\$1,400.00	\$990.94	\$409.06		\$409.06
15-55-5511-0800	Insurance		\$7,000.00	\$7,308.03	-\$308.03		-\$308.03
15-55-5511-0900	Telephone		\$3,000.00	\$1,760.32	\$1,239.68		\$1,239.68
15-55-5511-1000	Electricity and Water		\$39,000.00	\$22,642.29	\$16,357.71		\$16,357.71
15-55-5511-1100	Natural Gas		\$14,000.00	\$5,473.49	\$8,526.51		\$8,526.51
15-55-5511-1200	Maint. & Repair		\$34,500.00	\$15,225.49	\$19,274.51		\$19,274.51
15-55-5511-1300	Books		\$66,700.00	\$33,622.85	\$33,077.15		\$33,077.15
15-55-5511-1400	Other		\$1,000.00	\$292.44	\$707.56		\$707.56
15-55-5511-1500	Periodicals		\$4,800.00	\$1,927.78	\$2,872.22		\$2,872.22
15-55-5511-1600	AV		\$17,500.00	\$11,737.84	\$5,762.16		\$5,762.16
15-55-5511-1700	Summer Reading Program		\$3,750.00	\$5,085.13	-\$1,335.13		-\$1,335.13
15-55-5511-1800	Continuing Ed & Travel		\$2,000.00	\$2,152.66	-\$152.66		-\$152.66
15-55-5511-1900	Information Sources/Services		\$58,500.00	\$54,670.81	\$3,829.19		\$3,829.19
15-55-5511-2000	Programming		\$8,000.00	\$7,730.68	\$269.32		\$269.32
	Total Operations/Services		\$281,150.00	\$182,448.54	\$98,701.46		
	Total Operating Budget	\$1,005,150.00	\$593,666.66	\$411,483.34			
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	\$98,522.64	\$51,477.36		
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	\$116,915.10	\$43,084.90			
	Grand Total	\$1,165,150.00	\$710,581.76	\$454,568.24			

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	\$4,515.84
15-44-0044-6110	LIBRARY-Fines	\$1,200.00	\$1,110.41
15-47-0047-1100	Donations and Grants	\$8,700.00	\$28,370.91
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	\$1,001,133.84
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	\$1,001,133.84
	Donations (Edward Jones)	\$0.00	\$14,200.00

Current Funds

Community Foundation balance:	Edward Jones trust balance:	Fund Balance (12/31/2025)
\$80,629.32	\$1,100,396.15	\$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			
633954	SOLAR SALT	54.96	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total ABENDROTH WATER CONDITIONING:		54.96	
AMAZON CAPITAL SERVICES			
11GH-WTL3-DCDP	5 BOOKS	67.94	15-55-5511-1300 LIBRARY-Books
11JG-N9CW-1G1J	LAMINATING POUCHES, DINOSAURS, FOSSILS	53.85	15-55-5511-2000 LIBRARY-Programming
13YM-YKR1-GNCL	11 BOOKS	122.95	15-55-5511-1300 LIBRARY-Books
14HG-MMHG-W3R	14 BOOKS	147.81	15-55-5511-1300 LIBRARY-Books
14NC-4LNW-L7TM	1BENEATH A BROKEN SKY: A NOVEL	15.39	15-55-5511-1300 LIBRARY-Books
14Q4-KHD4-W3WN	HEADPHONES	28.20	15-55-5511-0600 LIBRARY-Supplies
16DY-KYQD-NMLM	4 BOOKS	47.41	15-55-5511-1300 LIBRARY-Books
16FR-9VJ1-NGXR	COTTON ROUNDS, EARBUDS	36.57	15-55-5511-0600 LIBRARY-Supplies
16QG-TP6Q-QM7H	PAGE DIVIDERS, BINDERS	61.12	15-55-5511-0600 LIBRARY-Supplies
16YD-N9QR-Q77Y	STICKERS	6.64	15-55-5511-2000 LIBRARY-Programming
1769-W41R-G3H6	3 CDS	59.93	15-55-5511-1600 LIBRARY-A.V.
19FM-KMKL-LRHN	1 A FORTUNE OF SAND: A NOVEL	19.20	15-55-5511-1300 LIBRARY-Books
19WH-Y4LR-JVRG	TAPE, BOOKMARKS, CONFETTI, GLITTER, STICKERS	266.84	15-55-5511-2000 LIBRARY-Programming
1CWC-H7FG-DQW	7 BOOKS	111.99	15-55-5511-1300 LIBRARY-Books
1D79-G7JR-9P4F	6 BOOKS	90.54	15-55-5511-1300 LIBRARY-Books
1DK6-J6XG-94KQ	4 DVDS	51.78	15-55-5511-1600 LIBRARY-A.V.
1DLM-N91R-N91C	8 BOOKS	126.00	15-55-5511-1300 LIBRARY-Books
1DQG-3GMJ-VDPG	4 WAY SILLCOCK KEY	12.34	15-55-5511-1200 LIBRARY-Maint. & Repairs
1F74-63XN-XQNM	1 IRONWOOD: A CATALINA NOVEL	32.00	15-55-5511-1300 LIBRARY-Books
1HWJ-M3TN-M3ND	3 BOOKS	58.85	15-55-5511-1300 LIBRARY-Books
1HWR-6YDC-TRPC	2 STORYWALK BOOKS	-13.90	15-55-5511-1300 LIBRARY-Books
1HYY-NYYX-L11H	WAR AND PEACE (PENGUIN CLASSICS)	-20.00	15-55-5511-1300 LIBRARY-Books
1JK9-117J-M344	AVERY ROUND COLOR- CODING LABELS	3.12	15-55-5511-0600 LIBRARY-Supplies
1JL1-CVGN-1J7X	1 BOOK	16.50	15-55-5511-1300 LIBRARY-Books
1K6W-YMJM-G9LC	3 BOOKS	77.99	15-55-5511-1300 LIBRARY-Books
1LH3-6T99-FJF6	2 BOOKS	27.34	15-55-5511-1300 LIBRARY-Books
1LMH-QPJ3-H6V4	BADGE HOLDERS	16.99	15-55-5511-0600 LIBRARY-Supplies
1LQH-JWPJ-FJT9	FACIAL TISSUES, 18 CUBES	27.70	15-55-5511-0600 LIBRARY-Supplies
1NHV-JXVH-TNWQ	TAPE, SCISSORS, AIR FRESHENER, DUSTER, KNIFE , CUTTING MAT, GLOVES	180.41	15-55-5511-0600 LIBRARY-Supplies
1NP6-LDD6-LR7L	1 BOOK	20.40	15-55-5511-1300 LIBRARY-Books
1NPN-D7F9-VVNX	16 BOOKS	231.33	15-55-5511-1300 LIBRARY-Books
1PCR-4X97-3YGN	RULER	5.67	15-55-5511-0600 LIBRARY-Supplies
1PND-6VK6-HHDP	LAMINATING POUCHES, 2 BOOKS FOR STORYWALK	41.97	15-55-5511-2000 LIBRARY-Programming
1PRV-F3GH-1Q49	8 BOOKS	131.21	15-55-5511-1300 LIBRARY-Books
1PT7-6166-3T6T	BADGE HOLDERS	5.68	15-55-5511-0600 LIBRARY-Supplies
1Q4P-JTRH-D6QN	1RADICAL CANDOR: FULLY REVISED & UPDATED		

Invoice Number	Description	Total Cost	GL Account and Title
	EDITION: BE A KICK-ASSBOSS WITHOUT LOSING YOUR HUMANITY	16.75	15-55-5511-1300 LIBRARY-Books
1QWK-NKK4-VYXL	5 BOOKS	65.17	15-55-5511-1300 LIBRARY-Books
1R9R-RD17-HFMQ	3 BOOKS	41.32	15-55-5511-1300 LIBRARY-Books
1RMC-9KCF-39G1	21 BOOKS	341.37	15-55-5511-1300 LIBRARY-Books
1T9P-1KRC-QGMT	6 BOOKS	100.50	15-55-5511-1300 LIBRARY-Books
1THM-3VVT-GV9G	ACRYLIC PAINT, ULTRA COVER SPRAY PAINT, TAG HOLDERS	60.66	15-55-5511-0600 LIBRARY-Supplies
1VTC-3XCF-C7QF	SPILL KITS	33.90	15-55-5511-0600 LIBRARY-Supplies
1WFQ-6XDM-3916	7 BOOKS	75.13	15-55-5511-1300 LIBRARY-Books
1WLD-T47N-3XDJ	LEATHER REPAIR PATCH	9.98	15-55-5511-0600 LIBRARY-Supplies
1WTW-D9CP-WFJN	10 BOOKS	128.50	15-55-5511-1300 LIBRARY-Books
1XFJ-MT6D-DLDQ	19 BOOKS	293.82	15-55-5511-1300 LIBRARY-Books
1XKL-HYH1-3CGT	SEWING MAT	28.99	15-55-5511-0600 LIBRARY-Supplies
1XKP-DNPT-1X9P	WATER FILTERS	28.49	15-55-5511-0600 LIBRARY-Supplies
1Y1R-VKW7-V61D	FOAM PAD	12.99	15-55-5511-1700 LIBRARY-Summer Reading Progra
1Y93-46WG-RNTF	TAPE, POM POMS, MARKERS, ALUMINUM FOIL, EASTER EGGS	55.56	15-55-5511-1700 LIBRARY-Summer Reading Progra
1YL9-YNXJ-V4FF	15 DVDS	202.00	15-55-5511-1600 LIBRARY-A.V.
1YPC-VCJH-GJV9	1 THE BOYS OF DUNGEON LANEAMAZON.COM SERVICES, INC	19.14	15-55-5511-1600 LIBRARY-A.V.
1YYC-7RNP-JVGD	2 BOOKS	39.60	15-55-5511-1300 LIBRARY-Books
Total AMAZON CAPITAL SERVICES:		3,723.63	
AT & T			
5-19-26	SERVICE	47.38	15-55-5511-0900 LIBRARY-Telephone
5-19-26	SERVICE	47.37	15-55-5511-0900 LIBRARY-Telephone
Total AT & T:		94.75	
BRADY WORLDWIDE INC			
9362099025	LABEL PRINTER, 2 ROLLS 2"X1" LABELS, 2 THERMAL TRANSFER RESIN RIBBONS	2,043.89	15-55-5511-0600 LIBRARY-Supplies
9362099026	LABEL PRINTING SOFTWARE LICENSE	287.99	15-55-5511-0600 LIBRARY-Supplies
Total BRADY WORLDWIDE INC:		2,331.88	
BRANDONS SPRINKLER SERVICE			
05302026	SPRINKLER START UP AND MAINTENANCE	238.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total BRANDONS SPRINKLER SERVICE:		238.00	
BRODART CO			
June 2026 Brodart	JUNE 2026 BOOKS	2,747.59	15-55-5511-1300 LIBRARY-Books
May 2026 Brodart	MAY 2026 BOOKS	1,681.99	15-55-5511-1300 LIBRARY-Books

Invoice Number	Description	Total Cost	GL Account and Title
Total BRODART CO:		4,429.58	
CASELLE LLC			
INV-19790	Semi - Annual Software Support Fees	234.77	15-55-5511-0600 LIBRARY-Supplies
Total CASELLE LLC:		234.77	
CENTER POINT LARGE PRINT			
2252331	5 BOOKS	127.05	15-55-5511-1300 LIBRARY-Books
2258234	10 LARGE PRINT TITLES	253.50	15-55-5511-1300 LIBRARY-Books
2259310	1 LARGE PRINT BOOK	25.77	15-55-5511-1300 LIBRARY-Books
Total CENTER POINT LARGE PRINT:		406.32	
CENTURYLINK			
788267055	STATE PROGRAM/LONG DISTANCE SERVICE #6	.10	15-55-5511-0900 LIBRARY-Telephone
792316616	STATE PROGRAM/LONG DISTANCE SERVICE #7	.04	15-55-5511-0900 LIBRARY-Telephone
Total CENTURYLINK:		.14	
CHARTER COMMUNICATIONS			
170837201062126	CHARTER SPECTRUM 6/27/2026-7/26/2026	117.56	15-55-5511-1900 LIBRARY-Information Sourc/Serv
170837201072126	CHARTER SPECTRUM 7/27/2026-8/26/2026	117.94	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total CHARTER COMMUNICATIONS:		235.50	
DEMCO INC			
7813717	NAME TAGS, FRAMES	123.15	15-55-5511-0600 LIBRARY-Supplies
7829550	LABEL PROTECTORS, GENRE LABELS, FIBER TAPE, MAGNETIC NAME BADGE	175.98	15-55-5511-0600 LIBRARY-Supplies
Total DEMCO INC:		299.13	
DWIGHT FOSTER PUBLIC LIBRARY			
June 2026 Petty Ca	1 BOOK	50.00	15-55-5511-1300 LIBRARY-Books
June 2026 Petty Ca	1 BOOK	30.00	15-55-5511-1300 LIBRARY-Books
June 2026 Petty Ca	USPS: 6 ILL PACKAGES, 2 ROLLS OF STAMPS	185.76	15-55-5511-0700 LIBRARY-Postage
June 2026 Petty Ca	1 BOOK	20.00	15-55-5511-1300 LIBRARY-Books
June 2026 Petty Ca	1 BOOK	19.99	15-55-5511-1300 LIBRARY-Books
Library Petty Cash	USPS: 7 ILL PACKAGES	32.59	15-55-5511-0700 LIBRARY-Postage
Library Petty Cash	LAKE MILLS MARKET: REFRESHMENTS FOR MEMORY CAFE	20.05	15-55-5511-2000 LIBRARY-Programming
Total DWIGHT FOSTER PUBLIC LIBRARY:		358.39	

Invoice Number	Description	Total Cost	GL Account and Title
ENVISIONWARE INC			
INV-US-82590	SOFTWARE AND MAINTENANCE RENEWAL FOR LPT:ONE AND RFID DESKPADS	599.57	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total ENVISIONWARE INC:		599.57	
FORT ATKINSON GLASS/MIRROR INC			
263866	SERVICE CALL TO REANCHOR BUCKLED FRONT DOOR THRESHOLD	303.75	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total FORT ATKINSON GLASS/MIRROR INC:		303.75	
G.F.C. LEASING			
I573420	#6 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
I580459	#7 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
I591274	#8 FOR 2026	528.92	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total G.F.C. LEASING:		1,586.76	
GALE/CENGAGE LEARNING			
999102727232	2 LARGE PRINT BOOKS	44.20	15-55-5511-1300 LIBRARY-Books
999102727235	4 LARGE PRINT BOOKS	119.20	15-55-5511-1300 LIBRARY-Books
999102728786	2 LARGE PRINT BOOKS	48.10	15-55-5511-1300 LIBRARY-Books
999102734505	1 LARGE PRINT BOOK	22.75	15-55-5511-1300 LIBRARY-Books
999102798490	1 BOOK	29.60	15-55-5511-1300 LIBRARY-Books
999102811708	1 LARGE PRINT BOOK	32.80	15-55-5511-1300 LIBRARY-Books
999102812176	2 LARGE PRINT BOOKS	47.45	15-55-5511-1300 LIBRARY-Books
999102813223	8 LARGE PRINT BOOKS	200.85	15-55-5511-1300 LIBRARY-Books
999102813226	7 LARGE PRINT BOOKS	163.15	15-55-5511-1300 LIBRARY-Books
999102865375	1 LARGE PRINT BOOK	28.50	15-55-5511-1300 LIBRARY-Books
999102867970	15 LARGE PRINT BOOKS	347.10	15-55-5511-1300 LIBRARY-Books
999102919471	7 LARGE PRINT BOOKS	219.20	15-55-5511-1300 LIBRARY-Books
999102919472	4 LARGE PRINT BOOKS	115.20	15-55-5511-1300 LIBRARY-Books
999102936395	1 LARGE PRINT BOOK	24.70	15-55-5511-1300 LIBRARY-Books
999102936913	1 LARGE PRINT BOOK	27.20	15-55-5511-1300 LIBRARY-Books
99910904402	1 LARGE PRINT BOOK	28.80	15-55-5511-1300 LIBRARY-Books
Total GALE/CENGAGE LEARNING:		1,498.80	
IGNATEK LLC			
25133	TELECOM	170.33	15-55-5511-0900 LIBRARY-Telephone
25133	MONTHLY BILING FOR MANAGED IT	888.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
25376	MONTHLY BILING FOR MANAGED IT	888.66	15-55-5511-1900 LIBRARY-Information Sourc/Serv
25376	MONTHLY TELCO CHARGES	170.33	15-55-5511-0900 LIBRARY-Telephone
Total IGNATEK LLC:		2,117.98	
J.F. AHERN CO INC			
826620	HVAC REPAIRS	907.54	15-55-5511-1200 LIBRARY-Maint. & Repairs
831547	HVAC MAINTENANCE	535.00	15-55-5511-1200 LIBRARY-Maint. & Repairs

Invoice Number	Description	Total Cost	GL Account and Title
Total J.F. AHERN CO INC:		1,442.54	
JIM'S JANITORIAL SERVICE LLC			
15904	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15910	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15935	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
15941	GENERAL CLEANING	900.00	15-55-5511-0300 LIBRARY-Salaries Janitor
Total JIM'S JANITORIAL SERVICE LLC:		3,600.00	
JP MORGAN CHASE BANK-WIRE			
4818	PAYPAL-WILIUT SPRING CONF	73.29	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4818	JOURNAL SENTINEL-RENEWAL	40.00	15-55-5511-1500 LIBRARY-Periodicals
4818	CHICAGO BOOKS-STRATIGIC PLANNING	57.10	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
4841	JOURNALSENTIENEL-YEARLSUBSCRIPTION	40.00	15-55-5511-1500 LIBRARY-Periodicals
Total JP MORGAN CHASE BANK-WIRE:		210.39	
KAPCO			
1514046	EASY BIND, POLYESTER WINGS, POLYESTER CORNERS	96.15	15-55-5511-0600 LIBRARY-Supplies
Total KAPCO:		96.15	
MIDWEST TAPE			
508917826	4 AUDIOBOOKS, 5 DVDS	330.16	15-55-5511-1600 LIBRARY-A.V.
508946487	1 DVD AND 2 AUDIOBOOKS	123.22	15-55-5511-1600 LIBRARY-A.V.
508983218	1 CD, 1 AUDIOBOOKS, 5 DVDS	200.42	15-55-5511-1600 LIBRARY-A.V.
508996175	14 AUDIOBOOKS, 2 DVDS	695.34	15-55-5511-1600 LIBRARY-A.V.
509026388	2 AUDIOBOOKS, 4 DVDS	202.19	15-55-5511-1600 LIBRARY-A.V.
509058477	3 AUDIOBOOKS, 2 DVD	201.70	15-55-5511-1600 LIBRARY-A.V.
509088719	2 AUDIOBOOKS AND 2 DVDS	143.96	15-55-5511-1600 LIBRARY-A.V.
509099901	3 DVDS	71.22	15-55-5511-1600 LIBRARY-A.V.
509115092	1 AUDIOBOOK, 1 DVD	81.23	15-55-5511-1600 LIBRARY-A.V.
509167042	1 CD, 5 AUDIOBOOKS, 1 BLURAY, 3 DVDS	390.95	15-55-5511-1600 LIBRARY-A.V.
509167044	6 DVDS	146.94	15-55-5511-1600 LIBRARY-A.V.
509183152	2 AUDIOBOOKS, 2 BLURAYS, 4 DVDS	245.17	15-55-5511-1600 LIBRARY-A.V.
541594	6 PLAYAWAYS	365.34	15-55-5511-1600 LIBRARY-A.V.
Total MIDWEST TAPE:		3,197.84	
MOLLEY SAWYER			
RC7821148	CONFERENCE PARKING AND MILEAGE REIMBURSEMENT	217.30	15-55-5511-1800 LIBRARY-Continuing Ed & Travel
Total MOLLEY SAWYER:		217.30	

Invoice Number	Description	Total Cost	GL Account and Title
MR PLUMBER			
260622-004	TOILET REPAIR	181.88	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total MR PLUMBER:		181.88	
MUNICIPAL PROPERTY INSURANCE COMPANY			
48-10560-0726	Prop Ins - Library	7,308.03	15-55-5511-0800 LIBRARY-Insurance
Total MUNICIPAL PROPERTY INSURANCE COMPANY:		7,308.03	
PACKERLAND RENT-A-MAT INC			
3321406	MAT SERVICE	82.06	15-55-5511-1200 LIBRARY-Maint. & Repairs
3328948	MAT SERVICE	82.06	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total PACKERLAND RENT-A-MAT INC:		164.12	
PLAYAWAY			
541476	20 WONDERBOOKS AND USB CORD	1,262.80	15-55-5511-1600 LIBRARY-A.V.
Total PLAYAWAY:		1,262.80	
QUILL CORPORATION			
49396885	COPY PAPER, CARDSTOCK, LEDGER PAPER	178.24	15-55-5511-0600 LIBRARY-Supplies
Total QUILL CORPORATION:		178.24	
REVIZE LLC			
24217	YEAR 1 ANNUAL WEBSITE HOSTING AND MAINTENANCE	2,600.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total REVIZE LLC:		2,600.00	
ROCKET INDUSTRIAL INC			
IN00583598	MULTI-FOLD PAPER TOWELS, CAN LINERS, BATH TISSUE	224.84	15-55-5511-0600 LIBRARY-Supplies
IN00583599	RESTROOM DISINFECTANT, WET MOPS	109.98	15-55-5511-0600 LIBRARY-Supplies
Total ROCKET INDUSTRIAL INC:		334.82	
SALLY KOEHLER			
6172026	PAYMENT FOR TWO ART WORKSHOPS FOR KIDS	400.00	15-55-5511-1700 LIBRARY-Summer Reading Progra
Total SALLY KOEHLER:		400.00	
SERVICE SPRINKLER LLC			
8528	2ND QUARTERLY INSPECTION 6/11/2026	95.00	15-55-5511-1200 LIBRARY-Maint. & Repairs
Total SERVICE SPRINKLER LLC:		95.00	

Invoice Number	Description	Total Cost	GL Account and Title
WATER DEPARTMENT			
6-30-26	WATER	592.87	15-55-5511-1000 LIBRARY-Electricity and Water
Total WATER DEPARTMENT:		592.87	
WE ENERGIES			
6-24-26	#5 ELECTRIC	4,453.96	15-55-5511-1000 LIBRARY-Electricity and Water
6-24-26	#5 GAS	604.72	15-55-5511-1100 LIBRARY-Natural Gas
7-17-26	#6 GAS	307.11	15-55-5511-1100 LIBRARY-Natural Gas
7-17-26	#6 ELECTRIC	4,589.92	15-55-5511-1000 LIBRARY-Electricity and Water
Total WE ENERGIES:		9,955.71	
WI DEPT OF ADMINISTRATION			
505-0000112181	TEACH SERVICES 1/1/2026-6/30/2026	600.00	15-55-5511-1900 LIBRARY-Information Sourc/Serv
Total WI DEPT OF ADMINISTRATION:		600.00	
Grand Totals:		50,951.60	

Library Director's Report

August 2026

Staff

- The library was closed to the public on Friday, August 7 for staff training in the morning and time for special projects in the afternoon. During the training morning, library staff contributed to a SWOT analysis of the library, participated in fire drills, learned about library services for older adults, and learned about book repair techniques.
- Youth Services Librarian Daphne attended a two-hour CPR training at the Fort Atkinson Fire Department on June 3.
- The City hosted a picnic for all employees on June 30. The three-hour time window for the event allowed us to send waves of employees to the picnic. In spite of the warm temperatures, library employees appreciated the opportunity to attend this event.
- Deb trained Desk Assistant Alesa at the second floor service desk. Alesa has been working at the circulation desk since May 2026 and now will spend time working at the second floor service desk too.
- Sadie, Public Relations intern for the City, shadowed library staff on July 16. Sadie saw a little bit of everything at the library, met with many different staff members, and attended Rhythm and Rhyme storytime and the Wildlife in Need children's program.
- Desk Assistant Wendy Wagner and page Julie Wilson have both decided to leave their part-time positions at the library. I conducted interviews to find the perfect candidates for the roles.
- The City of Fort Atkinson is working with MRA to develop and roll out a performance management program that will apply to all full time employees at the library. The new program supports the City's classification and compensation study that was completed in 2025. Performance management reviews will now take place in September each year.

Maintenance of Facility and Equipment

- A technician from MR Plumber repaired a toilet in the first floor men's restroom on June 22.
- Technicians from Ahern worked on the library's HVAC system on several different occasions in June and July, sometimes performing preventive maintenance and sometimes completing repairs.
- I have reached out to several different contractors to request proposals for building modifications needed for the sorting machine's installation.
- I met with Mat Thompson, the City's new Facilities Manager, on July 24. Mat and I discussed library facility needs and capital improvement plans.
- Per Mar installed additional motion alarms throughout the library in order to improve the security of the library.

- I am arranging for several roof repairs due to cuts in the flat roof and leaking. Great Lakes Roofing assessed the roof and provided an estimate for recommended repairs.
- I have been gathering proposals for the installation of a hearing loop system, an auracast system, or possibly both systems in the FCCU Community Room. Bridges Library System budgeted \$13,000 to install a hearing loop at the Dwight Foster Public Library. Assistive listening technology has the potential to improve the accessibility of library programs and community events held in the Community Room. Initial conversations with vendors have been promising.

Programs and Services

- EnvisionWare's CloudNine platform experienced service outages on Saturday, June 13. As a result, the library's hardwired patron computers were out of service. Library staff did an excellent job meeting patrons' computer and printing needs in spite of the outage.
- Fifty-seven community members attended the library's Local Author Showcase on June 10 that included nine local authors sharing about their work.
- A summer reading program participant threw out the first pitch at a Generals game on June 21. Thank you to the Fort Atkinson Generals baseball team for supporting the library's program and giving a kiddo this exciting opportunity.
- On July 13, Chad Lewis presented about "Wisconsin's Gangster Past."
- The Dwight Foster Public Library was delighted to be a part of the Langholf's Grown Up Book Fair on July 18 and 19. Five hundred eighty-two people made confetti bookmarks at the library's table over the course of the two days. The Friends of the Library group also had a strong presence during the weekend, offering a five-hour long used book sale at the library on Saturday, a brat sale fundraiser at Jones Market on Saturday, and a booth at the Fort Atkinson Club on Sunday.



- On July 28, Wisconsin author Amy Pease visited the library to discuss her "Northwoods" mystery series.

- Favorite children's programs over the summer included Circus Spark with Madison Circus Entertainment, Wildlife in Need, Dinosaur Discoveries with T-Rexplorers, art workshops with Sally Koehler, and a program about monarchs led by Karen Albrecht.
- The Oreo taste test on July 15 was a hit with the teen audience.
- The summer reading program concluded on July 31.
- Staff completed and have begun distributing the fall program guide.

Collections, Displays, and Marketing

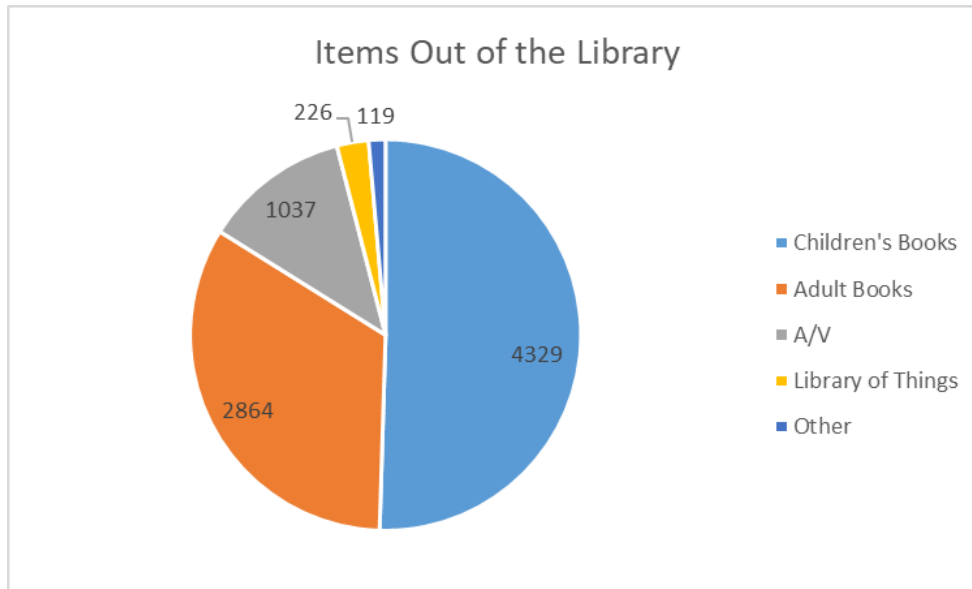
- Cataloger Molley has been familiarizing herself with our new spine label printer. Library staff are now discussing clean and consist ways to design spine labels for all collections.
- The library is pleased to be able to partner with the Parks and Recreation Department to offer an Explore Pass to the Fort Atkinson Aquatic Center. Thank you to Girl Scout Troop 7322 to donating funds to support the new pass.
- To celebrate America's 250 years, library staff filled the book displays on the second floor with titles related to our nation and its history.



- The Jones Gallery is featuring a gorgeous landscape photography exhibit from Jay Mason through the end of August.
- The small display case by the second floor service desk is showcasing a fabulous collection of flamingos from Toni Lynn Houseman in July and August.
- Adult Services Librarian Deb worked hard to create a new adult romance collection within the adult fiction area. "Romance" now joins existing genre collections including mysteries, science fiction, fantasy, and westerns. The library has always had romance books; now, they are just easier for patrons to find and browse.
- During a management team meeting, Fire Chief Peterson asked how much of our library's items were currently off our shelves. Since I thought this was an interesting question, I'll share the response with you all too. On July 3 at 6 p.m., 8.3% of Dwight



Foster Public Library's items were off our shelves because they were checked out, on hold, or in transit between libraries. Here is a breakdown of which types of materials were in use:



Budget/Donations

- I worked on a draft of the library's 2027 operating budget and 2027-2032 CIP plan. I turned in budget materials to the City by the due date of August 7. Next steps will include a meeting with Manager Houseman and Treasurer Ebbert, a Library Board Finance Committee meeting, approval by the full Library Board, and additional steps at the municipal level.
- Bruce Waller was unable to attend the August Library Board meeting so he will attend in September instead.
- The library received a donation in memory of Robert Ehrike.
- The library received many donations in memory of Diane Abendroth.
- The library continued to receive donations in memory of former employee Mary Kay Grunow.
- The library received reimbursement from Bridges for Molley's attendance at the WILIUG preconference.

Bridges/APL/Jefferson County Library Service

- At the June APL meeting, Library Directors agreed to drop the Udemy online platform in 2027 due to its high cost and low usage statistics.
- I acted as the APL representative at the Bridges Board meeting on June 17.
- On June 25, I conducted an orientation for Dr. Tonya Olson who is a new member of the Jefferson County Library Board.

- Jefferson County Library Directors and Bridges System Director Brittany Larson all contributed to the Jefferson County Library Service 2025 annual report. Brittany and I worked to finalize the report and then it was shared with County Board supervisors. I will present the report to the County Board on August 10.
- The Jefferson County Library Board met on July 29 at the Karl Junginger Memorial Library in Waterloo. The County Trustees approved the 2025 annual report, approved the 2027 operating budget request, and once again selected the Dwight Foster Public Library as the County resource library.
- The library received \$3,000 in reimbursement from Bridges for an Innovation and Improvement grant. \$2,600 of the grant funds were used for year 1 hosting and maintenance for the library's new website with Revize. The remaining money went toward the purchase of the new spine label printer.

Other

- On June 9, Manager Houseman and I took an "all doors" tour of the library. Though Manager Houseman was already quite familiar with the library, we took this opportunity to see all corners of the library, including storage closets, emergency exits, and the roof.
- The Library Board's planning committee met on July 1 to begin preparing for the creation of a new strategic plan. The committee discussed previous plans and how they were created. Then, the committee began discussing a potential path to create a new plan.
- On July 9, I completed an orientation to the Library Board with Council Member Jena Price
- I hosted the Bridges APL meeting at the Dwight Foster Public Library on July 10. Following the meeting, we demonstrated the RFID wand to interested directors.
- The Library Board's policy committee met on July 30 to review recommended revisions to six library policies.
- Save the date for the Bridges Trustee Appreciation Event on Tuesday, September 29 from 6-8 p.m. at Retzer Nature Center. The event will include dinner and a planetarium show. An official invitation will come soon. Unfortunately, I will miss this fun event because the City of Fort Atkinson's budget workshop is scheduled for the same evening.

**Dwight Foster Public Library
Monthly Statistical Report**

June 2026

Library collection:	May 2026	June 2026	June 2025
Items in collection	102,346	102,835	95,874
Number of item records created	447	454	389
Number of items deleted	399	506	505

Circulation by material type:	May 2026	June 2026	June 2025
Selected book circulation:			

Book	3,552	3,983	4,218
Browsing (Lucky Day Book)	52	52	42
Children's book	5,141	7,140	7,178
New book (nonfiction)	247	285	312
New fiction	386	465	479

Selected AV circulation:			
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Blu-Ray	117	105	83
Browsing AV (Lucky Day AV)	23	32	19
CD	142	173	190
CD book	162	148	204
Children's Blu-Ray	21	29	11
Children's CD	7	3	11
Children's CDBook	41	33	39
Children's digital audiobook (+/YA Playaway)	58	155	89
Children's DVD	351	625	417
DVD	1,203	1,287	1,467
Nonfiction DVD	57	64	73
Playaway	103	82	56

Selected other circulation:			
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Book club kits	7	5	6
Children's magazine	27	55	27
Library of things	317	469	271
Magazine	146	209	170
Total physical item circulation:	12,384	15,652	15,535

Digital circulation:	May 2026	June 2026	June 2025
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Hoopla	0	0	391
Overdrive ebooks and digital audiobooks	3,176	3,242	2,808
Overdrive magazines	360	381	369
Total digital item circulation:	3,536	3,623	3,568

Circulation by patron statistical class:	May 2026	June 2026	June 2025
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City of Fort Atkinson circulation:	7,419	9,207	8,748
Jefferson County "City" circulation:	642	1,076	1,612
Jefferson County Rural circulation:	3,537	4,162	3,963
Total:	12,248	15,488	15,351

Cardholders:	May 2026	June 2026	June 2025
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YTD new patron registrations	280	372	413
Total number of cardholders	8,635	8,690	8,499

Patrons in the building:	May 2026	June 2026	June 2025
Total number of patrons	5,370	7,327	7,008
Largest day/number	May 13/569	June 17/405	June 23/390
Smallest day/number	May 6/108	June 27/162	June 28/184

Meeting rooms:	May 2026	June 2026	June 2025
Number of room reservations	237	242	
Number of patron-initiated reservations	87 (36%)	68 (28%)	

Public computers and Wi-Fi use:	May 2026	June 2026	June 2025
Number of users of public internet computers	681	870	677
Hours of public internet computer use	526	735	487
Number of unique wireless clients			1,033
Average daily wireless visits			95
Wifi total data transferred			2.00 TB

Patron questions at desks:	May 2026	June 2026	June 2025
Reference interactions	170	210	136
General/Directional	136	250	178
Technical assistance	338	485	321
Circulation	42	39	46
Conflict/Resolution			1

Other:	May 2026	June 2026	June 2025
Books mended	130	124	95
AV mended	110	117	105
Copy machines	10,247	9,055	10,533
Outgoing faxes	81	81	80
Incoming faxes	8	10	7

Resource sharing:	May 2026	June 2026	June 2025
Outgoing ILL	85	89	99
Incoming ILL	23	15	27
DFPL items shipped to other libraries	1,969	2,226	2,299
Holds received at DFPL	2,034	2,274	2,411

Programs and attendance:	May 2026	June 2026	June 2025
Young child (0-5) programs/attendance	20 prog/548 att	14 prog/304 att	12 prog/259 att
Child (6-11) programs/attendance	32 prog/1082 att	13 prog/404 att	10 prog/597 att
Young adult (12-18) programs/attendance	13 prog/725 att	16 prog/56 att	7 prog/524 att
Adult (19+) programs/attendance	3 prog/57 att	4 prog/88 att	3 prog/28 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/7 att
Total programs/attendance:	68 prog/2412 att	47 prog/852 att	33 prog/1415 att

Self-directed activities and participation:	May 2026	June 2026	June 2025
Total activities/participation	2 act/265 participa	1 act/18 participar	3 act/513 partici

**Dwight Foster Public Library
Monthly Statistical Report**

July 2026

Library collection:	June 2026	July 2026	July 2025
Items in collection	102,835	103,383	96,487
Number of item records created	454	538	592
Number of items deleted	506	271	321

Circulation by material type:	June 2026	July 2026	July 2025
Selected book circulation:			
Book	3,983	4,195	4,433
Browsing (Lucky Day Book)	52	59	37
Children's book	7,140	6,510	6,982
New book (nonfiction)	285	257	345
New fiction	465	439	477

Selected AV circulation:			
Blu-Ray	105	85	73
Browsing AV (Lucky Day AV)	32	35	28
CD	173	135	169
CD book	148	136	204
Children's Blu-Ray	29	20	20
Children's CD	3	4	3
Children's CDBook	33	48	59
Children's digital audiobook (+/YA Playaway)	155	157	66
Children's DVD	625	472	479
DVD	1,287	1,457	1,566
Nonfiction DVD	64	77	49
Playaway	82	108	79

Selected other circulation:			
Book club kits	5	5	7
Children's magazine	55	15	25
Library of things	469	509	288
Magazine	209	202	165
Total physical item circulation:	15,652	15,175	15,742

Digital circulation:	June 2026	July 2026	July 2025
Hoopla	0	0	400
Overdrive ebooks and digital audiobooks	3,242	3,400	2,841
Overdrive magazines	381	407	346
Total digital item circulation:	3,623	3,807	3,587

Circulation by patron statistical class:	June 2026	July 2026	July 2025
City of Fort Atkinson circulation:	9,207	8,862	8,390
Jefferson County "City" circulation:	1,076	1,093	1,623
Jefferson County Rural circulation:	4,162	4,049	4,210
Total:	15,488	14,943	15,485

Cardholders:	June 2026	July 2026	July 2025
YTD new patron registrations	372	453	490
Total number of cardholders	8,690	8,750	8,507

Patrons in the building:	June 2026	July 2026	July 2025
Total number of patrons	7,327	8,275	7,566
Largest day/number	June 17/405	July 18/746	July 1/397
Smallest day/number	June 27/162	July 10/185	July 5/125

Meeting rooms:	June 2026	July 2026	July 2025
Number of room reservations	242	247	
Number of patron-initiated reservations	68 (28%)	77 (31%)	

Public computers and Wi-Fi use:	June 2026	July 2026	July 2025
Number of users of public internet computers	870	964	723
Hours of public internet computer use	735	908	619
Number of unique wireless clients			972
Average daily wireless visits			84
Wifi total data transferred			1.92 TB

Patron questions at desks:	June 2026	July 2026	July 2025
Reference interactions	210	276	114
General/Directional	250	196	166
Technical assistance	485	465	262
Circulation	39	24	50
Conflict/Resolution			3

Other:	June 2026	July 2026	July 2025
Books mended	124	137	119
AV mended	117	0	125
Copy machines	9,055	10,882	9,431
Outgoing faxes	81	72	70
Incoming faxes	10	14	9

Resource sharing:	June 2026	July 2026	July 2025
Outgoing ILL	89	111	103
Incoming ILL	15	35	25
DFPL items shipped to other libraries	2,226	2,129	2,030
Holds received at DFPL	2,274	2,322	2,409

Programs and attendance:	June 2026	July 2026	July 2025
Young child (0-5) programs/attendance	14 prog/304 att	15 prog/312 att	13 prog/262 att
Child (6-11) programs/attendance	13 prog/404 att	6 prog/403 att	4 prog/326 att
Young adult (12-18) programs/attendance	16 prog/56 att	3 prog/21 att	3 prog/44 att
Adult (19+) programs/attendance	4 prog/88 att	5 prog/95 att	7 prog/114 att
General interest (all ages) programs/attendance	0 prog/0 att	0 prog/0 att	1 prog/7 att
Total programs/attendance:	47 prog/852 att	29 prog/831 att	28 prog/753 att

Self-directed activities and participation:	June 2026	July 2026	July 2025
Total activities/participation	1 act/18 participat	4 act/1057 particip	1 act/189 particip

Board of Trustees of the Dwight Foster Public Library 2026-2027 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, the trust fund policy, and any significant budget-related issues in order to provide direction to the board.

- Kyle Jacobson
- Jena Price
- Sara Scullin
- Library Director (ex-officio)

Personnel

This committee meets to discuss the director's performance evaluation.

- Lori Compas
- Julie Olver
- Peggy Wuenstel

Planning

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

- Laura Becker
- Betty Herdendorf
- Julie Olver
- Library Director (ex-officio)

Library Policy

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

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

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

- Julie Olver

(Updated June 8, 2026)



MEMORANDUM

DATE: August 10, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Circulation Policy (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Circulation Policy, staff reviewed policies from the following libraries: Mukwonago Community Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), and Pewaukee Public Library.

The main intention of the proposed revisions is to make the policy more clear, brief, accurate, and consistent. Most notably, the draft includes new sections about Three for Me cards, Temporary cards, and account expiration. On November 8, 2021, the Dwight Foster Public Library Board of Trustees approved adding Three for Me library cards. However, this addition was not previously included in the Circulation Policy. As of July 31, 2026, the Dwight Foster Public Library had 115 active Three for Me cards and 18 temporary cards. These numbers equal 1.3% and 0.2%, respectively, of the total number of cards assigned to the Dwight Foster Public Library.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Circulation Policy.

ATTACHMENTS

1. 01_Circulation Policy REVISION DRAFT
2. 01_Circulation Policy REDLINE DRAFT
3. 01_Circulation Policy



Circulation Policy

Library Cards

Welcome to the Dwight Foster Public Library! Library cards are required to borrow materials from the Library and may be required to utilize certain library services. Any person who lives in Wisconsin may apply for a free library card by completing and signing a library card application and presenting current photo identification. Library cards are non-transferable.

Cardholders are responsible for the items checked out on their library account and for ensuring their library account information is accurate and up-to-date. Replacement cards will be issued with proper identification or verification.

The Dwight Foster Public Library is a member of the Bridges Library System and the CAFÉ consortium. The CAFÉ consortium includes the public libraries in Jefferson and Waukesha counties and provides access to over two million items. Dwight Foster Public Library cards are honored in all of the libraries in the CAFÉ consortium. However, please be aware that policies, fines, and fees vary from library to library.

Library Cards for Minors

Children of any age are welcome to get a library card. A parent or legal guardian must provide identification and sign the library card application for anyone under 18 years of age. Parents are responsible for all fines and fees associated with the use of their children's cards. Parents are responsible for monitoring their children's choice of materials.

Three for Me Cards

The Dwight Foster Public Library will issue a Three for Me card to individuals who live in Wisconsin but either cannot present proper identification and proof of address or do not have a parent or guardian present to sign a child's library card application. Three for Me cards issued by the Dwight Foster Public Library should only be used at the Dwight Foster Public Library. Checkout is limited to three items total for the account. Holds are not permitted. When he or she has the necessary documentation, the patron may

complete a library card application and receive full library privileges.

Temporary Cards

The Dwight Foster Public Library will issue a temporary card to individuals who are living in Wisconsin temporarily. To receive a temporary card, individuals will be required to provide proof of their permanent address as well as their temporary address. Checkout is limited to five items total for the account. Temporary cards are valid for four months.

Library Account Management

The Library offers many tools to help cardholders manage their library account. Cardholders can go to the Library's online catalog or mobile app to see what is checked out on their account, renew items, and check the status of holds. The library can send notices of items coming due prior to their due date and notify patrons when their holds become available.

Cardholders may sign up for the reading history service to have their checkout history saved on their library account. Cardholders must opt-in for their reading history to begin being stored. The cardholder has the option to turn off the service and delete the reading history at any time.

Account Expiration and Renewal

To help the Library maintain an accurate cardholder database, library accounts expire every eighteen months. Library accounts may be renewed in person or over the phone by verifying all contact information. Most inactive library accounts will be deleted from the database three years after account expiration.

Holds

Cardholders may place holds on most circulating items in the CAFÉ catalog. The Library will send notifications when items are ready for pickup. An item will be held a maximum of seven days. The Library reserves the right to suspend hold privileges if items are consistently not picked up.

Interlibrary Loan

If the Bridges Library System does not own an item, cardholders may ask about interlibrary loan. The Library may be able to get the item from another library outside of

the Bridges Library System. Interlibrary loan items may not be renewed. All interlibrary loan items must be returned to the library where the request was placed and processed. The Library reserves the right to refuse interlibrary loan service to cardholders who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

Most items may be renewed up to three times provided no one else has a hold on it. The renewal period begins on the day of the renewal.

Cardholders may renew items by visiting or calling the Library during regular library hours. Cardholders may also renew items themselves through the Library's online catalog or the Library's mobile app.

Returns

Cardholders may return materials either to the drop slot in the lobby or the outside drop slot in the front of the building. Some large items will not fit into the drop slots and must be returned to the front desk. Cardholders may also return library materials to other libraries in the Bridges Library System.

Materials with multiple parts, such as a set of DVDs, a book with a pamphlet, a kit, etc., are not considered returned until all pieces have been returned to the Library. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.

Fines and Fees

The Dwight Foster Public Library is a fine free library. If a cardholder does not return item(s) by the due date, he or she will receive overdue notices as a reminder but the account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, the account will be charged the replacement cost of the item and a bill will be mailed to the cardholder. Cardholders are encouraged to return these items as soon as possible and the replacement costs may go away.

Cardholders may be charged a replacement fee for lost or damaged items. If a lost item is later found, please be aware that the Dwight Foster Public Library does not grant refunds. However, refund exceptions may be made at the Library Director's discretion. Other libraries may charge additional processing fees for lost or damaged materials. These charges are determined by the owning library.

The Library assumes no responsibility for damage to equipment that may occur as a result of use of library materials.

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy in addition to the original amount charged.

Suspension of Library Borrowing Privileges

Cardholders will not be able to check out materials, renew materials, or request materials through interlibrary loan if their library account has charges of \$10 or more.

Lending Periods

1 week

Feature film DVDs

2 weeks

New adult fiction and new adult nonfiction books

Magazines

Series and nonfiction DVDs

Music CDs

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and new adult nonfiction books)

Audiobooks

Specialty items, including Explore Passes and items from the Library of Things, have special loan periods.

Some library items, including reference materials and newspapers, are not available for checkout and may only be used in the building.

The Library reserves the right to set checkout limits based on the Library Director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: 7/1/2002

Revised: 11/6/2006

Revised: 1/11/2007
Revised: 5/7/2007
Revised: 9/10/2007
Revised: 3/2/2009
Revised: 9/9/2013
Revised: 12/19/2016
Revised: 3/8/2021

DRAFT



Circulation Policy

Library Cards

Welcome to the Dwight Foster Public Library!

Library cards are required to borrow materials from the [Library](#) and may be required to utilize certain library services. ~~To ensure accuracy, please bring your card with you when you want to check out materials or use the computers/library equipment.~~

~~The library guarantees your right to privacy and will not disclose circulation or registration records except by court order. The library reserves the right to disclose circulation and registration records necessary for the purpose of debt collection or materials recovery. Please see the library's Patron Privacy and Confidentiality policy for further information.~~

Any person who lives in Wisconsin may apply for ~~and receive~~ a free library card ~~after by~~ completing and signing a library card application and presenting ~~proper~~ current ~~photo~~ identification. ~~A driver's license or state ID is a required form of verification.~~ Library cards are non-transferable.

~~A parent/legal guardian must show identification and sign the library card application for anyone under 18 years of age. Parents are legally responsible for all fines and fees associated with the use of their children's cards. Parents are also responsible for monitoring their children's choice of materials.~~

~~Your library card is much like a credit card and should be treated as such since yCardholdersou are financially responsible for everything checked out on it responsible for the items checked out on their library account. If you should lose your card or have it stolen, please notify us immediately. If your name or contact information changes, please report the change to us as soon as possible, and for ensuring their library account information is accurate and up-to-date.~~

Replacement cards will be issued with proper identification ~~and/~~ or verification.

~~All borrowers will have to select a PIN upon registering for a library card. A PIN is a 4 digits sequence. Please be aware that once a PIN is entered into a patron's account,~~

library staff is unable to see the PIN. If you should forget your PIN, it will have to be reset. For this reason we recommend that the PIN be something that is easy to remember, like the year you were born or the last 4 digits of your phone number.

The ~~library~~ Dwight Foster Public Library is a member of the Bridges ~~consortium~~ Library System and the CAFÉ consortium. ~~Bridges~~ The CAFÉ consortium ~~includes~~ consists of the public libraries in Jefferson and Waukesha counties and provides access to over ~~2two.3~~ million items. ~~Your~~ Dwight Foster Public Library cards ~~is~~ are honored in ~~any~~ all of the libraries in the ~~Bridges~~ CAFÉ consortium. However, please be aware that policies, fines, and fees vary from library to library.

Library Cards for Minors

~~Children of any age are welcome to get a library card. A parent or legal guardian must show~~ provide identification and sign the library card application for anyone under 18 years of age. Parents are responsible for all fines and fees associated with the use of their children's cards. Parents are ~~also~~ responsible for monitoring their children's choice of materials.

Three for Me Cards

The Dwight Foster Public Library will issue a Three for Me card to individuals who live in Wisconsin but either cannot present proper identification and proof of address or do not have a parent or guardian present to sign a child's library card application. Three for Me cards issued by the Dwight Foster Public Library should only be used at the Dwight Foster Public Library. Checkout is limited to three items total for the account. Holds are not permitted. When ~~the patron~~ he or she has the necessary documentation ~~to get a card that allows full access to the Bridges Library System,~~ the patron may complete a ~~form~~ library card application and receive full library privileges.

Temporary Cards

The Dwight Foster Public Library will issue a temporary card to individuals who are living in Wisconsin temporarily. To receive a temporary card, individuals will be required to provide proof of their permanent address as well as their temporary address. Checkout is limited to five items total for the account. Temporary cards are valid for four months.

~~Managing Your~~ Library Account Management

The ~~library~~ Library ~~now~~ offers many tools to help ~~you~~ cardholders manage ~~your~~ their

library account. ~~You~~ Cardholders can go to the library's Library's catalog online at fortlibrary.org online catalog or mobile app ~~at any time~~ to see what is checked out on ~~your~~ their account, renew items, and check the status of ~~your~~ holds. ~~If you provide your email address,~~ The library will can send ~~you email~~ notices of items coming due prior to their due date, and notify ~~you~~ patrons when ~~your~~ their holds become available.

Cardholders may sign up for the reading history service to have their checkout history saved on their library account. Cardholders must opt-in for their reading history to begin being stored. The cardholder has the option to turn off the service and delete the reading history at any time.

Account Expiration and Renewal

To help the Library maintain an accurate cardholder database, library accounts expire every eighteen months. Library accounts may be renewed in person or over the phone by verifying all contact information. Most inactive library accounts will be deleted from the database three years after account expiration. ~~If you have texting service on your cell phone,~~ y
You can sign up for text message notifications.

~~The Dwight Foster Public Library no longer charges overdue fines on items checked out from our library is a fine free library. If you do not return your item(s) by the due date, you will receive overdue notices as a reminder but your account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, your account will be charged the replacement cost of the item and a bill will be mailed to you. Bring back~~ Return this item as soon as possible and the replacement cost may go away.

~~On items that are long overdue, the library utilizes the services of either the police department or a collection agency to retrieve materials or collect payment for their replacement. Once a patron's account is sent to the collection agency, the items may no longer be returned for credit as they may already have been replaced. At that point, and the patron is responsible for paying for the item(s) through the collection agency. Please see the library's p~~ Policy on Unreturned Library Materials for more information.

~~A set of DVDs, a book with a pamphlet, a kit, etc. is not considered returned until all pieces are back. Please make sure that~~ return everything is returned at the same time. ~~The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.~~

~~If you need to pay for a lost or damaged Dwight Foster owned item, you will be charged a standard replacement fee. If the lost item should be found please be aware that the~~

Dwight Foster Public Library does not grant refunds, however exceptions may be made at the Director's discretion. Other libraries may charge additional processing fees for lost materials. These charges are determined by the owning library. The library strives to offer materials that are cleaned and free from defects. We appreciate you letting us know if you should encounter DVD/CD issues. However, the library assumes no responsibility for damage to patrons' equipment that may occur as a result of use of library materials.

-

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy.

-

Holds

Patrons Cardholders may place holds on most circulating items in the CAFÉ catalog. ~~When an item you are looking for is checked out, you may place a hold on it, and we~~ The Library will ~~notify send notifications you when it the items is are~~ ready for pickup. An item will be held a maximum of ~~7 seven~~ days ~~so be sure to pick up your item promptly.~~ The Library reserves the right to suspend ~~a patron's~~ "holds" privileges if items are consistently not picked up.

Interlibrary Loan

If the Bridges Library sSystem does not own an item, ~~please cardholders may do not hesitate to~~ ask about interlibrary loan. ~~The Library~~ We may be able to get the item from another library outside of ~~our the Bridges Library~~ System. Interlibrary loan items may not be renewed. Materials borrowed from other libraries are subject to the rules and regulations of the loaning library. Please note that a All interlibrary loan items ~~that were ordered for you by our library~~ must be returned ~~directly to our the~~ library where the request was placed and processed so you get proper credit for return. The library Library reserves the right to refuse interlibrary loan service to patrons cardholders who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

~~All Most~~ items ~~except interlibrary loan items~~ may be renewed up to three times ~~unless there is a hold on it for someone else provided no one else has a hold on it. Remember,~~ The renewal period begins on the day of the renewal.

~~You Cardholders~~ may renew items by bringing them in visiting or calling the library Library during regular library hours. ~~You Cardholders~~ may also renew items yourself

~~themselves on the catalog computers in the library or by accessing through the library's~~
~~Library's online catalog (fortlibrary.org) or through the Library's mobile app.~~
~~You may renew items via the online catalog even during hours the library is closed.~~
~~Keep in mind the library's online catalog is down for scheduled maintenance during~~
~~certain hours of the week.~~

Returns

~~Materials may be returned~~
~~Cardholders may return materials~~ either to the drop slot in the lobby or the outside drop slot in the front of the building. - Some large items will not fit into the drop slots and must be returned to the front desk. - ~~Additionally, the return bins have limited capacity so we ask that you not overload them at any one time.~~
~~You~~
~~Cardholders~~ may also return library materials to other libraries in ~~our the~~ Bridges
~~Library System (Jefferson and Waukesha Counties) and your items will be checked in at that time.~~

~~Materials with multiple parts, such as a set of DVDs, a book with a pamphlet, a kit, etc., are not considered returned until all pieces have been returned to the Library. Please return everything at the same time. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.~~

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~~Cardholders may be charged a replacement fee for lost or damaged items. If you need to pay for a lost or damaged item, you will be charged a replacement fee. If thea lost item is later found, please be aware that the Dwight Foster Public Library does not grant refunds. However, refund exceptions may be made at the Library Director's discretion. Other libraries may charge additional processing fees for lost or damaged materials. These charges are determined by the owning library.~~

~~The library strives to offer materials that are clean and free from defects. We appreciate you letting us know if you encounter issues with library materials. The lLibrary assumes~~

no responsibility for damage to ~~patrons'~~ equipment that may occur as a result of use of library materials.

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy in addition to the original amount charged.

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~~Patrons~~Cardholders will not be able to check out materials, ~~or~~ renew library materials, or request materials through interlibrary loan if their library account has charges of \$10 or more.

~~–Please note that all interlibrary loan items that were ordered for you by our library must be returned directly to our library so you get proper credit for return.~~

Lending Periods ~~& and~~ Limits

1 week

Feature films DVDs

2 weeks

New adult fiction and new adult nonfiction books

Magazines

~~TV~~Series and nNonfiction DVDs

Music CDs

Games, toys & puzzles

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and new adult nonfiction books)

All aAudio-books

All large print books

~~Pamphlets~~

-

4 hours

~~Library laptop—for use inside the library only~~

~~(See separate policy)~~

~~**Reference books** do not circulate. As such, they are always available for use by library users during open hours.~~

-

Specialty items, including Explore Passes and items from the Library of Things, have

special loan periods.

Some library items, including reference materials and newspapers, are not available for checkout and may only be used in the building.

The ~~library~~ Library reserves the right to set ~~additional~~ checkout limits based on the ~~library~~ Library ~~director's~~ Director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999~~October 4, 1999~~

Revised: 7/1/2002~~July 1, 2002~~

Revised: 11/6/2006~~November 6, 2006~~

Revised: 1/11/2007~~January 11, 2007~~

Revised: 5/7/2007~~May 7, 2007~~

Revised: 9/10/2007~~September 10, 2007~~

Revised: 3/2/2009~~March 2, 2009~~

Revised: 9/9/2013~~September 9, 2013~~

Revised: 12/19/2016~~December 19, 2016~~

Revised: 3/8/2021~~March 8, 2021~~



Circulation Policy

Library Cards

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Your library card is much like a credit card and should be treated as such since you are financially responsible for everything checked out on it. If you should lose your card or have it stolen, please notify us immediately. If your name or contact information changes, please report the change to us as soon as possible.

Replacement cards will be issued with proper identification and/or verification.

All borrowers will have to select a PIN upon registering for a library card. A PIN is a 4 digits sequence. Please be aware that once a PIN is entered into a patron's account, library staff is unable to see the PIN. If you should forget your PIN, it will have to be reset. For this reason we recommend that the PIN be something that is easy to remember, like the year you were born or the last 4 digits of your phone number.

The library is a member of the **Bridges** consortium. **Bridges** consists of the public libraries in Jefferson and Waukesha counties and provides access to over 2.3 million items. Your library card is honored in any of the libraries in the **Bridges** consortium.

However, please be aware that policies, fines, and fees vary from library to library.

Managing Your Library Account

The library now offers many tools to help you manage your library account. You can go to the library's catalog online at fortlibrary.org at any time to see what is checked out on your account, renew items, and check the status of your holds. If you provide your email address, the library will send you email notices of items coming due prior to their due date, and notify you when your holds become available. If you have texting service on your cell phone, you can sign up for text message notifications.

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If you need to pay for a lost or damaged Dwight Foster owned item, you will be charged a standard replacement fee. If the lost item should be found please be aware that the Dwight Foster Public Library does not grant refunds, however exceptions may be made at the Director's discretion. Other libraries may charge additional processing fees for lost materials. These charges are determined by the owning library. The library strives to offer materials that are cleaned and free from defects. We appreciate you letting us know if you should encounter DVD/CD issues. However, the library assumes no responsibility for damage to patrons' equipment that may occur as a result of use of library materials.

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy.

Holds

If an item you are looking for is checked out, you may place a hold on it, and we will notify you when it is ready for pickup. An item will be held a maximum of 7 days so be

sure to pick up your item promptly. The library reserves the right to suspend a patron's "holds" privilege if items are consistently not picked up.

Interlibrary Loan

If the **Bridges** system does not own an item, please do not hesitate to ask about interlibrary loan! We may be able to get the item from another library outside of our system. Materials borrowed from other libraries are subject to the rules and regulation of the loaning library. Please note that all interlibrary loan items that were ordered for you by our library must be returned directly to our library so you get proper credit for return. The library reserves the right to refuse interlibrary loan service to patrons who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

All items except interlibrary loan items may be renewed three times unless there is a hold on it for someone else. Remember, the renewal period begins on the day of the renewal.

You may renew items by bringing them in or calling the library during regular library hours. You may also renew items yourself on the catalog computers in the library or by accessing the library's online catalog (fortlibrary.org). You may renew items via the online catalog even during hours the library is closed. Keep in mind the library's online catalog is down for scheduled maintenance during certain hours of the week.

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Materials may be returned either to the drop slot in the lobby or the outside drop slot in the front of the building. Some large items will not fit into the drop slots and must be returned to the front desk. Additionally, the return bins have limited capacity so we ask that you not overload them at any one time. You may also return library materials to other libraries in our **Bridges** library system (Jefferson and Waukesha counties) and your items will be checked in at that time. Please note that all interlibrary loan items that were ordered for you by our library must be returned directly to our library so you get proper credit for return.

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2 weeks

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Magazines

TV Series and Nonfiction DVDs

Music CDs

Games, toys & puzzles

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and nonfiction books)

All audio books

All large print books

Pamphlets

4 hours

Library laptop—for use inside the library only

(See separate policy)

Reference books do not circulate. As such, they are always available for use by library users during open hours.

The library reserves the right to set additional checkout limits based on the library director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

October 4, 1999

Revised July 1, 2002

Revised November 6, 2006

Revised January 11, 2007

Revised May 7, 2007

Revised September 10, 2007

Revised March 2, 2009

Revised September 9, 2013

Revised December 19, 2016

Revised March 8, 2021



MEMORANDUM

DATE: August 10, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Code of Conduct (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Code of Conduct, staff reviewed policies from the following libraries: Door County Library, La Crosse Public Library, Madison Public Library, Mercer Public Library, Milwaukee Public Library, Mukwonago Community Library, Muskego Public Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), Portage Public Library, Seattle Public Library, Sun Prairie Public Library, and Waukesha Public Library. Additionally, Adult Services Librarian Deb Bauer attended a session at the 2026 Public Library Association conference titled “Redesigning Rules to Reflect Library Values” about the process Seattle Public Library went through to develop their conduct rules.

The main intention of the recommended edits is to reorganize the content of the policy into three main categories. Additionally, edits aim to provide more clarity for patrons and staff and address common questions.

Drafts of the proposed revisions were reviewed by Library Board Trustee Duane Scott, Police Chief Bump, and Attorney Westrick. Chief Bump and Attorney Westrick thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Code of Conduct for Public Library Behavior in order to provide clear guidance for patrons and staff members.

ATTACHMENTS

1. 02_Code of Conduct Policy REVISION DRAFT
2. 02_Code of Conduct Policy REDLINE DRAFT
3. 02_Code of Conduct Policy



Code of Conduct for Public Library Behavior

The Dwight Foster Public Library is committed to maintaining an atmosphere conducive to reading, study, research, connection, and the pursuit of life-long learning opportunities. To ensure this environment, the Dwight Foster Public Library Board of Trustees has adopted the following Code of Conduct.

1. Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a respectful, responsible, appropriate, and courteous manner. Examples of respectful library use expectations include but are not limited to the following:
 - Patrons are expected to treat library materials, furniture, equipment, and spaces with care and to use them as intended.
 - Non-alcoholic beverages in covered containers are allowed in the Library. Light refreshments are permitted in the Library's entryway, the teen room, meeting rooms, and staff areas. Library patrons are expected to maintain library cleanliness while consuming beverages and food in permitted areas.
 - Patrons may not produce excessive noise. Differing levels of noise are appropriate and expected in different spaces in the Library. For example, library staff welcome the noise that accompanies developmentally-appropriate indoor play in the children's area of the Library. Library staff expect limited noise and low volume in the designated quiet area on the second floor of the Library. Conversational volume is appropriate in other areas of the library.
 - Patrons are expected to maintain behavior that does not excessively disrupt other patrons, library staff, or library services.
 - Sleeping or laying down is not allowed in the Library or on library grounds.
 - Parents and guardians are responsible for the behavior of their children. The Library's "Unattended Children Policy" has clear rules regarding the ages that children are allowed to be in the Library unattended.
 - Adults unaccompanied by children or teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.
 - Bringing any animal into the Library is not allowed, with the exception of service animals, law enforcement animals, or animals affiliated with authorized programs.

- Patrons are expected to keep their personal belongings with them. The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to relocation or disposal.
 - Patrons may not relocate library furniture without the permission of library staff.
 - Individuals must wear appropriate and adequate clothing including shoes and a shirt at all times in the Library.
 - Sexual contact or conduct is prohibited, including indecent exposure, inappropriate physical contact, solicitation for sex, or display of pornography.
 - Patrons are expected to stay within public areas. Entering a staff-only space is only permitted with the permission of library staff.
2. Library patrons are expected to act in a manner that maintains a safe, secure, and healthy environment. Examples of safe library use expectations include but are not limited to the following:
- Behavior that may jeopardize the safety of patrons, staff, or facilities at the Library is prohibited, including running or fighting.
 - Disorderly, dangerous, threatening, abusive, indecent, profane, obscene, racist, or harassing language or behavior is prohibited.
 - Stealing, attempting to steal, damaging, vandalizing, or altering any Library property or the property of staff or patrons is prohibited.
 - Engaging in unwanted or inappropriate interactions with patrons or staff is prohibited, including prolonged staring, following others, and unwanted conversations.
 - Strong fragrances, strong odors, or unacceptable personal hygiene that unreasonably interferes with others' library use are not allowed.
 - Openly carrying a firearm is not allowed except for on-duty law enforcement officials. Concealed carry of a firearm is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool, or other item in a threatening manner.
 - Using or handling tobacco or vaping products inside the Library or within a 15-foot perimeter of the library's entrance is prohibited.
 - Possessing, consuming, or being under the influence of alcohol or illegal substances while in the Library or on library grounds is prohibited.
 - Patrons may not remain in the Library after closing, when requested to leave during emergency situations, or when excluded from the Library due to conduct. Staff may grant permission for patrons to remain in the FCCU Community Room after hours following the Library's Meeting Room Policy.

3. Library patrons will use the Library in a manner that does not interrupt, inhibit, or interfere with others' access to and use of the Library and library materials.

Examples of library use expectations include but are not limited to the following:

- Patrons may not obstruct access to library spaces, including the entryway, vestibule, book return, staircase, exits, walkways, or aisles. Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation or disposal by library staff. Disruptive groups congregating in the Library or on library grounds may be asked to disperse.
- Canvassing, gathering signatures, soliciting donations, fundraising, sales, or distributing materials at the Library without prior approval is not allowed.

Any behavior or actions not listed above will be left to the discretion of the Library Director or the staff member in charge.

Enforcement of the Code of Conduct

The code of conduct rules are in place for the comfort and protection of all. They will be courteously and firmly enforced by library staff.

When possible, staff will first educate individuals about the applicable policies before taking other measures to enforce those policies. If necessary, the police may be called for assistance. Patrons should notify library staff with concerns regarding violations of the code of conduct. Persons who fail to follow the Library's code of conduct may be excluded from the Library and/or face legal action. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing. Severe or repeated violations could result in temporary or permanent exclusion from the Library.

Any patron whose library privileges have been suspended by the Library Director or another library staff member may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: 2/4/2002

Revised: 1/9/2012

Revised: 6/9/2014

Revised: 11/10/2014



Code of Conduct for Public Library Behavior

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~~These rules are posted for the comfort and protection of all. They will be courteously and firmly enforced by Library staff. If necessary, the police may be called for assistance. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action which includes a possible charge of violation of municipal ordinances. Repetitive violations could mean permanent exclusion from the Library.~~

1. Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a respectful, responsible, appropriate, and courteous manner. Examples of respectful library use expectations include but are not limited to the following:
 - Patrons mustare expected to treat library materials, furniture, equipment, and spaces with care and to use them as intended.
 - Non-alcoholic beverages in covered containers are allowed in the Library. ~~Food is~~Light refreshments are permitted in the Library's entryway, the teen room, meeting rooms, and staff areas. Library patrons are expected to maintain library cleanliness while consuming beverages and food in permitted areas.
 - ~~Possessing, selling, distributing, consuming, or being under the influence of alcohol or illegal substances while in the library or on library grounds is prohibited.~~
 - ~~Library furniture and s~~attempting to steal, vandalizing, or the property of staff ~~or patrons~~Patrons may not produce excessive noise. Differing levels of noise are appropriate and expected in different spaces in the Library. For example, library staff welcome the noise that accompanies developmentally-

appropriate indoor play in the children's area of the Library. Library staff expect limited noise and low volume in the designated quiet area on the second floor of the Library. Conversational volume is appropriate in other areas of the library.

- Patrons are expected to maintain behavior that does not excessively disrupt other patrons, library staff, or library services.
- Sleeping or laying down is not allowed in the Library or on library grounds.
- Parents and guardians are responsible for the behavior of their children.- The Library's "Unattended Children Policy" has clear rules regarding the ages that children are allowed to be in the Library unattended.
- Adults unaccompanied by children/ or teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.
- Bringing ~~animals or pets~~any animal into the Library ~~separate from authorized programs~~is not allowed, with the exception of service animals, law enforcement animals, ~~law enforcement animals~~, or animals affiliated with authorized programs.

- Patrons are expected to keep their personal belongings with them. The Library is not responsible for personal belongings left unattended. -Personal items left by patrons are subject to relocation or disposal.

- Patrons may not relocate library furniture without the permission of library staff.

- ~~Bringing animals or pets~~any animal into the Library ~~separate from authorized programs~~is not allowed, with the exception of service animals, law enforcement animals, ~~or animals affiliated with authorized programs.~~

~~Extended loitering is not allowed.~~

~~Sleeping or laying down is not allowed in the library or on library premises.~~

- ~~Disorderly or disruptive conduct, including but not limited to boisterous behavior, running, or fighting is not allowed in the library.~~Individuals must wear appropriate and adequate clothing including shoes and a shirt at all times in the Library.
- Sexual contact or conduct is prohibited, including indecent exposure, inappropriate physical contact, solicitation for sex, or display of pornography.
- ~~Excessive or disruptive noise, including engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment at a disturbing volume, is not allowed.~~

~~Unacceptable p~~Personal hygiene must be appropriate for a public place of business.

~~Individuals must wear appropriate and adequate clothing at all times in the library including shoes in the library and shirts.~~

- ~~Patrons in the library may not display vulgar, obscene, or profane words or images.~~ Patrons are expected to stay within public areas. Entering a staff-only space is only permitted with the permission of library staff.

Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.

~~In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents with young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.~~

~~The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to relocation or disposal.~~

2. Library patrons are expected to act in a manner that maintains a safe, secure, and healthy environment. Examples of safe library use expectations include but are not limited to the following:

Instances of unsafe irresponsible use of the Library and supporting examples include:

- Behavior that may jeopardize the safety of patrons, staff, or facilities at the Library is prohibited, including running or fighting.
- ~~Disorderly, drunken, dangerous, or threatening, abusive, indecent, profane, obscene, racist, or harassing language or behavior or is prohibited.~~
- Stealing, attempting to steal, damaging, vandalizing, or altering any Library property or the property of staff or patrons is prohibited.
- ~~B is prohibited~~

-
- ~~Examples (includes but is not limited to): Engaging in unwanted or inappropriate interactions with patrons or staff is prohibited, including prolonged staring, following others, and unwanted conversations.~~
- ~~Strong fragrances, strong odors, or unacceptable personal hygiene that unreasonably interferes with others' library use are not allowed.~~
- ~~Openly carrying a ~~weapon~~firearm (except for an on-duty law enforcement official) is not allowed except for on-duty law enforcement officials. Concealed carry of a ~~weapon~~firearm is permissible provided the proper permit has been attained.- No one may exhibit any weapon, tool, or other item in a threatening manner.~~
- ~~Indecent exposure; harassment; displaying pornography.~~
- ~~Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~
- ~~Using or handling tobacco or vaping products inside the Library or within a 15-foot perimeter of the library's entrance is prohibited.~~
- ~~Possessing, consuming, or being under the influence of alcohol or illegal substances while in the Library or on library grounds is prohibited.~~
- ~~Patrons may not remain in the Library after closing, when requested to leave during emergency situations, or when excluded from the Library due to conduct. Staff may grant permission for patrons to remain in the FCCU Community Room after hours following the Library's Meeting Room Policy.~~
- ~~Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool, or other item in a threatening manner.~~
- ~~an adult unaccompanied by a child in the Youth Services area who is not engaged in Library business.~~
- ~~Indecent exposure; harassment; displaying pornography.~~
- ~~Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~

~~— Bringing animals or pets into the Library separate from authorized programs, with the exception of service animals.~~

3. Library patrons will use the Library in a manner that does not interrupt, inhibit, or interfere with others' access to and use of the Library and library materials.
Examples of library use expectations include but are not limited to the following:

~~— Patrons may not obstruct access to library spaces, including the entryway, vestibule, book return, staircase, exits, walkways, or aisles.- Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation, confiscation, or disposal by Library staff.~~

• Disruptive groups congregating in the Library or on Library grounds may be asked to disperse.

~~• Canvassing, Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation, confiscation, or disposal by Library staff.~~

~~— Soliciting gathering signatures, soliciting donations, fundraising, sales, or distributing materials at the Library without prior approval is not allowed.~~

~~• Instances of irresponsible use of the Library and supporting examples include:~~

~~• Any illegal activity including stealing, damaging, or altering any Library property. Patrons who trigger the Library's theft detection system may be required to open any bags or clothing for inspection.~~

~~— Examples (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery, jumping in bushes, starting a fire.~~

~~• Disorderly, drunken, dangerous, disruptive, or threatening behavior or behavior that may jeopardize the personal safety of patrons, staff, or facilities at the Library.~~

~~— Examples (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threatening the personal safety of patrons or~~

staff; transmitting threatening, harassing, malicious, or abusive languages and images; running, skateboarding, or rollerblading; fighting; chronic sleeping; using a laser pointer (except for authorized use in a presentation); playing in and around the elevator, and climbing the theft detection system on furniture.

- ~~Loitering.~~

~~Examples (includes but is not limited to): Blocking the entry ways, vestibules, book return, or staircases, or exits. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway is subject to confiscation by Library staff.~~

- ~~Consumption of intoxicants, tobacco, and food~~

~~Examples (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot 15-foot perimeter of the front door. Food is permitted in staff areas, the coffee shop teen area, and for groups meeting in the meeting rooms, if arrangements have been made in advance. Non-alcoholic beverages in covered containers are allowed in the library.~~

- ~~Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool or other item in a threatening manner.~~

- ~~Stalking.~~

~~Examples (includes but is not limited to): Conduct that alarms, annoys or harasses another patron or staff; an adult unaccompanied by a child in the Youth Service's area who is not engaged in Library business.~~

- ~~Indecent exposure; harassment; displaying pornography.~~

~~Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~

- ~~Soliciting signatures on a petition; soliciting donations of money or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library.~~

~~Examples (includes but is not limited to): Panhandling.~~

~~— Impeding ingress to or egress from the Library.~~

~~• Unacceptable personal hygiene.~~

~~— Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.~~

~~• Producing excessive noise separate from an authorized Library program.~~

~~— Examples (includes but is not limited to): Loud talking, singing, playing a musical instrument or radio/cassette/CD player, using a portable telephone, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.~~

~~• Bringing animals or pets into the Library separate from authorized programs, with the exception of handicapped aid animals.~~

• Any behavior or actions not listed above will be left to the discretion of the library Library director/Director or his/her designee for review and action the staff member in charge.

In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents of young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.

~~Adults unaccompanied by children/teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.~~

The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.

Enforcement of the Code of Conduct

The code of conduct rules are in place for the comfort and protection of all. They will be courteously and firmly enforced by library staff.

When possible, staff will first educate individuals about the applicable policies before taking stronger other measures to enforce those policies. If necessary, the police may be called for assistance. Patrons should notify library staff with concerns regarding violations of the code of conduct. Persons who fail to follow the Library's code of conduct may be excluded from the Library and/or face legal action. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing. Severe or repeated violations could result in temporary or permanent exclusion from the Library.

Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the Library and/or arrest. Any patron whose library privileges have been denied-suspended by the Library Director or another library staff member may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: 02/04/2002

Revised: 1/9/2012

Revised: 6/9/2014

Revised: 11/10/2014



Code of Conduct for Public Library Behavior

The Dwight Foster Public Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities. Library patrons are expected to use the Library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner.

These rules are posted for the comfort and protection of all. They will be courteously and firmly enforced by Library staff. If necessary, the police may be called for assistance. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action which includes a possible charge of violation of municipal ordinances. Repetitive violations could mean permanent exclusion from the Library.

Instances of irresponsible use of the Library and supporting examples include:

- Any illegal activity including stealing, damaging, or altering any Library property. Patrons who trigger the Library's theft detection system may be required to open any bags or clothing for inspection.

Examples (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery, jumping in bushes, starting a fire.

- Disorderly, drunken, dangerous, disruptive, or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library.

Examples (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threatening the personal safety of patrons or staff; transmitting threatening, harassing, malicious, or abusive languages and images; running, skateboarding, or rollerblading; fighting; chronic sleeping; using a laser pointer (except for authorized use in a presentation); playing in and around the elevator and climbing the theft detection system.

- Loitering.

Examples (includes but is not limited to): Blocking the entry ways, vestibules, book return or staircases. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway is subject to confiscation by Library staff.

- Consumption of intoxicants, tobacco, and food

Examples (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot perimeter of the front door. Food is permitted in staff areas, the coffee shop area and for groups meeting in the meeting rooms, if arrangements have been made in advance. Non-alcoholic beverages in covered containers are allowed in the library.

- Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool or other item in a threatening manner.

- Stalking.

Examples (includes but is not limited to): Conduct that alarms, annoys or harasses another patron or staff; an adult unaccompanied by a child in the Youth Service's area who is not engaged in Library business.

- Indecent exposure; harassment; displaying pornography.

Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.

- Soliciting signatures on a petition; soliciting donations of money or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library.

Examples (includes but is not limited to): Panhandling.

- Unacceptable personal hygiene.

Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.

- Producing excessive noise separate from an authorized Library program.

Examples (includes but is not limited to): Loud talking, singing, playing a musical instrument or radio/cassette/CD player, using a portable telephone, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.

- Bringing animals or pets into the Library separate from authorized programs, with the exception of handicapped aid animals.
- Any behavior or actions not listed above will be left to the discretion of the library director or his/her designee for review and action.

In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents of young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.

Adults unaccompanied by children/teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.

The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.

Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the Library and/or arrest. Any patron whose privileges have been denied by the Library Director may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/99

Revised: 02/04/02

Revised 1/9/12

Revised 6/9/14

Revised 11/10/14



MEMORANDUM

DATE: August 10, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Meeting Room Policy (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Meeting Room Policy, staff reviewed policies from the following libraries: Appleton Public Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), and Waukesha Public Library.

The main intention of the proposed revisions is to reorganize the content for clarity. Other key changes include articulating the main purpose of spaces in the library, re-affirming the importance of equitable access to meeting room spaces in a manner similar to ALA's Library Bill of Rights, removing the Friends Rogers Room as a space available for public reservations due to the prominence of book sale materials in that room, and outlining how staff may proceed if someone reserves a space but does not show up for the reservation.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Meeting Room Policy.

ATTACHMENTS

1. 15_Meeting Room Policy REVISION DRAFT
2. 15_Meeting Room Policy REDLINE DRAFT
3. 15_Meeting Room Policy



Meeting Room Policy

Purpose

The primary purpose of spaces in the Dwight Foster Public Library is to allow the Library to conduct its business and to enable the Library to extend its own services and programs to the Fort Atkinson community. As a further service, the Library offers the use of its meeting rooms, when available, to members of the public. Public use of meeting rooms is not the primary purpose of the Library and may not interfere with the normal functions of the Library.

With that understanding, the Library welcomes the use of its meeting rooms and is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

For the purpose of the policy, the phrase “meeting room” applies to the FCCU Community Room, the Rotary Meeting Room, the Wisconsin Meeting Room, the Niedecker Room, the Boyer Study Room, and the Gates Study Room. The Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the City of Fort Atkinson and its boards and committees, and Bridges Library System may be exempted from any or all of these restrictions and conditions upon approval of the Library Director.

Rooms Available

Boyer Study Room (seats 4)
Gates Study Room (seats 4)
Niedecker Room (seats 8)
Wisconsin Meeting Room (seats 10)
Rotary Meeting Room (seats 12)
FCCU Community Room (seats 85)

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and

related activities. Permission to use library meeting rooms will be denied to an organization or meeting whose purpose is illegal.

If there is a request for the use of the rooms which the policy does not cover, the application will be referred to the Library Director or to the Library Board of Trustees for approval. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Process for Booking Meeting Rooms

Members of the public may reserve Library meeting rooms up to three months in advance.

Walk-in reservations are accepted.

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of the FCCU Community Room, the designated person responsible must be at least 21 years of age. If the responsible party is not in the building by the time the Library closes, the group is responsible for designating a new responsible party who will be present throughout the after-hours meeting.

It is the responsibility of the organization to make room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization.

Please notify the Library of a meeting room cancellation. If a group or an individual does not check in for their reserved meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations. Reserving a meeting room and failing to show for the scheduled time may result in denial of future reservations.

Hours of Availability

The Boyer, Gates, Niedecker, Wisconsin, and Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms.

Meetings held in the FCCU Community Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use this meeting room beyond library closing must indicate this when scheduling the room and sign a responsibility form.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

Meeting Room Usage and Restrictions

- Persons attending meetings are subject to all library rules, regulations, and policies. Individuals or groups that do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.
- The meeting rooms may be used free of charge if no staff time is needed for clean-up, security, etc.
- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the Library or a pre-approved educational group or institution for short-term classes, training, institutes, discussion groups, and forums.
- No organization may use the Library's address as its own organizational address.
- Except in cases of emergency, messages will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The Library will provide furnishings and equipment, such as chairs, tables, and audiovisual equipment, when available and when these have been requested in advance. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.

- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.
- Light refreshments may be served in meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.
- The Library reserves the right to monitor all meetings held on its premises.

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display, and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 5/1992

Revised: 2/3/1997

Revised: 10/5/1998

Revised: 8/7/2000

Revised: 12/6/2010

Revised: 5/2/2011

Revised: 1/9/2012

Revised: 5/9/2022

Revised: 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



Meeting Room Policy

Purpose

Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture, and recreation.

The primary purpose of the meeting room spaces in the Dwight Foster Public Library is to allow the Library to conduct its business and to enable the Library to extend its own services and programs to the Fort Atkinson community. As a further service, the Library offers the use of its meeting rooms, when available, to members of the public. The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth and its rules must be applied in a manner that takes particular account of their safety and welfare as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library and should not be allowed to disrupt the the Library's primary purposes services may not interfere with the normal functions of the Library.

With that understanding, the Library ~~does welcome~~ welcomes the use of its meeting rooms and is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

For the purpose of the policy, the phrase "meeting room" applies to the FCCU Community Room, the Rotary Meeting Room, the Wisconsin Meeting Room, the Niedecker Room, the Boyer Study Room, and the Gates Study Room. The Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the City of Fort Atkinson and its boards and committees, and Bridges Library System may be exempted from any or all of these restrictions and conditions upon approval of the Library Director.

offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis.

However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available

~~GatesBoyer Study Room (seats 4)~~
~~BoyerGates Study Room (seats 4)~~
~~Niedecker Room (seats 8)~~
~~Wisconsin Meeting Room (seats 10)~~
~~Rotary Meeting Room (seats 12)~~
FCCU Community Room (seats 85)
~~Friends Rogers Room (seats 4-8)~~
~~Wisconsin Meeting Room (seats 10-12)~~
~~Rotary Meeting Room (seats 12-14)~~
~~Gates Study Room (seats 4)~~
~~Boyer Study Room (seats 4)~~
~~Niedecker Room (seats 8)~~

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. ~~The Library reserves the right to monitor all meetings held on its premises.~~

Who May Not Use the Meeting Rooms

Permission to use library meeting rooms will be denied to an organization ~~and/or~~ meeting whose purpose is illegal.

If there is a request for the use of the rooms which the policy does not cover, the application will be referred to the Library Director or to the Library Board of Trustees for approval. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Process for Booking Meeting Rooms

Members of the public may reserve Library meeting rooms ~~may be reserved up to three months in advance.~~

Walk-in reservations are accepted if the meeting/study rooms are available.

Reservations must be made by a responsible member of the organization who will see that all regulations are followed.- In the event of after-hours use of ~~a meeting room~~ the FCCU Community Room, the designated person responsible must be at least 21 years of

age. ~~The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event.~~ If the responsible party is not in the building by the time the Library closes, the group is responsible for designating a new responsible party who is will be present at throughout the after-hours meeting. ~~Walk-in reservations are accepted if the meeting/study rooms are available.~~

It is the responsibility of the organization to make room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization.

Please notify the Library of a meeting room cancellation. If a group or an individual does not check in for their reserved meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations. Reserving a meeting room and failing to show for the scheduled time may result in denial of future reservations.

Hours of Availability

~~Meetings held in the FCCU Community Room and Friends Rogers Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use these this meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form.~~

The ~~Boyer, Gates, Niedecker, Wisconsin, and Wisconsin, Rotary, Gates, Boyer, and Niedecker~~ Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms and/or a charge to the responsible party.

Meetings held in the FCCU Community Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use this meeting room beyond library closing must indicate this when scheduling the room and sign a responsibility form.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

~~Programs Meeting room usage must not disrupt the use of the Library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.~~

~~The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. While the rooms are free of charge, donations are accepted and appreciated.~~

~~If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.~~

~~Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the Library of a meeting room cancellation three days prior to the event if possible. If a group or an individual does not check in for their meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations.~~

Meeting Room Usage and Restrictions~~Restrictions on Use~~

- ~~• Persons attending meetings are subject to all library rules, regulations, and policies. Individuals or groups that do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.~~
- ~~• The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc.~~
- ~~• Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates **that conflict with Library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the Jefferson County Literacy Council, the Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.**~~
- Private parties are not permitted.

- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the Library or a pre-approved educational group or institution for ~~short term~~short-term classes, training, institutes, discussion groups, and forums.
- No organization may use the Library's address as its own organizational address.
- Except in cases of emergency, messages will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The Library will provide furnishings and equipment, such as chairs, tables, ~~lectern, projectors, and projection screens~~and audiovisual equipment, when available and when these have been requested ~~on the application~~in advance. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment.- In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.
- ~~Meetings of all groups convening more than once should be organized on a scheduled basis. It is the responsibility of the organization to make the room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization. Applications for use of a meeting room may not be made more than three months in advance.~~
- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.

- Light refreshments may be served in meeting rooms.- Groups are responsible for providing their own refreshment and clean-up supplies.- Furthermore, groups are responsible for proper disposal of garbage. ~~No alcoholic beverages may be served without prior permission from the Library Board of Trustees.~~
- ~~Smoking is not permitted anywhere in the Library.~~
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.
- The Library reserves the right to monitor all meetings held on its premises.
-

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display, and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library.- No advertisements or announcements implying such endorsements will be permitted.

Approved by the Dwight Foster Public Library Board of Trustees

Adopted/Passed: 5/1992

Revised: 2/3/1997

Revised: 10/5/1998

Revised: 8/7/2000

Revised: 12/6/2010

Revised: 5/2/2011

Revised: 1/9/2012

Revised: 5/9/2022

Revised: 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



Meeting Room Policy

Purpose

Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture, and recreation.

The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth and its rules must be applied in a manner that takes particular account of their safety and welfare as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library and should not be allowed to disrupt the Library's primary purpose.

With that understanding, the Library does welcome the use of its meeting rooms and offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis. However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available

FCCU Community Room (seats 85)
Friends Rogers Room (seats 4-8)
Wisconsin Meeting Room (seats 10-12)
Rotary Meeting Room (seats 12-14)
Gates Study Room (seats 4)
Boyer Study Room (seats 4)
Niedecker Room (seats 8)

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library reserves the right to monitor all meetings held on its premises.

Who May Not Use the Meeting Rooms

Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal.

Process for Booking Meeting Rooms

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the Library closes, the group is responsible for designating a new responsible party who is present at the meeting. Walk-in reservations are accepted if the meeting/study rooms are available.

Hours of Availability

Meetings held in the FCCU Community Room and Friends Rogers Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use these meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form.

The Wisconsin, Rotary, Gates, Boyer, and Niedecker Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms and/or a charge to the responsible party.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

Programs must not disrupt the use of the Library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.

The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. While the rooms are free of charge, donations are accepted and appreciated.

If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the Library of a meeting room cancellation three days prior to the event if possible.

Restrictions on Use

- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the Jefferson County Literacy Council, the Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the Library or a pre-approved educational group or institution for short term classes, training, institutes, discussion groups, and forums.
- No organization may use the Library's address as its own organizational address.
- Except in cases of emergency, messages will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The Library will provide chairs, tables, lectern, projectors, and projection screens when available and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.
- Meetings of all groups convening more than once should be organized on a scheduled basis. It is the responsibility of the organization to make the reservations. Staff cannot anticipate the need for the use of a meeting room by

any organization. Applications for use of a meeting room may not be made more than three months in advance.

- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.
- Light refreshments may be served in meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage. No alcoholic beverages may be served without prior permission from the Library Board of Trustees.
- Smoking is not permitted anywhere in the Library.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display, and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

Adopted 5/92

Revised 2/3/97

Revised 10/5/98

Revised 8/7/00

Revised 12/6/2010

Revised 5/2/2011

Revised 1/9/12

Revised 5/9/22

Revised 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



MEMORANDUM

DATE: August 10, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Policy on Patron Privacy and Confidentiality, staff reviewed policies from the following libraries: Jefferson Public Library, Kaukauna Public Library, La Crosse Public Library, Menomonee Falls Public Library, Mukwonago Community Library, Pauline Haass Public Library (Sussex), Racine Public Library, Waukesha Public Library. Staff noticed significant similarities between different libraries' privacy policies.

The main intention of the proposed revisions is to update the policy for clarity, consistency, and accuracy. Key changes include providing information about the reading history feature, providing information about account associations enabling people to pick up others' holds, providing information about video surveillance in the library, and clarifying procedures for complying with law enforcement while recognizing that the Dwight Foster Public Library currently does not have a staff person with the Assistant Director position title.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable. Additionally, the Library Board's Policy Committee met on July 30, 2026 to discuss the recommended revisions.

FINANCIAL ANALYSIS

Staff does not anticipate any financial impact.

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Policy on Patron Privacy and Confidentiality.

ATTACHMENTS

1. 16_Patron Privacy and Confidentiality Policy REVISION DRAFT
2. 16_Patron Privacy and Confidentiality Policy REDLINE DRAFT
3. 16_Patron Privacy and Confidentiality Policy



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy and confidentiality in their library use.

Definition of Terms

- Privacy is the right to seek information through library resources without having the subject of interest known or examined by others.
- Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- Personally identifiable information is information such as name, library card number, email address, mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the Library in keeping records confidential. In certain circumstances, library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. Stat. § 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.

3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library. In this instance, the Library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.
4. To persons acting within the scope of their duties in the administration of the Library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the Library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.

3. Circulation History

Ninety days after an item is returned, the library system removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

4. Other Records

The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.
- Records for interlibrary loan requests or reference services.
- Records needed to sign up for or participate in library classes and programs.
- Records for use of meeting rooms.
- Records for receiving emails, phone calls, or text messages about library services, programs, and materials.

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wis. Stat. § 43.30. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

1. Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use.
- Do not share the library card, patron barcode, or password.

2. Keeping Account Information Up-To-Date

A patron may access his or her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. When updating his or her personal information, the patron may be asked to provide some sort of verification or identification card to ensure verification of identity.

3. Parents and Children

For the protection of patrons, parents or guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent or guardian.

4. Items On Hold

Cardholders may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that cardholders are welcome to fill out which authorizes the Library to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the Library if they choose to relinquish the authorization.

Online Services

The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. The Library encourages users to become familiar with the privacy policies of the other sites they visit.

The Library's website does not collect personally identifying information unless the patron requests a service via the website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and library system work with a variety of partners to provide digital content to users such as ebooks, digital audiobooks, digital magazines, videos, and music. Prior to checking out any of the Library's digital content, patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access

The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

Patrons may choose to take advantage of electronic checkout receipts, hold and overdue notices via email or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library Photographs and Recordings

The Library uses photographs and recordings to promote the services and programs it provides. Patrons may be photographed or recorded at the Library and those photographs or recordings may be used in marketing and promotions. Patrons are advised to notify library staff if they do not wish to be in photographs or recordings.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

Video surveillance data are considered to be protected public library records. State statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wis. Stat. § 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records

pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.

2. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Appendix A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, the staff member will contact the Library Director. In the event that the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor. Front-line library staff should not disclose any information to law enforcement personnel.
- The Library Director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the Library Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
- If the law enforcement official presents a search warrant, it is executable immediately. The Library Director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Library Director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The Library Director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The Library will keep a record of all legal requests.
- The Library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should then immediately contact the Library Director.

DRAFT



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and ~~or~~ staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy, ~~explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them~~ and confidentiality in their library use.

Definition of Terms

- ~~Privacy~~ is the right to seek information through ~~Library~~ resources without having the subject of interest known or examined by others.
- ~~Confidentiality~~ exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- ~~Personally identifiable information~~ is information such as name, library card number, e-mail address, ~~or~~ mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the ~~library~~ Library in keeping records confidential. In certain circumstances, ~~Library~~ library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

~~In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement. The staff procedure can be found here (provide link).~~

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act

(Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. Stat. ~~§~~ [Statute](#) 43.30 requires that library records may only be disclosed under the following circumstances:

- ~~1.~~ ~~1.~~ With the consent of the individual library user.
- ~~2.~~ ~~2.~~ To a custodial parent or legal guardian of a juvenile under 16 years of age.
- ~~3.~~ ~~3.~~ Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the ~~library~~ [Library](#). In this instance, the ~~library~~ [Library](#) shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the ~~L~~ibrary.
- ~~4.~~ ~~4.~~ To persons acting within the scope of their duties in the administration of the ~~library~~ [Library](#) or library system.
- ~~5.~~ ~~5.~~ To other libraries for interlibrary loan purposes.
- ~~6.~~ ~~6.~~ To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the ~~library~~ [Library](#) may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

♦2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. [Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.](#)

♦3. Circulation History

Ninety days after an item is returned, the ~~Library~~ ~~System~~ removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

◆4. Other Records

- ◆ The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- ◆ Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.
- ◆ Records for interlibrary loan requests or reference services.
- ◆ Records needed to sign up for or participate in library classes and programs.
- ◆ Records for use of meeting rooms.
- ◆ Records for receiving emails, phone calls, ~~and~~/or text messages about library services, ~~and~~ programs, and materials.

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to ~~Library~~ library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with ~~Wisconsin-Wis. Stat. State Law (§ 43.30)~~. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

—Protecting a Patron Account

1.

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- ◆ Log off systems after use.

- Do ~~not~~ share the library card, ~~user ID~~ patron barcodes, or ~~PIN~~ password.s

2. Keeping Account Information Up-To-Date

A patron may access his or her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. When updating his or her ~~A patron may view or update his/her~~ personal information, the patron in person. ~~He or she~~ may be asked to provide some sort of verification or identification card to ensure verification of identity.

—Parents and Children

3.

For the protection of patrons, parents or guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent or guardian.

4. Items ~~on~~ On hold Hold

Patrons ~~Cardholders of any age~~ may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that ~~patrons~~ cardholders are welcome to fill out which authorizes the ~~Library~~ to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the ~~Library~~ if they choose to relinquish the authorization.

Hold.s will be checked out on the library card presented at the time of check out.

Online Services

÷ The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. ~~We~~ The Library encourages ~~our~~ users to become familiar with the privacy policies of the other sites they visit.

The Library's website does not collect personally identifying information unless the patron requests a service via the Library website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal

information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and [Library-library System](#) work with a variety of partners to provide digital [media content to users such as \(eBooks, digital audio-books, digital magazines, videos, and music\)](#). Prior to checking out any of the [library's-Library's](#) digital [mediacontent](#), patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access

÷The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

÷Patrons may choose to take advantage of [electronic checkout receipts](#), ~~and~~ hold and overdue notices via email or text message, and similar services that send personally identifiable information related to [Library-library](#) use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library [Photographs and Recordings](#)

The Library uses photographs and recordings to promote the services and programs it provides. The library takes photos at Library programs and they Patrons may be photographed or recorded at the Library and those photographs or recordings may be posted ~~included to on the website, posted on social media, or used in~~ used in marketing and promotions. Patrons are advised to ~~step out of camera range or~~ notify Library library staff if they do not wish to be in photographs or recordings.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

Video surveillance data are considered to be protected public library records. State statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wis. Stat. § 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.
2. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement

authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Dwight Foster Public Library Meeting Rooms Use Records: ~~The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library may share contact information for the person responsible for meetings/events held at the library.)~~

Interlibrary Loan & Holds Records: ~~Patrons may borrow items not owned by the Dwight Foster Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.~~

Reference Interviews: ~~A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered. All paper that contains names of library card holders and any of their activity are shredded prior to disposal.~~

Appendix 1A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, ~~s/he~~the staff member will ~~immediately~~ contact the ~~Library~~ Director. ~~(In the director's absence, staff will contact the assistant director. In the event that neither can be reached the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.)~~
Front-line library sStaff should not disclose any information to law enforcement personnel.
- The ~~director~~Library Director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the ~~library~~Library ~~d~~Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. ~~In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.~~
- If the law enforcement official presents a search warrant, it is executable immediately. The ~~library~~Library ~~D~~irector or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The ~~library~~Library ~~d~~irector or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The ~~library~~Library ~~d~~irector or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The ~~library~~Library will keep a record of all legal requests.
- The ~~library~~Library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The ~~library~~Library and its staff must comply with this

order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, ~~the~~ library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should ~~the highest ranking person on duty is to contact law enforcement immediately. She/he should~~ then immediately contact the ~~library~~ Library Director.

~~Adopted: 2/05/1996~~

~~Revised: 12/1/2003~~

~~Revised: 9/9/2013~~

~~Revised: 3/8/2021~~



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and/or staff assistance is an important principle of the Library. This policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them.

Definition of Terms

- Privacy is the right to seek information through Library resources without having the subject of interest known or examined by others.
- Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- Personally identifiable information is information such as name, library card number, e-mail or mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the library in keeping records confidential. In certain circumstances, Library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56). In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement. The staff procedure can be found here ([provide link](#)).

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. State Statute 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
4. To persons acting within the scope of their duties in the administration of the library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

- To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.
- A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines.
- Ninety days after an item is returned, the Library System removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.
- The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:
 - ❖ Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database
 - ❖ Records for interlibrary loan requests or reference services

- ❖ Records needed to sign up for or participate in library classes and programs
- ❖ Records for use of meeting rooms
- ❖ Records for receiving emails and/or text messages about library services and programs. Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wisconsin State Law (43.30). The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use
- Don't share the library card, user IDs, or PINs

Keeping Account Information Up-To-Date

A patron may access his/her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update his/her personal information in person. He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

Parents and Children

For the protection of patrons, parents/guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent/guardian.

Items on hold

Patrons of any age may choose to have other people pick up their holds. Holds will be checked out on the library card presented at the time of check-out.

Online Services: The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. We encourage our users to become familiar with the privacy policies of the other sites they visit.

The Library website does not collect personally identifying information unless the patron requests a service via the Library website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information. The Library and Library System work with a variety of partners to provide digital media (eBooks, digital audio books, digital magazines, videos and music). Prior to checking out any of the library's digital media, patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access: The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services: Patrons may choose to take advantage of hold and overdue notices via email or text message and similar services that send personally identifiable information related to Library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library Photos: The library takes photos at Library programs and they may be posted to the website or used in promotions. Patrons are advised to step out of camera range or notify Library staff if they do not wish to be in photographs.

Dwight Foster Public Library Meeting Rooms Use Records: The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library may share contact information for the person responsible for meetings/events held at the library.)

Interlibrary Loan & Holds Records: Patrons may borrow items not owned by the Dwight Foster Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.

Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered. All paper that contains names of library card holders and any of their activity are shredded prior to disposal.

Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, s/he will *immediately* contact the director. (In the director's absence, staff will contact the assistant director. In the event that neither can be reached, the highest ranking person on duty is responsible for working with the requestor.) **Staff should not disclose any information to law enforcement personnel.**

- The director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a **subpoena**, the library director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.
- If the law enforcement official presents a **search warrant**, it is executable immediately. The library director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The library director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The library will keep a record of all legal requests.
- The library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life, the highest ranking person on duty is to contact law enforcement immediately. She/he should then immediately contact the library director.

Adopted: 2/05/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

TE19: Library Director Certification

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate must apply for it within three months of the date of hire.

It is not the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.³ The required level (grade) of certification depends on the population⁴ of the library's community. The certification grades and their corresponding educational requirements and populations are:

Grade 1

Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade 1 certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

Note: Temporary certification will be granted for one year to applicants for Grade 1 certification to allow completion of the Library and Information Science Master's Degree.

Grade 2

Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade 2 certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

³ While this summary should be helpful to you, you should see the latest edition of the Certification Manual for Wisconsin Public Library Directors for the most comprehensive and authoritative treatment of the certification requirements set forth in the Wisconsin Administrative Code Chapter PI 6.

⁴ For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

- OR Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

Note: Temporary certification will be granted to:

- Applicants for Grade 2 certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for Grade 2 certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

Grade 3

Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

Note: Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

Other types of certificates

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals' position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians must report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Bureau of Libraries recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director's certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

Sources of Additional Information

- [*Certification Manual for Wisconsin Public Library Directors*](#)
- Your library system continuing education validator
- Wisconsin DPI [Bureau of Libraries staff](#)