

# Jefferson County Library Service

Mailing Address: Dwight Foster Public Library  
209 Merchants Avenue  
Fort Atkinson, WI 53538  
(920) 563-7790

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## Jefferson County Library Board Meeting

**Date and Time:** November 6, 2025 at 5 p.m.

**Location:** Dwight Foster Public Library or via Zoom

<https://us02web.zoom.us/j/85290072062?pwd=Ij3kRqllbfRdN5iwrs1YTudv29Wenb.1>

Meeting ID: 852 9007 2062

Passcode: JvBm7PyM

## Agenda

1. Call to order
2. Approval of minutes of the July 2025 meeting - **Action**
3. Comments from the public
4. Correspondence
5. Administrator's report – Minetta Lippert
6. Report from Library System Representative – Art Biermeier
7. Report from Library System Director – Brittany Larson
8. Unfinished Business
  - A. Report on 2026 Jefferson County budget (Discussion)
9. New Business
  - A. Review Jefferson County Library Service guidelines (Discussion)
  - B. Discuss web accessibility requirements and the Jefferson County Library Service website (Discussion)
10. Reports from County libraries
11. Adjournment

## Link to Per Diem for this meeting

*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.*

**Jefferson County Library Board**  
**Minutes from July 29, 2025 Meeting**

Call to order Tim Semo 5pm

Board members present Art Biermeier, Tim Semo, Richard Moulding, Duane Scott, Amanda Golson, Brian Henning, Greg Haasch arrived by agenda item 9B

Board Members absent: Greg Haasch (for the first 30 minutes)

Others Present: Brittany Larson-Bridges Library System Director, Minetta Lippert-Dwight Foster Public Library Fort Atkinson, Diane Jaroch-Irvin Young Whitewater, Samantha Seeman-Cambridge, Peg Checkai-Watertown, Jodi Kessel Szpizar-Johnson Creek, Kelli Mountford-Karl Junginger Waterloo, Melissa Anderson-Jefferson, Gerard Saylor- Lake Mills

Call to order:

Comments from the public: none

No correspondence

Administrators Report- Minetta Lippert  
Will be presenting at the August County Board Meeting

Report from Library Systems Representative Art  
New director hired at Bridges, welcome Brittany. Many contracts are coming due, approved preliminary budget for 2026.

Report from Library Systems Director-Brittany Larson-Jefferson County remains in a net positive position. A new lease has been signed for the following three years. Bridges will remain in the building it is currently housed in.

Unfinished Business  
2024 Annual Report for Jefferson County Board- All libraries have contributed to the annual report that will be presented to the Jefferson County Board in August.

Accepted as presented Motioned by Art Beirmeir, second by Tim Semo. Approved

**New Business**

A. 2026 County Library Service operating budget request-Motioned by Tim Semo,  
second from Art Biermeier

B. Selection of County Resource Library 2026-Motioned by Duane Scott, Art Biermeier

Second

Art Yes

Amanda Yes  
Richard Yes  
Brian Yes  
Duane Yes  
Tim Yes

C. 2026 County Resource Library Budget Request-Motioned by Tim Semo, second from Rich Moulding

Art Yes  
Amanda Yes  
Richard Yes  
Brian Yes  
Duane Yes  
Greg Yes  
Tim Yes

D. eContent offerings from County libraries-Discussion on digital offerings

#### Reports from County libraries

Gerard-Summer reading program numbers are trending upward with teen numbers doubling. Continued work on the building with possible one story addition to the north, working on city approval.

Samantha-Summer reading program is doing well, but down from last year. Annual book sale from Friends of the Library will take place next weekend. Drive up window construction will start on Monday.

Minetta-June circulation numbers are great, youth summer reading program is going well, the building is navigating some facilities difficulties

Melissa-Summer library program numbers highest in the past 4-5 years, including increased circulation. Two meeting rooms have been added and are used frequently. Bridges grant has been used to install custom vinyl wrap on pick up lockers. Jefferson soft launched Vega, new discovery layer.

Diane-Building project is moving along well and hoping to open in November. Curbside service only at this time, but it is going well. Library name change has been approved and will be the Whitewater Public Library and have received funding for rebranding effort. Currently interviewing for maker space librarian.

Jodi-Summer reading program had higher numbers than last year. Finalizing strategic plan. Hosting the summer learning program, youth services wrap up. Upcoming wellness in the creek event.

Kelli- summer reading program has over 500 signed up. Wrapped up strategic plan recently approval will take place next month. Two new student workers have been hired and are splitting hours. Hosted sourdough starter class. Yoga on the lawn has been well attended. Will be closing the library for a day in August for staff in service. Infrastructure issue with leaking roof. Seeking input for an AI policy.

Peg-Watertown public library and all county libraries are contributing to quality of life. Continued struggles with air conditioning failing. Welcomed two new staff members, open 7 days a week and fully staffed for the first time in years. Billboards have been put up promoting the Watertown public library.

Motion to adjourn was made by Art Biermeier and second by Brian Henning at 6:04pm.

## Jefferson County Library Service Guidelines

To ensure all Jefferson County residents receive quality public library service, the Jefferson County Library Board seeks to support and strengthen established municipal libraries. To that end, the following guidelines have been adopted.

Chapter 43.11 (d) and Chapter 43.64 (2m) of the Wisconsin State Statutes allows counties to set standards for public libraries. However, the Jefferson County library board seeks to encourage rather than penalize. Therefore, the following are set forth as minimum guidelines and not legally required standards. It should be noted that the state of Wisconsin has published library standards. Please consult: Wisconsin Public Library Standards (Wisconsin Department of Public Instruction) at <https://dpi.wi.gov/libraries/public-libraries/planning-evaluation> for further information.

The Jefferson County Library Board seeks to do its part to encourage excellence in public library service within our county. Excellence is not a mere dream. Despite the multifaceted character of the nation's public libraries and diverse communities they serve, excellence is achieved daily. Three principles are worth noting:

*--Excellence must be defined locally - it results when library services match community needs, interests, and priorities*

*--Excellence is possible for both small and large libraries - it rests more on commitment than on unlimited resources*

*--Excellence is a moving target - even when achieved, excellence must continually be maintained*

Each community must do the work to set its own standards for excellence in public library service. An annual review of these guidelines can be a step in a continuous process of self-evaluation and planning that leads toward excellence.

All county libraries should:

- Provide free, equal, and easy public access to all library services to county residents.
- Be in compliance with all requirements for library system membership and participate in system activities.
- Be governed by Boards of Trustees which represent their communities and are responsible for ensuring that library services meet community needs.
- Provide an orientation and/or manual for new library board trustees.
- Encourage trustees to take part in continuing education and enrichment programs.

- Have long range plans that articulate their mission and plans for achieving results.
- Adopt and maintain policies that guide operations.
- Draw support from their communities and spend public funds responsibly. It should be noted that the public library must be supported by funds from local government on a permanent basis; special grants and donations supplement, but do not supplant, the responsibility of the local funding authority to support the library.
- Provide accurate accounting of budget and expenditures.
- Encourage gifts and bequests to augment the primary funding sources.
- Cooperate with other libraries and community agencies to broaden their services and engage partners.
- Have trained staff and properly certified library directors responsible for their overall operation.
- Provide collections which are important community resources.
- Provide a clean, safe, and an ADA accessible facility.
- Provide patron access to the Internet, governed by locally determined policy.
- Maintain a website that provides access to the library's catalog, an up-to-date calendar, subscription databases such as BadgerLink, e-content, and the library board agendas and minutes.
- Offer services and programs for all ages that are appropriate to the mission of the library.
- Encourage volunteers, Friends, and/or other support groups to work for the library to broaden library services and increase community involvement.
- Conduct an annual review of the library director.
- Annually assess their library's performance against the guidelines.

**Adopted by the Jefferson County Library Board on December 3, 2024**