Jefferson County Library Service

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

Jefferson County Library Board Meeting

Date and Time: November 5, 2026 at 5 p.m.
Location: Dwight Foster Public Library or via Zoom
https://us02web.zoom.us/j/82719211032?pwd=jO6mE5l5SXrExEFujGT7iPEQ2jPpa7.1
Meeting ID: 827 1921 1032
Passcode: m4pPDi8j

Agenda

1. Call to order
2. Roll call and introductions
3. Approval of minutes of the July 29, 2026 meeting (Action)
4. Comments from the public
5. Correspondence
6. Administrator's report – Minetta Lippert
7. Report from Library System Representative – Art Biermeier
8. Report from Library System Director – Brittany Larson
9. Unfinished Business
   A. Report on 2027 Jefferson County budget (Discussion)
10. New Business
    A. Review Jefferson County Library Service guidelines (Discussion)
    B. Discuss questionnaire from Bridges strategic planning process (Discussion)
    C. Resolution honoring Art Biermeier (Action)
11. Reports from County libraries
12. Adjournment

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 Meeting
July 29, 2026 at 5 p.m.
Location: Karl Junginger Memorial Library
625 N. Monroe St, Waterloo
and via Zoom

Trustees Present: Art Biermeier, Duane Scott, Tim Semo, Erin O'Neill, Tonya Olson, Richard Moulding

Trustees Absent: Amanda Golson

Others Present: Brittany Larson (Bridges), Minetta Lippert (Fort Atkinson), Kelli Mountford (Waterloo), Jodi Kessel Szpiszar (Johnson Creek), Jamie Hernandez (Watertown), Diane Jaroch (Whitewater), Gerard Saylor (Lake Mills), Melissa Anderson (Jefferson)

1. Call to order: President Tim Semo called the meeting to order at 5 p.m.

2. Approval of minutes of the April 2, 2026 meeting: Motion to accept the minutes by Art Biermeier; second by Duane Scott; motion carried.

3. Comments from the public: None

4. Correspondence: None

5. Administrator's report: Minetta Lippert shared about the Jefferson County Libraries' 2025 annual report, the budget meeting scheduled for August 12, the budget hearing scheduled for September 16, libraries' summer reading programs, the system-wide "Tracks in the Stacks" treasure hunt, Trustee Training week, the library service's web presence, reports for an internal County newsletter, and Bridges Trustee appreciation event coming up on September 29.

6. Report from Library System Representative: Art Biermeier shared that the Bridges Board approved the preliminary budget and Waukesha County circulation reports.

7. Report from Library System Director: Brittany Larson shared about library issues and trends at the federal, state, system, and local level.

8.a. 2025 Annual Report for the Jefferson County Board: Motion to accept the 2025 annual report by Art Biermeier; second by Richard Moulding; motion carried.

9.a. 2027 County Library Service operating budget request: Brittany reviewed the 2027 operating budget request for the Jefferson County Library Service. Motion to approve the operating budget request by Art Biermeier; second by Tim Semo; motion carried with a roll call vote (Biermeier, Moulding, Olson, O'Neill, Scott, and Semo all voted yes).

9.b. Selection of County Resource Library for 2027: Motion to maintain the Dwight Foster Public Library in Fort Atkinson as the county resource library made by Tim Semo; second by Duane Scott; motion carried.

9.c. 2027 County Resource Library budget request: Motion to request $700 for the resource library's administrative service made by Duane Scott; second by Tonya Olson; motion carried with a roll call vote (Biermeier, Moulding, Olson, O'Neill, Scott, and Semo all voted yes).

10. Reports from County libraries: Directors present shared about the happenings at their libraries including a building project, summer reading programs, circulation numbers, staff changes, innovations such as self checkout machines and wearable panic devices for staff members, and engaging library programs.

11. Adjournment: Motion to adjourn the meeting at 6:02 p.m. by Art Biermeier; second by Richard Moulding; motion carried.

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