



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, November 19, 2025

6:30 PM

Library Board Room and Zoom:
<https://servetosa.zoom.us/j/85417254394>,
Meeting ID: 854 1725 4394

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe the meeting in-person or via Zoom at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of meeting minutes from October 15, 2025 [25-2194](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-2195](#)
2. Monthly operating vouchers ratification [25-2196](#)
3. President's report [25-2197](#)
4. Director's report [25-2199](#)
5. Wauwatosa Public Library Foundation report [25-2201](#)

NEW BUSINESS

1. Trustee Essentials 22: Freedom of expression and inquiry [25-2204](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the Wauwatosa Library at (414) 471-8487 or send an email to tosainfo@wauwatosalibrary.org, with as much advance notice as possible.



Wauwatosa, WI

Library Board of Trustees

Meeting Minutes

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, October 15, 2025

6:30 PM

Library Board Room and Zoom:
<https://servetosa.zoom.us/j/85417254394>,
Meeting ID: 854 1725 4394

Regular Meeting

CALL TO ORDER

President Causier called the meeting to order at 7:30 pm.

ROLL CALL

Present 6 Trustee Bill Andrae
Board President Kathy Causier
Trustee Monica Deluhery
Trustee CJ Dykstra
Trustee Christine Lindstrom
Trustee - School District Representative Meegan Archambo

Excused 3 Trustee Lauren Roznowski Hayden
Trustee Brian Began
Trustee Mary Nelson

APPROVAL OF MINUTES

1. Approval of meeting minutes from September 17, 2025 [25-1858](#)
RESULT: APPROVED
MOVER: Monica Deluhery
SECONDER: Christine Lindstrom
Aye 6 Andrae, Causier, Deluhery, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Began, and Nelson

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-1859](#)
2. Monthly operating vouchers ratification [25-1860](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: CJ Dykstra
Aye 6 Andrae, Causier, Deluhery, Dykstra, Lindstrom, and Archambo

- Excused 3** Roznowski Hayden, Began, and Nelson
3. President's report [25-1861](#)
4. Director's report [25-1862](#)
5. Wauwatosa Public Library Foundation report [25-1863](#)

NEW BUSINESS

1. Library Agency Trust funding request: Adjustable OPAC stands [25-1864](#)
- RESULT:** APPROVED
MOVER: Bill Andrae
SECONDER: Christine Lindstrom
- Aye 6** Andrae, Causier, Deluhery, Dykstra, Lindstrom, and Archambo
- Excused 3** Roznowski Hayden, Began, and Nelson
2. 2026 Library calendar [25-1865](#)
- RESULT:** APPROVED
MOVER: Bill Andrae
SECONDER: Christine Lindstrom
- Aye 6** Andrae, Causier, Deluhery, Dykstra, Lindstrom, and Archambo
- Excused 3** Roznowski Hayden, Began, and Nelson
3. Trustee Essentials 21: The Library Board and accessible services [25-1866](#)

ADJOURNMENT

President Causier adjourned the meeting at 7:03 pm.

Fiscal Year	2025
Period	All
Fund	35 - LIBRARY
Segment 5	510 - LIBRARY

November 11, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,504,271.61	\$3,511,579.36	\$2,763,118.71	\$748,460.65	79%
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$1,372,186.59	\$347,880.70	80%
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$1,164,188.13	\$562,697.28	67%
5050 - OFF TIME	\$0.00	\$0.00	\$207,998.46	(\$207,998.46)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
51 - OVERTIME	\$0.00	\$0.00	\$764.03	(\$764.03)	
5110 - OVERTIME	\$0.00	\$0.00	\$764.03	(\$764.03)	
52 - BENEFITS	\$589,032.10	\$589,032.10	\$381,367.18	\$207,664.92	65%
5210 - FRINGE	\$349,916.10	\$349,916.10	\$192,137.10	\$157,779.00	55%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$9,644.94	\$2,328.06	81%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$101,994.02	\$28,539.98	78%
5240 - WRS	\$96,609.00	\$96,609.00	\$77,591.12	\$19,017.88	80%
60 - OPERATING	\$456,282.00	\$463,589.75	\$330,651.43	\$132,938.32	71%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$3,559.36	\$6,940.64	34%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$10,127.21	\$1,872.79	84%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$11,069.61	(\$359.61)	103%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$1,296.02	\$2,085.98	38%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$279,132.69	\$106,867.31	72%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$9,254.45	\$5,025.55	65%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$533.61	\$466.39	53%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$3,890.84	(\$320.84)	109%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$6,035.81	\$1,104.19	85%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$5,751.83	\$9,255.92	38%
62 - SERVICES	\$47,272.22	\$47,272.22	\$43,813.33	\$3,458.89	93%
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$39,744.18	\$2,037.32	95%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$460.32	\$1,039.68	31%
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$1,269.36	\$121.36	91%
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$2,339.47	\$260.53	90%
63 - UTILITIES	\$800.00	\$800.00	\$758.31	\$41.69	95%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$758.31	\$41.69	95%
64 - FIXED CHARGES	\$8,330.00	\$8,330.00	\$7,963.95	\$366.05	96%
6409 - SOFTWARE HOSTING	\$4,575.00	\$4,575.00	\$4,375.69	\$199.31	96%
6411 - SOFTWARE MAINT	\$3,755.00	\$3,755.00	\$3,588.26	\$166.74	96%
65 - INTERNAL CHARGES	\$682,488.00	\$682,488.00	\$625,613.89	\$56,874.11	92%
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$182,059.79	\$16,551.21	92%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$443,554.10	\$40,322.90	92%
70 - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	(\$3,504,271.61)	(\$3,508,579.42)	(\$383,014.03)	(\$3,125,565.39)	11%
43 - INTERGOVT REVENUES	\$0.00	\$0.00	(\$357.00)	\$357.00	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$357.00)	\$357.00	
45 - FINES AND PENALTIES	(\$7,000.00)	(\$7,000.00)	(\$7,720.60)	\$720.60	110%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$7,720.60)	\$720.60	110%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$25,309.60)	\$809.60	103%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$7,966.78)	(\$533.22)	94%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$17,342.82)	\$1,342.82	108%
47 - INTERGOVT CHRG	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
4708 - CHARGES TO OTHER LIBRARIES - M	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
48 - MISCELLANEOUS	(\$19,800.00)	(\$24,107.81)	(\$24,823.83)	\$716.02	103%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$18,220.58)	\$1,220.58	107%
4820 - P-CARD REBATE	\$0.00	(\$4,307.81)	(\$4,307.81)	\$0.00	100%
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$2,800.00)	(\$2,800.00)	(\$2,295.44)	(\$504.56)	82%
49 - OTHER SOURCES	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%
4960 - TRANSFER FROM GENERAL FUND	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%

Fiscal Year	2025	November 11, 2025
Period	All	
Fund	15 - AGENCY	
Segment 5	947 - LIBRARY TRUST	

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$0.00	\$351,638.65	\$74,383.31	\$277,255.34	21%
60 - OPERATING	\$0.00	\$351,638.65	\$74,383.31	\$277,255.34	21%
6099 - OTHER EXPENSES	\$0.00	\$351,638.65	\$74,383.31	\$277,255.34	21%
66 - OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	
6602 - BUDGET ONLY	\$0.00	\$0.00	\$0.00	\$0.00	
6604 - DONATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	
70 - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
90 - TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	
9012 - TRANSFER TO CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	\$0.00	\$0.00	(\$71,486.36)	\$71,486.36	
43 - INTERGOVT REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	
48 - MISCELLANEOUS	\$0.00	\$0.00	(\$71,486.36)	\$71,486.36	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$9,286.02)	\$9,286.02	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$3,098.18)	\$3,098.18	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
4899 - OTHER MISCELLANEOUS REVENUES	\$0.00	\$0.00	(\$59,102.16)	\$59,102.16	
49 - OTHER SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	
4976 - TRANSFER FROM LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total	\$0.00	\$351,638.65	\$2,896.95	\$348,741.70	1%

Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

Vendor Name	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833						
	78228	10/16/2025	material 57.88 advd 57.88 special*	35510103 - 6006	BOOKS AND PERIODICALS	\$115.76
	78244	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.61
	78256	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$151.38
	78257	10/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$51.03
	78258	10/16/2025	material jthings*	35510103 - 6006	BOOKS AND PERIODICALS	\$209.01
	78261	10/16/2025	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.38
	78290	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$24.99
	78301	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.08
	78302	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$41.79
	78303	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$25.86
	78304	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$50.15
	78305	10/16/2025	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$83.60
	78306	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$39.69
	78324	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$9.41
	78325	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$8.99
	78326	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.36
	78342	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$150.46
	78348	10/16/2025	office supplies refund	35510000 - 6003	OFFICE SUPPLIES	-\$68.58
	78349	10/16/2025	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00
	78350	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.39
	78352	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$22.61
	78363	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$16.99
	78374	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.71
	78407	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$22.98
	78424	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.79
	78425	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$48.00
	78426	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$38.61
	78427	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.67
	78496	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$219.98
	78515	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$28.45
	78516	10/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$427.51
	78533	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.94
	78534	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$29.90
	78562	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$25.97
	78599	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$48.00
	78600	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.10
	78612	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$21.98
	78629	10/16/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.72

Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

78630	10/16/2025	Book Agrnv*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.00
78632	10/16/2025	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$67.07
78633	10/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$276.38
78634	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$53.36
78635	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$28.52
78636	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.96
78637	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$104.94
78657	10/16/2025	programming supplies kids	35510104 - 6006	BOOKS AND PERIODICALS	\$77.23
78658	10/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$23.89
78659	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$42.99
78660	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$15.98
78661	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$26.99
78664	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.18
78677	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.49
78678	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.37
78679	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.55
78680	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00
78735	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.44
78738	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.94
78739	10/16/2025	Book lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.25
78740	10/16/2025	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$149.89
78741	10/16/2025	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$632.67
78762	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$13.49
78763	10/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$75.90
78764	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$4.52
78767	10/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	-\$16.49
78779	10/16/2025	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.63
78812	10/16/2025	Book 19.95 Asoc 59.67 Amed*	35510103 - 6006	BOOKS AND PERIODICALS	\$79.62
78813	10/16/2025	Book Alit*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.93
78814	10/16/2025	Book yaarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$21.98
78818	10/16/2025	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.75
78819	10/16/2025	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$63.00
78831	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.92
78832	10/16/2025	Book amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$168.05
78833	10/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.98
78835	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.20

AMAZON

74

\$4,261.84

AMERICAN LIBRARY ASSOCIATION - 13

78373	10/16/2025	Books	35510000 - 6006	BOOKS AND PERIODICALS	\$58.78
78493	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$116.82

Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

12886309	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$92.80
AMERICAN LIBRARY ASSOCIATION				3	\$268.40

AQUATIC REALMZ - 1689

AR2847	10/16/2025	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$96.99
AQUATIC REALMZ				1	\$96.99

BAKER & TAYLOR BOOKS - 31

2039272372	10/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$132.23
2039235308	10/16/2025	Books 61.50 jbkcs*	35510104 - 6006	BOOKS AND PERIODICALS	\$457.87
2039248805	10/16/2025	Books 54.36 jbkcs*	35510104 - 6006	BOOKS AND PERIODICALS	\$300.26
2039268170	10/16/2025	Books 27.18 jbkcs*	35510104 - 6006	BOOKS AND PERIODICALS	\$189.26
2039245167	10/16/2025	Books 45.52 jbkcs*	35510104 - 6006	BOOKS AND PERIODICALS	\$445.88
2039274653	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$214.11
2039038064	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$97.20
2039123289	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$98.40
2039279492	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$448.97
2039275909	10/16/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$11.37
2039276933	10/16/2025	Book 90 Aref 75.53 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$165.53
2039279453	10/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$132.86
2039277259	10/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$373.21
2039279455	10/16/2025	Books arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$147.52
2039283588	10/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$50.20
2039283906	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$193.33
2039282367	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$290.65
2039286199	10/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$40.08
2039286794	10/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$64.26
BAKER & TAYLOR BOOKS				19	\$3,853.19

BLACKSTONE PUBLISHING - 380

78390	10/16/2025	material abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$176.40
2212250	10/16/2025	material abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$164.78
BLACKSTONE PUBLISHING				2	\$341.18

CENGAGE LEARNING INC - 1010

999101614889	10/17/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$77.97
CENGAGE LEARNING INC				1	\$77.97

CENTER POINT LARGE PRINT - 870

2194073	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$49.14
2191088	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.28
2201513	10/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$49.14
CENTER POINT LARGE PRINT				3	\$196.56

CITY OF WAUWATOSA - 295

78768	10/16/2025	credit card test	35510000 - 6211	CREDIT CARD PROCESSING	-\$1.00
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Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

DEMCO - 76	78770	10/16/2025	credit card test	35510000 - 6211	CREDIT CARD PROCESSING	\$1.00
	CITY OF WAUWATOSA				2	\$0.00
	78577	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$108.85
	DEMCO				1	\$108.85
DISCOUNT PAPER PRODUCTS INC - 945						
	78494	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$411.25
	DISCOUNT PAPER PRODUCTS INC				1	\$411.25
EBAY - 515						
	78410	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$48.14
	EBAY				1	\$48.14
FORWARD TS - 211						
	AR 265535	10/6/2025	copier service	35510000 - 6202	GENERAL SERVICES	\$549.85
	FORWARD TS				1	\$549.85
GREY HOUSE PUBLISHING - 1637						
	191517	10/16/2025	Book Arpabus*	38510000 - 6006	BOOKS AND PERIODICALS	\$117.00
	GREY HOUSE PUBLISHING				1	\$117.00
HOMEDEPOT.COM - 444						
	78627	10/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$199.00
	HOMEDEPOT.COM				1	\$199.00
INGRAM LIBRARY SERVICES LLC - 2432						
	90364091	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$303.21
	90348951-3	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$56.59
	90379907-10	10/16/2025	Books adult, jbks, arpa	35510103 - 6006	BOOKS AND PERIODICALS	\$41.07
				35510104 - 6006	BOOKS AND PERIODICALS	\$341.58
				38510000 - 6006	BOOKS AND PERIODICALS	\$10.17
	90387190-2	10/16/2025	Books adult & jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$19.15
				35510104 - 6006	BOOKS AND PERIODICALS	\$51.56
	90379898-906	10/16/2025	Books Arpa, adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$26.27
				35510104 - 6006	BOOKS AND PERIODICALS	\$201.44
				38510000 - 6006	BOOKS AND PERIODICALS	\$22.51
	90420361-63	10/16/2025	Books adult & jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$16.71
				35510104 - 6006	BOOKS AND PERIODICALS	\$49.19
	90440438-42	10/16/2025	Books Arpa, adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$64.40
				35510104 - 6006	BOOKS AND PERIODICALS	\$86.93
				38510000 - 6006	BOOKS AND PERIODICALS	\$18.00
	90440443-51	10/16/2025	Books Arpa, adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$568.63
				35510104 - 6006	BOOKS AND PERIODICALS	\$317.51
				38510000 - 6006	BOOKS AND PERIODICALS	\$16.59
	90452718-9	10/16/2025	Books adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$40.84

			35510104 - 6006	BOOKS AND PERIODICALS	\$67.22
90452720-1	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$289.56
90477817-22	10/16/2025	Books adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$35.80
			35510104 - 6006	BOOKS AND PERIODICALS	\$392.46
90477823	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$487.94
90518642-44	10/16/2025	Books adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$16.92
			35510104 - 6006	BOOKS AND PERIODICALS	\$17.71
90532643-45	10/16/2025	Books adult, arpa, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$102.17
			35510104 - 6006	BOOKS AND PERIODICALS	\$25.16
			38510000 - 6006	BOOKS AND PERIODICALS	\$54.89
90587069-71	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$75.25
			35510104 - 6006	BOOKS AND PERIODICALS	\$75.00
90580900-914	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$531.40
			35510104 - 6006	BOOKS AND PERIODICALS	\$97.56
			38510000 - 6006	BOOKS AND PERIODICALS	\$288.50
90609957-59	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$17.72
			35510104 - 6006	BOOKS AND PERIODICALS	\$23.21
90609960	10/16/2025	Book Afic	35510103 - 6006	BOOKS AND PERIODICALS	\$16.75
90621086-89	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$44.54
			35510104 - 6006	BOOKS AND PERIODICALS	\$177.94
90644043-53	10/16/2025	Books adult, kids, arpa	35510103 - 6006	BOOKS AND PERIODICALS	\$30.31
			35510104 - 6006	BOOKS AND PERIODICALS	\$319.82
			38510000 - 6006	BOOKS AND PERIODICALS	\$16.62
90644054-63	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$68.86
			35510104 - 6006	BOOKS AND PERIODICALS	\$824.60
90644064-77	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$741.55
			35510104 - 6006	BOOKS AND PERIODICALS	\$335.76
90652223	10/16/2025	Book Afic	35510103 - 6006	BOOKS AND PERIODICALS	\$20.40
90704827-8	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$62.18
90692511-18	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$32.39
			35510104 - 6006	BOOKS AND PERIODICALS	\$147.65
90692505-10	10/16/2025	Books adult, kids, arpa	35510103 - 6006	BOOKS AND PERIODICALS	\$525.74
			35510104 - 6006	BOOKS AND PERIODICALS	\$712.79
			38510000 - 6006	BOOKS AND PERIODICALS	\$239.11
90704820-26	10/16/2025	Books adult, kids, arpa	35510103 - 6006	BOOKS AND PERIODICALS	\$254.96
			35510104 - 6006	BOOKS AND PERIODICALS	\$314.70
			38510000 - 6006	BOOKS AND PERIODICALS	\$19.25
90724685	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$17.64
			35510104 - 6006	BOOKS AND PERIODICALS	\$11.75
90724675-84	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$83.77

			35510104 - 6006	BOOKS AND PERIODICALS	\$130.63
90756567-79	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$62.41
			35510104 - 6006	BOOKS AND PERIODICALS	\$448.00
			38510000 - 6006	BOOKS AND PERIODICALS	\$378.72
90756581-3	10/16/2025	Books arpa, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$134.19
			38510000 - 6006	BOOKS AND PERIODICALS	\$474.68
90756580	10/16/2025	Book adult	35510103 - 6006	BOOKS AND PERIODICALS	\$18.40
90814361-69	10/16/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$493.32
			35510104 - 6006	BOOKS AND PERIODICALS	\$30.24
			38510000 - 6006	BOOKS AND PERIODICALS	\$9.81
90824774-83	10/16/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$37.75
			35510104 - 6006	BOOKS AND PERIODICALS	\$81.56
			38510000 - 6006	BOOKS AND PERIODICALS	\$194.85
90875017	10/16/2025	Book adult	35510103 - 6006	BOOKS AND PERIODICALS	\$58.50
90859756-64	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$240.24
			35510104 - 6006	BOOKS AND PERIODICALS	\$31.65
			38510000 - 6006	BOOKS AND PERIODICALS	\$28.23
90859765-83	10/16/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$289.69
			35510104 - 6006	BOOKS AND PERIODICALS	\$202.93
			38510000 - 6006	BOOKS AND PERIODICALS	\$110.32
90903222-28	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$117.85
			35510104 - 6006	BOOKS AND PERIODICALS	\$6.05
			38510000 - 6006	BOOKS AND PERIODICALS	\$40.08
90922539-40	10/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$26.08
90930363-65	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$40.78
			35510104 - 6006	BOOKS AND PERIODICALS	\$13.41
90953744-51	10/16/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$99.26
			35510104 - 6006	BOOKS AND PERIODICALS	\$107.08
			38510000 - 6006	BOOKS AND PERIODICALS	\$44.72
90953753-65	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$256.77
			35510104 - 6006	BOOKS AND PERIODICALS	\$343.57
			38510000 - 6006	BOOKS AND PERIODICALS	\$71.02
90953752	10/16/2025	Book jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$13.44
90983595-602	10/16/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$7.51
			35510104 - 6006	BOOKS AND PERIODICALS	\$454.74
			38510000 - 6006	BOOKS AND PERIODICALS	\$20.46
90989170	10/16/2025	Book adult	35510103 - 6006	BOOKS AND PERIODICALS	\$20.40
90983593-4	10/16/2025	Books Arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$33.60
			38510000 - 6006	BOOKS AND PERIODICALS	\$20.52
90989163-69	10/16/2025	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$37.47

Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

			35510104 - 6006	BOOKS AND PERIODICALS	\$226.05
90983584-92	10/16/2025	Books arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$958.57
			38510000 - 6006	BOOKS AND PERIODICALS	\$17.16
			INGRAM LIBRARY SERVICES LLC	48	\$16,302.69

JENNIFER ELIZABETH KLEMENS - 2238

12072025	10/28/2025	programming adult	35510103 - 6027	PROGRAMMING	\$30.00
			JENNIFER ELIZABETH KLEMENS	1	\$30.00

KANOPY INC - 1657

471599	9/30/2025	material Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$814.30
			KANOPY INC	1	\$814.30

MIDWEST TAPE - 333

507846449	10/6/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$62.96
507846471	10/6/2025	material jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$117.58
507875290	10/13/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$22.48
507912755	10/21/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$50.98
507912757	10/21/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$415.11
507931282	10/24/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$113.58
507931283	10/24/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$31.48
507931285	10/24/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$15.74
			MIDWEST TAPE	8	\$829.91

MILWAUKEE CO FEDERATED LIBRARY

FL-03789	10/13/2025	postage	35510000 - 6013	POSTAGE	\$53.19
			MILWAUKEE CO FEDERATED LIBRARY SYSTEM	1	\$53.19

MINUTEMAN PRESS - 196

78543	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$63.64
			MINUTEMAN PRESS	1	\$63.64

ONE TIME VENDOR - 99999

10022025	10/2/2025	other expenses	35510000 - 6099	OTHER EXPENSES	\$28.00
11042025	10/7/2025	programming adult	35510103 - 6027	PROGRAMMING	\$150.00
78296	10/16/2025	processing supplies and programming YA	35510000 - 6008	OTHER SUPPLIES	\$16.95
			35510103 - 6027	PROGRAMMING	\$24.30
78371	10/16/2025	material aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$42.36
78389	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$20.98
78406	10/16/2025	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$111.69
78505	10/16/2025	programming supplies	35510103 - 6027	PROGRAMMING	\$12.27
78540	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$4.14
78595	10/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$23.85
78625	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$26.97
78626	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$9.52
78681	10/16/2025	Book Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$170.50

Library

Invoice Due Dates: 10/1/2025 thru 10/31/2025

78702	10/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$7.08
78724	10/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$2.99
78725	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$58.46
78756	10/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$10.27
78765	10/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.95
813700	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$133.06
78826	10/16/2025	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$66.93

ONE TIME VENDOR	19	\$950.27
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PLAYAWAY PRODUCTS LLC - 2424

78561	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$69.99
26347	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$90.99
78796	10/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$70.99

PLAYAWAY PRODUCTS LLC	3	\$231.97
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TARGET STORES 25 - 264

78369	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$47.11
78381	10/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$172.64
78504	10/16/2025	supplies for outreach	35510000 - 6003	OFFICE SUPPLIES	\$44.67
78624	10/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$3.00

TARGET STORES 25	4	\$267.42
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TASTE OF HOME - 1700

78563	10/16/2025	material Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.98
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TASTE OF HOME	1	\$39.98
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U OF M MINITEX - 443

78736	10/16/2025	Arpa processing supplies	38510000 - 6008	OTHER SUPPLIES	\$813.00
78737	10/16/2025	Arpa processing supplies	38510000 - 6008	OTHER SUPPLIES	\$813.00

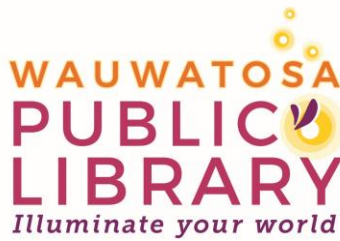
U OF M MINITEX	2	\$1,626.00
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WISCONSIN LIBRARY ASSOCIATION - 1127

23985	10/16/2025	membership dues and conference registration	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$450.00
			35510000 - 6005	MEMBERSHIPS AND DUES	\$225.00
24100	10/16/2025	professional membership	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$250.00
24141	10/16/2025	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$585.00

WISCONSIN LIBRARY ASSOCIATION	3	\$1,510.00
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Grand Total	203	\$33,249.59
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Director's Report November 2025

1. Circulation update (from Alanna Maddox, Circulation Supervisor):
19 of the 24 Circulation Staff members were able to attend Staff Training Day on 10-10-25. A representative from the Cities and Villages Mutual Insurance Company provided two free workshops - *Time Management* and *Stress Management*. That was followed by the Wauwatosa Fire Department who gave a presentation on first aid and fire safety.

November is a content checking month for juvenile books. Circulation staff are busy flipping through every juvenile book they process for any signs of damage. The Children's Librarians can then assess the book and decide whether or not to replace it.

2. Adult Library update (from Shellie Anderson, Adult Library Supervisor):

Programs and Displays

Wisconsin Lighthouses: Ken and Barb Wardius presented photos and stories from their travels and book, "Wisconsin Lighthouses--A Photographic and Historical Guide." They shared stunning images in a combination of lecture, storytelling, and music. The presentation covered one-third of the lighthouses in the state, including Cana Island Lighthouse, Wisconsin Point Light, Sand Island Light, Rockwell Lighthouse, Rawley Point, and Milwaukee North Point.

Dark Skies: Learn about the dark sky movement, light pollution, and how it impacts fireflies, pollinators, and humans alike. Sam Saegar from Dark Sky International joins us to talk about the efforts to preserve darkness and establish Dark Sky preserves in Wisconsin.

The display in the atrium this month celebrates Native American Month. We are featuring stories by and about indigenous people, as well as non-fiction about this topic. We also have books about Thanksgiving and pie making in the Student Commons hallway.

Document Station

The new credit card terminal in the adult library is working out wonderfully. Patrons can pay for copies, prints and faxes right there at the Library Document Station. We are seeing well over 200 credit card transactions each month. Previously, we would have to send people downstairs to pay with a credit card.

The faxing option on the Library Document Station is heavily used: In October there were 50 fax sessions and 223 pages were sent. We are able to charge much less for faxing than our previous service, and they include a cover page for free.

3. Young Adult Library update (from Katie Jentges, Young Adult Librarian):

During October we hosted our first Pumpkin Book Character Contest. We provided small pie pumpkins for patrons to decorate themed according to their favorite book or movie.

Patrons of all ages came up with creative submissions including Snoopy (who was part butternut squash) and Woodstock, Daniel Tiger, *The Little Prince*, Narwhal and Jelly, and Jasper Rabbit from *Creepy Carrots*. The pumpkins were on display in the Student Commons hallway where patrons had the chance to see them. Each participant won a small prize.



On a no school day, Brianna and I co-hosted a combined tween and teen printmaking party. Participants received canvas tote bags, created their own stamps out of Styrofoam, used a brayer to apply ink to their stamps, and then stamped their tote bag. We had eight participants who had fun designing their stamps, painting them with puffy paint, and then stamping away to create their own unique tote bag.



4. Children's Library update (from Abby Bussen, Children's Library Supervisor):

In-person Programs: 53; Total attendees: 2,153

Passive Programs: 5; Total participants: 498

October was our busiest month of the new school year, with 10 class visits ranging from in the library to in school classrooms. Students were welcome to checkout on their own library cards or use school cards to check out books – 143 students used the school card checkout option. We interacted with 437 students through this outreach, reaching an additional 28 through our Intergenerational Story Times at Oak Park Place and a visit to PIWI, a Parent and Infant re-integration program for babies leaving the foster system and coming back to their born families.

Our biggest event was Costumes & Cuentos, a fun family story time with Halloween and Dia de los Muertos stories and trick or treating around the Library.

5. I attended the Wisconsin Library Association's Annual Conference in Middleton, Wisconsin. Session attended included Introducing the Intellectual Freedom Toolkit; Planning for People: Renovating a Library with the Community and Staff; Care Less: Change the Way You Work Not the Work You Love; Let's Roll! Supporting Outreach and Engagement Through Mobile Services; Overdue Wisdom: Library Leaders Share Their Best Advice and Hardest Lessons; and Navigating the Legal Landscape: Records Retention, Open Records, and Open Meetings Laws.

6. November staff anniversaries:

11 years Tony Handzlik, Shelver

10 years Carolyn Witt, Circulation Attendant

5 years Robbie Locher, Circulation Attendant

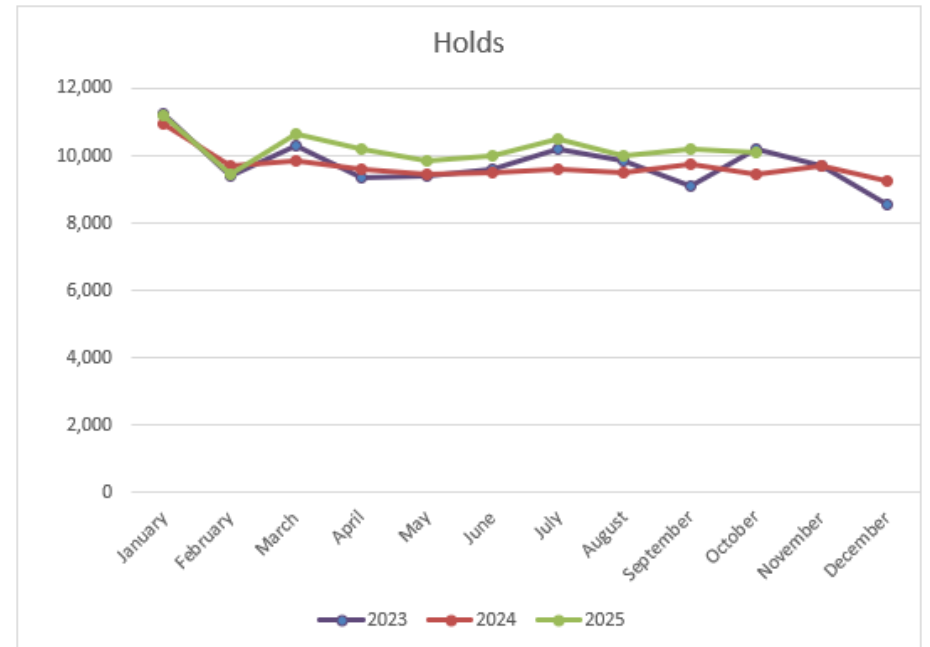
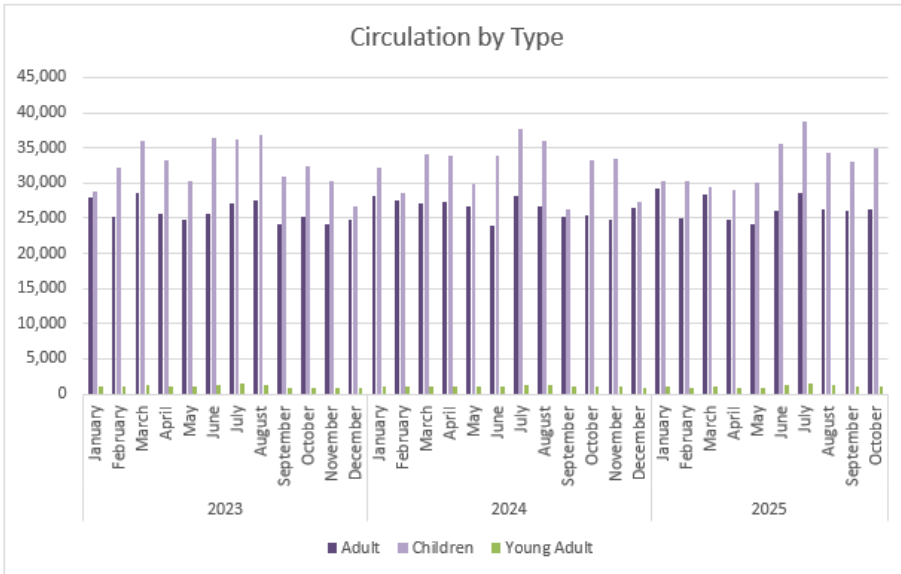
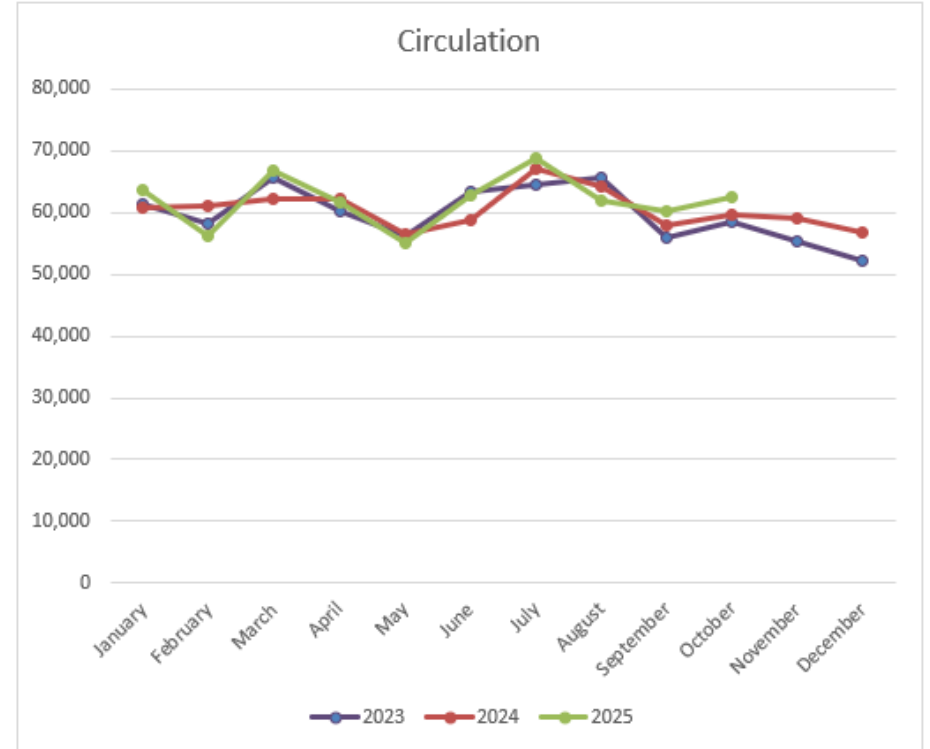
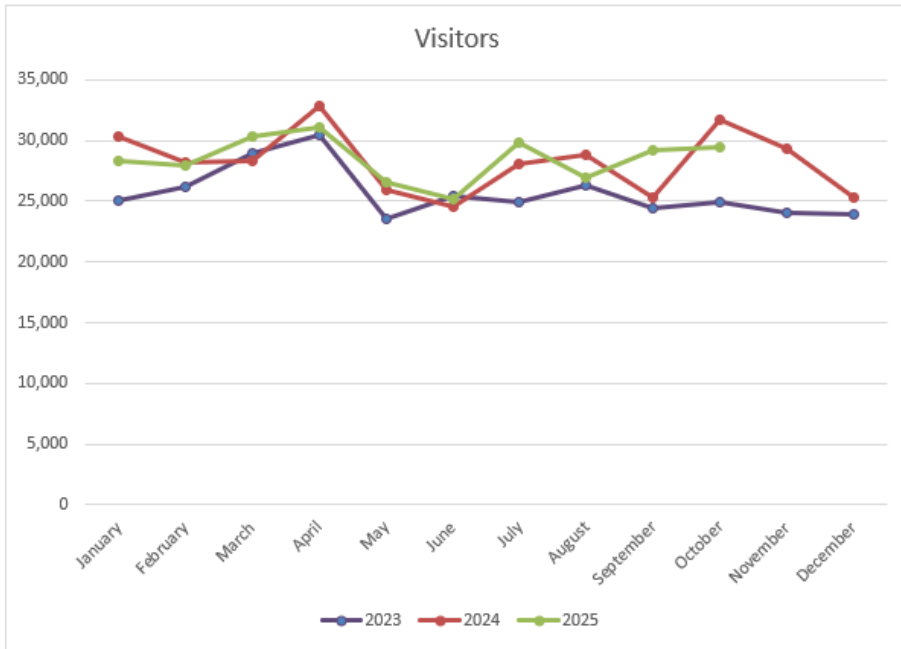
7. Upcoming meetings:

Planning Committee: Wednesday, January 21 at 5:30 PM

Library Board: Wednesday, January 21 at 6:30 PM

Finance Committee: Wednesday, February 18 at 6:30 PM

Library Board: Wednesday, February 18 at 6:30 PM



Freedom of Expression and Inquiry

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Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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