



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, July 16, 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 June 18, 2025 [25-1193](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-1194](#)
2. Monthly operating vouchers ratification [25-1195](#)
3. President's report [25-1196](#)
4. Director's report [25-1197](#)
5. Wauwatosa Public Library Foundation report [25-1198](#)

NEW BUSINESS

1. Election of officers [25-1199](#)
2. Welcome card pilot program [25-1200](#)
3. 2026 Library operating budget request [25-1201](#)
4. Trustee Essentials 20: Library board and building accessibility [25-1202](#)

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, June 18, 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 Roznowski Hayden called the meeting to order at 6:30 pm.

ROLL CALL

Also present, Ernst Franzen, Common Council Liaison.

- | | |
|------------------|--|
| Present 8 | Board President Lauren Roznowski Hayden
Trustee Bill Andrae
Trustee Brian Began
Trustee Kathy Causier
Trustee CJ Dykstra
Trustee Christine Lindstrom
Trustee Mary Nelson
Trustee - School District Representative Meegan Archambo |
| Excused 1 | Trustee Monica Deluhery |

APPROVAL OF MINUTES

- | | | |
|----|---|--------------------------------|
| 1. | Approval of the meeting minutes from May 21, 2025 | <u>25-1040</u> |
|----|---|--------------------------------|

RESULT: APPROVED

MOVER: Bill Andrae

SECONDER: Brian Began

Aye 8 Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, Nelson, and Archambo

Excused 1 Deluhery

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

- | | | |
|----|---|--------------------------------|
| 1. | 2025 Summer program update from Children’s Library Supervisor Abby Bussen | <u>25-1031</u> |
| 2. | Year-to-date financial reports | <u>25-1032</u> |
| 3. | Monthly operating vouchers ratification | <u>25-1033</u> |

RESULT: APPROVED

MOVER: Bill Andrae

SECONDER: Christine Lindstrom

Aye 8 Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom,
Nelson, and Archambo

Excused 1 Deluhery

4. President's report [25-1034](#)
5. Director's report [25-1035](#)
6. Wauwatosa Public Library Foundation report [25-1036](#)

NEW BUSINESS

1. 2025 Action plan update [25-1037](#)
2. 2026 Staffing update [25-1038](#)
3. 2026 Budget preview [25-1039](#)
4. Trustee Essential 19: Library Director certification [25-1041](#)

ADJOURNMENT

President Roznowski Hayden adjourned the meeting at 7:45 pm.

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

July 10, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,504,271.61	\$3,511,579.36	\$1,522,154.59	\$1,989,225.98	43%
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$786,113.80	\$933,953.49	46%
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$672,581.59	\$1,054,303.82	39%
5050 - OFF TIME	\$0.00	\$0.00	\$113,532.21	(\$113,532.21)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
51 - OVERTIME	\$0.00	\$0.00	\$383.02	(\$383.02)	
5110 - OVERTIME	\$0.00	\$0.00	\$383.02	(\$383.02)	
52 - BENEFITS	\$589,032.10	\$589,032.10	\$215,185.65	\$373,846.45	37%
5210 - FRINGE	\$349,916.10	\$349,916.10	\$106,745.17	\$243,170.93	31%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$5,524.24	\$6,448.76	46%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$58,469.96	\$72,064.04	45%
5240 - WRS	\$96,609.00	\$96,609.00	\$44,446.28	\$52,162.72	46%
60 - OPERATING	\$456,282.00	\$463,589.75	\$195,007.12	\$268,582.63	42%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$1,407.56	\$9,092.44	13%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$5,156.54	\$6,843.46	43%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$4,890.60	\$5,819.40	46%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$731.02	\$2,650.98	22%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$168,034.86	\$217,965.14	44%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$5,500.07	\$8,779.93	39%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$337.49	\$662.51	34%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$3,890.84	(\$320.84)	109%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$3,100.13	\$4,039.87	43%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$1,958.01	\$13,049.74	13%
62 - SERVICES	\$47,272.22	\$47,272.22	\$32,711.71	\$14,361.72	70%
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$30,286.60	\$11,494.90	72%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$1,070.57	\$121.36	91%
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$1,354.54	\$1,245.46	52%
63 - UTILITIES	\$800.00	\$800.00	\$419.39	\$380.61	52%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$419.39	\$380.61	52%
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	\$284,369.95	\$398,118.05	42%
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$82,754.45	\$115,856.55	42%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$201,615.50	\$282,261.50	42%
Revenue	(\$3,504,271.61)	(\$3,508,579.42)	(\$361,529.35)	(\$3,147,050.07)	10%
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)	(\$4,338.95)	(\$2,661.05)	62%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$4,338.95)	(\$2,661.05)	62%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$14,084.51)	(\$10,415.49)	57%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$4,006.41)	(\$4,493.59)	47%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$10,078.10)	(\$5,921.90)	63%
47 - INTERGOVT CHRGE	(\$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)	(\$17,945.89)	(\$6,161.92)	74%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$12,075.34)	(\$4,924.66)	71%
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)	(\$1,562.74)	(\$1,237.26)	56%
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
Period	All
Fund	15 - AGENCY
Segment 5	947 - LIBRARY TRUST

July 10, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$0.00	\$351,638.65	\$36,821.01	\$302,376.57	14%
60 - OPERATING	\$0.00	\$351,638.65	\$36,821.01	\$302,376.57	14%
6099 - OTHER EXPENSES	\$0.00	\$351,638.65	\$36,821.01	\$302,376.57	14%
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	(\$5,022.02)	\$5,022.02	
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	(\$5,022.02)	\$5,022.02	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$3,535.87)	\$3,535.87	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,486.15)	\$1,486.15	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total	\$0.00	\$351,638.65	\$31,798.99	\$307,398.59	13%

Library Invoices

Invoice Due Dates: 6/1/2025 thru 6/30/2025

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
4IMPRINT - 701		29418925	6/16/2025	community outreach marketing & promo	35510000 - 6018	MARKETING AND PROMOTION	\$1,377.64
				4IMPRINT	1		\$1,377.64
ACE HARDWARE - 498		73551	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$44.02
				ACE HARDWARE	1		\$44.02
AMAZON - 833		73295	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$139.99
		73315	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$41.62
		73360	6/16/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.34
		73417	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$37.60
		73418	6/16/2025	material Jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$26.94
		73424	6/16/2025	material advd*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.85
		73426	6/16/2025	Book lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$53.40
		73427	6/16/2025	Book lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$41.56
		73428	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.13
		73429	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$41.54
		73430	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.73
		73431	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.69
		73432	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$42.79
		73436	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.99
		73443	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.84
		73444	6/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$22.40
		73455	6/16/2025	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.68
		73483	6/16/2025	Book Agrnv*	35510103 - 6006	BOOKS AND PERIODICALS	\$130.47
		73484	6/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.99
		73485	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.27
		73486	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.08
		73487	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.62
		73488	6/16/2025	Book Special*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.85
		73489	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$14.84
		73490	6/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$41.70
		73500	6/16/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.80
		73501	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$8.91
		73502	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$11.75
		73518	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.40
		73519	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$15.99
		73520	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.66
		73521	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$49.00
		73522	6/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.99
		73529	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$8.41
		73533	6/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.99

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		73574	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$30.58
		73575	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$26.40
		73599	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$44.53
		73603	6/16/2025	Programming supplies adult	35510103 - 6027	PROGRAMMING	\$45.92
		73626	6/16/2025	Book 78.83 Atech 28.72 Avis 16.70 Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$124.25
		73627	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.99
		73628	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.80
		73641	6/16/2025	material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$24.95
		73642	6/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$35.97
		73645	6/16/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.50
		73676	6/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$26.94
		73684	6/16/2025	Book Ascic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.24
		73685	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.99
		73708	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.00
		73709	6/16/2025	Book Lucky Day*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.48
		73710	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.95
		73711	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.03
		73716	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$66.46
		73722	6/16/2025	Book Aperf*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.98
		73723	6/16/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.65
		73724	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.04
		73731	6/16/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$56.79
		73745	6/16/2025	Book Agrmv*	35510103 - 6006	BOOKS AND PERIODICALS	\$31.55
		73746	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.00
		73751	6/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$116.88
		73762	6/16/2025	material Advd*	35510103 - 6006	BOOKS AND PERIODICALS	\$27.97
		73850	6/16/2025	Book jbkbs	35510104 - 6006	BOOKS AND PERIODICALS	\$25.95
		73859	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$45.88
		73864	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.58
					AMAZON	64	\$2,073.06

AMERICAN LIBRARY ASSOCIATION - 13

		73550	6/16/2025	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$79.00
					AMERICAN LIBRARY ASSOCIATION	1	\$79.00

AQUATIC REALMZ - 1689

		AR2226	6/16/2025	fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00
					AQUATIC REALMZ	1	\$90.00

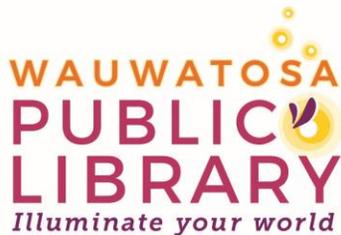
BAKER & TAYLOR BOOKS - 31

		H72404010	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$40.44
		2039084078	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$503.72
		2039078714	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$476.63
		2039086408	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$715.81
		2039071448	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$480.63
		2039074042	6/16/2025	Book 75.54 Atrav 17.97 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$93.51
		2039078012	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$357.14
		2039079821	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$720.91

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		2039085549	6/16/2025	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$24.79
		H72475220	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$18.86
		H72496490	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$31.97
		2039072163	6/16/2025	marketing & promo for outreach	35510000 - 6018	MARKETING AND PROMOTION	\$1,049.20
		2039072833	6/16/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$170.16
		2039040072	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,070.45
		2039095897	6/16/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$182.42
		2039096004	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$239.15
		2039093961	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$245.72
		2039092468	6/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.28
		H72546000	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$31.30
		2039096206	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$483.85
		2039098767	6/16/2025	Books adult and kids	35510103 - 6006	BOOKS AND PERIODICALS	\$456.99
					35510104 - 6006	BOOKS AND PERIODICALS	\$37.98
		H72392240	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$39.82
		2039050827	6/16/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$702.47
					35510104 - 6006	BOOKS AND PERIODICALS	\$56.77
		H72346680	6/16/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$78.88
		2039054179	6/16/2025	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$64.13
		2039066698	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$492.54
		2039066312	6/16/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$654.52
		2039064234	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$488.35
		2039057002	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$892.54
		2039056324	6/16/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$350.60
					35510104 - 6006	BOOKS AND PERIODICALS	\$31.32
		2039055616	6/16/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$804.55
		2039064282	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$560.58
				BAKER & TAYLOR BOOKS	32		\$12,665.98
BLACKSTONE PUBLISHING - 380		2200289	6/16/2025	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.00
				BLACKSTONE PUBLISHING	1		\$45.00
CENGAGE LEARNING INC - 1010		999100481788	5/27/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$104.21
		999100569346	6/12/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$50.98
				CENGAGE LEARNING INC	2		\$155.19
CENTER POINT LARGE PRINT - 870		2169297	6/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
		2171731	6/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94
		2163168	6/16/2025	Books Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
				CENTER POINT LARGE PRINT	3		\$239.70
CITY OF WAUWATOSA - 295		73601	6/16/2025	void of test after cc machine reboot	35510000 - 6003	OFFICE SUPPLIES	-\$1.00
		73602	6/16/2025	test after cc machine reboot	35510000 - 6003	OFFICE SUPPLIES	\$1.00
				CITY OF WAUWATOSA	2		\$0.00

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		73513	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$81.63
					DEMCO	1	\$81.63
EMMONS BUSINESS INTERIORS - 50							
		deposit req 227016	5/27/2025	Furniture for the Children's Library	15947000 - 6099	OTHER EXPENSES	\$12,442.00
		227117	6/4/2025	office furniture	15947000 - 6099	OTHER EXPENSES	\$9,978.77
					EMMONS BUSINESS INTERIORS	2	\$22,420.77
EMPLOYEES - 1316							
		52025	5/28/2025	outreach travel	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$3.92
		52025-1	5/28/2025	outreach travel	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$37.52
		62425	6/15/2025	programming adult	35510103 - 6027	PROGRAMMING	\$354.58
					EMPLOYEES	3	\$396.02
GREY HOUSE PUBLISHING - 1637							
		989959	6/16/2025	Book Arpamed*	38510000 - 6006	BOOKS AND PERIODICALS	\$148.50
					GREY HOUSE PUBLISHING	1	\$148.50
HOMEDEPOT.COM - 444							
		73441	6/16/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$195.94
		73592	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$9.96
		73624	6/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$104.96
					HOMEDEPOT.COM	3	\$310.86
INGRAM LIBRARY SERVICES LLC - 2432							
		88181772-3	6/16/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$35.41
		88231311-2	6/16/2025	books adult & 252.22 jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$36.00
					35510104 - 6006	BOOKS AND PERIODICALS	\$252.22
		88313690	6/16/2025	book jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$17.24
		88304848-50	6/16/2025	Books adult 19.92 jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$445.10
					35510104 - 6006	BOOKS AND PERIODICALS	\$19.92
		88365011-5	6/16/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$313.82
					35510104 - 6006	BOOKS AND PERIODICALS	\$400.43
		88365016-8	6/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$201.74
		88420839-45	6/16/2025	books adults & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$32.20
					35510104 - 6006	BOOKS AND PERIODICALS	\$269.22
		88412085-7	6/16/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$199.05
		88420846	6/16/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$148.37
		88473886-90	6/16/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$267.27
					35510104 - 6006	BOOKS AND PERIODICALS	\$7.56
		88503696-7	6/16/2025	Books kids & adult	35510103 - 6006	BOOKS AND PERIODICALS	\$21.43
					35510104 - 6006	BOOKS AND PERIODICALS	\$109.57
					INGRAM LIBRARY SERVICES LLC	11	\$2,776.55
JENNIFER ELIZABETH KLEMENS - 2238							
		6262025	5/19/2025	programming adult	35510103 - 6027	PROGRAMMING	\$100.00
					JENNIFER ELIZABETH KLEMENS	1	\$100.00
KANOPY INC - 1657							
		454619	5/31/2025	streaming Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$801.55
					KANOPY INC	1	\$801.55

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		73623	6/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$200.90
				MICHAEL'S STORE		1	\$200.90
MIDWEST TAPE - 333		507317920	6/13/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$134.95
		507302338	6/13/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$685.91
				MIDWEST TAPE		2	\$820.86
ONE TIME VENDOR - 99999		780015	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$266.30
		73339	6/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$81.09
		73402	6/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.95
		73425	6/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.98
		73440	6/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$22.21
		73504	6/16/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$10.69
		Outreach 84	6/16/2025	programming kids	35510104 - 6027	PROGRAMMING	\$150.00
		73577	6/16/2025	programming supplies adult	35510103 - 6006	BOOKS AND PERIODICALS	\$55.30
		73625	6/16/2025	material 31.45 athings 31.44 jthings*	35510103 - 6006	BOOKS AND PERIODICALS	\$31.45
					35510104 - 6006	BOOKS AND PERIODICALS	\$31.44
		73747	6/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$44.95
		73761	6/16/2025	Books jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$116.95
		10004299986	6/16/2025	material Eref*	35510103 - 6006	BOOKS AND PERIODICALS	\$7,177.00
		72625	5/20/2025	children's programming	35510104 - 6027	PROGRAMMING	\$150.00
				ONE TIME VENDOR		13	\$8,197.31
PLAYAWAY PRODUCTS LLC - 2424		73338	6/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$1,633.24
				PLAYAWAY PRODUCTS LLC		1	\$1,633.24
SIGNARAMA - 561		63740	5/28/2025	signage for children's library	15947000 - 6099	OTHER EXPENSES	\$2,024.34
				SIGNARAMA		1	\$2,024.34
TASTE OF HOME - 1700		73712	6/16/2025	material Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.98
				TASTE OF HOME		1	\$39.98
TONIES US INC - 2423		PSI6695636	6/16/2025	materials jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$216.00
				TONIES US INC		1	\$216.00
ULINE - 903		73404	6/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$87.04
				ULINE		1	\$87.04
				Grand Total		152	\$57,025.14



Director's Report July 2025

1. Circulation update (from Alanna Maddox, Circulation Supervisor):
 - 20 hour per week Circulation Attendant Faith Danneil has accepted the part-time Adult Librarian position and her last day in Circulation will be Saturday, July 12.
 - 20 hour per week Daytime Shelver Sarah Swanson has accepted the Technical Services Aid position and her last day in Circulation will also be on July 12. I am grateful and pleased that both of those positions were able to be filled internally by Circulation staff members. A requisition has been approved for both a new Circulation Attendant and Daytime Shelver with interviews hopefully starting late July.
 - The Administration and Supervisors meet with HR on Monday, July 7 to discuss upcoming staffing requests for the 2026 budget.
 - I virtually attended the Circulation Services meeting on Thursday, July 10.
 - I attended the Teens (Part 1): Basics of Teenage Behavior webinar by Ryan Dowd on Thursday, July 10.

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

Displays: Staff picks are in the atrium this month. We are also featuring books that have been made into movies. Which is better? Pick up the book and the DVD to compare.

Employees: We are happy to welcome Faith Danneil as our new adult librarian. She is replacing Katie Obbink who retired after 19 years. Faith has been working in circulation for over a year, and we are looking forward to having her in our department.

Programs: Epilepsy Awareness and Seizure First Aid--This program could help you save a life! You'll get an overview of epilepsy and seizures, information to help you recognize a seizure, and valuable first aid tips for assisting someone experiencing a seizure. This event is free and provided in conjunction with the Epilepsy Families Southeast Wisconsin organization.

Foundation: Two new study pods have joined the two we already own. We have a constant demand for enclosed study areas, and these one-person "telephone booth" style rooms have been very popular. These soundproof rooms are outfitted with a chair, a desk and multiple outlets, and are a perfect place to make phone calls or do some work. A light and a

ventilation fan automatically come on when you enter the booth, so they are welcoming and never stuffy. Thank you to the Foundation for purchasing these for us!

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

Young Adult summer programming is off to a great start! So far we've had a create your own graphic novel session led by Jennifer Klemens and a Pringles taste test program where teens taste tested 18 flavors of Pringles ranging from sour cream and onion to Mexican street corn to an extra spicy Hot Ones flavor. They had so much fun guessing the flavors, were unwilling to try a few, and then collectively decided that the classic sour cream and onion flavor was their favorite. Next on the summer schedule is a Pokémon character paint and sip event, followed by outdoor messy art day where spray bottle, smash, and salt painting are on the list.



This summer, I'm lucky enough to have a teen volunteer. Mable Danielson is a seventh grader at Longfellow who loves the library and is contemplating life as a librarian. Mable helps me set up for teen events, is pulling books for a collection development project, and has been a huge help organizing tags as we get ready to put together the Library of Things room later this month.

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

In-Person Programs: 34; Total attendance: 1,698

Passive Programs: 5; Total participation: 952

Ah, summer! The Children's Library is busier than usual with kids of all ages enjoying our space throughout the day, using computers, borrowing materials, and coming to Library programs. Our Magical Monday programs have welcomed 432 attendees & we have heard tremendous positive feedback from the public about these events. We have also had many happy families attending storytimes weekly, enjoying the consistency of our literacy enrichment opportunities.

This summer, we have joined Libraries around the state in offering the Wisconsin Summer Math Adventure. We provide kids with a booklet of math-based activities they can enjoy throughout the summer months as a screen-free, engaging way to beat the boredom. Caregivers have responded to this new option very positively as well.

Even though we are busy, our collection work is still at the forefront! The Children's Librarians have been hard at work weeding and assessing any areas of need in our collection. We have worked with Tech Services Librarian Anne Marie Thomas and Adult Librarian Katie Jentges to add bundles of Yoto Cards to our Library of Things – these are similar to our individual Tonies in how they function, except Yoto cards work with a different device called a Yoto Player and each card plays a longer book, typically for older readers. Children's Librarian Megan Jimenez has worked with Anne Marie to launch our collection of Wonderbooks, audio-enhanced "read along" picture books. We have also added a collection of Playaways, which are audiobook devices that chapter book readers can use that do not require the use of a screen or need Wi-Fi/Internet to enjoy. This is a great option for caregivers who are working to limit screen time for their kiddos.

5. Technical Services update: (from Robert Trunley, Assistant Director):

Our new Technical Services Aide is Sarah Swanson. She has worked as a shelver at the library for five years. Her first day in her new position will be Monday July 14.

The library is currently recruiting for an After School Monitor.

6. Building update: (from Robert Trunley, Assistant Director):

The Art Gallery rest rooms have been refinished and fitted with touchless controls and are open to the public.

The Library Document Station, which was funded by the Foundation, has been delivered and installed. Staff are working with the vendor to get the credit card terminal up and running. We expect the station to be ready for the public to use in a week or two.

7. Trustee Training Week:

Designed specifically for public library boards, friends, and trustees in Wisconsin, Trustee Training Week contains four days of individual virtual learning sessions. Sign up for one or all of the below sessions.

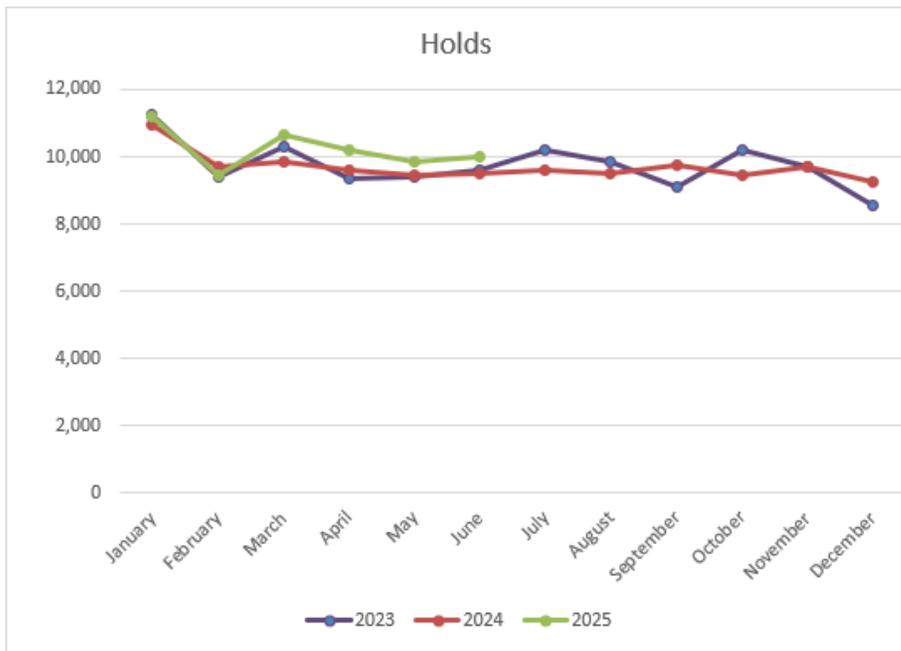
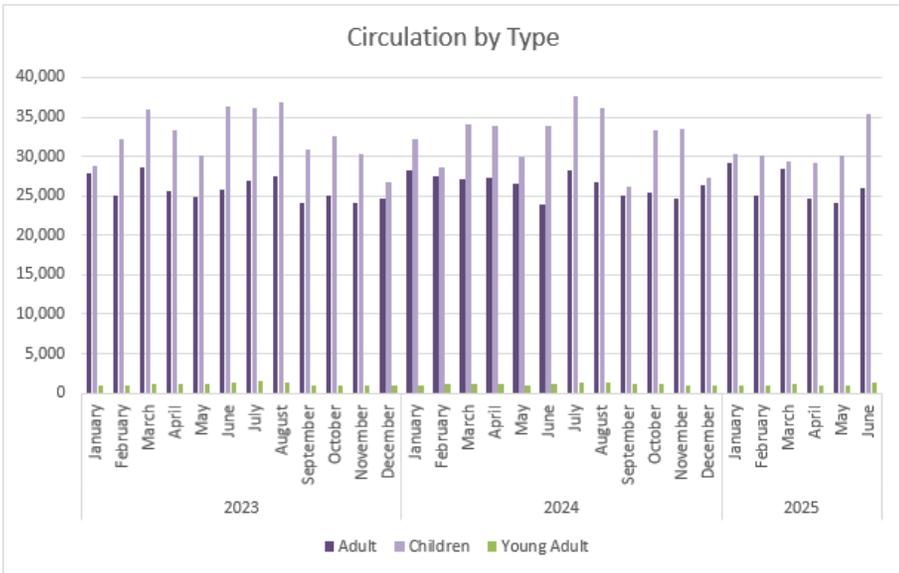
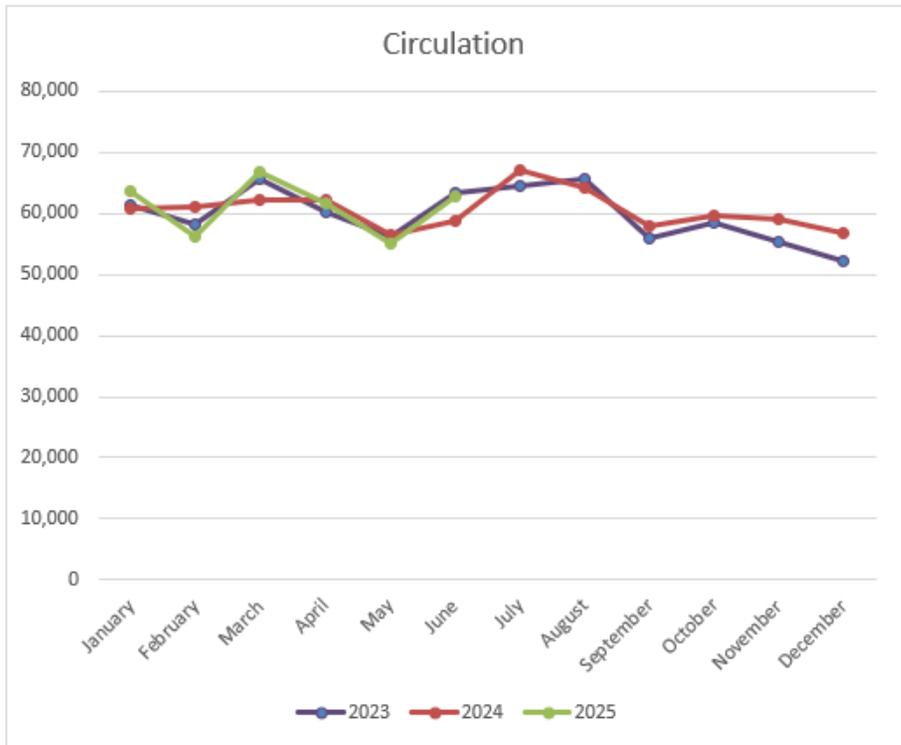
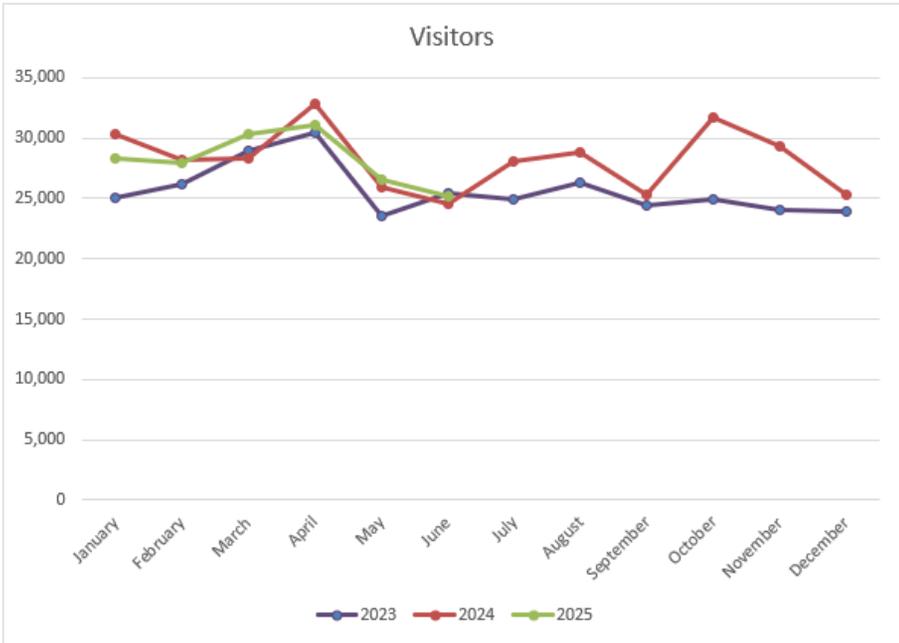
- Monday, August 18: [Wisconsin Library Law with Kris Turner](#)
- Tuesday, August 19: [Trustee 101: An Introduction to Being a Wisconsin Library Trustee with Bradley Shipps](#)
- Wednesday, August 20: [Basics of an Efficient, Effective Board Meeting with Laura Meade](#)
- Thursday, August 21: [Library Advocacy and Storymaking with Dawn Tevis](#)

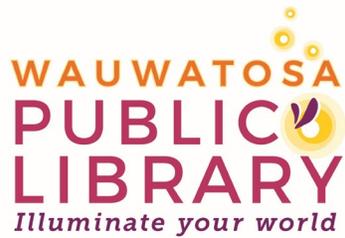
8. July anniversaries:

11 years Cori Lutz, Administrative Assistant
8 years Katie Jentges, Adult Librarian
4 years Karen Schleicher, Shelver
1 year Abby Bussen, Children's Library Supervisor

9. Upcoming meetings:

Library Board: Wednesday, September 17 at 6:30 PM





To: Library Board

Fr: Peter Loeffel, Library Director

July 16, 2025

Re: Election of officers

Purpose/Need

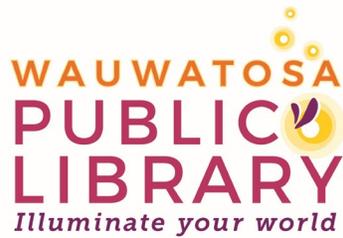
The Library Board elects the officer positions of President and Vice-president at its annual meeting, which is held at the time of the regular meeting in July.

President Lauren Roznowski Hayden and Vice-President Kathy Causier are each finishing their second term in each position. The Library Board bylaws limit trustees to two consecutive terms in a single officer position.

Nominating committee members Lauren Roznowski Hayden and Brian Began are presenting the following slate of candidates:

- President: Kathy Causier
- Vice-President: Monica Deluhery

Additional nominations may be made from the floor during the July meeting.



To: Library Board

Fr: Alanna Maddox, Circulation Supervisor and Peter Loeffel, Library Director

July 16, 2025

Re: Welcome Card Pilot Program

Purpose/Need

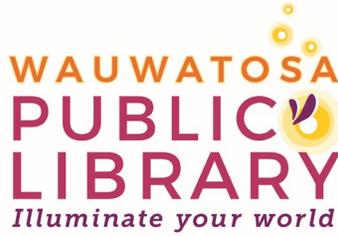
Milwaukee Public Libraries (MPL) is considering a pilot program and has invited Wauwatosa Public Library (WPL) to be a part of the discussion.

Background

In an effort to reduce barriers to access, MPL is exploring creating a Welcome Card that would make it easier for patrons who lack access to identification to sign up for a library card. MPL is considering implementing a pilot program based on similar programs enacted by other libraries. MPL reached out to WPL as part of its exploratory process, and WPL staff is interested in participating in a joint pilot program. A pilot program would allow WPL to evaluate the need and demand for this type of program, as well as evaluate its effectiveness.

Recommendation

To approve having WPL join MPL in developing a Welcome Card pilot program for Wauwatosa and Milwaukee residents.



To: Library Board
Fr: Peter Loeffel, Library Director
July 16, 2025
Re: 2025 Library operating budget request

Purpose/Need

The Library Board approves an annual Wauwatosa Public Library (WPL) operating budget request.

2026 Library Budget Request Notes

City departments submit budget requests by July 31. The Board will approve an operating budget request during its July board meeting. City and WPL staff will determine payroll and other expenses later in July and August. The Board will approve a complete 2026 Library budget request during its September board meeting.

The City Finance Department has provided a 2% allowance for operating expense increases. The operating expenses are the 6000 object range, from 6002 through 6099.

2025 Original Operating Expense Budget	\$456,282
2026 2% allowable operating increase	\$9,126
2026 Allowable operating expense total	\$465,408

Revenue Estimates (4000, Excluding 4960 TRANSFER FROM GENERAL FUND)

2025 Budget	\$375,683.00
2026 Estimated	\$416,772.00
Change	\$41,089.00; 10.9%

Operating Expenditures (6000-6099)

2024 Budget	\$456,282.00
2025 Proposed	\$462,325.00
Change	\$6,043.00; 1.3%

Object Categories

- 4000 Revenue
- 5000 Wages and Benefits
- 6000 Operating Expenses
- 6200 Services
- 6300 Utilities
- 6400 Fixed Charges
- 6500 Internal Charges
- 7000 Capital Outlay

Revenue Accounts

4510 LATE FEE

Revenue collected from overdue fines on library material that was returned past their due date. Overdue fines collected at WPL on materials owned by other libraries continues to be deposited into this account.

2025 Budget: \$7,000.00
2026 Estimate: \$8,000.00
Change: \$1,000.00; 14.3%

4628 DAMAGE TO CITY PROPERTY

Revenue collected from fees on damaged library material or material that was not returned.

2025 Budget: \$8,500.00
2026 Estimate: \$8,500.00
Change: \$0.00; 0.0%

4699 OTHER PUBLIC CHARGES

Revenue collected from public photocopier printing fees, public computer printing fees, and faxing fees. Faxing fees are now included with the addition of the new document station in the Adult Library. Faxing fees were previously deposited in 4832 FOOD BEVERAGE AND MRCHAND SALE. Revenue in this org is subject to sales tax.

2025 Budget: \$16,000.00
2026 Estimate: \$18,000.00
Change: \$2,000; 12.5%

4708 CHARGES TO OTHER LIBRARIES

Revenue from fees collected for circulating material to Milwaukee County residents living outside of Wauwatosa. The majority is from the Milwaukee County Federated Library System Member Reserve Fund payment, which is intended to compensate member libraries for serving other member libraries' residents. The remaining revenue is from serving West Milwaukee residents.

2025 Member Reserve Fund payment \$323,683
2026 Member Reserve Fund payment \$360,772

The Member Reserve Fund payment increase is due to a combination of an increase in the size of the Member Reserve Fund pool and increased state aid for library systems and an increase in WPL's share of Milwaukee County Federated Library System net positive transactions.

2025 Budget: \$324,383.00
2026 Estimate: \$361,472.00
Change: \$37,089.00, 11.4%

4808 SALE OF CITY PROPERTY – NONCAP

Revenue from used book and material sales. Revenue in this org is subject to sales tax.

2025 Budget: \$17,000.00
2026 Estimate: \$18,000.00
Change: \$1,000, 5.9%

4820 P-CARD REBATE

Revenue from a cash rebate on P-card purchases. The Library receives half of the rebate on the Library's previous year P-card purchases, and that amount is transferred to this org in the first quarter. The rebate is available to be expended out of 6099 OTHER EXPENSES. The City retains the other half of the rebate on Library P-card purchases.

2025 Budget: \$0.00 in the 2025 original budget, \$4,307.81 rebate added in February, 2025.

2026 Estimate: Determined by City Finance staff in early 2026

4832 FOOD BEVERAGE AND MRCHAND SALE

Revenue from items the Library sells, including ear buds, flash drive and tote bag sales. Fax cards are no longer issued; Faxing fees are now included in 4699 OTHER PUBLIC CHARGES. Expenses for these sale items are spent from 6099 OTHER EXPENSES. Revenue in this org is subject to sales tax.

2025 Budget: \$2,800.00

2026 Estimate: \$2,800.00

Change: \$0.00; 0.0%

4960 TRANSFER FROM GENERAL FUND

Municipal appropriation from the City of Wauwatosa to fund Library services. The municipal appropriation is the difference between the total WPL expenditure budget and anticipated WPL revenues.

2025 Budget: \$3,128,588.61

2026 Request: \$

Change: \$

Determined by City Finance staff in September

Expenditure Accounts

5010 REGULAR PAY

2025 Budget: \$1,726,885.41

2026 Request: \$

Change: \$

2026 Payroll account totals are determined by City Finance staff in August.

5050 OFF TIME

Pay for time used for vacation, floating holiday, parental leaves, sick, funeral, and jury duty is taken in 5050 OFF TIME instead of 5010 REGULAR PAY.

2025 Budget: \$0.00

2026 Request: \$0.00

Change: \$0.00, 0.0%

5099 SALARY AND ATTRITION

This account reflects an estimated savings attained through typical shelve turnover.

2025 Budget: (\$6,818.12)

2026 Request:

Change:

2026 Payroll account totals are determined by City Finance staff in August.

5110 OVERTIME

2025 Budget: \$0.00

2026 Request: \$0.00

Change: \$0.00, 0.0%

5210 FRINGE

City contributions for health, dental, vision, and life insurance.

2025 Budget: \$349,916.10

2026 Request: \$

Change: \$

2026 Payroll account totals are determined by City Finance staff in August.

5220 WORKERS COMP

2025 Budget: \$11,973.00

2026 Request: \$

Change: \$

2026 Payroll account totals are determined by City Finance staff in August.

5230 SOCIAL SECURITY

2025 Budget: \$130,534.00

2026 Request: \$

Change: \$

2026 Payroll account totals are determined by City Finance staff in August.

5240 WRS (Wisconsin Retirement System)

City pension contributions for eligible employees.

2025 Budget: \$96,609.00

2026 Request: \$

Change: \$

2026 Payroll account totals are determined by City Finance staff in August.

6002 PROFESSIONAL DEVELOPMENT

Training, conferences and travel expenses, including mileage reimbursements for work-related travel.

2025 Budget: \$10,500.00

2026 Request: \$10,000.00

Change: (\$500.00); -4.8%

6003 OFFICE SUPPLIES

Basic office supply expenses.

2025 Budget: \$12,000.00

2026 Request: \$12,000.00

Change: \$0.00, 0.0%

6004 PRINTING AND DUPLICATION

Printing supplies such paper, and toner and ink for public and staff computers, and date due printers.

2025 Budget: \$10,710.00

2026 Request: \$11,500.00

Change: \$790.00; 7.4%

6005 MEMBERSHIP AND DUES

Professional memberships in the Wisconsin Library Association, the American Library Association, Public Library Association and other professional organizations.

2025 Budget: \$3,382.00

2026 Request: \$3,595.00

Change: \$213.00; 6.3%

6006 BOOKS AND PERIODICALS

Materials for the WPL's collection including books, audiobooks, videos, magazines, newspapers, music, reference collection, digital materials, online databases, explore passes, library of things, and circulating art collection.

2025 Budget: \$386,000.00

2026 Request: \$386,000.00

Change: \$0.00; 0.0%

6008 OTHER SUPPLIES

Library material processing supplies such as barcodes, RFID supplies and protective book covers.

2025 Budget: \$14,280.00

2026 Request: \$14,280.00

Change: \$0.00; 0.0%

6013 POSTAGE

Mail originating at WPL, and the cost of patron notices mailed by the Milwaukee County Federated Library System on behalf of Wauwatosa.

2025 Budget: \$1,000.00

2026 Request: \$1,000.00

Change: \$0.00; 0.0%

6018 MARKETING AND PROMOTION

Promotional material and handouts such as bookmarks, brochures, posters, and magnets, outreach supplies, and e-newsletter expenses. In 2025, the Library has used marketing funds to purchase giveaway books for our outreach events, investing less money in plastic tchotchkes which do not provide the same direct positive impact as literature. This is a patron-centered initiative adopted to enrich the lives of community members. By increasing our marketing funds, we can continue to expand this outreach effort.

2025 Budget: \$3,570.00

2026 Request: \$5,000.00

Change: \$1,430.00; 40.1%

6027 PROGRAMMING

Performer and presenter costs, program supplies, and WPL's movie license. Of the Library's three main service goals (reference, materials, and programming), programming has not been given the same financial resources as the other two. By increasing our programming budget, the Library can deliver the quality and quantity of programming a community of our size anticipates from its City services. We can also begin to sustainably support our own programming without relying on outside entities or the Library Foundation for supplemental support. In 2025, the Children's Library requested \$1,750 in programming support from the Foundation to supplement our budget. The Adult Library requests programming support for their Speaker Series from the Foundation annually.

2025 Budget: \$7,140.00

2026 Request: \$11,150.00

Change: \$4,010.00, 56.2%

6099 OTHER EXPENSES

Book cart replacements, volunteer costs, meeting hosting costs, and other incidental expenses. This account also includes expenses for items the Library sells, including ear buds, flash drives and tote bags. Revenue from these items is deposited in 4832 FOOD BEVERAGE AND MERCHANDISE SALE. The pcard rebate is added to this account, with an amount determined in the first quarter of 2025.

2025 Budget: \$7,700.00

2026 Request: \$7,800.00

Change: \$100.00, 1.3%

6202 GENERAL SERVICES

Contracted services including OCLC costs, maintenance contracts for equipment including photocopiers, self-check machines and security gates, laptop kiosk maintenance, and the Children’s Library fish tank maintenance.

2025 Budget: \$41,781.50

2026 Request:

Change:

Determined by WPL staff at a later date

6206 EQUIPMENT REPAIRS

Repair of equipment including barcode scanners and security cameras.

2025 Budget: \$1,500.00

2026 Request: \$

Change: \$

Determined by WPL staff at a later date

6210 AUDITING SERVICES

2025 Budget: \$1,390.72

2026 Request: \$

Change: \$

Determined by City staff at a later date

6211 CREDIT CARD PROCESSING

Credit card processing fees and for Wauwatosa’s portion of the Milwaukee Country Federated System’s ecommerce fees for CountyCat transactions.

2025 Budget: \$2,600.00

2026 Request: \$

Change:

Determined by City staff at a later date

6306 TELECOMMUNICATIONS

City VoIP telephone expenses.

2025 Budget: \$800.00

2026 Request: \$

Change: \$

Determined by City staff at a later date

6409 SOFTWARE HOSTING

Contracted software hosting fees including book vendor subscription, public PC printing software, wireless internet software, virtual meeting software, and website and staff intranet hosting fees.

2025 Budget: \$4,575.00

2026 Request: \$

Change: \$

Determined by WPL staff at a later date

6411 SOFTWARE MAINTENANCE

Software maintenance costs including public PC time management costs, public PC protection software costs, laptop kiosk software, and various software purchases such as Microsoft Office and Adobe.

2025 Budget: \$3,755.00

2026 Request: \$

Change: \$

Determined by City staff at a later date

6503 INFORMATION SYSTEMS

WPL’s portion of City IT expenses for the Municipal Complex.

2025 Budget: \$198,611.00

2026 Request: \$

Change: \$

Determined by City staff at a later date

6504 MUNICIPAL COMPLEX RENT

WPL’s portion of the Municipal Complex’s maintenance, cleaning, heating, electrical, and other building expenses.

2025 Budget: \$483,877.00

2026 Request: \$

Change: \$

Determined by City staff at a later date

Recommendation

To approve a motion to adopt the 2026 Library operating budget request.

2026 Library Operating Budget Request

July 16, 2025 Library Board Meeting
Fund

2025

All
35 - LIBRARY

July 11, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used			
Expense	\$3,504,271.61	\$3,511,579.36	\$1,522,154.59	\$1,989,225.98	43%			
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$786,113.80	\$933,953.49	46%			
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$672,581.59	\$1,054,303.82	39%			
5050 - OFF TIME	\$0.00	\$0.00	\$113,532.21	(\$113,532.21)				
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%			
51 - OVERTIME	\$0.00	\$0.00	\$383.02	(\$383.02)				
5110 - OVERTIME	\$0.00	\$0.00	\$383.02	(\$383.02)				
52 - BENEFITS	\$589,032.10	\$589,032.10	\$215,185.65	\$373,846.45	37%			
5210 - FRINGE	\$349,916.10	\$349,916.10	\$106,745.17	\$243,170.93	31%			
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$5,524.24	\$6,448.76	46%			
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$58,469.96	\$72,064.04	45%			
5240 - WRS	\$96,609.00	\$96,609.00	\$44,446.28	\$52,162.72	46%	2026 Request	Change	% Change
60 - OPERATING	\$456,282.00	\$463,589.75	\$195,007.12	\$268,582.63	42%	\$462,325.00	\$6,043.00	1.3%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$1,407.56	\$9,092.44	13%	\$10,000.00	(\$500.00)	-4.8%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$5,156.54	\$6,843.46	43%	\$12,000.00	\$0.00	0.0%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$4,890.60	\$5,819.40	46%	\$11,500.00	\$790.00	7.4%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$731.02	\$2,650.98	22%	\$3,595.00	\$213.00	6.3%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$168,034.86	\$217,965.14	44%	\$386,000.00	\$0.00	0.0%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$5,500.07	\$8,779.93	39%	\$14,280.00	\$0.00	0.0%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$337.49	\$662.51	34%	\$1,000.00	\$0.00	0.0%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$3,890.84	(\$320.84)	109%	\$5,000.00	\$1,430.00	40.1%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$3,100.13	\$4,039.87	43%	\$11,150.00	\$4,010.00	56.2%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$1,958.01	\$13,049.74	13%	\$7,800.00	\$100.00	1.3%
62 - SERVICES	\$47,272.22	\$47,272.22	\$32,711.71	\$14,361.72	70%			
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$30,286.60	\$11,494.90	72%			
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%			
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$1,070.57	\$121.36	91%			
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$1,354.54	\$1,245.46	52%			
63 - UTILITIES	\$800.00	\$800.00	\$419.39	\$380.61	52%			
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$419.39	\$380.61	52%			
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%	2025 Revenue		
65 - INTERNAL CHARGES	\$682,488.00	\$682,488.00	\$284,369.95	\$398,118.05	42%	(\$375,683.00)		
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$82,754.45	\$115,856.55	42%			
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$201,615.50	\$282,261.50	42%	2025 Estimate	Change	% Change
Revenue	(\$3,504,271.61)	(\$3,508,579.42)	(\$361,529.35)	(\$3,147,050.07)	10%	(\$416,772.00)	(\$41,089.00)	10.9%
43 - INTERGOVT REVENUES	\$0.00	\$0.00	(\$357.00)	\$357.00		\$0.00		
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$357.00)	\$357.00		\$0.00	\$0.00	0.0%
45 - FINES AND PENALTIES	(\$7,000.00)	(\$7,000.00)	(\$4,338.95)	(\$2,661.05)	62%	(\$8,000.00)	(\$1,000.00)	14.3%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$4,338.95)	(\$2,661.05)	62%	(\$8,000.00)	(\$1,000.00)	14.3%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$14,084.51)	(\$10,415.49)	57%	(\$26,500.00)	(\$2,000.00)	8.2%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$4,006.41)	(\$4,493.59)	47%	(\$8,500.00)	\$0.00	0.0%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$10,078.10)	(\$5,921.90)	63%	(\$18,000.00)	(\$2,000.00)	12.5%
47 - INTERGOVT CHR	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%	(\$361,472.00)	(\$37,089.00)	11.4%
4708 - CHARGES TO OTHER LIBRARIES - M	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%	(\$361,472.00)	(\$37,089.00)	11.4%
48 - MISCELLANEOUS	(\$19,800.00)	(\$24,107.81)	(\$17,945.89)	(\$6,161.92)	74%	(\$20,800.00)	(\$1,000.00)	5.1%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$12,075.34)	(\$4,924.66)	71%	(\$18,000.00)	(\$1,000.00)	5.9%
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)	(\$1,562.74)	(\$1,237.26)	56%	(\$2,800.00)	\$0.00	0.0%
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%			

The Library Board and Building Accessibility

20

Role of the Board / Role of the Director / Role of the Municipality

As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The director has the responsibility to keep the board aware of current issues related to building accessibility. Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

The Americans with Disabilities Act is a federal law passed in 1990. It is a civil rights law for people with disabilities that ensures people are not discriminated against because they have a disability. Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities. These building specifications are called ADAAGs (ADA Accessibility Guidelines) and the UFAS (Universal Federal Accessibility Standards). Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

While many libraries have made excellent progress toward compliance, some libraries have made little or no progress in making their buildings accessible. The

In This Trustee Essential

- The role of the board and the library director in ensuring that the library building is accessible
- How the library building can equitably accommodate all members of the community, including those with disabilities

responsibility to address and correct the problems is one that is shared by the board and the municipality.

General Access Issues

Below is a general overview of the requirements of the law. For details on each requirement, please refer to the Americans with Disabilities Act Technical Assistance Manual, or contact the Great Lakes ADA Center. See below for contact information.

All buildings open to the public must meet federal specifications, but government buildings are held to a higher standard by those specifications. There are some specific regulations for public libraries, which are discussed below. There are also some exceptions for designated historical buildings.

Outside the Library

Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities. If the library does not have an automatic door opener, the law requires a doorbell or some other way for the person who uses a wheelchair or who cannot open the door to signal a need for assistance. The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

Inside the Library

The federal specifications indicate that all *public* areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.

The regulations define an “accessible path” and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms’ signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a

lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.

The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.

Specific ADA Regulations for Public Libraries

Public libraries must meet all the general requirements indicated above and address the following areas as well.

Reading and Study Areas—A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.

Checkout Areas—At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Library Catalogs— Accessible workstations must be available for use of an online catalog. (Though not specifically addressed in the technical guidelines, this point falls under the need to make services accessible.)

Magazine and Reference Areas—There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.

Book Stacks—There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Everyone Benefits When the Libraries are Accessible

Generally, when the topic of accessible buildings comes up, people tend to think that the benefit of the modifications is for people who use wheelchairs or walkers, or perhaps people who use leg braces or crutches. But the reality is that accessible buildings make life easier for everyone. Most people become at least temporarily disabled at some point in life. They may break an arm and not be able to open a heavy door. They may be using crutches because they broke a leg, had a hip replacement, or had surgery for a sports injury.

When parents arrive at the library with a child in a stroller, they appreciate being able to walk right in and not having to squeeze through aisles and around tables. Healthy, active seniors appreciate not having to struggle with heavy doors and having safety bars in the bathroom. Children appreciate service counters that are at their height and don't force them to stand on tiptoe or look way up to talk to library staff. And busy library staff appreciate doors that open automatically when they approach with an armload of heavy books.

Discussion Questions

1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?
2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?
3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?
5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

Sources of Additional Information

- *Americans with Disabilities Act*. The most helpful section for building accessibility questions is the *Title II Technical Assistance Manual* available at: www.ada.gov/taman2.html.
- *Pocket Guide to the ADA: Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Version 3.0* edited by Evan Terry Associates. International Code Council, 2010.
- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- 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*.)

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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