



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

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

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 September 17, 2025 [25-1858](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-1859](#)
2. Monthly operating vouchers ratification [25-1860](#)
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](#)
2. 2026 Library calendar [25-1865](#)
3. Trustee Essentials 21: The Library Board and accessible services [25-1866](#)

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, September 17, 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 6:30 pm.

ROLL CALL

Also present, Ernst Franzen, Common Council Liaison. Trustee Dykstra arrived at 6:32 pm.

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

APPROVAL OF MINUTES

1. Approval of the meeting minutes from July 16, 2025 [25-1565](#)

RESULT: APPROVED

MOVER: Brian Began

SECONDER: Meegan Archambo

Aye 7 Roznowski Hayden, Began, Causier, Deluhery, Lindstrom, Nelson, and Archambo

Excused 1 Andrae

Absent 1 Dykstra

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-1566](#)

2. Monthly operating vouchers ratification [25-1567](#)

RESULT: APPROVED

MOVER: Mary Nelson

SECONDER: Christine Lindstrom

Aye 7 Roznowski Hayden, Began, Causier, Deluhery, Lindstrom, Nelson, and Archambo

Excused 1 Andrae

Absent 1 Dykstra

3. President's report [25-1568](#)

4. Director's report [25-1569](#)

5. Wauwatosa Public Library Foundation report [25-1570](#)

NEW BUSINESS

1. Library Board committee meeting schedules [25-1573](#)

2. 2026 Library budget request [25-1571](#)

RESULT: APPROVED

MOVER: Mary Nelson

SECONDER: Christine Lindstrom

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

Excused 1 Andrae

ADJOURNMENT

President Causier adjourned the meeting at 7:24 pm.

Fiscal Year	2025	October 9, 2025
Period	All	
Fund	35 - LIBRARY	
Segment 5	510 - LIBRARY	

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,504,271.61	\$3,511,579.36	\$2,449,766.43	\$1,061,812.93	70%
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$1,239,092.23	\$480,975.06	72%
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$1,048,993.27	\$677,892.14	61%
5050 - OFF TIME	\$0.00	\$0.00	\$190,098.96	(\$190,098.96)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
51 - OVERTIME	\$0.00	\$0.00	\$748.83	(\$748.83)	
5110 - OVERTIME	\$0.00	\$0.00	\$748.83	(\$748.83)	
52 - BENEFITS	\$589,032.10	\$589,032.10	\$345,633.90	\$243,398.20	59%
5210 - FRINGE	\$349,916.10	\$349,916.10	\$174,641.26	\$175,274.84	50%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$8,709.61	\$3,263.39	73%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$92,080.52	\$38,453.48	71%
5240 - WRS	\$96,609.00	\$96,609.00	\$70,202.51	\$26,406.49	73%
60 - OPERATING	\$456,282.00	\$463,589.75	\$300,229.05	\$163,360.70	65%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$2,274.36	\$8,225.64	22%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$7,510.06	\$4,489.94	63%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$8,676.63	\$2,033.37	81%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$1,071.02	\$2,310.98	32%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$256,450.14	\$129,549.86	66%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$8,510.75	\$5,769.25	60%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$473.30	\$526.70	47%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$3,890.84	(\$320.84)	109%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$5,648.12	\$1,491.88	79%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$5,723.83	\$9,283.92	38%
62 - SERVICES	\$47,272.22	\$47,272.22	\$43,503.25	\$3,768.97	92%
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$39,647.19	\$2,134.31	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	\$2,126.38	\$473.62	82%
63 - UTILITIES	\$800.00	\$800.00	\$729.31	\$70.69	91%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$729.31	\$70.69	91%
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	\$511,865.91	\$170,622.09	75%
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$148,958.01	\$49,652.99	75%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$362,907.90	\$120,969.10	75%
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)	(\$375,374.45)	(\$3,133,204.97)	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)	(\$6,458.55)	(\$541.45)	92%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$6,458.55)	(\$541.45)	92%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$20,870.68)	(\$3,629.32)	85%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$5,823.75)	(\$2,676.25)	69%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$15,046.93)	(\$953.07)	94%
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)	(\$22,885.22)	(\$1,222.59)	95%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$16,453.36)	(\$546.64)	97%
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)	(\$2,124.05)	(\$675.95)	76%
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	October 9, 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	\$74,204.69	\$277,433.96	21%
60 - OPERATING	\$0.00	\$351,638.65	\$74,204.69	\$277,433.96	21%
6099 - OTHER EXPENSES	\$0.00	\$351,638.65	\$74,204.69	\$277,433.96	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	(\$66,671.65)	\$66,671.65	
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	(\$66,671.65)	\$66,671.65	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$5,890.94)	\$5,890.94	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,678.55)	\$1,678.55	
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	\$7,533.04	\$344,105.61	2%

Library Invoices

Invoice Due Dates: 9/1/2025 thru 9/30/2025

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833							
		76838	9/15/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$8.44
		76841	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.94
		76851	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$24.78
		76871	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$14.24
		76872	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$18.99
		76874	9/15/2025	Material library of thing adult	35510103 - 6006	BOOKS AND PERIODICALS	\$6.99
		76875	9/15/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$37.98
		76881	9/15/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.98
		76882	9/15/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$49.95
		76891	9/15/2025	Programming supplies kids	35510104 - 6027	PROGRAMMING	\$33.24
		76893	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.71
		76905	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.99
		76965	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$38.99
		76966	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.26
		77013	9/15/2025	material Advd*	35510103 - 6006	BOOKS AND PERIODICALS	\$22.16
		77014	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.99
		77018	9/15/2025	Book Jarpahomeschool*	38510000 - 6006	BOOKS AND PERIODICALS	\$14.52
		77019	9/15/2025	Book Jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$52.34
		77022	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$25.02
		77024	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$17.98
		77031	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.25
		77032	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.25
		77038	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$22.87
		77046	9/15/2025	Book Abiog*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.99
		77048	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.79
		77055	9/15/2025	Book refund Afic*	35510103 - 6006	BOOKS AND PERIODICALS	-\$12.25
		77056	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.48
		77057	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.20
		77058	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.67
		77063	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.00
		77064	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$30.26
		77065	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$38.97
		77072	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$7.85
		77079	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.99
		77080	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.99
		77082	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$125.53
		77083	9/15/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$12.38
		77088	9/15/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$82.47
		77152	9/15/2025	Book Abusi*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.19
		77154	9/15/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$54.99
		77155	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.33

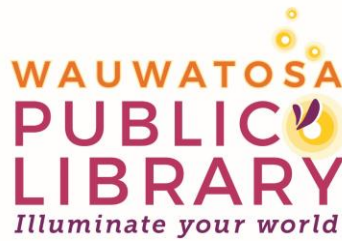
Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
AQUATIC REALMZ - 1689		77156	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.19	
		77157	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.14	
		77158	9/15/2025	Book Aperf*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.95	
		77159	9/15/2025	Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$68.58	
		77160	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.61	
		77166	9/15/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$43.97	
		77167	9/15/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.99	
		77168	9/15/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$18.75	
		77169	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$42.96	
		77170	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$26.94	
		77177	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.10	
		77401	9/15/2025	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$99.97	
		77409	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.63	
		77410	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.12	
		77411	9/15/2025	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00	
		77412	9/15/2025	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$195.18	
		77413	9/15/2025	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.99	
		77414	9/15/2025	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$227.19	
		77424	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.15	
		77425	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$10.99	
		77427	9/15/2025	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$162.99	
		77430	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$51.54	
	AMAZON					63	\$2,160.62	
	AQUATIC REALMZ - 1689							
		AR2718	9/15/2025	fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00	
AQUATIC REALMZ					1	\$90.00		
BAKER & TAYLOR BOOKS - 31								
	2039216797 &	9/15/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$79.13		
	2039216675	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$367.90		
	2039220904	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.66		
	2039215313	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$306.17		
	2039208228	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$610.68		
	2039234661	9/15/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$137.27		
	2039230434	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$217.39		
	2039205161	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$384.88		
	2039203983	9/15/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$336.35		
	2039225261	9/15/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$339.30		
35510104 - 6006				BOOKS AND PERIODICALS	\$39.85			
	2039224972	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$342.93		
	2039225866	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$345.13		
	2039230249	9/15/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$453.12		
	2039229230	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$699.88		
	2039219690	9/15/2025	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$95.84		
	2039222393	9/15/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$286.37		
	2039265150	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$702.35		

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		2039257349	9/15/2025	Book 5.97 Aref 15.59 Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.56
		77434	9/15/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$63.54
		2039250938	9/15/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$119.57
		2039255141	9/15/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,055.06
		2039250646	9/15/2025	Books jbks and adult	35510103 - 6006	BOOKS AND PERIODICALS	\$433.63
					35510104 - 6006	BOOKS AND PERIODICALS	\$12.41
		2039239111	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$290.58
		2039249309	9/15/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$36.18
		2039265845	9/15/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$292.59
		2039242538	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$424.19
BAKER & TAYLOR BOOKS					26		\$8,509.51
BARTA, MARGARET ANNE - 2378							
		2025YOGA	9/1/2025	programming kids	35510104 - 6027	PROGRAMMING	\$100.00
BARTA, MARGARET ANNE					1		\$100.00
BLACKSTONE PUBLISHING - 380							
		76944	9/15/2025	material abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.00
BLACKSTONE PUBLISHING					1		\$45.00
BRODART COMPANY - 47							
		662160	9/15/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$345.95
BRODART COMPANY					1		\$345.95
CENGAGE LEARNING INC - 1010							
		999101414333	9/18/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.73
CENGAGE LEARNING INC					1		\$51.73
CENTER POINT LARGE PRINT - 870							
		2185368	9/15/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.28
CENTER POINT LARGE PRINT					1		\$98.28
CITY OF WAUWATOSA - 295							
		76852	9/15/2025	printer station test	35510000 - 6211	CREDIT CARD PROCESSING	\$0.10
		76959	9/15/2025	test printer station	35510000 - 6211	CREDIT CARD PROCESSING	\$7.50
CITY OF WAUWATOSA					2		\$7.60
DEMCO - 76							
		76890	9/15/2025	plastic bags	35510000 - 6099	OTHER EXPENSES	\$94.30
DEMCO					1		\$94.30
EMMONS BUSINESS INTERIORS - 50							
		228107	8/29/2025	Furniture for the Children's Library	15947000 - 6099	OTHER EXPENSES	\$1,982.67
		228220	9/10/2025	furniture repair	35510000 - 6206	EQUIPMENT REPAIRS	\$35.00
EMMONS BUSINESS INTERIORS					2		\$2,017.67
ENVISIONWARE - 976							
		INV-US-77365	9/15/2025	printer station Foundation support	15947000 - 6099	OTHER EXPENSES	\$1,625.00
ENVISIONWARE					1		\$1,625.00
FORWARD TS - 211							
		AR263246	9/9/2025	copier service contract	35510000 - 6202	GENERAL SERVICES	\$398.41
FORWARD TS					1		\$398.41
GREY HOUSE PUBLISHING - 1637							
		991077	9/15/2025	Book arpaced*	38510000 - 6006	BOOKS AND PERIODICALS	\$148.50

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
INGRAM LIBRARY SERVICES LLC - 2432					GREY HOUSE PUBLISHING	1	\$148.50
		89791894-901	9/15/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$68.33
					35510104 - 6006	BOOKS AND PERIODICALS	\$206.13
					38510000 - 6006	BOOKS AND PERIODICALS	\$37.16
		89809182-86	9/15/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$15.61
					35510104 - 6006	BOOKS AND PERIODICALS	\$185.30
		89847628-9	9/15/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$59.23
		89839062-66	9/15/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$11.11
					35510104 - 6006	BOOKS AND PERIODICALS	\$56.88
		89872142-3	9/15/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$19.23
		89872147	9/15/2025	Books arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$615.69
		89872144-6	9/15/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$421.57
					35510104 - 6006	BOOKS AND PERIODICALS	\$11.28
					38510000 - 6006	BOOKS AND PERIODICALS	\$182.42
		89905857-65	9/15/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$62.34
					35510104 - 6006	BOOKS AND PERIODICALS	\$681.18
					38510000 - 6006	BOOKS AND PERIODICALS	\$56.41
		89913565-7	9/15/2025	Books arpa & adult	35510103 - 6006	BOOKS AND PERIODICALS	\$104.72
					38510000 - 6006	BOOKS AND PERIODICALS	\$104.65
		89694374	9/15/2025	Book jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$22.49
		89708250-58	9/15/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$102.10
					35510104 - 6006	BOOKS AND PERIODICALS	\$414.32
					38510000 - 6006	BOOKS AND PERIODICALS	\$23.02
		89701970-5	9/15/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$201.51
		89708259-63	9/15/2025	Books Arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$141.63
					35510104 - 6006	BOOKS AND PERIODICALS	\$29.52
					38510000 - 6006	BOOKS AND PERIODICALS	\$100.66
		89732317-27	9/15/2025	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$32.44
					35510104 - 6006	BOOKS AND PERIODICALS	\$293.43
					38510000 - 6006	BOOKS AND PERIODICALS	\$51.46
		89732328-34	9/15/2025	Books adult & kids	35510103 - 6006	BOOKS AND PERIODICALS	\$519.04
					35510104 - 6006	BOOKS AND PERIODICALS	\$455.39
		89944463-64	9/15/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$39.69
		89967677-80	9/15/2025	Books Arpa A, jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$44.73
					38510000 - 6006	BOOKS AND PERIODICALS	\$39.62
		90007977-80	9/15/2025	Books adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$7.52
					35510104 - 6006	BOOKS AND PERIODICALS	\$934.99
		90007975-76	9/15/2025	Books jbks, adult, jbks 22.03*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.25
					35510104 - 6006	BOOKS AND PERIODICALS	\$23.02
		90020075-78	9/15/2025	Books adult, jbks, arpa	35510103 - 6006	BOOKS AND PERIODICALS	\$12.23
					35510104 - 6006	BOOKS AND PERIODICALS	\$87.01
					38510000 - 6006	BOOKS AND PERIODICALS	\$52.57
		90058315-16	9/15/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$45.86
		90088635-43	9/15/2025	Books Arpa, kids, adult, jbks 22.21*	35510103 - 6006	BOOKS AND PERIODICALS	\$227.2

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt		
JENNIFER ELIZABETH KLEMENS - 2238	90120421-2	9/15/2025	Books kids, adult	35510104 - 6006	BOOKS AND PERIODICALS	\$109.74			
				38510000 - 6006	BOOKS AND PERIODICALS	\$44.22			
				35510103 - 6006	BOOKS AND PERIODICALS	\$34.17			
	90159352-56	9/15/2025	Books Arpa &jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$11.72			
				35510104 - 6006	BOOKS AND PERIODICALS	\$46.30			
				38510000 - 6006	BOOKS AND PERIODICALS	\$9.02			
	90147587-92	9/15/2025	Books Arpa, jbks, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$84.20			
				35510104 - 6006	BOOKS AND PERIODICALS	\$53.87			
				38510000 - 6006	BOOKS AND PERIODICALS	\$11.57			
	90180411-16	9/15/2025	Books jbks, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$232.99			
				35510104 - 6006	BOOKS AND PERIODICALS	\$42.67			
				35510103 - 6006	BOOKS AND PERIODICALS	\$160.82			
	90191616-17	9/15/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$731.50			
				35510103 - 6006	BOOKS AND PERIODICALS	\$39.98			
				38510000 - 6006	BOOKS AND PERIODICALS	\$43.69			
	90225704-6	9/15/2025	Books Arpa, adult, jbks	35510103 - 6006	BOOKS AND PERIODICALS	\$18.67			
				35510104 - 6006	BOOKS AND PERIODICALS	\$54.52			
				35510103 - 6006	BOOKS AND PERIODICALS	\$651.15			
	90225700-3	9/15/2025	Books adult & jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$241.02			
				35510103 - 6006	BOOKS AND PERIODICALS	\$262.84			
				35510103 - 6006	BOOKS AND PERIODICALS	\$169.48			
	90283537-45	9/15/2025	Books jbks and adult	38510000 - 6006	BOOKS AND PERIODICALS	\$27.48			
				35510103 - 6006	BOOKS AND PERIODICALS	\$64.03			
				35510104 - 6006	BOOKS AND PERIODICALS	\$367.75			
	INGRAM LIBRARY SERVICES LLC					33	\$10,326.36		
	JENNIFER ELIZABETH KLEMENS - 2238								
	KANOPY INC - 1657	92125	9/1/2025	programming adult	35510103 - 6027	PROGRAMMING	\$30.00		
					JENNIFER ELIZABETH KLEMENS				
					1	\$30.00			
	KANOPY INC - 1657								
	MARK F MORAN APPRAISAL OF ANTIQUES & FINE ART -	466887	8/31/2025	material streaming Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$955.40		
					KANOPY INC				
					1	\$955.40			
MARK F MORAN APPRAISAL OF ANTIQUES & FINE ART -									
MIDWEST TAPE - 333	1042025	9/15/2025	programming adult	35510103 - 6027	PROGRAMMING	\$450.00			
				MARK F MORAN APPRAISAL OF ANTIQUES & FINE ART					
				1	\$450.00				
MIDWEST TAPE - 333									
MIDWEST TAPE - 333	507709479	9/8/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$18.74			
	507764248	9/19/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$15.73			
	507764249	9/19/2025	books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$56.79			
	507764370	9/19/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$92.20			
	507733934	9/12/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$455.11			
	507733935	9/12/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$50.23			
	507801252	9/26/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$104.96			
	507801249	9/26/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$61.46			
	507801253	9/26/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$19.49			
	507801251	9/26/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS	\$383.11			
							11		

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
MILWAUKEE COUNTY PARKS DEPARTMENT - 1315					MIDWEST TAPE	10	\$1,257.84
	90825	9/15/2025	Wehr nature program adult	35510103 - 6027	PROGRAMMING		\$110.00
MILWAUKEE COUNTY PARKS DEPARTMENT						1	\$110.00
OAK MEADOW INC - 2011							
	76844	9/15/2025	Book Arpahomeschool*	38510000 - 6006	BOOKS AND PERIODICALS		\$16.00
	76900	9/15/2025	Book Arpahomeschool*	35510103 - 6006	BOOKS AND PERIODICALS		\$227.00
	77423	9/15/2025	Book Jarpa homeschool*	38510000 - 6006	BOOKS AND PERIODICALS		\$343.00
OAK MEADOW INC						3	\$586.00
ONE TIME VENDOR - 99999							
	9282025	9/10/2025	programming adult	35510103 - 6027	PROGRAMMING		\$150.00
	77099	9/15/2025	programming supplies adult	35510103 - 6027	PROGRAMMING		\$12.98
	77378	9/15/2025	material library passes*	35510103 - 6006	BOOKS AND PERIODICALS		\$240.00
	102525	9/15/2025	programming adult	35510103 - 6027	PROGRAMMING		\$100.00
ONE TIME VENDOR						4	\$502.98
PLAYAWAY PRODUCTS LLC - 2424							
	77077	9/15/2025	Books jbks*	35510104 - 6006	BOOKS AND PERIODICALS		\$141.98
	26258	9/15/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS		\$65.99
PLAYAWAY PRODUCTS LLC						2	\$207.97
SIGNARAMA - 561							
	66228	9/22/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES		\$42.00
SIGNARAMA						1	\$42.00
SOME MONKEY BUSINESS LLC - 2484							
	261	9/21/2025	programming adult	35510103 - 6027	PROGRAMMING		\$150.00
SOME MONKEY BUSINESS LLC						1	\$150.00
VALUE LINE PUBLISHING, INC. - 1378							
	KF-85995-259	9/15/2025	material eref*	35510103 - 6006	BOOKS AND PERIODICALS		\$1,050.00
VALUE LINE PUBLISHING, INC.						1	\$1,050.00
WISCONSIN LIBRARY ASSOCIATION - 1127							
	22273	9/15/2025	membership and dues	35510000 - 6005	MEMBERSHIPS AND DUES		\$250.00
WISCONSIN LIBRARY ASSOCIATION						1	\$250.00
Grand Total						163	\$31,611.12



Director's Report October 2025

1. Circulation update (from Alanna Maddox, Circulation Supervisor):

A staff member from Children's, Adult's, and Circulation attended the Tosa Farmer's Market on September 13. Staff relayed library information and handed out library promotional items such as custom-made library buttons. This was the most successful summer outreach event for the Circulation department as we signed up 23 patrons for new library accounts.

On September 22, I set up the always popular Banned Books Display complete with sticker and bookmark giveaways. This display is used to bring attention to last year's top ten most challenged books as reported to the American Library Association (ALA). The ALA received reports of 821 attempts to censor library books and other materials in 2024. This is the third highest number of book challenges since tracking began in 1990. This year's Banned Books Week is October 5- 11. I am happy to report that the Wauwatosa Library owns all 10 of the 2024 most challenged books.



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

Anna Lardinois brought her book Milwaukee Ghosts and Legends to life Tuesday the 7th. Part of the popular Haunted America series, Anna's collection of chilling tales uncovers the eerie legends, ghostly encounters, and forgotten lore hiding in plain sight across the city. She showed us spooky mansions and regaled us with stories of restless spirits. Saturday the 4th, we had Mark Moran in house. He is the author of more than 25 books on antiques. Patrons had the opportunity to bring in a collectible piece and have Mark ID and price them. Many people stayed after their appraisal to listen to what other people had brought in.

Looking ahead, on the 25th, we have our crowd favorite: Train Day. Conductor Dave sets up 3 Lionel trains in the Firefly Room that anyone can operate. He is there the whole day complete with a train whistle.

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

Since there is no school on October 17, librarians Brianna and Katie are hosting a tween/teen print making party. Participants will be able to design their own stamps using Styrofoam trays and then will create a block-printed canvas tote bag using fabric paint and brayers. Attendees will each receive one tote bag, but are encouraged to bring in their own items to decorate as well.

This year's increased interest in our Peep diorama contest gave us the idea to host a pumpkin book character contest. Like the Peep contest this spring, kids, teens, adults, and families are invited to pick up a pumpkin and decorate that pumpkin at home to represent their favorite book or book character. Pumpkins are due back to the Library no later than October 27. At that time, the pumpkins will be divided up into their respective age categories and then be on display in the Student Commons hallway for patrons to see and vote on.

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

In-Person Programs: 37; Total attendance: 1,891
Passive Programs: 5; Total participation: 1,398

The Children's Library began our fall programs, sticking to our storytime rotation that has now become routine for our community. We also added in Intergenerational Story Time, a program hosted offsite at Oak Park Place in their community space. This program does two things: 1) it brings our storytime session to a location on the west side of Tosa, reducing a distance barrier for any families that might struggle to attend morning programming due to transportation concerns; and 2) it brings young storytime families into community with

older adults living in Wauwatosa, strengthening connections in an attempt to reduce feelings of isolation and loneliness in a demographic which has shown a need for more community connection in community surveys. Kudos to Children's Librarian Megan Jimenez for spearheading this effort.

Our Wonder Wednesday programming, which provides healthy snacks and engagement to the 100+ middle school students that visit the Library after school on early-release Wednesdays, has begun for the year. We invited students to design custom Labubus and asked for their input about snacks and activities for this school year. Children's Librarian Brianna Schwabe Khateeb will be identifying the best activities for this age group for the '25-'26 school year.

Children's Librarian Sharon Long was selected for the next round of the Wisconsin Library Association Leadership Development Institute. We're immensely proud of Sharon & are so excited for her to undertake this continuing education opportunity. If you see her around the Library, please give her a shout out!

As you can see from our programming numbers, we are as busy as ever, welcoming storytime families and class visits to our space to enjoy all the wonders of literacy and community they can imagine. We're on track to have our biggest year of programming, and appreciate all of the support from the Board, the Library's administrative team, and the community!

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

Employees: Dan Neddle has joined library staff as an After School Library Monitor. His first day was Monday, October 6.

Technical Services: For the past six months we have had problems getting books from our main vendor, Baker & Taylor. Orders were placed and books did not get shipped, or books were simply listed as unavailable. A few weeks ago Baker & Taylor announced they were being bought by ReaderLink but at the last minute ReaderLink pulled out. Recent news articles indicate that Baker & Taylor is beginning to wind down operations and has closed its facility in Momence Illinois. Librarians have switched all their ordering to another vendor called Ingram – Ingram has titles available and they ship on time. Ingram offers discounts similar to B&T.

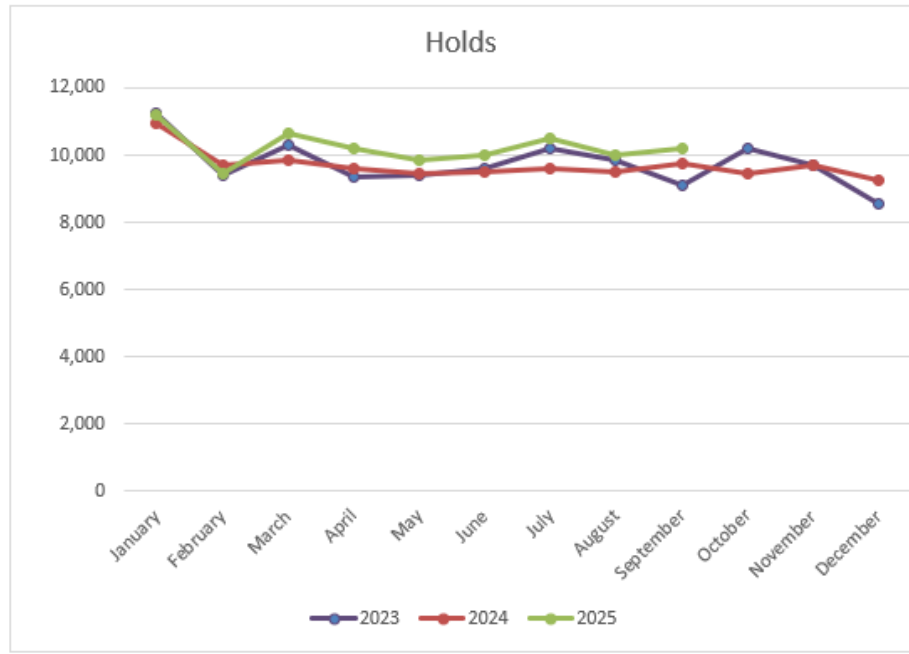
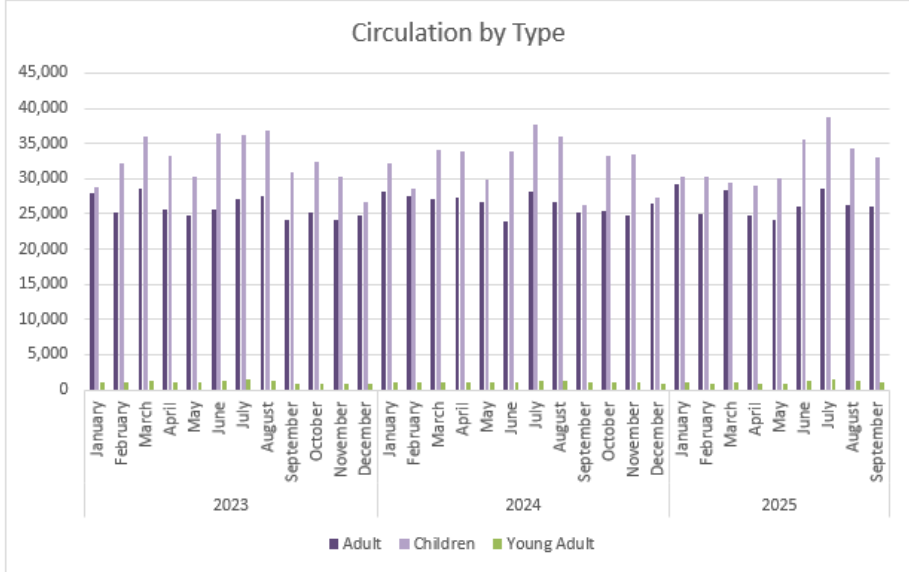
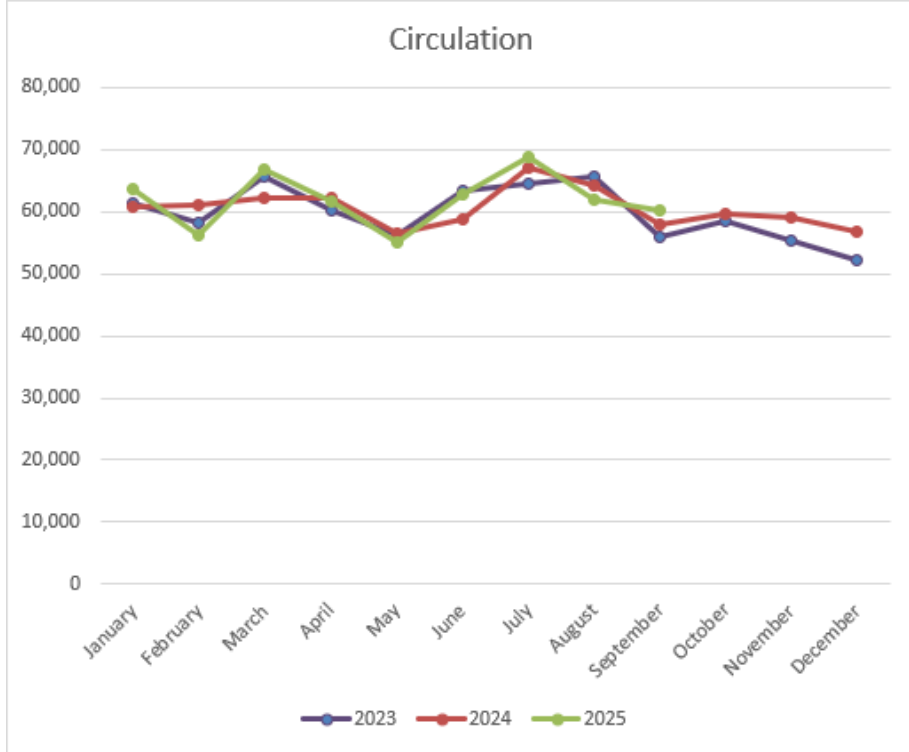
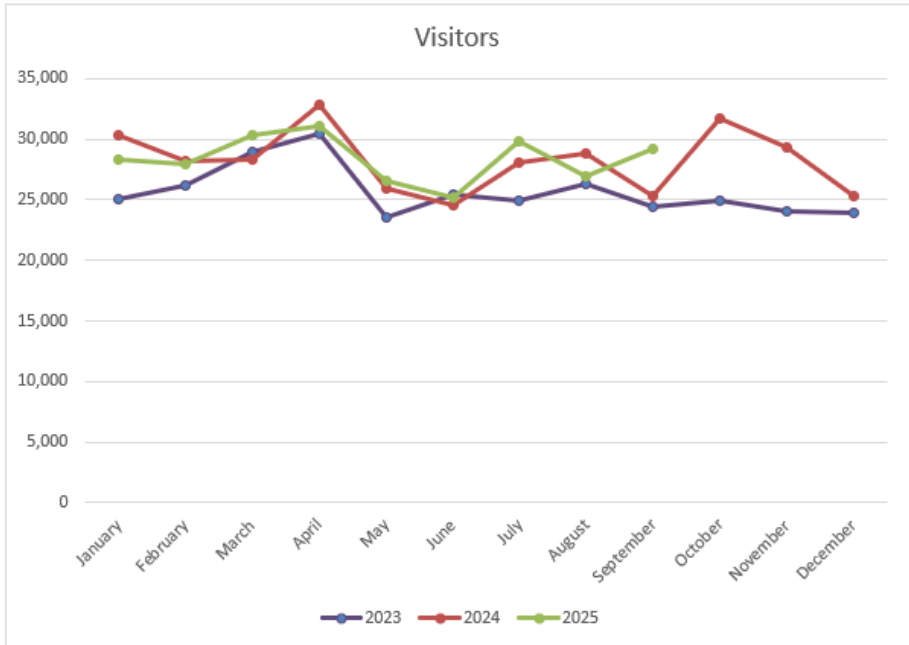
Building: Several carpet tiles in the Adult Library Student Commons were damaged this summer. Facilities staff reviewed options, and opted to use their stock of extra tiles to replace three rows of tiles in the hallway. A contractor completed the work in early October.

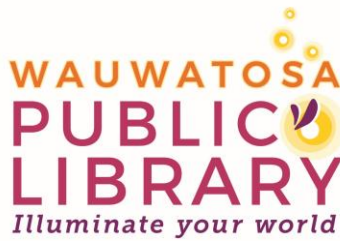
6. October anniversaries:

- 2 years Conor Tully, Shelver
- 1 year Alexis Humphries-Mitchell, Shelver
- 1 year Angie Quartana, Shelver

7. Upcoming meetings:

- Planning Committee: Wednesday, November 19 at 5:30 PM
- Library Board: Wednesday, November 19 at 6:30 PM





To: Library Board

Fr: Abby Bussen

October 15, 2025

Re: Wauwatosa Public Library Funding Request: Adjustable OPAC Stands

Purpose/Need

Wall-mounted, height adjustable stands to spread out our online public access catalog (OPAC) stations in the Children's Library.

Background

We currently have four OPAC stations in the Children's Library, located directly across from the reference desk. These computers sit on two bulky pieces of furniture that take up a very large footprint, impeding the natural flow of traffic in the space. While touring the renovated Appleton Public Library, the Wauwatosa Public Library Management Team noted that they had clever, ergonomic OPAC stations that were wall- or end-of-range-mounted and height adjustable, making them accessible and ADA friendly. Based on Appleton's enthusiastic recommendation, we're requesting funding to purchase two identical models to be placed in Juvenile Nonfiction & Juvenile Graphic Novels. By distributing them throughout the collection, we'll eliminate the need for patrons to walk back to the front of the Library to resume their search, which can be difficult for those with mobility challenges. We will also remove one of the two bulky pieces of furniture that are currently across from the Children's reference desk, opening up that floor space to create a more open and natural flow for foot traffic. We hope to see success with this OPAC method that many libraries have adopted and implement a similar approach in the Adult Library in 2026.

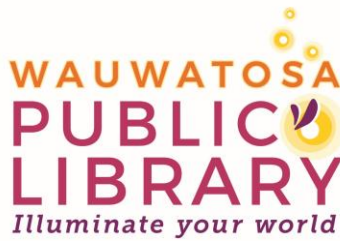


Project Costs

	Individual cost	Needed	Total Cost
Adjustable OPAC Stands	\$1200	2	\$2400
PC Mounting Bracket	\$80	2	\$160
Project total:			\$2560

Recommendation

A motion for the Library Board to approve the purchase of these items using funds from the Agency Trust.



To: Library Board
Fr: Peter Loeffel, Library Director
October 15, 2025
2026 Library Calendar

Purpose/Need

The Library Board reviews the Wauwatosa Public Library’s scheduled closings and holidays each year, along with WPL’s regular hours. WPL has the same hours in 2026 as in 2025.

Background

2026 City holidays

New Year’s Day	Thursday, January 1
Martin Luther King Day	Monday, January 19
Spring Holiday	Friday, April 3
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thurs., December 24
Christmas Day	Friday, December 25
New Year’s Eve	Thurs., December 31

Additional closed days

Sunday, April 5
Saturday, May 23
Saturday, July 4
Saturday, September 5
Sundays, May 24 through September 6

WPL is closed on all City holidays in 2026.

Staff Training Day

WPL will also be closed on a Friday to be determined later in 2026 for a staff development day.

WPL hours

- Monday through Thursday: 9:00 a.m. to 8:00 p.m.
- Friday: 9:00 a.m. to 5:00 p.m.
- Saturday: 9:00 a.m. to 5:00 p.m. (9:00 a.m. to 1:00 p.m. between Memorial Day and Labor Day)
- Sunday: 1:00 p.m. to 4:00 p.m.

Recommendation

To approve a motion to adopt the 2026 Library Calendar.

2026

Library Closed Days/Short Saturdays

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
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Closed Days
Short Saturdays
Open Holidays

The Library Board and Accessible Services

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Role of the Board / Role of the Director

The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The section of the ADA that will be discussed in this *Trustee Essential* requires that all library services must be accessible to people with disabilities. However, people with disabilities are not the only population in the community for whom using the library may be difficult, limited, or minimized.

The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

ADA Background on Accessible Services

The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to.

The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building. But some accommodations can and must be made until such time as the building is remodeled or a new building is constructed. Provision of certain services may require accommodations even if the building is accessible.

Types of Disabilities that may Require Accommodations to Make Library Services Accessible

Mobility impairments

People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or

In This Trustee Essential

- How to make your library services accessible to all members of the community
- Your responsibility in regard to implementing ADA requirements for accessible services

grasp, or turn pages. If the building itself is not accessible, the problem of providing access to services is more complicated. Some libraries offer services by phone and make selections for their patrons and then either bring the materials out to the people who cannot come into the building or else deliver them to their homes. Some libraries offer a drive-up window with customized service to make pickup and delivery easier for people with disabilities—and provide a great convenience to the general public. Many libraries offer outreach services to nursing homes. One helpful service public libraries can provide is to refer people with severe mobility limitations to the Wisconsin Talking Book and Braille Library, from which they can access recorded materials and automatic page turners if they are unable to hold a book or turn pages.

Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs. The table must accommodate wheelchairs in terms of height and legroom under it. A long cord can be added to the keyboard so it can be lifted down onto the tray of a wheelchair. A trackball can be added as an alternative to a mouse, or in addition to one. Trackballs are easier for some people to manipulate. The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.

All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them. Accommodations at story hours or other programs should be made to help every child feel comfortable, accepted, and an active participant in the program.

The library collection should include resource materials on physical disabilities. Some collections include toys adapted for children with mobility impairments. Library publicity should routinely include a phone number (and a TDD number if available) to call if accommodations are needed.

Blindness and vision impairments

Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials. Computer workstations can be adapted with software that reads the text aloud. This feature can be very helpful to people with learning disabilities, adults who are just starting to learn to read, and people who are learning English. The library's webpage should follow universal design recommendations, so that it can be read easily by people who use a screen reader.

The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection. The library's regular collection of CDs, computer software and recorded books can be made accessible to patrons who are blind if clear Braille labels are added. Brailist organizations may be able to do this for the library at very little cost. Large-print

materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available. Audio materials may also be of interest to patrons who have limited vision. The library can also, upon request, be a referral point to the Wisconsin Center for the Blind and Visually Impaired in Janesville, especially if the patron is a child.

Computer workstations can easily be adapted for large print, often using the features built into the standard computer, although larger monitors also help. The ability to change the background colors and contrasts is also very helpful. Many libraries offer in-house magnifiers; some allow them to be checked out. An intensely bright table or floor lamp that can be moved around in the library is a very useful accommodation. Some libraries have machines that can enlarge photos or text. Some have machines that can read text out loud. Computer scanners can also be used to scan and then enlarge text and images. Photocopy machines can be used to enlarge pages of text for people who use large print. Some libraries have adapted toys for children who are blind or who have severe vision impairments.

Deafness and hearing impairments

As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss. Patrons should be allowed to decide individually how they want to communicate, and the staff should try to work with each patron to meet his or her needs.

Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired. A closed sound system (such as a hearing loop) which amplifies the sound only for the person using the equipment can also be used. Libraries must provide an interpreter for any programs or meetings when one is requested.

Libraries should routinely flash their lights when announcements are made, especially for emergency announcements, and to warn patrons that the library is closing soon. Flashing lights is a technique commonly used with people who are deaf to get their attention. It alerts the patron that something important is happening. Adaptations can be made in story hours to help a child who is deaf or hearing-impaired get more out of the program. Some libraries circulate special toys that light up or vibrate for children who are deaf. Libraries often order open- and closed-captioned videos. All libraries should have current information on deafness and hearing loss in their collections.

Developmental delays / brain injury / mental illness

People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary. Staff should strive to make all patrons feel welcome in the library.

Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age. Extra assistance and reminders are sometimes needed when patrons with developmental or emotional disabilities attend programs and meetings at the library. The library can be an important resource for families who have a member with a developmental delay, a brain injury, or an emotional illness. More importantly, the public library has a role in making the family and individual feel accepted and a part of the larger community. Being at a public library is a very “normalizing” experience.

Discussion Questions

1. 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.)
2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

Sources of Additional Information

- The DLT Special Services page at <http://dpi.wi.gov/pld/yss> has links to resources and agencies serving people with various types of disabilities.
- Wisconsin Talking Book and Braille Library, 813 West Wells Street, Milwaukee, WI 53233-1436, (414) 286-3045, toll-free within Wisconsin: (800) 242-8822, fax: (414) 286-3102, e-mail: wtbbl@milwaukee.gov
- Wisconsin Center for the Blind and Visually Impaired, 1700 W. State Street, Janesville, WI 53546-5344, (608) 758-6100, toll-free: (800) 832-9784, outreach toll-free: (866) 284-1107, fax: (608) 758-6161 www.wcbvi.k12.wi.us/
- Wisconsin School for the Deaf, 309 W. Walworth Avenue, Delavan, WI 53115, (262) 740-2066, e-mail: webmaster@wsd.k12.wi.us

- Wisconsin Outreach for the Deaf and Hard of Hearing, N25 W23131 Paul Road, Suite 100, Pewaukee, WI 53072-5734, (888) 656-8556.
- 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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