



# Wauwatosa, WI

## Library Board of Trustees

### Meeting Agenda - Final

7635 W. North Avenue,  
Wauwatosa, WI 53213

Wednesday, May 20, 2026

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

Approval of the meeting minutes from April 15, 2026

[26-0970](#)

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

Presentation of conceptual design alternatives for the remodel, expansion, or reconstruction of Wauwatosa’s Library and City Hall

[26-0963](#)

Year-to-date financial reports

[26-0964](#)

Monthly operating vouchers ratification

[26-0965](#)

President’s report

[26-0966](#)

Director’s report

[26-0967](#)

Wauwatosa Public Library Foundation report

[26-0968](#)

#### NEW BUSINESS

3D Printing policy

[26-0969](#)

Signage

[26-0973](#)

Staff break room recliner

[26-0974](#)

Open holds bookcases	<a href="#"><u>26-0975</u></a>
New coin bill acceptors and credit card terminal	<a href="#"><u>26-0976</u></a>
Digitizing historic Wauwatosa newspapers	<a href="#"><u>26-0977</u></a>
Adjustable OPAC stands	<a href="#"><u>26-0978</u></a>
Book display cart	<a href="#"><u>26-0979</u></a>
Foundation Speaker Series	<a href="#"><u>26-0980</u></a>
Early learning play kitchen set	<a href="#"><u>26-0981</u></a>
Launchpad computers	<a href="#"><u>26-0982</u></a>
OPAC table	<a href="#"><u>26-0983</u></a>
Sensory space equipment	<a href="#"><u>26-0984</u></a>
Smart lock for mother's room	<a href="#"><u>26-0985</u></a>

## **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](mailto: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, April 15, 2026

6:30 PM

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

#### Regular Meeting

#### CALL TO ORDER

*Tr. Deluhery called the meeting to order at 6:30 pm.*

#### ROLL CALL

*Excused, Ernst Franzen, Common Council Liaison.*

- |                  |   |
|------------------|---|
| <b>Present 7</b> | Trustee Bill Andrae<br>Trustee Monica Deluhery<br>Trustee CJ Dykstra<br>Trustee Christine Lindstrom<br>Trustee Mary Nelson<br>Trustee Lauren Roznowski Hayden<br>Trustee - School District Representative Meegan Archambo |
| <b>Excused 2</b> | Board President Kathy Causier<br>Trustee Brian Began  |

#### APPROVAL OF MINUTES

Approval of meeting minutes from March 18, 2026 [26-0729](#)

**RESULT:** APPROVED  
**MOVER:** Bill Andrae  
**SECONDER:** Lauren Roznowski Hayden

**Aye 7** Andrae, Deluhery, Dykstra, Lindstrom, Nelson, Roznowski Hayden, and Archambo

**Excused 2** Causier, and Began

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

Year-to-date financial reports [26-0730](#)

Monthly operating vouchers ratification [26-0731](#)

**RESULT:** APPROVED  
**MOVER:** CJ Dykstra  
**SECONDER:** Christine Lindstrom

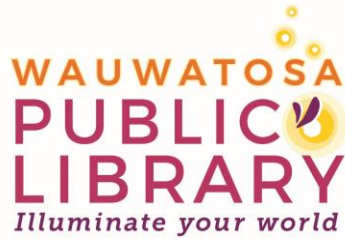
<b>Aye</b> 7	Andrae, Deluhery, Dykstra, Lindstrom, Nelson, Roznowski Hayden, and Archambo	
<b>Excused</b> 2	Causier, and Began	
President’s report		<a href="#"><u>26-0732</u></a>
Director’s report		<a href="#"><u>26-0733</u></a>
Wauwatosa Public Library Foundation report		<a href="#"><u>26-0734</u></a>

**NEW BUSINESS**

Trustee Essentials 25: Liability Issues		<a href="#"><u>26-0735</u></a>
---	--	--------------------------------

**ADJOURNMENT**

*Tr. Deluhery adjourned the meeting at 7:12 pm.*



**To: Library Board**

**Fr: Peter Loeffel**

**May 20, 2026**

**Re: Presentation by representatives from OPN of conceptual design alternatives for the remodel, expansion, or reconstruction of Wauwatosa's Library and City Hall.**

---

City staff and representatives from OPN Architects, and C. G. Schmidt presented conceptual design alternatives for the remodel, expansion, or reconstruction of Wauwatosa's Library and City Hall at the council's Committee of the Whole meeting on May 12, 2026.

Representatives from OPN Architects will attend the library board meeting to review the design alternatives with the board.

Department of Public Works Director David Simpson's memo from that meeting is attached.



# Wauwatosa, WI

## Staff Report

---

**File #:** 26-0863

**Agenda Date:** 5/12/2026

**Agenda #:** 1.

---

Presentation of conceptual design alternatives for the remodel, expansion, or reconstruction of Wauwatosa's Library and City Hall

**Submitted by:**

David Simpson, Director of Public Works

**Department**

Public Works

**A. Issue**

The City's currently approved 5-year Capital Improvements Program (CIP) includes funding to continue with design work for the remodel, expansion, or reconstruction of the City's Library and City Hall Complex. In order to continue onto final design and fundraising for the project a decision regarding project funding is needed.

**B. Background/Options**

**History.** With the decision made to keep the Library and City Hall facility in its current location, the first step toward an eventual remodel of the facility was the completion of a feasibility study, which was completed and presented to the Committee of the Whole in early 2023. Since that time the 5-year CIP was developed and approved to include design funding for more detailed design analysis and cost modeling. In late 2025 the Common Council approved a contract with CG Schmidt for Construction Management Services, which compliments the work that OPN Architects continues to complete for the project's conceptual design phase.

**At This Meeting.** At this Committee of the Whole meeting the project team, consisting of City staff and representatives from CG Schmidt & OPN Architects, will present four different Library/City Hall options for the Common Council's consideration. Each option will have different levels of funding required as well as varying degrees of project objectives being met.

**Public Input.** In the months following this meeting the City will launch a public outreach campaign to gather public input to assist the Common Council as they work toward a funding decision.

**Funding Decision.** In order to establish a timeline for this project and proceed with private fundraising for the library expansion, Common Council direction is needed as to the amount that the City will contribute toward the project through an increase in the property tax levy. If a decision can be made at the July 28<sup>th</sup> Common Council meeting funding can be planned during this year's Capital Improvement Planning and Approval process.

**C. Strategic Plan (Area of Focus)**

Infrastructure & Quality of Life

**D. Fiscal Impact**

The financial impact will depend upon which level of funding the Common Council would support. The goal is to make this decision in July of 2026 so that funding can be included in the Capital Budget planning and approval process and fundraising can begin.

**E. Recommendation**

None at this time, presentation only.

Fiscal Year	2026	May 15, 2026
Period	All	
Fund	35 - LIBRARY	
Segment 5	510 - LIBRARY	

Row Labels	Original Budget	Revised Budget	All Actuals	Available Budget (ALL)	CY % of Budget Used (ALL)
<b>Expense</b>	<b>\$3,746,972.24</b>	<b>\$3,751,630.63</b>	<b>\$1,277,287.23</b>	<b>\$2,474,343.40</b>	<b>34.0%</b>
<b>50 - WAGES</b>	<b>\$1,819,951.99</b>	<b>\$1,819,951.99</b>	<b>\$599,231.12</b>	<b>\$1,220,720.87</b>	<b>32.9%</b>
5010 - REGULAR PAY	\$1,819,951.99	\$1,819,951.99	\$497,158.16	\$1,322,793.83	27.3%
5050 - OFF TIME	\$0.00	\$0.00	\$102,072.96	(\$102,072.96)	NA
5099 - SALARY & ATTRITION CONTRA	\$0.00	\$0.00	\$0.00	\$0.00	NA
<b>51 - OVERTIME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$604.32</b>	<b>(\$604.32)</b>	<b>NA</b>
5110 - OVERTIME	\$0.00	\$0.00	\$604.32	(\$604.32)	NA
<b>52 - BENEFITS</b>	<b>\$605,265.43</b>	<b>\$605,265.43</b>	<b>\$170,841.66</b>	<b>\$434,423.77</b>	<b>28.2%</b>
5210 - FRINGE	\$348,852.00	\$348,852.00	\$87,304.33	\$261,547.67	25.0%
5220 - WORKERS COMP	\$19,039.06	\$19,039.06	\$6,379.40	\$12,659.66	33.5%
5230 - SOCIAL SECURITY	\$135,710.35	\$135,710.35	\$44,146.13	\$91,564.22	32.5%
5240 - WRS	\$101,664.02	\$101,664.02	\$33,011.80	\$68,652.22	32.5%
<b>60 - OPERATING</b>	<b>\$462,325.00</b>	<b>\$466,983.39</b>	<b>\$199,869.63</b>	<b>\$267,113.76</b>	<b>42.8%</b>
6002 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$10,000.00	\$1,028.72	\$8,971.28	10.3%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$3,767.93	\$8,232.07	31.4%
6004 - PRINTING AND DUPLICATION	\$11,500.00	\$11,500.00	\$10,181.10	\$1,318.90	88.5%
6005 - MEMBERSHIPS AND DUES	\$3,595.00	\$3,595.00	\$625.00	\$2,970.00	17.4%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$168,532.75	\$217,467.25	43.7%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$6,808.01	\$7,471.99	47.7%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$54.61	\$945.39	5.5%
6018 - MARKETING AND PROMOTION	\$5,000.00	\$5,000.00	\$579.70	\$4,420.30	11.6%
6027 - PROGRAMMING	\$11,150.00	\$11,150.00	\$3,143.59	\$8,006.41	28.2%
6097 - PCARD REBATE	\$0.00	\$4,658.39	\$433.89	\$4,224.50	9.3%
6098 - INVEST IN PEOPLE - WORKFLOW ON	\$0.00	\$0.00	\$0.00	\$0.00	NA
6099 - OTHER EXPENSES	\$7,800.00	\$7,800.00	\$4,714.33	\$3,085.67	60.4%
<b>62 - SERVICES</b>	<b>\$64,808.69</b>	<b>\$64,808.69</b>	<b>\$51,606.83</b>	<b>\$13,201.86</b>	<b>79.6%</b>
6202 - GENERAL SERVICES	\$57,376.69	\$57,376.69	\$50,351.68	\$7,025.01	87.8%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$338.99	\$1,161.01	22.6%
6210 - AUDITING SERVICES	\$1,432.00	\$1,432.00	\$0.00	\$1,432.00	0.0%
6211 - CREDIT CARD PROCESSING	\$4,500.00	\$4,500.00	\$916.16	\$3,583.84	20.4%
<b>63 - UTILITIES</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$310.56</b>	<b>\$489.44</b>	<b>38.8%</b>
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$310.56	\$489.44	38.8%
<b>64 - FIXED CHARGES</b>	<b>\$10,003.75</b>	<b>\$10,003.75</b>	<b>\$4,987.99</b>	<b>\$5,015.76</b>	<b>49.9%</b>
6409 - SOFTWARE HOSTING	\$4,903.75	\$4,903.75	\$2,000.00	\$2,903.75	40.8%
6411 - SOFTWARE MAINT	\$5,100.00	\$5,100.00	\$2,987.99	\$2,112.01	58.6%
<b>65 - INTERNAL CHARGES</b>	<b>\$748,817.38</b>	<b>\$748,817.38</b>	<b>\$249,605.92</b>	<b>\$499,211.46</b>	<b>33.3%</b>
6503 - INFORMATION SYSTEMS	\$240,057.38	\$240,057.38	\$80,019.12	\$160,038.26	33.3%
6504 - MUNICIPAL COMPLEX RENT	\$508,760.00	\$508,760.00	\$169,586.80	\$339,173.20	33.3%
<b>66 - OTHER EXPENSES</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$229.20</b>	<b>\$34,770.80</b>	<b>0.7%</b>
6602 - BUDGET ONLY	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	0.0%
6699 - PCARD DEFAULT	\$0.00	\$0.00	\$229.20	(\$229.20)	NA
<b>Revenue</b>	<b>(\$3,746,972.24)</b>	<b>(\$3,751,630.63)</b>	<b>(\$393,314.34)</b>	<b>(\$3,358,316.29)</b>	<b>10.5%</b>
<b>45 - FINES AND PENALTIES</b>	<b>(\$8,000.00)</b>	<b>(\$8,000.00)</b>	<b>(\$3,309.78)</b>	<b>(\$4,690.22)</b>	<b>41.4%</b>
4510 - LATE FEE	(\$8,000.00)	(\$8,000.00)	(\$3,309.78)	(\$4,690.22)	41.4%
<b>46 - PUBLIC CHARGES</b>	<b>(\$26,500.00)</b>	<b>(\$26,500.00)</b>	<b>(\$15,640.98)</b>	<b>(\$10,859.02)</b>	<b>59.0%</b>
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$5,286.68)	(\$3,213.32)	62.2%
4699 - OTHER PUBLIC CHARGES	(\$18,000.00)	(\$18,000.00)	(\$10,354.30)	(\$7,645.70)	57.5%
<b>47 - INTERGOVT CHRG</b>	<b>(\$361,472.00)</b>	<b>(\$361,472.00)</b>	<b>(\$362,226.00)</b>	<b>\$754.00</b>	<b>100.2%</b>
4708 - CHARGES TO OTHER LIBRARIES - M	(\$361,472.00)	(\$361,472.00)	(\$362,226.00)	\$754.00	100.2%
<b>48 - MISCELLANEOUS</b>	<b>(\$20,800.00)</b>	<b>(\$25,458.39)</b>	<b>(\$12,137.58)</b>	<b>(\$13,320.81)</b>	<b>47.7%</b>
4808 - SALE OF CITY PROPERTY - NONCAP	(\$18,000.00)	(\$18,000.00)	(\$6,629.95)	(\$11,370.05)	36.8%
4820 - P-CARD REBATE	\$0.00	(\$4,658.39)	(\$4,658.39)	\$0.00	100.0%

# Library Invoices

Invoice Due Dates: 4/1/2026 thru 4/30/2026

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833		86185	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.66
		86188	4/16/2026	office supplies & other expenses	35510000 - 6003	OFFICE SUPPLIES	\$38.84
					35510000 - 6097	PCARD REBATE	\$47.01
		86200	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$10.35
		86213	4/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$25.34
		86248	4/16/2026	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$36.44
		86252	4/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$210.89
		86253	4/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$297.00
		86269	4/16/2026	material Jav*	35510104 - 6006	BOOKS AND PERIODICALS	\$34.89
		86296	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$38.94
		86306	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$35.97
		86308	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$60.43
		86309	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$11.04
		86319	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$24.99
		86320	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$45.01
		86325	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$47.96
		86331	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$11.76
		86341	4/16/2026	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.99
		86342	4/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$41.97
		86358	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.40
		86368	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$22.71
		86384	4/16/2026	Book 33 Afic 16.50 Amed 22 Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$71.50
		86385	4/16/2026	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.94
		86388	4/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$12.99
		86408	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$34.74
		86409	4/16/2026	Book jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$14.84
		86424	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$27.90
		86434	4/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$48.95
		86444	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$33.19
		86445	4/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$11.95
		86448	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$38.61
		86449	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.00
		86450	4/16/2026	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.48
		86461	4/16/2026	Book jbks*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.23
		86471	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.37
		86472	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.05
		86473	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.98
		86497	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.38
		86498	4/16/2026	Book special*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.64
		86499	4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$227.78
		86516	4/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$65.65
		86522	4/16/2026	programming supplies adult & kids	35510103 - 6027	PROGRAMMING	\$8.00

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
					35510104 - 6027	PROGRAMMING	\$7.99
	86526		4/16/2026	Book 29.84 Abiog 28.08 Afic 16.56 Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$74.48
	86527		4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.88
	86541		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$19.89
	86542		4/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$54.30
	86543		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.92
	86553		4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.61
	86574		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$8.99
	86578		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$48.70
	86582		4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.99
	86583		4/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$299.00
	86602		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.34
	86608		4/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$82.23
	86621		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.73
	86636		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$19.99
	86637		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$37.04
	86642		4/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$29.39
	86646		4/16/2026	Book jbk*	35510104 - 6006	BOOKS AND PERIODICALS	\$5.84
	86653		4/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$548.48
	86654		4/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$351.88
	86691		4/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.79
	86701		4/16/2026	Book arpamed*	38510000 - 6006	BOOKS AND PERIODICALS	\$22.00
	86702		4/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.20
	86722		4/16/2026	material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$39.99
	86726		4/16/2026	Book afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$107.94
	86727		4/16/2026	Book afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.39
	86744		4/16/2026	material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$44.99
	86745		4/16/2026	material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$34.50
					<b>AMAZON</b>	<b>68</b>	<b>\$3,909.23</b>
AQUATIC REALMZ - 1689							
	AR3666		4/16/2026	fish tank service	35510000 - 6202	GENERAL SERVICES	\$128.21
	AR3819		4/16/2026	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$149.99
					<b>AQUATIC REALMZ</b>	<b>2</b>	<b>\$278.20</b>
BRODART COMPANY - 47							
	672768		4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$547.21
					<b>BRODART COMPANY</b>	<b>1</b>	<b>\$547.21</b>
CENGAGE LEARNING INC - 1010							
	999102614732		4/13/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$61.42
					<b>CENGAGE LEARNING INC</b>	<b>1</b>	<b>\$61.42</b>
CENTER POINT LARGE PRINT - 870							
	2232816		4/16/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$49.14
	2229866		4/16/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.28
	2236334		4/16/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.28
					<b>CENTER POINT LARGE PRINT</b>	<b>3</b>	<b>\$245.70</b>

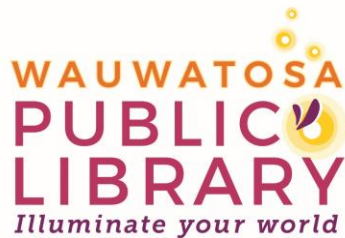
Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		86359	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$120.27
		86501	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$84.12
<b>DEMCO</b>						<b>2</b>	<b>\$204.39</b>
FORWARD TS - 211		AR279687	4/8/2026	general services	35510000 - 6202	GENERAL SERVICES	\$139.67
<b>FORWARD TS</b>						<b>1</b>	<b>\$139.67</b>
HOMEDEPOT.COM - 444		86523	4/16/2026	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.97
<b>HOMEDEPOT.COM</b>						<b>1</b>	<b>\$19.97</b>
HOTEL LISTING - 505		86369	4/16/2026	professional development - invest in people	10143431 - 6002	PROFESSIONAL DEVELOPMENT	\$121.00
<b>HOTEL LISTING</b>						<b>1</b>	<b>\$121.00</b>
INGRAM LIBRARY SERVICES LLC - 2432		95047381	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$62.43
					35510104 - 6006	BOOKS AND PERIODICALS	\$428.70
					38510000 - 6006	BOOKS AND PERIODICALS	\$183.37
		95069005	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$77.12
					35510104 - 6006	BOOKS AND PERIODICALS	\$715.40
					38510000 - 6006	BOOKS AND PERIODICALS	\$59.70
		95102936	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$264.98
					35510104 - 6006	BOOKS AND PERIODICALS	\$737.33
					38510000 - 6006	BOOKS AND PERIODICALS	\$63.85
		95117048	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$329.97
					35510104 - 6006	BOOKS AND PERIODICALS	\$143.99
					38510000 - 6006	BOOKS AND PERIODICALS	\$325.97
		95102937	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$176.48
					35510104 - 6006	BOOKS AND PERIODICALS	\$360.64
					38510000 - 6006	BOOKS AND PERIODICALS	\$307.92
		95102935	4/16/2026	Books arpa, adult, kids	38510000 - 6006	BOOKS AND PERIODICALS	\$189.87
		credit memos	4/16/2026	Books adult, kids refund	35510103 - 6006	BOOKS AND PERIODICALS	-\$78.08
					35510104 - 6006	BOOKS AND PERIODICALS	-\$182.81
		95135646	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$160.55
					35510104 - 6006	BOOKS AND PERIODICALS	\$282.64
					38510000 - 6006	BOOKS AND PERIODICALS	\$93.99
		95135647	4/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$16.50
					35510104 - 6006	BOOKS AND PERIODICALS	\$22.78
		95167325	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$175.48
					35510104 - 6006	BOOKS AND PERIODICALS	\$273.91
					38510000 - 6006	BOOKS AND PERIODICALS	\$181.42
		95180655	4/16/2026	Books arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$20.58
					38510000 - 6006	BOOKS AND PERIODICALS	\$81.65
		95180654	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$25.03
					35510104 - 6006	BOOKS AND PERIODICALS	\$143.12
					38510000 - 6006	BOOKS AND PERIODICALS	\$290.18
		95215106	4/16/2026	Books arpa, adult, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$65.

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		95197942	4/16/2026	Books arpa, adult, kids	38510000 - 6006	BOOKS AND PERIODICALS	\$60.70
					35510103 - 6006	BOOKS AND PERIODICALS	\$49.50
					35510104 - 6006	BOOKS AND PERIODICALS	\$245.82
					38510000 - 6006	BOOKS AND PERIODICALS	\$164.89
		95234144	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$275.12
					35510104 - 6006	BOOKS AND PERIODICALS	\$219.03
					38510000 - 6006	BOOKS AND PERIODICALS	\$14.99
		95264784	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$151.14
					35510104 - 6006	BOOKS AND PERIODICALS	\$394.42
					38510000 - 6006	BOOKS AND PERIODICALS	\$190.15
		95294434	4/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$16.49
					35510104 - 6006	BOOKS AND PERIODICALS	\$23.88
		95340971	4/16/2026	Book arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$42.54
					38510000 - 6006	BOOKS AND PERIODICALS	\$246.05
		95324786	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$121.14
					35510104 - 6006	BOOKS AND PERIODICALS	\$141.14
					38510000 - 6006	BOOKS AND PERIODICALS	\$257.49
		95324785	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$59.16
					35510104 - 6006	BOOKS AND PERIODICALS	\$539.74
					38510000 - 6006	BOOKS AND PERIODICALS	\$659.31
		95377546	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$168.92
					35510104 - 6006	BOOKS AND PERIODICALS	\$59.58
					38510000 - 6006	BOOKS AND PERIODICALS	\$36.97
		95361805	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$62.68
					35510104 - 6006	BOOKS AND PERIODICALS	\$64.54
					38510000 - 6006	BOOKS AND PERIODICALS	\$11.54
		95415947	4/16/2026	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$77.66
		95398996	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$108.78
					35510104 - 6006	BOOKS AND PERIODICALS	\$555.48
					38510000 - 6006	BOOKS AND PERIODICALS	\$43.46
		95398997	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$92.78
					35510104 - 6006	BOOKS AND PERIODICALS	\$311.81
					38510000 - 6006	BOOKS AND PERIODICALS	\$43.39
		95398995	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$450.40
					35510104 - 6006	BOOKS AND PERIODICALS	\$231.69
					38510000 - 6006	BOOKS AND PERIODICALS	\$209.75
		95447229	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$36.93
					35510104 - 6006	BOOKS AND PERIODICALS	\$58.94
					38510000 - 6006	BOOKS AND PERIODICALS	\$10.77
		95434009	4/16/2026	Books arpa, kids, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$98.13
					35510104 - 6006	BOOKS AND PERIODICALS	\$48.32
					38510000 - 6006	BOOKS AND PERIODICALS	\$37.35
		95491923	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$409.19
					35510104 - 6006	BOOKS AND PERIODICALS	\$102.65
					38510000 - 6006	BOOKS AND PERIODICALS	\$91.

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		95519303	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$74.36
					35510104 - 6006	BOOKS AND PERIODICALS	\$52.71
					38510000 - 6006	BOOKS AND PERIODICALS	\$116.68
		95563006	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$430.56
					35510104 - 6006	BOOKS AND PERIODICALS	\$350.68
					38510000 - 6006	BOOKS AND PERIODICALS	\$146.99
		95574675	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$514.51
					35510104 - 6006	BOOKS AND PERIODICALS	\$12.64
					38510000 - 6006	BOOKS AND PERIODICALS	\$401.70
		95587660	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$481.22
					35510104 - 6006	BOOKS AND PERIODICALS	\$31.39
					38510000 - 6006	BOOKS AND PERIODICALS	\$378.58
		95601997	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$86.34
					35510104 - 6006	BOOKS AND PERIODICALS	\$117.75
					38510000 - 6006	BOOKS AND PERIODICALS	\$68.62
		95587661	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$186.97
					35510104 - 6006	BOOKS AND PERIODICALS	\$173.58
					38510000 - 6006	BOOKS AND PERIODICALS	\$29.63
		95587662	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$147.23
					35510104 - 6006	BOOKS AND PERIODICALS	\$727.76
					38510000 - 6006	BOOKS AND PERIODICALS	\$43.48
		95587659	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$1,059.87
					35510104 - 6006	BOOKS AND PERIODICALS	\$32.40
					38510000 - 6006	BOOKS AND PERIODICALS	\$388.78
		95647987	4/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$35.88
					35510104 - 6006	BOOKS AND PERIODICALS	\$47.11
		95647988	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$195.78
					35510104 - 6006	BOOKS AND PERIODICALS	\$169.57
					38510000 - 6006	BOOKS AND PERIODICALS	\$25.16
		95661454	4/16/2026	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$19.07
		95661453	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$38.09
					35510104 - 6006	BOOKS AND PERIODICALS	\$32.08
					38510000 - 6006	BOOKS AND PERIODICALS	\$22.79
		95697392	4/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$59.05
					35510104 - 6006	BOOKS AND PERIODICALS	\$103.20
		95677681	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$124.65
					35510104 - 6006	BOOKS AND PERIODICALS	\$415.16
					38510000 - 6006	BOOKS AND PERIODICALS	\$61.66
		95677682	4/16/2026	Books arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$466.42
					38510000 - 6006	BOOKS AND PERIODICALS	\$15.94
		95714140	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$55.54
					35510104 - 6006	BOOKS AND PERIODICALS	\$130.31
					38510000 - 6006	BOOKS AND PERIODICALS	\$14.84
		95744036	4/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$308.80
					35510104 - 6006	BOOKS AND PERIODICALS	\$290.

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
					38510000 - 6006	BOOKS AND PERIODICALS	\$43.27
				<b>INGRAM LIBRARY SERVICES LLC</b>		<b>46</b>	<b>\$22,024.55</b>
KANOPY INC - 1657		498836	3/31/2026	material streaming econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$898.45
				<b>KANOPY INC</b>		<b>1</b>	<b>\$898.45</b>
LIBRARY MARKET - 2203		5192	4/16/2026	software hosting	35510000 - 6409	SOFTWARE HOSTING	\$2,000.00
				<b>LIBRARY MARKET</b>		<b>1</b>	<b>\$2,000.00</b>
MERGENT INC - 475		2360038000000910	4/16/2026	Book Arpajob*	38510000 - 6006	BOOKS AND PERIODICALS	\$2,946.00
				<b>MERGENT INC</b>		<b>1</b>	<b>\$2,946.00</b>
MIDWEST TAPE - 333		508673289	4/3/2026	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$45.74
		508714790	4/14/2026	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$41.98
		508714791	4/14/2026	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$14.99
		508714792	4/14/2026	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$53.98
		508714794	4/14/2026	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$23.24
				<b>MIDWEST TAPE</b>		<b>5</b>	<b>\$179.93</b>
MILWAUKEE CO FEDERATED LIBRARY SYSTEM - 1366		FL-03841	4/8/2026	library system support	35510000 - 6202	GENERAL SERVICES	\$21,209.00
					35510103 - 6006	BOOKS AND PERIODICALS	\$45,885.00
				<b>MILWAUKEE CO FEDERATED LIBRARY SYSTEM</b>		<b>1</b>	<b>\$67,094.00</b>
ONE TIME VENDOR - 99999		86216	4/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$35.00
		86249	4/16/2026	processing and programming supplies	35510000 - 6008	OTHER SUPPLIES	\$5.98
					35510103 - 6027	PROGRAMMING	\$4.97
					35510104 - 6027	PROGRAMMING	\$4.97
		86251	4/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$250.00
		86313	4/16/2026	programming supplies adult, kids	35510103 - 6027	PROGRAMMING	\$165.70
					35510104 - 6027	PROGRAMMING	\$13.74
		86377	4/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$19.98
		86378	4/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$6.14
		86387	4/16/2026	Book eref*	35510103 - 6006	BOOKS AND PERIODICALS	\$7,177.00
		86411	4/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$7.78
		86421	4/16/2026	book donation	15947000 - 6099	OTHER EXPENSES	\$557.20
		86470	4/16/2026	material aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$48.00
		86474	4/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$36.95
		86496	4/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$50.00
		86500	4/16/2026	material aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$59.95
		86515	4/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$10.58
		86580	4/16/2026	programming supplies adult & kids	35510103 - 6027	PROGRAMMING	\$3.50
					35510104 - 6027	PROGRAMMING	\$3.49
		126419	4/16/2026	Book Jarpacul	38510000 - 6006	BOOKS AND PERIODICALS	\$48.35
		41905472	4/16/2026	software maintenance	35510000 - 6411	SOFTWARE MAINT	\$333.59
				<b>ONE TIME VENDOR</b>		<b>17</b>	<b>\$8,842.11</b>

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
TARGET STORES 25 - 264							
		86300	4/16/2026	programming kids, other supplies	35510000 - 6097	PCARD REBATE	\$63.07
					35510104 - 6027	PROGRAMMING	\$19.34
		86521	4/16/2026	programming supplies kids & adults	35510103 - 6027	PROGRAMMING	\$1.95
					35510104 - 6027	PROGRAMMING	\$1.94
<b>TARGET STORES 25</b>						<b>2</b>	<b>\$86.30</b>
WISCONSIN LIBRARY ASSOCIATION - 1127							
		25037	4/16/2026	professional membership	35510000 - 6005	MEMBERSHIPS AND DUES	\$250.00
<b>WISCONSIN LIBRARY ASSOCIATION</b>						<b>1</b>	<b>\$250.00</b>
<b>Grand Total</b>						<b>155</b>	<b>\$109,848.89</b>



## Director's Report May 2026

### 1. Young Adult update (from Adult Librarian Katie Jentges):

Children's librarians Brianna and Sharon have been working with me to finalize the tween/teen summer programming schedule. There's an interesting assortment of events on this summer's schedule ranging from bucket drumming with the Wisconsin Conservatory of Music, an after-hours NERF war program with Milwaukee Area Nerf Outings, Pop Tart taste testing, a printmaking party, and the always highly anticipated Cupcake Wars. The three of us will be tag-teaming tween/teen programming this summer, which gives us the opportunity to offer more programs and allows more tweens and teens the chance to join in the fun.

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

Meagan Parker and Katie have been working with Milwaukee County's Department on Aging to host weekly Community Health Worker (CHW) sessions in the Student Commons. The first session was held Friday, May 8. CHW staff comes in with an incredible breadth of knowledge about senior resources, social work topics, and a willingness to help our patrons with their needs. We are looking forward to working with them, and hope our patrons will appreciate them as well.

Katie and I met with Natasha Meyer, owner of the Well Red Damsel bookstore to discuss her romance event in September. We will be hosting one end of an author crawl on Saturday the 12<sup>th</sup> and an author panel on Wednesday the 9<sup>th</sup>. This was a major event last year that had people asking, "What's going on at the library?" because there were so many people lined up to get in.

Online access has become available to the Milwaukee Journal back to 1884 and the Milwaukee Sentinel back to 1910. For years, we have only had access to microfilm back to 1979 (with no way to search) and text online access back to 1990. We had to send patrons to a Milwaukee library if they needed this information. Now we have the actual images of

the papers that are fully searchable at the library or at home. If your family is from this area, search your last name and see what comes up.

Displays this month—Gardening, flower names, musicians

3. Children’s Library update (from Children’s Library Supervisor Abby Bussen):

**In-person Programs:** 55; Total attendance: 3, 012

**Passive Programs:** 4; Total participation: 41

This year, this children’s department participated in SciStarter’s 2.50 Million Acts of Science, a program inspired by America’s 250<sup>th</sup> anniversary that asked citizens to engage with science in a big way during the month of April. Headed by Sharon Long and Katie Jentges, WPL offered “The Lorax” movie showing with seed bomb making and a “What’s the Weather Like on Mars” program led by a NASA scientist. WPL also teamed up with the City’s Sustainability Committee to show the movie “The Wild Robot” and teach sustainable consumerism with our take & make activity.

We were also super excited to begin using our programming iPads and Dash robots in our Bot Builders programs. Attendees loved the bridge building challenge and are looking forward to learning CAD and 3D printing with the iPads in the months to come.

April has been a strenuous month with many in-library and at-school classroom visits, with many more to come in May. We all look forward to seeing as many of our young library friends as we can before summer arrives. Watch the website for summer updates – we have SO MUCH in store for Wauwatosa!!

Finally, I’m excited to share that Sharon Long will be completing her WLA Leadership Development Institute training this month. We’re very proud of Sharon and all the time she put into this. If you have a chance to stop and share some congratulations, that would be awesome!

4. Building update/Technical Services update (from Assistant Director Robert Trunley):

At the previous board meeting we mentioned we had seen a dramatic increase in the use of toner cartridges in the public printers in the adult library. We have been tracking page counts on a daily basis and we believe we have found the culprit: some of the printer cartridges we used earlier this year were only indicating a capacity of 900 pages. Usually the toner cartridges indicate a capacity of 2800 pages. The 900 page toner cartridges may have come from an Amazon seller and it is impossible for us to determine which cartridge came from which seller. Staff are now ordering from Office Depot/Office Max and we can track

those cartridges. Staff have not come across a 900 page cartridge in over a month. Note: the old cartridges we used to use in the old printers have nearly doubled in price: \$180 versus \$100.

5. Circulation update (from Circulation Supervisor Alanna Maddox):

May is juvenile content checking month which perfectly coincided with new Shelver Jenifer Van Able completing her onboard training. She (along with her colleagues) has begun flipping through every children's book returned to the library to find any major signs of wear and tear. We content check these books quarterly, throughout the year. Each check yields fewer and fewer results which means all the hard work is paying off!

Our automated materials handler and Cover One Book Repair machine were featured in a Bibliotheca blog post:

<https://www.bibliotheca.com/what-libraries-name-their-technology/>

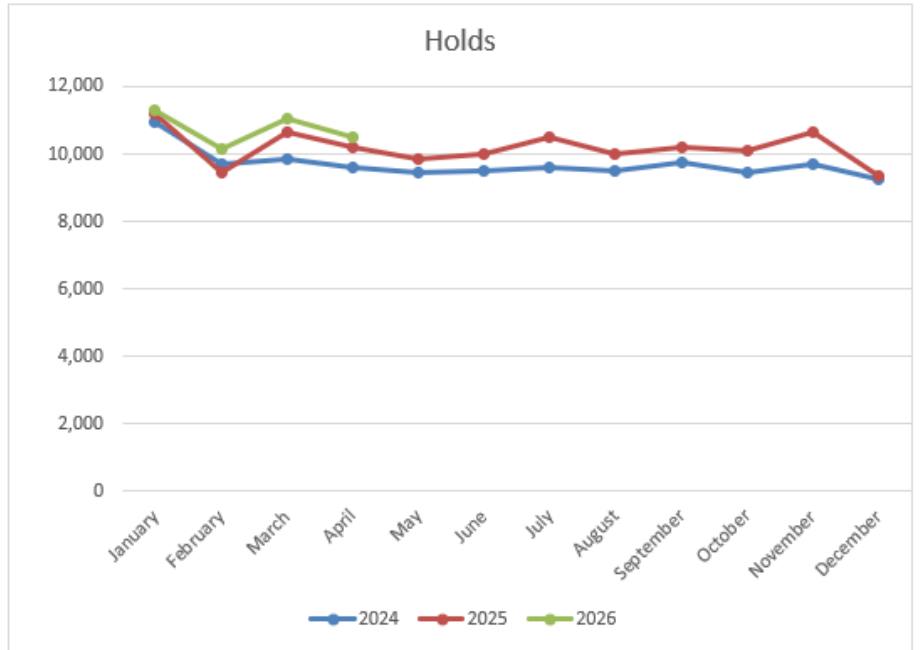
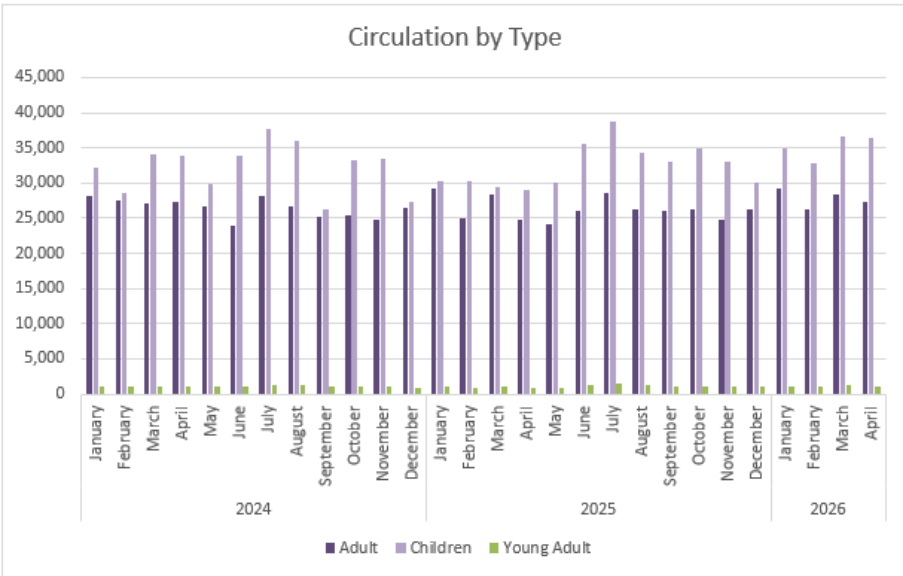
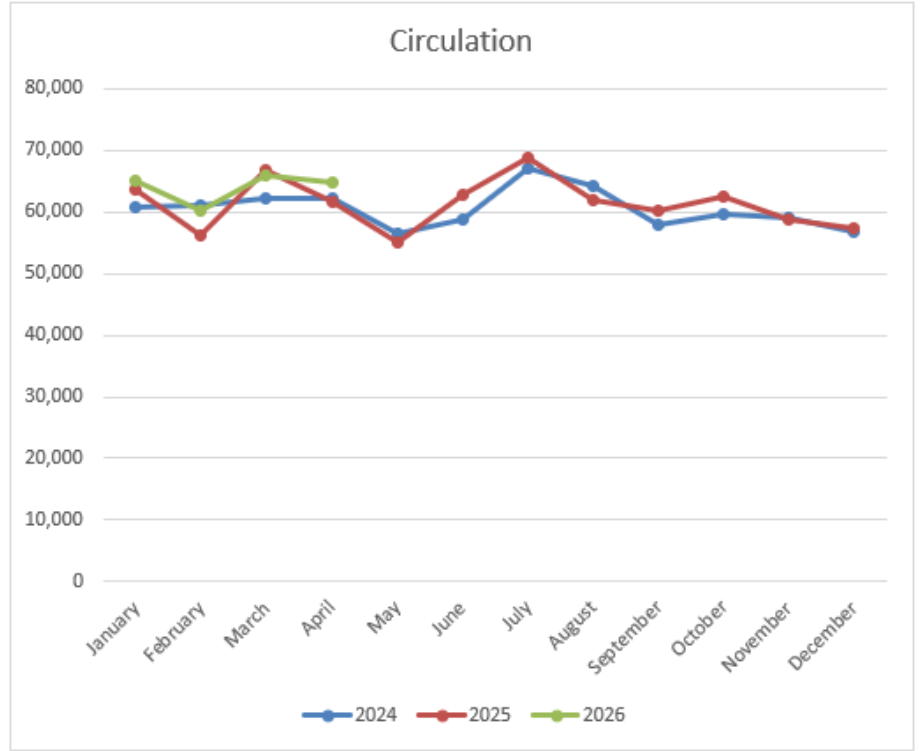
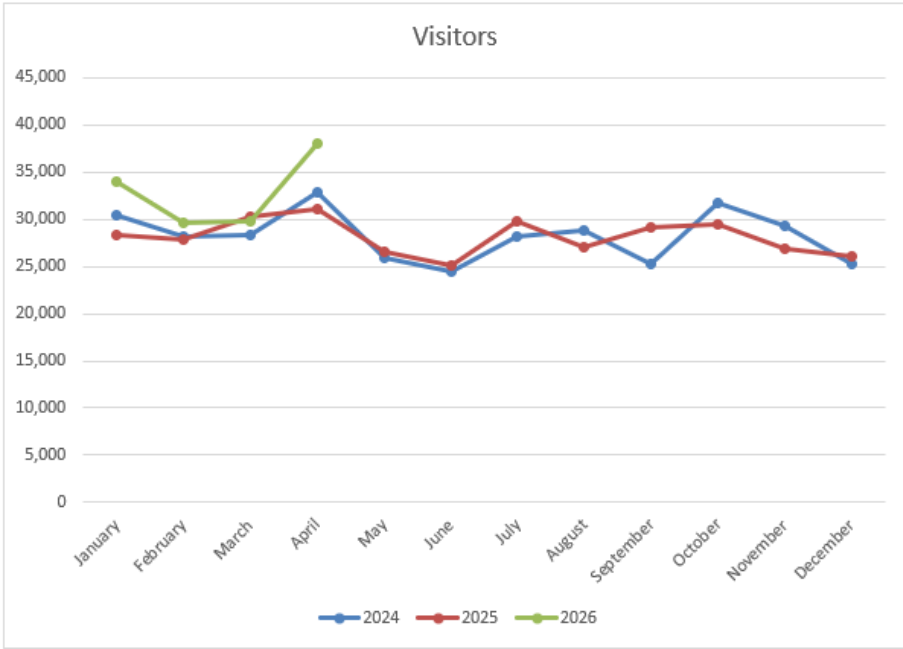
We are super grateful to have these tools available to help us meet the needs of our patrons!

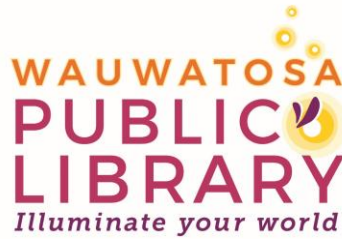
6. May staff anniversaries:

21 years Tim Erbes, Circulation Attendant  
5 years Alanna Maddox, Circulation Supervisor  
2 years Sue DeLellis, Shelver

7. Upcoming meetings:

- Finance Committee: Wednesday, June 17 at 5:30 PM
- Library Board: Wednesday, June 17 at 6:30 PM
- Library Board: Wednesday, July 15 at 6:30 PM





**To: Board of Trustees**

**Fr: Abby Bussen**

**May 20, 2026**

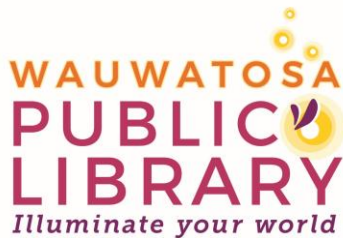
**Re: Proposed 3D Printing Policy**

---

In October 2025, the WPL Foundation and Library Leadership Team collaborated to encourage philanthropist Thomas Reich to fund a technology donation to the Children’s Library which allowed for the addition of two Bambu Labs 3D printers to our space. Welcoming this new technology necessitates the introduction of a 3D printing policy — we can’t simply tweak our existing computer use policy to include a line about “3D printing too!” As such, the attached policy has been developed so we can allow the public to explore this technology with WPL staff guidance. We have specified: who is eligible to use the 3D printers; rules and guidelines pertaining to training and access; that WPL’s 3D printers may not be used for illegal activities; and all additional WPL policies that pertain to patrons while using the 3D printers.

I created this policy after consulting the American Library Association’s best practices for creating a 3D printing policy — [https://www.ala.org/advocacy/intfreedom/3d\\_printer\\_policy](https://www.ala.org/advocacy/intfreedom/3d_printer_policy) — as well as the policies of multiple libraries around the country. I also consulted with Library Board Trustee Christine Lindstrom and Wauwatosa City Attorney Jennifer Tate to ensure that all legal language was above board.

At their April 15<sup>th</sup> meeting, the Policy Committee moved to approve the 3D printing policy with one edit clarifying that WPL staff reserves the right to observe all patrons during 3D printer use. Having made that edit, I now submit the 3D Printing Policy to the Board of Trustees. My recommendation is for immediate approval and implementation of the policy as submitted.



## 3D Printing Policy

The Wauwatosa Public Library (WPL) provides 3D printing technology to aid in meeting its core value of exploration, providing an opportunity for people to learn about new technology. WPL's 3D printers are available to allow the public to fabricate three-dimensional objects after individuals have received training on their use.

### Guidelines & Specifications

WPL requires children, teens, and adults to go through training for hands-on use of the 3D printers. For children seven to twelve, a parent or guardian must attend 3D printer training with them to ensure responsible use of the technology. Training takes place in registered classes with designated WPL personnel. Upon completion of training, the individual will earn a badge that denotes an understanding of the use and care of the 3D printers. Supervision by WPL personnel will be required for any badged individual under 18 while using the 3D printers. WPL reserves the right to observe all individuals using the 3D printers.

The 3D printers may be reserved for use by badged individuals during WPL open hours. When not reserved for use by badged patrons, the 3D printers may be in use printing queued requests made by non-badged patrons (see next paragraph). WPL staff must approve equipment reservations longer than two hours and reserves the right to reschedule those appointments due to time, demand, and WPL staffing needs. If an individual is more than 15 minutes late to an appointment, WPL will cancel their reservation.

Users who have not completed a registered class may still enjoy access to the 3D printers. Youth 12 and under may select one item from the Children's Library 3D Printer Menu every two weeks. Users 13 and older may submit one file in an approved format every two weeks for printing, following the provided specifications.

- For simplicity, submitted files must be in .3MF, .STL, or .STEP formats. WPL staff will not reformat incompatible files.
- Items must be smaller than 10" x 10" x 10". WPL staff reserves the right to resize projects to fit within the print bed.
- Users may submit color requests. WPL's 3D printers can print items in up to four colors. Filament color is based on availability. WPL staff will communicate any necessary substitutions. Failure to confirm substitutions will forfeit a user's spot in the printing queue.
- Users will be required to remove their own printing supports and rafts from their completed 3D prints.
- WPL is not responsible for failed 3D prints, but will do their best to help ensure successful 3D prints.

### General Conditions of Use

Individuals may only use WPL's 3D printers for lawful purposes. Violation of the conditions of use may result in loss of access to the 3D printers and/or referral to law enforcement. The public will not be permitted to use WPL's 3D printers to create objects that are:

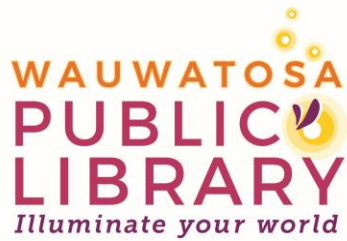
- I. Prohibited by local, state or federal law.
- II. Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- III. Obscene or otherwise inappropriate for the Library environment.

- IV. In violation of another’s intellectual property rights in accordance with copyright law (Title 17, U.S. Code) and patent law (Title 35, U.S. Code).
- V. In violation of WPL’s Code of Conduct.

Any individual using the WPL 3D printer agrees to assume all responsibility for, and indemnify and hold WPL harmless from any and all actions or lawsuits related to the individual’s use of the 3D printers, including but not limited to violations of patent, trademark and/or copyright law. For individuals under 18 years of age, their adult caregiver or caregivers assume responsibility for their use of the 3D printers. The Library reserves the right to refuse any 3D print request.

The nature of 3D printing does not allow complete patron privacy. In fulfilling 3D printing services, WPL will comply with its Privacy Policy. Supervision of the use of the 3D printer by WPL staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and WPL specifically disclaims any knowledge thereof.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on May 20, 2026.*



## 2026 Library Foundation Requests

### General

Signage	\$1,907
Staff break room recliner	\$2,245
<b>General total</b>	<b>\$4,152</b>

### Circulation

Open hold bookcases	\$4,828
---------------------	---------

### Adult Library

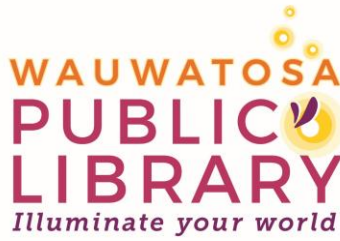
New coin bill acceptors and credit card terminals	\$12,360
Digitizing historic Wauwatosha newspapers	\$20,410
Adjustable OPAC stands	\$4,770
Book display cart	\$2,975
Foundation Speaker Series	\$15,000
<b>Adult Library total</b>	<b>\$55,515</b>

### Children's Library

Early learning play kitchen set	\$2,048
Launchpad Computers	\$6,829
OPAC Table	\$1,568
Sensory space equipment	\$4,939
Smart lock for mother's room	\$2,075

**Children's Library total \$17,459**

**Total \$81,954**



**To: Library Board**

**Fr: Alanna Maddox, Circulation Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Signage**

**Purpose/Need**

---

New signage for adult library study rooms, conference rooms, the Library of Things room, and open hold shelves.

**Background**

---

New signage is needed for the study rooms, the conference rooms, the open holds shelves, and the Library of Things room.

There is currently no signage for the Library of Things room and the signage for the other areas are worn and dated. We are modeling our signage off of the recent signage additions to the Children’s department and look forward to having clear, consistent indicators of these well-used areas of the library.

- Study and conference rooms
  - Small signs that identify the room number and are attached to the window of the room.
- Open hold shelves and Library of Things room
  - Wall signage above each area to increase visibility. This is similar to the signage installed in the Children’s Library.

**Project Costs**

---

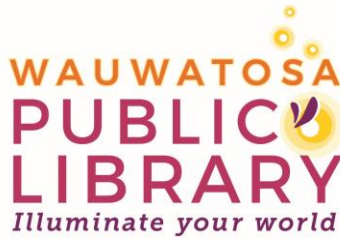
Study Rooms 1-6, Conference Rooms A and B	\$265
Holds shelves and Library of Things room	\$1,642

**Project total: \$1,907**

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Staff break room recliner**

**Purpose/Need**

---

Library staff request to ask the Wauwatosa Public Library Foundation for funds to purchase a recliner for the staff break room.

**Background**

---

Providing a comfortable recliner in the staff break room is a simple but meaningful investment in employee wellness. A dedicated space to rest and recharge during breaks can help reduce stress, ease physical fatigue, and support overall mental well-being, especially for staff working demanding shifts.

**Project Costs**

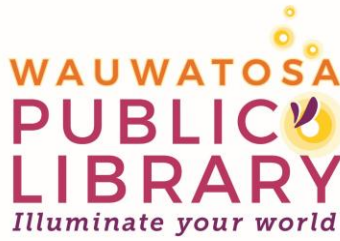
---

Recliner in vinyl	\$1,816.00
Shipping	\$429
<b>Project total:</b>	<b>\$2,245.00</b>

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Alanna Maddox, Circulation Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Open hold bookcases**

**Purpose/Need**

---

New book shelves for the open holds shelves.

**Background**

---

The Library has open hold shelves for patrons to pick up items that they placed on hold. As holds have grown in popularity over the years, the Library expanded its existing open hold shelf capacity by adding older wooden book shelves in the circulation lobby. These book shelves date to the 1950s and are massively beyond their useful life.

Library staff explored options with EBI, and is proposing to replace the existing wooden book shelves with four new bookcases.

**Project Costs**

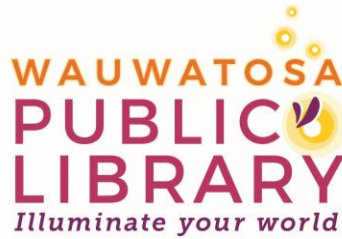
---

	Individual Cost	Quantity	Total
60" inch tall laminate bookcase.	\$1,207.00	4	\$4,828.00
<b>Project total:</b>			<b>\$4,828.00</b>

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor and Robert Trunley, Assistant Director**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: New coin bill acceptors and credit card terminals**

**Purpose/Need**

---

Coin bill acceptors (CBA) and credit card terminals for the print release stations

**Background**

---

The Adult Library currently has

- A cash-only print release station with a CBA for in-person and remote printing.
- A document station with a CBA and a credit card terminal. This station supports scanning, faxing, and in-person and remote printing

In 2025, the Foundation provided funding for the library's document station and a credit card terminal to use with one of our existing CBAs and an existing printer. This allowed the library to accept credit cards for printing and offer improved services for faxing and scanning.

The document station has been well-received and is very popular for faxing and scanning. Since the document station is the only station that accepts credit card payments, it is also very popular for printing. In addition, the two CBAs are each over ten years old and are no longer supported under maintenance contracts; staff have noticed a rapid increase in malfunctioning and jamming.

Library staff is proposing to split the faxing and scanning from the printing station, and have all stations accept both cash and credit cards. This would require three new CBAs and two credit card terminals. The library would then have:

- Two print release stations with a new CBA and a credit card terminal for in-person and remote printing.
- A document station with a new CBA and a credit card terminal for faxing and scanning.

### **Project Costs**

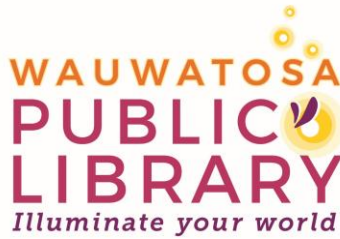
---

Three Coin Bill Acceptors	\$8,640
Two Credit Card Terminals	\$1,000
Two Credit Card Terminal Brackets	\$270
Installation/Setup/Freight	\$2,450
<b>Project total:</b>	<b>\$12,360</b>

### **Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Digitizing historic Wauwatosa newspapers**

**Purpose/Need**

---

The Library has historic Wauwatosa newspapers on microfilm. Digitizing these newspapers would improve patron access.

**Background**

---

The library maintains a microfilm collection of historic Wauwatosa newspapers including:

- *Wauwatosa News*: March 18, 1899 through April 1, 1948.
- *Wauwatosa Times*: August 29, 1940 through October 24, 1947.
- *Wauwatosa News-Times*: April 8, 1948 through March 30, 2007.

Currently, access to these newspapers is limited to microfilm and aging (and some tattered) bound paper copies. Funding the digitization of newspaper microfilm archives will help preserve valuable local history while making it more accessible to the community. Digitized archives allow students, researchers, genealogists, and residents to easily search and explore these historical newspapers without risking damage to our aging microfilm and paper materials.

The digitized archives would be available for in-library patron use.

This investment supports long-term preservation, expands public access to information, and strengthens the library’s role as a steward of community heritage and lifelong learning.

The project cost is \$200 a reel, plus incidentals. We are proposing doing half this year (100) and half the next year (about 100). The vendor will scan the microfilm and build a searchable website. They also will provide a backup hard drive of all of the scans.

**Project Costs**

---

100 reels of microfilm scanned	\$20,000.00
High speed 2TB USB 3.2 Gen2 External Solid State Drive.	\$350.00
Shipping	\$60.00
<b>Project total:</b>	<b>\$20,410.00</b>

## **Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Adjustable OPAC Stands**

**Purpose/Need**

---

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

**Background**

---

We currently have six OPAC stations in the Adult Library, located directly across from the Information Desk. We would like to remove two of these OPACs and replace them with three OPAC stands within the non-fiction collection areas. By distributing them throughout the collection, we will 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. These adjustable stands are already in use in the Children’s library. This will allow us to remove some of the bulky OPAC stands that are across from the Information Desk.



**Project Costs**

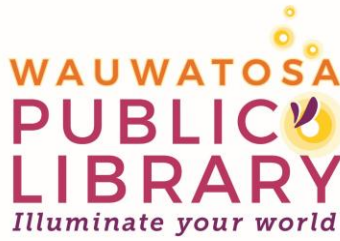
---

	Individual cost	Needed	Total Cost
Adjustable OPAC Stands	\$1500	3	\$4,500
PC Mounting Bracket	\$90	3	\$270
<b>Project total:</b>			<b>\$4,770</b>

## **Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Book Display Cart**

**Purpose/Need**

---

Library staff request to ask the Wauwatosa Public Library Foundation for funds to purchase an additional book display cart to match current cart.

**Background**

---

We moved our Lucky Day items to the top of our NEW book display cart. The Lucky Day collection comprises our most popular items that are not holdable (therefore, it is your lucky day if the item is on the cart). This made the Lucky Day area look tidier and more appealing, but has taken space away from the NEW collection. We would like an additional cart next to the current one to display the NEW items. These carts have the added bonus of being on wheels, so they can be mobile in a changing library. This cart also matches the display carts that we use in the second floor atrium.

**Project Costs**

---

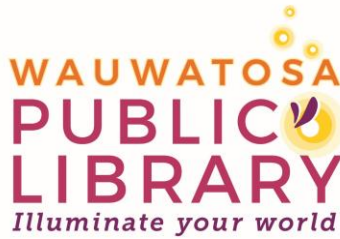
Roller Display Cart:                      \$2,975.00

**Project total:**                              \$2,975.00

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor**

**Robert Trunley, Assistant Director**

**May 20, 2026**

**Re: Wauwatoso Public Library Foundation Support Request: Foundation Speaker Series**

**Purpose/Need**

---

Foundation Speaker Series: Five speaker events running from September 2026 to May 2027.

**Background**

---

The Foundation Speaker Series has been well-received. Patrons attending the programs always ask us to do more.

The adult department would like to approach the Foundation for funds to have five programs featuring speakers of note from the fall of 2026 to the spring of 2027. We would like to host people who are well known in a wide variety of topics such as medicine, food, business, science, sports, entertainment, history, nature, and gardening.

We see that this would continue the Library Board’s goal of having more adult programming and would “Increase engagement with infrequent users of the Library” per the 2024-2028 Strategic Plan. The 2026 Action Plan also instructs us to “Collaborate with the Wauwatoso Public Library Foundation (WPLF) to secure funding and resources to meet WPL’s mission.”

In our experience the lower cost speakers sometimes result in low registration and subsequent cancellation of events. For this series, as in the 2025-2026 series, we are looking at fewer speakers but more notable names (and subsequently higher fees).

Since the speakers are Foundation supported, we are hoping to again have a Foundation board member attend each program to introduce each speaker and to speak about the Foundation.

The 2025-2026 series has been successful: five programs with a combined attendance of 292.

**Project Costs**

---

**Project total: \$15,000 maximum (\$1,000 to \$5,000 per speaker)**

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatoso Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Abby Bussen, Children’s Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Early learning play kitchen set**

**Purpose/Need**

---

A replacement kitchen for the early learning play space.

**Background**

---

The beautiful wood kitchen, hand-built by the brother-in-law of a member of our Health Department and donated with love, has reached the end of its lifespan. It has been played with and loved on by thousands of Wauwatosa kids and we are grateful for its years of service to our community. Unfortunately and despite our efforts to nail, screw, and glue it together, it is falling apart. We propose replacing this highly used imaginative play piece with a high-quality, durable Jonti-Craft kitchen set. Jonti-Craft creates pieces for childcare facilities and schools, sends their pieces fully assembled, and each piece comes with a lifetime warranty. These preschool-sized pieces have kid-safe hinges and rounded edges to keep all of our young patrons safe while they enjoy our early learning play space. Having purchased this exact set at a previous library over ten years ago, I can say with confidence it will be able to endure the heavy use it will see here. The set at that library is still being used and loved by the kiddos there. This play kitchen set will be able to move with us into a renovated library space.

**Project Costs**

---

	Individual cost	Items Needed	Cost
4pc Jonti-Craft Kitchen Set	\$2,047.99	1	\$2,047.99



**Project total: \$2,047.99**

## **Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Abby Bussen, Children’s Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Launchpad Quest computers**

**Purpose/Need**

---

Three Launchpad Quest educational computers to supplement our existing kids’ computers.

**Background**

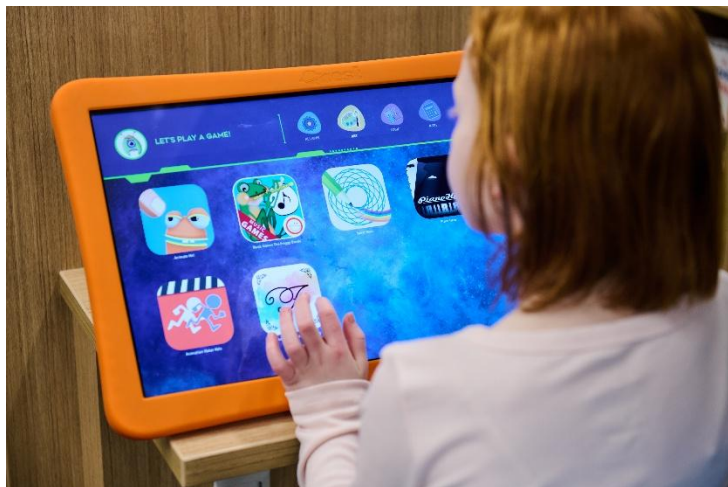
---

We would like to add three Launchpad Quest educational computers. These are large, touchscreen tablets, preloaded with educational games only. They are an in-library version of the Playaway Launchpads, which are an outstanding product – they have no internet access, require no logins or data collection, and are safer for kids from a privacy standpoint than other tablets on the market. They come preloaded with fun, free, educational games that are vetted by educators and librarians. Best of all, we get to customize the content by selecting what is included in our Launchpad Quests. We have identified STEAM and World Languages packages that will be a benefit to our patrons and complement our programming and Library collection.

**Project Costs**

---

	Individual cost	Items Needed	Cost
Launchpad Quest Educational Computers	\$2,259.70	3	\$6,779.10
Additional Launchpad Quest Headphones	\$24.99	2	\$49.98



**Project total: \$6,829.08**

## **Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Abby Bussen, Children’s Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: OPAC table**

**Purpose/Need**

---

A multi-height OPAC table to increase accessibility at our existing OPAC across from the Children’s reference desk.

**Background**

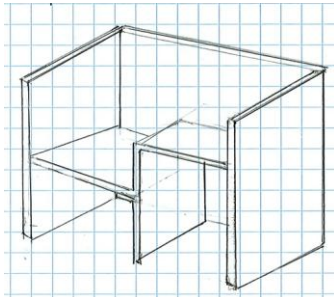
---

To enhance technology access in the Children’s Library, we propose the following enhancements. EBI will commission a custom OPAC table with two heights – one at 30” and one at 36” – to replace the current OPAC table across from the Children’s reference desk that is one height – 30” – to increase accessibility and ADA friendliness in our Children’s Library.

**Project Costs**

---

	Individual cost	Items Needed	Cost
Multi-height OPAC Station	\$1,568	1	\$1,568



**Project total:**

**\$1,568**

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Abby Bussen, Children’s Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Sensory space equipment**

**Purpose/Need**

---

To establish a dedicated sensory space in the Children’s Library.

**Background**

---

Since spring of 2018, Wauwatosa Public Library has been hosting Sensory Story Time, a storyhour welcoming families of children with neurodiversity to experience library programming at their own pace while building community. This program has been instrumental in making those children and caregivers know that when we say “Libraries are for everyone,” we truly mean it. In establishing a sensory space in the bump-out nook at the west end of the Children’s Library, we are building on this foundation. We are creating a zone in the Children’s Library that is intentionally peaceful, includes activities that inspire mindfulness and decompression, and allow dysregulated, overstimulated children to invite calm back into their bodies. Our goal in outfitting this space was to identify materials that would: 1) not block the emergency exits; 2) not be too “play” focused, as we want to clearly identify this area as separate from our early learning play space; and 3) be able to integrate easily into a sensory space in a renovated WPL.

**Project Costs**

---

	Individual cost	Items Needed	Cost
Sensory Mood Discovery Light Table	\$668.95	1	\$668.95
Confetti Floor Seating	\$627.70	2	\$1,255.40



Joy Carpets Feeling Fun Rug

\$388.22

1

\$338.22



Specialized lighting additions

\$25.96

1

\$25.96

\$19.99

2

\$39.98

\$109.99

1

\$109.99



Cubbies & Shelves Storage Unit

\$1,099.00

1

\$1,099.00



Ted Kangaroo Calming Compression Chair

\$89.99

1

\$89.99



Noise Cancelling Headphones

\$16.33

10

\$163.30



Assorted sensory & therapeutical toys

16

\$1,097.90



**Project total:**

**\$4,938.69**

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

**To: Library Board**

**Fr: Abby Bussen, Children’s Library Supervisor**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: Smart lock for mother’s room**

**Purpose/Need**

---

A smart lock for the mother’s room in the Children’s Library to replace and upgrade the current lock.

**Background**

---

The proposed Mamava VaRoom smart lock is a solution for our mother’s room that improves privacy, access, and overall usability of our existing space. The goal is to create a more reliable experience for both staff and patrons while reducing the likelihood of accidental walk-ins and increasing awareness of the space. Beyond secure access, VaRoom allows users to locate and unlock the room through the Mamava app, helping increase visibility and utilization of the space. Staff is able to unlock the room through the Mamava app or with included keys, but most importantly, staff and patrons alike are able to easily identify when the room is occupied, a feature that is not possible with our current door and lock. Looking to the future, this lock system could be easily relocated to the mother’s room in a renovated WPL.

**Project Costs**

---

	Individual cost	Items Needed	Cost
Mamava VaRoom Smart Lock	\$1,500	1	\$1,500



Mamava VaRoom Installation	\$575	1	\$575
----------------------------	-------	---	-------

**Project total: \$2,075**

**Recommendation**

---

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.