



# Wauwatosa, WI

## Library Board of Trustees

### Meeting Agenda - Final

7635 W. North Avenue,  
Wauwatosa, WI 53213

---

Wednesday, March 19, 2025

6:30 PM

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

---

#### Regular meeting

#### HYBRID MEETING INFORMATION

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

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

1. Approval of the meeting minutes from February 19, 2025 [25-0484](#)

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

1. Technical services report from Librarian Anne Marie Thomas [25-0485](#)
2. Year-to-date financial reports [25-0486](#)
3. Monthly operating vouchers ratification [25-0487](#)
4. President's report [25-0488](#)
5. Director's report [25-0489](#)
6. Wauwatosa Public Library Foundation report [25-0490](#)

#### NEW BUSINESS

1. Code of conduct policy [25-0491](#)
2. Safe child policy [25-0492](#)
3. Donations policy [25-0493](#)
4. Computer and Internet use policy [25-0494](#)

**5.** 2024 Library Director annual performance evaluation[25-0495](#)

*Recommendation: The Library Board may convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board may reconvene into open session to consider the balance of the agenda*

**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, February 19, 2025

6:30 PM

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

#### Regular meeting

#### CALL TO ORDER

President Roznowski-Hayden called the meeting to order at 6:30 pm.

#### ROLL CALL

Also present Ernst Franzen, Common Council Liaison.

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

#### APPROVAL OF MINUTES

1. Approval of the meeting minutes from the January 15, 2025 [25-0302](#)

**RESULT:**      APPROVED  
**MOVER:**      Christine Lindstrom  
**SECONDER:**   Bill Andrae

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

**Excused 1**      Deluhery

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

1. City Finance Director John Ruggini update City Hall/Library renovation project [25-0301](#)
2. Year-to-date financial reports [25-0303](#)
3. Monthly operating vouchers ratification [25-0304](#)

- RESULT:** APPROVED  
**MOVER:** Bill Andrae  
**SECONDER:** Lauren Roznowski Hayden
- Aye 8** Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, Nelson, and Archambo
- Excused 1** Deluhery
4. President's report [25-0306](#)
  5. Director's report [25-0307](#)
  6. Wauwatosa Public Library Foundation report [25-0308](#)

### **NEW BUSINESS**

1. 2024 Public library annual report [25-0309](#)

**RESULT:** APPROVED AS AMENDED  
**MOVER:** Brian Began  
**SECONDER:** Bill Andrae

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

**Excused 1** Deluhery
2. 2024 Public library annual report statement concerning public library system effectiveness [25-0310](#)

**RESULT:** APPROVED  
**MOVER:** Lauren Roznowski Hayden  
**SECONDER:** Meegan Archambo

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

**Excused 1** Deluhery
3. Trustee Essentials 17: Membership in the library system [25-0311](#)

### **ADJOURNMENT**

*President Roznowski-Hayden adjourned the meeting at 7:32 pm.*

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

March 14, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
<b>Expense</b>	<b>\$3,504,271.61</b>	<b>\$3,508,579.42</b>	<b>\$365,118.94</b>	<b>\$3,145,363.08</b>	<b>10%</b>
<b>50 - WAGES</b>	<b>\$1,720,067.29</b>	<b>\$1,720,067.29</b>	<b>\$254,091.66</b>	<b>\$1,465,975.63</b>	<b>15%</b>
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$207,683.70	\$1,519,201.71	12%
5050 - OFF TIME	\$0.00	\$0.00	\$46,407.96	(\$46,407.96)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
<b>51 - OVERTIME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$179.61</b>	<b>(\$179.61)</b>	
5110 - OVERTIME	\$0.00	\$0.00	\$179.61	(\$179.61)	
<b>52 - BENEFITS</b>	<b>\$589,032.10</b>	<b>\$589,032.10</b>	<b>\$68,804.56</b>	<b>\$520,227.54</b>	<b>12%</b>
5210 - FRINGE	\$349,916.10	\$349,916.10	\$33,832.59	\$316,083.51	10%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$1,785.78	\$10,187.22	15%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$18,914.97	\$111,619.03	14%
5240 - WRS	\$96,609.00	\$96,609.00	\$14,271.22	\$82,337.78	15%
<b>60 - OPERATING</b>	<b>\$456,282.00</b>	<b>\$460,589.81</b>	<b>\$31,361.44</b>	<b>\$432,228.31</b>	<b>6%</b>
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$440.72	\$10,059.28	4%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$1,850.13	\$10,149.87	15%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$2,717.06	\$7,992.94	25%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$0.00	\$3,382.00	0%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$18,186.55	\$367,813.45	5%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$1,817.50	\$12,462.50	13%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$214.82	\$785.18	21%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$0.00	\$3,570.00	0%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$1,022.47	\$6,117.53	14%
6099 - OTHER EXPENSES	\$7,700.00	\$12,007.81	\$5,112.19	\$9,895.56	18%
<b>62 - SERVICES</b>	<b>\$47,272.22</b>	<b>\$47,272.22</b>	<b>\$6,680.22</b>	<b>\$39,494.66</b>	<b>16%</b>
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$6,244.15	\$35,537.35	15%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$172.02	\$121.36	91%
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$264.05	\$2,335.95	10%
<b>63 - UTILITIES</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$171.09</b>	<b>\$628.91</b>	<b>21%</b>
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$171.09	\$628.91	21%
<b>64 - FIXED CHARGES</b>	<b>\$8,330.00</b>	<b>\$8,330.00</b>	<b>\$3,830.36</b>	<b>\$4,499.64</b>	<b>46%</b>
6409 - SOFTWARE HOSTING	\$4,575.00	\$4,575.00	\$2,375.69	\$2,199.31	52%
6411 - SOFTWARE MAINT	\$3,755.00	\$3,755.00	\$1,454.67	\$2,300.33	39%
<b>65 - INTERNAL CHARGES</b>	<b>\$682,488.00</b>	<b>\$682,488.00</b>	<b>\$0.00</b>	<b>\$682,488.00</b>	<b>0%</b>
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$0.00	\$198,611.00	0%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$0.00	\$483,877.00	0%
<b>66 - OTHER EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
6602 - BUDGET ONLY	\$0.00	\$0.00	\$0.00	\$0.00	
<b>70 - CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Revenue</b>	<b>(\$3,504,271.61)</b>	<b>(\$3,508,579.42)</b>	<b>(\$340,598.98)</b>	<b>(\$3,167,980.44)</b>	<b>10%</b>
<b>45 - FINES AND PENALTIES</b>	<b>(\$7,000.00)</b>	<b>(\$7,000.00)</b>	<b>(\$1,800.01)</b>	<b>(\$5,199.99)</b>	<b>26%</b>
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$1,800.01)	(\$5,199.99)	26%
<b>46 - PUBLIC CHARGES</b>	<b>(\$24,500.00)</b>	<b>(\$24,500.00)</b>	<b>(\$5,812.43)</b>	<b>(\$18,687.57)</b>	<b>24%</b>
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$1,767.35)	(\$6,732.65)	21%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$4,045.08)	(\$11,954.92)	25%
<b>47 - INTERGOVT CHR</b>	<b>(\$324,383.00)</b>	<b>(\$324,383.00)</b>	<b>(\$324,803.00)</b>	<b>\$420.00</b>	<b>100%</b>
4708 - CHARGES TO OTHER LIBRARIES - M	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
<b>48 - MISCELLANEOUS</b>	<b>(\$19,800.00)</b>	<b>(\$24,107.81)</b>	<b>(\$8,183.54)</b>	<b>(\$15,924.27)</b>	<b>34%</b>
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$3,278.49)	(\$13,721.51)	19%
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)	(\$597.24)	(\$2,202.76)	21%
<b>49 - OTHER SOURCES</b>	<b>(\$3,128,588.61)</b>	<b>(\$3,128,588.61)</b>	<b>\$0.00</b>	<b>(\$3,128,588.61)</b>	<b>0%</b>
4960 - TRANSFER FROM GENERAL FUND	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%

Fiscal Year	2024
Period	All
Fund	15 - AGENCY
Segment 5	947 - LIBRARY TRUST

March 14, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
<b>Expense</b>	<b>\$96,928.00</b>	<b>\$345,380.33</b>	<b>\$54,673.74</b>	<b>\$290,706.59</b>	<b>16%</b>
<b>60 - OPERATING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,452.74</b>	<b>(\$6,452.74)</b>	
6099 - OTHER EXPENSES	\$0.00	\$0.00	\$6,452.74	(\$6,452.74)	
<b>66 - OTHER EXPENSES</b>	<b>\$0.00</b>	<b>\$248,452.33</b>	<b>\$0.00</b>	<b>\$248,452.33</b>	<b>0%</b>
6602 - BUDGET ONLY	\$0.00	\$248,452.33	\$0.00	\$248,452.33	0%
6604 - DONATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	
<b>70 - CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
<b>90 - TRANSFERS</b>	<b>\$96,928.00</b>	<b>\$96,928.00</b>	<b>\$48,221.00</b>	<b>\$48,707.00</b>	<b>50%</b>
9012 - TRANSFER TO CAPITAL PROJECTS	\$96,928.00	\$96,928.00	\$48,221.00	\$48,707.00	50%
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$16,242.07)</b>	<b>\$16,242.07</b>	
<b>43 - INTERGOVT REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,000.00)</b>	<b>\$2,000.00</b>	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	
<b>48 - MISCELLANEOUS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$14,242.07)</b>	<b>\$14,242.07</b>	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$12,389.97)	\$12,389.97	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,852.10)	\$1,852.10	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Grand Total</b>	<b>\$96,928.00</b>	<b>\$345,380.33</b>	<b>\$38,431.67</b>	<b>\$306,948.66</b>	<b>11%</b>

# Library Invoices

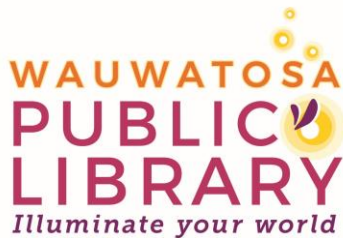
Invoice Due Dates: 2/1/2025 thru 2/28/2025

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833							
		68093	2/16/2025	2025 material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	-\$145.88
		68094	2/16/2025	2025 book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.57
		68095	2/16/2025	2025 material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	-\$112.00
		68096	2/16/2025	2025 material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	-\$29.33
		68098	2/16/2025	2025 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.78
		68133	2/16/2025	2025 processing supplies	35510000 - 6008	OTHER SUPPLIES	\$24.43
		68134	2/16/2025	2025 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.14
		68135	2/16/2025	2025 book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.14
		68175	2/16/2025	2025 material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	-\$19.34
		68177	2/16/2025	2025 book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.00
		68191	2/16/2025	2025 processing supplies	35510000 - 6008	OTHER SUPPLIES	\$261.81
		68198	2/16/2025	2025 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.56
		68199	2/16/2025	2025 Brewer grant purchase	15947000 - 6099	OTHER EXPENSES	\$65.80
		68225	2/16/2025	2025 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$37.30
		68242	2/16/2025	2025 snacks Brewers grant	15947000 - 6099	OTHER EXPENSES	\$71.26
		68249	2/16/2025	2025 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$6.23
		68250	2/16/2025	2025 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.67
		68251	2/16/2025	2025 Brewers grant	15947000 - 6099	OTHER EXPENSES	\$40.99
		68254	2/16/2025	2025 snacks Brewers grant	15947000 - 6099	OTHER EXPENSES	\$40.79
		68255	2/16/2025	2025 Brewers grant	15947000 - 6099	OTHER EXPENSES	\$8.99
		68256	2/16/2025	2025 material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$26.17
		68382	2/16/2025	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$78.10
		68392	2/16/2025	2025 Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$71.93
		68393	2/16/2025	2025 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$23.26
		68402	2/16/2025	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$23.28
		68408	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$20.65
		68409	2/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$150.00
		68410	2/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.95
		68425	2/16/2025	materials jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.69
		68426	2/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$53.07
		68438	2/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$50.85
		68440	2/16/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.12
		68447	2/16/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.98
		68467	2/16/2025	Book Abiog*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.93
		68472	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$76.64
		68480	2/16/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.72
		68490	2/16/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$35.90
		68509	2/16/2025	Book Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.89
		68510	2/16/2025	Book Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.74
		68513	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$6.99
		68531	2/16/2025	2025 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$9.15

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		68543	2/16/2025	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$314.80
		68544	2/16/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.82
		68546	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$29.07
		68562	2/16/2025	Book Aperf*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.84
		68563	2/16/2025	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.99
		68564	2/16/2025	Book 12.74 Agrnv 28.71 Aperf 9.87 Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.32
		68565	2/16/2025	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$86.68
		68566	2/16/2025	Book 29.69 Afic 84.14 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$113.83
		68568	2/16/2025	Book Special*	35510103 - 6006	BOOKS AND PERIODICALS	\$43.98
					<b>AMAZON</b>	<b>50</b>	<b>\$1,830.25</b>
AQUATIC REALMZ - 1689							
		AR1561	2/16/2025	fish tank service	35510000 - 6202	GENERAL SERVICES	\$99.99
					<b>AQUATIC REALMZ</b>	<b>1</b>	<b>\$99.99</b>
BAKER & TAYLOR BOOKS - 31							
		2038776066	2/16/2025	2024 books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,452.04
		2038777519	2/16/2025	2024 books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$147.83
		H71290570	2/16/2025	2024 material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$63.17
		2038782079	2/16/2025	2024 book Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$30.39
		H71182220	2/16/2025	2024 material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$15.80
		2038776063	2/16/2025	2024 books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,512.65
		2038771114	2/16/2025	2024 Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,400.12
		2038764446	2/16/2025	2024 Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$2,284.45
		NS24110070	2/16/2025	2025 software hosting	35510000 - 6409	SOFTWARE HOSTING	\$715.85
		2038778366	2/16/2025	2024 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.66
		2038774266	2/16/2025	2024 books Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$93.54
		2038766995	2/16/2025	2024 Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,418.91
					<b>BAKER &amp; TAYLOR BOOKS</b>	<b>12</b>	<b>\$9,150.41</b>
BLACKSTONE PUBLISHING - 380							
		2186571	2/16/2025	Book Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$100.60
					<b>BLACKSTONE PUBLISHING</b>	<b>1</b>	<b>\$100.60</b>
BRODART COMPANY - 47							
		652150	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$946.08
					<b>BRODART COMPANY</b>	<b>1</b>	<b>\$946.08</b>
CENGAGE LEARNING INC - 1010							
		86504967	1/23/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$104.96
		86792735	2/7/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$77.97
					<b>CENGAGE LEARNING INC</b>	<b>2</b>	<b>\$182.93</b>
CENTER POINT LARGE PRINT - 870							
		2139474	2/16/2025	2025 book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
		2146044	2/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
		2148717	2/16/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94
					<b>CENTER POINT LARGE PRINT</b>	<b>3</b>	<b>\$239.70</b>
CHICAGO TRIBUNE - 1376							
		68469	2/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$440.00
					<b>CHICAGO TRIBUNE</b>	<b>1</b>	<b>\$440.00</b>



Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
CITY OF WAUWATOSA - 295							
		68470	2/16/2025	Tyler test refund	35510000 - 6099	OTHER EXPENSES	-\$1.00
		68471	2/16/2025	Tyler test	35510000 - 6099	OTHER EXPENSES	\$1.00
<b>CITY OF WAUWATOSA</b>						<b>2</b>	<b>\$0.00</b>
EMPLOYEES - 1316							
		5764	2/1/2025	travel reimbursement	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$440.72
<b>EMPLOYEES</b>						<b>1</b>	<b>\$440.72</b>
FUN SCIENCE - 2392							
		68542	2/16/2025	programming kids	35510104 - 6027	PROGRAMMING	\$100.00
<b>FUN SCIENCE</b>						<b>1</b>	<b>\$100.00</b>
HARVARD BUSINESS REVIEW - 451							
		68468	2/16/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$142.97
<b>HARVARD BUSINESS REVIEW</b>						<b>1</b>	<b>\$142.97</b>
HOMEDEPOT.COM - 444							
		68427	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$106.79
<b>HOMEDEPOT.COM</b>						<b>1</b>	<b>\$106.79</b>
J & R AQUATIC ANIMAL RESCUE - 2387							
		000047	2/16/2025	programming kids	35510104 - 6027	PROGRAMMING	\$300.00
<b>J &amp; R AQUATIC ANIMAL RESCUE</b>						<b>1</b>	<b>\$300.00</b>
KANOPY INC - 1657							
		437210	1/31/2025	material adult Econtent	35510103 - 6006	BOOKS AND PERIODICALS	\$872.95
<b>KANOPY INC</b>						<b>1</b>	<b>\$872.95</b>
MICHAEL'S STORE - 1899							
		68391	2/16/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$1.88
<b>MICHAEL'S STORE</b>						<b>1</b>	<b>\$1.88</b>
MIDWEST TAPE - 333							
		506625465	1/17/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$11.99
		506670778	1/27/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$17.24
		506697845	2/3/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$44.99
<b>MIDWEST TAPE</b>						<b>3</b>	<b>\$74.22</b>
ONE TIME VENDOR - 99999							
		68097	2/16/2025	2025 material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.00
		68171	2/16/2025	2025 Brewers grant	15947000 - 6099	OTHER EXPENSES	\$126.39
		68197	2/16/2025	2025 material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.99
		68224	2/16/2025	2025 material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$31.18
		68454	2/16/2025	programming supplies adult - book club	35510103 - 6027	PROGRAMMING	\$10.74
		68481	2/16/2025	programming supplies adult - book club	35510103 - 6027	PROGRAMMING	\$6.73
<b>ONE TIME VENDOR</b>						<b>6</b>	<b>\$230.03</b>
TARGET STORES 25 - 264							
		68412	2/16/2025	2025 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$23.80
		68505	2/16/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$80.78
<b>TARGET STORES 25</b>						<b>2</b>	<b>\$104.58</b>
<b>Grand Total</b>						<b>91</b>	<b>\$15,364.10</b>



## Director's Report March 2025

1. Circulation update (from Alanna Maddox, Circulation Supervisor):  
Evening Shelves Sam Herrera resigned February 18. I worked with HR to get the job posting up for her replacement. We received 91 applications! We narrowed it down to 5 whom we will be interviewing next week.

Working with Tech Services, we've changed the way we process New materials. This required some rearranging of the sorter bins including changing the Location Codes for each bin. I (with some help from Daytime Shelves Sarah Swanson) reconfigured the bins to include the correction Location Codes. After a few hiccups, everything seems to be sorting correctly again.

We are preparing storage space for all of our new Library of Things items. We asked maintenance to clean out and paint an old janitor's closet that wasn't being used. This will be our "Tool Shed" and should provide plenty of room for our new tools such as the power washer and nail gun. It will also house items that are too big for the shelves behind the Circulation Desk. Circulation Attendant Tracie Peksa is working with Adult Librarian Katie Jentges to reorganize the art room to include Library of Things "tags" that patrons will bring to the Circulation Desk to exchange for the actual item. This work will include cleaning and adding a fresh coat of paint to both the walls and hanging pegboards. It will also coincide with the spring art sale where the art collection will be weeded to a more manageable size.

2. Young Adult update (from Katie Jentges, Adult Librarian):  
After a brief hiatus at the beginning of 2025, young adult take-and-make kits made a comeback on March 1. This month's kit contained everything needed to make glittery St. Patrick's Day slime. As in previous months, the take-and-make kits were gone by the end of the first week of March. Kits for April, May, and June have already been planned out and supplies have been purchased. A big thank you goes out to volunteer Sue Martin-Steiner for always putting these kits together.

For March's YA book display, I put together approximately 15 YA Surprise Book Grab bags. Each grab bag contained three YA books of a particular theme, a fun pen, mini notebook, bookish stickers, Oreos, and tea. Three books, along with the goodies, are all placed in a bag that's stapled shut. The person choosing the bag picks solely based on a theme. Themes

include books made into movies, remixed classics, mystery/thriller, dystopian, and more. The grab bags have gone over really well and are almost gone.

Summer program planning has begun. Like in previous years, this year's schedule includes a mix of crafty, food-themed, and STEAM activities. Once again, the very talented Jennifer Klemens agreed to teach three teen art sessions, starting with her always popular Graphic Novel Art session. It should be a fun summer!

3. Building update (from Assistant Director Robert Trunley):

Library staff have begun working with EBI to plan for new furniture for the offices of the director and assistant director. The offices will also be painted to match the rest of the administrative area. The board should expect a request for Library Agency Trust funds in April.

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

Income tax time is here. We are referring people to agencies that will fill out the forms for free. We provide the basic state and federal forms and print out schedules and other less common forms. Laurie Fels keeps track and orders the forms for us. This is a difficult job. She has to deal with delivery delays and how many to order each year.

Our seed library was very popular last year and we are bringing it back. We repackage the nursery's seeds so there are about ten in an envelope. People then have the opportunity to try something new in their garden. We have a tie-in display of gardening books in the atrium.

We also have a display of dog books in the Student Commons hallway that ties in with the Tosa Reads! Book, "What the Tide Leaves Behind" by Malcolm McDowell Woods. We had six programs that they held in the library this month, as well several others in other locations.

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

In-Person Programs: 22; Total attendance: 859

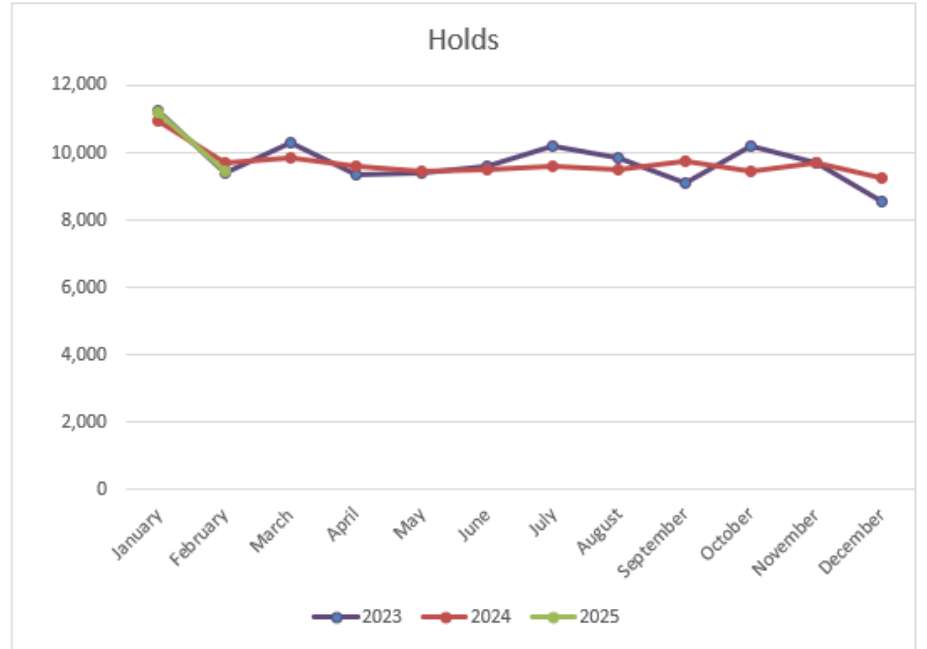
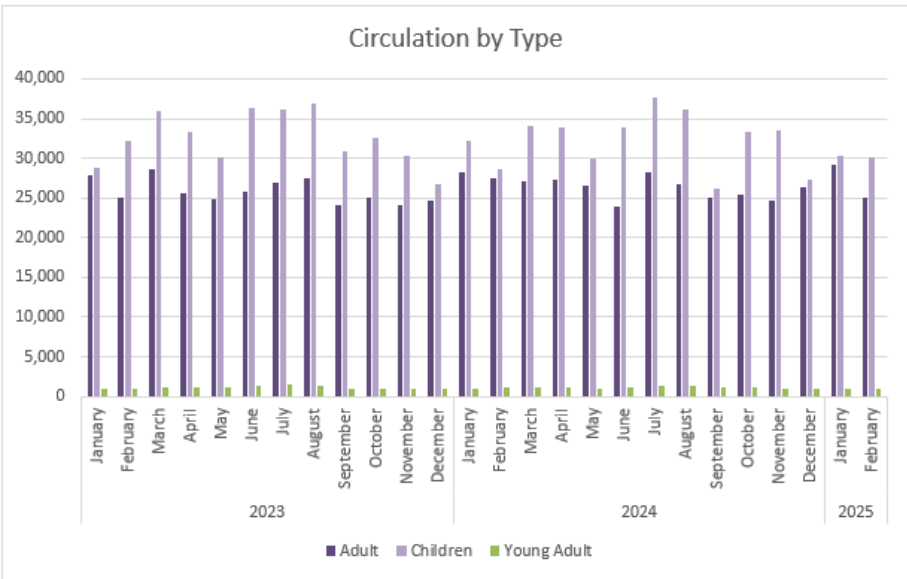
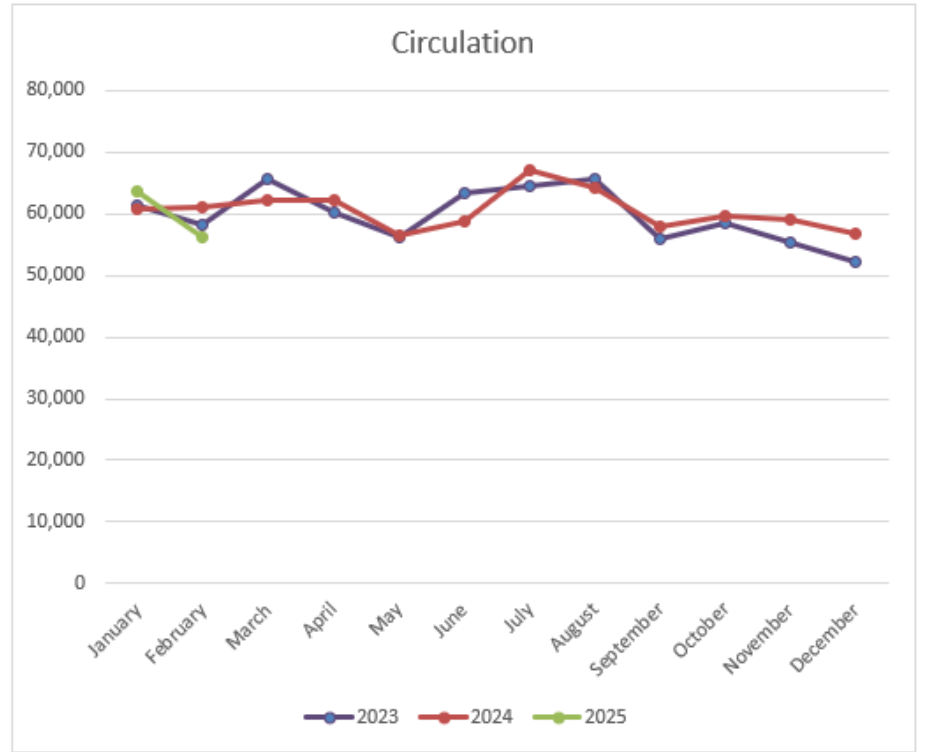
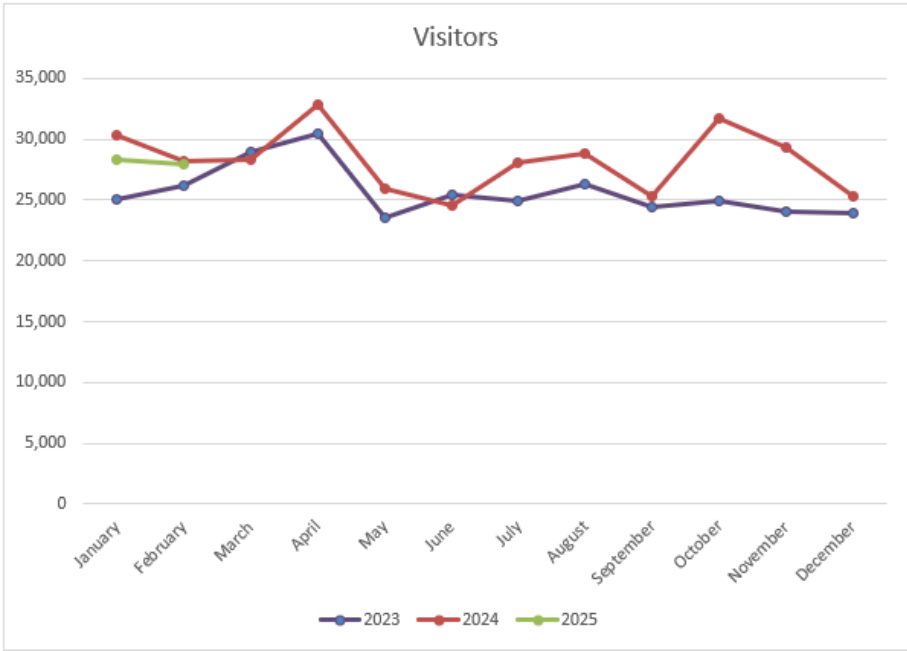
Passive Programs: 8; Total attendance: 861

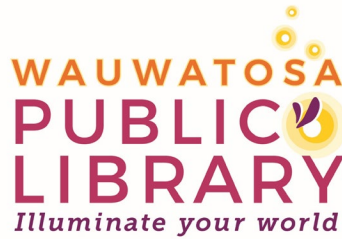
February was a lean month in terms of programming as we dialed back many of our standard storytime programs while we prepared onboarding materials for our new Children's Librarian. Librarian Sharon Long took on the bulk of the early literacy programming, doing a phenomenal job of helping our young patrons transition to their new storytime format. While it was not a busy month of programming, the Children's Library reference desk remained as active as ever especially since our Tonies collection officially launched the last week of February! With 100 Tonies for families to check out and use on

their own Tonieboxes, plus three of our own Tonieboxes available for checkout from the Library of Things, this collection made a \*huge\* splash. Nearly every single item was checked out within the first week of their availability. Assuming they would be quite popular, I managed to snap a photo right after shelving all the individual Tonies and they look quite attractive on the shelf!



6. March anniversaries:  
12 years Michelle Salm, Shelver
7. Upcoming meetings:  
Library Board: Wednesday, April 16 at 6:30 PM  
Library Board: Wednesday, May 21 at 6:30 PM





**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 19, 2025**  
**Re: Code of Conduct policy**

**Purpose/Need**

---

The Wauwatosha Public Library (WPL)'s Code of Conduct policy is being presented to the Library Board with a few updates.

**Background**

---

The Library Board approved the current Code of Conduct policy in 2023.

The policy covers patron behavior and actions while using WPL facilities or services.

Library staff is recommending two modifications:

- The bullet point regarding possessing drug paraphernalia and being under the influence of alcohol or controlled substances is reworded.
- Open flames are added to the list of unacceptable behavior
- The word disruptive is added to a bullet point to provide another example of unacceptable behavior.

**Recommendation**

---

To approve the Code of Conduct policy. The Library Board Policy Committee reviewed the policy on March 6 and recommended approval 3-0.



## Code of Conduct Policy

The Wauwatosa Public Library (WPL) has a code of conduct policy in order to provide a safe and pleasant environment for its patrons. This policy is applicable to all WPL property.

Each patron has a responsibility to ensure WPL is a welcoming environment for all.

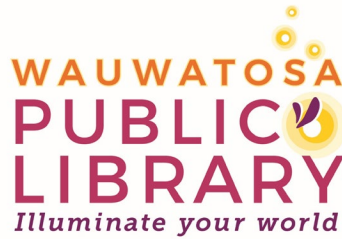
Examples of disruptive or unacceptable behaviors include, but are not limited to:

- All illegal activities
- Possessing any weapons
- Damaging, misusing, or stealing WPL materials, equipment, or facilities
- Possessing **drug paraphernalia, alcohol, or controlled substances** or being under the influence of alcohol or controlled substances
- Using tobacco or electronic smoking devices
- **Open flames**
- Behaving in a **disruptive**, disorderly, boisterous, or loud manner
- Harassing or threatening another person
- Soliciting commercial goods or services in WPL
- Loitering or impeding WPL access for others
- Prolonged sleeping
- Eating and drinking in prohibited areas
- Personal hygiene which disrupts others from using WPL facilities, collections, or services
- Failure to properly dispose of all trash or to remove all traces of food and drink
- Not wearing shirts or shoes
- Using skateboards, scooters, rollerblades, or similar items
- Pets, except service animals
- Entering an unauthorized area

Code of Conduct violations may result in temporary removal or ban from WPL.

Banned individuals may request a hearing before the Library Board at its next regularly scheduled meeting.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on February 21, 2018.  
Revised on January 18, 2023.*



**To: Library Board**

**Fr: Peter Loeffel, Library Director and Abby Bussen, Children's Library Supervisors**

**March 19, 2025**

**Re: Safe Child policy**

**Purpose/Need**

---

The Wauwatosa Public Library (WPL)'s Safe Child policy is being presented to the Library Board for review with a few updates.

**Background**

---

In December, the Children's Library staff began a review of Safe/Unattended Child policies at libraries in communities with demographics similar to Wauwatosa. Based on that review, we recommend the following changes to WPL's Safe Child policy:

- Changing the language of the first section to shift the onus of responsibility from children attending WPL to their responsible caregiver;
- More clearly identifying the supervision expectations for specific age ranges;
- Referring back to the WPL Code of Conduct and how it applies to patrons of all ages; and
- Creating an understanding of WPL as a public location where appropriate precautions for the safety of children should be taken.

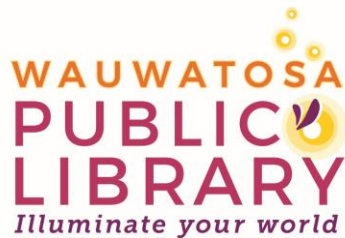
The current policy is attached along with an updated draft policy.

**Recommendation**

---

To approve the Safe Child policy. The Library Board Policy Committee reviewed the policy on March 6 and recommended approval 3-0.





## Safe Child Policy

The Wauwatosa Public Library is dedicated to providing a safe and welcoming environment for patrons of all ages by setting policies to promote safety within the building. A caregiver is defined in this policy as a parent, legal guardian, or responsible person twelve years of age or older, who provides direct care for a young child.

### Children attending the Library:

- Responsibility for the welfare and conduct of children using the Library ultimately rests with the caregiver. Staff members cannot and will not assume responsibility for children. A caregiver must supervise children under the age of eight at all times.
- Responsible children eight years of age and older may use the Library unattended.
- Staff may, as needed:
  - ask children disrupting normal Library activities to leave
  - notify caregivers whose children need additional supervision
  - contact authorities such as the Wauwatosa Police Department to assist with the enforcement of discipline in the Library or to ensure the safety of an unattended child

### Children attending Library programs:

- Caregivers are required to remain in the Library when children under the age of eight attend a Library program.
- Upon completion of a Library program, caregivers are required to pick up their child at the doors of the program. Children under the age of eight will not be allowed to search for their caregivers in the library.

### Adults in the Children's Area:

- The Library's children's area is specifically designed to meet the needs of children from birth through twelve years old. Adults not accompanying a child may only use the Children's area when using the resources specific to the Children's area.
- Children's Library restrooms are reserved for children and their caregivers, along with adults that need assistance from others

### Children at the Library after closing:

- Staff will make a reasonable effort to ensure that children leave the Library safely at closing time. If a child is left at the Library after closing, Library staff may contact the Wauwatosa Police Department.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on February 21, 2018*

*Revised by the Board of Trustees of the Wauwatosa Public Library on January 18, 2023*



**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 19, 2025**  
**Re: Donations policy**

### **Purpose/Need**

---

The Wauwatosa Public Library (WPL)'s Donations policy is being presented to the Library Board for review with a few updates.

### **Background**

---

The Library Board approved the current Donations policy in 2021. My goal is to have policies brought before the Board for review when they have not been updated for about four years, with the goal of having no policy go more than five years with Library Board review.

The Donations policy outlines the conditions under which the Library accepts donations of books, other material, and other items.

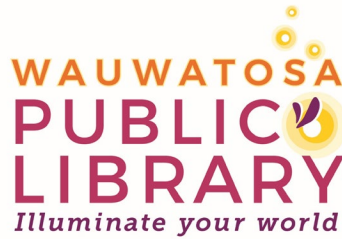
Library staff is proposing a few modifications:

- "Donations are tax deductible" is modified to "Donations may be tax deductible." While donations are likely deductible, we do not want to make a hard claim.
- Two sentences about promptly acknowledging and utilizing donations are eliminated. WPL staff will continue acknowledging monetary donations, but the library does not provide written acknowledgements of many material donations. Timely use is also subjective, and is not needed.
- The word media is changed to materials. This reflects the wide range of donations. WPL receives more than just books, DVDs, and CDs; it also receives donations of items like puzzles.
- The sentence regarding donated material being added to the collection is clarified to state that donated material may be added in accordance with the Collection Development policy.

### **Recommendation**

---

To approve the Donations policy. The Library Board Policy Committee reviewed the policy on March 6 and recommended approval 3-0.



## Donations Policy

Donations from community members enhance Wauwatosa Public Library (WPL) services and support WPL's mission to provide equitable access to information and to encourage reading and lifelong discovery.

Donations ~~are~~ **may be** tax deductible. Donation forms are available upon request. WPL does not place a financial value on donations.

WPL reserves the right of ultimate disposition of any donations and it is with this understanding that donations are accepted. WPL will not accept any donations that are not outright gifts.

~~WPL will promptly acknowledge all donations. WPL will utilize or invest donations in a timely manner.~~

### Donations of books and **media** materials

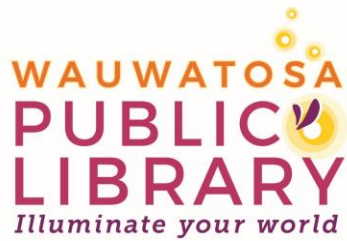
WPL accepts donations of new and lightly used books and **media materials**. Donated materials may be added to WPL's collections, given to other organizations, sold, recycled, or discarded.

Donated materials ~~that are added to the collection will meet the criteria outlined in~~ **may be added to the collection in accordance with** WPL's Collection Development policy.

### Monetary and other donations

Donations of money, real property, securities, personal property, art, antiques, or other valuables may be accepted and approved by the Library Board. Any monetary donation over \$1,000 may require acceptance by the Library Board, which will determine the most appropriate use of the donation in consultation with the donor.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on April 21, 2021.*



**To: Library Board**

**Fr: Peter Loeffel, Library Director**

**March 19, 2025**

**Re: Computer and Internet Use policy**

**Purpose/Need**

---

The Wauwatosa Public Library (WPL)'s Computer and Internet Use policy is being presented to the Library Board Policy for review.

**Background**

---

The Library Board approved the current Computer and Internet Use policy in 2021. My goal is to have policies brought before the Board for review when they have not been updated for about four years, with the goal of having no policy go more than five years with Library Board review.

The policy covers patrons using library-owned computers including public PCs and laptops, as well as patrons using the library's wireless Internet access.

Library staff is not recommending any modifications at this time; the policy is being brought to the committee for review.

**Recommendation**

---

To recommend that the Computer and Internet Use policy be presented to the Library Board for review.



## Computer and Internet Use Policy

As part of the Wauwatosa Public Library's (WPL) mission to provide access to information and encourage lifelong discovery, WPL provides computers connected to the Internet, as well as free wireless Internet access (Wi-Fi) for public use.

**Internet Access:** The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. WPL does not monitor, has no control over, and does not accept responsibility for material in any sources on the Internet. Patrons access the Internet at their own discretion and are responsible for the results of their searches.

**Responsibilities of Users:** WPL requires patrons to respect the rights and sensibilities of other patrons. Some Internet sites are inappropriate for viewing in a public setting. Patrons must refrain from the use of sounds and visuals that may disrupt the ability of other patrons to use the Library and its resources.

**Internet Safety:** WPL currently restricts access by minors to inappropriate matter with the use of filtering software in the Children's Library. For any lawful purpose that meets WPL guidelines, adults age 18 years and older may elect to disable the filter on a PC for unrestricted Internet access. Parents and guardians are solely responsible for supervising their children's Internet sessions. Library staff cannot monitor parental restrictions.

**Copyright:** U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Patrons may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with patrons; WPL expressly disclaims any liability or responsibility resulting from such use.

**Hardware:** Patrons are not permitted to store or download any data to WPL's computer network. Patrons tampering with any Library hardware or networked programs will be denied access to Library computers in the future, and also may lose their Library privileges.

**Disclaimer:** Patrons access the WPL computer hardware or its network at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to a patron's data or equipment, or electronic transactions of any type that are related to the public use of Library computer resources.

**Illegal and Unacceptable Uses:** WPL computers or network may only be used for legal purposes. Examples of unacceptable uses include, but are not limited to, the following:

- Displaying sexually explicit or pornographic materials;
- Harassing others or violating their privacy;
- Libeling, slandering or maliciously offending others;
- Violating copyright laws or program licensing agreements;
- Attempting to crash, degrade performance or gain unauthorized access to any computer systems and networks;
- Damaging equipment, software or data belonging to WPL.

### **Computer Use Procedures**

- Computers in the Children's Library are for use by children ages 13 and younger, and their caregivers;
- Computers in the Adult Library are for use by patrons ages 14 and older;
- Laptops are for use by patrons ages 18 and older;
- Certain computer terminals may be designated for Library programs or specific database use.

**Time Limits:** To ensure access for all patrons, WPL utilizes software on all computers to manage patron time limits. The standard session time is three hours per day. Library staff reserves the right to limit computer sessions.

**Hours of use:** WPL computers automatically shut down 20 minutes before the Library closes.

**Printing:** Patrons are required to pay for any items printed from WPL computers or its network. The Library is not responsible for loss of data that may occur when printing.

**Saving Files and Documents:** Patrons are not permitted to store or download any data to WPL's computer network. USB drives may be purchased at the Library. The Library is not responsible for loss of data that may occur when saving files.

**Compliance:** Failure to comply with this policy or with WPL staff directions may result in restriction or termination of some or all of a patron's Library privileges.

*Adopted by the Board of Trustees of the Wauwatosa Public Library on November 20, 2019.  
Revised on April 21, 2021.*