



# Wauwatosa, WI

## Library Board of Trustees

### Meeting Agenda - Final

7635 W. North Avenue,  
Wauwatosa, WI 53213

Wednesday, September 18, 2024

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 July 17, 2024

[24-1306](#)

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

Children’s Library Supervisor Report

[24-1304](#)

WPL Foundation Capital Campaign Feasibility Study Presentation by Julie Cotter

[24-1305](#)

Year-to-date financial reports

[24-1319](#)

Monthly operating vouchers ratification

[24-1320](#)

President’s report

[24-1321](#)

Director’s report

[24-1322](#)

Wauwatosa Public Library Foundation report

[24-1323](#)

#### NEW BUSINESS

MCFLS member agreement discussion

[24-1324](#)

2025 Library hours

[24-1325](#)

2025 Library budget request

[24-1326](#)

Trustee Essentials 14: The Library Board and the open meetings law

[24-1327](#)

**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, July 17, 2024

6:30 PM

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

#### Regular Meeting

#### CALL TO ORDER

*Vice-President Causier called the meeting to order at 6:41 pm.*

#### ROLL CALL

- |                  |   |
|------------------|---|
| <b>Present</b> 5 | Trustee Brian Began<br>Trustee Kathy Causier<br>Trustee CJ Dykstra<br>Trustee Christine Lindstrom<br>Trustee Mary Nelson                              |
| <b>Excused</b> 4 | Board President Lauren Roznowski Hayden<br>Trustee Bill Andrae<br>Trustee Monica Deluhery<br>Trustee - School District Representative Meegan Archambo |

#### APPROVAL OF MINUTES

- Approval of the meeting minutes from June 18, 2024 [24-1071](#)  
**RESULT:** APPROVED  
**MOVER:** Mary Nelson  
**SECONDER:** CJ Dykstra  
**Aye** 5 Began, Causier, Dykstra, Lindstrom, and Nelson  
**Excused** 4 Roznowski Hayden, Andrae, Deluhery, and Archambo

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

- Year-to-date financial report [24-1072](#)
- Monthly operating vouchers ratification [24-1073](#)  
**RESULT:** APPROVED  
**MOVER:** Brian Began  
**SECONDER:** CJ Dykstra  
**Aye** 5 Began, Causier, Dykstra, Lindstrom, and Nelson

- Excused 4** Roznowski Hayden, Andrae, Deluhery, and Archambo
3. President's report [24-1074](#)
4. Director's report [24-1075](#)
- New Trustee Lindstrom was introduced.*
5. Wauwatosa Public Library Foundation report [24-1076](#)
- The Foundation approved the funding for the Speaker Series. Tr. Causier will be appointed as the library board representative to the Foundation at the Foundation's next meeting.*

### NEW BUSINESS

1. Election of officers [24-1077](#)
- A motion was made by Trustee Dykstra to approve the slate of officers as presented: President - Tr. Roznowski Hayden and Vice President Tr. Causier. Seconded by Trustee Nelson.*
- RESULT:** APPROVED  
**MOVER:** CJ Dykstra  
**SECONDER:** Mary Nelson
- Aye 5** Began, Causier, Dykstra, Lindstrom, and Nelson
- Excused 4** Roznowski Hayden, Andrae, Deluhery, and Archambo
2. 2025 Library operating budget request [24-1079](#)
- RESULT:** APPROVED  
**MOVER:** Mary Nelson  
**SECONDER:** Brian Began
- Aye 5** Began, Causier, Dykstra, Lindstrom, and Nelson
- Excused 4** Roznowski Hayden, Andrae, Deluhery, and Archambo
3. Trustee Essentials 13: Library advocacy [24-1080](#)

### ADJOURNMENT

*Vice-President Causier adjourned the meeting at 7:50 pm.*

Fiscal Year	2024
Period	All
Fund	35 - LIBRARY
Segment 5	510 - LIBRARY

September 13, 2024

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
<b>Expense</b>	<b>\$3,358,661.57</b>	<b>\$3,362,612.78</b>	<b>\$2,183,509.10</b>	<b>\$1,170,420.85</b>	<b>65%</b>
<b>50 - WAGES</b>	<b>\$1,620,653.82</b>	<b>\$1,620,653.82</b>	<b>\$1,074,471.00</b>	<b>\$546,182.82</b>	<b>66%</b>
5010 - REGULAR PAY	\$1,627,371.18	\$1,627,371.18	\$899,707.66	\$727,663.52	55%
5050 - OFF TIME	\$0.00	\$0.00	\$174,763.34	(\$174,763.34)	
5099 - SALARY & ATTRITION CONTRA	(\$6,717.36)	(\$6,717.36)	\$0.00	(\$6,717.36)	0%
<b>51 - OVERTIME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$625.27</b>	<b>(\$625.27)</b>	
5110 - OVERTIME	\$0.00	\$0.00	\$625.27	(\$625.27)	
<b>52 - BENEFITS</b>	<b>\$500,831.99</b>	<b>\$500,831.99</b>	<b>\$303,071.75</b>	<b>\$197,760.24</b>	<b>61%</b>
5210 - FRINGE	\$273,512.70	\$273,512.70	\$155,332.23	\$118,180.47	57%
5220 - WORKERS COMP	\$11,539.13	\$11,539.13	\$7,633.91	\$3,905.22	66%
5230 - SOCIAL SECURITY	\$124,369.96	\$124,369.96	\$79,726.04	\$44,643.92	64%
5240 - WRS	\$91,410.20	\$91,410.20	\$60,379.57	\$31,030.63	66%
<b>60 - OPERATING</b>	<b>\$411,184.76</b>	<b>\$415,135.97</b>	<b>\$238,028.53</b>	<b>\$177,107.44</b>	<b>57%</b>
6002 - PROFESSIONAL DEVELOPMENT	\$10,599.76	\$10,599.76	\$2,231.85	\$8,367.91	21%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$7,723.10	\$4,276.90	64%
6004 - PRINTING AND DUPLICATION	\$10,500.00	\$10,500.00	\$5,728.89	\$4,771.11	55%
6005 - MEMBERSHIPS AND DUES	\$3,375.00	\$3,375.00	\$904.00	\$2,471.00	27%
6006 - BOOKS AND PERIODICALS	\$344,000.00	\$344,000.00	\$202,185.72	\$141,814.28	59%
6008 - OTHER SUPPLIES	\$14,000.00	\$14,000.00	\$6,924.58	\$7,075.42	49%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$600.58	\$399.42	60%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$2,651.19	\$918.81	74%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$4,243.16	\$2,896.84	59%
6099 - OTHER EXPENSES	\$5,000.00	\$8,951.21	\$4,835.46	\$4,115.75	54%
<b>62 - SERVICES</b>	<b>\$79,422.00</b>	<b>\$79,422.00</b>	<b>\$73,197.53</b>	<b>\$6,040.07</b>	<b>92%</b>
6202 - GENERAL SERVICES	\$73,566.00	\$73,566.00	\$69,695.23	\$3,870.77	95%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$482.25	\$1,017.75	32%
6210 - AUDITING SERVICES	\$1,656.00	\$1,656.00	\$1,192.55	\$279.05	83%
6211 - CREDIT CARD PROCESSING	\$2,700.00	\$2,700.00	\$1,827.50	\$872.50	68%
<b>63 - UTILITIES</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$455.69</b>	<b>\$344.31</b>	<b>57%</b>
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$455.69	\$344.31	57%
<b>64 - FIXED CHARGES</b>	<b>\$8,184.00</b>	<b>\$8,184.00</b>	<b>\$7,269.49</b>	<b>\$914.51</b>	<b>89%</b>
6409 - SOFTWARE HOSTING	\$4,684.00	\$4,684.00	\$3,749.13	\$934.87	80%
6411 - SOFTWARE MAINT	\$3,500.00	\$3,500.00	\$3,520.36	(\$20.36)	101%
<b>65 - INTERNAL CHARGES</b>	<b>\$714,585.00</b>	<b>\$714,585.00</b>	<b>\$476,389.84</b>	<b>\$238,195.16</b>	<b>67%</b>
6503 - INFORMATION SYSTEMS	\$220,559.00	\$220,559.00	\$147,039.44	\$73,519.56	67%
6504 - MUNICIPAL COMPLEX RENT	\$494,026.00	\$494,026.00	\$329,350.40	\$164,675.60	67%
<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>\$23,000.00</b>	<b>\$23,000.00</b>	<b>\$10,000.00</b>	<b>\$4,501.57</b>	<b>80%</b>
7001 - FIXED ASSET	\$23,000.00	\$23,000.00	\$10,000.00	\$4,501.57	80%
<b>Revenue</b>	<b>(\$3,358,662.00)</b>	<b>(\$3,362,613.21)</b>	<b>(\$338,594.92)</b>	<b>(\$3,024,018.29)</b>	<b>10%</b>
<b>45 - FINES AND PENALTIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,083.59)</b>	<b>\$5,083.59</b>	
4510 - LATE FEE	\$0.00	\$0.00	(\$5,083.59)	\$5,083.59	
<b>46 - PUBLIC CHARGES</b>	<b>(\$22,200.00)</b>	<b>(\$22,200.00)</b>	<b>(\$23,769.20)</b>	<b>\$1,569.20</b>	<b>107%</b>
4628 - DAMAGE TO CITY PROPERTY	(\$8,200.00)	(\$8,200.00)	(\$11,584.18)	\$3,384.18	141%
4699 - OTHER PUBLIC CHARGES	(\$14,000.00)	(\$14,000.00)	(\$12,185.02)	(\$1,814.98)	87%
<b>47 - INTERGOVT CHRG</b>	<b>(\$292,969.00)</b>	<b>(\$292,969.00)</b>	<b>(\$292,803.00)</b>	<b>(\$166.00)</b>	<b>100%</b>
4708 - CHARGES TO OTHER LIBRARIES - M	(\$292,969.00)	(\$292,969.00)	(\$292,803.00)	(\$166.00)	100%
<b>48 - MISCELLANEOUS</b>	<b>(\$17,840.00)</b>	<b>(\$21,791.21)</b>	<b>(\$16,939.13)</b>	<b>(\$4,852.08)</b>	<b>78%</b>
4808 - SALE OF CITY PROPERTY - NONCAP	(\$16,000.00)	(\$16,000.00)	(\$11,265.10)	(\$4,734.90)	70%
4820 - P-CARD REBATE	\$0.00	(\$3,951.21)	(\$3,951.21)	\$0.00	100%
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$1,840.00)	(\$1,840.00)	(\$1,722.82)	(\$117.18)	94%
<b>49 - OTHER SOURCES</b>	<b>(\$3,025,653.00)</b>	<b>(\$3,025,653.00)</b>	<b>\$0.00</b>	<b>(\$3,025,653.00)</b>	<b>0%</b>
4960 - TRANSFER FROM GENERAL FUND	(\$3,025,653.00)	(\$3,025,653.00)	\$0.00	(\$3,025,653.00)	0%

Fiscal Year	2024	September 13, 2024
Period	All	
Fund	15 - AGENCY	
Segment 5	947 - LIBRARY TRUST	

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>\$102,445.08</b>	<b>\$242,935.25</b>	<b>30%</b>
<b>60 - OPERATING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,517.08</b>	<b>(\$5,517.08)</b>	
6099 - OTHER EXPENSES	\$0.00	\$0.00	\$5,517.08	(\$5,517.08)	
<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>\$96,928.00</b>	<b>\$0.00</b>	<b>100%</b>
9012 - TRANSFER TO CAPITAL PROJECTS	\$96,928.00	\$96,928.00	\$96,928.00	\$0.00	100%
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$8,487.79)</b>	<b>\$8,487.79</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>(\$6,487.79)</b>	<b>\$6,487.79</b>	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$5,008.49)	\$5,008.49	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,479.30)	\$1,479.30	
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>\$93,957.29</b>	<b>\$251,423.04</b>	<b>27%</b>

**Wauwatosa Public Library Board of Trustees Account**  
**October 1 - December 31**  
**Source and Use of Funds**

Account Type	Revenue
Fiscal Year Hierarchy	2024

Row Labels	Actual
<b>15947000 - AGENCY LIBRARY TRUST</b>	<b>\$ (5,913.06)</b>
4399 - OTHER LOCAL GRANTS	\$ (2,000.00)
4802 - INTEREST INCOME - INVESTMENTS	\$ (2,466.98)
4812 - DONATIONS/CONTRIBUTIONS	\$ (1,446.08)
4832 - FOOD BEVERAGE AND MRCHNDS SALI	\$ -
4899 - OTHER MISCELLANEOUS REVENUES	\$ -
4976 - TRANSFER FROM LIBRARY	\$ -
<b>Grand Total</b>	<b>\$ (5,913.06)</b>

Account Type	Expense
Fiscal Year Hierarchy	2024

Row Labels	Actual
<b>15947000 - AGENCY LIBRARY TRUST</b>	<b>\$ 102,211.43</b>
6099 - OTHER EXPENSES	\$ 5,283.43
6602 - BUDGET ONLY	\$ -
6604 - DONATION EXPENSE	\$ -
7001 - FIXED ASSET	\$ -
9012 - TRANSFER TO CAPITAL PROJECTS	\$ 96,928.00
9035 - TRANSFER TO LIBRARY	\$ -
<b>Grand Total</b>	<b>\$ 102,211.43</b>

Beginning balance	\$ 345,380.33
Revenue	\$ 5,913.06
Expenditure	\$ (102,211.43)
<b>Balance June 30, 2024</b>	<b>\$ 249,081.96</b>

# Library Invoices

Invoice Due Dates: 7/1/2024 thru 8/31/2024

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
4IMPRINT - 701		27436535	7/14/2024	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$2,382.21
					<b>4IMPRINT</b>	<b>1</b>	<b>\$2,382.21</b>
AMAZON - 833		59118	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$63.17
		59149	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$6.64
		59176	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$46.34
		59187	7/14/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$35.62
		59189	7/14/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$60.86
		59200	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$60.78
		59201	7/14/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$22.58
		59211	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$169.80
		59229	7/14/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$24.30
		59263	7/14/2024	Book ABIOG*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.98
		59264	7/14/2024	Book ASCIFI*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.03
		59265	7/14/2024	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$9.98
		59266	7/14/2024	Grant STEM products KJ	15947000 - 6099	OTHER EXPENSES	\$1,257.98
		59290	7/14/2024	juvi programming	35510000 - 6027	PROGRAMMING	\$25.51
		59409	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$57.96
		59410	7/14/2024	Book 15.14 ASCIFI* 24.63 AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.77
		59411	7/14/2024	Book AVIS*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.92
		59412	7/14/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$19.58
		59415	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$24.99
		59416	7/14/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$15.14
		59417	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$20.90
		59418	7/14/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$53.99
		59803	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.95
		59812	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.99
		59813	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.13
		60271	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$39.82
		60287	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$237.49
		60288	8/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$70.70
		60305	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$9.89
		60306	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.81
		60329	8/16/2024	Book ALIT*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.76
		60330	8/16/2024	Book ABIOG*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.95
		60383	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.22
		60410	8/16/2024	Book APERF*	35510103 - 6006	BOOKS AND PERIODICALS	\$86.85
		60411	8/16/2024	Book ABIOG*	35510103 - 6006	BOOKS AND PERIODICALS	\$67.05
		60412	8/16/2024	Book APERF*	35510103 - 6006	BOOKS AND PERIODICALS	\$80.38
		60413	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$28.77
		60415	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.51



Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		60416	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$17.99
		60431	8/16/2024	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.98
		60432	8/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$13.39
		60447	8/16/2024	Book ASOC*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.91
		60448	8/16/2024	programming supplies YA	35510103 - 6027	PROGRAMMING	\$28.18
		60459	8/16/2024	Book APERF*	35510103 - 6006	BOOKS AND PERIODICALS	\$28.99
		60516	8/16/2024	Book ARPACUL*	38510000 - 6006	BOOKS AND PERIODICALS	\$29.69
		60517	8/16/2024	Book 13.82 APBRO* 25.84 APSY* 7.94 ATRAV* 151.05 A	35510103 - 6006	BOOKS AND PERIODICALS	\$198.65
		60518	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$28.67
		60519	8/16/2024	Book AYA*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.18
		60520	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$37.60
		60521	8/16/2024	Book AYA*	35510103 - 6006	BOOKS AND PERIODICALS	\$27.70
		60522	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.40
		60523	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$39.04
		60524	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$15.01
		60531	8/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$24.25
		60532	8/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.71
		60533	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$7.28
		60544	8/16/2024	Book APERF*	35510103 - 6006	BOOKS AND PERIODICALS	\$23.75
		60564	8/16/2024	programming supplies	35510104 - 6027	PROGRAMMING	\$14.77
		60636	8/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$25.92
		60698	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$37.39
		60699	8/16/2024	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$14.87
		60700	8/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$34.66
		60702	8/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$55.26
				<b>AMAZON</b>	<b>63</b>		<b>\$3,604.33</b>
AQUATIC REALMZ - 1689							
		AR419	7/14/2024	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$109.98
		AR546	8/16/2024	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00
				<b>AQUATIC REALMZ</b>	<b>2</b>		<b>\$199.98</b>
AUTOMATIC ENTRANCES OF WISCONSIN, INC - 2299							
		2037254	5/9/2024	Emergency Door Service Library	22355000 - 6205	BLDING & INFRSTRCTRE REPAIRS	\$796.24
				<b>AUTOMATIC ENTRANCES OF WISCONSIN, INC</b>	<b>1</b>		<b>\$796.24</b>
BAKER & TAYLOR BOOKS - 31							
		2038342407	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$517.96
		H69192400	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$244.49
		2038342856	7/14/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$324.45
		2038346195	7/14/2024	Books adults	35510103 - 6006	BOOKS AND PERIODICALS	\$341.65
		2038336650	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$450.85
		2038337478	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,342.12
		2038340262	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$881.90
		2038342813	7/14/2024	Books 16.79 ASOC* 58.67 ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$75.46
		H69283740	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$151.86
		2038368282	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$227.44
		2038361219	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$370.89

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		H69375810	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$102.69
		H69313080	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$32.84
		2038366951	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$505.75
		2038362461	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$573.63
		2038354973	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,404.38
		2038353758	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$542.12
		2038351928	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$630.68
		2038354566	7/14/2024	Books ARPA adult	38510000 - 6006	BOOKS AND PERIODICALS	\$856.12
		2038359083	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$386.95
		2038359016	7/14/2024	Books ARPA adult	38510000 - 6006	BOOKS AND PERIODICALS	\$416.21
		2038357952	7/14/2024	Book 17.99 ACOMP* 76.25 ATRAV* 11.37 AVIS*	35510103 - 6006	BOOKS AND PERIODICALS	\$105.61
		2038352087	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$672.51
		2038363003	7/14/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.66
		H69242070	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$115.98
		H69340770	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$300.96
		2038380863	7/14/2024	Books 154.99 AREF* 43.76 ASOC* 60.56 ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$259.31
		2038376377	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,302.09
		2038373642	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,334.23
		2038387505	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$893.48
		2038388056	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$654.82
		2038387578	7/14/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$499.50
		2038375995	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$594.24
		2038383579	7/14/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$375.14
		H69411070	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$41.92
		H69447230	7/14/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$148.43
		2038390866	7/14/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$472.31
		2038403026	8/16/2024	Book AVIS* 14.97 ASOC* 17.99 ATRAV* 85.72	35510103 - 6006	BOOKS AND PERIODICALS	\$118.68
		2038385396	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$49.68
		H69495360	8/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$48.18
		2038398068	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$997.92
		2038397957	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$350.62
		2038395345	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,163.92
		H69491100	8/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$82.62
		2038391785	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$682.83
		2038407721	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$501.91
		2038406576	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$470.03
		2038406534	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$781.56
		2038403125	8/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$315.86
		2038414080	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$653.34
		2038414079	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$338.07
		2038409691	8/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$108.98
		2038421153	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$984.58
		2038427349	8/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.48
		2038441316	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$773.17
		2038420693	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$426.0

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
		2038440151	8/16/2024	Book 126.52 ASOC* 25.78 ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$152.30	
		2038437470	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$248.46	
		2038438060	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$776.13	
		2038441326	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$679.90	
		2038418320	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,117.10	
		2038428921	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$304.74	
		2038428919	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$433.13	
		2038437440	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$483.23	
		H69636800	8/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$83.45	
		2038419897	8/16/2024	Book 78.06 ATRAV* 154.99 AREF*	35510103 - 6006	BOOKS AND PERIODICALS	\$233.05	
		2038421142	8/16/2024	Books Arpa Adult	38510000 - 6006	BOOKS AND PERIODICALS	\$555.30	
		2038440282	8/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$55.04	
		2038446058	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$717.48	
		2038444589	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$586.54	
		H69765620	8/16/2024	materials adult	35510103 - 6006	BOOKS AND PERIODICALS	\$73.35	
		2038446095	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$825.03	
		H69757220	8/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$48.91	
		2038452223	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$467.88	
		2038449379	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,616.07	
		2038448578	8/16/2024	Books kids Arpa	38510000 - 6006	BOOKS AND PERIODICALS	\$3,079.82	
		2038452920	8/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,139.79	
		2038455172	8/16/2024	Book kids	35510104 - 6006	BOOKS AND PERIODICALS	\$252.99	
		2038455130	8/16/2024	Book kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,649.13	
		2038452467	8/16/2024	Book kids	35510104 - 6006	BOOKS AND PERIODICALS	\$331.61	
		2038452912	8/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$597.86	
		<b>BAKER &amp; TAYLOR BOOKS</b>				<b>81</b>		<b>\$43,556.41</b>
BLACKSTONE PUBLISHING - 380		2158253	7/14/2024	Books ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$104.97	
		2161178	7/14/2024	Book ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$49.99	
		2162221	8/16/2024	Material ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$198.72	
		2163578	8/16/2024	material ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.25	
		<b>BLACKSTONE PUBLISHING</b>				<b>4</b>		<b>\$382.93</b>
BOOK PAGE - 946		S83419	8/16/2024	material APER*	35510103 - 6006	BOOKS AND PERIODICALS	\$744.00	
		<b>BOOK PAGE</b>				<b>1</b>		<b>\$744.00</b>
BRODART COMPANY - 47		641849	7/14/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$371.75	
		642350	7/14/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$51.82	
		643264	8/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$311.82	
		<b>BRODART COMPANY</b>				<b>3</b>		<b>\$735.39</b>
BROOKSTONE PRINTING - 64		106126	7/23/2024	Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$1,160.00	
		<b>BROOKSTONE PRINTING</b>				<b>1</b>		<b>\$1,160.00</b>
CENGAGE LEARNING INC - 1010		84653847	7/8/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.7	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		84552711	6/18/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$102.71
		84720907	7/24/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$130.45
		84781801	8/9/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.73
<b>CENGAGE LEARNING INC</b>						<b>4</b>	<b>\$336.62</b>
CENTER POINT LARGE PRINT - 870		2100012	7/14/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$46.74
		2106410	7/14/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94
		2103805	8/16/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
		2109288	8/16/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
<b>CENTER POINT LARGE PRINT</b>						<b>4</b>	<b>\$286.44</b>
CHICAGO TRIBUNE - 1376		59828	7/14/2024	material adult APER*	35510103 - 6006	BOOKS AND PERIODICALS	\$424.00
<b>CHICAGO TRIBUNE</b>						<b>1</b>	<b>\$424.00</b>
DEMCO - 76		7498382	6/20/2024	Book trucks	35510000 - 6099	OTHER EXPENSES	\$2,931.97
<b>DEMCO</b>						<b>1</b>	<b>\$2,931.97</b>
EMPLOYEES - 1316		7012024	7/1/2024	programming adult	35510103 - 6027	PROGRAMMING	\$316.25
<b>EMPLOYEES</b>						<b>1</b>	<b>\$316.25</b>
FORWARD TS - 211		AR230709	7/9/2024	copier charges 6/4 - 7/3/2024 sn7505068Y	35510000 - 6202	GENERAL SERVICES	\$438.80
<b>FORWARD TS</b>						<b>1</b>	<b>\$438.80</b>
GREY HOUSE PUBLISHING - 1637		186557	7/14/2024	Book ARPAJOBS*	38510000 - 6006	BOOKS AND PERIODICALS	\$117.00
		985968	8/16/2024	Book ARPAMED*	38510000 - 6006	BOOKS AND PERIODICALS	\$333.00
<b>GREY HOUSE PUBLISHING</b>						<b>2</b>	<b>\$450.00</b>
JOANNE FABRICS - 634		59167	7/14/2024	programming supplies	35510000 - 6027	PROGRAMMING	\$49.19
<b>JOANNE FABRICS</b>						<b>1</b>	<b>\$49.19</b>
KANOPY INC - 1657		406368	6/30/2024	streaming ECONTENT*	35510103 - 6006	BOOKS AND PERIODICALS	\$552.60
		410024	7/31/2024	Streaming ECONTENT*	35510103 - 6006	BOOKS AND PERIODICALS	\$527.40
<b>KANOPY INC</b>						<b>2</b>	<b>\$1,080.00</b>
MIDWEST TAPE - 333		505618994	6/17/2024	material kids	35510104 - 6006	BOOKS AND PERIODICALS	\$9.89
		505882413	8/9/2024	material jdvd	35510104 - 6006	BOOKS AND PERIODICALS	\$99.69
<b>MIDWEST TAPE</b>						<b>2</b>	<b>\$109.58</b>
MILWAUKEE CO FEDERATED LIBRARY SYSTEM - 1366		FL-03675	8/14/2024	library support	35510000 - 6003	OFFICE SUPPLIES	\$390.00
					35510000 - 6008	OTHER SUPPLIES	\$611.60
					35510000 - 6211	CREDIT CARD PROCESSING	\$53.64
					35510000 - 6013	POSTAGE	\$167.30
<b>MILWAUKEE CO FEDERATED LIBRARY SYSTEM</b>						<b>1</b>	<b>\$1,222.54</b>
ONE TIME VENDOR - 99999		7292024	6/17/2024	programming kids	35510104 - 6027	PROGRAMMING	\$200.00

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		7252024	7/1/2024	programming adult	35510103 - 6027	PROGRAMMING	\$140.00
		59296	7/14/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$32.30
		59335	7/14/2024	Stem grant purchase	15947000 - 6099	OTHER EXPENSES	\$33.11
		59336	7/14/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$5.16
		60272	8/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$19.75
		10-137662	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$59.98
		60403	8/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$8.57
		60414	8/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$10.99
		PB-40632	8/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$60.00
		60618	8/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$2.64
		60653	8/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$25.17
		60666	8/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$7.23
		61006	7/14/2024	STEM grant purchase	15947000 - 6099	OTHER EXPENSES	\$177.85
		61007	7/14/2024	Stem grant supplies	15947000 - 6099	OTHER EXPENSES	\$42.16
		61008	7/14/2024	Stem grant supplies	15947000 - 6099	OTHER EXPENSES	\$13.64
					<b>ONE TIME VENDOR</b>	<b>16</b>	<b>\$838.55</b>
TARGET STORES 25 - 264							
		59185	7/14/2024	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$14.57
		59277	7/14/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$86.48
		59353	7/14/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$64.26
		60537	8/16/2024	Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$66.51
					<b>TARGET STORES 25</b>	<b>4</b>	<b>\$231.82</b>
U OF M MINITEX - 443							
		60501	8/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$808.00
					<b>U OF M MINITEX</b>	<b>1</b>	<b>\$808.00</b>
USA TODAY - 1380							
		59782	7/14/2024	material adult APER*	35510103 - 6006	BOOKS AND PERIODICALS	\$396.82
					<b>USA TODAY</b>	<b>1</b>	<b>\$396.82</b>
WISCONSIN LIBRARY ASSOCIATION - 1127							
		20610	7/14/2024	professional membership	35510000 - 6005	MEMBERSHIPS AND DUES	\$180.00
		20742	8/16/2024	membership dues	35510000 - 6005	MEMBERSHIPS AND DUES	\$90.00
					<b>WISCONSIN LIBRARY ASSOCIATION</b>	<b>2</b>	<b>\$270.00</b>
					<b>Grand Total</b>	<b>201</b>	<b>\$63,752.07</b>

**Director's Report**  
**September 2024**

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

Security gates:

The new security gates were installed last month. Not only do they have a less obtrusive look, they are a full 6 inches wider on each aisle.



Cleaning Contract:

The City put out an RFP for a new cleaning contractor. Four vendors were interviewed and a new contract will go into effect on October 1.

Adult Library Rest Rooms Remodel:

The rest rooms in the adult library are being remodeled. Demolition began on Tuesday September 3. Construction will continue for another 2-3 weeks.

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

- Evening Shelves Daivon Smith resigned September 3
- Daytime Shelves Zak Heebsh resigned September 9
- Circulation Attendant Jason Gamm resigned September 13
- We made an internal job posting for the Circulation Attendant position and will be conducting interviews next week for the 2 candidates that applied.
- Pete, Robert, and I attended the Executive Review meeting on Monday to go over the 2025 Budget Narrative. I presented my request to add 4 hours to two, 16 hour a week Circulation Attendants. These additional hours will help the library keep



up with the existing workload, encourage retention, and provide a more consistent schedule as a whole.

- Met with the management team to discuss new closing hours of 8pm, Monday-Thursday. There will be more overlap as Circulation Attendants will be allotted more off desk time, aiding in materials processing, including items for the increasingly successful ongoing book sale. It will also help us provide additional staff at outreach programs.
- Our new sorter is ready to be shipped and installed the week of October 21. Robert and I will be working with the facilities team for the removal of the old sorter and preparation for the new one.

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

Another summer of teen programming has drawn to a close. With a mix of everything from Oreo taste testing to Perler beads to drawing to paving stone painting (with an impromptu game of Uno while paint was drying), there was something on the schedule for everyone this summer. A big thank you to former Children's Library Supervisor Anne Kissinger for tag-teaming our introduction to sewing class. Without her, this program would not be possible. This summer, we hosted eight teen events with a total of 81 participants.



The Library, the Filipino American Nation Historical Society-Wisconsin, and Boswell Book Company are excited to host an evening with award-winning author Randy Ribay as he promotes his latest YA novel *Everything We Never Had*, an emotionally charged, moving novel about four generations of Filipino American boys grappling with identity, masculinity, and their fraught father-son relationships. Ribay is a Filipino American author of young adult fiction. His novel *Patron Saints of Nothing* was a finalist for the National Book Award.

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

**Displays**—Alanna Maddox has created a Banned Book display featuring books that have been censored throughout the country. She has decorated it with flames and police tape to attract attention to this important subject.

The Wauwatosa Health Department has a display describing a new harm reduction vending machine that they are implementing. This will be free and located on the outside of the building. It will be accessible 24/7. They are planning on including things like Narcan, fentanyl test strips and gun locks.

**New Librarian**—Meagan Parker is joining us as a part-time librarian. She is replacing Amelia Malling, who had been with us for 3 years. She moved to Chicago with her wife who is going to optometry school. Meagan has been a librarian for 14 years and is coming to us from the West Allis Public Library. She is a Wauwatosa resident and graduated from Tosa East High School. She is very excited to be working in her home library. Welcome, Meagan!

5. Children's Library update (from Abby Bussen, Children's Library Supervisor): August saw the children's department wrap up our summer programming with blocks of popular events like Artsploration and a Spy School themed escape room. These successful programs, along with our story time events, allowed us to wrap up the summer months with gusto.

We also began the inclusion of a rotating passive program, a Would You Rather...? question board which engages families visiting the department to think critically about questions like "Would you rather be a wizard or a superhero?" and place their votes using colorful stickers. This gives librarians and parents a fun topic of conversation with kids and helps them listen to new perspectives as well as engage in friendly debate.

Looking ahead to fall, we've begun scheduling school visits and have some wonderful weekday and weekend programs, like a Hispanic Heritage Month celebration and a family Bingo event, that we're excited to share with the community.



6. August and September Anniversaries:

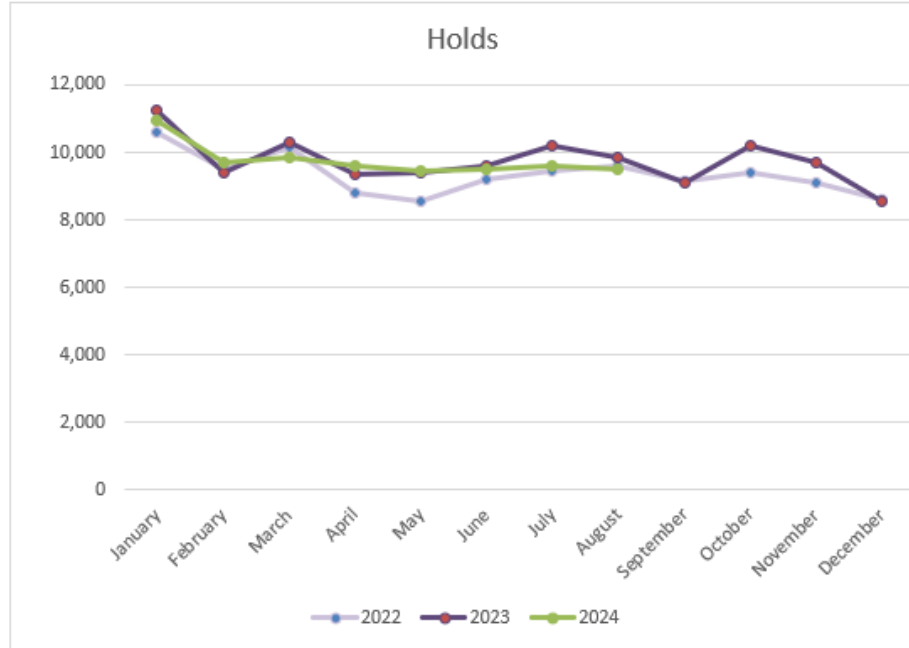
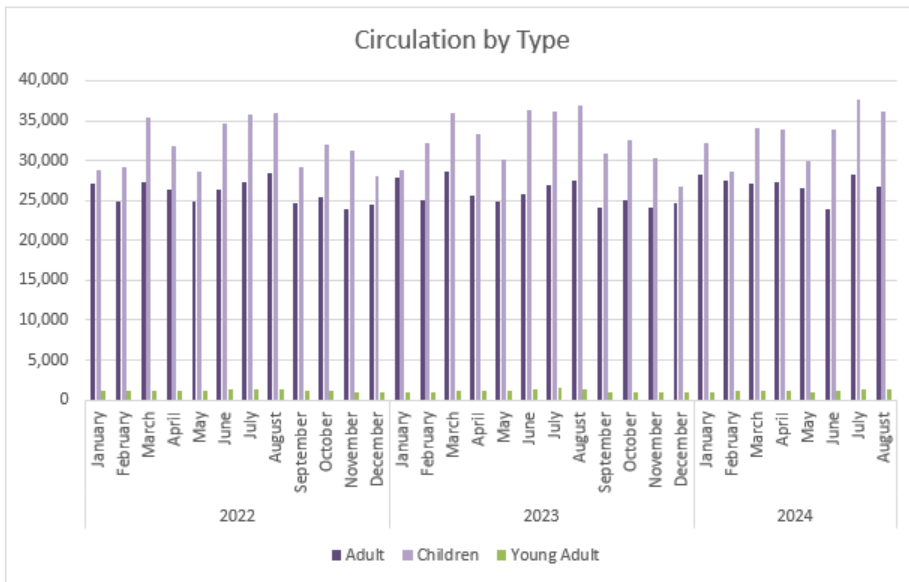
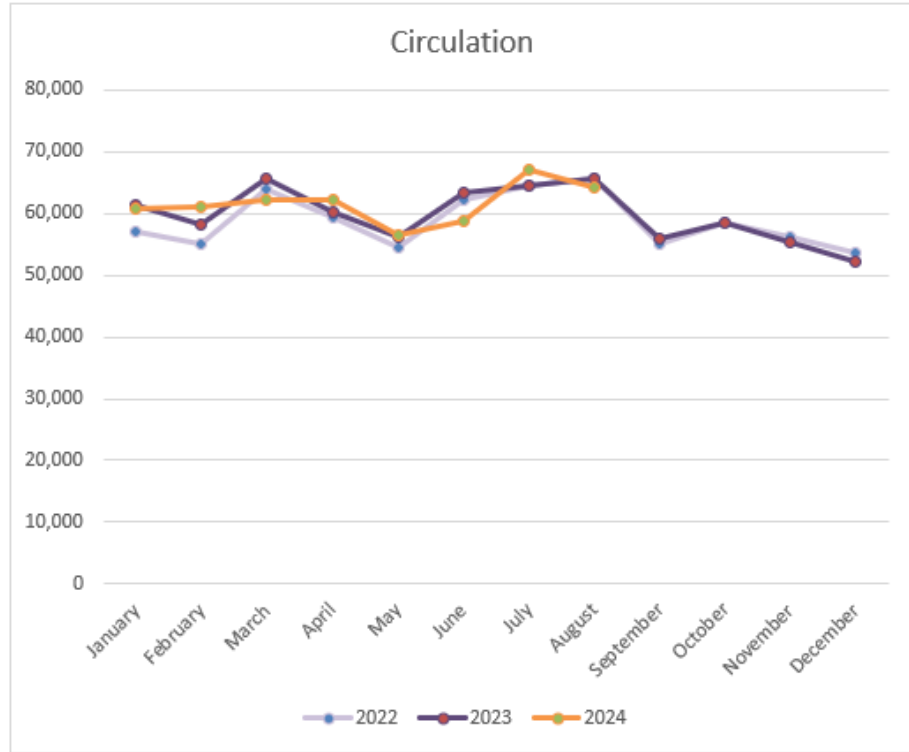
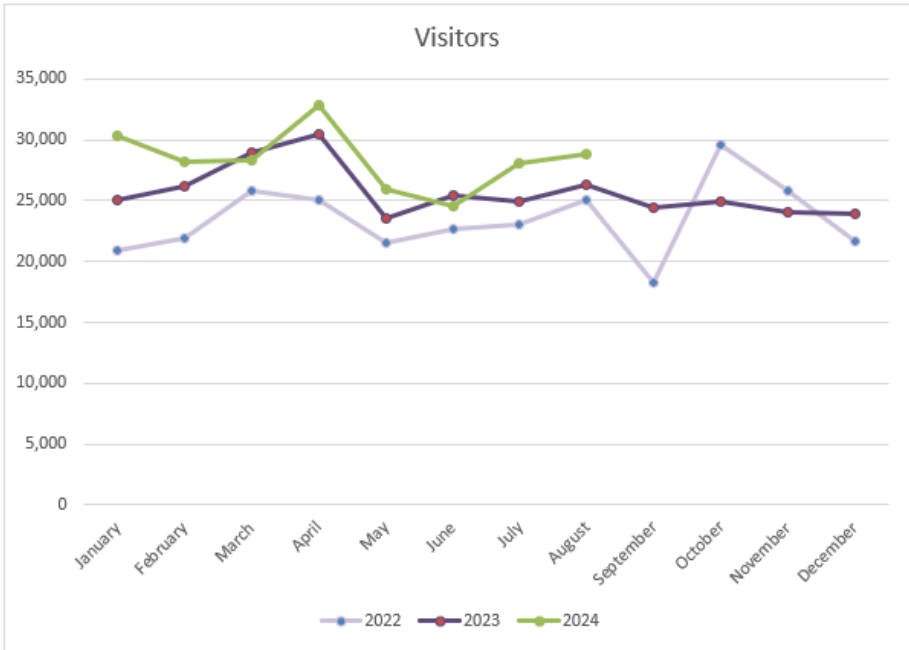
38 years	Bob Ash, Circulation Attendant
24 years	Shellie Anderson, Adult Library Supervisor
20 years	Laurie Fels, Adult Librarian
11 years	Robin Rajchel, Circulation Attendant
8 years	Maria Schmitt, Children's Librarian
3 years	Jennifer Hron, Children's Librarian
2 years	Brenda McCormack, After School Library Monitor
1 year	Jessica Baumann, Circulation Attendant
1 year	Faith Danneil, Shelver

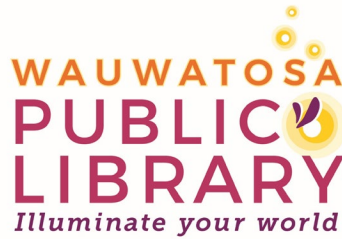
7. New Employees:

Lemarus Shields, After School Library Monitor  
Meagan Parker, Adult Librarian

8. Upcoming meetings:

Library Board: Wednesday, October 16 at 6:30 PM  
Library Board: Wednesday, November 20 at 6:30 PM





**To: Library Board**

**Fr: Peter Loeffel, Library Director**

**Meeting Date: September 18, 2024**

**Re: MCFLS ILS, Resource Sharing, and Technology agreement**

### **Purpose/Need**

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The Milwaukee County Federated Library System Board is soliciting feedback from its member libraries on a new 2025-2028 Integrated Library System, Resource Sharing, and Technology agreement.

### **Background**

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The Wauwatosa Public Library (WPL) is one of 15 public libraries in Milwaukee County, all of whom are members of the Milwaukee County Federated Library System (MCFLS). MCFLS has three agreements with its member libraries:

- ILS, Resource Sharing, and Technology agreement
  - Signed by all member libraries
  - Covers the integrated library system (ILS), which is the software that runs the circulation system and online catalog.
  - Covers the bibliographic database
  - Covers circulation standards
  - Includes reciprocal borrowing agreements
  - Covers delivery services
  - Covers service agreement with non-member, no library community (West Milwaukee)
  - Cover equipment support and maintenance and telecommunications
- Resource Library agreement
  - Signed by Milwaukee Public Library
  - Every Wisconsin library system has a designated library, which is typically the biggest library in each system.
  - Covers MCFLS payments to the resource library for the resource library to provide various services for member libraries, such as enhanced collection support.
- Bibliographic and Database Maintenance agreement
  - Signed by Milwaukee Public Library
  - Covers MCFLS payments to MPL for providing cataloging services for member libraries.

The current member agreements expire at the end of 2024. MCFLS System Director Steve Hesel met with member library directors in August to share some changes that the MCFLS Board is considering for the new agreement. The MCFLS Board is looking for feedback from member libraries by September 30.

- MCFLS is proposing to focus more on infrastructure costs and less on providing collection content support.
  - MCFLS would pay 100% of system ILS and cataloging costs.
    - This would eliminate Wauwatosa's ILS costs, which is \$21,500 in 2025.
    - This would eliminate Wauwatosa's cataloging costs, which is \$29,000 in 2025.
  - MCFLS would no longer pay 67% of system costs for hoopla, a digital lending service.
    - Wauwatosa's estimated 2025 hoopla costs would rise from about \$16,000 to about \$50,000.
  - These two changes would result in roughly a net \$15,000 in savings for Wauwatosa. WPL would save about \$50,000 in ILS and cataloging expenses in 6202 GENERAL SERVICES, and would have about \$35,000 in additional expenses in 6006 BOOKS AND PERIODICALS for the estimated additional hoopla expenses.
  - **The MCFLS Board is looking for feedback on this point with the following question:** The MCFLS Board is proposing that the system take on all ILS and Cataloging agreement costs with adjustments to agreement amounts, but shift costs to members for hoopla and allow them to make their own decisions regarding investments in that collection. Does your library agree with that approach?
  
- The MCFLS Board is considering two options for changes to Reciprocal Borrowing.
  - The first option keeps the distribution formula unchanged, where the net positive transactions account for 100% of the distribution formula.
  - The second option uses a modified formula, with net positive transactions accounting for 75% of the distribution and number of items added by member libraries accounting for 25% of the distribution.
  - Both options have the same formula for determining the size of the distribution pool (the percentages of the current agreement are on page seven of the attached document):
    - 35% of MCFLS state aid for the 2026 payment
    - 33% of MCFLS state aid for the 2027 payment
    - 33% of MCFLS state aid for the 2028 payment
    - 31% of MCFLS state aid for the 2029 payment
  - The exact amount that would be distributed to WPL in 2026 (the first payment of the new agreement) is determined by future circulation statistics. But if you take the circulation statistics and state aid totals used for the 2025 payment and plug those numbers into the two proposed options, you get a 2026 payment for WPL:
    - Option 1: \$353,091
    - Option 2: \$338,372
  - In a nutshell, Wauwatosa's payment under the proposed Option 2 would be about 4% to 5% less than the payment WPL would receive under the proposed Option 1. Or about \$15,000.

- **The MCFLS Board is looking for feedback on this point with the following question:**  
The MCFLS Board is considering two options regarding the current reciprocal borrowing structure. Which option does your library prefer?

Option 1. Keep the reciprocal borrowing formula unchanged and keep percentage at 35% of state aid in 2026, but reduce percentages to 33% in 2027/2028 and 31% in 2029 to pay for infrastructure costs.

Option 2. Use percentages in Option 1, but re-imagine these payments as Collection Development Grants using a formula of 75% reciprocal borrowing net positive transactions and 25% items added to the collection in a given year. Rationale: Reward net lenders and libraries that contribute to overall collection development for the system and remove the winners/losers scenario currently in place.

- **The MCFLS Board is also looking for feedback on the following potential language changes to the ILS, Resource Sharing, and Technology Agreement:**
  - Adding a maintenance of effort clause requiring members to maintain investments in their collections, and also inviting MCFLS member libraries to include
  - Using loan rules of the circulating library rather than the owning library when materials are checked out. A majority of systems in Wisconsin use this model to improve and simplify the user experience for patrons.
  - A system-wide fee card issued by all libraries, allowing access to all physical collections in the county, and where owning libraries are reimbursed for use of their materials.

### Next Steps

- WPL will provide feedback on the options to MCFLS by September 30.
- The MCFLS Board will approve a new agreement in October.
- Member library boards will review and sign (or not sign) the new agreement by the end of 2024.

Milwaukee County Federated Library System  
ILS, Resource Sharing, and Technology Agreement, 2020-2024

RECITALS

WHEREAS, MCFLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the \_\_\_\_\_ Library is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43, and

WHEREAS, the \_\_\_\_\_ Library has signed the agreement to be a member of MCFLS, and

WHEREAS, the \_\_\_\_\_ Library and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the \_\_\_\_\_ Library and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the \_\_\_\_\_ Library and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the \_\_\_\_\_ Library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

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1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries through Basic and Add-on Software products, catalog enhancements, and new interfaces. Member libraries benefit from and pay for maintenance on different categories of software, as follows.

A. Basic: Items in this category are products related to the basic functions of the integrated library system that are available to all members and used by most, if not all, members. Ongoing maintenance costs are prorated back to all members based on the percentage of overall MCFLS-wide circulation attributable to the residents of each member community. During the term of this

Agreement, new items or items from other service categories may be moved into the Basic category only by agreement of MCFLS and of all members. A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

B. Add-On Software: Items in this category are products related to additional functions of the integrated library system that are available only to and used by one or more specific members. Initial purchase costs and ongoing maintenance costs are the responsibility of members that use the products. (Examples include Third Party Self-Check, Accounting Interface, Teleforms System Messages, Fines Payment API, SIP2 License). A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

C. Catalog Enhancements and new interfaces: From time to time MCFLS or member libraries may suggest the enhancement of the library catalog or a different interface for the staff or public to access the ILS. Examples include, CountyCat Mobile, Shoutbomb, Encore, and Novelist Select. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be as practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these “New Services” will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in “New Services” must enter into the same agreement on the same terms. If a shared cost formula will be part of the agreement it likely will include reimbursement for original participants. An example of a New Service is the MyPC public computer management software.

#### Charges

A. Integrated Library System Costs. Members shall pay for all software maintenance costs associated with the integrated library system.

B. Calculation of Integrated Library System Costs.

Each member library shall pay 1% of total ILS maintenance (15% of total maintenance costs). The remaining 85% of maintenance costs shall be calculated based upon the total number of circulation transactions attributable to the member’s residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous.

C. Reimbursement Payment Schedule. Such reimbursements to MCFLS to be paid by the members as follows: 100% of applicable costs. Notwithstanding the foregoing statement, under no circumstances will costs begin to accrue to members prior to the actual date upon which the costs begin to accrue to MCFLS.

D. Annual Statement of Automation Costs: To facilitate local budgeting, on or before May 15 of each year MCFLS shall provide to each member a statement of all applicable costs for the following year.

E. Add-On Software Maintenance. Maintenance costs related to additional functions purchased by and available only to and used by one or more specific members. Under no circumstances will maintenance costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to MCFLS.

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## 2. Bibliographic Database Development and Maintenance

In order to most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles in the following materials formats:
  - Adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books;
  - Large print books;
  - Fiction and non-fiction paperbacks;
  - Sound recordings except LPs and ephemeral CDs and cassettes;
  - Book and cassette kits;
  - Scores;
  - Maps except those designated Pamphlet File (PF) material;
  - Government documents except those designated PF and except, optionally, local government documents such as minutes, annual reports, etc;
  - Software;
  - Video recordings except those designated ephemeral;
  - Serials.
- Create new formats as they become available and members add them to their collections, as requested by the Member.
- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local Innovative database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.



## MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
  - Merging of duplicate bibliographic records.
  - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
  - Acting upon requests for additional access points and bibliographic information; e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
  - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
  - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
  - Performing delete transactions on both the System Innovative database and cataloging utility in order to remove those items marked for deletion.
  - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
  - Processing and taking appropriate action on system reports of new headings and heading to effectively maintain the authority control module of the System database.
  - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure in order to locate an established authority record and download the authority record into the System database.
  - Acting on requests for needed additional cross references.
  - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfillment of the contract through the use of State Aid for library systems.

### The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Reimburse MCFLS for Bibliographic Database Development and Maintenance Charges as described below.

Under no circumstances will costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to the System.

### Charges

Cataloging Utility (e.g. OCLC) charges:

- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members, and applied to MCFLS calendar year cataloging utility costs.

Bibliographic Database Development and Maintenance Charges

- Members will pay any charges that exceed the MCFLS contribution toward the contractual cost of this service.
- Each member’s individual cost will be determined in the same manner as costs for the cataloging utility (percentage of titles added).
- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2020 invoice will be based on 2018 titles added) as a percentage of total titles added by all members.
- In 2020, MCFLS will contribute 9.5% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.
- From 2021-2024 MCFLS will contribute 9% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.

Such reimbursements to MCFLS are to be made, in the form of a cash payment, by July 1 of the calendar year in which they are invoiced.

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### 3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee county residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc., as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To have member libraries lend materials to other member libraries without restriction.
- To provide all residents of the MCFLS area the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.
- To increase standardization of policies, procedures, and practices among member libraries reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries agree to interloan a reasonable portion of copies of total library copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: Library cards should include some indication that the library is a member of the Milwaukee County Federated Library System either through the inclusion of the MCFLS logo or language to that effect.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See the [Circulation Periods and Fines](#) MCFLS Libguides page for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. The majority of libraries currently use the following circulation loan periods:

a) General Collection	3 Weeks
b) New Books/Non-Fiction	3 Weeks
c) New Books/Fiction	7 Days or 3 Weeks
d) Music CDs	7 Days or 3 Weeks
e) Entertainment DVDs	3 or 7 Days
f) Educational DVDs	7 Days
g) Periodicals	7 Days
h) Audio Books (CD or Cassette)	3 Weeks
i) Pamphlets/Vertical File	3 Weeks
j) Kits	3 Weeks
k) CD-ROM & Computer Software	7 Days

Loan Period Changes: Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

Fines and Fees: Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

Grace Period: The standard grace period shall be three (3) days.

New Borrower Limit: A member library may establish its own New Borrower Limit for its own material.

Renewals:

- a) Two renewals shall be allowed for all 3 week material.
- b) At the discretion of the owning library, up to two renewals may be allowed for 7 day material.
- c) No renewals are allowed for 3 day materials.

#### 4. Reciprocal Borrowing

##### Membership Requirement

A MCFLS library who is a recipient of a reciprocal borrowing payment will have signed the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before any payment is made.

##### Reciprocal Borrowing Payments

MCFLS will contribute a base amount equal to the following percentages of State Aid for the life of this agreement as the sum of all Reciprocal Borrowing payments. Distribution schedule is based upon the timeline below.

State Aid Percentage	State Aid Year	Distribution	Circulation Period
37%, estimated to be \$1,056,467	2020	Feb. 2021	10/1/18-9/30/19
37%, estimated to be \$1,056,467	2021	Feb. 2022	10/1/19-9/30/20
36%, estimated to be \$1,027,914	2022	Feb. 2023	10/1/20-9/30/21
36%, estimated to be \$1,027,914	2023	Feb. 2024	10/1/21-9/30/22
35%, estimated to be \$999,361	2024	Feb. 2025	10/1/22-9/30/23

Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

In order to allow advance time for local budget cycles, the annual determination of payment is based on a 12-month time period as shown in the table above. The integrated automation system's report that calculates netted transactions, Innovative Interfaces "Owning Library/Home Library Net Circulation" report is the current source used to calculate net circulation among all member libraries.

Reciprocal Borrowing Payments—Compensation for Net Lending Libraries Only

An annual payment will be distributed to net lending libraries only. The actual amount of the payment for each net lending library will be determined by the percentage (%) of positive transactions each of the net lenders accumulates as a percentage of 100% of net positive transactions distributed among all net lending libraries based on the circulation time periods above.

Payment Reductions if Library Does Not Sign Agreements

If a member library does not sign the MCFLS Membership Agreement and the MCFLS ILS, Resource Sharing, and Technology Agreement as stated above, said library forfeits any rights to the reciprocal borrowing payments beginning with year 1 distribution (distributed in February, 2021).

The sum total of MCFLS reciprocal borrowing payments for all libraries who will have signed these Agreements would be decreased by 37% (payable in 2021 and 2022), 36% (2023 and 2024), and 35% (2025) of any actual reduction in state aid that the System experiences due to the library(ies) non-signing of the MCFLS Member Agreement.

Payment Schedule

Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year of distribution as indicated in the chart above.

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5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays : New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.
- Provide physical delivery free of charge for member libraries.
- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:
  - Materials damaged in delivery.

- Personnel issues with contracted delivery staff.

Member libraries shall:

- Provide consistent location for drop off and pick up of delivery bins.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

#### Charges

MCFLS pays for 100% of delivery charges.

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#### 6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, circulation related postage, and telephone notification service (TNS) costs, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

#### Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

#### Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligates the other party to provide services, without the prior approval of the other party.

#### Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

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#### 7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

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#### 8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

##### Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:
  - a. Servers: A Server delivers the integrated library system (CountyCat) software application. A variety of Microsoft Windows servers deliver a number of other applications including, email, web hosting, etc.
  - b. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.
  - c. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.

d. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).

b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).

c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).

d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.

e. Cloud-based email service: provides email accounts for any interested member library using the MCFLS domain.

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.
- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.



- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

#### Reporting

MCFLS staff will produce an annual report that includes a summarization of activities related to technology along with current equipment hardware lists and recommended settings. The report will be produced by June 30<sup>th</sup> of each year.

#### Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

#### Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

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### 9. Telecommunications

#### Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

#### Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS on the [MCFLS Helpdesk Assistance page](#). In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

#### Other Bandwidth Sources

The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

#### Charges

Telecommunications data line charges invoiced in 2020 through 2024 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

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#### 10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time. MCFLS recognizes and respects every member library's authority to make local decisions.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
3. If the efforts of MCFLS management fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, and may include a joint recommendation for action. The MCFLS Board will endorse and support the recommended action or propose a different solution.
4. If there continues to be a disagreement, the MCFLS Board of Trustees will propose a mutually agreed upon third party mediator to work with the parties to try to resolve the dispute.

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#### 11. Annual Report to DPI.

MCFLS system staff will prepare documentation and reporting each year to assist member libraries in completing the annual report for the Wisconsin Department of Public Instruction. MCFLS will make every effort to provide this information to members before the reporting interface is made available to libraries each January. Member libraries will use this information to complete the annual report and gain approval from their boards to ensure the report is submitted by March 1<sup>st</sup> each year in accordance with Wis. Stats. § 43.58 (6).

MCFLS ILS, Resource Sharing, and Technology Agreement 2020-2024

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be five years commencing on January 1, 2020, and ending on December 31, 2024.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.
- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.
- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1<sup>st</sup> day of January 2020.

FOR THE MILWAUKEE COUNTY  
FEDERATED LIBRARY SYSTEM

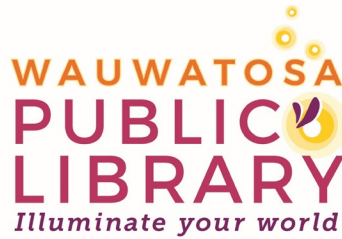
FOR THE \_\_\_\_\_ Library

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**To: Library Board**

**Fr: Pete Loeffel, Library Director and Robert Trunley, Assistant Library Director**

**Meeting Date: September 18, 2024**

**Re: Proposed change to library hours**

### **Purpose/Need**

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Library staff is proposing to modify the library's weekday hours Monday-Thursday from 9:00 am - 9:00 pm to 9:00 am - 8:00 pm. This modification is being proposed based on patron usage patterns that have changed since 2020.

### **Background**

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Library staff is continually observing patron usage patterns and statistics to evaluate library services. Library staff evaluates patron traffic patterns by looking at items such as:

- The number of patrons in the building in a given hour
- The number of patrons checking items out in a given hour
- The number of reference questions and service requests in a given hour
- The number of public PC logins in a given hour
- Meeting room and conference room reservation times

The 8:00 pm to 9:00 pm was traditionally the hour with the least amount of usage before 2020. As library usage increased back towards pre-pandemic levels, staff have observed that the 8:00- 9:00 pm hour has become even slower than before 2020.

The number of patrons checking out after 8:00 pm is now four times less than during peak hours, with less than 20 patrons on average checking out after 8:00 pm. The average number of patrons using the Adult library after 8:00 pm is less than 20; the Children's library is even less, with about five patrons on average.

Earlier this year, WPL's Firefly Room had 79 reservations that went beyond 8:00 pm out of a potential 120 weeknights. Groups with evening reservations, however, often leave before their reservation end time.

Children's Library programming would not be affected by this change. Adult Library programs would have a minimal shift.

WPL would still have a comparable weeknight closing time with similar Wisconsin libraries. WPL is currently the only library in Milwaukee County that is open until 9:00 pm, and three libraries are open until 8:30 pm. Twenty-two of the top thirty-three circulating libraries in Wisconsin close at 8:00 pm or earlier on weeknights.

The proposed change would increase staff efficiency by allowing staff to perform off desk tasks when they would otherwise be scheduled at a service desk from 8:00 pm - 9:00 pm. For example, with the current hours two circulation attendants may be scheduled at the desk from 1:00 – 5:00 pm, with two other circulation attendants scheduled at the desk from 5:00 pm- 9:00 pm. With the new hours, those two evening circulation attendants may work a shift from 4:00 pm to 8:00 pm. This effectively creates an opportunity from 4:00 pm– 5:00 pm when they can perform needed off-desk duties. Likewise, this shift presents an opportunity for part-time librarians to have off-desk time to work on collection development and other activities. The shift would increase opportunities for team meetings. The shift would allow for more librarians to be available during key hours.

While this change is not primarily being proposed as a cost saving measure, City facilities staff estimates that closing earlier at 8:00 pm weeknights would save heating, cooling, and electricity costs totaling about \$6,000 annually.

If approved, this change would take place at the start of 2025.

### **Project Costs**

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There are no costs to implement this change. City facilities staff estimates a cost saving of \$6,000 annually.

### **Recommendation**

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To approve the change as proposed.



**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**Meeting Date: September 18, 2024**  
**Re: 2025 Library budget request**

**Purpose/Need**

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The Library Board approved the 2025 Library operating budget request at the July Library Board meeting in advance of the City Finance Department’s July 31 deadline for submission. City and Library staff calculated the totals for the remaining accounts in August and September. The Library Board in September adopts the completed 2025 budget request.

**Background**

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The Library Board approved the 2025 Library operating budget request at the July Library Board meeting in advance of the City Finance Department’s July 31 deadline for submission. City and Library staff calculated the totals for the remaining accounts in August and September.

The total 2025 Library budget expenditure request is \$3,475,844.55.

Director Peter Loeffel, Assistant Director Robert Trunley, Circulation Supervisor Alanna Maddox, and Board Trustee Kathy Causier reviewed the 2025 Library Budget request with the City Finance Director, City Administrator and other City staff during the Executive Review process. We extensively discussed the WPL 2025 budget request as outlined in the attached documents.

The Library Board approved a personnel budget request outlining increases in Technical Service Librarian and Circulation Attendant hours. This budget request does not include these additional hours. During Executive Review discussion on this topic, Finance Director John Ruggini stated that it is possible that the City may be able to include some of these hours. An updated Budget will be provided at the Library Board meeting if any additional hours are able to be included.

**Recommendation**

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To approve the 2024 Library budget request.

**2025 Library Operating Budget Request**

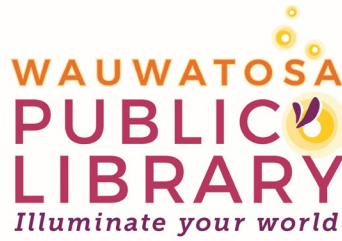
September 18, 2024 Library Board Meeting

2024

All

September 13, 2024

Row Labels	Original Budget	Revised Budget	Actual	CY % of Budget Used	2025 Request	Change	% Change
<b>Expense</b>	<b>\$3,358,661.57</b>	<b>\$3,362,612.78</b>	<b>\$1,945,144.58</b>	<b>58%</b>	<b>\$3,475,844.55</b>	<b>\$117,182.98</b>	<b>3.5%</b>
<b>50 - WAGES</b>	<b>\$1,620,653.82</b>	<b>\$1,620,653.82</b>	<b>\$891,856.02</b>	<b>55%</b>	<b>\$1,699,635.88</b>	<b>\$78,982.06</b>	<b>4.9%</b>
5010 - REGULAR PAY	\$1,627,371.18	\$1,627,371.18	\$746,513.15	46%	\$1,706,454.00	\$79,082.82	4.9%
5050 - OFF TIME	\$0.00	\$0.00	\$145,342.87		\$0.00	\$0.00	
5099 - SALARY & ATTRITION CONTRA	(\$6,717.36)	(\$6,717.36)	\$0.00	0%	(\$6,818.12)	(\$100.76)	1.5%
<b>51 - OVERTIME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$610.50</b>		<b>\$0.00</b>	<b>\$0.00</b>	
5110 - OVERTIME	\$0.00	\$0.00	\$610.50		\$0.00	\$0.00	
<b>52 - BENEFITS</b>	<b>\$500,831.99</b>	<b>\$500,831.99</b>	<b>\$252,550.08</b>	<b>50%</b>	<b>\$541,993.45</b>	<b>\$41,161.46</b>	<b>8.2%</b>
5210 - FRINGE	\$273,512.70	\$273,512.70	\$130,237.07	48%	\$302,877.45	\$29,364.75	10.7%
5220 - WORKERS COMP	\$11,539.13	\$11,539.13	\$6,336.58	55%	\$11,973.00	\$433.87	3.8%
5230 - SOCIAL SECURITY	\$124,369.96	\$124,369.96	\$66,168.11	53%	\$130,534.00	\$6,164.04	5.0%
5240 - WRS	\$91,410.20	\$91,410.20	\$49,808.32	54%	\$96,609.00	\$5,198.80	5.7%
<b>60 - OPERATING</b>	<b>\$411,184.76</b>	<b>\$415,135.97</b>	<b>\$233,553.37</b>	<b>56%</b>	<b>\$456,282.00</b>	<b>\$45,097.24</b>	<b>10.9%</b>
6002 - PROFESSIONAL DEVELOPMENT	\$10,599.76	\$10,599.76	\$2,231.85	21%	\$10,500.00	(\$99.76)	-0.9%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$5,977.70	50%	\$12,000.00	\$0.00	0.0%
6004 - PRINTING AND DUPLICATION	\$10,500.00	\$10,500.00	\$4,657.43	44%	\$10,710.00	\$210.00	2.0%
6005 - MEMBERSHIPS AND DUES	\$3,375.00	\$3,375.00	\$904.00	27%	\$3,382.00	\$7.00	0.2%
6006 - BOOKS AND PERIODICALS	\$344,000.00	\$344,000.00	\$200,921.00	58%	\$386,000.00	\$42,000.00	12.2%
6008 - OTHER SUPPLIES	\$14,000.00	\$14,000.00	\$6,826.18	49%	\$14,280.00	\$280.00	2.0%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$555.40	56%	\$1,000.00	\$0.00	0.0%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$2,651.19	74%	\$3,570.00	\$0.00	0.0%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$3,993.16	56%	\$7,140.00	\$0.00	0.0%
6099 - OTHER EXPENSES	\$5,000.00	\$8,951.21	\$4,835.46	54%	\$7,700.00	\$2,700.00	30.2%
<b>62 - SERVICES</b>	<b>\$79,422.00</b>	<b>\$79,422.00</b>	<b>\$72,459.59</b>	<b>91%</b>	<b>\$47,272.22</b>	<b>(\$32,149.78)</b>	<b>-40.5%</b>
6202 - GENERAL SERVICES	\$73,566.00	\$73,566.00	\$69,200.24	94%	\$41,781.50	(\$31,784.50)	-43.2%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$482.25	32%	\$1,500.00	\$0.00	0.0%
6210 - AUDITING SERVICES	\$1,656.00	\$1,656.00	\$1,192.55	83%	\$1,390.72	(\$265.28)	-16.0%
6211 - CREDIT CARD PROCESSING	\$2,700.00	\$2,700.00	\$1,584.55	59%	\$2,600.00	(\$100.00)	-3.7%
<b>63 - UTILITIES</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$455.69</b>	<b>57%</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>0.0%</b>
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$455.69	57%	\$800.00	\$0.00	0.0%
<b>64 - FIXED CHARGES</b>	<b>\$8,184.00</b>	<b>\$8,184.00</b>	<b>\$7,269.49</b>	<b>89%</b>	<b>\$8,330.00</b>	<b>\$146.00</b>	<b>1.8%</b>
6409 - SOFTWARE HOSTING	\$4,684.00	\$4,684.00	\$3,749.13	80%	\$4,575.00	(\$109.00)	-2.3%
6411 - SOFTWARE MAINT	\$3,500.00	\$3,500.00	\$3,520.36	101%	\$3,755.00	\$255.00	7.3%
<b>65 - INTERNAL CHARGES</b>	<b>\$714,585.00</b>	<b>\$714,585.00</b>	<b>\$476,389.84</b>	<b>67%</b>	<b>\$705,776.00</b>	<b>\$22,701.00</b>	<b>3.2%</b>
6503 - INFORMATION SYSTEMS	\$220,559.00	\$220,559.00	\$147,039.44	67%	\$202,698.00	(\$17,861.00)	-8.1%
6504 - MUNICIPAL COMPLEX RENT	\$494,026.00	\$494,026.00	\$329,350.40	67%	\$503,078.00	\$9,052.00	1.8%
<b>66 - OTHER EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$15,755.00</b>	<b>\$15,755.00</b>	
6602 - BUDGET ONLY	\$0.00	\$0.00	\$0.00		\$15,755.00	\$15,755.00	
<b>70 - CAPITAL OUTLAY</b>	<b>\$23,000.00</b>	<b>\$23,000.00</b>	<b>\$10,000.00</b>	<b>80%</b>	<b>\$0.00</b>	<b>(\$23,000.00)</b>	<b>-100.0%</b>
7001 - FIXED ASSET	\$23,000.00	\$23,000.00	\$10,000.00	80%	\$0.00	(\$23,000.00)	-100.0%
<b>Revenue</b>	<b>(\$3,358,662.00)</b>	<b>(\$3,362,613.21)</b>	<b>(\$337,943.21)</b>	<b>10%</b>	<b>(\$3,475,844.55)</b>	<b>(\$117,182.55)</b>	<b>3.5%</b>
<b>45 - FINES AND PENALTIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,944.94)</b>		<b>(\$7,000.00)</b>	<b>(\$7,000.00)</b>	<b>100.0%</b>
4510 - LATE FEE	\$0.00	\$0.00	(\$4,944.94)		(\$7,000.00)	(\$7,000.00)	100.0%
<b>46 - PUBLIC CHARGES</b>	<b>(\$22,200.00)</b>	<b>(\$22,200.00)</b>	<b>(\$23,527.48)</b>	<b>106%</b>	<b>(\$24,500.00)</b>	<b>(\$2,300.00)</b>	<b>9.4%</b>
4628 - DAMAGE TO CITY PROPERTY	(\$8,200.00)	(\$8,200.00)	(\$11,559.34)	141%	(\$8,500.00)	(\$300.00)	3.5%
4699 - OTHER PUBLIC CHARGES	(\$14,000.00)	(\$14,000.00)	(\$11,968.14)	85%	(\$16,000.00)	(\$2,000.00)	12.5%
<b>47 - INTERGOVT CHRNG</b>	<b>(\$292,969.00)</b>	<b>(\$292,969.00)</b>	<b>(\$292,803.00)</b>	<b>100%</b>	<b>(\$324,383.00)</b>	<b>(\$31,414.00)</b>	<b>9.7%</b>
4708 - CHARGES TO OTHER LIBRARIES - M	(\$292,969.00)	(\$292,969.00)	(\$292,803.00)	100%	(\$324,383.00)	(\$31,414.00)	9.7%
<b>48 - MISCELLANEOUS</b>	<b>(\$17,840.00)</b>	<b>(\$21,791.21)</b>	<b>(\$16,667.79)</b>	<b>76%</b>	<b>(\$19,800.00)</b>	<b>(\$1,960.00)</b>	<b>9.9%</b>
4808 - SALE OF CITY PROPERTY - NONCAP	(\$16,000.00)	(\$16,000.00)	(\$11,004.62)	69%	(\$17,000.00)	(\$1,000.00)	5.9%
4820 - P-CARD REBATE	\$0.00	(\$3,951.21)	(\$3,951.21)	100%			
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$1,840.00)	(\$1,840.00)	(\$1,711.96)	93%	(\$2,800.00)	(\$960.00)	34.3%
<b>49 - OTHER SOURCES</b>	<b>(\$3,025,653.00)</b>	<b>(\$3,025,653.00)</b>	<b>\$0.00</b>	<b>0%</b>	<b>(\$3,100,161.55)</b>	<b>(\$74,508.55)</b>	<b>2.4%</b>
4960 - TRANSFER FROM GENERAL FUND	(\$3,025,653.00)	(\$3,025,653.00)	\$0.00	0%	(\$3,100,161.55)	(\$74,508.55)	2.4%



## 2025 Library Budget Request Notes September 18, 2024 Library Board Meeting

The Library Board approves the annual Wauwatosa Public Library (WPL) budget request. City departments submit their budget requests by July 31. The Library Board approves its operating expense request during its July board meeting. Payroll and other expenses were determined by City and WPL staff later in July and August. The Board approves a complete 2025 Library budget request during its September board meeting.

### Revenue estimates (4000-4960)

2024 Budget	\$3,358,662.00
2025 Estimated	\$3,475,844.55
Change	\$117,182.55, 3.5%

### Expenditures (5000-7001)

2024 Budget	\$3,358,661.57
2025 Request	\$3,475,844.55
Change	\$117,182.98, 3.5%

### Object Categories

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



## Revenue Accounts

### 4510 LATE FEE

Revenue collected from overdue fines on library material that was returned past their due date. Overdue fines collected at WPL on materials owned by other libraries continues to be deposited into this account. WPL did not have an estimate in 2024 because that was the first year that WPL had no overdue fines on Adult and Young Adult materials. WPL now has 18 months of data collecting overdue fines from other libraries to be able to estimate a total for 2025.

2024 Budget: \$0.00

2025 Estimate: \$7,000.00

Change: \$7,000.00

### 4628 DAMAGE TO CITY PROPERTY

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

2024 Budget: \$8,200.00

2025 Estimate: \$8,500.00

Change: \$300.00; 3.5%

### 4699 OTHER PUBLIC CHARGES

Revenue collected from public photocopier use and from public computer printer use in the Adult and Children's Libraries. Revenue in this account is subject to sales tax.

2024 Budget: \$14,000.00

2025 Estimate: \$16,000.00

Change: \$2,000.00; 12.5%

### 4708 CHARGES TO OTHER LIBRARIES

Revenue from fees collected for serving non-Wauwatosa residents. The majority comes from the Milwaukee County Federated Library System reciprocal borrowing payment, which is intended to compensate member libraries for serving other member libraries' residents. The remaining revenue comes from serving West Milwaukee residents.

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

2024 Budget: \$292,969.00

2025 Estimate: \$324,383.00

Change: \$31,414.00, 9.7%

### 4808 SALE OF CITY PROPERTY – NONCAP

Revenue from used book sales. Revenue in this account is subject to sales tax.

2024 Budget: \$16,000.00

2024 Estimate: \$17,000.00

Change: \$1,000.00, 5.9%

#### **4820 P-CARD REBATE**

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

2024 Budget: \$0.00 in the 2024 original budget, \$3,951.21 added in February, 2024

2025 Estimate: Determined by City Finance staff in early 2025

#### **4832 FOOD BEVERAGE AND MRCHAND SALE**

Revenue from items the Library sells, including ear buds, fax cards, flash drive and tote bag sales. Expenses for these sale items are spent from 6099 OTHER EXPENSES. Revenue in this account is subject to sales tax.

2024 Budget: \$1,840.00

2025 Estimate: \$2,800.00

Change: \$960.00; 34.3%

#### **4960 TRANSFER FROM GENERAL FUND**

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

2024 Budget: \$3,025,653.00

2025 Request: \$3,106,979.67

Change: \$81,326.67, 2.7%

### **Expenditure Accounts**

#### **5010 REGULAR PAY**

2024 Budget: \$1,627,371.18

2025 Request: \$1,706,454.00

Change: \$79,082.82, 4.9%

#### **5050 OFF TIME**

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

2024 Budget: \$0.00

2025 Request: \$0.00

Change: \$0.00, 0.0%

#### **5099 SALARY AND ATTRITION**

This account is used to reflect estimated savings attained through typical shelve turnover.

2024 Budget: (\$6,717.36)

2025 Request: (\$6,818.12)

Change: (\$100.76), -1.5%

**5110 OVERTIME**

2024 Budget: \$0.00  
2025 Request: \$0.00  
Change: \$0.00, 0.0%

**5210 FRINGE**

Costs for health, dental, vision, and life insurance for covered employees.  
2024 Budget: \$273,512.70  
2025 Request: \$302,877.45  
Change: \$29,364.75, 10.7%

**5220 WORKERS COMP**

2024 Budget: \$11,539.13  
2025 Request: \$11,973.00  
Change: \$433.87, 3.8%

**5230 SOCIAL SECURITY**

2025 cost is 6.2% of wages.  
2024 Budget: \$124,369.96  
2025 Request: \$130,534.00  
Change: \$6,164.04, 5.0%

**5240 WRS (Wisconsin Retirement System)**

Pension contributions for eligible employees. 2025 estimated contribution is 6.80% of wages.  
2024 Budget: \$91,410.20  
2025 Request: \$96,609.00  
Change: \$5,198.80, 5.7%

**6002 PROFESSIONAL DEVELOPMENT**

Training, conferences and travel expenses, including mileage reimbursements for work-related travel.  
2024 Budget: \$10,599.76  
2025 Request: \$10,500.00  
Change: (\$99.76); -0.9%

**6003 OFFICE SUPPLIES**

Basic office supply expenses.  
2024 Budget: \$12,000.00  
2025 Request: \$12,000.00  
Change: \$0.00, 0.0%

**6004 PRINTING AND DUPLICATION**

Printing supplies such paper, and toner and ink for public and staff computers, and date due printers.  
2024 Budget: \$10,500.00  
2025 Request: \$10,710.00  
Change: \$210.00; 2.0%

### **6005 MEMBERSHIP AND DUES**

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

2024 Budget: \$3,375.00

2025 Request: \$3,382.00

Change: \$7.00; 0.2%

### **6006 BOOKS AND PERIODICALS**

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

In July, the Library Board approved a request of \$350,880. That reflected a general 2.0% increase of \$6,880. The increase now also reflects an additional \$35,120 to reflect the additional expected digital materials costs that will not be provided by MCFLS in 2025. (In conjunction, MCFLS is reducing member library costs for system software and cataloging, which totals about \$50,000. That is reflected in 6202 General Services.)

2024 Budget: \$344,000.00

2025 Request: \$386,000.00

Change: \$42,000; 12.2%

### **6008 OTHER SUPPLIES**

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

2024 Budget: \$14,000.00

2025 Request: \$14,280.00

Change: \$280.00; 2.0%

### **6013 POSTAGE**

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

2024 Budget: \$1,000.00

2025 Request: \$1,000.00

Change: \$0.00; 0.0%

### **6018 MARKETING AND PROMOTION**

Promotional material and handouts such as bookmarks, brochures, posters, and magnets, outreach supplies, and e-newsletter expenses.

2024 Budget: \$3,570.00

2025 Request: \$3,570.00

Change: \$0.00; 0.0%

### **6027 PROGRAMMING**

Performer and presenter costs, program supplies, and WPL's movie license.

2024 Budget: \$7,140.00

2025 Request: \$7,140.00

Change: \$0.00, 0.0%

### **6099 OTHER EXPENSES**

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

The 2025 increase is due to the increased costs of book carts, and increased expenses for tote bags due to greater quantities being sold.

2024 Budget: \$5,000.00  
2025 Request: \$7,700.00  
Change: \$2,700.00, 30.2%

### **6202 GENERAL SERVICES**

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

Starting in 2025, MCFLS will no longer charge member libraries for integrated library system software and cataloging costs. (MCFLS did not charge member libraries for cataloging costs in 2024, but those costs were initially expected to return in 2025.) WPL was initially going to pay \$21,411 for library system software and \$29,464 for cataloging costs (\$50,875 total). Additionally, MCFLS will no longer provide digital collection support to member libraries. WPL's estimated digital costs are expected to increase about \$35,000 as a result. This additional increase is reflected in 6006 Books and Periodicals.

WPL's maintenance agreement with biblioteka is typically about \$22,000. The maintenance agreement covers the materials handler and other RFID equipment. WPL will be paying a reduced maintenance agreement of \$11,400 in 2025 due to the installation of a new materials handler. WPL will again pay a full amount for the maintenance agreement in 2026.

2024 Budget: \$73,566.00  
2025 Request: \$41,781.50  
Change: (\$31,784.50), -43.2%

### **6206 EQUIPMENT REPAIRS**

Repair of equipment including barcode scanners and security cameras.

2024 Budget: \$1,500.00  
2025 Request: \$1,500.00  
Change: \$0.00, 0.0%

### **6210 AUDITING SERVICES**

2024 Budget: \$1,656.00  
2025 Request: \$1,390.72  
Change: (\$265.28), -16.0%

### **6211 CREDIT CARD PROCESSING**

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

2024 Budget: \$2,700.00  
2025 Request: \$2,600.00  
Change: (\$100.00), -3.7%

### **6306 TELECOMMUNICATIONS**

City VoIP telephone expenses.

2024 Budget: \$800.00  
2025 Request: \$800.00  
Change: \$0.00, 0.0%

### **6409 SOFTWARE HOSTING**

Contracted software hosting fees including Baker & Taylor TS360 subscription, Public PC printing software, wireless internet software, virtual meeting software, and website and staff intranet hosting fees.

2024 Budget: \$4,684.00  
2025 Request: \$4,575.00  
Change: (\$109.00), -2.3%

### **6411 SOFTWARE MAINTENANCE**

Software maintenance costs including public PC time management costs, public PC protection software costs, laptop kiosk software, and various software purchases such as Microsoft Office and Adobe. The increase reflects an increase in available funds for software purchases.

2024 Budget: \$3,500.00  
2025 Request: \$3,755.00  
Change: \$255.00, 7.3%

### **6503 INFORMATION SYSTEMS**

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

2024 Budget: \$220,559.00  
2025 Request: \$202,698.00  
Change: (\$17,861.00), -8.1%

### **6504 MUNICIPAL COMPLEX RENT**

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

2024 Budget: \$494,026.00  
2025 Request: \$503,078.00  
Change: \$9,052, 1.8%

## 6602 BUDGET ONLY

The MCFLS Board is approving new member agreements starting in 2025. Under the new agreements, MCFLS would shift member library support from digital collection support to more infrastructure support.

With the new member agreements:

- MCFLS would provide ILS coverage for member libraries
  - WPL would not pay its 2025 ILS charge of \$21,411 (Reflected as a reduced cost in 6202)
- MCFLS would provide cataloging coverage for member libraries
  - WPL would not pay its 2025 cataloging charge of \$29,464 (Reflected as a reduced cost in 6202)
- MCFLS will not provide digital collection support for hoopla in 2025
  - WPL would need to pay an estimated extra \$35,120 in 2025. (Reflected in 6006)

The net savings to WPL from the above changes is \$15,755. The City Finance Director recommended putting this amount in 6602 for use in 2025 as a one-time expenditure.

2024 Budget: \$0.00

2025 Request: \$15,755.00

Change: \$15,755.00

## 7001 FIXED ASSET

The 2024 amount was for the replacement of the Library's entrance security gates and a portion of the replacement cost of the automated materials handler.

2024 Budget: \$23,000.00

2025 Request \$0.00

Change: (\$23,000.00); -100%

# LIBRARY



## BUDGET SNAPSHOT

	2024	2025	Change
Exp	\$ 3,358,662	\$ 3,472,100	\$ 113,438
Rev	\$ 3,358,662	\$ 3,472,100	\$ 113,438
Net Cost	\$ (0)	\$ -	\$ 0
FTE's	26.73	26.73	-

## MAJOR CHANGES

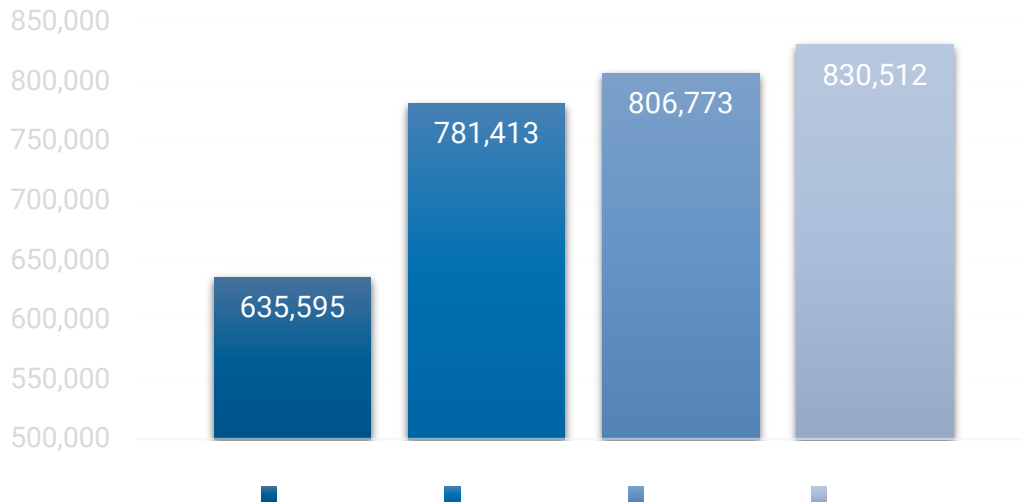
- Change one Technical Services Librarian from 0.7 to 1.0 FTE
- Change two Circulation Attendants from 0.4 to 0.5 FTE
- MCFLS billing shifts for ILS, cataloging, and Hoopla

## CORE RESPONSIBILITIES

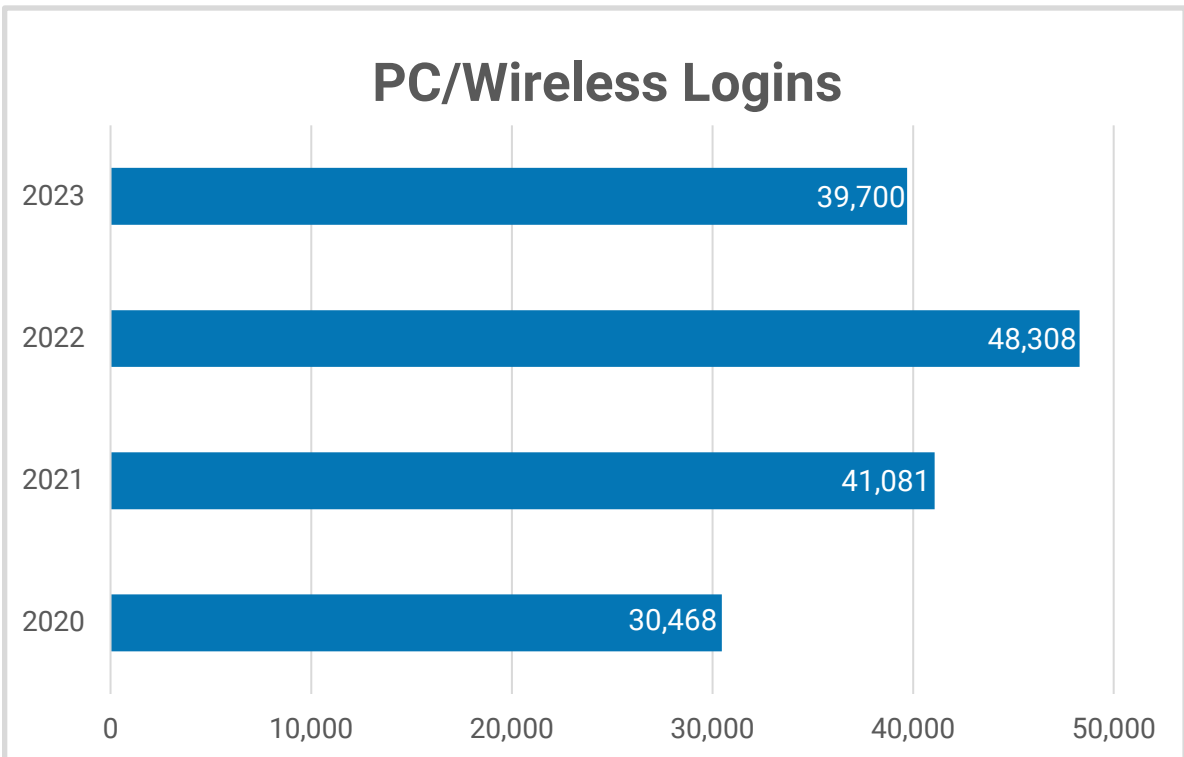
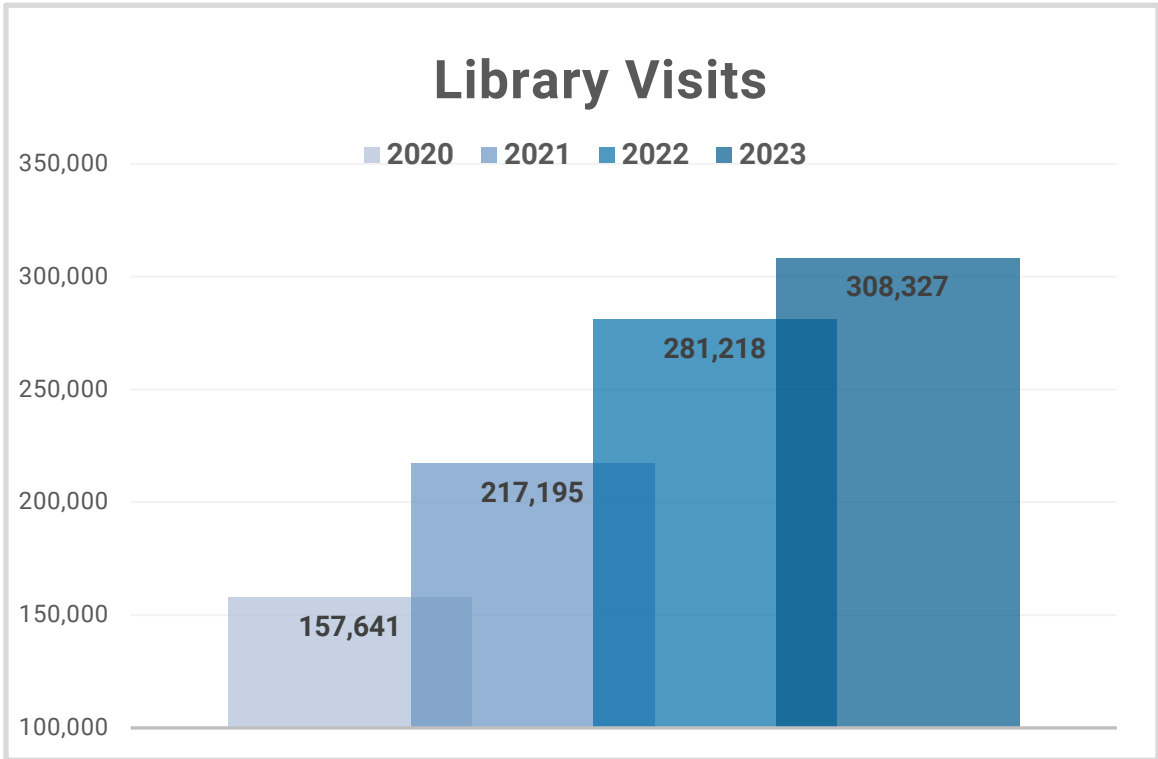
- Circulating collection
- Programming
- Reference services
- Access to technology
- Welcoming spaces

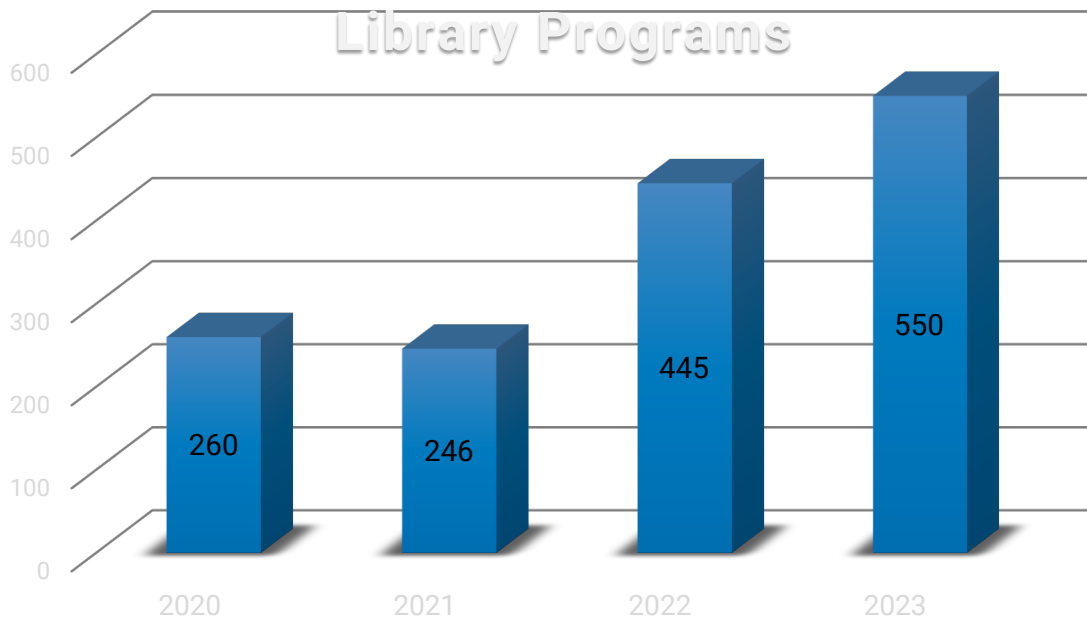
## PERFORMANCE MEASURES

### Items Checked Out









#### NEXT YEAR'S GOALS

- Implement improved Adult Library public printing, scanning, and faxing system.
- Improve Children's Library furniture options for children and caregivers.
- Improve cataloging, processing, and shelving times to better serve patrons.

#### BUDGETARY CHANGES

##### RECIPROCAL BORROWING (NEXT YEAR REVENUE INCREASE \$31,714)

The Wauwatosa Public Library will see a revenue increase in Charges to Other Libraries, resulting from a \$31,714 increase in Reciprocal Borrowing revenue from serving other Milwaukee County residents. The increase is due to a combination of an increase in circulation to other county residents and increased state aid funding to library systems.

##### ADDITIONAL TECHNICAL SERVICES LIBRARIAN HOURS (NEXT YEAR BUDGETARY CHANGE \$50,330)

Library administration staff is proposing expanding one, 28-hour-per-week Technical Services Librarian to a full-time position. Technical services librarians order materials, process invoices, receive items, catalog items, and process items. Additionally, they engage in projects such as reclassification and changing of item location codes. They also serve eight hours each week at the adult library service desk and assist with weekend coverage of the adult library service desk.



The technical services department has seen an average annual increase in items processed of 4% per year for the last ten years. In 2023, they processed 45% more items than in 2012. (14,137 in 2012 and 20,468 in 2023)

There are significant backlogs of materials in technical services. Usually, there are several hundreds of items backlogged for months before they can be processed. Cataloging issues are addressed reactively instead of proactively. Projects involving reclassification and the changing of item codes are postponed indefinitely.

The City of Wauwatosa wants to position itself as the employer of choice. Recruiting for a full-time position instead of a part-time position expands the quality of the applicant pool, with increased interest from qualified and experienced candidates. Over the long term, it is easier to retain valuable employees when they are in a full-time position.

With these additional hours the backlog of uncataloged items could be erased, ongoing cataloging problems could be addressed, and day-to-day issues could be handled immediately instead of being postponed. Additional hours would allow technical services librarians to help more at the adult library service desk (and children's library desk) to cover breaks, vacations, and sick time. Robust staffing of the technical services department would impact the library in positive ways both immediately and in the long term.

#### ADDITIONAL CIRCULATION ATTENDANT HOURS (NEXT YEAR BUDGETARY CHANGE \$10,317)

Library administration staff is proposing an increase of two existing 16-hour per-week Circulation Attendants to 20 hours per week. Circulation Attendants process borrower applications for library cards, check materials out and in, receive and sort daily delivery of materials from other libraries, and search shelves for items requested by other libraries. They also arrange books on carts for return to shelves, accept overdue fines, record receipt of money, and respond to customer service inquiries in person, over the phone, and through email.

The Wauwatosa Public Library is one of the top three busiest libraries in the state, in terms of circulation per staff FTE. These additional hours will help the library keep up with the existing workload. More hours encourage retention and provide a more consistent schedule as a whole. There will be more overlap, increasing the materials processing, including items for the increasingly successful ongoing book sale.

In addition to benefits to the Circulation Department, the Children's and Adult departments will have items returned to the shelves faster, including holds and general shelving. This will allow residents to have improved access to library materials. Staff will have more help at outreach events where Circulation Attendants sign patrons up for library accounts. The Children's department will also have more support with school visits as more staff members provide faster checkouts for large classes of students.



## MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM CHARGES (NEXT YEAR BUDGETARY CHANGE \$50,722 SAVINGS) AND DIGITAL COLLECTION COSTS (NEXT YEAR BUDGETARY CHANGE \$35,120 INCREASE)

The Milwaukee County Federated Library System (MCFLS)'s new member agreement with its member libraries includes reduced funding for digital collection support in exchange for increased support for infrastructure costs. WPL will pay for more of its own digital collection in exchange for not paying MCFLS for library system infrastructure support. As a result, 6006 BOOK AND PERIODICALS has a significant increase, while 6202 GENERAL SERVICES has a significant reduction. The net result of the changes is a \$15,755 savings for WPL, which is reflected in 6602 BUDGET ONLY.

- MCFLS will focus more on infrastructure costs and less on providing collection content support.
  - MCFLS will pay 100% of system ILS and cataloging costs.
    - This will eliminate Wauwatosa's ILS costs, which is \$21,411 in 2025.
    - This will eliminate Wauwatosa's cataloging costs, which is \$29,464 in 2025.
  - MCFLS will no longer pay 67% of system costs for hoopla, a digital lending service.
    - Wauwatosa's estimated 2025 hoopla costs will rise from about \$14,785 to about \$50,722.
  - These two changes result in a net \$15,755 in savings for Wauwatosa.
    - WPL will save \$50,875 in ILS and cataloging expenses in 6202 GENERAL SERVICES
    - WPL will have about \$35,120 in additional expenses in 6006 BOOKS AND PERIODICALS for the estimated additional hoopla expenses.
    - The net balance of \$15,755 is reflected in 6602 BUDGET ONLY

## LIBRARY HOURS (NEXT YEAR BUDGETARY CHANGE \$6,000 SAVINGS)

The Wauwatosa Public Library is planning to reduce its hours by changing its closing time from 9:00 PM to 8:00 PM on Mondays, Tuesdays, Wednesdays, and Thursdays. This change will save an estimated \$6,000 per year in reduced heating, cooling, and electricity costs. Library staff will be able to be deployed more efficiently to meet the needs of the public during times of greater demand for services.



## BUDGET SUMMARY TABLE



Library Fund #35					
Expenditures					
2023	2024	2024		2025	2025 / 2024
Actual	Adopted Budget	Revised	Name	Budget	% of Change
1,524,399	1,620,654	1,620,654	Wages	1,706,454	5.3%
449,473	500,832	500,832	Benefits	541,993	8.2%
403,146	411,185	420,136	Operating Expenses	456,282	11.0%
105,418	79,422	80,122	Services	47,272	-40.5%
800	800	800	Utilities	800	0.0%
6,740	8,184	8,184	Fixed Charges	8,330	1.8%
688,952	714,585	714,585	Internal Charges	695,213	-2.7%
-	-	-	Other Expenses	15,755	0.0%
-	23,000	23,000	Capital Outlay	-	-100.0%
<b>3,178,928</b>	<b>3,358,662</b>	<b>3,368,313</b>	<b>TOTAL</b>	<b>3,472,100</b>	<b>3.4%</b>
Revenues					
2023	2024	2024		2025	% of
Actual	Adopted Budget	Revised	Name	Budget	Change
-	-	7,000	Fines and Penalties	7,000	0.0%
241,034	292,969	292,969	InterGov Charges	324,383	0.0%
15,000	17,840	21,791	Miscellaneous	19,800	10.7%
2,895,894	3,025,653	3,019,152	Other Sources	3,096,417	11.0%
27,000	22,200	27,400	Public Charges	24,500	2.3%
<b>3,178,928</b>	<b>3,358,662</b>	<b>3,368,313</b>	<b>TOTAL</b>	<b>3,472,100</b>	<b>3.4%</b>
Net Cost					
-	--	-	<b>TOTAL</b>	-	<b>-100.0%</b>



## PERSONNEL SCHEDULES

Library				
Position Description	2024 FTE	2025 Base Positions	2025 FTE	2024-25 Change
Adult Library - Sunday	0.08		0.08	-
Adult Library - Outreach	0.02		0.02	-
Adult Librarian	3.50	5	3.50	-
Adult Library Supervisor	1.00	1	1.00	-
After School Library Monitor	0.58	2	0.58	-
Assistant Library Director	1.00	1	1.00	-
Book Drop Off- Closed Days	0.03		0.03	-
Children's Librarian	3.00	3	3.00	-
Children's Librarian - Sunday	-		-	-
Children's Library Supervisor	1.00	1	1.00	-
Circulation Attendant	5.30	9	5.30	-
Circulation Attendant -Outreach	0.02		0.02	-
Circulation Attendant - Sunday	0.12		0.12	-
Circulation Supervisor	1.00	1	1.00	-
Library Director	1.00	1	1.00	-
Library Shelves	5.93	15	5.93	-
Library Shelves - Sunday	0.10		0.10	-
Office Assistant	1.00	1	1.00	-
Tech Services Aide	0.55	1	0.55	-
Technical Services Librarian	1.50	2	1.50	-
<b>TOTAL</b>	<b>26.73</b>	<b>43.00</b>	<b>26.73</b>	<b>-</b>

# The Library Board and the Open Meetings Law

# 14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

## In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

## Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

## Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.



Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

## **Email, “Walking Quorums” and Other Potential Open Meetings Violations**

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#).

## **Meeting Minutes**

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

## Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

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

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

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