



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, May 21, 2025

6:30 PM

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

Regular meeting

HYBRID MEETING INFORMATION

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Approval of the meeting minutes from April 16, 2025

[25-0898](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

Year-to-date financial reports

[25-0899](#)

Monthly operating vouchers ratification

[25-0900](#)

President's report

[25-0901](#)

Director's report

[25-0902](#)

Wauwatosa Public Library Foundation report

[25-0903](#)

NEW BUSINESS

Agency Trust Funding request: price increase for Children's Library furniture

[25-0904](#)

Trustee Essential 18: Library board appointments and composition

[25-0905](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the Wauwatosa Library at (414) 471-8487 or send an email to tosainfo@wauwatosalibrary.org, with as much advance notice as possible.



Wauwatosa, WI

Library Board of Trustees

Meeting Minutes

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, April 16, 2025

6:30 PM

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

Regular meeting

CALL TO ORDER

Vice-president Causier called the meeting to order at 6:30 pm

ROLL CALL

Also present , Ernst Franzen, Common Council Liaison

Present 6	Trustee Bill Andrae Trustee Brian Began Trustee Kathy Causier Trustee CJ Dykstra Trustee Christine Lindstrom Trustee - School District Representative Meegan Archambo
Excused 3	Board President Lauren Roznowski Hayden Trustee Monica Deluhery Trustee Mary Nelson

APPROVAL OF MINUTES

1. Approval of the meeting minutes from March 19, 2025 [25-0610](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Meegan Archambo
Aye 6 Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-0566](#)
2. Monthly operating vouchers ratification [25-0567](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Brian Began

- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
3. President's report [25-0568](#)
4. Director's report [25-0611](#)
5. Wauwatosa Public Library Foundation report [25-0570](#)

NEW BUSINESS

1. Safe child policy [25-0571](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: CJ Dykstra
Aye 6 Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
2. Document station [25-0604](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Christine Lindstrom
Aye 6 Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
3. Study pods [25-0605](#)
RESULT: APPROVED
MOVER: Brian Began
SECONDER: Christine Lindstrom
Aye 6 Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
4. Book binding machine [25-0606](#)
RESULT: APPROVED
MOVER: Meegan Archambo
SECONDER: Bill Andrae
Aye 6 Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
5. Foundation speaker series [25-0607](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Brian Began

- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
6. Main Street task tables and chairs [25-0587](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Christine Lindstrom
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
7. Computer tables and chairs [25-0588](#)
RESULT: APPROVED
MOVER: Kathy Causier
SECONDER: CJ Dykstra
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
8. Collaborative table and chairs [25-0589](#)
RESULT: APPROVED
MOVER: Bill Andrae
SECONDER: Meegan Archambo
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
9. Play and learn soft seating [25-0590](#)
RESULT: APPROVED
MOVER: Kathy Causier
SECONDER: Bill Andrae
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
10. Mobile display tower [25-0591](#)
RESULT: APPROVED
MOVER: Brian Began
SECONDER: Bill Andrae
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
Excused 3 Roznowski Hayden, Deluhery, and Nelson
11. Accessible wall signage [25-0592](#)
RESULT: APPROVED
MOVER: CJ Dykstra

- SECONDER:** Bill Andrae
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
- Excused 3** Roznowski Hayden, Deluhery, and Nelson
12. Summer programming series [25-0593](#)
- RESULT:** APPROVED
- MOVER:** Christine Lindstrom
- SECONDER:** Bill Andrae
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
- Excused 3** Roznowski Hayden, Deluhery, and Nelson
13. Library agency trust request: Administrative office furniture [25-0608](#)
- RESULT:** APPROVED
- MOVER:** Bill Andrae
- SECONDER:** Brian Began
- Aye 6** Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo
- Excused 3** Roznowski Hayden, Deluhery, and Nelson
14. Children's Library staffing discussion [25-0609](#)
- Recommendation: The Library Board may convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board may reconvene into open session to consider the balance of the agenda*
- Motion by Tr. Andrae to convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility . Seconded by Tr. Dykstra. Motion carried unanimously. Time: 7:10 pm.*
- Motion by Tr. Andrae to go back in to open session seconded by Vice-president Causier . Motion carried unanimously. Time: 8:24 pm.*

ADJOURNMENT

Vice-president Causier adjourned the meeting at 8:25 pm.

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

May 13, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,504,271.61	\$3,511,579.36	\$1,056,502.96	\$2,454,265.96	30%
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$521,093.01	\$1,198,974.28	30%
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$440,808.42	\$1,286,076.99	26%
5050 - OFF TIME	\$0.00	\$0.00	\$80,284.59	(\$80,284.59)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
51 - OVERTIME	\$0.00	\$0.00	\$290.37	(\$290.37)	
5110 - OVERTIME	\$0.00	\$0.00	\$290.37	(\$290.37)	
52 - BENEFITS	\$589,032.10	\$589,032.10	\$139,314.58	\$449,717.52	24%
5210 - FRINGE	\$349,916.10	\$349,916.10	\$67,753.63	\$282,162.47	19%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$3,661.88	\$8,311.12	31%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$38,805.83	\$91,728.17	30%
5240 - WRS	\$96,609.00	\$96,609.00	\$29,093.24	\$67,515.76	30%
60 - OPERATING	\$456,282.00	\$463,589.75	\$129,390.97	\$334,198.78	28%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$658.94	\$9,841.06	6%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$2,599.45	\$9,400.55	22%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$2,998.46	\$7,711.54	28%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$481.02	\$2,900.98	14%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$115,729.49	\$270,270.51	30%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$3,204.58	\$11,075.42	22%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$222.80	\$777.20	22%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$0.00	\$3,570.00	0%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$1,538.22	\$5,601.78	22%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$1,958.01	\$13,049.74	13%
62 - SERVICES	\$47,272.22	\$47,272.22	\$31,007.25	\$15,454.53	67%
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$30,106.60	\$11,674.90	72%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$458.92	\$121.36	91%
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$441.73	\$2,158.27	17%
63 - UTILITIES	\$800.00	\$800.00	\$280.46	\$519.54	35%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$280.46	\$519.54	35%
64 - FIXED CHARGES	\$8,330.00	\$8,330.00	\$7,630.36	\$699.64	92%
6409 - SOFTWARE HOSTING	\$4,575.00	\$4,575.00	\$4,375.69	\$199.31	96%
6411 - SOFTWARE MAINT	\$3,755.00	\$3,755.00	\$3,254.67	\$500.33	87%
65 - INTERNAL CHARGES	\$682,488.00	\$682,488.00	\$227,495.96	\$454,992.04	33%
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$66,203.56	\$132,407.44	33%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$161,292.40	\$322,584.60	33%
Revenue	(\$3,504,271.61)	(\$3,508,579.42)	(\$351,704.03)	(\$3,156,875.39)	10%
43 - INTERGOVT REVENUES	\$0.00	\$0.00	(\$357.00)	\$357.00	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$357.00)	\$357.00	
45 - FINES AND PENALTIES	(\$7,000.00)	(\$7,000.00)	(\$3,101.46)	(\$3,898.54)	44%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$3,101.46)	(\$3,898.54)	44%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$9,517.34)	(\$14,982.66)	39%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$2,565.27)	(\$5,934.73)	30%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$6,952.07)	(\$9,047.93)	43%
47 - INTERGOVT CHRG	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
4708 - CHARGES TO OTHER LIBRARIES - M	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
48 - MISCELLANEOUS	(\$19,800.00)	(\$24,107.81)	(\$13,925.23)	(\$10,182.58)	58%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$8,519.30)	(\$8,480.70)	50%
4820 - P-CARD REBATE	\$0.00	(\$4,307.81)	(\$4,307.81)	\$0.00	100%
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$2,800.00)	(\$2,800.00)	(\$1,098.12)	(\$1,701.88)	39%
49 - OTHER SOURCES	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%
4960 - TRANSFER FROM GENERAL FUND	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%

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

May 16, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$96,928.00	\$345,380.33	\$54,673.74	\$290,706.59	16%
60 - OPERATING	\$0.00	\$0.00	\$6,452.74	(\$6,452.74)	
6099 - OTHER EXPENSES	\$0.00	\$0.00	\$6,452.74	(\$6,452.74)	
66 - OTHER EXPENSES	\$0.00	\$248,452.33	\$0.00	\$248,452.33	0%
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	
70 - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
90 - TRANSFERS	\$96,928.00	\$96,928.00	\$48,221.00	\$48,707.00	50%
9012 - TRANSFER TO CAPITAL PROJECTS	\$96,928.00	\$96,928.00	\$48,221.00	\$48,707.00	50%
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	\$0.00	\$0.00	(\$60,932.06)	\$60,932.06	
43 - INTERGOVT REVENUES	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	
48 - MISCELLANEOUS	\$0.00	\$0.00	(\$15,501.87)	\$15,501.87	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$13,649.77)	\$13,649.77	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,852.10)	\$1,852.10	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total	\$96,928.00	\$345,380.33	(\$6,258.32)	\$351,638.65	-2%

Library Invoices

Invoice Due Dates: 4/1/2025 thru 4/30/2025

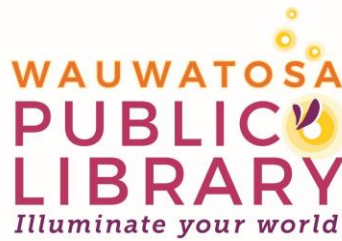
Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833							
		70644	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.73
		70663	4/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.88
		70682	4/14/2025	Book refund Afic*	35510103 - 6006	BOOKS AND PERIODICALS	-\$14.78
		70683	4/14/2025	material advd*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.16
		70684	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.78
		70686	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.99
		70711	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$70.83
		70712	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$32.76
		70756	4/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$9.85
		BUS2568	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$203.00
		70779	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$59.98
		70790	4/14/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.17
		70827	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.14
		70854	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$6.99
		70861	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$104.10
		70882	4/14/2025	Book Agrmv*	35510103 - 6006	BOOKS AND PERIODICALS	\$159.88
		70883	4/14/2025	Book 27.68 Apsy 25.41 Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$53.09
		70884	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.64
		70886	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$18.98
		70904	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$45.00
		70905	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$718.53
		70906	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$84.75
		70910	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$42.00
		70911	4/14/2025	Book Lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.72
		70912	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$28.69
		70982	4/14/2025	Book Apsy*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.81
		70983	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.25
		70984	4/14/2025	Book Amed*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.14
		70986	4/14/2025	Book Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.42
		70987	4/14/2025	office and processing supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.04
					35510000 - 6008	OTHER SUPPLIES	\$5.99
		70988	4/14/2025	earbuds	35510000 - 6099	OTHER EXPENSES	\$57.61
		71007	4/14/2025	Book Lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.30
		71009	4/14/2025	Books Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.33
		71010	4/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$27.47
		71011	4/14/2025	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.36
		71012	4/14/2025	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$232.09
		71053	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$167.86
		71054	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$45.42
		71059	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.20
		71060	4/14/2025	Book Lucky Day*	35510103 - 6006	BOOKS AND PERIODICALS	\$188.31

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		71062	4/14/2025	Book Agrnv*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.82
		71063	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$21.59
		71093	4/14/2025	Book 19.67 Asoc 18.92 Abusi*	35510103 - 6006	BOOKS AND PERIODICALS	\$38.59
		71094	4/14/2025	Book 36.47 Afic 23.09 Asoc 21 Abus 20.30 Ascifi*	35510103 - 6006	BOOKS AND PERIODICALS	\$100.86
		71096	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.82
		71111	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$12.87
		71115	4/14/2025	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$215.57
		71116	4/14/2025	Book 20.30 Abiog 20.98 Atech 38.63 Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$79.91
		71153	4/14/2025	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.00
		71154	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.02
		71155	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.04
		71156	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.86
		71158	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$61.05
		71177	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$14.72
		71181	4/14/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.65
		71182	4/14/2025	Book 18.93 Avis 14.07 Abiog*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00
		71183	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.95
		71184	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$43.99
		71185	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$16.46
		71191	4/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.86
		71239	4/14/2025	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.48
		71240	4/14/2025	Book 38.81 Avis 27.90 Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$66.71
		71242	4/14/2025	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$28.97
					AMAZON	63	\$3,704.25
AMERICAN LIBRARY ASSOCIATION - 13							
		70773	4/14/2025	membership	35510000 - 6005	MEMBERSHIPS AND DUES	\$180.00
					AMERICAN LIBRARY ASSOCIATION	1	\$180.00
AQUATIC REALMZ - 1689							
		AR1872	4/14/2025	fishtank service	35510000 - 6202	GENERAL SERVICES	\$90.00
					AQUATIC REALMZ	1	\$90.00
BAKER & TAYLOR BOOKS - 31							
		2038896987	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.66
		2038903645	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$555.47
		2038903881	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$409.25
		H71841870	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$597.17
		2038915902	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$437.15
		2038913195	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$257.79
		2038915945	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$419.44
		2038913230	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$626.36
		2038913831	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$329.90
		2038913753	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$492.30
		2038940430	4/14/2025	Books donation	15947000 - 6099	OTHER EXPENSES	\$22.76
		2038918416	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,085.51
		2038923969	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$426.72
		2038883815	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$547.99

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		2038919055	4/14/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$225.97
		H71898140	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$158.59
		2038918218	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$450.51
		2038927381	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$302.63
		2038946433	4/14/2025	Books donation	15947000 - 6099	OTHER EXPENSES	\$10.79
		2038929723	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$512.75
		H71969500	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$168.62
		2038929797	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$449.68
		2038932409	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$586.34
		2038924707	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$810.28
		2038929766	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$287.99
		2038896582	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$348.31
		2038934953	4/14/2025	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$500.26
		2038956084	4/14/2025	Book donation	15947000 - 6099	OTHER EXPENSES	\$10.25
		2038938210	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,873.58
		2038944113	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$385.85
		2038943405	4/14/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$70.42
		2038941659	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$665.31
		2038939559	4/14/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$92.33
		2038953128	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,287.88
		2038950109	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20
		2038955593	4/14/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$85.14
		2038949429	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$286.12
		2038962204	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$617.72
		2038964830	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$365.92
		2038960852	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$309.18
		2038966888	4/14/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$797.43
		2038966689	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$140.07
		2038958980	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$175.28
		H72075840	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$20.96
		H72002050	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$97.83
		2038962217	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$439.96
		H72068570	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$339.37
		2038970659	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$520.14
		2038970774	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$376.80
		2038970745	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$700.13
		2038977293	4/14/2025	Book donation	15947000 - 6099	OTHER EXPENSES	\$10.25
		2038986699	4/14/2025	Books donation	10999000 - 6099	OTHER EXPENSES	\$21.02
		2038991723	4/14/2025	Book donation	10999000 - 6099	OTHER EXPENSES	\$43.58
		2038972856	4/14/2025	Book 134.29 Atrav 20.40 Acomp*	35510103 - 6006	BOOKS AND PERIODICALS	\$154.69
		2038973389 &	4/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$745.60
		2038984745	4/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20
		H72098670	4/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$16.06
		2038975200	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$239.17
		2038980168	4/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$211.7

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
				BAKER & TAYLOR BOOKS	59		\$22,168.40
BLACKSTONE PUBLISHING - 380							
	70853	4/14/2025	Book abkcd*	35510103 - 6006	BOOKS AND PERIODICALS		\$110.79
	2193732	4/14/2025	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS		\$425.43
				BLACKSTONE PUBLISHING	2		\$536.22
CENGAGE LEARNING INC - 1010							
	87047152	3/19/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS		\$104.21
				CENGAGE LEARNING INC	1		\$104.21
CENTER POINT LARGE PRINT - 870							
	2151775	4/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS		\$95.88
	2153912	4/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS		\$47.94
	2157415	4/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS		\$95.88
	2160123	4/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS		\$47.94
				CENTER POINT LARGE PRINT	4		\$287.64
DEMCO - 76							
	70700	4/14/2025	processing supplies and customer merch	35510000 - 6008	OTHER SUPPLIES		\$65.81
				35510000 - 6099	OTHER EXPENSES		\$70.64
				DEMCO	1		\$136.45
EMMA DISTERHAFT - 2391							
	62325A	4/15/2025	programming adult deposit	35510104 - 6027	PROGRAMMING		\$122.00
				EMMA DISTERHAFT	1		\$122.00
EMPLOYEES - 1316							
	6091	4/2/2025	professional development travel	35510000 - 6002	PROFESSIONAL DEVELOPMENT		\$24.22
				EMPLOYEES	1		\$24.22
GREY HOUSE PUBLISHING - 1637							
	372249	4/14/2025	Book Aref*	35510103 - 6006	BOOKS AND PERIODICALS		\$188.00
				GREY HOUSE PUBLISHING	1		\$188.00
KANOPY INC - 1657							
	446351	3/31/2025	material adult econtent*	35510103 - 6006	BOOKS AND PERIODICALS		\$825.35
				KANOPY INC	1		\$825.35
LIBRARY MARKET - 2203							
	4022	4/1/2025	event calendar software	35510000 - 6409	SOFTWARE HOSTING		\$2,000.00
				LIBRARY MARKET	1		\$2,000.00
MIDWEST TAPE - 333							
	506938126	3/25/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$140.94
	506938127	3/25/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$202.42
	506954754	3/31/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$80.96
	506945752	3/31/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS		\$31.99
	507000260	4/7/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS		\$34.99
	507000262	4/7/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$65.20
	507000263	4/7/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$16.49
	507000264	4/7/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS		\$223.38
	507000265	4/7/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS		\$50.98
	507028444	4/14/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS		\$516.51
	507028446	4/14/2025	Books jbks	35510104 - 6006	BOOKS AND PERIODICALS		\$975.8

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		507028447	4/14/2025	Books jbkcs	35510104 - 6006	BOOKS AND PERIODICALS	\$1,991.62
		507028448	4/15/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$18.74
MIDWEST TAPE							13
							\$4,350.07
ONE TIME VENDOR - 99999							
	70675	4/14/2025	Brewers grant	15947000 - 6099	OTHER EXPENSES		\$16.47
	70707	4/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING		\$16.48
	70841	4/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS		\$31.00
	70927	4/14/2025	programming supplies adult processing supplies	35510000 - 6008	OTHER SUPPLIES		\$13.98
				35510103 - 6027	PROGRAMMING		\$11.45
	70999	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES		\$22.21
	71170	4/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING		\$9.48
	71236	4/14/2025	processing and programmingA supplies	35510000 - 6008	OTHER SUPPLIES		\$39.96
				35510103 - 6027	PROGRAMMING		\$12.58
	71237	4/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING		\$7.16
	71241	4/14/2025	material things kids	35510104 - 6006	BOOKS AND PERIODICALS		\$1,428.00
ONE TIME VENDOR							9
							\$1,608.77
TARGET STORES 25 - 264							
	70665	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES		\$117.60
	71061	4/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES		\$45.52
TARGET STORES 25							2
							\$163.12
THE BUSINESS JOURNALS SUBSCRIPTION SERVICES - 2043							
	70687	4/14/2025	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS		\$220.00
THE BUSINESS JOURNALS SUBSCRIPTION SERVICES							1
							\$220.00
ULINE - 903							
	70966	4/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES		\$447.63
ULINE							1
							\$447.63
Grand Total					163		\$37,156.33



Director's Report May 2025

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

Displays:

The Health Department is featuring Bike Walk Tosa in the atrium. They are committed to improving bike riding and walking experiences for all users. Their website is full of maps of bike trails and walking tours around the area, as well as information on Bublr Bikes and electric scooters. We are showcasing our walking and biking books on our display kiosk as well.

Tosa's All-City Read held a photograph competition in conjunction with their book, "What the Tide Leaves Behind" by Malcolm McDowell Woods. The three categories were: Wauwatosa Landscapes, Tosa Pets, and Tosa Community Connections. The Best of Show was won by Gregg Fuhrman (see below). All of the photographs are now displayed in our Student Commons hallway.

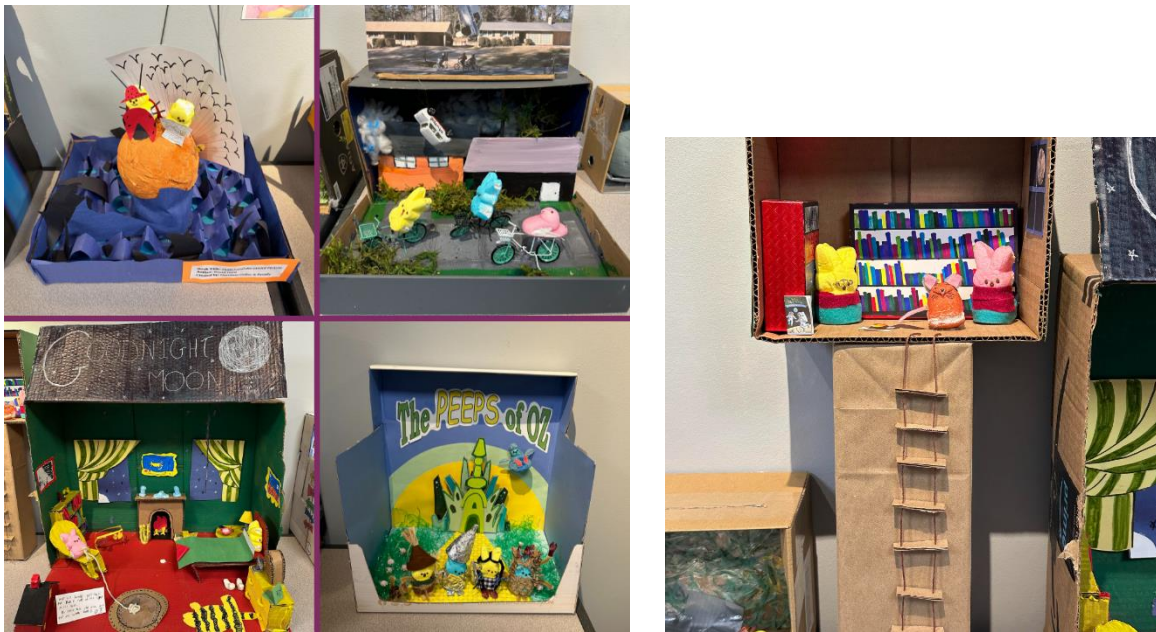


Programs:

The month of May we are having an art sale in the Firefly Gallery. We are selling many of our older prints in the collection, as well as donations from patrons and Art 64. Our gallery was bursting with items on May 1st, and we had many people on that first day. One couple even said that they took the day off from work to be here for the sale. Tracie Peksa, Laurie Fels, and Katie Jentges worked very hard setting up and facilitating this sale.

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

This April the Library hosted its second Peeps Diorama Contest! We had 13 entries in four categories including youth, teen, adult, and family. Dioramas had to include at least one Peep and had to be literary or movie themed to be considered. Winners were chosen by library patrons who voted using an in-person ballot for their favorite in each category. The winners were James and the Giant Peach for the youth category, Stranger Things for the teen category, Goodnight Moon for the family category, and the Peeps of Oz in the adult category. The People's Choice winner was chosen by the number of likes on our Facebook page. The winner was Magic Peep House.



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

In-Person Programs: 33; Total attendance: 1,587

Passive Programs: 5; Total attendance: 124

The annual Wauwatosa School District Student Art Month installation filled our Children's Library and atrium spaces to the brim throughout the month of April. Children and their

loved ones were invited to come in and browse the pop-up installation whenever the Library was open. The Library also co-hosted two special events with WSD, Art Reception on April 8 and 9, which allowed the students and their caregivers to visit with the art educators in our space. At each event, we hosted AWE (Artists Working in Education) who led collaborative mural creations in the Story Room. We were also delighted to have music provided by volunteers: Washington Elementary music teacher Will Ulrich & Tosa West orchestra students on Tuesday; and the Longfellow Fiddle Club on Wednesday. We are so grateful to all the student musicians, their conductors TJ Hull & Lauren Roznowski, and to Will Ulrich as well for making the night extra joyful. Between the two nights, we estimate over 500 people visited us for the WSD Art Receptions! We are already making plans for next year's art month (and cooking up ideas for bonus art displays during the school year, too!).



We closed our month by welcoming Children's Librarian Megan Jimenez on April 21 and couldn't have asked for a kinder, brighter fit. Megan joins us from Milwaukee Public Library, where she worked at the Bay View branch as their Children's Librarian. In addition to her years working in Youth Services at MPL, Megan also has academic library experience at UW-Milwaukee and Loyola University Maryland. Her story times have gained her local recognition and she served as the leader of the Early Middle Childhood Workgroup for MPL. Megan's years of work as a dynamic Children's Librarian will help us continue to enhance the wonderful services we offer here at the Wauwatosa Public Library.

We have a big summer planned with exciting programs for all ages. We can't wait till school's out!!

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

- May is a juvenile content checking month. We continue to see less and less damaged items when we go through content checking which points to how effective Shelves are regularly processing materials.
- I attended the first Tosa Supervisor Leadership Training on Monday, May 12. This is the first in a series of trainings the City is providing for all City supervisors. I sat with and worked with staff from facilities, police, and engineering departments as we engaged in various discussions and exercises. It was a very worthwhile, enjoyable presentation and I look forward to attending others sessions later in the year.
- I attended the virtual *Beyond the Pizza Party Panel Discussion on How to Maintain Staff Morale* presented by Ryan Dowd. The panel offered suggestions and examples of how to boost staff morale. They offered some helpful suggestions, some of which I plan on taking forward with my own staff.
- I had a meeting with each of my 16+ hour staff members to go over their 2024 Performance Evaluations. I took notes and checked in with each individual to assess any issues or needs.

5. Building update:

- The Adult Library restrooms were refinished last year. City facilities staff finished the updates in those two rooms this past month by installing motion sensors at the urinals and toilets.
- City facilities staff will oversee a refresh of the Art Gallery restrooms this summer. This will be a minor refresh, with new sensors installed along with new stall dividers.
- City facilities staff will be updating the janitor closet locks to a fob entry system. This will make it easier for all staff to access the janitor's closet as needed.

6. Patron issue update (from Robert Trunley, Assistant Library Director):

Over the years the Wauwatosa Public Library has had to ban a few patrons. These bans range from thirty days, to six months, to one year, depending on the severity of the violation of the code of conduct. Being unruly and disruptive are the types of behavior that warrant six-month bans. Being violent or threatening are the types of behavior that warrant one-year bans. The City Attorney has advised library staff in how long bans should generally be. A new City Attorney begins work in the next few weeks and we will consult with them regarding our banning procedures.

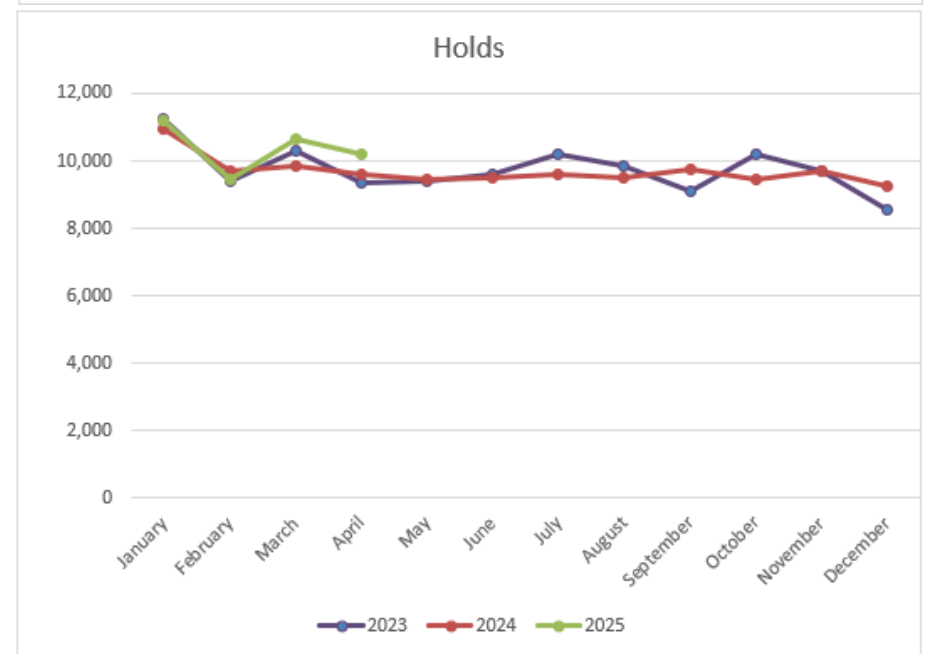
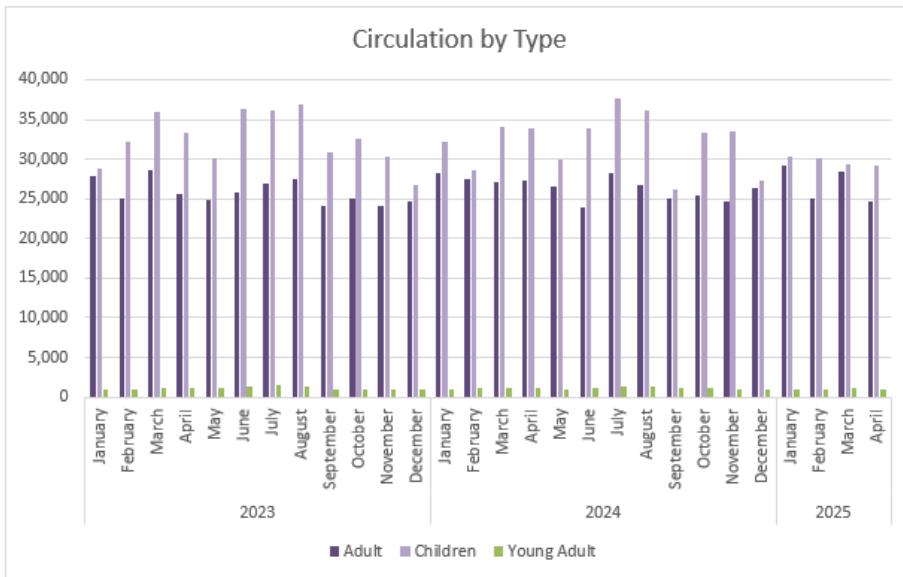
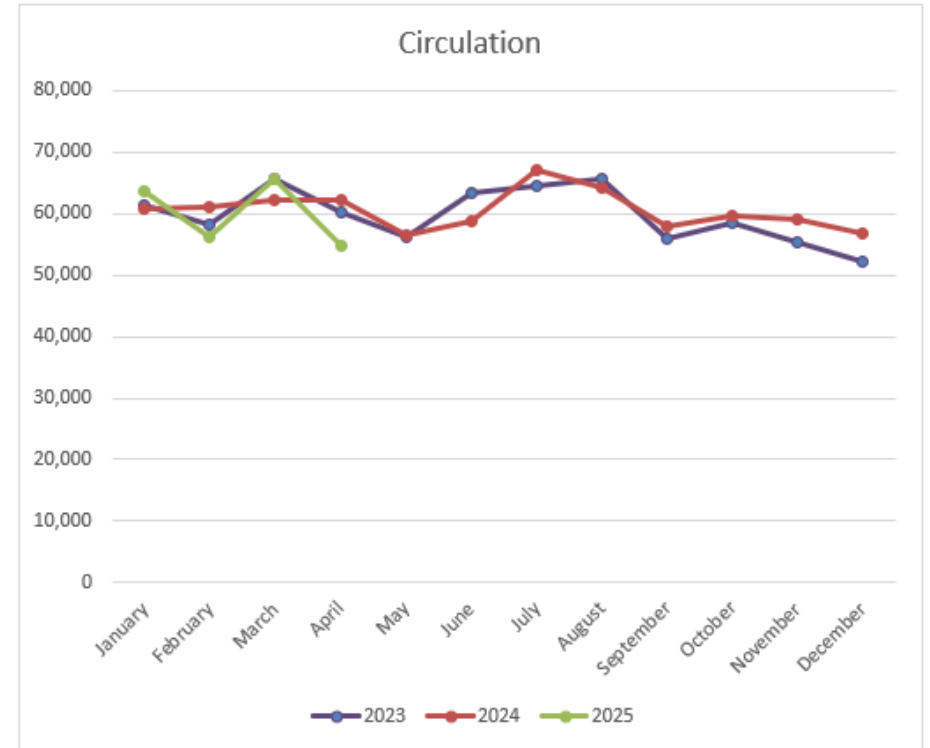
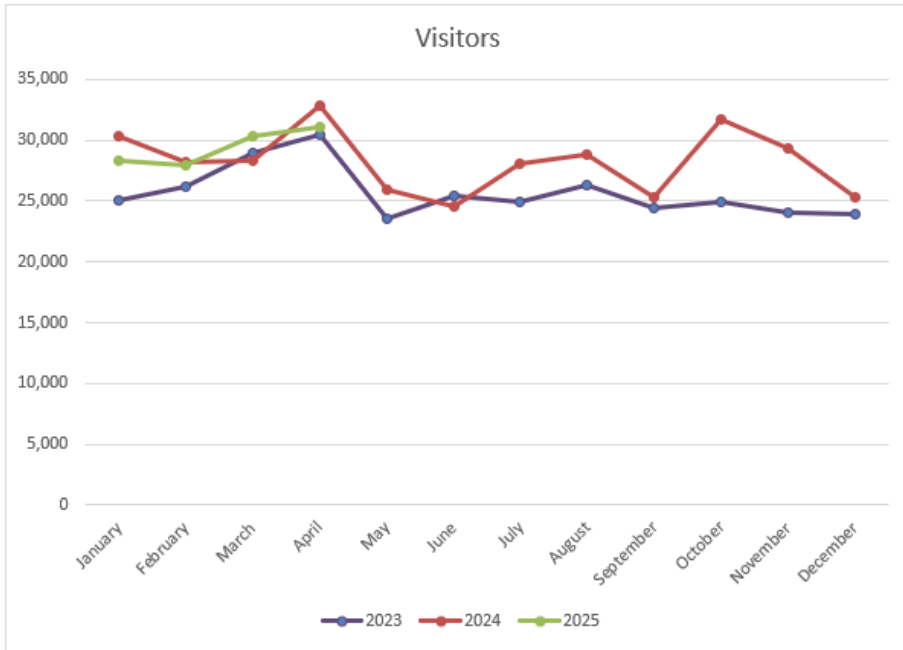
At any given moment in time there was maybe one patron banned and usually there were none. Currently, the library has twelve banned patrons. To be clear, the library is not getting stricter in its approach to violations of the code of conduct. There are just more violations and more escalations.

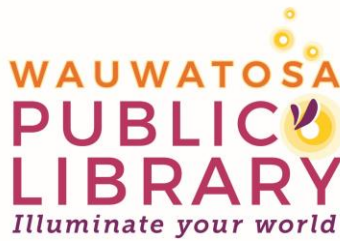
7. May anniversaries:

20 years	Tim Erbes, Circulation Attendant
4 years	Alanna Maddox, Circulation Supervisor
1 year	Susan DeLellis, Shelver

8. Upcoming meetings:

Library Board: Wednesday, June 18 at 6:30 PM
Library Board: Wednesday, July 16 at 6:30 PM





To: Library Board

Fr: Peter Loeffel, Library Director

May 21, 2025

Re: Agency Trust Funding request: price increase for Children's Library furniture

Purpose/Need

The Wauwatosa Public Library Foundation approved funding \$8,652 for Children's Library Play & Learn Space soft seating improvements. The actual amount increased to \$11,500, a difference of \$2,848. In addition, the total Children's Library furniture order now includes a \$500 tariff surcharge. Library staff is requesting that the Library Board approve funding the difference from the Library Agency Trust.

Background

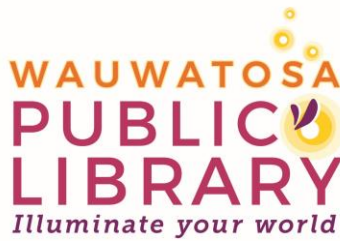
The Library Board submitted 11 funding requests to the Wauwatosa Public Library Foundation, which approved all requests during its April board meeting. One Friday, May 16, EBI, the City's approved furniture vendor, informed the Library that one of the requests, for Children's Library Play & Learn Space soft seating increased in cost from the original \$8,652 to \$11,500. The increase is due to fabric costs. The totals of the other ten requests have not changed, but EBI added a \$500 tariff surcharge for the total furniture order. The original Play & Learn Space soft seating request is attached.

Library staff is requesting that the Library Board approve funding the difference up to \$3,500 from the Library Agency Trust to cover the increase in the fabric costs (\$2,900) and tariff surcharge (\$500).

EBI informed Library staff that the prices for furniture will likely rise again in June. The Library Foundation holds their May meeting on May 22, the morning after the Library Board meeting. Securing funding from the Agency Trust is likely the most efficient method to secure the additional funding before June. Library staff could request additional funding from the Foundation at their June meeting.

Recommendation

That the Library Board approve funding up to \$3,500 from the Library Agency Trust to cover the additional fabric costs and tariff surcharge.



To: Wauwatosa Public Library Foundation
Fr: Abby Bussen, Children’s Library Supervisor
April 24, 2025
Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Play & Learn Space Soft Seating

Purpose/Need

Soft seating (to replace two chairs near reference desk, round preschool sized tables and chairs) for families in the Children’s Library Play & Learn space.

Background

The 2025 Action Plan set the objective for the Library staff to add task tables and lounge seating to the Children’s Library. The requested soft seating includes a double-sided couch that can seat up to six. This will replace the two chairs that are just past the Children’s reference desk and will allow more children and caregivers to sit together while reading and enjoying books in the Library. The requested soft curved bench and flock ottomans will replace the round table and short chairs as well as the single chair on the right side of the Play & Learn space. This seating arrangement creates more space for children and caregivers to read comfortably together while also allowing adults to sit in furniture that is more appropriately sized for them rather than in the 14” chairs that are currently in the space. The requested soft ottoman arrangement will replace the round table and short chairs as well as the single chair on the left side of the Play & Learn space. This seating arrangement offers the same benefits as the curved bench and flock ottoman arrangement. Quote from EBI. Colors of furniture are not indicative of colors we are selecting.

Project Costs

	Individual cost	Needed	Total Cost
HON SoCo Couch Seating	\$4,550.08	1	\$4,550.08



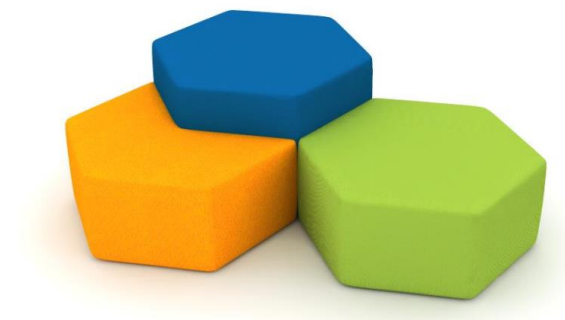
HON SoCo Curved Bench	\$977.04	2	\$1,954.08
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HON Flock Ottomans	\$347.86	2	\$695.72
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HON Tangram Ottoman Arrangement	\$1,452.34	1	\$1,452.34
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Project total:	\$8,652.22		
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Library Board Appointments and Composition

18

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section [43.54\(1\)\(b\)](#)), and when a city council has voted to reduce the size of the board under Section [43.54\(3\)](#).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section [43.60\(3\)](#) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section [43.60\(3\)](#), your board would have a total of eight members.

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section 43.54(am)).

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section [43.54\(1\)\(am\)](#)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section [43.19](#) for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?

3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

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