



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, January 15, 2025

6:30 PM

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

Regular Meeting

HYBRID MEETING INFORMATION

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the meeting minutes from November 20, 2024 [25-0063](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-0064](#)
2. Monthly operating vouchers ratification [25-0065](#)
3. President's report [25-0066](#)
4. Director's report [25-0067](#)
5. Wauwatosa Public Library Foundation report [25-0068](#)

NEW BUSINESS

1. 2025-2028 Strategic plan [25-0069](#)
2. 2025 Action plan [25-0070](#)
3. Library closure for staff training on October 10, 2025 [25-0071](#)
4. Logo apparel for staff [25-0072](#)

5. Trustee Essentials 16: Ethics and conflict of interest laws applying to Trustees

[25-0073](#)

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, November 20, 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

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

ROLL CALL

Also present Ernst Franzen, Common Council Liaison. Tr. Nelson arrived at 6:32 pm.

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

APPROVAL OF MINUTES

- | | | |
|----|---|--------------------------------|
| 1. | Approval of the meeting minutes from October 16, 2024 | <u>24-1636</u> |
|----|---|--------------------------------|

RESULT: APPROVED

MOVER: Bill Andrae

SECONDER: Brian Began

Aye 7 Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, and Archambo

Excused 1 Deluhery

Absent 1 Nelson

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

- | | | |
|----|--------------------------------|--------------------------------|
| 1. | Year-to-date financial reports | <u>24-1637</u> |
|----|--------------------------------|--------------------------------|

- | | | |
|----|---|--------------------------------|
| 2. | Monthly operating vouchers ratification | <u>24-1638</u> |
|----|---|--------------------------------|

RESULT: APPROVED

- MOVER:** Kathy Causier
SECONDER: Lauren Roznowski Hayden
- Aye 8** Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, Nelson, and Archambo
- Excused 1** Deluhery
3. President's report [24-1639](#)
4. Director's report [24-1640](#)
5. Wauwatosa Public Library Foundation report [24-1641](#)

NEW BUSINESS

1. 2025-2028 Milwaukee County Federated Library System ILS, Resource Sharing, and Technology Agreement [24-1642](#)
- RESULT:** APPROVED
MOVER: Bill Andrae
SECONDER: Meegan Archambo
- Aye 8** Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, Nelson, and Archambo
- Excused 1** Deluhery
2. Memorandum of Understanding for use of ARPA funds between city departments for the Library Equity Collection [24-1643](#)
- RESULT:** APPROVED
MOVER: Bill Andrae
SECONDER: Christine Lindstrom
- Aye 8** Roznowski Hayden, Andrae, Began, Causier, Dykstra, Lindstrom, Nelson, and Archambo
- Excused 1** Deluhery
3. Trustee Essentials 15: The Library Board and the public records law [24-1644](#)

ADJOURNMENT

President Roznowski Hayden adjourned the meeting at 7:27 pm.

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

January 9, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,358,661.57	\$3,368,312.57	\$3,283,251.61	\$82,061.02	98%
50 - WAGES	\$1,620,653.82	\$1,620,653.82	\$1,645,987.27	(\$25,333.45)	102%
5010 - REGULAR PAY	\$1,627,371.18	\$1,627,371.18	\$1,362,993.92	\$264,377.26	84%
5050 - OFF TIME	\$0.00	\$0.00	\$282,993.35	(\$282,993.35)	
5099 - SALARY & ATTRITION CONTRA	(\$6,717.36)	(\$6,717.36)	\$0.00	(\$6,717.36)	0%
51 - OVERTIME	\$0.00	\$0.00	\$901.53	(\$901.53)	
5110 - OVERTIME	\$0.00	\$0.00	\$901.53	(\$901.53)	
52 - BENEFITS	\$500,831.99	\$500,831.99	\$457,997.88	\$42,834.11	91%
5210 - FRINGE	\$273,512.70	\$273,512.70	\$231,026.97	\$42,485.73	84%
5220 - WORKERS COMP	\$11,539.13	\$11,539.13	\$11,690.46	(\$151.33)	101%
5230 - SOCIAL SECURITY	\$124,369.96	\$124,369.96	\$122,047.92	\$2,322.04	98%
5240 - WRS	\$91,410.20	\$91,410.20	\$93,232.53	(\$1,822.33)	102%
60 - OPERATING	\$411,184.76	\$420,135.76	\$360,291.91	\$56,843.91	86%
6002 - PROFESSIONAL DEVELOPMENT	\$10,599.76	\$10,599.76	\$4,883.40	\$5,716.36	46%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$10,464.01	\$1,535.99	87%
6004 - PRINTING AND DUPLICATION	\$10,500.00	\$10,500.00	\$8,261.91	\$2,238.09	79%
6005 - MEMBERSHIPS AND DUES	\$3,375.00	\$3,375.00	\$1,084.00	\$2,291.00	32%
6006 - BOOKS AND PERIODICALS	\$344,000.00	\$344,000.00	\$305,947.84	\$38,052.16	89%
6008 - OTHER SUPPLIES	\$14,000.00	\$14,000.00	\$13,025.95	\$974.05	93%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$784.37	\$215.63	78%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$3,069.01	\$500.99	86%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$6,680.69	\$459.31	94%
6099 - OTHER EXPENSES	\$5,000.00	\$13,951.00	\$6,090.73	\$4,860.33	65%
62 - SERVICES	\$79,422.00	\$80,122.00	\$76,463.39	\$3,658.61	95%
6202 - GENERAL SERVICES	\$73,566.00	\$73,566.00	\$71,052.38	\$2,513.62	97%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$482.25	\$1,017.75	32%
6210 - AUDITING SERVICES	\$1,656.00	\$1,656.00	\$2,018.03	(\$362.03)	122%
6211 - CREDIT CARD PROCESSING	\$2,700.00	\$3,400.00	\$2,910.73	\$489.27	86%
63 - UTILITIES	\$800.00	\$800.00	\$681.95	\$118.05	85%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$681.95	\$118.05	85%
64 - FIXED CHARGES	\$8,184.00	\$8,184.00	\$7,844.49	\$339.51	96%
6409 - SOFTWARE HOSTING	\$4,684.00	\$4,684.00	\$4,324.13	\$359.87	92%
6411 - SOFTWARE MAINT	\$3,500.00	\$3,500.00	\$3,520.36	(\$20.36)	101%
65 - INTERNAL CHARGES	\$714,585.00	\$714,585.00	\$714,584.76	\$0.24	100%
6503 - INFORMATION SYSTEMS	\$220,559.00	\$220,559.00	\$220,559.16	(\$0.16)	100%
6504 - MUNICIPAL COMPLEX RENT	\$494,026.00	\$494,026.00	\$494,025.60	\$0.40	100%
66 - OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	
6602 - BUDGET ONLY	\$0.00	\$0.00	\$0.00	\$0.00	
70 - CAPITAL OUTLAY	\$23,000.00	\$23,000.00	\$18,498.43	\$4,501.57	80%
7001 - FIXED ASSET	\$23,000.00	\$23,000.00	\$18,498.43	\$4,501.57	80%
Revenue	(\$3,358,662.00)	(\$3,368,312.57)	(\$356,926.89)	(\$3,011,385.68)	11%
45 - FINES AND PENALTIES	\$0.00	(\$7,000.00)	(\$7,768.60)	\$768.60	111%
4510 - LATE FEE	\$0.00	(\$7,000.00)	(\$7,768.60)	\$768.60	111%
46 - PUBLIC CHARGES	(\$22,200.00)	(\$27,400.00)	(\$31,543.78)	\$4,143.78	115%
4628 - DAMAGE TO CITY PROPERTY	(\$8,200.00)	(\$13,400.00)	(\$13,850.01)	\$450.01	103%
4699 - OTHER PUBLIC CHARGES	(\$14,000.00)	(\$14,000.00)	(\$17,693.77)	\$3,693.77	126%
47 - INTERGOVT CHR	(\$292,969.00)	(\$292,969.00)	(\$292,803.00)	(\$166.00)	100%
4708 - CHARGES TO OTHER LIBRARIES - M	(\$292,969.00)	(\$292,969.00)	(\$292,803.00)	(\$166.00)	100%
48 - MISCELLANEOUS	(\$17,840.00)	(\$21,791.21)	(\$24,811.51)	\$3,020.30	114%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$16,000.00)	(\$16,000.00)	(\$18,158.50)	\$2,158.50	113%
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)	(\$2,701.80)	\$861.80	147%
49 - OTHER SOURCES	(\$3,025,653.00)	(\$3,019,152.36)	\$0.00	(\$3,019,152.36)	0%
4960 - TRANSFER FROM GENERAL FUND	(\$3,025,653.00)	(\$3,019,152.36)	\$0.00	(\$3,019,152.36)	0%

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

January 9, 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	(\$10,163.33)	\$10,163.33	
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	(\$8,163.33)	\$8,163.33	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$6,311.23)	\$6,311.23	
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	\$44,510.41	\$300,869.92	13%

Library Invoices

Invoice Due Dates: 11/1/2024 thru 12/31/2024

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
1AND1.COM - 509		202051747194	11/16/2024	contract cancelled - refund requested	35510000 - 6099	OTHER EXPENSES	\$73.16
		202051900656	11/16/2024	refund for cancelled domain	35510000 - 6099	OTHER EXPENSES	-\$281.83
					1AND1.COM	2	-\$208.67
4IMPRINT - 701		64620	11/16/2024	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$239.95
					4IMPRINT	1	\$239.95
AMAZON - 833		62937	11/16/2024	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.99
		62938	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$26.62
		64452	11/16/2024	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.82
		64454	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.91
		64460	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$33.51
		64473	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.43
		64481	11/16/2024	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.98
		64482	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.44
		64484	11/16/2024	programming supplies YA	35510103 - 6027	PROGRAMMING	\$10.88
		64485	11/16/2024	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$94.82
		64491	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$13.32
		64495	11/16/2024	Book JVID*	35510104 - 6006	BOOKS AND PERIODICALS	\$32.07
		64497	11/16/2024	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$63.36
		64498	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$26.91
		64499	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$17.91
		64506	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$11.87
		64523	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.90
		64546	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$18.99
		64576	11/16/2024	Book 44.99 Atech 18.60 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$62.95
		64577	11/16/2024	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.27
		64578	11/16/2024	material Advd*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.37
		64580	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$179.00
		64581	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$56.33
		64582	11/16/2024	material things*	35510103 - 6006	BOOKS AND PERIODICALS	\$74.25
		64595	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.91
		64596	11/16/2024	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$20.78
		64597	11/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$5.63
		64598	11/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$9.89
		64619	11/16/2024	Book Aperf*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.99
		64657	11/16/2024	material Jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$85.94
		64681	11/16/2024	Book Alit*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.84
		64689	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$22.29
		64703	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$74.24
		64704	11/16/2024	flash drives	35510000 - 6099	OTHER EXPENSES	\$66.55

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		64719	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$19.29
		64732	11/16/2024	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$125.21
		64733	11/16/2024	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$327.65
		64765	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.73
		64766	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.99
		64792	11/16/2024	Book Amicro*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.44
		64793	11/16/2024	Book Amicro*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.44
		64815	11/16/2024	Book Amicro*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.46
		64818	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$87.29
		64825	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.33
		64834	11/16/2024	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.24
		64835	11/16/2024	Book amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.50
		64836	11/16/2024	Book Afic	35510103 - 6006	BOOKS AND PERIODICALS	\$11.49
		64849	11/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$8.89
		64875	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.99
		64901	11/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$82.73
		64929	11/16/2024	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.84
		64931	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$33.79
		65588	12/15/2024	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.69
		65589	12/15/2024	Book Ascifi*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.79
		65590	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.86
		65591	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.95
		65594	12/15/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$22.48
		65665	12/15/2024	Book Ascifi*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.80
		65669	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$5.98
		65670	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$5.92
		65671	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.86
		65672	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$148.49
		65682	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$77.06
		65683	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$16.87
		65709	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.98
		65731	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$28.99
		65758	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.89
		65769	12/15/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$63.72
		65774	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.99
		65794	12/15/2024	programming supplies	35510104 - 6027	PROGRAMMING	\$70.00
		65795	12/15/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$236.04
		65796	12/15/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$33.40
		65804	12/15/2024	Book 20.26 Afic 28.70 Atrav 39.45 Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$88.41
		65811	12/15/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$38.56
		65829	12/15/2024	Books Jarpafiction*	38510000 - 6006	BOOKS AND PERIODICALS	\$168.09
		65856	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.71
		65857	12/15/2024	material lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.76
		65858	12/15/2024	material lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.76
		65919	12/15/2024	Book Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.99

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		65926	12/15/2024	Hamilton Beach 45 Cup Fast	35510000 - 6003	OFFICE SUPPLIES	\$139.70
		65936	12/15/2024	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.34
		65957	12/15/2024	Book Apsy*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.87
		65958	12/15/2024	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.26
		65959	12/15/2024	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.99
		65960	12/15/2024	Book Apsy*	35510103 - 6006	BOOKS AND PERIODICALS	\$8.30
		65961	12/15/2024	Book Apsy*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.30
		65964	12/15/2024	Book Afic	35510103 - 6006	BOOKS AND PERIODICALS	\$6.91
		65999	12/15/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$42.31
		66000	12/15/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.57
		66001	12/15/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.46
		66002	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$11.86
		66010	12/15/2024	material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$62.67
		66016	12/15/2024	Book 18.55 Atech, 74.50 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$93.05
		66017	12/15/2024	Book 75.60 Atech, 15.99 Afic, 20 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$111.59
					AMAZON	94	\$3,838.48
AMERICAN LIBRARY ASSOCIATION - 13							
		64428	11/16/2024	professional membership	35510000 - 6005	MEMBERSHIPS AND DUES	\$180.00
		64429	11/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$156.75
					AMERICAN LIBRARY ASSOCIATION	2	\$336.75
AQUATIC REALMZ - 1689							
		AR-1003	11/16/2024	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00
		AR1160	11/16/2024	fishtank service	35510000 - 6202	GENERAL SERVICES	\$90.00
		AR1282	12/15/2024	fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00
					AQUATIC REALMZ	3	\$270.00
ARTISTS WORKING IN EDUCATION INC - 2358							
		12042024	11/10/2024	programming kids	35510104 - 6027	PROGRAMMING	\$300.00
					ARTISTS WORKING IN EDUCATION INC	1	\$300.00
BAKER & TAYLOR BOOKS - 31							
		2038604656	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$717.90
		H70442500	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$43.28
		2038617265	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,089.16
		2038612304	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$409.95
		2038580533	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$782.74
		2038609223	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$416.63
		2038599955	11/16/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$35.37
		2038606264	11/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$364.35
		2038601638	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.96
		2038608447	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,015.88
		H70420710	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$18.17
		2038625381	11/16/2024	Book 16.20 Alit 108 Aref 62.92 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$187.12
		2038635201	11/16/2024	Books adult Arpa	38510000 - 6006	BOOKS AND PERIODICALS	\$297.09
		2038633381	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$470.26
		2038631399	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,065.49
		2038620265	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$516.32

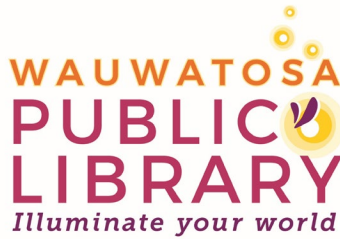
Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		H70534770	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$48.45
		h70554810	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$294.75
		2038628483	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,272.92
		2038628450	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$563.58
		2038623612	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$819.69
		2038631574	11/16/2024	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$46.80
		2038630347	11/16/2024	Book 14 Afic 6.40 Alit 12 Aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$32.40
		2038644538	11/16/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$57.20
		2038639288	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,451.01
		2038644554	11/16/2024	Book various*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.18
		H70614450	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$97.64
		H70598600	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$269.92
		2038643050	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$716.23
		2038647010	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$524.85
		2038640900	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$513.64
		2038651024	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$552.06
		2038650960	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$487.28
		2038652055	11/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$30.75
		2038652136	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$628.42
		2038650820	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$440.04
		H70654750	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$24.46
		H70651180	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$48.90
		H70659570	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$132.73
		2038658509	11/16/2024	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$97.73
		2038656899	11/16/2024	Books kids	35510103 - 6006	BOOKS AND PERIODICALS	\$572.60
		2038656954	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$608.10
		H70667330	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$55.14
		2038662844	11/16/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$145.62
		2038685212	11/16/2024	Book 11.39 Ascii 74.91 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$86.30
		2038675516	11/16/2024	Books adult & 134.28 Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$677.04
		H70703560	11/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$158.57
		2038662115	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$364.93
		2038666758	11/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,165.90
		2038662371	11/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$187.03
		2038665714	11/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$246.15
		2038681044	12/15/2024	Books various*	35510103 - 6006	BOOKS AND PERIODICALS	\$43.20
		H70721400	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$189.25
		H69778070	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$62.87
		2038675142	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$158.27
		2038672055	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$252.13
		2038672260	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$941.71
		2038670341	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$851.88
		H70712230	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$32.81
		2038688568	12/15/2024	Book amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$36.00
		2038691185	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$31.8

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		2038696337	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$516.97
		2038696444	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$508.68
		H70833570	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$82.40
		2038689720	12/15/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$117.88
		2038690614	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$401.24
		2038689846	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$333.63
		2038686186	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$549.15
		2038682462	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$499.15
		2038685518	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$335.77
		2038699654	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$361.83
		2038693437	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$32.92
		H70850520	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$68.41
		2038708418	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$427.83
		2038717246	12/15/2024	Books Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$196.06
		2038710914	12/15/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$121.45
		2038711033	12/15/2024	Books adult 68.34 amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$656.73
		2038711996	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$993.24
		H70912590 & 9980	12/15/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$137.50
		2038725930	12/15/2024	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$100.20
		2038718385	12/15/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$955.08
		2038723365	12/15/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$902.92
		2038727633	12/15/2024	Books adult 56.95 amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$695.88
		2038717832	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$822.44
		2038720766	12/15/2024	Book adult \$56.95 amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$1,396.27
		2038720657	12/15/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$1,097.26
		2038725095	12/15/2024	Books kids	35510103 - 6006	BOOKS AND PERIODICALS	\$708.98
		2038727594	12/15/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$785.06
		2038732195	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$178.82
		2038722067	12/15/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$66.96
		2038723375	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$307.62
		2038722338	12/15/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$207.46
		2038730304	12/15/2024	Book adult 11.39 amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$602.61
		2038731152	12/15/2024	Book 38.37 acomp 16.17 asoc 74.35 atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$128.89
					BAKER & TAYLOR BOOKS	94	\$38,809.95
BIBLIOTHECA LLC - 528							
		INV-US78122	11/4/2024	2024 Automated Material Handler (book sorter)	12510000 - 7001	FIXED ASSET	\$52,466.50
					BIBLIOTHECA LLC	1	\$52,466.50
BLACKSTONE PUBLISHING - 380							
		64627	11/16/2024	material abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$167.54
		64702	11/16/2024	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.00
		2177163	11/16/2024	Book Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.99
		2178576	12/15/2024	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.00
					BLACKSTONE PUBLISHING	4	\$287.53
BRODART COMPANY - 47							
		648106	11/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$375.2

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
		648897	12/15/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$358.22	
BRODART COMPANY							2	\$733.50
CENGAGE LEARNING INC - 1010								
		85863958	10/23/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$103.46	
		85935241	11/6/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$51.73	
		85994190	11/21/2024	2024 Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$103.46	
		86032800	12/5/2024	2024 Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$50.98	
CENGAGE LEARNING INC							4	\$309.63
CENTER POINT LARGE PRINT - 870								
		2127669	11/16/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88	
		2130286	12/15/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94	
		2136048	12/15/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94	
		2133752	12/15/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88	
CENTER POINT LARGE PRINT							4	\$287.64
CHICAGO TRIBUNE - 1376								
		64617	11/16/2024	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$440.00	
CHICAGO TRIBUNE							1	\$440.00
CITY OF WAUWATOSA - 295								
		65820	12/15/2024	credit card test	35510000 - 6099	OTHER EXPENSES	-\$1.00	
		65821	12/15/2024	credit card test	35510000 - 6099	OTHER EXPENSES	\$1.00	
CITY OF WAUWATOSA							2	\$0.00
DISCOUNT PAPER PRODUCTS INC - 945								
		65604	12/15/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$411.25	
DISCOUNT PAPER PRODUCTS INC							1	\$411.25
EBSCO - 83								
		91011008440	11/16/2024	material Eref*	35510103 - 6006	BOOKS AND PERIODICALS	\$1,816.00	
		1751297	11/16/2024	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$10,190.69	
EBSCO							2	\$12,006.69
EMPLOYEES - 1316								
		11052024	11/5/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$176.00	
		1152024	11/5/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$203.80	
		12032024	12/3/2024	2024 processing supplies	35510000 - 6008	OTHER SUPPLIES	\$7.98	
EMPLOYEES							3	\$387.78
ENVISIONWARE - 976								
		INV-US-72404	12/15/2024	software hosting	35510000 - 6409	SOFTWARE HOSTING	\$575.00	
ENVISIONWARE							1	\$575.00
FORWARD TS - 211								
		AR240010	11/6/2024	Copier charges 10/4 - 11/3/2024 sn7505068Y Library	35510000 - 6202	GENERAL SERVICES	\$437.70	
FORWARD TS							1	\$437.70
GREY HOUSE PUBLISHING - 1637								
		189235	12/15/2024	Book Arpamed*	38510000 - 6006	BOOKS AND PERIODICALS	\$271.70	
GREY HOUSE PUBLISHING							1	\$271.70
HOTEL LISTING - 505								
		64922	11/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$417.00	
		64952	11/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	-\$41.70	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
		64953	11/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$458.70	
HOTEL LISTING							3	\$834.00
KANOPY INC - 1657								
		423947	10/31/2024	streaming Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$667.25	
		428260	11/30/2024	2024 adult Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$727.60	
KANOPY INC							2	\$1,394.85
MICHAEL'S STORE - 1899								
		64903	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$143.95	
		64904	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$11.24	
		64905	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$41.53	
		64906	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$12.99	
		64907	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$16.99	
		64908	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$19.99	
MICHAEL'S STORE							6	\$246.69
MICRO MARKETING LLC - 889								
		64662	11/16/2024	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$624.99	
		65887	12/15/2024	material Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$551.86	
MICRO MARKETING LLC							2	\$1,176.85
MIDWEST TAPE - 333								
		506303597	11/11/2024	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$42.72	
		506353776	11/18/2024	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$624.37	
		506353775	11/18/2024	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$14.99	
		506376173	11/22/2024	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$648.55	
		506396555	11/27/2024	2024 material Advd	35510103 - 6006	BOOKS AND PERIODICALS	\$14.99	
		506440349	12/9/2024	2024 material Advd	35510103 - 6006	BOOKS AND PERIODICALS	\$98.94	
		506471459	12/13/2024	2024 material Advd	35510103 - 6006	BOOKS AND PERIODICALS	\$134.94	
		506471458	12/13/2024	2024 material Advd	35510103 - 6006	BOOKS AND PERIODICALS	\$11.24	
MIDWEST TAPE							8	\$1,590.74
MILWAUKEE CO FEDERATED LIBRARY SYSTEM - 1366								
		FL-03692	10/22/2024	Library system support	35510000 - 6003	OFFICE SUPPLIES	\$195.00	
					35510000 - 6008	OTHER SUPPLIES	\$611.60	
					35510000 - 6013	POSTAGE	\$173.62	
					35510000 - 6211	CREDIT CARD PROCESSING	\$67.88	
MILWAUKEE CO FEDERATED LIBRARY SYSTEM							1	\$1,048.10
OAK MEADOW INC - 2011								
		70247	12/15/2024	Books Arpahomeschool*	38510000 - 6006	BOOKS AND PERIODICALS	\$1,723.00	
OAK MEADOW INC							1	\$1,723.00
ONE TIME VENDOR - 99999								
		20241003B	10/30/2024	lost item	35510000 - 6099	OTHER EXPENSES	\$15.99	
		20241221	11/13/2024	programming adult	35510103 - 6006	BOOKS AND PERIODICALS	\$100.00	
		64450	11/16/2024	programming supplies YA	35510103 - 6027	PROGRAMMING	\$2.99	
		64453	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$33.16	
		64464	11/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$7.63	
		64745	11/16/2024	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.00	
		64789	11/16/2024	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$37.7	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		64794	11/16/2024	Book Amicro*	35510103 - 6006	BOOKS AND PERIODICALS	\$388.63
		64808	11/16/2024	processing and programming supplies	35510000 - 6008	OTHER SUPPLIES	\$14.87
					35510103 - 6027	PROGRAMMING	\$7.42
		64900	11/16/2024	Brewers grant wonder Wednesdays	15947000 - 6099	OTHER EXPENSES	\$15.98
		64911	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$10.99
		64921	11/16/2024	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$25.51
		10004249024	11/16/2024	Book Aref*	35510103 - 6006	BOOKS AND PERIODICALS	\$1,245.00
		64955	11/16/2024	programming supplies	35510103 - 6027	PROGRAMMING	\$6.78
		1464	12/15/2024	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.00
		65726	12/15/2024	programming supplies	35510103 - 6027	PROGRAMMING	\$2.12
		65752	12/15/2024	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$159.94
		6077092	12/15/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$45.39
		65860	12/15/2024	processing supplies - sales tax refund	35510000 - 6008	OTHER SUPPLIES	-\$2.53
		65920	12/15/2024	employee recognition items	10143000 - 6002	PROFESSIONAL DEVELOPMENT	\$175.00
		66027	12/15/2024	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$2,035.49
				ONE TIME VENDOR		21	\$4,392.14
ORIENTAL TRADING COMPANY - 87							
		64720	11/16/2024	programing supplies kids	35510104 - 6027	PROGRAMMING	\$29.76
				ORIENTAL TRADING COMPANY		1	\$29.76
SYMBOLGY INC - 971							
		106299	12/15/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$646.27
				SYMBOLGY INC		1	\$646.27
TARGET STORES 25 - 264							
		64630	11/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$47.92
				TARGET STORES 25		1	\$47.92
U OF M MINITEX - 443							
		65730	12/15/2024	processing supplies ARPA	35510000 - 6008	OTHER SUPPLIES	\$1,606.00
				U OF M MINITEX		1	\$1,606.00
WISCONSIN LIBRARY ASSOCIATION - 1127							
		21617	11/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$39.00
		65599	12/15/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$20.00
		22042	12/15/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$45.00
				WISCONSIN LIBRARY ASSOCIATION		3	\$104.00
				Grand Total		275	\$127,041.70



Director's Report January 2025

1. Adult Library update (from Shellie Anderson, Adult Librarian): We continue to add to our Library of Things. Our book club kits have had renewed popularity, so we added seven new titles and weeded three underperforming kits. Many senior living facilities have book clubs and are utilizing these boxes. Each box contains ten paperbacks, one large print book and a folder containing discussion questions, reviews and information about the book.

The display in the atrium focuses on self-care—A new year, A new you. This features books on sleeping, meditation, and personal development. We also have a table in the student commons area with our BIG art books featured. These tend to get lost on the bottom shelf in the regular stacks; so this is a great way to get them noticed.

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

December programs

In-Person Programs: 36; Total Attendance: 1,276

Passive Programs: 5; Total Participation: 766

2024 Total In-Person Programs: 380; Total Attendance: 12,436

2024 Total Passive Programs: 63; Total Participation: 6,589

Though our December statistics may look huge, December was a bit of a reprieve from an incredibly busy November. Over 12 class visits during the month of November, the Children's Librarians Jennifer Hron, who coordinates visits for grades K4-3, and Sharon Long, who works with grades 4-5, welcomed in 576 students, plus their educators and chaperones, for stories and book talks. After book talks, it was "all hands on deck" as every member of the Children's staff jumped in to help students find just-right books to check out before they took the walk or ride back to their schools. These class visits require significant coordination between myself and Circulation Supervisor, Alanna Maddox, as well as her circulation staff, who always serve our young patrons with cheer and positivity. Other programming "wins" include another round of our popular, annual Holiday Ornaments & Cocoa, an all-day event which this year allowed 348 children and their grownups to make festive, illuminated tree sculptures. (photos attached)



We also focused on developing our involvement in the Library of Things, adding no-screen, low-tech robotics kits, 2 Yoto Mini Players with 20 story cards (image from Yoto), and are in the process of adding 3 Toniebox kits (image from Walmart) and 70 individual Tonies. Both of these audio players allow families to experience screen-free audiobooks for young children. They are also items we get questions about frequently — families have to drive to Franklin or Brown Deer to check them out as neither Library allows their Tonies collection to be sent via transport. Adding these popular materials to our local Library of Things allows us to expand our range and meet the evolving needs of our community. We hope to continue to find areas where we can grow while not stressing the capacity of our storage space.



3. Circulation update (from Alanna Maddox, Circulation Supervisor):
We hosted Jill Lininger and Sarah Corso (Library Director and Access Services Manager, respectively) from the Oak Creek Library to give them a tour of our new sorter. They also

shared with us their magazine and Library of Things procedures. We are grateful for the insight as we are adding and updating our own procedures.

We strategized and came up with a solution for storage of additional Library of Things items. These Things include large and hard-to-store items such as tools and yard games.

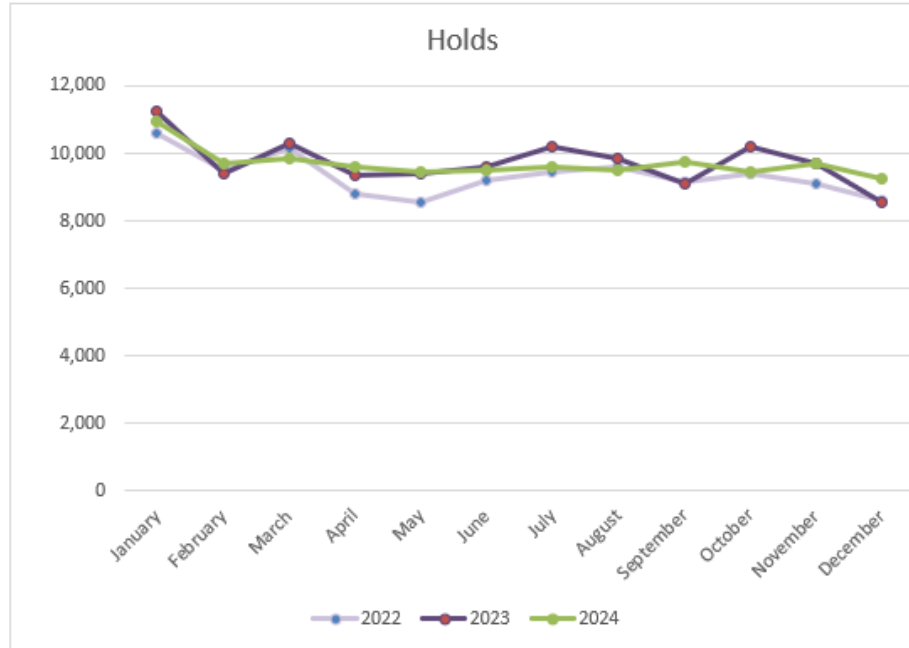
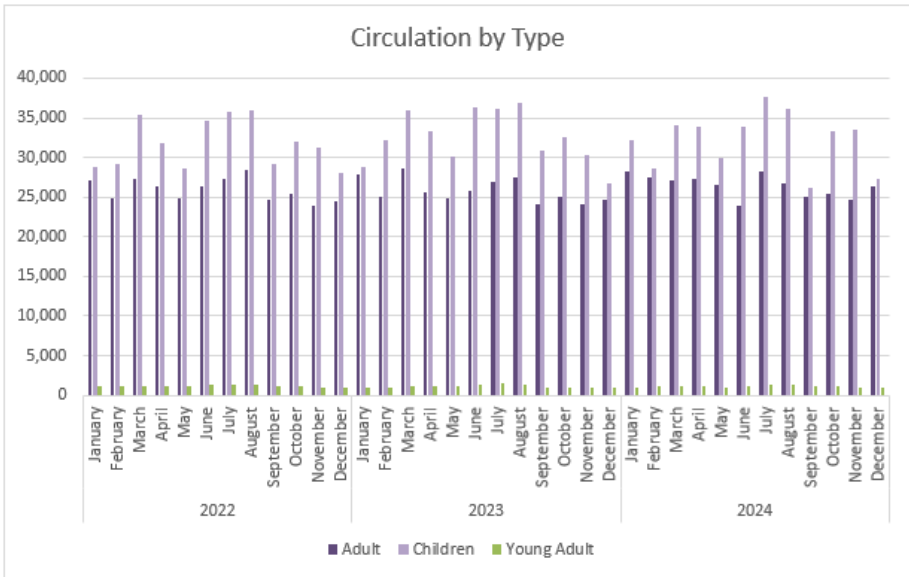
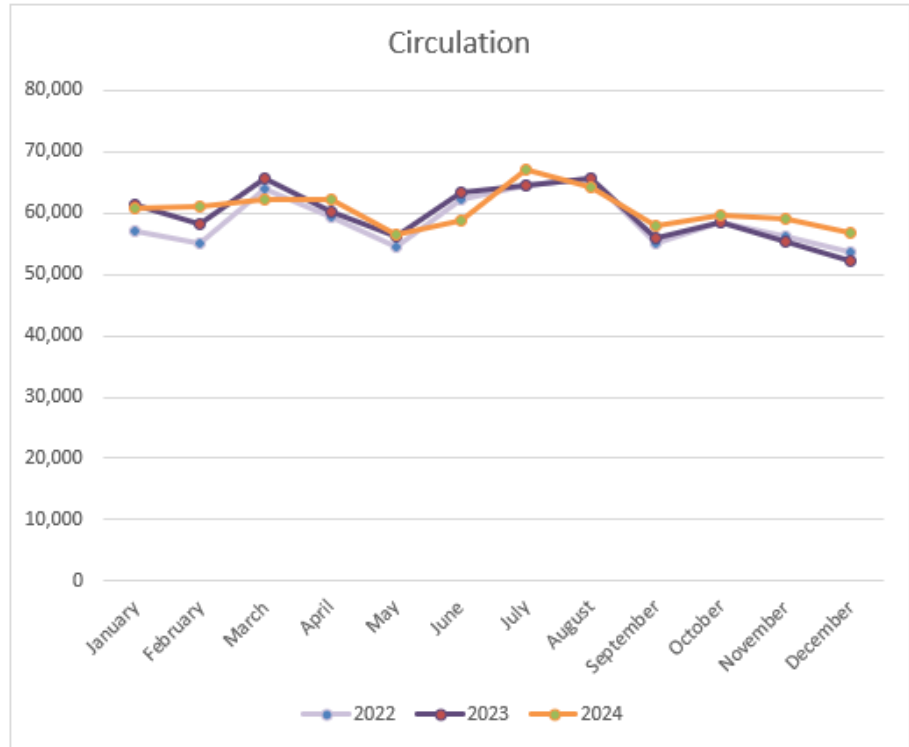
Shellie Anderson, Abby Bussen, and I met to come up with ideas for our upcoming Staff Training Day to take place in October. We reached out to the Brookfield Public Library for a contact with CVMIC - a group that they used to facilitate staff training. We will be looking through the CVMIC catalog to determine if/what training would be most beneficial for us.

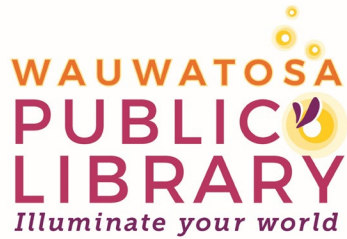
4. December and January Anniversaries:

- 18 years Susan Zuern, Technical Services Aide
- 11 years Tracie Peksa, Circulation Aide
- 10 years Marty Fudge, Technical Services Librarian
- 8 years Jeff Paxton, After School Library Monitor
- 2 years Katherine Krueger, Shelver
- 2 years Deborah Cincotta, Shelver

8 Upcoming meeting:

- Library Board: Wednesday, February 19 at 6:30 PM
- Library Board: Wednesday, March 19 at 6:30 PM





To: Library Board
Fr: Peter Loeffel, Library Director
January 15, 2025
Re: 2025-2028 Strategic Plan

Purpose/Need

The Library Board approved a 2020-2024 Strategic Plan in July, 2019. Library staff is recommending that the Library Board approve extending the existing plan through 2028.

Background

The Library approved the current 2020-2024 strategic plan in July, 2019. That strategic plan was the first that the library had in at least 15 years. The current plan was created developed with the assistance of an outside consultant. The Library Board Planning committee discussed options for the next strategic plan with library supervisors and, based on the potential for a library renovation project to begin around 2028, recommends that the Library Board extend the current plan for four years, through 2028.

Recommendation

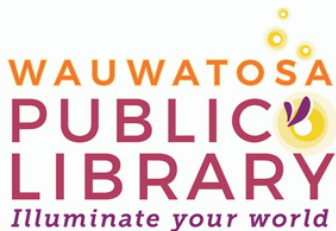
To extend the 2024-2028 Strategic Plan for four years through 2028.

WAUWATOSA PUBLIC LIBRARY

Strategic Plan 2024-2028



Adopted by the Wauwatosa Library Board on January 15, 2025



Wauwatosa Public Library
7635 W. North Avenue
Wauwatosa, WI 53213
414.471.8484
wauwatosalibrary.org

INTRODUCTION

The Wauwatosa Public Library developed a strategic plan focused on how the Library may best serve the community. The strategic plan guides the Library in fulfilling these vital roles for Wauwatosa:

- A hub for literacy and lifelong learning
- A trusted source for information
- An access point to a multitude of technologies
- A place for civic discourse
- A key city asset
- A community cornerstone

The Library is committed to utilizing the strategic plan as a framework for thoughtful and informed decisions. The Library will move forward in advancing the community's voice through the implementation of the strategic plan with the benefit of a historically strong foundation, involved community, supportive city government, and dedicated staff.

STRATEGIC PLAN FOUNDATIONS

Library Values

Literacy and Learning

We provide a multitude of collections and educational opportunities accessible in a variety of formats.

User Experience

We are responsive to the community and will continuously strive to provide excellent service to help community members meet their needs.

Innovation

We empower the staff to explore and create new and better ways to improve services to the public.

Collaboration

We facilitate collaborations with others to explore new possibilities to serve the community and provide spaces and platforms for people and organizations to connect with each other.

Exploration

We develop services, programs, and resources that are reflective of the community and the world at large to provide opportunities for people to learn about new ideas and perspectives.

Intellectual Freedom

We are a democratic institution that supports free access to a professionally developed collection of materials and fosters the free exchange of ideas.

Mission Statement

The Wauwatosa Public Library strengthens our community and enriches lives by providing equitable access to information, encouraging reading and lifelong discovery, and providing welcoming spaces to connect and create.

STRATEGIC PLAN GOALS

Strategic Goal I: Improved Services

The core focus of the Library is literacy, education, and community collaboration.

Objectives:

- A. Balance services, programs, and resources to best serve the entire community
- B. Increase accessibility to services, programs, and resources
- C. Develop and maintain high-quality collections
- D. Establish assessments and metrics to determine and evaluate service, program, and resource priorities

Strategic Goal II: Improved Spaces

Library spaces are welcoming, flexible, and able to meet the evolving needs of the community to explore, create, learn, and connect.

Objectives:

- A. Implement physical and technological modifications that improve the utilization and flexibility of Library spaces
- B. Make it easier for Library users to find and access what they need in the physical and virtual spaces of the Library
- C. Work with the city as it considers space needs and opportunities

Strategic Goal III: Improved Communication & Community Engagement

Comprehensive communication strategies will be simple and appropriate to inform the community of the Library's value and all it has to offer.

Objectives:

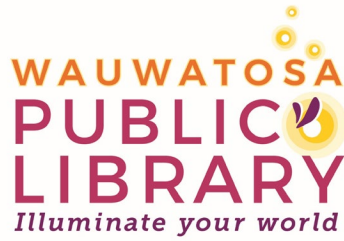
- A. Increase awareness and use of Library services, programs, and resources through targeted, well-planned marketing
- B. Increase engagement with infrequent users of the Library
- C. Build partnerships in the community that support and advance the mission of the Library
- D. Collaborate with the Wauwatosa Public Library Foundation to secure funding and resources to meet the Library's mission
- E. Develop advocacy efforts to increase awareness of the value and importance of the Library

IMPLEMENTATION

This strategic plan will serve as a guide that the Library will use to develop and implement specific action items. The ongoing planning process will allow for flexibility to adapt as needed. The Library will consider available resources including funding and staff time, changing conditions that may impact the Library, and new opportunities during the time of this plan's implementation. This ongoing planning flexibility enables the Library Director and staff to work in tandem with the Library Board of Trustees to prioritize and coordinate activities to achieve objectives identified in this plan.

LIBRARY BOARD OF TRUSTEES

- Lauren Roznowski Hayden, President
- Kathy Causier, Vice President
- Bill Andrae
- Meegan Archambo, School District Representative
- Brian Began
- Monica Deluhery
- C.J. Dykstra
- Christine Lindstrom
- Mary Nelson
- Ernst Franzen, Aldermanic Liaison



To: Library Board
Fr: Peter Loeffel, Library Director
January 15, 2025
Re: 2025 Action plan

Purpose/Need

The Library Board annually adopts an action plan for activities based on the 2020-2024 Strategic Plan.

Background

The Library Board Planning Committee met on December 11, 2024 with Library supervisors to review the 2024 Action Plan and discuss options for the 2025 Action Plan. The draft 2025 Action Plan is based on discussions from that meeting. The Library Board will consider the draft 2025 Action Plan during the meeting with input from the Planning Committee members.

Recommendation

To approve the 2025 Action Plan.

Wauwatosa Public Library

2025 Action Plan



Adopted by the Wauwatosa Public Library Board on January 15, 2025

The Wauwatosa Public (WPL) developed a five-year strategic plan focused on how WPL can best serve the community. That plan assisted the Library Board in understanding the needs and goals of Wauwatosa, how WPL is currently meeting those needs, and how WPL can further support the community.

Strategic Goal I: Improved Services

The core focus of WPL is literacy, education, and community collaboration

- A. Balance services, programs, and resources to best serve the entire community.
 - Services to seniors:
 - Circulation and Adult Library staff will develop information on circulation options for senior living facilities.
 - Staff will explore partnering with outside agencies to provide mobile library services to patrons in need of health-related accommodations.
 - Services to underserved groups:
 - Staff will utilize American Rescue Plan Act (ARPA) funds for underserved collection development.

- B. Increase accessibility to services, programs, and resources.
 - Children's Library staff will place an emphasis on connecting with patrons on the west side of Wauwatosa.
 - Administration staff will work with Milwaukee County Federated Library System (MCFLS) staff to promote CountyCat app self-check feature.
 - Staff will look to add intergenerational programming at off-site locations.

- C. Develop and maintain high-quality collections.
 - Staff will expand the Library of Things in categories such as Game, Tool, Pass, Make, and STEM.

- D. Establish assessments and metrics to determine and evaluate service, program, and resource priorities.
 - Children's Library staff will analyze program metrics to determine if existing service ratios for youth populations are appropriate for the community.
 - Research and implement improved printing, faxing, and credit card payment options.

Strategic Goal II: Improved Spaces

WPL Spaces are welcoming, flexible, and able to meet the evolving needs of the community to explore, create, learn, and connect.

Objectives:

- A. Implement physical and technological modifications that improve the utilization and flexibility of WPL spaces.
 - Utilizing Foundation funds, staff will add task tables and lounge seating to the Children’s Library.
 - Staff will add a self-check station in the Children’s Library.

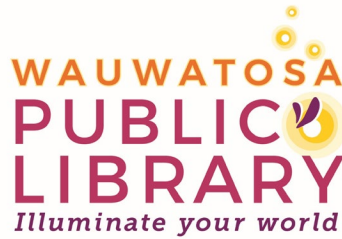
- B. Make it easier for WPL users to find and access what they need in the physical and virtual spaces of WPL.
 - Staff will work with City of Wauwatosa staff to research interior electronic signage options.
 - Staff will add complementary signage in the Children’s Library.
 - Staff will add OPAC stations to the shelving areas of the Adult Library.

- C. Work with the City of Wauwatosa as it considers space needs and opportunities.
 - Board trustees will engage City officials on WPL and municipal complex needs.

Strategic Goal III: Improved Communication & Community Engagement
Comprehensive communication strategies will be simple and appropriate to inform the community of WPL's value and all it has to offer.

Objectives:

- A. Increase awareness and use of WPL services, programs, and resources through targeted, well-planned marketing.
 - Staff will explore options for adding early literacy materials in new spaces.
 - Circulation staff will offer a special library card during Library Card Sign-Up Month.
- B. Increase engagement with infrequent users of WPL.
- C. Build partnerships in the community that support and advance the mission of WPL.
 - Business community: Board Trustees, Administration staff, and Adult Library staff will engage with the local Chamber of Commerce to identify needs that WPL could meet.
 - Library staff will explore partnerships with local businesses and organizations e.g. Little Red Store and Wauwatosa Historical Society.
- D. Collaborate with the Wauwatosa Public Library Foundation (WPLF) to secure funding and resources to meet WPL's mission.
 - Board trustees and Administration staff will continue to provide regular updates to WPLF on WPL issues and needs.
 - Board trustees will engage WPLF regarding capital fundraising for short-term and long-term WPL improvements.
- E. Develop advocacy efforts to increase awareness of the value and importance of WPL.
 - Administration staff will develop an advocacy calendar to guide staff and Board trustees in advocacy efforts.
 - Board trustees and Administration staff will develop a talking point sheet about WPL space needs and the municipal complex to assist trustees with communication efforts.
 - Board trustees and Administration staff will provide regular updates to City officials on WPL issues and needs.
 - Library staff will partner with the WPL Foundation to support their newsletter.
 - Library staff will explore new options for library merchandise.



To: Library Board

Fr: Alanna Maddox, Circulation Supervisor

January 15, 2025

Re: Library closure for staff training on October 10, 2025

Purpose/Need

Library supervisors are planning to hold a staff training day on Friday, October 10, 2025. All full-time staff and most part-time staff will attend this training and the library will need to be closed for the day.

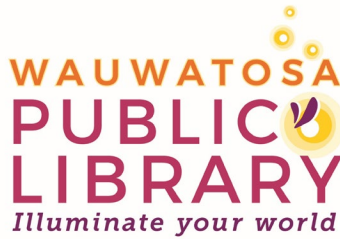
Background

A staff training day presents an opportunity to learn about topics that are relevant to all library staff. Library supervisors selected Friday, October 10 because Friday is the least disruptive day for the library to be closed.

Adult, Children's, and Circulation supervisors are planning the day, focusing on safety issues and partnering with CVMIC, the City's municipal insurer. CVMIC offers training on multiple topics with no cost to customers. They also provide lunch.

Recommendation

WPL staff recommends that the Library Board approve closing the library on Friday, October 10 for a staff training day.



To: Library Board
Fr: Peter Loeffel, Library Director
January 15, 2025
Re: Logo apparel for staff

Purpose/Need

The library provides new employees with a \$100 credit to purchase apparel embroidered with the library’s logo. Supervisors are recommending that the library provide a \$100 credit as well to employees when they hit a five-year anniversary.

Background

The library first offered logo-branded clothing to employees in 2020. At that time, the Library Board approved a \$100 allowance to all employees working 16 or more hours per week. In addition, the Library began providing a \$100 allowance to new employees going forward as well. The allowances are funded from the Library Agency Trust. The allowance provided and opportunity for employees to have library-branded apparel while working in the library, and allows library staff to wear branded items while working a various library outreach events. All employees have the option to purchase additional items beyond their \$100 allowance.

Since it has been five years since employees have been given a \$100 credit, I would like the Library Board to approve providing a \$100 credit for all employees that have been working at the library since 2020. This will allow employees to replace or add additional clothing items. There are 21 employees that would qualify for this allowance.

In addition, library supervisors would like to start offering a \$100 credit to all employees in 2026 and going forward as they reach a five-year anniversary of beginning employment (5, 10, or 15 years, for example). The library typically has about four to six employees hit one of these milestones in any given year. This will allow the library to provide an additional allowance to longtime employees on a consistent basis.

The library will continue to offer a \$100 allowance to new employees working 16 or more hours per week.

Project Costs

2025	
21 employees x \$100	\$2,100
2026 and future years	
Estimated four to six employees per year x \$100	\$400 to \$600 each year

Recommendation

To approve providing a \$100 allowance in 2025 to all employees who have worked at the library for at least five years, and to provide a \$100 allowance starting in 2026 to all employees as they reach a five-year anniversary.

Ethics and Conflict of Interest Laws Applying to Trustees

16

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

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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