



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

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

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 October 16, 2024 [24-1636](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [24-1637](#)
2. Monthly operating vouchers ratification [24-1638](#)
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](#)
2. Memorandum of Understanding for use of ARPA funds between city departments for the Library Equity Collection [24-1643](#)
3. Trustee Essentials 15: The Library Board and the public records law [24-1644](#)

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, October 16, 2024

6:30 PM

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

Regular Meeting

CALL TO ORDER

Vice-President Kathy Causier called the meeting to order at 6:32 pm.

ROLL CALL

Also present Ernst Franzen, Common Council Liaison. Tr. Nelson arrived at 6:38 pm and President Roznowski Hayden arrived at 6:34 pm.

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

APPROVAL OF MINUTES

- Approval of the meeting minutes from September 18, 2024 [24-1425](#)
RESULT: APPROVED
MOVER: Meegan Archambo
SECONDER: Bill Andrae
Aye 5 Andrae, Causier, Deluhery, Lindstrom, and Archambo
Excused 2 Began, and Dykstra
Absent 2 Roznowski Hayden, and Nelson

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

- Year-to-date financial reports [24-1426](#)
- Monthly operating vouchers ratification [24-1427](#)
RESULT: APPROVED
MOVER: Bill Andrae

- SECONDER:** Christine Lindstrom
- Aye 7** Roznowski Hayden, Andrae, Causier, Deluhery, Lindstrom, Nelson, and Archambo
- Excused 2** Began, and Dykstra
3. President's report [24-1428](#)
4. Director's report [24-1429](#)
5. Wauwatosa Public Library Foundation report [24-1430](#)

NEW BUSINESS

1. 2025 Library calendar [24-1431](#)
- RESULT:** APPROVED
- MOVER:** Mary Nelson
- SECONDER:** Lauren Roznowski Hayden
- Aye 7** Roznowski Hayden, Andrae, Causier, Deluhery, Lindstrom, Nelson, and Archambo
- Excused 2** Began, and Dykstra
2. 2025 Library fee schedule [24-1432](#)
- RESULT:** APPROVED
- MOVER:** Bill Andrae
- SECONDER:** Monica Deluhery
- Aye 7** Roznowski Hayden, Andrae, Causier, Deluhery, Lindstrom, Nelson, and Archambo
- Excused 2** Began, and Dykstra
3. Trustee Essentials 15: The Library Board and the public records law [24-1433](#)

ADJOURNMENT

President Roznowski Hayden adjourned the meeting at 7:18 pm.

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

November 15, 2024

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,358,661.57	\$3,362,612.78	\$2,688,368.23	\$674,244.55	80%
50 - WAGES	\$1,620,653.82	\$1,620,653.82	\$1,324,573.98	\$296,079.84	82%
5010 - REGULAR PAY	\$1,627,371.18	\$1,627,371.18	\$1,113,639.44	\$513,731.74	68%
5050 - OFF TIME	\$0.00	\$0.00	\$210,934.54	(\$210,934.54)	
5099 - SALARY & ATTRITION CONTRA	(\$6,717.36)	(\$6,717.36)	\$0.00	(\$6,717.36)	0%
51 - OVERTIME	\$0.00	\$0.00	\$729.48	(\$729.48)	
5110 - OVERTIME	\$0.00	\$0.00	\$729.48	(\$729.48)	
52 - BENEFITS	\$500,831.99	\$500,831.99	\$371,496.48	\$129,335.51	74%
5210 - FRINGE	\$273,512.70	\$273,512.70	\$188,955.56	\$84,557.14	69%
5220 - WORKERS COMP	\$11,539.13	\$11,539.13	\$9,411.02	\$2,128.11	82%
5230 - SOCIAL SECURITY	\$124,369.96	\$124,369.96	\$98,260.65	\$26,109.31	79%
5240 - WRS	\$91,410.20	\$91,410.20	\$74,869.25	\$16,540.95	82%
60 - OPERATING	\$411,184.76	\$415,135.97	\$293,893.17	\$121,242.80	71%
6002 - PROFESSIONAL DEVELOPMENT	\$10,599.76	\$10,599.76	\$3,408.85	\$7,190.91	32%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$9,003.69	\$2,996.31	75%
6004 - PRINTING AND DUPLICATION	\$10,500.00	\$10,500.00	\$6,868.02	\$3,631.98	65%
6005 - MEMBERSHIPS AND DUES	\$3,375.00	\$3,375.00	\$904.00	\$2,471.00	27%
6006 - BOOKS AND PERIODICALS	\$344,000.00	\$344,000.00	\$248,641.30	\$95,358.70	72%
6008 - OTHER SUPPLIES	\$14,000.00	\$14,000.00	\$9,769.17	\$4,230.83	70%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$781.95	\$218.05	78%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$2,829.06	\$740.94	79%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$5,397.11	\$1,742.89	76%
6099 - OTHER EXPENSES	\$5,000.00	\$8,951.21	\$6,290.02	\$2,661.19	70%
62 - SERVICES	\$79,422.00	\$79,422.00	\$75,816.42	\$3,605.58	95%
6202 - GENERAL SERVICES	\$73,566.00	\$73,566.00	\$70,872.38	\$2,693.62	96%
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	\$2,700.00	\$2,443.76	\$256.24	91%
63 - UTILITIES	\$800.00	\$800.00	\$603.48	\$196.52	75%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$603.48	\$196.52	75%
64 - FIXED CHARGES	\$8,184.00	\$8,184.00	\$7,269.49	\$914.51	89%
6409 - SOFTWARE HOSTING	\$4,684.00	\$4,684.00	\$3,749.13	\$934.87	80%
6411 - SOFTWARE MAINT	\$3,500.00	\$3,500.00	\$3,520.36	(\$20.36)	101%
65 - INTERNAL CHARGES	\$714,585.00	\$714,585.00	\$595,487.30	\$119,097.70	83%
6503 - INFORMATION SYSTEMS	\$220,559.00	\$220,559.00	\$183,799.30	\$36,759.70	83%
6504 - MUNICIPAL COMPLEX RENT	\$494,026.00	\$494,026.00	\$411,688.00	\$82,338.00	83%
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)	(\$3,362,613.21)	(\$350,560.34)	(\$3,012,052.87)	10%
45 - FINES AND PENALTIES	\$0.00	\$0.00	(\$6,803.98)	\$6,803.98	
4510 - LATE FEE	\$0.00	\$0.00	(\$6,803.98)	\$6,803.98	
46 - PUBLIC CHARGES	(\$22,200.00)	(\$22,200.00)	(\$29,492.73)	\$7,292.73	133%
4628 - DAMAGE TO CITY PROPERTY	(\$8,200.00)	(\$8,200.00)	(\$13,497.71)	\$5,297.71	165%
4699 - OTHER PUBLIC CHARGES	(\$14,000.00)	(\$14,000.00)	(\$15,995.02)	\$1,995.02	114%
47 - INTERGOVT CHRG	(\$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)	(\$21,460.63)	(\$330.58)	98%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$16,000.00)	(\$16,000.00)	(\$15,140.27)	(\$859.73)	95%
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)	(\$2,369.15)	\$529.15	129%
49 - OTHER SOURCES	(\$3,025,653.00)	(\$3,025,653.00)	\$0.00	(\$3,025,653.00)	0%
4960 - TRANSFER FROM GENERAL FUND	(\$3,025,653.00)	(\$3,025,653.00)	\$0.00	(\$3,025,653.00)	0%

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

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$96,928.00	\$345,380.33	\$102,853.81	\$242,526.52	30%
60 - OPERATING	\$0.00	\$0.00	\$5,925.81	(\$5,925.81)	
6099 - OTHER EXPENSES	\$0.00	\$0.00	\$5,925.81	(\$5,925.81)	
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	\$96,928.00	\$0.00	100%
9012 - TRANSFER TO CAPITAL PROJECTS	\$96,928.00	\$96,928.00	\$96,928.00	\$0.00	100%
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	\$0.00	\$0.00	(\$8,771.77)	\$8,771.77	
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	(\$6,771.77)	\$6,771.77	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$5,008.49)	\$5,008.49	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,763.28)	\$1,763.28	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total	\$96,928.00	\$345,380.33	\$94,082.04	\$251,298.29	27%

Wauwatosa Public Library Board of Trustees Account
July 1 - September 30
Source and Use of Funds

Account Type	Revenue
Fiscal Year Hierarchy	2024

Row Labels	Actual
15947000 - AGENCY LIBRARY TRUST	\$ (8,771.77)
4399 - OTHER LOCAL GRANTS	\$ (2,000.00)
4802 - INTEREST INCOME - INVESTMENTS	\$ (5,008.49)
4812 - DONATIONS/CONTRIBUTIONS	\$ (1,763.28)
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$ -
4899 - OTHER MISCELLANEOUS REVENUES	\$ -
4976 - TRANSFER FROM LIBRARY	\$ -
Grand Total	\$ (8,771.77)

Account Type	Expense
Fiscal Year Hierarchy	(Multiple Items)

Row Labels	Actual
15947000 - AGENCY LIBRARY TRUST	\$ 102,460.31
6099 - OTHER EXPENSES	\$ 5,532.31
6602 - BUDGET ONLY	\$ -
6604 - DONATION EXPENSE	\$ -
7001 - FIXED ASSET	\$ -
9012 - TRANSFER TO CAPITAL PROJECTS	\$ 96,928.00
9035 - TRANSFER TO LIBRARY	\$ -
Grand Total	\$ 102,460.31

Beginning balance	\$ 345,380.33
Revenue	\$ 8,771.77
Expenditure	\$ (102,460.31)
Balance September 30, 2024	\$ 251,691.79

Library Invoices

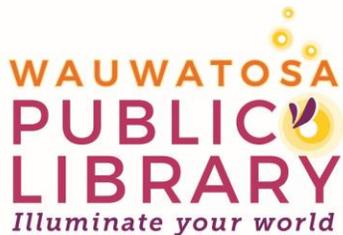
Invoice Due Dates: 10/1/2024 thru 10/31/2024

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
1AND1.COM - 509		202051715729	10/16/2024	cancelled contract-refund requested	35510000 - 6099	OTHER EXPENSES	\$216.02
					1AND1.COM	1	\$216.02
AMAZON - 833		63030	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.48
		63031	10/16/2024	Book ASOC*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.08
		63057	10/16/2024	Book APSY*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.74
		63058	10/16/2024	Book ALIT*	35510103 - 6006	BOOKS AND PERIODICALS	\$32.17
		63063	10/16/2024	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$78.21
		63077	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$30.36
		63087	10/16/2024	Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$35.98
		63117	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$6.36
		63118	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$9.98
		63126	10/16/2024	Book SPECIAL*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.20
		63127	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.81
		63128	10/16/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.25
		63139	10/16/2024	Book AFIC*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.60
		63157	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$10.76
		63168	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$8.89
		63210	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.99
		63227	10/16/2024	Book AGRNV*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.74
		63229	10/16/2024	earbuds	35510000 - 6099	OTHER EXPENSES	\$55.39
		63262	10/16/2024	Book YA*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.54
		63324	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.90
		63333	10/16/2024	Book ARPACUL*	38510000 - 6006	BOOKS AND PERIODICALS	\$23.46
		63334	10/16/2024	material JTHINGS*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.81
		63335	10/16/2024	material JTHINGS*	35510104 - 6006	BOOKS AND PERIODICALS	\$380.29
		63343	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$19.71
		63344	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$9.33
		63345	10/16/2024	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$99.18
		63348	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$18.92
		63363	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$16.40
		63365	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$19.11
		63380	10/16/2024	Book JBKS*	35510104 - 6006	BOOKS AND PERIODICALS	\$11.76
		63395	10/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$28.48
		63412	10/16/2024	programming supplies kids	35510104 - 6027	PROGRAMMING	\$9.99
		63417	10/16/2024	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$22.76
		63418	10/16/2024	Book Ascii*	35510103 - 6006	BOOKS AND PERIODICALS	\$75.81
		63419	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$15.04
		63420	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$239.80
		63421	10/16/2024	Office supplies	35510000 - 6003	OFFICE SUPPLIES	\$26.71
		63437	10/16/2024	Book Jarpahomeschool*	38510000 - 6006	BOOKS AND PERIODICALS	\$15.83

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		63440	10/16/2024	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$38.90
		63445	10/16/2024	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$15.29
		63447	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$70.44
		63458	10/16/2024	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$29.05
		63480	10/16/2024	office supplies refund	35510000 - 6003	OFFICE SUPPLIES	-\$59.95
		63481	10/16/2024	office supplies refund	35510000 - 6003	OFFICE SUPPLIES	-\$59.95
		63482	10/16/2024	office supplies refund	35510000 - 6003	OFFICE SUPPLIES	-\$59.95
		63598	10/16/2024	Book Aperf*	35510103 - 6006	BOOKS AND PERIODICALS	\$60.00
					AMAZON	46	\$1,582.65
AQUATIC REALMZ - 1689							
		AR836	10/16/2024	Fish tank service	35510000 - 6202	GENERAL SERVICES	\$110.38
					AQUATIC REALMZ	1	\$110.38
BAKER & TAYLOR BOOKS - 31							
		H70115650	10/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$34.91
		2038507440	10/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$85.75
		2038521401	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$925.65
		2038521317	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$324.14
		2038515817	10/16/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$9.17
		2038532959	10/16/2024	Book ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$100.71
		2038530332	10/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$60.16
		2038533781	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$743.83
		2038528029	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$369.46
		2038545331	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$882.19
		2038548109	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$243.87
		2038536333	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$354.34
		2038550810	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$732.18
		2038555743	10/16/2024	Books ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$114.50
		2038547791	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$658.49
		2038551246	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$499.38
		2038540957	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,063.88
		H70131450	10/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$10.47
		2038544677	10/16/2024	Books Arpa kids	38510000 - 6006	BOOKS AND PERIODICALS	\$65.82
		2038556108	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$744.22
		2038549692	10/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20
		H70251880	10/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$79.02
		2038558771	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$463.58
		2038556057	10/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$419.02
		2038572201	10/16/2024	Book ATRAV*	35510103 - 6006	BOOKS AND PERIODICALS	\$118.12
		2038559274	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$516.40
		2038562529	10/16/2024	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$820.63
		2038554431	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$908.53
		2038564193	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$533.36
		H70292180	10/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$333.78
		2038562528	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$284.76
		2038576414	10/16/2024	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.66

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		2038570188	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$638.50
		2038572662	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$498.99
		2038578313	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$153.87
		2038580532	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$696.13
		2038576059	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$637.93
		2038572692	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,266.63
		2038559052	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$652.06
		2038589845	10/16/2024	Books Adult-various*	35510103 - 6006	BOOKS AND PERIODICALS	\$199.57
		H70323710	10/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$49.19
		2038574978	10/16/2024	Books ARPA kids	38510000 - 6006	BOOKS AND PERIODICALS	\$22.78
		2038590594	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$806.95
		2038588667	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$958.50
		2038587401	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$304.49
		2038567171	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$499.97
		2038584407	10/16/2024	Books ARPA adult	38510000 - 6006	BOOKS AND PERIODICALS	\$1,248.33
		2038593452	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$646.92
		2038593144	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$593.27
		2038595967	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$181.78
		2038595923	10/16/2024	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$244.81
		2038590759	10/16/2024	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$306.51
				BAKER & TAYLOR BOOKS	52		\$23,139.36
BLACKSTONE PUBLISHING - 380							
		63060	10/16/2024	Book ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.99
		2171474	10/16/2024	material ABKCD*	35510103 - 6006	BOOKS AND PERIODICALS	\$243.80
				BLACKSTONE PUBLISHING	2		\$278.79
BRODART COMPANY - 47							
		646790	10/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$270.41
				BRODART COMPANY	1		\$270.41
CENGAGE LEARNING INC - 1010							
		85631904	9/19/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$77.22
				CENGAGE LEARNING INC	1		\$77.22
CENTER POINT LARGE PRINT - 870							
		2124569	10/16/2024	Book ALP*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94
		2117927	10/16/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$47.94
		2121446	10/16/2024	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$95.88
				CENTER POINT LARGE PRINT	3		\$191.76
DEMCO - 76							
		7544802	10/1/2024	Book truck	35510000 - 6099	OTHER EXPENSES	\$1,109.99
				DEMCO	1		\$1,109.99
FILM IDEAS INC - 887							
		100191	10/16/2024	material adult ARPACUL*	38510000 - 6006	BOOKS AND PERIODICALS	\$2,106.25
		100186	10/16/2024	material adult ARPACUL*	38510000 - 6006	BOOKS AND PERIODICALS	\$2,000.00
				FILM IDEAS INC	2		\$4,106.25
FORWARD TS - 211							
		AR237744	10/10/2024	copier charges 9/4/24 - 10/3/2024 sn7505068Y	35510000 - 6202	GENERAL SERVICES	\$449.00

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
FORWARD TS							1
							\$449.07
KANOPY INC - 1657		419285	9/30/2024	streaming Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$509.40
KANOPY INC							1
							\$509.40
MIDWEST TAPE - 333		506054133	9/16/2024	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$72.72
		506054135	9/16/2024	material kids	35510104 - 6006	BOOKS AND PERIODICALS	\$143.92
		506076212	9/20/2024	material kids	35510104 - 6006	BOOKS AND PERIODICALS	\$107.96
		506076213	9/20/2024	material kids	35510104 - 6006	BOOKS AND PERIODICALS	\$282.64
MIDWEST TAPE							4
							\$607.24
NEWSBANK INC - 958		RN1139281	10/16/2024	material EREF*	35510103 - 6006	BOOKS AND PERIODICALS	\$4,631.00
NEWSBANK INC							1
							\$4,631.00
OAK MEADOW INC - 2011		63156	10/16/2024	Book JARPAhomeschool*	38510000 - 6006	BOOKS AND PERIODICALS	\$97.00
OAK MEADOW INC							1
							\$97.00
ONE TIME VENDOR - 99999		100424	9/20/2024	programming kids	35510104 - 6027	PROGRAMMING	\$75.00
		71624	9/16/2024	Material ART*	35510103 - 6006	BOOKS AND PERIODICALS	\$1,066.22
		63086	10/16/2024	material APER*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.00
		63134	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$38.99
		63225	10/16/2024	Programming adult	35510103 - 6027	PROGRAMMING	\$7.98
		63413	10/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$96.91
		63414	10/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$9.52
		63439	10/16/2024	programming supplies adult	35510103 - 6027	PROGRAMMING	\$5.78
		63599	10/16/2024	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.95
		7914	10/16/2024	Material Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$1,332.56
ONE TIME VENDOR							10
							\$2,702.91
RIEDEL SPORTS INC - 1799		63372	10/16/2024	Library apparel - new employees	15947000 - 6099	OTHER EXPENSES	\$393.50
RIEDEL SPORTS INC							1
							\$393.50
TARGET STORES 25 - 264		63382	10/16/2024	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$119.56
		63459	10/16/2024	programming supplies	35510103 - 6027	PROGRAMMING	\$3.14
TARGET STORES 25							2
							\$122.70
U OF M MINITEX - 443		63132	10/16/2024	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$808.00
U OF M MINITEX							1
							\$808.00
WISCONSIN LIBRARY ASSOCIATION - 1127		21121	10/16/2024	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$538.00
WISCONSIN LIBRARY ASSOCIATION							1
							\$538.00
Grand Total						133	\$41,941.65



Director's Report November 2024

1. Adult Library update (from Laurie Fels, Adult Librarian):
 - The Milwaukee Lionel Club will host Train Day at our library on Saturday December 21st from 10:00 – 3:00 pm in the Firefly room. This has become a very popular (and loud) event. It seems trains are appreciated by all ages.
 - NaNoWriMo (National Novel Writing Month) is taking place in Conference Room A, every Wednesday in November from 7:00 – 8:30 pm.
 - Maria & Katie J are co-sponsoring a Holiday Wrapping Session for all ages on Sunday, December 15 from 1:00 – 4:00 pm. The community can drop in and wrap holiday gifts with provided supplies.
 - Our Library of Things has grown with the collaborative effort of Katie J (Adult), Abby (Children's), Anne Marie (Tech Services), and Tracie (Circulation). A patron has donated a new Brother sewing machine. Other items added are a Crime Scene Investigation Kit, a Hawaiian Shaved Ice machine and Robots for coding & drawing.
 - We have added approximately 65 DVDs to our popular Christmas collection. We added several copies of Charlie Brown Halloween, Thanksgiving and Christmas movies, since they are no longer shown on regular TV.
2. Children's Library update (from Abby Bussen, Children's Library Supervisor):
In-Person Programs: 35; Total Attendance: 1,167
Passive Programs: 7; Total Attendance: 1,162

Starting in September, the Children's Library made several patron-centered collection shifts which were completed in October. Our incredibly popular Graphic Novel collection has expanded to meet community demand, but like a foot in too-tight shoes, it was uncomfortably constrained in its former shelving. Children's Librarian Jennifer Hron took on the big task of weeding down the chapter book Series collection, allowing the Graphic Novel collection to fully expand along the entire wall. As graphic novels have shifted to take the place of so-called "early chapter books" for many transitional readers, bridging the gap between the decodable book/emerging reader collection and juvenile fiction chapter books, we were eager to give this collection room to breathe. We also undertook the major task of taking decodable and phonics books from several different collections around the Children's Library and, with the help of Librarian Marty Fudge, we moved them to their own collection,

allowing reading specialists, educators, and caregivers easier access to all of the books that fall under this umbrella.



As the weather has changed, we've been happy to welcome in elementary class visits from all around Wauwatosa. Lincoln, Roosevelt, McKinley, and St. Jude came to the Library (or had the Library come to them!) to say "Hello" to Children's Librarians Ms. Maria, Ms. Sharon, and Ms. Jennifer. Our partnerships with the schools gave us face time with 448 students, plus many more educators and caregiver chaperones. We also had students without their own library cards utilize our school cards to check out books. These unique cards allow every child who visits us to walk out the doors with a book. Students without an individual card are each allowed one checkout on the school card. We have communicated the benefits of the school cards to educators and because we do not penalize the district for the very small amount of books that don't make it back to the library, there is no downside to using these cards. November will usher in 12 more class visits from students at Roosevelt, Underwood, Wilson, McKinley, Wauwatosa Montessori, and Washington, so we'll be busy keeping the shelves stocked and our young patrons excited about reading!

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

Automated Sorter:

The new automated sorter was installed the week of October 21. By the end of the week it was operational. The new sorter is much quieter and takes up less space than the old one.



Adult Library Rest Rooms Remodel:

The rest rooms project was completed a couple of weeks ago. The remodeled rest rooms have been well received by the public. The only thing yet to be completed is the replacement of manual controls on toilet fixtures with touchless ones.



4. Circulation update (from Alanna Maddox, Circulation Supervisor):
- We hired Angelica Quartana as a 20 hour Daytime Shelver. Her first day was October 28.
 - We hired Alexis Humphries-Mitchell as a 20 hour Daytime Shelver. Her first day was October 28.
 - We hired Samantha Herrera as a 12 hour Evening Shelver. Her first day was October 28.

5. Young Adult Library update (from Katie Jentges, Young Adult Librarian):
- To celebrate spooky season, 12 teens got together in October to watch the classic Halloween movie *Hocus Pocus* and build haunted gingerbread houses out of graham crackers, holiday candy, and frosting. From making their own frosting to eating a lot of candy, they had so much fun and their gingerbread houses were really creative.



During winter break in December, we are hosting a rubber duck cosplay program for teens. Teens will get rubber ducks, quick dry clay, paint, beads, and other crafty supplies to dress up their rubber duck based on their favorite fandoms. Cannot wait to see their creativity at this program!

6. Strategic Plan:

The Wauwatosa Public Library's current strategic plan runs from 2020 through 2024. In 2019, the Library Board hired a consultant, WiLS, to facilitate the completion of a five-year strategic plan. The current plan focus on three planks: improving services, improving spaces, and improving communications and community engagement.

During their December 11 meeting, the Library Board planning committee can consider rewriting a new plan (with or without paid outside consultants), making significant changes to the existing plan, or extending the existing plan for a given number of years.

Because of the nature of the current status of the City's Municipal Complex plans, WPL staff recommends that the Library Board planning committee recommend that the Library Board consider extending the current strategic plan for a determined number of years. This will allow the current strategic plan to continue to serve as a guide for library services and spaces until plans for the Municipal Complex are fully realized.

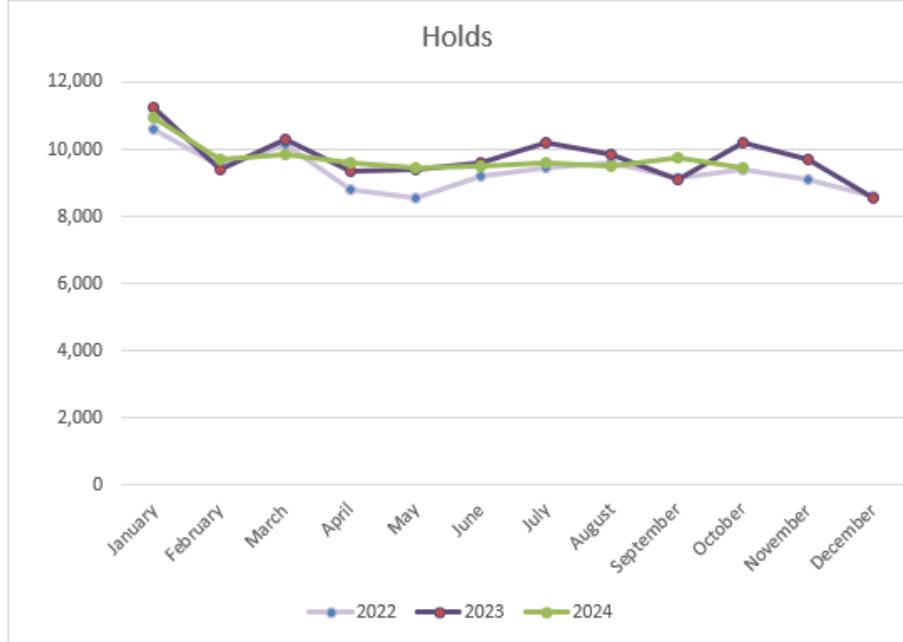
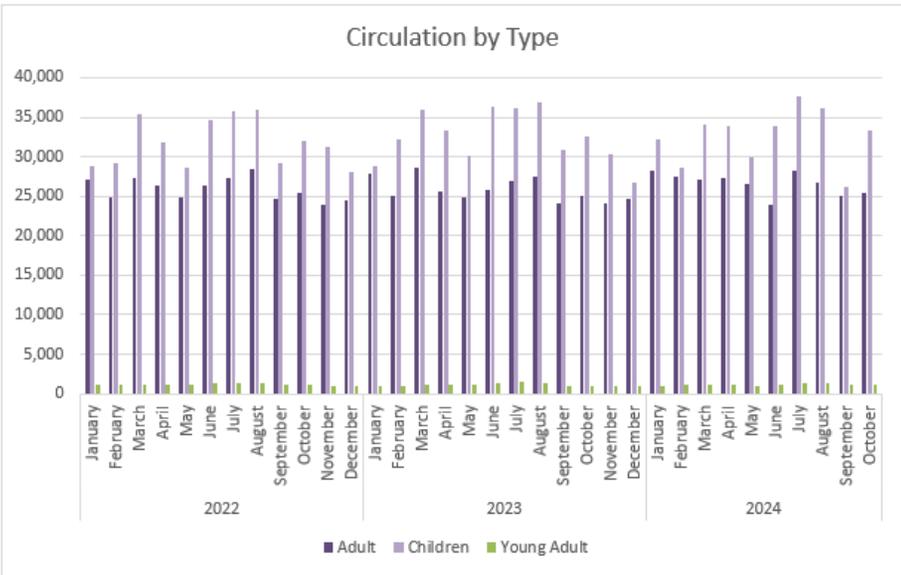
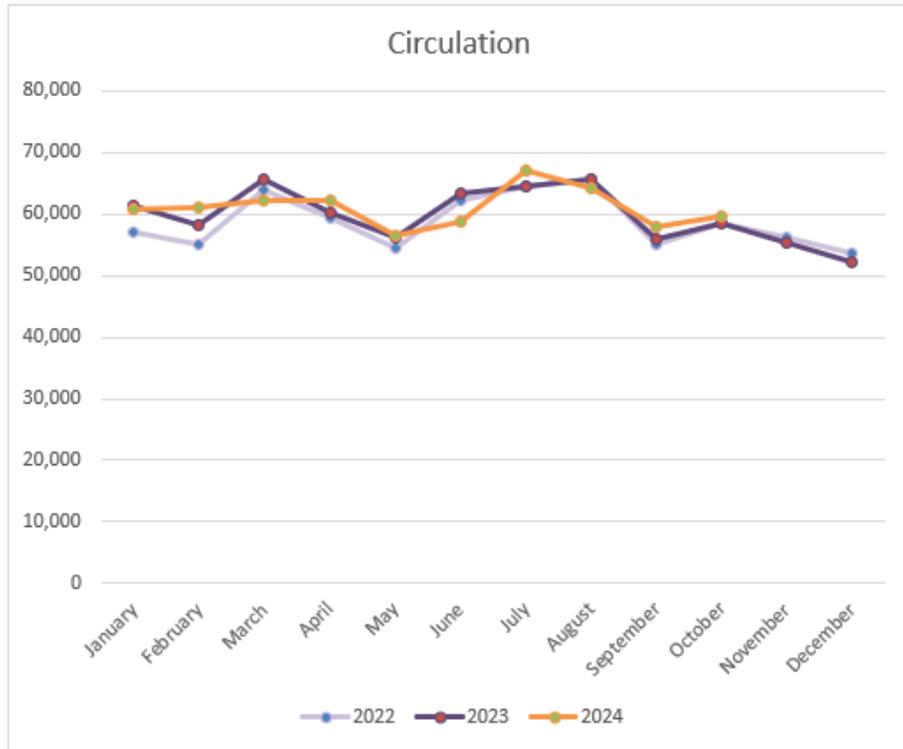
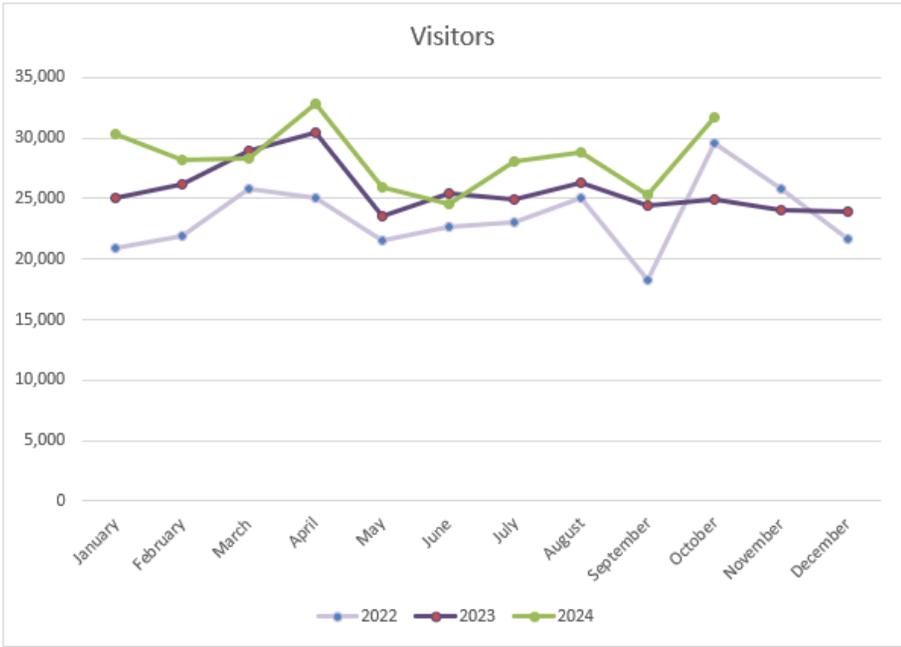
If the planning committee takes this course, a future strategic plan is expected to be on the agenda during the January, 2025 Library Board meeting for Board approval.

7. November Anniversaries:

10 years Tony Handzlik, Shelver
9 years Carolyn Witt, Circulation Attendant
4 years Robbie Locher, Circulation Attendant

8. Upcoming meeting:

Library Board Planning Committee: Wednesday, December 11 at 7:00 PM
Library Board: Wednesday, January 15 at 6:30 PM



2026 Member Reserve Fund

The 2026 **Member Reserve Fund** payment is based on net positive circulation transactions (weighted at 80%) and items added (weighted at 20%) from 10/1/23 through 09/30/24. As per the ILS, Resource Sharing and Technology Agreement, the 2026 payment is 35% of 2025 system aid, which is \$4,281,811. The total Member Reserve Fund payment for 2026 is \$1,498,634 and will be sent out in February 2026.

	10/23 - 9/24 Net Positive Transactions	10/23 - 9/24 Items Added	COL B Weight	COL C Weight	Weighted Number		Payment
Brown Deer Public Library	54559	3810	80	20	44409	8.06%	\$ 120,787
Cudahy Family Library	97630	5641	80	20	79232	14.38%	\$ 215,501
Franklin Public Library	27141	8653	80	20	23443	4.25%	\$ 63,763
Greendale Public Library	5729	4272	80	20	5438	0.99%	\$ 14,790
Greenfield Public Library	37869	7004	80	20	31696	5.75%	\$ 86,209
Hales Corners Public Library	33415	3436	80	20	27419	4.98%	\$ 74,576
Milwaukee Public Library	0	71218	80	20	14244	2.59%	\$ 38,741
North Shore Library	0	4833	80	20	967	0.18%	\$ 2,629
Oak Creek Public Library	10652	7498	80	20	10021	1.82%	\$ 27,256
Saint Francis Public Library	32648	4364	80	20	26991	4.90%	\$ 73,412
Shorewood Public Library	34162	7494	80	20	28828	5.23%	\$ 78,409
South Milwaukee Public Library	1065	4359	80	20	1724	0.31%	\$ 4,688
Wauwatosa Public Library	160263	22166	80	20	132644	24.07%	\$ 360,772
West Allis Public Library	104958	11081	80	20	86183	15.64%	\$ 234,405
Whitefish Bay Public Library	45604	6373	80	20	37758	6.85%	\$ 102,696
	645695	172202			550996	100.00%	\$ 1,498,634
35% of System Aid using 2025 number:	\$	1,498,634					

WAUWATOSA PUBLIC LIBRARY

Strategic Plan 2020-2024



Adopted by the Wauwatosa Library Board on July 24, 2019

INTRODUCTION

The Wauwatosa Public Library developed a five-year strategic plan focused on how the Library may best serve the community. The planning process assisted the Strategic Plan Working Committee in understanding the needs and goals of Wauwatosa, how the Library is currently meeting those needs, and how the Library may further support Wauwatosa.

The Library values, mission statement, and goals for the Library's strategic plan reflect what was heard from residents, city leaders, and Library staff during the planning process. 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.

STRATEGIC PLANNING PROCESS

The Wauwatosa Public Library Board formed a Strategic Plan Working Committee composed of representatives from the Library Board, Library staff, Wauwatosa Public Library Foundation, Wauwatosa schools, and Wauwatosa Chamber of Commerce. Under the direction and guidance of a strategic planning consultant, the Strategic Plan Working Committee developed the goals and objectives of the strategic plan based on the following data and information that was gathered during the planning process.

- Annual Library operations and service data submitted to the Department of Public Instruction (DPI) for the years 2008-2017
- An assessment of the Library's status and performance in relation to similar public library standards set forth by the Wisconsin Department of Public Instruction
- Demographic and economic data from American Community Surveys and the 2000 and 2010 US Census
- Results of a survey of the community conducted between February 18, 2019 and March 17, 2019 that garnered a total of 1,041 responses
- Responses to a Library and Community Issues and Needs Questionnaire completed by members of the Strategic Plan Working Committee
- Responses to a questionnaire about the Library completed by city leaders
- A facilitated Strengths, Weaknesses, Opportunities, and Threats analysis with Library staff
- Two facilitated community conversations with invited members from the community held on March 11, 2019 and March 21, 2019
- A facilitated conversation with the Wauwatosa Library Board of Trustees

ACKNOWLEDGEMENTS

Almost 1,100 people from the community contributed time and ideas in this process. The Library Board sincerely thanks those who offered their ideas and time. Their feedback was invaluable to the process.

The Library Board also thanks the Strategic Planning Working Committee for their commitment to the Wauwatosa Public Library and the development of this plan. In addition, the Library Board thanks the Wauwatosa Public Library staff. Their knowledge of the community they serve and the Library they help shape daily was vital to the planning process at several steps along the way.

Finally, the Library Board thanks Melissa McLimans and Bruce Smith from WiLS (Wisconsin Library Services) for providing planning process management and facilitation services to develop the Library's strategic plan.

STRATEGIC PLAN WORKING COMMITTEE

- Shellie Anderson--Adult Library Supervisor
- Tracy Eccles--Library Media Specialist, Longfellow Middle School
- Michael Hodan--President, Wauwatosa Public Library Foundation
- Peter Holtz--President, Wauwatosa Public Library Board
- Anne Kissinger, Ph.D--Children's Library Supervisor
- Maureen Klein--Trustee, Wauwatosa Public Library Board
- Peter Loeffel--Library Director
- Guy Mascari--President, Wauwatosa Chamber of Commerce

LIBRARY BOARD OF TRUSTEES

- Bill Andrae--Vice President
- Brian Began
- Peter Holtz--President
- Maureen Klein
- David Marheine--Treasurer
- Thomas Miller
- Mary S. Newton
- Sarah Oliver--Wauwatosa School District Representative
- Colleen Sprague
- Allison Byrne--Aldersperson liaison

October 17, 2024

Lauren Roznowski Hayden
President, Board of Trustees
Wauwatosa Public Library

Dear Ms. Roznowski Hayden,

I am writing to inform you of key changes the Milwaukee County Federated Library System (MCFLS) Board has approved for the 2025-2028 ILS, Resource Sharing, and Technology Agreement. These changes reflect member feedback and align with goals identified in our recently revised system strategic plan. We believe these updates will enhance support for all member libraries.

Key Decisions:

- **ILS Maintenance and Cataloging Costs:** MCFLS will assume all costs related to ILS maintenance and cataloging services. In return, member libraries will be responsible for the costs of the Hoopla streaming service. This decision was supported by 12 out of 13 member libraries in the survey distributed to all member libraries earlier this year.
- **Compensation Model:** Based on survey results, the Board chose Option 2 to compensate libraries for serving non-residents and expanding collections. Supported by two-thirds of respondents, this formula allocates funds with an 80/20 split: 80% for positive net transactions and 20% for added collection items. This increases the share for net lenders from the original 75/25 ratio. The compensation, now called the **Member Reserve Fund** (formerly Reciprocal Borrowing), will be reflected in the agreement.
- **State Aid Adjustments:** The percentages of state aid allocated to the Member Reserve Fund have been adjusted slightly to enhance compensation for member libraries. Beginning in 2026, the allocation will decrease by only one percentage point each year—35% in 2026, 34% in 2027, 33% in 2028, and 32% in 2029—allowing MCFLS to assume infrastructure costs.
- **Data Analysis Services.** The Board has directed system staff to thoroughly assess data analysis needs and present a recommendation for consideration no earlier than the 2027 budget process.
- **Omissions Due to Lack of Consensus:** Proposals related to a maintenance of effort clause, system-wide fee card, and circulation loan rules were excluded from the agreement due to a lack of consensus. The Board believes these topics require further discussion with the system and member libraries.

We understand there are some remaining concerns, but this framework ensures shared investments benefit all libraries while prioritizing net lenders. Please have your board review, approve, and return both signed copies of the Agreement included with this letter by December 20. A countersigned copy will be returned to you for your records.

Thank you to everyone who contributed to this process. We look forward to working together on these improvements. If you have any questions, please contact me or MCFLS Director Steve Heser at director@mcfls.org. Thank you.

Sincerely,



Paul Ziehler

President, MCFLS Board of Trustees

Milwaukee County Federated Library System
ILS, Resource Sharing, and Technology Agreement, 2025-2028

RECITALS

WHEREAS, the Milwaukee County Federated Library System (hereafter referred to as “MCFLS” or the “System”) is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

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

WHEREAS, the WAUWATOSA PUBLIC LIBRARY has signed the agreement to be a member of MCFLS; and

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

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

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

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

1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries which enables libraries to develop and maintain their materials collection for patron use and/or circulation. MCFLS accomplishes this through the provision of core services, catalog enhancements, and software / interface support.

Core services: This section consists of the bundled product list negotiated by MCFLS and available to all member libraries. It consists of software modules or functions that follow the full

cycle of collection development from ordering new materials to the circulation of titles to gathering usage statistics and performing inventory. Examples include the primary Sierra application, unlimited SIP2 licenses, cloud hosting and the Mobile Worklists app that are all included in the core bundle price. The maintenance of these core services is paid 100% through system funding.

Catalog enhancements and software/interface support: MCFLS and member libraries monitor and manage enhancements to the library catalog or integrated library system to improve and/or expand access to materials for staff or patrons. Such additions may include system-wide subscriptions that add enriched content to the shared catalog such as cover images, book reviews and award lists. It includes third party products or services that either allow patrons to interface differently with the catalog or extend information about specific titles that a patron has checked out or requested. Examples here include the CountyCat Mobile app (Innovative), Aspen Discovery (ByWater) and the Shoutbomb text notification service which integrates with software to keep patrons informed about their current checkouts and holds. These services will be budgeted through consultations between and among MCFLS and member libraries.

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

Charges

MCFLS pays for 100% expenses related to ILS maintenance.

2. Bibliographic Database Development and Maintenance

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

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles except for those in the following formats:
 - Library of Things.
 - Locally created kits.
 - Locally collected special items or ephemera.

- Create new formats as they become available and members add them to their collections, as requested by the Member.
- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local ILS database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.
- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
 - Merging duplicate bibliographic records.
 - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
 - Acting upon requests for additional access points and bibliographic information, e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
 - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
 - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
 - Performing delete transactions on both the bibliographic database and cataloging utility to remove those items marked for deletion.
 - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
 - Processing and taking appropriate action on system reports of new headings to effectively maintain the authority control module of the System database.
 - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure to locate an established authority record and download the authority record into the System database.
 - Acting on requests for additional cross references needed.
 - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfillment of the contract using State Aid for library systems.

The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Remove all outdated or suppressed records from the shared database when the physical item is no longer available to patrons and has been unavailable for over three years, except for MPL records of historical value where data needs to be preserved.
- Participate in system wide discussions about cataloging best practices and record clean up.
- Make a reasonable effort to work with MCFLS to ensure all bibliographic records are overlaid with full MARC cataloging to assist with discoverability of materials.

Cataloging Utility Charges

Member libraries are responsible for 100% of the costs related to the cataloging utility. The cost-sharing among members is based on the number of "titles added" two years prior (for example, the 2025 invoice will be based on titles added in 2023). Each library's share will be calculated as its percentage of the total titles added by all members, and this percentage will be applied to MCFLS's cataloging utility costs for the given calendar year.

Bibliographic Database Development and Maintenance Charges

MCFLS pays 100% of charges related to the Bibliographic Database Development and Maintenance agreement.

3. Circulation

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

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

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

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

Member libraries shall:

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

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

Loan Period:

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

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

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

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

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

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

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

Renewals:

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

4. Member Reserve Fund (formerly Reciprocal Borrowing)

Membership Requirement

A library eligible for the Member Reserve Fund must sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before receiving any payments.

Member Reserve Fund Payments

MCFLS will contribute a base amount to the Member Reserve Fund, calculated as a percentage of system state aid over the life of this agreement. The total Member Reserve Fund payments will be distributed according to the schedule below:

State Aid Percentage	State Aid Year	Distribution	Circulation Period
35%	2025	Feb. 2026	10/1/23-9/30/24
34%	2026	Feb. 2027	10/1/24-9/30/25
33%	2027	Feb. 2028	10/1/25-9/30/26
32%	2028	Feb. 2029	10/1/26-9/30/27

Circulation Time Periods Used as Basis for Member Reserve Fund Payments

To accommodate local budget planning, the payment amount for each year is determined based on a 12-month circulation period, as shown above. Payment calculations will be distributed to member libraries after the circulation period ends or as soon as practicable.

Weighted Formula for Member Reserve Fund Payments

Payments to member libraries are determined using a weighted formula that considers two factors from the relevant circulation period:

- **Net positive transactions**, weighted at 80%
- **Items added to the database**, weighted at 20%

Each library's payment is based on its percentage of the total weighted value for both factors combined.

Payment Reductions for Non-Signing Libraries

If a library does not sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement, it forfeits its right to Member Reserve Fund payments, starting with the 2026 distribution.

The total amount of MCFLS Member Reserve Fund payments for all libraries that have signed the Agreements will be reduced by the following percentages if the System experiences a reduction in State Aid due to one or more libraries not signing the MCFLS Membership Agreement:

- 35% in 2026
- 34% in 2027
- 33% in 2028
- 32% in 2029

Payment Schedule

MCFLS will distribute Member Reserve Fund payments no later than February 28 of each respective distribution year, as indicated in the table above.

5. Delivery Services

MCFLS shall:

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

- Materials damaged in delivery.
- Personnel issues with contracted delivery or sorting staff.

Member libraries shall:

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

Charges

MCFLS pays 100% of delivery charges.

6. Non-member No Library (West Milwaukee)

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

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

Payment Schedule

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

Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligate the other party to provide the services set forth in this agreement, without the prior approval of the other party.

Member Services to Non-Adjacent Systems

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

7. Court-ordered or Subpoenaed Data

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

8. Equipment and Services—Maintenance and Support

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

Central Site Equipment and Services:

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

1. Equipment: All equipment in the System’s Computer Room and offices, including:
 - a. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.

- b. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.
- c. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.
- e. Cloud-based email service: provides email accounts for any interested member library using the MCFLS domain.

Remote Site Network Equipment

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

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

Wide Area Network

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

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.

- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.
- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

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

Reporting

MCFLS staff will produce an annual report that includes a summarization of activities related to technology along with current equipment hardware lists and recommended settings. This report will include progress on objectives related to the Technology and Resource Sharing plan filed with DPI. The report will be produced by June 30th of each year.

Planning and Scheduling Upgrades

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

Insurance Coverage

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

9. Telecommunications

Minimum Connection Bandwidth

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

Trouble Incident Technical Contact

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

Other Bandwidth Sources

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

Charges

Telecommunications data line charges invoiced in 2025 through 2028 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

10. Conflict resolution

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

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

The following procedure will be followed:

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

11. Annual Report to DPI.

MCFLS system staff will prepare documentation and reporting each year to assist member libraries in completing the annual report for the Wisconsin Department of Public Instruction. MCFLS will make every effort to provide this information to members before the reporting

interface is made available to libraries each January. Member libraries will use this information to complete the annual report and gain approval from their boards to ensure the report is submitted 60 days from the beginning of each year in accordance with Wis. Stats. § 43.58 (6).

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

Term of Agreement. The term of this Agreement shall be four years commencing on January 1, 2025, and ending on December 31, 2028.

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

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1st day of January 2025.

FOR THE MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

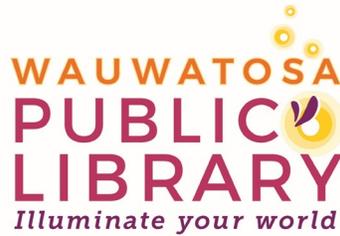
FOR THE WAUWATOSA PUBLIC
LIBRARY

Board President

Board President

Date

Date



To: Library Board

Fr: Peter F. Loeffel, Director

November 20, 2025

Re: Memorandum of Understanding for use of ARPA funds between city departments for the Library Equity Collection

Purpose/Need

WPL was awarded City of Wauwatosa American Rescue Plan Act (ARPA) funds to complete a library equity collection project from 2022 through 2026. WPL is required to obligate the remaining funds for the final two years, which can be achieved with a memorandum of understanding between the Mayor and WPL.

Background

Federal regulations require that recipients of ARPA funds need to spend all funds by the end of 2026, and all funds need to be obligated by the end of 2024. When WPL started this project in 2022, the expectation was that WPL would obligate any remaining funds for 2025 and 2026 by issue purchase orders with various vendors for the remaining funds. While issuing purchase orders fulfil the obligation requirements, one down side of this method is that WPL needs to commit to specific vendors for the last two years. There is a new rule that recipients can obligate funds by approving an MOU between the mayor and a department, with approval by the Common Council and Library Board. The City Finance Department provided the attached MOU, which fulfils the obligation requirement.

An attachment shows the progress of the library equity project through September 30, 2024. With the approved MOU, WPL staff will be able to expend funds during the final two years without having to commit to specific vendors in advance. If the Library Board approves the MOU, the WPL is considered the vendor. Any unobligated funds as of January 1, 2025 must be returned to the federal Treasury Department. Any unspent funds as of January 1, 2027 must be returned to the Treasury.

Recommendation

WPL staff recommends that the Library Board approve the MOU.

City of Wauwatosa ARPA Project Plan

Project Name:	Library Equity Collection
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Project Manager:	Shellie Anderson, Anne Kissinger, and Sharon Long
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Federal Reporting Category (Finance to complete):	6.1 General Government Services
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Demographic info required (Finance to complete):	No
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Project Summary <i>(Between 50 and 250 words)</i>	<p>Wauwatosa Public Library (WPL) proposes purchasing materials that are directly responsive to disparities augmented by the pandemic in an effort to reduce barriers. These barriers are disproportionately affecting marginalized populations. ARPA funds will allow WPL to improve its collection in the following areas of equitable need beyond its limited materials budget.</p> <p>WPL’s proposal will specifically address:</p> <ul style="list-style-type: none"> • Disparities in health, housing and education. • Negative economic impacts on unemployed/underemployed and small business. • Promotion of healthy childhood environments. <p>WPL will utilize the ARPA funds to purchase materials on:</p> <ul style="list-style-type: none"> • Health education, specifically minority-focused health topics. • Housing education, focusing on renting and first-time homebuyers. • High interest/low reading level items. • Nonfiction for the Children’s and Young Adult collection to ensure accurate information. • Black, indigenous, and people of color (BIPOC), LGBTQ+, persons with disabilities, and other minority group authors. • Children’s and Young Adult materials by and featuring BIPOC, LGBTQ+, persons with disabilities, and other minorities to reflect the diversity of our service community and allowing children to see themselves reflected in books. • Homeschooling curriculum. • Parenting/family education. • Career development. • Entrepreneurship. • Small business planning. <p>All patrons will benefit from this proposed project regardless of financial means, opportunity, and accessibility.</p>
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Estimated start date: <i>(When significant efforts begin)</i>	
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Estimated contract signing date: <i>(When applicable, date when main contract will be signed)</i>	
Estimated construction start date: <i>(infrastructure projects only)</i>	
Estimated project completion date: <i>(When final costs are expended)</i>	

Please click on the table below to open it in excel and fill it out by entering your budget by object. The total should match your total award. You can add additional rows as needed. Benefit percentages only pertain to projects with personnel costs. Your budget will be entered into MUNIS based on this table.

Object	Amount	Benefits as % of Wages	
		Social Security:	7.65%
		WRS:	6.50%
		Fringe:	30.60%
TOTAL	\$ -		

Cash Flow. Please estimate by quarter how much you will spend. Total should equal your award. (Double-click on the spreadsheet to open it, it continues beyond the right margin)

Quarter	2022Q2	2022Q3	2022Q4	2023Q1	2023Q2	2023Q3	2024Q4	2025Q1	2025Q2
Amount									
Total	0								

Notes for Project Managers:

- You will be able to track you expenditures and budget using “Project Central” in Tyler MUNIS. More information will be provided.
- All expenses must be paid using Fund 38.
- Every expenditure must have a project string. When the project string is entered a general ledger account in Fund 38 with your department number should appear in Tyler MUNIS (ie. 38410000 for health. The appropriate object should always appear (i.e 7001 for fixed assets or 5010 for salary). See Thania if you need a project string set up or for information on how project strings are used.
- If your grant is funding position(s), they will be charged for social security, WRS and fringe benefits.
- Your project’s entire budget will be entered into Tyler MUNIS, even if it spans multiple years. The balance will automatically be carried over each year. The pace at which you spend funds (other than for positions) is up to you. Please notify Finance if you plan to deviate from your estimated cash flow as we will be investing the ARPA funds and making them available based on the estimated cash flow.
- You must receive a W-9 from any vendor who will be paid with a check. Those vendors must be entered into MUNIS as regular vendors (not one-time). Any vendor who will be paid more than \$50,000 must be entered as a regular vendor with a W-9.
- You must inquire whether a vendor (or sub-contractor) is a Disadvantaged Business Enterprise. If they are, please work with Laurie to receive their certification and have them set-up in MUNIS
- Any funds (other than for personnel) not spent by 9/1/24 will be transferred to another project.

- Please notify Finance when you become aware of and possible surplus/deficit
- You must attach 3 quotes for any purchase greater than \$10,000 to the requisition or Pcard statement and greater than \$25,000/\$50,000 requires sealed bid or RFP. All purchasing polices must be followed.

Project		Budget	Already Spent as of 9/30/24	Remaining	2024Q4	2025Q1	2025Q2	2025Q3	2025Q4	2026Q1	2026Q2	2026Q3	2026Q4	CHECK
Equity														
9966 - LIBRARY EQUITY COLLECTION	9966	272,000	121,690	150,310	20,408	19,000	19,000	19,000	19,000	18,000	18,000	17,902		(0)

MEMORANDUM OF UNDERSTANDING (MOU)

FOR USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS BETWEEN CITY DEPARTMENTS FOR

THE LIBRARY EQUITY COLLECTION, PROJECT 9966

1. **Cooperating Departments.** This Agreement is entered into between the City Wauwatosa Mayor's Office Department (Mayor), as recipient of the United States Department of the Treasury ARPA State and Local Coronavirus Fiscal Recovery (SLFRF) Funds Allocation provided to City of Wauwatosa and the Wauwatosa Public Library (WPL).
2. **Authority.** SLFRF Funds Allocation FAQ 17 Obligation, specifically 17.6 MOU agreement requirements for the City. The agreement must **either**:
 - a. "Impose conditions on the use of funds by the agency, department, or part of the government receiving funds to carry out the program;
 - b. governs the provision of funds from one agency, department, or part of government to another to carry out an eligible use of SLFRF funds; or
 - c. it governs the procurement of goods or services by one agency, department, or part of government from another."
3. **Eligibility Statement.** The US Department of the Treasury authorizes the City to expend ARPA SLFRF funds awarded to the City for numerous eligible purposes as outlined in the Final Rule which include Government Services up to the amount of lost revenues. Eligibility for this program was determined under the Final rule using Expenditure Category 6.1 Provision of Government Services.
4. **Purpose.** Pursuant to the City of Wauwatosa Common Council Resolution 55-11/23, "Approval of Departmental Memorandums of Understanding for Obligation of American Rescue Plan Funds", the Common Council is authorizing the use of ARPA funds by WPL for purchasing materials that are directly responsive to disparities augmented by the pandemic in an effort to reduce barriers.
5. **Term of the Agreement.** The term of the agreement shall commence on the execution of the MOU and go through December 31, 2026 or earlier if the project is complete.
6. **Scope of Work/Deliverables.**
 - a. Wauwatosa Public Library (WPL) proposes purchasing materials that are directly responsive to disparities augmented by the pandemic in an effort to reduce barriers. These barriers are disproportionately affecting marginalized populations. ARPA funds will allow WPL to improve its collection in the following areas of equitable need beyond its limited materials budget.

WPL's proposal will specifically address:

 - Disparities in health, housing and education.
 - Negative economic impacts on unemployed/underemployed and small business.
 - Promotion of healthy childhood environments.

WPL will utilize the ARPA funds to purchase materials on:

 - Health education, specifically minority-focused health topics.
 - Housing education, focusing on renting and first-time homebuyers.
 - High interest/low reading level items.
 - Nonfiction for the Children's and Young Adult collection to ensure accurate information.

- Black, indigenous, and people of color (BIPOC), LGBTQ+, persons with disabilities, and other minority group authors.
- Children’s and Young Adult materials by and featuring BIPOC, LGBTQ+, persons with disabilities, and other minorities to reflect the diversity of our service community and allowing children to see themselves reflected in books.
- Homeschooling curriculum.
- Parenting/family education.
- Career development.
- Entrepreneurship.
- Small business planning.

All patrons will benefit from this proposed project regardless of financial means, opportunity, and accessibility.

7. Funding.

- Source.** This agreement is funded solely by the U.S. Department of the Treasury State and Local Coronavirus Fiscal Recovery Funds (SLFRF) as outlined within Sections 602(b) and 603(b) of the Social Security Act as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021), up to the amount outlined below.
- Amount.** The amount for 2025-2026 is not to exceed the budget in 2024 which currently would be \$150,310. This MOU would allow for a change order to the budget should it be needed but approved through the standard City of Wauwatosa budget modification process (see Section d and Article 9.).
- Payment Terms.** Since this MOU is between Administration and WPL and both are within the City of Wauwatosa organization, the expenses associated with this MOU shall be budgeted to and charged to ARPA grant accounts, rather than establishing separate accounts within the WPL department. WPL hereby agrees to work cooperatively with the Finance Department for payments to be processed. Payment is conditioned upon meeting the scope of work and deliverables as outlined in Article 6, Section a-c of this agreement.
- Cost Increases.** This Agreement specifically allows for increased costs such as change orders and contingencies through the expenditure period consistent with Treasury’s Final Rule FAQ 17.16, such increases shall be processed as amendments to this agreement.
 - Any funding amount modifications must be made consistent with City of Wauwatosa Purchasing and Fund Transfer policies, and Treasury Final Rule FAQ 17.16.

8. Termination.

- Termination for Convenience:** Either department may, upon 30-day notice, for any reason, elect to terminate this Agreement.
- For Cause.** Either Department may elect to terminate this agreement in the event of a failure to deliver services or a material breach of this Agreement.

9. **Amendments.** All changes that are mutually agreed by and between the departments, including increase or decrease in the amounts to be funded under this agreement shall be in writing and designated as written amendments to this agreement.

10. Federal Contract Terms and Conditions:

- Federal Contract Terms and Conditions.** In the event of a conflict between the terms in this Article and the terms of other articles of the Agreement, the terms of this Article shall govern. The parties accept and acknowledges that it is and will continue to be in compliance with said terms and conditions for the term of the award.

- b. **Federal Agency Seal, Logo, and Flags.** The Organization shall not use the federal agency's seal(s), logos, crests, or reproductions of flags or likenesses of federal agency official without specific federal agency pre-approval.
- c. **Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the City, Organization, or any other party pertaining o any matter resulting from the Agreement.
- d. **Debarment and Suspension.** The Organization represents and warrants that, as of the effective date of the Agreement, neither the Organization nor any subcontractor performing work under this Agreement (at any tier) is included on the federally debarred bidder's list listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." If at any point during the Agreement term the Organization or any subcontractor performing work at any tier is included on the federally debarred bidder's list, the Organization shall notify the City immediately.
- e. **Record Retention.** The Organization agrees it will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the Agreement, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third-party agreements of any type, and supporting materials related to those records. The Organization further certifies that it will comply with the record retention requirements detailed in 2 CFR §200.333. The Organization will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- f. **Procurement of Recovered Materials.** The Organization represents and warrants that in its performance under the Agreement, the Organization shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- g. **Clean Air Act and Federal Water Pollution Control Act.** The Organization agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C.1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- h. **Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 (as amended).** The Organization certifies the following:
 - i. No federal appropriated funds have been paid or will be paid, by or on behalf of the Organization to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

federal contract, grant, loan, or cooperative agreement, the Organization shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

iii. The Organization shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the Organization to be submitted to the City.

- i. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** If the Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, the Organization must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, the Organization is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or purchases of transportation or transmission of intelligence.
- j. **Domestic (U.S.) Procurement Preference (2 CFR § 200.322).** Organization should, to the greatest extent practicable, purchase, acquire, or use goods, products, or materials produced in the United States (including, but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this clause, (1) "produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, and (2) "manufactured products" means items and construction materials composed in whole or in part of nonferrous materials such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- k. **False Statements.** Organization understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
- l. **Discrimination. Statutes and regulations prohibiting discrimination applicable to the award include, without limitation, the following:**
 - i. **Civil Rights.** The Organization and subcontractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.
 - ii. **Age Discrimination.** The Organization and subcontractor shall comply with The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and v.
 - iii. **Americans with Disabilities.** The Organization and subcontractor shall comply with Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

- m. Clean Air and Water Act.** Organization and subcontractor agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251– 1387).
- n. Publications.** Any publication produced with funds from this award must display the following language: “This project [is being] [was] supported in whole or part, by federal award number 21.027 awarded to Wauwatosa City by the U.S. Department of the Treasury. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”
- o. Federal Drug Free Workplace.** Organization and subcontractor agree to comply with the drug-free workplace requirements for federal contractors pursuant to 41 U.S.C.A. § 8102.
- p. Increasing Seat Belt Use in the United States.** Organization and subcontractor agree to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.
- q. Reducing Text Messaging While Driving.** Organization and subcontractor agree to adopt and enforce policies that ban text messaging while driving, and should also establish workplace safety policies to decrease accidents caused by distracted drivers.
- r. Conflict of Interest.** Both parties to this Agreement mutually represent and warrant the following:
 - i. Conflict of Interest Policy.** Since both parties are members of the Wauwatosa City organization, they are governed by the Wauwatosa City Code of Ordinances 15-802 “Ethical standards for Employees.”
 - ii. No Current or Prior Conflict of Interest.** That parties have no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this agreement. If such conflict arises, parties must immediately disclose the conflict. In the event of a conflict, any remedies including termination of the agreement are available.

For Wauwatosa Mayors Office:

Signature _____

Date: _____

Dennis McBride, Mayor

For City of Wauwatosa Public Library

Signature _____

Date: _____

Lauren Roznowski Hayden, President, Wauwatosa Public Library Board of Trustees

Signature _____

Date: _____

Peter F. Loeffel, Library Director

The Library Board and the Public Records Law

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Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

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

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

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