



Wauwatosa, WI

Library Board of Trustees

Meeting Agenda - Final

7635 W. North Avenue,
Wauwatosa, WI 53213

Wednesday, April 16, 2025

6:30 PM

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

Regular meeting

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 March 19, 2025 [25-0610](#)

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [25-0566](#)
2. Monthly operating vouchers ratification [25-0567](#)
3. President's report [25-0568](#)
4. Director's report [25-0611](#)
5. Wauwatosa Public Library Foundation report [25-0570](#)

NEW BUSINESS

1. Safe child policy [25-0571](#)
2. Document station [25-0604](#)
3. Study pods [25-0605](#)
4. Book binding machine [25-0606](#)
5. Foundation speaker series [25-0607](#)

6. Main Street task tables and chairs [25-0587](#)
7. Computer tables and chairs [25-0588](#)
8. Collaborative table and chairs [25-0589](#)
9. Play and learn soft seating [25-0590](#)
10. Mobile display tower [25-0591](#)
11. Accessible wall signage [25-0592](#)
12. Summer programming series [25-0593](#)
13. Library agency trust request: Administrative office furniture [25-0608](#)
14. Children's Library staffing discussion [25-0609](#)

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

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, March 19, 2025

6:30 PM

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

Regular meeting

CALL TO ORDER

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

ROLL CALL

Also present, Ernst Franzen, Common Council Liaison.

Present 9	Board President Lauren Roznowski Hayden
	Trustee Bill Andrae
	Trustee Brian Began
	Trustee Kathy Causier
	Trustee Monica Deluhery
	Trustee CJ Dykstra
	Trustee Christine Lindstrom
	Trustee Mary Nelson
	Trustee - School District Representative Meegan Archambo

APPROVAL OF MINUTES

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

RESULT: APPROVED
MOVER: Kathy Causier
SECONDER: Bill Andrae

Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra, Lindstrom, Nelson, and Archambo

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

- Technical services report from Librarian Anne Marie Thomas [25-0485](#)
- Year-to-date financial reports [25-0486](#)
- Monthly operating vouchers ratification [25-0487](#)

RESULT: APPROVED
MOVER: Bill Andrae

SECONDER: Christine Lindstrom

Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra, Lindstrom, Nelson, and Archambo

4. President's report [25-0488](#)
5. Director's report [25-0489](#)
6. Wauwatosa Public Library Foundation report [25-0490](#)

NEW BUSINESS

1. Code of conduct policy [25-0491](#)
RESULT: APPROVED
MOVER: Brian Began
SECONDER: Bill Andrae
Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra, Lindstrom, Nelson, and Archambo
2. Safe child policy [25-0492](#)
RESULT: WITHDRAWN
3. Donations policy [25-0493](#)
RESULT: APPROVED
MOVER: Monica Deluhery
SECONDER: Meegan Archambo
Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra, Lindstrom, Nelson, and Archambo
4. Computer and Internet use policy [25-0494](#)
RESULT: APPROVED
MOVER: Christine Lindstrom
SECONDER: Bill Andrae
Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra, Lindstrom, Nelson, and Archambo
5. 2024 Library Director annual performance evaluation [25-0495](#)

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

Motion by President Roznowski Hayden to convene into closed session regarding this item pursuant to Wis. Stat. §19.85 (1) (c),

considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. . Seconded by Tr. Causier. Motion carried unanimously.

Motion by Tr. Causier to go back in to open session seconded by Tr. Dykstra. Motion carried unanimously.

RESULT: APPROVED

MOVER: Bill Andrae

SECONDER: Kathy Causier

Aye 9 Roznowski Hayden, Andrae, Began, Causier, Deluhery, Dykstra,
Lindstrom, Nelson, and Archambo

ADJOURNMENT

President Roznowski Hayden adjourned the meeting at 7:29 pm.

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

April 8, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$3,504,271.61	\$3,511,579.36	\$533,641.99	\$2,976,840.03	15%
50 - WAGES	\$1,720,067.29	\$1,720,067.29	\$318,569.57	\$1,401,497.72	19%
5010 - REGULAR PAY	\$1,726,885.41	\$1,726,885.41	\$265,374.12	\$1,461,511.29	15%
5050 - OFF TIME	\$0.00	\$0.00	\$53,195.45	(\$53,195.45)	
5099 - SALARY & ATTRITION CONTRA	(\$6,818.12)	(\$6,818.12)	\$0.00	(\$6,818.12)	0%
51 - OVERTIME	\$0.00	\$0.00	\$190.88	(\$190.88)	
5110 - OVERTIME	\$0.00	\$0.00	\$190.88	(\$190.88)	
52 - BENEFITS	\$589,032.10	\$589,032.10	\$85,963.91	\$503,068.19	15%
5210 - FRINGE	\$349,916.10	\$349,916.10	\$42,041.21	\$307,874.89	12%
5220 - WORKERS COMP	\$11,973.00	\$11,973.00	\$2,238.85	\$9,734.15	19%
5230 - SOCIAL SECURITY	\$130,534.00	\$130,534.00	\$23,716.78	\$106,817.22	18%
5240 - WRS	\$96,609.00	\$96,609.00	\$17,967.07	\$78,641.93	19%
60 - OPERATING	\$456,282.00	\$463,589.75	\$92,663.51	\$370,926.24	20%
6002 - PROFESSIONAL DEVELOPMENT	\$10,500.00	\$10,500.00	\$634.72	\$9,865.28	6%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$1,853.86	\$10,146.14	15%
6004 - PRINTING AND DUPLICATION	\$10,710.00	\$10,710.00	\$1,386.64	\$9,323.36	13%
6005 - MEMBERSHIPS AND DUES	\$3,382.00	\$3,382.00	\$301.02	\$3,080.98	9%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$82,810.83	\$303,189.17	21%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$2,317.55	\$11,962.45	16%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$214.82	\$785.18	21%
6018 - MARKETING AND PROMOTION	\$3,570.00	\$3,570.00	\$0.00	\$3,570.00	0%
6027 - PROGRAMMING	\$7,140.00	\$7,140.00	\$1,314.31	\$5,825.69	18%
6099 - OTHER EXPENSES	\$7,700.00	\$15,007.75	\$1,829.76	\$13,177.99	12%
62 - SERVICES	\$47,272.22	\$47,272.22	\$30,452.67	\$15,722.21	67%
6202 - GENERAL SERVICES	\$41,781.50	\$41,781.50	\$30,016.60	\$11,764.90	72%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	0%
6210 - AUDITING SERVICES	\$1,390.72	\$1,390.72	\$172.02	\$121.36	91%
6211 - CREDIT CARD PROCESSING	\$2,600.00	\$2,600.00	\$264.05	\$2,335.95	10%
63 - UTILITIES	\$800.00	\$800.00	\$171.09	\$628.91	21%
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$171.09	\$628.91	21%
64 - FIXED CHARGES	\$8,330.00	\$8,330.00	\$5,630.36	\$2,699.64	68%
6409 - SOFTWARE HOSTING	\$4,575.00	\$4,575.00	\$2,375.69	\$2,199.31	52%
6411 - SOFTWARE MAINT	\$3,755.00	\$3,755.00	\$3,254.67	\$500.33	87%
65 - INTERNAL CHARGES	\$682,488.00	\$682,488.00	\$0.00	\$682,488.00	0%
6503 - INFORMATION SYSTEMS	\$198,611.00	\$198,611.00	\$0.00	\$198,611.00	0%
6504 - MUNICIPAL COMPLEX RENT	\$483,877.00	\$483,877.00	\$0.00	\$483,877.00	0%
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	\$0.00	\$0.00	\$0.00	\$0.00	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	(\$3,504,271.61)	(\$3,508,579.42)	(\$343,854.40)	(\$3,164,725.02)	10%
45 - FINES AND PENALTIES	(\$7,000.00)	(\$7,000.00)	(\$2,322.51)	(\$4,677.49)	33%
4510 - LATE FEE	(\$7,000.00)	(\$7,000.00)	(\$2,322.51)	(\$4,677.49)	33%
46 - PUBLIC CHARGES	(\$24,500.00)	(\$24,500.00)	(\$7,366.02)	(\$17,133.98)	30%
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$2,206.04)	(\$6,293.96)	26%
4699 - OTHER PUBLIC CHARGES	(\$16,000.00)	(\$16,000.00)	(\$5,159.98)	(\$10,840.02)	32%
47 - INTERGOVT CHR	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
4708 - CHARGES TO OTHER LIBRARIES - M	(\$324,383.00)	(\$324,383.00)	(\$324,803.00)	\$420.00	100%
48 - MISCELLANEOUS	(\$19,800.00)	(\$24,107.81)	(\$9,362.87)	(\$14,744.94)	39%
4808 - SALE OF CITY PROPERTY - NONCAP	(\$17,000.00)	(\$17,000.00)	(\$4,254.58)	(\$12,745.42)	25%
4820 - P-CARD REBATE	\$0.00	(\$4,307.81)	(\$4,307.81)	\$0.00	100%
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$2,800.00)	(\$2,800.00)	(\$800.48)	(\$1,999.52)	29%
49 - OTHER SOURCES	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%
4960 - TRANSFER FROM GENERAL FUND	(\$3,128,588.61)	(\$3,128,588.61)	\$0.00	(\$3,128,588.61)	0%

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

April 8, 2025

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
Expense	\$96,928.00	\$345,380.33	\$54,673.74	\$290,706.59	16%
60 - OPERATING	\$0.00	\$0.00	\$6,452.74	(\$6,452.74)	
6099 - OTHER EXPENSES	\$0.00	\$0.00	\$6,452.74	(\$6,452.74)	
66 - OTHER EXPENSES	\$0.00	\$248,452.33	\$0.00	\$248,452.33	0%
6602 - BUDGET ONLY	\$0.00	\$248,452.33	\$0.00	\$248,452.33	0%
6604 - DONATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	
70 - CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	
7001 - FIXED ASSET	\$0.00	\$0.00	\$0.00	\$0.00	
90 - TRANSFERS	\$96,928.00	\$96,928.00	\$48,221.00	\$48,707.00	50%
9012 - TRANSFER TO CAPITAL PROJECTS	\$96,928.00	\$96,928.00	\$48,221.00	\$48,707.00	50%
9035 - TRANSFER TO LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue	\$0.00	\$0.00	(\$60,932.06)	\$60,932.06	
43 - INTERGOVT REVENUES	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	
4399 - OTHER LOCAL GRANTS	\$0.00	\$0.00	(\$2,000.00)	\$2,000.00	
48 - MISCELLANEOUS	\$0.00	\$0.00	(\$15,501.87)	\$15,501.87	
4802 - INTEREST INCOME - INVESTMENTS	\$0.00	\$0.00	(\$13,649.77)	\$13,649.77	
4812 - DONATIONS/CONTRIBUTIONS	\$0.00	\$0.00	(\$1,852.10)	\$1,852.10	
4832 - FOOD BEVERAGE AND MRCHNDS SALE	\$0.00	\$0.00	\$0.00	\$0.00	
Grand Total	\$96,928.00	\$345,380.33	(\$6,258.32)	\$351,638.65	-2%

Library Invoices

Invoice Due Dates: 3/1/2025 thru 3/31/2025

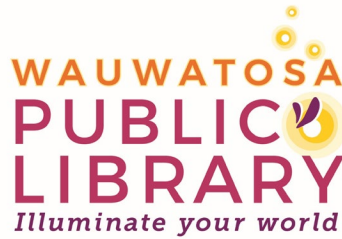
Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
AMAZON - 833		69260	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.00
		69281	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.00
		69282	3/14/2025	Book Agrmv*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.87
		69318	3/14/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.25
		69337	3/14/2025	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.00
		69339	3/14/2025	Book lucky day*	35510103 - 6006	BOOKS AND PERIODICALS	\$28.00
		69340	3/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.21
		69376	3/14/2025	Book Atech*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.66
		69377	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.24
		69378	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$29.00
		69379	3/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$22.75
		69408	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.99
		69451	3/14/2025	Material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$148.72
		69452	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.84
		69453	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.83
		69472	3/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$6.85
		69473	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$49.60
		69506	3/14/2025	Book Asoc*	35510103 - 6006	BOOKS AND PERIODICALS	\$44.55
		69507	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$137.45
		69508	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$24.95
		69509	3/14/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$26.25
		69510	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$25.84
		69511	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$12.81
		69520	3/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.71
		69529	3/14/2025	material refund jthings*	35510104 - 6006	BOOKS AND PERIODICALS	-\$17.95
		69530	3/14/2025	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$456.36
		69554	3/14/2025	Books jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$163.95
		69561	3/14/2025	Book Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$45.89
		69570	3/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$23.98
		69611	3/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$151.99
		69622	3/14/2025	Book Abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$37.49
		69640	3/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$35.64
		69661	3/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$17.17
		69662	3/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$30.53
		69664	3/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$67.06
		69707	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$9.99
		69745	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$32.64
		69746	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$21.25
		69747	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.68
		69748	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$19.13
		69757	3/14/2025	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$25.19

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
					AMAZON	41	\$1,916.36
AMERICAN LIBRARY ASSOCIATION - 13							
	69612	3/14/2025	Professional membership	35510000 - 6005	MEMBERSHIPS AND DUES	\$195.00	
					AMERICAN LIBRARY ASSOCIATION	1	\$195.00
AQUATIC REALMZ - 1689							
	AR1707	3/14/2025	fish tank service	35510000 - 6202	GENERAL SERVICES	\$137.95	
					AQUATIC REALMZ	1	\$137.95
BAKER & TAYLOR BOOKS - 31							
	2038803526	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20	
	H71460400	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$33.13	
	2038795029	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$773.68	
	2038784687	3/14/2025	Book 99.56 Asoc 76.75 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$176.31	
	2038818385	3/14/2025	Book 40.19 Acomp 13.79 Asoc 58.76 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$112.74	
	2038828770	3/14/2025	Books Arpa adult	38510000 - 6006	BOOKS AND PERIODICALS	\$26.99	
	2038817937	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$170.42	
	H71325110	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$83.75	
	2038818819	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$571.57	
	2038841590	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$1,016.84	
	2038834884	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$368.43	
	2038839544	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$738.91	
	2038837292	3/14/2025	Book 245 Aref 116.91 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$361.91	
	2038835328	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$623.32	
	2038823892	3/14/2025	Book 117.49 Amicr*	35510103 - 6006	BOOKS AND PERIODICALS	\$936.62	
	2038843414	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$34.56	
	2038844053	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$335.54	
	2038874752	3/14/2025	Book donation	15947000 - 6099	OTHER EXPENSES	\$67.20	
	H71582970	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$115.47	
	2038844159	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$239.46	
	2038844494	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$447.09	
	H71597360	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$151.77	
	2038846289	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$522.11	
	2038849910	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$554.33	
	2038854926	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$427.76	
	2038857023	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$743.87	
	2038852724	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$916.27	
	H71639980	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$23.05	
	2038860020	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$178.40	
	2038857052	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$434.97	
	2038848420	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$417.68	
	2038859159	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20	
	2038864856	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$444.21	
	2038868869	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$301.12	
	2038864960	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$490.80	
	2038852581	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$434.93	
	2038883333	3/14/2025	Book donation	15947000 - 6099	OTHER EXPENSES	\$10.79	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
		2038895999	3/14/2025	Book donation	15947000 - 6099	OTHER EXPENSES	\$11.99	
		H71376820 -900	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$257.42	
		2038871163	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$466.34	
		H71432940 -50360	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$301.69	
		2038805420	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$430.41	
		2038789182	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$817.99	
		2038872007	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$546.39	
		2038860021	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$57.41	
		2038867315	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$511.04	
		2038844018	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$513.97	
		2038876277	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$720.56	
		2038877373	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$408.27	
		2038872618	3/14/2025	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.20	
		2038874598	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$206.10	
		2038875067	3/14/2025	Book Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$124.11	
		2038888513	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$520.18	
		2038892248	3/14/2025	Book 35.98 Acomp 58.16 Atrav*	35510103 - 6006	BOOKS AND PERIODICALS	\$94.14	
		2038885888	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$1,093.60	
		2038893648	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$415.43	
		2038880176	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$496.89	
		H71752380	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$52.93	
		2038880292	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$635.46	
		H71388080	3/14/2025	material adult	35510103 - 6006	BOOKS AND PERIODICALS	\$222.31	
		2038798336	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$336.95	
		2038899398	3/14/2025	Books adult	35510103 - 6006	BOOKS AND PERIODICALS	\$639.42	
		2038786245	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$360.90	
		2038810652	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$418.91	
		2038897031	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$403.66	
		2038893316	3/14/2025	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$235.47	
		BAKER & TAYLOR BOOKS				66		\$24,634.54
BLACKSTONE PUBLISHING - 380		69319	3/14/2025	material abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$39.99	
		BLACKSTONE PUBLISHING				1		\$39.99
BLICK ART MATERIALS - 1695		69375	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$59.96	
		BLICK ART MATERIALS				1		\$59.96
BRODART COMPANY - 47		653844	3/14/2025	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$469.22	
		BRODART COMPANY				1		\$469.22
BROOKSTONE PRINTING - 64		106591	3/3/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$360.00	
		BROOKSTONE PRINTING				1		\$360.00
CENGAGE LEARNING INC - 1010		86899772	2/20/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$103.46	
		86979591	3/6/2025	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$50.9	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
CENGAGE LEARNING INC							2
							\$154.44
DEMCO - 76		69471	3/14/2025	self-service station kids	35510000 - 6099	OTHER EXPENSES	\$1,945.75
		7606301	3/14/2025	refund other supplies	35510000 - 6099	OTHER EXPENSES	-\$100.00
DEMCO							2
							\$1,845.75
GRANICUS AT CARAHSOFT - 1618		198066	3/1/2025	website	35510000 - 6409	SOFTWARE HOSTING	\$1,084.84
GRANICUS AT CARAHSOFT							1
							\$1,084.84
HOTEL LISTING - 505		69315	3/14/2025	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$174.00
HOTEL LISTING							1
							\$174.00
JAVA CONNECTIONS LLC - 1761		3497A	3/14/2025	software maintenance, contract	35510000 - 6411	SOFTWARE MAINT	\$1,800.00
					35510000 - 6202	GENERAL SERVICES	\$2,425.50
JAVA CONNECTIONS LLC							1
							\$4,225.50
JENNIFER ELIZABETH KLEMENS - 2238		1132025	2/20/2025	programming adult	35510103 - 6027	PROGRAMMING	\$300.00
		5042025	2/28/2025	programming adult	35510103 - 6027	PROGRAMMING	\$30.00
		2232025	2/23/2025	programming adult	35510103 - 6027	PROGRAMMING	\$30.00
JENNIFER ELIZABETH KLEMENS							3
							\$360.00
KANOPY INC - 1657		441778	2/28/2025	material streaming Econtent*	35510103 - 6006	BOOKS AND PERIODICALS	\$783.70
KANOPY INC							1
							\$783.70
MIDWEST TAPE - 333		506788098	2/21/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$36.73
		506788096	2/21/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$198.64
		506829721	3/3/2025	material jvid	35510104 - 6006	BOOKS AND PERIODICALS	\$109.48
		506829718	3/3/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$280.35
		506829719	3/3/2025	material jcd	35510104 - 6006	BOOKS AND PERIODICALS	\$36.87
		506867624	3/11/2025	material jcd	35510104 - 6006	BOOKS AND PERIODICALS	\$11.69
		506867623	3/11/2025	material advd	35510103 - 6006	BOOKS AND PERIODICALS	\$68.97
MIDWEST TAPE							7
							\$742.73
MILWAUKEE CO FEDERATED LIBRARY SYSTEM - 1366		FL-03724	3/14/2025	Library system support	35510103 - 6006	BOOKS AND PERIODICALS	\$32,230.00
					35510000 - 6202	GENERAL SERVICES	\$21,209.00
MILWAUKEE CO FEDERATED LIBRARY SYSTEM							1
							\$53,439.00
ONE TIME VENDOR - 99999		69332	3/14/2025	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$20.00
		69468	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$10.98
		69537	3/14/2025	programming supplies adut	35510103 - 6027	PROGRAMMING	\$180.34
		69545	3/14/2025	programming supplies kids	35510104 - 6027	PROGRAMMING	\$25.50
		69692	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$23.73
		69693	3/14/2025	programming supplies adult	35510103 - 6027	PROGRAMMING	\$6.29
ONE TIME VENDOR							6
							\$266.84

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		69512	3/14/2025	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$78.68
				SCHWAAB INC		1	\$78.68
UNITED STATES POSTAL SERVICE - 329							
		69447	3/14/2025	stamps WPLF to reimburse	15947000 - 6099	OTHER EXPENSES	\$221.55
				UNITED STATES POSTAL SERVICE		1	\$221.55
VALUE LINE PUBLISHING, INC. - 1378							
		69338	3/14/2025	materialeref*	35510103 - 6006	BOOKS AND PERIODICALS	\$6,150.00
				VALUE LINE PUBLISHING, INC.		1	\$6,150.00
WAUWATOSA WEST ALLIS CHAMBER OF COMMERCE - 849							
		69533	3/14/2025	membership dues	35510000 - 6005	MEMBERSHIPS AND DUES	\$106.02
				WAUWATOSA WEST ALLIS CHAMBER OF COMMERCE		1	\$106.02
				Grand Total		142	\$97,446.07



Director's Report April 2025

1. Children's Library update (from Abby Bussen, Children's Library Supervisor):
In-Person Programs: 32; Total attendance: 1,417
Passive Programs: 6; Total attendance: 1,076

As March brings spring to our state, so did the month bring changes to the Children's Department. We welcomed Children's Librarian Brianna Schwabe-Khateeb on March 3 and were so happy to have her cheerful presence and incredible wealth of knowledge added to our team. Brianna joins us from from Milwaukee Public Library, where she worked in the Central Library Children's Room as a Youth & Young Adult Services Librarian. In addition to the Central Branch, Brianna worked for several MPL branches in various capacities, including time at both the Center Street and Bay View branches. Prior to her time in MPL, Brianna spent many years working as a Library Media Specialist in the Cudahy School District. With a decade spent serving kids, tweens, and teens in school and public libraries in and around Milwaukee, we have been so pleased to see the energy and warmth Brianna brings to the Wauwatosa Public Library.

In response to significant feedback, the Children's Library team has been working diligently to find a more consistent weekly storytime rotation to replace our current storytime rotation, which is mostly every other week, but does have some skips and gaps. We plan to roll out a consistent weekly storytime rotation this summer.

Due to the overwhelming community response, we will be adding just over 100 new individual Tonies, 2 additional Tonieboxes, 2 additional Yoto Players, and a wide range of individual Yoto cards for checkout. We, Anne Marie in Tech Services, and Katie Jentges in Adult Services are so grateful for the fortitude of our young readers & listeners who are patiently awaiting the additions.

Finally, after taking over Wonder Wednesdays in January, we have made a modification to how we are offering this beneficial program. Rather than offering the program every other Wednesday (with snacks and activities at those bi-monthly events), in March we decided that beginning in April, we would move to offering a snack and large activity the first Wednesday of the month, and offering a snack every Wednesday of the month thereafter.

2. Circulation update (from Alanna Maddox, Circulation Supervisor):
Katherine Etta (from HR) and I interviewed Evening Shelver candidates in March and have decided to hire Emma Letke. Emma is currently in Library School and has shelving experience in academic libraries. Her first day will be Monday, April 7.

Adult Librarian Katie Jentges (with help from the Tech Services department) has processed the majority of our new Library of Things collection and patrons are excited about the additions. Board games (purchased and curated by Katie) have been especially successful with about 75% (21 games) of the collection checked out within the first week.

Circulation Attendant Tracie Peksa and her team of helpers had a hugely successful Election Day book sale. The one-day total came to \$1,150. This surpassed the previous record set by the November election day sale by over \$415. Patrons were very happy about the selection and giddy with how much money they were saving.

The election was also a great opportunity for patrons to both create and renew their library cards as they already had their IDs on them.

I virtually attended the Circulation Services meeting on March 20th. I spoke with some other libraries about some best practice ideas for some of our new Library of Things tools.

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

Displays:

The atrium is filled with children's art, so we have moved our display shelf into the Adult library. This month we are focusing on financial literacy. We have a large collection of these items in the Business Center. We also are featuring books about libraries for National Library Week.

Programs:

Laurie Fels organized a Job Fair in partnership with Goodwill Industries on April 10th. A dozen employers (including the City) had tables and information set up in the Lower Civic Center. Job applicants had an opportunity to meet, speak, and apply with those companies all in one place.

We also had a genealogy program on April 12th. People were able to meet with an experienced genealogist from the Milwaukee County Genealogical Society one-on-one for an hour. They answered research questions and demonstrated search strategies to help find family history puzzle pieces.

Outreach:

Meagan Parker went to the First Congregational Church and spoke to about 25 people about the library's services. Tracie Peksa made up bags with brochures and swag for each participant. Meagan talked about our collection, as well as our digital items and databases. They were very interested in hearing about the Library of Things items that we have added recently.

4. Federal funding for the Institute of Museum and Library Services:

Library systems in Wisconsin created a website (<https://mywisconsinlibrary.org/>) that provides information about the topic and informs individuals about actions that they can take.

From the Wisconsin Department of Public Instruction:

As Wisconsin navigates the uncertainty surrounding federal funding and the state biennial budget, State Superintendent Dr. Jill Underly today announced the launch of a new effort to help the public better understand how state, federal, and local funding directly impacts the state's K-12 public schools and libraries.

[Funding the Future: How Federal & State Dollars Impact Wisconsin's School & Libraries](#) is designed to offer the public a clearer view of the funding landscape in Wisconsin, and its influence on local public education. Through events scheduled throughout April, Dr. Underly and Department of Public Instruction staff will provide valuable insights into how funding at various levels affects schools and libraries. The sessions will allow attendees to ask questions and engage in discussions about the future of education funding in Wisconsin.

One of these events is being held at the Wauwatosa Public Library on Monday, April 21.

5. State of Wisconsin biennial budget:

Governor Tony Evers delivered his executive budget proposal to a joint session of the legislature on February 18, where it became SB45/AB50 and was immediately assigned to the legislature's powerful Joint Finance Committee (JFC). The JFC consists of 8 senators and 8 assembly representatives (12 Republicans and 4 Democrats, reflecting the majority in both houses). It serves as the principal legislative committee charged with the review of all state appropriations and revenues. JFC co-chairs have announced their intention to use the 2023-2025 budget framework as a starting point rather than the Governor's proposal.

The Wisconsin Library Association (WLA)'s budget documents support a \$2 million increase to public library system aid in the first year of the 2025-2027 biennium and an additional \$4 million in the second year. WLA also supports a modest cost-to-continue increases for core library services including BadgerLink and Newline for the Blind, as well as state resource

contracts for Auto-Graphics, the Cooperative Children’s Book Center, Wisconsin Talking Book and Braille Library, and inter-library loan access to Milwaukee Public Library and UW-Madison collections.

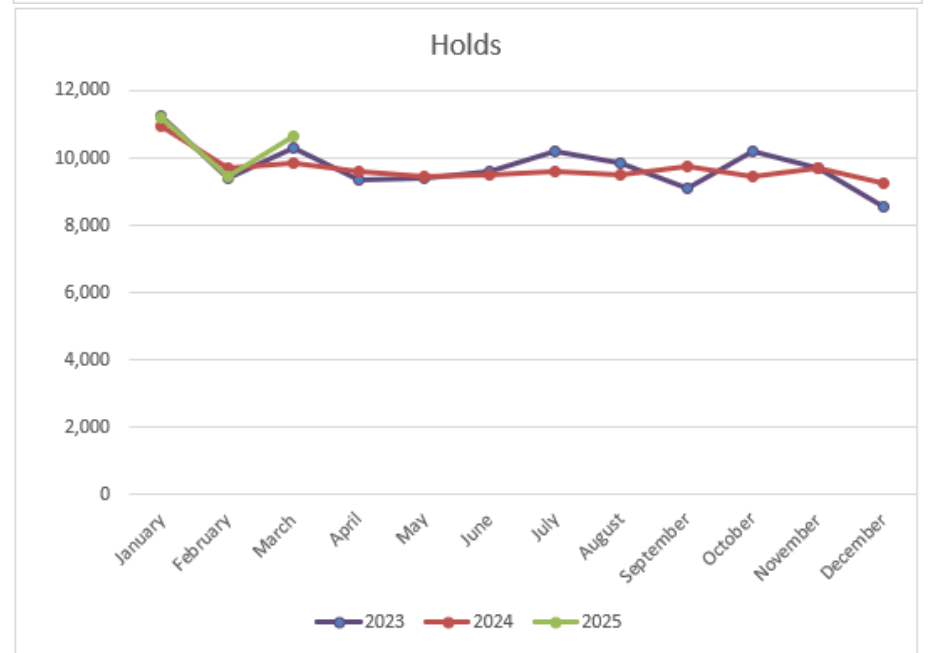
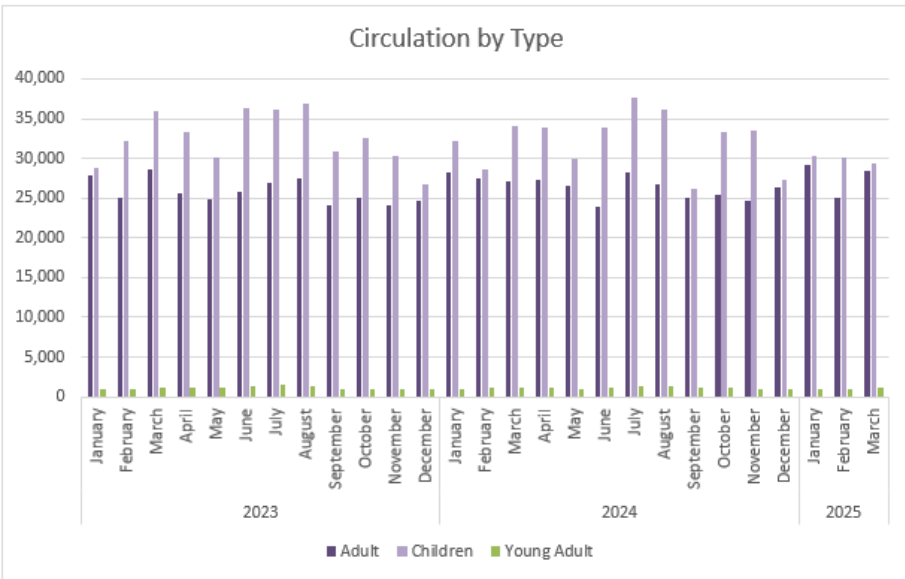
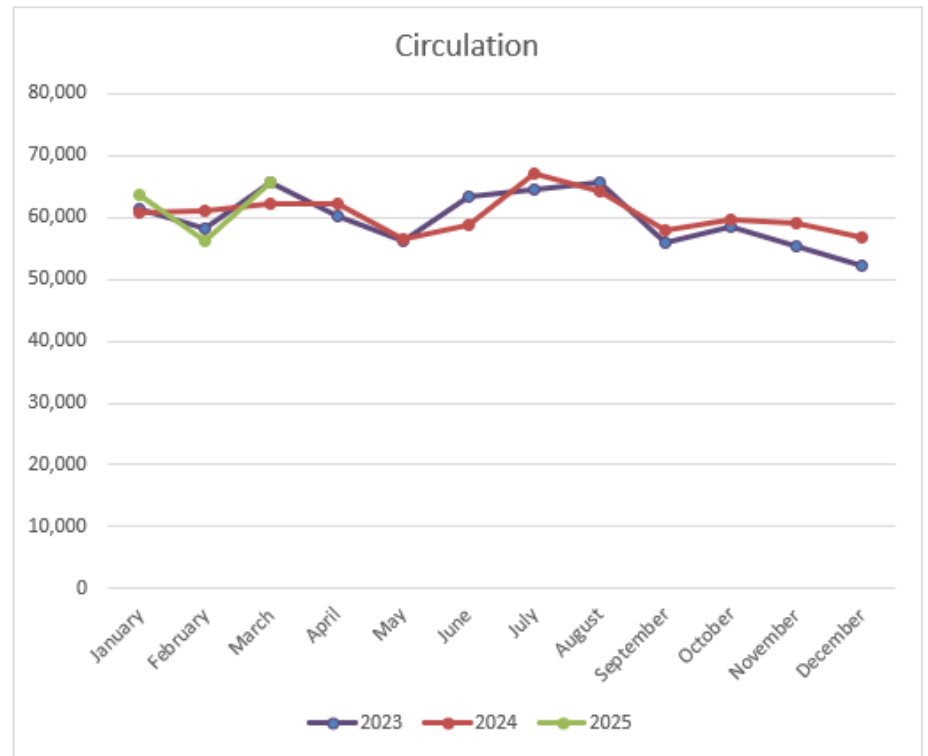
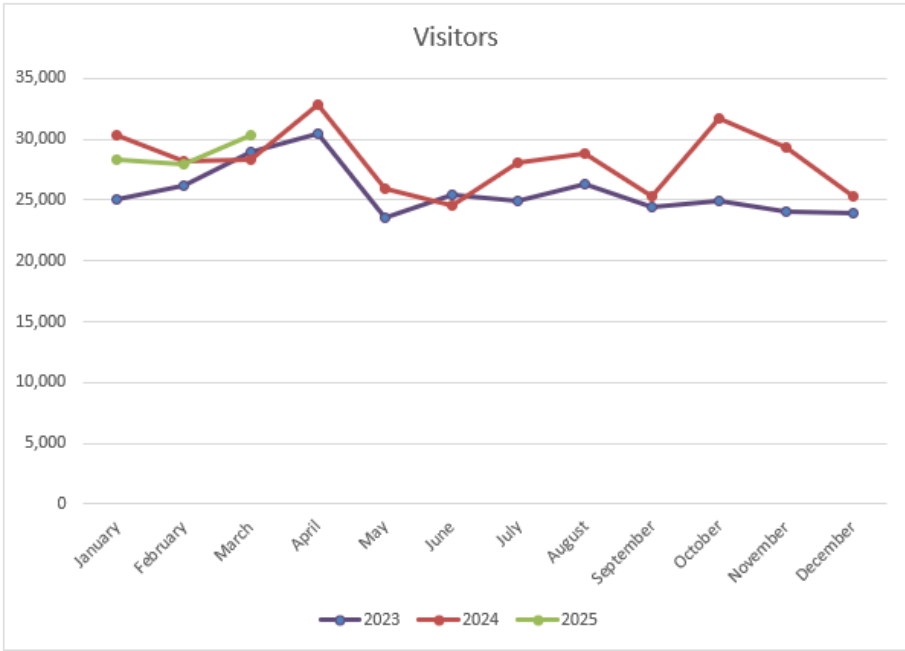
The [JFC is holding four public budget hearings](#) at which committee members will hear citizen testimony during marathon sessions from 10 AM to 5 PM. I represented WLA and spoke at the April 4 public hearing in West Allis in support of state aid for library systems.

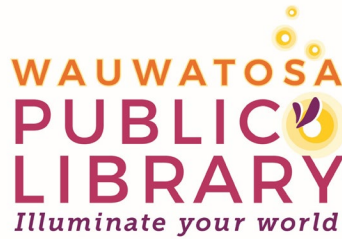
6. April anniversaries:

- 12 years Ann Powers, Adult Librarian
- 9 years Derick Braun, Circulation Attendant
- 1 year Evan Gass, Shelver
- 1 year Lisa Desmond, Shelver

7. Upcoming meetings:

- Library Board: Wednesday, May 21 at 6:30 PM
- Library Board: Wednesday, June 18 at 6:30 PM





To: Library Board

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

April 16, 2025

Re: Safe Child policy

Purpose/Need

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

Background

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

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

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

Recommendation

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

Safe Child Policy

The Wauwatosa Public Library (WPL) welcomes children to its facilities and services. Caregivers should remember that the WPL is a public building, open to all and must use the same precautions for ensuring the safety of each child as one would in any other public location. The responsibility for the care, safety, and behavior of children using WPL rests with their caregivers and not with WPL personnel. A caregiver is defined in this policy as a parent, legal guardian, or responsible person fourteen years of age or older who provides direct care for an infant or young child (ages 0-9).

Caregiver responsibilities:

- For children ages five and under, caregivers should remain closely with them while in the WPL, the sole exception being if their children are attending an independent (ages 3-5) program.
- For children ages six to nine, caregivers must accompany and remain within the same area as their children while in the WPL.
- Responsible children ages ten years and older may use the WPL unattended for an amount of time appropriate to their age and maturity.
- For all children (ages 3-9) attending independent WPL program, caregivers must remain in WPL for the duration of the program and pick the children up at the doors of the program upon its completion.
- Staff may, as needed:
 - discuss this policy with caregivers whose children need additional supervision;
 - contact authorities such as the Wauwatosa Police Department to ensure the safety unattended children.

Behavior of Children under 18 in the Library:

- All patrons must follow the WPL Code of Conduct, including children under 18. Children and caregivers will be informed of inappropriate behavior and asked to stop.
- If inappropriate behavior continues, WPL staff will follow appropriate steps as indicated in the WPL Code of Conduct.

Adults in the Children's Library:

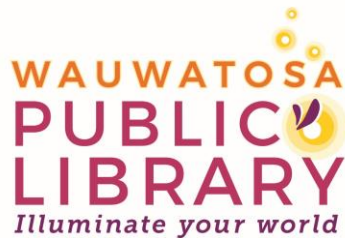
- Out of concern for the safety of young patrons, adults not accompanying children or actively utilizing Children's Library resources will be asked to relocate to another area of WPL.

Children at the Library after closing:

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

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

Revised on January 18, 2023.



Safe Child Policy

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

Children attending the Library:

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

Children attending Library programs:

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

Adults in the Children's Area:

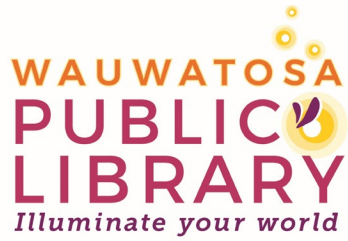
- The Library's children's area is specifically designed to meet the needs of children from birth through twelve years old. Adults not accompanying a child may only use the Children's area when using the resources specific to the Children's area.
- Children's Library restrooms are reserved for children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

Children at the Library after closing:

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

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

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



2025 Library Foundation Requests

Adult Library

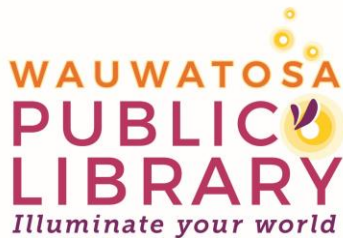
Document Station	\$12,125
Study pods	\$16,850
Book binding machine	\$2,500
Foundation Speaker Series	\$15,000
Adult Library total	\$46,475

Children's Library

Main Street tables with chairs	\$3,349
Computer tables with chairs	\$3,387
Collaborative work table with chairs	\$2,006
Soft seating in early literacy play space	\$4,550
Mobile display tower	\$4,316
Accessible Wall signage	\$1,900
Kids Summer Program Series	\$1,750

Children's Library total \$21,250

Total \$67,725



To: Library Board

Fr: Shellie Anderson, Adult Library Supervisor

Robert Trunley, Assistant Director

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request:

Purpose/Need

Library staff request to ask the Wauwatosa Public Library Foundation for funds to purchase two new systems:

Library Document Station and integrated self-service credit card terminal

Background

The library currently has one public photocopier which copies and scans. The library also has one public fax machine. The copier/scanner is heavily used and often there are people waiting in line to use it. The fax machine is expensive for the public (\$1.75 first page, \$1.00 each additional page) and is unreliable: faxes do not go through or multiple pages are pulled through at once.

The library proposes purchasing a Library Document Station as an additional access point for copying, scanning, faxing, and printing. High cost and poor reliability for faxes would be eliminated with this product. The new faxing system would allow for 250 pages/month at no charge to the library. Additional pages each month would be charged to the library at \$0.25 per page. We anticipate charging \$.50 per fax page to the public.

The Adult Library is unable to accept credit card payments for copying or printing upstairs. Staff have to manually override the print jobs at the public print release terminal. This situation denies privacy and agency to our patrons. Once the print job is released, patrons have to pay at the circulation desk. Often they have to wait in line to do this and circulation staff are now engaged in cashiering duties for small amounts of money. The public expects that we will offer self-service credit card payment as an option: other libraries in the system have it, and it is the norm at retail establishments.

The library proposes purchasing a credit card terminal and payment system. This would allow patrons to seamlessly pay for their computer or photocopies with a credit card at this terminal. Staff intervention is greatly diminished and patron privacy is secured.

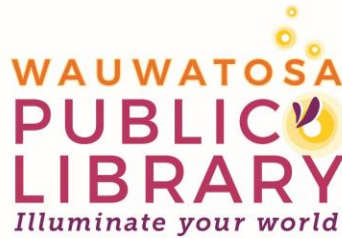
This project supports the 2025-2028 Strategic Plan goal: "An access point to a multitude of technologies". This project also supports the Action Plan 2025, Strategic Goal I, D : "Research and implement improved printing, faxing, and credit card payment options".

Project Costs

Library Document Station:	\$8,175.00
Credit card terminal and payment system:	\$4,000.00
Project Total:	\$12,125.00

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Shellie Anderson, Adult Library Supervisor

Robert Trunley, Assistant Director

April 16, 2025

Re: Wauwatosa Public Library Foundation support request: study pods

Purpose/Need

Library staff request to ask the Wauwatosa Public Library Foundation for funds to purchase two portable study pods to provide additional study space in the Adult Library

Background

The Adult Library currently has six study rooms, including two 4-person rooms, and two Pillar study pods. The six Adult Library study rooms and two Pillar study pods are insufficient to meet demand for these types of study spaces. For reference, the conceptual plans for a library remodel include at least 12 Adult Library study rooms.

Library staff is proposing to add two more portable single person study pods in the northwest corner of the Adult Library near the quiet area study carrels. The pods would be installed close to the wall, and be connected to electrical power. The pods will have a fan for internal circulation, interior lights, and charging ports.

The additional two study pods would be valuable during the remodel project, when several study rooms may be unavailable at any given time during construction. When a library remodel project is completed, the pods could continue to be utilized in the municipal complex.

The Pillar one-person pods have proven extremely popular with the public. Patrons like the soundproof design, lights, connections, and ventilation. The pods will be on casters, which will enable them to be easily moved during any remodeling projects. The pods would be purchased through EBI, the City's approved office furniture vendor. The quote for two single-person pods is approximately \$16,000. In addition, we are requesting an additional \$850 for two chairs and potential electrical wiring work.

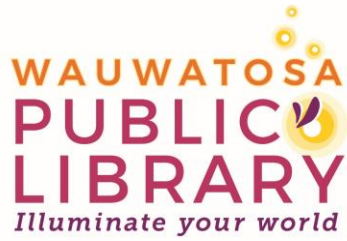
Adding two pods would allow the library to offer ten private study spaces in the Adult Library.

Project Costs

Chairs and electrical work:	\$850.00
Two study pods:	\$16,000.00
Project total:	\$16,850

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Shellie Anderson, Adult Library Supervisor

Robert Trunley, Assistant Director

April 16, 2025

Re: Wauwatosha Public Library Foundation Support Request:

Purpose/Need

Cover One book binding machine and supplies

Background

We circulate many books and there is wear and tear on the binding. Publishers do not always reinforce the bindings enough for library use. Books also get damaged when returned in the book drop. Many large books, especially art and cookbooks, only check out a few times, and then the pages start to separate from the binding. These books are difficult to fix with tape or book glue, as the pages tend to be heavy and then just come off the binding again. In the past, we did use a bookbinder in Madison. This was costly, we had to have a minimum number of books, and they only came to pick-up and drop off twice a year.

A Cover One book repair machine repairs the books for about 50 cents apiece. You place a glue strip in the binding, heat up the book for a few minutes, and then let it cool. The machine will accept up to 3" wide, so most of the time you can put two books in at a time. Then it takes about 10 minutes to cool. The book is now firmly glued together and is ready for more library use.

Project Costs

Cover One machine: \$1,800.00

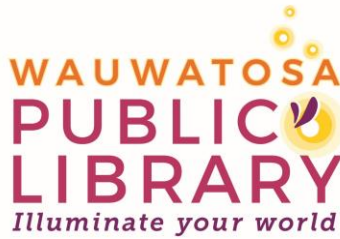


200 Glue Strips: \$700.00

Project total: \$2,500.00

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Shellie Anderson, Adult Library Supervisor

Robert Trunley, Assistant Director

April 16, 2025

Re: Wauwatoso Public Library Foundation Support Request:

Purpose/Need

Foundation Speaker Series: four to five Speaker events running from September 2025 to May 2026.

Background

The Foundation Speaker Series has been well-received. Patrons attending the programs always ask us to do more.

The adult department would like to approach the Foundation for funds to have four to five programs featuring speakers of note from the fall of 2025 to the spring of 2026. We would like to host people who are well known in a wide variety of topics such as medicine, food, business, science, sports, entertainment, history, nature, and gardening.

We see that this would continue the Library Board’s goal of having more adult programming and would “Increase engagement with infrequent users of the Library” per the 2024-2028 Strategic Plan. The 2024-2028 Action Plan also instructs us to “Collaborate with the Wauwatoso Public Library Foundation to secure funding and resources to meet the Library’s mission”.

In our experience the lower cost speakers sometimes result in low registration and subsequent cancellation of events. For this series, we are looking at fewer speakers but more notable names (and subsequently higher fees).

Since the speakers are Foundation supported, we are hoping to again have a Foundation board member attend each program to introduce each speaker and to speak about the Foundation.

So far in the 2024-2025 series we have been successful: five programs with a combined attendance of 208. We have one more program in May.

Year 1 (2023-24) 9 programs. Total cost: \$8,300 (2 at no cost, 1 over \$3,000)

Year 2 (2024-25) scheduled 7 programs and ran 5. Total cost \$2,700 (3 at no cost (2 cancelled), none over \$3,000)

Project Costs

Project total:

\$15,000 maximum (\$1,000 to \$5,000 per speaker)

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Task Tables & Chairs

Purpose/Need

New task tables and chairs to replace the existing tables down the central “main street” of the Children’s Library.

Background

The 2025 Action Plan set the objective for the Library staff to add task tables and lounge seating to the Children’s Library. The requested task tables include a power brick in the center which allows Library patrons to charge their devices without having to crawl under the table to access the power outlets in the floor. This allows our space to be more inclusive and accessible for all abilities while also allowing us to meet the needs of students and caregivers, many of whom work on chromebooks or laptops at the tables in the Children’s Library. The requested chairs are lightweight, making them easier to move for people of different capabilities, while the slightly shorter height is suitable both for adults and for children. Quote from EBI.



Project Costs

	Individual cost	Needed	Total Cost
HON Build Table with Center Power Hub	\$478.61/table	4	\$1914.44
HON Smartlink 16”H Chair	\$358.72/carton of 4	4	\$1434.88
Project total:	\$3349.32		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request:

Purpose/Need

New computer tables, including a height-adjusting computer desk, and chairs to replace the existing tables and chairs in the Children’s Library.

Background

The 2025 Action Plan set the objective for the Library staff to add task tables and lounge seating to the Children’s Library. The requested computer tables will have appropriate cable management and no under-table barriers, which will allow Library patrons to sit with their legs adequately beneath the tables. This will ensure that the requested computer chairs do not impede the walkways, creating an ADA-friendly environment. The height-adjustable computer desk includes a power height adjustment component, allowing the desk to be easily adjusted from 24” to 51” to accommodate wheelchairs and similar assistive mobility devices for greater inclusivity. The requested chairs are lightweight, making them easier to move for people of different capabilities, while the slightly shorter height is suitable both for adults and for children. Quote received from EBI.



Project Costs

	Individual Cost	Needed	Total Cost
HON Computer Tables	\$462.09	4	\$1848.36
Right Angle Height-Adjustable Desk	\$1180.36	1	\$1180.36
HON Smartlink 16”H Chair	\$358.72/carton of 4	4	\$358.72
Project total:	\$3387.44		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

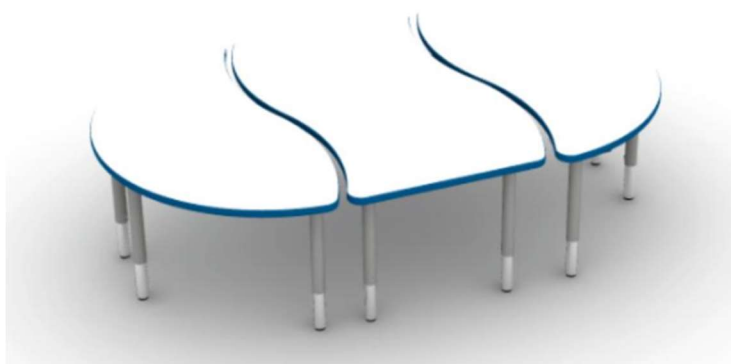
Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Collaborative Work Table & Chairs

Purpose/Need

Collaborative work tables and chairs to replace the existing tables and chairs outside the Story Room.

Background

The requested collaborative tables include whiteboard tabletops, which will allow Library patrons to complete group work, engage in tutoring sessions, and/or enjoy tabletop gaming sessions using this cooperative space. The collaborative work tables also separate easily so they can be slid to other areas of the Library and utilized as task tables when more solo study spaces are required. The requested chairs are lightweight, making them easier to move for people of different capabilities, while the slightly shorter height is suitable both for adults and for children. Quote from EBI.



Project Costs

	Individual cost	Needed	Total Cost
HON Wisp Tables	\$439.90	2	\$879.80
HON Ribbon Table	\$408.75	1	\$408.75
HON Smartlink 16”H Chair	\$358.72/carton of 4	4	\$717.44
Project total:	\$2005.99		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Play & Learn Space Soft Seating

Purpose/Need

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

Background

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

Project Costs

	Individual cost	Needed	Total Cost
HON SoCo Couch Seating	\$4550.08	1	\$4550.08



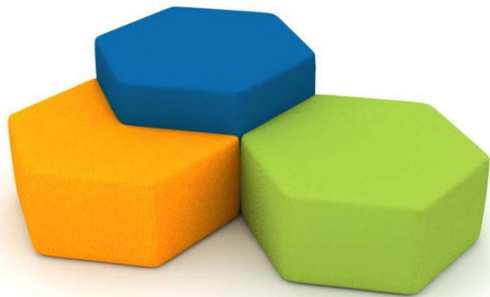
HON SoCo Curved Bench	\$977.04	2	\$1954.08
-----------------------	----------	---	-----------



HON Flock Ottomans	\$347.86	2	\$695.72
--------------------	----------	---	----------



HON Tangram Ottoman Arrangement	\$1452.34	1	\$1452.34
---------------------------------	-----------	---	-----------



Project total:	\$8652.22		
-----------------------	------------------	--	--

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.

To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Mobile Book Display

Purpose/Need

Mobile book display for the Children’s Library.

Background

With its limited space, the Children’s Library has only two current areas that can be used for special displays. One of these displays, the inset case in the atrium, has been put into permanent use for our weekly Kid Librarian program, a wonderful engagement opportunity for elementary-aged Library patrons. The second display, also an inset case in the atrium, is being used as a “Collection Spotlight,” which allows us to put up seasonal material rotations. This second display case had previously been used for new book overflow and as it is now in use as the Collection Spotlight display, we are requesting this new book display so we have more opportunities to showcase the unique materials in the Children’s Library. The display tower is also mobile, which unlike the current two display areas does allow us the opportunity to change its location as necessary. Quote from EBI.

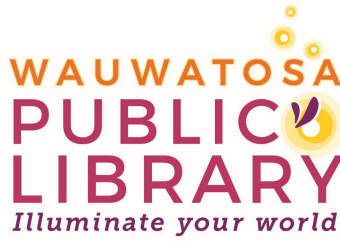


Project Costs

	Individual cost	Needed	Total Cost
JAK Mobile Display Tower	\$4316.00	1	\$4316.00
Project total:	\$4316.00		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Abby Bussen

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Accessible Wall Signage

Purpose/Need

Signage to clearly identify the kids’ graphic novel, audiobook, and movie sections in the Children’s Library.

Background

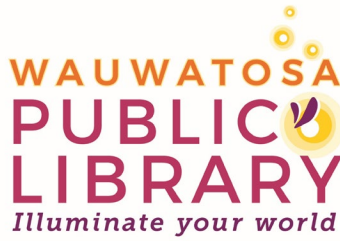
The 2025 Action Plan set the objective for the Library staff to add complementary signage in the Children’s Library. Several of our most frequent questions at the Children’s Library reference desk are “Where are your graphic novels?”, “Do you have audiobooks?”, and “Where are your DVDs?” While many other subsets of our collection have overhead signage for identification, these sections are unmarked. The requested signage includes large, professionally crafted letters that spell out “GRAPHIC NOVELS,” “AUDIOBOOKS,” and “MOVIES.” The font used for the signage is Atkinson Hyperlegible. The font was created by the Braille Institute of America to have increased legibility and readability for readers with low vision and print disabilities. The large letters in this clear font will make navigating the Children’s Library by reading the signage easier and more accessible. We reached out to a local sign company who will be handling production and the City’s facilities staff will handle installation of the signage.

Project Costs

	Individual cost	Needed	Total Cost
Graphic Novels, Audiobooks & Movies Signage	\$1900	1	\$1900
Project total:	\$1900		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Abby Bussen, Children’s Library Supervisor

April 16, 2025

Re: Wauwatosa Public Library Foundation Support Request: Children’s Library Kids’ Summer Program Series

Purpose/Need

Sponsorship of summer Monday morning performers for children and their caregivers.

Background

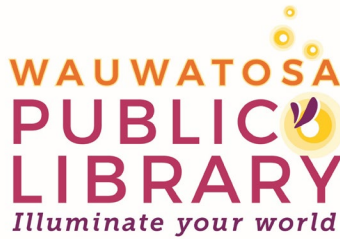
The requested programming support will cover the cost of approximately seven performers on Monday mornings throughout the summer, allowing the Children’s Library programming budget to be used to support additional programs like escape rooms, STEAM experiences, art programming, and more throughout the year.

Project Costs

	Individual Cost	Needed	Total Cost
Kids’ Summer Program Series	\$250	7	\$1750
Project total:	\$1750		

Recommendation

A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.



To: Library Board

Fr: Peter Loeffel, Library Director

April 16, 2025

Re: Library Agency Trust funding request: Administrative office furniture

Purpose/Need

New desks and cabinet storage for the Assistant Director and Library Director.

Background

A few years ago, the Library updated the workstations for all staff, except for the Library Director and Assistant Director. That multi-year project was funded with a mix of Agency Trust funds and capital funding. The administration workspaces were specifically left out of the project to allow for other employees to have new workstations first.

The current Assistant Director office does not have cabinet storage space for technical equipment, and the side portion of the desk in the Library Director office is currently supported by two 1990s-era Innopac manuals (<https://books.infotoday.com/books/Innopac.shtml>)

The library received a proposal and quote from EBI, the City’s pre-bid office vendor. The Library Director office will get an adjustable standing desk with monitor arms and side storage. The Assistant Director office has a desk with side storage, along with two additional cabinets for storage.

Project Costs

Assistant Director desk	\$2,610
Assistant Director cabinets	\$3,045
Director Desk	\$4,199
Freight	\$30.93
Install	\$91.90
Project total:	\$9,978

Recommendation

A motion for the Library Board to approve funding the proposal with Library Agency Trust funds.