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DATE: May 15, 2020

To: Steve Hesel, Director – Milwaukee County Federated Library System (MCFLS)

FROM: Michael Koszalka, Director – West Allis Public Library

RE: Compliance with Annual Report deadline

Each year, a goal of the West Allis Public Library (WAPL) is to submit the state annual report in compliance with the deadline. In recent years, WAPL has failed to meet the deadline due in part to the necessity for our Library to rely on the City of West Allis to provide essential financial documents as well as other circumstances.

In 2020, our library remedied the above stated problem and the West Allis Public Library Board of Trustees approved the completed report days before the due date. Unfortunately, unforeseen circumstances regarding the health of the President of the Library Board resulted in a delayed signature, and the report was submitted two-days late.

In retrospect, and with the information we now have, the situation could have been mitigated with the signature of the board's vice-president.

I'm confident that the success with getting the report completed on time, as well as the information garnered after the latest event will work to resolve the problems that beset the process in 2019, and resulted in a two-day delay in 2020.