



# Wauwatosa, WI

## Library Board of Trustees

### Meeting Agenda - Final

7635 W. North Avenue,  
Wauwatosa, WI 53213

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Wednesday, March 18, 2026

6:30 PM

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

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#### 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 meeting minutes from the February 18, 2026 meeting [26-0557](#)

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

1. Year-to-date financial reports [26-0552](#)
2. Monthly operating vouchers ratification [26-0555](#)
3. President's report [26-0558](#)
4. Director's report [26-0559](#)
5. Wauwatosa Public Library Foundation report [26-0560](#)

#### NEW BUSINESS

1. Branding kit proposal [26-0561](#)
2. 2025 Library Director annual performance evaluation [26-0563](#)  
*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*
3. Trustee Essentials 24: Library friends and library foundations [26-0562](#)

## **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](mailto: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, February 18, 2026

6:30 PM

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

#### Regular meeting

#### CALL TO ORDER

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

#### ROLL CALL

Also present, Ernst Franzen, Common Council Liaison.

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

#### APPROVAL OF MINUTES

- |    |   |                                |
|----|---|--------------------------------|
| 1. | Approval of the meeting minutes from the January 21, 2026 meeting | <a href="#"><u>26-0363</u></a> |
|----|---|--------------------------------|

**RESULT:** APPROVED  
**MOVER:** Lauren Roznowski Hayden  
**SECONDER:** Bill Andrae

**Aye 8** Causier, Andrae, Began, Dykstra, Lindstrom, Nelson, Roznowski  
Hayden, and Archambo

**Excused 1** Deluhery

#### PUBLIC COMMENT

#### ADMINISTRATIVE REPORTS

- |    |                                |                                |
|----|--------------------------------|--------------------------------|
| 1. | Year-to-date financial reports | <a href="#"><u>26-0364</u></a> |
|----|--------------------------------|--------------------------------|

- |    |   |                                |
|----|---|--------------------------------|
| 2. | Monthly operating vouchers ratification | <a href="#"><u>26-0365</u></a> |
|----|---|--------------------------------|

**RESULT:** APPROVED  
**MOVER:** Christine Lindstrom  
**SECONDER:** Mary Nelson

- Aye 8** Causier, Andrae, Began, Dykstra, Lindstrom, Nelson, Roznowski  
Hayden, and Archambo
- Excused 1** Deluhery
3. President's report [26-0366](#)
4. Director's report [26-0367](#)
5. Wauwatosa Public Library Foundation report [26-0369](#)

**NEW BUSINESS**

1. 2025 Public library annual report [26-0371](#)
- RESULT:** APPROVED  
**MOVER:** Bill Andrae  
**SECONDER:** Brian Began
- Aye 8** Causier, Andrae, Began, Dykstra, Lindstrom, Nelson, Roznowski  
Hayden, and Archambo
- Excused 1** Deluhery
2. 2025 Public library annual report statement concerning public library  
system effectiveness [26-0375](#)
- RESULT:** APPROVED  
**MOVER:** CJ Dykstra  
**SECONDER:** Mary Nelson
- Aye 8** Causier, Andrae, Began, Dykstra, Lindstrom, Nelson, Roznowski  
Hayden, and Archambo
- Excused 1** Deluhery
3. Trustee Essentials 23: Dealing with challenges to material and policies [26-0378](#)

**ADJOURNMENT**

*President Causier adjourned the meeting at 7:18 pm.*

Fiscal Year 2026  
 Period All  
 Fund 35 - LIBRARY  
 Segment 5 510 - LIBRARY

March 12, 2026

Row Labels	Original Budget	Revised Budget	Actual	Available Budget	CY % of Budget Used
<b>Expense</b>	<b>\$3,746,972.24</b>	<b>\$3,751,630.63</b>	<b>\$406,404.57</b>	<b>\$3,345,226.06</b>	<b>11%</b>
<b>50 - WAGES</b>	<b>\$1,819,951.99</b>	<b>\$1,819,951.99</b>	<b>\$256,314.87</b>	<b>\$1,563,637.12</b>	<b>14%</b>
5010 - REGULAR PAY	\$1,819,951.99	\$1,819,951.99	\$204,704.58	\$1,615,247.41	11%
5050 - OFF TIME	\$0.00	\$0.00	\$51,610.29	(\$51,610.29)	
5099 - SALARY & ATTRITION CONTRA	\$0.00	\$0.00	\$0.00	\$0.00	
<b>51 - OVERTIME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$486.32</b>	<b>(\$486.32)</b>	
5110 - OVERTIME	\$0.00	\$0.00	\$486.32	(\$486.32)	
<b>52 - BENEFITS</b>	<b>\$605,265.43</b>	<b>\$605,265.43</b>	<b>\$71,532.41</b>	<b>\$533,733.02</b>	<b>12%</b>
5210 - FRINGE	\$348,852.00	\$348,852.00	\$35,911.06	\$312,940.94	10%
5220 - WORKERS COMP	\$19,039.06	\$19,039.06	\$2,732.48	\$16,306.58	14%
5230 - SOCIAL SECURITY	\$135,710.35	\$135,710.35	\$18,934.93	\$116,775.42	14%
5240 - WRS	\$101,664.02	\$101,664.02	\$13,953.94	\$87,710.08	14%
<b>60 - OPERATING</b>	<b>\$462,325.00</b>	<b>\$466,983.39</b>	<b>\$52,638.28</b>	<b>\$414,345.11</b>	<b>11%</b>
6002 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$10,000.00	\$270.87	\$9,729.13	3%
6003 - OFFICE SUPPLIES	\$12,000.00	\$12,000.00	\$2,273.72	\$9,726.28	19%
6004 - PRINTING AND DUPLICATION	\$11,500.00	\$11,500.00	\$3,780.55	\$7,719.45	33%
6005 - MEMBERSHIPS AND DUES	\$3,595.00	\$3,595.00	\$0.00	\$3,595.00	0%
6006 - BOOKS AND PERIODICALS	\$386,000.00	\$386,000.00	\$42,064.17	\$343,935.83	11%
6008 - OTHER SUPPLIES	\$14,280.00	\$14,280.00	\$1,867.59	\$12,412.41	13%
6013 - POSTAGE	\$1,000.00	\$1,000.00	\$49.41	\$950.59	5%
6018 - MARKETING AND PROMOTION	\$5,000.00	\$5,000.00	\$579.70	\$4,420.30	12%
6027 - PROGRAMMING	\$11,150.00	\$11,150.00	\$987.25	\$10,162.75	9%
6099 - OTHER EXPENSES	\$7,800.00	\$12,458.39	\$765.02	\$11,693.37	6%
<b>62 - SERVICES</b>	<b>\$64,808.69</b>	<b>\$64,808.69</b>	<b>\$25,254.73</b>	<b>\$39,553.96</b>	<b>39%</b>
6202 - GENERAL SERVICES	\$57,376.69	\$57,376.69	\$24,675.20	\$32,701.49	43%
6206 - EQUIPMENT REPAIRS	\$1,500.00	\$1,500.00	\$149.99	\$1,350.01	10%
6210 - AUDITING SERVICES	\$1,432.00	\$1,432.00	\$0.00	\$1,432.00	0%
6211 - CREDIT CARD PROCESSING	\$4,500.00	\$4,500.00	\$429.54	\$4,070.46	10%
<b>63 - UTILITIES</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$177.96</b>	<b>\$622.04</b>	<b>22%</b>
6306 - TELECOMMUNICATIONS	\$800.00	\$800.00	\$177.96	\$622.04	22%
<b>64 - FIXED CHARGES</b>	<b>\$10,003.75</b>	<b>\$10,003.75</b>	<b>\$0.00</b>	<b>\$10,003.75</b>	<b>0%</b>
6409 - SOFTWARE HOSTING	\$4,903.75	\$4,903.75	\$0.00	\$4,903.75	0%
6411 - SOFTWARE MAINT	\$5,100.00	\$5,100.00	\$0.00	\$5,100.00	0%
<b>65 - INTERNAL CHARGES</b>	<b>\$748,817.38</b>	<b>\$748,817.38</b>	<b>\$0.00</b>	<b>\$748,817.38</b>	<b>0%</b>
6503 - INFORMATION SYSTEMS	\$240,057.38	\$240,057.38	\$0.00	\$240,057.38	0%
6504 - MUNICIPAL COMPLEX RENT	\$508,760.00	\$508,760.00	\$0.00	\$508,760.00	0%
<b>66 - OTHER EXPENSES</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>0%</b>
6602 - BUDGET ONLY	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	0%
<b>Revenue</b>	<b>(\$3,746,972.24)</b>	<b>(\$3,751,630.63)</b>	<b>(\$16,105.21)</b>	<b>(\$3,735,525.42)</b>	<b>0%</b>
<b>45 - FINES AND PENALTIES</b>	<b>(\$8,000.00)</b>	<b>(\$8,000.00)</b>	<b>(\$1,535.61)</b>	<b>(\$6,464.39)</b>	<b>19%</b>
4510 - LATE FEE	(\$8,000.00)	(\$8,000.00)	(\$1,535.61)	(\$6,464.39)	19%
<b>46 - PUBLIC CHARGES</b>	<b>(\$26,500.00)</b>	<b>(\$26,500.00)</b>	<b>(\$7,410.45)</b>	<b>(\$19,089.55)</b>	<b>28%</b>
4628 - DAMAGE TO CITY PROPERTY	(\$8,500.00)	(\$8,500.00)	(\$2,671.97)	(\$5,828.03)	31%
4699 - OTHER PUBLIC CHARGES	(\$18,000.00)	(\$18,000.00)	(\$4,738.48)	(\$13,261.52)	26%
<b>47 - INTERGOVT CHRG</b>	<b>(\$361,472.00)</b>	<b>(\$361,472.00)</b>	<b>\$0.00</b>	<b>(\$361,472.00)</b>	<b>0%</b>
4708 - CHARGES TO OTHER LIBRARIES - M	(\$361,472.00)	(\$361,472.00)	\$0.00	(\$361,472.00)	0%
<b>48 - MISCELLANEOUS</b>	<b>(\$20,800.00)</b>	<b>(\$25,458.39)</b>	<b>(\$7,159.15)</b>	<b>(\$18,299.24)</b>	<b>28%</b>
4808 - SALE OF CITY PROPERTY - NONCAP	(\$18,000.00)	(\$18,000.00)	(\$2,152.84)	(\$15,847.16)	12%
4820 - P-CARD REBATE	\$0.00	(\$4,658.39)	(\$4,658.39)	\$0.00	100%
4832 - FOOD BEVERAGE AND MRCHNDS SALE	(\$2,800.00)	(\$2,800.00)	(\$347.92)	(\$2,452.08)	12%
<b>49 - OTHER SOURCES</b>	<b>(\$3,330,200.24)</b>	<b>(\$3,330,200.24)</b>	<b>\$0.00</b>	<b>(\$3,330,200.24)</b>	<b>0%</b>
4960 - TRANSFER FROM GENERAL FUND	(\$3,330,200.24)	(\$3,330,200.24)	\$0.00	(\$3,330,200.24)	0%

# Library Invoices

Invoice Due Dates: 2/1/2026 thru 2/28/2026

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
4IMPRINT - 701		30870994	2/16/2026	marketing supplies	35510000 - 6018	MARKETING AND PROMOTION	\$579.70
					<b>4IMPRINT</b>	<b>1</b>	<b>\$579.70</b>
AMAZON - 833		83847	2/16/2026	2026 Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.59
		83945	2/16/2026	2026 printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$279.78
		83946	2/16/2026	2026 printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$190.00
		83947	2/16/2026	2026 printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$417.66
		83969	2/16/2026	2026 Books jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$116.31
		83986	2/16/2026	2026 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$24.25
		84012	2/16/2026	2026 equipment repair	35510000 - 6206	EQUIPMENT REPAIRS	\$149.99
		84013	2/16/2026	2026 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$30.34
		84017	2/16/2026	2026 material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$57.93
		84018	2/16/2026	2026 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$20.29
		84019	2/16/2026	2026 Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$11.40
		84026	2/16/2026	2026 Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$66.19
		84027	2/16/2026	2026 material jvid*	35510104 - 6006	BOOKS AND PERIODICALS	\$76.12
		84033	2/16/2026	Books adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$141.18
		84034	2/16/2026	Book 24.21 ascifi 16.50 afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$40.71
		84035	2/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$297.00
		84049	2/16/2026	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$86.34
		84050	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.50
		84051	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$13.95
		84088	2/16/2026	Book Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$18.19
		84089	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.41
		84090	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$55.15
		84092	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$169.00
		84093	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$7.48
		84118	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$36.06
		84132	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00
		84167	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$242.76
		84184	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$33.00
		84187	2/16/2026	other expenses	35510000 - 6099	OTHER EXPENSES	\$99.49
		84188	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$110.46
		84205	2/16/2026	Brewers grant	15947000 - 6099	OTHER EXPENSES	\$39.95
		84206	2/16/2026	Foundation support	15947000 - 6099	OTHER EXPENSES	\$169.50
		84218	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$15.99
		84231	2/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$38.00
		84232	2/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$46.63
		84251	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$28.99

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		84266	2/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$24.99
		84274	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$24.68
		84286	2/16/2026	Book aya*	35510103 - 6006	BOOKS AND PERIODICALS	\$10.03
		84290	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$39.95
		84317	2/16/2026	Book Jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$885.35
		84334	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.99
		84335	2/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$591.58
		84342	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$49.98
		84346	2/16/2026	office supplies and professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$7.99
					35510000 - 6003	OFFICE SUPPLIES	\$32.58
		84374	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$12.99
		84376	2/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$149.89
		84398	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$38.27
		84399	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$18.99
		84446	2/16/2026	refund office supplies	35510000 - 6003	OFFICE SUPPLIES	-\$110.46
		84463	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$14.44
		84483	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.50
		84484	2/16/2026	Book 16.19 arpamed 132.56 Arpacul 14.22 Avis*	35510103 - 6006	BOOKS AND PERIODICALS	\$14.22
					38510000 - 6006	BOOKS AND PERIODICALS	\$148.75
		84485	2/16/2026	Book arpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$15.90
		84486	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.21
		84488	2/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$208.78
		84489	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$13.98
		84490	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$36.39
		84515	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$135.77
		84516	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$94.81
		84525	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$87.47
		84526	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$31.98
		84527	2/16/2026	Book Jbks*	35510104 - 6006	BOOKS AND PERIODICALS	\$12.99
		84534	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$31.88
		84535	2/16/2026	Book Abiog*	35510103 - 6006	BOOKS AND PERIODICALS	\$16.50
		84536	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$30.87
		84537	2/16/2026	Book adult various*	35510103 - 6006	BOOKS AND PERIODICALS	\$90.58
		84539	2/16/2026	Book Afic*	35510103 - 6006	BOOKS AND PERIODICALS	\$36.55
		84551	2/16/2026	Book jbks*	35510104 - 6006	BOOKS AND PERIODICALS	-\$11.99
					<b>AMAZON</b>	<b>69</b>	<b>\$6,044.97</b>
AMERICAN LIBRARY ASSOCIATION - 13							
		84253	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$88.38
					<b>AMERICAN LIBRARY ASSOCIATION</b>	<b>1</b>	<b>\$88.38</b>
AQUATIC REALMZ - 1689							
		AR3462	2/16/2026	2026 fish tank service	35510000 - 6202	GENERAL SERVICES	\$90.00
		AR3530	2/16/2026	fish tank service	35510000 - 6202	GENERAL SERVICES	\$99.99

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
<b>AQUATIC REALMZ</b>							<b>2</b>
							<b>\$189.99</b>
BLACKSTONE PUBLISHING - 380		83984	2/16/2026	2026 Book abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$175.58
		83985	2/16/2026	Book abkcd*	35510103 - 6006	BOOKS AND PERIODICALS	\$100.60
<b>BLACKSTONE PUBLISHING</b>							<b>2</b>
							<b>\$276.18</b>
BRIAN GLEICHAUF - 2507		3092026	2/2/2026	programming adult	35510103 - 6027	PROGRAMMING	\$150.00
<b>BRIAN GLEICHAUF</b>							<b>1</b>
							<b>\$150.00</b>
BRODART COMPANY - 47		3374113	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$466.74
<b>BRODART COMPANY</b>							<b>1</b>
							<b>\$466.74</b>
CENGAGE LEARNING INC - 1010		999102348139	2/10/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$53.23
<b>CENGAGE LEARNING INC</b>							<b>1</b>
							<b>\$53.23</b>
CENTER POINT LARGE PRINT - 870		2223168	2/16/2026	Book Alp*	35510103 - 6006	BOOKS AND PERIODICALS	\$98.28
<b>CENTER POINT LARGE PRINT</b>							<b>1</b>
							<b>\$98.28</b>
DEMCO - 76		84289	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$254.71
		84375	2/16/2026	marketing supplies and other supplies	35510000 - 6013	POSTAGE	\$20.66
					35510000 - 6099	OTHER EXPENSES	\$88.31
<b>DEMCO</b>							<b>2</b>
							<b>\$363.68</b>
DISCOUNT PAPER PRODUCTS INC - 945		84189	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$349.95
<b>DISCOUNT PAPER PRODUCTS INC</b>							<b>1</b>
							<b>\$349.95</b>
EMMA DISTERHAFT - 2391		02152026	2/15/2026	programming kids	35510104 - 6027	PROGRAMMING	\$116.00
<b>EMMA DISTERHAFT</b>							<b>1</b>
							<b>\$116.00</b>
EMPLOYEES - 1316		2022026	2/9/2026	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$162.88
<b>EMPLOYEES</b>							<b>1</b>
							<b>\$162.88</b>
FORWARD TS - 211		AR274999	2/9/2026	Library Coin OP Copier	25144000 - 7001	FIXED ASSET	\$6,546.00
		AR274998	2/9/2026	2026 Library Admin Copier	25144000 - 7001	FIXED ASSET	\$7,329.00
<b>FORWARD TS</b>							<b>2</b>
							<b>\$13,875.00</b>
HARVARD BUSINESS REVIEW - 451		84287	2/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$142.97
<b>HARVARD BUSINESS REVIEW</b>							<b>1</b>
							<b>\$142.97</b>
INGRAM LIBRARY SERVICES LLC - 2432		93590485-6	2/16/2026	2026 Books arpa, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$14.71
					38510000 - 6006	BOOKS AND PERIODICALS	\$21.25
		93653823	2/16/2026	2026 Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$32.35

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
					35510104 - 6006	BOOKS AND PERIODICALS	\$146.62
					38510000 - 6006	BOOKS AND PERIODICALS	\$721.36
	93653822		2/16/2026	2026 Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$230.83
					35510104 - 6006	BOOKS AND PERIODICALS	\$622.76
	93653824		2/16/2026	2026 Books arpa, adult, kids	38510000 - 6006	BOOKS AND PERIODICALS	\$755.28
					35510103 - 6006	BOOKS AND PERIODICALS	\$48.94
					35510104 - 6006	BOOKS AND PERIODICALS	\$21.96
	93668753		2/16/2026	2026 books arpa, adult, kids	38510000 - 6006	BOOKS AND PERIODICALS	\$302.44
					35510103 - 6006	BOOKS AND PERIODICALS	\$44.96
					35510104 - 6006	BOOKS AND PERIODICALS	\$61.42
	93693787		2/16/2026	2026 book kids	38510000 - 6006	BOOKS AND PERIODICALS	\$382.23
	93693782-86		2/16/2026	2026 books arpa, kids	35510104 - 6006	BOOKS AND PERIODICALS	\$44.93
					35510104 - 6006	BOOKS AND PERIODICALS	\$74.84
					38510000 - 6006	BOOKS AND PERIODICALS	\$14.82
	93693788-91		2/16/2026	2026 Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$40.77
					35510104 - 6006	BOOKS AND PERIODICALS	\$22.29
	96393792		2/16/2026	2026 Books, arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$74.21
					35510104 - 6006	BOOKS AND PERIODICALS	\$103.96
					38510000 - 6006	BOOKS AND PERIODICALS	\$208.40
	93747668		2/16/2026	2026 Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$14.97
					35510104 - 6006	BOOKS AND PERIODICALS	\$60.55
					38510000 - 6006	BOOKS AND PERIODICALS	\$146.92
	93783005		2/16/2026	2026 Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$249.24
					35510104 - 6006	BOOKS AND PERIODICALS	\$111.87
					38510000 - 6006	BOOKS AND PERIODICALS	\$23.74
	93837079		2/16/2026	Books Arpa, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$55.73
					38510000 - 6006	BOOKS AND PERIODICALS	\$12.00
	93913742		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$693.16
					35510104 - 6006	BOOKS AND PERIODICALS	\$10.99
					38510000 - 6006	BOOKS AND PERIODICALS	\$426.95
	93898831-2		2/16/2026	Books arpa, adult	35510103 - 6006	BOOKS AND PERIODICALS	\$13.09
					38510000 - 6006	BOOKS AND PERIODICALS	\$12.45
	93898833		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$180.25
					35510104 - 6006	BOOKS AND PERIODICALS	\$350.71
					38510000 - 6006	BOOKS AND PERIODICALS	\$117.49
	93965255		2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$142.98
					35510104 - 6006	BOOKS AND PERIODICALS	\$72.31
	94038411		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$79.92
					35510104 - 6006	BOOKS AND PERIODICALS	\$217.12
					38510000 - 6006	BOOKS AND PERIODICALS	\$89.81
	94022396		2/16/2026	Book adult	35510103 - 6006	BOOKS AND PERIODICALS	\$18.95
	94055877		2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$251.97

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
					35510104 - 6006	BOOKS AND PERIODICALS	\$391.30
	94055876		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$437.57
					35510104 - 6006	BOOKS AND PERIODICALS	\$269.33
					38510000 - 6006	BOOKS AND PERIODICALS	\$106.34
	94055879		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$789.24
					35510104 - 6006	BOOKS AND PERIODICALS	\$10.44
					38510000 - 6006	BOOKS AND PERIODICALS	\$129.42
	84294		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$593.84
					35510104 - 6006	BOOKS AND PERIODICALS	\$93.81
					38510000 - 6006	BOOKS AND PERIODICALS	\$361.30
	94091211		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$219.58
					35510104 - 6006	BOOKS AND PERIODICALS	\$646.20
					38510000 - 6006	BOOKS AND PERIODICALS	\$31.28
	94105400		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$122.32
					35510104 - 6006	BOOKS AND PERIODICALS	\$9.34
					38510000 - 6006	BOOKS AND PERIODICALS	\$71.50
	94091210		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$156.63
					35510104 - 6006	BOOKS AND PERIODICALS	\$60.97
					38510000 - 6006	BOOKS AND PERIODICALS	\$57.56
	94151505		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$145.88
					35510104 - 6006	BOOKS AND PERIODICALS	\$24.92
					38510000 - 6006	BOOKS AND PERIODICALS	\$138.96
	94151503		2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$267.58
					35510104 - 6006	BOOKS AND PERIODICALS	\$1,600.98
	94130534		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$862.78
					35510104 - 6006	BOOKS AND PERIODICALS	\$286.19
					38510000 - 6006	BOOKS AND PERIODICALS	\$81.85
	94151504		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$38.33
					35510104 - 6006	BOOKS AND PERIODICALS	\$8.09
					38510000 - 6006	BOOKS AND PERIODICALS	\$1,164.94
	94130532		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$549.14
					35510104 - 6006	BOOKS AND PERIODICALS	\$580.49
					38510000 - 6006	BOOKS AND PERIODICALS	\$152.33
	94130533		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$943.03
					35510104 - 6006	BOOKS AND PERIODICALS	\$75.39
					38510000 - 6006	BOOKS AND PERIODICALS	\$85.24
	94183149-50		2/16/2026	Books kids	35510104 - 6006	BOOKS AND PERIODICALS	\$29.22
	94183151		2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$270.75
					35510104 - 6006	BOOKS AND PERIODICALS	\$274.79
					38510000 - 6006	BOOKS AND PERIODICALS	\$95.66
	94217575		2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$15.40
					35510104 - 6006	BOOKS AND PERIODICALS	\$176.81

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt	
		94217573	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$55.48	
					35510104 - 6006	BOOKS AND PERIODICALS	\$97.21	
					38510000 - 6006	BOOKS AND PERIODICALS	\$46.77	
		94217574	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$41.80	
					35510104 - 6006	BOOKS AND PERIODICALS	\$40.61	
					38510000 - 6006	BOOKS AND PERIODICALS	\$238.75	
		94233387	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$211.55	
					35510104 - 6006	BOOKS AND PERIODICALS	\$55.42	
					38510000 - 6006	BOOKS AND PERIODICALS	\$79.75	
		94249968	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$45.48	
					35510104 - 6006	BOOKS AND PERIODICALS	\$226.67	
					38510000 - 6006	BOOKS AND PERIODICALS	\$10.99	
		94249966	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$681.23	
					35510104 - 6006	BOOKS AND PERIODICALS	\$50.94	
					38510000 - 6006	BOOKS AND PERIODICALS	\$214.42	
		94249967	2/16/2026	Books arpa, adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$213.21	
					35510104 - 6006	BOOKS AND PERIODICALS	\$211.90	
					38510000 - 6006	BOOKS AND PERIODICALS	\$39.72	
		94303688	2/16/2026	Book adult	35510103 - 6006	BOOKS AND PERIODICALS	\$25.50	
		94289877	2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$102.26	
					35510104 - 6006	BOOKS AND PERIODICALS	\$166.16	
		94289878	2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$81.40	
					35510104 - 6006	BOOKS AND PERIODICALS	\$208.72	
		94289879	2/16/2026	Books adult, kids	35510103 - 6006	BOOKS AND PERIODICALS	\$21.18	
					35510104 - 6006	BOOKS AND PERIODICALS	\$407.08	
		<b>INGRAM LIBRARY SERVICES LLC</b>				<b>44</b>		<b>\$23,345.42</b>
KANOPY INC - 1657		489745	1/31/2026	material Estreaming*	35510103 - 6006	BOOKS AND PERIODICALS	\$886.55	
		<b>KANOPY INC</b>				<b>1</b>		<b>\$886.55</b>
MICHAEL'S STORE - 1899		84284	2/16/2026	processing supplies	35510000 - 6008	OTHER SUPPLIES	\$4.21	
		<b>MICHAEL'S STORE</b>				<b>1</b>		<b>\$4.21</b>
OFFICE DEPOT - 212		84091	2/16/2026	printer toner	35510000 - 6004	PRINTING AND DUPLICATION	\$317.47	
		<b>OFFICE DEPOT</b>				<b>1</b>		<b>\$317.47</b>
ONE TIME VENDOR - 99999		83844	2/16/2026	2026 programming supplies adult	35510103 - 6027	PROGRAMMING	\$4.99	
		83944	2/16/2026	2026 processing supplies	35510000 - 6008	OTHER SUPPLIES	\$70.95	
		84023	2/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$3.26	
		84155	2/16/2026	programming supplies kids	35510104 - 6027	PROGRAMMING	\$29.97	
		84254	2/16/2026	material Athings*	35510103 - 6006	BOOKS AND PERIODICALS	\$52.73	
		84275	2/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$635.68	

Vendor Name	Vendor #	Invoice Number	Invoice Date	Invoice Description	Org Obj	Object Description	Inv Line Item Amt
		84288	2/16/2026	material Aper*	35510103 - 6006	BOOKS AND PERIODICALS	\$17.97
		84315	2/16/2026	Book Jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$353.46
		84316	2/16/2026	Book Jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$151.23
		84319	2/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$17.93
		84320	2/16/2026	programming supplies adult	35510103 - 6027	PROGRAMMING	\$11.82
		84345	2/16/2026	office supplies	35510000 - 6003	OFFICE SUPPLIES	\$148.41
		84441	2/16/2026	processing supplies & 19.97 athings*	35510000 - 6008	OTHER SUPPLIES	\$32.81
					35510103 - 6006	BOOKS AND PERIODICALS	\$19.97
		84533	2/16/2026	programming supplies adult	35510103 - 6006	BOOKS AND PERIODICALS	\$3.99
		84538	2/16/2026	professional development	35510000 - 6002	PROFESSIONAL DEVELOPMENT	\$100.00
		84540	2/16/2026	material adult passes*	35510103 - 6006	BOOKS AND PERIODICALS	\$600.00
		123606	2/16/2026	material jarpacul*	38510000 - 6006	BOOKS AND PERIODICALS	\$244.44
<b>ONE TIME VENDOR</b>						<b>17</b>	<b>\$2,499.61</b>
PLAYAWAY PRODUCTS LLC - 2424							
		84447	2/16/2026	material jthings*	35510104 - 6006	BOOKS AND PERIODICALS	\$549.91
<b>PLAYAWAY PRODUCTS LLC</b>						<b>1</b>	<b>\$549.91</b>
SYMBOLOGY INC - 971							
		114798	2/16/2026	2025 processing supplies	35510000 - 6008	OTHER SUPPLIES	\$648.60
<b>SYMBOLOGY INC</b>						<b>1</b>	<b>\$648.60</b>
TARGET STORES 25 - 264							
		83878	2/16/2026	2026 office supplies	35510000 - 6003	OFFICE SUPPLIES	\$59.90
		84325	2/16/2026	other expenses	35510000 - 6099	OTHER EXPENSES	\$50.69
<b>TARGET STORES 25</b>						<b>2</b>	<b>\$110.59</b>
<b>Grand Total</b>						<b>155</b>	<b>\$51,320.31</b>

**Director's Report**  
**March 2026**

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

**In-person Programs:** 40; Total attendance: 1,736

**Passive Programs:** 5; Total participation: 1,261

It seems superfluous to say "It was another busy month in the Children's Library" because this is our eternal truth – it's always a busy month in the kids' area and we are so lucky to be well used and loved by our community. This month, the DPI's annual report data came out and we discovered that the children's collection ranked 3<sup>rd</sup> in the state for circulation of materials, an increase from our rank of 4<sup>th</sup> in 2025. We're so glad to have a self-checkout machine in children's to help reduce the burden of this increase on our teammates in circulation. In a reimagined children's area, I hope we'll be able to have two or three self-checks as we currently do have families who like to wait to use the upstairs machine while their kids are playing, finishing up in a program, or making art in the creativity corner.

In February, we introduced our first ever video game collection with a relatively small collection of Nintendo Switch and PlayStation 5 games (just over 100 total games). All of the games in our start-up collection were kid- and family-friendly with E for Everyone or E10+ for Everyone 10 and up. Within 1 week, all of the Switch games and half of the PS5 games had been checked out! This is a collection we will add to and grow as the materials budget allows.



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

Children's Librarian Sharon Long and I have started planning this year's Teen Summer Fun! activities. As in years past, there will be a combination of STEM, art & crafts, and food-themed activities like Cupcake Wars and a taste test. Rather than compete for much of the same tween audience we decided to pair together this year. With two librarians at each event, it means that we can have more attendees and even more programs for teens than we usually do over summer.

Local history volunteer Sue Martin-Steiner has taken a step back from volunteering. She has played a significant role in curating the Library's local history pamphlet file. In 2010, Sue began photocopying articles from the *Milwaukee Journal Sentinel* and *Wauwatosa Now* sections. She copied articles onto acid-free paper, ensuring their stability, assigned subject headings to each article, and filed them into a well-organized pamphlet file. With fewer articles in the *Milwaukee Journal* and *West Now* and our online subscription, Sue felt it was unnecessary to continue manually duplicating articles. Sue's diligence, attention to detail, and wealth of knowledge will be missed.

3. ARPA update (from Assistant Director Robert Trunley):

ARPA funding is for 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. The library is using ARPA funds to pay for materials, processing supplies and staffing.

The library will spend \$200,000 on materials over the 5-year period of the project (2022-2026), and \$272,000 total.

Materials:

2025 - \$43,513 (2,349 items - 1,460 adult and 889 juvenile)

As of January 2026, the library had spent \$135,000 on materials, with a balance remaining of \$65,000.

Supplies:

As of January 2026, the library had spent \$6,134 on supplies, with a balance remaining of \$2,566.

Staffing:

As of January 2026, the library had spent \$44,641 on staffing, with a balance remaining of \$18,659.

The library has planned expenditures quarterly for each year of the grant period. The full amount of the grant will be expended by the end of 2026.

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

Our new shelvers are assimilating well with the team. They are out of their training stage and have been assigned all the usual tasks that our seasoned shelvers complete. Interviews begin the week of March 23rd for the remaining 12-hour evening shelver position.

We had a successful content checking month in February and found lots of well-loved books ready for replacement. The weekends have been extremely busy so we are happy to be able to catch up on our regular shelving tasks.

Evaluations have been completed and submitted. Over the next few weeks, I will be meeting with each staff member to go over their evaluations.

5. Adult Library update (from Adult Library Supervisor Shellie Anderson):

**Programs and Displays:**

Brian Gleichauf and his family (human and bee) collaborate to operate Bub's Honey in Racine, WI. He presented a program to learn about some of the beautifully deep mysteries of honeybees and how you can welcome more wonderful bee-wild-erment into your own life and your own backyard. Honeybees fascinate so many people, and yet not everyone can or should keep bees, as it must be done in a responsible and ecological manner. His program was also highlighted on Channel 4's "What's Brewing Wisconsin" that day.

We are also thrilled to welcome Milwaukee-area author Nick Petrie as he launches the ninth novel in his pulse-pounding Peter Ash series, *The Dark Time*. Ash rides to the aid of an investigative reporter who may have stumbled on a story more explosive than even he can handle in this propulsive new entry in Petrie's award-winning series. Petrie will be here discussing his new book, answering questions, and signing books. Boswell Books will be on-hand to sell Petrie's latest.

Meagan talked to the Heritage Garden Club this month. She talked about the Explore passes and the Library of Things. They were interested in our seed library and we now have volunteers to help us package them.

Our displays this month include honeybees, mystery books, and stop the scroll, a display promoting analog activities such as reading, gardening, and crafting to keep your mind active.

6. Municipal Complex update:

- Kickoff meeting with C.G. Schmidt and OPN Architects (February 19)
  - The meeting reviewed project considerations, benchmarking, goals, vision, sustainability efforts, and more. The current timeline calls for the council to review three renovation options in May. This will allow the city to include a project in the city's 5-year capital plan as part of the budget process occurring starting in the summer. OPN Architects will attend the May library board meeting to review the three options with the library board.
- Library program verification meeting with OPN Architects (February 26)
  - Library and city staff met with the architects to review program options and priorities.
- Option development meeting with OPN Architects (March 4)
  - Library and city staff met with the architects to review program options.
- Option Development meeting with OPN Architects (March 13)

7. Library Board President and I are scheduled to present the Library Board and Library annual report to the Council's Committee of the Whole on Tuesday, March 24.

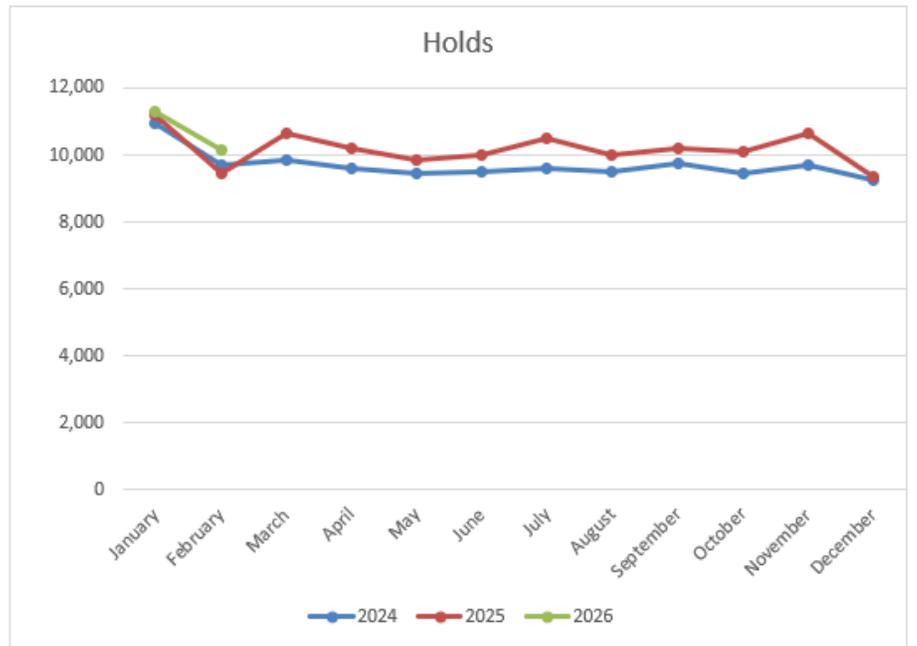
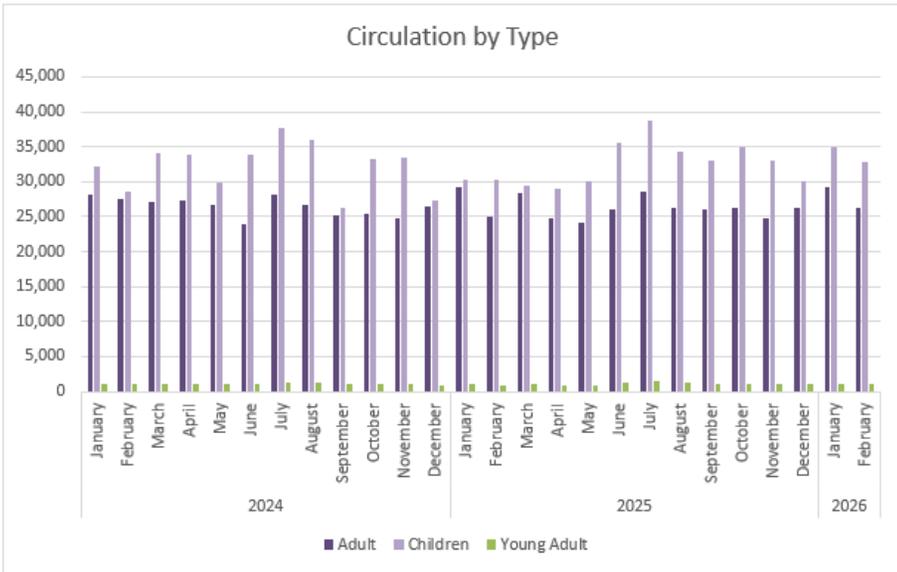
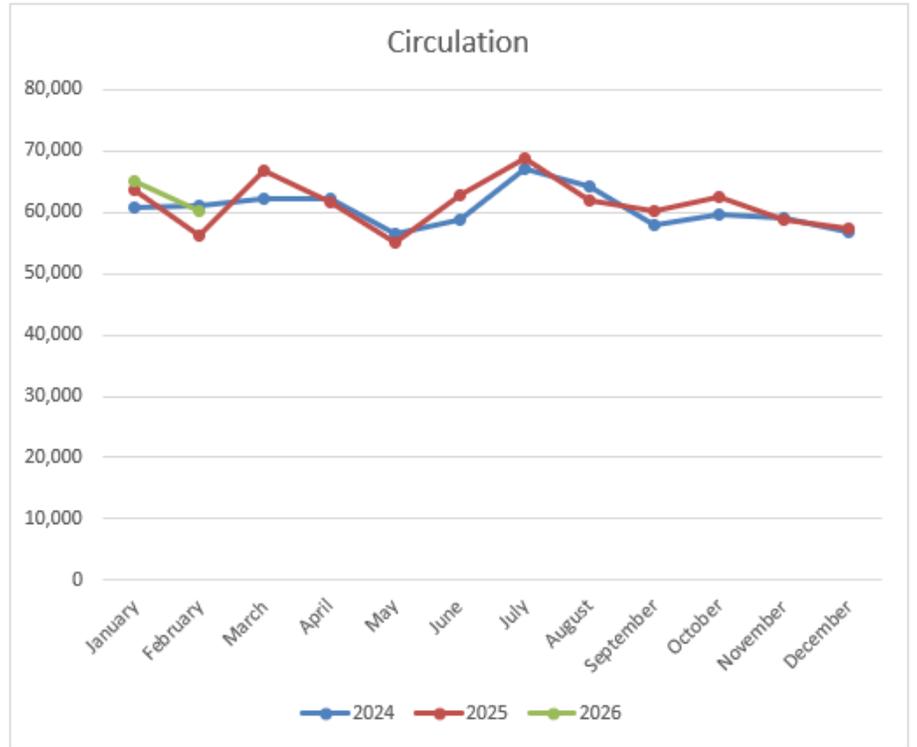
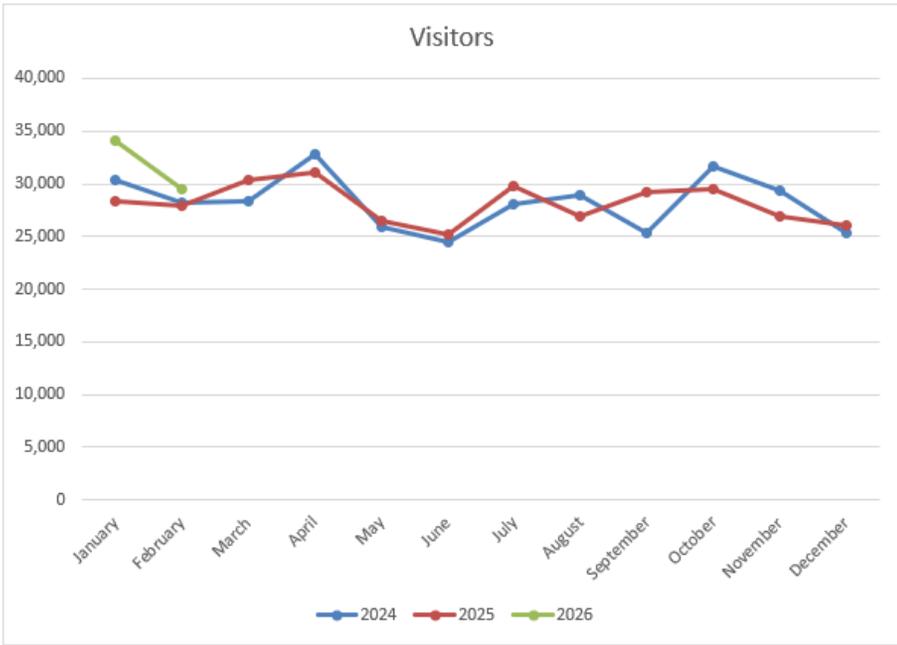
8. March staff anniversaries:

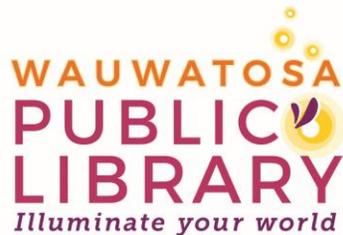
13 years Michelle Salm, Library Shelver

1 year Brianna Schwabe Khateeb, Children's Librarian

9. Upcoming meetings:

- Library Board: Wednesday, March 18 at 6:30 PM
- Policy Committee: Wednesday, April 15 at 5:30 PM
- Library Board: Wednesday, April 15 at 6:30 PM





**To: Library Board**  
**Fr: Peter Loeffel, Library Director**  
**March 18, 2026**  
**Re: Branding kit proposal**

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### **Issue**

Consideration of a proposal from McDaniels for services related to logo assets for the Wauwatosa Public Library.

### **Background**

In 2019, the library undertook a visual rebranding that introduced a new logo, font, and an updated color scheme. Although the current brand elements effectively represent the library, additional assets are needed to build a brand kit to equip staff with consistent templates and identity guidelines.

The purpose of this project is to expand upon the brand by creating a functional and accessible branding toolkit that enables staff to implement the library's visual identity with clarity and consistency. The city is current working with McDaniels on a similar project in an effort to add a complementary tool to the city's communications toolkit.

One of the primary reasons this makes so much sense right now is that the city is redesigning the website. Being able to have flexible digital assets will improve the library's online presence. So many of our residents and patrons interact with us online. Showing up in a way that's clear, professional-looking, and attractive is important to us and our customer service.

City Communications Manager Eva Ennamorato engaged McDaniels for the attached branding kit proposal, which would allow the library to have the same deliverables that the city is receiving during its project.

### **Fiscal impact**

The proposal is \$7,500 for services related to additional design elements for the Wauwatosa Public Library. The Library Board can authorize funds from the Library Agency Trust.

### **Recommendation**

Staff recommends approving the proposal with McDaniels in the amount of \$7,500, with the funds coming from the Library Agency Trust.

## Wauwatosa, WI Public Library Branding Kit Proposal

March 9, 2026

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### OVERVIEW

In 2019, the library undertook a visual rebranding that introduced a new logo, font, and an updated color scheme. Although the current brand elements effectively represent the library, additional assets are needed to build a brand kit to equip staff with consistent templates and identity guidelines.

The purpose of this project is not to replace the existing brand but to expand upon the brand by creating a functional and accessible branding toolkit that enables staff to implement the library's visual identity with clarity and consistency.

### SCOPE OF WORK

Our team will develop a comprehensive and staff-friendly branding system that builds upon the library's existing visual identity. The work will begin with research, analysis, and a collaborative listening session to understand current needs and opportunities. Using these insights, the project will expand the branding kit with cohesive fonts, textures, and visual elements; create a detailed brand standards guide including font hierarchy; and produce a versatile PowerPoint template featuring multiple slide types. Additional deliverables will include a Canva-ready self-checkout banner and a full file buildout to ensure all assets are organized, accessible, and ready for seamless use across the library's communications.

### DELIVERABLES

- Research, Analysis, & Listening Session
- Branding Kit Development
  - Fonts, Textures, & Other Elements
  - Brand Standards Guide Including Font Hierarchy
  - PowerPoint Template with a Variety of Slide Types
  - Self-Checkout Banner in Canva
  - Full File Buildout

**TIMELINE**

May 2026 - Project Kick Off

**PROPOSED BUDGET**

Project Management, Team Listening Session, & Consultation 11.5 hours @ \$150/hour .....	\$1,750
Creative Design, Layout, Buildout of Brand Kit & Guide 33 hours @ \$150/hour.....	\$5,000
Final Files & Export 5 hours @ \$150/hour .....	\$750
<b>Grand Total .....</b>	<b>\$7,500</b>

**APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

NOTE: Each activity is limited to a set number of hours. All final artwork will be wholly owned by the City of Wauwatosa and the Wauwatosa Public Library. Quote valid for 60 days, E.W. McDaniels, Inc. (dba McDaniels Marketing) reserves the right to submit a new estimate for any change in specifications. 60 days of notice is required for cancellation of this contract. All time and cost to date will be invoiced upon cancellation. By signing this document, persons whose signatures appear attest that the terms set forth in this agreement have been read and understood completely and that they agree to the terms and conditions of this proposal.

# Library Friends and Library Foundations

# 24

## “Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at [www.ala.org/united/friends](http://www.ala.org/united/friends).)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

### In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation

## **Library Foundations**

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

## **Community Foundations**

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

## **Financial Support from Friends and Library Foundations**

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

## Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See *Trustee Essential #9: Managing the Library’s Money* for options for the deposit and handling of gifts and donations to the library.

## Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

## Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at [ala.org/united/friends](http://ala.org/united/friends) has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at [wla.wisconsinlibraries.org/wltf](http://wla.wisconsinlibraries.org/wltf)
- The Foundation Center has information on establishing a non-profit organization at [www.grantspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit](http://www.grantspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit)

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