



To: Library Board

Fr: Peter Loeffel, Library Director

May 21, 2025

Re: Agency Trust Funding request: price increase for Children's Library furniture

Purpose/Need

The Wauwatosa Public Library Foundation approved funding \$8,652 for Children's Library Play & Learn Space soft seating improvements. The actual amount increased to \$11,500, a difference of \$2,848. In addition, the total Children's Library furniture order now includes a \$500 tariff surcharge. Library staff is requesting that the Library Board approve funding the difference from the Library Agency Trust.

Background

The Library Board submitted 11 funding requests to the Wauwatosa Public Library Foundation, which approved all requests during its April board meeting. One Friday, May 16, EBI, the City's approved furniture vendor, informed the Library that one of the requests, for Children's Library Play & Learn Space soft seating increased in cost from the original \$8,652 to \$11,500. The increase is due to fabric costs. The totals of the other ten requests have not changed, but EBI added a \$500 tariff surcharge for the total furniture order. The original Play & Learn Space soft seating request is attached.

Library staff is requesting that the Library Board approve funding the difference up to \$3,500 from the Library Agency Trust to cover the increase in the fabric costs (\$2,900) and tariff surcharge (\$500).

EBI informed Library staff that the prices for furniture will likely rise again in June. The Library Foundation holds their May meeting on May 22, the morning after the Library Board meeting. Securing funding from the Agency Trust is likely the most efficient method to secure the additional funding before June. Library staff could request additional funding from the Foundation at their June meeting.

Recommendation

That the Library Board approve funding up to \$3,500 from the Library Agency Trust to cover the additional fabric costs and tariff surcharge.