

Monday - August 17, 2026

Hortonville Public Library Board of Trustees Meeting Agenda

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll call
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- July 20, 2026
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget
- VII. Discussion and possible action on 2027 closed dates
- VIII. Discussion and possible action on social media policy
- IX. Discussion on Trustee Essential #24 "Library Friends and Library Foundations"
- X. Friends of the Hortonville Library update
- XI. Future meeting dates
 - a. September 21, 2026- 5:00 pm
 - b. October 19, 2026- 5:00 pm
- XII. Items to add for future agendas
 - a. Policy review- ongoing
 - b. 2027 budget
- XIII. Motion to adjourn

Posted by: Alexandra Krause, Hortonville Public Library Director
08/14/2026

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.

Monday - July 20, 2026

Hortonville Public Library Board of Trustees Meeting Minutes

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
Meeting called to order at 5:05 pm by President Mike Wirkus
- II. Roll call
Trustees in attendance: Mike Wirkus, Kristi Compton, Carrie Lathrop, Christina King, Holly Dietsler, Lex Jandourek, Stephanie Holtz. Others present: Library Director, Allie Krause; Village President, Jeanne Bellile
- III. Agenda changes (to change the position of an item already on the agenda) - **None**
- IV. Public comment - **None**
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- June 15, 2026
 - b. Payment of bills and vouchers**Motion by Christina King to approve the consent agenda including vouchers in the amount of \$5,667.00. Seconded by Carrie Lathrop. Roll call vote, all aye.**
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget**Library Director Krause presented the Director's Report as in the packet.**
- VII. Discussion and possible action on amending printing and faxing fees
Data was presented and discussed about current printing and faxing costs and the history of cost and revenue. Motion made by Christine King to adjust pricing to \$0.10 for Black and White printing, \$0.25 for Color Printing, \$1.00 for the first page fax, and \$0.50 for faxing additional pages, and Patrons may not charge the service to their account. Seconded by Stephanie Holtz. Roll call vote, all aye.
- VIII. Friends of the Hortonville Library update
Mike Wirkus and Christina King shared a recent donation and purchases that were made.
- IX. Future meeting dates
 - a. August 17, 2026- 5:00 pm
 - b. September 21, 2026- 5:00 pm
- X. Items to add for future agendas
 - a. Policy review
- XI. Motion to adjourn
Motion by Stephanie Holtz to adjourn at 5:31 pm. Seconded by Carrie Lathrop. Approved by voice vote.

Respectfully submitted by Kristi Compton on July 21, 2026.

08.17.26 Invoices

2026	BMO	\$1,159.43
2026	MSI	\$116.34
2026	Andie Meyer	\$16.76
2026	Brandi Kronberg	\$25.00
2026	WT Cox	\$383.83
2026	Ingram	\$2,635.43
2026	Gilbert's Sentry	\$66.66
2026	Unique	\$23.30
2026	Wells Fargo	\$540.00
2026	OWLS	\$114.42
Total:		\$5,081.17

Library Board of Trustees Meeting- August 17, 2026

Director's Report

- Staff Update

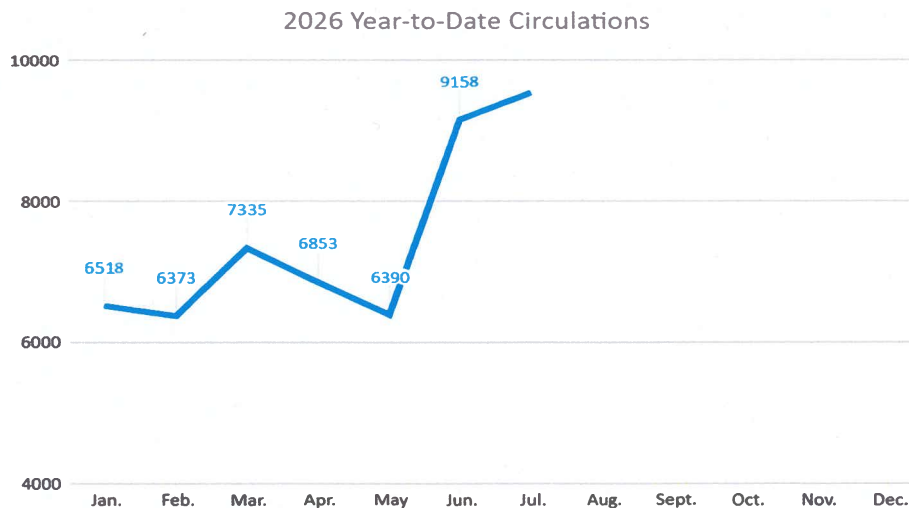
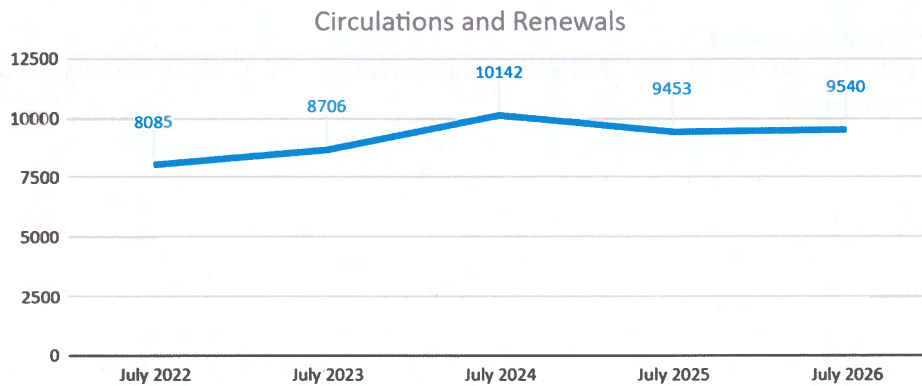
- Dan Higgins has resigned in favor of a new position at the Neenah Public Library as well as continuing his master's degree full-time
- Allie will post the open position after assessing the needs of staffing and programming gaps in conjunction with the existing staff
 - OWLSnet substitute program will be used in the interim

- Programming & Outreach

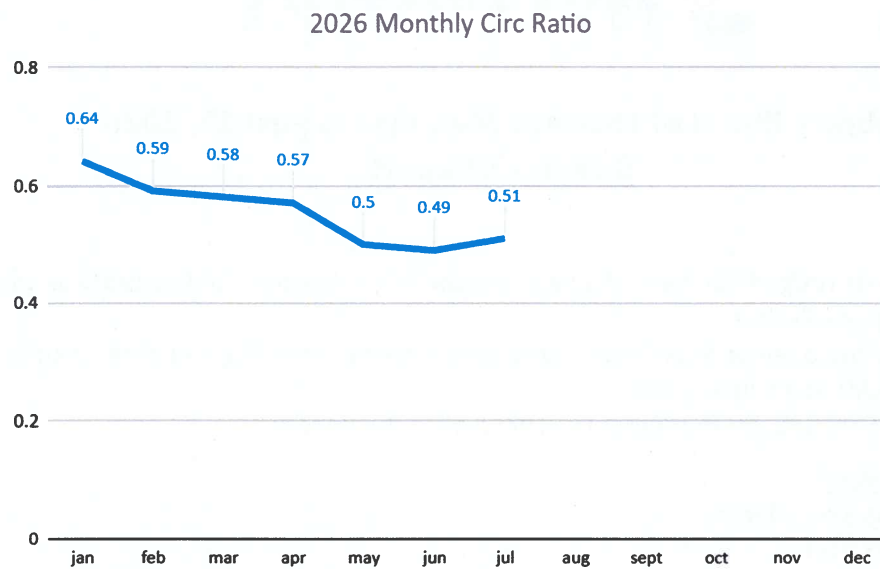
- Summer program updates
 - Registration
 - As of Friday, August 14- 1,142 registrants- 92% of 2025 registrants
 - Programming
 - As of Friday, August 14, 4,174 reading bookmarks returned- 12,522 hours read

- Statistics

- Circulation and renewals



- Circulation Ratio



- Ongoing Projects & Miscellaneous

- ILS project preparation
 - System downtime August 10-15
 - New system in place August 17
- Collection development and review

- Meetings and Continuing Education

- Regular meetings: Staffing, programming, department head, AAC, OWLS Directors, Village Board
- ILS system meetings

2026 APPROVED LIBRARY BUDGET

Library - FUND 200

updated 08/12/2026

ACCT #	DESCRIPTION	2026		YTD	2026		2026
		APPROVED	BUDGET		ACCOUNT	REMAINING	PERCENT
REVENUE							REMAINING
INTERGOVERNMENTAL REVENUES							
200-43-43720-000	COUNTY AID - OWLS	\$	230,123.00	\$	230,123.00	\$0.00	100.00%
200-43-43721-000	LIBRARY GRANTS	\$	600.00	\$	-	\$600.00	0.00%
	INTERGOVERNMENTAL REVENUES TOTALS	\$	230,723.00	\$	230,123.00	(600.00)	99.74%
PUBLIC CHARGES FOR SERVICE							
200-46-46710-000	LIBRARY COPIES & FAXES	\$	500.00	\$	1,023.07	-\$523.07	204.61%
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$	-	\$	32.00	-\$32.00	
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$	750.00	\$	686.84	\$63.16	91.58%
	PUBLIC CHARGES FOR SERVICE TOTAL	\$	1,250.00	\$	1,741.91	491.91	139.35%
MISCELLANEOUS REVENUE							
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$	4,300.00	\$	2,285.20	\$2,014.80	53.14%
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$	-	\$	-	\$0.00	
200-48-48500-000	LIBRARY DONATIONS	\$	2,000.00	\$	4,231.36	-\$2,231.36	211.57%
200-48-48600-000	LIBRARY DONATIONS FOHL	\$	3,000.00	\$	1,575.91	\$1,424.09	52.53%
	MISCELLANEOUS REVENUE TOTAL	\$	9,300.00	\$	8,092.47	(1,207.53)	87.02%
OTHER FINANCING SOURCES							
200-49-49210-000	TRANSFER FROM GENERAL FUND	\$	150,792.20	\$	150,792.20	\$0.00	100.00%
200-49-49300-000	FUND BALANCE APPLIED	\$	-	\$	-	\$0.00	
	OTHER FINANCING SOURCES TOTAL	\$	150,792.20	\$	150,792.20	-	100.00%
FUND 200 REVENUE			392,065	\$	390,749.58	-1,316	99.66%

EXPENDITURE

LIBRARY DIRECTOR									
200-55-55110-110	PAYROLL	\$	60,446.58	\$	37,294.88	\$	23,151.70		61.70%
200-55-55110-111	LONGEVITY	\$	1,675.22	\$	1,692.50	\$	(17.28)		101.03%
200-55-55110-120	FICA	\$	4,624.16	\$	2,865.77	\$	1,758.39		61.97%
200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$	-	\$	-	\$	-		
200-55-55110-170	RETIREMENT	\$	4,352.15	\$	2,807.08	\$	1,545.07		64.50%
200-55-55110-330	TRAVEL, SEMINARS	\$	2,500.00	\$	2,599.16	\$	(99.16)		103.97%
LIBRARY DIRECTOR TOTAL		\$	73,598.11	\$	47,259.39	\$	26,338.72		64.21%
LIBRARY STAFF									
200-55-55111-110	PAYROLL	\$	149,784.44	\$	92,079.34	\$	57,705.10		61.47%
200-55-55111-111	LONGEVITY	\$	1,452.50	\$	1,287.57	\$	164.93		88.65%
200-55-55111-120	FICA	\$	11,458.51	\$	7,143.00	\$	4,315.51		62.34%
200-55-55111-170	RETIREMENT	\$	10,784.48	\$	5,140.30	\$	5,644.18		47.66%
200-55-55111-330	TRAVEL, SEMINARS	\$	3,000.00	\$	141.85	\$	2,858.15		4.73%
LIBRARY STAFF TOTAL		\$	176,479.93	\$	105,792.06	\$	70,687.87		59.95%
LIBRARY EMPLOYEE BENEFITS									
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	14,471.60	\$	6,605.82	\$	7,865.78		45.65%
200-55-55112-133	HRA REIMBURSEMENTS	\$	4,500.00	\$	179.72	\$	4,320.28		3.99%
200-55-55112-134	DENTAL	\$	773.20	\$	372.66	\$	400.54		48.20%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	750.00	\$	369.59	\$	380.41		49.28%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	561.46	\$	238.54		70.18%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	-	\$	200.00		0.00%
LIBRARY EMPLOYEE BENEFITS TOTAL		\$	21,494.80	\$	8,089.25	\$	5,539.77		37.63%
LIBRARY OPERATIONS									
200-55-55113-202	PROFESSIONAL SERVICES	\$	4,700.00	\$	2,490.70	\$	2,209.30		52.99%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	7,300.24	\$	3,133.66	\$	4,166.58		42.93%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	-	\$	800.00		0.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	3,907.95	\$	2,592.05		60.12%
200-55-55113-310	OFFICE SUPPLIES	\$	10,000.00	\$	3,761.21	\$	6,238.79		37.61%
200-55-55113-312	OWLS MEMBERSHIP	\$	18,166.00	\$	18,166.00	\$	-		100.00%

200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	18.43	\$	481.57	3.69%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	200.00	\$	-	\$	200.00	0.00%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	-	\$	-	\$	-	#DIV/0!
200-55-55113-399	PROPERTY AND LIABILITY INSURANCE	\$	1,000.00	\$	1,000.00	\$	-	100.00%
	LIBRARY OPERATIONS TOTAL	\$	49,166.24	\$	32,477.95	\$	16,688.29	66.06%
LIBRARY PROGRAMS								
200-55-55114-380	PROGRAMS - ADULT	\$	5,000.00	\$	1,488.99	\$	3,511.01	29.78%
200-55-55114-381	PROGRAMS - TEENS	\$	1,500.00	\$	512.64	\$	987.36	34.18%
200-55-55114-382	PROGRAMS - CHILDRENS	\$	5,000.00	\$	3,410.49	\$	1,589.51	68.21%
	LIBRARY PROGRAMS TOTAL	\$	11,500.00	\$	5,412.12	\$	6,087.88	47.06%
LIBRARY MATERIALS								
200-55-55115-380	LIBRARY BOOKS - ADULT	\$	13,000.00	\$	5,434.33	\$	7,565.67	41.80%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$	9,000.00	\$	908.43	\$	8,091.57	10.09%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$	11,000.00	\$	1,772.86	\$	9,227.14	16.12%
200-55-55115-383	LIBRARY BOOKS- KITS	\$	1,500.00	\$	-	\$	1,500.00	0.00%
200-55-55115-390	LIBRARY BOOKS - ADULT LG PRINT	\$	2,000.00	\$	545.92	\$	1,454.08	27.30%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$	900.00	\$	-	\$	900.00	0.00%
	LIBRARY MATERIALS TOTAL	\$	37,400.00	\$	8,661.54	\$	28,738.46	23.16%
LIBRARY AUDIO VISUAL								
200-55-55116-380	LIBRARY A/V ADULT	\$	1,700.00	\$	26.92	\$	1,673.08	1.58%
200-55-55116-381	LIBRARY A/V TEEN	\$	-	\$	-	\$	-	-
200-55-55116-382	LIBRARY A/V CHILDRENS	\$	900.00	\$	(361.37)	\$	1,261.37	-40.15%
200-55-55116-383	LIBRARY A/V VIDEO GAMES	\$	3,000.00	\$	-	\$	3,000.00	-
200-55-55116-390	LIBRARY A/V E-BOOKS/ERESEARCH	\$	2,595.00	\$	2,594.92	\$	0.08	100.00%
	LIBRARY AUDIO VISUAL TOTAL	\$	8,195.00	\$	2,260.47	\$	5,934.53	27.58%
LIBRARY BUILDING MAINTENANCE								
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$	5,000.00	\$	1,773.25	\$	3,226.75	35.47%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$	45.50	\$	-	\$	45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$	400.64	\$	135.10	\$	265.54	33.72%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$	-	\$	-	\$	-	-

100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$	369.60	\$	10.10	\$	359.50	2.73%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$	530.00	\$	187.06	\$	342.94	35.29%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$	500.00	\$	-	\$	500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$	500.00	\$	142.00	\$	358.00	28.40%
	LIBRARY BUILDING MAINTENANCE TOTAL	\$	7,345.74	\$	2,247.51	\$	5,098.23	30.60%
	LIBRARY DONATIONS EXPENSED							
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$	1,000.00	\$	(311.88)	\$	1,311.88	-31.19%
200-55-55117-391	LIBRARY DONATIONS EXPENSED FOHL	\$	3,000.00	\$	3,199.64	\$	(199.64)	106.65%
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$	2,000.00	\$	-	\$	2,000.00	0.00%
	LIBRARY DONATIONS TOTAL	\$	6,000.00	\$	2,887.76	\$	3,112.24	48.13%
	EXPENDITURES TOTAL	\$	391,179.82	\$	215,088.05	\$	176,091.77	54.98%
	RESERVE FUND BALANCE	\$	838.00	\$	-	\$	838.00	

2027

HPL

This calendar is due
by 11/13/26. Earlier
submission is
appreciated.

January

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

February

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28						

March

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21	22	23	24	25	26	27
28	29	30	31			

Holidays

New Year's Day	Thanksgiving Day
Memorial Day (May 31)	Christmas Eve
Independence Day	Christmas Day
Labor Day (Sept 6)	New Year's Eve

April

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May

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30	31					

June

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27	28	29	30			

Other days in 2027 you will be closed

May 29- Memorial Day observed
July 5- July 4th observed
September 4- Labor Day observed
November 26-17- Thanksgiving observed

July

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18	19	20	21	22	23	24
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August

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

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18	19	20	21	22	23	24
25	26	27	28	29	30	

School Yr. Hours:

Mondays	9:00- 6:00
Tuesdays	9:00- 6:00
Wednesdays	9:00- 8:00
Thursdays	9:00- 8:00
Fridays	9:00- 6:00
Saturdays	9:00- 1:00
Sundays	Closed

October

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31						

November

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28	29	30				

December

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

Summer Hours, if different

Mondays
Tuesdays
Wednesdays
Thursdays
Fridays
Saturdays
Sundays

When do summer hours start and end?

Anything else we should know about?

Memorial Day is May 31 in 2027- I fixed it in the holidays box

HORTONVILLE PUBLIC LIBRARY

Social Media Policy

The Hortonville Public Library maintains a social media presence to engage with the community, promote Library events, and increase awareness of programs, resources, and services to serve its mission. Through its social media platforms, the Library seeks to further its mission of connecting people with library materials and information and supporting the informational, technological, social, and recreational needs of the community.

The Library may occasionally post information regarding Library events and other matters of community interest, including events and activities of Village departments, governmental agencies, the Hortonville Area School District, and other educational, charitable, cultural, or social organizations.

Those who post or comment on the Library's social media pages are expected to maintain basic standards of civility and use the platforms consistent with their intended purpose. The Library is a limited public forum and reserves the right to monitor and moderate content, including removing content that is not reasonably related to the purpose of the Library's social media platforms or that violates applicable law or Library policy. Content subject to removal may include, but is not limited to, material that is hateful or obscene; encourages illegal activity; solicits or advertises events or activities not related to or approved by the Library; infringes copyright or otherwise violates applicable law; or is discriminatory, abusive, threatening, or intended to cause harm. The Library will administer and enforce these standards in a viewpoint-neutral manner. Users who violate the Library's Social Media Policy may be blocked from access to the Library's social media accounts.

Library Board Approved:

TE24: Library Friends and Library Foundations

“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.)

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.

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
- [United for Libraries](#), formerly the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF)
- [Wisconsin Library Trustees and Friends](#) (WLTF)