

LIBRARY BOARD MEETING
 Tuesday May 20, 2025, 6:30pm
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

<https://us02web.zoom.us/j/85986735998?pwd=SS9MRkJQOVBRcE0rRTN5VEtBOGZpQT09>

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 2024-2025	
5. Claire Flannery, Member, 2020-2026	
6. Nikki DeGuire, Member, 2024-2027	
7. Ellie Gettinger, Member, 2019-2028	
Staff	
Nyama Reed, Library Director	

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of April 29, 2025 meeting b. Finance Report Through April 30, 2025 c. Department Reports d. Monthly Statistics	Motion			
6:40	4. Plan of Scope for New WFBPL Strategic Plan	Approve			
7:00	5. Computer and Internet Policy	Approve			
7:20	6. Trustee Training: Trustee Handbook Chapters 1-4, 27	Discuss			
7:40	7. Fines Analysis	Discuss			
8:00	8. Director's Report	Discuss			
8:10	ADJOURNMENT	Motion			

Vacation

- Director Reed will vacation in Michigan June 7-14

BOARD MEETINGS

- June 9, 2025, Monday, 6:00-7:00 pm – Foundation Board, @Library
- June 16, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- June 24, 2025 Tuesday, 6:30-8:30 pm - Library Board, @Library
- Friends of the Library Board, @Library – No meeting in June or July

LIBRARY BOARD MEETING
 Tuesday April 29, 2025, 6:30pm
 Pending at May 20, 2025 Meeting
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

<https://us02web.zoom.us/j/85986735998?pwd=SS9MRkJQOVBRcE0rRTN5VEtBOGZpQT09>

Meeting ID: 859 8673 5998

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Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	In-person
2. Erin Jelenchick, Vice President, 2020-2027	Zoom
3. Sam Dettmann, Village Board Representative, 2024-2025	In-person
4. Nathan Christenson, School District Representative, 2024-2025	Absent
5. Ellie Gettinger, Member, 2019-2028	In-person
6. Claire Flannery, Member, 2020-2026	Zoom
7. Nikki DeGuire, Member, 2024-2027	In-person
Staff	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:32pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of April 1, 2025 meeting b. Finance Report Through March 31, 2025 c. Department Reports d. Monthly Statistics	Motion	Gettinger	DeGuire	Unanimous
Motion to approve consent agenda as presented.				
4. 2021-2024 WFBPL Strategic Plan Review	Discuss			
Discussion ensued about the 2021–2024 Strategic Plan, guided by the meeting packet.				
<ul style="list-style-type: none"> Trustee DeGuire noted the Library is well-positioned to begin work on the next strategic plan and offered to meet with Director Reed in May to draft a scope of work. This scope would help determine which elements can be handled internally and which may require consultant input and quotes. Several trustees asked about including a community survey. Director Reed confirmed a survey is expected and will likely be conducted in-house, as done previously. The plan is to maintain consistency by reusing core questions from past surveys to track trends over time, while potentially adding new questions on emerging topics. Trustee Gettinger asked about the role of the Foundation in the strategic plan. Director Reed clarified that the Foundation and Friends are independent organizations. While the Library's strategic plan may include initiatives that align with or could be supported by these groups, the plan itself will not direct their actions. Trustee Flannery added that collaboration with the Foundation could help fund innovative programming. Director Reed also emphasized the importance of aligning the new Library strategic plan with both the Village's recently completed 2024 Strategic Plan and MCFLS's plan. Trustee Dettman agreed and recommended keeping new goals broad to allow for flexibility. Trustee Dettman asked about the potential impact of federal funding cuts on WFBPL and whether the Library could compensate for any resulting gaps. Director Reed shared an update received that day from Ben Miller at DPI, noting that DPI has been approved to receive half of its usual funding, which will cover staffing costs. However, discretionary grants to libraries and systems are currently on hold pending further approval. Since neither WFBPL nor MCFLS receives direct funding from IMLS, there is no immediate impact on operations. However, if DPI's capacity to provide statewide services, such as BadgerLink or delivery, is reduced then WFBPL may be indirectly affected. Director Reed will continue to monitor the situation and keep the Board informed with updates every week or two as new information becomes available. 				

<ul style="list-style-type: none"> Next steps: Director Reed and Trustee DeGuire will meet in May to develop scope of work. Results will be brought to June Board meeting. 				
5. Wisconsin Public Library Standards Review	Discuss			
Brief discussion ensued, guided by the meeting packet. Board pleased to see the Library meets standards as noted in memo. Suggestion to request placement of library directional signage on main thoroughfares.				
6. Policy Standards Review	Discuss			
Brief discussion ensued, guided by the meeting packet. Aim for 3-4 reviews per year, but combine like policies with the goal of reviewing all policies within 3-4 year cycle.				
7. Collection Review with LibraryIQ	Discuss			
Discussion ensued, guided by the meeting packet. Board pleased with new ability for granular analysis by LibraryIQ. Suggested inclusion of brief reports as part of Director report each month as we track the ROI of purchasing LibraryIQ.				
8. Director's Report	Discuss			
Director Reed briefly highlighted items per the meeting packet.				
ADJOURNMENT 7:51pm	Motion	Gettinger	DeGuire	Unanimous

PERIOD ENDING 04/30/2025

% Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	END BALANCE		2025	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Revenues									
Function: Unclassified									
Dept 00000									
Taxes									
13-00000-41100	Property Taxes	900,526.00		930,490.00	0.00		930,490.00	0.00	
Taxes		900,526.00		930,490.00	0.00		930,490.00	0.00	
Intergovernmental Revenue									
13-00000-43792	Other Grants	3,300.00		2,000.00	1,000.00		1,000.00	50.00	
Intergovernmental Revenue		3,300.00		2,000.00	1,000.00		1,000.00	50.00	
Intergovernmental Revenue									
13-00000-43793	Library MCFLS RB Payment	58,091.00		75,948.00	76,193.00		(245.00)	100.32	
Intergovernmental Revenue		58,091.00		75,948.00	76,193.00		(245.00)	100.32	
Fines, Fees, Penalties									
13-00000-45209	LIBRARY FINES	22,740.18		25,000.00	7,072.63		17,927.37	28.29	
13-00000-45210	Library Replacement Cards	68.60		150.00	18.00		132.00	12.00	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(11.95)		0.00	0.00		0.00	0.00	
Fines, Fees, Penalties		22,796.83		25,150.00	7,090.63		18,059.37	28.19	
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	4,155.45		5,500.00	1,450.00		4,050.00	26.36	
13-00000-46713	LIBRARY COPY AND FAX FEES	6,368.96		5,500.00	1,878.69		3,621.31	34.16	
13-00000-46715	MISCELLANEOUS REVENUE	861.93		0.00	0.00		0.00	0.00	
Public Charges for Services		11,386.34		11,000.00	3,328.69		7,671.31	30.26	
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	4,330.00		2,000.00	575.00		1,425.00	28.75	
Miscellaneous Revenue		4,330.00		2,000.00	575.00		1,425.00	28.75	
Total Dept 00000		1,000,430.17		1,046,588.00	88,187.32		958,400.68	8.43	
Total - Function Unclassified		1,000,430.17		1,046,588.00	88,187.32		958,400.68	8.43	
TOTAL REVENUES		1,000,430.17		1,046,588.00	88,187.32		958,400.68	8.43	
Expenditures									
Function: Unclassified									
Dept 93000 - LIBRARY SALARIES									
Unclassified									
13-93000-50100	Salaries	588,245.06		616,620.00	185,819.13		430,800.87	30.14	
13-93000-50150	FICA Tax	44,553.57		47,171.00	14,040.78		33,130.22	29.77	
13-93000-50160	Health/Dental Insurance Premium	57,446.28		65,106.00	21,740.96		43,365.04	33.39	
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,945.00		1,450.00	3,240.00		(1,790.00)	223.45	
13-93000-50170	Retirement Contribution - ER portion	30,561.21		31,430.00	9,691.29		21,738.71	30.83	
13-93000-50180	Group Life Insurance Premium	1,499.30		1,656.00	551.00		1,105.00	33.27	
13-93000-50181	Disability Insurance Premium	0.00		1,656.00	0.00		1,656.00	0.00	

PERIOD ENDING 04/30/2025

% Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	END BALANCE	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		12/31/2024	ORIGINAL BUDGET	04/30/2025	BALANCE	
Fund 13 - Library Special Revenue Fund						
Expenditures						
Unclassified		724,250.42	765,089.00	235,083.16	530,005.84	30.73
Total Dept 93000 - LIBRARY SALARIES		724,250.42	765,089.00	235,083.16	530,005.84	30.73
Dept 93200 - LIBRARY ADM EXP						
Unclassified						
13-93200-50190	Training/Meetings/Travel	6,223.56	4,500.00	102.98	4,397.02	2.29
13-93200-50191	Membership Dues	1,088.10	1,200.00	841.78	358.22	70.15
13-93200-50194	Personnel Related Expenses	803.45	700.00	128.33	571.67	18.33
13-93200-50250	Utilities	49,650.15	52,000.00	17,393.70	34,606.30	33.45
13-93200-50251	Telephone/Internet	6,443.93	6,000.00	1,041.06	4,958.94	17.35
13-93200-50300	Office Supplies	2,208.51	2,000.00	862.20	1,137.80	43.11
13-93200-50301	Printing/Publishing/Copies	450.00	500.00	0.00	500.00	0.00
13-93200-50302	Postage	10.89	25.00	0.00	25.00	0.00
13-93200-50303	Covid Supplies	27.98	300.00	0.00	300.00	0.00
13-93200-50360	Building Maintenance	22,046.99	13,000.00	1,993.39	11,006.61	15.33
13-93200-50428	Library Director Designated	51,721.93	0.00	0.00	0.00	0.00
13-93200-50760	Sales Tax	342.52	500.00	123.72	376.28	24.74
Unclassified		141,018.01	80,725.00	22,487.16	58,237.84	27.86
Total Dept 93200 - LIBRARY ADM EXP		141,018.01	80,725.00	22,487.16	58,237.84	27.86
Dept 93300 - LIBRARY EQUIPMENT						
Unclassified						
13-93300-50240	IT Support Contract Services	28,279.78	28,000.00	14,459.10	13,540.90	51.64
13-93300-50311	Copier Maintenance/Repair	3,176.16	3,500.00	1,523.54	1,976.46	43.53
13-93300-50312	Material Processing/Repairs	3,481.34	3,700.00	1,655.54	2,044.46	44.74
13-93300-50350	Maintenance Service & Supplies	33,960.00	34,050.00	8,700.00	25,350.00	25.55
13-93300-50351	Custodial Supplies	3,785.06	6,000.00	708.31	5,291.69	11.81
13-93300-50400	MCFLS Supplies	1,955.74	1,600.00	0.00	1,600.00	0.00
Unclassified		74,638.08	76,850.00	27,046.49	49,803.51	35.19
Total Dept 93300 - LIBRARY EQUIPMENT		74,638.08	76,850.00	27,046.49	49,803.51	35.19
Dept 93400 - LIBR PROG/SERVICES						
Unclassified						
13-93400-50401	MCFLS Membership	15,544.00	22,674.00	7,148.00	15,526.00	31.53
13-93400-50402	Programs - Adult	0.00	500.00	12.98	487.02	2.60
13-93400-50403	Programs - Children	507.74	500.00	234.43	265.57	46.89
13-93400-50415	Programs - Young Adults	0.00	250.00	0.00	250.00	0.00
Unclassified		16,051.74	23,924.00	7,395.41	16,528.59	30.91
Total Dept 93400 - LIBR PROG/SERVICES		16,051.74	23,924.00	7,395.41	16,528.59	30.91
Dept 93500 - LIBRARY COLLECTIONS						
Unclassified						

5

05/08/2025 05:42 PM
 User: N.Reed
 DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
 PERIOD ENDING 04/30/2025
 % Fiscal Year Completed: 32.88

Page: 3/3

		END BALANCE 12/31/2024	2025 ORIGINAL BUDGET	YTD BALANCE 04/30/2025	AVAILABLE BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 13 - Library Special Revenue Fund						
Expenditures						
13-93500-50410	Library Collection Materials	103,580.95	100,000.00	28,767.79	71,232.21	28.77
Unclassified		103,580.95	100,000.00	28,767.79	71,232.21	28.77
Total Dept 93500 - LIBRARY COLLECTIONS		103,580.95	100,000.00	28,767.79	71,232.21	28.77
Total - Function Unclassified		1,059,539.20	1,046,588.00	320,780.01	725,807.99	30.65
TOTAL EXPENDITURES		1,059,539.20	1,046,588.00	320,780.01	725,807.99	30.65
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		1,000,430.17	1,046,588.00	88,187.32	958,400.68	8.43
TOTAL EXPENDITURES		1,059,539.20	1,046,588.00	320,780.01	725,807.99	30.65
NET OF REVENUES & EXPENDITURES		(59,109.03)	0.00	(232,592.69)	232,592.69	100.00
BEG. FUND BALANCE		159,209.37	159,209.37	159,209.37		
NET OF REVENUES/EXPENDITURES - 2024				(59,109.03)	(59,109.03)	
END FUND BALANCE		100,100.34	159,209.37	(132,492.35)		

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 04/30/2025
% Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	END BALANCE		2025 AMENDED BUDGET	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	12/31/2024 (ABNORMAL)		NORMAL	04/30/2025 (ABNORMAL)	NORMAL	BALANCE (ABNORMAL)	
Fund 22 - LIBRARY EXPANSION FUND									
Total Revenue:			14,798.45		0.00		3,168.54	(3,168.54)	100.00
Net - Dept 00000			14,798.45		0.00		3,168.54	(3,168.54)	
Fund 22 - LIBRARY EXPANSION FUND:									
TOTAL REVENUES			14,798.45		0.00		3,168.54	(3,168.54)	100.00
TOTAL EXPENDITURES			0.00		0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES			14,798.45		0.00		3,168.54	(3,168.54)	100.00
BEG. FUND BALANCE			73,988.36		73,988.36		73,988.36		
NET OF REVENUES/EXPENDITURES - 2024							14,798.45		
END FUND BALANCE			88,786.81		73,988.36		91,955.35		

TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
03/01/2025			13-00000-11100 CASH IN BANK		BEG. BALANCE		58,572.41
03/05/2025	GJ	JE	Library - stripe monthly deposiit	5887	373.82		58,946.23
03/06/2025	CD	CHK	SUMMARY CD 03/06/2025			5,674.01	53,272.22
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025			25,631.40	27,640.82
03/09/2025	CR	RCPT	Daily Library Receipts	229306	322.69		27,963.51
03/12/2025	CD	CHK	SUMMARY CD 03/12/2025			1,830.86	26,132.65
03/13/2025	CD	CHK	SUMMARY CD 03/13/2025			1,396.29	24,736.36
03/13/2025	CR	RCPT	Daily Library Receipts	229404	177.64		24,914.00
03/14/2025	GJ	JE	Monthly Sales Tax ACH Payment	5913		31.48	24,882.52
03/16/2025	GJ	JE	Nayax deposit	5956	334.94		25,217.46
03/21/2025	CD	CHK	SUMMARY CD 03/21/2025			23,154.60	2,062.86
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			26,384.91	(24,322.05)
03/21/2025	CR	RCPT	Daily Library Receipts	229553	256.75		(24,065.30)
03/28/2025	CD	CHK	SUMMARY CD 03/28/2025			5,228.65	(29,293.95)
03/31/2025	GJ	JE	Monthly WRS ACH Payment	5918		2,459.17	(31,753.12)
03/31/2025	CR	RCPT	Daily Library Receipts	229694	124.40		(31,628.72)
03/31/2025			13-00000-11100	END BALANCE	1,590.24	91,791.37	(31,628.72)
03/01/2025			13-00000-12100 TAXES RECEIVABLE		BEG. BALANCE		930,490.00
03/31/2025			13-00000-12100	END BALANCE	0.00	0.00	930,490.00
03/01/2025			13-00000-15001 PREPAIDS		BEG. BALANCE		691.02
03/31/2025			13-00000-15001	END BALANCE	0.00	0.00	691.02
03/01/2025			13-00000-21100 ACCOUNTS PAYABLE		BEG. BALANCE		(830.00)
03/03/2025	AP	INV	GREATAMERICA FINANCIAL SVCS	38622445		101.00	(931.00)
03/03/2025	AP	INV	STANDARD PAYMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798462 2/25		10.79	(941.79)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798382 2/25		552.98	(1,494.77)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L5190172 2/25		1,197.94	(2,692.71)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L4211182 2/25		455.10	(3,147.81)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	75003750 2/25		430.25	(3,578.06)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	40023382 2/25		206.80	(3,784.86)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188202		40.00	(3,824.86)
03/03/2025	AP	INV	LIBRARY CD				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188269		298.24	(4,123.10)
03/03/2025	AP	INV	LIBRARY CDS				
03/03/2025	AP	INV	DIGICORP, INC.	353937		900.00	(5,023.10)
03/03/2025	AP	INV	MERAKI ENTERPRISE CLOUD CONTROLLER L				
03/03/2025	AP	INV	GALE	86880877		27.99	(5,051.09)
03/03/2025	AP	INV	MISC TITLE				
03/03/2025	AP	INV	GALE	86924072		98.40	(5,149.49)
03/03/2025	AP	INV	MISC TITLES				
03/03/2025	AP	INV	INGRAM LIBRARY SERVICES	20AC678 2/25		1,020.49	(6,169.98)
03/03/2025	AP	INV	FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	PLAYAWAY PRODUCTS, LLC	491752		6.78	(6,176.76)
03/03/2025	AP	INV	BATTERY COVER				
03/04/2025	AP	INV	KANOPY, INC.	441854		327.25	(6,504.01)
03/04/2025	AP	INV	TICKETS & KKIDS CREDITS				
03/06/2025	CD	CHK	SUMMARY CD 03/06/2025		5,674.01		(830.00)
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	3248		307.98	(1,137.98)
03/06/2025	AP	INV	REPLACEMENT AIR FILTERS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	9113		35.90	(1,173.88)
03/06/2025	AP	INV	COLLECTIONS: PIECE BY PIECE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	4663		12.54	(1,186.42)
03/06/2025	AP	INV	PAPER PRODUCTS				

TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-00000-21100 ACCOUNTS PAYABLE							
					(Continued)		
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	0577		79.84	(1,266.26)
03/06/2025	AP	INV	COLLECTIONS: HAROLD AND THE PURPLE CI				
			AMAZON CAPITAL SERVICES	9412		179.70	(1,445.96)
03/06/2025	AP	INV	COLLECTIONS: JAMES (NYR BOOK CLUB)				
			MILWAUKEE JOURNAL SENTINEL	7649		40.00	(1,485.96)
03/06/2025	AP	INV	COLLECTIONS: NEWSPAPER SUBSCRIPTION				
			AMAZON CAPITAL SERVICES	1091		7.49	(1,493.45)
03/06/2025	AP	INV	ZIP TIES				
			NOTHING BUNDT CAKES	9924		30.02	(1,523.47)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			Brueggers Bagels	3654		20.08	(1,543.55)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			TRADER JOE'S	7272		12.98	(1,556.53)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			TRADER JOE'S	5859		15.74	(1,572.27)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			TOPPER'S PIZZA	4688		26.99	(1,599.26)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			GOODY GOURMET	1894		35.50	(1,634.76)
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			DRIVESTRIKE	8273		24.00	(1,658.76)
03/06/2025	AP	INV	LAPTOP SECURITY SOFTWARE				
			AMAZON CAPITAL SERVICES	8594		504.66	(2,163.42)
03/06/2025	AP	INV	UPS FOR NEW MCFLS SERVER				
			AMAZON CAPITAL SERVICES	8949		29.79	(2,193.21)
03/12/2025	AP	INV	FLASH DRIVES				
			SPECTRUM ENTERPRISE	9017		360.50	(2,553.71)
03/12/2025	AP	INV	MONTHLY CHARGES				
			SPECTRUM ENTERPRISE	2664		107.15	(2,660.86)
03/12/2025	CD	CHK	MONTHLY CHARGES				
03/12/2025	AP	INV	SUMMARY CD 03/12/2025		1,830.86		(830.00)
			STAPLES ADVANTAGE	6026513913		387.59	(1,217.59)
03/12/2025	AP	INV	PAPER TOWEL, TOILET PAPER, HANDSOAP				
			FORWARD TS, LTD	AR249726		20.90	(1,238.49)
03/12/2025	AP	INV	LIBRARY COPIER 2/3 - 3/2/25				
			FORWARD TS, LTD	AR249727		116.52	(1,355.01)
03/12/2025	AP	INV	LIBRARY COPIER 2/3 - 3/2/25				
			WHITNEY KNUDTSON	03/07/2025		6.00	(1,361.01)
03/12/2025	AP	INV	LOST BOOK FOUND IN LIBRARY DROP BOX				
			AT&T	414R16015903		35.28	(1,396.29)
03/13/2025	CD	CHK	MONTHLY CHARGES 2/2 - 3/1/2025				
03/19/2025	AP	INV	SUMMARY CD 03/13/2025		1,396.29		0.00
			SECURIAN FINANCIAL GROUP, INC.	45702 - APRIL 2025		137.75	(137.75)
03/19/2025	AP	INV	APRIL PREMIUMS				
			WISCONSIN LIBRARY ASSOCIATION	22578		249.00	(386.75)
03/19/2025	AP	INV	Membership Renewal (3)				
			MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03726		18,876.00	(19,262.75)
03/20/2025	AP	INV	Collections & Membership Dues				
			WE ENERGIES	5401520212		3,891.85	(23,154.60)
03/21/2025	CD	CHK	Utilities - Feb 2025				
03/25/2025	AP	INV	SUMMARY CD 03/21/2025		23,154.60		0.00
			DELTA DENTAL OF WISCSONSIN	2313576		251.68	(251.68)
03/25/2025	AP	INV	APRIL 2025 PREMIUMS				
			UNITED HEALTHCARE	177474387130		4,433.56	(4,685.24)
03/26/2025	AP	INV	APRIL 2025 PREMIUMS				
			ROBB GREGG	2025-03		375.00	(5,060.24)
03/26/2025	AP	INV	Landscaping - Library				
			Oscar Grummert	3-24-2025		5.10	(5,065.34)
03/27/2025	AP	INV	Refund for Book Damage Payment				
			GALE	87010121		70.83	(5,136.17)
03/27/2025	AP	INV	MISC TITLES				
			GALE	86987947		52.48	(5,188.65)
03/27/2025	AP	INV	MISC TITLES				
			BLACKSTONE PUBLISHING	2190176		40.00	(5,228.65)
03/28/2025	CD	CHK	LIBRARY CD				
			SUMMARY CD 03/28/2025		5,228.65		0.00

TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-00000-21100 ACCOUNTS PAYABLE				(Continued)			
03/31/2025			13-00000-21100	END BALANCE	37,284.41	36,454.41	0.00
13-00000-21550 DEPOSITS/SUSPENSE				BEG. BALANCE			(114.42)
03/31/2025			13-00000-21550	END BALANCE	0.00	0.00	(114.42)
13-00000-24600 DEFERRED REVENUE - TAXES				BEG. BALANCE			(930,490.00)
03/31/2025			13-00000-24600	END BALANCE	0.00	0.00	(930,490.00)
13-00000-25199 ACCRUED PAYROLL				BEG. BALANCE			(14,679.90)
03/31/2025			13-00000-25199	END BALANCE	0.00	0.00	(14,679.90)
13-00000-25200 Health Insurance - PR Deduction				BEG. BALANCE			0.00
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			4,433.56	(4,433.56)
03/25/2025	AP	INV	UNITED HEALTHCARE	177474387130	4,433.56		0.00
			APRIL 2025 PREMIUMS				
03/31/2025			13-00000-25200	END BALANCE	4,433.56	4,433.56	0.00
13-00000-25202 Dental Insurance - PR Deduction				BEG. BALANCE			0.00
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			251.68	(251.68)
03/25/2025	AP	INV	DELTA DENTAL OF WISCONSIN	2313576	251.68		0.00
			APRIL 2025 PREMIUMS				
03/31/2025			13-00000-25202	END BALANCE	251.68	251.68	0.00
13-00000-25210 Life Insurance - PR Deduction				BEG. BALANCE			0.00
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025			137.75	(137.75)
03/19/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC.	45702 - APRIL 2025	137.75		0.00
			APRIL PREMIUMS				
03/31/2025			13-00000-25210	END BALANCE	137.75	137.75	0.00
13-00000-25400 WRS Retirement - Payroll Deducti				BEG. BALANCE			(1,566.74)
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025			1,205.33	(2,772.07)
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			1,269.71	(4,041.78)
03/31/2025	GJ	JE	Monthly WRS ACH Payment	5918	2,459.17		(1,582.61)
03/31/2025			13-00000-25400	END BALANCE	2,459.17	2,475.04	(1,582.61)
13-00000-28100 SURPLUS				BEG. BALANCE			(159,209.37)
03/31/2025			13-00000-28100	END BALANCE	0.00	0.00	(159,209.37)
13-00000-43793 Library MCFLS RB Payment				BEG. BALANCE			(76,193.00)
03/31/2025			13-00000-43793	END BALANCE	0.00	0.00	(76,193.00)
13-00000-45209 LIBRARY FINES				BEG. BALANCE			(5,012.50)
03/05/2025	GJ	JE	Library - stripe monthly deposiit	5887		373.82	(5,386.32)
03/09/2025	CR	RCPT	LIBRARY FINES	229306		218.09	(5,604.41)
03/12/2025	AP	INV	WHITNEY KNUDTSON	03/07/2025	6.00		(5,598.41)
			LOST BOOK FOUND IN LIBRARY DROP BOX				
03/13/2025	CR	RCPT	LIBRARY FINES	229404		95.69	(5,694.10)
03/21/2025	CR	RCPT	LIBRARY FINES	229553		182.90	(5,877.00)
03/26/2025	AP	INV	Oscar Grummert	3-24-2025	5.10		(5,871.90)
			Refund for Book Damage Payment				
03/31/2025	CR	RCPT	LIBRARY FINES	229694		71.80	(5,943.70)
03/31/2025			13-00000-45209	END BALANCE	11.10	942.30	(5,943.70)
13-00000-45210 Library Replacement Cards				BEG. BALANCE			(8.00)
03/09/2025	CR	RCPT	Library Replacement Cards	229306		2.00	(10.00)

TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-00000-45210 Library Replacement Cards (Continued)							
03/13/2025	CR	RCPT	Library Replacement Cards	229404		2.00	(12.00)
03/21/2025	CR	RCPT	Library Replacement Cards	229553		2.00	(14.00)
03/31/2025			13-00000-45210	END BALANCE	0.00	6.00	(14.00)
13-00000-46713 LIBRARY COPY AND FAX FEES							
03/01/2025				BEG. BALANCE			(1,037.90)
03/09/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229306		102.60	(1,140.50)
03/13/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229404		79.95	(1,220.45)
03/16/2025	GJ	JE	Nayax deposit	5956		334.94	(1,555.39)
03/21/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229553		71.85	(1,627.24)
03/31/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229694		52.60	(1,679.84)
03/31/2025			13-00000-46713	END BALANCE	0.00	641.94	(1,679.84)
13-00000-48501 LIBRARY DONATIONS							
03/01/2025				BEG. BALANCE			(450.00)
03/31/2025			13-00000-48501	END BALANCE	0.00	0.00	(450.00)
13-93000-50100 Salaries							
03/01/2025				BEG. BALANCE			90,907.47
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		23,859.03		114,766.50
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		23,746.50		138,513.00
03/31/2025			13-93000-50100	END BALANCE	47,605.53	0.00	138,513.00
13-93000-50150 FICA Tax							
03/01/2025				BEG. BALANCE			6,867.21
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		1,772.37		8,639.58
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		1,825.91		10,465.49
03/31/2025			13-93000-50150	END BALANCE	3,598.28	0.00	10,465.49
13-93000-50160 Health/Dental Insurance Premium							
03/01/2025				BEG. BALANCE			10,870.48
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		5,435.24		16,305.72
03/31/2025			13-93000-50160	END BALANCE	5,435.24	0.00	16,305.72
13-93000-50161 Health Insurance Deductible (Dis)							
03/01/2025				BEG. BALANCE			3,115.00
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		62.50		3,177.50
03/31/2025			13-93000-50161	END BALANCE	62.50	0.00	3,177.50
13-93000-50170 Retirement Contribution - ER po							
03/01/2025				BEG. BALANCE			4,805.26
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		1,205.33		6,010.59
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		1,269.71		7,280.30
03/31/2025			13-93000-50170	END BALANCE	2,475.04	0.00	7,280.30
13-93000-50180 Group Life Insurance Premium							
03/01/2025				BEG. BALANCE			275.50
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		137.75		413.25
03/31/2025			13-93000-50180	END BALANCE	137.75	0.00	413.25
13-93200-50190 Training/Meetings/Travel							
03/01/2025				BEG. BALANCE			90.00
03/06/2025	AP	INV	TRADER JOE'S	7272	12.98		102.98
			STAFF APPRECIATION WEEK				
03/31/2025			13-93200-50190	END BALANCE	12.98	0.00	102.98
13-93200-50191 Membership Dues							
03/01/2025				BEG. BALANCE			354.00
03/19/2025	AP	INV	WISCONSIN LIBRARY ASSOCIATION	22578	249.00		603.00
			Membership Renewal (3)				
03/31/2025			13-93200-50191	END BALANCE	249.00	0.00	603.00
13-93200-50194 Personnel Related Expenses							
03/01/2025				BEG. BALANCE			0.00
03/06/2025	AP	INV	NOTHING BUNDT CAKES	9924	30.02		30.02
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	Brueggers Bagels	3654	20.08		50.10
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TRADER JOE'S	5859	15.74		65.84
			STAFF APPRECIATION WEEK				

TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-93200-50194 Personnel Related Expenses	(Continued)			
03/06/2025	AP	INV	TOPPER'S PIZZA	4688	26.99		92.83
03/06/2025	AP	INV	STAFF APPRECIATION WEEK				
			GOODY GOURMET	1894	35.50		128.33
03/31/2025			STAFF APPRECIATION WEEK				
			13-93200-50194	END BALANCE	128.33	0.00	128.33
			13-93200-50250 Utilities				
03/01/2025			WE ENERGIES	5401520212	BEG. BALANCE		8,928.32
03/20/2025	AP	INV	Utilities - Feb 2025		3,891.85		12,820.17
03/31/2025			13-93200-50250	END BALANCE	3,891.85	0.00	12,820.17
			13-93200-50251 Telephone/Internet				
03/01/2025			SPECTRUM ENTERPRISE	9017	BEG. BALANCE		35.28
03/12/2025	AP	INV	MONTHLY CHARGES		360.50		395.78
03/12/2025	AP	INV	SPECTRUM ENTERPRISE	2664	107.15		502.93
			MONTHLY CHARGES				
03/12/2025	AP	INV	AT&T	414R16015903	35.28		538.21
03/31/2025			MONTHLY CHARGES 2/2 - 3/1/2025				
			13-93200-50251	END BALANCE	502.93	0.00	538.21
			13-93200-50300 Office Supplies				
03/01/2025			AMAZON CAPITAL SERVICES	3248	BEG. BALANCE		24.77
03/06/2025	AP	INV	REPLACEMENT AIR FILTERS		307.98		332.75
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	4663	12.54		345.29
			PAPER PRODUCTS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	1091	7.49		352.78
			ZIP TIES				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8949	29.79		382.57
			FLASH DRIVES				
03/31/2025			13-93200-50300	END BALANCE	357.80	0.00	382.57
			13-93200-50360 Building Maintenance				
03/01/2025			ROBB GREGG	2025-03	BEG. BALANCE		750.00
03/26/2025	AP	INV	Landscaping - Library		375.00		1,125.00
03/31/2025			13-93200-50360	END BALANCE	375.00	0.00	1,125.00
			13-93200-50760 Sales Tax				
03/01/2025			Monthly Sales Tax ACH Payment	5913	BEG. BALANCE		75.14
03/14/2025	GJ	JE			31.48		106.62
03/31/2025			13-93200-50760	END BALANCE	31.48	0.00	106.62
			13-93300-50240 IT Support Contract Services				
03/01/2025			DIGICORP, INC.	353937	BEG. BALANCE		1,741.64
03/03/2025	AP	INV	MERAKI ENTERPRISE CLOUD CONTROLLER L:		900.00		2,641.64
03/06/2025	AP	INV	DRIVESTRIKE	8273	24.00		2,665.64
			LAPTOP SECURITY SOFTWARE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8594	504.66		3,170.30
			UPS FOR NEW MCFLS SERVER				
03/31/2025			13-93300-50240	END BALANCE	1,428.66	0.00	3,170.30
			13-93300-50311 Copier Maintenance/Repair				
03/01/2025			GREATAMERICA FINANCIAL SVCS	38622445	BEG. BALANCE		1,022.26
03/03/2025	AP	INV	STANDARD PAYMENT		101.00		1,123.26
03/12/2025	AP	INV	FORWARD TS, LTD	AR249726	20.90		1,144.16
			LIBRARY COPIER 2/3 - 3/2/25				
03/12/2025	AP	INV	FORWARD TS, LTD	AR249727	116.52		1,260.68
			LIBRARY COPIER 2/3 - 3/2/25				
03/31/2025			13-93300-50311	END BALANCE	238.42	0.00	1,260.68
			13-93300-50312 Material Processing/Repairs				
03/01/2025			PLAYAWAY PRODUCTS, LLC	491752	BEG. BALANCE		1,200.03
03/03/2025	AP	INV	BATTERY COVER		6.78		1,206.81
03/31/2025			13-93300-50312	END BALANCE	6.78	0.00	1,206.81

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
03/01/2025			13-93300-50350 Maintenance Service & Supplies	BEG. BALANCE			2,900.00
03/31/2025			13-93300-50350	END BALANCE	0.00	0.00	2,900.00
03/01/2025			13-93300-50351 Custodial Supplies	BEG. BALANCE			258.60
03/12/2025	AP	INV	STAPLES ADVANTAGE	6026513913	387.59		646.19
			PAPER TOWEL, TOILET PAPER, HANDSOAP				
03/31/2025			13-93300-50351	END BALANCE	387.59	0.00	646.19
03/01/2025			13-93400-50401 MCFLS Membership	BEG. BALANCE			0.00
03/19/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03726	7,148.00		7,148.00
			Collections & Membership Dues				
03/31/2025			13-93400-50401	END BALANCE	7,148.00	0.00	7,148.00
03/01/2025			13-93400-50403 Programs - Children	BEG. BALANCE			74.85
03/31/2025			13-93400-50403	END BALANCE	0.00	0.00	74.85
03/01/2025			13-93500-50410 Library Collection Materials	BEG. BALANCE			6,433.56
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798462 2/25	10.79		6,444.35
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798382 2/25	552.98		6,997.33
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L5190172 2/25	1,197.94		8,195.27
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L4211182 2/25	455.10		8,650.37
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	75003750 2/25	430.25		9,080.62
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	40023382 2/25	206.80		9,287.42
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188202	40.00		9,327.42
			LIBRARY CD				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188269	298.24		9,625.66
			LIBRARY CDS				
03/03/2025	AP	INV	GALE	86880877	27.99		9,653.65
			MISC TITLE				
03/03/2025	AP	INV	GALE	86924072	98.40		9,752.05
			MISC TITLES				
03/03/2025	AP	INV	INGRAM LIBRARY SERVICES	20AC678 2/25	1,020.49		10,772.54
			FEBRUARY 2025 STATEMENT				
03/04/2025	AP	INV	KANOPY, INC.	441854	327.25		11,099.79
			TICKETS & KKIDS CREDITS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	9113	35.90		11,135.69
			COLLECTIONS: PIECE BY PIECE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	0577	79.84		11,215.53
			COLLECTIONS: HAROLD AND THE PURPLE CI				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	9412	179.70		11,395.23
			COLLECTIONS: JAMES (NYR BOOK CLUB)				
03/06/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL	7649	40.00		11,435.23
			COLLECTIONS: NEWSPAPER SUBSCRIPTION				
03/19/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03726	11,728.00		23,163.23
			Collections & Membership Dues				
03/27/2025	AP	INV	GALE	87010121	70.83		23,234.06
			MISC TITLES				
03/27/2025	AP	INV	GALE	86987947	52.48		23,286.54
			MISC TITLES				
03/27/2025	AP	INV	BLACKSTONE PUBLISHING	2190176	40.00		23,326.54
			LIBRARY CD				
03/31/2025			13-93500-50410	END BALANCE	16,892.98	0.00	23,326.54

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: May 20, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

In April we hosted Jessica Michna who portrays a number of famous historical women in a dramatic format. Ms. Michna is very popular and we've hosted her for a number of her different portrayals. This time around she played Mary Todd Lincoln, in the time period right after the death of her husband. We had 29 people attend this event. The following week the library hosted Dr. Brian Spaid from Marquette University to talk about Artificial Intelligence. At this event we had nearly 50 people attend. I am in the middle of planning our summer programs and for adult programming I am focusing on self-care activities and programs.

Collection Development

We recently used Friends money to bulk up the Take and Tinker Collection. We were gifted \$3,000 for this collection this year. We are using those funds to duplicate items of our most popular things in the collection including a sewing machine, Cricut, and more yard games. We are also adding some new items including an electronic drum pad, disc golf sets, and a bike repair kit.

Staffing

Recently Eva Hong, Reference Assistant, was given a few more weekly hours. She is the AS staff person with the least amount of hours. Her regular shifts include Friday afternoons, which can be quite busy. The additional hours are to help her keep up on projects. I'm also hoping to give her a few additional tasks to take a few things off of my plate.

Circulation Services (Hoge)

Staffing

With two of our shelveers graduating and going on to college in the Fall we posted two shelveer job openings in late April. We received 25 applications which is a record since I've been hiring for this position! The field was narrowed to 8 candidates and 7 of those came in for interviews in early May. Job offers have been extended and accepted. Training will start the first week in June.

MCFLS Great Library Treasure Hunt

The Great Library Treasure Hunt ended on May 3rd. WFB handed out 225 maps and we assisted many visitors from other communities who came in to get their maps stamped. When asked about their favorite thing at the WFBPL, patrons had positive feedback about our lighting, cathedral ceiling in the Adult Wing, Circus mural in the Youth tower, train table, kitchen and toys, along with our plethora of board games and Take & Tinker items. Overall it seemed like a very successful program!

Technology

- Our MCFLS Network Administrator is working on the set up of our new MCFLS server. He is able to configure it remotely and when that is done we will test the cutover. No date yet on when that may happen.
- Digicorp was onsite on Friday May 9th to add two new access points and reconfigure our existing access points and WiFi networks.

State Park Passes

For the third year in a row we are participating in the 'Check out Wisconsin State Parks at Your Library' program coordinated by the Wisconsin Department of Natural Resources and Wisconsin State Parks. 100 passes were purchased by Friends of the Whitefish Bay Public Library for the 2025 season. Patrons must have a valid library card in good standing (no fees over \$10 and not expired) to get a one time use daily pass to be used at most Wisconsin State Parks. This has been a very popular program and according to the OutWiGo DNR website only WFBPL and South Milwaukee Library in the MCFLS system are participating this year.

Youth Services (Kiekhaefer)

Outreach

- I attended the Richards' High Interest Day on behalf of the library. This is my third year attending, and it's a highlight of spring. I talk with the three classes of first graders, and as part of the presentation, I had them help me with an important library decision: what Dewey the Library Dog will wear for summer reading. It's a great way to promote the library and get the kids excited for summer reading.

Staffing

- Kyleigh and Tristin are close to their six month hiring anniversary, so I'll be meeting with them in the next few weeks for a review. Both are exceeding expectations, and I'm excited that we'll have them on board to help with their first summer reading program.

Meetings

- I attended the spring MCFLS Youth Services Committee meeting at Franklin.
- I attended my last meeting as a member of the Cooperative Children's Book Center (CCBC) advisory board at UW. This completes my three-year term. <https://ccbc.education.wisc.edu/>

Collection Development

- The new Tonies (and Tonieboxes for Take and Tinker) have been purchased as well as the supplies. Valerie and I will be meeting to discuss processing procedures and the hope is to have them available to the public by the end of May.

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	25,223	23,698	26,790	24,067	23,405	27,946	29,536	28,858	24,097	25,356	25,108	24,403	308,487	99,778	
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852	25,949	24,970	24,560	324,260	108,207	
2025	28,064	25,723	29,113	24,464										107,364	
23-24	7.7%	10.5%	3.9%	12.4%	10.4%	2.0%	3.6%	3.2%	7.3%	2.3%	-0.5%	0.6%	5.1%	8.4%	
24-25	3.3%	-1.7%	4.6%	-9.5%										-0.8%	
2023-2025	11.3%	8.5%	8.7%	1.6%										7.6%	
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25								-138				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016	20,541	20,167	19,166	256,795	83,705	
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877	21,148	20,119	19,705	265,141	87,583	
2025	22,715	20,822	23,329	19,094										85,960	
23-24	3.3%	6.0%	-1.7%	11.7%	7.5%	-0.4%	2.7%	1.9%	4.3%	3.0%	-0.2%	2.8%	3.3%	4.6%	
24-25	4.1%	-1.3%	5.3%	-15.2%										-1.9%	
2023-2025	7.5%	4.7%	3.6%	-5.2%										2.7%	
PHYSICAL CIRC PER DAY			Easter: Apr 23, Mar 24, Apr 25								-48				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	705	711	727	720	668	921	1,007	950	715	685	720	710	770	715	
2024	753	727	764	750	718	917	995	932	746	705	719	730	788	749	
2025	757	757	753	682										737	
23-24	7%	2%	5%	4%	7%	0%	-1%	-2%	4%	3%	0%	3%	2.4%	4.6%	
24-25	1%	4%	-1%	-9%										-1.5%	
2023-2025	7.5%	6.6%	3.6%	-5.2%										3.1%	
DIGITAL CIRCULATION			11%												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	4,087	3,802	4,265	3,919	4,032	3,995	4,360	4,158	4,081	4,815	4,941	5,237	51,692	16,073	
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975	4,801	4,851	4,855	59,119	20,624	
2025	5,349	4,901	5,784	5,370										21,404	
23-24	30.4%	33.7%	33.3%	15.5%	24.3%	16.4%	8.9%	10.8%	21.9%	-0.3%	-1.8%	-7.3%	14.4%	28.3%	
24-25	0.4%	-3.6%	1.7%	18.6%										3.8%	
2023-2025	30.9%	28.9%	35.6%	37.0%										33.2%	
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)											-90				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	19%	
2024	24%	24%	26%	20%	24%	19%	18%	18%	24%	23%	24%	25%	22%	24%	
2025	24%	24%	25%	28%										25%	
23-24	26.3%	26.1%	35.6%	3.4%	15.6%	16.9%	5.9%	8.7%	16.9%	-3.2%	-1.6%	-9.8%	10.5%	22.7%	
24-25	-3.5%	-2.3%	-3.4%	39.9%										6.1%	
OVERDRIVE															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	12,333	
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442	3,386	3,309	3,232	41,351	14,559	
2025	3,841	3,387	4,135	3,800										15,163	
23-24	20.5%	21.2%	20.2%	10.1%	13.0%	6.9%	2.2%	1.2%	15.1%	1.0%	-5.8%	-11.7%	7.3%	18.0%	
24-25	2.8%	-3.8%	4.3%	14.0%										4.1%	

Placeholder for Plan of Scope

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Computer and Internet Policy



Mission

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people of ages, inspiring a love of learning, and providing access to ideas, information, and resources.

As part of our ongoing policy review cycle and in response to evolving community needs and technological advancements, I am submitting a revised *Computer and Internet Use Policy* for your review and consideration. This policy is a critical component of how we support our mission to connect all people, inspire a love of learning, and provide equitable access to ideas, information, and resources.

Background

The current Internet Policy was written in 2006 and last updated in 2011.

Key Policy Updates

- **Access and Confidentiality:** States that the Library does not filter Internet content and that patron Internet use is confidential, except where disclosure is required by law or due to policy violations. Reaffirms our commitment to equitable access.
- **Clarification of Patron Responsibilities:** The updated policy communicates expectations around personal responsibility, appropriate Internet use, and the safeguarding of personal data.
- **Device Availability and Usage Guidelines:** Provides information about available devices, time limits, and appropriate use expectations, including clear rules for saving files, printing, and managing sound levels.
- **Expanded Technology Offerings:** Since the last policy revision, we have expanded the types of technology available to patrons, including in-library laptops, plus hotspots and laptops available for checkout. The updated policy clearly outlines the checkout periods these resources.
- **Modernization of Language and Structure:** The revised policy is organized for clarity and ease of understanding. It replaces outdated terminology and uses plain language to improve readability for patrons and staff.
- **Policy Violations:** Connects directly to the *Code of Conduct Policy*, stating that violations may result in the suspension of Library privileges or further action as appropriate.
- **Prohibited Activities:** Clearly outlines unacceptable behaviors, including viewing of pornography, copyright violations, and unauthorized network access.
- **Update Name:** The policy covers internet use and computer use; the updated policy name reflects that.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approved the draft Computer and Internet Policy, replacing the 2011 version.

Whitefish Bay Public Library
Computer and Internet Policy
All approvals by WFBPL Board of Trustees
Approved: October 10, 2006
Revised and approved: August 18, 2011, TBD 2025



Whitefish Bay Public Library Mission

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning, and providing access to ideas, information, and resources.

Summary

The Whitefish Bay Public Library (WFBPL) provides free and equitable access to computers and Internet services as a core part of its mission to connect the community with ideas, information, and resources. Patrons of all ages may use Library technology to access, create, and share information.

Key Guidelines

Agreement: Use of Library devices and/or Internet constitutes agreement with this policy.

Access: All patrons may log into library computers with a library card or guest pass. Minor-age patrons are allowed to use the library computers on their own, without a parent or guardian present. Public library staff do not act *in loco parentis*.

Staff Monitoring: Library staff do not actively supervise computer use but may respond to policy violations that are observed directly, heard from service areas, noticed during routine walkthroughs, or brought to their attention through patron feedback. Staff will apply this policy consistently in both youth and adult areas.

Patron Responsibility: Patrons use Library devices and Internet at their own risk and are responsible for evaluating online content and safeguarding personal data. The Library does not filter Internet content.

Confidentiality: Internet use is confidential and only disclosed if required by law or due to a policy violation.

Assistance: Library staff may provide basic assistance with computer and Internet use, such as logging in, printing, or navigating common tasks. Staff do not provide in-depth technical support or complete tasks for patrons.

Applicability: This policy applies to both Library-owned and personal devices used within the Library, whether connected to the Library's Internet or a personally owned cell phone or mobile hotspot.

Available Devices

- Desktop Computers
 - Youth (13 and under): Youth Services computers
 - Teens (14–17): Youth and Adult Services computers

- Adults (18+): Adult Services computers
- Laptops for in-library use (18+)
- Laptops and hotspots for checkout (18+)

Time Limits and Usage

- Desktop Computers: 3 hours/day; auto shutdown 10 minutes before closing.
- In-library laptops: All day; return by closing time.
- Loan periods and fines: Refer to current *Library Loan Periods and Fines* policy
- Saving Files: Personal information and files are automatically erased when patrons log out of public computers and In-Library Use laptops. Patrons are encouraged to save their work to a USB drive or email a copy to themselves before logging out. The Library is not responsible for any loss of data or file recovery.
- Printing: Available for a fee, including mobile printing from onsite and offsite.
- Sound: Headphones must be used; sound must not be audible from 5 feet away.

Prohibited Activities

Patrons may not:

- View pornography or sexually explicit material in the Library.
- Damage or tamper with Library devices.
- Install software on Library devices.
- Violate copyright or licensing laws; WFBPL disclaims all liability related to such activities.
- Harass, defame, or bully others online.
- Attempt unauthorized access to Library or other networks.
- Return laptops or hotspots in the book drop.

Policy Violations

May result in restriction or suspension of Library privileges per the Code of Conduct Policy.

Whitefish Bay Public Library Internet Policy

Approved by the Whitefish Bay Library Board of Trustees
October 10, 2006. Revised and approved by the Whitefish Bay
Library Board of Trustees August 18, 2011.



Whitefish Bay Public Library Mission Statement

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning, and providing access to ideas, information, and resources.

INTERNET POLICY

The Whitefish Bay Public Library makes the Internet available to its patrons for the purpose of research, information, instruction, job searching and other educational related assistance.

The Whitefish Bay Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content or accuracy. There are Internet sites that are inappropriate for viewing in public settings, and Internet users are required to respect the rights and sensibilities of all library users. The Whitefish Bay Public Library does not filter Internet computers.

Patrons using their own laptops or other devices and accessing the internet through the library's wireless connection or accessing the internet in the building through any other means are subject to the internet use policy.

Internet resources may only be used for legal purposes by the public and library staff. Examples of illegal or unacceptable uses include, but are not limited to:

- Display of sexually explicit or pornographic materials;
- Harassment of other users or violation of their privacy;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to the Library;
- Unauthorized copying of copyrighted materials.

The Whitefish Bay Public Library does not act in place or in absence of the parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

Failure to comply with this policy or with library staff directions will result in restriction or termination of the user's Internet and/or library privileges and may result in prosecution under local, state or federal laws. Enforcement of the policy follows the enforcement procedures included in the Library Rules of Conduct.

RULES OF USE FOR LIBRARY OWNED COMPUTERS

Internet stations are available to patrons on a first come, first served basis with no more than two patrons per station at any time. Adult computers are for use by patrons 14 years and older. Youth computers are for use by patrons 13 years and younger. Children under the age of 7 must have a parent/guardian present to use the computers.

Librarians are available for basic assistance only.

Printing is available and must be pre-paid at the Circulation Desk. Patrons may save files to diskette or flash drives. Saving files to library owned computers is prohibited.

Patrons must use their own valid library card in order to access a computer. If a registered patron does not have a library card, the library will accept an alternative form of ID (Driver's License, or state issued photo ID that includes name and address) to look up their library card number. Visitor passes may be issued for nonresidents.

Children's computers may be accessed using a child or parent/guardian card when both the child and parent/guardian are present.

TIME LIMITS FOR LIBRARY OWNED COMPUTERS

Adult computers may be used for a maximum time period of 2 hours. Children's computers may be used for a maximum time period of 1 hour. All computers shut down 15 minutes prior to the Library's closing.



Public Library Trustee Training

WHITEFISH BAY PUBLIC LIBRARY

Trustee Orientation & Continuing Ed

Chapter 27 of *Trustee Essentials* handbook

Trustee Orientation

1. New trustees need early, structured orientation covering
 - a. Library services, needs, and future plans
 - b. Legal responsibilities and governance structure
2. Orientation should begin before the first board meeting, if possible, and be planned jointly by the board and library director.

Trustee Continuing Education

1. Ongoing education keeps trustees informed of new laws, technologies, and service models.
2. Priority learning opportunities include
 - a. Library system and statewide workshops
 - b. WAPL and WLA conferences for idea sharing and networking

Additional Continuing Education Options

1. Review Trustee Essentials during regular or special board meetings.
2. Invite library system consultants or outside experts to present on relevant topics.

From *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* (2015)
By Wisconsin Department of Public Instruction, Public Library Development Team
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>

Library Trustee Job Description

Chapter 1 of *Trustee Essentials* handbook

1. Prepare for and attend regular board meetings.
2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.
3. Participate in the development and approval of library policies.
4. Help determine and advocate for reasonable staff salaries and benefits.
5. Assist in the hiring, supervising, and evaluating of the library Director
6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.
7. Act as an advocate for the library through contacts with civic groups and public officials.
8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.
9. Assist in the formulation and adoption of a long-range plan for the library. Periodically review and revise long-range plan.
10. Attend Wisconsin Library Association conferences, regional system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

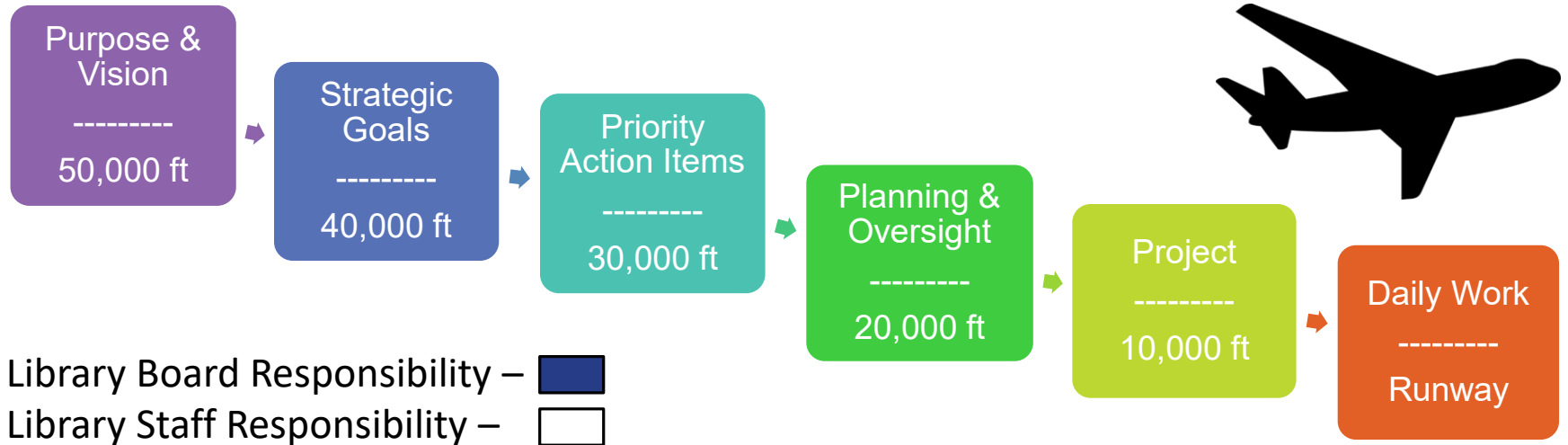
Who Runs the Library

Chapter 2 of Trustee Essentials handbook

1. Library Board Responsibilities (Wis. Stat. §43.58)
 - a. Sets policies, determines services, and approves the budget.
 - b. Controls all library expenditures and property.
 - c. Authorizes library site purchases and building projects.
 - d. Appoints the library director and sets staff duties and compensation.
 - e. Trustees should not direct staff other than the director, except during formal evaluations.
 - f. Operates independently from municipal governments to protect unbiased information access.
 - g. Holds significant authority compared to other appointed boards, without requiring higher government approval for decisions within statutory authority.
2. Library Director Responsibilities
 - a. Executes board policies, manages daily operations, hires staff, and oversees expenditures within board-approved limits.
 - b. Manages daily library operations and supervises all staff.
 - c. Prepares budgets and financial reports; oversees library collections and public services.
 - d. Acts as the library's public representative and professional advisor to the board.
 - e. Implements board policies and manages budgeted funds according to board guidelines.
3. Municipal Government Role
 - a. Acts as the library's "bank," holding and disbursing library funds upon board approval.
 - b. Controls library funding through annual appropriations and trustee appointments.
 - c. Cooperation between library boards and municipalities is essential for long-term success.
 - d. Libraries and municipalities often collaborate on community services and shared initiatives.



Work Flight Analogy



← Long-Range Planning →

← Budget / Contract Approval →

<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Board: Affirm Mission & Purpose	Establish Goals	Establish & Prioritize Action Items	Review & Adopt Budget; Conduct Mtgs	Authorize Contracts >\$10,000	Engage w/ Community & Staff
Staff: Support Mission & Purpose	Align Goals With Resources	Implement Priority Action Items	Prepare Plans & Oversee Functions	Plan & Complete Projects	Carry Out Daily Duties

Library Board Bylaws

Chapter 3 of *Trustee Essentials* handbook

Bylaws govern the library board's operations, ensuring smooth and effective functioning. They must comply with state and federal laws, including Wisconsin Statutes Chapter 43 and the Open Meetings Law.

Key Bylaw Components

1. Define board officers, election processes, and officer responsibilities. **Yes**
2. Establish meeting schedules and procedures. **Yes**
3. Outline committee structures, appointments, and duties. **Yes**
4. Describe how bylaws can be amended. **Yes**

Legal Requirements to Consider

1. Board members generally serve without compensation but may be reimbursed for certain expenses if authorized. (ex. travel to conference) **Yes**
2. A majority typically constitutes a quorum, but bylaws may set a lower number (minimum of three members). (WFBPL: Quorum = 4+ of 7. Votes during meeting is majority vote of those in attendance.) **Yes**
3. Boards must hold an organizational meeting and elect officers within 60 days of the start of new board terms. (WFBPL: June or July meeting) **Yes**

Effective Board Mtgs & Trustee Participation

Chapter 4 of *Trustee Essentials* handbook

Preparation Before Meetings

1. The library director and board president jointly plan meeting agendas. Yes
2. Directors typically draft the agenda and include
 - a. Previous meeting minutes Yes
 - b. Monthly financials and bills Yes
 - c. Director's and committee reports Yes
 - d. Background materials for agenda items Yes
3. Materials should be distributed in advance to give trustees time to review and prepare. Yes

Legal Responsibilities

1. Meetings must follow Wisconsin's Open Meetings Law. <https://owlsweb.org/the-library-board-and-open-meetings-law/> Yes
2. Closed sessions must follow strict procedures. <https://owlsweb.org/the-library-board-and-closed-sessions/> Yes
3. Avoid conflict of interest situations Yes

Effective Board Mtgs & Trustee Participation

Chapter 4 of *Trustee Essentials* handbook (Cont)

Effective Trustee Participation

1. Trustees act as a governing body, not as individuals.
2. Raise questions or concerns during meetings to support well-informed decisions.
3. Public comment can be allowed but should be limited to basic responses or scheduled for future agendas to remain in compliance with open meetings law. <https://owlsweb.org/board-behavior-expectations/>

Legal Requirements

1. Keep and make meeting minutes public, must include attendance, motions, and voting results.
2. Only legally appointed board members may vote. Yes
3. Ex officio participants (e.g., directors or village officials) may not vote unless formally appointed per Chapter 43.

Ongoing Trustee Education

1. Discuss Trustee Essentials
2. Wisconsin Public Library Standards
3. Invite staff or experts to present on key issues

Tentative Schedule

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees (2015) has 27 chapters, plus an appendix. We will review 2-4 chapters per month.

Chapter 12 (April 29, 2025)

- Library Standards

Chapters 27, 1-4 (May 2025)

- Trustee Orientation and Continuing Education
- The Trustee Job Description
- Who Runs the Library?
- Bylaws – Organizing the Board for Effective Action
- Effective Board Meetings & Trustee Participation

Chapters 24, 26, Appendix A (June 2025)

- Library Friends and Library Foundation
- The Public Library System board – the Broad Viewpoint
- Important State and Federal Laws Pertaining to Public Library Operations

Chapters 8-9 (July 2025)

- Developing the Library Budget
- Managing the Library's Money

Tentative Schedule (cont.)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees (2015) has 27 chapters, plus an appendix. We will review 2-4 chapters per month.

Chapters 22-23 (August 2025)

- Freedom of Expression and Inquiry
- Dealing with Challenges to Materials and Policies

Chapters 10-11, 13, 25 (September 2025)

- Developing Essential Library Policies
- Planning for the Library's Future
- Library Advocacy
- Liability Issues

Chapters 14-16 (October 2025)

- The Library Board and the Open Meetings Law
- The Library Board and the Public Records Law
- Ethics and Conflict of Interest Laws Applying to Trustees

Chapters 5-7, 19 (November 2025)

- Hiring a Library Director
- Evaluating the Director
- The Library Board and Library Personnel
- Library Director Certification

Tentative Schedule (cont.)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees (2015) has 27 chapters, plus an appendix. We will review 2-4 chapters per month.

Chapters 17-18 (January 2026)

- Membership in the Library System
- Library Board Appointments & Composition

Chapters 20-21 (February 2026)

- The Library Board and Building Accessibility
- The Library Board and Accessible Services

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: May 20, 2025 Meeting
 Re: Fines Analysis



Mission

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people of ages, inspiring a love of learning, and providing access to ideas, information and, resources.

Patron Account Snapshot

As of April 30, 2025 we have 7,899 registered cards. This figure includes long-expired accounts dating back to 1998, which remain in our system due to fines over \$20.00

Fines Owed by Card Expiration Date

Expired 1998–2019:

The majority of these accounts show fines of **\$20.01 or more**. Accounts with smaller balances have already been cleared under a standing board approval of deleting accounts expired for three years with fines **\$20 or less**. This older debt is largely inactive and unlikely to be collected without significant intervention.

Expired 2020–2022:

Only **81 accounts** fall into this range. While the number is small, it may be worthwhile to explore re-engagement with these patrons by confirming if they still live in the area and offering options to resolve their fines and restore access.

Expired 2023–2024:

This is the largest group of expired accounts, making individual follow-up impractical. A phased outreach strategy could help us reconnect:

- **Phase 1:** Launch an email campaign to encourage reactivation. Cost: \$0 aside from staff time.
- **Phase 2:** For those who don't respond to Phase 1, follow up with mailed correspondence. Estimated mailing cost: \$0.50 per account = up to \$500 for postage.
- Responses, or returned mail, will help us update our records and assess whether these patrons have moved.

Active Accounts (Expire 2025+):

Most active cardholders remain in good standing:

- **18.6%** owe **\$0.01–\$10.00**—low enough to continue using their cards. These patrons typically clear their balances during future visits.
- Only **2.0%** owe **\$20.01 or more**.

All	#	% of Total
\$0.00	5,304	67.1%
\$0.01-5.00	1,438	18.2%
\$5.01-10.00	258	3.3%
\$10.01-\$20.00	174	2.2%
\$20.01-50.00	469	5.9%
\$50.01-100.00	167	2.1%
\$100.01+	89	1.1%
	7,899	100.0%
Total \$	\$ 50,888	

All	#	% of Total	
0-5	51	0.6%	
6-11	621	7.9%	
12-17	28%	759	9.6%
18-23	435	5.5%	
24-29	342	4.3%	
30-39	1,112	14.1%	
40-49	47%	1,577	20.0%
50-59	1,015	12.9%	
60-69	932	11.8%	
70-79	741	9.4%	
80-89	25%	256	3.2%
90-99	41	0.5%	
100+	2	0.0%	
	7,884	100.0%	

Expired	# of Cards	% of Total Cards	Fines Owed as of 4/30/25	% of Total Fines
1998-2019	577	7.3%	\$ 34,129	67.1%
2020-2022	81	1.0%	\$ 4,819	9.5%
2023-2024	1,093	13.8%	\$ 3,103	6.1%
2025+	6,148	77.8%	\$ 8,837	17.4%
Total	7,899	100.0%	\$ 50,888	100.0%

Expired 1998-2019	#	% of Total
\$0.00	-	0.0%
\$0.01-5.00	-	0.0%
\$5.01-10.00	-	0.0%
\$10.01-\$20.00	34	0.4%
\$20.01-50.00	335	4.2%
\$50.01-100.00	132	1.7%
\$100.01+	76	1.0%
	577	7.3%
Total \$	\$ 34,129	
Expired 1998-2019	#	% of Total
0-5	-	0.0%
6-11	-	0.0%
12-17	10	1.7%
18-23	40	6.9%
24-29	50	8.7%
30-39	146	25.3%
40-49	134	23.3%
50-59	92	16.0%
60-69	66	11.5%
70-79	31	5.4%
80-89	5	0.9%
90-99	2	0.3%
100+	-	0.0%
	576	100.0%

Expired 2020-2022	#	% of Total
\$0.00	-	0.0%
\$0.01-5.00	-	0.0%
\$5.01-10.00	1	0.0%
\$10.01-\$20.00	5	0.1%
\$20.01-50.00	48	0.6%
\$50.01-100.00	21	0.3%
\$100.01+	6	0.1%
	81	1.0%
Total \$	\$ 4,819	
Expired 2020-2022	#	% of Total
0-5	-	0.0%
6-11	1	1.2%
12-17	9	11.1%
18-23	10	12.3%
24-29	9	11.1%
30-39	8	9.9%
40-49	19	23.5%
50-59	21	25.9%
60-69	3	3.7%
70-79	1	1.2%
80-89	-	0.0%
90-99	-	0.0%
100+	-	0.0%
	81	100.0%

Expired 2023-2024	#	% of Total
\$0.00	788	10.0%
\$0.01-5.00	179	2.3%
\$5.01-10.00	42	0.5%
\$10.01-\$20.00	39	0.5%
\$20.01-50.00	36	0.5%
\$50.01-100.00	7	0.1%
\$100.01+	2	0.0%
	1,093	13.8%
Total \$	\$ 3,103	
Expired 2023-2024	#	% of Total
0-5	2	0.2%
6-11	65	6.0%
12-17	247	22.7%
18-23	111	10.2%
24-29	53	4.9%
30-39	116	10.7%
40-49	135	12.4%
50-59	100	9.2%
60-69	88	8.1%
70-79	99	9.1%
80-89	58	5.3%
90-99	15	1.4%
100+	-	0.0%
	1,089	100.0%

Expires 2025+	#	% of Total
\$0.00	4,516	57.2%
\$0.01-5.00	1,259	15.9%
\$5.01-10.00	215	2.7%
\$10.01-\$20.00	96	1.2%
\$20.01-50.00	50	0.6%
\$50.01-100.00	7	0.1%
\$100.01+	5	0.1%
	6,148	77.8%
Total \$	\$ 8,837	
Expires 2025+	#	% of Total
0-5	49	0.8%
6-11	555	9.0%
12-17	493	8.0%
18-23	274	4.5%
24-29	230	3.7%
30-39	842	13.7%
40-49	1,289	21.0%
50-59	802	13.1%
60-69	775	12.6%
70-79	610	9.9%
80-89	193	3.1%
90-99	24	0.4%
100+	2	0.0%
	6,138	100.0%

Fines Paid 2024

Adult materials accounted for 43.1% of overdue fines paid in 2024. Youth materials 54.5% and Young Adult materials 2.5%.

Department	2024	Overdue Paid	%	Manual Paid	Waived	% Waived	Total Charged	%	Replacement Paid	Total	%	% Count	%	Total Charged / Count
Adult	93	\$ 6.60		\$ 3,087.23	\$ -	0.0%	\$ 3,093.83		\$ -	\$ 3,093.83		2,247		\$ 1.38
Adult	Non Fiction	\$ 2,102.12		\$ -	\$ 162.63	5.6%	\$ 2,264.75		\$ 639.04	\$ 2,903.79		1,689		\$ 1.72
Adult	Fiction	\$ 1,738.10		\$ -	\$ 136.64	5.8%	\$ 1,874.74		\$ 465.82	\$ 2,340.56		1,340		\$ 1.75
Adult	Laptops (In-Ho	\$ -		\$ -	\$ 1,545.00	n/a	\$ 1,545.00		\$ -	\$ 1,545.00		10		\$ 154.50
Adult	Take & Tinker	\$ 672.25		\$ -	\$ 383.40	33.3%	\$ 1,055.65		\$ 96.03	\$ 1,151.68		237		\$ 4.86
Adult	DVDs	\$ 739.40		\$ -	\$ 129.45	14.1%	\$ 868.85		\$ 49.95	\$ 918.80		331		\$ 2.78
Adult	TV Show DVDs	\$ 407.40		\$ -	\$ 15.10	3.4%	\$ 422.50		\$ 25.00	\$ 447.50		149		\$ 3.00
Adult	Mystery	\$ 229.55		\$ -	\$ 50.10	15.2%	\$ 279.65		\$ 49.00	\$ 328.65		178		\$ 1.85
Adult	Romance	\$ 257.25		\$ -	\$ 10.95	3.2%	\$ 268.20		\$ 72.99	\$ 341.19		195		\$ 1.75
Adult	Science Fiction	\$ 240.95		\$ -	\$ 12.30	2.9%	\$ 253.25		\$ 177.77	\$ 431.02		220		\$ 1.96
Adult	Music CDs	\$ 175.80		\$ -	\$ 33.85	12.9%	\$ 209.45		\$ 52.88	\$ 262.33		175		\$ 1.50
Adult	NF DVDs	\$ 163.90		\$ -	\$ 8.50	3.5%	\$ 172.40		\$ 69.90	\$ 242.30		65		\$ 3.73
Adult	Periodicals (Me	\$ 113.25		\$ -	\$ 38.05	22.7%	\$ 151.30		\$ 16.00	\$ 167.30		124		\$ 1.35
Adult	Graphic Novels	\$ 123.00		\$ -	\$ 11.25	7.3%	\$ 134.25		\$ 19.98	\$ 154.23		93		\$ 1.66
Adult	Large Print	\$ 129.90		\$ -	\$ 3.75	2.3%	\$ 133.65		\$ 30.00	\$ 163.65		95		\$ 1.72
Adult	Audiobooks	\$ 98.55		\$ -	\$ 9.90	5.5%	\$ 108.45		\$ 69.95	\$ 178.40		87		\$ 2.05
Adult	Blu-ray	\$ 85.50		\$ -	\$ 16.50	12.3%	\$ 102.00		\$ 31.99	\$ 133.99		35		\$ 3.83
Adult	93a	\$ 4.95		\$ -	\$ 51.70	91.3%	\$ 56.65		\$ -	\$ 56.65		9		\$ 6.29
Adult	Puzzles	\$ 43.10		\$ -	\$ 0.25	0.4%	\$ 43.35		\$ 20.00	\$ 63.35		24		\$ 2.64
Adult	Language	\$ 21.15		\$ -	\$ 3.90	15.6%	\$ 25.05		\$ -	\$ 25.05		17		\$ 1.47
Adult	Oversize NF	\$ 9.45		\$ -	\$ -	0.0%	\$ 9.45		\$ -	\$ 9.45		6		\$ 1.58
Adult	Fiction Pbk	\$ 3.75		\$ -	\$ -	0.0%	\$ 3.75		\$ -	\$ 3.75		4		\$ 0.94
Adult	Board Games	\$ 1.35		\$ -	\$ -	0.0%	\$ 1.35		\$ -	\$ 1.35		2		\$ 0.68
Adult	Portable Audio	\$ 0.90		\$ -	\$ -	0.0%	\$ 0.90		\$ -	\$ 0.90		1		\$ 0.90
Adult	Total	\$ 7,367.97	43.1%	\$ 3,087.23	\$ 2,623.22	17.5%	\$ 13,078.85	55.0%	\$ 1,886.30	\$ 14,965.15	53.7%	7,333	50.9%	\$ 2.04

Department	2024	Overdue Paid	%	Manual Paid	Waived	% Waived	Total Charged	%	Replacement Paid	Total	%	% Count	%	Total Charged / Count
Youth	Picture Books	\$ 2,127.40		\$ -	\$ 169.49	6.0%	\$ 2,296.89		\$ 538.49	\$ 2,835.38		1,801		\$ 1.57
Youth	DVDs	\$ 1,421.15		\$ -	\$ 154.96	9.1%	\$ 1,576.11		\$ 129.89	\$ 1,706.00		532		\$ 3.21
Youth	Easy Readers	\$ 1,094.75		\$ -	\$ 264.98	15.3%	\$ 1,359.73		\$ 372.35	\$ 1,732.08		882		\$ 1.96
Youth	Series	\$ 1,230.15		\$ -	\$ 57.15	3.8%	\$ 1,287.30		\$ 209.82	\$ 1,497.12		896		\$ 1.67
Youth	Graphic Novels	\$ 999.35		\$ -	\$ 128.73	9.1%	\$ 1,128.08		\$ 281.78	\$ 1,409.86		830		\$ 1.70
Youth	Fiction	\$ 901.60		\$ -	\$ 46.99	4.1%	\$ 948.59		\$ 196.84	\$ 1,145.43		635		\$ 1.80
Youth	Non Fiction	\$ 843.70		\$ -	\$ 61.27	6.2%	\$ 904.97		\$ 88.09	\$ 993.06		664		\$ 1.50
Youth	Board Minibook	\$ 201.20		\$ -	\$ 6.30	2.4%	\$ 207.50		\$ 50.91	\$ 258.41		150		\$ 1.72
Youth	Comics	\$ 153.55		\$ -	\$ 2.30	1.4%	\$ 155.85		\$ 8.19	\$ 164.04		89		\$ 1.84
Youth	Battle of the B	\$ 125.30		\$ -	\$ 1.35	0.9%	\$ 126.65		\$ 20.95	\$ 147.60		95		\$ 1.55
Youth	Education Coll	\$ 46.75		\$ -	\$ -	0.0%	\$ 46.75		\$ -	\$ 46.75		29		\$ 1.61
Youth	Playaways	\$ 40.95		\$ -	\$ 5.40	3.2%	\$ 46.35		\$ 119.98	\$ 166.33		46		\$ 3.62
Youth	Music CDs	\$ 16.20		\$ -	\$ 29.70	47.2%	\$ 45.90		\$ 16.98	\$ 62.88		27		\$ 2.33
Youth	Kits	\$ 39.00		\$ -	\$ 1.65	2.6%	\$ 40.65		\$ 21.99	\$ 62.64		33		\$ 1.90
Youth	Biography	\$ 19.05		\$ -	\$ 6.30	24.9%	\$ 25.35		\$ -	\$ 25.35		29		\$ 0.87
Youth	Audio CDs	\$ 15.00		\$ -	\$ -	0.0%	\$ 15.00		\$ -	\$ 15.00		13		\$ 1.15
Youth	Magazines	\$ 13.95		\$ -	\$ -	0.0%	\$ 13.95		\$ 16.00	\$ 29.95		13		\$ 2.30
Youth	Holiday	\$ 12.00		\$ -	\$ -	0.0%	\$ 12.00		\$ -	\$ 12.00		3		\$ 4.00
Youth	Favorite Chara	\$ 7.35		\$ -	\$ -	0.0%	\$ 7.35		\$ -	\$ 7.35		25		\$ 0.29
Youth	World Language	\$ 3.90		\$ -	\$ -	0.0%	\$ 3.90		\$ -	\$ 3.90		3		\$ 1.30
Youth	Total	\$ 9,312.30	54.5%	\$ -	\$ 936.57	7.6%	\$ 10,249.41	43.1%	\$ 2,072.26	\$ 12,321.67	44.2%	6,795	47.1%	\$ 1.81
Young Adult	Fiction	\$ 407.25		\$ -	\$ 15.30	2.8%	\$ 422.55		\$ 132.94	\$ 555.49		279		\$ 1.99
Young Adult	Playaways	\$ 7.80		\$ -	\$ -	0.0%	\$ 7.80		\$ -	\$ 7.80		3		\$ 2.60
Young Adult	Minibooks	\$ 5.70		\$ -	\$ 2.85	33.3%	\$ 8.55		\$ -	\$ 8.55		4		\$ 2.14
Young Adult	Audio CDs	\$ -		\$ -	\$ -		\$ -		\$ -	\$ -		-		
Young Adult	Total	\$ 420.75	2.5%	\$ -	\$ 18.15	3.2%	\$ 438.92	1.8%	\$ 132.94	\$ 571.86	2.1%	286	2.0%	\$ 2.00
Department	2024	Overdue Paid	%	Manual Paid	Waived	% Waived	Total Charged	%	Replacement Paid	Total	%	% Count	%	Total Charged / Count
All	Sum	\$ 17,101.02		\$ 3,087.23	\$ 3,577.94	12.8%	\$ 23,766.19		\$ 4,091.50	\$ 27,857.69		14,414		\$ 1.93

Fine Free Movement

The Library Board discussed the fine free movement most recently in 2023. Since then Wauwatosa went fine free 1/1/23, Shorewood as of 1/1/25, and Greenfield will on 6/1/2025. Additionally, Cudahy, Milwaukee, St. Francis, and West Allis do not charge fines on children's and young adult materials. *Fine free* applies to overdue fines, not replacement charges. Patrons still have to pay replacement fees for materials not returned.

Next Steps

- Continue monitoring fine trends and the impact of fine free policies in our region.
- Consider potential outreach to expired cardholders if re-engagement becomes a priority.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: May 20, 2025 Meeting
Re: Director's Reports



- 1) Building
 - a) The roof project is complete
 - b) The fire system project should be on track to be completed this month.
 - c) Digicorp completed a project to upgrade the Wi-Fi access points for improved coverage.
 - d) The deadline for receiving proposals for a new study room was 5/5/25. No proposals were received.
- 2) Friends - The Friends book sale garnered \$8,100, the highest ever. That total exceeded the most recent "highest ever" by \$1,100 (17%).
- 3) IMLS and LSTA Updates
 - i) Ben Miller, Director of Library Services at WI DPI sent an email update on 4/29 "On April 23, IMLS awarded the Wisconsin Department of Public Instruction partial LSTA 2025 Grants to States funding. The partial award is for \$1.6 million, roughly half of what IMLS granted to the DPI in 2024.

In their message, IMLS indicated plans for increasing the amount to a full award "subject to the availability of funds, IMLS discretion, and other actions." At this time, the DPI has not received a final allotment table indicating the amount of funding Wisconsin will receive.

This is not the typical fashion in which these funds are granted to states, but receiving a partial award provides some stability and relief in the short term. At this time, based on the uncertainty surrounding the amount and timing of future LSTA funds, Library Services is not planning to open grant subawards to library systems in Wisconsin in July as is typical. In order to continue to provide Wisconsin libraries state-wide service, the DPI will prioritize the Library Services salaries and the tools necessary to do their jobs with this partial allotment. The team will reassess the viability of providing subawards once more is known about the future of IMLS and LSTA funding."

- ii) MCFLS is helping coordinate a statewide campaign. <https://mywisconsinlibrary.org/>
- iii) Steve Hesel, Director of MCFLS, sent an email updated 5/13

Background

In March 2025, President Trump issued an executive order to dismantle the Institute of Museum and Library Services (IMLS), the primary federal agency supporting libraries and museums. Subsequently, all IMLS staff were placed on administrative leave, effectively halting the agency's operations. This move threatens over \$3.2 million in annual federal funding to Wisconsin libraries, which supports critical services such as digital access, staff training, interlibrary loans, and rural broadband initiatives. Furthermore, 16 of 19 DPI positions directly serving public libraries in Wisconsin are funded through the IMLS Grants to States program.

Campaign Overview

In response, Wisconsin's library community launched the "Speak Up for Libraries" campaign, coordinated by the System and Resource Library Administrators' Association of Wisconsin (SRLAAW) and the statewide marketing cohort. The campaign aims to raise public awareness and demonstrate the value of IMLS funding to Wisconsin communities.

Key Components

- **Public Website:** mywisconsinlibrary.org serves as the campaign's central hub, offering information on IMLS's impact and guidance on contacting legislators.
- **Advocacy Toolkit:** Available at libraries.work, this resource provides templates, messaging guidelines, and social media assets to support local advocacy efforts.

- **Postcard Campaign:** A statewide initiative involves distributing 50,000 postcards featuring a Barbara Bush quote and the "READ" design. Patrons can write messages to federal lawmakers explaining what their library means to them.

Funding

SRLAAW voted unanimously to cover printing costs at its April 30 meeting, estimated at under \$2,300, while postage expenses are to be shared among library systems based on their state aid percentages. The campaign emphasizes non-partisan, informational advocacy aligned with the public mission of libraries.

MCFLS Involvement

System staff are proposing use of the MCFLS indicia (postage paid stamp) to facilitate mailing of postcards and billing back systems. We recommend not using state revenue sources to avoid questions of a legal or ethical nature. Options include billing back member libraries or finding other revenue sources."

iv) WFBPL's estimated postage costs for postcards is \$42.26. Director Reed will ask Friends to cover the cost.

- 4) MCFLS – n/a
- 5) Foundation – The Spring Campaign garnered \$10,000+.