

LIBRARY BOARD MEETING
 Tuesday August 13, 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 July 22, 2025 meeting b. Finance Report Through July 29, 2025 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Library Board Appointments – Working Group, Personnel Committee, and Foundation Board	Motion			
6:45	5. 2026 Board Meeting Dates	Motion			
6:55	6. 2026 Exceptions to Hours	Motion			
7:05	7. Collection Development & Management Policy Review	Motion			
7:30	8. Program Room Rental Analysis	Discuss			
7:50	9. Collection Management Report – Magazines, Laptops, Youth Audio Kits, Take & Tinker	Discuss			
8:10	10. Trustee Training: Trustee Handbook Chapters 8-9	Discuss			
8:20	11. Director's Report	Discuss			
8:30	ADJOURNMENT	Motion			

BOARD MEETINGS

- August 18, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
 - [Village Board Projects & Priorities Visioning Session](#)
- August 20, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- September 8, 2025, Monday, 6:00-7:00 pm – Foundation Board, @Library
- September 15, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- September 17, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- September 30, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library



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	In-person
3. Sam Dettmann, Village Board Representative, 2024-2025	Zoom
4. Nathan Christenson, School District Representative, 2024-2025	In-person
5. Claire Flannery, Member, 2020-2026	Absent
6. Nikki DeGuire, Member, 2024-2027	In-person
7. Ellie Gettinger, Member, 2019-2028	In-person
Staff	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:38pm				
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 June 24, 2025 meeting b. Finance Report Through June 30, 2025 c. Department Reports d. Monthly Statistics	Motion	Gettinger	DeGuire	Unanimous
Motion to approve consent agenda as presented.				
4. 2026 Library Operating Budget	Motion	Gettinger	Christenson	Unanimous
Discussion ensued regarding program room rental revenue. Director Reed will compile data on use from last two years and present a memo at the August or September Board meeting. Also, as part of the strategic plan process, the Library will develop a “wish list” of projects and priorities that would require additional funding. Discussion included LibraryIQ and that it is “aligned to our mission” and enables staff to build strong collections. Motion to adopt the 2026 Library Budget as presented in Draft B.				
5. Fines Operational Update	Motion	Gettinger	Jelenchick	Unanimous
Motion to: 1) Annually wipe out debts over 6 years old, under \$1,000.00. 2) Permanently remove \$1.00 hold non-pickup fee. 3) Permanently remove \$2.00 card replacement fee.				
6. Board Officer Elections	Motion	Gettinger	Jelenchick	Unanimous
Motion to vote for Sarah Leinweber for President and Erin Jelenchick for Vice President.				
7. Garden Bench	Motion	Gettinger	DeGuire	Unanimous
Motion to approve placement of a memorial bench in memory of John Phillips in the Library gardens to provide a place of respite for patrons.				
8. Trustee Training: Trustee Handbook Chapters 24 & 26	Discuss			
Discussion ensued regarding Friends and Foundation groups. Board expressed desire for WFB Friends and Foundation presidents to attend a library board meeting yearly and for the Library Board president to attend one of their meetings yearly.				
9. Collection Management Report – Audio / Visual Collections	Discuss			
Discussion ensued as to whether dvds and cds are formats that will be used less in the near future. Board agreed with the strategic recommendations and updated guidelines as outlined in the packet memo.				
10. Director's Report	Discuss			
Director Reed presented her monthly report.				
ADJOURNMENT 7:56pm	Motion	Gettinger	Christenson	Unanimous

08/01/2025

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

PERIOD ENDING 07/31/2025

% Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTI ON	END BALANCE	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		12/31/2024	ORIGINAL	07/31/2025	BALANCE	
		NORMAL (ABNORMAL)	BUDGET	AL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 13 - Library Special Revenue Fund						
Revenues						
Function: Unclassified						
Dept 00000						
Taxes						
13-00000-41	Property Tax	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						
13-00000-43	Other Grants	3,300.00	2,000.00	1,000.00	1,000.00	50.00
Intergovernmental Reven		3,300.00	2,000.00	1,000.00	1,000.00	50.00
Intergovernmental Revenue						
13-00000-43	Library MCF	58,091.00	75,948.00	76,193.00	(245.00)	100.32
Intergovernmental Reven		58,091.00	75,948.00	76,193.00	(245.00)	100.32
Fines, Fees, Penalties						
13-00000-45	LIBRARY FI	22,740.18	25,000.00	13,059.08	11,940.92	52.24
13-00000-45	Library Repl	68.60	150.00	114.70	35.30	76.47
13-00000-45	LIBRARY D	(11.95)	0.00	0.00	0.00	0.00
Fines, Fees, Penalties		22,796.83	25,150.00	13,173.78	11,976.22	52.38
Public Charges for Services						
13-00000-46	LIBRARY R	4,155.45	5,500.00	1,500.00	4,000.00	27.27
13-00000-46	LIBRARY C	6,368.96	5,500.00	3,727.91	1,772.09	67.78
13-00000-46	MISCELLAN	861.93	0.00	0.00	0.00	0.00
Public Charges for Servic		11,386.34	11,000.00	5,227.91	5,772.09	47.53
Miscellaneous Revenue						
13-00000-48	LIBRARY D	4,330.00	2,000.00	2,461.00	(461.00)	123.05
Miscellaneous Revenue		4,330.00	2,000.00	2,461.00	(461.00)	123.05
Total Dept 00000		1,000,430.17	1,046,588.00	98,055.69	948,532.31	9.37
Total - Function Unclassif		1,000,430.17	1,046,588.00	98,055.69	948,532.31	9.37
TOTAL REVENUES		1,000,430.17	1,046,588.00	98,055.69	948,532.31	9.37

Expenditures

Function: Unclassified

Dept 93000 - LIBRARY SALARIES

Unclassified

13-93000-5C Salaries	588,245.06	616,620.00	349,024.59	267,595.41	56.60
13-93000-5C FICA Tax	44,553.57	47,171.00	26,369.95	20,801.05	55.90
13-93000-5C Health/Dent	57,446.28	65,106.00	38,046.68	27,059.32	58.44
13-93000-5C Health Insur	1,945.00	1,450.00	3,527.50	(2,077.50)	243.28
13-93000-5C Retirement (30,561.21	31,430.00	18,175.30	13,254.70	57.83
13-93000-5C Group Life Ir	1,499.30	1,656.00	972.91	683.09	58.75
13-93000-5C Disability Ins	0.00	1,656.00	0.00	1,656.00	0.00
Unclassified	724,250.42	765,089.00	436,116.93	328,972.07	57.00

Total Dept 93000 - LIBRA	724,250.42	765,089.00	436,116.93	328,972.07	57.00
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Dept 93200 - LIBRARY ADM EXP

Unclassified

13-93200-5C Training/Mee	6,223.56	4,500.00	217.78	4,282.22	4.84
13-93200-5C Membership	1,088.10	1,200.00	841.78	358.22	70.15
13-93200-5C Personnel R	803.45	700.00	1,204.07	(504.07)	172.01
13-93200-5C Attorney Cor	0.00	0.00	2,309.00	(2,309.00)	100.00
13-93200-5C Utilities	49,650.15	52,000.00	25,937.16	26,062.84	49.88
13-93200-5C Telephone/Ir	6,443.93	6,000.00	2,531.90	3,468.10	42.20
13-93200-5C Office Suppl	2,208.51	2,000.00	1,126.07	873.93	56.30
13-93200-5C Printing/Pub	450.00	500.00	0.00	500.00	0.00
13-93200-5C Postage	10.89	25.00	0.00	25.00	0.00
13-93200-5C Covid Suppli	27.98	300.00	0.00	300.00	0.00
13-93200-5C Building Mai	22,046.99	13,000.00	5,058.39	7,941.61	38.91
13-93200-5C Library Direc	51,721.93	0.00	0.00	0.00	0.00
13-93200-5C Sales Tax	342.52	500.00	169.88	330.12	33.98
Unclassified	141,018.01	80,725.00	39,396.03	41,328.97	48.80

Total Dept 93200 - LIBRA	141,018.01	80,725.00	39,396.03	41,328.97	48.80
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Dept 93300 - LIBRARY EQUIPMENT

Unclassified

13-93300-5C IT Support C	28,279.78	28,000.00	23,380.36	4,619.64	83.50
13-93300-5C Copier Maini	3,176.16	3,500.00	2,146.22	1,353.78	61.32
13-93300-5C Material Pro	3,481.34	3,700.00	3,516.09	183.91	95.03
13-93300-5C Maintenance	33,960.00	34,050.00	14,600.00	19,450.00	42.88
13-93300-5C Custodial St	3,785.06	6,000.00	1,619.30	4,380.70	26.99
13-93300-5C MCFLS Sup	1,955.74	1,600.00	507.53	1,092.47	31.72
Unclassified	74,638.08	76,850.00	45,769.50	31,080.50	59.56

Total Dept 93300 - LIBRA	74,638.08	76,850.00	45,769.50	31,080.50	59.56
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Dept 93400 - LIBR PROG/SERVICES

Unclassified

13-93400-5C MCFLS Men	15,544.00	22,674.00	7,148.00	15,526.00	31.53
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13-93400-5C Programs - /	0.00	500.00	162.98	337.02	32.60
13-93400-5C Programs - (507.74	500.00	234.43	265.57	46.89
13-93400-5C Programs - \	0.00	250.00	0.00	250.00	0.00
Unclassified	16,051.74	23,924.00	7,545.41	16,378.59	31.54

Total Dept 93400 - LIBR I	16,051.74	23,924.00	7,545.41	16,378.59	31.54
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Dept 93500 - LIBRARY COLLECTIONS

Unclassified

13-93500-5C Library Colle	103,580.95	100,000.00	62,260.60	37,739.40	62.26
Unclassified	103,580.95	100,000.00	62,260.60	37,739.40	62.26

Total Dept 93500 - LIBRA	103,580.95	100,000.00	62,260.60	37,739.40	62.26
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Total - Function Unclassif	1,059,539.20	1,046,588.00	591,088.47	455,499.53	56.48
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TOTAL EXPENDITURES	1,059,539.20	1,046,588.00	591,088.47	455,499.53	56.48
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Fund 13 - Library Special Revenue Fund:

TOTAL REVENUES	1,000,430.17	1,046,588.00	98,055.69	948,532.31	9.37
TOTAL EXPENDITURES	1,059,539.20	1,046,588.00	591,088.47	455,499.53	56.48
NET OF REVENUES & E	(59,109.03)	0.00	(493,032.78)	493,032.78	100.00
BEG. FUND BALANCE	159,209.37	100,100.34	100,100.34		
END FUND BALANCE	100,100.34	100,100.34	(392,932.44)		

08/01/2025 REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 07/31/2025
% Fiscal Year Completed: 58.08

GL NUMBER	DESCRIPTION	END BALANCE	2025	YTD BALANCE	AVAILABLE	% BDGT
		12/31/2024		07/31/2025	BALANCE	
		NORMAL			NORMAL	
		(ABNORMAL)	UNDE	BUDGET	(ABNORMAL)	USED

Fund 22 - LIBRARY EXPANSION FUND

Total Revenue:	14,798.45	0.00	6,389.69	(6,389.69)	100.00
Net - Dept 00000	14,798.45	0.00	6,389.69	(6,389.69)	

Fund 22 - LIBRARY EXPANSION FUND:

TOTAL REVENUES	14,798.45	0.00	6,389.69	(6,389.69)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & E	14,798.45	0.00	6,389.69	(6,389.69)	100.00
BEG. FUND BALANCE	73,988.36	88,786.81	88,786.81		
END FUND BALANCE	88,786.81	88,786.81	95,176.50		

08/01/2025 GL ACTIVITY REPORT FOR WHITEFISH BAY
TRANSACTIONS FROM 07/01/2025 TO 07/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
07/01/2025			13-00000-11100 BEG. BALANCE				(303,013.85)
07/02/2025	CD	CHK	SUMMARY CD 07/02/2025		10,564.02		(313,577.87)
07/05/2025	GJ	JE	Library - stripe m6034		724.68		(312,853.19)
07/09/2025	GJ	JE	Monthly Sales Tz6053			16.81	(312,870.00)
07/10/2025	CR	RCPT	Daily Library Rec234466		895.63		(311,974.37)
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025		24,354.42		(336,328.79)
07/11/2025	CD	CHK	SUMMARY CD 07/11/2025			142.08	(336,470.87)
07/14/2025	GJ	JE	Nayax deposit 6037		326.10		(336,144.77)
07/14/2025	CD	CHK	SUMMARY CD 07/14/2025			2,138.71	(338,283.48)
07/16/2025	GJ	JE	Quarterly utility p6044			1,278.33	(339,561.81)
07/18/2025	CD	CHK	SUMMARY CD 07/18/2025			523.80	(340,085.61)
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025		25,838.76		(365,924.37)
07/25/2025	CD	CHK	SUMMARY CD 07/25/2025			8,628.68	(374,553.05)
07/31/2025	GJ	JE	Monthly WRS A6039			2,451.64	(377,004.69)
07/31/2025			13-00000-11100 END BALANCE		1,946.41	75,937.25	(377,004.69)
07/01/2025			13-00000-12100 BEG. BALANCE				930,490.00
07/31/2025			13-00000-12100 END BALANCE		0.00	0.00	930,490.00
07/01/2025			13-00000-15001 BEG. BALANCE				691.02
07/31/2025			13-00000-15001 END BALANCE		0.00	0.00	691.02
07/01/2025			13-00000-21100 BEG. BALANCE				0.00
07/01/2025	AP	INV	DELTA DENTAL 2364323			251.68	(251.68)
			July 2025 Premiums				
07/01/2025	AP	INV	UNITED HEALTH 177474321426			4,433.56	(4,685.24)
			July 2025 Premiums				
07/01/2025	AP	INV	GALE 999100572897			52.48	(4,737.72)
			library misc				
07/01/2025	AP	INV	GREATAMERIC.3950980			101.00	(4,838.72)
			maintenance				
07/01/2025	AP	INV	STAPLES ADVA6035893332			119.94	(4,958.66)
			supplies				
07/01/2025	AP	INV	KANOPY, INC. 458499			281.35	(5,240.01)
			misc media				
07/01/2025	AP	INV	BAKER & TAYL(75003750 6/25			452.57	(5,692.58)
			misc media				
07/01/2025	AP	INV	BAKER & TAYL(L4211182 6/25			356.23	(6,048.81)
			misc media				
07/01/2025	AP	INV	BAKER & TAYL(L5190172 6/25			1,148.16	(7,196.97)
			misc media				

07/01/2025	AP	INV	BAKER & TAYLOR 40023382 6/25 misc media	60.30	(7,257.27)
07/01/2025	AP	INV	BAKER & TAYLOR L6798382 6/25 misc media	914.13	(8,171.40)
07/01/2025	AP	INV	INGRAM LIBRARY 20AC678 6/25 Misc media	2,392.62	(10,564.02)
07/02/2025	CD	CHK	SUMMARY CD 07/02/2025	10,564.02	0.00
07/02/2025	AP	INV	SPECTRUM ENR 3955 MONTHLY CHARGES	107.15	(107.15)
07/02/2025	AP	INV	SPECTRUM ENR 1115 MONTHLY CHARGES	309.98	(417.13)
07/02/2025	AP	INV	AMAZON CAPIT 2902 YS VARIOUS TITLES	120.71	(537.84)
07/02/2025	AP	INV	MILWAUKEE JC 9411 NEWSPAPER SUBSCRIPTION	40.00	(577.84)
07/02/2025	AP	INV	MENARDS 2443 COIN ROLLS	4.48	(582.32)
07/02/2025	AP	INV	AMAZON CAPIT 8819 BLACK/SILVER SHARPIES	71.11	(653.43)
07/02/2025	AP	INV	AMSTERDAM PI 1045 WFBPL LOGO'D MUGS	618.90	(1,272.33)
07/02/2025	AP	INV	SCALEFUSION 7790 COUNTY CAT TABLET KIOSK	48.00	(1,320.33)
07/10/2025	AP	INV	SECURIAN FIN 045702 (8-25) August premiums	142.08	(1,462.41)
07/11/2025	CD	CHK	SUMMARY CD 07/11/2025	142.08	(1,320.33)
07/14/2025	AP	INV	AMAZON CAPIT 4781 GRAD GIFTS FOR STAFF	50.00	(1,370.33)
07/14/2025	AP	INV	AMAZON CAPIT 6398 YOUTH COLLECTIONS	14.99	(1,385.32)
07/14/2025	AP	INV	AMAZON CAPIT 2834 YOUTH COLLECTIONS	31.57	(1,416.89)
07/14/2025	AP	INV	DRIVESTRIKE 8585 LAPTOP SECURITY SOFTWARE	24.00	(1,440.89)
07/14/2025	AP	INV	AMAZON CAPIT 0317 SUPPLIES FOR KITCHENETTE	53.97	(1,494.86)
07/14/2025	AP	INV	4 Imprint 4010 WFBL LOGO'D BOOKBAGS	386.84	(1,881.70)
07/14/2025	AP	INV	AMAZON CAPIT 4473 AS VARIOUS TITLES	152.15	(2,033.85)
07/14/2025	AP	INV	AMAZON CAPIT 2540 AS VARIOUS TITLES	78.42	(2,112.27)
07/14/2025	AP	INV	AMAZON CAPIT 0972 BANDAIDS	9.99	(2,122.26)
07/14/2025	AP	INV	AMAZON CAPIT 8487 HANGERS FOR CERAMIC ARTWORK	16.45	(2,138.71)
07/14/2025	CD	CHK	SUMMARY CD 07/14/2025	2,138.71	0.00
07/16/2025	AP	INV	BLACKSTONE F 2203202 MISC TITLES	389.43	(389.43)

07/16/2025	AP	INV	GALE	999100606109	45.59	(435.02)		
			MISC TITLES					
07/16/2025	AP	INV	GALE	999100635526	32.79	(467.81)		
			EDGE OF HONOR					
07/16/2025	AP	INV	GALE	999100646862	25.60	(493.41)		
			STRANGERS IN TIME					
07/16/2025	AP	INV	GALE	999100602633	30.39	(523.80)		
			BURY OUR BONES IN THE MIDNIGHT SOIL					
07/18/2025	CD	CHK	SUMMARY CD 07/18/2025	523.80		0.00		
07/23/2025	AP	INV	BRODART CO. 660395 071125		601.60	(601.60)		
			misc books					
07/23/2025	AP	INV	GALE	999100683819 070925	52.48	(654.08)		
			mics books					
07/23/2025	AP	INV	GALE	999100693166 071225	55.99	(710.07)		
			misc books					
07/23/2025	AP	INV	GALE	999100707184 071525	151.96	(862.03)		
			misc books					
07/23/2025	AP	INV	ROBB GREGG 2025-07 072225		375.00	(1,237.03)		
			garden					
07/23/2025	AP	INV	STAPLES ADVA6037433754		232.53	(1,469.56)		
			office supplies					
07/23/2025	AP	INV	STAPLES ADVA603743375		128.28	(1,597.84)		
			supplies					
07/23/2025	AP	INV	STAPLES ADVA6037433759 071825		36.60	(1,634.44)		
			office supplies					
07/24/2025	AP	INV	AMUNDSEN DA 824710		2,309.00	(3,943.44)		
			GENERAL BUSINESS THROUGH 6/30/2025					
07/24/2025	AP	INV	DELTA DENTAL 2371225		251.68	(4,195.12)		
			AUGUST 2025 PREMIUMS					
07/24/2025	AP	INV	UNITED HEALTH 177474376201		4,433.56	(8,628.68)		
			AUGUST 2025 PREMIUMS					
07/25/2025	CD	CHK	SUMMARY CD 07/25/2025	8,628.68		0.00		
07/29/2025	AP	INV	AT&T 414R16015907 7/25		180.89	(180.89)		
			MONTHLY CHARGES					
07/30/2025	AP	INV	ADAGIO SOUN[100		150.00	(330.89)		
			SOUND BATH PERFORMANCE PROGRAM					
07/31/2025			13-00000-21100 END BALANCE	21,997.29	22,328.18	(330.89)		
07/01/2025			13-00000-21550 BEG. BALANCE			(134.54)		
07/31/2025			13-00000-21550 END BALANCE	0.00	0.00	(134.54)		
07/01/2025			13-00000-24600 BEG. BALANCE			(930,490.00)		
07/31/2025			13-00000-24600 END BALANCE	0.00	0.00	(930,490.00)		
07/01/2025			13-00000-25199 BEG. BALANCE			(14,679.90)		
07/31/2025			13-00000-25199 END BALANCE	0.00	0.00	(14,679.90)		

07/01/2025			13-00000-25200 BEG. BALANCE			(4,433.56)
07/01/2025	AP	INV	UNITED HEALTH 177474321426	4,433.56		0.00
			July 2025 Premiums			
07/24/2025	AP	INV	UNITED HEALTH 177474376201	4,433.56		4,433.56
			AUGUST 2025 PREMIUMS			
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025		4,433.56	0.00
07/31/2025			13-00000-25200 END BALANCE	8,867.12	4,433.56	0.00
07/01/2025			13-00000-25202 BEG. BALANCE			(251.68)
07/01/2025	AP	INV	DELTA DENTAL 2364323	251.68		0.00
			July 2025 Premiums			
07/24/2025	AP	INV	DELTA DENTAL 2371225	251.68		251.68
			AUGUST 2025 PREMIUMS			
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025		251.68	0.00
07/31/2025			13-00000-25202 END BALANCE	503.36	251.68	0.00
07/01/2025			13-00000-25210 BEG. BALANCE			0.00
07/10/2025	AP	INV	SECURIAN FIN#045702 (8-25)	142.08		142.08
			August premiums			
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025		142.08	0.00
07/31/2025			13-00000-25210 END BALANCE	142.08	142.08	0.00
07/01/2025			13-00000-25400 BEG. BALANCE			(1,559.21)
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025		1,142.40	(2,701.61)
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025		1,223.47	(3,925.08)
07/31/2025	GJ	JE	Monthly WRS AC6039	2,451.64		(1,473.44)
07/31/2025			13-00000-25400 END BALANCE	2,451.64	2,365.87	(1,473.44)
07/01/2025			13-00000-28100 BEG. BALANCE			(100,100.34)
07/31/2025			13-00000-28100 END BALANCE	0.00	0.00	(100,100.34)
07/01/2025			13-00000-43792 BEG. BALANCE			(1,000.00)
07/31/2025			13-00000-43792 END BALANCE	0.00	0.00	(1,000.00)
07/01/2025			13-00000-43793 BEG. BALANCE			(76,193.00)
07/31/2025			13-00000-43793 END BALANCE	0.00	0.00	(76,193.00)
07/01/2025			13-00000-45209 BEG. BALANCE			(12,041.27)
07/05/2025	GJ	JE	Library - stripe m6034		724.68	(12,765.95)
07/10/2025	CR	RCPT	LIBRARY FINES 234466		293.13	(13,059.08)
07/31/2025			13-00000-45209 END BALANCE	0.00	1,017.81	(13,059.08)
07/01/2025			13-00000-45210 BEG. BALANCE			(112.70)
07/10/2025	CR	RCPT	Library Replacer 234466		2.00	(114.70)
07/31/2025			13-00000-45210 END BALANCE	0.00	2.00	(114.70)

07/01/2025			13-00000-46712 BEG. BALANCE			(1,500.00)
07/31/2025			13-00000-46712 END BALANCE	0.00	0.00	(1,500.00)
07/01/2025			13-00000-46713 BEG. BALANCE			(3,287.31)
07/10/2025	CR	RCPT	LIBRARY COPY 234466		114.50	(3,401.81)
07/14/2025	GJ	JE	Nayax deposit 6037		326.10	(3,727.91)
07/31/2025			13-00000-46713 END BALANCE	0.00	440.60	(3,727.91)
07/01/2025			13-00000-48501 BEG. BALANCE			(1,975.00)
07/10/2025	CR	RCPT	LIBRARY DONA 234466		486.00	(2,461.00)
07/31/2025			13-00000-48501 END BALANCE	0.00	486.00	(2,461.00)
07/01/2025			13-93000-50100 BEG. BALANCE			303,112.52
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025	22,672.89		325,785.41
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025	23,239.18		349,024.59
07/31/2025			13-93000-50100 END BALANCE	45,912.07	0.00	349,024.59
07/01/2025			13-93000-50150 BEG. BALANCE			22,901.34
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025	1,681.53		24,582.87
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025	1,787.08		26,369.95
07/31/2025			13-93000-50150 END BALANCE	3,468.61	0.00	26,369.95
07/01/2025			13-93000-50160 BEG. BALANCE			32,611.44
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025	5,435.24		38,046.68
07/31/2025			13-93000-50160 END BALANCE	5,435.24	0.00	38,046.68
07/01/2025			13-93000-50161 BEG. BALANCE			3,465.00
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025	62.50		3,527.50
07/31/2025			13-93000-50161 END BALANCE	62.50	0.00	3,527.50
07/01/2025			13-93000-50170 BEG. BALANCE			15,809.43
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025	1,142.40		16,951.83
07/25/2025	PR	CHK	SUMMARY PR 07/25/2025	1,223.47		18,175.30
07/31/2025			13-93000-50170 END BALANCE	2,365.87	0.00	18,175.30
07/01/2025			13-93000-50180 BEG. BALANCE			830.83
07/11/2025	PR	CHK	SUMMARY PR 07/11/2025	142.08		972.91
07/31/2025			13-93000-50180 END BALANCE	142.08	0.00	972.91
07/01/2025			13-93200-50190 BEG. BALANCE			217.78
07/31/2025			13-93200-50190 END BALANCE	0.00	0.00	217.78
07/01/2025			13-93200-50191 BEG. BALANCE			841.78
07/31/2025			13-93200-50191 END BALANCE	0.00	0.00	841.78

07/01/2025			13-93200-50194 BEG. BALANCE			148.33
07/02/2025	AP	INV	AMSTERDAM PI 1045	618.90		767.23
			WFBPL LOGO'D MUGS			
07/14/2025	AP	INV	AMAZON CAPIT 4781	50.00		817.23
			GRAD GIFTS FOR STAFF			
07/14/2025	AP	INV	4 Imprint 4010	386.84		1,204.07
			WFBL LOGO'D BOOKBAGS			
07/31/2025			13-93200-50194 END BALANCE	1,055.74	0.00	1,204.07
07/01/2025			13-93200-50220 BEG. BALANCE			0.00
07/24/2025	AP	INV	AMUNDSEN DA 824710	2,309.00		2,309.00
			GENERAL BUSINESS THROUGH 6/30/2025			
07/31/2025			13-93200-50220 END BALANCE	2,309.00	0.00	2,309.00
07/01/2025			13-93200-50250 BEG. BALANCE			24,658.83
07/16/2025	GJ	JE	Quarterly utility p 6044	1,278.33		25,937.16
07/31/2025			13-93200-50250 END BALANCE	1,278.33	0.00	25,937.16
07/01/2025			13-93200-50251 BEG. BALANCE			1,933.88
07/02/2025	AP	INV	SPECTRUM EN' 3955	107.15		2,041.03
			MONTHLY CHARGES			
07/02/2025	AP	INV	SPECTRUM EN' 1115	309.98		2,351.01
			MONTHLY CHARGES			
07/29/2025	AP	INV	AT&T 414R16015907	180.89		2,531.90
			MONTHLY CHARGES			
07/31/2025			13-93200-50251 END BALANCE	598.02	0.00	2,531.90
07/01/2025			13-93200-50300 BEG. BALANCE			933.47
07/02/2025	AP	INV	MENARDS 2443	4.48		937.95
			COIN ROLLS			
07/02/2025	AP	INV	AMAZON CAPIT 8819	71.11		1,009.06
			BLACK/SILVER SHARPIES			
07/14/2025	AP	INV	AMAZON CAPIT 0317	53.97		1,063.03
			SUPPLIES FOR KITCHENETTE			
07/14/2025	AP	INV	AMAZON CAPIT 0972	9.99		1,073.02
			BANDAIDS			
07/14/2025	AP	INV	AMAZON CAPIT 8487	16.45		1,089.47
			HANGERS FOR CERAMIC ARTWORK			
07/23/2025	AP	INV	STAPLES ADVA 6037433759 071	36.60		1,126.07
			office supplies			
07/31/2025			13-93200-50300 END BALANCE	192.60	0.00	1,126.07
07/01/2025			13-93200-50360 BEG. BALANCE			4,683.39
07/23/2025	AP	INV	ROBB GREGG 2025-07 072225	375.00		5,058.39
			garden			
07/31/2025			13-93200-50360 END BALANCE	375.00	0.00	5,058.39
07/01/2025			13-93200-50760 BEG. BALANCE			153.07
07/09/2025	GJ	JE	Monthly Sales Tr 6053	16.81		169.88

07/31/2025			13-93200-50760 END BALANCE	16.81	0.00	169.88
07/01/2025			13-93300-50240 BEG. BALANCE			23,308.36
07/02/2025	AP	INV	SCALEFUSION 7790	48.00		23,356.36
			COUNTY CAT TABLET KIOSK			
07/14/2025	AP	INV	DRIVESTRIKE 8585	24.00		23,380.36
			LAPTOP SECURITY SOFTWARE			
07/31/2025			13-93300-50240 END BALANCE	72.00	0.00	23,380.36
07/01/2025			13-93300-50311 BEG. BALANCE			2,045.22
07/01/2025	AP	INV	GREATAMERIC.3950980	101.00		2,146.22
			maintenance			
07/31/2025			13-93300-50311 END BALANCE	101.00	0.00	2,146.22
07/01/2025			13-93300-50312 BEG. BALANCE			2,914.49
07/23/2025	AP	INV	BRODART CO. 660395 071125	601.60		3,516.09
			misc books			
07/31/2025			13-93300-50312 END BALANCE	601.60	0.00	3,516.09
07/01/2025			13-93300-50350 BEG. BALANCE			14,600.00
07/31/2025			13-93300-50350 END BALANCE	0.00	0.00	14,600.00
07/01/2025			13-93300-50351 BEG. BALANCE			1,138.55
07/01/2025	AP	INV	STAPLES ADVA6035893332	119.94		1,258.49
			supplies			
07/23/2025	AP	INV	STAPLES ADVA6037433754	232.53		1,491.02
			office supplies			
07/23/2025	AP	INV	STAPLES ADVA603743375	128.28		1,619.30
			supplies			
07/31/2025			13-93300-50351 END BALANCE	480.75	0.00	1,619.30
07/01/2025			13-93300-50400 BEG. BALANCE			507.53
07/31/2025			13-93300-50400 END BALANCE	0.00	0.00	507.53
07/01/2025			13-93400-50401 BEG. BALANCE			7,148.00
07/31/2025			13-93400-50401 END BALANCE	0.00	0.00	7,148.00
07/01/2025			13-93400-50402 BEG. BALANCE			12.98
07/30/2025	AP	INV	ADAGIO SOUN[100	150.00		162.98
			SOUND BATH PERFORMANCE PROGRAM			
07/31/2025			13-93400-50402 END BALANCE	150.00	0.00	162.98
07/01/2025			13-93400-50403 BEG. BALANCE			234.43
07/31/2025			13-93400-50403 END BALANCE	0.00	0.00	234.43

07/01/2025			13-93500-50410 BEG. BALANCE		55,380.69
07/01/2025	AP	INV	GALE 999100572897	52.48	55,433.17
			library misc		
07/01/2025	AP	INV	KANOPY, INC. 458499	281.35	55,714.52
			misc media		
07/01/2025	AP	INV	BAKER & TAYLOR 75003750 6/25	452.57	56,167.09
			misc media		
07/01/2025	AP	INV	BAKER & TAYLOR 4211182 6/25	356.23	56,523.32
			misc media		
07/01/2025	AP	INV	BAKER & TAYLOR 5190172 6/25	1,148.16	57,671.48
			misc media		
07/01/2025	AP	INV	BAKER & TAYLOR 40023382 6/25	60.30	57,731.78
			misc media		
07/01/2025	AP	INV	BAKER & TAYLOR 6798382 6/25	914.13	58,645.91
			misc media		
07/01/2025	AP	INV	INGRAM LIBRARY 20AC678 6/25	2,392.62	61,038.53
			Misc media		
07/02/2025	AP	INV	AMAZON CAPIT 2902	120.71	61,159.24
			YS VARIOUS TITLES		
07/02/2025	AP	INV	MILWAUKEE JC 9411	40.00	61,199.24
			NEWSPAPER SUBSCRIPTION		
07/14/2025	AP	INV	AMAZON CAPIT 6398	14.99	61,214.23
			YOUTH COLLECTIONS		
07/14/2025	AP	INV	AMAZON CAPIT 2834	31.57	61,245.80
			YOUTH COLLECTIONS		
07/14/2025	AP	INV	AMAZON CAPIT 4473	152.15	61,397.95
			AS VARIOUS TITLES		
07/14/2025	AP	INV	AMAZON CAPIT 2540	78.42	61,476.37
			AS VARIOUS TITLES		
07/16/2025	AP	INV	BLACKSTONE F 2203202	389.43	61,865.80
			MISC TITLES		
07/16/2025	AP	INV	GALE 999100606109	45.59	61,911.39
			MISC TITLES		
07/16/2025	AP	INV	GALE 999100635526	32.79	61,944.18
			EDGE OF HONOR		
07/16/2025	AP	INV	GALE 999100646862	25.60	61,969.78
			STRANGERS IN TIME		
07/16/2025	AP	INV	GALE 999100602633	30.39	62,000.17
			BURY OUR BONES IN THE MIDNIGHT SOIL		
07/23/2025	AP	INV	GALE 999100683819 C	52.48	62,052.65
			mics books		
07/23/2025	AP	INV	GALE 999100693166 C	55.99	62,108.64
			misc books		
07/23/2025	AP	INV	GALE 999100707184 C	151.96	62,260.60
			misc books		
07/31/2025			13-93500-50410 END BALANCE	6,879.91	0.00 62,260.60

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 13, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

In July we offered two sessions of yoga. The first class had 13 people attend while the second class had 7. We also offered our first session on meditation and that was well attended with 19 folks. Coming up in August will have 2 more yoga sessions and 1 more on mediation. Eva and Ina, part-time reference staff, have been taking turns leading the walk club on Tuesday afternoons. We've had a small group every week, between 2-5 people. But the weather has been quite warm and the air quality has not been good. We are going to offer it through August and September, and see if we can get a larger group as the weather cools down. The Adult Summer Reading Program is still going strong, with 188 folks signed up for the program with 240,000 minutes read among all participants.

Email Newsletter

In February 2024 we stopped using OrangeBoy for our email newsletters and switched to Patron Point. Patron Point is provided by MCFLS and does not cost us anything extra. When we switched over we were able to port over all of our users from one system to the other. We have been seeing really good open rates in Patron Point. Our monthly email newsletter open rates average between 63-68%, which is on the high end of open rates compared to other libraries using Patron Point in Milwaukee County.

Circulation Services (Hoge)

Technology

As Microsoft stops supporting older versions of Office, we are looking into options to upgrade from Office 2016 on both public and staff devices. We utilize the non-profit TechSoup which offers discounted licenses and products from Microsoft and other vendors. We are reviewing their offerings while also analyzing the age of each of our devices and when they may be replaced. Initially we are considering using Microsoft 365 on staff devices which would provide cloud access to the Office suite of products (Excel, Word, Powerpoint) at the Basic level with certain devices utilizing the Standard level which would have desktop access to the Office suite also. We are looking into purchasing Office 2024 for public computers and laptops which has a one time cost but would not include any future upgrades.

Staffing

We said good bye to our shelveers Andy K and Simon P who are heading to college this month. Andy will be a freshman at UWM and Simon is heading to University of Pittsburgh. They've been wonderful co-workers and will be missed!

Training

Our three adult shelveers have been trained to run paging list reports out of Sierra so when they arrive in the morning they can immediately get the list of holds that need to be pulled without waiting for a Circulation Assistant to print it for them. This change was implemented to provide the adult shelveers more flexibility but also to give them additional responsibility and training.

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	25,220	23,698	26,785	24,052	23,405	27,942	29,421	28,774	24,085	25,335	25,093	24,403	308,213	180,523
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	193,156
2025	28,064	25,723	29,573	27,081	26,850	29,366	31,574							198,231
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%	0%	1%	5%	7%
24-25	3%	-2%	6%	0%	4%	3%	3%							3%
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25									-123		
	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	152,205
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	158,124
2025	22,715	20,822	23,789	21,711	21,313	23,978	26,022							160,350
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%	3%	0%	3%	3%	4%
24-25	4%	-1%	7%	-4%	2%	0.5%	0.6%							1%
DIGITAL CIRCULATION			12%											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	4,084	3,802	4,260	3,904	4,032	3,991	4,245	4,074	4,069	4,794	4,926	5,237	51,418	24,073
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	30,286
2025	5,349	4,901	5,784	5,370	5,537	5,388	5,552							32,329
23-24	30%	34%	33%	16%	24%	17%	12%	13%	22%	0%	-2%	-7%	15%	26%
24-25	0%	-4%	2%	19%	10%	16%	17%							7%
2023-2025	31%	29%	36%	38%	37%	35%	31%							34%
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	21,854
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	24,765
2025	3,841	3,387	4,135	3,800	3,937	3,841	3,988							26,929
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%	-6%	-12%	7%	13%
24-25	3%	-4%	4%	14%	13%	17%	16%							9%
OVERDRIVE MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	2,003
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	5,095
2025	782	787	874	850	828	862	793							5,776
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	59%	154%
24-25	-9%	-10%	-4%	75%	5%	36%	48%							13%
HOOPLA (Print Books, Audio Books, Music, Movies)														
						Jan 2025 reduced to 2/mo vs 4/mo								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	2,853
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	3,373
2025	437	390	407	372	378	364	377						10,900	2,725
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	24%	18%
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%							-19%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	1,608
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	1,799
2025	289	337	368	348	394	321	394							2,451
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24%	12%
24-25	14%	45%	19%	93%	52%	22%	31%							36%
WIRELESS (Clients per Month)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	4,801	4,102	4,248	4,490	4,688	4,671	4,247	4,402	4,530	5,146	4,860	4,712	54,897	31,247
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800	5,828	5,220	4,712	60,139	34,650
2025	5,983	4,508	5,177	5,520	5,456	5,040	4,960							36,644
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%	7%	0%	10%	11%
24-25	14%	-5%	11%	7%	6%	4%	2%							6%
PC USER SESSIONS - # OF ADULT SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	1,076	1,052	1,089	1,019	943	1,033	992	1,315	1,131	968	1,043	922	12,583	7,204
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098	6,830
2025	1,380	875	1,019	926	948	931								6,079
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%	-2%		-4%	-5%
24-25	91%	-8%	9%	-12%	-7%	-7%	-100%							-11%
PC USER SESSIONS - # OF KIDS SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	0	0	0	0	0	0	85	1,201	802	879	636	648	4,251	85
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938	5,648
2025	552	544	721	679	773	1,045								4,314
23-24	n/a	n/a	n/a	n/a	n/a	n/a	1085%	6%	-8%	-12%	20%		134%	
24-25	-24%	-21%	-11%	-1%	9%	2%	-100%							-24%
DOOR COUNT PER MONTH														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,890	150,500	88,640
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418	13,375	14,516	11,256	161,348	94,041
2025	14,223	12,082	13,717	15,124	14,051	15,123	16,601							100,921
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7%	6%
24-25	16%	-2%	10%	9%	8%	6%	5%							7%
Patron Interactions as Adult & Youth Service Desks														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	884	714	871	828	779	980	842	862	725	698	706	636	9,525	5,898
2024	835	755	802	835	794	975	912	904	702	701	684	588	9,487	5,908
2025	944	773	909	860	838	958	876							6,158
23-24	-6%	6%	-8%	1%	2%	-1%	8%	5%	-3%	0%	-3%	-8%	0%	0%
24-25	13%	2%	13%	3%	6%	-2%	-4%							4%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 13, 2025 Meeting
Re: Library Board Appointments – Working Group, Personnel Committee, and Foundation Board



WFB 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.

Background

As part of regular governance and in alignment with upcoming projects, the following appointments and working groups are recommended for Board consideration:

1. Job Description & Annual Review Working Group

This short-term working group will assist Library staff with reviewing and updating the job descriptions for the Library Director and the Head of Youth Services. The group will also contribute to the review and update of the annual staff evaluation forms.

2. Personnel Committee

The Personnel Committee provides oversight on matters related to staffing as needed. They lead the Library Director's annual review. The committee typically includes the Board President along with the Vice President or another Trustee.

3. Library Foundation Board Members

Two Library Board members serve on the Whitefish Bay Public Library Foundation Board to support coordination between the Library and Foundation fundraising efforts. Trustee Flannery and Trustee Gettinger currently serve.

Motion:

Motion to appoint following Trustees:

1. Trustee [TBD] and Trustee [TBD] to a working group for job description and staff evaluation form review, through December 2025
2. President Leinweber and Trustee [TBD] to the Personnel Committee, through August 2026
3. Trustee [TBD] and Trustee [TBD] to serve on the WFBPL Foundation Board, through August 2026

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: August 13, 2025 Meeting
 Re: 2026 Library Board Meeting Dates



WFB 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.

Background

The WFBPL Board typically meets on the 4th Tuesday of the Month, starting at 6:30pm.

The table below outlines both the standard schedule and an alternate schedule.

2026 Meeting Dates

4th Tuesday	Days Between Meetings	Alternate Schedule	Days Between Meetings	Notes
Tue, December 16, 2025		Tue, December 16, 2025		
Tue, January 27, 2026	42	Tue, January 27, 2026	42	WFB Schools Closed 1/19 & 1/26
Tue, February 24, 2026	28	Tue, February 24, 2026	28	
Tue, March 24, 2026	28	Tue, March 24, 2026	28	WFB Schools Closed 3/26-4/6
Tue, April 28, 2026	35	Tue, April 28, 2026	35	4/5 Easter; 4/1-4/8 Passover
Tue, May 26, 2026	28	Tue, June 2, 2026	35	5/21-5/22 Shavuot; 5/26 day after Monday holiday
Tue, June 23, 2026	28	Tue, June 30, 2026	28	WFB Schools Last Day 6/12
Tue, July 28, 2026	35	Tue, July 28, 2026	28	
Tue, August 25, 2026	28	Tue, August 25, 2026	28	College Move-In Last Two Weeks of August
Tue, September 22, 2026	28	Tue, September 22, 2026	28	9/11-9/13 Rosh Hashanah; 9/20 Yom Kippur; 9/26-10-2 Sukkot
Tue, October 27, 2026	35	Tue, October 27, 2026	35	
Tue, November 24, 2026	28	Tue, November 24, 2026	28	WFB Schools Closed 11/25-11/30
Tue, December 22, 2026	28	Tue, December 15, 2026	21	12/4-12/12 Chanukah; 12/24-12-25 Christmas; WFB Schools Closed 12/23-1/3

Motion

Motion to approve 2026 Library Board meetings dates as listed in the Alternate Schedule (or TBD).

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: August 13, 2025 Meeting
 Re: 2026 Exceptions to Hours



WFB 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.

Background

Full time Library staff receive 11 paid holidays, same as other Village staff.

Motion

Motion to approve:

1. The 11 paid holidays as listed in the Village of WFB Employee Handbook
2. Designate MLK Day as a Floating Holiday for Library staff
3. Close Easter Sunday
4. Close Friday 7/3 since 7/4 falls on a Saturday
5. Close 10/12 for staff development

2026 Exceptions to Hours of Operations

	Date	Holiday #	Library Closed	Paid Holiday	Floating Holiday
New Year's Day	Thu, January 1, 2026	1	Yes	Yes	
Martin Luther King Day	Mon, January 19, 2026	2	No	Yes	Yes
Spring Break Friday	Fri, April 3, 2026	3	Yes	Yes	
Easter Sunday	Sun, April 5, 2026	n/a	Yes	No	
Memorial Day	Mon, May 25, 2026	4	Yes	Yes	
Close for Holiday on Saturday	Fri, July 3, 2026	5	Yes	Yes	
Independence Day	Sat, July 4, 2026	n/a	Yes	No	
Labor Day	Mon, September 7, 2026	6	Yes	Yes	
Staff Development Day	Mon, October 12, 2026	n/a	Yes	No	
Close Early- 5:30pm	Wed, November 25, 2026	n/a	Close Early	No	
Thanksgiving	Thu, November 26, 2026	7	Yes	Yes	
Fri after Thanksgiving	Fri, November 27, 2026	8	Yes	Yes	
Christmas Eve	Thu, December 24, 2026	9	Yes	Yes	
Christmas	Fri, December 25, 2026	10	Yes	Yes	
New Year's Eve	Thu, December 31, 2026	11	Yes	Yes	

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 13, 2025 Meeting
Re: Collection Development & Management Policy Review



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.

Overview

The revised *Collection Development & Management Policy* consolidates and updates the three separate documents currently in use: *Collection Management Policy*, *Collection Strategy*, and *Operational Procedures*. This memo provides a summary comparison of the current structure versus the new proposed version, noting key improvements and changes in scope or tone.

Summary of Key Differences

1. Structure and Clarity
 - a. *Current Policies*: Three documents with some duplication and varied tone. Staff find this set-up to be onerous and not wholly useful.
 - b. *New Policy*: It eliminates redundancy and simplifies language for greater clarity and usability.
2. Responsibility and Authority
 - a. *Same across versions*: Library Director has final responsibility and delegates to librarians with an MLIS.
 - b. *New policy adds*: Clearer explanation of consortia-vendor collections (e.g., OverDrive, Hoopla), which were not mentioned in the older documents.
3. Selection Principles and Criteria
 - a. *New*: Combines and simplifies the criteria into a single, easy-to-understand list with broader evaluative language. Retains substance while improving accessibility.
4. Materials that May Be Controversial
 - a. *Both*: Affirm the Library Bill of Rights and state that purchase does not imply endorsement. Items are not labeled or age-restricted and places explicit responsibility for children's use with parents/guardians.
5. Collection Maintenance and Withdrawal
 - a. *New*: Streamlined explanation focused on purpose and common reasons for withdrawal.
6. Donations
 - a. *Both*: Apply the same selection standards to donations as to purchased items.
 - b. *New*: Adds clearer language on the Library's right to refuse, process items through Friends, and avoid accepting conditional gifts.
7. System Participation
 - a. *Current*: Brief mention of MCFLS and its influence on collection decisions.
 - b. *New*: Expands and updates this section to clarify the shared system context and its role in shaping purchasing decisions.

Highlights of What Was Removed or Condensed

1. The long-form goals and objectives section was removed in favor of a more concise Collection Goals section.
2. Specific criteria lists (e.g., "representation of genre or movement," "authenticity of historical setting") were removed or folded into broader selection considerations.
3. Internal language from the *Operational Procedures* was excluded, as this version is intended as a public-facing policy.
4. Collection development practices tied to Library website promotion, catalog navigation, and staff retention were deemed out of scope and removed.

Material Consideration Policy

The Whitefish Bay Public Library utilizes a separate *Material Consideration Policy* to guide requests for purchasing, reclassifying, or removing materials. This policy will be reviewed after final approval of the *Collection Development & Management Policy*.

Common Themes in Other Libraries' Collection Policies

1. Endorsement of ALA intellectual freedom standards
2. Director-led delegation to MLIS-qualified staff
3. Open public and staff input via purchase suggestions
4. No censorship or age-based restrictions
5. Responsibility for youth lies with parents or guardians
6. Selection evaluated using criteria covering relevance, merit, cost, format, demand
7. Membership in library system influencing acquisition decisions
8. Regular collection maintenance such as withdrawal and replacement based on condition and use

WFBPL's draft policy aligns well with other libraries' policies in our commitment to intellectual freedom, professionalism, and comprehensive collection breadth.

Conclusion

The revised *Collection Development & Management Policy* offers a comprehensive, accessible, and modern framework for our collection practices. It is more user-friendly and remains professionally robust for staff. It is comparable to other libraries' collection policies.

Motion

Motion to approve the revised *Collection Development & Management Policy* as presented, replacing the previous *Collection Management Policy* (2014), *Collection Strategy*, and *Operational Procedures*.

Attachments

- Draft: *Collection Development & Management Policy* (2025)
- Current: *Collection Management Policy* (2014)
- Current: *Collection Strategy* (2015)
- Current: *Collection Operational Procedures* (2015)

Other Libraries Policies

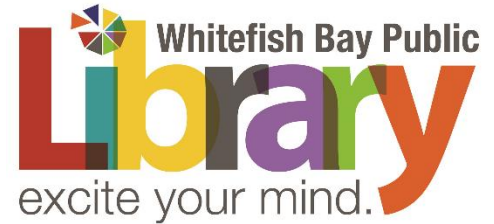
Mequon: <https://www.flwlib.org/DocumentCenter/View/13>

Monona: <https://www.mymonona.com/DocumentCenter/View/12437/Collection-Development-Policy>

Wauwatosa: <https://www.wauwatosalibrary.org/home/showpublisheddocument/5004/638200135478930000>

Verona: <https://bit.ly/40LaicA>

Collection Development & Management Policy



Purpose of the Policy

This policy provides guidance for the selection, management, and evaluation of library materials. It supports the Library's mission and guiding principles, ensures that the collection remains relevant, and helps the public understand how materials are selected, maintained, and evaluated.

Mission

As a cornerstone of the community, the Whitefish Bay Public Library connects all people, inspires a love of learning, and provides access to ideas, information, and resources.

Guiding Principles

The Library is committed to providing high-quality services and resources that reflect the diverse needs of the community. We strive to:

- Provide a welcoming place for all who enter
- Interconnect and engage our community
- Be flexible, creative, and forward-looking
- Support an informed public
- Offer an exceptional workplace
- Follow a thoughtful and measurable approach

Collection Goals

The Whitefish Bay Public Library builds and maintains a collection to meet the educational, recreational, and informational needs of the community. The collection reflects a wide range of ages, backgrounds, interests, and reading abilities, and includes materials in various formats and levels of complexity.

Responsibility for the Collection

Ultimate responsibility for the collection rests with the Library Director, who delegates authority to librarians with a Master's Degree in Library and Information Science. These staff members apply professional knowledge, community awareness, and selection guidelines to build and maintain the collection.

Digital materials such as ebooks, audiobooks, and streaming media are often obtained through statewide consortia or vendor-curated platforms. These include services like Hoopla, Kanopy, and the Wisconsin Public Library Consortium's OverDrive collection. In these cases, the Library provides access to a vendor-managed collection and does not select individual titles, similar to subscribing to a digital newspaper.

Selection Guidelines

Materials are chosen to serve the broad interests of the community and to support information

access, creative exploration, and lifelong learning. The selection of a title does not imply endorsement of its content.

Staff consider a variety of factors when evaluating materials:

- Community needs and interests
- Relevance and significance of content
- Variety of viewpoints and experiences
- Educational and recreational value
- Artistic or literary merit

Other key points:

- The Library endorses the American Library Association's Library Bill of Rights.
 - <https://www.ala.org/advocacy/intfreedom/librarybill>
- Materials may be controversial and include content that challenges users; inclusion is based on overall merit.
- Items are not labeled or restricted based on content.
- Parents or guardians are responsible for children's use of materials; the Library does not restrict access by age.
- Certain items, including local history materials, may be available for in-library use only. Access to these items may require a request to ensure their preservation and security.

Selection Criteria

Selectors use professional judgment and may consult published reviews, user requests, and community trends. Selected items do not need to meet every criterion. Considerations include:

- Accuracy and clarity of information
- Anticipated demand
- Attention of critics, reviewers, or the public
- Authority and credibility of the creator or publisher
- Connection to Whitefish Bay, Milwaukee County, or Wisconsin
- Cost and long-term value
- Depth and breadth of subject coverage
- Historical, cultural, or social importance
- Overall quality and integrity of the work
- Relevance to existing collection

- Suitability of format and intended audience
- Variety of perspectives

Collection Maintenance

To ensure the collection remains accurate, appealing, and useful, staff regularly review materials. Items may be repaired, replaced, or withdrawn based on condition and continued relevance.

Withdrawal of Materials

Materials are removed when they are outdated, no longer used, or in poor condition. Withdrawal decisions may be based on:

- Inaccuracy of content
- Lack of circulation or demand
- Physical wear and tear
- Replacement by a newer or better edition
- Space limitations

Removed materials may:

- Be donated to the Friends of the WFBPL
- Be recycled or discarded
- Not be held for individual requests

Items are replaced based on current need, demand, and availability through other libraries in the Milwaukee County Federated Library System.

Donations of Materials

Donated items are reviewed using the same selection criteria as materials purchased by the Library. Inclusion in the collection is rare and not guaranteed. Items not added are given to Friends of the Whitefish Bay Public Library to support Library services through resale. While donor preferences may be taken into account, the Library does not accept donations with conditions or restrictions.

System Participation

The Whitefish Bay Public Library is a member of the Milwaukee County Federated Library System (MCFLS). This partnership provides community members with access to a shared collection across the region. Availability of items at other libraries may influence the Library's local purchasing decisions.

COLLECTION MANAGEMENT POLICY

Approved by the Whitefish Bay Library Board of Trustees December 16, 2014.

Introduction

Developing and managing a collection that supports the Whitefish Bay Library's Mission and Values is core to the Library's role and success. Three documents - this Collection Management Policy, the Collection Strategy and the Operational Procedures – guide the development and management of the Library's collection to achieve its Mission and Values.

This Collection Management Policy clarifies responsibility and identifies guiding principles for collection development and management.

Responsibility for Collection Development and Management

The Library Director has final responsibility for the Library's collection development and management to achieve its Mission and Values, guided by the Collection Strategy, this Collection Management Policy and the Operational Procedures.

The Director delegates to librarians (i.e. those with a Master's Degree in Library and Information Science) the authority for decisions regarding the development and management of the collection, and the related selection of library materials and resources utilizing best practices and standards of the library profession while considering the Library's Mission and Values, its Collection Strategy, this Collection Management Policy and the Operational Procedures.

Other Library staff members and the public may recommend materials for consideration.

Principles Guiding Collection Development and Management

In addition to the Library's Mission and Values, its Collection Strategy and the Operational Procedures, the following principles guide librarian staff.

- The Library endorses the American Library Association's Library Bill of Rights (see below).
- Selection decisions are made on the merits of the work, collection needs and the interests of a diverse Whitefish Bay community.
- Librarian staff will consider each type of material in terms of its own kind of excellence and the audience for whom it is intended. No single standard can apply to all decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy recreational and entertainment wishes.
- Staff select materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider these needs and interests.
- The Library recognizes that some materials and resources are controversial and could offend some patrons.
- The selection of a material or resource does not constitute an endorsement, nor are selection decisions made on the basis of the librarians' personal perspective.
- Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.

Material Consideration

To recommend purchasing, reclassifying, or removing material, please refer to the Material Consideration Policy.

COLLECTION STRATEGY

Introduction

Developing and managing a collection that supports the Whitefish Bay Library's Mission and Values is central and vital to the Library's role and success.

Through this Collection Strategy, the Library Board identifies principles that are to be realized by the Library Director and staff through the Collection Management Policy and the Collection Management Operational Procedures.

Collection Strategy

The Whitefish Bay Library collection shall be developed and managed to achieve the Library's Mission and Values (attached as part of this document).

To realize this, the collection must be:

- **relevant to and reflective of the Whitefish Bay community**
- **valued by the community**, by patrons as a whole, and by target segments of patrons
 - recognized as a significant element of the Library's role as **a cornerstone of the Whitefish Bay community**
- **well-used** by the community and by patrons as a whole, or, in the case of specialty items, by the target patron group
- **balanced**, serving a variety of patron interests and age groups
 - serving **all age groups**, prioritizing none
 - providing **classic, significant works as well as popular materials**, being neither exclusively archival nor current
 - providing **reference** material, including important local and area historical information, **but not** serving as **a research library**
 - providing material that **meets a range of needs and interests** for both educational and entertainment purposes
 - **promoting a love of learning and facilitating the exchange of ideas and information** by providing a diversity of materials and viewpoints that allow patrons to explore and grow in their knowledge, and supports the American Library Association: Library Bill of Rights
- **responsive**, not static, evolving with patron interests and trends over time
- **inclusive of all available media formats**, and **embracing technology** that expands and/or enhances access to material
- **accessible**, providing reasonable access to materials either directly through the Library's own collection or through the Library's access to other collections
- a source of reliable information that **supports an informed citizenry**

Responsibility for the Collection Strategy

The Library Board has final responsibility for the Library's Collection Strategy. The Board delegates to the Library Director responsibility for collection development and management to achieve the Collection Strategy through the Collection Management Policy and the Collection Management Operational Procedures.

The Director delegates to professional staff the authority for decisions regarding the development and management of the collection, and the related selection of library materials

and resources using best practices and standards of the library profession while considering the Library's Mission and Values, this Collection Strategy, the Collection Management Policy and the Operational Procedures. Professional staff members are considered to be those with a Master's Degree in Library and Information Science.

COLLECTION OPERATIONAL PROCEDURES

(for internal use, not for posting; copies may be given to patrons upon request)

Introduction

Developing and managing a collection that supports the Whitefish Bay Library's Mission and Values is core to the Library's role and success. Three documents - the Collection Management Policy, the Collection Strategy and the Operational Procedures – guide the development and management of the Library's collection to achieve its Mission and Values.

The Collection Operational Procedures clarify the methods used for the development of the collections of the Whitefish Bay Public Library. They define the makeup of the collection, specify what types of library materials are included in the collection, and explain the basis for making collection management decisions. The policy has been developed to serve as a guide for the public about library service as it pertains to the collection, and to inform the public about the principles upon which selection decisions are made. It also provides direction in collection development and material selection for the library's selectors. This policy does not replace the judgment of library professionals.

The objective of the Library is to provide the highest quality resources for information, recreation, and lifelong learning for Village residents of all ages. To accomplish this, we will:

- Serve the community as a center of reliable information.
- Maintain the best possible collection and organize it for easy access.
- Provide access to material not owned by the Library.
- Support the educational, civic, and cultural activities of individuals and groups.
- Encourage children to read and to use the library.
- Maintain a welcoming physical environment.
- Hire and retain a staff with excellent professional qualifications and exceptional public service skills.

Goals and Objectives

Except for certain areas of the collection as outlined in the following plan, the Library collection is not archival and is reviewed on an on-going basis to meet current needs.

The objectives of the Library are to collect, organize, and make easily available the materials housed within the Library. The library staff is guided by a sense of responsibility to the community in order to meet the above stated goals. Library staff members selecting library materials and resources are expected to keep the overall objectives in mind when applying their professional knowledge and experience in making selection decisions.

Criteria for Selection

Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest and formerly popular topics may no longer warrant purchase. Such materials will be reevaluated as the need arises.

To build a collection of merit and significance, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, by examining reviews in one or more of the professional library review media and checking against the standards listed below.

The Library maintains a website in order to meet the information needs of customers. The library home page is designed primarily to provide access to the online catalog of materials. A secondary function of the web page is to market the library to a range of customers beyond the immediate service area of the library.

The Library is a member of the Milwaukee Federated Library System (MCFLS) and, as such, provides materials and services to all residents of Milwaukee County. The Whitefish Bay Public Library collections are part of the greater MCFLS catalog, which may affect decisions on selection of materials for inclusion in the local collection.

General criteria

1. Suitability of physical form for library use
2. Suitability of subject and style for the intended audience
3. Present and potential relevance to community needs
4. Appropriateness and effectiveness of the medium to the content
5. Insight into the human and social condition
6. Importance as a document of the times
7. Relation to the existing collection and to other material on the subject
8. Reputation and or significance of the author or illustrator
9. Skill, competence and purpose of the author or illustrator
10. Attention of critics, reviewers and the public

Specific criteria for the evaluation of works of information and opinion

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation
5. Representation of challenging ideas, although it may be an extreme or minority point of view.

Specific criteria for the evaluation of works of imagination

1. Representation of important movement, genre, trend or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Effective characterization

6. Authenticity of historical or social setting

Local Materials

The Library acknowledges a particular interest in local, county, and state history and government. The Library will add to its collection works produced by authors, printers, or publishers with Whitefish Bay connections that meet the purpose and objectives of this policy.

Formats, Collections, and Resources

The Library selects materials for the collection based on demographic trends of the service population. The Library's primary service population is that of Whitefish Bay, in addition to the greater Milwaukee County user community. Collection development is concentrated in the following formats: books (excluding textbooks); government documents; periodicals; newspapers; audio, including compact discs and newer technologies; DVDs; and electronic resources. Other formats are considered for purchase. Public access to the Internet is available.

Labels and Shelving

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft.

Maintenance of Library Collection

The Library recognizes the need for continuous evaluation of its collections in response to the changing nature and needs of its community. This collection maintenance is accomplished through the weeding, replacement, rebinding, repair, and duplication of its titles. Maintenance of the collection requires the same study and attention as initial selection.

Library professional staff evaluate collections based on statistical circulation reports indicating usage, condition of materials, and fit with community interests and demands. Reports will be run on a regular basis, so maintenance is an ongoing task.

Withdrawals of Library Materials

Materials that no longer meet the stated objectives of the Library will be discarded according to accepted professional practices. The following will be considered when withdrawing materials: physical condition, dated information, availability, permanent value, and user demand. Materials withdrawn from the library collection may be offered to Friends of the Library book sales or may be disposed of by other means.

Replacements

Titles in any format withdrawn because of loss, damage, or wear are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, according to this selection policy and demand for the title. Gifts, including memorial items, are subject to this same replacement policy.

Gifts

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to selected materials. Gifts that do not comply with the Library's objectives and policies may be refused. Materials not added to the collection will be offered to the Friends

of the Library. Monetary gifts for materials are welcome in the form of bookplate donations. Donor suggestions for purchase of materials in designated areas of interest will be considered. Gifts of money or materials may be designated as memorials. The donor may impose no other conditions relating to any gift either before or after its acceptance.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 13, 2025 Meeting
Re: Program Room Rental Analysis



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.

Overview

The Program Room continues to serve a high volume of Library-led programs and community partnerships, maintaining usage patterns similar to pre-pandemic levels. At the same time, we have expanded our meeting support for civic entities and increased public health partnerships, particularly with regular blood drives.

In contrast, private rentals have not recovered post-pandemic, aside from the discontinuation of parties. While some rentals have resumed, most are tied to long-term community groups such as the Woman's Club. We have received occasional inquiries about party rentals. Reinstating these would require a meaningful allocation of staff time and oversight, primarily on weekends when staffing levels are lean.

Library Program and Partnership Usage

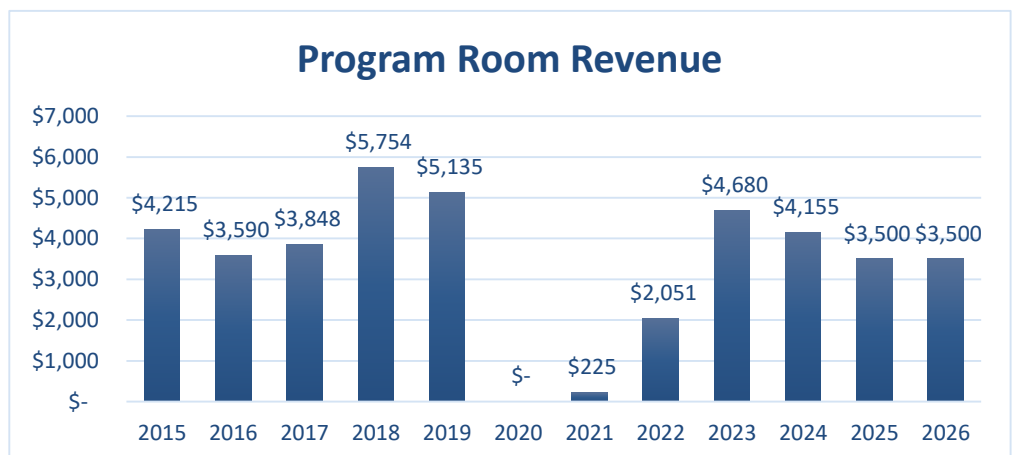
- Program Room use for Library-led programs or partnerships averaged:
 - 11 per month (Aug–May 2025),
 - 14 per month (summer 2025),
 - Comparable to 2019 levels (11 per month during the school year; 15 per month in summer).
- Blood drives increased significantly, from 2 in 2019 to 13 in 2025, with room fees waived for this service-focused partnership.

Meetings and Governance Use

- The Program Room now supports more governance meetings, including 2–4 per month from the Library Board, Foundation, Foundation Executive Committee, and Friends of the Library.
- We continue to accommodate occasional meetings hosted by Village, County, or State agencies.

Rental Revenue Overview

- **2019:** Approximately 80 private rentals, including 18 parties and 29 bookings by the now-defunct Literary Journeys (a major revenue source).
- **2025 Projection:**
 - Woman's Club: 36 bookings, estimated \$2,500 in revenue.
 - Other rentals: ~20 total by year end.
 - Revenue from Woman's Club has helped offset the loss of Literary Journeys but is trending downward since 2023.



Party Rentals – Considerations

- Historical data: There were 5 party rentals in 2018 and 18 party rentals in 2019. They were discontinued post-pandemic.
- Staff impact: Weekend party rentals demand higher supervision for setup, food, decorations, and clean-up. These are the same periods when Library staffing is at a minimum.

Room Availability

- Weekday mornings and early afternoons remain available.
- Weekday evenings are often filled with Library programs or meetings which take priority.
- Weekends are widely available.

Conclusion

The Library continues to focus on supporting community engagement through programs and partnerships that align with our mission and values, while balancing staff capacity and space availability.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: July 22, 2025 Meeting
 Re: Collection Management Report – Magazines, Tech, T&T



WFB 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.

Overview

This memo provides a comprehensive analysis of the Library's magazines, youth kits, laptops, and Take & Tinker collections.

Analysis

Projected 2025 Circulation and Turnover

Collection	Projected 2025 Circ	Turnover Rate	# of Titles	Cost per Circ
Magazines, Adults	1,822	22.0	83	\$2.90
Magazines, Youth	304	17.9	17	\$1.69
Kits, Youth	980	9.2	106	
Laptops, In-Library Use (for 1 day; possible 350/yr)	76	19.0	4	\$10.53
Laptops, Check-Out (for 1 week; possible 52/yr)	46	15.3	3	\$8.70
Take & Tinker	4,284	12.0	358	\$1.50

- All areas circulate very well and at a much higher rate than collections previously analyzed. By comparison:
 - DVD and A/V collections had turnover rates of 1.03-4.19.
 - Adult books ranged from 0.69-2.31
 - Youth books ranged from 0.60-4.67
- While laptop turnover looks high, the fact that in-library laptops could go out 350 times per year, and circulating laptops up to 52 times per year, averaging 15-19 is not as high as hoped given the cost of the items.
- Cost per circulation is much higher for laptops than other items due to the inherent cost of purchasing technology vs magazines or puzzles. **By comparison, in-library desktop patron computers average \$0.19 per use.**

Strategic Recommendations

Magazines, Kits, and Take & Tinker

- No need to reduce purchasing due to high turnover and low cost per circulation.
- WFBPL has highest rate of physical magazine subscriptions per resident, so do not need to expand this collection. Publishing market changes make it difficult to maintain the subscriptions we currently have.
- Take & Tinker is a candidate for modest expansion due to its popularity and low cost per use. However, growth should be carefully paced and aligned with staff capacity and available shelving space.
 - Each item requires significant staff time to catalog, prep, and inspect upon return.
 - Items are often bulky and need more physical space per item than traditional library materials.

Laptops

- Reduce the number of in-library use laptops from four to one. Current usage levels do not justify maintaining four devices. Transition one to circulating. Remove two older models. This adjustment would reduce replacement costs, streamline IT support, and free up resources for other technology needs.

- Weigh adding two additional desktop pcs to Adult department for a total of 10 with freed up resources.
- Research lower-cost laptop models to replace circulating items. Any models considered must support Microsoft Office applications (especially Word) and meet the technical requirements of library security software.
- Consider transitioning circulating laptops to a non-holdable status. This would allow for greater availability and reduce delays caused by the 5-day hold period.
- Evaluate promotional efforts and user instructions for the laptop program. It may be helpful to assess whether low usage is due to limited awareness, confusion over borrowing procedures, or availability of more convenient alternatives (e.g., personal devices, in-library desktops).

Conclusion

All collections in this analysis show strong performance, with especially high use for magazines and Take & Tinker kits. Laptops have relatively high turnover but remain underutilized relative to potential, and are significantly more expensive per use. Continued investment in high-performing, cost-effective materials should remain a priority. Adjustments to laptop quantity and lending policies may improve cost efficiency while still meeting user needs.



Public Library Trustee Training

Trustee Essentials Handbook, Chapters 8 & 9

August 13, 2025

Trustee Orientation & Continuing Ed

Chapter 8 *Developing the Library Budget*

Library Budget Overview

A library budget is a key tool for translating goals into services. It outlines which services will be offered and allocates resources accordingly. A well-crafted budget ensures funds are used effectively to support the library's objectives.

Budget Development Process

- Start with the library's long-range plan to identify service priorities.
- Estimate total financial needs, adjusting for new or expanded services.
- The director drafts the budget, with input from staff and trustees.
- The board reviews, modifies, and approves the budget.
- Trustees advocate for funding and may need to revise the budget based on actual funding received or unexpected costs.

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>

Trustee Orientation & Continuing Ed

Chapter 8 *Developing the Library Budget*

Sources of Funding

- Main funding comes from the municipality or county.
- Other sources may include fines, fees (for copies/prints), grants, donations, and Friends / Foundation allocations.
 - These should supplement, not replace, public funding.

A Good Budget Is

- Clear – easy to understand
- Accurate – based on valid documentation
- Consistent – comparable over time
- Comprehensive – includes all revenue and expense categories

Trustee Orientation & Continuing Ed

Chapter 8 *Developing the Library Budget*

Key Budget Concepts

- Line-item vs. Program Budgets: Line-item details by expense type; program shows spending by service area.
 - WFBPL uses a line-item budget. Program budgets are tracked internally.
- Operating vs. Capital: Operating = recurring costs (staff, materials, utilities). Capital = one-time projects (building, tech upgrades).
 - WFBPL submits an operating budget and includes tech in operating, not capital.
 - The Village manages capital requests relating to the building.
- Income vs. Expenditures: Income sources include local taxes and fines; expenditures are grouped by categories such as personnel costs, administration costs (i.e. utilities, supplies), equipment costs (i.e. IT, copier), and collection costs.
 - *State law requires that all information-providing public library services be provided free of charge.
 - This means services such as borrowing books, access to computers and the internet, reference services, and interlibrary loan (within the system or state) are generally provided without a fee.
- Municipal vs. Library Accounting: Municipalities manage most library funds, but libraries should also keep their own records for accuracy and oversight.

Trustee Orientation & Continuing Ed

Chapter 9 *Managing the Library's Money*

The library board is ultimately responsible for managing all aspects of the library's finances. Strong oversight builds public trust and supports ongoing funding.

Core Responsibilities

- Approve and monitor the annual budget
- Review and approve all expenditures
- Monitor monthly financial statements
- Develop policies for gifts and donations
- Ensure accurate financial reporting and respond to audits

Expenditures

- The board approves the budget and any changes during the year.
- The library director can make purchases within the approved budget.
- The director prepares monthly financial reports and a list of expenditures.
- The board audits and approves payments monthly.
- Payments are processed by the municipal clerk or designated treasurer.

Trustee Orientation & Continuing Ed

Chapter 9 *Managing the Library's Money*

Financial Reports

- Monthly reports should include line-item spending, income, year-to-date totals, and budget balances.
- The board should ask questions and understand any unusual spending.

Gifts and Donations

- Library boards may deposit gift, bequest, and endowment funds in a savings or checking account held by the library. All other library income, including fines and fees, must be deposited with the municipality.
- Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds.

Annual Report

- The board must review and approve the annual report, which details all income, expenditures, and fund balances.

Audit

- Library financial records should be audited annually, ideally as part of the municipal audit.

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 (June 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 (July 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 (August 2025)

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

Chapters 22-23 (September 2025)

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

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

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

Chapters 14-16 (November 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 (January 2026)

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

Chapters 17-18 (February 2026)

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

Chapters 20-21 (March 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: August 13, 2025 Meeting
Re: Director's Reports



- 1) Building
 - a) Regular maintenance is occurring per schedule.
 - b) HVAC issue appear to be resolved as of last week due to a change in settings.
 - c) The plumbing issue was not fixed per se, but it has not re-occurred. For the time being we are using the 2nd floor waterworks as-is.
- 2) 2025 Strategic Plan
 - a) Trustee DeGuire met with the Leadership Team on 7/23 to discuss initial steps and to review the Library's Mission and Guiding Principles. An in-depth meeting will occur 8/27. Trustee DeGuire and Director Reed are working on background data, patron and staff surveys, and discussion topics for the LT on 8/27.
- 3) Friends – No meeting in July.
- 4) IMLS and LSTA Updates
 - i) WFBPL submitted around 300 postcards to MCFLS to send to Washington DC.
 - ii) A final round of postcard will be sent at the end of August.
- 5) MCFLS
 - a) From 8/7 LDAC Meeting
 - i) An electronic resources workgroup will be formed. Anticipate meeting quarterly to evaluate current offerings and ROI, plus investigate new offerings.
 - ii) Hoopla is on track for projected expenditures. MCFLS will pilot an Overdrive Advantage lucky day collection in August to see if that can help meet demand if Hoopla is discontinued in 2026. Fyi, Overdrive materials are purchased at the state level and available to everyone in WI. Advantage copies are purchased at the system level and available to that system's members only, which enables a system to dedicate funds to speed up the hold list for its patrons. An Advantage lucky day collection would involve designating some copies as non-holdable, so patrons can check out a title in the moment if it is available. After offering the pilot program for a month, MCFLS will analysis usage and provide info on the viability and ROI of offering this in 2025. The project is modeled on a format Bridges Library System has been offering this year. It will not be apples to apples in replacing Hoopla but may help ease the transition.
 - iii) MCFLS is working on offering a 1 hour webinar on Library Governance for trustees and municipalities. Once it is available, I will pass on the info.
- 6) Foundation – next meeting 8/11.