

LIBRARY BOARD MEETING AGENDA  
 Tuesday March 24, 2026, 6:30pm  
 Location: 2<sup>nd</sup> 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, 2024-2026         |          |
| 4. Nathan Christenson, School District Representative, 2024-2026 |          |
| 5. Claire Flannery, Member, 2020-2026                            |          |
| 6. Nikki DeGuire, Member, 2024-2027                              |          |
| 7. Ellie Gettinger, Member, 2019-2028                            |          |
| <b>Staff</b>   |          |
| 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.<br>a. Minutes of February 24, 2026 meeting<br>b. Finance Report Through February 28, 2026<br>c. Department Reports<br>d. Monthly Statistics | Motion         |     |     |      |
| 6:35          | 4. | Library Board Bylaws Update  | Approve        |     |     |      |
| 6:45          | 5. | Change April Board Meeting Date  | Approve        |     |     |      |
| 6:50          | 6. | Finalize Village Board Presentation  | Approve        |     |     |      |
| 7:10          | 7. | Head of Circulation Job Description Revision   | Approve        |     |     |      |
| 7:30          | 8. | Head of Circulation Job Posting  | Approve        |     |     |      |
| 7:50          | 9. | Director's Report  | Discuss        |     |     |      |
| 8:00          |    | ADJOURNMENT  | Motion         |     |     |      |

**BOARD MEETINGS**

- April 6, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- April 13, 2025, Monday, 6:00-7:15 pm – Foundation Board, @Library
- April 15, 2025, Wednesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- April 20, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- TBD, 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         | In-person             |
| 4. Nathan Christenson, School District Representative, 2024-2025 | Absent                |
| 5. Claire Flannery, Member, 2020-2026                            | Absent                |
| 6. Nikki DeGuire, Member, 2024-2027                              | Absent                |
| 7. Ellie Gettinger, Member, 2019-2028                            | In-person             |
| <b>Staff</b>   |                       |
| Nyama Reed, Library Director                                     | In-person             |
| Scott Lenski, Head of Adult Services                             | In-person (6:30-7:00) |
| Theresa Hoge, Head of Circulation Services                       | In-person (7:00-7:20) |

Public: 3 high school students for class assignment

| CALL TO ORDER 6:32pm   |                |           |            |           |
|--|----------------|-----------|------------|-----------|
| 1. Statement of Public Notice  |                |           |            |           |
| High school students asked questions related to their assignment. Each stayed beyond the required 45 minutes.  |                |           |            |           |
| 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.<br>a. Minutes of January 27, 2026 meeting<br>b. Finance Report Through January 31, 2026<br>c. Department Reports<br>d. Monthly Statistics  | Motion         | Gettinger | Jelenchick | Unanimous |
| Amend agenda to move Loan Rules and Patron Registration action items up so Theresa Hoge can participate. Motion to approve consent agenda as amended.  |                |           |            |           |
| 4. Adult Services Presentation (Lenski)  | Discuss        |           |            |           |
| Mr. Lenski presented information about the adult services department and marketing plan as shown in the Board packet.  |                |           |            |           |
| 5. Loan Rules & Fines Policy Revision  | Approve        | Gettinger | Jelenchick | Unanimous |
| Motion to approve Loan Rules & Fines Policy as presented.  |                |           |            |           |
| 6. Patron Registration Policy Revision   | Approve        | Gettinger | Jelenchick | Unanimous |
| Amended to remove limit of 5 items for Access Card; add “no use of Take & Tinker” for Access Card. Motion to approve Patron Registration Policy as amended.  |                |           |            |           |
| 7. Library Board Bylaws Review   | Discuss        |           |            |           |
| Discussion of recommended Bylaws revisions as presented in Board packet. Additionally, add mention of the library website as the official location for posting library agendas; change wording for quorum from “4” to “simple majority of number of active trustees,” Article IV, Section 6, replace with “The Board shall support and advocate for legislation and public policy that advance the mission, autonomy, and long-term sustainability of the Whitefish Bay Public Library and public libraries generally.” Next steps: Director Reed will send final revision at least 10 days before March 24 <sup>th</sup> meeting via postal mail. |                |           |            |           |
| 8. Annual Report to Department of Public Instruction – Revised   | Approve        | Dettmann  | Gettinger  | Unanimous |
| Motion to approve Annual Report to DPI as presented.   |                |           |            |           |
| 9. Fund 13 and Fund 22 Review  | Approve        | Gettinger | Dettman    | Unanimous |
| Motion to approve expending up to \$10,000 from Fund 22 for collections in 2026.   |                |           |            |           |
| 10. Director’s Report  | Discuss        |           |            |           |
| Director Reed presented report items per Board packet.   |                |           |            |           |
| ADJOURNMENT 7:48pm   | Motion         | Dettmann  | Jelenchick | Unanimous |

PERIOD ENDING 02/28/2026  
% Fiscal Year Completed: 16.16

| GL NUMBER                              | DESCRIPTION                 | END BALANCE  |            | 2026               | YTD BALANCE |            | AVAILABLE    |            | % BDGT<br>USED |
|--|-----------------------------|--------------|------------|--------------------|-------------|------------|--------------|------------|----------------|
|  |                             | NORMAL       | (ABNORMAL) | ORIGINAL<br>BUDGET | NORMAL      | (ABNORMAL) | NORMAL       | (ABNORMAL) |                |
| Fund 13 - Library Special Revenue Fund |                             |              |            |                    |             |            |              |            |                |
| Revenues                               |                             |              |            |                    |             |            |              |            |                |
| Function: Unclassified                 |                             |              |            |                    |             |            |              |            |                |
| Dept 00000                             |                             |              |            |                    |             |            |              |            |                |
| Taxes                                  |                             |              |            |                    |             |            |              |            |                |
| 13-00000-41100                         | Property Taxes              | 930,490.00   |            | 941,915.00         | 0.00        |            | 941,915.00   |            | 0.00           |
|  | Taxes                       | 930,490.00   |            | 941,915.00         | 0.00        |            | 941,915.00   |            | 0.00           |
| Intergovernmental Revenue              |                             |              |            |                    |             |            |              |            |                |
| 13-00000-43792                         | Other Grants                | 1,000.00     |            | 0.00               | 0.00        |            | 0.00         |            | 0.00           |
|  | Intergovernmental Revenue   | 1,000.00     |            | 0.00               | 0.00        |            | 0.00         |            | 0.00           |
| Intergovernmental Revenue              |                             |              |            |                    |             |            |              |            |                |
| 13-00000-43793                         | MCFLS Member Reserve Fund   | 76,193.00    |            | 102,696.00         | 0.00        |            | 102,696.00   |            | 0.00           |
|  | Intergovernmental Revenue   | 76,193.00    |            | 102,696.00         | 0.00        |            | 102,696.00   |            | 0.00           |
| Fines, Fees, Penalties                 |                             |              |            |                    |             |            |              |            |                |
| 13-00000-45209                         | LIBRARY FINES               | 23,498.42    |            | 24,000.00          | 3,963.28    |            | 20,036.72    |            | 16.51          |
| 13-00000-45210                         | Library Replacement Cards   | 116.70       |            | 0.00               | 0.00        |            | 0.00         |            | 0.00           |
|  | Fines, Fees, Penalties      | 23,615.12    |            | 24,000.00          | 3,963.28    |            | 20,036.72    |            | 16.51          |
| Public Charges for Services            |                             |              |            |                    |             |            |              |            |                |
| 13-00000-46712                         | LIBRARY ROOM RENT           | 3,515.00     |            | 4,500.00           | 570.00      |            | 3,930.00     |            | 12.67          |
| 13-00000-46713                         | LIBRARY COPY AND FAX FEES   | 6,652.70     |            | 6,200.00           | 1,199.77    |            | 5,000.23     |            | 19.35          |
|  | Public Charges for Services | 10,167.70    |            | 10,700.00          | 1,769.77    |            | 8,930.23     |            | 16.54          |
| Miscellaneous Revenue                  |                             |              |            |                    |             |            |              |            |                |
| 13-00000-48501                         | LIBRARY DONATIONS           | 3,026.00     |            | 2,000.00           | 390.00      |            | 1,610.00     |            | 19.50          |
|  | Miscellaneous Revenue       | 3,026.00     |            | 2,000.00           | 390.00      |            | 1,610.00     |            | 19.50          |
| Other Financing Sources                |                             |              |            |                    |             |            |              |            |                |
| 13-00000-49200                         | TRANSFER FROM OTHER FUNDS   | 0.00         |            | 10,000.00          | 0.00        |            | 10,000.00    |            | 0.00           |
|  | Other Financing Sources     | 0.00         |            | 10,000.00          | 0.00        |            | 10,000.00    |            | 0.00           |
| Unclassified                           |                             |              |            |                    |             |            |              |            |                |
| 13-00000-48504                         | Restricted Donation         | 12,818.00    |            | 0.00               | 0.00        |            | 0.00         |            | 0.00           |
| 13-00000-49600                         | FUND BALANCE ADJUSTMENT     | 0.00         |            | 36,000.00          | 0.00        |            | 36,000.00    |            | 0.00           |
|  | Unclassified                | 12,818.00    |            | 36,000.00          | 0.00        |            | 36,000.00    |            | 0.00           |
| Total Dept 00000                       |                             | 1,057,309.82 |            | 1,127,311.00       | 6,123.05    |            | 1,121,187.95 |            | 0.54           |
| Total - Function Unclassified          |                             | 1,057,309.82 |            | 1,127,311.00       | 6,123.05    |            | 1,121,187.95 |            | 0.54           |
| TOTAL REVENUES                         |                             | 1,057,309.82 |            | 1,127,311.00       | 6,123.05    |            | 1,121,187.95 |            | 0.54           |

Expenditures  
Function: Unclassified  
Dept 93000 - LIBRARY SALARIES

PERIOD ENDING 02/28/2026  
% Fiscal Year Completed: 16.16

| GL NUMBER                              | DESCRIPTION                              | END BALANCE |            | 2026            |  | YTD BALANCE |            | AVAILABLE  |            | % BDGT USED |
|--|--|-------------|------------|-----------------|--|-------------|------------|------------|------------|-------------|
|  |  | NORMAL      | (ABNORMAL) | ORIGINAL BUDGET |  | NORMAL      | (ABNORMAL) | NORMAL     | (ABNORMAL) |             |
| Fund 13 - Library Special Revenue Fund |  |             |            |                 |  |             |            |            |            |             |
| Expenditures                           |  |             |            |                 |  |             |            |            |            |             |
| Unclassified                           |  |             |            |                 |  |             |            |            |            |             |
| 13-93000-50100                         | Salaries                                 | 615,324.35  |            | 634,071.00      |  | 101,318.16  |            | 532,752.84 |            | 15.98       |
| 13-93000-50150                         | FICA Tax                                 | 46,512.75   |            | 48,506.00       |  | 7,619.93    |            | 40,886.07  |            | 15.71       |
| 13-93000-50160                         | Health/Dental Insurance Premium          | 66,749.56   |            | 66,868.00       |  | 13,423.84   |            | 53,444.16  |            | 20.08       |
| 13-93000-50161                         | Health Insurance Deductible (Direct Pay) | 5,945.00    |            | 0.00            |  | 125.00      |            | (125.00)   |            | 100.00      |
| 13-93000-50162                         | Wellness Credit                          | 166.68      |            | 0.00            |  | 333.36      |            | (333.36)   |            | 100.00      |
| 13-93000-50170                         | Retirement Contribution - ER portion     | 31,848.78   |            | 33,309.00       |  | 4,934.78    |            | 28,374.22  |            | 14.82       |
| 13-93000-50180                         | Group Life Insurance Premium             | 1,683.31    |            | 1,716.00        |  | 268.22      |            | 1,447.78   |            | 15.63       |
| 13-93000-50181                         | Disability Insurance Premium             | 0.00        |            | 1,716.00        |  | 0.00        |            | 1,716.00   |            | 0.00        |
| Unclassified                           |  | 768,230.43  |            | 786,186.00      |  | 128,023.29  |            | 658,162.71 |            | 16.28       |
| Total Dept 93000 - LIBRARY SALARIES    |  | 768,230.43  |            | 786,186.00      |  | 128,023.29  |            | 658,162.71 |            | 16.28       |
| Dept 93200 - LIBRARY ADM EXP           |  |             |            |                 |  |             |            |            |            |             |
| Unclassified                           |  |             |            |                 |  |             |            |            |            |             |
| 13-93200-50190                         | Training/Meetings/Travel                 | 3,404.61    |            | 4,500.00        |  | 50.00       |            | 4,450.00   |            | 1.11        |
| 13-93200-50191                         | Membership Dues                          | 841.78      |            | 1,200.00        |  | 0.00        |            | 1,200.00   |            | 0.00        |
| 13-93200-50194                         | Personnel Related Expenses               | 1,343.90    |            | 700.00          |  | 62.18       |            | 637.82     |            | 8.88        |
| 13-93200-50220                         | Attorney Contract                        | 3,309.00    |            | 0.00            |  | 0.00        |            | 0.00       |            | 0.00        |
| 13-93200-50250                         | Utilities                                | 39,035.22   |            | 48,000.00       |  | 1,978.94    |            | 46,021.06  |            | 4.12        |
| 13-93200-50251                         | Telephone/Internet                       | 5,708.42    |            | 5,400.00        |  | 218.64      |            | 5,181.36   |            | 4.05        |
| 13-93200-50300                         | Office Supplies                          | 2,740.20    |            | 2,300.00        |  | 364.40      |            | 1,935.60   |            | 15.84       |
| 13-93200-50301                         | Printing/Publishing/Copies               | 392.22      |            | 500.00          |  | 0.00        |            | 500.00     |            | 0.00        |
| 13-93200-50302                         | Postage                                  | 16.50       |            | 25.00           |  | 0.00        |            | 25.00      |            | 0.00        |
| 13-93200-50303                         | Covid Supplies                           | 142.36      |            | 0.00            |  | 0.00        |            | 0.00       |            | 0.00        |
| 13-93200-50360                         | Building Maintenance                     | 9,235.53    |            | 50,000.00       |  | 750.00      |            | 49,250.00  |            | 1.50        |
| 13-93200-50760                         | Sales Tax                                | 246.82      |            | 300.00          |  | 35.96       |            | 264.04     |            | 11.99       |
| Unclassified                           |  | 66,416.56   |            | 112,925.00      |  | 3,460.12    |            | 109,464.88 |            | 3.06        |
| Total Dept 93200 - LIBRARY ADM EXP     |  | 66,416.56   |            | 112,925.00      |  | 3,460.12    |            | 109,464.88 |            | 3.06        |
| Dept 93300 - LIBRARY EQUIPMENT         |  |             |            |                 |  |             |            |            |            |             |
| Unclassified                           |  |             |            |                 |  |             |            |            |            |             |
| 13-93300-50240                         | IT Support Contract Services             | 38,819.85   |            | 38,000.00       |  | 20.00       |            | 37,980.00  |            | 0.05        |
| 13-93300-50311                         | Copier Maintenance/Repair                | 3,146.27    |            | 4,200.00        |  | 259.96      |            | 3,940.04   |            | 6.19        |
| 13-93300-50312                         | Material Processing/Repairs              | 4,644.88    |            | 6,000.00        |  | 1,058.94    |            | 4,941.06   |            | 17.65       |
| 13-93300-50350                         | Maintenance Service & Supplies           | 34,370.00   |            | 35,000.00       |  | 0.00        |            | 35,000.00  |            | 0.00        |
| 13-93300-50351                         | Custodial Supplies                       | 3,165.64    |            | 3,800.00        |  | 25.69       |            | 3,774.31   |            | 0.68        |
| 13-93300-50360                         | Building Maintenance                     | 3,075.00    |            | 0.00            |  | 0.00        |            | 0.00       |            | 0.00        |
| 13-93300-50400                         | MCFLS Supplies                           | 1,316.71    |            | 1,600.00        |  | 0.00        |            | 1,600.00   |            | 0.00        |
| Unclassified                           |  | 88,538.35   |            | 88,600.00       |  | 1,364.59    |            | 87,235.41  |            | 1.54        |
| Total Dept 93300 - LIBRARY EQUIPMENT   |  | 88,538.35   |            | 88,600.00       |  | 1,364.59    |            | 87,235.41  |            | 1.54        |
| Dept 93400 - LIBR PROG/SERVICES        |  |             |            |                 |  |             |            |            |            |             |
| Unclassified                           |  |             |            |                 |  |             |            |            |            |             |
| 13-93400-50401                         | MCFLS Membership                         | 7,148.00    |            | 7,000.00        |  | 0.00        |            | 7,000.00   |            | 0.00        |
| 13-93400-50402                         | Programs - Adult                         | 421.15      |            | 200.00          |  | 0.00        |            | 200.00     |            | 0.00        |

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY  
PERIOD ENDING 02/28/2026  
% Fiscal Year Completed: 16.16

| GL NUMBER                               | DESCRIPTION                  | END BALANCE |              | 2026 ORIGINAL BUDGET | YTD BALANCE |              | AVAILABLE BALANCE |              | % BDGT USED |  |
|---|------------------------------|-------------|--------------|----------------------|-------------|--------------|-------------------|--------------|-------------|--|
|   |                              | NORMAL      | (ABNORMAL)   |                      | NORMAL      | (ABNORMAL)   | NORMAL            | (ABNORMAL)   |             |  |
| Fund 13 - Library Special Revenue Fund  |                              |             |              |                      |             |              |                   |              |             |  |
| Expenditures                            |                              |             |              |                      |             |              |                   |              |             |  |
| 13-93400-50403                          | Programs - Children          |             | 354.37       | 200.00               |             | 166.55       |                   | 33.45        | 83.28       |  |
| 13-93400-50415                          | Programs - Young Adults      |             | 18.99        | 200.00               |             | 0.00         |                   | 200.00       | 0.00        |  |
| Unclassified                            |                              |             | 7,942.51     | 7,600.00             |             | 166.55       |                   | 7,433.45     | 2.19        |  |
| Total Dept 93400 - LIBR PROG/SERVICES   |                              |             | 7,942.51     | 7,600.00             |             | 166.55       |                   | 7,433.45     | 2.19        |  |
| Dept 93500 - LIBRARY COLLECTIONS        |                              |             |              |                      |             |              |                   |              |             |  |
| Unclassified                            |                              |             |              |                      |             |              |                   |              |             |  |
| 13-93500-50410                          | Library Collection Materials |             | 108,221.23   | 132,000.00           |             | 4,656.26     |                   | 127,343.74   | 3.53        |  |
| Unclassified                            |                              |             | 108,221.23   | 132,000.00           |             | 4,656.26     |                   | 127,343.74   | 3.53        |  |
| Total Dept 93500 - LIBRARY COLLECTIONS  |                              |             | 108,221.23   | 132,000.00           |             | 4,656.26     |                   | 127,343.74   | 3.53        |  |
| Total - Function Unclassified           |                              |             | 1,039,349.08 | 1,127,311.00         |             | 137,670.81   |                   | 989,640.19   | 12.21       |  |
| TOTAL EXPENDITURES                      |                              |             | 1,039,349.08 | 1,127,311.00         |             | 137,670.81   |                   | 989,640.19   | 12.21       |  |
| Fund 13 - Library Special Revenue Fund: |                              |             |              |                      |             |              |                   |              |             |  |
| TOTAL REVENUES                          |                              |             | 1,057,309.82 | 1,127,311.00         |             | 6,123.05     |                   | 1,121,187.95 | 0.54        |  |
| TOTAL EXPENDITURES                      |                              |             | 1,039,349.08 | 1,127,311.00         |             | 137,670.81   |                   | 989,640.19   | 12.21       |  |
| NET OF REVENUES & EXPENDITURES          |                              |             | 17,960.74    | 0.00                 |             | (131,547.76) |                   | 131,547.76   | 100.00      |  |
| BEG. FUND BALANCE                       |                              |             | 100,100.34   | 100,100.34           |             | 100,100.34   |                   |              |             |  |
| NET OF REVENUES/EXPENDITURES - 2025     |                              |             |              |                      |             | 17,960.74    |                   | 17,960.74    |             |  |
| END FUND BALANCE                        |                              |             | 118,061.08   | 100,100.34           |             | (13,486.68)  |                   |              |             |  |
| Fund 22 - LIBRARY EXPANSION FUND        |                              |             |              |                      |             |              |                   |              |             |  |
| Revenues                                |                              |             |              |                      |             |              |                   |              |             |  |
| Function: Unclassified                  |                              |             |              |                      |             |              |                   |              |             |  |
| Dept 00000                              |                              |             |              |                      |             |              |                   |              |             |  |
| Miscellaneous Revenue                   |                              |             |              |                      |             |              |                   |              |             |  |
| 22-00000-48110                          | INVESTMENT INCOME            |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |
| Miscellaneous Revenue                   |                              |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |
| Total Dept 00000                        |                              |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |
| Total - Function Unclassified           |                              |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |
| TOTAL REVENUES                          |                              |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |
| Fund 22 - LIBRARY EXPANSION FUND:       |                              |             |              |                      |             |              |                   |              |             |  |
| TOTAL REVENUES                          |                              |             | 12,736.87    | 0.00                 |             | 956.40       |                   | (956.40)     | 100.00      |  |

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

PERIOD ENDING 02/28/2026  
% Fiscal Year Completed: 16.16

| GL NUMBER                           | DESCRIPTION | END BALANCE  |            | 2026               | YTD BALANCE  |            | AVAILABLE    |            | % BDGT<br>USED |
|-------------------------------------|-------------|--------------|------------|--------------------|--------------|------------|--------------|------------|----------------|
|                                     |             | NORMAL       | (ABNORMAL) | ORIGINAL<br>BUDGET | NORMAL       | (ABNORMAL) | NORMAL       | (ABNORMAL) |                |
| Fund 22 - LIBRARY EXPANSION FUND    |             |              |            |                    |              |            |              |            |                |
| TOTAL EXPENDITURES                  |             | 0.00         |            | 0.00               | 0.00         |            | 0.00         |            | 0.00           |
| NET OF REVENUES & EXPENDITURES      |             | 12,736.87    |            | 0.00               | 956.40       |            | (956.40)     |            | 100.00         |
| BEG. FUND BALANCE                   |             | 88,786.81    |            | 88,786.81          | 88,786.81    |            |              |            |                |
| NET OF REVENUES/EXPENDITURES - 2025 |             |              |            |                    | 12,736.87    |            | 12,736.87    |            |                |
| END FUND BALANCE                    |             | 101,523.68   |            | 88,786.81          | 102,480.08   |            |              |            |                |
|                                     |             |              |            |                    |              |            |              |            |                |
| TOTAL REVENUES - ALL FUNDS          |             | 1,070,046.69 |            | 1,127,311.00       | 7,079.45     |            | 1,120,231.55 |            | 0.63           |
| TOTAL EXPENDITURES - ALL FUNDS      |             | 1,039,349.08 |            | 1,127,311.00       | 137,670.81   |            | 989,640.19   |            | 12.21          |
| NET OF REVENUES & EXPENDITURES      |             | 30,697.61    |            | 0.00               | (130,591.36) |            | 130,591.36   |            | 100.00         |
| BEG. FUND BALANCE - ALL FUNDS       |             | 188,887.15   |            | 188,887.15         | 188,887.15   |            |              |            |                |
| END FUND BALANCE - ALL FUNDS        |             | 219,584.76   |            | 188,887.15         | 88,993.40    |            |              |            |                |

| Date                                 | JNL | Type | DESC   | Reference # | AMT          | ENC/BDGT CHG | BALANCE    | AVAILABLE |
|--------------------------------------|-----|------|--|-------------|--------------|--------------|------------|-----------|
| Fund 13 Library Special Revenue Fund |     |      |  |             |              |              |            |           |
| 02/01/2026                           |     |      | <b>13-00000-11100 CASH IN BANK</b>   |             | BEG. BALANCE |              | 76,978.53  |           |
| 02/02/2026                           | CR  | RCPT | Daily Library Receipts   | 243585      | 2,939.22     |              | 79,917.75  |           |
| 02/05/2026                           | CD  | CHK  | SUMMARY CD 02/05/2026  |             | (1,128.24)   |              | 78,789.51  |           |
| 02/05/2026                           | GJ  | JE   | Library - stripe monthly deposit   | 6309        | 686.75       |              | 79,476.26  |           |
| 02/06/2026                           | PR  | CHK  | SUMMARY PR 02/06/2026  |             | (34,893.33)  |              | 44,582.93  |           |
| 02/06/2026                           | CD  | CHK  | SUMMARY CD 02/06/2026  |             | (4,508.37)   |              | 40,074.56  |           |
| 02/10/2026                           | CR  | RCPT | Daily Library Receipts   | 243794      | 363.64       |              | 40,438.20  |           |
| 02/13/2026                           | CD  | CHK  | SUMMARY CD 02/13/2026  |             | (285.10)     |              | 40,153.10  |           |
| 02/14/2026                           | GJ  | JE   | Nayax deposit  | 6324        | 267.68       |              | 40,420.78  |           |
| 02/17/2026                           | CR  | RCPT | Daily Library Receipts   | 243885      | 232.80       |              | 40,653.58  |           |
| 02/19/2026                           | CD  | CHK  | SUMMARY CD 02/19/2026  |             | (410.46)     |              | 40,243.12  |           |
| 02/19/2026                           | GJ  | JE   | Monthly Sales Tax ACH Payment  | 6343        | (23.30)      |              | 40,219.82  |           |
| 02/20/2026                           | PR  | CHK  | SUMMARY PR 02/20/2026  |             | (24,835.92)  |              | 15,383.90  |           |
| 02/26/2026                           | CD  | CHK  | SUMMARY CD 02/26/2026  |             | (449.21)     |              | 14,934.69  |           |
| 02/26/2026                           | CR  | RCPT | Daily Library Receipts   | 244006      | 238.41       |              | 15,173.10  |           |
| 02/28/2026                           | GJ  | JE   | Monthly WRS ACH Payment  | 6355        | (2,515.52)   |              | 12,657.58  |           |
| 02/28/2026                           |     |      | <b>13-00000-11100 CASH IN BANK</b>   |             | END BALANCE  |              | 12,657.58  |           |
|                                      |     |      |  |             |              |              |            |           |
| 02/01/2026                           |     |      | <b>13-00000-12100 TAXES RECEIVABLE</b>   |             | BEG. BALANCE |              | 941,915.00 |           |
| 02/28/2026                           |     |      | <b>13-00000-12100 TAXES RECEIVABLE</b>   |             | END BALANCE  |              | 941,915.00 |           |
|                                      |     |      |  |             |              |              |            |           |
| 02/01/2026                           |     |      | <b>13-00000-21100 ACCOUNTS PAYABLE</b>   |             | BEG. BALANCE |              | (6,845.01) |           |
| 02/03/2026                           | AP  | INV  | GREATAMERICA FINANCIAL SVCS/GREATAMERI(41114441<br>LIBRARY COPIER                      |             | 101.00       |              | 6,946.01   |           |
| 02/03/2026                           | AP  | INV  | KANOPY, INC./KANOPY, INC.<br>TICKETS & KKIDS CREDITS                                   | 489843      | 332.35       |              | 7,278.36   |           |
| 02/04/2026                           | AP  | INV  | MILWAUKEE JOURNAL SENTINEL/MILWAUKEE J(0935<br>MJS SUBSCRIPTION                        |             | 49.50        |              | 7,327.86   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2626<br>COLLECTIONS: WILD FOR AUSTEN            |             | 15.82        |              | 7,343.68   |           |
| 02/04/2026                           | AP  | INV  | STICKERJUNKIE/STICKERJUNKIE<br>WINTER READING PRIZES                                   | 5272        | 108.00       |              | 7,451.68   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9949<br>COLLECTIONS: KPOP DEMON HUNTERS SOUNDTR |             | 15.69        |              | 7,467.37   |           |
| 02/04/2026                           | AP  | INV  | WISCONSIN LIBRARY ASSOCIATION/WISCONSII3931<br>LIBRARY LEGISLATIVE DAY - TRISTIN M     |             | 50.00        |              | 7,517.37   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3038<br>OFFICE SUPPLIES: IBUPROFEN & TYLENOL    |             | 9.85         |              | 7,527.22   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 6733<br>CUSTODIAL SUPPLIES: AIR FRESHENER BALLS |             | 25.69        |              | 7,552.91   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9427<br>COLLECTIONS: TO DIE FOR                 |             | 14.30        |              | 7,567.21   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0156<br>COLLECTIONS: UNIFORM ACADEMY            |             | 35.47        |              | 7,602.68   |           |
| 02/04/2026                           | AP  | INV  | DRIVESTRIKE/DRIVESTRIKE<br>LAPTOP SECURITY SOFTWARE                                    | 8147        | 20.00        |              | 7,622.68   |           |
| 02/04/2026                           | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2172<br>HARRY POTTER BLURAY SERIES              |             | 40.85        |              | 7,663.53   |           |

| Date                                   | JNL | Type | DESC   | Reference #   | AMT          | ENC/BDGT CHG | BALANCE      | AVAILABLE |
|--|-----|------|--|---------------|--------------|--------------|--------------|-----------|
| <b>13-00000-21100 ACCOUNTS PAYABLE</b> |     |      |  |               | (Continued)  |              |              |           |
| 02/04/2026                             | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5456<br>COLLECTIONS: POISONOUS FUNGUS AMONGUS |               | 13.99        |              | 7,677.52     |           |
| 02/04/2026                             | AP  | INV  | Brueggers Bagels/Brueggers Bagels<br>PERSONNEL EXPENSES: BAGELS FOR STAFF            | 2544          | 22.24        |              | 7,699.76     |           |
| 02/04/2026                             | AP  | INV  | SHOREWOOD PRESS/SHOREWOOD PRESS<br>WINTER READING LOGS                               | 4754          | 30.00        |              | 7,729.76     |           |
| 02/04/2026                             | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 6948<br>COLLECTIONS: THE DIGITAL DELUSION     |               | 12.34        |              | 7,742.10     |           |
| 02/04/2026                             | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0364<br>BLANKET FOR WINTER READING BASKET     |               | 19.97        |              | 7,762.07     |           |
| 02/04/2026                             | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3586<br>OFFICE SUPPLIES: PAPER PLATES         |               | 11.44        |              | 7,773.51     |           |
| 02/04/2026                             | AP  | INV  | STAPLES ADVANTAGE/STAPLES ADVANTAGE<br>K-CUPS  | 6055004238    | 41.97        |              | 7,815.48     |           |
| 02/04/2026                             | AP  | INV  | INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 1/26<br>JANUARY 2026 STATEMENT        |               | 3,516.64     |              | 11,332.12    |           |
| 02/04/2026                             | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC TITLES   | 508349621     | 58.53        |              | 11,390.65    |           |
| 02/04/2026                             | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC TITLES   | 508312869     | 457.88       |              | 11,848.53    |           |
| 02/05/2026                             | CD  | CHK  | SUMMARY CD 02/05/2026  |               | (1,128.24)   |              | 10,720.29    |           |
| 02/06/2026                             | CD  | CHK  | SUMMARY CD 02/06/2026  |               | (4,508.37)   |              | 6,211.92     |           |
| 02/10/2026                             | AP  | INV  | SECURIAN FINANCIAL GROUP, INC./SECURIAN<br>MARCH 2026 PREMIUMS                       | 045702        | 126.14       |              | 6,338.06     |           |
| 02/11/2026                             | AP  | INV  | FORWARD TS, LTD/FORWARD TS, LTD<br>LIBRARY COPIER 1/3 - 2/2/26                       | AR274713      | 137.52       |              | 6,475.58     |           |
| 02/11/2026                             | AP  | INV  | FORWARD TS, LTD/FORWARD TS, LTD<br>LIBRARY COPIER 1/3 - 2/2/2026                     | AR274712      | 21.44        |              | 6,497.02     |           |
| 02/13/2026                             | CD  | CHK  | SUMMARY CD 02/13/2026  |               | (285.10)     |              | 6,211.92     |           |
| 02/18/2026                             | AP  | INV  | AT&T/AT&T<br>MONTHLY SERVICES 2/1 - 2/28/2026  | 414R16015902  | 109.32       |              | 6,321.24     |           |
| 02/18/2026                             | AP  | INV  | STAPLES ADVANTAGE/STAPLES ADVANTAGE<br>COPY PAPER                                    | 6055997568    | 301.14       |              | 6,622.38     |           |
| 02/19/2026                             | CD  | CHK  | SUMMARY CD 02/19/2026  |               | (410.46)     |              | 6,211.92     |           |
| 02/26/2026                             | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC MOVIES   | 508377004     | 63.72        |              | 6,275.64     |           |
| 02/26/2026                             | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>THE SECRET GARDEN                                       | 508423722     | 10.49        |              | 6,286.13     |           |
| 02/26/2026                             | AP  | INV  | ROBB GREGG/ROBB GREGG<br>FEBRUARY 2026 GARDEN  | 2026-02       | 375.00       |              | 6,661.13     |           |
| 02/26/2026                             | AP  | INV  | ETF/ETF<br>MARCH 2026 PREMIUMS   | 1050000202603 | 6,211.92     |              | 12,873.05    |           |
| 02/26/2026                             | CD  | CHK  | SUMMARY CD 02/26/2026  |               | (449.21)     |              | 12,423.84    |           |
| 02/28/2026                             |     |      | 13-00000-21100 ACCOUNTS PAYABLE  |               | END BALANCE  |              | (12,423.84)  |           |
| 02/01/2026                             |     |      | <b>13-00000-21550 DEPOSITS/SUSPENSE</b>  |               | BEG. BALANCE |              | (185.28)     |           |
| 02/26/2026                             | CR  | RCPT | DEPOSITS/SUSPENSE  | 244006        | 38.06        |              | 223.34       |           |
| 02/28/2026                             |     |      | 13-00000-21550 DEPOSITS/SUSPENSE   |               | END BALANCE  |              | (223.34)     |           |
| 02/01/2026                             |     |      | <b>13-00000-24600 DEFERRED REVENUE - TAXES</b>                                       |               | BEG. BALANCE |              | (941,915.00) |           |

| Date       | JNL | Type | DESC  | Reference #   | AMT          | ENC/BDGT CHG | BALANCE      | AVAILABLE  |
|------------|-----|------|---|---------------|--------------|--------------|--------------|------------|
|            |     |      | <b>13-0000-24600 DEFERRED REVENUE - TAXES</b>                     |               | (Continued)  |              |              |            |
| 02/28/2026 |     |      | 13-0000-24600 DEFERRED REVENUE - TAXES                            |               | END BALANCE  |              | (941,915.00) |            |
| 02/01/2026 |     |      | <b>13-0000-25199 ACCRUED PAYROLL</b>                              |               | BEG. BALANCE |              | (18,182.17)  |            |
| 02/28/2026 |     |      | 13-0000-25199 ACCRUED PAYROLL                                     |               | END BALANCE  |              | (18,182.17)  |            |
| 02/01/2026 |     |      | <b>13-0000-25200 Health Insurance - PR Deduction</b>              |               | BEG. BALANCE |              | 6,062.84     |            |
| 02/20/2026 | PR  | CHK  | SUMMARY PR 02/20/2026   |               | 6,062.84     |              | 0.00         |            |
| 02/26/2026 | AP  | INV  | ETF/ETF<br>MARCH 2026 PREMIUMS                                    | 1050000202603 | (6,062.84)   |              | (6,062.84)   |            |
| 02/28/2026 |     |      | 13-0000-25200 Health Insurance - PR Deduction                     |               | END BALANCE  |              | 6,062.84     |            |
| 02/01/2026 |     |      | <b>13-0000-25202 Dental Insurance - PR Deduction</b>              |               | BEG. BALANCE |              | 149.08       |            |
| 02/20/2026 | PR  | CHK  | SUMMARY PR 02/20/2026   |               | 149.08       |              | 0.00         |            |
| 02/26/2026 | AP  | INV  | ETF/ETF<br>MARCH 2026 PREMIUMS                                    | 1050000202603 | (149.08)     |              | (149.08)     |            |
| 02/28/2026 |     |      | 13-0000-25202 Dental Insurance - PR Deduction                     |               | END BALANCE  |              | 149.08       |            |
| 02/01/2026 |     |      | <b>13-0000-25210 Life Insurance - PR Deduction</b>                |               | BEG. BALANCE |              | 0.00         |            |
| 02/06/2026 | PR  | CHK  | SUMMARY PR 02/06/2026   |               | 126.14       |              | 126.14       |            |
| 02/10/2026 | AP  | INV  | SECURIAN FINANCIAL GROUP, INC./SECURIAI045702 MARCH 2026 PREMIUMS |               | (126.14)     |              | 0.00         |            |
| 02/28/2026 |     |      | 13-0000-25210 Life Insurance - PR Deduction                       |               | END BALANCE  |              | 0.00         |            |
| 02/01/2026 |     |      | <b>13-0000-25400 WRS Retirement - Payroll Deduction</b>           |               | BEG. BALANCE |              | (1,623.09)   |            |
| 02/06/2026 | PR  | CHK  | SUMMARY PR 02/06/2026   |               | 1,306.70     |              | 2,929.79     |            |
| 02/20/2026 | PR  | CHK  | SUMMARY PR 02/20/2026   |               | 1,112.56     |              | 4,042.35     |            |
| 02/28/2026 | GJ  | JE   | Monthly WRS ACH Payment   | 6355          | (2,515.52)   |              | 1,526.83     |            |
| 02/28/2026 |     |      | 13-0000-25400 WRS Retirement - Payroll Deduction                  |               | END BALANCE  |              | (1,526.83)   |            |
| 02/01/2026 |     |      | <b>13-0000-28100 SURPLUS</b>                                      |               | BEG. BALANCE |              | (100,100.34) |            |
| 02/28/2026 |     |      | 13-0000-28100 SURPLUS   |               | END BALANCE  |              | (100,100.34) |            |
| 02/01/2026 |     |      | <b>13-0000-45209 LIBRARY FINES</b>                                |               | BEG. BALANCE |              | 661.77       | 23,338.23  |
| 02/02/2026 | CR  | RCPT | LIBRARY FINES   | 243585        | 2,168.92     |              | 2,830.69     | 21,169.31  |
| 02/05/2026 | GJ  | JE   | Library - stripe monthly deposit                                  | 6309          | 686.75       |              | 3,517.44     | 20,482.56  |
| 02/10/2026 | CR  | RCPT | LIBRARY FINES   | 243794        | 234.24       |              | 3,751.68     | 20,248.32  |
| 02/17/2026 | CR  | RCPT | LIBRARY FINES   | 243885        | 144.15       |              | 3,895.83     | 20,104.17  |
| 02/26/2026 | CR  | RCPT | LIBRARY FINES   | 244006        | 67.45        |              | 3,963.28     | 20,036.72  |
| 02/28/2026 |     |      | 13-0000-45209 LIBRARY FINES                                       |               | END BALANCE  |              | 3,963.28     | 20,036.72  |
| 02/01/2026 |     |      | <b>13-0000-46712 LIBRARY ROOM RENT</b>                            |               | BEG. BALANCE |              | 0.00         | 9 4,500.00 |

| Date   | JNL | Type | DESC  | Reference # | AMT          | ENC/BDGT CHG | BALANCE    | AVAILABLE  |
|--|-----|------|---|-------------|--------------|--------------|------------|------------|
|  |     |      |   |             | (Continued)  |              |            |            |
| <b>13-00000-46712 LIBRARY ROOM RENT</b>                        |     |      |   |             |              |              |            |            |
| 02/02/2026   | CR  | RCPT | LIBRARY ROOM RENT                                       | 243585      | 520.00       |              | 520.00     | 3,980.00   |
| 02/26/2026   | CR  | RCPT | LIBRARY ROOM RENT                                       | 244006      | 50.00        |              | 570.00     | 3,930.00   |
| 02/28/2026   |     |      | 13-00000-46712 LIBRARY ROOM RENT                        |             | END BALANCE  |              | 570.00     | 3,930.00   |
| <b>13-00000-46713 LIBRARY COPY AND FAX FEES</b>                |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 430.84     | 5,769.16   |
| 02/02/2026   | CR  | RCPT | LIBRARY COPY AND FAX FEES                               | 243585      | 200.30       |              | 631.14     | 5,568.86   |
| 02/10/2026   | CR  | RCPT | LIBRARY COPY AND FAX FEES                               | 243794      | 129.40       |              | 760.54     | 5,439.46   |
| 02/14/2026   | GJ  | JE   | Nayax deposit   | 6324        | 267.68       |              | 1,028.22   | 5,171.78   |
| 02/17/2026   | CR  | RCPT | LIBRARY COPY AND FAX FEES                               | 243885      | 88.65        |              | 1,116.87   | 5,083.13   |
| 02/26/2026   | CR  | RCPT | LIBRARY COPY AND FAX FEES                               | 244006      | 82.90        |              | 1,199.77   | 5,000.23   |
| 02/28/2026   |     |      | 13-00000-46713 LIBRARY COPY AND FAX FEES                |             | END BALANCE  |              | 1,199.77   | 5,000.23   |
| <b>13-00000-48501 LIBRARY DONATIONS</b>                        |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 340.00     | 1,660.00   |
| 02/02/2026   | CR  | RCPT | LIBRARY DONATIONS                                       | 243585      | 50.00        |              | 390.00     | 1,610.00   |
| 02/28/2026   |     |      | 13-00000-48501 LIBRARY DONATIONS                        |             | END BALANCE  |              | 390.00     | 1,610.00   |
| <b>13-93000-50100 Salaries</b>                                 |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 46,200.05  | 587,870.95 |
| 02/06/2026   | PR  | CHK  | SUMMARY PR 02/06/2026                                   |             | 32,636.65    |              | 78,836.70  | 555,234.30 |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 22,481.46    |              | 101,318.16 | 532,752.84 |
| 02/28/2026   |     |      | 13-93000-50100 Salaries                                 |             | END BALANCE  |              | 101,318.16 | 532,752.84 |
| <b>13-93000-50150 FICA Tax</b>                                 |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 3,487.97   | 45,018.03  |
| 02/06/2026   | PR  | CHK  | SUMMARY PR 02/06/2026                                   |             | 2,423.34     |              | 5,911.31   | 42,594.69  |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 1,708.62     |              | 7,619.93   | 40,886.07  |
| 02/28/2026   |     |      | 13-93000-50150 FICA Tax                                 |             | END BALANCE  |              | 7,619.93   | 40,886.07  |
| <b>13-93000-50160 Health/Dental Insurance Premium</b>          |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 6,961.92   | 59,906.08  |
| 02/06/2026   | PR  | CHK  | SUMMARY PR 02/06/2026                                   |             | (250.00)     |              | 6,711.92   | 60,156.08  |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 6,711.92     |              | 13,423.84  | 53,444.16  |
| 02/28/2026   |     |      | 13-93000-50160 Health/Dental Insurance Premium          |             | END BALANCE  |              | 13,423.84  | 53,444.16  |
| <b>13-93000-50161 Health Insurance Deductible (Direct Pay)</b> |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 62.50      | (62.50)    |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 62.50        |              | 125.00     | (125.00)   |
| 02/28/2026   |     |      | 13-93000-50161 Health Insurance Deductible (Direct Pay) |             | END BALANCE  |              | 125.00     | (125.00)   |
| <b>13-93000-50162 Wellness Credit</b>                          |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 166.68     | (166.68)   |
| 02/06/2026   | PR  | CHK  | SUMMARY PR 02/06/2026                                   |             | 83.34        |              | 250.02     | (250.02)   |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 83.34        |              | 333.36     | (333.36)   |
| 02/28/2026   |     |      | 13-93000-50162 Wellness Credit                          |             | END BALANCE  |              | 333.36     | (333.36)   |
| <b>13-93000-50170 Retirement Contribution - ER portion</b>     |     |      |   |             |              |              |            |            |
| 02/01/2026   |     |      |   |             | BEG. BALANCE |              | 2,515.52   | 30,793.48  |
| 02/06/2026   | PR  | CHK  | SUMMARY PR 02/06/2026                                   |             | 1,306.70     |              | 3,822.22   | 29,486.78  |
| 02/20/2026   | PR  | CHK  | SUMMARY PR 02/20/2026                                   |             | 1,112.56     |              | 4,934.78   | 28,374.22  |

| Date       | JNL | Type | DESC  | Reference #  | AMT          | ENC/BDGT CHG | BALANCE  | AVAILABLE |
|------------|-----|------|---|--------------|--------------|--------------|----------|-----------|
| 02/28/2026 |     |      | <b>13-93000-50170 Retirement Contribution - ER portion</b>                          |              | (Continued)  |              |          |           |
|            |     |      | 13-93000-50170 Retirement Contribution - ER portion                                 |              | END BALANCE  |              | 4,934.78 | 28,374.22 |
| 02/01/2026 |     |      | <b>13-93000-50180 Group Life Insurance Premium</b>                                  |              | BEG. BALANCE |              | 142.08   | 1,573.92  |
| 02/06/2026 | PR  | CHK  | SUMMARY PR 02/06/2026   |              | 126.14       |              | 268.22   | 1,447.78  |
| 02/28/2026 |     |      | 13-93000-50180 Group Life Insurance Premium   |              | END BALANCE  |              | 268.22   | 1,447.78  |
| 02/01/2026 |     |      | <b>13-93200-50190 Training/Meetings/Travel</b>                                      |              | BEG. BALANCE |              | 0.00     | 4,500.00  |
| 02/04/2026 | AP  | INV  | WISCONSIN LIBRARY ASSOCIATION/WISCONSIN LIBRARY LEGISLATIVE DAY - TRISTIN M         |              | 50.00        |              | 50.00    | 4,450.00  |
| 02/28/2026 |     |      | 13-93200-50190 Training/Meetings/Travel   |              | END BALANCE  |              | 50.00    | 4,450.00  |
| 02/01/2026 |     |      | <b>13-93200-50194 Personnel Related Expenses</b>                                    |              | BEG. BALANCE |              | 39.94    | 660.06    |
| 02/04/2026 | AP  | INV  | Brueggers Bagels/Brueggers Bagels 2544<br>PERSONNEL EXPENSES: BAGELS FOR STAFF      |              | 22.24        |              | 62.18    | 637.82    |
| 02/28/2026 |     |      | 13-93200-50194 Personnel Related Expenses   |              | END BALANCE  |              | 62.18    | 637.82    |
| 02/01/2026 |     |      | <b>13-93200-50250 Utilities</b>   |              | BEG. BALANCE |              | 1,978.94 | 46,021.06 |
| 02/28/2026 |     |      | 13-93200-50250 Utilities  |              | END BALANCE  |              | 1,978.94 | 46,021.06 |
| 02/01/2026 |     |      | <b>13-93200-50251 Telephone/Internet</b>  |              | BEG. BALANCE |              | 109.32   | 5,290.68  |
| 02/18/2026 | AP  | INV  | AT&T/AT&T<br>MONTHLY SERVICES 2/1 - 2/28/2026                                       | 414R16015902 | 109.32       |              | 218.64   | 5,181.36  |
| 02/28/2026 |     |      | 13-93200-50251 Telephone/Internet   |              | END BALANCE  |              | 218.64   | 5,181.36  |
| 02/01/2026 |     |      | <b>13-93200-50300 Office Supplies</b>   |              | BEG. BALANCE |              | 0.00     | 2,300.00  |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3038<br>OFFICE SUPPLIES: IBUPROFEN & TYLENOL |              | 9.85         |              | 9.85     | 2,290.15  |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3586<br>OFFICE SUPPLIES: PAPER PLATES        |              | 11.44        |              | 21.29    | 2,278.71  |
| 02/04/2026 | AP  | INV  | STAPLES ADVANTAGE/STAPLES ADVANTAGE<br>K-CUPS                                       | 6055004238   | 41.97        |              | 63.26    | 2,236.74  |
| 02/18/2026 | AP  | INV  | STAPLES ADVANTAGE/STAPLES ADVANTAGE<br>COPY PAPER                                   | 6055997568   | 301.14       |              | 364.40   | 1,935.60  |
| 02/28/2026 |     |      | 13-93200-50300 Office Supplies  |              | END BALANCE  |              | 364.40   | 1,935.60  |
| 02/01/2026 |     |      | <b>13-93200-50360 Building Maintenance</b>  |              | BEG. BALANCE |              | 375.00   | 49,625.00 |
| 02/26/2026 | AP  | INV  | ROBB GREGG/ROBB GREGG<br>FEBRUARY 2026 GARDEN                                       | 2026-02      | 375.00       |              | 750.00   | 49,250.00 |
| 02/28/2026 |     |      | 13-93200-50360 Building Maintenance   |              | END BALANCE  |              | 750.00   | 49,250.00 |
| 02/01/2026 |     |      | <b>13-93200-50760 Sales Tax</b>   |              | BEG. BALANCE |              | 12.66    | 287.34    |
| 02/19/2026 | GJ  | JE   | Monthly Sales Tax ACH Payment   | 6343         | 23.30        |              | 35.96    | 11 264.04 |

| Date       | JNL | Type | DESC   | Reference # | AMT          | ENC/BDGT CHG | BALANCE  | AVAILABLE  |
|------------|-----|------|--|-------------|--------------|--------------|----------|------------|
|            |     |      | <b>13-93200-50760 Sales Tax</b>  |             | (Continued)  |              |          |            |
| 02/28/2026 |     |      | 13-93200-50760 Sales Tax   |             | END BALANCE  |              | 35.96    | 264.04     |
| 02/01/2026 |     |      | <b>13-93300-50240 IT Support Contract Services</b>                                   |             | BEG. BALANCE |              | 0.00     | 38,000.00  |
| 02/04/2026 | AP  | INV  | DRIVESTRIKE/DRIVESTRIKE<br>LAPTOP SECURITY SOFTWARE                                  | 8147        | 20.00        |              | 20.00    | 37,980.00  |
| 02/28/2026 |     |      | 13-93300-50240 IT Support Contract Services  |             | END BALANCE  |              | 20.00    | 37,980.00  |
| 02/01/2026 |     |      | <b>13-93300-50311 Copier Maintenance/Repair</b>                                      |             | BEG. BALANCE |              | 0.00     | 4,200.00   |
| 02/03/2026 | AP  | INV  | GREATAMERICA FINANCIAL SVCS/GREATAMERI<br>LIBRARY COPIER                             | 41114441    | 101.00       |              | 101.00   | 4,099.00   |
| 02/11/2026 | AP  | INV  | FORWARD TS, LTD/FORWARD TS, LTD<br>LIBRARY COPIER 1/3 - 2/2/26                       | AR274713    | 137.52       |              | 238.52   | 3,961.48   |
| 02/11/2026 | AP  | INV  | FORWARD TS, LTD/FORWARD TS, LTD<br>LIBRARY COPIER 1/3 - 2/2/2026                     | AR274712    | 21.44        |              | 259.96   | 3,940.04   |
| 02/28/2026 |     |      | 13-93300-50311 Copier Maintenance/Repair   |             | END BALANCE  |              | 259.96   | 3,940.04   |
| 02/01/2026 |     |      | <b>13-93300-50312 Material Processing/Repairs</b>                                    |             | BEG. BALANCE |              | 1,058.94 | 4,941.06   |
| 02/28/2026 |     |      | 13-93300-50312 Material Processing/Repairs   |             | END BALANCE  |              | 1,058.94 | 4,941.06   |
| 02/01/2026 |     |      | <b>13-93300-50351 Custodial Supplies</b>   |             | BEG. BALANCE |              | 0.00     | 3,800.00   |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL<br>CUSTODIAL SUPPLIES: AIR FRESHENER BALLS    | 6733        | 25.69        |              | 25.69    | 3,774.31   |
| 02/28/2026 |     |      | 13-93300-50351 Custodial Supplies  |             | END BALANCE  |              | 25.69    | 3,774.31   |
| 02/01/2026 |     |      | <b>13-93400-50403 Programs - Children</b>  |             | BEG. BALANCE |              | 8.58     | 191.42     |
| 02/04/2026 | AP  | INV  | STICKERJUNKIE/STICKERJUNKIE<br>WINTER READING PRIZES                                 | 5272        | 108.00       |              | 116.58   | 83.42      |
| 02/04/2026 | AP  | INV  | SHOREWOOD PRESS/SHOREWOOD PRESS<br>WINTER READING LOGS                               | 4754        | 30.00        |              | 146.58   | 53.42      |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL<br>BLANKET FOR WINTER READING BASKET          | 0364        | 19.97        |              | 166.55   | 33.45      |
| 02/28/2026 |     |      | 13-93400-50403 Programs - Children   |             | END BALANCE  |              | 166.55   | 33.45      |
| 02/01/2026 |     |      | <b>13-93500-50410 Library Collection Materials</b>                                   |             | BEG. BALANCE |              | 18.69    | 131,981.31 |
| 02/03/2026 | AP  | INV  | KANOPY, INC./KANOPY, INC.<br>TICKETS & KKIDS CREDITS                                 | 489843      | 332.35       |              | 351.04   | 131,648.96 |
| 02/04/2026 | AP  | INV  | MILWAUKEE JOURNAL SENTINEL/MILWAUKEE<br>MJS SUBSCRIPTION                             | J0935       | 49.50        |              | 400.54   | 131,599.46 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL<br>COLLECTIONS: WILD FOR AUSTEN               | 2626        | 15.82        |              | 416.36   | 131,583.64 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL<br>COLLECTIONS: KPOP DEMON HUNTERS SOUNDTRACK | 9949        | 15.69        |              | 432.05   | 131,567.95 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL<br>COLLECTIONS: TO DIE FOR                    | 9427        | 14.30        |              | 446.35   | 131,553.65 |

| Date       | JNL | Type | DESC   | Reference # | AMT         | ENC/BDGT CHG | BALANCE  | AVAILABLE  |
|------------|-----|------|--|-------------|-------------|--------------|----------|------------|
|            |     |      | <b>13-93500-50410 Library Collection Materials</b>                                   |             | (Continued) |              |          |            |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0156<br>COLLECTIONS: UNIFORM ACADEMY          |             | 35.47       |              | 481.82   | 131,518.18 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2172<br>HARRY POTTER BLURAY SERIES            |             | 40.85       |              | 522.67   | 131,477.33 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5456<br>COLLECTIONS: POISONOUS FUNGUS AMONGUS |             | 13.99       |              | 536.66   | 131,463.34 |
| 02/04/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/AMAZON CAPITAL 6948<br>COLLECTIONS: THE DIGITAL DELUSION     |             | 12.34       |              | 549.00   | 131,451.00 |
| 02/04/2026 | AP  | INV  | INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 1/26<br>JANUARY 2026 STATEMENT        |             | 3,516.64    |              | 4,065.64 | 127,934.36 |
| 02/04/2026 | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC TITLES   | 508349621   | 58.53       |              | 4,124.17 | 127,875.83 |
| 02/04/2026 | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC TITLES   | 508312869   | 457.88      |              | 4,582.05 | 127,417.95 |
| 02/26/2026 | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>MISC MOVIES   | 508377004   | 63.72       |              | 4,645.77 | 127,354.23 |
| 02/26/2026 | AP  | INV  | MIDWEST TAPE/MIDWEST TAPE<br>THE SECRET GARDEN                                       | 508423722   | 10.49       |              | 4,656.26 | 127,343.74 |
| 02/28/2026 |     |      | 13-93500-50410 Library Collection Materials  |             | END BALANCE |              | 4,656.26 | 127,343.74 |

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Department Reports



### Adult Services (Lenski)

#### **Programs**

We had artist and author Ben Tyjeski scheduled to talk about the craft of historic faience tile but we had to cancel and reschedule as Ben had some extenuating circumstances. We have already rescheduled Ben for a talk later in the year. The library has also subscribed to an online speaker series featuring 2-3 authors a month. The talks are free for patrons, and those who preregister have an opportunity to submit questions to the author that could be answered during the talks. Author talks will be featuring fiction and health and wellness writers. The talks begin in March. There is also an archive of over 100 previous talks that are available for viewing at any time.

#### **Staffing**

Our AS Reference Assistant Lainie is moving over to the Youth Services desk so we've hired Emma Blanchette to take her place. Emma is a first-year library student at UW-Milwaukee and we're excited to welcome her to the team.

#### **Collections**

AS staff finished weeding the music collection and DPW moved the music shelving over near the adult services desk (previously it was near the youth services desk.) New shelving has been ordered, paid for by Friends of the Whitefish Bay Public Library. Our next big project is to weed the book collection and do some rearranging of shelf space to make room for the DVDs in the adult wing.

### Circ Services (Hoge)

#### **Technology**

I've been working on purchasing discounted licenses for Office 2024 to be loaded onto our Adult Services public computers and laptops. In order to get discounted licenses the library needs to be approved as a nonprofit entity by Microsoft. I'm trying to work through this process with assistance from Steve Hesser at MCFLS. We have to apply as our own entity and not as a part of MCFLS as MCFLS does not qualify as a nonprofit organization under the Microsoft terms.

We are inching closer to the bulk purchase of Reboot/Restore Licenses through MCFLS which, once purchased, will be loaded on all public devices for Adult and Youth Services. This software holds the 'baseline' of our system and after a patron uses and logs off of a public device it is wiped and reset back to this baseline via Reboot/Restore. We've had a number of issues with our current R/R versions as they have become out of date. These were purchased through TechSoup, a discount software and hardware provider for non-profits, and did not come with the ability to upgrade thus we are out of sync with Microsoft Windows OS. MCFLS is beginning the interviews for a new IT Administrator so some of our current tech projects are on hold until that individual is hired and onboarded. We are currently down to one In House Use Laptop for patrons and 3 ECF Laptops (borrowable). We have one device of each type that are in need of reconfiguration and we don't have the resources yet to get that done.

#### **Circulation**

Last month I started a 'Circ Refresher' weekly email where once a week I share out a section of the Circulation Services manual covering things like our newly approved Registration and Loans and Fees policies. Things change so much in the Circulation area of the library that I find that some of our staff who have been here for multiple iterations need to review our policies and procedures as much as a new hire. It has also helped me find sections of the manual that need updating due to out of date information.

#### **Retirement**

On March 5<sup>th</sup> I handed in my letter of resignation as I've decided to retire from my position as Head of Circulation. My last day will be May 8<sup>th</sup>. I have enjoyed my just shy of 13 years working at the Whitefish Bay

Public Library! It has been a joy to serve our community and the Countywide system. I will be working closely with Nyama to make the transition to a new Head of Circulation as smooth as possible.

### Youth Services (Morris)

#### **Programming**

- Current session of storytime is ending on March 19. Meagan will be doing her first solo storytime.
- On March 19<sup>th</sup>, Scott and Valerie are offering a program together, Book Bedazzling, for adults and teens (7<sup>th</sup> grade and up). March 20<sup>th</sup>, YS will have a drop-in program where kids will make their own seed bombs for spring planting.
- During our two-week break from storytime, YS will offer a parachute program, March 26, and a dance party for toddlers and preschoolers, March 31, and a family disco party for all ages on Saturday, March 28.
- We continue to plan summer programming. Our entertainment this year will be music by Duke Otherwise, Mr. Nick from the Kenosha Dinosaur Discovery Museum, and Magic Morgan and Lillian.
- The Winter reading ended on February 28<sup>th</sup>. We had 142 children and teens sign up and 77 finishers. There was a drawing to win a Brr Basket prize for one child finisher and each teen (4) received a gift card.

#### **Staffing**

- Lainie Yank has started her position (part-time until May) in youth services.
- Lainie is already familiar with Sierra and CountyCat so her training will focus on storytime training, collection development and programming.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Library Board Bylaws Review



### **Our Mission**

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

### **Background**

The Library Board bylaws were approved in 2011. Revisions were discussed at the February 24, 2026 meetings. Per the Bylaws, approval of revisions requires 10 days mailed notice to Board members. This mailing meets that requirement.

Included is a redline version of the 2011 Bylaws and a final version of the draft Bylaws to be approved at the March 24 meeting.

### **Motion**

Motion to approve revisions to Whitefish Bay Public Library Board of Trustees Bylaws as presented (amended).

**WHITEFISH BAY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS<sup>1</sup>**

**Article I  
IDENTIFICATION**

This organization shall be identified as “The Board of Trustees of the Whitefish Bay Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**Article II  
BOARD OF TRUSTEES**

**Section 1. Number and Qualifications.** Subsection 2.02 (13)<sup>2</sup> of the Village Code. Library Board. (a) The Library Board shall consist of seven (7) members appointed by the Village President with the approval of the Village Board as provided by Section 43.54 (1)(b)<sup>3</sup>, Wisconsin Statutes and Village Resolution 1531.

**Section 2. Term of Office.** The term of office of trustees shall be three (3) years and not exceed the provisions in Village Resolution 1531. The Board shall recommend to the appointing official (i.e. Village Board President) that a trustee serve no more than three full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding eighteen (18) months it shall be considered a full term.

**Section 3. Disqualifications, Vacancies.** Any member who moves out of the Village of Whitefish Bay shall be responsible for notifying the president of the Library Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy.

**Section 4. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members shall notify the Library Director in advance if unable to attend any meeting.

**Article III  
OFFICERS**

**Section 1.** The officers shall be a president and a vice-president, elected from among the appointed trustees at the annual meeting of the Board. The library director, or their designee, shall serve as the recording secretary. No member shall hold more than one office at a time.

**Section 2.** Officers shall serve a term of one year from the annual meeting, which is designated as the July meeting, or until their successors are duly elected.

**Section 3.** The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The president shall be a voting member of the library board.

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<sup>1</sup> [https://www.wfblibrary.org/content/By\\_Laws\\_board\\_of\\_trustees.pdf](https://www.wfblibrary.org/content/By_Laws_board_of_trustees.pdf)

<sup>2</sup> <https://ecode360.com/3329348#33293548>

<sup>3</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/43/54/1/b>

**Section 4.** The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 5.** The library director, or their designee, shall perform the duties of the recording secretary. The recording secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

#### **Article IV MEETINGS**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board as needed.

**Section 2. Annual Meetings.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The Library Director, in consultation with the president, shall prepare the agenda. The agenda shall be officially posted on the Library website at least 24 hours before the meeting start time.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted on the Library website.

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, or shall be called at the written request of two (2) or more members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours of notice shall be given. In no case may less than two hours of notice be given.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of a simple majority of the active membership.

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).<sup>4</sup>

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

#### **Article V COMMITTEES**

**Section 1:** Generally, there are no standing committees of the Board.

**Section 2. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

**Section 3.** No committee shall have other than advisory powers.

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<sup>4</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/19/V/81>

**Article VI  
DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** Legal responsibility for the operation of the Whitefish Bay Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and seek adequate funds to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and shall audit and approve all library expenditures.

**Section 5.** The Board shall, in partnership with the Village of Whitefish Bay, ensure buildings and grounds are maintained and regularly review various physical and building needs to see that they meet the requirements of the total Library program.

**Section 6.** The Board shall support and advocate for legislation and public policy that advance the mission, autonomy, and long-term sustainability of the Whitefish Bay Public Library and public libraries generally.

**Section 7.** The Board shall cooperate with other public officials and boards, and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the State of Wisconsin's Department of Public Instruction, and the Village of Whitefish Bay and/or any other governing body as required.

**Article VII  
LIBRARY DIRECTOR**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the Library and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

**Article VIII  
MILEAGE AND EXPENSES**

Board members will be reimbursed for actual expenses to attend professional meetings as approved by the Board.

## **Article IX CONFLICT OF INTEREST**

**Section 1.** Board members shall act in accordance with the provisions of Wisconsin Statutes Sections 19.59 on *Codes of ethics for local government officials, employees and candidates*.<sup>5</sup>

**Section 2.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Whitefish Bay Public Library in which they have a direct or indirect financial interest.

**Section 3.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a financial interest.

**Section 4.** A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article X GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

To be adopted by the Board of Trustees of the Whitefish Bay Public Library March 24, 2026

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<sup>5</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/19/iii/59>

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Change April Board Meeting Date



### **Our Mission**

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

### **Background**

The April meeting was set for the 28<sup>th</sup> at last August's meeting. Since then, the Wisconsin Library Association announced that the Wisconsin Association of Public Libraries conference will be April 27-29. I signed up for it before realizing the conflict. Since conference is within an hours drive, I would like to attend and am hoping we can reschedule the April meeting a week earlier or later.

### **Motion**

Motion to approve changing the April 28<sup>th</sup> Library Board meeting to April 21<sup>st</sup> (May 2<sup>nd</sup>).



# Whitefish Bay Public Library 5-Year Strategic Plan Update to Village Trustees

*draft version for 2.26 WFBPL Board Mtg*

March 2026  
REVISED 3/2 NSD



# The Bottom Line

- **Planning process:** We analyzed extensive data, benchmarked against peer libraries, gathered input from staff and patrons, and conducted a SWOT analysis.
- Our **mission and guiding principles remain the same** with only minor refinements.
- We are a **heavily used library** across all areas and **demand continues to grow**. Community feedback is overwhelmingly positive.
- Our greatest challenge is our success: staff circulate 60% more materials per person than peer libraries.
  - We are **overused for our staff size**.
  - We are **understaffed for our level of use**.
- Our **facility** is beautiful and well loved. After **24 years of heavy use**, it now **needs updates**, including additional study rooms, improved staff workspaces, and a second-floor public restroom.

# Why Our Library Matters

- The Library serves well and is well loved by residents
- Supports families, seniors, workers, students
- High community impact per dollar
- Regional asset generates additional revenue

# The Details

# Planning Process

5-Year Focus (2026-2030); Last Plan in 2021

- Co-led by Library Board Trustee/Consultant DeGuire and Director Reed in 2025
- Prior strategic plans covered 2016-2021 and 2021-2024

Work Included:

- Comparison of Strategic Plans of Village, Library Friends & Foundation, MCFLS
- Benchmarking against SE WI suburban libraries
- Assessment of Community Needs
  - Deep data dives on use and patron activities
  - Community Survey: 803 Respondents, 20% more than 5 years ago
- Assessment of Staff Needs
  - Analysis of Staffing and Benefits; Staff Survey with In-Service Presentation & Discussion
- SWOT and Landscape Analysis
- Validated Mission and Guiding Principles



# Our Patrons

- 46% of residents have active cards. State average is 22%.
- 90% of survey respondents visit monthly or more
- WFB census population:
  - highest % of residents under 18
  - growing % of residents over 65
- Since 2010: Increased Racial/Ethnic Diversity, More Educated, More Homes with Technology, Fewer Adults 18-64, Slight Growth ages 0-17 and 65+

Our library is used by most of our residents and is a community hub. We serve the region. Patrons have a wide range of needs and experiences.



# We Are A Community Connector

- WFBPL averaged 500 people per day in 2025
  - 11 visits per resident annually; average is 6. Highest in MCFLS
- Surpassed 2019 circulation in 2024
- Regional Hub: In 2025, 37% of circulation from non-residents, up from 31% in 2024, which adds to Member Reserve Fund revenue
- 2025 Programs: We hosted 300 programs with 12,000 attendees
- Availability: WFB is open 62.5 hrs/wk. Surpassed only by Greenfield (66) and Wauwatosa (63). BD 47, NS 50, SH 61.

Hundreds of people visit us daily. We are an incredibly good value with high circulation & program attendance, long hours, and low cost per circ.



# Circulation

- #1 in MCFLS for Children's material circulation per resident
- #2 in Adult and Teen materials (last several years)
- Digital usage up 127% from 2019 to 2025
  - 1 of only 4 MCFLS libraries offering Hoopla in 2026
- Take & Tinker circulates 5x more than other collections
- Collections Budget: Meets highest state standard. Impacts MRF revenue.

We offer a strategically curated collection that is highly used.



# Technology

- Highest computer & Wi-Fi use in MCFLS for several years
- Demand for tech assistance exceeds staff capacity
- 8% of community survey respondents depend solely on WFBPL for printing and copying.

Census indicates nearly universal presence of computers and internet in WFB. Those who rely on the library lack skills rather than home access.

# Value & Efficiency

- Lowest municipal cost per circulation in MCFLS for last several years.
  - 2025 MCFLS range: \$3.94 (WFB) - 7.94 (HC); 31.99 (MK); avg \$7.36
  - 3rd lowest in State of WI (2024 data)
- 84.1% of budget funded by property taxes (2026 Budget)
  - Member Reserve Fund 6.9%
  - Friends donations 4.4%
  - Fines & fees 2.1%
  - Room rent and copier fees 0.9%
  - Other Donations & grants 0.9%
  - Woman's Club donations 0.7%

We are adequately funded for a community our size, but we are under funded for our level of use.

# Valuable, Hard-Working Staff

- Vastly under-staffed for rate of use = burn out
  - 2025: 2nd highest circulation rate per staff member in MCFLS (23,825 per FTE)
  - MCFLS average 15,956
  - Adjusted for average, WFBPL should have 17 FTE instead of 11.
    - *Hard to tell the public to use us less*
- Wages at MCFLS suburban average.
  - Dependent on PT staff with no benefits, leads to turnover and impacts morale for some staff

Other Village of WFB departments rely on full-time staff with benefits.

# 2025 Staff Survey

- 90% survey participation
- Feedback indicated:
  - Strong teamwork & pride in serving community
  - Highly engaged and collaborative culture
  - Frustration with reliance on part-time staff with no benefits, compared to other depts
  - Actionable suggestions:
    - Improve office space for privacy
    - Improve cross department communication
    - Adjusted shelver and reference assistant wages in 2026 to align with suburban average

# 2025 Community Survey

- 803 Survey respondents
  - 90% visit monthly or more often
- Patrons LOVE the library and staff.
  - 97% positive experience with library and staff
- Top Desired Improvements:
  - Shorter wait times for popular titles
  - More study rooms
  - More formats (i.e., digital + physical)
  - 19% interest in non-English materials

Our patrons appreciate what we do, visit us often, & have good feelings about us. We support a wide range of needs and interests.

# Community Survey (cont.)

- Distinct patterns of usage based on demographics, such as ages in home, owner vs. renter, employment status.
  - No patterns found based on respondent race or ethnicity.
- Patrons would also like:
  - Sunday hours year-round
  - Evening or weekend programming
  - More bike parking
  - Better snow removal from curbs
  - Return of Keurig machine

# Facilities: 24 years later

- 24,000 sq ft, appropriate size for community
- Highest visits per resident = significant wear & tear
- Recent Village CIP: roof, fire suppression, boiler, solar
- Needed functional updates: study rooms, staff space, 2nd floor public restroom, accessibility updates

## Neighboring libraries

- Brown Deer - Renovation of donated building in 2021
- North Shore - New library in 2026
- Shorewood - Planning renovation of 2002 building



# SWOT Analysis

Helpful

## STRENGTHS

- Excellent Staff & Customer Services
- Attractive, centrally located Building
- Higher than average open hours
- High-quality collections, with strong Fund 22 investment
- Popular Programming, especially Youth Services
- Creativity & Flexibility & Steady Leadership
- Commitment to diverse materials & viewpoints
- Lockers, self-checkout & Take & Tinker collection
- Potential for space changes could improve functionality

## OPPORTUNITIES

- Continued strong Community support, interest & engagement
- Leadership & staff professional development
- Increasing community diversity means new ideas & programming
- Friends Support, growing Foundation and Woman's Club support
- Great reputation
- Technology could increase efficiencies
- Increased demand for social connections, clubs, and intergenerational programs
- Member Reserve Fund income (for now)

Harmful

## WEAKNESSES

- Significant Space Constraints
- Building showing its age
- High renovation costs & complex bidding processes
- Leanly staffed
- Reliance on PT staff without benefits, turnover
- Digital holds & wait times
- High demand+average staffing = overextended & limited capacity
- Basic tech
- Heavy staff time needed for tech help
- Programming limited due to staffing & space
- Daily operations dominate, limiting long-term planning
- Underfunded collections once Fund 22 spent

## THREATS

- Digital transformation & competition from streaming/subscription services
- Rising costs: digital content, materials, wages, benefits, utilities, insurance
- Broad range of patron requests/needs that exceed current capacity
- Flat WFB Village funding, nearing WFB Village levy limits
- Regional competition from new & renovated buildings
- Labor market pressures: wages, hiring, retention, benefits

Internal Factors

External Factors

# 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.

*Approved by WFBPL Board 2020*

CONNECT PEOPLE

INSPIRE LEARNING

PROVIDE ACCESS



# Guiding Principles

We will:

- 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

*Approved by WFBPL Board 2020*



# Strategic Plan Goals

1. Strengthen Connection and Belonging
2. Deliver Responsive, High-Quality Library Services
3. Invest in an Exceptional Workplace
4. Optimize Spaces and Facilities for Community Use
5. Strengthen Connections and Community Impact
6. Ensure Financial Sustainability and Stewardship
7. Cultivate Communication, Transparency, and Engagement

# Solid Operations are Vital

- Ensure regular review of operational plans and workflows in addition to strategic plan priorities
- Operations Planning: Continuous improvement and innovation through review and revision on a regular cycle:
  - Communications
  - Technology
  - Policies & Procedures (documentation & reviews/updates all areas)
  - Collections
  - Partnerships & Collaborations

# Priority A: Increase FTE To Better Support High Usage

## Supports Goals 2 & 3

2: Deliver Responsive, High-Quality Library Services

3: Invest in an Exceptional Workplace

- Based on comparison of average circ per resident, WFB should have 17 FTE. Currently 11.05.
- Convert part-time Adult Services Librarian to full-time by 2027. (FTE 11.72)
  - Leverage 2026 wage savings
- Convert part-time Circulation Services Assistant to full-time by 2028. (FTE 12.30)
- Additional part-time hours to reach 13.30 FTE by 2029.

# Priority B: Develop & Implement Facilities Plan

Supports Goals 4 & 6

4: Optimize Spaces and Facilities for Community Use

6: Ensure Financial Sustainability and Stewardship

- Pre-Design Study by Architect
  - Funded by Fund 13 Fund Balance
- RFP to 3-4 firms
- Consultation with Village staff
- Library Board to approve requests to Village Board for large projects
- Library to manage small projects

# Priority C: Develop Financial Plan

Supports Goals 6 & 7

6: Ensure Financial Sustainability and Stewardship

7: Cultivate Communication, Transparency, and Engagement

Incorporate impacts of:

- Levy limits
- Member Reserve Fund (aka Reciprocal Borrowing)
- Friends of WFBPL contribution (\$40k-70k/yr)
- Increasing WFBPL Foundation (\$6k) and WFB Woman's Club (\$4k) contributions



# Q&A

# Appendix

# Whitefish Bay Demographics

- 14,750 Residents, 5,444 Households (HHs) (avg. 2.7 people per household)
- 71% Married (age 15+)
- Housing:
  - 81% Owner-Occupied Housing, 84% Single Units
  - 74% Moved to Home More than 7 Years Ago
- \$154,255 Median Household Income (Approx. twice the metro area's)
- Working:
  - 25% Work from Home, 21.6 minute avg commute
  - Among HHs with kids <18: 70% have 2+ workers
  - Among HHs with no kids: 53% 2+ workers, 27% no workers
- In Milwaukee County:
  - 2nd smallest square mile area & 2nd highest density (Shorewood #1 for both)
  - 2<sup>nd</sup> highest percent married
  - Highest percent of under age 5 and under 18
  - Lowest percentage of ages 65-69



# Diverse WFB Needs

- 1.0% are not high school graduates (lowest in county), 17% have high school or some college (lowest), 39% have bachelor degree, 43% have post grad degree (highest) (more educated since 2021)
- 2.3% of households have no computer, 2.9% no broadband Internet (down significantly)
- 29.6% of age 16+ not in labor force, and highest % of working women in Milwaukee Co
- 18.1% are BIPOC/POC (Black, Indigenous & People of Color) (higher since 2021)
- 4.3% under 65 have a disability (same as 2021)
- 2.6% veterans
- 3.8% live in poverty (family of 4 HH income <\$32,150) (slightly higher)
- 9.3% speak a language other than English at home (down from 2021)
- 6.7% are foreign-born, 4.4% not US citizens (down from 2021)
- 3.5% est. of Milwaukee metro area (MSA) population identifies as LGBTQ (from 2021)

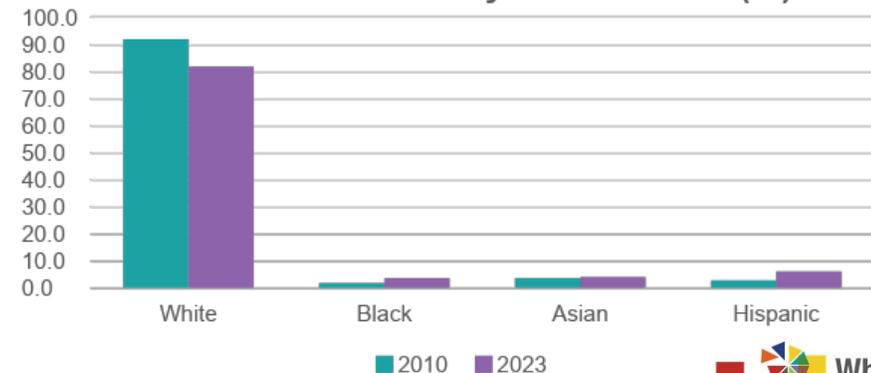
# WFB Demographic Shifts Since 2010

- Increased Racial/Ethnic Diversity
- Even More Educated
- More Tech: Fewer households with no computer or internet
- Age Shift: Fewer adults 18-64, slight growth in 0-17 year olds and 65+

Age Distribution 2010 vs 2023 (%)



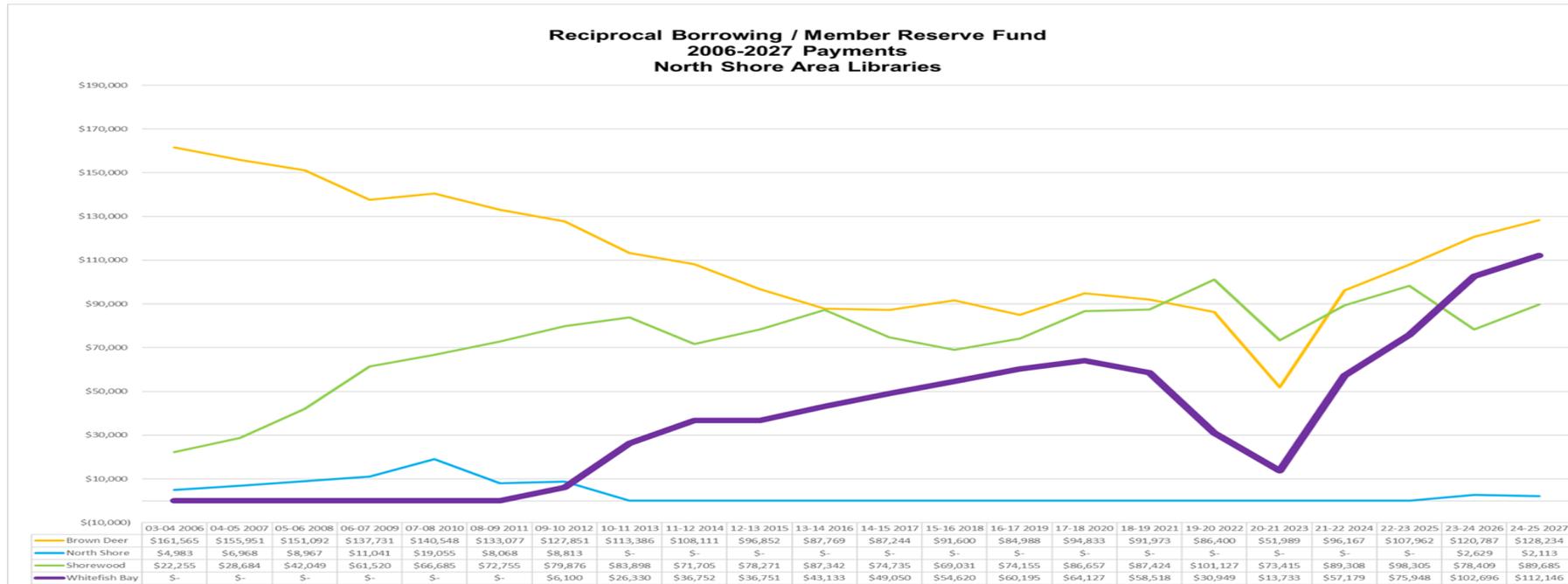
Race & Ethnicity 2010 vs 2023 (%)



Trends Expected to Continue: Increased Racial/Ethnic Diversity, Lower Birth Rates, Seniors Aging in Place, Increasing Technology

# Many Users Beyond WFB Too

- Circ In-Library: In 2024, 25.8% (91,782) of our in-library circulation was from non-residents.
- Collection Use At All Libraries: Oct 2024-Sep 2025, WFB residents checked out 8,260 materials from other libraries. Residents from other communities checked out 61,112 items from WFB. This resulted in a Member Reserve Fund payment (previously called Reciprocal Borrowing) of \$112,156 for 2027.



A key but variable source of revenue. Cuts to collection spending impacts these future revenues, so we should prioritize maintaining physical collections.

# Physical & Digital Checkouts



|                      |         |         |         |         |         |         |         |
|----------------------|---------|---------|---------|---------|---------|---------|---------|
| DIGITAL CIRCULATION  | 28,636  | 47,654  | 43,693  | 45,026  | 51,692  | 59,119  | 65,146  |
| PHYSICAL CIRCULATION | 288,570 | 172,119 | 232,119 | 236,434 | 256,795 | 265,141 | 268,743 |

All circulation is up post-pandemic. Digital is increasing as a percentage, and costs more per title.



# Collection Use Insights

- WFB Collection - Turnover 3.5
  - Industry benchmarks define average turnover rate as 1.5.
  - 2nd of 34 in comp group; range 1.0-3.8, Avg 2.3
  - 11th of 382 in WI; range 0.06-5.8, Avg 1.5
- Take & Tinker - Turnover 9.7
- Youth Fiction – Turnover 3.6.
  - Focus on growing by moving Adult Music & DVDs to North Wing.
- DVDs & Blu-rays – Turnover 2.0
- Adult Fiction – Turnover = 1.9
  - Focus on new titles and replacing worn classics.
- Non-Fiction – Turnover Adult 1.2; Youth 1.9
  - Strategically shrink collection in low use areas and grow high use areas.
- Music CDs – Turnover 1.1
  - Maintain high use genres.

Regular evaluation of our collection helps us maximize space and budget, and helps us respond to demand trends.

# Public Spaces Insights

- Community Room
  - Regularly used for library and community group programs.
  - Fits up to 100 people (uncomfortably). Limits ability to bring in highly popular presenters and authors.
- Study Rooms
  - Two current rooms insufficient to meet demand, especially with growth of tutoring and work from home.
- Shared Needs & Spaces
  - Community survey and anecdotal data indicate ongoing conflicting demands for quiet space vs space for group work or exploration which tend not to be quiet.

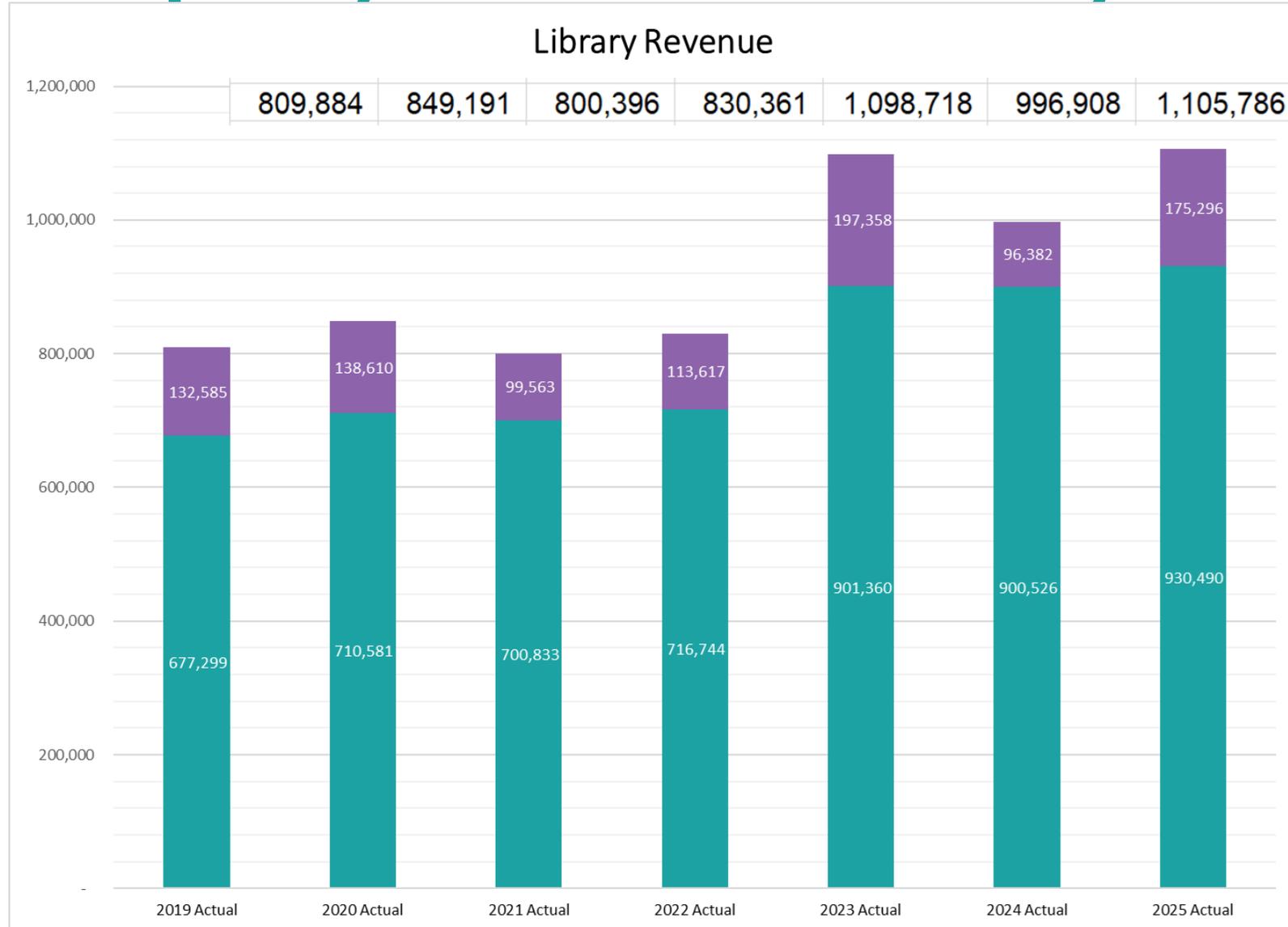
# Children/Youth/Teen Experiences

- Tech Usage
  - Youth Services computers are primarily used by tweens after school for gaming and socializing. Provides a safe space, but can be noisy. No “quiet area.”
- Space Needs
  - Significant space dedicated to youth and teens. Most libraries our size offer much smaller spaces.
  - Story Time Room renovated in 2024 thanks to a donor, providing a much more welcoming space. Furniture in south wing and youth tower updated in 2023 and 2025 thanks to Friends of WFBPL.

# Issues Facing Libraries Nationally

- Aging Population: More services for 60+, aging in place, dementia and health support.
- Rising Digital Costs: Pay-per-use models strain budgets.
- Youth Reading Growth: Increased reading among 13–40-year-olds, driven by smartphones and social media.
- AI Disruption: Rapid change creating uncertainty and opportunity.
- Budget Pressures: Tight funding and aging infrastructure require efficiency and tough choices.
- Library of Things Demand: Growing interest in tools, games, passes; adds processing and maintenance work.
- Accessibility & Inclusion: Expanding equitable access, welcoming spaces, and diverse perspectives.
- Intellectual Freedom and Information Literacy: Navigating book challenges, legislation, misinformation, and media bias.

# Property Taxes & Library Revenue



**Property taxes cover the majority of Library expenses, but other revenue and donations are vital for programming, collections, and other enhancements. Non-property tax revenue and donation streams gradually increasing.**



To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Head of Circulation Services Job Description Revision



### **Our 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.

### **Background**

The Head of Circulation Services job description was approved in 2018 when Theresa Hoge was hired. Earlier this month, Ms. Hoge announced her resignation due to retirement. With this transition, it is necessary to update the job description to reflect current responsibilities.

Attached are the 2018 job description and a draft updated description. Jean Cole from CVMIC and Ms. Hoge reviewed the updated documents, and revisions have been incorporated based on their feedback.

### **Recommended Motion**

Motion to approve the Head of Circulation Services job description as presented (or amended).

## 2018 Version

**Position Title:** Head of Circulation Services  
**Position Status:** Full-time. Salaried. Exempt. Supervisor.  
**Department:** Whitefish Bay Public Library  
**Appointing Authority:** Library Director  
**Supervisor:** Library Director



### **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.

### **GENERAL FUNCTION**

Oversee the entire operation of the Circulation Services department including hiring, training, supervising, and scheduling Circulation Assistants and Page/Shelvers. Create and maintain circulation procedures and interpret MCFLS policies/procedures related to circulation of materials in the shared system. Uphold the Whitefish Bay Public Library Mission Statement set by the Library Board and provide services that meet those standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **1) Staff Leadership**

- a) Responsible for hiring, training, supervising, and scheduling Circulation Services staff efficiently for best public service.
- b) Conduct performance reviews of Circulation Services staff with Library Director
- c) Supervise all monetary circulation transactions and circulation monies.
- d) Develop, implement, train on, and supervise staff in, Circulation Services policies and procedures.
- e) Collecting and tabulating timesheets from all staff for payroll under direction of Library Director.
- f) Recording vacation/sick/holiday time for all staff.

#### **2) Materials Management**

- a) Oversee day-to-day service and activities in the Circulation Services department.
- b) Maintenance and check-in of serials and newspaper holdings.
- c) Processing of materials for mending/binding.
- d) Ordering office and material processing supplies.

#### **3) Financial Management**

- a) Reconcile cash register daily to reports and complete deposits under direction of Library Director.

#### **4) Patron Service**

- a) Create and emphasize a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.
- b) Handle patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure
- c) Work cooperatively with other MCFLS libraries to solve patron and material issues.
- d) Maintain confidentiality of library patron information.

#### **5) Policies & Procedures**

- a) Maintain knowledge about the circulation system and inform staff of changes or updates.
- b) Interpret and implement WFBPL and MCFLS policies/procedures relevant to Circulation Services.

#### **6) Teamwork**

- a) Cultivate and maintain positive working relationships with other Library staff members, Village staff members, Library Director, Library Board members, elected officials and local agencies.
- b) Maintain a professional demeanor along with excellent communication skills that contribute to the overall well being of the workplace.

Head of Circulation Services

Approved by the Whitefish Bay Public Library Board of Trustees on May 31, 2018  
Superseding job description approved November 23, 2011

## 2018 Version

### 7) Professional Leadership

- a) As part of the Library's Leadership Team, work to implement the Strategic Plan: Envisioning the Whitefish Bay Public Library for the Year 2020 and Beyond.
- b) Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions.
- c) Read professional literature and remain current with trends in library service and application to WFBPL
- d) Attend and contribute to Library Leadership Team meetings, typically held weekly.
- e) Plan and run quarterly Circulation Services staff meetings.
- f) Be an active member in the MCFLS Circulation Services section and attends meetings.
- g) Participate in regional, state, and national organizations related to job position.

### 8) Misc.

- a) Submit monthly department report to the Director.
- b) Sorting and distributing mail.
- c) Complete other duties as assigned.

### PERIPHERAL DUTIES

- 1) May assist with library programming as needed.
- 2) Assist Director as required.
- 3) May act as Librarian-in-charge.

### REQUIRED MINIMUM QUALIFICATIONS

- 1) Education and Experience
  - a) Bachelor's degree from an accredited college OR a combination equivalent of education and experience that provides the required knowledge and skills for this position.
  - b) At least 1 year of satisfactory relevant experience in a library.
  - c) At least 1 year satisfactory supervisory experience.
  - d) Knowledge of basic bookkeeping practices, with sufficient skill to complete reconciliations and deposits.
- 2) Knowledge/Skills/Abilities
  - a) Ability to adapt to evolving technology.
  - b) Ability to communicate tactfully and effectively with the public and staff.
  - c) Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
  - d) Ability to create and maintain positive and effective public relations.
  - e) Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
  - f) Ability to operate all items under Tools and Equipment Used.
  - g) Ability to perform supervisory functions and organize workflow.
  - h) Ability to plan, organize, and prioritize work assignments.
  - i) Ability to work independently or as part of a team.
  - j) Excellent written and verbal communication skills.
  - k) Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
  - l) Thorough knowledge of library circulation methods and procedures.

### ADDITIONAL DESIRED SKILLS

- 1) Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.
- 2) Knowledge of Milwaukee County Federated Library System and shared automation systems.
- 3) Experience with Sierra ILS.

**2018 Version**

**SUPERVISION RECEIVED AND PROVIDED**

- 1) Works under the supervision of the Library Director.
- 2) Provides supervision to all Circulation Services staff.

**JOB REQUIREMENT**

Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

**TOOLS AND EQUIPMENT USED**

Including but not limited to: automated shared resource system (CountyCat), networked personal computer and peripherals, MS Office and other job related software, printers, copy machine, scanner, paper cutter, laminator, telephone, calculator, elevator, and carts.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 lbs. and push or pull carts weighing 300-400 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. The noise level in the work environment is usually moderate to noisy.

**The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Village Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Position Title: Head of Circulation Services**  
**Position Status: Full-time. Salaried. Exempt. Supervisor.**  
**Department: Whitefish Bay Public Library**  
**Appointing Authority: Library Director**  
**Supervisor: Library Director**



**MISSION**

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

**GENERAL FUNCTION**

Oversee the overall operation of the Circulation Services department, including staff leadership, service delivery, and workflow coordination. Uphold the Whitefish Bay Public Library Mission Statement set by the Library Board and provide services that meet those standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1) Staff Leadership**

- a) Responsible for hiring, training, supervising, and scheduling Circulation Services staff efficiently for best public service.
- b) Conduct performance reviews of Circulation Services staff with the Library Director.
- c) Supervise all monetary circulation transactions and circulation monies.
- d) Develop, implement, train on, and supervise staff in Circulation Services policies and procedures.
- e) Approve Circulation Services staff timesheets for payroll under direction of the Library Director.

**2) Materials Management**

- a) Oversee day-to-day service and activities in the Circulation Services department.
- b) Supervise maintenance and check-in of serials and newspaper holdings.
- c) Supervise processing of new materials and mending/binding of existing materials.
- d) Order office and material processing supplies.

**3) Financial Management**

- a) Reconcile cash register daily to reports and complete deposits under direction of the Library Director.
- b) Code invoices for the Library Director's approval and submit to Village staff for payment.

**4) Technology Management**

- a) Collaborate with Milwaukee County Federated Library System (MCFLS) staff to troubleshoot and resolve issues with the integrated library system (ILS) and related circulation technologies, ensuring smooth daily operations.
- b) Oversee and support public and staff technology, including software, computers, printers, self-check systems, and other circulation equipment.
- c) Plan, implement, and maintain the Library's Technology Plan in coordination with the Library Director.

**5) Patron Service**

- a) Create and emphasize a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.

## 2026 03MAR 24 Draft Revision - NYR

- b) Handle patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure.
- c) Work cooperatively with other MCFLS libraries to solve patron and material issues.
- d) Maintain confidentiality of library patron information.

### 6) Policies & Procedures

- a) Maintain knowledge about the circulation system and inform staff of changes or updates.
- b) Interpret and implement WFBPL and MCFLS policies/procedures relevant to Circulation Services.

### 7) Teamwork

- a) Cultivate and maintain positive working relationships with other Library staff members, Village staff members, the Library Director, Library Board members, elected officials, and local agencies.
- b) Maintain a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace.

### 8) Professional Leadership

- a) As part of the Library's Leadership Team, work to implement the Strategic Plan.
- b) Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions.
- c) Read professional literature and remain current with trends in library service and application to WFBPL.
- d) Attend and contribute to Library Leadership Team meetings, typically held weekly.
- e) Plan and facilitate periodic Circulation Services staff meetings.
- f) Be an active member of the MCFLS Circulation Services Committee and attend meetings.
- g) Participate in regional, state, and national organizations related to job position.

### 9) Misc.

- a) Submit monthly department report to the Library Director.
- b) Complete other duties as assigned.

## PERIPHERAL DUTIES

- 1) May assist with library programming as needed.
- 2) Assist the Library Director as required.
- 3) Act as Staff-in-charge on a rotating basis.

## QUALIFICATIONS

### Required

- 1) Bachelor's degree from an accredited college or university

### Preferred

- 1) 1-year public library experience
- 2) 1-year supervisory experience
- 3) Some customer service experience
- 4) Some accounts payable experience
- 5) Some technology management experience

Head of Circulation Services

Approved by the Whitefish Bay Public Library Board of Trustees – Draft for March 24, 2026 Meeting  
Superseding job description approved May 31, 2018

Knowledge/Skills/Abilities

- 1) Ability to adapt to evolving technology.
- 2) Ability to communicate tactfully and effectively with the public and staff.
- 3) Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- 4) Ability to create and maintain positive and effective public relations.
- 5) Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
- 6) Ability to operate all items under Tools and Equipment Used.
- 7) Ability to perform supervisory functions and organize workflow.
- 8) Ability to plan, organize, and prioritize work assignments.
- 9) Ability to work independently or as part of a team.
- 10) Excellent written and verbal communication skills.
- 11) Strong technology skills to include Microsoft Windows and Office applications, Google Suite applications, and the internet.

**SUPERVISION RECEIVED AND PROVIDED**

- 1) Works under the supervision of the Library Director.
- 2) Provides supervision to all Circulation Services staff.

**JOB REQUIREMENT**

Willingness and ability to work a flexible schedule that includes days, evenings, and weekends to meet service levels. May need to cover absences for staff members.

**TOOLS AND EQUIPMENT USED**

Including, but not limited to, automated shared resource system (CountyCat), networked personal computer and peripherals, MS Office and other job-related software, printers, copy machine, scanner, paper cutter, laminator, telephone, calculator, elevator, and carts.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 lbs. and push or pull carts weighing 300-400 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in a library environment. The noise level in the work environment ranges from quiet to noisy.

Head of Circulation Services

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The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, or requirements of the job, change.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Head of Circulation Services Job Posting



### **Our 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.

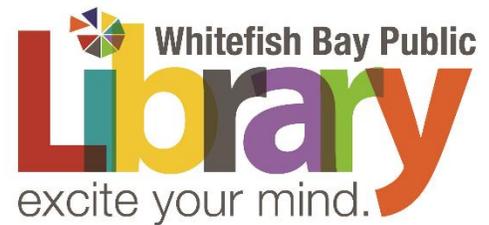
### **Background**

I recommend including a salary range of \$52,000 to \$67,000 in the job posting. This range is based on a comparison of Ms. Hoge's current salary, with 7 years of experience, to averages for similar managers in our comparables group. Based on those benchmarks, \$52,000 is consistent with a manager with no experience, while \$67,000 aligns with someone with approximately ten years of experience.

### **Recommended Motion**

Motion to approve the Head of Circulation Services job posting as presented (or amended).

Head of Circulation Services  
Whitefish Bay Public Library  
Full-Time. Salaried. Exempt. Supervisor  
Post Opening: Wednesday March 25, 2026  
Post Closing: Wednesday April 8, 2026



### *Our 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.*

The Whitefish Bay Public Library is seeking a collaborative and service-driven leader to serve as our Head of Circulation Services (CS). The CS Department is “the front door of the library” and it ensures outstanding patron experiences through effective operations, strong staff leadership, and thoughtful service design.

Our library is heavily used and deeply valued by the community. We consistently rank among the top libraries in Wisconsin for circulation. The result is a lively, welcoming environment where something is always happening.

The Head of Circulation Services supervises circulation assistants and shelvees, oversees departmental operations, and works closely with the Library Director and Leadership Team to support the library’s Mission and strategic goals.

### **What You’ll Do**

- Lead the Circulation Services Department
- Supervise and Support Staff
- Support Excellent Patron Experiences
- Contribute to Library Leadership
- Coordinate Financial and Technology Workflows
- Stay Engaged Professionally

### **What We’re Looking For**

#### Required

- Bachelor’s degree from an accredited college or university

#### Preferred

- 1-year public library experience
- 1-year supervisory experience
- Some customer service experience
- Some accounts payable experience
- Some technology management experience

#### Hours

40 hours per week; regular evening and weekend shifts required. This exempt position is not eligible for overtime compensation.

#### Salary & Benefits

Salary range: \$52,000–\$67,000, depending on experience.

As a department of the Village of Whitefish Bay, the Library offers a comprehensive benefits package including:

- Health, dental, vision, and life insurance

- Participation in the Wisconsin Retirement System
- Paid vacation, sick leave, and holidays

A six-month probationary period applies.

### **How to Apply**

Apply by end of day Wednesday April 8, 2026

Submit through the online portal (link), including:

- Village application
- Resume and cover letter
- At least 3 professional references
- Consent to perform a criminal background check

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: March 24, 2026 Meeting  
Re: Director's Reports



- 1) Strategic Plan – Village Board presentation to be rescheduled.  
Nyama and Nikki are working on a print brochure for public release. Will bring to Library Board for approval in April.
- 2) Board Recruitment – 3 candidates were selected and referred to Village administration for approval.
- 3) Building – Solar panels are being installed as of 3/20. The project should last 2 weeks.
- 4) Village – no updates
- 5) Friends – no updates
- 6) Foundation
  - a) Scott Lenski and Nyama are working to narrow a list of potential authors for the community read.
  - b) The fundraising “Spring Campaign” will occur during National Library Week April 19-25. Postcards will be mailed to every household in WFB.
- 7) MCFLS - Is hiring a network technician. Nyama will be part of the interview team the week of 3/23.