



STREAM VIA ZOOM

<https://us02web.zoom.us/j/85986735998?pwd=SS9MRkJKOVBRcE0rRTN5VEtBOGZpQT09>

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Erin Jelenchick, Vice President, 2020-2027	
2. Sam Dettmann, Village Board Representative, 2024-2027	
3. Nathan Christenson, School District Representative, 2024-2027	
4. Nikki DeGuire, Member, 2024-2027	
5. Ashley Shields-Johnson, Member, 2026-2028	
6. Rebecca Fotsch, Member, 2026-2029	
7. Sylvia Meltzer, Member, 2026-2029	
<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
	3.	Welcome New Board Trustees and Sandy Grams	Discuss			
	4.	Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. <ul style="list-style-type: none"> <li>a. Minutes of April 21, 2026 meeting</li> <li>b. Finance Report Through April 30, 2026</li> <li>c. Department Reports</li> <li>d. Monthly Statistics</li> </ul>	Motion			
	5.	2027 WFBPL Operating Budget – Initial Discussion	Discuss			
	6.	Staffing – Wage and FTE Analysis	Approve			
	7.	Strategic Plan Brochure	Approve			
	8.	Photography and Filming Policy Draft	Approve			
	9.	Director’s Report	Discuss			
		ADJOURNMENT	Motion			

BOARD MEETINGS

- June 8, 2026, Monday, 6:00-7:15 pm – Foundation Board, @Library
- June 15, 2026, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- June 17, 2026, Wednesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- June 30, 2026 – Skipped per Board action
- July 22, 2026, Tuesday, 6:30-8:30 pm - Library Board, @Library

LIBRARY BOARD MEETING AGENDA

Tuesday April 21, 2026, 6:30pm

Location: 2<sup>nd</sup> Floor Staff Breakroom



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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	In person
2. Erin Jelenchick, Vice President, 2020-2027	In person
3. Sam Dettmann, Village Board Representative, 2024-2026	Absent
4. Nathan Christenson, School District Representative, 2024-2026	In person
5. Claire Flannery, Member, 2020-2026	Zoom
6. Nikki DeGuire, Member, 2024-2027	Absent
7. Ellie Gettinger, Member, 2019-2028	In person
<b>Staff</b>	
Nyama Reed, Library Director	In person

CALL TO ORDER 6:33pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of March 24, 2026 meeting b. Finance Report Through March 31, 2026 c. Department Reports d. Monthly Statistics	Motion	Christenson	Gettinger	Unanimous
Motion to approve the consent agenda as presented.				
4. Child Safety Policy Revision	Approve	Gettinger	Jelenchick	Unanimous
Motion to approve the revised Child Safety Policy as presented.				
5. Trustee Training: Trustee Handbook Chapters 5-7, 19	Discuss			
Trustee training conducted per slides in packet.				
6. Director's Report	Discuss			
Director's Report presented per packet memo.				
ADJOURNMENT 7:00pm	Motion	Christenson	Gettinger	Unanimous

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 04/30/2026  
 % Fiscal Year Completed: 32.88

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 13 Library Special Revenue Fund</b>						
<b>Account Category: Revenues</b>						
<b>Department: 00000</b>						
Taxes						
13-00000-41100	Property Taxes	941,915.00	0.00	0.00	941,915.00	0.00
		<u>941,915.00</u>	<u>0.00</u>	<u>0.00</u>	<u>941,915.00</u>	<u>0.00</u>
	Taxes	941,915.00	0.00	0.00	941,915.00	0.00
Intergovernmental Revenue						
13-00000-43793	MCFLS Member Reserve Fund	102,696.00	102,988.00	0.00	(292.00)	100.28
		<u>102,696.00</u>	<u>102,988.00</u>	<u>0.00</u>	<u>(292.00)</u>	<u>100.28</u>
	Intergovernmental Revenue	102,696.00	102,988.00	0.00	(292.00)	100.28
Fines, Fees, Penalties						
13-00000-45209	LIBRARY FINES	24,000.00	5,467.82	350.05	18,532.18	22.78
		<u>24,000.00</u>	<u>5,467.82</u>	<u>350.05</u>	<u>18,532.18</u>	<u>22.78</u>
	Fines, Fees, Penalties	24,000.00	5,467.82	350.05	18,532.18	22.78
Public Charges for Services						
13-00000-46712	LIBRARY ROOM RENT	4,500.00	1,370.00	0.00	3,130.00	30.44
13-00000-46713	LIBRARY COPY AND FAX FEES	6,200.00	2,941.77	893.70	3,258.23	47.45
		<u>10,700.00</u>	<u>4,311.77</u>	<u>893.70</u>	<u>6,388.23</u>	<u>40.30</u>
	Public Charges for Services	10,700.00	4,311.77	893.70	6,388.23	40.30
Miscellaneous Revenue						
13-00000-48501	LIBRARY DONATIONS	2,000.00	433.00	43.00	1,567.00	21.65
		<u>2,000.00</u>	<u>433.00</u>	<u>43.00</u>	<u>1,567.00</u>	<u>21.65</u>
	Miscellaneous Revenue	2,000.00	433.00	43.00	1,567.00	21.65
Other Financing Sources						
13-00000-49200	TRANSFER FROM OTHER FUNDS	10,000.00	0.00	0.00	10,000.00	0.00
		<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>
	Other Financing Sources	10,000.00	0.00	0.00	10,000.00	0.00
Unclassified						
13-00000-49600	FUND BALANCE ADJUSTMENT	36,000.00	0.00	0.00	36,000.00	0.00
		<u>36,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,000.00</u>	<u>0.00</u>
	Unclassified	36,000.00	0.00	0.00	36,000.00	0.00
	<b>Total Dept 00000</b>	<u>1,127,311.00</u>	<u>113,200.59</u>	<u>1,286.75</u>	<u>1,014,110.41</u>	<u>10.04</u>
	<b>Revenues</b>	<u>1,127,311.00</u>	<u>113,200.59</u>	<u>1,286.75</u>	<u>1,014,110.41</u>	<u>10.04</u>

**Account Category: Expenditures**  
**Department: 93000 LIBRARY SALARIES**

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 04/30/2026  
 % Fiscal Year Completed: 32.88

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 (Increase (Decrease))	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 13 Library Special Revenue Fund</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 93000 LIBRARY SALARIES</b>						
Unclassified						
13-93000-50100	Salaries	634,071.00	186,614.71	41,863.73	447,456.29	29.43
13-93000-50150	FICA Tax	48,506.00	14,014.19	3,137.11	34,491.81	28.89
13-93000-50160	Health/Dental Insurance Premium	66,868.00	26,847.68	6,711.92	40,020.32	40.15
13-93000-50161	Health Insurance Deductible (Direct)	0.00	250.00	62.50	(250.00)	100.00
13-93000-50162	Wellness Credit	0.00	666.72	166.68	(666.72)	100.00
13-93000-50170	Retirement Contribution - ER portion	33,309.00	9,019.80	2,029.69	24,289.20	27.08
13-93000-50180	Group Life Insurance Premium	1,716.00	522.40	120.07	1,193.60	30.44
13-93000-50181	Disability Insurance Premium	1,716.00	0.00	0.00	1,716.00	0.00
		786,186.00	237,935.50	54,091.70	548,250.50	30.26
	Unclassified	786,186.00	237,935.50	54,091.70	548,250.50	30.26
	Total Dept 93000 - LIBRARY SALARIES	786,186.00	237,935.50	54,091.70	548,250.50	30.26
<b>Department: 93200 LIBRARY ADM EXP</b>						
Unclassified						
13-93200-50190	Training/Meetings/Travel	4,500.00	547.84	497.84	3,952.16	12.17
13-93200-50191	Membership Dues	1,200.00	249.00	249.00	951.00	20.75
13-93200-50194	Personnel Related Expenses	700.00	170.99	0.00	529.01	24.43
13-93200-50250	Utilities	48,000.00	19,388.13	4,341.83	28,611.87	40.39
13-93200-50251	Telephone/Internet	5,400.00	1,272.81	527.51	4,127.19	23.57
13-93200-50300	Office Supplies	2,300.00	827.08	175.34	1,472.92	35.96
13-93200-50301	Printing/Publishing/Copies	500.00	0.00	0.00	500.00	0.00
13-93200-50302	Postage	25.00	4.79	4.79	20.21	19.16
13-93200-50360	Building Maintenance	50,000.00	1,125.00	0.00	48,875.00	2.25
13-93200-50760	Sales Tax	300.00	78.66	42.70	221.34	26.22
		112,925.00	23,664.30	5,839.01	89,260.70	20.96
	Unclassified	112,925.00	23,664.30	5,839.01	89,260.70	20.96
	Total Dept 93200 - LIBRARY ADM EXP	112,925.00	23,664.30	5,839.01	89,260.70	20.96
<b>Department: 93300 LIBRARY EQUIPMENT</b>						
Unclassified						
13-93300-50240	IT Support Contract Services	38,000.00	3,831.55	1,868.78	34,168.45	10.08
13-93300-50246	General software support	0.00	79.99	0.00	(79.99)	100.00
13-93300-50311	Copier Maintenance/Repair	4,200.00	798.37	278.47	3,401.63	19.01
13-93300-50312	Material Processing/Repairs	6,000.00	1,222.93	29.98	4,777.07	20.38
13-93300-50350	Maintenance Service & Supplies	35,000.00	5,950.00	0.00	29,050.00	17.00
13-93300-50351	Custodial Supplies	3,800.00	631.60	591.08	3,168.40	16.62
13-93300-50400	MCFLS Supplies	1,600.00	239.64	239.64	1,360.36	14.98
		88,600.00	12,754.08	3,007.95	75,845.92	14.40
	Unclassified	88,600.00	12,754.08	3,007.95	75,845.92	14.40
	Total Dept 93300 - LIBRARY EQUIPMENT	88,600.00	12,754.08	3,007.95	75,845.92	14.40
<b>Department: 93400 LIBR PROG/SERVICES</b>						

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 % Fiscal Year Completed: 32.88

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 13 Library Special Revenue Fund</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 93400 LIBR PROG/SERVICES</b>						
Unclassified						
13-93400-50401	MCFLS Membership	7,000.00	6,968.00	6,968.00	32.00	99.54
13-93400-50402	Programs - Adult	200.00	0.00	0.00	200.00	0.00
13-93400-50403	Programs - Children	200.00	226.01	12.99	(26.01)	113.01
13-93400-50415	Programs - Young Adults	200.00	22.20	22.20	177.80	11.10
		<u>7,600.00</u>	<u>7,216.21</u>	<u>7,003.19</u>	<u>383.79</u>	<u>94.95</u>
	Unclassified	<u>7,600.00</u>	<u>7,216.21</u>	<u>7,003.19</u>	<u>383.79</u>	<u>94.95</u>
	Total Dept 93400 - LIBR PROG/SERVICES	<u>7,600.00</u>	<u>7,216.21</u>	<u>7,003.19</u>	<u>383.79</u>	<u>94.95</u>
<b>Department: 93500 LIBRARY COLLECTIONS</b>						
Unclassified						
13-93500-50410	Library Collection Materials	132,000.00	38,784.36	27,814.33	93,215.64	29.38
		<u>132,000.00</u>	<u>38,784.36</u>	<u>27,814.33</u>	<u>93,215.64</u>	<u>29.38</u>
	Unclassified	<u>132,000.00</u>	<u>38,784.36</u>	<u>27,814.33</u>	<u>93,215.64</u>	<u>29.38</u>
	Total Dept 93500 - LIBRARY COLLECTIONS	<u>132,000.00</u>	<u>38,784.36</u>	<u>27,814.33</u>	<u>93,215.64</u>	<u>29.38</u>
	Expenditures	<u>1,127,311.00</u>	<u>320,354.45</u>	<u>97,756.18</u>	<u>806,956.55</u>	<u>28.42</u>
<b>Fund 13 - Library Special Revenue Fund:</b>						
	TOTAL REVENUES	1,127,311.00	113,200.59	1,286.75	1,014,110.41	10.04
	TOTAL EXPENDITURES	1,127,311.00	320,354.45	97,756.18	806,956.55	28.42
	NET OF REVENUES & EXPENDITURES:	0.00	(207,153.86)	(96,469.43)	207,153.86	
	BEG. FUND BALANCE	100,100.34	100,100.34			
	NET OF REVENUES/EXPENDITURES - 2025	14,955.02	14,955.02			
	END FUND BALANCE	115,055.36	(92,098.50)			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

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 % Fiscal Year Completed: 32.88

GL Number	Description	2026 Amended Budget	YTD Balance 04/30/2026 Normal (Abnormal)	Activity For 04/30/2026 Increase (Decrease)	Available Balance 04/30/2026 Normal (Abnormal)	% Bdgt Used
<b>Fund: 22 LIBRARY EXPANSION FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 00000</b>						
Miscellaneous Revenue						
22-00000-48110	INVESTMENT INCOME	0.00	3,709.14	930.36	(3,709.14)	100.00
		0.00	3,709.14	930.36	(3,709.14)	100.00
	Miscellaneous Revenue	0.00	3,709.14	930.36	(3,709.14)	100.00
	Total Dept 00000	0.00	3,709.14	930.36	(3,709.14)	100.00
	Revenues	0.00	3,709.14	930.36	(3,709.14)	100.00
<b>Fund 22 - LIBRARY EXPANSION FUND:</b>						
	TOTAL REVENUES	0.00	3,709.14	930.36	(3,709.14)	100.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES:	0.00	3,709.14	930.36	(3,709.14)	
	BEG. FUND BALANCE	88,786.81	88,786.81			
	NET OF REVENUES/EXPENDITURES - 2025	12,736.87	12,736.87			
	END FUND BALANCE	101,523.68	105,232.82			

GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 04/01/2026 to 05/11/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
04/01/2026			<b>13-00000-11100 CASH IN BANK</b>					
					BEG. BALANCE		22,097.16	0.00
04/01/2026	GJ	JE	Monthly Sales Tax ACH Payment	6453	(16.77)		22,080.39	
04/02/2026	CD	CHK	SUMMARY CD 04/02/2026		(505.10)		21,575.29	
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		(22,511.33)		(936.04)	
04/06/2026	GJ	JE	Quarterly utility payments	6483	(1,293.98)		(2,230.02)	
04/10/2026	CD	CHK	SUMMARY CD 04/10/2026		(115.00)		(2,345.02)	
04/10/2026	CR	RCPT	Daily Library Receipts	245376	195.90		(2,149.12)	
04/14/2026	CD	CHK	SUMMARY CD 04/14/2026		(1,946.88)		(4,096.00)	
04/14/2026	GJ	JE	Nayax deposit	6485	503.65		(3,592.35)	
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		(23,218.69)		(26,811.04)	
04/17/2026	CD	CHK	SUMMARY CD 04/17/2026		(35,183.84)		(61,994.88)	
04/17/2026	CR	RCPT	Daily Library Receipts	246256	449.05		(61,545.83)	
04/24/2026	CD	CHK	SUMMARY CD 04/24/2026		(4,845.20)		(66,391.03)	
04/27/2026	GJ	JE	Monthly Sales Tax ACH Payment	6503	(25.93)		(66,416.96)	
04/28/2026	CR	RCPT	CASH IN BANK	246985	196.15		(66,220.81)	
04/30/2026	GJ	JE	Monthly WRS ACH Payment	6438	(2,055.33)		(68,276.14)	
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		(23,604.06)		(91,880.20)	
05/08/2026	CD	CHK	SUMMARY CD 05/08/2026		(20,050.09)		(111,930.29)	
05/11/2026				END BALANCE			(111,930.29)	
04/01/2026			<b>13-00000-12100 TAXES RECEIVABLE</b>				941,915.00	
05/11/2026				END BALANCE			941,915.00	
04/01/2026			<b>13-00000-15001 PREPAIDS</b>				1,809.00	
05/11/2026				END BALANCE			1,809.00	
04/01/2026			<b>13-00000-21100 ACCOUNTS PAYABLE</b>				(6,211.92)	
					BEG. BALANCE		(6,211.92)	
04/02/2026	AP	INV	STAPLES ADVANTAGE/GARBAGE BAGS, SOAP	6056456338	(370.99)		(6,582.91)	
04/02/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./APRIL	045702- APRIL 2026	(134.11)		(6,717.02)	
04/02/2026	CD	CHK	SUMMARY CD 04/02/2026		505.10		(6,211.92)	
04/06/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES 2	0556	(310.83)		(6,522.75)	
04/06/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES 2	0944	(107.36)		(6,630.11)	
04/09/2026	AP	INV	FORWARD TS, LTD/BLACK TONERR CARTRIDG	AR278756	(14.00)		(6,644.11)	
04/09/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/STANDARD	41571503	(101.00)		(6,745.11)	
04/10/2026	CD	CHK	SUMMARY CD 04/10/2026		115.00		(6,630.11)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/HEAVY DUTY HO	8025	(9.40)		(6,639.51)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/UPS BATTERY B	0580	(258.90)		(6,898.41)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/REPLACEMENT F	4948	(24.49)		(6,922.90)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/ONCEE I WAS V	8182	(12.89)		(6,935.79)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SUPPLIES FOR	5601	(22.20)		(6,957.99)	
04/13/2026	AP	INV	MILWAUKEE JOURNAL SENTINEL/MONTHLY MJ	6168	(50.00)		(7,007.99)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SONG SUNG BLU	1227	(29.95)		(7,037.94)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SLOW HORSES	4008	(16.08)		(7,054.02)	
04/13/2026	AP	INV	BEELTA STORE/REPLACEMENT LOCK FOR TAB	1181	(18.00)		(7,072.02)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/WASHI TAPE FO	3374	(12.99)		(7,085.01)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/VACUUM CLEANE	5220	(79.99)		(7,165.00)	
04/13/2026	AP	INV	WISCONSIN LIBRARY ASSOCIATION/ANNUAL	6888	(249.00)		(7,414.00)	
04/13/2026	AP	INV	WISCONSIN LIBRARY ASSOCIATION/WAPL CO	6896	(325.00)		(7,739.00)	
04/13/2026	AP	INV	THE OSTHOFF RESORT/WAPL CONFERENCE HO	7608	(172.84)		(7,911.84)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/BAGS FOR TONI	4532	(29.98)		(7,941.82)	
04/13/2026	AP	INV	BLP Businessweek/BLOOMBERG BUSINESS W	9905	(90.00)		(8,031.82)	
04/13/2026	AP	INV	Magnolia Journal/MAGNOLIA JOURNAL SUB	7726	(35.00)		(8,066.82)	
04/13/2026	AP	INV	DRIVESTRIKE/LAPTOP SECURITY SOFTWARE	0257	(20.00)		(8,086.82)	
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/VARIOUS CHILD	4017	(62.09)		(8,148.91)	

GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 04/01/2026 to 05/11/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/MAILING LABEL	4864	(9.89)		(8,158.80)	
04/14/2026	CD	CHK	SUMMARY CD 04/14/2026		1,946.88		(6,211.92)	
04/15/2026	AP	INV	AT&T/MARCH 2026 MONTHLY CHARGES	414R16015904 3/26	(109.32)		(6,321.24)	
04/15/2026	AP	INV	FORWARD TS, LTD/LIBRARY COPIER 3/3 -	AR279359	(27.23)		(6,348.47)	
04/15/2026	AP	INV	FORWARD TS, LTD/LIBRARY COPIER 3/3 -	R279360	(136.24)		(6,484.71)	
04/15/2026	AP	INV	INGRAM LIBRARY SERVICES/MARCH 2026 ST	20AC678 3/26	(4,281.41)		(10,766.12)	
04/15/2026	AP	INV	KANOPY, INC./TICKS & KKIDS CREDIT	498935	(316.20)		(11,082.32)	
04/15/2026	AP	INV	LIBRARIES FIRST/MAPP 2026	9870	(350.00)		(11,432.32)	
04/15/2026	AP	INV	LINKEDIN CORPORATION/LINKEDIN LEARNIN	10113060832	(2,500.00)		(13,932.32)	
04/15/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508613608	(70.16)		(14,002.48)	
04/15/2026	AP	INV	MIDWEST TAPE/BRANCHES	508651591	(68.60)		(14,071.08)	
04/15/2026	AP	INV	MIDWEST TAPE/DICIANNOVE	508613607	(29.74)		(14,100.82)	
04/15/2026	AP	INV	MIDWEST TAPE/TASTE OF MANGO	508589895	(29.74)		(14,130.56)	
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./M	FL-03843	(22,657.00)		(36,787.56)	
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./E	FL-03825	(4,388.11)		(41,175.67)	
04/15/2026	AP	INV	STAPLES ADVANTAGE/TRASH BAGS, PAPERTO	6061013094	(220.09)		(41,395.76)	
04/17/2026	CD	CHK	SUMMARY CD 04/17/2026		35,183.84		(6,211.92)	
04/20/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./MAY PR	045702- MAY 2026	(134.11)		(6,346.03)	
04/22/2026	AP	INV	BLACKSTONE PUBLISHING/MISC LIBRARY CD	2231134	(74.44)		(6,420.47)	
04/22/2026	AP	INV	BLACKSTONE PUBLISHING/MISC LIBRARY CD	2230907	(251.29)		(6,671.76)	
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508673281	(61.31)		(6,733.07)	
04/23/2026	AP	INV	MIDWEST TAPE/FOREVER YOURS: THE FAREW	508715372	(15.29)		(6,748.36)	
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508715375	(46.48)		(6,794.84)	
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508715374	(211.41)		(7,006.25)	
04/23/2026	AP	INV	PLAYAWAY PRODUCTS, LLC/MISC TITLES	531002	(951.45)		(7,957.70)	
04/23/2026	AP	INV	STAPLES ADVANTAGE/K-CUPS & AIR FRESHE	6061504546	(51.57)		(8,009.27)	
04/23/2026	AP	INV	WE ENERGIES/APRIL 2026 CHARGES	5891043873	(3,047.85)		(11,057.12)	
04/23/2026	AP	INV	ETF/MAY 2026 PREMIUMS	1050000202605	(6,211.92)		(17,269.04)	
04/24/2026	CD	CHK	SUMMARY CD 04/24/2026		4,845.20		(12,423.84)	
05/05/2026	AP	INV	waukesha County Treasurer/ZOOM LICENS	CINV2026-01500	(284.00)		(12,707.84)	
05/05/2026	AP	INV	ROBB GREGG/APRIL 2026 GARDEN	2026-04	(375.00)		(13,082.84)	
05/06/2026	AP	INV	BRODART CO./LAMINATING & FOLD ON ROL	675401	(423.17)		(13,506.01)	
05/06/2026	AP	INV	DEMCO/Vnd: 0026 Inv #: 7799871	7799871	(442.87)		(13,948.88)	
05/06/2026	AP	INV	ADVANTAGE ARCHIVES LLC/DIGITIZATION	44795	(5,955.00)		(19,903.88)	
05/06/2026	AP	INV	EBSCO/MISC TITLES	1815070	(9,204.76)		(29,108.64)	
05/06/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/STANDARD	41825698	(101.00)		(29,209.64)	
05/06/2026	AP	INV	KANOPY, INC./TICKETS & KKIDS CREDITS	50331-PPU	(323.85)		(29,533.49)	
05/06/2026	AP	INV	INGRAM LIBRARY SERVICES/APRIL 2026 ST	20AC678 4/2026	(2,830.44)		(32,363.93)	
05/06/2026	AP	INV	WIN IT SERVICES, LLC/MERAKI LICENSE R	217735	(110.00)		(32,473.93)	
05/08/2026	CD	CHK	SUMMARY CD 05/08/2026		20,050.09		(12,423.84)	
05/11/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES	6870	(310.83)		(12,734.67)	
05/11/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES	3402	(107.36)		(12,842.03)	
05/11/2026			END BALANCE				(12,842.03)	
04/01/2026			<b>13-0000-21550 DEPOSITS/SUSPENSE</b>			BEG. BALANCE	(56.05)	
04/17/2026	CR	RCPT	DEPOSITS/SUSPENSE	246256	(58.00)		(114.05)	
05/11/2026			END BALANCE				(114.05)	
04/01/2026			<b>13-0000-24600 DEFERRED REVENUE - TAXES</b>			BEG. BALANCE	(941,915.00)	
05/11/2026			END BALANCE				(941,915.00)	
04/01/2026			<b>13-0000-25199 ACCRUED PAYROLL</b>			BEG. BALANCE	(18,182.17)	
05/11/2026			END BALANCE				(18,182.17)	

GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

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Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
04/01/2026			<b>13-00000-25200 Health Insurance - PR Deduction</b>		BEG. BALANCE		6,062.84	
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		(6,062.84)		0.00	
04/23/2026	AP	INV	ETF/MAY 2026 PREMIUMS	1050000202605	6,062.84		6,062.84	
05/11/2026			END BALANCE				6,062.84	
04/01/2026			<b>13-00000-25202 Dental Insurance - PR Deduction</b>		BEG. BALANCE		149.08	
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		(149.08)		0.00	
04/23/2026	AP	INV	ETF/MAY 2026 PREMIUMS	1050000202605	149.08		149.08	
05/11/2026			END BALANCE				149.08	
04/01/2026			<b>13-00000-25210 Life Insurance - PR Deduction</b>		BEG. BALANCE		(134.11)	
04/02/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./APRIL 045702- APRIL 2026		134.11		0.00	
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		(120.07)		(120.07)	
04/20/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./MAY PR 045702- MAY 2026		134.11		14.04	
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		(120.07)		(106.03)	
05/11/2026			END BALANCE				(106.03)	
04/01/2026			<b>13-00000-25400 WRS Retirement - Payroll Deduction</b>		BEG. BALANCE		(1,162.90)	
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		(1,004.25)		(2,167.15)	
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		(1,025.44)		(3,192.59)	
04/30/2026	GJ	JE	Monthly WRS ACH Payment	6438	2,055.33		(1,137.26)	
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		(961.22)		(2,098.48)	
05/11/2026			END BALANCE				(2,098.48)	
04/01/2026			<b>13-00000-28100 SURPLUS</b>		BEG. BALANCE		(100,100.34)	
05/11/2026			END BALANCE				(100,100.34)	
04/01/2026			<b>13-00000-43793 MCFLS Member Reserve Fund</b>		BEG. BALANCE		(102,988.00)	292.00
05/11/2026			END BALANCE				(102,988.00)	292.00
04/01/2026			<b>13-00000-45209 LIBRARY FINES</b>		BEG. BALANCE		(5,117.77)	(18,882.23)
04/10/2026	CR	RCPT	LIBRARY FINES	245376	62.00	0.00	(5,179.77)	(18,820.23)
04/17/2026	CR	RCPT	LIBRARY FINES	246256	151.60	0.00	(5,331.37)	(18,668.63)
04/28/2026	CR	RCPT	LIBRARY FINES	246985	136.45	0.00	(5,467.82)	(18,532.18)
05/11/2026			END BALANCE				(5,467.82)	(18,532.18)
04/01/2026			<b>13-00000-46712 LIBRARY ROOM RENT</b>		BEG. BALANCE	0.00	(1,370.00)	(3,130.00)
05/11/2026			END BALANCE				(1,370.00)	(3,130.00)
04/01/2026			<b>13-00000-46713 LIBRARY COPY AND FAX FEES</b>		BEG. BALANCE	0.00	(2,048.07)	(4,151.93)
04/10/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	245376	133.90	0.00	(2,181.97)	(4,018.03)
04/14/2026	GJ	JE	Nayax deposit	6485	503.65	0.00	(2,685.62)	(3,514.38)
04/17/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	246256	196.45	0.00	(2,882.07)	(3,317.93)
04/28/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	246985	59.70	0.00	(2,941.77)	(3,258.23)
05/11/2026			END BALANCE				(2,941.77)	(3,258.23)
04/01/2026			<b>13-00000-48501 LIBRARY DONATIONS</b>		BEG. BALANCE	0.00	(390.00)	(1,610.00)
04/17/2026	CR	RCPT	LIBRARY DONATIONS	246256	43.00	0.00	(433.00)	(1,567.00)

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Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
05/11/2026				END BALANCE			(433.00)	(1,567.00)
04/01/2026			<b>13-93000-50100 Salaries</b>	BEG. BALANCE		0.00	144,750.98	489,320.02
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		20,884.59	0.00	165,635.57	468,435.43
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		20,979.14	0.00	186,614.71	447,456.29
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		21,897.75	0.00	208,512.46	425,558.54
05/11/2026				END BALANCE			208,512.46	425,558.54
04/01/2026			<b>13-93000-50150 FICA Tax</b>	BEG. BALANCE		0.00	10,877.08	37,628.92
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		1,543.40	0.00	12,420.48	36,085.52
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		1,593.71	0.00	14,014.19	34,491.81
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		1,622.97	0.00	15,637.16	32,868.84
05/11/2026				END BALANCE			15,637.16	32,868.84
04/01/2026			<b>13-93000-50160 Health/Dental Insurance Premium</b>	BEG. BALANCE		0.00	20,135.76	46,732.24
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		6,711.92	0.00	26,847.68	40,020.32
05/11/2026				END BALANCE			26,847.68	40,020.32
04/01/2026			<b>13-93000-50161 Health Insurance Deductible (Direct Pa</b>	BEG. BALANCE		0.00	187.50	(187.50)
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		62.50	0.00	250.00	(250.00)
05/11/2026				END BALANCE			250.00	(250.00)
04/01/2026			<b>13-93000-50162 wellness Credit</b>	BEG. BALANCE		0.00	500.04	(500.04)
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		83.34	0.00	583.38	(583.38)
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		83.34	0.00	666.72	(666.72)
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		83.34	0.00	750.06	(750.06)
05/11/2026				END BALANCE			750.06	(750.06)
04/01/2026			<b>13-93000-50170 Retirement Contribution - ER portion</b>	BEG. BALANCE		0.00	6,990.11	26,318.89
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		1,004.25	0.00	7,994.36	25,314.64
04/17/2026	PR	CHK	SUMMARY PR 04/17/2026		1,025.44	0.00	9,019.80	24,289.20
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		961.22	0.00	9,981.02	23,327.98
05/11/2026				END BALANCE			9,981.02	23,327.98
04/01/2026			<b>13-93000-50180 Group Life Insurance Premium</b>	BEG. BALANCE		0.00	402.33	1,313.67
04/03/2026	PR	CHK	SUMMARY PR 04/03/2026		120.07	0.00	522.40	1,193.60
05/01/2026	PR	CHK	SUMMARY PR 05/01/2026		120.07	0.00	642.47	1,073.53
05/11/2026				END BALANCE			642.47	1,073.53
04/01/2026			<b>13-93200-50190 Training/Meetings/Travel</b>	BEG. BALANCE		0.00	50.00	4,450.00
04/13/2026	AP	INV	WISCONSIN LIBRARY ASSOCIATION/WAPL CO	6896	325.00	0.00	375.00	4,125.00
04/13/2026	AP	INV	THE OSTHOFF RESORT/WAPL CONFERENCE HO 7608		172.84	0.00	547.84	3,952.16
05/11/2026				END BALANCE			547.84	3,952.16
04/01/2026			<b>13-93200-50191 Membership Dues</b>	BEG. BALANCE		0.00	0.00	1,200.00
04/13/2026	AP	INV	WISCONSIN LIBRARY ASSOCIATION/ANNUAL	6888	249.00	0.00	249.00	951.00
05/11/2026				END BALANCE			249.00	951.00

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Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt	Change	Balance	Available
04/01/2026			<b>13-93200-50194 Personnel Related Expenses</b>		BEG. BALANCE		0.00	170.99	529.01
05/11/2026				END BALANCE				170.99	529.01
04/01/2026			<b>13-93200-50250 Utilities</b>		BEG. BALANCE		0.00	15,046.30	32,953.70
04/06/2026	GJ	JE	Quarterly utility payments	6483	1,293.98		0.00	16,340.28	31,659.72
04/23/2026	AP	INV	WE ENERGIES/APRIL 2026 CHARGES	5891043873	3,047.85		0.00	19,388.13	28,611.87
05/11/2026				END BALANCE				19,388.13	28,611.87
04/01/2026			<b>13-93200-50251 Telephone/Internet</b>		BEG. BALANCE		0.00	745.30	4,654.70
04/06/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES 2	0556	310.83		0.00	1,056.13	4,343.87
04/06/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES 2	0944	107.36		0.00	1,163.49	4,236.51
04/15/2026	AP	INV	AT&T/MARCH 2026 MONTHLY CHARGES	414R16015904 3/26	109.32		0.00	1,272.81	4,127.19
05/11/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES	6870	310.83		0.00	1,583.64	3,816.36
05/11/2026	AP	INV	SPECTRUM ENTERPRISE/MONTHLY CHARGES	3402	107.36		0.00	1,691.00	3,709.00
05/11/2026				END BALANCE				1,691.00	3,709.00
04/01/2026			<b>13-93200-50300 office Supplies</b>		BEG. BALANCE		0.00	651.74	1,648.26
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/HEAVY DUTY HO	8025	9.40		0.00	661.14	1,638.86
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/REPLACEMENT F	4948	24.49		0.00	685.63	1,614.37
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/VACUUM CLEANE	5220	79.99		0.00	765.62	1,534.38
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/MAILING LABEL	4864	9.89		0.00	775.51	1,524.49
04/23/2026	AP	INV	STAPLES ADVANTAGE/K-CUPS & AIR FRESHE	6061504546	51.57		0.00	827.08	1,472.92
05/11/2026				END BALANCE				827.08	1,472.92
04/01/2026			<b>13-93200-50302 Postage</b>		BEG. BALANCE		0.00	0.00	25.00
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./E	FL-03825	4.79		0.00	4.79	20.21
05/11/2026				END BALANCE				4.79	20.21
04/01/2026			<b>13-93200-50360 Building Maintenance</b>		BEG. BALANCE		0.00	1,125.00	48,875.00
05/05/2026	AP	INV	ROBB GREGG/APRIL 2026 GARDEN	2026-04	375.00		0.00	1,500.00	48,500.00
05/11/2026				END BALANCE				1,500.00	48,500.00
04/01/2026			<b>13-93200-50760 Sales Tax</b>		BEG. BALANCE		0.00	35.96	264.04
04/01/2026	GJ	JE	Monthly Sales Tax ACH Payment	6453	16.77		0.00	52.73	247.27
04/27/2026	GJ	JE	Monthly Sales Tax ACH Payment	6503	25.93		0.00	78.66	221.34
05/11/2026				END BALANCE				78.66	221.34
04/01/2026			<b>13-93300-50240 IT Support Contract Services</b>		BEG. BALANCE		0.00	1,962.77	36,037.23
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/UPS BATTERY B	0580	258.90		0.00	2,221.67	35,778.33
04/13/2026	AP	INV	BEELTA STORE/REPLACEMENT LOCK FOR TAB	1181	18.00		0.00	2,239.67	35,760.33
04/13/2026	AP	INV	DRIVESTRIKE/LAPTOP SECURITY SOFTWARE	0257	20.00		0.00	2,259.67	35,740.33
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./M	FL-03843	180.00		0.00	2,439.67	35,560.33
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./E	FL-03825	1,391.88		0.00	3,831.55	34,168.45
05/05/2026	AP	INV	Waukesha County Treasurer/ZOOM LICENS	CINV2026-01500	284.00		0.00	4,115.55	33,884.45
05/06/2026	AP	INV	WIN IT SERVICES, LLC/MERAKI LICENSE R	217735	110.00		0.00	4,225.55	33,774.45
05/11/2026				END BALANCE				4,225.55	33,774.45
04/01/2026			<b>13-93300-50246 General software support</b>		BEG. BALANCE		0.00	79.99	(79.99)
05/11/2026				END BALANCE				79.99	(79.99)

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Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt Change	Balance	Available
04/01/2026			<b>13-93300-50311 Copier Maintenance/Repair</b>		BEG. BALANCE	0.00	519.90	3,680.10
04/09/2026	AP	INV	FORWARD TS, LTD/BLACK TONERR CARTRIDG	AR278756	14.00	0.00	533.90	3,666.10
04/09/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/STANDARD	41571503	101.00	0.00	634.90	3,565.10
04/15/2026	AP	INV	FORWARD TS, LTD/LIBRARY COPIER 3/3 -	AR279359	27.23	0.00	662.13	3,537.87
04/15/2026	AP	INV	FORWARD TS, LTD/LIBRARY COPIER 3/3 -	R279360	136.24	0.00	798.37	3,401.63
05/06/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/STANDARD	41825698	101.00	0.00	899.37	3,300.63
05/11/2026			END BALANCE				899.37	3,300.63
04/01/2026			<b>13-93300-50312 Material Processing/Repairs</b>		BEG. BALANCE	0.00	1,192.95	4,807.05
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/BAGS FOR TONI	4532	29.98	0.00	1,222.93	4,777.07
05/06/2026	AP	INV	BRODART CO./LAMINATING & FOLD ON ROL	675401	423.17	0.00	1,646.10	4,353.90
05/06/2026	AP	INV	DEMCO/Material Processing/Repairs (1	7799871	442.87	0.00	2,088.97	3,911.03
05/11/2026			END BALANCE				2,088.97	3,911.03
04/01/2026			<b>13-93300-50350 Maintenance Service &amp; Supplies</b>		BEG. BALANCE	0.00	5,950.00	29,050.00
05/11/2026			END BALANCE				5,950.00	29,050.00
04/01/2026			<b>13-93300-50351 Custodial Supplies</b>		BEG. BALANCE	0.00	40.52	3,759.48
04/02/2026	AP	INV	STAPLES ADVANTAGE/GARBAGE BAGS, SOAP	6056456338	370.99	0.00	411.51	3,388.49
04/15/2026	AP	INV	STAPLES ADVANTAGE/TRASH BAGS, PAPERTO	6061013094	220.09	0.00	631.60	3,168.40
05/11/2026			END BALANCE				631.60	3,168.40
04/01/2026			<b>13-93300-50400 MCFLS Supplies</b>		BEG. BALANCE	0.00	0.00	1,600.00
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./E	FL-03825	239.64	0.00	239.64	1,360.36
05/11/2026			END BALANCE				239.64	1,360.36
04/01/2026			<b>13-93400-50401 MCFLS Membership</b>		BEG. BALANCE	0.00	0.00	7,000.00
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./M	FL-03843	6,968.00	0.00	6,968.00	32.00
05/11/2026			END BALANCE				6,968.00	32.00
04/01/2026			<b>13-93400-50403 Programs - Children</b>		BEG. BALANCE	0.00	213.02	(13.02)
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/WASHI TAPE FO	3374	12.99	0.00	226.01	(26.01)
05/11/2026			END BALANCE				226.01	(26.01)
04/01/2026			<b>13-93400-50415 Programs - Young Adults</b>		BEG. BALANCE	0.00	0.00	200.00
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SUPPLIES FOR	5601	22.20	0.00	22.20	177.80
05/11/2026			END BALANCE				22.20	177.80
04/01/2026			<b>13-93500-50410 Library Collection Materials</b>		BEG. BALANCE	0.00	10,970.03	121,029.97
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/ONCEE I WAS V	8182	12.89	0.00	10,982.92	121,017.08
04/13/2026	AP	INV	MILWAUKEE JOURNAL SENTINEL/MONTHLY MJ	6168	50.00	0.00	11,032.92	120,967.08
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SONG SUNG BLU	1227	29.95	0.00	11,062.87	120,937.13
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/SLOW HORSES	4008	16.08	0.00	11,078.95	120,921.05
04/13/2026	AP	INV	BLP Businessweek/BLOOMBERG BUSINESS w	9905	90.00	0.00	11,168.95	120,831.05
04/13/2026	AP	INV	Magnolia Journal/MAGNOLIA JOURNAL SUB	7726	35.00	0.00	11,203.95	120,796.05
04/13/2026	AP	INV	AMAZON CAPITAL SERVICES/VARIOUS CHILD	4017	62.09	0.00	11,266.04	120,733.96
04/15/2026	AP	INV	INGRAM LIBRARY SERVICES/MARCH 2026 ST	20AC678 3/26	4,281.41	0.00	15,547.45	116,452.55

GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 04/01/2026 to 05/11/2026

Date	JNL	Type	Description	Reference #	Amount	Enc/Bdgt	Change	Balance	Available
04/15/2026	AP	INV	KANOPY, INC./TICKS & KKIDS CREDIT	498935	316.20		0.00	15,863.65	116,136.35
04/15/2026	AP	INV	LIBRARIES FIRST/MAPP 2026	9870	350.00		0.00	16,213.65	115,786.35
04/15/2026	AP	INV	LINKEDIN CORPORATION/LINKEDIN LEARNIN	10113060832	2,500.00		0.00	18,713.65	113,286.35
04/15/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508613608	70.16		0.00	18,783.81	113,216.19
04/15/2026	AP	INV	MIDWEST TAPE/BRANCHES	508651591	68.60		0.00	18,852.41	113,147.59
04/15/2026	AP	INV	MIDWEST TAPE/DICIANNOVE	508613607	29.74		0.00	18,882.15	113,117.85
04/15/2026	AP	INV	MIDWEST TAPE/TASTE OF MANGO	508589895	29.74		0.00	18,911.89	113,088.11
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./M	FL-03843	15,509.00		0.00	34,420.89	97,579.11
04/15/2026	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./E	FL-03825	2,751.80		0.00	37,172.69	94,827.31
04/22/2026	AP	INV	BLACKSTONE PUBLISHING/MISC LIBRARY CD	2231134	74.44		0.00	37,247.13	94,752.87
04/22/2026	AP	INV	BLACKSTONE PUBLISHING/MISC LIBRARY CD	2230907	251.29		0.00	37,498.42	94,501.58
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508673281	61.31		0.00	37,559.73	94,440.27
04/23/2026	AP	INV	MIDWEST TAPE/FOREVER YOURS: THE FAREW	508715372	15.29		0.00	37,575.02	94,424.98
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508715375	46.48		0.00	37,621.50	94,378.50
04/23/2026	AP	INV	MIDWEST TAPE/MISC TITLES	508715374	211.41		0.00	37,832.91	94,167.09
04/23/2026	AP	INV	PLAYAWAY PRODUCTS, LLC/MISC TITLES	531002	951.45		0.00	38,784.36	93,215.64
05/06/2026	AP	INV	ADVANTAGE ARCHIVES LLC/DIGITIZATION	44795	5,955.00		0.00	44,739.36	87,260.64
05/06/2026	AP	INV	EBSCO/MISC TITLES	1815070	9,204.76		0.00	53,944.12	78,055.88
05/06/2026	AP	INV	KANOPY, INC./TICKETS & KKIDS CREDITS	50331-PPU	323.85		0.00	54,267.97	77,732.03
05/06/2026	AP	INV	INGRAM LIBRARY SERVICES/APRIL 2026 ST	20AC678 4/2026	2,830.44		0.00	57,098.41	74,901.59
05/11/2026				END BALANCE				57,098.41	74,901.59

# Placeholder for department reports

**WHITEFISH BAY PUBLIC LIBRARY**

**STATISTICS**

<b>TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	26,295	25,298	26,922	26,554	25,046	27,869	30,077	29,217	25,127	25,288	24,296	23,897	315,886
2025	27,282	24,936	28,699	26,231	26,022	28,503	30,781	28,271	24,925	25,980	24,865	27,329	323,824
2026	33,407	27,582	29,857	26,949									
24-25	4%	-1%	7%	-1%	4%	2%	2%	-3%	-1%	3%	2%	14%	3%
25-26	22%	11%	4%	3%									10%
	NSL bump												
<b>PHYSICAL CIRCULATION</b>			Easter: Apr 23, Mar 24, Apr 25										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877	21,148	20,119	19,705	265,141
2025	22,715	20,822	23,789	21,711	21,313	23,978	26,022	23,589	20,376	21,302	20,390	22,736	268,743
2026	28,187	23,062	24,455	22,301									
24-25	4%	-1%	7%	-4%	2%	1%	1%	-6%	-2%	1%	1%	15%	1%
25-26	24%	11%	3%	3%									10%
<b>DIGITAL CIRCULATION</b>			12%										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	4,467	4,206	4,773	4,040	4,222	4,018	4,211	4,049	4,250	4,140	4,177	4,192	50,745
2025	4,567	4,114	4,910	4,520	4,709	4,525	4,759	4,682	4,549	4,678	4,475	4,593	55,081
2026	5,220	4,520	5,402	4,648									
24-25	2%	-2%	3%	12%	12%	13%	13%	16%	7%	13%	7%	10%	9%
25-26	14%	10%	10%	3%									9%
<b>OVERDRIVE</b>		March 2026 MCFLS corrected totals; magazines were counted in OD total											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	2,876	2,644	3,053	2,848	2,698	2,659	2,892	2,661	2,717	2,725	2,635	2,569	32,977
2025	3,059	2,600	3,261	2,950	3,109	2,978	3,195	3,006	2,964	2,949	2,953	2,985	36,009
2026	3,581	2,990	3,668	3,088									
24-25	6%	-2%	7%	4%	15%	12%	10%	13%	9%	8%	12%	16%	9%
25-26	17%	15%	12%	5%									12%
<b>OVERDRIVE MAGAZINES</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374
2025	782	787	874	850	828	862	793	873	844	959	786	826	10,064
2026	919	847	883	781									
24-25	-9%	-10%	-4%	75%	5%	36%	48%	57%	16%	45%	17%	25%	20%
25-26	18%	8%	1%	-8%									5%
<b>HOOPLA (Print Books, Audio Books, Music, Movies)</b>						Jan 2025 reduced to 2/mo vs 4/mo							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069
2025	437	390	407	372	378	364	377	387	342	371	375	377	4,577
2026	382	361	400	356									
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%	-24%	-35%	-28%	-26%	-41%	-25%
25-26	-13%	-7%	-2%	-4%									-7%

**WHITEFISH BAY PUBLIC LIBRARY**

**STATISTICS**

<b>KANOPY (PLAYS)</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325
2025	289	337	368	348	394	321	394	416	399	399	361	405	4,431
2026	338	322	451	423									
24-25	14%	45%	19%	93%	52%	22%	31%	30%	43%	65%	0%	25%	33%
25-26	17%	-4%	23%	22%									14%
<b>WIRELESS (Clients per Month)</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800	5,828	5,220	4,712	60,139
2025	5,983	4,508	5,177	5,520	5,456	5,040	4,960	4,960	5,400	6,324	5,160	4,867	63,355
2026	6,045	5,580	5,370	6,000									
24-25	14%	-5%	11%	7%	6%	4%	2%	1%	13%	9%	-1%	3%	5%
25-26	1%	24%	4%	9%									9%
<b>PC USER SESSIONS - # OF ADULT SESSIONS</b>												<b>12/24-01/25 Estimate</b>	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098
2025	1,380	875	1,019	926	948	931	929	841	983	1,086	910	749	11,577
2026	957	931	889										
24-25	91%	-8%	9%	-12%	-7%	-7%	-19%	-17%	-11%	-4%	-11%	-25%	-4%
25-26	-31%	6%	-13%										-12%
<b>PC USER SESSIONS - # OF KIDS SESSIONS</b>												<b>12/24-01/25 Estimate</b>	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938
2025	552	544	721	679	773	1,045	1,394	1,347	828	936	838	749	10,406
2026	780	658	782										
24-25	-24%	-21%	-11%	-1%	9%	2%	38%	6%	12%	22%	10%	0%	5%
25-26	41%	21%	8%										24%
<b>DOOR COUNT PER MONTH</b>				<b>2024 Leap Year</b>									
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418	13,375	14,516	11,256	161,348
2025	14,223	12,082	13,717	15,124	14,051	15,123	16,601	14,939	13,211	13,979	13,816	12,472	169,338
2026	15,952	13,072	14,473	14,820									
24-25	16%	-2%	10%	9%	8%	6%	5%	-5%	6%	5%	-5%	11%	5%
25-26	12%	8%	6%	-2%									6%
<b>Patron Interactions at Adult &amp; Youth Service Desks</b>											<b>2024 Election</b>		
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	835	755	802	835	794	975	912	904	702	701	684	588	9,487
2025	944	773	909	860	838	958	876	826	754	747	709	685	9,879
2026	989	811	844	757									
24-25	13%	2%	13%	3%	6%	-2%	-4%	-9%	7%	7%	4%	16%	4%
25-26	5%	5%	-7%	-12%									-2%

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: June 02, 2026 Meeting  
Re: 2027 WFBPL Operating Budget – Initial Discussion



### WFB Library Mission Statement

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

### **Overview**

Attached is an initial draft of the 2027 Operating Budget. This draft is guided by two priorities:

- 1) Leverage recent wage savings to implement the Library's 2026–2030 Strategic Plan Priority A
  - i) Priority A: Increase staffing to better serve our community; convert part-time Adult Services Librarian to full-time
- 2) Aim for flat or minimal increases, aside from impacts of Priority A, while maintaining service levels

**Importantly, this approach allows the Library to advance a key strategic priority at no additional cost to taxpayers, made possible entirely through savings resulting from turnover in Spring 2026.**

### **Budget Authority**

The Library Board is responsible for approving the library's operating budget. The Village Board determines the final allocation of property tax revenue to the Library. If the Village Board approves a lower allocation than needed to balance the approved budget, the Library Board must adjust the budget accordingly to achieve a balanced budget.

We have not yet received budget development guidance from the Village administration. This draft follows the general approach used in prior years,

1. Leverage recent wage savings to implement the Library's 2026-2030 Strategic Plan Priority A
2. Maintain service levels
3. Aim for flat or minimal increases aside

### **Key Discussion Points**

#### *Revenues*

- General Property Taxes – flat
- MCFLS Member Reserve Fund – increases 9.2%
- Fines – flat
- Room Rental – down 11.1% due to fewer Woman's Club meetings; other organizations are increasing in usage but most are one-time rentals.
- Copier Revenue – up 21.0% due to increased public usage
- Library Donations – up 50% to reflect pattern of last two years
- Woman's Club Donation – new in 2025, will continue annually
- Applied Fund Balance – not needed in 2027
- Fund 22 Transfer for Collection – increased to achieve flat property tax revenue; no funds used in 2024 or 2025. Fund has been growing at 12-18% from 2023-2025. If 0% interest going forward, drawdown would occur in 2034. If 10% return, drawdown would occur in 2063.

Overall, total revenue appears down due to use of \$36,000 from fund balance in 2026. Removing that one-time item, revenue is up 1.8% with no increase in General Property Tax allocation.

#### *Expenditures*

- Salaries & Benefits
  - Wage increase is dependent on Village Board approval in Fall 2026

- Savings from staff turnover in Spring 2026 equate to approximately \$36,000 in wage and retirement expenditures.
- Leverage savings to increase a part-time MLS librarian position to full-time.
  - With increase in hours, retirement, plus addition of health insurance, all options result in flat expenditures or savings compared to the approved 2026 budget. All scenarios are viable.
- Library Administration
  - Total expenditures appear down due to use of \$36,000 from fund balance in 2026 for Building Maintenance (200-360). Removing that one-time item, expenditures are down 4.9%.
    - Minor reductions to Travel/Training (200-190), Membership Dues (200-191), Advertising/Printing (200-301) to reflect patterns of the last two years.
    - Utilities reduced in anticipation of impact of new solar panels.
- Library Equipment & Maintenance
  - Total expenditures down 3.1%.
    - Minor reductions to Copier Maintenance (300-311), Material Processing (300-312), Custodial Supplies (300-351) to reflect patterns of the last two years.
- Library Programs & Services
  - Total expenditures are up 12.8%
    - MCFLS supplies (i.e. receipt printer paper and other small items) down slightly to reflect patterns of the last year.
    - MCFLS membership cost up 16.0% based on number of new titles added in 2025.
    - Slight increases to adult and youth programming and minor reduction to youth adult programming to reflect patterns of the last two years.
- Library Collection
  - Due to changes in the publishing and book selling industry the last two years, we did not expend the approved budget amount on collections.
  - A slightly reduced materials budget is recommended, as this level of funding will allow us to maintain a strong, robust collection.
    - Per 2024 Annual Report data, of 39 libraries in WFBPL’s comparison group, 33% are substandard, 26% are Tier 1 (basic), 28% are Tier 2 (moderate), and 13% are Tier 3 (excellent)
    - Per the Wisconsin Public Library State Standards (©2018), WFBPL achieves Tier 3 with collection expenditures over \$100,000.
- Totals
  - Absent wage and insurance increase information, Draft A results in expenditures being lower than revenues.
  - If wages increase 3.0% and health insurance increases 10.0%, expenditures and revenues balance, with 0.0% increase in General Property Tax allocation.

### Budget Summary

Scenario	Result
Draft A: No wage/insurance increase information applied	Revenues exceed expenditures by \$28,918
Draft B: Wages +3.0% and health insurance +10.0% applied	Balanced; 0.0% increase in General Property Tax allocation

Even when accounting for an estimated 3% wage increase and 10% health insurance increase, revenues and expenditures balance with zero increase to the General Property Tax allocation. Advancing Priority A of the Strategic Plan comes at no additional cost to the community.

### Next Steps

- Based on Board discussion, a revised budget draft will be presented at the July 28 meeting.
- If further discussion is needed, the Board may finalize the budget at the August 28 meeting.

	Account	2025	2026	2027	2026-27	2027	Draft A to B
Property Taxes	Code	Actual	Budget	Draft A	Change	Draft B	Change
General Property Taxes	41100	930,490	941,915	941,915	0.0%	941,915	0.0%
<b>Total Property Taxes</b>		<b>930,490</b>	<b>941,915</b>	<b>941,915</b>	<b>0.0%</b>	<b>941,915</b>	<b>0.0%</b>
<b>Intergovernmental Revenue</b>							
Other Grants	43792	1,000	-	-		-	
MCFLS Reciprocal Borrowing	43793	76,193	102,696	112,146	9.2%	112,146	0.0%
<b>Total Intergovernmental Revenue</b>		<b>77,193</b>	<b>102,696</b>	<b>112,146</b>	<b>9.2%</b>	<b>112,146</b>	<b>0.0%</b>
<b>Fines, Fees, and Penalties</b>							
Library Fines	45209	23,684	24,000	24,000	0.0%	24,000	0.0%
Library Replacement Cards	45210	117	-	-		-	
Adjustment for Rounding							
<b>Total Fines, Fees, and Penalties</b>		<b>23,800</b>	<b>24,000</b>	<b>24,000</b>	<b>0.0%</b>	<b>24,000</b>	<b>0.0%</b>
<b>Public Charges for Services</b>							
Library Room Rental	46712	3,515	4,500	4,000	-11.1%	4,000	0.0%
Library Copier Revenue	46713	6,653	6,200	7,500	21.0%	7,500	0.0%
<b>Total Public Charges for Services</b>		<b>10,168</b>	<b>10,700</b>	<b>11,500</b>	<b>7.5%</b>	<b>11,500</b>	<b>0.0%</b>
<b>Miscellaneous Revenue</b>							
Library Donations/Contributions	48501	3,026	2,000	3,000	50.0%	3,000	0.0%
Friends	48502						
Womans Club		7,818		3,500	#DIV/0!	3,500	0.0%
Restricted Donations/Contributions	48504	5,000	-				
Applied Library Fund Balance	49600	-	36,000				
Fund 22 Transfer for Collections			10,000	15,000	50.0%	15,000	0.0%
<b>Total Miscellaneous Revenue</b>		<b>15,844</b>	<b>48,000</b>	<b>21,500</b>	<b>-55.2%</b>	<b>21,500</b>	<b>0.0%</b>
<b>Total Library Fund Revenue</b>		<b>1,057,495</b>	<b>1,127,311</b>	<b>1,111,061</b>	<b>-1.4%</b>	<b>1,111,061</b>	<b>0.0%</b>
<b>Library Salaries &amp; Benefits</b>							
		2025	2026	2027	2026-27	2027	Draft A to B
		Actual	Budget	Draft A	Change	Draft B	Change
Library Salaries & Wages	93000-100	615,324	634,071	613,911	-3.2%	632,329	3.0%
FICA	93000-150	46,513	48,506	46,964	-3.2%	48,373	3.0%
Health/Dental Insurance Premium	93000-160	66,750	66,868	95,413	42.7%	101,124	6.0%
Health Insurance Co-Pay	93000-161	5,945	-	-		-	
Wellness Credit	93000-162	167	-	-		-	
Retirement Contribution	93000-170	31,849	33,309	32,190	-3.4%	29,376	-8.7%
Group Life Insurance Premium	93000-180	1,683	1,716	2,059	20.0%	2,059	0.0%
Disability Insurance Premium	93000-181		1,716	2,059	20.0%	2,059	0.0%
<b>Total Library Salaries &amp; Benefits</b>		<b>768,230</b>	<b>786,186</b>	<b>792,596</b>	<b>0.8%</b>	<b>815,320</b>	<b>2.9%</b>
<b>Library Administration</b>							
		2025	2026	2027	2026-27	2027	Draft A to B
		Actual	Budget	Draft A	Change	Draft B	Change
Travel/Training/Meetings	93200-190	3,405	4,500	4,000	-11.1%	4,000	0.0%
Membership Dues	93200-191	842	1,200	1,000	-16.7%	1,000	0.0%
Personnel related expenses	93200-194	1,344	700	700	0.0%	700	0.0%
Attorney	93200-220	3,309	-	-		-	
Utilities	93200-250	39,035	48,000	45,000	-6.3%	45,000	0.0%
<b>Telephone/Internet</b>	<b>93200-251</b>	<b>5,708</b>	<b>5,400</b>	<b>5,400</b>	<b>0.0%</b>	<b>5,400</b>	<b>0.0%</b>
Office Supplies	93200-300	2,740	2,300	2,300	0.0%	2,300	0.0%
Advertising/Printing	93200-301	392	500	450	-10.0%	450	0.0%
Postage	93200-302	17	25	25	0.0%	25	0.0%
Hygiene/Health Supplies	93200-303	142	-	-		-	
Building Maintenance	93200-360	9,236	50,000	14,000	-72.0%	14,000	0.0%
Sales tax	93200-760	247	300	300	0.0%	300	0.0%
<b>Total Library Administration</b>		<b>66,417</b>	<b>112,925</b>	<b>73,175</b>	<b>-35.2%</b>	<b>73,175</b>	<b>0.0%</b>

		2025	2026	2027	2026-27	2027	Draft A to B
Library Equipment & Maintenance		Actual	Budget	Draft A	Change	Draft B	Change
Contracted Service	93300-201						
Technology - Operating	93300-240	37,011	38,000	38,000	0.0%	38,000	0.0%
Copier Maintenance	93300-311	3,146	4,200	3,200	-23.8%	3,200	0.0%
Material Processing/Repair	93300-312	4,645	6,000	4,600	-23.3%	4,600	0.0%
Custodial Services	93300-350	34,370	35,000	35,000	0.0%	35,000	0.0%
Custodial Supplies	93300-351	3,166	3,800	3,500	-7.9%	3,500	0.0%
Facility Maintenance	93300-360	3,075					
<b>Total Library Equipment &amp; Maintenance</b>		<b>85,413</b>	<b>87,000</b>	<b>84,300</b>	<b>-3.1%</b>	<b>84,300</b>	<b>0.0%</b>
		2025	2026	2027	2026-27	2027	Draft A to B
Library Programs & Services		Actual	Budget	Draft A	Change	Draft B	Change
<b>Library Programs &amp; Services</b>							
MCFLS Supplies	93300-400	1,317	1,600	1,600	0.0%	1,600	0.0%
MCFLS Membership	93400-401	7,148	7,000	8,119	16.0%	8,119	0.0%
Programs - Adult	93400-402	421	200	400	100.0%	400	0.0%
Programs - Children	93400-403	354	200	300	50.0%	300	0.0%
Programs - Young Adults	93400-415	19	200	56	-72.0%	56	0.0%
<b>Total Library Programs &amp; Services</b>		<b>9,259</b>	<b>9,200</b>	<b>10,475</b>	<b>13.9%</b>	<b>10,475</b>	<b>0.0%</b>
<b>Library Collection</b>							
Library Collection Materials	93500-410	108,221	132,000	127,791	-3.2%	127,791	0.0%
<b>Total Collection</b>		<b>108,221</b>	<b>132,000</b>	<b>127,791</b>	<b>-3.2%</b>	<b>127,791</b>	<b>0.0%</b>
	Friends T&T, Lucky Day		10,500	10,500	0.0%	10,500	0.0%
	Total Collections	108,221	142,500	138,291	-3.0%	138,291	0.0%
<b>Total Operating Expenditures</b>		<b>1,037,540</b>	<b>1,127,311</b>	<b>1,088,337</b>	<b>-3.5%</b>	<b>1,111,061</b>	<b>2.1%</b>
		2025	2026	2027	2026-27	2027	Draft A to B
Total Revenues		Actual	Budget	Draft A	Change	Draft B	Change
<b>Total Revenues</b>		<b>1,057,495</b>	<b>1,127,311</b>	<b>1,111,061</b>	<b>-1.4%</b>	<b>1,111,061</b>	<b>0.0%</b>
<b>Total Expenses</b>		<b>1,037,540</b>	<b>1,127,311</b>	<b>1,088,337</b>	<b>-3.5%</b>	<b>1,111,061</b>	<b>2.1%</b>
<b>Under/Over</b>		<b>19,955</b>	<b>-</b>	<b>22,724</b>		<b>0</b>	
Capital Projects	98000-430	-	36,000				
<b>Total Library Capital</b>		<b>-</b>	<b>36,000</b>				
Restricted Total		52,891	41,936	5,936		5,936	
Unrestricted Total		62,165	62,165	62,165		62,165	
Unrestricted as % of Total Exp		6.0%	5.5%	5.7%		5.6%	

To: Whitefish Bay Public Library Board of Trustees  
 From: Nyama Y. Reed, Library Director  
 Date: June 02, 2026 Meeting  
 Re: Staffing – Wage and FTE Analysis



WFB Library Mission Statement

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

**Executive Summary**

The experience of our own staff makes a compelling case for what full-time capacity can accomplish at Whitefish Bay Public Library, resulting in stronger collections, easier access, and increased Member Reserve Fund revenue. This memorandum presents the qualitative and quantitative evidence for converting the part-time Adult Services Librarian position to full-time, effective with the 2027 budget cycle, and provides the annual wage comparison to the MCFLS suburban library average.

This recommendation is grounded in four areas of analysis:

1. WFBPL wages compared to the MCFLS suburban library average
2. Demonstrated impact of full-time staffing on collection development, programming, and revenue in Youth Services
3. Regional peer comparison showing WFBPL below average in full-time staffing concentration
4. A budget-neutral path forward funded entirely by turnover savings already realized in Spring 2026

**Key Finding:** In every budget scenario, this conversion can be achieved with zero increase to the General Property Tax allocation and no additional cost to Whitefish Bay taxpayers.

**Part 1: Wage Comparison — WFBPL vs. MCFLS Suburban Average**

Staff wages are reviewed annually against the MCFLS suburban library average to ensure WFBPL remains competitive in attracting and retaining qualified staff. The table below reflects 2025 average hourly wages by position. Starting salaries for the recent Head of Youth Services and Head of Circulation Services positions were based on this wage analysis but are not yet reflected in these figures.

Position	WFB 2025 Avg	MCFLS 2025 Avg	WFB as % of MCFLS Avg	Notes (Years in 2025)
Director (MLIS)	\$44.84	\$45.11	99%	11 years
Youth Services, Head of (MLIS)	\$38.86	\$38.95	100%	12 years
Adult Services, Head of (MLIS)	\$37.98	\$38.95	98%	13 years (6 as Dept. Head)
Circulation Services, Head of	\$30.30	\$28.43	107%	7 years
Librarian (MLIS)	\$28.74	\$30.16	95%	7, 13, and 26 years

Reference Assistant	\$17.12	\$20.07	85%	0 to 1 year; reset to \$17.98 on 1/1/26 (90%)
Circulation Assistant	\$16.52	\$17.62	94%	3 to 13 years
Shelver	\$9.40	\$10.68	88%	0 to 2 years; reset to \$10.00 on 1/1/26 (94%)

### Key Observations

- Six of eight position categories are at 90+% of the MCFLS suburban average.
- Reference Assistants and Shelvers reflect newer staff members who are closer to entry-level wages. Counterparts at other libraries may be further along in their careers and therefore higher in their wage ranges. Wage resets effective January 1, 2026 bring both positions to 90% or above.
- Positions with long-tenured staff show strong comparisons relative to peer libraries. Positions with mostly new staff naturally compare lower due to where they fall within the wage range.

**Conclusion:** Overall, WFBPL wages are strong in comparison to the MCFLS suburban average. The positions that fall below 90% are attributable to recent hiring activity and have been addressed through January 2026 wage resets.

## Part 2: The Case for Full-Time Staffing — Evidence from Youth Services

The most persuasive argument for this conversion is not theoretical. It is already documented in our own circulation data. The story of Youth Services over the past decade demonstrates, concretely and measurably, what a full-time librarian can accomplish when given the hours to pursue strategic work in a timely manner.

### From Part-Time to Full-Time: A Proven Model

Valerie Morris joined the Youth Services department as a part-time librarian in 2012, transitioned to full-time in 2020, and was promoted to Head of Youth Services in 2026. Her tenure offers the clearest illustration of what full-time capacity makes possible. While working part-time, she undertook a major reorganization of the picture book collection from 2014 to 2018, developing a new subject-based organizational scheme to replace the traditional arrangement. The project, constrained by part-time hours, required over three years to complete. The results were transformative.

Between 2016 and 2022, picture book circulation across peer libraries in the MCFLS system declined an average of 12.1%. During that same period, Whitefish Bay's picture book circulation increased 97.2%. That gain was not accidental. It was the direct result of strategic collection development work made possible by dedicated staff, and it produced meaningful Member Reserve Fund revenue that benefits the library's operational budget.

Metric	MCFLS Average	Whitefish Bay
Picture book circulation change, 2016 to 2022	12.1% decline	97.2% increase
Nonfiction circulation trend (pre-reorganization)	Declining	11% declining

## Full-Time Hours, Full-Time Impact

When Valerie transitioned to full-time hours, the pace of impact accelerated significantly. From 2023 to 2025, she developed Book Seek, a new organizational framework for the youth nonfiction collection that replaces the Dewey Decimal System. Completed in half the time the picture book reorganization required, Book Seek was designed to parallel the picture book system, allowing children to learn one organizational scheme and transition naturally into the next as they grow, making the entire collection more intuitive for both patrons and staff.

The circulation results have been immediate and measurable. Youth nonfiction, which had been trending downward at 11%, increased 15% following the reorganization, a 26-percentage-point reversal.

*"You have an exceptional selection of children's nonfiction, which we adore. You also have so many early reader series, and that is really great too."* 2025 Community Survey Patron Comment

The professional reach of this work has extended well beyond Whitefish Bay. Valerie presented Book Seek at the Wisconsin Library Association Annual Conference in 2024 to a capacity audience of youth services librarians from across the state. Youth librarians from Middleton Public Library visited our collection in person to see the system firsthand, and this month we confirmed that Middleton has adopted Book Seek for their own nonfiction collection. Our library's work is now influencing practice statewide.

## Cross-Departmental Capacity: The Take and Tinker Collection

Full-time capacity in Youth Services also enabled meaningful collaboration across departments. Valerie was able to assist Head of Adult Services Scott Lenski in building and maintaining the Take and Tinker collection, a curated lending library of games, puzzles, tools, museum passes, technology, and more. This is a labor-intensive collection to manage, but the return on that effort is exceptional.

*"Discovery of the take and tinker items has just amplified the joy of the library — for adults too!"* 2025 Community Survey Patron Comment

**Take and Tinker items check out an average of 22 times each per year**, compared to a library-wide average of 3.5 times per year. The Member Reserve Fund revenue generated by this collection is substantial and directly attributable to the staff capacity that made it possible to build and sustain it.

The state average of 382 public libraries is for items to check out 1.5 times per year. WFBPL's rate of 3.5 is the 11<sup>th</sup> highest.

## Part 3: The Adult Services Opportunity

The evidence from Youth Services tells us what is possible. Adult Services is positioned to follow the same trajectory with the right staffing in place.

### Programming: Community Demand and the Staffing Reality

The October 2025 community survey, completed by 816 respondents, makes clear that adult programming is both deeply valued and underserved. Of the 801 respondents who rated their overall library experience, 98% described it as Positive or Very Positive, with 83% selecting Very Positive specifically. Staff received equally strong marks: 82% of respondents rated their experience with staff as Excellent, and 95% rated it Excellent or Very Good. This is a community that loves its library — and is asking for more.

The single most consistent theme in open-ended responses was patron desire for more adult programming, particularly in the evenings and on weekends. Book clubs, craft programs, lectures, and evening events were mentioned across dozens of responses. Forty-seven percent of respondents who shared an opinion on adult programs rated them Very Important or Extremely Important to their household.

## 2025 Community Survey Patron Comments

*"Would love to see more craft days for adults — other libraries do these and I would love to have them local."*

*"Book club after 5pm or a crafting and gaming group — I want to meet more people in the community with common indoor interests."*

*"More adult talks and music at 6:30 pm events — I have SO enjoyed the ones I've attended."*

*"Community events to meet other people in their 30s — targeted book clubs, board game nights, and crafting for adults."*

*"Offer more events outside of normal work hours. There are many things I'd like to take part in that conflict with my 8 to 5 work schedule."*

These requests are reasonable, and fulfilling them well requires more than adding more part-time staff hours. A librarian who works with the community full time, who builds relationships with presenters and partner organizations over time, and who develops a deep understanding of what Whitefish Bay residents want will plan and execute programs of a fundamentally different quality than one who is present only part of the time. Part-time roles, however talented the individual, make that depth difficult to sustain. With limited hours and higher turnover, institutional knowledge and patron relationships are harder to build and easy to lose. Further, frequent turnover places a recurring burden on the department head, whose time spent recruiting and onboarding new staff is time not spent on programming, collection development, or the community outreach that drives circulation and engagement.

A full-time Adult Services Librarian would bring the sustained presence that great programming requires: the time to cultivate presenter relationships, develop cohesive program series rather than one-off events, follow through on community partnerships, and grow a loyal audience over time. Responding to what patrons are asking for today is only the beginning; the deeper goal is an adult programming calendar strong enough to build loyalty, deepen community engagement, and bring new patrons through the door.

## Collection Development

The adult collection is overdue for the kind of strategic, patron-centered reorganization that transformed the youth services collection, which increased circulation and Member Reserve Fund revenue. That work requires sustained, focused time to evaluate titles, assess community needs, strategically develop the collection, and manage the library's growing portfolio of digital resources. It cannot be accomplished in the margins of a part-time schedule dominated by desk shifts.

A full-time Adult Services Librarian would provide the capacity to pursue that work deliberately and systematically, with the realistic expectation of results comparable to what youth services has achieved: increased circulation, a more browsable and relevant collection, and stronger Member Reserve Fund revenue.

## Recruitment, Retention, and Institutional Knowledge

The staffing model also has real implications for who we are able to attract and retain. Offering a full-time position draws from a broader and generally stronger candidate pool. More importantly, full-time

staff are significantly more likely to remain in their roles over time. Part-time turnover is considerably higher, and each departure erodes the institutional knowledge and community relationships that make a library department function well. Consistent turnover results in continual training and takes time away from other duties for the department head. A full-time Adult Services Librarian is an investment in continuity as much as it is an investment in capacity.

#### Part 4: Regional Context — WFBPL Staffing Relative to Peers

A comparison of staffing across suburban libraries in southeast Wisconsin places WFBPL's current model in clear context.

WFBPL's reference staff are currently 29% full-time and 71% part-time. The regional average is 60% full-time and 40% part-time, more than double WFBPL's full-time share. This places Whitefish Bay among the lowest concentrations of full-time reference staff in the dataset.

When examining total staff working 2,080 annual hours, including directors, department heads, librarians, and support staff, the regional range is 2 to 11 full-time employees, with an average of 6.1. Whitefish Bay is below average at 5.0.

By all measures, Whitefish Bay relies more heavily on part-time staffing than the regional average. The proposed conversion begins to close that gap.

#### Part 5: Budget Impact — A Cost-Neutral Conversion

Recent turnover in three full-time positions has resulted in wage savings of approximately \$36,000 below budgeted levels. These savings are sufficient to fund the cost of converting the part-time Adult Services Librarian position to full-time. The net fiscal outcome varies only based on the insurance election made by the incumbent:

Insurance Election	Projected Budget Outcome
Opts out of insurance coverage	Library underspent by approximately \$25,000
Selects a single plan	Library underspent by approximately \$17,000
Selects a family plan	Budget neutral — cost fully offset by turnover savings

**In every scenario, the conversion is fully funded by turnover savings already realized.** There is no increase to the General Property Tax allocation and no additional cost to Whitefish Bay taxpayers.

#### Strategic Plan Alignment

This conversion is Priority A of the Library's 2026 to 2030 Strategic Plan, which calls for increasing staffing to better serve our community. Advancing this priority now, while turnover savings are available, is a fiscally responsible approach that may not present itself again in the near term.

A full-time Adult Services Librarian directly strengthens the library's capacity to deliver:

- Consistent, high-quality adult programming
- Strategic, patron-centered collection development
- Long-term institutional knowledge and staff continuity

- Increased circulation and Member Reserve Fund revenue

## Recommended Action

*The Board is asked to approve the conversion of a part-time Adult Services Librarian position to full-time, effective immediately, pending verbal support from the Village Board of Trustees at their June 15<sup>th</sup> meeting.*

This action is supported by:

- Documented, quantifiable impact from a parallel conversion in Youth Services
- Regional peer data showing WFBPL below average in full-time staffing
- Alignment with Priority A of the Library's adopted 2026 to 2030 Strategic Plan
- A budget-neutral implementation path funded entirely by turnover savings already realized

**The sum is greater than its parts.** A full-time Adult Services Librarian does not simply provide more hours. They provide deeper community knowledge, more consistent programming, more strategic collections, and stronger revenue for the library's future. Youth Services has already shown us what is possible. Adult Services is ready to follow.

## Next Steps

Present this recommendation to the Village Board of Trustees at their June 15<sup>th</sup> meeting and seek their support for maintaining the adjusted staffing level in the 2027 budget allocation, emphasizing that the conversion is fully funded through existing budget savings and requires no additional property tax revenue.

**WHITEFISH BAY  
PUBLIC LIBRARY**

**STRATEGIC  
PLAN  
2026-2030**

# From the Library Director Nyama Y. Reed

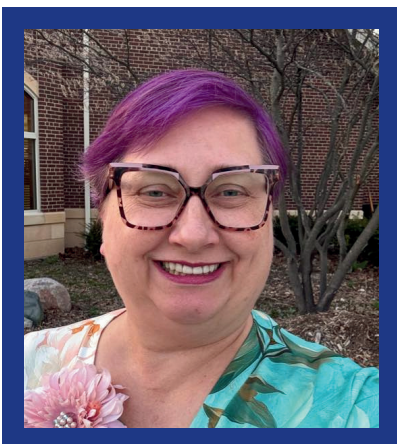


Libraries are more than buildings with books. They are places where a community's curiosity, creativity, and connection come to life. In Whitefish Bay, long known as a "community of readers," the library reflects our shared commitment to learning and discovery.

Library service in the Village began in 1899 when a small collection of 35 books was housed at Klann's Drug Store on Silver Spring. In 1937, with support from the Whitefish Bay Woman's Club, the Village established its own library in the basement of the old Village Hall. As the community grew, so did the Library. Many residents still have fond memories of the Library built in 1955, which served the community well for nearly 50 years. The current library opened in 2002 and I regularly receive compliments on how beautiful and welcoming it is.

Today, the Whitefish Bay Public Library offers books and eBooks, technology access, media, Take & Tinker tools, games, and puzzles, programs, workshops, and educational experiences for residents of all ages. Our staff members work every day to help people explore ideas, learn new skills, and connect with one another.

Thank you for your support of the Whitefish Bay Public Library!



"Ambiance of the library for reading and quiet study is unparalleled."

"I bring our 2- year-old granddaughter to story time on Monday mornings. She loves it! Also, when we walk in, the two librarians at the front desk are so friendly and happy to see us. The library is bright, has a lovely children's section and is a fun way to start our Monday each week."

 *Comments from the 2025 Library Community Survey*<sup>28</sup>

# About the Library

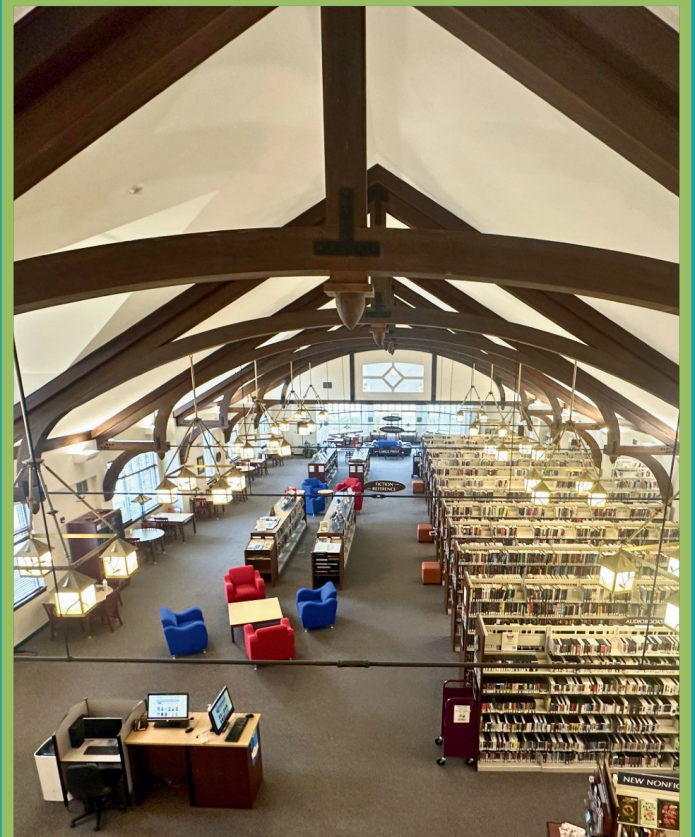


*“Everything positive--friendly and helpful staff, amazing library book sales all year round as well as big sale twice a year, and great volunteers. We also love the beautiful wall art in children's section, and beautiful local artwork throughout the library. Such a wonderful and cozy atmosphere.”*

● *Comment from the 2025 Library Community Survey*

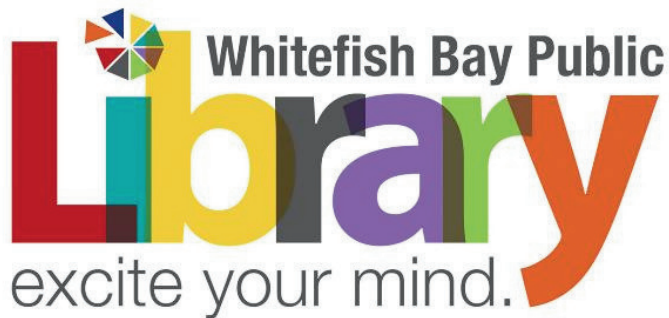


excite your mind.



# 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.



CONNECT PEOPLE

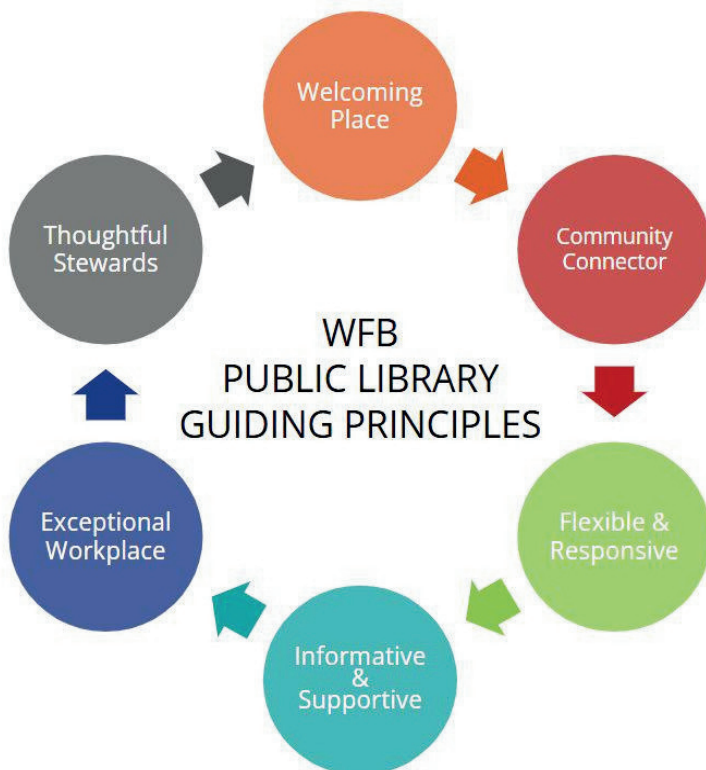
INSPIRE LEARNING

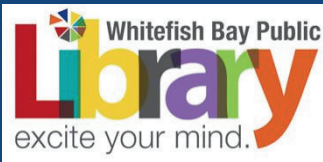
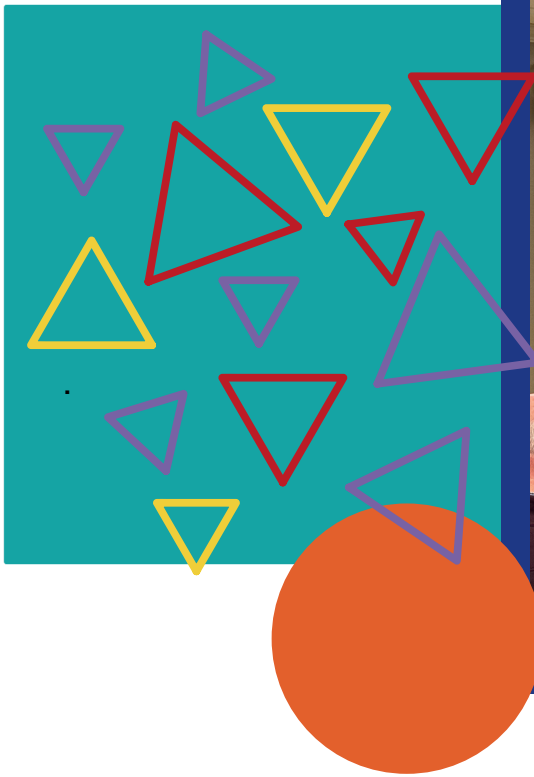
PROVIDE ACCESS

# Our 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





# 2025 By the Numbers

**46%**

of residents hold active cards (state avg: 22%)

**90%**

of survey respondents visit monthly or more

**500**

people through our doors every day in 2025

**11x**

visits per resident annually (avg is 6)

# Process, Implementation, & Evaluation



In 2025, the Whitefish Bay Public Library launched a strategic planning process to continue to better understand how our patrons use our services, what is working well, and where we can improve. We received input from community members (803 Community Survey responses, 20% more than 5 years ago), Library staff, and partner organizations to craft a plan to guide the Library for the future—to deliver outstanding services, enrich lives, and strengthen our role as a hub for learning, culture, and community.

Our strategic plan focuses on sustaining excellent service, using staff and resources efficiently and effectively, maintaining welcoming and functional spaces, and practicing responsible financial stewardship. The Library Board of Trustees reviewed the findings in detail and approved the plan. Implementation relies on clear communication and strong partnerships. A summary of the plan is being shared with the Village of Whitefish Bay Board of Trustees, staff, partner organizations, stakeholders, and the community. Library staff will be actively leading plan implementation.

Progress will be monitored through alignment with the Library’s annual budget, quarterly updates to the Library Board of Trustees, and ongoing feedback from residents, staff, and community partners. We want to ensure the Library remains responsive to community needs while advancing the objectives of the strategic plan.



***“All of my interactions with both staff and volunteers have been exceptional. Professional, helpful and most of all, very approachable and friendly. I always leave with a positive feeling.”***

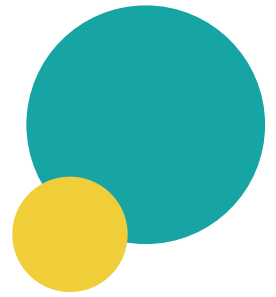


***Comment from the 2025 Library Community Survey***

# Goals & Priorities



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**



# GOAL: STRENGTHEN CONNECTION & BELONGING



**The Library will continue to serve as a central gathering place that fosters community connection, learning, and engagement for residents of all ages.**

The Whitefish Bay Public Library welcomes an average of 500 visitors per day and 90% of Survey Respondents visit at least monthly. Community members consistently report that the Library is an essential part of daily life in the Village.

## Action Steps

- Expand programs that connect residents across generations and interests
- Continue offering high-quality educational, cultural, and civic programming
- Increase outreach to residents who are not fully connected to library services
- Ensure welcoming and inclusive spaces for all members of the community



*“...my partner and I have especially enjoyed the craft supplies swap event and the monthly social hour. My partner is relatively new to Whitefish Bay, and that gave him the chance to meet more people.”*

● *Comment from the 2025 Library Community Survey*

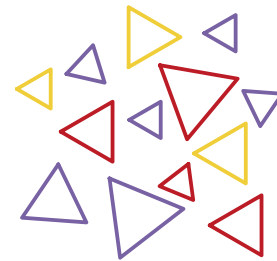
# GOAL: DELIVER RESPONSIVE, HIGH-QUALITY LIBRARY SERVICES

**Demand for library services continues to grow. The Library consistently ranks among the top libraries in the Milwaukee County Federated Library System (MCFLS) for circulation and use.**

Maintaining excellent service requires thoughtful investment in collections, programs, and technology.

## Action Steps

- Continue building strong collections in formats our patrons use most
- Minimize wait times for high-demand materials where possible
- Deliver engaging, high-quality programs for all age groups
- Ensure excellent customer service through knowledgeable and well-trained staff



# GOAL: INVEST IN AN EXCEPTIONAL WORKPLACE



**The Library's success is built on the dedication and expertise of its staff. Staff survey results show strong teamwork, pride in service, and a highly collaborative workplace culture.**

Staffing levels currently do not match the high level of service demand.

## Action Steps

- Expand staffing levels to better match the Library's high rate of use
- Continue reviewing wages and benefits to remain competitive with peer libraries
- Improve internal communication and collaboration across departments
- Enhance staff workspace to support productivity and privacy
- Support professional development and training opportunities

## Priority A: Increase Staffing to Support High Usage

**The Library will gradually increase staffing to better support community demand and maintain high service levels.**

Benchmarking indicates that a library with Whitefish Bay's level of use would typically operate with approximately **17.0 full-time equivalent staff**, compared with our Library's current **11.27 FTE**.

## Action Steps

- Convert a part-time Adult Services Librarian position to full-time to reach 11.5 by 2027
- Explore converting a part-time Circulation Services Assistant to full-time to reach 12.0 by 2028
- Explore adding additional part-time hours to reach 13.3 FTE by 2029

# GOAL: OPTIMIZE SPACES & FACILITIES FOR COMMUNITY USE



The Library building remains a beautiful and welcoming space, but after nearly 25 years of heavy use, modest, functional updates are needed.

Community and staff feedback indicates strong demand for additional study rooms, improved staff workspaces, and other facility enhancements.

## Action Steps

- Develop a facilities plan, including evaluating space needs, potential renovations, and long-term building improvements.
- Work closely with Village leadership to determine feasibility of capital projects.
- Manage smaller facility improvements internally.

## Priority B: Develop & Implement Facilities Plan

To ensure the Library building continues serving the community effectively, the Library will undertake a professional pre-design facilities study.

## Needed Improvements

- Additional study rooms
- Improvements to staff workspaces and operational areas
- Accessibility improvements such as automatic door openers on public restrooms
- Second-floor public restroom



# GOAL: STRENGTHEN CONNECTIONS & COMMUNITY IMPACT

The Whitefish Bay Public Library serves not only as a provider of services, but also as a collaborative community partner.

By working with local organizations and community groups the Library expands its reach and strengthens connections between residents and community resources.



## Action Steps

- Strengthen partnerships with local organizations and community groups
- Expand collaborative programs and events with community partners
- Identify opportunities for joint programming, resource sharing, and community engagement initiatives
- Promote the Library's role as a hub for learning, information, and civic engagement



*“Excellent learning experiences from partner programs”*

*comment from the 2025 Library Community Survey*

# GOAL: ENSURE FINANCIAL SUSTAINABILITY & STEWARDSHIP

**The Whitefish Bay Public Library is the most cost-efficient library in the region.**

Maintaining this efficiency while continuing to provide exceptional service requires careful financial planning.

## Action Steps

- Develop a long-term financial plan aligned with strategic priorities
- Ensure responsible stewardship of Library and Village resources
- Continue maximizing non-property tax revenue through strategic collection development
- Maintain strong partnerships with Friends of the Whitefish Bay Public Library and the Whitefish Bay Public Library Foundation
- Seek grants and external funding opportunities when appropriate

## Priority C: Develop Financial Plan

**A financial plan will help ensure we can sustain high-quality services while responding to changing funding conditions.**

## Action Steps

- Property tax levy limits (currently 84% of budget)
- Other revenue (i.e. fines, room rentals, etc. 16%)
- Contributions from the Friends of the Library, Whitefish Bay Woman's Club, and Whitefish Bay Public Library Foundation
- Opportunities for grants and additional funding

# GOAL: CULTIVATE COMMUNICATION, TRANSPARENCY, AND ENGAGEMENT

**Strong communication with residents, stakeholders, and Village leadership is essential to maintaining public trust and support.**

## Action Steps

- Share clear information about Library services, impact, and priorities
- Continue gathering community input through surveys and outreach
- Maintain transparent reporting on Library performance and finances
- Strengthen communication with Village leadership and community partners

## CONTINUED OPERATIONAL EXCELLENCE

The Library will continue regular review and improvement of operational areas including:



- **Communications**
- **Technology planning**
- **Policies and procedures**
- **Collection development**
- **Partnerships and collaborations**
- **Continuous service improvement**



# Acknowledgements



We extend our sincere appreciation to the many individuals who contributed to the development of this strategic plan. Community members who participated in the survey and Library staff who shared their perspectives provided valuable insights that helped shape our priorities and direction. Special thanks to Trustee DeGuire and Library Director Reed for their leadership in guiding the strategic planning process. Their coordination, research, and thoughtful facilitation helped ensure that the plan reflects community input, organizational priorities, and a clear vision for the Library's future.

## LIBRARY BOARD OF TRUSTEE as of April 30, 2026

Nathan Christenson, School District Rep, 2024-2026

Nikki DeGuire, Member, 2024-2027

Sam Dettmann, Village Board Rep, 2024-2026

Claire Flannery, Member, 2020-2026

Ellie Gettinger, Member, 2019-2026

Erin Jelenchick, Vice President, 2020-2027

Sarah Leinweber, President, 2017-2026

## LIBRARY LEADERSHIP TEAM

Nyama Reed, Director

Scott Lenski, Head of Adult Services

Theresa Hoge, Head of Circulation Services (through 5/2026)

Katie Kiekhaefer, Head of Youth Services (through 1/2026)

Valerie Morris, Head of Youth Services (as of 2/2026)

**For comments or questions, please contact:**

**Library Director Nyama Reed**

**[nyama.reed@mcfls.org](mailto:nyama.reed@mcfls.org)**

**Whitefish Bay Public Library**

**5420 N Marlborough Drive, Whitefish Bay, WI 53217**

**414.964.4380 / [wfblibrary.org](http://wfblibrary.org)**



# Our Public Library Thrives Thanks to Generous Supporters Like You!



## Donate to the Whitefish Bay Public Library Foundation

● <https://www.wfblibrary.org/donate/foundation.php>

● In-person or via mail:

Whitefish Bay Public Library Foundation  
5420 N Marlborough Dr  
Whitefish Bay, WI 53217

● Or via QR code



## Support the Friends of the Whitefish Bay Public Library

- Donate used books in the Library lobby.
- Purchase books in the book sale room, at the semi-annual book sales, and on eBay: <https://www.ebay.com/str/friendsofwfblibrary>
- Join the Friends:  
[https://www.wfblibrary.org/friends/become\\_a\\_friend\\_renew\\_membership.php](https://www.wfblibrary.org/friends/become_a_friend_renew_membership.php)

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: June 2, 2026 Meeting  
Re: Photography & Recording Policy Draft



### **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 Whitefish Bay Public Library does not have a photography policy. The widespread use of personal cameras and the increasing presence of media in public spaces make it important for the Whitefish Bay Public Library to establish clear expectations for photography and recording on Library property.

Policies from eleven (10) libraries were analyzed to craft the draft policy for WFBPL.

- |   |                                       |
|---|---------------------------------------|
| 1. Cedarburg Public Library                                 | 6. Oak Park Public Library (Illinois) |
| 2. George Culver Community Library (Sauk City/Sauk Prairie) | 7. Pewaukee Public Library            |
| 3. Manitowoc Public Library                                 | 8. Waukegan Public Library (Illinois) |
| 4. Milwaukee Public Library                                 | 9. Waukesha Public Library            |
| 5. Muskego Public Library                                   | 10. Wauwatosa Public Library          |

### **Reasons for Establishing a Photography Policy**

#### Define the Library as a Limited Public Forum

Libraries are public buildings, but they are not open public forums. Federal law recognizes them as "limited public forums," which means the Library has the legal authority to place reasonable restrictions on behavior, including photography and recording. A written policy is the mechanism for exercising that authority consistently and defensibly.

#### Protect Patron Privacy

Library patrons have a reasonable expectation of privacy in what they read, browse, and borrow. A photography policy reinforces that protection by preventing others from capturing images of what patrons are reading, viewing at computers, or checking out.

#### Protect Staff

Staff members have the same privacy and safety interests as patrons. Virtually every policy reviewed explicitly prohibits photography or recording that harasses, intimidates, or threatens staff.

#### Protect Children

Every policy reviewed addressed the need for parental or guardian consent before minors are photographed or recorded.

#### Maintain an Environment Conducive to Library Use

Photography and recording equipment, particularly professional or commercial gear, can be disruptive. A policy gives staff the authority to manage equipment use, restrict certain locations, and require advance approval so that library services are not interrupted.

#### Manage Commercial and Media Use

Without a policy, the Library has no clear basis for distinguishing between a patron taking a personal snapshot and a commercial photographer using the building as a backdrop. A policy establishes that commercial and media use requires advance approval, and allows the Library to set conditions and, if appropriate, charge a fee.

### Clarify Liability

Every policy reviewed places responsibility for releases, permissions, and copyright compliance squarely on the individual doing the photography, explicitly relieving the Library of that burden. Without a written policy, that boundary is unclear.

### Support Consistent Enforcement

A written policy gives all staff a shared framework for responding to photography situations, reducing the risk of inconsistent or arbitrary decisions that could expose the Library to complaints or legal challenges.

### **Recommended Motion**

Motion to approve the Photography Policy as presented (amended).

## **Purpose**

The Whitefish Bay Public Library is dedicated to connecting all people, inspiring a love of learning, and providing access to ideas, information, and resources. A public library is a limited public forum<sup>1</sup> under federal law. As such, the Library may reasonably restrict activities that interfere with its intended use or that violate the privacy and safety of patrons or staff. This policy governs the use of photographic, digital imaging, and recording equipment within the Library.

## **General Guidelines**

Photography and recording are permitted in public areas of the Library when it meets the following guidelines.

Photography or recording may not:

- Disrupt Library services or programs
- Harass, intimidate, or threaten patrons or staff
- Block aisles, walkways, stairwells, doors, or exits
- Capture identifiable images of library materials being used by patrons, computer screens, or circulation transactions
- Occur in non-public areas, including restrooms or staff-only spaces, without written permission from the Library Director or designee

## **Minors**

To protect the privacy and safety of children and families, photography or recording that includes identifiable images of minors requires the express permission of the child's parent or legal guardian. Photographing or recording minors without such permission is not permitted.

Library staff may require photography or recording involving minors to cease if permission cannot be confirmed. These requirements apply to both still photography and video recording.

## **Interior Photography and Recording by the Library**

The Library may photograph or record Library programs, events, or activities for promotional and informational purposes. These images or recordings may be used on the Library's website, in publications, or on social media.

Individuals who do not wish to be photographed or recorded may notify Library staff. Images of children will not be identified using full names or personal identifying information without written permission from a parent or legal guardian.

## **Interior Photography and Recording by the General Public**

Casual, amateur photography and recording for personal, noncommercial use is permitted in publicly accessible areas of the Library.

The use of tripods, lighting, microphones, or other specialized or professional equipment requires advance approval from the Library Director or designee. Requests should be submitted at least 1 week in advance. Conditions may be imposed, including limitations on equipment, locations, and timing.

Individuals photographing or recording on Library premises are responsible for obtaining all required permissions or releases. They must honor requests from patrons or staff not to be included in photographs or recordings.

### **Interior Photography and Recording by Commercial Entities**

Commercial photography or recording, including portrait, product, or promotional photography, is not permitted inside the Library without prior written approval from the Library Director or designee. Requests must be submitted in writing at least 1 week prior to the planned activity. Conditions may be imposed, including limitations on equipment, locations, and timing. The library may charge a fee to offset costs incurred in providing access to its facilities for commercial photography or recording.

### **News Media Photography and Recording**

The Library shall grant access to news media photographers or videographers recording a story that directly involves libraries, provided that all Library policies are observed. Advance notice is requested when possible. The Library does not permit news media to use its interior for stories or projects unrelated to libraries, or to solicit patrons for interviews or opinion polls on Library premises.

### **Exterior Photography and Recording**

Photography and recording outside the Library building are permitted provided the activity does not impede access to or from the Library and does not interfere with Library operations.

### **Library Board Meetings**

Recording of Library Board meetings is permitted in accordance with Wisconsin Open Meetings Law, provided the activity does not disrupt the meeting or create a safety hazard. Wisconsin Statutes Chapter 19.90 requires the Library to make a reasonable effort to accommodate any person who wishes to record, film, or photograph an open session meeting. The Library is not required to permit recording of authorized closed sessions

### **Liability**

Individuals who photograph or record on Library premises are responsible for complying with all applicable laws, including those related to privacy, consent, and copyright. The Library assumes no liability for the actions of individuals engaged in photography or recording.

### **Enforcement**

Library staff are authorized to enforce this policy. Staff may require any individual to stop photography or recording that violates this policy or interferes with Library services. Failure to comply may result in suspension of Library privileges.

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<sup>i</sup> <https://lawschoolboost.com/conlaw/free-speech/limited-public-forums>

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: June 2, 2026 Meeting  
Re: Director's Reports



- 1) Strategic Plan – requests have been made to the Foundation and Friends boards for me to do a presentation on the strategic plan.
- 2) Building – The boiler project vendor was approved by the Village Board. Timing is imminent but tbd.
- 3) Village – no updates
- 4) Friends – the May booksale was an all time high, bringing in over \$9,700.
- 5) Foundation – no updates
- 6) MCFLS – no updates
- 7) Staffing – an all staff meeting will occur 6/4 to discuss the Summer Reading Program and to welcome Sandy Grams.