

LIBRARY BOARD MEETING
 Tuesday June 24, 2025, 6:30pm
 Location: 2nd Floor Program Room



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. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 2024-2025	
5. Claire Flannery, Member, 2020-2026	
6. Nikki DeGuire, Member, 2024-2027	
7. Ellie Gettinger, Member, 2019-2028	
Staff	
Nyama Reed, Library Director	

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of May 20, 2025 meeting b. Finance Report Through May 31, 2025 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Computer and Internet Policy	Motion			
6:50	5. 2026 Budget: Initial Review	Discuss			
7:20	6. Trustee Training: Trustee Handbook Chapters 1-4, 27	Discuss			
7:40	7. Collection Management Report – Adult Fiction and Nonfiction	Discuss			
8:00	8. Director's Report	Discuss			
8:15	ADJOURNMENT	Motion			

BOARD MEETINGS

- July 14, 2025, Monday, 6:00-7:00 pm – Foundation Board, @Library
- July 21, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- July 22, 2025 Tuesday, 6:30-8:30 pm - Library Board, @Library
- Friends of the Library Board, @Library – No meeting in July

LIBRARY BOARD MEETING
 Tuesday May 20, 2025, 6:30pm
 Pending at June 24, 2025 Meeting
 Location: 2nd Floor Program Room



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

CALL TO ORDER 6:32pm by Trustee Christenson				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of April 29, 2025 meeting b. Finance Report Through April 30, 2025 c. Department Reports d. Monthly Statistics	Motion	Gettinger	Flannery	Unanimous
Motion to approve consent agenda as presented.				
4. Plan of Scope for New WFBPL Strategic Plan	Approve	Flannery	Gettinger	Unanimous
Trustees expressed appreciate and gratitude for Trustee DeGuire's offer to lead the project on a volunteer basis with significant partnership from Director Reed and material input from stakeholders. Motion to approve Plan of Scope as presented.				
5. Computer and Internet Policy	Approve	n/a	n/a	n/a
No motion. Discussion indicated overall support for the updated policy. Trustee Flannery requested Director Reed obtain an opinion from the Village of Whitefish Bay's legal counsel, Mr. Jaekels, to clarify whether a prohibition on viewing porn, if it doesn't create a disturbance, is constitutional due to first amendment rights.				
6. Trustee Training: Trustee Handbook Chapters 1-4, 27	Discuss			
Tabled to July meeting				
7. Fines Analysis	Discuss			
Discussion ensued in line with the memo. Next steps: Director Reed will clarify with Village: 1) if wiping of fines over 6 years old is acceptable or would impact the audit; 2) do other departments wipe out debt that is 6 years old or older. Director Reed will write a new memo for the July meeting with an action item to remove fines that are 6 years old or older.				
8. Director's Report	Discuss			
Director Reed highlighted items in her report.				
ADJOURNMENT 7:00pm	Motion	Gettinger	Flannery	

PERIOD ENDING 05/31/2025

% Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025	YTD BALANCE 05/31/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Revenues									
Function: Unclassified									
Dept 00000									
Taxes									
13-00000-41100	Property Taxes	900,526.00		930,490.00	0.00		930,490.00		0.00
Taxes		900,526.00		930,490.00	0.00		930,490.00		0.00
Intergovernmental Revenue									
13-00000-43792	Other Grants	3,300.00		2,000.00	1,000.00		1,000.00		50.00
Intergovernmental Revenue		3,300.00		2,000.00	1,000.00		1,000.00		50.00
Intergovernmental Revenue									
13-00000-43793	Library MCFLS RB Payment	58,091.00		75,948.00	76,193.00		(245.00)		100.32
Intergovernmental Revenue		58,091.00		75,948.00	76,193.00		(245.00)		100.32
Fines, Fees, Penalties									
13-00000-45209	LIBRARY FINES	22,740.18		25,000.00	10,476.64		14,523.36		41.91
13-00000-45210	Library Replacement Cards	68.60		150.00	88.70		61.30		59.13
13-00000-45224	LIBRARY DAMAGE RECOVERY	(11.95)		0.00	0.00		0.00		0.00
Fines, Fees, Penalties		22,796.83		25,150.00	10,565.34		14,584.66		42.01
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	4,155.45		5,500.00	1,450.00		4,050.00		26.36
13-00000-46713	LIBRARY COPY AND FAX FEES	6,368.96		5,500.00	2,556.42		2,943.58		46.48
13-00000-46715	MISCELLANEOUS REVENUE	861.93		0.00	0.00		0.00		0.00
Public Charges for Services		11,386.34		11,000.00	4,006.42		6,993.58		36.42
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	4,330.00		2,000.00	1,675.00		325.00		83.75
Miscellaneous Revenue		4,330.00		2,000.00	1,675.00		325.00		83.75
Total Dept 00000		1,000,430.17		1,046,588.00	93,439.76		953,148.24		8.93
Total - Function Unclassified		1,000,430.17		1,046,588.00	93,439.76		953,148.24		8.93
TOTAL REVENUES		1,000,430.17		1,046,588.00	93,439.76		953,148.24		8.93
Expenditures									
Function: Unclassified									
Dept 93000 - LIBRARY SALARIES									
Unclassified									
13-93000-50100	Salaries	588,245.06		616,620.00	256,991.82		359,628.18		41.68
13-93000-50150	FICA Tax	44,553.57		47,171.00	19,416.61		27,754.39		41.16
13-93000-50160	Health/Dental Insurance Premium	57,446.28		65,106.00	27,176.20		37,929.80		41.74
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,945.00		1,450.00	3,302.50		(1,852.50)		227.76
13-93000-50170	Retirement Contribution - ER portion	30,561.21		31,430.00	13,357.79		18,072.21		42.50
13-93000-50180	Group Life Insurance Premium	1,499.30		1,656.00	688.75		967.25		41.59
13-93000-50181	Disability Insurance Premium	0.00		1,656.00	0.00		1,656.00		0.00

PERIOD ENDING 05/31/2025

% Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	END BALANCE	2025	YTD BALANCE	AVAILABLE	% BDGT USED
		12/31/2024	ORIGINAL BUDGET	05/31/2025	BALANCE	
Fund 13 - Library Special Revenue Fund						
Expenditures						
Unclassified		724,250.42	765,089.00	320,933.67	444,155.33	41.95
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Total Dept 93000 - LIBRARY SALARIES		724,250.42	765,089.00	320,933.67	444,155.33	41.95
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Dept 93200 - LIBRARY ADM EXP						
Unclassified						
13-93200-50190	Training/Meetings/Travel	6,223.56	4,500.00	217.78	4,282.22	4.84
13-93200-50191	Membership Dues	1,088.10	1,200.00	841.78	358.22	70.15
13-93200-50194	Personnel Related Expenses	803.45	700.00	128.33	571.67	18.33
13-93200-50250	Utilities	49,650.15	52,000.00	20,737.96	31,262.04	39.88
13-93200-50251	Telephone/Internet	6,443.93	6,000.00	1,481.48	4,518.52	24.69
13-93200-50300	Office Supplies	2,208.51	2,000.00	862.20	1,137.80	43.11
13-93200-50301	Printing/Publishing/Copies	450.00	500.00	0.00	500.00	0.00
13-93200-50302	Postage	10.89	25.00	0.00	25.00	0.00
13-93200-50303	Covid Supplies	27.98	300.00	0.00	300.00	0.00
13-93200-50360	Building Maintenance	22,046.99	13,000.00	3,268.39	9,731.61	25.14
13-93200-50428	Library Director Designated	51,721.93	0.00	0.00	0.00	0.00
13-93200-50760	Sales Tax	342.52	500.00	138.34	361.66	27.67
Unclassified		141,018.01	80,725.00	27,676.26	53,048.74	34.28
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Total Dept 93200 - LIBRARY ADM EXP		141,018.01	80,725.00	27,676.26	53,048.74	34.28
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Dept 93300 - LIBRARY EQUIPMENT						
Unclassified						
13-93300-50240	IT Support Contract Services	28,279.78	28,000.00	14,654.10	13,345.90	52.34
13-93300-50311	Copier Maintenance/Repair	3,176.16	3,500.00	1,740.84	1,759.16	49.74
13-93300-50312	Material Processing/Repairs	3,481.34	3,700.00	2,069.89	1,630.11	55.94
13-93300-50350	Maintenance Service & Supplies	33,960.00	34,050.00	8,700.00	25,350.00	25.55
13-93300-50351	Custodial Supplies	3,785.06	6,000.00	708.31	5,291.69	11.81
13-93300-50400	MCFLS Supplies	1,955.74	1,600.00	284.38	1,315.62	17.77
Unclassified		74,638.08	76,850.00	28,157.52	48,692.48	36.64
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Total Dept 93300 - LIBRARY EQUIPMENT		74,638.08	76,850.00	28,157.52	48,692.48	36.64
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Dept 93400 - LIBR PROG/SERVICES						
Unclassified						
13-93400-50401	MCFLS Membership	15,544.00	22,674.00	7,148.00	15,526.00	31.53
13-93400-50402	Programs - Adult	0.00	500.00	12.98	487.02	2.60
13-93400-50403	Programs - Children	507.74	500.00	234.43	265.57	46.89
13-93400-50415	Programs - Young Adults	0.00	250.00	0.00	250.00	0.00
Unclassified		16,051.74	23,924.00	7,395.41	16,528.59	30.91
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Total Dept 93400 - LIBR PROG/SERVICES		16,051.74	23,924.00	7,395.41	16,528.59	30.91
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Dept 93500 - LIBRARY COLLECTIONS						
Unclassified						

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06/02/2025 03:26 PM
User: N.Reed
DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 05/31/2025
% Fiscal Year Completed: 41.37

Page: 3/3

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025	YTD BALANCE 05/31/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Expenditures									
13-93500-50410	Library Collection Materials		103,580.95	100,000.00		47,477.67		52,522.33	47.48
Unclassified			103,580.95	100,000.00		47,477.67		52,522.33	47.48
Total Dept 93500 - LIBRARY COLLECTIONS			103,580.95	100,000.00		47,477.67		52,522.33	47.48
Total - Function Unclassified			1,059,539.20	1,046,588.00		431,640.53		614,947.47	41.24
TOTAL EXPENDITURES			1,059,539.20	1,046,588.00		431,640.53		614,947.47	41.24
Fund 13 - Library Special Revenue Fund:									
TOTAL REVENUES			1,000,430.17	1,046,588.00		93,439.76		953,148.24	8.93
TOTAL EXPENDITURES			1,059,539.20	1,046,588.00		431,640.53		614,947.47	41.24
NET OF REVENUES & EXPENDITURES			(59,109.03)	0.00		(338,200.77)		338,200.77	100.00
BEG. FUND BALANCE			159,209.37	159,209.37		159,209.37			
NET OF REVENUES/EXPENDITURES - 2024						(59,109.03)		(59,109.03)	
END FUND BALANCE			100,100.34	159,209.37		(238,100.43)			

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 05/31/2025
% Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	END BALANCE		2025 AMENDED BUDGET	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 22 - LIBRARY EXPANSION FUND									
	Total Revenue:		14,798.45	0.00		4,231.36		(4,231.36)	100.00
	Net - Dept 00000		14,798.45	0.00		4,231.36		(4,231.36)	
Fund 22 - LIBRARY EXPANSION FUND:									
TOTAL REVENUES			14,798.45	0.00		4,231.36		(4,231.36)	100.00
TOTAL EXPENDITURES			0.00	0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			14,798.45	0.00		4,231.36		(4,231.36)	100.00
BEG. FUND BALANCE			73,988.36	73,988.36		73,988.36			
NET OF REVENUES/EXPENDITURES - 2024						14,798.45		14,798.45	
END FUND BALANCE			88,786.81	73,988.36		93,018.17			

TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
05/01/2025			13-00000-11100 CASH IN BANK		BEG. BALANCE		(109,165.37)
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025			25,146.05	(134,311.42)
05/02/2025	CD	CHK	SUMMARY CD 05/02/2025			6,653.26	(140,964.68)
05/05/2025	GJ	JE	Library - stripe monthly deposiit	5968	783.04		(140,181.64)
05/07/2025	CD	CHK	SUMMARY CD 05/07/2025			1,289.93	(141,471.57)
05/07/2025	CR	RCPT	Daily Library Receipts	232639	260.36		(141,211.21)
05/09/2025	CD	CHK	SUMMARY CD 05/09/2025			18,883.35	(160,094.56)
05/14/2025	GJ	JE	Nayax deposit	5976	285.66		(159,808.90)
05/14/2025	GJ	JE	Monthly Sales Tax ACH Payment	5997		14.62	(159,823.52)
05/15/2025	CD	CHK	SUMMARY CD 05/15/2025			289.33	(160,112.85)
05/15/2025	CR	RCPT	Daily Library Receipts	232792	204.64		(159,908.21)
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025			26,465.15	(186,373.36)
05/20/2025	CR	RCPT	Daily Library Receipts	232904	3,510.79		(182,862.57)
05/22/2025	CD	CHK	SUMMARY CD 05/22/2025			8,904.56	(191,767.13)
05/30/2025	PR	CHK	SUMMARY PR 05/30/2025			25,749.82	(217,516.95)
05/30/2025	CD	CHK	SUMMARY CD 05/30/2025			1,275.00	(218,791.95)
05/31/2025	GJ	JE	Monthly WRS ACH Payment	6001		2,410.99	(221,202.94)
05/31/2025			13-00000-11100	END BALANCE	5,044.49	117,082.06	(221,202.94)
05/01/2025			13-00000-12100 TAXES RECEIVABLE		BEG. BALANCE		930,490.00
05/31/2025			13-00000-12100	END BALANCE	0.00	0.00	930,490.00
05/01/2025			13-00000-15001 PREPAIDS		BEG. BALANCE		691.02
05/31/2025			13-00000-15001	END BALANCE	0.00	0.00	691.02
05/01/2025			13-00000-21100 ACCOUNTS PAYABLE		BEG. BALANCE		(7,437.05)
05/02/2025	AP	INV	GREATAMERICA FINANCIAL SVCS	39068824		101.00	(7,538.05)
			STANDARD PAYMENT				
05/02/2025	CD	CHK	SUMMARY CD 05/02/2025		6,653.26		(884.79)
05/07/2025	AP	INV	SPECTRUM ENTERPRISE	1007		107.15	(991.94)
			MONTHLY CHARGES				
05/07/2025	AP	INV	SPECTRUM ENTERPRISE	4324		297.99	(1,289.93)
			MONTHLY CHARGES				
05/07/2025	CD	CHK	SUMMARY CD 05/07/2025		1,289.93		0.00
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	40023382 4/25		265.71	(265.71)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	16798382 4/25		980.81	(1,246.52)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	15190172 4/25		1,196.24	(2,442.76)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	14211182 4/25		570.91	(3,013.67)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	75003750 4/25		423.84	(3,437.51)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BLACKSTONE PUBLISHING	2195134 041525		380.87	(3,818.38)
			MISC TITLE				
05/07/2025	AP	INV	KANOPY, INC.	450688		300.90	(4,119.28)
			TICKETS & KKIDS CREDITS				
05/07/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03743		3,401.88	(7,521.16)
			COLLECTIONS, MCFLS SUPPLIES & TECH				
05/07/2025	AP	INV	INGRAM LIBRARY SERVICES	20AC678 4/25		1,609.78	(9,130.94)
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	EBSCO	1759640		9,752.41	(18,883.35)
			MAGAZINE SUBSCRIPTIONS				
05/09/2025	CD	CHK	SUMMARY CD 05/09/2025		18,883.35		0.00
05/13/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC.	045702-JUNE 2025		137.75	(137.75)
			JUNE PREMIUMS				
05/14/2025	AP	INV	AT&T	414R16015905 5.25		35.28	(173.03)
			MONTHLY CHARGES				
05/14/2025	AP	INV	FORWARD TS, LTD	AR254266		95.40	(268.43)
			LIBRARY COPIER 4/3 - 5/2/2025				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-00000-21100 ACCOUNTS PAYABLE	(Continued)			
05/14/2025	AP	INV	FORWARD TS, LTD LIBRARY COPIER 4/3 - 5/2/2025	AR254265		20.90	(289.33)
05/15/2025	CD	CHK	SUMMARY CD 05/15/2025		289.33		0.00
05/20/2025	AP	INV	WE ENERGIES APRIL 2025	5476498137		3,344.26	(3,344.26)
05/21/2025	AP	INV	BIBLIOTHECA, LLC RFID TAG	INV-US80860		414.35	(3,758.61)
05/21/2025	AP	INV	GALE MISC TITLES	999100313116		44.20	(3,802.81)
05/21/2025	AP	INV	MARIS ASSOCIATES MISC TITLES	0209		261.71	(4,064.52)
05/21/2025	AP	INV	PAUL MIHELICH PAID FOR LOST ZOO PASS, PASS RETURNED	05/19/2025		40.00	(4,104.52)
05/21/2025	AP	INV	THERESA HOGE MILEAGE TO MADISON FOR WLA MEETING	05/20/2025		114.80	(4,219.32)
05/21/2025	AP	INV	DELTA DENTAL OF WISCONSIN JUNE 2025 PREMIUMS	2347211		251.68	(4,471.00)
05/21/2025	AP	INV	UNITED HEALTHCARE JUNE 2025 PEMIUMS	1774744354033		4,433.56	(8,904.56)
05/22/2025	CD	CHK	SUMMARY CD 05/22/2025		8,904.56		0.00
05/28/2025	AP	INV	ROBB GREGG MULCH	2025-05A		900.00	(900.00)
05/28/2025	AP	INV	ROBB GREGG MAY 2025 GARDEN	2025-05		375.00	(1,275.00)
05/30/2025	CD	CHK	SUMMARY CD 05/30/2025		1,275.00		0.00
05/31/2025			13-00000-21100	END BALANCE	37,295.43	29,858.38	0.00
			13-00000-21550 DEPOSITS/SUSPENSE	BEG. BALANCE			
05/01/2025							(114.42)
05/20/2025	CR	RCPT	DEPOSITS/SUSPENSE	232904		20.12	(134.54)
05/31/2025			13-00000-21550	END BALANCE	0.00	20.12	(134.54)
			13-00000-24600 DEFERRED REVENUE - TAXES	BEG. BALANCE			
05/01/2025							(930,490.00)
05/31/2025			13-00000-24600	END BALANCE	0.00	0.00	(930,490.00)
			13-00000-25199 ACCRUED PAYROLL	BEG. BALANCE			
05/01/2025							(14,679.90)
05/31/2025			13-00000-25199	END BALANCE	0.00	0.00	(14,679.90)
			13-00000-25200 Health Insurance - PR Deduction	BEG. BALANCE			
05/01/2025							0.00
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025			4,433.56	(4,433.56)
05/21/2025	AP	INV	UNITED HEALTHCARE JUNE 2025 PEMIUMS	1774744354033	4,433.56		0.00
05/31/2025			13-00000-25200	END BALANCE	4,433.56	4,433.56	0.00
			13-00000-25202 Dental Insurance - PR Deduction	BEG. BALANCE			
05/01/2025							0.00
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025			251.68	(251.68)
05/21/2025	AP	INV	DELTA DENTAL OF WISCONSIN JUNE 2025 PREMIUMS	2347211	251.68		0.00
05/31/2025			13-00000-25202	END BALANCE	251.68	251.68	0.00
			13-00000-25210 Life Insurance - PR Deduction	BEG. BALANCE			
05/01/2025							0.00
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025			137.75	(137.75)
05/13/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC. JUNE PREMIUMS	045702-JUNE 2025	137.75		0.00
05/31/2025			13-00000-25210	END BALANCE	137.75	137.75	0.00
			13-00000-25400 WRS Retirement - Payroll Deducti	BEG. BALANCE			
05/01/2025							(1,518.56)
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025			1,208.80	(2,727.36)
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025			1,263.66	(3,991.02)
05/30/2025	PR	CHK	SUMMARY PR 05/30/2025			1,194.04	(5,185.06)
05/31/2025	GJ	JE	Monthly WRS ACH Payment	6001	2,410.99		(2,774.07)

TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
05/31/2025			13-00000-25400 WRS Retirement - Payroll Deduct: (Continued)				
			13-00000-25400	END BALANCE	2,410.99	3,666.50	(2,774.07)
05/01/2025			13-00000-28100 SURPLUS		BEG. BALANCE		(159,209.37)
05/31/2025			13-00000-28100	END BALANCE	0.00	0.00	(159,209.37)
05/01/2025			13-00000-43792 Other Grants		BEG. BALANCE		(1,000.00)
05/31/2025			13-00000-43792	END BALANCE	0.00	0.00	(1,000.00)
05/01/2025			13-00000-43793 Library MCFLS RB Payment		BEG. BALANCE		(76,193.00)
05/31/2025			13-00000-43793	END BALANCE	0.00	0.00	(76,193.00)
05/01/2025			13-00000-45209 LIBRARY FINES		BEG. BALANCE		(7,072.63)
05/05/2025	GJ	JE	Library - stripe monthly deposiit	5968		783.04	(7,855.67)
05/07/2025	CR	RCPT	LIBRARY FINES	232639		91.66	(7,947.33)
05/15/2025	CR	RCPT	LIBRARY FINES	232792		125.44	(8,072.77)
05/20/2025	CR	RCPT	LIBRARY FINES	232904		2,443.87	(10,516.64)
05/21/2025	AP	INV	PAUL MIHELICH	05/19/2025	40.00		(10,476.64)
			PAID FOR LOST ZOO PASS, PASS RETURNED				
05/31/2025			13-00000-45209	END BALANCE	40.00	3,444.01	(10,476.64)
05/01/2025			13-00000-45210 Library Replacement Cards		BEG. BALANCE		(18.00)
05/07/2025	CR	RCPT	Library Replacement Cards	232639		68.70	(86.70)
05/20/2025	CR	RCPT	Library Replacement Cards	232904		2.00	(88.70)
05/31/2025			13-00000-45210	END BALANCE	0.00	70.70	(88.70)
05/01/2025			13-00000-46712 LIBRARY ROOM RENT		BEG. BALANCE		(1,450.00)
05/31/2025			13-00000-46712	END BALANCE	0.00	0.00	(1,450.00)
05/01/2025			13-00000-46713 LIBRARY COPY AND FAX FEES		BEG. BALANCE		(2,146.76)
05/14/2025	GJ	JE	Nayax deposit	5976		285.66	(2,432.42)
05/15/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	232792		79.20	(2,511.62)
05/20/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	232904		44.80	(2,556.42)
05/31/2025			13-00000-46713	END BALANCE	0.00	409.66	(2,556.42)
05/01/2025			13-00000-48501 LIBRARY DONATIONS		BEG. BALANCE		(575.00)
05/07/2025	CR	RCPT	LIBRARY DONATIONS	232639		100.00	(675.00)
05/20/2025	CR	RCPT	LIBRARY DONATIONS	232904		1,000.00	(1,675.00)
05/31/2025			13-00000-48501	END BALANCE	0.00	1,100.00	(1,675.00)
05/01/2025			13-93000-50100 Salaries		BEG. BALANCE		185,819.13
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025		23,408.15		209,227.28
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025		23,821.06		233,048.34
05/30/2025	PR	CHK	SUMMARY PR 05/30/2025		23,943.48		256,991.82
05/31/2025			13-93000-50100	END BALANCE	71,172.69	0.00	256,991.82
05/01/2025			13-93000-50150 FICA Tax		BEG. BALANCE		14,040.78
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025		1,737.90		15,778.68
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025		1,831.59		17,610.27
05/30/2025	PR	CHK	SUMMARY PR 05/30/2025		1,806.34		19,416.61
05/31/2025			13-93000-50150	END BALANCE	5,375.83	0.00	19,416.61
05/01/2025			13-93000-50160 Health/Dental Insurance Premium		BEG. BALANCE		21,740.96
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025		5,435.24		27,176.20
05/31/2025			13-93000-50160	END BALANCE	5,435.24	0.00	27,176.20
05/01/2025			13-93000-50161 Health Insurance Deductible (Di		BEG. BALANCE		3,240.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-93000-50161 Health Insurance Deductible (Dis) (Continued)							
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025		62.50		3,302.50
05/31/2025			13-93000-50161	END BALANCE	62.50	0.00	3,302.50
13-93000-50170 Retirement Contribution - ER po							
05/01/2025				BEG. BALANCE			9,691.29
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025		1,208.80		10,900.09
05/16/2025	PR	CHK	SUMMARY PR 05/16/2025		1,263.66		12,163.75
05/30/2025	PR	CHK	SUMMARY PR 05/30/2025		1,194.04		13,357.79
05/31/2025			13-93000-50170	END BALANCE	3,666.50	0.00	13,357.79
13-93000-50180 Group Life Insurance Premium							
05/01/2025				BEG. BALANCE			551.00
05/02/2025	PR	CHK	SUMMARY PR 05/02/2025		137.75		688.75
05/31/2025			13-93000-50180	END BALANCE	137.75	0.00	688.75
13-93200-50190 Training/Meetings/Travel							
05/01/2025				BEG. BALANCE			102.98
05/21/2025	AP	INV	THERESA HOGE MILEAGE TO MADISON FOR WLA MEETING	05/20/2025	114.80		217.78
05/31/2025			13-93200-50190	END BALANCE	114.80	0.00	217.78
13-93200-50191 Membership Dues							
05/01/2025				BEG. BALANCE			841.78
05/31/2025			13-93200-50191	END BALANCE	0.00	0.00	841.78
13-93200-50194 Personnel Related Expenses							
05/01/2025				BEG. BALANCE			128.33
05/31/2025			13-93200-50194	END BALANCE	0.00	0.00	128.33
13-93200-50250 Utilities							
05/01/2025				BEG. BALANCE			17,393.70
05/20/2025	AP	INV	WE ENERGIES APRIL 2025	5476498137	3,344.26		20,737.96
05/31/2025			13-93200-50250	END BALANCE	3,344.26	0.00	20,737.96
13-93200-50251 Telephone/Internet							
05/01/2025				BEG. BALANCE			1,041.06
05/07/2025	AP	INV	SPECTRUM ENTERPRISE MONTHLY CHARGES	1007	107.15		1,148.21
05/07/2025	AP	INV	SPECTRUM ENTERPRISE MONTHLY CHARGES	4324	297.99		1,446.20
05/14/2025	AP	INV	AT&T MONTHLY CHARGES	414R16015905 5.25	35.28		1,481.48
05/31/2025			13-93200-50251	END BALANCE	440.42	0.00	1,481.48
13-93200-50300 Office Supplies							
05/01/2025				BEG. BALANCE			862.20
05/31/2025			13-93200-50300	END BALANCE	0.00	0.00	862.20
13-93200-50360 Building Maintenance							
05/01/2025				BEG. BALANCE			1,993.39
05/28/2025	AP	INV	ROBB GREGG MULCH	2025-05A	900.00		2,893.39
05/28/2025	AP	INV	ROBB GREGG MAY 2025 GARDEN	2025-05	375.00		3,268.39
05/31/2025			13-93200-50360	END BALANCE	1,275.00	0.00	3,268.39
13-93200-50760 Sales Tax							
05/01/2025				BEG. BALANCE			123.72
05/14/2025	GJ	JE	Monthly Sales Tax ACH Payment	5997	14.62		138.34
05/31/2025			13-93200-50760	END BALANCE	14.62	0.00	138.34
13-93300-50240 IT Support Contract Services							
05/01/2025				BEG. BALANCE			14,459.10
05/07/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST. COLLECTIONS, MCFLS SUPPLIES & TECH	FL-03743	195.00		14,654.10
05/31/2025			13-93300-50240	END BALANCE	195.00	0.00	14,654.10

TRANSACTIONS FROM 05/01/2025 TO 05/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
05/01/2025			13-93300-50311 Copier Maintenance/Repair		BEG. BALANCE		1,523.54
05/02/2025	AP	INV	GREATAMERICA FINANCIAL SVCS	39068824	101.00		1,624.54
			STANDARD PAYMENT				
05/14/2025	AP	INV	FORWARD TS, LTD	AR254266	95.40		1,719.94
			LIBRARY COPIER 4/3 - 5/2/2025				
05/14/2025	AP	INV	FORWARD TS, LTD	AR254265	20.90		1,740.84
			LIBRARY COPIER 4/3 - 5/2/2025				
05/31/2025			13-93300-50311	END BALANCE	217.30	0.00	1,740.84
05/01/2025			13-93300-50312 Material Processing/Repairs		BEG. BALANCE		1,655.54
05/21/2025	AP	INV	BIBLIOTHECA, LLC	INV-US80860	414.35		2,069.89
			RFID TAG				
05/31/2025			13-93300-50312	END BALANCE	414.35	0.00	2,069.89
05/01/2025			13-93300-50350 Maintenance Service & Supplies		BEG. BALANCE		8,700.00
05/31/2025			13-93300-50350	END BALANCE	0.00	0.00	8,700.00
05/01/2025			13-93300-50351 Custodial Supplies		BEG. BALANCE		708.31
05/31/2025			13-93300-50351	END BALANCE	0.00	0.00	708.31
05/01/2025			13-93300-50400 MCFLS Supplies		BEG. BALANCE		0.00
05/07/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03743	284.38		284.38
			COLLECTIONS, MCFLS SUPPLIES & TECH				
05/31/2025			13-93300-50400	END BALANCE	284.38	0.00	284.38
05/01/2025			13-93400-50401 MCFLS Membership		BEG. BALANCE		7,148.00
05/31/2025			13-93400-50401	END BALANCE	0.00	0.00	7,148.00
05/01/2025			13-93400-50402 Programs - Adult		BEG. BALANCE		12.98
05/31/2025			13-93400-50402	END BALANCE	0.00	0.00	12.98
05/01/2025			13-93400-50403 Programs - Children		BEG. BALANCE		234.43
05/31/2025			13-93400-50403	END BALANCE	0.00	0.00	234.43
05/01/2025			13-93500-50410 Library Collection Materials		BEG. BALANCE		28,767.79
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	40023382 4/25	265.71		29,033.50
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798382 4/25	980.81		30,014.31
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	L5190172 4/25	1,196.24		31,210.55
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	L4211182 4/25	570.91		31,781.46
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BAKER & TAYLOR BOOKS	75003750 4/25	423.84		32,205.30
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	BLACKSTONE PUBLISHING	2195134 041525	380.87		32,586.17
			MISC TITLE				
05/07/2025	AP	INV	KANOPY, INC.	450688	300.90		32,887.07
			TICKETS & KKIDS CREDITS				
05/07/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03743	2,922.50		35,809.57
			COLLECTIONS, MCFLS SUPPLIES & TECH				
05/07/2025	AP	INV	INGRAM LIBRARY SERVICES	20AC678 4/25	1,609.78		37,419.35
			APRIL 2025 STATEMENT				
05/07/2025	AP	INV	EBSCO	1759640	9,752.41		47,171.76
			MAGAZINE SUBSCRIPTIONS				
05/21/2025	AP	INV	GALE	999100313116	44.20		47,215.96
			MISC TITLES				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-93500-50410 Library Collection Materials		(Continued)		
05/21/2025	AP	INV	MARIS ASSOCIATES MISC TITLES	0209	261.71		47,477.67
05/31/2025			13-93500-50410	END BALANCE	18,709.88	0.00	47,477.67

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 24, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

May was a big month for programs. We welcomed back Mark Moran and his Antique Appraisal program! Mark is a former expert on Antiques Roadshow, and this program permits 40 people to bring in a treasure from home to have appraised. This is always a very popular program and always fills up. We've had Mark half a dozen times over the years and I always receive positive feedback about this program. We also celebrated 10 years of our Edible Book Festival. Patrons of all ages make entries that are entirely made up of food based on book titles. For the 10th anniversary we had the entries on display downstairs near the adult desk for a few days. Over that time we received 80 votes in order to pick the winners. To cap off the program we had an award ceremony to crown the winners and hand out prizes.

We also held our first ever Craft Supply Swap. We asked folks to donate their slightly used, in good condition art and craft supplies. We organized all the donations and then folks were allowed to come and take what they wished. Those folks who donated got first pick of the supplies. Over a few hours on a Saturday and a few on Tuesday afternoon we had nearly 100 people stop by to take donations. Items left over were donated to either Goodwill or the Cedarburg Quilt Museum for an upcoming fundraiser.

In the first week of the adult Summer Reading Program, over 100 people have signed up.

Collection Development

Adult Services staff have begun completing an inventory of the adult nonfiction book collection. This is not something we've been able to do in my time here at the library, but it is now possible thanks to an app made available by MCFLS. The inventory allows us to reconcile titles that are listed as on the shelf in the catalog and double check that they are actually on the shelf in the library.

Circulation Services (Hoge)

Staffing

We welcomed two new shelvers this month: Izzi Desisti (student at Nicolet High School) and Nicole DaVanti (student at WFBHS). They are finishing up their formal training this week and will start working their regular summer schedule next week.

Technology

- Our new MCFLS server was installed and configured with minimal disruption to operations. We had hoped to keep the old server online as a backup but it has been decommissioned.
- We have ordered a new Dell laptop through MCFLS for Reference staff and for use during Library programming.

Summer Reading!

The Summer Reading Program has begun and we've been very busy assisting patrons with getting new cards (68 as of June 1st) and renewing existing cards (283!) We really enjoy seeing all the families coming in excited to sign up for Summer Reading and finding great things to read or listen to at the library. We are also seeing a huge increase in circulation of our event passes and Take & Tinker items (generously funded by Friends of the WFBPL).

Training

I attended two virtual training sessions through the Human Resources for Wisconsin Library Leaders: HR Essentials Webinar Series. Kathy Parker, a retired library director turned library consultant who provides training and mentoring to library trustees and staff, conducted the two sessions titled **The Lifecycle of a Library Employee** which covered all areas from hiring, training, retention, and termination. The sessions were

very informative and it was really interesting to see in the live chat what other library managers are dealing with and how they handle employment situations that are often very specific to the library environment.

Youth Services (Kiekhaefer)

Outreach

- As part of preparing for summer reading program, I did my annual spring school visits at St. Monica, Whitefish Bay Middle School (with the 6th grade ELA classes), Cumberland Elementary, and Richards Elementary. I spoke with more than 1,500 students as part of these visits, and it's always a huge boost to our numbers for SRP.
- I also hosted a class of 1st graders from St. Monica for a tour and I also talked about our summer reading program with them.

Summer Reading Program

- So far, we have nearly 800 kids and teens signed up for our summer reading program, after approximately a week and a half of sign up.

Collection Development

- Our Tonie collection has circled almost 70 times since first launching it on June 2nd. The feedback from patrons has been very positive. Patrons are grateful and excited that we've started this collection.

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	25,223	23,698	26,790	24,067	23,405	27,946	29,536	28,858	24,097	25,356	25,108	24,403	308,487	123,183	
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852	25,949	24,970	24,560	324,260	134,043	
2025	28,064	25,723	29,573	27,081	26,850									137,291	
23-24	7.7%	10.5%	3.9%	12.4%	10.4%	2.0%	3.6%	3.2%	7.3%	2.3%	-0.5%	0.6%	5.1%	8.8%	
24-25	3.3%	-1.7%	6.2%	0.2%	3.9%									2.4%	
2023-2025	11.3%	8.5%	10.4%	12.5%	14.7%									11.5%	
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25								-138				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016	20,541	20,167	19,166	256,795	103,078	
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	108,407	
2025	22,715	20,822	23,789	21,711	21,313									110,350	
23-24	3.3%	6.0%	-1.7%	11.7%	7.5%	-0.4%	2.7%	1.9%	4.3%	3.0%	-0.2%	2.8%	3.3%	5.2%	
24-25	4.1%	-1.3%	7.4%	-3.6%	2.3%									1.8%	
2023-2025	7.5%	4.7%	5.6%	7.8%	10.0%									7.1%	
PHYSICAL CIRC PER DAY			Easter: Apr 23, Mar 24, Apr 25								-48				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	705	711	727	720	668	921	1,007	950	715	685	720	710	770	3,529	
2024	753	727	764	750	718	917	995	932	746	705	719	730	788	3,712	
2025	757	757	767	775	735									3,792	
23-24	7%	2%	5%	4%	7%	0%	-1%	-2%	4%	3%	0%	3%	2.4%	5.2%	
24-25	1%	4%	0%	3%	2.3%									2.1%	
2023-2025	7.5%	6.6%	5.6%	7.8%	10.0%									7.4%	
DIGITAL CIRCULATION			12%												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	4,087	3,802	4,265	3,919	4,032	3,995	4,360	4,158	4,081	4,815	4,941	5,237	51,692	20,105	
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975	4,801	4,851	4,855	59,119	25,636	
2025	5,349	4,901	5,784	5,370	5,537									26,941	
23-24	30.4%	33.7%	33.3%	15.5%	24.3%	16.4%	8.9%	10.8%	21.9%	-0.3%	-1.8%	-7.3%	14.4%	27.5%	
24-25	0.4%	-3.6%	1.7%	18.6%	10.5%									5.1%	
2023-2025	30.9%	28.9%	35.6%	37.0%	37.3%									34.0%	
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)											-90				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	20%	
2024	24%	24%	26%	20%	24%	19%	18%	18%	24%	23%	24%	25%	22%	24%	
2025	24%	24%	24%	25%	26%									24%	
23-24	26.3%	26.1%	35.6%	3.4%	15.6%	16.9%	5.9%	8.7%	16.9%	-3.2%	-1.6%	-9.8%	10.5%	21.2%	
24-25	-3.5%	-2.3%	-5.3%	23.0%	7.9%									3.2%	
OVERDRIVE															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	15,421	
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442	3,386	3,309	3,232	41,351	18,047	
2025	3,841	3,387	4,135	3,800	3,937									19,100	
23-24	20.5%	21.2%	20.2%	10.1%	13.0%	6.9%	2.2%	1.2%	15.1%	1.0%	-5.8%	-11.7%	7.3%	17.0%	
24-25	2.8%	-3.8%	4.3%	14.0%	12.9%									5.8%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

OVERDRIVE MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	1,476
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	3,928
2025	782	787	874	850	828									4,121
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	58.6%	166.1%
24-25	-9.3%	-10.4%	-4.2%	74.9%	4.8%									4.9%
HOOPLA (Print Books, Audio Books, Music, Movies)						Jan 2025 reduced to 2/mo vs 4/mo								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	1,964
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	2,426
2025	437	390	407	372	378								7,936	1,984
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	23.6%	23.5%
24-25	-8.2%	-13.5%	-18.3%	-29.3%	-20.4%									-18.2%
KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	1,221
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	1,235
2025	289	337	368	348	394									1,736
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24.1%	1.1%
24-25	14.2%	44.6%	18.7%	93.3%	52.1%									40.6%
DOOR COUNT PER MONTH														
				2024 Leap Year										
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,890	150,500	60,219
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	63,944
2025	14,223	12,082	13,717	15,124	14,051									69,197
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7.2%	6.2%
24-25	15.7%	-1.6%	10.0%	8.5%	8.4%									8.2%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 24, 2025 Meeting
Re: Computer and Internet Policy



Mission

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

Background

A draft revision of the Library's Computer and Internet Policy was presented at the May 20, 2025 Library Board meeting. Discussion indicated overall support for the draft. Trustee Flannery requested Director Reed obtain an opinion from the Village of Whitefish Bay's legal counsel, Mr. Jaekels, to clarify whether a prohibition on viewing porn, if it doesn't create a disturbance, is constitutional due to first amendment rights.

Analysis

See attached memo by Attorney Jaekels.

"CONCLUSION

In this case, prohibiting the "display" of pornographic or sexually explicit material inside the Library assures that any perceived potential impacts on free speech are kept to a minimum.

There is also affirmation in numbers. If the new draft Policy is adopted as drafted (with the change from "view" to "display" as already agreed upon), the Whitefish Bay Public Library will join at least a dozen other local libraries in that Policy language. The Policy as amended should withstand Constitutional muster and makes the Public Library no more restrictive and no more open than its peers. While not determinative, this consideration is important."

Recommendation

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



MEMO

To: Nayama Y. Reed, Library Director
Whitefish Bay Public Library – Board of Trustees

From: Christopher J. Jaekels –Village Attorney

Date: June 17, 2025

Re: Review of Proposed Update to Computer and Internet Policy

INTRODUCTION AND QUESTION PRESENTED

You have asked me to review the current proposed draft of the Whitefish Bay Computer and Internet Policy (“**Policy**”) particularly with regard to its prohibition of “display of sexually explicit or pornographic materials” in the Library, and to identify any way in which it might impinge upon the First Amendment rights of Library patrons. The current Policy was originally written in 2006 and last updated in 2011. The Board is now considering the update at issue. The proposed updated Policy addresses pornography and sexually explicit material with the following language:

“Prohibited Activities ... Patrons may not ...*view* pornography or sexually explicit material in the Library.” (emphasis added)

We have since agreed that the active verb in this provision should be changed to “*display*” rather than to “view” – pornography or sexually explicit material since the mere act of viewing something does not necessarily disseminate it to others whereas to “display” means to actively present to others. Indeed, Merriam Webster defines “display” as “to place or spread (something) for people to see”.

This is consistent with the proposed language in the new draft, together with the policies of surrounding communities (at least 12 Municipal Library Systems). Nearly all of the libraries consulted prohibit “display” of such materials but by various definitions of what “material” is so restricted. This review does not seek to define “pornography” or “sexually explicit”.

The concern is whether the draft Policy is somehow limited by a “Constitutional right to view pornography in the Public Library”. This needs to be considered along with Policies regarding how such materials are “viewed” or “displayed”.

SHORT ANSWER

For the reasons set forth in this memorandum, it is my opinion that prohibiting “display” of pornography or sexually explicit material in the Library on private or Library computers does not violate the Constitutional right of any of its patrons to view such materials. Therefor, the proposed Policy therefore passes Constitutional muster.

RESEARCH AND DISCUSSION

Together with an Associate who specializes in such research, I have researched by traditional means, and conducted a thorough Westlaw search, to try to locate a case that is on point. Unfortunately, no such case exists.

There is only one case that comes up in such searches that even addresses the viewing or display of pornography or sexually explicit materials in a public library. The Wisconsin Court of Appeals addressed the general issue in an unpublished decision in *State v. Reidinger*, 2015 AP 902 (Court of Appeals District 3 January 26, 2016). (Review denied). Reidinger was found to have violated the University of Wisconsin's System Code which prohibits disorderly conduct in University buildings.¹ At trial it was established that patrons to the library complained after they witnessed Mr. Reidinger viewing pornography in the library. Reidinger was charged with, and convicted of, disorderly conduct. There was no library rule regarding viewing or display of pornographic or sexually explicit material. On appeal Reidinger argued that he had a "First Amendment Right to view legal adult pornographic material at a public library." The Court's response was simple: "We reject these arguments and affirm."

Mr. Reidinger engaged in conduct that "tends to cause or provoke a disturbance" for which the Court stated the University was not required to prove that an actual disturbance resulted, only that the conduct was of a type that "tended to cause or provoke a disturbance."¹ Mr. Reidinger himself did not contest the finding of his having committed disorderly conduct. Instead, he asserted that his conduct was protected by the First Amendment. He cited two cases in support of this assertion. The Court distinguished those cases stating that neither case "establishes a First Amendment Right to view pornography in a public library or any other public place".

The Court affirmed the judgment of the trial court and a petition for review was later denied.

The Court having denied an asserted affirmative defense regarding free speech exercise and affirming the disorderly conduct citation does establish that upon such behavior there is not a "facial", "per se", or "as-applied" violation of the First Amendment. Reidinger is the only case that even considers the viewing or display of pornography in a public library – yet, at its core, it is a disorderly conduct case, not a First Amendment case. We have exhausted our legal database research regarding library pornography or sexually explicit "view" or "display and have not found a single case on point. Therefore, even though Mr. Reidinger's case is not controlling, it may in some ways be instructional for our purposes.²

CONCLUSION

In this case, prohibiting the "display" of pornographic or sexually explicit material inside the Library assures that any perceived potential impacts on free speech are kept to a minimum.

There is also affirmation in numbers. If the new draft Policy is adopted as drafted (with the change from "view" to "display" as already agreed upon), the Whitefish Bay Public Library will join at least a dozen other local libraries in that Policy language. The Policy as amended should withstand Constitutional muster and makes the Public Library no more restrictive and no more open than its peers. While not determinative, this consideration is important.

CJJ:das

¹ WIS. ADMIN. Code § UWS 18.11(2) (See also § 947.01 Wis. Stats.)

² Note that First Amendment Free Speech rights are not protected in cases of obscenity. This Review does not analyze whether the obscenity exemption applies or whether a Library patron's challenge would invoke ordinary, intermediate, or strict scrutiny in an analysis of what obscenities would qualify for exemption from the First Amendment. That would be a larger endeavor beyond the scope of this Review.

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



Whitefish Bay Public Library Mission

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

Summary

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

Key Guidelines

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

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

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

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

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

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

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

Available Devices

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

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

Time Limits and Usage

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

Prohibited Activities

Patrons may not:

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

Policy Violations

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

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 24, 2025 Meeting
Re: 2026 WFBPL Operating Budget – Draft A



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 Draft A of the 2026 Operating Budget, including a comparative spreadsheet showing the 2025 Budget, 2025 Year-End Projection, and 2026 Draft A figures.

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:

- Aim for flat or minimal increases
- Maintain service levels
- Use placeholder figures for 2026 property tax revenue and personnel costs

Key Discussion Points

Revenues

- MCFLS Member Reserve Fund (formerly Reciprocal Borrowing)
Increased significantly due to a shift in non-resident borrowing patterns. The 2026 payment is the Library's highest to date.
 - *Recommendation:* Do not rely on this increase for ongoing operations.
 - *Short-Term Consideration:* Apply the increase toward one-time special projects.
 - *Long-Term Consideration:* Establish a reserve policy to allocate funds exceeding a set threshold for collections or as a contingency fund. This would require discussion with Village administration to assess feasibility.
- Fees
 - Hold non-pickup fee (\$1.00): Generated ~\$2,000 in 2024; removal would reduce negative patron interactions and enhance customer service.
 - Replacement card fee (\$2.00): Generated \$69 in 2024; minimal fiscal impact.

Expenditures

- Impacts of MCFLS Member Agreement changes
 - Lower system membership costs due to MCFLS absorbing infrastructure expenses (\$15,000)
 - Libraries now cover 100% of hoopla costs instead of 30% Library + 70% MCFLS (\$15,000)
 - In 2025, this change was cost-neutral due to reallocated savings
 - In 2026, hoopla costs are projected to rise to \$18,000–\$20,000
 - The future of *hoopla* in 2026 is uncertain due to growing usage, projected to reach \$18,000–\$20,000 despite reduced monthly per patron credits. Comparable alternatives are not available.
- Collection Expenditures
 - When including Fund 22, Friends support, and MCFLS hoopla costs, total expenditures on collections in 2025 and 2026 exceed \$130,000. This reflects a change in accounting, not an expansion in service.
- Special Project Recommendations
 - Proposed Projects Using Member Reserve Fund Increase

- Digitize WFB Herald (1970–1995) - Frequently requested; digitization allows full-text search and online access
- Paint Project – Public stairwell, fire alarm patches, and orange walls near Circulation
- Basement Shelving - Needed for organized storage; current items are stacked on the floor
- Proposed Projects Using Designated Donations
 - Digitize Woman's Club Scrapbooks - Quote received in April 2025: \$5,955
 - Install Automatic Restroom Doors
 - Touch-Up Youth Mural - Engage original artist; explore Plexiglas panel protection
 - Upgrade Electrical Wiring - Improves device support and flexibility for furniture layouts
 - Add Study Pods - Estimated cost: \$7,000 (single), \$16,000 (double)

Next Steps

- Based on Board discussion, a revised budget draft will be presented at the July 22 meeting.
- If further discussion is needed, the Board may finalize the budget at the August 19 meeting.
- Final approval must occur no later than August 19, per the Village budget schedule.

	2023	2024		2025	2025		2026	
Property Taxes	Actual	Actual		Budget	Projected		Draft A	
General Property Taxes	\$ 901,360	\$ 900,526		\$ 930,490	\$ 930,490		956,000	2.7%
Total Property Taxes	901,360	900,526		930,490	930,490		956,000	2.7%
Intergovernmental Revenue								
Other Grants	1,502	3,300		2,000	1,000		-	-100.0%
MCFLS Reciprocal Borrowing	13,869	58,091		75,948	76,193		102,696	34.8%
Total Intergovernmental Revenue	15,371	61,391		77,948	77,193		102,696	33.0%
Fines, Fees, and Penalties								
Library Fines	23,414	22,740		25,000	24,000		23,000	-4.2%
Library Replacement Cards	199	69		150	150		-	-100.0%
Library Recovery - Lost Property	-	(12)		-	-		-	
Total Fines, Fees, and Penalties	23,613	22,797		25,150	24,150		23,000	-4.8%
Public Charges for Services								
Library Room Rental	4,680	4,155		5,500	3,500		3,500	0.0%
Library Copier Revenue	5,291	6,369		5,500	6,000		6,000	0.0%
Miscellaneous Revenue	2,068	862		-	-		-	
Total Public Charges for Services	12,039	11,386		11,000	9,500		9,500	0.0%
Miscellaneous Revenue								
Library Donations/Contributions	1,438	4,330		2,000	2,000		-	-100.0%
Restricted Donations/Contributions	104,200	-		-	-		-	
Total Miscellaneous Revenue	105,638	4,330		2,000	2,000		-	-100.0%
Total Library Fund Revenue	1,058,021	1,000,430		1,046,588	1,043,333		1,091,196	4.6%
	2023	2024		2025	2025		2026	
Personnel Costs	Actual	Budget		Budget	Projected		Draft A	
Library Salaries & Wages	571,806	588,245		616,620	616,620		629,000	2.0%
FICA	43,047	44,554		47,171	47,171		48,114	2.0%
Health/Dental Insurance Premium	58,474	57,446		65,106	65,106		76,000	16.7%
Health Insurance Co-Pay	588	1,945		1,450	1,450		2,000	37.9%
Retirement Contribution	29,303	30,561		31,430	31,430		32,050	2.0%
Group Life Insurance Premium	1,271	1,499		1,656	1,656		1,690	2.1%
Disability Insurance Premium	-	-		1,656	1,656		1,690	2.1%
Travel/Training/Meetings	8,292	6,224		4,500	4,500		4,500	0.0%
Membership Dues	997	1,088		1,200	1,200		1,200	0.0%
Personnel related expenses	489	803		700	700		700	0.0%
Total Personnel Costs	714,267	732,366		771,489	771,489		796,944	3.3%
	2023	2024		2025	2025		2026	
Contracted Services	Actual	Budget		Budget	Projected		Draft A	
Technology - Operating	18,667	28,280		28,000	28,000		28,000	0.0%
Total Library Administration	18,667	28,280		28,000	28,000		28,000	0.0%

	2023	2024		2025	2025		2026	
Operating Expenditures	Actual	Budget		Budget	Projected		Draft A	
Attorney	-	-		-	1,000		-	
Utilities	46,057	49,650		52,000	52,000		45,000	-13.5%
Telephone/Internet	5,792	6,444		6,000	6,000		6,000	0.0%
Supplies	1,619	2,209		2,000	2,000		2,000	0.0%
Advertising/Printing	491	450		500	500		500	0.0%
Postage	16	11		25	25		25	0.0%
Hygiene/Health Supplies	375	28		300	300		-	-100.0%
Building Maintenance	9,948	22,047		13,000	13,000		13,000	0.0%
Library Director Designated	-	51,722		-	-		-	
Sales tax	256	343		500	500		500	0.0%
Copier Maintenance	2,970	3,176		3,500	4,200		4,500	7.1%
Material Processing/Repair	3,480	3,481		3,700	4,500		4,500	0.0%
Custodial Services	33,960	33,960		34,050	34,050		34,050	0.0%
Custodial Supplies	4,144	3,785		6,000	5,000		5,000	0.0%
MCFLS Supplies	1,565	1,956		1,600	1,600		1,600	0.0%
MCFLS Membership	21,423	15,544		22,674	7,148		7,000	-2.1%
Programs - Adult	588	-		500	500		500	0.0%
Programs - Children	317	508		500	500		500	0.0%
Programs - Young Adults	169	-		250	250		250	0.0%
Library Collection Materials	80,000	103,581		100,000	112,000		115,000	2.7%
Friends T&T, Lucky Day	-	11,000		10,500	10,500		10,500	0.0%
Fund 22	23,001	-		8,500	8,500		10,000	17.6%
MCFLS Hoopla	8,400	10,400		12,000	-		-	
Total Collections	111,401	124,981		131,000	131,000		135,500	
Total Operating Expenditures	213,170	298,894		247,099	245,073		239,925	-2.1%
Special Projects (RB Increase)							24,541	
Paint							10,541	
Digitize: WFB Herald							12,000	
Digitize: WC Scrapbooks							TBD	
Digitize: WFB Assessment Rolls							TBD	
Storage Shelving							2,000	
Total Expenses	946,104	1,059,539		1,046,588	1,044,562		1,089,410	4.3%
	2023	2024		2025	2025		2026	
	Actual	Budget		Budget	Projected		Draft A	
Total Revenues	1,058,021	1,000,430		1,046,588	1,043,333		1,091,196	4.6%
Total Expenses	946,104	1,059,539		1,046,588	1,044,562		1,089,410	4.3%
Under/Over	111,917	(59,109)		-	(1,229)		1,786	
Beginning Fund Balance	47,292	159,209		100,100				
Ending Fund Balance	159,209	100,100						
Restricted Donations in Fund Balance		2024 Begin		2024 Expenses			2025 Begin	
Beginning Fund Balance		159,209					100,100	
Digitization		4,200		(560)			3,640	
				Scanner				
Building & Foundation		100,000		(13,567)	(50,000)		36,433	
				Story Room	Foundation			
Restricted Total		104,200					40,073	
Unrestricted Total	47,292	55,009					60,027	
Unrestricted as % of Total Exp	5.0%	5.2%					5.5%	



Public Library Trustee Training

WHITEFISH BAY PUBLIC LIBRARY

Trustee Orientation & Continuing Ed

Chapter 27 of *Trustee Essentials* handbook

Trustee Orientation

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

Trustee Continuing Education

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

Additional Continuing Education Options

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

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

Library Trustee Job Description

Chapter 1 of *Trustee Essentials* handbook

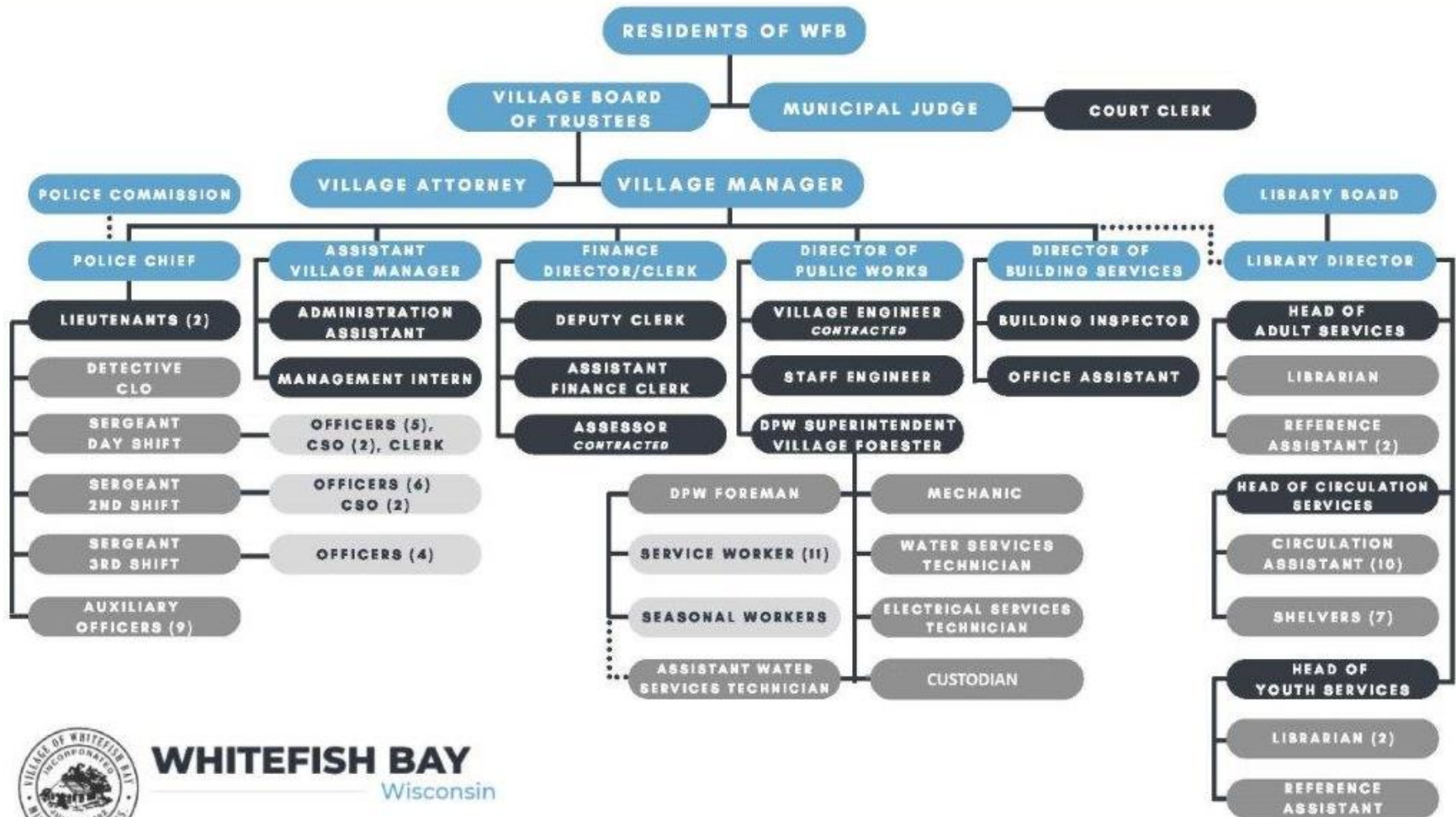
1. Prepare for and attend regular board meetings.
2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.
3. Participate in the development and approval of library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

Who Runs the Library

Chapter 2 of Trustee Essentials handbook

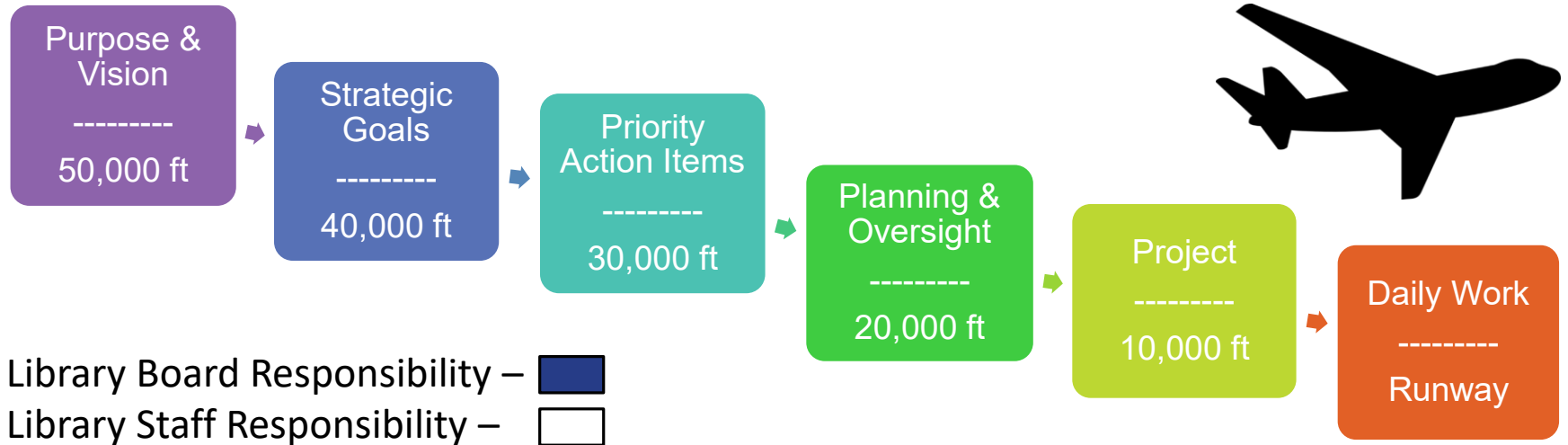
1. Library Board Responsibilities (Wis. Stat. §43.58)
 - a. Sets policies, determines services, and approves the budget.
 - b. Controls all library expenditures and property.
 - c. Authorizes library site purchases and building projects.
 - d. Appoints the library director and sets staff duties and compensation.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

Village Organizational Chart



WHITEFISH BAY
Wisconsin

Work Flight Analogy



← Long-Range Planning →

← Budget / Contract Approval →

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

Library Board Bylaws

Chapter 3 of *Trustee Essentials* handbook

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

Key Bylaw Components

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

Legal Requirements to Consider

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

Effective Board Mtgs & Trustee Participation

Chapter 4 of *Trustee Essentials* handbook

Preparation Before Meetings

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

Legal Responsibilities

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

Effective Board Mtgs & Trustee Participation

Chapter 4 of *Trustee Essentials* handbook (Cont)

Effective Trustee Participation

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

Legal Requirements

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

Ongoing Trustee Education

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

Tentative Schedule

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

Chapter 12 (April 29, 2025)

- Library Standards

Chapters 27, 1-4 (May 2025)

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

Chapters 24, 26, Appendix A (June 2025)

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

Chapters 8-9 (July 2025)

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

Tentative Schedule (cont.)

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

Chapters 22-23 (August 2025)

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

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

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

Chapters 14-16 (October 2025)

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

Chapters 5-7, 19 (November 2025)

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

Tentative Schedule (cont.)

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

Chapters 17-18 (January 2026)

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

Chapters 20-21 (February 2026)

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

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 24, 2025 Meeting
Re: Collection Management Report – Adult Fiction & Nonfiction



WFB Public Library Mission Statement

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

Overview

Effective collection management ensures that the Library's materials remain relevant, useful, and in good condition for our community. Using LibraryIQ, we now have access to detailed data that supports both strategic purchasing and prudent deselection. This report focuses on adult fiction and nonfiction and outlines current trends, metrics, and areas for attention.

Collection Management Metrics

There is no universal benchmark for the ideal age of a collection. For instance, larger institutions like Milwaukee Public Library often serve as both public and research libraries, with holdings that include archival materials dating back over a century. By contrast, smaller libraries, such as ours, must balance space limitations and budget constraints while still maintaining a responsive and high-demand collection. Areas such as technology, health, and medicine should focus on up-to-date materials, whereas history and cooking materials might remain popular despite an older publication date.

One common and actionable metric circulation history. Materials that have not circulated in a set period, often three to five years, may be considered for withdrawal. At WFBPL, we typically follow a three-year no-circulation guideline for deselection. This supports collection turnover and ensures space is available for new or higher-demand materials.

Adult Collection Analysis

Nonfiction accounts for nearly 50% of the adult collection. Our strongest sections are in the Dewey 300s (social sciences), 600s (technology, health, cooking), 700s (arts and recreation), and 900s (history and travel). These categories remain popular, and circulation is not always tied to item age. Some older materials still circulate regularly, while some newer titles do not.

Because of this, deselection decisions are based more heavily on usage data rather than publication date. In addition, high-circulating titles are monitored for condition and possible replacement. As of this report, 108 nonfiction items (0.75% of the collection) have circulated more than 100 times. These materials will be reviewed for wear, damage, and the potential need for re-purchase or replacement with updated editions.

The fiction collection generally turns over at a faster rate than nonfiction, and fewer items remain unused. Currently, 298 fiction items (2% of the collection) have circulated more than 100 times, indicating strong, sustained interest. Like nonfiction, these items are due for review based on physical condition.

Next Steps and Implications

- **Continued Monitoring:** LibraryIQ will remain our primary tool for identifying both low- and high-performing items. We will continue regular weeding to keep the collection current and responsive.
- **Replacements and Updates:** High-circulation items will be reviewed in FY25 for replacement.

1-99	encyclopedias, computer science	500's	Mathematics, astronomy, chemistry, plants, wild animals, Earth science				3 Years	No Circ as % of	Added 1995- 2005	Added 2006- 2015	Added 2016- 2025
		#	% of N	No Cir	#						
100's	Philosophy, logic, ethics, psychology, the paranormal	600's	Medical sciences, engineering, manufacturing, agriculture, pets, recipes	000	191	1.4%	23	12.0%	7.9%	29.8%	62.3%
200's	World religions and mythology	700's	Art, drawing, comics, hand crafts, games, performing arts, music, sports	100	683	4.9%	55	8.1%	17.3%	30.6%	52.1%
300's	Cultures, folklore, sociology, true crime, economics, education, law	800's	Poetry, plays, essays, speeches, letters, classic literature, humor	200	344	2.5%	40	11.6%	26.7%	33.7%	39.6%
400's	Sign language, foreign language, linguistics	900's	Geography, travel, US history, ancient world	300	1,914	13.7%	306	16.0%	9.7%	24.7%	65.6%
				400	168	1.2%	13	7.7%	11.3%	55.4%	33.3%
				500	616	4.4%	81	13.1%	14.9%	30.2%	54.9%
				600	3,044	21.8%	276	9.1%	19.7%	37.1%	43.2%
				700	1,748	12.5%	209	12.0%	29.9%	33.9%	36.2%
				800	772	5.5%	101	13.1%	24.4%	28.1%	47.5%
				900	4,498	32.2%	446	9.9%	16.8%	25.9%	57.3%
				Total	10,846	77.6%	1,126	10.4%	18.5%	30.3%	51.2%

92 is for all Biographies and Autobiographies

	#	% of Fiction	3 Years No Circ	No Circ as % of #	Added 1995- 2005	Added 2006- 2015	Added 2016- 2025
Adult Fiction	7,671	52.3%	356	4.6%	12.1%	30.8%	57.1%
Adult Graphic Novel	991	6.8%	84	8.5%	0.1%	53.5%	46.4%
Adult Large Print	1,100	7.5%	58	5.3%	13.6%	17.2%	69.2%
Adult Mystery	2,578	17.6%	67	2.6%	17.2%	35.7%	47.1%
Adult Romance	1,563	10.7%	53	3.4%	12.3%	26.2%	61.5%
Adult Science Fiction	751	5.1%	20	2.7%	8.5%	22.2%	69.3%
Total	14,654	100.0%	638	4.4%	12.1%	31.2%	56.7%

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: June 24, 2025 Meeting
 Re: Director's Reports



- 1) Building
 - a) Regular maintenance is occurring per schedule.
 - b) The fire system project is 99.9% complete.
 - c) The 2026-2027 Village Capital Improvement Plan includes a request for \$240,000 for "library boiler replacement."
 - i) From June 16, 2025 Village Board meeting packet, page 339 of 361.
 "The Library boilers were installed in 1999 with numerous repairs required over the years, but the system runs inefficiently and is at the end of its useful life. The risk of not replacing the boilers will result in higher expenses for emergency repairs or necessary emergency replacements. The boiler system replacement will also need updates to the building automation system (BAS) that supports the mechanical controls of the air handling unit (ventilation), boiler (heating) and chiller with the cooling tower (air conditioning). The BAS is the software, thermostats, and controls are needed to operate the hardware for all HVAC functions within the Library. The BAS must be upgraded to avoid the loss of HVAC controls."
- 2) 2025 Strategic Plan
 - a) Director Reed and Trustee DeGuire are organizing data and reviewing prior surveys to develop next steps.
- 3) Friends – n/a
- 4) IMLS and LSTA Updates
 - a) Recent news articles
 - i) <https://americanlibrariesmagazine.org/2025/06/18/five-months-into-the-trump-presidency/>
 - ii) <https://www.artnews.com/art-news/news/trump-administration-violated-law-withholding-institute-of-museum-and-library-services-funds-1234745552/>
 - b) Postcard Campaign
 - i) WFBPL received postcards to distribute to patrons, encouraging them to write to their congressional members supporting libraries.
- 5) MCFLS
 - c) The 2nd annual retreat will occur in July at the zoo with an emphasis on HR issues.
 - d) The June 5 LDAC meeting included
 - i) Draft MCFLS Communication Plan
 - ii) Update on 2024-2025 MCFLS Technology Report
 - iii) Review of hoopla usage and costs YTD
 - (1) WFBPL usage totaled \$2,944.21 in Q1. Director Reed projects total 2025 costs of \$15,000, which is consistent with the revised 2025 collection budget.

2025	Overdrive	OD Advan tage	OD Magazines	Ancestry	Brain fuse	News Bank MJS	hoopla	Consumer Reports	eMaterials Total
Original	\$7,211	\$626	\$0	\$1,186	\$600	\$1,545	\$4,818	\$0	\$15,987
Final	\$7,211	\$626	\$0	\$1,218	\$600	\$1,545	\$15,000	\$528	\$26,729
Change	\$0	\$0	\$0	-\$32	\$0	\$0	-\$10,182	-\$528	-\$10,742
2025	III Basic Software	III Add-On Softw are	OCLC	Catalogi ng	Interne t	MyPC Licens e	MyPC Server	Infrastruct ure Total	Grand Total
Original	\$8,242	\$901	\$4,997	\$10,101	\$1,200	\$255	\$180	\$25,876	\$41,862
Final	\$0	\$0	\$5,768	\$0	\$1,200	\$0	\$180	\$7,148	\$33,877
Change	\$8,242	\$901	-\$771	\$10,101	\$0	\$255	\$0	\$18,728	\$7,986

- (2) Savings from MCFLS covering infrastructure costs, covers increase in collection expenditures from libraries covering 100% of hoopla costs. Previously MCFLS covered approximately 70% of hoopla and libraries covered 30%. In 2025, savings are slightly more than increased hoopla costs.

- (3) Total collection expenditures look significantly higher, but collections provided are the same.

2025	Fund 13	Fund 22	Friends	Collections Total	MCFLS Membership	Balance
Original	\$100,000	\$8,500	\$10,500	\$119,000	-\$25,876	
Final	\$115,000	\$8,500	\$10,500	\$134,000	-\$7,148	

	\$15,000	\$0	\$0	\$15,000	\$18,728	\$3,728
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- iv) Updated MCFLS staffing chart and responsibilities
- 6) Foundation – The Spring Campaign garnered \$14,000+. Plans are starting for the year-end campaign.
- 7) Collaborations
 - e) Ruby Bridges Walk to School Day
 - i) The North Shore Health Department received grant funding to support this initiative. The North Shore Health Department, Bay Bridge, Whitefish Bay Public Library, AARP, and the Wisconsin Bike Fed have formed a working group to plan the event(s). Glendale River Hills and Shorewood Schools are participating.
 - ii) Current event plans include:
 - (1) the official Walk to School Day event on November 14 for each participating school, with students and families walking together while reading a storywalk version of *I Am Ruby Bridges* by Ruby Bridges.
 - (2) At WFBPL we'll also be doing
 - (a) a Tween program on biking and walking safety
 - (b) an intergenerational event on Ruby Bridge's legacy while story sharing of personal instances of courage and kindness
 - (c) a story time based on "I am Ruby Bridges" children's book with a craft.
 - f) WFB Historic Preservation Commission
 - i) The Commission inquired about the possibility of digitizing the collection of applications they have from homes their Architecture and History Inventory and medallion project. The long term goal is to add the digitized collection to the Library's online local history collection by the end of 2025.
 - ii) Based on discussions the project is viable and low cost.
 - iii) Next steps will be for the Commission to forward me the digital files, then I will evaluate them and develop a plan.

Since 1997, Wisconsin has received over \$55 million in Institute of Museum and Library Services (IMLS) funding through 248 grants. Many of these grants were matched by state, local, or private dollars—leveraging additional investment and expanding impact.



The 2025 IMLS approved budget was \$325 million. That works out to 96 cents per US resident **for the year!**

Why IMLS Funding Matters

Supports Access to Information & Digital Equity

Federal IMLS funds power BadgerLink, Wisconsin's online library, giving students, researchers, job seekers, and lifelong learners access to hundreds of quality databases. These same dollars fund WISCAT, our statewide interlibrary loan system, making it possible for patrons to borrow materials from any library in the state.

Expands Internet Access in Underserved Areas

IMLS grants help libraries provide internet hotspots, improve broadband infrastructure, and support digital literacy efforts. These services are critical for families without reliable internet at home, especially in rural parts of Wisconsin.

Boosts Local Library Innovation and Services

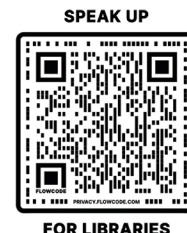
Libraries use IMLS grants to modernize spaces, test new programs, and respond to emerging community needs. Whether it's launching workforce development initiatives or hosting programs for small businesses and job seekers, these dollars create real, measurable impact.

Empowers Library Staff

IMLS funding allows Wisconsin libraries to send staff to required continuing education events and leadership trainings—ensuring that every library, no matter its size, has knowledgeable, certified professionals delivering top-tier service.

Strengthens the Statewide Library System

From shared catalogs to delivery vans that move materials across counties, IMLS dollars flow through the Department of Public Instruction and strengthen Wisconsin's 15 public library systems—creating efficiencies and shared resources that individual libraries couldn't afford alone.



What Happened?

On March 14, 2025, the President signed an executive order which proposes the elimination of the Institute of Museum and Library Services (IMLS), the primary federal agency supporting libraries in the United States. This move raises concerns among library advocates and professionals about future funding and support. If IMLS is eliminated, we will lose state-managed federal grants that support services like Interlibrary Loan, summer library programs, and support and training for librarians.

How Can I Help?

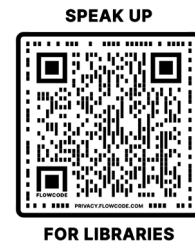
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328 Hart Senate Office Building
Washington, DC 20510

Tammy Baldwin
141 Hart Senate Office Building
Washington, DC 20510

Wisconsin Representatives:

Brian Steil
1526 Longworth H.O.B.
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2252 Rayburn H.O.B.
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