

LIBRARY BOARD MEETING
 TUESDAY March 26, 2024, 6:30pm
 LOCATION: 1st Floor Storytime 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>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Saunders, Village Board Representative, 2024	
Sandy Saltzstein, School District Representative, 2021-2024	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
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 Feb 27, 2024 meeting b. Finance Report Through Mar 21, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Naming Policy - Draft	Motion			
7:15	5. Barbara Bartley Signage	Motion			
7:45	6. Storytime Room Project – Update and Next Steps	Motion			
8:00	7. Library Standards	Discuss			
8:20	8. Director’s Report – Board recruiting process, cross-training staff, Foundation	Discuss			
8:30	ADJOURNMENT	Motion			

IMPORTANT DATES – BOARD MEETINGS

- Apr 1, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- Apr 8, 2024, Monday, 6:00 pm – Library Foundation Board, @Library
- Apr 15, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- Apr 16, 2024 Tuesday, 6:30 pm - Library Board of Trustees, @Library
 - Note 1 week earlier than usual
- Apr 17, 2024, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- Apr 18, 2024, Thursday, 5:00 pm – MCFLS Board of Trustees

LIBRARY BOARD MEETING
 Tuesday February 27, 2024, 6:30pm
 Pending at March 26, 2024 Mtg
 LOCATION: Library and Zoom



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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Saunders, Village Board Representative, 2024	In-person
Sandy Saltzstein, School District Representative, 2021-2024	In-person
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	In-Person
Claire Flannery, Member, 2020-2026	Zoom
Staff	
Nyama Reed, Library Director	In-person

Public: One high school student for class assignment (in-person); Michelle Hobbins, community member (zoom)

CALL TO ORDER 6:38pm				
1. Statement of Public Notice				
Director Reed stated the meeting was properly noticed and posted according to law.				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
None				
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 Jan 23, 2024 meeting b. Finance Report Through Feb 23, 2024	Motion	Saltzstein	Saunders	Unanimous
Consent agenda approved as presented.				
4. Naming Policy – Review	Discuss			
Extensive deliberation ensued regarding potential amendments to the Naming Policy, with numerous examples drawn from other libraries and various discussion points highlighted in the packet memo.				
President Livingston and Vice President Leinweber expressed a preference for refraining from naming, citing the library's status as a public entity. Trustee Gettinger, however, advocated for offering naming opportunities for various aspects, including chairs, collection areas, the elevator, and rooms. Other Trustees supported the notion of providing naming options with certain restrictions.				
Key guidelines discussed include:				
<ul style="list-style-type: none"> • The building itself cannot be named. • Naming rights cannot be granted to companies or corporations. • Named individuals may be either living or deceased. • Instead of specifying a fixed number of years or “in perpetuity,” the time limit for naming is defined as the “useful life” of named item. 				

- Donations to the Foundation may qualify for naming rights, akin to fundraising efforts during the library's initial construction in 2002.
- Determining what constitutes a significant donation may be evaluated on a case-by-case basis and may evolve.
- There is the option to revoke a name if the pledge commitment associated with it is not fulfilled.
- There is the option to remove a name if the individual(s) associated with it engage in disreputable behavior.

Next Steps: Director Reed will bring a draft revised naming policy, incorporating the items above, to the March Board meeting.

5. Barbara Bartley Signage	Motion	Tabled		
Discussion and action on this topic is tabled due to ongoing discussion of the Naming Policy.				
6. Annual Report to DPI	Motion	Leinweber	Saunders	Unanimous
Annual report amended to updated Trustee Saunders' home address.				
Motion to approve the 2023 Annual Report to DPI as amended and for President Livingston, or Vice President Leinweber in the President's absence, to sign the report.				
7. Department Reports	Discuss			
Department reports presented.				
8. Informational Items	Discuss			
Information items presented.				
ADJOURNMENT 8:00pm	Motion	Saltzstein	Leinweber	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 3/21/2024	AVAILABLE BALANCE	% BDGT
% Fiscal Year Completed: 24.86						
Fund 13 - Library Special Revenue Fund						
Account Type: Revenue						
13-00000-41100	Property Taxes	901,360	900,526	-	900,526	-
13-00000-43792	Other Grants	1,502	-	2,300	(2,300)	100
13-00000-43793	Library MCFLS RB Payment	13,869	57,179	57,191	(12)	100
13-00000-45209	LIBRARY FINES	23,415	25,000	5,614	19,386	22
13-00000-45210	Library Replacement Cards	208	150	10	140	7
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	-	-	-	-
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	856	3,644	19
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	974	3,026	24
13-00000-46715	MISCELLANEOUS REVENUE	2,068	-	-	-	-
13-00000-48501	LIBRARY DONATIONS	1,438	2,000	-	2,000	-
13-00000-48504	Restricted Donation	104,200	-	-	-	-
Total Revenue:		1,058,021	993,355	66,945	926,410	7
Account Type: Expenditure						
13-93000-50100	Salaries	571,806	599,350	135,409	463,941	23
13-93000-50150	FICA Tax	43,047	45,850	10,262	35,588	22
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	14,255	42,755	25
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,343	108	93
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	7,093	23,396	23
13-93000-50180	Group Life Insurance Premium	1,271	1,284	321	963	25
13-93000-50181	Disability Insurance Premium	-	1,284	-	1,284	-
13-93200-50190	Training/Meetings/Travel	8,292	4,500	400	4,101	9
13-93200-50191	Membership Dues	997	1,200	640	560	53
13-93200-50194	Personnel Related Expenses	489	700	-	700	-
13-93200-50250	Utilities	46,057	48,000	11,244	36,756	23
13-93200-50251	Telephone/Internet	5,792	5,700	1,032	4,668	18
13-93200-50300	Office Supplies	1,619	2,000	241	1,759	12
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53
13-93200-50302	Postage	16	25	2	23	7
13-93200-50303	Covid Supplies	375	250	-	250	-
13-93200-50360	Building Maintenance	9,948	12,000	6,723	5,277	56
13-93200-50760	Sales Tax	256	250	53	197	21
13-93300-50240	IT Support Contract Services	18,667	25,000	3,438	21,562	14
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	478	2,722	15
13-93300-50312	Material Processing/Repairs	3,480	3,400	521	2,879	15

% Fiscal Year Completed: 24.86		END BALANCE	2024	YTD BALANCE	AVAILABLE	%
GL NUMBER	DESCRIPTION	12/31/2023	ORIGINAL	3/21/2024	BALANCE	BDGT
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	5,800	28,250	17
13-93300-50351	Custodial Supplies	4,144	5,000	1,103	3,897	22
13-93300-50400	MCFLS Supplies	1,565	1,200	303	897	25
13-93400-50401	MCFLS Membership	21,423	18,413	15,544	2,869	84
13-93400-50402	Programs - Adult	588	500	-	500	-
13-93400-50403	Programs - Children	317	500	-	500	-
13-93400-50415	Programs - Young Adults	-	250	-	250	-
13-93500-50410	Library Collection Materials	80,000	90,000	27,111	62,889	30
13-93500-50413	Adult DVD's	169	-	-	-	-
Total Expenditure:		946,104	993,355	243,579	749,776	25

Fund 13 - Library Special Revenue Fund:

TOTAL REVENUES	1,058,021	993,355	66,945	926,410	7
TOTAL EXPENDITURES	946,104	993,355	243,579	749,776	25
NET OF REVENUES & EXPENDITURES	111,917	-	(176,635)	176,635	100
BEG. FUND BALANCE	47,293	47,293	47,293		
NET OF REVENUES/EXPENDITURES - 2023			111,917	111,917	
END FUND BALANCE	159,209	47,293	(17,425)		

% Fiscal Year Completed: 24.86		END BALANCE	YTD BALANCE	AVAILABLE
GL NUMBER	DESCRIPTION	12/31/2023	03/31/2024	BALANCE
Fund 22 - LIBRARY EXPANSION FUND:				
	TOTAL REVENUES	20,531.98	2,449.34	(2,449.34)
	TOTAL EXPENDITURES	23,400.53	0.00	0.00
	NET OF REVENUES & EXPENDITURES	(2,868.55)	2,449.34	(2,449.34)
	BEG. FUND BALANCE	76,856.91	76,856.91	
	NET OF REVENUES/EXPENDITURES - 2023		(2,868.55)	(2,868.55)
	END FUND BALANCE	73,988.36	76,437.70	

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: March 26, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

In February we hosted author Nick Petrie, in collaboration with Boswell Book Company. Nick was interviewed by Adult Services Librarian Sharon Nagel, who is also a published mystery author. We've hosted Nick for nearly every book release since the beginning of his career. Nick had a large event at Boswell on the day of release with over 150 people. Even with that large of a crowd at his Boswell event, we still had over 40 people attend our library event.

We had another collaboration with the local chapter of AFS. We hosted 3 AFS students, each who did a presentation on their country of origin and shared a dessert. We had over 20 folks attend, and they were a mix of adults and teens.

Book and DVD Displays

For February, both our book and DVD displays featured titles for Black History Month. Our book display area is new and we've gotten some good feedback from patrons about it.

At the start of the year, staff are assigned a month that they are in charge of the book display. They are responsible for coming up with either 1 or 2 display ideas for their assigned month, while all reference staff helps fill in holes when books are checked out.

Collection Development

After closely examining circulation numbers of adult Playaways and talking with staff, I decided to discard our entire adult collection. More than half of the collection did not have a single checkout in over 1 year, and the majority of titles that did checkout only checked out once in a year. We first offered up discarded Playaways to other MCFLS libraries for \$5 per item. Oak Creek bought half a dozen. The rest were given to Friends to sell on eBay or at the book sale. The space previously used for Playaways will now be used for sci-fi and mystery books.

Winter Reading Program

Winter Reading Program for adults ran in January and February. Winter Reading is not nearly as popular as our summer reading program, but we still had 64 participants. The program works similar to summer reading, in that participants get credit for every 2 hours of reading. The credit allows them to enter into a drawing for a gift card, paid for by Friends of the Whitefish Bay Public Library.

Circulation Services (Hoge)

Technology

Thanks to the Friends of the WFB Public Library we have installed 2 new TV monitors at the Circulation Desk which are used to publicize our programming and other library news.

Also from the Friends we are going to be implementing two Samsung tablets in the Adult Services wing that will provide access to the CountyCat catalog. These will be installed near the non-fiction books so that patrons have catalog access further into the wing. They will look similar to those being used at St Francis Library.



Training

With the implementation of the new Aspen Discovery Catalog for Countycat in June, all staff are participating in online training on the new product in April.

Meetings

A joint MCFLS Circ Services & Adult Services Meeting was held at the North Shore Public Library March 21st. At that meeting the following things were discussed:

- Katie Saldutte from the Wisconsin Talking Book and Braille Library gave a presentation about their resources and how MCFLS staff can assist our patrons who have vision or other print challenges (e.g., arthritis, Parkinson's, MS) apply to use materials and technology from the WTBBL.
- MCFLS began offering e-Verify to patrons for card renewals in the month of March. Over 2,900 patron records across Milwaukee County were automatically verified and renewed saving Circulation staff many hours of having to manually renew patron accounts. Patrons whose accounts are expiring are sent an email advising of the option to use e-Verify. They can easily opt out of this within the email.
- There was much discussion around the new Discovery Catalog (Aspen) that will replace the current CountyCat software from Innovative (our Sierra ILS vendor). MCFLS staff are working on getting the new software configured and are asking that staff in all areas use the beta version provided to test different search scenarios and account management.

WLA Conference Committee

I am continuing to sit in on monthly meetings for the WLA Conference Planning Committee as the Registration Chair. The theme of this years conference is 'All In: Include and Innovate' with an emphasis on DEI (Diversity, Equity, Inclusion) programming and communications. Our publicity co-chairs have come up with great branding such as the following logo we are using for all email communications:



Youth Services (Kiekhaefer)

Collection Development

- The non-fiction reorganization project is about 90% finished. Valerie has spearheaded this project, and we're all excited for its implementation. Next steps are finishing the books that are more difficult to catalog or pin down, topic-wise, and then create some new signage. The hope is to have this ready for summer reading program.
- With a new Friends budget, we'll be purchasing a large amount of Wonderbooks for older readers to start that collection.

Programming

- We will be adding a mini storytime session in May to help us bridge the gap between our spring storytime session ending and our summer session beginning.
- Our storytime numbers have been quite strong as of late so we want to keep the momentum going and we want to show off our new window in the storytime room.
- Our Winter Reading Celebration (sponsored by Kiwanis North Shore Milwaukee) was a well-attended affair, with nearly 80 people attending.

Meetings

- Katie attended the MCFLS YSC meeting via Zoom in March. There was a presentation on Autism & Supporting Autistic Children and their Families from Dr. Brianna Gambetti from the Waisman Center at UW-Madison.
- Katie met with her mentee as part of the WLA Mentorship program.

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 Total
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	308,487
2024	27,157	26,176												
23-24	7.1%	9.5%												
PHYSICAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
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	256,795
2024	21,828	21,092												
23-24	3%	6%												
DIGITAL CIRCULATION			Libby	Hoopla	RBDigital	Kanopy	Comics Pus							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
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	51,692
2024	5,329	5,084												
23-24	23%	25%												
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	20.3%
2024	24%	24%												
23-24	21%	21%												
LIBBY (Formerly Overdrive. Print books, Audio books, Music)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
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	38,548
2024	3,738	3,522												
23-24	17%	18%												
HOOPLA (Print Books, Audio Books, Music, Movies)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	4,909
2024	476	451												
23-24	14%	28%												
DIGITAL MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	5,281
2024	862	878												
23-24	66%	67%												
KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	2,680
2024	253	233												
23-24	-13%	-19%												
DOOR COUNT PER MONT 2020 Door Counter Quit Working. Didn't replace until 2021.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
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	150,500
2024	12,294	11,824												
23-24	3%	3%												
DOOR COUNT PER DAY 2020 Door Counter Quit Working. Didn't replace until 2021.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

2023	398	411	391	466	387	551	564	558	421	395	443	403	449	5,389
2024	424	408												
23-24	6%	-1%												

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: March 26, 2024 Meeting
Re: Naming Policy – Draft



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.

Background

WFBPL's Naming Policy was approved by the Board April 8, 2006, then reviewed and reapproved July 22, 2014 (see attached). Review of the current policy and examples from other libraries was conducted at the February 27, 2024 Library Board meeting.

Key guidelines discussed and supported by the Board included:

- The building itself cannot be named.
- Naming rights cannot be granted to companies or corporations.
- Named individuals may be either living or deceased.
- Instead of specifying a fixed number of years or "in perpetuity," the time limit for naming is defined as the "useful life" of named item.
- Donations to the Foundation may qualify for naming rights, akin to fundraising efforts during the library's initial construction in 2002.
- Determining what constitutes a significant donation may be evaluated on a case-by-case basis and may evolve.
- There is the option to revoke a name if the pledge commitment associated with it is not fulfilled.
- There is the option to remove a name if the individual(s) associated with it engage in disreputable behavior.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve the Naming Policy as presented (amended).



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.

Introduction

The naming of areas, rooms, and objects within the [City/Town Name] Public Library is an opportunity to honor individuals, families, or organizations who have made significant contributions to the library's mission and goals. This Naming Policy outlines the criteria, procedures, and considerations for naming rights and commemorations within the library facility.

Criteria for Naming

The following criteria shall be considered when evaluating proposals for naming:

- **Significant Contributions:** Individuals, families, or organizations must have made substantial contributions to the advancement of the library's mission, either through financial support or exemplary service to the library.
- **Relevance to Library Mission:** The proposed name should align with the values, objectives, and mission of the library and contribute positively to its reputation and community standing.
- **Long-Term Impact:** The contributions or actions of the individual, family, or organization being honored should have a lasting impact on the library and its patrons.

Naming Opportunities

Naming opportunities may include, but are not limited to:

- **Areas and Rooms:** Portions of the library building, such as meeting rooms and study areas may be named in recognition of significant contributions.
- **Collections:** Collections within the library may be named to acknowledge notable donations or support.

Procedures for Naming

- **Proposal Submission:** Individuals or organizations interested in naming opportunities must submit a formal proposal to the Library Board of Trustees detailing the proposed name, rationale, and supporting documentation.
- **Review Process:** The Library Board of Trustees will review all proposals in accordance with the established criteria and may seek input from relevant stakeholders, including library staff and community members.
- **Approval:** Final approval for naming rights rests with the Library Board of Trustees, who reserve the right to accept, reject, or modify proposals as deemed appropriate.

Donations and Conditions

- **Acceptance of Donations:** The library may accept donations of money, real estate, or other assets, provided that the conditions attached to the gift are acceptable to the Library Board of Trustees.
- **Conditions for Naming**
 - The Library Board of Trustees has is the sole entity that may approve naming of Library areas or collections.
 - The Library Board of Trustees shall retain the right to manage or control all named facilities, and donors shall have no right to manage or control named facilities or collections.
 - The building itself cannot be named.

- Naming rights cannot be granted to companies or corporations.
- No conditions other than the naming rights described herein may be attached to any donation, except as specifically approved by the Library Board of Trustees.

Recognition and Accountability

- **Public Recognition**

- The Library Board of Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees.
- Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change.
- **Accountability:** The Library Board of Trustees will ensure transparency and accountability in all naming decisions and agreements, maintaining the integrity and reputation of the library.

Permanency

- **Length of Time**

- Library areas and collections shall retain that name for the useful life of that area or collection.

- **Revocation**

- Naming may be revoked:
 - in the event of any default in payment of the gift as provided in donation agreement, or
 - in the event the Board determines in its sole discretion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the Library, or
 - if the building is no longer used as a public library, or if the space is demolished, or
 - if the use of the space is so altered that the naming is no longer relevant, or
 - if the named collection is discontinued.

Review and Amendments

- This Naming Policy shall be periodically reviewed and may be amended by the Library Board of Trustees as necessary to reflect changing circumstances, priorities, or best practices.

Contact Information

- For inquiries regarding naming opportunities or the naming process, please contact the Whitefish Bay Public Library Director.

**Whitefish Bay Public Library
Current Naming Policy**



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.

Naming the library facility or designated areas within the library facility is the responsibility of the Whitefish Bay Public Library Board of Trustees.

The following guidelines are to be followed in naming the library facility or portions thereof:

1. Whenever a person's name is used, the individual must have made a significant contribution to library service on the local, state or national level. Individuals must have been responsible for a major development in improving the quality of library service either through a personal financial contribution to the Whitefish Bay Public Library or through specific, identifiable actions in support of library service over a sustained period of years
2. Persons of state and national renown must, at the time of the naming, be well-known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens.
3. In recognition of significant actions, service or financial contributions on behalf of the Whitefish Bay Public Library, rooms or areas within a library may be named to honor individuals, corporations, or foundations. The individual, corporation, or foundation must have been responsible for a major development in improving the quality of library service either through a financial contribution to the Whitefish Bay Public Library or through specific, identifiable actions in support of library service over a sustained period of years.
4. While the Whitefish Bay Public Library Board of Trustees has the authority to change the name of the library facility or portions thereof, it shall also be the Board's general policy to recognize past designees and contributors in perpetuity.

Whitefish Bay Public Library
Naming Policy

Approved by the Whitefish Bay Library Board of Trustees August 8, 2006

Reviewed and approved by the Whitefish Bay Library Board of Trustees July 22, 2014.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 23, 2024 Meeting
Re: Barbara Bartley Signage



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.

Background

Per the March 29, 2022, Library Board meeting minutes, "Director Reed informed Board that the youth wing was to be named after Barbara Bartley during the 2002 construction due to a \$600,000+ donation. This was confirmed recently by Brent Gregory, WFBPL BoT President at the time. However, due to lapses, the naming did not occur. Current Board and staff agree the lapse should be corrected, with possibility to tie it into coming events."

Signage

Attached are pics of the suggested signage to honor Barbara Bartley's legacy. The sign would be 18x24 acrylic with metal offsets, similar in design to the donor wall in the lobby. The plan is to put the sign where the movie poster case used to be, just to the right of the Book Return. That section of wall is recessed and was recently patched and painted.

The first picture below shows the size of the sign on the wall with no other features. The second picture has additional features to add visual interest, without competing with the multitude of colors and art in the area.



To be decided is wording of the dedication to Ms. Bartley.

Examples from other libraries:

Rye Public Library (NH)



North Shore Library (Glendale, WI) - Future



Recommendation

It is recommended the WFBPL Board of Trustees approve placement of the proposed (amended) sign honoring Barbara Bartley in the proposed (amended) location.

18"

24"

**Welcome to the
Barbara Bartley Youth Services Wing
of the
Whitefish Bay Public Library**



BARBARA G. BARTLEY
Librarian

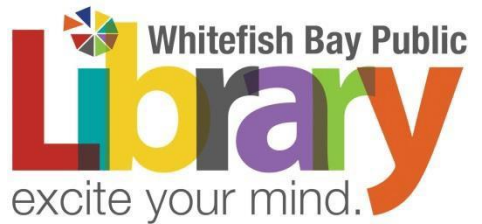
Barbara Bartley

January 18, 1919-November 19, 1999

Born and raised in Wisconsin in 1919, Ms. Bartley earned her Bachelor's degree in English and Education in 1941, followed by a Master's degree in Education and a Master's degree in Library Science from the University of Wisconsin-Madison in 1950. Between 1941 and 1960, she served as a librarian in various schools. Subsequently, she transitioned to a career as an assistant professor of Library Science at Wisconsin State College-Oshkosh from 1960 to 1962, and later as a professor of Library Science at the University of Wisconsin-Milwaukee from 1962 to 1985. Ms. Bartley dedicated 44 years to her career in librarianship, showcasing her commitment to libraries through her generous support of the Whitefish Bay Public Library.

Having moved to Whitefish Bay during her tenure at UW-Milwaukee, Ms. Bartley bequeathed the majority of her estate to support the construction of the new Whitefish Bay Public Library building, which was completed in 2002. Her substantial contribution constituted a quarter of the total funds raised for the project.

As a tribute to Ms. Bartley's extraordinary career and impactful contribution, the Youth Services Wing is named in her honor.



To: Whitefish Bay Public Library Board of Trustees
From: Katie Kiekhaefer, Head of Youth Services
Date: March 21st, 2024
Re: Barbara Bartley Youth Services Wing

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.

Dear Board Members,

I know there is ongoing discussion about naming rights and fundraising for the future of the Whitefish Bay Public Library, and I am grateful that our board is so thoughtful about how best to preserve the integrity of our library. I believe all of us deeply value the library's mission and the role it plays in the community of Whitefish Bay. As the Head of Youth Services at the Whitefish Bay Public Library, I am writing to urge you to consider the issue of Barbara Bartley's significant donation as a separate issue and ensure that her legacy is properly honored.

Barbara Bartley's dedication to libraries was evident throughout her life, making substantial contributions to both the University of Wisconsin-Milwaukee (as a professor and through a yearly scholarship in her memory) and our beloved library. It is my firm belief that we owe it to her memory and commitment to uphold the promise made to her 25 years ago regarding naming rights.

Unlike some donors, Barbara Bartley was not a wealthy benefactor with numerous foundations to her name; rather, she dedicated her career to the betterment of libraries and children. Her impact on our institution's fundraising deserves recognition in the form of a named wing, aligning with the ethos of our library and the principles of stewardship we hold dear.

I appreciate your consideration of this matter and your ongoing support for our library's mission.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: March 26, 2024 Meeting
Re: Storytime Room Project – Next Steps



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.

Background

At the January 23, 2023 Library Board meeting, the Board accepted a proposal from 3K Construction, LLC, to install a window in the storytime room. Installation was completed the week of 03/18/24.

Next Steps

The quote for the storytime room project included touch-up painting. However, staff realized touch-up painting would not look ideal. Given the scope of the project it is preferable to contract with our usual painting company to fully repaint both sides of the impacted wall.

- After completion of the initial phase, obtain a quote to install glass in doors to add more light into the storytime room if more light is desired. Estimate \$1,000 based on prior paint jobs. Company owner plans to visit Library week of 3/25 to view space and submit quote.
- Install glass in storytime room door panels. 3K Construction plan to submit quote by end of day 3/24.
- Other finishing touches such as new storage units or window shades are being considered.
- Initial project funding, based on private donation, was up to \$50,000. To date approximately \$10,000 has been expended.

Action

It is recommended the Whitefish Bay Public Library Board of Trustees approve up to \$5,000 for painting, door glass, and finishing touches to complete the Storytime Room project.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: March 26, 2024 Meeting
 Re: Wisconsin Public Library Standards



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

The current Wisconsin Public Library Standards were published in 2018 as the 6th Edition. They were revised by a Standards Task Force in 2016-2017, comprised of dozens of people from the Department of Public Instruction, library system staff, and public library staff. 2016 annual report data for public libraries was utilized. In comparison to the 5th edition, the 6th edition uses 3 tiers (1: Minimum; 2: Expanded; 3: Highest) vs 4 levels (Basic, Moderate, Enhanced, Excellent).

5th Edition Standards - Quantitative Metrics

Under the 5th Edition standards, WFBPL earned Enhanced to Excellent on all variables.

Service Targets for Whitefish Bay
 Based on Service Population

The service targets listed below are based on quantitative standards included in the Wisconsin Public Library Standards, Fifth Edition. Reported for each standard is the effort required to achieve basic, moderate, enhanced, or excellent levels of service in a library with a municipal population of 14,125 people.

	Basic Level	Moderate Level	Enhanced Level	Excellent Level
Staff FTE*	7.06	7.06	8.48	9.89
Volumes Held (Print)*	40,963	49,438	57,913	73,450
Periodical Titles Received*	103	120	140	171
Audio Recordings Held	2,260	3,249	3,955	5,509
Video Recordings Held	2,966	3,673	5,085	7,204
Public Use Internet Computers	9	12	13	20
Hours Open per Week*	57	59	61	64
Materials Expenditures*	\$46,613	\$59,043	\$76,416	\$101,983
Collection Size (Print, Audio & Video)	46,613	56,500	66,388	86,163

*Minimum standard applies regardless of size.

6th Edition Standards – Quantitative Metrics

Under the 6th Edition standards, WFBPL achieves Tier 2 (Expanded) to Tier 3 (Highest) on all variables.

WFBPL meets Tier 2 (Expanded) standard.

Libraries in the tables below are sorted by how well they meet standards. Names of libraries are removed. WFBPL is #13 on the list.

1. ECP = Extended County Population rather than Municipal Population.
2. Annual Hours
 - a. It is surprising how many libraries do not meet the minimum standard for the number of hours open to the public.
 - b. WFBPL averages is open 62.5 hours during the school year and 58.5 hours during the summer, averaging 62 hours over 52 weeks.
 - c. WFBPL earns Expanded standard. Expanded = 60.0; Highest = 65.0. It would cost approximately \$40,000 to increase hours to 65 per week.
3. Print Periodical Subscriptions
 - a. Very few libraries meet the minimum standard for the number of print magazines and newspapers offered.
 - i. Many magazines have ceased offering print editions.
 - ii. Costs for remaining titles have increased significantly. With flat budgets, libraries have reduced their number of print subscriptions to remain within budget.
 - iii. As libraries offer more digital magazines, via Libby, some libraries make the strategic decision to cancel the print if it is duplicated in digital.
 - iv. The focus on print materials vs digital materials might (*should*) change in future editions of the state standards.
 - v. WFBPL has 118 subscriptions, down from 140 a few years ago due to the reasons mentioned above.
 - b. WFBPL earns Expanded standard. Expanded = 116; Highest = 151. It would cost approximately \$3,000 to increase the number of print subscriptions.
4. Book & Serial Volumes in Print per ECP
 - a. Fyi, serial volumes refer to purchasing new editions of books that come out annual such as Fodor's London travel guide.
 - b. Prior standards rewarded larger collections but did not take into account if the large collection is comprised of new materials or old materials (ie dead wood). Consequently, a library could score high on standards if they never withdrew worn out items or titles haven't circulated in years. A large collection does not mean it is a healthy collection, nor that it results in higher circulation.
 - c. Research shows, a well-weeded collection generates higher circulation. Does a library's budget support purchasing enough new materials to maintain a good size *and* good circulation?
 - d. The current standards added a metric for Library Materials Expenditures per Person
 - e. WFBPL earns Expanded standard. Expanded = 47,680; Highest = 62,580. WFBPL reported 58,058.
 - i. The difference to reach Highest doesn't seem like a lot, 4,522 books. However, at an average cost of \$20 per book that is \$90,440.
5. Audio and Video Materials per ECP
 - a. There is a mix of libraries meeting Minimum, Expanded, and Highest standards for Audio and Video materials.
 - i. Audio = Books on CD, Playaways, Music in all formats.
 - ii. Video = Movies in all formats.
 - b. It is interesting to note a couple libraries do not meet Minimum standard for Audio materials but everyone meets Minimum for Videos.
 - c. As more patrons transition to streaming at home or utilizing library digital collections, more libraries may drop to lower levels in the standards. Alternatively, future editions may account for use of library digital collections.
 - d. WFBPL earns Highest standard for Audio and Expanded standard for Video.

- i. Audio – Expanded = 4,470; Highest = 6,109. WFBPL reported 8,173.
 - ii. Video – Expanded = 5,364; Highest = 9,089. WFBPL reported 8,865.
- 6. Total Materials per ECP
 - a. It is noteworthy that 5 of 14 libraries do not meet the Minimum standard for total collection size.
 - b. Many variables could be in place, such as weeding more than adding new materials due to reduced budgets + increased cost per book.
 - c. Also, as libraries transition to offering more comfortable seating and collaborative meetings space there is a need to find that space within a libraries current building. That typically means reducing collection size.
 - d. WFBPL earns Expanded standard. Expanded = 64,070; Highest = 87,910. WFBPL reported 75,096.
 - i. WFBPL could reach Highest standard by purchasing more materials or weeding fewer materials.
 - ii. It would be a 17% increase in the size of the collection. Currently shelving cannot accommodate that much of an increase.
 - e. Not tracked by the official standards is square footage per resident and per item, however we can calculate that from annual report data.
 - i. WFBPL is in the top tier for size of library for the community (square footage per resident).
 - ii. WFBPL is in the top tier for square footage per book; lower tier for # of books per square foot. IE We appear roomy, which part of the appeal of our “beautiful building.”
- 7. Number of Public Computers w/Internet Access per ECP
 - a. As with other variables, the number of internet computers a library can offer depends on budget to purchase and maintain them and sufficient space.
 - b. WFBPL earns Highest standard.
 - i. While it may not look like we have many patron computers, the number we offer is good for the size of our computers.
 - ii. This includes laptops that checkout and can be used in-library. If we did not offer laptops, we would earn Expanded standard.
- 8. Total Staff per ECP
 - a. It’s nice to see that 7 of 14 libraries earn Highest standard on this metric.
 - b. Of note, the standard does not distinguish between MLS Librarians or other staff, nor does it indicate if staff are full time with benefits or all part time. It is simply the total number, not the quality of the number.
 - c. WFBPL earns Highest standard.
 - i. Currently, WFBPL has 11.04 FTE. Below 10.43 = Expanded standard.
 - ii. Within MCFLS suburban libraries, WFBPL is top tier for # of Librarians and # of Total Staff per resident.
 - iii. WFBPL has 2nd highest in MCFLS for circulation per staff member.
- 9. Library Materials Expenditures per ECP (print + digital)
 - a. The 2018 standard were developed with 2016 annual report data. As a result, the dollar amounts use are 2016 dollars.
 - b. WFBPL earns Highest standard. Expanded = \$4.85; Highest = \$6.78. WFBPL reported \$7.04
 - i. 2023 annual report data shows WFBPL spent \$7.04 per resident on materials (print + digital)
 - ii. If we adjust 2016 dollars by +2.5% per year from 2016 to 2023, WFBPL would earn Expanded standard.
 - 1. Expanded = \$5.77; Highest = \$8.06
 - 2. WFBPL would need to spend \$120,000 in materials to earn Highest standard.
 - iii. If we adjust 2016 dollars by inflation from 2016 to 2023, WFBPL would earn Expanded standard.
 - 1. Expanded = \$6.16; Highest = \$8.61
 - 2. WFBPL would need to spend \$128,000 in materials to earn Highest standard.
 - 3. In prior years we aimed for “Enhanced” which probably relates to the upper end of the new “Expanded” range.
 - 4. Given that, if we earn Expanded based on adjusting dollars, we are still meeting the standard we set for ourselves.

5. In comparison to other MCFLS suburban libraries, we have the lowest cost per circ (\$3.70) in that we have a good budget/really high circulation.

10. Summary

- a. Numbers and Color Coding below
 - i. 0 (Bright Orange) = Below Minimum standard
 - ii. 1 (Red) = Earns Minimum standard
 - iii. 2 (Yellow) = Earns Expanded standard
 - iv. 3 (Green) = Highest standard
- b. Per the 2018 Standards, a library must meet all but two standards at a particular level to earn the level.
- c. WFBPL earns Expanded standard overall.

	Annual Hours/ Week	Print Periodical Subscriptions/ ECP* 1000	Book & Serial Volumes in Print/ ECP	Audio Materials/ ECP	Video Materials/ ECP	Total Materials/ ECP	# of Public Computers w/ Internet/ ECP *1000	Total Staff/ ECP *1000	Library Materials Exp/ ECP (2016 \$)	2016-2023 Inflation Adjusted	2016-2023 +2.5%/ Yr	Sum	Standard Earned
1	0	0	0	0	1	0	0	2	0			3	Below Min
2	0	0	0	0	1	0	3	0	0			4	Below Min
3	2	0	0	1	1	0	1	0	1			6	Below Min
4	0	0	2	1	3	0	0	0	0			6	Below Min
5	0	0	2	2	3	1	0	0	1			9	Below Min
6	1	0	2	1	1	0	1	2	1			9	Minimum
7	2	0	2	1	2	1	0	3	1			12	Minimum
8	0	0	3	2	3	3	1	3	0			15	Minimum
9	2	0	3	2	1	2	1	2	3			16	Minimum
10	0	0	3	3	3	3	1	3	1			17	Minimum
11	3	0	2	2	3	2	0	3	2			17	Expanded
12	1	0	3	3	3	3	2	3	2			20	Expanded
13	2	2	2	3	2	2	3	3	3			20	Expanded
14	2	2	3	3	3	3	3	3	3			23	Highest

6th Edition Standards – Qualitative Metrics

The 2018 Wisconsin Public Libraries State Standards document is 49 pages. I converted it and then reformatted it so the needed info fits in the packet. If you wish to view the entire file, with appendices, it is available online:

https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf

Statutory Requirements

Wisconsin public libraries must be governed and operated according to Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:

- The library is established under Wis. Stat. § 43.52 (municipalities),
- 43.54 (joint libraries), or 43.57 (consolidated county libraries and county library services).

- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment, length of term, number of members, and composition, per Wis. Stat. § 43.54 (municipalities) or 43.57 (consolidated county libraries and county library services), and 43.60 (county appointments to local library boards).
- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § 43.58(1). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § 43.58(4).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § 43.58(6).
- Residents have free access to tax-supported public library services, per Wis. Stat. § 43.52(2). Such services include (but are not limited to):
 - free loan of print and non-print materials from the local circulation collection
 - general reference and information services
 - access to other library collections via interlibrary loan
 - access to a computer
- **The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § 43.58(2).**
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats. § 19.81 to 19.98), ethics (Wis. Stats. s. 19.59), and public records (Wis. Stats. § 19.31 to 19.39).
- The library complies with federal laws that affect library operations, such as the Fair Labor Standards Act.
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the ADA Accessibility Guidelines for Buildings and Facilities; Section 8 pertains to libraries.) Some examples of accommodations may include:
 - accessible meeting rooms
 - access to Braille materials
 - enhanced computer display for visually impaired
 - hearing augmentation system in meeting room
 - equipment necessary to use audiovisual materials in the library collection
 - **home delivery of materials**
 - **interpreters for the hearing impaired**
 - Large Print materials
 - a minimum of 36 inches of space between shelving stacks
 - story times and programs in accessible rooms or outside of the library

Tier One Standards **WFBPL Meets All Standards**

To be considered a **Tier One** library, a library must meet all of the Tier 1 standards that follow.

Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Generally, library boards have the power to:

- Hire and evaluate the library director
- Determine salaries and compensation for the director and library staff
- Establish a library budget
- Oversee spending and approve library expenditures
- Develop and adopt policies for the library's operation
- Engage in strategic planning for the library
- Exercise general oversight and governance of the library's operation

A well-informed library board is critical to the success of the library, as is the relationship between the library board and the director. Both must clearly understand their roles and responsibilities. The following standards relate to public library governance:

1. The library's Board of Trustees has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues.
2. The library board adopts the following written policies for operating the library. All policies are available to all staff members and for public inspection (preferably online for accessibility). The items following each policy are suggestions of what the policy might cover. NOTE: if a library provides meeting room space to the public, a meeting room use policy must be included as well.
 - Circulation Policy
 - Borrower responsibilities and card eligibility
 - Confidentiality of Records
 - Fines and fees
 - Interlibrary Loan details
 - Loan periods, including renewals
 - Lost and damaged materials
 - Recovery of unreturned materials
 - Theft of materials
 - Collection Management Policy
 - Purpose of collection
 - Evaluation methods
 - Reconsideration of Materials requests
 - Selection criteria
 - Weeding (deselection) schedule
 - Gifts and donations as they pertain to the collection
 - Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)
 - Computer/Internet Use Policy
 - Confidentiality of records
 - Privacy
 - Rules of use
 - Conduct (prohibited materials, etc.)
 - Meeting Room Use (as necessary)
 - Scheduling
 - Rules and Conditions
 - Charges and Fees

- Personnel Policy
 - Employee benefits
 - Salaries and position classifications
 - Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.
 - Public Behavior (Rules of Conduct)
 - Behavior guidelines (for all ages)
 - Consequences for inappropriate behavior
 - Unattended children/child safety
3. If the library elects to filter Internet content, it states so in its internet policy and a procedure is in place to allow patrons unfiltered access.
 4. The library board meets no fewer than ten times per year (with the library director in attendance), at a time and in a physically accessible location convenient for the board and the community.

Administration of the Library

A library director, who is hired by and is responsible to the library board of trustees, administers public libraries. The director is responsible for all of the day-to-day operations of the library, including:

- Hiring, supervising, training, evaluating, and dismissing library employees
- Preparing and submitting budgets to the board
- Recommending and executing library policies as adopted by the board
- Recommending and executing plans for library services
- Advocating for the library

The following standards relate to public library administration:

5. The library director provides written financial and statistical reports for review at library board meetings.
6. The library follows fiscal procedures consistent with state law, library policy, audit requirements, and local government requirements in preparing, presenting, and administering its budget.
7. The director has time away from the public service desk to perform administrative duties, attend system, state, county, and municipal meetings.
8. [The library director conducts an orientation program for new board members. The orientation will include a tour of the library's public and staff areas and individual access to the DLT Trustee Essentials.](#)
9. The library director keeps the library's Board of Trustees informed of library services, programs, and issues.
10. The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years, in accordance with state annual report requirements. (This may be in coordination with system ILS staff.)

Funding

A key responsibility of the library board is to seek and secure sufficient funding to support the local service goals of the library. The following standards relate to the funding of public libraries:

11. The library director is available to present the proposed budget to the municipal governing body.
12. The library board adopts an annual budget.
13. The library is supported on an ongoing basis by funds from the municipal governing body. Grants, donations and other revenue sources supplement, but do not supplant, local tax support.

Staffing

Library staff are the library's most valuable asset. All library staff:

- are able to explain library policies to the public
- are committed to the provision of excellent service
- are well trained in the procedures required by their positions
- have a general understanding of the history and development of library services
- project an image of competence and courtesy

In addition, *public librarians* must be able to:

- assess the needs of the community
- communicate and work effectively with other staff
- evaluate and measure the effectiveness of public library programs and services
- assist in library planning efforts
- assist in fundraising efforts
- select materials and provide guidance in the use of all library resources
- use current and emerging technologies
- work within the political and social structure of the community

The following standards relate to the staffing of public libraries:

14. The library has regular, paid, and qualified staff, trained to fulfill their job responsibilities. The library is staffed during all hours that the library is open.
15. The library employs paid staff at the number of Full-Time Equivalents (FTE) outlined in Appendix A (or B).
Forty (40) hours per week is set as the measure of full-time employment. To determine FTE of employees, take the total number of hours worked by all paid employees and divide by forty (40).
For example, a library with 70 hours of paid employees is considered to have 1.75 total FTE.
16. The library board adopts written job descriptions that include educational and experience requirements, work hours, [and a written salary range and benefits for each position](#).
17. [Staff are trained in emergency procedures and protocols](#).
18. Library staff, volunteers, and trustees are trained to uphold patron privacy and confidentiality.
19. Employee performance is evaluated annually by the director or supervisor.
20. The library board conducts a performance evaluation of the library director annually.

Collections and Resources

Community needs and local interests drive a library's collection management plan. A successful public library provides a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of the members of its community.

Collection management requires a studied approach to the selection, maintenance, and development of the collection. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and scope of library materials.

The library's position on Intellectual Freedom is clearly reflected in its collection management policy. Through this policy, the library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

The following standards relate to the library's collections and resources:

21. A materials budget is designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
22. The library allocates operating funds for purchasing materials for the library's collection as outlined in Appendix A (or B).

23. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials for the public.
24. The library's collection is regularly evaluated for retention, replacement, or withdrawal, as at a rate determined by the library's adopted collection management schedule.
25. The library maintains a collection of print, audio, and visual materials per capita as outlined in Appendix A (or B).
26. The library maintains a collection of print volumes per capita as outlined in Appendix A (or B).
27. The library maintains a collection of print periodical titles per 1,000 population as outlined in Appendix A (or B).
28. The library maintains a collection of audio recordings per capita as outlined in Appendix A (or B).
29. The library maintains a collection of video recordings held per capita as outlined in Appendix A (or B).
30. The library uses interlibrary loan to supplement, but not supplant, local collection development.
31. The library provides online resources, including downloadable materials, appropriate to its community and promotes the use of online resources on their website and within the library.
32. The library provides access to resources in formats appropriate to the needs of all population groups in the community.
33. [The library provides adaptive technology to ensure inclusive access to electronic resources.](#)

Programs and Services

Public services allow library staff to assist patrons in the use of its collections and resources. The library also provides resources beyond those owned by the library through interlibrary loan and other resource sharing arrangements.

The library offers educational, recreational, informational, and cultural programs sponsored by the library or in conjunction with other community organizations. These offerings may attract new users to the library, increase awareness and use of library resources and services, and provide a neutral public forum. Programs are commonly held in the library, but the needs of the community may require outreach outside of the library facility, with or without co-sponsorship from community partners.

Public libraries provide programs and services to all members of the community. The following standards relate to the library's programs and services:

34. Library staff assist all patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
35. The library provides Internet computers for public use per 1,000 population as outlined in Appendix A (or B).
36. The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases and participates as a lender and a borrower.
37. Library staff connect patrons with community resources and service agencies.
38. Information services (including reader's advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy.
39. The library plans and evaluates programming for adults, teens, and children, considering all of the following factors: the community's needs, goals, and aspirations; intended outcomes; community demographics; and availability of programming from other organizations in the community.

Access

The public library provides full, convenient access to a complete range of its services. "Access" refers to the library's location, hours, and services, as well as its collections and the collections of other libraries. The following standards relate to access to the library:

40. Library hours are fixed and prominently posted. Hours are set based on community needs.
41. Library provides internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
42. The library provides free wireless internet access.
43. The library has a publicly available telephone number.
44. Key staff have library email accounts provided by the library.
45. The library maintains a website or similar online presence, which includes access to an online catalog, information about the library, and [links to local, state, or national resources.](#)
46. The library has an integrated library system (ILS) including an automated catalog of all of its holdings that is easily accessible to all users.
47. Public programs provided by the library are in physically accessible locations for children, teens, and adults. [The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program](#)

announcement.

48. The library has directional signs and instructions for the use of collections, online catalog, and other library services.

Facility

The facility housing the library's collections and services has a direct effect on access. The public library is a community gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building is designed for user efficiency and comfort to encourage extensive public use. The following standards relate to the library facility:

49. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.
50. The library building incorporates appropriate safety features in both public and staff areas.
51. The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.
52. The library provides adequate handicapped accessible parking spaces, per Wis. Stat. § 346.503(1), and any local ordinance.
53. The library has proper environmental control throughout the year.
54. The library has accessible public meeting space available for its programming.
55. The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan.
56. The library provides designated workspace for staff.

Tier Two Standards WFBPL Meets All Standards

To be considered a **Tier Two** library, a library must meet all of the Tier One standards above and all but two of the Tier Two standards that follow. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance

57. The library board adopts written policies for operating the library. In addition to the four essential policies (see Tier One Standard #2), they may include the following. All policies are available to all staff members and for public inspection.
 - Handling of gifts
 - Programming
 - Bulletin board
 - Public records
 - Inclement weather

The Public Library Development Team has sample policies on its website at <https://dpi.wi.gov/pld/boards-directors/policy-resources>.

Administration

58. The director is paid to perform library board-designated duties for no fewer than 25 hours per week, which includes scheduled hours away from a public service desk.
59. The director has time away from the public service desk to participate in professional activities such as continuing education opportunities, municipal and/or county board meetings, mentoring, service organizations, etc.
60. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries and explains how the proposed legislation might affect local library service.
61. The library director makes the library board aware of upcoming library-related continuing education.
62. The library director coordinates or provides trustee training during library board meetings at least twice per year.
63. The library maintains written procedures regarding the services it provides, based on board policies. Examples may include handling of lost items, opening and

closing procedures, etc.

64. The library has a written strategic plan, which contains a mission statement, and outlines goals and objectives to meet the community's needs.
65. The library actively participates in its library system's program of service, such as serving on committees, attending meetings, etc.
66. The library participates in system-level and county-level planning for library services.

Funding

67. The director and library board of trustees are available to present the proposed budget to the municipal governing body.
68. The library receives permanent and equitable funding for services to rural residents from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate higher than the minimum required by statute.
69. The library seeks supplemental funding to support its program of service (e.g. grants, gifts, foundations, Friends of the Library).
70. The library provides funding for professional memberships, conferences, or continuing education, including travel and other necessary expenses.

Staffing

71. The library has a planned orientation program for new employees. The program introduces employees to the library's mission, philosophy, goals, and services, in addition to job responsibilities.
72. Library staff are trained in inclusive services and ability awareness, to serve all patrons and coworkers equitably.

Collections and Resources

73. The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:
 - Adult basic skills materials (i.e., adult new readers)
 - English language learning materials
 - Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

Programs and Services

74. The library maintains, upgrades, and replaces needed library equipment and software on a regular schedule.
75. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy, during all the hours that the library is open.
76. The library provides or has convenient access to equipment that reproduces or transmits documents.
77. The library partners with local schools, community agencies and other organizations in the local area in planning, implementing, and promoting programs and services for the community.

Public Relations

Public relations efforts help to communicate a positive image of the library, and promote the library's materials, services, and programs. The library evaluates all policies and procedures in terms of their effect on the public and on the library's public relations.

The following standards relate to the library's public relations strategy:

78. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard, at least four (4) items must be achieved.
 - Annual reports attractively packaged and made available to the public
 - Attractive and frequently changed exhibits, displays, and bulletin boards
 - Newspaper articles, columns, or advertisements

- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Engaging, dynamic website
- Walk-throughs in the library to assess the image it projects
- An identifiable branding strategy, such as a library logo or slogan
- Targeted materials that reflect the diversity of the community (i.e., Spanish language signage; posters reflecting Latinos)

Access

- 79. Key library staff information, such as job title and email address, can be located on the library website.
- 80. The library's catalog is available via the internet and is accessible 24 hours per day, seven days per week.
- 81. The library provides free wireless internet access to all, regardless of whether a cardholder or of cardholder status.

Facility

- 82. The library provides [non-public workspace for staff](#).
- 83. Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space is available for every 500 square feet of building is recommended. (24,000 sq ft = 48 parking spaces. Parking lot has 26 spaces shared with Village Hall. More than 22 street parking spaces on Marlborough and Fleetwood.)
- 84. The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline, or other national standards. (4.5 Seats x 14,130/1,000 = 64 public seats. WFBPL has 14 computer chairs plus 100+ seats at study chairs, comfy chairs, and loveseats.)

The suggested guidelines listed below are taken from the 2009 edition of [Public Library Space Needs: A Planning Outline](#) by Anders C. Dahlgren. *Seats per 1,000 Population*

Population	Up to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,000 and over
Seats	5.0	4.50	3.00	2.25	1.50

Tier Three Standards WFBPL Meets Most Standards

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance Does Not Meet

- 85. The bylaws of the library's Board of Trustees are reviewed at least every three years.
- 86. The library board reviews and/or revises its policies every three years.
- 87. The library board reflects the demographics of the community.

Administration Mostly Meets

88. The library director coordinates or provides trustee training during library board meetings at least quarterly.
89. The director regularly attends meetings of the municipal governing body and reports on the library.
90. Development of the library's strategic plan involves library staff, trustees, and the public.
91. The library's strategic plan is reviewed and/or updated annually by the library's Board of Trustees.
92. The library adopts a technology plan. This plan may be developed in coordination with the library system.
93. The library adopts and adheres to a records retention schedule, such as the Records Retention Schedule for Wisconsin Public Libraries, which has been approved by the Wisconsin Public Records Board.

Funding Meets

94. The library advocates for permanent and equitable funding for services to non-librarians from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate of 100 percent reimbursement or greater.
95. The director and library board attend annual budget hearing of the municipal governing body.
96. Library staff compensation packages are comparable with other community positions requiring similar education, preparation, and job assignments, and with other libraries from statistically similar communities.

Staffing Meets

97. In addition to the director, key employees participate in continuing education and professional activities each year.

Programs and Services Meets

98. The library offers outreach services, which includes collections and programs provided at other community locations, such as daycare facilities for children and adults, mental health facilities, nursing homes, prisons, jails, and schools. (Most of these types of facilities are not within WFB. Staff conduct outreach to the schools and in-reach with daycares.)

Public Relations Meets

99. The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations. Ideas for developing good community relations include:
 - Attending municipal meetings other than when making a budget request
 - Giving presentations to community groups and organizations
 - Inviting the municipal governing body (i.e., common council) to meet in the library
 - Participating in community organizations and activities
 - Serving as a bridge to bring people from different demographics together
 - Regularly assessing community assets and needs
 - Including local leaders in library planning
 - Participating in municipal comprehensive planning

Access Meets

100. The library's integrated library system is part of a regional shared ILS.
101. The library makes bibliographic and holdings information available via a searchable statewide interface.

Facility Meets

102. The library allocates age and inclusion appropriate spaces including furnishings, signage, and technology.

103. The library provides signs on main community thoroughfares that indicate the direction to the library.

104. The library has humidity control features (in addition to HVAC) for enhanced protection of library materials.

105. The library has accessible public meeting space available for use by community groups.

106. The library director completes and shares a written space needs assessment with the library board at least every five years, per guidelines found in Public Library Space Needs: A Planning Outline or other national standards. Initial analysis completed 3/13/24. WFBPL's total space is Optimum. Further analysis needed to determine the balance for specific areas (i.e. too much of the wrong space, not enough of the right space).

Conclusion

Whitefish Bay Public Library is solidly a Tier 2 (Expanded) library by current Wisconsin standards.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: March 26, 2024 Meeting
Re: Department Reports



Director (Reed)

- 1) Board Recruiting
 - a) The Nominations Committee reviewed applications and narrowed the 5 applicants to 3.
 - b) Interviews will take place in early April, with the goal to bring a final recommendation to the Library Board for approval at the April 16th meeting.
- 2) Building - Regular maintenance occurs per schedule.
- 3) Foundation – An ad hoc committee is planning a Donor Appreciation Event to take place in May.
- 4) Friends - Approved a \$40,000 allocation to support Library programs and special projects.
- 5) MCFLS – All efforts are going towards the transition to a new catalog interface, which will roll out this summer.
- 6) Workplan Items
 - a) EDI Training for Staff and Board – Director Reed is in touch with CVMIC to conduct an EDI review.
 - b) Cross-training Circulation Assistants to fill-in as Reference Assistant Subs – Six circulation assistants expressed interest in cross-training as Reference Assistant Substitutes. The AS and YS department heads are reviewing the Reference Assistant job descriptions to narrow them for appropriate substitute duties. We aim to meet with the six interested staff members by mid-April to discuss duties and answer questions. Best case scenario would be to on-board substitutes by May 1.
 - c) Due to the ongoing review of the Naming Policy, review of the Board Bylaws is pushed back to April.
 - d) A report from Katie Kiekhaefer, Head of Youth Services, on YS programs and projects is pushed back to April.