

LIBRARY BOARD MEETING  
 Tuesday April 30, 2024, 6:30pm  
 Rescheduled from April 16  
 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>	
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	
<b>Staff</b>	
Nyama Reed, Library Director	

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of Mar 26, 2024 meeting b. Finance Report Through Mar 31, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Restroom Accessibility Project	Discuss			
6:45	5. Naming Policy	Motion			
7:15	6. Barbara Bartley Signage	Motion			
7:45	7. Fund 13 Balance Review	Discuss			
8:00	8. Staff Wages Review	Discuss			
8:20	9. Director's Report	Discuss			
8:30	ADJOURNMENT	Motion			

**IMPORTANT DATES – BOARD MEETINGS**

- 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
- 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
- May 6, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- May 13, 2024, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- May 15, 2024, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- May 16, 2024, Thursday, 5:00 pm – MCFLS Board of Trustees
- May 20, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- May 21, 2024 Tuesday, 6:30 pm - Library Board of Trustees, @Library

LIBRARY BOARD MEETING  
 Tuesday March 26, 2024, 6:30pm  
 Pending at April 16, 2024 Mtg  
 LOCATION: Library and Zoom



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	Absent
Jay Saunders, Village Board Representative, 2024	Absent
Sandy Saltzstein, School District Representative, 2021-2024	In-person
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	Zoom
Claire Flannery, Member, 2020-2026	In-person
<b>Staff</b>	
Nyama Reed, Library Director	In-person

**CALL TO ORDER 6:33pm**

1. Statement of Public Notice
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.

Item	Action Desired	1st	2nd	Pass
Agenda amended to table #4 and #5 to April meeting.	Motion	Livingston	Saltzstein	Unanimous
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. <ul style="list-style-type: none"> <li>a. Minutes of Feb 27, 2024 meeting</li> <li>b. Finance Report Through Mar 23, 2024</li> <li>c. Department Reports</li> <li>d. Monthly Statistics</li> </ul>	Motion	Saltzstein	Flannery	Unanimous
Motion to approve Consent Agenda				
4. Naming Policy	Motion			
Tabled				
5. Barbara Bartley Signage	Motion			
Tabled				
6. Storytime Room Project – Update and Next Steps	Motion	Flannery	Saltzstein	Unanimous
Motion to approve up to \$5,000 for painting, door glass, and finishing touches to complete the Storytime Room project.				
7. Library Standards	Discuss			
<p>Director Reed presented info in packet memo on Library Standards and how well WFBPL currently meets those standards. By the numbers, WFBPL meets Expanded standards (Tier 2 on a 1-3 scale). By qualitative measures, WFBPL is a Tier 2 library. Library will work on completing additional tasks to meet move towards Tier 3 status.</p> <p>Board members instructed Director Reed to: 1) investigate options for offering interpreters at programs or for reference work, including AI options; 2) determine cost to add automatic door openers to public restrooms.</p>				
8. Director's Report – Board recruiting process, cross-training staff, Foundation	Discuss			
Presented per memo in packet.				
ADJOURNMENT 7:15pm	Motion	Saltzstein	Flannery	Unanimous

04/11/2024		REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY					
		PERIOD ENDING 03/31/2024					
		% Fiscal Year Completed: 24.86					
		END BALANCE	2024	YTD BALANCE	AVAILABLE		
		12/31/2023	ORIGINAL	03/31/2024	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED	
Fund 13 - Library Special Revenue Fund							
Account Type: Revenue							
13-00000-41100	Property Taxes	901,360	900,526	0	900,526	0.00	
13-00000-43792	Other Grants	1,502	0	2,300	(2,300)	100.00	
13-00000-43793	Library MCFLS RB Payment	13,869	57,179	57,191	(12)	100.02	
13-00000-45209	LIBRARY FINES	23,415	25,000	5,921	19,079	23.68	
13-00000-45210	Library Replacement Cards	208	150	16	134	10.67	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	0	0	0	0.00	
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	856	3,644	19.02	
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	1,288	2,712	32.20	
13-00000-46715	MISCELLANEOUS REVENUE	2,068	0	40	(40)	100.00	
13-00000-48501	LIBRARY DONATIONS	1,438	2,000	0	2,000	0.00	
13-00000-48504	Restricted Donation	104,200	0	0	0	0.00	
Total Revenue:		1,058,021	993,355	67,612	925,743	6.81	
Account Type: Expenditure							
13-93000-50100	Salaries	571,806	599,350	135,409	463,941	22.59	
13-93000-50150	FICA Tax	43,047	45,850	10,262	35,588	22.38	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	14,255	42,755	25.00	
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,343	108	92.59	
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	7,093	23,396	23.26	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	321	963	25.00	
13-93000-50181	Disability Insurance Premium	0	1,284	0	1,284	0.00	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	400	4,101	8.88	
13-93200-50191	Membership Dues	997	1,200	640	560	53.33	
13-93200-50194	Personnel Related Expenses	489	700	0	700	0.00	
13-93200-50250	Utilities	46,057	48,000	11,244	36,756	23.43	
13-93200-50251	Telephone/Internet	5,792	5,700	1,032	4,668	18.11	
13-93200-50300	Office Supplies	1,619	2,000	241	1,759	12.04	
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53.00	
13-93200-50302	Postage	16	25	2	23	7.32	
13-93200-50303	Covid Supplies	375	250	0	250	0.00	
13-93200-50360	Building Maintenance	9,948	12,000	14,237	(2,237)	118.64	
13-93200-50760	Sales Tax	256	250	79	171	31.71	
13-93300-50240	IT Support Contract Services	18,667	25,000	4,655	20,345	18.62	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	478	2,722	14.94	
13-93300-50312	Material Processing/Repairs	3,480	3,400	693	2,707	20.37	
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	5,800	28,250	17.03	
13-93300-50351	Custodial Supplies	4,144	5,000	1,134	3,866	22.68	

		END BALANCE	2024	YTD BALANCE	AVAILABLE	
		12/31/2023	ORIGINAL	03/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
13-93300-50400	MCFLS Supplies	1,565	1,200	303	897	25.22
13-93400-50401	MCFLS Membership	21,423	18,413	15,544	2,869	84.42
13-93400-50402	Programs - Adult	588	500	0	500	0.00
13-93400-50403	Programs - Children	317	500	0	500	0.00
13-93400-50415	Programs - Young Adults	0	250	0	250	0.00
13-93500-50410	Library Collection Materials	80,000	90,000	27,515	62,485	30.57
13-93500-50413	Adult DVD's	169	0	0	0	0.00
Total Expenditure:		946,104	993,355	252,944	740,411	25.46
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		1,058,021	993,355	67,612	925,743	6.81
TOTAL EXPENDITURES		946,104	993,355	252,944	740,411	25.46
NET OF REVENUES & EXPENDITURES		111,917	0	(185,333)	185,333	100.00
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	(26,123)		

04/11/2024 GL ACTIVITY REPORT FOR WHITEFISH BAY							
TRANSACTIONS FROM 03/01/2024 TO 03/31/2024							
Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
03/01/2024			13-93000-50100 Salaries	BEG. BALANCE			89,578.74
03/08/2024	PR	CHK	SUMMARY PR 03/08/2024		22,694.96		112,273.70
03/22/2024	PR	CHK	SUMMARY PR 03/22/2024		23,135.62		135,409.32
03/31/2024			13-93000-50100	END BALANCE	45,830.58	0.00	135,409.32
03/01/2024			13-93000-50150 FICA Tax	BEG. BALANCE			6,788.32
03/08/2024	PR	CHK	SUMMARY PR 03/08/2024		1,688.99		8,477.31
03/22/2024	PR	CHK	SUMMARY PR 03/22/2024		1,784.84		10,262.15
03/31/2024			13-93000-50150	END BALANCE	3,473.83	0.00	10,262.15
03/01/2024			13-93000-50160 Health/Dental Insurance Premium	BEG. BALANCE			9,503.24
03/22/2024	PR	CHK	SUMMARY PR 03/22/2024		4,751.62		14,254.86
03/31/2024			13-93000-50160	END BALANCE	4,751.62	0.00	14,254.86
03/01/2024			13-93000-50161 Health Insurance Deductible (Direct Pay)	BEG. BALANCE			1,280.00
03/22/2024	PR	CHK	SUMMARY PR 03/22/2024		62.50		1,342.50
03/31/2024			13-93000-50161	END BALANCE	62.50	0.00	1,342.50
03/01/2024			13-93000-50170 Retirement Contribution - ER portion	BEG. BALANCE			4,707.91
03/08/2024	PR	CHK	SUMMARY PR 03/08/2024		1,145.50		5,853.41
03/22/2024	PR	CHK	SUMMARY PR 03/22/2024		1,239.72		7,093.13
03/31/2024			13-93000-50170	END BALANCE	2,385.22	0.00	7,093.13
03/01/2024			13-93000-50180 Group Life Insurance Premium	BEG. BALANCE			214.02
03/08/2024	PR	CHK	SUMMARY PR 03/08/2024		107.01		321.03
03/31/2024			13-93000-50180	END BALANCE	107.01	0.00	321.03
03/01/2024			13-93200-50190 Training/Meetings/Travel	BEG. BALANCE			399.50
03/31/2024			13-93200-50190	END BALANCE	0.00	0.00	399.50
03/01/2024			13-93200-50191 Membership Dues	BEG. BALANCE			640.00
03/31/2024			13-93200-50191	END BALANCE	0.00	0.00	640.00
03/01/2024			13-93200-50250 Utilities	BEG. BALANCE			1,411.68
03/05/2024	AP	INV	January 2024 Charges	4914376390	6,724.95		8,136.63
03/21/2024	AP	INV	February 2024 Charges	4951800304	3,107.62		11,244.25
03/31/2024			13-93200-50250	END BALANCE	9,832.57	0.00	11,244.25

03/01/2024			13-93200-50251 Telephone/Internet	BEG. BALANCE			542.58
03/06/2024	AP	INV	Monthly Charges	3195	106.75		649.33
03/06/2024	AP	INV	Monthly Charges	0195	347.63		996.96
03/21/2024	AP	INV	Monthly Charges	414R16015903 2/24	35.28		1,032.24
03/31/2024			13-93200-50251	END BALANCE	489.66	0.00	1,032.24
03/01/2024			13-93200-50300 Office Supplies	BEG. BALANCE			240.89
03/31/2024			13-93200-50300	END BALANCE	0.00	0.00	240.89
03/01/2024			13-93200-50301 Printing/Publishing/Copies	BEG. BALANCE			265.00
03/31/2024			13-93200-50301	END BALANCE	0.00	0.00	265.00
03/01/2024			13-93200-50302 Postage	BEG. BALANCE			1.83
03/31/2024			13-93200-50302	END BALANCE	0.00	0.00	1.83
03/01/2024			13-93200-50360 Building Maintenance	BEG. BALANCE			6,722.99
03/27/2024	AP	INV	March 2024 Garden	2024-03	375.00		7,097.99
03/27/2024	AP	INV	Storytime Room Project	2411	1,942.00		9,039.99
03/27/2024	AP	INV	Story Time Project	2403-Final	5,197.00		14,236.99
03/31/2024			13-93200-50360	END BALANCE	7,514.00	0.00	14,236.99
03/01/2024			13-93200-50760 Sales Tax	BEG. BALANCE			52.76
03/29/2024	GJ	JE	Monthly Sales Tax ACH Payment	5471	26.52		79.28
03/31/2024			13-93200-50760	END BALANCE	26.52	0.00	79.28
03/01/2024			13-93300-50240 IT Support Contract Services	BEG. BALANCE			906.15
03/05/2024	AP	INV	Cloud Controller License (1 Year)	349877	900.00		1,806.15
03/06/2024	AP	INV	Annual Charges 1/1/2024 - 12/31/2024	TR-1605	1,632.00		3,438.15
03/27/2024	AP	INV	Licenses & Annual Fee	16118	1,216.80		4,654.95
03/31/2024			13-93300-50240	END BALANCE	3,748.80	0.00	4,654.95
03/01/2024			13-93300-50311 Copier Maintenance/Repair	BEG. BALANCE			235.64
03/05/2024	AP	INV	Standard Payment	35995496	101.00		336.64
03/20/2024	AP	INV	Library Copier 2/3 - 3/2/2024	AR221207	121.39		458.03
03/20/2024	AP	INV	Library Copier 2/3 - 3/2/2024	AR221206	20.00		478.03
03/31/2024			13-93300-50311	END BALANCE	242.39	0.00	478.03
03/01/2024			13-93300-50312 Material Processing/Repairs	BEG. BALANCE			301.95
03/20/2024	AP	INV	Book Processing Supplies	636564	218.62		520.57
03/27/2024	AP	INV	Book Tape, Label Protectors & Misc Suppl	7459103	172.08		692.65
03/31/2024			13-93300-50312	END BALANCE	390.70	0.00	692.65

03/01/2024			13-93300-50350 Maintenance Service & Supplies	BEG. BALANCE			2,900.00
03/20/2024	AP	INV	February 2024 Janitorial	022924-WFB	2,900.00		5,800.00
03/31/2024			13-93300-50350	END BALANCE	2,900.00	0.00	5,800.00
03/01/2024			13-93300-50351 Custodial Supplies	BEG. BALANCE			861.58
03/20/2024	AP	INV	Monthly Charges	8073560845	241.35		1,102.93
03/27/2024	AP	INV	Toilet Paer	8073632447	30.99		1,133.92
03/31/2024			13-93300-50351	END BALANCE	272.34	0.00	1,133.92
03/01/2024			13-93300-50400 MCFLS Supplies	BEG. BALANCE			302.62
03/31/2024			13-93300-50400	END BALANCE	0.00	0.00	302.62
03/01/2024			13-93400-50401 MCFLS Membership	BEG. BALANCE			0.00
03/20/2024	AP	INV	Membership & Collections	FL-03647	15,544.00		15,544.00
03/31/2024			13-93400-50401	END BALANCE	15,544.00	0.00	15,544.00
03/01/2024			13-93500-50410 Library Collection Materials	BEG. BALANCE			6,897.80
03/05/2024	AP	INV	February 2024 Statement	L6798462 2/2024	1,091.65		7,989.45
03/05/2024	AP	INV	February 2024 Statement	L6798382 2/2024	1,048.91		9,038.36
03/05/2024	AP	INV	Feburary 2024 Statement	L421118 2/2024	240.90		9,279.26
03/05/2024	AP	INV	February 2024 Statement	L5190172 2/2024	1,013.94		10,293.20
03/05/2024	AP	INV	February 2024 Statement	75003750 2/2024	514.82		10,808.02
03/05/2024	AP	INV	February 2024 Statement	40023382 2/2024	69.67		10,877.69
03/05/2024	AP	INV	Misc Books	2143387	80.00		10,957.69
03/05/2024	AP	INV	Misc Books	83951688	46.13		11,003.82
03/05/2024	AP	INV	Misc Books	83939074	44.78		11,048.60
03/05/2024	AP	INV	Misc Book	83930602	29.59		11,078.19
03/05/2024	AP	INV	KKids	390468	271.80		11,349.99
03/05/2024	AP	INV	DVD	505082531	22.49		11,372.48
03/05/2024	AP	INV	DVD	505098274	11.99		11,384.47
03/20/2024	AP	INV	Platypus Circle Corporate Membership	159914 3/8/2024	1,000.00		12,384.47
03/20/2024	AP	INV	Misc Book	84009343	25.34		12,409.81
03/20/2024	AP	INV	Misc Books	84002810	70.17		12,479.98
03/20/2024	AP	INV	Misc Book	83982797	25.60		12,505.58
03/20/2024	AP	INV	Library CDs	2144158	200.00		12,705.58
03/20/2024	AP	INV	Membership & Collections	FL-03647	14,405.00		27,110.58
03/27/2024	AP	INV	Misc Book	84032746	24.04		27,134.62
03/27/2024	AP	INV	Misc Books	84022896	52.48		27,187.10
03/27/2024	AP	INV	Misc Book	84065264	24.80		27,211.90
03/27/2024	AP	INV	Misc Book	84052935	23.39		27,235.29
03/27/2024	AP	INV	Misc Library CD	2145198	160.00		27,395.29
03/27/2024	AP	INV	Misc Library CDs	2146118	120.00		27,515.29
03/31/2024			13-93500-50410	END BALANCE	20,617.49	0.00	27,515.29

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 16, 2024 Meeting  
Re: Department Reports



### Adult Services (Lenski)

#### **Programs**

In March, we hosted our first ever music program in the adult tower. The program happened after hours on Friday, March 22 at 6:30PM. Over 100 folks enjoyed the Irish music from Ceol Cairde. The event was so much fun! Friends of the Whitefish Bay Public Library not only paid for the program, but also lent us a number of volunteers to help move furniture. We cleared out all of the tables from the wing and moved all the chairs from the first floor to the adult wing. We received many compliments from folks saying they enjoyed having the program on the first floor. I hope to do this again in the future, but it was a lot of work to move all the tables and chairs around.

#### **Book and DVD Displays**

In March our seed library was available for patrons. Seeds are paid for by Whitefish Bay Public Library, and are free for anyone to take home. This year seeds were placed on the book display near the adult desk. To go along with the seeds, we put up a book display of gardening and flower books. In our DVD area we highlighted movies with strong women characters for Women's History Month.

#### **Collection Development**

After discarding the adult Playaways last month, reference staff shifted science fiction and mystery to allow more room for new books in these areas. Once we are finished shifting mystery, the hope is there will be a little extra space to expand our newer romance collection.

### Circulation Services (Hoge)

#### **Technology**

We have replaced the Director's workstation and the Full Time Youth Services Librarian workstation with laptops. The hope is this will provide more flexibility for working within the library stacks and also remotely as needed.

#### **Aspen Discovery Catalog**

We continue to work with MCFLS staff to set up the new Discovery Catalog. All staff have either signed up for live training via webinar or will watch a recording of these live trainings during the month of April as we prepare for the launch in June.

#### **Staffing**

We received over a dozen applications for the shelver position posted in early April. I plan to conduct interviews the week of April 22<sup>nd</sup> with the hope to bring two new shelvers on board by mid-May so they are trained and ready for the summer.

Six Circulation Staff have shown an interest in cross training at the Reference desks to provide additional options for coverage at those locations in the future. This is a great opportunity for my staff to grow more skills!

#### **WLA Conference Committee**

I have had meetings with the previous WLA Conference Registration Chair along with the Executive Director and the Conference Manager of WLA as I learn about my roll and what is required before, during and after the



conference this Fall. I'm hoping that any WFBPL staff that are attending the conference will have some time to volunteer with me at the Registration tables!

### Youth Services (Kiekhaefer)

#### **Collection Development**

- The non-fiction reorganization project is nearly complete. After the last few books are reclassified, the next step is shifting the physical collections to make everything fit. And then signage will be created to help patrons. We invite everyone to stop by in the upcoming weeks to get see it in person!
- We purchased a large amount of Wonderbooks for older readers, as a sort of starter set. This starter collection was purchased with Friends funds, and we'll add to it with our regular Village collections budget.

#### **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.

#### **Meetings**

- 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	75,711
2024	27,157	26,176	27,834											81,167
23-24	7.1%	9.5%	3.8%											7%
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	63,557
2024	21,828	21,092	22,149											65,069
23-24	3%	6%	-2%											2%
DIGITAL CIRCULATION														
	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	12,154
2024	5,329	5,084	5,685											16,098
23-24	23%	25%	25%											24%
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%	19.1%
2024	24%	24%	26%											24.7%
23-24	21%	21%	26%											23%
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	9,304
2024	3,738	3,522	3,965											11,225
23-24	17%	18%	17%											17%
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	1,134
2024	476	451	498											1,425
23-24	14%	28%	20%											20%
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	916
2024	862	878	912											2,652
23-24	66%	67%	63%											65%
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	792
2024	253	233	310											796
23-24	-13%	-19%	26%											1%
KANOPY (Unique Users)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	66	59	53	56	47	50	50	47	50	55	48	52	633	178
2024	49	44	48											141
23-24	-35%	-34%	-10%											-26%

# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	8,504	6,562	8,869	7,522	7,885	11,322	11,969	11,830	8,602	8,929	8,466	8,102	108,562	23,935
2024	8,962	9,134	9,574											27,670
23-24	5%	28%	7%											13%
SELF-CHECK AS % OF TRADITIONAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	40%	33%	39%	37%	41%	47%	48%	48%	43%	43%	42%	42%	40%	37.5%
2024	41%	43%	43%											42.5%
23-24	2%	24%	9%											12%
STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922	10,889	10,931	10,389	142,487	38,909
2024	12,009	11,015	11,712											34,736
23-24	-5%	-19%	-13%											-12%
MOBILE APP CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	20	22	39	24	11	6	30	9	29	42	15	15	262	81
2024	9	33	21											63
23-24	-122%	33%	-86%											-29%
LOCKER CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3	208	424	310	348	498	531	606	463	681	755	660	5,487	635
2024	848	910	842											2,600
23-24	100%	77%	50%											76%
DOOR COUNT PER MONTH 2020 Door Counter Quit Working. Didn't replace until 2021.														
Year	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	35,562
2024	12,294	12,280	12,468											37,042
23-24	3%	6%	3%											4%

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 16, 2024 Mtg  
Re: Restroom Accessibility Project



### **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**

During the March 26, 2024 meeting, Board members asked Director Reed to explore the costs of installing automatic openers on the public restroom doors to improve accessibility.

### **Costs**

Director Reed has reached out to several companies for quotes this week. Due to the short timeframe, we've received two quotes, with the possibility of more coming in next week.

### Options

- 1) Push button vs. Wave sensor actuators
  - a) Wave sensors are newer and easier to use than push buttons.
- 2) Hard-wired vs. wireless (battery-operated)
  - a) Battery replacements for the push buttons at the Library entrance are frequent.
  - b) While hard-wired options are more expensive upfront, they save staff time in the long run.
  - c) Some door companies may not include electrical installation in their quotes. In such cases, the library would need to obtain a separate quote from an electrician, estimated by Director Reed to be around \$3,000 for both doors based on past projects.

Quotes range from \$5,000 to \$9,000 depending on the chosen options.

### **Next Steps**

If the Library Board finds the cost range acceptable, Director Reed will aim to present three or more detailed quotes at the May 21st meeting for further discussion and approval.



### **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.

### **Purpose**

The Whitefish Bay Public Library considers and promotes commemorative philanthropic naming of specific areas, rooms, and items within the Library facility. The Library seeks to recognize persons who have supported the Library's mission through significant financial contributions or other supportive actions by naming areas in their honor. The Naming Rights and Commemorations Policy provides guidelines to recognize individuals, service groups, or foundations and facilitates the strengthening of relationships between the Library and its supporters.

Please note that the following guidelines and fee structures are suggestions. The Whitefish Bay Public Library Board of Trustees may entertain alternate proposals made by an applicant. Not all opportunities are listed below, so applicants are encouraged to propose alternate sponsorships ideas as well. Final decisions on naming rights and commemorations rests with the Library Board of Trustees, and any or all requests or proposals may be rejected.

### **Guidelines for Naming**

- 1) The Library Board of Trustees must approve all recommended names.
- 2) 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.
- 3) Gifts of money, real estate, and/or stock may be accepted if conditions attached to the gift are acceptable to the Library Board of Trustees.
  - a) The individuals, families, or organizations being recognized must have been responsible for a major development in improving the quality of library service either through:
    - i) a financial contribution to the Whitefish Bay Public Library or Whitefish Bay Public Library Foundation, or
    - ii) through specific, identifiable actions in support of library service over a sustained period of years that merits recognition.
- 4) Library areas and collections shall retain that name for the useful life of that area or collection. Naming may be revoked:
  - a) in the event of any default in payment of the Gift as provided in donation agreement, or
  - b) 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
  - c) if the building is no longer used as a public library, or if the space is demolished, or
  - d) if the use of the space is so altered that the naming is no longer relevant.
- 5) 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.
  - a) No product logos, trademarks, service marks, or commercial signatures shall be included in the design of the named recognition display.
  - b) 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.
- 6) 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.

### **Request Procedure**

- 1) All requests for naming shall be submitted in writing to the Library Director.
- 2) The Library Director will review and recommend naming opportunities to the Library Board.
- 3) The Library Board will vote to approve or deny recommendations.
- 4) No publicity shall be given to the recommendation for naming until it is approved by the Board.

# WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



Whitefish Bay, WI 53217

[www.wfblibrary.org](http://www.wfblibrary.org)

## Naming

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.

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**

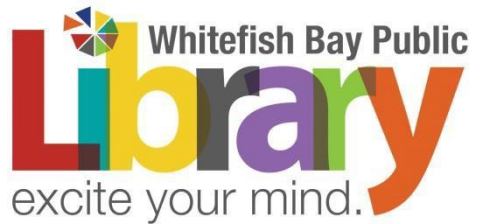
**January 18, 1919-November 19, 1999**

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 21<sup>st</sup>, 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: April 16, 2024 Meeting  
 Re: Fund 13 Balance Review



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

Prior to 2014, the Library’s budget was part of the Village’s general fund budget. Fund 13 was created, effective 1/1/2014, to enable more accurate tracking of the Library’s fund balance. Based on conversations over the years with the Villager’s auditor and prior Village Manager, there is no required amount or percentage to keep in fund balance. Village philosophy several years ago was to *not* maintain a significant balance since it results in taxing current residents for future services they may not receive; emergency expenditures are typically covered by Village fund balance. It was recommended to aim for 5.0% of operating budget in fund balance but that is a guideline not a requirement. By comparison, some public libraries have over \$500,000 in their fund balance since their municipality requires them to pay for building repairs (ex. roof replacement).

Review

Year	Total Library Fund Revenues	Total Library Expenditures	Rev - Exp	Beginning Fund Balance	Ending Fund Balance	Begin Fund Balance as % of Exp	Planned Fund Use	Fund Balance Notes
2014	797,543	800,086	(2,543)	58,543	55,999	7.3%	-	Revenues appear under due to old Friends tracking
2015	786,641	778,197	8,444	55,999	64,443	7.2%	-	Room Rental dropped significantly when driver's ed left. Building contingency underspent.
2016	790,976	811,282	(20,306)	64,443	44,138	7.9%	(25,000)	RFID conversion project
2017	785,451	780,229	5,222	44,138	49,360	5.7%	-	2017 Designated donation for website rolled over.
2018	785,181	789,716	(4,535)	49,360	44,824	6.3%	(5,125)	2017 Designated donation for website used.
2019	786,557	788,716	(2,159)	44,824	42,664	5.7%	-	Wages overage
2020	811,962	789,211	22,751	42,664	65,416	5.4%	-	Cares Act funds utilized for COVID supply expenses.
2021	788,185	781,651	6,534	65,416	71,950	8.4%	-	Variable revenues were down, but expenses were down more due to product operations.
2022	783,431	808,088	(24,657)	71,950	47,293	8.9%	(28,599)	Library Board approved use of \$28,599 of Fund Balance to make up for revenue short falls.
2023	1,058,021	946,104	111,917	47,293	159,209	5.0%	-	Projected. \$104,200 restricted donations received.
2024	993,355	993,355	-	159,209	55,009	16.0%	104,200	Budget. 5.5%

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 16, 2024 Meeting  
Re: Staff Wages Review



### 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

With support from the Library Board and Village Board, staff wages were significantly adjusted as of 1/1/2023. The goal was to bring all positions to “average” in comparison to the 14 suburban libraries in Milwaukee County.

### Review

At WFBPL, six out of eight position categories are at 90-100+% of the MCFLS suburban average. It's noteworthy that some libraries have shifted certain positions to different categories, resulting in significant fluctuations when higher or lower positions are added or removed. For example, one library reclassified their youth librarian to Head of Youth Services, which is a management position, with a salary lower than the average, causing a decrease in the overall average for the management position.

The two positions that still fall below the average are Reference Assistants and Shelters. The duties of Reference Assistants vary widely across different libraries, with some having specialized responsibilities that command higher wages. Additionally, Reference Assistants at WFBPL are currently newer to the role, hence closer to the entry-level wage, while counterparts at other libraries may be further along in their careers. Shelters at WFBPL typically stay for 2-3 years before moving on after graduating from high school, which limits their wage progression.

Another factor to consider is the wage difference across levels of positions, spanning from directors to managers, managers to staff, and within each department's positions. Currently, positions with long-term staff members exhibit a robust percentage comparison relative to their managers. Whereas positions with mostly new staff members demonstrate a lower percentage comparison.

### Conclusion

Overall, WFBPL wages are strong in comparison to MCFLS suburban average. Hopefully, current Reference Assistants will remain with the Library long-term which will result in their position category increasing in comparison to other libraries. The shelter position will likely remain limited due to the pattern of regular turnover.

WFB Title	WFB 2021 Avg	MCFLS 2021 Avg	WFB Avg as % of MCFLS Avg	WFB Rank 1=High; 14=Low	# of Libraries w/ Position
Director (MLIS)	\$40.60	\$41.42	98%	6	14
Adult Services, Head of (MLIS)	\$26.36	\$33.74	78%	5	5
Circulation Services, Head of	\$23.31	\$25.56	91%	7	8
Youth Services, Head of (MLIS)	\$26.86	\$31.25	86%	4	5
Librarian (MLIS)	\$22.28	\$26.33	85%	11	12
Ref Asst	\$14.51	\$17.44	83%	10	11
Circ Asst	\$11.32	\$14.95	76%	10	10
Shelver	\$7.86	\$10.31	76%	11	11
WFB Title	WFB 2024 Avg	MCFLS 2024 Avg	WFB Avg as % of MCFLS Avg	WFB Rank 1=High; 14=Low	# of Libraries with Position
Director (MLIS)	\$43.52	\$44.01	99%	6	14
Adult Services, Head of (MLIS)	\$36.00	\$37.99	95%	3	4
Circulation Services, Head of (Other Than MLIS)	\$37.00	\$33.76	110%	2	6
Youth Services, Head of (MLIS)	\$28.50	\$26.80	106%	3	9
Librarian (MLIS)	\$26.75	\$28.15	95%	10	14
Ref Asst (Bachelors Level)	\$16.75	\$20.64	81%	7	9
Circ Asst (N/A)	\$15.56	\$15.77	99%	5	12
Shelver (N/A)	\$9.07	\$10.86	84%	12	13
WFB Title	WFB 2021 to 2023 Change	MCFLS 2021 to 2023 Change	WFB Avg 2021 to 2023 Change		
Director (MLIS)	7.2%	6.3%	1%		
Adult Services, Head of (MLIS)	36.6%	12.6%	17%		
Circulation Services, Head of (Other Than MLIS)	58.7%	32.1%	18%		
Youth Services, Head of (MLIS)	6.1%	-14.2%	20%		
Librarian (MLIS)	20.1%	6.9%	10%		
Ref Asst (Bachelors Level)	15.4%	18.3%	-2%		
Circ Asst (N/A)	37.5%	5.5%	23%		
Shelver (N/A)	15.4%	5.3%	7%		

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 16, 2024 Meeting  
Re: Director's Reports



Director (Reed)

- 1) Board Recruiting
  - a) Jen Livingston, Sarah Leinweber, and Nyama Reed interviewed 3 candidates for the open Library Board position.
  - b) The recommendation will be forwarded to the Village President and Village Manager for approval by the Village Board at the May 6 meeting.
- 2) Village - Village Manager Paul Boening accepted a new position. His final date with the Village has not yet been announced.
- 3) Building
  - a) Regular maintenance occurs per schedule.
  - b) The Storytime Room project continues. Glass will be installed in the doors soon, as will painting.
- 4) Foundation
  - a) Lizette Lewis joins the Foundation Board in May, with Sam Dettmann stepping down early due to recently being elected to the Village Board. Ms. Lewis will serve as interim treasurer until the next Foundation Board officer election.
  - b) The Foundation Board set a fundraising goal of \$50,000 for 2024.
  - c) A Donor Appreciation Event is being planned for Sunday May 19.
- 5) Friends – The Book Sale will occur Fri May 3 (Friends only) and Fri May 4-5 (Public).
- 6) MCFLS – All efforts are going towards the transition to a new catalog interface, which will roll out this summer.
- 7) Misc -
- 8) Workplan Items
  - a) Overall the Workplan is on schedule, with items from Jan-March completed or in process.
  - b) EDI Training for Staff and Board – Planning continues with CVMIC. Working to set a time for Jean Cole to meet with the Leadership Team to start the DEI Assessment Process. Plan for DEI training at Staff Development Day. Timing of Board training TBD in Fall.
  - c) Cross-training Circulation Assistants to fill-in as Reference Assistant Subs – Katie Kiekhaefer and Scott Lenski will meet with interested staff to discuss duties and expectations, plus answer staff questions. The goal is to start cross training by May 1 so Ref Asst Subs will be ready to fill shifts by June 1.
  - d) The Leadership Team reviewed the 2024 Workplan and adjusted the timing of their reports to the Library Board, along with a few other revisions.
    - i) Theresa Hoge requested reviewing the Patron Registration Policy because it is no longer accurate; necessitated by changes at the MCFLS level over the years. This will be added to May or June.
    - ii) Katie Kiekhaefer and Valerie Morris will present at the May meeting on Youth Services and the recent youth non-fiction reorganization project.
    - iii) It is recommended to push back the Library survey to July.
    - iv) Review and update of employee evaluation forms is pushed to July, after Board elections and determination of who will be on the Personnel Committee.
    - v) Scott Lenski will present at the August meeting on Adult Services and the Marketing Plan.
    - vi) Theresa Hoge will present at the October meeting on Circulation Services and the Technology Plan.
    - vii) Bylaws review pushed to September, which has fewer Workplan items scheduled. Will allow new Board members to settle in before being part of a review.