

LIBRARY BOARD MEETING
 Tuesday December 17, 2024, 6:30pm
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

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

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 October 22, 2024 meeting b. Minutes of November 19, 2024 meeting c. Finance Report Through November 30, 2024 d. Department Reports e. Monthly Statistics	Motion			
6:35	4.	Presentation on Adult Services and Marketing Plan (Lenski)	Discuss			
7:00	5.	Patron Code of Conduct Policy Review	Discuss			
7:15	6.	The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may reconvene in open session to act upon such matters. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In" Roll Call "Out"			
7:25	7.	Library Director's Annual Review and Wage Increase	Motion			
7:35	8.	2025 Library Staff Wage Increase	Motion			
7:45	9.	Change October 2025 Library Board Meeting Date	Motion			
7:50	10.	Foundation, Friends, and Funds Q&A	Discuss			
8:15	11.	LibraryIQ	Motion			
8:25	12.	Director's Report	Discuss			
8:30		ADJOURNMENT	Motion			

BOARD MEETINGS

- Jan 6, 2025, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
- Jan 12, 2025, Thursday, 5:00-7:00 pm – Foundation Board, @Library
- Jan 15, 2025, Wednesday, 6:00-7:30 pm - Friends of the Library Board of Directors, @Library
- Jan 28, 2025 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	In-person
2. Erin Jelenchick, Vice President, 2020-2027	Zoom
3. Sam Dettmann, Village Board Representative, 2024-2025	Zoom
4. Nathan Christenson, School District Representative, 2021-2024	In-person
5. Ellie Gettinger, Member, 2019-2025	Absent
6. Claire Flannery, Member, 2020-2026	Zoom
7. Nikki DeGuire, Member, 2024-2027	In-person
Staff	
Nyama Reed, Library Director	In-person
Theresa Hoge, Head of Circulation Services	In-person

Public: several high school students for class assignment

CALL TO ORDER 6:32pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of September 24, 2024 meeting b. Finance Report Through September 30, 2024 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Christenson	Unanimous
Motion to approve agenda as presented				
4. Presentation on Circulation Services and Technology Plan by Theresa Hoge	Discuss			n/a
Ms. Hoge presented on the 2025-2027 Technology Plan. WFBPL aims to replace computers every 3-5 years. In 2025, the focus will be on replacing office printers and other peripherals, many of which are over 10 years old. Ms. Hoge also presented on the Circulation Services (CS) staffing and workflows. Staffing has been stable, with the usual level of turnover for shelvers. Most staff in that position are high schools students, who resign when they leave for college.				
5. 2025 Exceptions to Library Hours	Motion	DeGuire	Christenson	Unanimous
Motion to approve 2025 Exception to Library Hours: 1. The 11 paid holidays as listed in the Village of WFB Employee Handbook 2. Designate MLK Day as a Floating Holiday 3. Close Easter Sunday 4. Close at 5:30 pm on Independence Day Eve and Thanksgiving Eve 5. Close all day 10/13 for staff development				
6. 2025 Board Meeting Dates	Motion	Christenson	DeGuire	Unanimous
Motion to approve 2025 meeting dates as listed in the Alternate Schedule. Tuesday, January 28, 2025 Tuesday, February 25, 2025 Tuesday, April 1, 2025 Tuesday, April 29, 2025 Tuesday, May 20, 2025 Tuesday, June 24, 2025				

Tuesday, July 22, 2025				
Tuesday, August 19, 2025				
Tuesday, September 30, 2025				
Tuesday, October 28, 2025				
Tuesday, November 18, 2025				
Tuesday, December 16, 2025				
7. Approval of MCFLS Agreements	Motion	DeGuire	Christenson	Unanimous
Motion to approve the 2025-2028 MCFLS Agreements				
8. Patron Code of Conduct Policy Review	Discuss			n/a
Director Reed led a brief discussion about the current Library Rules of Conduct Policy and the need to update it to reflect current standards. Next steps will be to compare WFBPL's policy with other libraries' policies and to talk with the Leadership Team to gather their input on what are the main issues that need to be addressed in an updated policy.				
9. Director's Report	Discuss			n/a
Director Reed presented her monthly report per the packet memo.				
ADJOURNMENT 7:28pm	Motion	Christenson	DeGuire	

LIBRARY BOARD MEETING MINUTES
 Tuesday November 19, 2024, 6:30pm
 Pending at December 17, 2024 Mtg
 Location: Library



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	Absent
2. Erin Jelenchick, Vice President, 2020-2027	Absent
3. Sam Dettmann, Village Board Representative, 2024-2025	Absent
4. Nathan Christenson, School District Representative, 2021-2024	In-person
5. Ellie Gettinger, Member, 2019-2025	In-person
6. Claire Flannery, Member, 2020-2026	Zoom
7. Nikki DeGuire, Member, 2024-2027	In-person
Staff	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:34pm by Trustee Gettinger				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of October 22, 2024 meeting b. Finance Report Through October 31, 2024 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Christenson	Unanimous
Consent agenda amended to remove minutes of 10/22 meeting. Motion to approve consent agenda as amended.				
4. Director's Report	Discuss			n/a
Director Reed presented her monthly report per the packet memo.				
5. Staff Evaluations and Director Review Process	Discuss			
Director Reed presented the suggested timeline for the Director's Review. The review will be compiled by President Leinweber and Vice President Jelenchick, with input from the Leadership Team and Library Board, plus the Director's Self Reflection.				
6. 2024 Village of WFB Budget Update	Discuss			
The Village Board approved the 2025 Budget at their recent meeting.				
7. Patron Code of Conduct Policy Review Process	Discuss			
Discussion about updating the Patron Code of Conduct Policy based on the packet memo and other libraries' policies that were included in the packet. Next steps: Director Reed will engage with staff to determine vital areas that need updating based on recent interactions with patrons, which illustrate which behaviors need different/better management. Trustee Flannery emphasized the need to implement policies consistently and track them via incident reports. Also, consult with attorney regarding how disability laws impact the library's ability to implement policies if the patron isn't able to abide by the policy because of the disability. Question about whether signage should be added in the building or at the bike rack that the Library is not responsible for stolen items.				
ADJOURNMENT 7:30pm	Motion	DeGuire	Flannery	Unanimous

GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 92%	Above Target: 100+%	On Target: 82-99%	Under Target: 81-%	
13-00000-41100	Property Taxes	900,526	900,526	-	100	
13-00000-43792	Other Grants	-	2,300	(2,300)		2023 Grant Disbursed Jan 2024
13-00000-43793	Library MCFLS RB Payment	57,179	58,091	(912)	102	
13-00000-45209	LIBRARY FINES	25,000	21,906	3,094	88	\$22,000 projected
13-00000-45210	Library Replacement Cards	150	67	83	44	
13-00000-45224	LIBRARY DAMAGE RECOVERY	-	(12)	12		
13-00000-46712	LIBRARY ROOM RENT	4,500	4,105	395	91	
13-00000-46713	LIBRARY COPY AND FAX FEES	4,000	5,493	(1,493)	137	
13-00000-46715	MISCELLANEOUS REVENUE	-	691	(691)		Foundation Payment to balance 13-93200-50428
13-00000-48501	LIBRARY DONATIONS	2,000	4,330	(2,330)	217	
Total Revenue:		993,355	997,498	(4,143)	100	
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 92%	Above Target: 100+%	On Target: 82-99%	Under Target: 81-%	
13-93000-50100	Salaries	599,350	541,824	57,526	90	estimate \$10k under
13-93000-50150	FICA Tax	45,850	41,049	4,801	90	
13-93000-50160	Health/Dental Insurance Premium	57,010	52,268	4,742	92	
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,450	1,883	(433)	130	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	30,489	28,230	2,259	93	
13-93000-50180	Group Life Insurance Premium	1,284	1,362	(78)	106	
13-93000-50181	Disability Insurance Premium	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	4,500	5,845	(1,345)	130	
13-93200-50191	Membership Dues	1,200	1,088	112	91	
13-93200-50194	Personnel Related Expenses	700	666	34	95	
13-93200-50250	Utilities	48,000	43,003	4,997	90	Projected \$53,000
13-93200-50251	Telephone/Internet	5,700	4,972	728	87	Projected \$5,900
13-93200-50300	Office Supplies	2,000	1,574	426	79	
13-93200-50301	Printing/Publishing/Copies	500	265	235	53	
13-93200-50302	Postage	25	8	17	33	
13-93200-50303	Covid Supplies	250	-	250	-	
13-93200-50360	Building Maintenance	12,000	21,672	(9,672)	181	Storytime Room Project, funded by Restricted Donations
13-93200-50428	Library Director Designated	-	51,722	(51,722)		Transfer to Foundation Fund + Foundation Supplies (Reimbursed)
13-93200-50760	Sales Tax	250	328	(78)	131	
13-93300-50240	IT Support Contract Services	25,000	21,526	3,474	86	
13-93300-50311	Copier Maintenance/Repair	3,200	2,712	488	85	
13-93300-50312	Material Processing/Repairs	3,400	3,481	(81)	102	
13-93300-50350	Maintenance Service & Supplies	34,050	27,960	6,090	82	
13-93300-50351	Custodial Supplies	5,000	3,075	1,925	61	Thru Sept. 2 months of Village Hall cleaning charged to Library

GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
13-93300-50400	MCFLS Supplies	1,200	1,179	21	98	
13-93400-50401	MCFLS Membership	18,413	15,544	2,869	84	
13-93400-50402	Programs - Adult	500	-	500	-	
13-93400-50403	Programs - Children	500	402	98	80	
13-93400-50415	Programs - Young Adults	250	-	250	-	
13-93500-50410	Library Collection Materials	90,000	89,125	875	99	
	Fund 22	20,000	-			
	Total Collections	110,000	89,125	875	81	
Total Expenditure:		993,355	962,761	30,594	97	
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		993,355	997,498	(4,143)	100	Equals Over Revenue by \$4,143
TOTAL EXPENDITURES		993,355	962,761	30,594	97	
NET OF REVENUES & EXPENDITURES		-	34,736			
BEG. FUND BALANCE		159,209	159,209			
END FUND BALANCE		159,209	193,946			
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 11/30/2024	AVAILABLE BALANCE		NOTES
TOTAL REVENUES		-	12,547			
TOTAL EXPENDITURES		20,000	-	20,000		\$20,000 approved for 2024
NET OF REVENUES & EXPENDITURES		(20,000)	12,547			
BEG. FUND BALANCE		73,988	73,988			
END FUND BALANCE		53,988	86,535			
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 11/30/2024			
01-55500-50350-1001	Maintenance Services (Contracts)	n/a	17,202			
01-55500-50360-1001	Building Maintenance (Repairs)	n/a	41,874			

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
11/1/2024			13-00000-11100 CASH IN BANK	BEG. BALANCE			308,553.02
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024			24,365.52	284,187.50
11/8/2024	CD	CHK	SUMMARY CD 11/08/2024			6,829.28	277,358.22
11/8/2024	CR	RCPT	Daily Library Receipts	225079	333.77		277,691.99
11/14/2024	CD	CHK	SUMMARY CD 11/14/2024			2,709.89	274,982.10
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024			25,302.07	249,680.03
11/15/2024	CD	CHK	SUMMARY CD 11/15/2024			3,855.60	245,824.43
11/22/2024	CD	CHK	SUMMARY CD 11/22/2024			7,766.72	238,057.71
11/24/2024	CR	RCPT	Daily Library Receipts	225348	522.94		238,580.65
11/26/2024	CD	CHK	SUMMARY CD 11/26/2024			2,614.28	235,966.37
11/26/2024	GJ	JE	Monthly Sales Tax ACH Payment	5723		45.52	235,920.85
11/27/2024	CR	RCPT	Daily Library Receipts	225422	59.80		235,980.65
11/29/2024	PR	CHK	SUMMARY PR 11/29/2024			23,936.56	212,044.09
11/30/2024			13-00000-11100	END BALANCE	916.51	97,425.44	212,044.09
11/1/2024			13-00000-21550 DEPOSITS/SUSPENSE	BEG. BALANCE			(164.23)
11/8/2024	CR	RCPT	DEPOSITS/SUSPENSE	225079		26.73	(190.96)
11/30/2024			13-00000-21550	END BALANCE	-	26.73	(190.96)
11/1/2024			13-00000-25199 ACCRUED PAYROLL	BEG. BALANCE			(11,011.11)
11/30/2024			13-00000-25199	END BALANCE	-	-	(11,011.11)
11/1/2024			13-00000-25400 WRS Retirement - Payroll	BEG. BALANCE			(3,368.99)
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024			1,151.96	(4,520.95)
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024			1,227.71	(5,748.66)
11/29/2024	PR	CHK	SUMMARY PR 11/29/2024			1,147.62	(6,896.28)
11/30/2024			13-00000-25400	END BALANCE	-	3,527.29	(6,896.28)
11/1/2024			13-00000-28100 SURPLUS	BEG. BALANCE			(159,209.37)
11/30/2024			13-00000-28100	END BALANCE	-	-	(159,209.37)
11/1/2024			13-00000-41100 Property Taxes	BEG. BALANCE			(900,526.00)
11/30/2024			13-00000-41100	END BALANCE	-	-	(900,526.00)
11/1/2024			13-00000-43792 Other Grants	BEG. BALANCE			(2,300.00)
11/30/2024			13-00000-43792	END BALANCE	-	-	(2,300.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/1/2024			13-00000-43793 Library MCFLS RB Payme	BEG. BALANCE			(58,091.00)
11/30/2024			13-00000-43793	END BALANCE	-	-	(58,091.00)
11/1/2024			13-00000-45209 LIBRARY FINES	BEG. BALANCE			(21,289.89)
11/8/2024	CR	RCPT	LIBRARY FINES	225079		200.59	(21,490.48)
11/24/2024	CR	RCPT	LIBRARY FINES	225348		377.64	(21,868.12)
11/27/2024	CR	RCPT	LIBRARY FINES	225422		37.75	(21,905.87)
11/30/2024			13-00000-45209	END BALANCE	-	615.98	(21,905.87)
11/1/2024			13-00000-45210 Library Replacement Card	BEG. BALANCE			(56.60)
11/8/2024	CR	RCPT	Library Replacement Cards	225079		2.00	(58.60)
11/24/2024	CR	RCPT	Library Replacement Cards	225348		6.00	(64.60)
11/27/2024	CR	RCPT	Library Replacement Cards	225422		2.00	(66.60)
11/30/2024			13-00000-45210	END BALANCE	-	10.00	(66.60)
11/1/2024			13-00000-45224 LIBRARY DAMAGE RECC	BEG. BALANCE			11.95
11/30/2024			13-00000-45224	END BALANCE	-	-	11.95
11/1/2024			13-00000-46712 LIBRARY ROOM RENT	BEG. BALANCE			(4,105.45)
11/30/2024			13-00000-46712	END BALANCE	-	-	(4,105.45)
11/1/2024			13-00000-46713 LIBRARY COPY AND FAX	BEG. BALANCE			(5,229.44)
11/8/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	225079		104.45	(5,333.89)
11/24/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	225348		139.30	(5,473.19)
11/27/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	225422		20.05	(5,493.24)
11/30/2024			13-00000-46713	END BALANCE	-	263.80	(5,493.24)
11/1/2024			13-00000-46715 MISCELLANEOUS REVEN	BEG. BALANCE			(691.44)
11/30/2024			13-00000-46715	END BALANCE	-	-	(691.44)
11/1/2024			13-00000-48501 LIBRARY DONATIONS	BEG. BALANCE			(4,330.00)
11/30/2024			13-00000-48501	END BALANCE	-	-	(4,330.00)
11/1/2024			13-93000-50100 Salaries	BEG. BALANCE			474,154.05
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024		22,677.86		496,831.91
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024		22,735.38		519,567.29
11/29/2024	PR	CHK	SUMMARY PR 11/29/2024		22,257.13		541,824.42
11/30/2024			13-93000-50100	END BALANCE	67,670.37	-	541,824.42

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/1/2024			13-93000-50150 FICA Tax	BEG. BALANCE			35,927.31
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024		1,687.66		37,614.97
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024		1,754.19		39,369.16
11/29/2024	PR	CHK	SUMMARY PR 11/29/2024		1,679.43		41,048.59
11/30/2024			13-93000-50150	END BALANCE	5,121.28	-	41,048.59
11/1/2024			13-93000-50160 Health/Dental Insurance P	BEG. BALANCE			47,516.20
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024		4,751.62		52,267.82
11/30/2024			13-93000-50160	END BALANCE	4,751.62	-	52,267.82
11/1/2024			13-93000-50161 Health Insurance Deducib	BEG. BALANCE			1,820.00
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024		62.50		1,882.50
11/30/2024			13-93000-50161	END BALANCE	62.50	-	1,882.50
11/1/2024			13-93000-50170 Retirement Contribution -	BEG. BALANCE			24,702.72
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024		1,151.96		25,854.68
11/15/2024	PR	CHK	SUMMARY PR 11/15/2024		1,227.71		27,082.39
11/29/2024	PR	CHK	SUMMARY PR 11/29/2024		1,147.62		28,230.01
11/30/2024			13-93000-50170	END BALANCE	3,527.29	-	28,230.01
11/1/2024			13-93000-50180 Group Life Insurance Prem	BEG. BALANCE			1,223.80
11/1/2024	PR	CHK	SUMMARY PR 11/01/2024		137.75		1,361.55
11/30/2024			13-93000-50180	END BALANCE	137.75	-	1,361.55
11/1/2024			13-93200-50190 Training/Meetings/Travel	BEG. BALANCE			3,640.28
11/8/2024	AP	INV	WISCONSIN LIBRARY ASSOCIATION	8036	410.00		4,050.28
			WLA CONFERENCE REG - SL				
11/8/2024	AP	INV	WISCONSIN LIBRARY ASSOCIATION	3548	548.00		4,598.28
			WLA CONFERENCE REG - NYR				
11/8/2024	AP	INV	WISCONSIN LIBRARY ASSOCIATION	4181	49.00		4,647.28
			WLA CONFERENCE - TH				
11/14/2024	AP	INV	SCOTT LENSKI	45608	524.33		5,171.61
			CONFERENCE EXPENSES - LENSKI				
11/14/2024	AP	INV	THERESA HOGE	45607	202.77		5,374.38
			CONFERENCE EXPENSES - HOGE				
11/19/2024	AP	INV	VALERIE MORRIS	45610	470.38		5,844.76
			CONFERENCE EXPENSES - MORRIS				
11/30/2024			13-93200-50190	END BALANCE	2,204.48	-	5,844.76
11/1/2024			13-93200-50191 Membership Dues	BEG. BALANCE			1,088.10
11/30/2024			13-93200-50191	END BALANCE	-	-	1,088.10

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/1/2024			13-93200-50194 Personnel Related Expens	BEG. BALANCE			67.64
11/8/2024	AP	INV	FORAGE KITCHEN	2923	364.92		432.56
			STAFF TRAINING LUNCH				
11/8/2024	AP	INV	SENDIK'S FOOD MARKET	8661	212.55		645.11
			GIFT CARDS FOR STAFF ANNIVERSARIES				
11/8/2024	AP	INV	TRADER JOE'S	7825	20.47		665.58
			STAFF TRAINING BREAKFAST				
11/30/2024			13-93200-50194	END BALANCE	597.94	-	665.58
11/1/2024			13-93200-50250 Utilities	BEG. BALANCE			39,881.55
11/18/2024	AP	INV	WE ENERGIES	5251534191	3,121.69		43,003.24
			OCTOBER 2024 CHARGES				
11/30/2024			13-93200-50250	END BALANCE	3,121.69	-	43,003.24
11/1/2024			13-93200-50251 Telephone/Internet	BEG. BALANCE			4,469.91
11/13/2024	AP	INV	SPECTRUM ENTERPRISE	3929	359.65		4,829.56
			MONTHLY CHARGES				
11/13/2024	AP	INV	SPECTRUM ENTERPRISE	4964	106.74		4,936.30
			MONTHLY CHARGES				
11/19/2024	AP	INV	AT&T	414R16-01595254	35.28		4,971.58
			MONTHLY CHARGES 10/2 - 11/1/2024				
11/30/2024			13-93200-50251	END BALANCE	501.67	-	4,971.58
11/1/2024			13-93200-50300 Office Supplies	BEG. BALANCE			1,268.53
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	1759	45.12		1,313.65
			DESK CALENDARS FOR CIRC DEPT				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	6704	37.98		1,351.63
			WFBPL FOUNDATION BACKROP/SAND BAGS				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	3818	13.67		1,365.30
			BATTERIES				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	3289	132.54		1,497.84
			UTILITY SHELVES				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	2619	61.12		1,558.96
			STAFF KITCHEN SUPPLIES				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	3024	15.19		1,574.15
			STAFF KITCHEN SUPPLIES				
11/30/2024			13-93200-50300	END BALANCE	305.62	-	1,574.15
11/1/2024			13-93200-50301 Printing/Publishing/Copies	BEG. BALANCE			265.00
11/30/2024			13-93200-50301	END BALANCE	-	-	265.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/1/2024			13-93200-50302 Postage	BEG. BALANCE			8.13
11/30/2024			13-93200-50302	END BALANCE	-	-	8.13
11/1/2024			13-93200-50360 Building Maintenance	BEG. BALANCE			20,396.99
11/26/2024	AP	INV	ROBB GREGG	2024-11	375.00		20,771.99
			NOVEMBER 2024 GARDEN				
11/26/2024	AP	INV	CAIN'S WINDOW CLEANING, LLC	11462	900.00		21,671.99
			LIBRARY WINDOW CLEANING				
11/30/2024			13-93200-50360	END BALANCE	1,275.00	-	21,671.99
11/1/2024			13-93200-50428 Library Director Designate	BEG. BALANCE			51,721.93
11/30/2024			13-93200-50428	END BALANCE	-	-	51,721.93
11/1/2024			13-93200-50760 Sales Tax	BEG. BALANCE			282.31
11/26/2024	GJ	JE	Monthly Sales Tax ACH Payment	5723	45.52		327.83
11/30/2024			13-93200-50760	END BALANCE	45.52	-	327.83
11/1/2024			13-93300-50240 IT Support Contract Serv	BEG. BALANCE			20,144.75
11/5/2024	AP	INV	ARCHIVESOCIAL, INC.	654486	691.02		20,835.77
			2025 SUBSCRIPTION				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	8225	109.78		20,945.55
			UPS BATTERY BACKUP UNITS				
11/8/2024	AP	INV	DRIVESTRIKE	6117	22.00		20,967.55
			LAPTOP SECURITY SOFTWARE				
11/26/2024	AP	INV	Bibliotheca, LLC	INV-US78503	558.00		21,525.55
			SUBSCRIPTION FOR SELF CHECK KIOSK				
11/30/2024			13-93300-50240	END BALANCE	1,380.80	-	21,525.55
11/1/2024			13-93300-50311 Copier Maintenance/Repa	BEG. BALANCE			2,465.19
11/5/2024	AP	INV	GREATAMERICA FINANCIAL SVCS	37734339	101.00		2,566.19
			STANDARD PAYMENT				
11/14/2024	AP	INV	FORWARD TS, LTD	AR239986	125.88		2,692.07
			LIBRARY COPIER 10/3 - 11/2/2024				
11/14/2024	AP	INV	FORWARD TS, LTD	AR239985	20.00		2,712.07
			LIBRARY COPIERS 10/3 - 11/2/2024				
11/30/2024			13-93300-50311	END BALANCE	246.88	-	2,712.07
11/1/2024			13-93300-50312 Material Processing/Repai	BEG. BALANCE			3,258.19
11/5/2024	AP	INV	BRODART CO.	648002	223.15		3,481.34
			LAMINATING ROLLS				
11/30/2024			13-93300-50312	END BALANCE	223.15	-	3,481.34

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/1/2024			13-93300-50350 Maintenance Service & Su	BEG. BALANCE			25,260.00
11/14/2024	AP	INV	CLEAN SOURCE LLC	073124-VWB	1,500.00		26,760.00
			VH JULY JANITORIAL				
11/14/2024	AP	INV	CLEAN SOURCE LLC	093024-VWB	1,200.00		27,960.00
			VH JANITORIAL SEPTEMBER 2024				
11/30/2024			13-93300-50350	END BALANCE	2,700.00	-	27,960.00
11/1/2024			13-93300-50351 Custodial Supplies	BEG. BALANCE			2,972.05
11/14/2024	AP	INV	STAPLES ADVANTAGE	6016806811	102.60		3,074.65
			HAND SOAP REFILL				
11/30/2024			13-93300-50351	END BALANCE	102.60	-	3,074.65
11/1/2024			13-93300-50400 MCFLS Supplies	BEG. BALANCE			1,179.48
11/30/2024			13-93300-50400	END BALANCE	-	-	1,179.48
11/1/2024			13-93400-50401 MCFLS Membership	BEG. BALANCE			15,544.00
11/30/2024			13-93400-50401	END BALANCE	-	-	15,544.00
11/1/2024			13-93400-50403 Programs - Children	BEG. BALANCE			402.24
11/30/2024			13-93400-50403	END BALANCE	-	-	402.24
11/1/2024			13-93500-50410 Library Collection Materials	BEG. BALANCE			82,148.20
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	L6798382 10/24	2,147.83		84,296.03
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	75003750	591.51		84,887.54
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	40023382	101.59		84,989.13
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	L4211182 10/24	924.05		85,913.18
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	L5190172 10/24	1,287.75		87,200.93
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	BAKER & TAYLOR BOOKS	L6798462 10/24	474.93		87,675.86
			OCTOBER 2024 STATEMENT				
11/5/2024	AP	INV	KANOPY, INC.	424020	286.45		87,962.31
			TICKETS				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	3913	64.49		88,026.80
			YS VARIOUS TITLES				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
11/8/2024	AP	INV	MILWAUKEE JOURNAL SENTINEL	2405	40.00		88,066.80
			JS MONTHLY SUBSCRIPTION				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	1739	46.39		88,113.19
			AS VARIOUS TITLES				
11/8/2024	AP	INV	AMAZON CAPITAL SERVICES	7291	10.28		88,123.47
			PAPER CLIPS				
11/8/2024	AP	INV	SPORTS ILLUSTRATED	8916	20.00		88,143.47
			SUBSCRIPTION				
11/8/2024	AP	INV	SPORTS ILLUSTRATED KIDS	4918	20.00		88,163.47
			SI KIDS SUBSCRIPTION				
11/14/2024	AP	INV	GALE	85891725	98.39		88,261.86
			MISC BOOKS				
11/14/2024	AP	INV	GALE	85891474	25.60		88,287.46
			MISC BOOK				
11/14/2024	AP	INV	INGRAM LIBRARY SERVICES	84361919	56.03		88,343.49
			MISC BOOKS				
11/26/2024	AP	INV	GALE	85938794	30.39		88,373.88
			SPIRIT CROSSING				
11/26/2024	AP	INV	GALE	85933639	32.79		88,406.67
			THE GREY WOLF				
11/26/2024	AP	INV	GALE	85928111	31.99		88,438.66
			FAMILIARIS				
11/26/2024	AP	INV	GALE	85939495	52.48		88,491.14
			MISC BOOKS				
11/26/2024	AP	INV	INGRAM LIBRARY SERVICES	84757214	15.23		88,506.37
			LITTLE LOST LIB				
11/26/2024	AP	INV	INGRAM LIBRARY SERVICES	84757213	358.90		88,865.27
			MISC BOOKS				
11/26/2024	AP	INV	BLACKSTONE PUBLISHING	2176588	259.50		89,124.77
			LIBRARY CDS				
11/30/2024			13-93500-50410	END BALANCE	6,976.57	-	89,124.77

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

Late in November we offered a Take and Make craft for adults. We gave out all the supplies to decorate a canvas tote bag. We handed out 50 kits over a few days. Also our 2 book clubs have been going strong with consistent attendance. Our Mystery Book Club that meets in the evenings usually has between 6-8 attendees each month. We still offer a virtual option for this program, and we regularly get about half of our attendees participating through Zoom. For our Tea Time Book Club in the afternoons, we regularly see a dozen or more attendees. We still offer a virtual option for this program as well, but it's nearly all in-person attendance. In 2025 we'll be offering an additional memoir book club every other month.

Collection Development

We have completed shifting the nonfiction book collection, and it's given us a little more space for our fiction collections. We'll begin a small shift of these areas in 2025, hoping to give a little more space to these growing collections. We also had the opportunity to shift the large print section, since we moved the foreign language learning section into the regular nonfiction. Large print is an area we've seen an increase in circulation over the last couple of years so we've been purchasing more titles each month and need the extra space. Also as the year ends down, we are using some of the collections budget to replace CDs and DVDs with more than 150 checkouts, since discs are usually scratched and in not great condition after so many uses.

Circulation Services (Hoge)

Technology

The ability to pay fines via a QR code using a cell phone has been added to our Self Check Station. We haven't publicized this new feature but have had a couple of patrons use it with good results. The next step will be to install a credit card reader unit that will allow patrons to pay with a swipe or a tap!

Staffing

Two of our shelvers put in their notice in late November. Isaac Kang's last day was December 7th and Tienna Lambrecht's was December 8th. They will be missed but both are extremely driven and have big plans for their futures. These openings have been posted until filled and so far we've received over a dozen applications. My hope is to conduct interviews as early as next week and, if all goes well, to have new hires start training in January.

Admin

I'll be meeting with all Circulation Assistants and Shelvers during the month of December and possibly into January to discuss performance and also to provide a platform for them to advise of any issues/concerns they may have.

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	284,084
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852	25,949	24,970			299,700
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%	-1%			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	237,629
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877	21,148	20,119			245,436
23-24	3%	6%	-2%	12%	8%	0%	3%	2%	4%	3%	0%			3%
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	46,455
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975	4,801	4,851			54,264
23-24	30%	34%	33%	16%	24%	16%	9%	11%	22%	0%	-2%			17%
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%
2024	24%	24%	26%	20%	24%	19%	18%	18%	24%	23%	23%			22%
23-24	26%	26%	36%	3%	16%	17%	6%	9%	17%	-3%	-2%			13%
OVERDRIVE/LIBBY														
	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	34,889
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442	3,386	3,309			38,119
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%	-6%			9%
OVERDRIVE 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	4,430
2024	862	878	912	486	790	632	535	556	725	661	674			7,711
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%			74%
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	4,469
2024	476	451	498	526	475	464	483	512	528	512	507			5,432
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%			22%
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	2,393
2024	253	233	310	180	259	263	301	320	280	242	361			3,002
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%			25%
SELF-CHECK CIRC														
	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	100,460
2024	8,962	9,134	9,574	9,820	8,985	11,458	12,368	11,496	9,013	8,701	8,584			108,095
23-24	5%	39%	8%	31%	14%	1%	3%	-3%	5%	-3%	1%			8%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

FRONT DESK CIRC															
	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	132,098	
2024	12,009	11,015	11,712	11,916	11,073	11,556	12,743	12,352	10,883	11,447	10,798			127,504	
23-24	-5%	-16%	-11%	-3%	-1%	-5%	1%	1%	0%	5%	-1%			-3%	
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	247	
2024	9	33	21	19	31	26	14	37	24	32	20			266	
23-24	-55%	50%	-46%	-21%	182%	333%	-53%	311%	-17%	-24%	33%			8%	
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	4,827	
2024	848	910	842	759	735	811	741	833	957	968	717			9,121	
23-24	28167%	338%	99%	145%	111%	63%	40%	37%	107%	42%	-5%			89%	
WIRELESS (Clients per Month)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	4,801	4,102	4,248	4,490	4,688	4,671	4,247	4,402	4,530	5,146	4,860	4,712	54,897	50,185	
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800	5,828	5,220			55,427	
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%	7%			10%	
PC USER SESSIONS - # OF ADULT SESSIONS															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	1,076	1,052	1,089	1,019	943	1,033	992	1,315	1,131	968	1,043	922	12,583	11,661	
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018			11,098	
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%	-2%			-5%	
PC USER SESSIONS - # OF KIDS SESSIONS															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	0	0	0	0	0	0	85	1,201	802	879	636	648	4,251	3,603	
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762			9,188	
23-24								6%	-8%	-12%	20%			155%	
PC USER SESSIONS - # OF TOTAL SESSIONS															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	1,076	1,052	1,089	1,019	943	1,033	1,077	2,516	1,933	1,847	1,679	1,570	16,834	15,264	
2024	1,451	1,645	1,742	1,737	1,726	2,024	2,153	2,283	1,838	1,907	1,780			20,286	
23-24	35%	56%	60%	70%	83%	96%	100%	-9%	-5%	3%	6%			33%	
DOOR COUNT PER MONTH															
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	139,610	
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418	13,375	14,516			150,092	
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%			8%	

Whitefish Bay Public Library Adult Services



Scott Lenski

Adult Services @ WFBPL

1 Full-time Staff Person- 12 Years

2 Part-time librarians- MLIS Degrees with 30+ years of experience

1 Adult Services library assistant- 2 years

- Focus on customer service. Providing a welcoming space for all.
- Balancing the needs of the community along with those most vulnerable.
- Quiet vs group study
- Study room popularity



Programming



**Great WFB
Puzzle Race**



**Author
Events with
Boswell**



**Concert with
Ceol Cairde**

Programming



Serving the communities of Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood and Whitefish Bay, Wisconsin

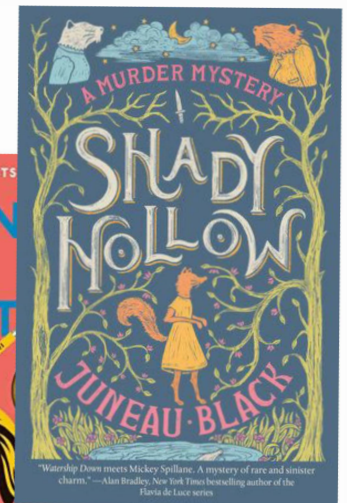
World Mental Health Day

Trivia

Crafts



Antique Appraisal



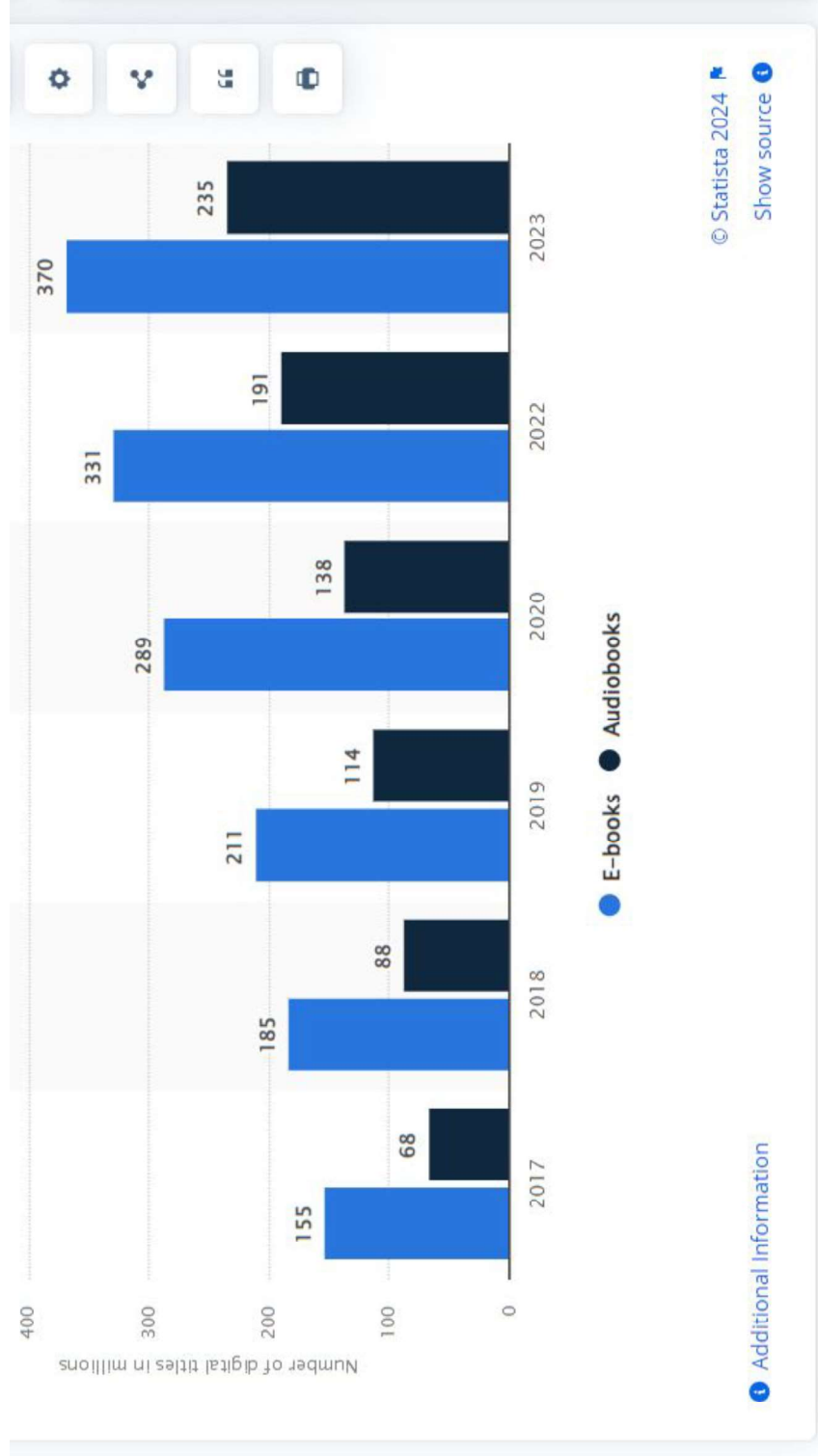
Book Clubs

The State of Library Collections

- Changing Formats
- Streaming vs DVD, Bluray, 4K
 - Availability differs
 - Pirated materials
- Big battle: print vs. ebook (audio vs. e-audio)
 - Convenience
 - Pandemic
 - Accessibility



Digital Materials Checked Out from Libraries Worldwide



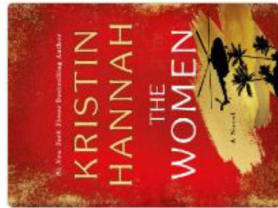
Libby vs. hoopla

Libby

- Statewide consortium
- Expansive collection
- Ebooks, audiobooks, magazines
- 1 to 1 checkouts- just like print
- 10 Holds at a time
- Lucky Day collection



The State of Library Collections- COST



The Women
A Novel
by Kristin Hannah

\$60.00

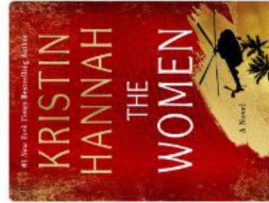
MA: 24 months (one user)
\$60.00

Unit(s): **ADD TO NEW CART** ▾

Language	English	Series	--	Reading levels	--
Street date	2/6/2024	Audience	Adult Fiction	Age/Grade	--
Publisher account	Macmillan Publishers St. Martin's Publishing Group St. Martin's Press	Subject(s)	Literature		
ISBN	9781250178657	BISAC	Fiction / Contemporary Women + 1 subject		



Kindle, OverDrive Read, EPUB



The Women
A Novel
by Kristin Hannah, Julia Whelan

\$59.99

OC/OU
\$59.99

Unit(s): **ADD TO NEW CART** ▾

Language	English	Series	--	Reading levels	--
Street date	2/6/2024	Audience	Adult Fiction	Age/Grade	--
Publisher account	Macmillan Audio Macmillan Audio	Subject(s)	Literature		
ISBN	9781250317957	BISAC	Fiction / Contemporary Women + 1 subject		



MP3, OverDrive Listen

The State of Library Collections- DEMAND

Try Libby, our new app for enjoying ebooks and audiobooks!

HOLDS INFORMATION X

Wait time: At least 6 months
Library copies: 120
People waiting in total: 758
People waiting per copy: 6

0 of 120 copies available Wait time: At least 6 months

PLACE A HOLD READ A SAMPLE

ADD TO WISH LIST ADD TO HISTORY

Description Details Reviews

A #1 bestseller on *The New York Times*, *USA Today*, *Washington Post*, and *Los Angeles Times*!

From the celebrated author of *The Nightingale* and *The Four Winds* comes Kristin Hannah's *The Women*—at once an intimate portrait of coming of age in a dangerous time and an epic tale of a nation divided.

FORMATS
Kindle Bot
OverDrive
EPUB ebook

SUBJECTS

FICTION

LANGUAGE
English

THE WOMEN
A Novel
Kristin Hannah
#1 New York Times Bestselling Author

Libby vs. hoopla

hoopla

- Limited collection
- Ebooks, audiobooks, music, movies & TV
- Pay per use model
- Immediate access= no holds or waiting
- 4 checkouts per month



Take and Tinker Collection

A collection of tools, games, and other items that you wouldn't expect to find in a library!



Take and Tinker Collection

- Funded by Friends of the Whitefish Bay Public Library
- Arts and crafts
- Technology
- Tools
- Yard Games
- Board Games

Take and Tinker Collection

- Museum passes
 - Betty Brinn
 - Harley Davidson Museum
 - Milwaukee Art Museum
 - Milwaukee County Zoo
 - Mitchell Park Domes
 - Schlitz Audubon Nature Center
 - Wisconsin Historical Society



Reach of 38,227 on FB

Library Marketing

- Communications Plan and Editorial Calendar
 - November 2020
 - Nikki DeGuire
- Changes from then to now

Library Marketing

- ~~Orange Boy~~
- Patron Point from MCFLS
 - Simplified segments
- ~~Bay Leaves~~
- Whitefish Bay Living
 - Events only

Library Marketing

Communication channels

- Library website
- Email newsletters
- Social Media
- TV Monitors
- Annual Report
- Friends of the Whitefish Bay Public Library Newsletter
- Signs in library

New Communication channels

- Self-check
- New CountyCat Catalog

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: Patron Code of Conduct Policy Review



Whitefish Bay 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 November 2024 Board meeting we reviewed the current policy and potential revisions based on other libraries' policies.

Draft Update

LIBRARY RULES CODE OF CONDUCT POLICY

In keeping with its mission to help people read, learn, and connect, the staff and Board of Trustees of the Whitefish Bay Public Library are committed to providing excellent customer service in a welcoming atmosphere.

Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- 1) Courteous, respectful, and knowledgeable assistance.
- 2) Access to library resources.
- 3) A welcoming environment.
- 4) A clean building.

Library patrons have the obligation to:

- 1) Interact courteously with other users and library staff.
- 2) Properly check out materials that leave the library.
- 3) Return books by the due date.
- 4) Keep library materials clean, unmarked, and intact.
- 5) Follow established computer use guidelines.
- 6) Refrain from entering the library when experiencing contagious symptoms.

The following behaviors and activities are examples of conduct permitted on Library property:

- 1) Pre-packaged snacks and covered beverages are permitted in most areas, except at public computers.
- 2) Persons who because of a handicap or disability must speak and/or be spoken to in a loud voice shall be allowed to do so.
- 3) Service animals, either certified or while in training, are allowed inside the building, along with animals brought in for scheduled programs.
- 4) Campaigning, petitioning, soliciting or selling of products or services, is allowed on the public sidewalk away from the front entrance.
- 5) Smoking and vaping are allowed on the public sidewalk away from the front entrance of the building.
- 6) Using Library telephones with permission from Library staff.
- 7) Locking bicycles at the rack provided outside the Library entrance.

The following behaviors and activities are examples of conduct prohibited on Library property:

- 1) Any behavior or actions not listed below will be left to the discretion of the Library Director or their designee for review and action.
- 2) General Behaviors
 - a) Violations of federal or state laws or local ordinances. Such violations are criminal offenses and are subject to prosecution.
 - b) Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents.
 - c) Damaging, defacing, destroying, or stealing library property.
 - d) Carrying, consuming, and/or being under the influence of drugs or alcohol.
 - e) Engaging in any sexual contact, activities or conduct.
 - f) **Sleeping for more than 10 minutes, or on a habitual basis.**
 - g) Creating a disruptive atmosphere by neglecting to supervise children in one's care. Refer to the Library's Child Safety Policy for details specific to that topic. <https://bit.ly/4gy3ULk>
 - h) Violating computer use policies.
 - i) Campaigning, panhandling, petitioning, soliciting or selling of products or services are not allowed inside the library at any time, except if part of a library program (ie. An author selling books at an event)
 - j) Trespassing on Library property when banned from the Library.
- 3) Language
 - a) Harassing other patrons or Library staff through abusive language, following, or staring.
 - b) Behaving or socializing in a disorderly, boisterous, or loud manner.
 - c) Using profane or obscene language.
- 4) Use of Space
 - a) Blocking of aisles with personal items. This includes obstructing Library aisles or doorways with strollers or wagons.
 - b) Leaving personal items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
 - c) Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, such placing feet on the furniture or sitting on tables.
 - d) Using library restroom facilities for inappropriate purposes such as bathing.
 - e) Entering staff areas or using staff equipment without permission.
 - f) Bringing bicycles into the Library.
 - g) Roller-skating, skateboarding, or scootering in the building.
 - h) Bringing in animals or pets that are not trained service animals.
- 5) Hygiene
 - a) Reeking from poor hygiene, smelly food, strong perfume, etc.
 - b) Entering without shoes or shirt, and any other manner of dress resulting in indecent exposure.
 - c) Removing shoes and exposing bare feet.
 - d) Food delivery is not allowed.
 - e) Messy, noisy, or strong-smelling foods are not permitted.
 - f) Smoking and vaping are not allowed on Library property adjacent to the front entrance or inside the building.
- 6) Noise
 - a) Using cell phones or audio equipment at a volume incompatible with the area of the library being utilized.
 - b) Having loud conversations in person or on cell phones, loud and disruptive ring tones from a cell phone.
 - c) Engaging in horseplay, running, or fighting.

Enforcement

The Library Board authorizes the director and staff to enforce rules of conduct in the Library. Like all Library policies, the enforcement is nondiscriminatory and based on the severity of a violation.

Normally, enforcement involves four stages:

- 1) A patron who violates the Library Rules of Conduct receives up to two verbal warnings per **week**, together with a copy of the Library Rules of Conduct.
- 2) When committing a third violation, the patron is asked to leave the Library for the remainder of the day.
- 3) Additional violations result in barring the patron from the Library for an extended time period. Its length is determined by the Library Director and usually varies from two weeks to six months. The Library Director notifies the patron or parent/guardian of a minor in writing of the decision.
- 4) Continuing violations result in suspending Library borrowing privileges as well as barring physical Library access. The time period is determined by the Library Director, who also notifies the patron or parent/guardian of a minor in writing of the decision.

Occasionally, the Library Director or staff encounter conduct violations that are criminal in nature or endanger the patron involved, other Library patrons, or staff. In these situations, Library personnel override usual enforcement procedures. Appropriate actions may include, but are not limited to,

- immediate expulsion of a patron from the Library.
- contacting the Whitefish Bay Police Department.

Appeal

Patrons, who wish to appeal an enforcement decision can do so by writing to:

President, Library Board of Trustees
c/o Whitefish Bay Public Library
5420 North Marlborough Drive
Whitefish Bay, Wisconsin 53217

Next Steps

Following tonight's review, the policy will be reviewed by the Village attorney and then brought for approval at the January 2025 meeting.

WFB Library Mission Statement

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

LIBRARY RULES OF CONDUCT POLICY

Appropriate conduct in the Library assures a secure and congenial environment. Library patrons and employees have the right to be treated with civility, courtesy and respect, at all times. Patrons also have the right to the undisturbed use of Library materials and services.

CONDUCT VIOLATIONS

Disruptive conduct includes, but is not limited to:

1. Loud conversations in person or on cell phones, loud and disruptive ring tones from a cell phone, boisterous behavior or language, horseplay, verbal or physical harassment, running or fighting.
2. Loitering or blocking access to any part of the Library. This includes obstructing Library aisles or doors with strollers or wagons.
3. Misuse of the public internet computer stations or laptops that violate the Internet Policy (see separate Internet Policy).
4. Using tables or chairs beyond their intended capacity.
5. Eating is prohibited at the computer work stations or in the quiet study rooms.
 - o Eating is allowed in the open areas of the Library.
 - o Eating is limited to brief, contained snacks that are immediately cleaned up by the user.
6. Drinking is prohibited at the computer work stations.
 - o Drinking is allowed in the open areas of the Library or in the quiet study rooms.
 - o Drinking is limited to covered beverage-containers only.
7. Food delivery is not allowed.
8. Bicycles in any part of the Library building; bicycle racks are provided outside the Library entrance.
9. Roller skates or skate boards cannot be used in the building.
10. Animals, unless they aid persons with disabilities or are used in a Library sponsored event.

11. Leashed, unattended dogs outside the Library entrance.
12. Campaigning, petitioning, soliciting or selling of products or services, unless they are part of a Library sponsored event. This may only be done on the public sidewalk away from the front entrance.
13. Smoking is only allowed on the public sidewalk away from the front entrance of the building, smoking is not allowed on Library property adjacent to the front entrance.
14. Use of Library telephones without specific permission from Library staff.
15. Offensive bodily hygiene which constitutes a nuisance to other patrons or to staff.
16. Sleeping, if it interferes with the use or enjoyment of the Library by others.
17. Barefeet; footwear is required.
18. Violations of federal or state laws or local ordinances including theft, mutilation or vandalism of Library property; being under the influence of or possessing alcohol or an unlawful substance; possessing guns, knives or other weapons. These are criminal offenses, subject to prosecution.

YOUNG CHILDREN IN THE LIBRARY

Parents or guardians are at all times responsible for the supervision of their children. Children 8 years or younger should be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person of at least twelve years of age. This is to prevent accidental injury, avoid disturbance to other Library patrons and prevent any damage to Library property.

- Per the Unattended Child Policy: “Staff may need to contact authorities such as the Police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.”

Children, 9 years of age or older, may use the Library unattended provided they are able to maintain proper Library behavior.

The uncontrolled crying of a child is unacceptable in a Library setting. The responsible adult is expected to calm the child in the lobby or outside the building.

ENFORCEMENT

The Library Board authorizes the director and staff to enforce rules of conduct in the Library. Like all Library policies, the enforcement is nondiscriminatory and based on the severity of a violation. Normally, enforcement involves four stages:

1. A patron who violates the Library Rules of Conduct receives up to two verbal warnings per month, together with a copy of the Library Rules of Conduct.
2. When committing a third violation, the patron is asked to leave the Library for the remainder of the day.

3. Additional violations result in barring the patron from the Library for an extended time period. Its length is determined by the Library Director and usually varies from two weeks to six months. The Library Director notifies the patron or parent/guardian of a minor in writing of the decision.
4. Continuing violations result in suspending Library borrowing privileges as well as barring physical Library access. The time period is determined by the Library Director, who also notifies the patron or parent/guardian of a minor in writing of the decision.

Occasionally, the Library Director or staff encounter conduct violations that are criminal in nature or endanger the patron involved, other Library patrons, or staff. In these situations, Library personnel override usual enforcement procedures. Appropriate actions may include, but are not limited to,

- asking to see the patron's Library card or other source of identification
- inspecting bags, briefcases, backpacks and other items of concealment
- contacting the Whitefish Bay Police Department
- immediate expulsion of a patron from the Library

APPEAL

Patrons, who wish to appeal an enforcement decision can do so by writing to:

President, Library Board of Trustees

c/o Whitefish Bay Public Library

5420 North Marlborough Drive

Whitefish Bay, Wisconsin 53217

THANK YOU FOR OBSERVING THE LIBRARY RULES OF CONDUCT

Placeholder for Director's Review

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: 2025 Library Staff Wage Increase



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

Traditionally, the Library Board of Trustees votes to approve that library staff receive the same wage increase as approved by the Village of Whitefish Bay Board of Trustees for Village Hall, DPW, and Police staff. The base percentage is based on receipt of a satisfactory performance evaluation.

2015 – 2.0%

2016 – 2.0%

2017 – 2.0 %

2018 – 2.0% + up to an additional 3.0 % for merit

2019 – 2.5% + up to an additional 2.0% for merit, based on significant contributions and impact on department functioning

2020 - 2.5% + up to an additional 2.0% for merit, based on significant contributions and impact on department functioning

2021 – 2.5%

2022 – 2.5% + up to \$1,000 merit bonus or additional vacation time

2023 – Wage reset; range of 4.6% to 39.4%; average 23.4%

2024 - 3.0%

2025 Wage Increase

The Village Board approved a 3.2% wage increase for all staff with satisfactory performance performance. At this time, all Library staff are satisfactory.

Of note, based on the wage adjustments approved in 2023, the starting wage for each position is adjusted each year based on half the approved wage increase. This approach will help starting wages continue to grow and not stagnate, but will remain below staff who have years of experience at the library. Two shelvers hired in 2024 received the 2023 starting rate. As a result, it is requested that their 2025 wages be corrected to equal the 2024 starting wages plus 3.2%; \$9.28 vs \$9.57 per hour.

Recommendations

It is recommended the Library Board approve:

1. a 3.2% wage increase for all staff who with satisfactory performance;
2. a corrected wage for two shelvers hired in 2024 of \$9.57 in 2025.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: Change October 2025 Library Board Meeting Date



Whitefish Bay 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

The Library Board approved 2025 meeting dates at the November meeting. Since then it became apparent that the October 28th meeting will conflict with the Wisconsin Library Association's annual conference. It is requested the Board approve changing the October meeting date to the 21st.

- Tuesday, January 28, 2025 6:30PM
- Tuesday, February 25, 2025 6:30PM
- Tuesday, April 1, 2025 6:30PM
- Tuesday, April 29, 2025 6:30PM
- Tuesday, May 20, 2025 6:30PM
- Tuesday, June 24, 2025 6:30PM
- Tuesday, July 22, 2025 6:30PM
- Tuesday, August 19, 2025 6:30PM
- Tuesday, September 30, 2025 6:30PM
- Tuesday, October 28, 2025 6:30PM**
- Tuesday, November 18, 2025 6:30PM
- Tuesday, December 16, 2025 6:30PM

Recommendation

It is recommended the Library Board of Trustees approve changing the October 2025 meeting date from the 28th to the 21st.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: Foundation, Friends, and Funds Q&A



WFB Library Mission Statement

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

Background

President Leinweber and Vice President Jelenchick requested dedicated meeting time for the Library Board to compile questions regarding the Foundation. Director Reed will also compile questions about Friends and other funds used for programming and collection enhancements.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 17, 2024 Meeting
Re: LibraryIQ



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.

Background

The Library Board discussed LibraryIQ as a new service for WFBPL. Concerns were expressed regarding funding for the product and the value add.

2024 Quote:

- 1-year agreement
- Initial Term: 11/1/24 – 10/31/25
- Courtesy time: execution date thru 11/1/24
- Invoice 11/1/24 (net-30)
- \$10,000 annual software
- Waived Costs
 - CommunityIQ Demographics – waive \$2,600 cost
 - Implementation Fee – waive \$2,500 cost
- Includes: CollectionIQ, DiversityIQ, MetricsIQ, CommunityIQ Demographics, and Report Builder

Coming Soon:

- Holds Data
- Customizable Dashboard
- Inventory Tool

Value Add

Director Reed will work closely with library staff to implement the various modules of LibraryIQ, with the goal of optimizing collection management. This will enhance our collection and could potentially free up staff time for programming and other services.

It is also important to note that recent delivery challenges with Baker & Taylor have prompted many libraries to transition to Ingram for their purchasing needs. LibraryIQ's CollectionIQ module will allow library staff to automate and streamline ordering from Baker & Taylor, Ingram, and other vendors.

Funding

Director Reed respectfully requests that the Library Board consider leveraging the MCFLS infrastructure savings, estimated at \$14,000, to fund LibraryIQ.

Recommendation

It is recommended the WFBPL Board of Trustees approve a 1-year subscription to LibraryIQ of \$10,000 with the same stipulations as the prior 2024 quote.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 18, 2024 Meeting
Re: Director's Reports



- 1) Village
 - a) Village staff are focusing on finalizing projects with year-end due dates and starting plans for Q1.
- 2) Building
 - a) Routine maintenance continues as scheduled.
 - b) The bid walk-through for the roof was delayed and has been rescheduled for January.
 - c) The bid walk-through for the fire panel took place in November.
- 3) Friends – n/a
- 4) MCFLS
 - a) Hoopla will move forward at 2 circs/mo/patron, down from 4, as of 1/1/25. 11 of 15 libraries in MCFLS opted in, 3 opted out, and 1 is unsure.
 - b) Estimated costs for WFB will be \$14,000 at the reduced circulation rate, a \$10,000 increase in comparison to the original budget.
 - c) The increased Hoopla cost is balanced by MCFLS covering infrastructure costs. The initial total for WFB was \$25,876; the new total is \$7,148. A savings of \$18,728. \$4,000 of that was utilized during the Village budget process to help balance the budget.
 - d) In sum, we will see a savings of approximately \$14,000-\$15,000 in 2025 due to the MCFLS changes to Hoopla and infrastructure costs.
- 5) Staff - 2 new reference assistants will start in the Youth Services department in December.
- 6) SafeTALK Suicide Prevention Training
 - a) In memory of Alderman Jonathan Brostoff.
 - b) SafeTALK is a 4-hour workshop that prepares you to become a trained suicide-alert helper.
 - c) Led by Levi Stein, Executive Director, The Friendship Circle of WI. Levi is a licensed SafeTALK Suicide Prevention trainer. He is extremely passionate about Mental Health, Suicide Prevention and has provided training to thousands of people throughout Wisconsin.
 - d) https://www.fcwi.org/templates/articlecco_cdo/aid/4834132/jewish/SafeTALK-RSVP.htm