

LIBRARY BOARD MEETING
 Tuesday October 22, 2024, 6:30pm
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
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, 2021-2024	
5. Ellie Gettinger, Member, 2019-2025	
6. Claire Flannery, Member, 2020-2026	
7. Nikki DeGuire, Member, 2024-2027	
Staff	
Nyama Reed, Library Director	
Theresa Hoge, Head of Circulation 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 September 24, 2024 meeting b. Finance Report Through September 30, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Presentation on Circulation Services and Technology Plan by Theresa Hoge	Discuss			
7:15	5. 2025 Exceptions to Library Hours	Motion			
7:30	6. 2025 Board Meeting Dates	Motion			
7:45	7. Approval of MCFLS Agreements	Motion			
8:00	8. Patron Code of Conduct Policy Review	Discuss			
8:15	9. Director's Report	Discuss			
8:30	ADJOURNMENT	Motion			

BOARD MEETINGS

- Oct 28, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Detailed Budget Review Workshop
- Nov 11, 2024, Monday, 6:00-7:00 pm – Foundation Board, @Library
- Nov 18, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Public Hearing on, and Village Board Adoption of, 2025 Budget
- Nov 19, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library
- Nov 20, 2024, Wednesday, 6:00-7:30 pm - Friends of the Library Board of Directors, @Library
- Nov 25, 2024, Thursday, 5:00-7:00 pm – MCFLS Board of Trustees, @Zoom

LIBRARY BOARD MEETING
 Tuesday September 24, 2024, 6:30pm
 Pending at October 22, 2024 Mtg
 Location: Library



Board of Trustees		Attended			
Name, Position Title, Year Board Term Expires					
1. Sarah Leinweber, President, 2017-2026		In-person			
2. Erin Jelenchick, Vice President, 2020-2027		Absent			
3. Sam Dettmann, Village Board Representative, 2024-2025		In-person			
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 6:32pm					
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 4, 2024 meeting b. Finance Report Through August 31, 2024 c. Department Reports d. Monthly Statistics		Motion	Christenson	Gettinger	Unanimous
Motion to approve agenda as presented					
4. Quote for Donor Tiles		Motion	Gettinger	Christenson	Unanimous
Motion to approve expenditures of up to \$2,200.00 from the Fund 13 Fund Balance to support the donor tile project.					
5. Strategic Plan and 2024 Work Plan Update		Motion	Gettinger	DeGuire	Unanimous
Trustee DeGuire volunteered to serve on ad hoc committee with Director Reed and a TBD staff member.					
Motion to approve creation of an ad hoc committee to review and update employee review forms.					
6. Naming Policy Review		Motion	Flannery	Gettinger	Unanimous
Motion to approve Commemorative Naming Policy, to supersede 2014 Naming Policy.					
7. Library IQ Review		Motion			
Tabled until after 2025 budget process is completed.					
8. Revision of Library Board Meeting Start Time		Motion			
No motion was taken. Start time will remain 6:30pm. Agreement from Trustees to review packet ahead of meeting, with focus on questions and discussion rather than presentation.					
9. Director's Report		Discuss			
Director's Report presented per packet memo.					
ADJOURNMENT 7:43pm		Motion	Christenson	DeGuire	Unanimous

GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 09/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 75%	Target: 86%+	On Target: 65-85%	Under Target: 64%-	
13-0000-41100	Property Taxes	900,526	-	900,526	-	Ok
13-0000-43792	Other Grants	-	2,300	(2,300)	n/a	2023 Grant Disbursed Jan 2024
13-0000-43793	Library MCFLS RB Payment	57,179	57,191	(12)	100	
13-0000-45209	LIBRARY FINES	25,000	17,415	7,585	70	
13-0000-45210	Library Replacement Cards	150	55	95	36	
13-0000-45224	LIBRARY DAMAGE RECOVERY	-	(12)	12	n/a	
13-0000-46712	LIBRARY ROOM RENT	4,500	2,980	1,520	66	
13-0000-46713	LIBRARY COPY AND FAX FEES	4,000	4,396	(396)	110	
13-0000-46715	MISCELLANEOUS REVENUE	-	691	(691)	n/a	Foundation Payment to balance 13-93200-50428
13-0000-48501	LIBRARY DONATIONS	2,000	3,135	(1,135)	157	
Total Revenue:		993,355	88,152	905,203	9	Ok
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 09/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 75%	Target: 86%+	On Target: 65-85%	Under Target: 64%-	
13-93000-50100	Salaries	599,350	428,244	171,106	71	Ok
13-93000-50150	FICA Tax	45,850	32,447	13,403	71	
13-93000-50160	Health/Dental Insurance Premium	57,010	42,765	14,245	75	
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,450	1,758	(308)	121	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	30,489	22,298	8,191	73	
13-93000-50180	Group Life Insurance Premium	1,284	1,086	198	85	
13-93000-50181	Disability Insurance Premium	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	4,500	908	3,592	-	Mostly used in Fall
13-93200-50191	Membership Dues	1,200	1,088	112	91	Most paid in Q1
13-93200-50194	Personnel Related Expenses	700	68	632	10	
13-93200-50250	Utilities	48,000	34,768	13,232	72	Projected \$53,000
13-93200-50251	Telephone/Internet	5,700	3,979	1,721	70	Projected \$5,900
13-93200-50300	Office Supplies	2,000	1,244	756	62	
13-93200-50301	Printing/Publishing/Copies	500	265	235	53	Ok (Bookmarks)
13-93200-50302	Postage	25	2	23	7	
13-93200-50303	Covid Supplies	250	-	250	-	
13-93200-50360	Building Maintenance	12,000	20,022	(8,022)	167	Storytime Room Project, funded by Restricted Donations
13-93200-50428	Library Director Designated	-	50,822	(50,822)	n/a	Transfer to Foundation Fund + Foundation Supplies
13-93200-50760	Sales Tax	250	268	(18)	107	
13-93300-50240	IT Support Contract Services	25,000	8,309	16,691	33	
13-93300-50311	Copier Maintenance/Repair	3,200	2,170	1,030	68	
13-93300-50312	Material Processing/Repairs	3,400	2,450	950	72	
13-93300-50350	Maintenance Service & Supplies	34,050	19,880	14,170	58	Through July
13-93300-50351	Custodial Supplies	5,000	2,619	2,381	52	
13-93300-50400	MCFLS Supplies	1,200	731	469	61	Stocked up at start of year
13-93400-50401	MCFLS Membership	18,413	15,544	2,869	84	Pay total at start of year
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	73,560	16,440	82	
	Fund 22	20,000	-			
	Total Collections	110,000	73,560	16,440	67	
13-93500-50413	Adult DVD's	-	-	-		
Total Expenditure:		993,355	767,696	225,659	77	
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		993,355	88,152	905,203	9	99.5% Once Taxes Are Loaded
TOTAL EXPENDITURES		993,355	767,696	225,659	77	
NET OF REVENUES & EXPENDITURES		-				
BEG. FUND BALANCE		159,209				
END FUND BALANCE		159,209				
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 09/30/2024	AVAILABLE BALANCE		NOTES
TOTAL REVENUES		-	10,113			
TOTAL EXPENDITURES		20,000	-	20,000		\$20,000 approved for 2024
NET OF REVENUES & EXPENDITURES		(20,000)	10,113			
BEG. FUND BALANCE		73,988	73,988			
END FUND BALANCE		53,988	84,102			
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 08/31/2024			
01-55500-50350-1001	Maitenance Services (Contracts)	n/a	13,061			
01-55500-50360-1001	Building Maintenance (Repairs)	n/a	30,364			

10/18/2024

GL ACTIVITY REPORT FOR WHITEFISH BAY
TRANSACTIONS FROM 09/01/2024 TO 09/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
09/01/2024			13-00000-11100 CASH IN BANK	BEG. BALANCE			(436,682)
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024			24,195.31	(460,877)
09/06/2024	CD	CHK	SUMMARY CD 09/06/2024			5,436.14	(466,314)
09/06/2024	CR	RCPT	Daily Library Receipts	221557	336.10		(465,977)
09/09/2024	GJ	JE	Monthly Sales Tax ACH Payment	5664		32.46	(466,010)
09/12/2024	CD	CHK	SUMMARY CD 09/12/2024			1,718.07	(467,728)
09/12/2024	CD	CHK	SUMMARY CD 09/12/2024			2,288.31	(470,016)
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024			24,835.18	(494,851)
09/20/2024	CD	CHK	SUMMARY CD 09/20/2024			592.66	(495,444)
09/20/2024	CR	RCPT	Daily Library Receipts	221740	345.92		(495,098)
09/26/2024	CR	RCPT	Daily Library Receipts	221833	296.82		(494,801)
09/27/2024	CD	CHK	SUMMARY CD 09/27/2024			8,733.81	(503,535)
09/30/2024	GJ	JE	Monthly WRS ACH Payment	5670		2,328.08	(505,863)
09/30/2024			13-00000-11100	END BALANCE	978.84	70,160.02	(505,863)
09/01/2024			13-00000-12100 TAXES RECEIVABLE	BEG. BALANCE			900,526
09/30/2024			13-00000-12100	END BALANCE	0.00	0.00	900,526
09/01/2024			13-00000-21550 DEPOSITS/SUSPENSE	BEG. BALANCE			(86)
09/06/2024	CR	RCPT	DEPOSITS/SUSPENSE	221557		25.95	(112)
09/20/2024	CR	RCPT	DEPOSITS/SUSPENSE	221740		16.98	(129)
09/26/2024	CR	RCPT	DEPOSITS/SUSPENSE	221833		7.99	(137)
09/30/2024			13-00000-21550	END BALANCE	0.00	50.92	(137)
09/01/2024			13-00000-24600 DEFERRED REVENUE	BEG. BALANCE			(900,526)
09/30/2024			13-00000-24600	END BALANCE	0.00	0.00	(900,526)
09/01/2024			13-00000-25199 ACCRUED PAYROLL	BEG. BALANCE			(11,011)
09/30/2024			13-00000-25199	END BALANCE	0.00	0.00	(11,011)
09/01/2024			13-00000-25400 WRS Retirement - Payr	BEG. BALANCE			(3,292)
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024			1,117.21	(4,409)
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024			1,241.86	(5,651)
09/30/2024	GJ	JE	Monthly WRS ACH Payment	5670	2,328.08		(3,323)
09/30/2024			13-00000-25400	END BALANCE	2,328.08	2,359.07	(3,323)
09/01/2024			13-00000-28100 SURPLUS	BEG. BALANCE			(159,209)
09/30/2024			13-00000-28100	END BALANCE	0.00	0.00	(159,209)
09/01/2024			13-00000-43792 Other Grants	BEG. BALANCE			(2,300)
09/30/2024			13-00000-43792	END BALANCE	0.00	0.00	(2,300)
09/01/2024			13-00000-43793 Library MCFLS RB Payr	BEG. BALANCE			(57,191)
09/30/2024			13-00000-43793	END BALANCE	0.00	0.00	(57,191)
09/01/2024			13-00000-45209 LIBRARY FINES	BEG. BALANCE			(16,833)
09/06/2024	CR	RCPT	LIBRARY FINES	221557		168.50	(17,002)
09/20/2024	CR	RCPT	LIBRARY FINES	221740		207.79	(17,210)
09/26/2024	CR	RCPT	LIBRARY FINES	221833		205.53	(17,415)
09/30/2024			13-00000-45209	END BALANCE	0.00	581.82	(17,415)
09/01/2024			13-00000-45210 Library Replacement Cards	BEG. BALANCE			(53)
09/20/2024	CR	RCPT	Library Replacement Cards	221740		2.00	(55)

09/30/2024			13-00000-45210	END BALANCE	0.00	2.00	(55)
09/01/2024			13-00000-45224 LIBRARY DAMAGE RE	BEG. BALANCE			12
09/30/2024			13-00000-45224	END BALANCE	0.00	0.00	12
09/01/2024			13-00000-46712 LIBRARY ROOM RENT	BEG. BALANCE			(2,880)
09/06/2024	CR	RCPT	LIBRARY ROOM RENT	221557		50.00	(2,930)
09/20/2024	CR	RCPT	LIBRARY ROOM RENT	221740		50.00	(2,980)
09/30/2024			13-00000-46712	END BALANCE	0.00	100.00	(2,980)
09/01/2024			13-00000-46713 LIBRARY COPY AND F	BEG. BALANCE			(4,152)
09/06/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	221557		91.65	(4,244)
09/20/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	221740		69.15	(4,313)
09/26/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	221833		83.30	(4,396)
09/30/2024			13-00000-46713	END BALANCE	0.00	244.10	(4,396)
09/01/2024			13-00000-46715 MISCELLANEOUS REV	BEG. BALANCE			(691)
09/30/2024			13-00000-46715	END BALANCE	0.00	0.00	(691)
09/01/2024			13-00000-48501 LIBRARY DONATIONS	BEG. BALANCE			(3,135)
09/30/2024			13-00000-48501	END BALANCE	0.00	0.00	(3,135)
09/01/2024			13-93000-50100 Salaries	BEG. BALANCE			383,423
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024		22,519.79		405,942
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024		22,301.66		428,244
09/30/2024			13-93000-50100	END BALANCE	44,821.45	0.00	428,244
09/01/2024			13-93000-50150 FICA Tax	BEG. BALANCE			29,051
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024		1,675.52		30,726
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024		1,721.02		32,447
09/30/2024			13-93000-50150	END BALANCE	3,396.54	0.00	32,447
09/01/2024			13-93000-50160 Health/Dental Insuranc	BEG. BALANCE			38,013
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024		4,751.62		42,765
09/30/2024			13-93000-50160	END BALANCE	4,751.62	0.00	42,765
09/01/2024			13-93000-50161 Health Insurance Deduc	BEG. BALANCE			1,695
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024		62.50		1,758
09/30/2024			13-93000-50161	END BALANCE	62.50	0.00	1,758
09/01/2024			13-93000-50170 Retirement Contribution	BEG. BALANCE			19,939
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024		1,117.21		21,056
09/20/2024	PR	CHK	SUMMARY PR 09/20/2024		1,241.86		22,298
09/30/2024			13-93000-50170	END BALANCE	2,359.07	0.00	22,298
09/01/2024			13-93000-50180 Group Life Insurance Pr	BEG. BALANCE			948
09/06/2024	PR	CHK	SUMMARY PR 09/06/2024		137.75		1,086
09/30/2024			13-93000-50180	END BALANCE	137.75	0.00	1,086
09/01/2024			13-93200-50190 Training/Meetings/Trave	BEG. BALANCE			699
09/10/2024	AP	INV	WISCONSIN LIBRARY ASSOCIATION 21073		209.00		908
			2024 WLA Annual Conference - Hoge				
09/30/2024			13-93200-50190	END BALANCE	209.00	0.00	908
09/01/2024			13-93200-50191 Membership Dues	BEG. BALANCE			1,088
09/30/2024			13-93200-50191	END BALANCE	0.00	0.00	1,088
09/01/2024			13-93200-50194 Personnel Related Exp	BEG. BALANCE			68
09/30/2024			13-93200-50194	END BALANCE	0.00	0.00	68

09/01/2024			13-93200-50250 Utilities	BEG. BALANCE			30,935
09/25/2024	AP	INV	WE ENERGIES	5176224537	3,833.49		34,768
			August 2024 Chargers				
09/30/2024			13-93200-50250	END BALANCE	3,833.49	0.00	34,768
09/01/2024			13-93200-50251 Telephone/Internet	BEG. BALANCE			3,450
09/09/2024	AP	INV	AT&T	0413	35.28		3,486
			Monthly Charges				
09/10/2024	AP	INV	Spectrum Enterprise	0777	106.74		3,592
			Monthly Charges				
09/10/2024	AP	INV	Spectrum Enterprise	9677	351.18		3,943
			Monthly Charges				
09/19/2024	AP	INV	AT&T	414R16015909 9/24	35.28		3,979
			Monthly Charges				
09/30/2024			13-93200-50251	END BALANCE	528.48	0.00	3,979
09/01/2024			13-93200-50300 Office Supplies	BEG. BALANCE			590
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	4626	23.00		613
			Clear Tape				
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	0715	47.25		660
			Bug Traps				
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	3128	34.99		695
			Coffee Pods				
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	2451	9.99		705
			Hex Bits for Shelf Signs				
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	8857	24.87		730
			Flash Drives				
09/10/2024	AP	INV	STAPLES ADVANTAGE	6001385042	206.42		937
			Paper				
09/10/2024	AP	INV	STAPLES ADVANTAGE	6009608083	307.02		1,244
			Paper				
09/30/2024			13-93200-50300	END BALANCE	653.54	0.00	1,244
09/01/2024			13-93200-50301 Printing/Publishing/Copi	BEG. BALANCE			265
09/30/2024			13-93200-50301	END BALANCE	0.00	0.00	265
09/01/2024			13-93200-50302 Postage	BEG. BALANCE			2
09/30/2024			13-93200-50302	END BALANCE	0.00	0.00	2
09/01/2024			13-93200-50360 Building Maintenance	BEG. BALANCE			19,647
09/25/2024	AP	INV	ROBB GREGG	2024-09	375.00		20,022
			September 2024 Garden				
09/30/2024			13-93200-50360	END BALANCE	375.00	0.00	20,022
09/01/2024			13-93200-50428 Library Director Design	BEG. BALANCE			50,822
09/30/2024			13-93200-50428	END BALANCE	0.00	0.00	50,822
09/01/2024			13-93200-50760 Sales Tax	BEG. BALANCE			235
09/09/2024	GJ	JE	Monthly Sales Tax ACH Payment	5664	32.46		268
09/30/2024			13-93200-50760	END BALANCE	32.46	0.00	268
09/01/2024			13-93300-50240 IT Support Contract Ser	BEG. BALANCE			7,395
09/09/2024	AP	INV	TechSoup	8642	18.00		7,413
			Hotspot for Outreach Use				
09/09/2024	AP	INV	Mobile Beacon	6375	360.00		7,773
			Annual Service for Patron Use Hotspots				
09/09/2024	AP	INV	Mobile Beacon	9517	129.00		7,902
			Annual Service for Staff Use Hotspot				
09/09/2024	AP	INV	DriveStrike	1195	22.00		7,924
			Laptop Security Software				
09/25/2024	AP	INV	FORWARD TS, LTD	AR236109	385.00		8,309
			Copier/Printer				

09/30/2024			13-93300-50240	END BALANCE	914.00	0.00	8,309
09/01/2024			13-93300-50311 Copier Maintenance/Re	BEG. BALANCE			1,936
09/10/2024	AP	INV	GREATAMERICA FINANCIAL SVCS Standard Payment	37299376	101.00		2,037
09/10/2024	AP	INV	FORWARD TS, LTD Library Copier 8/3 - 9/2/2024	AR235092	113.21		2,150
09/10/2024	AP	INV	FORWARD TS, LTD Librarry Copier 8/3 - 9/2/2024	AR235091	20.00		2,170
09/30/2024			13-93300-50311	END BALANCE	234.21	0.00	2,170
09/01/2024			13-93300-50312 Material Processing/Re	BEG. BALANCE			2,209
09/19/2024	AP	INV	DEMCO Plastic, Book Tape and Color Coding Pape	753443	241.32		2,450
09/30/2024			13-93300-50312	END BALANCE	241.32	0.00	2,450
09/01/2024			13-93300-50350 Maintenance Service &	BEG. BALANCE			19,880
09/30/2024			13-93300-50350	END BALANCE	0.00	0.00	19,880
09/01/2024			13-93300-50351 Custodial Supplies	BEG. BALANCE			1,619
09/10/2024	AP	INV	STAPLES ADVANTAGE Misc Janitorial Supplies	6003255022	367.44		1,987
09/10/2024	AP	INV	STAPLES ADVANTAGE Tissue	6011210147	40.75		2,027
09/10/2024	AP	INV	STAPLES ADVANTAGE Misc Janitorial Supplies	6006842681	224.74		2,252
09/10/2024	AP	INV	STAPLES ADVANTAGE Toilet Paper	6001783022	82.01		2,334
09/10/2024	AP	INV	STAPLES ADVANTAGE Misc Janitorial Supplies	6010310917	284.62		2,619
09/30/2024			13-93300-50351	END BALANCE	999.56	0.00	2,619
09/01/2024			13-93300-50400 MCFLS Supplies	BEG. BALANCE			731
09/30/2024			13-93300-50400	END BALANCE	0.00	0.00	731
09/01/2024			13-93400-50401 MCFLS Membership	BEG. BALANCE			15,544
09/30/2024			13-93400-50401	END BALANCE	0.00	0.00	15,544
09/01/2024			13-93400-50403 Programs - Children	BEG. BALANCE			402
09/30/2024			13-93400-50403	END BALANCE	0.00	0.00	402
09/01/2024			13-93500-50410 Library Collection Mater	BEG. BALANCE			66,919
09/03/2024	AP	INV	GALE The Teacher	84858829	29.59		66,949
09/03/2024	AP	INV	MIDWEST TAPE DVDs	505938791	118.13		67,067
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	L421182 8/2024	1,118.96		68,186
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	75003750 8/2024	727.22		68,913
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	40023382 8/2024	252.39		69,165
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	L6798382 8/2024	793.14		69,958
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	L5190172 8/2024	1,278.13		71,237
09/03/2024	AP	INV	BAKER & TAYLOR BOOKS August 2024 Statement	L6798462 8/2024	1,118.58		72,355
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Discount on The Wedding Pe	6222		8.04	72,347
09/09/2024	AP	INV	AMAZON CAPITAL SERVICES	8174	84.07		72,431

09/09/2024	AP	INV	Adult Various Titles AMAZON CAPITAL SERVICES	1766	52.18		72,483
09/09/2024	AP	INV	Adult: The Wedding People MILWAUKEE JOURNAL SENTINEL	3247	40.00		72,523
09/09/2024	AP	INV	JS Newspaper Subscription AMAZON CAPITAL SERVICES	1952	14.96		72,538
09/09/2024	AP	INV	Adult DVD The Hunger Games AMAZON CAPITAL SERVICES	4065	77.55		72,616
09/09/2024	AP	INV	Youth Various Titles AMAZON CAPITAL SERVICES	4493	111.33		72,727
09/09/2024	AP	INV	Youth Various Titles AMAZON CAPITAL SERVICES	1208	33.94		72,761
09/09/2024	AP	INV	Adult Various Titles AMAZON CAPITAL SERVICES	1425	49.89		72,811
09/09/2024	AP	INV	Adult Various Titles AMAZON CAPITAL SERVICES	4521	29.96		72,841
09/09/2024	AP	INV	Youth: The Grandest Game AMAZON CAPITAL SERVICES	6057	29.96		72,871
09/09/2024	AP	INV	Youth Various Titles AMAZON CAPITAL SERVICES	0269	24.99		72,896
09/09/2024	AP	INV	Adult: Wisconsin Harbor Towns AMAZON CAPITAL SERVICES	9988	14.98		72,911
09/10/2024	AP	INV	Youth Wisteria KANOPY, INC.	414693	332.10		73,243
09/19/2024	AP	INV	Tickets & KKids EBSCO	2500850	116.73		73,360
09/19/2024	AP	INV	Wall Street Journal GALE	85299241`	61.58		73,421
09/25/2024	AP	INV	Misc Books GALE	85465074	29.59		73,451
09/25/2024	AP	INV	Misc Books GALE	85335412	30.39		73,481
09/25/2024	AP	INV	Safe Enough GALE	85364214	78.72		73,560
09/30/2024			Misc Books 13-93500-50410	END BALANCE	6,649.06	8.04	73,560

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 22, 2024 Meeting
Re: Department Reports



Circulation Services (Hoge)
Technology

During the month of October, I worked on the Technology Plan for 2025 – 2027 to present to the Library Board at the October 22nd meeting.

We signed a contract with Biblioteka to implement a Stripe credit card reader at the Self Check station so that patrons can easily pay fines/fees as they check out. We are waiting to hear when the unit will be delivered.

WLA Conference Committee

The WLA Annual Conference will be held in Green Bay at the KI Convention Center November 5 – 8. I will be onsite for the entire event working the Registration area. The committee has been meeting once a week and everything seems to be in place. Registration for the event closed on Friday October 18th with a little over 400 registrants and 75+ exhibitors.

Faves for Fines

During the month of October we ran a fine forgiveness program called 'Faves for Fines' which waived up to \$5.00 in Whitefish Bay Library overdue fees or nonpickup fees if a patron provided a recommendation for an item or program that they 'checked out' at the library. It has been fun to watch patrons' eyes light up as they think about the things they've loved taking out from the library! As of Friday October 14th a total of \$245 of fines/fees had been waived.

Youth Services (Kiekhaefer)

Collection Development Updates

- By the end of the year, Valerie is going to update the classification and labeling for the easy reader non-fiction and the young adult non-fiction, so it matches the classification for our XNF.
- Y Books on CD have been taken out of circulation (based on how little they were circulating) and so far, they do not seem to be missed.

Physical Space Updates

- Thanks to Friends of the Whitefish Bay Public Library, we have a new play kitchen and accessories. The reaction by patrons has been very positive.

Book Displays

- For Banned Books Week (beginning of October), youth services had a display near the YS desk. We received countless questions and positive comments about the display from patrons in the building. The Facebook post comments were a mix of both positive and negative.

Meetings and Trainings

- I met with my mentee for the WLA Mentorship program.

Staffing

- Heidi Fallone, youth services reference assistant, resigned from her position at the end of September, and we posted the job at around the same time. We are still in the process of interviewing potential staff members, and I'm hoping that we'll be able to make an offer to a candidate in the next week.



Scott Lenski
Adult Services
October 2024

Programs

In October we partnered with a few groups to offer programming at the library. First we partnered with the Ellenbecker Investment Group on Tuesday, October 8 to discuss charitable giving around estate planning and beneficiaries. We had nearly a dozen people attend this informational session. On Thursday, October 10 we partnered with the North Shore Health Department and Rogers Behavioral Health to discuss mental health on World Mental Health Day. We had a number of speakers who discussed mental health as it relates to children. We also offered a child-friendly activity time hosted by Whitefish Bay High School service organization Bay Gives Back and the North Shore Health Department for families wishing to attend. We had nearly 20 folks attend this program and it was well received by attendees (see attached email).

Collection Development

We are nearly finished shifting the adult nonfiction collection. We recently moved our foreign language learning section to be shelved in the regular stacks instead of in a separate area. The language learning collection has always been difficult to find so I hope moving it into the 400s to be more straightforward to find. This has cleared up some space near the large print section allowing this area to grow. We have been finding an increase in requests and checkouts in large print materials so the added space will be beneficial.

Thank you email from Jaimie Voss, Public Health Nurse from the North Shore Health Department

Good morning and happy Friday!

I want to extend my heartfelt thanks to you all for your invaluable contributions to the success of our World Mental Health Day lecture series at the Whitefish Bay Public Library last evening. The event was an incredible success, and we owe much of it to the support, participation, and enthusiasm of our collaborators, presenters, sponsors, and volunteers.

Alex and Kelly, your presentations played a significant role in fostering meaningful discussions and raising awareness about the importance of mental health. The insights and knowledge you shared deeply resonated with our audience and contributed to the event's goal of promoting mental well-being.

We received overwhelmingly positive feedback, with attendees sharing how the lectures helped them better understand mental health and created a brave space for them to share their personal stories and mental health resources with one another.

Once again, thank you so much for your time, effort, and commitment to this important cause. We look forward to the opportunity to collaborate with you all again in the future. Take care!

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	233,620	
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852					248,781	
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%					6.5%	
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	196,921	
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877					204,169	
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%					3.7%	
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	36,699	
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975					44,612	
23-24	30%	34%	33%	15%	24%	16%	9%	11%	22%					21.6%	
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%	
2024	24%	24%	26%	20%	24%	19%	18%	18%	24%					22%	
23-24	26%	26%	36%	3%	16%	17%	6%	9%	17%					17.4%	
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	28,024	
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442					31,424	
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%					12.1%	
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	3,677	
2024	476	451	498	526	475	464	483	512	528					4,413	
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%					20.0%	
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	2,769	
2024	862	878	912	486	790	632	535	556	725					6,376	
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%					130.3%	
KANOPI (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	1,991	
2024	253	233	310	180	259	263	301	320	280					2,399	
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%					20.5%	
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	83,065	
2024	8,962	9,134	9,574	9,820	8,985	11,458	12,368	11,496	9,013					90,810	
23-24	5%	39%	8%	31%	14%	1%	3%	-3%	5%					9.3%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

WIRELESS (Clients per Month)														Yearly Total	YTD Total
Year	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	40,179	
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800					44,379	
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%					10.5%	
PC USER SESSIONS - # OF ADULT SESSIONS														Yearly Total	YTD Total
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	9,650	
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101					8,943	
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%					-7.3%	
PC USER SESSIONS - # OF KIDS SESSIONS														Yearly Total	YTD Total
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	2,088	
2024	727	689	809	684	709	1,023	1,007	1,271	737					7,656	
23-24								6%	-8%						
PC USER SESSIONS - # OF TOTAL SESSIONS														Yearly Total	YTD Total
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	11,738	
2024	1,451	1,645	1,742	1,737	1,726	2,024	2,153	2,283	1,838					16,599	
23-24	35%	56%	60%	70%	83%	96%	100%	-9%	-5%					41.4%	
PC USER SESSIONS - # OF ADULT HOURS														Yearly Total	YTD Total
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	525	582	552	526	489	553	505	667	590	500	555	481	6,525	4,989	
2024	353	493	495	525	530	546	613	553	613					4,721	
23-24	-33%	-15%	-10%	0%	8%	-1%	21%	-17%	4%					-5.4%	
PC USER SESSIONS - # OF KIDS HOURS														Yearly Total	YTD Total
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	0	0	0	0	0	0	34	507	346	384	274	296	1,841	887	
2024	314	297	347	300	309	440	435	561	317					3,320	
23-24								11%	-8%						
PC USER SESSIONS - # OF TOTAL HOURS														Yearly Total	YTD Total
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	525	582	552	526	489	553	539	1,174	936	884	829			5,876	
2024	667	790	842	825	839	985	1,048	1,114	930					8,040	
23-24	27%	36%	53%	57%	72%	78%	94%	-5%	-1%					36.8%	
DOOR COUNT PER MONTH														Yearly Total	YTD Total
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	114,942	
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418					122,201	
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%					6.3%	
DOOR COUNT PER DAY														Yearly Total	YTD Total
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	398	411	391	466	400	551	564	558	421	395	443	403	449	4,160	
2024	424	423	430	465	447	548	610	583	444					4,373	
23-24	7%	3%	10%	0%	12%	-1%	8%	4%	5%					5.1%	

To: Whitefish Bay Public Library Board of Trustees
From: Theresa Hoge, Head of Circulation Services
Date: October 22, 2024 Meeting
Re: WFBPL Technology Plan 2025 - 2027



Our Mission

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

Goal Statement

The purpose of this Technology Plan is to provide guidance on how the Whitefish Bay Public Library will maintain and enhance technology resources that will support us in providing excellent service over the next three years.

Background

Based on prior analysis, the majority of WFB residents have home computers, internet access, and describe themselves as having “high tech skills.” As a result, the Library strives to offer good, but not cutting edge, technology that provides access to the internet, streaming services in-library, online job interviews, virtual meetings, and the full gamut of general uses or patron access. This continues to be a good approach for our library at this time.

Previous Tech Plans were created in 2014-2017, 2018-2021, and 2022 - 2024. We strive to update the plan every three years since technology demands and offerings change so quickly. The Tech Plan focuses on hardware and software for patrons and staff. Digital collections and databases are covered in our collection plan since those are related to what people *read*, regardless of how they access it (i.e. in print or online).

Our Tech Plans have aimed to replace computers at end of warranty (usually after 3 – 5 years), but during the COVID pandemic we found ourselves with equipment well past that replacement age running operating systems that were no longer supported. Over the last three years, we have successfully caught up on the replacement of all public computers and staff computers along with adding peripherals such as printers, a staff use hotspot, and new RFID equipment.

Current State of Technology

We have 8 public computers in Adult Services (AS) which are supplemented with 4 laptops for in-library use and 3 laptops that may be used at home. Youth Services (YS) has 6 public computers along with 9 Chromebooks for youth patrons to use in-library.

As the YS Chromebooks fail it has been decided not to replace these as they do not get utilized enough to warrant replacement. At this point we have not found a different technology that would spark demand, but we continue to monitor trends for the next opportunity.

With funds from Friends of the Whitefish Bay Public Library we were able to replace our two TV monitors at the front desk and replace a dedicated workstation with Chromecast units which can be accessed from any staff computer. This is a significant improvement in work flow as our Head of Adult Services had sole responsibility for maintaining the dedicated workstation and the content, but with the new setup Reference Staff can add or delete content and cast a slideshow to the monitors.

Friends also purchased a new Self Check Out Station in 2023 replacing our 9 year old equipment which provides the added capability of implementing a credit card payment unit for easier paying of fines/fees for patrons. Installation of the credit card reader is slated to occur in 2024.

We have 4 All in One desktops (repurposed from YS patron computers that were replaced in 2023) running our CountyCat software (2 in AS and 2 in YS). In 2024, Friends funds were used to purchase two Samsung tablets that added 2 additional CountyCat stations in AS. One tablet has been installed to comply with ADA guidelines.

We are working with Digicorp to assess the capabilities of the 6 Meraki Wi-Fi access. We have had complaints from patrons that our Wi-Fi signal is weak or nonexistent in areas of the Adult Wing and especially in one of the study rooms. After a site study to be conducted as soon as possible, Digicorp will provide an assessment and quote regarding replacement or re-wiring of existing Meraki units.

Our Smart Locker continues to have high patron demand which we believe will only increase as we move into the winter months. We often grapple with balancing high demand with the constraint of only 17 lockers but after review it has been deemed cost prohibitive to add another bay of lockers at this time.

We continue to utilize MCFLS for our server, network, Wi-Fi and network administrator support. MCFLS is currently in the process of finalizing their 5 Year Technology and Resource Plan to be submitted to DPI by January 1, 2025. I am on this MCFLS work group which has given me significant insight into the processes, procedures and priorities for the MCFLS Consortium and the impacts these have on WFBPL.

It has become apparent over the last year as we've moved to a new Countycat software system and Mobile App that WFBPL patrons and staff are super users of our software systems. We are usually the first to find inconsistencies or bugs across the different ILS systems. We believe this is due to the quality of support and service we provide our patrons. If they have a problem with our technology, they don't hesitate to let us know!

Goals and Objectives

The working goal for the next three years is to continue the hardware replacement cycle of 4 – 6 years based on warranty period and to also research and implement technology that would benefit patrons and staff, by:

1. Prioritizing technology in the Library's operational budget by not balancing budget shortfalls with cuts in the technology budget line
2. Utilizing capital requests to the Village when appropriate
3. Applying for technology grants when available
4. Approaching Friends or other partners for special projects
5. Staying abreast of technology trends and determining what should be adopted by WFBPL

2025

- Replace the last 3 AS public computers running Windows 10 (warranty expiration in 2024) with new computers running Windows 11.
- Replace the MCFLS server and UPS battery unit which will be out of warranty by end of 2024.
- Replace 10+ year old printers in YS Office, AS Office, and HOC Office.
- Replace 3 receipt printers (possibly original to the 'new' building) at high use Circulation desks.
- Purchase a laptop for Reference staff for projects requiring remote use within the library (i.e., weeding, shifting, etc.)
- Add a workstation in the second floor staff breakroom by repurposing one of the replaced AS public computers.
- Based on the site assessment from Digicorp, replace or adjust placement of existing 6 Meraki units.

2026

- Replace 4 In House Use laptops and 5 ECF (loanable) laptops for Adult patron use.

2027

- Replace 6 YS public computers.
- Use 4 of the old YS public computers to replace 4 Countycat Stations.
- Review replacement of copier payment kiosk and color copier (lease ends July of 2027).
- Research and write 2028 - 2030 Tech Plan.

On our Radar for the Future

- New Copier/Printer Center
- Website Re-development as it reaches 10 years old
- Future software changes with Sierra, Aspen, Countycat Mobile App

Budget Estimate for 2025 – 2027

Category	2025	Notes	2026	Notes	2027	Notes
Computers & Devices	4,870	3 Adult Patron Computers, Staff Laptop, Work room desktop (repurpose used desktop)	10,300	9 Patron Use Laptops (InHouse, ECF)	9,400	6 YS Patron Computers
Software Service & Maintenance	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Scalefusion, SenSource, Smiota, Stripe, TBS, Zoom	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom
Peripherals	16,146	MCFLS server/UPS, UPS units, hotspots, office printers (3), receipt printers (3), wifi boosters, Meraki Hardware	820	UPS units, hotspots, misc	820	New Color copier lease & payment kiosk, UPS units, hotspots, misc
RFID/Self Check	-	Service & maintenance	2,564	Service & maintenance	2,641	Service & maintenance
TOTALS	28,000		20,668		19,845	
Budget	28,000		26,000		26,000	
TBD	0		5,332		6,155	

Evaluation

The Head of Circulation, in consultation with the Library Director, will execute the technology plan and review progress on the goals/objectives. The plan will be reviewed annually by the Director, the Head of Circulation, and the Library Board with input from the Library Leadership Team and the MCFLS Network Administrator. It may be adapted based on emerging technologies and equipment needs. The Director, the Head of Circulation, and Library Board will review this plan near the end of the three-year cycle in preparation for the creation of a new technology plan.

WFBPL Tech Plan Category	2023	Notes	2024	Notes	2025	Notes	2026	Notes	2027	Notes
Computers & Devices	11,809	6 youth PCs; 5 staff PCs (6-7 years old)	11,550	Director laptop, YS librarian laptop, AS PC, 2 Reference desk PC's, 3 Circ PC's, staff work room	4,870	3 Adult Patron Computers, Staff Laptop, Work room desktop (repurpose used desktop)	10,300	9 Patron Use Laptops (InHouse, ECF)	9,400	6 YS Patron Computers
Software Service & Maintenance	5,072	gimlet, byte, TBS, Sensource, Canva, Zoom, Hotspots, ArchiveSocial, Reboot/Restore, Doodle, WiLs dashboard	14,291	website upgrades, gimlet, byte, TBS, Sensource, Canva, Zoom, Hotspots, ArchiveSocial, Reboot/Restore, Doodle, Drivestrike, Smiota, Meraki	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Scalefusion, SenSource, Smiota, Stripe, TBS, Zoom	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom	6,984	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom
Peripherals	1,635	Misc	1,225	UPS units, hotspots, new delivery printer, misc	16,146	MCFLS server/UPS, UPS units, hotspots, office printers (3), receipt printers (3), wifi boosters, Meraki Hardware	820	UPS units, hotspots, misc	820	New Color copier lease & payment kiosk, UPS units, hotspots, misc
RFID/Self Check	-	RIFD service & maintenance	-	Service & maintenance	-	Service & maintenance	2,564	Service & maintenance	2,641	Service & maintenance
Self Check	-	Service & maintenance	-	Service & maintenance	-	Service & maintenance	-	Service & maintenance	-	Service & maintenance
Krayon Kiosk	150	Service & maintenance	-	cancelled	-	cancelled	-	cancelled	-	cancelled
TOTALS	18,666		27,066		28,000		20,668		19,845	
Budget	18,500		25,000		28,000		26,000		26,000	
TBD	(166)		(2,066)		0		5,332		6,155	
			7/10/2024 Added Byte/Aspen \$1800							

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: October 22, 2024 Meeting
 Re: 2025 Exceptions to Hours



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

According to the Village of Whitefish Bay’s employee handbook, full-time staff receive 11 paid holidays.

Martin Luther King Day was designated as a paid holiday in 2023, starting in 2024. The Library’s Leadership Team recommends that we remain open on that day and convert it to a floating holiday. This recommendation is based on the fact that local schools are closed on Martin Luther King Day, and the Library experiences high traffic from students and families.

In recent years, the Library closed early on July 3rd. The Leadership Team requests that the Library Board consider adopting a similar early closure on the Wednesday before Thanksgiving. A review of November and December 2023 shows that the evening prior to Thanksgiving (5:30–8:30 p.m.) tends to be much slower than usual, making an early closure a reasonable option. Director Reed asked other Milwaukee County libraries whether they close early that day; at this time none do but a couple directors said they are considering it for 2025.

5:30-8:30pm	11/1/2023	11/8/2023	11/15/2023	11/22/2023	11/29/2023	12/6/2023
Total	46	48	73	23	78	39

An analysis of closures at other Milwaukee County libraries shows that all 15 libraries close for nine holidays: New Year’s Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve. Fourteen of the libraries also close on the Friday after Thanksgiving. Additionally, 7 to 8 libraries close on Easter Friday, Memorial Day Saturday, and Labor Day Saturday.

Library	New Year's Day Observed	Martin Luther King Day	Easter Friday	Easter Saturday	Easter Monday	Memorial Day Saturday	Juneteenth	Independence Day Eve	Labor Day Saturday	Thanksgiving Saturday	Thanksgiving Sunday	Misc Closures	Staff Development Day	Extra Days Closed
Greenfield			Closed			Closed			Closed	Closed	Closed	Close early 3/22 & 11/5		7
Milwaukee		Closed	Closed			Closed	Closed		Closed			12/15/2024		6
Wauwatosa	Closed	Closed	Closed			Closed	Closed		Closed					6
South Milwaukee					Closed	Closed			Closed	Closed		Closed 11/5 for Election		5
St. Francis			Closed	Closed		Closed			Closed				2/19/2024	5
Greendale	Closed					Closed			Closed				15-Nov	4
West Allis						Closed			Closed			Sun 12/29 all day; NYE close early		4
Whitefish Bay		Floating	Closed					Close Early					14-Oct	4
Brown Deer		Closed					Closed			Closed				3
Oak Creek	Closed		Closed	Closed										3
Franklin								Close Early					19-Jan	2
Shorewood							Closed						25-Jan	2
Cudahy			Closed											1
Hales Corners			Closed											1
North Shore													5/31/2024	1
Total Closed	3	3	8	2	1	7	4	0	7	3	1			4

Recommendation

It is recommended the Library Board of Trustees approve:

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

Potential 2025 Exceptions to Hours of Operations

2025 Closings	Date	Holiday #	Library Closed	Paid Holiday	Floating Holiday
New Year's Day	Wednesday, January 1, 2025	1	Yes	Yes	
Martin Luther King Day	Monday, January 20, 2025	2	No	Yes	Yes
Spring Break Friday	Friday, April 18, 2025	3	Yes	Yes	
Easter Sunday	Sunday, April 20, 2025		Yes	No	
Memorial Day	Monday, May 26, 2025	4	Yes	Yes	
Close Early- 5:30pm	Thursday, July 3, 2025		Close Early	No	
Independence Day	Friday, July 4, 2025	5	Yes	Yes	
Labor Day	Monday, September 1, 2025	6	Yes	Yes	
Staff Development Day	Monday, October 13, 2025		Yes	No	
Close Early- 5:30pm	Wednesday, November 26, 2025		Close Early	No	
Thanksgiving	Thursday, November 27, 2025	7	Yes	Yes	
Friday after Thanksgiving	Friday, November 28, 2025	8	Yes	Yes	
Christmas Eve	Wednesday, December 24, 2025	9	Yes	Yes	
Christmas Day	Thursday, December 25, 2025	10	Yes	Yes	
New Year's Eve	Wednesday, December 31, 2025	11	Yes	Yes	

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: October 22, 2024 Meeting
 Re: 2025 Library Board Meeting Dates



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 WFBPL Board typically meets on the 4th Tue of the Month, starting at 6:30pm.

The table below outlines both the standard schedule and a proposed alternate schedule. It is recommended to adjust certain dates to avoid overlapping with school events or important holidays.

2025 Meeting Dates

Library Regular Schedule	Library 4th Tue	Library Alternate Schedule	Library Last Tue	Notes
Tuesday, January 28, 2025	42	Tuesday, January 28, 2025	42	
Tuesday, February 25, 2025	28	Tuesday, February 25, 2025	28	
Tuesday, March 25, 2025	28	Tuesday, April 1, 2025	35	3/21-3/28 WFB Spring Break; 3/24-3/28 Nicolet Spring Break
Tuesday, April 22, 2025	28	Tuesday, April 29, 2025	28	4/12-4/20 Passover; 4/20 Easter; 4/18-4/21 WFB & Nicolet Long Weekend
Tuesday, May 27, 2025	35	Tuesday, May 20, 2025	21	Day after Holiday
Tuesday, June 24, 2025	28	Tuesday, June 24, 2025	35	
Tuesday, July 22, 2025	28	Tuesday, July 22, 2025	28	
Tuesday, August 26, 2025	35	Tuesday, August 19, 2025	28	College Move-In Week
Tuesday, September 23, 2025	28	Tuesday, September 30, 2025	42	9/22-9/24 Rosh Hashanah
Tuesday, October 28, 2025	35	Tuesday, October 28, 2025	28	
Tuesday, November 25, 2025	28	Tuesday, November 18, 2025	21	
Tuesday, December 23, 2025	28	Tuesday, December 16, 2025	28	12/14-12/22 Chanukah; WFB Winter Break 12/24-1/2

Recommendation

It is recommended the Library Board of Trustees approve 2025 meetings dates as listed in the Alternate Schedule.

October 17, 2024

Sarah Leinweber
President, Board of Trustees
Whitefish Bay Public Library

Dear Ms. Leinweber,

I am writing to inform you of key changes the Milwaukee County Federated Library System (MCFLS) Board has approved for the 2025-2028 ILS, Resource Sharing, and Technology Agreement. These changes reflect member feedback and align with goals identified in our recently revised system strategic plan. We believe these updates will enhance support for all member libraries.

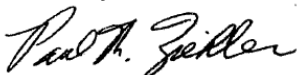
Key Decisions:

- **ILS Maintenance and Cataloging Costs:** MCFLS will assume all costs related to ILS maintenance and cataloging services. In return, member libraries will be responsible for the costs of the Hoopla streaming service. This decision was supported by 12 out of 13 member libraries in the survey distributed to all member libraries earlier this year.
- **Compensation Model:** Based on survey results, the Board chose Option 2 to compensate libraries for serving non-residents and expanding collections. Supported by two-thirds of respondents, this formula allocates funds with an 80/20 split: 80% for positive net transactions and 20% for added collection items. This increases the share for net lenders from the original 75/25 ratio. The compensation, now called the **Member Reserve Fund** (formerly Reciprocal Borrowing), will be reflected in the agreement.
- **State Aid Adjustments:** The percentages of state aid allocated to the Member Reserve Fund have been adjusted slightly to enhance compensation for member libraries. Beginning in 2026, the allocation will decrease by only one percentage point each year—35% in 2026, 34% in 2027, 33% in 2028, and 32% in 2029—allowing MCFLS to assume infrastructure costs.
- **Data Analysis Services.** The Board has directed system staff to thoroughly assess data analysis needs and present a recommendation for consideration no earlier than the 2027 budget process.
- **Omissions Due to Lack of Consensus:** Proposals related to a maintenance of effort clause, system-wide fee card, and circulation loan rules were excluded from the agreement due to a lack of consensus. The Board believes these topics require further discussion with the system and member libraries.

We understand there are some remaining concerns, but this framework ensures shared investments benefit all libraries while prioritizing net lenders. Please have your board review, approve, and return both signed copies of the Agreement included with this letter by December 20. A countersigned copy will be returned to you for your records.

Thank you to everyone who contributed to this process. We look forward to working together on these improvements. If you have any questions, please contact me or MCFLS Director Steve Heser at director@mcfls.org. Thank you.

Sincerely,





MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

Paul Ziehler

President, MCFLS Board of Trustees

**709 North Eighth Street
Milwaukee, WI 53233**

PH: 414-296-6112

FAX: 251-332-2610

Milwaukee County Federated Library System
ILS, Resource Sharing, and Technology Agreement, 2025-2028

RECITALS

WHEREAS, the Milwaukee County Federated Library System (hereafter referred to as “MCFLS” or the “System”) is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the WHITEFISH BAY PUBLIC LIBRARY is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43; and

WHEREAS, the WHITEFISH BAY PUBLIC LIBRARY has signed the agreement to be a member of MCFLS; and

WHEREAS, the WHITEFISH BAY PUBLIC LIBRARY and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the WHITEFISH BAY PUBLIC LIBRARY and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the WHITEFISH BAY PUBLIC LIBRARY and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the WHITEFISH BAY PUBLIC LIBRARY, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries which enables libraries to develop and maintain their materials collection for patron use and/or circulation. MCFLS accomplishes this through the provision of core services, catalog enhancements, and software / interface support.

Core services: This section consists of the bundled product list negotiated by MCFLS and available to all member libraries. It consists of software modules or functions that follow the full cycle of collection development from ordering new materials to the circulation of titles to gathering usage statistics and performing inventory. Examples include the primary Sierra

application, unlimited SIP2 licenses, cloud hosting and the Mobile Worklists app that are all included in the core bundle price. The maintenance of these core services is paid 100% through system funding.

Catalog enhancements and software/interface support: MCFLS and member libraries monitor and manage enhancements to the library catalog or integrated library system to improve and/or expand access to materials for staff or patrons. Such additions may include system-wide subscriptions that add enriched content to the shared catalog such as cover images, book reviews and award lists. It includes third party products or services that either allow patrons to interface differently with the catalog or extend information about specific titles that a patron has checked out or requested. Examples here include the CountyCat Mobile app (Innovative), Aspen Discovery (ByWater) and the Shoutbomb text notification service which integrates with software to keep patrons informed about their current checkouts and holds. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these “New Services” will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in “New Services” must enter into the same agreement on the same terms. If a shared cost formula is part of the agreement, it likely will include reimbursement for original participants. An example of a New Service is the MyPC public computer management software.

Charges

MCFLS pays for 100% expenses related to ILS maintenance.

2. Bibliographic Database Development and Maintenance

To most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor through a Bibliographic Database Development and Maintenance agreement all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles except for those in the following formats:
 - Library of Things.
 - Locally created kits.
 - Locally collected special items or ephemera.
- Create new formats as they become available and members add them to their collections, as requested by the Member.

MCFLS ILS, Resource Sharing, and Technology Agreement 2025-2028

- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local ILS database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.
- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
 - Merging duplicate bibliographic records.
 - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
 - Acting upon requests for additional access points and bibliographic information, e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
 - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
 - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
 - Performing delete transactions on both the bibliographic database and cataloging utility to remove those items marked for deletion.
 - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
 - Processing and taking appropriate action on system reports of new headings to effectively maintain the authority control module of the System database.
 - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure to locate an established authority record and download the authority record into the System database.
 - Acting on requests for additional cross references needed.
 - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfillment of the contract using State Aid for library systems.

The Member Library shall:

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.

- Remove all outdated or suppressed records from the shared database when the physical item is no longer available to patrons and has been unavailable for over three years, except for MPL records of historical value where data needs to be preserved.
- Participate in system wide discussions about cataloging best practices and record clean up.
- Make a reasonable effort to work with MCFLS to ensure all bibliographic records are overlaid with full MARC cataloging to assist with discoverability of materials.

Cataloging Utility Charges

Member libraries are responsible for 100% of the costs related to the cataloging utility. The cost-sharing among members is based on the number of "titles added" two years prior (for example, the 2025 invoice will be based on titles added in 2023). Each library's share will be calculated as its percentage of the total titles added by all members, and this percentage will be applied to MCFLS's cataloging utility costs for the given calendar year.

Bibliographic Database Development and Maintenance Charges

MCFLS pays 100% of charges related to the Bibliographic Database Development and Maintenance agreement.

3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee County residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc., as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To regularly disseminate information within the full library system about new collections to better enable public services staff to direct patrons to materials.
- To request that member libraries lend materials to other member libraries without restriction including non-traditional materials.
- To provide all residents of the MCFLS area with the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.
- To increase standardization of policies, procedures, and practices among member libraries, reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries agree to interloan a reasonable portion of copies of total library copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Keep library staff throughout the system abreast of circulation periods for new or existing materials
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: Library cards should include some indication that the library is a member of the Milwaukee County Federated Library System either through the inclusion of the MCFLS logo or language to that effect.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See the [Circulation Periods and Fines](#) MCFLS Libguides page for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. Most libraries currently use the following circulation loan periods:

a) General Collection	3 Weeks
b) New Books/Non-Fiction	3 Weeks
c) New Books/Fiction	7 Days or 3 Weeks
d) Music CDs	7 Days or 3 Weeks
e) Entertainment DVDs	3 or 7 Days
f) Educational DVDs	7 Days
g) Periodicals	7 Days
h) Audio Books (CD or Cassette)	3 Weeks
i) Pamphlets/Vertical File	3 Weeks
j) Kits	3 Weeks
k) CD-ROM & Computer Software	7 Days

Loan Period Changes: Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

Fines and Fees: Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

Grace Period: The standard grace period shall be three (3) days.

New Borrower Limit: A member library may establish its own New Borrower Limit for its own material.

Renewals:

- a) Two renewals shall be allowed for all 3 week material.
- b) At the discretion of the owning library, up to two renewals may be allowed for 7 day material.
- c) No renewals are allowed for 3 day materials.

4. Member Reserve Fund (formerly Reciprocal Borrowing)

Membership Requirement

A library eligible for the Member Reserve Fund must sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before receiving any payments.

Member Reserve Fund Payments

MCFLS will contribute a base amount to the Member Reserve Fund, calculated as a percentage of system state aid over the life of this agreement. The total Member Reserve Fund payments will be distributed according to the schedule below:

State Aid Percentage	State Aid Year	Distribution	Circulation Period
35%	2025	Feb. 2026	10/1/23-9/30/24
34%	2026	Feb. 2027	10/1/24-9/30/25
33%	2027	Feb. 2028	10/1/25-9/30/26
32%	2028	Feb. 2029	10/1/26-9/30/27

Circulation Time Periods Used as Basis for Member Reserve Fund Payments

To accommodate local budget planning, the payment amount for each year is determined based on a 12-month circulation period, as shown above. Payment calculations will be distributed to member libraries after the circulation period ends or as soon as practicable.

Weighted Formula for Member Reserve Fund Payments

Payments to member libraries are determined using a weighted formula that considers two factors from the relevant circulation period:

- **Net positive transactions**, weighted at 80%
- **Items added to the database**, weighted at 20%

Each library's payment is based on its percentage of the total weighted value for both factors combined.

Payment Reductions for Non-Signing Libraries

If a library does not sign both the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement, it forfeits its right to Member Reserve Fund payments, starting with the 2026 distribution.

The total amount of MCFLS Member Reserve Fund payments for all libraries that have signed the Agreements will be reduced by the following percentages if the System experiences a reduction in State Aid due to one or more libraries not signing the MCFLS Membership Agreement:

- 35% in 2026
- 34% in 2027
- 33% in 2028
- 32% in 2029

Payment Schedule

MCFLS will distribute Member Reserve Fund payments no later than February 28 of each respective distribution year, as indicated in the table above.

5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.
- Communicate to member staff in a timely fashion about any issues or schedule changes with MCFLS or statewide delivery services
- Provide physical delivery free of charge for member libraries.
- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:
 - Materials damaged in delivery.
 - Personnel issues with contracted delivery or sorting staff.

Member libraries shall:

- Provide a consistent location for drop off and pick up of delivery bins.
- Work with contracted delivery service to provide access to the building.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

Charges

MCFLS pays 100% of delivery charges.

6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) and use of electronic resources shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, and circulation related postage, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligate the other party to provide the services set forth in this agreement, without the prior approval of the other party.

Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:
 - a. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.

- b. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.
- c. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.
- e. Cloud-based email service: provides email accounts for any interested member library using the MCFLS domain.

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.
- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.
- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.

- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

Reporting

MCFLS staff will produce an annual report that includes a summarization of activities related to technology along with current equipment hardware lists and recommended settings. This report will include progress on objectives related to the Technology and Resource Sharing plan filed with DPI. The report will be produced by June 30th of each year.

Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

9. Telecommunications

Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS on the [MCFLS Helpdesk Assistance page](#). In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

Other Bandwidth Sources

The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

Charges

Telecommunications data line charges invoiced in 2025 through 2028 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time. MCFLS recognizes and respects every member library's authority to make local decisions.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
3. If the efforts of MCFLS management fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, and may include a joint recommendation for action. The MCFLS Board will endorse and support the recommended action or propose a different solution.
4. If there continues to be a disagreement, the MCFLS Board of Trustees will propose a mutually agreed upon third party mediator to work with the parties to try to resolve the dispute.

11. Annual Report to DPI.

MCFLS system staff will prepare documentation and reporting each year to assist member libraries in completing the annual report for the Wisconsin Department of Public Instruction. MCFLS will make every effort to provide this information to members before the reporting interface is made available to libraries each January. Member libraries will use this information

MCFLS ILS, Resource Sharing, and Technology Agreement 2025-2028

to complete the annual report and gain approval from their boards to ensure the report is submitted 60 days from the beginning of each year in accordance with Wis. Stats. § 43.58 (6).

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be four years commencing on January 1, 2025, and ending on December 31, 2028.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.
- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.
- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1st day of January 2025.

FOR THE MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

FOR THE WHITEFISH BAY PUBLIC
LIBRARY

Board President

Board President

Date

Date

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.

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.

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

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 22, 2024 Meeting
Re: Director's Reports



Director (Reed)

- 1) Village - The 2025 Budget process is ongoing.
- 2) Building
 - a) Regular maintenance occurs per schedule.
 - b) Study Room Project
 - i) Initial estimates for converting space in the adult wing to a study room came in under \$25,000.
 - ii) Friends of WFBPL are amenable to funding the study room project at the estimated price.
 - iii) Next steps are for Director Reed to obtain three quotes and bring those to the Library Board for approval of a contractor.
- 3) Foundation
 - a) The Fall In Love With Reading event was very successful with over 300 people attending. We received a lot of compliments from families.
 - b) The Foundation Board created an ad hoc committee to work with Director Reed on the Light The Library campaign.
 - c) The Board is developing their goals and work plan for 2025.
- 4) Friends
 - a) The fall book sale will take place the first weekend in November.
 - b) The most recent financial report available is through August. Friends budgeted to bring in \$47,300 in revenue. In the first 8 months, they earned \$44,278.
- 5) MCFLS
 - a) WFB's share of the 2026 RB payment will be \$102,696. Our highest ever.
 - b) Our total share of net lending was 6.85%, whereas in years past we averaged 3.9-5.8% (ignoring pandemic years).
 - c) WFB is 1.6% of county population, so it's pretty amazing for us to account for 6.85% of net circulation.
 - d) Director Reed's take is that our strategic approach to collection development has resulted in higher use of our collection in comparison to other libraries' collections. Grant
- 6) Staff
 - a) Staff Development Day was Monday 10/14. Dr. Rainey Briggs presented on Navigating Cultural Landscapes: Understanding Culture and Implicit Bias. The presentation was well received by staff.
 - b) Staff Evaluation Forms Review: Director Reed started updating the forms and will send drafts to the leadership team and Trustee DeGuire for review and input.