

LIBRARY BOARD MEETING
 Tuesday November 19, 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	

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. Finance Report Through October 31, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Director's Report	Discuss			
7:00	5. Staff Evaluations and Director Review Process	Discuss			
7:15	6. 2024 Village of WFB Budget Update	Discuss			
7:30	7. Patron Code of Conduct Policy Review	Discuss			
8:00	ADJOURNMENT	Motion			

BOARD MEETINGS

- 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
- Dec 2, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
- Dec 9, 2024, Thursday, 5:00-7:00 pm – MCFLS Board of Trustees, @Zoom
- Dec 9, 2024, Thursday, 5:00-7:00 pm – Foundation Board, @Library
- Dec 16, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
- Dec 17, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library
- Dec 18, 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

**Placeholder
for
Library Board
Minutes**

GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 83%	Above Target: 94%	On Target: 73-93%	Under Target: 72%	
13-00000-41100	Property Taxes	900,526	-	900,526	-	Ok
13-00000-43792	Other Grants	-	2,300	(2,300)		2023 Grant Disbursed Jan 2024
13-00000-43793	Library MCFLS RB Payment	57,179	57,191	(12)	100	
13-00000-45209	LIBRARY FINES	25,000	21,215	3,785	85	\$23,000 projected
13-00000-45210	Library Replacement Cards	150	57	93	38	
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	5,184	(1,184)	130	
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	95,061	898,294	10	100.2% Once Taxes Are Loaded
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
		YTD: 83%	Above Target: 94%	On Target: 73-93%	Under Target: 72%	
13-93000-50100	Salaries	599,350	474,154	125,196	79	estimate \$10k under
13-93000-50150	FICA Tax	45,850	35,927	9,923	78	
13-93000-50160	Health/Dental Insurance Premium	57,010	47,516	9,494	83	
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,450	1,820	(370)	126	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	30,489	24,703	5,786	81	
13-93000-50180	Group Life Insurance Premium	1,284	1,224	60	95	
13-93000-50181	Disability Insurance Premium	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	4,500	3,640	860	81	
13-93200-50191	Membership Dues	1,200	1,088	112	91	
13-93200-50194	Personnel Related Expenses	700	68	632	10	
13-93200-50250	Utilities	48,000	39,882	8,118	83	Thru Sep; Projected \$53,000
13-93200-50251	Telephone/Internet	5,700	4,470	1,230	78	Thru Sep; Projected \$5,900
13-93200-50300	Office Supplies	2,000	1,269	731	63	
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	20,397	(8,397)	170	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	282	(32)	113	
13-93300-50240	IT Support Contract Services	25,000	20,145	4,855	81	
13-93300-50311	Copier Maintenance/Repair	3,200	2,465	735	77	
13-93300-50312	Material Processing/Repairs	3,400	3,258	142	96	
13-93300-50350	Maintenance Service & Supplies	34,050	25,260	8,790	74	Thru Sep
13-93300-50351	Custodial Supplies	5,000	2,972	2,028	59	
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	82,148	7,852	91	
	Fund 22	20,000	-			
	Total Collections	110,000	82,148	7,852	75	
13-93500-50413	Adult DVD's	-	-	-		
Total Expenditure:		993,355	861,809	131,546	87	
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES						
		993,355	95,061	898,294	10	100.2% Once Taxes Are Loaded
TOTAL EXPENDITURES						
		993,355	861,809	131,546	87	
NET OF REVENUES & EXPENDITURES						
		-				
BEG. FUND BALANCE						
		159,209				
END FUND BALANCE						
		159,209				
GL NUMBER	DESCRIPTION	2024 ORIGINAL	YTD BALANCE 10/31/2024	AVAILABLE BALANCE		NOTES
TOTAL REVENUES		-	10,113			Thru Aug; Projected \$15k
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 10/31/2024			
01-55500-50350-1001	Maintenance Services (Contracts)	n/a	16,796			
01-55500-50360-1001	Building Maintenance (Repairs)	n/a	38,764			

11/17/2024 GL ACTIVITY REPORT FOR WHITEFISH BAY								
TRANSACTIONS FROM 10/01/2024 TO 10/31/2024								
Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund								
10/1/2024			13-00000-11100 CASH IN BANK		BEG. BALANCE			(505,756.71)
10/3/2024	CR	RCPT	Daily Library Receipts		221964	187.99		(505,568.72)
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024				24,960.09	(530,528.81)
10/4/2024	CD	CHK	SUMMARY CD 10/04/2024				8,303.97	(538,832.78)
10/7/2024	CR	RCPT	Daily Library Receipts		222268	945.00		(537,887.78)
10/8/2024	CR	RCPT	Daily Library Receipts		222514	941.10		(536,946.68)
10/9/2024	GJ	JE	Monthly Sales Tax ACH Payment		5692		14.48	(536,961.16)
10/10/2024	CD	CHK	SUMMARY CD 10/10/2024				2,160.73	(539,121.89)
10/11/2024	CD	CHK	SUMMARY CD 10/11/2024				12,212.95	(551,334.84)
10/11/2024	CD	VOID	Check: Cking 68562		68562	478.92		(550,855.92)
10/11/2024	CD	VOID	Check: Cking 68561		68561	937.22		(549,918.70)
10/11/2024	CD	VOID	Check: Cking 68558		68558	50.14		(549,868.56)
10/11/2024	CD	VOID	Check: Cking 68553		68553	275.69		(549,592.87)
10/11/2024	CD	VOID	Check: Cking 68550		68550	161.59		(549,431.28)
10/11/2024	CD	VOID	Check: Cking 68549		68549	14.39		(549,416.89)
10/11/2024	CD	VOID	Check: Cking 68545		68545	8,995.00		(540,421.89)
10/11/2024	CD	VOID	Check: Cking 68543		68543	400.00		(540,021.89)
10/11/2024	CD	VOID	Check: Cking 68539		68539	900.00		(539,121.89)
10/11/2024	CD	CHK	SUMMARY CD 10/11/2024				12,212.95	(551,334.84)
10/15/2024	CR	RCPT	Daily Library Receipts		223341	248.40		(551,086.44)
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024				25,242.27	(576,328.71)
10/18/2024	CD	CHK	SUMMARY CD 10/18/2024				2,812.01	(579,140.72)
10/22/2024	GJ	JE	Quarterly utility payments		5683		1,558.37	(580,699.09)
10/22/2024	CR	RCPT	Daily Library Receipts		224477	4,487.36		(576,211.73)
10/25/2024	CD	CHK	SUMMARY CD 10/25/2024				8,687.57	(584,899.30)
10/31/2024	GJ	JE	Monthly WRS ACH Payment		5687		2,359.07	(587,258.37)
10/31/2024	CD	CHK	SUMMARY CD 10/31/2024				5,755.00	(593,013.37)
10/31/2024			13-00000-11100		END BALANCE	19,022.80	106,279.46	(593,013.37)
10/1/2024			13-00000-12100 TAXES RECEIVABLE		BEG. BALANCE			900,526.00
10/31/2024			13-00000-12100		END BALANCE	-	-	900,526.00
10/1/2024			13-00000-21550 DEPOSITS/SUSPENSE		BEG. BALANCE			(144.24)
10/31/2024			13-00000-21550		END BALANCE	-	-	(144.24)
10/1/2024			13-00000-24600 DEFERRED REVENUE - TAXES		BEG. BALANCE			(900,526.00)

Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
10/31/2024			13-00000-24600		END BALANCE	-	-	(900,526.00)
10/1/2024			13-00000-25199 ACCRUED PAYROLL		BEG. BALANCE			(11,011.11)
10/31/2024			13-00000-25199		END BALANCE	-	-	(11,011.11)
10/1/2024			13-00000-25400 WRS Retirement - Payroll Deduction		BEG. BALANCE			(3,322.95)
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024				1,189.98	(4,512.93)
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024				1,215.13	(5,728.06)
10/31/2024	GJ	JE	Monthly WRS ACH Payment		5687	2,359.07		(3,368.99)
10/31/2024			13-00000-25400		END BALANCE	2,359.07	2,405.11	(3,368.99)
10/1/2024			13-00000-28100 SURPLUS		BEG. BALANCE			(159,209.37)
10/31/2024			13-00000-28100		END BALANCE	-	-	(159,209.37)
10/1/2024			13-00000-43792 Other Grants		BEG. BALANCE			(2,300.00)
10/31/2024			13-00000-43792		END BALANCE	-	-	(2,300.00)
10/1/2024			13-00000-43793 Library MCFLS RB Payment		BEG. BALANCE			(57,191.00)
10/31/2024			13-00000-43793		END BALANCE	-	-	(57,191.00)
10/1/2024			13-00000-45209 LIBRARY FINES		BEG. BALANCE			(17,498.63)
10/3/2024	CR	RCPT	LIBRARY FINES		221964		123.19	(17,621.82)
10/8/2024	CR	RCPT	LIBRARY FINES		222514		82.99	(17,704.81)
10/15/2024	CR	RCPT	LIBRARY FINES		223341		165.20	(17,870.01)
10/22/2024	CR	RCPT	LIBRARY FINES		224477		3,345.13	(21,215.14)
10/31/2024			13-00000-45209		END BALANCE	-	3,716.51	(21,215.14)
10/1/2024			13-00000-45210 Library Replacement Cards		BEG. BALANCE			(54.60)
10/3/2024	CR	RCPT	Library Replacement Cards		221964		2.00	(56.60)
10/31/2024			13-00000-45210		END BALANCE	-	2.00	(56.60)
10/1/2024			13-00000-45224 LIBRARY DAMAGE RECOVERY		BEG. BALANCE			11.95
10/31/2024			13-00000-45224		END BALANCE	-	-	11.95
10/1/2024			13-00000-46712 LIBRARY ROOM RENT		BEG. BALANCE			(2,980.45)
10/8/2024	CR	RCPT	LIBRARY ROOM RENT		222514		600.00	(3,580.45)
10/22/2024	CR	RCPT	LIBRARY ROOM RENT		224477		525.00	(4,105.45)

Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
10/31/2024			13-00000-46712		END BALANCE	-	1,125.00	(4,105.45)
10/1/2024			13-00000-46713 LIBRARY COPY AND FAX FEES		BEG. BALANCE			(4,412.45)
10/3/2024	CR	RCPT	LIBRARY COPY AND FAX FEES		221964		62.80	(4,475.25)
10/8/2024	CR	RCPT	LIBRARY COPY AND FAX FEES		222514		258.11	(4,733.36)
10/15/2024	CR	RCPT	LIBRARY COPY AND FAX FEES		223341		83.20	(4,816.56)
10/22/2024	CR	RCPT	LIBRARY COPY AND FAX FEES		224477		367.23	(5,183.79)
10/31/2024			13-00000-46713		END BALANCE	-	771.34	(5,183.79)
10/1/2024			13-00000-46715 MISCELLANEOUS REVENUE		BEG. BALANCE			(691.44)
10/31/2024			13-00000-46715		END BALANCE	-	-	(691.44)
10/1/2024			13-00000-48501 LIBRARY DONATIONS		BEG. BALANCE			(3,135.00)
10/7/2024	CR	RCPT	LIBRARY DONATIONS		222268		945.00	(4,080.00)
10/22/2024	CR	RCPT	LIBRARY DONATIONS		224477		250.00	(4,330.00)
10/31/2024			13-00000-48501		END BALANCE	-	1,195.00	(4,330.00)
10/1/2024			13-93000-50100 Salaries		BEG. BALANCE			428,244.13
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024			23,230.13		451,474.26
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024			22,679.79		474,154.05
10/31/2024			13-93000-50100		END BALANCE	45,909.92	-	474,154.05
10/1/2024			13-93000-50150 FICA Tax		BEG. BALANCE			32,447.37
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024			1,729.96		34,177.33
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024			1,749.98		35,927.31
10/31/2024			13-93000-50150		END BALANCE	3,479.94	-	35,927.31
10/1/2024			13-93000-50160 Health/Dental Insurance Premium		BEG. BALANCE			42,764.58
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024			4,751.62		47,516.20
10/31/2024			13-93000-50160		END BALANCE	4,751.62	-	47,516.20
10/1/2024			13-93000-50161 Health Insurance Deductible (Direct Pay)		BEG. BALANCE			1,757.50
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024			62.50		1,820.00
10/31/2024			13-93000-50161		END BALANCE	62.50	-	1,820.00
10/1/2024			13-93000-50170 Retirement Contribution - ER portion		BEG. BALANCE			22,297.61
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024			1,189.98		23,487.59
10/18/2024	PR	CHK	SUMMARY PR 10/18/2024			1,215.13		24,702.72
10/31/2024			13-93000-50170		END BALANCE	2,405.11	-	24,702.72
10/1/2024			13-93000-50180 Group Life Insurance Premium		BEG. BALANCE			1,086.05
10/4/2024	PR	CHK	SUMMARY PR 10/04/2024			137.75		1,223.80

Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
10/31/2024			13-93000-50180		END BALANCE	137.75	-	1,223.80
10/1/2024			13-93200-50190 Training/Meetings/Travel		BEG. BALANCE			908.05
10/9/2024	AP	INV	WISCONSIN LIBRARY ASSOCIATION	CONFERENCE REGISTRATION - V MORRIS	4057	410.00		1,318.05
10/9/2024	AP	INV	ALDI	MCFLS CIRC & AUDIT SERVICES MEETING	8491	18.74		1,336.79
10/9/2024	AP	INV	ALDI	MCFLS CIRC & AUDIT SERVICES MEETING	9517	3.49		1,340.28
10/17/2024	AP	INV	MERAKI CONSULTING LLC	STAFF TRAINING	65	2,300.00		3,640.28
10/31/2024			13-93200-50190		END BALANCE	2,732.23	-	3,640.28
				13-93200-50191 Membership Dues				
10/1/2024			13-93200-50191 Membership Dues		BEG. BALANCE			1,088.10
				13-93200-50191				
10/31/2024			13-93200-50191		END BALANCE	-	-	1,088.10
				13-93200-50194 Personnel Related Expenses				
10/1/2024			13-93200-50194 Personnel Related Expenses		BEG. BALANCE			67.64
				13-93200-50194				
10/31/2024			13-93200-50194		END BALANCE	-	-	67.64
				13-93200-50250 Utilities				
10/1/2024			13-93200-50250 Utilities		BEG. BALANCE			34,768.38
10/22/2024	GJ	JE	Quarterly utility payments	WE ENERGIES	5683	1,558.37		36,326.75
10/24/2024	AP	INV	WE ENERGIES	September 2024 Charges	5214156622	3,554.80		39,881.55
10/31/2024			13-93200-50250		END BALANCE	5,113.17	-	39,881.55
				13-93200-50251 Telephone/Internet				
10/1/2024			13-93200-50251 Telephone/Internet		BEG. BALANCE			3,978.70
10/8/2024	AP	INV	Spectrum Enterprise	Monthly Charges	1422	106.74		4,085.44
10/8/2024	AP	INV	Spectrum Enterprise	Monthly Charges	5985	349.19		4,434.63
10/17/2024	AP	INV	AT&T	MONTHLY CHARGES	414R16015910 10/24	35.28		4,469.91
10/31/2024			13-93200-50251		END BALANCE	491.21	-	4,469.91
10/1/2024			13-93200-50300 Office Supplies		BEG. BALANCE			1,243.54
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	EXPO MARKERS	2836	24.99		1,268.53
10/31/2024			13-93200-50300		END BALANCE	24.99	-	1,268.53
10/1/2024			13-93200-50301 Printing/Publishing/Copies		BEG. BALANCE			265.00
10/31/2024			13-93200-50301		END BALANCE	-	-	265.00
10/1/2024			13-93200-50302 Postage		BEG. BALANCE			1.83
10/3/2024	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SY	FORMS & POSTAGE	FL-03677	6.30		8.13
10/31/2024			13-93200-50302		END BALANCE	6.30	-	8.13
10/1/2024			13-93200-50360 Building Maintenance		BEG. BALANCE			20,021.99
10/31/2024	AP	INV	ROBB GREGG	OCTOBER 2024 GARDEN	2024-10	375.00		20,396.99
10/31/2024			13-93200-50360		END BALANCE	375.00	-	20,396.99
10/1/2024			13-93200-50428 Library Director Designated		BEG. BALANCE			50,821.93
10/10/2024	AP	INV	ANN MORY WYDEVEN	RETAINER FOR DONOR SIGNAGE REPA	10/7/2024	900.00		51,721.93
10/31/2024			13-93200-50428		END BALANCE	900.00	-	51,721.93
10/1/2024			13-93200-50760 Sales Tax		BEG. BALANCE			267.83
10/9/2024	GJ	JE	Monthly Sales Tax ACH Payment	13-93200-50760	5692	14.48		282.31

Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
10/31/2024			13-93200-50760		END BALANCE	14.48	-	282.31
10/1/2024			13-93300-50240 IT Support Contract Services		BEG. BALANCE			8,309.17
10/3/2024	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SY	FORMS & POSTAGE	FL-03677	2,818.58		11,127.75
10/9/2024	AP	INV	DRIVESTRIKE	LAPTOP SECURITY SOFTWARE	3283	22.00		11,149.75
10/10/2024	AP	INV	BYTE STUDIOS, INC.	SITE UPGRADE & SUPPORT 1/1-6/30/24	1780	2,070.00		13,219.75
10/10/2024	AP	INV	BYTE STUDIOS, INC.	SITE UPGRADES	1790	6,925.00		20,144.75
10/31/2024			13-93300-50240		END BALANCE	11,835.58	-	20,144.75
10/1/2024			13-93300-50311 Copier Maintenance/Repa	GREATAMERICA FINANCIAL SVCS	BEG. BALANCE			2,170.41
10/3/2024	AP	INV	GREATAMERICA FINANCIAL SVCS	STANDARD PAYMENT	37505938	101.00		2,271.41
10/10/2024	AP	INV	FORWARD TS, LTD	BLACK TONER	AR237496	14.39		2,285.80
10/17/2024	AP	INV	FORWARD TS, LTD	LIBRARY COPIER 9/3 - 10/2/2024	AR237645	159.39		2,445.19
10/17/2024	AP	INV	FORWARD TS, LTD	LIBRARY COPIER 9/3 - 10/2/2024	AR237644	20.00		2,465.19
10/31/2024			13-93300-50311		END BALANCE	294.78	-	2,465.19
10/1/2024			13-93300-50312 Material Processing/Repa	MINITEX	BEG. BALANCE			2,450.19
10/9/2024	AP	INV	MINITEX	RFID TAGS	1892	808.00		3,258.19
10/31/2024			13-93300-50312		END BALANCE	808.00	-	3,258.19
10/1/2024			13-93300-50350 Maintenance Service & Supplies		BEG. BALANCE			19,880.00
10/31/2024	AP	INV	CLEAN SOURCE LLC	SEPTEMBER 2024 JANITORIAL	093024-WFB	2,690.00		22,570.00
10/31/2024	AP	INV	CLEAN SOURCE LLC	AUGUST 2024 JANITORIAL	083124-WFB	2,690.00		25,260.00
10/31/2024			13-93300-50350		END BALANCE	5,380.00	-	25,260.00
10/1/2024			13-93300-50351 Custodial Supplies		BEG. BALANCE			2,618.64
10/3/2024	AP	INV	STAPLES ADVANTAGE	PAPERTOWEL & TOILET PAPER	6013260470 092724	137.28		2,755.92
10/24/2024	AP	INV	STAPLES ADVANTAGE	PAPER TOWEL	6014805135	59.02		2,814.94
10/24/2024	AP	INV	STAPLES ADVANTAGE	TRASH BAS & TOILET PAPER	6014805138	157.11		2,972.05
10/31/2024			13-93300-50351		END BALANCE	353.41	-	2,972.05
10/1/2024			13-93300-50400 MCFLS Supplies		BEG. BALANCE			731.09
10/3/2024	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SY	FORMS & POSTAGE	FL-03677	448.39		1,179.48
10/31/2024			13-93300-50400		END BALANCE	448.39	-	1,179.48
10/1/2024			13-93400-50401 MCFLS Membership		BEG. BALANCE			15,544.00
10/31/2024			13-93400-50401		END BALANCE	-	-	15,544.00
10/1/2024			13-93400-50403 Programs - Children		BEG. BALANCE			402.24
10/31/2024			13-93400-50403		END BALANCE	-	-	402.24
10/1/2024			13-93500-50410 Library Collection Materials		BEG. BALANCE			73,560.03
10/3/2024	AP	INV	KANOPY, INC.	KKIDS TICKETS	419345	269.10		73,829.13
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATEMENT	L5190172 9/2024	1,442.19		75,271.32
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATEMENT	L4211182 9/2024	1,108.81		76,380.13
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATEMENT	40023382	226.88		76,607.01
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATMENT	L6798462 9/2024	935.27		77,542.28
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATEMENT	L6798382 9/2024	530.72		78,073.00
10/3/2024	AP	INV	BAKER & TAYLOR BOOKS	SEPTEMBER 2024 STATEMENT	75003750	279.45		78,352.45
10/8/2024	AP	INV	AMAZON CAPITAL SERVICES	GARFIELD MOVIE	5451	22.99		78,375.44
10/8/2024	AP	INV	AMAZON CAPITAL SERVICES	IFMOVIE	8367	19.96		78,395.40
10/9/2024	AP	INV	MILWAUKEE JOURNAL SENTINEL	JS SUBSCRIPTION	158	40.00		78,435.40

Date	JNL	Type	Description	Description 2	Reference #	Debits	Credits	Balance
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	MAD MAX 5 FILM COLLECTION	9255	43.74		78,479.14
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	PINK FLAMINGOS	2579	17.37		78,496.51
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	INSIDE OUT 2	9114	39.92		78,536.43
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	VARIOUS TITLES	9373	142.43		78,678.86
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	VARIOUS TITLES	7894	21.98		78,700.84
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	THE PUMPKIN SPICE CAFE	2630	14.24		78,715.08
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	CALIGULA	1986	29.98		78,745.06
10/9/2024	AP	INV	AMAZON CAPITAL SERVICES	YS VARIOUS TITLES	7535	24.97		78,770.03
10/10/2024	AP	INV	PLAYAWAY PRODUCTS, LLC	WHO WAS JACKIE ROBINSON?	472515	54.99		78,825.02
10/10/2024	AP	INV	PLAYAWAY PRODUCTS, LLC	MISC BOOKS	467598	423.93		79,248.95
10/10/2024	AP	INV	BLACKSTONE PUBLISHING	LIBRARY CDS	2170496	360.00		79,608.95
10/10/2024	AP	INV	BLACKSTONE PUBLISHING	LIBRARY CD	2170869	40.00		79,648.95
10/10/2024	AP	INV	MIDWEST TAPE	DVD	506053801	50.14		79,699.09
10/10/2024	AP	INV	GALE	IN THE TIME OF DYING	85631217	29.59		79,728.68
10/10/2024	AP	INV	GALE	THE LIFE IMPOSSIBLE	85705559	25.60		79,754.28
10/10/2024	AP	INV	GALE	MISC BOOKS	85715992	106.40		79,860.68
10/10/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	83942727	57.70		79,918.38
10/10/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	83939143	21.32		79,939.70
10/10/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	83918409	196.67		80,136.37
10/10/2024	AP	INV	PENWORTHY COMPANY	MISC BOOKS	0601915-IN	937.22		81,073.59
10/17/2024	AP	INV	INGRAM LIBRARY SERVICES	Misc Books	84033647	136.65		81,210.24
10/17/2024	AP	INV	MIDWEST TAPE	DVD	506120906	52.69		81,262.93
10/17/2024	AP	INV	GALE	MISC BOOKS	85749376	108.00		81,370.93
10/24/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	84273450	80.09		81,451.02
10/24/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	84154753	132.39		81,583.41
10/24/2024	AP	INV	INGRAM LIBRARY SERVICES	MISC BOOKS	84199267	285.10		81,868.51
10/24/2024	AP	INV	BLACKSTONE PUBLISHING	MISC LIBRARY CDs	2173070	105.00		81,973.51
10/24/2024	AP	INV	GALE	MISC BOOKS	85779737	65.58		82,039.09
10/24/2024	AP	INV	GALE	MISC BOOKS	85787327	30.39		82,069.48
10/24/2024	AP	INV	GALE	MISC BOOKS	85799582	78.72		82,148.20
10/31/2024			13-93500-50410		END BALANCE	8,588.17	-	82,148.20

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 19, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

WLA

I had the privilege of attending the Wisconsin Library Association in Green Bay. I went to a number of interesting sessions, but my favorite was about artificial intelligence. The presenter gave us some basic information about AI, but then spoke about how it is being integrated into many of the tools we use in our work. I appreciated her explanations of AI basics while diving a little deeper than just the surface level of this topic. I've had a little bit of experience working with AI, but as the presenter mentioned things are happening very quickly in this field. The speaker also talked about her advocacy and education to students on how to use AI ethically in their work. I found the talk very informative and I'm currently looking for a speaker to host a talk on this very important subject at our library. I also attended a session with tips and tricks for dealing with difficult patrons. I found the session informative and a nice reminder of techniques on how to deescalate upset patrons. I've done a number of online trainings recently on this topic but I found it helpful to be in a room of other library workers to talk through some of these issues.

Programs

At the end of October, we were scheduled to host author Lynee Shaner to discuss ways to improve creative writing to coincide with National Novel Writing Month. Unfortunately, due to low registration this program was cancelled. On Sunday, November 10, for Veteran's Day we hosted Kim Queen, Captain and U.S. Army retired Commander from the Department of Wisconsin Jewish War Veterans. Mr. Queen talked about the legacy of five generations of his family in the military. The program was led by Chas Mulcahy, former Chairman of the Veteran's War Memorial in Milwaukee. 40 people attended this event. Also for the past few weeks we've had up some large photos of the MacArthurs of Milwaukee on display in the Adult Services department to generate interest in the program.

Circulation Services (Hoge)

Technology

We have 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.

Conference

November 5th – 8th I attended the WLA Conference in Green Bay at the KI Convention Center downtown. I primarily worked at the registration desk each day assisting attendees and troubleshooting as needed. The energy was very positive and attendees seemed to really enjoy all of the sessions and keynote speakers.

I was able to attend Valerie Morris' presentation on our new Youth Non-Fiction relabeling project using Book Seek to replace the old Dewey Decimal system. She did an outstanding job and showed that the WFBPL is leading the way with innovative changes to our collections.

Faves for Fines

The numbers are in! We had 312 'Faves' on our windows during the month of October as patrons provided recommendations of some of their favorite things they checked out or have done at the WFBPL. Fees waived during the 'Faves for Fines' campaign totaled \$582.

Admin

I will be working on completing annual evaluations for the 15 staff in the Circulation Department (Circulation Assistants and Shelves) during the rest of November and early December in order to conduct in person reviews which each person before the end of the year.

Youth Services (Kiekhaefer)

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

We had a book display in the picture book area for Hispanic Heritage Month, and there is currently a picture book display for National American Indian Heritage Month.

Meetings and Trainings

Valerie presented at the Wisconsin Library Association about the reorganization of our children's non-fiction collection. Her presentation was titled "Hello Book Seek? Goodbye Dewey! Developing an Alphabet-Based Cataloging System for Youth Nonfiction Collections" and nearly 70 people attended.

Staffing

Liza Glowacki, youth services reference assistant, resigned from her position at the beginning of November. Her last day will be Monday, November 18th.

We have offered Heidi's former position to Coco Azcueta and the hope is that we can have her start training next week.

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	258,976
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852	25,949				274,730
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%				6%
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	217,462
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877	21,148				225,317
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%	3%				4%
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	41,514
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975	4,801				49,413
23-24	30%	34%	33%	15%	24%	16%	9%	11%	22%	0%				19%
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%	23%				22%
23-24	26%	26%	36%	3%	16%	17%	6%	9%	17%	-3%				15%
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	31,376
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442	3,386				34,810
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%				11%
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	4,110
2024	476	451	498	526	475	464	483	512	528	512				4,925
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%				20%
DIGITAL MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	3,567
2024	862	878	912	486	790	632	535	556	725	661				7,037
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%				97%
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	2,202
2024	253	233	310	180	259	263	301	320	280	242				2,641
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%				20%
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	91,994
2024	8,962	9,134	9,574	9,820	8,985	11,458	12,368	11,496	9,013	8,701				99,511
23-24	5%	39%	8%	31%	14%	1%	3%	-3%	5%	-3%				8%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

FRONT DESK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922	10,889	10,931	10,389	142,487	121,167	
2024	12,009	11,015	11,712	11,916	11,073	11,556	12,743	12,352	10,883	11,447				116,706	
23-24	-5%	-16%	-11%	-3%	-1%	-5%	1%	1%	0%	5%				-4%	
	-603	-2,089	-1,481	-376	-56	-569	97	97	-39	558				-4,549	
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	232	
2024	9	33	21	19	31	26	14	37	24	32				246	
23-24	-55%	50%	-46%	-21%	182%	333%	-53%	311%	-17%	-24%				6%	
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	4,072	
2024	848	910	842	759	735	811	741	833	957	968				8,404	
23-24	28167%	338%	99%	145%	111%	63%	40%	37%	107%	42%				106%	
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	45,325	
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800	5,828				50,207	
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%				11%	
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	10,618	
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137				10,080	
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%				-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	2,967	
2024	727	689	809	684	709	1,023	1,007	1,271	737	770				8,426	
23-24								6%	-8%	-12%				184%	
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	13,585	
2024	1,451	1,645	1,742	1,737	1,726	2,024	2,153	2,283	1,838	1,907				18,506	
23-24	35%	56%	60%	70%	83%	96%	100%	-9%	-5%	3%				36%	
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	127,193	
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418	12,938				135,139	
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	6%				6%	

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: November 19, 2024 Meeting
 Re: Director's Reports



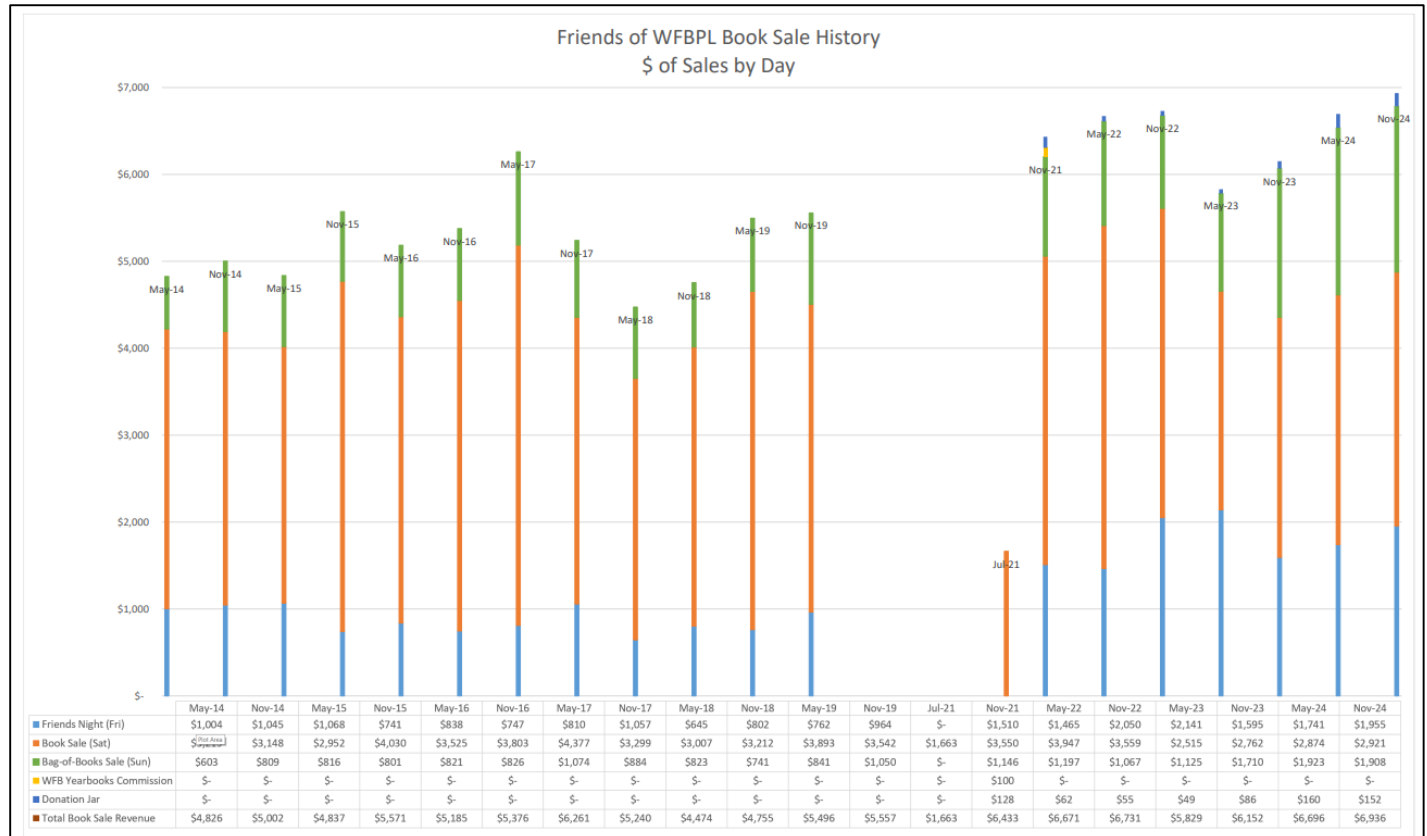
1) Village

- a) The public hearing and final vote on the 2025 Budget are scheduled for Monday, November 18.
- b) The draft budget includes a 3.2% wage increase for all staff who "meet expectations" during their annual reviews.
- c) Health insurance poses a significant challenge: while the initial quote showed a 29% increase, the draft budget was built on an 18% increase.
- d) Village administration is working with their broker to identify options that align with the budget. Front-line staff participated in a meeting with the insurance broker to learn about these options and provide input.

2) Building

- a) Routine maintenance continues as scheduled.
- b) Village staff will meet with vendors for a tour of the library as part of the quoting process for the 2025 roof project. Impacts on library operations remain undetermined. Director Reed is actively involved in planning discussions.

3) Friends - The November book sale achieved record sales of \$6,936.



4) MCFLS

- a) The Hoopla representative has been hesitant to quote a plan with 2 circulations per month instead of 4. After further discussion, they agreed to consult their manager. A meeting with Steve Hesper and the representative is set for this week at the MCFLS office, with Director Reed planning to attend.
- b) Hoopla costs were discussed at the recent LDAC meeting. A verbal poll indicated:
 - i) Only two libraries are willing to keep 4 circulations per month in 2025.
 - ii) One library is willing to commit to 3 circulations per month.
 - iii) Several libraries favor 2 circulations per month, but aren't ready to commit.
 - iv) Many libraries face budget constraints and may not retain Hoopla even at reduced costs.
 - v) If Hoopla cannot offer a 2-circulation plan under the system contract, it may be canceled. In that case, WFB would need to consider a WFB-only contract. However, Hoopla has indicated that new single-library contracts would require a minimum of 6 circulations per month.
 - vi) A system-wide decision is anticipated at the next LDAC meeting on December 5.
- c) WFBPL Hoopla Costs
 - i) Current system (MCFLS covers ~70% of costs)

- (1) 2019: \$2,793 (6 circs)
 - (2) 2020: \$4,370 (changed to 4 circs mid-year)
 - (3) 2021: \$4,001
 - (4) 2022: \$3,694
 - (5) 2023: \$3,640
 - (6) 2024: \$3,402
 - (7) 2025 estimate: \$4,818
 - ii) New system (libraries cover 100% starting 1/1/2025)
 - (1) 2 circs: \$12,000
 - (2) 3 circs: \$15,000
 - (3) 4 circs: \$17,000
 - (4) 6 circs: \$20,000–\$25,000
 - iii) Director Reed will present a memo on Hoopla costs for discussion at the December 2024 or January 2025 meeting.
- 5) Staff
- a) Youth Services department staffing is critically low. One of two part-time reference assistants resigned in September. A replacement is expected to start this week.
 - b) The other part-time assistant recently resigned for a role better aligned with their personal goals. The position has been reposted, with plans to onboard a new hire in December.
 - c) Katie, Valerie, Nyama, and substitute staff are covering extra desk shifts, making it nearly impossible to focus on policy updates or employee evaluation forms. The team is managing day-to-day operations under significant strain.
- 6) Foundation
- a) Library Board President Leinweber proposed inviting the Foundation Board President to the December or January Library Board meeting to provide an update on the Foundation and its 2025 plans.
 - b) Preparations for the 2025 "Light Your Library" Campaign, which doubles as the annual fundraising campaign, are underway.
- 7) LibraryIQ - Funding
- a) The Village's 2025 budget is expected to be finalized by the time of this meeting.
 - b) Recent changes to the MCFLS agreements will result in notable adjustments to the Library's budget:
 - i) "Infrastructure costs" are no longer part of membership fees, resulting in savings.
 - ii) Hoopla costs will now be fully covered by member libraries, leading to additional expenses.
 - iii) The net impact of these changes should be assessed and discussed, as they will influence the overall budget and potential funding for LibraryIQ.
 - c) Director Reed will include discussion and action on LibraryIQ at the December 17 meeting, with a summary of updated costs.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 19, 2024 Meeting
Re: Staff Evaluations and Director Review Process



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 annual process for staff evaluations and the Director's review typically begins in November, ensuring there is ample time for thoughtful assessment and feedback. These evaluations are critical for establishing goals, recognizing achievements, and addressing areas for growth. Additionally, they play a key role in determining wage adjustments for the upcoming year. All evaluations and finalized 2025 wage recommendations are required to be completed and communicated to Village administration no later than December 23, 2024, to meet budget and administrative timelines.

For the Director's review, the process in recent years has involved a collaborative approach. The Library Board President and Vice President take the lead in compiling the evaluation, gathering input from both Library Board members and members of the Library Leadership Team. This comprehensive process ensures a balanced perspective, combining insights from those who work directly with the Director and those who oversee strategic governance. The goal is to provide constructive feedback that aligns with the Library's mission and goals while supporting the Director's professional growth and performance.

Suggested Timeline

- November 18–22: The Board President and VP gather feedback from Leadership Team (LT) members, typically via email.
- November 18–22: The Director completes a self-reflection and submits it to the Board President and VP.
- November 23–30: The Board President and VP distribute the evaluation form to Library Board members.
- December 1–7: Library Board members individually complete the evaluation form and return it to the Board President and VP.
- December 8–13: The Board President and VP compile feedback into a written evaluation document.
- December 14–16: The Board President and VP email the finalized evaluation document to the Director and meet with them to review it.
- December 17: The Library Board holds a closed session to discuss the Director's review. After exiting the closed session, the Board approves the Director's 2025 wage in an open session, effective January 1, 2025.
- December 18: The Board President notifies the Village Manager of the Director's evaluation and approved 2025 wage.



Village of Whitefish Bay
 5300 N. Marlborough Drive
 Whitefish Bay, Wisconsin 53217

Memorandum

To: President Buckley and Members of Village Board
 From: Jaimie Krueger, Finance Director/Clerk
 Date: November 14th, 2024
 Re: Budget Summary & Budget Resolutions

Background

At the October 28th Village Board budget review session, the Board reviewed the 2025 Proposed Budget (<https://village-whitefish-bay-wi-budget-book.cleargov.com/16708>) and discussed impacts on the levy amount, tax rate and utility rates. A summary of the 2025 budget is listed below:

- 27.44% decrease in tax rate due to the Village wide revaluation in 2024
- 3.58% increase in tax levy, \$116 for an average household
- No increase in water or sewer rates and no supplement from General Fund
- Increase in stormwater rates to \$201 per ERU per year, up from \$130 per ERU per year to fund the stormsewer collapse completely out of the Stormwater Utility
- Increase in debt payments of \$209,622 as a result of the debt borrowed at the end of 2025
- ARPA funding in 2024 that is no longer available in 2025 - \$150,695
- Includes employee wage increases of 3.2%
- Includes 18% increase in medical premiums. There will be additional discussions on health insurance during closed session.
- Includes use of fund balance in the amount of \$102,503 for a portion of the server as well as the Good Hope Landfill Cap Sampling Plan
- Removal of Community Development Director for \$139,193

Below are the changes that were made to the budget since the budget walkthrough on October 28th:

Budget Item	Levy Impact	
	Increase	Decrease
Landfill		\$ 47,000
Communications Plan		\$ 10,000
Library Dues Adjustment		\$ 4,000
Computers		\$ 1,775
Vehicle Replacement Fund		\$ 1,925
Phones	\$ 3,850	
Total	\$ 3,850	\$ 64,700
Total Levy Reduction		\$ 60,850

2025 Levy Impact	
% Change	3.58%
Impact to average house	\$ 116

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 19, 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

The WFBPL Code of Conduct Policy, originally approved in 2007 and later revised in 2010 and 2014, has consistently provided a solid framework for maintaining a welcoming and respectful environment in the library.

A recent review of conduct policies from other public libraries shows that WFBPL's guidelines share strong similarities with those widely adopted across the field, reinforcing the relevance and practicality of our approach. However, as part of the library's ongoing commitment to ensuring our policies remain current and equitable, the leadership team is conducting a comprehensive review of the Code of Conduct. The rules addressing odor and hygiene standards, as well as guidelines related to sleeping, are receiving particular focus. These areas are being reviewed to assess whether updates are needed to align with contemporary equity standards while preserving a welcoming environment for all patrons.

Specific attention is being given to the policies on odor and hygiene, as well as sleeping guidelines. These aspects are under review to ensure they reflect current equity standards while maintaining a welcoming atmosphere for all patrons.

Policy Analysis

Director Reed reviewed policies from multiple libraries, focusing this analysis on rules of behavior. Future evaluations will address aspects such as policy purpose, definitions, implementation, and procedures for appealing bans.

After reviewing sample policies, Director Reed pasted them into ChatGPT and requested a summary with commonalities and differences.

Commonalities Across Library Policies

1. **Behavior Standards:** All libraries emphasize maintaining a respectful, quiet, and safe environment. Disruptive behaviors, including loud conversations, boisterous actions, and harassment, are universally prohibited.
2. **Hygiene and Odor:** Offensive bodily hygiene or excessive scents that disrupt others are addressed in most policies, with some specifying the need for hygiene to be reasonable under the circumstances.
3. **Prohibition of Illegal Activities:** Engaging in criminal activities, including theft, vandalism, or being under the influence of drugs or alcohol, is prohibited across all libraries.
4. **Food and Drink:** Food is generally restricted to pre-packaged snacks, and beverages must be in covered containers. Some libraries prohibit food entirely in specific areas.
5. **Sleeping Restrictions:** Policies vary on sleeping, but all prohibit extended or disruptive sleeping.
6. **Animal Policy:** Service animals are allowed, while other animals are typically prohibited unless part of a library program.
7. **Dress Code:** All policies require patrons to wear shirts and shoes while in the library.
8. **Prohibition of Solicitation:** Soliciting, campaigning, and panhandling are not allowed unless part of a library-sponsored event.
9. **Noise Control:** Use of cell phones and other devices must not disrupt others, with specific guidelines to minimize noise.
10. **Weapons and Safety:** The presence of weapons, except those carried by authorized personnel, is universally banned.

Differences Between Library Policies

1. **Sleeping:** Policies range from allowing non-disruptive sleeping (e.g., Burlington) to prohibiting sleeping entirely or specifying a ban on extended sleeping (e.g., Verona, Troy, Milwaukee).
2. **Hygiene Definitions:** Some libraries explicitly include strong personal scents like perfumes and colognes in their policies (e.g., Burlington), while others focus more broadly on offensive bodily hygiene (e.g., Milwaukee, Verona).
3. **Food and Drink:** The level of permissibility varies. Burlington prohibits eating altogether, while other libraries like Troy allow snacks in designated areas.
4. **Handling Personal Belongings:** Milwaukee restricts the size and number of bags brought into the library, while other policies focus primarily on preventing unattended items.
5. **Technology Use:** Libraries like Whitefish Bay and Mequon have specific rules for computer use, whereas others focus more broadly on acceptable internet or electronic device use.
6. **Extended Policies on Children:** Some libraries, such as Verona, explicitly address the supervision of young children under specific ages, while others are less detailed.
7. **Loitering and Trespassing:** Specific terms for loitering and trespassing vary, with some libraries explicitly addressing this in more detail (e.g., Verona, Milwaukee).
8. **Enforcement and Discretion:** Burlington explicitly states that any unlisted behavior may be addressed at the discretion of the Library Director, a clause not present in all policies.
9. **COVID-19 Adjustments:** Some policies, like Milwaukee, mention physical distancing and avoiding entry with contagious symptoms, reflecting more recent health considerations.
10. **Specific Prohibited Activities:** Unique bans include inappropriate restroom use (e.g., bathing, shaving) in Milwaukee and Verona, or the prohibition on moving furniture in Madison.

Next Steps

Following tonight's Library Board feedback, the Library Leadership Team will review proposed changes to the current code of conduct. Director Reed will also compare policies from other libraries, focusing on the policy's purpose, definitions, implementation, and ban appeal procedures.

Sample wording from other libraries

BURLINGTON (WI) LIBRARY CODE OF CONDUCT (No Date)

<https://www.burlingtonlibrary.org/policies/code-of-conduct/>

PERMITTED BEHAVIOR:

1. Behavior is permitted which does not disturb or infringe on the rights of other Library patrons and staff and is not prohibited by law or these regulations.
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. Sleeping is allowed, providing other patrons are not disturbed.
4. Game playing is allowed, providing other patrons are not disturbed.
5. Drinking of non-alcoholic beverages is allowed, providing the drinks are in covered containers.

PROHIBITED BEHAVIOR:

1. Eating is prohibited.
2. Running and noisy activities are prohibited.
3. Conversations must be kept low enough so that other patrons are not disturbed. During busy times, the Library Board insists on a stricter standard in this regard. Loud talking is prohibited.
4. Harassment of other patrons or of Library staff through abusive language, following or staring is prohibited.
5. Patrons whose bodily odor is offensive so as to constitute a nuisance to other persons may be required to leave the building. Such a nuisance exists where hygiene is unreasonable under the circumstances, or where a person is wearing overpowering perfume, cologne or aftershave, and substantially and objectively interferes with other people's use of the Library.
6. Smoking is prohibited.
7. Cell phone conversations must be kept low enough so that other patrons are not disturbed. Cell phone ringers shall be set at their lowest level, or, if possible, on vibrate.
8. Excessive noise separate from an authorized Library program is prohibited, including but not limited to playing a musical instrument or a portable music device or radio (unless it cannot be heard by others),

prolonged ringing of a pager, a child crying for an extended period, a hearing aid that continues to squeal, or rowdy behavior.

9. Service animals, either certified or while in training, are allowed inside the building, along with animals brought in for scheduled programs. No other animals are allowed.
10. Bicycles are not allowed inside the Library or on the ramp or stairs leading to the building, and are to be parked in the bicycle rack provided on the South side of the building. Bicycles shall not be left anywhere where they would make an entrance inaccessible or partially inaccessible. **(Should we add a note about locking the bike or that the library isn't responsible for stolen items? NYR)**
11. Skateboarding and rollerblading are prohibited on Library grounds. **Library patrons may bring their rollerblades and skateboards into the Library for safekeeping provided they do not use them in the Library.**
12. Appropriate apparel, including a shirt and shoes, must be worn in the Library. **(As people always joke: What about pants?!?! NYR)**
13. Any illegal activity, including stealing, damaging or altering any Library property, is prohibited.
14. Any behavior or actions not listed above will be left to the discretion of the Library Director or his/her designee for review and action.

Madison (WI) (2013)

<https://www.madisonpubliclibrary.org/policies/behavior-policy>

Inappropriate Behavior, shall include, without limitation by enumeration, the following conduct or behaviors

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in Wis. Stats. sec. [939.22\(10\)](#)([link is external](#)) upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- **Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.**
- **Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.**
- Engaging in any behavior that a **reasonable person** would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Leaving children under the age of 7 unattended on Library premises. (See Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library)
- **Engaging in any sexual contact, activities or conduct.**
- **Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule** without prior authorization of the Library Director or designee.
- Smoking or other use of tobacco products.
- Eating while using library computers or in spaces designated as free from food.
- Sleeping, napping or dozing in or on library premises.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Not wearing shoes or shirt within the library.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- **Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, to include placing feet on the furniture.**

- Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment or facilities.
- Bringing in more than 2 bags. No bag may be brought into the Library facilities that exceeds the following dimensions: 26"x14"x14".
- Blocking of aisles with personal items or leaving such 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.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons about the library.
- Bringing any animal into the library except service animals.
- Entering non-public areas of the library without permission.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.
- Taking library materials into rest rooms.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.
- Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

Milwaukee (WI) (2022)

https://www.mpl.org/library/code_of_conduct/

Library patrons have the obligation to:

- Interact courteously with other users and library staff
- Properly check out materials that leave the library
- Return books by the due date
- Keep library materials clean, unmarked, and intact
- Follow established computer use guidelines
- Maintain a quiet environment in study areas and computer zones, and observe appropriate noise levels in more active zones and at programs
- Refrain from entering the library when experiencing contagious symptoms
- Mirror and honor physical distancing preferences of those around you
- Comply with gathering size and occupancy limits as posted

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly, boisterous, or loud manner
- Wearing hoods, ski masks or costume masks inside the library
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Sleeping
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices, or rolling tobacco or other substances
- Loitering or interfering with free passage
- Creating an offensive atmosphere from poor hygiene, spitting, biting, wearing perfume, etc.
- Entering without shoes or shirt and other manner of dress resulting in indecent exposure

- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Skateboarding, rollerblading, etc.
- Socializing in a disruptive manner
- Violating computer use policies
- Carrying in excessive items that cannot be stowed under a standard study chair
- Using another person's library card to access library computers or check out library materials without their signed permission slip being on file
- Bringing in animals except as required by persons with disabilities [Service animals such as a therapy dog.]
- Refusing to provide library card or other identification to library staff or security guards when requested
- Refusing to sign in when requested
- Creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver
- Trespassing on library property during a banning period

Troy (MI) (No Date)

<https://troypl.org/information/learn/policies/behavior.php#collapse2240b2>

Rules

In order to insure that all those using the library may enjoy the Library's services, all patrons are to respect the following rules:

- Pre-packaged snacks and covered beverages are permitted in most areas, except for the computer lab and Youth play area. Meals or messy, noisy or strong-smelling foods are not permitted except in the cafe.
- Cell phone, video, and face-to-face conversations must be kept at a low volume in quiet areas of the library (such as in the stacks, in the computer lab, or by study tables). Louder conversations must be taken to the lobby, vestibules, or café.
- No bicycle, tricycles, skateboards, rollerblades, scooters, skates, or shopping carts.
- Only persons conducting library or library-affiliated business will be allowed to solicit for the sale of goods and services in the library.
- No smoking of any kind, including eCigarettes.
- No person shall sleep in the library for an extended period of time.
- No person shall enter the library or remain in the library without a shirt and shoes.
- No person shall interfere with other library patrons' use of the library through extremely poor personal hygiene.
- No person shall bring a pet or other animal into the library unless they are service animals as defined by Michigan law, or part of a library program.
- No patron will enter "Staff " areas or use staff equipment without permission.
- No person shall willfully annoy another person.
- No person shall engage in loud or boisterous behavior.
- Behavior within the library that disturbs another person or invades their privacy, including, but not limited to, staring at, photographing, or videotaping patrons or staff, is prohibited.
- No person shall be in a state of intoxication that causes a public disturbance.
- No behavior that is disruptive, abusive, harassing, or threatening in nature to patrons or staff.
- No person shall use profane, obscene, or offensive language.
- No person shall loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
- No person shall damage or deface public property.
- No theft or damage to library property or materials.
- No violation of any local, state or federal law within the library.

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