

LIBRARY BOARD MEETING
 Tuesday June 25, 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>	
Vacant, President	
Sarah Leinweber, Vice President, 2017-2026	
Sam Dettmann, Village Board Representative, 2024-2025	
Sandy Saltzstein, School District Representative, 2021-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
Erin Jelenchick, Member, 2020-2027	
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 May 21, 2024 meeting b. Finance Report Through May 31, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Board Officer Elections	Motion			
6:45	5. Patron Registration Policy	Discuss			
6:55	6. 2025 Budget: Review Initial Draft	Motion			
7:25	7. Naming Policy Review	Motion			
7:40	8. Foundation Donor Board	Motion			
7:50	9. Consultation Funds	Motion			
8:00	10. Review of Restricted Donations	Motion			
8:10	11. Collection Management Report	Discuss			
8:20	12. Director's Report	Discuss			
8:30	ADJOURNMENT	Motion			

BOARD MEETINGS

- Jul 1, 2024, Monday, 6:00-8:00 pm - Village of WFB Board of Trustees, @Village Hall
- Jul 2, 2024, Tuesday, 6:00-7:00 pm – Foundation Executive Board, @Library
- Jul 8, 2024, Monday, 6:00-7:00 pm – Foundation Board, @Library
- No July Meeting - Friends of the Library Board of Directors
- Jul 18, 2024, Thursday, 5:00-7:00 pm – MCFLS Board of Trustees, Cudahy Library and Zoom
- Jul 23, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library

LIBRARY BOARD MEETING
 Tuesday May 21, 2024, 6:30pm
 Pending at June 25, 2024 Mtg
 LOCATION: Library and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Vacant, President	n/a
Sarah Leinweber, Vice President, 2017-2026	In-person
Sam Dettman, Village Board Representative, 2024-2025	Zoom
Nathan Christenson, School District Representative, 2024-2025	In-person
Erin Jelenchick, Member, 2020-2024	In-person
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	Zoom
Nikki DeGuire, Member, 2024-2027	In-person
Staff	
Nyama Reed, Library Director	In-person
Katie Kiekhaefer, Head of Youth Services	In-person
Valerie Morris, Youth Services Librarian	In-Person

Public: Michelle Hobbins (Zoom)

CALL TO ORDER 6:31pm by VP Leinweber				
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.				
a. Michelle Hobbins commented on Barbara Bartley signage. Suggested further investigation of the whether naming of the youth wing was Ms. Bartley’s stated desire or if another area would be a better fit.				
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.	Motion	Gettinger	Jelenchick	Unanimous
a. Minutes of April 30, 2024 meeting				
b. Finance Report Through Apr 30, 2024				
c. Department Reports				
d. Monthly Statistics				
Motion to approve Consent Agenda as presented				
4. Welcome to New Board Members	n/a			
5. Presentation on Youth Services by Katie Kiekhaefer and Valerie Morris	Discuss			
Ms. Kiekhaefer presented on trends in children’s and young adult literature; youth services operations throughout the Milwaukee County system; current services in youth services at WFB; opportunities for adjusting services at WFB; the focus of ys operations in 2024. Ms. Morris presented on the process she developed and implemented for updating the call numbers of youth non-fiction materials. As of May 2024, we are using “Book Seek” rather than Dewey Decimal.				
6. Barbara Bartley Signage	Motion	Gettinger	Christenson	Unanimous
Director Reed presented information gathered from old files indicating Barbara Bartley should have receive a green ceramic tile, in keeping with other tiles throughout the library which were based on level of donation in 2000-2002. Motion to instruct Director Reed to consult with, and obtain a quote from, Ann Wydeven for creation of a green tile honoring Barbara Bartley.				
7. Policies to Review in 2024	Discuss			
Director Reed discussed information on updating the schedule for reviewing policies in 2024 as presented in packet memo. Board concurred with updated schedule.				
8. Director’s Report	Discuss			
Director Reed discussed her monthly report as presented in packet memo.				
ADJOURNMENT 8:09pm	Motion	Christenson	Jelenchick	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 05/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 42%	Above Target: 53%+	On Target: 32-52%	Under Target: 31%-	
13-00000-41100	Property Taxes	901,360	900,526	-	900,526	-	Ok
13-00000-43792	Other Grants	1,502	-	2,300	(2,300)	100	2023 Grant Disbursed Jan 2024
13-00000-43793	Library MCFLS RB Payment	13,869	57,179	57,191	(12)	100	
13-00000-45209	LIBRARY FINES	23,415	25,000	10,789	14,211	43	
13-00000-45210	Library Replacement Cards	208	150	30	120	20	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	-	-	-	-	
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	1,861	2,639	41	
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	2,378	1,622	59	
13-00000-46715	MISCELLANEOUS REVENUE	2,068	-	40	(40)	100	
13-00000-48501	LIBRARY DONATIONS	1,438	2,000	1,250	750	63	
13-00000-48504	Restricted Donation	104,200	-	-	-	-	
Total Revenue:		1,058,021	993,355	75,840	917,515	8	
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 05/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 42%	Above Target: 53%+	On Target: 32- 52%	Under Target: 31%-	
13-93000-50100	Salaries	571,806	599,350	249,254	350,096	42	
13-93000-50150	FICA Tax	43,047	45,850	18,884	26,966	41	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	23,758	33,252	42	
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,508	(58)	104	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	12,971	17,518	43	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	535	749	42	
13-93000-50181	Disability Insurance Premium	-	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	400	4,101	9	
13-93200-50191	Membership Dues	997	1,200	1,046	154	87	Ok
13-93200-50194	Personnel Related Expenses	489	700	-	700	-	
13-93200-50250	Utilities	46,057	48,000	18,925	29,075	39	Projected \$53,000
13-93200-50251	Telephone/Internet	5,792	5,700	2,012	3,688	35	Projected \$5,900
13-93200-50300	Office Supplies	1,619	2,000	373	1,627	19	
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53	Ok (Bookmarks)
13-93200-50302	Postage	16	25	2	23	7	
13-93200-50303	Covid Supplies	375	250	-	250	-	
13-93200-50360	Building Maintenance	9,948	12,000	18,522	(6,522)	154	Storytime Room Project, funded by Restricted Donations
13-93200-50760	Sales Tax	256	250	138	112	55	
13-93300-50240	IT Support Contract Services	18,667	25,000	5,573	19,427	22	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	1,004	2,196	31	
13-93300-50312	Material Processing/Repairs	3,480	3,400	1,723	1,677	51	
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	8,700	25,350	26	
13-93300-50351	Custodial Supplies	4,144	5,000	2,018	2,982	40	
13-93300-50400	MCFLS Supplies	1,565	1,200	731	469	61	Stocked up at start of year
13-93400-50401	MCFLS Membership	21,423	18,413	15,544	2,869	84	Pay total at start of year 3

13-93400-50402	Programs - Adult	588	500	-	500	-	
13-93400-50403	Programs - Children	317	500	116	384	23	
13-93400-50415	Programs - Young Adults	-	250	-	250	-	
13-93500-50410	Library Collection Materials	80,000	90,000	45,084	44,916	50	
	Fund 22		20,000	-	20,000	-	
	Total Collections		110,000	45,084	64,916	41	Ok
13-93500-50413	Adult DVD's	169	-	-	-	-	
Total Expenditure:		946,104	993,355	429,084	564,271	43	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES							
		1,058,021	993,355	75,840	917,515	8	
TOTAL EXPENDITURES							
		946,104	993,355	429,084	564,271	43	
NET OF REVENUES & EXPENDITURES							
		111,917	-				
BEG. FUND BALANCE							
		47,293	159,209				
END FUND BALANCE							
		159,209	159,209				
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 05/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 42%	Above Target: 53%+	On Target: 32- 52%	Under Target: 31%-	
TOTAL REVENUES							
		20,532	-	6,243			
TOTAL EXPENDITURES							
		23,401	-	-			\$20,000 approved for 2024
NET OF REVENUES & EXPENDITURES							
		(2,869)	-	6,243			
BEG. FUND BALANCE							
		76,857	73,988	73,988			
END FUND BALANCE							
		73,988	73,988	80,231			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 05/31/2024			
01-55500-50350-1001	Maitenance Services (Contracts)	25,986	n/a	11,884			
01-55500-50360-1001	Building Maintenance (Repairs)	33,094	n/a	11,087			

06/21/2024 ACTIVITY BY GL/JOURNAL REPORT FOR WHITEFISH BAY						
TRANSACTIONS FROM 05/01/2023 TO 05/31/2023						
JE #	Date	Description	Reference #	FSETTING	DEBIT	CREDIT
13-00000-11100 CASH IN BANK						
Journal CD: Cash Disbursements						
317161	05/04/2023	Check: Cking 63941	63941	13-00000-21	113.77	
317227	05/05/2023	SUMMARY CD 05/05/2023		Multiple		14,779.97
317471	05/11/2023	SUMMARY CD 05/11/2023		Multiple		1,433.67
317629	05/12/2023	SUMMARY CD 05/12/2023		Multiple		2,306.52
317637	05/15/2023	Check: Cking 63798	63798	13-00000-21	45.00	
317783	05/19/2023	SUMMARY CD 05/19/2023		Multiple		12,774.55
317789	05/24/2023	Check: Cking 63576	63576	13-00000-21	375.00	
317857	05/26/2023	SUMMARY CD 05/26/2023		Multiple		6,471.38
		Journal Totals			533.77	37,766.09
Journal CR: Cash Receipts						
317328	05/02/2023	Daily Library Receipts	201357	Multiple	4,179.25	
317671	05/10/2023	Daily Library Receipts	201547	Multiple	515.54	
317994	05/17/2023	Daily Library Receipts	201707	Multiple	383.60	
318200	05/24/2023	Daily Library Receipts	201852	Multiple	328.09	
318281	05/30/2023	Daily Library Receipts	201949	Multiple	210.20	
		Journal Totals			5,616.68	0.00
Journal GJ: General Journal						
317151	05/09/2023	Monthly Sales Tax ACH Payment	5128	Multiple		12.92
317153	05/31/2023	Monthly WRS ACH Payment	5130	Multiple		2,263.95
		Journal Totals			0.00	2,276.87
Journal PR: Payroll						
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple		24,170.13
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple		24,733.88
		Journal Totals			0.00	48,904.01
Totals for 13-00000-11100						
		Balance 05/01/23:	217,339.45			
		Net Change:	(82,796.52)			
		Balance 05/31/23:	300,135.97			
13-00000-21100 ACCOUNTS PAYABLE						
Journal AP: Accounts Payable						
317184	05/01/2023	MISC BOOKS	1691284	13-93500-50410		9,477.80
317185	05/01/2023	APRIL 2023 STATEMENT	L4211182 4	13-93500-50410		1,473.08
317186	05/01/2023	APRIL 2023 STATEMENT	75003750 4	13-93500-50410		410.02
317187	05/01/2023	APRIL 2023 STATEMENT	L5190172 4	13-93500-50410		981.74
317188	05/01/2023	APRIL 2023 STATEMENT	I6798462 4	13-93500-50410		1,017.46
317189	05/01/2023	APRIL 2023 STATEMENT	L6798382 4	13-93500-50410		122.12
317195	05/01/2023	REFUND - LOST ITEM	05/01/2023	13-00000-45224		8.99
317196	05/01/2023	KKIDS & kSERIES PLAY CREDITS	348416-PPU	13-93500-50410		298.80
317197	05/01/2023	FORMS, NOTICES & POSTAGE	FL-03578	Multiple		285.53
317198	05/01/2023	MONTHLY CHARGES	8070121841	13-93300-50351		486.18
317436	05/01/2023	COLLECTIONS: YOUTH SERVICES	7469	13-93500-50410		8.49
317437	05/01/2023	COLLECTIONS: ADULT SERVICES	4182	13-93500-50410		234.00
317438	05/01/2023	TECH-UPS FOR BASEMENTTECH CAGE	1388	13-93300-50240		415.00
317439	05/01/2023	ALA CONFERENCE-S, NAGEL	2077	13-93200-50190		240.00
317440	05/02/2023	COLLECTIONS: ADULT SERVICES	0702	13-93500-50410		16.95
317441	05/02/2023	COLLECTIONS: YOUTH SERVICES	6302	13-93500-50410		30.00
317442	05/02/2023	BAGS FOR PUZZLES	5925	13-93300-50312		12.90
317443	05/02/2023	WEBCAM CAMERA	5926	13-93300-50240		23.49
317220	05/04/2023	JUNE PREMIUMS	045702 - JU	Multiple		104.48
317568	05/08/2023	LIBRARY COPIER 4/3 - 5/2/2023	AR197402	13-93300-50311		20.00
317569	05/08/2023	LIBRARY COPIER 4/3 - 5/2/2023	AR197403	13-93300-50311		107.66
317570	05/08/2023	TONER CARTRIDGE	AR197588	13-93300-50311		12.48
317571	05/08/2023	LIBRARY CDS	2099077	13-93500-50410		80.00
317572	05/08/2023	LAMINATING ROLLS	623250	13-93300-50312		215.34
317573	05/08/2023	STANDARD PAYMENT	33911443	13-93300-50311		101.00
317574	05/08/2023	PAPERBACK BOOK	81038602	13-93500-50410		21.00
317575	05/08/2023	PAPERBACK BOOK	81102161	13-93500-50410		21.00
317576	05/08/2023	TRAINING - LIBRARY PROCESSING & BOOK REP	4/12/2023	13-93200-50190		26.20
317577	05/08/2023	PLAYAWAY BOOKS	424623	13-93500-50410		1,654.35
317578	05/08/2023	PLAYAWAY BOOK & USB CORD	425841	13-93500-50410		47.49
317467	05/10/2023	MONTHLY CHARGES	0918	Multiple		105.72
317468	05/10/2023	MONTHLY CHARGES	8161	Multiple		347.12
317747	05/16/2023	JUNE 2023 PREMIUMS	1956516	Multiple		244.38

317748	05/16/2023	JUNE 2023 PREMIUMS	7976721893	Multiple		3,971.05	
317759	05/16/2023	APRIL 2023 CHARGES	4581036142	Multiple		3,246.23	
317770	05/18/2023	SAVANNAH ANNUAL SUBSCRIPTION FEB 2023-JA	4201	13-93500-50410		4,500.00	
317771	05/18/2023	ZOOM MEETING & WEBINAR SUBSCRIPTION	2023-13010	13-93300-50240		230.00	
317772	05/18/2023	MISC PROCESSING MATERIALS	7303198	13-93300-50312		187.89	
317781	05/18/2023	PERFORMANCE 7/26/2023	5/17/2023	13-93400-50402		350.00	
317801	05/22/2023	MARCH 2023 JANITORIAL	033123-WF	13-93300-50350		2,900.00	
317802	05/22/2023	APRIL 2023 JANITORIAL	043023-WF	13-93300-50350		2,900.00	
317803	05/22/2023	MISC LIBRARY CDS	2100300	13-93500-50410		200.00	
317804	05/22/2023	MISC BOOKS	81165711	13-93500-50410		86.38	
317805	05/22/2023	WORK PERMIT APPLICATION FEE REIMBURSEMEN	5/19/2023	13-93200-50194		10.00	
318070	05/31/2023	PAPERTOWEL	8070435195	13-93200-50300		394.74	
		Journal Totals			0.00	37,627.06	
Journal CD: Cash Disbursements							
317161	05/04/2023	Check: Cking 63941	63941	13-00000-11100		113.77	
317227	05/05/2023	SUMMARY CD 05/05/2023		Multiple	14,779.97		
317471	05/11/2023	SUMMARY CD 05/11/2023		Multiple	1,433.67		
317629	05/12/2023	SUMMARY CD 05/12/2023		Multiple	2,306.52		
317637	05/15/2023	Check: Cking 63798	63798	13-00000-11100		45.00	
317783	05/19/2023	SUMMARY CD 05/19/2023		Multiple	12,774.55		
317789	05/24/2023	Check: Cking 63576	63576	13-00000-11100		375.00	
317857	05/26/2023	SUMMARY CD 05/26/2023		Multiple	6,471.38		
		Journal Totals			37,766.09	533.77	
Totals for 13-00000-21100					37,766.09	38,160.83	
		Balance 05/01/23:	0.00				
		Net Change:	394.74				
		Balance 05/31/23:	394.74				
13-00000-21550 DEPOSITS/SUSPENSE							
Journal CR: Cash Receipts							
318200	05/24/2023	DEPOSITS/SUSPENSE	201852	Multiple		11.00	
		Journal Totals			0.00	11.00	
Totals for 13-00000-21550					0.00	11.00	
		Balance 05/01/23:	8.40				
		Net Change:	11.00				
		Balance 05/31/23:	19.40				
13-00000-25200 Health Insurance - PR Deduction							
Journal AP: Accounts Payable							
317748	05/16/2023	JUNE 2023 PREMIUMS	7976721893	Multiple	3,971.05		
		Journal Totals			3,971.05	0.00	
Journal PR: Payroll							
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple		3,971.05	
		Journal Totals			0.00	3,971.05	
Totals for 13-00000-25200					3,971.05	3,971.05	
		Balance 05/01/23:	952.90				
		Net Change:	0.00				
		Balance 05/31/23:	952.90				
13-00000-25202 Dental Insurance - PR Deduction							
Journal AP: Accounts Payable							
317747	05/16/2023	JUNE 2023 PREMIUMS	1956516	Multiple	244.38		
		Journal Totals			244.38	0.00	
Journal PR: Payroll							
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple		244.38	
		Journal Totals			0.00	244.38	
Totals for 13-00000-25202					244.38	244.38	
		Balance 05/01/23:	767.23				
		Net Change:	0.00				
		Balance 05/31/23:	767.23				
13-00000-25210 Life Insurance - PR Deduction							
Journal AP: Accounts Payable							
317220	05/04/2023	JUNE PREMIUMS	045702 - JU	Multiple	104.48		
		Journal Totals			104.48	0.00	

Journal PR: Payroll						
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple		104.48
		Journal Totals			0.00	104.48
Totals for 13-00000-25210					104.48	104.48
		Balance 05/01/23:	0.00			
		Net Change:	0.00			
		Balance 05/31/23:	0.00			
13-00000-25400 WRS Retirement - Payroll Deduction						
Journal GJ: General Journal						
317153	05/31/2023	Monthly WRS ACH Payment	5130	Multiple	2,263.95	
		Journal Totals			2,263.95	0.00
Journal PR: Payroll						
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple		1,116.16
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple		1,146.79
		Journal Totals			0.00	2,262.95
Totals for 13-00000-25400					2,263.95	2,262.95
		Balance 05/01/23:	1,371.52			
		Net Change:	(1.00)			
		Balance 05/31/23:	1,370.52			
13-00000-45209 LIBRARY FINES						
Journal CR: Cash Receipts						
317328	05/02/2023	LIBRARY FINES	201357	Multiple		63.15
317671	05/10/2023	LIBRARY FINES	201547	Multiple		226.71
317994	05/17/2023	LIBRARY FINES	201707	Multiple		220.20
318200	05/24/2023	LIBRARY FINES	201852	Multiple		130.95
318281	05/30/2023	LIBRARY FINES	201949	Multiple		133.70
		Journal Totals			0.00	774.71
Totals for 13-00000-45209					0.00	774.71
		Balance 05/01/23:	10,528.80			
		Net Change:	774.71			
		Balance 05/31/23:	11,303.51			
13-00000-45210 Library Replacement Cards						
Journal CR: Cash Receipts						
317671	05/10/2023	Library Replacement Cards	201547	Multiple		4.00
317994	05/17/2023	Library Replacement Cards	201707	Multiple		2.00
318200	05/24/2023	Library Replacement Cards	201852	Multiple		2.00
		Journal Totals			0.00	8.00
Totals for 13-00000-45210					0.00	8.00
		Balance 05/01/23:	22.00			
		Net Change:	8.00			
		Balance 05/31/23:	30.00			
13-00000-45224 LIBRARY DAMAGE RECOVERY						
Journal AP: Accounts Payable						
317195	05/01/2023	REFUND - LOST ITEM	05/01/2023	13-00000-21	8.99	
		Journal Totals			8.99	0.00
Totals for 13-00000-45224					8.99	0.00
		Balance 05/01/23:	0.00			
		Net Change:	(8.99)			
		Balance 05/31/23:	8.99 DR			
13-00000-46712 LIBRARY ROOM RENT						
Journal CR: Cash Receipts						
317328	05/02/2023	LIBRARY ROOM RENT	201357	Multiple		975.00
		Journal Totals			0.00	975.00
Totals for 13-00000-46712					0.00	975.00
		Balance 05/01/23:	1,200.00			
		Net Change:	975.00			
		Balance 05/31/23:	2,175.00			
13-00000-46713 LIBRARY COPY AND FAX FEES						
Journal CR: Cash Receipts						
317328	05/02/2023	LIBRARY COPY AND FAX FEES	201357	Multiple		21.10

317671	05/10/2023	LIBRARY COPY AND FAX FEES	201547	Multiple		284.83	
317994	05/17/2023	LIBRARY COPY AND FAX FEES	201707	Multiple		48.00	
318200	05/24/2023	LIBRARY COPY AND FAX FEES	201852	Multiple		37.40	
318281	05/30/2023	LIBRARY COPY AND FAX FEES	201949	Multiple		76.50	
		Journal Totals			0.00	467.83	
Totals for 13-00000-46713						0.00	467.83
		Balance 05/01/23:	1,559.51				
		Net Change:	467.83				
		Balance 05/31/23:	2,027.34				
13-00000-46715 MISCELLANEOUS REVENUE							
Journal CR: Cash Receipts							
317994	05/17/2023	MISCELLANEOUS REVENUE	201707	Multiple		113.40	
318200	05/24/2023	MISCELLANEOUS REVENUE	201852	Multiple		146.74	
		Journal Totals			0.00	260.14	
Totals for 13-00000-46715						0.00	260.14
		Balance 05/01/23:	0.00				
		Net Change:	260.14				
		Balance 05/31/23:	260.14				
13-00000-48501 LIBRARY DONATIONS							
Journal CR: Cash Receipts							
317328	05/02/2023	LIBRARY DONATIONS	201357	Multiple		120.00	
		Journal Totals			0.00	120.00	
Totals for 13-00000-48501						0.00	120.00
		Balance 05/01/23:	470.99				
		Net Change:	120.00				
		Balance 05/31/23:	590.99				
13-00000-48504 Restricted Donation							
Journal CR: Cash Receipts							
317328	05/02/2023	Restricted Donation - Library Website	201357	Multiple		3,000.00	
		Journal Totals			0.00	3,000.00	
Totals for 13-00000-48504						0.00	3,000.00
		Balance 05/01/23:	0.00				
		Net Change:	3,000.00				
		Balance 05/31/23:	3,000.00				
13-93000-50100 Salaries							
Journal PR: Payroll							
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple	22,509.47		
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple	22,283.23		
		Journal Totals			44,792.70	0.00	
Totals for 13-93000-50100						44,792.70	0.00
		Balance 05/01/23:	175,047.86				
		Net Change:	44,792.70				
		Balance 05/31/23:	219,840.56				
13-93000-50150 FICA Tax							
Journal PR: Payroll							
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple	1,660.66		
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple	1,700.65		
		Journal Totals			3,361.31	0.00	
Totals for 13-93000-50150						3,361.31	0.00
		Balance 05/01/23:	13,129.78				
		Net Change:	3,361.31				
		Balance 05/31/23:	16,491.09				
13-93000-50160 Health/Dental Insurance Premium							
Journal PR: Payroll							
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple	4,965.43		
		Journal Totals			4,965.43	0.00	
Totals for 13-93000-50160						4,965.43	0.00
		Balance 05/01/23:	19,861.72				

		Net Change:	4,965.43				
		Balance 05/31/23:	24,827.15				
13-93000-50170 Retirement Contribution - ER portion							
Journal PR: Payroll							
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple	1,116.16		
317639	05/19/2023	SUMMARY PR 05/19/2023		Multiple	1,146.79		
		Journal Totals			2,262.95	0.00	
Totals for 13-93000-50170							
		Balance 05/01/23:	8,981.63				
		Net Change:	2,262.95				
		Balance 05/31/23:	11,244.58				
13-93000-50180 Group Life Insurance Premium							
Journal PR: Payroll							
317148	05/05/2023	SUMMARY PR 05/05/2023		Multiple	104.48		
		Journal Totals			104.48	0.00	
Totals for 13-93000-50180							
		Balance 05/01/23:	417.92				
		Net Change:	104.48				
		Balance 05/31/23:	522.40				
13-93200-50190 Training/Meetings/Travel							
Journal AP: Accounts Payable							
317439	05/01/2023	ALA CONFERENCE-S, NAGEL	2077	13-00000-21	240.00		
317576	05/08/2023	TRAINING - LIBRARY PROCESSING & BOOK REP	4/12/2023	13-00000-21	26.20		
		Journal Totals			266.20	0.00	
Totals for 13-93200-50190							
		Balance 05/01/23:	2,012.53				
		Net Change:	266.20				
		Balance 05/31/23:	2,278.73				
13-93200-50194 Personnel Related Expenses							
Journal AP: Accounts Payable							
317805	05/22/2023	WORK PERMIT APPLICATION FEE REIMBURSEMEN	5/19/2023	13-00000-21	10.00		
		Journal Totals			10.00	0.00	
Totals for 13-93200-50194							
		Balance 05/01/23:	0.00				
		Net Change:	10.00				
		Balance 05/31/23:	10.00				
13-93200-50250 Utilities							
Journal AP: Accounts Payable							
317759	05/16/2023	APRIL 2023 CHARGES	4581036142	Multiple	3,246.23		
		Journal Totals			3,246.23	0.00	
Totals for 13-93200-50250							
		Balance 05/01/23:	13,504.16				
		Net Change:	3,246.23				
		Balance 05/31/23:	16,750.39				
13-93200-50251 Telephone/Internet							
Journal AP: Accounts Payable							
317467	05/10/2023	MONTHLY CHARGES	0918	Multiple	105.72		
317468	05/10/2023	MONTHLY CHARGES	8161	Multiple	347.12		
		Journal Totals			452.84	0.00	
Totals for 13-93200-50251							
		Balance 05/01/23:	1,428.61				
		Net Change:	452.84				
		Balance 05/31/23:	1,881.45				
13-93200-50300 Office Supplies							
Journal AP: Accounts Payable							
318070	05/31/2023	PAPERTOWEL	8070435195	13-00000-21	394.74		
		Journal Totals			394.74	0.00	
Totals for 13-93200-50300							
		Balance 05/01/23:	740.89				

		Net Change:	394.74				
		Balance 05/31/23:	1,135.63				
13-93200-50760 Sales Tax							
Journal GJ: General Journal							
317151	05/09/2023	Monthly Sales Tax ACH Payment	5128	Multiple	12.92		
		Journal Totals			12.92	0.00	
Totals for 13-93200-50760							
		Balance 05/01/23:	69.77				
		Net Change:	12.92				
		Balance 05/31/23:	82.69				
13-93300-50240 IT Support Contract Services							
Journal AP: Accounts Payable							
317197	05/01/2023	FORMS, NOTICES & POSTAGE	FL-03578	Multiple	64.38		
317438	05/01/2023	TECH-UPS FOR BASEMENTTECH CAGE	1388	13-00000-21	415.00		
317443	05/02/2023	WEBCAM CAMERA	5926	13-00000-21	23.49		
317771	05/18/2023	ZOOM MEETING & WEBINAR SUBSCRIPTION	2023-13010	13-00000-21	230.00		
		Journal Totals			732.87	0.00	
Totals for 13-93300-50240							
		Balance 05/01/23:	3,455.07				
		Net Change:	732.87				
		Balance 05/31/23:	4,187.94				
13-93300-50311 Copier Maintenance/Repair							
Journal AP: Accounts Payable							
317568	05/08/2023	LIBRARY COPIER 4/3 - 5/2/2023	AR197402	13-00000-21	20.00		
317569	05/08/2023	LIBRARY COPIER 4/3 - 5/2/2023	AR197403	13-00000-21	107.66		
317570	05/08/2023	TONER CARTRIDGE	AR197588	13-00000-21	12.48		
317573	05/08/2023	STANDARD PAYMENT	33911443	13-00000-21	101.00		
		Journal Totals			241.14	0.00	
Totals for 13-93300-50311							
		Balance 05/01/23:	755.24				
		Net Change:	241.14				
		Balance 05/31/23:	996.38				
13-93300-50312 Material Processing/Repairs							
Journal AP: Accounts Payable							
317442	05/02/2023	BAGS FOR PUZZLES	5925	13-00000-21	12.90		
317572	05/08/2023	LAMINATING ROLLS	623250	13-00000-21	215.34		
317772	05/18/2023	MISC PROCESSING MATERIALS	7303198	13-00000-21	187.89		
		Journal Totals			416.13	0.00	
Totals for 13-93300-50312							
		Balance 05/01/23:	1,847.12				
		Net Change:	416.13				
		Balance 05/31/23:	2,263.25				
13-93300-50350 Maintenance Service & Supplies							
Journal AP: Accounts Payable							
317801	05/22/2023	MARCH 2023 JANITORIAL	033123-WF	13-00000-21	2,900.00		
317802	05/22/2023	APRIL 2023 JANITORIAL	043023-WF	13-00000-21	2,900.00		
		Journal Totals			5,800.00	0.00	
Totals for 13-93300-50350							
		Balance 05/01/23:	5,800.00				
		Net Change:	5,800.00				
		Balance 05/31/23:	11,600.00				
13-93300-50351 Custodial Supplies							
Journal AP: Accounts Payable							
317198	05/01/2023	MONTHLY CHARGES	8070121841	13-00000-21	486.18		
		Journal Totals			486.18	0.00	
Totals for 13-93300-50351							
		Balance 05/01/23:	774.49				
		Net Change:	486.18				
		Balance 05/31/23:	1,260.67				
13-93300-50400 MCFLS Supplies							

Journal AP: Accounts Payable						
317197	05/01/2023	FORMS, NOTICES & POSTAGE	FL-03578	Multiple	221.15	
		Journal Totals			221.15	0.00
Totals for 13-93300-50400					221.15	0.00
		Balance 05/01/23:	198.68			
		Net Change:	221.15			
		Balance 05/31/23:	419.83			
13-93400-50402 Programs - Adult						
Journal AP: Accounts Payable						
317781	05/18/2023	PERFORMANCE 7/26/2023	5/17/2023	13-00000-21	350.00	
		Journal Totals			350.00	0.00
Totals for 13-93400-50402					350.00	0.00
		Balance 05/01/23:	212.69			
		Net Change:	350.00			
		Balance 05/31/23:	562.69			
13-93500-50410 Library Collection Materials						
Journal AP: Accounts Payable						
317184	05/01/2023	MISC BOOKS	1691284	13-00000-21	9,477.80	
317185	05/01/2023	APRIL 2023 STATEMENT	L4211182 4/	13-00000-21	1,473.08	
317186	05/01/2023	APRIL 2023 STATEMENT	75003750 4/	13-00000-21	410.02	
317187	05/01/2023	APRIL 2023 STATEMENT	L5190172 4/	13-00000-21	981.74	
317188	05/01/2023	APRIL 2023 STATEMENT	I6798462 4/	13-00000-21	1,017.46	
317189	05/01/2023	APRIL 2023 STATEMENT	L6798382 4/	13-00000-21	122.12	
317196	05/01/2023	KKIDS & kSERIES PLAY CREDITS	348416-PPU	13-00000-21	298.80	
317436	05/01/2023	COLLECTIONS: YOUTH SERVICES	7469	13-00000-21	8.49	
317437	05/01/2023	COLLECTIONS: ADULT SERVICES	4182	13-00000-21	234.00	
317440	05/02/2023	COLLECTIONS: ADULT SERVICES	0702	13-00000-21	16.95	
317441	05/02/2023	COLLECTIONS: YOUTH SERVICES	6302	13-00000-21	30.00	
317571	05/08/2023	LIBRARY CDS	2099077	13-00000-21	80.00	
317574	05/08/2023	PAPERBACK BOOK	81038602	13-00000-21	21.00	
317575	05/08/2023	PAPERBACK BOOK	81102161	13-00000-21	21.00	
317577	05/08/2023	PLAYAWAY BOOKS	424623	13-00000-21	1,654.35	
317578	05/08/2023	PLAYAWAY BOOK & USB CORD	425841	13-00000-21	47.49	
317770	05/18/2023	SAVANNAH ANNUAL SUBSCRIPTION FEB 2023-JA	4201	13-00000-21	4,500.00	
317803	05/22/2023	MISC LIBRARY CDS	2100300	13-00000-21	200.00	
317804	05/22/2023	MISC BOOKS	81165711	13-00000-21	86.38	
		Journal Totals			20,680.68	0.00
Totals for 13-93500-50410					20,680.68	0.00
		Balance 05/01/23:	32,295.77			
		Net Change:	20,680.68			
		Balance 05/31/23:	52,976.45			
22-00000-11100 CASH IN BANK						
Journal CR: Cash Receipts						
317328	05/02/2023	Daily Library Receipts	201357	Multiple	7,000.00	
		Journal Totals			7,000.00	0.00
Totals for 22-00000-11100					7,000.00	0.00
		Balance 05/01/23:	186,269.05			
		Net Change:	7,000.00			
		Balance 05/31/23:	179,269.05			
22-00000-13100 LGIP INVESTMENTS						
Journal GJ: General Journal						
318483	05/31/2023	Monthly LGIP Interest	5149	Multiple	1,136.92	
		Journal Totals			1,136.92	0.00
Totals for 22-00000-13100					1,136.92	0.00
		Balance 05/01/23:	267,087.83			
		Net Change:	1,136.92			
		Balance 05/31/23:	268,224.75			
22-00000-48110 INVESTMENT INCOME						
Journal GJ: General Journal						
318483	05/31/2023	Monthly LGIP Interest	5149	Multiple		1,136.92
		Journal Totals			0.00	1,136.92

Totals for 22-00000-48110					0.00	1,136.92	
		Balance 05/01/23:	3,961.84				
		Net Change:	1,136.92				
		Balance 05/31/23:	5,098.76				
22-00000-48501 LIBRARY DONATIONS							
Journal CR: Cash Receipts							
317328	05/02/2023	LIBRARY DONATIONS	201357	Multiple		7,000.00	
		Journal Totals			0.00	7,000.00	
Totals for 22-00000-48501					0.00	7,000.00	
		Balance 05/01/23:	0.00				
		Net Change:	7,000.00				
		Balance 05/31/23:	7,000.00				

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Department Reports



Circulation Services (Hoge)

Technology

Our new Countycat tablets are up and running in the Adult Services wing. They are attached to the side of the stacks (one in the middle of the building and one further north). We have placed one at ADA height and one at an average standing height. Thanks to Friends of the WFBPL for the funds to make this happen!

I am working on the Technology Plan update for 2025-2028 and as a part of that will be putting together a 'Technology Repository' to hold information about all of our technology for ease of tracking and updating in the future.

Aspen Discovery Catalog

The final conversion to the new Countycat software occurred over night on June 19th into the morning of June 20th. We are still finding a few small issues but overall the implementation seemed to go smoothly.

Summer Reading

Summer Reading started Monday June 10th and as is typical the Circulation Desk was hopping as families came in to get new library cards or renew current cards. We are always happy to see such activity at the library! In the first 2 weeks of SRP, Circ Staff have helped set up over 50 new library cards! That is usually what we see in one whole month!

WLA Conference Committee

Due to extreme weather our onsite committee meeting at the KI Center in Green Bay in May was canceled and rescheduled to August. I'm excited that our YS Librarian Valerie Morris was selected to give a presentation on the new Youth NonFiction reorganization at the conference!

Youth Services (Kiekhaefer)

Collection Development

- We will be adding to our X Wonderbooks collections thanks to donations in memory of Zachary Niederjohn.

Summer Reading Program

- Summer Reading Program officially began on June 10th and as of June 20th we have 667 kids and teens signed up for the program.

Meetings and Trainings

- Scott and I have continued training with the circulation assistants who will be subbing at the reference desks.

Outreach:

- I hosted two storytimes for groups from Tree of Life Preschool in WFB.
- As part of summer reading program promotion, I visited:

- Richards 4K classes
- K5-5th at Cumberland
- a handful of classes at St. Monica
- 6th graders at the middle school.

Adult Services (Lenski)

Programs

The library was approached by PNC Bank as they wanted to offer some programming. After talking with them we decided to try offer two different sessions, one on preventing identity theft and another on the ins and outs of mobile banking. We had 7 attendees at the identity theft session and 3 at the mobile banking session. While turnout was not that large, offering these educational sessions help fill a need for folks and the amount of work for library is staff is mostly related to marketing and room setup for the program. On May 30 the library teamed up with a local documentary filmmaker Laj Perhad Waghray to show her film about artists and how they use their hands in their work. Laj talked about the film and answered questions from the audience. We had 25 people attend this program. We also had scheduled a team trivia night but we only had 1 team sign up. We are going to try to do this program again in the fall.

Collection Development

We have begun shifting in the nonfiction collection starting at the back of the collection. We are working our way forward to the front of the collection. We are shifting to more evenly spread out the books, so that areas with full shelves have more space available for new materials. I also have staff weeding in the music CD collection which has not been in some time.

Book and DVD Displays

For the book display we highlighted gardening books, as we had the seed library out near the display. For DVDs we highlighted movies about moms for Mother's Day.

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	123,183	
2024	27,157	26,176	27,834	27,040	25,836									134,043	
23-24	8%	10%	4%	12%	10%									9%	
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	103,078	
2024	21,828	21,092	22,149	22,514	20,824									108,407	
23-24	3%	6%	-2%	12%	7%									5%	
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	20,105	
2024	5,329	5,084	5,685	4,526	5,012									25,636	
23-24	30%	34%	33%	15%	24%									28%	
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%	19.5%	
2024	24%	24%	26%	20%	24%									23.7%	
23-24	26%	26%	36%	3%	16%									21%	
LIBBY (Formerly Overdrive. Print books, Audio books, Music)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	15,421	
2024	3,738	3,522	3,965	3,334	3,488									18,047	
23-24	21%	21%	20%	10%	13%									17%	
HOOPLA (Print Books, Audio Books, Music, Movies)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	1,964	
2024	476	451	498	526	475									2,426	
23-24	17%	38%	25%	39%	5%									24%	
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	1,476	
2024	862	878	912	486	790									3,928	
23-24	198%	200%	173%	84%	167%									166%	
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	1,221	
2024	253	233	310	180	259									1,235	
23-24	-12%	-16%	36%	-22%	31%									1%	
KANOPY (Unique Users)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	66	59	53	56	47	50	50	47	50	55	48	52	633	281	
2024	49	44	48	45	47									233	
23-24	-26%	-25%	-9%	-20%	0%									-17%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

NewsBank		Started Nov 2023													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2023											65	74	139		
2024	53	62	43	51	10										
23-24															
Ancestry															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	168	229	65	446	590	259	84	286	131	35	181	243	2,717	1,498	
2024	30	184	110	315	5									644	
23-24	-82%	-20%	69%	-29%	-99%									-57%	
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	39,342	
2024	8,962	9,134	9,574	9,820	8,985									46,475	
23-24	5%	39%	8%	31%	14%									18%	
SELF-CHECK AS % OF TRADITIONAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	40%	33%	39%	37%	41%	47%	48%	48%	43%	43%	42%	42%	40%	38.1%	
2024	41%	43%	43%	44%	43%									42.9%	
23-24	2%	31%	10%	17%	6%									12%	
STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922	10,889	10,931	10,389	142,487	62,330	
2024	12,009	11,015	11,712	11,916	11,073									57,725	
23-24	-5%	-16%	-11%	-3%	-1%									-7%	
	-603	-2,089	-1,481	-376	-56									-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	116	
2024	9	33	21	19	31									113	
23-24	-55%	50%	-46%	-21%	182%									-3%	
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	1,293	
2024	848	910	842	759	735									4,094	
23-24	28167%	338%	99%	145%	111%									217%	
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	22,329	
2024	5,270	4,727	4,650	5,160	5,146									24,953	
23-24	10%	15%	9%	15%	10%									12%	
WIRELESS (Unique Users)															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total	
2023	1,569	1,307	1,330	1,528	1,617	1,702	1,499	1,606	1,588	1,818	1,784	1,742	19,090	7,351	
2024	1,907	1,709	1,744	1,920	1,813									9,093	
23-24	22%	31%	31%	26%	12%									24%	
WIRELESS (Avg MB Usage per Client)															

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total		
2023	523	601	635	455	443	450	405	400	445	385	540	505	5,786	2,656		
2024	467	558	437	419	500									2,380		
23-24	-11%	-7%	-31%	-8%	13%									-10%		
PC USER SESSIONS - # OF ADULT SESSIONS																
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total		
2023	1,076	1,052	1,089	1,019	943	1,033	992	1,315	1,131	968	1,043	922	12,583	5,179		
2024	724	956	933	1,053	1,017									4,683		
23-24	-33%	-9%	-14%	3%	8%									-10%		
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	0		
2024	727	689	809	684	709									3,618		
23-24																
PC USER SESSIONS - # OF TOTAL SESSIONS																
										Nov/Dec 2019 lost in server transition; estimate						
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	5,179		
2024	1,451	1,645	1,742	1,737	1,726									8,301		
23-24	35%	56%	60%	70%	83%									60%		
PC USER SESSIONS - # OF ADULT HOURS																
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	2,674		
2024	353	493	495	525	530									2,396		
23-24	-33%	-15%	-10%	0%	8%									-10%		
PC USER SESSIONS - # OF KIDS HOURS																
						More, shorter sessions from a year before										
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	0		
2024	314	297	347	300	309									1,567		
23-24																
PC USER SESSIONS - # OF TOTAL HOURS																
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			2,674		
2024	667	790	842	825	839									3,963		
23-24	27%	36%	53%	57%	72%									48%		
DOOR COUNT PER MONTH 2020 Door Counter Quit Working. Didn't replace until 2021.																
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total		
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,890	150,500	60,219		
2024	12,294	12,280	12,468	13,935	12,967									63,944		
23-24	3%	7%	3%	7%	12%									6%		

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Library Board Officer Elections



WFB Public Library Mission Statement

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

Background

Per the Board Bylaws, election of officers shall occur in June. President and Vice President serve one year terms.

**Article III
OFFICERS**

Section 1. The officers shall be a president and a vice-president, elected from among the appointed trustees at the annual meeting of the Board. An officer may succeed him/herself no more than twice. An officer may be re-elected to the same position after a lapse of one year. The library director shall serve as the recording secretary.

Section 2. Officers shall serve a term of one year from the annual meeting, which is designated as the June meeting, or until their successors are duly elected.

Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, set the agenda for the meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The president shall be a voting member of the library board.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The library director is designated to perform the duties of the recording secretary. The recording secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

2024 Slate

President – Sarah Leinweber

Vice President – Erin Jelenchick

Next Steps

1. Does Trustee Leinweber accept nomination for President?
2. Does anyone wish to nominate (or self-nominate) another candidate for President?
3. If so, does that candidate accept the nomination for President?
4. Does Trustee Jelenchick accept nomination for Vice President?
5. Does anyone wish to nominate (or self-nominate) another candidate for Vice President?
6. If so, does that candidate accept the nomination for Vice President?

Majority vote of those in attendance determines officers.

Recommendation

1. Motion to vote for President.
 - a. If more than one candidate, do roll call vote.
2. Motion to vote for Vice President.
 - a. If more than one candidate, do roll call vote.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Patron Registration Policy



WFB Public Library Mission Statement

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

Background

The existing Patron Registration Policy was approved in 2006 and amended in 2013. Over the years, MCFLS has adjusted system regulations that affect the accuracy of our policy. The purpose of today's meeting is to explore choices for the types of cards WFBPL provides and to discuss ways to modernize our patron registration process.

Attached are the current policy and a draft policy with sample revisions, compiled by Director Reed and Theresa Hoge, Head of Circulation Services. Also included is info from other libraries for comparison and inspiration.

Next Steps

Based on Board discussion, staff will bring updated draft policy to July or August 2024 Board meeting for continued discussion and approval.

PATRON REGISTRATION

Eligibility

Residents of Milwaukee County whose home libraries have signed the Member Agreement may receive a Milwaukee County Federated Library System (MCFLS) card at the Whitefish Bay Public Library. Restrictions and requirements are usually uniform with other MCFLS member libraries. Exceptions to the MCFLS guidelines and local restrictions are made at the approval of the Library Director.

Registration

- Patrons may start registration using the MCFLS Online Registration form available on Countycat. This registration is temporary to provide patrons immediate access to online databases but cannot be used for physical item check outs until **the patron converts to a permanent account. Such conversion requires providing** the necessary documentation in person at one of the Milwaukee County public libraries.
- **If this account is not converted to a permanent account the online registration is deleted based on a schedule set by MCFLS.**

At the Whitefish Bay Public Library, a patron must present a valid library card or a valid photo ID in order to check out any library materials.

16 and Older Registration (Teen and Adult)

Patrons 16 years old and older **must present photo identification** with their name and documentation of current address. Please be sure the information you are providing is accurate as it is unlawful to provide false information to receive a library card.

Examples of acceptable name identification:

- Valid Driver's license or state ID
- Valid **Municipal** ID (corrected typo) (does this have a photo)
- Current Student Photo ID
- Current Military Photo ID
- Employment Photo ID
- Valid Wisconsin License which includes physical characteristics, such as a fishing or hunting license (not a photo)
- Passport
- **Birth Certificate (does not have a photo)**

Examples of acceptable Name and Address identification:

- Valid Driver's license or state ID
- Valid Municipal ID
- Voter ID or Voter registration via MyVote.gov
- Valid & current rental or lease agreement. Cannot be handwritten.
- Postmarked mail received at your home within the last 30 days. No window envelopes, junk mail or magazines.
- Utility bills mailed to your home or viewed on your mobile account.
- Recent report card for school showing name and address.

- Current school schedule showing name and address.
- Current insurance card or information showing name and address.
- Recent paycheck stub showing name and address.
- Pre-printed personal checks in checkbook. (this can be faked)
- Vehicle registration.

0 – 15 Year Old Registration (Child)

- Registration of a minor under 16 years of age requires the signature of a parent or legal guardian along with proof of parent/guardian name and current address (see requirements above).
- Parents or legal guardians are responsible for the materials borrowed on that card, including any fines or fees incurred.

Homebound

Patrons unable to come in person to the Whitefish Bay Public Library to confirm identity and address should contact the Library Director or the Head of Circulation for assistance.

Registration Renewal

Library accounts must be renewed every 2 years in order to confirm patron residency and contact information. Renewals may be done automatically via eVerify, online via CountyCat Online Renewal Request form, or in person at any public library in Milwaukee County. See acceptable documentation under Registration as the same requirements apply at renewal.

Lost Cards

- Patrons having to replace a lost or stolen card will be assessed a fee unless the account is at renewal.
- Patrons are responsible for alerting the Library of a card that has been lost or stolen as soon as possible.

Access Cards

School/Nursing Home/Day Care Center

- Valid for 1 year only.
- Usual fines and fees apply.
- Must register at the Library in the community where facility is located.
- Each year at renewal a signed authorization letter must be received on school/nursing home/daycare letterhead requesting renewal and providing names of staff allowed to use card.

Business Card

- Valid for 1 year.
- Usual fines and fees apply.
- Register at library of community where business is located.
- Each year at renewal a signed authorization letter must be received on business. letterhead requesting renewal and providing names of staff allowed to use card.
- Items checked out must be business related and not for personal use.

Fee Card

- Valid for 1 year.
- Usual fines and fees apply.
- ~~Available to residents whose home libraries are not a member of MCFLS~~
- Available to Wisconsin residents who do not live in Milwaukee County.

- \$50 per card (We typically only have one. Should we increase cost to “average” tax rate = \$140? Or eliminate fee?).
- Limited for use at the Whitefish Bay Public Library for Whitefish Bay Public Library materials ONLY. Holds may be placed on Whitefish Bay Public Library materials ONLY.
- Fee cardholders are governed by the restrictions and regulations of the issuing library which are in accordance with the restrictions and regulations agreed to by MCFLS.

New ideas

- Combine the 3 special card types into a free “access” card for those who live outside of Milwaukee County. If a business or school, still require letterhead and list of authorized users.
 - No use of T&T items with access card?
 - Or limit to a smaller # of items at a time?
- Move 16 & 17 year olds from child card to adult/general card.
 - Matches state law for privacy and parental access.

WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



Whitefish Bay, WI 53217

www.wfblibrary.org

Patron Registration

Eligibility

Residents of Milwaukee County whose home libraries have signed the Member Agreement may receive a Milwaukee County Federated Library System (MCFLS) card at the Whitefish Bay Public Library. Restrictions and requirements are usually uniform with other MCFLS member libraries. Exceptions to the MCFLS guidelines and local restrictions are made at the approval of the Library Director.

Registration -- Adult

- Patron must present photo identification and documentation with a current address. A patron who has no photo identification must present two documents with a current address.
- Registration cards must be filled out and signed at the library. An exception may be made with the Library Director's approval.
- Patrons 65 years and older qualify for senior status. See the Circulation policy for details.

Registration -- Minor

- Registration of a minor under 16 years of age requires the signature of a parent or legal guardian.
- A minor must be able to print his/her first and last name in the area designated on the registration card.
- Parents or legal guardians are responsible for the materials borrowed on that card, including any fines or fees incurred.

Registration Renewal

Patron registration expires every two years, at which time patrons must present identification with a current address to update the patron record. If the patron has a SAM record for computer use, the record will be updated at this time.

Lost cards

Patrons having to replace a lost or stolen card will be assessed a fee. Patrons are responsible for alerting the Library of a card that has been lost or stolen.

Fee Cards

Whitefish Bay Public Library fee cards are available to those residents whose home libraries are not a member of MCFLS. The charge for a fee card is \$50.00 per year. Payment must be made prior to the card being issued and may be in the form of a personal check, corporate check or cash. Fee cards are limited for use at the Whitefish

Page 1 of 2

Whitefish Bay Public Library
Patron Registration Policy

Approved by the Whitefish Bay Library Board of Trustees March 14, 2006.

Revised and approved by the Whitefish Bay Library Board of Trustees May 21, 2013.

Bay Public Library for Whitefish Bay Public Library materials ONLY. Fee cardholders are governed by the restrictions and regulations of the issuing library. These are in accordance with the restrictions and regulations agreed to by MCFLS. Fee cardholders may place holds on WFB materials only.

Getting and Using a Library Card

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender, gender expression, or sexual orientation. Library records, including materials consulted or borrowed, database search records, reference interviews, circulation records, registration records, and all other personally identifiable uses of Library materials, computers, facilities, or services are confidential. For more information, view the Confidentiality of Library Records and Library Use Policy.

GETTING A LIBRARY CARD

Patrons who borrow materials from the Library must have a valid library card issued by Platteville Public Library or other members of the Southwest Wisconsin Library System. Library cards can be applied for in-person, or temporary cards online.

- Because patrons are legally responsible for all items borrowed on their card, all applications must include a valid form of identification. All applications must include one of the following:
 - Photo ID that includes current Wisconsin address
 - Photo ID plus proof of Wisconsin residence or property ownership
 - Photo ID plus a Wisconsin school or university student identification card
- Other forms of identification may be approved at the discretion of the Library Director or designated library staff.

JUVENILE LIBRARY CARDS

Use of the library is a joint responsibility of the juvenile and their guardian. The library does not have a minimum age for obtaining a library card.

- Children aged 15 and under must be accompanied by a guardian to apply for a library card
 - An exception may be made in the case of school library visits, where application forms may be distributed and collected by teachers
- Guardian must present identification and proof of address (as listed above). Juveniles with guardians who are not able to provide proof of address are eligible for temporary cards (as described below)
- Guardians are responsible for all items borrowed.
- Guardians acknowledge that it is their responsibility, not the library's, to monitor and approve the child's choice of materials and access to other information resources.
- Custodial parent or guardian of a child under the age of 16 may request any records relating to that child's use of the library's documents, materials, resources, or services.
- Patrons ages 16-17 may get a library card on their own if they can provide identification and proof of address (as listed above). If teens do not have identification and proof of address, they must be accompanied by a guardian who can show identification and proof of address (as listed above).

WISCONSIN RESIDENTS AND PROPERTY OWNERS

A free card is issued to Wisconsin residents who present identification and proof of current address. Applicants who do not live in Wisconsin but own property within the state are also eligible for a free card. Applicants must provide documentation of property ownership (property tax bill, mortgage, etc.) at the time of application.

NON-WISCONSIN RESIDENTS

Library cards are available to out-of-state residents for a fee, upon completion of a Library Card Application. Out-of-state residents do not have access to inter-library loan outside of SWLS, the Wisconsin Digital Library, or any state-funded resources (unless using them from within the library).

- SWLS Full-access card: \$140
- Platteville Public Library only: \$40
- 6-month Platteville Public Library only: \$20

TEMPORARY CARDS

- For individuals who cannot provide proof of current Wisconsin residency or property ownership, the library offers a three-month card with limited privileges. Some form of identification is required, such as an out-of-state driver's license, or a letter of support from a supporting agency.
- After two temporary cards, patrons are eligible for a permanent card if there are no unresolved lost or damaged items on the account.
- Temporary cardholders may check out a total of ten items at any one time: 5 books, 5 media items.
- Temporary cardholders do not have access to inter-library loan outside of SWLS.
- Temporary card accounts may also be used to restrict checkout limits at guardian request or in agreement with patrons in arrears.

BUSINESS CARDS

Corporations, partnerships, government agencies, associations, and non-profits located in the City of Platteville are eligible for Business cards. Business cards may be used to check out business-related materials, and for remote access to subscription databases. Apply in person at the library with the following:

- Signature of owner/president and financial manager/treasurer
- Wisconsin Employer Identification Number (WEIN) or 501(c)3 Number
- Address verification indicating that the business is located in the City of Platteville
- Name of the custodian for the card
- Names of the persons allowed to use the card

EDUCATOR CARDS

All education professionals currently employed at a school located within the City of Platteville are eligible for an Educator card that may only be used to check out school-related materials through the Platteville Public Library. Educator cards have more holds and longer due dates than Resident cards. Responsibility for lost and damaged items resides with the school district, and a list of any unreturned items may be shared with the school administration. Apply in person at the library with proof of employment at a school located within the City of Platteville and the Educator card application form signed by the school's designated representative as determined by the Library and the school. The Educator card is valid for one school year. Excessive loss of library materials may result in the non-renewal of an Educator card.

USING YOUR LIBRARY CARD

- Any library materials checked out on a card are the sole responsibility of that cardholder.
- Users will present library card at check-out. If a user has forgotten their card, Library staff may accept alternate identification.
- Users will promptly report a lost or stolen card.
- Replacement cards are available for \$1.
- Library card accounts periodically expire regardless of card use. Expired cards can be renewed once the user's contact information is updated.
- Expired cards that have not been renewed will be deleted.

- Users will promptly report any change in contact information.
- Users will promptly return all borrowed items by the due date. Users will pay any replacement costs assessed for unreturned or damaged items.
- Failure to pay library fines or return materials may result in local and state criminal penalties.
- Cardholders using their library card at other member SWLS libraries agree to comply with the policies of that member library.

Approved by the Platteville Public Library Board of Trustees on September 6, 2016
Approved by the Platteville Public Library Board of Trustees on August 4, 2021
Approved by the Platteville Public Library Board of Trustees on November 1, 2022

User Card Profiles

No ID

or ID with incorrect or no address

- If new account >> **Internet only**; expires in 6 months
- If renewing patron >> Renew account (no proof needed)

Internet GUEST PASSES are given to ANYONE.

No questions asked. No name/ID required. Internet only library cards are more convenient than guest passes to pay for printing & faxing on more than one day. Easy 1 time printing = email file to reference@fdpl.org.

Temp or Transitional Address

With letter from shelter or college student ID

- **LIMIT 3** card; expires in 6 months
- Out of state visitors staying with relatives >> **LIMIT 3**; expires in 6 months, enter local street in address1; permanent in address2
- Students with lease or vacation property owners with tax bill >> **PUBLIC** card

Group Home or Assisted Living

Likely accompanied by caregiver with credentials/nametag

- User profile = **GROUPHOME** (will automatically be Limit10; expire every 2 years)
- Allows library staff to discuss holds/checkouts with caregiver or group home staff (if patron does not want staff to discuss account or no permission is granted, then issue PUBLIC card)

Minor under age 16

Must link to financially responsible parent/guardian

- Default to **PUBLIC**, parent may set Internet only, Limit3 or Limit10 as indicated on application
- Link to custodial, financially responsible parent/guardian (exceptions have been made for grandparents, but emphasize their responsibility for any fines/fees)
- All linked accounts should expire in 2 years
- Student may unlink at 16 if they do not owe money (others in group may still owe money)

Adult (Over 16 with valid ID)

Live or work in FDL County or "regional" address.
Must show proof of address

- **PUBLIC** card, no restrictions; checkout limit = 50 items; 25 holds; expires in 2 years
- "Regional" = Winnefox or adjacent counties (Calumet, Dodge, Green Lke, Marquette, Sheb., Wash, Waushara, or Winneb)
- GROUP or LINKED accounts = Consenting adults who want to pickup holds for one another. If one account blocked, all are blocked; set expiration to same date.

Teacher Card

Must show school ID or Dept of Public Instruction
Homeschool Form PI-1206

- **Teacher** cards must be linked to personal cards
- List school credentials or homeschooled in NOTE field
- Checkout limit = 100 items; 50 holds; expires with group; no overdue fines; most checkouts = 21 days (except 7 dvds for 7 days; 3 equip for 7 days; no ILLs)

WI Resident, out of region

Adult with valid ID; Permanent "WI-Other" address

- **Limit 3 or Limit 10** depending on user needs/visits to area; expires in 6 months
- "Region" (Public card) = Winnefox or adj. counties (Calumet, Dodge, Green Lk, Marquette, Sheb, Washgtn, Waushara, or Winneb)

Out of State ID as proof of address

- **Internet** only card; expires in 6 months
- If staying with relatives or temporary address >> **LIMIT 3**; expires in 6 months + local street in address1 and permanent in address2

We will issue **ANYONE** a library card. Proof of address is required to get permission to take items out of the Library.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: 2025 WFBPL Operating Budget - Draft



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.

2025 WFBPL Operating Budget Draft

Utilize attached spreadsheet to review Drafts A, B, and C.

Considerations

It's essential to highlight that the Library Board authorizes the operational budget. The allocation of property taxes to the library is approved by the Village Board. Should the Village Board allocate less than requested to cover operational expenses, the Library Board would need to make necessary adjustments to achieve a balanced budget.

The initial directive from Village administration is to develop a budget that maintains service levels in balance with minimal tax increases. Similar to the 2024 budget, the majority of operational expenses are increasing due to inflationary pressures on costs plus increased patron usage post-pandemic. For context:

- the number of people coming into the library building is up 6% year-to-date (YTD) over 2023
- use of physical items is up 7% YTD
- use of digital items is up 28% YTD
- use of library patron computers is up 83% YTD

In 2023, the Library Board requested Director Reed analyze the cost to reintroduce prorated vacation time for part-time staff. Prorated benefits and leave were previously part of the Village's employee benefits for part-time staff until they were phased out in the early 2010s. This change mainly affects library personnel, as other Village departments have minimal permanent part-time staff, if any.

Providing prorated vacation time is seen as aligning with the Library's stated Guiding Principal to "offer an exceptional workplace." Some other libraries offer prorated benefits, including vacation time, sick leave, and/or health/dental insurance. However, the prevalence of this practice is not documented. Reintroducing vacation time alone would be a more cost-effective option compared to including sick leave and insurance benefits. One consideration is the potential impact of providing additional benefits to library staff in comparison to staff members in other Village departments.

Budget Options

Draft A

Revenues

- General Property Tax increase 2.5%
- Reciprocal Borrowing increase 36.3%
- Misc Grants increased due to ongoing SEWI grants for conferences and training
- Copier Revenue increased to match current trends
- Total revenues increase 4.5%

Expenditures

- Wages based on same number of hours and 3.0% increase
- FICA and retirement increase accordingly

- Insurance based on 10% increase, final numbers not set until September or October
- Increased due to inflation: travel/training, utilities, phones, building maintenance, bathroom supplies, copier maintenance, material processing supplies, MCFLS supplies, MCFLS membership costs (due to cataloging costs), library collections.
- Total expenditures increase 4.9%
- Under-revenue by \$4,103
- Options to balance: increase revenues, decrease expenditures, utilize fund balance

Draft B

- only differences from A noted

Revenues

- Increase room rent by allowing parties
 - unintended consequence may be
 - increased housekeeping costs due to need for additional cleaning
 - damage to art on walls
 - damage to hanging projector
- Total revenue increase of 4.6%

Expenditures

- Plus prorated vacation totaling \$4200. Results in additional increases to FICA and retirement budget lines.
- Total expenditures increase 5.4%
- Under-revenue by 8,221

Draft C

- only differences from A and B noted

Revenues

- General Property Tax increase 3.4%
- Revenues and expenditures balance

Next Steps

Per the Village budget schedule, the Library Board approved budget should be submitted to the Village Finance Director by August 1. Based on discussions at this meeting, Director Reed will bring an updated draft to the July 23rd meeting for final discussion and approval. If additional discussion is needed, then a special meeting should be scheduled ahead of the July 23rd meeting or between July 24th-31st.

		2019	2020	2021	2022	2023	2024	2025 A	2025 B	2025 B	Notes &
Account	Account Name	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Questions
Taxes											
41100	General Property Taxes	677,299	710,581	700,833	716,744	901,360	900,526	923,000	923,000	931,221	w/1 wk prorated vacation for PT
Total Taxes		677,299	710,581	700,833	716,744	901,360	900,526	923,000	923,000	931,221	
		-0.4%	4.9%	-1.4%	2.3%	25.8%	-0.1%	2.5%	2.5%	3.4%	
Intergovernmental Revenue											
43792	Misc. Grants	-	14,478	-	-	1,502	-	2,000	2,000	2,000	SEWI Cont Ed
43793	MCFLS Reciprocal Borrowing	60,646	64,421	58,754	31,181	13,869	57,179	75,948	75,948	75,948	
Total Intergovernmental Revenue		60,646	78,899	58,754	31,181	15,371	57,179	77,948	77,948	77,948	
		10.0%	30.1%	-25.5%	-46.9%	-50.7%	272.0%	36.3%	36.3%	36.3%	
Fines, Fees, and Penalties											
45209	Library Fines	30,509	10,612	20,644	22,400	23,415	25,000	25,000	25,000	25,000	
45210	Library Replacement Cards	834	326	155	138	208	150	150	150	150	
45224	Library Recovery - Lost Property	2,156	494	1,045	62	(9)	-	-	-	-	
Total Fines, Fees, and Penalties		33,499	11,432	21,844	22,600	23,613	25,150	25,150	25,150	25,150	
		-1.5%	-65.9%	91.1%	3.5%	4.5%	6.5%	0.0%	0.0%	0.0%	
Public Charges for Services											
46710	Library Laptop Rentals	-	-	-	-	-	-	-	-	-	
46711	Library Circulation Fees	-	-	-	-	-	-	-	-	-	
46712	Library Room Rental	5,135	-	225	2,051	4,680	4,500	4,500	5,500	5,500	Events
46713	Library Copier Revenue	5,261	1,673	2,419	3,325	5,291	4,000	5,000	5,000	5,000	
46714	Library DVD Rentals	2,511	426	-	352	-	-	-	-	-	
46715	Miscellaneous Revenue	-	-	-	2,401	2,068	-	-	-	-	
Total Public Charges for Services		12,907	2,099	2,644	8,129	12,039	8,500	9,500	10,500	10,500	
		-14.7%	-83.7%	26.0%	207.4%	48.1%	-29.4%	11.8%	23.5%	23.5%	
Miscellaneous Revenue											
48501	Library Donations/Contributions	2,206	8,951	3,494	3,140	1,438	2,000	2,000	2,000	2,000	
48901	Miscellaneous Revenue	-	-	616	1,637	-	-	-	-	-	
48504	Restricted Donations/Contributions	-	-	-	-	104,200	-	-	-	-	
49600	Applied Library Fund Balance	-	-	-	(24,657)	-	-	-	-	-	
Total Miscellaneous Revenue		2,206	8,951	4,110	(19,880)	105,638	2,000	2,000	2,000	2,000	
		144.6%	305.8%	-54.1%	-583.7%	-631.4%	-98.1%	0.0%	0.0%	0.0%	
Total Library Fund Revenue		786,557	811,962	788,185	758,774	1,058,021	993,355	1,037,598	1,038,598	1,046,819	
		0.2%	3.2%	-2.9%	-3.7%	39.4%	-6.1%	4.5%	4.6%	5.4%	
Library Salaries & Benefits											
93000-100	Library Salaries & Wages	449,465	451,564	453,252	473,229	571,806	599,350	617,500	621,700	621,700	
93000-150	FICA	33,344	34,014	34,481	35,844	43,047	45,850	47,238	47,560	47,560	
93000-160	Health/Dental Insurance Premium	49,446	39,633	41,834	44,875	58,474	57,010	62,710	62,710	62,710	
93000-161	Health Insurance Co-Pay	975	600	270	930	588	1,450	1,500	1,500	1,500	
93000-170	Retirement Contribution	22,147	28,471	22,602	23,191	29,303	30,489	31,404	32,000	32,000	
93000-180	Group Life Insurance Premium	886	845	774	1,075	1,271	1,284	1,300	1,300	1,300	
93000-181	Disability Insurance Premium	-	-	-	-	-	1,284	1,300	1,300	1,300	
Total Library Salary		556,263	555,127	553,213	579,144	704,489	736,717	762,952	768,070	768,070	
		5.2%	-0.2%	-0.3%	4.7%	21.6%	4.6%	3.6%	4.3%	4.3%	
Library Administration											
93200-190	Travel/Training/Meetings	3,778	2,326	5,547	3,891	8,292	4,500	5,000	5,000	5,000	Inflation
93200-191	Membership Dues	705	129	1,156	568	997	1,200	1,200	1,200	1,200	
93200-194	Personnel related expenses	195	106	485	761	489	700	700	700	700	
93200-200	Consulting Services	-	4,600	5,067	7,500	-	-	-	-	-	
93200-220	Attorney	1,957	4,653	6,336	-	-	-	-	-	-	
93200-250	Utilities	41,988	35,761	41,349	44,536	46,057	48,000	52,000	52,000	52,000	Inflation
93200-251	Telephone/Internet	9,217	10,264	6,297	5,230	5,792	5,700	6,000	6,000	6,000	

		2019	2020	2021	2022	2023	2024	2025 A	2025 B	2025 B	Notes &
Account	Account Name	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Questions
93200-300	Supplies	2,560	16,613	2,012	2,215	1,619	2,000	2,000	2,000	2,000	
93200-301	Advertising/Printing	829	54	590	-	491	500	500	500	500	
93200-302	Postage	187	97	15	11	16	25	25	25	25	
93200-303	Hygiene/Health Supplies	-	-	1,038	303	375	250	300	300	300	
93200-360	Building Maintenance	11,196	9,234	6,167	12,685	9,948	12,000	13,000	13,000	13,000	Inflation
93200-428	Misc	764	80	-	-	-	-	-	-	-	
93200-760	Sales tax	424	150	118	194	256	250	250	250	250	
Total Library Admin	Total	73,800	84,067	76,177	77,894	74,333	75,125	80,975	80,975	80,975	
		-1.8%	13.9%	-9.4%	2.3%	-4.6%	1.1%	7.8%	7.8%	7.8%	
Library Equipment & Maintenance											
93300-240	Technology - Operating	16,698	12,285	15,388	17,121	18,667	25,000	26,000	26,000	26,000	Inflation
93300-311	Copier Maintenance	3,429	2,665	2,537	2,651	2,970	3,200	3,500	3,500	3,500	
93300-312	Material Processing/Repair	3,462	3,583	2,173	3,382	3,480	3,400	3,700	3,700	3,700	Inflation and Usage
93300-350	Custodial Services	25,851	24,779	27,088	32,063	33,960	34,050	34,050	34,050	34,050	
93300-351	Custodial Supplies	3,757	2,138	1,465	2,230	4,144	5,000	6,000	6,000	6,000	Inflation and Usage
93300-400	MCFLS Supplies	2,161	1,743	2,117	1,071	1,565	1,200	1,600	1,600	1,600	Inflation and Usage
Total Library Equip	Total	55,358	47,193	50,768	58,519	64,786	71,850	74,850	74,850	74,850	
		3.7%	-14.7%	7.6%	15.3%	10.7%	10.9%	4.2%	4.2%	4.2%	
Library Programs & Services											
93400-401	MCFLS Membership	21,450	21,203	21,716	20,915	21,423	18,413	26,674	26,674	26,674	Inflation and Usage
93400-402	Programs - Adult	1,083	904	119	473	588	500	500	500	500	
93400-403	Programs - Children	662	313	38	126	317	500	500	500	500	
93400-415	Programs - Young Adults	628	-	-	-	-	250	250	250	250	
Total Library Progr	Total	23,823	22,420	21,873	21,515	22,328	19,663	27,924	27,924	27,924	
		7.5%	-5.9%	-2.4%	-1.6%	3.8%	-11.9%	42.0%	42.0%	42.0%	
Library Collection											
93500-410	Library Collection Materials	79,473	80,403	79,621	71,017	80,169	90,000	95,000	95,000	95,000	Inflation and Usage
Total Library Collec	Total	79,473	80,403	79,621	71,017	80,169	90,000	95,000	95,000	95,000	
		-24.4%	1.2%	-1.0%	-10.8%	12.9%	12.3%	5.6%	5.6%	5.6%	
Total Library Oper											
	Grand Total	841,914	834,660	830,303	808,088	946,104	993,355	1,041,702	1,046,819	1,046,819	
		0.7%	-0.9%	-0.5%	-2.7%	17.1%	5.0%	4.9%	5.4%	5.4%	
											Options
TOTAL REVENUES		786,557	811,962	788,185	758,774	1,058,021	993,355	1,037,598	1,038,598	1,046,819	1. Increase Rev
TOTAL EXPENDITURES		841,914	834,660	830,303	808,088	946,104	993,355	1,041,702	1,046,819	1,046,819	2. Decrease Exp
NET OF REVENUES & EXPENDITURES		(55,357)	(22,698)	(42,118)	(49,314)	111,916	(0)	(4,103)	(8,221)	0	3. Use Fund Balance

Commemorative Naming Policy – Draft (C. Flannery June 2024)

Naming the Library facility, grounds or any part of the Library facility or grounds is the responsibility of the Whitefish Bay Public Library Board of Trustees (“Board”).

The Board will consider the commemorative naming of specific rooms or areas within the Library facility in honor of an individual (“Commemorative Naming”) to recognize an individual who has supported the Library’s Mission through a Significant Contribution, as defined below, and to facilitate the strengthening of relationships between the Library and its supporters.

The Library’s Mission, as of the date of this policy, is:

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.

Guidelines

1. Final approval of a Commemorative Naming request rests with the Board, and any or all requests may be declined for any reason or no reason.
2. The Board will consider requests to recognize individuals responsible for improving the quality of library services either through:
 - a. a substantial financial contribution to the Whitefish Bay Public Library or the Whitefish Bay Public Library Foundation; or
 - b. through significant, specific, identifiable actions in support of Library services over a sustained period of years that merits recognition; (“Significant Contribution”)
3. The Board will consider requests in honor of an individual, however, the Board will not consider requests in honor of a corporation or corporate foundation. It is the Board’s intention to avoid commercial influence or commercial conflict of interest, or the appearance of it.
4. The Commemorative Naming display shall:
 - a. consist of a plaque or other signage, bearing the individual’s name and the words “in honor of” and displayed at or near the designated room or area; and
 - b. the size, shape, and architectural stands shall conform to architectural standards approved by the Board; and
 - c. the Board shall bear the expense of the display; and
 - d. no logos, trademarks, service marks, or commercial signatures shall be included in the display; and
 - e. the Whitefish Bay Library shall be under no obligation to reference the Commemorative Naming on any other Library materials, in print or media.
5. Any room or area so named shall be named for the following period of time, subject to revocation a) as long as the room or area is used in substantially the same condition as of the time of the Commemorative Naming; or b) for a period not to exceed 30 years, whichever is less. If a named room or area remains named after the expiration of a) or b) above, the Board may then remove the Commemorative Naming display or rename the room or area at any time, however, is not under any obligation to do so.

6. A Commemorative Naming may be revoked:
 - a. in the event of any default in payment of any financial contribution; or
 - b. in the event the Board determines in its sole discretion that circumstances have changed such that the Commemorative Naming would adversely impact the reputation, image, mission, or integrity of the Library; or
 - c. if the building is no longer used as a public library, or if the space is demolished; or
 - d. if the use of the space is so altered that the naming is no longer relevant.
6. Commemorative Naming shall not confer any rights of management, control or decision making in regard to the Library facility or any part thereof.
7. At all times, the Board will consider all potential naming ramifications, financial and non-financial (e.g., public trust and reputational), relating to any commemorative naming under consideration.
8. In regard to any personal financial contribution, these may include a contribution from an individual, an individual's estate, trust, or established foundation.
9. The Board will not consider a Commemorative Naming of the Library building or facility, as a whole. It is the intention of the Board that the Library building name remain the Whitefish Bay Public Library.
10. No conditions other than those described in this Policy may be attached to any Commemorative Naming, except as specifically approved by the Board.

Procedures

1. All requests for a Commemorative Naming shall be submitted in writing to the Library Director.
2. The Library Director will review and present any requests to the Library Board.
3. The Library Board will vote to approve or deny the request.
4. The Commemorative Naming shall become official upon the acceptance of written agreement signed by i) the Significant Contributor or their authorized representative and ii) the Board President or Library Director, acknowledging the terms of this policy, and any other Board approved terms in connection with the request.
5. No publicity shall be given to the request for naming until the written agreement of terms is accepted.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Foundation Donor Board



WFB Public Library Mission Statement

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

Background

WFBPL's donor board prominently displays the names of individuals and organizations who generously contributed \$1,000 or more during the Library's building campaign and in subsequent years to the operating budget. As the WFBPL Foundation has become the primary recipient of donations, it is essential to distinguish between donations designated for the Foundation and those intended for the Library. It is not recommended to include contributions to the Foundation on the Library's donor board since they are different legal entities.



Director Reed recently obtained a quote from Fast Signs in Glendale for creation of a new donor board. The proposed board matches the existing one in the Library's main lobby with 1/4" clear acrylic, measuring 67x33 inches, the same size as the middle panel of the current donor board. It will be mounted with elegant silver standoffs and display the names of donors in black vinyl lettering on a back-mounted panel. Ample space is available on the opposite side of the lobby, enabling patrons to easily view both donor boards when entering and exiting the Library.

To provide a visual representation of the proposed donor board, the photo to the left shows a cropped section of the current donor wall. Of note, the donor wall is enhanced with a picturesque image of Whitefish Bay, adding aesthetic interest. There are no immediate plans to include a similar photo behind the Foundation donor board, however we could paint the wall a new color or source a contemporary photo of Silver Spring from the same viewpoint. That option would provide a nice visualization of Whitefish Bay's history and present.



The WFBPL Foundation Board approved the Fast Signs quote. Final approval for its installation on the wall rests with the Library Board.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve placement of a Foundation donor board in the main lobby, to be paid for by the Whitefish Bay Public Library Foundation.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Consultation Funds



WFB Public Library Mission Statement

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

Background

Consultation with labor attorney Kirk Pelikan is anticipated to assist Director Reed in developing a comparable procedure for staff who do not qualify for the FMLA process.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve up to \$2,000 from Fund 13 Fund Balance for consultation fees.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Review of Restricted Donations



WFB Public Library Mission Statement

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

Background

Fiscal year 2023 ended with a larger than usual Fund 13 Fund Balance due to restricted donations.

- \$4,200 earmarked for digitization projects.
 - June 2024 purchased specialized scanner to digitize materials in-library.
 - Funds remaining = \$3,640.
- \$100,000 earmarked to update the storytime room with the balance being available to utilize at the Library Board’s discretion, with the request to allocate up to \$50,000 for library projects and \$50,000 to be transferred to the WFBPL Foundation.
 - Storytime Room project is completed at a total cost of \$7640.
 - Funds remaining = 92,360.

Analysis

Fund 13 Fund Balance is currently \$159,690

- Restricted funds = \$96,000
- Unrestricted funds = \$63,690

To achieve a more accurate Fund 13 Fund Balance, it behooves us to transfer funds to the Foundation and/or Fund 22.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve:

- 1) Transfer \$50,000 from Fund 13 Fund Balance to the Whitefish Bay Public Library Foundation’s Fund at Greater Milwaukee Foundation.
- 2) Transfer \$46,000 from Fund 13 Fund Balance to Fund 22 with donor restrictions in place.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Collection Management Report



WFB Public Library Mission Statement

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

Introduction

There are many standards regarding maintaining a library collection, with various metrics for academic, public, and school libraries. Regardless of the type of library, collection maintenance involves regularly reviewing materials to ensure accuracy, currency, and relevance.

Please refer to the attached materials, located after the memo:

- charts illustrating the WFBPL collection age
- a table detailing specifics for each collection area
 - This table is organized from highest to lowest percentage of materials added between 2015 and 2024
- WFBPL's Collection Management Policy and Collection Strategy

Guidelines and Collection Management

Age of Collection Items

In the past, a standard practice aimed to refresh 10% of the collection annually, theoretically resulting in a completely new collection every decade, with an average item age of 5 years. However, practical considerations, such as library budgets, often prevent achieving this ideal. According to the 2023 Wisconsin public library annual report data, the average replacement rate for physical items across Wisconsin's 382 public libraries was 6.1%, with WFBPL slightly higher at 6.9%. At this rate, it would take approximately 14-15 years to fully refresh our collection.

Currently, the average age of our collection stands at 9 years. Different collection areas vary significantly, with some averaging less than a year and others up to 14 years. The desired freshness of materials can differ by collection area. While medical and technology books require frequent updates, fiction and historical collections often feature older, classic works.

Maintenance Standards

Regarding maintenance, classic materials may still need updates if they've become worn out and unappealing from frequent use. Refreshing these titles can revive circulation. According to one guideline, an item might be deemed "grubby" if it has been checked out more than 40 times. For example, WFBPL's Adult Non-Fiction collection includes 1,500 items out of 16,000 that have circulation 40-300 times.

Conversely, the "dusty" standard addresses items that have not circulated within a defined time period. Libraries establish criteria for weeding non-circulating items based on their collection size and budget. Over Director Reed's extensive career, she has worked at a library that had items which were 150 years old, some of which hadn't circulation in 80 years. Whereas another library deselected items after just two years of non-use.

It's important to note that few of WFBPL's items have not checked out in the last five years. We regularly utilize the dusty report to manage our collection of 77,000.

Next Steps

With the collection files Director Reed created, staff will be able to analysis age and use of each collection in a more granular manner. In particular, replacement of older items with newer copies or titles will help keep the collection healthy and actively used.

Dewey Decimal Classification

000 GENERAL WORKS

020 Library and Information Science
030 General Encyclopedias
050 General Periodicals
060 General Organizations

100 PHILOSOPHY

110 Metaphysics
130 Psychology, occultism
140 Philosophy
150 Psychology
160 Logic

200 RELIGION

220 The Bible
230 Christian Doctrine
290 Comparative and Other Religions

300 SOCIAL SCIENCES

310 Statistics
320 Political Science
330 Economics
340 Law
350 Public Administration
360 Social Welfare
370 Education
380 Public Service
390 Customs and Folklore

400 LANGUAGE

410 Comparative Linguistics
420 English and Anglo Saxon
430 German Language
440 French
450 Italian, Rumanian
460 Spanish, Portuguese
470 Latin and Other Italic Languages
480 Classical and Modern Greek
490 Other Languages

500 SCIENCE

510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Earth Sciences
560 Paleontology
570 Life Sciences
580 Botanical Sciences
590 Zoological Sciences

600 TECHNOLOGY

610 Medical Sciences
620 Engineering
630 Agriculture
640 Domestic Sciences
650 Business and Management
660 Chemical Technology
670 Manufacturers
690 Building Construction

700 THE ARTS

710 Landscape and Civic Art
720 Architecture
730 Sculpture, Plastics
740 Drawing, Decorative Arts
750 Painting
760 Prints and Print Making
770 Photography
780 Music
790 Recreation, Performing Arts

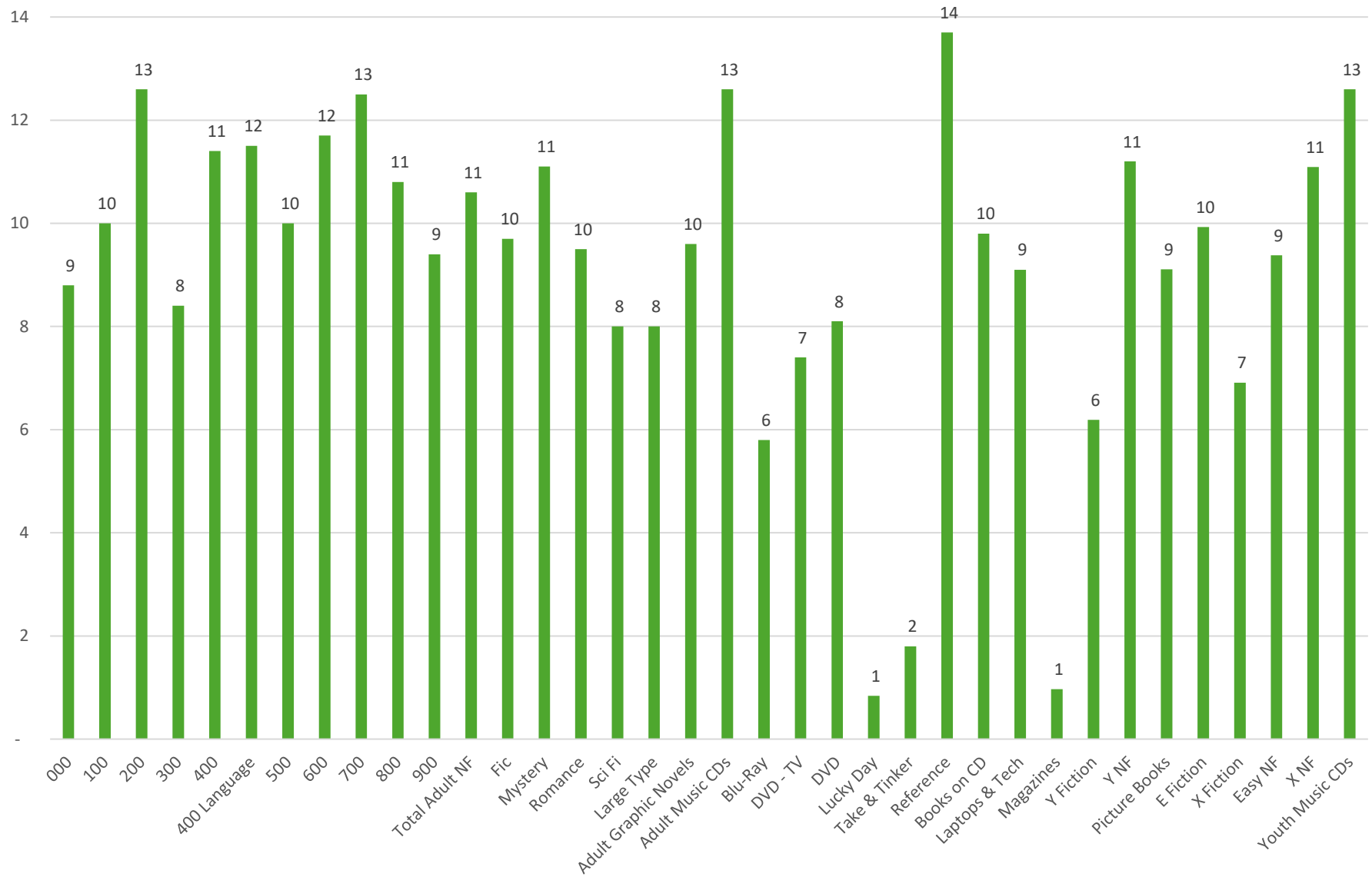
800 LITERATURE

810 American Literature
820 English Literature
830 German Literature
840 French Literature
850 Italian, Rumanian Literature
860 Spanish, Portuguese Literature
870 Latin and Other Italic Literatures
880 Classical and Modern Greek Literature
890 Other Literature

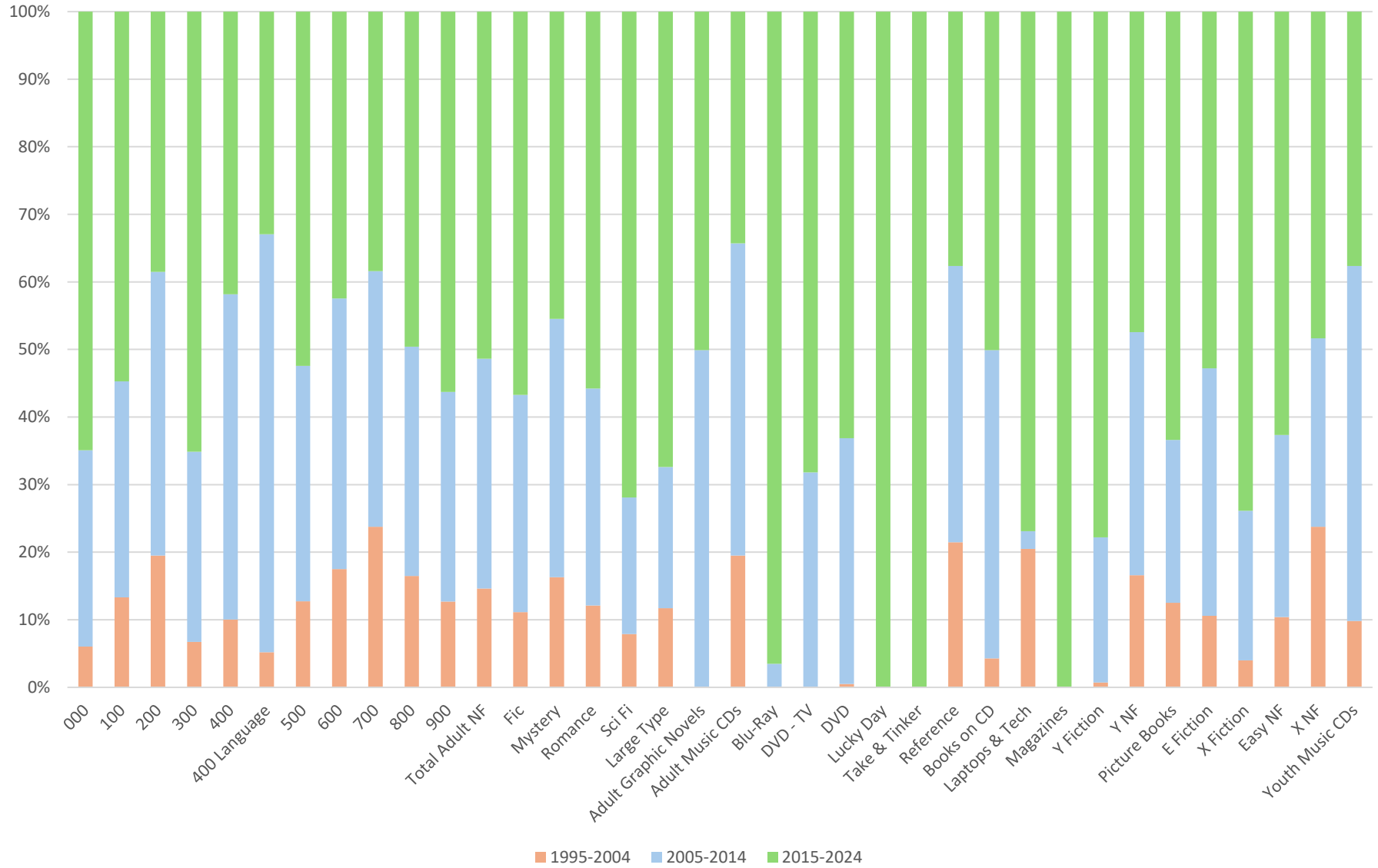
900 HISTORY, GEOGRAPHY

910 Geography, Travel
920 Biography, Genealogy
930 Ancient History
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Pacific Ocean Islands
991 Indonesia
993 New Zealand and Melanesia
994 Australia
995 New Guinea (Papua)
996 Polynesia
997 Atlantic Ocean Islands
998 Arctic Region
999 Antarctic Regions

WFBPL Collection Avg Age per Area



WFBPL Collection Average Age



Collection	Created				Avg per
Area	1995-2004	2005-2014	2015-2024	# of Items	LYR Circ
	Red >10%		Green > 50%		
000	6.0%	29%	64.7%	215	0.94
100	13.3%	32%	54.7%	760	1.36
200	19.5%	42%	38.5%	400	0.99
300	6.7%	28%	64.8%	2,264	0.96
400	10.0%	48%	41.7%	60	0.85
400 Language	5.2%	62%	33.0%	115	0.69
500	12.8%	35%	52.7%	710	0.97
600	17.5%	40%	42.4%	3,418	1.16
700	23.9%	38%	38.6%	2,061	1.00
800	16.5%	34%	49.7%	853	0.86
900	12.7%	31%	56.3%	5,320	1.56
Total Adult NF	14.6%	34%	51.3%	16,061	1.10
Easy NF	10.4%	27%	62.7%	1,146	2.47
X NF	23.9%	28%	48.6%	109	0.60
Y NF	16.6%	36%	47.5%	1,543	1.60
Reference	21.5%	41%	37.7%	260	
Fic	11.1%	32%	56.5%	7,868	2.09
Mystery	16.3%	38%	45.5%	2,473	2.01
Romance	12.1%	32%	55.7%	1,540	2.25
Sci Fi	7.9%	20%	71.9%	708	1.79
Large Type	11.7%	21%	67.4%	862	2.31
Adult Graphic Novels	0.1%	50%	50.1%	1,024	0.83
Books on CD	4.3%	46%	50.1%	1,616	1.13
E Fiction	10.6%	37%	52.8%	1,702	4.67
Y Fiction	0.7%	21%	77.8%	2,903	1.52
Picture Books	12.5%	24%	63.4%	7,907	4.31
X Fiction	4.0%	22%	73.8%	8,428	3.49
Lucky Day	0.0%	0%	100.0%	47	3.60
Take & Tinker	0.0%	0%	100.0%	197	9.66
Magazines	0.0%	0%	100.0%	1,446	0.98
Laptops & Tech	20.5%	3%	76.9%	39	23.56
Adult Music CDs	19.5%	46%	34.3%	5,320	1.06
Youth Music CDs	9.8%	53%	37.6%	255	1.08
Blu-Ray	0.0%	3%	96.5%	258	3.07
DVD	0.5%	36%	63.2%	6,416	2.56
DVD - TV	0.0%	32%	68.2%	1,116	3.30

Collection Strategy

Introduction

Developing and managing a collection that supports the Whitefish Bay Library's Mission and Values is central and vital to the Library's role and success.

Through this Collection Strategy, the Library Board identifies principles that are to be realized by the Library Director and staff through the Collection Management Policy and the Collection Management Operational Procedures.

Collection Strategy

The Whitefish Bay Library collection shall be developed and managed to achieve the Library's Mission and Values (attached as part of this document).

To realize this, the collection must be:

- **relevant to and reflective of the Whitefish Bay community**
- **valued by the community**, by patrons as a whole, and by target segments of patrons
 - recognized as a significant element of the Library's role as **a cornerstone of the Whitefish Bay community**
- **well-used** by the community and by patrons as a whole, or, in the case of specialty items, by the target patron group
- **balanced**, serving a variety of patron interests and age groups
 - serving **all age groups**, prioritizing none
 - providing **classic, significant works as well as popular materials**, being neither exclusively archival nor current
 - providing **reference** material, including important local and area historical information, **but not serving as a research library**
 - providing material that **meets a range of needs and interests** for both educational and entertainment purposes
 - **promoting a love of learning and** facilitating the **exchange of ideas and information** by providing a diversity of materials and viewpoints that allow patrons to explore and grow in their knowledge, and supports the American Library Association: Library Bill of Rights
- **responsive**, not static, evolving with patron interests and trends over time
- **inclusive of all available media formats**, and **embracing technology** that expands and/or enhances access to material
- accessible, providing reasonable access to materials either directly through the Library's own collection or through the Library's access to other collections
- a source of reliable information that supports an informed citizenry

Responsibility for the Collection Strategy

The Library Board has final responsibility for the Library's Collection Strategy. The Board delegates to the

practices and standards of the library profession while considering the Library's Mission and Values, this Collection Strategy, the Collection Management Policy and the Operational Procedures. Professional staff members are considered to be those with a Master's Degree in Library and Information Science.

Whitefish Bay Public Library Collection Strategy Policy Approved by the Whitefish Bay Library Board of Trustees February 17, 2015.

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CountyCat Website and Events

Search

From our Blog



Edible Book Festival Recap 2024

April 24, 2024

The library hosted our Annual Edible Book Festival in April. An edible book is an item that looks like a book, puns on a title, refers to a character, or just has something to do with books. The only rule is that entries must be made from edible ingredients. During the festival, all who attend get to vote on their favorite edible books.



Whitefish Bay Public Library
5420 N. Marlborough Drive
Whitefish Bay, WI 53217
414.964.4380

Account Library Card

At the Library

- Computers
- Mobile Printing
- Reserve our Rooms
- Kids
- Teens
- Adults
- Pick-Up Lockers
- State Park Passes
- Summer Reading Program
- 7th Annual Photography Contest

Contact

About

- Hours
- Our Story
- Mission and Guiding Principles
- Contact Us
- Meet our Staff
- Library Board
- Annual Report
- Policies
- Social Media
- Community
- Employment

Foundation

Donate

- Donate to the Foundation's 85th Anniversary Campaign
- Donate Books to the Friends

Newsletter

Friends

- Become A Friend/ Renew Membership
- How You Can Help
- Volunteers Needed
- Contributions
- Donations
- Book Sale
- PageTurner Newsletter
- Contact Friends
- Scholarship
- Writing Contest 2024
- Annual Report

Collection Management Policy

Introduction

Developing and managing a collection that supports the Whitefish Bay Library's Mission and Values is core to the Library's role and success. Three documents - this Collection Management Policy, the Collection Strategy and the Operational Procedures – guide the development and management of the Library's collection to achieve its Mission and Values.

This Collection Management Policy clarifies responsibility and identifies guiding principles for collection development and management.

Responsibility for Collection Development and Management

The Library Director has final responsibility for the Library's collection development and management to achieve its Mission and Values, guided by the Collection Strategy, this Collection Management Policy and the Operational Procedures.

The Director delegates to librarians (i.e. those with a Master's Degree in Library and Information Science) the authority for decisions regarding the development and management of the collection, and the related selection of library materials and resources utilizing best practices and standards of the library profession while considering the Library's Mission and Values, its Collection Strategy, this Collection Management Policy and the Operational Procedures. Other Library staff members and the public may recommend materials for consideration.

Principles Guiding Collection Development and Management

In addition to the Library's Mission and Values, its Collection Strategy and the Operational Procedures, the following principles guide librarian staff.

- The Library endorses the American Library Association's Library Bill of Rights (see below).
- Selection decisions are made on the merits of the work, collection needs and the interests of a diverse Whitefish Bay community.
- Librarian staff will consider each type of material in terms of its own kind of excellence and the audience for whom it is intended. No single standard can apply to all decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy recreational and entertainment wishes.
- Staff select materials of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider these needs and interests.
- The Library recognizes that some materials and resources are controversial and could offend some patrons.

Material Consideration

To recommend purchasing, reclassifying or removing a material, please refer to the Material Consideration Policy.

[American Library Association: Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill)

(www.ala.org/advocacy/intfreedom/librarybill).

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Whitefish Bay Public Library Collection Management Policy Approved by the Whitefish Bay Library Board of Trustees December 16, 2014. Supersedes Collection Development Policy Approved by Whitefish Bay Library Board of Trustees September 12, 2006.

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CountyCat Website and Events

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To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 25, 2024 Meeting
Re: Director's Reports



Director (Reed)

- 1) Village
 - a) Village Manager Paul Boening final day was June 20.
 - b) Director Reed participated in Village Strategic Plan meetings in collaboration with other Village department heads and Village Board members.
- 2) Building
 - a) Regular maintenance occurs per schedule.
 - b) Unplanned repairs
 - i) HVAC filters were operating at only 30% capacity due to construction dust dirtying them sooner than expected. This happened in 2023 also.
 - ii) The roof continues to leak during heavy rain events. An insulation company removed over 20 bags of wet insulation from the north end of the library. Langer Roofing is working with the Village to develop a plan to repair leaking areas with the goal of reducing ongoing leaks at a moderate cost until the full roof is replaced in 2025 or 2026.
 - c) Restroom project: Three companies provided quotes for automatic door openers. It was difficult to get them to quote the same things. Based on the variety of quotes, door openers will cost between \$2,500-\$3,500 each *plus* electrician costs for hardwiring the units. Estimating \$5,000 each it would be about \$10,000 for the bathroom doors plus \$15,000 to replace the units on the 3 entry doors.
- 3) Foundation
 - a) The Foundation will be at the WFB Farmers Market once a month, with the first event occurring in July.
 - b) The end of summer party has transitioned to an early fall celebration to allow more planning time.
- 4) Friends
 - a) The Friends Board continues to work on a new strategic plan.
 - b) There is no July Friends Board meeting, however the basement crew continues to operate during the summer.
- 5) MCFLS
 - a) Director Reed did not attend the June LDAC meeting because it was at the same time as the Village Strategic Planning session.
- 6) Intern
 - a) We unexpectedly had the opportunity to engage an intern who needs 240 hours of volunteer time by mid-August.
 - b) He is spending 20 hours per week researching and listing items on eBay for Friends, plus 20 hours per week digitizing the Woman's Club archives.
 - c) We plan to have him research policies and attend some meetings to learn how things operate behind the scenes.