LIBRARY BOARD MEETING
Tuesday April 29, 2025, 6:30pm
Location: 2nd Floor Program Room

Whitefish Bay Public Library
excite your mind.

STREAM VIA ZOOM
https://us02web.zoom.us/j/85986735998?pwd=SS9MRkJQOVBRcE0rRTN5VEtBOGZpQT09
Meeting ID: 859 8673 5998
Passcode: Fk1S8kwf

Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 2024-2025	
5. Ellie Gettinger, Member, 2019-2028	
6. Claire Flannery, Member, 2020-2026	
7. Nikki DeGuire, Member, 2024-2027	
Staff	
Nyama Reed, Library Director	

		Item	Action Desired	1st	2nd	Pass
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.				

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 April 1, 2025 meeting
		    b. Finance Report Through March 31, 2025
		    c. Department Reports
		    d. Monthly Statistics
			Motion			

6:40	4.	2021-2024 WFBPL Strategic Plan Review	Discuss			
7:00	5.	Wisconsin Public Library Standards Review	Discuss			
7:20	6.	Policy Standards Review	Discuss			
7:40	7.	Collection Review with LibraryIQ	Discuss			
8:00	8.	Director's Report	Discuss			
8:10		ADJOURNMENT	Motion			

BOARD MEETINGS
- May 5 and 19, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- May 12, 2025, Monday, 6:00-7:00 pm – Foundation Board, @Library
- May 20, 2025 Tuesday, 6:30-8:30 pm - Library Board, @Library (note 1 week earlier than usual due to holiday)
- May 21, 2025, Wednesday, 6:00-7:15 pm - Friends of the Library Board, @Library

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Whitefish Bay Public **Library** excite your mind.

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

CALL TO ORDER 6:31pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				

Item	Action Desired	1st	2nd	Pass

3.   Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.
    a.   Minutes of February 25, 2025 meeting
    b.   Finance Report Through January 31, 2025
    c.   Finance Report Through February 28, 2025
    d.   Department Reports
    e.   Monthly Statistics
	Motion	Christensen	DeGuire	Unanimous

Motion to approve consent agenda as presented				
4. 2024 Annual Report to DPI	Approve	Christensen	DeGuire	
Motion to approve the Annual Report to DPI as presented				
5. Fund 13 and Fund 22 Review	Discuss	n/a		
Brief discussion took place in accordance with the memo.				
6. 2025 Collection Supplement	Approve	Flannery	Christensen	
Motion to approve a 2025 collection supplement of $8,500 from Fund 22.				
7. 2025 Workplan	Discuss	n/a		
Discussion took place in accordance with the memo. Trustee DeGuire requested updates on Strategic Plan progress be added to workplan 3 or 4 times per year.				
8. Strategic Plan Quote	Approve	No action		

A comprehensive discussion was held in alignment with the memo. Trustee DeGuire proposed the following key actions:
    1.   Strategic Plan Update: Director Reed should provide a detailed update on the status of the 2021-2024 Strategic Plan at the April 29 Board meeting, ensuring board members are informed about progress, accomplishments, and any challenges encountered.
    2.   Review and Assessment Process: An ad-hoc committee or working group should be formed to thoroughly review existing data and evaluate the previous strategic plan. This group would assess the effectiveness of past initiatives, identify gaps, and determine whether a full strategic planning process with a consultant is necessary. Alternatively, they could explore a more targeted consulting approach, leveraging external expertise only where needed to refine and enhance the group's findings.
The overarching goal is to ensure that the strategic planning process is both effective and efficient—maximizing value while minimizing administrative burden. Additionally, this approach aims to uphold fiscal responsibility, ensuring that library funds are utilized wisely and in a manner that best supports the institution's long-term objectives.
 	
All trustees present verbally agreed the suggested approach is viable. Director Reed will inform the consultants who provided quotes that WFBPL will not move forward with the quoting process at this time.				

9. Patron Code of Conduct Policy Review	Approve	Christensen	DeGuire	

Extensive discussion took place in accordance with the memo. Draft policy was amended based on discussion. Motion to approved amended Code of Conduct Policy.				
10. Director's Report	Discuss	n/a		3
Brief discussion took place in accordance with the memo.				
ADJOURNMENT 7:59pm	Motion	Christensen	DeGuire	

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 ORIGINAL BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 13 - Library Special Revenue Fund						
Revenues						
Function: Unclassified						
Dept 00000						
Taxes						
13-00000-41100	Property Taxes	900,526.00	930,490.00	0.00	930,490.00	0.00
Taxes		900,526.00	930,490.00	0.00	930,490.00	0.00
Intergovernmental Revenue						
13-00000-43792	Other Grants	3,300.00	2,000.00	0.00	2,000.00	0.00
Intergovernmental Revenue		3,300.00	2,000.00	0.00	2,000.00	0.00
Intergovernmental Revenue						
13-00000-43793	Library MCFLS RB Payment	58,091.00	75,948.00	76,193.00	(245.00)	100.32
Intergovernmental Revenue		58,091.00	75,948.00	76,193.00	(245.00)	100.32
Fines, Fees, Penalties						
13-00000-45209	LIBRARY FINES	22,740.18	25,000.00	5,943.70	19,056.30	23.77
13-00000-45210	Library Replacement Cards	68.60	150.00	14.00	136.00	9.33
13-00000-45224	LIBRARY DAMAGE RECOVERY	(11.95)	0.00	0.00	0.00	0.00
Fines, Fees, Penalties		22,796.83	25,150.00	5,957.70	19,192.30	23.69
Public Charges for Services						
13-00000-46710	LIBRARY LAPTOP RENTALS	0.00	0.00	0.00	0.00	0.00
13-00000-46711	LIBRARY CIRCULATION CHARGES	0.00	0.00	0.00	0.00	0.00
13-00000-46712	LIBRARY ROOM RENT	4,155.45	5,500.00	0.00	5,500.00	0.00
13-00000-46713	LIBRARY COPY AND FAX FEES	6,368.96	5,500.00	1,679.84	3,820.16	30.54
13-00000-46714	LIBRARY DVD RENTALS	0.00	0.00	0.00	0.00	0.00
13-00000-46715	MISCELLANEOUS REVENUE	861.93	0.00	0.00	0.00	0.00
Public Charges for Services		11,386.34	11,000.00	1,679.84	9,320.16	15.27
Miscellaneous Revenue						
13-00000-48501	LIBRARY DONATIONS	4,330.00	2,000.00	450.00	1,550.00	22.50
13-00000-48502	LIBRARY DON - FRIENDS OF WFB	0.00	0.00	0.00	0.00	0.00
13-00000-48901	MISC REV	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenue		4,330.00	2,000.00	450.00	1,550.00	22.50
Other Financing Sources						
13-00000-49200	TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Other Financing Sources		0.00	0.00	0.00	0.00	0.00
Unclassified						
13-00000-48504	Restricted Donation	0.00	0.00	0.00	0.00	0.00
13-00000-48504-1200	Restricted Donation	0.00	0.00	0.00	0.00	0.00
13-00000-49600	FUND BALANCE ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
Unclassified		0.00	0.00	0.00	0.00	0.00
Total Dept 00000		1,000,430.17	1,046,588.00	84,280.54	962,307.46	8.05
						4
Total - Function Unclassified		1,000,430.17	1,046,588.00	84,280.54	962,307.46	8.05

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 ORIGINAL BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 13 - Library Special Revenue Fund						
Revenues						
TOTAL REVENUES		1,000,430.17	1,046,588.00	84,280.54	962,307.46	8.05
Expenditures						
Function: Unclassified						
Dept 93000 - LIBRARY SALARIES						
Unclassified						
13-93000-50100	Salaries	588,245.06	616,620.00	138,513.00	478,107.00	22.46
13-93000-50101	Wages	0.00	0.00	0.00	0.00	0.00
13-93000-50150	FICA Tax	44,553.57	47,171.00	10,465.49	36,705.51	22.19
13-93000-50160	Health/Dental Insurance Premium	57,446.28	65,106.00	16,305.72	48,800.28	25.04
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,945.00	1,450.00	3,177.50	(1,727.50)	219.14
13-93000-50170	Retirement Contribution - ER portion	30,561.21	31,430.00	7,280.30	24,149.70	23.16
13-93000-50180	Group Life Insurance Premium	1,499.30	1,656.00	413.25	1,242.75	24.95
13-93000-50181	Disability Insurance Premium	0.00	1,656.00	0.00	1,656.00	0.00
Unclassified		724,250.42	765,089.00	176,155.26	588,933.74	23.02
Total Dept 93000 - LIBRARY SALARIES		724,250.42	765,089.00	176,155.26	588,933.74	23.02
Dept 93200 - LIBRARY ADM EXP						
Unclassified						
13-93200-50190	Training/Meetings/Travel	6,223.56	4,500.00	102.98	4,397.02	2.29
13-93200-50191	Membership Dues	1,088.10	1,200.00	603.00	597.00	50.25
13-93200-50194	Personnel Related Expenses	803.45	700.00	128.33	571.67	18.33
13-93200-50200	Professional/consulting serv	0.00	0.00	0.00	0.00	0.00
13-93200-50220	Attorney Contract	0.00	0.00	0.00	0.00	0.00
13-93200-50250	Utilities	49,650.15	52,000.00	12,820.17	39,179.83	24.65
13-93200-50251	Telephone/Internet	6,443.93	6,000.00	538.21	5,461.79	8.97
13-93200-50300	Office Supplies	2,208.51	2,000.00	382.57	1,617.43	19.13
13-93200-50301	Printing/Publishing/Copies	450.00	500.00	0.00	500.00	0.00
13-93200-50302	Postage	10.89	25.00	0.00	25.00	0.00
13-93200-50303	Covid Supplies	27.98	300.00	0.00	300.00	0.00
13-93200-50360	Building Maintenance	22,046.99	13,000.00	1,125.00	11,875.00	8.65
13-93200-50428	Library Director Designated	51,721.93	0.00	0.00	0.00	0.00
13-93200-50750	Contingency	0.00	0.00	0.00	0.00	0.00
13-93200-50760	Sales Tax	342.52	500.00	106.62	393.38	21.32
13-93200-50761	Bank Fees	0.00	0.00	0.00	0.00	0.00
Unclassified		141,018.01	80,725.00	15,806.88	64,918.12	19.58
Total Dept 93200 - LIBRARY ADM EXP		141,018.01	80,725.00	15,806.88	64,918.12	19.58
Dept 93300 - LIBRARY EQUIPMENT						
Unclassified						
13-93300-50201	Contractual/Consulting Services	0.00	0.00	0.00	0.00	0.00
13-93300-50240	IT Support Contract Services	28,279.78	28,000.00	3,170.30	24,829.70	11.32
13-93300-50246	General software support	0.00	0.00	0.00	0.00	0.00
13-93300-50304	IT/computer supplies	0.00	0.00	0.00	0.00	0.00
13-93300-50310	Computer/Equipment Maintenance	0.00	0.00	0.00	0.00	0.00
13-93300-50311	Copier Maintenance/Repair	3,176.16	3,500.00	1,260.68	2,239.35	36.02
13-93300-50312	Material Processing/Repairs	3,481.34	3,700.00	1,206.81	2,493.19	32.62

04/24/2025 12:24 PM
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REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 03/31/2025
% Fiscal Year Completed: 24.66

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 ORIGINAL BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 13 - Library Special Revenue Fund						
Expenditures						
13-93300-50350	Maintenance Service & Supplies	33,960.00	34,050.00	2,900.00	31,150.00	8.52
13-93300-50351	Custodial Supplies	3,785.06	6,000.00	646.19	5,353.81	10.77
13-93300-50360	Building Maintenance	0.00	0.00	0.00	0.00	0.00
13-93300-50369	Library Interior	0.00	0.00	0.00	0.00	0.00
13-93300-50400	MCFLS Supplies	1,955.74	1,600.00	0.00	1,600.00	0.00
Unclassified		74,638.08	76,850.00	9,183.98	67,666.02	11.95
Total Dept 93300 - LIBRARY EQUIPMENT		74,638.08	76,850.00	9,183.98	67,666.02	11.95
Dept 93400 - LIBR PROG/SERVICES						
Unclassified						
13-93400-50401	MCFLS Membership	15,544.00	22,674.00	7,148.00	15,526.00	31.53
13-93400-50402	Programs - Adult	0.00	500.00	0.00	500.00	0.00
13-93400-50403	Programs - Children	507.74	500.00	74.85	425.15	14.97
13-93400-50415	Programs - Young Adults	0.00	250.00	0.00	250.00	0.00
Unclassified		16,051.74	23,924.00	7,222.85	16,701.15	30.19
Total Dept 93400 - LIBR PROG/SERVICES		16,051.74	23,924.00	7,222.85	16,701.15	30.19
Dept 93500 - LIBRARY COLLECTIONS						
Unclassified						
13-93500-50410	Library Collection Materials	103,580.95	100,000.00	23,326.54	76,673.46	23.33
13-93500-50411	Adult Fiction Books	0.00	0.00	0.00	0.00	0.00
13-93500-50412	Adult Audio Books	0.00	0.00	0.00	0.00	0.00
13-93500-50413	Adult DVD's	0.00	0.00	0.00	0.00	0.00
13-93500-50414	Adult Music	0.00	0.00	0.00	0.00	0.00
13-93500-50415	Programs - Young Adults	0.00	0.00	0.00	0.00	0.00
13-93500-50416	Juvenile Music	0.00	0.00	0.00	0.00	0.00
13-93500-50417	Juvenile Film	0.00	0.00	0.00	0.00	0.00
13-93500-50420	Library Periodicals	0.00	0.00	0.00	0.00	0.00
13-93500-50421	Library Databases	0.00	0.00	0.00	0.00	0.00
13-93500-50422	Library DVD Rentals	0.00	0.00	0.00	0.00	0.00
13-93500-50806	Traffic Lights & Signals	0.00	0.00	0.00	0.00	0.00
Unclassified		103,580.95	100,000.00	23,326.54	76,673.46	23.33
Total Dept 93500 - LIBRARY COLLECTIONS		103,580.95	100,000.00	23,326.54	76,673.46	23.33
Dept 98000 - CAPITAL EQUIPMENT						
Unclassified						
13-98000-50429	Website Project	0.00	0.00	0.00	0.00	0.00
13-98000-50430	Library Capital	0.00	0.00	0.00	0.00	0.00
Unclassified		0.00	0.00	0.00	0.00	0.00
Total Dept 98000 - CAPITAL EQUIPMENT		0.00	0.00	0.00	0.00	0.00

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DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY   Page: 4/4
PERIOD ENDING 03/31/2025
% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 ORIGINAL BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 13 - Library Special Revenue Fund						
Expenditures						
Total - Function Unclassified		1,059,539.20	1,046,588.00	231,695.51	814,892.49	22.14
TOTAL EXPENDITURES		1,059,539.20	1,046,588.00	231,695.51	814,892.49	22.14
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		1,000,430.17	1,046,588.00	84,280.54	962,307.46	8.05
TOTAL EXPENDITURES		1,059,539.20	1,046,588.00	231,695.51	814,892.49	22.14
NET OF REVENUES & EXPENDITURES		(59,109.03)	0.00	(147,414.97)	147,414.97	100.00
BEG. FUND BALANCE		159,209.37	159,209.37	159,209.37		
NET OF REVENUES/EXPENDITURES - 2024				(59,109.03)	(59,109.03)	
END FUND BALANCE		100,100.34	159,209.37	(47,314.63)		

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 03/31/2025
% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 22 - LIBRARY EXPANSION FUND						
Total Revenue:		14,798.45	0.00	3,168.54	(3,168.54)	100.00
Net - Dept 00000		14,798.45	0.00	3,168.54	(3,168.54)	
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Net - Dept 93300 - LIBRARY EQUIPMENT		0.00	0.00	0.00	0.00	
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Net - Dept 93500 - LIBRARY COLLECTIONS		0.00	0.00	0.00	0.00	
Total Expenditure:		0.00	0.00	0.00	0.00	0.00
Net - Dept 93900 - LIBRARY EXPANSION PROJECT		0.00	0.00	0.00	0.00	
Fund 22 - LIBRARY EXPANSION FUND:						
TOTAL REVENUES		14,798.45	0.00	3,168.54	(3,168.54)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		14,798.45	0.00	3,168.54	(3,168.54)	100.00
BEG. FUND BALANCE		73,988.36	73,988.36	73,988.36		
NET OF REVENUES/EXPENDITURES - 2024				14,798.45	14,798.45	
END FUND BALANCE		88,786.81	73,988.36	91,955.35		

04/24/2025 12:50 PM   GL ACTIVITY REPORT FOR WHITEFISH BAY   Page: 1/6
User: N.Reed
DB: Whitefish Bay   TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance

Fund 13 Library Special Revenue Fund

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
03/01/2025			**13-00000-11100 CASH IN BANK**	BEG. BALANCE			58,572.41
03/05/2025	GJ	JE	Library - stripe monthly deposiit	5887	373.82		58,946.23
03/06/2025	CD	CHK	SUMMARY CD 03/06/2025			5,674.01	53,272.22
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025			25,631.40	27,640.82
03/09/2025	CR	RCPT	Daily Library Receipts	229306	322.69		27,963.51
03/12/2025	CD	CHK	SUMMARY CD 03/12/2025			1,830.86	26,132.65
03/13/2025	CD	CHK	SUMMARY CD 03/13/2025			1,396.29	24,736.36
03/13/2025	CR	RCPT	Daily Library Receipts	229404	177.64		24,914.00
03/14/2025	GJ	JE	Monthly Sales Tax ACH Payment	5913		31.48	24,882.52
03/16/2025	GJ	JE	Nayax deposit	5956	334.94		25,217.46
03/21/2025	CD	CHK	SUMMARY CD 03/21/2025			23,154.60	2,062.86
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			26,384.91	(24,322.05)
03/21/2025	CR	RCPT	Daily Library Receipts	229553	256.75		(24,065.30)
03/28/2025	CD	CHK	SUMMARY CD 03/28/2025			5,228.65	(29,293.95)
03/31/2025	GJ	JE	Monthly WRS ACH Payment	5918		2,459.17	(31,753.12)
03/31/2025	CR	RCPT	Daily Library Receipts	229694	124.40		(31,628.72)
03/31/2025			13-00000-11100	END BALANCE	1,590.24	91,791.37	(31,628.72)
03/01/2025			**13-00000-12100 TAXES RECEIVABLE**	BEG. BALANCE			930,490.00
03/31/2025			13-00000-12100	END BALANCE	0.00	0.00	930,490.00
03/01/2025			**13-00000-15001 PREPAIDS**	BEG. BALANCE			691.02
03/31/2025			13-00000-15001	END BALANCE	0.00	0.00	691.02
03/01/2025			**13-00000-21100 ACCOUNTS PAYABLE**	BEG. BALANCE			(830.00)
03/03/2025	AP	INV	GREATAMERICA FINANCIAL SVCS	38622445		101.00	(931.00)
			STANDARD PAYMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798462 2/25		10.79	(941.79)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L6798382 2/25		552.98	(1,494.77)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L5190172 2/25		1,197.94	(2,692.71)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	L4211182 2/25		455.10	(3,147.81)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	75003750 2/25		430.25	(3,578.06)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS	40023382 2/25		206.80	(3,784.86)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188202		40.00	(3,824.86)
			LIBRARY CD				
03/03/2025	AP	INV	BLACKSTONE PUBLISHING	2188269		298.24	(4,123.10)
			LIBRARY CDS				
03/03/2025	AP	INV	DIGICORP, INC.	353937		900.00	(5,023.10)
			MERAKI ENTERPRISE CLOUD CONTROLLER LI				
03/03/2025	AP	INV	GALE	86880877		27.99	(5,051.09)
			MISC TITLE				
03/03/2025	AP	INV	GALE	86924072		98.40	(5,149.49)
			MISC TITLES				
03/03/2025	AP	INV	INGRAM LIBRARY SERVICES	20AC678 2/25		1,020.49	(6,169.98)
			FEBRUARY 2025 STATEMENT				
03/03/2025	AP	INV	PLAYAWAY PRODUCTS, LLC	491752		6.78	(6,176.76)
			BATTERY COVER				
03/04/2025	AP	INV	KANOPY, INC.	441854		327.25	(6,504.01)
			TICKETS & KKIDS CREDITS				
03/06/2025	CD	CHK	SUMMARY CD 03/06/2025		5,674.01		(830.00)
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	3248		307.98	(1,137.98)
			REPLACEMENT AIR FILTERS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	9113		35.90	(1,173.88)
			COLLECTIONS: PIECE BY PIECE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	4663		12.54	(1,186.42)
			PAPER PRODUCTS				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-00000-21100 ACCOUNTS PAYABLE		(Continued)		
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	0577		79.84	(1,266.26)
			COLLECTIONS: HAROLD AND THE PURPLE CI				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	9412		179.70	(1,445.96)
			COLLECTIONS: JAMES (NYR BOOK CLUB)				
03/06/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL	7649		40.00	(1,485.96)
			COLLECTIONS: NEWPAPER SUBSCRIPTION				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	1091		7.49	(1,493.45)
			ZIP TIES				
03/06/2025	AP	INV	NOTHING BUNDT CAKES	9924		30.02	(1,523.47)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	Brueggers Bagels	3654		20.08	(1,543.55)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TRADER JOE'S	7272		12.98	(1,556.53)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TRADER JOE'S	5859		15.74	(1,572.27)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TOPPER'S PIZZA	4688		26.99	(1,599.26)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	GOODY GOURMET	1894		35.50	(1,634.76)
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	DRIVESTRIKE	8273		24.00	(1,658.76)
			LAPTOP SECURITY SOFTWARE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8594		504.66	(2,163.42)
			UPS FOR NEW MCFLS SERVER				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8949		29.79	(2,193.21)
			FLASH DRIVES				
03/12/2025	AP	INV	SPECTRUM ENTERPRISE	9017		360.50	(2,553.71)
			MONTHLY CHARGES				
03/12/2025	AP	INV	SPECTRUM ENTERPRISE	2664		107.15	(2,660.86)
			MONTHLY CHARGES				
03/12/2025	CD	CHK	SUMMARY CD 03/12/2025		1,830.86		(830.00)
03/12/2025	AP	INV	STAPLES ADVANTAGE	6026513913		387.59	(1,217.59)
			PAPER TOWEL, TOILET PAPER, HANDSOAP				
03/12/2025	AP	INV	FORWARD TS, LTD	AR249726		20.90	(1,238.49)
			LIBRARY COPIER 2/3 - 3/2/25				
03/12/2025	AP	INV	FORWARD TS, LTD	AR249727		116.52	(1,355.01)
			LIBRARY COPIER 2/3 - 3/2/25				
03/12/2025	AP	INV	WHITNEY KNUDTSON	03/07/2025		6.00	(1,361.01)
			LOST BOOK FOUND IN LIBRARY DROP BOX				
03/12/2025	AP	INV	AT&T	414R16015903		35.28	(1,396.29)
			MONTHLY CHARGES 2/2 - 3/1/2025				
03/13/2025	CD	CHK	SUMMARY CD 03/13/2025		1,396.29		0.00
03/19/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC.	45702 - APRIL 2025		137.75	(137.75)
			APRIL PREMIUMS				
03/19/2025	AP	INV	WISCONSIN LIBRARY ASSOCIATION	22578		249.00	(386.75)
			Membership Renewal (3)				
03/19/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03726		18,876.00	(19,262.75)
			Collections & Membership Dues				
03/20/2025	AP	INV	WE ENERGIES	5401520212		3,891.85	(23,154.60)
			Utilities - Feb 2025				
03/21/2025	CD	CHK	SUMMARY CD 03/21/2025		23,154.60		0.00
03/25/2025	AP	INV	DELTA DENTAL OF WISCSONSIN	2313576		251.68	(251.68)
			APRIL 2025 PREMIUMS				
03/25/2025	AP	INV	UNITED HEALTHCARE	177474387130		4,433.56	(4,685.24)
			APRIL 2025 PREMIUMS				
03/26/2025	AP	INV	ROBB GREGG	2025-03		375.00	(5,060.24)
			Landscaping - Library				
03/26/2025	AP	INV	Oscar Grummert	3-24-2025		5.10	(5,065.34)
			Refund for Book Damage Payment				
03/27/2025	AP	INV	GALE	87010121		70.83	(5,136.17)
			MISC TITLES				
03/27/2025	AP	INV	GALE	86987947		52.48	(5,188.65)
			MISC TITLES				
03/27/2025	AP	INV	BLACKSTONE PUBLISHING	2190176		40.00	(5,228.65)
			LIBRARY CD				
03/28/2025	CD	CHK	SUMMARY CD 03/28/2025		5,228.65		0.00

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-00000-21100 ACCOUNTS PAYABLE	(Continued)			
03/31/2025			13-00000-21100	END BALANCE	37,284.41	36,454.41	0.00
03/01/2025			**13-00000-21550 DEPOSITS/SUSPENSE**	BEG. BALANCE			(114.42)
03/31/2025			13-00000-21550	END BALANCE	0.00	0.00	(114.42)
03/01/2025			**13-00000-24600 DEFERRED REVENUE - TAXES**	BEG. BALANCE			(930,490.00)
03/31/2025			13-00000-24600	END BALANCE	0.00	0.00	(930,490.00)
03/01/2025			**13-00000-25199 ACCRUED PAYROLL**	BEG. BALANCE			(14,679.90)
03/31/2025			13-00000-25199	END BALANCE	0.00	0.00	(14,679.90)
03/01/2025			**13-00000-25400 WRS Retirement - Payroll Deduct:**	BEG. BALANCE			(1,566.74)
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025			1,205.33	(2,772.07)
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025			1,269.71	(4,041.78)
03/31/2025	GJ	JE	Monthly WRS ACH Payment	5918	2,459.17		(1,582.61)
03/31/2025			13-00000-25400	END BALANCE	2,459.17	2,475.04	(1,582.61)
03/01/2025			**13-00000-28100 SURPLUS**	BEG. BALANCE			(159,209.37)
03/31/2025			13-00000-28100	END BALANCE	0.00	0.00	(159,209.37)
03/01/2025			**13-00000-43793 Library MCFLS RB Payment**	BEG. BALANCE			(76,193.00)
03/31/2025			13-00000-43793	END BALANCE	0.00	0.00	(76,193.00)
03/01/2025			**13-00000-45209 LIBRARY FINES**	BEG. BALANCE			(5,012.50)
03/05/2025	GJ	JE	Library - stripe monthly deposiit	5887		373.82	(5,386.32)
03/09/2025	CR	RCPT	LIBRARY FINES	229306		218.09	(5,604.41)
03/12/2025	AP	INV	WHITNEY KNUDTSON	03/07/2025	6.00		(5,598.41)
			LOST BOOK FOUND IN LIBRARY DROP BOX				
03/13/2025	CR	RCPT	LIBRARY FINES	229404		95.69	(5,694.10)
03/21/2025	CR	RCPT	LIBRARY FINES	229553		182.90	(5,877.00)
03/26/2025	AP	INV	Oscar Grummert	3-24-2025	5.10		(5,871.90)
			Refund for Book Damage Payment				
03/31/2025	CR	RCPT	LIBRARY FINES	229694		71.80	(5,943.70)
03/31/2025			13-00000-45209	END BALANCE	11.10	942.30	(5,943.70)
03/01/2025			**13-00000-45210 Library Replacement Cards**	BEG. BALANCE			(8.00)
03/09/2025	CR	RCPT	Library Replacement Cards	229306		2.00	(10.00)
03/13/2025	CR	RCPT	Library Replacement Cards	229404		2.00	(12.00)
03/21/2025	CR	RCPT	Library Replacement Cards	229553		2.00	(14.00)
03/31/2025			13-00000-45210	END BALANCE	0.00	6.00	(14.00)
03/01/2025			**13-00000-46713 LIBRARY COPY AND FAX FEES**	BEG. BALANCE			(1,037.90)
03/09/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229306		102.60	(1,140.50)
03/13/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229404		79.95	(1,220.45)
03/16/2025	GJ	JE	Nayax deposit	5956		334.94	(1,555.39)
03/21/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229553		71.85	(1,627.24)
03/31/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	229694		52.60	(1,679.84)
03/31/2025			13-00000-46713	END BALANCE	0.00	641.94	(1,679.84)
03/01/2025			**13-00000-48501 LIBRARY DONATIONS**	BEG. BALANCE			(450.00)
03/31/2025			13-00000-48501	END BALANCE	0.00	0.00	(450.00)
03/01/2025			**13-93000-50100 Salaries**	BEG. BALANCE			90,907.47
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		23,859.03		114,766.50

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04/24/2025 12:50 PM   GL ACTIVITY REPORT FOR WHITEFISH BAY   Page: 4/6
User: N.Reed
DB: Whitefish Bay   TRANSACTIONS FROM 03/01/2025 TO 03/31/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-93000-50100 Salaries	(Continued)			
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		23,746.50		138,513.00
03/31/2025			13-93000-50100	END BALANCE	47,605.53	0.00	138,513.00
03/01/2025			**13-93000-50150 FICA Tax**	BEG. BALANCE			6,867.21
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		1,772.37		8,639.58
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		1,825.91		10,465.49
03/31/2025			13-93000-50150	END BALANCE	3,598.28	0.00	10,465.49
03/01/2025			**13-93000-50160 Health/Dental Insurance Premium**	BEG. BALANCE			10,870.48
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		5,435.24		16,305.72
03/31/2025			13-93000-50160	END BALANCE	5,435.24	0.00	16,305.72
03/01/2025			**13-93000-50161 Health Insurance Deductible (Di**	BEG. BALANCE			3,115.00
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		62.50		3,177.50
03/31/2025			13-93000-50161	END BALANCE	62.50	0.00	3,177.50
03/01/2025			**13-93000-50170 Retirement Contribution - ER po**	BEG. BALANCE			4,805.26
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		1,205.33		6,010.59
03/21/2025	PR	CHK	SUMMARY PR 03/21/2025		1,269.71		7,280.30
03/31/2025			13-93000-50170	END BALANCE	2,475.04	0.00	7,280.30
03/01/2025			**13-93000-50180 Group Life Insurance Premium**	BEG. BALANCE			275.50
03/07/2025	PR	CHK	SUMMARY PR 03/07/2025		137.75		413.25
03/31/2025			13-93000-50180	END BALANCE	137.75	0.00	413.25
03/01/2025			**13-93200-50190 Training/Meetings/Travel**	BEG. BALANCE			90.00
03/06/2025	AP	INV	TRADER JOE'S	7272	12.98		102.98
			STAFF APPRECIATION WEEK				
03/31/2025			13-93200-50190	END BALANCE	12.98	0.00	102.98
03/01/2025			**13-93200-50191 Membership Dues**	BEG. BALANCE			354.00
03/19/2025	AP	INV	WISCONSIN LIBRARY ASSOCIATION	22578	249.00		603.00
			Membership Renewal (3)				
03/31/2025			13-93200-50191	END BALANCE	249.00	0.00	603.00
03/01/2025			**13-93200-50194 Personnel Related Expenses**	BEG. BALANCE			0.00
03/06/2025	AP	INV	NOTHING BUNDT CAKES	9924	30.02		30.02
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	Brueggers Bagels	3654	20.08		50.10
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TRADER JOE'S	5859	15.74		65.84
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	TOPPER'S PIZZA	4688	26.99		92.83
			STAFF APPRECIATION WEEK				
03/06/2025	AP	INV	GOODY GOURMET	1894	35.50		128.33
			STAFF APPRECIATION WEEK				
03/31/2025			13-93200-50194	END BALANCE	128.33	0.00	128.33
03/01/2025			**13-93200-50250 Utilities**	BEG. BALANCE			8,928.32
03/20/2025	AP	INV	WE ENERGIES	5401520212	3,891.85		12,820.17
			Utilities - Feb 2025				
03/31/2025			13-93200-50250	END BALANCE	3,891.85	0.00	12,820.17
03/01/2025			**13-93200-50251 Telephone/Internet**	BEG. BALANCE			35.28
03/12/2025	AP	INV	SPECTRUM ENTERPRISE	9017	360.50		395.78
			MONTHLY CHARGES				
03/12/2025	AP	INV	SPECTRUM ENTERPRISE	2664	107.15		502.93
			MONTHLY CHARGES				
03/12/2025	AP	INV	AT&T	414R16015903	35.28		538.21
			MONTHLY CHARGES 2/2 - 3/1/2025				
03/31/2025			13-93200-50251	END BALANCE	502.93	0.00	538.21

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
03/01/2025			**13-93200-50300 Office Supplies**		BEG. BALANCE		24.77
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	3248	307.98		332.75
			REPLACEMENT AIR FILTERS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	4663	12.54		345.29
			PAPER PRODUCTS				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	1091	7.49		352.78
			ZIP TIES				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8949	29.79		382.57
			FLASH DRIVES				
03/31/2025			13-93200-50300	END BALANCE	357.80	0.00	382.57
03/01/2025			**13-93200-50360 Building Maintenance**		BEG. BALANCE		750.00
03/26/2025	AP	INV	ROBB GREGG	2025-03	375.00		1,125.00
			Landscaping - Library				
03/31/2025			13-93200-50360	END BALANCE	375.00	0.00	1,125.00
03/01/2025			**13-93200-50760 Sales Tax**		BEG. BALANCE		75.14
03/14/2025	GJ	JE	Monthly Sales Tax ACH Payment	5913	31.48		106.62
03/31/2025			13-93200-50760	END BALANCE	31.48	0.00	106.62
03/01/2025			**13-93300-50240 IT Support Contract Services**		BEG. BALANCE		1,741.64
03/03/2025	AP	INV	DIGICORP, INC.	353937	900.00		2,641.64
			MERAKI ENTERPRISE CLOUD CONTROLLER LI				
03/06/2025	AP	INV	DRIVESTRIKE	8273	24.00		2,665.64
			LAPTOP SECURITY SOFTWARE				
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES	8594	504.66		3,170.30
			UPS FOR NEW MCFLS SERVER				
03/31/2025			13-93300-50240	END BALANCE	1,428.66	0.00	3,170.30
03/01/2025			**13-93300-50311 Copier Maintenance/Repair**		BEG. BALANCE		1,022.26
03/03/2025	AP	INV	GREATAMERICA FINANCIAL SVCS	38622445	101.00		1,123.26
			STANDARD PAYMENT				
03/12/2025	AP	INV	FORWARD TS, LTD	AR249726	20.90		1,144.16
			LIBRARY COPIER 2/3 - 3/2/25				
03/12/2025	AP	INV	FORWARD TS, LTD	AR249727	116.52		1,260.68
			LIBRARY COPIER 2/3 - 3/2/25				
03/31/2025			13-93300-50311	END BALANCE	238.42	0.00	1,260.68
03/01/2025			**13-93300-50312 Material Processing/Repairs**		BEG. BALANCE		1,200.03
03/03/2025	AP	INV	PLAYAWAY PRODUCTS, LLC	491752	6.78		1,206.81
			BATTERY COVER				
03/31/2025			13-93300-50312	END BALANCE	6.78	0.00	1,206.81
03/01/2025			**13-93300-50350 Maintenance Service & Supplies**		BEG. BALANCE		2,900.00
03/31/2025			13-93300-50350	END BALANCE	0.00	0.00	2,900.00
03/01/2025			**13-93300-50351 Custodial Supplies**		BEG. BALANCE		258.60
03/12/2025	AP	INV	STAPLES ADVANTAGE	6026513913	387.59		646.19
			PAPER TOWEL, TOILET PAPER, HANDSOAP				
03/31/2025			13-93300-50351	END BALANCE	387.59	0.00	646.19
03/01/2025			**13-93400-50401 MCFLS Membership**		BEG. BALANCE		0.00
03/19/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST.	FL-03726	7,148.00		7,148.00
			Collections & Membership Dues				
03/31/2025			13-93400-50401	END BALANCE	7,148.00	0.00	7,148.00
03/01/2025			**13-93400-50403 Programs - Children**		BEG. BALANCE		74.85
03/31/2025			13-93400-50403	END BALANCE	0.00	0.00	74.85
03/01/2025			**13-93500-50410 Library Collection Materials**		BEG. BALANCE		6,433.56

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-93500-50410 Library Collection Materials	(Continued)			
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	L6798462 2/25	10.79		6,444.35
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	L6798382 2/25	552.98		6,997.33
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	L5190172 2/25	1,197.94		8,195.27
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	L4211182 2/25	455.10		8,650.37
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	75003750 2/25	430.25		9,080.62
03/03/2025	AP	INV	BAKER & TAYLOR BOOKS FEBRUARY 2025 STATEMENT	40023382 2/25	206.80		9,287.42
03/03/2025	AP	INV	BLACKSTONE PUBLISHING LIBRARY CD	2188202	40.00		9,327.42
03/03/2025	AP	INV	BLACKSTONE PUBLISHING LIBRARY CDS	2188269	298.24		9,625.66
03/03/2025	AP	INV	GALE MISC TITLE	86880877	27.99		9,653.65
03/03/2025	AP	INV	GALE MISC TITLES	86924072	98.40		9,752.05
03/03/2025	AP	INV	INGRAM LIBRARY SERVICES FEBRUARY 2025 STATEMENT	20AC678 2/25	1,020.49		10,772.54
03/04/2025	AP	INV	KANOPY, INC. TICKETS & KKIDS CREDITS	441854	327.25		11,099.79
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES COLLECTIONS: PIECE BY PIECE	9113	35.90		11,135.69
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES COLLECTIONS: HAROLD AND THE PURPLE CF	0577	79.84		11,215.53
03/06/2025	AP	INV	AMAZON CAPITAL SERVICES COLLECTIONS: JAMES (NYR BOOK CLUB)	9412	179.70		11,395.23
03/06/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL COLLECTIONS: NEWPAPER SUBSCRIPTION	7649	40.00		11,435.23
03/19/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST. Collections & Membership Dues	FL-03726	11,728.00		23,163.23
03/27/2025	AP	INV	GALE MISC TITLES	87010121	70.83		23,234.06
03/27/2025	AP	INV	GALE MISC TITLES	86987947	52.48		23,286.54
03/27/2025	AP	INV	BLACKSTONE PUBLISHING LIBRARY CD	2190176	40.00		23,326.54
03/31/2025			13-93500-50410	END BALANCE	16,892.98	0.00	23,326.54

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To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Department Reports

Adult Services (Lenski)

Programs
March was the first month of our new monthly program, The Library Social. This program arose from our Mental Health Awareness Day program last year. We heard from folks that they were looking for an opportunity to meet other community members in a social setting. The program is being led by Reference Assistant Eva Hong and will happen the first Thursday of every month. There are a few activities for folks to do if they are interested but the majority of people chatted with one another. For our first meetup we had 11 attendees, and for our second we had the same turnout. I'm considering this a success since it is about the same number of patrons that we get for our book clubs, and since staff has very little prep work to do it's an easy program to run. Summertime is always more difficult to get patrons to come to library programs so we'll see how things continue as the temps warm up.

Winter Reading Program
Our Winter Reading Program for adults on the Beanstack app wrapped up on February 28 and we had 50 people participate. The participation is much smaller than summer, but the program requires very little staff time for setup and monitoring since we have continued to use the Beanstack app.

Collection Development
All part-time staff have been assigned an additional area in the nonfiction books to help with purchasing and collection development. Staff have been asking for more data to help them make purchasing decisions so I'm excited to dig into LibraryIQ with them.

Circulation Services (Hoge)

WLA 2025 Conference Planning Committee
The WLA Planning Committee will have their May meeting on site at the conference venue at the Marriott in Middleton, WI. This is always a great opportunity to get a feel for the space and the layout of the conference areas.

Staffing
We will be saying good bye to two of our shelvers when they leave for college in August. The hiring process has begun for two new shelvers who will start training in late May/early June. The job posting will run from Wednesday April 16th through Saturday April 26th.

Book Repair Machine
The Friends of the Whitefish Bay Public Library purchased a Cover One Book Repair machine for the Circulation Department. The machine uses heat to melt glue in the bindings of books with loose pages or broken bindings. We've started using it the last two weeks and are happy with the results.

MCFLS Great Library Treasure Hunt
We are in the last few weeks of the countywide Great Library Treasure Hunt program and are seeing a lot of new faces coming in to get maps stamped and walk around our space. It has been a lot of fun to talk with patrons from other communities and we've gotten a lot of positive feedback about the great atmosphere in both the Youth and Adult wings. This program will end May 3rd.

Technology
- We are looking into the cost of upgrading to Windows Office 2024 as we are currently on Office 2016 which will no longer be supported. We are looking into utilizing Windows 365 which is a cloud based Office product for staff while using Office 2024 licenses on the public patron computers. Using our software vendor TechSoup, we can get Office 2024 licenses for $40 which can only be used on public computers (not for staff use). We are still looking into the cost of 365.

- Our onsite MCFLS server is no longer in warranty. We have purchased a new server and a new UPS battery back up unit but have not been able to schedule the swap out with the old server through MCFLS due to other priorities on their end. Of note, we hope to keep the old server connected so that if there should be a loss of the primary server, the old server would take over as a back up.
- We hope to test out an Emergency back up plan should we lose the MCFLS network which would also include losing our WiFi. Our back up plan involves utilizing our staff hotspot to provide WiFi along with the WiFi capabilities available on our staff desktops and laptops to access the Sierra web version which would give all staff access to the Sierra database without having an ethernet connection via the server. Having this capability would keep us from having to use the Sierra Offline Procedure which requires populating files with patron barcodes and item numbers of checked out items then uploading these files to MCFLS where they have to manually run updates to the database. This is time consuming and can create many errors.

Youth Services (Kiekhaefer)
Programming

- We held an All-You-Can-Make Craft Buffet on the Monday after Easter (no school) and we had more than 70 people attend. It was a very popular event, and Valerie received positive feedback from many of the attendees. And as a bonus, we were able to clean out some random craft projects and supplies from the craft closet (in advance of summer reading program).

Staffing
- Kyleigh and Tristin have both run their own storytimes twice in our spring session. Both are doing a great job, and it's been really exciting to see them grow in this area.

Collection Development
- Friends of the Whitefish Bay Public Library are funding a new collection: Tonies and a few Tonie boxes for the Take and Tinker collection. I'll be purchasing them this week or next, and Theresa, Valerie and I have been working out logistics for shelving and circulation. Jennifer Schmidt from MCFLS created a new item type for us so we can process them right when they come in. The goal is to have them available to the public by the end of May.

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
2023	25,223	23,698	26,790	24,067	23,405	27,946	29,536	28,858	24,097	25,356	25,108	24,403	308,487	75,711
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773	25,852	25,949	24,970	24,560	324,260	81,167
2025	28,064	25,723	29,113											82,900
23-24	7.7%	10.5%	3.9%	12.4%	10.4%	2.0%	3.6%	3.2%	7.3%	2.3%	-0.5%	0.6%	5.1%	7.2%
24-25	3.3%	-1.7%	4.6%											2.1%

PHYSICAL CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
											-138			
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016	20,541	20,167	19,166	256,795	63,557
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168	20,877	21,148	20,119	19,705	265,141	65,069
2025	22,715	20,822	23,329											66,866
23-24	3.3%	6.0%	-1.7%	11.7%	7.5%	-0.4%	2.7%	1.9%	4.3%	3.0%	-0.2%	2.8%	3.3%	2.4%
24-25	4.1%	-1.3%	5.3%											2.8%

DIGITAL CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
			11%											
2023	4,087	3,802	4,265	3,919	4,032	3,995	4,360	4,158	4,081	4,815	4,941	5,237	51,692	12,154
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605	4,975	4,801	4,851	4,855	59,119	16,098
2025	5,349	4,901	5,784											16,034
23-24	30.4%	33.7%	33.3%	15.5%	24.3%	16.4%	8.9%	10.8%	21.9%	-0.3%	-1.8%	-7.3%	14.4%	32.5%
24-25	0.4%	-3.6%	1.7%											-0.4%

OVERDRIVE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	9,304
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217	3,442	3,386	3,309	3,232	41,351	11,225
2025	3,841	3,387	4,135											11,363
23-24	20.5%	21.2%	20.2%	10.1%	13.0%	6.9%	2.2%	1.2%	15.1%	1.0%	-5.8%	-11.7%	7.3%	20.6%
24-25	2.8%	-3.8%	4.3%											1.2%

OVERDRIVE MAGAZINES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	916
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	2,652
2025	782	787	874											2,443
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	58.6%	189.5%
24-25	-9.3%	-10.4%	-4.2%											-7.9%

HOOPLA (Print Books, Audio Books, Music, Movies)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	1,134
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	1,425
2025	437	390	407											1,234
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	23.6%	25.7%
24-25	-8.2%	-13.5%	-18.3%	Reduced to 2/mo from 4/mo as of Jan 2025										-13.4%

WHITEFISH BAY PUBLIC LIBRARY **STATISTICS**

KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	792
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	796
2025	289	337	368											994
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24.1%	0.5%
24-25	14.2%	44.6%	18.7%											24.9%

WIRELESS (Clients per Month)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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	13,151
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929	4,800	5,828	5,220	4,712	60,139	14,647
2025	5,983	4,508	5,177											15,668
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%	7%	0%	9.5%	11.4%
24-25	13.5%	-4.6%	11.3%											7.0%

DOOR COUNT PER MONTH				2024 Leap Year										
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,890	150,500	35,562
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742	12,418	13,375	14,516	11,256	161,348	37,042
2025	14,223	12,082	13,717											40,022
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7.2%	4.2%
24-25	15.7%	-1.6%	10.0%											8.0%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: 2021-2024 Strategic Plan Review

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

Background
The Whitefish Bay Public Library (WFBPL) has developed two recent strategic plans: one covering 2016–2021 and another for 2021–2024.

Review
Upon reviewing the goals and work plan for the 2021–2024 strategic plan, staff noted that a significant number of the identified action items were effectively completed as part of the Library's routine operations. This demonstrated that the plan aligned well with day-to-day workflows and organizational priorities.

Progress was documented annually through the Library's work plan; however, consistent reporting on strategic goals throughout the year was missing. Without regular quarterly updates, it is difficult to evaluate progress, adjust priorities as needed, and effectively communicate developments to the Library Board. To improve accountability and transparency in the next strategic plan, the Library Director and Leadership Team should incorporate quarterly updates to the Library Board. This will help ensure that strategic initiatives are not only implemented but also continuously tracked, assessed, and communicated.

Goal 1: Effectively Engage and Communicate with the Community
1.1 Communications and Outreach
- A communications plan is in place and regularly updated to reflect evolving market conditions and community needs. The most recent update was presented to the Library Board in December 2024.
- Events and services are promoted through a variety of effective channels, including:
    - Monthly Library eNewsletter
    - Weekly Village eNewsletter
    - Facebook, Instagram, and other social media
    - In-library digital promotion screens
    - Printed flyers and bookmarks
- Content in newsletters, marketing, and blog posts is driven by current events, trends, and popular programs. Staff use an editorial calendar to inspire blog posts and newsletter topics as needed.
- Video & Web Engagement
    - Short, engaging videos continue to be produced for social media. While tutorial-style content saw decreased engagement post-pandemic, staff continue to monitor trends for potential future use.
    - In 2024, the Library updated its website, improving the program registration experience, modernizing backend systems for better performance, and enhancing accessibility features.

1.2 Patron Input
- Staff proactively respond to patron feedback gathered via in-person conversations, email, and social media.
- Feedback directly shaped services and collections:
  - Adult Services created a dedicated Romance genre section, rather than including Romance in general Fiction, for easier discovery of materials by patrons.
  - Youth Services adjusted Wonderbooks hold procedures based on patron feedback.
- A community survey is planned for 2025 to inform the next strategic plan, timed to avoid overlap with the Village survey in 2024.

Goal 2: Provide Superior Library Services to All
2.1 Patron Services
- High-quality customer service is a core value across departments.
- All staff are trained in general, and department-specific, customer service practices.
- Acrylic barriers were removed from the Adult and Youth Services desks; retained at Circulation due to staff health concerns.
- Equity, Diversity, and Inclusion (EDI)
  - An ADA space study confirmed compliance and provided guidance for further improvements.
  - Implicit bias training was offered at 2024's Staff Development Day.
  - EDI principles are integrated into programming, collection development, and space design.

2.2 Collection
- Annual collection reviews drive budget planning.
- New collection types and formats added since 2021 include:
  - Take & Tinker Kits, Museum passes, Wonderbooks, Tonies
  - Potential additions for 2025: Decodable books and Yoto players
- Donor Support:
  - Friends of the Library provides funding for hot titles, Take & Tinker items, museum passes, Tonies, and Wonderbooks.
  - Collection support is discussed with potential donors.
- Usage Trends:
  - Regularly analyzed to inform collection development.
  - Displays and blogs often align with national observances and seasons.
    - Suggestions for future displays include highlighting underused collections and using Chase's Calendar of Event or a similar website.
- Policies:
  - Material Consideration Policy effective during a book challenge in 2023.

2.3 Programming
- Programs are evaluated throughout the year for effectiveness and alignment with patron interests.
- Adult Services:
  - Reintroduced popular classic programs (e.g., lectures, music).
    - Often attended by older demographic.
  - Developed new interactive events (e.g., Great Puzzle Race).
    - Often attended by families and younger working adults.
  - Three programming cycles per year.
  - Reduced hybrid/virtual programming due to significant drop in demand.

- Youth Services:
  - Shifted to more inclusive, flexible programming formats, including drop-in and all-ages programs.
  - Five flexible cycles annually.
  - Considering returning to fewer, longer cycles as staffing stabilizes.
  - Foreign language offerings under review; Spanish Storytime currently paused.
- Funding:
  - Friends fund nearly all programming.
  - Additional support comes from local partners like Kiwanis, WFB Garden Club, and Bay Bridge.
- Promotion:
  - Equal marketing is provided for all events to ensure broad community awareness.

2.4 Technology
- Technology Plan reviewed annually, with mid-year updates as needed.
- Staff receive training for any new technology or tools.
- Accessibility Updates:
  - Website updated for compliance.
  - Hearing loops not installed due to privacy concerns for conducting reference interviews or discussing fines with amplified sound.
  - Circulating laptops and hotspots; discussion ongoing as to whether replacement of laptops will occur given cost of unreturned items.

Goal 3: Optimize Library Space Utilization
- Space Planning and Projects
  - Completed:
    - New roof and upgraded fire alarm system installed (Village funded)
    - Teen area refresh (Friends funded)
    - Story room renovation (donor funded)
  - In Progress:
    - Converting an Adult Services nook into a study room (Friends funded)
  - Planned:
    - Boiler update included in Village's draft Capital Improvement Plan (pending approval).
- Training
  - Staff receive training in ADA compliance, ergonomics, and safety protocols (e.g., back health, handling bodily fluids).

Goal 4: Cultivate Strong Partnerships
- Partnership Development
  - Active collaborations include area schools, NS Health Department, preschools, and a wide range of local organizations.
  - In 2024, 31 programs were conducted through partnerships, drawing 1,685 attendees.
  - There is need for guidelines for evaluating new partnership opportunities to ensure alignment with staff capacity and Library mission.

- Partnership Management
  - Program room technology is critical for collaborative events but limited by staff availability.
  - Emphasis is placed on working with North Shore and Whitefish Bay organizations.

<u>2024 Partners</u>
- AFS International
- Bay Bridge
- Citizens of Beaumont
- Ellenbecker Group
- Kiwanis North Shore MKE
- League of Women Voters
- North Shore Health Dept
- PNC Bank
- Rogers Behavioral Health
- Versiti Blood Center
- WFB Farmers Market
- WFB Garden Club
- WFB Woman's Club
- WFBPL Foundation

Goal 5: Ensure Financial Future
- Budget & Revenue
  - Strategic collection management and excellent customer service contributed to increased revenue from the library system.
  - Budget projections and discretionary priorities are reviewed and refined annually.

- Fundraising & Donations
  - Secured ongoing annual donation from the WFB Woman's Club to the Foundation.
  - Donor campaigns have transitioned to benefiting the Foundation and building the endowment.
  - Clarified donor communication differentiating the roles of the WFBPL Foundation and Friends.
  - Total general and memorial donations from are up 398% from 2021-2024.
  - $125,000 garnered in designated and special donations from stewarding donors as part of Foundation creation.

	Library		Foundation		Total		
	General	**Memorial**	**General**	**Memorial**	**General**	**Memorial**	**Total**
2021	$3,160	$1,350			$3,160	$1,350	$4,510
2022	$540	$375	$13,680		$14,220	$375	$14,595
2023	$420	$500	$18,473	$100	$18,893	$600	$19,493
2024	$2,100	$4,790	$12,914	$2,670	$15,014	$7,460	$22,474

Goal 6: Cultivate Empowered Leadership and Professional Development
- Board and Governance
  - Library Board remains stable, with only one new appointment in four years.
  - No changes needed to the Board's structure or recruitment process.
  - Board training uses state-provided modules.
  - Bylaws are scheduled for review in 2025.
  - Departmental presentations to the Board occurred in 2024 and aim to repeat annually going forward/

- Director and Staff Development
  - Staff development is ongoing and responsive to needs identified throughout the year.
  - Annual Staff Development Day themes
    - 2021: Resilience
    - 2022: Communication Styles
    - 2023: Safety
    - 2024: Implicit Bias
  - Staff are encouraged to participate in committees and conferences, with administrative support provided.

WFBPL STRATEGIC GOALS 2021-2024

	Completed									
	In process or partially completed									
	Not completed									
	No needed this cycle									
	GOAL 1: EFFECTIVELY ENGAGE and COMMUNICATE with the COMMUNITY	Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	1.1 Communications and Outreach that Conveys Value and a Welcoming Environment for All										
Plan	Revise and implement annual communications plan	SL			SL			SL			SL
Plan	Ensure plan and tactics: incorporates community feedback; reaches wide range of patrons, community groups, partners, schools, houses of worship; addresses any technology implications; and maximizes accessibility.	SL			SL			SL			SL
Plan	Revise annual editorial calendar (incorporating messaging, addressing key patron info gaps, milestone events, and fundraising push)	SL			SL			SL			SL
Plan	Produce and distribute Annual Report (incl. community survey highlights during survey years)		SL/NR			SL/NR			SL/NR		
Plan	Assess video need (event/programming archive, storytimes, "how to" videos), determine best platform, implement		SL/NR								
Plan	Update website (user experience, integrated messaging, support opportunities, video links, programming archive, accessibility, need to publicize any policies) with annual review			SL		SL			SL		
Policies	Review and update communications policies, including Village updates(e.g., Village Social Media Policy (2021) as needed	SL, NR			SL, NR			SL, NR			SL, NR
Training	Develop and implement plan to address any training implications for communications	NR			NR			NR			NR
EDI	Assess EDI implications for communications and incorporate into plans and updates	NR			NR			NR			NR
	1.2 Solicit Patron Input										
Plan	Develop and implement plan for patron input. Ensure plan and tactics: incorporates community feedback; reaches wide range of patrons, community groups, partners, schools, houses of worship; addresses any technology implications; and maximizes accessibility.				NR						
Plan	Develop and implement 2022 Community Survey: promote and engage community esp those less likely to respond; develop plan to share results										
Plan	Establish set of standard questions for ongoing Community Surveys to track over time, add demographics and special interest groups to track variances										
Plan	Develop and implement additional opportunities for patron ideas and feedback re Patron Services, Collections, Programming, Space.										
Training	Develop and implement plan to address any training implications for patron input				NR						
EDI	Assess EDI implications for patron input and incorporate into plans				NR						
	GOAL 2: PROVIDE SUPERIOR LIBRARY SERVICES TO ALL	Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	2.1 Patron Services										
Plan	Develop and implement library/customer services plan, incorporating community feedback, and addressing technology and accessibility implications				SL, KK, VM, TH, NR						
Policies	Review and update policies related to library/customer service as needed				SL, KK, VM, TH, NR						
Training	Develop plan to address any training implications for library/customer service and implement	NR			SL, KK, VM, TH, NR						
EDI	Assess EDI implications for library/customer service and incorporate into plans	NR			SL, KK, VM, TH, NR						
EDI	Implement staff training re unconscious bias, and other needs to related to EDI to help ensure a welcoming, safe, and accessible environment for all		NR								
	2.2 Collection										
Plan	Review and update collection plan and related documents. Ensure plan and tactics: incorporates community feedback and meets a wide range of needs and interests; addresses any technology implications; and maximizes accessibility.					SL, KK, VM, NR			SL, KK, VM, NR		
Plan	Identify donor opportunities, including cost and impact		NR								
Plan	Include process for review of usage trends in physical and digital collections					NR			NR		
Plan	Include process for offering variety of topics and diversity of viewpoints in collections					SL, KK, VM, NR			SL, KK, VM, NR		
Plan	Include process to track which topics/collections get featured/promoted to ensure wide range					SL, KK, VM, NR			SL, KK, VM, NR		
Policies	Review and update policies related to collections as needed					SL, KK, VM, NR			SL, KK, VM, NR		
Training	Develop plan to address any training implications for collections					SL, KK, VM, NR			SL, KK, VM, NR		
EDI	Assess EDI implications for collections and incorporate into plans					SL, KK, VM, NR			SL, KK, VM, NR		

WFBPL STRATEGIC GOALS 2021-2024

		Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	GOAL 2: PROVIDE SUPERIOR LIBRARY SERVICES TO ALL (continued)										
	2.3 Programming										
Plan	Review and implement programming plan for AS, YS, and All. Ensure plan incorporates community feedback and meets a wide range of needs and interests; addresses any technology implications; and maximizes accessibility.				SL, KK, VM, NR						
Plan	Identify donor opportunities, including cost and impact		NR								
Plan	Include process for review of usage trends in various program types/topics; virtual vs in-person vs hybrid				SL, KK, VM, NR						
Plan	Include process for offering variety of topics and diversity of viewpoints in programming				SL, KK, VM, NR						
Plan	Include process to track which prgorams get featured/promoted to ensure wide range				SL, KK, VM, NR						
Plan	Establish archive of resources for patrons (see above Communications video)				SL, KK, VM, NR						
Policies	Review and update policies related to programming as needed				SL, KK, VM, NR						
Training	Develop plan to address any training implications for programming				SL, KK, VM, NR						
EDI	Assess EDI implications for programming and incorporate into plans				SL, KK, VM, NR						
	2.4 Technology										
Plan	Review and update technology plan. Ensure plan incorporates community feedback, and maximizes accessibility.	TH, NR			TH, NR				TH, NR		TH, NR
Plan	Identify donor opportunities, including cost and impact		NR								
Plan	Include process for review of usage trends of various technology offerings	TH, NR									
Tech	Summarize technology implications for all areas	TH, NR									
Policies	Review and update policies related to technology as needed	TH, NR									
Training	Develop plan to address any training implications for technoloy	SL, KK, VM, TH, NR									
EDI	Assess EDI implications for technology and incorporate into plans	TH, NR									
EDI	Review implementation of hearing loops at service desks	SL, KK, VM, TH, NR									

		Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	GOAL 3: OPTIMIZE LIBRARY SPACE UTILIZATION										
Plan	Evaluate space usage post-COVID and develop small scale Library Space Plan. Ensure plan includes community feedback and tries to balance the range of needs.	SL, KK, VM, TH, NR	SL, KK, VM, TH, NR	SL, KK, VM, TH, NR	SL, KK, VM, TH, NR	SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		
Plan	Identify donor opportunities, including cost and impact		NR								
Plan	Develop process for review of space use		NR								
Plan	Full scale Library Space/Building Plan will be addressed 2024 Strategic Plan		tbd								
Tech	Assess technology implications for library space and buidling		NR, TH								
Policies	Review and update policies related to library space and building (reservations, program room, signage, etc.) as needed					SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		
Training	Develop plan to address any training implications for library space and building					SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		
Training	Determine need for updated accessibility review for space and implement as needed. Implement recommendations as appropriate now and for 2024 strategic plan.							NR			NR
EDI	Assess EDI implications for library space and building and incorporate into plans		SL, KK, VM, TH, NR					SL, KK, VM, TH, NR			SL, KK, VM, TH, NR

		Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	GOAL 4: CULTIVATE STRONG PARTNERSHIPS										
Plan	Develop and implement partnership plan, evaluating wide range of partners, benefits, timing, resources (technology, space, budget, and staffing needs), alignment with Library principles, and community impact, value, and reach		NR								
Plan	Identify donor opportunities, including cost and impact		NR								
Plan	Develop evaluation criteria and process to review partnership impact and effectiveness, guiding principles alignment		NR								
Tech	Identify technology implications for partnerships, and develop plans to address					NR, TH			NR, TH		
Policies	Review and update policies for partnerships; develop new policies if needed	NR									
Training	Develop plan to address any training implications for partnerships					NR			NR		
EDI	Assess EDI implications for partnerships and incorporate into plans		NR								

WFBPL STRATEGIC GOALS 2021-2024

	GOAL 5: ENSURE FINANCIAL FUTURE	Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
Plan	Develop and implement finance plan, taking into account community and staff feedback.	NR			NR			NR			NR
Plan	Review and update budget projections		NR								
Plan	Identify and prioritize specific discretionary needs and costs		NR								
Plan	Coordinate with Foundation and partners to plan Anniversary Celebration, related fundraising, programming, and communications.		NR, Foundation	NR, Foundation	NR, Foundation						
Plan	Clarify and communicate differences in giving (for donors) and roles among WFBPL, Foundation, and Friends		NR	NR	NR						
Tech	Identify technology implications for financial workflows, and develop plans to address	NR			NR			NR			NR
Policies	Review and update policies as needed for financial impacts	NR			NR			NR			NR
EDI	Assess EDI implications for finances and incorporate into plans	NR			NR			NR			NR
	GOAL 6: CULTIVATE EMPOWERED LEADERSHIP & PROFESSIONAL DEVELOPMENT	Sep-Dec 2021	Jan-Apr 2022	May-Aug 2022	Sep-Dec 2022	Jan-Apr 2023	May-Aug 2023	Sep-Dec 2023	Jan-Apr 2024	May-Aug 2024	Sep-Dec 2024
	6.1 Board and Governance										
Plan	Assess need for Board leadership/governance plan		NR, Board								
Plan	Review and update Board Bylaws and related policies as needed		NR, Board								
Plan	Update Board composition as needed		NR, Board			NR, Board			NR, Board		
Plan	Update talent strategy as needed		NR, Board			NR, Board			NR, Board		
Plan	Revise Board member selection process as needed		NR, Board								
Plan	Identify, research & cultivate Board prospects		NR, Board			NR, Board			NR, Board		
Plan	Document Board Member roles, responsibilities & time commitments		NR, Board								
Plan	Revise Board committee structure as needed			NR, Board			NR, Board			NR, Board	
Plan	Evaluate needs for outside expertise		NR, Board			NR, Board			NR, Board		
Plan	Update Board annual work plan		NR, Board			NR, Board			NR, Board		
Tech	Identify technology implications for Board leadership and governance, with plan to address		NR, Board								
Training	Determine training needs, and implement plan for Board members		NR, Board								
EDI	Assess EDI implications for Board composition and training		NR, Board								
	6.2 Director and Staff										
Plan	Develop staffing and professional development plans for director and staff, incorporating community feedback	SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR
Training	Identify skills gaps related to strategic plan and develop plan to address any training, hiring, or developmentimplications for director and staff across all areas	SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR
Training	Support presence on county and state-level committees	SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR
Training	Support attendance at local, state, and national conferences and professional development opportunities		SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		
Tech	Identify technology implications for director and staff leadership and governance, with plan to address		SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		
Policies	Review and update staff policies as needed		SL, KK, VM, TH, NR								
EDI	Assess EDI implications for director and staff composition and training		SL, KK, VM, TH, NR			SL, KK, VM, TH, NR			SL, KK, VM, TH, NR		

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Wisconsin Public Library Standards Review

Mission

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

Background

The current Wisconsin Public Library Standards were published in 2018 as the 6th Edition. They were revised by a Standards Task Force in 2016-2017, comprised of people from the Department of Public Instruction, library system staff, and public library staff. 2016 annual report data for public libraries was utilized. The 6th edition uses 3 tiers: 1: Minimum; 2: Expanded; 3: Highest.

Review

Quantitative Metrics

In 2023, Whitefish Bay Public Library (WFBPL) was one of only two suburban libraries within the Milwaukee County Federated Library System (MCFLS) to achieve the Highest standard, alongside Shorewood. Five libraries earned the Expanded standard, two met the Minimum standard, and five fell below the minimum threshold. A similar pattern is observed in 2024, with one library improving from Minimum to Expanded.

It is worth noting that in 2024, WFBPL earned the Expanded standard for print periodical subscriptions, while all others fall below the minimum. Due to tight budgets and the growing availability of digital magazines, many libraries have reduced print subscription levels in order to maintain investments in print books, DVD movies, and digital collections. When the print subscription metric is excluded, the overall distribution of standards earned remains consistent.

Statutory Requirements and Tiered Standards

WFBPL currently meets all statutory requirements and continues to earn the Expanded standard. Progress was made in several key areas since 2023. Noted below with colored text are areas of improvement, those actively underway, and areas still to be addressed. **Upon review of the Library Board's Bylaws in 2025, WFBPL will earn the Highest standard.**

Conclusion

WFBPL continues to demonstrate strong performance in comparison to peer libraries within the system. With strategic focus and attention to key metrics, particularly in areas still in progress, the Library is on track to achieve and maintain the Highest standard. This level of achievement reflects WFBPL's ongoing commitment to excellence, sustainability, and community service.

6th Edition Standards – Quantitative Metrics

Under the 6th Edition standards, WFBPL achieves Tier 2 (Expanded) to Tier 3 (Highest) on all variables.

WFB 2024 Pop 14,299	Hours Open per Week	Print Books and Serials	Audio	Video	Total Collection	Print Periodical Subscriptions	Materials Expenditures	FTE Staff	Public Use Internet Computers
Tier 1 - Minimal	58.00	38,607	2,860	4,433	57,196	97	$52,620	7.15	13
Tier 2 - Expanded	60.00	45,757	4,290	5,148	61,486	112	$69,350	7.15	16
Tier 3 - Highest	65.00	60,056	5,863	8,722	84,364	144	$96,947	10.01	22
WFBPL - 2024	61.85	57,048	7,970	8,901	75,705	125	$114,000	11.00	34
Difference	3.15	3,008	n/a	n/a	8,659	19	n/a	n/a	n/a
Cost to Earn Highest	$13,104	$42,112			$125,885	$1,520			

Green = Updated from last year from not meeting to meeting.
Blue = In process to achieve standard.
Red = Do not meet standard.

Statutory Requirements: WFBPL Fulfills All Requirements

Wisconsin public libraries must be governed and operated according to Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:
- The library is established under Wis. Stat. § 43.52 (municipalities),
- 43.54 (joint libraries), or 43.57 (consolidated county libraries and county library services).
- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment, length of term, number of members, and composition, per Wis. Stat. § 43.54 (municipalities) or 43.57 (consolidated county libraries and county library services), and 43.60 (county appointments to local library boards).
- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § 43.58(1). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § 43.58(4).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § 43.58(6).
- Residents have free access to tax-supported public library services, per Wis. Stat. § 43.52(2). Such services include (but are not limited to):
  – free loan of print and non-print materials from the local circulation collection
  – general reference and information services
  – access to other library collections via interlibrary loan
  – access to a computer
- The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § 43.58(2).
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats.

- § 19.81 to 19.98), ethics (Wis. Stats. s. 19.59), and public records (Wis. Stats. § 19.31 to 19.39).
- The library complies with federal laws that affect library operations, such as the Fair Labor Standards Act.
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the ADA Accessibility Guidelines for Buildings and Facilities; Section 8 pertains to libraries.) Some examples of accommodations may include:
  – accessible meeting rooms
  – access to Braille materials
  – enhanced computer display for visually impaired
  – hearing augmentation system in meeting room
  – equipment necessary to use audiovisual materials in the library collection
  – home delivery of materials
  – interpreters for the hearing impaired
  – Large Print materials
  – a minimum of 36 inches of space between shelving stacks
  – story times and programs in accessible rooms or outside of the library

WFBPL Earns Tier One (Minimum) Standard

To be considered a **Tier One** library, a library must meet all of the Tier 1 standards that follow.

Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Generally, library boards have the power to:

- Hire and evaluate the library director
- Determine salaries and compensation for the director and library staff
- Establish a library budget
- Oversee spending and approve library expenditures
- Develop and adopt policies for the library's operation
- Engage in strategic planning for the library
- Exercise general oversight and governance of the library's operation

A well-informed library board is critical to the success of the library, as is the relationship between the library board and the director. Both must clearly understand their roles and responsibilities. The following standards relate to public library governance:

1. The library's Board of Trustees has written bylaws that outline its purpose and its operational procedures and address conflict-of- interest issues.
2. The library board adopts the following written policies for operating the library. All policies are available to all staff members and for public inspection (preferably online for accessibility). The items following each policy are suggestions of what the policy might cover. NOTE: if a library provides meeting room space to the public, a meeting room use policy must be included as well.
   - Circulation Policy - Yes
     – Borrower responsibilities and card eligibility
     – Confidentiality of Records
     – Fines and fees
     – Interlibrary Loan details
     – Loan periods, including renewals
     – Lost and damaged materials
     – Recovery of unreturned materials
     – Theft of materials
   - Collection Management Policy - Yes
     – Purpose of collection

- – Evaluation methods
- – Reconsideration of Materials requests
- – Selection criteria
- – Weeding (deselection) schedule
- – Gifts and donations as they pertain to the collection
- – Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)
- Computer/Internet Use Policy - Yes
  - – Confidentiality of records
  - – Privacy
  - – Rules of use
  - – Conduct (prohibited materials, etc.)
- Meeting Room Use (as necessary) - Yes
  - – Scheduling
  - – Rules and Conditions
  - – Charges and Fees
- Personnel Policy – Yes (Village Handbook)
  - – Employee benefits
  - – Salaries and position classifications
  - – Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.
- Public Behavior (Rules of Conduct) - Yes
  - – Behavior guidelines (for all ages)
  - – Consequences for inappropriate behavior
  - – Unattended children/child safety

3. If the library elects to filter Internet content, it states so in its internet policy and a procedure is in place to allow patrons unfiltered access.
4. The library board meets no fewer than ten times per year (with the library director in attendance), at a time and in a physically accessible location convenient for the board and the community.

Administration of the Library

A library director, who is hired by and is responsible to the library board of trustees, administers public libraries. The director is responsible for all of the day-to-day operations of the library, including:
- Hiring, supervising, training, evaluating, and dismissing library employees
- Preparing and submitting budgets to the board
- Recommending and executing library policies as adopted by the board
- Recommending and executing plans for library services
- Advocating for the library

The following standards relate to public library administration:

5. The library director provides written financial and statistical reports for review at library board meetings.
6. The library follows fiscal procedures consistent with state law, library policy, audit requirements, and local government requirements in preparing, presenting, and administering its budget.
7. The director has time away from the public service desk to perform administrative duties, attend system, state, county, and municipal meetings.
8. The library director conducts an orientation program for new board members. The orientation will include a tour of the library's public and staff areas and individual access to the DLT Trustee Essentials.
9. The library director keeps the library's Board of Trustees informed of library services, programs, and issues.
10. The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years, in accordance with state annual report requirements. (This may be in coordination with system ILS staff.)

Funding

A key responsibility of the library board is to seek and secure sufficient funding to support the local

service goals of the library. The following standards relate to the funding of public libraries:

11. The library director is available to present the proposed budget to the municipal governing body.
12. The library board adopts an annual budget.
13. The library is supported on an ongoing basis by funds from the municipal governing body. Grants, donations and other revenue sources supplement, but do not supplant, local tax support.

Staffing

Library staff are the library's most valuable asset. All library staff:

- are able to explain library policies to the public
- are committed to the provision of excellent service
- are well trained in the procedures required by their positions
- have a general understanding of the history and development of library services
- project an image of competence and courtesy

In addition, *public librarians* must be able to:

- assess the needs of the community
- communicate and work effectively with other staff
- evaluate and measure the effectiveness of public library programs and services
- assist in library planning efforts
- assist in fundraising efforts
- select materials and provide guidance in the use of all library resources
- use current and emerging technologies
- work within the political and social structure of the community

The following standards relate to the staffing of public libraries:

14. The library has regular, paid, and qualified staff, trained to fulfill their job responsibilities. The library is staffed during all hours that the library is open.
15. The library employs paid staff at the number of Full-Time Equivalents (FTE) outlined in Appendix A (or B). Forty (40) hours per week is set as the measure of full-time employment. To determine FTE of employees, take the total number of hours worked by all paid employees and divide by forty (40).

    For example, a library with 70 hours of paid employees is considered to have 1.75 total FTE.
16. The library board adopts written job descriptions that include educational and experience requirements, work hours, and a written salary range and benefits for each position.
17. Staff are trained in emergency procedures and protocols.
18. Library staff, volunteers, and trustees are trained to uphold patron privacy and confidentiality.
19. Employee performance is evaluated annually by the director or supervisor.
20. The library board conducts a performance evaluation of the library director annually.

Collections and Resources

Community needs and local interests drive a library's collection management plan. A successful public library provides a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of the members of its community.

Collection management requires a studied approach to the selection, maintenance, and development of the collection. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and scope of library materials.

The library's position on Intellectual Freedom is clearly reflected in its collection management policy. Through this policy, the library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

The following standards relate to the library's collections and resources:

21. A materials budget is designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
22. The library allocates operating funds for purchasing materials for the library's collection as outlined in Appendix A (or B).
23. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials

for the public.
24. The library's collection is regularly evaluated for retention, replacement, or withdrawal, as at a rate determined by the library's adopted collection management schedule.
25. The library maintains a collection of print, audio, and visual materials per capita as outlined in Appendix A (or B).
26. The library maintains a collection of print volumes per capita as outlined in Appendix A (or B).
27. The library maintains a collection of print periodical titles per 1,000 population as outlined in Appendix A (or B).
28. The library maintains a collection of audio recordings per capita as outlined in Appendix A (or B).
29. The library maintains a collection of video recordings held per capita as outlined in Appendix A (or B).
30. The library uses interlibrary loan to supplement, but not supplant, local collection development.
31. The library provides online resources, including downloadable materials, appropriate to its community and promotes the use of online resources on their website and within the library.
32. The library provides access to resources in formats appropriate to the needs of all population groups in the community.
33. The library provides adaptive technology to ensure inclusive access to electronic resources.

Programs and Services

Public services allow library staff to assist patrons in the use of its collections and resources. The library also provides resources beyond those owned by the library through interlibrary loan and other resource sharing arrangements.

The library offers educational, recreational, informational, and cultural programs sponsored by the library or in conjunction with other community organizations. These offerings may attract new users to the library, increase awareness and use of library resources and services, and provide a neutral public forum. Programs are commonly held in the library, but the needs of the community may require outreach outside of the library facility, with or without co-sponsorship from community partners.

Public libraries provide programs and services to all members of the community. The following standards relate to the library's programs and services:
34. Library staff assist all patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
35. The library provides Internet computers for public use per 1,000 population as outlined in Appendix A (or B).
36. The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases and participates as a lender and a borrower.
37. Library staff connect patrons with community resources and service agencies.
38. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy.
39. The library plans and evaluates programming for adults, teens, and children, considering all of the following factors: the community's needs, goals, and aspirations; intended outcomes; community demographics; and availability of programming from other organizations in the community.

Access

The public library provides full, convenient access to a complete range of its services. "Access" refers to the library's location, hours, and services, as well as its collections and the collections of other libraries. The following standards relate to access to the library:
40. Library hours are fixed and prominently posted. Hours are set based on community needs.
41. Library provides internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
42. The library provides free wireless internet access.
43. The library has a publicly available telephone number.
44. Key staff have library email accounts provided by the library.
45. The library maintains a website or similar online presence, which includes access to an online catalog, information about the library, and links to local, state, or national resources.
46. The library has an integrated library system (ILS) including an automated catalog of all of its holdings that

is easily accessible to all users.

47. Public programs provided by the library are in physically accessible locations for children, teens, and adults. The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program announcement.
48. The library has directional signs and instructions for the use of collections, online catalog, and other library services.

Facility

The facility housing the library's collections and services has a direct effect on access. The public library is a community gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building is designed for user efficiency and comfort to encourage extensive public use. The following standards relate to the library facility:

49. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.
50. The library building incorporates appropriate safety features in both public and staff areas.
51. The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.
52. The library provides adequate handicapped accessible parking spaces, per Wis. Stat. § 346.503(1), and any local ordinance.
53. The library has proper environmental control throughout the year.
54. The library has accessible public meeting space available for its programming.
55. The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan.
56. The library provides designated workspace for staff.

WFBPL Earns Tier Two (Expanded) Standard

To be considered a **Tier Two** library, a library must meet all of the Tier One standards above and all but two of the Tier Two standards that follow. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance

57. The library board adopts written policies for operating the library. In addition to the four essential policies (see Tier One Standard #2), they may include the following. All policies are available to all staff members and for public inspection.
    - Handling of gifts
    - Programming
    - Bulletin board
    - Public records
    - Inclement weather

The Public Library Development Team has sample policies on its website at https://dpi.wi.gov/pld/boards-directors/policy-resources.

Administration

58. The director is paid to perform library board-designated duties for no fewer than 25 hours per week, which includes scheduled hours away from a public service desk.
59. The director has time away from the public service desk to participate in professional activities such as continuing education opportunities, municipal and/or county board meetings, mentoring, service organizations, etc.
60. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries and explains how the proposed legislation might affect local library service.
61. The library director makes the library board aware of upcoming library-related continuing education.
62. The library director coordinates or provides trustee training during library board meetings at least twice per year.

63. The library maintains written procedures regarding the services it provides, based on board policies. Examples may include handling of lost items, opening and closing procedures, etc.
64. The library has a written strategic plan, which contains a mission statement, and outlines goals and objectives to meet the community's needs.
65. The library actively participates in its library system's program of service, such as serving on committees, attending meetings, etc.
66. The library participates in system-level and county-level planning for library services.

Funding
67. The director and library board of trustees are available to present the proposed budget to the municipal governing body.
68. The library receives permanent and equitable funding for services to rural residents from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate higher than the minimum required by statute.
69. The library seeks supplemental funding to support its program of service (e.g. grants, gifts, foundations, Friends of the Library).
70. The library provides funding for professional memberships, conferences, or continuing education, including travel and other necessary expenses.

Staffing
71. The library has a planned orientation program for new employees. The program introduces employees to the library's mission, philosophy, goals, and services, in addition to job responsibilities.
72. Library staff are trained in inclusive services and ability awareness, to serve all patrons and coworkers equitably.

Collections and Resources
73. The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:
- Adult basic skills materials (i.e., adult new readers)
- English language learning materials
- Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

Programs and Services
74. The library maintains, upgrades, and replaces needed library equipment and software on a regular schedule.
75. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy, during all the hours that the library is open.
76. The library provides or has convenient access to equipment that reproduces or transmits documents.
77. The library partners with local schools, community agencies and other organizations in the local area in planning, implementing, and promoting programs and services for the community.

Public Relations
Public relations efforts help to communicate a positive image of the library, and promote the library's materials, services, and programs. The library evaluates all policies and procedures in terms of their effect on the public and on the library's public relations.
The following standards relate to the library's public relations strategy:
78. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard, at least four (4) items must be achieved.
- Annual reports attractively packaged and made available to the public
- Attractive and frequently changed exhibits, displays, and bulletin boards
- Newspaper articles, columns, or advertisements
- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- TV and/or radio exposure

- Visually appealing printed materials and graphics
- Engaging, dynamic website
- Walk-throughs in the library to assess the image it projects
- An identifiable branding strategy, such as a library logo or slogan
- Targeted materials that reflect the diversity of the community (i.e., Spanish language signage; posters reflecting Latinos)

Access

79. Key library staff information, such as job title and email address, can be located on the library website.
80. The library's catalog is available via the internet and is accessible 24 hours per day, seven days per week.
81. The library provides free wireless internet access to all, regardless of whether a cardholder or of cardholder status.

Facility

82. The library provides non-public workspace for staff.
83. Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space is available for every 500 square feet of building is recommended.
    - 24,000 sq ft = 48 parking spaces. Parking lot has 26 spaces shared with Village Hall. More than 22 street parking spaces on Marlborough and Fleetwood.
84. The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline (2009), or other national standards.
    - 4.5 Seats x 14,130/1,000 = 64 public seats.
    - WFBPL has 14 computer chairs plus 100+ seats at study chairs, comfy chairs, and loveseats.

The suggested guidelines listed below are taken from the 2009 edition of Public Library Space Needs: A Planning Outline by Anders C. Dahlgren.

Seats per 1,000 Population

Population	Up to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,000 and over
Seats	5.0	4.50	3.00	2.25	1.50

WFBPL Does Not Earn Tier 3 (Highest) Standard – In Process

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

Governance In process

85. The bylaws of the library's Board of Trustees are reviewed at least every three years.
    - Scheduled for 2025
86. The library board reviews and/or revises its policies every three years.
    - WFBPL has 18 policies. To complete reviewing on a 3-year cycle would entail 6 per year.
    - Suggestion from Village Manager McElroy to combine all policies into a book that is reviewed all together every three years, similar to the Village's process for reviewing the Employee Handbook.
    - Alternatively, Director Reed suggests reviewing in order of: 1) most impactful for library operations; 2) oldest.
    - Three policies scheduled for review in 2025 are Code of Conduct; Internet; Intellectual Freedom.

Policy Name	Approved Date	Posted On Website	State Standards
Child Safety	2019	Yes	Yes
Code of Conduct	2025	Yes	Yes
Collection Management	2014	Yes	Yes
Collection Strategy	2015	Yes	

Commemorative Naming	2024	Yes	
Confidentiality	2014	Yes	Yes
Emergency Closing	2015	Yes	
Fund 13	2015	No	
Fund 22	2014	No	
Internet	2011	Yes	Yes
Loan Rules and Fines	2013	Yes	Yes
Material Consideration	2014	Yes	Yes
Outdoor Sign Policy	2021	Yes	
Patron Registration	2013	Yes	Yes
Program Room	2019	Yes	Yes
Public Information Spaces	2021	Yes	
Public Records	2019	Yes	
Study Rooms	2019	Yes	Yes

87. The library board reflects the demographics of the community.

Administration Meets

88. The library director coordinates or provides trustee training during library board meetings at least quarterly.
89. The director regularly attends meetings of the municipal governing body and reports on the library.
90. Development of the library's strategic plan involves library staff, trustees, and the public.
91. The library's strategic plan is reviewed and/or updated annually by the library's Board of Trustees.
92. The library adopts a technology plan. This plan may be developed in coordination with the library system.
93. The library adopts and adheres to a records retention schedule, such as the Records Retention Schedule for Wisconsin Public Libraries, which has been approved by the Wisconsin Public Records Board.

Funding Meets

94. The library advocates for permanent and equitable funding for services to non-libraried users from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate of 100 percent reimbursement or greater.
95. The director and library board attend annual budget hearing of the municipal governing body.
96. Library staff compensation packages are comparable with other community positions requiring similar education, preparation, and job assignments, and with other libraries from statistically similar communities.

Staffing Meets

97. In addition to the director, key employees participate in continuing education and professional activities each year.

Programs and Services Meets

98. The library offers outreach services, which includes collections and programs provided at other community locations, such as daycare facilities for children and adults, mental health facilities, nursing homes, prisons, jails, and schools.
   - Most of these types of facilities are not within WFB. Staff conduct outreach to the schools and in-reach with daycares.

Public Relations Meets

99. The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations. Ideas for developing good community relations include:
   - Attending municipal meetings other than when making a budget request
   - Giving presentations to community groups and organizations
   - Inviting the municipal governing body (i.e., common council) to meet in the library
   - Participating in community organizations and activities

- Serving as a bridge to bring people from different demographics together
- Regularly assessing community assets and needs
- Including local leaders in library planning
- Participating in municipal comprehensive planning

Access Meets

100. The library's integrated library system is part of a regional shared ILS.
101. The library makes bibliographic and holdings information available via a searchable statewide interface.

Facility Meets

102. The library allocates age and inclusion appropriate spaces including furnishings, signage, and technology.
103. The library provides signs on main community thoroughfares that indicate the direction to the library.
104. The library has humidity control features (in addition to HVAC) for enhanced protection of library materials.
105. The library has accessible public meeting space available for use by community groups.
106. The library director completes and shares a written space needs assessment with the library board at least every five years, per guidelines found in Public Library Space Needs: A Planning Outline or other national standards.
- Initial analysis completed 3/13/24. WFBPL's total space is Optimum.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Policy Standards Review

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

Background
The Wisconsin Department of Public Instruction (DPI) publishes the Trustee Essentials, a resource provided to new members of the Whitefish Bay Public Library Board of Trustees when they join. https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees

Chapter 10, titled "Developing Essential Library Policies," outlines key areas such as: responsibilities for creating and approving library policies, how to develop effective and legally sound policies, who is responsible for implementing them, and the distinction between policies and procedures. The Wisconsin Public Library Standards also recommend a core set of essential policies for libraries to maintain.

- Circulation Policy
  - WFBPL: Loan Rules and Fines Policy (2013); Patron Registration Policy (2013); Confidentiality Policy (2014)
  - Borrower responsibilities and card eligibility
  - Confidentiality of Records
  - Fines and fees
  - Interlibrary Loan details
  - Loan periods, including renewals
  - Lost and damaged materials
  - Recovery of unreturned materials
  - Theft of materials
- Collection Management Policy
  - WFBPL: Collection Management Policy (2014), Material Consideration Policy (2014)
  - Purpose of collection
  - Evaluation methods
  - Reconsideration of Materials requests
  - Selection criteria
  - Weeding (deselection) schedule
  - Gifts and donations as they pertain to the collection
  - Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)

- Computer/Internet Use Policy
  - WFBPL: Internet Policy (2011)
  - Confidentiality of records
  - Privacy
  - Rules of use
  - Conduct (prohibited materials, etc.)
- Meeting Room Use (as necessary)
  - WFBPL: Program Room Policy (2019); Study Room Policy (2019)
  - Scheduling
  - Rules and Conditions
  - Charges and Fees
- Personnel Policy – WFBPL adopts WFB Village Handbook, with Library Appendix for differences.
  - Employee benefits
  - Salaries and position classifications
  - Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.
- Public Behavior (Rules of Conduct)
  - WFBPL: Code of Conduct Policy (2025); Child Safety Policy (2019)
  - Behavior guidelines (for all ages)
  - Consequences for inappropriate behavior
  - Unattended children/child safety

WFBPL currently has 18 policies in place. According to Wisconsin's Tier 3 Public Library Standards, library boards should review and/or revise their policies every three years. For WFBPL, this would mean reviewing one policy approximately every other month. It's worth noting that the Minimum and Expanded standards do not specify a required review frequency.

By comparison, Wauwatosa Public Library lists 16 policies on its website, with review intervals ranging from 4 to 6 years. Shorewood Public Library has over 20 policies, some of which haven't been reviewed in more than 15 years. North Shore Library maintains seven policies with review periods between 4 and 9 years.

A practical yet proactive approach for WFBPL would be to review three to four policies annually. This pace would allow the full set to be reviewed within 4.5 to 6 years. Of course, the addition of new policies would lengthen the overall timeline.

Conclusion

WFBPL aligns with state standards by maintaining a comprehensive set of policies. To stay in compliance with expectations and keep policies up to date and effective, a consistent and viable review schedule is key. Reviewing 3–4 policies each year provides a manageable pace and supports the library's long-term stability.

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both "external policies" (policies that determine how the library serves the public) and "internal policies" (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that "[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations." Additional broad authority is granted by Section 43.58(4): "… [T]he library board shall supervise the administration of the public library and shall appoint a librarian… and prescribe [library employee] duties and compensation."

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.

2. Board discusses, revises (if necessary), and approves policies.

3. Director makes sure staff and public are aware of policies.

4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

In This Trustee Essential

- Who is responsible for developing and approving library policies?

- How do you develop good (and legal) policies?

- Who carries out policies?

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and long-range plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see: pld.dpi.wi.gov/pld_policies for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing With Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.

- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the *Wisconsin Public Library Policy Resources Page* at pld.dpi.wi.gov/pld_policies.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. "Micro-management" of library operations by the board is, in almost all cases, an unnecessary use of the board's time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director's performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?

2. What would be an example of a "bad" library policy, and why would it be bad?

3. What should a library trustee do if he/she disagrees with a library policy?

4. Who is responsible for carrying out library policies?

Sources of Additional Information

- *Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries* (pld.dpi.wi.gov/pld_trustee)

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)

- Your municipal or county attorney

- Wisconsin Public Library Policy Resources (pld.dpi.wi.gov/pld_policies)

Liability Issues

Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section 893.80(4)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section 43.58(3)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section 895.46(1) for the details, including the limitations, of this law.)

Protections from Liability

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See *Trustee Essential #7, #14, #15,* and *#16* for more information about these laws.

In This Trustee Essential

- Basic issues concerning trustee and municipal liability

- Actions you can take to limit liability

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials #7* and *#10* for more information.

- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the "four tests of a legally defensible policy" from *Trustee Essential #10: Developing Essential Library Policies*.

- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.

- Act and speak for the library only when authorized to do so by the full board.

- Avoid even the appearance of conflict of interest. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)

- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information.*)

- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

The Library Board and Library Personnel

7

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see *Trustee Essential #5: Hiring a Library Director* and *Trustee Essential #6: Evaluating the Director*), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- the library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.

- the library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.

- the library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues

- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See *Trustee Essential #6: Evaluating the Director* for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the *Sources of Additional Information* section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see *Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations*.) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards

adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see *Trustee Essential #5: Hiring a Library Director*.

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at: pld.dpi.wi.gov/pld_policies.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under 2011 Wisconsin Act 10, collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with Chapter 43, library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See *Trustee Essential #14: The Library Board and the Open Meetings Law* and *Trustee Essential #15: The Library Board and the Public Records Law* for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See *Trustee Essential #19: Library Director Certification.*)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?

2. How can the library board help promote the professional growth of library staff?

3. What is the library board's role in disciplinary action concerning a library staff member?

4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see *Trustee Tool B: Library System Map and Contact Information*)

- Your municipal attorney and municipal personnel staff.

- Sample personnel policies on the Wisconsin Public Library Policy Resource page (pld.dpi.wi.gov/pld_policies)

- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)

- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)

- State publications on employment laws (dwd.wisconsin.gov/er/)

- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

  Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

`To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Collection Review with LibraryIQ

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

Background
The Library Board approved purchase of LibraryIQ for collection management and analysis. Here is an initial collection review, to help guide next steps.

Initial Collection Review with LibraryIQ
WFBPL is using LibraryIQ (LIQ) to support data-driven decisions for collection management. The tool's key features include Relative Use and a formula-based method to recommend ideal collection sizes.

WFBPL has a strong, high-performing collection. Incorporating LIQ data will enable the library to obtain more nuanced and granular information which will serve as a valuable guide, for thoughtful and strategic collection management. Of note, this analysis was completed in one hour, whereas the 2023 analysis took one week.

- **System wide Performance**:
    - WFBPL has the second-highest turnover rate among MCFLS suburban libraries (3.49 vs. suburban average of 2.37).
    - WFBPL collections with Relative Use > 1.0 are recommended for growth; those with < 1.0 for reduction. (see last page for definitions)

- **Adult Services**:
    - Top Performers: Take & Tinker (extremely high turnover) and puzzles.
    - Underperforming Areas: Nonfiction, audiobooks, and several fiction sub-genres have low relative use and high "no circ" rates.
    - Weeding Considerations: 1,228 items haven't circulated in 4+ years; many are over 10 years old.

- **Young Adult (YA)**:
    - Overall lower turnover, but a low number of items with no circulation.
    - Playaways are identified for potential reduction.

- **Youth Services**:
    - Highest turnover and lowest no circ rate across departments.
    - Strong growth potential in fiction areas (especially board books, picture books, and series).
    - Possible reduction in nonfiction, education materials, and audio CDs.

- **Movies & Music**:
    - Top Performer: Youth DVDs (highest turnover across all media types).
    - Blu-rays and TV shows are also strong.
    - Weeding Candidates: Adult nonfiction DVDs, adult/youth music CDs, and low-circulating older items.

- **Initial Recommendations**:
    - Withdraw items with no circulation in the last 4 years.
    - Review items with no circulation in the last 3 years that are over 10 years old.
    - Review with Leadership Team potential adjustments to collection sizes based on use metrics, while balancing physical space and funding.

Data sorted by Turnover rate, largest to smallest for each department.

Dept	Collection	% No Circ >3 Yrs	Turn over	Relative Use	# of Items	Recommended Collection Size	# to Purchase or Weed
Youth	Total	4.50%	4.26	1.43	26,349	37,758	11,409
All	Total	8.80%	2.83	1.00	75,170	75,170	-
Adult	Total	12.10%	2.04	0.78	32,237	25,080	(7,157)
Movies & Music	Total	9.30%	1.93	0.77	14,560	11,168	(3,392)
YA	Total	9.90%	1.48	0.55	2,002	1,097	(905)
Adult	Take & Tinker	0.00%	21.48	6.56	229	1,501	1,272
	Puzzles	0.00%	8.57	3.11	100	311	211
	Fiction	10.10%	2.55	0.97	7,767	7,557	(210)
	Large Print	7.60%	2.47	1.06	1,076	1,143	67
	Romance	8.10%	2.35	0.96	1,562	1,503	(59)
	Periodicals	1.20%	2.33	0.76	1,204	919	(285)
	Sci Fi	8.90%	2.28	1.07	765	821	56
	Mystery	5.10%	2.25	0.81	2,525	2,035	(490)
	Mystery Pbks	0.00%	1.69	0.62	15	9	(6)
	Nonfiction	15.90%	1.49	0.57	13,863	7,874	(5,989)
	Audiobooks	12.80%	1.00	0.44	1,889	827	(1,062)
	Fiction Pbks	0.00%	0.87	0.45	23	10	(13)
	Graphic Novels	14.50%	0.85	0.45	999	454	(545)
	NF Oversize	45.30%	0.57	0.21	150	31	(119)
	Language	9.10%	-	0.07	11	1	(10)
Young Adult	Mini	0.00%	3.64	1.24	11	14	3
	General	8.80%	1.51	0.56	1,929	1,074	(855)
	Playaways	46.80%	0.13	0.14	62	8	(54)
Youth	Board Minibooks	0.30%	10.96	3.40	361	1,229	868
	Battle of the Books	0.00%	10.35	3.67	87	319	232
	CKITS	0.00%	9.85	3.19	105	335	230
	Comics	0.00%	8.21	2.64	116	306	190
	Easy Readers	0.20%	5.71	1.84	3,243	5,967	2,724
	Graphic Novels	1.20%	5.43	1.84	2,839	5,215	2,376
	Series	0.60%	5.41	1.75	2,364	4,135	1,771
	Picture	1.80%	5.24	1.70	7,820	13,317	5,497
	Playaways	1.40%	5.24	1.88	215	404	189
	Fiction	2.70%	2.80	0.96	3,094	2,980	(114)
	Magazines	0.00%	1.97	0.66	162	107	(55)
	Nonfiction	15.30%	1.72	0.58	5,690	3,306	(2,384)
	Audio CDs	16.50%	1.53	0.54	115	62	(53)
	Education	15.20%	1.13	0.63	138	86	(52)
Movies & Music	Youth DVD	2.90%	4.44	1.42	1,972	2,802	830
	Adult Blu-ray	0.00%	2.97	1.66	269	447	178
	Adult TV Show	2.30%	2.73	1.22	1,087	1,330	243
	Adult DVD	5.40%	2.27	0.89	4,523	4,044	(479)
	Youth Music CD	23.80%	1.36	0.46	256	117	(139)
	Adult NF DVD	15.60%	0.96	0.48	1,106	535	(571)
	Adult Music CD	14.90%	0.72	0.35	5,347	1,893	(3,454)

Definitions

Relative Use. Check the Relative Use figure for each age and collection. If the RU is higher than 1, then that collection needs to be expanded. If RU is lower than 1, the collection needs to be weeded and future budget decisions should be reviewed.

> High relative use (higher than 1) means you have more demand than you have items in this collection, and you'll need to expand it if you want to meet the circulation demand. To calculate the number items, you would need to balance the collection multiply the number of items in the collection by relative use (i.e., 1000 items in collection x relative use of 1.5 = 1500 or 500 additional items would be needed to balance supply with existing demand).

> Low relative use (less than 1) means you have more titles than you need to satisfy demand in this collection. In this case, if you also have high No Circ > 3 and DOA rates, they can improve your RU – bring it closer to 1, because those titles are being counted as part of your collection even though they are not contributing to your circulation.

No Circ >3. The No Circ > 3 figure is an indication of the amount the library should consider weeding. Most libraries focusing on popular material collections have No Circ >3 numbers below 10%. Larger libraries, particularly those with large nonfiction collections, will have higher numbers, often 20% or more.

Turnover. Indicates how many times the average item in this collection circulates in a given year.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: April 29, 2025 Meeting
Re: Director's Reports

1) Building
   a) The roof project is nearly complete
   b) The system project should be completed by 5/30/25,
   c) Director Reed will meet soon with Digicorp to finalize plans for upgrading the wifi system.
   d) Request for Proposal for a study room was sent to twelve companies. Deadline for submitting a proposal is 5/5/25.
2) Friends - The Friends book sale will occur May 2-4.
   a) IMLS and LSTA Communications Campaign
      i) Heser updated members on possible funding impacts at DPI, local, and system levels.
      ii) MCFLS is helping coordinate a statewide campaign. https://mywisconsinlibrary.org/
3) A recent news article included interviews with DPI staff. https://wisconsinexaminer.com/2025/04/21/wisconsin-libraries-brace-for-steep-drop-in-services-under-federal-funding-cuts/
4) MCFLS
   a) Member Library Retreat set for July 17 at Milwaukee County Zoo
   b) System-Wide Policy Proposal: Patron Fines & Record Deletion
      i) Heser proposed criteria for deleting inactive patron records.
      ii) Members raised concerns about legal and financial implications.
      iii) No consensus reached; no action taken at this time.
5) Foundation – As of 4/15 the spring campaign has raised approximately $3,500 from 34 donors.
6) Donor Tile Project
   a) Ann Wydeven, the tile artist, dropped off the repaired tiles.
   b) Work continues on completing the new Bartley and repairing an existing tile that had significant damage.