

LIBRARY BOARD MEETING
 Tuesday July 22, 2025, 6:30pm
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

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

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of June 24, 2025 meeting b. Finance Report Through June 30, 2025 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. 2026 Library Operating Budget	Motion			
6:50	5. Fines Operational Update	Motion			
7:00	6. Board Officer Elections	Motion			
7:10	7. Garden Bench	Motion			
7:20	8. Trustee Training: Trustee Handbook Chapters 24 & 26	Discuss			
7:40	9. Collection Management Report – Audio / Visual Collections	Discuss			
7:55	10. Director's Report	Discuss			
8:00	ADJOURNMENT	Motion			

BOARD MEETINGS

- August 4, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- August 11, 2025, Monday, 6:00-7:00 pm – Foundation Board, @Library
- August 18, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
 - [Village Board Projects & Priorities Visioning Session](#)
- August 19, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library
- August 20, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library

LIBRARY BOARD MEETING
 Tuesday June 24, 2025, 6:30pm
 Pending at July 22, 2025 Meeting
 Location: 2nd Floor Program Room



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Meeting ID: 859 8673 5998

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

CALL TO ORDER 6:35pm				
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 May 20, 2025 meeting b. Finance Report Through May 31, 2025 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Dettmann	Unanimous
Motion to approve consent agenda as presented.				
4. Computer and Internet Policy	Motion	Gettinger	DeGuire	Unanimous
Motion to approve Computer and Inter Policy, replace 2011 version.				
5. 2026 Budget: Initial Review	Discuss			
Discussion followed the memo. The Board expressed support for the 2026 Budget as outlined in Draft A, including digitization projects, the painting project, and basement storage shelving, to be funded by the increase in the MCFLS Member Reserve Fund (formerly Reciprocal Borrowing). The Board also supported installing automatic door openers for the public restrooms, to be funded by the designated fund balance from a private donation received in 2022. Next steps: Director Reed will present the budget for approval at the July meeting.				
6. Trustee Training: Trustee Handbook Chapters 1-4, 27	Discuss			
Director Reed reviewed Trustee Training Slideshow as presented in board packet.				
7. Collection Management Report	Discuss			
Discussion ensued in line with the memo.				
8. Director's Report	Discuss			
Director Reed provided updates on IMLS and LSTA funding and shared information about the related postcard campaign. The Board supported placing postcards in the library lobby along with an informational display about the importance of continued funding. Board members also recommended promoting the campaign through the Library's social media channels.				
ADJOURNMENT 7:39pm	Motion	DeGuire	Flannery	Unanimous

07/03/2025

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

PERIOD ENDING 06/30/2025

% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 ORIGINAL BUDGET	YTD BALANCE 06/30/2025 L (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	930,490	-	930,490	-
Taxes		900,526	930,490	-	930,490	-
Intergovernmental Revenue						
13-00000-43792	Other Grants	3,300	2,000	1,000	1,000	50
Intergovernmental Revenue		3,300	2,000	1,000	1,000	50
Intergovernmental Revenue						
13-00000-43793	Library MCFLS RB Payme	58,091	75,948	76,193	(245)	100
Intergovernmental Revenue		58,091	75,948	76,193	(245)	100
Fines, Fees, Penalties						
13-00000-45209	LIBRARY FINES	22,740	25,000	11,366	13,634	45
13-00000-45210	Library Replacement Carc	69	150	91	59	60
13-00000-45224	LIBRARY DAMAGE REC((12)	-	-	-	-
Fines, Fees, Penalties		22,797	25,150	11,456	13,694	46
Public Charges for Services						
13-00000-46712	LIBRARY ROOM RENT	4,155	5,500	1,450	4,050	26
13-00000-46713	LIBRARY COPY AND FA	6,369	5,500	2,701	2,799	49
13-00000-46715	MISCELLANEOUS REVE	862	-	-	-	-
Public Charges for Services		11,386	11,000	4,151	6,849	38
Miscellaneous Revenue						
13-00000-48501	LIBRARY DONATIONS	4,330	2,000	1,675	325	84
Miscellaneous Revenue		4,330	2,000	1,675	325	84
Total Dept 00000		1,000,430	1,046,588	94,475	952,113	9
Total - Function Unclassified		1,000,430	1,046,588	94,475	952,113	9
TOTAL REVENUES		1,000,430	1,046,588	94,475	952,113	9
Expenditures						
Function: Unclassified						
Dept 93000 - LIBRARY SALARIES						
Unclassified						
13-93000-50100	Salaries	588,245	616,620	303,113	313,507	49
13-93000-50150	FICA Tax	44,554	47,171	22,901	24,270	49
13-93000-50160	Health/Dental Insurance F	57,446	65,106	32,611	32,495	50
13-93000-50161	Health Insurance Deductil	1,945	1,450	3,465	(2,015)	239
13-93000-50170	Retirement Contribution -	30,561	31,430	15,809	15,621	50
13-93000-50180	Group Life Insurance Prer	1,499	1,656	831	825	50
13-93000-50181	Disability Insurance Premi	-	1,656	-	1,656	-
Unclassified		724,250	765,089	378,731	386,358	50

Total Dept 93000 - LIBRARY SALARIES		724,250	765,089	378,731	386,358	50
Dept 93200 - LIBRARY ADM EXP						
Unclassified						
13-93200-50190	Training/Meetings/Travel	6,224	4,500	218	4,282	5
13-93200-50191	Membership Dues	1,088	1,200	842	358	70
13-93200-50194	Personnel Related Expenses	803	700	148	552	21
13-93200-50250	Utilities	49,650	52,000	24,659	27,341	47
13-93200-50251	Telephone/Internet	6,444	6,000	1,934	4,066	32
13-93200-50300	Office Supplies	2,209	2,000	933	1,067	47
13-93200-50301	Printing/Publishing/Copies	450	500	-	500	-
13-93200-50302	Postage	11	25	-	25	-
13-93200-50303	Covid Supplies	28	300	-	300	-
13-93200-50360	Building Maintenance	22,047	13,000	4,683	8,317	36
13-93200-50428	Library Director Designate	51,722	-	-	-	-
13-93200-50760	Sales Tax	343	500	153	347	31
Unclassified		141,018	80,725	33,571	47,154	42
Total Dept 93200 - LIBRARY ADM EXP		141,018	80,725	33,571	47,154	42
Dept 93300 - LIBRARY EQUIPMENT						
Unclassified						
13-93300-50240	IT Support Contract Services	28,280	28,000	23,308	4,692	83
13-93300-50311	Copier Maintenance/Repairs	3,176	3,500	2,045	1,455	58
13-93300-50312	Material Processing/Repairs	3,481	3,700	2,914	786	79
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	14,600	19,450	43
13-93300-50351	Custodial Supplies	3,785	6,000	1,139	4,861	19
13-93300-50400	MCFLS Supplies	1,956	1,600	508	1,092	32
Unclassified		74,638	76,850	44,514	32,336	58
Total Dept 93300 - LIBRARY EQUIPMENT		74,638	76,850	44,514	32,336	58
Dept 93400 - LIBR PROG/SERVICES						
Unclassified						
13-93400-50401	MCFLS Membership	15,544	22,674	7,148	15,526	32
13-93400-50402	Programs - Adult	-	500	13	487	3
13-93400-50403	Programs - Children	508	500	234	266	47
13-93400-50415	Programs - Young Adults	-	250	-	250	-
Unclassified		16,052	23,924	7,395	16,529	31
Total Dept 93400 - LIBR PROG/SERVICES		16,052	23,924	7,395	16,529	31
Dept 93500 - LIBRARY COLLECTIONS						
Unclassified						
13-93500-50410	Library Collection Material	103,581	100,000	55,381	44,619	55
Unclassified		103,581	100,000	55,381	44,619	55
Total Dept 93500 - LIBRARY COLLECTIONS		103,581	100,000	55,381	44,619	55
Total - Function Unclassified		1,059,539	1,046,588	519,591	526,997	50
TOTAL EXPENDITURES		1,059,539	1,046,588	519,591	526,997	50
Fund 13 - Library Special Revenue Fund:						
TOTAL REVENUES		1,000,430	1,046,588	94,475	952,113	9
TOTAL EXPENDITURES		1,059,539	1,046,588	519,591	526,997	50
NET OF REVENUES & EXPENDITURES		(59,109)	-	(425,116)	425,116	100
BEG. FUND BALANCE		159,209	100,100	100,100		
END FUND BALANCE		100,100	100,100	(325,016)		

07/03/2025 REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 06/30/2025
% Fiscal Year Completed: 49.59

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	ED BUDGET 2025	YTD BALANCE 06/30/2025 L (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 22 - LIBRARY EXPANSION FUND						
Total Revenue:		14,798	-	5,326	(5,326)	100
Net - Dept 00000		14,798	-	5,326	(5,326)	
Fund 22 - LIBRARY EXPANSION FUND:						
TOTAL REVENUES		14,798	-	5,326	(5,326)	100
TOTAL EXPENDITURES		-	-	-	-	-
NET OF REVENUES & EXPENDITURES		14,798	-	5,326	(5,326)	100
BEG. FUND BALANCE		73,988	88,787	88,787		
END FUND BALANCE		88,787	88,787	94,113		

07/03/2025 GL ACTIVITY REPORT FOR WHITEFISH BAY
TRANSACTIONS FROM 06/01/2025 TO 06/30/2025

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
06/01/2025			13-00000-11	BEG. BALANCE			(220,933)
06/05/2025	GJ	JE	Library - strip	6008	766		(220,167)
06/06/2025	CD	CHK	SUMMARY CD 06/06/2025			7,665	(227,832)
06/09/2025	GJ	JE	Monthly Sale	6026		15	(227,847)
06/11/2025	CD	CHK	SUMMARY CD 06/11/2025			2,407	(230,254)
06/12/2025	CD	CHK	SUMMARY CD 06/12/2025			8,221	(238,475)
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025			24,851	(263,326)
06/16/2025	CD	VOID	Check: Cking	69892	9,752		(253,574)
06/19/2025	CD	CHK	SUMMARY CD 06/19/2025			16,215	(269,789)
06/26/2025	CD	CHK	SUMMARY CD 06/26/2025			5,625	(275,414)
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025			25,567	(300,981)
06/30/2025	GJ	JE	Monthly WR:	6023		3,667	(304,648)
06/30/2025			13-00000-11	END BALANCE	10,519	94,233	(304,648)
06/01/2025			13-00000-12	BEG. BALANCE			930,490
06/30/2025			13-00000-12	END BALANCE	-	-	930,490
06/01/2025			13-00000-15	BEG. BALANCE			691
06/30/2025			13-00000-15	END BALANCE	-	-	691
06/01/2025			13-00000-21	BEG. BALANCE			(417)
06/03/2025	AP	INV	BAKER & T/	L4211182 5/2025		613	(1,030)
06/03/2025	AP	INV	BAKER & T/	L6798382 5/2025		757	(1,787)
06/03/2025	AP	INV	BAKER & T/	L5190172 5/2025		1,090	(2,877)
06/03/2025	AP	INV	BAKER & T/	75003750 5/2025		316	(3,193)
06/03/2025	AP	INV	BAKER & T/	40023382 5/2025		130	(3,323)
06/03/2025	AP	INV	INGRAM LIB	20AC678		2,190	(5,513)
06/03/2025	AP	INV	KANOPY, IN	454692		394	(5,908)
			TICKETS & CREDITS				

06/03/2025	AP	INV	STAPLES AI 6032344204 LINERS	46	(5,953)
06/03/2025	AP	INV	STAPLES AI 6031880527 JANITORIAL SUPPLIES	126	(6,080)
06/03/2025	AP	INV	STAPLES AI 6031880526 TOILET PAPER	116	(6,196)
06/03/2025	AP	INV	ANN MORY 05/28/20285 TILE REPAIR	1,040	(7,236)
06/04/2025	AP	INV	GALE 999100413086 MISC BOOKS	52	(7,288)
06/05/2025	AP	INV	GALE 999100431610 MISC BOOKS	52	(7,341)
06/05/2025	AP	INV	ISABELLA D 6/3/2025 STATE OF WI WORK PERMIT	10	(7,351)
06/05/2025	AP	INV	MIDWEST T 507197400 MISC MOVIES	140	(7,491)
06/05/2025	AP	INV	MIDWEST T 507219496 MISC MOVIES	193	(7,684)
06/05/2025	AP	INV	MILWAUKEE FL-03710 OVERDUE NOTICE FORMS & POSTAGE	388	(8,072)
06/05/2025	AP	INV	NICOLE DA\ 6/2/2025 WORK PERMIT PAPERWORK FEE	10	(8,082)
06/05/2025	AP	INV	The Busines 9720 MKE BUSINESS JOURNAL SUBSCRIPTION RENEWA	170	(8,252)
06/05/2025	AP	INV	AMAZON C/ 8963 PADDINGTON IN PERU	40	(8,292)
06/05/2025	AP	INV	Adobe Inc. 1217 ADOBE SOFTWARE RENEWAL (NYR)	16	(8,308)
06/06/2025	CD	CHK	SUMMARY CD 06/06/2025	7,665	(643)
06/06/2025	AP	INV	MILWAUKEE 3399 MJS MONTHLY SUBSCRIPTION	40	(683)
06/06/2025	AP	INV	AMAZON C/ 2339 MISC BOOKS	35	(718)
06/06/2025	AP	INV	AMAZON C/ 7459 HYGOMETER THERMOMETERS	9	(727)
06/06/2025	AP	INV	SENSOURC 3265 PEPOLE COUNTER SOFTWARE SERVICE RENEWAL	480	(1,207)
06/06/2025	AP	INV	AMAZON C/ 8162 DESK CALENDAR	10	(1,217)
06/06/2025	AP	INV	AMAZON C/ 7056 MULTI DISC CD CASES	19	(1,236)
06/06/2025	AP	INV	DRIVESTRII 4889 LAPTOP SECURITY SOFTWARE	24	(1,260)
06/06/2025	AP	INV	AMAZON C/ 1152 ODOR BUSTER BALLS	18	(1,277)
06/06/2025	AP	INV	AMAZON C/ 6585 VARIOUS TITLES	178	(1,456)
06/06/2025	AP	INV	AMAZON C/ 0457 BERLINERS	13	(1,469)
06/06/2025	AP	INV	AMAZON C/ 2814 THE DUKE STEALS HEARTS	19	(1,488)
06/06/2025	AP	INV	AMAZON C/ 9860 CONFERENCE ROOM CAMERA	800	(2,288)
06/06/2025	AP	INV	CANVA 7852 CANVA SOFTWARE RENEWAL	119	(2,407)
06/10/2025	AP	INV	DEMCO 7654940 PROCESSING SUPPLIES	364	(2,771)
06/10/2025	AP	INV	DIGICORP, I 355034 IT SERVICE	6,806	(9,577)
06/10/2025	AP	INV	GREATAME 39302159 STANDARD PAYMENT	101	(9,678)
06/10/2025	AP	INV	BRODART C 658556	462	(10,140)

06/10/2025	AP	INV	LAMINATING SUPPLIES EBSCO 2505568	7	(10,146)
06/10/2025	AP	INV	HIGHLIGHTS FOR CHILDREN FORWARD AR256384	173	(10,319)
06/10/2025	AP	INV	LIBRARY COPIER 5/3 - 6/2/2025 FORWARD AR256383	31	(10,350)
06/10/2025	AP	INV	LIBRARY COPIER 5/2-6/3/2025 GALE 87077977	26	(10,375)
06/10/2025	AP	INV	MISC BOOK MIDWEST T 507250338	218	(10,593)
06/11/2025	AP	INV	MISC MOVIES AT&T 414R16015906 5/25	35	(10,628)
06/11/2025	CD	CHK	MONTHLY CHARGES SUMMARY CD 06/11/2025	2,407	(8,221)
06/12/2025	CD	CHK	SUMMARY CD 06/12/2025	8,221	-
06/16/2025	CD	VOID	Check: Ckinç 69892	9,752	(9,752)
06/16/2025	AP	INV	CLEAN SOU 043025-WFBL	2,900	(12,652)
06/16/2025	AP	INV	APRIL 2025 JANITORIAL CLEAN SOU 053125-WFB	3,000	(15,652)
06/16/2025	AP	INV	MAY 2025 JANITORIAL & SWEEP BASEMENT FOR SECURIAN I 045702 - JULY 2025	142	(15,794)
06/16/2025	AP	INV	JULY PREMIUMS STAPLES AI 6034275790	124	(15,919)
06/18/2025	AP	INV	PAPER TOWEL STAPLES AI 6034703766	37	(15,955)
06/18/2025	AP	INV	BREAKROOM SUPPLIES Waukesha C CINV2025-00565	260	(16,215)
06/19/2025	CD	CHK	ZOOM LICENSE 6/1/25 - 5/31/26 SUMMARY CD 06/19/2025	16,215	-
06/19/2025	AP	INV	Theresa Hog JUNE 2025 Copay Reimbursement	100	(100)
06/20/2025	AP	INV	PLAYAWAY 502254	724	(824)
06/24/2025	AP	INV	MISC BOOKS GALE 999100565690	453	(1,277)
06/24/2025	AP	INV	mics books PLAYAWAY 503618	52	(1,329)
06/24/2025	AP	INV	mics titles ROBB GREC 2025-06	375	(1,704)
06/25/2025	AP	INV	Garden WE ENERGY 5514376494	3,921	(5,625)
06/26/2025	CD	CHK	lighting and utilities SUMMARY CD 06/26/2025	5,625	-
06/30/2025			13-00000-21 END BALANCE	40,134	39,717
06/01/2025			13-00000-21 BEG. BALANCE		(135)
06/30/2025			13-00000-21 END BALANCE	-	-
06/01/2025			13-00000-24 BEG. BALANCE		(930,490)
06/30/2025			13-00000-24 END BALANCE	-	-
06/01/2025			13-00000-25 BEG. BALANCE		(14,680)
06/30/2025			13-00000-25 END BALANCE	-	-
06/01/2025			13-00000-25 BEG. BALANCE		-
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	4,434	(4,434)
06/30/2025			13-00000-25 END BALANCE	-	4,434
06/01/2025			13-00000-25 BEG. BALANCE		-
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	252	(252)

06/30/2025			13-00000-25 END BALANCE	-	252	(252)
06/01/2025			13-00000-25 BEG. BALANCE			-
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025		142	(142)
06/16/2025	AP	INV	SECURIAN I 045702 - JULY ; JULY PREMIUMS	142		-
06/30/2025			13-00000-25 END BALANCE	142	142	-
06/01/2025			13-00000-25 BEG. BALANCE			(2,774)
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025		1,194	(3,968)
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025		1,258	(5,226)
06/30/2025	GJ	JE	Monthly WR! 6023	3,667		(1,559)
06/30/2025			13-00000-25 END BALANCE	3,667	2,452	(1,559)
06/01/2025			13-00000-28 BEG. BALANCE			(100,100)
06/30/2025			13-00000-28 END BALANCE	-	-	(100,100)
06/01/2025			13-00000-43 BEG. BALANCE			(1,000)
06/30/2025			13-00000-43 END BALANCE	-	-	(1,000)
06/01/2025			13-00000-43 BEG. BALANCE			(76,193)
06/30/2025			13-00000-43 END BALANCE	-	-	(76,193)
06/01/2025			13-00000-45 BEG. BALANCE			(10,599)
06/05/2025	GJ	JE	Library - strip 6008		766	(11,366)
06/30/2025			13-00000-45 END BALANCE	-	766	(11,366)
06/01/2025			13-00000-45 BEG. BALANCE			(91)
06/30/2025			13-00000-45 END BALANCE	-	-	(91)
06/01/2025			13-00000-46 BEG. BALANCE			(1,450)
06/30/2025			13-00000-46 END BALANCE	-	-	(1,450)
06/01/2025			13-00000-46 BEG. BALANCE			(2,701)
06/30/2025			13-00000-46 END BALANCE	-	-	(2,701)
06/01/2025			13-00000-48 BEG. BALANCE			(1,675)
06/30/2025			13-00000-48 END BALANCE	-	-	(1,675)
06/01/2025			13-93000-50 BEG. BALANCE			256,992
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025	23,134		280,126
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	22,987		303,113
06/30/2025			13-93000-50 END BALANCE	46,121	-	303,113
06/01/2025			13-93000-50 BEG. BALANCE			19,417
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025	1,717		21,134
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	1,768		22,901
06/30/2025			13-93000-50 END BALANCE	3,485	-	22,901
06/01/2025			13-93000-50 BEG. BALANCE			27,176
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	5,435		32,611
06/30/2025			13-93000-50 END BALANCE	5,435	-	32,611
06/01/2025			13-93000-50 BEG. BALANCE			3,303
06/19/2025	AP	INV	Theresa Hog JUNE 2025	100		3,403

06/27/2025	PR	CHK	Copay Reimbursement			
06/30/2025			SUMMARY PR 06/27/2025	63		3,465
			13-93000-50 END BALANCE	163	-	3,465
06/01/2025			13-93000-50 BEG. BALANCE			13,358
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025	1,194		14,551
06/27/2025	PR	CHK	SUMMARY PR 06/27/2025	1,258		15,809
06/30/2025			13-93000-50 END BALANCE	2,452	-	15,809
06/01/2025			13-93000-50 BEG. BALANCE			689
06/13/2025	PR	CHK	SUMMARY PR 06/13/2025	142		831
06/30/2025			13-93000-50 END BALANCE	142	-	831
06/01/2025			13-93200-50 BEG. BALANCE			218
06/30/2025			13-93200-50 END BALANCE	-	-	218
06/01/2025			13-93200-50 BEG. BALANCE			842
06/30/2025			13-93200-50 END BALANCE	-	-	842
06/01/2025			13-93200-50 BEG. BALANCE			128
06/05/2025	AP	INV	ISABELLA D 6/3/2025	10		138
06/05/2025	AP	INV	STATE OF WI WORK PERMIT NICOLE DA\ 6/2/2025	10		148
06/30/2025			WORK PERMIT PAPERWORK FEE 13-93200-50 END BALANCE	20	-	148
06/01/2025			13-93200-50 BEG. BALANCE			20,738
06/25/2025	AP	INV	WE ENERG 5514376494 lighting and utilities	3,921		24,659
06/30/2025			13-93200-50 END BALANCE	3,921	-	24,659
06/01/2025			13-93200-50 BEG. BALANCE			1,899
06/11/2025	AP	INV	AT&T 414R16015906 MONTHLY CHARGES	35		1,934
06/30/2025			13-93200-50 END BALANCE	35	-	1,934
06/01/2025			13-93200-50 BEG. BALANCE			862
06/05/2025	AP	INV	Adobe Inc. 1217 ADOBE SOFTWARE RENEWAL (NYR)	16		878
06/06/2025	AP	INV	AMAZON C/ 7459 HYGOMETER THERMOMETERS	9		887
06/06/2025	AP	INV	AMAZON C/ 8162 DESK CALENDAR	10		897
06/18/2025	AP	INV	STAPLES AI 6034703766 BREAKROOM SUPPLIES	37		933
06/30/2025			13-93200-50 END BALANCE	71	-	933
06/01/2025			13-93200-50 BEG. BALANCE			3,268
06/03/2025	AP	INV	ANN MORY 05/28/20285 TILE REPAIR	1,040		4,308
06/24/2025	AP	INV	ROBB GREC 2025-06 Garden	375		4,683
06/30/2025			13-93200-50 END BALANCE	1,415	-	4,683
06/01/2025			13-93200-50 BEG. BALANCE			138
06/09/2025	GJ	JE	Monthly Sale 6026	15		153
06/30/2025			13-93200-50 END BALANCE	15	-	153
06/01/2025			13-93300-50 BEG. BALANCE			14,654
06/05/2025	AP	INV	MILWAUKEE FL-03710	165		14,819

06/06/2025	AP	INV	OVERDUE NOTICE FORMS & POSTAGE SENSOURC 3265	480		15,299
06/06/2025	AP	INV	PEPOLE COUNTER SOFTWARE SERVICE RENEWAL DRIVESTRIIP 4889	24		15,323
06/06/2025	AP	INV	LAPTOP SECURITY SOFTWARE AMAZON C/ 9860	800		16,123
06/06/2025	AP	INV	CONFERENCE ROOM CAMERA CANVA 7852	119		16,242
06/10/2025	AP	INV	CANVA SOFTWARE RENEWAL DIGICORP, I 355034	6,806		23,048
06/18/2025	AP	INV	IT SERVICE Waukesha C CINV2025-0056	260		23,308
06/30/2025			ZOOM LICENSE 6/1/25 - 5/31/26 13-93300-50 END BALANCE	8,654	-	23,308
06/01/2025			13-93300-50 BEG. BALANCE			1,741
06/10/2025	AP	INV	GREATAME 39302159	101		1,842
06/10/2025	AP	INV	STANDARD PAYMENT FORWARD ` AR256384	173		2,015
06/10/2025	AP	INV	LIBRARY COPIER 5/3 - 6/2/2025 FORWARD ` AR256383	31		2,045
06/30/2025			LIBRARY COPIER 5/2-6/3/2025 13-93300-50 END BALANCE	304	-	2,045
06/01/2025			13-93300-50 BEG. BALANCE			2,070
06/06/2025	AP	INV	AMAZON C/ 7056	19		2,089
06/10/2025	AP	INV	MULTI DISC CD CASES DEMCO 7654940	364		2,452
06/10/2025	AP	INV	PROCESSING SUPPLIES BRODART C 658556	462		2,914
06/30/2025			LAMINATING SUPPLIES 13-93300-50 END BALANCE	845	-	2,914
06/01/2025			13-93300-50 BEG. BALANCE			8,700
06/16/2025	AP	INV	CLEAN SOU 043025-WFBL	2,900		11,600
06/16/2025	AP	INV	APRIL 2025 JANITORIAL CLEAN SOU 053125-WFB	3,000		14,600
06/30/2025			MAY 2025 JANITORIAL & SWEEP BASEMENT FOR 13-93300-50 END BALANCE	5,900	-	14,600
06/01/2025			13-93300-50 BEG. BALANCE			708
06/03/2025	AP	INV	STAPLES AI 6032344204	46		754
06/03/2025	AP	INV	LINERS STAPLES AI 6031880527	126		880
06/03/2025	AP	INV	JANITORIAL SUPPLIES STAPLES AI 6031880526	116		997
06/06/2025	AP	INV	TOILET PAPER AMAZON C/ 1152	18		1,014
06/16/2025	AP	INV	ODOR BUSTER BALLS STAPLES AI 6034275790	124		1,139
06/30/2025			PAPER TOWEL 13-93300-50 END BALANCE	430	-	1,139
06/01/2025			13-93300-50 BEG. BALANCE			284
06/05/2025	AP	INV	MILWAUKEE FL-03710	223		508
06/30/2025			OVERDUE NOTICE FORMS & POSTAGE 13-93300-50 END BALANCE	223	-	508
06/01/2025			13-93400-50 BEG. BALANCE			7,148
06/30/2025			13-93400-50 END BALANCE	-	-	7,148

06/01/2025			13-93400-50 BEG. BALANCE		13
06/30/2025			13-93400-50 END BALANCE	- -	13
06/01/2025			13-93400-50 BEG. BALANCE		234
06/30/2025			13-93400-50 END BALANCE	- -	234
06/01/2025			13-93500-50 BEG. BALANCE		47,478
06/03/2025	AP	INV	BAKER & T/ L4211182 5/202	613	48,091
			MAY 2025 STATEMENT		
06/03/2025	AP	INV	BAKER & T/ L6798382 5/202	757	48,848
			MAY 2025 STATEMETN		
06/03/2025	AP	INV	BAKER & T/ L5190172 5/202	1,090	49,938
			MAY 2025 STATEMENT		
06/03/2025	AP	INV	BAKER & T/ 75003750 5/202	316	50,254
			MAY 2025 STATEMENT		
06/03/2025	AP	INV	BAKER & T/ 40023382 5/202	130	50,384
			MAY 2025 STATEMENT		
06/03/2025	AP	INV	INGRAM LIB 20AC678	2,190	52,574
			MAY 2025 STATEMENT		
06/03/2025	AP	INV	KANOPY, IN 454692	394	52,968
			TICKETS & CREDITS		
06/04/2025	AP	INV	GALE 999100413086	52	53,021
			MISC BOOKS		
06/05/2025	AP	INV	GALE 999100431610	52	53,073
			MISC BOOKS		
06/05/2025	AP	INV	MIDWEST T 507197400	140	53,213
			MISC MOVIES		
06/05/2025	AP	INV	MIDWEST T 507219496	193	53,406
			MISC MOVIES		
06/05/2025	AP	INV	The Busines 9720	170	53,576
			MKE BUSINESS JOURNAL SUBSCRIPTION RENEWA		
06/05/2025	AP	INV	AMAZON C/ 8963	40	53,616
			PADDINGTON IN PERU		
06/06/2025	AP	INV	MILWAUKEE 3399	40	53,656
			MJS MONTHLY SUBSCRIPTION		
06/06/2025	AP	INV	AMAZON C/ 2339	35	53,691
			MISC BOOKS		
06/06/2025	AP	INV	AMAZON C/ 6585	178	53,870
			VARIOUS TITLES		
06/06/2025	AP	INV	AMAZON C/ 0457	13	53,883
			BERLINERS		
06/06/2025	AP	INV	AMAZON C/ 2814	19	53,902
			THE DUKE STEALS HEARTS		
06/10/2025	AP	INV	EBSCO 2505568	7	53,908
			HIGHLIGHTS FOR CHILDREN		
06/10/2025	AP	INV	GALE 87077977	26	53,934
			MISC BOOK		
06/10/2025	AP	INV	MIDWEST T 507250338	218	54,152
			MISC MOVIES		
06/20/2025	AP	INV	PLAYAWAY 502254	724	54,876
			MISC BOOKS		
06/24/2025	AP	INV	GALE 999100565690	453	55,329
			mics books		
06/24/2025	AP	INV	PLAYAWAY 503618	52	55,381
			mics titles		
06/30/2025			13-93500-50 END BALANCE	7,903 -	55,381

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

This summer we have planned our programs around a specific theme, Self-Care at the Library. We have a number of programs we are offering to go along with that theme. First we are offering a walking club that meets every Tuesday throughout the summer. Two of the part-time staff are taking turns leading the walk each week. For our first walk we had 10 people and for our second walk we had 6. We hope to continue to offer this throughout the fall, or as weather permits. We also hosted a Sound Bath, which is a type of meditation by using sound and musical instruments. Folks were relaxed and laying on yoga mats and we had nearly 35 people attend. We are looking at offering this program once more this summer, since we were limited to the number of folks we could offer this program to due to room size constraints. We also are starting up a bi-weekly yoga class that begins in early July, along with some mediation sessions in July and August.

181 patrons have signed up for the Adult Summer Reading program.

Collection Development

Staff have continued shifting in the fiction area, continuing to make room for more new books. We are also about one quarter of the way through inventory of the adult nonfiction and so far there have only been a few titles that were supposed to be on the shelf but that could not be found.

Circulation Services (Hoge)

Summer

We are continuing to see an increased volume of visitors and circulation of materials (quantity of returned items has been extremely high!). Circulation and Shelving staff are doing a great job of getting materials checked in/out and back on our shelves in a timely manner.

Summer months always see a spike in staff needing coverage (vacations, camps, etc) and I'm happy to say that everyone has chipped in to cover shifts for co-workers so we've had no staffing shortages.

WLA Conference Planning Committee

All Keynote Speakers have been confirmed and scheduled. Publicity will pick up later in July as we get closer to opening registration

Village Insurance Discussion

The Village's health insurance consultant Brown & Brown held a round table discussion with representatives from all of the Village departments on July 9th. I sat in as the Library representative. B&B's presentation covered the current trend of claims within the Village and that claims are already on target to be higher than 2024 which likely means a large increase in the premium renewal WFB will receive from United Healthcare in late October for 2026. A lot of the presentation and discussion centered around how to reduce costs in 2026 either by adding a High Deductible Health Plan option, utilizing an overlay app that would direct employees to the Tier 1 group of health care providers which are a lower cost to the Village, and creating incentives for employees to utilize lower cost providers. Overall, B&B's goal is to help the Village get ahead of the likely increase in health care premiums early in the budget process.

Youth Services (Kiekhaefer)

Collection Development

- Our Tonie collection officially launched in early June, and it's been very popular. Most have been checked out multiple times, and we just added additional Tonies to the collection. The starter collection was funded by Friends, similar to how they funded the initial purchases of Wonderbooks.
- We also added two Toniebox kits to our Take and Tinker collection. They contain a Toniebox and seven Tonies that can be played with said Toniebox.

Programming

- Summer Reading Program has been very popular, both the reading program numbers and the attendance for the individual programs.

Summer Reading Numbers

As of 7/17/25

Kids (birth-entering 6th grade)

Sign Up: 1,136

Level 1 Finishers: 513

Level 2 Finishers: 166

Teens (entering 7th-12th grade)

Sign Up: 133

Level 1 Completed: 58

Level 2 Completed: 56

Level 3 Completed: 46

Level 4 Completed: 44

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	151,129
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	162,544
2025	28,064	25,723	29,573	27,081	26,850	29,366								166,657
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%	-1%	1%	5%	8%
24-25	3%	-2%	6%	0%	4%	3%								3%
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25									-138		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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	127,029
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	132,258
2025	22,715	20,822	23,789	21,711	21,313	23,978								134,328
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%	3%	0%	3%	3%	4%
24-25	4%	-1%	7%	-4%	2%	0.5%								2%
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)												-90		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	20%
2024	24%	24%	26%	20%	24%	19%	18%	18%	24%	23%	24%	25%	22%	24%
2025	24%	24%	24%	25%	26%	22%								24%
23-24	26%	26%	36%	3%	16%	17%	6%	9%	17%	-3%	-2%	-10%	11%	21%
24-25	-4%	-2%	-5%	23%	8%	15%								3%
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	18,501
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	21,338
2025	3,841	3,387	4,135	3,800	3,937	3,841								22,941
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%	-6%	-12%	7%	15%
24-25	3%	-4%	4%	14%	13%	17%								8%
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	1,749
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	4,560
2025	782	787	874	850	828	862								4,983
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	59%	161%
24-25	-9%	-10%	-4%	75%	5%	36%								9%
HOOPLA (Print Books, Audio Books, Music, Movies)						Jan 2025 reduced to 2/mo vs 4/mo								
	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	2,400
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	2,890
2025	437	390	407	372	378	364							9,392	2,348
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	24%	20%
24-25	-8%	-14%	-18%	-29%	-20%	-22%								-19%
2023 Costs	\$ 685	\$ 548	\$ 672	\$ 637	\$ 758	\$ 732	\$ 761	\$ 707	\$ 677	\$ 727	\$ 603	\$ 739	\$ 8,247	Estimate
2024 Costs	\$ 800	\$ 758	\$ 837	\$ 884	\$ 798	\$ 780	\$ 811	\$ 860	\$ 887	\$ 860	\$ 852	\$ 1,070	\$ 10,196	Estimate
2025 Costs	\$ 1,062	\$ 948	\$ 989	\$ 904									\$ 11,708	Projection

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	1,423
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	1,498
2025	289	337	368	348	394	321								2,057
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24%	5%
24-25	14%	45%	19%	93%	52%	22%								37%
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	27,000
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	29,783
2025	5,983	4,508	5,177	5,520	5,456	5,040								31,684
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%	7%	0%	10%	10%
24-25	14%	-5%	11%	7%	6%	4%								6%
PC USER SESSIONS - # OF ADULT SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	1,076	1,052	1,089	1,019	943	1,033	992	1,315	1,131	968	1,043	922	12,583	6,212
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098	5,684
2025	1,380	875	1,019	926	948	931								6,079
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%	-2%		-4%	-8%
24-25	91%	-8%	9%	-12%	-7%	-7%								7%
PC USER SESSIONS - # OF KIDS SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	0	0	0	0	0	0	85	1,201	802	879	636	648	4,251	0
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938	4,641
2025	552	544	721	679	773	1,045								4,314
23-24	n/a	n/a	n/a	n/a	n/a	n/a		6%	-8%	-12%	20%		134%	
24-25	-24%	-21%	-11%	-1%	9%	2%								-7%
DOOR COUNT PER MONTH														
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	74,542
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	78,180
2025	14,223	12,082	13,717	15,124	14,051	15,123								84,320
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7%	5%
24-25	16%	-2%	10%	9%	8%	6%								8%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: 2026 WFBPL Operating Budget – Draft B



WFB Library Mission Statement

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

Overview

Attached for your review and approval is Draft B of the 2026 Operating Budget. This version reflects input and direction from the Board's discussion at the June 24 meeting.

The proposed budget takes a strategic approach by applying increased revenue from the MCFLS Member Reserve Fund while managing ongoing declines in traditional income sources such as fines. Planned projects for 2026 include the digitization of local newspapers and several building improvements designed to enhance accessibility and usability of the library space.

Key Budget Updates

Revenue adjustments

1. Fund 22 monies are transferred to the operating budget to accurately reflect collection spending
2. Designated donations in the fund balance are applied to support identified building projects

Expenditure adjustments

1. The building maintenance line increases significantly to fund a painting project, Youth Tower refresh, and installation of restroom door openers
2. Technology continues to support LibraryIQ, which may be renewed in 2026 using the increase in MCFLS Member Reserve Funds
3. The collections line includes
 - a. Transfer of Fund 22 monies
 - b. Increased costs for Hoopla, now fully funded by libraries under the revised MCFLS agreement; balanced by reduction in MCFLS Membership costs
 - c. A \$12,000 digitization project funded by the 2026 MCFLS Member Reserve Funds increase

Recommended Motion

Motion to adopt the 2026 Library Budget as presented in Draft B.

		2023	2024	2025	2025	2026	2025 Budget
		Actual	Actual	Budget	Projected	Draft B	vs 2026 Draft B
General Property Taxes	41100	\$ 901,360	\$ 900,526	\$ 930,490	\$ 930,490		-100.0%
Total Property Taxes		901,360	900,526	930,490	930,490	-	-100.0%
Will be set by Village at later date.							
Other Grants	43792	1,502	3,300	2,000	1,000	-	-100.0%
Eliminate Other Grants due to uncertainty of IMLS funding for conferences.							
MCFLS Reciprocal Borrowing	43793	13,869	58,091	75,948	76,193	102,696	35.2%
Increased significantly due to a shift in non-resident borrowing patterns. Leverage in 2026 for digitization and Library IQ.							
Total Intergovernmental Revenue		15,371	61,391	77,948	77,193	102,696	31.7%
Library Fines	45209	23,414	22,740	25,000	23,500	21,000	-16.0%
Library Replacement Cards	45210	199	69	150	100	-	-100.0%
Library Recovery - Lost Property	45224	-	(12)	-	-	-	n/a
Total Fines, Fees, and Penalties		23,613	22,797	25,150	23,600	21,000	-16.5%
Slow trend downward. Eliminate Replace Card \$2 fee.							
Library Room Rental	46712	4,680	4,155	5,500	3,500	3,500	-36.4%
Library Copier Revenue	46713	5,291	6,369	5,500	6,000	6,000	9.1%
Miscellaneous Revenue	46715	2,068	862	-	-	-	n/a
Total Public Charges for Services		12,039	11,386	11,000	9,500	9,500	-13.6%
Fewer paid rentals in 2024. Increased copier usage = increase revenue, plus increased maintenance costs.							
Library Donations/Contributions	48501	1,438	4,330	2,000	2,000	1,000	-50.0%
Donations directed to Foundation.							
Restricted Donations/Contributions	48504	104,200	-	-	-	-	n/a
Miscellaneous Revenue	48901	-	-	-	8,500	10,000	n/a
Misc Revenue = transfer of Fund 22 monies for collections, so total collection amount is reflected in Operating Budget.							
Applied Fund Balance		-	-	-		36,000	n/a
+\$36k from restricted donation for building projects in 2026. Painting, Youth Tower Refresh, Door opener buttons at restrooms.							
Total Miscellaneous Revenue		105,638	4,330	2,000	10,500	47,000	2250.0%
Total Revenues		1,058,021	1,000,430	1,046,588	1,051,283	180,196	-82.8%
		2023	2024	2025	2025	2026	2025 Budget
		Actual	Actual	Budget	Projected	Draft B	vs 2026 Draft B
Library Salaries & Wages	93000-100	571,806	588,245	616,620	606,226		-100.0%
FICA	93000-150	43,047	44,554	47,171	45,802		-100.0%
Health/Dental Insurance Premium	93000-160	58,474	57,446	65,106	65,222		-100.0%
Health Insurance Co-Pay	93000-161	588	1,945	1,450	3,500		-100.0%
Retirement Contribution	93000-170	29,303	30,561	31,430	31,618		-100.0%
Group Life Insurance Premium	93000-180	1,271	1,499	1,656	1,662		-100.0%
Disability Insurance Premium	93000-181	-	-	1,656	1,662		-100.0%
Total Library Salaries & Benefits		704,489	724,250	765,089	755,692	-	-100.0%
Will be set by Village at later date.							
Travel/Training/Meetings	93200-190	8,292	6,224	4,500	4,500	4,500	0.0%
Membership Dues	93200-191	997	1,088	1,200	1,200	1,200	0.0%
Personnel related expenses	93200-194	489	803	700	1,300	700	0.0%
No changes.							
Attorney	93200-220	-	-	-	1,000	-	
Utilities	93200-250	46,057	49,650	52,000	50,000	48,000	-7.7%
Utilities should trend down due to added insulation during roofing project. Too recent for firm projections.							
Telephone/Internet	93200-251	5,792	6,444	6,000	5,400	5,400	-10.0%
Phone costs down slightly in 2025, so adjusted for 2026.							
General Supplies	93200-300	1,619	2,209	2,000	2,000	2,300	15.0%
Advertising/Printing	93200-301	491	450	500	500	500	0.0%
Postage	93200-302	16	11	25	25	25	0.0%
Hygiene/Health Supplies	93200-303	375	28	300	300	-	-100.0%
Eliminate Hygiene/Health Supplies (was Covid). Incorporate into General (office) supplies.							
Building Maintenance	93200-360	9,948	22,047	13,000	15,000	50,000	284.6%
\$2k storage shelving 2025.							
+\$36k from restricted donation for building projects in 2026. Painting, Youth Tower Refresh, Door opener buttons at restrooms.							
Library Director Designated	93200-428	-	51,722	-	-	-	n/a
Sales tax	93200-760	256	343	500	300	300	-40.0%
Total Library Administration		74,332	141,018	80,725	81,525	112,925	17 39.9%

		2023	2024	2025	2025	2026	2025 Budget
		Actual	Actual	Budget	Projected	Draft B	vs 2026 Draft B
Technology	93300-240	18,667	28,280	28,000	38,000	38,000	35.7%
LibraryIQ: 2025 approved from Fund Balance. 2026 utilize RB increase.							
Copier Maintenance	93300-311	2,970	3,176	3,500	4,100	4,200	20.0%
Increased copier usage = increase revenue, plus increased maintenance costs.							
Material Processing/Repair	93300-312	3,480	3,481	3,700	5,800	6,000	62.2%
Processing more materials in-house + increase in cost of materials.							
Custodial Services	93300-350	33,960	33,960	34,050	35,000	35,000	2.8%
Custodial Supplies	93300-351	4,144	3,785	6,000	3,800	3,800	-36.7%
Over estimated costs for 2025. Reset based on 2024 actual costs and 2025 YTD costs.							
MCFLS Supplies	93300-400	1,565	1,956	1,600	1,600	1,600	0.0%
Total Library Equipment & Maintenance		64,786	74,638	76,850	88,300	88,600	15.3%
MCFLS Membership	93400-401	21,423	15,544	22,674	7,148	7,000	-69.1%
Lower system membership costs due to MCFLS absorbing infrastructure expenses (\$15,000). Balanced out by libraries absorbing 100% of Ho							
Programs - Adult	93400-402	588	-	500	200	200	-60.0%
Programs - Children	93400-403	317	508	500	200	200	-60.0%
Programs - Young Adults	93400-415	169	-	250	200	200	-20.0%
Friends fund majority of library programs. Retain small amount for incidentals.							
Total Library Programs & Services		22,497	16,052	23,924	7,748	7,600	-68.2%
Library Collection Materials	93500-410	80,000	103,581	100,000	120,000	132,000	32.0%
Former base of \$100k. Plus \$11,500 for additional Hoopla costs. Plus Fund 22 collection costs (\$8,500).							
2026: Plus \$12k digitization project, utilizing 2026 RB increase.							
Total Library Collection		80,000	103,581	100,000	120,000	132,000	32.0%
Total Operating Expenditures		946,104	1,059,539	1,046,588	1,053,265	341,125	-67.4%
		2023	2024	2025	2025	2026	2025 Budget
		Actual	Actual	Budget	Projected	Draft B	vs 2026 Draft B
Total Revenues		1,058,021	1,000,430	1,046,588	1,051,283	180,196	-82.8%
Total Expenses		946,104	1,059,539	1,046,588	1,053,265	341,125	-67.4%
Under/Over		111,917	(59,109)	-	(1,982)	(160,929)	
Beginning Fund Balance		47,292	159,209	100,100			-100.0%
Ending Fund Balance		159,209	100,100	100,100			-100.0%
Restricted Donations in Fund Balance			2024 Begin	2025 Begin		2026 End	
Beginning Fund Balance			159,209	100,100		63,667	
Digitization			4,200	3,640		3,640	
Building & Foundation			100,000	36,433		-	
Restricted Total			104,200	40,073		3,640	
Unrestricted Total		47,292	55,009	60,027		60,027	
Unrestricted as % of Total Exp		5.0%	5.2%	5.7%		17.6%	

2026 BUDGET SCHEDULE

Date	Step
July 15	Initial Management Meeting Held
July 21	Budget Templates Distributed to Departments
August 18	Draft Department Budgets due to Finance Department
August 18	Village Board Projects & Priorities Visioning Session
September 3-4	Village Manager and Departmental review of Budget requests
September 24-26	Village Manager and Finance Director finalize Budget requests
October 6	Village Manager Overview of Budget with Board
October 20	Electronic Distribution of Village Manager's Recommended Budget
October 21	Public Hearing Notice due to Newspaper
October 29	Publication of Public Hearing Notice for 2026 Budget
November 3	Village Board Detailed Budget Review Workshop
November 17	Public Hearing on the 2026 Budget
November 17	Village Board adoption of the 2026 Budget

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Fines Operational Update



WFB Library Mission Statement

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

Overview

As discussed at the May 20, 2025 Library Board meeting, debts over 6 years old may not be pursued though they may be left on account. Per that discussion, the Library Board voiced agreement with: eliminating fines and fees over 6 years old. The Board also voiced agreement with eliminating the \$1.00 hold non-pickup fee and the \$2.00 replacement card fee. The financial impact of these changes is minimal, and all actions are expected to enhance the overall patron experience.

Impacts

- 1) **Debts over six years old**
 - a. Financial: Minimal financial impact is expected, as these debts are unlikely to be recovered.
 - b. Customer Service: Eliminating these debts improves the patron experience for individuals re-engaging with the library after a long absence.
- 2) **\$1.00 hold non-pickup fee**
 - a. Financial: Estimated annual revenue loss of \$2,000, offset by increased Member Reserve Funds.
 - b. Customer Service: Eliminating this fee reduces friction, as patrons often express frustration. Few MCFLS libraries charge this fee.
- 3) **\$2.00 replacement card fee**
 - a. Financial: Estimated annual revenue loss of \$150.
 - b. Customer Service: Removing the fee offers a small but meaningful benefit to patrons needing a new card.

Recommended Motion

Motion to:

- 1) Annually wipe out debts over 6 years old.
- 2) Permanently remove \$1.00 hold non-pickup fee.
- 3) Permanently remove \$2.00 card replacement fee.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Board Officer Elections



WFB Public Library Mission Statement

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

Officers

Article III OFFICERS

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

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

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

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

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

2025 Slate

President – nominations to be accepted at meeting

Vice President – nominations to be accepted at meeting

Next Steps

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

Majority vote of those in attendance determines officers.

Recommended Motion

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

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Garden Bench



WFB Public Library Mission Statement

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

Background

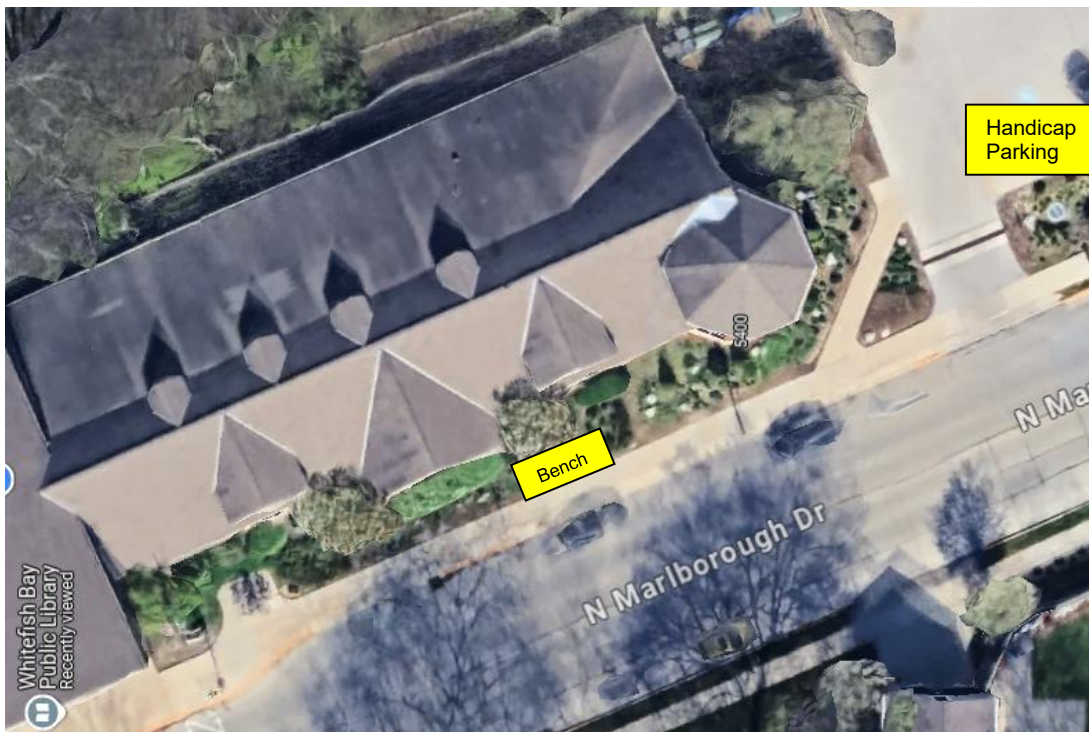
To enhance accessibility and comfort between the parking lot and the library entrance, staff have proposed installing a bench in the library gardens. The distance from the handicap parking space to the front door is approximately 200 feet. Placing a bench near the midpoint would offer a welcome resting spot for patrons along the way. According to Assistant Village Manager Anna Christopherson, the cost of a bench, including installation, is \$800.

Following the recent passing of John Phillips, a well-loved library patron, staff contributed \$225 in his memory with the hope of the bench being a *memorial* bench. An additional \$336 was donated to the Library by other patrons in Mr. Phillips' memory, and \$27,000 was donated to the Library Foundation.

<https://www.jsonline.com/obituaries/pwix1215278>

Recommended Motion

Motion to approve placement of a memorial bench in memory of John Phillips in the Library gardens to provide a place of respite for patrons.





Public Library Trustee Training

Trustee Essentials Handbook, Chapters 24 & 26

July 22, 2025

Trustee Orientation & Continuing Ed

Chapter 24 of *Library Friends and Library Foundations*

Friends Organizations

Friends of the Library groups are community-based volunteers who support, promote, and enhance public libraries. They may be formal nonprofits or informal groups, WFBPL's is a 501(c)3. Friends often provide financial support for programs, advocate for library funding, and assist with services like summer reading.

Although Friends and library boards share common goals, they are separate legal entities. Effective collaboration relies on mutual respect and clear roles. Best practices include:

- Friends often raise money to support library programs and projects, plus offer volunteer assistance.
- Friends recognize that they do not perform a decision-making role for the library, and vice versa.
- The library board values and encourages input and opinions from the Friends, and vice versa.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director or staff.
- A liaison (usually the director or staff) connects the two groups.
- The Friends' activities support library board long-range plans and policies.
- The Library expresses appreciation to Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

From *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* (2015)

By Wisconsin Department of Public Instruction, Public Library Development Team

<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>

Trustee Orientation & Continuing Ed

Chapter 24 of *Library Friends and Library Foundations*

Library Foundations

- Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations.
- Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.
- The primary distinction between a Friends of the Library group and a library foundation is that a library foundation typically has a single purpose to raise private funds for the support of the library.

Financial Support from Friends and Library Foundations

- Support from Friends and a Foundation should be used to enhance or enrich library services, NOT to reduce or replace local tax support.
- Donors will likely quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Trustee Orientation & Continuing Ed

Chapter 26 of *The Public Library System Board – the Broad Viewpoint*

Background

Before public library systems were established in Wisconsin, many residents lacked access to quality library services. To improve equity and access, the state legislature passed a 1971 law allowing the creation of regional library systems. Participation is voluntary, but today all 72 counties and 381 public libraries belong to a system.

In this partnership, libraries agree to serve all system residents equitably. In return, they receive state-funded services that enhance local offerings. This collaboration ensures that all Wisconsin residents can access improved library services, regardless of where they live.

System Services and Accountability

In Section 43.24(2) the statutes clearly state the services a public library system must provide. (For a list of these services, see Trustee Essential #17: Membership in the Library System.) However, considerable flexibility is allowed in setting priorities so that each system can meet the needs of its particular geographic area and member libraries.

The fact that systems receive significant funding directly from the state sets them apart from other public library institutions.

In addition to its participation in a statewide sharing network, the system's accountability to the state for funding means that system boards must maintain a broader view of the development and provision of services.

Trustee Orientation & Continuing Ed

Chapter 26 of *The Public Library System Board – the Broad Viewpoint*

Responsibilities of the Public Library System Board

- A public library system board holds the same legal authority over systemwide services as a municipal library board has over local services.

Relationships to Member Libraries and Member Counties

- The system board sets policy for the system, but not for individual member libraries.
- Systems may reduce services or funding, or remove a member municipality that fails to meet membership requirements.
- System board members and the director should engage with member library boards when invited, fostering communication, explaining system goals, and addressing shared concerns.
- Library systems are expected to lead in exploring and adopting new technologies and services that benefit all members. Trustees play a key role in setting priorities for regional initiatives that may require system investment.

Additional Responsibilities

- Public library system trustees should be prepared to take an active role in advocacy at the state and federal levels. Like all library trustees, it's important to understand that public funding is allocated through the political process; those who clearly and effectively communicate their needs are more likely to succeed.
- Advocacy, or “lobbying,” is not inherently negative. Thoughtful, well-informed communication with elected officials helps ensure they understand the public’s strong support for accessible, high-quality library services. These officials represent their constituents and need to hear what matters to the communities they serve.

Schedule

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees (2015) has 27 chapters, plus an appendix. We will review 2-4 chapters per month.

Chapter 12 (April 29, 2025)

- Library Standards

Chapters 27, 1-4 (June 2025)

- Trustee Orientation and Continuing Education
- The Trustee Job Description
- Who Runs the Library?
- Bylaws – Organizing the Board for Effective Action
- Effective Board Meetings & Trustee Participation

Chapters 24, 26, Appendix A (July 2025)

- Library Friends and Library Foundation
- The Public Library System board – the Broad Viewpoint
- Important State and Federal Laws Pertaining to Public Library Operations

Chapters 8-9 (August 2025)

- Developing the Library Budget
- Managing the Library's Money

Chapters 22-23 (September 2025)

- Freedom of Expression and Inquiry
- Dealing with Challenges to Materials and Policies

Chapters 10-11, 13, 25 (October 2025)

- Developing Essential Library Policies
- Planning for the Library's Future
- Library Advocacy
- Liability Issues

Chapters 14-16 (November 2025)

- The Library Board and the Open Meetings Law
- The Library Board and the Public Records Law
- Ethics and Conflict of Interest Laws Applying to Trustees

Chapters 5-7, 19 (January 2026)

- Hiring a Library Director
- Evaluating the Director
- The Library Board and Library Personnel
- Library Director Certification

Chapters 17-18 (February 2026)

- Membership in the Library System
- Library Board Appointments & Composition

Chapters 20-21 (March 2026)

- The Library Board and Building Accessibility
- The Library Board and Accessible Services

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Collection Management Report – Audio / Visual Collections



WFB Public Library Mission Statement

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

Overview

This memo provides a comprehensive analysis of the Library's audio visual collections, with a focus on projected 2025 circulation, turnover rates, average age, and long-term collection trends. The goal is to guide future collection development, retention, and weeding strategies based on data-informed use.

Analysis

Projected 2025 Circulation and Turnover

Collection	Projected 2025 Circ	Turnover Rate
Adult Fiction DVD	9,576	2.04
Adult Blu-ray	1,202	4.19
Adult TV Series	3,244	2.88
Adult Nonfiction DVD	1,218	1.08
Youth DVD	5,992	3.13
DVD Total	21,232	2.32
Adult Music CD	5,648	1.06
Youth Music CD	230	1.03
Music Total	5,878	1.06

- Blu-rays and Youth DVDs are the strongest performers, with turnover rates above 3.0.
- Adult Fiction DVDs and TV Series are performing well and maintain stable use.
- Adult Nonfiction DVDs and Music CDs underperform, with turnover near 1.0.

Collection Age and Use

- DVD and Blu-ray average addition years range from 2014–2019, yet circulation remains active
 - Only 0.5% of DVDs haven't circulated since 2022.
- Music CDs have an average addition year of 2012.
 - 9% of music CDs have not circulated since 2021.

Historical Additions and Format Trends

- DVD/Blu-ray additions peaked from 2014–2016 and have since stabilized around 400–450 per year.
- Music CD additions have declined steadily since 2015, with minimal new items added in recent years, especially in Youth Music (none since 2021).

Strategic Recommendations

DVDs and Blu-rays

- Prioritize high-performing formats (Blu-rays and Youth DVDs) for future investment.
- Maintain Adult Fiction DVDs and TV Series with modest updates.
- Reassess Adult Nonfiction DVDs
 - Pilot a small-scale refresh with high-interest topics.
 - If turnover remains low, reduce purchasing and begin targeted weeding.

Music CDs

- Adult Music
 - Retain a smaller core collection focused on circulating genres.

- Monitor whether limited new acquisitions (e.g., jazz, classical) improve use.
- Youth Music
 - Consider significant weeding or format retirement.

Updated Guidelines

- Apply a minimum turnover threshold of 1.5 to guide deselection.
- Evaluate collection health semi-annually using turnover, age, and recent use data.
- Focus space and budget on formats that deliver value through consistent circulation.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 22, 2025 Meeting
Re: Director's Reports



- 1) Building
 - a) Regular maintenance is occurring per schedule.
 - b) There have been hvac issues lately, but Dillett repaired them 7/17.
 - c) We are awaiting a plumber to fix a leak from the 2nd floor that impacts the front circulation desk. We have not been able to use the staff bathroom or kitchen for a month. Likewise, the program room kitchenette has the water turned off.
- 2) 2025 Strategic Plan
 - a) Director Reed and Trustee DeGuire met 7/14 to finalize the schedule and planning documents.
 - b) Trustee DeGuire will meet with the Leadership Team on 7/23 to discuss initial steps and to review the Library's Mission and Guiding Principles.
- 3) Friends – No meeting in July.
- 4) IMLS and LSTA Updates
 - i) Director Reed was interviewed by Fox 6 news, along with the Mukwonago library director and patrons, for a segment on the postcard campaign. <https://www.fox6now.com/news/libraries-wage-postcard-campaign-federal-funding>
 - ii) Postcards will be collected through Fri 7/25, then forwarded to DC by the library system. WFBPL patrons have filled out over 180 postcards so far.
- 5) MCFLS – no LDAC meeting in July.
- 6) Foundation – no meeting in July.