

LIBRARY BOARD MEETING AGENDA
 Tuesday November 18, 2025, 6:30pm
 Location: 2nd Floor Program Room



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 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 August 13, 2025 meeting b. Minutes of September 9, 2025 special meeting c. Minutes of September 30, 2025 meeting d. Minutes of October 21, 2025 meeting e. Finance Report Through October 31, 2025 f. Department Reports g. Monthly Statistics	Motion			
6:35	4. Department Presentation: Circulation and Technology Plan (Hoge)	Discuss			
7:00	5. Holiday Picture Book Fines	Motion			
7:10	6. Reconsideration Policy	Motion			
7:30	7. Strategic Plan: Landscape Review	Discuss			
8:15	8. The Board may convene into Closed Session to pursuant to Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – Competitive or bargaining reasons under 19.85(1)(e) with a reference to a proposed lease of basement space	Roll Call In Roll Call Out			
8:30	9. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion			
8:35	10. Director’s Report	Discuss			
8:45	ADJOURNMENT	Motion			

BOARD MEETINGS

- December 1, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- December 8, 2025, Monday, 6:00-7:15 pm – Foundation Board, @Library
- December 15, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- December 16, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library
- December 18, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library



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	In-person
3. Sam Dettmann, Village Board Representative, 2024-2025	Absent
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

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 July 22, 2025 meeting b. Finance Report Through July 29, 2025 c. Department Reports d. Monthly Statistics	Motion	Gettinger	DeGuire	Unanimous
Motion to approve consent agenda as presented.				
4. Library Board Appointments – Working Group, Personnel Committee, and Foundation Board	Motion	Gettinger	DeGuire	Unanimous
Motion to: • request Trustees Dettman and Christenson assist with job description and annual review working group, • appoint President Leinweber and Vice President Jelenchick to Personnel Committee, • and appoint Trustee Flannery to Foundation Board.				
5. 2026 Board Meeting Dates	Motion	Jelenchick	Flannery	Unanimous

Motion to approve 2026 Board Meeting Dates as:

- Tue, January 27, 2026
- Tue, February 24, 2026
- Tue, March 24, 2026
- Tue, April 28, 2026
- Tue, June 2, 2026

- Tue, July 21, 2026
- Tue, August 25, 2026
- Tue, September 22, 2026
- Tue, October 27, 2026
- Tue, November 24, 2026
- Tue, December 15, 2026

6. 2026 Exceptions to Hours	Motion	Flannery	Jelenchick	Unanimous
Motion to approve 2026 exceptions to hours as presented.				
7. Collection Development & Management Policy Review	Motion	Gettinger	DeGuire	Unanimous
Discussion ensued in line with packet memo. Trustee Flannery enquired about book challenges. Director Reed stated the Material Consideration Policy will be reviewed separately from the Collection Development & Management Policy since it is a unique and complicated issue, necessitating its own discussion. Motion to				

approve the Collection Development & Management Policy as presented.				
8. Program Room Rental Analysis	Discuss			
Discussion ensued in line with packet memo. Trustee Gettinger recommends promoting our program room to area non-profits and organizations since they often needs space to meet.				
9. Collection Management Report – Magazines, Laptops, Youth Audio Kits, Take & Tinker	Discuss			
Discussion ensued in line with packet memo.				
10. Trustee Training: Trustee Handbook Chapters 8-9	Discuss			
Discussion ensued in line with training slides.				
11. Director's Report	Discuss			
Discussion ensued in line with packet report.				
ADJOURNMENT 7:48pm	Motion	Gettinger	Jelenchick	Unanimous

SPECIAL LIBRARY BOARD MEETING MINUTES

Tuesday September 9, 2025, 7:00pm

Pending at November 18, 2025 Mtg



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	In-person
3. Sam Dettmann, Village Board Representative, 2024-2025	In-person
4. Nathan Christenson, School District Representative, 2024-2025	In-person
5. Claire Flannery, Member, 2020-2026	Zoom
6. Nikki DeGuire, Member, 2024-2027	In-person
7. Ellie Gettinger, Member, 2019-2028	Absent
Staff	
Nyama Reed, Library Director	In-person

Whitefish Bay Village Manager, Kelsey McElroy, In-Person

CALL TO ORDER 7:02pm				
Item	Action Desired	1st	2nd	Pass
1. Statement of Public Notice				
2. The Board may convene into Closed Session to pursuant to Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – Competitive or bargaining reasons under 19.85(1)(e) with a reference to a proposed lease of basement space.	Roll Call In	Leinweber	Christenson	Unanimous
	Roll Call Out	Christenson	Dettman	Unanimous
3. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion	n/a		
No action taken.				
ADJOURNMENT 8:21pm	Motion	Christenson	DeGuire	Unanimous



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	Absent
3. Sam Dettmann, Village Board Representative, 2024-2025	Zoom
4. Nathan Christenson, School District Representative, 2024-2025	In-person
5. Claire Flannery, Member, 2020-2026	Absent
6. Nikki DeGuire, Member, 2024-2027	Absent
7. Ellie Gettinger, Member, 2019-2028	In-person
Staff	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:33pm				
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 August 12, 2025 meeting b. Finance Report Through August 31, 2025 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Gettinger	Unanimous
Motion to approve consent agenda as presented.				
4. Trustee Training: Trustee Handbook Chapters - Intellectual Freedom	Discuss			
Discussion ensued regarding intellectual freedom and material challenges. WFBPL's policies and procedures align well with recommended processes as outlined in the WI DPI <u>Trustee Essentials</u> handbook.				
5. Material Consideration Policy	Motion	Gettinger	DeGuire	Unanimous
Trustee's expressed support for draft policy as presented. Motion to approve up to \$1,500 from Fund 13 Fund Balance to engage Dr. Tomas Lipinski for legal review of the draft Material Consideration Policy.				
6. Director's Report	Discuss			
Director Reed presented the report as outlined in the packet.				
ADJOURNMENT 6:52pm	Motion	Gettinger	DeGuire	Unanimous



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	In-person
3. Sam Dettmann, Village Board Representative, 2024-2025	Absent
4. Nathan Christenson, School District Representative, 2024-2025	In-person
5. Claire Flannery, Member, 2020-2026	Zoom
6. Nikki DeGuire, Member, 2024-2027	In-person
7. Ellie Gettinger, Member, 2019-2028	Absent
Staff	
Nyama Reed, Library Director	In-person

Public: 7 students and 1 parent for WFB HS class

CALL TO ORDER 6:33pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of September 30, 2025 meeting b. Finance Report Through September 30, 2025 c. Monthly Statistics	Motion	Christenson	DeGuire	Unanimous
Amended to remove minutes due to their lack of inclusion in the packet. Motion to approve consent agenda as amended.				
4. Workforce Snapshot: Survey, Compensation & Longevity	Discuss			
Discussion followed the topics as outlined in the packet memo. Key points included scheduling all-staff meetings three to four times per year. Some part-time staff expressed concerns about wages, benefits, and the Library's reliance on part-time positions compared to other Village departments.				
5. Review Draft Staff Evaluation Forms	Motion	Christenson	DeGuire	Unanimous
Discussion followed the topic outlined in the packet memo. Overall feedback indicated that the new evaluation forms are clearer and more efficient than the previous version. Director Reed will bring a document to the November meeting that defines the categories of Meets Expectations, Exceeds Expectations, and Needs Improvement, includes a timeline, and explains how the evaluation process connects to wage increases.				
6. Trustee Training: Trustee Handbook Chapters 10, 11, 13, 25	Discuss			
Discussion ensued in line with training slides.				
7. Director's Report	Discuss			
Discussion ensued in line with packet report.				
ADJOURNMENT 7:27pm	Motion	Christenson	DeGuire	Unanimous

11/05/2025 09:52 AM

User: N.Reed

DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

Page: 1/4

PERIOD ENDING 10/31/2025

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025	YTD BALANCE 10/31/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Revenues									
Function: Unclassified									
Dept 00000									
Taxes									
13-00000-41100	Property Taxes	900,526.00		930,490.00	930,490.00		0.00		100.00
Taxes		900,526.00		930,490.00	930,490.00		0.00		100.00
Intergovernmental Revenue									
13-00000-43792	Other Grants	3,300.00		2,000.00	1,000.00		1,000.00		50.00
Intergovernmental Revenue		3,300.00		2,000.00	1,000.00		1,000.00		50.00
Intergovernmental Revenue									
13-00000-43793	MCFLS Member Reserve Fund	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	19,200.97		5,799.03		76.80
13-00000-45210	Library Replacement Cards	68.60		150.00	116.70		33.30		77.80
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	19,317.67		5,832.33		76.81
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	4,155.45		5,500.00	2,985.00		2,515.00		54.27
13-00000-46713	LIBRARY COPY AND FAX FEES	6,368.96		5,500.00	5,569.97		(69.97)		101.27
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	8,554.97		2,445.03		77.77
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	4,330.00		2,000.00	2,601.00		(601.00)		130.05
Miscellaneous Revenue		4,330.00		2,000.00	2,601.00		(601.00)		130.05
Total Dept 00000		1,000,430.17		1,046,588.00	1,038,156.64		8,431.36		99.19
Total - Function Unclassified		1,000,430.17		1,046,588.00	1,038,156.64		8,431.36		99.19
TOTAL REVENUES		1,000,430.17		1,046,588.00	1,038,156.64		8,431.36		99.19
Expenditures									
Function: Unclassified									
Dept 93000 - LIBRARY SALARIES									
Unclassified									
13-93000-50100	Salaries	588,245.06		616,620.00	513,316.64		103,303.36		83.25
13-93000-50150	FICA Tax	44,553.57		47,171.00	38,787.44		8,383.56		82.23
13-93000-50160	Health/Dental Insurance Premium	57,446.28		65,106.00	54,352.40		10,753.60		83.48
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,945.00		1,450.00	3,715.00		(2,265.00)		256.21
13-93000-50170	Retirement Contribution - ER portion	30,561.21		31,430.00	26,649.93		4,780.07		84.79
13-93000-50180	Group Life Insurance Premium	1,499.30		1,656.00	1,399.15		256.85		84.49
13-93000-50181	Disability Insurance Premium	0.00		1,656.00	0.00		1,656.00		0.00

11/05/2025 09:52 AM
User: N.Reed
DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 10/31/2025
% Fiscal Year Completed: 83.29

Page: 2/4

GL NUMBER	DESCRIPTION	END BALANCE		2025	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Expenditures									
Unclassified		724,250.42		765,089.00	638,220.56		126,868.44		83.42
Total Dept 93000 - LIBRARY SALARIES		724,250.42		765,089.00	638,220.56		126,868.44		83.42
Dept 93200 - LIBRARY ADM EXP									
Unclassified									
13-93200-50190	Training/Meetings/Travel	6,223.56		4,500.00	2,304.37		2,195.63		51.21
13-93200-50191	Membership Dues	1,088.10		1,200.00	841.78		358.22		70.15
13-93200-50194	Personnel Related Expenses	803.45		700.00	1,214.07		(514.07)		173.44
13-93200-50220	Attorney Contract	0.00		0.00	3,309.00		(3,309.00)		100.00
13-93200-50250	Utilities	49,650.15		52,000.00	40,387.37		11,612.63		77.67
13-93200-50251	Telephone/Internet	6,443.93		6,000.00	3,821.05		2,178.95		63.68
13-93200-50300	Office Supplies	2,208.51		2,000.00	1,637.26		362.74		81.86
13-93200-50301	Printing/Publishing/Copies	450.00		500.00	0.00		500.00		0.00
13-93200-50302	Postage	10.89		25.00	16.50		8.50		66.00
13-93200-50303	Covid Supplies	27.98		300.00	142.36		157.64		47.45
13-93200-50360	Building Maintenance	22,046.99		13,000.00	6,579.28		6,420.72		50.61
13-93200-50428	Library Director Designated	51,721.93		0.00	0.00		0.00		0.00
13-93200-50760	Sales Tax	342.52		500.00	223.83		276.17		44.77
Unclassified		141,018.01		80,725.00	60,476.87		20,248.13		74.92
Total Dept 93200 - LIBRARY ADM EXP		141,018.01		80,725.00	60,476.87		20,248.13		74.92
Dept 93300 - LIBRARY EQUIPMENT									
Unclassified									
13-93300-50240	IT Support Contract Services	28,279.78		28,000.00	32,606.68		(4,606.68)		116.45
13-93300-50311	Copier Maintenance/Repair	3,176.16		3,500.00	3,217.74		282.26		91.94
13-93300-50312	Material Processing/Repairs	3,481.34		3,700.00	3,831.88		(131.88)		103.56
13-93300-50350	Maintenance Service & Supplies	33,960.00		34,050.00	25,570.00		8,480.00		75.10
13-93300-50351	Custodial Supplies	3,785.06		6,000.00	2,406.02		3,593.98		40.10
13-93300-50400	MCFLS Supplies	1,955.74		1,600.00	834.74		765.26		52.17
Unclassified		74,638.08		76,850.00	68,467.06		8,382.94		89.09
Total Dept 93300 - LIBRARY EQUIPMENT		74,638.08		76,850.00	68,467.06		8,382.94		89.09
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	162.98		337.02		32.60
13-93400-50403	Programs - Children	507.74		500.00	234.43		265.57		46.89
13-93400-50415	Programs - Young Adults	0.00		250.00	0.00		250.00		0.00
Unclassified		16,051.74		23,924.00	7,545.41		16,378.59		31.54
Total Dept 93400 - LIBR PROG/SERVICES		16,051.74		23,924.00	7,545.41		16,378.59		31.54
Dept 93500 - LIBRARY COLLECTIONS									

8

DB: Whitefish Bay

PERIOD ENDING 10/31/2025

Page: 3/4

		END BALANCE 12/31/2024		2025 ORIGINAL BUDGET		YTD BALANCE 10/31/2025		AVAILABLE BALANCE		% BDGT USED
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)			NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund										
Expenditures										
Unclassified										
13-93500-50410	Library Collection Materials	103,580.95		100,000.00		83,892.53		16,107.47		83.89
Unclassified		103,580.95		100,000.00		83,892.53		16,107.47		83.89
Total Dept 93500 - LIBRARY COLLECTIONS		103,580.95		100,000.00		83,892.53		16,107.47		83.89
Total - Function Unclassified		1,059,539.20		1,046,588.00		858,602.43		187,985.57		82.04
TOTAL EXPENDITURES		1,059,539.20		1,046,588.00		858,602.43		187,985.57		82.04
Fund 13 - Library Special Revenue Fund:										
TOTAL REVENUES		1,000,430.17		1,046,588.00		1,038,156.64		8,431.36		99.19
TOTAL EXPENDITURES		1,059,539.20		1,046,588.00		858,602.43		187,985.57		82.04
NET OF REVENUES & EXPENDITURES		(59,109.03)		0.00		179,554.21		(179,554.21)		100.00
BEG. FUND BALANCE		159,209.37		100,100.34		100,100.34				
END FUND BALANCE		100,100.34		100,100.34		279,654.55				
Fund 22 - LIBRARY EXPANSION FUND										
Revenues										
Function: Unclassified										
Dept 00000										
Miscellaneous Revenue										
22-00000-48110	INVESTMENT INCOME	14,798.45		0.00		9,673.98		(9,673.98)		100.00
Miscellaneous Revenue		14,798.45		0.00		9,673.98		(9,673.98)		100.00
Total Dept 00000		14,798.45		0.00		9,673.98		(9,673.98)		100.00
Total - Function Unclassified		14,798.45		0.00		9,673.98		(9,673.98)		100.00
TOTAL REVENUES		14,798.45		0.00		9,673.98		(9,673.98)		100.00
Fund 22 - LIBRARY EXPANSION FUND:										
TOTAL REVENUES		14,798.45		0.00		9,673.98		(9,673.98)		100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		14,798.45		0.00		9,673.98		(9,673.98)		100.00
BEG. FUND BALANCE		73,988.36		88,786.81		88,786.81				
END FUND BALANCE		88,786.81		88,786.81		98,460.79				
TOTAL REVENUES - ALL FUNDS 1,015,228.62 1,046,588.00 1,047,830.62 (1,242.62) 100.12										
TOTAL EXPENDITURES - ALL FUNDS 1,059,539.20 1,046,588.00 858,602.43 187,985.57 82.04										

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 10/31/2025
% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE		2025	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
		12/31/2024			10/31/2025		BALANCE		
NET OF REVENUES & EXPENDITURES		(44,310.58)		0.00	189,228.19		(189,228.19)		100.00
BEG. FUND BALANCE - ALL FUNDS		233,197.73		188,887.15	188,887.15				
END FUND BALANCE - ALL FUNDS		188,887.15		188,887.15	378,115.34				

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 13 Library Special Revenue Fund								
10/01/2025			13-00000-11100 CASH IN BANK		BEG. BALANCE		408,811.59	
10/03/2025	PR	CHK	SUMMARY PR 10/03/2025		(25,342.79)		383,468.80	
10/03/2025	CD	CHK	SUMMARY CD 10/03/2025		(18,107.26)		365,361.54	
10/05/2025	GJ	JE	Library - stripe monthly deposiit	6151	875.92		366,237.46	
10/06/2025	CR	RCPT	Daily Library Receipts	237556	759.65		366,997.11	
10/08/2025	CD	CHK	SUMMARY CD 10/08/2025		(1,220.77)		365,776.34	
10/09/2025	CD	CHK	SUMMARY CD 10/09/2025		(442.85)		365,333.49	
10/09/2025	GJ	JE	Monthly Sales Tax ACH Payment	6160	(20.07)		365,313.42	
10/14/2025	GJ	JE	Quarterly utility payments	6162	(1,783.15)		363,530.27	
10/14/2025	GJ	JE	Nayax deposit	6163	237.13		363,767.40	
10/17/2025	PR	CHK	SUMMARY PR 10/17/2025		(25,765.95)		338,001.45	
10/17/2025	CD	CHK	SUMMARY CD 10/17/2025		(37.75)		337,963.70	
10/20/2025	CR	RCPT	Daily Library Receipts	239322	305.30		338,269.00	
10/24/2025	CD	CHK	SUMMARY CD 10/24/2025		(12,455.54)		325,813.46	
10/31/2025	GJ	JE	Monthly WRS ACH Payment	6136	(2,413.08)		323,400.38	
10/31/2025	PR	CHK	SUMMARY PR 10/31/2025		(25,752.54)		297,647.84	
10/31/2025	CD	CHK	SUMMARY CD 10/31/2025		(421.73)		297,226.11	
10/31/2025			13-00000-11100 CASH IN BANK		END BALANCE		297,226.11	
10/01/2025			13-00000-21100 ACCOUNTS PAYABLE		BEG. BALANCE		(13,094.54)	
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L4211182 9/25 SEPTEMBER 2025 STATEMENT		114.42		13,208.96	
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L5190172 9/25 SEPTEMBER 2025 STATEMENT		376.75		13,585.71	
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(75003750 9/25 SEPTEMBER 2025 STATEMENT		115.18		13,700.89	
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(40023382 9/25 SEPTEMBER 2025 STATEMENT		184.51		13,885.40	
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L6798382 9/25 SEPTEMBER 2025 STATEMENT		725.15		14,610.55	
10/01/2025	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI(40193434 STANDARD PAYMENT		101.00		14,711.55	
10/01/2025	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 9/25 SEPTEMBER 2025 STATEMENT		3,017.46		17,729.01	
10/01/2025	AP	INV	KANOPY, INC./KANOPY, INC. TICKETS & KKIDS CREDITS	41671	378.25		18,107.26	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1861 UNFORGIVING PLACES		24.56		18,131.82	
10/02/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE J(4906 NEWSPAPER SUBSCRIPTION		50.00		18,181.82	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2308 SWIMMING STUDIES		23.03		18,204.85	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9533 WHITE OUT TAPES		9.99		18,214.84	
10/02/2025	AP	INV	METRO MARKET/METRO MARKET LDAC MEETING (NYR)	2104	55.30		18,270.14	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3414 FORGOTTEN HOM APOTHECARY		41.99		18,312.13	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0748 THE CREATURE FROM JEKYLL ISLAND		29.99		18,342.12	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-00000-21100 ACCOUNTS PAYABLE					(Continued)			
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0155 USB THUMB DRIVES		21.99		18,364.11	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2399 ELIO		53.98		18,418.09	
10/02/2025	AP	INV	SCHLITZ AUDOBON/SCHLITZ AUDOBON 2236 SAC MEMBERSHIP		160.00		18,578.09	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9766 VARIOUS YS TITLES		50.97		18,629.06	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1882 LILO & STITCH		39.90		18,668.96	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8664 CEASE FOR TONIE FIGURES		27.54		18,696.50	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3576 VARIOUS AS TITLES		29.98		18,726.48	
10/02/2025	AP	INV	DRIVESTRIKE/DRIVESTRIKE 8463 LAPTOP SECURITY SOFTWARE CONTRACT		22.00		18,748.48	
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7418 HAND SOAP		45.26		18,793.74	
10/03/2025	CD	CHK	SUMMARY CD 10/03/2025		(18,107.26)		686.48	
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5995 A COOK'S TOUR		54.74		741.22	
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4905 TAO OF POOH		13.00		754.22	
10/03/2025	AP	INV	UWM PARKING/UWM PARKING 0789 NYR MEETING		8.15		762.37	
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8141 FLOW		20.99		783.36	
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9613 HIGHLIGHTERS		7.29		790.65	
10/07/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI2638 MONTHLY CHARGES		309.98		1,100.63	
10/07/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI8106 MONTHLY CHARGES		107.15		1,207.78	
10/07/2025	AP	INV	ADAGIO SOUND HEALING STUDIO/ADAGIO SOU1 SOUND BATH FOR LIBRARY STAFF		150.00		1,357.78	
10/07/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD AR265450 LIBRARY COPIER 9/3 - 10/2/2025		129.87		1,487.65	
10/07/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD AR265449 LIBRARY COPIER 9/3 - 10/2/2025		20.90		1,508.55	
10/07/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIAI045702 11/2025 NOVEMBER PREMIUMS		142.08		1,650.63	
10/08/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7708 AS COLLECTIONS - CREATIVE WATERCOLOR		12.99		1,663.62	
10/08/2025	CD	CHK	SUMMARY CD 10/08/2025		(1,220.77)		442.85	
10/09/2025	CD	CHK	SUMMARY CD 10/09/2025		(442.85)		0.00	
10/17/2025	AP	INV	AT&T/AT&T 414R16031010 MONTHLY CHARGES 9/2 - 10/1/2025		37.75		37.75	
10/17/2025	CD	CHK	SUMMARY CD 10/17/2025		(37.75)		0.00	
10/20/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC 013025-WFBL AUGUST JANITORIAL		2,690.00		2,690.00	
10/20/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC 093125-WFBL SEPTEMBER 2025 JANITORIAL		2,900.00		5,590.00	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-00000-21100 ACCOUNTS PAYABLE					(Continued)			
10/20/2025	AP	INV	DEMCO/DEMCO LABELS & REPPAIR TAPE	7712438	112.40		5,702.40	
10/20/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD MAGENTA TONER	AR265714	14.00		5,716.40	
10/20/2025	AP	INV	GALE/GALE MISC TITLES	999101293144	90.38		5,806.78	
10/20/2025	AP	INV	GALE/GALE MISC TITLE	999101112210	24.00		5,830.78	
10/20/2025	AP	INV	GALE/GALE MISC TITLE	999100879208	24.80		5,855.58	
10/20/2025	AP	INV	GALE/GALE MISC TITLES	999101285779	50.40		5,905.98	
10/20/2025	AP	INV	GALE/GALE MISC TITLE	999100974815	29.59		5,935.57	
10/20/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MIIFL-03791 POSTCARD CAMPAIGN POSTAGE		15.81		5,951.38	
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE TOILET PAPER, SOAP, & URINAL SCREENS	6045099160	317.52		6,268.90	
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE COFFEE PODS	6045099161	73.21		6,342.11	
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE SPILL ABSORBENT	6045099159	53.19		6,395.30	
10/22/2025	AP	INV	ROBB GREGG/ROBB GREGG OCTOBER GARDEN	2025-10	375.00		6,770.30	
10/22/2025	AP	INV	THOMAS A LIPINSKI/THOMAS A LIPINSKI DOCUMENT REVIEW - MATERIAL CONSIDERATI(	9/9/2025	1,000.00		7,770.30	
10/23/2025	AP	INV	UNITED HEALTHCARE/UNITED HEALTHCARE NOVEMBER 2025 PREMIUMS	177474307627	4,433.56		12,203.86	
10/23/2025	AP	INV	DELTA DENTAL OF WISCONSIN/DELTA DENTAL NOVEMBER 2025 PREMIUMS	12431976	251.68		12,455.54	
10/24/2025	CD	CHK	SUMMARY CD 10/24/2025		(12,455.54)		0.00	
10/29/2025	AP	INV	NYAMA REED/NYAMA REED MEETING MILAGE & STAFF DEVELOPMENT REIN	10/20/2025	421.73		421.73	
10/31/2025	CD	CHK	SUMMARY CD 10/31/2025		(421.73)		0.00	
10/31/2025			13-00000-21100 ACCOUNTS PAYABLE		END BALANCE		0.00	
13-00000-21550 DEPOSITS/SUSPENSE					BEG. BALANCE		(174.48)	
10/31/2025			13-00000-21550 DEPOSITS/SUSPENSE		END BALANCE		(174.48)	
13-00000-25199 ACCRUED PAYROLL					BEG. BALANCE		(14,679.90)	
10/31/2025			13-00000-25199 ACCRUED PAYROLL		END BALANCE		(14,679.90)	
13-00000-25200 Health Insurance - PR Deduction					BEG. BALANCE		0.00	
10/17/2025	PR	CHK	SUMMARY PR 10/17/2025		4,433.56		4,433.56	
10/23/2025	AP	INV	UNITED HEALTHCARE/UNITED HEALTHCARE NOVEMBER 2025 PREMIUMS	177474307627	(4,433.56)		0.00	
10/31/2025			13-00000-25200 Health Insurance - PR Deduction		END BALANCE		0.00	13

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
10/01/2025			13-00000-25202 Dental Insurance - PR Deduction		BEG. BALANCE		0.00	
10/17/2025	PR	CHK	SUMMARY PR 10/17/2025		251.68		251.68	
10/23/2025	AP	INV	DELTA DENTAL OF WISCSONSIN/DELTA DENTAL2431976 NOVEMBER 2025 PREMIUMS		(251.68)		0.00	
10/31/2025			13-00000-25202 Dental Insurance - PR Deduction		END BALANCE		0.00	
10/01/2025			13-00000-25210 Life Insurance - PR Deduction		BEG. BALANCE		0.00	
10/03/2025	PR	CHK	SUMMARY PR 10/03/2025		142.08		142.08	
10/07/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIA1045702 11/2025 NOVEMBER PREMIUMS		(142.08)		0.00	
10/31/2025			13-00000-25210 Life Insurance - PR Deduction		END BALANCE		0.00	
10/01/2025			13-00000-25400 WRS Retirement - Payroll Deduction		BEG. BALANCE		(1,520.65)	
10/03/2025	PR	CHK	SUMMARY PR 10/03/2025		1,210.88		2,731.53	
10/17/2025	PR	CHK	SUMMARY PR 10/17/2025		1,224.21		3,955.74	
10/31/2025	GJ	JE	Monthly WRS ACH Payment	6136	(2,413.08)		1,542.66	
10/31/2025	PR	CHK	SUMMARY PR 10/31/2025		1,174.52		2,717.18	
10/31/2025			13-00000-25400 WRS Retirement - Payroll Deduction		END BALANCE		(2,717.18)	
10/01/2025			13-00000-28100 SURPLUS		BEG. BALANCE		(100,100.34)	
10/31/2025			13-00000-28100 SURPLUS		END BALANCE		(100,100.34)	
10/01/2025			13-00000-41100 Property Taxes		BEG. BALANCE		930,490.00	0.00
10/31/2025			13-00000-41100 Property Taxes		END BALANCE		930,490.00	0.00
10/01/2025			13-00000-43792 Other Grants		BEG. BALANCE		1,000.00	1,000.00
10/31/2025			13-00000-43792 Other Grants		END BALANCE		1,000.00	1,000.00
10/01/2025			13-00000-43793 MCFLS Member Reserve Fund		BEG. BALANCE		76,193.00	(245.00)
10/31/2025			13-00000-43793 MCFLS Member Reserve Fund		END BALANCE		76,193.00	(245.00)
10/01/2025			13-00000-45209 LIBRARY FINES		BEG. BALANCE		18,029.05	6,970.95
10/05/2025	GJ	JE	Library - stripe monthly deposiit	6151	875.92		18,904.97	6,095.03
10/06/2025	CR	RCPT	LIBRARY FINES	237556	88.10		18,993.07	6,006.93
10/20/2025	CR	RCPT	LIBRARY FINES	239322	207.90		19,200.97	5,799.03
10/31/2025			13-00000-45209 LIBRARY FINES		END BALANCE		19,200.97	5,799.03
10/01/2025			13-00000-45210 Library Replacement Cards		BEG. BALANCE		116.70	33.30

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-00000-45210 Library Replacement Cards					(Continued)			
10/31/2025			13-00000-45210 Library Replacement Cards		END BALANCE		116.70	33.30
13-00000-46712 LIBRARY ROOM RENT					BEG. BALANCE		2,385.00	3,115.00
10/01/2025	CR	RCPT	LIBRARY ROOM RENT	237556	600.00		2,985.00	2,515.00
10/06/2025			13-00000-46712 LIBRARY ROOM RENT		END BALANCE		2,985.00	2,515.00
10/31/2025								
13-00000-46713 LIBRARY COPY AND FAX FEES					BEG. BALANCE		5,163.89	336.11
10/01/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	237556	71.55		5,235.44	264.56
10/06/2025	GJ	JE	Nayax deposit	6163	237.13		5,472.57	27.43
10/14/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	239322	97.40		5,569.97	(69.97)
10/20/2025			13-00000-46713 LIBRARY COPY AND FAX FEES		END BALANCE		5,569.97	(69.97)
10/31/2025								
13-00000-48501 LIBRARY DONATIONS					BEG. BALANCE		2,601.00	(601.00)
10/01/2025			13-00000-48501 LIBRARY DONATIONS		END BALANCE		2,601.00	(601.00)
10/31/2025								
13-93000-50100 Salaries					BEG. BALANCE		442,613.01	174,006.99
10/01/2025	PR	CHK	SUMMARY PR 10/03/2025		23,590.91		466,203.92	150,416.08
10/03/2025	PR	CHK	SUMMARY PR 10/17/2025		23,171.53		489,375.45	127,244.55
10/17/2025	PR	CHK	SUMMARY PR 10/31/2025		23,941.19		513,316.64	103,303.36
10/31/2025			13-93000-50100 Salaries		END BALANCE		513,316.64	103,303.36
10/31/2025								
13-93000-50150 FICA Tax					BEG. BALANCE		33,442.29	13,728.71
10/01/2025	PR	CHK	SUMMARY PR 10/03/2025		1,751.88		35,194.17	11,976.83
10/03/2025	PR	CHK	SUMMARY PR 10/17/2025		1,781.92		36,976.09	10,194.91
10/17/2025	PR	CHK	SUMMARY PR 10/31/2025		1,811.35		38,787.44	8,383.56
10/31/2025			13-93000-50150 FICA Tax		END BALANCE		38,787.44	8,383.56
10/31/2025								
13-93000-50160 Health/Dental Insurance Premium					BEG. BALANCE		48,917.16	16,188.84
10/01/2025	PR	CHK	SUMMARY PR 10/17/2025		5,435.24		54,352.40	10,753.60
10/17/2025			13-93000-50160 Health/Dental Insurance Premium		END BALANCE		54,352.40	10,753.60
10/31/2025								
13-93000-50161 Health Insurance Deductible (Direct Pay)					BEG. BALANCE		3,652.50	(2,202.50)
10/01/2025	PR	CHK	SUMMARY PR 10/17/2025		62.50		3,715.00	(2,265.00)
10/17/2025			13-93000-50161 Health Insurance Deductible (Direct Pay)		END BALANCE		3,715.00	(2,265.00)
10/31/2025								
13-93000-50170 Retirement Contribution - ER portion					BEG. BALANCE		23,040.32	8,389.68
10/01/2025	PR	CHK	SUMMARY PR 10/03/2025		1,210.88		24,251.20	7,178.80
10/03/2025	PR	CHK	SUMMARY PR 10/17/2025		1,224.21		25,475.41	5,954.59
10/17/2025	PR	CHK	SUMMARY PR 10/31/2025		1,174.52		26,649.93	4,780.07
10/31/2025			13-93000-50170 Retirement Contribution - ER portion		END BALANCE		26,649.93	4,780.07
10/31/2025								

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
10/01/2025			13-93000-50180 Group Life Insurance Premium		BEG. BALANCE		1,257.07	398.93
10/03/2025	PR	CHK	SUMMARY PR 10/03/2025		142.08		1,399.15	256.85
10/31/2025			13-93000-50180 Group Life Insurance Premium		END BALANCE		1,399.15	256.85
10/01/2025			13-93200-50190 Training/Meetings/Travel		BEG. BALANCE		1,595.98	2,904.02
10/02/2025	AP	INV	METRO MARKET/METRO MARKET LDAC MEETING (NYR)	2104	55.30		1,651.28	2,848.72
10/03/2025	AP	INV	UWM PARKING/UWM PARKING NYR MEETING	0789	8.15		1,659.43	2,840.57
10/07/2025	AP	INV	ADAGIO SOUND HEALING STUDIO/ADAGIO SOUN1 SOUND BATH FOR LIBRARY STAFF		150.00		1,809.43	2,690.57
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE COFFEE PODS	6045099161	73.21		1,882.64	2,617.36
10/29/2025	AP	INV	NYAMA REED/NYAMA REED MEETING MILAGE & STAFF DEVELOPMENT REI	10/20/2025	421.73		2,304.37	2,195.63
10/31/2025			13-93200-50190 Training/Meetings/Travel		END BALANCE		2,304.37	2,195.63
10/01/2025			13-93200-50191 Membership Dues		BEG. BALANCE		841.78	358.22
10/31/2025			13-93200-50191 Membership Dues		END BALANCE		841.78	358.22
10/01/2025			13-93200-50194 Personnel Related Expenses		BEG. BALANCE		1,214.07	(514.07)
10/31/2025			13-93200-50194 Personnel Related Expenses		END BALANCE		1,214.07	(514.07)
10/01/2025			13-93200-50220 Attorney Contract		BEG. BALANCE		2,309.00	(2,309.00)
10/22/2025	AP	INV	THOMAS A LIPINSKI/THOMAS A LIPINSKI DOCUMENT REVIEW - MATERIAL CONSIDERATI	9/9/2025	1,000.00		3,309.00	(3,309.00)
10/31/2025			13-93200-50220 Attorney Contract		END BALANCE		3,309.00	(3,309.00)
10/01/2025			13-93200-50250 Utilities		BEG. BALANCE		38,604.22	13,395.78
10/14/2025	GJ	JE	Quarterly utility payments	6162	1,783.15		40,387.37	11,612.63
10/31/2025			13-93200-50250 Utilities		END BALANCE		40,387.37	11,612.63
10/01/2025			13-93200-50251 Telephone/Internet		BEG. BALANCE		3,366.17	2,633.83
10/07/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI2638 MONTHLY CHARGES		309.98		3,676.15	2,323.85
10/07/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI8106 MONTHLY CHARGES		107.15		3,783.30	2,216.70
10/17/2025	AP	INV	AT&T/AT&T MONTHLY CHARGES 9/2 - 10/1/2025	414R16031010	37.75		3,821.05	2,178.95
10/31/2025			13-93200-50251 Telephone/Internet		END BALANCE		3,821.05	2,178.95
10/01/2025			13-93200-50300 Office Supplies		BEG. BALANCE		1,597.99	402.01
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9533 WHITE OUT TAPES		9.99		1,607.98	392.02

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93200-50300 Office Supplies					(Continued)			
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0155 USB THUMB DRIVES		21.99		1,629.97	370.03
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9613 HIGHLIGHTERS		7.29		1,637.26	362.74
10/31/2025			13-93200-50300 Office Supplies		END BALANCE		1,637.26	362.74
13-93200-50302 Postage					BEG. BALANCE		0.69	24.31
10/01/2025								
10/20/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MIIFL-03791 POSTCARD CAMPAIGN POSTAGE		15.81		16.50	8.50
10/31/2025			13-93200-50302 Postage		END BALANCE		16.50	8.50
13-93200-50303 Covid Supplies					BEG. BALANCE		97.10	202.90
10/01/2025								
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7418 HAND SOAP		45.26		142.36	157.64
10/31/2025			13-93200-50303 Covid Supplies		END BALANCE		142.36	157.64
13-93200-50360 Building Maintenance					BEG. BALANCE		6,204.28	6,795.72
10/01/2025								
10/22/2025	AP	INV	ROBB GREGG/ROBB GREGG OCTOBER GARDEN	2025-10	375.00		6,579.28	6,420.72
10/31/2025			13-93200-50360 Building Maintenance		END BALANCE		6,579.28	6,420.72
13-93200-50760 Sales Tax					BEG. BALANCE		203.76	296.24
10/01/2025								
10/09/2025	GJ	JE	Monthly Sales Tax ACH Payment	6160	20.07		223.83	276.17
10/31/2025			13-93200-50760 Sales Tax		END BALANCE		223.83	276.17
13-93300-50240 IT Support Contract Services					BEG. BALANCE		32,584.68	(4,584.68)
10/01/2025								
10/02/2025	AP	INV	DRIVESTRIKE/DRIVESTRIKE LAPTOP SECURITY SOFTWARE CONTRACT	8463	22.00		32,606.68	(4,606.68)
10/31/2025			13-93300-50240 IT Support Contract Services		END BALANCE		32,606.68	(4,606.68)
13-93300-50311 Copier Maintenance/Repair					BEG. BALANCE		2,951.97	548.03
10/01/2025								
10/01/2025	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI(40193434 STANDARD PAYMENT		101.00		3,052.97	447.03
10/07/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 9/3 - 10/2/2025	AR265450	129.87		3,182.84	317.16
10/07/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 9/3 - 10/2/2025	AR265449	20.90		3,203.74	296.26
10/20/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD MAGENTA TONER	AR265714	14.00		3,217.74	282.26
10/31/2025			13-93300-50311 Copier Maintenance/Repair		END BALANCE		3,217.74	282.26
13-93300-50312 Material Processing/Repairs					BEG. BALANCE		3,691.94	8.06
10/01/2025								
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8664 CEASE FOR TONIE FIGURES		27.54		3,719.48	(19.48)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93300-50312 Material Processing/Repairs					(Continued)			
10/20/2025	AP	INV	DEMCO/DEMCO LABELS & REPPAIR TAPE	7712438	112.40		3,831.88	(131.88)
10/31/2025			13-93300-50312 Material Processing/Repairs		END BALANCE		3,831.88	(131.88)
13-93300-50350 Maintenance Service & Supplies					BEG. BALANCE		17,290.00	16,760.00
10/01/2025	GJ	JE	adjust Cleansource coding	6157	2,690.00		19,980.00	14,070.00
10/20/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC AUGUST JANITORIAL	013025-WFBL	2,690.00		22,670.00	11,380.00
10/20/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC SEPTEMBER 2025 JANITORIAL	093125-WFBL	2,900.00		25,570.00	8,480.00
10/31/2025			13-93300-50350 Maintenance Service & Supplies		END BALANCE		25,570.00	8,480.00
13-93300-50351 Custodial Supplies					BEG. BALANCE		2,035.31	3,964.69
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE TOILET PAPER, SOAP, & URINAL SCREENS	6045099160	317.52		2,352.83	3,647.17
10/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE SPILL ABSORBENT	6045099159	53.19		2,406.02	3,593.98
10/31/2025			13-93300-50351 Custodial Supplies		END BALANCE		2,406.02	3,593.98
13-93300-50360 Building Maintenance					BEG. BALANCE		2,690.00	(2,690.00)
10/01/2025	GJ	JE	adjust Cleansource coding	6157	(2,690.00)		0.00	0.00
10/31/2025			13-93300-50360 Building Maintenance		END BALANCE		0.00	0.00
13-93300-50400 MCFLS Supplies					BEG. BALANCE		834.74	765.26
10/31/2025			13-93300-50400 MCFLS Supplies		END BALANCE		834.74	765.26
13-93400-50401 MCFLS Membership					BEG. BALANCE		7,148.00	15,526.00
10/31/2025			13-93400-50401 MCFLS Membership		END BALANCE		7,148.00	15,526.00
13-93400-50402 Programs - Adult					BEG. BALANCE		162.98	337.02
10/31/2025			13-93400-50402 Programs - Adult		END BALANCE		162.98	337.02
13-93400-50403 Programs - Children					BEG. BALANCE		234.43	265.57
10/31/2025			13-93400-50403 Programs - Children		END BALANCE		234.43	265.57
13-93500-50410 Library Collection Materials					BEG. BALANCE		78,155.52	21,844.48
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L4211182 9/25 SEPTEMBER 2025 STATEMENT		114.42		78,269.94	21,730.06

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93500-50410 Library Collection Materials					(Continued)			
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L5190172 9/25 SEPTEMBER 2025 STATEMENT		376.75		78,646.69	21,353.31
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(75003750 9/25 SEPTEMBER 2025 STATEMENT		115.18		78,761.87	21,238.13
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(40023382 9/25 SEPTEMBER 2025 STATEMENT		184.51		78,946.38	21,053.62
10/01/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L6798382 9/25 SEPTEMBER 2025 STATEMENT		725.15		79,671.53	20,328.47
10/01/2025	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 9/25 SEPTEMBER 2025 STATEMENT		3,017.46		82,688.99	17,311.01
10/01/2025	AP	INV	KANOPY, INC./KANOPY, INC. 41671 TICKETS & KKIDS CREDITS		378.25		83,067.24	16,932.76
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1861 UNFORGIVING PLACES		24.56		83,091.80	16,908.20
10/02/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE J(4906 NEWSPAPER SUBSCRIPTION		50.00		83,141.80	16,858.20
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2308 SWIMMING STUDIES		23.03		83,164.83	16,835.17
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3414 FORGOTTEN HOM APOTHECARY		41.99		83,206.82	16,793.18
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0748 THE CREATURE FROM JEKYLL ISLAND		29.99		83,236.81	16,763.19
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2399 ELIO		53.98		83,290.79	16,709.21
10/02/2025	AP	INV	SCHLITZ AUDOBON/SCHLITZ AUDOBON 2236 SAC MEMBERSHIP		160.00		83,450.79	16,549.21
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9766 VARIOUS YS TITLES		50.97		83,501.76	16,498.24
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1882 LILO & STITCH		39.90		83,541.66	16,458.34
10/02/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3576 VARIOUS AS TITLES		29.98		83,571.64	16,428.36
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5995 A COOK'S TOUR		54.74		83,626.38	16,373.62
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4905 TAO OF POOH		13.00		83,639.38	16,360.62
10/03/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8141 FLOW		20.99		83,660.37	16,339.63
10/08/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7708 AS COLLECTIONS - CREATIVE WATERCOLOR		12.99		83,673.36	16,326.64
10/20/2025	AP	INV	GALE/GALE 999101293144 MISC TITLES		90.38		83,763.74	16,236.26
10/20/2025	AP	INV	GALE/GALE 999101112210 MISC TITLE		24.00		83,787.74	16,212.26
10/20/2025	AP	INV	GALE/GALE 999100879208 MISC TITLE		24.80		83,812.54	16,187.46
10/20/2025	AP	INV	GALE/GALE 999101285779 MISC TITLES		50.40		83,862.94	16,137.06
10/20/2025	AP	INV	GALE/GALE 999100974815 MISC TITLE		29.59		83,892.53	16,107.47
10/31/2025			13-93500-50410 Library Collection Materials		END BALANCE		83,892.53	16,107.47

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 18, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Staffing

We went through the interviewing and hiring process for a new Reference Assistant after Eva left for a full-time job. We had over 40 applicants and interviewed 5 candidates in person. It was a tough decision as there were quite a few excellent candidates, but we ended up choosing Lainie Yank. Lainie is currently a Master of Library and Science student at UW-Milwaukee. She has completed half the program, and is looking to graduate in December of 2026 or possibly May of 2027 as she is seeking a dual degree in Library studies and English. She is excited to be working in a public library and her enthusiasm really shines through.

Programs

In October we hosted the program Artificial Intelligence for Busy People on Friday, October 24 during the day. We had nearly 50 people attend the program, which covered some basics about AI, cautionary advice, along with some tips on how to simplify some household tasks. The speaker Anu Hoysniemi highlighted some practical uses of AI including help with schedules and calendars and also grocery shopping and meal prep. The program was extremely well-received and we are hoping to have Anu back in the spring to cover more about this timely topic.

Collection Development

The library has had to quickly adapt to the closing of the largest book retailer for libraries, Baker and Taylor. B&T will be closing its doors before the end of this year. Up until about 6 months ago, B&T was our main supplier of books, movies, and music CDs. B&T has had issues with fulfillment since COVID, and we started using Ingram as a supplier for our fiction and children's materials earlier this year. Since we had set up with them previously we have been able to easily transition our ordering with them. Other libraries who were not already customers are struggling as Ingram has been inundated with new customers and are having trouble keeping up. Some folks are ordering with Amazon, which we may do some of in the short term for media. With B&T, we were provided with electronic records to help with cataloging materials, and Amazon is unable to provide that at this time. We are trying to get setup with electronic records with Ingram and we are currently in the waiting line for that to happen sometime in the future.

Youth Services (Kiekhaefer)

Collection Development

- Currently, we have three book displays for Native American Heritage Month available in the YS department.

Professional Development/Outreach

- In October, Valerie and I hosted preschool teachers from Community Preschool in Whitefish Bay. They were interested in finding some new picture books to fit with their lesson plan themes, so I book talked several new picture books from our collection and also gave them additional books to browse. Valerie explained our picture book organization and led them on a tour of the picture book categories.
- We hosted the November YSC meeting. As part of the meeting, Valerie was asked to present on Book Seek, her non-fiction classification system. She did a modified version of her WLA presentation (from 2024) and also gave attendees a tour and answered questions.

Staffing

- Kyleigh Halfenger resigned at the middle of October, after receiving an offer for a full time job at a middle school library. She will stay on as a substitute.
- Valerie and I interviewed three people for the open position for reference assistant, and we are waiting on a background check for one of the candidates.

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	25,220	23,698	26,785	24,052	23,405	27,942	29,421	28,774	24,085	25,335	25,093	24,403	308,213	233,382
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	248,781
2025	28,064	25,723	29,573	27,081	26,850	29,366	31,574	29,144	25,769	26,939				253,144
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%	0%	1%	5%	7%
24-25	3%	-2%	6%	0%	4%	3%	3%	-2%	0%	4%				2%
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25									-123		
	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	196,921
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	204,169
2025	22,715	20,822	23,789	21,711	21,313	23,978	26,022	23,589	20,376	21,302				204,315
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%	3%	0%	3%	3%	4%
24-25	4%	-1%	7%	-4%	2%	1%	1%	-6%	-2%	1%				0%
DIGITAL CIRCULATION			12%											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	4,084	3,802	4,260	3,904	4,032	3,991	4,245	4,074	4,069	4,794	4,926	5,237	51,418	36,461
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	44,612
2025	5,349	4,901	5,784	5,370	5,537	5,388	5,552	5,555	5,393	5,637				48,829
23-24	30%	34%	33%	16%	24%	17%	12%	13%	22%	0%	-2%	-7%	15%	22%
24-25	0%	-4%	2%	19%	10%	16%	17%	21%	8%	17%				9%
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	28,024
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	31,424
2025	3,841	3,387	4,135	3,800	3,937	3,841	3,988	3,879	3,808	3,908				34,616
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%	-6%	-12%	7%	12%
24-25	3%	-4%	4%	14%	13%	17%	16%	21%	11%	15%				10%
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	2,769
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	6,376
2025	782	787	874	850	828	862	793	873	844	959				7,493
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	59%	130%
24-25	-9%	-10%	-4%	75%	5%	36%	48%	57%	16%	45%				18%
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	3,677
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	4,413
2025	437	390	407	372	378	364	377	387	342	371			13,816	3,454
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	24%	20%
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%	-24%	-35%	-28%				-22%

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	1,991
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	2,399
2025	289	337	368	348	394	321	394	416	399	399				3,266
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24%	20%
24-25	14%	45%	19%	93%	52%	22%	31%	30%	43%	65%				36%
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	40,179
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	44,379
2025	5,983	4,508	5,177	5,520	5,456	5,040	4,960	4,960	5,400	6,324				47,004
23-24	10%	15%	9%	15%	10%	3%	15%	12%	6%	13%	7%	0%	10%	10%
24-25	14%	-5%	11%	7%	6%	4%	2%	1%	13%	9%				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	9,650
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098	8,943
2025	1,380	875	1,019	926	948	931	929	841	983					8,832
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%	-2%	8%	-4%	-7%
24-25	91%	-8%	9%	-12%	-7%	-7%	-19%	-17%	-11%					-1%
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	2,088
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938	7,656
2025	552	544	721	679	773	1,045	1,394	1,347	828					7,883
23-24	n/a	n/a	n/a	n/a	n/a	n/a	1085%	6%	-8%	-12%	20%	16%	134%	
24-25	-24%	-21%	-11%	-1%	9%	2%	38%	6%	12%					3%
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	114,942
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	122,201
2025	14,223	12,082	13,717	15,124	14,051	15,123	16,601	14,939	13,211	13,979				129,071
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7%	6%
24-25	16%	-2%	10%	9%	8%	6%	5%	-5%	6%	5%				6%
Patron Interactions at Adult & Youth Service Desks														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2023	884	714	871	828	779	980	842	862	725	698	706	636	9,525	7,485
2024	835	755	802	835	794	975	912	904	702	701	684	588	9,487	7,514
2025	944	773	909	860	838	958	876	826	754					7,738
23-24	-6%	6%	-8%	1%	2%	-1%	8%	5%	-3%	0%	-3%	-8%	0%	0%
24-25	13%	2%	13%	3%	6%	-2%	-4%	-9%	7%					3%

CIRCULATION DEPARTMENT UPDATE

NOVEMBER 18, 2025

- Staffing Highlights
 - Fully staffed as of November 3rd
 - 9 Regularly scheduled part time Circulation Assistants
 - 2 Circulation Assistant substitutes
 - 5 Circulation Staff trained to sub for Reference assistants
 - 7 Regularly scheduled part time Shelves (3 Adults, 4 Students)
 - 1 Adult Shelves currently being trained to sub as a Circulation Assistant
 - Low turnover of Circulation Assistants (last one hired in 2022)
- New credit card reader on Self Check Machine eases 'cash only' limitations at Circulation Desk
- Close of Baker & Taylor has increased processing hours & material costs
- Impact of closure of North Shore Library December 13th – February 2026

WHITEFISH BAY PUBLIC LIBRARY TECH PLAN UPDATE

November 18, 2025



2025 Technology Highlights

- Credit Card reader added to Self Check Station for patron use
- Meraki Access Points reconfigured and 2 new AP's added to increase Wi-Fi reach and power in Adult Services wing, Program Room, and Basement (Friends' access)
- New MCFLS server and UPS configured and installed
- Upgrade of staff door key fob system
- Sharp ink jet printers purchased for Adult Services and Youth Services offices
- Ricoh camera purchased for use in Program Room and for other Library and Village meetings
- Dell laptop purchased for reference staff use
- 2 Adult Services public desktop computers to be replaced in November/December

2025 Budget vs Actuals – as of 10/31/2025



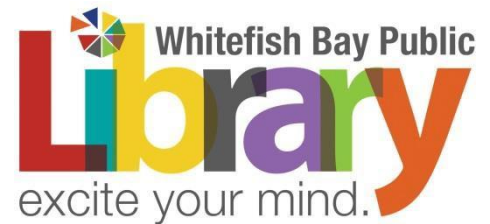
Category	2025 Budget	2025 Actuals/Est	Notes
Computers & Devices	2,980	2,317	1 staff laptop, 2 AS patron desktops, monitor for back workroom
Tech Support		1,920	MCFLS Network Admin
Software Services & Maintenance	\$5,520.80	\$5,512.20	byte, TBS, Sensource, Canva, Zoom, Hotspots, ArchiveSocial, Reboot/Restore, Doodle, Drivestrike, Meraki, Stripe
Smiota	1,632	1,632	Smart Locker Maintenance, Service & Warranty
Peripherals	15,582	12,253	MCFLS Server/UPS, UPS units, 2 office printers, Meraki Hardware, hotspot, Ricoh camera
Bibliotecha	-	1,906	RFID service & maintenance
Special Projects/Misc		3,289	Key fob system install, Google photo shoot
TOTALS	25,715	28,829	
Budget	28,000	28,000	
Variance	2,285	(829)	

2026/2027 Tech Plans



WFBPL Tech Plan				
Category	2026	Notes	2027	Notes
Computers & Devices	1,190	Replace AS Public Computer #1	9,400	6 YS Patron Computers
Software Service & Maintenance	9,741	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom, Office 2024/Office365	7,741	Archive Social, Bibliotecha, byte, Canva, Doodle, Meraki, Mobile Beacon, Reboot/Restore, Salefusion, SenSource, Smiota, Stripe, TBS, Zoom
Peripherals	1,720	UPS units, hotspots, receipt printers, misc	820	New Color copier lease & payment kiosk, UPS units, hotspots, misc
Bibliotecha	1,906	Service & maintenance	1,906	Service & maintenance
TOTALS	14,557		19,867	
Budget	26,000		26,000	
TBD	11,443		6,133	

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 18, 2025 Meeting
Re: Holiday Picture Book Fines



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

The youth holiday picture book collection is unique in that its items are in high demand only during the weeks leading up to the holidays they represent. The collection contains approximately 700 items, each with a one-week loan period to support quick turnover so more families can access them during this peak time. Youth Services staff have requested that overdue fines be removed specifically for this collection to balance two considerations: encouraging timely returns while recognizing that patrons may assume these books follow the standard 21-day picture book loan period.

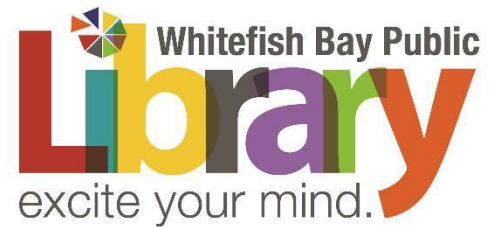
A review of circulation data shows that, over the past 12 months, approximately 100 overdue fines were assessed for holiday picture books, totaling approximately \$100. Removing fines for this collection would have a minimal financial impact.

Action

Motion to approve removing overdue fines from WFBPL's holiday picture book collection.

MATERIAL CONSIDERATION POLICY

Draft 2025 11NOV 18A



Mission

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

Purpose

The Whitefish Bay Public Library values public feedback in building and maintaining a high-quality, responsive collection. This policy outlines the formal process for suggesting new materials or requesting review of current items in the collection.

The Library's collection reflects a variety of viewpoints to enable citizens to make informed choices in a democratic society. While not every item will appeal to every individual, all patrons have the right to access materials, even if some content is controversial or unpopular. The Library upholds the American Library Association's Library Bill of Rights¹ and the principles of intellectual freedom².

Court decisions such as *Island Trees School District v. Pico* (1982)³ and *Sund v. City of Wichita Falls* (2000)⁴ affirm that removing or reclassifying materials solely due to personal objections is unconstitutional. These rulings support the Library's commitment to ensuring that no individual's preferences limit others' access. All materials selected under the Library's Collection Development & Management Policy (2025)⁵ are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of competent jurisdiction and after all court appeals have been exhausted.

Parents and guardians are solely responsible for guiding their child or teen's use of library materials. Library staff do not serve in place of parents or guardians, and the collection is not restricted based on the possibility that a child or teen may access a particular item.

1 <https://www.ala.org/advocacy/intfreedom/librarybill>

2 <https://www.wisconsinlibraries.org/intellectual-freedom-resources>

3 <https://supreme.justia.com/cases/federal/us/457/853/>

4 <https://law.justia.com/cases/federal/district-courts/FSupp2/121/530/2505416/>

5 <https://www.wfblibrary.org/about/policies/>

Requesting Purchase of New Material

The Library welcomes suggestions for new titles. All suggestions are evaluated based on the Collection Development & Management Policy (2025)⁶, collection needs, and available budget.

Suggestions may be submitted:

- In person, by phone, or via email to Adult or Youth Services staff
- Online at: whitefishbay.countycat.mcfls.org/suggest

Requesting Review of Current Material

General Guidelines

- Forms are available at the Adult and Youth Services desks and on the Library's website.⁵
- The requester must have read, viewed, or listened to the item in its entirety in keeping with the Wisconsin Obscenity (Wis. Stats. § 944.21)⁷ and Harmful to Minors (Wis. Stats. § 948.11)⁸
- Requests must address the entire work, not excerpts or single sections.
- Only requests by residents of Whitefish Bay with an active WFBPL card will be considered.
- Requests may not be submitted anonymously.
- If multiple forms are received for the same item at the same time, they will be treated as a single request with multiple initiators.
- Each form must address only one single item.
 - If more than one form is submitted, by one or more requestors, they will be considered and processed one at a time.
- If the library is currently reviewing another item, a waiting list will be created and the Library Director will inform the requesting individual in writing where they are on the list and an approximate wait time.
- An item will not be reviewed more than once every four (4) years in keeping with the typical collection review cycle; duplicate requests will be informed of the prior decision.
- Items will remain in the collection and available for use during the review process.
- The review process should be completed in its entirety and not subverted or ended prematurely, which could leave the Library and the Village of Whitefish Bay open to legal challenge.
- Per Wisconsin Statute 19.31⁹, completed forms and related correspondence are public records and may be released under open records law.

Review Process

Submission

- Submit the completed form in person, by email, or by postal mail. Submissions received by staff will be forwarded to the Library Director that day.

Acknowledgment

- If the item is checked out to the requester, it must be returned before review process begins.
- Within five (5) to fifteen (15) business days¹⁰ of receiving the completed form (and the item, if it

⁶ <https://www.wfblibrary.org/about/policies/>

⁷ <https://docs.legis.wisconsin.gov/statutes/statutes/944/iv/21>

⁸ <https://docs.legis.wisconsin.gov/statutes/statutes/948/11>

⁹ <https://docs.legis.wisconsin.gov/statutes/statutes/19/II/31>

¹⁰ For calculations, there are 5 business days in 1 week so 15 business days is 3 weeks

is checked out by the requestor), the Library will send written confirmation of receipt.

- The Library Board will be notified that a request was received within five (5) to fifteen (15) business days of receiving the completed form.

Evaluation

- The Library Director will convene a review panel consisting of:
 - The Director (chair)
 - The relevant department head
 - One staff member from the relevant department
- The panel will review the item in full and consider:
 - Alignment with the Collection Development & Management Policy
 - The item's place in the WFBPL collection and availability at other Milwaukee County Federated Library System (MCFLS) libraries
 - When other libraries include a title in their collections, it signals that the material is viewed as suitable for public library holdings.
 - Professional reviews and general reception
 - Example: New York Times, Library Journal, Amazon, and GoodReads reviews; national book club selection (i.e. Oprah, Good Morning America, Reese's); Amazon or New York Times best seller list
 - Whether it "Lacks serious literary, artistic, political, educational or scientific value, if taken as a whole."¹¹
 - The panel will complete its review within thirty (30) business days from confirmation date, unless delayed by multiple simultaneous requests.

Decision

- The Library Director, in consultation with the panel, will decide whether to retain, withdraw, or reclassify the item.
- A written decision will be provided to the requester within fifteen (15) business days of completing the review.

Appeal

- The requester may submit a written appeal to the Library Board. The written appeal must be received within twenty (20) business days of the initial decision.
- The Board will hear the appeal as an action item within the next two (2) regular meetings.
- The Board's decision is final.¹²

¹¹ <https://docs.legis.wisconsin.gov/statutes/statutes/944/iv/21>

¹² <https://docs.legis.wisconsin.gov/statutes/statutes/43/58/4>

WHITEFISH BAY PUBLIC LIBRARY

Material Consideration Form

Draft 2025 11NOV 18A

Requester information

Name	
Address	
Telephone	
Email	
Library Card #	

Title	
Author	
ISBN	
Type of material	Book: Regular Print Large Print Audio CD Film: DVD Blu-Ray Music: CD Other:

Are you requesting:

- ☐ Purchase of new material
- ☐ Review of current material

Request Purchase of New Material

Reason for requesting purchase of this materials?

Do you want this item placed on hold for you? Yes No

Request Review of Current Material

Per the Material Consideration Policy, the item must have been read/viewed/listened to in its entirety.

Have you read/viewed/listened to the material in its entirety? Yes No

Reason for request for consideration of removal or reclassification?

- ☐ Out of date or inaccurate information (give examples with page numbers)
- ☐ Viewpoint (give examples with page numbers)
- ☐ Wear and tear; item in poor condition (give examples with page numbers)
- ☐ Other (give examples with page numbers)

Action you would like taken?

- ☐ Removal from collection
- ☐ Reclassification to another area
- ☐ Other

If more space is needed, attach letter.

Decision: _____

Library Director Name: _____

Library Director Signature: _____ Date: _____



Strategic Plan Update to Board: Landscape

November 18, 2025

Presented by Nyama Reed, Director,
and Nikki Sohm DeGuire,
Consultant/Board Member



Background & Scope

🌈 Last Strategic Plan in 2021 (2021-2024)

- ▼ A refresh in a time of post-pandemic uncertainty
- ▼ Looked ahead to Library Anniversary (2022), Launch of Library Foundation (2022), Northshore Library transitions (Glendale departure scheduled end of 2023)
- ▼ Broad strategies had held up since previous 2016 plan
- ▼ Small updates to mission, guiding principles

🌈 Current Plan: 5-Years (2026-2030)

- ▼ Co-led by Board Member Nikki DeGuire and Director Nyama Reed
- ▼ Leverage Existing Resources, Best Practices, Benchmarking & Data
- ▼ Timing: Develop During Second Half of 2025, Finalize early 2026
- ▼ Solicit Community Input: Patrons, Staff, Partners
- ▼ No transformational initiatives or significant changes in direction in mission, guiding principles, goals, and priorities expected at inception.

Plan Components

- ✿ Validate Mission and Guiding Principles
- ✿ Compare Strategies of Friends, Village, MCFLS, Foundation
- ✿ Benchmark Against Other Libraries
- ✿ Community Needs Assessment: Review Use Data, Benchmarking, Community Survey
- ✿ Staff Needs Assessment: Staff Survey, Review Data, Benchmarking
- ✿ Review all data and reports, analysis, benchmarking to identify priorities and opportunities
- ✿ SWOT analysis (strengths, weaknesses, opportunities, threats) and environment/landscape summary
- ✿ Identify Goals (4-6 high-level, long-term): ID action items, ways to measure, accountabilities, etc.



Where Are We Today?

Who Are Our Community Members?

Whitefish Bay Demographics

🌈 14,750 Residents, 5,444 Households (HHs) (avg. 2.7 people per household)

🌈 71% Married (age 15+)

🌈 Housing:

▼ 81% Owner-Occupied Housing, 84% Single Units

▼ 74% Moved to Home More than 7 Years Ago

🌈 \$154,255 Median Household Income (Approx. twice the metro area's)

🌈 Working:

▼ 25% Work from Home, 21.6 minute avg commute

▼ Among HHs with kids <18: 70% have 2+ workers

▼ Among HHs with no kids: 53% 2+ workers, 27% no workers

🌈 In Milwaukee County:

▼ 2nd smallest square mile area & 2nd highest density (Shorewood #1 for both)

▼ 2nd highest percent married

▼ Highest percent of under age 5 and under 18

▼ Lowest percentage of ages 65-69



Source: 2023 ACS Census Estimates

Demographic Shifts Since 2010

🌈 Increased Racial/Ethnic Diversity

🌈 Even More Educated

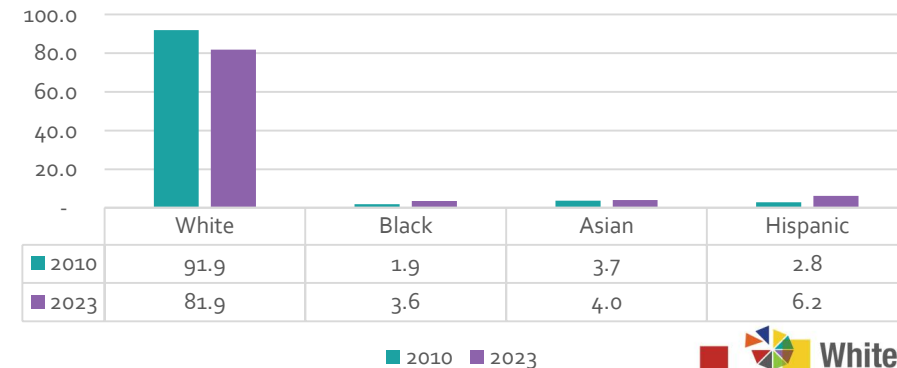
🌈 More Tech: Fewer with no computer or internet

🌈 Age Shift: Fewer adults 18-64, slight growth in 0-17 year olds and 65+

Age Distribution 2010 vs 2023 (%)



Race & Ethnicity 2010 vs 2023 (%)



Trends Expected to Continue: Increased Racial/Ethnic Diversity, Lower Birthrates, Seniors Aging in Place, Increasing Technology

Not All the Same: Diverse Needs

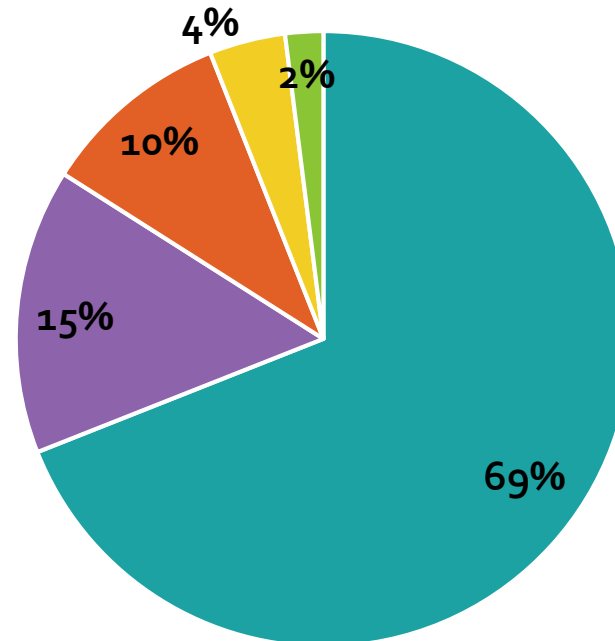
- 🌈 1.0% are not high school graduates (lowest in county), 17% have high school or some college (lowest), 39% have bachelor degree, 43% have post grad degree (highest in county) (more educated since 2021)
- 🌈 2.3% of households have no computer, 2.9% no broadband Internet (down significantly)
- 🌈 29.6% of age 16+ not in labor force, and highest % of working women in Milwaukee County
- 🌈 18.1% are BIPOC/POC (Black, Indigenous & People of Color) (higher since 2021)
- 🌈 4.3% under 65 have a disability (same as 2021)
- 🌈 2.6% veterans
- 🌈 3.8% live in poverty (family of 4 HH income <\$32,150) (slightly higher)
- 🌈 9.3% speak a language other than English at home (down from 2021)
- 🌈 6.7% are foreign-born, 4.4% not US citizens (down from 2021)
- 🌈 3.5% est. of Milwaukee metro area (MSA) population identifies as LGBTQ (from 2021)



Many Users Beyond WFB Too

- 🌈 In 2022, 31% (74,543) of our circulation was from non-residents.
- 🌈 WFB residents checked out 23,935 items at other Milwaukee County libraries, so we gain significantly more than we lose

2022 Total WFBPL Circulation by Residence



■ WFB ■ North Shore (BS, FP, GL, RH) ■ Milwaukee (City) ■ Shorewood ■ Other

How is Our Library Being Used?

Well Used & Very Popular

- 🌈 WFB residents use and enjoy their library A LOT.
 - ▼ Visits (# of people through the door) up 8% for YTD 2025 vs 2024, though down 12% from 2019.
 - ▼ For 2024, that is an average of >8 visits per resident (does not count times materials accessed digitally and remotely)
- 🌈 Physical circulation continues to grow each year post-pandemic. Up 2% 2024-2025, though down 8% from 2019.
- 🌈 Digital circulation exploded during 2020, dropped a bit in 2021, and has grown each year since. 7% from 2024 and 134% from 2019.
- 🌈 56% of all WFB residents have an active library card; 63% of HHs have at least one active cardholder
- 🌈 Last year, we hosted 266 programs attended by over 11k patrons, the 4th highest average attendance per program in Milwaukee County
- 🌈 WFBPL is open 62.5 hours weekly during the school year (58.5 during summer). Only Greenfield (66) and Wauwatosa (63) are open more. In the North Shore, Brown Deer is open 47 hours, North Shore 50 hours, and Shorewood 61 hours. Brown Deer and North Shore are closed Sundays year-round. *This is a likely target should we need to cut the budget.*

One of the Most Used in County, State

🌈 Children's Materials Circulation / Population:

- ▼ #1 in MKE County
- ▼ #4 in Wisconsin

🌈 Adult & Teen Materials Circulation / Population:

- ▼ #2 in MKE County
- ▼ #4 in Wisconsin

🌈 Highest Circulation (#1) per Librarian and per Staff Member State-wide. Our staff does e do a lot given our staff size

- ▼ 2024 Annual Report: WFB averages 33,185 circulation per FTE staff member, the highest in Milwaukee County. Other libraries: 5,295 at MPL; 32,460 in Wauwatosa. Average: is 19,746. *WFBPL staff work 60% harder than average.*

🌈 Lowest cost per Circ (\$2.93) in Milwaukee County. Third lowest cost per Circulation in entire state of WI.

We are a high-volume library. We are an incredibly good value (high circulation & visits, long hours, low cost). Our staff by size circulates many more materials than their peers, which has resulted in burnout and stress.



Physical & Digital Checkouts (2016-2025)



All circulation is up post-pandemic. Had been declining pre-pandemic. Have rebounded to 2018 total. Digital is increasing as a percentage.

Circulation & Materials Trends

🎨 Take & Tinker collection highly used, requires high staff time

- ▼ Circulation rate is 5x+ that of other collections.
- ▼ Very high-touch collection requires extensive staff time to manage items with multiple pieces.
- ▼ Growth limited by it being so labor-intensive.
- ▼ Patrons tell us the quality of our items is high and better than others (no missing pieces, etc.)

🎨 Investing in New Materials

- ▼ WFBPL is one of the few libraries in MCFLS to meet the highest standard for collection budget.
- ▼ Top tier for items added for a community our size.
- ▼ Positively contributes to Member Reserve Fund (MRF; formerly Reciprocal Borrowing) revenue
- ▼ Cost cutting in new physical materials would likely negatively impact MRF

🎨 Digital vs. Print: Both Highly Used

- ▼ Top tier for both digital and print budgets and usage.
- ▼ Highest e-content use per resident in Milwaukee County; 2nd in the State.

🎨 How Patrons' Habits are Changing:

- ▼ Growing group of dedicated e-users.
- ▼ E-Content use = 1/3 of physical item circulation. 2nd highest in Comp Group (40 suburban libraries in Milwaukee and neighboring library systems). NS #1.

We continue to emphasize a robust collection with new materials, T&T, and digital collections. *If budgets are cut, will trim lower demand areas.*

Collection Use Insights

- 🎨 **Youth Fiction** – All youth fiction types are powerhouses. Focus on growing the size of these collections by shrinking Youth Music and DVDs and moving Adult Music and (maybe) DVDs to North Wing.
- 🎨 **Adult Fiction** – High circulating collection. Focus on new titles and replacing worn classics.
- 🎨 **Non-Fiction** – Lower rate of circ than fiction for all age groups. Strategically shrink collection in low use areas.
- 🎨 **DVDs and Blu-rays** – Though usage is lower than pre-pandemic, it is still higher for this collection than most other areas. Market availability of new titles limits what we can offer.
 - ▼ Non-fiction DVDs - Pilot a small-scale refresh with high-interest topics. If turnover remains low, reduce purchasing and begin targeted weeding.
- 🎨 **Music CDs** – Moderate circulation.
 - ▼ 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.

Regular evaluation of our collection helps us maximize space and our collections budget, and helps us respond to demand trends. Fiction, Take & Tinker, and movies are preferred over non-fiction and music.

1	Collection	Created	Avg per
2	Area	# of Items	LYR Circ
4	000	215	0.94
5	100	760	1.36
6	200	400	0.99
7	300	2,264	0.96
8	400	60	0.85
9	400 Language	115	0.69
10	500	710	0.97
11	600	3,418	1.16
12	700	2,061	1.00
13	800	853	0.86
14	900	5,320	1.22
15	Total Adult NF	16,061	1.10
16	Easy NF	1,146	2.47
17	X NF	109	0.60
18	Y NF	1,543	1.60
19	Reference	260	
20			
21	Fic	7,868	2.09
22	Mystery	2,473	2.01
23	Romance	1,540	2.25
24	Sci Fi	708	1.79
25	Large Type	862	2.31
26	Adult Graphic Novels	1,024	0.83
27	Books on CD	1,616	1.13
28			
29	E Fiction	1,702	4.67
30	Y Fiction	2,903	1.52
31	Picture Books	7,907	4.31
32	X Fiction	8,428	3.49
33	Lucky Day	47	3.60
34	Take & Tinker	197	9.66
35	Magazines	1,446	0.98
36	Laptops & Tech	39	23.56
37			
38	Adult Music CDs	5,320	1.06
39	Youth Music CDs	255	1.08
40	Blu-Ray	258	3.07
41	DVD	6,416	2.56
42	DVD - TV	1,116	3.30

Programming

2024	# of Programs	Attendance	Attendance / Program	MCFLS Comparison (for Attendance / Program)
Kids (0-5)	141	5,530	39	#4 of 15
Kids (6-11)	57	2,964	52	#8 of 15
Teens (12-17)	6	288	48	#2 of 15
Adults (18+)	52	1,459	28	#2 of 15
General	10	940	94	#6 of 15
Total	266	11,181	42	#4 of 15

Our programs are among those with the highest average attendance in Milwaukee County.

Programming at WFBPL is well attended across all age groups. While patrons have indicated a desire for more evening and weekend programming, previous additions at those times have not been very successful. Staffing is currently at maximum capacity for program planning; suggest utilizing Foundation and Friends monies to hire outside speakers and performers, which requires staff time but is less intensive than planning programs ourselves.

Technology

🌈 **Approach:** mid-level, proven tech since majority of WFB households have technology.

🌈 **Printing/Copying**

- ▼ 10% of Community Survey respondents rely solely on the library for printing and copying.
- ▼ Patron copier support (across demographics) demands significant adult services staff time, creating a real burden. Current copier set-up is easiest interface possible, but is not intuitive for the average patron.

🌈 **Computers & Wi-Fi**

- ▼ WFBPL has highest usage in MCFLS for desktop computers and Wi-Fi.
- ▼ Significant percentage of adult in-library computer users are not WFB residents.

🌈 **Faxing**

- ▼ Regular requests to offer faxing. Adding an additional high-touch tech workflow not deemed viable by Adult Services staff. Patrons referred to area businesses.

🌈 **Tech Assistance & Support**

- ▼ Staff offer basic level tech assistance. Requests often outstrip staff time and expertise.
- ▼ We refer patrons in need of in-depth assistance to library training databases and books, or classes from the WFB Rec Department and North Shore School for Seniors.

We need to continue to invest for maintenance and upgrades for computers, WIFI, and other technology. Our biggest challenge is staff time, not equipment.

Public Spaces

Community Room

- ▼ Regularly used for library and community group programs. Paid rentals are down.
- ▼ Fits up to 100 people (uncomfortably). Limits ability to bring in highly popular presenters and authors.

Study Rooms

- ▼ Two current rooms are not sufficient to meet demand. Exploring options to add 1-3 study rooms by converting staff offices. Have not had success getting quote submissions.
- ▼ Requires skills for legal quote process that library staff do not possess.

Shared Needs & Spaces

- ▼ Community survey indicates ongoing conflicting demands for quiet space vs space for group work or exploration which tend not to be quiet.
- ▼ Youth staff are reconfiguring south wing to add a study pod of tables to the middle of the shelving stacks.

Adaptable and multi-purpose spaces challenging.

Staff Spaces

Infrastructure

- ▼ Village of WFB replaced the roof and fire system in 2025, LED lighting the last few years, and plans for a new boiler and solar panels in 2026. Replacement carpet is planned within the next 5 years, and highly anticipated.
- ▼ Staff would like to replace flooring on second floor due to extreme wear.
- ▼ Previous building addition means that certain changes are expensive and impractical.

 **Staff Spaces & Offices:** Current configurations don't always support private or focused workspace, have ergonomic challenges, and make processing materials challenging sometimes. Due to large amount of built-in structures, changes are more complicated and more expensive.

Aging building and infrastructure means investments needed for furniture, carpet, shelving, etc. Biggest needs: study rooms, reconfigured staff spaces, adjustments to stacks.

Children/Youth/Teen Experiences

Tech Usage

- ▼ Youth Services computers are primarily used by tweens after school for gaming and social play. Provides a safe space, but can be noisy.

Space Needs

- ▼ Significant space dedicated to youth and teens. Most libraries our size offer much smaller spaces.
- ▼ Many working WFB parents means many students use the library after school.
- ▼ Story Time Room renovated in 2024, providing a much more welcoming space, thanks to a donor.
- ▼ Furniture in south wing and youth tower updated in 2023 and 2025 thanks to Friends of WFBPL.
- ▼ Tensions in the south wing with study/tutor space vs. play and gaming. No “quiet area.”

Tutoring

- ▼ 2-3 tutors use our space to run their personal tutoring businesses all day.
- ▼ A handful of part-time tutors utilize the south and north wings for sessions after school.
- ▼ We direct patrons in need of quiet study or tutoring space to the north wing during after school hours.

Story Times

- ▼ We offer several story times each week, many more than other libraries our size. Patrons would love for us to offer more, yet we are at staff and room capacity.

Reading Programs

- ▼ We offer Summer Reading Programs and Winter Reading Programs for all ages.
- ▼ Participation in our SRP far surpasses participation at neighboring libraries.
- ▼ Currently offer 2 staff-led adult book clubs and 2 partner-led adult book clubs.

Our Library is a safe community gathering space, especially for middle schoolers. We want to ensure programming and spaces make young people feel welcome so that they can benefit from the library, all while balancing the needs for study, tutoring, and fun.

Adults Experiences

🌈 WFBPL is #1 for usage of library PCs and WIFI.

- ▼ PC use appears to be a mix of personal business, job searching, and social network/gaming time.
- ▼ WIFI used for a full range of needs
- ▼ Increase in remote work means increased need for private or quiet space, places for video or phone calls, and some people using the library for longer periods.

🌈 Quiet individual and group space

- ▼ Unofficially, tables closer to the reference desk are for quiet conversation and group work. Space in the north tower is for complete quiet with no conversation.
- ▼ If patrons need to have louder conversations or zoom, they need to use a study room and that space is often limited.

Continued need for additional study rooms or private booths so patrons can zoom or do group work that requires conversation at a higher volume than “quiet.”

Library Trends & The Environment

Issues Facing Libraries Nationally

- 🌈 **Aging Population:** More programming for 60+, seniors aging in place, dealing with dementia and other health issues.
- 🌈 **Digital Transformation:** ebooks, streaming services, virtual and augmented reality, technology access—all changing, increasing access, but also creating new challenges
 - ▼ **Ballooning demand for pay-per-use digital collections** is creating budget impacts, leading to reduced checkouts per month per patron.
 - ▼ **Reading on the rise** among 13-40 years olds, attributed to smartphone and social media use.
 - ▼ **AI:** explosive change and future uncertainty.
- 🌈 **Budget Challenges:** Federal cuts of the Institute of Museum and Library Services (IMLS) would trickle down to state and local funding. Budgets are tightening, infrastructure is aging, libraries need to be more efficient, and make tough choices.
- 🌈 **Growing Demand for Take and Tinker (Library of Things)** items, and related work to process and maintain.
- 🌈 **Equity, Diversity & Inclusion:** Ensuring that libraries provide equitable access, are welcoming, support range of needs, and allow exploration of different viewpoints and experiences.
- 🌈 **Freedom of Speech & Access:** Book bans and challenges, legislation. Dealing with dis/misinformation, media consolidation, fact-checking, subscriptions, Impartiality/Bias.

Local Area Libraries

Milwaukee County

- ▼ **Hoopla:** Dramatically increased costs mean that many libraries are dropping service in 2026, after reducing monthly access per card from 4 to 2 in 2025. All except WFB plan to drop in 2027.
- ▼ **Libby Lucky Day:** MCFLS is creating a Libby Lucky Day collection to try to replace the demand for Hoopla. This model will be more viable budget-wise, but won't have as many titles available.

North Shore

- ▼ New building set to open early 2026. Current location closing in December.
- ▼ Reduced hours over the last year due to budget constraints; likely will remain reduced in new building.
- ▼ Legal disputes with foundation and fundraising shortfalls have been in the news. NSL dropped lawsuit against Foundation in October 2025.

Shorewood

- ▼ Previously planned renovation has not progressed. No recent mention in Library Board agendas.
- ▼ Extensive staff turnover in 2024. Stabilized by 2025.
- ▼ Utilizing bequest to supplement collection budget; has not resulted in higher circulation; cross-library lending has dropped.

Brown Deer

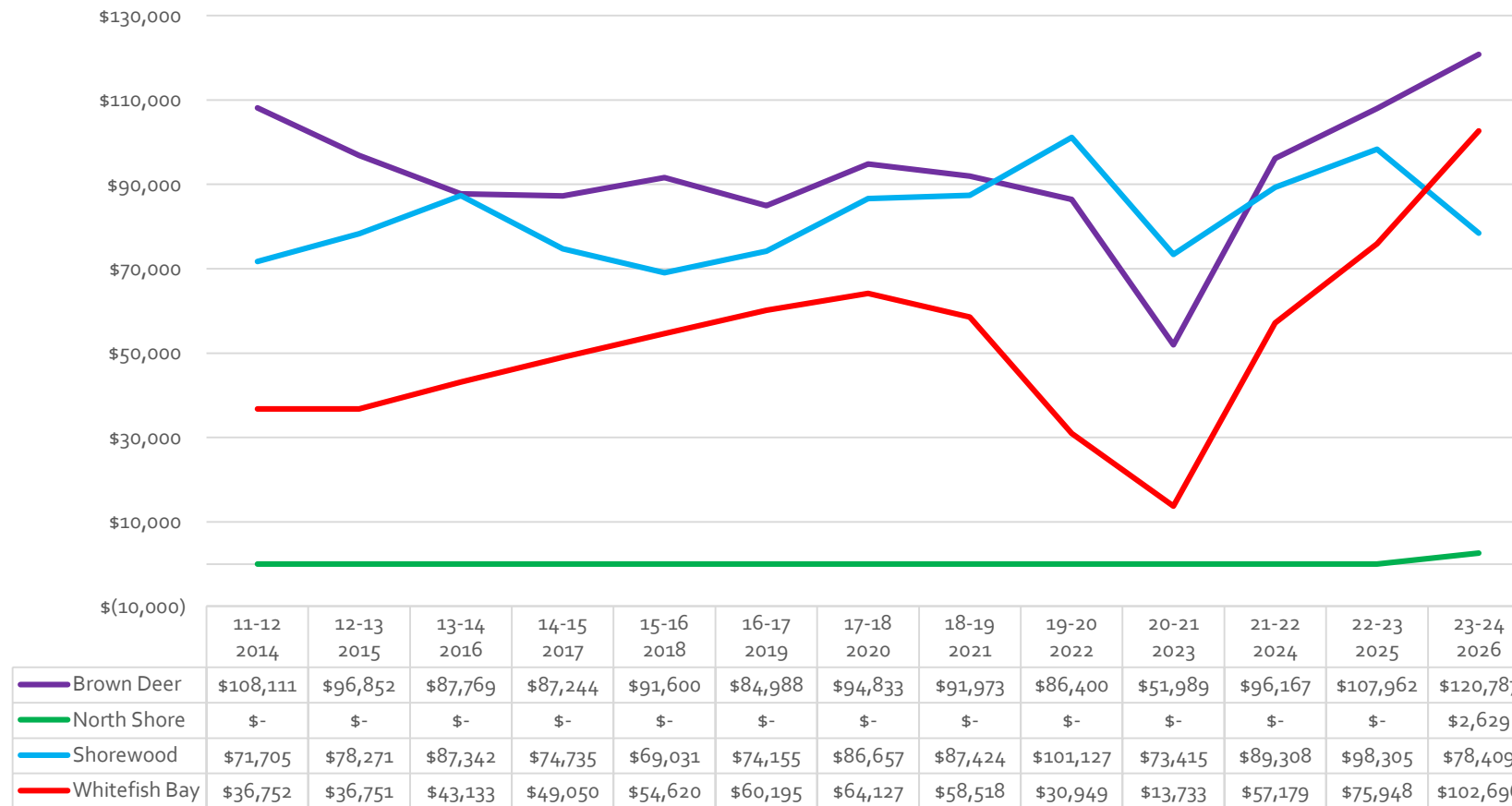
- ▼ New building opened in 2021.
- ▼ Reduced hours due to budget constraints.



Budget Challenges

- 🌈 WI Act 10 and flat tax levies means communities can't increase funding much.
- 🌈 Whitefish Bay is forecast to hit their levy limits in 2027 or 2028, which will mean flat budgets. With increasing costs, cuts possible within the next 2-5 years.
- 🌈 Communities with limited new construction/expansion like WFB have fewer options.
- 🌈 Costs increase, but budget and revenue can't keep pace due to inflation and new demands.
- 🌈 Library funding from fines, room rental, Member Reserve fund, and donations can vary widely.
- 🌈 Libraries with top circulations in Wisconsin tend to have higher funding per resident due to every other county in Wisconsin receiving County library tax and cross-county borrowing funds. Per State law, Milwaukee County does not receive those funds.
- 🌈 Whitefish Bay municipal funding per resident was \$61.10 in 2024. MCFLS range was \$27.53 to \$82.46, with an average of \$46.92.
- 🌈 WFBPL municipal dollars per circulation was \$3.41, the lowest. MCFLS range was \$3.41 to \$14.78, with an average of \$5.65.

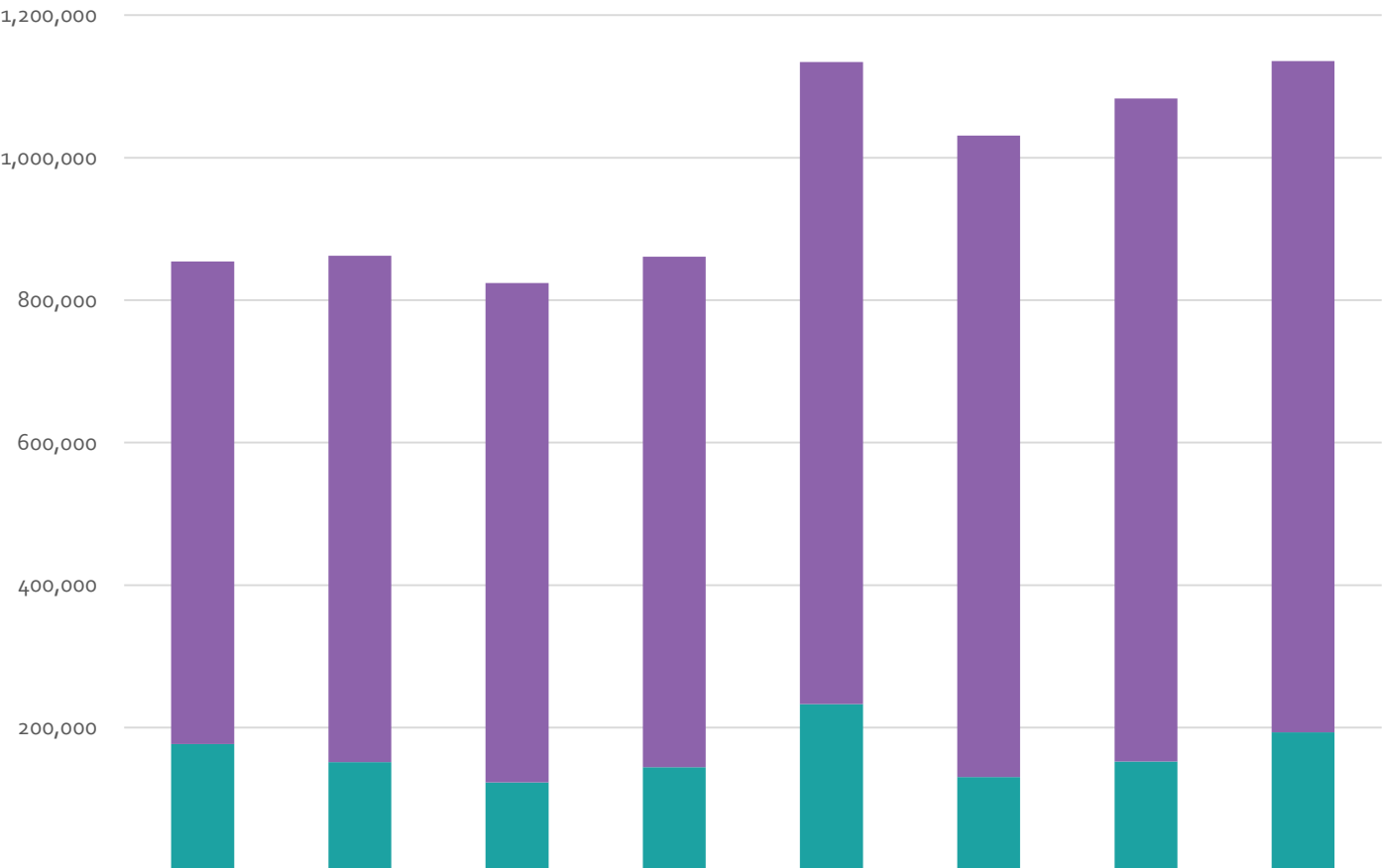
North Shore Libraries Member Reserve Fund (formerly Reciprocal Borrowing)



A key but variable source of revenue. Cuts to collection spending impacts these future revenues, so we should prioritize maintaining physical collections.

Property Taxes & Library Revenue

Library Revenue

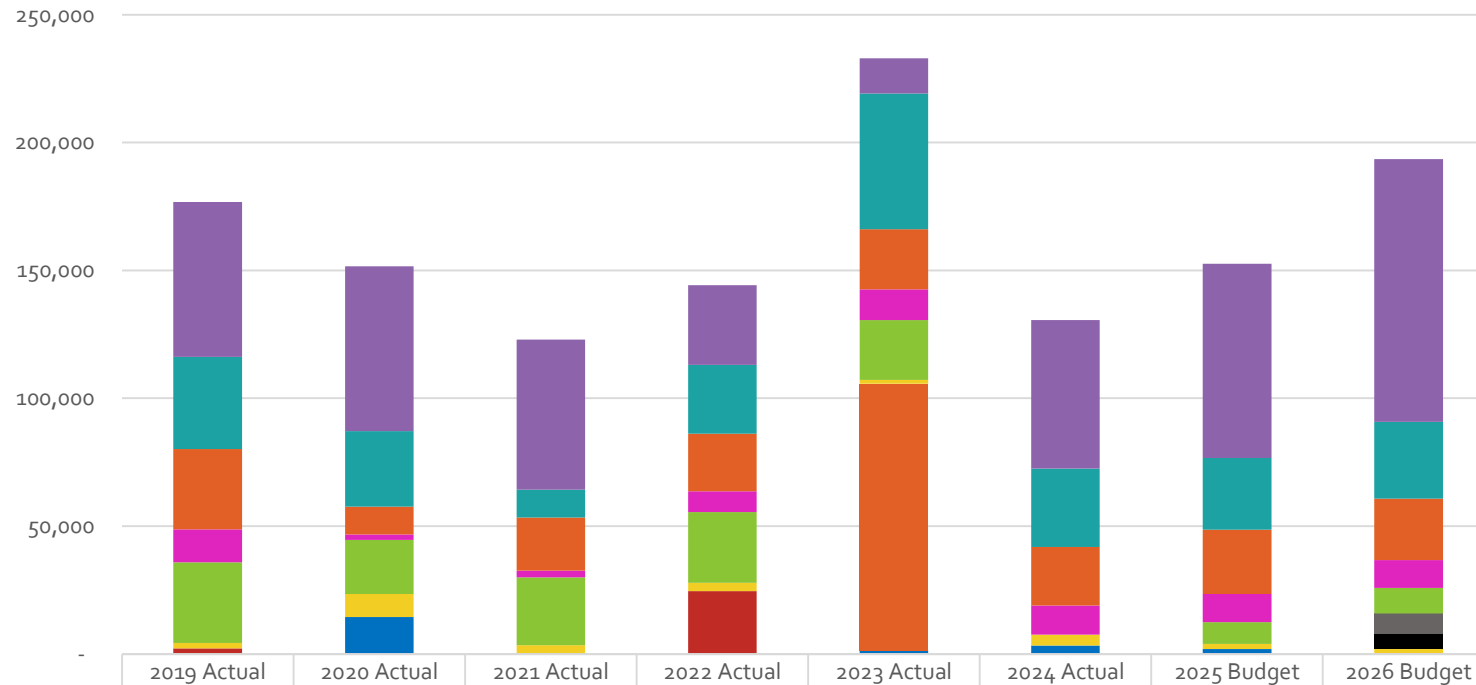


Property taxes cover the majority of Library expenses, but other revenue sources are vital for programming, collections, and other enhancements. Operating expenses include staff salaries and rely on property taxes.

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Budget
General Property Taxes	677,299	710,581	700,833	716,744	901,360	900,526	930,490	941,915
All Non-Property Tax Revenue	176,835	151,647	123,006	144,284	233,010	130,577	152,598	193,496



Non-Property Tax Revenue & Support



MCFLS funds for non-resident use of collections is increasing, but variable.

Friends remain strong, plus Foundation and Woman's Club donations will begin in 2026 which will support programs and small projects.

Budget: Seriously Big Bang for the Book

- 🌈 WFBPL is top tier for funding per resident from both property tax revenue and other revenue streams.
- 🌈 #2 Material Expenditures per Pop (SH #1; extra boost from bequest).
- 🌈 #1 Circ per Librarian and Circ per Staff Member = we do a lot given our staff size
- 🌈 Lowest for benefits as a % of Total Expenditures; 6 of 27 staff members are eligible for health insurance. 2 opt-in and 4 opt-out.
- 🌈 Takeaway: *Our challenge isn't a lack of funding, it's the extraordinary level of use.*



Staffing

Staffing

- 🌈 **Well staffed for community size. Under-staffed for level of usage.**

- ▼ 3rd highest \$ expenditures for wages per resident in MCFLS.
- ▼ 4th highest for number of FTE per resident in MCFLS.
- ▼ #1 for number of circs per staff member in MCFLS

- 🌈 **Most Staff are PT with No Benefits:** FTE has remained steady at 11 for several years.

- ▼ 5 full time (with benefits) and 20+ part time (no benefits).
- ▼ *Transition of one part-time Adult Services staff member to full-time should be prioritized for 2027.*
- ▼ Unable to do detailed comparison of FT to PT mix with other libraries due to lack of data. More detailed data implemented for the 2025 annual report released in 2026.

- 🌈 **Wages: Majority of wages are at MCFLS suburban average or higher level.**

- ▼ *Modest adjustments to shelvers and reference assistants' hourly rate should be prioritized in 2026.*

Staffing

🎨 Challenges

▼ Turnover

- ▼ Part-time librarians and reference assistants due to desire for full-time work with benefits.
- ▼ Shelves based on high school students graduating. Adult shelvees tend to stay longer.
- ▼ Frequently in AS and YS results in constant training and limits programming and projects.

▼ No Extra System Capacity

- ▼ Staffing is the primary limitation to doing more programming and adding more collections.
- ▼ There is very little slack in the system when staff are absent or move on to new positions.
- ▼ Staff has limited capacity for doing additional work unless other work is given up—new materials, Take & Tinkers, special processes, new policies—all take staff time to learn and implement.

▼ Time-Consuming Tech

- ▼ Copiers, computers, and technology support are large demands on the Adult Services Staff.

What's Next:

Last Month:

- ▼ Staff Survey Results

Next (December) Meeting:

- ▼ Patron Survey Results
- ▼ SWOT
- ▼ Mission & Guiding Principles: Minor Updates

Early 2026:

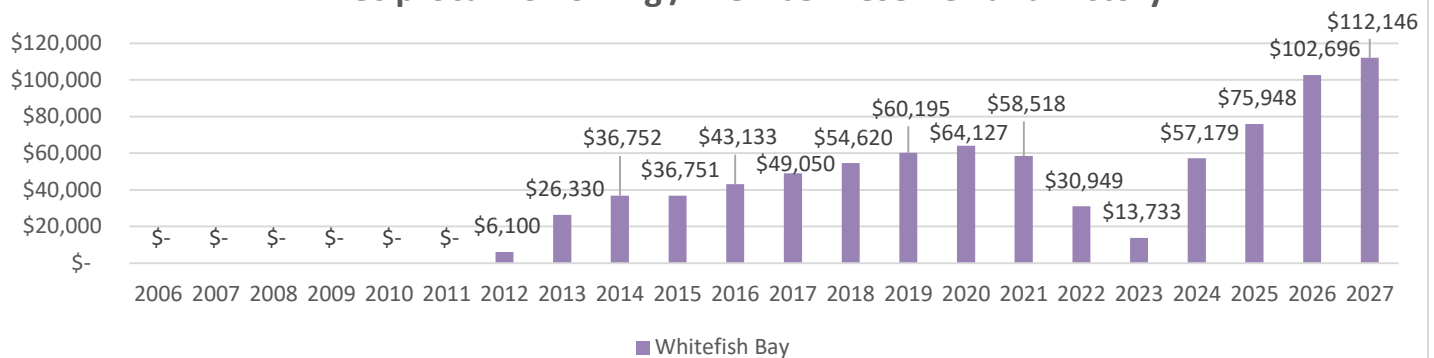
- ▼ Goals
- ▼ Finalize Plan, Board Review & Vote
- ▼ Shared with Staff, Village Board
- ▼ Community Version Shared

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: November 18, 2025 Meeting
 Re: Director's Reports

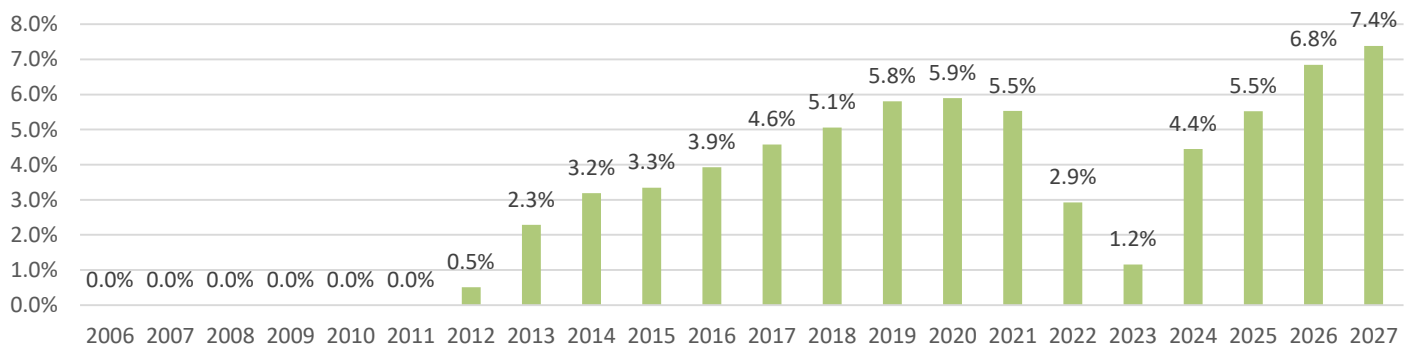


- 1) Building
 - a) Regular maintenance continues on schedule.
 - b) There have been regular issues with heating and cooling. It seems to be working correctly the last few days.
- 2) Village
 - a) The 2026 Budget Book is set to be approved on Monday November 17 by the Village Board.
 - b) The Village will be switching to the State of Wisconsin's insurance plan for municipal employees. This change is projected to offer cost savings as of 2029.
- 3) Friends - The Fall Book Sale generated all-time-high revenues with almost \$10,000 in sales and \$1,100 in memberships.
- 4) Foundation
 - a) Donor Wall installed in Library lobby 11/13/25.
 - b) Year-end campaign will kick off after Thanksgiving with a goal of \$25,000.
- 5) MCFLS – WFBPL 2027 Member Reserve Fund (aka Reciprocal Borrowing) for 2027 will be \$112,146 up from \$102,696 in 2026. WFB comprises 1.6% of MKE CO population, but accounts for 7.4% of the reciprocal borrowing rates. Pre-pandemic we typically were

WFB Reciprocal Borrowing / Member Reserve Fund History



WFB Reciprocal Borrowing as % of Total



- 6) Wisconsin Library Association – Theresa and I attended the annual conference and were both on the conference committee. It was a good.
- 7) Director Review Process
 - a) The process in recent years has involved a collaborative approach. The Library Board President and Vice President take the lead in compiling the evaluation, gathering input from both Library Board members and members of the Library Leadership Team. This comprehensive process ensures a balanced perspective, combining insights from those who work directly with the Director and those who oversee strategic governance. The goal is to provide constructive feedback that aligns with the Library's mission and goals while supporting the Director's professional growth and performance.

- b) Suggested Timeline
 - i) November 18–24: The Director completes a self-reflection and submits it to the Board President and VP.
 - ii) November 18–30: The Board President and VP gather feedback from Leadership Team (LT) members and Library Board Members, typically via email.
 - iii) December 1–5: Library Board members individually complete the evaluation form and return it to the Board President and VP.
 - iv) December 6-10: The Board President and VP compile feedback into a written evaluation document.
 - v) December 11-15: The Board President and VP email the finalized evaluation document to the Director and meet with them to review it.
 - vi) December 16: The Library Board holds a closed session to discuss the Director's review. After exiting the closed session, the Board approves the Director's 2026 wage in an open session, effective January 1, 2026.
 - vii) December 17: The Board President notifies the Village Manager of the Director's evaluation and approved 2026 wage.
- 8) Follow-up - Evaluation Form 1-page attached as follow-up to last month's meeting topic.

Employee Name: _____ Meeting Date: _____

**Whitefish Bay Public Library
Performance Appraisal**



Job Title: _____

Date of Hire: _____

Annual Review or 6-Month Review (circle one)

Exceeds Expectations (E) Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

Meets Expectations (M) Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

Needs Improvement (NI) Performs the requirements of his/her job on a minimal acceptance level and/or requires an excess amount of direct supervision; generally, does not meet the minimum standards of performance required for the position. A professional development plan must be outlined in the "Goals" section, including timelines, and monitored to measure progress.

GENERAL KNOWLEDGE OF THE LIBRARY

Library Expectation: Employee should be able to have an understanding of these concepts as explained by their department head.

- Mission and Guiding Principles of the Whitefish Bay Library
- The Library's position as a Village department
- The Library Board's role and authority
- The Library Director's role and authority
- Staff-in-Charge role and authority
- Their own role and authority
- Milwaukee County Federated Library System (MCFLS)
- Library Rules of Conduct
- Confidentiality of library patron records
- Building security
- Positive Patron Service
- Village Handbook
- Employee attire
- Safety in the workplace; first-aid equipment; incident reports
- Library policies

Department Head Comments: