



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

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

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of November 18, 2025 meeting b. Finance Report Through November 30, 2025 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Department Presentation: Youth Services (Kiehkauer)	Discuss			
6:50	5. Strategic Plan: WFBPL Community Survey, SWOT, Mission, Guiding Principles	Approve			
7:20	6. Revised Head of Youth Services Job Description & Job Posting	Approve			
7:40	7. Trustee Training: Trustee Handbook Chapters 14-16	Discuss			
7:50	8. Director's Report	Discuss			
8:00	9. 2026 Library Staff Wages	Motion			
8:10	10. 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 – Library Director Annual Evaluation and Potential Basement Lease	Roll Call In Roll Call Out			
8:30	11. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion			
8:45	ADJOURNMENT	Motion			

BOARD MEETINGS

- January 5, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
 - Only 1 meeting in January due to MLK Day
- January 12, 2025, Monday, 6:00-7:15 pm – Foundation Board, @Library
- January 21, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- January 27, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	Absent
2. Erin Jelenchick, Vice President, 2020-2027	In-person
3. Sam Dettmann, Village Board Representative, 2024-2025	Zoom
4. Nathan Christenson, School District Representative, 2024-2025	Absent
5. Claire Flannery, Member, 2020-2026	Zoom
6. Nikki DeGuire, Member, 2024-2027	In-person
7. Ellie Gettinger, Member, 2019-2028	Absent
Staff	
Nyama Reed, Library Director	In-person
Theresa Hoge, Head of Circulation Services	In-person (6:30-6:50)

CALL TO ORDER 6:30pm				
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 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	DeGuire	Dettmann	Unanimous
Motion to approve consent agenda.				
4. Department Presentation: Circulation and Technology Plan (Hoge)	Discuss			
Discussion followed the topics as outlined in the packet.				
5. Holiday Picture Book Fines	Motion	Flannery	DeGuire	Unanimous
Motion to approved removal of holiday picture book fines.				
6. Reconsideration Policy	Motion	DeGuire	Dettmann	Unanimous
Brief discussion. Two revisions requested: 1) add word “statutes” to 2 nd bullet under General Guidelines; 2) add signature and date line for requestor on final page of form, before “Decision.” Director Reed will bring form for tracking of steps and dates to December board meeting. Motion to approve Material Consideration Policy with revisions noted.				
7. Strategic Plan: Landscape Review	Discuss			
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	Dettman	DeGuire	Unanimous
	Roll Call Out	Jelenchick	Dettman	Unanimous
9. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion			
10. Director’s Report	Discuss			
ADJOURNMENT	Motion	Dettmann	Flannery	Unanimous

12/08/2025 03:00 PM

User: N.Reed

DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

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PERIOD ENDING 11/30/2025

% Fiscal Year Completed: 91.51

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									
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	22,459.39		2,540.61		89.84
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	22,576.09		2,573.91		89.77
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	4,155.45		5,500.00	3,465.00		2,035.00		63.00
13-00000-46713	LIBRARY COPY AND FAX FEES	6,368.96		5,500.00	5,977.64		(477.64)		108.68
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	9,442.64		1,557.36		85.84
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	4,330.00		2,000.00	2,726.00		(726.00)		136.30
Miscellaneous Revenue		4,330.00		2,000.00	2,726.00		(726.00)		136.30
Unclassified									
13-00000-48504	Restricted Donation	0.00		0.00	7,818.00		(7,818.00)		100.00
Unclassified		0.00		0.00	7,818.00		(7,818.00)		100.00
Total Dept 00000									
Total - Function Unclassified		1,000,430.17		1,046,588.00	1,050,245.73		(3,657.73)		100.35
TOTAL REVENUES									
TOTAL REVENUES		1,000,430.17		1,046,588.00	1,050,245.73		(3,657.73)		100.35
Expenditures									
Function: Unclassified									
Dept 93000 - LIBRARY SALARIES									
Unclassified									
13-93000-50100	Salaries	588,245.06		616,620.00	560,905.40		55,714.60		90.96
13-93000-50150	FICA Tax	44,553.57		47,171.00	42,384.39		4,786.61		89.85
13-93000-50160	Health/Dental Insurance Premium	57,446.28		65,106.00	59,787.64		5,318.36		91.83

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REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY

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PERIOD ENDING 11/30/2025

% Fiscal Year Completed: 91.51

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										
13-93000-50161	Health Insurance Deductible (Direct Pay)		1,945.00	1,450.00		3,777.50		(2,327.50)		260.52
13-93000-50170	Retirement Contribution - ER portion		30,561.21	31,430.00		29,102.30		2,327.70		92.59
13-93000-50180	Group Life Insurance Premium		1,499.30	1,656.00		1,541.23		114.77		93.07
13-93000-50181	Disability Insurance Premium		0.00	1,656.00		0.00		1,656.00		0.00
Unclassified			724,250.42	765,089.00		697,498.46		67,590.54		91.17
Total Dept 93000 - LIBRARY SALARIES			724,250.42	765,089.00		697,498.46		67,590.54		91.17
Dept 93200 - LIBRARY ADM EXP										
Unclassified										
13-93200-50190	Training/Meetings/Travel		6,223.56	4,500.00		2,884.51		1,615.49		64.10
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		1,343.90		(643.90)		191.99
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		4,347.50		1,652.50		72.46
13-93200-50300	Office Supplies		2,208.51	2,000.00		2,109.96		(109.96)		105.50
13-93200-50301	Printing/Publishing/Copies		450.00	500.00		185.00		315.00		37.00
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		6,954.28		6,045.72		53.49
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		62,745.99		17,979.01		77.73
Total Dept 93200 - LIBRARY ADM EXP			141,018.01	80,725.00		62,745.99		17,979.01		77.73
Dept 93300 - LIBRARY EQUIPMENT										
Unclassified										
13-93300-50240	IT Support Contract Services		28,279.78	28,000.00		36,679.91		(8,679.91)		131.00
13-93300-50311	Copier Maintenance/Repair		3,176.16	3,500.00		2,706.38		793.62		77.33
13-93300-50312	Material Processing/Repairs		3,481.34	3,700.00		4,644.88		(944.88)		125.54
13-93300-50350	Maintenance Service & Supplies		33,960.00	34,050.00		28,570.00		5,480.00		83.91
13-93300-50351	Custodial Supplies		3,785.06	6,000.00		3,165.64		2,834.36		52.76
13-93300-50400	MCFLS Supplies		1,955.74	1,600.00		1,316.71		283.29		82.29
Unclassified			74,638.08	76,850.00		77,083.52		(233.52)		100.30
Total Dept 93300 - LIBRARY EQUIPMENT			74,638.08	76,850.00		77,083.52		(233.52)		100.30
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

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PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 91.51

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025 ORIGINAL	YTD BALANCE 11/30/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Expenditures									
Total Dept 93400 - LIBR PROG/SERVICES		16,051.74		23,924.00	7,545.41		16,378.59		31.54
Dept 93500 - LIBRARY COLLECTIONS									
Unclassified									
13-93500-50410	Library Collection Materials	103,580.95		100,000.00	96,263.35		3,736.65		96.26
Unclassified		103,580.95		100,000.00	96,263.35		3,736.65		96.26
Total Dept 93500 - LIBRARY COLLECTIONS		103,580.95		100,000.00	96,263.35		3,736.65		96.26
Total - Function Unclassified		1,059,539.20		1,046,588.00	941,136.73		105,451.27		89.92
TOTAL EXPENDITURES		1,059,539.20		1,046,588.00	941,136.73		105,451.27		89.92
Fund 13 - Library Special Revenue Fund:									
TOTAL REVENUES		1,000,430.17		1,046,588.00	1,050,245.73		(3,657.73)		100.35
TOTAL EXPENDITURES		1,059,539.20		1,046,588.00	941,136.73		105,451.27		89.92
NET OF REVENUES & EXPENDITURES		(59,109.03)		0.00	109,109.00		(109,109.00)		100.00
BEG. FUND BALANCE		159,209.37		100,100.34	100,100.34				
END FUND BALANCE		100,100.34		100,100.34	209,209.34				
Fund 22 - LIBRARY EXPANSION FUND									
Revenues									
Function: Unclassified									
Dept 00000									
Miscellaneous Revenue									
22-00000-48110	INVESTMENT INCOME	14,798.45		0.00	10,752.31		(10,752.31)		100.00
Miscellaneous Revenue		14,798.45		0.00	10,752.31		(10,752.31)		100.00
Total Dept 00000		14,798.45		0.00	10,752.31		(10,752.31)		100.00
Total - Function Unclassified		14,798.45		0.00	10,752.31		(10,752.31)		100.00
TOTAL REVENUES		14,798.45		0.00	10,752.31		(10,752.31)		100.00
Fund 22 - LIBRARY EXPANSION FUND:									
TOTAL REVENUES		14,798.45		0.00	10,752.31		(10,752.31)		100.00
TOTAL EXPENDITURES		0.00		0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		14,798.45		0.00	10,752.31		(10,752.31)		100.00
BEG. FUND BALANCE		73,988.36		88,786.81	88,786.81				
END FUND BALANCE		88,786.81		88,786.81	99,539.12				

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REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2025	YTD BALANCE	AVAILABLE	% BDGT
		12/31/2024	ORIGINAL	11/30/2025	BALANCE	
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
<hr/>						
TOTAL REVENUES - ALL FUNDS		1,015,228.62	1,046,588.00	1,060,998.04	(14,410.04)	101.38
TOTAL EXPENDITURES - ALL FUNDS		1,059,539.20	1,046,588.00	941,136.73	105,451.27	89.92
NET OF REVENUES & EXPENDITURES		(44,310.58)	0.00	119,861.31	(119,861.31)	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	308,748.46		

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 13 Library Special Revenue Fund								
11/01/2025			13-00000-11100 CASH IN BANK		BEG. BALANCE		300,431.37	
11/05/2025	GJ	JE	Library - stripe monthly deposiit	6172	594.11		301,025.48	
11/05/2025	CR	RCPT	Daily Library Receipts	240109	8,015.25		309,040.73	
11/06/2025	CD	CHK	SUMMARY CD 11/06/2025		(2,206.31)		306,834.42	
11/07/2025	CD	CHK	SUMMARY CD 11/07/2025		(14,507.59)		292,326.83	
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		(25,784.09)		266,542.74	
11/14/2025	CD	CHK	SUMMARY CD 11/14/2025		(1,067.19)		265,475.55	
11/14/2025	CD	VOID	Check: Cking 70879	70879	29.01		265,504.56	
11/14/2025	GJ	JE	Nayax deposit	6193	274.47		265,779.03	
11/20/2025	CD	CHK	SUMMARY CD 11/20/2025		(4,014.92)		261,764.11	
11/25/2025	CD	CHK	SUMMARY CD 11/25/2025		(1,631.48)		260,132.63	
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		(26,214.12)		233,918.51	
11/30/2025	GJ	JE	Monthly WRS ACH Payment	6191	(3,609.61)		230,308.90	
11/30/2025			13-00000-11100 CASH IN BANK		END BALANCE		230,308.90	
11/01/2025			13-00000-21100 ACCOUNTS PAYABLE		BEG. BALANCE		0.00	
11/05/2025	AP	INV	FORAGE KITCHEN/FORAGE KITCHEN	9991	(19.51)		(19.51)	
			TAX REFUND - STAFF DEVEL DAY MEAL					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3852		29.27		9.76	
			DRY ERASE MARKERS/PAPER PRODUCTS					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9854		28.59		38.35	
			YELLOW CONES TO MARK WET FLOORS					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5828		17.91		56.26	
			THE WILDMAN OF SHAGGY CREEK					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1762		11.39		67.65	
			AUDIO JACK ADAPTER FOR USE WITH PATRON					
11/05/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE JC5819		50.00		117.65	
			MJS SUBSCRIPTION					
11/05/2025	AP	INV	CASTER SPECIALISTS/CASTER SPECIALISTS 8531		278.40		396.05	
			REPLACEMENT CASTERS FOR BOOK CARTS					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1360		24.45		420.50	
			REPLACEMENT CHARGER FOR PATRON LAPTOP					
11/05/2025	AP	INV	FORAGE KITCHEN/FORAGE KITCHEN 0696		399.87		820.37	
			STAFF DEVEL DAY LUNCH					
11/05/2025	AP	INV	NAYAX COPY SERVICE/NAYAX COPY SERVICE 6671		0.15		820.52	
			TEST OF COPIER KIOSK					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3793		20.85		841.37	
			NEW INK STAMP FOR NEWSPAPERS					
11/05/2025	AP	INV	WISCONSIN LIBRARY ASSOCIATION/WISCONSII1431		45.00		886.37	
			WLA CONFERENCE EVENING EVENT (TH)					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2067		158.22		1,044.59	
			VARIOUS TITLES					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3291		75.00		1,119.59	
			ANNIVERSARY GIFT CARDS					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9824		20.99		1,140.58	
			MACBOOK HDMI ADAPTER FOR PROGRAM ROOM					
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8246		182.49		1,323.07	
			VARIOUS TITLES					
11/05/2025	AP	INV	DRIVESTRIKE/DRIVESTRIKE 6368		22.00		1,345.07	
			LAPTOP SECURITY SOFTWARE					

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-00000-21100 ACCOUNTS PAYABLE					(Continued)			
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9632 THE BRIAR CLUB (NYR BOOK CLUB BOOK)		59.95		1,405.02	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4733 CLOCK FOR STUDY ROOM/DRAWER ORGANIZERS		45.61		1,450.63	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2790 DEADBEAT		14.79		1,465.42	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4281 THE WIDOW		35.20		1,500.62	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0936 SPACE HEATERS		69.98		1,570.60	
11/05/2025	AP	INV	FRESH THYME/FRESH THYME KYLEIGH H'S GOING AWAY TREAT	6381	19.83		1,590.43	
11/05/2025	AP	INV	ETSY/ETSY GIFT FOR KYLEIGH H	9214	25.00		1,615.43	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7620 GREAT CLERIC 9		11.04		1,626.47	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5349 THE GREAT CLERIC 7		11.04		1,637.51	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4290 VARIOUS TITLES		53.85		1,691.36	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0565 TEH BLACK WOLF		41.16		1,732.52	
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4087 THE GREAT CLERIC 4, 5, 6, 8, 10		56.66		1,789.18	
11/05/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L673401510 MATERIALISTS		20.97		1,810.15	
11/05/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L6798382 10/25 OCTOBER 2025 STATEMENT		42.62		1,852.77	
11/05/2025	AP	INV	ENGINEERED SECURITY SOLUTIONS/ENGINEERI11923 BRIVO CLOUD ACCESS INSTALLATION		2,489.25		4,342.02	
11/05/2025	AP	INV	GALE/GALE MISC TITLES	999101614884	52.48		4,394.50	
11/05/2025	AP	INV	GALE/GALE THE WIDOW	999101577058	27.20		4,421.70	
11/05/2025	AP	INV	GALE/GALE THE VIEW FROM LAKE COMO	999101621976	24.80		4,446.50	
11/06/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRIS19889 MONTHLY CHARGES		107.15		4,553.65	
11/06/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRIS16413 MONTHLY CHARGES		309.98		4,863.63	
11/06/2025	CD	CHK	SUMMARY CD 11/06/2025		(2,206.31)		2,657.32	
11/06/2025	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI(40422294 STANDARD PAYMENT		101.00		2,758.32	
11/06/2025	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 10/25 OCTOBER 2025 STATEMENT		7,391.23		10,149.55	
11/06/2025	AP	INV	KANOPY, INC./KANOPY, INC. TICKETS & KKIDS CREDITS	476344	345.95		10,495.50	
11/06/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MI1FL-03807 HOOPLA, RECEIPT PAPER, TECH ASSISTANCE,		3,918.75		14,414.25	
11/06/2025	AP	INV	NOEMIE CAHAREL/NOEMIE CAHAREL MINOR EMPLOYMENT PERMIT REIMBURSEMENT	11/4/2025	10.00		14,424.25	
11/06/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE PAPER TOWEL, TOILET PAPER, & TRASH BAGS	6047248370	83.34		14,507.59	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-00000-21100 ACCOUNTS PAYABLE					(Continued)			
11/07/2025	CD	CHK	SUMMARY CD 11/07/2025		(14,507.59)		0.00	
11/11/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 10/3 - 11/2/2025	AR267855	128.63		128.63	
11/11/2025	AP	INV	FORWARD CONTRACTORS/FORWARD CONTRACTOR: LIBRARY COPIER 10/3 - 11/2/2025	AR267854	29.01		157.64	
11/12/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE TOILET PAPER & PAPER TOWEL	6047715167	645.45		803.09	
11/12/2025	AP	INV	THERESA HOGE/THERESA HOGE WLA CONFERENCE MILEAGE & MEAL REIMBURSI	11/6/20205	154.78		957.87	
11/14/2025	AP	INV	AT&T/AT&T MONTHLY CHARGES 10/2 - 11/1/2025	414R16015911 11	109.32		1,067.19	
11/14/2025	CD	CHK	SUMMARY CD 11/14/2025		(1,067.19)		0.00	
11/14/2025	AP	VOID	FORWARD CONTRACTORS/FORWARD CONTRACTOR: Void Invoice AR267854 102522	AR267854	(29.01)		(29.01)	
11/14/2025	CD	VOID	Check: Cking 70879	70879	29.01		0.00	
11/18/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC OCTOBER 2025 JANITORIAL	103125-WFBL	3,000.00		3,000.00	
11/18/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 10/3 - 11/2/2025	AR267854	29.01		3,029.01	
11/18/2025	AP	INV	University of Minnesota/University of MINITEX & BAYSCAN	12170001877	813.00		3,842.01	
11/18/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIAI DECEMBER 2025 PREMIUMS	045702 - DEC 25	142.08		3,984.09	
11/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE FACIAL TISSUE	6048194349	30.83		4,014.92	
11/20/2025	CD	CHK	SUMMARY CD 11/20/2025		(4,014.92)		0.00	
11/24/2025	AP	INV	GALE/GALE MISC TITLE	999101685074	25.60		25.60	
11/24/2025	AP	INV	GALE/GALE MISC TITLE	# 999101434087	25.60		51.20	
11/24/2025	AP	INV	GALE/GALE MISC TITLES	999101547913	61.60		112.80	
11/24/2025	AP	INV	GALE/GALE MISC TITLES	999101542692	248.72		361.52	
11/24/2025	AP	INV	GALE/GALE MISC TITLE	999101375973	28.79		390.31	
11/25/2025	AP	INV	ROBB GREGG/ROBB GREGG NOVEMBER 2025 GARDEN	2025-11	375.00		765.31	
11/25/2025	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI: LIBRARY CDS	2213231	312.14		1,077.45	
11/25/2025	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI: LIBRARY CDS	2218619	369.03		1,446.48	
11/25/2025	AP	INV	SHOREWOOD PRESS/SHOREWOOD PRESS BOOKMARKS	11544	185.00		1,631.48	
11/25/2025	CD	CHK	SUMMARY CD 11/25/2025		(1,631.48)		0.00	
11/30/2025			13-00000-21100 ACCOUNTS PAYABLE		END BALANCE		0.00	
11/01/2025			13-00000-21550 DEPOSITS/SUSPENSE		BEG. BALANCE		(174.48)	
11/30/2025			13-00000-21550 DEPOSITS/SUSPENSE		END BALANCE		(174.48)	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
11/01/2025			13-00000-25199 ACCRUED PAYROLL		BEG. BALANCE		(14,679.90)	
11/30/2025			13-00000-25199 ACCRUED PAYROLL		END BALANCE		(14,679.90)	
11/01/2025			13-00000-25200 Health Insurance - PR Deduction		BEG. BALANCE		0.00	
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		4,433.56		4,433.56	
11/30/2025			13-00000-25200 Health Insurance - PR Deduction		END BALANCE		(4,433.56)	
11/01/2025			13-00000-25202 Dental Insurance - PR Deduction		BEG. BALANCE		0.00	
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		251.68		251.68	
11/30/2025			13-00000-25202 Dental Insurance - PR Deduction		END BALANCE		(251.68)	
11/01/2025			13-00000-25210 Life Insurance - PR Deduction		BEG. BALANCE		0.00	
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		142.08		142.08	
11/18/2025	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIA1045702 - DEC 25 DECEMBER 2025 PREMIUMS		(142.08)		0.00	
11/30/2025			13-00000-25210 Life Insurance - PR Deduction		END BALANCE		0.00	
11/01/2025			13-00000-25400 WRS Retirement - Payroll Deduction		BEG. BALANCE		(2,717.18)	
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		1,217.67		3,934.85	
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		1,234.70		5,169.55	
11/30/2025	GJ	JE	Monthly WRS ACH Payment 6191		(3,609.61)		1,559.94	
11/30/2025			13-00000-25400 WRS Retirement - Payroll Deduction		END BALANCE		(1,559.94)	
11/01/2025			13-00000-28100 SURPLUS		BEG. BALANCE		(100,100.34)	
11/30/2025			13-00000-28100 SURPLUS		END BALANCE		(100,100.34)	
11/01/2025			13-00000-41100 Property Taxes		BEG. BALANCE		930,490.00	0.00
11/30/2025			13-00000-41100 Property Taxes		END BALANCE		930,490.00	0.00
11/01/2025			13-00000-43792 Other Grants		BEG. BALANCE		1,000.00	1,000.00
11/30/2025			13-00000-43792 Other Grants		END BALANCE		1,000.00	1,000.00
11/01/2025			13-00000-43793 MCFLS Member Reserve Fund		BEG. BALANCE		76,193.00	(245.00)
11/30/2025			13-00000-43793 MCFLS Member Reserve Fund		END BALANCE		76,193.00	(245.00)
11/01/2025			13-00000-45209 LIBRARY FINES		BEG. BALANCE		21,728.58	3,271.42
11/05/2025	GJ	JE	Library - stripe monthly deposiit 6172		594.11		22,322.69	2,677.31
11/05/2025	CR	RCPT	LIBRARY FINES 240109		136.70		22,459.39	2,540.61

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
					(Continued)			
11/30/2025			13-00000-45209 LIBRARY FINES		END BALANCE		22,459.39	2,540.61
			13-00000-45209 LIBRARY FINES					
11/01/2025			13-00000-45210 Library Replacement Cards		BEG. BALANCE		116.70	33.30
11/30/2025			13-00000-45210 Library Replacement Cards		END BALANCE		116.70	33.30
11/01/2025			13-00000-46712 LIBRARY ROOM RENT		BEG. BALANCE		3,465.00	2,035.00
11/30/2025			13-00000-46712 LIBRARY ROOM RENT		END BALANCE		3,465.00	2,035.00
11/01/2025			13-00000-46713 LIBRARY COPY AND FAX FEES		BEG. BALANCE		5,642.62	(142.62)
11/05/2025	CR	RCPT	LIBRARY COPY AND FAX FEES	240109	60.55		5,703.17	(203.17)
11/14/2025	GJ	JE	Nayax deposit	6193	274.47		5,977.64	(477.64)
11/30/2025			13-00000-46713 LIBRARY COPY AND FAX FEES		END BALANCE		5,977.64	(477.64)
11/01/2025			13-00000-48501 LIBRARY DONATIONS		BEG. BALANCE		2,726.00	(726.00)
11/30/2025			13-00000-48501 LIBRARY DONATIONS		END BALANCE		2,726.00	(726.00)
11/01/2025			13-00000-48504 Restricted Donation		BEG. BALANCE		0.00	0.00
11/05/2025	CR	RCPT	Restricted Donation	240109	7,818.00		7,818.00	(7,818.00)
11/30/2025			13-00000-48504 Restricted Donation		END BALANCE		7,818.00	(7,818.00)
11/01/2025			13-93000-50100 Salaries		BEG. BALANCE		513,316.64	103,303.36
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		24,000.87		537,317.51	79,302.49
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		23,587.89		560,905.40	55,714.60
11/30/2025			13-93000-50100 Salaries		END BALANCE		560,905.40	55,714.60
11/01/2025			13-93000-50150 FICA Tax		BEG. BALANCE		38,787.44	8,383.56
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		1,783.22		40,570.66	6,600.34
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		1,813.73		42,384.39	4,786.61
11/30/2025			13-93000-50150 FICA Tax		END BALANCE		42,384.39	4,786.61
11/01/2025			13-93000-50160 Health/Dental Insurance Premium		BEG. BALANCE		54,352.40	10,753.60
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		5,435.24		59,787.64	5,318.36
11/30/2025			13-93000-50160 Health/Dental Insurance Premium		END BALANCE		59,787.64	5,318.36
11/01/2025			13-93000-50161 Health Insurance Deductible (Direct Pay)		BEG. BALANCE		3,715.00	(2,265.00)
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		62.50		3,777.50	(2,327.50)
11/30/2025			13-93000-50161 Health Insurance Deductible (Direct Pay)		END BALANCE		3,777.50	(2,327.50)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
11/01/2025			13-93000-50170 Retirement Contribution - ER portion		BEG. BALANCE		26,649.93	4,780.07
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		1,217.67		27,867.60	3,562.40
11/28/2025	PR	CHK	SUMMARY PR 11/28/2025		1,234.70		29,102.30	2,327.70
11/30/2025			13-93000-50170 Retirement Contribution - ER portion		END BALANCE		29,102.30	2,327.70
11/01/2025			13-93000-50180 Group Life Insurance Premium		BEG. BALANCE		1,399.15	256.85
11/14/2025	PR	CHK	SUMMARY PR 11/14/2025		142.08		1,541.23	114.77
11/30/2025			13-93000-50180 Group Life Insurance Premium		END BALANCE		1,541.23	114.77
11/01/2025			13-93200-50190 Training/Meetings/Travel		BEG. BALANCE		2,304.37	2,195.63
11/05/2025	AP	INV	FORAGE KITCHEN/FORAGE KITCHEN 9991 TAX REFUND - STAFF DEVEL DAY MEAL		(19.51)		2,284.86	2,215.14
11/05/2025	AP	INV	FORAGE KITCHEN/FORAGE KITCHEN 0696 STAFF DEVEL DAY LUNCH		399.87		2,684.73	1,815.27
11/05/2025	AP	INV	WISCONSIN LIBRARY ASSOCIATION/WISCONSIN 1431 WLA CONFERENCE EVENING EVENT (TH)		45.00		2,729.73	1,770.27
11/12/2025	AP	INV	THERESA HOGE/THERESA HOGE 11/6/20205 WLA CONFERENCE MILEAGE & MEAL REIMBURSI		154.78		2,884.51	1,615.49
11/30/2025			13-93200-50190 Training/Meetings/Travel		END BALANCE		2,884.51	1,615.49
11/01/2025			13-93200-50191 Membership Dues		BEG. BALANCE		841.78	358.22
11/30/2025			13-93200-50191 Membership Dues		END BALANCE		841.78	358.22
11/01/2025			13-93200-50194 Personnel Related Expenses		BEG. BALANCE		1,214.07	(514.07)
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3291 ANNIVERSARY GIFT CARDS		75.00		1,289.07	(589.07)
11/05/2025	AP	INV	FRESH THYME/FRESH THYME 6381 KYLEIGH H'S GOING AWAY TREAT		19.83		1,308.90	(608.90)
11/05/2025	AP	INV	ETSY/ETSY 9214 GIFT FOR KYLEIGH H		25.00		1,333.90	(633.90)
11/06/2025	AP	INV	NOEMIE CAHAREL/NOEMIE CAHAREL 11/4/2025 MINOR EMPLOYMENT PERMIT REIMBURSEMENT		10.00		1,343.90	(643.90)
11/30/2025			13-93200-50194 Personnel Related Expenses		END BALANCE		1,343.90	(643.90)
11/01/2025			13-93200-50220 Attorney Contract		BEG. BALANCE		3,309.00	(3,309.00)
11/30/2025			13-93200-50220 Attorney Contract		END BALANCE		3,309.00	(3,309.00)
11/01/2025			13-93200-50250 Utilities		BEG. BALANCE		40,387.37	11,612.63
11/30/2025			13-93200-50250 Utilities		END BALANCE		40,387.37	11,612.63
11/01/2025			13-93200-50251 Telephone/Internet		BEG. BALANCE		3,821.05	2,178.95
11/06/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI9889 MONTHLY CHARGES		107.15		3,928.20	12 2,071.80

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93200-50251 Telephone/Internet					(Continued)			
11/06/2025	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISE MONTHLY CHARGES	6413	309.98		4,238.18	1,761.82
11/14/2025	AP	INV	AT&T/AT&T MONTHLY CHARGES 10/2 - 11/1/2025	414R16015911 11	109.32		4,347.50	1,652.50
11/30/2025			13-93200-50251 Telephone/Internet		END BALANCE		4,347.50	1,652.50
13-93200-50300 Office Supplies					BEG. BALANCE		1,637.26	362.74
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL DRY ERASE MARKERS/PAPER PRODUCTS	3852	29.27		1,666.53	333.47
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL YELLOW CONES TO MARK WET FLOORS	9854	28.59		1,695.12	304.88
11/05/2025	AP	INV	CASTER SPECIALISTS/CASTER SPECIALISTS REPLACEMENT CASTERS FOR BOOK CARTS	8531	278.40		1,973.52	26.48
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL NEW INK STAMP FOR NEWSPAPERS	3793	20.85		1,994.37	5.63
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL CLOCK FOR STUDY ROOM/DRAWER ORGANIZERS	4733	45.61		2,039.98	(39.98)
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL SPACE HEATERS	0936	69.98		2,109.96	(109.96)
11/30/2025			13-93200-50300 Office Supplies		END BALANCE		2,109.96	(109.96)
13-93200-50301 Printing/Publishing/Copies					BEG. BALANCE		0.00	500.00
11/25/2025	AP	INV	SHOREWOOD PRESS/SHOREWOOD PRESS BOOKMARKS	11544	185.00		185.00	315.00
11/30/2025			13-93200-50301 Printing/Publishing/Copies		END BALANCE		185.00	315.00
13-93200-50302 Postage					BEG. BALANCE		16.50	8.50
11/30/2025			13-93200-50302 Postage		END BALANCE		16.50	8.50
13-93200-50303 Covid Supplies					BEG. BALANCE		142.36	157.64
11/30/2025			13-93200-50303 Covid Supplies		END BALANCE		142.36	157.64
13-93200-50360 Building Maintenance					BEG. BALANCE		6,579.28	6,420.72
11/25/2025	AP	INV	ROBB GREGG/ROBB GREGG NOVEMBER 2025 GARDEN	2025-11	375.00		6,954.28	6,045.72
11/30/2025			13-93200-50360 Building Maintenance		END BALANCE		6,954.28	6,045.72
13-93200-50760 Sales Tax					BEG. BALANCE		223.83	276.17
11/30/2025			13-93200-50760 Sales Tax		END BALANCE		223.83	276.17
13-93300-50240 IT Support Contract Services					BEG. BALANCE		33,376.68	13 (5,376.68)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93300-50240 IT Support Contract Services					(Continued)			
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1762 AUDIO JACK ADAPTER FOR USE WITH PATRON		11.39		33,388.07	(5,388.07)
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1360 REPLACEMENT CHARGER FOR PATRON LAPTOP		24.45		33,412.52	(5,412.52)
11/05/2025	AP	INV	NAYAX COPY SERVICE/NAYAX COPY SERVICE 6671 TEST OF COPIER KIOSK		0.15		33,412.67	(5,412.67)
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9824 MACBOOK HDMI ADAPTER FOR PROGRAM ROOM		20.99		33,433.66	(5,433.66)
11/05/2025	AP	INV	DRIVESTRIKE/DRIVESTRIKE 6368 LAPTOP SECURITY SOFTWARE		22.00		33,455.66	(5,455.66)
11/05/2025	AP	INV	ENGINEERED SECURITY SOLUTIONS/ENGINEERI11923 BRIVO CLOUD ACCESS INSTALLATION		2,489.25		35,944.91	(7,944.91)
11/06/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MI1FL-03807 HOOPLA, RECEIPT PAPER, TECH ASSISTANCE,		735.00		36,679.91	(8,679.91)
11/30/2025			13-93300-50240 IT Support Contract Services		END BALANCE		36,679.91	(8,679.91)
13-93300-50311 Copier Maintenance/Repair					BEG. BALANCE		2,447.74	1,052.26
11/06/2025	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI(40422294 STANDARD PAYMENT		101.00		2,548.74	951.26
11/11/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD AR267855 LIBRARY COPIER 10/3 - 11/2/2025		128.63		2,677.37	822.63
11/11/2025	AP	INV	FORWARD CONTRACTORS/FORWARD CONTRACTOR:AR267854 LIBRARY COPIER 10/3 - 11/2/2025		29.01		2,706.38	793.62
11/14/2025	AP	VOID	FORWARD CONTRACTORS/FORWARD CONTRACTOR:AR267854 Void Invoice AR267854 102522		(29.01)		2,677.37	822.63
11/18/2025	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD AR267854 LIBRARY COPIER 10/3 - 11/2/2025		29.01		2,706.38	793.62
11/30/2025			13-93300-50311 Copier Maintenance/Repair		END BALANCE		2,706.38	793.62
13-93300-50312 Material Processing/Repairs					BEG. BALANCE		3,831.88	(131.88)
11/18/2025	AP	INV	University of Minnesota/University of 12170001877 MINITEX & BAYSCAN		813.00		4,644.88	(944.88)
11/30/2025			13-93300-50312 Material Processing/Repairs		END BALANCE		4,644.88	(944.88)
13-93300-50350 Maintenance Service & Supplies					BEG. BALANCE		25,570.00	8,480.00
11/18/2025	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC 103125-WFBL OCTOBER 2025 JANITORIAL		3,000.00		28,570.00	5,480.00
11/30/2025			13-93300-50350 Maintenance Service & Supplies		END BALANCE		28,570.00	5,480.00
13-93300-50351 Custodial Supplies					BEG. BALANCE		2,406.02	3,593.98
11/06/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE 6047248370 PAPER TOWEL, TOILET PAPER, & TRASH BAGS		83.34		2,489.36	3,510.64
11/12/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE 6047715167 TOILET PAPER & PAPER TOWEL		645.45		3,134.81	2,865.19
11/20/2025	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE 6048194349 FACIAL TISSUE		30.83		3,165.64	2,834.36
11/30/2025			13-93300-50351 Custodial Supplies		END BALANCE		3,165.64	2,834.36

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
11/01/2025			13-93300-50400 MCFLS Supplies		BEG. BALANCE		834.74	765.26
11/06/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MIIFL-03807 HOOPLA, RECEIPT PAPER, TECH ASSISTANCE,		481.97		1,316.71	283.29
11/30/2025			13-93300-50400 MCFLS Supplies		END BALANCE		1,316.71	283.29
11/01/2025			13-93400-50401 MCFLS Membership		BEG. BALANCE		7,148.00	15,526.00
11/30/2025			13-93400-50401 MCFLS Membership		END BALANCE		7,148.00	15,526.00
11/01/2025			13-93400-50402 Programs - Adult		BEG. BALANCE		162.98	337.02
11/30/2025			13-93400-50402 Programs - Adult		END BALANCE		162.98	337.02
11/01/2025			13-93400-50403 Programs - Children		BEG. BALANCE		234.43	265.57
11/30/2025			13-93400-50403 Programs - Children		END BALANCE		234.43	265.57
11/01/2025			13-93500-50410 Library Collection Materials		BEG. BALANCE		83,892.53	16,107.47
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5828 THE WILDMAN OF SHAGGY CREEK		17.91		83,910.44	16,089.56
11/05/2025	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE J(5819 MJS SUBSCRIPTION		50.00		83,960.44	16,039.56
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2067 VARIOUS TITLES		158.22		84,118.66	15,881.34
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8246 VARIOUS TITLES		182.49		84,301.15	15,698.85
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 9632 THE BRIAR CLUB (NYR BOOK CLUB BOOK)		59.95		84,361.10	15,638.90
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2790 DEADBEAT		14.79		84,375.89	15,624.11
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4281 THE WIDOW		35.20		84,411.09	15,588.91
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7620 GREAT CLERIC 9		11.04		84,422.13	15,577.87
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5349 THE GREAT CLERIC 7		11.04		84,433.17	15,566.83
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4290 VARIOUS TITLES		53.85		84,487.02	15,512.98
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 0565 TEH BLACK WOLF		41.16		84,528.18	15,471.82
11/05/2025	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4087 THE GREAT CLERIC 4, 5, 6, 8, 10		56.66		84,584.84	15,415.16
11/05/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(H73401510 MATERIALISTS		20.97		84,605.81	15,394.19
11/05/2025	AP	INV	BAKER & TAYLOR BOOKS/BAKER & TAYLOR BO(L6798382 10/25 OCTOBER 2025 STATEMENT		42.62		84,648.43	15,351.57
11/05/2025	AP	INV	GALE/GALE MISC TITLES	999101614884	52.48		84,700.91	15,299.09

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
13-93500-50410 Library Collection Materials					(Continued)			
11/05/2025	AP	INV	GALE/GALE THE WIDOW	999101577058	27.20		84,728.11	15,271.89
11/05/2025	AP	INV	GALE/GALE THE VIEW FROM LAKE COMO	999101621976	24.80		84,752.91	15,247.09
11/06/2025	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 10/25 OCTOBER 2025 STATEMENT		7,391.23		92,144.14	7,855.86
11/06/2025	AP	INV	KANOPY, INC./KANOPY, INC. TICKETS & KKIDS CREDITS	476344	345.95		92,490.09	7,509.91
11/06/2025	AP	INV	MILWAUKEE COUNTY FED. LIBRARY SYST./MIIFL-03807 HOOPLA, RECEIPT PAPER, TECH ASSISTANCE,		2,701.78		95,191.87	4,808.13
11/24/2025	AP	INV	GALE/GALE MISC TITLE	999101685074	25.60		95,217.47	4,782.53
11/24/2025	AP	INV	GALE/GALE MISC TITLE	# 999101434087	25.60		95,243.07	4,756.93
11/24/2025	AP	INV	GALE/GALE MISC TITLES	999101547913	61.60		95,304.67	4,695.33
11/24/2025	AP	INV	GALE/GALE MISC TITLES	999101542692	248.72		95,553.39	4,446.61
11/24/2025	AP	INV	GALE/GALE MISC TITLE	999101375973	28.79		95,582.18	4,417.82
11/25/2025	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2213231 LIBRARY CDS		312.14		95,894.32	4,105.68
11/25/2025	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2218619 LIBRARY CDS		369.03		96,263.35	3,736.65
11/30/2025			13-93500-50410 Library Collection Materials		END BALANCE		96,263.35	3,736.65

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 16, 2025 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

In November we hosted the Great Whitefish Bay Puzzle Race. This is the 2nd time this year we've offered this program. Teams of 2-4 people race to complete the same 500-piece puzzle in 1 hour and 30 minutes. We had 15 teams compete against one another, and because of the difficulty of the puzzle only 1 team completed it in the allotted time. For 2nd and 3rd place, we counted the number of pieces remaining to decide the winners. This is always an extremely fun event that brings folks in that aren't our usual program attendees.

Collection Development

We are considering moving all the adult media to the north side of the building. Currently music CDs and DVDs are shelved in the south children's wing. In preparation, and to make sure there is enough space, we have begun a huge weeding project of the music CDs. In order for the CDs to fit on the new shelving we are hoping to purchase, we'll need to weed out about 1,500 CDs from a collection of about 5,200, bringing it down to about 3,800 total CDs. The goal is to focus on the CDs first so that we can move the shelving to the AS wing immediately, freeing up some space for tables and chairs in the youth wing. Once this is completed we'll move on to the DVD collection. We are still trying to figure out if there is space to move them over to the AS side. Moving the media over the North wing allows for Youth Services to have room for their book collections as they have run out of space. Children's books are one of the highest circulating areas in the entire collection so this would allow those collections to grow. It also frees up space for more seating.

Circ Services (Hoge)

Technology

MCFLS has brought up the possibility of bulk purchasing software called Reboot/Restore that is installed on all WFBPL public desktops and laptops to handle 'wiping' patron specific documents, software, etc. after they have finished using the device. This would be a significant savings for us and also would give us the ability to get software updates to hopefully mitigate problems we have had with our current version of Reboot/Restore and the Windows 11 operating system.

Staffing/Training

The Circulation Department is fully staffed and all new hires have been trained.

14 Staff evaluations were written and reviews conducted in November and December. 100% of the input from staff was how much they enjoy working at the library and with their co-workers across all departments.

Handling the North Shore Library closure was at the fore front of Circ Assistant concerns.

North Shore Library Closing

With NSL closing for 6-8 weeks as of December 13th, we have already started to see a significant increase in holds and returns coming in. We've taken a few initial steps to plan ahead for further increases in volume:

- We have worked with the Delivery crew to get more bins to handle the increase in items that will be returned at Whitefish Bay and will be heading to other locations.
- Additional shelving has been installed and allocated for an increase in volume on our hold shelf.
- We will be changing the hold pick up window for our Lockers from 3 days to 2 days as of December 15th due to a significant increase in demand by both WFB and NSL patrons.

Youth Services (Kiekhaefer)

Programming

- We started our fall storytime earlier which meant that we ended our regular fall/winter storytime earlier in the calendar year. We held a December storytime mini-session for two weeks in December to help bridge the gap between the November and January sessions

- I will be working with Nyama and Valerie to determine the best programming schedule for January and February as we navigate staffing transitions.

Youth Services Space

- In order to create more spaces for studying, we are adjusting some shelving in the youth services area. On Tuesday, December 16th, Yerges Moving Company will be at the library to take apart shelving and rearrange the space. Soon after, we should receive a shipment of new study tables with a smaller footprint to also add more seating to the YS area.

Staffing

- We hired Meagan Roellig for our open position in YS. Meagan completed her undergrad degree from UW-Milwaukee this spring, and she is interested in potentially pursuing library studies in the future.
- I gave notice at the beginning of December because I accepted a new position at the Cooperative Children's Book Center at UW-Madison. My last day will be January 30th. It was an absolute pleasure to be the Head of Youth Services for Whitefish Bay Public Library for more than 12 years. As I complete my time here, I will work with Nyama and the rest of the staff to ensure a smooth transition.
- End of year reviews will be completed in the next week for Valerie Morris and Tristin McCreight. Both staff members are exceeding expectations.

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	283,810
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	299,700
2025	28,064	25,723	29,573	27,081	26,850	29,366	31,574	29,144	25,769	26,939	25,651			305,734
23-24	8%	10%	4%	12%	10%	2%	4%	3%	7%	2%	0%	1%	5%	6%
24-25	3%	-2%	6%	0%	4%	3%	3%	-2%	0%	4%	3%			2%
PHYSICAL CIRCULATION			Easter: Apr 23, Mar 24, Apr 25											
	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	237,629
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	245,436
2025	22,715	20,822	23,789	21,711	21,313	23,978	26,022	23,589	20,376	21,302	20,390			246,007
23-24	3%	6%	-2%	12%	7%	0%	3%	2%	4%	3%	0%	3%	3%	3%
24-25	4%	-1%	7%	-4%	2%	1%	1%	-6%	-2%	1%	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	46,181
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	54,264
2025	5,349	4,901	5,784	5,370	5,537	5,388	5,552	5,555	5,393	5,637	5,261			59,727
23-24	30%	34%	33%	16%	24%	17%	12%	13%	22%	0%	-2%	-7%	15%	18%
24-25	0%	-4%	2%	19%	10%	16%	17%	21%	8%	17%	8%			10%
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	34,889
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	38,119
2025	3,841	3,387	4,135	3,800	3,937	3,841	3,988	3,879	3,808	3,908	3,739			42,263
23-24	21%	21%	20%	10%	13%	7%	2%	1%	15%	1%	-6%	-12%	7%	9%
24-25	3%	-4%	4%	14%	13%	17%	16%	21%	11%	15%	13%			11%
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	4,430
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374	7,711
2025	782	787	874	850	828	862	793	873	844	959	786			9,238
23-24	198%	200%	173%	84%	167%	132%	111%	97%	50%	-17%	-22%	-22%	59%	74%
24-25	-9%	-10%	-4%	75%	5%	36%	48%	57%	16%	45%	17%			20%
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	4,469
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069	5,432
2025	437	390	407	372	378	364	377	387	342	371	375		16,800	4,200
23-24	17%	38%	25%	39%	5%	6%	7%	22%	31%	18%	41%	45%	24%	22%
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%	-24%	-35%	-28%	-26%			-23%

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	2,393
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325	3,002
2025	289	337	368	348	394	321	394	416	399	399	361			4,026
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%	46%	15%	89%	13%	24%	25%
24-25	14%	45%	19%	93%	52%	22%	31%	30%	43%	65%	0%			34%
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	50,185
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	55,427
2025	5,983	4,508	5,177	5,520	5,456	5,040	4,960	4,960	5,400	6,324	6,120			59,448
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%	17%			7%
PC USER SESSIONS - # OF ADULT SESSIONS													12/24-01/25 Estimate	
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	11,661
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098	11,098
2025	1,380	875	1,019	926	948	931	929	841	983	1,086	910			10,828
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%	-3%	17%	-2%	8%	-4%	-5%
24-25	91%	-8%	9%	-12%	-7%	-7%	-19%	-17%	-11%	-4%	-11%			
PC USER SESSIONS - # OF KIDS SESSIONS													12/24-01/25 Estimate	
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	3,603
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938	9,188
2025	552	544	721	679	773	1,045	1,394	1,347	828	936	838			9,657
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%	22%	10%			
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	139,610
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	150,092
2025	14,223	12,082	13,717	15,124	14,051	15,123	16,601	14,939	13,211	13,979	13,816			156,866
23-24	3%	7%	3%	7%	12%	-1%	13%	8%	5%	9%	17%	3%	7%	8%
24-25	16%	-2%	10%	9%	8%	6%	5%	-5%	6%	5%	-5%			5%
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	8,889
2024	835	755	802	835	794	975	912	904	702	701	684	588	9,487	8,899
2025	944	773	909	860	838	958	876	826	754	747	709			9,194
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%	7%	4%			3%

Whitefish Bay Public Library

Youth Services



YS in Whitefish Bay Public Library

- Two full-time staff members who have worked at WFBPL for 10+ years (Katie and Valerie).
- One part-time staff member hired in late 2024: Tristin McCreight, who has been a phenomenal addition.
- One new staff member hired in late November 2025 (Meagan Roellig)
- Popular storytimes and summer reading program.
- #1 in children's circ per capita in MCFLS.
- Strong emphasis on literacy, customer service, process-focused programming, and play-friendly spaces.
- Finely tuned collections with an emphasis on diverse books, thoughtful cataloging and organization.
- Embracing new formats. Tonies (2025), Wonderbooks (2023 and 2024).

Wins in 2025

- Once again, #1 in children's materials circ (per resident) in the county.
- Valerie working hard to transition us to Ingram before B&T closed and working to move everything to Ingram after B&T closed.
- Offering professional development to preschool teachers and our counterparts at other MCFLS libraries this fall.
- Solving some space issues: rearranging shelves, thoughtful collection development decisions, and new furniture.
- Record breaking summer reading program sign ups.



Wins in 2025 (cont'd)

- New Friends-funded collection: Tonies and Tonieboxes
- All ages, drop-in programming offering some new life to the programming schedule.
- Saturday “block parties” and drop-in crafts serving more working families.
- Stickers for SRP with library (and Dewey) branding.
- New staff members bringing in new energy and passion.
- SRP promo visits with 6th graders increased teen sign up numbers.
- New furniture!



Focus for 2026 and Beyond

- Completing training for Meagan Roellig.
- Hiring a new Head of Youth Services.
- Potential jump in programming numbers and circulation because of North Shore closing and relocating.
- Continuing to navigate all of the different groups needing space in the YS area (families with young children, tutors, gamers, teens, etc).
- Roblox and computer demands in YS (especially during summer).



Thank You!

It has been a pleasure to be the Head of Youth Services at Whitefish Bay Public Library. I have loved serving this community.

I am endlessly grateful for the support of the library board, our wonderful director, Nyama, and my coworkers, especially the leadership team and my YS folks.

Thank you again for all of your support of me and of the youth services department.



Strategic Plan Update to Board: Community Survey, SWOT, Mission, Guiding Principles

December 16, 2025

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

Steps

Previously Shared

- Summary of Staff Survey at October Board Meeting
- Landscape & Analysis (Where are We Today, Trends) at November Board Meeting

Tonight's Meeting

- Summary of Patron Survey
- SWOT
- Where Do We Want to Be? (Mission, Guiding Principles)

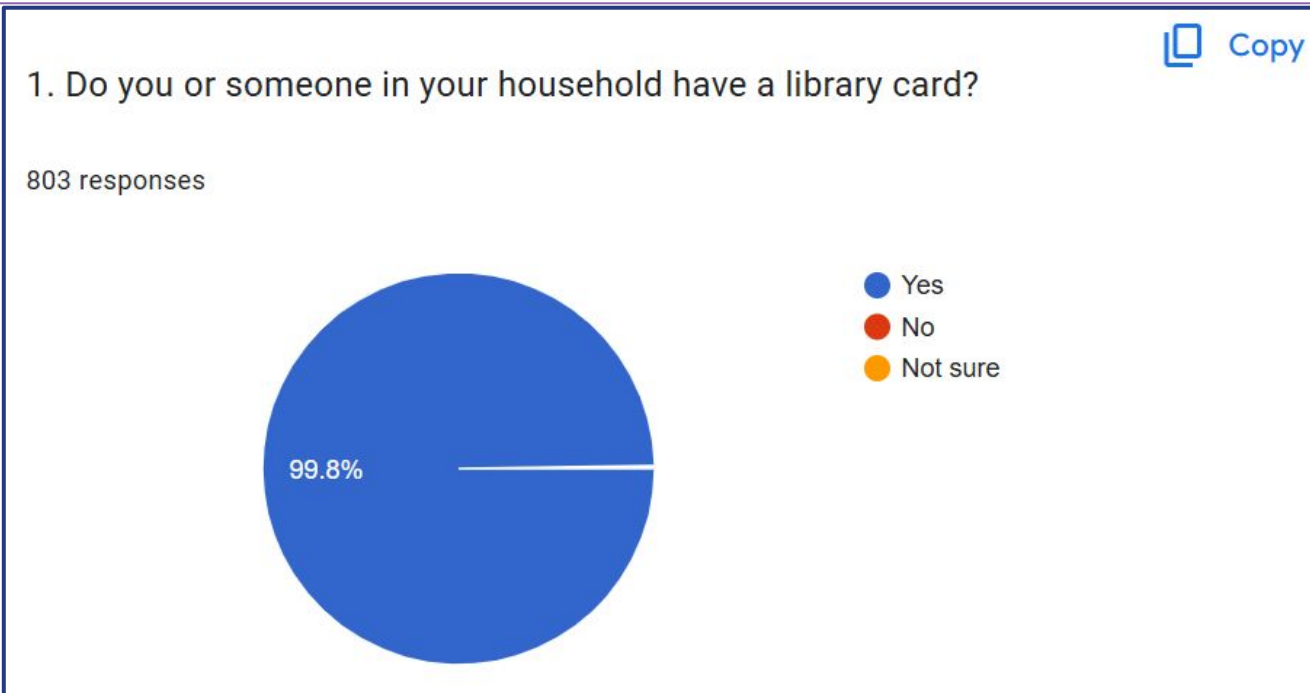
Next (early 2026)

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

Community Input: Patron Survey Fall 2025

Quantitative Data

Who Took the Survey = People with Library Cards



Promoted via library and village e-newsletters, signage in library, FB boosted post, shared in FB WFB Villagers and Parents groups.

2021 Survey
Yes 99.0% (660)
No 1.0% (7)

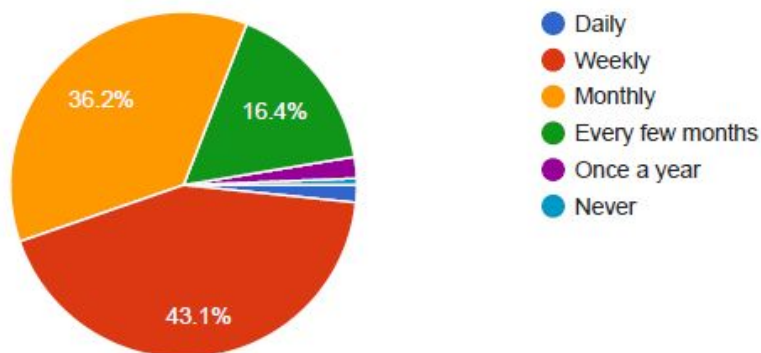
2025 Survey
Yes 99.8% (801)
No/Not Sure (2)

How Frequently Do They Use the Library?

	2021	2021	2025	2025	Change	Change
Daily	1.7%	11	1.6%	13	0.0%	2
Weekly	41.7%	278	50.2%	404	8.4%	126
Monthly	35.9%	239	38.1%	307	2.3%	68
Every Few Months	12.3%	82	7.3%	59	-5.0%	-23
Once a Year	4.7%	31	2.1%	17	-2.5%	-14
Never	3.8%	25	0.6%	5	-3.1%	-20

6. How frequently do you use the WFB Public Library?

803 responses



- % of Respondents who visit Weekly and Monthly increased from 2021 to 2025.
- % who visit less frequently dropped.
- This could reflect:
 - Greater usage of the library overall, or
 - Regular patrons were more likely to take the survey

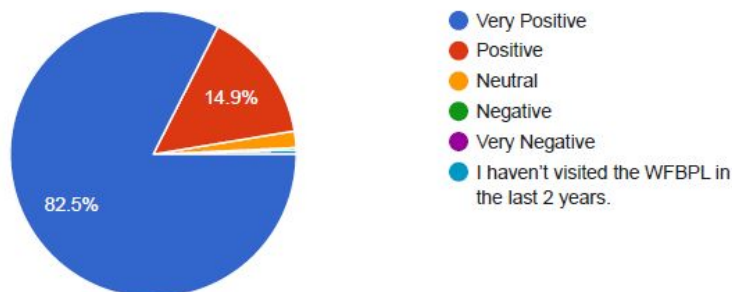
Overall Experience by Visit Frequency

Frequency	Very Positive	Positive	Neutral	Negative	Not visited last 2 years
Daily	85%	8%	8%	0%	0%
Weekly	87%	12%	1%	0%	0%
Monthly	84%	15%	<1%	0%	0%
Every few months	72%	23%	5%	0%	0%
Once a year	63%	19%	19%	0%	0%
Never	0%	0%	0%	0%	80%

3. If you have visited or used the WFB Public Library in the last two years, how would you rate the overall experience?

 Copy

805 responses



- The more frequently people visit, the higher their satisfaction.
- Daily and Weekly users show the highest “Very Positive” ratings (84–87%).
- Occasional visitors (every few months or once a year) report more “Neutral” or “Positive” than “Very Positive.”
- Overall, 1.9% listed “Neutral.” Only 2 respondents listed “Negative” and 0 listed “Very Negative.”

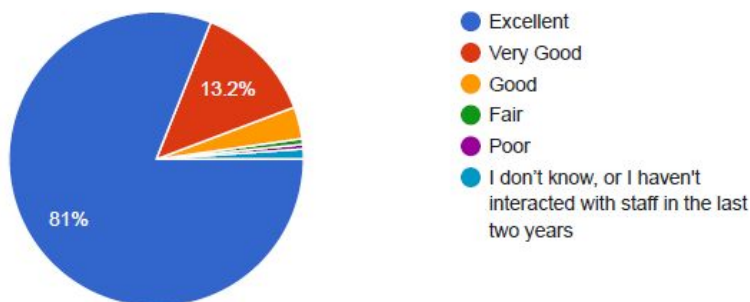
Staff Experience by Visit Frequency

Frequency	Excellent	Very Good	Good	Fair/Poor	Haven't interacted
Daily	85%	8%	8%	0%	0%
Weekly	85%	10%	3%	<1%	0%
Monthly	82%	15%	2%	<1%	<1%
Every few months	75%	16%	6%	1%	2%
Once a year	50%	31%	6%	6%	6%
Never	0%	0%	0%	0%	75%

4. If you have visited or used the WFB Public Library in the last two years, how would you rate your experience with the staff?



802 responses



- There is a clear, positive correlation between visit frequency and satisfaction, both overall and with staff.
- Regular users express the highest satisfaction, reflecting strong staff relationships and positive experiences.
- Infrequent users are more likely to select “neutral” or “very good,” suggesting less personal connection or engagement.

Materials in Other Languages

Language	Count
Spanish	70
French	34
German	25
American Sign Language (ASL)	20
Chinese	12
Japanese	12
Italian	8
Ukrainian	5
Hebrew	5
Arabic	4
Russian	4
Vietnamese	3
Braille	3

152 Respondents,
listed 205 requests

Patterns by Demographics

1. Race / Ethnicity

- White households: Mostly “Not interested,” with some requests for Spanish, French, and German.
- Asian or Asian/White households: More likely to select Chinese, Japanese, or Korean,
- Hispanic / Latino / Latinx households: Consistently requested Spanish materials and programs.
- Other / Mixed households: Higher diversity in responses; several noted ASL, Hebrew, and Arabic.

2. Age Groups

- Households with children (ages 0–17): Higher interest in children’s books and programs in Spanish or French.
- Adults 30–50: Tend toward language learning materials and children’s bilingual resources.
- Older adults (65+): Lean toward German and French interest.

3. Employment Status

- Students or part-time workers: Slightly more likely to request language learning apps and Spanish/ASL programs.
- Retired respondents: Interested in German and French selections.

Materials in Other Languages

Language	Count
Spanish	70
French	34
German	25
American Sign Language (ASL)	20
Chinese	12
Japanese	12
Italian	8
Ukrainian	5
Hebrew	5
Arabic	4
Russian	4
Vietnamese	3
Braille	3

152 Respondents,
listed 205 requests

Patterns by Demographics (Cont.)

4. Housing Type / Community (Q24 & Q27)

- WFB homeowners: Primarily English users, with a few requesting Spanish or French.
- Renters or newer residents: Showed greater linguistic diversity (Spanish, Chinese, Arabic, Russian, etc.), suggesting that newcomers to the area are driving multilingual demand.

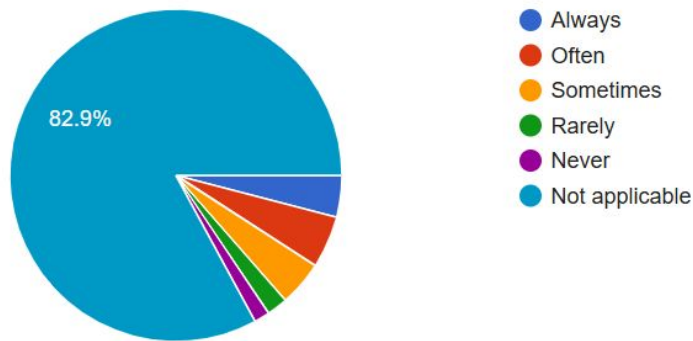
Takeaways

- Growing interest in Spanish, ASL, and youth bilingual programming.
- Requests reflect increasing cultural diversity in the community.
- Opportunity to expand bilingual materials, signage, and language-learning tools.

Accessibility: Parking

13. If you or someone in your household needs a disabled parking spot when you visit the WFB Public Library, is one available either in our parking lot or on the street?

591 responses



Three (3) additional disabled parking spots were added to the east curb of Marlborough in October. There is now a total of 4 curbside and 1 parking lot spot.

Newcomer Services

14. Our library aims to support all members of our community, including newcomers. If someone in your household recently moved to the United States, what services would be most useful?

Survey patterns suggest newcomer programs may be especially helpful for younger families, renters, and households identifying as non-White or mixed race.

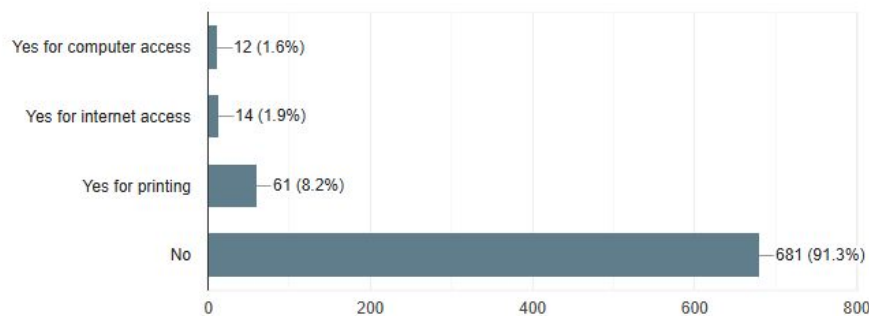
Key themes from responses:

- Language learning needs, including ESL support and conversation groups
- Practical assistance such as citizenship resources, job and résumé help, and access to technology
- Appreciation for the library's welcoming atmosphere was noted by a few respondents

Technology

15. Does anyone from your household rely on the WFB Public Library exclusively for technology access? (check all that apply)

746 responses



- Those who depend on library technology tend to be highly satisfied, reflecting positive service experiences with access tools and staff support.
- Employment: Tech-reliant users more likely to be students, job seekers, or part-time workers.
- Age groups: Highest among 18–44-year-olds and households with teens (printing, homework, Wi-Fi).
- Housing: Renters more reliant than homeowners.
- Race / Ethnicity: Small representation from non-White or multi-racial households, suggesting a modest equity role in bridging access gaps.

Holds

Theme	Description / Pattern
1. Long Wait Times	Most common concern — especially for popular new releases and digital titles. Patrons appreciate access to a shared county-wide collection but wish for <i>faster turnaround</i> .
2. County-Wide Sharing Frustrations	Awareness that MCFLS holds are shared, but confusion about prioritization. Comments are constructive not critical.
3. Desire for More Copies	Readers want the library to purchase more high-demand titles.
4. Holds Pickup Process is Easy	Patrons praise staff and the pickup experience.

- Higher frequency users (weekly/daily) expressed the most frustration with delays, likely due to higher volume of requests.
- Older adults and retirees more often mentioned *physical holds*, while *working adults and families* referred to *digital holds* and *Libby*.

Format Preference

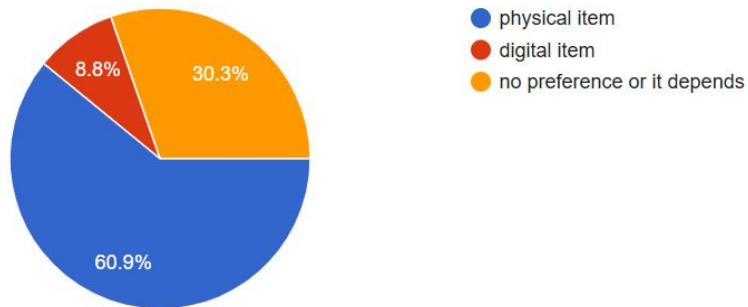
Frequency	Physical	Digital	No Preference
Daily	41.7%	25.0%	33.3%
Weekly	65.9%	5.6%	28.5%
Monthly	61.9%	9.0%	29.1%
Every few months	51.6%	12.5%	35.9%
Once a year	25.0%	31.2%	43.8%

- Physical materials dominate across all groups.
- Weekly and Monthly users strongly prefer physical items, while less frequent users show greater digital use or flexibility.
- Digital use increases slightly among Daily or infrequent visitors.
- Housing and age factors hint that younger or more mobile residents are more open to digital formats, while established households favor print.

18. The format I prefer is:

785 responses

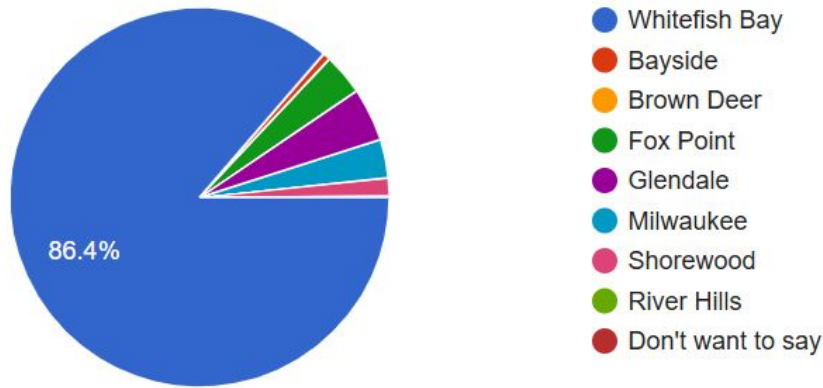
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Residency

24. The community I live in is:

792 responses

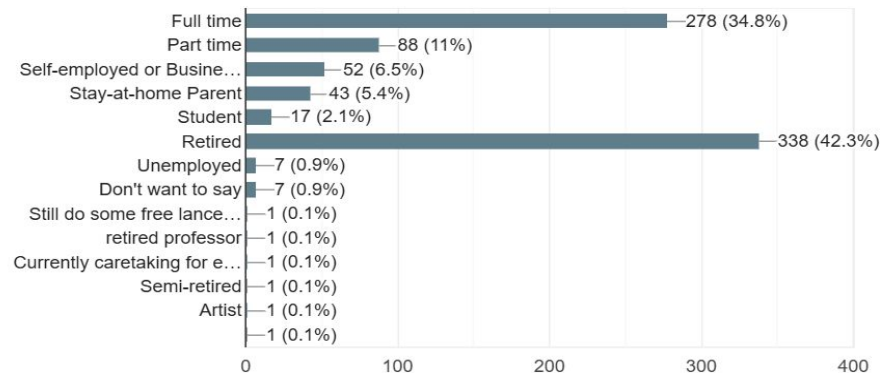


- 2021 Survey, 93.4% of respondents were from WFB. Significant increase this time from residents of other communities.
- WFB residents are more frequent users, with notably higher weekly engagement.
- Non-residents use the library less often but still maintain strong monthly participation.
- Residents and non-residents report high satisfaction with library services.
- The findings suggest the library continues to serve as a regional hub, valued both within and beyond village boundaries.

Employment Status

25. My employment status is (check all that apply):

800 responses



Employment status impacts use of the Library. Respondents with schedule flexibility (i.e. retirees, part-time workers, and stay-at-home parents) are more likely to attend programs, while those balancing jobs prefer accessible digital services.

- The library serves a diverse workforce mix, with frequent in-person use by parents, part-time, and self-employed individuals.
- Full-time workers and students rely more on monthly or digital access.
- 97.4% of respondents are Satisfied or Very Satisfied, showing broad support and relevance across employment types.
- Overall, WFBPL's services reach all working and nonworking demographics.

Patterns by Age Group

- Age 0–4: Routine Destination: Weekly visits are nearly 60%. The library functions as a third space for caregivers as much as for children. Families list programs, spaces, and picture books as Extremely Important.
- Age 5–9: Independent Browsing Begins: Weekly use nearly 60%. Rising interest in choosing their own books, early series, and graphic novels.
- Age 10–13: Decline Without Targeted Engagement: Weekly use drops to 44%. Small increase in every-few-months users. Engagement becomes interest-driven rather than automatic.
- Age 14–17: Purpose-Driven Users: Weekly visits drop sharply to 26%. Monthly is now the dominant mode (44%). Teens require quiet study space, resources, and tech, not “family visits.” Households with teens value digital materials, streaming, and flexible spaces.
- Ages 18-64: Young adults remain positive but may visit less consistently. They value digital materials, streaming, and flexible spaces. Middle-aged adults tend to visit monthly but are still highly satisfied.
- Adults aged 65–74 and 75+ prioritize print books, newspapers, audiobooks on CD, and adult programs, and rate technology lending as not important.
- Households without children: active but more balanced, with nearly equal weekly and monthly use. They represent the largest block of “steady but not intensive” users. Different motivations: independent reading, convenience, holds lockers, quiet space, and specialized adult programs.
- Frequent engagement is highest among families with children and older adults, showing the library’s dual strength in serving youth and seniors.

Housing: Frequency of Use

Frequency of Use	Own (n = 725)	Rent (n = 65)
Weekly	314 (43.3%)	27 (41.5%)
Monthly	262 (36.1%)	22 (33.8%)
Every few months	119 (16.4%)	13 (20.0%)
Daily	11 (1.5%)	2 (3.1%)
Once a year	14 (1.9%)	1 (1.5%)
Never	5 (0.7%)	0 (0%)

91% of respondents own a home or condo.

Weekly use is almost identical between owners and renters (~43% vs. ~41%), meaning both groups are equally regular users.

Housing: Satisfaction

Satisfaction Rating	Own	Rent
Very Positive	603 (82.9%)	50 (76.9%)
Positive	103 (14.2%)	15 (23.1%)
Neutral	15 (2.1%)	0
Negative	2 (0.3%)	0
Haven't visited	4 (0.6%)	0

Owners and Renters are are overwhelming positive in their ratings of library and staff experience.

Of note: 65 respondents are renters; only 15 of those households have children.

Race and Ethnicity

Race / Ethnicity	Total %	Census %	Daily	Weekly	Monthly	Every Few Months	Once a Year	Never
White (729)	85.4%	81.9%	1.5%	43.4%	35.4%	17.1%	2.0%	0.6%
Asian (12) or Asian/ White (30) (42 total)	4.9%	3.7%	4.9%	41.5%	39.0%	12.2%	0.0%	2.4%
Hispanic/ Latino / Latinx (4) w/ White (25) (29 total)	3.4%	6.2%	0.0%	41.4%	48.3%	10.3%	0.0%	0.0%
Black or African American (4) w/ White (1) (5 total)	0.6%	3.6%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%
American Indian / Alaska Native w/White (4)	0.5%	0.6%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Prefer not to say (45)	5.3%		2.2%	35.6%	37.8%	17.8%	6.7%	0.0%

- Satisfaction is high across all racial groups, with most above 70% “Very Positive.”
- No group reported significant dissatisfaction.

- Self identification of respondents indicates higher participation by White and Asian residents in comparison to those groups’ census totals. Conversely, there was lower participation by Hispanic and Black residents.
- All groups utilize the library regularly (Daily, Weekly, Monthly at a rate of 80%-100%, except for the “Prefer Not to Say” group at 75.6%.

Qualitative Data

Appreciation

Survey respondents overwhelmingly expressed support, satisfaction, and constructive engagement with the Whitefish Bay Public Library.

The data shows extraordinary community support, with nearly all feedback helping to confirm strengths or guide enhancements.

Total Open Ended Responses

- **1,811 positive or constructive (99.4%). 11 negative (0.6%).**
- Books & Collection (203 mentions) – The library's book selection, variety, and availability are the most frequently praised aspects.
- Staff & Service (190 mentions) – Respondents consistently highlight friendly, helpful, and knowledgeable staff as a top strength.
- Children's Services (118 mentions) – Families appreciate children's programs, storytimes, and the welcoming environment for kids.
- Programs & Events (39 mentions) – Patrons value programs for all ages, from youth to adults.
- Community Feel (27 mentions) – Many mention the library as a community hub and a welcoming, quiet space.
- Space, Cleanliness, and Accessibility (31 mentions) – Comments note the comfortable, clean, and well-organized building and good location.

Suggestions – Collections & Technology

Collections & Materials

- More titles and formats: More new books, large print, audiobooks, e-books, Wonderbooks, comics/manga, and “hot reads.”
- High-demand e-books were by far the most frequently referenced issue (48 mentions), almost universally tied to long waits or too few licenses.
- Gentle/cozy mysteries formed the largest specific genre request (12 mentions).
- Classic fiction and biographies were noted but at significantly lower rates.

Technology & Digital Services

- Some interest in expanding digital and creative technologies.
- Creative technology: Desire for 3D printing (2), photo or document scanners (2), embroidery machines (2), craft tools (1), and maker space access (1).
- Other tech requests: Wi-Fi hotspots for checkout (4), AI tools (1), and better printer quality (2)

Suggestions – Programs & Hours

Programming & Events

- A major theme: the community loves library programs but wants more variety, times, and topics.
 - Weekend and evening children's programs (32; 4.0%)
 - Later / evening program hours (31; 3.9%)
 - Adult / senior programs & lectures (11; 1.4%)

Hours & Access

- Sunday hours in summer (14; 1.7%)

Ease of returns and pickups

- Drive-up/drop-off options (8) (not viable)
- Lockers for after-hours pickups (1) (have them)
- Auto renewal of cards and items (1) (card already auto-renew; cannot auto renew items due to county reciprocal borrowing impact)

Suggestions – Space, Furniture, Misc

Spaces

- Children's area (19)
 - "Possibly more learning spaces for tutoring or quiet reading for the children's side."
 - "This would encourage us to stay longer: Providing better space for toddler to age 5 and for teens but not for the in-betweens."
- Teens (5)
 - Desire for a more distinct teen area separate from younger children.
 - "My pre-teen would like more displays geared toward YA picks."
 - "Offer more preteen courses — advertise what the library has to rent — for example button maker — arts & craft items."
- Study rooms (14): Requests for more rooms, longer times, add tech to rooms.
- Program room: free use for book clubs.

Furniture & design

- Interior refresh (carpet, vestibule) (1)
- More soft seating and quiet reading nooks; more tables
- Better lighting in aisles

Bike parking

- Several mentioned insufficient or poorly designed racks

Accessibility

- A few mentioned awkward outdoor drop slot and better snow shoveling.

Amenities

- Return of the Keurig machine

Suggestions – Operations, Community

Operations & Communication

- Want better notification options and suspending holds while traveling
 - “Institute same policies for all MKE libraries (renewals, fines).”

Community & Inclusion Themes

- More social connection opportunities (clubs, conversation areas, intergenerational events) (56).
- Interest in free meeting rooms for groups and local clubs (6).
 - “coffee shop area for conversation/community”
 - “Perhaps facilitate the formation of small, book clubs”
 - “Offering Mah Jong times to meet others needing people to play with.”
 - “Nothing specific... I’m really grateful to have such a great library system as an empty nesting adult in our community.”

Overall Tone

- Roughly two-thirds positive or neutral (“no change,” “you’re doing great,” “keep up the good work”).
- The rest offered constructive improvement ideas, not hostility.
- Themes of space modernization, digital access, and programming dominate the feedback.
- Only a handful (<5) expressed frustration or ideological disagreement.

Feelings

10. How do you feel when you use the WFB Public Library?

Emotion / Theme	% of Comments	Common Phrases
Happy / Joyful	~25%	"Happy," "Wonderful," "Joyful," "My favorite place in town."
Welcomed / Appreciated Staff	~20%	"Staff is always friendly," "I feel welcome," "They know me by name."
Relaxed / Peaceful	~15%	"Calm and quiet," "Peaceful," "Relaxed atmosphere."
Community & Belonging	~15%	"Part of the community," "Feels like home," "Warm and inviting."
Inspired / Curious	~10%	"Creative energy," "Excited to explore," "Always something new."
Grateful / Proud	~10%	"Grateful for staff," "Proud of our library," "It's a gem."
Neutral / Functional	<3%	"Good," "Fine," "Meets my needs."
Negative / Critical	<1%	Essentially none; virtually no critical comments.

- The more often people use the library, the more emotionally attached and expressive they are in describing it.
- Frequent users describe deep connection and pride, while occasional users emphasize appreciation and satisfaction.

Physical Collections Remain Core

Physical Collections Remain Core

- Overwhelming mentions of “great selection,” “variety,” “quality,” “always find something new.”
- Print books, DVDs, and children’s materials are viewed as essential community touchpoints.
- High satisfaction with breadth and condition of collections; no notable negative trends.
- Frequent visitors (weekly/daily) consistently rank print books and new materials as “extremely important” (mean rating ≈ 4.8 –5.0).

Books: Most frequent and valued.

Children’s books and picture books: Strongest single sub-theme.

DVDs and audiobooks: Still valued by retirees and infrequent users.

Magazines and newspapers: Minimal mentions, often by older adults.

Digital Collections Highly Valued By Smaller Group

- Digital platforms (Libby, Hoopla, Kanopy, OverDrive) received dozens of positive mentions in open-ended questions (esp. #7–#9).
 - *“Love Libby,” “Hoopla is great,” “I use Kanopy all the time,” “More e-books please.”*
- Heavy users of digital services overlap strongly with working adults, families, and occasional physical visitors.
- Interest in expanding the e-collection (esp. more copies, faster access to popular titles) is one of the top five improvement requests.
 - Libby: Most cited, seen as easy and convenient.
 - Hoopla: Mentioned for breadth but sometimes noted as “limited” or “expensive to library.”
 - Kanopy: Positive but niche.
 - E-books & e-audiobooks: Praised for convenience and access while traveling or homebound.

Digital Preference Increases with Employment & Mobility

Group	Tendencies
Full-time workers	Prefer e-books/audiobooks for commute or time limits. Value Libby, Hoopla, Kanopy.
Retirees	Prefer print and physical browsing. Use digital resources occasionally but value “touch and feel.”
Parents	Mix both — digital for themselves, physical for children.
Students	Value digital access, databases, and study tools.
Frequent visitors (weekly/daily)	Strongest attachment to physical collections and in-person experience.
Occasional visitors (monthly or few times/year)	More reliant on digital resources and online borrowing.
Age Group	Pattern
Under 45	Lean digital: emphasize Libby, Hoopla, convenience, and 24/7 access.
45–64	Hybrid use: appreciate both print and e-books equally; flexible use patterns.
65+	Strong physical preference: value browsing, tactile experience, and staff help with technology.

Digital usage rises with busier lifestyles; physical loyalty correlates with time flexibility and habit.

Expand e-book and e-audio holdings, particularly hi-demand & multicopy titles.

What's Important

Responses were weighted and tallied:

Extremely Important = x3

Very Important = x2

Slightly Important = x1

Green = Top 10 Most Important

Blue = Middle 10

Red = Bottom 10

Space for children to play, read, or explore	1,139
Adult programs	988
Children's programs	961
Space to work alone	920
Digital books	893
Digital audiobooks	891
Copy machine	820
Take & Tinker items	767
Print magazines & newspapers	754
Printer	733
Teen programs	727
Space to work with others	721
Private study room	719
DVDs or Blu-ray	676
Program room to rent	641
Research & newspaper databases online	633
Consumer Reports database online	588
Print Consumer Reports	555
Space to tutor or be tutored	540
Language learning apps online	525
Streaming movies & TV	480
Wi-Fi hotspot to check out	472
Ancestry Library Edition app online	469
Desktop computer	467
Audiobooks on CD	455
Digital magazines	329
Job training apps online	318
Laptop computer to check out	255
Streaming music	246
Print Value Line Investment Survey	187

Strengths

Weaknesses

Opportunities

Threats

SWOT Analysis

Helpful

STRENGTHS

- Excellent Staff & Customer Services
- Attractive, centrally located Building
- Higher than average open hours
- High-quality collections, with strong Fund 22 investment
- Popular Programming, especially Youth Services
- Creativity & Flexibility & Steady Leadership
- Commitment to diverse materials & viewpoints
- Lockers, self-checkout & Take & Tinker collection
- Potential for space changes could improve functionality

OPPORTUNITIES

- Continued strong Community support, interest & engagement
- Leadership & staff professional development
- Increasing community diversity means new ideas & programming
- Great reputation
- Friends Support, growing Foundation and Woman's Club support
- Technology could increase efficiencies
- Increased demand for social connections, clubs, and intergenerational programs
- Member reserve income (for now)

Harmful

WEAKNESSES

- Significant Space Constraints
- Building showing its age
- High renovation costs & complex bidding process
- Reliance on PT staff w/o benefits, turnover
- High demand+lean staffing = overextended & limited capacity
- Digital holds & wait times
- Basic tech
- Heavy staff time needed for tech help
- Programming limited due to staffing & space
- Daily operations dominate, limiting long-term planning
- Underfunded collections once Fund 22 spent

THREATS

- Digital transformation & competition from streaming/subscription services
- Rising costs: digital content, materials, wages, benefits, utilities, insurance
- Broad range of patron requests/needs that exceed current capacity
- Flat WFB Village funding, nearing WFB Village levy limits
- Regional competition from new & renovated buildings
- Labor market pressures: wages, hiring, retention, benefits

Internal Factors

External Factors

Mission & Guiding Principles

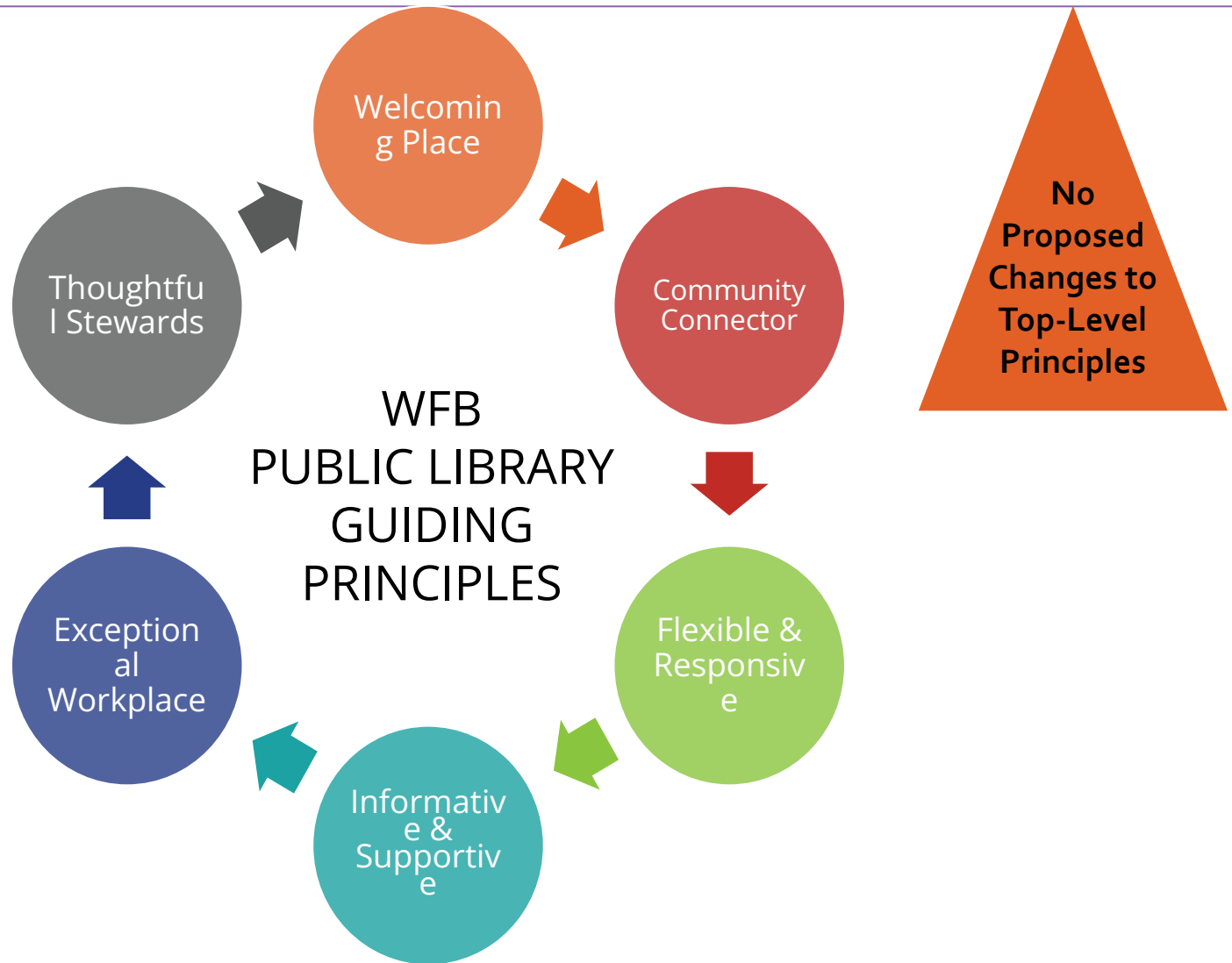
Current Mission Statement

*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.*

No
Proposed
Changes

Approved by Board, October 27, 2020

Current Mission Statement



Current Guiding Principles: Details

- **Provide a welcoming place for all who enter**
 - Offer a well-maintained, safe, accessible, hospitable space with a warm, inviting atmosphere
 - Engage friendly, knowledgeable, and approachable staff to deliver superior service to all patrons
 - Provide opportunities for patron input
- **Interconnect and engage our community**
 - Be a community hub that connects people for the exchange of ideas and information, social activities, and inspiration
 - Enrich and enhance the lives of all community members
 - Promote a lifelong love of learning through creative, cultural, entertaining, and informative programs and materials
 - Establish ~~partnerships~~ **connections** with other **groups and** organizations
- **Be flexible, creative, responsive, and adaptive**
 - Respectfully respond and adapt to the diverse needs and interests of the community
 - Strive for innovative thinking and effective solutions



**Proposed
Minor
Edits**

Current Guiding Principles: Details (Cont.)

- **Support an informed public**
 - Assemble a collection ~~that comprises multiple~~ with a variety of sources, formats, and ~~classical and contemporary materials, and represents a~~ variety of viewpoints
 - Ensure equitable access to materials
 - Create spaces and opportunities for reading, reflection, & exploration
- **Offer an exceptional workplace**
 - Employ well-qualified, professional staff
 - Define clear and reasonable expectations for staff performance
 - Foster a collaborative work environment that encourages initiative
 - Welcome and support creativity and professional development
- **Pursue sustainable funding and ensure thoughtful stewardship**
 - Seek sustainable funding to ensure a valuable community resource for future generations
 - Provide opportunities for community support to execute our vision for the future
 - Be a responsible steward
 - Focus on attainable goals that yield positive results



Proposed
Minor
Edits

Current Version Approved by
Board, June 22, 2021

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 16, 2025 Meeting
Re: Head of Youth Services Job Description & Job Posting



Our 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.

Background

The Head of Youth Services job description was originally approved in 2013 when Katie Kiekhaefer was hired. Earlier this month, Ms. Kiekhaefer announced her resignation effective at the end of January to accept a new position. With this transition, it is necessary to update the job description to reflect current responsibilities and to align with our revised format, which emphasizes leadership rather than task lists.

Attached are the draft job posting, the 2013 job description, and a draft updated description. Jean Cole from CVMIC and Ms. Kiekhaefer reviewed the updated documents, and revisions have been incorporated based on their feedback.

I am recommending including a salary range of \$65,000 to \$75,000 in the job posting. This range is based on a comparison of Ms. Kiekhaefer's current salary, with 12 years of experience, to averages for managers in our comparables group.¹ Based on those benchmarks, \$65,000 is consistent with a manager with roughly two years of experience, while \$75,000 aligns with someone with approximately ten years of experience.

Budget note: If the new hire chooses Village insurance at a higher cost than what is currently budgeted, the additional expense will be supported by Fund 13 Fund Balance, as this cost was not included in the approved Village budget. *This is an appropriate use of Fund 13*, though we have not previously needed to use it for this purpose.

Recommended Motion

Motion to approve:

1. the Head of Youth Services job description as presented (or amended).
2. the Head of Youth Services job posting as presented (or amended).

¹ Comparables group = 29 suburban libraries in Dodge, Jefferson, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha counties that have a full time library director plus at least 1.0 FTE librarian in addition to the director.

Head of Youth Services
Whitefish Bay Public Library
Full-Time Exempt Leadership Role
Post Opening: December 17, 2025
Post Closing: Until filled; interviews to begin asap



Our 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.

The Whitefish Bay Public Library, a cornerstone of our vibrant community, is dedicated to connecting all people, inspiring a love of learning, and providing access to ideas, information, and resources. We are seeking an innovative, collaborative, and service-oriented **Head of Youth Services** to lead our Youth Services (YS) Department and help shape exceptional library experiences for children, teens, and families.

This full-time, professional position oversees all aspects of Youth Services, including programming, collection development, staff leadership, budget management, outreach, and day-to-day operations. In 2024, our Youth Services team offered over 200 engaging programs for kids, teens, and families, attracting more than 8,700 attendees. Our Library continues to lead Milwaukee County in children's circulation per resident and remains one of the top five libraries in Wisconsin for youth materials use.

The Head of Youth Services serves on the Library's Leadership Team and reports directly to the Library Director.

About the Position

The Head of Youth Services leads a dynamic and high-performing department that serves ages 0–17 and their families. This position manages Youth Services staff, develops engaging and inclusive programming, cultivates community partnerships, and ensures a welcoming, inspiring environment for all young patrons.

The ideal candidate is a collaborative leader who excels at big-picture planning while remaining hands-on with service delivery. They demonstrate strong communication skills, a commitment to equity and inclusion, and enthusiasm for supporting youth literacy, play, and exploration.

Key Responsibilities

Leadership & Administration

- ▼ Serve as a member of the Library's Leadership Team; participate in weekly planning and decision-making meetings.
- ▼ Support the implementation of the Library's Strategic Plan.
- ▼ Develop, manage, and evaluate all aspects of the Youth Services Department, including policies, workflows, goals, and staff communication.
- ▼ Oversee the YS budget; recommend new initiatives and track expenses.
- ▼ Gather, analyze, and report monthly YS statistics, projects, and outcomes.

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Staff Supervision & Development

- ▼ Hire, train, supervise, coach, and evaluate Youth Services staff.
- ▼ Model and foster a positive, supportive, and professional work environment.
- ▼ Collaborate with staff to ensure consistent, high-quality customer service and programming.
- ▼ Guide staff in technology instruction, reference and reader's advisory, displays, outreach, and collection work.

Customer Service

- ▼ Create a welcoming, inclusive experience for children, caregivers, and families.
- ▼ Provide reference, reader's advisory, and technology assistance to patrons of all ages.
- ▼ Collaborate with the Head of Circulation and other MCFLS libraries to resolve patron or material issues.
- ▼ Maintain strict confidentiality of patron information.

Programming & Outreach

- ▼ Plan, deliver, and evaluate a wide range of youth and teen programs, including weekly storytimes, the Summer Reading Program, special events, and school visits.
- ▼ Incorporate emerging technologies and current trends into programming and service design.
- ▼ Partner with Adult Services to create all-ages or family programs.
- ▼ Collaborate with community organizations, schools, and local groups on shared initiatives.

Collection Development

- ▼ Select, deselect, and maintain high-quality youth and teen collections in multiple formats. Monitor materials budgets and ordering schedules.
- ▼ Communicate with processing staff regarding new or updated materials.

Marketing & Communications

- ▼ Work with Adult Services to contribute to the library's website, social media, and other communication channels.
- ▼ Create appealing flyers, posters, and digital promotional materials.

Professional Engagement

- ▼ Pursue continuous learning through conferences, workshops, committees, and professional reading.
- ▼ Stay current with trends in youth librarianship, literacy, education, and public library service.

Additional Responsibilities

- ▼ Serve as Staff-in-Charge when needed.
- ▼ Assist the Director or Leadership Team with special projects.
- ▼ Other duties as assigned.

Qualifications Required

- ▼ Master's Degree in Library Science from an ALA-accredited program.
- ▼ At least 3 years of public library experience.

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- ▼ At least 1 year of supervisory experience.
- ▼ Strong knowledge of youth librarianship, early literacy, and best practices in public library service.
- ▼ Demonstrated leadership, teamwork, and communication skills.
- ▼ Ability to plan, prioritize, and manage multiple projects.
- ▼ Excellent customer service skills with a warm, welcoming approach.
- ▼ Proficiency with Microsoft Office, Google Suite, internet applications, and current library technologies.
- ▼ Ability to adapt to evolving library tools, technologies, and service models.

Physical & Scheduling Requirements

- ▼ Ability to lift and carry up to 25 lbs and push/pull carts up to 100 lbs.
- ▼ Frequent sitting, standing, bending, reaching, and handling materials.
- ▼ Ability to work a flexible schedule including evenings and weekends.
- ▼ Comfortable working in a lively environment with varying noise levels.

Work Environment

Work is performed primarily in the library's Youth Services area, but may include working in other departments as needed. The environment is active, engaging, and occasionally noisy. Reasonable accommodations will be made to support individuals with disabilities in performing essential job duties.

Compensation & Benefits

The available salary range is \$65,000-\$75,000 depending on experience. As a department of the Village of Whitefish Bay, the Library offers an excellent benefits package including health, dental, vision, and life insurance, participation in the Wisconsin Retirement System, paid vacation, sick time, and holidays.

How to Apply

- ▼ Applications will be accepted until the position is filled.
- ▼ Apply via online portal (insert link), including Village application, resume, cover letter, at least 3 professional references.
- ▼ Send questions to Nyama Reed, Library Director, n.reed@wfblibrary.org

Department: Whitefish Bay Public Library
Position Title: Head of Youth Services
Position Status: Full-time. Salaried. Exempt. Supervisor.
Appointing Authority: Library Director
Supervisor: Library Director



OUR 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.

GENERAL FUNCTION

Oversee the entire operation of the Youth Services (YS) department including patron service, reference and reader's advisory service, collection development, cataloguing, planning, promoting and delivery of programming for patrons 0-17 years old and families. Also responsible for hiring, training, supervising, and scheduling YS staff. Uphold the Whitefish Bay Public Library Mission Statement set by the Library Board and provide services that meet those standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1) Leadership Team

- a) As part of the Library's Leadership Team
 - i) attend and contribute to Leadership Team meetings, typically held weekly, to collaborate, plan changes.
 - ii) work to implement the Library Board approved Strategic Plan.
- b) Maintain a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace.
- c) Cultivate and maintain positive working relationships.
- d) Consult with Library Director regarding policies and procedures; keep Library Director apprised of YS schedule, procedural modifications
- e) Develop and monitor YS budget. Determine budgetary needs for YS department and make recommendations for new initiatives.
- f) Gather and report data on the functions and services of the YS department monthly.
- g) Report on relevant projects, programs, staff updates.

2) Leadership of Youth Services Department

- a) Develop short- and long-range plans for YS department in keeping with broader Strategic Plan.
- b) Oversee day-to-day service and activities in the YS department.
- c) Schedule YS staff
- d) Schedule all YS programs
- e) Plan and run YS staff meetings.
- f) Inform all staff about changes/updates/additions in the YS department.

3) Leadership of Youth Services Staff

- a) Hire, train, supervise, and coach YS staff to achieve Library and staff goals and objectives.
- b) Uphold and implement all policies established by the Board of Trustees.
- c) Articulate WFBPL and MCFLS policy to the public and staff.
- d) Lead YS team in
 - i) providing reference and reader's advisory assistance
 - ii) developing and implementing programs
 - iii) managing YS collection
 - iv) scheduling and managing Library displays
 - v) instructing patrons on how to use current technology systems

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4) Customer Service

- a) Create and emphasize a positive, welcoming and helpful environment for Library users and maintain a level of excellent service.
- b) Provide reference and reader's advisory service.
- c) Handle patron issues cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure.
- d) Work cooperatively with the Head of Circulation Services and other MCFLS libraries to solve patron and material issues.
- e) Maintain confidentiality of Library patron information.

5) Programming and Outreach

- a) Plan, implement and evaluate YS department programs.
 - i) Multiple storytimes per week
 - ii) Reading Programs, typically Summer and Winter
 - iii) All ages, elementary, and teen programs
 - iv) Special Events
 - v) Visits to local schools
- b) Stay current on technology trends and incorporate new developments into the Library's programs and services.
- c) Collaborate with Adult Services department for all-ages and family programming (ex. Edible Book Festival).
- d) Collaborate with Whitefish Bay organizations and groups on mutually beneficial programming opportunities.

6) Collection Development

- a) Lead the selection/deselection and ordering youth and teen collection materials, either directly or via delegation.
- b) Develop and maintain a collection that contains a variety of formats that serve current needs, while also planning for future needs.
- c) Develop materials budget, oversee expenses, confer with Director on budget status.
- d) Advise and instruct processing staff about changes/additions to youth and teen materials.

7) Public Relations and Marketing

- a) Coordinate with the Head of Adult Services to contribute to the Library website, social media accounts, and other related platforms.
- b) Create flyers, posters, and other promotional materials to be used for in-house and online marketing of programs.

8) Professional Development

- a) Maintain a commitment to continuous learning to grow professionally and improve skills through relevant committee work, conferences, seminars, and local training sessions.
- b) Read professional literature and remain current with trends in Library service and their application to WFBPL.

9) Misc.

- a) Complete other duties as assigned.

PERIPHERAL DUTIES AND RESPONSIBILITIES

- 1) Assist Director as required.
- 2) Act as Staff-in-charge.

QUALIFICATIONS

- 1) Education and Experience
 - a) Master's degree in Library Science from an ALA accredited school.
 - b) At least 3 years Library experience.
 - c) At least 1 year supervisory experience.

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2) Knowledge/Skills/Abilities

- a) Ability to adapt to evolving technology.
- b) Ability to communicate tactfully and effectively with the public and staff.
- c) Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- d) Ability to create and maintain positive and effective public relations.
- e) Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
- f) Ability to operate all items under Tools and Equipment Used.
- g) Ability to perform supervisory functions and organize workflow.
- h) Ability to plan, organize, and prioritize work assignments.
- i) Ability to work independently or as part of a team.
- j) Excellent written and verbal communication skills.
- k) Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
- l) Thorough knowledge of Library methods and procedures.

ADDITIONAL DESIRED SKILLS

- 1) Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the Library.
- 2) Knowledge of Milwaukee County Federated Library System and shared automation systems.
- 3) Experience with current MCFLS ILS system.

SUPERVISION RECEIVED AND PROVIDED

- 1) Works under the supervision of the Library Director.
- 2) Provides supervision to all YS staff.

JOB REQUIREMENT

Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

TOOLS AND EQUIPMENT USED

Including but not limited to: automated shared resource system (CountyCat), networked personal computer and peripherals, MS Office, Google Suite, and other job related software, printers, copy machine, scanner, paper cutter, laminator, telephone, calculator, elevator, and carts.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with village management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 25 pounds regularly, and push or pull carts weighing 100 pounds or more.

WORK ENVIRONMENT

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed primarily in a Library environment. The noise level in the work environment is usually moderate to noisy with exposure to individuals who may be agitated or angry.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Whitefish Bay is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Village of Whitefish Bay will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee: _____ Date: _____

Library Director: _____ Date: _____

Village Manager: _____ Date: _____

Whitefish Bay Public Library

Position Title: Head of Youth Services
Position Status: Full-time. Supervisor. Salaried.
Department: Whitefish Bay Public Library
Appointing Authority: Library Director
Supervisor: Library Director

GENERAL PURPOSE

Oversees the entire operation of the Youth Services department, including: patron service, reference and reader's advisory service, collection development, cataloging, planning, promotion and delivery of programming for youth from birth to 18 years. Upholds the Whitefish Bay Public Library Mission Statement and Values set by the Library Board and provides services that meet those standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

I. Patron Service and Department Management

- A. Create a helpful, friendly, inviting environment for library users and maintain a level of excellent patron service.
- B. Plan and oversee day-to-day service in the Youth Services department; develop, execute and evaluate all department activities.
- C. Hire, train, schedule, supervise and evaluate part-time Youth Services staff.
- D. Work in a positive and effective manner with patrons, co-workers, Director, other departments and agencies, and the community at large.
- E. Advise and instruct processing staff about changes/additions to youth materials.
- F. Inform all staff about changes/updates/additions in the Youth Services department.
- G. Provide reference service to all patrons using reference interview techniques and professional evaluation of information resources. Interact with patrons in person, over the phone and through the library website email.
- H. Instruct patrons on how to use information retrieval systems with the goal of creating library learners.
- I. Provide juvenile reader's advisory through proficient knowledge of children's literature in order to make reading recommendations verbally and in written form through brochures and reading lists.
- J. Contribute Youth Services information to the Library website.
- K. Assist with Adult Services reference as needed.
- L. Maintain confidentiality of library patron information.
- M. Submit monthly department report to the Director.

II. Programming and Outreach

- A. Planning, execution and evaluation of all Youth Services department programs.
- B. Create flyers, posters, and other promotional materials to be used for in-house and online marketing of programs.
- C. In conjunction with the Community & Adult Services Librarian, create and distribute press releases about library programs/events/services to local news media, organizations, schools and business.
- D. Storytimes; scheduled on a recurring basis throughout the year and at a minimum includes preschool, family and lapsit storytimes.
- E. Summer Library Program; coordinate all aspects of the program.
- F. Special Events programming scheduled during the calendar year.
- G. Visit local schools, local organizations, and conduct tours as needed.

III. Collection Development – Juvenile & Young Adult

- A. Select and order print and media juvenile and young adult collection materials using the collection development policy, review sources, patron/staff suggestions and online acquisitions module.
- B. Develop and maintain a juvenile and youth collection that contains a variety of formats that serve current needs and plan for future needs. Implement collection assessment using collection development policy, recommend policy changes as needed.
- C. Oversee Youth Services collection, weed when needed, shift when needed.
- D. Develop materials budget, oversee expenses, inform Director of budget status.

Head of Youth Services Librarian

Whitefish Bay Public Library

IV. Professional Activity

- A. Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions. Read professional literature and remain current with information technology and its application to library service.
- B. Be an active member and attend MCFLS Youth and Young Adult Services Committee meetings.
- C. Participate in regional, state, and national organizations related to job position when applicable.
- D. Represent, outreach and promote the Library's Youth Services programs to the WFB community.
- E. Maintain a professional demeanor, excellent communication skills, and contribute to the overall well being of the workplace.

PERIPHERAL DUTIES

- A. May act as Librarian-in-Charge in the absence of Director.
- B. Assist with duties in conducting special programs for patrons as requested.
- C. Assist Director as requested.

DESIRED MINIMUM QUALIFICATIONS

- I. Education/Experience
 - A. Masters degree in Library Science from an ALA accredited school; coursework in children's services preferred.
 - B. 1-3 years relevant experience including some supervisory experience.
- II. Knowledge/Skills/Abilities
 - A. Thorough knowledge of current library principles, materials, practices and youth resources.
 - B. Knowledge of cataloging, classifying and reference work.
 - C. Considerable knowledge of authors, books and reader interests for children and young adults.
 - D. Ability to perform professional supervision and administration as applied to library operations.
 - E. Excellent communication skills.
 - F. Ability to make independent judgements that have considerable impact on the Library.
 - G. Ability to operate all items under Tools and Equipment Used.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

JOB REQUIREMENT

Willingness and ability to work flexible hours days, evenings and weekends to meet service level. May be assigned to cover for absences of other staff members.

TOOLS AND EQUIPMENT USED

Automated shared resource system (CountyCat), networked personal computer and peripherals, MS Office and other job related software, printers, copy machine, fax machine, scanner, telephone, calculator, paper cutter, laminator and carts.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

Head of Youth Services Librarian

Whitefish Bay Public Library

The employee must occasionally lift and/or move up to 25 pounds and push/pull carts on wheels weighing 300-400 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy.

The duties listed for this position are intended only as illustration of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Library Director: _____ Date: _____

Village Manager: _____ Date: _____



Public Library Trustee Training

Trustee Essentials Handbook

Chapters 14-16

December 16, 2025

Trustee Orientation & Continuing Ed

Chapter 14 - The Library Board and the Open Meetings Law

Chapter 15 - The Library Board and the Public Records Law

Chapter 16 - Ethics and Conflict of Interest Laws Applying to Trustees

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

By Wisconsin Department of Public Instruction, Public Library Development Team

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

Trustee Orientation & Continuing Ed

Chapter 14 – The Library Board and the Open Meetings Law

- Wisconsin's open meetings law ensures the public has full access to government affairs, including library board meetings
- All meetings must be publicly accessible and open, except when law allows closed sessions
- Requirements include proper notice, accessible locations, open discussion, and lawful procedures for closed sessions
- Violations carry significant penalties, so strict compliance is essential

Meeting Notice

- Public notice required at least 24 hours in advance, or 2 hours in emergencies
- Notice must be sent to the official newspaper or requesting media and posted in at least one public place
- Notice must include time, date, place, subjects to be discussed, and disability accommodation contact information

Location and Conduct

- Meetings must be held in accessible locations with barrier-free access
- Reasonable accommodation must be made for recording, filming, or photographing
- Agenda items must match the posted notice; "other business" items are discouraged
- Public comment can be briefly discussed, but no action may be taken on unlisted items
- All actions must occur in properly noticed open meetings, except where closed sessions are legally permitted

Trustee Orientation & Continuing Ed

Chapter 14 – The Library Board and the Open Meetings Law

Email and Walking Quorums

- Email communication among board members on board business may violate the law
- A “meeting” occurs when enough members engage in business to affect board action, including walking quorums
- Director-to-board informational emails are acceptable
- Emails about library business are subject to public records requirements

Meeting Minutes

- Minutes must be kept and made available to the public
- Must include members present, motions made, and vote results
- Roll call votes must be recorded when requested

Avoiding Penalties

- Knowingly attending an illegal meeting results in personal forfeitures of \$25 to \$300
- Actions taken in illegal closed sessions may be voided
- Members should vote against a closed session they believe is not legally justified
- Members should confirm proper notice for every meeting

Trustee Orientation & Continuing Ed

Chapter 14 – The Library Board and the Open Meetings Law

Closed Session Purposes

- Personnel matters such as employment, promotion, compensation, and evaluations
- Issues involving dismissal, demotion, or discipline, with required notice to the employee
- Competitive or bargaining reasons involving public property or funds
- Preliminary consideration of personnel problems or reputational concerns
- Legal strategy discussions with counsel
- Requests for confidential ethics advice
- Not allowed for general personnel policies or general compensation discussions

Closed Session Procedures

- Notice must list the closed session topic and statutory exemption
- Board must convene in open session first
- Presiding officer must announce the intent and legal authority for closing the session
- Motion, second, and roll call vote required
- Attendance limited to individuals needed for the matter
- Discussion limited to announced topic
- Votes should ideally be taken after reconvening in open session
- Reconvening in open session requires advance notice or a 12-hour wait

Additional Resources

Public records / open meetings information from the Wisconsin Department of Justice

<https://www.wisdoj.gov/Pages/AboutUs/office-of-open-government.aspx>

Trustee Orientation & Continuing Ed

Chapter 15 - The Library Board and the Public Records Law

- Wisconsin's public records law requires almost all state and local government records, including library records, to be available for public inspection or copying
- Requests may be made by anyone, do not need to be in writing, and generally cannot require a name or purpose
- Libraries must respond as soon as practicable and without delay; written denials must include reasons and notice of appeal options

Records That Must Be Provided

- Any format of record must be released unless exempted by law
- Patron-identifying information is confidential and must be redacted unless allowed by statute or court order
- Staff notes, drafts, personal property, and copyrighted or bequest-restricted materials are not required to be disclosed

Records Custodian Requirements

- Library boards must designate legal custodian(s) and deputies
- A public notice of custodian information, request procedures, and copying costs must be posted
- Records must be available during regular office hours

Personnel Records

- Disclosure depends on a balancing test between public interest and privacy interests
- Some personnel records may be released after legal review and required notification to the employee
- Employees have rights to inspect parts of their own personnel files
- Consult municipal or county attorneys for any personnel-related requests

Trustee Orientation & Continuing Ed

Chapter 15 - The Library Board and the Public Records Law

Individuals Accessing Their Own Information

- Individuals may inspect most records containing personally identifiable information about themselves, with certain limitations

Personal Information Practices Act

- Libraries must implement procedures to protect personal information
- Employees must be trained on privacy duties and applicable laws

Fees

- Charges may not exceed the actual, necessary, and direct cost of copying, mailing, or locating records over \$50

Records Retention

- Records under request cannot be destroyed
- Retention rules require most records to be kept at least seven years; library system records at least ten
- Libraries may adopt state-approved retention schedules and must notify the State Historical Society before destroying records
- Meeting recordings may be destroyed 90 days after minutes are approved

Penalties

- Improper denial or delay may result in payment of requester's legal fees, damages of at least \$100, and possible punitive damages up to \$1000
- Criminal penalties apply for intentional destruction, concealment, or alteration of public records

Trustee Orientation & Continuing Ed

Chapter 16 - Ethics and Conflict of Interest Laws Applying to Trustees

- Trustees rarely encounter ethics issues, but understanding state and local laws helps prevent conflicts and protects the library's reputation
- Ethics and conflict of interest laws are complex; seek guidance from the municipal attorney or ethics board when unsure
- Wisconsin Statutes Section 19.59 is the primary ethics law, supported by additional criminal prohibitions such as bribery, misconduct in office, and private interests in public contracts
- The incompatibility doctrine prevents trustees from holding other library or municipal positions that conflict with board duties

Code of Ethics

- Trustees may not take official action that provides substantial financial benefit to themselves, family members, or organizations in which they hold significant financial interest
- Expense reimbursement and per diem payments are allowed when authorized
- Trustees with a conflict should leave the room during discussion and votes; minutes should reflect the absence

Misconduct in Office

- It is a felony to act outside legal authority, falsify records, fail to perform required duties, or seek dishonest advantage

Employment and Incompatible Positions

- Trustees cannot be employed by the library or hold positions where one role is subordinate to the other
- Employees of member libraries cannot serve on the governing board of their library system

Trustee Orientation & Continuing Ed

Chapter 16 - Ethics and Conflict of Interest Laws Applying to Trustees

Gifts

- Trustees may not accept items of value that could influence or appear to influence judgment or actions
- Items offered because of public position, of more than nominal value, and primarily for personal benefit may not be accepted
- If an item could reasonably be seen as influencing or rewarding official action, it must be declined

Private Interests in Public Contracts

- Trustees may not participate in or benefit from contracts over \$15,000 in which they have a direct or indirect financial interest
- Trustees also may not privately negotiate or enter into such contracts if they have any role in approving them publicly
- Some exemptions apply for transactions under \$15,000 per year

Penalties

- Ethics violations may result in forfeitures up to \$1,000
- Violations involving private interests in public contracts can result in fines up to \$10,000, imprisonment up to two years, or both

Schedule

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

Chapter 12 (April 29, 2025)

- Library Standards

Chapters 27, 1-4 (June 2025)

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

Chapters 24, 26, Appendix A (July 2025)

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

Chapters 8-9 (August 2025)

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

Chapters 22-23 (September 2025)

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

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

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

Chapters 14-16 (November 2025) (Moved to Dec)

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

Chapters 5-7, 19 (January 2026)

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

Chapters 17-18 (February 2026)

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

Chapters 20-21 (March 2026)

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

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 16, 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) Expedited Change in Email Service
 - i) The Village is transitioning its technology support services to Bayside Communications, which includes moving all Village staff to Outlook 365. If the Library continues to use Village-managed email, the annual cost for Government-level email licenses for Library staff would be between \$3,700 and \$6,000. This expense was not included in the 2026 budget.
 - ii) If instead we transition our email to MCFLS, we can use Academic licenses at a cost of \$273. This option would also allow us to create Library-specific email accounts for board members at no additional cost, enhancing security and privacy.
 - iii) Regardless of the option selected, we will no longer be able to use the @wfblibrary.org email extension. If we continue with the village, a potential option for the library that was mentioned is @whitefishbaylibrarywi.gov.
 - iv) After reviewing the options, the Leadership Team is approximately 90 percent ready to move forward with the MCFLS option and adopt the @mcfls.org email extension, which is already used by eight other suburban libraries. This change would not affect our website address, www.wfblibrary.org.
 - v) This process is occurring quickly due to the Village's need to discontinue use of their old server.
- 3) Friends – no updates
- 4) Foundation - The Light The Library Campaign kicked off on Giving Tuesday (12/2) and runs through December 31st, with a goal of \$25,000.
- 5) MCFLS – No updates
- 6) 2025 Workplan (see attached) – Overall, the workplan items were completed.
 - a) Items removed
 - i) Welcome new Board Members: none this year
 - ii) Review study room conversion quotes: received no quotes
 - iii) Working group for review of evaluation forms: was able to complete with NYR and TH, no need for broader group
 - b) Items delayed to Q1 2026
 - i) Board training, Chapters 5-7, 19: pushed back a month due to full agenda in November
 - ii) Library Board Bylaws Review: pushed back due to impacts of Head of YS job posting on agenda
 - iii) Adult Services department presentation to Board by Scott Lenski: pushed back due to capacity issues with hiring and training new staff this fall
 - iv) Research options for adding door opener buttons to public restrooms: pushed back to due capacity issues for Director
 - v) Complete Strat Plan: will wrap up goals and workplan in Jan-Feb 2026.

2025	From Strat Plan	Jan	Feb
Mtg Date		Cancelled	2/25/2025
Board members			
Board annual actions			
Board Training		2026: Handbook 17-18	2026: Handbook 20-21
Budget			
Policy and Procedures Reviews	Ensure updated policies; align with Village policies; provide support for staff, and clarity for community		
Leadership team			
Space			
EDI	Community continues to diversify: opinions, backgrounds, race/ethnicity, politics, access, culture, languages, sexual orientation, ages, abilities, gender identity, values, priorities vary		
Strategic plan			
Plan reviews & reports			
Staff			
Director			
Friends			
Foundation		Steward recent donors	Update Board on Foundation; reimagining and reinvigorating the campaign

2025	Mar	Apr	May	Jun
Mtg Date	4/1/2025	4/29/2025	5/20/2025	6/24/2025
Board members			Welcome new board member(s) (Village, School?)	
Board annual actions				
Board Training		WI DPI library standards review, Handbook Chapter 12	Delayed due to only 4 Trustees at mtg	Handbook 1-4, 27
Budget	Fund 13 and Fund 22: review and projections. Approve 2025 collections supplement			2026 budget: review initial draft (Delayed due to Village Budget Schedule)
Policy and Procedures Reviews	Patron Conduct and Safety		Internet & Tech	Internet & Tech
Leadership team				
Space	Village led roof and fire system replacement projects	Obtain study room quotes	Review study room conversion quotes and obtain necessary approvals	Schedule study room conversion
EDI				
Strategic plan	Board agenda to start discussion	Obtain quotes from 2-3 vendors if needed	Board review of quotes, plus selection and approval of vendor	Start strat plan process
Plan reviews & reports	State annual report - review and approve			Collection management: report on collection performance, including key metrics and reciprocal borrowing status
Staff				
Director				
Friends	Update Board on Friends 2025 Budget	Streamline donation process across all 3 entities		Update Board on Friends
Foundation	Foundation Spring campaign			Update Board on Foundation

2025	Jul	Aug	Sep	Oct
Mtg Date	7/22/2025	8/13/2025	9/30/2025	10/21/2025
Board members	Board officer elections; appointments to library board committees and Foundation Board.	Working Group formed for eval forms and job descriptions review. Aug-Nov		Approve updated evaluation forms
Board annual actions		Approve exceptions to library hours and board meeting dates for next year		
Board Training	Handbook 24, 26	Handbook 8-9	Handbook 22-23	Handbook 10-11, 13, 25
Budget	2026 budget: approve library budget to submit to village administration	Village board begins 2026 budget discussions	Village: Health insurance premium updates received	Village board receives electronic distribution of village manager recommended 2026 budget
Policy and Procedures Reviews		Collection Policies	Material Consideration Policy	
Leadership team				
Space				
EDI				
Strategic plan				
Plan reviews & reports				
Staff		Working Group formed for eval forms and job descriptions review. Aug-Nov		
Director				Update Board on staff development, engagement, and longevity
Friends		Update Board on Friends		Update Board on Friends
Foundation		Update Board on Foundation		Update Board on Foundation

2025	Nov	Dec	Q1 2026
Mtg Date	11/18/2025	12/16/2025	
Board members			
Board annual actions		Approve Staff Wages; Director review	
Board Training		Handbook 14-16	Handbook 5-7, 19
Budget	Village board discussion and approval of 2026 budget		
Policy and Procedures Reviews			Bylaws
Leadership team	Dept presentation - circulation services (TH) + Technology Plan	Dept presentation - youth services (KK/VM)	Dept presentation - adult services (SL) + Marketing Plan
Space			Research options for adding door opener buttons to public restrooms.
EDI			
Strategic plan			Complete strat plan
Plan reviews & reports			
Staff		Staff reviews completed	
Director	Director submit self-reflection to personnel committee	Director meets with personnel committee before Dec board mtg	
Friends		Update Board on Friends	
Foundation	Foundation Fall Annual campaign		

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 16, 2025 Meeting
Re: 2026 Library Staff Wages



Our 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.

Background

The Library Board of Trustees traditionally approves the same annual wage increase for library staff that the Village Board approves for Village employees. The base percentage applies to staff meeting performance expectations.

Wage Analysis (Using 2024 Annual Report Data)

WFBPL's wages were compared to 29 suburban southeast Wisconsin libraries that employ an MLS Director and at least one additional full-time MLS librarian. Libraries without reported wage data were excluded.

Five of WFBPL's seven positions fall between 99 percent and 115 percent of the comparison group averages. Shelters (83 percent) and Reference Assistants (85 percent) fall below average, primarily due to higher turnover that keeps most employees near the starting rate. Comparable longevity data are limited across libraries, but current labor market conditions support raising starting wages to remain competitive.

- Shelters: Increase starting wage to \$10.00 (from \$9.28)
- Reference Assistants: Increase starting wage to \$17.98 (from \$17.02)

Current staff in these positions should be adjusted based on years of experience to maintain appropriate progression within the wage scale.

2026 Wage Adjustment

The Village Board approved a 3.0 percent wage increase for all employees who meet performance expectations. Consistent with long-standing practice, the Library Board is encouraged to approve the same increase for library staff, with the exception of Shelters and Reference Assistants whose starting wages require market realignment. The estimated budget impact for realigning these two positions is approximately \$3,000, which is manageable given increased revenue from MCFLS.

To support continued wage progression and prevent compression, starting wages for all positions will increase annually by half of the Village-approved percentage. This method preserves differentiation by tenure while keeping entry-level rates responsive to the market.

Recommended Motion

Motion to approve the following wage adjustments for staff meeting performance expectations, effective January 1, 2026:

1. Set the Shelter starting wage at \$10.00 and adjust current Shelters based on years of experience.
2. Set the Reference Assistant starting wage at \$17.98 and adjust current staff based on years of experience.
3. Approve a 3.0 percent wage increase, consistent with the Village adjustment, for all other eligible staff.