

LIBRARY BOARD MEETING AGENDA  
 Tuesday February 24, 2026, 6:30pm  
 Location: 2<sup>nd</sup> Floor Program Room



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 2024-2025	
5. Claire Flannery, Member, 2020-2026	
6. Nikki DeGuire, Member, 2024-2027	
7. Ellie Gettinger, Member, 2019-2028	
<b>Staff</b>	
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 January 27, 2026 meeting b. Finance Report Through January 31, 2026 c. Department Reports d. Monthly Statistics	Motion			
6:35	4.	Adult Services Presentation (Lenski)	Discuss			
7:00	5.	Library Board Bylaws Review	Discuss			
7:20	6.	Annual Report to Department of Public Instruction – Revised	Approve			
7:30	7.	Fund 13 and Fund 22 Review	Approve			
7:40	8.	Loan Rules & Fines Policy Revision	Approve			
8:00	9.	Patron Registration Policy Revision	Approve			
8:15	10.	Director’s Report	Discuss			
8:30		ADJOURNMENT	Motion			

**BOARD MEETINGS**

- March 2, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- March 9, 2025, Monday, 6:00-7:15 pm – Foundation Board, @Library
- March 16, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- March 18, 2025, Tuesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- March 24, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	END BALANCE		2026 ORIGINAL BUDGET	YTD BALANCE		AVAILABLE BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 13 - Library Special Revenue Fund									
Revenues									
Function: Unclassified									
Dept 00000									
Taxes									
13-00000-41100	Property Taxes	930,490.00		941,915.00	0.00	941,915.00		0.00	
	Taxes	930,490.00		941,915.00	0.00	941,915.00		0.00	
Intergovernmental Revenue									
13-00000-43792	Other Grants	1,000.00		0.00	0.00	0.00		0.00	0.00
	Intergovernmental Revenue	1,000.00		0.00	0.00	0.00		0.00	0.00
Intergovernmental Revenue									
13-00000-43793	MCFLS Member Reserve Fund	76,193.00		102,696.00	0.00	102,696.00		0.00	0.00
	Intergovernmental Revenue	76,193.00		102,696.00	0.00	102,696.00		0.00	0.00
Fines, Fees, Penalties									
13-00000-45209	LIBRARY FINES	23,498.42		24,000.00	661.77	23,338.23		2.76	
13-00000-45210	Library Replacement Cards	116.70		0.00	0.00	0.00		0.00	
	Fines, Fees, Penalties	23,615.12		24,000.00	661.77	23,338.23		2.76	
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	3,515.00		4,500.00	0.00	4,500.00		0.00	
13-00000-46713	LIBRARY COPY AND FAX FEES	6,652.70		6,200.00	430.84	5,769.16		6.95	
	Public Charges for Services	10,167.70		10,700.00	430.84	10,269.16		4.03	
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	3,026.00		2,000.00	340.00	1,660.00		17.00	
	Miscellaneous Revenue	3,026.00		2,000.00	340.00	1,660.00		17.00	
Other Financing Sources									
13-00000-49200	TRANSFER FROM OTHER FUNDS	0.00		10,000.00	0.00	10,000.00		0.00	
	Other Financing Sources	0.00		10,000.00	0.00	10,000.00		0.00	
Unclassified									
13-00000-48504	Restricted Donation	12,818.00		0.00	0.00	0.00		0.00	
13-00000-49600	FUND BALANCE ADJUSTMENT	0.00		36,000.00	0.00	36,000.00		0.00	
	Unclassified	12,818.00		36,000.00	0.00	36,000.00		0.00	
Total Dept 00000		1,057,309.82		1,127,311.00	1,432.61	1,125,878.39		0.13	
Total - Function Unclassified		1,057,309.82		1,127,311.00	1,432.61	1,125,878.39		0.13	
TOTAL REVENUES		1,057,309.82		1,127,311.00	1,432.61	1,125,878.39		0.13	

Expenditures  
Function: Unclassified  
Dept 93000 - LIBRARY SALARIES

PERIOD ENDING 01/31/2026

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	END BALANCE		2026 ORIGINAL BUDGET	YTD BALANCE		AVAILABLE BALANCE		% BDGT USED	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 13 - Library Special Revenue Fund										
Expenditures										
Unclassified										
13-93000-50100	Salaries	612,061.22		634,071.00	46,200.05		587,870.95		7.29	
13-93000-50150	FICA Tax	46,273.61		48,506.00	3,487.97		45,018.03		7.19	
13-93000-50160	Health/Dental Insurance Premium	66,749.56		66,868.00	6,961.92		59,906.08		10.41	
13-93000-50161	Health Insurance Deductible (Direct Pay)	5,945.00		0.00	62.50		(62.50)		100.00	
13-93000-50162	Wellness Credit	166.68		0.00	166.68		(166.68)		100.00	
13-93000-50170	Retirement Contribution - ER portion	31,848.78		33,309.00	2,515.52		30,793.48		7.55	
13-93000-50180	Group Life Insurance Premium	1,683.31		1,716.00	142.08		1,573.92		8.28	
13-93000-50181	Disability Insurance Premium	0.00		1,716.00	0.00		1,716.00		0.00	
Unclassified		764,728.16		786,186.00	59,536.72		726,649.28		7.57	
Total Dept 93000 - LIBRARY SALARIES		764,728.16		786,186.00	59,536.72		726,649.28		7.57	
Dept 93200 - LIBRARY ADM EXP										
Unclassified										
13-93200-50190	Training/Meetings/Travel	3,404.61		4,500.00	0.00		4,500.00		0.00	
13-93200-50191	Membership Dues	841.78		1,200.00	0.00		1,200.00		0.00	
13-93200-50194	Personnel Related Expenses	1,343.90		700.00	39.94		660.06		5.71	
13-93200-50220	Attorney Contract	3,309.00		0.00	0.00		0.00		0.00	
13-93200-50250	Utilities	39,035.22		48,000.00	1,978.94		46,021.06		4.12	
13-93200-50251	Telephone/Internet	5,708.42		5,400.00	109.32		5,290.68		2.02	
13-93200-50300	Office Supplies	2,740.20		2,300.00	0.00		2,300.00		0.00	
13-93200-50301	Printing/Publishing/Copies	392.22		500.00	0.00		500.00		0.00	
13-93200-50302	Postage	16.50		25.00	0.00		25.00		0.00	
13-93200-50303	Covid Supplies	142.36		0.00	0.00		0.00		0.00	
13-93200-50360	Building Maintenance	9,235.53		50,000.00	375.00		49,625.00		0.75	
13-93200-50760	Sales Tax	246.82		300.00	12.66		287.34		4.22	
Unclassified		66,416.56		112,925.00	2,515.86		110,409.14		2.23	
Total Dept 93200 - LIBRARY ADM EXP		66,416.56		112,925.00	2,515.86		110,409.14		2.23	
Dept 93300 - LIBRARY EQUIPMENT										
Unclassified										
13-93300-50240	IT Support Contract Services	38,819.85		38,000.00	0.00		38,000.00		0.00	
13-93300-50311	Copier Maintenance/Repair	3,146.27		4,200.00	0.00		4,200.00		0.00	
13-93300-50312	Material Processing/Repairs	4,644.88		6,000.00	1,058.94		4,941.06		17.65	
13-93300-50350	Maintenance Service & Supplies	34,370.00		35,000.00	0.00		35,000.00		0.00	
13-93300-50351	Custodial Supplies	3,165.64		3,800.00	0.00		3,800.00		0.00	
13-93300-50360	Building Maintenance	3,075.00		0.00	0.00		0.00		0.00	
13-93300-50400	MCFLS Supplies	1,316.71		1,600.00	0.00		1,600.00		0.00	
Unclassified		88,538.35		88,600.00	1,058.94		87,541.06		1.20	
Total Dept 93300 - LIBRARY EQUIPMENT		88,538.35		88,600.00	1,058.94		87,541.06		1.20	
Dept 93400 - LIBR PROG/SERVICES										
Unclassified										
13-93400-50401	MCFLS Membership	7,148.00		7,000.00	0.00		7,000.00		0.00	
13-93400-50402	Programs - Adult	421.15		200.00	0.00		200.00		0.00	

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY  
PERIOD ENDING 01/31/2026  
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	END BALANCE		2026 ORIGINAL BUDGET	YTD BALANCE		AVAILABLE BALANCE		% BDGT USED	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 13 - Library Special Revenue Fund										
Expenditures										
13-93400-50403	Programs - Children		354.37	200.00		8.58		191.42	4.29	
13-93400-50415	Programs - Young Adults		18.99	200.00		0.00		200.00	0.00	
Unclassified			7,942.51	7,600.00		8.58		7,591.42	0.11	
Total Dept 93400 - LIBR PROG/SERVICES			7,942.51	7,600.00		8.58		7,591.42	0.11	
Dept 93500 - LIBRARY COLLECTIONS										
Unclassified										
13-93500-50410	Library Collection Materials		108,221.23	132,000.00		18.69		131,981.31	0.01	
Unclassified			108,221.23	132,000.00		18.69		131,981.31	0.01	
Total Dept 93500 - LIBRARY COLLECTIONS			108,221.23	132,000.00		18.69		131,981.31	0.01	
Total - Function Unclassified			1,035,846.81	1,127,311.00		63,138.79		1,064,172.21	5.60	
TOTAL EXPENDITURES			1,035,846.81	1,127,311.00		63,138.79		1,064,172.21	5.60	
Fund 13 - Library Special Revenue Fund:										
TOTAL REVENUES			1,057,309.82	1,127,311.00		1,432.61		1,125,878.39	0.13	
TOTAL EXPENDITURES			1,035,846.81	1,127,311.00		63,138.79		1,064,172.21	5.60	
NET OF REVENUES & EXPENDITURES			21,463.01	0.00		(61,706.18)		61,706.18	100.00	
BEG. FUND BALANCE			100,100.34	100,100.34		100,100.34				
NET OF REVENUES/EXPENDITURES - 2025						21,463.01		21,463.01		
END FUND BALANCE			121,563.35	100,100.34		59,857.17				
Fund 22 - LIBRARY EXPANSION FUND										
Revenues										
Function: Unclassified										
Dept 00000										
Miscellaneous Revenue										
22-00000-48110	INVESTMENT INCOME		12,736.87	0.00		956.40		(956.40)	100.00	
Miscellaneous Revenue			12,736.87	0.00		956.40		(956.40)	100.00	
Total Dept 00000			12,736.87	0.00		956.40		(956.40)	100.00	
Total - Function Unclassified			12,736.87	0.00		956.40		(956.40)	100.00	
TOTAL REVENUES			12,736.87	0.00		956.40		(956.40)	100.00	
Fund 22 - LIBRARY EXPANSION FUND:										
TOTAL REVENUES			12,736.87	0.00		956.40		(956.40)	100.00	

02/19/2026 02:17 PM  
 User: N.Reed  
 DB: Whitefish Bay

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY  
 PERIOD ENDING 01/31/2026  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	END BALANCE		2026	YTD BALANCE		AVAILABLE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 22 - LIBRARY EXPANSION FUND									
TOTAL EXPENDITURES			0.00	0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			12,736.87	0.00		956.40		(956.40)	100.00
BEG. FUND BALANCE			88,786.81	88,786.81		88,786.81			
NET OF REVENUES/EXPENDITURES - 2025						12,736.87		12,736.87	
END FUND BALANCE			101,523.68	88,786.81		102,480.08			
TOTAL REVENUES - ALL FUNDS			1,070,046.69	1,127,311.00		2,389.01		1,124,921.99	0.21
TOTAL EXPENDITURES - ALL FUNDS			1,035,846.81	1,127,311.00		63,138.79		1,064,172.21	5.60
NET OF REVENUES & EXPENDITURES			34,199.88	0.00		(60,749.78)		60,749.78	100.00
BEG. FUND BALANCE - ALL FUNDS			188,887.15	188,887.15		188,887.15			
END FUND BALANCE - ALL FUNDS			223,087.03	188,887.15		162,337.25			

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 13 Library Special Revenue Fund								
01/01/2026			<b>13-00000-11100 CASH IN BANK</b>				BEG. BALANCE	161,437.06
01/02/2026	CD	CHK	SUMMARY CD 01/02/2026		(2,105.00)			159,332.06
01/05/2026	GJ	JE	Library - stripe monthly deposit	6233	477.61			159,809.67
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		(22,811.05)			136,998.62
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		(10,917.17)			126,081.45
01/09/2026	GJ	JE	Quarterly utility payments	6226	(1,978.94)			124,102.51
01/09/2026	GJ	JE	Monthly Sales Tax ACH Payment	6260	(12.66)			124,089.85
01/12/2026	CD	CHK	SUMMARY CD 01/12/2026		(3,138.70)			120,951.15
01/13/2026	CR	RCPT	Daily Library Receipts	241621	762.00			121,713.15
01/14/2026	GJ	JE	Nayax deposit	6319	212.99			121,926.14
01/16/2026	CD	CHK	SUMMARY CD 01/16/2026		(251.40)			121,674.74
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		(27,856.15)			93,818.59
01/23/2026	CD	CHK	SUMMARY CD 01/23/2026		(943.10)			92,875.49
01/23/2026	GJ	JE	Jan & Feb health & uniform dental ins	6276	(12,423.84)			80,451.65
01/30/2026	CD	CHK	SUMMARY CD 01/30/2026		(726.64)			79,725.01
01/31/2026	GJ	JE	Monthly WRS ACH Payment	6262	(2,746.48)			76,978.53
01/31/2026			<b>13-00000-11100 CASH IN BANK</b>				END BALANCE	76,978.53
01/01/2026			<b>13-00000-12100 TAXES RECEIVABLE</b>				BEG. BALANCE	941,915.00
01/31/2026			<b>13-00000-12100 TAXES RECEIVABLE</b>				END BALANCE	941,915.00
01/01/2026			<b>13-00000-21100 ACCOUNTS PAYABLE</b>				BEG. BALANCE	(16,942.56)
01/02/2026	CD	CHK	SUMMARY CD 01/02/2026		(2,105.00)			14,837.56
01/09/2026	CD	CHK	SUMMARY CD 01/09/2026		(10,917.17)			3,920.39
01/12/2026	CD	CHK	SUMMARY CD 01/12/2026		(3,138.70)			781.69
01/14/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIA1045702-FEB 2026 FEBRUARY 2026 PREMIUMS		142.08			923.77
01/14/2026	AP	INV	AT&T/AT&T MONTHLY CHARGES 1/1 - 1/31/2026	414R16015901	109.32			1,033.09
01/16/2026	CD	CHK	SUMMARY CD 01/16/2026		(251.40)			781.69
01/21/2026	AP	INV	BRODART CO./BRODART CO. LAMINATING ROLLS	669901	561.30			1,342.99
01/21/2026	AP	INV	DEMCO/DEMCO BOOK TAPE, LABEL PROTECTORS, & ROLLS OI	7749992	363.11			1,706.10
01/21/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE STRANGE WORLD WIDESCREEN	508283580	18.69			1,724.79
01/23/2026	CD	CHK	SUMMARY CD 01/23/2026		(943.10)			781.69
01/28/2026	AP	INV	BRODART CO./BRODART CO. LAMINATING ROLLS	670048	134.53			916.22
01/28/2026	AP	INV	HARPER BIFFLE/HARPER BIFFLE PAID FOR BOOK REPLACEMENT, FOUND ITEM (	01/22/2026	19.99			936.21
01/28/2026	AP	INV	KATIE KIEKHAEFER/KATIE KIEKHAEFER SNACKS FOR STAFF SPIRIT WEEK & WINTER I	01/23/2026	48.52			984.73
01/28/2026	AP	INV	ROBB GREGG/ROBB GREGG JANUARY 2026 GARDEN	2026-01	375.00			1,359.73
01/30/2026	CD	CHK	SUMMARY CD 01/30/2026		(726.64)			633.09
01/31/2026			<b>13-00000-21100 ACCOUNTS PAYABLE</b>				END BALANCE	(633.09)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
01/01/2026			<b>13-00000-21550 DEPOSITS/SUSPENSE</b>		BEG. BALANCE		(185.28)	
01/31/2026			13-00000-21550 DEPOSITS/SUSPENSE		END BALANCE		(185.28)	
01/01/2026			<b>13-00000-24600 DEFERRED REVENUE - TAXES</b>		BEG. BALANCE		(941,915.00)	
01/31/2026			13-00000-24600 DEFERRED REVENUE - TAXES		END BALANCE		(941,915.00)	
01/01/2026			<b>13-00000-25199 ACCRUED PAYROLL</b>		BEG. BALANCE		(14,679.90)	
01/31/2026			13-00000-25199 ACCRUED PAYROLL		END BALANCE		(14,679.90)	
01/01/2026			<b>13-00000-25200 Health Insurance - PR Deduction</b>		BEG. BALANCE		(6,062.84)	
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		6,062.84		12,125.68	
01/23/2026	GJ	JE	Jan & Feb health & uniform dental ins 6276		(12,125.68)		0.00	
01/31/2026			13-00000-25200 Health Insurance - PR Deduction		END BALANCE		0.00	
01/01/2026			<b>13-00000-25202 Dental Insurance - PR Deduction</b>		BEG. BALANCE		(149.08)	
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		149.08		298.16	
01/23/2026	GJ	JE	Jan & Feb health & uniform dental ins 6276		(298.16)		0.00	
01/31/2026			13-00000-25202 Dental Insurance - PR Deduction		END BALANCE		0.00	
01/01/2026			<b>13-00000-25210 Life Insurance - PR Deduction</b>		BEG. BALANCE		0.00	
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		142.08		142.08	
01/14/2026	AP	INV	SECURIAN FINANCIAL GROUP, INC./SECURIAI045702-FEB 2026 FEBRUARY 2026 PREMIUMS		(142.08)		0.00	
01/31/2026			13-00000-25210 Life Insurance - PR Deduction		END BALANCE		0.00	
01/01/2026			<b>13-00000-25400 WRS Retirement - Payroll Deduction</b>		BEG. BALANCE		(1,854.05)	
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		1,187.03		3,041.08	
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		1,328.49		4,369.57	
01/31/2026	GJ	JE	Monthly WRS ACH Payment 6262		(2,746.48)		1,623.09	
01/31/2026			13-00000-25400 WRS Retirement - Payroll Deduction		END BALANCE		(1,623.09)	
01/01/2026			<b>13-00000-28100 SURPLUS</b>		BEG. BALANCE		(100,100.34)	
01/31/2026			13-00000-28100 SURPLUS		END BALANCE		(100,100.34)	
01/01/2026			<b>13-00000-45209 LIBRARY FINES</b>		BEG. BALANCE		0.00	24,000.00
01/05/2026	GJ	JE	Library - stripe monthly deposit 6233		477.61		477.61	23,522.39
01/13/2026	CR	RCPT	LIBRARY FINES 241621		204.15		681.76	23,318.24
01/28/2026	AP	INV	HARPER BIFFLE/HARPER BIFFLE 01/22/2026 PAID FOR BOOK REPLACEMENT, FOUND ITEM (		(19.99)		661.77	23,338.23

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-00000-45209 LIBRARY FINES</b>		(Continued)			
01/31/2026			13-00000-45209 LIBRARY FINES		END BALANCE		661.77	23,338.23
01/01/2026			<b>13-00000-46713 LIBRARY COPY AND FAX FEES</b>		BEG. BALANCE		0.00	6,200.00
01/13/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	241621	217.85		217.85	5,982.15
01/14/2026	GJ	JE	Nayax deposit	6319	212.99		430.84	5,769.16
01/31/2026			13-00000-46713 LIBRARY COPY AND FAX FEES		END BALANCE		430.84	5,769.16
01/01/2026			<b>13-00000-48501 LIBRARY DONATIONS</b>		BEG. BALANCE		0.00	2,000.00
01/13/2026	CR	RCPT	LIBRARY DONATIONS	241621	340.00		340.00	1,660.00
01/31/2026			13-00000-48501 LIBRARY DONATIONS		END BALANCE		340.00	1,660.00
01/01/2026			<b>13-93000-50100 Salaries</b>		BEG. BALANCE		0.00	634,071.00
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		21,162.98		21,162.98	612,908.02
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		25,037.07		46,200.05	587,870.95
01/31/2026			13-93000-50100 Salaries		END BALANCE		46,200.05	587,870.95
01/01/2026			<b>13-93000-50150 FICA Tax</b>		BEG. BALANCE		0.00	48,506.00
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		1,564.73		1,564.73	46,941.27
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		1,923.24		3,487.97	45,018.03
01/31/2026			13-93000-50150 FICA Tax		END BALANCE		3,487.97	45,018.03
01/01/2026			<b>13-93000-50160 Health/Dental Insurance Premium</b>		BEG. BALANCE		0.00	66,868.00
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		6,961.92		6,961.92	59,906.08
01/31/2026			13-93000-50160 Health/Dental Insurance Premium		END BALANCE		6,961.92	59,906.08
01/01/2026			<b>13-93000-50161 Health Insurance Deductible (Direct Pay)</b>		BEG. BALANCE		0.00	0.00
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		62.50		62.50	(62.50)
01/31/2026			13-93000-50161 Health Insurance Deductible (Direct Pay)		END BALANCE		62.50	(62.50)
01/01/2026			<b>13-93000-50162 Wellness Credit</b>		BEG. BALANCE		0.00	0.00
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		83.34		83.34	(83.34)
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		83.34		166.68	(166.68)
01/31/2026			13-93000-50162 Wellness Credit		END BALANCE		166.68	(166.68)
01/01/2026			<b>13-93000-50170 Retirement Contribution - ER portion</b>		BEG. BALANCE		0.00	33,309.00
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		1,187.03		1,187.03	32,121.97
01/23/2026	PR	CHK	SUMMARY PR 01/23/2026		1,328.49		2,515.52	30,793.48
01/31/2026			13-93000-50170 Retirement Contribution - ER portion		END BALANCE		2,515.52	30,793.48
01/01/2026			<b>13-93000-50180 Group Life Insurance Premium</b>		BEG. BALANCE		0.00	1,716.00
01/09/2026	PR	CHK	SUMMARY PR 01/09/2026		142.08		142.08	1,573.92

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-93000-50180 Group Life Insurance Premium</b>		(Continued)			
01/31/2026			13-93000-50180 Group Life Insurance Premium		END BALANCE		142.08	1,573.92
01/01/2026			<b>13-93200-50194 Personnel Related Expenses</b>		BEG. BALANCE		0.00	700.00
01/28/2026	AP	INV	KATIE KIEKHAEFER/KATIE KIEKHAEFER SNACKS FOR STAFF SPIRIT WEEK & WINTER I	01/23/2026	39.94		39.94	660.06
01/31/2026			13-93200-50194 Personnel Related Expenses		END BALANCE		39.94	660.06
01/01/2026			<b>13-93200-50250 Utilities</b>		BEG. BALANCE		0.00	48,000.00
01/09/2026	GJ	JE	Quarterly utility payments	6226	1,978.94		1,978.94	46,021.06
01/31/2026			13-93200-50250 Utilities		END BALANCE		1,978.94	46,021.06
01/01/2026			<b>13-93200-50251 Telephone/Internet</b>		BEG. BALANCE		0.00	5,400.00
01/14/2026	AP	INV	AT&T/AT&T MONTHLY CHARGES 1/1 - 1/31/2026	414R16015901	109.32		109.32	5,290.68
01/31/2026			13-93200-50251 Telephone/Internet		END BALANCE		109.32	5,290.68
01/01/2026			<b>13-93200-50360 Building Maintenance</b>		BEG. BALANCE		0.00	50,000.00
01/28/2026	AP	INV	ROBB GREGG/ROBB GREGG JANUARY 2026 GARDEN	2026-01	375.00		375.00	49,625.00
01/31/2026			13-93200-50360 Building Maintenance		END BALANCE		375.00	49,625.00
01/01/2026			<b>13-93200-50760 Sales Tax</b>		BEG. BALANCE		0.00	300.00
01/09/2026	GJ	JE	Monthly Sales Tax ACH Payment	6260	12.66		12.66	287.34
01/31/2026			13-93200-50760 Sales Tax		END BALANCE		12.66	287.34
01/01/2026			<b>13-93300-50312 Material Processing/Repairs</b>		BEG. BALANCE		0.00	6,000.00
01/21/2026	AP	INV	BRODART CO./BRODART CO. LAMINATING ROLLS	669901	561.30		561.30	5,438.70
01/21/2026	AP	INV	DEMCO/DEMCO BOOK TAPE, LABEL PROTECTORS, & ROLLS OI	7749992	363.11		924.41	5,075.59
01/28/2026	AP	INV	BRODART CO./BRODART CO. LAMINATING ROLLS	670048	134.53		1,058.94	4,941.06
01/31/2026			13-93300-50312 Material Processing/Repairs		END BALANCE		1,058.94	4,941.06
01/01/2026			<b>13-93400-50403 Programs - Children</b>		BEG. BALANCE		0.00	200.00
01/28/2026	AP	INV	KATIE KIEKHAEFER/KATIE KIEKHAEFER SNACKS FOR STAFF SPIRIT WEEK & WINTER I	01/23/2026	8.58		8.58	191.42
01/31/2026			13-93400-50403 Programs - Children		END BALANCE		8.58	191.42
01/01/2026			<b>13-93500-50410 Library Collection Materials</b>		BEG. BALANCE		0.00	132,000.00
01/21/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE STRANGE WORLD WIDSCREEN	508283580	18.69		18.69	131,981.31
01/31/2026			13-93500-50410 Library Collection Materials		END BALANCE		18.69	131,981.31

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: February 24, 2026 Meeting  
Re: Department Reports



### Adult Services (Lenski)

#### **Programs**

This month we hosted a number of programs that were organized by outside groups. Our partnerships with local organizations has continued to grow over the years. First we hosted an event in honor of Martin Luther King with Bay Bridge that included the Milwaukee poet Kavon Cortez Jones and had over 50 attendees of all ages. We also hosted the Environmental Awareness Book Club facilitated by the Whitefish Bay Garden Club that was very well attended. They will be facilitating a book group once a quarter. Lastly the North Shore Fire Department held a CPR class for both staff and the general public.

#### **Collection Development**

Adult services just completed a large weed of the music CD collection. In preparation for new shelving (paid for by Friends of the Whitefish Bay Public Library) reference staff discarded about 1,500 CDs in order to size down the collection so that the CDs would fit on the new shelving. Our CD collection is quite large for a library of our size. The idea is to have the new shelves moved closer to the adult reference desk to free up space on the youth side and have the adult collection all together in one wing.

We are currently set up to order A/V materials from a new vendor since the closure of Baker and Taylor and just started with this process. We are still waiting on Ingram to be set up with electronic records when ordering books, making it easier for staff to catalog and process and making titles be available for holds faster. MCFLS is helping to expedite this process and I hope this will be ready soon.

### Circ Services (Hoge)

Volume of holds and foot traffic at the Circulation desk has decreased to a manageable level now that North Shore Library has been open for two weeks. We are still relatively busy but it has been a breath of fresh air to get closer to 'normal'.

Circulation staff got together in February to talk through our procedures for the Smart Lockers. With more patrons utilizing this service we were finding it difficult to control all the items coming in and going out to the locker. Together we came up with a more efficient process along with agreeing to monitor the Smart Lockers more often throughout the day in order to move holds out quicker. We had changed our pick up window from 3 days to 2 days during the North Shore Library closure and have decided to keep it at 2 days in order to serve as many patrons as possible.

### Youth Services (Morris)

#### **Programming**

- We are starting a new session of storytime on February 23 that will be 4 weeks instead of the usual 6. The reason being that we did not know when a new employee would be starting and Meagan is not doing solo storytime yet.
- The programming schedule is out for March, April and May.
- We are working on summer programming. The summer reading program theme this year is "Unearth a Story" with a focus on dinosaurs, paleontology, and archeology.
- The Winter reading program will be ending on February 28<sup>th</sup>.

#### **Staffing**

- Valerie's transition into the Head of Youth Services is going well.
- Valerie and Scott interviewed five candidates out of 30+ applicants
- We are welcoming a new full-time youth services staff member, Emily Birz, on March 16. She is coming to us from the Cudahy Library so she is familiar with Sierra and CountyCat as well as having experience with storytime and youth programming.
- Meagan is still in training for storytime.

**WHITEFISH BAY PUBLIC LIBRARY**

**STATISTICS**

<b>TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	28,064	25,723	29,573	27,081	26,850	29,366	31,574	29,144	25,769	26,939	25,651	28,155	333,889
2026	34,326												
24-25	3%	-2%	6%	0%	4%	3%	3%	-2%	0%	4%	3%	15%	3%
25-26	22%												
	NSL bump												
<b>PHYSICAL CIRCULATION</b>			Easter: Apr 23, Mar 24, Apr 25										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	22,715	20,822	23,789	21,711	21,313	23,978	26,022	23,589	20,376	21,302	20,390	22,736	268,743
2026	28,187												
24-25	4%	-1%	7%	-4%	2%	1%	1%	-6%	-2%	1%	1%	15%	1%
25-26	24%												
<b>DIGITAL CIRCULATION</b>			12%										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	5,349	4,901	5,784	5,370	5,537	5,388	5,552	5,555	5,393	5,637	5,261	5,419	65,146
2026	6,139												
24-25	0%	-4%	2%	19%	10%	16%	17%	21%	8%	17%	8%	12%	10%
25-26	15%												
<b>OVERDRIVE</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	3,841	3,387	4,135	3,800	3,937	3,841	3,988	3,879	3,808	3,908	3,739	3,811	46,074
2026	4,500												
24-25	3%	-4%	4%	14%	13%	17%	16%	21%	11%	15%	13%	18%	11%
25-26	17%												
<b>OVERDRIVE MAGAZINES</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	862	878	912	486	790	632	535	556	725	661	674	663	8,374
2025	782	787	874	850	828	862	793	873	844	959	786	826	10,064
2026	919												
24-25	-9%	-10%	-4%	75%	5%	36%	48%	57%	16%	45%	17%	25%	20%
25-26	18%												
<b>HOOPLA (Print Books, Audio Books, Music, Movies)</b>						Jan 2025 reduced to 2/mo vs 4/mo							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	476	451	498	526	475	464	483	512	528	512	507	637	6,069
2025	437	390	407	372	378	364	377	387	342	371	375	377	4,577
2026	382												
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%	-24%	-35%	-28%	-26%	-41%	-25%
25-26	-13%												

**WHITEFISH BAY PUBLIC LIBRARY**

**STATISTICS**

<b>KANOPY (PLAYS)</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	253	233	310	180	259	263	301	320	280	242	361	323	3,325
2025	289	337	368	348	394	321	394	416	399	399	361	405	4,431
2026	338												
24-25	14%	45%	19%	93%	52%	22%	31%	30%	43%	65%	0%	25%	33%
25-26	17%												
<b>WIRELESS (Clients per Month)</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	5,983	4,508	5,177	5,520	5,456	5,040	4,960	4,960	5,400	6,324	5,160	4,867	63,355
2026	6,045												
24-25	14%	-5%	11%	7%	6%	4%	2%	1%	13%	9%	-1%	3%	5%
25-26	1%												
<b>PC USER SESSIONS - # OF ADULT SESSIONS</b>												<b>12/24-01/25 Estimate</b>	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	724	956	933	1,053	1,017	1,001	1,146	1,012	1,101	1,137	1,018	1,000	12,098
2025	1,380	875	1,019	926	948	931	929	841	983	1,086	910	749	11,577
2026	957												
24-25	91%	-8%	9%	-12%	-7%	-7%	-19%	-17%	-11%	-4%	-11%	-25%	-4%
25-26	-31%												
<b>PC USER SESSIONS - # OF KIDS SESSIONS</b>												<b>12/24-01/25 Estimate</b>	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	727	689	809	684	709	1,023	1,007	1,271	737	770	762	750	9,938
2025	552	544	721	679	773	1,045	1,394	1,347	828	936	838	749	10,406
2026	780												
24-25	-24%	-21%	-11%	-1%	9%	2%	38%	6%	12%	22%	10%	0%	5%
25-26	41%												
<b>DOOR COUNT PER MONTH</b>				<b>2024 Leap Year</b>									
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
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
2025	14,223	12,082	13,717	15,124	14,051	15,123	16,601	14,939	13,211	13,979	13,816	12,472	169,338
2026	15,952												
24-25	16%	-2%	10%	9%	8%	6%	5%	-5%	6%	5%	-5%	11%	5%
25-26	12%												
<b>Patron Interactions at Adult &amp; Youth Service Desks</b>											<b>2024 Election</b>		
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	835	755	802	835	794	975	912	904	702	701	684	588	9,487
2025	944	773	909	860	838	958	876	826	754	747	709	685	9,879
2026	989												
24-25	13%	2%	13%	3%	6%	-2%	-4%	-9%	7%	7%	4%	16%	4%
25-26	5%												

# Whitefish Bay Public Library Adult Services



# Adult Services @ WFBPL

1 Full-time Staff Person- 14 Years

2 Part-time librarians- MLIS Degrees with 30+ years of experience

1 Adult Services library assistant- Library Science Graduate Student

- Focus on customer service. Providing a welcoming space for all.
- Balancing the needs of the community along with those most vulnerable.
- **Quiet vs group study**
- **Study room popularity**
- **More seating**

# Summer of Self-Care



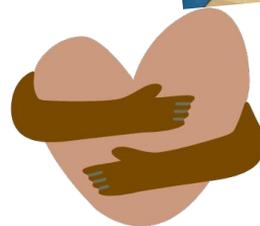
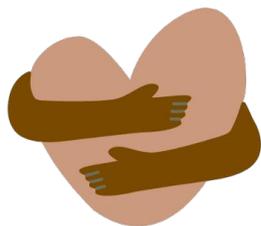
Meditation



Zentangle



Soundbath



# The Year of Artificial Intelligence

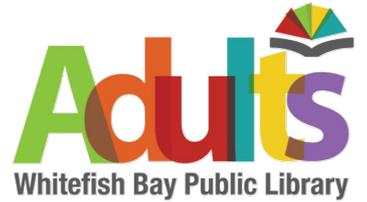


# Library Collections

- On the move - reconfiguring collections
- CD shelving
- Room for DVDs?
- Take and Tinker
- Digital vs. Print



# Hoopla

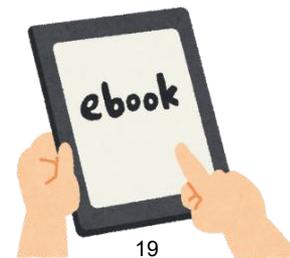
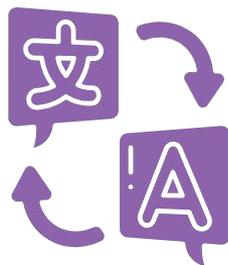


- Pay per use model
- Continued rising costs that fluctuate
- Remaining Consortium Libraries:  
Milwaukee, Shorewood, Wauwatosa, West Allis  
and Whitefish Bay
  - The Impact on Staff



# Electronic Resources Committee

- Membership
- Evaluating Consortium Wide Resources
- Coming up with ROI
- What else is out there?



# The Downfall of Baker & Taylor

Largest Library  
Book and Media  
Distributor in the  
United States



# Biggest Library Impacts

- Fulfillment of new titles
- Electronic records
- Pricing
- Automatic Preorders
- Title Selection
- Processing



# Alternatives to Baker & Taylor

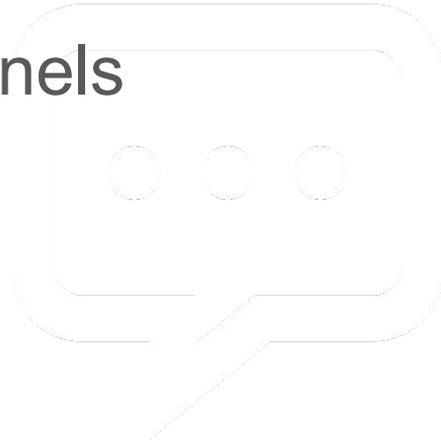
- Amazon
- Ingram
- Midwest Tape
- All the others.....



# Library Marketing

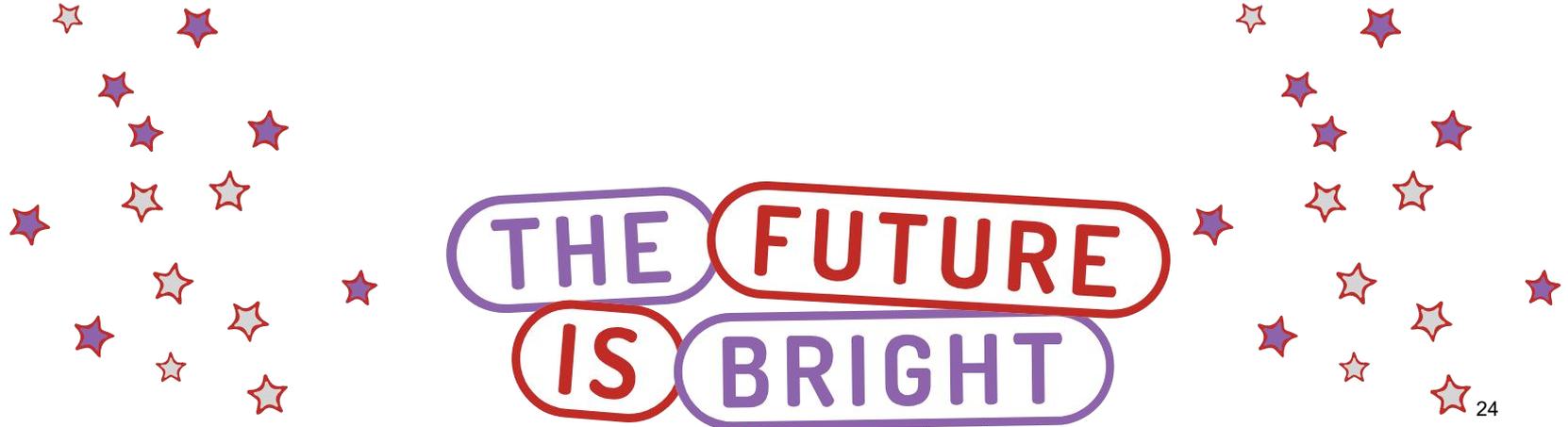
## Communication channels

- Library website
- Email newsletters
- Social Media
- TV Monitors
- Annual Report
- Friends of the Whitefish Bay Public Library Newsletter
- Signs in library
- Self-check
- New CountyCat Catalog



# Focus for 2026

- Part time staff and programming
- Collection analysis
- Space analysis and relocation of staff



To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: February 24, 2026, Meeting  
Re: Library Board Bylaws Review



### **Our Mission**

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

### **Background**

The Library Board bylaws were approved in 2011. Attached is a copy of the Bylaws. Suggested deletions are ~~struck through~~. Additions are highlighted in yellow. Questions or points for discussion are highlighted in green. Footnotes were added to link to all mentioned state laws, village ordinances, or other referenced documents.

Review included comparison of WFBPL bylaws to an example provided by the State of Wisconsin and the bylaws of Verona, Wauwatosa, and Menomonee Falls libraries. It is evident that WFBPL and the comparison libraries based their bylaws on the state example, with various minor edits by each library.

### **Next Steps**

Approval of revisions require 10 days mailed notice to Board members. Based on today's discussion, a final revised version will be brought to the March meeting with mailed noticed occurring no later than Friday March 13<sup>th</sup>.

**WHITEFISH BAY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BY-LAWS<sup>1</sup>**

**Article I  
IDENTIFICATION**

This organization shall be identified as “The Board of Trustees of the Whitefish Bay Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**Article II  
BOARD OF TRUSTEES**

**Section 1. Number and Qualifications.** Subsection 2.02 (42-13)<sup>2</sup> of the Village Code. Library Board. (a) The Library Board shall consist of seven (7) members appointed by the Village President with the approval of the Village Board as provided by Section 43.54 (1)(b)<sup>3</sup>, Wisconsin Statutes and **Village Resolution 1531**.

**Section 2. Term of Office.** The term of office of trustees shall be three (3) years and not exceed the provisions in Village Resolution 1531. The Board shall recommend to the appointing official (**i.e. Village Board President**) that a trustee serve no more than three full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding eighteen (18) months it shall be considered a full term.

**Section 3. Disqualifications, Vacancies.** Any member who moves out of ~~the political division s/he represents~~ **the Village of Whitefish Bay** shall be responsible for notifying the president of the **Library Board of Trustees** (**add how soon?**). Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy.

**Section 4. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. **Members shall notify the Library Director in advance if unable to attend any meeting.**

**Article III  
OFFICERS**

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

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

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

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<sup>1</sup> [https://www.wfblibrary.org/content/By\\_Laws\\_board\\_of\\_trustees.pdf](https://www.wfblibrary.org/content/By_Laws_board_of_trustees.pdf)

<sup>2</sup> <https://ecode360.com/3329348#33293548>

<sup>3</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/43/54/1/b>

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

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

## **Article IV MEETINGS**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board as needed.

**Section 2. Annual Meetings.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in **June July** of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. **The Library Director, in consultation with the president, shall prepare the agenda. (Should we add an official posting location?)**

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted **on a bulletin board in the library on the Library website.**

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, or shall be called at the written request of two (2) or more members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours **of** notice shall be given. In no case may less than two hours **of** notice be given.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of **four (4) members** of the Board present in person **or via virtual platform.** **(What if we only have 5 active Trustees? Then quorum would be 3.)**

**(e)** A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), a majority of those seats on the board that are currently filled constitutes a quorum.<sup>4</sup>

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).<sup>5</sup>

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition [~~or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis~~], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

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<sup>4</sup> [https://docs.legis.wisconsin.gov/document/statutes/43.54\(1\)\(e\)](https://docs.legis.wisconsin.gov/document/statutes/43.54(1)(e))

<sup>5</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/19/V/81>

## **Article V COMMITTEES**

**Section 1:** Generally, there are no standing committees of the Board.

**Section 2. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

**Section 3.** No committee shall have other than advisory powers.

## **Article VI DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** Legal responsibility for the operation of the Whitefish Bay Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and seek adequate funds to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and shall audit and approve all library expenditures.

**Section 5.** The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. (The Village maintains buildings and grounds...)

"The Board shall, in partnership with the Village of Menomonee Falls, ensure buildings and grounds are maintained and regularly review various physical and building needs to see that they meet the requirements of the total Library program." Menomonee Falls Library Board Bylaws

**Section 6.** ~~The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.~~ The Board shall support and advocate for legislation and interests that affect the Whitefish Bay Public Library and libraries in general. ~~Or~~ The Board shall support and advocate for legislation and public policy that advance the mission, authority, and long-term sustainability of the Whitefish Bay Public Library and public libraries generally.

**Section 7.** The Board shall cooperate with other public officials and boards, and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the ~~Division for Libraries, Technology, and Community Learning~~ State of Wisconsin's Department of Public Instruction, and the Village of Whitefish Bay and/or any other governing body as required.

## **Article VII LIBRARY DIRECTOR**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the Board Library and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall

be responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all Board meetings (but may be excused from closed sessions) but and shall have no vote.

## **Article VIII MILEAGE AND EXPENSES**

Board members will be reimbursed for actual expenses to attend professional meetings as approved by the Board.

## **Article IX CONFLICT OF INTEREST**

**Section 1.** Board members shall act in accordance with the provisions of Wisconsin Statutes Sections 19.59 on *Codes of ethics for local government officials, employees and candidates*.<sup>6</sup>

**Section 2.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Whitefish Bay Public Library in which they have a direct or indirect financial interest.

**Section 2 3.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a ~~substantial~~ financial interest.

**Section 3 4.** A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article X GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Whitefish Bay Public Library  
May 10, 2011

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<sup>6</sup> <https://docs.legis.wisconsin.gov/statutes/statutes/19/iii/59>



**I. GENERAL INFORMATION**

1. Name of Library Whitefish Bay Public Library		2. Public Library System Milwaukee County Federated Library System			
3b. Head Librarian First Name Nyama	3c. Head Librarian Last Name Reed	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/01/2029	
6a. Street Address 5420 N. Marlborough Dr.	6b. Mailing Address or PO Box 5420 N. Marlborough Dr.	7. City / Village / Town Whitefish Bay	8a. ZIP 53217	8b. ZIP4 5347	9. County Milwaukee
10. Library Phone Number 4149644380	11. Fax Number (414) 962-5651	12. Library E-mail Address of Director n.reed@wfblibrary.org			
13. Library Website URL www.wfblibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 24,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	63	0	0
19b. Number of winter weeks	36	0	0
19c. Summer hours open per week	59	0	0
19d. Number of summer weeks	16	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,212	0	0

II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			58,041	4,898			
2. Physical Subscriptions			132				
3. Physical Audio Materials			6,908	341			
4. Physical Video Materials			8,549	334			
5. Other Physical Materials			2,080				
6. Total Physical Items in Collection			75,578				
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		No	Yes	No			
8. E-serials		No	Yes	No			
9. E-audio		Yes	Yes	No			
10. E-video		Yes	Yes	No			
11. Research Databases		Yes	Yes	Yes			
12. Online Learning Platforms		Yes	Yes	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
268,512	138,601	11,775	35,045	53,304			
			Method for Counting ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			34,896	53,246			
WISCAT			123	26			
Other (includes OCLC, manual tracking or other methods)			26	32			
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
79,575	10,066	21,981	306	4,022	111,928		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
6,993	0	6,993	Yes	Actual Count	4,011	Actual Count	169,338
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
28	28	Actual Count	25,185	Actual Count	14,602		

	<b>LIBRARY PROGRAMS AND ATTENDANCE</b>	
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**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	158	54	7	68	10
Total Attendance	5,412	2,419	50	1,635	410

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	292	5	0	0	
Total Attendance	8,288	1,597	41		
Total Program Views				0	

Describe the library's in-person programs:

Book clubs, storytimes, drop in crafts, take home crafts, author talks, block parties (i.e. building blocks), teen stem programs, music groups/bands, edible book festival, garden programs, panel presentations, photography contest, Veterans Day program, antique appraisal program

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Which platforms does the library use to host the library's live, virtual programs:

zoom

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Describe the library's live, virtual programs:

No virtual-only programs. One book clubs offer in-person and zoom attendance.

---

Which platforms does the library use to host the library's pre-recorded programs:

n/a

---

Describe the library's pre-recorded programs:

n/a

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	City	Email Address
<b>PRESIDENT</b>			
1. Sarah	Leinweber	Whitefish Bay	skleinweber@mac.com
2. Nikki	DeGuire	Whitefish Bay	nikki.deguire@gmail.com
3. Sam	Dettmann	Whitefish Bay	TrusteeDettmann@wfbvillage.gov
4. Ellie	Gettinger	Whitefish Bay	elliegettinger@gmail.com
5. Erin	Jelenchick	Whitefish Bay	jelenchick@gmail.com
6. Nathan	Christenson	Whitefish Bay	nathan.christenson@wfbschools.com
7. Claire	Flannery	Whitefish Bay	flanneryclan@att.net
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 7

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Village of Whitefish Bay	\$930,490
		<b>Subtotal 1</b>
		\$930,490

2. County

a. Home County Appropriation for Library Services

<b>Subtotal 2a</b>	\$0
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
	\$0		
		<b>Subtotal 2b</b>	\$0

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
MCFLS Reciprocal Borrowing	\$75,948		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
		<b>Subtotal 3</b>	\$75,948

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount		
	\$0		
		<b>Subtotal 4</b>	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
<b>West Milwaukee</b>	\$245		
		<b>Subtotal 5</b>	\$245

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

\$99,103

**8. Total Operating Income Add 1 through 7** \$1,105,786

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$941,915
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Not Applicable







**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			99,839
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	99,825	14	99,839
3. Circulation to Nonresidents Living in Another County in the Library System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	0	0
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	Yes	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY (Not included in 2025 Report)**

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	2	3	1
Total Self-Directed Activity Participation	553	830	171
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	2	3	11
Total Self-Directed Activity Participation	284	597	2,435
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Valerie	Morris	v.morris@wfblibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Scott	Lenski	s.lenski@wfblibrary.org	

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Sarah Leinweber	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Nyama Reed	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County  
  
Milwaukee

The Whitefish Bay Public Library Board of Trustees hereby states that in 2025 the waukee County Federated Library System  
*Name of Public Library* *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
  - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Sarah Leinweber	40

COMMENTS

SECTION\_III  
3a., E-book Circulation  
18,192 Overdrive  
61,249 Online Digitized Local History Collection  
134 Ancestry--2026-02-16  
6a. Method Used to Count Reference Transactions  
Used Gimlet to track--2026-01-22  
6b. Reference Transactions  
ok--2026-01-22  
Used Gimlet to track--2026-01-22  
SECTION\_V  
Total Revenue  
ok--2026-01-22  
SECTION\_VI  
Subtotal 3: Total Collection Expenditures  
ok--2026-01-22  
Total Operating Expenditures  
ok--2026-01-22

To: Whitefish Bay Public Library Board of Trustees  
 From: Nyama Y. Reed, Library Director  
 Date: February 24, 2026 Meeting  
 Re: Fund 13 and Fund 22 Review



**Our Mission**

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

**Fund 13: Operating Fund**

Fund 13 is the engine that keeps the Library running. It supports daily operations and is funded through property taxes, MCFLS Member Reserve funds, fines, fees, and donations. When we finish the year under budget, those dollars roll forward and strengthen our reserve.

The Board has full authority over this balance, giving us flexibility to address needs, seize opportunities, and plan strategically.

Even when fund balance use is approved, strong year-end performance often allows us to preserve those dollars.

While libraries are not required to maintain a set reserve, our

historical practice is 5 percent of the operating budget. We are currently at 6 percent, reflecting steady and disciplined financial management.

From Budget Books	Starting Balance	Variance Between Budget Books	Over/Under Operating Budget	Applied Surplus	Ending Balance Unrestricted	Restricted Donations Revenue	Restricted Donations Expenditures	Ending Balance Restricted	Total Ending Balance	Notes
2010										
2011	Part of									
2012	General									
2013	Fund				58,542.00			-	58,542.00	
2014	58,542.00	4.00	(2,544.00)		56,002.00			-	56,002.00	
2015	56,002.00		8,441.00		64,443.00			-	64,443.00	
2016	64,443.00		(1,306.00)	(25,000.00)	38,137.00	6,000.00		6,000.00	44,137.00	RFID Project
2017	38,137.00		5,223.00		43,360.00			6,000.00	49,360.00	Website
2018	43,360.00		590.00		43,950.00		(5,125.00)	875.00	44,825.00	Website
2019	43,950.00	875.00	(2,160.00)		42,665.00		(875.00)	-	42,665.00	Release restricted to unrestricted
2020	42,665.00		22,752.00		65,417.00			-	65,417.00	
2021	65,417.00	6,533.00			71,950.00			-	71,950.00	
2022	71,950.00		(24,657.00)		47,293.00			-	47,293.00	
2023	47,293.00	(1.00)	8,517.00		55,809.00	103,400.00		103,400.00	159,209.00	Legacy and Digitization
2024	55,809.00	(0.63)	20,084.08		60,027.36	800.00	(64,127.36)	40,072.64	100,100.00	Legacy and Digitization
2025	60,027.36	0.34	8,645.01		68,672.71	12,818.00	-	52,890.64	121,563.35	Digitization & Foundation

**Fund 22: Collection Enhancement Fund**

Fund 22 consists entirely of donated dollars dedicated to enhancing our collection. The Board determines its use each year, with the goal of meeting or exceeding Wisconsin collection standards.

Though once projected to be depleted, Fund 22 remains strong due to increased Fund 13 support for materials, Friends contributions beginning in 2023, and strong interest earnings. Notably, we have exceeded the highest state collection standard before using Fund 22 dollars.

Fund 22 is now projected to remain viable for years to come. Even using \$10,000 annually with no interest income, it would last until 2035. With current interest trends, the fund will likely continue to grow.

Of note, if the monies had been invested in stronger products from the beginning with returns of 10-12% annually the current balance would be between \$500k-700k.

Year	Fund 22	Used For	Interest	Donations	Rounding Gap	Yearly End Balance	%
2014	(3,984.00)		208.75			262,878.33	0.08%
2015	(18,997.49)	Collections	322.71			244,203.55	0.13%
2016	(23,960.47)	Collections	1,015.65			221,258.73	0.46%
2017	(18,455.53)	Collections	2,074.77			204,877.97	1.01%
2018	(4,693.24)	Collections	4,693.15			204,877.88	2.29%
2019	(31,486.77)	Collections	5,673.38			179,064.49	3.17%
2020	(21,172.28)	Collections	1,270.96			159,163.17	0.80%
2021	(26,447.95)	Collections	150.24			132,865.46	0.11%
		\$27,662.21					
		Collections; \$25k					
2022	(60,162.21)	Foundation	4,153.66			76,856.91	5.40%
2023	(23,400.53)	Collections	13,531.98	7,000.00		73,988.36	18.29%
2024	-	Collections	14,798.00		0.45	88,786.81	16.67%
2025	-	Collections	12,736.87			101,523.68	12.55%
2026	(10,000.00)	Collections				91,523.68	
2027	(10,000.00)	Collections				81,523.68	
2028	(10,000.00)	Collections				71,523.68	
2029	(10,000.00)	Collections				61,523.68	
2030	(10,000.00)	Collections				51,523.68	
2031	(10,000.00)	Collections				41,523.68	
2032	(10,000.00)	Collections				31,523.68	
2033	(10,000.00)	Collections				21,523.68	
2034	(10,000.00)	Collections				11,523.68	
2035	(10,000.00)	Collections				1,523.68	

**Motion**

Motion to approve expending up to \$10,000 from Fund 22 for collections in 2026.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: February 24, 2026 Meeting  
Re: Loan Rules & Fines Policy Revision



### **Our Mission**

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

### **Background**

The Library's Loan Rules & Fines Policy was originally approved in 2013. In the years since its adoption, circulation practices, technology platforms, collection formats, and system-wide agreements have evolved. It is both timely and prudent to update the policy so that it accurately reflects current operations, provides clear guidance to patrons and staff, and aligns with contemporary service models. Regular review and revision of Board policies is also consistent with state standards.

The current policy is available at <https://www.wfblibrary.org/about/policies/>

### **Motion**

Motion to approve Loan Rules & Fines Policy as presented (amended).

**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.

**Purpose**

The purpose of this policy is to establish clear and consistent guidelines for borrowing library materials and for addressing overdue, lost, or damaged items. It ensures fair access to shared resources and outlines patron responsibilities related to loan periods, renewals, holds, and applicable fees.

**Library card/Photo ID Requirement**

A patron MUST present a valid library card or photo ID (must show name and photo, but does not need current address) in order to check out any library materials.

- A valid library card is defined as:
  - The plastic card given at the time of sign-up with a barcode.
  - A scannable photo of the barcode from a card.
  - A scannable digital barcode via a barcode app or the CountyCat app.
- A valid photo ID is defined as:  
 All items must be unexpired, plus show a photo and name.
  - Driver’s license or state ID
  - City of Milwaukee Municipal ID
  - Passport
  - Current Student ID
  - Current Military ID
  - Employment ID
- Exception: ECF Laptops require that both a current library card and valid photo ID with proof of current address must be shown each time an ECF Laptop is checked out.

An individual may pick up another patron’s holds by doing one of the following:

- Provide the patron’s valid library card.
- Show a photo ID which is used to confirm the individual has been given permission by the patron to pick up holds by confirming their name is listed in the patron’s Sierra account in the PERMISSIONS field. The Whitefish Bay Public Library honors any permissions entered by all MCFLS locations per an agreement made by the MCFLS Circulation Services Committee in 2025.

**Loan periods**

Following are the loan periods for Whitefish Bay Public Library materials as of the date this policy is adopted:

Adult Non-Fiction	3 weeks	Adult/Children’s	3 weeks	ECF Laptops	7 days
Adult Fiction – Not New	3 weeks	DVDs		Children’s Holiday Books	7 days
Adult/Children’s Music CDs	3 weeks	Children’s Books	3 weeks	Adult Magazines	7 days
Adult/Children’s Audiobooks	3 weeks	Children’s Magazines	3 weeks	Tonie Figures	7 days
		New Adult Fiction	14 days	Museum/Event Passes	3 days
		Take & Tinker Items	7 days		

**Renewals**

All renewable items may be renewed two (2) times if the item does not have an active hold. Patrons may renew items at the Library, online via Countycat or the County app, or over the phone by contacting any

Milwaukee County Public Library. Overdue materials may be renewed and fines, if any, will be applied to the patron's record.

### **Grace Periods/Senior Status**

All Whitefish Bay Public Library materials, excluding Museum/Event Passes, have a 3-day grace period. If an item is returned after this grace period, a fine will be assessed beginning with the first day the item was overdue.

Senior Status is available to patrons 65 years and older who reside in Whitefish Bay or the City of Milwaukee (age 60 and older). This status is not automatic and must be updated manually by library staff.

Senior Status gives patrons a 21-day grace period on all Whitefish Bay items that have a 3 week check out period. This grace period also applies to any books from any Milwaukee Public Library (Central and all branches). Items **not** eligible for the 21-day grace period include:

- Any items from other suburban libraries
- Adult magazines
- New Fiction or Lucky Day Books
- Take & Tinker Items
- ECF Laptops
- Audiobooks from Milwaukee Public Libraries (MPL)

The 21-day grace period applies each time an eligible item is renewed. **If items are not returned within this grace period, the fine is assessed from the original due date.**

### **Overdue Fines**

The maximum overdue fine for Whitefish Bay materials is \$5.00. Museum/Event passes have a maximum overdue fine of \$40.00.

A patron with fines and fees over \$10.01 will be blocked from checking out library materials at any Milwaukee County Library until the amount is paid below \$10.01.

### **Lost and Damaged Materials**

Patrons MAY NOT purchase materials to replace those lost or damaged; they are responsible for the damage fee or replacement cost determined by library staff.

A patron who loses library material shall be responsible for the original recorded cost of the item and a processing fee in order to clear the library record. If the item is found in good condition within 10 days after paying for the replacement, the patron may return the item to the library and request a refund of the amount paid minus a \$10 processing fee. The processing fee includes the overdue fee and a check issuing fee. Refund requests are submitted to the Village of Whitefish Bay for payment. Checks are mailed directly to the patron named on the account that was charged the replacement fee. Refunds take 7 – 10 business days to be processed.

A patron who returns materials damaged or missing pieces shall be responsible for the repair or replacement cost of the item. Library staff determine damage costs based on the amount and type of damage the item has received.

### **Library holds and retrieval**

The library holds items requested by patrons to our hold shelf are held for a 5-day period and takes into consideration days the library is closed. Items requested for pickup from the Smart Locker are available for pick up for 2 days. The Smart Locker has 24/7 pick-up availability so the 2 day pickup window is not impacted by days closed.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: February 24, 2026 Meeting  
Re: Patron Registration Policy Revision



**Our Mission**

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

**Background**

The Library's Patron Registration Policy was originally approved in 2013. Since that time, registration procedures, identification standards, data privacy practices, and Milwaukee County Federated Library System (MCFLS) agreements have evolved. To ensure accuracy and consistency, it is appropriate to update the policy so that it reflects current operational practices, clearly defines eligibility and documentation requirements, and provides guidance to both patrons and staff.

The current policy is available at <https://www.wfblibrary.org/about/policies/>

**Motion**

Motion to approve Patron Registration Policy as presented (amended).

## **PATRON REGISTRATION**

### **Eligibility**

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

### **Registration**

- Patrons may start registration using the MCFLS Online Registration form available on CountyCat. This registration is temporary to provide patrons immediate access to online databases but cannot be used for physical item checkouts until the patron converts to a permanent account.
- Conversion to a permanent account requires providing the necessary documentation in-person at one of the Milwaukee County public libraries.
- If the temporary online account is not converted to a permanent account, the online registration may be deleted based on a schedule set by MCFLS.
- Each MCFLS location may have their own unique document requirements. Below are the required documents to receive or renew a library card at the Whitefish Bay Public Library.

#### Examples of acceptable name and address identification:

All items must be unexpired, plus show a photo and name.

- Driver's license or state ID
- City of Milwaukee Municipal ID
- Passport
- Current Student ID
- Current Military ID
- Employment ID

#### Examples of acceptable current address identification:

If address on state license/ID or City of Milwaukee ID is not current, address confirmation can be achieved with one of the following documents which must show name and address. Name must be consistent with name on photo ID.

- Voter ID or Voter registration via MyVote.gov
- Current rental or lease agreement. Cannot be handwritten.
- Postmarked mail received at your home within the last 30 days
- Utility bills mailed to your home or viewed on your mobile account
- Recent school report card or schedule
- Current insurance card or vehicle registration
- Recent paycheck stub
- Amazon, UPS, USPS, Fedex delivery confirmation

### **16+ Years Old Registration (Teen and Adult)**

- At Whitefish Bay Public Library, patrons 16 years old and older must present photo identification with their name and documentation of current address.
- 16 and 17 year olds who do not have photo identification must have their parent/foster parent/legal guardian present and the adult must provide photo identification and confirmation of current address.
- Please be sure the information you are providing is accurate as it is unlawful to provide false information to receive a library card.

### **0 – 15 Years Old Registration (Child)**

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

### **Homebound**

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

### **Registration Renewal**

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

### **Lost Cards**

Patrons are responsible for alerting the Library of a card that has been lost or stolen as soon as possible. Patrons who do not advise of a lost or stolen card may be liable for materials checked out to their account and not returned.

### **Access Cards**

- Free
- Valid for 1 year
- Usual fines and fees apply
- Maximum check-out of 5 items
- Limited for use at the Whitefish Bay Public Library for Whitefish Bay Public Library materials ONLY.

#### School/Business Card

- Available only to schools and businesses located in Whitefish Bay.
- Each year at renewal a signed authorization letter must be received on official letterhead requesting renewal and providing names of staff allowed to use card.
- Items checked out must be school or business related and not for personal use.

#### Non-Resident Card

- Available to Wisconsin residents who do not live in Milwaukee County.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: February 24, 2026 Meeting  
Re: Director's Reports



- 1) Strategic Plan – Had planned to present final strategic plan and Village Board presentation slides at this month's meeting. Due to unexpected challenges in other areas, this was pushed back to March to ensure it is completed properly.
- 2) Board Recruitment – We received 24 applicants for 3 open positions. President Leinweber and Vice President Jelenchick are reviewing them and will conduct interviews. The goal is to bring recommendations to the Library Board at the March 24<sup>th</sup> meeting for approval.
- 3) Building – no updates
- 4) Village – no updates
- 5) Friends – Approved the library's budget request of \$50,300.
- 6) Foundation
  - a) Hosted a donor thank you event at Scout Wine Bar on Thursday 2/19. It was very successful and fun.
  - b) Scott Lenski and Nyama met with Amy Dundas of the Foundation to discuss planning a community read. Next steps: Scott and Nyama will meet with Daniel from Boswell Books to gather recommendations for authors or titles to select for such an event.
- 7) MCFLS
  - a) Is hiring a network technician.
  - b) North Shore Library opened February 2<sup>nd</sup>. The rate of use at WFBPL is returning to normal.
- 8) Professional Development – Tristin McCreight and I attended Library Legislative Day and met with 5 legislators or their staff. The day was very enjoyment.