

LIBRARY BOARD MEETING AGENDA

Tuesday April 21, 2026, 6:30pm

Location: 2<sup>nd</sup> Floor **Staff Breakroom**



STREAM VIA ZOOM

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

Meeting ID: 859 8673 5998

Passcode: Fk1S8kwf

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2026	
4. Nathan Christenson, School District Representative, 2024-2026	
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 March 24, 2026 meeting b. Finance Report Through March 31, 2026 c. Department Reports d. Monthly Statistics	Motion			
6:35	4.	Child Safety Policy Revision	Approve			
6:50	5.	Trustee Training: Trustee Handbook Chapters 5-7, 19	Discuss			
7:00	6.	Director's Report	Discuss			
7:15		ADJOURNMENT	Motion			

BOARD MEETINGS

- May 4, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- May 11, 2025, Monday, 6:00-7:15 pm – Foundation Board, @Library
- May 18, 2025, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
- May 20, 2025, Wednesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- June 2, 2025, Tuesday, 6:30-8:30 pm - Library Board, @Library
  - Reminder: May 26 meeting moved to June 2 due to Memorial Day.



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
1. Sarah Leinweber, President, 2017-2026	In-person
2. Erin Jelenchick, Vice President, 2020-2027	Zoom 6:36-7:10; In-person 7:10-7:31
3. Sam Dettmann, Village Board Representative, 2024-2026	Absent
4. Nathan Christenson, School District Representative, 2024-2026	Absent
5. Claire Flannery, Member, 2020-2026	Zoom
6. Nikki DeGuire, Member, 2024-2027	In-person
7. Ellie Gettinger, Member, 2019-2028	Absent
<b>Staff</b>	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:36pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of February 24, 2026 meeting b. Finance Report Through February 28, 2026 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Flannery	Unanimous
Motion to approve consent agenda as presented.				
4. Library Board Bylaws Update	Motion	DeGuire	Flannery	Unanimous
Amended: Article VI, Section 6: Change to “support an/or advocate.” Article 9, Section 3: change to “has a substantial financial interest.” Motion to approve revisions to Whitefish Bay Public Library Board of Trustees Bylaws as amended.				
5. Change April Board Meeting Date	Motion	DeGuire	Flannery	Unanimous
Motion to approve changing April 28 <sup>th</sup> Library Board meeting to April 21 <sup>st</sup> .				
6. Finalize Village Board Presentation	Motion	Jelenchick	Leinweber	Unanimous
Motion to approve Strategic Plan Presentation for Village Board.				
7. Head of Circulation Job Description Revision	Motion	Jelenchick	DeGuire	Unanimous
Motion to approve the Head of Circulation Services job description as presented.				
8. Head of Circulation Job Posting	Motion	Jelenchick	DeGuire	Unanimous
Motion to approve the Head of Circulation Services job posting as presented.				
9. Director’s Report	Discuss			
Director’s report discussed as presented in packet.				
ADJOURNMENT 7:31pm	Motion	DeGuire	Jelenchick	Unanimous

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY  
PERIOD ENDING 03/31/2026  
% Fiscal Year Completed: 24.66

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	
	Intergovernmental Revenue	1,000.00		0.00	0.00	0.00		0.00	
Intergovernmental Revenue									
13-00000-43793	MCFLS Member Reserve Fund	76,193.00		102,696.00	102,988.00	(292.00)		100.28	
	Intergovernmental Revenue	76,193.00		102,696.00	102,988.00	(292.00)		100.28	
Fines, Fees, Penalties									
13-00000-45209	LIBRARY FINES	23,683.70		24,000.00	5,117.77	18,882.23		21.32	
13-00000-45210	Library Replacement Cards	116.70		0.00	0.00	0.00		0.00	
	Fines, Fees, Penalties	23,800.40		24,000.00	5,117.77	18,882.23		21.32	
Public Charges for Services									
13-00000-46712	LIBRARY ROOM RENT	3,515.00		4,500.00	1,370.00	3,130.00		30.44	
13-00000-46713	LIBRARY COPY AND FAX FEES	6,652.70		6,200.00	2,048.07	4,151.93		33.03	
	Public Charges for Services	10,167.70		10,700.00	3,418.07	7,281.93		31.94	
Miscellaneous Revenue									
13-00000-48501	LIBRARY DONATIONS	3,026.00		2,000.00	390.00	1,610.00		19.50	
	Miscellaneous Revenue	3,026.00		2,000.00	390.00	1,610.00		19.50	
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	7,818.00		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	7,818.00		36,000.00	0.00	36,000.00		0.00	
	Total Dept 00000	1,052,495.10		1,127,311.00	111,913.84	1,015,397.16		9.93	
	Total - Function Unclassified	1,052,495.10		1,127,311.00	111,913.84	1,015,397.16		9.93	
	TOTAL REVENUES	1,052,495.10		1,127,311.00	111,913.84	1,015,397.16		9.93	

Expenditures  
Function: Unclassified  
Dept 93000 - LIBRARY SALARIES

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		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 13 - Library Special Revenue Fund										
Expenditures										
Unclassified										
13-93000-50100	Salaries	615,324.35		634,071.00		144,750.98		489,320.02		22.83
13-93000-50150	FICA Tax	46,512.75		48,506.00		10,877.08		37,628.92		22.42
13-93000-50160	Health/Dental Insurance Premium	66,749.56		66,868.00		20,135.76		46,732.24		30.11
13-93000-50161	Health Insurance Deductible (Direct Pay)	5,945.00		0.00		187.50		(187.50)		100.00
13-93000-50162	Wellness Credit	166.68		0.00		500.04		(500.04)		100.00
13-93000-50170	Retirement Contribution - ER portion	31,848.78		33,309.00		6,990.11		26,318.89		20.99
13-93000-50180	Group Life Insurance Premium	1,683.31		1,716.00		402.33		1,313.67		23.45
13-93000-50181	Disability Insurance Premium	0.00		1,716.00		0.00		1,716.00		0.00
Unclassified		768,230.43		786,186.00		183,843.80		602,342.20		23.38
Total Dept 93000 - LIBRARY SALARIES		768,230.43		786,186.00		183,843.80		602,342.20		23.38
Dept 93200 - LIBRARY ADM EXP										
Unclassified										
13-93200-50190	Training/Meetings/Travel	3,404.61		4,500.00		50.00		4,450.00		1.11
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		170.99		529.01		24.43
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		15,046.30		32,953.70		31.35
13-93200-50251	Telephone/Internet	5,708.42		5,400.00		745.30		4,654.70		13.80
13-93200-50300	Office Supplies	2,740.20		2,300.00		651.74		1,648.26		28.34
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		1,125.00		48,875.00		2.25
13-93200-50760	Sales Tax	246.82		300.00		35.96		264.04		11.99
Unclassified		66,416.56		112,925.00		17,825.29		95,099.71		15.79
Total Dept 93200 - LIBRARY ADM EXP		66,416.56		112,925.00		17,825.29		95,099.71		15.79
Dept 93300 - LIBRARY EQUIPMENT										
Unclassified										
13-93300-50240	IT Support Contract Services	37,010.85		38,000.00		1,962.77		36,037.23		5.17
13-93300-50246	General software support	0.00		0.00		79.99		(79.99)		100.00
13-93300-50311	Copier Maintenance/Repair	3,146.27		4,200.00		519.90		3,680.10		12.38
13-93300-50312	Material Processing/Repairs	4,644.88		6,000.00		1,192.95		4,807.05		19.88
13-93300-50350	Maintenance Service & Supplies	34,370.00		35,000.00		5,950.00		29,050.00		17.00
13-93300-50351	Custodial Supplies	3,165.64		3,800.00		40.52		3,759.48		1.07
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		86,729.35		88,600.00		9,746.13		78,853.87		11.00
Total Dept 93300 - LIBRARY EQUIPMENT		86,729.35		88,600.00		9,746.13		78,853.87		11.00
Dept 93400 - LIBR PROG/SERVICES										
Unclassified										
13-93400-50401	MCFLS Membership	7,148.00		7,000.00		0.00		7,000.00 <sup>4</sup>		0.00

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		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 13 - Library Special Revenue Fund										
Expenditures										
13-93400-50402	Programs - Adult		421.15	200.00		0.00		200.00		0.00
13-93400-50403	Programs - Children		354.37	200.00		213.02		(13.02)		106.51
13-93400-50415	Programs - Young Adults		18.99	200.00		0.00		200.00		0.00
Unclassified			7,942.51	7,600.00		213.02		7,386.98		2.80
Total Dept 93400 - LIBR PROG/SERVICES			7,942.51	7,600.00		213.02		7,386.98		2.80
Dept 93500 - LIBRARY COLLECTIONS										
Unclassified										
13-93500-50410	Library Collection Materials		108,221.23	132,000.00		10,970.03		121,029.97		8.31
Unclassified			108,221.23	132,000.00		10,970.03		121,029.97		8.31
Total Dept 93500 - LIBRARY COLLECTIONS			108,221.23	132,000.00		10,970.03		121,029.97		8.31
Total - Function Unclassified			1,037,540.08	1,127,311.00		222,598.27		904,712.73		19.75
TOTAL EXPENDITURES			1,037,540.08	1,127,311.00		222,598.27		904,712.73		19.75
Fund 13 - Library Special Revenue Fund:										
TOTAL REVENUES			1,052,495.10	1,127,311.00		111,913.84		1,015,397.16		9.93
TOTAL EXPENDITURES			1,037,540.08	1,127,311.00		222,598.27		904,712.73		19.75
NET OF REVENUES & EXPENDITURES			14,955.02	0.00		(110,684.43)		110,684.43		100.00
BEG. FUND BALANCE			100,100.34	100,100.34		100,100.34				
NET OF REVENUES/EXPENDITURES - 2025						14,955.02		14,955.02		
END FUND BALANCE			115,055.36	100,100.34		4,370.93				
Fund 22 - LIBRARY EXPANSION FUND										
Revenues										
Function: Unclassified										
Dept 00000										
Miscellaneous Revenue										
22-00000-48110	INVESTMENT INCOME		12,736.87	0.00		1,820.56		(1,820.56)		100.00
Miscellaneous Revenue			12,736.87	0.00		1,820.56		(1,820.56)		100.00
Total Dept 00000			12,736.87	0.00		1,820.56		(1,820.56)		100.00
Total - Function Unclassified			12,736.87	0.00		1,820.56		(1,820.56)		100.00
TOTAL REVENUES			12,736.87	0.00		1,820.56		(1,820.56)		100.00

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 PERIOD ENDING 03/31/2026  
 % Fiscal Year Completed: 24.66

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 REVENUES		12,736.87	0.00		1,820.56		(1,820.56)	100.00
	TOTAL EXPENDITURES		0.00	0.00		0.00		0.00	0.00
	NET OF REVENUES & EXPENDITURES		12,736.87	0.00		1,820.56		(1,820.56)	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		103,344.24			
	TOTAL REVENUES - ALL FUNDS		1,065,231.97	1,127,311.00		113,734.40		1,013,576.60	10.09
	TOTAL EXPENDITURES - ALL FUNDS		1,037,540.08	1,127,311.00		222,598.27		904,712.73	19.75
	NET OF REVENUES & EXPENDITURES		27,691.89	0.00		(108,863.87)		108,863.87	100.00
	BEG. FUND BALANCE - ALL FUNDS		188,887.15	188,887.15		188,887.15			
	END FUND BALANCE - ALL FUNDS		216,579.04	188,887.15		107,715.17			

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 13 Library Special Revenue Fund								
03/01/2026			<b>13-00000-11100 CASH IN BANK</b>		BEG. BALANCE		6,445.66	
03/03/2026	CR	RCPT	Daily Library Receipts	244077	944.80		7,390.46	
03/05/2026	GJ	JE	Library - stripe monthly deposit	6386	690.99		8,081.45	
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		(23,750.12)		(15,668.67)	
03/06/2026	CD	CHK	SUMMARY CD 03/06/2026		(11,376.76)		(27,045.43)	
03/09/2026	CR	RCPT	Daily Library Receipts	244140	103,179.95		76,134.52	
03/11/2026	CD	CHK	SUMMARY CD 03/11/2026		(1,561.35)		74,573.17	
03/13/2026	CD	CHK	SUMMARY CD 03/13/2026		(7,255.84)		67,317.33	
03/14/2026	GJ	JE	Nayax deposit	6431	382.85		67,700.18	
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		(23,669.03)		44,031.15	
03/20/2026	CD	CHK	SUMMARY CD 03/20/2026		(109.32)		43,921.83	
03/20/2026	CR	RCPT	Daily Library Receipts	244315	298.59		44,220.42	
03/25/2026	CD	CHK	SUMMARY CD 03/25/2026		(13,803.68)		30,416.74	
03/30/2026	CR	RCPT	Daily Library Receipts	244454	311.60		30,728.34	
03/31/2026	GJ	JE	Monthly WRS ACH Payment	6437	(2,419.26)		28,309.08	
03/31/2026			13-00000-11100 CASH IN BANK		END BALANCE		28,309.08	
03/01/2026			<b>13-00000-12100 TAXES RECEIVABLE</b>		BEG. BALANCE		941,915.00	
03/31/2026			13-00000-12100 TAXES RECEIVABLE		END BALANCE		941,915.00	
03/01/2026			<b>13-00000-15001 PREPAIDS</b>		BEG. BALANCE		1,809.00	
03/31/2026			13-00000-15001 PREPAIDS		END BALANCE		1,809.00	
03/01/2026			<b>13-00000-21100 ACCOUNTS PAYABLE</b>		BEG. BALANCE		(11,211.92)	
03/04/2026	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC FEBRUARY 2026 JANITORIAL	022826-WFBPL	3,050.00		14,261.92	
03/04/2026	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC JANUARY 2026 JANITORIAL	013126-WFBPL	2,900.00		17,161.92	
03/04/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI STANDARD PAYMENT	41342506	101.00		17,262.92	
03/04/2026	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY FEBRUARY 2026 STATEMENT	20AC678 2/26	4,653.09		21,916.01	
03/04/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC TITLES	508481122	72.67		21,988.68	
03/05/2026	AP	INV	WIN IT SERVICES, LLC/WIN IT SERVICES, MERAKI MR ENTERPRISE LICENSE	1216643	600.00		22,588.68	
03/06/2026	CD	CHK	SUMMARY CD 03/06/2026		(11,376.76)		11,211.92	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL COLLECTIONS TITLE: UNICORN ACADEMY	7843	(35.47)		11,176.45	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL COLLECTIONS TITLE: FLAGRANT	5951	(13.50)		11,162.95	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL WINTER READING PRIZE BASKET	4860	26.48		11,189.43	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL COLLECTIONS TITLE: THE CORRESPONDENT (	8082	246.40		11,435.83	
03/10/2026	AP	INV	The Framing Gallery/The Framing Galler; FIGT FOR K KIEKHAEFER	8025	108.81		11,544.64	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
<b>13-00000-21100 ACCOUNTS PAYABLE</b>					(Continued)			
03/10/2026	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE J(3508 MJS MONTHLY SUBSCRIPTION		50.00		11,594.64	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8697 MATERIALS PROCESSING: CD/DVD CASES		82.53		11,677.17	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3343 MATERIAL PROCESSING: FLUORESCENT LABELS		29.97		11,707.14	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2878 PROJECTOR & PLASTIC BINS		104.98		11,812.12	
03/10/2026	AP	INV	MAGAZINE LINE/MAGAZINE LINE OLD HOUSE JOURNAL SUBSCRIPTION	1927	32.95		11,845.07	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5484 ADAPTER CORDS FOR PROGRAM ROOM TECH		23.98		11,869.05	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4065 STANDING DESK FOR V MORRIS		118.99		11,988.04	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4313 COLLECTIONS TITLE: YOU MEAN I'M NO LAZ'		10.72		11,998.76	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4413 COLLECTIONS TITLE: THEO OF GOLDEN		33.00		12,031.76	
03/10/2026	AP	INV	MOBILE BEACON/MOBILE BEACON REPLACEMENT HOTSPOT	3575	66.00		12,097.76	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 6880 COLLECTIONS TITLE: THE CORRESPONDENT		41.22		12,138.98	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5029 CASE FOR HOTSPOT		15.99		12,154.97	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5607 PENCIL SHARPENER FOR YOUTH SERVICES WII		31.98		12,186.95	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4455 DRY ERASE MARKERS FOR STUDY ROOMS		38.16		12,225.11	
03/10/2026	AP	INV	DRIVESTRIKE/DRIVESTRIKE LAPTOP SECURITY SOFTWARE MAINTENANCE	4472	20.00		12,245.11	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1593 WINTER READING PRIZE BASKET		19.99		12,265.10	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3114 MAGIC ERASERS FOR TABLES		14.83		12,279.93	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5317 BLURAY CASES		21.51		12,301.44	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4873 PENCIL SHARPENER FOR ADULT SERVICES WII		22.49		12,323.93	
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1916 COLLECTIONS TITLE: MIGRANT MIDWEST		32.00		12,355.93	
03/10/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 2/3 - 3/2/2026	AR276995	21.17		12,377.10	
03/10/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 2/3 - 3/2/2026	AR276996	123.77		12,500.87	
03/10/2026	AP	INV	TODAY'S BUSINESS SOLUTIONS, INC./TODAY KIOSK MAINTENANCE AGREEMENT	16920	1,216.80		13,717.67	
03/10/2026	AP	INV	KANOPY, INC./KANOPY, INC. TICKETS & KKIDS CREDITS	494348	242.25		13,959.92	
03/10/2026	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE KCUPS	6058105914	50.73		14,010.65	
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE DVD	508519357	23.24		14,033.89	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
<b>13-00000-21100 ACCOUNTS PAYABLE</b>					(Continued)			
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE DVD	508481123	26.99		14,060.88	
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC BLURAYS	508519358	225.66		14,286.54	
03/10/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2227306 LIBRARY CDS		285.23		14,571.77	
03/10/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2226859 LIBRARY CD		40.00		14,611.77	
03/11/2026	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI0450 MONTHLY CHARGES		309.98		14,921.75	
03/11/2026	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI0822 MONTHLY CHARGES		107.36		15,029.11	
03/11/2026	CD	CHK	SUMMARY CD 03/11/2026		(1,561.35)		13,467.76	
03/13/2026	CD	CHK	SUMMARY CD 03/13/2026		(7,255.84)		6,211.92	
03/18/2026	AP	INV	AT&T/AT&T MONTHLY CHARGES - MARCH 2026	414R16015903 3/	109.32		6,321.24	
03/19/2026	AP	INV	ETF/ETF APRIL 2026 PREMIUMS	1050000202604	6,211.92		12,533.16	
03/20/2026	CD	CHK	SUMMARY CD 03/20/2026		(109.32)		12,423.84	
03/23/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2227833 THE LET THEM THEORY - LIBRARY CD		40.00		12,463.84	
03/24/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD YELLOW TONER	AR278049	14.00		12,477.84	
03/24/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC DVDS	508556742	307.32		12,785.16	
03/24/2026	AP	INV	ROBB GREGG/ROBB GREGG MARCH 2026 GARDEN	2026-03	375.00		13,160.16	
03/24/2026	AP	INV	WE ENERGIES/WE ENERGIES MARCH 2026 CHARGES	5853417043	13,067.36		26,227.52	
03/25/2026	CD	CHK	SUMMARY CD 03/25/2026		(13,803.68)		12,423.84	
03/31/2026			13-00000-21100 ACCOUNTS PAYABLE		END BALANCE		(12,423.84)	
<b>13-00000-21550 DEPOSITS/SUSPENSE</b>								
03/01/2026			DEPOSITS/SUSPENSE		BEG. BALANCE		(38.06)	
03/20/2026	CR	RCPT	DEPOSITS/SUSPENSE	244315	17.99		56.05	
03/31/2026			13-00000-21550 DEPOSITS/SUSPENSE		END BALANCE		(56.05)	
<b>13-00000-24600 DEFERRED REVENUE - TAXES</b>								
03/01/2026			DEFERRED REVENUE - TAXES		BEG. BALANCE		(941,915.00)	
03/31/2026			13-00000-24600 DEFERRED REVENUE - TAXES		END BALANCE		(941,915.00)	
<b>13-00000-25199 ACCRUED PAYROLL</b>								
03/01/2026			ACCRUED PAYROLL		BEG. BALANCE		(18,182.17)	
03/31/2026			13-00000-25199 ACCRUED PAYROLL		END BALANCE		(18,182.17)	
<b>13-00000-25200 Health Insurance - PR Deduction</b>								
03/01/2026			Health Insurance - PR Deduction		BEG. BALANCE		6,062.84	
03/19/2026	AP	INV	ETF/ETF APRIL 2026 PREMIUMS	1050000202604	(6,062.84)		(12,125.68)	
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		6,062.84		(6,062.84)	

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-0000-25200 Health Insurance - PR Deduction</b>		(Continued)			
03/31/2026			13-0000-25200 Health Insurance - PR Deduction		END BALANCE		6,062.84	
03/01/2026			<b>13-0000-25202 Dental Insurance - PR Deduction</b>		BEG. BALANCE		149.08	
03/19/2026	AP	INV	ETF/ETF APRIL 2026 PREMIUMS	1050000202604	(149.08)		(298.16)	
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		149.08		(149.08)	
03/31/2026			13-0000-25202 Dental Insurance - PR Deduction		END BALANCE		149.08	
03/01/2026			<b>13-0000-25210 Life Insurance - PR Deduction</b>		BEG. BALANCE		0.00	
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		134.11		134.11	
03/31/2026			13-0000-25210 Life Insurance - PR Deduction		END BALANCE		(134.11)	
03/01/2026			<b>13-0000-25400 WRS Retirement - Payroll Deduction</b>		BEG. BALANCE		(1,526.83)	
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		1,045.09		2,571.92	
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		1,010.24		3,582.16	
03/31/2026	GJ	JE	Monthly WRS ACH Payment	6437	(2,419.26)		1,162.90	
03/31/2026			13-0000-25400 WRS Retirement - Payroll Deduction		END BALANCE		(1,162.90)	
03/01/2026			<b>13-0000-28100 SURPLUS</b>		BEG. BALANCE		(100,100.34)	
03/31/2026			13-0000-28100 SURPLUS		END BALANCE		(100,100.34)	
03/01/2026			<b>13-0000-43793 MCFLS Member Reserve Fund</b>		BEG. BALANCE		0.00	102,696.00
03/09/2026	CR	RCPT	Library MCFLS RB Payment	244140	102,988.00		102,988.00	(292.00)
03/31/2026			13-0000-43793 MCFLS Member Reserve Fund		END BALANCE		102,988.00	(292.00)
03/01/2026			<b>13-0000-45209 LIBRARY FINES</b>		BEG. BALANCE		3,963.28	20,036.72
03/03/2026	CR	RCPT	LIBRARY FINES	244077	126.15		4,089.43	19,910.57
03/05/2026	GJ	JE	Library - stripe monthly deposit	6386	690.99		4,780.42	19,219.58
03/09/2026	CR	RCPT	LIBRARY FINES	244140	57.65		4,838.07	19,161.93
03/20/2026	CR	RCPT	LIBRARY FINES	244315	105.70		4,943.77	19,056.23
03/30/2026	CR	RCPT	LIBRARY FINES	244454	174.00		5,117.77	18,882.23
03/31/2026			13-0000-45209 LIBRARY FINES		END BALANCE		5,117.77	18,882.23
03/01/2026			<b>13-0000-46712 LIBRARY ROOM RENT</b>		BEG. BALANCE		570.00	3,930.00
03/03/2026	CR	RCPT	LIBRARY ROOM RENT	244077	750.00		1,320.00	3,180.00
03/09/2026	CR	RCPT	LIBRARY ROOM RENT	244140	50.00		1,370.00	3,130.00
03/31/2026			13-0000-46712 LIBRARY ROOM RENT		END BALANCE		1,370.00	3,130.00
03/01/2026			<b>13-0000-46713 LIBRARY COPY AND FAX FEES</b>		BEG. BALANCE		1,199.77	5,000.23
03/03/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	244077	68.65		1,268.42	4,931.58
03/09/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	244140	84.30		1,352.72	4,847.28
03/14/2026	GJ	JE	Nayax deposit	6431	382.85		1,735.57	4,464.43

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
					(Continued)			
03/20/2026	CR	RCPT	<b>13-0000-46713 LIBRARY COPY AND FAX FEES</b>					
			LIBRARY COPY AND FAX FEES	244315	174.90		1,910.47	4,289.53
03/30/2026	CR	RCPT	LIBRARY COPY AND FAX FEES	244454	137.60		2,048.07	4,151.93
03/31/2026			13-0000-46713 LIBRARY COPY AND FAX FEES		END BALANCE		2,048.07	4,151.93
03/01/2026			<b>13-0000-48501 LIBRARY DONATIONS</b>		BEG. BALANCE		390.00	1,610.00
03/31/2026			13-0000-48501 LIBRARY DONATIONS		END BALANCE		390.00	1,610.00
03/01/2026			<b>13-93000-50100 Salaries</b>		BEG. BALANCE		101,318.16	532,752.84
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		22,035.32		123,353.48	510,717.52
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		21,397.50		144,750.98	489,320.02
03/31/2026			13-93000-50100 Salaries		END BALANCE		144,750.98	489,320.02
03/01/2026			<b>13-93000-50150 FICA Tax</b>		BEG. BALANCE		7,619.93	40,886.07
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		1,631.46		9,251.39	39,254.61
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		1,625.69		10,877.08	37,628.92
03/31/2026			13-93000-50150 FICA Tax		END BALANCE		10,877.08	37,628.92
03/01/2026			<b>13-93000-50160 Health/Dental Insurance Premium</b>		BEG. BALANCE		13,423.84	53,444.16
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		6,711.92		20,135.76	46,732.24
03/31/2026			13-93000-50160 Health/Dental Insurance Premium		END BALANCE		20,135.76	46,732.24
03/01/2026			<b>13-93000-50161 Health Insurance Deductible (Direct Pay)</b>		BEG. BALANCE		125.00	(125.00)
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		62.50		187.50	(187.50)
03/31/2026			13-93000-50161 Health Insurance Deductible (Direct Pay)		END BALANCE		187.50	(187.50)
03/01/2026			<b>13-93000-50162 Wellness Credit</b>		BEG. BALANCE		333.36	(333.36)
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		83.34		416.70	(416.70)
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		83.34		500.04	(500.04)
03/31/2026			13-93000-50162 Wellness Credit		END BALANCE		500.04	(500.04)
03/01/2026			<b>13-93000-50170 Retirement Contribution - ER portion</b>		BEG. BALANCE		4,934.78	28,374.22
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		1,045.09		5,979.87	27,329.13
03/20/2026	PR	CHK	SUMMARY PR 03/20/2026		1,010.24		6,990.11	26,318.89
03/31/2026			13-93000-50170 Retirement Contribution - ER portion		END BALANCE		6,990.11	26,318.89
03/01/2026			<b>13-93000-50180 Group Life Insurance Premium</b>		BEG. BALANCE		268.22	1,447.78
03/06/2026	PR	CHK	SUMMARY PR 03/06/2026		134.11		402.33	1,313.67
03/31/2026			13-93000-50180 Group Life Insurance Premium		END BALANCE		402.33	1,313.67
03/01/2026			<b>13-93200-50190 Training/Meetings/Travel</b>		BEG. BALANCE		50.00	4,450.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-93200-50190 Training/Meetings/Travel</b>		(Continued)			
03/31/2026			13-93200-50190 Training/Meetings/Travel		END BALANCE		50.00	4,450.00
03/01/2026			<b>13-93200-50194 Personnel Related Expenses</b>		BEG. BALANCE		62.18	637.82
03/10/2026	AP	INV	The Framing Gallery/The Framing Galler;8025 FIGT FOR K KIEKHAEFER		108.81		170.99	529.01
03/31/2026			13-93200-50194 Personnel Related Expenses		END BALANCE		170.99	529.01
03/01/2026			<b>13-93200-50250 Utilities</b>		BEG. BALANCE		1,978.94	46,021.06
03/24/2026	AP	INV	WE ENERGIES/WE ENERGIES MARCH 2026 CHARGES	5853417043	13,067.36		15,046.30	32,953.70
03/31/2026			13-93200-50250 Utilities		END BALANCE		15,046.30	32,953.70
03/01/2026			<b>13-93200-50251 Telephone/Internet</b>		BEG. BALANCE		218.64	5,181.36
03/11/2026	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI0450 MONTHLY CHARGES		309.98		528.62	4,871.38
03/11/2026	AP	INV	SPECTRUM ENTERPRISE/SPECTRUM ENTERPRISI0822 MONTHLY CHARGES		107.36		635.98	4,764.02
03/18/2026	AP	INV	AT&T/AT&T MONTHLY CHARGES - MARCH 2026	414R16015903 3/	109.32		745.30	4,654.70
03/31/2026			13-93200-50251 Telephone/Internet		END BALANCE		745.30	4,654.70
03/01/2026			<b>13-93200-50300 Office Supplies</b>		BEG. BALANCE		364.40	1,935.60
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2878 PROJECTOR & PLASTIC BINS		24.99		389.39	1,910.61
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4065 STANDING DESK FOR V MORRIS		118.99		508.38	1,791.62
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5607 PENCIL SHARPENER FOR YOUTH SERVICES WI		31.98		540.36	1,759.64
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4455 DRY ERASE MARKERS FOR STUDY ROOMS		38.16		578.52	1,721.48
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4873 PENCIL SHARPENER FOR ADULT SERVICES WI		22.49		601.01	1,698.99
03/10/2026	AP	INV	STAPLES ADVANTAGE/STAPLES ADVANTAGE KCUPS	6058105914	50.73		651.74	1,648.26
03/31/2026			13-93200-50300 Office Supplies		END BALANCE		651.74	1,648.26
03/01/2026			<b>13-93200-50360 Building Maintenance</b>		BEG. BALANCE		750.00	49,250.00
03/24/2026	AP	INV	ROBB GREGG/ROBB GREGG MARCH 2026 GARDEN	2026-03	375.00		1,125.00	48,875.00
03/31/2026			13-93200-50360 Building Maintenance		END BALANCE		1,125.00	48,875.00
03/01/2026			<b>13-93200-50760 Sales Tax</b>		BEG. BALANCE		35.96	264.04
03/31/2026			13-93200-50760 Sales Tax		END BALANCE		35.96	264.04

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
03/01/2026			<b>13-93300-50240 IT Support Contract Services</b>		BEG. BALANCE		20.00	37,980.00
03/05/2026	AP	INV	WIN IT SERVICES, LLC/WIN IT SERVICES, 1216643 MERAKI MR ENTERPRISE LICENSE		600.00		620.00	37,380.00
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5484 ADAPTER CORDS FOR PROGRAM ROOM TECH		23.98		643.98	37,356.02
03/10/2026	AP	INV	MOBILE BEACON/MOBILE BEACON REPLACEMENT HOTSPOT	3575	66.00		709.98	37,290.02
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5029 CASE FOR HOTSPOT		15.99		725.97	37,274.03
03/10/2026	AP	INV	DRIVESTRIKE/DRIVESTRIKE LAPTOP SECURITY SOFTWARE MAINTENANCE	4472	20.00		745.97	37,254.03
03/10/2026	AP	INV	TODAY'S BUSINESS SOLUTIONS, INC./TODAY 16920 KIOSK MAINTENANCE AGREEMENT		1,216.80		1,962.77	36,037.23
03/31/2026			13-93300-50240 IT Support Contract Services		END BALANCE		1,962.77	36,037.23
03/01/2026			<b>13-93300-50246 General software support</b>		BEG. BALANCE		0.00	0.00
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 2878 PROJECTOR & PLASTIC BINS		79.99		79.99	(79.99)
03/31/2026			13-93300-50246 General software support		END BALANCE		79.99	(79.99)
03/01/2026			<b>13-93300-50311 Copier Maintenance/Repair</b>		BEG. BALANCE		259.96	3,940.04
03/04/2026	AP	INV	GREATAMERICA FINANCIAL SVCS/GREATAMERI(41342506 STANDARD PAYMENT		101.00		360.96	3,839.04
03/10/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 2/3 - 3/2/2026	AR276995	21.17		382.13	3,817.87
03/10/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD LIBRARY COPIER 2/3 - 3/2/2026	AR276996	123.77		505.90	3,694.10
03/24/2026	AP	INV	FORWARD TS, LTD/FORWARD TS, LTD YELLOW TONER	AR278049	14.00		519.90	3,680.10
03/31/2026			13-93300-50311 Copier Maintenance/Repair		END BALANCE		519.90	3,680.10
03/01/2026			<b>13-93300-50312 Material Processing/Repairs</b>		BEG. BALANCE		1,058.94	4,941.06
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8697 MATERIALS PROCESSING: CD/DVD CASES		82.53		1,141.47	4,858.53
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3343 MATERIAL PROCESSING: FLUORESCENT LABELS		29.97		1,171.44	4,828.56
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5317 BLURAY CASES		21.51		1,192.95	4,807.05
03/31/2026			13-93300-50312 Material Processing/Repairs		END BALANCE		1,192.95	4,807.05
03/01/2026			<b>13-93300-50350 Maintenance Service &amp; Supplies</b>		BEG. BALANCE		0.00	35,000.00
03/04/2026	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC FEBRUARY 2026 JANITORIAL	022826-WFBPL	3,050.00		3,050.00	31,950.00
03/04/2026	AP	INV	CLEAN SOURCE LLC/CLEAN SOURCE LLC JANUARY 2026 JANITORIAL	013126-WFBPL	2,900.00		5,950.00	29,050.00
03/31/2026			13-93300-50350 Maintenance Service & Supplies		END BALANCE		5,950.00	29,050.00
03/01/2026			<b>13-93300-50351 Custodial Supplies</b>		BEG. BALANCE		25.69	13 3,774.31

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-93300-50351 Custodial Supplies</b>		(Continued)			
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 3114 MAGIC ERASERS FOR TABLES		14.83		40.52	3,759.48
03/31/2026			13-93300-50351 Custodial Supplies		END BALANCE		40.52	3,759.48
			<b>13-93400-50403 Programs - Children</b>		BEG. BALANCE		166.55	33.45
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4860 WINTER READING PRIZE BASKET		26.48		193.03	6.97
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1593 WINTER READING PRIZE BASKET		19.99		213.02	(13.02)
03/31/2026			13-93400-50403 Programs - Children		END BALANCE		213.02	(13.02)
			<b>13-93500-50410 Library Collection Materials</b>		BEG. BALANCE		4,656.26	127,343.74
03/04/2026	AP	INV	INGRAM LIBRARY SERVICES/INGRAM LIBRARY 20AC678 2/26 FEBRUARY 2026 STATEMENT		4,653.09		9,309.35	122,690.65
03/04/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC TITLES	508481122	72.67		9,382.02	122,617.98
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 7843 COLLECTIONS TITLE: UNICORN ACADEMY		(35.47)		9,346.55	122,653.45
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 5951 COLLECTIONS TITLE: FLAGRANT		(13.50)		9,333.05	122,666.95
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 8082 COLLECTIONS TITLE: THE CORRESPONDENT (I		246.40		9,579.45	122,420.55
03/10/2026	AP	INV	MILWAUKEE JOURNAL SENTINEL/MILWAUKEE JOURNAL MJS MONTHLY SUBSCRIPTION		50.00		9,629.45	122,370.55
03/10/2026	AP	INV	MAGAZINE LINE/MAGAZINE LINE OLD HOUSE JOURNAL SUBSCRIPTION	1927	32.95		9,662.40	122,337.60
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4313 COLLECTIONS TITLE: YOU MEAN I'M NO LAZ'		10.72		9,673.12	122,326.88
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 4413 COLLECTIONS TITLE: THEO OF GOLDEN		33.00		9,706.12	122,293.88
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 6880 COLLECTIONS TITLE: THE CORRESPONDENT		41.22		9,747.34	122,252.66
03/10/2026	AP	INV	AMAZON CAPITAL SERVICES/AMAZON CAPITAL 1916 COLLECTIONS TITLE: MIGRANT MIDWEST		32.00		9,779.34	122,220.66
03/10/2026	AP	INV	KANOPY, INC./KANOPY, INC. TICKETS & KKIDS CREDITS	494348	242.25		10,021.59	121,978.41
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE DVD	508519357	23.24		10,044.83	121,955.17
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE DVD	508481123	26.99		10,071.82	121,928.18
03/10/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC BLURAYS	508519358	225.66		10,297.48	121,702.52
03/10/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2227306 LIBRARY CDS		285.23		10,582.71	121,417.29
03/10/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2226859 LIBRARY CD		40.00		10,622.71	121,377.29
03/23/2026	AP	INV	BLACKSTONE PUBLISHING/BLACKSTONE PUBLI:2227833 THE LET THEM THEORY - LIBRARY CD		40.00		10,662.71	121,337.29
03/24/2026	AP	INV	MIDWEST TAPE/MIDWEST TAPE MISC DVDs	508556742	307.32		10,970.03	121,029.97

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
			<b>13-93500-50410 Library Collection Materials</b>		(Continued)			
03/31/2026			<a href="#">13-93500-50410 Library Collection Materials</a>		END BALANCE		10,970.03	121,029.97

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 21, 2026 Meeting  
Re: Department Reports



### Adult Services (Lenski)

#### **Programs**

In March adult and youth services teamed up to offer an intergenerational program for teens and adults, book bedazzling. Folks brought in a book from home and decorated the cover with sparkly gems. While we did have more adults than teens, a few teenage daughters participated with a parent. It was a fun event with very little setup and prep work and we had about 15 participants. We plan to do more of these intergenerational programs in the future. We also wrapped up our Adult Winter Reading Program at the end of February. We had a total of 78 participants, which was up from less than 50 last winter.

#### **Staffing**

Our new Reference Assistant Emma has started training on the desk and a new sub, Stephanie, started. Due to the staffing shortage in the AS department we've had to scale back on programs for a bit so that staff is available to cover the desk during open hours.

### Circ Services (Hoge)

#### **Technology**

MCFLS has hired a new Network Administrator Dillon Gouff who started the week of April 13<sup>th</sup>. I am hoping to be able to work with him in early May to get him up to speed on all things tech related at WFBPL.

MCFLS was able to make a bulk purchase of the software Reboot/Restore used to maintain the baseline of our public computers and keep them secure. We will be loading these new licenses onto new equipment as it is purchased and also on devices where the old version of Reboot/Restore has caused issues with executing Windows updates.

We purchased 6 Office 2024 licenses from Microsoft Nonprofit through TechSoup in late March and installed the Office Suite (Word, Excel, and Powerpoint) onto 5 public computers in Adult Services and 1 loanable laptop. As soon as we are able, we will be purchasing more licenses and installing Office 2024 on 3 more Adult Services public desktops and 3 loanable laptops. We have decided to leave Office 2016 on the Youth Services public desktops since we do not see these applications being used very often if at all by this group of patrons.

#### **Circulation**

As we plan for the departure of our graduating senior Abbie Albrightson, I have hired and am in the process of training Mabel Dance to join our Shelving Team.

#### **Retirement**

I am continuing to prepare for my departure in early May. I have provided a list of daily, weekly and monthly tasks to the Leadership Team with designation of the staff who will cover those tasks as I leave and a new Head of Circulation transitions into their role.

### Youth Services (Morris)

#### **Programming**

- We are currently in a storytime session that will end on May 7.
- We are wrapping up April programming with an Earth Day activity. All ages are welcome to make a bee hotel using recycling materials. These help mason bees/pollinators.
- We continue to plan for summer. Valerie has scheduled school visits for St. Monica, Richards, and Cumberland schools to occur in May. Reference assistants are creating the summer decorations. The summer programming schedule is complete.
- We are teaming up with the North Shore Health Department by hosting a one-hour parent social group. This allows parents to meet other parents, learn about child-related topics and what the health department has to offer them. The first of four will be April 30.

## Staffing

- Valerie attended an all-day CVMIC training to learn about employment law.
- Training is continuing with Lainie and is going very well.

**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	26,295	25,298	26,922	26,554	25,046	27,869	30,077	29,217	25,127	25,288	24,296	23,897	315,886
2025	27,282	24,936	28,699	26,231	26,022	28,503	30,781	28,271	24,925	25,980	24,865	27,329	323,824
2026	33,407	27,582	29,857										
24-25	4%	-1%	7%	-1%	4%	2%	2%	-3%	-1%	3%	2%	14%	3%
25-26	22%	11%	4%										12%
	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	23,062	24,455										
24-25	4%	-1%	7%	-4%	2%	1%	1%	-6%	-2%	1%	1%	15%	1%
25-26	24%	11%	3%										13%
<b>DIGITAL CIRCULATION</b>			12%										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	4,467	4,206	4,773	4,040	4,222	4,018	4,211	4,049	4,250	4,140	4,177	4,192	50,745
2025	4,567	4,114	4,910	4,520	4,709	4,525	4,759	4,682	4,549	4,678	4,475	4,593	55,081
2026	5,220	4,520	5,402										
24-25	2%	-2%	3%	12%	12%	13%	13%	16%	7%	13%	7%	10%	9%
25-26	14%	10%	10%										11%
<b>OVERDRIVE</b>		<b>March 2026 MCFLS corrected totals; magazines were counted in OD total</b>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2024	2,876	2,644	3,053	2,848	2,698	2,659	2,892	2,661	2,717	2,725	2,635	2,569	32,977
2025	3,059	2,600	3,261	2,950	3,109	2,978	3,195	3,006	2,964	2,949	2,953	2,985	36,009
2026	3,581	2,990	3,668										
24-25	6%	-2%	7%	4%	15%	12%	10%	13%	9%	8%	12%	16%	9%
25-26	17%	15%	12%										15%
<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	847	883										
24-25	-9%	-10%	-4%	75%	5%	36%	48%	57%	16%	45%	17%	25%	20%
25-26	18%	8%	1%										9%
<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	361	400										
24-25	-8%	-14%	-18%	-29%	-20%	-22%	-22%	-24%	-35%	-28%	-26%	-41%	-25%
25-26	-13%	-7%	-2%										-7%

**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	322	451										
24-25	14%	45%	19%	93%	52%	22%	31%	30%	43%	65%	0%	25%	33%
25-26	17%	-4%	23%										12%
<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	5,580	5,370										
24-25	14%	-5%	11%	7%	6%	4%	2%	1%	13%	9%	-1%	3%	5%
25-26	1%	24%	4%										10%
<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	931	889										
24-25	91%	-8%	9%	-12%	-7%	-7%	-19%	-17%	-11%	-4%	-11%	-25%	-4%
25-26	-31%	6%	-13%										-12%
<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	658	782										
24-25	-24%	-21%	-11%	-1%	9%	2%	38%	6%	12%	22%	10%	0%	5%
25-26	41%	21%	8%										24%
<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	13,072	14,473										
24-25	16%	-2%	10%	9%	8%	6%	5%	-5%	6%	5%	-5%	11%	5%
25-26	12%	8%	6%										9%
<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	811	844										
24-25	13%	2%	13%	3%	6%	-2%	-4%	-9%	7%	7%	4%	16%	4%
25-26	5%	5%	-7%										1%

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: April 21, 2026 Meeting  
Re: Child Safety Policy Revision



### **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 Child Safety Policy was approved in 2019. The suggested revision corrects a typo and makes minor adjustments to punctuation and wording. Overall, the policy has served us well the last several years, providing clear guidance in this important area.

### **Recommended Motion**

Motion to approve the revision Child Safety Policy as presented (amended).

## CHILD SAFETY POLICY WFB PUBLIC LIBRARY

One of the Library's top priorities is creating a safe environment for all children. However, Library staff cannot take responsibility for the care of children of any age. The public library, unlike schools, does not serve *in loco parentis* (in place of a parents), nor can they act as a substitute for daycare in providing constant care and supervision. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when children are unattended.

Responsibility for the care, safety, and behavior of children using the library rests with the parent, guardian, or caregiver who is a responsible person of at least twelve (12) years of age.

### Unattended Children

Children under the age of eight nine (9) years old cannot be in the library unattended, and they must be adequately supervised by a parent, guardian, or caregiver.

Library staff will use reasonable judgement when estimating the age of children they suspect are unattended, and they will take action if they are aware that a child appears to be at risk of harm, lacks appropriate supervision, appears upset, or engages in disruptive behavior. Staff may need to contact authorities, such as the police, either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

Children, nine (9) years of age or older, may use the Library unattended provided they are able to maintain proper Library behavior. Children are subject to the general rules and regulations outlined in the ~~Library Rules of Conduct~~ Code of Conduct Policy<sup>1</sup>.

### Young Children in the Library after Closing

Children nine (9) years of age or older who depend on adults for transportation to return home must be picked up before the Whitefish Bay Public Library closes. The Library is also not responsible for children outside the building who await transportation or who are socializing, nor for children who choose to walk home.

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<sup>1</sup> <https://www.wfblibrary.org/about/policies/>

Adults responsible for **these** children using the Library should be aware of the Library's operating hours and make arrangements to meet children in a timely fashion. Staff will make every attempt to make these children aware of when the library is closing and give the children the option of using the Library's phone to call their adult.

If a child is found unattended at closing and awaiting pick-up:

- 1) Two library staff members will remain after closing time with the child.
- 2) Upon closing, library staff will have the child immediately call a Responsible Adult for transportation and the staff member will inform the adult that the Whitefish Bay Police Department will be called at 15 minutes passed closing time.
- 3) If the Responsible Adult has not arrived after 5 minutes, a library staff member will call to reiterate that the child needs to be picked up immediately and that the Whitefish Bay Police Department will be called at 15 minutes passed closing time.
- 4) If a Responsible Adult cannot be reached or does not come to transport the child within 15 minutes, Library staff will contact the Whitefish Bay Police Department to have the child safely transported to the police department.

### **Adults in the Youth Services Area**

Use of the Youth Services Department is intended for:

- 1) Patrons through age 18 and their parents/caregivers;
- 2) Adults interested in using the collections in the children's area.

Out of concern for the safety of young patrons, adults who are unaccompanied by a minor patron in the children's area of the Library may be questioned by staff and may be asked to move to another area of the Library.

Approved by the Whitefish Bay Public Library Board April 23, 2019

### **Supersedes**

Unattended Children Policy (2006)

Adults in the Youth Services Department Policy (2013)

Young Children in the Library Section of Library Rules of Conduct Policy (2014)



# Public Library Trustee Training

## Trustee Essentials Handbook

### Chapters 5-7, 19

April 21, 2026

# Trustee Orientation & Continuing Ed

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The 2026 edition of Trustee Essentials has been revised for accessibility and to remove obsolete references, but the content of the handbook is substantially the same as the 2020 edition.

Chapter 5 – Hiring a Library Director

Chapter 6 – Evaluating the Director

Chapter 7 – The Library Board and Library Personnel

Chapter 19 – Library Director Certification

# Trustee Orientation & Continuing Ed

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## Chapter 5: Hiring a Library Director

**Legal Framework & Requirements** The library board holds legal authority to hire, supervise, and terminate the library director, while the director manages all other staff.

All public library directors must be certified by the Division for Libraries and Technology, and boards must comply with state and federal anti-discrimination laws.

ADA requirements govern the application process, workplace accommodations, and equal access to benefits.

# Trustee Orientation & Continuing Ed

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## Chapter 5: Hiring a Library Director

**What to Look For in a Director** The director serves as the library's chief administrative officer, handling both daily operations and big-picture planning alongside the board.

Key qualifications include experience with governing bodies, budget and policy knowledge, library service expertise, and demonstrated leadership.

The board should also review the library's strategic plan to ensure the hire aligns with the organization's future direction.

# Trustee Orientation & Continuing Ed

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## Chapter 5: Hiring a Library Director

**The Hiring Process** Appoint a search committee, develop a job description, establish a competitive salary range, and create a uniform list of interview questions.

Notify all candidates of outcomes, confirm the appointment in writing, and require certification as a condition of employment.

Follow up with a thorough orientation and a probationary period with clear goals and regular performance evaluations.

# Trustee Orientation & Continuing Ed

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## Chapter 6: Evaluating the Director

**Why Evaluation Matters** Annual performance reviews provide the director with formal feedback, serve as a tool for motivation and direction, and give the board valuable insight into library operations.

Reviews also create a documented record of performance, which is essential if disciplinary action becomes necessary.

Ongoing, informal communication throughout the year should complement the formal annual review.

# Trustee Orientation & Continuing Ed

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## Chapter 6: Evaluating the Director

**The Basis for Evaluation** Reviews should be grounded in three areas: the director's written job description, mutually agreed-upon annual objectives, and the overall success of the library's service programs.

Job descriptions should be kept current and realistic, and objectives should align closely with the library's strategic plan.

Failure to meet every objective does not automatically indicate poor performance; context and effort matter.

# Trustee Orientation & Continuing Ed

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## Chapter 6: Evaluating the Director

**Conducting the Review** Have the director complete a self-assessment alongside the board's own evaluation forms, then compare results to identify areas of agreement and disagreement.

All performance discussions must take place in properly posted closed session meetings.

The final written evaluation, along with the director's written response, should be signed by the director and placed in the permanent personnel file.

# Trustee Orientation & Continuing Ed

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## Chapter 7: The Library Board and Library Personnel

**Roles and Responsibilities** The board is responsible for hiring the director and establishing duties, compensation, and personnel policies for all staff, while the director handles day-to-day hiring and supervision.

Cooperation and clear boundaries between the board and director are essential; board intrusion into staffing decisions can undermine the director's authority.

Policy changes can be recommended by the director but must be formally approved by the board before implementation.

# Trustee Orientation & Continuing Ed

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## Chapter 7: The Library Board and Library Personnel

**Compensation, Personnel Policy & Unions** Competitive wages and benefits are critical to attracting and retaining quality staff, and compensation should be benchmarked against similar libraries statewide and nationally.

The board must maintain a written personnel handbook and an approved salary schedule with job descriptions for all positions.

# Trustee Orientation & Continuing Ed

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## Chapter 7: The Library Board and Library Personnel

**Communication & Staff Development** Communication between the board and library staff should flow through the director to preserve organizational order and the director's authority.

Staff complaints should follow the library's established grievance procedure, with direct board involvement reserved for extreme situations only.

The board should budget adequately for continuing education and professional development, as ongoing training is essential to maintaining a high-quality library staff.

# Trustee Orientation & Continuing Ed

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## Chapter 19: Library Director Certification

**Background & Board Responsibilities** Wisconsin has required public librarian certification since 1921 to ensure qualified professionals lead the state's public libraries.

Library boards must hire directors who are currently certified or eligible for certification, and only libraries with properly certified directors may be library system members.

The employment contract should explicitly state that obtaining and maintaining appropriate certification is a condition of employment.

# Trustee Orientation & Continuing Ed

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## Chapter 19: Library Director Certification

**Certification Grades & Requirements** The required certification grade is determined by the library's community population.

Whitefish Bay Public Library is Grade 1 (populations 6,000+), which requires a Master's Degree from an ALA-accredited library school.

# Trustee Orientation & Continuing Ed

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## Chapter 19: Library Director Certification

**Continuing Education & Recertification** Regular certificates are valid for five years and must be renewed through a formal recertification process.

Over each five-year period, directors in all grades must complete a minimum of 100 hours of continuing education, including at least 10 hours of technology training.

Library boards are strongly encouraged to budget annually for certification fees, continuing education costs, and paid leave time to support their director's professional development.

# Schedule

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*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 (December 2025)

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

Chapters 5-7, 19 (April 2026)

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

Chapters 17-18 (June 2026)

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

Chapters 20-21 (August 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: April 21, 2026 Meeting  
Re: Director's Reports



- 1) Strategic Plan – Village Board presentation went very well. Next steps are to present to staff, Friends, and Foundation. Also, working on a public brochure to be printed and available in the lobby.
- 2) Building – Solar panels were installed. Timing for boiler project is tbd.
- 3) Village – no updates
- 4) Friends – Book sale occurs May 2-3.
- 5) Foundation
  - a) The fundraising “Spring Campaign” will occur during National Library Week April 19-25. Postcards will be mailed to every household in WFB.
- 6) MCFLS – New network administrator started 4/13/26
- 7) Staffing
  - a) We received 29 applications for the Head of Circulation Services position, with a highly competitive pool of candidates. Director Reed will conduct short zoom interviews with 9 candidates the week of April 20. Then a panel will interview the final candidates (likely 4) shortly after, schedule dependent. The panel includes Nyama Reed, Scott Lenski, Valerie Morris, and Emma Gillette.
  - b) Theresa Hoge’s last day will be Friday May 8<sup>th</sup>. A retirement party is planned for 5:30-7:30pm in the Library Program Room.
  - c) The Adult Services department has been critically short-staffed for a few weeks. As a result, various projects have been paused until we return to full staffing.