

# LIBRARY BOARD MEETING AGENDA

Tuesday August 25, 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. Erin Jelenchick, Vice President, 2020-2027                    |          |
| 2. Sam Dettmann, Village Board Representative, 2024-2027         |          |
| 3. Nathan Christenson, School District Representative, 2024-2027 |          |
| 4. Nikki DeGuire, Member, 2024-2027                              |          |
| 5. Ashley Shields-Johnson, Member, 2026-2028                     |          |
| 6. Rebecca Fotsch, Member, 2026-2029                             |          |
| 7. Sylvia Meltzer, Member, 2026-2029                             |          |
| <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 |
|               | 3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.<br>a. Minutes of June 02, 2026 meeting<br>b. Minutes of July 28, 2026 meeting<br>c. Finance Report Through July 31, 2026<br>d. Department Reports<br>e. Statistics | Motion         |     |     |      |
|               | 4. Director's Report                                                                                                                                                                                                                                                                                                   | Discuss        |     |     |      |
|               | 5. Head of Adult Services Job Description & Job Posting                                                                                                                                                                                                                                                                | Approve        |     |     |      |
|               | 6. ADA Door Operators for Public Restrooms Quotes                                                                                                                                                                                                                                                                      | Approve        |     |     |      |
|               | 7. WFBPL Revenue Sources                                                                                                                                                                                                                                                                                               | Discuss        |     |     |      |
|               | 8. Trustee Training: Trustee Handbook Chapters 17-18                                                                                                                                                                                                                                                                   | Discuss        |     |     |      |
|               | ADJOURNMENT                                                                                                                                                                                                                                                                                                            | Motion         |     |     |      |

## BOARD MEETINGS

- September 14, 2026, Monday, 6:00-7:15 pm – Foundation Board, @Library
- September 16, 2026, Wednesday, 6:00-7:15 pm - Friends of the Library Board, @Library
- September 21, 2026, Tuesday, 6:30-8:30 pm – Library Board, @Library
- September 22, 2026, Monday, 6:00-8:30 pm - Village of WFB Board, @Village Hall
  - Note: Only one Village Board meeting in September

## LIBRARY BOARD MEETING AGENDA

Tuesday June 2, 2026, 6:30pm

Pending at August 25, 2026 Meeting



| Board of Trustees                                                | Attended  |
|------------------------------------------------------------------|-----------|
| <i>Name, Position Title, Year Board Term Expires</i>             |           |
| 1. Erin Jelenchick, Vice President, 2020-2027                    | In-person |
| 2. Sam Dettmann, Village Board Representative, 2024-2027         | Zoom      |
| 3. Nathan Christenson, School District Representative, 2024-2027 | Absent    |
| 4. Nikki DeGuire, Member, 2024-2027                              | In-person |
| 5. Ashley Shields-Johnson, Member, 2026-2028                     | Zoom      |
| 6. Rebecca Fotsch, Member, 2026-2029                             | In-person |
| 7. Sylvia Meltzer, Member, 2026-2029                             | In-person |
| <b>Staff</b>                                                     |           |
| Nyama Reed, Library Director                                     | In-person |

## CALL TO ORDER 6:30pm

- Statement of Public Notice
- 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. Welcome New Board Trustees and Sandy Grams                                                                                                                                                                                                                                                                                                  | Discuss        |         |         |           |
| 4. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. <ol style="list-style-type: none"> <li>Minutes of April 21, 2026 meeting</li> <li>Finance Report Through April 30, 2026</li> <li>Department Reports</li> <li>Monthly Statistics</li> </ol> | Motion         | DeGuire | Meltzer | Unanimous |

Motion to approve consent agenda as amended (without department reports).

- 2027 WFBPL Operating Budget – Initial Discussion

Extensive discussion of the draft budget memo included in the packet, with the Board reviewing it line by line to familiarize new Trustees with the budget structure and key highlights. Discussion centered particularly on the impact of the recommended staffing adjustment. Next steps: Director Reed will bring a final draft to the July 22<sup>nd</sup> meeting.

- Staffing – Wage and FTE Analysis

Discussion followed packet memo. Motion to approve the conversion of a part-time Adult Services Librarian position to full-time, effective immediately, pending verbal support from the Village Board of Trustees at their June 15<sup>th</sup> meeting.

- Strategic Plan Brochure

Motion to approve the Strategic Plan Brochure pending minor revisions.

- Photography and Filming Policy Draft

Tabled to July meeting.

- Director's Report

Presented with no discussion.

- ADJOURNMENT 8:35pm

| Board of Trustees                                                | Attended                    |
|------------------------------------------------------------------|-----------------------------|
| <i>Name, Position Title, Year Board Term Expires</i>             |                             |
| 1. Erin Jelenchick, Vice President, 2020-2027                    | Zoom, exited at 7:17pm      |
| 2. Sam Dettmann, Village Board Representative, 2024-2027         | In-person                   |
| 3. Nathan Christenson, School District Representative, 2024-2027 | Absent                      |
| 4. Nikki DeGuire, Member, 2024-2027                              | In-person (Chaired meeting) |
| 5. Ashley Shields-Johnson, Member, 2026-2028                     | In-person                   |
| 6. Rebecca Fotsch, Member, 2026-2029                             | In-person                   |
| 7. Sylvia Meltzer, Member, 2026-2029                             | In-person                   |
| <b>Staff</b>                                                     |                             |
| Nyama Reed, Library Director                                     | In-person                   |
| Tristan McCreight, Youth Services Reference Assistant            | In-person                   |

| CALL TO ORDER 6:30pm                                                                                                                                                                                                                                                                                                                                                     |                            |                 |                 |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|-----------------|-----------|
| 1. Statement of Public Notice                                                                                                                                                                                                                                                                                                                                            |                            |                 |                 |           |
| 2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.                                                                                                                                                                                                                                          |                            |                 |                 |           |
| Item                                                                                                                                                                                                                                                                                                                                                                     | Action Desired             | 1st             | 2nd             | Pass      |
| 3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.<br>a. Minutes of June 02, 2026 meeting<br>b. Minutes of June 30, 2026 special meeting<br>c. Finance Report Through May 31, 2026<br>d. Finance Report Through June 30, 2026<br>e. Department Reports<br>f. Statistics | Motion                     | Meltzer         | Dettman         | Unanimous |
| Consent agenda amended to remove 3a due to lack of attendance on minutes. Motion to approve consent agenda as amended.                                                                                                                                                                                                                                                   |                            |                 |                 |           |
| 4. Library Board Officer Elections and Appointments                                                                                                                                                                                                                                                                                                                      | Approve                    | Meltzer         | Shields-Johnson | Unanimous |
| Motion to approve slate of candidates:<br>President: Jelenchick<br>Vice President: DeGuire<br>Foundation Board Representatives: Shields-Johnson and Meltzer<br>Ad Hoc Committee for Space Needs Pre-Design Study Proposal Review: DeGuire, Fotsch, Jelenchick                                                                                                            |                            |                 |                 |           |
| 5. 2027 WFBPL Operating Budget                                                                                                                                                                                                                                                                                                                                           | Approve                    | Fotsch          | Meltzer         | Unanimous |
| Motion to approve the operating budget as presented.                                                                                                                                                                                                                                                                                                                     |                            |                 |                 |           |
| 6. Photography and Filming Policy Draft                                                                                                                                                                                                                                                                                                                                  | Approve                    | Shields-Johnson | Fotsch          | Unanimous |
| Questions around viability of requiring permission of parents or guardians before photographing or filming minors in the library. Add rules for photography and filming by renters using program room. Motion to approve review by attorney.                                                                                                                             |                            |                 |                 |           |
| 7. Request for Proposal for Library Space Needs Pre-Design Study                                                                                                                                                                                                                                                                                                         | Approve                    | n/a             |                 |           |
| Extensive discussion, including: priorities listed in Exhibit A. Consensus that it is too specific and to broaden it. Take out flooring and painting. Combine ergonomics into staff workspaces. Add budget details of “up to \$300,000 total over 4 years.” Director Reed will send updated draft to Ad Hoc committee members ahead of August meeting.                   |                            |                 |                 |           |
| 8. 2026 Workplan Update                                                                                                                                                                                                                                                                                                                                                  | Discuss                    |                 |                 |           |
| Presented per packet memo.                                                                                                                                                                                                                                                                                                                                               |                            |                 |                 |           |
| 9. The Board may convene into Closed Session to pursuant to Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining                                                                                                       | Roll Call In Roll Call Out | n/a             |                 |           |

|                                                                                                                                    |         |         |         |           |
|------------------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|-----------|
| reasons require a closed session – Head of Circulation Turnover                                                                    |         |         |         |           |
| Per Village input, wrong closed session wording used for this topic. Closed session cancelled.                                     |         |         |         |           |
| 10. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session. | Motion  | n/a     |         |           |
| n/a                                                                                                                                |         |         |         |           |
| 11. Director's Report                                                                                                              | Discuss |         |         |           |
| Presented per packet memo.                                                                                                         |         |         |         |           |
| ADJOURNMENT 8:13pm                                                                                                                 | Motion  | Meltzer | Dettman | Unanimous |

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 07/31/2026  
% Fiscal Year Completed: 58.08

| GL Number                                    | Description                 | 2026<br>Amended<br>Budget | YTD Balance<br>07/31/2026<br>(Abnormal) | Activity For<br>07/31/2026<br>(Decrease) | Available<br>Balance 07/31/2026<br>Normal (Abnormal) | % Bdgt<br>Used |
|----------------------------------------------|-----------------------------|---------------------------|-----------------------------------------|------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 13 Library Special Revenue Fund</b> |                             |                           |                                         |                                          |                                                      |                |
| <b>Account Category: Revenues</b>            |                             |                           |                                         |                                          |                                                      |                |
| <b>Department: 00000</b>                     |                             |                           |                                         |                                          |                                                      |                |
| Taxes                                        |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-41100                               | Property Taxes              | 941,915.00                | 941,915.00                              | 0.00                                     | 0.00                                                 | 100.00         |
|                                              |                             | 941,915.00                | 941,915.00                              | 0.00                                     | 0.00                                                 | 100.00         |
|                                              | Taxes                       | 941,915.00                | 941,915.00                              | 0.00                                     | 0.00                                                 | 100.00         |
| Intergovernmental Revenue                    |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-43793                               | MCFLS Member Reserve Fund   | 102,696.00                | 102,988.00                              | 0.00                                     | (292.00)                                             | 100.28         |
|                                              |                             | 102,696.00                | 102,988.00                              | 0.00                                     | (292.00)                                             | 100.28         |
|                                              | Intergovernmental Revenue   | 102,696.00                | 102,988.00                              | 0.00                                     | (292.00)                                             | 100.28         |
| Fines, Fees, Penalties                       |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-45209                               | LIBRARY FINES               | 24,000.00                 | 10,868.13                               | 1,130.83                                 | 13,131.87                                            | 45.28          |
|                                              |                             | 24,000.00                 | 10,868.13                               | 1,130.83                                 | 13,131.87                                            | 45.28          |
|                                              | Fines, Fees, Penalties      | 24,000.00                 | 10,868.13                               | 1,130.83                                 | 13,131.87                                            | 45.28          |
| Public Charges for Services                  |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-46712                               | LIBRARY ROOM RENT           | 4,500.00                  | 3,164.35                                | 177.45                                   | 1,335.65                                             | 70.32          |
| 13-00000-46713                               | LIBRARY COPY AND FAX FEES   | 6,200.00                  | 4,837.13                                | 484.80                                   | 1,362.87                                             | 78.02          |
|                                              |                             | 10,700.00                 | 8,001.48                                | 662.25                                   | 2,698.52                                             | 74.78          |
|                                              | Public Charges for Services | 10,700.00                 | 8,001.48                                | 662.25                                   | 2,698.52                                             | 74.78          |
| Miscellaneous Revenue                        |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-48501                               | LIBRARY DONATIONS           | 2,000.00                  | 1,508.00                                | 0.00                                     | 492.00                                               | 75.40          |
| 13-00000-48901                               | MISC REV                    | 0.00                      | 25.21                                   | 0.00                                     | (25.21)                                              | 100.00         |
|                                              |                             | 2,000.00                  | 1,533.21                                | 0.00                                     | 466.79                                               | 76.66          |
|                                              | Miscellaneous Revenue       | 2,000.00                  | 1,533.21                                | 0.00                                     | 466.79                                               | 76.66          |
| Other Financing Sources                      |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-49200                               | TRANSFER FROM OTHER FUNDS   | 10,000.00                 | 0.00                                    | 0.00                                     | 10,000.00                                            | 0.00           |
|                                              |                             | 10,000.00                 | 0.00                                    | 0.00                                     | 10,000.00                                            | 0.00           |
|                                              | Other Financing Sources     | 10,000.00                 | 0.00                                    | 0.00                                     | 10,000.00                                            | 0.00           |
| Unclassified                                 |                             |                           |                                         |                                          |                                                      |                |
| 13-00000-49600                               | FUND BALANCE ADJUSTMENT     | 36,000.00                 | 0.00                                    | 0.00                                     | 36,000.00                                            | 0.00           |
|                                              |                             | 36,000.00                 | 0.00                                    | 0.00                                     | 36,000.00                                            | 0.00           |
|                                              | Unclassified                | 36,000.00                 | 0.00                                    | 0.00                                     | 36,000.00                                            | 0.00           |
|                                              | Total Dept 00000            | 1,127,311.00              | 1,065,305.82                            | 1,793.08                                 | 62,005.18                                            | 94.50          |
|                                              | Revenues                    | 1,127,311.00              | 1,065,305.82                            | 1,793.08                                 | 62,005.18                                            | 94.50          |

**Account Category: Expenditures**

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 07/31/2026  
% Fiscal Year Completed: 58.08

| GL Number                                    | Description                          | 2026<br>Amended<br>Budget | YTD Balance<br>07/31/2026<br>Normal (Abnormal) | Activity For<br>07/31/2026<br>Increase (Decrease) | Available<br>Balance 07/31/2026<br>Normal (Abnormal) | % Bdgt<br>Used |
|----------------------------------------------|--------------------------------------|---------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 13 Library Special Revenue Fund</b> |                                      |                           |                                                |                                                   |                                                      |                |
| <b>Account Category: Expenditures</b>        |                                      |                           |                                                |                                                   |                                                      |                |
| <b>Department: 93000 LIBRARY SALARIES</b>    |                                      |                           |                                                |                                                   |                                                      |                |
| Unclassified                                 |                                      |                           |                                                |                                                   |                                                      |                |
| 13-93000-50100                               | Salaries                             | 634,071.00                | 343,002.23                                     | 40,818.41                                         | 291,068.77                                           | 54.10          |
| 13-93000-50150                               | FICA Tax                             | 48,506.00                 | 25,876.28                                      | 3,113.87                                          | 22,629.72                                            | 53.35          |
| 13-93000-50160                               | Health/Dental Insurance Premium      | 66,868.00                 | 35,567.26                                      | 3,730.96                                          | 31,300.74                                            | 53.19          |
| 13-93000-50161                               | Health Insurance Deductible (Direct  | 0.00                      | 375.00                                         | 62.50                                             | (375.00)                                             | 100.00         |
| 13-93000-50162                               | Wellness Credit                      | 0.00                      | 854.24                                         | 83.34                                             | (854.24)                                             | 100.00         |
| 13-93000-50170                               | Retirement Contribution - ER portion | 33,309.00                 | 15,409.53                                      | 1,562.50                                          | 17,899.47                                            | 46.26          |
| 13-93000-50180                               | Group Life Insurance Premium         | 1,716.00                  | 737.09                                         | 123.64                                            | 978.91                                               | 42.95          |
| 13-93000-50181                               | Disability Insurance Premium         | 1,716.00                  | 0.00                                           | 0.00                                              | 1,716.00                                             | 0.00           |
|                                              |                                      | 786,186.00                | 421,821.63                                     | 49,495.22                                         | 364,364.37                                           | 53.65          |
| Unclassified                                 |                                      | 786,186.00                | 421,821.63                                     | 49,495.22                                         | 364,364.37                                           | 53.65          |
| Total Dept 93000 - LIBRARY SALARIES          |                                      | 786,186.00                | 421,821.63                                     | 49,495.22                                         | 364,364.37                                           | 53.65          |
| <b>Department: 93200 LIBRARY ADM EXP</b>     |                                      |                           |                                                |                                                   |                                                      |                |
| Unclassified                                 |                                      |                           |                                                |                                                   |                                                      |                |
| 13-93200-50190                               | Training/Meetings/Travel             | 4,500.00                  | 622.84                                         | 0.00                                              | 3,877.16                                             | 13.84          |
| 13-93200-50191                               | Membership Dues                      | 1,200.00                  | 818.95                                         | 0.00                                              | 381.05                                               | 68.25          |
| 13-93200-50194                               | Personnel Related Expenses           | 700.00                    | 728.08                                         | 184.47                                            | (28.08)                                              | 104.01         |
| 13-93200-50220                               | Attorney Contract                    | 0.00                      | 540.00                                         | 540.00                                            | (540.00)                                             | 100.00         |
| 13-93200-50250                               | Utilities                            | 48,000.00                 | 33,623.41                                      | 5,637.21                                          | 14,376.59                                            | 70.05          |
| 13-93200-50251                               | Telephone/Internet                   | 5,400.00                  | 2,746.02                                       | 418.19                                            | 2,653.98                                             | 50.85          |
| 13-93200-50300                               | Office Supplies                      | 2,300.00                  | 1,588.51                                       | 504.20                                            | 711.49                                               | 69.07          |
| 13-93200-50301                               | Printing/Publishing/Copies           | 500.00                    | 0.00                                           | 0.00                                              | 500.00                                               | 0.00           |
| 13-93200-50302                               | Postage                              | 25.00                     | 4.79                                           | 0.00                                              | 20.21                                                | 19.16          |
| 13-93200-50360                               | Building Maintenance                 | 50,000.00                 | 3,286.60                                       | 0.00                                              | 46,713.40                                            | 6.57           |
| 13-93200-50760                               | Sales Tax                            | 300.00                    | 133.55                                         | 16.13                                             | 166.45                                               | 44.52          |
|                                              |                                      | 112,925.00                | 44,092.75                                      | 7,300.20                                          | 68,832.25                                            | 39.05          |
| Unclassified                                 |                                      | 112,925.00                | 44,092.75                                      | 7,300.20                                          | 68,832.25                                            | 39.05          |
| Total Dept 93200 - LIBRARY ADM EXP           |                                      | 112,925.00                | 44,092.75                                      | 7,300.20                                          | 68,832.25                                            | 39.05          |
| <b>Department: 93300 LIBRARY EQUIPMENT</b>   |                                      |                           |                                                |                                                   |                                                      |                |
| Unclassified                                 |                                      |                           |                                                |                                                   |                                                      |                |
| 13-93300-50240                               | IT Support Contract Services         | 38,000.00                 | 8,905.30                                       | 740.00                                            | 29,094.70                                            | 23.44          |
| 13-93300-50246                               | General software support             | 0.00                      | 79.99                                          | 0.00                                              | (79.99)                                              | 100.00         |
| 13-93300-50311                               | Copier Maintenance/Repair            | 4,200.00                  | 1,412.35                                       | 411.98                                            | 2,787.65                                             | 33.63          |
| 13-93300-50312                               | Material Processing/Repairs          | 6,000.00                  | 3,051.77                                       | 0.00                                              | 2,948.23                                             | 50.86          |
| 13-93300-50350                               | Maintenance Service & Supplies       | 35,000.00                 | 17,340.00                                      | 5,590.00                                          | 17,660.00                                            | 49.54          |
| 13-93300-50351                               | Custodial Supplies                   | 3,800.00                  | 1,131.00                                       | 0.00                                              | 2,669.00                                             | 29.76          |
| 13-93300-50400                               | MCFLS Supplies                       | 1,600.00                  | 239.64                                         | 0.00                                              | 1,360.36                                             | 14.98          |
|                                              |                                      | 88,600.00                 | 32,160.05                                      | 6,741.98                                          | 56,439.95                                            | 36.30          |
| Unclassified                                 |                                      | 88,600.00                 | 32,160.05                                      | 6,741.98                                          | 56,439.95                                            | 36.30          |
| Total Dept 93300 - LIBRARY EQUIPMENT         |                                      | 88,600.00                 | 32,160.05                                      | 6,741.98                                          | 56,439.95                                            | 36.30          |

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 07/31/2026  
% Fiscal Year Completed: 58.08

| GL Number                                      | Description                  | 2026<br>Amended<br>Budget | YTD Balance<br>07/31/2026<br>Normal (Abnormal) | Activity For<br>07/31/2026<br>Increase (Decrease) | Available<br>Balance 07/31/2026<br>Normal (Abnormal) | % Bdgt<br>Used |
|------------------------------------------------|------------------------------|---------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 13 Library Special Revenue Fund</b>   |                              |                           |                                                |                                                   |                                                      |                |
| <b>Account Category: Expenditures</b>          |                              |                           |                                                |                                                   |                                                      |                |
| <b>Department: 93400 LIBR PROG/SERVICES</b>    |                              |                           |                                                |                                                   |                                                      |                |
| Unclassified                                   |                              |                           |                                                |                                                   |                                                      |                |
| 13-93400-50401                                 | MCFLS Membership             | 7,000.00                  | 6,968.00                                       | 0.00                                              | 32.00                                                | 99.54          |
| 13-93400-50402                                 | Programs - Adult             | 200.00                    | 0.00                                           | 0.00                                              | 200.00                                               | 0.00           |
| 13-93400-50403                                 | Programs - Children          | 200.00                    | 226.01                                         | 0.00                                              | (26.01)                                              | 113.01         |
| 13-93400-50415                                 | Programs - Young Adults      | 200.00                    | 22.20                                          | 0.00                                              | 177.80                                               | 11.10          |
|                                                |                              | 7,600.00                  | 7,216.21                                       | 0.00                                              | 383.79                                               | 94.95          |
| Unclassified                                   |                              | 7,600.00                  | 7,216.21                                       | 0.00                                              | 383.79                                               | 94.95          |
| Total Dept 93400 - LIBR PROG/SERVICES          |                              | 7,600.00                  | 7,216.21                                       | 0.00                                              | 383.79                                               | 94.95          |
| <b>Department: 93500 LIBRARY COLLECTIONS</b>   |                              |                           |                                                |                                                   |                                                      |                |
| Unclassified                                   |                              |                           |                                                |                                                   |                                                      |                |
| 13-93500-50410                                 | Library Collection Materials | 132,000.00                | 74,111.83                                      | 11,233.54                                         | 57,888.17                                            | 56.15          |
|                                                |                              | 132,000.00                | 74,111.83                                      | 11,233.54                                         | 57,888.17                                            | 56.15          |
| Unclassified                                   |                              | 132,000.00                | 74,111.83                                      | 11,233.54                                         | 57,888.17                                            | 56.15          |
| Total Dept 93500 - LIBRARY COLLECTIONS         |                              | 132,000.00                | 74,111.83                                      | 11,233.54                                         | 57,888.17                                            | 56.15          |
| Expenditures                                   |                              | 1,127,311.00              | 579,402.47                                     | 74,770.94                                         | 547,908.53                                           | 51.40          |
| <b>Fund 13 - Library Special Revenue Fund:</b> |                              |                           |                                                |                                                   |                                                      |                |
| TOTAL REVENUES                                 |                              | 1,127,311.00              | 1,065,305.82                                   | 1,793.08                                          | 62,005.18                                            | 94.50          |
| TOTAL EXPENDITURES                             |                              | 1,127,311.00              | 579,402.47                                     | 74,770.94                                         | 547,908.53                                           | 51.40          |
| NET OF REVENUES & EXPENDITURES:                |                              | 0.00                      | 485,903.35                                     | (72,977.86)                                       | (485,903.35)                                         |                |
| BEG. FUND BALANCE                              |                              | 100,100.34                | 100,100.34                                     |                                                   |                                                      |                |
| NET OF REVENUES/EXPENDITURES - 2025            |                              | 14,955.02                 | 14,955.02                                      |                                                   |                                                      |                |
| END FUND BALANCE                               |                              | 115,055.36                | 600,958.71                                     |                                                   |                                                      |                |

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF WHITEFISH BAY

Balance As of 07/31/2026  
 % Fiscal Year Completed: 58.08

| GL Number                              | Description                         | 2026<br>Amended<br>Budget | YTD Balance<br>07/31/2026<br>Normal (Abnormal) | Activity For<br>07/31/2026<br>Increase (Decrease) | Available<br>Balance 07/31/2026<br>Normal (Abnormal) | % Bdgt<br>Used |
|----------------------------------------|-------------------------------------|---------------------------|------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 22 LIBRARY EXPANSION FUND</b> |                                     |                           |                                                |                                                   |                                                      |                |
| <b>Account Category: Revenues</b>      |                                     |                           |                                                |                                                   |                                                      |                |
| <b>Department: 00000</b>               |                                     |                           |                                                |                                                   |                                                      |                |
| Miscellaneous Revenue                  |                                     |                           |                                                |                                                   |                                                      |                |
| 22-00000-48110                         | INVESTMENT INCOME                   | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
|                                        |                                     | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
|                                        | Miscellaneous Revenue               | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
|                                        | Total Dept 00000                    | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
|                                        | Revenues                            | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
| Fund 22 - LIBRARY EXPANSION FUND:      |                                     |                           |                                                |                                                   |                                                      |                |
|                                        | TOTAL REVENUES                      | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           | 100.00         |
|                                        | TOTAL EXPENDITURES                  | 0.00                      | 0.00                                           | 0.00                                              | 0.00                                                 | 0.00           |
|                                        | NET OF REVENUES & EXPENDITURES:     | 0.00                      | 5,588.72                                       | 0.00                                              | (5,588.72)                                           |                |
|                                        | BEG. FUND BALANCE                   | 88,786.81                 | 88,786.81                                      |                                                   |                                                      |                |
|                                        | NET OF REVENUES/EXPENDITURES - 2025 | 12,736.87                 | 12,736.87                                      |                                                   |                                                      |                |
|                                        | END FUND BALANCE                    | 101,523.68                | 107,112.40                                     |                                                   |                                                      |                |
| Report Totals:                         |                                     |                           |                                                |                                                   |                                                      |                |
|                                        | TOTAL REVENUES - ALL FUNDS          | 1,127,311.00              | 1,070,894.54                                   | 1,793.08                                          | 56,416.46                                            | 95.00          |
|                                        | TOTAL EXPENDITURES - ALL FUNDS      | 1,127,311.00              | 579,402.47                                     | 74,770.94                                         | 547,908.53                                           | 51.40          |
|                                        | NET OF REVENUES & EXPENDITURES:     | 0.00                      | 491,492.07                                     | (72,977.86)                                       | (491,492.07)                                         |                |
|                                        | BEG. FUND BALANCE - ALL FUNDS       | 188,887.15                | 188,887.15                                     |                                                   |                                                      |                |
|                                        | NET OF REVENUES/EXPENDITURES - 2025 | 27,691.89                 | 27,691.89                                      |                                                   |                                                      |                |
|                                        | END FUND BALANCE - ALL FUNDS        | 216,579.04                | 708,071.11                                     |                                                   |                                                      |                |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                            | Reference #        | Amount       | Enc/Bdgt Change | Balance     | Available |
|------------|-----|------|----------------------------------------|--------------------|--------------|-----------------|-------------|-----------|
| 07/01/2026 |     |      | <b>13-00000-11100 CASH IN BANK</b>     |                    | BEG. BALANCE |                 | 694,547.33  | 0.00      |
| 07/02/2026 | CR  | RCPT | CASH IN BANK - C                       | 0000249622         | 101.05       |                 | 694,648.38  |           |
| 07/06/2026 | GJ  | JE   | Library - stripe monthly deposiit      | 0000006623         | 697.78       |                 | 695,346.16  |           |
| 07/09/2026 | CD  | CHK  | SUMMARY CD 07/09/2026                  |                    | (18,210.40)  |                 | 677,135.76  |           |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                  |                    | (21,632.70)  |                 | 655,503.06  |           |
| 07/13/2026 | GJ  | JE   | Quarterly utility payments             | 0000006646         | (1,427.81)   |                 | 654,075.25  |           |
| 07/17/2026 | CD  | CHK  | Cking 48(E) to 102406                  | 48(E)              | (1,411.98)   |                 | 652,663.27  |           |
| 07/17/2026 | CR  | RCPT | CASH IN BANK - C                       | 0000252101         | 245.80       |                 | 652,909.07  |           |
| 07/17/2026 | CR  | RCPT | CASH IN BANK - C                       | 0000252102         | 312.70       |                 | 653,221.77  |           |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                  |                    | (23,070.42)  |                 | 630,151.35  |           |
| 07/24/2026 | CD  | CHK  | Cking 59(E) to 103210                  | 59(E)              | (3,105.96)   |                 | 627,045.39  |           |
| 07/24/2026 | CD  | CHK  | SUMMARY CD 07/24/2026                  |                    | (4,209.40)   |                 | 622,835.99  |           |
| 07/24/2026 | GJ  | JE   | Monthly Sales Tax ACH Payment          | 0000006662         | (16.13)      |                 | 622,819.86  |           |
| 07/30/2026 | CR  | RCPT | CASH IN BANK - C                       | 0000252923         | 134.05       |                 | 622,953.91  |           |
| 07/30/2026 | CR  | RCPT | CASH IN BANK - C                       | 0000252924         | 305.65       |                 | 623,259.56  |           |
| 07/31/2026 | GJ  | JE   | Monthly WRS ACH Payment                | 0000006656         | (1,972.31)   |                 | 621,287.25  |           |
| 07/31/2026 |     |      | END BALANCE                            |                    |              |                 | 621,287.25  |           |
|            |     |      |                                        |                    |              |                 |             |           |
| 07/01/2026 |     |      | <b>13-00000-21100 ACCOUNTS PAYABLE</b> |                    | BEG. BALANCE |                 | (6,211.92)  |           |
| 07/02/2026 | AP  | INV  | BLACKSTONE PUBLISHING/MISC LIBRARY CD  | 2237887            | (310.00)     |                 | (6,521.92)  |           |
| 07/02/2026 | AP  | INV  | BYTE STUDIOS, INC./HOSTING & SUPPORT   | 1941               | (420.00)     |                 | (6,941.92)  |           |
| 07/07/2026 | AP  | INV  | FORWARD TS, LTD/LIBRARY COPIER 5/3 -   | AR284394           | (160.17)     |                 | (7,102.09)  |           |
| 07/07/2026 | AP  | INV  | FORWARD TS, LTD/LIBRARY COPIER 5/3 -   | AR284393           | (23.81)      |                 | (7,125.90)  |           |
| 07/07/2026 | AP  | INV  | GREATAMERICA FINANCIAL SVCS/STANDARD   | 42328626           | (228.00)     |                 | (7,353.90)  |           |
| 07/07/2026 | AP  | INV  | INGRAM LIBRARY SERVICES/MISC TITLES    | 20AC678 - JUNE 202 | (6,374.32)   |                 | (13,728.22) |           |
| 07/07/2026 | AP  | INV  | KANOPY, INC./TICKETS & CREDITS         | 511319             | (284.75)     |                 | (14,012.97) |           |
| 07/07/2026 | AP  | INV  | KANOPY, INC./TICKETS & CREDITS         | 507356             | (225.25)     |                 | (14,238.22) |           |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/ATLANTA 1D PA             | 508999718          | (11.04)      |                 | (14,249.26) |           |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/SONG SUNG BLUE 1D         | 509026197          | (16.14)      |                 | (14,265.40) |           |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/ODYSSEY                   | 508999717          | (16.99)      |                 | (14,282.39) |           |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/MISC TITLES               | 509026199          | (149.19)     |                 | (14,431.58) |           |
| 07/08/2026 | AP  | INV  | CLEAN SOURCE LLC/MAY 2026 JANITORIAL   | 053126-WFB         | (2,900.00)   |                 | (17,331.58) |           |
| 07/08/2026 | AP  | INV  | CLEAN SOURCE LLC/JUNE 2026 JANITORIAL  | 063026-WFB         | (2,690.00)   |                 | (20,021.58) |           |
| 07/08/2026 | AP  | INV  | INGRAM LIBRARY SERVICES/JUNE 2026 STA  | 7/1/2026           | (3,552.40)   |                 | (23,573.98) |           |
| 07/09/2026 | CD  | CHK  | SUMMARY CD 07/09/2026                  |                    | 18,210.40    |                 | (5,363.58)  |           |
| 07/09/2026 | AP  | INV  | MICHAEL BEST & FRIEDRICH LLP/GENERAL   | 01-2331632         | (540.00)     |                 | (5,903.58)  |           |
| 07/09/2026 | AP  | INV  | STAPLES ADVANTAGE/MULTIUSE PAPER       | 6066792472         | (308.34)     |                 | (6,211.92)  |           |
| 07/17/2026 | CD  | CHK  | Cking 48(E) to 102406                  | 48(E)              | 1,411.98     |                 | (4,799.94)  |           |
| 07/17/2026 | AP  | INV  | MILWAUKEE JOURNAL SENTINEL/SUBSCRIPTI  | 4679               | (50.00)      |                 | (4,849.94)  |           |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAME BADGES                     | 2446               | (29.55)      |                 | (4,879.49)  |           |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAME BADGE                      | 7302               | (19.95)      |                 | (4,899.44)  |           |
| 07/17/2026 | AP  | INV  | VistaPrint/BUSINESS CARDS              | 4739               | (120.20)     |                 | (5,019.64)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/DOUBLE SIDED   | 4692               | (6.37)       |                 | (5,026.01)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/BUSINESS CARD  | 9970               | (8.54)       |                 | (5,034.55)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/K-CUPS         | 2083               | (42.80)      |                 | (5,077.35)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/BUSINESS CARD  | 5123               | (12.34)      |                 | (5,089.69)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/STAPLES        | 9990               | (20.84)      |                 | (5,110.53)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES    | 5905               | (38.80)      |                 | (5,149.33)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/FLASHDRIVES    | 8126               | (39.99)      |                 | (5,189.32)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/COPY PAPER     | 4510               | (49.99)      |                 | (5,239.31)  |           |
| 07/17/2026 | AP  | INV  | DRIVESTRIKE/TECH TRACKER               | 9010               | (20.00)      |                 | (5,259.31)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES    | 6530               | (79.07)      |                 | (5,338.38)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES    | 9611               | (31.72)      |                 | (5,370.10)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE     | 9464               | (19.27)      |                 | (5,389.37)  |           |
| 07/17/2026 | AP  | INV  | SCALEFUSION INC./LICENSES              | 3022               | (48.00)      |                 | (5,437.37)  |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES    | 9327               | (19.37)      |                 | (5,456.74)  |           |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                                       | Reference # | Amount       | Enc/Bdgt Change | Balance      | Available |
|------------|-----|------|---------------------------------------------------|-------------|--------------|-----------------|--------------|-----------|
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES               | 0357        | (29.04)      |                 | (5,485.78)   |           |
| 07/17/2026 | AP  | INV  | DOODLE/ANNUAL FEE                                 | 8434        | (132.00)     |                 | (5,617.78)   |           |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAMETAG                                    | 1633        | (14.77)      |                 | (5,632.55)   |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE                | 9877        | (18.70)      |                 | (5,651.25)   |           |
| 07/17/2026 | AP  | INV  | TechSoup/OFFICE STANDARD                          | 3327        | (120.00)     |                 | (5,771.25)   |           |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE &              | 6283        | (22.48)      |                 | (5,793.73)   |           |
| 07/17/2026 | AP  | INV  | SPECTRUM ENTERPRISE/MONTHLY CHARGES               | 9580        | (310.83)     |                 | (6,104.56)   |           |
| 07/17/2026 | AP  | INV  | SPECTRUM ENTERPRISE/MONTHLY CHARGES               | 2862        | (107.36)     |                 | (6,211.92)   |           |
| 07/23/2026 | AP  | INV  | WE ENERGIES/JULY 2026                             | 6004597687  | (4,209.40)   |                 | (10,421.32)  |           |
| 07/24/2026 | CD  | CHK  | Cking 59(E) to 103210                             | 59(E)       | 3,105.96     |                 | (7,315.36)   |           |
| 07/24/2026 | CD  | CHK  | SUMMARY CD 07/24/2026                             |             | 4,209.40     |                 | (3,105.96)   |           |
| 07/24/2026 | AP  | INV  | ETF/JULY 2026 PREMIUMS                            | 4203        | (3,105.96)   |                 | (6,211.92)   |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (6,211.92)   |           |
| 07/01/2026 |     |      | 13-00000-21550 DEPOSITS/SUSPENSE                  |             | BEG. BALANCE |                 | (196.14)     |           |
| 07/30/2026 | CR  | RCPT | DEPOSITS/SUSPENSE - C                             | 0000252924  | (3.95)       |                 | (200.09)     |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (200.09)     |           |
| 07/01/2026 |     |      | 13-00000-25199 ACCRUED PAYROLL                    |             | BEG. BALANCE |                 | (18,182.17)  |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (18,182.17)  |           |
| 07/01/2026 |     |      | 13-00000-25200 Health Insurance - PR Deduction    |             | BEG. BALANCE |                 | 4,835.00     |           |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                             |             | (3,031.42)   |                 | 1,803.58     |           |
| 07/24/2026 | AP  | INV  | ETF/JULY 2026 PREMIUMS                            | 4203        | 3,031.42     |                 | 4,835.00     |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | 4,835.00     |           |
| 07/01/2026 |     |      | 13-00000-25202 Dental Insurance - PR Deduction    |             | BEG. BALANCE |                 | 119.26       |           |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                             |             | (74.54)      |                 | 44.72        |           |
| 07/24/2026 | AP  | INV  | ETF/JULY 2026 PREMIUMS                            | 4203        | 74.54        |                 | 119.26       |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | 119.26       |           |
| 07/01/2026 |     |      | 13-00000-25210 Life Insurance - PR Deduction      |             | BEG. BALANCE |                 | 105.09       |           |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                             |             | (123.64)     |                 | (18.55)      |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (18.55)      |           |
| 07/01/2026 |     |      | 13-00000-25400 WRS Retirement - Payroll Deduction |             | BEG. BALANCE |                 | (1,079.88)   |           |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                             |             | (622.20)     |                 | (1,702.08)   |           |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                             |             | (940.30)     |                 | (2,642.38)   |           |
| 07/31/2026 | GJ  | JE   | Monthly WRS ACH Payment                           | 0000006656  | 1,972.31     |                 | (670.07)     |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (670.07)     |           |
| 07/01/2026 |     |      | 13-00000-28100 SURPLUS                            |             | BEG. BALANCE |                 | (100,100.34) |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (100,100.34) |           |
| 07/01/2026 |     |      | 13-00000-41100 Property Taxes                     |             | BEG. BALANCE |                 | (941,915.00) |           |
| 07/31/2026 |     |      | END BALANCE                                       |             |              |                 | (941,915.00) |           |
| 07/01/2026 |     |      | 13-00000-43793 MCFLS Member Reserve Fund          |             | BEG. BALANCE |                 | (102,988.00) | 292.00    |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                                                  | Reference # | Amount       | Enc/Bdgt Change | Balance      | Available   |
|------------|-----|------|--------------------------------------------------------------|-------------|--------------|-----------------|--------------|-------------|
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (102,988.00) | 292.00      |
| 07/01/2026 |     |      | <b>13-00000-45209 LIBRARY FINES</b>                          |             | BEG. BALANCE |                 | (9,737.30)   | (14,262.70) |
| 07/02/2026 | CR  | RCPT | LIBRARY FINES - C                                            | 0000249622  | 63.90        | 0.00            | (9,801.20)   | (14,198.80) |
| 07/06/2026 | GJ  | JE   | Library - stripe monthly deposiit                            | 0000006623  | 697.78       | 0.00            | (10,498.98)  | (13,501.02) |
| 07/17/2026 | CR  | RCPT | LIBRARY FINES - C                                            | 0000252101  | 164.15       | 0.00            | (10,663.13)  | (13,336.87) |
| 07/17/2026 | CR  | RCPT | LIBRARY FINES - C                                            | 0000252102  | 110.05       | 0.00            | (10,773.18)  | (13,226.82) |
| 07/30/2026 | CR  | RCPT | LIBRARY FINES - C                                            | 0000252923  | 94.95        | 0.00            | (10,868.13)  | (13,131.87) |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (10,868.13)  | (13,131.87) |
| 07/01/2026 |     |      | <b>13-00000-46712 LIBRARY ROOM RENT</b>                      |             | BEG. BALANCE | 0.00            | (2,986.90)   | (1,513.10)  |
| 07/30/2026 | CR  | RCPT | LIBRARY ROOM RENT - C                                        | 0000252924  | 177.45       | 0.00            | (3,164.35)   | (1,335.65)  |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (3,164.35)   | (1,335.65)  |
| 07/01/2026 |     |      | <b>13-00000-46713 LIBRARY COPY AND FAX FEES</b>              |             | BEG. BALANCE | 0.00            | (4,352.33)   | (1,847.67)  |
| 07/02/2026 | CR  | RCPT | LIBRARY COPY AND FAX FEES - C                                | 0000249622  | 37.15        | 0.00            | (4,389.48)   | (1,810.52)  |
| 07/17/2026 | CR  | RCPT | LIBRARY COPY AND FAX FEES - C                                | 0000252101  | 81.65        | 0.00            | (4,471.13)   | (1,728.87)  |
| 07/17/2026 | CR  | RCPT | LIBRARY COPY AND FAX FEES - C                                | 0000252102  | 202.65       | 0.00            | (4,673.78)   | (1,526.22)  |
| 07/30/2026 | CR  | RCPT | LIBRARY COPY AND FAX FEES - C                                | 0000252923  | 39.10        | 0.00            | (4,712.88)   | (1,487.12)  |
| 07/30/2026 | CR  | RCPT | LIBRARY COPY AND FAX FEES - C                                | 0000252924  | 124.25       | 0.00            | (4,837.13)   | (1,362.87)  |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (4,837.13)   | (1,362.87)  |
| 07/01/2026 |     |      | <b>13-00000-48501 LIBRARY DONATIONS</b>                      |             | BEG. BALANCE | 0.00            | (1,508.00)   | (492.00)    |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (1,508.00)   | (492.00)    |
| 07/01/2026 |     |      | <b>13-00000-48901 MISC REV</b>                               |             | BEG. BALANCE | 0.00            | (25.21)      | 25.21       |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | (25.21)      | 25.21       |
| 07/01/2026 |     |      | <b>13-93000-50100 Salaries</b>                               |             | BEG. BALANCE | 0.00            | 302,183.82   | 331,887.18  |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                                        |             | 20,085.20    | 0.00            | 322,269.02   | 311,801.98  |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                        |             | 20,733.21    | 0.00            | 343,002.23   | 291,068.77  |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | 343,002.23   | 291,068.77  |
| 07/01/2026 |     |      | <b>13-93000-50150 FICA Tax</b>                               |             | BEG. BALANCE | 0.00            | 22,762.41    | 25,743.59   |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                                        |             | 1,505.83     | 0.00            | 24,268.24    | 24,237.76   |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                        |             | 1,608.04     | 0.00            | 25,876.28    | 22,629.72   |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | 25,876.28    | 22,629.72   |
| 07/01/2026 |     |      | <b>13-93000-50160 Health/Dental Insurance Premium</b>        |             | BEG. BALANCE | 0.00            | 31,836.30    | 35,031.70   |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                        |             | 3,730.96     | 0.00            | 35,567.26    | 31,300.74   |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | 35,567.26    | 31,300.74   |
| 07/01/2026 |     |      | <b>13-93000-50161 Health Insurance Deductible (Direct Pa</b> |             | BEG. BALANCE | 0.00            | 312.50       | (312.50)    |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                        |             | 62.50        | 0.00            | 375.00       | (375.00)    |
| 07/31/2026 |     |      |                                                              | END BALANCE |              |                 | 375.00       | (375.00)    |
| 07/01/2026 |     |      | <b>13-93000-50162 wellness Credit</b>                        |             | BEG. BALANCE | 0.00            | 770.90       | (770.90)    |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                                                | Reference #  | Amount   | Enc/Bdgt Change | Balance   | Available |
|------------|-----|------|------------------------------------------------------------|--------------|----------|-----------------|-----------|-----------|
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                                      |              | 41.67    | 0.00            | 812.57    | (812.57)  |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                      |              | 41.67    | 0.00            | 854.24    | (854.24)  |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 854.24    | (854.24)  |
| 07/01/2026 |     |      | <b>13-93000-50170 Retirement Contribution - ER portion</b> | BEG. BALANCE |          | 0.00            | 13,847.03 | 19,461.97 |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                                      |              | 622.20   | 0.00            | 14,469.23 | 18,839.77 |
| 07/24/2026 | PR  | CHK  | SUMMARY PR 07/24/2026                                      |              | 940.30   | 0.00            | 15,409.53 | 17,899.47 |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 15,409.53 | 17,899.47 |
| 07/01/2026 |     |      | <b>13-93000-50180 Group Life Insurance Premium</b>         | BEG. BALANCE |          | 0.00            | 613.45    | 1,102.55  |
| 07/10/2026 | PR  | CHK  | SUMMARY PR 07/10/2026                                      |              | 123.64   | 0.00            | 737.09    | 978.91    |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 737.09    | 978.91    |
| 07/01/2026 |     |      | <b>13-93200-50190 Training/Meetings/Travel</b>             | BEG. BALANCE |          | 0.00            | 622.84    | 3,877.16  |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 622.84    | 3,877.16  |
| 07/01/2026 |     |      | <b>13-93200-50191 Membership Dues</b>                      | BEG. BALANCE |          | 0.00            | 818.95    | 381.05    |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 818.95    | 381.05    |
| 07/01/2026 |     |      | <b>13-93200-50194 Personnel Related Expenses</b>           | BEG. BALANCE |          | 0.00            | 543.61    | 156.39    |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAME BADGES 2446                                    |              | 29.55    | 0.00            | 573.16    | 126.84    |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAME BADGE 7302                                     |              | 19.95    | 0.00            | 593.11    | 106.89    |
| 07/17/2026 | AP  | INV  | VistaPrint/BUSINESS CARDS 4739                             |              | 120.20   | 0.00            | 713.31    | (13.31)   |
| 07/17/2026 | AP  | INV  | ZAZZLE/NAMETAG 1633                                        |              | 14.77    | 0.00            | 728.08    | (28.08)   |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 728.08    | (28.08)   |
| 07/01/2026 |     |      | <b>13-93200-50220 Attorney Contract</b>                    | BEG. BALANCE |          | 0.00            | 0.00      | 0.00      |
| 07/09/2026 | AP  | INV  | MICHAEL BEST & FRIEDRICH LLP/GENERAL 01-2331632            |              | 540.00   | 0.00            | 540.00    | (540.00)  |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 540.00    | (540.00)  |
| 07/01/2026 |     |      | <b>13-93200-50250 Utilities</b>                            | BEG. BALANCE |          | 0.00            | 27,986.20 | 20,013.80 |
| 07/13/2026 | GJ  | JE   | Quarterly utility payments 0000006646                      |              | 1,427.81 | 0.00            | 29,414.01 | 18,585.99 |
| 07/23/2026 | AP  | INV  | WE ENERGIES/JULY 2026 6004597687                           |              | 4,209.40 | 0.00            | 33,623.41 | 14,376.59 |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 33,623.41 | 14,376.59 |
| 07/01/2026 |     |      | <b>13-93200-50251 Telephone/Internet</b>                   | BEG. BALANCE |          | 0.00            | 2,327.83  | 3,072.17  |
| 07/17/2026 | AP  | INV  | SPECTRUM ENTERPRISE/MONTHLY CHARGES 9580                   |              | 310.83   | 0.00            | 2,638.66  | 2,761.34  |
| 07/17/2026 | AP  | INV  | SPECTRUM ENTERPRISE/MONTHLY CHARGES 2862                   |              | 107.36   | 0.00            | 2,746.02  | 2,653.98  |
| 07/31/2026 |     |      | END BALANCE                                                |              |          |                 | 2,746.02  | 2,653.98  |
| 07/01/2026 |     |      | <b>13-93200-50300 office supplies</b>                      | BEG. BALANCE |          | 0.00            | 1,084.31  | 1,215.69  |
| 07/09/2026 | AP  | INV  | STAPLES ADVANTAGE/MULTIUSE PAPER 6066792472                |              | 308.34   | 0.00            | 1,392.65  | 907.35    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/DOUBLE SIDED 4692                  |              | 6.37     | 0.00            | 1,399.02  | 900.98    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/BUSINESS CARD 9970                 |              | 8.54     | 0.00            | 1,407.56  | 892.44    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/K-CUPS 2083                        |              | 42.80    | 0.00            | 1,450.36  | 849.64    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/BUSINESS CARD 5123                 |              | 12.34    | 0.00            | 1,462.70  | 837.30    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/STAPLES 9990                       |              | 20.84    | 0.00            | 1,483.54  | 816.46    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/FLASHDRIVES 8126                   |              | 39.99    | 0.00            | 1,523.53  | 776.47    |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                                   | Reference # | Amount   | Enc/Bdgt | Change | Balance   | Available |
|------------|-----|------|-----------------------------------------------|-------------|----------|----------|--------|-----------|-----------|
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/COPY PAPER            | 4510        | 49.99    |          | 0.00   | 1,573.52  | 726.48    |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE &          | 6283        | 14.99    |          | 0.00   | 1,588.51  | 711.49    |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 1,588.51  | 711.49    |
| 07/01/2026 |     |      | 13-93200-50302 Postage                        |             |          |          | 0.00   | 4.79      | 20.21     |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 4.79      | 20.21     |
| 07/01/2026 |     |      | 13-93200-50360 Building Maintenance           |             |          |          | 0.00   | 3,286.60  | 46,713.40 |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 3,286.60  | 46,713.40 |
| 07/01/2026 |     |      | 13-93200-50760 Sales Tax                      |             |          |          | 0.00   | 117.42    | 182.58    |
| 07/24/2026 | GJ  | JE   | Monthly Sales Tax ACH Payment                 | 0000006662  | 16.13    |          | 0.00   | 133.55    | 166.45    |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 133.55    | 166.45    |
| 07/01/2026 |     |      | 13-93300-50240 IT Support Contract Services   |             |          |          | 0.00   | 8,165.30  | 29,834.70 |
| 07/02/2026 | AP  | INV  | BYTE STUDIOS, INC./HOSTING & SUPPORT          | 1941        | 420.00   |          | 0.00   | 8,585.30  | 29,414.70 |
| 07/17/2026 | AP  | INV  | DRIVESTRIKE/TECH TRACKER                      | 9010        | 20.00    |          | 0.00   | 8,605.30  | 29,394.70 |
| 07/17/2026 | AP  | INV  | SCALEFUSION INC./LICENSES                     | 3022        | 48.00    |          | 0.00   | 8,653.30  | 29,346.70 |
| 07/17/2026 | AP  | INV  | DOODLE/ANNUAL FEE                             | 8434        | 132.00   |          | 0.00   | 8,785.30  | 29,214.70 |
| 07/17/2026 | AP  | INV  | TechSoup/OFFICE STANDARD                      | 3327        | 120.00   |          | 0.00   | 8,905.30  | 29,094.70 |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 8,905.30  | 29,094.70 |
| 07/01/2026 |     |      | 13-93300-50246 General software support       |             |          |          | 0.00   | 79.99     | (79.99)   |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 79.99     | (79.99)   |
| 07/01/2026 |     |      | 13-93300-50311 Copier Maintenance/Repair      |             |          |          | 0.00   | 1,000.37  | 3,199.63  |
| 07/07/2026 | AP  | INV  | FORWARD TS, LTD/LIBRARY COPIER 5/3 -          | AR284394    | 160.17   |          | 0.00   | 1,160.54  | 3,039.46  |
| 07/07/2026 | AP  | INV  | FORWARD TS, LTD/LIBRARY COPIER 5/3 -          | AR284393    | 23.81    |          | 0.00   | 1,184.35  | 3,015.65  |
| 07/07/2026 | AP  | INV  | GREATAMERICA FINANCIAL SVCS/STANDARD          | 42328626    | 228.00   |          | 0.00   | 1,412.35  | 2,787.65  |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 1,412.35  | 2,787.65  |
| 07/01/2026 |     |      | 13-93300-50312 Material Processing/Repairs    |             |          |          | 0.00   | 3,051.77  | 2,948.23  |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 3,051.77  | 2,948.23  |
| 07/01/2026 |     |      | 13-93300-50350 Maintenance Service & Supplies |             |          |          | 0.00   | 11,750.00 | 23,250.00 |
| 07/08/2026 | AP  | INV  | CLEAN SOURCE LLC/MAY 2026 JANITORIAL          | 053126-WFB  | 2,900.00 |          | 0.00   | 14,650.00 | 20,350.00 |
| 07/08/2026 | AP  | INV  | CLEAN SOURCE LLC/JUNE 2026 JANITORIAL         | 063026-WFB  | 2,690.00 |          | 0.00   | 17,340.00 | 17,660.00 |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 17,340.00 | 17,660.00 |
| 07/01/2026 |     |      | 13-93300-50351 Custodial Supplies             |             |          |          | 0.00   | 1,131.00  | 2,669.00  |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 1,131.00  | 2,669.00  |
| 07/01/2026 |     |      | 13-93300-50400 MCFLS Supplies                 |             |          |          | 0.00   | 239.64    | 1,360.36  |
| 07/31/2026 |     |      | END BALANCE                                   |             |          |          |        | 239.64    | 1,360.36  |
| 07/01/2026 |     |      | 13-93400-50401 MCFLS Membership               |             |          |          | 0.00   | 6,968.00  | 32.00     |

## GL ACTIVITY REPORT FOR VILLAGE OF WHITEFISH BAY

From 07/01/2026 to 07/31/2026

| Date       | JNL | Type | Description                                 | Reference #        | Amount       | Enc/Bdgt Change | Balance   | Available |
|------------|-----|------|---------------------------------------------|--------------------|--------------|-----------------|-----------|-----------|
| 07/31/2026 |     |      |                                             | END BALANCE        |              |                 | 6,968.00  | 32.00     |
| 07/01/2026 |     |      | 13-93400-50403 Programs - Children          |                    | BEG. BALANCE | 0.00            | 226.01    | (26.01)   |
| 07/31/2026 |     |      |                                             | END BALANCE        |              |                 | 226.01    | (26.01)   |
| 07/01/2026 |     |      | 13-93400-50415 Programs - Young Adults      |                    | BEG. BALANCE | 0.00            | 22.20     | 177.80    |
| 07/31/2026 |     |      |                                             | END BALANCE        |              |                 | 22.20     | 177.80    |
| 07/01/2026 |     |      | 13-93500-50410 Library Collection Materials |                    | BEG. BALANCE | 0.00            | 62,878.29 | 69,121.71 |
| 07/02/2026 | AP  | INV  | BLACKSTONE PUBLISHING/MISC LIBRARY CD       | 2237887            | 310.00       | 0.00            | 63,188.29 | 68,811.71 |
| 07/07/2026 | AP  | INV  | INGRAM LIBRARY SERVICES/MISC TITLES         | 20AC678 - JUNE 202 | 6,374.32     | 0.00            | 69,562.61 | 62,437.39 |
| 07/07/2026 | AP  | INV  | KANOPY, INC./TICKETS & CREDITS              | 511319             | 284.75       | 0.00            | 69,847.36 | 62,152.64 |
| 07/07/2026 | AP  | INV  | KANOPY, INC./TICKETS & CREDITS              | 507356             | 225.25       | 0.00            | 70,072.61 | 61,927.39 |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/ATLANTA 1D PA                  | 508999718          | 11.04        | 0.00            | 70,083.65 | 61,916.35 |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/SONG SUNG BLUE 1D              | 509026197          | 16.14        | 0.00            | 70,099.79 | 61,900.21 |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/ODYSSEY                        | 508999717          | 16.99        | 0.00            | 70,116.78 | 61,883.22 |
| 07/07/2026 | AP  | INV  | MIDWEST TAPE/MISC TITLES                    | 509026199          | 149.19       | 0.00            | 70,265.97 | 61,734.03 |
| 07/08/2026 | AP  | INV  | INGRAM LIBRARY SERVICES/JUNE 2026 STA       | 7/1/2026           | 3,552.40     | 0.00            | 73,818.37 | 58,181.63 |
| 07/17/2026 | AP  | INV  | MILWAUKEE JOURNAL SENTINEL/SUBSCRIPTI       | 4679               | 50.00        | 0.00            | 73,868.37 | 58,131.63 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES         | 5905               | 38.80        | 0.00            | 73,907.17 | 58,092.83 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES         | 6530               | 79.07        | 0.00            | 73,986.24 | 58,013.76 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES         | 9611               | 31.72        | 0.00            | 74,017.96 | 57,982.04 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE          | 9464               | 19.27        | 0.00            | 74,037.23 | 57,962.77 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES         | 9327               | 19.37        | 0.00            | 74,056.60 | 57,943.40 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLES         | 0357               | 29.04        | 0.00            | 74,085.64 | 57,914.36 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE          | 9877               | 18.70        | 0.00            | 74,104.34 | 57,895.66 |
| 07/17/2026 | AP  | INV  | AMAZON CAPITAL SERVICES/MISC TITLE &        | 6283               | 7.49         | 0.00            | 74,111.83 | 57,888.17 |
| 07/31/2026 |     |      |                                             | END BALANCE        |              |                 | 74,111.83 | 57,888.17 |

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 25, 2026 Meeting  
Re: Department Reports



#### Adult Services (Lenski)

##### **Staffing**

There were over 50 qualified applicants for the full-time Adult Services Librarian position. After conducting in-person interviews with Valerie, I am thrilled to announce that Maren Hagman Rhomberg will be joining our team. Maren's previous role was as the Adult Services Librarian at the North Shore Library since 2019. Maren will begin after Labor Day, and since she comes from another MCFLS library, I expect the on-boarding process to go swiftly.

##### **Shelving**

The library received new CD shelving, generously paid for by Friends of the Whitefish Bay Public Library. The shelves match our other shelving and take up less of a footprint than our previous shelving. Unfortunately, the distributor overestimated the number of CDs that fit on a shelf so we need more shelves. The issue is that the manufacturer no longer makes these shelves so we are unable to acquire more of the exact same type. We are in the process of finding something similar.

##### **Programs**

On July 28, the library hosted Sean the Mammoth Hunter for 2 library programs. The first program was aimed at younger children and families and talked about prehistoric times. Sean brought in a bunch of fossils for those in attendance to see. The second program with Sean was aimed more for older kids and adults in which he titled "Hominids to Humans." These programs fit well with our summer reading theme of "Unearth a Story."

#### Youth Services (Yank)

##### **Programming/Outreach**

- Summer Reading is almost over: 1,300 kids and teens have signed up as of this week, and 557 of them have completed all levels to earn prizes.
- Even with story time on pause, we have had awesome turnout to our programs this month. The best attended program of August was DIY recycled dinosaurs, with 40 people attending and making cool crafts—we plan to incorporate more process art programs going forward, since this was such a hit! Spin art and glass magnets were also a lot of fun (we even had a good amount of teen turnout) and the first round of parachute play was highly anticipated.
  - What is process art, you wonder? It is a creative approach where the focus is entirely on the experience of making art rather than the final finished product.

##### **Staff**

- We are hard at work planning the program calendar for this fall through the end of the year. Everyone is tackling a different age group, and we plan to have a full schedule with a mix of drop-in crafts and dedicated programs facilitated by staff.

##### **Other news**

- Tristin put together a great book display on Cities and civic infrastructure!

# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

| TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION |          |        |                                                                       |        |                                  |        |        |        |        |        |        |        |              |
|---------------------------------------------------------------|----------|--------|-----------------------------------------------------------------------|--------|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------------|
|                                                               | Jan      | Feb    | Mar                                                                   | Apr    | May                              | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    | Yearly Total |
| 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                                                                | 26,949 | 26,147                           | 30,403 | 32,969 |        |        |        |        |        |              |
| 24-25                                                         | 4%       | -1%    | 7%                                                                    | -1%    | 4%                               | 2%     | 2%     | -3%    | -1%    | 3%     | 2%     | 14%    | 3%           |
| 25-26                                                         | 22%      | 11%    | 4%                                                                    | 3%     | 0%                               | 7%     | 7%     |        |        |        |        |        | 8%           |
|                                                               | NSL bump |        |                                                                       |        |                                  |        |        |        |        |        |        |        |              |
| PHYSICAL CIRCULATION                                          |          |        | 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                                                                | 22,301 | 21,340                           | 25,453 | 27,792 |        |        |        |        |        |              |
| 24-25                                                         | 4%       | -1%    | 7%                                                                    | -4%    | 2%                               | 1%     | 1%     | -6%    | -2%    | 1%     | 1%     | 15%    | 1%           |
| 25-26                                                         | 24%      | 11%    | 3%                                                                    | 3%     | 0%                               | 6%     | 7%     |        |        |        |        |        | 8%           |
| DIGITAL CIRCULATION                                           |          |        | 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                                                                 | 4,648  | 4,807                            | 4,950  | 5,177  |        |        |        |        |        |              |
| 24-25                                                         | 2%       | -2%    | 3%                                                                    | 12%    | 12%                              | 13%    | 13%    | 16%    | 7%     | 13%    | 7%     | 10%    | 9%           |
| 25-26                                                         | 14%      | 10%    | 10%                                                                   | 3%     | 2%                               | 9%     | 9%     |        |        |        |        |        | 8%           |
| OVERDRIVE                                                     |          |        | March 2026 MCFLS corrected totals; magazines were counted in OD total |        |                                  |        |        |        |        |        |        |        |              |
|                                                               | 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                                                                 | 3,088  | 3,324                            | 3,300  | 3,619  |        |        |        |        |        |              |
| 24-25                                                         | 6%       | -2%    | 7%                                                                    | 4%     | 15%                              | 12%    | 10%    | 13%    | 9%     | 8%     | 12%    | 16%    | 9%           |
| 25-26                                                         | 17%      | 15%    | 12%                                                                   | 5%     | 7%                               | 11%    | 13%    |        |        |        |        |        |              |
| OVERDRIVE MAGAZINES                                           |          |        |                                                                       |        |                                  |        |        |        |        |        |        |        |              |
|                                                               | 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                                                                   | 781    | 745                              | 831    | 760    |        |        |        |        |        |              |
| 24-25                                                         | -9%      | -10%   | -4%                                                                   | 75%    | 5%                               | 36%    | 48%    | 57%    | 16%    | 45%    | 17%    | 25%    | 20%          |
| 25-26                                                         | 18%      | 8%     | 1%                                                                    | -8%    | -10%                             | -4%    | -4%    |        |        |        |        |        | 0%           |
| HOOPLA (Print Books, Audio Books, Music, Movies)              |          |        |                                                                       |        | Jan 2025 reduced to 2/mo vs 4/mo |        |        |        |        |        |        |        |              |
|                                                               | Jan      | Feb    | Mar                                                                   | Apr    | May                              | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    | Yearly Total |
| 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                                                                   | 356    | 363                              | 389    | 399    |        |        |        |        |        |              |
| 24-25                                                         | -8%      | -14%   | -18%                                                                  | -29%   | -20%                             | -22%   | -22%   | -24%   | -35%   | -28%   | -26%   | -41%   | -25%         |
| 25-26                                                         | -13%     | -7%    | -2%                                                                   | -4%    | -4%                              | 7%     | 6%     |        |        |        |        |        | -2%          |

# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

| KANOPY (PLAYS)                                     |        |        |        |        |        |        |        |        |        |        |        |        |              |
|----------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|
|                                                    | 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    | 423    | 375    | 430    | 399    |        |        |        |        |        |              |
| 24-25                                              | 14%    | 45%    | 19%    | 93%    | 52%    | 22%    | 31%    | 30%    | 43%    | 65%    | 0%     | 25%    | 33%          |
| 25-26                                              | 17%    | -4%    | 23%    | 22%    | -5%    | 34%    | 1%     |        |        |        |        |        | 12%          |
| WIRELESS (Clients per Month)                       |        |        |        |        |        |        |        |        |        |        |        |        |              |
|                                                    | 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  | 6,000  | 6,541  | 6,270  | 6,076  |        |        |        |        |        |              |
| 24-25                                              | 14%    | -5%    | 11%    | 7%     | 6%     | 4%     | 2%     | 1%     | 13%    | 9%     | -1%    | 3%     | 5%           |
| 25-26                                              | 1%     | 24%    | 4%     | 9%     | 20%    | 24%    | 23%    |        |        |        |        |        | 15%          |
| DOOR COUNT PER MONTH                               |        |        |        |        |        |        |        |        |        |        |        |        |              |
| 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 | 14,820 | 14,215 | 16,108 | 16,623 |        |        |        |        |        |              |
| 24-25                                              | 16%    | -2%    | 10%    | 9%     | 8%     | 6%     | 5%     | -5%    | 6%     | 5%     | -5%    | 11%    | 5%           |
| 25-26                                              | 12%    | 8%     | 6%     | -2%    | 1%     | 7%     | 0%     |        |        |        |        |        | 5%           |
| Patron Interactions at Adult & Youth Service Desks |        |        |        |        |        |        |        |        |        |        |        |        |              |
| 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    | 757    | 818    | 1,010  | 980    |        |        |        |        |        |              |
| 24-25                                              | 13%    | 2%     | 13%    | 3%     | 6%     | -2%    | -4%    | -9%    | 7%     | 7%     | 4%     | 16%    | 4%           |
| 25-26                                              | 5%     | 5%     | -7%    | -12%   | -2%    | 5%     | 12%    |        |        |        |        |        | 1%           |

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 25, 2026 Meeting  
Re: Director's Report



- 1) Photography Policy – Sent to Attorney Jaekels for review.
- 2) RFP process – An updated draft was sent to the Ad Hoc Committee for review. Additionally, input from an architect. He indicated the draft RFP is “over-scoped” for the size of the project, along with other substantive feedback. I will seek input from an additional architect to see if the feedback aligns and will discuss that with the committee. The goal is to bring forward a solid revision to the September meeting.
- 3) Staffing
  - a) Circulation Assistant: Stephanie Eyer will join the team the week of 8/24.
  - b) Adult Services Librarian: Maren Hagman Rhomberg will join the team the week of 9/7.
  - c) Head of Circulation Services: Invitations were extended to four (4) candidates for in-person interviews the week of 8/24. The interview panel includes Scott Lenski (Head of AS), Mary Middleton (Circ Asst), Valerie Morris (Head of YS), Nyama Reed (Director), and Kathy Rogers (Circ Asst).
- 4) Strategic Plan - Presentation to Foundation and Friends Boards occurred at their August meetings. Both presentations were well received.
- 5) Building - The boiler project is underway and projected to finish in late September.
- 6) Village – The budget process will start at the 8/31 meeting with a discussion of priorities and new ideas.
- 7) Friends – Held their first “Golden Ticket” sale, which is invite-only for people who spent \$100+ at the last book sale. It was a success and they plan to do two such events each year, in addition to the usual two large book sales.
- 8) Foundation
  - a) Appointed 3 new board members who will start at the September meeting. I passed along Ashley and Sylvia’s contact info as the new Library Board reps.
  - b) Community Read contracts are signed. The title and event details will be announced before the end of August.
- 9) MCFLS – The new North Shore Library director will be Emily Laws. Ms. Laws was director of the Saukville library since 2022. Her first day at NSL will be 8/31.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 25, 2026 Meeting  
Re: Head of Adult Services Job Description & Job Posting



### **Our Mission**

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

### **Background**

Scott Lenski, Head of Adult Services, announced his retirement effective December 11, 2026. Scott has been an integral part of the library team since 2012. The goal is to have his replacement start by mid-November so they can train with Mr. Lenski for a month.

The Head of Adult Services job description was approved in 2020 when it was newly created and Mr. Lenski was promoted. A review of the job description indicates it is still accurate. The suggested revisions relate to updating the list of Desired Minimum Qualifications, in keeping with the recent format and wording for the Head of Circulation Services job description. Please see attached draft with revisions in yellow.

Attached are the draft job posting and a draft updated description.

It is recommended to include a salary range of \$65,000 to \$75,000 in the job posting. This range is based on a comparison of Ms. Lenski's current salary, with 6 years of management experience, to averages for managers in our comparables group.<sup>1</sup> Based on those benchmarks, \$65,000 is consistent with a manager with roughly two years of experience, while \$75,000 aligns with someone with approximately ten years of experience.

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

### **Recommended Motion**

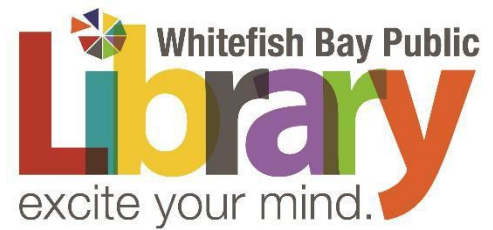
Motion to approve:

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

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

**Head of Adult Services**  
**Whitefish Bay Public Library**  
**Full-Time Exempt Leadership Role**  
**Post Opening: August 26, 2026**  
**Post Closing: September 11, 2026**



### **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.

### **About the Position**

The Head of Adult Services oversees all aspects of the department, including programming, collection development, staff leadership, budget management, outreach, and daily operations. The Head of Adult Services leads a dynamic and high performing department that serves patrons of all ages, manages Adult Services staff, cultivates community partnerships, and ensures a welcoming, inspiring environment. Additionally, this position is responsible for managing the Library's website, social media, and marketing.

In 2025, our Adult Services team offered dozens of engaging programs, attracting over 2,000 attendees. Our Library is one of the top libraries in Milwaukee County and in Wisconsin for adult material use, computer and Wi-Fi use, and e material use per resident.

The ideal candidate is a collaborative leader who excels at big picture planning while remaining hands on with service delivery. They demonstrate strong communication skills, a commitment to equity and inclusion, and enthusiasm for supporting library users through readers advisory, tech support, and reference interviews.

### **Key Responsibilities**

- Leadership and Administration
- Staff Supervision and Development
- Customer Service
- Programming and Outreach
- Collection Development
- Marketing and Communications
- Professional Engagement

See linked job description for full details.

### **Desired Minimum Qualifications**

- Master's degree in Library Science from an ALA accredited school
- At least 3 years of library experience
- At least 1 year of supervisory experience
- Customer service experience
- Website management experience
- Marketing experience

### **Work Environment**

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

## **DRAFT 2026 08AUG 25 NYR**

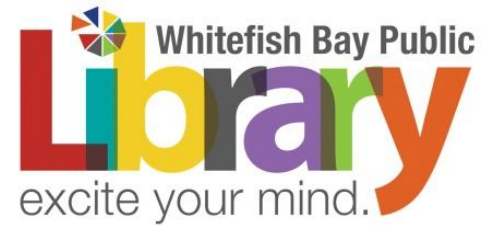
### **Compensation and Benefits**

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

### **How to Apply**

- Apply via online portal (insert link), including Village application, resume, cover letter, at least 3 professional references.
- Send questions to Nyama Reed, Library Director, [n.reed@wfblibrary.org](mailto:n.reed@wfblibrary.org)

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



**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 easy access to ideas, information, and resources.

**GENERAL FUNCTION**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1) Leadership Team**

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

**2) Leadership of Adult Services Department**

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

**3) Leadership of Adult Services Staff**

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

**4) Customer Service**

- a) Create and emphasize a positive, welcoming and helpful environment for Library users and maintain a level of excellent service
- b) Provide reference and reader's advisory service
- c) Supervise the Library's meeting room reservations
- d) Handle patron issues cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure.

- e) Work cooperatively with the Head of Circulation Services and other MCFLS libraries to solve patron and material issues.
- f) Maintain confidentiality of Library patron information.
- 5) Programming and Outreach**
  - a) Plan, implement and evaluate AS department programs
  - b) Stay current on technology trends and incorporate new developments into the Library's programs and services.
  - c) Collaborate with Youth Services department for all-ages and family programming (ex. photography contest)
  - d) Collaborate with Whitefish Bay organizations and groups on mutually beneficial programming opportunities
- 6) Collection Development**
  - a) Lead the selection/deselection and ordering adult collection materials, either directly or via delegation.
  - b) Develop and maintain a collection that contains a variety of formats that serve current needs, while also planning for future needs.
  - c) Develop materials budget, oversee expenses, confer with Director on budget status.
  - d) Advise and instruct processing staff about changes/additions to Adult materials.
- 7) Public Relations and Marketing**
  - a) Utilizing the most recent Library Marketing Plan, oversees all public relations
  - b) Responsible for the Library website, social media accounts, and other related platforms.
  - c) Coordinates the publicity efforts of other staff members.
- 8) Professional Development**
  - a) Maintain a commitment to continuous learning to grow professionally and improve skills through relevant committee work, conferences, seminars, and local training sessions.
  - b) Read professional literature and remain current with trends in Library service and application to WFBPL
- 9) Misc.**
  - a) Complete other duties as assigned.

**PERIPHERAL DUTIES**

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

**QUALIFICATIONS**

**Desired Minimum Qualifications (new)**

- 1) Education and Experience
  - a) Master's degree in Library Science from an ALA accredited school
  - b) **At least 3 years of Library experience (formerly 2-3 years)**
  - c) At least 1 year of supervisory experience
  - d) **Some customer service experience (new)**
  - e) **Some website management experience (new)**
  - f) **Some marketing experience (new)**
- 2) Knowledge/Skills/Abilities
  - a) Ability to adapt to evolving technology.
  - b) Ability to communicate tactfully and effectively with the public and staff.
  - c) Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
  - d) Ability to create and maintain positive and effective public relations.
  - e) Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
  - f) Ability to operate all items under Tools and Equipment Used.
  - g) Ability to perform supervisory functions and organize workflow.
  - h) Ability to plan, organize, and prioritize work assignments.
  - i) Ability to work independently or as part of a team.
  - j) Excellent written and verbal communication skills.
  - k) Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
  - l) Thorough knowledge of Library methods and procedures.

**ADDITIONAL DESIRED SKILLS**

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

**SUPERVISION RECEIVED AND PROVIDED**

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

**JOB REQUIREMENT**

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

**TOOLS AND EQUIPMENT USED**

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

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 lbs. and push or pull carts weighing 300-400 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

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

Work is performed primarily in a Library environment. The noise level in the work environment is usually moderate to noisy.

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

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 25, 2026 Meeting  
Re: ADA Door Operators for Public Restrooms Quotes



### **Our Mission**

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

### **Background**

The Library obtained two quotes for the installation of ADA operators on the public restroom doors in the main library lobby. A summary of both proposals follows, along with a recommendation.

Of note, per the Village's Purchasing Policy (attached), projects between \$10,000-\$49,999 should have three quotes. Director Reed messaged four companies to obtain quotes, but only two responded. As a result, the Library Board will vote to *recommend* a company for the project and Director Reed will present this memo, the quotes, and the Board's recommendation to Village Manager Kelsey McElroy for approval.

#### DH Pace Company

The proposal from DH Pace, totals \$12,319 for the installation of two low energy ADA operators. The scope includes removal of the existing door closers, installation of Record Model 8100 single swing operators, and surface mount Magic Switch Wave activation with two switches per door. The proposal also includes stainless steel double gang plates with wave to open text and a wheelchair logo, along with 120 volt and low voltage electrical wiring. DH Pace staff and electrician visited the library ahead of quoting the project.

#### VJS Construction Services

The proposal from VJS, totals \$11,900 for the installation of two bathroom door operators. The scope includes new blocking to support the operators, installation of Nabco GT8500 single push and out arm assembly operators with a clear aluminum finish, and hard-wired push buttons in a jamb style set of two. VJS Construction Services did not visit the library, to my knowledge.

#### Analysis

Both quotes are approximately \$12,000 with two-year warranty on parts, and include electrician labor for hard-wiring the activators. Current door opener buttons on the Library's main doors are battery operated and require regular effort to replace the batteries. Hence the desire to install hard-wired openers for the bathrooms.

VJS quoted installation of push buttons and DH Pace quoted installation of Wave activators. Wave technology became more prevalent during the pandemic due to the reduction in germ transmission from not needing to touch the buttons. Also, wave technology is easier to use for patrons with strength limitations.

#### Videos of Options in Action

Touchless & hygienic solutions: MAGIC SWITCH (product)

<https://www.youtube.com/watch?v=5PS63ulJr8g>

Nabco Automatic Door Openers

<https://www.youtube.com/watch?v=Gsf3GKW0AtM>

### **Motion**

Motion to recommend (xyz company) to complete the ADA Door Operators for Public Restrooms Project.

## PROPOSAL

|                                                                                                                                                                                                                                  |                                   |                                                                                                                                                                                  |                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>CUSTOMER: Whitefish Bay Public Library</b><br><b>Address:</b> 5420 N Marlborough Drive<br><b>City:</b> Whitefish Bay <b>State:</b> WI <b>Zip:</b> 53217<br><b>Phone:</b> (414) 755-6551<br><b>Email:</b> Nyama.Reed@mcfls.org |                                   | <b>PROJECT: Low Energy Operators</b><br><b>Address 1:</b> 5420 N Marlborough Dr.<br><b>Address 2: Restrooms</b><br><b>City:</b> Whitefish Bay <b>State:</b> WI <b>Zip:</b> 53217 |                                  |
| <b>Submitted To:</b>                                                                                                                                                                                                             | Nyama Y. Reed                     | <b>Proposal Date:</b>                                                                                                                                                            | 8/20/2026                        |
| <b>Submitted By:</b>                                                                                                                                                                                                             | Timothy O'Shea      Sales Manager | <b>Proposal #:</b>                                                                                                                                                               | 240032 - 2                       |
| <b>Addendums Acknowledged:</b> N/A                                                                                                                                                                                               |                                   | <b>Drawings Dated:</b> N/A                                                                                                                                                       | <b>Specifications Dated:</b> N/A |

### PROPOSAL TO INSTALL TWO (2) LOW ENERGY ADA OPERATORS ON PUBLIC RESTROOM DOORS

The installation of the two (2) ADA operators to include the following:

- Remove existing door closers
- Provide and install Record Model 8100 single swing operators
- Provide and install surface mount Magic Switch Wave activation (2 per door)
- Stainless steel double gang 10MS41-DA (wave to open text & wheelchair logo)
- Includes 120-volt line and low voltage electrical wiring.
- Program ADA operators and test operation

The cost for this installation is.... \$12,319.00

Standard 2-year operator and 1-year labor warranty included

Includes : 120-volt electrical power supply, low voltage wiring, conduits, and raceways

#### CLARIFICATIONS/EXCLUSIONS:

- No Tax included.
- All opening & structural preparation, including framing and finishes, and field painting by others.
- Factory wired operators, controls, to be furnished and set in place by DH Pace. All conduit, raceways, disconnects, electrical boxes, wiring, and connections by Electrical and/or Fire Alarm Contractor.
- Proposal is subject to mutually agreeable contract terms.
- Material and freight costs are anticipated to rise at unpredictable rates over the next several months. This quotation is based on current pricing from our suppliers and includes existing or announced surcharges levied by the steel industry & freight carriers. Customer acknowledges proposals for projects with extended durations may incur additional costs due to costs incurred from unforeseeable future surcharges. With that in mind, we ask that the cost of the work be tethered to the Producer Price Index as published by the department of labor and statistics. More specifically, to the series ID# WPU101, Metals and metal products; iron and steel ([https://data.bls.gov/timeseries/WPU101?data\\_tool=XGtable](https://data.bls.gov/timeseries/WPU101?data_tool=XGtable)). Historically, every four points of rise in this measurement has translated into one percentage point of material cost.
- Manufacturer's standard warranty applies. Warranties beyond mfg's standard are specifically excluded.
- We have been placed on notice from our supplier partners that the recently announced international trade tariffs may be implemented suddenly and result in material surcharges for all new orders placed in addition to the quoted prices. This proposal is based on current pricing from Seller's suppliers and includes all price increases and surcharges levied by those suppliers and known by Seller as of the date of this proposal. This proposal is valid for acceptance for 30

days. The Seller reserves the right to require an approved change order before the order can be released into production to compensate for any supplier price increases or surcharges announced after the date of this Proposal and prior to the release of materials for fabrication. Seller will provide written documentation of the Supplier increase notice upon request.

Thank You

|                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
| The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.                    |                   |             |
| Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A ( <b>TERMS AND CONDITIONS</b> ) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. <b>DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.</b> |                   |             |
| <b>BUYER ACCEPTANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |             |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                        | _____/_____/_____ | _____       |
| TYPE OR PRINT NAME OF BUYER                                                                                                                                                                                                                                                                                                                                                                                                                  | ACCEPTANCE DATE   | REFERENCE # |
| This is my authorization to proceed with the above stated work at the base price of <b>Enter text..</b>                                                                                                                                                                                                                                                                                                                                      |                   |             |
| SIGNATURE of: <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Officer <i>(indicate which)</i>                                                                                                                                                                                                                                                                                                       |                   | TITLE       |

## Attachment A: TERMS AND CONDITIONS

**Terms.** The products ("Products") described in this contract and the labor necessary to install the Products ("Labor") are herein collectively referred to as the "Work".

**Condition Precedent.** Buyer and Seller agree that if, following Buyer's acceptance hereof, a contract is to be executed by them, Seller's performance hereunder shall be subject to the condition precedent that the terms and conditions of such contract are acceptable to Seller.

**Scope of Work.** Seller agrees to perform for Buyer the Work at the Project. Buyer acknowledges and agrees that: (i) the prices quoted by Seller for the Products are based upon plans, specifications, verbal information or sketches as indicated herein and the addenda hereto; and (ii) that the Work contemplated under this Proposal is fully and correctly described herein.

Unless included in the description of and prices quoted for Products, glass, glazing, painting and electrical wiring is excluded under this Proposal and will be provided only upon receipt of a supplemental order signed by Buyer.

**Proposal Price.** Conditional upon Seller's prior approval of Buyer's credit, Buyer will pay Seller the unpaid balance for performance of the Work within 30 days of the date of Seller's invoice. If performance of the Work extends over 30 days, Buyer agrees to pay Seller progress payments under Seller's regular billing terms and if Products have been delivered to the Project or stored in a mutually agreed location, Buyer agrees to pay an amount not to exceed 90% of the Proposal Price in payment of the cost of such Products.

If payment of any sum is not made when and as due under this Proposal, Buyer shall pay interest on such delinquent sums at the rate of 1.50% per month or, the highest contract rate allowed under applicable law.

If following Buyer's default Seller refers this account to an attorney for collection, Buyer agrees to pay all attorneys' fees incurred by Seller whether or not a lawsuit for collection is instituted, and all other costs of collection and litigation.

**Contract Time.** Installation dates are estimates only and Seller cannot guarantee commencement of Work or completion thereof on any given date. Completion dates cannot be given until Seller has been furnished with complete approved drawings and any additional information it may request. Seller shall not be liable for total or partial failure to complete or for any delay in delivering Products or Labor under this Proposal. Seller shall not be liable in any event for any special or consequential damages on account of failure or delay in performance regardless of cause.

**Work Performance.** Performance of the Work will be made by Seller in a prompt manner but Seller cannot be responsible for damage or delay due to acts of God, accidents, civil disturbances, delays in transportation by common carrier, strikes, war, unavailability of material or other cause beyond the reasonable control of Seller.

If Products are installed before a finished floor is completed, warranty is limited and Seller assumes no responsibility for fitting the Product to the floor. An additional charge may be made to Buyer for returning to the Project for adjustments to the Product.

Seller assumes no responsibilities for failure of installation of the Product due to structural deficiencies in an existing building. Buyer shall prepare the Project for installation in accordance with requirements of Seller.

If special work, requiring additional material and labor is required to meet conditions other than those specifically described in this Proposal, Buyer agrees to pay an additional charge therefore.

Seller shall be allowed uninterrupted and exclusive access to the Project during performance of the Work.

No Product may be returned without Seller's prior written approval. All Product returned is subject to a minimum of 25% restocking fee.

**Cancellation.** In the event Buyer cancels this Proposal after the Seller has commenced Work, Buyer shall forfeit the amount of the down payment given to Seller at the time of the execution of this Proposal, and in addition, shall pay to the Seller such proportion of the total Proposal Price as the amount of Work bears to the total amount of Work agreed upon to be furnished under this Proposal, plus a sum equal to 25% of the total Proposal Price as liquidated damages, which amount is to be paid within 30 days from the date of such cancellation.

In the event of Buyer's insolvency this Proposal shall be cancelled and Seller shall have no further obligations to Buyer hereunder.

**Insurance.** Seller shall carry workmen's compensation and public liability insurance to cover the Work. Seller shall not be liable to indemnify, hold harmless or protect in any way the Buyer, or any other party involved in the Work, whether an employee of Seller or Buyer or any third party, except to the extent of the workmen's compensation and public liability insurance maintained by Seller.

Buyer shall keep the Project adequately insured against any loss to Seller by reason of damage to Seller's Product or Work or Seller's vehicles, equipment and tools by vandalism, fire, water, windstorm and any other occurrence during the course of Work.

**Alterations.** Any alterations or modifications initiated by Buyer must be agreed upon between the parties and the price fixed by them before work on such alteration or modification shall commence. Payment for such alteration or modification shall be made at the time of the completion of the Work.

**Permits and Licenses.** Buyer shall be responsible for securing the necessary permits and licenses for the Work at Buyer's own cost and expense.

**Warranties.** Seller warrants the Product sold to be free from defects in material and workmanship under normal and intended use and service. This warranty extends only to the Buyer and expires one year after the date of delivery or installation of the Product by Seller.

Parts and labor for service work are warranted for the following periods: All replacement parts 90 days; labor-service 30 days. Seller's sole obligation is limited to repairing or replacing any parts which shall be determined by Seller to be defective and is conditioned upon Buyer giving notice of any such defect to Seller within the warranty period. If Seller concludes that repair or replacement is necessary, Seller will commence work within a reasonable time after the decision to repair or replace is made.

This warranty does not apply to any Product which has been altered or repaired by any person not authorized by the Seller or which has been subjected to misuse, neglect or accident.

Seller assumes no liability for incidental or consequential damages. Warranties implied by law are limited to duration to one year period described above.

Wood Products will be guaranteed only if properly protected within 10 days of delivery or installation by Seller with a prime and finish coat of manufacturer's recommended paint.

No warranty will be honored unless the Proposal Price has been paid in full, including any applicable service charges.

**Modification of Proposal.** Any modification of this Proposal or additional obligation assumed by either party in connection with this Proposal shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

**Governing Law.** It is agreed that this Proposal shall be governed by, construed and enforced in accordance with the laws of the state in which the Project is located.



OFFICE: 262.542.9000  
WEBSITE: www.vjscs.com



HEADQUARTERS:  
W233 N2847 Roundy Circle West  
Pewaukee, WI 53072

MILWAUKEE OFFICE:  
411 East Wisconsin Avenue, Ste. 320,  
Milwaukee, WI 53202

July 23, 2026

Whitefish Bay Public Library  
5420 North Marlborough Drive  
Whitefish Bay, WI 53217  
VJS Project #5100106

VJS is pleased to provide the following proposal with scope and costs detailed below. The duration of the project is approximately 1 week. Our schedule would allow us to complete this work in September. The ADA operators have a lead time of approximately 3 weeks.

Scope of work

**Bathroom Door Operators \$11,900**

- Management of project & incidental costs
- New blocking to support heavy duty operator
- (2) Swing Door Operator, Nabco GT8500, Single, Push/Out Arm Assembly
- Clear Aluminum Finish
- (2) Hard Wired Push Button- Set of 2 - Jamb Style
- Operators include Two (2) year warranty from date of installation on materials & labor during normal working hours
- 120v/10a Power to operator

**Alternate Wireless Jamb Style Push Buttons in Lieu of Hardwired - (\$400)**

Exclusions

- This proposal is valid for (30) days
- Hazardous materials testing and abatement
- Fire alarm work
- Sales Tax
- Changes to door opening
- Permitting
- Expedited Shipping
- Solid Blocking for mounting operator
- Floor Work

If you have any questions, or require additional information, please contact me at 262-765-0077.

Sincerely,

VJS CONSTRUCTION SERVICES, INC.

A handwritten signature in dark ink that reads 'Matthew Spencer'.

Matthew Spencer



Senior Project Manager

Adopted: November 23, 2015  
Renewed: May 18, 2020  
April 17, 2023  
Amended: March 3, 2025

## **Village of Whitefish Bay Purchasing Policy**

### **General**

This policy was adopted on December 7, 2015 by the Village Board as Resolution # 2960 and renewed on May 18, 2020 and April 17, 2023. The intent of this policy is to provide guidelines for purchasing that will insure that any expenditure of public funds by all Village Departments will be consistent with these policies approved by the Village Board.

### **Guidelines**

#### *Delegation of Authority*

The Village Manager shall be responsible for the implementation of this policy. The Village Board shall be notified in writing of all contracted expenses of \$25,000 or greater.

#### *Acceptance of Bids or Quotes*

The Village reserves the right to accept any bid or quote which is determined to be the most beneficial to the Village, as well as the right to reject any or all bids or quotes.

#### *Efficient purchasing*

Every department should strive to purchase the goods and services in the appropriate quantities for its foreseeable needs of the department which will maximize any possible discounts and ensure an efficient purchasing process that conserves staff time. Departments should work together while purchasing.

#### *Compliance with Adopted Budget*

No purchase which would have the ability to exceed the Adopted Budget total for the Department may be authorized by a Department Head. The Village Manager may approve such purchases after notifying the Village Board of the intent and the circumstances that require such action.

#### *Quality*

The quality and service of any purchase is just as important as the price. It is the duty of each department to secure the best quality for the purpose intended. Quality buying is the buying of goods and services that will meet, but not exceed the requirements for which they are intended.

#### *Sales Tax*

The Village is exempt from paying all local and sales taxes or Federal Excise taxes. The Finance Director's Office can provide any of the necessary exemption

documentation to vendors upon request.

#### *Endorsements*

Neither the Village's name, or any employee's name or position is to be used to endorse/support any product or vendor, unless specifically authorized by the Village Board.

#### *Ethics Laws*

Public Officials and all employees of the Village are to comply with all federal, state and Village ethics laws regarding conflict of interest and purchase decisions. The Village prohibits working with a vendor which has an owner or staff related to a Village employee or public official.

### **Purchasing Procedures**

The following procedures have been established, and are subject to certain exceptions and other criteria as noted under "Special Requirements" below. Well maintained and updated documentation is to be kept to ensure that vendors are treated fairly and purchases are in the Village's best interest.

#### *Purchases of goods and services, equipment and non-construction capital projects under \$10,000*

Department Heads are authorized to make any purchase under \$10,000 which is included in the annual budget adopted by the Village Board. Every Department Head may also designate an employee, with proper written notice to the Finance Director and Village Manager's approval, with the authority to make such purchases.

#### *Purchases of goods and services, equipment and non-construction capital projects from \$10,000 to \$50,000*

The Village Manager is authorized to approve any purchase up to \$50,000 which has been included in the Annual Budget adopted by the Village Board.

Prior to the Village Manager authorizing purchases over \$10,000 the Department Head must obtain three (3) or more written quotes or proposals. If the department is unable to obtain the three (3) written quotes, an explanation of why less than three (3) qualified quotes could not be obtained must be noted. A summary of the quotes obtained shall be attached to the payment authorization.

The Village Manager may waive this requirement for three quotations for purchases from the State's cooperative purchasing program and other multi-jurisdictional purchases, and for annual professional service consulting contracts for legal, information technology; assessing, finance, auditing, and Health Insurance provided the amount of each does not exceed the budgeted amount. The Village Manager may waive this requirement for engineering services for operational support and for capital projects estimated to cost less than \$50,000.

#### *Purchases of goods and services, equipment and non-construction capital*

*projects in excess of \$50,000*

When a department is expecting to make any purchase that will exceed \$50,000 in total value, they shall prepare specifications and requirements, in order to meet the Village's needs. These specifications and requirements will be forwarded to the Village Manager for review, comment and approval. Upon authorization from the Village Manager, the Department Head can prepare a Request for Proposal (RFP) or Request for Qualifications (RFQ) as noted below under "Special Requirements – Professional Services".

*Vehicle Purchases*

The Village Manager is authorized to approve all vehicle purchases up to \$150,000 that have been approved through the annual budget so long as they do not exceed the budgeted amount. The Department Head shall prepare specifications and requirements, in order to meet the Village's needs. These specifications and requirements will be forwarded to the Village Manager for review, comment and approval. Upon authorization from the Village Manager, the Department Head can prepare a Request for Proposal (RFP) or solicit three (3) written quotes. The Village Manager may waive this requirement for an RFP or three quotes for purchases from the State's cooperative purchasing program and other multi-jurisdictional purchases or if requirements as outlined under "Sole Source" in the Special Requirements section of this policy are met. All vehicle purchases over \$150,000 shall follow the same process but must go to the Village Board for final approval.

All purchases in this category shall require the Village Board's approval.

*Public Works Construction Projects*

The Village Manager may approve small construction projects with an estimated cost under \$25,000 that are included in the budget subject to any restrictions in state law. Prior to authorizing these purchases over \$10,000 the Department Head must obtain three (3) or more written quotes or proposals. If the department is unable to obtain the three (3) written quotes, an explanation of why less than three (3) qualified quotes could not be obtained must be noted. A summary of the quotes obtained shall be attached to the payment authorization.

The award for Public Works contracts in excess of \$25,000 shall follow all requirements of State Statute 62.15 and must be approved by the Village Board. The award will be made to the lowest responsible bidder that meets the specifications and requirements per State Statute. All approvals in this regard shall also authorize a 15 percent contingency as allowed by State Statute unless otherwise stated in the Village Board motion. Any questions regarding the Statute(s) and all projects that apply should be directed to the Village Attorney.

The engineering consultant for Public Works projects over \$25,000 must be approved by the Village Board. However, the Village Manager may waive this requirement if the engineering services are covered under an approved professional services agreement, provided the Public Works Project is estimated to cost less than \$50,000 and the engineering services do not exceed the budgeted

amount.

The Village also reserves the right to select or reject a vendor based on the best interest of the Village, including but not limited to prior service and experience with a vendor.

### **Special Requirements**

#### *Sole Source*

In the event that there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this policy can be waived by the Village Manager. When a Department Head determines that goods and services must be purchased by a “sole source vendor”, the Department Head shall document why only one company or individual is capable of providing the goods or services needed. This documentation shall be attached to the payment authorization and submitted to the Village Manager for approval.

### *Special Exceptions*

Exceptions to the quotation/bidding procedures outlined in this policy, under Purchasing Procedures, are granted for the following purchases:

1. Internal financial operations such as payroll;
2. Fund to fund transfers;
3. Utility payments;
4. Bond payments and such similar obligations of the Village; and,
5. Salt, gasoline, crushed stone, office supplies (including recurring office forms and paper products), polymers, vehicle/equipment related parts and repairs such as engine and transmission parts, hydraulic pumps and rams, tires, rebuilding services, annual maintenance contracts and all other recurring expenses needed in the usual and ordinary operation of the Village government and its departments in a sum not to exceed the budgeted amount.

### *Cooperative Purchasing Programs*

Departments are encouraged to use cooperative purchasing programs sponsored by the State or other jurisdictions. Such programs prove advantageous by relieving department personnel of the paperwork necessary to document the purchase and by taking advantage of large quantity purchases made by such cooperatives.

### *Professional Services*

Normal competitive procedures cannot be utilized in securing professional services from attorneys, engineers, accountants, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process. A Request for Proposal (RFP) or Request for Qualifications (RFQ), while not always required to secure professional services, may be required at the direction of the Village Manager or the Village Board. An RFP or RFQ can be prepared in much of the same way as specifications including the requirements and minimum standards for the services that need to be provided.

These documents shall be submitted to the Village Manager for approval prior to their distribution. When an RFP/RFQ for professional services has been approved, a limited number of qualified professionals known to the Village will

be invited to submit a proposal setting forth their interest, qualifications and how they can meet the Village's needs. In securing professional services it is the primary goal of the Village to obtain the services of professional(s) who has a proven record of providing those services. A contract will then be negotiated with the professional that has best met the needs of the Village.

Contracts for legal, information technology, assessing, auditing, financial, health insurance, and general engineering services may be made for multiple years or on a continuous basis until terminated.

#### *Emergency Purchases*

The procedures in this policy may be waived under emergency conditions when a delay in the purchase will threaten the basic mission of a department.

Emergency conditions are considered unforeseen circumstances, where the need for immediate corrective action is absolutely necessary.

On occasion equipment failure will require "emergency repairs" or some other circumstance that will require emergency corrective action that will not be able to wait for compliance with this policy.

In any of these situations, Department Heads are required to notify the Village Manager as quickly as possible and obtain approval.

#### *Petty Cash Accounts*

Very often there is a need for immediate availability of funds. The Finance Department is the sole Department authorized to maintain a petty cash fund. The Petty Cash Fund may be used to avoid the time and expense of issuing payment authorizations for items totaling less than \$100. Petty Cash Receipts are to be maintained by the person responsible for the fund and should include; the amount, description of item, budget, account number, and signatures of the persons receiving the funds and the person issuing the funds. All receipts should be summarized on a monthly basis and presented to the Finance Director who will then authorize a check to be issued to reimburse the Petty Cash Funds. The use of Petty Cash Funds for personal use, even for very short periods of time, is strictly prohibited and may be grounds for disciplinary action.

#### *Village Credit Cards*

Village credit cards may be issued to employees designated by Department Heads and approved by the Finance Director for purchases not to exceed \$5,000. The Finance Director is authorized for purchases not to exceed \$25,000. The responsible Department Head shall attach receipts to the bill for all charges. Failure to attach receipts for all purchases shall result in the Finance Director rescinding the Department's use of the credit card.

The use of Village Credit Cards for personal use, even for very short periods of time, is strictly prohibited and may be grounds for disciplinary action.

## **Specifications**

When goods and services are to be purchased through the competitive process detailed in this policy, specifications (specs) must be prepared to meet the following goals:

- Identify the minimum requirements needed;
- Allow for a competitive bid or quote, when possible;
- Be capable of objective review; and,
- Provide for an equitable award at the lowest possible cost.

### *General Guidelines*

Specifications should be kept in a manner that is as simple as possible while still allowing for the exactness required in order to keep bidders from utilizing loopholes to avoid providing the quality desired or take advantage of their competitors. To promote the best possible competition for a product or service, specifications should be written in clear simple language, free of vagueness or anything that would be subject to variations based on interpretations.

If the specifications include optional goods or services, they must be defined and identified separately so that the base cost can be clearly determined compared to the cost(s) of the options. If the options are included, the Bid Tabulation Report will have to identify the different costs of the options.

### *Types of Specifications*

Specifications need to be structured in a way that will protect the integrity of the purchasing system put in place and in a way that insures the Village's needs are being met. Methods of structuring specifications include:

**Qualified Products or Acceptable Brands Lists:** These lists are developed where it is not possible to write specifications adequate to identify the quality and performance required, or when tests necessary to determine compliance with technical specifications are lengthy, costly, or require complicated technical equipment.

**Specification by Brand or Trade Name:** Brand or trade names should be used where brand name products have been found to be superior to others for the purpose intended or when their composition is secret, unknown or patented. The use of brand names establishes a quality standard, but is not intended to eliminate or limit competition. When this method is used the specifications shall provide for bidding of competitive equal grades. It is the responsibility of a vendor who bids on goods of supposed equal quality to document the goods and services are, in fact, of equal quality.

**Specifications by Plan or Dimension Sheet:** Specifications of construction projects

shall be written to reference the plans or dimension sheets prepared by the engineer or architect.

Specifications by Performance, Purpose or Use: Specifications which include the use of performance criteria will provide flexibility for vendors to design the products or programs specifically aimed at meeting the standards the Village has established. These types of specifications usually generate a large amount of competition since it allows vendors to exercise some creativity in the process. Bottom line or minimum standards must be included in the specifications to maintain that the Village's expectations are going to be met.

Specifications by Industry Standard: Specifications will often refer to industry-wide standards or the standards set by other public jurisdictions. Referencing standard specifications of the State Department of Transportation or other State and Federal agencies is an example of this.

Specifications by Samples: A sample is a good way to make the requirements perfectly clear. Departments utilizing samples will make the best effort in order to make sure that enough samples are made, and made available so that originals can be sent with all bid invitations.

### **Periodic Review**

This policy will be reviewed by the Village Board every three (3) years following its adoption or sooner at the discretion of the Village Board.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 25, 2026 Meeting  
Re: WFBPL Revenue Sources



**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**

Total revenue has grown from \$815,878 in 2016 to \$1,106,395 in 2025, and is projected at \$1,170,061 for 2027, an increase of 43.4 percent from 2016 to 2027.

**Revenue by Source**

| Source                      | 2016              | 2025              | 2027              |
|-----------------------------|-------------------|-------------------|-------------------|
| Property Taxes              | \$685,188 (84.0%) | \$930,490 (84.1%) | \$941,915 (80.5%) |
| Intergovernmental Revenue   | \$43,290 (5.3%)   | \$77,193 (7.0%)   | \$112,146 (9.6%)  |
| Fines, Fees, and Penalties  | \$39,916 (4.9%)   | \$23,800 (2.2%)   | \$23,000 (2.0%)   |
| Public Charges for Services | \$15,653 (1.9%)   | \$10,168 (0.9%)   | \$11,500 (1.0%)   |
| Miscellaneous Revenue       | \$31,831 (3.9%)   | \$64,744 (5.9%)   | \$81,500 (7.0%)   |
| Total                       | \$815,878         | \$1,106,395       | \$1,170,061       |

**Key Points**

Property taxes remain the largest and most stable source. Though their share has declined as a percent of the total, that is due to other areas of revenue growing. Over 12 years, the Library’s property tax allocation grew 37.47%, averaging 3.12% per year.

Intergovernmental revenue, driven by MCFLS reciprocal borrowing, is the fastest growing source, however steep declines during the pandemic indicate this can be a variable source of income. Fines and public charges continue to shrink as revenue sources. Miscellaneous revenue, including Friends, Foundation, and Woman’s Club contributions, has grown and now represents a larger share of the budget (\$81,500 in 2027 vs \$31,831 in 2016) than fines or public charges combined (\$34,500 in 2027 vs \$55,569 in 2016).

Detailed Revenue by Source

|                                    | 2016    | 2017    | 2018    | 2019    | 2020                | 2021    | 2022    | 2023                 | 2024      | 2025      | 2026      | 2027      | % Change  |                                    | 2016       | 2027       |
|------------------------------------|---------|---------|---------|---------|---------------------|---------|---------|----------------------|-----------|-----------|-----------|-----------|-----------|------------------------------------|------------|------------|
| Property Taxes                     | Actual  | Actual  | Actual  | Actual  | Actual              | Actual  | Actual  | Actual               | Actual    | Actual    | Budget    | Projected | 2016-2027 | Property Taxes                     | % of Total | % of Total |
| General Property Taxes             | 685,188 | 680,011 | 680,022 | 677,299 | 710,581             | 700,833 | 716,744 | 901,360 <sup>1</sup> | 900,526   | 930,490   | 941,915   | 941,915   | 37.47%    | General Property Taxes             | 83.98%     | 80.50%     |
| Total Property Taxes               | 685,188 | 680,011 | 680,022 | 677,299 | 710,581             | 700,833 | 716,744 | 901,360              | 900,526   | 930,490   | 941,915   | 941,915   |           | Total Property Taxes               |            |            |
|                                    |         |         |         |         |                     |         |         | 1: Wage Adjstmt      |           |           |           |           |           |                                    |            |            |
| Intergovernmental Revenue          |         |         |         |         |                     |         |         |                      |           |           |           |           |           | Intergovernmental Revenue          |            |            |
| Other Grants                       |         |         |         | -       | 14,478 <sup>2</sup> | -       | -       | 1,502                | 3,300     | 1,000     | -         | -         |           | Other Grants                       | 0.00%      | 0.00%      |
| MCFLS Reciprocal Borrowing         | 43,290  | 49,557  | 55,109  | 60,646  | 64,421              | 58,754  | 31,181  | 13,869               | 58,091    | 76,193    | 102,696   | 112,146   | 159.06%   | MCFLS Reciprocal Borrowing         | 5.31%      | 9.58%      |
| Total Intergovernmental Revenue    | 43,290  | 49,557  | 55,109  | 60,646  | 78,899              | 58,754  | 31,181  | 15,371               | 61,391    | 77,193    | 102,696   | 112,146   |           | Total Intergovernmental Revenue    |            |            |
|                                    |         |         |         |         | 2: COVID Funds      |         |         |                      |           |           |           |           |           |                                    |            |            |
| Total Fines, Fees, and Penalties   | 39,916  | 39,033  | 34,021  | 33,499  | 11,432              | 21,844  | 22,600  | 23,614               | 22,797    | 23,800    | 24,000    | 23,000    | -42.38%   | Total Fines, Fees, and Penalties   | 4.89%      | 1.97%      |
|                                    |         |         |         |         |                     |         |         |                      |           |           |           |           |           |                                    |            |            |
| Public Charges for Services        |         |         |         |         |                     |         |         |                      |           |           |           |           |           | Public Charges for Services        |            |            |
| Library Laptop Rentals             | 222     | 190     | 83      | -       | -                   | -       | -       | -                    | -         | -         | -         | -         | -100.00%  | Library Laptop Rentals             | 0.03%      | 0.00%      |
| Library Circulation Fees           | 1,000   | -       | -       | -       | -                   | -       | -       | -                    | -         | -         | -         | -         | -100.00%  | Library Circulation Fees           | 0.12%      | 0.00%      |
| Library Room Rental                | 3,590   | 3,848   | 5,754   | 5,135   | -                   | 225     | 2,051   | 4,680                | 4,155     | 3,515     | 4,500     | 4,000     | 11.42%    | Library Room Rental                | 0.44%      | 0.34%      |
| Library Copier Revenue             | 6,192   | 7,338   | 6,006   | 5,261   | 1,673               | 2,419   | 3,325   | 5,291                | 6,369     | 6,653     | 6,200     | 7,500     | 21.12%    | Library Copier Revenue             | 0.76%      | 0.64%      |
| Library DVD Rentals                | 4,649   | 4,475   | 3,284   | 2,511   | 426                 | -       | 352     | -                    | -         | -         | -         | -         | -100.00%  | Library DVD Rentals                | 0.57%      | 0.00%      |
| Miscellaneous Revenue              | -       | -       | -       | -       | -                   | -       | 2,401   | 2,068                | 862       | -         | -         | -         |           | Miscellaneous Revenue              | 0.00%      | 0.00%      |
| Total Public Charges for Services  | 15,653  | 15,851  | 15,127  | 12,907  | 2,099               | 2,644   | 8,129   | 12,039               | 11,386    | 10,168    | 10,700    | 11,500    |           | Total Public Charges for Services  |            |            |
| Library Donations/Contributions    | 831     | 1,001   | 902     | 2,206   | 8,951               | 3,494   | 3,140   | 1,438                | 4,330     | 3,026     | 2,000     | 3,000     |           | Library Donations/Contributions    | 0.10%      | 0.26%      |
| Friends                            | 25,000  | 30,000  | 35,450  | 35,950  | 40,126              | 16,150  | 43,450  | 60,250               | 30,268    | 48,900    | 50,300    | 50,000    | 261.01%   | Friends                            | 3.06%      | 4.27%      |
| Woman's Club                       |         |         |         |         |                     |         |         |                      |           | 7,818     |           | 3,500     | 100.00%   | Woman's Club                       | 0.00%      | 0.30%      |
| Restricted Donations/Contributions | 6,000   | -       | -       | -       | -                   | -       | -       | 104,200              | -         | 5,000     | -         | -         |           | Restricted Donations/Contributions | 0.74%      | 0.00%      |
| Miscellaneous Revenue              | -       | -       | -       | -       | -                   | 616     | 1,637   | -                    | -         | -         | -         | -         |           | Miscellaneous Revenue              | 0.00%      | 0.00%      |
| Applied Library Fund Balance       | -       |         |         | -       | -                   | -       | -       | -                    | -         | -         | 36,000    |           |           | Applied Library Fund Balance       | 0.00%      | 0.00%      |
| Fund 22 Transfer for Collections   |         |         |         |         |                     |         |         |                      |           |           | 10,000    | 15,000    |           | Fund 22 Transfer for Collections   | 0.00%      | 1.28%      |
| Foundation                         |         |         |         |         |                     |         |         |                      |           |           | 10,000    | 10,000    | 100.00%   | Foundation                         | 0.00%      | 0.85%      |
| Total Miscellaneous Revenue        | 31,831  | 31,001  | 36,352  | 38,156  | 49,077              | 20,260  | 48,227  | 165,888              | 34,598    | 64,744    | 108,300   | 81,500    |           | Total Miscellaneous Revenue        |            |            |
|                                    |         |         |         |         |                     |         |         |                      |           |           |           |           |           |                                    | 100.00%    | 100.00%    |
| Total Library Fund Revenue         | 815,878 | 815,453 | 820,631 | 822,507 | 852,088             | 804,335 | 826,881 | 1,118,272            | 1,030,698 | 1,106,395 | 1,187,611 | 1,170,061 | 43.41%    | Total Library Fund Revenue         |            |            |



# Public Library Trustee Training

## Trustee Essentials Handbook

### Chapters 17-18

August 25, 2026

# Trustee Orientation & Continuing Ed

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Chapter 17 – Membership in the Library System

Chapter 18 – Library Board Appointments and Composition

From *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* (2015)  
By Wisconsin Department of Public Instruction, Public Library Development Team  
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>

# Trustee Orientation & Continuing Ed

## Library System Membership

*Trustee Essential #17*

### Why Library Systems Exist

Wisconsin created regional library systems in 1971 so every resident could access quality library service, not just those in well-funded communities.

Membership is voluntary, yet every one of the state's 72 counties and 381 public libraries participates.

In exchange for meeting membership requirements, libraries receive state funded services that strengthen local service.

### What Membership Requires

1. Operate under Wisconsin Statutes Chapter 43, with a library board controlling the building, budget, and policy
2. Employ a DPI certified library director, present at least 10 hours weekly
3. Stay open at least 20 hours a week and spend at least \$2,500 annually on materials
4. Approve a system participation agreement and serve all system residents on equal terms

# Trustee Orientation & Continuing Ed

## Being a Strong System Member

*Cooperation over competition benefits every library user*

### Systems Must Provide

- Reference and interlibrary loan routing
- Delivery of materials and information
- Training for staff and trustees
- Professional consultant services
- Backup reference from the system resource library
- Service agreements with neighboring systems

### How Your Board Can Help

- Communicate local needs clearly and constructively to the system
- Encourage staff to attend system workshops and serve on committees
- Budget for staff time and travel to system activities
- Consider shared services, such as a shared automation system
- Volunteer to serve on the system board or an advisory committee

# Trustee Orientation & Continuing Ed

## Library Board Appointments and Composition

*Trustee Essential #18*

### Why Citizen Boards Govern

Citizen governance insulates library operations, especially collection and policy decisions, from political pressure and protects freedom of expression and inquiry.

A board representing a cross section of the community helps ensure the library serves everyone equitably.

Members with varied backgrounds, such as education, law, business, and parenting, strengthen board decision making.

### The Statutory Basis

1. All Wisconsin library boards, municipal, joint, county, and system, are governed by Chapter 43 of the Wisconsin Statutes
2. A legally appointed and constituted board is required for library system membership
3. The board itself may suggest candidates for upcoming vacancies, balancing community representation with any need for added expertise

# Trustee Orientation & Continuing Ed

## Board Composition for Whitefish Bay

*As a village library, WFBPL follows village board rules and belongs to a federated system*

### Village Library Board

Five or seven members, appointed by the village president with approval of the village board

One member must be the school district administrator, or designee, appointed to a three-year term

Not more than one sitting village board member may serve on the library board at a time

Terms are three years, beginning on the date set by local ordinance, usually May 1

### MCFLS System Board

Seven members, appointed by the county executive or board chair and approved by the county board

At least three members must be active voting members of a participating library board, and one of those must sit on the resource library's board

One or two members of the county board must also sit on the system board

No current employee of a member library may serve on the system board

Terms are three years, beginning January 1