

LIBRARY BOARD MEETING
 Tuesday July 23, 2024, 6:30pm
 Rescheduled to July 30, 2024
 Location: 1st Floor Storytime 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>	
Sarah Leinweber, President, 2017-2026	
Erin Jelenchick, Vice President, 2020-2027	
Sam Dettmann, Village Board Representative, 2024-2025	
Nathan Christenson, School District Representative, 2021-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
Erin Jelenchick, Member, 2020-2027	
Nikki DeGuire, Member, 2024-2027	
Staff	
Nyama Reed, Library Director	

CALL TO ORDER					
6:30	1. Statement of Public Notice				
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of June 25, 2024 meeting b. Finance Report Through May 31, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. 2025 Budget: Review Revised Draft	Motion			
7:00	5. Naming Policy Review	Motion			
7:30	6. Library IQ for Strategic Collection Analysis and Development	Motion			
8:00	7. Director's Report	Discuss			
8:15	ADJOURNMENT	Motion			

BOARD MEETINGS

- Aug 5, 2024, Monday, 6:00-8:00 pm - Village of WFB Board of Trustees, @Village Hall
- Aug 6, 2024, Tuesday, 6:00-7:00 pm – Foundation Executive Board, @Library
- Aug 12, 2024, Monday, 6:00-7:00 pm – Foundation Board, @Library
- Aug 15, 2024, Thursday, 5:00-7:00 pm – MCFLS Board of Trustees, @Whitefish Bay Public Library
- Aug 21, 2024, Wednesday, 6:00-7:30 pm - Friends of the Library Board of Directors
- Aug 26, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Village Board Projects & Priorities Visioning Session for 2025 Budget
- Aug 27, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Vacant, President	n/a
Sarah Leinweber, Vice President, 2017-2026	In-person
Sam Dettman, Village Board Representative, 2024-2025	In-person
Nathan Christenson, School District Representative, 2024-2025	Absent
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	Zoom
Claire Flannery, Member, 2020-2026	Zoom (exited 7:44pm)
Nikki DeGuire, Member, 2024-2027	In-person
Staff	
Nyama Reed, Library Director	In-Person
Theresa Hoge, Head of Circulation Services	In-Person (exited ~7:00pm)

CALL TO ORDER 6:32pm by VP Leinweber				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Consent Agenda - Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business. a. Minutes of May 21, 2024 meeting b. Finance Report Through May 31, 2024 c. Department Reports d. Monthly Statistics	Motion	DeGuire	Dettmann	Unanimous
Motion to approve Consent Agenda as presented				
4. Board Officer Elections	Motion	DeGuire	Gettinger	Unanimous
2024 slate per memo: President: Leinweber; Vice President: Jelenchick No other nominations presented at meeting. Motion to approve slate of candidates.				
5. Patron Registration Policy	Discuss			
Ms. Hoge and Director Reed led discussion on options for updating the patron registration policy, per packet memo. Board was amenable to: <ul style="list-style-type: none"> combining all Schools/Nursing Home/Day Care Center card, Business card, and Fee card into a free Access card for patrons who live outside of Milwaukee County. Access card patrons could only use WFBPL items. No use of Take & Tinker items or pay-per-use e-collections. Wording of first paragraph of Platteville Public Library policy (page 25 of packet) regarding access and privacy. Next steps: <ul style="list-style-type: none"> Ms. Hoge will obtain staff input on potential 16-17 year-old card type to enhance security based on state law age limit. Director Reed will obtain info from MCFLS regarding ID requirements. Staff will bring updated draft policy to July or August 2024 Board meeting. 				
6. 2025 Budget: Review Initial Draft	Motion	n/a	n/a	Unanimous
Director Reed presented three draft options for the 2025 operating budget. Discussion included potential prorated vacation time for part time employees. Decision to move forward with draft budget that does not include additional expenditures for that item. No action taken. Board instructed Director Reed to bring updated budget based on Draft A to July meeting.				
7. Naming Policy Review	Motion	n/a	n/a	Unanimous

Tabled till July meeting with Trustee Flannery will be present to lead discussion on draft she crafted.				
8. Foundation Donor Board	Motion	Dettmann	DeGuire	Unanimous
Motion to approve placement of a Foundation donor board in the main lobby, to be paid for by the Whitefish Bay Public Library Foundation.				
9. Consultation Funds	Motion	Dettmann	Jelenchick	Unanimous
Trustee DeGuire noted that Attorney Pelikan is her brother-in-law.				
Motion to approve up to \$2,000 from Fund 13 Fund Balance for consolation fees.				
10. Review of Restricted Donations	Motion	DeGuire	Dettmann	Unanimous
Motion to transfer \$50,000 from Fund 13 Fund Balance to the Whitefish Bay Public Library Foundation's Fund at Greater Milwaukee Foundation.				
11. Collection Management Report	Discuss			
Director Reed presented info in packet memo.				
12. Director's Report	Discuss			
Director Reed presented info in packet memo.				
Director Reed discussed her monthly report as presented in packet memo.				
ADJOURNMENT 8:44pm	Motion	DeGuire	Dettmann	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 06/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 50%	Above Target: 61%+	On Target: 40-60%	Under Target: 39%-	
13-00000-41100	Property Taxes	901,360	900,526	-	900,526	-	Ok
13-00000-43792	Other Grants	1,502	-	2,300	(2,300)	n/a	2023 Grant Disbursed Jan 2024
13-00000-43793	Library MCFLS RB Payment	13,869	57,179	57,191	(12)	100	
13-00000-45209	LIBRARY FINES	23,415	25,000	11,639	13,361	47	
13-00000-45210	Library Replacement Cards	208	150	40	110	27	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	-	(12)	12	n/a	
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	2,573	1,927	57	
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	2,954	1,046	74	
13-00000-46715	MISCELLANEOUS REVENUE	2,068	-	691	(691)	n/a	Foundation Payment to balance 13-93200-50428
13-00000-48501	LIBRARY DONATIONS	1,438	2,000	1,250	750	63	
13-00000-48504	Restricted Donation	104,200	-	-	-	n/a	
Total Revenue:		1,058,021	993,355	78,627	914,728	8	Ok
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 06/30/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 50%	Above Target: 61%+	On Target: 40-60%	Under Target: 39%-	
13-93000-50100	Salaries	571,806	599,350	294,304	305,046	49	Ok
13-93000-50150	FICA Tax	43,047	45,850	22,298	23,552	49	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	28,510	28,500	50	
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,570	(120)	108	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	15,299	15,190	50	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	673	611	52	
13-93000-50181	Disability Insurance Premium	-	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	532	3,968	12	Mostly used in Fall
13-93200-50191	Membership Dues	997	1,200	1,046	154	87	Most paid in Q1
13-93200-50194	Personnel Related Expenses	489	700	18	682	3	
13-93200-50250	Utilities	46,057	48,000	22,498	25,502	47	Projected \$53,000
13-93200-50251	Telephone/Internet	5,792	5,700	2,047	3,653	36	Projected \$5,900
13-93200-50300	Office Supplies	1,619	2,000	465	1,535	23	
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53	Ok (Bookmarks)
13-93200-50302	Postage	16	25	2	23	7	
13-93200-50303	Covid Supplies	375	250	-	250	-	
13-93200-50360	Building Maintenance	9,948	12,000	18,897	(6,897)	157	Storytime Room Project, funded by Restricted Donations
13-93200-50428	Library Director Designated			50,822	(50,822)	n/a	Transfer to Foundation Fund + Foundation Supplies
13-93200-50760	Sales Tax	256	250	168	82	67	
13-93300-50240	IT Support Contract Services	18,667	25,000	5,714	19,286	23	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	1,334	1,866	42	4

13-93300-50312	Material Processing/Repairs	3,480	3,400	1,747	1,653	51	
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	14,500	19,550	43	
13-93300-50351	Custodial Supplies	4,144	5,000	2,018	2,982	40	
13-93300-50400	MCFLS Supplies	1,565	1,200	731	469	61	Stocked up at start of year
13-93400-50401	MCFLS Membership	21,423	18,413	15,544	2,869	84	Pay total at start of year
13-93400-50402	Programs - Adult	588	500	-	500	-	
13-93400-50403	Programs - Children	317	500	328	172	66	
13-93400-50415	Programs - Young Adults	-	250	-	250	-	
13-93500-50410	Library Collection Materials	80,000	90,000	51,833	38,167	58	
	Fund 22	23,401	20,000	-	20,000	-	
	Total Collections	103,401	110,000	51,833	58,167	47	Ok
13-93500-50413	Adult DVD's	169	-	-	-		
Total Expenditure:		945,936	993,355	553,163	440,192	56	Ok
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		1,058,021	993,355	78,627	914,728	8	Ok
TOTAL EXPENDITURES		946,104	993,355	553,163	440,192	56	Ok
NET OF REVENUES & EXPENDITURES		111,917	-				
BEG. FUND BALANCE		47,293	159,209				
END FUND BALANCE		159,209	159,209				
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 06/30/2024	AVAILABLE BALANCE		NOTES
TOTAL REVENUES		20,532	-	7,500			
TOTAL EXPENDITURES		23,401	20,000	-	20,000		\$20,000 approved for 2024
NET OF REVENUES & EXPENDITURES		(2,869)	(20,000)	7,500			
BEG. FUND BALANCE		76,857	73,988	73,988			
END FUND BALANCE		73,988	53,988	81,488			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 06/30/2024			
01-55500-50350-1001	Maitenance Services (Contracts)	25,986	n/a	12,224			
01-55500-50360-1001	Building Maintenance (Repairs)	33,094	n/a	16,095			

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
06/01/2024			13-00000-11100 CASH IN BANK		BEG. BALANCE		(178,455.43)
06/06/2024	CR	RCPT	Daily Library Receipts	217817	223.15		(178,232.28)
06/07/2024	CD	CHK	SUMMARY CD 06/07/2024			239.40	(178,471.68)
06/09/2024	GJ	JE	Monthly Sales Tax ACH Payment	5558		30.13	(178,501.81)
06/12/2024	CD	CHK	SUMMARY CD 06/12/2024			2,095.66	(180,597.47)
06/13/2024	CD	CHK	SUMMARY CD 06/13/2024			5,913.37	(186,510.84)
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024			24,422.88	(210,933.72)
06/14/2024	CR	RCPT	Daily Library Receipts	217933	992.77		(209,940.95)
06/20/2024	CD	CHK	SUMMARY CD 06/20/2024			9,545.96	(219,486.91)
06/24/2024	CR	RCPT	Daily Library Receipts	218083	565.66		(218,921.25)
06/27/2024	CR	RCPT	Daily Library Receipts	218146	1,018.25		(217,903.00)
06/28/2024	GJ	JE	Monthly WRS ACH Payment	5570		3,518.12	(221,421.12)
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024			24,853.87	(246,274.99)
06/28/2024	CD	CHK	SUMMARY CD 06/28/2024			54,660.88	(300,935.87)
06/30/2024			13-00000-11100	END BALANCE	2,799.83	125,280.27	(300,935.87)
06/01/2024			13-00000-12100 TAXES RECEIVABLE		BEG. BALANCE		900,526.00
06/30/2024			13-00000-12100	END BALANCE	0.00	0.00	900,526.00
06/01/2024			13-00000-21550 DEPOSITS/SUSPENSE		BEG. BALANCE		(86.33)
06/30/2024			13-00000-21550	END BALANCE	0.00	0.00	(86.33)
06/01/2024			13-00000-24600 DEFERRED REVENUE - TAXES		BEG. BALANCE		(900,526.00)
06/30/2024			13-00000-24600	END BALANCE	0.00	0.00	(900,526.00)
06/01/2024			13-00000-25199 ACCRUED PAYROLL		BEG. BALANCE		(11,011.11)
06/30/2024			13-00000-25199	END BALANCE	0.00	0.00	(11,011.11)
06/01/2024			13-00000-25400 WRS Retirement - Payroll Deduct:		BEG. BALANCE		(4,482.00)
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024			1,141.80	(5,623.80)
06/28/2024	GJ	JE	Monthly WRS ACH Payment	5570	3,518.12		(2,105.68)
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024			1,187.13	(3,292.81)
06/30/2024			13-00000-25400	END BALANCE	3,518.12	2,328.93	(3,292.81)
06/01/2024			13-00000-28100 SURPLUS		BEG. BALANCE		(159,209.37)
06/30/2024			13-00000-28100	END BALANCE	0.00	0.00	(159,209.37)
06/01/2024			13-00000-43792 Other Grants		BEG. BALANCE		(2,300.00)
06/30/2024			13-00000-43792	END BALANCE	0.00	0.00	(2,300.00)
06/01/2024			13-00000-43793 Library MCFLS RB Payment		BEG. BALANCE		(57,191.00)
06/30/2024			13-00000-43793	END BALANCE	0.00	0.00	(57,191.00)
06/01/2024			13-00000-45209 LIBRARY FINES		BEG. BALANCE		(10,789.10)
06/06/2024	CR	RCPT	LIBRARY FINES	217817		157.40	(10,946.50)
06/14/2024	CR	RCPT	LIBRARY FINES	217933		222.53	(11,169.03)
06/24/2024	CR	RCPT	LIBRARY FINES	218083		253.54	(11,422.57)
06/27/2024	CR	RCPT	LIBRARY FINES	218146		216.85	(11,639.42)
06/30/2024			13-00000-45209	END BALANCE	0.00	850.32	(11,639.42)
06/01/2024			13-00000-45210 Library Replacement Cards		BEG. BALANCE		(30.00)
06/14/2024	CR	RCPT	Library Replacement Cards	217933		2.00	(32.00)
06/24/2024	CR	RCPT	Library Replacement Cards	218083		2.00	(34.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			13-00000-45210 Library Replacement Cards	(Continued)			
06/27/2024	CR	RCPT	Library Replacement Cards	218146		6.00	(40.00)
06/30/2024			13-00000-45210	END BALANCE	0.00	10.00	(40.00)
			13-00000-45224 LIBRARY DAMAGE RECOVERY				
06/01/2024			Jennifer Bird	6/10/2024	BEG. BALANCE		0.00
06/11/2024	AP	INV	Patron paid for missing book & later		11.95		11.95
06/30/2024			13-00000-45224	END BALANCE	11.95	0.00	11.95
			13-00000-46712 LIBRARY ROOM RENT				
06/01/2024			LIBRARY ROOM RENT	218146	BEG. BALANCE		(1,860.95)
06/27/2024	CR	RCPT				712.50	(2,573.45)
06/30/2024			13-00000-46712	END BALANCE	0.00	712.50	(2,573.45)
			13-00000-46713 LIBRARY COPY AND FAX FEES				
06/01/2024					BEG. BALANCE		(2,378.48)
06/06/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	217817		65.75	(2,444.23)
06/14/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	217933		116.80	(2,561.03)
06/24/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	218083		310.12	(2,871.15)
06/27/2024	CR	RCPT	LIBRARY COPY AND FAX FEES	218146		82.90	(2,954.05)
06/30/2024			13-00000-46713	END BALANCE	0.00	575.57	(2,954.05)
			13-00000-46715 MISCELLANEOUS REVENUE				
06/01/2024					BEG. BALANCE		(40.00)
06/14/2024	CR	RCPT	MISCELLANEOUS REVENUE	217933		651.44	(691.44)
06/30/2024			13-00000-46715	END BALANCE	0.00	651.44	(691.44)
			13-00000-48501 LIBRARY DONATIONS				
06/01/2024					BEG. BALANCE		(1,250.00)
06/30/2024			13-00000-48501	END BALANCE	0.00	0.00	(1,250.00)
			13-93000-50100 Salaries				
06/01/2024					BEG. BALANCE		249,254.00
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024		22,731.14		271,985.14
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024		22,318.95		294,304.09
06/30/2024			13-93000-50100	END BALANCE	45,050.09	0.00	294,304.09
			13-93000-50150 FICA Tax				
06/01/2024					BEG. BALANCE		18,883.55
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024		1,691.74		20,575.29
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024		1,722.42		22,297.71
06/30/2024			13-93000-50150	END BALANCE	3,414.16	0.00	22,297.71
			13-93000-50160 Health/Dental Insurance Premium				
06/01/2024					BEG. BALANCE		23,758.10
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024		4,751.62		28,509.72
06/30/2024			13-93000-50160	END BALANCE	4,751.62	0.00	28,509.72
			13-93000-50161 Health Insurance Deductible (Di				
06/01/2024					BEG. BALANCE		1,507.50
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024		62.50		1,570.00
06/30/2024			13-93000-50161	END BALANCE	62.50	0.00	1,570.00
			13-93000-50170 Retirement Contribution - ER po				
06/01/2024					BEG. BALANCE		12,970.53
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024		1,141.80		14,112.33
06/28/2024	PR	CHK	SUMMARY PR 06/28/2024		1,187.13		15,299.46
06/30/2024			13-93000-50170	END BALANCE	2,328.93	0.00	15,299.46
			13-93000-50180 Group Life Insurance Premium				
06/01/2024					BEG. BALANCE		535.05
06/14/2024	PR	CHK	SUMMARY PR 06/14/2024		137.75		672.80
06/30/2024			13-93000-50180	END BALANCE	137.75	0.00	672.80
			13-93200-50190 Training/Meetings/Travel				
06/01/2024					BEG. BALANCE		399.50
06/12/2024	AP	INV	Katie Kiekhaefer	6/10/2024	132.66		532.16
06/30/2024			Meeting (WLA & CCBC) Mileage				
			13-93200-50190	END BALANCE	132.66	0.00	532.16

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2024			13-93200-50191 Membership Dues		BEG. BALANCE		1,046.22
06/30/2024			13-93200-50191	END BALANCE	0.00	0.00	1,046.22
06/01/2024			13-93200-50194 Personnel Related Expenses		BEG. BALANCE		0.00
06/05/2024	AP	INV	Target	3351	17.64		17.64
06/30/2024			13-93200-50194	END BALANCE	17.64	0.00	17.64
06/01/2024			13-93200-50250 Utilities		BEG. BALANCE		18,925.03
06/19/2024	AP	INV	WE ENERGIES	5064038574	3,572.93		22,497.96
06/30/2024			13-93200-50250	END BALANCE	3,572.93	0.00	22,497.96
06/01/2024			13-93200-50251 Telephone/Internet		BEG. BALANCE		2,011.85
06/18/2024	AP	INV	AT&T	414R16015906 6/24	35.28		2,047.13
06/30/2024			13-93200-50251	END BALANCE	35.28	0.00	2,047.13
06/01/2024			13-93200-50300 Office Supplies		BEG. BALANCE		372.66
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES	1629	12.39		385.05
06/05/2024	AP	INV	Office Supplies - Printer Paper				
06/05/2024	AP	INV	VistaPrint	9020	59.59		444.64
06/05/2024	AP	INV	Office Supplies - Business Cards (NYI				
06/30/2024			13-93200-50300	END BALANCE	92.03	0.00	464.69
06/01/2024			13-93200-50301 Printing/Publishing/Copies		BEG. BALANCE		265.00
06/30/2024			13-93200-50301	END BALANCE	0.00	0.00	265.00
06/01/2024			13-93200-50302 Postage		BEG. BALANCE		1.83
06/30/2024			13-93200-50302	END BALANCE	0.00	0.00	1.83
06/01/2024			13-93200-50360 Building Maintenance		BEG. BALANCE		18,521.99
06/27/2024	AP	INV	ROBB GREGG	2024-06	375.00		18,896.99
06/30/2024			13-93200-50360	END BALANCE	375.00	0.00	18,896.99
06/01/2024			13-93200-50428 Library Director Designated		BEG. BALANCE		0.00
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES	4858	56.83		56.83
06/05/2024	AP	INV	Office Supplies - Library Foundation				
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES	3610	56.83		113.66
06/05/2024	AP	INV	Office Supplies - Library Foundation				
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES	1380	56.83		170.49
06/05/2024	AP	INV	Office Supplies - Library Foundation				
06/05/2024	AP	INV	4 Imprint	0087	651.44		821.93
06/28/2024	AP	INV	Director Designated - mugs for Founda				
06/30/2024			13-93200-50428	END BALANCE	50,821.93	0.00	50,821.93
06/01/2024			13-93200-50760 Sales Tax		BEG. BALANCE		138.04
06/09/2024	GJ	JE	Monthly Sales Tax ACH Payment	5558	30.13		168.17
06/30/2024			13-93200-50760	END BALANCE	30.13	0.00	168.17
06/01/2024			13-93300-50240 IT Support Contract Services		BEG. BALANCE		5,572.94
06/05/2024	AP	INV	DriveStrike	1576	22.00		5,594.94
			Tech - Drivestrike PC Security Softwa				

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-93300-50240 IT Support Contract Services (Continued)							
06/05/2024	AP	INV	Canva Tech - Canva annual subscription renew	5501	119.40		5,714.34
06/30/2024			13-93300-50240	END BALANCE	141.40	0.00	5,714.34
13-93300-50311 Copier Maintenance/Repair					BEG. BALANCE		1,004.31
06/01/2024							
06/10/2024	AP	INV	GREATAMERICA FINANCIAL SVCS Standard Payment	36631478	101.00		1,105.31
06/11/2024	AP	INV	FORWARD TS, LTD Library Copier 5/3 - 6/2/2024	AR228337	194.99		1,300.30
06/11/2024	AP	INV	FORWARD TS, LTD Library Copier 5/3 - 6/2/2024	AR228336	20.00		1,320.30
06/27/2024	AP	INV	FORWARD TS, LTD Cyan Toner	AR229558	13.86		1,334.16
06/30/2024			13-93300-50311	END BALANCE	329.85	0.00	1,334.16
13-93300-50312 Material Processing/Repairs					BEG. BALANCE		1,723.40
06/01/2024							
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Materials Processing - DVD Cases	1576	23.66		1,747.06
06/30/2024			13-93300-50312	END BALANCE	23.66	0.00	1,747.06
13-93300-50350 Maintenance Service & Supplies					BEG. BALANCE		8,700.00
06/01/2024							
06/18/2024	AP	INV	CLEAN SOURCE LLC April 2024 Janitorial	043024-WFB	2,900.00		11,600.00
06/18/2024	AP	INV	CLEAN SOURCE LLC May 2024 Janitorial	053124-WFB	2,900.00		14,500.00
06/30/2024			13-93300-50350	END BALANCE	5,800.00	0.00	14,500.00
13-93300-50351 Custodial Supplies					BEG. BALANCE		2,017.77
06/01/2024							
06/30/2024			13-93300-50351	END BALANCE	0.00	0.00	2,017.77
13-93300-50400 MCFLS Supplies					BEG. BALANCE		731.09
06/01/2024							
06/30/2024			13-93300-50400	END BALANCE	0.00	0.00	731.09
13-93400-50401 MCFLS Membership					BEG. BALANCE		15,544.00
06/01/2024							
06/30/2024			13-93400-50401	END BALANCE	0.00	0.00	15,544.00
13-93400-50403 Programs - Children					BEG. BALANCE		115.75
06/01/2024							
06/05/2024	AP	INV	Sticker Mule Youth Services Programs - SRP sticker	8328	211.80		327.55
06/30/2024			13-93400-50403	END BALANCE	211.80	0.00	327.55
13-93500-50410 Library Collection Materials					BEG. BALANCE		45,083.66
06/01/2024							
06/05/2024	AP	INV	KANOPY, INC. Tickets & KKids	402859	239.40		45,323.06
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Refund	1093		4.00	45,319.06
06/05/2024	AP	INV	The Business Journal Collections - MKE Bus Jrnl Renewal	3584	135.00		45,454.06
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Various Titles	1884	10.99		45,465.05
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Various Titles	4645	17.96		45,483.01
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Various Titles	3157	20.95		45,503.96
06/05/2024	AP	INV	MILWAUKEE JOURNAL SENTINEL Collections - MJS Renewal	6428	18.00		45,521.96
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Various Titles	9641	68.30		45,590.26

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
13-93500-50410 Library Collection Materials				(Continued)			
06/05/2024	AP	INV	AMAZON CAPITAL SERVICES Collections - Various Titles	4663	20.00		45,610.26
06/05/2024	AP	INV	WI Historical Foundation Collections : WI History mag & event	6167	500.00		46,110.26
06/10/2024	AP	INV	BAKER & TAYLOR BOOKS May 2024 Statement	L421118 5/2024	2,100.97		48,211.23
06/10/2024	AP	INV	BAKER & TAYLOR BOOKS May 2024 Statement	L6798462 5/24	1,416.98		49,628.21
06/10/2024	AP	INV	BAKER & TAYLOR BOOKS May 2024 Statement	L6798382 5/24	275.96		49,904.17
06/10/2024	AP	INV	BAKER & TAYLOR BOOKS May 2024 Statement	75003750 5/24	34.91		49,939.08
06/10/2024	AP	INV	BAKER & TAYLOR BOOKS May 2024 Statement	L5190172 5/24	1,222.35		51,161.43
06/10/2024	AP	INV	BLACKSTONE PUBLISHING Library CDs	2156036	280.00		51,441.43
06/10/2024	AP	INV	GALE Misc Book	84336480	20.80		51,462.23
06/10/2024	AP	INV	GALE Misc Book	84346722	20.80		51,483.03
06/10/2024	AP	INV	GALE Misc Books	84394681	52.80		51,535.83
06/10/2024	AP	INV	GALE Misc Book	84403899	27.20		51,563.03
06/24/2024	AP	INV	GALE Misc Books	84461969	63.18		51,626.21
06/24/2024	AP	INV	GALE Misc Book	84480732	78.72		51,704.93
06/24/2024	AP	INV	GALE Misc Book	84506053	24.80		51,729.73
06/24/2024	AP	INV	GALE Misc Book	84506387	22.10		51,751.83
06/24/2024	AP	INV	GALE Misc Book	84469042	32.79		51,784.62
06/24/2024	AP	INV	BLACKSTONE PUBLISHING Library CD	2157950	40.00		51,824.62
06/24/2024	AP	INV	EBSCO Rate Adjustment (Kazoo Magazine)	2406651	8.81		51,833.43
06/30/2024			13-93500-50410	END BALANCE	6,753.77	4.00	51,833.43

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	25,223	23,698	26,790	24,067	23,405	27,946	29,536	28,858	24,097	25,356	25,108	24,403	308,487	123,183
2024	27,157	26,176	27,834	27,040	25,836	28,501								134,043
23-24	8%	10%	4%	12%	10%	2%								9%
PHYSICAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016	20,541	20,167	19,166	256,795	103,078
2024	21,828	21,092	22,149	22,514	20,824	23,851								108,407
23-24	3%	6%	-2%	12%	7%	-0.4%								5%
DIGITAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	4,087	3,802	4,265	3,919	4,032	3,995	4,360	4,158	4,081	4,815	4,941	5,237	51,692	20,105
2024	5,329	5,084	5,685	4,526	5,012	4,650								25,636
23-24	30%	34%	33%	15%	24%	16%								28%
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	19.5%
2024	24%	24%	26%	20%	24%	19%								23.7%
23-24	26%	26%	36%	3%	16%	17%								21%
LIBBY (Formerly Overdrive. Print books, Audio books, Music)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	15,421
2024	3,738	3,522	3,965	3,334	3,488	3,291								18,047
23-24	21%	21%	20%	10%	13%	7%								17%
HOOPLA (Print Books, Audio Books, Music, Movies)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	1,964
2024	476	451	498	526	475	464								2,426
23-24	17%	38%	25%	39%	5%	6%								24%
DIGITAL MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	1,476
2024	862	878	912	486	790	632								3,928
23-24	198%	200%	173%	84%	167%	132%								166%
KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	1,221
2024	253	233	310	180	259	263								1,235
23-24	-12%	-16%	36%	-22%	31%	30%								1%
KANOPY (Unique Users)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	66	59	53	56	47	50	50	47	50	55	48	52	633	281
2024	49	44	48	45	47	48								233
23-24	-26%	-25%	-9%	-20%	0%	-4%								-17%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

NewsBank		Started Nov 2023												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2023											65	74	139	
2024	53	62	43	51	10	technical interruption								
23-24														
Ancestry														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	168	229	65	446	590	259	84	286	131	35	181	243	2,717	1,498
2024	30	184	110	315	5	technical interruption								644
23-24	-82%	-20%	69%	-29%	-99%									-57%
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	8,504	6,562	8,869	7,522	7,885	11,322	11,969	11,830	8,602	8,929	8,466	8,102	108,562	39,342
2024	8,962	9,134	9,574	9,820	8,985	11,458								46,475
23-24	5%	39%	8%	31%	14%	1%								18%
SELF-CHECK AS % OF TRADITIONAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	40%	33%	39%	37%	41%	47%	48%	48%	43%	43%	42%	42%	40%	38.1%
2024	41%	43%	43%	44%	43%	48%								42.9%
23-24	2%	31%	10%	17%	6%	2%								12%
STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922	10,889	10,931	10,389	142,487	62,330
2024	12,009	11,015	11,712	11,916	11,073	11,556								57,725
	-603	-2,089	-1,481	-376	-56	-569								-4,549
MOBILE APP CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	20	22	39	24	11	6	30	9	29	42	15	15	262	116
2024	9	33	21	19	31	26								113
23-24	-55%	50%	-46%	-21%	182%	333%								-3%
LOCKER CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3	208	424	310	348	498	531	606	463	681	755	660	5,487	1,293
2024	848	910	842	759	735	811								4,094
23-24	28167%	338%	99%	145%	111%	63%								217%
WIRELESS (Clients per Month)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	4,801	4,102	4,248	4,490	4,688	4,671	4,247	4,402	4,530	5,146	4,860	4,712	54,897	22,329
2024	5,270	4,727	4,650	5,160	5,146	4,830								24,953
23-24	10%	15%	9%	15%	10%	3%								12%
WIRELESS (Unique Users)														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	1,569	1,307	1,330	1,528	1,617	1,702	1,499	1,606	1,588	1,818	1,784	1,742	19,090	7,351
2024	1,907	1,709	1,744	1,920	1,813	1,823								9,093
23-24	22%	31%	31%	26%	12%	7%								24%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

WIRELESS (Avg MB Usage per Client)														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	523	601	635	455	443	450	405	400	445	385	540	505	5,786	2,656
2024	467	558	437	419	500	454								2,380
23-24	-11%	-7%	-31%	-8%	13%	1%								-10%
PC USER SESSIONS - # OF ADULT SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	1,076	1,052	1,089	1,019	943	1,033	992	1,315	1,131	968	1,043	922	12,583	5,179
2024	724	956	933	1,053	1,017	1,001								4,683
23-24	-33%	-9%	-14%	3%	8%	-3%								-10%
PC USER SESSIONS - # OF KIDS SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	0	0	0	0	0	0	85	1,201	802	879	636	648	4,251	0
2024	727	689	809	684	709	1,023								3,618
23-24														
PC USER SESSIONS - # OF TOTAL SESSIONS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	1,076	1,052	1,089	1,019	943	1,033	1,077	2,516	1,933	1,847	1,679	1,570	16,834	5,179
2024	1,451	1,645	1,742	1,737	1,726	2,024								8,301
23-24	35%	56%	60%	70%	83%	96%								60%
PC USER SESSIONS - # OF ADULT HOURS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	525	582	552	526	489	553	505	667	590	500	555	481	6,525	2,674
2024	353	493	495	525	530	546								2,396
23-24	-33%	-15%	-10%	0%	8%	-1%								-10%
PC USER SESSIONS - # OF KIDS HOURS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	0	0	0	0	0	0	34	507	346	384	274	296	1,841	0
2024	314	297	347	300	309	440								1,567
23-24														
PC USER SESSIONS - # OF TOTAL HOURS														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	525	582	552	526	489	553	539	1,174	936	884	829			2,674
2024	667	790	842	825	839	985								3,963
23-24	27%	36%	53%	57%	72%	78%								48%
DOOR COUNT PER MONTH 2020 Door Counter Quit Working. Didn't replace until 2021.														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,890	150,500	60,219
2024	12,294	12,280	12,468	13,935	12,967	14,236								63,944
23-24	3%	7%	3%	7%	12%	-0.6%								6%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 30, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

In June we had the opportunity to host the antique appraisal program with Mark Moran. Moran is an antiques expert, has written a number of books on the subject, and even appeared on PBS' *Antique Roadshow*. Moran had retired right before the pandemic, but he decided to come out of retirement to do some library programs. This is always a very popular program. He does appraisals for 40 individuals over the course of 3 hours. We also have folks that come and watch the program as it can be very entertaining to see what folks bring in. I received quite a bit of positive feedback after the program and folks were asking that we bring Moran back.

We also offered a couple of informational sessions on the new CountyCat website run by library staff. Only a couple of folks attended each session but it was well received and allowed those in attendance to get their specific questions answered.

Collection Development

We are continuing to shift in nonfiction books. This is the largest collection in the library so shifting the entirety of the collection will take some time. As we shift we are also weeding as we go. We also did a little weeding in the fiction, mystery, and graphic novel sections.

Book and DVD Displays

For the book and movie displays we highlighted titles with LGBTQ characters for Pride month. We also highlighted movies for Father's Day.

Circulation Services (Hoge)

Technology

One of our new Countycat tablets had a mechanical failure which caused it to stop connecting to the library Wifi. We are planning to return this and purchase a new one so for now we only have one tablet (at the ADA compliant station) for patron use.

With a recent update to our new Countycat Catalog software (Aspen) we lost the ability to utilize the Firefox Kiosk mode capability on our Countycat desktops which locked down the desktop to the Countycat Catalog so patrons couldn't use the computer to surf the web or check Facebook, etc. At this time, our MCFLS Network Administrator has set up these desktops with the Chrome Kiosk mode, but it is not as secure as the old Firefox option and the user experience is clunky. I talked with our vendor Scalefusion who provides the Kiosk software for our Countycat tablet and they have offered a two week trial of their software on one of our desktops to see if it would be a more user friendly and secure option. We are planning to test this on one of the Adult Services Countycat stations soon.

WLA Conference Committee

In July, the WLA Conference Committee Publicity Chair worked with all committee members to create a video that will be used as part of the call for registration for the conference in September/October. We have rescheduled our onsite visit to the KI Center in Green Bay for August 20th to assess the space.

Youth Services (Kiekhaefer)

Summer Reading Program

- We are just halfway through our summer reading program, and so far we have 1,043 kids and teens signed up for summer reading program. Last year, we had 1,092 sign up by the end of summer.
- I'll have more in-depth numbers by the August meeting.
- Parents continue to tell us how much they enjoy the paper log, and we've had quite a few Shorewood families sign up for our program instead. (Shorewood PL is still using Beanstack.)

Meetings and Trainings

- I met with my mentee for the WLA Mentorship program.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 30, 2024 Meeting
Re: 2025 Budget: Review Revised Draft



WFB Public Library Mission Statement

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

Background

At the June 2024 Library Board meeting, Director Reed presented three draft options for the 2025 operating budget. Discussion included potential prorated vacation time for part-time employees. The Board provided direction to Director Reed to move forward with a budget that does not include additional expenditures for that item.

Discussion

The initial directive from Village administration is to develop a budget that maintains service levels in balance with minimal tax increases. Similar to the 2024 budget, the majority of operational expenses are increasing due to inflationary pressures on costs plus increased patron usage post-pandemic.

Next Steps

The Library Board approves the 2025 Library Operating Budget, minus wage increases, insurance rates, and village tax allocation.

Wage increases and health insurance rates are typically approved for Village employees in September or October. The Library Board then approves library staff wage increases, typically to match what was set for Village employees.

Village Finance Department staff set the tax allocation to fund the operating budget all-in. If the Village Board approves less than is needed to fund the operating budget as approved by the Library Board, then the Library Board will decide how to balance the budget (i.e. approve use of fund balance or approve cuts in operations).

Recommendation

It is recommended the WFBPL Board of Trustees approve the Library's 2025 operating budget, except for wage increases, insurance rates, and village tax allocation.

Library Fund Revenues		2022	2023	2024	2025	Budget	
Account	Account Name	Actual	Actual	Budget	Budget	% Change	Notes
Taxes							
41100	General Property Taxes	716,744	901,360	900,526	923,477	2.55%	Library Board does not approve this. This is for discussion purposes only.
Total Taxes		716,744	901,360	900,526	923,477	2.55%	
Intergovernmental Revenue							
43792	Misc. Grants	-	1,502	-	2,000		SEWI Cont Ed Grants
43793	MCFLS Reciprocal Borrowing	31,181	13,869	57,179	75,948	32.82%	Oct 1, 2022-Sep 30, 2023 Circulation
Total Intergovernmental Revenue		31,181	15,371	57,179	77,948	36.32%	
Fines, Fees, and Penalties							
45209	Library Fines	22,400	23,414	25,000	25,000	0.00%	
45210	Library Replacement Cards	138	199	150	150	0.00%	
45224	Library Recovery - Lost Property	62	-	-	-		
Total Fines, Fees, and Penalties		22,600	23,613	25,150	25,150	0.00%	
Public Charges for Services							
46712	Library Room Rental	2,051	4,680	4,500	5,500	22.22%	Increased usage
46713	Library Copier Revenue	3,325	5,291	4,000	5,500	37.50%	Increased usage
46714	Library DVD Rentals	352	-	-	-		
Total Public Charges for Services		5,728	9,971	8,500	11,000	29.41%	
Miscellaneous Revenue							
48501	Library Donations/Contributions	3,140	1,437	2,000	2,000	0.00%	
48901	Miscellaneous Revenue	4,038	2,069	-	-	0.00%	
48504	Restricted Donations/Contributions	-	104,200	-	-		
Total Miscellaneous Revenue		7,178	107,706	2,000	2,000	0.00%	
Total Library Fund Revenue		783,431	1,058,021	993,355	1,039,575	4.65%	
Library Fund Revenues		2022	2023	2024	2025	Budget	
Account	Account Name	Actual	Actual	Budget	Budget	% Change	Notes
Library Salaries & Benefits							
93000-100	Library Salaries & Wages	473,229	571,806	599,350	615,436	2.68%	Estimates based on 3.0% wage increase. Library Board will approve this in the fall.
93000-150	FICA	35,844	43,047	45,850	47,081	2.68%	
93000-160	Health/Dental Insurance Premium	44,875	58,474	57,010	62,710	10.00%	Will be filled in by Village Finance Dept after wage and health insurance increases are set.
93000-161	Health Insurance Co-Pay	930	588	1,450	1,500	3.45%	
93000-170	Retirement Contribution	23,191	29,303	30,489	32,000	4.96%	
93000-180	Group Life Insurance Premium	1,075	1,271	1,284	1,300	1.25%	
93000-181	Disability Insurance Premium	-	-	1,284	1,300	1.25%	
Total Library Salaries & Benefits		579,144	704,489	736,717	761,326	3.34%	

Library Fund Revenues		2022	2023	2024	2025	Budget	
Account	Account Name	Actual	Actual	Budget	Budget	% Change	Notes
Library Administration							
93200-190	Travel/Training/Meetings	3,891	8,292	4,500	4,500	0.00%	
93200-191	Membership Dues	568	997	1,200	1,200	0.00%	
93200-194	Personnel related expenses	761	489	700	700	0.00%	
93200-200	Consulting Services	7,500	-	-	-	0.00%	
93200-250	Utilities	44,536	46,057	48,000	52,000	8.33%	Inflation
93200-251	Telephone/Internet	5,230	5,792	5,700	6,000	5.26%	Inflation
93200-300	Supplies	2,215	1,619	2,000	2,000	0.00%	
93200-301	Advertising/Printing	-	491	500	500	0.00%	
93200-302	Postage	11	16	25	25	0.00%	
93200-303	Covid Supplies	303	375	250	300	20.00%	Inflation
93200-360	Building Maintenance	12,685	9,948	12,000	13,000	8.33%	Inflation
93200-760	Sales tax	194	256	250	250	0.00%	
Total Library Administration		77,894	74,332	75,125	80,475	7.12%	Inflation
Library Equipment & Maintenance							
93300-240	Technology - Operating	17,121	18,667	25,000	26,000	4.00%	Inflation
93300-311	Copier Maintenance	2,651	2,970	3,200	3,500	9.38%	Inflation
93300-312	Material Processing/Repair	3,382	3,480	3,400	3,700	8.82%	Inflation
93300-350	Custodial Services	32,063	33,960	34,050	34,050	0.00%	
93300-351	Custodial Supplies	2,230	4,144	5,000	6,000	20.00%	Inflation
Total Library Equipment & Maintenance		57,447	63,221	70,650	73,250	3.68%	Inflation
Library Programs & Services							
93300-400	MCFLS Supplies	1,071	1,565	1,200	1,600	33.33%	
93400-401	MCFLS Membership	20,915	21,423	18,413	26,674	44.87%	MCFLS covered cataloging costs in 2024, not before or after.
93400-402	Programs - Adult	473	588	500	500	0.00%	
93400-403	Programs - Children	126	317	500	500	0.00%	
93500-413	Adult DVD's	457	169	-	-	0.00%	
93400-415	Programs - Young Adults	-	-	250	250	0.00%	
Total Library Programs & Services		23,042	24,062	20,863	29,524	41.51%	
Library Collection							
93500-410	Library Collection Materials	70,561	80,000	90,000	95,000	5.56%	plus \$20k from Fund 22 = \$110,000 in 2024
Total Library Collection		70,561	80,000	90,000	95,000	5.56%	
Total Library Operations		808,088	946,104	993,355	1,039,575	4.65%	

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 30, 2024 Meeting
Re: Naming Policy - Review



WFB Public Library Mission Statement

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

Background

Attached Documents

- 2014 Naming Policy – Library Board Approved
- 2024 02FEB Naming Policy – Review Memo (Reed)
- 2024 03MAR Naming Policy Draft (Reed)
- 2024 06JUN Naming Policy Draft (Flannery)

WFBPL's Naming Policy was approved by the Board April 8, 2006, then reviewed and reapproved July 22, 2014 (see attachment). It has not been utilized in the last 10 years. As the Foundation embarks on fundraising, the occasion may arise for naming opportunities, as such it is time to review and update the policy. At the January 2024 meeting, members of the Library Board requested information about time limits for naming rights to be included in the review as a result of discussion about Barbara Bartley and naming the youth service wing.

At the February 2024 meeting, extensive deliberation ensued regarding potential amendments to the Naming Policy, with numerous examples drawn from other libraries and various discussion points highlighted in the packet memo (see attachment).

President Livingston and Vice President Leinweber expressed a preference for refraining from naming, citing the library's status as a public entity. Trustee Gettinger, however, advocated for offering naming opportunities for various aspects, including chairs, collection areas, the elevator, and rooms. Other Trustees supported the notion of providing naming options with certain restrictions.

Key guidelines discussed include:

- The building itself cannot be named.
- Naming rights cannot be granted to companies or corporations.
- Named individuals may be either living or deceased.
- Instead of specifying a fixed number of years or "in perpetuity," the time limit for naming is defined as the "useful life" of the named item.
- Donations to the Foundation may qualify for naming rights, akin to fundraising efforts during the library's initial construction in 2002.
- Determining what constitutes a significant donation may be evaluated on a case-by-case basis and may evolve.
- There is the option to revoke a name if the pledge commitment associated with it is not fulfilled.
- There is the option to remove a name if the individual(s) associated with it engage in disreputable behavior.

Director Reed was instructed to bring a draft revised policy, incorporating the items above, to the March Board meeting (see attachment). At the March meeting the discussion was tabled due to only 4 Trustees being in attendance.

At the April meeting, discussion ensued about various options and philosophies behind naming policies. A new option discussed was to rescind the naming policy and adopt naming *guidelines*. Trustee Flannery offered to combine the current policy and draft policy along with taking into consideration the discussion at April's meeting.

The topic was left off the May agenda to revisit the schedule for all policies to be reviewed in 2024. Discussion was tabled at the June meeting as Trustee Flannery had to leave early and her presence is vital to discuss her draft.

Recommendation

It is recommended the WFBPL Board of Trustees approve the June 2024 Commemorative Naming Policy as presented (amended), superseding the 2014 Naming Policy.

WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



Whitefish Bay, WI 53217

www.wfblibrary.org

Naming

Naming the library facility or designated areas within the library facility is the responsibility of the Whitefish Bay Public Library Board of Trustees.

The following guidelines are to be followed in naming the library facility or portions thereof:

1. Whenever a person's name is used, the individual must have made a significant contribution to library service on the local, state or national level. Individuals must have been responsible for a major development in improving the quality of library service either through a personal financial contribution to the Whitefish Bay Public Library or through specific, identifiable actions in support of library service over a sustained period of years
2. Persons of state and national renown must, at the time of the naming, be well-known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens.
3. In recognition of significant actions, service or financial contributions on behalf of the Whitefish Bay Public Library, rooms or areas within a library may be named to honor individuals, corporations, or foundations. The individual, corporation, or foundation must have been responsible for a major development in improving the quality of library service either through a financial contribution to the Whitefish Bay Public Library or through specific, identifiable actions in support of library service over a sustained period of years.
4. While the Whitefish Bay Public Library Board of Trustees has the authority to change the name of the library facility or portions thereof, it shall also be the Board's general policy to recognize past designees and contributors in perpetuity.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: February 27, 2024 Meeting
Re: Naming Policy - Review



WFB Public Library Mission Statement

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

Background

WFBPL's Naming Policy was approved by the Board April 8, 2006, then reviewed and reapproved July 22, 2014 (see attached). It has not been utilized in the last 10 years. As the Foundation embarks on fundraising, the occasion may arise for naming opportunities, as such it is time to review and update the policy. At the January 2024 meeting, members of the Library Board requested information on including time limits for naming rights to be included in the review.

Current Policy and Named Rooms and Areas of the Library

At this time, the two study rooms are named after people who were on the Library Board at the time the library was built. There are no records as to whether those designations was tied to large donations or only in recognition of their work on the Board. Also, the Youth Services wing was to be named after Barbara Bartley due to her \$600,000+ donation for the building campaign. There was no mention in records as to the length of those naming rights, however the current policy includes the following statement.

“4. While the Whitefish Bay Public Library Board of Trustees has the authority to change the name of the library facility or portions thereof, it shall also be the Board’s general policy to recognize past designees and contributors **in perpetuity**.” (p1 of attached policy) (emphasis added)

Analysis

Naming policies from other libraries were garnered by posting on statewide and nationwide listservs. Policies from other types of organizations were not easily located on websites or via an online search. However, several news articles mention naming of Milwaukee-area buildings. Copies of those articles are attached and used as part of the analysis.

WFBPL's current naming policy appears to be typical for most libraries, with no mention of time limits (ex. See attached policies from Stoughton Public Library, Waukesha Public Library, and draft policy created by IFLS Library System). Policies that include time limits often refer to naming rights remaining in place for an extended period (ex 20-25 years), for the life of the facility, or until the name no longer embodies the mission or ideals of the library.

Most naming policies provide details on naming a building, with fewer guidelines (or none) for naming a room. Also, policies tend to be related to *new* buildings not renaming areas in older buildings. Lastly, policies tend to involve donations to pay for specific projects not for an endowment. An important factor to consider is whether donations to the Foundation are acceptable for renaming a Library room, versus donations directly to the library. None of the reviewed policies mention this aspect.

The attached news articles on naming of areas/wings of new construction for the Public Museum and the Milwaukee Repertory Theatre. No time limits are mentioned for naming rights.

Library	Term	Renaming	Criteria
Peoria	For life of building or room; no longer than 25 years	At end of useful life or significant renovation; disrepute	"Substantial" based on project; no less than 50% of current market value to rename current building
Ruth Culver	Can be renamed after 20 years	n/a	51% of project
San Antonio	In perpetuity	Unless no longer matches mission	"Substantial" based on project
Stoughton	Specific term; not longer than useful life	At end of useful life or significant renovation; donation not fulfilled; disrepute	"at discretion of library board"
Waukesha	In perpetuity (implied)	At end of useful life or significant renovation; "compelling reasons"	"major development in improving the quality of library service either through a financial contribution"
Whitefish Bay	In perpetuity	n/a	"major development in improving the quality of library service either through a financial contribution"

Discussion Points

1. Do donations to Foundation qualify for renaming of areas in the library or must donations be made directly to the library?
2. Need to include information on naming/renaming existing areas of the library since this policy is not for a new building (at this time).
3. What is considered significant?
4. Should the policy given % or \$ amounts or approach things on a case-by-case basis?
5. Should the policy define "useful life?" Other policies seem to indicate "useful" life is 20-25 years. Our building is already that old. What if the building remains in place for 50-75 years before a new building is constructed?
6. Would the Board consider naming a room or wing after a company?
7. Does a person have to be deceased to have naming rights?
8. What about naming collections, gardens, etc?

Next Steps

Based on tonight's discussion, Director Reed will conduct further research and will draft an updated policy for review at the March Library Board meeting.



WFB Library Mission Statement

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

Purpose

The Whitefish Bay Public Library considers and promotes commemorative philanthropic naming of specific areas, rooms, and items within the Library facility. The Library seeks to recognize persons who have supported the Library's mission through significant financial contributions or other supportive actions by naming areas in their honor. The Naming Rights and Commemorations Policy provides guidelines to recognize individuals, service groups, or foundations and facilitates the strengthening of relationships between the Library and its supporters.

Please note that the following guidelines and fee structures are suggestions. The Whitefish Bay Public Library Board of Trustees may entertain alternate proposals made by an applicant. Not all opportunities are listed below, so applicants are encouraged to propose alternate sponsorships ideas as well. Final decisions on naming rights and commemorations rests with the Library Board of Trustees, and any or all requests or proposals may be rejected.

Guidelines for Naming

- 1) The Library Board of Trustees must approve all recommended names.
- 2) The Library Board of Trustees shall retain the right to manage or control all named facilities, and donors shall have no right to manage or control named facilities or collections.
- 3) Gifts of money, real estate, and/or stock may be accepted if conditions attached to the gift are acceptable to the Library Board of Trustees.
 - a) The individuals, families, or organizations being recognized must have been responsible for a major development in improving the quality of library service either through:
 - i) a financial contribution to the Whitefish Bay Public Library or Whitefish Bay Public Library Foundation, or
 - ii) through specific, identifiable actions in support of library service over a sustained period of years that merits recognition.
- 4) Library areas and collections shall retain that name for the useful life of that area or collection. Naming may be revoked:
 - a) in the event of any default in payment of the Gift as provided in donation agreement, or
 - b) in the event the Board determines in its sole discretion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the Library, or
 - c) if the building is no longer used as a public library, or if the space is demolished, or
 - d) if the use of the space is so altered that the naming is no longer relevant.
- 5) The Library Board of Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees.
 - a) No product logos, trademarks, service marks, or commercial signatures shall be included in the design of the named recognition display.
 - b) Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change.
- 6) No conditions other than the naming rights described herein may be attached to any donation, except as specifically approved by the Library Board of Trustees.

Request Procedure

- 1) All requests for naming shall be submitted in writing to the Library Director.
- 2) The Library Director will review and recommend naming opportunities to the Library Board.
- 3) The Library Board will vote to approve or deny recommendations.
- 4) No publicity shall be given to the recommendation for naming until it is approved by the Board.



Whitefish Bay Public Library Mission Statement

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

Purpose

Naming the Whitefish Bay Public Library ("Library") facility, grounds or any part of the Library facility or grounds is the responsibility of the Whitefish Bay Public Library Board of Trustees ("Board").

The Board will consider the commemorative naming of specific rooms or areas within the library facility in honor of an individual ("Commemorative Naming") to recognize an individual who has supported the Library's Mission through a Significant Contribution, as defined below, and to facilitate the strengthening of relationships between the Library and its supporters.

Guidelines

1. Final approval of a Commemorative Naming request rests with the Board, and any or all requests may be declined for any reason or no reason.
2. The Board will consider requests to recognize individuals responsible for improving the quality of library services either through:
 - a. a substantial financial contribution to the Library or the Whitefish Bay Public Library Foundation ("Foundation"); or
 - b. through significant, specific, identifiable actions in support of library services over a sustained period of years that merits recognition ("Significant Contributor")
3. The Board will consider requests in honor of an individual, however, the Board will not consider requests in honor of a corporation or corporate foundation. It is the Board's intention to avoid commercial influence or commercial conflict of interest, or the appearance of it.
4. The Commemorative Naming display shall:
 - a. consist of a plaque or other signage, bearing the individual's name and the words "in honor of" and displayed at or near the designated room or area; and
 - b. the size, shape, and architectural stands shall conform to architectural standards approved by the Board; and
 - c. the Board shall bear the expense of the display; and
 - d. no logos, trademarks, service marks, or commercial signatures shall be included in the display; and
 - e. the Library shall be under no obligation to reference the Commemorative Naming on any other library materials, in print or media.
5. Any room or area so named shall be named for the following period of time, subject to revocation a) as long as the room or area is used in substantially the same condition as of the time of the Commemorative Naming; or b) for a period not to exceed 30 years, whichever is less. If a named room or area remains named after the expiration of a) or b) above, the Board may then remove the Commemorative Naming display or rename the room or area at any time, however, is not under any obligation to do so.
6. A Commemorative Naming may be revoked:
 - a. in the event of any default in payment of any financial contribution; or

- b. in the event the Board determines in its sole discretion that circumstances have changed such that the Commemorative Naming would adversely impact the reputation, image, mission, or integrity of the Library; or
 - c. if the building is no longer used as a public library, or if the space is demolished; or
 - d. if the use of the space is so altered that the naming is no longer relevant.
- 7. Commemorative Naming shall not confer any rights of management, control or decision making in regard to the library facility or any part thereof.
- 8. At all times, the Board will consider all potential naming ramifications, financial and non-financial (e.g., public trust and reputational), relating to any commemorative naming under consideration.
- 9. In regard to any personal financial contribution, these may include a contribution from an individual, an individual's estate, trust, or established foundation.
- 10. The Board will not consider a Commemorative Naming of the Library building or facility, as a whole. It is the intention of the Board that the Library building name remain the Whitefish Bay Public Library.
- 11. No conditions other than those described in this Policy may be attached to any Commemorative Naming, except as specifically approved by the Board.

Procedures

- 1. All requests for a Commemorative Naming shall be submitted in writing to the Library Director.
- 2. The Library Director will review and present any requests to the Library Board.
- 3. The Library Board will vote to approve or deny the request.
- 4. If approved, the Commemorative Naming shall become official upon the acceptance of written agreement signed by
 - a. the Significant Contributor or their authorized representative and
 - b. the Board President or Library Director, acknowledging the terms of this policy, and any other Board approved terms in connection with the request.
- 5. No publicity shall be given to the request for naming until the written agreement of terms is accepted.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 30, 2024 Meeting
Re: LibraryIQ for Strategic Collection Analysis and Development



WFB Public Library Mission Statement

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

Background

Director Reed has been in discussions with LibraryIQ, a company specializing in online tools for collection, since 2021. Despite receiving demonstrations and quotations, the proposal had not been brought to the Board for consideration due to cost concerns. Recently, Director Reed was able to negotiate cost reductions to reach a viable price point.

Over the past three years of dialogue, Director Reed has observed LibraryIQ's progress in enhancing their platform and introducing new modules. This track record has solidified LibraryIQ's reputation as a reliable partner in the library tech industry.

Analysis

In June 2024, Director Reed conducted a comprehensive collection analysis. This involved exporting 75,000 items from the Sierra database into Excel and spending approximately 20-25 hours on data manipulation. Due to the time needed to conduct such an analysis utilizing only Excel, one has not been done at WFBPL in the 10 years Director Reed has been here and likely not before that.

By contrast, using LibraryIQ's sandbox access, a similar analysis was completed in less than one hour. Moreover, LibraryIQ offers capabilities that could streamline material purchasing, facilitate the removal of outdated items, and provide recommendations to fill collection gaps by comparing WFBPL's collection with those of hundreds of other libraries on their platform.

Director Reed plans to showcase LibraryIQ's capabilities to the Board in a high-level demonstration at the July meeting.

Current Quote:

- 1-year agreement
- Initial Term: 11/1/24 – 10/31/25
- Courtesy time: execution date thru 11/1/24
- Invoice 11/1/24 (net-30)
- \$10,000 annual software
- Waived Costs
 - CommunityIQ Demographics – waive \$2,600 cost
 - Implementation Fee – waive \$2,500 cost
- Includes: CollectionIQ, DiversityIQ, MetricsIQ, CommunityIQ Demographics, and Report Builder

Coming Soon:

- Holds Data
- Customizable Dashboard
- Inventory Tool

Accolades

"We have better ways to view our collection now - what items are moving and what items need to move out the door. Getting to see exactly how many patrons we have and their breakdown helps us to gear programs towards them." Evergreen Indiana Library Consortium Member

"I've been trying to diversify my small library on multiple fronts, but have had no data to back up how effective I have been. The IQ Platform provides that data." Evergreen Indiana Library Consortium Member

"I now have hard data instead of my feelings." Evergreen Indiana Library Consortium Member

"What I appreciate about the IQ Platform is the ease of use. It's very intuitive. I really want to make sure that things I buy are being used and checked out. The IQ Platform makes me feel confident in those choices." IFLS Library System Member

"The IQ Platform gives you a broader picture of your collection. It tells the story of what's in your collection, what you're adding to your collection, and what the performance is like." IFLS Library System Member

"The more I use it, the more I really love it as a tool. I think comparatively speaking, I am more likely to use the IQ Platform than I am another tool because it's user-friendly and so easy for me to understand." IFLS Library System Member

Value Add

Director Reed will collaborate with library staff to implement LibraryIQ's various modules, aiming to optimize and improve collection management. This will strengthen our collection and potentially free up staff time for programming and other services.

Furthermore, Director Reed will leverage the DiversityIQ and CommunityIQ Demographics to identify strategies for reaching out to underrepresented community members, such as those for whom English is a second language, homebound residents, apartment renters, and other identified groups. Following this, Director Reed will research grant opportunities to support the development of specialized collections and outreach initiatives for these communities.

Funding

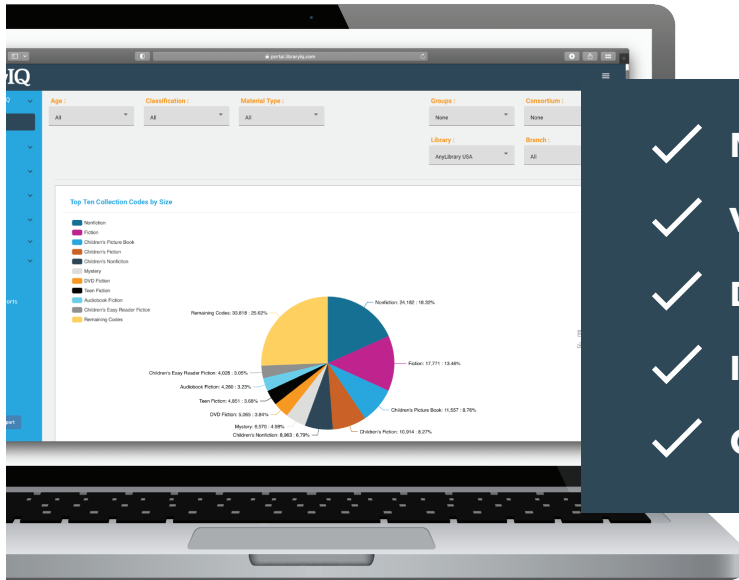
Director Reed respectfully requests that the Library Board consider funding one year of LibraryIQ from Fund 13 Fund Balance. As of July 2024, the Fund Balance is: \$55,000 Undesignated; \$38,700 Designated.

Recommendation

It is recommended the WFBPL Board of Trustees approve a 1-year subscription to LibraryIQ with funding from Fund 13 Fund Balance.

IQ | PLATFORM

ONE COMPLETE SOLUTION TO BETTER SERVE YOUR COMMUNITY



- ✓ **Maintain Relevant Collection with Ease**
- ✓ **Visualize Patron Engagement in Real Time**
- ✓ **Discover Community Specific Needs**
- ✓ **Identify Library Strengths & Challenges**
- ✓ **Create Actionable Goals & Track Progress**



CollectionIQ

Understand Composition,
Circ & Performance



DiversityIQ

Analyze Collection
Diversity & Manage DEI



CommunityIQ

Discover Service Area
Coverage & Demographic
Cohorts



PatronIQ

Know Who Uses the
Library & Who Doesn't



MetricsIQ

Enter, View & Track
Library Usage

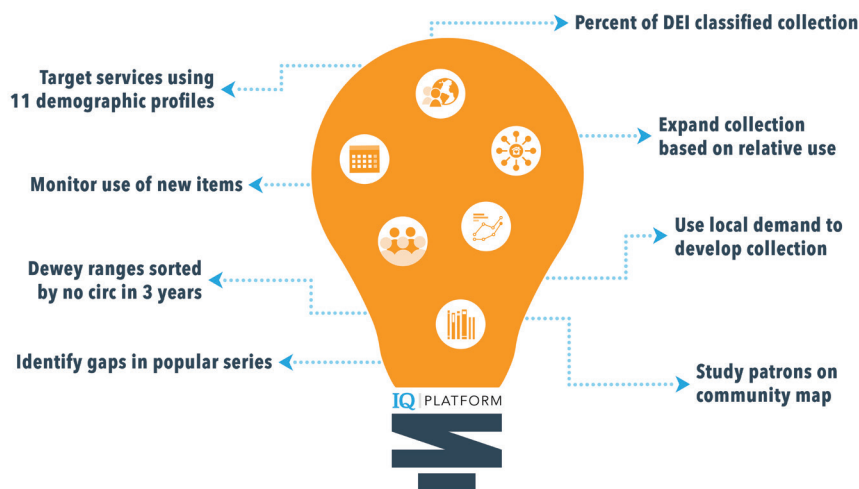


Real-Time Data

Always connected. Always updated.
Up-to-date data provides real-time view of community engagement.

Actionable Insights

No more spreadsheets. No more analysis. Immediate, actionable insights as soon as you log in.



Seamless User Experience

Intuitive navigation and on-demand filtering and drill downs. Pre-configured integration with ILS platforms and other common library tools.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: July 30, 2024 Meeting
Re: Director's Reports



Director (Reed)

- 1) Village
 - a) Director Reed continues to participate in Village Strategic Plan meetings.
 - b) Director Reed will participate in interviews for Village Manager candidates.
- 2) Building
 - a) Regular maintenance occurs per schedule.
 - b) Restroom project: Three companies provided quotes for automatic door openers. It was difficult to get them to quote the same things. Based on the variety of quotes, door openers will cost between \$2,500-\$3,500 each *plus* electrician costs for hardwiring the units. Estimating \$5,000 each it would be about \$10,000 for the bathroom doors plus \$15,000 to replace the units on the 3 entry doors.
 - i) Discussion at the June Board meeting included whether to submit this as a capital request to the Village or whether to use the 2023 designated donation.
 - ii) Director Reed reached out to vendors this past month to try to obtain updated quotes and no one replied. Verbal reports from other entities indicate the construction market is very busy in all areas, so communication from companies is lagging.
- 3) Foundation
 - a) The Foundation will be at the WFB Farmers Market once a month, with the first event occurring in July.
 - b) The end of summer party has transitioned to an early fall celebration to allow more planning time.
- 4) Friends
 - a) The Friends Board continues to work on a new strategic plan.
 - b) There was no July Friends Board meeting, however the basement crew continues to operate during the summer.
- 5) MCFLS
 - a) There was a Library Directors' Retreat at the Milwaukee County Zoo on Thursday 7/25. It was well attended and very productive.
 - b) MCFLS is working to provide draft contracts to member libraries by September for review and approval by December.
- 6) Grant
 - a) The Library received a \$1,000 grant from WiLS for working with a DEI consultant.
 - b) Director Reed will meet online with one of the grant coordinators to talk through our wants and needs. WiLS will work with us to locate a consultant.
- 7) Award
 - a) Bay Bridge celebrated their 5-year anniversary on Wednesday 7/24.
 - b) Director Reed, along with 3 other people, received an award them for our support of their organization.