

LIBRARY BOARD MEETING
 Tuesday May 21, 2024, 6:30pm
 Location: 2nd 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>	
Vacant, President	
Sarah Leinweber, Vice President, 2017-2026	
Sam Dettmann, Village Board Representative, 2024-2025	
Sandy Saltzstein, 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 April 30, 2024 meeting b. Finance Report Through April 30, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Welcome New Board Members	n/a			
6:45	5. Presentation on Youth Services by Katie Kiekhaefer and Valerie Morris	Discuss			
7:15	6. Barbara Bartley Signage	Motion			
7:45	7. Policies to Review in 2024	Discuss			
8:00	8. Director's Report	Discuss			
8:15	ADJOURNMENT	Motion			

BOARD MEETINGS

- Jun 3, 2024, Monday, 6:00-8:00 pm - Village of WFB Board of Trustees, @Village Hall
- Jun 4, 2024, Tuesday, 6:00-7:00 pm – Foundation Executive Board, @Library
- Jun 10, 2024, Monday, 6:00-7:00 pm – Foundation Board, @Library
- Jun 19, 2024, Wednesday, 6:00-7:30 pm - Friends of the Library Board of Directors, @Library
- Jun 20, 2024, Thursday, 5:00-7:00 pm – MCFLS Board of Trustees, Franklin Library and Zoom
- Jun 25, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library

LIBRARY BOARD MEETING
 Tuesday Apr 30, 2024, 6:30pm
 Rescheduled from April 16, 2024
 Pending at May 21, 2024 Mtg
 LOCATION: Library and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Saunders, Village Board Representative, 2024	Absent
Sandy Saltzstein, School District Representative, 2021-2024	Zoom
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	In-person
Staff	
Nyama Reed, Library Director	In-person

CALL TO ORDER 6:33pm				
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 Mar 26, 2024 meeting b. Finance Report Through Apr 30, 2024 c. Department Reports d. Monthly Statistics	Motion	Gettinger	Leinweber	Unanimous
Motion to approve Consent Agenda as presented				
4. Restroom Accessibility Project	Discuss			
Discussed project options as presented in packet. Board consensus to pursue additional quotes for automatic door buttons or sensors.				
5. Naming Policy	Motion			
Discussion of draft naming policy as presented in packet and various options and philosophies behind naming policies. Included discussion of rescinding naming policy and adopting naming guidelines. Trustee Flannery offered to combine current policy and draft policy along taking into consideration the discussion of today's meeting. No action taken. Tabled.				
6. Barbara Bartley Signage	Motion			
Discussion of Barbara Bartley Signage based on packet info. Extensive discussion of naming wing vs a memorial plaque. Trustee Flannery inquired whether there is record of a contract for naming the wing. Director Reed referred to a UW-Milwaukee Faculty Document Number 2230, Dated March 16, 2000, which mentioned naming the wing in her honor due to her large donation. Director Reed stated she has never seen a contract and stated she will search for additional records. Board consensus to honor Ms. Bartley's impact in some way. No action taken. Tabled.				
7. Fund 13 Balance Review	Discuss			
Discussed Fund 13 Balance history and usage per packet memo.				
8. Staff Wages Review	Discuss			
Director Reed began discussion with note that the Head of Circulation Services and Head of Youth Services wages were flipped. Due to the significant difference in their wages, the overall comparison impacted the entire analysis. Director Reed stated she will update the memo once annual report data is released for all libraries, likely late summer or early fall.				
9. Director's Report	Discuss			
Director Reed presented report per packet memo.				
ADJOURNMENT 7:56pm	Motion	Gettinger	Leinweber	Unanimous

	% Fiscal Year Completed: 33.06	END BALANCE	2024	YTD BALANCE	AVAILABLE	% BDGT	
GL NUMBER	DESCRIPTION	12/31/2023	ORIGINAL	04/30/2024	BALANCE	USED	NOTES
Fund 13 - Library Special Revenue Fund							
Account Type: Revenue							
13-00000-41100	Property Taxes	901,360	900,526	0	900,526	0.00	
13-00000-43792	Other Grants	1,502	0	2,300	(2,300)	100.00	
13-00000-43793	Library MCFLS RB Payment	13,869	57,179	57,191	(12)	100.02	
13-00000-45209	LIBRARY FINES	23,415	25,000	6,973	18,027	27.89	
13-00000-45210	Library Replacement Cards	208	150	20	130	13.33	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	0	0	0	0.00	
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	1,606	2,894	35.69	
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	1,842	2,158	46.05	
13-00000-46715	MISCELLANEOUS REVENUE	2,068	0	40	(40)	100.00	
13-00000-48501	LIBRARY DONATIONS	1,438	2,000	0	2,000	0.00	
13-00000-48504	Restricted Donation	104,200	0	0	0	0.00	
Total Revenue:		1,058,021	993,355	69,972	923,383	7.04	
Account Type: Expenditure							
13-93000-50100	Salaries	571,806	599,350	179,839	419,511	30.01	
13-93000-50150	FICA Tax	43,047	45,850	13,629	32,221	29.72	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	19,006	38,004	33.34	
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,445	5	99.66	NR's 2023 costs applied to 2024.
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	9,452	21,037	31.00	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	428	856	33.34	
13-93000-50181	Disability Insurance Premium	0	1,284	0	1,284	0.00	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	400	4,101	8.88	
13-93200-50191	Membership Dues	997	1,200	865	335	72.05	Ok
13-93200-50194	Personnel Related Expenses	489	700	0	700	0.00	
13-93200-50250	Utilities	46,057	48,000	15,737	32,263	32.79	
13-93200-50251	Telephone/Internet	5,792	5,700	1,522	4,178	26.70	
13-93200-50300	Office Supplies	1,619	2,000	275	1,725	13.74	
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53.00	Ok
13-93200-50302	Postage	16	25	2	23	7.32	
13-93200-50303	Covid Supplies	375	250	0	250	0.00	
13-93200-50360	Building Maintenance	9,948	12,000	17,697	(5,697)	147.47	Storytime Room Project. Ok
13-93200-50760	Sales Tax	256	250	107	143	42.76	
13-93300-50240	IT Support Contract Services	18,667	25,000	5,431	19,569	21.72	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	737	2,463	23.04	

13-93300-50312	Material Processing/Repairs	3,480	3,400	915	2,485	26.92	
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	8,700	25,350	25.55	
13-93300-50351	Custodial Supplies	4,144	5,000	2,018	2,982	40.36	
13-93300-50400	MCFLS Supplies	1,565	1,200	303	897	25.22	
13-93400-50401	MCFLS Membership	21,423	18,413	15,544	2,869	84.42	Ok
13-93400-50402	Programs - Adult	588	500	0	500	0.00	
13-93400-50403	Programs - Children	317	500	116	384	23.15	
13-93400-50415	Programs - Young Adults	0	250	0	250	0.00	
13-93500-50410	Library Collection Materials	80,000	90,000	39,990	50,010	44.43	Ok
13-93500-50413	Adult DVD's	169	0	0	0	0.00	
Total Expenditure:		946,104	993,355	334,422	658,933	33.67	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		1,058,021	993,355	69,972	923,383	7.04	
TOTAL EXPENDITURES		946,104	993,355	334,422	658,933	33.67	
NET OF REVENUES & EXPENDITURES		111,917	0	(264,451)	264,451	100.00	
BEG. FUND BALANCE		47,293	47,293	47,293			
NET OF REVENUES/EXPENDITURES - 2023				111,917	111,917		
END FUND BALANCE		159,209	47,293	(105,241)			
% Fiscal Year Completed: 33.06		END BALANCE	2024	YTD BALANCE			
GL NUMBER	DESCRIPTION	12/31/2023	ORIGINAL	04/30/2024			NOTES
TOTAL REVENUES		20,532	0	4,960			\$7000 Woman's Club; \$13,532 Interest
TOTAL EXPENDITURES		23,401	0	0			
NET OF REVENUES & EXPENDITURES		(2,869)	0	4,960			
BEG. FUND BALANCE		76,857	76,857	76,857			
NET OF REVENUES/EXPENDITURES - 2023				(2,869)			
END FUND BALANCE		73,988	76,857	78,949			

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 13 Library Special Revenue Fund							
04/01/2024			13-93000-50100 Salaries	BEG. BALANCE			135,409.32
04/05/2024	PR	CHK	SUMMARY PR 04/05/2024		21,888.78		157,298.10
04/19/2024	PR	CHK	SUMMARY PR 04/19/2024		22,541.33		179,839.43
04/30/2024			13-93000-50100	END BALANCE	44,430.11	-	179,839.43
04/01/2024			13-93000-50150 FICA Tax	BEG. BALANCE			10,262.15
04/05/2024	PR	CHK	SUMMARY PR 04/05/2024		1,627.28		11,889.43
04/19/2024	PR	CHK	SUMMARY PR 04/19/2024		1,739.36		13,628.79
04/30/2024			13-93000-50150	END BALANCE	3,366.64	-	13,628.79
04/01/2024			13-93000-50160 Health/Dental Insurance Premium	BEG. BALANCE			14,254.86
04/19/2024	PR	CHK	SUMMARY PR 04/19/2024		4,751.62		19,006.48
04/30/2024			13-93000-50160	END BALANCE	4,751.62	-	19,006.48
04/01/2024			13-93000-50161 Health Insurance Deductible (Direct Pay)	BEG. BALANCE			1,342.50
04/19/2024	PR	CHK	SUMMARY PR 04/19/2024		62.50		1,405.00
04/22/2024	AP	INV	Copay Reimbursement	April 2024	40.00		1,445.00
04/30/2024			13-93000-50161	END BALANCE	102.50	-	1,445.00
04/01/2024			13-93000-50170 Retirement Contribution - ER portion	BEG. BALANCE			7,093.13
04/05/2024	PR	CHK	SUMMARY PR 04/05/2024		1,148.98		8,242.11
04/19/2024	PR	CHK	SUMMARY PR 04/19/2024		1,210.30		9,452.41
04/30/2024			13-93000-50170	END BALANCE	2,359.28	-	9,452.41
04/01/2024			13-93000-50180 Group Life Insurance Premium	BEG. BALANCE			321.03
04/05/2024	PR	CHK	SUMMARY PR 04/05/2024		107.01		428.04
04/30/2024			13-93000-50180	END BALANCE	107.01	-	428.04
04/01/2024			13-93200-50190 Training/Meetings/Travel	BEG. BALANCE			399.50
04/30/2024			13-93200-50190	END BALANCE	-	-	399.50
04/01/2024			13-93200-50191 Membership Dues	BEG. BALANCE			640.00
04/10/2024	AP	INV	Membership Dues - SL	4262	224.64		864.64
04/30/2024			13-93200-50191	END BALANCE	224.64	-	864.64
04/01/2024			13-93200-50250 Utilities	BEG. BALANCE			11,244.25
04/10/2024	GJ	JE	Quarterly utility payments	5494	1,110.38		12,354.63

04/16/2024	AP	INV	March 2024	4989081113	3,382.18		15,736.81
04/30/2024			13-93200-50250	END BALANCE	4,492.56	-	15,736.81
04/01/2024			13-93200-50251 Telephone/Internet	BEG. BALANCE			1,032.24
04/10/2024	AP	INV	Monthly Charges	6912	106.75		1,138.99
04/10/2024	AP	INV	Monthly Chrges	8181	347.78		1,486.77
04/12/2024	AP	INV	Monthly Charges	414R16015904 4/24	35.28		1,522.05
04/30/2024			13-93200-50251	END BALANCE	489.81	-	1,522.05
04/01/2024			13-93200-50300 Office Supplies	BEG. BALANCE			240.89
04/10/2024	AP	INV	Back Support for YS Ref Desk	7838	33.94		274.83
04/30/2024			13-93200-50300	END BALANCE	33.94	-	274.83
04/01/2024			13-93200-50301 Printing/Publishing/Copies	BEG. BALANCE			265.00
04/30/2024			13-93200-50301	END BALANCE	-	-	265.00
04/01/2024			13-93200-50302 Postage	BEG. BALANCE			1.83
04/30/2024			13-93200-50302	END BALANCE	-	-	1.83
04/01/2024			13-93200-50360 Building Maintenance	BEG. BALANCE			14,236.99
04/16/2024	AP	INV	Storytime Room Project	April 2024	785.00		15,021.99
04/25/2024	AP	INV	Library Carpet Cleaning	20240224A	2,300.00		17,321.99
04/30/2024	AP	INV	April 2024 Garden	2024-04	375.00		17,696.99
04/30/2024			13-93200-50360	END BALANCE	3,460.00	-	17,696.99
04/01/2024			13-93200-50760 Sales Tax	BEG. BALANCE			79.28
04/09/2024	GJ	JE	Monthly Sales Tax ACH Payment	5492	27.63		106.91
04/30/2024			13-93200-50760	END BALANCE	27.63	-	106.91
04/01/2024			13-93300-50240 IT Support Contract Services	BEG. BALANCE			4,654.95
04/10/2024	AP	INV	Case for Circulating Hotspot	5162	15.99		4,670.94
04/10/2024	AP	INV	PC Management SW	9666	20.00		4,690.94
04/11/2024	AP	INV	Zoom Enerpise License	2024-13010101	260.00		4,950.94
04/22/2024	AP	INV	Annual Renewal 5/15/24 - 5/15/25	59610	480.00		5,430.94
04/30/2024			13-93300-50240	END BALANCE	775.99	-	5,430.94
04/01/2024			13-93300-50311 Copier Maintenance/Repair	BEG. BALANCE			478.03
04/02/2024	AP	INV	Standard Payment	36206134	101.00		579.03
04/09/2024	AP	INV	Library Copier 3/3 - 4/2/2024	AR223639	20.00		599.03
04/09/2024	AP	INV	Library Copier 3/3 - 4/2/2024	AR223640	124.51		723.54

04/16/2024	AP	INV	Yellow Toner	AR224217	13.89		737.43
04/30/2024			13-93300-50311	END BALANCE	259.40	-	737.43
04/01/2024			13-93300-50312 Material Processing/Repairs	BEG. BALANCE			692.65
04/22/2024	AP	INV	Fold-on Rolls	638595	222.75		915.40
04/30/2024			13-93300-50312	END BALANCE	222.75	-	915.40
04/01/2024			13-93300-50350 Maintenance Service & Supplies	BEG. BALANCE			5,800.00
04/10/2024	AP	INV	March 2024 Janitorial	033124-WFB	2,900.00		8,700.00
04/30/2024			13-93300-50350	END BALANCE	2,900.00	-	8,700.00
04/01/2024			13-93300-50351 Custodial Supplies	BEG. BALANCE			1,133.92
04/10/2024	AP	INV	Custodial Supplies	1112	15.50		1,149.42
04/10/2024	AP	INV	Custodial Supplies	3493	37.67		1,187.09
04/10/2024	AP	INV	Custodial Supplies	1214	7.25		1,194.34
04/10/2024	AP	INV	Custodial Supplies	6634	26.05		1,220.39
04/16/2024	AP	INV	Janitorial Supplies	8073803878	398.69		1,619.08
04/30/2024	AP	INV	Janitorial Supplies	3563807765	398.69		2,017.77
04/30/2024			13-93300-50351	END BALANCE	883.85	-	2,017.77
04/01/2024			13-93300-50400 MCFLS Supplies	BEG. BALANCE			302.62
04/30/2024			13-93300-50400	END BALANCE	-	-	302.62
04/01/2024			13-93400-50401 MCFLS Membership	BEG. BALANCE			15,544.00
04/30/2024			13-93400-50401	END BALANCE	-	-	15,544.00
04/01/2024			13-93400-50403 Programs - Children	BEG. BALANCE			-
04/10/2024	AP	INV	Youth Programs	0314	90.00		90.00
04/10/2024	AP	INV	Youth Programs	1487	15.75		105.75
04/10/2024	AP	INV	Youth Programs	8596	10.00		115.75
04/30/2024			13-93400-50403	END BALANCE	115.75	-	115.75
04/01/2024			13-93500-50410 Library Collection Materials	BEG. BALANCE			27,515.29
04/02/2024	AP	INV	March 2024 Statement	40023382 3/24	91.19		27,606.48
04/02/2024	AP	INV	March 2024 Statement	75003750 3/24	278.73		27,885.21
04/02/2024	AP	INV	March 2024 Statement	L4211182 3/24	793.32		28,678.53
04/02/2024	AP	INV	March 2024 Statement	L6798382 3/24	244.77		28,923.30
04/02/2024	AP	INV	March 2024 Statement	L5190172 3/24	1,102.64		30,025.94
04/02/2024	AP	INV	March 2024 Statemetn	L6798462 3/24	673.90		30,699.84
04/03/2024	AP	INV	Tickets & KKids Credits	394754	288.90		30,988.74

04/03/2024	AP	INV	Tickets & KKids Credits	381064	360.00		31,348.74
04/09/2024	AP	INV	Misc Book	84084085	22.09		31,370.83
04/09/2024	AP	INV	Misc Books	84113432	68.24		31,439.07
04/10/2024	AP	INV	This Old House - Refund (Discontinued Ma	1377		32.00	31,407.07
04/10/2024	AP	INV	NYR Book Club	8985	215.76		31,622.83
04/10/2024	AP	INV	Collections	0615	27.13		31,649.96
04/10/2024	AP	INV	Collections	3912	14.14		31,664.10
04/23/2024	AP	INV	Magazine Subscriptions	1725541	8,246.86		39,910.96
04/23/2024	AP	INV	Misc Books	84187432	78.72		39,989.68
04/30/2024			13-93500-50410	END BALANCE	12,506.39	32.00	39,989.68

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: May 21, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

On Thursday, April 9, the library hosted our 9th annual Edible Book Festival. What is an Edible Book? An edible book is an item that looks like a book, puns on a title, refers to a character, or just has something to do with books. The only rule is that entries must be made from edible ingredients. We have all the edible entries on display and nearly 60 folks stopped by to vote on their favorites. This year we had a record breaking 22 entries. This a great multigenerational event where we have kids, teens and adults all participating.

We also had a large group for our Tea Time Book Club in April. We had 16 folks (13 in person and 3 on Zoom) attend our discussion of Heaven and Earth Grocery Story by James McBride.

Collection Development

We did some major shifting in mystery, science fiction and romance areas. Last month we discarded all of our adult Playaways and weeded in audiobooks, that gave us room to give these areas more room to grow. Reference staff is nearly finished weeding the nonfiction collection and we'll begin shifting this section as well. Nonfiction has not been shifted since we added RFID tags to all library materials which was quite a few years ago. Shifting allows us to balance areas out and make room for new materials.

With funding from Friends of the Whitefish Bay Public Library, the library purchased new shelving for our board game collection. These shelves were placed right near the adult reference desk. These shelves were really needed as our board game collection had outgrown our current space. With the installment of these new shelves, the library was able to purchase a bunch more games for kids, teens and adults.

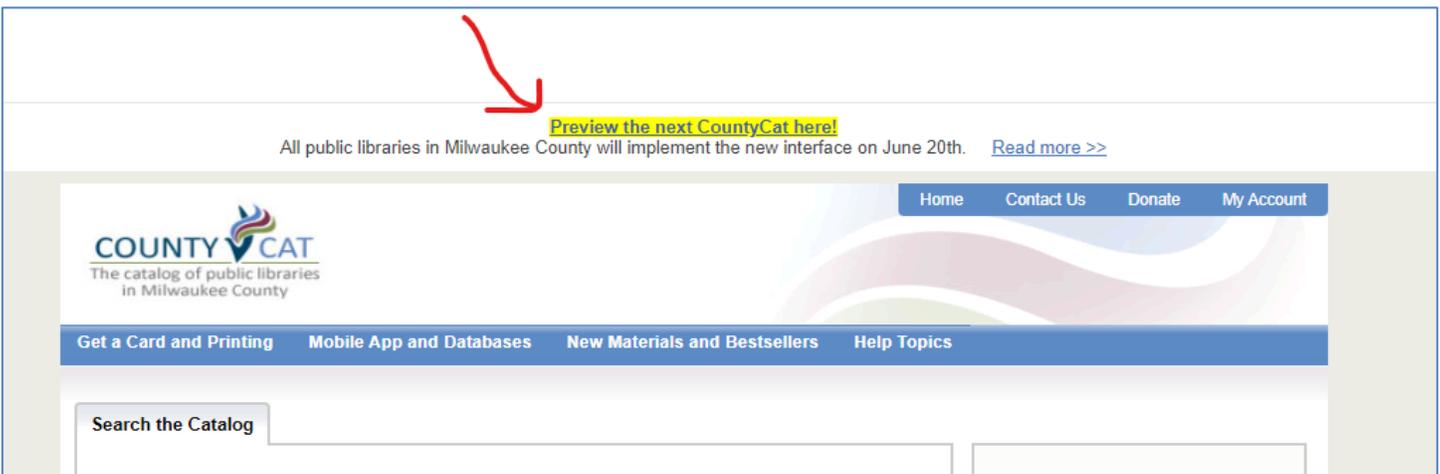
Book and DVD Displays

For our book display we highlighted books about cats, dogs and other family pets. For DVDs, we highlighted films for Earth Day.

Circulation Services (Hoge)

Aspen Discovery Catalog

Patrons can now access the new Aspen Countycat catalog from the current Encore Countycat:



June 20th, all links will point to the new Aspen Countycat catalog.

Technology

As we move to a new Discovery Catalog (Aspen) in June, we will also be implementing two tablets for patron Countycat use in the Adult Services wing. These two tablets will be secured in locked cases that can be

attached to the top or side of stacks in the northern part of the wing where we currently don't have Countycat stations. We've been waiting until the Aspen software is close to going live before installing these so that we only need to set them up once.

Staffing

5 Circulation Assistants are currently being trained by Adult Services and Youth Services staff to sub as Reference Assistants with the plan to be ready to cover shifts beginning in mid-June.

2 new student shelvers began training the week of May 13th. We are happy to welcome Abbie Albrightson and Sofie Glinski to our team!

WLA Conference Committee/MCFLS Circ and Adult Services Meeting

As a part of the WLA Conference committee, I will be participating in a site visit at this year's conference venue in Green Bay at the KI Center on Tuesday, May 21st. I'm looking forward to assessing the space that will be used as our registration and welcome area.

Along with Scott Lenski, I remotely attended the MCFLS Circulation and Adult Services Meeting. There was much discussion around the implementation of Aspen along with clarification of Circulation related policies across locations. This was the last meeting for this 'season'. We will begin meeting again monthly beginning in September.

Youth Services (Kiekhaefer)

Collection Development

The non-fiction reorganization is officially complete. Valerie shifted books and posted signage to help patrons navigate the new system. With the new Countycat and the new non-fiction organization system, we anticipate an increase in questions.

Programming

Our summer programming schedule is out. We have three performers coming to the library and we are continuing to offer many all-ages, walk-in programs. We also have quite a few tween and teen programs. The SRP theme is "Adventure Begins at Your Library" and we'll be creating some retro summer camp-themed decorations as part of summer.

Meetings and Trainings

- As part of the new catalog launching, all YS staff have taken the online Aspen training offered.
- Scott and I have been training the circ staff interested in acting as substitutes for the reference desk.
- I attended the spring meeting of the CCBC Advisory Board in Madison. <https://ccbc.education.wisc.edu/>
- I met with my WLA mentee.

Outreach:

- Liza and I hosted a daycare visit from Casa de Corazon in Shorewood.
- I attended the Richards High Interest Day (aka Career Day) on behalf of the library. This is my second year attending and it is such a fun event.

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	99,778	
2024	27,157	26,176	27,834	27,040										108,207	
23-24	8%	10%	4%	12%										8%	
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	83,705	
2024	21,828	21,092	22,149	22,514										87,583	
23-24	3%	6%	-2%	12%										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	16,073	
2024	5,329	5,084	5,685	4,526										20,624	
23-24	30%	34%	33%	15%										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%	19.2%	
2024	24%	24%	26%	20%										23.6%	
23-24	26%	26%	36%	3%										23%	
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	12,333	
2024	3,738	3,522	3,965	3,334										14,559	
23-24	21%	21%	20%	10%										18%	
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	1,513	
2024	476	451	498	526										1,951	
23-24	17%	38%	25%	39%										29%	
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	1,180	
2024	862	878	912	486										3,138	
23-24	198%	200%	173%	84%										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	1,024	
2024	253	233	310	180										976	
23-24	-12%	-16%	36%	-22%										-5%	
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	234	
2024	49	44	48	45										186	
23-24	-26%	-25%	-9%	-20%										-21%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

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	2,214		
2024	467	558	437	419										1,879		
23-24	-11%	-7%	-31%	-8%										-15%		
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	4,236		
2024	724	956	933	1,053										3,666		
23-24	-33%	-9%	-14%	3%										-13%		
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										2,909		
23-24																
PC USER SESSIONS - # OF TOTAL SESSIONS																
										Nov/Dec 2019 lost in server transition; estimate						
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	4,236		
2024	1,451	1,645	1,742	1,737										6,575		
23-24	35%	56%	60%	70%										55%		
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	2,185		
2024	353	493	495	525										1,866		
23-24	-33%	-15%	-10%	0%										-15%		
PC USER SESSIONS - # OF KIDS HOURS																
More, shorter sessions from a year before																
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										1,258		
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			2,185		
2024	667	790	842	825										3,124		
23-24	27%	36%	53%	57%										43%		
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	48,614		
2024	12,294	12,280	12,468	13,935										50,977		
23-24	3%	7%	3%	7%										5%		

Placeholder
for
Youth
Services
Presentation

To: Whitefish Bay Public Library Board of Trustees From:
Nyama Y. Reed, Library Director
Date: May 21, 2024 Meeting
Re: Barbara Bartley Signage



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

Per the March 29, 2022, Library Board meeting minutes, "Director Reed informed Board that the youth wing was to be named after Barbara Bartley during the 2002 construction due to a \$600,000+ donation. This was confirmed by Brent Gregory, WFBPL BoT President at the time." The Library Board has addressed this matter in several meetings since January 2024. During the meeting on April 30, 2024, Trustee Flannery asked about the existence of a contract from the building campaign outlining the naming of the youth services wing after Ms. Bartley. Director Reed mentioned she hadn't come across such a document but assured she would look through the records.

New Info

Director Reed thoroughly reviewed all documents related to the Cornerstone Campaign for the library construction project, covering the period from 2000 to 2002. These documents occupy two lateral file cabinet drawers and encompass a variety of materials including blueprints, numerous memos, fundraising notes, as well as letters and petitions from community members. Among these documents was a mention of establishing the foundation for fundraising and maintaining the confidentiality of donors. Consequently, the library's records contain only a limited number of documents regarding donations, indicating an incomplete set. Nevertheless, the comprehensive examination of these files provided a clearer understanding of the situation.

Within the library, there are green ceramic tiles commemorating donations to the "Cornerstone Campaign." This artistic project, titled "Helping Hands," was created by Milwaukee Artist Ann Wydeven, who remains active in the Milwaukee artistic community. Some tiles feature handprints from the donors, while others display calligraphy alone. In total, there are over 30 tiles in the library. Incredibly, on March 2, 2024, Ms. Wydeven shared a picture of one of these tiles on her Instagram account.

The size and placement of each tile were determined by the donors selecting from a list of "donor recognition opportunities." For instance, green tiles were placed above the doors for both the Adult and Youth offices and the Story Room. Similarly, green tiles adorn the walls next to the doors of the small and large conference rooms (currently referred to as the study rooms). Given this, it would be reasonable to expect a green tile with Barbara Bartley's name at the entrance to the youth wing.



By the time the construction of the building was completed and the green tiles were being installed, the "Personal Representative" for Ms. Bartley's estate had been relieved of their duties (see attachment). It's probable that the responsibilities of the Personal Representative did not include advocating for a tile bearing Ms. Bartley's name 1-2 years after he had been released from his responsibilities to the estate. Alas, since she never married and was an only child whose parents had passed away, there was no one else to advocate on her behalf.

The table below furnishes details regarding the available options, the choices made, the dollar amounts recorded in 2000,

and a comparison of these amounts with values in 2024. No formal contracts are stored at the library for any of these opportunities. Instead, spreadsheets documenting pledges and donations, updated at various intervals, are present in the files. These spreadsheets include the names and contact details of each donor. Notably, Barbara Bartley's entry lists her name with the annotation "no address."

Cornerstone Campaign - Donor Recognition Opportunities				
Location	Amount	#	Donor	2024 Dollars
Library Building	\$3,000,000	1		\$6,630,000
Adult Wing	\$500,000	1		\$1,105,000
Children's Wing	\$614,680	1	Bartley	\$1,358,442
Adult Reading Room	\$250,000	1		\$552,500
Children's Reading Room	\$250,000	1		\$552,500
Welcome/checkout Desk	\$100,000	1		\$221,000
Program Room	\$100,000	1		\$221,000
Children's Story Room	\$150,000	1	yes	\$331,500
Garden	\$75,000	1		\$165,750
Lobby/Foyer	\$50,000	1	yes	\$110,500
Periodicals Area	\$50,000	1	yes	\$110,500
Adult Reference Area	\$50,000	1	yes	\$110,500
Young Adult Area	\$50,000	1		\$110,500
Picture Book Area	\$50,000	1		\$110,500
Large Conference Room	\$25,000	1	yes	\$55,250
Adult Service Desk	\$25,000	1	yes	\$55,250
Children's Service Desk	\$25,000	1	yes	\$55,250
Elevator	\$25,000	1		\$55,250
Director's Office	\$25,000	1		\$55,250
Young Adult Bay Window	\$25,000	1	yes	\$55,250
Small Conference Room	\$15,000	1	yes	\$33,150
North Reference Desk	\$15,000	1		\$33,150
Second Floor Gallery (i.e. Hallway)	\$15,000	1	yes	\$33,150
Garden Benches (on wall in AS Tower)	\$15,000	2	yes	\$33,150
Adult Reference Bay Window	\$15,000	1	yes	\$33,150
Adult Wing Bay Windows	\$10,000	5	yes	\$22,100
Children's Wing Bay Windows	\$10,000	4	yes	\$22,100
Public Computers	\$10,000	15		\$22,100
Book Shelf Range Ends	\$5,000	1	16	\$11,050
	\$5,549,680			\$ 2,264,792

Director Reed reached out to the tile artist Ann Wydeven and they spoke via phone. Ms. Wydeven stated she available to create a green tile, in keeping with the look of the originals, with Barbara Bartley's name.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees instructs Director Reed to consult with, and obtain a quote from, Ann Wydeven for creation of a green tile honoring Barbara Bartley.

IN MEMORIAM

BARBARA GRACE BARTLEY

[1919-1999]

A Pioneer in School Librarianship

Barbara Grace Bartley, associate professor emerita at the School of Library and Information Science University of Wisconsin-Milwaukee, died on Friday, November 19, 1999 after a prolonged illness. Barbara was born in Columbus, Wisconsin.

Professor Bartley received all of her degrees from UW-Madison, including her B.S. in English and Education in 1941; a Master's in Education in 1950 and a M.S. in Library Science in 1950.

Prior to joining the UWM Library and Information Science faculty in 1962, Professor Bartley held the position of teacher-librarian in a number of high school libraries in Wisconsin. Among them: Brillion High School (1941-41), Oconomowoc High School (1942-44), Janesville High School (1944-49) and Waukesha High School (1953-56). She was a school librarian at Columbus Public Schools from 1956-59 and an assistant librarian at Wisconsin State College-Oshkosh from 1960-62. Her work experience outside libraries included positions as an English and speech teacher at various schools in Wisconsin between 1941-49 and 1953-56. From 1950-52, she was assistant dean of women at West Virginia University in Morgantown, West Virginia. She also served as curriculum editor at SVE Inc. in Chicago from 1952-53 and she was an assistant professor of Library Science at the former Wisconsin State College-Oshkosh from 1960-62.

Professor Bartley was a consultant for the Wisconsin State Committee of North Central Association of Colleges and Secondary Schools in 1971 and 1972. She was also a consultant to the Milwaukee City Service Commission, and an oral examiner for Milwaukee Public Library positions. She was the chairperson of the School of Library and Information Science's annual conference on Young Adult Literature from 1980-84. She was a member of Beta Phi Mu, the International Honor Society for Library and Information Professionals and was published in the *Encyclopedia of Library and Information Science*.

Professor Bartley was an active member of the American Library Association, the Wisconsin Library Association, Library Council of Metropolitan Milwaukee, the Metropolitan Milwaukee School Librarians Association and the Southeastern Wisconsin Young Adult Librarians.

Professor Bartley taught courses on resources and services for young adults, school media administration, media resources and services in schools, and building library collections. In honor of 23 years of distinguished service in library education at the SLIS, the SLIS established the Barbara G. Bartley scholarship at the time of her retirement in 1985. Professor Bartley willed a portion of her estate in the amount of \$30,000.00 for SLIS Scholarships. Professor Bartley also willed \$500,000.00 to the Whitefish Bay Public Library. The Library plans on naming the new expansion of the children's library in her honor.

COPY

STATE OF WISCONSIN CIRCUIT COURT MILWAUKEE COUNTY PROBATE

In the Matter of the Estate of

BARBARA G. BARTLEY,

File No. 575-370

Deceased.

FINAL RECEIPT AND RELEASE

I, Tracey Blaschka as an authorized representative of the Board of Trustees of the WHITEFISH BAY PUBLIC LIBRARY (hereinafter "the library") hereby acknowledge receipt of distributions totaling \$614,679.61 from John A. Herbers, Personal Representative of the Estate of Barbara G. Bartley. On behalf of the library I further acknowledge that said distributions represent full payment of the residual estate of Barbara G. Bartley, to which is the library is entitled, under Article 3 of the Decedent's Last Will and Testament. Finally, on behalf of the library, I hereby release said Personal Representative from further liability thereof.

Dated this ____ day of December, 2000.

Board of Trustees of the WHITEFISH
BAY PUBLIC LIBRARY
EIN: 39-6006408

By: _____
Tracey Blaschka, Librarian

John A. Herbers, Esq.
State Bar ID No. 1016807
Reinhart, Boerner, Van Deuren,
Norris & Rieselbach, s.c.
Suite 2100
1000 North Water Street
P.O. Box 92900
Milwaukee, WI 53202-0900
414-298-1000



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Village Manager
From: Village Clerk-Treasurer
CC: Library Fund Raising Committee
Date: March 13, 2001
Re: Activity in Library Construction Fund Investment (Local Govt Investment Pool)

The Library Construction Fund was set up March 12, 1999 with proceeds from the sale of a book in the amount of \$35,000. On August 4, 2000 proceeds of a private donation to the Library Construction Funds were deposited in the amount of \$611,802.37. Interest has been accumulating on a monthly basis.

During the year 2000 \$144,789.97 in Library Construction and Fund Raising expenses (see attached list) were paid by the Village. These expenses were not budgeted for and I therefore transferred \$144,790.00 from the Library Investment Account to the Village as reimbursement for these expenditures.

Below is a recap of the current balance in the Library Construction Fund Investment Account as of 2/28/01:

Deposit 3/12/99	\$ 35,000.00
Interest 3/12/99 to 8/3/00	2,641.00
Proceeds of donation 8/4/00	611,802.37
Interest 8/4/00 to 2/28/01	22,353.71
Withdrawals for expenses advanced	<u>(144,790.00)</u>
 BALANCE IN ACCOUNT AS OF 2/28/01	 \$527,007.08

To: Whitefish Bay Public Library Board of Trustees From:
Nyama Y. Reed, Library Director
Date: May 21, 2024 Meeting
Re: Policies to Review in 2024



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

The 2024 Work Plan included review of:

1. Naming
2. Intellectual Freedom
3. Internet and Technology
4. Patron Conduct and Safety
5. Board Bylaws
6. Emergency Procedure Manual

Status

Discussion of the Naming Policy has spanned several months, delaying discussion of other items. Additionally, Theresa Hoge, Head of Circulation Services, brought to Director Reed's attention that the Circulation Policy is out of date and needs updating.

It is suggested we proceed with reviews per the following schedule, aiming to keep reviews of each policy to 1-3 months.

1. Naming (June)
2. Circulation (June)
3. Internet and Technology (July-August)
4. Patron Conduct and Safety (July-August)
5. Intellectual Freedom (Sept-Nov)
6. Board Bylaws (Oct-Nov)
7. Emergency Procedure Manual (Dec)

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: May 21, 2024 Meeting
Re: Director's Reports



Director (Reed)

- 1) Library Board elections will occur at the June meeting.
- 2) Village
 - a) Village Manager Paul Boening final day at WFB will be June 20.
 - b) Library staff participated in the staff focus group for the Village Strategic Plan process. Director Reed will participate in a day-long session with other Village department heads and the Village Board on June 6. There will be a presentation of the survey and focus group results at the May 20 Village Board meeting.
- 3) Building
 - a) Regular maintenance occurs per schedule.
 - b) The Storytime Room project is 99% complete. Final steps are to order a new bulletin board for the outer wall and perhaps order new shades for the windows in the room.



- c) Restroom project: Director Reed was not able to able 3 quotes for the automatic door openers yet. Aiming to bring to June meeting. Dependent on vendors responding inquiries.
- 4) Foundation
 - a) A Donor Appreciation Event is planned for Sunday May 19.
 - b) A subcommittee is creating a "table kit" that will enable members to easily attend events with all necessary materials.
 - c) Another subcommittee is planning an end of summer party in School House Park.
- 5) Friends
 - a) The May book sale garnered over \$6,000.
 - b) The Friends Board is working on a new strategic plan.
- 6) MCFLS
 - a) All efforts are going towards the transition to a new catalog interface, which will roll out this summer.
 - b) Highlights of May LDAC Meeting
 - i) Madison Oleg from Literacy Services of Wisconsin provided insights into adult literacy programs and opportunities for libraries to team up as tutoring sites.
 - ii) Review of draft document for the 2025-2028 MCFLS Strategic Plan
 - iii) Hoopla usage statistics and projections
 - (1) Director Hesser shared Hoopla's cost projections for the year and proposed cost-saving measures like reducing checkouts and eliminating usage by online registration cards.
 - (2) Due to a lack of consensus, the discussion will resume at the August LDAC meeting after more data is collected.
 - (3) Director Hesser suggested the possibility of MCFLS assuming more infrastructure costs while member libraries handle decisions and costs related to digital content and collections, such as Hoopla.

- (a) WFB resident use of Hoopla totaled more than \$10,000 in 2023. MCFLS covered about 70% and WFB 30%. If MCFLS discontinues covering the majority of Hoopla costs, but switches to covering some infrastructure costs (\$15,000 in 2024) we may be able to continue Hoopla on our own.
- (b) Part of future discussion will entail whether it is a priority to spend 10% of the collection budget on one database. We will discuss it when more details are available.
- iv) System contracts (ILS, Resource and Cataloging) negotiation timeline for 2024
 - (1) Director Hesel outlined the negotiation timeline for 2024 contracts, which must be approved before their expiration at the year's end.
 - (2) Sufficient time will be allocated for member libraries to review contract drafts with their respective boards and the MCFLS board prior to approval.
- v) MCFLS Director Retreat is scheduled for Thursday, July 25 9:00am – 4:00pm at the Milwaukee County Zoo.