

LIBRARY BOARD MEETING
 Tuesday September 24, 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>	
1. Sarah Leinweber, President, 2017-2026	
2. Erin Jelenchick, Vice President, 2020-2027	
3. Sam Dettmann, Village Board Representative, 2024-2025	
4. Nathan Christenson, School District Representative, 2021-2024	
5. Ellie Gettinger, Member, 2019-2025	
6. Claire Flannery, Member, 2020-2026	
7. 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 September 4, 2024 meeting (rescheduled from August 27, 2024) b. Finance Report Through August 31, 2024 c. Department Reports d. Monthly Statistics	Motion			
6:35	4. Quote for Donor Tiles	Motion			
6:45	5. Strategic Plan and 2024 Work Plan Update	Motion			
7:10	6. Naming Policy Review (Flannery)	Motion			
7:40	7. LibraryIQ Review	Motion			
8:10	8. Revision of Library Board Meeting Start Time	Motion			
8:20	9. Director's Report	Discuss			
8:30	ADJOURNMENT	Motion			

BOARD MEETINGS

- Oct 7, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Overview of Budget with Board
- Oct 8, 2024, Tuesday, 6:00-7:00 pm – Foundation Executive Board
- Oct 14, 2024, Monday, 6:00-7:00 pm – Foundation Board, @Library
- Oct 14, 2024, Monday, 4:00-6:00 pm – MCFLS Board of Trustees, @West Allis Library
- Oct 16, 2024, Wednesday, 6:00-7:30 pm - Friends of the Library Board of Directors, @Library
- Oct 22, 2024 Tuesday, 6:30-8:30 pm - Library Board of Trustees, @Library
- Oct 28, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Village Board Detailed Budget Review Workshop
- Nov 18, 2024, Monday, 6:00-8:30 pm - Village of WFB Board of Trustees, @Village Hall
 - Public Hearing on the 2025 Budget & Village Board adoption of the 2025 Budget

LIBRARY BOARD MEETING

Wednesday September 4, 2024, 6:30pm

Rescheduled from Tuesday August 27, 2024, 6:30pm

Pending at September 24, 2024 Mtg

Location: Library



Board of Trustees		Attended			
Name, Position Title, Year Board Term Expires					
1. Sarah Leinweber, President, 2017-2026		In-person			
2. Erin Jelenchick, Vice President, 2020-2027		In-person			
3. Sam Dettmann, Village Board Representative, 2024-2025		Absent			
4. Nathan Christenson, School District Representative, 2021-2024		Absent			
5. Ellie Gettinger, Member, 2019-2025		In-person			
6. Claire Flannery, Member, 2020-2026		Zoom			
7. Nikki DeGuire, Member, 2024-2027		In-person			
Staff					
Nyama Reed, Library Director		In-Person			
Guests					
Steve Heser, MCFLS Executive 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 July 30, 2024 meeting b. Finance Report Through July 31, 2024 c. Department Reports d. Monthly Statistics e. Director's Report		Motion	Gettinger	DeGuire	Unanimous
Motion to approve amended agenda to remove #5, Adult Services Presentation, and #6, Naming Policy Review					
4. 2025-2028 MCFLS Agreements with Steve Heser, MCFLS Director		Motion	Gettinger	Jelenchick	Unanimous
MCFLS' Director Heser presented a summary of the proposed changes to member Agreements as presented in the Library Board packet. The deadline the 15 member libraries to provide feedback to the MCFLS Board is 9/30. The MCFLS Board has final decision making power; local board input is only advisory.					
Motion to approve support for switching infrastructure and hoopla costs and to support switching to Option 2 for Reciprocal Borrowing with the new 75/25 formula.					
5. Adult Services Presentation by Scott Lenski, Head of Adult Services		Discuss			
6. Naming Policy Review (Flannery)		Motion			
7. "Faves for Fines" (Reed)		Motion	Gettinger	Jelenchick	Unanimous
Motion to approve Faves for Fines, to run in October.					
8. LibraryIQ – Update (Reed)		Motion	Tabled		
No motion was taken on LibraryIQ. Rather, the Library Board instructed Director Reed to: <ul style="list-style-type: none">ask LibraryIQ if they are willing to offer us the same price if we sign in December to start January 2025, so to wait until the 2025 budget is approved.find out details about what training is offered to bring library staff up to speed asap in January.find out if the recent change of children's NF to our unique ABC system instead of Dewey will limit our ability to analyze that collection.					
ADJOURNMENT 8:28pm		Motion	Flannery	Gettinger	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 08/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 67%	Above Target: 78%+	On Target: 57-77%	Under Target: 56%-	
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	16,833	8,167	67	
13-00000-45210	Library Replacement Cards	208	150	53	97	35	
13-00000-45224	LIBRARY DAMAGE RECOVERY	(9)	-	(12)	12	n/a	
13-00000-46712	LIBRARY ROOM RENT	4,680	4,500	2,880	1,620	64	
13-00000-46713	LIBRARY COPY AND FAX FEES	5,291	4,000	4,152	(152)	104	
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	3,135	(1,135)	157	
13-00000-48504	Restricted Donation	104,200	-	-	-	n/a	
Total Revenue:		1,058,021	993,355	87,224	906,131	9	Ok
				987,750	5,605	99.44	Total with taxes included
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 08/31/2024	AVAILABLE BALANCE	% BDGT	NOTES
			YTD: 67%	Above Target: 78%+	On Target: 57-77%	Under Target: 56%-	
13-93000-50100	Salaries	571,806	599,350	383,423	215,927	64	Ok
13-93000-50150	FICA Tax	43,047	45,850	29,051	16,799	63	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	38,013	18,997	67	
13-93000-50161	Health Insurance Deductible (Direct Pay)	588	1,450	1,695	(245)	117	NYR 2023 Charged to 2024
13-93000-50170	Retirement Contribution - ER portion	29,303	30,489	19,939	10,550	65	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	948	336	74	
13-93000-50181	Disability Insurance Premium	-	1,284	-	1,284	-	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	699	3,801	-	Mostly used in Fall
13-93200-50191	Membership Dues	997	1,200	1,088	112	91	Most paid in Q1
13-93200-50194	Personnel Related Expenses	489	700	68	632	10	
13-93200-50250	Utilities	46,057	48,000	30,935	17,065	64	Projected \$53,000
13-93200-50251	Telephone/Internet	5,792	5,700	3,450	2,250	61	Projected \$5,900
13-93200-50300	Office Supplies	1,619	2,000	590	1,410	30	
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	19,647	(7,647)	164	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	235	15	94	
13-93300-50240	IT Support Contract Services	18,667	25,000	7,395	17,605	30	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	1,936	1,264	61	
13-93300-50312	Material Processing/Repairs	3,480	3,400	2,209	1,191	65	
13-93300-50350	Maintenance Service & Supplies	33,960	34,050	19,880	14,170	58	
13-93300-50351	Custodial Supplies	4,144	5,000	1,619	3,381	32	
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	402	98	80	
13-93400-50415	Programs - Young Adults	-	250	-	250	-	
13-93500-50410	Library Collection Materials	80,000	90,000	66,919	23,081	74	
	Fund 22	23,401	20,000	-	20,000	-	
	Total Collections	103,401	110,000	66,919	43,081	61	Ok
13-93500-50413	Adult DVD's	169	-	-	-		
Total Expenditure:		945,936	993,355	697,505	295,850	70	Ok
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		1,058,021	993,355	87,224	906,131	9	Ok
TOTAL EXPENDITURES		946,104	993,355	697,505	295,850	70	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 08/31/2024	AVAILABLE BALANCE		NOTES
TOTAL REVENUES		20,532	-	10,113			
TOTAL EXPENDITURES		23,401	20,000	-	20,000		\$20,000 approved for 2024
NET OF REVENUES & EXPENDITURES		(2,869)	(20,000)	10,113			
BEG. FUND BALANCE		76,857	73,988	73,988			
END FUND BALANCE		73,988	53,988	84,102			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 08/31/2024			
01-55500-50350-1001	Maitenance Services (Contracts)	25,986	n/a	12,966			
01-55500-50360-1001	Building Maintenance (Repairs)	33,094	n/a	28,863			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: September 24, 2024 Meeting
Re: Department Reports



Adult Services (Lenski)

Programs

We are using this time to gear up for fall programming, including some adult crafts, trivia, another puzzle race, a writing seminar and a mental health program with the North Shore Health Department and Rogers Behavioral Health.

Staffing

One of the great things about working at this library is that we allow part-time staff the flexibility to take time off. Since we are such a small department, it can be challenging to find coverage, especially when someone calls out sick. Since we have trained 5 circulation assistants at the reference desk, we've had a much easier time filling those shifts. Our goal is to keep the reference desk staffed any time the library is open, and even though various staff had time off throughout the summer, the department has been able to operate with a friendly staff person ready to help out.

Website

It has been 7 years since the launch of our current library website from Byte Studios. Over the years, while the content has changed the nuts and bolts of the website have stayed the same. Recently staff found that working on the back end of the site had challenges, and in the last couple of years Byte had developed a new back end management system. Due to these factors it was time for the library to make updates on the back end. I've spent most of the summer working and preparing for these changes. The front end of the website has the same look and feel but we've added accessibility features, an improved calendar and registration system, and a few other features that have improved the management of the website. We launched the site at the end of summer, and while we are still working out a few kinks, the transition went well with no interruptions to our website.

Circulation Services (Hoge)

Technology

We replaced 7 staff workstations the week of August 26th with assistance from our MCFLS Network Administrator. This includes workstations at the Circulation desk, Adult Services Reference desk, Youth Services Reference desk, Adult Services office, and two in the delivery and staff workrooms.

A new printer was installed in our 'delivery area' outside of the Head of Circulation office to replace the HOC office printer and the staff delivery printer which had both become outdated and unable to print certain reports out of our ILS system (Sierra). This printer is networked and available for use by the front desk workstations, the delivery workstation, HOC office, and the staff work room PC.

WLA Conference Committee

On August 20th, the committee met at the KI Convention Center to view the space and ask questions of KI staff. After the facilities tour we held our usual monthly meeting. As we get closer to the Conference, this committee has started meeting every other week and in October will meet once a week.

MCFLS Technology Planning Workgroup

I volunteered to sit on the team assisting MCFLS staff with developing the multi-year Technology Plan reviewing goals and discussing action items for those goals. It has been very interesting to get to be a part of this and provide input on goals that directly impact the suburban libraries. This commitment is very short and will involve 3 meetings before the end of 2024.

Circulation and Staffing

We have had a very busy summer in the Circulation Department and the staff have done an amazing job of assisting patrons, creating new library accounts (350 created during the summer!) and renewing expired cards, shelving the avalanche of returns we got every day, and doing it all with a great attitude!

We said farewell to two of our beloved shelveers who headed to college, and we welcome two new shelveers who have spent the summer getting to know the collection and are now fully trained.

I am so grateful for my wonderful staff for helping cover shifts so that vacations, camps, etc. could be taken with minimal to know disruption to our services. We've really got a great team!

Training

Staff have been attending virtual trainings provided through the Ryan Dowd Homelessness series and also security training through Infosec provided through a program coordinated by MCFLS.

Recently staff have been taking Ryan Dowd training covering prejudice and how to handle prejudicial statements from patrons or co-workers. Heavy stuff but very helpful.

Infosec covers topics such as phishing scams, malware, and data security.

Youth Services (Kiekhaefer)

Collection Development Updates

- ❖ Valerie is going to update the classification and labeling for the easy reader non-fiction and the young adult non-fiction, so it matches the classification for our X NF.
- ❖ Valerie also updated the signage for X NF, making it easier to navigate.
 - We have received zero negative feedback on the XNF classification system and I think staff and patrons are seeing how user-friendly it is to navigate.
- ❖ We are looking into weeding books on CD in the X and Y collections, based on very low circulation numbers. We can then invest more of our collection budget into Playaways and Playaway Wonderbooks.

Meetings and Trainings

- ❖ I met with my mentee for the WLA Mentorship program.
- ❖ I attended the MCFLS youth services committee meeting at South Milwaukee.

Staffing

- ❖ Heidi Fallone, youth services reference assistant, resigned from her position effective September 26th. We will be posting the job in the next week.

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	209,523
2024	27,157	26,176	27,834	27,040	25,836	28,501	30,612	29,773						222,929
23-24	8%	10%	4%	12%	10%	2%	4%	3%						6%
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	176,905
2024	21,828	21,092	22,149	22,514	20,824	23,851	25,866	25,168						183,292
23-24	3%	6%	-2%	12%	7%	0%	3%	2%						3.6%
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	32,618
2024	5,329	5,084	5,685	4,526	5,012	4,650	4,746	4,605						39,637
23-24	30%	34%	33%	15%	24%	16%	9%	11%						22%
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%	18.6%
2024	24%	24%	26%	20%	24%	19%	18%	18%						21.8%
23-24	26%	26%	36%	3%	16%	17%	6%	9%						18%
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	25,034
2024	3,738	3,522	3,965	3,334	3,488	3,291	3,427	3,217						27,982
23-24	21%	21%	20%	10%	13%	7%	2%	1%						12%
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	3,274
2024	476	451	498	526	475	464	483	512						3,885
23-24	17%	38%	25%	39%	5%	6%	7%	22%						19%
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	2,285
2024	862	878	912	486	790	632	535	556						5,651
23-24	198%	200%	173%	84%	167%	132%	111%	97%						147%
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	1,799
2024	253	233	310	180	259	263	301	320						2,119
23-24	-12%	-16%	36%	-22%	31%	30%	63%	68%						18%
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	428
2024	49	44	48	45	47	48	46	48						375
23-24	-26%	-25%	-9%	-20%	0%	-4%	-8%	2%						-12%

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	2,127
2024	30	184	110	315	5	technical interruption								644
23-24	-82%	-20%	69%	-29%	-99%									-70%
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	74,463
2024	8,962	9,134	9,574	9,820	8,985	11,458	12,368	11,496						81,797
23-24	5%	39%	8%	31%	14%	1%	3%	-3%						10%
SELF-CHECK AS % OF PHYSICAL 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%	41.7%
2024	41%	43%	43%	44%	43%	48%	48%	46%						44.5%
23-24	2%	31%	10%	17%	6%	2%	1%	-5%						7%
FRONT DESK 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	99,356
2024	12,009	11,015	11,712	11,916	11,073	11,556	12,743	12,352						94,376
23-24	-5%	-16%	-11%	-3%	-1%	-5%	1%	1%						-5%
	-603	-2,089	-1,481	-376	-56	-569	97	97						-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	161
2024	9	33	21	19	31	26	14	37						190
23-24	-55%	50%	-46%	-21%	182%	333%	-53%	311%						18%
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	2,928
2024	848	910	842	759	735	811	741	833						6,479
23-24	28167%	338%	99%	145%	111%	63%	40%	37%						121%
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	35,649
2024	5,270	4,727	4,650	5,160	5,146	4,830	4,867	4,929						39,579
23-24	10%		9%	15%	10%	3%	15%	12%						11%
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	12,158
2024	1,907	1,709	1,744	1,920	1,813	1,823	1,789	1,772						14,477
23-24	22%	31%	31%	26%	12%	7%	19%	10%						19%

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	3,911
2024	467	558	437	419	500	454	607	512						3,953
23-24	-11%	-7%	-31%	-8%	13%	1%	50%	28%						1%
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	8,519
2024	724	956	933	1,053	1,017	1,001	1,146	1,012						7,842
23-24	-33%	-9%	-14%	3%	8%	-3%	16%	-23%						-8%
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	1,286
2024	727	689	809	684	709	1,023	1,007	1,271						6,919
23-24								6%						
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	9,805
2024	1,451	1,645	1,742	1,737	1,726	2,024	2,153	2,283						14,761
23-24	35%	56%	60%	70%	83%	96%	100%	-9%						51%
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	4,399
2024	353	493	495	525	530	546	613	553						4,108
23-24	-33%	-15%	-10%	0%	8%	-1%	21%	-17%						-7%
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	541
2024	314	297	347	300	309	440	435	561						3,003
23-24								11%						
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			4,940
2024	667	790	842	825	839	985	1,048	1,114						7,110
23-24	27%	36%	53%	57%	72%	78%	94%	-5%						44%
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	103,160
2024	12,294	12,280	12,468	13,935	12,967	14,236	15,861	15,742						109,783
23-24	3%	7%	3%	7%	12%	-1%	13%	8%						6%
DOOR COUNT PER DAY 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	398	411	391	466	400	551	564	558	421	395	443	403	449	3,739
2024	424	423	430	465	447	548	610	583						3,930
23-24	7%	3%	10%	0%	12%	-1%	8%	4%						5%

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: Sep 24, 2024 Meeting
Re: Quote for Donor Tiles



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 Library Board approved Director Reed to obtaining a quote from Ann Wydeven, the artist who created the green ceramic tiles as part of the 2002 library building project, to create a new tile honoring Barbara Bartley.

Update

In August, Ms. Wydeven visited the library to evaluate the condition of the existing tiles. Her assessment revealed that a few tiles require stabilization. She provided a quote (attached) for the stabilization, repair, and/or creation of new tiles, amounting to a total of \$2,040.00. To accommodate any potential additional costs, Director Reed recommends allocating up to \$2,200.00 from the Fund 13 Fund Balance for this project.

Recommendation

It is recommended that the WFBPL Board of Trustees approve expenditures of up to \$2,200.00 from the Fund 13 Fund Balance to support the donor tile project.

August 30, 2024

Whitefish Bay Library
5420 North Marlborough Drive
Whitefish Bay, WI 53217
Attn: Nyama Reed, Library Director

Dear Nyama,

I enjoyed meeting you last week. Due to an unforeseen friend of my son's passing, I was unable to get this out earlier as planned. Please accept my apology. I could not find the original file on this project, so if you find anything in question according to your file, please let me know. Below are the proposed repairs, and cost for the new Barbara Bartley tile.

PROPOSAL:

The proposal is to create one new tile for the benefactor Barbara Bartley, to repair two tiles that have fallen off the wall, and stabilize any existing tile that is currently hung in the library. On first meeting I found 7 tiles that are beginning to delaminate from their substrates, two of which should be taken off the wall immediately to be repaired. Two tiles were received by me that have need full repair.

- Anne Benson Ebert
- Anon Charitable Foundation
- Trimble Family (repair can be done without taking it off the wall)
- Friends of Whitefish Bay
- Bliss Family
- MacIver Kortebein Family
- Whitefish Bay Foundation (to be taken down ASAP)
- Sally B Linneman (To be taken down ASAP)

PROJECT: Repairs

Ann Benson Ebert – Please check if this tile is need of repair, an estimate of (\$150.00)

Anon – remake a new tile for Children's Storytime area- with the changes to Anon Foundation to add the dedication: "In Memory of Harry Soref" (\$350.00)

Hunt Memorial tile -broken 8x8 tile to be repaired with a combination of epoxy resin and faux paint. This tile will be remounted to a new backing and secured with new hardware. (\$200.00)

William Kurtz tile- taken apart and remounted using a new backing and new hardware (\$150.00)

Whitefish Bay Foundation- taken apart and remounted using a new backing and new hardware (\$150.00)

Trimble-will be repaired on location with construction adhesive (\$90.00)

Friends of Whitefish Bay-secured to the original backing with new fortified mortar/adhesive (\$100.00)

Sally Linneman-will be taken apart and remounted to a new backing and new hardware (\$150.00)

MacIver Kortebein-taken apart and remounted using a new backing and new hardware (\$150.00)

Bliss Family-secured to the original backing with new fortified mortar/adhesive (\$100.00)

Barbara Bartley-new tile 12x12" (\$350.00)

Bartley tile will use a similar process, glaze and calligraphy.

***Should you want to use a photo of Ms. Bartley in the design, the cost of a decal for an additional cost of \$50-\$80 depending on size of photographic portrait. (see attached images)**

***There is always the possibility of breaking a tile when removing it from the substrate. I cannot guarantee that there will not be a further repair on any of the tiles, but I can say that I will do my best to insure the original artwork.**

Budget: \$1940.00-2040.00

Included in Fee Structure:

Maintenance of the repaired tiles for 5 years.

Delivery and removal of all materials and equipment.

1 meeting

Not Included in Fee Structure:

Installation

Meetings beyond one organizational meeting. Meetings are billed at \$60.00/hr.

SCHEDULE:

October-December will be when I am open to working on this project. Estimated time for repairs, once I have all the tiles in the studio is 3 weeks.

Maintenance Plan:

Continue to monitor the substrates of the tiles that are in the library. If you see any changes to the tiles, it is best to contact me and allow me to work on the tiles at their location before they are delaminated or in need of repair from falling.

Sincerely,

Ann Mory Wydeven

Ann Mory Wydeven

09/09/2024

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: Sep 24, 2024 Meeting
Re: Strategic Plan and 2024 Work Plan Update



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 current Strategic Plan runs 2021-2024. A work plan was created for 2024 to plan and implement various projects related to the strategic plan and standard operations.

2024 Work Plan

Overall the work plan is on target (see attached).

Areas of Delay

- Policy review. Initial plans were to review 3-4 policies, the Board Bylaws, and the Emergency Procedure Manual with each topic taking 2-3 months for review. As the naming policy review has stretched from February-September, review of other items has been delayed.
- Automatic door opener project. Initial quotes were received, but attempts to obtain updated quotes have been stymied by lack of response from vendors. Feedback from other sources is that the construction market is overloaded and short staffed, resulting in significant delays in all areas. Director Reed suggested delaying action on this project to focus on the potential study room project, which has received an initial quote.
- 2024 survey: The 2024 survey was delayed due to initial pushback from the public to the Village's survey. The library's leadership team is currently reviewing questions from prior library surveys with plans to roll out the survey in October.
- Review and employee evaluation forms. Director Reed suggests creating an ad-hoc review committee of two Board members, Director Reed, and one or two Department Heads to complete this in October.

Next Steps

- Finalize Naming Policy review and update.
- Review and update Library Rules of Conduct Policy Oct-Dec. Finalize by year end.
- Complete remaining items on workplan per updated schedule.
- Start discussions for new strat plan at December 2024 meeting.

2021-2024 Strategic Plan

Goals Overview

- DEI training scheduled for Oct 2024 staff development day.
- Extensive updating to children's collections over last two years.
- Adult collections weeded and shifted in 2024.

- Programming, technology, space, marketing/communications, and partnerships continue to evolve and are updated regularly.
- Review of policies has started but is taking longer than anticipated.
- Increased operational budget for technology to remain on target with the Tech Plan despite inflation impacts.
- Updated story time room in 2024 thanks to designated donation.
- Working on potential study room project in 2024, to be funded by Friends.

Goals Overview

- ★ Similar categories as last plan
- ★ More intentional work on inclusion, equity, accessibility across library
 - ▼ Staff and board training on unconscious bias and other EDI topics as needed
 - ▼ Review of collections, programming, technology, space, communications, policies, partnerships to see where work needed to support for range of community needs
- ★ Ensure updated policies
 - ▼ Last done early in Director's tenure
 - ▼ Align with Village
 - ▼ Provides support for staff, and clarity for community
- ★ Scope to be defined annually (and updated in 6-month blocks as needed) once budget defined
- ★ Continue tech approach: due to high community home access, solid (but not cutting edge) options, ensure security
- ★ Space: More significant changes explored in 2024 planning



20

What We'll Be Monitoring

- Achieved Village Board approval of 24% increase to tax allocation to fund wage increases for staff.
- Post-pandemic WFBPL is offering extensive library program with excellent attendance.
- Circulation is up and WFBPL has increased its percentage of Reciprocal Borrowing.
- Fundraising via the Foundation has been slow, but is gaining momentum.
- North Shore Library's new building will likely open to the public in summer of 2025.
- Shorewood Public Library's renovations are still being discussed but no significant action has occurred.

What We'll Be Monitoring

- ★ **Staff:** Ensure wages, professional development, and work environment quality allow us to attract and retain excellent staff.
- ★ **People Power:** If budget doesn't support more staff time, explore how volunteers, partnerships, technology, or sponsorships can help maintain (or expand) programming, or fund work.
- ★ **A New World:** As of August 2022, pandemic is ongoing and likely transitioning to endemic. What the new normal is long-term is uncertain for space, materials, programming, habits, and technology usage.
- ★ **Philanthropy:** How Foundation and fundraising will impact ability to *enhance* operations and services.
- ★ **Building:** Impacts of Shorewood's renovated library and North Shore's new library, in comparison to Whitefish Bay's aging space. Projected completion in 2023 for both spaces.



22

Recommendation

It is recommended the WFBPL Board of Trustees approve creation of an ad hoc committee to review and update employee review forms.

2024	From Strat Plan	Jan	Feb
Board members			Board member recruiting: advertise Feb 1-28
Board annual actions			Start using consent agenda - Done
Budget		Fund 22: review and projections; approve 2024 collections supplement - Done	
Policy and Procedures Reviews	Ensure updated policies; align with Village policies; provide support for staff, and clarity for community		Policy review #2: Naming
Leadership team			
Space	Space: More significant changes explored in 2024 planning	Review storytime room analysis with Board - Done	Begin quote process for storytime room reno - Done
EDI	Community continues to diversify: opinions, backgrounds, race/ethnicity, politics, access, culture, languages, sexual orientation, ages, abilities, gender identity, values, priorities vary		Schedule staff and board training on unconscious bias and other EDI topics - In Process with Jean Cole at CVMIC
Strategic plan			
Plan reviews & reports			State annual report - review and approve - Done
Staff			Start process to hire AS and YS subs and cross-trained CS staff with AS and YS - Done
Director			Update Board on Friends Budget - Done
Foundation		Stewarding recent donors - Ongoing	Update Board on Foundation; reimagining and reinvigorating the campaign - Done
2024	From Strat Plan	Jan	Feb
		Green: On Track or Done	Delayed

2024	Mar	Apr	May
Board members	Board member recruiting: personnel com or nom com review apps 3/1-3/22; discuss and approve nomination at library board march mtg; submit nomination to village president 3/27 for inclusion in 4/1 or 4/16 village board mtg. In Process.	Terms expire 4/30	Welcome new board members
Board annual actions			
Budget		Fund 13 fund balance: review	
Policy and Procedures Reviews	Naming (tabled to Apr)	Naming	
Leadership team			Dept presentation - youth services (KK and VM) (Pushed from Mar to April/May)
Space	Board review and approve storytime room reno; potentially obtain quote for study room conversion in adult wing - Done	Schedule storytime room reno based on scope and timing for low impact on summer reading program - Done	
EDI			
Strategic plan			
Plan reviews & reports	WI DPI library standards review - Done		
Staff	Onboard subs and cross-trained staff (In Process in April)		
Director			
Foundation	Transitioning to running more independently - Ongoing	Update Board on Foundation	
2024	Mar	Apr	May
	Removed		

2024	Jun	Jul	Aug
Board members	Board officer elections		
Board annual actions			
Budget	2025 budget: review initial draft	2025 budget: approve library budget to submit to village administration	Village board begins 2025 budget discussions
Policy and Procedures Reviews	Naming - Tabled	Naming	Naming - Removed from Agneda
Leadership team			
Space			
EDI	Research options for adding door opener buttons to public restrooms. In Process - Difficulty getting quotes. Delay until after study room project is further along.		
Strategic plan			
Plan reviews & reports	Collection management: report on collection performance, including key metrics and reciprocal borrowing status		
Staff			
Director			Update Board on staff development, engagement, and longevity
Foundation	Update Board on Foundation		Update Board on Foundation
2024	Jun	Jul	Aug

2024	Sep	Oct	Nov
Board members			
Board annual actions		Approve exceptions to library hours and board meeting dates for next year	Approve staff wages for 2025
Budget	Village: Health insurance premium updates received (not received as of 9/21/24)	Village board receives electronic distribution of village manager recommended 2025 budget	Village board discussion and approval of 2025 budget
Policy and Procedures Reviews	Naming	Policy review #1: Intellectual Freedom and related policies	Emergency Procedure Manual
Leadership team		Dept presentation - circulation services (TH) + Technology Plan	Dept presentation - adult services (SL) + Marketing Plan
Space		Review study room conversion quotes and obtain necessary approvals	Schedule study room conversion
EDI			
Strategic plan		Start 2024 Survey (Pushed back) - Reviewing questions with LT	Analyze 2024 Survey
Plan reviews & reports			
Staff		Review and update employee evaluation forms with Personnel Committee	Review and update Director and Head of YS job descriptions with Personnel Committee; Staff reviews started
Director			Director submit self-reflection to personnel com
Foundation		Update Board on Foundation	
2024	Sep	Oct	Nov

2024	Dec		
Board members			
Board annual actions	Director review completed		
Budget			
Policy and Procedures Reviews	Policy review #3: Internet & Tech	Bylaws	Policy review #4: Patron Conduct and Safety
Leadership team			
Space			
EDI			
Strategic plan	Update Board on 2024 Survey; start discussion of 2025 process for new Strat Plan		
Plan reviews & reports			
Staff	Staff reviews completed		
Director	Director meets with personnel com before Dec board mtg		
Foundation	Update Board on Foundation		
2024	Dec		

Commemorative Naming Policy

Naming the 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, family, family trust or philanthropic organization ("Commemorative Naming") to recognize support of the Library's Mission through a Significant Contribution, as defined below, and to facilitate the strengthening of relationships between the Library and its supporters.

A Significant Contribution is one that improves or has improved the quality of library services through:

- a. a substantial financial contribution to the Whitefish Bay Public Library or the Whitefish Bay Public Library Foundation; or
- b. through significant, specific, identifiable actions in support of Library services over a sustained period of years that merits recognition;

("Significant Contribution")

Final approval of a Commemorative Naming rests with the Board and any or all requests may be declined for any reason or no reason.

The Board has established guidelines and procedures to be followed when considering a Commemorative Naming and terms and procedures to be included in the written agreement confirming a Commemorative Naming. Any party interested in inquiring about a Commemorative Naming may contact the Library Director to inquire further.

Commemorative Naming Policy 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 for a Commemorative Naming to recognize a contribution that improves the quality of library services through:
 - a. a substantial financial contribution to the Whitefish Bay Public Library or the Whitefish Bay Public Library Foundation; or
 - b. through significant, specific, identifiable actions in support of Library services over a sustained period of years that merits recognition; (“Significant Contribution”)
3. The Board will consider requests in honor of an individual, family, family trust, or philanthropic organization, 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” or “in memory of” or similar honorary language 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 Whitefish Bay 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.
6. Commemorative Naming shall not confer any rights of management, control or decision making in regard to the Library facility or any part thereof.

7. 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.
8. At all times, the Board will consider the payment terms of any substantial financial contribution in connection with the effective date of a Commemorative Naming.
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.

Commemorative Naming Policy 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, deny, or conditionally approve the request.
4. If the Board votes to approve, or conditionally approve with conditions that are acceptable to the Significant Contributor, then the Commemorative Naming shall become official upon the acceptance of written agreement signed by i) the Significant Contributor or their authorized representative and ii) the Board President or Library Director, acknowledging the Board guidelines, procedures and any other Board approved terms and conditions.
5. No publicity shall be given to the request for naming until the written agreement is fully signed and accepted.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: Sep 24, 2024 Meeting
Re: LibraryIQ 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

The Library Board previously review the LibraryIQ quote and instructed Director Reed to obtain questions to

- ask LibraryIQ if they are willing to offer us the same price if we sign in December to start January 2025, so to wait until the 2025 budget is approved.
- find out details about what training is offered to bring library staff up to speed asap in January.
- find out if the recent change of children's non-fiction to our unique ABC system instead of Dewey will limit our ability to analyze that collection.

LibraryIQ staff offered WFBPL the same contract price and date range, with the addition of an appropriations clause (see below). The vendor offers multiple training opportunities with staff or via recording. Staff were not certain how WFBPL's transition away from Dewey for the children's non-fiction will impact analysis. They stated a unique report might be able to be developed.

Update

Initial Quote vs Updated Quote:

- Appropriations Clause (new)
 - Added to section 6.1 of attached Subscription Services Order Form
 - LibraryIQ will start WFBPL's subscription asap, with official start date of Nov 1, 2024.
 - After the 2025 Budget is approved in Nov/Dec by the Village Board, the Library Board may pay or rescind the contract based on final finances.
 - If the contract is rescinded due to the final budget status, WFBPL's data will be backed out of LibraryIQ's system with no money due.
 - WFBPL will be able to utilize LibraryIQ with our own data in the meantime.
 - During this time, Library Director will work with LibraryIQ staff to determine effectiveness of product in analyzing WFBPL's collection, particularly children's non-fiction and cross community borrowing.
- 1-year agreement (same)
- Initial Term: 11/1/24 – 10/31/25 (same)
- Courtesy time: execution date thru 11/1/24 (same)
- Invoice 11/1/24 (net-30) (same)
- \$10,000 annual software (same)
- Waived Costs
 - CommunityIQ Demographics – waive \$2,600 cost (same)
 - Implementation Fee – waive \$2,500 cost (same)
- Includes: CollectionIQ, DiversityIQ, MetricsIQ, CommunityIQ Demographics, and Report Builder (same)

Recommendation

It is recommended the WFBPL Board of Trustees approve a 1-year subscription to LibraryIQ, utilizing the "appropriations clause" added to section 6.1 of the updated LibraryIQ Subscription Services Order Form.

SUBSCRIPTION SERVICES ORDER FORM

Customer: Whitefish Bay Public Library	Contact: Nyama Reed
Address: 5420 North Marlborough Drive	Phone: 414.755.6551
Whitefish Bay, WI 53217	E-Mail: n.reed@wfblibrary.org
Services: LibraryIQ Performance Analytics (the “Service(s)”). LibraryIQ Customer Portal Access Annual Collection Management Plan with Targets Status Reports & Reviews CommunityIQ Demographics	
Services Fees: \$10,000 per year, payable in advance, subject to the terms of Section 5 herein.	Initial Service Term: November 1, 2024 - October 31, 2025 Complimentary Service Term: Execution – October 31, 2024
Service Capacity: Limited to 15 unique logins ILS and Version: Sierra Branches: 1 Library/Branch Structure (Single/System/Consortium): Single	
Implementation Services: LS&S will use commercially reasonable efforts to provide Customer the services described in the Statement of Work (“SOW”) attached as Exhibit A hereto (“ Implementation Services ”), and Customer shall pay LS&S the Implementation Fee in accordance with the terms herein. Implementation Fee (one-time): \$2,000 (Waived upon payment of Subscription Services fee)	

SUBSCRIPTION SERVICES AGREEMENT

This LibraryIQ Performance Analytics Subscription Service Agreement (“**Agreement**”) is entered into on this ____ day of July, 2024 (the “**Effective Date**”) between Library Systems & Services, a Maryland limited liability company with a principle place of business at 2600 Tower Oaks Drive, Rockville Maryland 20852 (“**LS&S**”), and the Customer listed above (“**Customer**”). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

LIBRARY SYSTEMS & SERVICES, LLC**CUSTOMER**

By: _____

Todd Frager

CEO

By: _____

Nyama Reed

Name: _____

Title: _____

TERMS AND CONDITIONS

1. LIBRARYIQ PERFORMANCE ANALYTICS SUBSCRIPTION SERVICES AND SUPPORT

1.1 Subject to the terms and conditions of this Agreement, LS&S will use commercially reasonable efforts to provide Customer a limited, non-exclusive, non-transferable right to access and use the Services solely for Customer's internal business use. As part of the registration process, Customer will identify an administrative user name and password for Customer's LS&S account. LS&S reserves the right to refuse registration of or cancel passwords it deems inappropriate. Customer's use of the Services may be subject to certain limitations, which limitations will be specified in the Order Form.

1.2 Subject to the terms hereof, LS&S will provide Customer with reasonable technical support services in accordance with LS&S's standard practice.

1.3 Except as expressly granted in this Agreement, there are no other licenses granted to Customer, express, implied or by way of estoppel. All rights not granted in this Agreement are reserved by LS&S.

1.4 LS&S may use the services of one or more third parties to delivery any part of the Services. LS&S will pass-through any warranties to the extent that LS&S receives any from its then current third-party service provider that it can provide to Customer. Customer agrees to comply with any acceptable use policies and other terms of any third-party service provider that are provided or otherwise made available to Customer from time to time.

1.5 LS&S will issue to Customer, user logins and passwords authorized to access and use the Services. Customer shall be, and shall ensure that each of its users are, responsible for maintaining the confidentiality of all user logins and passwords. Customer is solely responsible for any and all access and use of the Services that occurs using logins and passwords LS&S issues to Customer. Customer shall restrict its users from sharing passwords. Customer agrees to immediately notify LS&S of any unauthorized use of any account or login and password issued to Customer, or any other breach of security known to Customer. LS&S shall have no liability for any loss or damage arising from Customer's failure to comply with the terms set forth in this Section.

1.6 LS&S will use commercially reasonable efforts to maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of any Customer Data (as defined below) in a manner consistent with what LS&S provides generally to its other customers. Notwithstanding the foregoing, Customer acknowledges that, notwithstanding any security precautions deployed by LS&S, the use of, or connection to, the Internet provides the opportunity for unauthorized third parties to circumvent such precautions and illegally gain access to the Services and Customer Data. LS&S cannot and does not

guaranty the privacy, security, integrity or authenticity of any information transmitted over or stored in any system connected to or accessible via the Internet or otherwise or that any such security precautions will be adequate or sufficient. LS&S shall not (a) modify Customer Data, (b) disclose Customer Data except as compelled by law or as expressly permitted in writing by Customer, or (c) access Customer Data except to provide the Services and prevent or address service or technical problems, or at Customer's request in connection with customer support. Except with Customer's consent [or as necessary to prevent a material service disruption], LS&S will host the Services (and Customer Data processed through the Services) in facilities located in the United States.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 Customer will not, directly or indirectly: (a) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation, information or data related to the Services ("**Software**"); (b) modify, duplicate, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by LS&S or authorized within the Services); (c) rent, lease, distribute, sell, resell, assign, or otherwise transfer its rights to use the Services or any Software; (d) use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; (e) use the Services or any Software for any purpose other than its intended purpose; (f) interfere with or disrupt the integrity or performance of the Services or any Software; (g) attempt to gain unauthorized access to the Services or any Software or their related systems or networks; or (h) remove any proprietary notices or labels.

2.2 In addition, if any part of the Services or any Software licensed to Customer consists of services, information, technology, data, analyses or reports provided by Claritas ("**Claritas Materials**"), Customer will not, directly or indirectly, do any of the following: (a) disclose or distribute any portion of the Claritas Materials to any third party; (b) duplicate, modify, reverse engineer, decompile, disassemble or decode the Claritas Materials; (c) place any portion of the Claritas Materials on any website or retrieval system that may be accessed outside of Customer's immediate organization; (d) use any portion of the Claritas Materials for purposes of determining adverse terms and conditions of or eligibility of an individual for employment, credit, healthcare treatment, insurance (including, but not limited to health insurance), or for any purpose for which a consumer report may be used under the Fair Credit Reporting Act; (e) use any portion of the Claritas Materials in any way that could result in disparate impact or treatment under the Equal Credit Opportunity Act or the Fair Housing Act; (f) use the Claritas Materials in a way that negatively characterizes any ZIP, ZIP+4, ZIP+6 or household or exclude any ZIP, ZIP+4, ZIP+6 or household in a way that could result in disparate impact or treatment on a prohibited basis under the Equal Credit

Opportunity Act (15 U.S.C. § 1691 *et seq.*) and Regulation B under that Act or the Fair Housing Act (42 U.S.C §§ 3601 *et seq.*); (g) attempt to identify or re-identify an individual from any portion of the Claritas Materials; (h) use any portion of the Claritas Materials in any legal or administrative proceeding; or (i) use any portion of the Claritas Materials to drive physical store, site or location planning and placement, including the identification or ranking of: (1) markets based on growth potential (market prioritization) for site placement, (2) high potential areas to determine the number of physical sites to drive optimal sales (market optimization), or (3) physical locations for review and analysis of store trade area (site scoring or planning). Customer must at all times comply with the DMA Guidelines for Ethical Business Practice (www.thedma.org) and all applicable laws for any use of the Claritas Materials.

2.3 Customer represents, covenants, and warrants that Customer will be solely responsible for its actions and the actions of its users while using the Services, and will use the Services only in compliance with LS&S's standard published policies then in effect (the "**Policy**") and all applicable laws and regulations. Although LS&S has no obligation to monitor Customer's use of the Services, LS&S may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

2.4 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "**Equipment**"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

2.5 LS&S may temporarily suspend Customer's or its users' access to the Services in the event that either Customer or any of its users is engaged in, or LS&S in good faith suspects Customer or any of its users is engaged in, any unauthorized conduct (including, but not limited to any violation of this Agreement). LS&S will attempt to contact Customer prior to or contemporaneously with such suspension; provided, however, that LS&S's exercise of the suspension rights herein shall not be conditioned upon Customer's receipt of any notification. Customer agrees that LS&S shall not be liable to Customer, any of its users, or any other third party if LS&S exercises its suspension rights as permitted by this Section. Upon determining that Customer has ceased the unauthorized conduct leading to the temporary suspension to LS&S's reasonable satisfaction, LS&S shall reinstate Customer's and its respective users' access and use of the Services. If there are repeated incidences of suspension, regardless of the same or different cause and even if the cause or conduct is ultimately cured or corrected, LS&S may, in its reasonable discretion, determine that such circumstances, taken together, constitute a material breach.

3. AVAILABILITY; SUPPORT

3.1 Subject to the terms and conditions of this Agreement, LS&S will use commercially reasonable efforts to make the Services available with minimal downtime 24 hours a day, 7 days a week; provided, however, that the following are excepted from availability commitments: (a) planned downtime (with regard to which LS&S will use commercially reasonable efforts to provide at least 48 hours advance notice, and (b) routine maintenance times currently scheduled for every day 3AM to 6AM EST and as otherwise specified by LS&S, and (c) any unavailability caused by a Force Majeure Event (as defined below). Certain enhancements to the Services made generally available at no cost to all subscribing customers during the Term will be made available to Customer at no additional charge. However, the availability of some new enhancements to the Services may require the payment of additional fees, and LS&S will determine in its sole discretion whether access to any other such new enhancements will require an additional fee.

3.2 LS&S will make available a Contact Support ticketing system for customer to initiate trouble reports requesting service. The Contact Support ticketing system is available at all times and requests will be handled between 8:00 a.m. and 5:00 p.m. EST, Monday through Friday, excluding legal holidays. Contact information for an Account Manager will be provided during onboarding. Support severity levels are outlined in Exhibit B. LS&S will use commercially reasonable efforts to respond to all helpdesk tickets as follows: Severity 1 within 8 hours, Severity 2 within 24 hours, Severity 3 within 72 hours.

4. CONFIDENTIALITY; PROPRIETARY RIGHTS

4.1 Each party (the "**Receiving Party**") understands that the other party (the "**Disclosing Party**") has disclosed or may disclose non-public business, technical or financial information relating to the Disclosing Party's business that is marked confidential and proprietary, or that the Disclosing Party identifies as confidential and proprietary, or that by the nature of the circumstances surrounding the disclosure or receipt ought to be treated as confidential and proprietary information (hereinafter referred to as "**Confidential Information**" of the Disclosing Party). Confidential Information of LS&S includes non-public information regarding features, functionality and performance of the Service and any Software, and the Claritas Materials. Confidential Information of Customer includes non-public data provided by Customer to LS&S to enable the provision of the Services ("**Customer Data**"). The Receiving Party shall, at all times, both during the Term and thereafter, keep in confidence and trust all of the Disclosing Party's Confidential Information received by the Receiving Party. The Receiving Party shall not use the Confidential Information of the Disclosing Party other than as necessary to fulfill the Receiving Party's obligations or to exercise the Receiving Party's rights under this Agreement. Each party agrees to secure and protect the other party's Confidential Information with the same degree of care as such party's own Confidential Information (but in no event less than reasonable care), and to take appropriate action with its employees or other agents who are permitted access to the other party's Confidential Information to satisfy its obligations under this Section. The Receiving Party shall not

disclose Confidential Information of the Disclosing Party to any person or entity other than its officers, employees and agents who need access to such Confidential Information in order to perform this Agreement and who are subject to confidentiality obligations at least as stringent as the obligations set forth in this Agreement. The obligations set forth herein shall not apply to the extent that Confidential Information includes information which: (a) was known by the Receiving Party prior to receipt from the Disclosing Party either itself or through receipt directly or indirectly from a source other than one having an obligation of confidentiality to the Disclosing Party; (b) was developed by the Receiving Party without use of the Disclosing Party's Confidential Information; or (c) becomes publicly known or otherwise ceases to be secret or confidential, except as a result of a breach of this Agreement or any obligation of confidentiality by the Receiving Party. Nothing in this Agreement shall prevent the Receiving Party from disclosing Confidential Information to the extent the Receiving Party is legally compelled to do so by any governmental or regulatory authority; provided, however, that prior to any such disclosure, the Receiving Party shall (x) assert the confidential nature of the Confidential Information to the authority; (y) immediately notify the Disclosing Party in writing of the authority's order or request to disclose; and (z) cooperate fully with the Disclosing Party in protecting against any such disclosure and in obtaining a protective order narrowing the scope of the compelled disclosure and protecting its confidentiality. The Parties agree that any unauthorized disclosure of Confidential Information may cause immediate and irreparable injury to the Disclosing Party and that, in the event of such breach, the Receiving Party will be entitled, in addition to any other available remedies, to seek immediate injunctive and other equitable relief, without bond and without the necessity of showing actual monetary damages.

4.2 Customer shall own all right, title and interest in and to the Customer Data. LS&S shall own and retain all right, title and interest in and to (a) the Services and Software, and all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, (c) all suggestions, ideas and feedback proposed by Customer regarding the Services (collectively, "**Feedback**"), and (d) all intellectual property rights related to any of the foregoing. Customer hereby does and will irrevocably assign to LS&S all Feedback and all intellectual property rights in the Feedback.

4.3 Notwithstanding anything to the contrary, LS&S shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and LS&S will be free (during and after the term hereof) to (a) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other LS&S offerings, and (b) disclose such data solely in aggregate or other de-identified form in connection with its

business. No rights or licenses are granted except as expressly set forth herein.

4.4 Customer represents and warrants that all personal information to be processed by LS&S for Customer has been and shall be collected and processed by Customer in accordance with applicable privacy laws and any applicable Customer privacy policies or notices. [The Parties will comply with all applicable state and federal laws, rules and regulations applicable to the processing of personal information under this Agreement.] LS&S will only process Customer personal information for the purposes of providing the Services to Customer. LS&S will not sell, rent, release, disclose, disseminate, make available, transfer or otherwise communicate Customer personal information to any third party for monetary or other valuable consideration. Customer specifically agrees not to use the Services to collect, store, process or transmit any sensitive personal information, including, but not limited to, government identification numbers, financial account numbers, payment card numbers or information, health or medical information, biometric information, or any information that constitutes "sensitive personal information" or similar terms as defined under applicable law.

5. PAYMENT OF FEES

5.1 Customer will pay LS&S the then applicable fees described in the Order Form for the Services and Implementation Services in accordance with the terms therein (the "**Fees**"). Except as otherwise specified in this Agreement, payments obligations are non-cancelable and fees paid are non-refundable. If Customer's use of the Services exceeds the Service Capacity set forth on the Order Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. LS&S reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Service Term or then-current renewal term, upon thirty (30) days' prior notice to Customer (which may be sent by email). If Customer believes that LS&S has billed Customer incorrectly, Customer must contact LS&S no later than sixty (60) days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to LS&S's customer support department.

5.2 LS&S may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by LS&S thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in suspension or immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on LS&S's net income.

6. TERM AND TERMINATION

6.1 Subject to earlier termination as provided below, this Agreement is for the Initial Service Term or any multiyear

Ongoing Service Terms as specified in the Order Form and shall be automatically renewed for additional periods of the same duration as the Initial Service Term or multiyear Ongoing Services Terms (collectively, the “**Term**”), unless one party gives the other written notice of non-renewal at least ninety (90) days prior to the end of the then-current term. **In the event that funds for the following Customer fiscal year are not appropriated for the Library, then this Agreement shall terminate as of the last day of the last fiscal year for which funds were appropriated. The Customer shall immediately notify LS&S in writing of any such non-allocation of funds.**

6.2 In addition to any other remedies it may have, either party may also immediately terminate this Agreement (a) if the other party materially breaches any of the terms or conditions of this Agreement and fails to correct the breach within thirty (30) days after receiving written notice specifying the breach (or, if the breach cannot be corrected within thirty (30) days, fails to progress diligently towards correction); (b) immediately for any nonpayment by the other party, (c) immediately if the other party (i) files a petition for bankruptcy or has a petition for bankruptcy filed against it that is not dismissed within sixty (60) days after filing, (ii) admits its inability to pay its debts as they mature, (iii) makes an assignment for the benefit of its creditors or (iv) ceases to function as a going concern or to conduct its operations in the normal course of business. Customer will pay in full for the Services up to and including the last day on which the Services are provided. In no event shall any termination relieve Customer of the obligation to pay any fees payable to LS&S for the period prior to the effective date of termination.

6.3 Upon expiration or termination of this Agreement, (a) LS&S shall cease performance of all Services and Customer shall cease use of and access to the Services; (b) all Order Forms and Statements of Work shall terminate; and (c) all fees and other amounts owed to LS&S shall be immediately due and payable by Customer, including without limitation, all fees incurred under any outstanding SOW up through the date of termination. Within ten (10) days of the effective date of termination each Receiving Party shall return or destroy all items of Confidential Information then in the Receiving Party’s possession or control, including any copies, extracts or portions thereof, and upon request shall certify in writing to Disclosing Party that it has complied with the foregoing.

6.4 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

7. WARRANTY AND DISCLAIMER

LS&S shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner that minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by LS&S or by third-party providers, or

because of other causes beyond LS&S’s reasonable control, but LS&S shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, LS&S, ON BEHALF OF ITSELF AND ITS THIRD PARTY LICENSORS, DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE OR SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SOFTWARE, SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED “AS IS” AND LS&S, ON BEHALF OF ITSELF AND ITS THIRD PARTY LICENSORS, DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

8. LIMITATION OF LIABILITY

IN NO EVENT SHALL LS&S AND ITS LICENSORS, SUPPLIERS, OFFICERS, REPRESENTATIVES, AFFILIATES, CONTRACTORS AND EMPLOYEES BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF LS&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. THE CUMULATIVE LIABILITY OF LS&S TO CUSTOMER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, SHALL NOT EXCEED THE FEES PAID BY CUSTOMER TO LS&S FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

9. MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. All waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. This Agreement is not assignable, transferable or sublicensable by Customer except with LS&S’s prior written consent. LS&S may transfer and assign any of its rights and obligations under this Agreement without consent. No

agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind LS&S in any respect whatsoever. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of Maryland without regard to its conflict of laws provisions. Except for Customer's payment obligations, neither party shall be liable for any failure or delay in performance under this Agreement due to fire, explosion, earthquake, storm, flood or other weather; unavailability of necessary utilities or raw materials; Internet service provider failures or delays, or denial of service attacks; war, civil unrest, acts of terror, insurrection, riot, acts of God or the public enemy; strikes or other labor problems; any law, act, order, proclamation, decree, regulation, ordinance, or instructions of government or other public authorities, or judgment or decree of a court of competent jurisdiction (not arising out of breach by such party of this Agreement); or any other event beyond the reasonable control of the party whose performance is to be excused (each, a "**Force Majeure Event**"). This Agreement, including all applicable Order Forms and SOWs, constitute the entire agreement between the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement.

EXHIBIT A

Statement of Work

Implementation Services

LS&S will provide the following services:

- LS&S will set up a data extract with Customer’s ILS. Customer will provide access within 5 business days of execution of agreement or access to services may be delayed
- LS&S will import and map Customer ILS data
- LS&S will provide Customer training on basic services functionality, two 90-minute sessions for up to 5 users per session

EXHIBIT B

Severity Levels

Severity	Description	Examples
1	A critical incident with very high impact	Service is completely down Confidentiality or privacy is breached Customer data loss
2	A major incident with significant impact	Core is significantly impacted
3	A minor incident with low impact	A minor inconvenience, workaround available Usable performance degradation

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: Sep 24, 2024 Meeting
Re: Revision of Library Board Meeting Start Time



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

Currently, WFBPL Board meetings begin at 6:30 PM, but recent meetings have struggled to conclude by 8:30 PM. In some cases, items have been postponed to ensure the meeting ends before the library closes.

When the Library Board meeting extends past closing time, staff must adjust their closing procedures by leaving the outer doors unlocked while securing the inner lobby doors to ensure the building remains safe.

To allow for more comprehensive discussions without the pressure of time constraints, it is suggested that the Library Board change the meeting start time to 6:00 PM, providing 2.5 hours before closing.

Recommendation

It is recommended that the WFBPL Board of Trustees approve changing the meeting start time to 6:00 PM, beginning with the October 2024 meeting.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: Sep 24, 2024 Meeting
Re: Director's Reports



Director (Reed)

- 1) Village
 - a) Kesley McElroy will start as the new Village Manager Sep 30, 2024.
 - b) The 2025 budget process is underway but there are no significant updates yet.
- 2) Building
 - a) Regular maintenance occurs per schedule.
 - b) Additional study room project: Friends received an initial quote to convert a nook in the adult wing, where computers 1 and 2 are located, into an additional study room. Rough estimate is \$30,000-\$40,000. Given that, 3 quotes are required and Village Board would approve the vendor. Friends expressed interest in moving forward with a project in that price range. Next steps are for Director Reed to consult with Matt Collins, Head of DPW, on how to complete a quote process. Intermediate steps will be for the Leadership Team and Library Board to review the three quotes once they are received.
- 3) Foundation – The Foundation will be hosting the Fall In Love With Reading event in Schoolhouse Park on Sat 9/28 2-4pm.
- 4) Friends
 - a) The Friends Board continues to work on a new strategic plan.
 - b) See details of study room project above in 2b.
- 5) MCFLS - MCFLS is focusing on revisions and approval of the member agreements.
- 6) Grant
 - a) Rainey Briggs of Meraki Consulting will lead a workshop on 10/11 (Staff Development Day) on Navigating Cultural Landscapes: Understanding Culture and Implicit Bias.
 - b) The DEI grant will cover 43% of the cost. The remainder will be covered by staff trainings funds in the operating budget.