

LIBRARY BOARD MEETING
 TUESDAY February 27, 2024, 6:30pm
 LOCATION: 2nd Floor Program Room



STREAM VIA ZOOM

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNiejJ3V2llankrQT09>

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Saunders, Village Board Representative, 2024	
Sandy Saltzstein, School District Representative, 2021-2024	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
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 Jan 23, 2024 meeting b. Finance Report Through Feb 23, 2024	Motion			
6:35	4. Naming Policy – Review	Discuss			
7:15	5. Barbara Bartley Signage	Motion			
7:30	6. Annual Report to DPI	Motion			
8:00	7. Department Reports	Discuss			
8:15	8. Informational Items	Discuss			
8:30	ADJOURNMENT	Motion			

IMPORTANT DATES – BOARD MEETINGS

- Mar 4 & 18, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- Mar 11, 2024, Monday, 6:00 pm – Library Foundation Board, @Library
- Mar 20, 2024, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- Mar 26, 2024 Tuesday, 6:30 pm - Library Board of Trustees, @Library
 - WFB Schools Spring Break March 22-29

LIBRARY BOARD MEETING
 TUESDAY January 23, 2024, 6:30 pm
 Pending at February 27, 2024 Mtg
LOCATION: 1st Floor Storytime Room



STREAM VIA ZOOM

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNIejJ3V2llankrQT09>

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 (exited meeting at 7:00pm)
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	Zoom
Staff	
Nyama Reed, Library Director	In-person
Katie Kiekhaefer, Head of Youth Services	Zoom (exited meeting at 7:30pm)

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. Minutes of Dec 19, 2023 meeting	Motion	Saltzstein	Gettinger	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through Dec 31, 2023	Motion	Gettinger	Saltzstein	Unanimous
Motion to approve finance report as presented.				
5. Barbara Bartley Signage	Motion			Tabled
Discussion of wording and placement of signage per packet memo. Action tabled until Naming Policy is reviewed and updated.				
6. Storytime Room Project	Motion	Gettinger	Jelenchick	Unanimous
Motion to accept proposal 2403 from 3k Construction.				
7. Fund 22 Review and 2024 Collection Supplement	Motion	Gettinger	Leinweber	Unanimous
Motion to approve collection supplement of \$20,000 from Fund 22.				
8. 2024 Workplan	Discuss			
Discussion of 2024 Workplan. Board requested emphasis on sending packets out with sufficient time to review, particularly when policy or plan reviews are included. Director Reed will strive to send packets on Friday before Board meeting.				
9. Department Reports	Discuss			
10. Informational Items	Discuss			
ADJOURNMENT 8:06pm		Gettinger	Leinweber	

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 02/23/2024	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			YTD: 15%	Above Target: 26%+	On Target: 5- 25%	Under Target: 4%-	
13-93000-50100	Salaries	571,806	599,350	89,579	509,771	15%	
13-93000-50150	FICA Tax	43,047	45,850	6,788	39,062	15%	
13-93000-50160	Health/Dental Insurance Premium	58,474	57,010	9,503	47,507	17%	
13-93000-50161	Health Insurance Deductible	588	1,450	1,280	170	88%	
13-93000-50170	Retirement Contribution	29,303	30,489	4,708	25,781	15%	
13-93000-50180	Group Life Insurance Premium	1,271	1,284	214	1,070	17%	
13-93000-50181	Disability Insurance Premium	-	1,284	-	1,284	0%	
Total Dept 93000 - LIBRARY SALARIES		704,489	736,717	112,072	624,645	15%	
13-93200-50190	Training/Meetings/Travel	8,292	4,500	289	4,211	6%	
13-93200-50191	Membership Dues	1,126	1,200	262	938	22%	
13-93200-50194	Personnel Related Expenses	489	700	-	700	0%	
13-93200-50250	Utilities	46,057	48,000	1,412	46,588	3%	
13-93200-50251	Telephone/Internet	5,792	5,700	543	5,157	10%	
13-93200-50300	Office Supplies	1,619	2,000	93	1,907	5%	
13-93200-50301	Printing/Publishing/Copies	491	500	265	235	53%	Purchased year's worth of bookmarks
13-93200-50302	Postage	16	25	2	23	7%	
13-93200-50303	Covid Supplies	375	250	-	250	0%	
13-93200-50360	Building Maintenance (ex. Gardens)	9,948	12,000	6,348	5,652	53%	\$4400 downpayment on Storytime Room Project
13-93200-50760	Sales Tax	256	250	53	197	21%	
Total Dept 93200 - LIBRARY ADM EXP		74,462	75,125	9,267	65,858	12%	
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	18,667	25,000	790	24,210	3%	
13-93300-50311	Copier Maintenance/Repair	2,970	3,200	236	2,964	7%	
13-93300-50312	Material Processing/Repairs	3,480	3,400	277	3,123	8%	
13-93300-50350	Maintenance (i.e. Cleaners)	33,960	34,050	2,900	31,150	9%	
13-93300-50351	Custodial Supplies	4,144	5,000	862	4,138	17%	
13-93300-50400	MCFLS Supplies	1,565	1,200	303	897	25%	
Total Dept 93300 - LIBRARY EQUIPMENT		64,786	71,850	5,367	66,483	7%	
Dept 93400 - LIBR PROG/SERVICES							
13-93400-50401	MCFLS Membership	21,423	18,413	-	18,413	0%	
13-93400-50402	Programs - Adult	588	500	-	500	0%	
13-93400-50403	Programs - Children	317	500	-	500	0%	
13-93400-50415	Programs - Young Adults	-	250	-	250	0%	
Total Dept 93400 - LIBR PROG/SERVICES		22,328	19,663	-	19,663	0%	

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 02/23/2024	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93500 - LIBRARY COLLECTIONS			YTD: 15%	Above Target: 26%+	On Target: 5- 25%	Under Target: 4%-	
13-93500-50410	Library Collection Materials	80,000	90,000	6,560	83,440	7%	
13-93500-50413	Adult DVD's	169	-	-	-	n/a	
	Fund 22	23,401	20,000	-	20,000	0%	
Total Dept 93500 - LIBRARY COLLECTIONS		103,569	110,000	6,560	103,440	6%	
TOTAL EXPENDITURES		946,233	993,355	133,266	860,089	13%	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		1,056,213	993,355	8,719	984,636	1%	
	Total Revenues - Restricted Donations	952,013	993,355	8,719	984,636	1%	
TOTAL EXPENDITURES		946,233	993,355	133,266	860,089	13%	
NET OF REVENUES & EXPENDITURES		109,980					
BEG. FUND BALANCE		47,293					
END FUND BALANCE		157,273					Designated Fund Balance: \$104,200; Available Fund Balance: \$53,073
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 02/23/2024			
22-00000-11100	Donations	7,000	-	-			
22-00000-48110	Investment Income	13,532	-	1,263			
TOTAL REVENUES		20,532	-	1,263			
93500 - LIBRARY COLLECTIONS		23,401	20,000	-			
93900 - LIBRARY EXPANSION PROJECT		-	-	-			
TOTAL EXPENDITURES		23,401	20,000	-			
NET OF REVENUES & EXPENDITURES		(2,869)					
BEG. FUND BALANCE		76,857					
END FUND BALANCE		73,988					
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2023	2024 ORIGINAL	YTD BALANCE 02/23/2024			
01-55500-50350-1001	Maitenance Services (Contracts)	26,301		246			
01-55500-50360-1001	Building Maintenance (Repairs)	33,094		1,365			

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



WFB Public Library Mission Statement

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

Background

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

Current Policy and Named Rooms and Areas of the Library

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

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

Analysis

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

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

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

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

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

Discussion Points

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

Next Steps

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

WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



Whitefish Bay, WI 53217

www.wfblibrary.org

Naming

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

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

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

Peoria Public Library Naming Policy

(Adopted by Peoria Public Library Board of Trustees on November 16, 2010)

(Revised by Peoria Public Library Board of Trustees on March 17, 2015)

Purpose:

The Peoria Public Library Board of Trustees considers the naming of one of its facilities, such as a building or room, in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. Peoria Public Library seeks to recognize persons who have supported the Library through distinguished effort or substantial financial donation by naming facilities in their honor.

In General:

For purposes of this Policy, “facility” shall mean a building, a room, an interior or exterior area (*e.g.*, a garden or patio), a collection, or other feature of the Peoria Public Library.

A facility may be named in honor of an individual, family, foundation or corporation in recognition of outstanding contributions that are consistent with the nature and mission of the library.

The individual, family, foundation, or corporation must have made a contribution over the years to the community and/or the Library which resulted in improving the long-term well-being of the people of Peoria.

Naming opportunities due to a financial donation:

A facility may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor.

Guidelines for Naming Specific Types of Facilities:

Buildings

The Library has had a long-standing tradition of naming libraries by geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This naming tradition enables

anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

The Library may recommend naming a building in recognition of a person or corporation that has provided outstanding service towards the development of the library system or made a significant financial contribution in support of the building of no less than 50 % of the building's current market value.

As a rule an individual must be deceased in order to have a Library facility named as a memorial. However, in very limited circumstances, this general rule may be waived if the individual has performed extraordinary service for the betterment of the community.

If a new or existing building is named for an individual or corporation, that name will expire with the life or demolition of the building. If a building ceases to be a library, then the individual or corporation for which the building was named does not have a continuing right to have another building so named based on the same donation.

Rooms or Outdoor Areas

A proposal for naming a room or exterior area of the Library in honor of a person will normally be considered when that person has given extraordinary distinguished service to the Peoria Public Library that merits recognition in the Library's history; or is a major benefactor.

The naming of a room or exterior area may honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served Peoria Public Library in a professional capacity and has earned a state or national reputation for preeminent achievements in librarianship while employed by Peoria Public Library. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the proposal and approval process.

Naming rights will normally not extend beyond the normal life of the room- or outdoor area. Generally, benefactor naming rights would be granted when there is a minimum commitment of five years. Benefactor naming rights will normally remain in place for a period of no longer than twenty-five (25) years. At the time a gift is made, a time period for naming rights will be agreed upon. If less than 75% of the agreed time has expired and the building or exterior area is significantly

altered, the Peoria Public Library Board of Trustees will roll the name forward in a similar capacity.

General Naming Guidelines:

To insure the appropriateness of the honor, the Peoria Public Library will adhere to the following guidelines to make decisions on the merits of each opportunity with regard to naming facilities.

In general, a person's or corporation's name may be used in naming a Library facility only once.

Negotiations for the naming rights for a particular facility may be initiated with the Library Director, or the President of the Board. The Library Director will be promptly advised of the proposal or overture to negotiate.

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will be recommended by the Library Director to the Peoria Public Library Board of Trustees.

Renaming

Renaming of a facility may occur when the facility that has been named in honor of a group or an individual has reached the end of its useful life and will be replaced or substantially renovated.

The facility or facilities may be renamed when it has or they have been designated for another use and may be named in recognition of a different honoree.

Appropriate recognition of earlier honorees may be included in or adjacent to the newly renovated facilities as well as on any redeveloped property.

Renaming may occur if any honoree for which a facility has been named causes dishonor to come to him/herself or to the Library. The Peoria Public Library Board of Trustees will make the final decision on any renaming for any reason at any time.

Request Procedure:

Proposals for naming facilities of the Peoria Public Library may be submitted any time. Proposals for naming facilities shall be in writing and shall be submitted to the Library Director with specific information in support of the naming proposal. The Library Director shall promptly advise the full Board of Trustees of each proposal.

The Library Director shall be responsible for reviewing and making recommendations to the Building/Long-Range Planning Committee of the Board of Trustees with respect to each naming proposal. The Library Director will evaluate each proposal based on the criteria and objectives outlined in this Policy.

After research and review, the Library Director will forward each proposal to the Building/Long-Range Planning Committee of the Peoria Public Library Board of Trustees with the Library Director's recommendation for or against the proposal and a brief statement supporting their recommendation. The Building/Long Range Planning Committee shall consider the proposal, and its recommendation will be forwarded to the Peoria Public Library Board of Trustees for consideration.

A proposal should include :

1. Applicant name
2. Contact information including address, telephone and email address.
3. Naming opportunity of interest
4. Statement of the amount and method of the financial contribution to the Library
5. Statement of the outstanding services toward the development of the library system when the recognition is based upon merit rather than financial contributions

Each proposal or request for naming shall contain justification consistent with the criteria and objectives outlined in this Policy. The Library Director or his designee will review and research each submitted naming nomination on its individual merits, and the Library Director will include a brief summary of such information with his recommendation for or against the proposal to the Building/Long-Range Planning Committee.

No publicity shall be given to a naming proposal or request except in open session of the Building/Long-Range Planning Committee and the Board of Trustees until a decision has been reached by the Board of Trustees.

Gift Recognition Replacement - - Special Considerations:

A request to rename, add a second name or remove a name from a facility shall conform to the following principles:

Any request to rename, add or remove a name from a facility within the Peoria Public Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, Peoria Public Library Board of Trustees shall reserve the right to add/alter gift recognition, including the facility's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated facility may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees may be included in or adjacent to new, renovated or redeveloped facilities, in the discretion of the Board of Trustees.

Dedication Ceremony and Plaque:

Upon approval of the naming of a facility of the Peoria Public Library Board of Trustees, an appropriate dedication ceremony may be planned and conducted. The donor and their guests, the Board of Trustees and the Board of the Friends of the Peoria Public Library will be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials and content. In addition to the individual or group for whom the facility is named, the plaque will identify the Board of Trustees of the Peoria Public Library and the Library Director at the time the naming was approved.

This policy will be reviewed every three years.

RUTH CULVER COMMUNITY LIBRARY

LIBRARY POLICY

NAMING OF LIBRARY BUILDINGS AND SPACES

I. Naming of Library Building

The naming of all new Library buildings and of all existing Library buildings undergoing significant renovation and/or expansion is solely the responsibility of the Library Board, guided by the following criteria:

- (A) With a preference for a geographic or functional designation or
- (B) When the Board chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library (in which case the name should be generally recognized within the community and be able to stand the test of time) or
- (C) When the Board chooses to accept the gift of a donor (or donors) who request naming rights and who contributes a minimum of 51% of the total project costs including construction, equipment and furnishings for the building

The Library Board reserves the right to accept or reject any proposed name considered in accordance with the aforementioned criteria. No naming opportunities for the building will be considered for corporations or religious entities. The term for the naming of the facility shall be 20 years, after which the building could be renamed at the Library Board's discretion based on the above criteria.

II. Naming of Interior & Exterior Spaces

Other naming opportunities may be available within the library building and on the library premises. These opportunities will be identified by the Library Director in consultation with the Library Board and may include areas such as meeting rooms, reading areas, special use areas, equipment, gardens or other interior and exterior spaces.

Naming opportunities are available for individuals, families, organizations, foundations and businesses making a significant contribution as determined by the square footage costs of the specific area of interest plus the cost of new equipment or collections required for that area.

A list of naming opportunities will be submitted to the Library Board for approval.

Approved by Library Board

Date: 01/09/06

Reviewed by Library Board

Date: 03/17/21

Amended/Modified by Library Board

Date: 4/18/08, 12/13/17

Library Facilities Naming Policy

San Antonio Public Library Board of Trustees Policy
March 22, 2017

Subject: Naming of Library Facilities

I. Purpose

The purpose of this policy is to establish the San Antonio Library Board of Trustees' (hereafter, "the Board"), process for naming San Antonio Public Library (hereafter, "the Library") locations and spaces (interior and exterior) associated with them with the exception of the Central Library. This policy provides for a transparent public process, consideration of names that reflect the mission of the San Antonio Public Library and identity of the community it serves, and recognizes major financial contributions to new or existing library building improvements.

II. Authority

Charter of the City of San Antonio, Article X, Section 126: "The board of trustees of the public library shall be exclusively responsible for the management, care, control and maintenance of its properties of every description."

Municipal Code, Chapter 6, Division 1 (Section 6-661): "A library facility shall be named in accordance with the process established by the city's public library system's board of trustees."

III. Definitions

Facilities Committee—an appointed committee of the Board, appointed by the Chair and approved by the Board

Geographic Name—a name associated with a street, intersection, landmark, or neighborhood (see appendix)

Naming Committee—an appointed committee of the Board, appointed by the Chair and approved by the Board

Naming gift—a substantial financial gift of not less than the amount approved by the Board for a specified building project or of real property sufficient to provide a library and grounds.

Organization—a business, society, association, or other organized group

IV. Location Name Criteria

1. Library facilities may be named for their geographic locations, including nearby streets or intersections, landmarks, or neighborhoods.
2. Library facilities may be named for individuals (deceased for at least one year) or families whose reputations reflect the mission of the San Antonio Public Library in tribute for naming gifts.
3. Library facilities may be named in honor of individuals (deceased for at least one year) or families whose reputations reflect the mission of the Library *and* who meet one of the following criteria:

- a. Recognized as a regional leader with strong ties to the Library;
 - b. Recognized as distinguished in the areas of library service, education, science, literature, or in other aspects of the world of ideas.
4. Library facilities will not be named for organizations, including corporations or companies.

V. Process and timeline—name of the library location

A. New library

- 1. After the passage of a bond issue and/or approval of other funding supporting a new library facility and representing initiation of a planned City project, the Naming Committee shall recommend to the Board a project name for the facility. The Board will take action to select a name for the building project and to define the level considered “naming gift” for the project. This action will begin the donor campaign for a land donation or for a substantial gift that would allow consideration in honor of that gift. This element of the donor campaign will conclude at the time of site acquisition in the case of a land donation or at the time of preparation of the Council action item for the construction contract in the case of a naming gift.
- 2. If a naming gift toward the completion of the library facility is secured or if real property sufficient for construction of a library facility is secured and the donor requests a name:
 - a. The Naming Committee will hold one public meeting to consider a name for the Library facility in honor of that gift within 90 days of the notification to the Board of the gift. Public notice shall be given of the meeting not less than 30 days before the date of the meeting. Notice shall include the proposed name, date, time, and location of the meeting. Notice shall also indicate a means of responding to the name in writing. At the Board meeting following the public meeting, the Naming Committee will make a recommendation to the Board regarding the name. The Board has the final authority to determine if the name will be selected.
 - b. At the time the preparation of the Council action item for the construction contract is completed, if no name has been selected in honor of a substantial gift or land donation, the Naming Committee will hold a public meeting regarding the final name of the library. Public notice of the meeting shall be given not less than 30 days before the meeting. The notice will include the proposed final name, criteria for naming, date, time, and location of the meeting, and a means of responding to the name in writing. At the Board meeting following the public meeting, the Naming Committee will make a recommendation to the Board regarding the name. The Board has the final authority to determine if the name will be selected.

B. Existing library with a geographic name (other than the Central Library)

- 1. After the Library has been open to the public for a minimum of 5 years, a new name may be proposed by either of the following methods.
 - a. A fundraising campaign may be initiated by the Board, after consultation with the San Antonio Public Library Foundation or other fundraising organization. The

Board would define the level considered “naming gift” for the project. This action will begin the donor campaign for a substantial gift that would allow consideration in honor of that gift. The donor campaign would end at the time specified by the Board. If a naming gift is received, the Naming Committee will hold one public meeting to consider a name for the Library facility in honor of that gift within 90 days of the notification to the Board of the gift. Public notice shall be given of the meeting not less than 30 days before the date of the meeting. Notice shall include the proposed name, date, time, and location of the meeting. Notice shall also indicate a means of responding to the name in writing. At the Board meeting following the public meeting, the Naming Committee will make a recommendation to the Board regarding the name. The Board has the final authority to determine if the name will be selected.

- b. Following the criteria in Section IV of this policy, proposals may be made by the public, in writing to the Board. No later than 90 days after a name has been received, the Naming Committee will hold a public meeting at the library in question. Notice of the meeting shall be provided not less than 30 days before the meeting. The notice will include the proposed name, date and time of the meeting, location of the meeting, and a means of responding to the name in writing. At the next scheduled meeting of the Board following the public meeting, the Naming Committee will provide a recommendation. The Board of Trustees has the final authority to name the library facility.

C. Permanence

1. Libraries named in honor of individuals or families shall retain that name unless the name no longer embodies the mission of the San Antonio Public Library, conflicts with the ideals of the library, or the building is no longer used as a public library.
2. Upon determining the possibility that the name given in honor of an individual or family may not be retained, the Naming Committee shall hold a public meeting at the library in question or, if unavailable, at a location in the neighborhood served. Notice of the public meeting shall be provided not less than 30 days before the meeting. The notice will include the current name of the library, date and time of the meeting, location of the meeting, and a means of responding to the name in writing. At the next scheduled meeting of the Board following the public meeting, the Naming Committee will provide a recommendation to the Board regarding retention of the name in question. If the name is found not to represent the mission of the Library, the Naming Committee will include a new name in its recommendation. The Board of Trustees has the final authority to determine if the original name will be retained or if the library will be renamed.

VI. Rooms and spaces associated with libraries

Meeting rooms, special use areas, designated areas for collections, gardens, walkways, playgrounds, and other areas associated with or in Library buildings may be named to honor an individual, family, organization, or corporation.

VII. Process and timeline--Spaces associated with libraries

A. New library

1. During the construction of a new library, the Board of Trustees may designate and approve a fundraising campaign, to be led by the San Antonio Public Library Foundation, the Friends of the San Antonio Public Library, or other organization.
2. During such a campaign, after consultation with the fundraising organization, the Facilities Committee and the Naming Committee of the Board will jointly recommend spaces associated with the new library that are appropriate to be named, with a recommendation of the minimum donation to be considered for this honor.
3. This recommendation will be made to the Board, which may take action to approve its use and to commence the fundraising campaign.
4. Fundraising campaigns for interior space may begin after a building has been designed and, for assured signage on opening day, will end no later than 3 months before the scheduled opening of the building; however, with fundraising may continue through 3 months after opening, with donor knowledge of the schedule of signage placement.
5. As the fundraising organization receives gifts or pledges appropriate to be honored by the naming of spaces, the name and space designated will be presented to the Board for action. The Board has the final authority to name spaces associated with libraries. Pledges must be received in full before spaces have signage acknowledging the name. Those individuals, families, or organizations honored with a named library space must embody the ideals of the Board.
6. Final approval of signage for named spaces is to be made by the Library Director.

B. Existing library

1. Spaces associated with libraries, not already named during an approved fundraising campaign, may be named after the library is open to the public.
2. Suggestions for such names may be made in writing to the Board of Trustees or in person at a public meeting of the Board. Individuals, families, organizations, or corporations may be suggested for this honor. After a suggestion is made, the Naming Committee will hold a public meeting at the library in question. Notice of the meeting shall be provided not less than 30 days before the meeting. The notice will include the proposed name and space to be named, date and time of the meeting, location of the meeting, and a means of responding to the name in writing. At the next scheduled meeting of the Board of Trustees following the public meeting, the Naming Committee will provide a recommendation. The Board has the final authority to name spaces associated with libraries. The Library Director has final approve for signage associated with named spaces.

C. Permanence

1. Spaces associated with libraries named in honor of individuals, families, organizations, or corporations shall retain that name unless
 - a. the name no longer embodies the ideals of the Board;
 - b. the building is no longer used as a public library;
 - c. the space is demolished; or
 - d. the use of the space is so altered that the name of the space is no longer relevant.

2. Upon determining the possibility that a name given in honor of an individual, family, organization, or corporation might no longer embody the ideals of the Board, the Naming Committee shall hold a public meeting at the library in question. Notice of the public meeting shall be provided not less than 30 days before the meeting. The notice will include the current name of the library and the named space, date, time, and location of the meeting, and a means of responding to the name in writing. At the next scheduled meeting of the Board following the public meeting, the Naming Committee will provide a recommendation regarding retention of the name in question. If the name is found not to represent the ideals of the Board, the Naming Committee will include a new name in its recommendation. The Board has the final authority to determine if the original name will be retained or if the space associated with the library will be renamed.

VIII. Effective date

This policy becomes effective on February 22, 2017. No personal or family names given under previous policies are changed as a result of this policy.



Paul Stahl, Chair
San Antonio Public Library Board of Trustees

Revision History
September 22, 2010
February 28, 2007
August 24, 2008
August 25, 1999
July 17, 1975

Stoughton Public Library Naming Rights Policy

Approved by Library Board 07-21-16



I. Purpose

It is the policy of Board of Trustees of the Stoughton Public Library (the Library Board) from time to time to recognize the generosity of individuals, corporations, foundations, or other donors by choosing to create a specific naming designation for a collection, facility, or portion of a facility. Even though the Library Board is grateful for and encourages donations, the Board has the right to decline any gift to the Library or reject any naming proposal.

Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large.

The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance. Therefore, making these decisions is undertaken with an appreciation for that significance.

II. Definitions

"Collection, facility or portion of a facility" includes meeting rooms, reading areas, study rooms, special use areas, equipment, and any other interior or exterior spaces, as recognized by the Library Board to be named in recognition.

Appropriate contributions for such naming opportunities will be at the discretion of the Library Board. Factors considered may include: project cost, actual cost of equipment, on-going operating cost, and the nature of the specific area or item.

"Significant service to the Library, to the community, or to society at large" shall mean a meaningful contribution over time to the social, academic, scholarly, research, or political life of the City of Stoughton or society at large. Those honored with such a naming may include:

- a. Persons not directly connected with the Library who have contributed significantly to the social, academic, scholarly, research, or political life of the community
- b. Persons who have contributed significantly, in one way or another, to the growth and development of the Library
- c. An illustrious former employee or Board member

d. An outstanding statesperson, educator, or scholar who may or may not be connected to the Library or the City of Stoughton

Endowment proposals for a collection may also include naming rights. Collections may be named or renamed by the Library Board to recognize a donor. Appropriate contributions for such naming opportunities shall be at the discretion of the Board. Factors to be considered include: cost of materials, staff, on-going operating costs, and the nature of the specific program or collection involved.

“Naming” also includes “renaming.” (See guidelines below.)

III. Guidelines

The Library Board has the sole right to **name or rename** collections or facilities. The Library Board will review, consider and approve or decline all such proposals. The Library Board may refuse any financial or in-kind donation if it is deemed not to be in the best interests of the Library.

Naming rights carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, or any other library processes or activities.

All naming rights shall be **approved for a specific term**, which shall not be longer than the useful life of the property or facility, as determined by the Library Board, unless otherwise established in the naming rights agreement between the Library and the donor. A plaque may remain in the location acknowledging the name and the donation.

When a named collection, facility, or portion of a facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors may be continued on a recognition plaque.

In the event the room or building is significantly altered, the Library Board may carry the name forward in a similar capacity. The Library Board also reserves the right to add or alter gift recognition, including naming.

If the library facility or portion thereof is relocated, substantially remodeled, or converted to use other than its original use, it may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

Generally the Library does not allow the naming of a collection, facility or portion of a facility after a living person.

In the event that agreed upon funding to constitute a naming opportunity ceases before the agreed time or amount, the Library Board may discontinue the use of the benefactor's name.

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the Library Board.

The Library Board reserves the right to terminate or alter a naming designation under unusual circumstances, or if an individual or organization named comes into disrepute at the Library or in the community at large.

IV. Recognition

Upon approval of the naming by the Library Board, an appropriate dedication ceremony may be planned and conducted. The donor, guests, the media, and the Library Board will be notified for attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials and content.

IV. Procedure

The President of the Stoughton Library Board shall charge a Library Board Committee to review and make recommendations to the full Board for naming opportunities.

The review committee shall consider compliance with the established naming rights policy; whether the donation is from a potentially controversial source (e.g. tobacco, alcohol, etc.); appropriate signage; compliance with the required approval process for accepting donations; and any other relevant factors

A Naming Rights Agreement shall be created, approved by the Library Board, and signed by the Library Board President and the individuals, corporations, foundations, or other donors who have proposed the naming rights. The terms of the Naming Rights Agreement shall be based upon the definitions and guidelines in this Stoughton Public Library's Naming Rights Policy.

All such recommendations for naming shall be submitted to the Library Board of Trustees in writing. The request shall contain justification compliant with the criteria and objectives outlined in this policy. The Library Board will review, research, and act upon any proposals submitted.

This policy will be reviewed as needed and is subject to change.

WAUKESHA PUBLIC LIBRARY

POLICY: **NAMING RIGHTS AND COMMEMORATION**

Approved by Library Board: 5/13/21

Number: F-6

Page 1 of 5

I. Purpose

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

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

II. Guidelines for Naming

- 1.** The Library Board of Trustees must approve all recommended names.
- 2.** Gifts of money, real estate, and/or stock may be accepted if conditions attached to the gift are acceptable to the Library Board of Trustees.
- 3.** The individual, corporation, service group, or foundation being recognized must have been responsible for a major development in improving the quality of library service either through a financial contribution to the Waukesha Public Library or through specific, identifiable actions in support of library service over a sustained period of years that merits recognition.
- 4.** The Library Board of Trustees shall retain the right to manage or control all named facilities, and donors shall have no right to manage or control named facilities.
- 5.** The naming of portions of the Library is considered permanent. The designated name will not change except under extraordinary circumstances. Any proposed name change must be formally submitted in writing to the Library Board and approved by the Library Board in consultation with the donor(s) or their designee(s).

WAUKESHA PUBLIC LIBRARY

POLICY: **NAMING RIGHTS AND COMMEMORATION**

Approved by Library Board: 5/13/21

Number: F-6

Page 2 of 5

6. The Trustees shall bear the expense of and determine the propriety of the named recognition display, which shall conform to the architectural standards approved by the Trustees. No product logos, trademarks, service marks, or commercial signatures shall be included in the design of the named recognition display. Should the name of the recognized individual or entity change during the duration of the recognition, the Library shall not bear the expense of altering the recognition display to reflect the name change.
7. In conjunction with the construction and renovation of library facilities or the purchase of major assets, the Trustees may approve a private fundraising plan designating the portion(s) of the facilities or asset suitable for named recognition and the amount of financial contribution required for naming.
8. In the event of a substantial building renovation, remodeling, expansion, or redesign, the Library Board reserves the right to demolish, retrofit, add to, or maintain the named area(s) as the Board's property and programmatic needs evolve.
9. The Trustees reserve the right to revoke a prior grant of named recognition whenever compelling reasons or circumstances justify such action.
10. No conditions other than the naming rights described herein may be attached to any donation, except as specifically approved by the Library Board of Trustees.

III. Request Procedure

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

WAUKESHA PUBLIC LIBRARY

POLICY: NAMING RIGHTS AND COMMEMORATION

Approved by Library Board: 5/13/21

Number: F-6

Addendum

Waukesha Public Library

Donor Naming Gift Agreement

This Gift Agreement ("Agreement"), effective as of _____, 20__ ("Effective Date"), is made and entered into by and between _____, whose address is _____ ("Donor") and the Waukesha Public Library as represented by the Library Board of Trustees for the use and benefit of the Waukesha Public Library ("Library"). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

RECITALS

Donor wishes to make a charitable gift to the Waukesha Public Library for the use and benefit of the Library as set forth in this Agreement.

The Library desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges the following gift for the use and benefit of the Library: \$_____ ("Gift").
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to the Library over a period of _____ (__) years. Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$_____ and will continue annually thereafter on the anniversary of the Effective Date according to the following schedule:

Amount of payment by Donor

Due Date

\$
\$
\$

_____, 20__
_____, 20__
_____, 20__

WAUKESHA PUBLIC LIBRARY

POLICY: **NAMING RIGHTS AND COMMEMORATION**

Approved by Library Board: 5/13/21

Number: F-6

Addendum

Donor may accelerate the payment of any or all of this pledge at any time in Donor's discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments shall be paid by Donor to the Library through the Library's fund held by the Waukesha County Community Foundation for the specified purpose.

3. **Use of the Gift.** The Gift shall be used for any purposes within the Library's capital campaign project or with the Library's mission or purposes.
4. **Acknowledgment.** In consideration for the Gift, the Library will acknowledge the Gift by naming the *[insert area or location to be named, and then the new name of the area or location]*. Before the Naming recognition is erected, Donor shall demonstrate reasonable and timely pledge payments. After the Naming is affixed, Donor will continue pledge payments in accordance with the foregoing schedule.

The Naming recognition for the designated area will consist of *[description of the signage, or plaque to be affixed to the room or area – or reference to attached mock-up of the recognition]*. In addition to recognizing the donor on signage in the designated area, the Library will refer to the area using the Naming recognition in marketing, publicity, and other print and online materials for the duration of this agreement.

5. **Termination of Naming.** The Library may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or
 - b. In the event the Board determines in its sole discretion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the Library.

Upon any such termination of this Agreement and/or the Naming hereunder, the Library shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The Library, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

6. **Modification of Naming.** If during the useful life of the Library, the building is closed, deconstructed, destroyed, or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming will cease. In such event, however, the Donor, if available, and in consultation with and as mutually

WAUKESHA PUBLIC LIBRARY

POLICY: NAMING RIGHTS AND COMMEMORATION

Approved by Library Board: 5/13/21

Number: F-6

Addendum

agreed by the Library, will have the right, for no additional payment, to have another available and equivalent Library area named after the Donor.

- 7. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
- 8. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto.
- 10. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of Wisconsin without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction.
- 11. **Library Board Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the Board of the Waukesha Public Library and this Agreement will not be effective unless and until approved by the Board.

ACCEPTED AND AGREED TO:

DONOR NAME

FOR THE WAUKESHA PUBLIC LIBRARY

Name

By: _____

Name: President
Library Board of Trustees

Kellogg Family donates \$10 million to Milwaukee Public Museum for new museum

The Kellogg Family Foundation donated \$10 million to the Milwaukee Public Museum to help build their new museum.



Photo by: Milwaukee Public Museum

Renderings of the planned Milwaukee Public Museum building.

*Posted at 10:36 AM, Sep 27, 2023
and last updated 10:36 AM, Sep 27, 2023*

MILWAUKEE — The Kellogg Family Foundation donated \$10 million to the Milwaukee Public Museum to help build their new museum.

According to a statement from the Milwaukee Public Museum, the \$10 million was donated to the museum's "Wisconsin Wonders" fundraising campaign. This donation raises the total amount of money raised to \$148 million (that's about 60 percent of its goal). That money will be used to fund the building of their new museum.



Ennead Architects and Kahler Slater

Renderings of the planned Milwaukee Public Museum building.



Ennead Architects and Kahler Slater

Renderings of the planned Milwaukee Public Museum building.



Ennead Architects and Kahler Slater

Renderings of the planned Milwaukee Public Museum building.

Recent Stories from tmj4.com

The museum previously said it had raised a total of \$128 million, including \$45 million from Milwaukee County, \$40 million from the state of Wisconsin and \$43 million from private donations.

Now, the museum has raised \$63 million in private donations from 250 philanthropists and organizations.

Due to the donation, the museum will name its Wisconsin-focused exhibit floor, which was previously called the Wisconsin Journey gallery, to the "Winifred & Spencer Kellogg Gallery." That's in honor of The Kellogg Family Foundation president William Kellogg's late parents, who he traveled with to northern Wisconsin and experienced some of the topics that will be discussed in the new museum's exhibits.

Read the full announcement below:

***THE KELLOGG FAMILY
FOUNDATION DONATES \$10
MILLION TO SUPPORT
FUTURE MUSEUM, NAMES
GALLERY IN HONOR OF
WINIFRED AND SPENCER
KELLOGG***

*Generous gift increases project
funding to \$148 million*

MILWAUKEE – Milwaukee
Public Museum (MPM) is grateful
to announce The Kellogg Family
Foundation has provided a \$10
million gift to the “Wisconsin
Wonders” fundraising campaign
aimed at enabling the once-in-a-
lifetime construction of a new
museum in Milwaukee, propelling
project funding to a total of \$148
million.

*With this gift, the Future
Museum’s Wisconsin-focused
exhibit floor, previously known as
the Wisconsin Journey gallery,
will be called the Winifred &
Spencer Kellogg Gallery:
Wisconsin Journey in honor of the
parents of William S. Kellogg,*

President of The Kellogg Family Foundation. As previously announced, exhibits in this gallery will focus on the geological wonders and strong and varied cultures of Wisconsin – from the Driftless Area to the Northwoods, the Apostle Islands, the Great Lakes and Wisconsin's vast prairielands.

"Wisconsin was a special place to my late parents, Winifred and Spencer Kellogg," said William S. Kellogg. "As a family, we enjoyed frequent trips up north, including to the Apostle Islands, where we explored this beautiful state. The Kellogg Family Foundation is proud to honor my parents' legacy by supporting MPM's vision for a museum that makes the wonders of Wisconsin accessible to all those who visit – including those who may not be able to travel the state. We are also excited to be able to make the Museum available to the participants of the Kellogg PEAK Initiative, another organization funded by the Kellogg Family Foundation, which centers on

leadership and unique experiences for city youth. This partnership will enhance access for our participants, granting them free admission to the Future Museum as part of this gift."

"It is the generosity of people like William S. Kellogg and organizations like The Kellogg Family Foundation that will enable us to create a new Museum where future generations of visitors can learn about the world around us and leave feeling inspired," said MPM President & CEO Dr. Ellen Censky. "We are so grateful to The Kellogg Family Foundation for its \$10 million gift, the largest private donation so far in our 'Wisconsin Wonders' fundraising campaign. I anticipate that this gift will do more than support the Winifred & Spencer Kellogg Gallery: Wisconsin Journey – it will inspire others to join us as we strive to reach our goals."

Since unveiling sketches of Future Museum galleries earlier this spring, numerous donors from

across Wisconsin have stepped forward with generous gifts, and many more are currently in active discussions. The Museum's "Wisconsin Wonders" fundraising campaign is unique in that it combines both public funding and private donations from around the state, and has now secured \$148 million, including \$63 million in private donations, \$45 million from Milwaukee County and \$40 million from the State of Wisconsin, toward its goal.

The Kellogg Family Foundation joins a group of more than 250 philanthropists and organizations who have contributed to the capital campaign.

Additional details about fundraising for the Future Museum and specific gifts to the "Wisconsin Wonders" campaign will be announced in the coming weeks.

About the Milwaukee Public Museum

The Milwaukee Public Museum is

Wisconsin's natural history museum, welcoming over half a million visitors annually. Located in downtown Milwaukee, the Museum was chartered in 1882, opened to the public in 1884, and currently houses more than 4 million objects in its collections.

MPM has three floors of exhibits that encompass life-size dioramas, walk-through villages, world

cultures, dinosaurs, a rainforest, and a live butterfly garden, as well as the Daniel M. Soref

Dome Theater & Planetarium. MPM is operated by Milwaukee Public Museum, Inc., a private, non-profit company, housed in a county-owned facility with collections that are held in trust and supported by Milwaukee County for the benefit of the public.

About the Future Museum

The Milwaukee Public Museum, Wisconsin's natural history museum, will be relocating from its current location on Wells Street in downtown Milwaukee to a newly constructed building due to open by early 2027.

To be located on a 2.4-acre site at the corner of Sixth and McKinley Streets in the Haymarket neighborhood adjacent to the city's Deer District, the Future Museum will be the largest cultural project in Wisconsin history. Heavily influenced by the ecological histories of Milwaukee and Wisconsin, the design of the new Museum will be reminiscent of the geological formations in Mill Bluff State Park, emblematic of the region's diversity of landscapes formed by the movements of water through time. The building will be approximately 200,000 square feet, including five stories, with an additional 50,000-square-foot collections storage building.

To learn more about the Future Museum, visit mpm.edu/future [mpm.edu].

About The Kellogg Family Foundation

The Kellogg Family Foundation was founded by Bonnie and William S. Kellogg as a funding source of their philanthropy. The Foundation focuses its support on institutions dedicated to the welfare of children, with its main effort directed at the Kellogg PEAK Initiative, which was created by the Kelloggs.

Philanthropists Ellen and Joe Checota make major donation for new Milwaukee Rep theater complex project

Naming rights gift for Powerhouse Theater is second largest in Milwaukee Rep's history

By **Andrew Weiland** - Jul 20, 2023 11:18 am

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The Powerhouse Theater in the **Associated Bank Theater Center**, the new theater complex planned for the **Milwaukee Repertory Theater** in downtown Milwaukee, will be named the Ellen & Joe Checota Powerhouse Theater, in honor of the philanthropists and their support of the \$75 million project.

The Milwaukee Rep says the Checotas made a “generous gift” to support the project. The amount will remain confidential, but it is the second largest gift in the Milwaukee Rep’s history.



Ellen and Joe Checota

It is also in addition to the **\$61 million that the Milwaukee Rep said earlier this month** has been raised for the project so far. At that point 81% of the funds needed for the project had been raised.

Joe Checota is the executive chairman of Milwaukee-based **Landmark Healthcare Facilities LLC** and **Landmark Healthcare Properties Fund LLC**.

“Ellen and I have been proud residents of Milwaukee for 50 years, and we are proud to join the long list of donors who are funding the creation of the beautiful new home of Milwaukee Repertory Theater,” said Joe Checota. “Milwaukee is nationally-recognized as an important center for the arts, and the new theaters as well as the education and engagement center in the new Milwaukee Rep will significantly expand the cultural landscape for residents of greater Milwaukee and Wisconsin for generations to come.”

The Associated Bank Theater Center will replace, and be built in the same location as, The Rep’s Patty & Jay Baker Theater Complex at 122 E. Wells St. in downtown Milwaukee.

The Milwaukee Rep says the Ellen & Joe Checota Powerhouse Theater “will be one of the finest theatrical venues world-wide” and will include a flexible theater configuration as the only theater in the country that seamlessly converts from thrust to proscenium configurations with fixed seats. Milwaukee Rep says the Powerhouse Theater will be compatible with virtually any theater in the world allowing it to transfer productions to Broadway and beyond.

The Ellen & Joe Checota Powerhouse Theater will also have a fly loft to bring in larger pieces of scenery, improved seating and sight lines, improved accessibility and modern production technology.

“We are incredibly grateful to Ellen and Joe for their vision and generous support,” said **Chad Bauman**, executive director for the Milwaukee Rep. “The Checota name will be synonymous with our Powerhouse Theater for decades to come, welcoming millions of people to Milwaukee Rep to experience world-class productions in a state-of-the-art facility.”

Last year the Checotas made a \$5 million contribution to Milwaukee Area Technical College. They have also made contributions to Goodwill Industries, Milwaukee Symphony Orchestra, the Milwaukee Art Museum, Haggerty Museum of Art, the Boys & Girls Clubs of Greater Milwaukee and several health care organizations.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 23, 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 recently by Brent Gregory, WFBPL BoT President at the time. However, due to lapses, the naming did not occur. Current Board and staff agree the lapse should be corrected, with possibility to tie it into coming events."

Signage

Attached are pics of the suggested signage to honor Barbara Bartley's legacy. The sign would be 18x24 acrylic with metal offsets, similar in design to the donor wall in the lobby. The plan is to put the sign where the movie poster case used to be, just to the right of the Book Return. That section of wall is recessed and was recently patched and painted.

The first picture below shows the size of the sign on the wall with no other features. The second picture has additional features to add visual interest, without competing with the multitude of colors and art in the area.



To be decided is wording of the dedication to Ms. Bartley.

Examples from other libraries:

Rye Public Library (NH)



North Shore Library (Glendale, WI) - Future



Recommendation

It is recommended the WFBPL Board of Trustees approve placement of the proposed (amended) sign honoring Barbara Bartley in the proposed (amended) location.

18"

24"

**Welcome to the
Barbara Bartley Youth Services Wing
of the
Whitefish Bay Public Library**



BARBARA G. BARTLEY
Librarian

Barbara Bartley

January 18, 1919-November 19, 1999

Born and raised in Wisconsin in 1919, Ms. Bartley earned her Bachelor's degree in English and Education in 1941, followed by a Master's degree in Education and a Master's degree in Library Science from the University of Wisconsin-Madison in 1950. Between 1941 and 1960, she served as a librarian in various schools. Subsequently, she transitioned to a career as an assistant professor of Library Science at Wisconsin State College-Oshkosh from 1960 to 1962, and later as a professor of Library Science at the University of Wisconsin-Milwaukee from 1962 to 1985. Ms. Bartley dedicated 44 years to her career in librarianship, showcasing her commitment to libraries through her generous support of the Whitefish Bay Public Library.

Having moved to Whitefish Bay during her tenure at UW-Milwaukee, Ms. Bartley bequeathed the majority of her estate to support the construction of the new Whitefish Bay Public Library building, which was completed in 2002. Her substantial contribution constituted a quarter of the total funds raised for the project.

As a tribute to Ms. Bartley's extraordinary career and impactful contribution, the Youth Services Wing is named in her honor.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: February 27, 2024 Meeting
 Re: 2023 Annual Report to DPI



Mission

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

Background

All public libraries are required to submit an annual report to the State of Wisconsin’s Department of Public Instruction by March 1 each year.

Circulation

The circulation of physical materials witnessed a 40% decline in 2020 during the pandemic, followed by a partial recovery, though not reaching the levels observed in 2019. Before the pandemic, the circulation of physical items had been decreasing at an average annual rate of 4.0%. If this pre-pandemic trend had persisted, the estimated circulation for 2022 would have been 254k, as opposed to the actual figure of 237k. Similarly, the projected circulation for 2023, following the trend, would have been 244k, but we saw a significant increase to 255k. This marks a notable and impressive rebound.

Year	Total Physical Circ	Library Multiverse (4.0% drop)
2019	287,683	287,683
2020	171,977	276,129
2021	232,119	265,129
2022	237,936	254,524
2023	255,292	244,343

Year	# of eBook Uses	# of eAudio Uses	# of eVideo Uses	Total eContent Uses	Total Electronic Collection Retrievals (ex. Local History, Mango)	Total Physical Circ, Electronic Collection, eContent
2019	12,236	10,788	417	23,441	12,007	323,131
2020	22,191	13,463	1,057	36,711	53,534	262,222
2021	18,767	13,740	791	33,298	106,669	372,086
2022	19,285	15,566	411	35,262	43,382	316,580
2023	19,588	18,219	351	38,158	67,762	361,212

In 2022, circulation of children’s materials rebounded more than did other materials. However, in 2023, the reverse was true.

Year	Children’s Physical Circ	Adult, Young Adult, Other Circ	Total Physical Circ	Children’s Circ as % of Total Circ
2019	140,024	147,659	287,683	49%
2020	83,156	88,821	171,977	48%
2021	127,359	104,760	232,119	55%
2022	133,485	104,451	237,936	56%
2023	135,529	119,763	255,292	53%

InterLibrary Loan

InterLibrary Loan numbers relate to how many of our materials are *loaned to* other libraries vs how many materials we *receive from* other libraries.

Year	Items Loaned To	Items Received From	ILL Net
2019	35,435	57,911	22,476
2020	26,990	51,705	24,715
2021	30,657	60,068	29,411
2022	30,641	49,801	19,160
2023	33,385	53,544	20,159

Collection Size

The size of the physical collection has remained steady the last few years. eContent has grown significantly, coinciding with the large demand for downloaded materials during the pandemic.

Year	Books	Audio	Video	Total Physical Items	Subscriptions
2019	58,475	8,582	8,752	75,809	152
2020	57,181	8,587	8,590	74,358	152
2021	55,804	8,191	8,791	72,786	130
2022	56,878	8,233	8,835	73,946	146
2023	58,058	8,173	8,865	75,096	118

Internet Computers and Wireless

Computer usage has rebounded to a healthy midpoint. Wireless usage is back to pre-pandemic level.

Year	Internet Uses	Per Day Avg	Wireless Uses	Per Day Avg
2019	32,368	92	56,105	160
2020	X	X	X	X
2021	7,875	23	31,266	89
2022	12,659	36	42,734	122
2023	23,221	66	54,897	157

Reference Transactions & Door Count

Reference Transactions were not tracked in 2020 due to the pandemic impacts on operations. Door Count was not tracked in 2020 or 2021 because the old tracker broke and we replaced it in January 2022. In 2023, Reference transactions remained steady and door count rebounded significantly.

Year	Ref Trans	Per Day Avg	Door Count	Per Day Avg
2019	9,147	26	191,088	546
2020	X	X	X	X
2021	6,250	18	X	X
2022	6,517	19	123,310	352
2023	6,575	19	150,500	430

Programming

Number of programs offered and attendance are settling into a solid pattern post-pandemic.

Year	Child Programs	Child Attendance	YA Programs	YA Attendance	Other Programs	Other Attendance	Total Programs	Total Attendance
2019	215	7,353	16	309	63	1,129	294	8,791
2020	92	16,681	4	437	21	1,141	117	18,259
2021	43	2,910	7	180	31	664	81	3,754
2022	108	5,131	8	29	44	1,695	160	6,855
2023	157	6,081	4	28	55	1,675	218	7,784

Staffing

The Library's Full-Time Equivalent (FTE) has remained relatively stable for several years. The ratio between MLIS staff and Non-MLIS staff experiences slight changes, when library school students who work as reference assistants graduate but remain on staff. The balance readjusts when they move on to full-time positions elsewhere, and the Library recruits new non-MLIS reference assistants.

It's crucial to recognize the significant wage and salary hike implemented in 2023. This increase, compared to other budget areas, will alter the typical percentage of wages within the overall budget.

Year	MLIS Staff	Other Staff	FTE	Wages	Benefits	W+B % of Total Op Exp
2019	5.70	5.30	11.00	\$449,465	\$106,748	63.1%
2020	5.90	5.20	11.10	\$451,564	\$103,534	64.4%
2021	5.15	6.20	11.35	\$451,529	\$99,836	68.9%
2022	5.17	5.94	11.11	\$473,229	\$105,915	64.9%
2023	5.12	5.92	11.04	\$571,206	\$132,630	74.5%

Revenues

The pandemic negatively impacted revenue in several areas: Reciprocal Borrowing (RB) monies from MCFLS, fines & fees for overdue or damaged materials, program room rent, and copier usage fees. Room rent rebounded due to the Woman's Club holding all their meetings at the library, plus other renters utilizing the space for meetings. DVD rentals were discontinued due to changes in usage patterns. Donations to the Library are lower since donations are being directed to the Foundation. Donations have always been quite variable. RB rebounded to \$57,179 in 2024 and is a little over \$75,000 for 2025.

Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
General Property Taxes	677,299	710,581	700,833	716,744	901,360
Misc. Grants	-	14,478 (covid supplies)	-	-	1,502 (continuing ed)
MCFLS Reciprocal Borrowing	60,646	64,421	58,754	31,181	13,869
Library Fines	30,509	10,612	20,644	22,400	23,415
Library Replacement Cards	834	326	155	138	208
Library Recovery - Lost Property	2,156	494	1,045	62	(9)
Library Room Rental	5,135	-	225	2,051	4,680
Library Copier Revenue	5,261	1,673	2,419	3,325	5,291
Library DVD Rentals	2,511	426	-	352	-
Library Donations/Contributions	2,206	8,951	3,494	3,140	1,438
Miscellaneous Revenue	-	-	616	4,038	260
Applied Library Fund Balance	-	-	-	24,657	-
Total Operating Revenue	786,557	811,962	788,185	808,088	952,013

Conclusion

Most areas are at a healthy mid-point between pre-pandemic levels and 2020/2021 lows.

Recommendation

It is recommended the WFBPL Board of Trustees approve the 2023 Annual Report to DPI as presented and for President Livingston, or Vice President Leinweber in the President's absence, to sign the report.



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2023

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
				Method for Counting ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
				5. Library Visits	
				a. Method	b. Annual Count
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits		9. Electronic Collection Retrieval			
		a. Local	b. Other	c. Statewide	d. Total
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Services Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

	Subtotal 3
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4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations	2. Employee Benefits Include maintenance, security, plant operations
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3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
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4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Description	Type	Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian				

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian				b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a			

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2023 the _____
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
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COMMENTS

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: February 27, 2024 Meeting
Re: Department Reports



Director (Reed)

- 1) Board Recruiting
 - a) Jen Livingston will not renew her term; Erin Jelenchick will renew her term.
 - b) A recruitment posting was distributed online and has garnered 4 applicants so far. The deadline for applying is 2/29/24.
 - c) Next steps will be for the Nominations Committee to review applications, interview candidates, and bring forward a nomination to the Board at the March meeting.
- 2) Building
 - a) Regular maintenance occurs per schedule.
 - b) Carpet and furniture cleaning is planned for Saturday 2/24/24.
 - c) Storytime Room project is set to begin Monday 2/26/24.
 - d) Fire alarm panel project will likely occur in Fall 2024.
- 3) Foundation
 - a) The Foundation Board brainstormed fundraising ideas and an annual goal at the February meeting.
 - b) Discussion will continue at the March meeting.
 - c) President Pequignot reached out to two applicants from the fall recruitment who mentioned experience with finances, to fill the pending Treasurer vacancy as Sam Dettmann's term expires soon.
- 4) Friends – 2024 Budget discussion was held Wednesday 2/21/24. Director Reed has not received an update as of Friday 2/23/24.
- 5) MCFLS – All efforts are going towards the transition to a new catalog interface, which will roll out this summer.
- 6) Workplan Items
 - a) EDI Training for Staff and Board – CVMIC offers EDI analysis and training. At the 2024 Workplan Meeting for CVMIC with Village Department Heads, Director Reed asked CVMIC to reach out to discuss utilizing their (free) services for in this area.
 - b) Cross-training Circulation Assistants to fill-in as Reference Assistant Subs – Leadership Team discussed next steps. Director Reed will email staff the week of 2/26/24 to describe the potential for cross-training and to inquire whether any current staff are interested in the option. If yes, we will move forward with interviews. If not, we will utilize the MCFLS “sub list” to recruit subs from outside WFBPL.

Adult Services (Lenski)

Programs

In January we hosted the first Great Whitefish Bay Puzzle Race. The race pitted fifteen teams of 2-4 people to complete the same 500-piece puzzle in 1.5 hours. Prizes were awarded to teams in first, second and third place. Folks who attended the event ranged in ages from kids to adults, and we even had a couple of teams made up of teens. We also had some spectators during the event, rounding out the attendance to 56 people. We got lots of positive feedback about this event and hope to do it again some time.

Collection Development

Staff finished weeding the fiction and mystery books and shifted titles to better space out the collection. Now staff has begun weeding in their collection areas in nonfiction books. The nonfiction collection is much larger than fiction and it always takes more time to weed in this area. Allowing staff to weed in their assigned areas helps them to get a better picture of subjects in their areas, as well as which things are popular and which things are outdated and may need to be replaced.

Display

For our movie and book displays in January we themed titles around winter, cold and snow.

Circulation Services (Hoge)

Technology

I am continuing to work with Nyama on the details of the 2024 Tech budget. We've had some unforeseen tech expenses so we are reviewing the plan and reprioritizing.

Our ECF Laptops which can be checked out by patrons and taken home have been a big hit since they were introduced in 2022. In 2023 these 5 laptops were checked out 50 times, and since inception have checked out 75 times. Two of the five laptops were checked out in 2023, but have not been returned. We still hold out hope that they may come back, but at this time we have only 3 available.

The Smart Locker pick up location outside our front doors has been doing big business! I pulled together circulation statistics for 2023 at each of the 6 locker locations in the MCFLS system (the month in parentheses is when the locker went live):

East Branch (May) 2,363

Shorewood (Jan) 2,999

Franklin (Jan) 1,184

Cudahy (May) 1,178

Oak Creek (Jan) 1,569

Whitefish Bay (Feb) 3,585!

Staff Fun

4 Circulation Staff members participated as the 'Staff Team' at the recent Great Whitefish Bay Puzzle Race! The event was very fun, and even though a handful of patron teams beat us we did finish the puzzle before time ran out which was a big win in our book :)

Youth Services (Kiekhaefer)

Collection Development

- Valerie, Heidi, and Liza are working hard to reclassify/reorganize the X non-fiction collection. They are 3/4s of the way through the project, and I am hopeful that we will finish by spring. The next steps will be shifting the collection, updating signage, and creating brochures and other options for patron education.
- Heidi is weeding the board books to make room for new books. This is a unique collection to weed, and she's approaching it in a thoughtful way, seeking support from me and Valerie.

Programming

- We have one week left in our winter reading program. So far, exactly 100 kids have signed up for the program, with 9 teens signing up. Historically, the winter reading club numbers have been lower than summer.
- Our January and February programs have gone well. I've focused more on making the timing flexible and more of a drop-in style program, and we've tried to include more all-ages and weekend programs. The response has been positive from caregivers (especially weekend programs) and our numbers have been strong.

