STREAM VIA ZOOM



https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNiejJ3V2IIankrQT09

Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Balachandran, Village Board Representative, 2022-2024	
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	

	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:31	 Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda. 	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:32	3. Minutes of June 27, 2023 meeting	Motion			
6:34	4. Finance Report Through June 30, 2023	Motion			
6:45	5. Fines Analysis	Motion			
7:00	6. 2024 Library Budget - Draft	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:45	7. Informational Items	Discuss			
8:00	ADJOURNMENT				

IMPORTANT DATES – BOARD MEETINGS

- August 7 and 28 Monday, 6:00 pm Village of WFB Board of Trustees, @Village Hall
- August 8, Tuesday, 6:30 pm Library Board of Trustees, @Library
- August 16, Wednesday, 6:00 pm Friends of the Library Board of Directors, @Library

CONFERENCES AND VACATIONS

• August 14-27, Nyama Vacation (Alaska = spotty connection)



Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	Absent
Jay Balachandran, Village Board Representative, 2022-2024	In-person
Sandy Saltzstein, School District Representative, 2021-2024	In-person
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	In-person
Staff	
Nyama Reed, Library Director	In-person

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:37pm				
1. Statement of Public Notice - Yes	n/a			
2. Public Comment – limit to five minutes; the Board	n/a			
cannot discuss or act on any issue that is not duly				
noticed on the agenda.				
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of May 23, 2023 meeting	Motion	Saltzstein	Gettinger	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through May 31, 2023	Motion	Gettinger	Saltzstein	Unanimous
Motion to approve finance report as presented.				
5. WFBPL Foundation	Motion	n/a	n/a	n/a
Presented WFBPL Foundation update with regards to impa	cts of meeting or no	t meeting \$2.	5 million car	npaign goal
by end of 2025. Next steps are to work on messaging and e				
impacts on collection expenditures. Library Board suggests				
increase work on Foundation projects and campaign. No ac				
6. Change August Library Board Meeting Date	Motion	Saltzstein	Gettinger	Yes
Motion to change August Library Board Meeting Date from	August 22 to Augus	t 8. Majority	es; Balacha	ndran No.
Stated No vote is because he is unable to attend August 8.				
7. Library Bill of Rights	Motion	n/a	n/a	n/a
Presented history of ALA's Library Bill of Rights and discuss		ge for WFBP	L. Board mei	mbers
expressed desire to change some wording in ALA's Library				
language. Director Reed stated libraries traditionally adopt t	he ALA's Library Bi	ll of Rights as	whole cloth,	whereas
tweaking of language would result in the statement no longe	er being ALA's Libra	ry Bill of Righ	nts per se. Di	rector Reed
suggested the item could be tabled and the Board could de	velop WFBPL's own	Bill of Rights	s inspired by	the ALA Bill
of Rights at a later meeting. Item tabled.				
8. Freedom to Read Statement	Motion	n/a	n/a	n/a
Tabled				
9. Freedom to View Statement	Motion	n/a	n/a	n/a
Tabled				
TOPICS REQUIRING DISCUSSION ONLY				
10. 2024 Library Budget Initial Discussion	Discuss			
Presented potential budget options as outlined in memo. Bo	pard instructed Direct	ctor Reed to b	oring updated	version to
July Board meeting, utilizing all potential revenue options to	cover inflation cost	s and collecti	on costs.	
11. 2019-2022 MCFLS Circulation	Discuss			
Presented analysis of pre-pandemic to post-pandemic circu	lation statistics. Bot	tom line: WF	BPL held stro	ong in relation
to the system total across all types of circulation. Further, or				
rebounded strongly in 2022.	-			
	1			
12. Informational Items	Discuss			
12. Informational items Discussion of department reports and statistics as presente				

				YTD			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT	NOTES
		12/01/2022	On On On On On One	Above Target:	On Target: 40-	Under Target: 39-	
Taxes			YTD: 50%	61%+	60%	%	
13-00000-41100	PROPERTY TAXES	716,744	901,360		901,360		
Taxes		716,744	901,360		901,360		Ok
		- 1	,		,		
Intergovernmental F	Revenue						
	Library MCFLS RB Payment	31,181	13,733	13,869	(136)	101%	
Intergovernmental F	Revenue	31,181	13,733	13,869	(136)	101%	
	Set Revenue	747,925	915,093	13,869	901,224	2%	Ok
Fines, Fees, Penalti							
13-00000-45209	LIBRARY FINES	22,400	23,000			54%	
13-00000-45210	Library Replacement Cards	138	150		112	25%	Ok
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	-	(9)	9	n/a	
Fines, Fees, Penalti	ies	22,600	23,150	12,405	10,745	54%	Estimate \$25k
Public Charges for S							
	LIBRARY ROOM RENT	2,051	1,500	2,225	(725)	148%	
13-00000-46713	LIBRARY COPY AND FAX FEES	3,325	2,500	2,500	(0)	100%	
13-00000-46714	LIBRARY DVD RENTALS	352	-	-	-	n/a	
13-00000-46715	MISCELLANEOUS REVENUE	2,401	-	260		n/a	
Public Charges for S	Services	8,129	4,000	4,985	(985)	125%	Estimate \$9k
Miscellaneous Reve							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	1,091	909	55%	
13-00000-48901	MISC REV	1,637	-	-	-		
Miscellaneous Reve	enue	4,777	2,000	1,091	909	55%	Ok
Unclassified				0.000	(0.000)	1000/	
13-0000-48504	Restricted Donation - Kitchenette	-	-	3,000	(3,000)		Women's Club Donation
Unclassified		-	-	3,000	(3,000)	100%	
	Variable Revenue	35,506	29,150	21,481	7,669	74%	Estimate \$39k
TOTAL REVENUES	۱ ۲	783,431	944,243	35,350	908,893	4%	Ok

		END BALANCE	2023	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	12/31/2022	ORIGINAL	06/30/2023	BALANCE	% BDGT	NOTES
				Above Target:	On Target: 40-	Under Target: 39-	
Dept 93000 - LIBRA	ARY SALARIES		YTD: 50%	61%+	60%	%	
13-93000-50100	Salaries	473,229	574,171	285,464	288,707	50%	
13-93000-50150	FICA Tax	35,844			22,499		
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	29,793	29,792	50%	
	Health Insurance Deductible						
13-93000-50161	(Direct Pay)	930	1,800	170	1,630	9%	
	Retirement Contribution - ER						
13-93000-50170	portion	23,191	28,871	14,630	14,241	51%	
13-93000-50180	Group Life Insurance Premium	1,075	1,272	629	643	49%	
13-93000-50181	Disability Insurance Premium	-	1,272	-	1,272	0%	
Total Dept 93000 -	LIBRARY SALARIES	579,144	710,895	352,111	358,784	50%	Ok
	LIBRARY SALARIES						
13-93200-50190	Training/Meetings/Travel	3,891	4,500	3,257	1,243	72%	Ok
13-93200-50191	Membership Dues	568	1,000	1,103	(103)	110%	Membership Rates Increased
13-93200-50194	Personnel Related Expenses	761	700	10	690	1%	
13-93200-50200	Professional/consulting serv	7,500	-	-	-	0%	
13-93200-50250	Utilities	44,536	43,000	19,937	23,063	46%	Estimate \$51k
13-93200-50251	Telephone/Internet	5,230	4,500	2,370	2,130	53%	Estimate \$5,700
13-93200-50300	Office Supplies	2,215	2,000	391	1,609	20%	
13-93200-50301	Printing/Publishing/Copies	-	500	265	235	53%	Ok
13-93200-50302	Postage	11	25	5	20	20%	
13-93200-50303	Covid Supplies	303	500	50	450	10%	
	Building Maintenance (ex.						
13-93200-50360	Gardens)	12,685	10,000	4,678	5,322	47%	Ok
13-93200-50760	Sales Tax	194	200	107	93	54%	
Total Dept 93200 -	LIBRARY ADM EXP	77,894	66,925	32,173	34,752	48%	Ok
Dept 93300 - LIBRA	ARY EQUIPMENT						
							Submitted 2023 Order in June;
13-93300-50240	IT Support Contract Services	17,121	18,500	5,372	13,128	29%	not billed yet by MCFLS.
13-93300-50311	Copier Maintenance/Repair	2,651	3,200		1,891	41%	
13-93300-50312	Material Processing/Repairs	3,382	3,000		664	78%	Stocked up
	Maintenance Service & Supplies						·
13-93300-50350	(i.e. Cleaners)	32,063	34,050	14,500	19,550	43%	
							Need to recode some supplies to
13-93300-50351	Custodial Supplies	2,230	2,200	2,478	(278)		Office Supplies.
13-93300-50400	MCFLS Supplies	1,071	1,000		580	42%	••
	LIBRARY EQUIPMENT	58,519	61,950				OK

				YTD			
		END BALANCE		BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	12/31/2022	ORIGINAL	06/30/2023	BALANCE	% BDGT	NOTES
				Above Target:	On Target: 40-	Under Target: 39-	
Dept 93400 - LIBR F			YTD: 50%	61%+	60%	%	
	MCFLS Membership	20,915	23,223	21,423	1,800		OK: Pay full year in Q1
	Programs - Adult	473	500		(63)		Ok
	Programs - Children	126	500		343		
	Programs - Young Adults	-	250		250		
Total Dept 93400 - L	IBR PROG/SERVICES	21,515	24,473	22,143	2,330	90%	Ok
Dept 93500 - LIBRA							
	Library Collection Materials	70,560	80,000	,	18,007	77%	
13-93500-50413	Adult DVD's	457	-	169	(169)		OK: Magazines and Databases
	Fund 22	,	25,000		25,000		paid for whole year in Q1
	LIBRARY COLLECTIONS	98,679	105,000		42,839		
TOTAL EXPENDITU	JRES	808,088	944,243	495,004	449,239	52%	Ok
		71,017					
	pecial Revenue Fund:						
TOTAL REVENUES		783,431	944,243	35,350	908,893		Ok
TOTAL EXPENDITU		808,088	944,243	495,004	449,239	52%	Ok
	S & EXPENDITURES	(24,657)					
BEG. FUND BALAN		71,950					
END FUND BALAN	CE	47,293					
				YTD			
		END BALANCE	2023	BALANCE			
GL NUMBER	DESCRIPTION	12/31/2022	ORIGINAL	06/30/2023			
22-00000-11100		-	-	7,000			Women's Club Donation
22-00000-48110	Investment Income	4,154	-	6,220			
TOTAL REVENUES		4,154	-	13,220			
93500 - LIBRARY C	OLLECTIONS	27,662	25,000	-			
93900 - LIBRARY E	XPANSION PROJECT	32,500		-			
TOTAL EXPENDITU	JRES	60,162	25,000	-			
NET OF REVENUE	S & EXPENDITURES	(56,009)	(25,000)	13,220			
BEG. FUND BALAN	ICE	132,865	76,857	-			
END FUND BALAN	CE	76,857		90,077			
				YTD			
		END BALANCE		BALANCE			
GL NUMBER	DESCRIPTION	12/31/2022		06/30/2023			
01-55500-50350-10	Maitenance Services (Contracts)	13,115		9,964			
	Building Maintenance (Repairs)	40,286		16,763			

To: Whitefish Bay Public Library Board of Trustees

- From: Nyama Y. Reed, Library Director
- Date: July 27, 2023 Meeting
- Re: Fines Analysis



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.

WFBPL Patrons

Currently, WFBPL has 7,458 registered patrons. Of those, 4,678 active since 1/1/2023; 6,638 active since 1/1/2020. Of all cards:

- 60% Adult (18-64 years old)
- 21% Child (0-17 years old)
- 18% Senior (65+ years old)
- 1% Other: library staff; online only

Fines Owed by Amount Owed

- 5,273 people owe \$0.00.
 - o Majority of these are active or recently active cards.
 - o **\$0.00**
- 1,164 people owe \$0.05-\$5.00.
 - Majority of these are active or recently active cards.
 - o Total \$2,329
- 298 people owe \$5.01-\$20.00.
 - Majority of these are active or recently active cards, but start to get older cards in the \$20.00 group.
 - o Total \$2,675
- 635 people owe \$20.01-\$100.00.
 - Majority are long expired cards, as far back as 2004.
 - o Total \$27,076
- 87 people owe \$100.01-\$608.96.
 - Majority are long expired cards, as far back as 2004 and as recent as 7/14/2023.
 - o Total \$15,221
- Total fines owed as of July 24, 2023 is \$47,301.

Fines Owed by Active vs Non-Active Cards

- 822 have card not used since 11/6/2003-12/30/2019 = non-active
 - 271 of non-active cards owe \$0.
 - 561 owe \$0.60-\$459 each.
 - o Total \$29,743
- 6,625 people have cards used from 1/1/2020-present
 - 5,002 people owe \$0.
 - \circ 1,623 active cards owe \$0.05-\$608 each.
 - o Total \$17,557

Fines Owed by Age Group

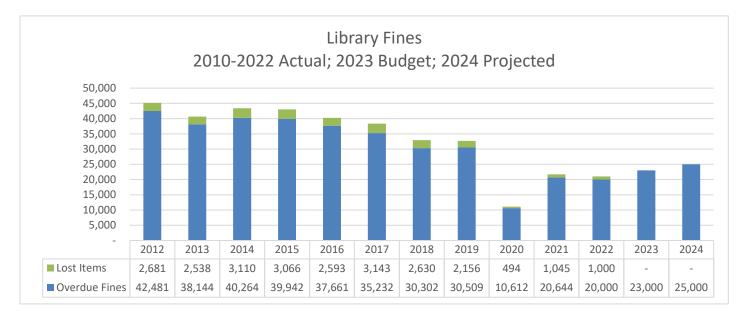
- 0-17 year olds
 - Non-active: 66 owe \$0; 37 owe \$1,271. 23 have blocked cards due to owing \$10.01+.
 - Active: 967 owe \$0; 352 owe \$2,668. 60 have blocked cards due to owing \$10.01+.
- 18-64
 - Non-active: 141 owe \$0; 476 owe \$26,378. 454 have blocked cards due to owing \$10.01+.
 - Active: 5,168 owe \$0; 1,142 owe \$13,140. 259 have blocked cards due to owing \$10.01+.

- 65+
 - Non-active: 64 owe \$0; 48 owe \$2,093. 43 have blocked cards due to owing \$10.01+.
 - Active: 1,143 owe \$0; 127 owe \$1,717. 24 have blocked cards due to owing \$10.01+.

Fines Collected

From 2012-2019, fines dropped an average of 4.3% per year.

If we calculate fines continuing to drop 4.3% for 2020 and onward, 2024 fines would calculate to be \$26,651.



Next Steps

Continue analyzing developing trends in fines.

Action

None recommended at this time.

To: Whitefish Bay Public Library Board of Trustees From: Nyama Y. Reed, Library Director Date: July 25, 2023 Meeting Re: 2024 WFBPL Operating Budget - Draft



WFB Library Mission Statement

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

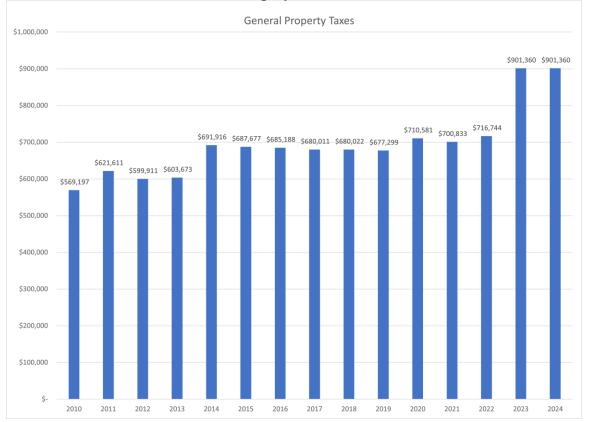
2024 WFBPL Operating Budget Draft

Utilize attached spreadsheet to review Draft A and Draft B.

Considerations

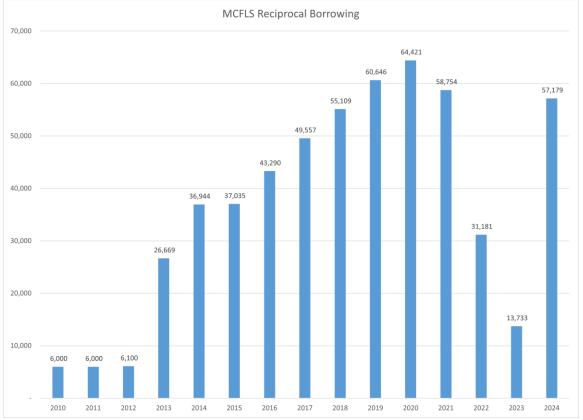
Revenues

- 1. General Property Taxes
 - a. Draft A is designed based on 0% General Property Tax increase. \$901,360
 - i. This is achievable with assumptions of:
 - 1. 3.0% wage increase
 - 2. 9% health insurance premium increase with same number of staff selecting single, family, or opt-out coverage
 - leveraging increased Reciprocal Borrowing revenue to cover increasing expenditure costs resulting from inflation and changing usage patterns of library services and materials.
 - b. Draft B is designed with a 0.6% decrease in General Property Taxes. \$896,360
 - i. This is achievable with assumptions of:
 - 1. 3.0% wage increase
 - 2. 9% health insurance premium increase with same number of staff selecting single, family, or opt-out coverage
 - 3. leveraging increased Reciprocal Borrowing revenue to cover increasing expenditure costs resulting from inflation and changing usage patterns of library services and materials, at a slightly lower level.



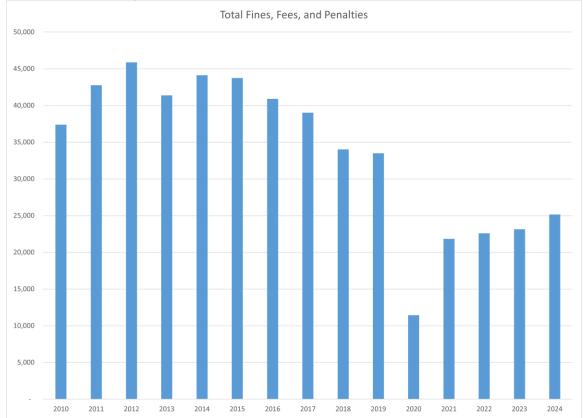
2. MCFLS Reciprocal Borrowing (RB)

a. Rebound in 2024; based on Oct 1, 2021 to Sep 30, 2022 circulation data.



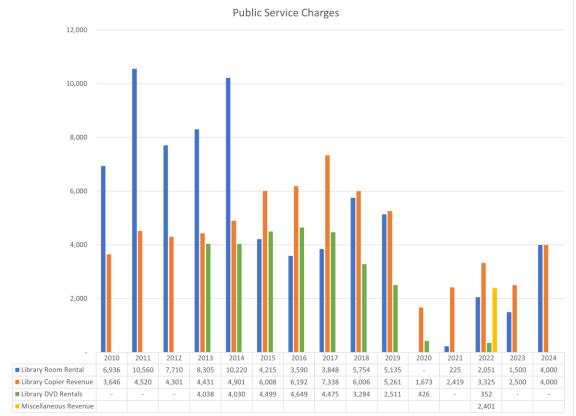
3. Library Fines and Fees

- a. Fine revenue has rebounded from 2020 lows but has not recovered to pre-pandemic levels.
- b. As library users transition to digital materials, fewer late fines are garnered since digital materials are automatically returned and hence cannot be *late*.



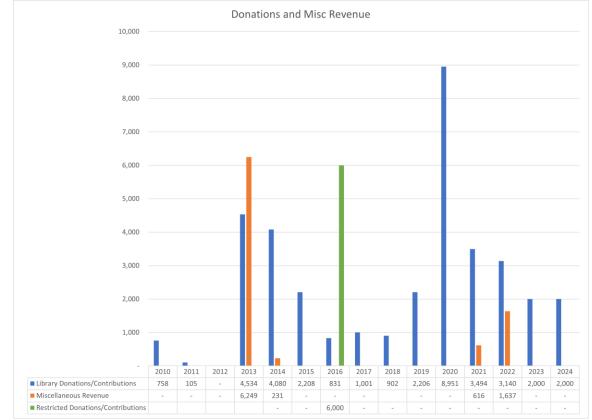
4. Public Charges for Services

- a. Use of the Program Room by the WFB Woman's Club resulted in an increase in room rent.
- b. Copier Revenue has increased as patrons use the copier more post-pandemic.



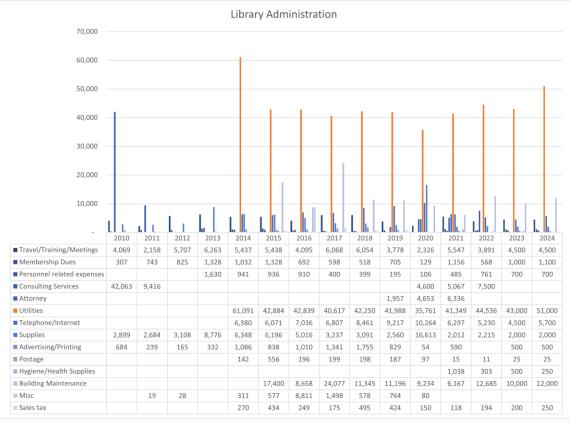
5. Donations and Misc Revenue

a. Donations vary significantly year to year, and many donations are now routed to the Foundation. It is best to remain conservative in budgeting for donations to the Library's operating budget.

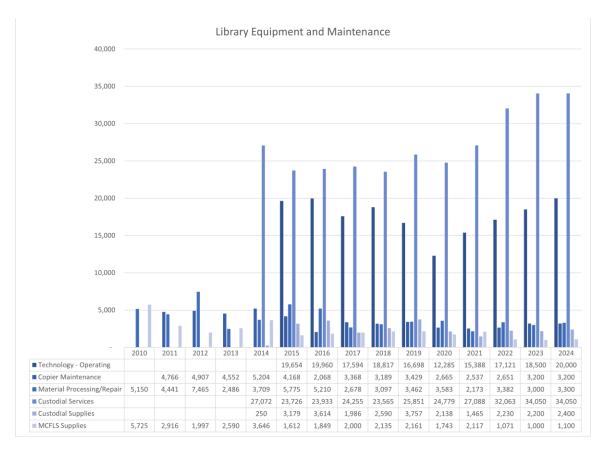


Expenditures

- 1. Wages and Benefits
 - a. Wages are based on a 3.0% increase.
 - b. Health insurance premium based on 9.0% increase, with same number of staff selecting single, family, or opt-out coverage.
- 2. Library Administration
 - a. The majority of budget lines would remain flat or increase slightly.
 - b. Significant increases are in utilities and phone costs.

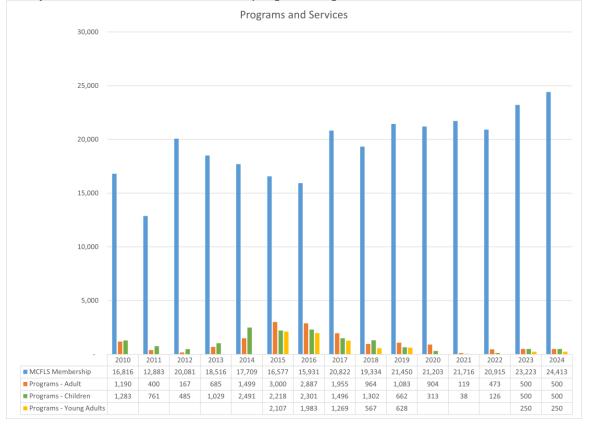


- 3. Library Equipment and Maintenance
 - a. The majority of budget lines would remain flat or increase slightly.
 - b. Per the Technology Plan, expenditures should increase to \$20,000 in order to replace materials on schedule. However, inflation is resulting in increased costs and the planned \$20,000 may not enable us to replace all items as planned.



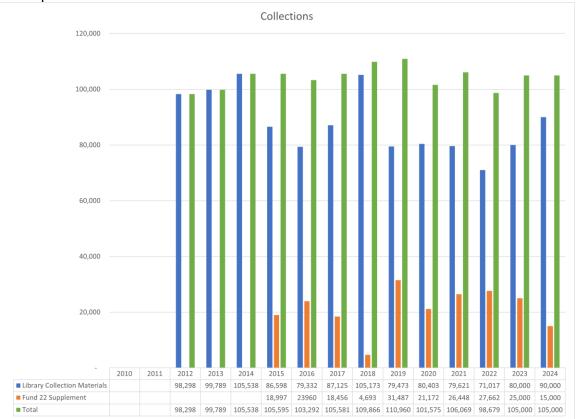
4. Library Programs and Services

- a. MCFLS Membership increases slightly based on # of titles catalogued and inflationary costs.
- b. Fyi, Friends allocated \$14,700 for programming in 2023.



5. Library Collections

- a. Continue to aim for \$105,000 per year.
- b. Start to shift expenditures to Fund 13 as Fund 22 sunsets.
- c. Maintaining collections at that level will help maintain Reciprocal Borrowing (RB) revenues. Reduction in collections expenditure would likely result in reducing RB, which would then require more cuts.



Conclusion

Of note, the Library Board approves the operating budget without wages, benefits or property tax amounts included. The Village Finance Department fills in the amount of General Property Taxes to cover the cost of operations, including wages and benefit increases which are typically not set until September.

Based on the stated budgetary assumptions, combined with utilizing the Reciprocal Borrowing increase, the Library Board is able to present to the Village Board a budget request that results in a 0% General Property Tax increase for the Library (or a slight decrease). If wages or benefits come in higher or lower than the assumptions, General Property Taxes as filled in by the Village Finance Department will be different than 0%.

Recommendation

It is recommended the WFBPL Board of Trustees approves the 2024 WFBPL Operating Budget Draft (tbd) as presented (amended).

2024 WFBPL	Operating Budget - Draft	2022	2023	2022-2023	2024	2023-2024	2024	2023-2024
Account	Account Name	Year End	Budget	Change	Draft A	Change	Draft B	Change
41100	General Property Taxes	716,744	901,360	28.6%	901,360	0.0%	896,360	-0.6%
Total Taxes		716,744	901,360	28.6%	901,360	0.0%	896,360	-0.6%
43792	Misc. Grants							
	MCFLS Reciprocal Borrowing	31,181	13,733	-76.6%	57,179	316.4%	57,179	316.4%
	overnmental Revenue	31,181	13,733	-76.6%	57,179	316.4%	57,179	316.4%
45209	Library Fines	22,400	23,000	11.4%	25,000	8.7%	25,000	8.7%
45210 45224	Library Replacement Cards Library Recovery - Lost Property	138 62	150	-3.2%	150	0.0%	150	0.0%
	Total Fines, Fees, and Penalties	22,600	23,150	6.0%	25,150	8.6%	25,150	8.6%
,		,			,			
46712	Library Room Rental	2,051	1,500	566.7%	4,000	166.7%	4,000	166.7%
46713	Library Copier Revenue	3,325	2,500	3.3%	4,000	60.0%	4,000	60.0%
Total Public	Charges for Services	5,376	4,000	51.3%	8,000	100.0%	8,000	100.0%
48501	Library Donations/Contributions	2 1 4 0	2 000	-42.8%	2 000	0.0%	2,000	0.0%
	Miscellaneous Revenue	3,140 1,637	2,000	-42.0%	2,000	0.0%	2,000	0.0%
	laneous Revenue	4,777	2,000	-51.3%	2,000	0.0%	2,000	0.0%
		.,	,	011070	_,	01070	_,	01070
Total Library	/ Fund Revenue	780,678	944,243	19.8%	993,689	5.2%	988,689	4.7%
		2022	2023	0.0 70/	2024	0.00/	2024	0.00(
	Library Salaries & Wages	473,229	574,171	26.7%	591,100	2.9%	591,100	2.9%
	Health/Dental Insurance Premium FICA	44,875 35,844	59,585 43,924	42.4% 27.4%	65,057 45,219	9.2% 2.9%	65,057 45,219	9.2% 2.9%
	Health Insurance Co-Pay	930	1,800	566.7%	1,800	0.0%	1,800	0.0%
	Retirement Contribution	23,191	28,871	27.7%	30,175	4.5%	30,175	4.5%
93000-180	Group Life Insurance Premium	1,075	1,272	64.3%	1,300	2.2%	1,300	2.2%
93000-181	Disability Insurance Premium		1,272		1,300	2.2%	1,300	2.2%
Total Library	/ Salaries & Benefits	579,144	710,895	28.5%	735,951	3.5%	735,951	3.5%
93200-190	Travel/Training/Meetings	3,891	4,500	-18.9%	4,500	0.0%	4,500	0.0%
93200-190	Membership Dues	568	4,500	-13.5%	4,500	10.0%	4,500	10.0%
	Personnel related expenses	761	700	44.3%	700	0.0%	700	0.0%
	Consulting Services	7,500				0.070		01070
93200-250	Utilities	44,536	43,000	4.0%	51,000	18.6%	51,000	18.6%
	Telephone/Internet	5,230	4,500	-28.5%	5,700	26.7%	5,700	26.7%
	Supplies	2,215	2,000	-0.6%	2,000	0.0%	2,000	0.0%
93200-301	Advertising/Printing	11	500	-15.3%	500 25	0.0%	500 25	0.0%
93200-302 93200-303	Postage Hygiene/Health Supplies	11 303	25 500	<u>66.7%</u> -51.8%	25	0.0%	25 250	0.0%
93200-360	Building Maintenance	12,685	10,000	62.2%	12,000	20.0%	12,000	20.0%
	Misc	,		0_1_70	,		,	
93200-760	Sales tax	194	200	69.5%	250	25.0%	250	25.0%
Total Library	Administration	77,894	66,925	-12.1%	78,025	16.6%	78,025	16.6%
02200 040		47.404	40.500	00.00/	00.000	0.40/	00.000	0.40/
93300-240	Technology - Operating Copier Maintenance	17,121 2,651	18,500 3,200	20.2% 26.1%	20,000	8.1% 0.0%	20,000 3,200	8.1% 0.0%
	Material Processing/Repair	3,382	3,200	38.1%	3,200 3,300	0.0%	3,200	10.0%
	Custodial Services	32,063	34,050	25.7%	34,050	0.0%	34,050	0.0%
	Custodial Supplies	2,230	2,200	50.2%	2,400	9.1%	2,400	9.1%
93300-400	MCFLS Supplies	1,071	1,000	-52.8%	1,100	10.0%	1,100	10.0%
Total Library	/ Equipment & Maintenance	58,518	61,950	22.0%	64,050	3.4%	64,050	3.4%
00400 404		00.045	00.000	0.001	04.440	E 404	04.440	- 101
	MCFLS Membership	20,915	23,223	6.9% 320.2%	24,413	5.1%	24,413	5.1%
	Programs - Adult Programs - Children	473 126	500 500	320.2%	500 500	0.0% 0.0%	500 500	0.0% 0.0%
	Programs - Young Adults	120	250	1213.0%	250	0.0%	250	0.0%
	/ Programs & Services	21,514	24,473	11.9%	25,663	4.9%	25,663	4.9%
	Library Collection Materials	71,017	80,000	0.5%	90,000	12.5%	85,000	6.3%
Total Library	/ Collection	71,017	80,000	0.5%	90,000	12.5%	85,000	6.3%
Total Libra	Operations	000.007	044.040	40 70/	002.000	E 00/	000.000	A 70/
Total Library	/ Operations	808,087	944,243	13.7%	993,689	5.2%	988,689	4.7%

To: Whitefish Bay Public Library Board of Trustees From: Nyama Y. Reed, Library Director Date: July 25, 2023 Meeting Re: Department Reports



Director (Reed)

- 1) Building
 - a) Regular maintenance is occurring per schedule.
 - b) A tree was cut down in triangle at the north end of Library, at the southeast corner of Birch and Marlborough, as part of the Village's emerald ash borer program. Library gardener, Robb Gregg, added fresh soil, mulch, and native plantings to turn the triangle into a nice garden.
 - c) Digicorp came to diagnose an issue with the phone line that is in the basement mechanical room, which quit working. It is a phone line that repair people use when trouble shooting mechanical issues because cell phones tend not to work well in the basement due to the lack of windows and block construction. Investigation leads us to believe the phone was not included in the transfer to the new VOIP carrier last fall. Since it is rarely used, no one realized it was no longer working until this Spring when it was needed. Digicorp stated an ethernet line would need to be run from the server cage, which is outside the mechanical room, to the area in the mechanical room. As a stop gap measure, the phone is set-up and working in the server cage. A line will be run soon to restore phone access inside the mechanical room.
- 2) Foundation
 - a) The Foundation Board met in July.
 - b) A motion was approved to increase the size of the Board.
 - c) Jen Livingston has stated she would like to stop down as a Foundation Board member, while remaining on the Library Board. As a result, the Library Board needs to appoint another Board member to the Foundation Board.
- 3) Friends No meeting in July.
- 4) LDAC/MCFLS No meeting in July.
- 5) Community Collaboration
 - a) Have been working with Versiti to schedule regular blood donations at the Library. They were looking for a new, regular, location since the Woman's Club building on Henry Clay is no longer available.
 - b) Working with North Shore Kiwanis on a sponsorship for the children's winter reading program, which typically occurs Jan-Feb.
 - c) Worked with WFB Historical Commission's Tom Fehring to investigate documentation of whether the Broadnax family were the first black homeowners in WFB. Next I will update Mr. Charlie Broadnax about how to apply for a sidewalk medallion from the Historical Commission to document the significance of their home ownership.

Adult Services (Lenski)

Circulation Services (Hoge)

Technology

6 New All in One Dell desktop computers have been ordered to replace the old HP All in One desktops in the Youth Services wing. Two of the new Dell's were installed Friday, July 21st and the other 4 will be installed soon.

We have been trying to upgrade our Adult Services public computers, In House Use laptops, and ECF laptops to Windows 11 but have had some difficulties. I am working with our MCFLS Network Administrator to get these upgrades done with the hope to complete this task by end of August.

3 staff laptops have been ordered to replace the old desktops for Head of Adult Services, Head of Youth Services and Head of Circulation. Moving to laptops will provide more flexibility for managers to work remotely when needed.

Staff

Our student shelver Reese Cottrill's last day will be July 31st as he plans to head to UW Madison in the Fall.

Library staff are planning a Summer Garden Party Potluck at the home of our Circulation Assistant Mary Middleton on July 30th to celebrate a very successful summer at the Library!

Youth Services (Kiekhaefer)

Summer Reading

As of July 19th, 2023, we have 1,039 kids and teens registered for the summer reading program. We are back to pre-pandemic numbers, and we are still signing kids and teens up. The program runs until the end of August, and I'm excited to see what the total number of sign ups will be.

Programming

We are about 3/4s of the way done with our summer programming schedule, and I've been pleased with our turnout. Some of the programs have been more popular than others, but across the board, sign ups have been strong. I'll have specific numbers for the August or September report.

Outreach/Partnerships

I am working with a pediatric therapy group in town to coordinate for some programming in August for families.

In July, I will also be doing a storytime at a local daycare visit, hoping to spread the word about libraries.

ALA Conference Update (Nagel)

This year I was fortunate enough to attend the annual ALA Conference which was held in Chicago. It was my first ALA conference since I became a librarian in 2020.

The opening ceremonies were very exciting because Judy Blume was appearing. Before we heard her speak, many of the officers of ALA spoke about their positions and what was happening with libraries all over the country.

One of the best lectures that I attended was given by Maysoon Zahid. She is a disabled, Muslim comedian who has a graphic novel, Shiny Misfits, for middle grade children coming out next year. She was delightful and very funny. It was also very poignant to hear her talk about how her father fought to make sure that she went to mainstream schools, although it was suggested that she attend a school for children with Down Syndrome, even though she has Cerebral Palsy.

The other panel of note that I attended was sponsored by Library Reads. Library Reads is a program where librarians choose their favorite new titles every month. There was a panel of five authors - Bonnie Jo Campbell, Jean Kwok, Thrity Umigar, Anise Ryan, and C. Pam Zhang. All of these authors have books coming out which all sounded very interesting, but the real appeal of the event was that each writer talked about what public libraries meant to them.

I greatly appreciated the opportunity to attend this conference.

Sharon Nagel, Adult Services Librarian

Adult Services July 2023 Scott Lenski

Summer Reading Program

Adult Summer Reading Program continues. As of this writing we have 109 adults signed up for the program. We did a mid-summer drawing for prizes on July 18. All prizes are paid for by Friends of the Whitefish Bay Public Library. In the Bingo bonus challenge we currently have 87 participants and so far 13 of them have completed a bingo. Summer reading runs through the end of August.

Programming

On Thursday, June 29, we hosted Andi Cloud, a member of the Ho-Chunk nation for our Whitefish Bay Talks. Andi was recently the storyteller in residence at the Madison Public Library. For this program we had 36 attendees.

We also co-hosted a virtual program with Boswell Book Company for author Claudia Gray. Claudia was in conversation with author Juneau Black. Juneau Black is a pseudonym for 2 authors, Sharon Nagel and Jocelyn Cole. Sharon also happens to be one of the part-time reference staff here at WFB in the adult services department. We had nearly 20 attendees on Zoom for this virtual event.

We have also had a decent sized group attending our Mystery Book Club, with 3 attending in person and 3 on Zoom the last few months.

Collection Development

Staff has been busy weeding the adult collections as we prepare to pull out romance books from fiction. Adult services staff has shifted the science fiction and mystery areas to make space for this collection which will be shelved immediately before fiction. Staff has also been busy deciding which books will be shelved in the new romance area.

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CI	RCULATION	N STATISTIC	S : PHYSIC	CAL + DIGI	TAL CIRCU	JLATION								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	26,157	25,032	27,691	25,447	25,072	29,976	31,686	29,097	24,573	26,165	23,270	23,040	317,206	159,375
2020	25,549	25,190	14,532	6,060	7,863	15,552	20,299	20,078	22,432	23,366	21,281	17,571	219,773	94,746
2021	17,605	19,988	25,455	23,669	22,465	25,495	27,170	26,371	22,763	22,113	22,032	20,686	275,812	134,677
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209	22,194	22,669	20,682	281,460	142,711
2023	25,220	23,698	26,785	24,052	23,405	27,942								151,102
2019-23	-4%	-5%	-3%	-5%	-7%	-7%								-5%
2022-23	6%	7%	10%	1%	2%	9%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	6%
PHYSICAL														
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	23,788	23,055	25,216	23,087	22,782	27,654	29,165	26,579	22,115	23,659	20,829	20,641	288,570	145,582
2020	22,841	22,555	10,790	821	2,666	11,263	15,775	15,793	18,798	19,688	17,423	13,706	172,119	70,936
2021	13,265	16,102	21,547	19,831	18,945	21,991	23,506	22,639	19,451	18,938	18,775	17,129	232,119	111,681
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664	18,418	19,114	17,078	236,434	119,710
2023	21,136	19,896	22,525	20,148	19,373	23,951								127,029
2019-23	-11%	-14%	-11%	-13%	-15%	-13%								-13%
2022-23	6%	7%	10%	0%	2%	10%								6%
DIGITAL C	IRCULATIO				RBDigital									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	2,369	1,977	2,475	2,360	2,290	2,322	2,521	2,518	2,458	2,506	2,441	2,399	28,636	13,793
2020	2,708	2,635	3,742	5,239	5,197	4,289	4,524	4,285	3,634	3,678	3,858	3,865	47,654	23,810
2021	4,340	3,886	3,908	3,838	3,520	3,504	3,664	3,732	3,312	3,175	3,257	3,557	43,693	22,996
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545	3,776	3,555	3,604	45,026	23,001
2023	4,084	3,802	4,260	3,904	4,032	3,991								24,073
2019-23	72%	92%	72%	65%	76%	72%								75%
2022-23	5%	5%	7%	4%	3%	3%								5%
DIGITAL C	IRCULATIO	ON AS % OF				Libby, RB, H	loopla)							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	10%	9%	10%	10%	10%	8%	9%	9%	11%	11%	12%	12%	10%	d
2020	12%	12%	35%	638%	195%	38%	29%	27%	19%	19%	22%	28%	28%	155%
2021	33%	24%	18%	19%	19%	16%	16%	16%	17%	17%	17%	21%	19%	21%
2022	19%	20%	19%	19%	21%	18%	17%	17%	20%	21%	19%		19%	19%
2023	19%	19%	19%	19%	21%	17%								19%
LIBBY (Fo	rmerly Ove	rdrive. Print	books, Au	dio books	Music)									
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	1,666	1,371	1,665	1,592	1,660	1,684	1,914	1,862	1,797	1,757	1,688	1,791	20,447	9,638
2020	1,965	1,851	2,505	3,299	3,214	2,887	3,031	2,943	2437	2,423	2,569	2,604	31,728	15,721
2021	2,703	2,546	3,042	2,904	2,703	2,663	2,676	2,612	2,382	2,365	2,429	2,670	31,695	16,561
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740	2,814	2,741	2,719	34,486	17,586
2023	3,101	2,905	3,298	3,029	3,088	3,080								18,501
2019-23	86%	112%	98%	90%	86%	83%								92%
2022-23	3%	6%	9%	6%	3%	4%								5%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

Jan 293 277 616 347	Feb 228 251	Mar 323	Apr 271	May 237	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
277 616 347	251			237	040								
616 347		40.4		201	218	249	204	227	262	255	237	3,004	1,570
347	050	484	755	705	419	403	339	342	275	416	316	4,982	2,891
	353	377	329	335	305	318	383	287	278	309	351	4,241	2,315
	350	347	302	339	315	319	350	305	349	350	352	4,025	2,000
408	326	400	379	451	436								2,400
39%	43%	24%	40%	90%	100%								53%
18%	-7%	15%	25%	33%	38%								20%
AZINES													
Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
													2,585
													3,381
													2,156
						239	249	244	297	270	242	3,258	1,717
													1,749
													-32%
	13%	4%	-17%	8%	3%								2%
-							•	-			_	× • • •	
							•						YTD Total
													1,817
													1,964
						240	262	256	316	194	291	3,257	1,698
													1,423
													-16%
						L.J.	A	0	0.1	New	Dee	Vessle Tetal	
													YTD Total
				1									51,714
													21,630
													32,895
						10,133	10,466	8,352	7,886	7,996	6,766	100,862	49,263
													50,664
													<mark>-2%</mark> 3%
				-3%	17%								3%
				May	lun	Int	Δυσ	Son	Oct	Nov	Dee	Vearly Total	YTD Total
							-						
													35% 20%
													20% 27%
													<u> </u>
						40%	40%	4170	4370	4270	40%	4170	41%
													40%
Jan						Jul	Αυα	Sen	Oct	Nov	Dec	Yearly Total	YTD Total
												-	93,868
													49,306
													78,786
12,577	11,410	11,917	11,689	10,851	12,003	11,804	12,047	9,312	10,532	11,118	10,312	135,572	70,447
12,612	13,104	13,193	12,292	11,129	12,005	,00-1	,0-1	0,012	10,002	, 0	10,012	.00,012	74,455
	.0,104	10,100	,_02	, . 20	,.20								74,400
-20%	-16%	-20%	-16%	-26%	-26%								-21%
	410 354 616 275 289 -30% 5% YS) Jan 112 405 258 286 11% CIRCUL Jan 8,068 7,929 40 7,333 8,504 5% 16% AS % O Jan 34% 35% 0% 37% 40% CIRCUL Jan 15,720 14,912 13,225	410 378 354 428 616 609 275 260 289 293 -30% -22% 5% 13% YS)	410 378 487 354 428 455 616 609 181 275 260 322 289 293 334 -30% -22% -31% 5% 13% 4% YS) - - Jan Feb Mar 112 105 298 405 378 308 258 279 272 286 278 228 11% 0% -16% CIRCULATION STATISTICS FOR - Jan Feb Mar 8,068 7,486 8,738 7,929 8,220 3,883 40 3,175 7,030 7,333 7,137 8,534 8,504 6,562 8,869 5% -12% 1% 16% -8% 4% AS % OF TRADITIONAL CIRCULATION STATISTICS FOR 35% 35%	410 378 487 497 354 428 455 795 616 609 181 280 275 260 322 319 289 293 334 264 -30% -22% -31% -47% 5% 13% 4% -17% YS)	410 378 487 497 393 354 428 455 795 773 616 609 181 280 218 275 260 322 319 275 289 293 334 264 296 -30% -22% -31% -47% -25% 5% 13% 4% -17% 8% YS)	410 378 487 497 393 420 354 428 455 795 773 576 616 609 181 280 218 252 275 260 322 319 275 266 289 293 334 264 296 273 -30% -22% -31% -47% -25% -35% 5% 13% 4% -17% 8% 3% YS)	410 378 487 497 393 420 358 354 428 455 795 773 576 667 616 609 181 280 218 252 263 275 260 322 319 275 266 239 289 293 334 264 296 273 - -30% -22% -31% -47% -25% -35% - 5% 13% 4% -17% 8% 3% - YS)	410 378 487 497 393 420 358 452 354 428 455 795 773 576 667 604 616 609 181 280 218 252 263 237 275 260 332 319 275 266 239 249 289 293 334 264 296 273 - - - - - - - - 30% -	410 378 487 497 393 420 358 452 434 354 428 455 795 773 576 667 604 618 616 609 181 280 218 252 263 237 235 275 260 322 319 275 266 239 249 244 289 293 334 264 296 273 - - - 5% 13% 4% -17% 8% 3% -	410 378 487 497 393 420 358 452 434 487 354 428 455 795 773 576 667 604 618 720 275 260 322 319 275 266 239 249 244 297 289 293 334 264 296 273 249 244 297 289 293 334 264 296 273 249 244 297 280 233 344 64 296 273 249 244 297 260 30% -22% -31% 4%7 May Jun Jul Aug Sep Oct 399 237 260 408 321 12 240 262 256 316 228 232 197 202 11% 399 8	410 378 487 497 393 420 358 452 434 487 498 354 428 455 795 773 576 667 604 618 720 593 616 609 181 280 218 252 263 237 235 211 219 275 260 322 319 275 266 239 249 244 297 270 289 293 334 264 296 273 256 35% 270 280 233 344 264 296 236 393 363 237 260 280 237 260 280 237 260 280 237 260 280 237 260 280 237 260 280 237 26	410 378 487 497 393 420 358 452 434 487 488 371 354 428 455 795 773 576 667 604 618 720 593 594 594 594 593 594 593 594 593 594 593 594 593 524 213 225 211 219 261 255 263 237 235 211 219 261 289 293 334 264 296 273 - <t< td=""><td>410 378 487 497 333 420 358 452 434 487 498 371 5.185 354 428 455 795 773 576 667 604 618 720 593 594 7.177 616 609 181 280 218 252 263 237 235 211 219 261 3.582 275 260 322 319 275 266 239 249 244 297 270 242 3.582 30% -22% -31% -47% -25% -35% -</td></t<>	410 378 487 497 333 420 358 452 434 487 498 371 5.185 354 428 455 795 773 576 667 604 618 720 593 594 7.177 616 609 181 280 218 252 263 237 235 211 219 261 3.582 275 260 322 319 275 266 239 249 244 297 270 242 3.582 30% -22% -31% -47% -25% -35% -

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

MOBILE A	APP CIRC													
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2022	0	0	0	0	0	7	1	56	27	33	19	3	146	7
2023	20	22	39	24	2	6								113
LOCKER (CIRC													
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3	208	424	310	348	498								1,791
WIRELESS	S (Clients p	er Day)												
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	4,162	3,802	4,505	4,766	4,829	4,740	4,882	4,747	4,787	5,694	4,630	4,561	56,105	26,804
2020	5,216		me	eraki offline			1,519	1,860	1,950	2,108	1,710	1,215	15,578	5,216
2021	1,465	1,552	2,092	2,242	2,385	2,609	2,898	2,824	3,175	3,532	3,423	3,069	31,266	12,345
2022	2,892	2,729	3,165	3,439	3,824	3,699	3,495	3,732	3,712	4,532	4,109	3,406	42,734	19,748
2023	4,801	4,102	4,248	4,490	4,688	4,671								27,000
2019-23	15%	8%	-6%	-6%	-3%	-1%								1%
2022-23	66%	50%	34%	31%	23%	26%								37%
DOOR CO	UNT PER M	IONTH	2020 Door	Counter (Quit Worki	ng. Didn't r	eplace unt	til 2021.						
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	15,345	14,237	16,934	15,794	16,213	17,811	18,751	16,902	14,390	16,125	14,852	13,734	191,088	96,334
2020	15,473												15,473	15,473
2021	0	5,000	9,144	8,529	8,755	9,558	10,419	9,667	8,530	8,729	8,997	7,576	94,904	40,986
2022	8,200	8,328	9,303	9,797	9,985	10,826	11,097	13,076	10,427	11,157	12,672	8,442	123,310	56,439
2023	11,930	11,497	12,135	13,052	11,605	14,323								74,542
2019-23	-22%	-19%	-28%	-17%	-28%	-20%								-23%
2022-23	45%	38%	30%	33%	16%	32%								32%
DOOR CO	UNT PER D		-	Counter C	Quit Worki	ng. Didn't r	eplace unt	til 2021.						
	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	495	508	546	526	523	685	694	650	480	520	495	443	543	3,284
2020	499												n/a	499
2021	0	192	352	328	337	368	386	372	305	282	321	281	294	1,576
2022	283	297	300	350	344	416	444	484	372	360	453	338	368	1,991
2023	398	411	391	466	387	551								2,604
0040.00	-20%	-19%	-28%	-11%	-26%	-20%								-21%
2019-23	-20%	-1970	2070	1170	2070	32%								31%