

LIBRARY BOARD MEETING
 TUESDAY OCT 25, 2022, 6:30 pm
 Rescheduled from JUL 26, 2022



Join via computer, tablet or smartphone at Zoom.us or by clicking the link.

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

Join via phone: +1 312 626 6799; you will hear the meeting but not be able to see visual presentation.
 Meeting ID: 828 7894 4071; Passcode: 67471454

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	
Sarah Leinweber, Vice President, 2023	
Jay Balachandran, Village Board Representative, n/a	
Sandy Saltzstein, School District Representative, 2023	
Claire Flannery, Member, 2023	
Erin Jelenchick, Member, 2024	
Ellie Gettinger, Member, 2025	
Staff	
Nyama Reed, Library Director	

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of SEP 20, 2022 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through OCT 21, 2022 (NYR)	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
6:40-7:15	5. WFB Village Budget Process Update	Discuss			
7:15-7:45	6. Informational Items (NYR) Foundation, Smart Lockers, Staffing, COVID	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

- November 14, Monday, 6:00pm – WFBPL Foundation Board of Directors
- **November 15 and December 13, Tuesday, 6:30 pm - Library Board of Trustees**
 - ***(note date changes from usual schedule)**
- November 16, Wednesday, 6:00 pm - Friends of the Library Board of Directors
- **November 21, Monday, 6:00 pm - Village of WFB Board of Trustees**
 - ***Public Hearing on 2023 WFB Village Budget**

LIBRARY BOARD MEETING
 Minutes of SEP 20, 2022, 6:30 pm
 Pending at OCT 25, 2022 Mtg
 Location Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Jay Balachandran, Village Board Representative, n/a	X
Sandy Saltzstein, School District Representative, 2023	X
Claire Flannery, Member, 2023	X
Erin Jelenchick, Member, 2024	X
Ellie Gettinger, Member, 2025	X
Staff	
Nyama Reed, Library Director	X

Guest: Cori Jo

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:31pm				
1. Statement of Public Notice	n/a			
2. 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				
3. Minutes of Aug 23, 2022 meeting (JL)	Motion	Balachandran	Gettinger	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through SEP 16, 2022 (NYR)	Motion	Gettinger	Leinweber	Unanimous
Motion to approve finance report as presented				
TOPICS REQUIRING DISCUSSION ONLY				
5. Library Board Bylaws Review (NYR)	Discuss			
Review of Bylaws with suggested revisions. Follow-up: Ask Attorney Jaekels about current status of “in-person” meetings. Will bring back draft at future meeting.				
6. Informational Items (NYR)	Discuss			
Presented department reports per memo in packet. Stats: As of Aug, 2022 circ of physical items is 15% down from Aug 2019, but digital circ is up 53% from 2019. Use of the self-check machine is back to pre-pandemic levels.				
ADJOURNMENT 8:33pm	Motion	Saltzstein	Jelenchick	Unanimous

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	10/21/22	BALANCE		
Taxes			YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72%-	NORMA
13-00000-41100	PROPERTY TAXES	700,833	716,744	716,744	-	100%	
Taxes		700,833	716,744	716,744	-	100%	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	58,754	30,949	31,181	(232)	101%	
Intergovernmental Revenue		58,754	30,949	31,181	(232)	101%	
	Set Reveue	759,587	747,693	747,925	(232)	100%	
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	20,644	20,000	16,375	3,625	82%	
13-00000-45210	Library Replacement Cards	155	50	128	(78)	256%	
13-00000-45224	LIBRARY DAMAGE RECOVER	1,045	1,000	62	938	6%	Combined with Fines Mid Year
Fines, Fees, Penalties		21,843	21,050	16,565	4,485	79%	OK
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	1,951	(951)	195%	
13-00000-46713	LIBRARY COPY AND FAX FEE	2,419	2,000	2,613	(613)	131%	
13-00000-46714	LIBRARY DVD RENTALS	-	-	267	(267)	100%	
Public Charges for Services		2,644	3,000	4,831	(1,831)	161%	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	2,940	(940)	147%	
13-00000-48901	MISC REV	616	-	1,637	(1,637)	100%	\$1100, grant reimbursement for continuing ed
Miscellaneous Revenue		4,110	2,000	4,577	(2,577)	229%	
	Variable Reveue	28,598	26,050	25,973	77	100%	Awesome!
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMEN	-	28,599	-	28,599	0%	
Unclassified		-	28,599	-	28,599	0%	
TOTAL REVENUES		788,185	802,342	773,898	28,444	96%	Great

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	TD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	ORIGINAL	10/21/22	BALANCE	
Dept 93000 - LIBRARY SALARIES			YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72%-	
13-93000-50100	Salaries	453,253	480,661	381,984	98,677	79%	81% of year for wages
13-93000-50150	FICA Tax	34,481	36,771	28,952	7,819	79%	
13-93000-50160	Health/Dental Insurance Premi	41,834	44,777	36,518	8,259	82%	
13-93000-50161	Health Insurance Deductible (D	270	1,290	325	965	25%	
13-93000-50170	Retirement Contribution - ER p	22,602	21,957	18,667	3,290	85%	
13-93000-50180	Group Life Insurance Premium	773	828	866	(38)	105%	OK
13-93000-50181	Disability Insurance Premium	-	828	-	828	0%	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	467,312	119,800	80%	
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	2,735	1,765	61%	Awaiting bill for staff development day and fall conference
13-93200-50191	Membership Dues	1,156	980	568	412	58%	
13-93200-50194	Personnel Related Expenses	485	735	633	102	86%	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	100%	Board Approved
13-93200-50220	Attorney Contract	6,336	-	-	-	x	
13-93200-50250	Utilities	41,349	42,140	33,818	8,322	80%	Projected \$44k
13-93200-50251	Telephone/Internet	6,297	8,000	4,034	3,966	50%	Projected \$5400
13-93200-50300	Office Supplies	2,012	2,000	1,915	85	96%	OK
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	0%	
13-93200-50302	Postage	15	200	11	189	6%	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	100%	OK
13-93200-50360	Building Maintenance	6,167	9,800	7,173	2,627	73%	
13-93200-50760	Sales Tax	118	200	161	39	80%	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	58,850	11,175	84%	
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	14,006	2,994	82%	
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	2,006	494	80%	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,047	(47)	102%	OK
13-93300-50350	Maintenance Service & Supplie	27,088	27,000	23,363	3,637	87%	Projected \$34k; Board approved
13-93300-50351	Custodial Supplies	1,465	2,000	1,881	119	94%	OK
13-93300-50400	MCFLS Supplies	2,117	1,470	745	725	51%	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	45,048	7,922	85%	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	TD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION	12/31/2021	ORIGINAL	ORIGINAL	10/21/22	BALANCE		
Dept 93400 - LIBR PROG/SERVICES		YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72%-		
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94%	OK
13-93400-50402	Programs - Adult	119	-	473	(473)	100%	OK
13-93400-50403	Programs - Children	38	-	-	-	x	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,388	847	96%	OK
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	79,621	70,000	68,420	1,580		
	Adult DVDs	0	-	457	(457)		
	Fund 22	26,448	31,000	11,577.85	19,422		
Total Dept 93500 - LIBRARY COLLECTIONS		106,069	101,000	80,455	20,545	80%	Project \$97k-107k due to B&T issues causing delays in ordering Aug/Sep
TOTAL EXPENDITURES		781,651	802,342	661,475	140,867	82%	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	773,898	28,444	96%	OK
TOTAL EXPENDITURES		781,651	802,342	661,475	140,867	82%	OK
NET OF REVENUES & EXPENDITURES		6,534					
BEG. FUND BALANCE		65,416					
END FUND BALANCE		71,950					
Fund 22 - LIBRARY EXPANSION FUND							
	END BALANCE	2022	TD BALANCE				NOTES
	12/31/2021	ORIGINAL	10/21/22				
TOTAL REVENUES	150		1,807.67				\$31k collections
TOTAL EXPENDITURES	26,448		44,077.85				\$25k GMF Fund
NET OF REVENUES & EXPENDITURES	(26,298)		(42,270)				\$7,500 S&B Admin
BEG. FUND BALANCE	159,163	132,865	132,865				
END FUND BALANCE	132,865		90,595				\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND							
	END BALANCE	2022	TD BALANCE				NOTES
	12/31/2021	ORIGINAL	10/21/22				
01-55500-50350-1001	Maitenance Services (Contracts)	14,038		30,885			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		10,376			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 25, 2022 Meeting
Re: WFB Village Budget Process Update



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.

Background

The Library Board approved and submitted a 2023 budget to the Village in August. The Village Board will review the DRAFT 2023 Budget on October 24, 2022. I anticipate this is the meeting where I will be asked questions about the Library Board approved budget that was submitted.

You can review the budget Draft at this link. The full document is 220 pages. For focused review, I recommend reading the Letter of Transmittal (p.1 of the numbered pages; 4 of 220 of the PDF pages; the title cover and index pages aren't numbered)

<https://www.wfbvillage.gov/DocumentCenter/View/1700/2023-Draft-Budget>

The Library section starts on page 111 (of the numbered pages; 114 of 220)

Next Steps

Library Board members are welcome to attend the Village Board meeting. The Village agenda includes mentions of a potential quorum for any other WFB board, commissions, or committees which covers us if we end up with 4+ Library Board members at the meeting. However, because the 10/24 Village Board is not a Library Board meeting, you cannot discuss the meeting amongst yourself at or after the meeting. That would constitute a walking quorum. Please hold comments and questions until the 10/25 Library Board meeting, where discussion of the budget is on the agenda.

The Village Board will vote to approve the presented, or a revised, agenda at the Nov 21, 2022 meeting. If they approve the budget as presented, including the Library budget, then we can proceed with the approved wage increases, plus other expenditures and revenues as planned. If the Village Board approves a lower tax revenue allocation for the Library, then additional meeting will likely be needed in November/December to discuss and approve a revised budget.

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	244,731	
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	157,555	
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	210,981	
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209					215,915	
2019-22	-9%	-11%	-12%	-6%	-9%	-15%	-19%	-9%	-14%					-12%	
2021-22	35%	11%	-4%	1%	2%	0%	-6%	0%	-7%					2%	
PHYSICAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	223,441	
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	121,302	
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	177,277	
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664					181,824	
2019-22	-16%	-20%	-19%	-13%	-17%	-22%	-25%	-15%	-20%					-19%	
2021-22	50%	15%	-5%	1%	0%	-1%	-7%	-1%	-9%					3%	
DIGITAL CIRCULATION			Libby	Hoopla	RBDigital	Kanopy									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	21,290	
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	36,253	
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	33,704	
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545					34,091	
2019-22	64%	83%	61%	59%	71%	66%	46%	53%	44%					60%	
2021-22	-11%	-7%	2%	-2%	11%	10%	1%	3%	7%					1%	
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2019	10.0%	8.6%	9.8%	10.2%	10.1%	8.4%	8.6%	9.5%	11.1%	10.6%	11.7%	11.6%	9.9%	10%	
2020	11.9%	11.7%	34.7%	638.1%	194.9%	38.1%	28.7%	27.1%	19.3%	18.7%	22.1%	28.2%	27.7%	112%	
2021	32.7%	24.1%	18.1%	19.4%	18.6%	15.9%	15.6%	16.5%	17.0%	16.8%	17.3%	20.8%	18.8%	20%	
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%	20.1%					19%	
2019-22	96%	128%	98%	83%	105%	112%	94%	81%	81%					97%	
2021-22	-40%	-19%	7%	-4%	11%	12%	8%	4%	18%					-5%	
LIBBY (Formerly Overdrive. Print books, Audio books, Music)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	15,211	
2020	1,965	1,851	2,505	3,299	3,214	2,887	3,031	2,943	2,437	2,423	2,569	2,604	31,728	24,132	
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	24,231	
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740					26,212	
2019-22	80%	99%	82%	80%	80%	76%	51%	61%	52%					72%	
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%	15%					8%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

HOOPLA (Print Books, Audio Books, Music, Movies)						Hoopla cut from 6 to 4 checkouts per person per month								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004	2,250
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982	3,975
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241	3,303
2022	347	350	347	302	339	315	319	350	305					2,974
2019-22	18%	54%	7%	11%	43%	44%	28%	72%	34%					32%
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%	6%					-10%
RB DIGITAL (Magazi) 2021 switched to actual checkout instead of automatic checkout = drop in circ.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185	3,829
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177	5,270
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582	2,891
2022	275	260	322	319	275	266	239	249	244					2,449
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%	-44%					-36%
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%	4%					-15%
KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767	2,876
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175	3,279
2022	258	279	272	276	301	312	240	262	256					2,456
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%	-37%					-25%
SELF-CHECK AS % OF TRADITIONAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%	37%
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%	22%
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%	32%
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%				41%	43%
2019-22	9%	19%	20%	14%	26%	11%	13%	16%	27%					17%
2021-22	12114%	95%	28%	19%	13%	16%	10%	17%	16%					35%
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
2019	8,068	7,486	8,738	8,490	7,765	11,167	11,922	10,658	8,224	8,748	7,408	7,416	106,090	82,518
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727	34,807
2021	40	3,175	7,030	7,005	7,181	8,464	9,851	8,974	7,913	7,533	7,498	6,037	80,701	59,633
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466	8,352					78,214
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%	2%					-5%
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%	6%					31%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

PC USER SESSIONS - # OF TOTAL SESSIONS															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	1,803	1,903	2,198	2,144	2,348	2,328	2,754	2,793	2,468	2,666	Lost in server transitio		23,405		
2020	2,802	2,606	591	Closed	Closed	11	27	42	58	69	6	0	6,212		
2021	0	21	56	61	73	77	84	68	60	69	85	71			
2022	72	125	411	495	567	603	521	688	668	-	-	-			
DOOR COUNT PER MONTH		2020 Door Counter Quit Working. Didn't replace until 2021.													
	Jan	Feb	Mar	Apr	May	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		
2020	15,473	x	x	x	x	x	x	x	x	x	x	x	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		
2022	8,192	8,328	9,303	9,797	9,985	10,826	11,097	13,037	10,427				90,992		
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%	-28%						
2021-22		67%	2%	15%	14%	13%	7%	35%	22%						
DOOR COUNT PER DAY		2020 Door Counter Quit Working. Didn't replace until 2021.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2019	495	508	546	526	523	685	694	650	480	520	495	443	6,567	5,108	
2020	499	x	x	x	x	x	x	x	x	x	x	x	499	499	
2021	x	x	x	x	x	368	386	372	305	282	321	281	2,313	1,430	
2022	293	297	300	338	344	416	444	483	372				3,288	3,288	
2019-22	-41%	-42%	-45%	-36%	-34%	-39%	-36%	-26%	-22%					-36%	
2021-22						13%	15%	30%	22%					186%	
PHYSICAL CIRC / DOOR COUN		2020 Door Counter Quit Working. Didn't replace until 2021.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	1.55	1.62	1.49	1.46	1.41	1.55	1.56	1.57	1.54	1.47	1.40	1.50	1.51		
2020	1.48	x	x	x	x	x	x	x	x	x	x	x			
2021	x	x	x	x	x	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24		
2022	2.43	2.23	2.20	2.05	1.90	2.00	1.98	1.73	1.69				0.00		
2019-22	57%	38%	48%	40%	35%	29%	27%	10%	10%						
2021-22						-13%	-12%	-26%	-26%						

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 25, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village
3. Friends – Friends fall book sale will take place Fri 11/4 for Friends members, then Sat 11/5-Sun 11/6 for everyone. As of September, Friends have already met their 2022 revenue budget, which is excellent news.
4. COVID Update - WFB and NS Total COVID Community Levels are well below 200.
5. Foundation and Fundraising - Fundraising efforts are focusing on year-end mailings. A couple donations were received in the hundred ranges to the Foundation this month.
6. Anniversary Committee – 85th Anniversary event on 10/01/22 was very successful with approximately 350 attendees.
7. Smart Lockers – Electrical was installed last week. Awaiting delivery of the lockers.

Adult Services (Lenski)

Circ Services (Hoge)

Technology

- Our electrician has installed new wiring to support our future Smart Locker unit. We were waiting for this work to be done, and can now place our order for a 17 bay pod. Franklin and Shorewood Libraries have received their lockers and will be going live in early November. Oak Creek hopes to implement their lockers by January 1st. I've been able to sit in on Shorewood's recent training and also review their staff procedures. Their experiences should benefit us greatly when we are ready to make our lockers available. We are targeting early December, but this is contingent on delivery of the unit and set up time.

MCFLS ILS Functionality Committee

- As a member of the ILS (Integrated Library System) Functionality Committee I've been attending Sierra User Group meetings and webinars about the new version (5.5) that we will be upgrading to in late November/December.
- In early November, MCFLS will be transitioning from local support of the Sierra ILS server to a vendor supported cloud hosted model. Our vendor, Innovative, will then be able to provide MCFLS with a test environment which will allow us to try out functionality available in Sierra that the MCFLS libraries don't currently have.
- Additionally this committee is reviewing new Discovery catalog software which will replace the current CountyCat software Encore. Encore is supported by Innovative (Sierra ILS vendor) but will not be enhanced or modified as Innovative puts their energy and resources into their new Discovery product called Vega.

- Coming out of last year's ILS Committee, we already have a staff survey and a list of requirements for a new discovery catalog. We are immediately moving into scheduling demos of discovery products beginning mid-November.

Circulation Staff

- The majority of the Circulation Staff were able to attend the Staff Development Day on Monday, October 10th. It was a very interesting session as we used the product 'Real Colors' to identify our communication style, strengths, values, etc which then put us in a color group. I found it was more enlightening to see where my co-workers ended up than where I did. Everyone seemed to really enjoy the process and the outcomes. We also had a business meeting which gave all staff an overview of the new WFBPL Foundation along with a discussion of issues or concerns related to the new Take & Tinker collection.
- I met with my staff who do processing of new materials (books, dvds, audiobooks, etc) to touch base on how things have been going this year as we've finally gone back to a more regular ordering pattern of new items. We discussed possible workflow changes and any issues they were having in each of their areas.

Youth Services (Kiekhaefer)

Liza is working to update the bibliographies for X fiction. So far, she's created read-a-like lists for Dog Man, Rick Riordan presents, Smile, and Babysitters club, with more to come.

After interviewing three people for the youth services assistant role, we offered the job to Heidi Fallone who previously worked as a part-time circulation assistant for several years until 2020. She returned in 2022 as a substitute for that role. She is currently training and I feel she'll be a great fit for the department.