

LIBRARY BOARD MEETING
TUESDAY NOV 15, 2022, 6:30 pm



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 OCT 25, 2022 meeting	Motion			
6:33-6:40	4. Finance Report Through NOV 11, 2022	Motion			
6:40-6:50	5. 2023 WFBPL Exceptions to Hours	Motion			
6:50-7:00	6. 2023 WFBPL Board of Trustees Meeting Dates	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:00-7:15	7. Foundation and Fundraising Update	Discuss			
7:15-7:30	8. Director’s Review Process	Discuss			
7:30-7:50	9. Building Security	Discuss			
7:50-8:00	10. Informational Items	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

- **November 21, December 5 & 19, Monday, 6:00 pm - Village of WFB Board of Trustees**
 - ***11/21 Public Hearing on 2023 WFB Village Budget and Vote**
- December 12, Monday, 6:00pm – WFBPL Foundation Board of Directors
- **December 13, Tuesday, 6:30 pm - Library Board of Trustees**
 - ***(note date change from usual schedule)**
- December 21, Wednesday, 6:00 pm - Friends of the Library Board of Directors

LIBRARY BOARD MEETING
 Minutes of OCT 25, 2022,
 Pending at NOV 15, 2022
 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	Absent
Claire Flannery, Member, 2023	X
Erin Jelenchick, Member, 2024	X
Ellie Gettinger, Member, 2025	Absent
Staff	
Nyama Reed, Library Director	X

Public: Elaine Evans

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:31pm				
1. Statement of Public Notice	n/a			
2. Public Comment	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of SEP 20, 2022 meeting (JL)	Motion	Leinweber	Jelenchick	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through OCT 21, 2022 (NYR)	Motion	Jelenchick	Balachandran	Unanimous
Motion approve finance report as presented.				
TOPICS REQUIRING DISCUSSION ONLY				
5. WFB Village Budget Process Update	Discuss			
Discussed Q&A with Director Reed at Village Board Mtg of 10/24. Consensus that Q&A went well considering the level of increase the Library budget involves. Next meeting will be final discussion and vote on budget at Village Board Mtg of 11/21.				
6. Informational Items (NYR)	Discuss			
Information items discussed as presented in Statistics file and Department Reports.				
During update on Foundation, Jelenchick requested monthly updates and asked what updated deliverables are due to pivot to Ambassador model. Director Reed stated there are no new updated deliverables at this time. Current goal is to promote end of year giving, start ambassador meetings and emails, and to evaluate progress in January then update deliverables.				
ADJOURNMENT 7:13pm	Motion	Livingston	Jelenchick	

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	11/13/22	BALANCE		
Taxes			YTD: 89%	Above Target: 100%+	On Target: 79-99%	Under Target: 78%-	
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	OK
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	20,644	20,000	20,523	(523)	103	
13-00000-45210	Library Replacement Cards	155	50	134	(84)	268	
13-00000-45224	LIBRARY DAMAGE RECOVERY	1,045	1,000	62	938	6	Combined with Fines Mid Year
Fines, Fees, Penalties		21,843	21,050	20,719	331	98	OK
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	2,001	(1,001)	200	
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	2,867	(867)	143	
13-00000-46714	LIBRARY DVD RENTALS	-	-	267	(267)	100	
Public Charges for Services		2,644	3,000	5,134	(2,134)	171	Great
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	OK
	Variable Reveue	28,598	26,050	30,430	(4,380)	117	
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	778,355	23,987	97	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	11/13/22	BALANCE		
Dept 93000 - LIBRARY SALARIES			YTD: 65%	Above Target: 100%+	On Target: 79-99%	Under Target: 78%-	
13-93000-50100	Salaries	453,253	480,661	400,404	80,257	83	
13-93000-50150	FICA Tax	34,481	36,771	30,317	6,454	82	
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	36,518	8,259	82	
13-93000-50161	Health Insurance Deductible (Direc	270	1,290	505	785	39	
13-93000-50170	Retirement Contribution - ER portio	22,602	21,957	19,565	2,392	89	
13-93000-50180	Group Life Insurance Premium	773	828	970	(142)	117	
13-93000-50181	Disability Insurance Premium	-	828	-	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	488,279	98,833	83	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	3,219	1,281	72	Reimbursed \$1,100 via grant for continuing ed.
13-93200-50191	Membership Dues	1,156	980	568	412	58	
13-93200-50194	Personnel Related Expenses	485	735	761	(26)	104	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	100	Board Approved
13-93200-50220	Attorney Contract	6,336	-	-	-	-	
13-93200-50250	Utilities	41,349	42,140	33,818	8,322	80	
13-93200-50251	Telephone/Internet	6,297	8,000	4,397	3,603	55	
13-93200-50300	Office Supplies	2,012	2,000	1,945	55	97	
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	-	
13-93200-50302	Postage	15	200	11	189	6	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	100	
13-93200-50360	Building Maintenance	6,167	9,800	10,996	(1,196)	112	
13-93200-50760	Sales Tax	118	200	171	29	85	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	63,689	6,336	91	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	17,016	(16)	100	
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	2,375	125	95	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,382	(382)	113	
13-93300-50350	Maintenance Service & Supplies	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	
13-93300-50400	MCFLS Supplies	2,117	1,470	1,071	399	73	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	49,088	3,882	93	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	11/13/22	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			YTD: 65%	Above Target: 100%+	On Target: 79-99%	Under Target: 78%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94	
13-93400-50402	Programs - Adult	119	-	473	(473)	100	
13-93400-50403	Programs - Children	38	-	126	(126)	100	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,515	720	97	OK
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	79,621	70,000	69,411	589		
	Adult DVDs	0	-	457	(457)		
	Fund 22	26,448	31,000	1,808	29,192		
Total Dept 93500 - LIBRARY COLLECTIONS		106,069	101,000	71,676	29,324	71	OK
TOTAL EXPENDITURES		781,651	802,342	692,439	109,903	86	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	778,355	23,987	97	OK
TOTAL EXPENDITURES		781,651	802,342	692,439	109,903	86	OK
NET OF REVENUES & EXPENDITURES		6,534			110,502		
BEG. FUND BALANCE		65,416					
END FUND BALANCE		71,950					
Fund 22 - LIBRARY EXPANSION FUND		END BALANCE		YTD BALANCE			NOTES
		12/31/2021		11/13/22			
TOTAL REVENUES		150		1,808			\$31k collections
TOTAL EXPENDITURES		26,448		49,789			\$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(47,981)			\$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865	132,865			\$ 63,500
END FUND BALANCE		132,865		84,884			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	11/13/22			
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		10,376			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		30,909			

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: November 15, 2022 Meeting
 Re: 2023 Exceptions to Hours



Our Mission

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.

Recommendation

It is recommended the Library Board of Trustees approve:

1. The usual 10 paid holidays as listed in the Village of WFB Employee Handbook
2. Closing any additional holiday the Village Board may approve for 2023
3. Closing Easter Sunday
4. Closing at 6:30pm on Independence Day Eve
5. Closing 10/09 for staff development

2023 Exceptions to Hours of Operations

Date	Day	2023	Library Closed	Paid Holiday	Floating Holiday
1/1	Sun	New Year's Day	Yes	#1	Yes
4/7	Fri	Spring Break Friday	Yes	#2	
4/9	Sun	Easter	Yes	No	
5/29	Mon	Memorial Day	Yes	#3	
7/3	Mon	Independence Day Eve	Close 6:30pm	No	
7/4	Tue	Independence Day	Yes	#4	
9/4	Mon	Labor Day	Yes	#5	
10/09	Mon	Staff Development	Yes	No	
11/23	Thu	Thanksgiving	Yes	#6	
11/24	Fri	Friday After Thanksgiving	Yes	#7	
12/24	Sun	Christmas Eve	Yes	#8	Yes
12/25	Mon	Christmas	Yes	#9	
12/31	Sun	New Year's Eve	Yes	#10	Yes



To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: November 15, 2022 Meeting
 Re: 2023 Library Board Meeting Dates

Our Mission

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Background

The WFBPL Board typically meeting the 4th Tue of the Month, starting at 6:30pm. The table below recommends changing dates in March, October, and December. Alternate 2 has a better balance of weeks between meetings.

2023 Library Board Meeting Dates

4th Tuesday	4th	4th	Note 1	Note 2	Alt 1	Alt 1	Alt 1	Alt 2	Alt 2	Alt 2
12/13/2022					12/13/2022			12/13/2022		
1/24/2023	42	6			1/24/2023	42	6	1/24/2023	42	6
2/28/2023	35	5			2/28/2023	35	5	2/28/2023	35	5
3/28/2023	28	4	WFB Spring Break 3/27-31	Switch to 3/21	3/21/2023	21	3	3/21/2023	21	3
4/25/2023	28	4			4/25/2023	35	5	4/25/2023	35	5
5/23/2023	28	4			5/23/2023	28	4	5/23/2023	28	4
6/27/2023	35	5			6/27/2023	35	5	6/27/2023	35	5
7/25/2023	28	4			7/25/2023	28	4	7/25/2023	28	4
8/22/2023	28	4			8/22/2023	28	4	8/22/2023	28	4
9/26/2023	35	5			9/26/2023	35	5	9/26/2023	35	5
10/24/2023	28	4	WLA Conference	Switch to 10/17 or 10/31	10/17/2023 = 3 mtgs	21	3	10/31/2023	35	5
11/28/2023	5	5	Week after T-Day		11/28/2023	42	6	11/28/2023	28	4
12/26/2023	28	4	Hanukkah 12/8-15	Switch to 12/19	12/19/2023 = 3 mtgs	21	3	12/19/2023 = 3 mtgs	21	3

Recommendation

It is recommended the Library Board of Trustees approve 2023 meetings dates as listed in Alternate 2.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 15, 2022 Meeting
Re: Foundation and Fundraising Update



Our Mission

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.

To emphasize the Foundation and the 85th Anniversary Campaign, they were mentioned in the November 2022 library newsletter and are currently in the main slider on the website.

Director Reed created a list of library cardholders over 70 for a mail and email communication about donating to the Foundation via “qualified charitable donation.” Another email will go to everyone in our email list highlighting all ways to donate by year-end.

Ambassador emails have started going out, asking those who agreed to advocate for the library and the campaign to forward an email on those topics while also adding a personal bit about why they love the library. Director Reed is also working on scheduling meetings at Ambassador’s homes in 1st quarter 2023, as an opportunity to answer questions within small groups of friends.

Director Reed has started reaching out to recipients of the initial targeted letters and emails.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: November 15, 2022 Meeting
 Re: Director Review Process



Our Mission

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

It's the time of year to do staff evaluations, including the Director's review. Below are sample workflows for the process.

	Workflow 1 - Meets Expectations 2023 Wage Approved in Dec 2022		Workflow 2 - Does Not Meet Expectations 2023 Wage Approved in Jan 2023
22-Nov		22-Nov	
	HR committee checks in with Leadership Team members for feedback		HR committee checks in with Leadership Team members for feedback
	Director writes self-reflection and sends it to HR Committee		Director writes self-reflection and sends it to HR Committee
	HR Committee sends evaluation form to Board members; Board members fill out individually and return to HR Committee		HR Committee sends evaluation form to Board members; Board members fill out individually and return to HR Committee
22-Dec		22-Dec	
	HR committee compiles LT, Director, and Board input into a written evaluation document		same
	HR committee emails eval document to Director, then meets with Director to go over eval document		same
	HR committee emails eval document to Director, then meets with Director to go over eval document		same
	Closed session at December 13 Board meeting for presentation of eval document		same
	IF agreement that Director "meets expectations", even if there is constructive feedback for improvement in some area(s), then motion/action after closed session to approve Directors wage to take affect 1/1/2023		IF agreement that Director does not "meets expectations", then wage approval delayed to Jan 2023 and potential corrective action meetings to be scheduled with HR Committee.
	Library Board President informs Village Manager of satisfactory evaluation and 2023 wage		Library Board President informs Village Manager of unsatisfactory evaluation and delay for setting 2023 wage
23-Jan		23-Jan	
	n/a		Closed session at January Board meeting for discussion of next steps for correction action and setting of 2023 wage.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 15, 2022 Meeting
Re: Building Security



Our Mission

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

Over the last two months, library staff encountered a patron who takes the elevator to the 2nd floor. Staff have asked him why and he states he was looking for a sink or microwave to use. Despite letting him know there is a sink in the men's restroom and no public microwave, he continues to go to the 2nd floor. This is concerning because the patron has a history of violence, resulting in a lifetime ban from another library.

Recent Steps to Increase Security

To increase security for the 2nd floor, we are now locking the front public stairwell and 2nd floor doors at all times when the program room is not in use.

Potential Additional Steps to Increase Security

At this time it is not viable to lock and unlock the elevator throughout the day, to keep people from going to the 2nd floor or the basement. The cleaning company has expressed concern that the basement is easily accessible and someone could stay down there after the library closes.

To increase security in the building, Director Reed would like Board permission to investigate installing a camera system. This would involve obtaining quotes and investigating legal issues related to, and policies needed for, a camera system in a public library.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: November 15, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village – The final meeting for the 2023 budget occurs Monday Nov 21st at 6pm.
3. Friends – Friends Nov 2022 book sale was another record setter.
4. COVID Update – As of Wed 11/9, WFB's Community Level was 92 and the NS area total was 106.
5. Smart Lockers – Electrical and data lines were installed in October. Working with Smiota for final planning and to schedule shipping.
6. LDAC/MCFLS – No LDAC meeting in November due to overlap with WLA Conference.
7. Professional Development
 - a. Completed online course on Planned Giving by Lilly School of Philanthropy. Received my Certificate in Fund Raising Management.
 - b. Co-presented at Mead Public Library in Sheboygan on Wisconsin Libraries: Past, Present & Future. The presentation was part of Mead's 125 anniversary celebration and was a program of the Wisconsin Academy Of Sciences, Arts and Letters. The presentation was very well received and I made a contact with a staff member of Wisconsin Literacy, Inc. We followed up with a zoom chat last week to discuss partnering opportunities.
 - c. Attended Wisconsin Library Association's Annual Conference in Lake Geneva from Nov 1-4 as President. Nearly 600 people attended, exceeding our goal of 500. All feedback was very positive regarding the facility, speakers, sessions, and vendors. I talked with all 49 vendors, which lead to refreshed relationships with longtime colleagues and new connections with first time exhibitors.



Adult Services (Lenski)

- Staffing
 - We recently hired Eva Hong as a reference assistant to fill in the spot left by Laura Reilly. Eva has a plethora of customer service experience and is settling in well.
 - Laura Reilly has agreed to help sub for vacations, callouts, and during the summer.

- Programming
 - In September we hosted Dr. Lorrie Wenzel who spoke about the Notre Dame Cathedral. She shared pictures and stories about the church including information about the fire and reconstruction. More than 30 people attended this in-person event.
 - At the end of October, the library hosted an in-person program for writers in preparation for National Novel Writing Month (NaNoWriMo). We had a small group for this program but it was thoroughly enjoyed by the attendees.
 - The library also hosted a seminar on Getting to Know Medicare, and the annual United Nations Day program.
 - Adult reference staff also spent time prepping for the 85th Anniversary Celebration.
- 2-Sentence Horror Story Contest
 - For the first time the library held a 2-Sentence Horror Story contest for adults and teens. What is a 2-Sentence Horror Story Contest? It's just like it sounds, it is a scary story but told in only 2 sentences. The library received over 30 entries into the contest. Entries were posted on the library website and everyone was invited to vote on their favorites. We are planning to offer this program again next year.
 - Here is the winning entry from Ben T.

The pounding on the door was quick as my neighbor rushed into my house claiming she'd been followed. Thankfully I'd made it back first and she walked into my waiting arms.

Circulation Services (Hoge)

No update this month.

Youth Services (Kiekhaefer)

- Heidi Fallone's training continues and she is settling in nicely. She worked at the circulation desk for many years, and she brings a valuable perspective to her work in the youth services department.
- We will be once again holding a winter reading program but instead of using Beanstack, we'll be trying out a paper log for patrons. We've noticed that our engagement with Beanstack is quite low, especially with elementary school aged kids. This has been the case with both the summer reading program and winter reading program. For summer 2023, we'd like to bring back paper logs, and winter reading seems like a good way to test our process before the bigger event in summer.
- We're offering storytimes in November and December twice a week, Monday and Thursday. My goal is to use this time to get Heidi and Liza trained on storytime and then expand to more storytimes in 2023.

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	270,896	
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	180,921	
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	233,094	
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209	22,194				238,109	
2019-22	-9%	-11%	-12%	-6%	-9%	-15%	-19%	-9%	-14%	-15%				-12%	
2021-22	35%	11%	-4%	1%	2%	0.2%	-6%	0%	-7%	0.4%				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	247,100	
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	140,990	
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	196,215	
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664	18,418				200,242	
2019-22	-16%	-20%	-19%	-13%	-17%	-22%	-25%	-15%	-20%	-22%				-19%	
2021-22	50%	15%	-5%	1%	0%	-1%	-7%	-1%	-9%	-3%				2%	
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	23,796	
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	39,931	
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	36,879	
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545	3,776				37,867	
2019-22	64%	83%	61%	59%	71%	66%	46%	53%	44%	51%				59%	
2021-22	-11%	-7%	2%	-2%	11%	10%	1%	3%	7%	19%				3%	
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%	102%	
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%	19%	
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%	20.1%	20.5%				19%	
2019-22	96%	128%	98%	83%	105%	112%	94%	81%	81%	94%				96%	
2021-22	-40%	-19%	7%	-4%	11%	12%	8%	4%	18%	22%				-2%	
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	16,968	
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	26,555	
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	26,596	
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740	2,814				29,026	
2019-22	80%	99%	82%	80%	80%	76%	51%	61%	52%	60%				71%	
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%	15%	19%				9%	

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	2,512
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982	4,250
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241	3,581
2022	347	350	347	302	339	315	319	350	305	349				3,323
2019-22	18%	54%	7%	11%	43%	44%	28%	72%	34%	33%				32%
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%	6%	26%				-7%
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	4,316
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177	5,990
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582	3,102
2022	275	260	322	319	275	266	239	249	244	297				2,746
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%	-44%	-39%				-36%
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%	4%	41%				-11%
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	3,136
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175	3,600
2022	258	279	272	276	301	312	240	262	256	316				2,772
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%	-37%	-2%				-23%
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%	23%
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%	33%
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%			41%	43%
2019-22	9%	19%	20%	14%	26%	11%	13%	16%	27%	16%				17%
2021-22	12114%	95%	28%	19%	13%	16%	10%	17%	16%	8%				32%
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	91,266
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727	40,567
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	67,166
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466	8,352	7,886				86,100
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%	2%	-10%				-6%
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%	6%	5%				28%

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	23,405	
2020	2,802	2,606	591	Closed	Closed	11	27	42	58	69	6	0	6,212	6,206	
2021	0	21	56	61	73	77	84	68	60	69	85	71		569	
2022	72	125	411	495	567	603	521	688	668	789				4,939	
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	162,502	
2020	15,473	x	x	x	x	x	x	x	x	x	x	x	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	78,331	
2022	8,192	8,328	9,303	9,797	9,985	10,826	11,097	13,037	10,427	11,157			102,149	102,149	
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%	-28%	-31%				-37%	
2021-22		67%	2%	15%	14%	13%	7%	35%	22%	28%				30%	
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	5,629	
2020	499	x	x	x	x	x	x	x	x	x	x	x		499	
2021	x	x	x	x	x	368	386	372	305	282	321	281	2,313	1,712	
2022	293	297	300	338	344	416	444	483	372	360				3,648	
2019-22	-41%	-42%	-45%	-36%	-34%	-39%	-36%	-26%	-22%	-31%				-35%	
2021-22						13%	15%	30%	22%	28%				243%	
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	YTD	
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	1.52	
2020	1.48	x	x	x	x	x	x	x	x	x	x	x		1.48	
2021	x	x	x	x	x	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24	2.27	
2022	2.43	2.23	2.20	2.05	1.90	2.00	1.98	1.73	1.69	1.65			0.00	1.99	
2019-22	57%	38%	48%	40%	35%	29%	27%	10%	10%	13%				31%	
2021-22						-13%	-12%	-26%	-26%	-24%				-12%	