

LIBRARY BOARD MEETING
 TUESDAY APR 25, 2023, 6:30 pm
 LOCATION: LIBRARY PROGRAM ROOM



STREAM VIA ZOOM
<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWVWNiejJ3V2llankrQT09>

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Balachandran, Village Board Representative, 2022-2023	
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	

Time Estimate	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				
6:31-6:35	3. Minutes of FEB 28, 2023 meeting	Motion			
6:35-6:45	4. Finance Report Through MAR 31, 2023	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
6:45-7:00	5. Informational Items	Discuss			
	ADJOURNMENT				

IMPORTANT DATES – BOARD MEETINGS

- May 1 & 15, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- May 8, Monday, 6:00pm – WFBPL Foundation Board of Directors, @Library
- May 17, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- May 23, Tuesday, 6:30 pm - Library Board of Trustees, @Library
 - May 5-7, Friends Book Sale, @Library Basement

CONFERENCES AND VACATIONS

- April 26-27, Nyama Reed @WI Association of Public Libraries Conference, Oshkosh, WI
- May 9-12, Nyama Reed @Vacation
- May 10-13, Theresa Hoge @Innovative Users Group Conference, Phoenix, AZ

LIBRARY BOARD MEETING
 Minutes of FEB 28, 2023
 Pending at APR 25, 2023
 Location Library Program Room with Zoom Stream



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	X
Sarah Leinweber, Vice President, 2017-2023	X
Jay Balachandran, Village Board Representative, 2022-2023	X
Sandy Saltzstein, School District Representative, 2021-2023	Absent
Claire Flannery, Member, 2020-2023	X
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	X
Staff	
Nyama Reed, Library Director	X
Theresa Hoge, Head of Circulation	X - Online

	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. WFBPL Foundation 2023 Goals with Foundation Board	Motion	n/a		
Discussed current status of the Foundation. Approximately \$50,000 in fund at Greater Milwaukee Foundation and \$9,000 in bank account. The market continues to be slow due to pandemic impacts and the bear market; we are continuing to work towards \$2,500,000 goal. No motion needed.					
	4. Minutes of JAN 24, 2023 meeting	Motion	Gettinger	Leinweber	Unanimous
Motion to approve minutes as presented.					
	5. Annual Report to Department of Public Instruction	Motion	Gettinger	Saltzstein	Unanimous
Motion to approve Annual Report to DPI as presented and for President Livingston or Vice President Leinweber to sign report for submission.					
	6. Return to In-person/Hybrid Meetings	Motion	Gettinger	Balachandran	Unanimous
Motion to return to in-person meetings with Zoom option for Board members and with public participation allowed online and in-person.					
	7. 2023 Fund 22 Collection Budget Supplement	Motion	Gettinger	Saltzstein	Unanimous
Motion to approve collection budget supplement of up to \$25,000 from Fund 22.					
	8. Finance Report Through JAN 31, 2023	Motion	Balachandran	Leinweber	Unanimous
Motion to approve finance report as presented.					
	TOPICS REQUIRING DISCUSSION ONLY				
	9. Informational Items	Discuss			
Discussion of department reports and statistics as presented in packet.					
	ADJOURNMENT 7:30pm		Gettinger	Balachandran	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Taxes			YTD: 25%	Above Target: 36%+	On Target: 15-35%	Under Target: 14-%	
13-00000-41100	PROPERTY TAXES	716,744	901,360	-	901,360	0%	
Taxes		716,744	901,360	-	901,360	0%	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	31,181	13,733	13,869	-136	101%	
Intergovernmental Revenue		31,181	13,733	13,869	-136	101%	
	Set Revenue	747,925	915,093	13,869	901,224		
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	22,400	23,000	6,282	16,718	27%	
13-00000-45210	Library Replacement Cards	138	150	18	132	12%	
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	0	-	0	n/a	
Fines, Fees, Penalties		22,600	23,150	6,300	16,850	27%	
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	2,051	1,500	1,200	300	80%	Estimate \$4k due two WC
13-00000-46713	LIBRARY COPY AND FAX FEES	3,325	2,500	1,083	1,417	43%	
13-00000-46714	LIBRARY DVD RENTALS	352	0	-	0	n/a	
13-00000-46715	MISCELLANEOUS REVENUE	2,401	0	-	0	n/a	
Public Charges for Services		8,129	4,000	2,283	1,717	57%	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	275	1,725	14%	Ok
13-00000-48901	MISC REV	1,637	0	-	0		
Miscellaneous Revenue		4,777	2,000	275	1,725	14%	
	Variable Revenue	35,506	29,150	8,857	20,293	30%	Great
TOTAL REVENUES		783,431	944,243	22,726	921,517	2%	
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			YTD: 25%	Above Target: 36%+	On Target: 15-35%	Under Target: 14-%	
13-93000-50100	Salaries	473,229	574,171	131,104	443,067	23%	
13-93000-50150	FICA Tax	35,844	43,924	9,833	34,091	22%	
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	14,896	44,689	25%	
13-93000-50161	Health Insurance Deductible (Direct Pay)	930	1,800	60	1,740	3%	
13-93000-50170	Retirement Contribution - ER portion	23,191	28,871	6,718	22,153	23%	
13-93000-50180	Group Life Insurance Premium	1,075	1,272	313	959	25%	
13-93000-50181	Disability Insurance Premium	0	1,272	-	1,272	0%	
Total Dept 93000 - LIBRARY SALARIES		579,144	710,895	162,925	547,970	23%	Ok

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93200 - LIBRARY ADM EXP			YTD: 25%	Above Target: 36%+	On Target: 15-35%	Under Target: 14-%	
13-93200-50190	Training/Meetings/Travel	3,891	4,500	1,803	2,697	40%	Ok
13-93200-50191	Membership Dues	568	1,000	854	146	85%	Ok
13-93200-50194	Personnel Related Expenses	761	700	-	700	0%	
13-93200-50200	Professional/consulting serv	7,500	0	-	0		
13-93200-50250	Utilities	44,536	43,000	9,119	33,881	21%	Estimate \$51k
13-93200-50251	Telephone/Internet	5,230	4,500	870	3,630	19%	Estimate \$5,700
13-93200-50300	Office Supplies	2,215	2,000	645	1,355	32%	Recode -\$395
13-93200-50301	Printing/Publishing/Copies	0	500	265	235	53%	Bookmarks
13-93200-50302	Postage	11	25	-	25	0%	
13-93200-50303	Covid Supplies	303	500	50	450	10%	
13-93200-50360	Building Maintenance (ex. Gardens)	12,685	10,000	1,605	8,395	16%	
13-93200-50760	Sales Tax	194	200	52	148	26%	
Total Dept 93200 - LIBRARY ADM EXP		77,894	66,925	15,262	51,663	23%	
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	17,121	18,500	2,855	15,645	15%	
13-93300-50311	Copier Maintenance/Repair	2,651	3,200	542	2,658	17%	
13-93300-50312	Material Processing/Repairs	3,382	3,000	1,847	1,153	62%	Stocked up
13-93300-50350	Maintenance Service & Supplies (i.e. Cleaners)	32,063	34,050	5,800	28,250	17%	Only 2 months
13-93300-50351	Custodial Supplies	2,230	2,200	774	1,426	35%	Recode +\$395
13-93300-50400	MCFLS Supplies	1,071	1,000	199	801	20%	
Total Dept 93300 - LIBRARY EQUIPMENT		58,519	61,950	12,017	49,933	19%	OK
Dept 93400 - LIBR PROG/SERVICES							
13-93400-50401	MCFLS Membership	20,915	23,223	21,423	1,800	92%	OK: Pay full year in Q1
13-93400-50402	Programs - Adult	473	500	213	287	43%	Ok
13-93400-50403	Programs - Children	126	500	157	343	31%	Ok
13-93400-50415	Programs - Young Adults	0	250	-	250	0%	
Total Dept 93400 - LIBR PROG/SERVICES		21,515	24,473	21,793	2,680	89%	Ok
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	70,560	80,000	25,202	54,798	32%	
13-93500-50413	Adult DVD's	457	0	169	-169	n/a	OK: Magazines and
	Fund 22	27,662	25,000	-	25,000	0%	Databases paid for
Total Dept 93500 - LIBRARY COLLECTIONS		98,679	105,000	25,371	79,629	24%	whole year in Q1
TOTAL EXPENDITURES		808,088	944,243	237,367	706,876	25%	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		783,431	944,243	22,726	938,049	2%	
TOTAL EXPENDITURES		808,088	944,243	237,367	886,640	25%	
NET OF REVENUES & EXPENDITURES		-24,657					
BEG. FUND BALANCE		71,950					
END FUND BALANCE		47,293					

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 03/31/2023			
TOTAL REVENUES		4,154	0	2,913			
93500	- LIBRARY COLLECTIONS	27,662	25,000	-			
93900	- LIBRARY EXPANSION PROJECT	32,500	0	-			
TOTAL EXPENDITURES		60,162	25,000	-			
NET OF REVENUES & EXPENDITURES		-56,009	-25,000	2,913			
BEG. FUND BALANCE		132,865	76,857				
END FUND BALANCE		76,857					
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022		YTD BALANCE 03/31/2023			
01-55500-50350-1	Maitenance Services (Contracts)	13,115		6,219			
01-55500-50360-1	Building Maintenance (Repairs)	40,286		5,922			

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



Director (Reed)

- 1) Building - Regular maintenance is occurring per schedule.
- 2) Friends
 - a) Friends approved their 2023 allocation to the Library, which was very generous.

<u>CORE PROGRAMS & SERVICES</u>	
Book Page & Book List	\$ 750
New Neighbor Mailing Program	\$ 500
Non-SRP Programs	\$ 1,500
SRP Prizes	\$ 750
SRP Programs	\$ 1,500
Adult Programs & Services	\$ 5,000
Museum Memberships	\$ 3,500
Photography Contest	\$ 1,200
Plants	\$ 400
Seed Library	\$ 750
Take & Tinker	\$ 2,500
All Ages Programs & Services	\$ 8,350
Non-SRP Programs	\$ 4,000
SRP Prizes	\$ 1,500
SRP Programs	\$ 3,000
Youth Programs & Services	\$ 8,500
TOTAL CORE PROGRAMS & SERVICES	\$ 21,850
<u>SPECIAL PROGRAMS & SERVICES</u>	
Teen Area Refresh	\$ 13,050
RFID and Self-Check	\$ 20,000
Top Priority Special Total	\$ 33,050
YS Non-Fiction Reorg Project	\$ 1,000
High Priority Special Total	\$ 1,000
Teen Area Refresh - Extras	\$ 2,000
Medium Priority Special Total	\$ 2,000
Hot Reads Collection	\$ 2,100
Low Priority Special Total	\$ 2,000
TOTAL SPECIAL PROGRAMS & SERVICES	\$ 38,150
	\$ 60,000

- b) Friends book sale event will take place the first weekend of May.

3) LDAC/MCFLS

- a) LDAC approved changing to \$10.01 as of 7/1/23 before blocking patrons from using their cards or from renewing their cards. The delayed start will give libraries time to adjust workflows, plus it will give 6 months before and after the change to enable later analysis of the impact of the change.
- b) The local library systems agreed to use their combined LSTA (Library Services & Technology Act) Professional Development funds to offer \$2,000 scholarships to each library to use to send staff to the Annual ALA Conference in Chicago in June. Director Reed applied for the funds and \$2,000 was approved.

Adult Services (Lenski)

Edible Book Festival

The Edible Book Festival took place Monday 4/17 with 14 entries. Lots of great entries



Programming

WFB Talks: Irish Music with Ceol Cairde (March) and Owing Grief (April)
WFB Neighbors: Ellie Gettinger and Mitch Nelles
Friends Writing Contest Reception

Circulation Services (Hoge)

Technology

We had about 2 weeks of smooth sailing with the new pick up locker unit and then at the end of the week of March 6th we started to see errors on empty lockers. If a locker has an error message, it is not available to use. By Monday, March 13th 9 of the 17 lockers had errors and we were not able to clear them. I sent emails daily to our vendor, Smiota, and on Thursday March 16th they sent out a technician who took apart the locker and found that a wire had become disconnected. The locker is currently fully functional and we are optimistic that we won't have the errors we've had in the past. We have 17 lockers available, and we are consistently seeing between 10 – 15 lockers being utilized daily.

Cultural Connections Outreach Program

On Wednesday, March 15th, the Whitefish Bay Public Library participated in a multi-cultural event at Nicolet High School. Over 93 individuals (parents, children, and students) RSVP'd for this evening of food and fun to promote community within the North Shore for families who are not native English speakers. Other organizations also attended such as the Russian School of Mequon, the Brown Deer Public Library, The Jewish Community Center, and the Schlitz Audobon.

At the WFBPL table we gave out pencils, stickers, free books (donated by The Friends of the WFBPL), and also helped families sign up for library cards using one of our laptops and a hotspot from MCFLS. Our Youth Services Reference Assistant Liza Glowacki translated our branded bookmark and our card application forms

into Spanish, while our Circulation Assistant Su Jou translated our bookmark into Chinese prior to the event. During the event, they assisted attendees with signing up for library cards. It was amazing to watch as they spoke with individuals in Spanish and Chinese. The attendees faces lit up when they were able to converse in their primary language. Katie Kiekhaefer and I were so proud of our wonderful multilingual staff!

MCFLS Circulation Services Committee

The MCFLS Circ Services Committee met on March 16th at the Oak Creek Public Library to discuss patron database maintenance and Circulation workflows that affect all locations. We are getting more and more members back in person which makes such a difference.

Of note, I will be presenting a request at the LDAC meeting on May 4th to approve a universal hold pick up permissions guideline. The Circulation Committee agreed to the following wording:

MCFLS member libraries will honor holds permissions noted in patron records at all libraries, unless there are specific library limitations noted. MCFLS member libraries agree to allow patrons listed in the permissions field to check out held items on the account of the patron who placed the holds.

Sierra Periodicals (Magazines & Newspaper) Training

Renee Gent, our Circulation Assistant responsible for managing the cataloging of our periodicals collection, and I attended a 2 hour virtual training by Innovative, our Sierra vendor, covering data and system set up to get the most out of the Sierra Periodicals module. We will be attending another 2 hour training session on Monday May 1st which will cover workflow supporting the receiving of magazines and other periodicals into Sierra and how that data is presented to patrons via CountyCat.

Staffing

Two of our high school shelvers are graduating and going on to college at the end of the summer. Two shelve job openings were posted April 3rd – April 14th. Five applications were received and three interviews have been scheduled. I hope to make offers by end of April and begin training in mid-May.

Youth Services (Kiekhaefer)

Programming

- Our spring session of storytime started March 20th.
- Our first bilingual storytime was Saturday, April 22nd. Liza ran the storytime, and we'll be holding them every Saturday that she works. Our weekly storytimes will continue as English-only.
- To support the Period Supply Drive (partnership with MCFLS, Marcus Cinema, and United Way), we are hosting a DIY Period Pack program, where 4th-8th graders can decorate a canvas bag to hold period supplies.

Outreach

- I attended Richards Elementary School's "High Interest Day", which is like Career Day. I met with three groups of 1st graders, and I talked with them about what I do at the library as Head of Youth Services. As part of the presentation, they voted on what Dewey should wear for this year's summer reading program. (A tropical shirt and sunglasses!)

Collection Development

- In April, we purchased approximately 40 Wonderbooks to start our newest collection. This is replacing the book/CD kits which were outdated and no longer as popular. We'll continue to add to our Wonderbooks, and there are also other products that are similar that we will add.

Teen Area Refresh, funded by Friends



White all the way up to the tall ceiling in the alcove. Dark blue posts painted white.
In addition to the alcove, the teal color will be on the walls along the YA collection.



Teal color is pulled from teen logo and coordinates with the colors in the large scale art installation on the opposite wall.

