

LIBRARY BOARD MEETING
 TUESDAY JUL 25, 2023, 6:30 pm
 LOCATION: LIBRARY PROGRAM ROOM
 STREAM VIA ZOOM



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

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay 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	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				
6:32	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)

LIBRARY BOARD MEETING
 Minutes of June 27, 2023
 Pending at July 25, 2023
 Location: Library Program Room and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	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 cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
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 impacts of meeting or not meeting \$2.5 million campaign goal by end of 2025. Next steps are to work on messaging and educating the community about dwindling Fund 22 and impacts on collection expenditures. Library Board suggests Foundation Board add additional members to be able to increase work on Foundation projects and campaign. No action taken.				
6. Change August Library Board Meeting Date	Motion	Saltzstein	Gettinger	Yes
Motion to change August Library Board Meeting Date from August 22 to August 8. Majority Yes; Balachandran No. Stated No vote is because he is unable to attend August 8. Motion passed.				
7. Library Bill of Rights	Motion	n/a	n/a	n/a
Presented history of ALA’s Library Bill of Rights and discussed adopting language for WFBPL. Board members expressed desire to change some wording in ALA’s Library Bill of Rights to better reflect WFBPL and modern language. Director Reed stated libraries traditionally adopt the ALA’s Library Bill of Rights as whole cloth, whereas tweaking of language would result in the statement no longer being ALA’s Library Bill of Rights per se. Director Reed suggested the item could be tabled and the Board could develop WFBPL’s own Bill of Rights <i>inspired</i> 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. Board instructed Director Reed to bring updated version to July Board meeting, utilizing all potential revenue options to cover inflation costs and collection costs.				
11. 2019-2022 MCFLS Circulation	Discuss			
Presented analysis of pre-pandemic to post-pandemic circulation statistics. Bottom line: WFBPL held strong in relation to the system total across all types of circulation. Further, our In-Building Circulation and Collection Circulation rebounded strongly in 2022.				
12. Informational Items	Discuss			
Discussion of department reports and statistics as presented in packet.				
ADJOURNMENT 8:22pm		Saltzstein	Gettinger	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT	NOTES
Taxes			YTD: 50%	Above Target: 61%+	On Target: 40- 60%	Under Target: 39- %	
13-00000-41100	PROPERTY TAXES	716,744	901,360	-	901,360	0%	
Taxes		716,744	901,360	-	901,360	0%	Ok
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	2%	Ok
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	22,400	23,000	12,376	10,625	54%	
13-00000-45210	Library Replacement Cards	138	150	38	112	25%	Ok
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	-	(9)	9	n/a	
Fines, Fees, Penalties		22,600	23,150	12,405	10,745	54%	Estimate \$25k
Public Charges for Services							
13-00000-46712	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	(260)	n/a	
Public Charges for Services		8,129	4,000	4,985	(985)	125%	Estimate \$9k
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	1,091	909	55%	
13-00000-48901	MISC REV	1,637	-	-	-		
Miscellaneous Revenue		4,777	2,000	1,091	909	55%	Ok
Unclassified							
13-00000-48504	Restricted Donation - Kitchenette	-	-	3,000	(3,000)	100%	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		783,431	944,243	35,350	908,893	4%	Ok

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			YTD: 50%	Above Target: 61%+	On Target: 40- 60%	Under Target: 39- %	
13-93000-50100	Salaries	473,229	574,171	285,464	288,707	50%	
13-93000-50150	FICA Tax	35,844	43,924	21,425	22,499	49%	
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	29,793	29,792	50%	
13-93000-50161	Health Insurance Deductible (Direct Pay)	930	1,800	170	1,630	9%	
13-93000-50170	Retirement Contribution - ER 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
Total Dept 93000 - 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%	
13-93200-50360	Building Maintenance (ex. 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 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	17,121	18,500	5,372	13,128	29%	Submitted 2023 Order in June; not billed yet by MCFLS.
13-93300-50311	Copier Maintenance/Repair	2,651	3,200	1,309	1,891	41%	
13-93300-50312	Material Processing/Repairs	3,382	3,000	2,336	664	78%	Stocked up
13-93300-50350	Maintenance Service & Supplies (i.e. Cleaners)	32,063	34,050	14,500	19,550	43%	
13-93300-50351	Custodial Supplies	2,230	2,200	2,478	(278)	113%	Need to recode some supplies to Office Supplies.
13-93300-50400	MCFLS Supplies	1,071	1,000	420	580	42%	
Total Dept 93300 - LIBRARY EQUIPMENT		58,519	61,950	26,416	35,534	43%	OK

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93400 - LIBR PROG/SERVICES			YTD: 50%	Above Target: 61%+	On Target: 40- 60%	Under Target: 39- %	
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	563	(63)	113%	Ok
13-93400-50403	Programs - Children	126	500	157	343	31%	
13-93400-50415	Programs - Young Adults	-	250	-	250	0%	
Total Dept 93400 - LIBR PROG/SERVICES		21,515	24,473	22,143	2,330	90%	Ok
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	70,560	80,000	61,993	18,007	77%	OK: Magazines and Databases paid for whole year in Q1
13-93500-50413	Adult DVD's	457	-	169	(169)	n/a	
	Fund 22	27,662	25,000	-	25,000	0%	
Total Dept 93500 - LIBRARY COLLECTIONS		98,679	105,000	62,161	42,839	59%	
TOTAL EXPENDITURES		808,088	944,243	495,004	449,239	52%	Ok
		71,017					
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		783,431	944,243	35,350	908,893	4%	Ok
TOTAL EXPENDITURES		808,088	944,243	495,004	449,239	52%	Ok
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 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 COLLECTIONS		27,662	25,000	-			
93900 - LIBRARY EXPANSION PROJECT		32,500	-	-			
TOTAL EXPENDITURES		60,162	25,000	-			
NET OF REVENUES & EXPENDITURES		(56,009)	(25,000)	13,220			
BEG. FUND BALANCE		132,865	76,857	-			
END FUND BALANCE		76,857		90,077			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022		YTD BALANCE 06/30/2023			
01-55500-50350-10	Maintenance Services (Contracts)	13,115		9,964			
01-55500-50360-10	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.
 - Majority of these are active or recently active cards.
 - \$0.00
- 1,164 people owe \$0.05-\$5.00.
 - Majority of these are active or recently active cards.
 - 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.
 - Total \$2,675
- 635 people owe \$20.01-\$100.00.
 - Majority are long expired cards, as far back as 2004.
 - 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.
 - 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.
 - Total \$29,743
- 6,625 people have cards used from 1/1/2020-present
 - 5,002 people owe \$0.
 - 1,623 active cards owe \$0.05-\$608 each.
 - Total \$17,557

Fines Owed by Age Group

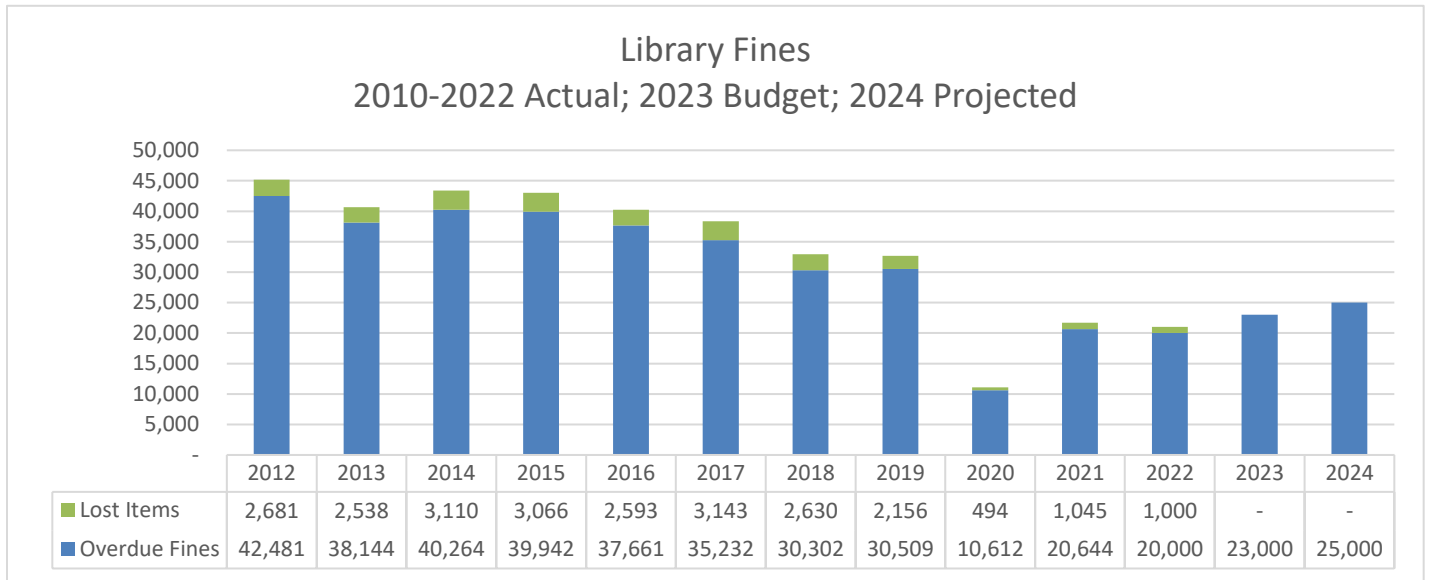
- 0-17 year olds
 - Non-active: 66 owe \$0; 37 owe \$1,271. 23 have blocked cards due to owing \$10.01+.
 - Active: 967 owe \$0; 352 owe \$2,668. 60 have blocked cards due to owing \$10.01+.
- 18-64
 - Non-active: 141 owe \$0; 476 owe \$26,378. 454 have blocked cards due to owing \$10.01+.
 - Active: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

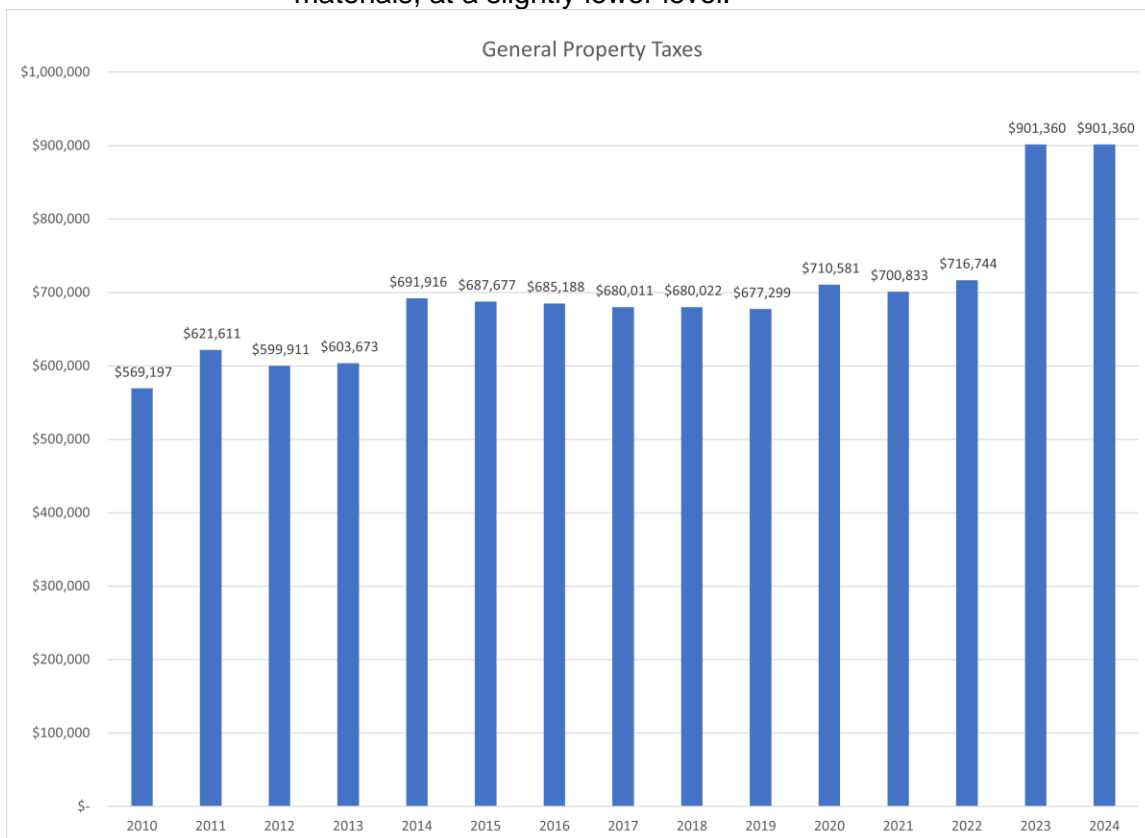
i. This is achievable with assumptions of:

1. 3.0% wage increase
2. 9% health insurance premium increase with same number of staff selecting single, family, or opt-out coverage
3. 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

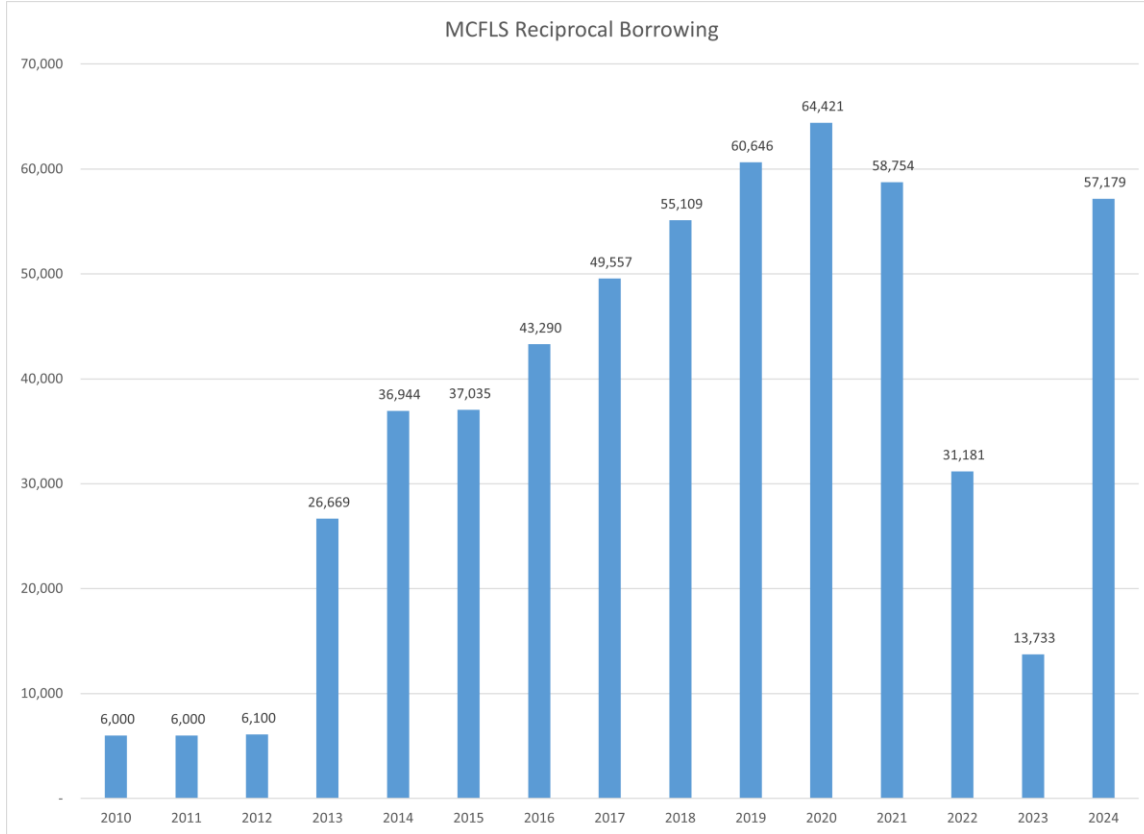
i. This is achievable with assumptions of:

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)

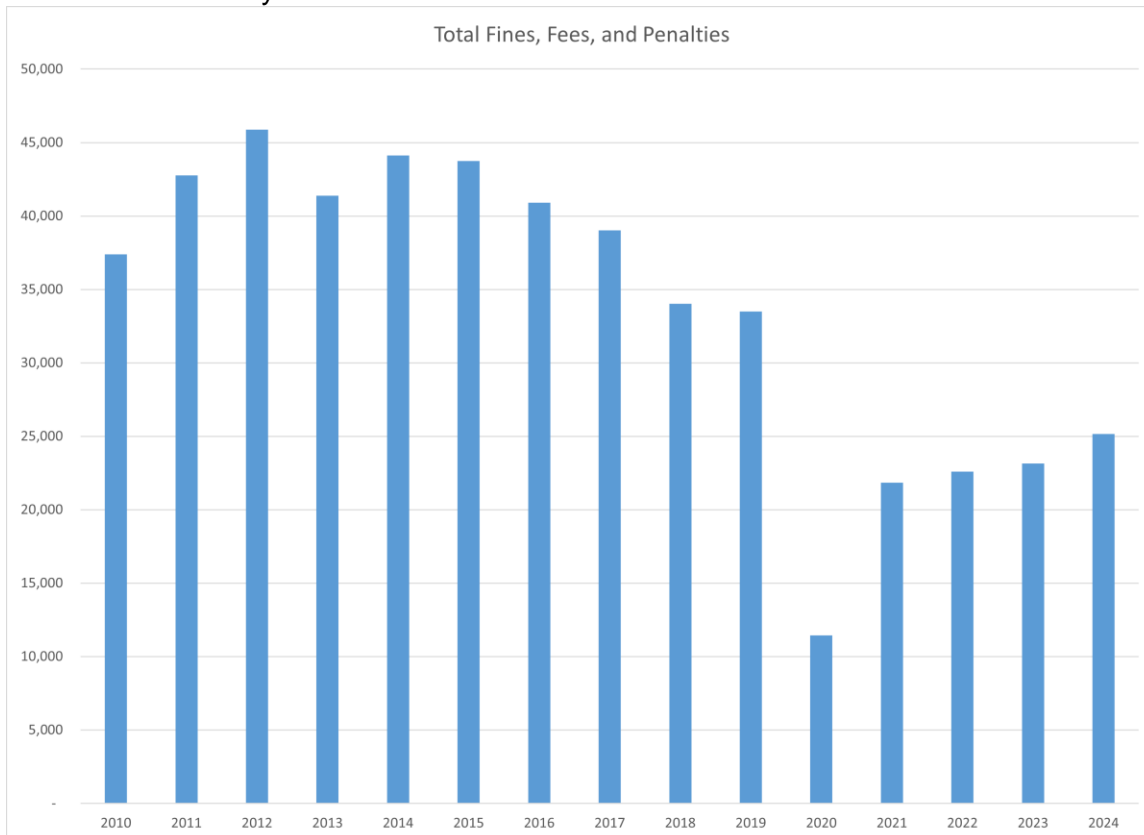
a. Rebound in 2024; based on Oct 1, 2021 to Sep 30, 2022 circulation data.



3. Library Fines and Fees

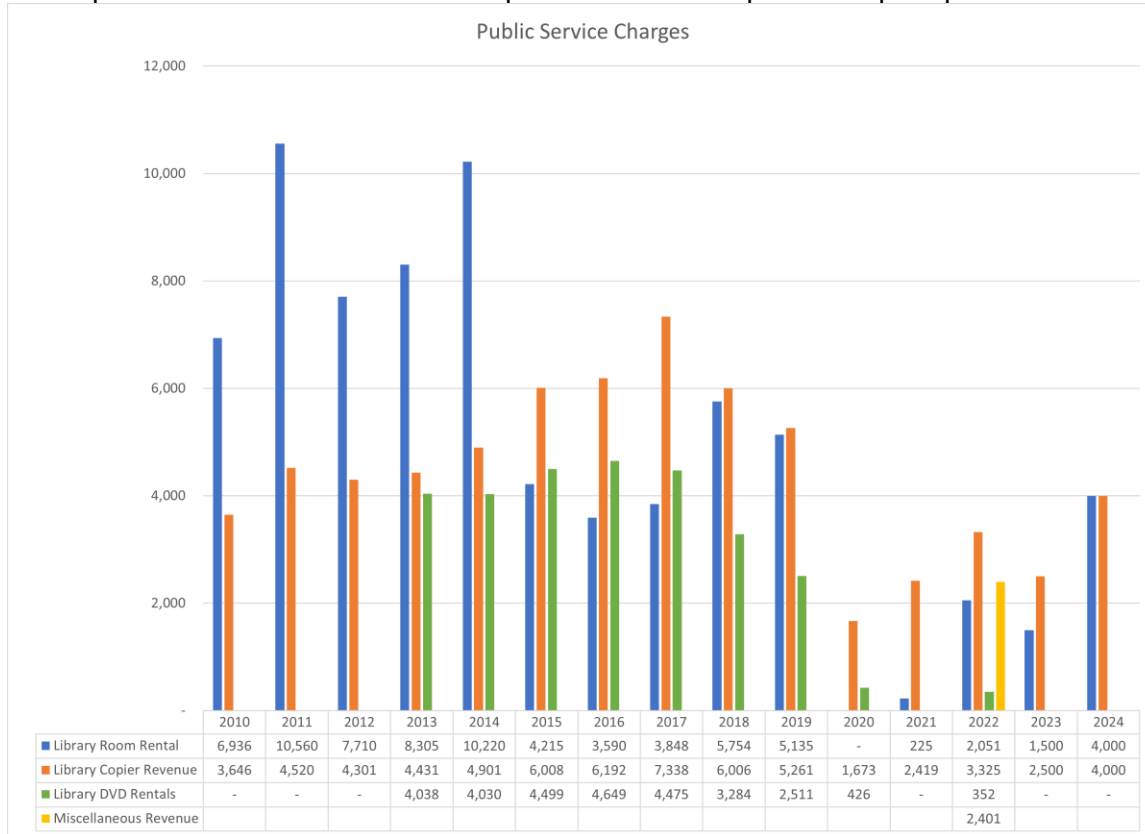
a. Fine revenue has rebounded from 2020 lows but has not recovered to pre-pandemic levels.

b. As library users transition to digital materials, fewer late fines are garnered since digital materials are automatically returned and hence cannot be *late*.



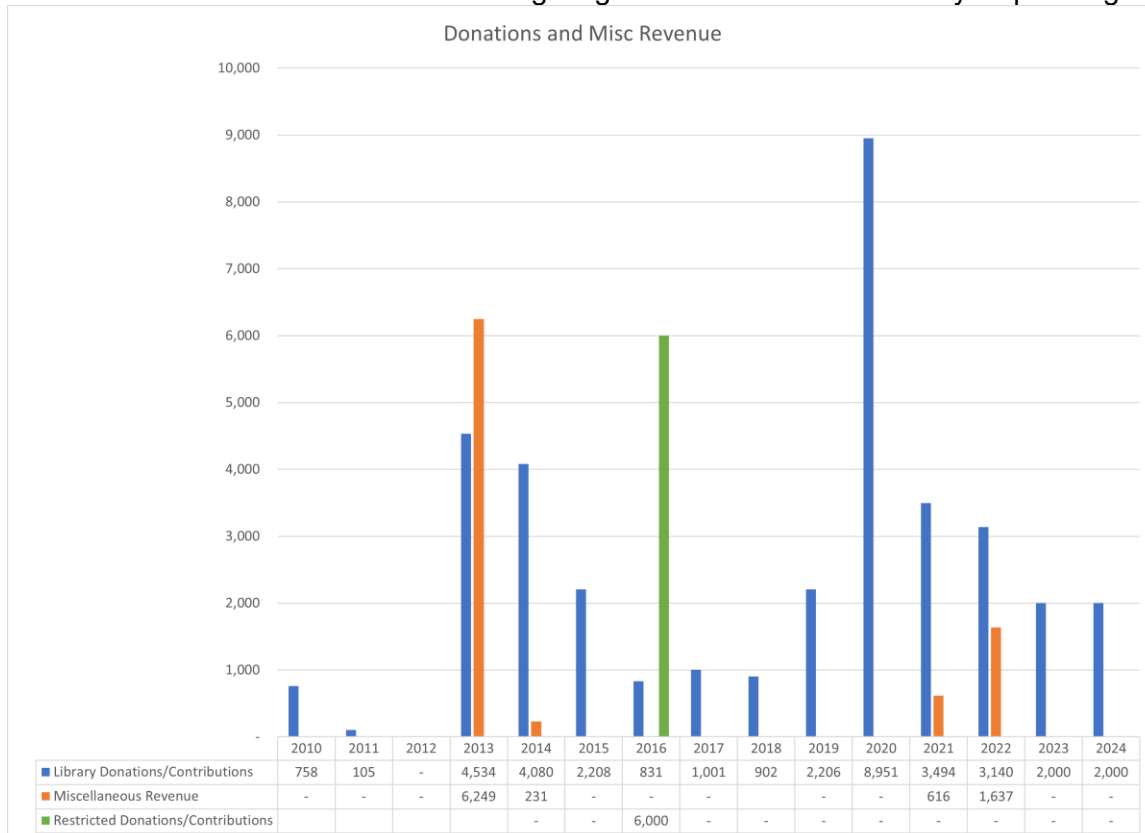
4. Public Charges for Services

- 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.



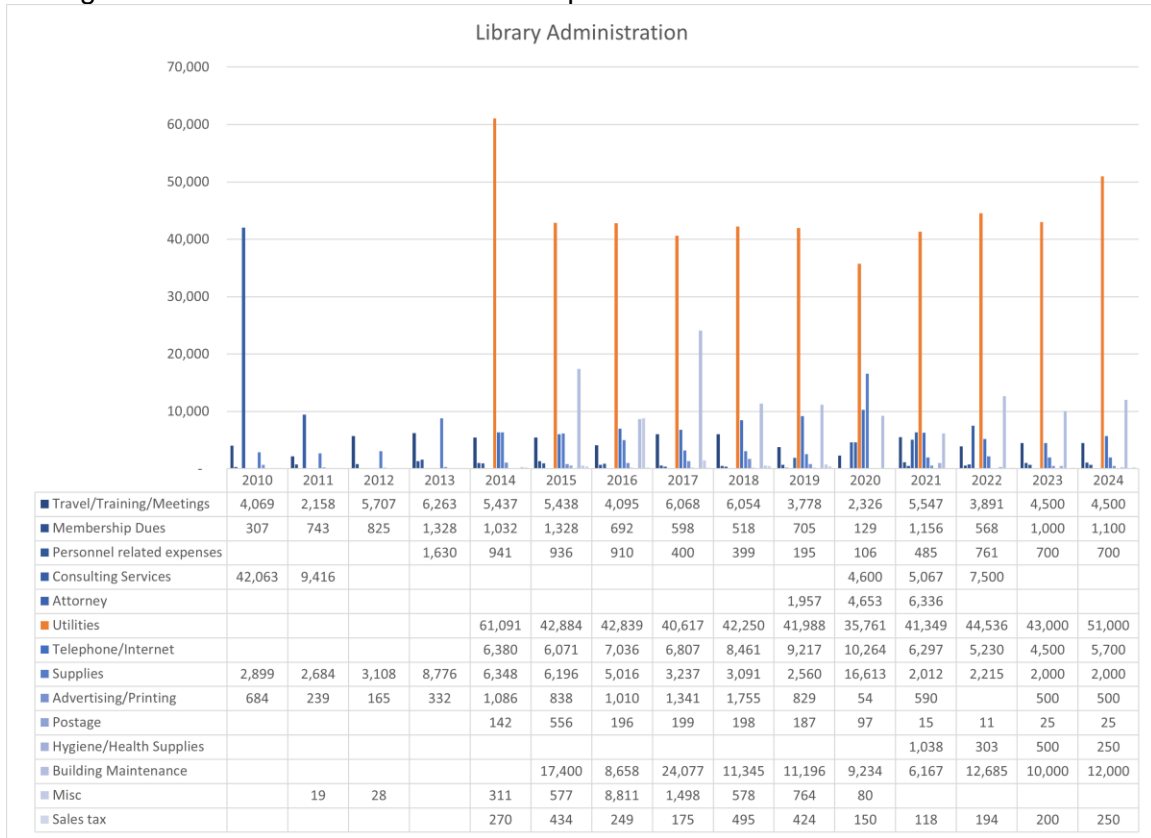
5. Donations and Misc Revenue

- 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.

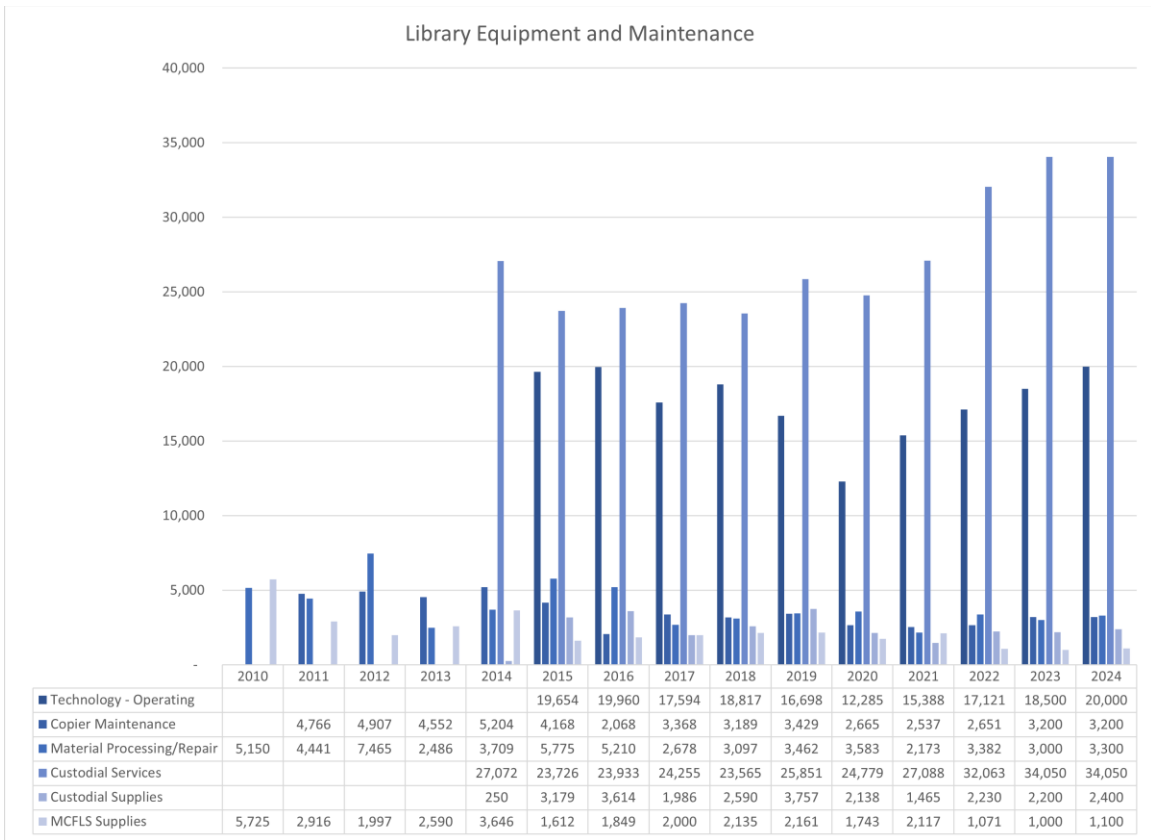


Expenditures

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.

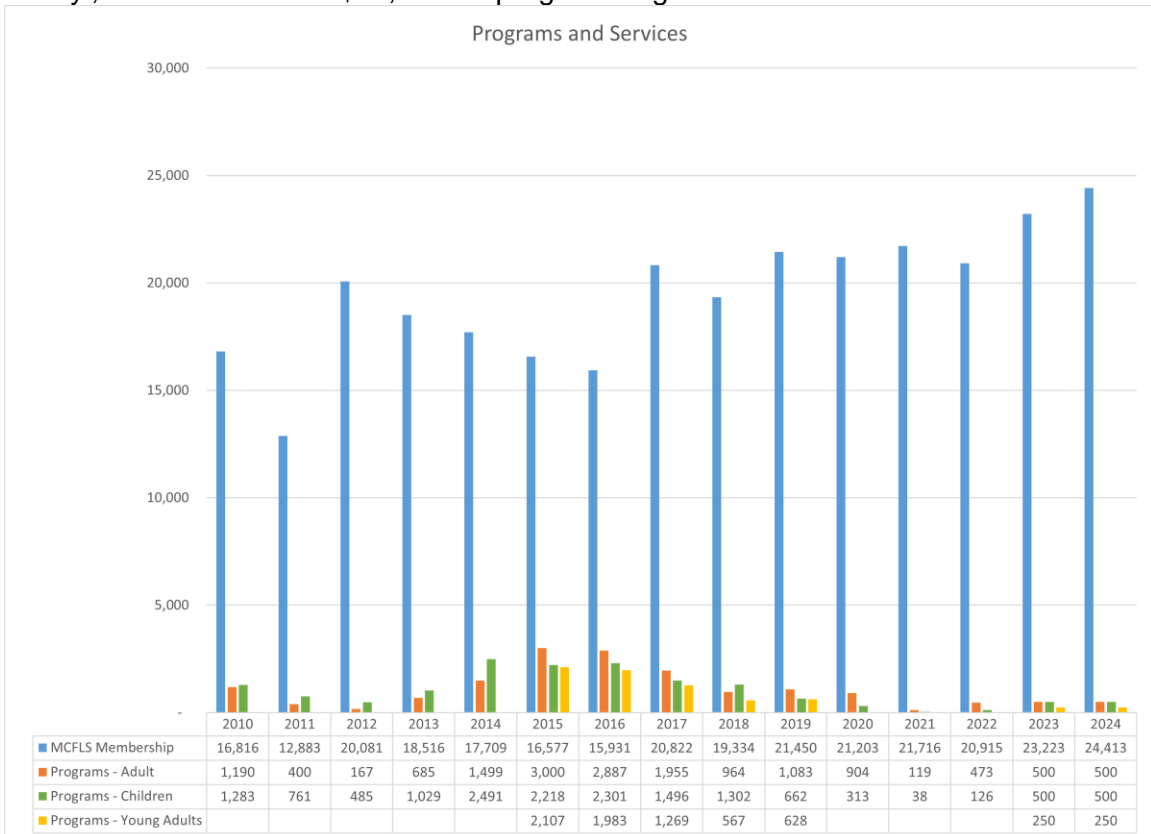


3. Library Equipment and Maintenance
 - a. The majority of budget lines would remain flat or increase slightly.
 - b. Per the Technology Plan, expenditures should increase to \$20,000 in order to replace materials on schedule. However, inflation is resulting in increased costs and the planned \$20,000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



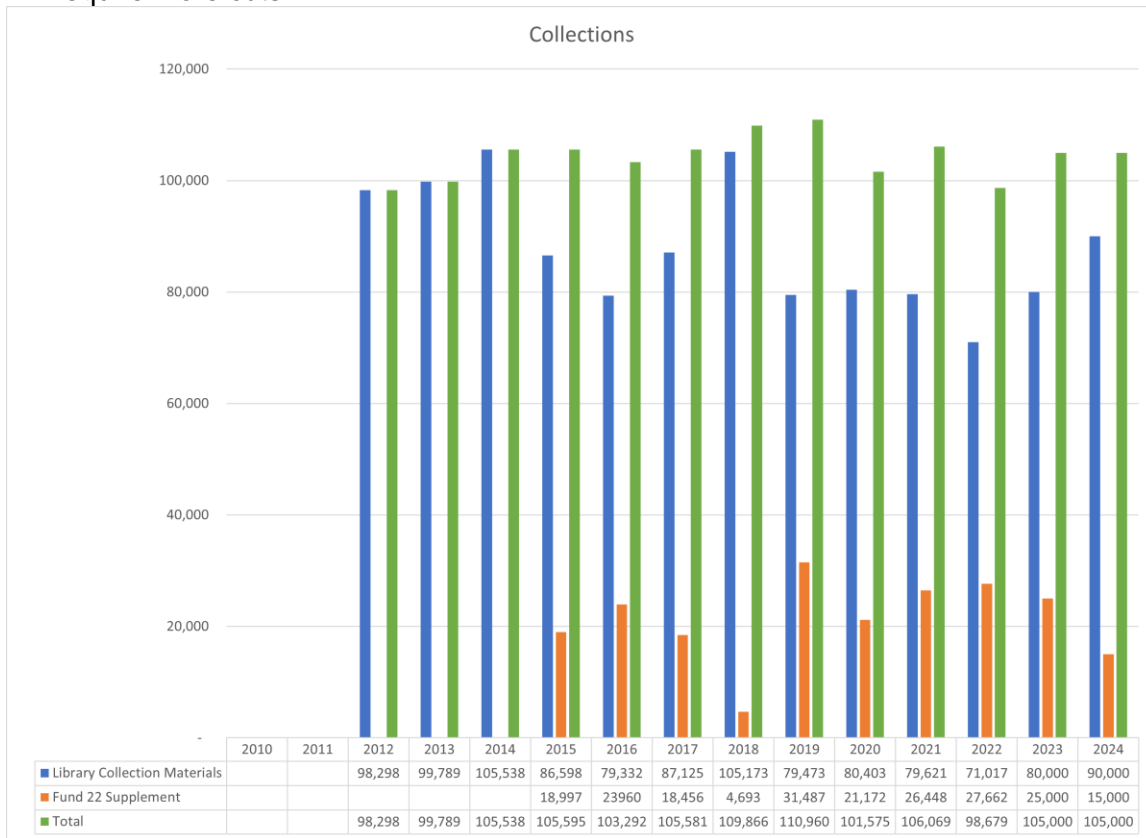
4. Library Programs and Services

- 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							
43793	MCFLS Reciprocal Borrowing	31,181	13,733	-76.6%	57,179	316.4%	57,179	316.4%
Total Intergovernmental 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	Library Replacement Cards	138	150	-3.2%	150	0.0%	150	0.0%
45224	Library Recovery - Lost Property	62						
Total Fines, 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	3,140	2,000	-42.8%	2,000	0.0%	2,000	0.0%
48901	Miscellaneous Revenue	1,637						
Total Miscellaneous Revenue		4,777	2,000	-51.3%	2,000	0.0%	2,000	0.0%
Total Library Fund Revenue		780,678	944,243	19.8%	993,689	5.2%	988,689	4.7%
		2022	2023		2024		2024	
93000-100	Library Salaries & Wages	473,229	574,171	26.7%	591,100	2.9%	591,100	2.9%
93000-160	Health/Dental Insurance Premium	44,875	59,585	42.4%	65,057	9.2%	65,057	9.2%
93000-150	FICA	35,844	43,924	27.4%	45,219	2.9%	45,219	2.9%
93000-161	Health Insurance Co-Pay	930	1,800	566.7%	1,800	0.0%	1,800	0.0%
93000-170	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%
93200-191	Membership Dues	568	1,000	-13.5%	1,100	10.0%	1,100	10.0%
93200-194	Personnel related expenses	761	700	44.3%	700	0.0%	700	0.0%
93200-200	Consulting Services	7,500						
93200-250	Utilities	44,536	43,000	4.0%	51,000	18.6%	51,000	18.6%
93200-251	Telephone/Internet	5,230	4,500	-28.5%	5,700	26.7%	5,700	26.7%
93200-300	Supplies	2,215	2,000	-0.6%	2,000	0.0%	2,000	0.0%
93200-301	Advertising/Printing		500	-15.3%	500	0.0%	500	0.0%
93200-302	Postage	11	25	66.7%	25	0.0%	25	0.0%
93200-303	Hygiene/Health Supplies	303	500	-51.8%	250	-50.0%	250	-50.0%
93200-360	Building Maintenance	12,685	10,000	62.2%	12,000	20.0%	12,000	20.0%
93200-428	Misc							
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%
93300-240	Technology - Operating	17,121	18,500	20.2%	20,000	8.1%	20,000	8.1%
93300-311	Copier Maintenance	2,651	3,200	26.1%	3,200	0.0%	3,200	0.0%
93300-312	Material Processing/Repair	3,382	3,000	38.1%	3,300	10.0%	3,300	10.0%
93300-350	Custodial Services	32,063	34,050	25.7%	34,050	0.0%	34,050	0.0%
93300-351	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%
93400-401	MCFLS Membership	20,915	23,223	6.9%	24,413	5.1%	24,413	5.1%
93400-402	Programs - Adult	473	500	320.2%	500	0.0%	500	0.0%
93400-403	Programs - Children	126	500	1215.8%	500	0.0%	500	0.0%
93400-415	Programs - Young Adults		250		250	0.0%	250	0.0%
Total Library Programs & Services		21,514	24,473	11.9%	25,663	4.9%	25,663	4.9%
93500-410	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 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.

