

LIBRARY BOARD MEETING  
 TUESDAY January 23, 2024, 6:30 pm  
 LOCATION: 1<sup>st</sup> Floor Storytime 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 Saunders, Village Board Representative, 2024	
Sandy Saltzstein, School District Representative, 2021-2024	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
<b>Staff</b>	
Nyama Reed, Library Director	

CALL TO ORDER					
6:30	1. Statement of Public Notice				
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.				
	Item	Action Desired	1st	2nd	Pass
6:33	3. Minutes of Dec 19, 2023 meeting	Motion			
6:40	4. Finance Report Through Dec 31, 2023	Motion			
6:50	5. Barbara Bartley Signage	Motion			
7:00	6. Storytime Room Project	Motion			
7:15	7. Fund 22 Review and 2024 Collection Supplement	Motion			
7:30	8. 2024 Workplan	Discuss			
7:40	9. Department Reports	Discuss			
7:45	10. Informational Items	Discuss			
	ADJOURNMENT				

**IMPORTANT DATES – BOARD MEETINGS**

- Feb 5 & 19, 2024, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- Feb 12, 2024, Monday, 6:00 pm – Library Foundation Board, @Library
- Feb 21, 2024, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- Feb 27, 2024 Tuesday, 6:30 pm - Library Board of Trustees, @Library

LIBRARY BOARD MEETING  
 TUESDAY DEC 19, 2023, 6:30 pm  
 Pending at JAN 23, 2023 Mtg  
 LOCATION: LIBRARY



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	In-person (left at 7:17pm)
Jay Saunders, Village Board Representative, 2024	Absent
Sandy Saltzstein, School District Representative, 2021-2024	Zoom
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	Absent
Claire Flannery, Member, 2020-2026	In-person
<b>Staff</b>	
Nyama Reed, Library Director	In-person
Katie Kiekhaefer, Head of Youth Services	Zoom

Public: Two high school students for class. Students sat with Director Reed in the staff breakroom during closed session and asked questions. They left at 7:00pm as closed session ended.

CALL TO ORDER 6:31pm				
1. Statement of Public Notice				
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.				
Item	Action Desired	1st	2nd	Pass
3. Minutes of Oct 31, 2023 meeting	Motion	Leinweber	Flannery	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through Dec 16, 2023	Motion	Flannery	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Staff Wage Increase for 2024	Motion	Leinweber	Flannery	Unanimous
Motion to approve staff wage increase in 2024 of 3.0% for library staff with satisfactory review.				
6. Submission of Material Consideration Form	Discuss			
Discussion of Material Consideration Form for “We Are Palestinian” book in youth services. Per current policy, WFBPL does not <i>have</i> to complete a consideration process because the patron is not a resident. Ms. Kiekhaefer spoke how the title meets standards for selection (i.e. well reviewed) and it fills a gap in the collection in that few books are published on Palestine or Palestinian culture. Director Reed will invite the patron for a face-to-face discussion out of respect for his concerns. Ms. Kiekhaefer exited Zoom after this item.				
7. Update on Long Overdue Laptops and Related Policies	Discuss			
Moved ahead of #6 until Ms. Kiekhaefer returns to zoom after closed session. Discussion of limited options to retrieve long overdue items beyond placement of fine on patron’s record. Potential loss of high-priced items may be part of doing business, or we consider not offering high priced items in the future. Will explore policy updates in 2024 to pursue collections for high priced items.				
8. Library Director Job Description – Draft Update	Discuss			
A brief discussion of the need to update the Director and Head of Youth Services job descriptions, as each is over 10 years old. Next steps are to include reviewing and updating these as part of the 2024 work plan.				
9. Annual Employee Performance Forms	Discuss			
Discussion of the employee performance forms as outlined in packet memo. Next steps are to include reviewing and updating these as part of the 2024 work plan.				

10. Informational Items	Discuss			
Discussion of information items as outlined in packet.				
11. The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may reconvene in open session to act upon such matters The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In"	Leinweber	Flannery	Roll Call "In" Unanimous
	Roll Call "Out"	Leinweber	Flannery	Roll Call "Out" Unanimous
Closed session moved to after #5, Staff Wage Increase, due to potential loss of quorum at 7:15pm.				
12. Library Director's Annual Review	Motion	Leinweber	Flannery	Unanimous
ADJOURNMENT 7:58pm		Saltzstein	Flannery	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 12/31/2023 (as of 1/21/24)	AVAILABLE BALANCE	% BDGT	NOTES
Taxes			100%	Above Target: 101%+	100%	Under Target:99-%	
13-00000-41100	PROPERTY TAXES	716,744	901,360	901,360	-	100%	
Taxes		716,744	901,360	901,360	-	100%	
<b>Intergovernmental Revenue</b>							
13-00000-43792	Other Grants	-	-	1,502	1,502	n/a	Another \$2,300 pending for conferences, will deposit in 2024.
13-00000-43793	Library MCFLS RB Payment	31,181	13,733	13,869	136	101%	
Intergovernmental Revenue		31,181	13,733	15,371	1,638	112%	
	<b>Set Revenue</b>	<b>747,925</b>	<b>915,093</b>	<b>916,731</b>	<b>1,638</b>	<b>100%</b>	<b>Ok</b>
<b>Fines, Fees, Penalties</b>							
13-00000-45209	LIBRARY FINES	22,400	23,000	22,789	(211)	99%	+\$625.61 in Dec, not yet journalized.
13-00000-45210	Library Replacement Cards	138	150	204	54	136%	+4.00 in Dec, not yet journalized. Recode \$123.35 to Copies
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	-	(9)	(9)	n/a	
Fines, Fees, Penalties		22,600	23,150	22,984	(166)	99%	\$ 23,490
<b>Public Charges for Services</b>							
13-00000-46712	LIBRARY ROOM RENT	2,051	1,500	4,680	3,180	312%	
13-00000-46713	LIBRARY COPY AND FAX FEES	3,325	2,500	4,772	2,272	191%	+\$123.35 recode
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	9,712	5,712	243%	\$ 9,835
<b>Miscellaneous Revenue</b>							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	1,338	(663)	67%	\$100.00 in Dec, not yet journalized.
13-00000-48901	MISC REV	1,637	-	-	-	n/a	
Miscellaneous Revenue		4,777	2,000	1,338	(663)	67%	\$ 1,438
<b>Unclassified</b>							
13-00000-48504	Restricted Donation	-	-	4,200	4,200	n/a	Digitization and Program Room
13-00000-48504-1200	Restricted Donation	-	-	100,000	100,000	n/a	Storytime Room Remodel
Unclassified		-	-	104,200	104,200	n/a	
	<b>Variable Revenue</b>	<b>35,506</b>	<b>29,150</b>	<b>138,233</b>	<b>109,083</b>	<b>474%</b>	
<b>TOTAL REVENUES</b>		<b>783,431</b>	<b>944,243</b>	<b>1,054,964</b>	<b>110,721</b>	<b>112%</b>	<b>\$ 1,055,694</b>
Total Revenues - Restricted Donations		783,431	944,243	950,764	6,521	101%	\$ 951,494
							\$ 7,251

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 12/31/2023 (as of 1/21/24)	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			100%	Above Target: 101%+	100%	Under Target:99-%	
13-93000-50100	Salaries	473,229	574,171	571,206	(2,965)	99%	
13-93000-50150	FICA Tax	35,844	43,924	42,994	(930)	98%	
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	58,474	(1,111)	98%	
13-93000-50161	Health Insurance Deductible	930	1,800	588	(1,213)	33%	Can be submitted until Feb 1
13-93000-50170	Retirement Contribution	23,191	28,871	29,303	432	101%	
13-93000-50180	Group Life Insurance Premium	1,075	1,272	1,271	(1)	100%	
13-93000-50181	Disability Insurance Premium	-	1,272	-	(1,272)	0%	
Total Dept 93000 - LIBRARY SALARIES		579,144	710,895	703,836	(7,059)	99%	
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	3,891	4,500	8,292	3,792	184%	Offset by \$3,800 in Grants
13-93200-50191	Membership Dues	568	1,000	1,126	126	113%	
13-93200-50194	Personnel Related Expenses	761	700	489	(211)	70%	
13-93200-50200	Professional/consulting serv	7,500	-	-	-	n/a	
13-93200-50250	Utilities	44,536	43,000	43,043	43	100%	
13-93200-50251	Telephone/Internet	5,230	4,500	5,792	1,292	129%	
13-93200-50300	Office Supplies	2,215	2,000	1,619	(381)	81%	
13-93200-50301	Printing/Publishing/Copies	-	500	491	(9)	98%	
13-93200-50302	Postage	11	25	16	(9)	63%	
13-93200-50303	Covid Supplies	303	500	375	(125)	75%	
13-93200-50360	Building Maintenance (ex. Gardens)	12,685	10,000	9,948	(52)	99%	
13-93200-50760	Sales Tax	194	200	256	56	128%	
Total Dept 93200 - LIBRARY ADM EXP		77,894	66,925	71,448	4,523	107%	
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	17,121	18,500	18,667	167	101%	
13-93300-50311	Copier Maintenance/Repair	2,651	3,200	2,970	(230)	93%	
13-93300-50312	Material Processing/Repairs	3,382	3,000	3,480	480	116%	
13-93300-50350	Maintenance (i.e. Cleaners)	32,063	34,050	33,960	(90)	100%	
13-93300-50351	Custodial Supplies	2,230	2,200	4,144	1,944	188%	
13-93300-50400	MCFLS Supplies	1,071	1,000	1,565	565	157%	
Total Dept 93300 - LIBRARY EQUIPMENT		58,519	61,950	64,786	2,836	105%	
Dept 93400 - LIBR PROG/SERVICES							
13-93400-50401	MCFLS Membership	20,915	23,223	21,423	(1,800)	92%	
13-93400-50402	Programs - Adult	473	500	588	88	118%	
13-93400-50403	Programs - Children	126	500	317	(183)	63%	
13-93400-50415	Programs - Young Adults	-	250	-	(250)	0%	
Total Dept 93400 - LIBR PROG/SERVICES		21,515	24,473	22,328	(2,145)	91%	

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 12/31/2023 (as of 1/21/24)	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93500 - LIBRARY COLLECTIONS			100%	Above Target: 101%+	100%	Under Target:99%	
13-93500-50410	Library Collection Materials	70,560	80,000	80,000	-	100%	
13-93500-50413	Adult DVD's	457	-	169	169	n/a	
	Fund 22	27,662	25,000	23,401	(1,599)	94%	
Total Dept 93500 - LIBRARY COLLECTIONS		98,679	105,000	103,570	(1,430)	99%	
<b>TOTAL EXPENDITURES</b>		<b>808,088</b>	<b>944,243</b>	<b>942,567</b>	<b>(1,676)</b>	<b>100%</b>	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		783,431	944,243	1,054,964	110,721	112%	Dec deposits still need to be journalized. Will come in around \$1,055,694.
	Total Revenues - Restricted Donations	783,431	944,243	950,764	6,521	101%	Estimate \$951,455
TOTAL EXPENDITURES		808,088	944,243	942,567	(1,676)	100%	Estimate \$944,300
NET OF REVENUES & EXPENDITURES		(24,657)					Estimate \$7,155 net
BEG. FUND BALANCE		71,950					
END FUND BALANCE		47,293					Estimate \$54,448
5.8% of Expenditures							
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 12/31/2023 (as of 1/21/24)			
22-00000-11100	Donations	-	-	7,000			Women's Club Donation
22-00000-48110	Investment Income	4,154	-	12,273			
<b>TOTAL REVENUES</b>		<b>4,154</b>	<b>-</b>	<b>19,273</b>			
93500 - LIBRARY COLLECTIONS		27,662	25,000	23,401			
93900 - LIBRARY EXPANSION PROJECT		32,500	-	-			
<b>TOTAL EXPENDITURES</b>		<b>60,162</b>	<b>25,000</b>	<b>23,401</b>			
NET OF REVENUES & EXPENDITURES		(56,009)	(25,000)	(4,127)			
BEG. FUND BALANCE		132,865	76,857	76,857			
<b>END FUND BALANCE</b>		<b>76,857</b>		<b>72,730</b>			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 12/31/2023 (as of 1/21/24)			
01-55500-50350-1001	Maintenance Services (Contracts)	13,115		26,301			\$11,250 = Library Elevator Hydraulic Oil Change; only every 10 years. \$15,051 w/o elevator oil change.
01-55500-50360-1001	Building Maintenance (Repairs)	40,286		33,094			



To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: January 23, 2024 Meeting  
Re: Barbara Bartley Signage



### WFB Public 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

Per the March 29, 2022, Library Board meeting minutes, "Director Reed informed Board that the youth wing was to be named after Barbara Bartley during the 2002 construction due to a \$600,000+ donation. This was confirmed recently by Brent Gregory, WFBPL BoT President at the time. However, due to lapses, the naming did not occur. Current Board and staff agree the lapse should be corrected, with possibility to tie it into coming events."

### Signage

Attached are pics of the suggested signage to honor Barbara Bartley's legacy. The sign would be 18x24 acrylic with metal offsets, similar in design to the donor wall in the lobby. The plan is to put the sign where the movie poster case used to be, just to the right of the Book Return. That section of wall is recessed and was recently patched and painted.

The first picture below shows the size of the sign on the wall with no other features. The second picture has additional features to add visual interest, without competing with the multitude of colors and art in the area.



To be decided is wording of the dedication to Ms. Bartley.

Examples from other libraries:

Rye Public Library (NH)



North Shore Library (Glendale, WI) - Future



## Recommendation

It is recommended the WFBPL Board of Trustees approve placement of the proposed (amended) sign honoring Barbara Bartley in the proposed (amended) location.

18"

24"

**Welcome to the  
Barbara Bartley Youth Services Wing  
of the  
Whitefish Bay Public Library**



BARBARA G. BARTLEY  
Librarian

**Barbara Bartley**

**January 18, 1919-November 19, 1999**

Born and raised in Wisconsin in 1919, Ms. Bartley earned her Bachelor's degree in English and Education in 1941, followed by a Master's degree in Education and a Master's degree in Library Science from the University of Wisconsin-Madison in 1950. Between 1941 and 1960, she served as a librarian in various schools. Subsequently, she transitioned to a career as an assistant professor of Library Science at Wisconsin State College-Oshkosh from 1960 to 1962, and later as a professor of Library Science at the University of Wisconsin-Milwaukee from 1962 to 1985. Ms. Bartley dedicated 44 years to her career in librarianship, showcasing her commitment to libraries through her generous support of the Whitefish Bay Public Library.

Having moved to Whitefish Bay during her tenure at UW-Milwaukee, Ms. Bartley bequeathed the majority of her estate to support the construction of the new Whitefish Bay Public Library building, which was completed in 2002. Her substantial contribution constituted a quarter of the total funds raised for the project.

As a tribute to Ms. Bartley's extraordinary career and impactful contribution, the Youth Services Wing is named in her honor.



To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: January 23, 2024 Meeting  
Re: Storytime Room Project



### WFB Public 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

At the October 31, 2023 Library Board meeting, the Board accepted a proposal from 3K Construction, LLC, to investigate the structure of the storytime room for a future remodel. 3K Construction is owned by Joe Kelly.

### Update

The proposal included:

- Cut (2) holes in the wall roughly 2'-0" x 3'-0" approx... 3' above the floor inside the conference room. This will help determine if the wall is structural. It will also determine if the wall has any product make up to be concerned about. **Done. Ended up being 3 holes to fully exam wall due to discovery of CMU (filled concrete block).**
- Take out and replace a 4'x 10' section of ceiling tile in the room to see if a structural member is needed for the future window installation. This section is right above the proposed window area.
- Proposal includes taking a sample of the existing wall plaster (that was covered with the last drywall layer/ renovation) to see if it tests positive for asbestos. The sample will come back in 2-3 weeks and the results will be given to Nyama. **Done. Test was negative.**
- Temporarily patch the holes that were cut into the drywall. This will include a one coat, tape finish around the patches. **Done**
- Proposal includes all temporary enclosures, debris removal, hepa filters. All work is assumed to be performed after 3 pm. Monday through Friday. **Done**
- Proposal includes a budget for the future window installation in the wall. All other work is excluded that is not listed above. **Done. See attached.**

### Highlights of attached proposal #2403

<https://www.homearchitects.com/grout-cmu-solid>

Example of CMU (filled concrete block)

- There is a **solid CMU (filled concrete block) structure inside the wall that supports the structure of the building and the roof line.**
- A separate proposal can be given to remove the CMU but **major reconstruction to the wall and roof line will have to be proposed**, approx \$18- \$27k. You would also have added **engineering judgment** cost to the project prior to the work being performed.
- Approximately 5'4" wide X 5'0" high window. May vary based on final wall cut. The layout of the window (per this proposal) eliminates removing the CMU structural section.
- A separate bid can be given to add glass into both of the doors to the room. By adding the additional glass to the doors, the viewing area into the room will be more square inches than removing the CMU block and adding a singular horizontal window.

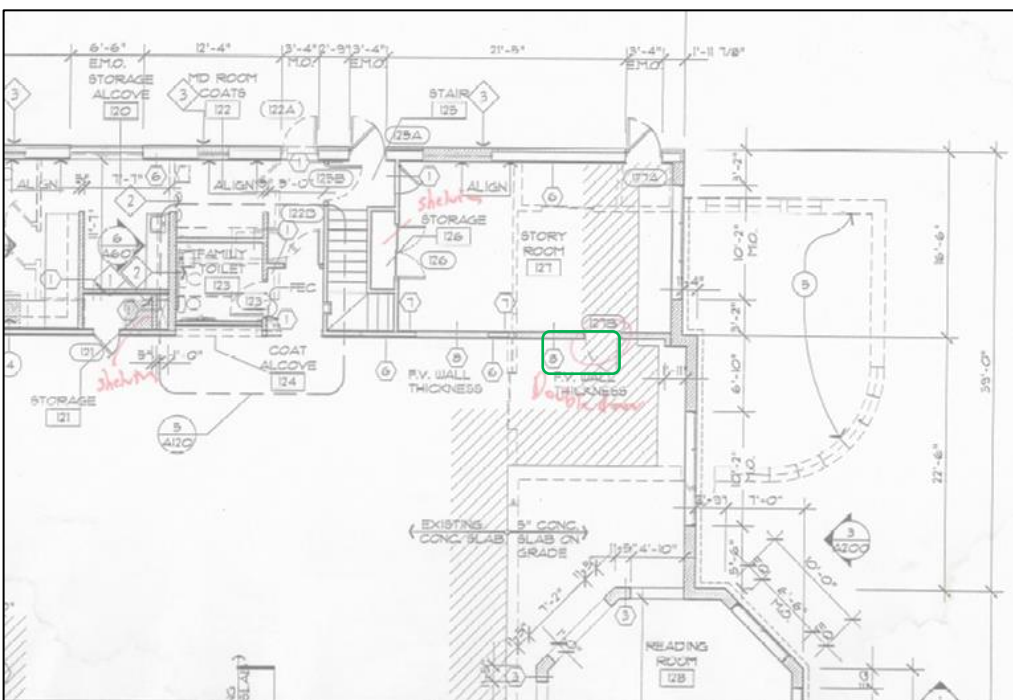
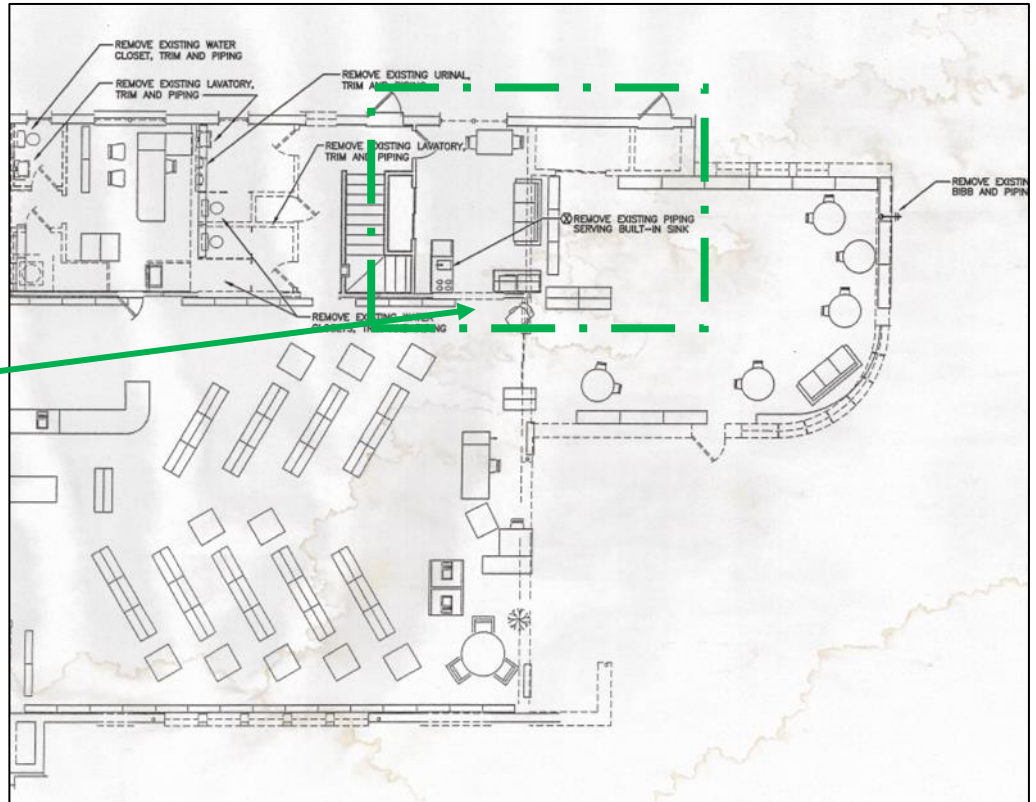


From conversation with Joe Kelly, he does not think removing the concrete structure is a good idea. We may have to wait on an engineering judgement which could put you into 2025. Based on his analysis, the CMU holds up the roof line and the structure of the building. It is not as simple as adding a new "header." If we decide to pursue the larger project, Joe can send contact info for structural engineers.

Below are blueprints of the 1955 and 2022 library buildings. The green box indicates where the storytime room was put. This indicates the part of the storytime room wall in question was original wall, with additional wall and the double doors added to fully enclose the space.

The bit of dashed wall indicates wall that is not solid, whereas the big at the end is solid. This is where the CMU structure is located.

The green box in the blueprint below indicates the size of the double door. The initial blueprint had a single door and written in "double door." As a result the amount of space between the door frame and the CMU is much smaller than it looks on the original print.



### Options

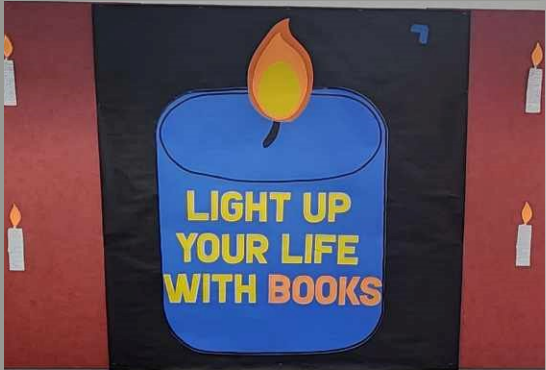
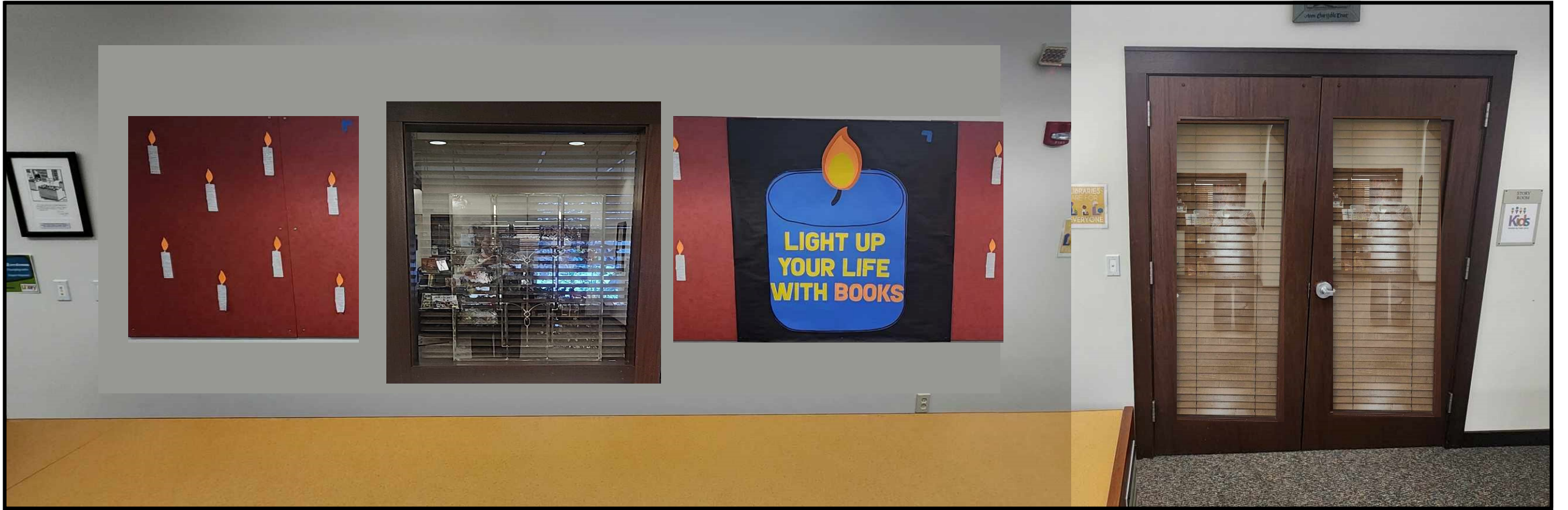
1) Install window as proposed which is smaller than initially envisioned. If the Proposal is approved as-is, 3K construction can start within 2 weeks. The window has about a 3-week delivery date after they cut in the opening. \$9,972.

2) After completion of the initial phase, obtain a quote to install glass in doors to add more light into the storytime room if more light is desired.

3) Obtain an engineering judgment from a structural engineer. That judgment would be used to quote a project for the larger window initially envisioned. Joe estimates it might take until 2025 to get an engineering judgment due to difficulty finding qualified people in the current market. Same issues DPW and Kearns have run into on the electrical panel project.

### Action

The WFBPL Board of Trustees moves to approve (tbd).



Story Room

LIBRARIES ARE FOR EVERYONE

Story Room  
Kids





# 3K Construction, LLC

Commercial and Residential Remodeling & New Construction

# Proposal #2403

Page No. 1 of 3 Pages

**Joe Kelly**

414-315-9039

<b>PROPOSAL SUBMITTED TO:</b>	Nyama Reed	<b>DATE:</b>	10/24/23
<b>ADDRESS:</b>	Whitefish Bay Library 5420 N. Marlborough St. Whitefish Bay WI.	<b>PHONE:</b>	Nyama 414-755-6551
		<b>Email:</b>	reed@wfblibrary.org

**We hereby propose to furnish labor and materials necessary for the work performed at the above listed address. The work performed will be adding a “store front” glass window into the interior demising wall in between the Library’s conference room and main room of the library. Proposal includes the labor and materials for the installation of a 5’-4” wide X 5’-0” high window. Description as follows:**

### **1. Demolition and Structural Framing:**

- Cut in and install a structural header that runs from the CMU to the inside corner of the room to support the wall above.
- Install new framing for the new future window (approx. 5’-4” wide X 5’-0” high) The size may vary slightly depending on the actual space once the wall is cut open.

### **2. Drywall Installation:**

- Remove and replace all the drywall on the inside and outside of the wall. Tape and finish the drywall to a level 3 finish (flat).
- Prime and paint the wall on both sides. *Owner will be asked for paint samples. If there is no left over paint to work off of, the color will be as close as possible to the original but may not be an exact match.*

### **3. New Viewing Window Installation:**

- Install one new “storefront glass window ”, aluminum frame, with one center stile mullion with tempered laminate glass. (approx. 5’-4” wide X 5’-0” high).
- \*The frame color will be a close match to the existing exterior window frame color of the building. It may not be an exact color but as close as possible.

### **4. Interior Trim Installation:**

- Reinstall the existing base trim and casement trim as needed.
- Install one new sill to the outside of the new viewing window. \*This piece will be as close as possible to the existing but may not be an exact match. The inside of the room will be a drywall return.



**Inclusions and Exclusions to the Proposal:**

- Proposal excludes dumpster fees. To save money the on site bins will be used to remove most of the smaller misc. scrap. All the larger items will be moved off site by 3K Construction.
- Proposal Includes temporary plastic enclosures that will need to stay up during the framing and drywall process during working hours.
- Proposal Includes daily clean up of all debris.
- \*Proposal includes all painting or staining of any products.
- \*Proposal excludes all flooring prep or installation.
- \*Proposal excludes all plumbing, electrical or HVAC work.
- \*Proposal excludes moving all any owners personal items out of the way of the work are.
- \*Proposal excludes all permits and permit fees.
- \*Proposal excludes all materials and labor that are not listed in sections 1-4 from above.

**\*\*Note:**

*There is a solid CMU (filled concrete block) structure inside the wall that supports the structure of the building and the roof line. The layout of the window (per this proposal) eliminates removing this structural section.*

*A separate proposal can be given to remove the CMU but major reconstruction to the wall and roof line will have to be proposed, approx \$18- \$27k. You would also have added engineering judgment cost to the project prior to the work being performed.*

*A separate bid can be given to add glass into both of the doors to the room. By adding the additional glass to the doors, the viewing area into the room will be more square inches than removing the CMU block and adding a singular horizontal window.*

**Down Payment Structure if this proposal is approved:**

\$4400 = Down payment will be needed to order the window unit (per signing of this contract).  
Payment received(\_\_\_\_\_) (check #\_\_\_\_\_).

*\*By signing below 3K Construction and all sub-contractors associated with 3K Construction will not be held liable for the disturbance of any lead based, mold based or asbestos based products at the above listed address. If products are found or suspected the owner will be notified and it is the responsibility of the homeowner to remove or replace the items if needed.*

***If proposal is signed and accepted:** First payment will be required as listed above to purchase the window and glass. Following payments will be discussed and accepted by the owner and contractor as the job progresses if the job takes longer than 3 weeks. A final payment to be made within 1 week or 7 days after all work was performed.*

WE PROPOSE: hereby to furnish materials and labor-complete accordance with the above specifications **of proposal # 2403** for the sum of: Total= **\$9,972**

Authorized Signature:		Date:	
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ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:		Acceptance Date:	
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To: Whitefish Bay Public Library Board of Trustees  
 From: Nyama Y. Reed, Library Director  
 Date: January 23, 2024 Meeting  
 Re: Fund 22 Review and 2024 Collection Supplement



WFB Public 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

For several years the WFBPL Board of Trustees has approved a collection supplement from Fund 22, to enable the library to purchase sufficient materials to offer an enhanced collection per State of WI Department of Public Instruction’s library standards. Several years ago it was estimated Fund 22 would be depleted by now. As we worked strategically to extend its viability, we updated the end date to 2025. With increase to the collection budget in Fund 13 (WFBPL’s operating budget), plus exceptional interest income and a donation in 2023, it is now projected to last through 2028-2030, depending on a combination of interest revenue and ability to slowly increase collections expenditures in Fund 13.

Scenario 1: Fund 13 collection expenditure is \$90,000, Fund 22 collection expenditures is \$18,000, and there is no new revenue each year. Fund 22 will be expended by 2027. As of 2028, total collection expenditures would drop.

Scenario 2: Fund 13 collection expenditure is \$90,000, Fund 22 collection expenditures is \$18,000, and there is 8.5% interest revenue each year. Fund 22 will be expended by 2028. As of 2029, total collection expenditures would drop.

Scenario 3: Fund 13 collection expenditure increases \$5,000 (approx. 0.5% of total expenditures), Fund 22 collection expenditures decrease by \$3,000, and there is no new revenue each year. Fund 22 will be expended by 2029. As of 2030, total collection expenditures would be sustained at an enhanced level via Fund 13.

Scenario 4: Fund 13 collection expenditure increases \$5,000 (approx. 0.5% of total expenditures), Fund 22 collection expenditures decrease by \$2,000, and there is 8.5% interest revenue each year. Fund 22 will be expended by 2030. As of 2031, total collection expenditures would be sustained at an enhanced level via Fund 13.

#1	Village Collection Exp	Fund 22 Collection Exp	Total Collection Exp	Revenue	Donation	Net	Fund 22 Balance (Projected Year End)	% Interest Earned
2023	80,000	23,400	103,400	12,273	7,000	(4,127)	72,730	16.0%
2024	90,000	18,000	108,000	-	-	(18,000)	54,730	0.0%
2025	90,000	18,000	108,000	-	-	(18,000)	36,730	0.0%
2026	90,000	18,000	108,000	-	-	(18,000)	18,730	0.0%
2027	90,000	18,000	108,000	-	-	(18,000)	730	0.0%
2028	90,000	730	90,730	-	-	(730)	-	0.0%
2029	90,000	-	90,000	-	-	-	-	0.0%
2030	90,000	-	90,000	-	-	-	-	0.0%
2031	90,000	-	90,000	-	-	-	-	0.0%

#2	Village Collection Exp	Fund 22 Collection Exp	Total Collection Exp	Revenue	Donation	Net	Fund 22 Balance (Projected Year End)	% Interest Earned
2023	80,000	23,400	103,400	12,273	7,000	(4,127)	72,730	16.0%
2024	90,000	18,000	108,000	6,182	-	(11,818)	60,912	8.5%
2025	90,000	18,000	108,000	5,178	-	(12,822)	48,090	8.5%
2026	90,000	18,000	108,000	4,088	-	(13,912)	34,177	8.5%
2027	90,000	18,000	108,000	2,905	-	(15,095)	19,082	8.5%
2028	90,000	18,000	108,000	1,622	-	(16,378)	2,704	8.5%
2029	90,000	2,934	92,934	230	-	(2,704)	0	8.5%
2030	90,000	-	90,000	-	-	-	0	0.0%
2031	90,000	-	90,000	-	-	-	0	0.0%
#3	Village Collection Exp	Fund 22 Collection Exp	Total Collection Exp	Revenue	Donation	Net	Fund 22 Balance (Projected Year End)	% Interest Earned
2023	80,000	23,400	103,400	12,273	7,000	(4,127)	72,730	16.0%
2024	90,000	20,000	110,000	-	-	(20,000)	52,730	0.0%
2025	95,000	17,000	112,000	-	-	(17,000)	35,730	0.0%
2026	100,000	14,000	114,000	-	-	(14,000)	21,730	0.0%
2027	105,000	11,000	116,000	-	-	(11,000)	10,730	0.0%
2028	110,000	6,000	116,000	-	-	(6,000)	4,730	0.0%
2029	115,000	4,730	119,730	-	-	(4,730)	-	0.0%
2030	120,000	-	120,000	-	-	-	-	0.0%
2031	125,000	-	125,000	-	-	-	-	0.0%
#4	Village Collection Exp	Fund 22 Collection Exp	Total Collection Exp	Revenue	Donation	Net	Fund 22 Balance (Projected Year End)	% Interest Earned
2023	80,000	23,400	103,400	12,273	7,000	(4,127)	72,730	16.0%
2024	90,000	20,000	110,000	6,182	-	(13,818)	58,912	8.5%
2025	95,000	18,000	113,000	5,008	-	(12,992)	45,920	8.5%
2026	100,000	16,000	116,000	3,903	-	(12,097)	33,823	8.5%
2027	105,000	14,000	119,000	2,875	-	(11,125)	22,698	8.5%
2028	110,000	12,000	122,000	1,929	-	(10,071)	12,627	8.5%
2029	115,000	9,500	124,500	1,073	-	(8,427)	4,200	8.5%
2030	120,000	4,557	124,557	357	-	(4,200)	0	8.5%
2031	125,000	-	125,000	-	-	-	-	0.0%

Recommendation

It is recommended the Library Board approve a 2024 collection supplement of \$20,000 from Fund 22.

2024	Board mtg date	Board members	Board annual actions	Budget	Policy and Procedures Reviews
From Strat Plan					Ensure updated policies; align with Village policies; provide support for staff, and clarity for community
Jan	1/23/2024			Fund 22: review and projections; approve 2024 collections supplement	
Feb	2/27/2024	Board member recruiting: advertise Feb 1-28	Start using consent agenda		Policy review #1: Intellectual Freedom and related policies
Mar	3/26/2024	Board member recruiting: personnel com or nom com review apps 3/1-3/22; discuss and approve nomination at library board march mtg; submit nomination to village president 3/27 for inclusion in 4/1 or 4/16 village board mtg			Bylaws
Apr	4/16/2024	Terms expire 4/30		Fund 13 fund balance: review	
May	5/21/2024	Welcome new board members		2025 budget: review initial draft	Policy review #2: Naming
Jun	6/25/2024	Board officer elections		2025 budget: review updated draft	Emergency Procedure Manual
Jul	7/23/2024			2025 budget: approve library budget to submit to village administration	
Aug	8/27/2024			Village board begins 2025 budget discussions	Policy review #3: Internet & Tech
Sep	9/24/2024			Village: Health insurance premium updates received	
Oct	10/22/2024		Approve exceptions to library hours and board meeting dates for next year	Village board receives electronic distribution of village manager recommended 2025 budget	
Nov	11/19/2024		Approve staff wages for 2025	Village board discussion and approval of 2025 budget	Policy review #4: Patron Conduct and Safety
Dec	12/17/2024		Director review completed		

2024	Leadership team	Space	EDI	Strategic plan
From Strat Plan		Space: More significant changes explored in 2024 planning	Community continues to diversify: opinions, backgrounds, race/ethnicity, politics, access, culture, languages, sexual orientation, ages, abilities, gender identity, values, priorities vary	
Jan		Review storytime room analysis with Board		
Feb		Begin quote process for storytime room reno	Schedule staff and board training on unconscious bias and other EDI topics	
Mar	Dept presentation - youth services (KK and VM)	Board review and approve storytime room reno; potentially obtain quote for study room conversion in adult wing		
Apr		Schedule storytime room reno based on scope and timing for low impact on summer reading program	Research options for adding door opener buttons to public restrooms	Start 2024 Survey
May		Review study room conversion quotes and obtain necessary approvals		Analyze 2024 Survey
Jun				Update Board on 2024 Survey
Jul		Schedule study room conversion		
Aug	Dept presentation - adult services (SL)			
Sep				
Oct	Dept presentation - circulation services (TH)			
Nov				
Dec				



2024	Plan reviews & reports	Staff	Director	Foundation
From Strat Plan				
Jan				Stewarding recent donors
Feb	State annual report - review and approve	Start process to hire AS and YS subs and cross-trained CS staff with AS and YS	Update Board on Friends Budget	Update Board on Foundation; reimagining and reinvigorating the campaign
Mar	WI DPI library standards review	Onboard subs and cross-trained staff		Transitioning to running more independently
Apr	Technology plan update (TH)	Review and update employee evaluation forms with Personnel Committee		Update Board on Foundation
May	Collection management: report on collection performance, including key metrics and reciprocal borrowing status			
Jun				Update Board on Foundation
Jul	Marketing: annual report to the community - review and approve (SL)			
Aug			Update Board on staff development, engagement, and longevity	Update Board on Foundation
Sep		Review and update Director and Head of YS job descriptions with Personnel Committee		
Oct				Update Board on Foundation
Nov		Staff reviews started	Director submit self-reflection to personnel com	
Dec		Staff reviews completed	Director meets with personnel com before Dec board mtg	Update Board on Foundation

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: January 24, 2024 Meeting  
Re: Department Reports



#### Director (Reed)

- 1) Board Terms – Jen Livingston’s, Jay Saunders, Sandy Saltzstein’s, and Erin Jelenchick’s current terms end April 30, 2024. Trustees Saltzstein’s and Saunders’ appointments may change based on coming elections and changing committee assignments by the School and Village Boards. It is requested that President Livingston and Trustee Jelenchick inform Director Reed or President Livingston whether they plan to renew, or not, by 1/31/2024. If we have to recruit new members, the process needs to start in February.
- 2) Building
  - a) Regular maintenance is occurring per schedule.
  - b) Director Reed attended the Public Works Committee meeting on Wed Dec 20, which included discussion of the Library’s roof and electrical panel. Current estimates are \$600,000 for a new roof and \$150,000 to replace the fire alarm’s electrical panel. Discussion included funding options such as use of ARPA funds and the planned 2025/2026 “borrow” for capital projects.
  - c) Carpet and furniture cleaning were planned for January but cancelled as that was the day of the big storm. Cleaning is rescheduled for February.
- 3) Foundation
  - a) The Foundation Board met January 8 with the new members. Most attendees were in-person. President Pequinot and Director Reed lead a discussion of setting a 2024 fundraising goal and next steps of brainstorming events/plans for attaining the goal.
  - b) The Light Your Library campaign raised approximately \$11,000.
- 4) Friends – The January Board meeting was cancelled due to several Friends Board members being ill. Trying to reschedule ahead of the usual February meeting in order to have the 2024 budget discussion.
- 5) MCFLS
  - a) Director Reed will serve as chair of the Library Directors’ Advisory Council (LDAC) for 2024. Duties include leading monthly meetings which are attended by libraries directors of the 15 member libraries, plus attending monthly MCFLS Board meetings to update the Board on LDAC discussions and decisions. At this time, meetings are on zoom with plans to hold in-person meetings in the summer and return to zoom next fall. Director Reed served as LDAC Chair in 2015 and is looking forward to filling the role again. It is a chance to get involved with MCFLS issues more deeply and to get to know new directors.
  - b) MCFLS had a day long strategic planning session on Thursday Jan 18 at the UW-Milwaukee School of Continuing Education in downtown Milwaukee. 11 of 15 libraries were represented, along with several MCFLS Board members in attendance and MCFLS staff. It was a productive and enjoyable day. The process is being led by Rachel Arndt Consulting. Ms. Arndt is superb.

#### Adult Services (Lenski)

##### **Programs**

In November the library hosted author Kristine Hansen to talk about her book Frank Lloyd Wright’s Wisconsin. The program was well attended with over 40 attendees listening to Kristine discuss all the homes built by Wright in our area. We had a lot of audience participation, and it was a good conversation. In December, our Mystery book club had our highest attendance ever with 9 total attendees. Mystery book club is a hybrid and we had 6 people in person and 3 people on Zoom. Tea Time Book Club had 6 people.

##### **Collection Development**

Adult Services staff completed moving romance titles out of fiction into their own collection. Staff is now working on weeding the fiction area, so we can do another shift to better space out fiction and redistribute some of the empty shelf space. Part-time staff also worked diligently on ordering titles in their designated areas. For the first time since I started at the library, adult services spent all of our designated book budget, largely in part due to part-time staff purchasing. All part-time staff have an assigned dewey range. Sharon also assists in ordering fiction, romance and mystery titles. Ina assists in ordering DVDs and audiobooks. In 2024 Eva will assist ordering the music CDs.

## **Display**

In November we did a book display to celebrate Native American Heritage Month. In December we featured previous winners for the Pulitzer Prize in Fiction.

## Circulation Services (Hoge)

### **WLA Conference Committee**

This year I have volunteered to serve on the WLA Conference Committee as the Registration Chair. The Conference will be held at the KI Center in Green Bay November 5-8th. We've had our first meeting where the team was introduced and goals discussed. Meetings will be once a month through August and then more frequently as we get closer to the conference.

## **Technology**

I have begun reviewing the Tech Plan for purchases we may want to make in 2024. Some items that we are looking into replacing are the Zebra label printers (used for the spine labels on all library items), laptops for Nyama and Valerie Morris (full time YS Librarian), and new desktops at the Reference desk and Circulation desks.

## **Training**

During the month of January, I created and lead Circ Staff training on our ILS software Sierra, Outlook Mail and basics on the copier/printer including Mobile Print capabilities. Training sessions were limited to two staff members at a time in order to provide more focused attention and hands on opportunities. Staff gave positive feedback on the content and the format. I enjoyed spending more one on one time with each of my staff.

## **Locker Demand**

We've seen a huge increase in items requested for pick up via our Smart Locker. Staff are working hard to manage this so items get out to the locker for patron pick up in a timely manner.

## Youth Services (Kiekhaefer)

### **Collection Development**

- Valerie, Heidi, and Liza are working hard to reclassify/reorganize the X non-fiction collection, and I believe they are halfway through the collection. I am hopeful that we will finish by spring.
- As part of the 2024 Friends budget, we are asking them for a starter fund for a new collection of Wonderbooks that are specifically chapter books, non-fiction, graphic novels. In 2023, we added Wonderbooks that are picture books and that has been a very popular collection.

## **Programming**

- Our Winter Reading Club is back for kids and teens. This year, the kids' program is sponsored by North Shore Kiwanis. The teen program continues to be sponsored by Friends of the Whitefish Bay Public Library.

## **Professional Development**

- This year, I've volunteered to be a mentor through the Wisconsin Library Association mentorship program. I've been matched with a mentee who is a new youth services librarian at the Muskego Public Library. As part of the commitment, I will have a monthly meeting with my mentee.

## **Program Statistics for 2023**

- In 2023, we held 161 programs (107 of which were storytimes) and, combined with school visits, Take and Makes, storytimes and one-off programs, we had a total attendance of 6,109. (We started the year with Take and Makes and then progressed into summer reading, where we moved back to programming that was similar to pre-pandemic programming. When we finished the year, we had moved to more all-ages program, and the numbers really jumped up.)

**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 Total						
2019	26,157	25,032	27,691	25,447	25,072	29,976	31,686	29,097	24,573	26,165	23,270	23,040	317,206	317,206						
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	219,773						
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	275,812						
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209	22,194	22,669	20,682	281,460	281,460						
2023	25,223	23,698	26,790	24,067	23,405	27,946	29,536	28,858	24,097	25,356	25,108	24,403	308,487	308,487						
2019-23	-4%	-5%	-3%	-5%	-7%	-7%	-7%	-1%	-2%	-3%	8%	6%	-3%	-3%						
2022-23	6%	7%	10%	1%	2%	9%	15%	9%	14%	14%	11%	18%	10%	10%						
PHYSICAL CIRCULATION																				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total						
2019	23,788	23,055	25,216	23,087	22,782	27,654	29,165	26,579	22,115	23,659	20,829	20,641	288,570	288,570						
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	172,119						
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	232,119						
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664	18,418	19,114	17,078	236,434	236,434						
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016	20,541	20,167	19,166	256,795	256,795						
2019-23	-11%	-14%	-11%	-13%	-15%	-13%	-14%	-7%	-9%	-13%	-3%	-7%	-11%	-11%						
2022-23	6%	7%	10%	0%	2%	10%	15%	10%	13%	12%	6%	12%	9%	9%						
DIGITAL CIRCULATION														Libby	Hoopla	RBDigital	Kanopy	Comics Pus		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total						
2019	2,369	1,977	2,475	2,360	2,290	2,322	2,521	2,518	2,458	2,506	2,441	2,399	28,636	28,636						
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	47,654						
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	43,693						
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545	3,776	3,555	3,604	45,026	45,026						
2023	4,087	3,802	4,265	3,919	4,032	3,995	4,360	4,158	4,081	4,815	4,941	5,237	51,692	51,692						
2019-23	73%	92%	72%	66%	76%	72%	73%	65%	66%	92%	102%	118%	81%	81%						
2022-23	5%	5%	7%	4%	3%	3%	18%	8%	15%	28%	39%	45%	15%	15%						
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)																				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total						
2019	10%	9%	10%	10%	10%	8%	9%	9%	11%	11%	12%	12%	10%	10.0%						
2020	12%	12%	35%	638%	195%	38%	29%	27%	19%	19%	22%	28%	28%	89.5%						
2021	33%	24%	18%	19%	19%	16%	16%	16%	17%	17%	17%	21%	19%	19.4%						
2022	19%	20%	19%	19%	21%	18%	17%	17%	20%	21%	19%	21%	19%	19.1%						
2023	19%	19%	19%	19%	21%	17%	17%	17%	20%	23%	25%	27%	20%	20.3%						
LIBBY (Formerly Overdrive. Print books, Audio books, Music)																				
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total						
2019	1,666	1,371	1,665	1,592	1,660	1,684	1,914	1,862	1,797	1,757	1,688	1,791	20,447	20,447						
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	31,728						
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	31,695						
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740	2,814	2,741	2,719	34,486	34,486						
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990	3,352	3,513	3,659	38,548	38,548						
2019-23	86%	112%	98%	90%	86%	83%	75%	71%	66%	91%	108%	104%	89%	89%						
2022-23	3%	6%	9%	6%	3%	4%	16%	6%	9%	19%	28%	35%	12%	12%						

# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

HOOPLA (Print Books, Audio Books, Music, Movies)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004	3,004
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982	4,982
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241	4,241
2022	347	350	347	302	339	315	319	350	305	349	350	352	4,025	4,025
2023	408	326	400	379	451	436	453	421	403	433	359	440	4,909	4,909
2019-23	39%	43%	24%	40%	90%	100%	82%	106%	78%	65%	41%	86%	63%	63%
2022-23	18%	-7%	15%	25%	33%	38%	42%	20%	32%	24%	3%	25%	22%	22%
DIGITAL MAGAZINES														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185	5,185
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177	7,177
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582	3,582
2022	275	260	322	319	275	266	239	249	244	297	270	242	3,258	3,258
2023	289	293	334	264	296	273	254	282	484	798	863	851	5,281	5,281
2019-23	-30%	-22%	-31%	-47%	-25%	-35%	-29%	-38%	12%	64%	73%	129%	2%	2%
2022-23	5%	13%	4%	-17%	8%	3%	6%	13%	98%	169%	220%	252%	62%	62%
KANOPY (PLAYS)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767	3,767
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175	4,175
2022	258	279	272	276	301	312	240	262	256	316	194	291	3,257	3,257
2023	286	278	228	232	197	202	185	191	192	211	191	287	2,680	2,680
2022-23	11%	0%	-16%	-16%	-35%	-35%	-23%	-27%	-25%	-33%	-2%	-1%	-18%	-18%
KANOPY (Unique Users)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198	1,198
2021	68	67	59	52	53	59	69	72	68	57	55	66	745	745
2022	62	60	60	49	57	59	62	58	57	56	51	61	692	692
2023	66	59	53	56	47	50	50	47	50	55	48	52	633	633
2022-23	6%	-2%	-12%	14%	-18%	-15%	-19%	-19%	-12%	-2%	-6%	-15%	-9%	-9%
Comics Plus														174 Unique for Year
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3	0	5	15	0	4	115	84	12	21	15		274	274
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
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	106,090
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727	45,727
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	80,701
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466	8,352	7,886	7,996	6,766	100,862	100,862
2023	8,504	6,562	8,869	7,522	7,885	11,322	11,969	11,830	8,602	8,929	8,466	8,102	108,562	108,562
2019-23	5%	-12%	1%	-11%	2%	1%	0%	11%	5%	2%	14%	9%	2%	2%
2022-23	16%	-8%	4%	-11%	-3%	17%	18%	13%	3%	13%	6%	20%	8%	8%

# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

SELF-CHECK AS % OF TRADITIONAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%	36.6%
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%	21.6%
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%	33.5%
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%	42%	40%	41%	42.6%
2023	40%	33%	39%	37%	41%	47%	48%	48%	43%	43%	42%	42%	40%	42.0%
STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	15,720	15,569	16,478	14,597	15,017	16,487	17,243	15,921	13,891	14,911	13,421	13,225	182,480	182,480
2020	14,912	14,335	6,907	820	2,665	9,667	12,188	11,689	13,312	13,928	12,973	12,996	126,392	126,392
2021	13,225	12,927	14,517	12,826	11,764	13,527	13,655	13,665	11,538	11,405	11,277	11,092	151,418	151,418
2022	12,577	11,410	11,917	11,689	10,851	12,003	11,804	12,047	9,312	10,532	11,118	10,312	135,572	135,572
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922	10,889	10,931	10,389	142,487	142,487
2019-23	-20%	-16%	-20%	-16%	-26%	-26%	-27%	-23%	-21%	-27%	-19%	-21%	-22%	-22%
2022-23	0%	15%	11%	5%	3%	1%	7%	2%	17%	3%	-2%	1%	5%	5%
MOBILE APP CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2022	0	0	0	0	0	7	1	56	27	33	19	3	146	146
2023	20	22	39	24	11	6	30	9	29	42	15	15	262	262
LOCKER CIRC														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2023	3	208	424	310	348	498	531	606	463	681	755	660	5,487	5,487
WIRELESS (Clients per Month)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	4,162	3,802	4,505	4,766	4,829	4,740	4,882	4,747	4,787	5,694	4,630	4,561	56,105	56,105
2020	5,216	meraki offline					1,519	1,860	1,950	2,108	1,710	1,215	15,578	15,578
2021	1,465	1,552	2,092	2,242	2,385	2,609	2,898	2,824	3,175	3,532	3,423	3,069	31,266	31,266
2022	2,892	2,729	3,165	3,439	3,824	3,699	3,495	3,732	3,712	4,532	4,109	3,406	42,734	42,734
2023	4,801	4,102	4,248	4,490	4,688	4,671	4,247	4,402	4,530	5,146	4,860	4,712	54,897	54,897
2019-23	15%	8%	-6%	-6%	-3%	-1%	-13%	-7%	-5%	-10%	5%	3%	-2%	-2%
2022-23	66%	50%	34%	31%	23%	26%	22%	18%	22%	14%	18%	38%	28%	28%
WIRELESS (Unique Users)														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2019	1,483	1,318	1,537	1,485	1,528	1,588	1,562	1,659	1,514	1,746	1,553	1,604	18,577	18,577
2020	1,698	meraki offline					49	630	653	795	693	533	5,051	5,051
2021	440	511	661	714	766	929	1,038	1,058	1,016	1,155	1,187	1,140	10,615	10,615
2022	1,018	996	1,081	1,140	1,198	1,307	1,187	1,249	1,240	1,394	1,495	1,177	14,482	14,482
2023	1,569	1,307	1,330	1,528	1,617	1,702	1,499	1,606	1,588	1,818	1,784	1,742	19,090	19,090
2019-23	6%	-1%	-13%	3%	6%	7%	-4%	-3%	5%	4%	15%	9%	3%	3%
2022-23	54%	31%	23%	34%	35%	30%	26%	29%	28%	30%	19%	48%	32%	32%
WIRELESS (Avg MB Usage per Client)														
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD Total
2021	246	182	204	199	399	313	409	457	360	310	361	367	3,807	3,807
2022	388	452	401	424	371	434	471	441	433	500	498	522	5,335	5,335
2023	523	601	635	455	443	450	405	400	445	385	540	505	5,786	5,786
2022-23	35%	33%	58%	7%	19%	4%	-14%	-9%	3%	-23%	8%	-3%	8%	40%



# WHITEFISH BAY PUBLIC LIBRARY

# STATISTICS

DOOR COUNT PER MON														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	191,088	
2020	15,473												15,473	15,473	
2021	0	5,000	9,144	8,529	8,755	9,558	10,419	9,667	8,530	8,729	8,997	7,576	94,904	94,904	
2022	8,200	8,328	9,303	9,797	9,985	10,826	11,097	13,076	10,427	11,157	12,672	8,442	123,310	123,310	
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782	12,251	12,417	10,889	150,499	150,499	
2019-23	-22%	-19%	-28%	-17%	-28%	-20%	-25%	-14%	-18%	-24%	-16%	-21%	-21%	-21%	
2022-23	45%	38%	30%	33%	16%	32%	27%	11%	13%	10%	-2%	29%	22%	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		
2019	495	508	546	526	523	685	694	650	480	520	495	443	543	6,567	
2020	499													499	
2021	0	192	352	328	337	368	386	372	305	282	321	281	294	3,522	
2022	283	297	300	350	344	416	444	484	372	360	453	338	368	4,442	
2023	398	411	391	466	387	551	564	558	421	395	443	403	449	5,389	
2019-23	-20%	-19%	-28%	-11%	-26%	-20%	-19%	-14%	-12%	-24%	-10%	-9%	-17%	-18%	
2022-23	41%	38%	30%	33%	12%	32%	27%	15%	13%	10%	-2%	19%	22%	21%	