

LIBRARY BOARD MEETING
 TUESDAY FEB 28, 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, 2017-2023	
Jay Balachandran, Village Board Representative, 2022-2023	
Sandy Saltzstein, School District Representative, 2021-2023	
Claire Flannery, Member, 2020-2023	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
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				
6:31-7:30	3. WFBPL Foundation 2023 Goals with Foundation Board	Motion			
7:30-7:35	4. Minutes of JAN 24, 2023 meeting	Motion			
7:35-7:45	5. Finance Report Through JAN 31, 2023	Motion			
7:45-8:00	6. Annual Report to Department of Public Instruction	Motion			
8:00-8:10	7. Return to In-person/Hybrid Meetings	Motion			
8:10-8:20	8. 2023 Fund 22 Collection Budget Supplement	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
8:20-8:30	9. Informational Items	Discuss			
	ADJOURNMENT				

IMPORTANT DATES

- March 13, Monday, 6:00pm – WFBPL Foundation Board of Directors, @Zoom
- March 15, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- March 6 & 20, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- March 21, Tuesday, 6:30 pm - Library Board of Trustees, @TBD (note change from usual rotation)

GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT
Taxes					YTD: 8%	Above Target: 19%+	On Target: 1-18%	Under Target: 0%
13-0000-41100	PROPERTY TAXES	716,744	716,744		901,360	0	901,360	0%
Taxes		716,744	716,744	0.0%	901,360	0	901,360	0%
Intergovernmental Revenue								
13-0000-43793	Library MCFLS RB Payment	30,949	31,181		13,733	0	13,733	0%
Intergovernmental Revenue		30,949	31,181	0.7%	13,733	0	13,733	0%
	Set Revenue	747,693	747,925	0.0%	915,093	0	915,093	
Fines, Fees, Penalties								
13-0000-45209	LIBRARY FINES	20,000	22,400		23,000	4,528	18,472	20%
13-0000-45210	Library Replacement Cards	50	138		150	10	140	7%
13-0000-45224	LIBRARY DAMAGE RECOVERY	1,000	62		0	0	0	
Fines, Fees, Penalties		21,050	22,600	7.4%	23,150	4,538	18,612	20%
Public Charges for Services								
13-0000-46712	LIBRARY ROOM RENT	1,000	2,051		1,500	1,075	425	72%
13-0000-46713	LIBRARY COPY AND FAX FEES	2,000	3,325		2,500	356	2,144	14%
13-0000-46714	LIBRARY DVD RENTALS	0	352		0	0	0	
13-0000-46715	MISCELLANEOUS REVENUE		2,401		0	0	0	
Public Charges for Services		3,000	8,129	171.0%	4,000	1,431	2,569	36%
Miscellaneous Revenue								
13-0000-48501	LIBRARY DONATIONS	2,000	3,140		2,000	225	1,775	11%
13-0000-48901	MISC REV	0	1,637	Friends: Seeds; SEWI Continuing Ed Grant; B&T Sustainable Shelves	0	0	0	
Miscellaneous Revenue		2,000	4,777		2,000	225	1,775	11%
	Variable Revenue	26,050	35,506	36.3%	29,150	6,194	22,956	21%
13-0000-49600 FUND BALANCE ADJUSTMENT								
		28,599						
TOTAL REVENUES		802,342	783,431	-2.4%	944,243	6,194	938,049	1%

GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	2022 NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT
Dept 93000 - LIBRARY SALARIES					YTD: 8%	Above Target: 19%+	On Target: 1-18%	Under Target: 0%
13-93000-50100	Salaries	480,661	473,229		574,171	41,861	532,310	7%
13-93000-50150	FICA Tax	36,771	35,844		43,924	3,137	40,787	7%
13-93000-50160	Health/Dental Insurance Premium	44,777	44,875		59,585	4,965	54,620	8%
13-93000-50161	Health Insurance Deductible (Direct Pay)	1,290	930		1,800	0	1,800	0%
13-93000-50170	Retirement Contribution - ER portion	21,957	23,191		28,871	2,189	26,682	8%
13-93000-50180	Group Life Insurance Premium	828	1,075		1,272	104	1,168	8%
13-93000-50181	Disability Insurance Premium	828	0		1,272	0	1,272	0%
Total Dept 93000 - LIBRARY SALARIES		587,112	579,144	1.4%	710,895	52,257	658,638	7%
Dept 93200 - LIBRARY ADM EXP								
13-93200-50190	Training/Meetings/Travel	4,500	3,891		4,500	16	4,484	0%
13-93200-50191	Membership Dues	980	568		1,000	129	871	13%
13-93200-50194	Personnel Related Expenses	735	761		700	0	700	0%
13-93200-50200	Professional/consulting serv	0	7,500	Approved	0	0	0	
13-93200-50250	Utilities	42,140	44,536		43,000	1,324	41,677	3%
13-93200-50251	Telephone/Internet	8,000	5,230		4,500	0	4,500	0%
13-93200-50300	Office Supplies	2,000	2,215		2,000	443	1,557	22%
13-93200-50301	Printing/Publishing/Copies	1,470	0		500	0	500	0%
13-93200-50302	Postage	200	11		25	0	25	0%
13-93200-50303	Covid Supplies	0	303		500	0	500	0%
13-93200-50360	Building Maintenance	9,800	12,685	Grant for Lockers	10,000	375	9,625	4%
13-93200-50760	Sales Tax	200	194		200	13	187	7%
Total Dept 93200 - LIBRARY ADM EXP		70,025	77,894	-11.2%	66,925	2,300	64,625	3%
Dept 93300 - LIBRARY EQUIPMENT								
13-93300-50240	IT Support Contract Services	17,000	17,121		18,500	0	18,500	0%
13-93300-50311	Copier Maintenance/Repair	2,500	2,651		3,200	101	3,099	3%
13-93300-50312	Material Processing/Repairs	3,000	3,382		3,000	950	2,050	32%
13-93300-50350	Maintenance Service & Supplies	27,000	32,063	Approved	34,050	0	34,050	0%
13-93300-50351	Custodial Supplies	2,000	2,230		2,200	245	1,955	11%
13-93300-50400	MCFLS Supplies	1,470	1,071		1,000	0	1,000	0%
Total Dept 93300 - LIBRARY EQUIPMENT		52,970	58,519	-10.5%	61,950	1,296	60,654	2%

GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	2022 NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT
Dept 93400 - LIBR PROG/SERVICES					YTD: 8%	Above Target: 19%+	On Target: 1-18%	Under Target: 0%
13-93400-50401	MCFLS Membership	22,235	20,915		23,223	0	23,223	0%
13-93400-50402	Programs - Adult	0	473		500	0	500	0%
13-93400-50403	Programs - Children	0	126		500	0	500	0%
13-93400-50415	Programs - Young Adults	0	0		250	0	250	0%
Total Dept 93400 - LIBR PROG/SERVICES		22,235	21,515	3.2%	24,473	0	24,473	0%
Dept 93500 - LIBRARY COLLECTIONS								
13-93500-50410	Library Collection Materials	70,000	70,560		80,000	1,750	78,250	2%
13-93500-50413	Adult DVD's	0	457					
	Fund 22	31,000	27,662					
Total Dept 93500 - LIBRARY COLLECTIONS		101,000	98,679	2.3%	80,000	1,750	78,250	2%
TOTAL EXPENDITURES		802,342	808,088	0.7%	944,243	57,603	886,640	6%
Fund 13 - Library Special Revenue Fund:								
TOTAL REVENUES		802,342	783,431	2.4%	944,243	6,194	938,049	1%
TOTAL EXPENDITURES		802,342	808,088	-0.7%	944,243	57,603	886,640	6%
NET OF REVENUES & EXPENDITURES			-24,657	2022 Approved \$28,500 + \$7,500 S&B + \$7,050 Cleaners = \$43,149				
BEG. FUND BALANCE			71,950					
END FUND BALANCE			47,293	Very Good				
GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023		
TOTAL REVENUES			4,154			953		
93500 - LIBRARY COLLECTIONS		31,000	27,662			0		
93900 - LIBRARY EXPANSION PROJECT		32,500	32,500			0		
TOTAL EXPENDITURES		63,500	60,162			953		
NET OF REVENUES & EXPENDITURES		63,500	-56,009			953		
BEG. FUND BALANCE			132,865			76,857		
END FUND BALANCE			76,857	Can last 3 years		77,810		
GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023		
01-55500-50350-100	Maitenance Services (Contracts)		13,115			390		
01-55500-50360-100	Building Maintenance (Repairs)		40,286			341		

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	Absent
Jay Balachandran, Village Board Representative, 2022-2023	X
Sandy Saltzstein, School District Representative, 2021-2023	Absent
Claire Flannery, Member, 2020-2023	Absent
Erin Jelenchick, Member, 2020-2024	X
Ellie Gettinger, Member, 2019-2025	X
Staff	
Nyama Reed, Library Director	X

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:38pm				
1. Statement of Public Notice	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of DEC 13, 2022 meeting	Motion	Balachandran	Jelenchick	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through DEC 31, 2022	Motion	Gettinger	Jelenchick	Unanimous
Motion to approve finance report as presented.				
5. 2023 Work Plan	Motion	Gettinger	Balachandran	Unanimous
Director Reed presented a 2023 Work Plan with focus on implementing the 2021 WFBPL Strategic Plan, updating policies, engaging with the public, maximizing the budget for full impact, reviewing and updating job descriptions and staff evaluation forms, and working with the Foundation and Friends.				
Motion to approve the 2023 Work Plan as presented.				
6. 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"	Roll Call In	Roll Call Out	Unanimous
	Roll Call "Out"			
7. Library Director's Annual Review	Motion	Gettinger	Balachandran	Unanimous
Director Reed has very good oversight of the library operations and is very organized financially. She represents the library and the community very well in other local and national library forums.				
Motion to approve a 4.6% salary increase for 2023, which brings Director Reed to the MCFLS average for suburban library directors.				
TOPICS REQUIRING DISCUSSION ONLY				
8. Foundation and Fundraising Update	Discuss			
Director Reed presented an update on the Foundation and fundraising efforts. The Library Board would like to invite the Foundation Board to attend the Feb 28 meeting to discuss 2023 goals and initiatives, short-term and long-term financial plans, and an analysis of which organization (ie. Library, Friends, or Foundation) funds library services and projects (ie. Programming, collections, wages, etc).				

9. Return to In-person/Hybrid Meetings	Discuss			
<p>Discussed returning to in-person meetings, with potential for hybrid option. Key factor in offering hybrid option will be whether library a/v is sufficient for those watching online to hear all discussion. Village Hall's board room has a microphone for each board member, whereas the library utilizes an OWL camera with built-in microphones in the middle of the room. The OWL works well for public programs, but we will need to determine if it is adequate to meet state law requirements for open meetings.</p> <p>Feb 28 meeting will be in-person with the meeting streamed via zoom. This will provide a chance to test out the audio equipment effectiveness. The Library Board will take action on returning to in-person meetings at the Feb 28 session.</p>				
10. Informational Items	Discuss			
Director Reed presented the Department Reports and statistics.				
ADJOURNMENT 8:26pm	Motion	Balachandran	Gettinger	Unanimous

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13-0000-46715	MISCELLANEOUS REVENUE		2,401		0	0	0	
Public Charges for Services		3,000	8,129	171.0%	4,000	1,431	2,569	36%
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13-93000-50180	Group Life Insurance Premium	828	1,075		1,272	104	1,168	8%
13-93000-50181	Disability Insurance Premium	828	0		1,272	0	1,272	0%
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13-93200-50200	Professional/consulting serv	0	7,500	Approved	0	0	0	
13-93200-50250	Utilities	42,140	44,536		43,000	1,324	41,677	3%
13-93200-50251	Telephone/Internet	8,000	5,230		4,500	0	4,500	0%
13-93200-50300	Office Supplies	2,000	2,215		2,000	443	1,557	22%
13-93200-50301	Printing/Publishing/Copies	1,470	0		500	0	500	0%
13-93200-50302	Postage	200	11		25	0	25	0%
13-93200-50303	Covid Supplies	0	303		500	0	500	0%
13-93200-50360	Building Maintenance	9,800	12,685	Grant for Lockers	10,000	375	9,625	4%
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13-93300-50350	Maintenance Service & Supplies	27,000	32,063	Approved	34,050	0	34,050	0%
13-93300-50351	Custodial Supplies	2,000	2,230		2,200	245	1,955	11%
13-93300-50400	MCFLS Supplies	1,470	1,071		1,000	0	1,000	0%
Total Dept 93300 - LIBRARY EQUIPMENT		52,970	58,519	-10.5%	61,950	1,296	60,654	2%

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13-93400-50402	Programs - Adult	0	473		500	0	500	0%
13-93400-50403	Programs - Children	0	126		500	0	500	0%
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Dept 93500 - LIBRARY COLLECTIONS								
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TOTAL EXPENDITURES		802,342	808,088	-0.7%	944,243	57,603	886,640	6%
NET OF REVENUES & EXPENDITURES			-24,657	2022 Approved \$28,500 + \$7,500 S&B + \$7,050 Cleaners = \$43,149				
BEG. FUND BALANCE			71,950					
END FUND BALANCE			47,293	Very Good				
GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023		
TOTAL REVENUES			4,154			953		
93500 - LIBRARY COLLECTIONS		31,000	27,662			0		
93900 - LIBRARY EXPANSION PROJECT		32,500	32,500			0		
TOTAL EXPENDITURES		63,500	60,162			953		
NET OF REVENUES & EXPENDITURES			63,500	-56,009		953		
BEG. FUND BALANCE				132,865		76,857		
END FUND BALANCE				76,857	Can last 3 years	77,810		
GL NUMBER	DESCRIPTION	2022 ORIGINAL	END BALANCE 12/31/2022	NOTES	2023 ORIGINAL	YTD BALANCE 01/31/2023		
01-55500-50350-100	Maitenance Services (Contracts)		13,115			390		
01-55500-50360-100	Building Maintenance (Repairs)		40,286			341		

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: February 28, 2023 Meeting
 Re: 2022 Annual Report to DPI



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.

Background

All public libraries are required to submit an annual report to the State of Wisconsin's Department of Public Instruction by March 1 each year.

Circulation

Circulation of physical materials during the pandemic plummeted 40% in 2020 then rebounded, but not to 2019 levels. If physical circulation. Prior to the pandemic, circulation of physical items was dropping an average of 4.0% each year. Had circulation continued that trend then 2022 circulation is estimated to have been 254k vs 237k. The next 2-3 years will indicate whether circulation of physical materials will increase closer to pre-pandemic levels, level off, or return to the prior pattern of a slow decline.

Year	Total Physical Circ	Library Multiverse (4.0% drop)
2019	287,683	287,683
2020	171,977	276,129
2021	232,119	265,129
2022	237,936	254,524
2023	TBD	244,343
2024	TBD	234,569

While circulation of physical materials is on a downward trend, usage of e-materials is up. There was a huge spike the first two years of the pandemic and then a drop back to a strong midpoint. Of note, the very large increase in 2021 was due to significant use of the library's Local History Collection online. A goal for the next couple years is to scan newly available historical collections to add to the online Local History Collection. Addition of new materials will hopefully increase the Electronic Collection Retrievals in coming years.

Year	# of eBook Uses	# of eAudio Uses	# of eVideo Uses	Total eContent Uses	Total Electronic Collection Retrievals (ex. Local History, Mango)	Total Physical Circ, Electronic Collection, eContent
2019	12,236	10,788	417	23,441	12,007	323,131
2020	22,191	13,463	1,057	36,711	53,534	262,222
2021	18,767	13,740	791	33,298	106,669	372,086
2022	19,285	15,566	411	35,262	43,382	317,030

Circulation of children's physical materials was consistently in the 40%-range from 1990-2020. Post-pandemic, circulation of children's materials rebounded more than did adult materials. In fact, in from 2020-2021 Adult physical material circulation rebounded 18% while Children's physical material circulation rebounded 53%. From 2021-2022, Adult physical material circulation remained essentially static with a 0.3% drop, but Children's physical material circulation increased 4.8%.

Year	Children's Physical Circ	Total Physical Circ	Children's Circ as % of Total Circ	MCFLS Average of Child Circ %
2019	140,024	287,683	48.7% (3 rd of 15)	42.6%
2020	83,156	171,977	48.4% (4 th)	42.3%
2021	127,359	232,119	54.9% (1 st)	40.2%
2022	133,485	237,936	56.1% (TBD)	TBD

InterLibrary Loan

InterLibrary Loan numbers relate to how many of our materials are *loaned* to other libraries vs how many materials we *receive from* other libraries.

Year	Items Loaned To	Items Received From	ILL Net
2019	35,435	57,911	22,476
2020	26,990	51,705	24,715
2021	30,657	60,068	29,411
2022	30,641	49,801	19,160

Collection Size

The size of the physical collection has remained steady the last few years. eContent has grown significantly, coinciding with the large demand for downloaded materials during the pandemic.

Year	Books	Audio	Video	Total Physical Items	Subscriptions
2019	58,475	8,582	8,752	75,809	152
2020	57,181	8,587	8,590	74,358	152
2021	55,804	8,191	8,791	72,786	130
2022	56,878	8,233	8,835	73,946	146

eVideos were removed from the statewide Libby/Overdrive collection, hence the 0-use in 2022. However, eVideos remain a popular item in Kanopy which the library provides and is counted in eVideo uses above.

Note: These numbers are specific to the number of items available in the statewide Libby/Overdrive collection.

Year	eBooks	eAudio	eVideo	Total eContent
2019	166,446	54,711	952	222,109
2020	167,166	59,601	573	227,340
2021	189,517	67,673	515	257,705
2022	187,727	72,735	-	260,462

Internet Computers and Wireless

Computer usage remains suppressed, but is likely to rebound more in 2023 now that all six youth computers are available. Likewise, as more people come in the building, wireless usage will continue to rebound.

Year	Internet Uses	Per Day Avg	Wireless Uses	Per Day Avg
2019	32,368	92	56,105	160
2020	X	X	X	X
2021	7,875	23	31,266	89
2022	12,659	36	42,734	122

Reference Transactions & Door Count

Reference Transactions were not tracked in 2020 due to the pandemic impacts on operations. Door Count was not tracked in 2020 or 2021 because the old tracker broke and we replaced it in January 2022.

Year	Ref Trans	Per Day Avg	Door Count	Per Day Avg
2019	9,147	26	191,088	546
2020	X	X	X	X
2021	6,250	18	X	X
2022	6,517	19	123,310	352

Programming

Number of programs dropped significantly during the first two years of the pandemic, with the majority of programs offered online only. In 2021-2022 we started offering hybrid programming and some in-person only programs. Of note, the extremely high Child Attendance in 2020 was due to numerous views of storytime videos posted online. As people were

able to return to in-person programs or able to go out to museums and the zoo, desire for online storytime attendance dropped. Current demand is still present and the library is offering a balance of program formats.

Year	Child Programs	Child Attendance	YA Programs	YA Attendance	Other Programs	Other Attendance	Total Programs	Total Attendance
2019	215	7,353	16	309	63	1,129	294	8,791
2020	92	16,681	4	437	21	1,141	117	18,259
2021	43	2,910	7	180	31	664	81	3,754
2022	108	5,131	8	29	44	1,695	160	6,855

Staffing

The Library's Full-Time Equivalent has been quite consistent for several years, ranging from 11.00-11.50. The balance between MLIS staff and Non-MLIS staff shifts slightly when reference assistants who are in library school graduate. The balance then shifts back when they leave for full-time work elsewhere and the Library hires a new non-MLIS reference assistant.

It is important to acknowledge the significant increase in staff wages and salaries starting in 2023. The increase in this area in comparison to other areas will shift the usual percentage of wages within the total budget.

Year	MLIS Staff	Other Staff	FTE	Wages	Benefits	Wages + Benefits as % of Total Operating Expenditures
2019	5.70	5.30	11.00	\$449,465	\$106,748	63.1%
2020	5.90	5.20	11.10	\$451,564	\$103,534	64.4%
2021	5.15	6.20	11.35	\$451,529	\$99,836	68.9%
2022	5.17	5.94	11.11	\$473,229	\$105,915	64.9%
2023 (Budget)	5.12	6.02	11.14	\$574,171	\$136,724	75.3%

Revenues

The pandemic negatively impacted revenue in several areas: Reciprocal Borrowing monies from MCFLS, fines & fees for overdue or damaged materials, program room rent, and copier usage fees. Donations have always been quite variable.

Account Name	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget
General Property Taxes	\$677,299	\$710,581	\$700,833	\$716,744	\$901,360
Misc. Grants	-	14,478	-	-	-
MCFLS Reciprocal Borrowing	60,646	64,421	58,754	30,949	13,733
Library Fines	30,509	10,612	20,644	20,000	23,000
Library Replacement Cards	834	326	155	50	150
Library Recovery - Lost Property	2,156	494	1,045	1,000	-
Library Room Rental	5,135	-	225	1,000	1,500
Library Copier Revenue	5,261	1,673	2,419	2,000	2,500
Library DVD Rentals	2,511	426	-	-	-
Library Donations/Contributions	2,206	8,951	3,494	2,000	2,000
Miscellaneous Revenue	-	-	616	-	-
Applied Library Fund Balance	-	-	-	28,599	-
Total Operating Revenue	\$786,557	\$811,962	\$788,185	\$802,342	\$944,243

Conclusion

Library services and revenues are rebounding as the pandemic alleviates. It may take a couple years to settle into a new consistent pattern.

Recommendation

It is recommended the WFBPL Board of Trustees approve the 2022 Annual Report to DPI as presented and for President Livingston, or Vice President Leinweber in the President's absence, to sign the report.



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	
Public Services During COVID-19	
Electronic Library Cards issued during COVID-19	
Reference Service During COVID-19	
Outside Service During COVID-19	
External Wi-Fi Access Added During COVID-19	
External Wi-Fi Access Increased During COVID-19	
Staff Re-Assigned During COVID-19	

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
				Method for Counting ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
				5. Library Visits	
				a. Method	b. Annual Count
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits		9. Electronic Collection Retrieval			
		a. Local	b. Other	c. Statewide	d. Total
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Services Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

	Subtotal 3
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4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices?	2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2022 the _____
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
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COMMENTS



To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: February 28, 2023 Meeting
Re: Return to In-Person/Hybrid Meetings

Our Mission

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning and providing access to ideas, information and resources.

Background

Library Board meetings have been primarily virtual since the onset of the pandemic. Village meetings returned to in-person as of March 2022. The Village Board adopted Ordinance Number 1870 (see below) outlining circumstances for virtual or hybrid meetings. Attached is an article by the League of Wisconsin Municipalities, *Attending Meetings Remotely After the Pandemic (Aug 2021)*.

Discussion

At the January 24, 2023 Library Board meeting there was discussion of returning to in-person meetings. Discussion included whether to stream the meetings for the public and what level of public participation to allow at meetings.

WFBPL's current technology set-up is typically sufficient for people at home to observe and hear proceedings.

A return to only-online meetings is a future option based on new health concerns, building issues, etc.

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve returning to in-person meetings, with: 1) a zoom option for library board members who are unable to attend in-person; 2) live-streaming of meetings with patron participation allowed within the same parameters as in-person attendees.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: February 28, 2023 Meeting
 Re: 2023 Fund 22 Usage



WFB Library Mission Statement

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning and providing access to ideas, information and resources.

Background

The Whitefish Bay Public Library Board of Trustees approves an annual Collection Budget Supplement from the Fund 22 Library Expansion Fund to supplement the Village of Whitefish Bay's Annual Budget for Library Collection Materials.

Collection Expenditures

History and Projections of Collection Expenditures

Year	Fund 22 Approved	Fund 22 Actual Expenditures	Fund 22 For	Fund 22 Interest	Fund 22 Yearly Beginning Balance	Fund 22 Yearly Ending Balance		Foundation Collections	Fund 13 Collections	Total Collections
2015	\$19,000	\$18,997	Collections	\$323	\$262,878	\$244,204		n/a	\$86,598	\$105,595
2016	\$24,000	\$23,960	Collections	\$1,016	\$244,204	\$221,259		n/a	\$79,332	\$103,292
2017	\$24,000	\$18,456	Collections	\$2,075	\$221,259	\$204,878		n/a	\$87,125	\$105,581
2018	\$31,000	\$4,693	Collections	\$4,693	\$204,878	\$204,878		n/a	\$105,173	\$109,866
2019	\$31,246	\$31,487	Collections	\$5,673	\$204,878	\$179,064		n/a	\$79,586	\$111,073
2020	\$31,000	\$21,172	Collections	\$1,271	\$179,064	\$159,163		n/a	\$80,403	\$101,575
2021	\$31,000	\$26,448	Collections	\$150	\$159,163	\$132,865		n/a	\$80,000	\$106,448
2022	\$32,500	\$32,500	Foundation		\$132,865	\$100,365		n/a		
2022	\$31,000	\$27,662	Collections	\$4,154	\$100,365	\$76,857		n/a	\$71,017	\$98,679
2023	\$25,000	\$25,000	Collections	\$3,074	\$76,857	\$54,931		n/a	\$80,000	\$105,000
2024	\$23,000*	\$23,000	Collections	\$2,197	\$54,931	\$34,128		n/a	\$85,000	\$108,000
2025	\$22,000	\$22,000	Collections	\$1,365	\$34,128	\$13,494		n/a	\$90,000	\$112,000
2026	\$14,033	\$14,033	Collections	\$540	\$13,494	\$0		\$5,000	\$95,000	\$114,033

*Years 2024-2026 estimated based on projections

Recommendation

It is recommended the Whitefish Bay Public Library Board of Trustees approve a 2023 Collection Budget Supplement of up to \$25,000 from Fund 22.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: February 28, 2023 Meeting
Re: Department Reports



Director (Reed)

- 1) Building
 - a) Regular maintenance is occurring per schedule.
 - b) There was a fresh roof leak in Director Reed's office. The roofing company fixed the issue.
- 2) Library Board
 - a) Terms expiring in 2023 are Jay Balachandran, Claire Flannery, Sarah Leinweber, and Sandy Saltzstein. All are eligible to renew.
 - b) If any of the public positions are to be posted, that should occur in March in order to select someone in time for appointment by the Village Board in April. New Board members typically begin in May.
- 3) Local Health Stats Update – All numbers are doing well
- 4) LDAC/MCFLS
 - a) LDAC will discuss revising the \$100 fine/fee threshold blocking access to Hoopla (pay per use) and Overdrive (annual cost) services.
 - i) 91 patron accounts for WFB residents have over \$100.
 - ii) Over 15,000 cards in the MCFLS system have fines & fees over \$100.
 - b) MCFLS created a merchandise store with products available with various library logos. WFB's options are available at bit.ly/3ITe2PF.

Adult Services (Lenski)

Blind Date with a Book

For the month of February, we put up a display called Blind Date with a Book. Reference staff picked a wide range of book titles that are wrapped in brown paper and decorated to look like gifts. Each package had a brief description of the book along with the genre so folks have a little clue about what the book is about. In each package there is a Rate Your Date card, where patrons fill out whether they enjoyed the book. All returned Rate Your Date cards are entered into a drawing for a \$25 gift card from Kilwins, paid for by Friends of the Whitefish Bay Public Library.

Winter Reading Program

Winter Reading Program runs from January 16 – February 28. The program works much like our summer reading program. For every 2 hours that patrons read, they receive a ticket into a drawing done at the end of the program for a gift card from an area business. Gift cards are paid for the Friends of the Whitefish Bay Public Library. This is the 3rd year we have offered this program.

Programming

The February WFB Talks had to be rescheduled so in March there will be two talks. The Hybrid Mystery book club had its most attendees ever with 7 participants, with half joining in person and half joining on Zoom.

Collection Development

We have begun weeding the adult nonfiction collection. This is the largest adult collection in the library so it takes staff some time to get through it. At this point we are about half way done. We are also weeding in films to try and make some shelf room as things are getting pretty tight.

Circulation Services (Hoge)

Technology

- The Whitefish Bay Locker is now live as we spent much of February implementing and training staff on this new option for patrons. Thanks much to Scott Lenski who publicized the heck out of this service and to Valerie Morris who pulled together a fun video for patrons showing how the lockers work! In the last few days we have noticed that as many as 13 of the 17 lockers are full and awaiting patron pick up. We have visibility into what time items are released from the lockers, and many patrons are picking up after we are closed at night and in the morning before we open. We've also gotten positive feedback from patrons who appreciate being able to swing by and pick up their items while walking their dogs without having to leave their pets outside to run in to the front desk.
- We lost our Self Check machine for about a week due to some young patron shenanigans. Not having this available really made us aware how much it gets used on a daily basis. We were thrilled when the Biblioteka technician arrived and got it back up and running Wednesday (Feb 22nd). We look forward to getting our new Self Check machine in the next few weeks thanks to the generosity of The Friends of the Whitefish Bay Public Library.
- We lost the use of our copier payment kiosk this past Sunday (Feb 19th) and also had a communications error which caused all public computers to be inaccessible Monday morning (Feb 20th). Our vendor who supports both of these systems, TBS, was contacted and both issues were resolved Monday by 10:00a.m.

MCFLS ILS Functionality Committee

- The committee is wrapping up final scoring of the 3 Discovery Catalog software products that were demo'd during November and December 2022 (Aspen, Bibliocore, and Pika). Final analysis and voting by the Committee will be done by early March.
- As a part of our renegotiated contract with Innovative (our Sierra ILS vendor) last year, MCFLS has 20 hours of free training provided by Innovative. The ILS Functionality Committee has surveyed staff across the entire consortium and now has a short list of training areas. We are in the process of prioritizing these training opportunities focusing on those that give the biggest value across multiple functional areas and locations. The Committee will then provide a recommendation to LDAC hopefully in March so that the training can be scheduled with Innovative before summer.

Patron Point

MCFLS is using a software product called Patron Point to send out emailed courtesy notices for items coming due. The notices were previously sent directly out of Sierra and any patron who had an email address on their library account would receive these notices.

In late December, we started to get feedback from a large number of patrons that they were not getting their 'coming due' notices which many rely upon to know when to return their items on time. We began sending these patron accounts to MCFLS via the Helpdesk so they could research the problem.

After many weeks of back and forth between MCFLS and Patron Point, it was found that this service was limiting courtesy emails to only patrons who had a notification preference on their account set to 'email'. Unfortunately this eliminated any patrons who had an email address on their account but had set their notification preference to 'text' or 'phone'. We also found out that our Whitefish Bay Senior Status patrons (65+) had fallen out of this email service entirely at some point in the last few months.

MCFLS worked with Patron Point to pull our WFB Seniors back in, and also worked on getting patrons who may have a 'text' notification preference along with an email address back into this job also. It was decided that patrons who have a notification preference of 'phone' would not be included even if they do have an email address on file.

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	Budget	\$/Circ
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		
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		
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		
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	\$ 99,000	\$ 0.35
2023	25,220														
2019-22	-9.0%	-11.4%	-11.8%	-6.2%	-8.7%	-14.7%	-19.1%	-9.4%	-13.7%	-15.2%	-2.6%	-10.2%	-11.3%		
2019-20	-2.3%	0.6%	-47.5%	-76.2%	-68.6%	-48.1%	-35.9%	-31.0%	-8.7%	-10.7%	-8.5%	-23.7%	-30.7%		
2020-21	-31.1%	-20.7%	75.2%	290.6%	185.7%	63.9%	33.8%	31.3%	1.5%	-5.4%	3.5%	17.7%	25.5%		
2021-22	35.1%	10.9%	-4.0%	0.8%	1.9%	0.2%	-5.7%	0.0%	-6.8%	0.4%	2.9%	0.0%	2.0%		
PHYSICAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ
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		
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		
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		
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	\$ 81,500	\$ 0.34
2023	21,136														
2019-22	-16.3%	-19.6%	-18.9%	-12.9%	-16.6%	-21.5%	-24.8%	-15.3%	-20.1%	-22.2%	-8.2%	-17.3%	-18.1%		
2019-20	-4.0%	-2.2%	-57.2%	-96.4%	-88.3%	-59.3%	-45.9%	-40.6%	-15.0%	-16.8%	-16.4%	-33.6%	-40.4%		
2020-21	-41.9%	-28.6%	99.7%	2315.5%	610.6%	95.2%	49.0%	43.3%	3.5%	-3.8%	7.8%	25.0%	34.9%		
2021-22	50.1%	15.2%	-5.1%	1.4%	0.3%	-1.3%	-6.7%	-0.6%	-9.2%	-2.7%	1.8%	-0.3%	1.9%		
DIGITAL CIRCULATION			Libby	Hoopla	RBDigital	Kanopy									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ
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		
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		
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		
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	\$ 17,500	\$ 0.39
2023	4,084														
2019-22	63.8%	83.3%	60.6%	59.1%	70.6%	66.4%	46.3%	53.2%	44.2%	50.7%	45.6%	50.2%	57.2%		
2019-20	14.3%	33.3%	51.2%	122.0%	126.9%	84.7%	79.5%	70.2%	47.8%	46.8%	58.0%	61.1%	66.4%		
2020-21	60.3%	47.5%	4.4%	-26.7%	-32.3%	-18.3%	-19.0%	-12.9%	-8.9%	-13.7%	-15.6%	-8.0%	-8.3%		
2021-22	-10.6%	-6.8%	1.7%	-2.2%	11.0%	10.2%	0.7%	3.3%	7.0%	18.9%	9.1%	1.3%	3.1%		
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	10.0%	8.6%	9.8%	10.2%	10.1%	8.4%	8.6%	9.5%	11.1%	10.6%	11.7%	11.6%	9.9%		
2020	11.9%	11.7%	34.7%	638.1%	194.9%	38.1%	28.7%	27.1%	19.3%	18.7%	22.1%	28.2%	27.7%		
2021	32.7%	24.1%	18.1%	19.4%	18.6%	15.9%	15.6%	16.5%	17.0%	16.8%	17.3%	20.8%	18.8%		
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%	20.1%	20.5%	18.6%		19.0%		
2023	19.3%														
2019-22	96%	128%	98%	83%	105%	112%	94%	81%	81%	94%	59%	-100%	92%		
2020-21	176%	107%	-48%	-97%	-90%	-58%	-46%	-39%	-12%	-10%	-22%	-26%	-32%		
2021-22	-40%	-19%	7%	-4%	11%	12%	8%	4%	18%	22%	7%	-100%	1%		
LIBBY (Formerly Overdrive. Print books, Audio books, Music)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ
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		
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		
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		

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

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	\$ 7,861	\$ 0.23		
2023	3,101																
2019-22	80%	99%	82%	80%	80%	76%	51%	61%	52%	60%	62%	52%	69%				
2020-21	38%	38%	21%	-12%	-16%	-8%	-12%	-11%	-2%	-2%	-5%	3%	0%				
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%	15%	19%	13%	2%	9%				
HOOPLA (Print Books, Audio Books, Music, Movies)						Hoopla cut from 6 to 4 checkouts per person per month											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ		
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004				
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982				
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241				
2022	347	350	347	302	339	315	319	350	305	349	350	352	4,025	\$ 3,694	WFB		
2023	408																
2019-22	18%	54%	7%	11%	43%	44%	28%	72%	34%	33%	37%	49%	34%	\$ 5,322	MCFLS		
2020-21	122%	41%	-22%	-56%	-52%	-27%	-21%	13%	-16%	1%	-26%	11%	-15%				
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%	6%	26%	13%	0%	-5%	\$ 9,016	\$ 2.24		
DIGITAL MAGAZINE	2021 switched to actual checkout instead of automatic checkout = drop in circ.																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ		
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185				
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177				
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582				
2022	275	260	322	319	275	266	239	249	244	297	270	242	3,258	\$ 616	\$ 0.19		
2023	289																
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%	-44%	-39%	-46%	-35%	-37%				
2020-21	74%	42%	-60%	-65%	-72%	-56%	-61%	-61%	-62%	-71%	-63%	-56%	-50%				
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%	4%	41%	23%	-7%	-9%				
KANOPY (PLAYS)																	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	\$/Circ		
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767				
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175				
2022	258	279	272	276	301	312	240	262	256	316	194	291	3,257	\$ 3,831	\$ 1.18		
2023	286																
2020-22	130%	166%	-9%	-29%	-40%	-23%	-43%	-34%	8%	22%	-31%	-17%	-14%				
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%	-100%	-2%	-35%	6%	-22%				
KANOPY (Video Pages)																	
															22,933		
KANOPY (Visits)															17,050		
KANOPY (Unique Users)																	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total				
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198				
2021	68	67	59	52	53	59	69	72	68	57	55	66	745				
2022	62	60	60	49	57	59	62	58	57	56	51	61	692	192			
2023	66																
2020-22	195%	100%	-38%	-54%	-54%	-56%	-55%	-56%	-55%	-50%	-50%	-18%	-42%				
2021-22	-9%	-10%	2%	-6%	8%	0%	-10%	-19%	-16%	-2%	-7%	-8%	-7%				
In 2020, Kanopy accidentally allowed access to all MCFLS residents. Was corrected in Nov.									192 Unique for year; Lots of repeat users								
SELF-CHECK AS % OF TRADITIONAL CIRCULATION																	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total				
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%				
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%				

WHITEFISH BAY PUBLIC LIBRARY

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2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%			
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%	42%	40%	41%			
2023	40%															
2019-22	9%	19%	20%	14%	26%	11%	13%	16%	27%	16%	18%	10%	12%			
2020-21	-99%	-46%	-9%	28901%	100953%	172%	84%	53%	39%	36%	56%	580%	31%			
2021-22	12114%	95%	28%	19%	13%	16%	10%	17%	16%	8%	5%	12%	18%			
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly 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			
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	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			
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			
2023	8,504															
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%	2%	-10%	8%	-9%	-5%			
2020-21	-99%	-61%	81%	x	x	430%	175%	119%	44%	31%	68%	750%	76%			
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%	6%	5%	7%	12%	25%			
STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly 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			
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			
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			
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			
2023	12,612															
2019-22	-20%	-27%	-28%	-20%	-28%	-27%	-32%	-24%	-33%	-29%	-17%	-22%	-26%			
2021-22	-5%	-12%	-18%	-9%	-8%	-11%	-14%	-12%	-19%	-8%	-1%	-7%	-10%			
MOBILE APP CIRC																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total			
2022	0	0	0	0	0	7	1	56	27	33	19	3	146			
2023	20															
LOCKER CIRC																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total			
2023	3															
WIRELESS (Clients per Day)																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly 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			
2020	5,216	meraki offline						1,519	1,860	1,950	2,108	1,710	1,215	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			
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			
2023																
2019-22	-31%	-28%	-30%	-28%	-21%	-22%	-28%	-21%	-22%	-20%	-11%	-25%	-24%			
2021-22	97%	76%	51%	53%	60%	42%	21%	32%	17%	28%	20%	11%	37%			
WIRELESS (Unique Users)																
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly 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				
2020	1,698	meraki offline						49	630	653	795	693	533			
2021	440	511	661	714	766	929	1,038	1,058	1,016	1,155	1,187	1,140				
2022	1,018	996	1,081	1,140	1,198	1,307		1,249								

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

2023																
2019-22	-31%	-24%	-30%	-23%	-22%	-18%										
2021-22	131%	95%	64%	60%	56%	41%										
DOOR COUNT PER MONTH		2020 Door Counter Quit Working. Didn't replace until 2021.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total			
2019	15,345	14,237	16,934	15,794	16,213	17,811	18,751	16,902	14,390	16,125	14,852	13,734	191,088			
2020	15,473	x	x	x	x	x	x	x	x	x	x	x	15,473			
2021	0	5,000	9,144	8,529	8,755	9,558	10,419	9,667	8,530	8,729	8,997	7,576	94,904			
2022	8,200	8,328	9,303	9,797	9,985	10,826	11,097	13,076	10,427	11,157	12,672	8,442	123,310			
2023	11,547															
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%	-28%	-31%	-15%	-39%	-35%			
2021-22	n/a	67%	2%	15%	14%	13%	7%	35%	22%	28%	41%	11%	30%			
DOOR COUNT PER DAY		2020 Door Counter Quit Working. Didn't replace until 2021.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total			
2019	495	508	546	526	523	685	694	650	480	520	495	443	543	352 days		
2020	499	x	x	x	x	x	x	x	x	x	x	x	n/a	n/a days		
2021	0	192	352	328	337	368	386	372	305	282	321	281	294	323 days		
2022	283	297	300	350	344	416	444	484	372	360	453	338	368	335 days		
2023	385															
2019-22	-43%	-42%	-45%	-34%	-34%	-39%	-36%	-26%	-22%	-31%	-9%	-24%	-32%			
2021-22	n/a	55%	-15%	7%	2%	13%	15%	30%	22%	28%	41%	20%	25%			
PHYSICAL CIRC / DOOR COU		2020 Door Counter Quit Working. Didn't replace until 2021.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total			
2019	1.55	1.62	1.49	1.46	1.41	1.55	1.56	1.57	1.54	1.47	1.40	1.50	1.51			
2020	1.48	x	x	x	x	x	x	x	x	x	x	x				
2021	x	x	x	x	x	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24			
2022	2.43	2.23	2.20	2.05	1.90	2.00	1.98	1.72	1.69	1.65	1.51	2.02	1.92			
2023	1.83															
2019-22	57%	38%	48%	40%	35%	29%	27%	9%	10%	13%	8%	35%	27%			
2021-22						-13%	-12%	-26%	-26%	-24%	-28%	-11%	-14%			