

LIBRARY BOARD MEETING
 TUESDAY OCT 31, 2023, 6:30 pm
 LOCATION: 1ST FLOOR STORYTIME ROOM (YOUTH WING)



STREAM VIA ZOOM

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWVNeijJ3V2llankrQT09>

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Balachandran, Village Board Representative, 2022-2024	
Sandy Saltzstein, School District Representative, 2021-2024	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
Staff	
Nyama Reed, Library Director	

	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:32	3. Minutes of Sep 26, 2023 meeting	Motion			
6:34	4. Finance Report Through Oct 29, 2023	Motion			
6:45	5. Proposal #2324 by 3K Construction, LLC to Investigate Structure of Storytime Room for Future Remodel RFQ	Motion			
7:00	6. 2024 Exceptions to Hours	Motion			
7:10	7. 2024 Library Board Meeting Dates	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:20	8. Revisions to Staff Job Descriptions	Discuss			
7:30	9. Staff Evaluations & Director's Review Process	Discuss			
7:40	10. Revisions to Policies	Discuss			
7:50	11. Informational Items	Discuss			
8:00	ADJOURNMENT				

IMPORTANT DATES – BOARD MEETINGS

- November 6 & 20, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
 - Nov 6, Detailed Budget Review
 - Nov 20, Budget Public Hearing and Adoption
- November 13, Monday, 6:00 pm – Library Foundation Board, @Library
- November 15, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- November 28, Tuesday, 6:30 pm - Library Board of Trustees, @Library

CONFERENCES

November 6-9, Scott Lenski, Library Marketing & Communications Conference, Indianapolis

LIBRARY BOARD MEETING
 Minutes of September 26, 2023
 Pending at September 26, 2023 Mtg
 Location: Library Program Room and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	In-person
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Balachandran, Village Board Representative, 2022-2024	Zoom
Sandy Saltzstein, School District Representative, 2021-2024	Zoom - arrived 6:52pm
Erin Jelenchick, Member, 2020-2024	Absent
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	In-person
Staff	
Nyama Reed, Library Director	In-person
Theresa Hoge, Head of Circulation Services	In-person 6:48-7:23pm

Public: Elyse, Student for HS class

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:35pm				
1. Statement of Public Notice - Yes	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of August 8, 2023 meeting	Motion	Gettinger	Flannery	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through September 24, 2023	Motion	Balachandran	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Deposit of Restricted Donation	Motion	Gettinger	Flannery	Unanimous
Donor is confidential.				
Motion to approve: 1) depositing the \$100,000 donation check into a restricted donation fund 2) for use on a brick-and-mortar project 3) with the balance being transferred to the Foundation once the project is completed.				
6. Staff Vacation Time	Motion	Gettinger	Leinweber	Unanimous
Extensive discussion of current vacation schedule, per Village of WFB Employee Handbook vs potential options for WFBPL to have a different vacation schedule which would be delineated in WFBPL Appendix to the Village Handbook. Of note, WFB Police Department has a vacation schedule in their Appendix that is different than the Village schedule.				
Discussion also included the potential to give future new hires credit for time worked at other jobs or as part-time at WFBPL. This option will be formalized at a later date or when the Library posts for a full-time position.				

The topic of benefits for part-time staff was brought up. Director Reed and Theresa Hoge, Head of Circulation Services, explained that part-time staff received prorated benefits years ago, but those were discontinued after Act 10 was passed. Some libraries offer prorated benefits, some do not. The lack of prorated benefits for Village of Whitefish Bay staff impacts the Library more than other departments since our team is majority part-time whereas other departments have few if any part-time staff. The Library Board instructed Director Reed to research options for implementing benefits for part-time Library staff in the 2025 budget.

The Library Board indicated a desire to offer full-time Library Staff Alternative 3 in the packet memo, rather than Alternative 1, as the best option for offering an *exceptional workplace* in keeping with the Library's state Mission and Guiding Principles. Each Board member in attendance verbally agreed they support that option.

Alternative 3 summary per packet memo: 1) Offer prorated vacation in Year 0 (year hired) to be taken after 30 days; based on 80 hours for 12 months. 2) Start Year 1 (as of Jan 1 of the first full year worked regardless of start date) with 80 hours (no proration going forward). 3) Add 8 hours each year going forward. 4) Maximum allowed vacation time of 200 hours. 4) Details and example will be included in WFBPL Appendix to Village Handbook.

Motion to approve Alternative 3 beginning January 1, 2024.

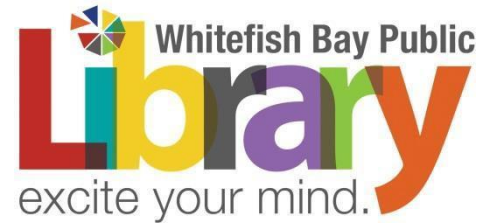
ADJOURNMENT 7:44PM		Leinweber	Gettinger	Unanimous
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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 10/29/2023	AVAILABLE BALANCE	% BDGT	NOTES
Taxes			YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72-%	
13-00000-41100	PROPERTY TAXES	716,744	901,360	901,360	-	100%	
Taxes		716,744	901,360	901,360	-	100%	Ok
Intergovernmental Revenue							
13-00000-43792	Other Grants	-	-	1,502	(1,502)	n/a	SEW Continuing Ed Grant
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%	
	Set Revenue	747,925	915,093	916,731	(1,638)	100%	Ok
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	22,400	23,000	18,718	4,282	81%	
13-00000-45210	Library Replacement Cards	138	150	78	72	52%	
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	-	(9)	9	n/a	
Fines, Fees, Penalties		22,600	23,150	18,788	4,362	81%	Ok
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	2,051	1,500	4,425	(2,925)	295%	
13-00000-46713	LIBRARY COPY AND FAX FEES	3,325	2,500	4,498	(1,998)	180%	
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	9,183	(5,183)	230%	Estimate \$9,500
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	1,238	763	62%	Plan for Giving Tue and Dec Lights
13-00000-48901	MISC REV	1,637	-	-	-	n/a	
Miscellaneous Revenue		4,777	2,000	1,238	763	62%	Ok
Unclassified							
13-00000-48504	Restricted Donation	-	-	3,800	(3,800)	n/a	\$3,000 WC; \$800 digitization
13-00000-48504-1200	Restricted Donation			100,000	(100,000)	n/a	Storytime Room Remodel
Unclassified		-	-	103,800	(103,800)	n/a	
	Variable Revenue	35,506	29,150	133,009	(103,859)	456%	Ok
TOTAL REVENUES		783,431	944,243	1,049,739	(105,496)	111%	Ok
	Total Revenues - Restricted Donator	747,925	915,093	916,731	(1,638)	100%	

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 10/29/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72-%	
13-93000-50100	Salaries	473,229	574,171	461,573	112,598	80%	
13-93000-50150	FICA Tax	35,844	43,924	34,675	9,249	79%	
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	49,206	10,379	83%	
13-93000-50161	Health Insurance Deductible	930	1,800	463	1,338	26%	
13-93000-50170	Retirement Contribution	23,191	28,871	23,680	5,191	82%	
13-93000-50180	Group Life Insurance Premium	1,075	1,272	1,057	215	83%	
13-93000-50181	Disability Insurance Premium	-	1,272	-	1,272	0%	
Total Dept 93000 - LIBRARY SALARIES		579,144	710,895	570,654	140,242	80%	Estimate \$710,000
13-93200-50190	Training/Meetings/Travel	3,891	4,500	6,827	(2,327)	152%	Estimate \$7,500; offset by grants
13-93200-50191	Membership Dues	568	1,000	896	104	90%	
13-93200-50194	Personnel Related Expenses	761	700	256	444	37%	
13-93200-50200	Professional/consulting serv	7,500	-	-	-	n/a	
13-93200-50250	Utilities	44,536	43,000	36,383	6,617	85%	Estimate \$48,000
13-93200-50251	Telephone/Internet	5,230	4,500	4,324	177	96%	Estimate \$5,500
13-93200-50300	Office Supplies	2,215	2,000	675	1,325	34%	Estimate \$1,000
13-93200-50301	Printing/Publishing/Copies	-	500	491	9	98%	
13-93200-50302	Postage	11	25	5	20	20%	
13-93200-50303	Covid Supplies	303	500	375	125	75%	
13-93200-50360	Building Maintenance (ex. Gardens)	12,685	10,000	8,443	1,558	84%	
13-93200-50760	Sales Tax	194	200	210	(10)	105%	
Total Dept 93200 - LIBRARY ADM EXP		77,894	66,925	58,884	8,041	88%	Estimate \$75,000
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	17,121	18,500	6,884	11,616	37%	Submitted 2023 Order; Awaiting Bill
13-93300-50311	Copier Maintenance/Repair	2,651	3,200	2,322	878	73%	
13-93300-50312	Material Processing/Repairs	3,382	3,000	3,376	(376)	113%	
13-93300-50350	Maintenance (i.e. Cleaners)	32,063	34,050	19,880	14,170	58%	Jan-Jul Charges
13-93300-50351	Custodial Supplies	2,230	2,200	3,523	(1,323)	160%	Increased usage, Estimate \$5,000
13-93300-50400	MCFLS Supplies	1,071	1,000	420	580	42%	
Total Dept 93300 - LIBRARY EQUIPMENT		58,519	61,950	36,405	25,545	59%	Estimate \$63,000
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	563	(63)	113%	
13-93400-50403	Programs - Children	126	500	157	343	31%	
13-93400-50415	Programs - Young Adults	-	250	-	250	0%	
Total Dept 93400 - LIBR PROG/SERVICES		21,515	24,473	22,143	2,330	90%	Estimate \$22,143

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 10/29/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93500 - LIBRARY COLLECTIONS			YTD: 83%	Above Target: 94%+	On Target: 73-93%	Under Target: 72-%	
13-93500-50410	Library Collection Materials	70,560	80,000	80,000	-	100%	
13-93500-50413	Adult DVD's	457	-	169	-	n/a	
	Fund 22	27,662	25,000	8,397	16,603	34%	
Total Dept 93500 - LIBRARY COLLECTIONS		98,679	105,000	88,565	16,603	84%	Estimate \$105,000
TOTAL EXPENDITURES		808,088	944,243	768,253	176,158	81%	
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		783,431	944,243	1,049,739	(105,496)	111%	
	Total Revenues - Restricted Donations	747,925	944,243	916,731	(1,638)	100%	Estimate \$950,000
TOTAL EXPENDITURES		808,088	944,243	768,253	175,990	81%	Estimate \$950,000
NET OF REVENUES & EXPENDITURES		(24,657)					
BEG. FUND BALANCE		71,950					
END FUND BALANCE		47,293					
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 10/29/2023		ESTIMATE	
22-00000-11100	Donations	-	-	7,000		7,000	Women's Club Donation
22-00000-48110	Investment Income	4,154	-	9,814		12,000	
TOTAL REVENUES		4,154	-	16,814		19,000	
93500 - LIBRARY COLLECTIONS		27,662	25,000	8,397		25,000	
93900 - LIBRARY EXPANSION PROJECT		32,500	-	-		-	
TOTAL EXPENDITURES		60,162	25,000	8,397		25,000	
NET OF REVENUES & EXPENDITURES		(56,009)	(25,000)	8,418		(6,000)	
BEG. FUND BALANCE		132,865	76,857	76,857		76,857	
END FUND BALANCE		76,857				70,857	
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022		YTD BALANCE 10/29/2023			
01-55500-50350-1001	Maintenance Services (Contracts)	13,115		24,593			
01-55500-50360-1001	Building Maintenance (Repairs)	40,286		29,080			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 31, 2023 Mtg
Re: Proposal #2324 by 3K Construction, LLC
to Investigate Structure of Storytime Room for Future Remodel RFQ



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

Following up on discussions with donor for a remodel of the Storytime Room.

Analysis

3K Construction, LLC submitted a proposal, totalling \$1,243 to investigate the structural components of the Storytime Room (see attached). Results of the analysis will enable the Library to conduct a Request for Quote process per Village process.

Funding for the proposal will be tracked against the related donation.

Recommendation

It is recommended the Library Board accept proposal #2324 from 3K Construction, LLC, to investigate the structure of the storytime room for future remodel RFQ.

3K Construction, LLC

Commercial and Residential Remodeling & New Construction

Proposal #2324

Page No. 1 of 2 Pages

Joe Kelly

414-315-9039

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

We hereby propose to furnish labor and materials necessary for the work performed at the above listed address. The work performed and described below is an analysis of the demising wall in between the Library's conference room and the main room of the library. Description as follows:

- 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.

-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.

***Note, if it is, it extends into the plenum ceiling and is exposed currently. My professional opinion is 60% chance yes, 40% no.**

-Temporarily patch the holes that were cut into the drywall. This will include a one coat, tape finish around the patches. *Note, (2) picture frames will cover what we cut and patch temporarily if needed.

-Proposal includes all temporary enclosures, debris removal, hepa filters. All work is assumed to be performed after 3 pm. Monday through Friday.

-Proposal includes a budget for the future window installation in the wall. All other work is excluded that is not listed above.

*-**PERMIT FEES**, Proposal excludes all permit fees. Permit fees can be added. If a permit is required the fees will be added to the below listed price. *If a permit is required no schedule will be given All stages of reconstruction that will need to be inspected will add 2 days to one week to the schedule (approx.. 7 inspections). *If a permit is required the proposal will not include any additional items that the city may find that are not associated to the project listed above.*

**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:** A Payment schedule will be followed by a set start date and rough schedule of job completion. First payment will be required after all start up materials are purchased and on site. This payment will be dependent on what areas will be done first and the amount of materials that will be needed. Following payments will be discussed and accepted by the owner and contractor as the job progresses (approx. every 1 week). 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 # 2324** for the sum of: Total= **\$1243**

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: October 31, 2023 Meeting
 Re: 2024 Exceptions to Hours



WFB Library Mission Statement

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Background

The Village of Whitefish Bay's Board of Trustees approved the addition of Martin Luther King Day as a paid holiday for eligible staff.

Recommendation

It is recommended the Library Board of Trustees approve:

1. The 11 paid holidays as listed in the Village of WFB Employee Handbook
2. Designate MLK Day as a Floating Holiday for Library staff
3. Closing Easter Sunday
4. Closing at 6:30 pm on Independence Day Eve
5. Closing all day 10/14 for staff development

2024 Exceptions to Hours of Operations

Date	2024	Library Closed	Paid Holiday	Floating Holiday
Monday, January 1, 2024	New Year's Day	Yes	1	
Monday, January 15, 2024	Martin Luther King Day	No	2	Floating
Friday, March 29, 2024	Spring Break Friday	Yes	3	
Sunday, March 31, 2024	Easter	Yes	No	
Monday, May 27, 2024	Memorial Day	Yes	4	
Wednesday, July 3, 2024	Independence Day Eve	Close at 6:30 pm	No	
Thursday, July 4, 2024	Independence Day	Yes	5	
Monday, September 2, 2024	Labor Day	Yes	6	
Monday, October 14, 2024	Staff Development	Yes	No	
Thursday, November 28, 2024	Thanksgiving	Yes	7	
Friday, November 29, 2024	Friday After Thanksgiving	Yes	8	
Tuesday, December 24, 2024	Christmas Eve	Yes	9	
Wednesday, December 25, 2024	Christmas	Yes	10	
Tuesday, December 31, 2024	New Year's Eve	Yes	11	

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: October 31, 2023 Meeting
 Re: 2024 Library Board Meeting Dates



WFB Public Library Mission Statement

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Background

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

At this time, Library Foundation, Village Board, and Friends Board meetings start at 6:00pm. Does the Library Board want to change to a 6:00pm start time or stay with 6:30pm?

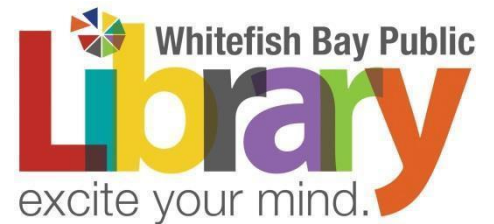
2024 Library Board Meeting Dates

4th Tuesday Rotation	Days Between	Alternate	Days Between	3 in a Week	Notes
Tuesday, January 23	35	Tuesday, January 23	35		
Tuesday, February 27	35	Tuesday, February 27	35		
Tuesday, March 26	28	Tuesday, March 26	28		Ramadan Mar 10-Apr 9
Tuesday, April 23	28	Tuesday, April 16	21	3	Passover Apr 22-30 (no work 23-24 or 29-30)
Tuesday, May 28	35	Tuesday, May 21	35		Day After Memorial Day
Tuesday, June 25	28	Tuesday, June 25	35		
Tuesday, July 23	28	Tuesday, July 23	28		
Tuesday, August 27	35	Tuesday, August 27	35		
Tuesday, September 24	28	Tuesday, September 24	28		
Tuesday, October 22	28	Tuesday, October 22	28		Sukkot Oct 16-23 (no work 17-18); Dawali Oct 31
Tuesday, November 26	35	Tuesday, November 26	35		
Tuesday, December 24	28	Tuesday, December 17	21	3	Xmas Eve Dec 24; Chanukah Dec 25- Jan 2

Recommendation

It is recommended the Library Board of Trustees approve 2024 meetings dates as listed in TBD with a start time of TBD..

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 31, 2023 Meeting
Re: Revisions to Staff Job Descriptions (Discussion Only)



WFB Public Library Mission Statement

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Background

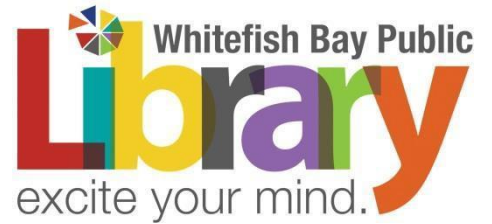
Current staff job descriptions at WFBPL were approved from 2013-2020. Newer job descriptions use a different approach, grouping duties and skills by area rather than utilizing a single long list. Also, newer descriptions for Leadership Team members highlight leadership as a key component, whereas older descriptions do not.

Over the last several weeks, Director Reed has worked on draft revisions for all job descriptions to achieve consistent formatting, approach, and focus on leadership.

Next Steps

Director Reed will work with the Leadership Team to bring draft revisions to the November meeting.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: October 31, 2023 Meeting
 Re: Staff Evaluations and Director Review Process (Discussion Only)



WFB Public Library Mission Statement

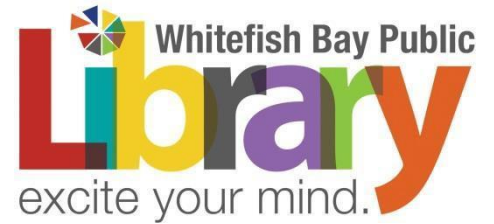
The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning and providing access to ideas, information and resources.

Background

Staff evaluations and the Director’s Review process typically start in November. Reviews and 2024 wages should be finalized and communicated to Village administration no later than December 22, 2023.

November 2023	Process
Nov 1	Library staff evaluations start.
Nov 6-10	HR committee checks in with Leadership Team (LT) members for feedback.
Nov 6-10	Director writes self-reflection and sends it to the HR Committee (or full Board).
Nov 6-10	HR Committee sends evaluation form to Board members.
Nov 13-17	Board members fill out eval form individually and return it to the HR Committee.
Nov 20	Village Board approves budget, including wage increase for Village staff.
Nov 20-30	HR committee compiles LT, Director, and Board input into a written evaluation document.
Nov 28	Library Board Meeting
December 2023	
Dec 4-Dec 14	HR committee emails eval document to Director, then meets with Director to go over eval document.
Dec 15	Library staff evaluations completed.
Dec 19	Library Board Meeting with closed session for Director review. Exit closed session, in open session approve Director’s wage to take effect 1/1/2024.
Dec 20	Library Board President informs Village Manager of evaluation and 2024 wage.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 31, 2023 Mtg
Re: Revisions to Policies (Discussion Only)



WFB Public Library Mission Statement

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Background

The following policies have not been updated in several years. Given changes in loan workflows and internet access, it is prudent to update the following policies this year. Additionally, recent instances of patrons not returning laptops in a timely manner, highlights the need to consider adding language to address such instances going forward.

- Loan Rules & Fines (2013)
- Wireless Internet Access (2012)
- Internet Access (2011)

Next Steps

Director Reed will work with the Leadership Team to bring draft revisions to the November meeting.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: October 31, 2023 Meeting
Re: Department Reports



Director (Reed)

- 1) Village
 - a) Nov 6 the Village Board will conduct the detailed budget review.
 - b) The draft budget was based on a projected 10% health insurance increase. Alas the initial quote was considerably higher. Village staff are negotiating with the health insurance vendor to achieve savings. The impact of higher than expected health insurance costs are as yet undetermined.
- 2) Building
 - a) Regular maintenance is occurring per schedule.
 - b) Director Reed is working to obtain several quotes for wall-to-wall deep-extraction carpet cleaning, to take place January 2024.
 - c) The Library's elevator quit working multiple times in October.
- 3) Foundation
 - a) The Foundation Board met in October
 - b) There were 23 applicants to join the Foundation Board
 - c) The Foundation is currently reviewing applicants.
- 4) Friends – Friends next books sale will be Nov 3 for Friends only, and Nov 4-5 for everyone.
- 5) Professional Involvement
 - a) Presented to the Osher Lifelong Learning Institute of UWM on October 2 regarding Community and Connection at the Library.
 - b) Presented at WFBPL with Dr. Tomas Lipinski in collaboration with the League of Women Voters of Milwaukee County on October 5 regarding Freedom to Read.
 - c) CVMIC staff presented at Staff Development Day on back safety, bloodborne pathogens, and HR 101. The topics were well received by staff.
 - d) Attended WLA's Annual Conference in Middleton October 24-27. Theresa Hoge received the Paralibrarian of the Year Award at the Awards & Honors Reception.

Adult Services (Lenski)

Pending

Circulation Services (Hoge)

WLA Conference

Jen Schmidt, ILS System Administrator of MCFLS, and I gave a presentation 'The Right Combination: Smart Lockers at Your Library' at the WLA Conference October 26th in Middleton. We had 25 attendees and a lot of great questions and discussion during our one hour session.

I am honored to have received the SSCS Paralibrarian of the Year award at the WLA Award Banquet. It was a great experience and I enjoyed celebrating all of the authors, librarians, and libraries that received awards that evening.

Youth Services (Kiekhaefer)

Pending

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	244,731	
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	157,555	
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	210,981	
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	215,915	
2023	25,220	23,698	26,785	24,052	23,405	27,942	29,421	28,774	24,085					233,382	
2019-23	-4%	-5%	-3%	-5%	-7%	-7%	-7%	-1%	-2%					-5%	
2022-23	6%	7%	10%	1%	2%	9%	15%	9%	14%					8%	
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	223,441	
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	121,302	
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	177,277	
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	181,824	
2023	21,136	19,896	22,525	20,148	19,373	23,951	25,176	24,700	20,016					196,921	
2019-23	-11%	-14%	-11%	-13%	-15%	-13%	-14%	-7%	-9%					-12%	
2022-23	6%	7%	10%	0%	2%	10%	15%	10%	13%					8%	
DIGITAL CIRCULATION			Libby	Hoopla	RBDigital	Kanopy									
	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	21,290	
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	36,253	
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	33,704	
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	34,091	
2023	4,084	3,802	4,260	3,904	4,032	3,991	4,245	4,074	4,069					36,461	
2019-23	72%	92%	72%	65%	76%	72%	68%	62%	66%					71%	
2022-23	5%	5%	7%	4%	3%	3%	15%	6%	15%					7%	
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%	9.6%	
2020	12%	12%	35%	638%	195%	38%	29%	27%	19%	19%	22%	28%	28%	111.6%	
2021	33%	24%	18%	19%	19%	16%	16%	16%	17%	17%	17%	21%	19%	19.8%	
2022	19%	20%	19%	19%	21%	18%	17%	17%	20%	21%	19%		19%	18.8%	
2023	19%	19%	19%	19%	21%	17%	17%	16%	20%					18.7%	
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	15,211	
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	24,132	
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	24,231	
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	26,212	
2023	3,101	2,905	3,298	3,029	3,088	3,080	3,353	3,180	2,990					28,024	
2019-23	86%	112%	98%	90%	86%	83%	75%	71%	66%					84%	
2022-23	3%	6%	9%	6%	3%	4%	16%	6%	9%					7%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

HOOPLA (Print Books, Audio Books, Music, Movies)														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004	2,250	
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982	3,975	
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241	3,303	
2022	347	350	347	302	339	315	319	350	305	349	350	352	4,025	2,974	
2023	408	326	400	379	451	436	453	421	403					3,677	
2019-23	39%	43%	24%	40%	90%	100%	82%	106%	78%					63%	
2022-23	18%	-7%	15%	25%	33%	38%	42%	20%	32%					24%	
DIGITAL MAGAZINES														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185	3,829	
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177	5,270	
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582	2,891	
2022	275	260	322	319	275	266	239	249	244	297	270	242	3,258	2,449	
2023	289	293	334	264	296	273	254	282	484					2,769	
2019-23	-30%	-22%	-31%	-47%	-25%	-35%	-29%	-38%	12%					-28%	
2022-23	5%	13%	4%	-17%	8%	3%	6%	13%	98%					13%	
KANOPY (PLAYS)														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767	2,876	
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175	3,279	
2022	258	279	272	276	301	312	240	262	256	316	194	291	3,257	2,456	
2023	286	278	228	232	197	202	185	191	192					1,991	
2022-23	11%	0%	-16%	-16%	-35%	-35%	-23%	-27%	-25%					-19%	
KANOPY (Unique Users)														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198	909	
2021	68	67	59	52	53	59	69	72	68	57	55	66	745	567	
2022	62	60	60	49	57	59	62	58	57	56	51	61	692	524	
2023	66	59	53	56	47	50	50	47	50					478	
2022-23	6%	-2%	-12%	14%	-18%	-15%	-19%	-19%	-12%					-9%	
In 2020, Kanopy accidentally allowed access to all MCFLS residents. Was corrected in Nov.															
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
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	82,518	
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727	34,807	
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	59,633	
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	78,214	
2023	8,504	6,562	8,869	7,522	7,885	11,322	11,969	11,830	8,602					83,065	
2019-23	5%	-12%	1%	-11%	2%	1%	0%	11%	5%					1%	
2022-23	16%	-8%	4%	-11%	-3%	17%	18%	13%	3%					6%	
SELF-CHECK AS % OF TRADITIONAL CIRCULATION														Yearly Total	YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%	36.7%	
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%	22.2%	
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%	31.8%	
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%	42%	40%	41%	42.9%	
2023	40%	33%	39%	37%	41%	47%	48%	48%	43%					41.8%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

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	140,923	
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	86,495	
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	117,644	
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	103,610	
2023	12,612	13,104	13,193	12,292	11,129	12,125	12,646	12,255	10,922					110,278	
2019-23	-20%	-16%	-20%	-16%	-26%	-26%	-27%	-23%	-21%					-22%	
2022-23	0%	15%	11%	5%	3%	1%	7%	2%	17%					6%	
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	91	
2023	20	22	39	24	2	6	30	9	29					181	
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					3,391	
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	41,220	
2020	5,216	meraki offline						1,519	1,860	1,950	2,108	1,710	1,215	15,578	10,545
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	21,242	
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	30,687	
2023	4,801	4,102	4,248	4,490	4,688	4,671	4,247	4,402	4,530					40,179	
2019-23	15%	8%	-6%	-6%	-3%	-1%	-13%	-7%	-5%					-3%	
2022-23	66%	50%	34%	31%	23%	26%	22%	18%	22%					31%	
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	13,674	
2020	1,698	meraki offline						49	630	653	795	693	533	5,051	3,030
2021	440	511	661	714	766	929	1,038	1,058	1,016	1,155	1,187	1,140	10,615	7,133	
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	10,416	
2023	1,569	1,307	1,330	1,528	1,617	1,702	1,499	1,606	1,588					13,746	
2019-23	6%	-1%	-13%	3%	6%	7%	-4%	-3%	5%					1%	
2022-23	54%	31%	23%	34%	35%	30%	26%	29%	28%					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	2,769	
2022	388	452	401	424	371	434	471	441	433	500	498	522	5,335	3,815	
2023	523	601	635	455	443	450	405	400	445					4,356	
2022-23	35%	33%	58%	7%	19%	4%	-14%	-9%	3%					38%	
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	YTD 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	146,377	
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	69,602	
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	91,039	
2023	11,930	11,497	12,135	13,052	11,605	14,323	14,098	14,520	11,782					114,942	
2019-23	-22%	-19%	-28%	-17%	-28%	-20%	-25%	-14%	-18%					-21%	
2022-23	45%	38%	30%	33%	16%	32%	27%	11%	13%					26%	

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

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	5,108
2020	499													499
2021	0	192	352	328	337	368	386	372	305	282	321	281	294	2,639
2022	283	297	300	350	344	416	444	484	372	360	453	338	368	3,291
2023	398	411	391	466	387	551	564	558	421					4,147
2019-23	-20%	-19%	-28%	-11%	-26%	-20%	-19%	-14%	-12%					-19%
2022-23	41%	38%	30%	33%	12%	32%	27%	15%	13%					26%