

LIBRARY BOARD MEETING
TUESDAY APR 19, 2022, 6:30 pm



Join via computer, tablet or smartphone at Zoom.us or by clicking the link.

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNiejJ3V2llankrQT09>

Join via phone: +1 312 626 6799; you will hear the meeting but not be able to see visual presentation.
Meeting ID: 828 7894 4071; Passcode: 67471454

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	
Sarah Leinweber, Vice President, 2023	
Will Demet, Village Board Representative, n/a	
Ellie Gettinger, Member, 2022	
Claire Flannery, Member, 2023	
Sandy Saltzstein, School District Representative, 2023	
Erin Jelenchick, Member, 2024	
Staff	
Nyama Reed, Library Director	

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31 (1)	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of Mar 29, 2022 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through Apr 14, 2022 (NYR)	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
6:40-7:00	5. Patrons Fines Report				
7:00-7:30	6. Informational Items (NYR)	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

April 18, May 2 & 16, Monday, 6:00 pm - Village of WFB Board of Trustees
April 20 & May 18, Wednesday, 6:30 pm - Friends of the Library Board of Directors
May 24, Tuesday, 6:30 pm - Library Board of Trustees



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Will Demet, Village Board Representative, n/a	Absent
Ellie Gettinger, Member, 2022	X
Claire Flannery, Member, 2023	X
Sandy Saltzstein, School District Representative, 2023	X
Erin Jelenchick, Member, 2024	Absent
Staff	
Nyama Reed, Library Director	X

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER 6:33pm				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31 (1)	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of Feb 22, 2022 meeting (JL)	Motion	Gettinger	Flannery	Unanimous
Motion to approve minutes as presented.					
6:33-6:40	4. Finance Report Through Mar 25, 2022 (NYR)	Motion	Gettinger	Leinweber	Unanimous
Motion to approve finance report as presented.					
6:40-7:10	5. Proposal for Endowment Campaign Management and Support	Motion	Livingston	Saltzstein	Unanimous
Motion to approve \$7,500 each from Fund 13 Fund Balance and Fund 22, for a total of \$15,000, to Sabljak & Budisch for Foundation administrative costs.					
7:10-7:20	6. Annual Report to DPI	Motion	Leinweber	Gettinger	Unanimous
Motion to approve 2021 Annual Report to DPI as presented.					
7:20-7:30	7. Adjustment to WFBPL BoT Meeting Schedule	Motion	Flannery	Leinweber	Unanimous
Motion to approve moving the April meeting to 4/19/2022.					
	TOPICS REQUIRING DISCUSSION ONLY				
7:30-7:50	8. Patrons Fines Report	Discuss			
Director Reed will bring full report on fines to April meeting.					
7:50-8:00	9. Barbara Bartley	Discuss			
Director Reed informed Board that the youth wing was to be named after Barbara Bartley during the 2002 construction due to a \$600,000+ donation. This was confirmed recently by Brent Gregory, WFBPL BoT President at the time. However, due to lapses, the naming did not occur. Current Board and staff agree the lapse should be corrected, with possibility to tie it into coming events.					
8:00-8:15	10. Informational Items (NYR)	Discuss			
Director Reed discussed informational items as presented.					
	ADJOURNMENT 8:33pm	Motion	Leinweber	Gettinger	Unanimous

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	4/14/2022	BALANCE		
Taxes			% YTD: 30%	Above Target: 41%+	On Target: 20-40%	Under Target: 19%-	
13-00000-41100	PROPERTY TAXES	700,833	716,744	-	716,744	-	
Taxes		700,833	716,744	-	716,744	-	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	58,754	30,949	31,181	(232)	101	
Intergovernmental Revenue		58,754	30,949	31,181	(232)	101	
	Set Reveue	759,587	747,693	31,181	716,512	4%	
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	20,644	20,000	5,212	14,788	26	
13-00000-45210	Library Replacement Cards	155	50	75	(25)	150	
13-00000-45224	LIBRARY DAMAGE RECOVER	1,045	1,000	62	938	6	
Fines, Fees, Penalties		21,843	21,050	5,349	15,701	25	
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	426	574	43	
13-00000-46713	LIBRARY COPY AND FAX FEE	2,419	2,000	866	1,134	43	
13-00000-46714	LIBRARY DVD RENTALS	-	-	81	(81)	100	
Public Charges for Services		2,644	3,000	1,373	1,627	46	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	2,225	(225)	111	
13-00000-48901	MISC REV	616	-	-	-	-	
Miscellaneous Revenue		4,110	2,000	2,225	(225)	111	
	Variable Reveue	28,598	26,050	8,947	17,103	34%	
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMEN	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	40,128	762,214	5%	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	4/14/2022	BALANCE		
Dept 93000 - LIBRARY SALARIES			% YTD: 30%	Above Target: 41%+	On Target: 20-40%	Under Target: 19%-	
13-93000-50100	Salaries	453,253	480,661	128,450	352,211	27	
13-93000-50150	FICA Tax	34,481	36,771	9,706	27,065	26	
13-93000-50160	Health/Dental Insurance Premi	41,834	44,777	11,290	33,487	25	
13-93000-50161	Health Insurance Deductible (D	270	1,290	120	1,170	9	
13-93000-50170	Retirement Contribution - ER p	22,602	21,957	6,070	15,888	28	
13-93000-50180	Group Life Insurance Premium	773	828	275	553	33	
13-93000-50181	Disability Insurance Premium	-	828	-	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	155,910	431,202	27	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	534	3,966	12	
13-93200-50191	Membership Dues	1,156	980	528	452	54	
13-93200-50194	Personnel Related Expenses	485	735	225	510	31	
13-93200-50200	Professional/consulting serv	5,067	-	-	-	n/a	
13-93200-50220	Attorney Contract	6,336	-	-	-	n/a	
13-93200-50250	Utilities	41,349	42,140	9,293	32,847	22	
13-93200-50251	Telephone/Internet	6,297	8,000	1,194	6,806	15	
13-93200-50300	Office Supplies	2,012	2,000	388	1,612	19	
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	-	
13-93200-50302	Postage	15	200	-	200	-	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	100	
13-93200-50360	Building Maintenance	6,167	9,800	4,461	5,339	46	
13-93200-50760	Sales Tax	118	200	63	137	32	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	16,990	53,035	24	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	5,844	11,156	34	
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	565	1,935	23	
13-93300-50312	Material Processing/Repairs	2,173	3,000	2,162	838	72	
13-93300-50350	Maintenance Service & Supplie	27,088	27,000	7,809	19,191	29	
13-93300-50351	Custodial Supplies	1,465	2,000	508	1,492	25	
13-93300-50400	MCFLS Supplies	2,117	1,470	-	1,470	-	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	16,887	36,083	32	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	4/14/2022	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			% YTD: 30%	Above Target: 41%+	On Target: 20-40%	Under Target: 19%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94	
13-93400-50402	Programs - Adult	119	-	373	(373)	n/a	
13-93400-50403	Programs - Children	38	-	-	-	n/a	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,288	947	96	OK
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	79,621	70,000	29,005	40,995		
	Fund 22	26,448	31,000	-	31,000		
	Total	106,069	101,000	29,005	71,995	29	OK
Total Dept 93500 - LIBRARY COLLECTIONS							
TOTAL EXPENDITURES		781,651	802,342	240,490	561,852	30	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	40,128	762,214	5	OK
TOTAL EXPENDITURES		781,651	802,342	240,490	561,852	30	OK
NET OF REVENUES & EXPENDITURES		6,534					
BEG. FUND BALANCE		65,416					
END FUND BALANCE		71,950					
Fund 22 - LIBRARY EXPANSION FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	4/14/2022			
TOTAL REVENUES		150		68			\$31k collections
TOTAL EXPENDITURES		26,448		25,000			\$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(24,932)			\$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865				
END FUND BALANCE		132,865		107,933			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	4/14/2022			
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		3,684			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		4,751			

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: April 19, 2022 Meeting
 Re: Patron Fines Report



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

Trustee Jelenchick requested more detailed info on library fines and fees at the Feb 2022 meeting. A full analysis has not been presented to the BoT in a few years, so Director Reed undertook a comparison of 2015 fines/fees to 2022 ones. These are a single snapshot in time for each of those years when the patron database was offloaded. This analysis:

1. Includes WFB residents, regardless of whether their fines/fees are for our materials or other libraries' materials.
2. Does not include fines or fees on our materials due by residents of other municipalities.

Over the last few years, the approved workflow was to delete patron accounts that were more than 4 years old *IF* they owed less than \$25.00 *AND* all items were returned. MCFLS runs the report annually and requests permission to delete the old accounts. During COVID, expiring cards were automatically renewed for an extended period since it was more difficult for patrons to renew. When it came time to purge old accounts, Director Reed instructed MCFLS to *not* do so.

Analysis

2015 vs 2022

	2015				2022			
	# of Patrons	% of Total	Total Fines	% of Total	# of Patrons	% of Total	Total Fines	% of Total
\$100+	92	0.7%	\$15,807	24.3%	91	1.1%	\$15,859	31.5%
\$50-99.99	211	1.6%	\$14,772	22.7%	182	2.2%	\$12,713	25.3%
\$25.00-49.99	442	3.3%	\$14,803	22.8%	336	4.1%	\$11,427	22.7%
\$5.00-24.99	1,196	8.9%	\$15,051	23.2%	577	7.0%	\$7,814	15.5%
\$0.01-4.99	2,069	15.4%	\$4,511	6.9%	1,249	15.1%	\$2,470	4.9%
\$0.00	9,429	70.2%	\$0	0.0%	5,839	70.6%	\$0	0.0%
Total	13,439	100.0%	\$64,944	100.0%	8,274	100.0%	\$50,283	100.0%

The patron list in 2015 was extremely bloated with accounts expired for several years across all fine levels. The 2022 list is more accurate of those active within the last 4 years, but the larger fine categories are still bloated with old accounts.

2022: Newer vs Older Fines/Fees

	2022 - Patrons Active 2003-2015				2022 - Patrons Active 2016-2022 Years			
	# of Patrons	% of 2022 Total	Total Fines	% of 2022 Total	# of Patrons	% of 2022 Total	Total Fines	% of 2022 Total
\$100+	44	48%	\$7,076	45%	47	52%	\$8,783	55%
\$50-99.99	98	54%	\$7,008	55%	84	46%	\$5,705	45%
\$25.00-49.99	186	55%	\$6,244	55%	150	45%	\$5,183	45%
\$5.00-24.99	558	97%	\$2,031	26%	19	3%	\$5,783	74%
\$0.01-4.99	3	0%	\$5	0%	1,246	100%	\$2,465	100%
\$0.00	323	6%	\$0	n/a	5,516	94%	\$0	n/a
Total	1,212	15%	\$22,363	44%	7,062	85%	\$27,919	56%

In preparation for this report, Director Reed consulted with Whitefish Bay's legal counsel, Chris Jaekels, to determine whether "zombie debt" laws in Wisconsin impact the ability to collect debt older than 6 years. Per Attorney Jaekels in emails:

- "You cannot sue people after 6 years but if the Library has a policy in place you can deny access to Library materials for as long as fines, fees, or materials are outstanding."
- "You cannot threaten to sue them or harass them. You can simply notify them that their privileges are suspended."

Potential Next Steps

Utilizing emails on account, the Library can conduct a request for return of old materials and payment of fines/fees. This may result in: 1) recovery of books and dvds; 2) a boost in fine revenue; 3) re-engagement with inactive patrons. Further, we can include an option to notify us if they have moved out of the area, so we can update their account and maintain a more accurate patron database.

After the email campaign, we can discuss and possibly take action on whether to delete records over x-years regardless of fine/fee amount.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: April 19, 2022 Meeting
 Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village – n/a
3. Friends – Friends book sale occurs May 6-8.
4. COVID Update as of 4/13/22
 - a. The North Shore Total (i.e. 7 communities) 1-Week # of New Cases per 100,000 is 210. Per the CDC’s Community Level metric, we automatically move into Medium Level even if hospital admissions and inpatient bed use are under 10%.
 - b. In February, WFB set the following standard for requiring masks for staff and patrons using 2-Week Burden. Adjusting for the Community Level metric may translate to requiring/highly recommending masks for staff at Medium and patrons at High.
 - i. Masks required once 2-Week Burden is above:
 1. Patrons: 500 for WFB and NS Total
 2. Staff: 250 for WFB and NS Total
 - ii. Note: If I add the numbers for 4/6 and 4/13, that basically gives us the 2-week Burden. WFB would be 388 for two weeks = staff masks, not yet for patron masks.

	A	G	M	Q	S	U	W	Y	AD	
9	1 Week Transmission	Per 100k	Per 100k	Per 100k	Per 100k	Per 100k	Per 100k	Per 100k	Per 100k	
10		MON	TUE	WED	MON	MON	TUE	WED	WED	
11		2/21/2022	3/1/2022	3/9/2022	3/14/2022	3/21/2022	3/29/2022	4/6/2022	4/13/2022	
12	Bayside	109	66	109	88	109	198	153	263	
13	Brown Deer	76	84	45	59	34	59	34	41	
14	Fox Point	241	151	256	165	120	90	136	286	
15	Glendale	109	77	62	70	62	23	109	178	
16	River Hills	68	-	208	68	140	68	68	68	
17	Shorewood	165	135	68	98	90	135	218	316	
18	Whitefish Bay	100	129	100	36	85	36	144	244	
19	NS Total	125	107	90	73	79	76	130	210	
20	Days Between		8	8	5	7	8	8	7	
21				3/10/2022	3/17/2022	3/24/2022	3/31/2022	4/7/2022		
22	MKE Co			Low	Low	Low	Low	Low		
23	Inpatient Bed Usage			3.6%	2.6%	1.8%	1.8%	1.5%		
24	Hospital Admissions per 100k 7 days			4.8	4.3	4.3	2.7	3.3		
25	Cases per 100k 7 days			45.3	38.8	37.2	44.1	49.4		
26						Spring				
27						Break				
28						21-Mar				
29	COVID-19 Community Levels – Use the Highest Level the Applies to Your Community									
30	New COVID-19 Cases Per 100,000 people in the past 7 days	Indicators					Low	Medium	High	
31		Fewer than 200					<10.0	10.0-19.9	≥20.0	
32		New COVID-19 admissions per 100,000 population (7-day total)					<10.0%	10.0-14.9%	≥15.0%	
33		Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)					<10.0%	10.0-14.9%	≥15.0%	
34		New COVID-19 admissions per 100,000 population (7-day total)					NA	<10.0	≥10.0	
35		Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)					NA	<10.0%	≥10.0%	
36		200 or more								

5. LDAC/MCFLS

- a. Planning for smart lockers continues. South Milwaukee dropped out of project; 5 libraries in MCFLS still planning for it.
- b. Shorewood director gave notice due to move out of state.
- c. North Shore announced new director, Rhonda Gould, who will start 5/16.
- d. Several libraries offers passes to local museums and attractions.

6. Community Outreach

- a. Hosted WFB Garden Club meeting 4/13 with poet laureate as speaker, with about 70 attendees online and in-person.
- b. Spoke with AARP Wisconsin about the importance of WI libraries and how they contribute to creating Livable Communities. Received lots of positive feedback. Recording available at <https://www.youtube.com/watch?v=RGXnRxDM3gE>.

7. Foundation

- i. Public post for new member is active through 4/18.
- ii. Created a Foundation webpage on Library's website, to provide info and FAQs. https://www.wfblibrary.org/get_involved/foundation.php
- iii. Are finalizing details for Claire Flannery, to sign contract with Sabljak & Budisch.
- iv. Working with S&B on *lead gift(s)* and next steps.

8. Anniversary Committee – planning next meeting asap; considering moving anniversary event to fall.

9. Staffing –

- a. The time needed to plan for and post the available positions, plus train new staff, all while anticipating being short-staffed in the Youth Services Dept for the summer is impacting our ability to maintain regular services, implement Summer Reading Program, and complete additional special duties for 2022 events.
- b. Katie Kiekhaefer, Head of Youth Services, will be on leave for three months starting early to mid-May. Anticipated return is early to mid-August.
- c. Kayla Livingston, Adult Services Librarian (20-28/hours per week), resigned to move out of state. Her last day will be May 19.
- d. Sharon Nagel, Youth Services Assistant Librarian, will move into the available Adult Services Librarian position. Sharon started at WFB as an MLIS graduate student intern. She has since graduated, but WFBPL did not have an open Librarian position for her. She is excited to step into the available position and to work in Adult Services.
- e. The Youth Services Department has posted to fill the non-MLIS position that Sharon is vacating. The goal is to start interviewing applicants this week, so they can (hopefully) begin work in early May.
- f. The Circulation Services Department is hiring a Circulation Assistant, to fill a coming opening due to Robin Kaun reducing her hours to spend more time with family. Robin graciously agreed to stay on as a substitute.
- g. Circulation Services is also hiring a shelver position in preparation for a graduating senior leaving to attend college in the fall.

Adult Services (Lenski)

Edible Book Festival

This popular event will return Tuesday, April 19, 6-7:30pm .

Book Clubs

- Mystery Book Club read *Killers of the Flower Moon* on 4/14.
- Tea Time Book Club is now hosting hybrid meetings. March's meeting had 6 people online and 2 in-person at the library. April's title is *Winners Take All: The Elite Charade of Changing the World*.

Blogs

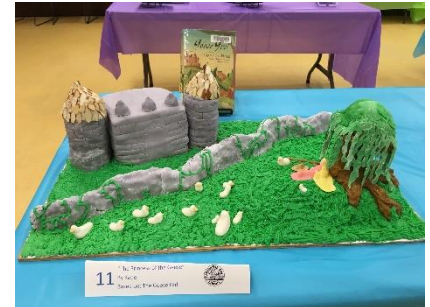
- Scott Lenski wrote about "Out of the World Reads" on 4/4
 - <https://www.wfblibrary.org/blog/post/out-of-this-world-reads>
- Laura Reilly wrote about "Pick Your Doorway" on 4/9
 - <https://www.wfblibrary.org/blog/post/pick-your-doorway>

Ref Desk Updates

Circulation Services (Hoge)

Technology

- 5 new laptops have been purchased using ECF grant money and have arrived at the MCFLS offices. Our Network Administrator is configuring these for us so that they can be loaned out to patrons for use outside of the library. Our current plan is to have them on a 7 day loan.
- An external DVD drive was purchased for patron check out for in-house use with our laptops or the patron's personal laptop if they do not have an internal DVD drive. This is a read/write DVD and can be used to burn discs.



Staffing

- Robin Kaun has been a Circulation Assistant at the Whitefish Bay Public Library for six years and will be retiring at the end of June. She has offered to stay on our 'sub' list which we really appreciate! A posting for a new Circulation Assistant has been added to our website and will be open until May 13th.
- We will have one shelver leaving us this summer so we've begun publicizing a Student Shelver position in house. The hope is to hire a new shelver and get them trained in the month of May.

ILS Task Force Committee

- The April 4th fieldtrip to Oshkosh and Neenah Public Libraries was extremely helpful as we were able to see the Sirsi-Dynix product 'Workflows' and their BlueCloud software in action. We came away with a number of questions which fed into our April 8th Zoom meeting with Lakeshores Library System and the Kenosha Public Library. Lakeshores is a super user of this software and was able to give us a lot to think about as we finish up this research project.

Training & Conferences

- I attended the Innovative User Group Virtual Conference the first week of April. Innovative is our ILS software vendor. I was able to attend sessions on future enhancements to our current ILS software Sierra, a Circulation Services forum which had over 175 attendees from across the world, and also a session on the Serials module which we use to manage our magazines

and periodicals. The presenter for the Serials session provided her video and handouts to attendees which I'll be using as training for Circ staff.

- Our Circulation Assistant Megan Bergholz attended a 6 week virtual training session on 'Foundations of Library Services' which covered the mission, ethics and core values of public libraries. The goal of the training was to create a solid foundation of understanding of all aspects of librarianship for library staff who do not have a Masters in Library Science. After the training, Megan put together a Powerpoint presentation summarizing what she learned so that it can be shared with all library staff.
- Sheila Hanrahan (Circulation Assistant), Scott Lenski and I are attending a 3 session virtual training program on Mental Illness. We will then create a summary to be shared with all library staff. The training is through Ryan Dowd's Homelessness Training programs that we can attend free through a Statewide license agreement.

