

LIBRARY BOARD MEETING
TUESDAY May 24, 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 | |
| Jay Balachandran, Village Board Representative, n/a | |
| Sandy Saltzstein, School District Representative, 2023 | |
| Claire Flannery, Member, 2023 | |
| Erin Jelenchick, Member, 2024 | |
| Ellie Gettinger, Member, 2025 | |
| 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 April 19, 2022 meeting (JL) | Motion | | | |
| 6:33-6:45 | 4. Finance Report Through May 24, 2022 (NYR) | Motion | | | |
| | TOPICS REQUIRING DISCUSSION ONLY | | | | |
| 6:45-7:00 | 5. Informational Items (NYR) | Discuss | | | |
| | ADJOURNMENT | Motion | | | |

IMPORTANT DATES

- June 6, Monday, 6:00 pm - Village of WFB Board of Trustees
- June 15, Wednesday, 6:30 pm - Friends of the Library Board of Directors
- June 28, Tuesday, 6:30 pm - Library Board of Trustees

LIBRARY BOARD MEETING
 Minutes of April 18, 2022, 6:30 pm
 Pending at May 24, 2022 Meeting
 Location Zoom



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

| Item | Action Desired | 1st | 2nd | Pass |
|---|-----------------------|------------|------------|-------------|
| CALL TO ORDER 6:33PM | | | | |
| 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 Mar 29, 2022 meeting | Motion | Saltzstein | Demet | Unanimous |
| Motion to approve minutes as presented. | | | | |
| 4. Finance Report Through Apr 14, 2022 | Motion | Demet | Saltzstein | Unanimous |
| Motion to approve finance report as presented. | | | | |
| TOPICS REQUIRING DISCUSSION ONLY | | | | |
| 5. Patrons Fines Report | | | | |
| Director Reed presented comparison of fines data for 2015 and 2022. Library will embark on email campaign to request return of old materials and payment of fines. Will strive for positive messaging, with compelling narrative. | | | | |
| 6. Informational Items | Discuss | | | |
| Director Reed discussed informational items as presented. | | | | |
| ADJOURNMENT 7:33pm | Motion | Demet | Saltzstein | Unanimous |

| Fund 13 - Library Special Revenue Fund | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|--|---------------------------|----------------|----------------|--------------------|-------------------|--------------------|-------------------------|
| | DESCRIPTION | 12/31/2021 | ORIGINAL | 5/20/2022 | BALANCE | | |
| Taxes | | | % YTD: 41% | Above Target: 52%+ | On Target: 31-51% | Under Target: 30%- | |
| 13-00000-41100 | PROPERTY TAXES | 700,833 | 716,744 | - | 716,744 | 0% | |
| Taxes | | 700,833 | 716,744 | - | 716,744 | 0% | |
| | | | | | | | |
| 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% | Ok |
| | | | | | | | |
| Fines, Fees, Penalties | | | | | | | |
| 13-00000-45209 | LIBRARY FINES | 20,644 | 20,000 | 9,401 | 10,599 | 47% | |
| 13-00000-45210 | Library Replacement Cards | 155 | 50 | 79 | (29) | 158% | |
| 13-00000-45224 | LIBRARY DAMAGE RECOVER | 1,045 | 1,000 | 62 | 938 | 6% | Now combined with Fines |
| Fines, Fees, Penalties | | 21,843 | 21,050 | 9,542 | 11,508 | 45% | |
| | | | | | | | |
| 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 | 1,084 | 916 | 54% | |
| 13-00000-46714 | LIBRARY DVD RENTALS | - | - | 267 | (267) | - | |
| Public Charges for Services | | 2,644 | 3,000 | 1,777 | 1,223 | 59% | |
| | | | | | | | |
| Miscellaneous Revenue | | | | | | | |
| 13-00000-48501 | LIBRARY DONATIONS | 3,494 | 2,000 | 2,625 | (625) | 131% | |
| 13-00000-48901 | MISC REV | 616 | - | 509 | (509) | - | B&T Sustainable Shelves |
| Miscellaneous Revenue | | 4,110 | 2,000 | 3,134 | (1,134) | 157% | |
| | | | | | | | |
| | Variable Reveue | 28,598 | 26,050 | 14,453 | 11,597 | 55% | OK |
| | | | | | | | |
| Unclassified | | | | | | | |
| 13-00000-49600 | FUND BALANCE ADJUSTMEN | - | 28,599 | - | 28,599 | 0% | |
| Unclassified | | - | 28,599 | - | 28,599 | 0% | |
| TOTAL REVENUES | | 788,185 | 802,342 | 45,634 | 756,708 | 6% | OK |

| Fund 13 - Library Special Revenue Fund | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|--|---------------------------------|-------------|------------|--------------------|-------------------|--------------------|---------------------------|
| DESCRIPTION | | 12/31/2021 | ORIGINAL | 5/20/2022 | BALANCE | | |
| Dept 93000 - LIBRARY SALARIES | | | % YTD: 41% | Above Target: 52%+ | On Target: 31-51% | Under Target: 30%- | |
| 13-93000-50100 | Salaries | 453,253 | 480,661 | 183,150 | 297,511 | 38% | |
| 13-93000-50150 | FICA Tax | 34,481 | 36,771 | 13,894 | 22,877 | 38% | |
| 13-93000-50160 | Health/Dental Insurance Premium | 41,834 | 44,777 | 18,816 | 25,961 | 42% | |
| 13-93000-50161 | Health Insurance Deductible (D) | 270 | 1,290 | 120 | 1,170 | 9% | |
| 13-93000-50170 | Retirement Contribution - ER pc | 22,602 | 21,957 | 8,711 | 13,246 | 40% | |
| 13-93000-50180 | Group Life Insurance Premium | 773 | 828 | 343 | 485 | 41% | |
| 13-93000-50181 | Disability Insurance Premium | - | 828 | - | 828 | 0% | |
| Total Dept 93000 - LIBRARY SALARIES | | 553,213 | 587,112 | 225,034 | 362,078 | 38% | OK |
| Dept 93200 - LIBRARY ADM EXP | | | | | | | |
| 13-93200-50190 | Training/Meetings/Travel | 5,547 | 4,500 | 2,553 | 1,947 | 57% | |
| 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 | - | 7,500 | (7,500) | - | |
| 13-93200-50220 | Attorney Contract | 6,336 | - | - | - | - | |
| 13-93200-50250 | Utilities | 41,349 | 42,140 | 14,965 | 27,175 | 36% | Est 43,000 |
| 13-93200-50251 | Telephone/Internet | 6,297 | 8,000 | 1,628 | 6,372 | 20% | Est 4,800 |
| 13-93200-50300 | Office Supplies | 2,012 | 2,000 | 379 | 1,621 | 19% | |
| 13-93200-50301 | Printing/Publishing/Copies | 590 | 1,470 | - | 1,470 | 0% | |
| 13-93200-50302 | Postage | 15 | 200 | 6 | 194 | 3% | |
| 13-93200-50303 | Covid Supplies | 1,038 | - | 303 | (303) | - | |
| 13-93200-50360 | Building Maintenance | 6,167 | 9,800 | 4,836 | 4,964 | 49% | |
| 13-93200-50760 | Sales Tax | 118 | 200 | 82 | 118 | 41% | |
| Total Dept 93200 - LIBRARY ADM EXP | | 76,176 | 70,025 | 33,005 | 37,020 | 47% | OK |
| Dept 93300 - LIBRARY EQUIPMENT | | | | | | | |
| 13-93300-50240 | IT Support Contract Services | 15,388 | 17,000 | 9,763 | 7,237 | 57% | |
| 13-93300-50311 | Copier Maintenance/Repair | 2,537 | 2,500 | 823 | 1,677 | 33% | |
| 13-93300-50312 | Material Processing/Repairs | 2,173 | 3,000 | 2,403 | 597 | 80% | Ordered year supply early |
| 13-93300-50350 | Maintenance Service & Supplies | 27,088 | 27,000 | 9,743 | 17,257 | 36% | |
| 13-93300-50351 | Custodial Supplies | 1,465 | 2,000 | 508 | 1,492 | 25% | |
| 13-93300-50400 | MCFLS Supplies | 2,117 | 1,470 | 220 | 1,250 | 15% | |
| Total Dept 93300 - LIBRARY EQUIPMENT | | 50,768 | 52,970 | 23,460 | 29,510 | 44% | OK |
| Dept 93400 - LIBR PROG/SERVICES | | | | | | | |
| 13-93400-50401 | MCFLS Membership | 21,716 | 22,235 | 20,915 | 1,320 | 94% | |
| 13-93400-50402 | Programs - Adult | 119 | - | 373 | (373) | - | |
| 13-93400-50403 | Programs - Children | 38 | - | - | - | - | |
| Total Dept 93400 - LIBR PROG/SERVICES | | 21,873 | 22,235 | 21,288 | 947 | 96% | OK |

| Fund 13 - Library Special Revenue Fund | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|---|----------------------------------|----------------|----------------|--------------------|-------------------|--------------------|---------------------|
| DESCRIPTION | | 12/31/2021 | ORIGINAL | 5/20/2022 | BALANCE | | |
| Dept 93500 - LIBRARY COLLECTIONS | | | % YTD: 41% | Above Target: 52%+ | On Target: 31-51% | Under Target: 30%- | |
| 13-93500-50410 | Library Collection Materials | 79,621 | 70,000 | 46,709 | 23,291 | 67% | |
| | Fund 22 | 26,448 | 31,000 | 410 | (410) | 1% | |
| | Total | 106,069 | 101,000 | 47,119 | 22,881 | 47% | OK |
| Total Dept 93500 - LIBRARY COLLECTIONS | | | | | | | |
| TOTAL EXPENDITURES | | 781,651 | 802,342 | 349,907 | 452,435 | 44% | OK |
| Fund 13 - Library Special Revenue Fund: | | | | | | | |
| TOTAL REVENUES | | 788,185 | 802,342 | 45,634 | 756,708 | 6% | OK |
| TOTAL EXPENDITURES | | 781,651 | 802,342 | 349,907 | 452,435 | 44% | 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 | 5/20/2022 | | | |
| TOTAL REVENUES | | 150 | | 131 | | | \$31k collections |
| TOTAL EXPENDITURES | | 26,448 | | 32,500 | | | \$25k GMF Fund |
| NET OF REVENUES & EXPENDITURES | | (26,298) | | (32,369) | | | \$7,500 S&B Admin |
| BEG. FUND BALANCE | | 159,163 | 132,865 | | | | |
| END FUND BALANCE | | 132,865 | | 100,496 | | | \$70k Proj Year End |
| Fund 01 - VILLAGE GENERAL FUND | | END BALANCE | 2022 | YTD BALANCE | | | NOTES |
| | | 12/31/2021 | ORIGINAL | 5/20/2022 | | | |
| 01-55500-50350-1001 | Maintenance Services (Contracts) | 14,038 | | 4,940 | | | |
| 01-55500-50360-1001 | Building Maintenance (Repairs) | 38,612 | | 5,721 | | | |

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: May 24, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village – n/a
3. Friends – Friends May book sale was highest ever.
4. COVID Update as of 5/22/2022
 - a. Milwaukee County Community Level was elevated to High as of 5/20/2022.
 - b. WFB Community Schools will return to a mask requirement as of 5/23/2022.
5. LDAC/MCFLS
 - a. Planning for smart lockers continues. Village Inspector Joel O. sent Director Reed the checklist for submitting an application to the Architectural Review Board for approval. Director Reed plans to work with John Kearns to complete the needed tasks and documents by the end of May.
 - b. MCFLS's business manager is retiring; position has been posted.
6. Community Outreach - Hosted Bay Bridge program on Milwaukee's Bronzeville on May 19. Very successful.
7. Foundation
 - i. One resident applied for open Board position. Interview will occur by end of May.
 - ii. Working with S&B on *lead gift(s)* and developing prospect lists.
8. Anniversary Committee – Fall Festival set for 10/1 with Yid Vicious and Truly Remarkable Loon.
9. Continuing Education and Professional Development
 - a. Attended Wisconsin Association of Academic Libraries conference (4/25 in Brookfield) and Wisconsin Association of Public Libraries conference (5/11-13 in Pewaukee) with duties as Wisconsin Library Association President. Both events were successful and invigorating.

Adult Services (Lenski)

Staffing

Kayla Livingston, Adult Services Librarian, is leaving for another position. Kayla started at the AS desk as an intern in 2018. She will be greatly missed. Sharon Nagel, who is an Assistant Librarian at the Youth Services Desk, will be taking over Kayla's role. Sharon was also hired as an intern in 2018 and will be a great member of the Adult Services team. She worked at Boswell Books for 10+ years and has quite an extensive knowledge of books and authors.

Collection Development

Staff are currently weeding in the fiction section. Sharon has already started to assist with ordering mysteries and romance fiction books for the adult collection. Ina has been weeding and replacing DVDs that have a high number of checkouts since these are usually pretty scratched up.

Programming

The library hosted the Edible Book Festival in person for the first time since 2019. This program is for anyone and is a great opportunity for families to participate together. We always have some kids, families and even adults who participate. What is an edible book? An edible book is an item that looks like a book, puns on a title, refers to a character, or just has something to do with books. The only rule is that entries must be made from edible ingredients. This year we had 8 entries into the contest and more than 40 folks stopped by to vote on their favorites. The entries and winners are posted on the library's Facebook page and the library's blog.



The library also hosted an in-person information session on Medicare and nearly 10 folks attended.

Circulation Services (Hoge)

Staffing

We had 3 candidates for 1 open shelver position; the position was offered and accepted with a start date for training of June 1st.

We had 5 candidates for 1 open circ assistant position. We are waiting for back ground checks to be done with the hope of making a job offer as soon as possible. Training tentatively planned to begin the week of June 6th, with regular shifts to start the week of July 4th.

ILS Task Force Committee

The ILS Task Force has finished all scoring; the meeting to finalize recommendations to LDAC will occur Monday May 23rd. The final recommendation with post-ILS review opportunities will be presented to LDAC at the June meeting.

Training

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.

Youth Services (Reed)

Valerie Morris and Scott Lenski interviewed applicants for the Youth Services Reference Assistant position that opened up due to Sharon Nagel moving into a Librarian position in Adult Services. An offer was made and accepted. The new staff member will start training the week of 5/23/2022.

May typically offers a break in programming as staff finalize plans for the Summer Reading Program.