

LIBRARY BOARD MEETING
TUESDAY June 28, 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 May 24, 2022 meeting (JL)	Motion			
6:33-6:45	4. Finance Report Through June 24, 2022 (NYR)	Motion			
6:45-7:00	5. Library Closing July 2 or 5	Motion			
7:00-7:20	6. WFBPL Board Officer Election	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:20-7:45	7. WFBPL Foundation Update	Discuss			
7:45-8:00	8. Informational Items (NYR)	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

July 11, Monday, 6:00 pm - Village of WFB Board of Trustees @Village Hall

July 26, Tuesday, 6:30 pm - Library Board of Trustees @Zoom

No July or August Meeting - Friends of the Library Board of Directors

LIBRARY BOARD MEETING
 Minutes of May 24, 2022, 6:30 pm
 Pending at June 28, 2022 Meeting
 Location Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	Absent
Jay Balachandran, Village Board Representative, n/a	X
Sandy Saltzstein, School District Representative, 2023	X
Claire Flannery, Member, 2023	X
Erin Jelenchick, Member, 2024	X
Ellie Gettinger, Member, 2025	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 April 19, 2022 meeting	Motion	Balachandran	Flannery	Unanimous
Motion to approve minutes as amended; Flannery was present at April meeting.				
4. Finance Report Through May 25, 2022	Motion	Balachandran	Jelenchick	Unanimous
Motion to approve finance report as presented.				
TOPICS REQUIRING DISCUSSION ONLY				
5. Informational Items	Discuss			
Director Reed discussed informational items as presented.				
ADJOURNMENT 7:21pm	Motion	Flannery	Saltzstein	Unanimous

WFB Public Library - Finance Report

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	6/24/2022	BALANCE		
Taxes			% YTD: 50%	Above Target: 61%+	On Target: 40-60%	Under Target: 39%-	
13-00000-41100	PROPERTY TAXES	700,833	716,744	0	716,744	0%	
Taxes		700,833	716,744	0	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	10,319	9,681	52%	
13-00000-45210	Library Replacement Cards	155	50	92	(42)	184%	
13-00000-45224	LIBRARY DAMAGE RECOVERY	1,045	1,000	62	938	6%	Now combined with Fines
Fines, Fees, Penalties		21,843	21,050	10,473	10,577	50%	
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	426	574	43%	
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	1,533	467	77%	
13-00000-46714	LIBRARY DVD RENTALS	-	-	267	(267)	-	
Public Charges for Services		2,644	3,000	2,226	774	74%	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	3,150	(1,150)	158%	
13-00000-48901	MISC REV	616	-	509	(509)	-	B&T Sustainable Shelves
Miscellaneous Revenue		4,110	2,000	3,659	(1,659)	183%	
	Variable Reveue	28,598	26,050	16,358	9,692	63%	OK
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	0	28,599	0%	
Unclassified		-	28,599	0	28,599	0%	
TOTAL REVENUES		788,185	802,342	47,539	754,803	6%	OK

WFB Public Library - Finance Report

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	6/24/2022	BALANCE		
Dept 93000 - LIBRARY SALARIES			% YTD: 50%	Above Target: 61%+	On Target: 40-60%	Under Target: 39%-	
13-93000-50100	Salaries	453,253	480,661	219,397	261,264	46%	\$2500 under
13-93000-50150	FICA Tax	34,481	36,771	16,643	20,128	45%	
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	22,579	22,198	50%	
13-93000-50161	Health Insurance Deductible (Direct Pa	270	1,290	120	1,170	9%	
13-93000-50170	Retirement Contribution - ER portion	22,602	21,957	10,531	11,426	48%	
13-93000-50180	Group Life Insurance Premium	773	828	436	392	53%	
13-93000-50181	Disability Insurance Premium	-	828	0	828	0%	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	269,707	317,405	46%	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	2,561	1,939	57%	
13-93200-50191	Membership Dues	1,156	980	528	452	54%	
13-93200-50194	Personnel Related Expenses	485	735	299	436	41%	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	-	
13-93200-50220	Attorney Contract	6,336	-	0	-	-	
13-93200-50250	Utilities	41,349	42,140	18,330	23,810	43%	Est 43,000
13-93200-50251	Telephone/Internet	6,297	8,000	2,027	5,973	25%	Est 4,800
13-93200-50300	Office Supplies	2,012	2,000	497	1,503	25%	
13-93200-50301	Printing/Publishing/Copies	590	1,470	0	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	5,211	4,589	53%	
13-93200-50760	Sales Tax	118	200	99	101	49%	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	37,361	32,664	53%	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	12,191	4,809	72%	Purchased 5 patron PCs; 5 laptops
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	1,289	1,211	52%	Est 3,200
13-93300-50312	Material Processing/Repairs	2,173	3,000	2,816	184	94%	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	914	1,086	46%	
13-93300-50400	MCFLS Supplies	2,117	1,470	220	1,250	15%	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	27,173	25,797	51%	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	-	0	-	-	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,288	947	96%	OK

WFB Public Library - Finance Report

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	6/24/2022	BALANCE		
Dept 93500 - LIBRARY COLLECTIONS			% YTD: 50%	Above Target: 61%+	On Target: 40-60%	Under Target: 39%-	
13-93500-50410	Library Collection Materials	79,621	70,000	53,808	16,192	77%	
	Fund 22	26,448	31,000	0	31,000	0%	
	Total	106,069	101,000	47,119	53,881	47%	OK
Total Dept 93500 - LIBRARY COLLECTIONS							
TOTAL EXPENDITURES		781,651	802,342	409,337	393,005	51%	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	47,539	754,803	6%	OK
TOTAL EXPENDITURES		781,651	802,342	409,337	393,005	51%	OK
NET OF REVENUES & EXPENDITURES		6,534					
BEG. FUND BALANCE		65,416		71,950	Approved: -28,599		
END FUND BALANCE		71,950			Projected: 43,351		
Fund 22 - LIBRARY EXPANSION FUND		END BALANCE	2022	YTD BALANCE			NOTES
DESCRIPTION		12/31/2021	ORIGINAL	6/24/2022			
TOTAL REVENUES		150		267			\$31k collections
TOTAL EXPENDITURES		26,448		32,500			Paid: \$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(32,233)			Paid: \$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865				
END FUND BALANCE		132,865		100,632			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
DESCRIPTION		12/31/2021	ORIGINAL	6/24/2022			
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		5,395			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		14,111	Jun: Cooling tower and chiller repairs		

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 28, 2022 Mtg
Re: Closing July 2 or 5



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 Library is set to be closed on Monday July 4th for the holiday. This is paid holiday time for full-time staff and unpaid time for part-time staff.

Due to concerns about potentially being short-staffed on Saturday July 2nd if staff become sick, it was suggested the Board consider approving the Library be closed that day. A planned closure is easier to deal with than potentially closing at the last minute due to short staffing. Additionally, being closed Saturday-Monday will enable all staff to enjoy a 3-day holiday weekend which will be beneficial for morale.

Alternatively, a department head suggested closing, or opening late, on Tuesday July 5th so staff who attend WFB fireworks the night before will not have to be at work at the usual 8am start time. This approach would be a morale booster, but would not address potential staffing shortage if staff are sick Saturday July 2nd.

Saturday typically has 4-5 staff members working. If 1 or 2 end up sick, it will be impossible to find replacements on the holiday weekend and difficult to remain open without sufficient staffing.

Tuesday typically has 4-6 staff members arriving to work between 8-9am to prepare for opening. Throughout the day there are 10-12 staff members as the later shifts arrive.

In 2021, the Saturday of the holiday weekend had 179 people come in the library. The day after the holiday (Monday), had 238. From 9:30am-Noon, 59 people used the library.

Wages

If the Library Board approves additional closing, the time off is not covered by paid holiday time. Rather, full-time staff will use vacation time and part-time staff will be unpaid for their regular shift.

Motion

Library Board approve (tbd).

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 28, 2022 Mtg
Re: WFBPL Board Officer Election



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 current WFBPL BoT Bylaws were approved in May 10, 2011. There is no indication in the record if they superseded previous bylaws. Per the Bylaws (see Excerpt at end of memo), the two officers are the President and Vice President, who may each “succeed him/herself no more than twice.” They can be re-elected to the same office after a 1-year lapse. Effectively, either officer may serve in the position 3 years consecutively.

Prior to the 2011 Bylaws, Presidents served 2-14 years. Since 2011, Presidents have served 1-4 years (see Addendum at end of memo). I have not tracked VPs, but could pull together the info from annual reports is desired.

President Livingston took office July 2021 and has completed her first year. She is willing to serve another year.

Vice President Leinweber took office July 2018 and has completed four years.

Due to term limits, the Board needs to nominate and approve a new Vice President. Alternatively, the Board could review and update the Bylaws to allow longer terms at the July 2022 meeting.

Recommendation

It is recommended the Board approve (tbd) as Vice President for July 2022-June 2023.

2011 Bylaws Excerpt

Article III OFFICERS

Section 1. The officers shall be a president and a vice-president, elected from among the appointed trustees at the annual meeting of the Board. An officer may succeed him/herself no more than twice. An officer may be re-elected to the same position after a lapse of one year. The library director shall serve as the recording secretary.

Section 2. Officers shall serve a term of one year from the annual meeting, which is designated as the June meeting, or until their successors are duly elected.

Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, set the agenda for the meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The president shall be a voting member of the library board.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The library director is designated to perform the duties of the recording secretary. The recording secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Addendum

Annual Report Year	Director Last Name (as of Annual Report next year)	Director First Name	President Last Name (as of Annual Report next year)	President First Name	Notes
1959	Eggum	Janet	Herriott	Maxwell	
1960	Eggum	Janet	x	x	
1961	Eggum	Janet	Herriott	Maxwell	
1962	Eggum	Janet	x	x	
1963	Eggum	Janet	Herriott	Maxwell	
1964	Eggum	Janet	Herriott	Maxwell	
1965	Eggum	Janet	Herriott	Maxwell	
1966	Eggum	Janet	Herriott	Maxwell	
1967	Eggum	Janet	Herriott	Maxwell	
1968	Eggum	Janet	Herriott	Maxwell	
1969	Eggum	Janet	Herriott	Maxwell	
1970	Eggum	Janet	Herriott	Maxwell	
1971	Eggum	Janet	Herriott	Maxwell	
1972	Eggum	Janet	Herriott	Maxwell	14 years
1973	Eggum	Janet	Prince	Joan	
1974	Eggum	Janet	Prince	Joan	
1975	Eggum	Janet	Prince	Joan	
1976	Eggum	Janet	Prince	Joan	
1977	Eggum	Janet	Prince	Joan	
1978	Eggum	Janet	Prince	Joan	
1979	Eggum	Janet	Prince	Joan	
1980	Eggum	Janet	Prince	Joan	
1981	Eggum	Janet	Prince	Joan	
1982	Eggum	Janet	Prince	Joan	

1983	Eggum	Janet	Prince	Joan	11 years
1984	Eggum	Janet	Dolnick	Sandy	
1985	Eggum	Janet	Dolnick	Sandy	
1986	Eggum	Janet	Dolnick	Sandy	
1987	Eggum	Janet	Dolnick	Sandy	
1988	Eggum	Janet	Dolnick	Sandy	5 years
1989	Eggum	Janet	Ash	Patricia	
1990	Eggum	Janet	Ash	Patricia	
1991	Eggum	Janet	Ash	Patricia	
1992	Eggum	Janet	Ash	Patricia	4 years
1993	Bellin	Bernard	Haas	Virginia	
1994	Bellin	Bernard	Haas	Virginia	
1995	Bellin	Bernard	Haas	Virginia	
1996	Bellin	Bernard	Haas	Virginia	
1997	Bellin	Bernard	Haas	Virginia	
1998	Bellin	Bernard	Haas	Virginia	6 years
1999	Blaschka	Tracy	Gregory	Brent	
2000	Blaschka	Tracy	Gregory	Brent	
2001	Blaschka	Tracy	Gregory	Brent	
2002	Herold/Blaschka	Tracy	Gregory	Brent	
2003	Herold	Tracy	Gregory	Brent	
2004	Herold	Tracy	Gregory	Brent	6 years
2005	Herold	Tracy	Berg	Martha	
2006	Herold	Tracy	Berg	Martha	
2007	Peterson	Cathy	Berg	Martha	
2008	Hewitt	Kristen	Berg	Martha	
2009	Pierschalla	Linda	Berg	Martha	5 years
2010	Pierschalla	Linda	McGovern	Lisa	
2011	Pierschalla	Linda	McGovern	Lisa	2 years; Bylaws approved with term limits
2012	Pierschalla	Linda	Mavrinac	Georgia	
2013	Pierschalla	Linda	Mavrinac	Georgia	
2014	Marsh	Nyama	Mavrinac	Georgia	3 years
2015	Marsh	Nyama	Elaine	Griffin	
2016	Marsh	Nyama	Elaine	Griffin	
2017	Reed	Nyama	Elaine	Griffin	
2018	Reed	Nyama	Elaine	Griffin	4 years
2019	Reed	Nyama	Plach	Karen	1 year
2020	Reed	Nyama	Tarpey	Kate	1 year
2021	Reed	Nyama	Livingston	Jennifer	1 year

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 28, 2022 Mtg
Re: WFBPL Foundation Update



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 WFBPL Foundation was created in 2021 and fund development advisors were contracted with as of 04/15/2022.

Timeline and Goal

Fund development efforts have been underway for 2.5 months, during which time planning commenced and groundwork was laid. Based on input from local fund development experts, the goal was set at \$2.5 million over a 3-year time frame. An endowment of that level would generate approximately \$150,000 per year in interest.

Core Committee

The current working group is Foundation President Flannery, Library Director Reed, Marc Sabljak & Marybeth Budisch (S&B Founders and Owners), Anna Jablonski (S&B Director of Operations), and Amanda Aliperta (Momentum Nonprofit Strategies Founder and Principal). Significant effort has been put into vetting potential co-chairs and winnowing the list. Approaches are underway as we work to find people who are the right fit for the effort and who have the time to commit to the campaign.

Lead Donors

Two meetings occurred recently with a potential lead donor couple, who indicated they would follow-up with us before the July 4th holiday. The recent Major Gifts class that Director Reed took from the Lilly School of Philanthropy was very informative and helped with planning for the lead donor meetings.

Finances

Currently there are sufficient funds to cover administrative costs through October, plus costs for printing and receptions.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: June 28, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village
 - a. The 2023 budget process is underway as of 6/28/22. Please see the attached Budget Timeline.
 - b. A draft budget will be brought to the WFBPL Board at the July meeting. If additional time is needed, we have often been allowed to submit our final budget after the August meeting.
 - c. Budget priorities for 2023 will include:
 - Wage reset for part-time staff due to current market conditions. At this time, WFBPL offers the lowest pay rate for shelvers, circulation assistants, reference and assistants/interns. Part-time librarians at WFBPL are near the bottom of the current Milwaukee market for librarians.
 - A capital request for a new patron self-check station and staff RFID hardware/software. A request for quote will be sent to multiple vendors this week by Director Reed.
3. Friends – Approved \$15,000 allocation to the WFBPL Foundation.
4. COVID Update
 - a. Milwaukee County Community Level was downgraded to Medium as of 06/24/2022.
 - b. WFB COVID Burden was 341 (High) and NS Total was 463 (Critical) as of 6/20/2022. Local numbers are slowing coming down.
 - c. In the last month, there were isolated positive cases amongst staff. I strongly believe that cases did not spread due to the staff mask requirement that has been in place since mid-April. The plan is to return to mask-preferred for staff once the local levels return to less than 200 new COVID cases per 100,000 people in the previous 7 days. We are close, but not there yet.
5. LDAC/MCFLS - Planning for smart lockers continues. Director Reed is working with John Kearns to complete the needed tasks and documents asap. The current hurdle is determining who will pull the building permit.
6. Anniversary Committee – 85th Anniversary event set for 10/1 with Yid Vicious and Truly Remarkable Loon. Planning is well underway and going well.
7. Continuing Education and Professional Development
 - a. Completed the Developing Major Gifts class from the Lilly School of Philanthropy with a 97%.
 - <https://philanthropy.iupui.edu/professional-development/courses-seminars/the-fund-raising-school/developing-major-gifts.html>
 - b. Attended CVMIC training on FMLA with other WFB Village departments heads and supervisors.

Adult Services (Lenski)

Staffing

Sharon is settling in well in the Adult Services department. She has a wealth of book knowledge from her many years of working at Boswell Book company. She also previously worked in the Adult Services department pre-COVID so she just needed a little refreshing on procedures.

Collection Development

Staff are currently weeding in the nonfiction section, large print and graphic novels. PT staff is taking on more responsibility with ordering so staff is weeding in their respective collections. We are also in the process of replacing copies of classic fiction titles as well updating some of our outdated nonfiction titles.

Programming

In May we hosted author Linda Benjamin, to talk about her book Girls Guide to Aging with Grit and Gusto. The program was held in person and we had 22 people attend. This program was held in-person. We also hosted a program from Bay Bridge. Dr. Sandra E. Jones talked about her book Voices of Milwaukee Bronzeville. This event was organized by Bay Bridge, with help from Hummingbird and the Milwaukee Neighborhood Association, and hosted by the library. Nearly 20 people attended in person and 10 people attended through Zoom.

We are preparing and getting ready for the adult summer reading program which starts mid-June. Summer will also see a return of regular monthly programs for adult.

Circulation Services (Hoge)

Staffing

- We welcomed Andy Kowalicko, a WFBHS sophomore, to our Shelver Team in early June.
- Su-Huey Jou has joined our staff as a Circulation Assistant. Su also works as a Circulation Assistant at the North Shore Library. It has been very informative to compare and contrast different workflows between the two libraries. Her training is going very quickly as she already knows our integrated library system Sierra and also has used Square which we have on an iPad for the Friends Used Book Room sales.
- Robin Kaun will be retiring at the end of June from her part time Circulation Assistant position but has offered to be added to our sub list to help cover shifts as needed.
- Heidi Fallone, who retired in August of 2020, has re-joined the staff as a sub for Circulation staff.

New CountyCat Mobile App Coming Soon!

- Along with Scott Lenski, I've been working with a team of other MCFLS library staff to test the new CountyCat Mobile App. The plan is to roll out the new app in mid-July as our current app license expires at the end of July. Some new and improved functionality includes the ability to cancel holds at any point in its cycle, visibility of the hold pick up expiration date, the ability to check out items that

have an RFID tag using the app on a mobile device, and the linking of accounts which could provide visibility to children's check outs and holds for parents, and the ability of a patron to provide the digital barcode of their spouse to pick up their holds.

Training

- I attended CVMIC training on FMLA at Village Hall which covered the differences between State and Federal laws, what triggers FMLA eligibility, how to help employees plan for FMLA, and how FMLA differs from Worker's Comp.

Technology

- We will be adding 5 new laptops to our collection in June which will be available for patrons to check out for 7 days to use outside of the library. When not checked out, they will be available for in library use.
- We have borrowed a digitization kit through the MPL group MKE Mixers for 3 weeks to assess what possible equipment we may want to add to the Take & Tinker Collection for patrons who want to convert slides, VHS, photos, etc to digital files. I've set up the equipment in the Story Time room and will be testing the different conversion equipment and software to understand how easy (or difficult) it might be for the public to use and how much staff support might be needed.

MCFLS Committees

- I've volunteered to serve on the newly created ILS Functionality sub-committee which will be a cross functional team that researches functionality available through our ILS systems that may not be fully utilized by the MCFLS locations, and also stays updated on new technology and software in the industry.
- My tenure as the Secretary/Recorder for the MCFLS Circulation Services Committee has ended and I'll be moving into the Chair position for this committee beginning in September. Summer!
- School is out and Summer Reading Programs have begun! We are already seeing a huge increase in foot traffic, new card registrations, card renewals, check outs and returns. Front desk staff are working hard to make sure everyone has a great experience at the library this summer!

Youth Services (Morris)

Staff

- Liza (Leigh-za) our new reference assistant began training on May 23, 2022. She has started regular shifts on the reference desk and is doing really well in all tasks including Sierra and customer service. We are happy to have her.

Programs and Services

- Summer Reading program officially started on Monday, June 13. To date we have 312 children and 57 teens signed up for the program through Beanstack.
- Outdoor storytime began on Monday, June 13. Storytimes are Mondays (with Taylor) and Thursdays (with Valerie) at 10am. So far, we have served 197 patrons!

- On Wednesday, June 22, the summer Richards K-Camp visited for an outdoor storytime with Valerie. This event was attended by 50 children and camp staff.
- The moving jellyfish craft for K5-3rd grade was on Thursday, June 16 with 14 children and adults attending. The craft was moved indoors due to high winds.
- The felt jellyfish sewing craft for teens was on Friday, June 17 with 6 teens participating. The craft was moved indoors due to high winds.
- On Tuesday, June 21, we hosted the musical group Fox & Branch with 40 patrons attending. The event was moved indoors due to extreme heat.
- We had Embody Yoga instruct a class on Tuesday, June 21 in School House Park for 4-6th graders. Four children attended. Yoga classes will also be held on June 28, July 12, and July 19.
- The youth computer tables were reoriented so that the four computer monitors face away from patrons walking by. This was in response to a call from a concerned patron about teens playing certain types of games in full view of younger children, in light of the Uvalde school shooting tragedy.

Collections

- Taylor continues to create displays of picture books and teen books for various celebrations including Asian American/Pacific Islander Heritage month, Jewish American Heritage month, and LGBTQIA+ Pride month.
- We are finishing up the weeding of biographies and refreshing the series collection with fresh copies.
- We have added a new mini-format collection to the YA fiction. These mini books fit in the palm of your hand and are starting to circulate really well.

2023 BUDGET SCHEDULE

Date	Step
June 28	Initial Management Meeting Held
July 8	Budget Templates Distributed to Departments
August 10	Draft Department Budgets due to Finance Department
August 17-18	Village Manager and Departmental review of Budget requests
August 29	Village Board Projects & Priorities Visioning Session (New in 2022)
September 6-8	Village Manager and Finance Director finalize Budget requests
October 3	Village Manager Overview of Budget with Board
October 4	Printing and Preparation of Village Manager's Recommended Budget
October 10	Distribution of Village Manager's Recommended Budget to Village Board
October 24	Village Board Detailed Budget Review Workshop
October 25	Public Hearing Notice due to Newspaper
November 2	Publication of Public Hearing Notice for 2022 Budget
November 21	Public Hearing on the 2022 Budget
November 21	Village Board adoption of the 2023 Budget

