LIBRARY BOARD MEETING
TUESDAY JAN 24, 2023, 6:30 pm

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

https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNiejJ3V2IIankrQT09

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
Name, Position Title, Year Board Term Expires	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2023	
Jay Balachandran, Village Board Representative, 2022-2023	
Sandy Saltzstein, School District Representative, 2021-2023	
Claire Flannery, Member, 2020-2023	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Staff	
Nyama Reed, Library Director	

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of DEC 13, 2022 meeting	Motion			
6:33-6:40	4. Finance Report Through DEC 31, 2022	Motion			
6:40-6:50	5. 2023 Work Plan	Motion			
6:50-7:15	6. The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may reconvene in open session to act upon such matters The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In" \n\n Roll Call "Out"			
7:15-7:30	7. Library Director's Annual Review	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:30-7:45	8. Foundation and Fundraising Update	Discuss			
7:45-8:00	9. Return to In-person/Hybrid Meetings	Discuss			
8:00-8:15	10. Informational Items	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES
• February 13, Monday, 6:00pm – WFBPL Foundation Board of Directors, @Zoom
• February 15, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
• February 6 & 20, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
• February 28, Tuesday, 6:30 pm - Library Board of Trustees, @TBD

Whitefish Bay Public Library
5420 N. Marlborough Drive, Whitefish Bay, WI 53217
(414) 964-4380; www.wfblibrary.org

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Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Jay Balachandran, Village Board Representative, 2023	Absent
Sandy Saltzstein, School District Representative, 2023	X
Claire Flannery, Member, 2023	X
Erin Jelenchick, Member, 2024	X
Ellie Gettinger, Member, 2025	Absent
Staff	
Nyama Reed, Library Director	X

Other Attendees: three WFB high school students for class.

Time	Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:31pm					
1. Statement of Public Notice	n/a				
Student asked how Director Reed became a librarian. Director Reed stated librarians need a Masters in Library and Information Science.					
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a				
TOPICS REQUIRING DISCUSSION & APPROVAL					
3. Minutes of DEC 13, 2022 meeting	Motion	Leinweber	Saltzstein	Unanimous	
Motion to approve minutes as presented.					
4. Finance Report Through DEC 09, 2022	Motion	Flannery	Jelenchick	Unanimous	
Motion to approve finance report as presented.					
5. The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may reconvene in open session to act upon such matters The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In" / Roll Call "Out"	n/a			
Tabled until Jan 2023 meeting.					
6. Library Director's Annual Review	Motion				
Tabled until Jan 2023 meeting.					
TOPICS REQUIRING DISCUSSION ONLY					
7. Foundation and Fundraising Update	Discuss				
Director Reed provided update on the Foundation and current status of fundraising efforts, as outlined in memo.					
8. Informational Items	Discuss				
Director Reed presented statistics and department reports. Highlights: Total circulation in Oct/Nov 2022 surpassed numbers from Oct/Nov 2021; Library closure for maintenance in Dec; 2023 budget was approved as presented, supporting staff wage increases; staff reviews are underway and all staff have satisfactory performance.					
ADJOURNMENT 7:12pm	Motion	Flannery	Saltzstein	Unanimous	

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	12/31/2021	BALANCE		
Taxes			YTD: 100%	Above Target: 101%+	On Target: 90-100%	Under Target: 89%-	
13-00000-41100	PROPERTY TAXES	700,833	716,744	716,744	-	100	
Taxes		700,833	716,744	716,744	-	100	
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	747,925	(232)	100	OK
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	20,644	20,000	22,400	(2,400)	112	
13-00000-45210	Library Replacement Cards	155	50	138	(88)	276	
13-00000-45224	LIBRARY DAMAGE RECOVERY	1,045	1,000	62	938	6	Combined with Fines Mid Year
Fines, Fees, Penalties		21,843	21,050	22,600	(1,550)	107	Ok
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	2,051	(1,051)	205	
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	3,325	(1,325)	166	
13-00000-46714	LIBRARY DVD RENTALS	-	-	352	(352)	100	
13-00000-46715	MISC REV for SERVICES			2,401		100	ARPA Grant Reimbursement for Lockers
Public Charges for Services		2,644.03	3,000.00	8,128.65	(2,727.73)	270.96	Great
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	3,140	(1,140)	157	
13-00000-48901	MISC REV not SERVICES	616	-	1,637	(1,637)	-	Friends: Seeds; SEWI Continuing Ed Grant; B&T Sustainable Shelves
Miscellaneous Revenue		4,110	2,000	4,777	(2,777)	239	Great
	Variable Reveue	28,598	26,050	35,506	(7,055)	136	Great
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	783,431	21,312	98	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	12/31/2021	BALANCE		
				Above Target: 101%+	On Target: 90-100%	Under Target: 89%-	
Dept 93000 - LIBRARY SALARIES			YTD: 100%				
13-93000-50100	Salaries	453,253	480,661	472,028	8,633	98	
13-93000-50150	FICA Tax	34,481	36,771	35,757	1,014	97	
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	44,875	(98)	100	
13-93000-50161	Health Insurance Deductible (Dire(	270	1,290	930	360	72	
13-93000-50170	Retirement Contribution - ER portic	22,602	21,957	23,191	(1,234)	106	
13-93000-50180	Group Life Insurance Premium	773	828	1,075	(247)	130	
13-93000-50181	Disability Insurance Premium	-	828	-	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	577,856	9,256	98	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	3,869	631	86	Reimbursed $1,100 via grant for continuing ed.
13-93200-50191	Membership Dues	1,156	980	697	283	71	
13-93200-50194	Personnel Related Expenses	485	735	761	(26)	104	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	-	Board Approved
13-93200-50220	Attorney Contract	6,336	-	-	-	-	
13-93200-50250	Utilities	41,349	42,140	40,089	2,051	95	Projected $43k
13-93200-50251	Telephone/Internet	6,297	8,000	5,230	2,770	65	
13-93200-50300	Office Supplies	2,012	2,000	2,215	(215)	111	
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	-	
13-93200-50302	Postage	15	200	11	189	6	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	-	
13-93200-50360	Building Maintenance	6,167	9,800	11,746	(1,946)	120	Electrical work for smart lockers included; $2400 reimbursed by grant.
13-93200-50760	Sales Tax	118	200	194	6	97	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	72,614	(2,589)	104	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	17,121	(121)	101	
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	2,651	(151)	106	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,382	(382)	113	
13-93300-50350	Maintenance Service & Supplies	27,088	27,000	29,163	(2,163)	108	Dec Invoice Not Yet Received. Projected: $32k. Overage was approved by Board.
13-93300-50351	Custodial Supplies	1,465	2,000	2,230	(230)	111	
13-93300-50400	MCFLS Supplies	2,117	1,470	1,071	399	73	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	55,619	(2,649)	105	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	12/31/2021	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			YTD: 100%	Above Target: 101%+	On Target: 90-100%	Under Target: 89%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94	
13-93400-50402	Programs - Adult	119	-	473	(473)	-	
13-93400-50403	Programs - Children	38	-	126	(126)	-	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,515	720	97	OK
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	79,621	70,000	70,560	(560)		
	Adult DVDs	-	-	457	(457)		
	Fund 22	26,448	31,000	26,790	4,210		
Total Dept 93500 - LIBRARY COLLECTIONS		106,069	101,000	97,807	3,193	97	Have not processed Nov B&T yet.
TOTAL EXPENDITURES		781,651	802,342	798,621	3,721	100	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	783,431	18,911	98	OK
TOTAL EXPENDITURES		781,651	802,342	798,621	3,721	100	Project at +$6k in invoices to be received.
NET OF REVENUES & EXPENDITURES		6,534			(15,190)		Approved overage: (43,099)
BEG. FUND BALANCE		65,416			71,950		
END FUND BALANCE		71,950			56,760		$50k Proj Year End
Fund 22 - LIBRARY EXPANSION FUND		END BALANCE		YTD BALANCE			NOTES
		12/31/2021		12/31/2021			
TOTAL REVENUES		150		4,154			$31k collections; $26,448 spent
TOTAL EXPENDITURES		26,448		59,290			$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(55,136)			$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865	132,865			Approved Expenditures $63,500
END FUND BALANCE		132,865		77,730			
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	12/31/2021			
01-55500-50350-1001	Maitenance Services (Contracts)	14,038		10,765			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		40,286			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 24, 2024 Meeting
Re: 2023 Work Plan

<u>Our Mission</u>
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.

1. Implement Strategic Plan
    a. Schedule staff and Board trainings on Inclusion, Diversity, Equity, and Accessibility (IDEA) topics, such as unconscious bias or ADA compliance.
    b. Create an additional community partnership.
    c. Conduct new large survey or multiple small targeted surveys. Aim to obtain feedback on programing and services. How have needs and desires changed due to the pandemic? Are we meeting the new needs and desires?
2. Update Policies
    a. Library Code of Conduct
    b. *Naming* for fundraising purposes
    c. Collection related policies in light of current intellectual freedom focus
    d. Technology related policies to match ever-changing technology landscape.
3. Engage with public more by working service desks every couple weeks and walking through departments periodically throughout the day.
4. Fully utilize budgeted hours to support and serve the WFB community.
5. Review and update all job descriptions, plus staff evaluation forms and process.
6. Work with WFBPL Foundation and Friends to continue enhancing library services.

Placeholder for Closed Session and Director Review

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 24, 2023 Meeting
Re: Foundation & Fundraising Update

Our Mission

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

1. We are awaiting the final 2022 statements from Greater Milwaukee Fund and Associated Bank, but we were on track to complete the year with $50,000 in the GMF fund (it will not generate payouts until there is $100,000 in the fund) and about $7,000 in the Foundation's bank account.
2. Director Reed will send thank you notes and an annual summary to donors by January 31, 2023 via postal mail.
3. Director Reed is in communication with an ambassador to host the first small group meeting in Feb or Mar 2023.
4. The Foundation's new Marketing Work Group will have its kick-off meeting this week to review current materials and update them for consistency. New professionally designed and printed brochures will be one of the work groups deliverables.
5. Director Reed is working with a couple potential donors to develop relationships and to steward verbal commitments into signed commitments.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 24, 2023 Meeting
Re: Return to In-Person/Hybrid Meetings

<u>Our Mission</u>
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.

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

<u>Discussion</u>
As the pandemic transitions to an endemic, it is time for the Library Board to discuss returning to in-person meetings. Discussion needs to include whether to stream the meetings for the public and what level of public participation to allow at meetings.

Article VI **Boards, Authorities, Committees, and Commissions** (https://ecode360.com/36959614)
[Adopted 8-3-2020 by Ord. No. 1870]

§ 1-30**Conduct of virtual meetings and remote attendance at meetings.**
In exceptional circumstances as determined by the chair of the applicable Village board, authority, committee or commission, meetings may on a case-by-case basis be held on a virtual basis or otherwise with remote attendance as described in this section. Virtual meetings and remote attendance are only authorized when the chair determines that health, safety, welfare, family or work circumstances warrant a virtual meeting or remote attendance. Virtual meetings and remote attendance may not be authorized solely for convenience. For meetings that include quasi-judicial action requiring due process, the chair must consult the Village Attorney before authorizing a virtual meeting or remote attendance. Virtual meetings and remote attendance are subject to the following:

A. Remote attendance. When a meeting is held in person, the chair of the applicable body may allow one or more members of the body to attend the meeting by telephone or other electronic means, subject to the requirements of this section. A member of the body seeking to attend remotely shall notify the Village Manager of the request at least 48 hours in advance of the meeting. The Village Manager shall immediately notify the chair. The chair shall decide whether to grant the request at least 24 hours in

advance of the meeting. The chair's determination shall be final. Members of the body attending remotely shall have all powers of participation, including counting toward a quorum and having the opportunity to vote. Such attendance is only permitted if systems allow the remote member to hear the proceedings and be heard in the meeting room. If visual information is presented at the meeting, the information shall be distributed or systems must allow remote attendees to view what is presented. The Village does not warrant remote attendance system performance. If circumstances leading to one or more members of the body seeking to attend remotely are widely shared by others in the general public, the chair should consider providing a similar remote attendance option for the general public. Such option must be provided to citizens in a timely manner as part of the meeting agenda notice.

B. Virtual meeting. Upon direction of the chair, a body may on a case-by-case basis conduct an entirely virtual meeting, in which no member of the body is present at Village Hall, subject to the requirements of this section. Members of the body attending virtually shall have all powers of participation, including counting toward a quorum and having the opportunity to vote. If visual information is presented at the meeting, remote attendees must have the opportunity before or during the meeting to view what is presented or be prohibited from voting on the matter. The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend.

C. Open meetings law limitations. In no event shall a virtual meeting be convened, or remote attendance be permitted, where a violation of the Wisconsin Open Meeting Law[1] would result.

[1] *Editor's Note: See § 19.81, Wis. Stats., et seq.*

Attending Meetings Remotely After the Pandemic

Curt Witynski, JD, Deputy Executive Director, League of Wisconsin Municipalities

The City of Marshfield Fire and Police Commission meets remotely for their regular monthly meeting using Zoom, a software-based conference room solution that became popular during the pandemic.
Photo submitted by City of Marshfield Communications Department

Many municipal officials participated in governmental body meetings remotely for the first time during the COVID-19 pandemic. They learned how easy and convenient it can be to attend a meeting by phone or video conferencing. The pandemic has forced numerous communities to confront questions about whether and under what circumstances members of municipal governmental bodies should be allowed to attend meetings remotely after the pandemic. Many communities have adopted ordinances or policies establishing rules and procedures for permitting municipal governmental body members to attend a meeting remotely.

Does state law prohibit or otherwise address municipal governmental body members attending a meeting remotely?

No. State law does not address the issue. However, well before the COVID pandemic, the Wisconsin Attorney General had concluded that the open meetings law did not prohibit governmental body members from participating in a meeting by phone or by video conferencing. The League has also issued legal opinions over the years concluding that a member of a common council or village board may attend a meeting by phone or video conferencing, if authorized by the governing body. Although state law does not prohibit a member of a city council, village board, or other municipal governmental bodies from attending a meeting remotely, League legal opinions emphasize that remote attendance must comply with the requirement in the open meetings law that meetings be reasonably accessible to the public. This means that members of the public attending the meeting in person or remotely must be able to hear the governmental body member attending by phone and hear and see members participating in the meeting by video conferencing. Care must be taken to set up the speaker phone, audio, or video system at the meeting site so that it allows all members of the public attending in person or remotely to hear and see the governmental body members attending remotely.

Does a remote attendee count for making up a quorum, and may a person vote by telephone or video?

State law does not address this issue. It is important to check local rules of procedure, but state law does not prohibit a governmental body from acting even if some or all of the quorum attends remotely. Governmental body members attending meetings remotely via speaker phone or video conferencing are generally recognized as in attendance and count toward making up a quorum and may vote on business before the body. Some communities explicitly state in their ordinances that a governmental body member attending a meeting remotely is counted in determining whether there is a quorum and may vote on actions before the body. See, for example, Green Bay's ordinance. (Link provided at the conclusion of this article.)

What about members of the public attending remotely?

During the pandemic, some municipalities found that the practice of conducting meetings by Zoom or other online video conferencing platforms increased public participation in public hearings and public comment periods. As a result, some communities have chosen to regularly offer the public the option of attending and participating in meetings remotely after the pandemic. For example, the City of Green Bay recently passed an ordinance relating to remote attendance at meetings, which provides that any person may appear at any meeting by telephone, video conference, or other remote method of participation.

Governmental bodies must always ensure that they follow the open meetings notice requirements of Wis. Stat. § 19.84. If citizens will be able to participate in a meeting remotely, the meeting notice should inform the public that the meeting can be attended remotely and provide all information necessary for the public to monitor the meeting. This includes providing the telephone number, video conference link, and any necessary passcodes or other login information.

Should we adopt an ordinance or policy relating to remote meeting attendance?

Yes, it is advisable to do so, and many communities are. Some communities limit the number of meetings governmental body members may attend remotely, the number of governmental body members that may attend the same meeting remotely, and the circumstances under which a governmental body member may participate remotely. Other ordinances establish a process and timeline for governmental body members to request the chair's permission to attend a meeting remotely.

The Village of Bayside's ordinance, for example, states that "in exceptional circumstances as determined by the chair," meetings may be held with remote attendance. The ordinance goes on to state that "remote attendance [is] only authorized when the chair determines that health, safety, welfare, family, or work circumstances warrant." The ordinance further provides that "remote attendance [is] not authorized solely for convenience, or due to vacation, travel, or season relocation."

Bayside's ordinance also establishes a process for seeking permission to attend a meeting remotely. Under the ordinance, a village governmental body member seeking to attend a meeting remotely must notify the village manager at least 48 hours in advance of the meeting. The village manager must immediately inform the chair and the chair must decide whether to allow remote participation at least 24 hours before the meeting.

In contrast to Bayside's comprehensive and detailed ordinance, Green Bay's recently adopted ordinance broadly provides that "any city employee, member of a governmental body, or any other person may appear at any meeting by telephone, video conference, or other remote method of participation." The only limit provided in the ordinance is that "no member shall participate or vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member."

Read Green Bay and Bayside's ordinances as well as other sample remote meeting attendance ordinances on the League's website: https://lwm-info.org/1646/Meetings-Governmental

Conclusion

While communities are not legally obligated to allow governmental body members or the public to attend meetings remotely, many have chosen to do so because of positive experiences with remote attendance during the pandemic. Municipal governing bodies may adopt ordinances or policies outlining the circumstances under which governmental body members and the public may attend meetings remotely.

About the Author:

Curt Witynski joined the League staff as assistant legal counsel in 1987. Before becoming Deputy Executive Director, Curt served as the League's Legal Counsel for eight years. Contact Curt at witynski@lwm-info.org
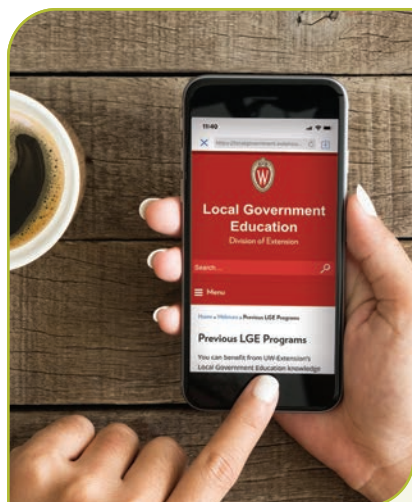
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To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 24, 2023 Meeting
Re: Department Reports

Director (Reed)
1) Building - Regular maintenance is occurring per schedule.
2) Village – Budget books will close mid-February in preparation for the audit.
3) Personnel - Staff reviews were completed.
4) Library Board - terms expiring in 2023 are Jay Balachandran, Claire Flannery, Sarah Leinweber, and Sandy Saltzstein. All are eligible to renew.
5) Security
   a) Research on camera systems has not progressed due to lack of available time during the end of 2022 and start of 2023. Director Reed aims to start the process before the end of Jan.
   b) The patron who generated the call for security cameras has been back to the library only once in recent months. During that visit he did not try to go into restricted areas.
   c) Director Reed implemented a 12-month ban for a patron on 1/17/23.
      i) This patron was banned in 2022 for 1 month and then 6 months. Upon recently returning she did not abide by the Library Code of Conduct. Staff remainder her of behavior expectations on 1/16 with a written update. Later that day as her behavior continued, Director Reed issued a 6-month ban. Staff attempted to give her the 6-month banning letter on the morning of 1/17. During that interaction the patron hit a staff member on the hand while stating "get away from me." Staff then called WFB Police Department (PD) to escort the patron out of the building. Upon being told WFB PD were being called, the patron left. Director Reed was updated by PD on 1/18 that the patron was arrested that evening and PD staff gave her a copy of her 12-month ban letter. Alas, based on a multi-year history with this patron, we know she pushes the limits and ignores policies and staff. Once she is banned and informed by police of her ban, then she stays away until her ban expires.
      ii) Director Reed follow-up with staff regarding the incident and to help process thoughts and feelings about it. Also, we are investigating outside resources that can be of assistance in the future for debriefing if needed.
6) Local Health Stats Update
   a) As of Mon 01/23, WFB's Community Level was 93, the NS area total was 79, and Milwaukee County was 109.
   b) Wisconsin's flu rating has dropped from High Level 10 (on a scale of 1-13) as recently as 12/24/22, to Minimal Level 3 on 1/14/23.
   c) Wisconsin's RSV PCR % Positive was 4.5% on 1/7/23, down from a high of 27% on 11/5/22.
   d) Overall the Tridemic is abating (for now, knock on wood).
7) Smart Lockers – The Smart Lockers training occurred 1/20/23. We are awaiting on a couple final updates and hope to go-live soon.
8) LDAC/MCFLS
   a) MCFLS has been working on utilizing a new report for calculating the Reciprocal Borrowing (RB) amounts for each library. Comparisons of the two reports to determine if the new one (which will take less staff time to run) will result in accurate numbers is ongoing, with the hopes of utilizing the new report in 2023 to calculate the 2025 RB payments.
   b) The System and Resource Library Administrators' Association of Wisconsin (SRLAAW) has contracted with Carlson Dettmann (https://www.carlsondettmann.com/) to conduct a comprehensive compensation survey and analysis for library staff employed at public libraries throughout the state of Wisconsin. The

survey will be funded through a Library Services and Technology (LSTA) grant for which the Southwest Wisconsin Library System (SWLS) will act as contractor and fiscal agent. There will be 47 positions on the study with brief descriptions. This list is intended to be a work in progress that will be adjusted in the future with feedback. There is a final plan and revision meeting for January 27th with a final goal of completion by June 1st.

9) Community Outreach and Collaboration
   a) Jan 18, the Library hosted Bay Bridge and UWM professors for their Mapping Racism and Resistance program. The topic garnered a lot of attention, including MKE JS articles, resulting in 90 people in-person and 62 online for the event.
   b) Director Reed met with Trustee Balachandran and Anne O'Connor to hone ideas regarding a new speaker series to highlight people and cultures in WFB. We are aiming for 4-5 residents in 2023 to talk about their life in WFB.

Adult Services (Lenski)

1) Collection Development
   a) We are making a change to our weeded books. For the last few years we have been sending our library discards to Baker and Taylor. They sell some of the books and recycle the rest. Friends used to take our discards but with the pandemic they had a large stockpile of materials. They have cleared room in the basement and again will be taking library discards. The amount of money we were receiving from Baker and Taylor was pretty small so I expect Friends will make quite a bit more selling library discards.
   b) We just finished weeding the fiction and mystery sections and we will now begin weeding the nonfiction collection.
2) Programming
   a) We are back to hosting monthly programs for adults. In December we hosted a docent from the Pabst Mansion. He talked about the history of the Pabst family and the mansion and he also shared some photos. We had over 40 people attend this program in person.
   b) We also had a special guest at our Mystery book club, Nick Petrie. For this meeting we had 2 people in person and 5 on Zoom.
   c) In 2023 we will have a monthly Whitefish Bay TALKS speaker, and the lineup includes a performance by the Irish band Ceol Cairde, a demonstration on how to weave challah bread, and author Tom Fehring will talk about previous war efforts in Milwaukee.
   d) Favorite Reads: Every year the reference staff chooses their favorite books read during the year. These librarian picks have been shared on the library blog and it is always a very popular post.

Circulation Services (Hoge)

1) Technology
   a) We are scheduling training with the Smart Locker vendor Smiota as soon as possible. Once we've done this and gotten our templates for email and text notifications updated, we will be able to start training staff on how to load the Smart Locker with patron pick ups. We'd like to have a soft open of this service beginning February 1st. Other libraries that have implemented the Smart Lockers are Shorewood, Franklin and Oak Creek. Cudahy and Whitefish Bay are still working with Smiota to finish system setup and get training.
   b) We are reviewing the Tech Plan for 2023 which includes the purchase of new public computers for the Youth Services department, 5 new staff computers for Youth Services, Adult Services, Director and Circulation Services offices. The Tech Plan also includes the purchase of 1 or 2 staff use laptops that could be utilized in the stacks as staff do weeding and inventory along with use at outreach events to register new library cards.
   c) As a part of our involvement at the Cultural Connections Night at Nicolet High School on March 15th, we will be using an OutReach Box provided by MCFLS which will allow us to register patrons for new library cards onsite and also to check out multi-cultural and world language materials at the event.

2) MCFLS ILS Functionality Committee
   a) The Discovery Catalog software demonstrations of PIKA, Aspen and Bibliocore have all occurred, and the ILS Committee is filling out scoring documents and getting additional questions answered by the three vendors. The current plan is to have a Discovery Catalog recommendation to LDAC in March.
   b) This new Discovery software will replace Encore which is used for our current Countycat catalog software. The switchover is targeted for sometime in Q1/Q2 of 2024.
3) Circulation Services Committee
   a) The MCFLS Circulation Services Committee met at The Greendale Public Library Thursday, January 19th. Some information of note from other libraries:
   b) Cudahy Public Library is currently hiring a Circulation Services Supervisor.
   c) **Wauwatosa Public Library went fines free as of January 1st, 2023**. Feedback has been mostly positive but some patrons have voiced concerns that the change removes accountability for people to return items on time.
   d) Whitefish Bay and a few other libraries have had patrons complain that they are not getting their courtesy notices via email of items that are coming due and need to be returned or renewed. MCFLS staff are working with PatronPoint the customer management software that sends out these emails to see what the problem may be.
4) WFBPL Staff Event
   a) Saturday, January 21st staff got together for a potluck New Year's party to celebrate 2023!
   b) The event was held at the Cahill Warming House where staff could comfortably visit and enjoy the large fireplace.

Youth Services (Kiekhaefer)
1) Computers
   a) We were seeing an increase in traffic at our YS computers after school so we added the 5th and 6th computers back to the area. So far, it's gone well and we're able to serve more of our after-school gaming population.
   b) As part of the teen renovation, we hope to buy new tables and reconfigure some of the outlets so we can shift the tables
2) YS Area Updates
   a) We purchased some new puzzles using Friends funds to add to the YS area (and replace some of the older, more worn out puzzles.)
   b) A community member donated a train table to the library, so we'll be purchasing trains and tracks and adding that to the tower. We'll be removing the Duplo table.
   c) Valerie and I are working on ideas for the teen reno (funded by Friends). We're seeing more and more teens using the teen area specifically for studying.
3) Staffing
   a) I finished reviews for Liza and Valerie. Heidi's review was a brief check-in for her six-month review.
   b) Each staff member is meeting expectations.
4) Looking Forward to 2023
   a) Storytime has resumed and we're expanding from two storytimes a week to three (Monday, Wednesday, and Thursday.) Heidi has taken over the Monday morning storytime and Valerie is continuing with Thursday. I will be doing Wednesday storytimes, and I'll use that time to train Liza on storytime. The goal will be for her to do a full storytime on her own by February.
   b) We're seeing more and more repeat program attendees, as well as higher attendance, and the YS area seems to be busier than it's been in a while. We're hoping it continues, and we are committed to planning exciting programs to keep the momentum going.

WHITEFISH BAY PUBLIC LIBRARY STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	26,157	25,032	27,691	25,447	25,072	29,976	31,686	29,097	24,573	26,165	23,270	23,040	317,206		
2020	25,549	25,190	14,532	6,060	7,863	15,552	20,299	20,078	22,432	23,366	21,281	17,571	219,773		
2021	17,605	19,988	25,455	23,669	22,465	25,495	27,170	26,371	22,763	22,113	22,032	20,686	275,812		
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209	22,194	22,669	20,682	281,460	$ 101,000	$ 0.36
2019-22	-9.0%	-11.4%	-11.8%	-6.2%	-8.7%	-14.7%	-19.1%	-9.4%	-13.7%	-15.2%	-2.6%	-10.2%	-11.3%		
2021-22	35.1%	10.9%	-4.0%	0.8%	1.9%	0.2%	-5.7%	0.0%	-6.8%	0.4%	2.9%	0.0%	2.0%		

PHYSICAL CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	23,788	23,055	25,216	23,087	22,782	27,654	29,165	26,579	22,115	23,659	20,829	20,641	288,570		
2020	22,841	22,555	10,790	821	2,666	11,263	15,775	15,793	18,798	19,688	17,423	13,706	172,119		
2021	13,265	16,102	21,547	19,831	18,945	21,991	23,506	22,639	19,451	18,938	18,775	17,129	232,119		
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664	18,418	19,114	17,078	236,434	$ 80,000	$ 0.34
2019-22	-16.3%	-19.6%	-18.9%	-12.9%	-16.6%	-21.5%	-24.8%	-15.3%	-20.1%	-22.2%	-8.2%	-17.3%	-18.1%		
2021-22	50.1%	15.2%	-5.1%	1.4%	0.3%	-1.3%	-6.7%	-0.6%	-9.2%	-2.7%	1.8%	-0.3%	1.9%		

DIGITAL CIRCULATION

	Jan	Feb	Mar (Libby)	Apr (Hoopla)	May (RBDigital)	Jun (Kanopy)	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	2,369	1,977	2,475	2,360	2,290	2,322	2,521	2,518	2,458	2,506	2,441	2,399	28,636		
2020	2,708	2,635	3,742	5,239	5,197	4,289	4,524	4,285	3,634	3,678	3,858	3,865	47,654		
2021	4,340	3,886	3,908	3,838	3,520	3,504	3,664	3,732	3,312	3,175	3,257	3,557	43,693		
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545	3,776	3,555	3,604	45,026	$ 16,002	$ 0.36
2019-22	63.8%	83.3%	60.6%	59.1%	70.6%	66.4%	46.3%	53.2%	44.2%	50.7%	45.6%	50.2%	57.2%		
2021-22	-10.6%	-6.8%	1.7%	-2.2%	11.0%	10.2%	0.7%	3.3%	7.0%	18.9%	9.1%	1.3%	3.1%		

DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	10.0%	8.6%	9.8%	10.2%	10.1%	8.4%	8.6%	9.5%	11.1%	10.6%	11.7%	11.6%	9.9%
2020	11.9%	11.7%	34.7%	638.1%	194.9%	38.1%	28.7%	27.1%	19.3%	18.7%	22.1%	28.2%	27.7%
2021	32.7%	24.1%	18.1%	19.4%	18.6%	15.9%	15.6%	16.5%	17.0%	16.8%	17.3%	20.8%	18.8%
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%	20.1%	20.5%	18.6%		19.0%
2019-22	96%	128%	98%	83%	105%	112%	94%	81%	81%	94%	59%	-100%	92%
2021-22	-40%	-19%	7%	-4%	11%	12%	8%	4%	18%	22%	7%	-100%	1%

LIBBY (Formerly Overdrive. Print books, Audio books, Music)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	1,666	1,371	1,665	1,592	1,660	1,684	1,914	1,862	1,797	1,757	1,688	1,791	20,447		
2020	1,965	1,851	2,505	3,299	3,214	2,887	3,031	2,943	2437	2,423	2,569	2,604	31,728		
2021	2,703	2,546	3,042	2,904	2,703	2,663	2,676	2,612	2,382	2,365	2,429	2,670	31,695		
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740	2,814	2,741	2,719	34,486	$ 7,861	$ 0.23
2019-22	80%	99%	82%	80%	80%	76%	51%	61%	52%	60%	62%	52%	69%		
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%	15%	19%	13%	2%	9%		

HOOPLA (Print Books, Audio Books, Music, Movies)   Hoopla cut from 6 to 4 checkouts per person per month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004		
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982		
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241		
2022	347	350	347	302	339	315	319	350	305	349	350	352	4,025	$ 3,694	WFB
2019-22	18%	54%	7%	11%	43%	44%	28%	72%	34%	33%	37%	49%	34%	$ 5,322	MCFLS
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%	6%	26%	13%	0%	-5%	$ 9,016	$ 2.24

WHITEFISH BAY PUBLIC LIBRARY   STATISTICS

RB DIGITAL (Magaz	2021 switched to actual checkout instead of automatic checkout = drop in circ.														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185		
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177		
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582		
2022	275	260	322	319	275	266	239	249	244	297	270	242	3,258	$ 616	$ 0.19
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%	-44%	-39%	-46%	-35%	-37%		
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%	4%	41%	23%	-7%	-9%		

KANOPY (PLAYS)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	Budget	$/Circ
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767		
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175		
2022	258	279	272	276	301	312	240	262	256	316	194	291	3,257	$ 3,831	$ 1.18
2020-22	130%	166%	-9%	-29%	-40%	-23%	-43%	-34%	8%	22%	-31%	-17%	-14%		
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%	-100%	-2%	-35%	6%	-22%		

KANOPY (Video Pages)													22,933		
KANOPY (Visits)													17,050		

KANOPY (Unique Users)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198		
2021	68	67	59	52	53	59	69	72	68	57	55	66	745		
2022	62	60	60	49	57	59	62	58	57	56	51	61	692		
2020-22	195%	100%	-38%	-54%	-54%	-56%	-55%	-56%	-55%	-50%	-50%	-18%	-42%		
2021-22	-9%	-10%	2%	-6%	8%	0%	-10%	-19%	-16%	-2%	-7%	-8%	-7%		
In 2020, Kanopy accidentally allowed access to all MCFLS residents. Was corrected in Nov.									192 Unique for year; Lots of repeat users						

SELF-CHECK AS % OF TRADITIONAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%		
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%		
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%		
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%	42%	40%	41%		
2019-22	9%	19%	20%	14%	26%	11%	13%	16%	27%	16%	18%	10%	12%		
2021-22	12114%	95%	28%	19%	13%	16%	10%	17%	16%	8%	5%	12%	18%		

SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	8,068	7,486	8,738	8,490	7,765	11,167	11,922	10,658	8,224	8,748	7,408	7,416	106,090		
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727		
2021	40	3,175	7,030	7,005	7,181	8,464	9,851	8,974	7,913	7,533	7,498	6,037	80,701		
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466	8,352	7,886	7,996	6,766	100,862		
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%	2%	-10%	8%	-9%	-5%		
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%	6%	5%	7%	12%	25%		

STAFF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total		
2019	15,720	15,569	16,478	14,597	15,017	16,487	17,243	15,921	13,891	14,911	13,421	13,225	182,480		
2020	14,912	14,335	6,907	820	2,665	9,667	12,188	11,689	13,312	13,928	12,973	12,996	126,392		
2021	13,225	12,927	14,517	12,826	11,764	13,527	13,655	13,665	11,538	11,405	11,277	11,092	151,418		
2022	12,577	11,410	11,917	11,689	10,851	12,003	11,804	12,047	9,312	10,532	11,118	10,312	135,572		
2019-22	-20%	-27%	-28%	-20%	-28%	-27%	-32%	-24%	-33%	-29%	-17%	-22%	-26%		
2021-22	-5%	-12%	-18%	-9%	-8%	-11%	-14%	-12%	-19%	-8%	-1%	-7%	-10%		

WHITEFISH BAY PUBLIC LIBRARY   STATISTICS

WIRELESS (Clients per Day)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	4,162	3,802	4,505	4,766	4,829	4,740	4,882	4,747	4,787	5,694	4,630	4,561	56,105	
2020	5,216	meraki offline					1,519	1,860	1,950	2,108	1,710	1,215	15,578	
2021	1,465	1,552	2,092	2,242	2,385	2,609	2,898	2,824	3,175	3,532	3,423	3,069	31,266	
2022	2,892	2,729	3,165	3,439	3,824	3,699	3,495	3,732	3,712	4,532	4,109	3,406	42,734	
2019-22	-31%	-28%	-30%	-28%	-21%	-22%	-28%	-21%	-22%	-20%	-11%	-25%	-24%	
2021-22	97%	76%	51%	53%	60%	42%	21%	32%	17%	28%	20%	11%	37%	

DOOR COUNT PER MONTH   2020 Door Counter Quit Working. Didn't replace until 2021.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	15,345	14,237	16,934	15,794	16,213	17,811	18,751	16,902	14,390	16,125	14,852	13,734	191,088	
2020	15,473	x	x	x	x	x	x	x	x	x	x	x	15,473	
2021	0	5,000	9,144	8,529	8,755	9,558	10,419	9,667	8,530	8,729	8,997	7,576	94,904	
2022	8,200	8,328	9,303	9,797	9,985	10,826	11,097	13,076	10,427	11,157	12,672	8,442	123,310	
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%	-28%	-31%	-15%	-39%	-35%	
2021-22	n/a	67%	2%	15%	14%	13%	7%	35%	22%	28%	41%	11%	30%	

DOOR COUNT PER DAY   2020 Door Counter Quit Working. Didn't replace until 2021.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	495	508	546	526	523	685	694	650	480	520	495	443	543	352 days
2020	499	x	x	x	x	x	x	x	x	x	x	x		n/a
2021	0	192	352	328	337	368	386	372	305	282	321	281	294	323 days
2022	283	297	300	350	344	416	444	484	372	360	453	338	368	335 days
2019-22	-43%	-42%	-45%	-34%	-34%	-39%	-36%	-26%	-22%	-31%	-9%	-24%	-32%	
2021-22	n/a	55%	-15%	7%	2%	13%	15%	30%	22%	28%	41%	20%	25%	

PHYSICAL CIRC / DOOR COU 2020 Door Counter Quit Working. Didn't replace until 2021.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	
2019	1.55	1.62	1.49	1.46	1.41	1.55	1.56	1.57	1.54	1.47	1.40	1.50	1.51	
2020	1.48	x	x	x	x	x	x	x	x	x	x	x		
2021	x	x	x	x	x	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24	
2022	2.43	2.23	2.20	2.05	1.90	2.00	1.98	1.72	1.69	1.65	1.51	2.02	1.92	
2019-22	57%	38%	48%	40%	35%	29%	27%	9%	10%	13%	8%	35%	27%	
2021-22						-13%	-12%	-26%	-26%	-24%	-28%	-11%	-14%	