

LIBRARY BOARD MEETING
TUESDAY AUG 23, 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	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 Aug 02, 2022 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through AUG 21, 2022 (NYR)	Motion			
6:40-7:40	5. Staff Wage Adjustments (NYR)	Motion			
7:40-8:00	6. Capital Request for 2023 Budget	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
8:00-8:15	7. Informational Items (NYR)	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

- August 24 and September 27, Wednesday, 4:30pm – Anniversary Event Committee
- August 29 and September 19, Monday, 6:00 pm - Village of WFB Board of Trustees
- September 12, Monday, 6:00pm – WFBPL Foundation Board of Directors
- September 20, Tuesday, 6:30 pm - Library Board of Trustees (date changed from usual 9/27)
- September 21, Wednesday, 6:00 pm - Friends of the Library Board of Directors



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Jay Balachandran, Village Board Representative, n/a	absent
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

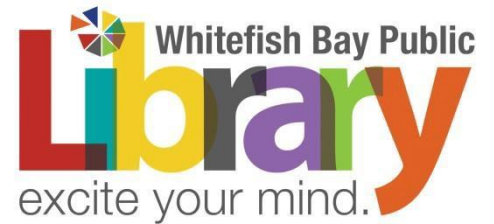
Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:31pm				
1. Statement of Public Notice	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of June 28, 2022 meeting	Motion	Saltzstein	Leinweber	unanimous
Motion to approve minutes as presented.				
4. Finance Report Through July 31, 2022	Motion	Gettinger	Flannery	unanimous
Motion to approve finance report as presented.				
5. Staff Wage Adjustments - Draft	Motion	Tabled	Tabled	unanimous
Extensive discussion. Motion tabled until August 23, 2022 mtg.				
Trustee Livingston asked Director Reed whether other Village staff are lowest paid in Milwaukee County; if WFB library staff are lowest paid in county and Village staff are not, then there is disparity to correct on two levels. Director Reed stated she does not have access to those numbers so she does not know.				
Library Board would like to develop plan, with Village input and agreement, to raise library staff wages to MCFLS average. Library Board wonders if it is viable to request such an adjustment for 2023, or if a plan can be developed to accomplish that goal over 2-3 years. Library Board President Livingston will email Village Board President Kevin Buckley to request meeting to discuss library wages.				
6. 2023 WFBPL Budget - Draft	Motion	Gettinger	Jelenchick	unanimous
Motion to approve the Library operating budget as presented, without wages or capital costs yet approved.				
7. Revision to Library Hours for Staff Development Day	Motion	Leinweber	Saltzstein	unanimous
Motion to approve closing all day Monday October 10, 2022 for staff development day.				
TOPICS REQUIRING DISCUSSION ONLY				
8. Review WFBPL Board Bylaws	Discuss			
Initial review of Bylaws and potential changes. Will bring back to future meeting for continued discussion and approval.				
9. Informational Items	Discuss			
Discussed Department Reports and Statistics as presented.				
ADJOURNMENT 8:37pm	Motion	Gettinger	Leinweber	unanimous

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	08/21/22	BALANCE		
Taxes			YTD: 65%	Above Target: 76%+	On Target: 55-75%	Under Target: 54%-	
13-00000-41100	PROPERTY TAXES	700,833	716,744	-	716,744	-	OK
Taxes		700,833	716,744	-	716,744	-	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	58,754	30,949	31,181	(232)	101	OK
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	14,471	5,529	72	
13-00000-45210	Library Replacement Cards	155	50	108	(58)	216	
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	14,642	6,408	70	OK
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	1,016	(16)	102	Great
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	1,884	116	94	
13-00000-46714	LIBRARY DVD RENTALS	-	-	267	(267)	100	Throws off Total
Public Charges for Services		2,644	3,000	3,167	(167)	106	Really 97%
			3,000	2,900	100	97	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	2,940	(940)	147	Great
13-00000-48901	MISC REV	616	-	1,637	(1,637)	100	\$1100, grant reimbursement for continuing ed
Miscellaneous Revenue		4,110	2,000	4,577	(2,577)	229	OK
	Variable Reveue	28,598	26,050	22,385	3,665	86	Awesome!
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	53,566	748,776	7	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	08/21/22	BALANCE		
			YTD: 65%	Above Target: 76%+	On Target: 55- 75%	Under Target: 54%-	
Dept 93000 - LIBRARY SALARIES							
13-93000-50100	Salaries	453,253	480,661	291,896	188,765	61	
13-93000-50150	FICA Tax	34,481	36,771	22,100	14,671	60	
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	26,343	18,434	59	
13-93000-50161	Health Insurance Deductible (Direc	270	1,290	120	1,170	9	
13-93000-50170	Retirement Contribution - ER portio	22,602	21,957	14,102	7,855	64	
13-93000-50180	Group Life Insurance Premium	773	828	633	195	77	
13-93000-50181	Disability Insurance Premium	-	828	-	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	355,195	231,917	61	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	2,686	1,814	60	Reimbursed \$1,100 via grant for continuing ed.
13-93200-50191	Membership Dues	1,156	980	528	452	54	
13-93200-50194	Personnel Related Expenses	485	735	431	304	59	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	100	Board Approved
13-93200-50220	Attorney Contract	6,336	-	-	-	-	
13-93200-50250	Utilities	41,349	42,140	25,760	16,380	61	
13-93200-50251	Telephone/Internet	6,297	8,000	2,824	5,176	35	
13-93200-50300	Office Supplies	2,012	2,000	1,000	1,000	50	
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	-	
13-93200-50302	Postage	15	200	6	194	3	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	100	
13-93200-50360	Building Maintenance	6,167	9,800	6,181	3,619	63	
13-93200-50760	Sales Tax	118	200	127	73	63	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	47,345	22,680	68	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	13,930	3,070	82	OK
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	1,692	808	68	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,047	(47)	102	
13-93300-50350	Maintenance Service & Supplies	27,088	27,000	15,293	11,707	57	Projected \$34k; Board approved
13-93300-50351	Custodial Supplies	1,465	2,000	914	1,086	46	
13-93300-50400	MCFLS Supplies	2,117	1,470	745	725	51	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	35,620	17,350	67	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	08/21/22	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			YTD: 65%	Above Target: 76%+	On Target: 55- 75%	Under Target: 54%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94	OK
13-93400-50402	Programs - Adult	119	-	373	(373)	100	OK
13-93400-50403	Programs - Children	38	-	-	-	-	
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	65,568	4,432		
	Adult DVDs	0	-	457	(457)		
	Fund 22	26,448	31,000	816	30,184		
Total Dept 93500 - LIBRARY COLLECTIONS		106,069	101,000	66,840	34,160	66	OK
TOTAL EXPENDITURES		781,651	802,342	525,473	276,869	65	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	53,566	748,776	7	OK
TOTAL EXPENDITURES		781,651	802,342	525,473	276,869	65	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	08/21/22			
TOTAL REVENUES		150		816			\$31k collections
TOTAL EXPENDITURES		26,448		32,500			\$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(31,684)			\$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865	132,865			
END FUND BALANCE		132,865		101,182			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	08/21/22			
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		9,226			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		20,346			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 23, 2022 Meeting
Re: Staff Wage Adjustments



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

At the August 02, 2022 Library Board meeting, there was discussion about the current status of WFBPL wages in comparison to wages at other libraries in Milwaukee County. Action was tabled on August 02 because the Library Board wanted to develop a plan, with Village input and agreement, to raise library staff wages to MCFLS average. The Library Board wondered if it is viable to request such a large adjustment for 2023, or if a plan can be developed to accomplish that goal over 2-3 years. Library Board President Livingston planned to email Village Board President Kevin Buckley to request meeting to discuss library wages.

In response to Library Board President Livingston's email, Village Board President Buckley advised conferring with Village Manager Boening and Village Head of Finance Krueger to discuss inflation impacts, to analyze local peer compensation, and to calculate the appropriate hourly rates for 2023.

Director Reed met with Boening and Krueger and then updated Livingston, plus Library Board VP Leinweber. Guidance is for the Library Board to approve wages based on comparable libraries at the August 23, 2022 meeting. As part of the budget process, Director Reed will then submit "library hours" to Village Hall based on what the Library Board approves. The 2023 budget book, which is developed by Village staff, will reflect the necessary tax allocation needed and the Village Board can decide whether to discuss the background for the request and whether to fully fund the library budget and wages as presented.

Analysis

Since the August 02, 2022 Library Board meeting, the State of Wisconsin's Department of Public Instruction released the final version of 2021 annual report data and salary info. Director Reed updated MCFLS averages for each position based on the new data.

The MCFLS averages are based on the 14 suburban libraries. MPL's data doesn't align with others positions since they have many more layers of administration and various positions. It is important to note that not all suburban libraries present their wage data in the same manner in their annual reports. Some listed hours per position but no wage. Some listed every individual position with each staff member's wage; so some had 6 librarians listed with varying wages. Whereas others listed the total hours and total dollars spent for a position category, resulting in only one entry for librarians. An average wage for that library's librarians could be calculated by dividing the total wages by number of hours. To then use their "average" as one entry, against another library's 6 positions results in a skewed total average.

For this updated comparison, Director Reed calculated the average wage per position for each library, then used the averages to calculate a system average per position. The difference from the August 02, 2022 meeting's memo is slight and does not substantively change the financial impact of bringing WFBPL staff to *average*.

WFB Title	WFB 2021 Avg (rank and number of libraries included)	WFB Avg as % of MCFLS Avg	MCFLS Range - 2021 Low	MCFLS - 2021 Avg	MCFLS Range - 2021 High	MCFLS Range - High	Project ed 2022 Avg = 2021 + 2.5%	Project ed 2023 Avg = 2022 + 2.5%
Director (MLIS)	\$40.60 (6th highest of 14)	98%	\$31.67	\$41.42	\$53.51	\$53.51	\$42.46	\$43.52
Adult Services, Head of (MLIS)	\$26.36 (lowest of 5)	78%	\$26.36	\$33.74	\$42.53	\$42.53	\$34.58	\$35.45
Circulation Services, Head of (Other Than MLIS)	\$23.31 (2nd lowest of 8)	91%	\$23.00	\$25.56	\$32.47	\$32.47	\$26.20	\$26.85
Youth Services, Head of (MLIS)	\$26.86 (2nd lowest of 5)	86%	\$24.41	\$31.25	\$42.53	\$42.53	\$32.03	\$32.83
Librarian (MLIS)	\$22.28 (2nd lowest of 12)	85%	\$22.13	\$26.33	\$32.34	\$32.34	\$26.99	\$27.66
Ref Asst (Bachelors Level)	\$14.51 (2nd lowest of 11)	83%	\$13.85	\$17.44	\$26.26	\$26.26	\$17.88	\$18.32
Circ Asst (N/A)	\$11.32 (lowest of 10)	76%	\$11.32	\$14.95	\$21.00	\$21.00	\$15.32	\$15.71
Shelver (N/A)	\$7.86 (lowest of 11)	76%	\$7.86	\$10.31	\$16.20	\$16.20	\$10.57	\$10.83

New options for August 23, 2022 meeting

Option A: All staff adjusted to projected 2023 MCFLS average for position, for everyone below the average; no variation for longevity. Total increase of \$102,780, 21.4% over 2022 wages.

Proposed Wages

- Director: \$43.52/hour
- Adult Services, Head of: \$35.45/hour
- Youth Services, Head of: \$32.85/hour
- Circulation Services, Head of: \$26.85/hour
- Librarians: \$27.66/hour
- Reference Assistants: \$18.32/hour
- Circulation Assistants: \$15.71/hour
- Shelves: \$10.31/hour

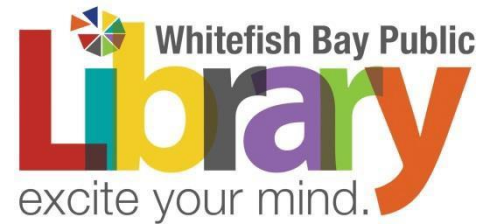
Option B: All staff adjusted to new wage based on projected 2023 MCFLS average for position, with variation for longevity. Total increase of \$99,303, 20.7% over 2022 wages.

- Director: \$43.52/hour (9 years in 2023)
- Youth Services, Head of: \$37.00/hour (10 years)
- Adult Services, Head of: \$36.00/hour (11 years at library; 2 years team lead; 3 years in position)
- Circulation Services, Head of: \$28.00/hour (5 years)
- Librarians: \$23.00-27.50/hour (1-24 years)
- Reference Assistants: \$18.45/hour (1 year)
- Circulation Assistants: \$14.25-17.25/hour (1-24 years)
- Shelves: \$9.75/hour (1-3 years)

Recommendation

It is recommended the Library Board approve TBD.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 23, 2022 Meeting
Re: Capital Request for 2023 Budget



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 self-check machine is 9 years old and experiencing regular issues due to its age. A request for proposal/quote was sent to several vendors, to replace the self-check machine, staff RFID pads (used to check materials in and out), and related software and hardware.

Analysis

Review of proposals/quotes by the leadership team indicates a new system will cost approximately \$20,000. Due to the cost of the replacement and its nature as a non-annual item, it is suggested the expense be submitted to the Village as a capital request for the 2023 budget.

Recommendation

It is recommended the Library Board approve a capital request of \$20,000 to replace the self-check machine, staff RFID pads, and related software and hardware.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: August 23, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village
 - a. Village administration is starting the 2023 budget process.
 - b. New Village Assistant Manager will be announced Monday 8/22/22.
3. Friends – n/a – No July or August meetings.
4. COVID Update
 - a. Milwaukee County Community Level was lowered to Medium
 - b. Library Leadership Team is discussing whether to remove the staff mask requirement.
5. Foundation and Fundraising – efforts are ongoing.
6. Anniversary Committee – 85th Anniversary event planning is ongoing.

Adult Services (Lenski)

Staffing

Our Adult Services Reference Assistant Laura Reilly is due to graduate with her MLIS in December. She was offered a full-time position at St. Monica as their librarian, where she has been working part-time for the past few years. Laura has been a staff person at Whitefish Bay Public Library for 8 years, first as a Circulation Assistant. She transferred over as a Reference Assistant in 2020. We are currently interviewing candidates to fill this position.

Programming

In August we hosted Jessica Michna. Ms. Michna embodied Eleanor Roosevelt, and is a library favorite. A few years back, Ms. Michna was at the library acting as Laura Ingalls Wilder. For this Monday night program, we had nearly 50 people attend. We received a number of compliments from patrons saying they loved the program and would love to have her back.

Adult Summer Reading Program

The Adult Summer Reading Program is drawing to a close. This year we had 160 adults participate, which is highest participation we've had since we started using Beanstack back in 2020 for the summer reading program.

Collection Development

Adult staff have been busy weeding in the nonfiction book collection. We recently updated legal and business guides with the newest available editions.

Circulation Services (Hoge)

New CountyCat Mobile App

The new Countycat Mobile App is live and patrons have been using it for about a month now. So far patrons seem very happy with the look and feel of the new app. At Circulation, we have found the digital barcode that patrons can provide on their phone scans much easier and faster than the old app's version. Also, a new feature that allows a patron to check out RFID tagged items using their smart phone has been activated. This

has not been highly publicized yet, but I did have the opportunity to walk through it with one patron recently and it worked great!

Training

Circulation staff have been enrolled in the CVMIC training seminar 'First Amendment Audits' so that staff understand what a First Amendment audit is, what it may look like in the library, and how they should respond if it should happen while they are working at the front desk.

Technology

I've been preparing our 5 new Dell laptops that were purchased through a grant from the ECF (Emergency Connectivity Fund) for circulation. These laptops can be checked out by patrons for 7 days and can also be used with our new hotspots. Patrons need to sign a form indicating their need for this laptop for school, work, or job search use. These laptops can also be used by patrons in-library when they are not checked out.

Summer

The Summer Reading Program is winding down, but at the Circulation Desk we are not seeing a decrease in foot traffic yet. It's been great to see our Circulation numbers increase or maintain as we continue to recover from the pandemic slowdown.

Youth Services (Kiekhaefer)

Summer Recap

Summer Reading program runs until the end of August. 433 kids enrolled and 74 teens signed up. Official end of program sign-up numbers will be available in September's board report.

Fall Programming Update

We'll continue offering outdoor programming in September and October, from storytimes to tween and teen programming.

After taking a break from Take and Makes this summer, we're offering one in September and one in October. These will be geared towards preschool/early elementary school, and our newest YS staff member, Liza, will be taking the lead.

Collections

Taylor and Valerie have officially weeded the non-fiction collection. This was an incredible undertaking with Valerie really taking the lead on the project.

A long-term goal is to reorganize the children's non-fiction collection to make it more browsing friendly. Completing the weeding project is an important first step in making that project possible.

Staffing

In August, Taylor Camara finished her MLIS program. Since her position was originally a librarian position, rather than a reference assistant, she will receive a pay bump and the new title of Youth Services Librarian. She has worked hard in her school work, and she has applied so much of her schoolwork to her job here at WFBPL. We are very happy for her!