

LIBRARY BOARD MEETING
TUESDAY DEC 13, 2022, 6:30 pm



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

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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 NOV 15, 2022 meeting	Motion			
6:33-6:40	4. Finance Report Through DEC 09, 2022	Motion			
6:40-7:10	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"			
7:10-7:30	6. Library Director's Annual Review	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:30-7:40	7. Foundation and Fundraising Update	Discuss			
7:40-8:00	8. Informational Items	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

- December 12 and January 9, Monday, 6:00pm – WFBPL Foundation Board of Directors
- December 21 and January 18, Wednesday, 6:00 pm - Friends of the Library Board of Directors
- January 16, Monday, 6:00 pm - Village of WFB Board of Trustees
- January 24, Tuesday, 6:30 pm - Library Board of Trustees



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	Absent
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	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of OCT 25, 2022 meeting (JL)	Motion	Gettinger	Flannery	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through NOV 13, 2022 (NYR)	Motion	Saltzstein	Gettinger	Unanimous
Motion approve finance report as presented.				
5. 2023 WFBPL Exceptions to Hours	Motion	Saltzstein	Flannery	Unanimous
Motion to approve 2023 WFBPL Exception to Hours as presented.				
1. The usual 10 paid holidays as listed in the Village of WFB Employee Handbook 2. Closing any additional holiday the Village Board may approve for 2023 3. Closing Easter Sunday 4. Closing at 6:30pm on Independence Day Eve 5. Closing 10/09 for staff development				
6. 2023 WFBPL Board of Trustees Meeting Dates	Motion	Gettinger	Jelenchick	Unanimous

Motion to approve Library Board of Trustees 2023 meetings dates as listed in Alternate 2.

Starting at 6:30pm
 Tuesday, January 24, 2023
 Tuesday, February 28, 2023
 Tuesday, March 21, 2023
 Tuesday, April 25, 2023

Tuesday, May 23, 2023
 Tuesday, June 27, 2023
 Tuesday, July 25, 2023
 Tuesday, August 22, 2023
 Tuesday, September 26, 2023
 Tuesday, October 31, 2023
 Tuesday, November 28, 2023
 Tuesday, December 19, 2023

TOPICS REQUIRING DISCUSSION ONLY				
7. Foundation and Fundraising Update	Discuss			

Director Reed presented updated as presented in packet memo.				
8. Director's Review Process	Discuss			
Director Reed presented Director's Review Process as presented in packet memo. Board agreed process was agreeable and to aim for discussion at December meeting.				
9. Building Security				
Director Reed presented packet memo on building security. Extensive discussion ensued regarding how to change workflows and signage to increase security immediately. Verbal assent was given for Director Reed to investigate camera installation. Director Reed to bring info and costs to future meeting, likely January 2023.				
10. Informational Items (NYR)	Discuss			
Information items discussed as presented in Statistics file and Department Reports.				
ADJOURNMENT 7:30pm	Motion	Saltzstein	Flannery	Unanimous

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	12/09/22	BALANCE		
Taxes			YTD: 94%	Above Target: 100%+	On Target: 84-99%	Under Target: 83%-	
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	21,296.37	(1,296)	106	
13-00000-45210	Library Replacement Cards	155	50	138.05	(88)	276	
13-00000-45224	LIBRARY DAMAGE RECOVERY	1,045	1,000	62.10	938	6	Combined with Fines Mid Year
Fines, Fees, Penalties		21,843	21,050	21,497	(447)	102	OK
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	2,051.00	(1,051)	205.10	
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	3,160.63	(1,161)	158.03	
13-00000-46714	LIBRARY DVD RENTALS	-	-	266.52	(267)	100.00	
Public Charges for Services		2,644	3,000	5,478	(2,478)	183	Great
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	2,940.00	(940)	147	
13-00000-48901	MISC REV	616	-	1,637.01	(1,637)	-	\$1100, grant reimbursement for continuing ed
Miscellaneous Revenue		4,110	2,000	4,577	(2,577)	229	OK
	Variable Reveue	28,598	26,050	31,552	(5,502)	121	
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	779,477	22,865	97	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	12/09/22	BALANCE		
			YTD: 94%	Above Target: 100%+	On Target: 84-99%	Under Target: 83%-	
Dept 93000 - LIBRARY SALARIES							
13-93000-50100	Salaries	453,253	480,661	436,039.52	44,621	91	
13-93000-50150	FICA Tax	34,481	36,771	33,028.37	3,743	90	
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	39,909.72	4,867	89	
13-93000-50161	Health Insurance Deductible (Direc	270	1,290	780.00	510	60	
13-93000-50170	Retirement Contribution - ER portic	22,602	21,957	21,394.30	563	97	
13-93000-50180	Group Life Insurance Premium	773	828	1,074.76	(247)	130	
13-93000-50181	Disability Insurance Premium	-	828	0.00	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	532,227	54,885	91	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	3,868.55	631	86	Reimbursed \$1,100 via grant for continuing ed.
13-93200-50191	Membership Dues	1,156	980	696.51	283	71	
13-93200-50194	Personnel Related Expenses	485	735	760.81	(26)	104	
13-93200-50200	Professional/consulting serv	5,067	-	7,500.00	(7,500)	-	Board Approved
13-93200-50220	Attorney Contract	6,336	-	0.00	-	-	
13-93200-50250	Utilities	41,349	42,140	36,685.53	5,454	87	\$40k projected
13-93200-50251	Telephone/Internet	6,297	8,000	4,795.94	3,204	60	\$5,200 projected
13-93200-50300	Office Supplies	2,012	2,000	2,181.63	(182)	109	
13-93200-50301	Printing/Publishing/Copies	590	1,470	0.00	1,470	-	
13-93200-50302	Postage	15	200	11.03	189	6	
13-93200-50303	Covid Supplies	1,038	-	303.49	(303)	-	
13-93200-50360	Building Maintenance	6,167	9,800	11,371.31	(1,571)	116	Electrical work for smart lockers included; \$2400 reimbursed by grant.
13-93200-50760	Sales Tax	118	200	194.17	6	97	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	68,369	1,656	98	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	17,015.86	(16)	100	
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	2,476.10	24	99	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,382.37	(382)	113	
13-93300-50350	Maintenance Service & Supplies	27,088	27,000	23,363.21	3,637	87	Projected \$34k; Board approved
13-93300-50351	Custodial Supplies	1,465	2,000	1,880.79	119	94	
13-93300-50400	MCFLS Supplies	2,117	1,470	1,071.09	399	73	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	49,189	3,781	93	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	12/09/22	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			YTD: 94%	Above Target: 100%+	On Target: 84-99%	Under Target: 83%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915.00	1,320	94	
13-93400-50402	Programs - Adult	119	-	473.18	(473)	-	
13-93400-50403	Programs - Children	38	-	126.45	(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	69,541.45	459		
	Adult DVDs	-	-	456.92	(457)		
	Fund 22	26,448	31,000	18,673.73	12,326		
Total Dept 93500 - LIBRARY COLLECTIONS		106,069	101,000	88,672	12,328	88	Have not processed Nov B&T yet.
TOTAL EXPENDITURES		781,651	802,342	741,298	61,044	92	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	779,477	22,865	97	OK
TOTAL EXPENDITURES		781,651	802,342	741,298	61,044	92	OK
NET OF REVENUES & EXPENDITURES		6,534					
BEG. FUND BALANCE		65,416					
END FUND BALANCE		71,950					
Fund 22 - LIBRARY EXPANSION FUND		END BALANCE		YTD BALANCE			NOTES
		12/31/2021		12/09/22			
TOTAL REVENUES		150		2,452			\$31k collections
TOTAL EXPENDITURES		26,448		51,174			\$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(48,722)			\$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865	132,865		\$	63,500
END FUND BALANCE		132,865		84,143			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND		END BALANCE	2022	YTD BALANCE			NOTES
		12/31/2021	ORIGINAL	12/09/22			
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		10,666			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		31,939			

Placeholder for Director Review



To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 13, 2022 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.

An email was sent to the full email list for Giving Tuesday, which is the Tuesday after Thanksgiving and is utilized by non-profits for fundraising. Several checks were received and a deposit for \$1700 was made in early December.

Director Reed met with an ambassador who is interested in helping the Foundation with completing a plan of work for 2023 and formal marketing documents. She is amenable to working with Foundation Board members Jan C and Amy P who have also offered to help with marketing efforts. Director Reed suggests forming an ad hoc marketing committee to work Jan-Mar 2023. By the date of the Library Board meeting, the Foundation Board will have met on Mon 12/12 and Director Reed will be able to provide an update.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: December 13, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building

- a. Regular maintenance is occurring per schedule.
- b. The Library will be closed Wed Dec 14-Fri Dec 16 for cleaning of the air vents and heating coils. Some circ staff will come in to empty the drop box and move book bins into the basement. Otherwise, staff are not able to be in the building during the work. Leadership Team members will work from home on projects; hourly staff have been assigned online trainings to complete from home, if able. Otherwise, staff will be paid regular wages per their usual work schedule for Wed-Fri.

2. Village – The 2023 budget was approved as presented. Wage adjustments for staff, except the Director, have been submitted to the Village finance department.

3. Personnel

- a. Staff reviews are being completed and staff have been informed of their 2023 wage. Much gratitude has been expressed.
- b. Full time staff are attempting to use as much vacation time as possible before the end of the year. Unfortunately, staffing shortages due to turnover/training and illnesses made it difficult to regularly use time-off throughout the year.
- c. The “Tridemic” has impacted staff and we continue to need to fill shifts each week due to illnesses.

4. COVID Update

- a. As of Fri 12/9, WFB’s Community Level was 151, the NS area total was 156, and Milwaukee County was 167. While that is still under the 200 threshold for COVID Community Level, the current rating is Medium. Once the number hits 200+, we will be in High territory.
- b. As of Thu 12/8, Milwaukee County’s Key Indicators for Cases and Positivity Rate moved into Red territory. This indicates a 14 day significantly positive trend for Cases, and greater than 10% positivity rate for testing.

5. Smart Lockers – The Smart Lockers were delivered last week and are set to be installed Dec 13 or 14th. More details in Circ Services update below.

6. LDAC/MCFLS – The Marketing Committee is producing excellent graphics to promote system-wide services.

Circulation Services (Hoge)

Technology

- Over the past three to four months, we have been having random issues on our public use adult workstations. We’ve



worked with our Network Administrator at MCFLS to try to pinpoint the problems, but the incidents have been random across different computers. We made a decision to remove the ability for MCFLS to make Windows operating system updates using a patch management software application that ran overnight on all of our public computers. It has now been about a month without the nightly updates and the computers have stabilized. To ensure Windows remains up to date, I will be manually running Windows updates on all public workstations and public use laptops quarterly. This has made things much easier on staff since trying to troubleshoot the random incidents was difficult and time consuming.

- On November 9th, MCFLS transitioned the Sierra ILS local server to a vendor supported cloud based server. On that day, access to Countycat, Countycat mobile app, databases, and online Sierra were unavailable from 6am until about 1pm. Circulation Staff utilized the Sierra Offline Circulation module which allowed us to check items out to patrons but no other capabilities (such as renewing or checking in items, viewing a patron's account information, renewing or entering new cards, etc.) were available. Once all systems were back up and running, we uploaded our 'checked out' file to MCFLS and they updated the database. All went smoothly and except for a few glitches the first week or so with performance, the move to the cloud server was successful.
- Our Smart Locker was delivered on Thursday December 8th. Installation is planned for the week of December 12th. Scott Lenski and I have a meeting on Wednesday December 14th with staff at the Shorewood Public Library to watch them go through their workflow when placing items in their locker for patron pick up. Go live with our locker will likely not occur until after the New Year as we need time to train all Circulation Assistants on how to manage this new software and the integration with Sierra.

MCFLS ILS Functionality Committee

- Our Sierra vendor, Innovative, has provided MCFLS with a cloud hosted test environment which will allow us to try out functionality available in Sierra that the MCFLS libraries don't currently have. Accessing this test environment will be provided to the ILS Functionality Committee to review new features/enhancements available in Sierra 5.5.
- We are waiting to hear from MCFLS about the scheduled upgrade to Sierra 5.5 which has some added features we are looking forward to using. The plan was to upgrade in December, but a date has yet to be finalized.
- A demo of the discovery software Pika by Marmot Library Systems was conducted November 15th and all MCFLS staff were invited to attend. 3 staff from WFBPL participated. We will have a demo of Aspen on January 11th and Bibliocore on January 13th. As a member of the ILS Functionality Committee, one of my responsibilities is scoring each vendor/software product after the demos. This scoring will be tabulated by our MCFLS System Administrator to assist with the selection of a new product to replace Encore, our current discovery catalog.

Circulation Staff

- All reviews for Circulation Assistants and Shelves were completed in November. Wage adjustments effective 1/1/2023 have been communicated to all Circulation staff.
- While we are closed December 14-16th, Circulation staff have been enrolled in different training seminars through CVMIC and the Ryan Dowd Homeless Training program. These can all be done remotely from home.

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	YTD
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	294,166
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	202,202
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	255,126
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370	21,209	22,194	22,669			260,778
2019-22	-9.0%	-11.4%	-11.8%	-6.2%	-8.7%	-14.7%	-19.1%	-9.4%	-13.7%	-15.2%	-2.6%			-11.4%
2021-22	35.1%	10.9%	-4.0%	0.8%	1.9%	0.2%	-5.7%	0.0%	-6.8%	0.4%	2.9%			2.2%
PHYSICAL CIRCULATION														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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	267,929
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	158,413
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	214,990
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513	17,664	18,418	19,114			219,356
2019-22	-16.3%	-19.6%	-18.9%	-12.9%	-16.6%	-21.5%	-24.8%	-15.3%	-20.1%	-22.2%	-8.2%			-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%			2.0%
DIGITAL CIRCULATION			Libby	Hoopla	RBDigital	Kanopy								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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	26,237
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	43,789
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	40,136
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857	3,545	3,776	3,555			41,422
2019-22	63.8%	83.3%	60.6%	59.1%	70.6%	66.4%	46.3%	53.2%	44.2%	50.7%	45.6%			57.9%
2021-22	-10.6%	-6.8%	1.7%	-2.2%	11.0%	10.2%	0.7%	3.3%	7.0%	18.9%	9.1%			3.2%
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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%	10%
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%	95%
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%	19%
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%	20.1%	20.5%	18.6%			19%
2019-22	96%	128%	98%	83%	105%	112%	94%	81%	81%	94%	59%			92%
2021-22	-40%	-19%	7%	-4%	11%	12%	8%	4%	18%	22%	7%			-2%
LIBBY (Formerly Overdrive. Print books, Audio books, Music)														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD
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	18,656
2020	1,965	1,851	2,505	3,299	3,214	2,887	3,031	2,943	2,437	2,423	2,569	2,604	31,728	29,124
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	29,025
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996	2,740	2,814	2,741			31,767
2019-22	80%	99%	82%	80%	80%	76%	51%	61%	52%	60%	62%			70%
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%	15%	19%	13%			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	YTD
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004	2,767
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982	4,666
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241	3,890
2022	347	350	347	302	339	315	319	350	305	349	350			3,673
2019-22	18%	54%	7%	11%	43%	44%	28%	72%	34%	33%	37%			33%
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%	6%	26%	13%			-6%

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

RB DIGITAL (Magazine) 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	YTD	
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185	4,814	
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177	6,583	
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582	3,321	
2022	275	260	322	319	275	266	239	249	244	297	270			3,016	
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%	-44%	-39%	-46%			-37%	
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%	4%	41%	23%			-9%	
KANOPY (PLAYS)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767	3,416	
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175	3,900	
2022	258	279	272	276	301	312	240	262	256	316	194			2,966	
2020-22	130%	166%	-9%	-29%	-40%	-23%	-43%	-34%	8%	22%	-31%			-13%	
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%	-100%	-2%	-35%			-24%	
KANOPY (Unique Users)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198	1,124	
2021	68	67	59	52	53	59	69	72	68	57	55	66	745	679	
2022	62	60	60	49	57	59	62	58	57	56	51			631	
2020-22	195%	100%	-38%	-54%	-54%	-56%	-55%	-56%	-55%	-50%	-50%			-44%	
2021-22	-9%	-10%	2%	-6%	8%	0%	-10%	-19%	-16%	-2%	-7%			-24%	
In 2020, Kanopy accidentally allowed access to all MCFLS residents. Was corrected in Nov.															
SELF-CHECK AS % OF TRADITIONAL CIRCULATION															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%	37%	
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%	23%	
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%	33%	
2022	37%	38%	42%	42%	43%	45%	46%	46%	47%	43%	42%		41%	43%	
2019-22	9%	19%	20%	14%	26%	11%	13%	16%	27%	16%	18%			17%	
2021-22	12114%	95%	28%	19%	13%	16%	10%	17%	16%	8%	5%			29%	
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	98,674	
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727	45,017	
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	74,664	
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466	8,352	7,886	7,996			94,096	
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%	2%	-10%	8%			-5%	
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%	6%	5%	7%			26%	
WIRELESS (Total Count)															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total	YTD	
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	51,544	
2020	5,216	meraki offline						1,519	1,860	1,950	2,108	1,710	1,215	15,578	14,363
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	28,197	
2022	2,892	2,729	3,165	3,439	3,824	3,699	3,495	3,732	3,712	4,532	4,109			39,328	
2019-22	-31%	-28%	-30%	-28%	-21%	-22%	-28%	-21%	-22%	-20%	-11%			-24%	
2021-22	97%	76%	51%	53%	60%	42%	21%	32%	17%	28%	20%				

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

DOOR COUNT PER MONTH			2020 Door Counter Quit Working. Didn't replace until 2021.										Yearly Total	YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
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	177,354
2020	15,473	x	x	x	x	x	x	x	x	x	x	x	15,473	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	87,328
2022	8,200	8,328	9,303	9,797	9,985	10,826	11,097	13,076	10,427	11,157	12,672		114,868	114,868
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%	-28%	-31%	-15%			-35%
2021-22	n/a	67%	2%	15%	14%	13%	7%	35%	22%	28%	41%			32%
DOOR COUNT PER DAY			2020 Door Counter Quit Working. Didn't replace until 2021.										Yearly Total	YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2019	495	508	546	526	523	685	694	650	480	520	495	443	6,567	6,124
2020	499	x	x	x	x	x	x	x	x	x	x	x		499
2021	0	192	352	328	337	368	386	372	305	282	321	281	3,522	3,242
2022	283	297	300	350	344	416	444	484	372	360	453			4,104
2019-22	-43%	-42%	-45%	-34%	-34%	-39%	-36%	-26%	-22%	-31%	-9%			-33%
2021-22	n/a	55%	-15%	7%	2%	13%	15%	30%	22%	28%	41%			549%
PHYSICAL CIRC / DOOR COUNT			2020 Door Counter Quit Working. Didn't replace until 2021.										Yearly Total	YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
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	1.51
2020	1.48	x	x	x	x	x	x	x	x	x	x	x		1.48
2021	x	x	x	x	x	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24	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		0.00	1.94
2019-22	57%	38%	48%	40%	35%	29%	27%	9%	10%	13%	8%			29%
2021-22						-13%	-12%	-26%	-26%	-24%	-28%			-13%