

LIBRARY BOARD MEETING
TUESDAY March 29, 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=OVRrUXdiS0YvYWNiejU3V2llankrQT09>

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 | |
| Will Demet, Village Board Representative, n/a | |
| Ellie Gettinger, Member, 2022 | |
| Claire Flannery, Member, 2023 | |
| Sandy Saltzstein, School District Representative, 2023 | |
| Erin Jelenchick, Member, 2024 | |
| Staff | |
| Nyama Reed, Library Director | |

| Time | Item | Action Desired | 1st | 2nd | Pass |
|---------------|---|----------------|-----|-----|------|
| 6:33 | CALL TO ORDER | | | | |
| 6:30 | 1. Statement of Public Notice | n/a | | | |
| 6:30-6:31 (1) | 2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda. | n/a | | | |
| | TOPICS REQUIRING DISCUSSION & APPROVAL | | | | |
| 6:31-6:33 | 3. Minutes of Feb 22, 2022 meeting (JL) | Motion | | | |
| 6:33-6:40 | 4. Finance Report Through Mar 25, 2022 (NYR) | Motion | | | |
| 6:40-7:10 | 5. Proposal for Endowment Campaign Management and Support | Motion | | | |
| 7:10-7:20 | 6. 2021 Annual Report to DPI | Motion | | | |
| 7:20-7:30 | 7. Adjustment to WFBPL BoT Meeting Schedule | Motion | | | |
| | TOPICS REQUIRING DISCUSSION ONLY | | | | |
| 7:30-7:45 | 8. Barbara Bartley | | | | |
| 7:45-8:00 | 9. Informational Items (NYR) | Discuss | | | |
| | ADJOURNMENT | Motion | | | |

IMPORTANT DATES

April 4 & 18, Monday, 6:00 pm - Village of WFB Board of Trustees
April 20, Wednesday, 6:30 pm - Friends of the Library Board of Directors
TBD, Tuesday, 6:30 pm - Library Board of Trustees

LIBRARY BOARD MEETING
 Minutes of February 22, 2022, 6:30 pm
 Pending at March 29, 2022 Meeting
 Location Zoom



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

Public Attendees: Students Kyle B, Jonah B, India L

| Item | Action Desired | 1st | 2nd | Pass |
|--|----------------|-----------|------------|-----------|
| CALL TO ORDER 6:32 pm | | | | |
| 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 January 25, 2022 meeting | Motion | Leinweber | Jelenchick | Unanimous |
| Amended to correct May date to May 24 in item 6 of minutes. Motion to approve as amended. | | | | |
| 4. Finance Report Thru February 18, 2022 | Motion | Demet | Gettinger | Unanimous |
| Trustee Jelenchick inquired about history of fines and how many the library current has on record. Director Reed stated she runs reports annually but has not presented an analysis to the Board in a couple years. Director Reed stated she can bring a new analysis to the March or April meeting. Motion to approve finance report as presented. | | | | |
| 5. Cleaning Contract | Motion | Flannery | Leinweber | Unanimous |
| Motion to approve usage of Fund 13 Fund Balance to cover the difference in the budgeted cleaning contract and the new quoted contract for Clean Source, LLC. | | | | |
| 6. Annual Report to DPI | Motion | Gettinger | Jelenchick | Unanimous |
| Due to delays in obtaining necessary information for Annual Report to DPI, Director Reed is not able to present a final version to the Library Board as of this meeting. However, signed reports are required to be submitted by March 1. MCFLS suggested libraries ask their Boards to approve allowing the President to sign the annual report as soon as it is finalized. Director Reed would then present the report at the next Library Board meeting. If the Board requests any revisions, we can submit a revised report. Motion to approve President Livingston, or Vice President Leinweber in President Livingston's absence, to sign the 2021 Annual Report to DPI once it is finalized. | | | | |
| TOPICS REQUIRING DISCUSSION ONLY | | | | |
| 7. Starting Wages - Update | Discuss | | | |
| At the January 25, 2022 Library Board meeting the Board of Trustees instructed Director Reed to: 1) Investigate budget impacts of increasing wages; 2) Discuss funding of increased wages with Village Manager Boening. As discussed at the January 25 meeting, WFBPL currently has the lowest starting and actual wages of the four north shore area libraries, and often within all of MCFLS. Director Reed presented a draft plan to raise wages for all part-time staff to new minimums, totally approximately \$22,000. For comparison, 2022 approved wages are \$480,661. Director Reed discussed the potential to include a wage increase in the 2023 budget cycle with Village Manager Boening, who expressed that based on the data presented it is a viable option. | | | | |
| 8. Informational Items | Discuss | | | |
| Discussion of Department Reports as presented. | | | | |
| ADJOURNMENT 7:17pm pm | Motion | Gettinger | Leinweber | Unanimous |

Ellie, Claire, Unan

| Fund 13 - Library Special Revenue Fund: | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|---|---------------------------|-------------|------------|-------------------|-------------------|-------------------|---|
| | DESCRIPTION | 12/31/2021 | ORIGINAL | 3/24/2022 | BALANCE | | |
| Taxes | | | % YTD: 25% | Above Target: 36% | On Target: 15-35% | Under Target:14%- | |
| 13-00000-41100 | PROPERTY TAXES | 700,833 | 716,744 | - | 716,744 | - | Will load after audit |
| Taxes | | 700,833 | 716,744 | - | 716,744 | - | |
| Intergovernmental Revenue | | | | | | | |
| 13-00000-43793 | Library MCFLS RB Payment | 58,754 | 30,949 | 31,181 | (232) | 101 | Paid at start of year |
| Intergovernmental Revenue | | 58,754 | 30,949 | 31,181 | (232) | 101 | |
| | Set Revenue | 759,587 | 747,693 | 31,181 | 716,512 | 4 | OK |
| Fines, Fees, Penalties | | | | | | | |
| 13-00000-45209 | LIBRARY FINES | 20,644 | 20,000 | 4,654 | 15,346 | 23 | |
| 13-00000-45210 | Library Replacement Cards | 155 | 50 | 22 | 28 | 44 | |
| 13-00000-45224 | LIBRARY DAMAGE RECOVERY | 1,045 | 1,000 | 62 | 938 | 6 | Due to newer workflow, damages paid online get rolled into FINES when depositing. |
| Fines, Fees, Penalties | | 21,843 | 21,050 | 4,738 | 16,312 | 23 | OK |
| Public Charges for Services | | | | | | | |
| 13-00000-46712 | LIBRARY ROOM RENT | 225 | 1,000 | 376 | 624 | 38 | |
| 13-00000-46713 | LIBRARY COPY AND FAX FEES | 2,419 | 2,000 | 670 | 1,330 | 34 | |
| Public Charges for Services | | 2,644 | 3,000 | 1,046 | 1,954 | 35 | |
| Miscellaneous Revenue | | | | | | | |
| 13-00000-48501 | LIBRARY DONATIONS | 3,494 | 2,000 | 2,225 | (225) | 111 | |
| 13-00000-48901 | MISC REV | 616 | - | - | - | - | |
| Miscellaneous Revenue | | 4,110 | 2,000 | 2,225 | (225) | 111 | |
| Unclassified | | | | | | | |
| 13-00000-49600 | FUND BALANCE ADJUSTMENT | - | 28,599 | - | 28,599 | - | |
| Unclassified | | - | 28,599 | - | 28,599 | - | |
| | Variable Revenue | 28,598 | 54,649 | 8,010 | 46,639 | 15 | 31% w/o Fund Balance |
| TOTAL REVENUES | All Revenue | 788,185 | 802,342 | 39,191 | 763,151 | 5 | |

| Fund 13 - Library Special Revenue Fund: | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|---|--|-------------|------------|-------------------|-------------------|-------------------|------------------------------|
| | DESCRIPTION | 12/31/2021 | ORIGINAL | 3/24/2022 | BALANCE | | |
| Dept 93000 - LIBRARY SALARIES | | | % YTD: 25% | Above Target: 36% | On Target: 15-35% | Under Target:14%- | |
| 13-93000-50100 | Salaries | 453,253 | 480,661 | 110,438 | 370,223 | 23 | |
| 13-93000-50150 | FICA Tax | 34,481 | 36,771 | 8,378 | 28,393 | 23 | |
| 13-93000-50160 | Health/Dental Insurance Premium | 41,834 | 44,777 | 11,290 | 33,487 | 25 | |
| 13-93000-50161 | Health Insurance Deductible (Direct Pay) | 270 | 1,290 | 120 | 1,170 | 9 | Usual pattern. OK |
| 13-93000-50170 | Retirement Contribution - ER portion | 22,602 | 21,957 | 5,247 | 16,710 | 24 | |
| 13-93000-50180 | Group Life Insurance Premium | 773 | 828 | 206 | 622 | 25 | |
| 13-93000-50181 | Disability Insurance Premium | - | 828 | - | 828 | - | Usual pattern. OK |
| Total Dept 93000 - LIBRARY SALARIES | | 553,213 | 587,112 | 135,679 | 451,433 | 23 | OK |
| Dept 93200 - LIBRARY ADM EXP | | | | | | | |
| 13-93200-50190 | Training/Meetings/Travel | 5,547 | 4,500 | 359 | 4,141 | 8 | Mostly expended in Fall |
| 13-93200-50191 | Membership Dues | 1,156 | 980 | 528 | 452 | 54 | Most paid at start of year |
| 13-93200-50194 | Personnel Related Expenses | 485 | 735 | 225 | 510 | 31 | OK |
| 13-93200-50200 | Professional/consulting serv | 5,067 | - | - | - | - | |
| 13-93200-50220 | Attorney Contract | 6,336 | - | - | - | - | |
| 13-93200-50250 | Utilities | 41,349 | 42,140 | 8,508 | 33,632 | 20 | Jan & Feb. Not March yet. |
| 13-93200-50251 | Telephone/Internet | 6,297 | 8,000 | 796 | 7,204 | 10 | Jan & Feb. Not March yet. |
| 13-93200-50300 | Office Supplies | 2,012 | 2,000 | 310 | 1,690 | 15 | |
| 13-93200-50301 | Printing/Publishing/Copies | 590 | 1,470 | - | 1,470 | - | |
| 13-93200-50302 | Postage | 15 | 200 | - | 200 | - | |
| 13-93200-50303 | Covid Supplies | 1,038 | - | 303 | (303) | - | |
| 13-93200-50360 | Building Maintenance | 6,167 | 9,800 | 750 | 9,050 | 8 | |
| 13-93200-50760 | Sales Tax | 118 | 200 | 46 | 154 | 23 | |
| Total Dept 93200 - LIBRARY ADM EXP | | 76,176 | 70,025 | 11,824 | 58,202 | 17 | OK |
| Dept 93300 - LIBRARY EQUIPMENT | | | | | | | |
| 13-93300-50240 | IT Support Contract Services | 15,388 | 17,000 | 5,712 | 11,288 | 34 | OK |
| 13-93300-50311 | Copier Maintenance/Repair | 2,537 | 2,500 | 315 | 2,185 | 13 | No lease pymt currently |
| 13-93300-50312 | Material Processing/Repairs | 2,173 | 3,000 | 2,162 | 838 | 72 | Ordered years worth in Jan |
| 13-93300-50350 | Maintenance Service & Supplies | 27,088 | 27,000 | 6,768 | 20,232 | 25 | OK. New contract starts 4/15 |
| 13-93300-50351 | Custodial Supplies | 1,465 | 2,000 | 243 | 1,757 | 12 | |
| 13-93300-50400 | MCFLS Supplies | 2,117 | 1,470 | - | 1,470 | - | |
| Total Dept 93300 - LIBRARY EQUIPMENT | | 50,768 | 52,970 | 15,199 | 37,771 | 29 | OK |

| Fund 13 - Library Special Revenue Fund: | | END BALANCE | 2022 | YTD BALANCE | AVAILABLE | % BDGT | NOTES |
|---|----------------------------------|----------------|---------------------------------|-------------------|-------------------|-------------------|-----------------------------------|
| | DESCRIPTION | 12/31/2021 | ORIGINAL | 3/24/2022 | BALANCE | | |
| Dept 93400 - LIBR PROG/SERVICES | | | % YTD: 25% | Above Target: 36% | On Target: 15-35% | Under Target:14%- | |
| 13-93400-50401 | MCFLS Membership | 21,716 | 22,235 | 20,915 | 1,320 | 94 | Paid at start of year |
| 13-93400-50402 | Programs - Adult | 119 | - | 373 | (373) | | Seeds upfront, Friends reimbursed |
| 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 | 22,754 | 47,246 | | |
| | Fund 22 | 26,448 | 31,000 | - | 31,000 | | |
| | Total | 106,069 | 101,000 | 22,754 | 78,246 | 23 | OK |
| Total Dept 93500 - LIBRARY COLLECTIONS | | 79,621 | 70,000 | 23,165 | 46,835 | 33 | |
| TOTAL EXPENDITURES | | 781,651 | 802,342 | 207,155 | 595,187 | 26 | OK |
| Fund 13 - Library Special Revenue Fund: | | | | | | | |
| TOTAL REVENUES | | 788,185 | 802,342 | 39,272 | 763,070 | 5 | OK |
| TOTAL EXPENDITURES | | 781,651 | 802,342 | 207,155 | 595,187 | 26 | 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 | | | |
| | | 12/31/2021 | ORIGINAL | 2/18/2022 | | | |
| TOTAL REVENUES | | 150 | | 32 | | | |
| TOTAL EXPENDITURES | | 26,448 | 31K Collections; 25k Foundation | 25,000 | | | |
| NET OF REVENUES & EXPENDITURES | | (26,298) | | (24,968) | | | |
| BEG. FUND BALANCE | | 159,163 | 132,865 | 107,897 | | | |
| END FUND BALANCE | | 132,865 | 76,865 | | | | |
| Fund 01 - General Fund | | END BALANCE | 2022 | YTD BALANCE | | | |
| | | 12/31/2021 | ORIGINAL | 2/18/2022 | | | |
| 01-55500-50350-1001 | Maintenance Services (Contracts) | 14,038 | n/a | 3,536 | | | |
| 01-55500-50360-1001 | Building Maintenance (Repairs) | 38,612 | n/a | 3,309 | | | |

Ellie, Sarah, Unan

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: March 29, 2022 Meeting
 Re: Proposal for Endowment Campaign Management and Support



WFB Public Library Mission Statement

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

Background

The WFBPL Foundation received a proposal (see attached) from Sabljak & Budisch (S&B) and Momentum Nonprofit Strategies (Momentum) for working with the Foundation on the coming campaign. S&B's clients have included Light The Hoan, America's Black Holocaust Museum, Hunger Task Force, Publr Bike Sharing, and SHARP Literacy. Momentum's clients have included institutions of higher education, grassroots community organizations, cultural institutions, youth development organizations, and newly formed nonprofits.

The WFBPL Foundation is set to meet March 28 to discuss and vote on accepting the proposal. If approved, next steps will be to line-up funding for the campaign expenses.

Analysis

The proposal includes details on:

- Review of Existing Timeline and Planning Documents
- Campaign Committee Support
- Campaign Materials Development
- Prospect Identification, Cultivation, and Solicitation
- Committee and Staff Coaching
- Campaign Monitoring and Ongoing Counsel
- Grant writing

"For the aforementioned work, Momentum and S&B will invoice the Library at \$5,000 per month.

S&B and Momentum propose an initial engagement of 12 months, with a request to review the agreement at six months. Our goal will be to continue working with the Library until fundraising campaign goals are met. This contract may be canceled by either party with a 30-day notice after the initial 90-days of payment is made."

Funding Options

To move quickly, it will be imperative to fund the initial 3-6 months of the campaign as quickly as possible, totaling \$15,000-\$30,000 plus expenses. A full year will be \$60,000. The Library Board may consider approving use of Fund 13 or Fund 22 to support the campaign. Director Reed plans to also approach other entities and potentially private donors to assist with initial funding.

| | Beginning of 2022 | Approved Expenses | Ending of 2022 |
|---------|-------------------|------------------------------|----------------|
| Fund 13 | \$71,950 | \$28,599 | \$43,351 |
| Fund 22 | \$132,865 | \$31K Collections; \$25k GMF | \$76,865 |

Recommendation

It is recommended the WFBPL Board of Trustees approve... (tbd) \$7,500 each from Fund 13 and Fund 22 for a total of \$15,000 towards the Foundation for administrative costs.
 Jen, Sandy, Unan

TO: Whitefish Bay Public Library

RE: Proposal for Endowment Campaign Management and Support

March 2022

Thank you for contacting Sabljak & Budisch (S&B) and Momentum Nonprofit Strategies (Momentum) regarding the Whitefish Bay Public Library (the Library). It is our understanding that the Library intends to launch an endowment campaign with the goal of filling funding gaps left by current revenue sources, as well as providing long-term financial stability for the library. A fund has been established at the Greater Milwaukee Foundation for this purpose.

A three-year campaign timeline has been created with the goal of raising more than \$1 million dollars. The timeline includes quiet and public phases, as well as specific prospect goals for lead, major, and smaller gift amounts. While all campaigns must build in some degree of flexibility pending external factors, we believe the general timeline created for this project is feasible, and that once aware of the Library's needs, the Whitefish Bay community will be responsive and generous. The Library is now in need of support to manage and execute the campaign.

A feasibility study has been discussed throughout our conversations; however, it is S&B's and Momentum's belief that a feasibility study is not necessary. As evidenced in the Library's recent strategic plan, Whitefish Bay is a community of residents with a deep love of their library and a great capacity to give. As such, we believe resources should be put directly toward the campaign itself: developing materials, identifying prospects, and training staff and volunteers for asks with the goal of moving directly into a campaign. We believe revenue for this campaign will come largely from individual donors and family foundations.

This proposal assumes S&B and Momentum will have the assistance of a staff person at the Library who will provide between 5 and 15 hour of administrative support weekly, which will fluctuate based on campaign activities. Tasks may include updating documents, creating reports, mailing/email list management, scheduling meetings, communicating with the campaign committee, printing, mailing, etc.

Below is a set of services, to be completed jointly by S&B and Momentum, to support this campaign.

1. Services

- A. Review of Existing Timeline and Planning Documents** – S&B and Momentum will discuss and review the Library's existing documents, including the Case for Support and "Setting Priorities; Institutional Readiness and Development" plan and provide feedback which may include edits, adjustments to timeline, and advice based on experience. This document will be a reference for progress made throughout our contract period.
- B. Campaign Committee Support** – In partnership with Library staff and board and by using existing Library lists and data, we will:
 - help create and manage a matrix of well-connected committee prospects with deep ties to the Whitefish Bay community
 - make direct asks to join the committee to individuals with whom we have pre-existing relationships
 - support others in making committee member asks

Once the Committee is assembled, we will:

- provide counsel to committee chair, committee members, and Library staff
- attend meetings when appropriate

Should a separate ad hoc Events Committee be created by the Library to plan and oversee 85th anniversary and campaign milestone events, we will:

- provide counsel and input for this committee when appropriate to ensure alignment with Core Campaign Committee activities.

We recommend that the Library host two VIP cocktail receptions at the Library prior to launching the public phase of this campaign. Please note that additional funds will be needed to execute events (food, beverages, décor, videos, AV, etc.)

C. Campaign Materials Development – To tell the story of the need for this campaign and identify ways to help, we will:

- create concise campaign materials, such as a one-pager, pledge form and donation envelope/form

Separate assistance (for an additional fee) may be required from a graphic designer and professional printer should the Library's needs expand.

D. Prospect Identification, Cultivation, and Solicitation – In partnership with the Campaign Committee and Library staff and board members, we will:

- develop a list of targets with a propensity to give to this campaign. This list will be based off existing lists and data collected by the Library. It may also require that the Library purchase a list from a mailhouse. As this list is developed, our services include:
 - determining potential capacity
 - providing insight and strategies to increase funding from current donors
 - leveraging our own Milwaukee community connections
 - making personal introductions, when appropriate

After developing this list and determining capacity, we will:

- make a recommendation on a campaign goal amount to be included in the "Setting Priorities: Institutional Readiness and Development" document.
- facilitate efforts to organize outreach and assign tasks to committee members, staff, and consultants
- write and design one mailed solicitation during the public phase of the campaign to be printed and mailed by Library staff

E. Committee and Staff Coaching – To prepare committee and staff members for solicitations, we will conduct a two-part training session on best practices. This interactive training session must be held in person.

F. Campaign Monitoring and Ongoing Counsel – Using information and reports collected by the campaign committee, Library staff, and the Greater Milwaukee Foundation, we will make recommendations to ensure goals are moving forward, which may include updates to the timeline.

G. Grant writing – If/when a prospective funder requests a written proposal, we will write, customize and submit materials according to their guidelines. While we do not anticipate a substantial number of grant funders will be open to an endowment campaign, we will be ready to submit proposals in the event that they are.

2. Term

S&B and Momentum propose an initial engagement of 12 months, with a request to review the agreement at six months. Our goal will be to continue working with the Library until fundraising campaign goals are met. This contract may be canceled by either party with a 30-day notice after the initial 90-days of payment is made.

3. Communication

S&B and Momentum will meet with Library staff and the campaign committee chair on a monthly basis, with regular communication via email and phone between meetings. We recommend that the campaign committee meet every other month and receive regular communication from the committee chair and Library staff. S&B and/or Momentum will attend committee meetings as appropriate. S&B and Momentum will meet on a regular, more frequent basis. We are happy to provide any written or verbal reports to the Whitefish Bay Public Library Foundation board upon request.

3. Compensation

For the aforementioned work, Momentum and S&B will invoice the Library at \$5,000 per month.

In addition, S&B and Momentum will submit for reimbursement expenses for all reasonable and necessary travel, such as mileage to and from in-person meetings, and other out-of-pocket expenses incurred in connection with the provision of the Services or otherwise on behalf of the Whitefish Bay Public Library, when approved in advance.

4. About

Momentum Nonprofit Strategies is a consulting firm that helps nonprofit organizations maximize impact by reaching their financial goals. With a track record of generating results across each stage of the donor engagement cycle for organizations whose missions span the areas of health care, higher education, the performing arts, and neighborhood safety, we are well versed in Milwaukee's philanthropic landscape and the players who shape it. We bring a deep understanding of the art and science of nonprofit development, including the critical nature of cultivating honest, authentic relationships with key stakeholders and funders through open, consistent communication. We listen to our clients' goals and challenges, then tailor our work to be specifically responsive to those issues. We serve as a connector between nonprofits with big dreams and community leaders, funders, and philanthropists. Clients have included institutions of higher education, grassroots community organizations, cultural institutions, youth development organizations, and newly formed nonprofits. More information is available at www.momentumnonprofitmke.com.

Sabljak & Budisch was founded in 2018 by Mark Sabljak and Marybeth Budisch. Mark's 40 year career in journalism and Marybeth's 35 year career in development and community relations have filled their rolodexes with corporate and nonprofit professionals, donors and funders, and movers and shakers within the greater Milwaukee area. Our motto is to Connect, Collaborate, and Convene these groups to benefit all and create change. We've worked with everyone—from every sector, geography, class, creed and culture. Bringing people together strengthens our community. Services include Board Development & Engagement, Corporate Engagement, Nonprofit "Facts & Snacks", Family Foundation Support, and Teaching the "Ask" through board training sessions. Clients have included Light The Hoan, America's Black Holocaust Museum, Hunger Task Force, Bubl'r Bike Sharing, and SHARP Literacy, among others. More information is available at www.sabljakandbudisch.com.

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: March 29, 2022 Meeting
 Re: 2021 Annual Report to DPI (Dept of Public Instruction)



WFB Public 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

Due to delays in obtaining necessary information for the 2021 Annual Report to DPI, Director Reed was not able to present a final version to the Library Board at the February 22 meeting. Signed reports were required to be submitted by March 1. The Library Board approved allowing President Livingston to sign the annual report as soon as it is finalized. Attached is the form submitted to DPI. If the Library Board requests any revisions, Director Reed can submit an updated copy to DPI. Below is analysis of 2021 data in comparison to the last few years.

Analysis

| Circulation and Collection Use | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|---------------------------------------|---------|---------|----------|---------|----------|---------|----------|-----------|
| Physical | 302,491 | 287,683 | -4.90% | 208,688 | -27.46% | 232,119 | 11.23% | -19% |
| Digital | 24,416 | 23,441 | -3.99% | 36,711 | 56.61% | 33,298 | -9.30% | 42% |
| Databases | | 12,007 | | 54,354 | 352.69% | 106,669 | 96.25% | 788% |

Circulation of physical items dropped precipitously the first year of COVID, but has rebounded. Usage of digital materials (ex. Hoopla) exploded in 2020 and dropped slightly in 2021, while remaining significantly higher than pre-COVID rates. Usage of databases (ex. Ancestry, Gale Courses) is off the charts and continuing to grow.

| Circulation by Department | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|------------------------------------|---------|---------|----------|---------|----------|---------|----------|-----------|
| Total Annual Circulation | 301,830 | 287,683 | -4.69% | 208,688 | -27.46% | 232,119 | 11.23% | -19% |
| Adult & YA Material Circ | 157,537 | 147,659 | -6.27% | 125,532 | -14.99% | 104,760 | -16.55% | -29% |
| Children's Material Circ | 144,293 | 140,024 | -2.96% | 83,156 | -40.61% | 127,359 | 53.16% | -9% |
| Children's Circ as % of Total Circ | 47.81% | 48.67% | 1.81% | 39.85% | -18.13% | 54.87% | 37.70% | 13% |

Circulation of children's materials rebounded more strongly than adult & young adult materials in 2021.

| Collection - Physical | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|------------------------------|--------|--------|----------|--------|----------|--------|----------|-----------|
| Total Collection Size | 80,549 | 77,357 | -3.96% | 76,142 | -1.57% | 74,592 | -2.04% | -4% |

Physical Collection size is down slightly, reflecting weeding of older materials with replacement by physical and digital materials. Also, the publishing world during COVID experienced many hiccups which impacted how many new or hot titles were available for purchase.

| Technology | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|-------------------|--------|--------|----------|--------------|----------|-------|----------|-----------|
| Patron Computers | 28,442 | 32,368 | 13.80% | not reported | | 7,875 | | -76% |

| | | | | | | | | | |
|----------|--------|--------|--------|--------------|--|--------|--|--|------|
| Wireless | 47,154 | 56,105 | 18.98% | not reported | | 31,266 | | | -44% |
| Total | 75,596 | 88,473 | 17.03% | not reported | | 39,141 | | | -56% |

Computer and wi-fi usage has not returned to pre-COVID levels, but it up in comparison to 2020 when we were closed much of the year.

| Door Count & Ref Transactions | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|-------------------------------|---------|---------|----------|--------------|----------|-------|----------|-----------|
| Reference Transactions | 8,722 | 9,147 | 4.87% | not reported | | 6,250 | | -32% |
| Door Count | 188,676 | 191,088 | 1.28% | | | | | |

The door counter broke in 2020, plus we were closed much of the year. Jan & Feb 2022 were at 53-58% of 2019's door count. It's interesting to note this rate in comparison to circulation being down 19% from 2019-2021. Director Reed's interpretation of the data is that people are coming back to check out materials, but those who come for in-person programming, computer use, or to study in the library have not returned at similar rates.

| # of Programs | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|---------------|------|------|----------|------|----------|------|----------|-----------|
| Children | 217 | 215 | -0.92% | 92 | -57.21% | 161 | 75.00% | -25% |
| Young Adult | 26 | 16 | -38.46% | 4 | -75.00% | 14 | 250.00% | -13% |
| Adult | 34 | 53 | 55.88% | 21 | -60.38% | 33 | 57.14% | -38% |
| Total | 277 | 284 | 2.53% | 117 | -58.80% | 208 | 77.78% | -27% |

Programming rebounded from 2020-2021 as staff found a strong mix of online, outdoor, and hybrid programming plus take-home crafts. While number of programs is down compared to pre-COVID rates, attendance is through the roof.

| Program Attendance | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|--------------------|-------|-------|----------|--------|----------|--------|----------|-----------|
| Children | 7,379 | 7,353 | -0.35% | 16,681 | 126.86% | 10,048 | -39.76% | 37% |
| Young Adult | 326 | 309 | -5.21% | 437 | 41.42% | 360 | -17.62% | 17% |
| Adult | 957 | 1,129 | 17.97% | 1,141 | 1.06% | 1,311 | 14.90% | 16% |
| Total | 8,662 | 8,791 | 1.49% | 18,259 | 107.70% | 11,719 | -35.82% | 33% |

During 2020 COVID closures, many families enjoyed the Library's online storytimes and programs. The benefit of programs in that format is more people could attend the live event in comparison to limits based on the size of the program room. Plus families could watch their favorite storytimes over and over. Though attendance dropped off from 2020 to 2021, attendance is still much higher than 2019 rates.

| Attendance/Program | 2018 | 2019 | % Change | 2020 | % Change | 2021 | % Change | 2019-2021 |
|--------------------|------|------|----------|------|----------|------|----------|-----------|
| Children | 34 | 34 | 0.57% | 181 | 430.16% | 62 | -65.58% | 82% |
| Young Adult | 13 | 19 | 54.03% | 109 | 465.70% | 26 | -76.46% | 33% |
| Adult | 28 | 21 | -24.32% | 54 | 155.06% | 40 | -26.88% | 86% |
| Total | 75 | 75 | 0.17% | 345 | 361.01% | 128 | -62.93% | 71% |

Attendance per program is in-line with the prior two sections.

Conclusion

The Annual Report to DPI indicates Whitefish Bay residents are returning to the Library, to its resources to connect and learn.

Recommendation

It is recommended the WFBPL Board of Trustees approve the 2021 Annual Report to DPI as presented.

Sarah, Ellie, Unan



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

| | | | | | |
|---|---|---|---|--|--|
| 1. Name of Library Whitefish Bay Public Library | | 2. Public Library System Milwaukee County Federated Library System | | | |
| 3a. Head Librarian First Name Nyama | 3b. Head Librarian Last Name Reed | 4a. Certification Grade N/A | 4b. Certification Type Regular | | 5. Certification Expiration Date 02/01/2024 |
| 6a. Street Address 5420 N. Marlborough Dr. | 6b. Mailing Address or PO Box 5420 N. Marlborough Dr. | 7. City / Village / Town Whitefish Bay | 8a. ZIP 53217 | 8b. ZIP4 5347 | 9. County Milwaukee |
| 10. Library Phone Number 4149644380 | 11. Fax Number (414) 962-5651 | 12. Library E-mail Address of Director n.reed@wfblibrary.org | | | |
| 13. Library Website URL www.wfblibrary.org | | 14. No. of Branches 0 | 15. No. of Bookmobiles Owned 0 | 16. No. of Other Public Service Outlets 0 | |
| 17. Does the library operate a books-by-mail program? No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No | | | | |
| 20. Square Footage of Public Library 24,000 | 21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No | | 22. DUNS Number <i>Nine digits</i> 037844917 | | |

HOURS OF OPERATION

| | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|---|--|-----------------|---|
| 19a. Winter Hours Open per Week | 63 | 51 | 51 |
| 19b. Number of Winter Weeks | 17 | 16 | 6 |
| 19c. Summer Hours Open per Week | 55 | 0 | 0 |
| 19d. Number of Summer Weeks | 13 | 0 | 0 |
| 19e. Total Weeks per Year | 30 | 16 | 6 |
| 19f. Total Hours per year for this location | 1,786 | 816 | 306 |

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

| | Yes / No | Number of Interactions (if known) |
|---|----------|--------------------------------------|
| 1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.) | Yes | |
| 1b. providing reference service | Yes | |
| 1bi. reference service provided via email | Yes | |
| 1bii. reference service provided via chat | No | |
| 1biii. reference service provided via text message | No | |
| 1biv. reference service provided via telephone | Yes | |
| 1bv. reference service provided via another method (e.g., online service or form) | Yes | |
| 1bvi. describe "another method of reference service": Online forms for "book bundles" to get large packs of children's books based on info provided. | | |
| 1c. hosting virtual programming or recorded content | Yes | |
| 1d. offering curbside pickup | Yes | |
| 1e. offering drive-thru circulation of physical materials | No | |
| 1f. offering vestibule/porch pickups | No | |
| 1g. offering delivery of materials (mail or drop-off) | No | |
| 1h. managing IT services for external Wi-Fi access | Yes | |
| 1i. providing other types of online and electronic services | No | |
| 1ii. describe "other services": | | |

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

| | Yes / No | Number Added (if known) |
|---|----------|-------------------------|
| 2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally | Yes | |
| 2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia | No | |
| 2c. increasing the number of electronic materials and holdings purchased locally | Yes | |
| 2d. increasing the number of electronic materials and holdings purchased by the library system or consortia | Yes | |
| 2e. augmenting the public's ability to use electronic materials in another way | Yes | |
| 2f. describe "augmenting in another way": Ability to get a digital library card without coming into the library, so people | | |

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

| | Yes / No |
|--|----------|
| 3. Electronic Library Cards Issued During COVID-19 | Yes |
| 4. External Wi-Fi Access Added During COVID-19 | Yes |
| 5. External Wi-Fi Access Increased During COVID-19 | Yes |
| 6. Staff Re-Assigned During COVID-19 | Yes |

COVID-19 CLOSURES

| | |
|--|--|
| Initial date closed due to COVID-19 | 2020-03-14 |
| First date reopened following initial COVID-19 closure | 2020-06-15 |
| Additional building closure and reopening dates, please describe | Varying levels of capacity from 6/15/2020-11/18/2020. Return to curbside only 11/19/2020 until 2/7/2021. From 2/8/21-present, slow return to full hours and increased services. Not allowing in-person meetings or programs yet. |

II. LIBRARY COLLECTION

| | a. Number Owned / Leased | b. Number Added |
|--|-----------------------------|-----------------|
| 1. Books in Print <i>Non-periodical printed publications</i> | 55,804 | 3,380 |
| 2. Electronic Books <i>E-books</i> | 189,517 | |
| 3. Audio Materials | 8,191 | 267 |
| 4. Electronic Audio Materials <i>Downloadable</i> | 67,673 | |
| 5. Video Materials | 8,791 | 492 |
| 6. Electronic Video Materials <i>Downloadable</i> | 575 | |
| 7. Other Materials Owned local history collection, old phone directories, high school yearbooks | 1,806 | |
| 8a. Electronic Collections <i>Locally owned or leased</i> | 4 | |
| 8b. Electronic Collections <i>Purchased by library system or consortia</i> | 4 | |
| 8c. Electronic Collections <i>Provided through BadgerLink</i> | 63 | |
| 9. Total Electronic Collections <i>Local, regional, and state</i> | 71 | |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> | 130 | |

III. LIBRARY SERVICES

| | | | | | | |
|---|--|---|--|---|-------------------|-----------------|
| 1. Circulation Transactions | | b. Children's Materials | | c. Circulation of Other Physical Items (subset of 1a.) | | |
| a. Total Circulation | | | | | | |
| 232,119 | | 127,359 | | 3,474 | | |
| 2. Interlibrary Loans (ILL) | | | | | | |
| Method for Counting ILL Transactions | | | | | | |
| Categorized ILL Transactions | | | | | | |
| Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) | | Items Loaned to Other Libraries <i>Provided to</i> | | Items Borrowed from Other Libraries <i>Received from</i> | | |
| Integrated Library System (ILS) | | 30,576 | | 59,985 | | |
| WISCAT | | 74 | | 50 | | |
| Other (Includes OCLC, manual tracking, or other methods) | | 7 | | 33 | | |
| Total | | 30,657 | | 60,068 | | |
| 3. Number of Registered Users | | | 4. Reference Transactions | | 5. Library Visits | |
| a. Resident | b. Nonresident | c. Total | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 6,705 | 1 | 6,706 | Actual Count | 6,250 | Did Not Collect | |
| 6. Uses of Public Internet Computers | | | 7. Uses of Public Wireless Internet | | | |
| a. Number of Public Use Computers | b. Number of Public Use Computers with Internet Access | c. Method | d. Annual Count | a. Method | b. Annual Count | |
| 20 | 20 | Actual Count | 7,875 | Actual Count | 31,266 | |
| 8. Website Visits | 9a. Local Electronic Collection Retrievals | 9b. Other Electronic Collection Retrievals | 9c. Statewide Electronic Collection Retrievals | 9d. Total Electronic Collection Retrievals | | |
| -1 | 102,215 | 4,079 | 375 | 106,669 | | |
| 10. Uses of Electronic Materials by Library Users | | | | | | |
| a. E-Books | b. E-Audio | c. E-Video | d. Total Uses of Electronic Materials | e. Uses of Children's Electronic Materials | | |
| 18,767 | 13,740 | 791 | 33,298 | 4,320 | | |

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

| | a. Children (0-11) | b. Young Adult (12-18) | c. Adult (19+) | d. General Interest (all ages) | e. Total |
|---------------------------------|--------------------|------------------------|----------------|--------------------------------|----------|
| Number of Programs | 43 | 7 | 29 | 2 | 81 |
| Total Program Attendance | 2,910 | 180 | 647 | 17 | 3,754 |
| Describe the library's programs | | | | | |

In-person, Virtual, and Pre-recorded Program Statistics

| | In-Person Programs | | Virtual Program Attendance Annual Count | | e. Total |
|--------------------------|--------------------|------------------------|---|--------------------------------|----------|
| | a. Children (0-11) | b. Young Adult (12-18) | c. Adult (19+) | d. General Interest (all ages) | |
| Number of Programs | 34 | 7 | 5 | 2 | 48 |
| Total Program Attendance | 2,752 | 180 | 146 | 17 | 3,095 |

Describe the library's in-person programs: Storytime and crafts for kids and teens. For adults, book club, identity theft, author talk, photo contest reception, "take and make" crafts.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

| | a. Children (0-11) | b. Young Adult (12-18) | c. Adult (19+) | d. General Interest (all ages) | e. Total |
|--|--------------------|------------------------|----------------|--------------------------------|----------|
| Number of Live Virtual Programs | 9 | 0 | 24 | 0 | 33 |
| Total Live Virtual Program Attendance | 158 | 0 | 501 | 0 | 659 |
| Total Views of Live Programs Recorded for Asynchronous Viewing | 0 | 0 | 34 | 0 | 34 |

Which platforms does the library use to host the library's live, virtual programs: Zoom, Youtube

Describe the library's live, virtual programs: storytimes, book clubs, crafting, blanket fort, stuffed animal zoom party, 1 hybrid session of book club, 1 hybrid "United Nations Day"

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

| | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
|----------------------------------|--------------------|------------------------|---------------------|----------|
| Number of Pre-recorded Programs | 41 | 0 | 0 | 41 |
| Total Pre-recorded Program Views | 4,228 | 0 | 0 | 4,228 |

Which platforms does the library use to host the library's pre-recorded programs: Facebook

Describe the library's pre-recorded programs: storytime, "science with Miss Sam"

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

| First Name | Last Name | Street Address | City | ZIP+4 | Email Address | |
|------------------|-----------|----------------|--------------------------|---------------|---------------|----------------------------------|
| PRESIDENT | | | | | | |
| 1. | Jennifer | Livingston | 6035 N Santa Monica Blvd | Whitefish Bay | 53217 | jenlivingston3@gmail.com |
| 2. | Sarah | Leinweber | 861 E Glen Avenue | Whitefish Bay | 53217 | skleinweber@mac.com |
| 3. | William | Demet | 4706 N Idlewild Avenue | Whitefish Bay | 53217 | trusteedemet@wfbvillage.org |
| 4. | Ellie | Gettinger | 5561 N Bay Ridge Avenue | Whitefish Bay | 53217 | elliegettinger@gmail.com |
| 5. | Erin | Jelenchick | 6025 N Bay Ridge Avenue | Whitefish Bay | 53217 | ejelenchick@rwbaired.com |
| 6. | Sandy | Saltzstein | 5000 N Hollywood Avenue | Whitefish Bay | 53217 | sandy.saltzstein@wfb schools.com |
| 7. | Claire | Flannery | 836 E Glen Avenue | Whitefish Bay | 53217 | flanneryclan@att.net |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |

Number of Library Board Members
Include vacancies in this count

7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

| 1. Local Municipal Appropriations for Library Service <i>Only Joint libraries report more than one municipality here</i> | | |
|--|--------------------------|-----------|
| Municipality Type | Name | Amount |
| Village | Village of Whitefish Bay | \$700,833 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$700,833 |

| 2. County | | | |
|--|--------|-------------|-------------|
| a. Home County Appropriation for Library Service | | | Subtotal 2a |
| | | | \$0 |
| b. Other County Payments for Library Services | | | |
| County Name | Amount | County Name | Amount |
| | \$0 | | |
| | | | |
| | | | |
| | | | |
| Subtotal 2b | | | \$0 |

| 3. State Funds | | | |
|---|----------|-------------------------------|----------|
| a. Public Library System State Funds | | | |
| Description | Amount | Description | Amount |
| MCFLS Reciprocal Borrowing | \$58,518 | | |
| | | | |
| | | | |
| b. Funds Carried Forward from Previous Year | \$0 | c. Other State Funded Program | 0 |
| Subtotal 3 | | | \$58,518 |

| 4. Federal Funds <i>Name of program—for LSTA grant awards, grant number and project title</i> | | Amount |
|---|--|---------|
| Program or Project | | |
| CARES technology grant | | \$1,576 |
| | | |
| | | |
| | | |
| Subtotal 4 | | \$1,576 |

| 5. Contract Income <i>From other governmental units, libraries, agencies, library systems, etc.</i> | | | |
|---|--------|------|--------|
| Name | Amount | Name | Amount |
| West Milwaukee | \$204 | | |
| | | | |
| | | | |
| Subtotal 5 | | | \$204 |

| | | | | |
|---|-------------------------------|--|--|--|
| 6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> | 7. All Other Operating Income | 8. Total Operating Income <i>Add 1 through 7</i> | 9. What is the current year annual appropriation provided by governing body(ies) for the public library? | 10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i> |
| \$0 | \$39,334 | \$800,465 | \$716,744 | No |

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

| Position | Type of Staff | Annual Salary | Hours Worked per Week | Position | Type of Staff | Annual Salary | Hours Worked per Week |
|---|---------------|---------------|-----------------------|-----------------------------|---------------|---------------|-----------------------|
| Director / Head Librarian | MLS (ALA) | \$84,448 | 40.00 | Reference Associate (Youth) | Other | \$12,450 | 16.00 |
| Head of Circulation Services (Supervisor) | Other | \$48,485 | 40.00 | Reference Associate (Adult) | Other | \$11,193 | 15.00 |
| Head of Youth Services (Supervisor) | MLS (ALA) | \$55,869 | 40.00 | | | | |
| Head of Adult Services (Supervisor) | MLS (ALA) | \$54,829 | 40.00 | | | | |
| Reference Lib (Adult #1) | MLS (ALA) | \$22,402 | 22.00 | | | | |
| Reference Lib (Adult #2) | MLS (ALA) | \$29,064 | 23.00 | | | | |
| Reference Lib (Youth #1) | MLS (ALA) | \$47,778 | 40.00 | | | | |
| Reference Associate (Adult) | Other | \$9,615 | 13.00 | | | | |

b. Other Paid Staff See instructions

| Position | Type of Staff | Total Annual Wages | Hours Worked per Week | Position | Type of Staff | Total Annual Wages | Hours Worked per Week |
|------------------------|---------------|--------------------|-----------------------|----------|---------------|--------------------|-----------------------|
| Circulation Clerk (10) | Other | \$80,793 | 7,140.00 | | | | |
| Shelver (6) | Other | \$11,402 | 1,450.00 | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

5.15

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

5.15

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

6.20

c. Total Library Staff (FTE)

11.35

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

67,851

| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. | a. Those with a Library | b. Those without a Library | c. Subtotal |
|---|-------------------------|----------------------------|-------------|
| 2. Circulation to Nonresidents Living in the Library's County | 67,851 | 0 | 67,851 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 0 | 0 | 0 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 0 | 0 | 0 |

| | |
|--|--|
| 5. Circulation to All Other Wisconsin Residents 0 | 6. Circulation to Persons from Out of the State 0 |
|--|--|

| | | |
|---|--|---|
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual | 8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? |
|---|--|---|

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

| Name of County | Circulation | Name of County | Circulation |
|----------------|-------------|----------------|-------------|
| a. | | f. | |
| b. | | g. | |
| c. | | h. | |
| d. | | i. | |
| e. | | j. | |

XII. TECHNOLOGY

| | | |
|--|--|--|
| 1. Does the library provide wireless Internet access? Yes | 2. Library type of Internet connection <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i> | 3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation |
|--|--|--|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

| | | | | | |
|---|--|--------------------|------------------------|---------------------|----------|
| 1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> | | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. Total |
| | Number of Self-directed Activities | 24 | 3 | 6 | 33 |
| | Total Self-directed Activity Participation | 2,161 | 70 | 278 | 2,509 |

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

| | | |
|------------------------|----------------------------|---|
| a. First Name Katie | b. Last Name Kiekhaefer | c. Email Address k.kiekhaefer@wfblibrary.org |
|------------------------|----------------------------|---|

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

| | | |
|------------------------|------------------------|---|
| a. First Name Scott | b. Last Name Lenski | c. Email Address s.lenski@wfblibrary.org |
|------------------------|------------------------|---|


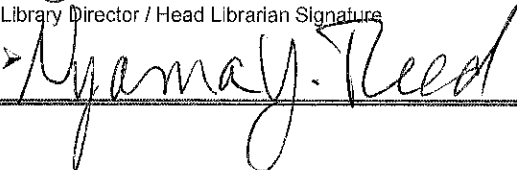
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 88(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

| President, Library Board of Trustees Signature <i>or designee</i> | Name of President or Designee <i>Print or type</i> | Date Signed |
|---|--|-------------|
|  | Jennifer Livingston | 3/1/2022 |
| Library Director / Head Librarian Signature | Name of Director / Head Librarian <i>Print or type</i> | Date Signed |
|  | Nyama Reed | 3/1/2022 |

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

| |
|-----------|
| County |
| Milwaukee |

The Whitefish Bay Public Library Board of Trustees hereby states that in 2021 the Milwaukee County Federated Library System
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above two statements.

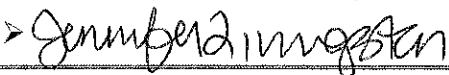
Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

| President, Library Board of Trustees Signature or designee | Name of President or Designee <i>Print or type</i> | Date Signed |
|---|--|-------------|
|  | Jennifer Livingston | 3/1/2022 |

COMMENTS

SECTION_I

19a. Winter hours open per week
 Mon-Thu 9:30-8:30
 Fri 9:30-5:30
 Sat 9:30-4:00
 Sun 12:00-4:00--2022-01-24
 Limited service winter hours open per week
 Mon-Thu 9:30a-7:00p
 Fri-Sat 9:30am-4:00p
 Sun Closed--2022-01-24
 Staff only winter hours open per week
 Mon-Thu 9:30a-7:00p
 Fri-Sat 9:30am-4:00p
 Sun Closed

Phone reference and curbside pick-up--2022-01-24

19b. Number of Winter Weeks
 9/3/21-12/31/21--2022-01-24
 Limited service number of winter weeks
 2/8/21-5/30/21--2022-01-24
 Staff only number of winter weeks
 1/1/21-2/7/21--2022-01-24
 19c. Summer hours open per week
 Mon-Thu 9:30a-8:00p

Fri-Sat 9:30a-4:00p
 Sun Closed--2022-01-24

19d. Number of Summer Weeks
 6/1/21-9/2/21--2022-01-24

SECTION_II

8a. Electronic Collections (Locally owned or leased)
 Kanopy
 LinkedIn Learning
 Ancestry
 Mango--2022-01-24
 8b. Other Electronic Collections (purchased by library system or consortia)
 Hoopla
 Gale Courses
 Transparent Languages
 Libby/Overdrive--2022-01-24

SECTION_III

4a. Method Used to Count Reference Transactions
 2020 was zero due to COVID operations. Now that we are open to the public, we are above zero.--2022-02-20
 4b. Reference Transactions
 2020 was zero due to COVID operations. Now that we are open to the public, we are above zero.--2022-02-20
 Number of Public Use Computers
 Normally 31, but most removed during COVID--2022-01-24
 Local Electronic Collection Retrievals (locally owned or leased)
 LinkedIn Learning, Ancestry, Mango, Kanopy, Google hits for local history collection hosted by Recollection Wisconsin--2022-03-01
 Other Electronic Collection Retrievals (purchased by library system or consortia)
 E Magazines, Gale Courses, Transparent--2022-02-10

SECTION_V

Other Revenue
 fines, room rent, donations, friends, Fund 22--2022-02-22

SECTION_VI

5. Other Operating Expenditures
 Programming, Custodial Contract, Processing, Memberships, Training, Travel, Copier, IT, Building Maintenance, COVID supplies, Office Supplies, Utilities,
 Phone, Attorney, Consultant--2022-02-20



To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: March 29, 2022 Meeting
 Re: Adjustment to WFBPL BoT Meeting Schedule

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

WFBPL Board of Trustee meeting dates were set at the January 2022 meeting. All meetings are Tuesdays at 6:30pm.

| Dates Set | Days Between | Revised A | Days Between | Revised B | Days Between |
|------------|--------------|------------|--------------|------------|--------------|
| 1/25/2022 | | 1/25/2022 | | 1/25/2022 | |
| 2/22/2022 | 28 | 2/22/2022 | 28 | 2/22/2022 | 28 |
| 3/29/2022 | 35 | 3/29/2022 | 35 | 3/29/2022 | 35 |
| 4/26/2022 | 28 | Cancel | | 4/19/2022 | 21 |
| 5/24/2022 | 28 | 5/24/2022 | 56 | 5/24/2022 | 35 |
| 6/28/2022 | 35 | 6/28/2022 | 35 | 6/28/2022 | 35 |
| 7/26/2022 | 28 | 7/26/2022 | 28 | 7/26/2022 | 28 |
| 8/23/2022 | 28 | 8/23/2022 | 28 | 8/23/2022 | 28 |
| 9/20/2022 | 28 | 9/20/2022 | 28 | 9/20/2022 | 28 |
| 10/25/2022 | 35 | 10/25/2022 | 35 | 10/25/2022 | 35 |
| 11/15/2022 | 21 | 11/15/2022 | 21 | 11/15/2022 | 21 |
| 12/13/2022 | 28 | 12/13/2022 | 28 | 12/13/2022 | 28 |

Discussion

Due to surgery on 4/26, Director Reed will not be able to lead a meeting that evening. Director Reed will then be off work on medical leave for 1-2 weeks. Options are to 1) cancel the April meeting and have 56 days between the March and May meetings; 2) move the April meeting up to 4/19. Given the full schedule at the Library this year for operations, plus planning for the anniversaries and fund raising, it may be best to reschedule rather than cancel the April meeting.

Recommendations

It is recommended the WFBPL Board of Trustees approve moving the April meeting to 4/19.

Ellie out of town; Sarah no; Claire maybe; Jennifer yes; Sandy maybe

Claire, Sarah, Unan

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: March 29, 2022 Meeting
Re: Barbara Bartley



WFB Public 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

It was recently brought to Director Reed's attention by retired WFBPL librarian Mary McIntyre that "Barbara Bartley willed \$500,000 to the Whitefish Bay Public Library. The library plans on naming the new expansion of the children's library in her honor." (see attached Memoriam by UW-Milwaukee) Professor Bartley was a long time Whitefish Bay resident and a professor of library science at UWM. She passed away in 1999 at the age of 80. The name at the top of the donor wall, in the largest font, is Professor Bartley's. Over the years, Director Reed viewed library files that indicated the amount of her bequest, but had not encountered any paperwork indicating the youth wing was to be named after her.

In conversation with Ms. McIntyre regarding another issue, she brought up the library's lapse in not following through on the naming. Ms. McIntyre stated she sent a letter to the Library Board in 2012, with copies to the Library Director, Village President, Village Manager, Village Attorney, and Village Board. That letter concerned another matter, but she mentioned the desire to see the naming issue rectified. Ms. McIntyre forwarded Director Reed a copy of that letter since a copy does not appear to be in library files currently.

Discussion

Director Reed recently pulled old planning files for the 2002 library expansion, with plans to look them over during the Spring. Hopefully documentation is there, or in old board records, and will indicate the intention to name the youth wing after Professor Bartley. Lacking further indication in library notes, Director Reed can reach out to Library Board members and the Director who were in place during planning and fundraising for the new library (approx. 1998-2002). Once more information is gathered, the Board should discuss rectifying the lapse in naming part of the library in honor of Professor Bartley's significant donation.

Next Steps

Director Reed will:

- 1) Review planning documents
- 2) Task staff member with reviewing board minutes from 1998-2002 for mention of Barbara Bartley.
- 3) Call former Director and former Library Board President.

IN MEMORIAM

BARBARA GRACE BARTLEY

[1919-1999]

A Pioneer in School Librarianship

Barbara Grace Bartley, associate professor emerita at the School of Library and Information Science University of Wisconsin-Milwaukee, died on Friday, November 19, 1999 after a prolonged illness. Barbara was born in Columbus, Wisconsin.

Professor Bartley received all of her degrees from UW-Madison, including her B.S. in English and Education in 1941; a Master's in Education in 1950 and a M.S. in Library Science in 1950.

Prior to joining the UWM Library and Information Science faculty in 1962, Professor Bartley held the position of teacher-librarian in a number of high school libraries in Wisconsin. Among them: Brillion High School (1941-41), Oconomowoc High School (1942-44), Janesville High School (1944-49) and Waukesha High School (1953-56). She was a school librarian at Columbus Public Schools from 1956-59 and an assistant librarian at Wisconsin State College-Oshkosh from 1960-62. Her work experience outside libraries included positions as an English and speech teacher at various schools in Wisconsin between 1941-49 and 1953-56. From 1950-52, she was assistant dean of women at West Virginia University in Morgantown, West Virginia. She also served as curriculum editor at SVE Inc. in Chicago from 1952-53 and she was an assistant professor of Library Science at the former Wisconsin State College-Oshkosh from 1960-62.

Professor Bartley was a consultant for the Wisconsin State Committee of North Central Association of Colleges and Secondary Schools in 1971 and 1972. She was also a consultant to the Milwaukee City Service Commission, and an oral examiner for Milwaukee Public Library positions. She was the chairperson of the School of Library and Information Science's annual conference on Young Adult Literature from 1980-84. She was a member of Beta Phi Mu, the International Honor Society for Library and Information Professionals and was published in the *Encyclopedia of Library and Information Science*.

Professor Bartley was an active member of the American Library Association, the Wisconsin Library Association, Library Council of Metropolitan Milwaukee, the Metropolitan Milwaukee School Librarians Association and the Southeastern Wisconsin Young Adult Librarians.

Professor Bartley taught courses on resources and services for young adults, school media administration, media resources and services in schools, and building library collections. In honor of 23 years of distinguished service in library education at the SLIS, the SLIS established the Barbara G. Bartley scholarship at the time of her retirement in 1985. Professor Bartley willed a portion of her estate in the amount of \$30,000.00 for SLIS Scholarships. Professor Bartley also willed \$500,000.00 to the Whitefish Bay Public Library. The Library plans on naming the new expansion of the children's library in her honor.

Placeholder for informational items.