

LIBRARY BOARD MEETING  
 TUESDAY AUG 02, 2022, 6:30 pm  
 Rescheduled from JUL 26, 2022



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

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNIejJ3V2llankrQT09>

Join via phone: +1 312 626 6799; you will hear the meeting but not be able to see visual presentation.  
 Meeting ID: 828 7894 4071; Passcode: 67471454

<b>Board of Trustees</b>	<b>Attended</b>
<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	
<b>Staff</b>	
Nyama Reed, Library Director	

<b>Time</b>	<b>Item</b>	<b>Action Desired</b>	<b>1st</b>	<b>2nd</b>	<b>Pass</b>
	<b>CALL TO ORDER</b>				
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			
	<b>TOPICS REQUIRING DISCUSSION &amp; APPROVAL</b>				
6:31-6:33	3. Minutes of JUN 28, 2022 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through JUL 31, 2022 (NYR)	Motion			
6:40-7:10	5. Staff Wage Adjustments – Draft (NYR)	Motion			
7:10-7:50	6. 2023 WFBPL Budget – Draft (NYR)	Motion			
7:50-8:00	7. Revision to Library Hours for Staff Development Day (NYR)	Motion			
	<b>TOPICS REQUIRING DISCUSSION ONLY</b>				
8:00-8:15	8. Review WFBPL Board Bylaws (NYR)	Discuss			
8:15-8:30	9. Informational Items (NYR)	Discuss			
	<b>ADJOURNMENT</b>	Motion			

**IMPORTANT DATES**

August 1 & 29, Monday, 6:00 pm - Village of WFB Board of Trustees  
 August 8, Monday, 6:00pm – WFBPL Foundation Board of Directors  
 No August Meeting - Friends of the Library Board of Directors  
 August 23, Tuesday, 6:30 pm - Library Board of Trustees  
 August 24, Wednesday, 4:30pm – Anniversary Event Committee

LIBRARY BOARD MEETING  
 Minutes of June 28, 2022, 6:30 pm  
 Pending at August 2, 2022 Mtg  
 Location Zoom

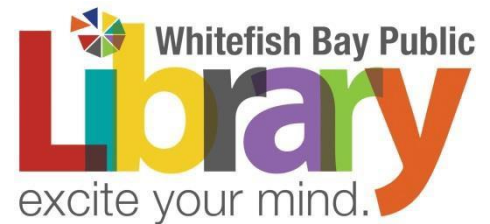


Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Jay Balachandran, Village Board Representative, n/a	X
Sandy Saltzstein, School District Representative, 2023	X
Claire Flannery, Member, 2023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

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER 6.31pm				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31 (1)	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of May 24, 2022 meeting (JL)	Motion	Gettinger	Saltzstein	unanimous
Motion to approve minutes as presented.					
6:33-6:45	4. Finance Report Through June 24, 2022 (NYR)	Motion	Balachandran	Flannery	unanimous
Motion to approve Finance Report as presented.					
6:45-7:00	5. Library Closing July 2 or 5	Motion	Gettinger	Balachandran	unanimous
Motion to approve Library opening at 12pm on Tue July 5 <sup>th</sup> .					
7:00-7:20	6. WFBPL Board Officer Election	Motion	n/a	n/a	unanimous
Item tables; review of bylaws with potential updating to term limits will be brought to July 2022 meeting. Vice President Leinweber will remain VP for time being.					
	TOPICS REQUIRING DISCUSSION ONLY				
7:20-7:45	7. WFBPL Foundation Update	Discuss			
Foundation update presented per memo.					
7:45-8:00	8. Informational Items (NYR)	Discuss			
Informational items presented per memo.					
	ADJOURNMENT 7:39pm	Motion	Leinweber	Saltzstein	unanimous

Placeholder for Finance Report

To: Whitefish Bay Public Library Board of Trustees  
 From: Nyama Y. Reed, Library Director  
 Date: August 02, 2022 Meeting  
 Re: Staff Wage Adjustments



WFB Library Mission Statement

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

Background

With recent wage adjustments at other area libraries, plus the impacts of the Great Resignation on wages in all sectors, the Library Board instructed Director Reed to analyze WFBPL staff wages and to bring forward suggested revisions for the 2023 budget.

Analysis

Director Reed analyzed 2021 wages for area libraries, as presented in annual reports to DPI. A 2.0% increase was added for 2022 wages at other libraries, based on typical annual cost of living increases. That provided the MCFLS averages used for the analysis.

As the table below indicates, WFBPL average wages range from 76%-98% of the MCFLS average wages. Data on ranges of wages at MCFLS libraries indicate WFBPL is the lowest for all non-supervisory positions. Supervisory staff at WFBPL, range from lowest to middle of their range. Of note, while all libraries have librarians, circ assistants and shelvers, not all libraries have reference assistants or three department heads.

The 14 suburban libraries average 1.89 supervisors/department heads other than the director. Some libraries have an assistant director that also handles circulation or adult reference duties. One library combines the adult supervisor and circ supervisor positions. Some have a head of circ, but no head of adult or youth services. For comparison, I didn't include assistant directors that covered other duties when comparing to department heads, but I did include combo supervisor positions with stand-alone supervisor positions when they overlapped.

WFB Title	WFB 2022 Min/ Starting Wage	WFB 2022 Avg	WFB 2022 Max	Years at WFB in 2022	MCFL S 2022 Avg	WFB Avg as % of MCFLS Avg
AS Head		\$27.02 (lowest of 6)		10 years	\$35.35	76%
Shelver	\$7.25 (lowest)	\$7.70	\$9.44	0-10 years	\$9.85	78%
Librarian	\$20.00 (lowest)	\$22.79	\$24.83	0-23 years	\$28.40	80%
Circ Asst	\$10.50 (3 <sup>rd</sup> lowest)	\$11.99	\$16.20	0-23 years	\$14.80	81%
YS Head		\$27.53 (3 <sup>rd</sup> of 5)		4 years	\$33.49	82%
CS Head		\$23.89 (3 <sup>rd</sup> of 6)		9 years	\$27.71	86%
Ref Asst	\$14.00 (lowest)	\$14.36	\$14.71	0-2 years	\$16.52	87%
Director		\$41.62 (#9 of 15)		8 years	\$42.33	98%

Approach for Wage Adjustments

Director Reed sent messages to various library listservs to obtain information from other libraries as to how they approached wage adjustments. While lots of good input was received, there was no standard approach.

Some libraries were part of a full municipal wage study. Others compared their wages to neighboring libraries, whether comparing themselves to those with similar size budgets/population/circulation or everyone in their county/system.

When adjusting, some brought all staff up to a new minimum based on averages, while other's gave everyone the same dollar amount or percent increase. As with most things in the library world, there was no standard and no consistency.

## Wage Adjustment Options

For this project, Director Reed compared used six approaches for comparison.

- Wages rounded.

### **Option 1 (standard wage adjustment)**

- All staff receive (potential) 2.5% wage adjustment for 2023. This is the usual approach.
- Wages budget line increases approximately ~\$12,000 (2.5%) over 2022 wages.
- No adjustment for longevity.
  - Director: \$42.70
    - 1 person, 8 years
  - Department Heads: \$24.00-\$28.00
    - 3 people, 4-10 years
  - Librarians: \$20.00 starting
    - \$20.50, 2 people 0-1 year in current position, 2-4 years at library
    - \$24.00-25.50, 2 people, 10-20+ years
  - Reference Assistants: \$14.00 starting
    - \$14.35, 2 people, 0-1 year
  - Circulation Assistants: \$10.50 starting
    - \$11.00-\$12.90, 13 people, 1-13 years
    - \$16.00+, 1 person, 20+ years
  - Shelves: \$7.25 starting
    - \$7.40-\$7.80, 5 people, 1-2 years
    - \$9.70, 1 person, 10 years
- Wages budget line increases ~\$23,000 (2.5%) over 2022 wages.

### **Option 2**

- Director and Department Heads receive standard wage adjustment (2.5%)
- All other staff are adjusted to a new minimum for each position. Staff already above that minimum receive only standard wage adjustment.
- No adjustment for longevity.
  - Director: same as Option 1
  - Department Heads: same as Option 1
  - Librarians: \$21.00 (new minimum)
    - \$21.00, 2 people (5.0% increase)
    - \$24.00-25.50, 2 people (2.5%)
  - Reference Assistants: \$16.00 (new minimum)
    - \$16.00, 2 people (8.8-14.3%)
  - Circulation Assistants: \$14.00 (new minimum)
    - \$14.00, 13 people (11.5-30.1%)
    - \$16.00+ 1 person (2.5%)
  - Shelves: \$8.50
    - \$8.50, 5 people (11.5-17.2%)
    - \$9.70, 1 person (2.5%)
- Wages budget line increases ~\$30,000 (6.2%) over 2022 wages.
  - Increase of ~\$18,000 (3.7%) over standard wages adjustment.

### **Option 3**

- Director receives standard wage adjustment.
- Department Heads and all other staff are adjusted to a new minimum for each position.
- Plus, additional adjustment for longevity.
  - Director: same as Option 1
  - Department Heads:
    - \$25.00-29.00, 3 people (6.5-6.8%)
  - Librarians: \$21.00 (new minimum)

- \$21.00, 2 people (5.0% increase)
  - \$25.00-26.00, 2 people (4.7-6.2%)
- Reference Assistants: \$16.00 (new minimum)
  - \$16.00, 2 people (8.8-14.3%)
- Circulation Assistants: \$14.00 (new minimum)
  - \$14.00, 6 people (21.7-30.1%)
  - \$14.50, 7 people (15.4-25.1%)
  - \$16.00+ 1 person (2.8%)
- Shelvers: \$8.50
  - \$8.50, 5 people (11.5-17.2%)
  - \$10.50, 1 person (10.8%)
- Wages budget line increases ~\$40,000 (8.3%) over 2022 wages.
  - Increase of ~\$28,000 (5.9%) over standard wages adjustment.

#### Option 4

- Director receives standard wage adjustment.
- Department Heads and all other staff are adjusted to MCFLS average wage for each position (2022 average + 2.0).
- No adjustment for longevity.
  - Director: same as Option 1
  - Department Heads:
    - \$28.00-36.00, 3 people (18.3-33.5%)
  - Librarians:
    - \$29.00, 4 people (16.6-48.8%)
  - Reference Assistants:
    - \$16.85, 2 people (14.5-20.4%)
  - Circulation Assistants:
    - \$15.10, 13 people (20.2-40.3%)
    - \$16.00+, 1 person (2.5%)
  - Shelvers:
    - \$10.00, 6 people (6.0-38.6%)
- Wages budget line increases ~\$109,000 (22.7%) over 2022 wages.
  - Increase of ~\$97,000 (20.2%) over standard wages adjustment.

#### Next Steps

The Library Board approves a budget, which is then submitted to the Village Board as part of the Village's budget process. The Library's budget is typically approved, with little or no discussion, as part of the full budget approval. Per discussions with Village administration, the budget with the standard wage increase will be included in the budget book that is distributed to the Village Board. The request for additional funds, to support wage adjustments beyond the standard adjustment, will be included as an addendum. The Village Board will need to address it as an amendment to the Village budget.

#### Recommendation

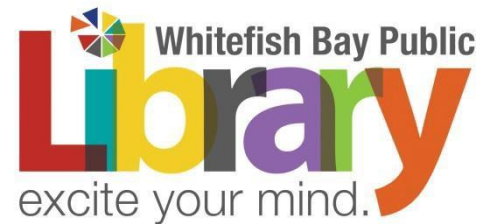
It is recommended the Library Board approve Option 3 for wage adjustments beyond the standard adjustment

- dependent on Village Board approval of additional funds to support the wage adjustments
- wages budget line increases ~\$40,000 (8.3%) over 2022 wages
- concurrent increase in FICA and other benefit lines related to wages
- beginning January 1, 2023

or

The Library Board instructs Director Reed to develop additional options based on.... criteria.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 02, 2022 Meeting  
Re: 2023 WFBPL Operating Budget - Draft



### 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

Village department budgets are typically adjusted based on two criteria:

- Non-Property Tax Revenue covers operational budget, hopefully with little variance or need for cutting.
- Property Tax Revenue is adjusted to cover the approved cost of living increase (usually 2.0-2.5%, sometimes plus merit) and benefits changes (quite variable due to the health insurance market).

Due to severe declines in non-property tax revenues during the pandemic, fund balance was utilized to balance the 2022 budget. Prior guidance from Village administration was to maintain approximately 5% in fund balance. Projected year-end 2022 fund balance will be 4%. There are not sufficient funds to cover continued declines non-property tax revenues. Draft budget is based on maintaining operations and service levels

### Draft Budget Review

Utilize attached spreadsheets to review revenues and expenditures line by line.

### Considerations

#### Non-Property Tax Revenues

- Intergovernmental Revenue – Down from pre-pandemic levels, appears to be increasing but 2024 level not set until Oct 2022. 2023 level was set in Oct 2021.
- Fines, Fees, and Revenues – Down from pre-pandemic levels but stabilized at lower level.
- Public Charges for Services – Down from pre-pandemic levels but stabilized at lower level.
- Donations – Variable but stable.
  - Other Misc Revenue is quite variable and usually not used to base the budget on.

#### Expenditures

- Salaries and Wages – Special request to increase funding to reset to better match market conditions. Currently many library positions are lowest paid in MCFLS.
- Benefits – Varies year to year based on insurance market and how many eligible employees opt-out vs in.
- Administration – Down due to reductions in phone charges (due to plan change) and advertising/printing charges (due to more in-house printing with new printer).
- Equipment and Maintenance – Up due to planned increase in technology expenditures (after 3 years of reduced expenditures and resulting reduction in quality) and inflation impacts.
- Programs and Services – Up slightly due to refunding programming at a basic level.
- Collection – Up due to aiming to return to “enhanced” library standard after trimming during pandemic and aiming to balance without increases tax revenues in 2022.
- Capital – First time requesting Village funded capital expenditure for library project, other than as part of DPW building projects.

Impacts of overall reduced non-property tax revenues plus increased expenditures and special wage increase results in a potential increase of 21% in property tax revenues. Usual increases are 1-5%.

Per state law, the Library Board approves the Library budget and submits it to the Village for full funding. Traditionally, the Village Board has approved the submitted Library budget. However, the higher than usual request will likely be met with discussion and debate. If the Village Board opts not to increase property tax revenues to match the Library budget request, then all items in the operating budget will need to be reviewed for reductions to match revenues.

Recommendation

It is recommended the Library Board approve the Library operating budget as presented (amended).

or

It is recommended the Library Board revisit the capital request at the Aug 23 meeting, so Director Reed and the Leadership Team have time to review quotes and set a firm dollar amount for the capital request.



Total Revenues Summary																
		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Budget
Property Tax Revenue		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	% Change
<b>41000</b>	<b>Property Tax (Levy) Revenue</b>															
	Library	\$ 569,197	\$ 621,611	\$ 599,911	\$ 603,673	\$ 691,916	\$ 687,677	\$ 685,188	\$ 680,011	\$ 680,022	\$ 677,299	\$ 710,581	\$ 700,833	\$ 716,744	\$ 868,073	21.1%
	<b>Total Property Tax Revenue</b>	\$ 569,197	\$ 621,611	\$ 599,911	\$ 603,673	\$ 691,916	\$ 687,677	\$ 685,188	\$ 680,011	\$ 680,022	\$ 677,299	\$ 710,581	\$ 700,833	\$ 716,744	\$ 868,073	21.1%
			9.2%	-3.5%	0.6%	14.6%	-0.6%	-0.4%	-0.8%	0.0%	-0.4%	4.9%	-1.4%	2.3%	21.1%	
	<b>Non-Property Tax Revenue</b>														<b>TBD - Set by Village Board</b>	
43000	Intergovernmental Revenue	\$ 6,000	\$ 6,000	\$ 6,100	\$ 26,669	\$ 36,944	\$ 37,035	\$ 43,290	\$ 49,557	\$ 55,109	\$ 60,646	\$ 78,899	\$ 58,754	\$ 30,949	\$ 13,733	-55.6%
45000	Fines, Fees, and Penalties	\$ 37,394	\$ 42,772	\$ 45,878	\$ 41,384	\$ 44,117	\$ 43,748	\$ 40,916	\$ 39,033	\$ 34,021	\$ 33,499	\$ 11,432	\$ 21,844	\$ 21,050	\$ 23,150	10.0%
46000	Public Charges for Services	\$ 11,928	\$ 15,821	\$ 13,018	\$ 17,705	\$ 20,255	\$ 15,973	\$ 14,653	\$ 15,851	\$ 15,127	\$ 12,907	\$ 2,099	\$ 2,644	\$ 3,000	\$ 4,000	33.3%
48000/49000	Miscellaneous Revenue	\$ 758	\$ 105	\$ -	\$ 24,582	\$ 4,311	\$ 2,208	\$ 6,831	\$ 1,001	\$ 902	\$ 2,206	\$ 8,951	\$ 4,110	\$ 30,599	\$ 2,000	-93.5%
	<b>Total Non-Property Tax Revenue:</b>	\$ 56,080	\$ 64,698	\$ 64,996	\$ 110,340	\$ 105,627	\$ 98,964	\$ 105,690	\$ 105,442	\$ 105,159	\$ 109,258	\$ 101,381	\$ 87,352	\$ 85,598	\$ 42,883	-49.9%
			15.4%	0.5%	69.8%	-4.3%	-6.3%	6.8%	-0.2%	-0.3%	3.9%	-7.2%	-13.8%	-2.0%	-49.9%	
	<b>Total Library Revenue</b>	\$ 625,277	\$ 686,309	\$ 664,907	\$ 714,013	\$ 797,543	\$ 786,641	\$ 790,878	\$ 785,453	\$ 785,181	\$ 786,557	\$ 811,962	\$ 788,185	\$ 802,342	\$ 910,956	13.5%
			9.8%	-3.1%	7.4%	11.7%	-1.4%	0.5%	-0.7%	0.0%	0.2%	3.2%	-2.9%	1.8%	13.5%	

Total Expenditures Summary																
		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Budget
Source		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	% Change
93000	Library Salaries Related Expenditures	\$ 374,160	\$ 396,480	\$ 385,350	\$ 409,709	\$ 432,517	\$ 448,523	\$ 466,777	\$ 459,357	\$ 473,556	\$ 482,809	\$ 485,578	\$ 487,733	\$ 517,432	\$ 560,492	8.3%
93000	Library Benefits Related Expenditures	\$ 129,005	\$ 135,362	\$ 98,244	\$ 59,457	\$ 72,623	\$ 76,760	\$ 80,827	\$ 71,308	\$ 55,158	\$ 73,454	\$ 69,549	\$ 65,480	\$ 69,680	\$ 97,116	39.4%
	<b>Total Library Salaries &amp; Benefits</b>	\$ 503,165	\$ 531,842	\$ 483,594	\$ 469,166	\$ 505,140	\$ 525,283	\$ 547,604	\$ 530,665	\$ 528,714	\$ 556,263	\$ 555,127	\$ 553,213	\$ 587,112	\$ 657,608	12.0%
			5.7%	-9.1%	-3.0%	7.7%	4.0%	4.2%	-3.1%	-0.4%	5.2%	-0.2%	-0.3%	6.1%	12.0%	
93200	Library Administration	\$ 50,022	\$ 15,259	\$ 9,833	\$ 18,329	\$ 83,038	\$ 82,658	\$ 79,512	\$ 85,017	\$ 75,144	\$ 73,800	\$ 84,067	\$ 76,177	\$ 70,025	\$ 66,925	-4.4%
93300	Library Equipment & Maintenance	\$ 5,150	\$ 9,207	\$ 12,372	\$ 7,038	\$ 36,235	\$ 56,502	\$ 54,785	\$ 49,881	\$ 51,258	\$ 53,197	\$ 45,450	\$ 48,651	\$ 51,500	\$ 60,950	18.3%
93400	Library Programs & Services	\$ 19,289	\$ 16,960	\$ 22,730	\$ 22,820	\$ 25,345	\$ 25,514	\$ 24,951	\$ 27,542	\$ 24,302	\$ 25,984	\$ 24,163	\$ 23,990	\$ 23,705	\$ 25,473	7.5%
93500	Library Collection	\$ -	\$ -	\$ 98,298	\$ 99,789	\$ 105,538	\$ 86,598	\$ 79,332	\$ 87,125	\$ 105,173	\$ 79,473	\$ 80,403	\$ 79,621	\$ 70,000	\$ 80,000	14.3%
	<b>Total Library Non-Salaries &amp; Benefits</b>	\$ 74,461	\$ 41,426	\$ 143,233	\$ 147,976	\$ 250,156	\$ 251,272	\$ 238,580	\$ 249,565	\$ 255,877	\$ 232,454	\$ 234,083	\$ 228,439	\$ 215,230	\$ 233,348	8.4%
			-44.4%	245.8%	3.3%	69.1%	0.4%	-5.1%	4.6%	2.5%	-9.2%	0.7%	-2.4%	-5.8%	8.4%	
98000	Library Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 5,125	\$ -	\$ -	\$ -	\$ -	\$ 20,000	NA
	<b>Total Library Capital</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 5,125	\$ -	\$ -	\$ -	\$ -	\$ 20,000	NA
	<b>Total Library Expenditures</b>	\$ 577,626	\$ 573,268	\$ 626,827	\$ 617,142	\$ 755,296	\$ 776,555	\$ 811,184	\$ 780,230	\$ 789,716	\$ 788,717	\$ 789,210	\$ 781,652	\$ 802,342	\$ 910,956	13.5%
			-0.8%	9.3%	-1.5%	22.4%	2.8%	4.5%	-3.8%	1.2%	-0.1%	0.1%	-1.0%	2.6%	13.5%	

Fund 13 Fund Balance Summary (Director Reed's Notes from Saved Finance Reports in Years' Past)																
		2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Budget
Source		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	% Change
	Per Dec 2014 Fianance Report, beginning fund balance was	\$ 58,543	\$ 58,543	\$ 64,443	\$ 44,138	\$ 49,360	\$ 44,824	\$ 42,664	\$ 65,416	\$ 71,950	\$ 35,851	\$ 36,099				
	ending	\$ 58,543	\$ 55,999	\$ 44,138	\$ 49,360	\$ 44,824	\$ 42,664	\$ 65,416	\$ 71,950	\$ 35,851	\$ 36,099					
		\$ -	\$ (2,544)	\$ (20,305)	\$ 5,222	\$ (4,536)	\$ (2,160)	\$ 22,752	\$ 6,534	\$ 36,099						
								RFID Project	Rolled over designated donations for website					Approved by Library Board		
														Projected Ending Balance		
	Beginning Fund 13 Fund Balance as % of Total Library Expenditures	7.8%	7.5%	7.9%	5.7%	6.3%	5.7%	5.4%	8.4%	9.0%	4.0%					

Library Budget History 2010-Present with Draft 2023 Budget

Account	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Budget % Change
<b>Taxes</b>																
41100	General Property Taxes	\$ 569,197	\$ 621,611	\$ 599,911	\$ 603,673	\$ 691,916	\$ 687,677	\$ 685,188	\$ 680,011	\$ 680,022	\$ 677,299	\$710,581	\$ 700,833	\$ 716,744	\$ 868,073	21.1%
<b>Total Taxes</b>		\$ 569,197	\$ 621,611	\$ 599,911	\$ 603,673	\$ 691,916	\$ 687,677	\$ 685,188	\$ 680,011	\$ 680,022	\$ 677,299	\$710,581	\$ 700,833	\$ 716,744	\$ 868,073	21.1%
			9.2%	-3.5%	0.6%	14.6%	-0.6%	-0.4%	-0.8%	0.0%	-0.4%	4.9%	-1.4%	2.3%	21.1%	
<b>Intergovernmental Revenue</b>																
														<b>TBD - Set by Village Board</b>		
43792	Misc. Grants										\$ -	\$ 14,478	\$ -	\$ -	\$ -	0.0%
2020 misc grants were Federal monies for COVID-related expenses.																
43793	MCFLS Reciprocal Borrowing	\$ 6,000	\$ 6,000	\$ 6,100	\$ 26,669	\$ 36,944	\$ 37,035	\$ 43,290	\$ 49,557	\$ 55,109	\$ 60,646	\$ 64,421	\$ 58,754	\$ 30,949	\$ 13,733	-55.6%
RB is based on non-residents using our collection, whether coming into our building or items being transferred to other locations for holds. 2022 and 2023 RB dropped due to COVID operations. Oct 2021-Sep 2022 circulation is indicating a rebound; will be reflected in 2024 RB payment.																
Due to multiple factors, it is difficult to determine exactly what impacted use of WFB's collection by non-residents, leading to drastic drops in RB revenue. However, analysis indicates WFB residents continued to use WFBPL during pandemic operations. But non-resident use of our collection, in-building and by transfer of items for holds, dropped significantly. Also, the long-term closure of MPL branches for in-person service resulted in MKE residents using inner-ring suburbs more than usual which significantly impacted the balance of non-resident usage across the whole system.																
<b>Total Intergovernmental Revenue</b>		\$ 6,000	\$ 6,000	\$ 6,100	\$ 26,669	\$ 36,944	\$ 37,035	\$ 43,290	\$ 49,557	\$ 55,109	\$ 60,646	\$ 78,899	\$ 58,754	\$ 30,949	\$ 13,733	-55.6%
			0.0%	1.7%	337.2%	38.5%	0.2%	16.9%	14.5%	11.2%	10.0%	30.1%	-25.5%	-47.3%	-55.6%	
<b>Fines, Fees, and Penalties</b>																
45209	Library Fines	\$ 36,677	\$ 39,962	\$ 42,481	\$ 38,144	\$ 40,264	\$ 39,942	\$ 37,661	\$ 35,232	\$ 30,302	\$ 30,509	\$ 10,612	\$ 20,644	\$ 20,000	\$ 23,000	15.0%
Fines were on downward trend pre-pandemic; rebounded to \$20k. Anticipate slight increase as library usage stabilizes, plus combining of "Library Recover-Lost Property" with "Library Fines" budget line. Do not anticipate fines returning to pre-pandemic levels as more residents utilize e-materials which do not have fines. Also, pre-pandemic and current trends indicate WFB residents utilize the library at a higher rate than do people in other municipalities, but patrons check out 2-3 items per visit instead of 3-4. WFB is a community of readers and as the economy recovered, residents likely returned to purchasing more books rather than checking out all of their desired titles.																
45210	Library Replacement Cards	\$ 717	\$ 616	\$ 716	\$ 702	\$ 743	\$ 740	\$ 662	\$ 658	\$ 1,089	\$ 834	\$ 326	\$ 155	\$ 50	\$ 150	200.0%
Replacement library cards are \$2.00. WFB residents are high tech adopters and many have transitioned to using a card via their smart phone or using their driver's license to check out.																
45224	Library Recovery - Lost Property	\$ -	\$ 2,194	\$ 2,681	\$ 2,538	\$ 3,110	\$ 3,066	\$ 2,593	\$ 3,143	\$ 2,630	\$ 2,156	\$ 494	\$ 1,045	\$ 1,000	\$ -	-100.0%
Mid-year, this budget line was combined with "Library Fines" due to a change in workflow. Change in usage patterns of physical materials pre-pandemic and currently have impacted this revenue line, similar to fines revenue.																
<b>Total Fines, Fees, and Penalties</b>		\$ 37,394	\$ 42,772	\$ 45,878	\$ 41,384	\$ 44,117	\$ 43,748	\$ 40,916	\$ 39,033	\$ 34,021	\$ 33,499	\$ 11,432	\$ 21,844	\$ 21,050	\$ 23,150	10.0%
			14.4%	7.3%	-9.8%	6.6%	-0.8%	-6.5%	-4.6%	-12.8%	-1.5%	-65.9%	91.1%	-3.6%	10.0%	
<b>Public Charges for Services</b>																
46710	Library Laptop Rentals	\$ 595	\$ 13	\$ 351	\$ 347	\$ 256	\$ 308	\$ 222	\$ 190	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	
Due to extreme lack of use of rental laptops, this was discontinued in 2018. Since making laptop use free, they are utilized more.																
46711	Library Circulation Fees	\$ 751	\$ 728	\$ 656	\$ 584	\$ 848	\$ 943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
This line was used to track \$1.00 fees for non-pickup of holds. Was combined with fines due to change in workflow.																
46712	Library Room Rental	\$ 6,936	\$ 10,560	\$ 7,710	\$ 8,305	\$ 10,220	\$ 4,215	\$ 3,590	\$ 3,848	\$ 5,754	\$ 5,135	\$ -	\$ 225	\$ 1,000	\$ 1,500	50.0%
Room rent dropped due to the impact of pandemic operations. While it is up a little, we do not anticipate it returning to pre-pandemic levels in 2023.																
46713	Library Copier Revenue	\$ 3,646	\$ 4,520	\$ 4,301	\$ 4,431	\$ 4,901	\$ 6,008	\$ 6,192	\$ 7,338	\$ 6,006	\$ 5,261	\$ 1,673	\$ 2,419	\$ 2,000	\$ 2,500	25.0%
This area is dependent on patron usage of the public copier/printer and per page charges. Dropped significantly during pandemic operations. Is starting to rebound, but not to pre-pandemic levels yet.																
46714	Library DVD Rentals	\$ -	\$ -	\$ -	\$ 4,038	\$ 4,030	\$ 4,499	\$ 4,649	\$ 4,475	\$ 3,284	\$ 2,511	\$ 426	\$ -	\$ -	\$ -	
Discontinued DVD rentals during pandemic due to lack of use. Regular DVD use has not rebounded enough to warrant return of rentals.																
<b>Total Public Charges for Services</b>		\$ 11,928	\$ 15,821	\$ 13,018	\$ 17,705	\$ 20,255	\$ 15,973	\$ 14,653	\$ 15,851	\$ 15,127	\$ 12,907	\$ 2,099	\$ 2,644	\$ 3,000	\$ 4,000	33.3%
			32.6%	-17.7%	36.0%	14.4%	-21.1%	-8.3%	8.2%	-4.6%	-14.7%	-83.7%	26.0%	13.5%	33.3%	
<b>Miscellaneous Revenue</b>																
48501	Library Donations/Contributions	\$ 758	\$ 105	\$ -	\$ 4,534	\$ 4,080	\$ 2,208	\$ 831	\$ 1,001	\$ 902	\$ 2,206	\$ 8,951	\$ 3,494	\$ 2,000	\$ 2,000	0.0%
Donations vary widely year to year. Aim is to budget conservatively.																
48901	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 6,249	\$ 231	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616	\$ -	\$ -	0.0%
2013: Predates current director and records, unknown source. 2021: Sustainable Shelves from Baker & Taylor																
48504	Restricted Donations/Contributions					\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2016: Private designated donation for new library website.																
49600	Applied Library Fund Balance		\$ -	\$ -	\$ 13,799	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,599	\$ -	100.0%
2013: Related to created library's independent fund rather than being part of Village's general fund. 2022: Fund balance used to balance budget shortfall due to drop in non-property tax revenues.																
<b>Total Miscellaneous Revenue</b>		\$ 758	\$ 105	\$ -	\$ 24,582	\$ 4,311	\$ 2,208	\$ 6,831	\$ 1,001	\$ 902	\$ 2,206	\$ 8,951	\$ 4,110	\$ 30,599	\$ 2,000	-93.5%
			-86.1%	-100.0%	x	-82.5%	-48.8%	209.4%	-85.3%	-9.9%	144.6%	305.8%	-54.1%	644.5%	-93.5%	
<b>Total Library Revenue</b>		\$ 625,277	\$ 686,309	\$ 664,907	\$ 714,013	\$ 797,543	\$ 786,641	\$ 790,878	\$ 785,453	\$ 785,181	\$ 786,557	\$811,962	\$ 788,185	\$ 802,342	\$ 910,956	13.5%
			9.8%	-3.1%	7.4%	11.7%	-1.4%	0.5%	-0.7%	0.0%	0.2%	3.2%	-2.9%	1.8%	13.5%	

Library Budget History 2010-Present with Draft 2023 Budget

Account	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Budget % Change
<b>Library Salaries &amp; Benefits</b>																
93000-100	Library Salaries & Wages	\$ 347,483	\$ 370,131	\$ 359,487	\$ 382,809	\$ 403,016	\$ 417,976	\$ 434,993	\$ 427,847	\$ 440,667	\$ 449,465	\$ 451,564	\$ 453,252	\$ 480,661	\$ 520,661	8.3%
Usually 2.0-2.5% cost of living increase, same as rate set for Village employees. 2023 recommended request of \$520,851; 8.3% increase for salary adjustments due reset staff wages closer to market rate. Currently WFBPL has lowest starting and average wage in MCFLS for our part-time positions. Departments Heads are middling to lowest wages in MCFLS. Director's wage is average.																
93000-150	FICA	\$ 26,677	\$ 26,349	\$ 25,863	\$ 26,900	\$ 29,501	\$ 30,547	\$ 31,784	\$ 31,510	\$ 32,889	\$ 33,344	\$ 34,014	\$ 34,481	\$ 36,771	\$ 39,831	8.3%
Standard percentage set by federal government. Increases as wages and salaries increase.																
<b>Total Library Salaries Related Expenditures</b>		374,160	396,480	385,350	409,709	432,517	448,523	466,777	459,357	473,556	482,809	485,578	487,733	517,432	560,492	8.3%
			6.0%	-2.8%	6.3%	5.6%	3.7%	4.1%	-1.6%	3.1%	2.0%	0.6%	0.4%	6.1%	8.3%	
Prior director and library boards adjusted wages in 201- 2013, impacting 2013-2014, due to changing market standards. 2020-2021 budgets were at standard adjustment, but actual was lower due to pandemic impacts on library hours. Unspent wages rolled into Fund 13 Fund Balance and were utilized in 2022 budget to balance budget.																
93000-160	Health/Dental Insurance Premium	\$ 90,367	\$ 95,891	\$ 75,241	\$ 36,650	\$ 47,111	\$ 51,624	\$ 56,033	\$ 45,979	\$ 32,417	\$ 49,446	\$ 39,633	\$ 41,834	\$ 44,777	\$ 70,000	56.3%
Guesstimate based on standard increase plus additional employee switching from opt-out to family plan for 2023.																
Total expenditure much higher in 2010-2012. Predates current director, so not sure exactly what happened. Educated guess is the passage of Act 10 in 2011 resulted in a shift from prorated benefits for part-time staff to no benefits. Currently only full time staff and one part-time legacy staff member are eligible for insurance. Total expenditure also varies based on how many eligible staff (currently 6) opt-out, select single plan, or select family plan.																
93000-161	Health Insurance Co-Pay	\$ -	\$ 4,729	\$ 5,147	\$ 3,063	\$ 3,987	\$ 3,065	\$ 2,956	\$ 2,924	\$ 350	\$ 975	\$ 600	\$ 270	\$ 1,290	\$ 1,290	0.0%
Staff utilizing Village health insurance can submit their copays to the Village for reimbursement. Village used to also reimburse staff deductibles; that was discontinued a few years ago (guessing 2017-2018 based on totals shown above).																
93000-170	Retirement Contribution	\$ 37,427	\$ 33,266	\$ 16,953	\$ 19,241	\$ 20,727	\$ 21,153	\$ 20,996	\$ 21,423	\$ 21,507	\$ 22,147	\$ 28,471	\$ 22,602	\$ 21,957	\$ 24,170	10.1%
6.5% each, employer and employee, for qualifying staff = 1,200 hours per year (set by state of WI, not village); approximately 23 hour per week. Currently 5 full time staff and two part time staff are enrolled in WI Retirement System (WRS).																
93000-180	Group Life Insurance Premium	\$ 733	\$ 786	\$ 903	\$ 503	\$ 798	\$ 918	\$ 842	\$ 982	\$ 884	\$ 886	\$ 845	\$ 774	\$ 828	\$ 828	0.0%
Benefit for full time staff.																
93000-181	Disability Insurance Premium	\$ 478	\$ 690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 828	\$ 828	0.0%
Benefit for full time staff. Budgeted each year but not expended since 2011.																
<b>Total Library Benefits Related Expenditures</b>		129,005	135,362	98,244	59,457	72,623	76,760	80,827	71,308	55,158	73,454	69,549	65,480	69,680	97,116	39.4%
			4.9%	-27.4%	-39.5%	22.1%	5.7%	5.3%	-11.8%	-22.6%	33.2%	-5.3%	-5.9%	6.4%	39.4%	
<b>Total Library Salaries &amp; Benefits</b>		503,165	531,842	483,594	469,166	505,140	525,283	547,604	530,665	528,714	556,263	555,127	553,213	587,112	657,608	12.0%
			5.7%	-9.1%	-3.0%	7.7%	4.0%	4.2%	-3.1%	-0.4%	5.2%	-0.2%	-0.3%	6.1%	12.0%	
<b>Library Administration</b>																
93200-190	Travel/Training/Meetings	\$ 4,069	\$ 2,158	\$ 5,707	\$ 6,263	\$ 5,437	\$ 5,438	\$ 4,095	\$ 6,068	\$ 6,054	\$ 3,778	\$ 2,326	\$ 5,547	\$ 4,500	\$ 4,500	0.0%
Library Board prioritizes staff development as a library value; codified as part of strategic plan. Friends of Library used to support staff training, but discontinued during pandemic; do not plan to support this area again. As a result, all staff support is in operating budget. During pandemic the lower level of total funding was sufficient thanks to many online options. As conferences return to in-person, library will need to be intentional about which trainings and conferences staff are able to attend, especially out of state options.																
93200-191	Membership Dues	\$ 307	\$ 743	\$ 825	\$ 1,328	\$ 1,032	\$ 1,328	\$ 692	\$ 598	\$ 518	\$ 705	\$ 129	\$ 1,156	\$ 980	\$ 1,000	2.0%
As a "workplace of excellence" WFBPL pays for Wisconsin Library Association membership for director, department heads and reference staff. Director also receive American Library Association/Public Library Association membership.																
93200-194	Personnel related expenses	\$ -	\$ -	\$ -	\$ 1,630	\$ 941	\$ 936	\$ 910	\$ 400	\$ 399	\$ 195	\$ 106	\$ 485	\$ 735	\$ 700	-4.8%
Not sure what this was used for years ago when it was much higher. In recent years this is used for name tags, logo shirts, small food stuffs, flowers for staff celebrations or funerals.																
93200-200	Consulting Services	\$ 42,063	\$ 9,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600	\$ 5,067	\$ -	\$ -	0.0%
2020-2021 used for consultant for strategic planning. Approved from Fund 13 Fund Balance by Library Board as needed. Don't know what it was used for in 2010-2011, predates current Director.																
93200-220	Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,957	\$ 4,653	\$ 6,336	\$ -	\$ -	0.0%
2019-2021 used for creation of library foundation. Approved from Fund 13 Fund Balance by Library Board as needed.																
93200-250	Utilities	NA	NA	NA	\$ -	\$ 61,091	\$ 42,884	\$ 42,839	\$ 40,617	\$ 42,250	\$ 41,988	\$ 35,761	\$ 41,349	\$ 42,140	\$ 43,000	2.0%
Prior to 2014, was covered by Village. 2014 relamping project created savings. Significant drop in 2020 due to reduced usage during pandemic when library was closed to public. 2021 second relamping project; was anticipating savings but inflation impacts are negating the expected savings.																
93200-251	Telephone/Internet	NA	NA	NA	\$ -	\$ 6,380	\$ 6,071	\$ 7,036	\$ 6,807	\$ 8,461	\$ 9,217	\$ 10,264	\$ 6,297	\$ 8,000	\$ 4,500	-43.8%
Prior to 2014, was covered by Village. 2022, Village Hall staff changed phone services to achieve savings on the phone bills. 2022 actual should be under budgeted amount and reflected in 2023 budget.																
93200-300	Supplies	\$ 2,899	\$ 2,684	\$ 3,108	\$ 8,776	\$ 6,348	\$ 6,196	\$ 5,016	\$ 3,237	\$ 3,091	\$ 2,560	\$ 16,613	\$ 2,012	\$ 2,000	\$ 2,000	0.0%
Large amount in 2020 was due to purchase of COVID supplies which we were reimbursed by Federal funds in revenue line 43792 (Intergovernmental Revenue; Misc Grants).																
93200-301	Advertising/Printing	\$ 684	\$ 239	\$ 165	\$ 332	\$ 1,086	\$ 838	\$ 1,010	\$ 1,341	\$ 1,755	\$ 829	\$ 54	\$ 590	\$ 1,470	\$ 500	-66.0%
Now that we have a better color printer, we are able to print annual report and program flyers in-house, rather than using a printing company. Anticipate using 2022 budget for purchase of signage for 85th Anniversary Event. 2023 will be lower post-anniversary.																

Library Budget History 2010-Present with Draft 2023 Budget

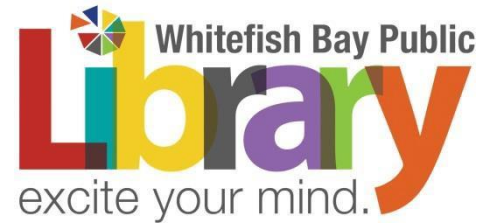
Account	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Budget % Change
93200-302	Postage	NA	NA	NA	\$ -	\$ 142	\$ 556	\$ 196	\$ 199	\$ 198	\$ 187	\$ 97	\$ 15	\$ 200	\$ 25	-87.5%
Prior years were higher due to mailing of "New Neighbor" packets to new residents. Friends now cover costs of New Neighbor program.																
93200-303	Covid Supplies										\$ -	\$ -	\$ 1,038	\$ -	\$ 500	0.0%
In 2020, this was rolled into 200-300 Supplies. Created new line in 2021 for easier tracking of COVID supplies, but unbudgeted for 2021 and 2023. We keep hoping this will drop off, but it hasn't so we are budgeting for it in 2023.																
93200-360	Building Maintenance	NA	NA	NA	NA	NA	\$ 17,400	\$ 8,658	\$ 24,077	\$ 11,345	\$ 11,196	\$ 9,234	\$ 6,167	\$ 9,800	\$ 10,000	2.0%
Village covers costs of standard building maintenance. Library pays for garden upkeep, window and gutter cleaning, carpet steaming, and other small projects. Typically the library budgets \$10,000 for this line; 2021 no small projects were completed and other maintenance (such as carpet cleaning) was delayed while building was closed to public in order to conserve budget due to uncertain impacts of the pandemic on revenues and expenditures. 2022 returned to closer to normal budget as we could not delay regular maintenance without obvious drop in quality. Note, 2017 was higher than usual due to extensive unexpected HVAC repairs. There were approximately \$13,000 in unpaid invoices for Library building maintenance. The Village budget monies for building repairs, across all Village buildings, were fully expended. Village Manager, Paul Boening, has instructed the Library to pay the remaining invoices from available 2017 Fund 13 monies or from Fund 13 Fund Balance. Mr. Boening stated this is the same practice applied to all Village departments, i.e. if unspent tax dollars are available in one budget line they are used to pay overages in other budget lines.																
93200-428	Misc	\$ -	\$ 19	\$ 28	\$ -	\$ 311	\$ 577	\$ 8,811	\$ 1,498	\$ 578	\$ 764	\$ 80	\$ -	\$ -	\$ -	0.0%
Previously 428 Library Director Designated and 750 Contingency. For a couple years, a contingency line was included in the budget but fund rarely used so it was discontinued after 2016. However, in 2016 there were extensive HVAC repairs, exceeding Village monies; \$8,000 in contingency was used to cover repairs.																
93200-760	Sales tax	NA	NA	NA	\$ -	\$ 270	\$ 434	\$ 249	\$ 175	\$ 495	\$ 424	\$ 150	\$ 118	\$ 200	\$ 200	0.0%
Though the library is tax-free when purchasing things, we must pay sales tax on items sold to patrons, incl. copies, coffee, usb drives, and headphones. This is typically not budgeted for, but shows up as "actual" with the assumption underspent budget in other areas will cover it. Aiming to create a 2023 budget based on prior actuals and new patterns, it is included in 2023 budget.																
<b>Total Library Administration</b>		50,022	15,259	9,833	18,329	83,038	82,658	79,512	85,017	75,144	73,800	84,067	76,177	70,025	66,925	-4.4%
			-69.5%	-35.6%	86.4%	353.0%	-0.5%	-3.8%	6.9%	-11.6%	-1.8%	13.9%	-9.4%	-8.1%	-4.4%	
<b>Library Equipment &amp; Maintenance</b>																
93300-240	Technology - Operating	NA	NA	\$ -	\$ -	\$ -	\$ 19,654	\$ 19,960	\$ 17,594	\$ 18,817	\$ 16,698	\$ 12,285	\$ 15,388	\$ 17,000	\$ 18,500	8.8%
not replace tech per plan during pandemic to conserve budget. New technology plan aims to return to \$20,000/year in 2024; quality of technology declined as items aged and were not replaced. Goal is to return to usual quality (moderate, not cutting edge) in 2023-2024.																
93300-311	Copier Maintenance	\$ -	\$ 4,766	\$ 4,907	\$ 4,552	\$ 5,204	\$ 4,168	\$ 2,068	\$ 3,368	\$ 3,189	\$ 3,429	\$ 2,665	\$ 2,537	\$ 2,500	\$ 3,200	28.0%
expenditures. Old copier was paid off fall 2021 and replaced spring 2022. Experienced savings with no lease payment for a few months, but repairs on "free" older copier started to increase. Also, quality of copies was less than desirable. New copier is high quality for staff and patrons. New lease payment is slightly higher than old payment, but well worth the cost and balanced out by being able to print annual reports and flyers in-house instead of using professional services. See reduction in 93200-301.																
93300-312	Material Processing/Repair	\$ 5,150	\$ 4,441	\$ 7,465	\$ 2,486	\$ 3,709	\$ 5,775	\$ 5,210	\$ 2,678	\$ 3,097	\$ 3,462	\$ 3,583	\$ 2,173	\$ 3,000	\$ 3,000	0.0%
As we purchase more materials, we need more covers/labels for them. Also, we changed to more in-house processing due to delays by the vendor who did pre-processing. Delays in 2020 and 2021 were likely part of the significant drop in Reciprocal																
93300-350	Custodial Services	NA	NA	NA	\$ -	\$ 27,072	\$ 23,726	\$ 23,933	\$ 24,255	\$ 23,565	\$ 25,851	\$ 24,779	\$ 27,088	\$ 27,000	\$ 34,050	26.1%
Library board approved an increase in this budget line mid-year due to current market costs and to achieve better quality service.																
93300-351	Custodial Supplies	NA	NA	NA	\$ -	\$ 250	\$ 3,179	\$ 3,614	\$ 1,986	\$ 2,590	\$ 3,757	\$ 2,138	\$ 1,465	\$ 2,000	\$ 2,200	10.0%
More people coming to the library post-COVID = more "consumable" supplies used in restrooms.																
<b>Total Library Equipment &amp; Maintenance</b>		5,150	9,207	12,372	7,038	36,235	56,502	54,785	49,881	51,258	53,197	45,450	48,651	51,500	60,950	18.3%
			78.8%	34.4%	-43.1%	414.8%	55.9%	-3.0%	-9.0%	2.8%	3.8%	-14.6%	7.0%	5.9%	18.3%	
<b>Library Programs &amp; Services</b>																
93300-400	MCFLS Supplies	\$ 5,725	\$ 2,916	\$ 1,997	\$ 2,590	\$ 3,646	\$ 1,612	\$ 1,849	\$ 2,000	\$ 2,135	\$ 2,161	\$ 1,743	\$ 2,117	\$ 1,470	\$ 1,000	-32.0%
Includes postage and printed form costs for overdue notices sent by MCFLS.																
93400-401	MCFLS Membership	\$ 16,816	\$ 12,883	\$ 20,081	\$ 18,516	\$ 17,709	\$ 16,577	\$ 15,931	\$ 20,822	\$ 19,334	\$ 21,450	\$ 21,203	\$ 21,716	\$ 22,235	\$ 23,223	4.4%
This covers catalog costs (i.e. CountyCat), cataloguing of new materials (based on # of new titles, not number of copies per title), server, and internet.																
93400-402	Programs - Adult	\$ 1,190	\$ 400	\$ 167	\$ 685	\$ 1,499	\$ 3,000	\$ 2,887	\$ 1,955	\$ 964	\$ 1,083	\$ 904	\$ 119	\$ 0	\$ 500	x
Friends of WFBPL fund the majority of library programs. During pandemic operations, less was spent on programming overall so operating budget lines were underspent in 2020-2021 and zeroed out in 2022. Aim to refund a basic level of programs in 2023.																
93400-403	Programs - Children	\$ 1,283	\$ 761	\$ 485	\$ 1,029	\$ 2,491	\$ 2,218	\$ 2,301	\$ 1,496	\$ 1,302	\$ 662	\$ 313	\$ 38	\$ 0	\$ 500	x
Same as Adult Programs																
93400-415	Programs - Young Adults	NA	NA	NA	NA	NA	\$ 2,107	\$ 1,983	\$ 1,269	\$ 567	\$ 628	\$ -	\$ -	\$ 0	\$ 250	x
Same as Adult Programs																
<b>Total Library Programs &amp; Services</b>		19,289	16,960	22,730	22,820	25,345	25,514	24,951	27,542	24,302	25,984	24,163	23,990	23,705	25,473	7.5%
			-12.1%	34.0%	0.4%	11.1%	0.7%	-2.2%	10.4%	-11.8%	6.9%	-7.0%	-0.7%	-1.2%	7.5%	

Library Budget History 2010-Present with Draft 2023 Budget

Account	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Budget % Change
<b>Library Collection</b>																
93500-410	Library Collection Materials	NA	NA	\$ 98,298	\$ 99,789	\$ 105,538	\$ 86,598	\$ 79,332	\$ 87,125	\$ 105,173	\$ 79,473	\$ 80,403	\$ 79,621	\$ 70,000	\$ 80,000	14.3%
Village Budget covered more in years past. As cuts were needed, trimmed costs in Operating Budget and used more of Fund 22 (designated unspent donations from years ago). Per old state standards, aim for \$111,000 to achieve "enhanced" standard. Last few years expended \$24k-30k from Fund 22. Will be expended in 3-4 years. One goal of new foundation fundraising is to continue enhancing collection expenses. If sufficient funds are not available as of 2024, collection expense will rely on operating budget only and will require Village Board approval of additional taxes or 4 returning to a "basic" standard and fewer materials.																
<b>Total Library Collection</b>		-	-	98,298	99,789	105,538	86,598	79,332	87,125	105,173	79,473	80,403	79,621	70,000	80,000	14.3%
					1.5%	5.8%	-17.9%	-8.4%	9.8%	20.7%	-24.4%	1.2%	-1.0%	-12.1%	14.3%	
<b>Total Library Operations</b>																
		577,626	573,268	626,827	617,142	755,296	776,555	786,184	780,230	784,591	788,717	789,210	781,652	802,342	890,956	11.0%
			-0.8%	9.3%	-1.5%	22.4%	2.8%	1.2%	-0.8%	0.6%	0.5%	0.1%	-1.0%	2.6%	11.0%	
<b>Library Capital</b>																
98000-430	Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 5,125	\$ -	\$ -	\$ -	\$ -	\$ 20,000	Estimate
2016: \$25,000 for RFID conversation project, funded from Fund 13 Fund Balance and approved by Library Board. 2018: \$5,125 for custom built website project, funded by Revenue Line 48504, Restricted Donations/Contributions, received in 2016 and rolled into Fund Balance in 2017.																
2023: \$20,000 for RFID staff pads, Self-check station and related software replacement. Request funding from Village as part of Village capital project funding. Current self-check machine is 9 years old; built-in computer increasingly has problems. Presently, self-check machine accounts for 40% circulation. Staff-mediated ceckouts are 60%. Self-check is primarily used by families with numerous items or young adult patrons. Ball park estimate based on experience is 75-80% of patrons use staff-mediated checkout and 20-25% of patrons use self-check.																
<b>Total Library Capital</b>					-	-	-	25,000	-	5,125	-	-	-	-	20,000	
<b>Total Library Expenditures</b>																
		577,626	573,268	626,827	617,142	755,296	776,555	811,184	780,230	789,716	788,717	789,210	781,652	802,342	910,956	13.5%
			-0.8%	9.3%	-1.5%	22.4%	2.8%	4.5%	-3.8%	1.2%	-0.1%	0.1%	-1.0%	2.6%	13.5%	



To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 02, 2022 Meeting  
Re: Revision to Library Hours for Staff Development Day



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

Staff Development Day is typically set to occur on the Federal holiday that occurs on the second Monday in October. Typically the library opens early afternoon.

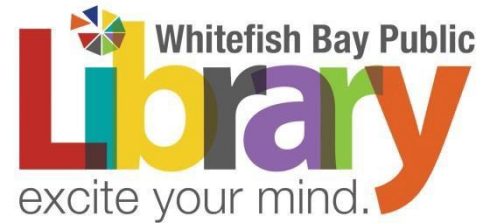
Request

After discussing Staff Development Day options, the Leadership Team requests the Library close for the full day on Monday October 10, 2022. This will allow staff to work on projects, such as shifting and organizing that aren't viable when open to the public.

Recommendation

It is recommended the Library Board approve closing all day Monday October 10, 2022 for staff development day.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 02, 2022 Meeting  
Re: Review WFBPL Board Bylaws



WFB Library Mission Statement

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

Background

At the June 2022 Library Board meeting discussion ensued regarding reviewing the Library Board Bylaws with potential to revise term limits for officer positions.

Current Bylaws are attached, with sections highlighted.

Next Steps

Based on review of Bylaws, potential amendment may be brought back for further discussion and approval at the August or September Library Board meeting.

# WHITEFISH BAY PUBLIC LIBRARY

## BOARD OF TRUSTEES

### BY-LAWS

#### Article I IDENTIFICATION

This organization shall be identified as “The Board of Trustees of the Whitefish Bay Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### Article II BOARD OF TRUSTEES

**Section 1. Number and Qualifications.** Subsection 2.02 (12) of the Village Code. Library Board. (a) The Library Board shall consist of seven (7) members appointed by the Village President with the approval of the Village Board as provided by Section 43.54 (1)(b), Wisconsin Statutes and Village Resolution 1531.

**Section 2. Term of Office.** The term of office of trustees shall be three (3) years and not exceed the provisions in Village Resolution 1531. The Board shall recommend to the appointing official that a trustee serve no more than three full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding eighteen (18) months it shall be considered a full term.

**Section 3. Disqualifications, Vacancies.** Any member who moves out of the political division **s/he** represents shall be responsible for notifying the president of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy.

**Section 4. Meeting Attendance.** Members shall be expected **to attend all meetings** except as they are prevented by a valid reason.

#### Article III OFFICERS

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

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

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

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



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

#### **Article IV MEETINGS**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board as needed.

**Section 2. Annual Meetings.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. **Current Board minutes shall be posted on a bulletin board in the library.**

**Section 5. Special Meetings.** Special meetings may be called at the direction of the president, or shall be called at the written request of two (2) or more members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

**Section 6. Quorum.** A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present **in person.**

**Section 7. Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

**Section 8. Parliamentary Authority.** The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

#### **Article V COMMITTEES**

**Section 1:** Generally, there are no standing committees of the Board.

**Section 2. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

**Section 3.** No committee shall have other than advisory powers.

#### **Article VI DUTIES OF THE BOARD OF TRUSTEES**

**Section 1.** Legal responsibility for the operation of the Whitefish Bay Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and seek adequate funds to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5.** The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the **Division for Libraries, Technology, and Community Learning**, and the Village of Whitefish Bay and/or any other governing body as required.

## **Article VII LIBRARY DIRECTOR**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all Board meetings but shall have no vote.

## **Article VIII MILEAGE AND EXPENSES**

Board members will be reimbursed for actual expenses to attend professional meetings as approved by the Board.

## **Article IX CONFLICT OF INTEREST**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Whitefish Bay Public Library in which they have a direct or indirect financial interest.

**Section 2.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3.** A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article X GENERAL**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Whitefish Bay Public Library  
on the 10<sup>th</sup> day of May, 2011.

To: Whitefish Bay Public Library Board of Trustees  
From: Nyama Y. Reed, Library Director  
Date: August 2, 2022 Meeting  
Re: Department Reports



#### Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village – Village administration is currently interviewing candidates for Assistant Village Manager.
3. Friends – n/a – No July or August meetings.
4. COVID Update
  - a. Milwaukee County Community Level is High, with new cases and hospitalizations increasing.
  - b. A mask requirement for staff was implemented a couple weeks ago to help maintain service levels.
5. Foundation and Fundraising – efforts are ongoing. Donation at major gift level received.
6. Anniversary Committee – 85<sup>th</sup> Anniversary event planning is ongoing.

#### Adult Services (Lenski)

##### **Take and Tinker Collection**

We recently added some Museum Passes for checkout to our Take and Tinker Collection. These passes allow for free entry for a number of adults and kids into local area attractions including the Milwaukee Art Museum, Betty Brinn Children's Museum, Discovery World, Mitchell Park Domes and the Schlitz Audubon Nature Center. These have been extremely popular and we've heard from many folks who are really excited that these are being offered. The Museum Passes are being funded thanks to Friends of the Whitefish Bay Public Library. We also just recently added three mobile hotspots available for checkout.

##### **Programming**

In June we promoted three webinars hosted by Melissa Myers about pollinating plants for your garden. These webinars were organized by Milwaukee Public Library and sponsored by American Transmission Company. In July we hosted an actor who portrays Abraham Lincoln. He discussed the Civil War and slavery and was very well received by the 15 folks in attendance.

##### **Adult Summer Reading Program**

The summer reading program started in mid-June and is off to a great start. So far we have 142 adult who are participating. In comparison to last year, we had 116 adults who participated. We've still got a few weeks left so I'm hoping we'll see a few more folks register.

#### Circulation Services (Hoge)

##### **Staffing**

- The Circulation Staff including our three subs have done a great job of stepping up when emergency shift coverage requests occurred multiple times during the month of July. Their commitment allowed us to maintain our regular staffing levels at the Circulation Desk even with multiple staff out sick or on vacation.
- Our student shelver, Anya Prendergast, will be leaving us in August to start her freshman year at Mt Holyoke. She has been an outstanding member of our team and we will miss not only her work ethic but her flair and fashion sense!

##### **New CountyCat Mobile App**

- The new CountyCat Mobile App became available in App Stores as of July 21<sup>st</sup>. Scott Lenski created a new brochure that displays the look and feel of the new app along with details on the features and functions. This brochure is included with our 'New Patron' packets when an individual signs up for a library card and is also available near our Readers Advisory area in the Adult wing.

## Training

- I attended a virtual training program on mental illness provided by Ryan Dowd of Homeless Training. I found it to be excellent and thought provoking. One take away was not to try to diagnose an individual who shows signs of mental illness. Our job is to make sure patrons follow our behavioral guidelines and not to try to 'treat' their illness. Understanding illnesses such as schizophrenia and bipolar disorder is helpful in order to know what a patron may be experiencing, but we cannot provide mental health care or 'fix' their issues. We can provide information to a patron on where to get assistance, but also need to make sure we are consistent with our behavioral requirements for being in the library.

## Technology

- Using a digitization kit borrowed through the MKE Mixers program, I provided recommendations and suggestions to the Leadership Team for what equipment our library may want to add to our Take & Tinker collection for patrons to check out for conversion of different media into digital format.

## MCFLS Committees

- I continued to assist with testing and creating content such as videos and screenshots for FAQ pages supporting staff and patron use of the new CountyCat Mobile App.
- As a part of my position as Chair of the MCFLS Circulation Services Committee, I've started the process of putting together a spreadsheet of tasks/procedures that the Chair and Recorder need to perform during the year. This has been lacking in the past, and the hope is to make the transition for the new Chair and Recorder easier each year.

## Youth Services (Kiekhaefer)

### Staff

- Katie is transitioning back from maternity leave and will return full-time on August 1<sup>st</sup>. She is glad to be back and grateful for all of the support from her coworkers and the board.

### Programs and Services

- Summer Reading program has continued and runs until the end of August. 433 kids and 74 teens signed up. Final numbers will be available in September's board report.
  - We have received feedback about Beanstack not being user-friendly for some of our younger patrons. Ideally, in the future, we could provide a paper log while continuing to offer Beanstack. As we evaluate this year's SRP and make plans for next year, we will take these comments into consideration.
- Storytimes have wrapped up for the summer. They were a great success, with all sessions well attended. Mondays (with Taylor) and Thursdays (with Valerie) at 10am. 319 kid and grown-ups attended in July.
- On Friday, July 8th, we hosted Pint-Sized Polka with 85 patrons attending. The event was moved indoors due to impending rain. This program was widely appreciated by both staff and patrons of all ages.
- Danielle Lee from Hoop Elation taught an outdoor hula hooping class at the end of July. We had ideal weather and a lot of people walked up. (50+ people attended.) It was a novel, exciting program and we received great feedback.
- Programs for tweens struggled with registration and participation. This feels in line with what we've seen during the pandemic. Older kids are very busy with other activities and we need to reconnect with that population and program for their interests and needs.

### Collections

- Taylor created two LGBTQIA+ Pride month displays, one for children and one for teens.
  - The children's book display was available from June 1<sup>st</sup> to June 30<sup>th</sup>.
  - We received positive comments and appreciation for these displays, specifically from two parents with LGBTQIA+ children.
  - 25 books were displayed and rotated based on availability.
  - Each book on average was checked out at least once with 37 check-outs total.

- Most importantly, all of the books were returned.
- However, it was suspected that one of our teen patrons removed books from the display and hid them in various parts of the picture book collection. (All of the books were found.) This patron's mother has a history of similar behavior. As a result, the display was moved to the area directly in front of the Youth Services desk for better security. *Relocation* of the materials stopped after that.
- Taylor and Valerie are currently weeding the biographies and will finish officially weeding that section by the end of the month.
- Valerie is currently weeding YA fiction. We are almost always low on shelf space in the YA section, so weeding is a constant. Thankfully, this is a collection that ages quickly as teens tend to like what's new.

Placeholder for Statistics