



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
March 8, 2023 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, Jon Smucker, and Leslie Cooley

Attending virtually via Zoom: Elvira Craig de Silva, Library Assistant Director Emily Vieyra

Others Present: Library Director Jen Gerber, Library Office Manager and Confidential Secretary Angela Andre

**Not Present:** Interim Superintendent JoAnn Sternke

1. **Call to order:** at 5:18 pm, the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Whittle.

2. **Statement of Public Notice:** Angela Andre confirmed that the meeting had been posted and noticed according to law.

3. **No Citizens to be heard on items not on the agenda**

4. **Consent Agenda:**

Trustee Whittle asked what if remote and Take and Make participation are included in the reported program numbers. Director Gerber answered in the affirmative.

**MOTION:** Trustee Cooley motioned for approval of the entire consent agenda. Trustee Craig de Silva seconded. All voted in favor; motion carried.

5. **No items pulled from the consent agenda**

6. **No additional topics not on the agenda**

7. **Informational: Library Director's Report**

Trustee Cooley asked about the roof leak that was caused by the weight of a buildup of snow followed by a full day of torrential rain. Library materials were not damaged but there was some leaking behind a wall. DPW has indicated that they are assessing what needs to be done to prevent leaks in the future. Director Gerber will continue to monitor the situation.

8. **Informational; DPI Annual Report (2022)**

Director Gerber stated that understanding the information that's included on the annual report is valuable for Library Board and staff members.

Every library entity submits their report to the state where all of statistical data revenue and expenses are housed for public access.

Some of the information included on the report:

- An overview of the library building
- How the library is handling COVID-19
- The total number of items in our collection, the number added in 2022, including electronic resources, video resource, etc.
  
- Library Services – in-house computer use, reference transactions, and use of digital resources all increased significantly in 2022
  - Total Circulation is down over last year
  - Children’s materials circulation also down by 4%
  - Number of Registered users – Shorewood Residents who have a library card
  - Reference transactions – 17, 438 transactions This reflects a 17.4% increase over last year
  - The number of library visits is also up 17.4% over last year
  - Logins to computers onsite went up by 21%
  - WiFi use is down 21%
  - Website visits went up 13.2%
  - Electronic retrieval – Local database use which includes databases that Shorewood subscribes to (not through MCFLS) is up 1,055% over last year.
  - Overdrive numbers held steady from last year
  
- Programming
  - The number of children’s programs was up 243% over last year.
  - Overall, the total number of programs offered (152) is up by 117%
  - 3, 959 people attended those programs which is up by 10.5%
  
- Revenue – all of the dollars available to the library for operating in 2022 which includes the village contribution, reciprocal borrowing, a grant for the pick-up lockers, as well as bequest funds held by the village.
  
- Expenses
  - Salaries and benefits make up 67% of overall yearly budget
  - Collection – 15% of overall expenditures
  - MCFLS automation and technical system support – 6%
  - Other operating expenses – Programming 1.6%, Utilities, phone, continuing education – 10%
  
- Staff positions and salaries
  - The library runs on a total of 13.1 FTE (full time employees)
  
- Circulation to non-residents – 108,000 people who are not Shorewood residents but are using the Shorewood Library

- Self-Directed Activities – children and adult take and make kits. This number is down because the services shifted slightly away from this service post-COVID.

Trustee Whittle wondered about the question regarding whether or not the library is CIPA compliant. Director Gerber explained we are not CIPA compliant because we do not have filters on our computers. We are not required to do so. CIPA represents the Child Information Protection Act. Some public libraries receive grant funding from the state to purchase technology and are therefore required to comply with CIPA requirements.

Trustee Cooley asked whether or online events such as the National Day of Reading are included in the reported program numbers. Director Gerber answered that these numbers are recorded under “passive programming”. This would include prerecorded programming as well as the library’s podcast.

There was some discussion about the differences between how Shorewood reports programming information to the Board versus how DPI requests this information.

Trustee Smucker asked if Jen was surprised by any of the information. Director Gerber said that she was not surprised but rather, she felt validated. The numbers match what people in the library world are experiencing in terms of more interaction with patrons: more people coming in, more people wanting assistance, more people wanting computers, and more use of the library as a community space.

Jen added that physical checkout numbers are not as relevant as they used to be. This is reflected by the increase in use of digital services. Patron services and patron need shifted in the past few years. Engagement time at the reference desk is longer as is the number of patrons who need assistance in areas beyond the library (e.g., tax and housing assistance).

Trustee Smucker noted that this was helpful information that Jen should continue sharing the DPI report with the board each year.

The group discussed the importance of not only passive, but inclusive programs such as the National Day of Reading which has been a program championed by Children’s Librarian Heide Piehler.

## 9. Informational: Finance Committee Report

Trustee Whittle reported that at their last meeting the committee reviewed the 2022 fourth quarter financials. For the general fund, the library finished the year 1.9% below budget and will be rolling some money into the 2023 fund balance.

Per the memorandum of understanding with the Village, the library will return unspent salary and benefits funds to the Village. These funds accrued during periods of unfilled positions.

Revenue from both fines and printing services was greater than expected. The enhanced budget which included the enhanced budget, general donations, and the Lange Bequest money, and donations from the Friends finished the year with some unused funds that will be rolled into 2023.

The required GMF report forms for 2022 were reviewed and approved and the committee recommended that Jen revise the previously approved 2023 GMF Permanent Endowment grant request forms and return it to the board for approval when she is satisfied with the requests. Trustee Cooley specified that the request was that Jen revise the forms to be more simplified and less specific in order to allow for more flexibility and to match with Jen's work plan.

The GMF year-end statements were reviewed. The three funds lost 16 -17% of their value in 2022. The losses were fairly consistent with what index funds of similar capacity lost. The committee did not feel that a presentation from GMF representatives was necessary this year.

The committee approved the purchase of a new computer server in 2023. They discussed providing donation information on the future website redesign, and finally, they discussed management of residual Lange funds being held at Wells Fargo.

#### 10. Informational: Personnel Committee Report

Nothing to report

#### 11. Informational: Renovation Committee Report

Nothing to report

#### 12. Informational: Nominating Committee Report

Trustee Smucker encouraged all trustees and staff to continue to reach out to potential applicants. Director Gerber indicated that with the Village Manager and Library Board's blessing, she would contact to the School District Superintendent to ask that a school representative be assigned to the Library Board.

#### 13. Informational: Friends of the Library Liaison Report

Director Gerber reported that two proposals were brought to the Friends board at their last meeting. They chose not to financially support the Yoga for All program but they enthusiastically passed the proposal to fund the library's world language book collection.

#### 14. Informational: DPI Trustee Essentials: *TE 09: Managing the Library's Money*

#### 15. Items for Future Consideration

1. Updated GMF Request – April
2. Art Inventory – to be presented by Librarian Hayley Johnson at the April meeting
3. Revised Bylaws – in progress

#### 18. Communications

Nothing to report

## 17. Convene to Closed Session

6:26 pm - Closed session regarding agenda item 17a begins. Attendants: Jonathan Smucker, Alex Dimitroff, Ling Meng, Leslie Cooley, Donna Milne, Elvira Craig De Silva (remote via Zoom), Jen Gerber.

Attendees reviewed the administrative assistant job description, the employee's current duties, capabilities, and performance, and discuss salary range research.

7:28 pm: Trustee Smucker motions to go to open session. 2nd by Trustee Cooley. All vote in favor, none con.

7:30 pm: Trustee Smucker motions to support the promotion of the current Administrative Assistant to the position of Library Office Manager/Confidential Secretary with the salary and salary range as recommended by the library director, effective immediately. Trustee Whittle 2nd. Motion passed with all members voting in favor, none con.

7:35 pm: Trustee De Silva (attending virtually) leaves the meeting.

7:37 pm: Trustee Meng motions to go to closed session to discuss agenda item 17b. Trustee Smucker 2nd. All verbally vote aye, none con. Attendants: Jonathan Smucker, Alex Dimitroff, Ling Meng, Leslie Cooley, Donna Whittle.

Attendees review the Library Director's 6-month performance evaluation.

8:23 pm - Trustee Cooley moves to return to open session. Trustee Meng 2nd. All vote in favor, none con.

## 20. Adjournment

**MOTION:** Trustee Whittle motioned to adjourn at 8:24 pm. Trustee Dimitroff 2nd. All vote in favor, none con. Board meeting is adjourned.