

OFFICIAL NOTICE AND AGENDA OF A BROOKFIELD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (acted upon).

Date & Time: Wednesday, October 11, 2023 @ 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N. Calhoun Road, Brookfield, WI 53005

Members: Alderman Scott Berg, Jared Chapiewsky, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz, Erica Wilkinson

(Number of Members Needed to meet Quorum Requirements: 5)

1. Roll Call.
2. Announcements:
 - a. The next regularly scheduled meeting is November 8, 2023
3. Minutes.
 - a. September 2023 Minutes

Documents:

[October Mtg - September Minutes.pdf](#)

4. Financial Report and Expenditures.
 - a. September 2023 Financial Report

Documents:

[September 2023 Financial Report.pdf](#)

5. Librarians Report.
 - a. October Librarian's Report

Documents:

[October 2023 Librarians Report.pdf](#)

6. Friends of the Library Report.
7. Unfinished Business:
 - a. 2024 Library Budget proposal update
8. New Business:
 - a. Hours of Service Policy

Documents:

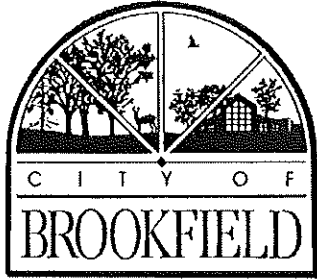
[Hours of Service Policy.docx](#)

9. Adjournment.

Cathy Tuttrup - Director of Library Services

Under the Americans with Disabilities Act, the City of Brookfield will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Brookfield's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Brookfield, should contact the office of the City Clerk at 262-782-9650 or at 2000 North Calhoun Road as soon as possible but no later than 48 hours before the scheduled event.

Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.



MINUTES OF AN OFFICIAL MEETING

Regular Meeting of: Brookfield Public Library Board of Trustees

Date and Time: Wednesday, September 13, 2023, at 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N. Calhoun Road, Brookfield, WI 53005

Members Present: Alderman Scott Berg, Chad Chapiewsky, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz, Erica Wilkinson (left at 8:15 pm)

Others Present: Cathy Tuttrup, Director of Library Services; Betsy Bleck, Deputy Library Director; Barb Stein, Friends' President

Members Absent/Excused:

9/13/2023 - Minutes

1. Roll Call.

President Wentz noted a quorum present and called the meeting to order at 7 pm.

2. Announcements:

- a. The next regular scheduled meeting is October 11, 2023

3. Minutes.

- a. Minutes of the August 2, 2023 meeting

Motion by Wilkinson, second by Schweda to approve the minutes of the August 2, 2023 meeting of the Library Board of Trustees as amended. Motion carried 9-0.

4. Financial Report and Expenditures.

Motion by Heinrich, second by Schweda to approve the July and August financial reports and expenditures. Motion carried 9-0.

- a. July 2023 Financial Report
- b. August 2023 Financial Report

5. Librarians Report.

- a. September Librarians Report

Motion by Fields, second by Fox to approve the Librarians Report with corrections. Motion carried 9-0.

6. Friends of the Library Report.

Barb Stein, President of the Friends reported that the group currently has 83 members and about \$24,000.00. The Book Sale is September 14-16, 2023. The Friends supported the Summer Reading program, a successful ice cream social and Read it and Eat program. The Friends are hoping to have some kind of event during National Friends of the Library Week, October 15-21, 2023. Their new and improved social media presence is in the works.

7. Unfinished Business:

a. 2024 Library Budget proposal update

The board was informed that as of now, nothing has changed from the budget that they accepted at the August meeting.

8. New Business:

a. 2024 Library Holiday/Closure schedule

Motion by Deuster, second by Fox to approve the 2024 Library Holiday/Closure schedule. Motion carried 9-0.

b. Bulletin Board, Artwork, and Display Cases Policy

Motion by Schweda, second by Wilkinson to approve the Bulletin Board, Artwork and Display Case Policy. Motion carried 9-0.

c. Circulation Policy

Motion by Fox, second by Deuster to approve the Circulation Policy. Motion carried 8-0.

d. Architectural Analysis

The board heard the library's plan to pursue an architectural analysis of the facility in 2024. More formal information will be provided at future meetings.

9. Adjournment.

Motion by Fox, second by Deuster to adjourn the meeting. Motion carried 8-0. Meeting adjourned at 8:23 pm.

Respectfully submitted: Cathy Tuttrup - Director of Library Services

September 2023 Expenditures (Included in Budget Detail Report)

Salaries	Payroll September 8 & 22	\$	185,629.24
523000 Publishing/ Advertising	Docomomo USA (AD prog)		50.00
	Milwaukee Public Museum (AD prog)		150.00
	William Pack (AD prog)		350.00
	Account subtotal	\$	550.00
541000 Library Materials	Cengage (AD BK large print)		139.18
	Lost & Paid Refunds		55.92
	Unique Management (August overdue placements)		29.55
	Account subtotal	\$	224.65
570003 Telephone	On-call cell phone stipends	\$	75.00
570005 Water / Sewer	City Accounting Entry for utilities	\$	1,011.99

Budget Report expenditures (included) subtotal \$ 187,490.88

September 2023 Expenditures from Peards (Not included in Budget Detail Report)

505000 Travel Expense	Sam's Club (All Staff Inservice snacks)		197.15
	WLA (Conference registration)		1,332.00
	Account subtotal	\$	1,529.15
520000 Office Supplies	Acco Brands (Laminating rolls) Tax refund		-16.37
	Amazon (Window Stickers)		11.80
	Cintas (1st Aid cabinet supplies)		42.21
	Account subtotal	\$	37.64
520004 Coin Op - Copier	Gordon Flesch (Public copiers lease & cost per copy)	\$	311.75
522000 Office Equipment	Amazon (Fans, frame, holder, vacuum)	\$	93.95
	AD = Adult, CH = Children, BK = Book, AV = Audio - Visual		

523000 Publishing / Advertising

\$ 29.87

Amazon (Teen program supplies)

541000 Library Materials

Amazon (AD & CH BK & CH AV)	242.88
Baker & Taylor (AD & CH BK & AV)	19,789.12
Blackstone (AD BK)	478.73
Center Point (AD BK)	334.43
Data Axle (Reference materials)	395.00
Grey House (AD BK)	637.50
Meredith Books (AD BK)	35.91
Our WI magazine (Periodical renewal)	24.98
Reiman (AD BK)	38.98
Thomson Reuters (Reference materials)	491.00
Value Line (Reference materials & database renewal)	4,135.00
WI State Journal (Periodical subscription renewal)	1,042.76
Account subtotal	<u>27,646.29</u>

Account subtotal \$ 27,646.29

September 2023 Total Expenditures

\$ 217,139.53

CITY OF BROOKFIELD, WI



YTD BUDGET REPORT

SEPTEMBER 2023
PG 1 OF 2

FOR 2023 09

ACCOUNTS FOR: 101	GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05010001 LIBRARY SALARIES/BENEFITS								
05010001	501000	1,708,566	1,674,868	1,143,648.80	124,657.16	.00	531,219.20	68.3%
05010001	501400	56,452	56,452	40,769.57	4,440.03	.00	15,682.43	72.2%
05010001	501600	79,437	80,650	60,563.77	7,233.99	.00	20,086.23	75.1%
05010001	502000	131,940	129,143	93,654.11	9,653.36	.00	35,488.89	72.5%
05010001	502100	121,586	119,218	83,508.24	8,872.06	.00	35,709.76	70.0%
05010001	502200	20,540	20,216	14,374.61	1,702.36	.00	5,841.39	71.1%
05010001	502700	324,997	326,606	243,034.66	29,070.28	.00	83,571.34	74.4%
TOTAL LIBRARY SALARIES/BENEFITS		2,443,518	2,407,153	1,679,553.76	185,629.24	.00	727,599.24	69.8%
05010002 LIBRARY PERSONNEL EXP								
05010002	503400	750	750	1,356.00	.00	.00	-606.00	180.8%**
05010002	504000	1,185	1,185	942.00	.00	.00	243.00	79.5%
05010002	505000	5,050	5,050	749.15	.00	.00	4,300.85	14.8%
TOTAL LIBRARY PERSONNEL EXP		6,985	6,985	3,047.15	.00	.00	3,937.85	43.6%
05010004 LIBRARY OPERATING EXP								
05010004	520000	22,000	22,000	13,075.82	.00	4,659.90	4,264.28	80.6%
05010004	520001	1,000	1,000	514.33	.00	.00	485.67	51.4%
05010004	520002	7,100	7,100	3,778.00	.00	2,222.15	1,099.85	84.5%
05010004	520004	4,500	4,500	2,643.56	.00	1,364.44	492.00	89.1%
05010004	523000	10,500	10,500	3,738.15	.00	280.01	6,481.84	38.3%
05010004	524000	23,747	23,747	22,085.95	550.00	.00	1,661.05	93.0%
05010004	525000	9,500	9,500	6,022.36	.00	.00	3,477.64	63.4%
05010004	526000	7,300	7,300	5,194.94	.00	.00	2,105.06	71.2%
05010004	527000	8,342	8,342	1,736.51	.00	.00	6,605.49	20.8%
05010004	528000	58,643	58,643	49,811.71	.00	.00	8,831.29	84.9%
05010004	529000	22,000	22,000	8,009.46	.00	5,205.00	8,785.54	60.1%
05010004	541000	26,483	26,483	17,655.36	.00	.00	8,827.64	66.7%
05010004	541000	428,297	428,297	285,698.58	224.65	109,780.12	32,818.30	92.3%
TOTAL LIBRARY OPERATING EXP		629,412	629,412	419,964.73	774.65	123,511.62	85,935.65	86.3%
05010006 LIBRARY CONTRACTUAL SERV								
05010006	560001	5,000	5,000	6,555.33	.00	.00	-1,555.33	131.1%**

*Annual HVAC Service
**Deputy Director Search

CITY OF BROOKFIELD, WI



YTD BUDGET REPORT

SEPTEMBER 2023
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FOR 2023 09

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05010006 560001 HVAC CONTRACT SERVI	7,000	7,000	.00	.00	.00	7,000.00	.0%
TOTAL LIBRARY CONTRACTUAL SERV	12,000	12,000	6,555.33	.00	.00	5,444.67	54.6%
05010008 LIBRARY UTILITIES							
05010008 570001 NATURAL GAS EXPENS	28,542	28,542	12,659.51	.00	.00	15,882.49	44.4%
05010008 570002 ELECTRICITY EXPENS	75,333	75,333	53,632.11	.00	.00	21,700.89	71.2%
05010008 570003 TELEPHONE EXPENSE	12,590	12,590	4,755.78	75.00	.00	7,834.22	37.8%
05010008 570005 WATER/SEWER EXPENS	3,481	3,481	2,880.93	1,011.99	.00	600.07	82.8%
TOTAL LIBRARY UTILITIES	119,946	119,946	73,928.33	1,086.99	.00	46,017.67	61.6%
TOTAL GENERAL FUND	3,211,861	3,175,496	2,183,049.30	187,490.88	123,511.62	868,935.08	72.6%
TOTAL EXPENSES	3,211,861	3,175,496	2,183,049.30	187,490.88	123,511.62	868,935.08	

+ 29,648.65 PCards (Not Included in
Budget Detail Report
\$217,139.53 GRAND TOTAL

SEPTEMBER 2023 Expenditures

NAME OF ACCOUNT	AMOUNT
Gifts & Memorials	\$16,263.85
Lib. Equipment Fund	\$26,662.62
Marjorie Shea Bequest	\$108,198.70
County Aid	\$142,134.91
Library Fines & Fees	\$27,168.97
Copy Revenue	\$1,475.15
PC Supplies	\$2,219.48
Revenue Account	\$1,811.87

**Brookfield Public Library
Board of Trustees Meeting
Wednesday, October 11, 2023
Librarian's Report**

September 2023 Operating Statistics

Rolling twelve*		10/21-9/22	10/22-9/23	% Change
Total Circulation		547,816	545,479	-0.43%
	Resident	428,175	432,312	0.97%
	Crossover	82,064	75,840	-7.58%
	Nonresident	37,577	37,327	-0.67%
		<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (September)		40,947	44,296	8.18%
	Resident	32,347	34,912	7.93%
	Crossover	5,924	6,334	6.92%
	Nonresident	2,676	3,050	13.98%
User Visits		15,052	16,477	9.47%
Adult	# Programs	22	23	4.55%
	Attendance	399	967	142.36%
Children	# Programs	18	28	55.56%
	Attendance	520	1,036	99.23%

*Rolling twelve does not include digital circulation.

Programming:

In September we were able to gather the data from the Passport program sponsored by the Bridges Library System. For this program, people were encouraged to visit as many libraries as possible in the system and have their passports stamped. We stamped 499 passports! It was fun to talk to people about different libraries as they visited ours.

In the adult department we hosted a number of different special programs: Wisconsin Weather, a Hearing Screening, The Edmund Fitzgerald, Cut the Chaos, Food Preservation, Grunt Surgeon and Houdini. We were pleased to see a number of high school students attend Grunt Surgeon where a Vietnam Veteran and Doctor shared his experiences. We also held six book clubs, At Knit's End, Sew Amazing, Internet Resources You Need to Know and Digital Downloads. A new session of Writers' Circle started this month as well. For the teens, there were two sessions of Dungeons and Dragons and the sixth, seventh and eighth grade students from Saint John Vianney started visiting us twice a month again.

In the children's department, we started our regular slate of storytimes with 6 storytimes and a playgroup offered each week. We had some special music programs as well: A musical storytime with the Wisconsin Conservatory of Music and Mommy, Music and Me. Pokemon returned after a summer break and we had Lego Club and Craft Saturday.

3rd Quarter 2023 operating statistics

	2021	2022	2023	Change 2022-2023		
Total Circulation	153,166	150,886	153,496	1.73%		
Resident	120,426	120,760	122,782	1.67%		
Crossover	21,907	20,597	20,838	1.17%		
Nonresident	10,833	9,529	9,876	3.64%		
Digital Magazine (Downloads & Views)	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>% Change</u>		
Flipster	577	348		-100.00%		
Overdrive (digital)	20,820	21,858	24,134	10.41%		
Self-Check	41,235	37,730	50,609	34.13%	32.97% → % of total Circ.	
User Visits	47,102	52,200	57,637	10.42%		
CAFE	<# Items Sent to Fill a Hold	14,162	13,992	14,754	5.45%	(a)
	<# Items Received to Fill a Hold	15,556	15,158	16,175	6.71%	(a)

Internet Use Sessions	7,173	6,817	6,078	-10.84%	
Internet Use Hours	2,007	1,761	1,693	-3.86%	
Wireless	4,559	4,601	3,996	-13.15%	
Library Website					
Visits	20,599	28,606	n/a	n/a	(b)
Views	29,560	34,213	35,209	2.91%	(c)
Volumes Added	3,997	3,816	4,053	6.21%	
Adult Programs					
# Programs	61	61	67	9.84%	
Attendance	656	805	1,616	100.75%	
Childrens Programs					
# Programs	58	50	68	36.00%	
Attendance	2,450	4,214	4,248	0.81%	
Meeting Room Use	298	310	362	16.77%	

(a) Statistics provided only include materials sent out and received to fill a hold. Items sent to fill a hold could be owned by another library.

CivicPlus website statistics program changed from Piwik to Google Analytics in January 2022.

CivicPlus changed, along with Google, from Universal Google Analytics to Google Analytics 4 in July 2023.

(b) Library website visits: Number of visits to this page. A visit is a series of actions that begin when a visitor views the first page from the server, and ends when a visitor leaves the site or remains idle beyond the idle-time limit. The default idle-time limit is thirty minutes. Page visit data is no longer available.

(c) Library website views: The number of app screens or web pages your users saw. Repeated views of a single screen or page are counted.

NOTE: The Flipster statistics for September were unavailable.

3rd Quarter 2023 goals & objectives update – attached for review

Acknowledgement of Donations Received

A generous donation of \$200.00 was received from Mr. and Mrs. Vridhachalam in memory of Molly Tan. Dr. Moore, who presented the program “Grunt Surgeon”, donated \$50.00 as thanks for allowing him to share his presentation.

Staff Update

Full time technician Sermeng Tay – Konkol will be switching to a part time position as of October 16, 2023. The All Staff In-service Day was held on October 6.

Facilities Update

The power was out for 90 minutes on September 26. Staff continued to work by flashlight and the doors opened to the public about 10:45 am. The temperature in the building continues to be an issue, reported regularly to facilities staff.

Goal Area	Key Obj	Objectives for Plan Period Note: # sign indicates key objectives	2022				2023				2024			
			Achieved?				Achieved?				Achieved?			
			Y or N				Y or N				Y or N			
			Quarter				Quarter				Quarter			
			1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Administrative		Follow the review cycle for the library long-range plan and policy manual.	Y	Y	Y	Y	Y	Y						
Comments: 22-1 New long range plan in effect														
Administrative	#	Annually calculate requirements for meeting county and state requirements and related costs. Work with city leaders to make sure that the annual budget meets both.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments:														
Administrative		Enhance relationships among all stakeholders	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 23-1, 2, 3 Attended monthly Friends and Department Head meetings.														
Administrative		Prepare plans and policies for Library services with the participation, review, and approval of the Library Board. Implement those plans and policies and assess effectiveness. Revise as necessary.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1, 2, 3, 4; 23-1, 2, 3 Policies reviewed and revised. Worked with Legal Department.														
Administrative		Work with the Friends group to enhance and supplement the provision of library materials and services, and create awareness and visibility.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1, 2, 3,4 23-1, 2, 3 Promoted events 22-3, 23-2, 3 Worked on book sale 23-1, 2, 3 Attended monthly Friends meetings Friends agreed to sponsor Adult and Teen Summer Reading Program and Explore Passes. Continued support of Read it and Eat.														
Administrative	#	Work in concert with Waukesha County Library Goals and Objectives and County Library Standards	Y	Y	Y	Y	Y	Y	Y	Y				
Comments:														
Building		Maintain open hours between 65 and 67 hours per week (currently 67). This puts the Library at between Tier 2 and 3.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1 Reported on State report 23-1 Reported on State report														
Building		Meet with City facilities manager to identify physical plant concerns and identify solutions.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 23-1, 2, 3 Entrance opened up. Cubicles and shelf removed for more space. Reported heating/cooling issues.														
Building		Continue to promote and manage library meeting rooms for the general public. Add up to date technology that enhances the use of these rooms.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: Bridges Library system will be supporting Calendar/Meeting Room software systemwide in 2024.														
Building		Facility shows signs of aging and renovation and expansion should be considered.			Y				Y					
Comments: 22-3 Added as 2023 Budget goal 23-3 Discussed architectural analysis funding with Finance Department														
Collection		Work with other libraries in the Bridges System to develop collaborative initiatives such as public relations and marketing, and collection development.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1, 2, 3, 4; 23-1, 2, 3 Various committee meetings attended 22-3 Presented at Memory Project Symposium														
Collection	#	Due to the high expectations of the Brookfield Community, we will aim for the Tier 2 or 3 level of Collection size including digital formats.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1 Reported on state report 23-1 Reported on state report														
Collection	#	Maintain the materials budget at the Tier 3 level.	Y	Y	Y	Y	Y	Y	Y	Y				
Comments: 22-1 Reported on state report 22-3 Proposed in 2023 budget 23-1 Reported on the state report 23-3 Proposed in 2024 budget														

Goal Area	Key Obj	Objectives for Plan Period Note: # sign indicates key objectives	2022				2023				2024			
			Achieved?				Achieved?				Achieved?			
			Y or N				Y or N				Y or N			
			1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Collection		Plan to maintain the periodical collection including digital collections at the Tier 3 level.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	22-1 Reported on state report 23-1 Reported on the state report												
Collection		Conduct an annual in-house use survey.		Y					Y					
	Comments:	22-2 survey conducted Will be conducted 23-3												
Collection		Evaluate collection quality and user satisfaction.												
	Comments:	This evaluation will be done at least once during the 3 year plan period.												
Marketing		Perform a user needs survey within this plan period. Report on results and take appropriate action.												
	Comments:	This survey will be done at least once during the 3 year plan period.												
Marketing	#	Continue to maintain and promote a social media presence.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	23-2, 3 Started including Events, videos and more personalized content.												
Programs	#	Maintain adult and children's programs. Aim for at least 250 programs per year.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	22-1 53 adult and 83 children's programs. 22-2 70 adult and 68 children's programs. 22-3 61 adult and 50 children's programs. 22-4 61 adult and 31 children's programs 2022: 245 adult and 291 children's programs 23-1 51 adult and 110 children's programs 23-2 77 adult and 90 children's programs 23-3 67 adult and 68 children's programs												
Programs		Partner with schools to identify the needs and interests of teens. Encourage participation in special programs that reflect the diversity of interests of the young adult population. Maintain and expand the Teen Scene programs and services for this age group.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	22-1 Hosted two High School art shows in the Periodical Area. 22-2 Sent video to Middle school promoting Summer Reading Program. Held teen led art class. Added Dungeons and Dragons program. 22-3, 4 Hosted Saint John Vianney Classes for tours (6th, 7th and 8th grade) 22-4 Prepared cards for use in schools 23-1,2 hosted Saint John Vianney Classes (6th, 7th, and 8th grade) 23-2 Visited Middle School to promote Summer Reading 23-2 Hosted two High School art shows in the Periodical Area, Held teen led art class, Added section session of Dungeons and Dragons 23-3 Attended school librarian meeting. Hosted Dungeons and Dragons SJV students (6th, 7th, 8th grades) visited twice per month.												
Programs		Provide instructional programs in the areas of technology and online resources.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	22-1, 2, 3, 4; 23-1, 2, 3 Internet Resources, Digital Downloads												
Programs		In conjunction with Bridges and system libraries, develop specialized training on the use of shared resources.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	23-1 Udemy added 23-1, 2, 3Worked on new café app Techcology committee reviewed Discovery Layers												
Services		At least one program each quarter will be offered in cooperation/collaboration with schools or other agencies in the area.	Y	Y	Y	Y	Y	Y	Y					
	Comments:	22-1 Memory Café, DAR Genealogy, MSOE 22-2 Memory Café, Greater Wisconsin Agency on Aging Resources, Waukesha County Historical Society, Milwaukee War Memorial Center, Fairest of the Fair 22-3 Greater Wisconsin Agency on Aging Resources, UW-Badger Talks 22-4 Memory Cafe, Greater Wisconsin Agency on Aging Resources, Compassus, Consumer Protection Agency, Loose Bead Society, Divine Savior, Marquette High School 23-1 DAR Genealogy, Aging and Disability Resource Center, UWM, Sunset Playhouse 23-2 Memory Café, Greater Wisconsin Agency on Aging Resources, Milwaukee War Memorial Center, Fairest of the Fair, Compassus, Consumer Protection Agency 23-3 Wehr Nature Center, Fire, Police and Public Works Department, Wisconsin Conservatory of Music, Greater Wisconsin Agency on Aging Resources												

Hours of Service – Holiday Policy

Hours of Service

The Library is open:

Monday through Thursday	9:00 a.m. to 9:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 4:00 p.m. (Labor Day-Memorial Day)

The Library will be CLOSED on the following holidays:

New Year's Day *
Easter
Memorial Day
Independence Day *
Labor Day
Thanksgiving Day
Christmas Eve Day *
Christmas Day *

The Library will close at 5:00 pm on New Year's Eve.

The Library Board, in conjunction with the Library Director, reserves the right to adjust hours if special circumstances, emergency situations, or weather conditions require it.

Holidays

All full-time employees shall be granted the following paid holidays. Part-time employees who are scheduled to work on a holiday will be paid the number of hours scheduled to work on the holiday:

New Year's Day *
Memorial Day
Independence Day *
Labor Day
Thanksgiving Day
Christmas Eve Day *
Christmas Day *
Three (3) Floating Holidays

* If a holiday falls on a Saturday, Saturday will be designated as the holiday.

‡ If a holiday falls on a Sunday, Monday will be designated as the holiday.

‡ If Christmas Eve Day falls on a Sunday, then the Library Board will determine which days will be the designated holidays in that year.

Adopted by the Brookfield Library Board of Trustees November 12, 2003

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Revision Cycle: as needed