

## 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, November 8, 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 January 10, 2024. There is NO meeting in December.
3. Minutes.
  - a. Minutes of the October 11, 2023 meeting  
Documents:  
[Nov Mtg October Minutes.pdf](#)
4. Financial Report and Expenditures.
  - a. October 2023 Financial Report  
The October Financial Report will be sent to the Board members early next week.
5. Librarians Report.
  - a. November 2023 Librarians Report  
Documents:  
[November 2023 Librarians Report.pdf](#)

6. Friends of the Library Report.

7. Unfinished Business:

- a. 2024 Library Budget proposal update

8. New Business:

- a. 2024 Annual Addendum to the Bridges Library System Member Library & Cafe Agreements

Documents:

[2024 Annual Addendum.pdf](#)

- b. Library Board meeting time
- c. Use of Public Computer Rooms and Study Rooms Policy

Documents:

[Study Room Policy.pdf](#)

- d. Electronic Resources & Internet Policy

Documents:

[Electronic Resources Internet Policy.pdf](#)

- e. Closed Session Notice: Evaluation of Library Director.

The Library Board of Trustees for the City of Brookfield may vote to go into Closed Session for item #8e for the purpose to deliberate on the Library Director's Yearly Evaluation. A closed session for these purposes is authorized pursuant to Wis. Stat. Sec. 19.85(1)(c), which authorizes a governmental body, upon motion duly made, seconded, and approved upon by the majority of the members present as required under Wis. Stat. Sec. 19.85(1), to meet in closed session to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility. Upon conclusion of the closed session, the Library Board of Trustees will reconvene in open session, pursuant to Wis. Stat. Sec. 19.85 (2), for possible additional discussion and action concerning any matter discussed in closed session or further business on the agenda. Persons attending the Closed Session would be the Library Board of Trustees and possibly the Library Director.

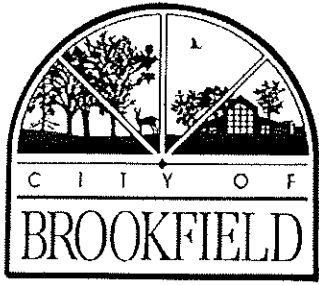
9. Adjournment.

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, October 11, 2023, at 7:00 pm

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

**Members Present:** Alderman Scott Berg, Jared Chapiewsky, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Beverly Wentz, Erica Wilkinson (\*arrived at 7:07 pm.)

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

**Members Absent/Excused:** Susan Schweda

### 10/11/2023 - Minutes

1. Roll Call.

**President Wentz noted a quorum present and called the meeting to order at 7:00 pm.**

2. Announcements:

a. The next regularly scheduled meeting is November 8, 2023

\* Wilkinson arrived at 7:07 pm.

3. Minutes.

a. September 2023 Minutes

**Motion by Heinrich, second by Field to approve the minutes of the September 13, 2023 meeting of the Library Board of Trustees as amended. Motion carried 8-0.**

4. Financial Report and Expenditures.

a. September 2023 Financial Report

**Motion by Deuster, second by Heinrich to approve the September financial reports and expenditures. Motion carried 8-0.**

5. Librarians Report.

a. October Librarian's Report

**Motion by Wilkinson, second by Fox to approve the Librarians Report. Motion carried 8 - 0.**

6. Friends of the Library Report.

**As of August 31, the Friends have \$23,601.00 not including the book sale total of \$9,742.00. There were about \$2,000.00 in expenses for the book sale. 16 people used book sale coupons. Sale will be held next year. Chris Birt was thanked for her efforts. 87 current members. Upcoming events: Festival of Trains, Read It and Eat, Friends of Library week - October 15 - 21. Next year is 20th Anniversary of Friends.**

7. Unfinished Business:

a. 2024 Library Budget proposal update

**Motion by Fox, second by Deuster to accept the amended Library Budget for 2024 as proposed in the Mayor's Executive Budget. Motion carried 8-0.**

8. New Business:

a. Hours of Service Policy

**Motion by Field, second by Deuster to approve the Hours of Service Policy. Motion carried 8-0.**

9. Adjournment.

**Motion by Heinrich, second by Chapiewsky to adjourn the meeting. Motion carried 8-0. Meeting adjourned at 7:50 pm.**

Respectfully submitted: Cathy Tuttrup - Director of Library Services

**Brookfield Public Library  
Board of Trustees Meeting  
Wednesday, November 8, 2023  
Librarian's Report**

October 2023 Operating Statistics

Rolling twelve*		<u>11/21-10/22</u>	<u>11/22-10/23</u>	<u>% Change</u>
Total Circulation		545,709	547,024	0.24%
	Resident	427,037	433,401	1.49%
	Crossover	81,509	76,432	-6.23%
	Nonresident	37,163	37,191	0.08%
		<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (October)		42,270	43,815	3.66%
	Resident	33,462	34,551	3.25%
	Crossover	5,962	6,554	9.93%
	Nonresident	2,846	2,710	-4.78%
User Visits		15,626	17,083	9.32%
Adult	# Programs	21	28	33.33%
	Attendance	322	340	5.59%
Children	# Programs	41	43	4.88%
	Attendance	1,498	2,270	51.54%

\*Rolling twelve does not include digital circulation.

**Programming:**

In the Adult Department, we held our six book clubs, Internet Resources You Need to Know, Digital Downloads, Sew Amazing, At Knit's End and Dungeons and Dragons. The Writers' Circle also continued to meet bi-weekly. In addition, we offered a number of special programs covering a wide variety of topics: Milwaukee Architecture, You've Got Pictures in Your Camera, Bingo, Glass Plate Photography, Star Party, Sacred Trance, author Kathie Giorgio, Handling the Holidays and When Milwaukee Went to War. It was our turn to host Memory Cafe, and we also did a recording for StoryCorps.

In the Children's Department, we held storytimes for all ages on a weekly basis. We also held our regular Craft program, Lego Club, Pokemon and Pokemon Advanced. Although it was a little chilly, our annual Bootacular in the courtyard was well attended. We also had a popular I-spy and collected entries for our annual Bookmark Contest. We held a new program, Aliens in the Library, where kids looked for clues with black-light flashlights.

The Friends of the Brookfield Library sponsored the Festival of Trains and kids of all ages enjoyed watching and running the trains.

Acknowledgement of Donations Received

Staff Update

Sermeng Tay Konkell moved from a full-time to a part-time Technician position. We will begin recruiting for our open positions soon with the hopes of starting people in early 2024.

Cathy Tuttrup, Stephanie Hanus, Maura Jaeger, and Nina Wagner presented Uncovered: Book Clubs at Your Library at the state-wide Wisconsin Library Association Conference in Middleton. People who attended the session were very complimentary and appreciative of the information that was shared.

Facilities Update

Cathy talked to Neal, Facilities Manager, about putting recycling bins in the public areas of the library.

Corrections to minutes and reports:

In the August 2 minutes:

Under New Business 8c ADD:

as presented by the nominating committee: Susan Schweda, Stanley Fox, Jeanmarie Deuster.  
President Beverly Wentz, Vice President – Jeanmarie Deuster, Secretary – Erica Wilkinson.

In the September 13 minutes:

In Members Present: change Chad to Jared Chapiewsky

Under 5a change Fields to Field

Between 8b and c – state Wilkinson left at 8:15 pm.

In the September 13 Librarian's Report:

Change Laua to Laura Schulz





## **Use of Public Computer Rooms and Study Rooms**

To use a study room or computer room, patrons must check out a key at the Circulation Desk. One person will be assigned the room key upon submission of his/her library card or picture ID. When finished, the patron must close the door and return the key to the Circulation Desk. Keys must remain in the Library.

The keyholder is responsible for repair or replacement of damaged library equipment, materials, or property in the assigned room. The Library is not responsible for any damage to patron-owned materials used on Library equipment. The Library is not responsible for any loss or theft of patron property.

Some study rooms include a whiteboard. Prior to returning the room key for a study room with a whiteboard, patrons must erase the whiteboard. Only whiteboard markers are allowed. These are available at no cost from the Circulation Desk when checking out a room key. Patrons who use improper marking materials must pay the Library for any damage caused.

Patrons must vacate study and computer rooms and return the key to the Circulation Desk at least 15 minutes prior to closing. Library staff may ask patrons to vacate a study or computer room after two (2) hours of use to allow other patrons to use the room.

No more than two (2) people may use computer rooms or study rooms, except the designated four (4)-person study room may contain no more than four (4) people. Rooms are available on a first-come, first-served basis. No formal instruction is provided on the use of the equipment or software. Patrons using the study or computer rooms must use them in a quiet manner.

Originally Adopted by the Brookfield Public Library Board of Trustees 1990

Revised: October 13, 2004

Reviewed and approved: April 12, 2006

Revised and approved: September 11, 2013

Reviewed and approved: September 12, 2018

Revised November 8, 2023

Revision Cycle: Review every five years

# ELECTRONIC RESOURCES & INTERNET POLICY

The Brookfield Public Library develops collections, resources, and services to meet the cultural, informational, recreational, and educational needs of its patrons. It is within this context that the Brookfield Public Library offers access to the internet and other electronic resources.

The internet, as an information resource, enables the Library to provide access to ideas, information, and commentary from around the globe. While it offers access to a wealth of materials that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some materials that may be considered controversial or inappropriate. The Brookfield Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. Not all sources on the internet provide accurate, complete, or current information. The patron must take responsibility for determining the validity of information.

The internet may not be a secure medium for transmitting data or personal information such as name, address, or credit card numbers. Patrons who reveal this information while using electronic resources do so at their own risk. The Library is not responsible for any damages, direct or indirect, arising from patron use of its internet connection.

Parents and guardians, not the Library or its staff, are responsible for their children's use of the Library's computers and internet service, as well as the information and content their child accesses.

The Library offers computers with internet ("Internet Stations") and wireless internet to its patrons. To use an Internet Station or wireless internet, a patron must follow these rules:

## GENERAL RULES

- Patrons must not use the Library internet service in an unacceptable manner. Examples of unacceptable use include, but are not limited to:
  - o destroying or damaging equipment or software
  - o altering software or hardware settings and configurations
  - o trying to gain access to passwords, files, and data belonging to others
  - o harassing others
  - o posting libelous content
  - o violating copyright law or licensing agreements
  - o committing illegal or criminal activity
  - o viewing, sending, receiving, or displaying lewd, obscene, or indecent materials (per Sec. 944.23 Wis. Stats.) or exposing children to harmful and obscene material (per Sec. 948.11 Wis. Stats.)
- Patrons must pay the Library for any documents they print. Payment is due at the time of printing. Printing will be charged per page

## Internet Station Rules

- Patrons must have a library card in good standing or a guest pass. Patrons under 18 must have a Permission and Release Form for Internet Access Use signed by a parent or guardian on file with the Library. No patron may use another person's library card or guest pass.
- Patrons must agree to and accept the Electronic Resources & Internet Policy before using the internet.
- Internet Stations are available on a first-come, first-served basis. Library staff may set a time limit if others are waiting to use an Internet Station. If no one is waiting to use the computers, a patron may continue to use the computer until another patron wishes to do so.
- A maximum of two people may use an Internet Station at one time, except in the case of parents/guardians supervising patrons under 18 years of age at an Internet Station.
- Patrons must respect the privacy of others and not interfere with other patrons' use of Internet Stations.
- Patrons must be able to use Internet Stations independently. While Library staff may occasionally help patrons with basic computer use, they will not provide in-depth troubleshooting or training.

## Wireless Internet Rules

- Patrons must agree to and accept the Electronic Resources & Internet Policy before using the wireless internet.
- Patrons must be able to use wireless internet independently. Library staff will not provide instruction or training, configure a patron's electronic device, or install any device or software on a patron's electronic device.

## VIOLATIONS

Violation of this policy is misconduct that can result in expulsion from the Library and forfeiture of Library privileges, as detailed in the Library's Appropriate Behavior Policy. The Library reserves the right to end a patron's use of Internet access if the patron violates this policy. Patrons who cause damage to any Library equipment or materials must pay the Library's repair or replacement costs.

Adopted by the Brookfield Public Library Board of Trustees

January 12, 1999

Revised June 14, 2000

Revised January 8, 2003

Revised January 14, 2004

Revised September 10, 2008

Revised October 12, 2011

Revised June 10, 2015

Revised November 8, 2023

Revision cycle: review as needed