



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
LIBRARY BOARD OF TRUSTEES HELD ON Wednesday January 8, 2020
IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN
ROAD, BROOKFIELD, WISCONSIN 53005

Sheila Buechel, President presiding.

8 MEMBERS PRESENT: Kay Benning *, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel, Margaret Courtright, Jim Heinrich, Susan Schweda, Beverly Wentz

1 MEMBER ABSENT: Stanley Fox

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Aarav and Amalika Sinha, guests; Kate Venturini, BSI Inc.

1. President Buechel noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:00 pm.

Aarav and Amalika Sinha were recognized as guests. Aarav is working on a city government scouting badge.

Kate Venturini addressed the board on potential acoustic control options which include panels and sound masking. Kate and Director Schaefer spent a day at the Merchandise Mart in Chicago meeting with several acoustic control vendors. Product handouts were provided. We will continue to explore options in the coming months, including site visits, and a sound masking demo at BSI. Benning and Heinrich provided two other vendor options to consider.

2. Announcements
 - a. The next meeting will be February 12, 2020 @ 7:00 p.m.
3. Minutes of the November 13, 2019 Meeting

Motion by Heinrich, seconded by Wentz to approve the minutes of the November 13, 2019 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report
 - a. Monthly reports and expenditures

Motion by Schweda, seconded by Courtright to approve the financial report and expenditures. Motion carried unanimously.

5. Librarian's Report:

November 2019 - Operating Statistics

Rolling twelve*	<u>12/17-11/18</u>	<u>12/18-11/19</u>	<u>% Change</u>
Total Circulation	643,532	644,549	0.16%
Resident	503,080	504,609	0.30%
Crossover	96,284	97,546	1.31%
Nonresident	44,168	42,394	-4.02%

		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (November)		48,078	50,268	4.56%
	Resident	37,151	39,532	6.41%
	Crossover	7,406	7,455	0.66%
	Nonresident	3,386	3,066	-9.45%
	RBdigital (eaudio)**	135	215	59.26%
Adult	# Programs	33	20 (d)	-39.39%
	Attendance	454	212	-53.30%
Children	# Programs	31	38	22.58%
	Attendance	1,593	1,696	6.47%

*Rolling twelve does not include digital circulation.

**New January 2015. Incorporating digital formats into circulation totals.

(d) Programs and attendance - No computer classes. Fewer big programs offered. Some moved to December.

Adult programs: in addition to the usual programs, we hosted Milwaukee Noir, Mercury's Transit across the Sun, and a program on Medicare. We also offered four "write-ins" for National Novel Writing Month.

Children's programs: a magic show proved to be popular as was a special Thanksgiving craft Friday. Tours were provided for third graders and for a Girl Scout group. A new story time – in Mandarin Chinese and English – will be offered monthly.

December 2019 - Operating Statistics

		<u>1/18-12/18</u>	<u>1/19-12/19</u>	<u>% Change</u>
Rolling twelve*				
Total Circulation		644,981	643,851	-0.18%
	Resident	504,939	503,919	-0.20%
	Crossover	96,623	97,114	0.51%
	Nonresident	43,419	42,818	-1.38%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (December)		47,060	46,435	-1.33%
	Resident	36,708	36,018	-1.88%
	Crossover	7,494	7,062	-5.76%
	Nonresident	2,759	3,183	15.37%
	RBdigital (eaudio)**	99	172	73.74%
Adult	# Programs	15	14	-6.67%
	Attendance	174	184	5.75%
Children	# Programs	27	27	0.00%
	Attendance	1,114	1,094	-1.80%

*Rolling twelve does not include digital circulation.

**New January 2015. Incorporating digital formats into circulation totals.

Adult programs: several special programs were held which included a holiday lights event for Memory Café. Bottles were decorated with paint or decoupage and lit with strings of LED lights. Patrons also enjoyed Don't Worry Bead Happy with the Loose Bead Society of Milwaukee. Attendees crafted their own bracelets. The popular National Novel Writing Month wrapped up with a final party.

Children's programs: in addition to several weeks of regular programming, we provided a story time at the German Holiday Market. On Star Wars Day we celebrated the release of the new movie with characters from the 501st Garrison. Children enjoyed decorating Christmas cookies, and winter break programs included a holiday movie, singer Holly Nagel, Kohl's Wild Theater and magician Glen Gerard. Children were also able to participate in an on-going I Spy game.

4th Quarter 2019 Operating Statistics

	2017	2018	2019	% Change 2018- 2019	
Total Circulation	148,204	145,981	146,976	0.68%	
Resident	114,677	113,126	113,582	0.40%	
Crossover	23,077	22,912	22,626	-1.25%	
Nonresident	10,206	9,582	9,904	3.36%	
RBdigital (eaudio)*	244	361	864	139.34%	
Digital Magazine (Downloads & Views)	2017	2018	2019	% Change	
RBdigital (emagazines) (Brookfield Only)	366	1,002	1,445	44.21%	**
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	10,748	11,465	9,498	-17.16%	
Overdrive (digital)	11,543	13,921	15,356	10.31%	
Self-Check	43,086	43,633	41,730	-4.36%	28.39% → % of total Circ.
User Visits	58,407	57,528	57,616	0.15%	
CAFE					
# Items Sent to Fill a Hold	12,906	13,829	14,832	7.25%	(a)
# Items Received to Fill a Hold	13,984	14,345	14,742	2.77%	(a)
Internet Use Sessions	9,159	10,650	9,517	-10.64%	
Internet Use Hours	4,256	3,684	3,113	-15.50%	
Wireless	6,248	6,216	5,788	-6.89%	
Library Website					
Visits	19,436	19,888	22,417	12.72%	(b)
Views	35,142	33,546	36,561	8.99%	(c)
Volumes Added	5,751	10,817	4,485	-58.54%	(d)
Titles Cataloged	2,466	7,775	1,506	-80.63%	(e)
Adult Programs					
# Programs	60	74	56	-24.32%	(f)
Attendance	658	1,053	691	-34.38%	
Childrens Programs					
# Programs	117	105	111	5.71%	
Attendance	4,407	4,241	4,788	12.90%	
Meeting Room Use	441	515	444	-13.79%	

*New January 2015. Incorporating digital formats into circulation totals.

**As of October 2018, if a patron requests a new issue alert on a title in RBdigital, the system will now automatically check out the new emagazine issue when it is available.

(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.

(b) Library website Visits is Number of visits to this page. A visit is a series of actions that begins 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. Idle-time default is 30 minutes. Less webpage activity - no system downtime.

(c) Library websites Views - number of times this page was viewed by visitors. Increase is a result of adding the Library's webpage as the homepage on all public Internet computers in the Library. Library's webpage being used to promote the Library and subscription databases.

(d) Volumes added = number of new bibliographic records added to the system that do not already exist in the system. In 2018, 6,197 RBdigital records imported due to URL link change in records. STOP SHIP placed on book account November 2018 and December 2019.

(e) Titles cataloged = number of new bibliographic records added to the system that do not already exist in the system. In 2018, 6,197 RBdigital records imported due to URL link change in records. STOP SHIP placed on book account November 2018 and December 2019.

(f) Adult programs and attendance - No computer classes offered in 2019.

4th Quarter Goals and Objectives

Marketing Initiative: We will be exploring how to use the iPad for conducting mini-surveys. The iPad was provided to us by the Bridges Library System when they conducted a system-wide use survey in 2018/19.

Programs Initiative: the collaborative develop of specialized training on databases has not been initiated yet at the System level. We do present our own sessions for people on how to maximize their use of databases, and other library resources. All other initiatives for the 2019-2021 planning period are on track.

Acknowledgement of Donations Received – none

Staff update

Technician Susie Klimek announced her retirement effective January 9th. We will begin a new recruitment process for this position.

Facilities Maintenance Update

One of the cleaners has been on extended medical leave since September, and that extension continues into spring of this year. We anticipate that a replacement will be hired in the near future. No details are available yet on re-carpeting in the Community Room, or behind the circulation desk. All departments are busy working on year-end reports and implementing their 2020 budgets. We are trying to address lighting throughout the building as some of the tube lights are obsolete. Maintenance has counted the number of lights, which need replacement, and the entire project is estimated at +/- \$8,000. This funding is not in the maintenance budget. I spent a day with Kate Venturini at the Merchandise Mart in Chicago talking to acoustic control providers. It was enlightening and productive. We will have a brief demonstration of some options at the January board meeting. In addition, we can schedule a time for those who are able, to go to BSI to experience the noise control system that they use. Keep in mind, we cannot eliminate sound, but we can reduce it in key areas of the building using a combination of options.

60th Anniversary Update

Promotional brochures for The Far Out 60s have been sent to the Mayor, the Bridges Library System, and each of the Brookfield aldermen. The Friends of the Library has graciously provided a themed basket for a free drawing that will take place at the end of February.

Motion by Brandt, seconded by Ald. Blackburn to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library: no report

7. New Business

a. Sale price for anniversary tote bags.

The cost of the bags is \$12.50 each. Discussion was held and it was suggested we sell the totes for \$15.

Motion by Brandt, seconded by Benning that the anniversary totes be made available for \$15 each. Motion carried unanimously.

b. Proposal for children's furniture replacement.

The proposal for replacement of children's tables, and the addition of 8 chairs in the amount of \$9,240.83 was discussed. Benning questioned the absence of an adjustable height table and discussion followed. * (Benning left at 8:00 p.m.)

Motion by Heinrich, seconded by Wentz to accept the proposal. Motion carried unanimously.

c. Proposal for FlexCharge4 units

The proposal to purchase seven clamp-on power units for five study tables in the adult area, and two in children's was discussed. Proposal cost: \$747.91.

Motion by Brandt, seconded by Schweda to accept the proposal. Motion carried unanimously.

d. Proposal for end panel signage replacement

The proposal to purchase replacement signage throughout the Library at a cost of \$18,946.19 was discussed.

Motion by Ald. Blackburn, seconded by Brandt to accept the proposal. Motion carried unanimously.

e. Library System Effectiveness Statement

It is acknowledged that the Library is in compliance with all requirements detailed on the State report. In addition, it is acknowledged that the Bridges Library System has provided exemplary service to its member libraries. *(Benning returned at 8:10 p.m. during discussion)

Motion by Heinrich, seconded by Brandt to officially acknowledge that the Bridges Library System did provide effective services in 2019. Motion carried unanimously.

Benning expressed concerns that there is no adjustable height table in the children's library. This will be placed on the February agenda for discussion and possible action.

8. Adjourn

Motion by Brandt, seconded by Schweda to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services