



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Brookfield Public Library, Board of Trustees

Date and Time: Wednesday, January 11, 2023 at 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N Calhoun Rd.

Members Present: Ald. Scott Berg, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, James Heinrich, Susan Schweda, Beverly Wentz

Absent: Stanley Fox

Others Present: Cathy Tuttrup, Director of Library Services; Jenna Merton, City Attorney

1. Roll Call

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

2. Announcements

The Next Regularly Scheduled meeting will be February 8, 2023

3. Minutes of the December 16, 2022 Special Board meeting

Motion by Schweda, second by Wentz to approve the minutes of the December 16, 2022 Special meeting of the Library Board of Trustees, with corrections. Motion carried unanimously.

4. Appointment of Catherine Tuttrup as Director of Library Services effective January 12, 2023

Motion by Buechel, second by Deuster to appoint Catherine Tuttrup Director of Library Services effective January 12, 2023. Motion carried unanimously.

5. Financial Report and expenditures

Motion by Wentz, second by Heinrich to approve the November financial report and expenditures. Motion carried unanimously.

Motion by Heinrich, second by Wentz to approve the December financial report and expenditures. Motion carried unanimously.

6. Librarian's Report

November 2022 - Operating Statistics

Rolling twelve*	<u>12/20-11/21</u>	<u>12/21-11/22</u>	<u>% Change</u>
Total Circulation	587,882	544,865	-7.32%
Resident	458,118	427,229	-6.74%
Crossover	90,525	80,460	-11.12%
Nonresident	39,239	37,176	-5.26%

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (November)	42,609	41,765	-1.98%
Resident	33,176	33,368	0.58%
Crossover	6,477	5,428	-16.20%
Nonresident	2,956	2,969	0.44%
User Visits	14,359	15,016	4.58%
Adult			
# Programs	17	27	58.82%
Attendance	161	345	114.29%
Children			
# Programs	31	36	16.13%
Attendance	1,315	1,272	-3.27%

*Rolling twelve does not include digital circulation.

December 2022 - Operating Statistics

	<u>1/21-12/21</u>	<u>1/22-12/22</u>	<u>% Change</u>
Rolling twelve*			
Total Circulation	578,686	543,095	-6.15%
Resident	451,476	426,218	-5.59%
Crossover	88,268	79,723	-9.68%
Nonresident	38,942	37,154	-4.59%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (December)	40,668	38,898	-4.35%
Resident	31,520	30,509	-3.21%
Crossover	6,409	5,672	-11.50%
Nonresident	2,739	2,717	-0.80%
User Visits	13,647	12,246	-10.27%
Adult			
# Programs	15	13	-13.33%
Attendance	204	214	4.90%
Children			
# Programs	22	13	-40.91%
Attendance	747	558	-25.30%

*Rolling twelve does not include digital circulation.

Programming: Children's Department - During November we held our regular programs. In addition, we had a Pokemon program, a Mad Lab, and a special Thanksgiving craft. The Friends of the Library hosted the Festival of Trains. In early December we finished up our storytimes for the year. We also hosted two Pokemon programs, Holly Nagel with a balloon show and a very successful New Year's Eve Day party. In addition, we presented a holiday themed Mad Lab at the City of Brookfield's German Market.

Adult Department - During November we hosted a number of special programs in addition to our regular ones. We hosted Common Scams to Avoid, The Highly Sensitive Person, Historical Re-enactor Betsey Means as Agatha Christie, Destination Mars, and O'Keefe vs. Wright. We had two programs for writers: The Writers' Circle led by Lois Patton continued to meet and since it was National Novel Writing month, we hosted a series of "write-ins." The Friends sponsored a Sunday lunch Read it and Eat. In December we hosted a Winter Lore program with Chad Lewis and the Dickens Carolers, who performed in the periodical area. We also held two popular craft programs, beading and cookie decorating. The Writers' Circle finished its session and Brookfield hosted the monthly Memory Cafe with a holiday theme.

4th Quarter 2022 Operating Statistics

	2020	2021	2022	% Change 2021- 2022	
Total Circulation	149,272	127,654	122,933	-3.70%	
Resident	115,742	99,296	97,339	-1.97%	
Crossover	24,209	19,403	17,062	-12.07%	
Nonresident	9,321	8,955	8,532	-4.72%	
Digital Magazine (Downloads & Views)	2020	2021	2022	% Change	
Flipster	717	695	415	-40.29%	
Overdrive (digital)	18,894	20,411	20,908	2.43%	
Self-Check	36,222	30,026	30,042	0.05%	24.44% → % of total Circ.
User Visits	41,964	43,374	42,888	-1.12%	
CAFE					
# Items Sent to Fill a Hold	16,617	13,521	13,494	-0.20%	(a)
# Items Received to Fill a Hold	18,585	13,622	13,962	2.50%	(a)
Internet Use Sessions	6,751	7,377	6,787	-8.00%	
Internet Use Hours	2,185	1,976	1,846	-6.58%	
Wireless	4,798	4,638	4,590	-1.03%	
Library Website					
Visits	23,649	18,182	31,164	71.40%	(b)
Views	32,730	24,514	26,239	7.04%	(c)
Volumes Added	5,508	4,851	4,111	-15.25%	
Adult Programs					
# Programs	27	56	61	8.93%	
Attendance	150	729	881	20.85%	
Childrens Programs					
# Programs	75	92	90	-2.17%	
Attendance	3,368	3,776	3,328	-11.86%	
Meeting Room Use	265	372	397	6.72%	

Library closed December 6-8, 2022 for RFID installation. Library closed December 22, 2022 at 5:00 pm and all day on December 23, 2022 due to inclement weather.

(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.

(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. Library website set as homepage on public internet stations.

(c) Library websites Views - number of times this page was viewed by visitors. Library website set as homepage on public internet stations.

4th Quarter 2022 Goals and Objectives update – as provided

Acknowledgement of Donations Received

A \$100.00 donation from Mr. Howard Washechek, a \$100.00 donation from the Loose Bead Society, and a 3D printer and filament from the Friends of the Library was received.

Staff Update

Three new Technicians will be starting on January 16, 2023.

Facilities Maintenance Update

Facilities fixed a pipe that froze and then leaked in the Children's Department. The window seat area was not available for a few days as the repairs were made and the carpet dried out.

Facilities will be replacing the counter and sink in the Toddler bathroom with an adjustable changing table. A hand sanitizing station will also be installed.

RFID update

Facilities installed the necessary electrical and Internet access lines for the RFID security gates. Noel Morales from Envisionware was here for 3 days while the library was closed to remove the old gates, place new gates, install self-check units and install the software and hardware necessary for us to use RFID. We are working with Envisionware support to fix a couple of issues. Most notably, a number of our DVDs that were tagged and inventoried do not check out properly with RFID and will not re-code. The overall transition has been a fairly smooth one for staff and patrons. Patrons really like the new self-checks!

Motion by Buechel, second by Deuster to approve the Librarian's Report. Motion carried unanimously.

7. Friends of the Library – No report

8. New Business

a) Library System Effectiveness Statement

Motion by Wentz, second by Heinrich to affirm that the Bridges Library System provided effective services during 2022. Motion carried unanimously.

b) Authorization for the Library Director to complete and submit the 2022 Annual State Report by the March 1st deadline, with review by the Board to take place at the March Board meeting

Motion by Heinrich, second by Buechel to approve authorization for the Library Director to complete and submit the 2022 Annual State Report by the March 1st deadline, with review by the Board to take place at the March Board meeting. Motion carried unanimously.

c) New date for spring in-service day

Motion by Buechel, second by Wentz to change spring staff in-service date to April 14, 2023. Motion carried unanimously.

9. Adjournment

Motion by Heinrich, second by Berg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:05 pm.

Respectfully Submitted:	Cathy Tuttrup
Name of Responsible Staff	Cathy Tuttrup
Department / Title	Brookfield Public Library / Director of Library Services