



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, January 13, 2021 at 7:00 pm

Location: City Hall, 2000 North Calhoun Road, Common Council Room

Members Present: Kay Benning, Ald. Chris Blackburn, Sheila Buechel, Stanley Fox, President Susan Schweda, Beverly Wentz

Others Present: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager

### 1. Roll Call

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

### 2. Announcements

The Next Regularly Scheduled meeting will be February 10, 2021.

### 3. Minutes of the November 11, 2020 meeting

***Motion by Buechel, second by Wentz to approve the minutes of the November 11, 2020 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures

***Motion by Heinrich, second by Ald. Blackburn to approve the financial report and expenditures. Motion carried unanimously.***

### 5. Librarian's Report

#### November 2020 Operating Statistics

Rolling twelve*	12/18-11/19	12/19-11/20	% Change
Total Circulation	644,549	498,825	-22.61%
Resident	504,609	394,185	-21.88%
Crossover	97,546	72,727	-25.44%
Nonresident	42,394	31,913	-24.72%
	2019	2020	% Change
Total Circulation (November)	50,268	48,165	-4.18%
Resident	39,532	37,207	-5.88%
Crossover	7,455	7,828	5.00%
Nonresident	3,066	3,130	2.09%
RBdigital (eAudio)**	215	-	-100.00%

Adult	# Programs	20	9	-55.00%
	Attendance	212	47	-77.83%
Children	# Programs	38	29	-23.68%
	Attendance	1,696	1,004	-40.80%

\*Rolling twelve does not include digital circulation.

\*\*Beginning January 2015. RBdigital formats included in circulation totals. Note: Recorded Books' investor, KKR, announced its plan to acquire Overdrive. All of Brookfield's RBdigital audio and eBooks were moved to Overdrive on September 14, 2020. These items are now available for check out in Overdrive by Brookfield owned patrons only. No additional titles will be added to this collection. Due to the merger, we will be unable to get RBdigital circulation counts going forward.

### December 2020 Operating Statistics

Rolling twelve*		1/19-12/19	1/20-12/20	% Change
Total Circulation		643,851	502,426	-21.97%
	Resident	503,919	396,329	-21.35%
	Crossover	97,114	74,331	-23.46%
	Nonresident	42,818	31,766	-25.81%
		<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (December)		46,435	49,864	7.38%
	Resident	36,018	38,162	5.95%
	Crossover	7,062	8,666	22.71%
	Nonresident	3,183	3,036	-4.62%
	RBdigital (eAudio)**	172	-	-100.00%
Adult	# Programs	14	7	-50.00%
	Attendance	184	34	-81.52%
Children	# Programs	27	18	-33.33%
	Attendance	1,094	733	-33.00%

\*Rolling twelve does not include digital circulation.

\*\*Beginning January 2015. RBdigital formats included in circulation totals. Note: Recorded Books' investor, KKR, announced its plan to acquire Overdrive. All of Brookfield's RBdigital audio and eBooks were moved to Overdrive on September 14, 2020. These items are now available for check out in Overdrive by Brookfield owned patrons only. No additional titles will be added to this collection. Due to the merger, we will be unable to get RBdigital circulation counts going forward.

November/December children's programming: we offered two new programs. The Read 5 Challenge encouraged children to read books on a variety of topics while filling out a bingo card. They could complete as many cards as they wanted to for a chance at the random drawings for prizes. Ninety cards were turned in. We also offered the Harry Potter Challenge – a multi-week program of Harry Potter-related “classes” where children completed tasks both virtually and in-person to earn prizes. Popular virtual programs included Live Stargazing with the Planetarium, Kevin Wood as Abraham Lincoln, and Traveling Lantern Theater's production of Scrooge. Grab and Go crafts continued to be popular for families to pick up craft kits to do at home.

November/December adult offerings included the virtual book club, and a Digital Downloads class. We did hold an in-person program in November which was attended by 15 people (not bad for a Packer's game night). Presenters cancelled both December programs which had been scheduled.

### 4<sup>th</sup> Quarter 2020 Operating Statistics

	2018	2019	2020	% Change 2019- 2020	
Total Circulation	145,981	146,976	149,272	1.56%	
Resident	113,126	113,582	115,742	1.90%	
Crossover	22,912	22,626	24,209	7.00%	
Nonresident	9,582	9,904	9,321	-5.89%	
RBdigital (eAudio)*	361	864	-	-100.00%	
Digital Magazine (Downloads & Views)	2018	2019	2020	% Change	
RBdigital (emagazines) (Brookfield Only)	1,002	1,445	1,582	9.48%	**
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	11,465	13,288	14,666	10.37%	
Overdrive (digital)	13,921	15,356	18,894	23.04%	
Self-Check	43,633	41,730	36,222	-13.20%	24.27% → % of total Circ
User Visits	57,528	57,616	41,964	-27.17%	
CAFE					
# Items Sent to Fill a Hold	13,829	14,832	16,617	12.03%	(a)
# Items Received to Fill a Hold	14,345	14,742	18,585	26.07%	(a)
Internet Use Sessions	10,650	9,517	6,751	-29.06%	
Internet Use Hours	3,684	3,113	2,185	-29.81%	
Wireless	6,216	5,788	4,798	-17.10%	
Library Website					
Visits	19,888	22,417	23,649	5.50%	(b)
Views	33,546	36,561	32,730	-10.48%	(c)
Volumes Added	10,817	4,485	5,508	22.81%	(d)
Adult Programs					
# Programs	74	56	27	-51.79%	(f)
Attendance	1,053	691	150	-78.29%	
Childrens Programs					
# Programs	105	111	75	-32.43%	
Attendance	4,241	4,788	3,368	-29.66%	
Meeting Room Use	515	444	265	-40.32%	

\*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.

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

#### 4<sup>th</sup> Quarter 2020 Goals and Objectives - as provided

##### IEEE Science Kits Grant

We have applied for a \$1,500 grant from the Institute of Electrical and Electronics Engineers. The IEEE is offering grants not to exceed \$2,000, to public libraries as seed money for circulating science kits.

##### Social Media update

We rolled out our Facebook page in early December and have started promoting it through handouts at the circulation desk, as well as notifications on our website and online catalog. Initially we are

posting at least one or two posts on both Mondays and Thursdays, which promote Library materials, programs and services.

#### Acknowledgement of Donations Received

We have gratefully acknowledged the following donations: Loose Bead Society (c/o Ruth Maegli - \$50), Mr. & Mrs. Howard Washechek - \$100, Milwaukee-Waukesha Beekeepers Association, and Ted Schaar – Sleepy Hollow Oaks custom table and framed cookie. Finally, the Bridges Library System provided “Libraries are for Everyone” tee shirts for all member library staff.

#### Staff Update

Two part-time technicians have resigned to take full-time positions elsewhere. On January 4, we welcomed part-time technician Gopal Iyengar to the staff, and Tracy Plock will be starting on January 25. We will begin a recruitment for the two latest vacancies.

#### Facilities Maintenance Update

The facilities department is in a recruitment process to fill multiple vacancies, including at the Library.

***Motion by Buechel, second by Wentz to approve the Librarian’s Report. Motion carried unanimously.***

6. Friends of the Library – no report.

7. Unfinished Business

a) COVID-19 Library phase-in, face-covering requirement – the Board discussed Waukesha County and City of Brookfield data as tabulated from the Waukesha County Health Department COVID-19 dashboard; and reviewed current practices and experience in the Library. Several libraries in the Bridges Library System have discontinued quarantine of returned materials based on reports from Harvard. Brookfield Library has discontinued quarantine of materials as well. The City Council ordinance for face coverings includes the Library. There are no changes required to our operations at this time.

8. New Business

a) Library System Effectiveness Statement

***Motion by Courtright, second by Buechel to affirm that the Bridges Library System provided effective services during 2020. Motion carried unanimously.***

b) Staff in-service day/Library closed (9/17/2021)

***Motion by Benning, second by Ald. Blackburn that the Library will close on Friday, September 17, 2021 for a mandatory staff in-service day. Motion carried unanimously.***

c) Policy review: Governance II-1

***Motion by Courtright, second by Wentz to approve Policy II-1 Governance without change. Motion carried unanimously.***

d) Policy review: Guest Participation II-2

***Motion by Buechel, second by Ald. Blackburn to approve Policy II-2 Guest Participation without change. Motion carried unanimously.***

e) Policy review: Standards II-4

Recommendation to strike “per thousand residents” from #1 – full-time equivalent (FTE), and “per capita” from #4 – collection size.

***Motion by Wentz, second by Heinrich to approve Policy II-4 Standards with the two corrections noted. Motion carried unanimously.***

9. Adjournment

***Motion by Buechel, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:47 pm.***

Respectfully Submitted: Edell Schaefer  
Name of Responsible Staff Edell Schaefer  
Department / Title Brookfield Public Library / Director of Library Services