



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, April 13, 2022 at 7:00 pm

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

Members Present: Kay Benning, Ald. Chris Blackburn, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Stanley Fox

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

Guest Present: Nicholas Bergosh, Senior Law Student at Marquette University

### 1. Roll Call

President Schweda noted a quorum present and called the meeting to order at 7:00 pm. Guest Nicholas Bergosh, a senior law student at Marquette University and intern for the Brookfield City Attorney's office, was introduced. Library Board members introduced themselves and welcomed Mr. Bergosh.

### 2. Announcements

The next regularly scheduled meeting will be May 11, 2022.

### 3. Minutes of the March 9, 2022 meeting

***Motion by Wentz, second by Buechel to approve the minutes of the March 9, 2022 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures

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

### 5. Librarian's Report

#### March 2022 - Operating Statistics

Rolling twelve*	<u>4/20-3/21</u>	<u>4/21-3/22</u>	<u>% Change</u>
Total Circulation	524,019	558,770	6.63%
Resident	411,832	435,492	5.75%
Crossover	79,604	84,729	6.44%
Nonresident	32,583	38,549	18.31%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (March)	52,140	47,458	-8.98%
Resident	40,419	36,407	-9.93%
Crossover	8,356	7,591	-9.16%
Nonresident	3,365	3,460	2.82%

Adult	# Programs	10	24	140.00%
	Attendance	87	528	506.90%
Children	# Programs	17	30	76.47%
	Attendance	753	1,036	37.58%

\*Rolling twelve does not include digital circulation.

Adult programs: we provided a wide variety of well-attended programs including Soap Making, Anxiety, Ulysses S. Grant reenactor, Organizing, Vincent Van Gogh, the Trinity Irish Dancers, and the History of Irish Music. Cathy Tuttrup presented information on the Library to the Kiwanis. Read It and Eat, sponsored by the Friends of the Library, made a successful return.

Children's programs: storytimes continue to be well attended. Special programs during spring break included: MSOE Snap Circuits, STEAM Built It, a presentation of The Wizard of Oz by the Bright Star Theatre Group, and Flex Your Fingers (a new program for toddlers to learn about fine motor skills).

1st Quarter 2022 Operating Statistics

	2020	2021	2022	% Change 2021- 2022	
Total Circulation	130,414	152,007	132,091	-13.10%	
Resident	101,611	117,114	101,130	-13.65%	
Crossover	20,049	25,322	21,783	-13.98%	
Nonresident	8,754	9,571	9,178	-4.11%	
Digital Magazine (Downloads & Views)	2020	2021	2022	% Change	
Flipster	442	747	658	-11.91%	
Overdrive (digital)	17,195	20,636	22,400	8.55%	
Self-Check	37,636	37,043	32,019	-13.56%	24.24% → % of total Circ.
User Visits	50,553	46,131	45,532	-1.30%	
CAFE					
# Items Sent to Fill a Hold	13,656	16,763	15,188	-9.40%	(a)
# Items Received to Fill a Hold	13,882	18,037	15,575	-13.65%	(a)
Internet Use Sessions	8,232	7,291	7,475	2.52%	
Internet Use Hours	2,692	2,844	2,438	-14.28%	
Wireless	4,912	3,759	4,749	26.34%	
Library Website					
Visits	27,482	23,190	29,199	25.91%	(b)
Views	30,295	32,258	41,482	28.59%	(c)
Volumes Added	4,360	4,793	4,863	1.46%	
Adult Programs					
# Programs	50	25	53	112.00%	
Attendance	743	211	789	273.93%	
Childrens Programs					
# Programs	75	40	83	107.50%	
Attendance	2,138	1,496	2,264	51.34%	
Meeting Room Use	383	249	383	53.82%	

**Coronavirus COVID-19: Library closed to the public Monday, March 16, 2020 until further notice. Library staff continued to work behind the scenes through Tuesday, March 24, 2020. Pursuant to Governor Evers' Emergency Order #12, the library is closed and no staff are available until at least 9:00am on Friday, April 24 or until further direction is received from the Governor.**

(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.

1<sup>st</sup> quarter 2022 Goals and Objectives – The spreadsheet of the 1<sup>st</sup> quarter accomplishments was reviewed.

Staff update

We reviewed, interviewed, and selected three part-time technicians to transition to full time in June when we switch to summer schedules. The three technicians are Kelly Jacob, Tammy Lemay, and Janet Zwerlein. We will begin interviewing for the open part-time position.

Facilities Update

There are no pressing maintenance issues at this time. We anticipate that as the weather warms up, we might experience leaks in the heating pipe valves.

***Motion by Wentz, second by Benning to approve the Librarian's Report. Motion carried unanimously.***

6. Friends of the Library – President Barb Stein submitted a report. Membership renewals have been sent out. As of March 28 the Friends' membership is 73. The treasurer has resigned due to her move out of the area. The first Read It and Eat was well attended. Two more are scheduled for this year. A chairperson is still needed for the book sale. The Senior Center has been reserved. The Friends provided treats for library staff during National Library Week. Numerous upcoming events for the year were mentioned.
7. Unfinished Business – none
8. New Business
  - a) Allowable cost worksheet

***Motion by Buechel, second by Deuster that the Allowable Cost Worksheet be approved and submitted to the Bridges Library System as required. Motion carried unanimously.***

- b) August Board meeting date – this meeting is scheduled around the City's budget development timeline.

***Motion by Benning, second by Courtright that the Board hold its regular meeting on Wednesday, August 3, 2022 beginning at 6:30 p.m. instead of 7:00 p.m. Motion carried unanimously.***

9. Adjournment

***Motion by Heinrich, second by Buechel to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:33 pm.***

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