



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, April 14, 2021 at 7:00 pm

Location: Brookfield Public Library, Community 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; Barb Stein, Friends' President

1. Roll Call

President Schweda noted a quorum present and called the meeting to order at 7:00 pm. New member, Jeanmarie Deuster, was welcomed and introductions were given.

2. Announcements

The Next Regularly Scheduled meeting will be May 12, 2021 (Library, Community Room)

3. Minutes of the March 10, 2021 meeting

Motion by Buechel, second by Wentz to approve the minutes of the March 10, 2021 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report and expenditures

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

5. Librarian's Report

March 2021 - Operating Statistics

Rolling twelve*	<u>4/19-3/20</u>	<u>4/20-3/21</u>	<u>% Change</u>
Total Circulation	620,574	524,019	-15.56%
Resident	487,004	411,832	-15.44%
Crossover	92,694	79,604	-14.12%
Nonresident	40,876	32,583	-20.29%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (March)	30,839	52,140	69.07%
Resident	23,935	40,419	68.87%
Crossover	4,746	8,356	76.06%
Nonresident	2,158	3,365	55.93%

Adult	# Programs	12	10	-16.67%
	Attendance	236	87	-63.14%
Children	# Programs	16	17	6.25%
	Attendance	470	753	60.21%

*Rolling twelve does not include digital circulation.

Programming: the children’s department offered regular virtual story times and grab-and-go crafts. For spring break, we hosted Kohl’s Wild Theater (virtual), grab-and-go sand craft, and handed out a “stacation” travel pack. There were two virtual book discussions for adults. We co-hosted Wisconsin author Michael Perry with 8 other libraries. The March virtual Memory Café featured St. Patrick’s Day memories, trivia, and painting four-leaf clovers on canvas.

1st Quarter 2021 Operating Statistics

	2019	2020	2021	% Change 2020- 2021	
Total Circulation	153,691	130,414	152,007	16.56%	
Resident	118,526	101,611	117,114	15.26%	
Crossover	24,469	20,049	25,322	26.30%	
Nonresident	10,696	8,754	9,571	9.33%	
Digital Magazine (Downloads & Views)	2019	2020	2021	% Change	
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	14,469	15,965	14,933	-6.46%	
Overdrive (digital)	14,586	17,195	20,636	20.01%	
Self-Check	44,547	37,636	37,043	-1.58%	24.37% → % of total Circ.
User Visits	58,070	50,553	46,131	-8.75%	(a)
CAFE					
# Items Sent to Fill a Hold	16,060	13,656	16,763	22.75%	(b)
# Items Received to Fill a Hold	16,076	13,882	18,037	29.93%	(b)
Internet Use Sessions	10,230	8,232	7,291	-11.43%	
Internet Use Hours	3,606	2,692	2,844	5.65%	
Wireless	5,961	4,912	3,759	-23.47%	
Library Website					
Visits	22,831	27,482	23,190	-15.62%	(c)
Views	37,746	30,295	32,258	6.48%	(d)
Volumes Added	4,614	4,360	4,793	9.93%	
Adult Programs					
# Programs	50	50	25	-50.00%	
Attendance	713	743	211	-71.60%	
Childrens Programs					
# Programs	83	75	40	-46.67%	
Attendance	2,341	2,138	1,496	-30.03%	
Meeting Room Use	489	383	249	-34.99%	

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) Due to the weather: The Library opened to the public Wednesday, 1/23/19 at 12:00 pm (noon) instead of 9:00 am (staff reported at 11:30 am). Library closed Monday, 1/28/19. Library closed at 5:00 pm on Tuesday, 1/29/19 (instead of 9:00 pm). Library closed Wednesday, 1/30/19. Library opened at noon on Thursday, 1/31/19 (staff reported at 11:30 am).

(b) 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.

(c) 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.

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

1st quarter Goals and Objectives – discussion held

Acknowledgement of Donations Received – none

Staff update

Diane Scott was welcomed to the staff as a part-time technician. Technician Joan Ward announced her resignation effective April 18th in order to take a position in her human services degree area. We currently have two vacancies that are being recruited for.

Facilities Update

Maintenance continues to address minor projects throughout the building, for example grouting loose floor tiles. We have asked for peeling wallcovering and chipped drywall to be addressed especially in the staff entry. We are back to full custodial staffing.

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

6. Friends of the Library – President Barb Stein reported that there are currently 77 members with additional 29 lifetime memberships. The Friends provided treats for Library staff during the recent National Library Week celebration. Upcoming events include the Book Sale, the Ice Cream Social, and the Festival of Trains. The annual meeting and election of officers is scheduled for April 26.

7. Unfinished Business

- a) COVID-19 Library phase-in – discussion was held on whether or not the Board should require face-coverings in the Library (as per the CDC and Waukesha County Health Department safe practices list), should the Common Council not extend the requirement for face-coverings in City-managed buildings at their upcoming meeting. Staff recommended keeping the requirement for face-coverings in place through the August Library Board meeting unless the CDC reversed its PPE recommendations. Further discussion was held and the consensus was that we should revisit this month-to-month.

Motion by Benning, second by Buechel to require face-coverings be worn in the Library until the May Library Board meeting when this would be reassessed. Motion carried unanimously.

8. New Business

- a) Allowable cost worksheet

Motion by Ald. Blackburn, second by Courtright 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 Buechel, second by Wentz that the Board hold its regular meeting on Wednesday, August 4, 2021. Motion carried unanimously.

- c) March user survey – discussion was held on the results of the March user survey comments. Overall the Library received high marks for services, especially during the challenges of the pandemic. Many comments were received expressing thanks for availability of materials and services, which gave people some semblance of “normal.” The Library management team will

be reviewing all comments, especially those regarding materials to address areas of concern or need. The survey will be repeated in June and September.

9. Adjournment

***Motion by Buechel, second by Heinrich to adjourn the meeting. Motion carried unanimously.
Meeting adjourned at 8:27 pm.***

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