



# MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, May 10, 2023 at 7:00 pm

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

Members Present: Ald. Scott Berg, Margaret Courtright, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Others Present: Cathy Tuttrup, Director of Library Services

## 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 June 14, 2023.

## 3. Minutes of the March 8, 2023 and April 12, 2023 meeting

***Motion by Wentz, second by Berg to approve the minutes of the March 8, 2023 meeting of the Library Board of Trustees. Motion carried unanimously.***

***Motion by Heinrich, second by Schweda to approve the minutes of the April 12, 2023 meeting of the Library Board of Trustees with spelling correction. Motion carried unanimously.***

## 4. Financial Report and expenditures

***Motion by Heinrich, second by Wentz to approve the March and April financial reports and expenditures. Motion carried unanimously.***

## 5. Librarian’s Report

### March 2023 - Operating Statistics

		4/21-3/22	4/22-3/23	% Change
Rolling twelve*				
Total Circulation		558,770	542,439	-2.92%
	Resident	435,492	428,171	-1.68%
	Crossover	84,729	77,044	-9.07%
	Nonresident	38,549	37,224	-3.44%
		<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (March)		47,458	46,914	-1.15%
	Resident	36,407	36,745	0.93%
	Crossover	7,591	6,613	-12.88%
	Nonresident	3,460	3,556	2.77%
User Visits		16,987	16,744	-1.43%
Adult	# Programs	24	22	-8.33%
	Attendance	528	578	9.47%
Children	# Programs	30	39	30.00%
	Attendance	1,036	1,360	31.27%

\*Rolling twelve does not include digital circulation.

## Programming:

In the Children's Department, we offered all of our regular book clubs, playgroup, craft, Lego Club, and Pokemon. We also offered some special programs during Spring Break: STEAM Build-it (a success despite the morning snowstorm); Mad Lab, Flex Your Fingers and magician Rick Allen.

In the Adult Department, we offered our regular book clubs, both in person and with a virtual option, Digital Downloads, Internet Resources, At Knit's End, Sew Amazing and the Writers' Circle. For special programs we offered a number of popular ones: Milwaukee Mafia, a Memory Screening, Decluttering our Hearts, Trinity Irish Dancers, and the James Webb Telescope. In addition, we kicked off a four-part monthly series on Genealogy. For teens, we hosted the Saint John Vianney middle schoolers and Dungeons and Dragons.

### 1st Quarter 2023 Operating Statistics

	2021	2022	2023	% Change 2022-2023	
Total Circulation	152,007	132,091	131,435	-0.50%	
Resident	117,114	101,130	103,083	1.93%	
Crossover	25,322	21,783	19,104	-12.30%	
Nonresident	9,571	9,178	9,248	0.76%	
Digital Magazine (Downloads & Views)	2021	2022	2023	% Change	
Flipster	747	658	393	-40.27%	
Overdrive (digital)	20,636	22,400	24,090	7.54%	
Self-Check	37,043	32,019	38,605	20.57%	29.37% → % of total Circ.
User Visits	46,131	45,532	47,194	3.65%	
CAFE					
\ # Items Sent to Fill a Hold	16,763	15,188	15,585	2.61%	(a)
\ # Items Received to Fill a Hold	18,037	15,575	15,046	-3.40%	(a)
Internet Use Sessions	7,291	7,475	6,820	-8.76%	
Internet Use Hours	2,844	2,438	2,025	-16.94%	
Wireless	3,759	4,749	4,344	-8.53%	
Library Website					
Visits	23,190	29,199	29,689	1.68%	(b)
Views	32,258	41,482	35,531	-14.35%	(c)
Volumes Added	4,793	4,863	3,925	-19.29%	
Adult Programs					
# Programs	25	53	52	-1.89%	
Attendance	211	789	909	15.21%	
Childrens Programs					
# Programs	40	83	110	32.53%	
Attendance	1,496	2,264	3,432	51.59%	
Meeting Room Use	249	383	405	5.74%	

(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 2023 Goals & Objectives – The spreadsheet of the 1<sup>st</sup> quarter accomplishments was reviewed.

### Acknowledgement of Donations Received

The 84<sup>th</sup> Railsplitters Association donated an American flag and stand. It is in the Community Room.

### Staff Update

Betsy Bleck has accepted an offer of employment with the City of Brookfield for Deputy Library Director. She is coming to us from the Oconomowoc Public Library and brings her experience, expertise and enthusiasm to our team. Her first day will be April 26, 2023.

Facilities Update

Maintenance staff added a lock to the changing room in the Toddler Area so people using the adult changing station will have privacy. They also removed some of the old brown gates from the front of the library to open up the entrance.

***Motion by Schweda, second by Deuster to approve the April Librarian’s Report with correction to 1<sup>st</sup> Quarter Goals and Objectives report. Motion carried unanimously.***

April 2023 - Operating Statistics

Rolling twelve*	5/21-4/22	5/22-4/23	% Change
Total Circulation	555,091	540,884	-2.56%
Resident	432,108	428,030	-0.94%
Crossover	84,461	75,718	-10.35%
Nonresident	38,522	37,136	-3.60%
	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (April)	43,333	41,778	-3.59%
Resident	33,435	33,294	-0.42%
Crossover	6,796	5,470	-19.51%
Nonresident	3,102	3,014	-2.84%
User Visits	15,456	15,045	-2.66%
Adult			
# Programs	21	29	38.10%
Attendance	348	372	6.90%
Children			
# Programs	34	38	11.76%
Attendance	1,114	918	-17.59%

\*Rolling twelve does not include digital circulation.

Programming: In the Children’s department, we held all of our regular programs. We also had a Pokemon program and a Sensory Storytime.

In the Adult department, we hosted a variety of programs in addition to our regular offerings: Medicare, Motor Vehicle Repair, Degenerate, Internet History, Mary Todd Lincoln, Genealogy and the Ice Age Trail. We were also able to host a series of programs on Dealing with Grief. For tweens, we offered a three week art class taught by a teen from Brookfield East.

We were pleased to host the art show from Brookfield Academy for three weeks in our periodical area. Our patrons were impressed by the talents of these students.

Acknowledgement of Donations Received

As a Thank you to staff, The Friends of the Library brought in treats during National Library Week.

Staff Update

Betsy Bleck our new Deputy Director started on Wednesday, April 26.

Two of our librarians were able to make presentations outside of the library: Rachel Muniz presented a program at the Wisconsin Association of Public Libraries (WAPL) conference in Oshkosh. Anni Parsons, attended High Interest Day at Brookfield Elementary and presented a Pokemon program.

On April 14, our staff attended an in-service meeting. Staff from CVMIC presented on communications and safety topics. It was helpful to meet with all of our staff at one time.

Facilities Update

We asked facilities to remove some cubicles and desks that we were not using in our sorting area. Removing them opened up a lot of space in the area and we are now storing carts there. The facilities staff also removed a large shelf with uprights that we were not using on the west end of the sorting area. We now have more room to store carts.

***Motion by Heinrich, second by Berg to approve the May Librarian's Report. Motion carried unanimously.***

6. Friends of the Library – no report

7. Unfinished Business

***Motion by Schweda, second by Wentz to hold a Library Courtyard dedication ceremony for Edell Schaefer on Wednesday, June 14 at 6:00pm.***

8. New Business

a. Allowable Costs Worksheet for Waukesha County Libraries

***Motion by Heinrich, second by Schweda to approve the Allowable Costs Worksheet. Motion carried unanimously.***

b. Volunteers and Support Groups Policy

***Motion by Deuster, second by Wentz to approve the Volunteers and Support Groups Policy. Motion carried unanimously.***

c. Meeting Room Application Policy

***Motion by Heinrich, second by Fox to approve the Meeting Room Application Policy. Motion carried unanimously.***

d. Date for August Board Meeting

***Motion by Heinrich, second by Deuster to approve the date August 2, 2023 for the August board meeting. Motion carried unanimously.***

9. Adjournment

***Motion by Wentz, second by Field to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:20 pm.***

Board members who wished to join were given a behind the scenes tour of some of the library.

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