



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, May 13, 2020 at 7:00 pm

Location: City Hall, Council Chambers, 2000 N. Calhoun Rd., Brookfield, WI

Members Present: President Sheila Buechel, Kay Benning, Ald. Chris Blackburn, Richard Brandt, Margaret Courtright, Stanley Fox, Jim Heinrich, Beverly Wentz

Members Excused: Susan Schweda

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

1. Roll Call

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

2. Announcements

The Next Regularly Scheduled meeting will be held on Wednesday, June 10, 2020 at 7:00 pm.

3. Minutes of the March 11, 2020 meeting

Motion by Brandt, second by Wentz to approve the minutes of the March 11, 2020 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial report and expenditures

Motion by Benning, second by Courtright to approve financial report and expenditures. Motion carried unanimously.

5. Librarian's Report

March 2020 - Operating Statistics

Rolling twelve*	4/18-3/19	4/19-3/20	% Change
Total Circulation	640,150	620,574	-3.06%
Resident	501,139	487,004	-2.82%
Crossover	96,228	92,694	-3.67%
Nonresident	42,783	40,876	-4.46%
	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (March)	53,740	31,036	-42.25%
Resident	41,264	23,935	-42.00%
Crossover	8,447	4,746	-43.81%
Nonresident	3,880	2,158	-44.38%
RBdigital (eaudio)**	149	197	32.21%

Adult	# Programs	18	12	-33.33%
	Attendance	333	236	-29.13%
Children	# Programs	36	16	-55.56%
	Attendance	1,023	470	-54.06%

*Rolling twelve does not include digital circulation.

**New January 2015. Incorporating digital formats into circulation totals.

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.

Programming for the beginning of March was business as usual with story times, a no-school activity day, and the Trinity Irish Dancers. We continued our 60th Celebration with the 1970s. An Elvis impersonator was extremely popular and a great entertainer. We also hosted programs on string art (a popular craft of the 70s), as well as Medicare and veteran's benefits.

The Library was closed to the public on Monday, March 16th; and staff was ordered to stay at home beginning Wednesday, March 25th.

April 2020 - Operating Statistics

Rolling twelve*	5/18-4/19	5/19-4/20	% Change	
Total Circulation	640,533	571,142	-10.83%	
Resident	502,279	448,365	-10.73%	
Crossover	95,627	85,020	-11.09%	
Nonresident	42,627	37,757	-11.42%	
	<u>2019</u>	<u>2020</u>	<u>% Change</u>	
Total Circulation (April)	51,823	2,424	-95.32%	
Resident	40,522	1,883	-95.35%	
Crossover	7,925	251	-96.83%	
Nonresident	3,227	108	-96.65%	
RBdigital (eaudio)**	149	182	22.15%	
Adult	# Programs	29	1 (e)	-96.55%
	Attendance	347	20	-94.24%
Children	# Programs	38	12 (e)	-68.42%
	Attendance	1,272	1,249	-1.81%

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(e) online programs

All April in-person programming was cancelled.

1st Quarter 2020 Operating Statistics

	2018	2019	2020	% Change 2019- 2020
Total Circulation	158,776	154,113	130,958	-15.02%
Resident	122,326	118,526	101,611	-14.27%
Crossover	24,864	24,469	20,049	-18.06%
Nonresident	11,332	10,696	8,754	-18.16%
RBdigital (eaudio)*	254	422	544	28.91%

Digital Magazine (Downloads & Views)	2018	2019	2020	% Change	
RBdigital (emagazines) (Brookfield Only)	355	1,111	1,262	13.59%	**
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	11,322	14,469	15,965	10.34%	
Overdrive (digital)	12,869	14,586	17,195	17.89%	
Self-Check	47,116	44,547	37,636	-15.51%	(a) 28.74% → % of total Circ.
User Visits	62,324	58,070	50,553	-12.94%	(b)
CAFE					
# Items Sent to Fill a Hold	14,324	16,060	13,656	-14.97%	(c)
# Items Received to Fill a Hold	15,323	16,076	13,882	-13.65%	(c)
Internet Use Sessions	10,770	10,230	8,232	-19.53%	(d)
Internet Use Hours	4,856	3,606	2,692	-25.35%	(d)
Wireless	6,069	5,961	4,912	-17.60%	(d)
Library Website					
Visits	23,132	22,831	27,482	20.37%	(e)
Views	34,963	37,746	30,295	-19.74%	(f)
Volumes Added	4,972	4,614	4,360	-5.50%	(h)
Titles Cataloged	1,736	1,624	1,443	-11.15%	
Adult Programs					
# Programs	59	50	50	0.00%	
Attendance	594	713	743	4.21%	
Childrens Programs					
# Programs	102	83	75	-9.64%	
Attendance	3,169	2,341	2,138	-8.67%	
Meeting Room Use	447	489	383	-21.68%	

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**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) Children's self-check down 3/3/18 and 3/4/18 for monitor issue.

(b) The Library opened to the public Friday, 2/9/18 at 10:00 am instead of 9:00 am due to the weather (staff reported at 9:30 am). 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).

(c) 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.

(d) 2/18 Internet/Wireless down intermittently. PC Reservation down.

(e) 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.

(f) Library websites Views - number of times this page was viewed by visitors. Library website set as homepage on public internet stations. 2/18 Internet/Wireless down intermittently. PC Reservation down.

(h) Titles cataloged = number of new bibliographic records added to the system that do not already exist in the system.

1st Quarter 2020 Goals and Objectives

Briefly discussed and reviewed. Evaluation of Social Media platform used will be added to next revision.

Acknowledgement of Donations Received

We received a \$25.00 donation from Gladys Gregorcy for Adult Fiction Action & Adventure materials in memory of Carolyn Bills.

Staff update

We have filled all vacancies, and are waiting until we can safely and effectively train the new employees.

Facilities Update

Facilities staff re-carpeted the area behind the circulation desk during the week of April 20th. They used carpet squares from the stock on hand from the re-carpeting of the adult side last summer. Most of the old lighting has been replaced with LED bulbs and you should notice the brightness when you come in to the Library. The children's tables and chairs were installed on March 19th, and the adjustable height table should be delivered on May 15th. That will complete our current projects. End panel signage installation was completed, and new sign labels have been added.

Public Services, Curbside and other COVID-19 related activities

Staff has done a remarkable job connecting with patrons during the closure. In addition to providing online story times and book clubs, we introduced two new databases accessible from home. Hoopla is a system-wide resource that provides eBooks, audiobooks, music, movies and television shows. Patrons are able to create accounts with their library cards and check out up to four items/month. Creative Bug is an online resource for craft classes on numerous topics, and at various skill levels. Patrons can learn to knit, paint, crochet, and more. Supply lists, videos, and detailed instructions are provided. With a change in the Governor's Safer at Home order, the Library has been able to offer curbside pick-up of materials by appointment. This service has been extremely popular with our patrons. We are able to provide materials to 140 patrons each day. Initially we contacted 611 patrons to arrange pick up of 1,620 items. Patrons continue to place holds on our items and make appointments. The flow of materials is increasing as materials are returned to the Library and with the restart of inter-library van delivery on May 4th. While we had 34 bins ready to send out to other libraries, only 16 would fit on the truck, and only 17 could be returned to us today. This process will be a gradual one, but eventually our ability to send and receive materials for holds between the libraries will level off.

Motion by Courtright, second by Ald. Blackburn to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library – no report

7. New Business

a) Appointment of Nominating Committee

President Buechel announced that the nominating committee will consist of herself, Ald. Blackburn, and Beverly Wentz. The committee will report at the annual meeting.

b) Policy Review – Library Personnel II-8

Motion by Heinrich, second by Brandt to approve the Library Personnel Policy with the removal of "non-represented staff" from the Performance Evaluation paragraph. Motion carried unanimously.

c) Policy Review – Organizational Chart

Motion by Wentz, second by Brandt to approve the Organizational Chart with the removal of reference to Shelver Supervisor and Shelves, and the update of title for the Administrative Assistant I. Motion carried unanimously.

d) COVID-19

Discussion was held on the recently announced Wisconsin Supreme Court decision on Governor Evers extension of the safer-at-home order. Director Schaefer has been working closely with the City, as well as the Bridges Library System and other library directors on how to phase in

re-opening. We continue to follow the recommendations of the CDC, local health officials, and the State Division for Library Services for the safety of the public and staff.

Motion by Fox, second by Courtright that the Library Board supports Director Schaefer in continuing to follow the guidance of the Mayor and City Emergency Management Team, as well as coordinating efforts with the Bridges Library System and its members for a safe and flexible re-opening strategy of the Library until the June Library Board meeting. Special meetings of the Board may be called as needed. Motion carried unanimously.

e) Library Social Media policy

Motion by Benning, second by Heinrich to approve the Library Social Media policy. Motion carried unanimously.

f) Establish Facebook Account

Motion by Fox, second by Ald. Blackburn to approve the establishment of a Facebook account for the Library. Motion carried unanimously.

8. Adjournment

Motion by Brandt, second by Wentz to adjourn the meeting at 8:43 pm. Motion carried unanimously

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