



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, August 4, 2021 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, Stanley Fox, Susan Schweda, Beverly Wentz

Members Absent: Jim Heinrich

Others Present: Edell Schaefer, Director; 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.

### 2. Announcements

The Next Regularly Scheduled meeting will be September 8, 2021 (Library Board Room)

### 3. Minutes of the June 9, 2021 meeting

***Motion by Wentz, second by Courtright to approve the minutes of the June 9, 2021 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures

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

### 5. Librarian's Report

#### June 2021 - Operating Statistics

Rolling twelve*	<u>7/19-6/20</u>	<u>7/20-6/21</u>	<u>% Change</u>
Total Circulation	520,304	605,711	16.41%
Resident	409,497	474,708	15.92%
Crossover	76,723	92,748	20.89%
Nonresident	34,084	38,255	12.24%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (June)	49,247	55,965	13.64%
Resident	39,454	44,727	13.36%
Crossover	6,721	7,650	13.82%
Nonresident	3,072	3,588	16.80%

Adult	# Programs	2	21	950.00%
	Attendance	39	248	535.90%
Children	# Programs	23	16	-30.43%
	Attendance	2,091	1,005	-51.94%

\*Rolling twelve does not include digital circulation.

July 2021 - Operating Statistics

Rolling twelve*		8/19-7/20	8/20-7/21	% Change
Total Circulation		504,173	608,404	20.67%
	Resident	396,961	475,712	19.84%
	Crossover	74,417	93,630	25.82%
	Nonresident	32,795	39,062	19.11%
		<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (July)		54,693	57,386	4.92%
	Resident	44,064	45,068	2.28%
	Crossover	7,429	8,311	11.87%
	Nonresident	3,200	4,007	25.22%
Adult	# Programs	12	17	41.67%
	Attendance	116	193	66.38%
Children	# Programs	24	27	12.50%
	Attendance	1,504	1,200	-20.21%

\*Rolling twelve does not include digital circulation.

Programming: In June and July, all adult book clubs resumed meeting in person. We also continued to offer meeting one time per month via Zoom. In June, we hosted successful programs on a variety of topics: The History of Brookfield, author Patricia Skalka, musician Craig Siensen, and a virtual program entitled Clearing Space for Joy in our Lives. We co-hosted a virtual Covid-19 vaccination program with other Bridges system libraries. In July, we offered: performances by musicians The Stapletons, and a program on soap making. As part of the Passport to Paris series, we held a book discussion on Notre Dame de Paris by Victor Hugo, The French in Wisconsin, and Impressionist Art. Local author Lois Patton conducted a repeat of her multi-week summer writer's class.

Children and families participated in a full slate of in-person programs including outdoor storytimes with our librarians and weekly shows with hired performers. We were happy to welcome the cows back to our courtyard! Librarians conducted Mad Labs science experiments with children, and bike decorating for the Fourth of July parade. Some of the performers included jugglers, singers, comedians, scientists, cartoonists, magicians, princesses, the Wehr Nature Center, Kohls Wild Theater, and even the Fairest of the Fair. Programs have been well attended, and people have been able to enjoy them safely and comfortably.

2nd Quarter 2021 Operating Statistics

	2019	2020	2021	% Change 2020- 2021
Total Circulation	164,437	64,167	145,859	127.31%
Resident	129,271	51,764	114,640	121.47%
Crossover	24,463	8,492	21,636	154.78%
Nonresident	10,703	3,911	9,583	145.03%
Digital Magazine (Downloads & Views)	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	13,533	15,709	12,195	-22.37%
Overdrive (digital)	14,709	20,425	20,516	0.45%
Self-Check	56,863	11,919	39,136	228.35%

26.83% → % of total  
Circ.

User Visits		68,601	15,684	47,337	201.82%	
CAFE	# Items Sent to Fill a Hold	14,595	13,977	14,357	2.72%	(a)
	# Items Received to Fill a Hold	15,841	14,596	16,242	11.28%	(a)
Internet Use Sessions		10,905	1,585	7,116	348.96%	(b)
Internet Use Hours		3,434	570	2,409	322.63%	
Wireless		6,363	1,043	4,010	284.47%	
Library Website						
	Visits	24,823	24,176	21,172	-12.43%	(c)
	Views	39,200	34,761	32,863	-5.46%	(d)
Volumes Added		4,572	3,266	4,729	44.79%	
Adult Programs						
	# Programs	69	4	44	1000.00%	
	Attendance	1,594	73	521	613.70%	
Childrens Programs						
	# Programs	93	52	37	-28.85%	
	Attendance	7,628	4,619	1,814	-60.73%	
Meeting Room Use		447	2	290	99.31%	

**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. On April 16, 2020, the State of Wisconsin Department of Health Services issued Emergency Order #28 - Safer at Home Order thru Tuesday, May 26, 2020. Public Libraries shall remain closed for all in-person services except for curbside pick-up. Staff returned Monday, April 27, 2020. Curbside pick-up started Thursday, April 30, 2020. On May 13, State Supreme Court overturned the Governor's Safer at Home order. Brookfield Library reopened Monday, June 1, 2020 with limited hours, capacity and services. Curbside pickup ended June 13, 2020. Normal summer hours resumed Monday, June 29, 2020.**

(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) Because of social distancing requirements, the following restriction remains in place: \* Internet: 12 stations, 90-minute limit; no reservations at this time. All stations opened without time limits June 2021.

(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.

### In-house Use Survey

The in-house use survey was not conducted in 2020. The 2021 survey shows a 28.5% decrease (302,354) from 2019 (423,072). It is reasonable to conclude that we are still experiencing the effects of the pandemic, but also the North Avenue and Calhoun Road construction closures, which pose significant barriers to residents who live north, and east of those roads. This is consistent with lower circulation counts for the same reasons.

### June Library User Survey

We decided to run three, one-month user surveys (March, June, September) because 2021 is still a pandemic year. Fifty four (54) surveys were returned in June and the results and comments are consistent with what was reported in March. Some of the comments were obviously duplicated from the March survey. Many people commented that they had already completed a survey (in March) and didn't see a need to fill out another.

### 2<sup>nd</sup> Quarter Goals and Objectives Update

The tracking charts have been provided for your review. We will be looking at the entire document in detail beginning at the September board meeting.

### Acknowledgement of Donations Received

The Library Friends have donated a bronze Frog Prince Reading sculpture for the oak courtyard. We anticipate delivery and installation in late August.

\$100.00 Desiree Erickson in honor of 92<sup>nd</sup> Birthday of Patricia Erickson.

### Staff update

We have new technicians starting in July, August and September. We are interviewing for two open positions.

### Facilities Update

There has been sporadic recurrence of leaks in the heating/cooling system which is suspected to be the same issue we experienced last year. The entire system may need to be completely drained again. The problem stems from having multiple zones within the original building and the addition which don't play well with each other. You will note from the budget documents for 2022 that an additional .73 FTE was added to the Library janitorial crew.

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

6. Friends of the Library – President Barb Stein reported on the member numbers and financial status. The Ice Cream Social is coming up in August. The September book sale is progressing smoothly. Over One hundred forty boxes of books are in storage. This year the Friends have hired a mover to transfer the boxes from storage to the Senior Center where volunteers will do set-up.

#### 7. Unfinished Business

- a) COVID-19 Library phase-in – discussion was held on the current COVID-19 data and trends, as well as a Federal Department of Justice announcement regarding vaccine requirement in the workplace. It was felt that at this time we should continue to monitor the situation and rely on input and guidance from the Waukesha County Health Department as well as City of Brookfield officials.
- b) 2022-2024 Library Goals and Objectives – a copy of the current document was distributed, which includes highlighted areas for consideration. We will begin looking at sections one and two in September, continuing with section two and beginning section 3 in October, and concluding in November or early 2022. Board members were asked to thoroughly review sections one and two for discussion at the September meeting.

#### 8. New Business

- a) SenSource proposal – SenSource, located in Youngstown, Ohio provided a proposal in the amount of \$1,380 for installation of a 3D stereo video sensor system at the inside front entrance of the Library. The ongoing cost is \$180 annually for service, support and data hosting service. This system would replace the problematic beam-break people counter which was installed in 1989.

### ***Motion by Benning, second by Buechel to accept the proposal and proceed with installation. Motion carried unanimously.***

- b) 2022 Library Budget proposal – extensive discussion was held.

***Motion by Benning, second by Fox to approve the 2022 Library Budget proposal as presented. Motion carried unanimously.***

- c) Election of officers 2021 – 2022 – the slate of officers was announced: President – Susan Schweda, Vice-president – Margaret Courtright, Secretary – Sheila Buechel.

***Motion by Wentz, second by Ald. Blackburn to accept the slate as presented. Motion carried unanimously.***

9. Adjournment

***Motion by Buechel, second by Ald. Blackburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:10 pm.***

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