



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, August 5, 2020 at 7:00 pm

Location: Brookfield Public Library, 1900 North Calhoun Road, Board Room

Members Present: President Sheila Buechel, Kay Benning\*, Ald. Chris Blackburn, Margaret Courtright, Stanley Fox, Susan Schweda, Beverly Wentz

Members Absent: Richard Brandt, Jim Heinrich

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 September 9, 2020.

### 3. Minutes of the June 10, 2020 meeting

***Motion by Wentz, second by Courtright to approve the minutes of the June 10, 2020 meeting of the Library Board of Trustees. Motion carried unanimously.***

### 4. Financial Report and expenditures

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

### 5. Librarian's Report

#### June 2020 - Operating Statistics

Rolling twelve*	<u>7/18-6/19</u>	<u>7/19-6/20</u>	<u>% Change</u>
Total Circulation	637,012	520,304	-18.32%
Resident	499,139	409,497	-17.96%
Crossover	95,342	76,723	-19.53%
Nonresident	42,531	34,084	-19.86%
	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (June)	65,188	49,384	-24.24%
Resident	51,559	39,454	-23.48%
Crossover	9,242	6,721	-27.28%
Nonresident	4,273	3,072	-28.11%
RBdigital (eaudio)**	114	137	20.18%

Adult	# Programs	21	2	-90.48%
	Attendance	246	39	-84.15%
Children	# Programs	30	23	-23.33%
	Attendance	4,348	2,091	-51.91%

\*Rolling twelve does not include digital circulation.

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

Programs: No in-person programs were held in June. The adult department held a book club via Zoom and invited members of all our book clubs to attend. We also hosted a Virtual Memory Café via Zoom on the theme of road trips. Attendees were invited to speak about a favorite road trip and share a souvenir from one of their trips. It was a fun event and first time Zoom experience for many of the attendees.

In July, we hosted another Zoom book club and began having limited in-person programs. For our 60th anniversary, we had Scratch Art, Home of the Braves: the Battle for Baseball in Milwaukee, and Harp & Stories. We also had a program on the Notre Dame Cathedral and Digital Downloads. Mark Denning set up a tipi in the courtyard and presented traditional Native American dances in a Native American Culture program. We billed this as a family program, but it was very well attended by adults.

In June and July in the Children’s Department, we posted weekly Marvelous Monday story times on our website. We also posted Junior Adventure Club videos bi-weekly for ages 5-8, along with supply lists so kids could participate along with the program. All of our programs were virtual this year and most of them were live via Zoom. Families needed to register and then we sent them a link to enter the show the day of the program. Live shows included: ComedySportz, Nickey Flynn (magician); Mad Science, Duke Otherwise (singer), and Paul Merklein (cartoonist). The attendance at these shows was disappointing, but those who did attend enjoyed them, and the shows were well-done and entertaining. We also had two recorded performances that we posted for viewing at any time: Smarty Pants (balloon show) and Rockin’ & Reading. Instead of having in-person craft days, we made this grab-and-go. The biggest hit was our mystery craft day. We put some of our leftover crafts into sealed paper bags and let people pick up a bag to take home. What a success! We plan to hold our final party of the summer outside in the courtyard. We also plan to show a movie in the Community Room.

July 2020 - Operating Statistics

Rolling twelve*	8/18-7/19	8/19-7/20	% Change	
Total Circulation	639,830	504,173	-21.20%	
Resident	501,030	396,961	-20.77%	
Crossover	95,942	74,417	-22.44%	
Nonresident	42,858	32,795	-23.48%	
	<u>2019</u>	<u>2020</u>	<u>% Change</u>	
Total Circulation (July)	70,980	54,839	-22.74%	
Resident	56,600	44,064	-22.15%	
Crossover	9,735	7,429	-23.69%	
Nonresident	4,489	3,200	-28.71%	
RBdigital (eaudio)**	156	146	-6.41%	
Adult	# Programs	24	12	-50.00%
	Attendance	300	116	-61.33%
Children	# Programs	36	24	-33.33%
	Attendance	2,282	1,504	-34.09%

\*Rolling twelve does not include digital circulation.

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

	2018	2019	2020	% Change 2019- 2020	
Total Circulation	167,893	164,832	64,615	-60.80%	
Resident	131,271	129,271	51,764	-59.96%	
Crossover	25,349	24,463	8,492	-65.29%	
Nonresident	10,955	10,703	3,911	-63.46%	
RBdigital (eaudio)*	318	395	448	13.42%	
Digital Magazine (Downloads & Views)	2018	2019	2020	% Change	
RBdigital (emagazines) (Brookfield Only)	392	1,233	1,516	22.95%	**
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	11,262	13,533	15,709	16.08%	
Overdrive (digital)	13,783	14,709	20,425	38.86%	
Self-Check	55,439	56,863	11,919	-79.04%	18.45% → % of total Circ.
User Visits	68,858	68,601	15,684	-77.14%	
CAFE					
# Items Sent to Fill a Hold	13,542	14,595	13,977	-4.23%	(a)
# Items Received to Fill a Hold	15,514	15,841	14,596	-7.86%	(a)
Internet Use Sessions	11,144	10,905	1,585	-85.47%	(b)
Internet Use Hours	3,871	3,434	570	-83.40%	
Wireless	6,316	6,363	1,043	-83.61%	
Library Website					
Visits	24,115	24,823	24,176	-2.61%	(c)
Views	38,618	39,200	34,761	-11.32%	(d)
Volumes Added	4,302	4,572	3,266	-28.57%	
Titles Cataloged	1,393	1,789	592	-66.91%	(e)
Adult Programs					
# Programs	73	69	4	-94.20%	
Attendance	1,756	1,594	73	-95.42%	
Childrens Programs					
# Programs	88	93	52	-44.09%	
Attendance	6,844	7,628	4,619	-39.45%	
Meeting Room Use	440	447	0	-100.00%	

Coronavirus COVID-19: Library closed to the public Monday, March 16. Library staff continued to work behind the scenes through Tuesday, March 24. Pursuant to Governor Evers' Emergency Order #12, the Library closed starting Wednesday, March 25 until Friday, April 24. On April 16, the State of Wisconsin Department of Health Services issued Emergency Order #28 extending Safer at Home Order through Tuesday, May 26. Public libraries were closed for all in-person services except curbside pick-up. Staff returned Monday, April 27 and Curbside pick-up started Thursday, April 30. On May 13, State Supreme Court overturned the Governor's Safer at Home order. Brookfield Library reopened Monday June 1, with limited hours, capacity and services. Curbside pickup ended June 13, 2020. Normal summer hours resumed Monday, June 29, 2020.

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

\*\*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) 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.

(c) 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.

(d) Library websites Views - number of times this page was viewed by visitors. Increase is a result of adding the Library's webpage as the homepage on all public Internet computers in the Library. Library's webpage being used to promote the Library and subscription databases.

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

2<sup>nd</sup> Quarter 2020 Goals and Objectives – No discussion or questions. We are on track except for Covid – 19 related changes.

Acknowledgement of Donations Received

Mr. & Mrs. James Folda, Kathleen Gross, Karen Kiepert, and Mr. & Mrs. Richard Olsen donated a total of \$170.00 in memory of Carolyn Bills. The Kiwanis Club of Elm Grove donated \$100.00 in recognition of their speaker programs. The Friends of the Library have agreed to purchase 2 laptops.

### Staff update

Elissa Perez, a part-time library technician, started on July 27<sup>th</sup>. The third new hire will start in September.

Technicians Robert Spoden & Mary Schulz announced their resignations.

### Facilities Maintenance Update

Facilities manager, Neal Ricker, advised me that major projects in the Library are almost complete. Smaller projects (such as repair of peeling wallcovering) will be addressed throughout the coming year.

### Public Services, curbside and other COVID-19 related activities

Hoping not to jinx anything, so far the Library has been operating as normally as can be expected in a pandemic. We are providing full service to the extent that our patrons are comfortable coming in to the building. Since our June 1 re-opening, we are averaging between 450 and 550 user visits per day. Public Internet stations are still reduced to allow for distancing. Individual study room use is steady. Meeting room use is reduced as some groups are not able to distance, or their members are uncomfortable with group meetings. We are fortunate to be able to provide as much service we do, and that the cooperation and understanding of both our staff and the public has been a key factor.

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

6. Friends of the Library – no report

7. Unfinished Business

- a) COVID-19 and Library phase-in – the Library will continue to offer full services and normal hours with the exception of limited in-person programming, and a reduction in the number of available public Internet stations.

8. New Business

- a) 2021 Library Holiday Hours/Closure

***Motion by Fox, second by Courtright to approve the 2021 schedule as presented (with the change of being open on the Sunday of Mother's Day, and closing on Sunday, December 26 and Sunday January 2, 2022. Six yays (Buechel, Ald. Blackburn, Courtright, Fox, Schweda, Wentz) and one nay (Benning). Motion carried.***

- b) COVID-19 Mask Requirement

***Motion by Fox, second by Ald. Blackburn to require that masks be worn in the Library in compliance with the CDC recommendations and Governor Evers Emergency Order #1. The mask requirement will be in effect through the October 2020 Library Board meeting and will be reevaluated at that time. The Library Director is empowered to make adjustments based on changing conditions. Six yays (Buechel, Benning, Ald. Blackburn, Courtright, Fox, Schweda) and one nay (Wentz). Motion carried.***

- c) Acoustic Control Proposal – this project completes the facility work initiated as a result of the 2018 Library Space Needs study. The proposal for acoustic control in the East Lantern, in front of the Circulation Desk, and above the Adult Reference Desk was discussed.

**Motion by Courtright, second by Ald. Blackburn to accept and pursue Option 1 – East Lantern (\$7,247.89), Option 1 – Circulation Desk (\$4,539.25) and Adult Reference Desk (\$756.54).**

**Motion carried unanimously.**

- d) 2021 Library Budget Proposal – the budget proposal was discussed in detail, and with consideration for the impact of the pandemic on the Library budget and the overall City concerns.

**Motion by Courtright, second by Benning to approve the 2021 Library Budget proposal as presented. Motion carried unanimously.**

- e) Election of Officers 2020-2021 – the slate of officers was presented: President – Susan Schweda, Vice-president – Jim Heinrich, Secretary – Margaret Courtright. Outgoing president Buechel was thanked for her enthusiasm and service.

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

8. Adjournment

**Motion by Schweda, second by Wentz to adjourn the meeting at 8:34 pm. Motion carried unanimously.**

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