



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, October 12, 2022 at 7:00 pm

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

Members Present: Kay Benning\*, Sheila Buechel, Margaret Courtright, Jeanmarie Deuster, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Ald. Scott Berg

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

### 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 November 9, 2022. The Board was reminded that special meetings may be called as the Director recruitment progresses.

### 3. Minutes of the September 14, 2022 meeting

***Motion by Wentz, second by Schweda to approve the minutes of the September 14, 2022 regular meeting of the Library Board of Trustees. Motion carried unanimously.***

### 4. Financial report and expenditures

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

### 5. Librarian's report

Rolling twelve*	<u>10/20-9/21</u>	<u>10/21-9/22</u>	<u>% Change</u>
Total Circulation	600,304	547,816	-8.74%
Resident	467,922	428,175	-8.49%
Crossover	93,074	82,064	-11.83%
Nonresident	39,308	37,577	-4.40%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (September)	43,001	40,947	-4.78%
Resident	33,469	32,347	-3.35%
Crossover	6,411	5,924	-7.60%
Nonresident	3,121	2,676	-14.26%
User Visits	14,516 (a)	15,052	3.69%
Adult			
# Programs	22	22	0.00%
Attendance	264	399	51.14%
Children			
# Programs	23	18	-21.74%
Attendance	404	520	28.71%

\*Rolling twelve does not include digital circulation.

(a) SenSource People Counter - Start September 2021

Programming: Children’s - fall storytime sessions have started, and we offered the playgroup for the first time since the pandemic. Attendance has been good at these in-person sessions. A new Pokemon program was started for school-age children. In addition, we hosted a successful STEAM Central build-it challenge using spaghetti noodles and marshmallows.

Adult - Oktoberfest with music in the courtyard, a presentation on the Sistine Chapel, a talk on the role of music in the Vietnam War, Getting Started with a Plant-based Diet, what to do with old family photos, and a reporter from Wisconsin Public Radio. Local author Lois Patton started another session of the Writers’ Circle, and we added a second game to the Dungeons and Dragons program.

3rd Quarter 2022 Operating Statistics

	2020	2021	2022	% Change 2021-2022	
Total Circulation	158,573	153,166	150,886	-1.49%	
Resident	127,212	120,426	120,760	0.28%	
Crossover	21,581	21,907	20,597	-5.98%	
Nonresident	9,780	10,833	9,529	-12.04%	
Digital Magazine (Downloads & Views)	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>% Change</u>	
Flipster	629	577	348	-39.69%	
Overdrive (digital)	19,847	20,820	21,858	4.99%	
Self-Check	40,637	41,235	37,730	-8.50%	25.01% → % of total
User Visits	43,767	47,102	52,200	10.82%	(a)
CAFE					
# Items Sent to Fill a Hold	17,685	14,162	13,992	-1.20%	(b)
# Items Received to Fill a Hold	20,496	15,556	15,158	-2.56%	(b)
Internet Use Sessions	6,024	7,173	6,817	-4.96%	
Internet Use Hours	2,140	2,007	1,761	-12.26%	
Wireless	2,919	4,559	4,601	0.92%	
Library Website					
Visits	25,960	20,599	28,606	38.87%	(c)
Views	36,488	29,560	34,213	15.74%	(d)
Volumes Added	11,358	3,997	3,816	-4.53%	
Adult Programs					
# Programs	32	61	61	0.00%	
Attendance	375	656	805	22.71%	
Childrens Programs					
# Programs	49	58	50	-13.79%	
Attendance	2,746	2,450	4,214	72.00%	
Meeting Room Use	198	298	310	4.03%	

(a) SenSource People Counter - Start September 2021. User Visits estimated for July and August 2021.

Power Outage reset people counter.

(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.

CivicPlus website statistics program changed from Piwik to Google Analytics in January 2022.

(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.

3rd Quarter 2022 goals & objectives update – the updated progress chart was reviewed.

Acknowledgement of donations received – a generous donation of \$250 was received from Mr. William LaValley in honor of Joseph LaValley. Ms. Carey Podlesnik, Clavora Designs donated 7 large artificial trees and potted ferns that have been placed throughout the Library. This generous donation was made possible through Board member Sheila Buechel. The trees are in mint condition and add to the peaceful aesthetics of our seating areas.

Staff update – part-time technician Karen Behrendt has retired after nine years of service. We will begin interviews for three part-time technician vacancies.

RFID project update – we have met with Mike Clarke and Jerry Yang from the City IT department to review RFID hardware and software installation requirements. We will be working with the Facilities department to install the necessary electrical and Internet access lines for the new gates. Our next meeting with Envisionware project manager Noel Morales will be on Tuesday, October 11. Tagging on the adult side is complete with the exception of materials that are in circulation, magazines, and reference/professional materials. Tagging of children’s AV materials was completed the middle of this week, and children’s non-fiction is at the halfway point. There are approximately 45,000 children’s materials left to tag. Once the collections are tagged, we will shift focus to the processing of materials in the Technical Services department. Staff is to be complimented for their patience and flexibility.

Facilities update – no major issues at this time.

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

6. Friends of the Library – no report

7. Unfinished business

- a. 2023 Library Budget proposal update – the Board was presented with a budget sheet reflecting minor adjustments to the Board’s proposal. These changes were made in maintenance salaries and benefits, and the utility accounts. The Library budget moves from a 2.8% increase to 3.0%. The Finance Committee meetings to review the 2023 Budget are scheduled for Monday, October 17 and Wednesday, October 19. (\* Benning arrived at 7:40)
- b. Filling the Library Director position update – the deadline for applications is being extended to Monday, November 14. It was noted that the Wisconsin Library Association Annual conference will be held the first week of November. Board members should come prepared at the November 9 meeting to schedule a day to review applications. Prior to that the City Attorney will address those present on the hiring selection process.

8. Adjournment

***Motion by Buechel, second by Wentz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:50 pm.***

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