



MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, October 13, 2021 at 7:00 pm

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

Members Present: Kay Benning, Ald. Chris Blackburn, Sheila Buechel, Jeanmarie Deuster, Stanley Fox, James Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Margaret Courtright

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

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 November 10, 2021 (Library Board Room)

3. Minutes of the September 8, 2021 meeting

Motion by Buechel, second by Deuster to approve the minutes of the September 8, 2021 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.

4. Financial Report and expenditures

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

5. Librarian's Report

September 2021 - Operating Statistics

Rolling twelve*	10/19-9/20	10/20-9/21	% Change
Total Circulation	499,266	600,304	20.24%
Resident	394,169	467,922	18.71%
Crossover	72,748	93,074	27.94%
Nonresident	32,349	39,308	21.51%
	<u>2020</u>	<u>2021</u>	<u>% Change</u>
Total Circulation (September)	49,613	43,001	-13.33%
Resident	39,901	33,469	-16.12%
Crossover	6,597	6,411	-2.82%
Nonresident	3,115	3,121	0.19%

Adult	# Programs	10	22	120.00%
	Attendance	72	264	266.67%
Children	# Programs	16	23	43.75%
	Attendance	624	404	-35.26%

*Rolling twelve does not include digital circulation.

Programming: September was a busy month in both departments. In children's we resumed in-person storytimes, and while the attendance was less than pre-pandemic numbers, we were happy to welcome back enthusiastic parents and children. The Lego Club resumed their activities, and our in-person craft Saturdays are now being scheduled. A Lord of the Rings party was held in conjunction with the adult department to celebrate the anniversary of the release of the movie.

Adult in-person programming has increased with such offerings as a book discussion "How Paris became Paris;" Social Security and Taxes with the Retirement Classroom; scrapbooking; author visit with Mary Noe; History of Beer Gardens; Avoiding Financial Pitfalls; Microgreens; and Wisconsin's Gangster Past. It was our turn to host the first in-person Memory Café for our Wild Plum group since the start of the pandemic. Everyone enjoyed creating a fall art project.

3rd Quarter 2021 Operating Statistics

	2019	2020	2021	% Change 2020- 2021	
Total Circulation	179,611	158,573	153,166	-3.41%	
Resident	142,540	127,212	120,426	-5.33%	
Crossover	25,556	21,581	21,907	1.51%	
Nonresident	11,515	9,780	10,833	10.77%	
Digital Magazine (Downloads & Views)	2019	2020	2021	% Change	
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	12,939	13,759	11,443	-16.83%	
Overdrive (digital)	15,016	19,847	21,448	8.07%	
Self-Check	59,044	40,637	41,235	1.47%	26.92% → % of total Circ.
User Visits	73,493	43,767	47,102	7.62%	(a)
CAFE					
# Items Sent to Fill a Hold	15,067	17,685	14,162	-19.92%	(b)
# Items Received to Fill a Hold	16,787	20,496	15,556	-24.10%	(b)
Internet Use Sessions	10,055	6,024	7,173	19.07%	(c)
Internet Use Hours	3,164	2,140	2,007	-6.21%	
Wireless	5,779	2,919	4,559	56.18%	
Library Website					
Visits	29,999	25,960	20,599	-20.65%	(d)
Views	41,845	36,488	29,560	-18.99%	(e)
Volumes Added	5,800	11,358	3,997	-64.81%	
Adult Programs					
# Programs	66	32	61	90.63%	
Attendance	792	375	656	74.93%	
Childrens Programs					
# Programs	63	49	58	18.37%	
Attendance	3,341	2,746	2,450	-10.78%	
Meeting Room Use	374	198	298	50.51%	

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 pick-up ended June 13, 2020. Normal summer hours resumed Monday, June 29, 2020.

- (a) SenSource People Counter - was installed August 26, 2021 to replace the laser beam 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.
- (c) 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.
- (d) 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.
- (e) Library websites Views - number of times this page was viewed by visitors. Library website set as homepage on public internet stations.

3rd Quarter 2021 goals & objectives update

Acknowledgement of Donations Received – the Frog Prince bronze sculpture which was donated by the Friends of the Library was installed on Thursday, September 30 in the oak courtyard by the children’s department windows. We will be designing and installing an acknowledgement plaque, and creating promotional announcements. It was announced on our Facebook page. The children’s librarians will also be preparing programs or events that feature the Frog Prince.

Staff update – we are on-boarding three part-time technicians in September and October, and are in the process of interviewing for the final open position.

Facilities update – City maintenance staff continue to work on the heating/AC circulation system. Most recently, valves were replaced in two areas of the ceiling in adult fiction and adult reference, and in children’s by the courtyard entry. Developing trouble areas include the entry just past the security gates, the circulation desk, and circulation workroom #1. The rubber washers have hardened and need to be replaced. The SenSource people counter is working well. We will continue to compare the SenSource counts to the laser beam counts through the month of October and then discontinue collecting the laser beam counts.

Motion by Ald. Blackburn, second by Deuster to approve the Librarian’s Report. Motion carried unanimously.

- 6. Friends of the Library – Friends’ President Barb Stein forwarded a written update. Friends’ membership stands at 95. The Frog Prince sculpture has been installed in the courtyard. Book sale numbers are still being finalized but at this time there is a net profit of \$9,069 (compared to \$8,369 in 2019, and \$6,713 in 2018). All of the volunteers were thanked for their contributions. Without their help the sale would not have been a success.
- 7. Unfinished Business
 - a) COVID-19 Library phase-in – we will continue current practices.
 - b) 2022 – 2024 Library Goals and Objectives – discussion continued with the sections on Library Values, Stakeholders, and the table of specific goals and objectives.
 - c) 2022 Library Budget proposal update – the first meeting with the Finance Committee will take place tomorrow evening starting at 6:30. If more discussion is necessary, meetings are scheduled for October 20, and October 26.
- 8. New Business
 - a) Vision Statement I-1
 - b) Mission Statement I-2 Mission

Motion by Ald. Blackburn, second by Benning to postpone consideration of New Business items “A” and “B” to the November 2021 meeting. Motion carried unanimously.

9. Adjournment

Motion by Wentz, second by Benning to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:58 pm.

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