



## MINUTES OF AN OFFICIAL MEETING:

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

Date and Time: Wednesday, October 14, 2020 at 7:00 pm

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

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

Members Absent: Richard Brandt, Sheila Buechel, Jim Heinrich

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

### 1. Roll Call

President Schweda noted a quorum present and called the meeting to order at 7:03 pm.

### 2. Announcements

The next regularly scheduled meeting will be November 11, 2020.

### 3. Minutes of the September 9, 2020 meeting

Pres. Schweda noted that in the Friends of the Library report, the term "Train Fest" needed to be changed to "Festival of Trains."

***Motion by Wentz, second by Courtright to approve the minutes of the September 9, 2020 meeting of the Library Board of Trustees as corrected. Motion carried unanimously.***

### 4. Financial Report and expenditures

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

### 5. Librarian's Report

#### September 2020 - Operating Statistics

<u>Rolling twelve*</u>	<u>10/18-9/19</u>	<u>10/19-9/20</u>	<u>% Change</u>
Total Circulation	643,359	499,266	-22.40%
Resident	503,463	394,169	-21.71%
Crossover	97,400	72,748	-25.31%
Nonresident	42,496	32,349	-23.88%

	<u>2019</u>	<u>2020</u>	<u>% Change</u>
Total Circulation (September)	48,028	49,658	3.39%
Resident	37,375	39,901	6.76%
Crossover	7,315	6,597	-9.82%
Nonresident	3,215	3,115	-3.11%
Rbdigital (eAudio)**	123	45	-63.41%
Adult			
# Programs	22	10	-54.55%
Attendance	315	72	-77.14%
Children			
# Programs	19	16	-15.79%
Attendance	713	624	-12.48%

\*Rolling twelve does not include digital circulation.

\*\*New January 2015. Incorporating digital formats into circulation totals. Note: Recorded Books's investor, KKR, announced its plan to acquire Overdrive. All of Brookfield's Rbdigital eaudio and ebooks were moved to Overdrive on September 14, 2020. These items are now available for check out in Overdrive by Brookfield owned patrons only. No additional titles will be added to this exclusive collection.

Children's: we recorded three different story times each week, and held an outdoor family time in the courtyard on Monday mornings. Grab and Go Steam kits (science related projects kids can do at home) were introduced on the first Saturday of the month.

Adult: Zoom book clubs continued, with the addition of evening sessions for those who aren't available during the day. Two in-person programs were hosted, one on soap making and another on rock painting.

#### 3rd Quarter 2020 Operating Statistics

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>% Change</u> 2019- 2020	
Total Circulation	173,641	180,027	158,915	-11.73%	(g,h)
Resident	138,216	142,540	127,212	-10.75%	
Crossover	23,498	25,556	21,581	-15.55%	
Nonresident	11,550	11,515	9,780	-15.07%	
Rbdigital (eAudio)*	377	416	342	-17.79%	
Digital Magazine (Downloads & Views)	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>% Change</u>	
Rbdigital (emagazines) (Brookfield Only)	474	1,452	1,531	5.44%	**
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	10,552	12,939	13,759	6.34%	
Overdrive (digital)	14,815	15,016	19,847	32.17%	
Self-Check	57,980	59,044	40,637	-31.18%	(f,g,h) 25.57% → % of total Circ.
User Visits	72,066	73,493	43,767	-40.45%	(h)
CAFE					
# Items Sent to Fill a Hold	13,840	15,067	17,685	17.38%	(a)
# Items Received to Fill a Hold	16,280	16,787	20,496	22.09%	(a)
Internet Use Sessions	10,876	10,055	6,024	-40.09%	
Internet Use Hours	3,949	3,164	2,140	-32.36%	
Wireless	5,907	5,779	2,919	-49.49%	
Library Website					
Visits	23,507	29,999	25,960	-13.46%	(b)
Views	43,637	41,845	36,488	-12.80%	(c)
Volumes Added	4,432	5,800	11,358	95.83%	(d)
Titles Cataloged	1,445	4,058	901	-77.80%	(e)
Adult Programs					
# Programs	65	66	32	-51.52%	
Attendance	836	792	375	-52.65%	
Childrens Programs					
# Programs	62	63	49	-22.22%	
Attendance	4,000	3,341	2,746	-17.81%	

\*New January 2015. Incorporating digital formats into circulation totals. Note: Recorded Books's investor, KKR, announced its plan to acquire Overdrive. All of Brookfield's Rbdigital eaudio and ebooks were moved to Overdrive on September 14, 2020. These items are now available for check out in Overdrive by Brookfield owned patrons only. No additional titles will be added to this exclusive collection.

\*\*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.

**Coronavirus COVID-19: Library closed to the public Monday, March 16, 2020. Library staff continued to work behind the scenes through Tuesday, March 24, 2020. Pursuant to Governor Evers' Emergency Order #12, the Library closed starting Wednesday, March 25 until Friday, April 24, 2020. On April 16, 2020, the State of Wisconsin Department of Health Services issued Emergency Order #28 extending Safer at Home Order through Tuesday, May 26, 2020. Public libraries were closed for all in-person services except curbside pick-up. Staff returned Monday, April 27, 2020 and Curbside pick-up started Thursday, April 30, 2020. On May 13, 2020 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.**

(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) 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.

(c) 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.

(d) COVID-19 - Minimal new DVD releases to purchase. 17 RBDigital eaudio item records were added on September 3, 2020. 7,174 OverDrive item records were imported by Bridges Library System for Brookfield's former RBDigital collection on September 18, 20 & 24, 2020.

(e) Titles cataloged = number of new bibliographic records added to the system that do not already exist in the system. 1,444 EBSCOHost electronic book & 62 Recorded Books eaudio records were added in August 2019. Adult materials held in TS until Director returned from vacation to review June 22- July 16, 2018. Librarians busy with Summer Reading Programs 2018 & 2019. One part time Children's Librarian position is vacant 2018. Adult Librarians worked on creating DVD Series collection.

(f) The Children's Department and Periodical Area were recarpeted by BSI. Some materials in the Children's Library were unavailable starting on Tuesday, August 28, 2018. Staff loaded all materials onto carts so shelves could be moved. The entire department was closed September 5-14, 2018. Self-Check unit was unavailable for use. All materials were placed back on shelves in the Children's Library on September 15, 2018. The Periodical Area was also recarpeted. Materials were loaded onto carts September 18-19. All materials in the Periodical Area were returned by September 29, 2018.

(g) Circulation Self-Check Unit down 8/16/19, 8/17/19 and morning of 8/19/19 for Coil Error (new fuse installed).

(h) Library closed to the public for Staff In-Service Day on 9/27/19.

### 3<sup>rd</sup> Quarter 2020 Goals and Objectives

The update was distributed prior to the meeting. Everything continues to be impacted by the conditions surrounding the pandemic. At this time we are doing exceptionally well with being open and providing almost full service levels. The only restrictions remain on public Internet stations and in-person programming.

## Social Media

We have started the process of developing a Facebook page. The City IT Department has provided guidelines for creating accessible electronic content for all users, including those who have some form of disability. We anticipate a go-live date in November.

## Acknowledgement of Donations Received – none

## Staff update

We have completed the recruitment process for three part-time technician positions and have made offers of employment.

## Facilities Maintenance Update

Building related projects are ending. I expect to find out the install date for the acoustic panels within the next two weeks. The last new boiler was installed. All the piping that feeds the heating and A/C systems was drained and leaks were repaired throughout the building.

Pres. Schweda asked about the reported number for “Titles Catalogued” in the 3<sup>rd</sup> quarter operating statistics. A clarification will be provided.

***Motion by Courtright, second by Wentz 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 – proceed with status quo. Due to continued rise in COVID-19 cases current service levels will remain in place.
- b) COVID-19 Mask Requirement – following discussion it was recommended that the face mask requirement be continued through November 21<sup>st</sup> per Governor Evers order. This will be re-evaluated at the November Library Board meeting. If conditions warrant, the Library Director can call a special meeting of the Library Board to address the issues.

***Motion by Fox, second by Benning to continue to require the wearing of a face covering while in the Library through November 21, 2020. The Library Board will reevaluate that requirement at their November 11, 2020 Board meeting. If conditions warrant a special meeting of the Library Board may be called to address the issues. Motion carried unanimously.***

8. Adjournment

***Motion by Wentz, second by Fox to adjourn the meeting at 7:39 pm. Motion carried unanimously.***

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