



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
LIBRARY BOARD OF TRUSTEES HELD ON Wednesday January 9, 2019
IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN
ROAD, BROOKFIELD, WISCONSIN 53005

Richard Brandt, President presiding.

8 MEMBERS PRESENT: Kay Benning*, Ald. Chris Blackburn, Richard Brandt, Sheila Buechel, Helen Conlon, Margaret Courtright, Ann Deuster Dougherty, Susan Schweda

1 MEMBER ABSENT: Stanley Fox

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager; Jane Maro, Library Friends' President; Kate Venturini, BSI guest presenter

1. President Brandt noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:00 pm. Guest presenter Kate Venturini (BSI, Inc.) provided the Board with an overview of potential furniture selections for the adult side furniture replacement. During the upcoming weeks, the management team will be looking at more detailed plans and furniture options.
2. Announcements
 - a. The next meeting will be February 13, 2019 @ 7:00 p.m.
3. Minutes of the November 14, 2018 Meeting

Motion by Dougherty, seconded by Conlon to approve the minutes of the November 9, 2018 meeting of the Library Board of Trustees. Motion carried unanimously.

4. Financial Report
 - Monthly reports and expenditures

Motion by Buechel, seconded by Schweda to approve the financial report and expenditures. Motion carried unanimously.

5. Librarian's Report:

November 2018 - Operating Statistics

Rolling twelve*	<u>12/16-11/17</u>	<u>12/17-11/18</u>	<u>% Change</u>
Total Circulation	650,014	643,532	-1.00%
Resident	504,849	503,080	-0.35%
Crossover	101,631	96,284	-5.26%
Nonresident	43,534	44,168	1.46%

		<u>2017</u>	<u>2018</u>	<u>% Change</u>
Total Circulation (November)		51,134	48,078	-5.98%
	Resident	39,753	37,151	-6.55%
	Crossover	7,997	7,406	-7.39%
	Nonresident	3,296	3,386	2.73%
	RBdigital (formerly OneClickdigital)	88	135	53.41%
Adult	# Programs	23	33	43.48%
	Attendance	214	454	112.15%
Children	# Programs	40	31	-22.50%
	Attendance	1,870	1,593	-14.81%

December 2018 - Operating Statistics

		<u>1/17-12/17</u>	<u>1/18-12/18</u>	<u>% Change</u>
Rolling twelve*				
Total Circulation		649,012	644,981	-0.62%
	Resident	503,830	504,939	0.22%
	Crossover	101,068	96,623	-4.40%
	Nonresident	44,114	43,419	-1.58%
		<u>2017</u>	<u>2018</u>	<u>% Change</u>
Total Circulation (December)		45,578	47,060	3.25%
	Resident	34,849	36,708	5.33%
	Crossover	7,155	7,494	4.74%
	Nonresident	3,508	2,759	-21.35%
	RBdigital (formerly OneClickdigital)	66	99	50.00%
Adult	# Programs	11	15	36.36%
	Attendance	84	174	107.14%
Children	# Programs	30	27	-10.00%
	Attendance	1,062	1,114	4.90%

Children's Programs: Story times wrapped up in mid-December, and winter reading started on December 10th. Children earn prizes, and a sticker on the bulletin board, if they read 60 minutes in a week. A number of special programs were held in December that included making and decorating gingerbread houses, a movie, listening to musician Duke Otherwise, a visit from Kohl's Wild Theater, and magician Glen Gerard. In November, the Friends hosted a well-attended Train Event.

Adult Programs: there was a great deal of variety in special adult programming which included Unfolding the Map (travel program), the Victorian Undertaker, a Vietnam Veteran, beading with the Loose Bead Society, Abe Lincoln and the Gettysburg Address, the Lost Battalion of WWI, the Milwaukee Art Museum, Dangers of Opioids, Wellness with Settini Chiropractic, author Kathie Giorgio, and an antiques appraisal event. NaNoWriMo events took place throughout November and a final TGIO (Thank Goodness It's Over) party was well-attended.

We continued hosting "A Cup of Health" in cooperation with the Aging and Disability Resource Center (ADRC). December's topic was "End of Life Decisions." We also hosted another very successful Memory Café with a speaker, and animals, from the Retzer Nature Center.

4th Quarter 2018 Operating Statistics

	2016	2017	2018	% Change 2017- 2018	
Total Circulation	149,509	148,204	145,981	-1.50%	
Resident	116,048	114,677	113,126	-1.35%	
Crossover	23,968	23,077	22,912	-0.71%	
Nonresident	9,331	10,206	9,582	-6.11%	
RBdigital (formerly OneClickdigital) (digital)**	162	244	361	47.95%	
Digital Magazine (Downloads & Views)	2016	2017	2018	% Change	
RBdigital (formerly Zinio) (Brookfield Only)	397	366	1,002	173.77%	
Flipster (New 2015 - All CAFE Libraries - unable to breakdown by Library)	10,348	10,748	11,465	6.67%	
Overdrive (digital)***	9,611	11,543	13,921	20.60%	
Self-Check	45,157	43,086	43,633	1.27%	29.89% → % of total Circ. 2nd Qtr
User Visits	62,829	58,407	57,528	-1.50%	
CAFE					
# Items Sent to Fill a Hold	12,829	12,906	13,829	7.15%	(a)
# Items Received to Fill a Hold	13,474	13,984	14,345	2.58%	(a)
Internet Use Sessions	8,897	9,159	10,650	16.28%	
Internet Use Hours	4,194	4,256	3,684	-13.44%	
Wireless	5,706	6,248	6,216	-0.51%	
Library Website					
Visits	24,843	19,436	19,888	2.33%	(b)
Views	41,256	35,142	33,546	-4.54%	(c)
Volumes Added	3,438	5,751	10,817	88.09%	
Titles Cataloged	1,107	2,466	7,775	215.29%	(d)
Adult Programs					
# Programs	66	60	74	23.33%	
Attendance	790	658	1,053	60.03%	
Childrens Programs					
# Programs	112	117	105	-10.26%	
Attendance	3,993	4,407	4,241	-3.77%	
Meeting Room Use	433	441	515	16.78%	

*New January 2015. Incorporating digital formats into circulation totals. OneClickdigital circulation only available thru August 2013.

*** As per Bridges 11/2/15, Overdrive statistics are provided on a monthly basis. No longer have to wait until after the 21st of the month. There ended up being no change in reports run at the first vs 21st of the month.

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

4th Quarter 2018 Goals & Objectives

A copy will be available for review at the meeting.

Acknowledgement of Donations Received

Several donations were received: \$120.00 from the Kiwanis Club of Elm Grove – Golden K for the purchase of children's books; \$95.00 from Firm Believers (St. John Vianney) in memory of Joan Shotola; \$250.00 from Mr. & Mrs. John Kelly for the purchase of books and movies; \$100.00 from Ms. Janet Hennessey in memory of Joan Shotola for the purchase of kindergarten level

children's books; and \$40.00 from Ms. Joanne Foran for the purchase of children's materials in memory of Joan Shotola and Sally Winter.

Staff Update

Rachel Muniz was welcomed as a part-time children's librarian. She started on December 10, 2018. Two technicians – Renee Railey (pursue education), and Amy Gerbyshak (personal reasons) have resigned. We will be recruiting for these technician positions soon.

Facility Maintenance Update

The Facilities Department is currently recruiting for a custodian, and a lead custodian due to the retirements of Chuck Kingstad and Larry Kass.

Budget Update

There were no further changes to the 2019 Library Budget proposal as mentioned at the November meeting.

Motion by Ald. Blackburn, seconded by Dougherty to approve the Librarian's Report. Motion carried unanimously.

6. Friends of the Library

The Friends have purchased and decorated three new Christmas trees. They are working on developing a 2019 budget.

7. Unfinished Business

a. 2019-2021 Library Goals and Objectives

Motion by Courtright, seconded by Conlon to approve the 2019-2021 Library Goals and Objectives. Motion carried unanimously.

b. Library 60th Anniversary Celebration (2020)

Further discussion was held on possible features of the 60th anniversary celebration. Ideas presented included: Willy Wonka – Golden Ticket search, scavenger hunts, involvement of local business for prizes and raffles, a birthday cake float in the 4th of July parade, and a memory album with stories and photos from past years. (* Benning arrived 8:00 p.m.)

c. Building Study Furniture Replacement

General discussion was held on the presentation and ideas that were presented by Kate Venturini. The logistics and funding were also considered. We will be re-carpeting the adult side potentially starting in May/June. Planning meetings with facilities and BSI will be held in upcoming weeks. (*Benning left 8:10 p.m.)

8. New Business

a. Library System Effectiveness Statement

Motion by Ald Blackburn, seconded by Buechel to acknowledge that the Bridges Library System did provide effective System services in 2018. Motion carried unanimously.

b. Review Policy III-1: Appropriate Behavior

Motion by Dougherty, seconded by Courtright to include a new paragraph specific to Service Animals, Pets and Other Animals in the Library. Motion carried unanimously.

- c. Review Policy V-6: Use of Bulletin Boards and Display Cases
Motion by Buechel, seconded by Schweda to delete language which is specific to provision of a Library Union bulletin board as the Local 20 union disbanded. Motion carried unanimously.

9. Adjourn

Motion by Conlon, seconded by Ald. Blackburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25 pm.

Minutes respectfully submitted by Edell Schaefer, Director of Library Services