



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE LIBRARY BOARD OF TRUSTEES HELD ON Wednesday September 11, 2019 IN THE BOARD ROOM AT THE LIBRARY, 1900 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN 53005

Sheila Buechel, President presiding.

8 MEMBERS PRESENT: Kay Benning, Ald. Chris Blackburn, Sheila Buechel, Margaret Courtright, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

1 MEMBER ABSENT: Richard Brandt

OTHERS PRESENT: Edell Schaefer, Director of Library Services; Cathy Tuttrup, Public Services Manager

1. President Buechel noted a quorum present and called the meeting of the Library Board of Trustees to order at 7:02 pm.
2. Announcements
  - a. The next meeting will be October 9, 2019 @ 7:00 p.m.
3. Minutes of the August 7, 2019 Meeting

*Motion by Heinrich, seconded by Ald. Blackburn to approve the minutes of the August 7, 2019 meeting of the Library Board of Trustees. Motion carried unanimously.*

4. Financial Report
  - Monthly reports and expenditures

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

5. Librarian's Report:

August 2019 - Operating Statistics

Rolling twelve*		9/17-8/18	9/18-8/19	% Change
Total Circulation		651,559	639,064	-1.92%
	Resident	509,063	500,580	-1.67%
	Crossover	98,186	96,154	-2.07%
	Nonresident	44,310	42,330	-4.47%
		<u>2018</u>	<u>2019</u>	<u>% Change</u>
Total Circulation (August)		61,784	61,019	-1.24%
	Resident	49,015	48,565	-0.92%
	Crossover	8,294	8,506	2.56%
	Nonresident	4,339	3,811	-12.17%
	RBdigital (eaudio)**	136	137	0.74%
Adult	# Programs	23	20	-13.04%
	Attendance	428	177	-58.64%
Children	# Programs	11	8	-27.27%
	Attendance	392	346	-11.73%

Adult programs: we hosted a number of programs including the always well-attended Medicare session, and a popular soap-making program. Attendance also increased at our Cup of Health programs for seniors that we host in partnership with Waukesha County.

Children's programs: In August, we recover and regroup after the conclusion of the Summer Reading Programs. We visited a KinderCare to present a story time, welcomed the Wehr Nature Center and showed several family friendly movies. The Friends of the Library sponsored an Ice Cream Social for all ages to mark the courtyard's grand re-opening.

#### In-house use survey

The in-house use survey is typically conducted in June. However, this year due to the re-carpeting project on the adult side of the library, it was done in July. It was a surprise to see 2019 numbers so close to those of 2018. The annual projection for 2019 is 423,072 (vs. 435,760 for 2018). Annual projection surveys are the accepted means of gathering this data. Not all libraries compile in-house use information as it is not required on the State report.

#### Acknowledgement of Donations Received

The Loose Bead Society donated \$100 in recognition of exceptional customer service and use of meeting Library meeting rooms.

#### Staff update

Technician Samantha Schwarz has resigned to accept a full-time position at an academic library in Iowa. We will be interviewing for the vacancy later this month.

Facilities update and 60<sup>th</sup> Anniversary update will be provided at the meeting. As of this mailing, there is nothing to report.

*Motion by Schweda, seconded by Courtright to approve the Librarian's Report. Motion carried unanimously.*

6. Friends of the Library

The Friends are busy boxing and moving donations for the sale, which starts tomorrow evening.

7. Unfinished business

- a. 2020 budget proposal meeting update – Sheila and Edell presented the budget proposal to the Finance department. There was brief discussion about the request to upgrade a part-time librarian position to full-time. Other departments have also requested position changes. We will know towards the end of September what the status of the Executive Budget is. The Finance Committee will hold department reviews starting October 10<sup>th</sup>.

8. New Business

- a. Meeting Room Projector/Wireless Presentation System Proposal

*Motion by Ald. Blackburn, seconded by Fox to replace the existing Community Room equipment with the upgraded HDMI compatible system as presented. Motion carried unanimously.*

- b. Policy Review: Planning II-6

*Motion by Courtright, seconded by Wentz to maintain the policy as currently written. Motion carried unanimously.*

c. Policy Review: Service Roles II-5

*Motion by Schweda, seconded by Ald. Blackburn to accept the 2020 Library Budget proposal as presented and discussed. Motion carried unanimously.*

9. Adjourn

*Motion by Benning, seconded by Courtright to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:37 pm.*

Minutes respectfully submitted by Edell Schaefer, Director of Library Services