

Brookfield Library Board of Trustees
Board Meeting – April 12, 2006

President Richard Brandt called the meeting to order at 7:02 p.m.

Present: Kay Benning, Richard Brandt, Margaret Courtright, Tom Fotsch, Susan Hay, Gordon Miller, Cynthia Oliver, and Library Director Edell Schaefer. Guests: Sheila Buechel, Kari Clappier

Absent: Elyce Moschella, Susan Koehn

Minutes of the Previous Board Meeting

Tom Fotsch moved to approve the minutes of the March 8, 2006 Board meeting. Sue Hay seconded the motion. Motion carried.

Guest: Thomas Hennen, Jr. presented an update on the Act 150 Plan and the Governance Options study. The Act 150 Plan has developed some recommendations but they may change depending on the results of the Governance Options study, so the group will reconvene after that study is done. The Governance Options study is currently behind schedule as the deliverable documents have been incomplete, and extensions have been required. The Board thanked Tom Hennen for his presentation.

Communications and Announcements:

The Library has received a \$2,500 donation from Roundy's for literacy promotion.

At this time the Board moved ahead on the agenda to the Reports section, so that Sheila Buechel could update the Board on the activities of the Friends group.

Reports:

Update on Friends of the Library

The Friends have been working on the teen area, making it more teen friendly through color and decoration. There is a need for more outlets, and also for more lights. A second area the Friends are working on is the main entry. Sheila shared some of the ideas for updating the hall to the Community Room. They may talk to the Rotary Club about the area. There is also a plan to provide a new bike rack. The plans for the book sale are proceeding. The Board was enthused about these ideas and is looking forward to seeing further detailed plans. There is a plan to renovate and make more visible the Guido Brink sculpture that is currently behind the Library. Sheila has contacted Super Steel, which originally constructed the sculpture, regarding the renovation. In order to do this, the Board needed to give a release of liability. Tom Fotsch moved that "The Library Board agrees to release liability for the removal, renovation, and reinstallation of the Guido Brink sculpture." This was seconded by Cindy Oliver, and the motion passed. The Board thanked Sheila for the update on the Friends.

Librarian's Report:

March 2006 operating statistics

Rolling twelve		4/04-3/05	4/05-3/06	% Change	
Total Circulation		619,339	618,300	-0.17%	
	Resident	468,119	464,041	-0.87%	
	Crossover	93,093	107,228	15.18%	
	Nonresident	58,127	47,031	-19.09%	
		<u>2005</u>	<u>2006</u>	<u>% Change</u>	
Total Circulation (March)		55,974	57,072	1.96%	
	Resident	41,428	42,530	2.66%	
	Crossover	9,093	11,058	21.61%	
	Nonresident	5,453	3,484	-36.11%	
Self-Check		5441	5,201	-4.41%	9.11% <small>↖ % of circulation current Mo.</small>
User Visits		26,705	26,910	0.77%	
Internet Use Sessions		2,177	2,489	14.33%	
	Wireless	107 *	271	153.27%	
Library Website visits		4,996	5,502	10.13%	
Volumes Added		1,879	1,785	-5.00%	
Titles Cataloged		807 **	775	-3.97%	
Adult	# Programs	13	16	23.08%	
	Attendance	131	148	12.98%	
Children	# Programs	39	37	-5.13%	
	Attendance	1,096	1,335	21.81%	

NOTE:

*Began April 19, 2004, included in total Internet Use.

**Figure excludes "On Order" items

Effective September 1, 2005 the City of Pewaukee changed from a TNR community to a crossover community.

1st Quarter 2006 operating statistics

	<u>2005</u>	<u>2006</u>	<u>% Change</u>
Total Circulation	153,626	157,237	2.35%
Resident	114,236	117,973	3.27%
Crossover	24,925	29,610	18.80%
Nonresident	14,465	9,654	-33.26%
Renewals	23,311	12,708	8.08%
Self-Check	14,313	13,545	8.61%
User Visits	75,664	75,784	0.16%
Internet Use Sessions	6,353	6,809	7.18%
Wireless	258 *	687	166.28%
Library Website visits	12,655	14,464	14.29%
Volumes Added	5,504	6,573	19.42%
Titles Cataloged	1,906 **	3,548	86.15%
Adult Programs			
# Programs	36	45	25.00%
Attendance	344	421	22.38%
Childrens Programs			
# Programs	115	85	-26.09%
Attendance	3,011	3,646	21.09%
Meeting Room Use	350	341	-2.57%

→ % of total circ. current Qtr.

*Began April 19, 2004, included in total Internet Use.

**Figure excludes "On Order" items

NOTE:

Renewal adjustment provided by WCLFS for January & February 2005.

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Puppets in the Park program costs

The Board reviewed program cost components.

Tom Fotsch moved to accept the Librarian's Report; Gordon Miller seconded the motion and it passed.

Financial Report:

Preliminary 1st Quarter financial report was presented.

Cindy Oliver moved to accept the financial report; Kay Benning seconded the motion and it passed.

Unfinished Business:

Library "Administration" policy- discussion and action

The Board made a change in the second bullet point under the responsibilities of the Library Director, so that it reads "Provides financial reports for review by the Board." Margaret Courtright moved that the Board accept the policy on Administration as changed; this was seconded by Kay Benning, and approved by the Board.

New Business:

Library Local 20 labor contract

It was moved by Cindy Oliver, and seconded by Sue Hay, that the Board accept the tentative agreement between the City of Brookfield and Local 20 as presented to the Board. This was passed.

Meeting Room Policy

Tom Fotsch moved that the Board accept the changes to the "Application for use of meeting rooms" form that were suggested by the staff, and that the Food/Beverage clean-up charge for the Sonia Bielmeier Community Room be increased to \$20. Sue Hay seconded the motion and it passed.

Computer, Study, AV Room Policy

Sue Hay moved that the Board accept the policy as presented; Gordon Miller seconded, and the motion passed.

There being no further business, Gordon Miller moved that the meeting be adjourned. Margaret Courtright seconded the motion, and it passed.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,
Margaret Courtright
Secretary