

**Brookfield Library Board of Trustees**  
**Board Meeting – January 9, 2008**

The meeting was called to order at 7:03 p.m. by President Richard Brandt.

**Present:** Kay Benning, Ald. Scott Berg, Richard Brandt, Susan Hay, Paula Lippert, Norm Rose and Library Director Edell Schaefer.

**Absent:** Cindy Oliver and Bob Weiss

Guests: Dave DiBraccio, Friends of the Brookfield Public Library; Lisa Sink, Milwaukee Journal Sentinel reporter

**Minutes of the Previous Board Meeting:**

Motion by Susan Hay, 2<sup>nd</sup> by Paula Lippert to approve the minutes of the November 14, 2007 meeting. Motion carried.

**Librarian's Report**

**November 2007 operating statistics**

	<u>12/05-11/06</u>	<u>12/06-11/07</u>	<u>% Change</u>	
Rolling twelve				
Total Circulation	649,870	670,161	3.12%	
Resident	489,764	506,673	3.45%	
Crossover	120,203	118,661	-1.28%	
Nonresident	39,903	44,827	12.34%	
	<u>2006</u>	<u>2007</u>	<u>% Change</u>	
Total Circulation (November)	50,301	52,835	5.04%	
Resident	37,586	40,405	7.50%	
Crossover	9,332	9,204	-1.37%	
Nonresident	3,383	3,226	-4.64%	
Self Check	5,480	12,308	124.60%	23.30% <small>↙ % of circulation current Mo.</small>
User Visits	22,739	23,726	4.34%	
*Voice Notification - Patron Holds	n/a	3,377	n/a	
Manual Phone Calls - Patron Holds	n/a	97	n/a	
Internet Use Sessions	2,208	2,268	2.72%	
Wireless	290	199	-31.38%	
Library Website Views	n/a	15,847	**	n/a
Volumes Added	1,409	2,161	53.37%	
Titles Cataloged	444	768	72.97%	
Adult				
# Programs	16	14	-12.50%	
Attendance	197	145	-26.40%	
Children				
# Programs	49	45	-8.16%	
Attendance	1,280	1,236	-3.44%	

\*Voice notification for patron holds implemented April 2, 2007.

\*\*Number of times any library web page was viewed by visitors

## December 2007 operating statistics

Rolling twelve		<u>1/06-12/06</u>	<u>1/07-12/07</u>	<u>% Change</u>	
Total Circulation		650,546	673,169	3.48%	
	Resident	489,722	509,502	4.04%	
	Crossover	120,618	118,661	-1.62%	
	Nonresident	40,206	45,006	11.94%	
		<u>2006</u>	<u>2007</u>	<u>% Change</u>	
Total Circulation (December)		43,012	46,020	6.99%	
	Resident	32,022	34,851	8.83%	
	Crossover	8,366	8,366	0.00%	
	Nonresident	2,624	2,803	6.82%	
Self Check		4,874	9,307	90.95%	20.22% <small>% of circulation current Mo.</small>
User Visits		19,478	19,516	0.20%	
*Voice Notification - Patron Holds		n/a	2,979	n/a	
Manual Phone Calls - Patron Holds		n/a	88	n/a	
Internet Use Sessions		1,947	2,034	4.47%	
	Wireless	215	188	-12.56%	
Library Website Views		n/a	18,878 ***	n/a	
Volumes Added		1,638	2,446	49.33%	
Titles Cataloged		448	1,227	173.88%	
Adult	# Programs	9	7	-22.22%	****
	Attendance	91	54	-40.66%	****
Children	# Programs	22	26	18.18%	
	Attendance	596	882	47.99%	

\*Voice notification for patron holds implemented April 2, 2007.

\*\*Number of times any library web page was viewed by visitors

\*\*\*Totals through Dec. 26, 2007

\*\*\*\*Programs cancelled due to bad weather

## 4<sup>th</sup> Quarter 2007 operating statistics

	<u>2006</u>	<u>2007</u>	<u>% Change</u>	
Total Circulation	144,249	154,764	7.29%	
Resident	107,550	117,118	8.90%	
Crossover	27,684	27,933	0.90%	
Nonresident	9,015	9,713	7.74%	
Renewals	31,735	35,921	23.21%	} % of total circ. current Qtr.
Self Check	15,967	34,291	22.16%	
User Visits	66,955	70,381	5.12%	
*Voice Notification - Patron Holds	n/a	9,648	n/a	
Manual Phone Calls - Patron Holds	n/a	303	n/a	
CAFE				
< In Transit (out)	18,652	22,143	18.72%	
< In Transit (received)	17,236	21,309	23.63%	
Internet Use Sessions	6,566	7,136	8.68%	
Wireless	924	657	-28.90%	
Library Website Views	n/a	53,903 **	n/a	
Volumes Added	4,481	6,510	45.28%	
Titles Cataloged	1,660	2,806	69.04%	
Adult Programs				
# Programs	43	35	-18.60%	***
Attendance	602	563	-6.48%	***
Childrens Programs				
# Programs	114	117	2.63%	
Attendance	3,191	3,862	21.03%	
Meeting Room Use	337	336	-0.30%	

\*Voice notification for patron holds implemented April 2, 2007.

\*\*Number of times any library web page was viewed by visitors through Dec. 26, 2007

\*\*\*Snow storms caused some programs to be cancelled

### Retirement from the Board of Gordon Miller

Early in December Gordie informed us that he has a scheduling conflict with meeting nights for a professional organization he is involved in and as a result he regretfully has resigned from the Library Board. Gordie has served on the Board in various capacities (secretary, treasurer, vice-president) since 1996.

### Retirement from the Board of Susan Koehn

Susan served as a Waukesha County Executive appointment to the Brookfield Library Board contingent on a formula that indicates the rate of county funding as compared to local funding. When county funding is equal to 16.66 cents for every local dollar in the prior year, the county may make one additional appointment. State law now allows for up to 5 such appointments. Brookfield now falls below the 16.66 cent threshold ratio.

### Update on bond expenditure projects

The laptop network has been received, configured and is operational. The PC Reservation software for managing public Internet usage has been ordered and should be operational in January or February following staff training on the product. The replacement chairs have also been ordered.

### Acknowledgement of donations received

Shea Survivor's Trust – we recently received official notification that the Brookfield Public Library was named as a beneficiary in the Marjorie M. Shea Estate and Survivor's Trust at 5% of the estate. The first payout of \$50,000 was received in December and deposited in Library Gifts and Memorials – Shea Survivors Trust. The balance will be paid out in 2008 after IRS clearance letters on the payment of estate taxes has been received. The Library Board needs to determine how they want to manage this donation. Several options are available and we will begin discussion under New Business. Note that because the trust specifically spelled

out “The Brookfield Public Library” that this money could not be directed to other sources such as the Library Friends.

We received a donation (cancellation of meeting room use fee) of \$10 from Adrienne Waters representing NAACP Waukesha Branch. We also received generous donations of \$200 from the American Association of Individual Investors (Scott Berg, Chairman), and \$300 from Joy Buchel. All donations have been acknowledged in writing.

Motion by Ald. Scott Berg, 2<sup>nd</sup> by Susan Hay to accept the Librarian’s Report. Motion carried.

## **Reports**

### **Friends of the Library Update**

Dave DiBraccio and Norm Rose reported that the Friends have had a quiet holiday season. The giving trees appear to have had little appeal this season, but final donation results are not available yet. Both Dave and Norm attended the Plan Review Board meetings where discussion took place on the proposed relocation of the Guido Brink sculpture.

### **Unfinished business**

#### **Relocation of the Guido Brink sculpture**

Dave DiBraccio and Norm Rose started a review discussion of the history and progress of this project, and informed the Board of the discussion that took place at the City’s Plan Review Board meetings. The proposed relocation to the west side of the building would meet the 50 ft. set back requirement. Both Dave and Norm felt that no clear indication was received from the Plan Review Board members as to why that relocation was objectionable to them. Ald. Berg presented information from an elected official’s perspective and addressed the broader issues involved. There was agreement following Ald. Berg’s comments that the relocation proposal for the Brink sculpture was an opportunity to begin to address these broader issues, including taking a leadership role in community involvement and public art. Motion by Norm Rose, 2<sup>nd</sup> by Paula Lippert that the Library Board reaffirm its support for the renovation of the Guido Brink sculpture and original proposed relocation along Calhoun Road, allowing the Friends of the Brookfield Public Library time to assess community support. Motion carried. One abstention (Benning).

### **New business**

#### **Election of Board Treasurer**

Motion by Ald. Berg, 2<sup>nd</sup> by Susan Hay to appoint Norm Rose to fill the treasurer’s vacancy. Motion carried.

#### **Evaluation of WCFLS effectiveness**

Motion by Ald. Berg, 2<sup>nd</sup> by Paula Lippert to confirm that the Waukesha County Federated Library System did provide effective leadership and adequately meet the needs of the Brookfield Library during 2007. Motion carried.

#### **Administration of Shea Survivor’s Trust**

Motion by Paula Lippert, 2<sup>nd</sup> by Kay Benning to deposit and manage the Shea Survivor’s Trust through a City invested interest bearing account. Motion carried. Director of Finance, Robert Scott, is scheduled to attend the February Library Board meeting.

The next meeting of the Board is scheduled for February 13<sup>th</sup> at 7:00 p.m.

There being no further business before the Board, Susan Hay made a motion, 2<sup>nd</sup> by Kay Benning to adjourn. Meeting adjourned at 8:22 p.m.

Respectfully submitted,

Edell M. Schaefer, Director of Library Services  
Secretary Pro Tem