

PUBLIC NOTICE

Meeting: Library Board

Tuesday, September 8, 2020

6:00 p.m. – 12808 W. Hampton Avenue

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 8th day of September, 2020 at 6:00 p.m. **at the Butler Public Library**. *The public is welcome as long as you do not exhibit symptoms of illness, and keep a safe distance from others. For safety, please wear a face mask.* To request a call-in number or to send questions, write to Village Hall at 12621 W Hampton Avenue, Butler, WI 53007, c/o Library Board, or email boardpresident@butler.lib.wi.us prior to the meeting.

At this meeting the following items of business will be considered and possibly acted upon:

1. Roll Call
2. Persons Desiring to be Heard (3 minute limit per person)
3. Communications
 - 3.1. Trustee Appreciation Event October 1st
 - 3.2. Library Assistant Role – Introduction to *Rosalind Ackeret* [Goal#2]
 - 3.3. Communication channels [Goal #1]
 - 3.4. PC Life Log [Goal#4]
 - 3.5. Budget Review – Board attendance October 20 and 27th [Goal#1, #2]
 - 3.6. Library Collaboration – Storywalk [Goal#1]
 - 3.7. Library Technology – Beanstack [Goal#3]
 - 3.8. Other
4. Consent Agenda

Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.

 - 4.1. Consideration of Minutes: August 11, 2020
 - 4.2. Monthly Financial Report
 - 4.3. Trustee Training Week Recap & Links
 - 4.4. Report of the Director
5. Old Business
 - 5.1. Decision on Bridges RFID Tags program [Goal#4]
 - 5.2. Possible Action on Hours of Operation [Goal#3]
6. New Business
 - 6.1. Approve Director's 2020-2021 Goals [Goal #2]
 - 6.2. Launch Goal#5 Action: School Collaboration
7. Schedule next meeting: October 13, 2020
8. Adjournment

Dated: 9/2/2020

Jodi Kessel Szpizar
Director

Charlene M Benjamin
President

2020-2021 Strategic Goals: Profile<>Staff<>Offerings<>Technology<>Outreach

COMMUNICATIONS

Speak with one voice

CASUAL CONVERSATIONS

Limit gossip by giving facts

Follow your own common sense

Bring concerns to the Board

Review Trustee Essentials

MISSION-CRITICAL

> Budget

> Hours of Operation

> Staff Issues / Concerns / Questions

> Strategic Goals/Goal-driven projects

Written Requests: Channel all written communications through the Board President (because other items may be in the works) and answers may be part of a larger strategy.

Verbal Requests:

- Share information that has been provided at meetings
- Refer the questioner to the Board President or Library Director
- Collect questions and promise to get answers



Client	Site	Device	Description	Service Tag Number	Date PC entered service	Install Date	Planned Replacement Date	Planned Replacement Date	Hours of Usage beginning June 2020 through end August 2020
Butler Public Library	Library	DESKTOP-DE3L79J	PC3	585X482	February 29, 2016	11/26/2018	2021	2027	26
Butler Public Library	Library	DESKTOP-P4DSBIV	PC4	585W482	February 29, 2016	11/26/2018	2022	2028	109
Butler Public Library	Library	DESKTOP-HVR7EQD	PC5	585T482	February 29, 2016	11/26/2018	2022	2028	49
Butler Public Library	Library	DESKTOP-UJCF9SJ	PC6	586V482	February 28, 2016	11/26/2018	2022	2028	48
Butler Public Library	Library	DESKTOP-A5GVN77	PC1	76Q8HH2	March 27, 2017	11/26/2018	2022	2028	23
Butler Public Library	Library	DESKTOP-INLRIGE	PC2	76V4HH2	March 27, 2017	11/26/2018	2023	2029	22
Butler Public Library	Library	DESKTOP-JOC7E5G	PC7	51T56K2	June 4, 2017	11/26/2018	2023	2029	97
Butler Public Library	Library	MAIN-PC	Main PC	J6CZJH2	June 7, 2017	11/26/2018	2023	2029	
Butler Public Library	Library	CS809878	Director Laptop	2FHT3L2	March 9, 2018	11/26/2018	2024	2030	
Butler Public Library	Library	DESKTOP-14UVHV9	PC 8	544N9Z2	September 23, 2019	10/29/2019	2025	2031	60
Butler Public Library	Library	BUTLERPL	Front Desk (Left) PC	29Q25Z2	October 11, 2019	10/29/2019	2025	2031	
Butler Public Library	Library	MAIN-BUTLER	Front Desk (Right) PC	2NVBSZ2	October 19, 2019	10/29/2019	2026	2032	
Butler Public Library	Library	DESKTOP-LUKF381	OPAC-PC-Catalog	BRQKPX2	December 4, 2019	2/17/2020	2026	2032	
Capacity of all public computers									
		Total Hours of Weekly Capacity for Public Computer use							
Weekly Hours Open	# of computers								
32	8	256							
47	8	376							

Our Library Director effectively manages our budget under the guidance of the Library Board.

To be clear about *how* our funding is managed, the following items clarify some of the budget. The items included here are based on questions we have received so far.

Send your questions about other budget items, or about *this* information, to Charlene Benjamin as Library Board President. boardpresident@butler.lib.wi.us.

Anticipated Revenue Shortfall in 2020: (due to safer at home orders, reduced hours, suspension of fines, etc.)

- Total anticipated revenue reduction: -3.83%
- Corresponding reduction in expenses: will match. Reductions are coming from fewer staff hours, reduced outlay for services, etc.

Note: Each month our income and expenses are reviewed by our Treasurer, and then by the full Board. This is in addition to oversight from our Village Financial manager.

Intergovernmental Revenues:

- Intergovernmental revenue is variable year to year. It increases or decreases based on circulation figures to residents both inside and outside Waukesha County, total circulation, and budget expenditures. In short, this revenue is not under our control. Bridges provides us with the dollar amount from Waukesha County annually. Sometimes we will get more, sometimes less.
- In 2021, Bridges has budgeted \$9,299 as intergovernmental revenue. The entire amount has been calculated into the overall budget, allowing us to maintain the services our patrons ask for, yet not increase the budget, especially in this year of uncertain outcomes.

Technology upgrades:

- Computers are as important as books, magazine, and DVDs to Butler citizens and all our patrons. For patrons without their own internet service or printer, our public computers are possibly even more valuable than the books.
- BPL maintains a maintenance and replacement schedule for all computers and other equipment. Replacement schedules are based on known “life expectancies.” They are intended to minimize the overall cost of the equipment.
- In 2021, we budgeted to replace a five-year-old public computer (one that patrons use). Four PCs have reached their five-year service dates in 2021. We had scheduled to replace two, but we deferred one of those to 2022 in order to help maintain a flat budget. (Deferred replacement does create some risk that costs will be higher later on.)
- In June 2020, we began tracking the public PC usage with the new PC Reservations system. As we gather more data, we will develop a capacity plan to measure how much capacity we need based on use.

Contracted Services:

- One service, CLS Landscaping, has been dropped for not providing services. Volunteers and staff will manage for 2021. The DPW already maintains the lawn, so occasional weeding and some spring and fall clean-up are the primary needs.
- Other services have been paired to the essentials:

Contracted Services	2021 Budget
Jan Pro – Cleaning	\$3,965.00
Wil-Kil – pest control.	\$595.00
Packerland – clean, safe-surface floor mats	\$470.00
Fish Window – window cleaning services	\$320.00
ADS – Fire Alarm Monitoring	\$884.00
Bonafide Security – Annual Fire Alarm Testing (subcontracted by ADS)	\$135.00
Solid Surface Care, Inc. (FKA Dry-It) – annual carpet and upholstered furniture cleaning	\$1,314.00

Service Hours:

- The library will increase its service hours back to pre-pandemic levels at 47 hours per week in September, or at the latest, in October.
- The decision rests on CoVID guidelines, state restrictions, Wisconsin and Bridges library system guidelines, Village of Butler guidelines, and the impact of reopening schools.

Wage increase percentages:

- Please talk to Kayla. Our Director provides the desired percentage increase, Kayla does the calculations because she has the most up-to-date figures for FICA and other costs.

Reserve Fund:

- The library's reserve fund, like the Village's fund, exists to create a cushion in times of need. Despite this year's challenges, we do not anticipate dipping into the fund, mostly because of the Director's careful management of the budget.

Staff activity from March 13th:

- The Library never closed. The building closed, and more recently re-opened for limited services. The work of the Library never ceased. A detailed timeline of activities was provided to Trustee Sardina, and can be found in the file: [BPL COVID Activities.docx](#)

Minutes of Butler Public Library Board Meeting
August 11th , 2020

Minutes not formally approved until next Library Board meeting

Meeting was called to order by President C. Benjamin– 6pm

1. Members present:

Jodi Kessel Szpiszar (Director), Charlene Benjamin (President),
Michael Bates, Mary Jablonski-absent, Tom Sardina, Teri Stegemeyer, Georgeane Szczygieski,
Roger Benjamin

2. Persons desiring to be heard:

None

3. Communications:

- a. Friends Meeting—generously giving funds for a microphone and a webcam. Thinking of doing a service for community such as shredding, visual scavenger hunt through the village
- b. 5S Improvement project, organized by Michael Bates, concentrating on workspace efficiency
- c. Eileen Langer leaving staff.

4. Consent Agenda:

- a. Motion to accept Consent Agenda by Bates, seconded by Szczygieski , motion carried unanimously.

5. New Business:

- a. Motion to adopt 2020-21 Strategic Plan by Szczygieski, second by Stegemeyer, motion carried unanimously.
- b. Motion to approve WCL Standards Certification by Bates, second by Sardina, motion carried unanimously.
- c. Discussed RFID tags, motion to table by Sardina, second by Bates, motion carried unanimously
- d. Discussed Hours of Operation, motion to table by Sardina, second by R.Benjamin, motion carried unanimously.

6. Consideration to go into closed session: To consider the employment, promotion, compensation or performance evaluation of any public employee. Motion by Bates , seconded by R.Benjamin , motion carried unanimously 6:57pm.

- a. Staff Performance Evaluation and Wages

7.Open session Motion by Sardina, seconded by Bates to return to open session , motion carried unanimously at 7:10 pm. Motion by R. Benjamin to accept salary increases for staff for 2020-21, seconded by Szczygieski, motion carried unanimously

8. Old Business: Motion to Advance 2021 Budget to Village of Butler by R.Benjamin, second by Bates, motion carried unanimously

9. Schedule next meeting: September 8th, 2020 6pm

10.Adjournment: 7:30 pm, Motion by Sardina, seconded by R. Benjamin . Motion carried unanimously.

Submitted by: Teri Stegemeyer

August 2020			2020 YTD	Current Month	2020 Remaining	% Spent
Fund Account #	2020 Library Budget 800 Fund	2020 Budget	Money Spent	(August 2020)	Balance	
800-55100-50110	Library Salaries & Benefits	\$61,241.00	\$35,909.97	\$4,544.51	\$25,331.03	58.64%
800-55100-50120	FICA/Medicare	\$4,685.00	\$2,823.42	\$357.44	\$1,861.58	60.27%
800-55100-50123	Retirement Contribution	\$1,659.00	\$999.60	\$127.96	\$659.40	60.25%
800-55100-50124	Group Life Insurance Premium	\$61.00	\$49.74	\$9.36	\$11.26	81.54%
800-55100	Library Salaries & Benefits	\$67,646.00	\$39,782.74	\$5,039.27	\$27,863.26	58.81%
800-55200-50126	Travel/Training/Meetings	\$1,100.00	\$439.08	\$382.50	\$660.92	39.92%
800-55200-50127	Membership Dues	\$160.00	\$156.00	\$0.00	\$4.00	97.50%
800-55200-50134	Utilities	\$7,500.00	\$3,702.65	\$377.04	\$3,797.35	49.37%
800-55200-50135	Telephone/Internet	\$1,450.00	\$779.34	\$0.00	\$670.66	53.75%
800-55200-50136	Office Supplies	\$800.00	\$485.96	\$81.00	\$314.04	60.75%
800-55200-50137	Postage	\$50.00	\$37.20	\$0.00	\$12.80	74.40%
800-55200	Library Administration	\$11,060.00	\$5,600.23	\$840.54	\$5,459.77	50.63%
800-55300-50162	Contracted Services	\$8,100.00	\$3,870.31	\$586.84	\$4,229.69	47.78%
800-55300-50163	Technology Maintenance	\$3,000.00	\$2,720.35	\$537.66	\$279.65	90.68%
800-55300-50164	Computer Equipment/Maintenance	\$150.00	\$17.98	\$0.00	\$132.02	11.99%
800-55300-50165	Copier Maintenance	\$850.00	\$400.00	\$50.00	\$450.00	47.06%
800-55300-50166	Material Processing/Repair	\$900.00	\$534.70	\$0.00	\$365.30	59.41%
800-55300-50167	Housekeeping Supplies	\$250.00	\$20.88	\$20.88	\$229.12	8.35%
800-55300	Library Equipment/Maintenance	\$13,250.00	\$7,564.22	\$1,195.38	\$5,685.78	57.09%
800-55400-50168	E-Book Contribution	\$633.00	\$633.00	\$0.00	\$0.00	100.00%
800-55400-50169	Shared Databases/Licenses	\$408.00	\$408.00	\$0.00	\$0.00	100.00%
800-55400-50170	Special Event Programming	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
800-55400-50172	Patron Programs	\$787.00	\$78.56	\$0.00	\$708.44	9.98%
800-55400-50179	CAFÉ Member Charge	\$3,723.00	\$3,723.00	\$0.00	\$0.00	100.00%
800-55400	Library Programs & Services	\$5,551.00	\$4,842.56	\$0.00	\$708.44	87.24%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$759.99	\$9.99	\$340.01	69.09%
800-55500-50173	Adult Collection	\$4,615.00	\$3,179.71	\$160.33	\$1,435.29	68.90%
800-55500-50174	Youth Collection	\$4,500.00	\$2,676.49	\$133.14	\$1,823.51	59.48%
800-55500	Library Collection	\$10,215.00	\$6,616.19	\$303.46	\$3,598.81	64.77%
	Contingency	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Fund 800 Library Totals		\$108,722.00	\$64,405.94	\$7,378.65	\$44,316.06	59.24%
Library Income		Budget \$14,161.00	YTD Deposited \$5,904.17 41.69%	Mo. Deposited \$314.23	Balance Needed \$8,256.83 58.31%	

I am anticipating a decrease of 3.83% in Revenues to end 2020, and a reduction in Expenditures of 4.64%.

Fund 800 - LIBRARY FUND

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE					
08/14/2020	CR OTHER/KEEP THE CHANGE/DONATION		24959	4.73 Receipt #: 42034		
08/24/2020	CR MISC REVENUE 546212 REW		25024	100.00 Receipt #: 42101		
08/24/2020	CR MISC REVENUE 546210 REW		25024	25.00 Receipt #: 42101		
40320	MISC REVENUE	925.00	431.36	129.73 ✓	493.64	46.63
41100	PROPERTY TAXES					
08/19/2020	GJ 2019-2020 TAX ROLL TO FUND ENTRIES		24997	94,561.00 JE# 1382 ✓		
41100	PROPERTY TAXES	94,561.00	94,561.00	94,561.00	0.00	100.00
48910	LIBRARY FEES					
08/05/2020	CR PRINTING/COPIES		24856	25.00 ✓ Receipt #: 41954		
08/05/2020	CR BOOK SALES		24856	1.00 ✓ Receipt #: 41954		
08/05/2020	CR REPLACEMENT LIBRARY CARDS		24856	2.00 ✓ Receipt #: 41954		
08/14/2020	CR PRINTING/COPIES		24959	30.75 ✓ Receipt #: 42034		
08/14/2020	CR BOOK SALES		24959	6.00 ✓ Receipt #: 42034		
08/19/2020	CR PRINTING/COPIES		25023	46.25 ✓ Receipt #: 42069		
08/26/2020	CR PRINTING/COPIES		25025	29.00 ✓ Receipt #: 42106		
08/26/2020	CR BOOK SALES		25025	1.75 ✓ Receipt #: 42106		
48910	LIBRARY FEES	3,400.00	1,084.72	141.75 ✓	2,315.28	31.90
48920	LIBRARY FINES					
08/05/2020	CR FINES/REPLACEMENT COSTS		24856	10.50 Receipt #: 41954		
08/14/2020	CR FINES/REPLACEMENT COSTS		24959	10.00 Receipt #: 42034		
08/19/2020	CR FINES/REPLACEMENT COSTS		25023	10.85 Receipt #: 42069		
08/26/2020	CR FINES/REPLACEMENT COSTS		25025	11.40 Receipt #: 42106		
48920	LIBRARY FINES	2,200.00	696.30	42.75	1,503.70	31.65
49000	INTERGOVERNMENTAL REVENUE	7,636.00	3,691.79	0.00	3,944.21	48.35
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept 00000		108,722.00	100,465.17	94,875.23	8,256.83	92.41
Total Revenues		108,722.00	100,465.17	94,875.23	8,256.83	92.41
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
08/07/2020	PR SUMMARY PR 08/07/2020		24830	2,070.13 60		
08/21/2020	PR SUMMARY PR 08/21/2020		24988	2,474.38 62		
50110	SALARIES	61,241.00	35,909.99 ✓	4,544.51 ✓	25,331.01 ✓	58.64

Balances as of 08/31/2020

Fund 800 - LIBRARY FUND

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50120	FICA/MEDICARE					
08/07/2020	PR SUMMARY PR 08/07/2020		24830	162.93 60		
08/21/2020	PR SUMMARY PR 08/21/2020		24988	194.51 62		
50120	FICA/MEDICARE	4,685.00	2,823.42	357.44	1,861.58	60.27
50123 RETIREMENT CONTRIBUTION						
08/07/2020	PR SUMMARY PR 08/07/2020		24830	59.99 60		
08/21/2020	PR SUMMARY PR 08/21/2020		24988	67.97 62		
50123	RETIREMENT CONTRIBUTION	1,659.00	999.60	127.96	659.40	60.25
50124 GROUP LIFE INS PREMIUM						
08/07/2020	PR SUMMARY PR 08/07/2020		24830	9.36 60		
50124	GROUP LIFE INS PREMIUM	61.00	49.74	9.36	11.26	81.54
Total - Dept 55100		67,646.00	39,782.75	5,039.27	27,863.25	58.81
Department 55200: LIBRARY ADMINISTRATION						
50126	TRAVEL/TRAINING/ MEETINGS	1,100.00	56.58	0.00	1,043.42	5.14
50127	MEMBERSHIP/PROFESSIONAL DUE	160.00	156.00	0.00	4.00	97.50
50134 UTILITIES						
08/14/2020	AP UTILITY FOR 2020		24928	377.04 Inv #: 4244-687-085 XXXX2020 Vendor '189'	3,797.35	49.37
50134	UTILITIES	7,500.00	3,702.65	377.04	670.66	53.75
50135	TELEPHONE/INTERNET	1,450.00	779.34	0.00		
50136 OFFICE SUPPLIES						
08/07/2020	AP LIBRARY EXPENSES FOR JULY 2020		24841	382.50 Inv #: 7490-07242020 Vendor '1668'		
08/14/2020	AP JULY 2020 COVID COOPERATIVE SUPPLIES		24947	81.00 Inv #: 2020-00000247 Vendor '152'		
50136	OFFICE SUPPLIES	800.00	868.46	463.50	(68.46)	108.56
50137	POSTAGE	50.00	37.20	0.00	12.80	74.40
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200		11,060.00	5,600.23	840.54	5,459.77	50.63
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162	LIBRARY CONTRACTED SERVICES					
08/07/2020	AP JANITORIAL SERVICE FOR AUGUST 2020		24842	305.00 Inv #: 106357 Vendor '1099'		
08/14/2020	AP FLOOR MATS FOR THE LIBRARY		24910	36.84 Inv #: 2697095 Vendor '36'		

SLB 50120
24841 382.50
24947 81.00
868.46
463.50
37.20
0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 08/31/2020

Fund 800 - LIBRARY FUND

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Expenditures						
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
08/14/2020	AP INSECT AND RODENT SERVICE FOR LIBRARY		24941	35.00 Inv #: '3952336' Vendor '1845'		
08/28/2020	AP INSECT AND RODENT SERVICE FOR LIBRARY		25071	35.00 Inv #: '3976993' Vendor '1845'		
08/28/2020	AP INSECT AND RODENT SERVICE EXTERIOR CONTR		25072	175.00 Inv #: '3977746' Vendor '1845'		
50162	LIBRARY CONTRACTED SERVICES	8,100.00	3,870.31	586.84	4,229.69	47.78
50163	LIBRARY TECHNOLOGY SUPPLIES					
08/14/2020	AP ENVISION WARE FOR LIBRARY		24909	462.66 Inv #: '2020-00000244' Vendor '152'		
08/14/2020	AP JULY 2020 TECH SERVICES CONSULTING		24946	75.00 Inv #: '2020-00000264' Vendor '152'		
50163	LIBRARY TECHNOLOGY SUPPLIES	3,000.00	2,720.35	537.66	279.65	90.68
50164	COMPUTER/EQUIP MAINT	150.00	17.98	0.00	132.02	11.99
50165	LIBRARY COPIER MAINTENANCE					
08/12/2020	AP COPIER MAINTENANCE FOR JULY 2020		24940	50.00 Inv #: '011988' Vendor '1795'		
50165	LIBRARY COPIER MAINTENANCE	850.00	400.00	50.00	450.00	47.06
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	534.70	0.00	365.30	59.41
50167	LIBRARY HOUSEKEEPING SUPPLIES					
08/07/2020	AP LIBRARY EXPENSES FOR JULY 2020		24841	20.88 Inv #: '7490-07242020' Vendor '1668'		
50167	LIBRARY HOUSEKEEPING SUPPLIE	250.00	20.88	20.88	229.12	8.35
Total - Dept 55300						
			7,564.22	1,195.38	5,685.78	57.09
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168	LIBRARY E-BOOK CONTRIBUTION	633.00	633.00	0.00	0.00	100.00
50169	LIBRARY SHARED DATABASES	408.00	408.00	0.00	0.00	100.00
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50172	LIBRARY PATRON PROGRAMS	787.00	78.56	0.00	708.44	9.98
50179	CAFE MEMBER CHARGES	3,723.00	3,723.00	0.00	0.00	100.00
Total - Dept 55400						
			4,842.56	0.00	708.44	87.24
Department 55500: LIBRARY COLLECTION						
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50171	LIBRARY MAGAZINES/NEWSPAPERS					
08/07/2020	AP LIBRARY EXPENSES FOR JULY 2020		24841	9.99 Inv #: '7490-07242020' Vendor '1668'		
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	759.99	9.99	340.01	69.09

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 08/31/2020

Fund 800 - LIBRARY FUND

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Expenditures						
Department 55500: LIBRARY COLLECTION						
50173	LIBRARY ADULT BOOKS					
08/14/2020	AP ADULT BOOKS		24911	✓ 142.33 Inv #: '2035378209' Vendor '1384'		
08/28/2020	AP ADULT AND CHILDREN'S BOOKS		25077	✓ 18.00 Inv #: '2035398916' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	4,615.00	✓ 3,179.71	✓ 160.33	✓ 1,435.29	68.90
50174	LIBRARY JUVENILE BOOKS					
08/14/2020	AP CHILDREN'S BOOKS		24912	100.24 Inv #: '2035378254' Vendor '1384'		
08/28/2020	AP ADULT AND CHILDREN'S BOOKS		25077	✓ 32.90 Inv #: '2035398916' Vendor '1384'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	✓ 2,676.49	✓ 133.14	✓ 1,823.51	59.48
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500		10,215.00	✓ 6,616.19	✓ 303.46	✓ 3,598.81	64.77
Department 80100: CONTINGENCY FUND						
50830	LIBRARY CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
Total - Dept 80100		1,000.00	0.00	0.00	1,000.00	0.00
Total Expenditures		108,722.00	✓ 64,405.95	✓ 7,378.65	✓ 44,316.05	59.24
NET OF REVENUES AND EXPENDITURES						
		0.00	36,059.22	87,496.58	(36,059.22)	

Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority

Presenter: [Becky Spratford](#), Readers' Advisor, Author, Librarian

Being a Trustee is an important job. You are part of a team that represents the tax payers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end and the Library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Join Becky Spratford, a 20 + years librarian and 5 term library trustee as she helps you understand how to walk the fine line between being a leader and being in the way. She will go over how you as a Trustee can best help the Library thrive, noting when you should step in but also when you should back off, strengthening all of Wisconsin's Libraries in the process.

<https://vimeo.com/452657758>

Equity, Diversity, Inclusion: What Library Trustees Need to Know

Presenter: [Anne Phibbs](#), Founder and President of Strategic Diversity Initiatives

Equity, diversity, and inclusion (EDI) impacts all communities and all aspects of librarianship. Library Boards of Trustees have an important role in supporting EDI and related initiatives. This webinar will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more. Anne will present a variety of interactive scenarios in which EDI issues are a factor, with time for Q&A and discussion. In this webinar, Anne Phibbs, PhD, Founder and President of Strategic Diversity Initiatives, will give a basic introduction to EDI and discuss what library trustees and boards need to know about EDI.

<https://vimeo.com/452348655>

Public Library System Redesign (PLSR) Implementation Update

Presenter: [Bruce Smith](#), Project Coordinator, Division for Libraries & Technology

Throughout the response to the public health event, the Department of Public Instruction Division for Libraries and Technology, Public Library Systems, Public Libraries and other partners have been extraordinarily collaborative in our efforts to support the Wisconsin library community. These efforts have allowed us to see new ways for how libraries and systems can be connected and work together in the spirit of [PLSR](#). Through this lens of cooperation and continuous improvement as libraries bounce back from the impact of the pandemic, we continue to move our efforts forward to implement the recommendations of the [PLSR Steering Committee](#). This presentation will include an overview of the PLSR process and an update on the progress of implementing the seven recommendations including information about specific activities and timelines. There also will be time for questions, comments, and input from attendees.

<https://vimeo.com/451945440>

Recruiting and Engaging Friends and Trustees Under Age 40

Presenter: [Kathy Kosinski](#), Member Services and Outreach Manager, Califa Group , [Tess Wilson](#), Member Services and Outreach Manager, Califa Group

Millennials are more likely than other adults to have visited the library recently. However, most Friends and Trustee boards do not have even a single Millennial member (Pew 2016, ALA 2018). What accounts for this discrepancy, and how can we rectify it? Learn how to attract Millennials to your Friends group and Board of Trustees, and turn the largest generation of library users into your best advocates.

<https://vimeo.com/451589921>

Core Values of Librarianship

Presenter: [Jessamyn West](#), Librarian and Technologist

Librarianship as a profession has a set of core values. But where do they come from, and what do they mean? Library technologist Jessamyn West will talk about the things that make up the core values of librarianship and discuss the tensions that exist between some of them.

<https://vimeo.com/451250227>

Director's Report

Staff – The Library Assistant position recently vacated has been posted. It is on the BPL website, facebook and in the Library. It is also on the village's website and Bridges website. Deadline for accepting applications is September 18, 2020.

Bridges/Alliance of Public Librarians (APL) – next meeting Friday, September 11, 2020

Technology Update – our new receipt printer was installed by Erin from Bridges.

Building – status quo

Friends – status quo

Programming – no in person programs in the Library until further notice

- Dr. Benjamin Franklin – Thursday, **September 17th** at 6:30 pm. Have reached out to see if he's interested in a virtual program. Have not made contact with him.

Active Library Cards Accounts expired for 3 years, and not owing any money for replacement costs of items, get deleted from the system. Any expired card that owes less than \$100 in fines (not replacement costs) to any library can be deleted by the registered library (Butler). This is system wide. **NOTE: Expiration dates during COVID-19 were extended to the end of December. We won't be looking at deleting any expired cards until at least January.**

	2017		2018	2/4/2020	3/7/2020	7/9/2020	9/1/2020
Adult				716	722	730	732
Business				2	3	4	4
Child				198	199	201	201
ILL				102	103	106	107
Internet Only				0	0	15	28
Milwaukee County				43	44	43	43
Staff				5	5	5	5
Student				24	24	24	24
Teacher				7	7	7	7
	1677		1365	1097	1107	1135	1151

	Jan	Feb	March COVID-19	April COVID-19 Curbside	May COVID-19 Curbside	June Expanded Services	July Expanded Services	Aug Expanded Services	Sept Expanded Services	Oct	Nov	Dec	TOTALS
2020													
Patron/Visitors	1850	1886	2162	2229	2222	1914	1923	1778	2204	2345	1846	1920	24,279
2020	2092	1960	1084	41	225	871	957	1016					8,246
Circulation													
Adults	1688	1612	1623	1774	1668	1829	2146	1905	1772	1829	1660	1642	21,148
2020	1740	1607	1113	114	698	1402	1584	1529					9,787
Childrens	838	959	1081	1018	1136	1339	1283	978	1251	1312	1095	1180	13,470
2020	1004	1424	866	107	269	1106	1059	1123					6,958
Total Circulation	2526	2571	2704	2792	2804	3168	3429	2883	3023	3141	2755	2822	34,618
2020	2744	3031	1979	221	967	2508	2643	2652					16,745
E-Books	82	47	97	77	68	73	79	77	74	82	50	87	893
2020	110	94	116	117	105	112	121	119					894
Total Circ with E-books	2608	2618	2801	2869	2872	3241	3508	2960	3097	3223	2805	2909	35,511
2020	2854	3125	2095	338	1072	2620	2764	2771					17,639
New Library Cards	8	18	23	14	16	38	24	18	18	24	10	8	219
2020	10	13	9	0	0	22	16	15					85
Computer Use	245	337	285	357	324	323	421	434	355	370	331	282	4,064
2020	313	278	144	0	0	173	155	183					1,246
Conference Room													
Scheduled/Occupied	14	9	13	13	10	12	16	14	14	23	12	18	168
2020	18	14	9	8	0	0	4	4					57
Patrons	89	48	41	68	53	64	76	37	26	65	55	41	663
2020	71	66	29	0	0	0	12	16					194

2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)													
Storytime (Wed)	36	54	19	0	0	0	32	21					162
Virtual Storytimes # of views			48	67	31	21	0	0					167
Lego Club (last Thurs)	6	5	0	0	0	0	0	0					
SRP - Kidsplay (7-17)							35						
SRP -Steve Girman- Virtual (7-31)							128						
SRP-Wendy and DB-Virtual (8-7)								56					
Children's Totals	42	59	67	67	31	21	195	77	0	0	0	0	559
Young Adult (12-18)													
	0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult Totals	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult (All Ages)													
Lionel RR Club Display(1-12)	11												11
Sustainable Living (1-9&1-30) (2-13)	34	11											45
Blood Drive(1-13)(5-11)(8-10)(11-2)	37							37					74
Hospice Care-Luther Manor (2-5)		5											5
Valentine Card Making(2-6)		11											11
Welcome to Medicare (2-24)(6-1)(10-5)		4											4
Back to Nature:Outdoor Play (3-5)			8										8
Dr. Benjamin Franklin (9-17)													
Santa & Mrs. Claus													
Adult (all ages) Totals	82	31	8	0	0	0	0	37	0	0	0	0	158
Monthly Programming Totals	124	90	75	67	31	21	195	114	0	0	0	0	717

2019 840

2019 568

2019 1408

YTD August 2018-2019					YTD August 2019-2020	
Jan-August 2018 Grand Total w/o inhouse & ILL	18,426				Jan-August 2019 Grand Total w/o inhouse & ILL	22,697
Jan-August 2019 Grand Total w/o inhouse & ILL	22,697				Jan-August 2020 Grand Total w/o inhouse & ILL	16,677
difference	4,271				difference	-6,020
% difference	23.18%				% difference	-26.52%
2018 Grand Total w/o inhouse & ILL	28,503				2020	16,677
2019 Grand total w/o ILL & inhouse	34,314				2019	34,314
difference	5,811				2018	28,503
% difference	20.39%				2017	29,160
					2016	32,158
					2015	30,195
					2014	32,373
					2013	32,531
					2012	32,310
					2011	31,280
					2010	28,563
					2009	25,595
					2008	13,158