

PUBLIC NOTICE

Meeting: Library Board
Tuesday, April 13, 2021
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 13th day of April 2021 at 6:00 p.m. This meeting will be virtual. The public is invited to join.

Zoom Meeting link:

<https://us02web.zoom.us/j/84555717755?pwd=enUza2J1QVVLckQ3a0NVM0d4dmdxZz09>

Meeting ID: 845 5571 7755 Passcode: 364515 Or by phone: +1 312 626 6799 US

Send issues, questions, or written comments 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 time and place these items of business will be considered and possibly acted upon:

1. Roll call
2. Persons desiring to be heard (limit 3 minutes per person)
3. Communications – please refer to the Directors Report for additional items
 - 3.1. Bridges Technology Grant Award
 - 3.2. Board Membership: Recruitment, Nominations
 - 3.3. Electronic Sign Research Update (Goal #1 – Profile)
 - 3.4. Village Craft Fair promotions – update (Goal #1 – Profile)
 - 3.5. Library Bill of Rights, Freedom to Read, contested book (Goal #3 – Offerings)
 - 3.6. Covid Illness Policy review (Goal #2 – Staff)
4. Trustee Education
 - 4.1. Materials Collection Policy review
5. 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.

 - 5.1. Consideration of Minutes: March 8, 2021
 - 5.2. Monthly Financials
 - 5.3. Report of the Director
 - 5.4. Strategic Goals Review/Revision Process Update
6. New Business
 - 6.1. Discussion and action on the Reserve Fund Policy
 - 6.2. Discussion and Action on Allowable Cost Worksheet
7. Old Business
 - 7.1. Discussion and action on the Library Logo (Goal#1 – Profile)
 - 7.2. Discussion and Action on amended 2020 Annual Report
8. Schedule next meeting: May 11, 2021
9. Adjournment

Dated: April 2, 2021
Jodi Kessel Szpizar
Director

Charlene M Benjamin
President

2020-2021 Strategic Goals: Profile◊Staff◊Offerings◊Technology◊Outreach

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

List of Documents -- April 2021

Item	Relevant Document(s)
3.2 Board Membership	KDebelakapp.docx; (2 pgs) Library Board Member Terms-2023-Rev2; SecretaryDuties.docx
3.3 Electronic Sign	Estimate 2024.pdf, Library Monument EMC_REV2.pdf, Very Rough Size Comparison.docx Electronic Sign to do list.docx
3.5 Library Bill of Rights, Freedom to Read	Library Bill of Rights Freedom to Read Statement; (4 pgs)
3.6 Covid Illness Policy	COVID ILLNESS - FINAL.docx; covid-general-symptom-decision-tree_12-9-20.pdf – (2 separate docs)
4.1 Materials Collection Policy Review	Current Materials Collection Policy – (5 pgs) Library Bill of Rights and Freedom to Read statements referenced in the policy are included above in 3.5
5.1 Minutes	march final.docx
5.2 Monthly Financials	March Financials, and Rev&Exp. Report 3-31-2021 – (4 pgs)
5.3 Report of the Director	Report of Director (3 pgs), Circ & Use Report-(4 pgs) and PC Log Report through March 2021
5.4 Strategic Goals	2021 Strategic Goal Review April Update.docx
6.1 Reserve Fund Policy	Butler Public Library Reserve Fund Policy-FINAL.docx and Supplemental Info Sheet
6.2 Allowable Cost Worksheet	Allowable Cost Worksheet for Waukesha County Libraries – in Bridges System. This information is reported annually and used in the funding formula for county monies to libraries.
7.1 Interim Library Logo	A new one page sample Interim Library Logo
7.2 Amended 2020 Annual Report	Copy of the original page 4; II. Library Collection page from Approved Annual Report. And a copy of the AMENDED page 4; II. Library Collection page from the AMENDED Annual Report with notes.



APPLICATION FOR BOARDS & COMMISSIONS

12621 W. Hampton Ave
Butler, WI 53007
Telephone: (262)783-2525

Board or Commission Applying For: Library Board of Trustees

Name: Karl Debelack **Address:** 12999 W Hampton, Apt 118, Butler, WI **Zip:** 53007

Telephone: Work: n/a **Home or Cell:** 414-477-6189

Can your phone receive text messages? Click here to enter text.

Email: karldebelack@aol.com

Are you a registered voter of Butler? Yes How long? 2 years

Have you attended a meeting of this Board/Commission? Yes

Present Employer: Retired

Job Title: n/a

Previous Governmental Bodies/Elective Offices Applicant has served n/a	Position/Office Held n/a	Dates n/a
Civic or Charitable Organizations to which Applicant has belonged n/a	Position Held n/a	Dates n/a

Special Interests/Hobbies/Talents: reading, hiking, golfing

College, Professional, Vocational Schools attended Some college; MBTI Vocational Training	Major Subject(s) Geology, computer science	Dates 1973-1975	Degree/Date n/a
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Special awards or recognition received: n/a _

Please state reasons why you want to become a member of this Board or Commission, including what specific objectives you would be working toward as a member of this advisory board. Please state why you would be an asset to this advisory board: (Attach second page if necessary)

I would enjoy being involved in the workings at my community library.

Any other information which you feel would be useful in reviewing your application:

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? No If yes, please state name of Organization/Employment:

Would you be willing to abstain from voting on matters where a potential conflict of interest exists? Yes

Have you been convicted of a felony or misdemeanor? No If yes, explain convictions (Do not list any misdemeanor settled in juvenile court).

How did you hear about the opening on this Commission? From my friends at the Library

Signature of Applicant: Karl Debelack
A typed signature is acceptable

Date signed: 3/18/2021

Handwritten original application available

Dated: April 2021

Member	Board term	Notes	Officer term*
Mike Bates	2019 – 2022	Treasurer	2020 – 2023
Charlene Benjamin	2018 – 2021	President	2019 – 2022
Roger Benjamin	2019 – 2022		n/a
Mary Jablonski	2019 – 2021	Per our discussion, to reduce the risk of total turn-over of the Board.	n/a
Georgeane Szczygieski	2020 – 2023	Resigning, remaining involved in the School Communications Outreach project as a community member	n/a
Teri Stegemeyer	2020 – 2023	Secretary Resigning pending replacement	2019 – 2022

*If an officer leaves at the end of their Board term, our By-Laws provide for electing a new officer.

Library Board Secretary Duties:

From our by-laws:

Section 4. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

Translation:

- (1) Attend all meetings (or secure someone to cover the meeting if unable to attend due to illness or other unavoidable situations).
- (2) Record the minutes of each Library Board meeting, including time, date, place, attendees (including guests), summary of business-related discussions, and the outcome of New and Old Business decisions.
- (3) Publish those minutes by sending copies to the Library Director and members of the Board.
- (4) Send minutes to the Village administration for inclusion on the Village website.
- (5) Assist the President or Treasurer with correspondence as requested.
- (6) Other correspondence as requested and time permits.

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**Optimum Signs, Inc**

W134N5504 Campbell Drive
Menomonee Falls, WI 53051
Ph: (262) 289-9481
Email: scott@optimumsignswi.com
Web: http://optimumsignswi.com

Estimate #: 2024

Page 1 of 1

Created Date:	3/22/2021 1:34:00PM	Prepared For:	Butler Library
Salesperson:	Scott Kuehn	Contact:	Roger Benjiman, Board of Directors
Email:	scott@optimumsignswi.com	Office Phone:	(262) 783-2535
Not Specified:	N/A	Email:	kszpizar@butler.lib.wi.us
Business 2:	(262) 289-9481	Address:	12808 W Hampton Avenue
Entered by:	Scott Kuehn		Butler, WI 53007

Description: Monument Sign with 10mm EMC

		Quantity	Unit Price	Subtotal
1	Product: Custom Product & Services	1	\$37,899.99	\$37,899.99
	Description: Fabricate new Library EMC sign for Butler Library, as per provided artwork. 36"x 72" 10mm full color EMC, 2-sided. Wifi controled. Wood structure-Cedar-treated. Second cabinet illuminated using LED white. All dimensions are per artwork.			
	• 1 Ea.,			

Notes

Credit Card payments will be assessed a 4% convenience charge.

With the acceptance of this proposal, a 65% deposit is due. When the deposit is received, we will schedule the work.

Deposits are not refundable.

Warranty on LED boards/all electronics is offered by American LED. Copy of warranty will be provided.

Included in proposal: Removal of old wood sign on property

Installation of new sign...into new holes / foundation.

Sign UL Approved.

All require permits are by others and electrical service to be provided to site of sign. Electrical provision and final hook up is by others.

Full payment is required upon completion of Install. Any amount due after 10 days is subject to the legal maximum interest (currently 1.5% per month). In the event of non-payment, customer will be responsible for any and all legal expenses incurred to collect any outstanding balance including, but not limited to, court costs, legal representation, process and service fees.

We retain a security lien on all products and services until invoices are paid in full.

Proposal is valid for 30 days.

Estimate Total:	\$37,899.99
Subtotal:	\$37,899.99
Total:	\$37,899.99

Payment Terms: Balance due upon receipt.

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: _____

☐ Changes required, please contact me.

SIGN: _____ **Date:** / /

Print Date: 3/22/2021 1:43:17PM

We Get You Noticed

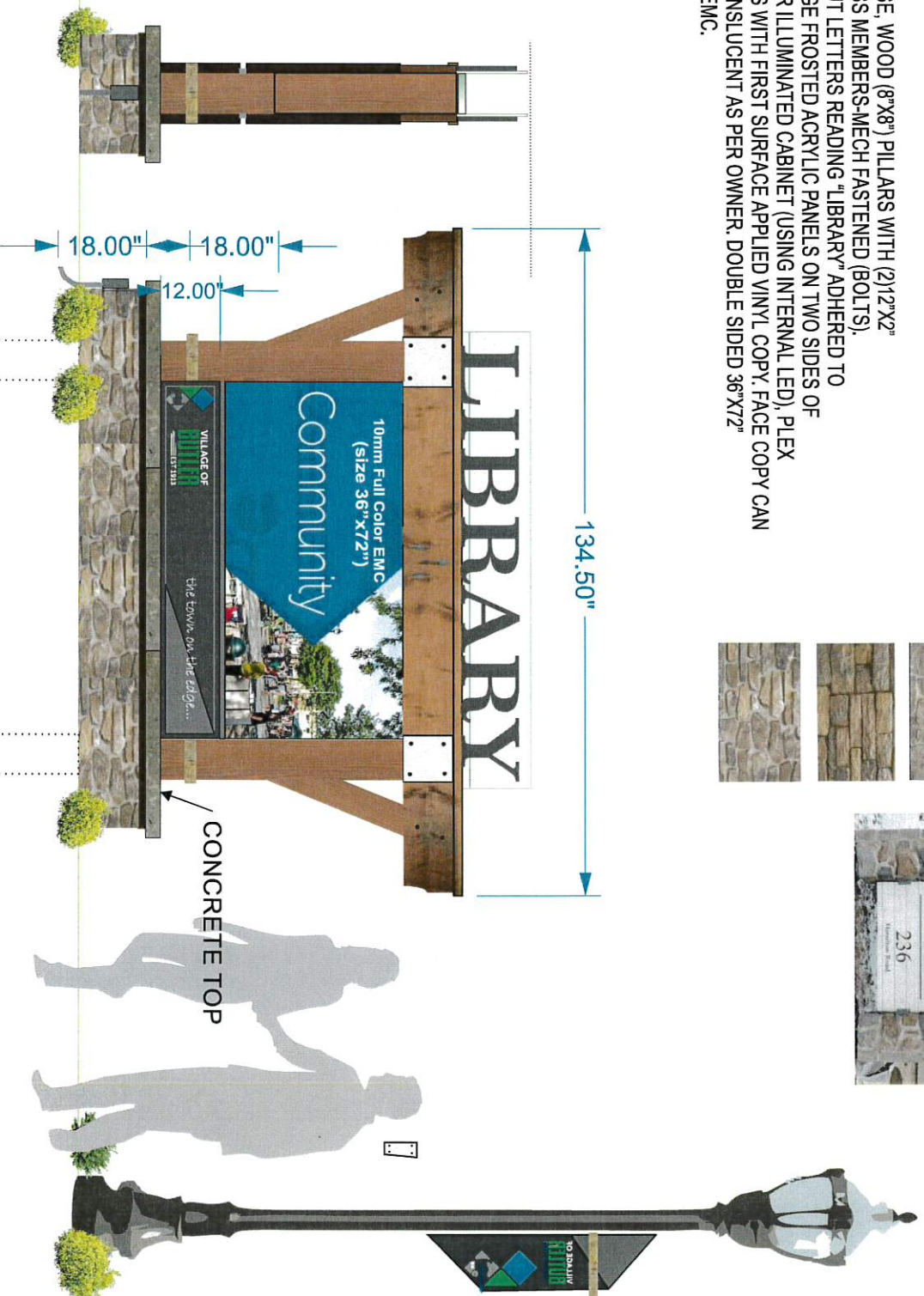
CONCEPTUAL RENDERING - VILLAGE OF BUTLER STREET FINAL SCAPE SIGNAGE PLAN

STONE VENEER BASE, WOOD (8"x8") PILLARS WITH (2)12"x2"
UPPER WOOD CROSS MEMBERS-MECH FASTENED (BOLTS).
12" TALL FAL CUT-OUT LETTERS READING "LIBRARY" ADHERED TO
1/2" 3030 GREEN EDGE FROSTED ACRYLIC PANELS ON TWO SIDES OF
SIGN. 12"x72" LOWER ILLUMINATED CABINET (USING INTERNAL LED), PLEX
FACE ON TWO SIDES WITH FIRST SURFACE APPLIED VINYL COPY. FACE COPY CAN
BE OPAQUE OR TRANSLUCENT AS PER OWNER. DOUBLE SIDED 36"x72"
FULL COLOR 10MM EMC.

Options for stone



Example of similar completed project



SCALE 3/8"=1'0"

Client:

Project:

Design:

Sales: Scott Kuehn



Comp ☐ Revised ☐ 1 ☐ 2 ☐ 3
Final ☐

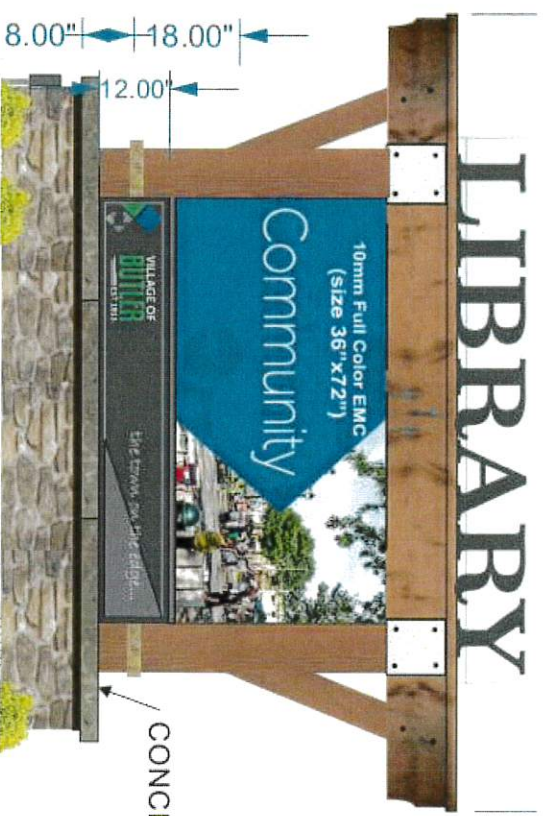
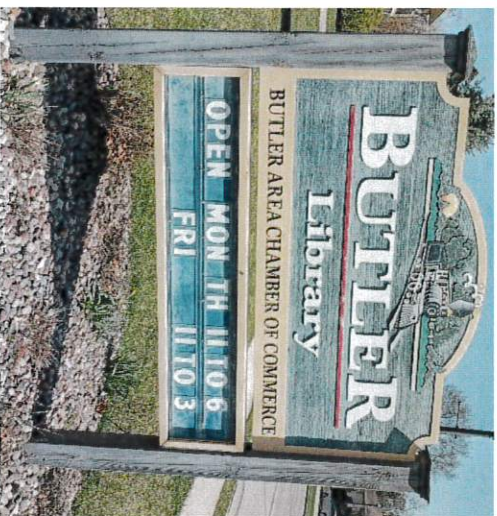
Disclaimer: This is an original design created by Optimum Signs. It is the property of Optimum Signs and is not to be copied, photographed, modified or shared without the written consent of Optimum Signs. You agree not to copy, photograph, modify or share this design with any other party, nor will you permit any written consent of Optimum Signs.



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VERY Rough size comparison

Current sign: 84" x 80"
(7 feet x 6.7 feet)



This concept: 134.5" x 86"
(11.2 feet x 7.2')

Electronic Sign

- (1) Review design with Plan Commission (Building Board?) or whomever, to make sure it will meet requirements. Get a decision in writing.
- (2) Talk with Kayla – what plans for the Village sign? How can we help her with her project?
- (3) Decide on a fund-raising chair to organize the effort. Not to raise the money, but to get the ball rolling. Talk with Linda Ryfinski about the process and possibilities. (Maybe recruit her, too.)
- (4) Discuss possibilities for co-funding with the Friends and the Clark House (Marilyn).
- (5) Decide how we are going to advertise and promote this. Make contacts. Promote at Village events. Talk to every patron who comes in to get their thoughts. Etc.
- (6) Do the work!

\$38,000 divided by 1,000 patrons = \$38 / patron. Not impossible!

Penny jars, donation boxes, book sales, bake sales, “an hour with your favorite librarian” sales, summer fund-raising event(s),

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftfrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

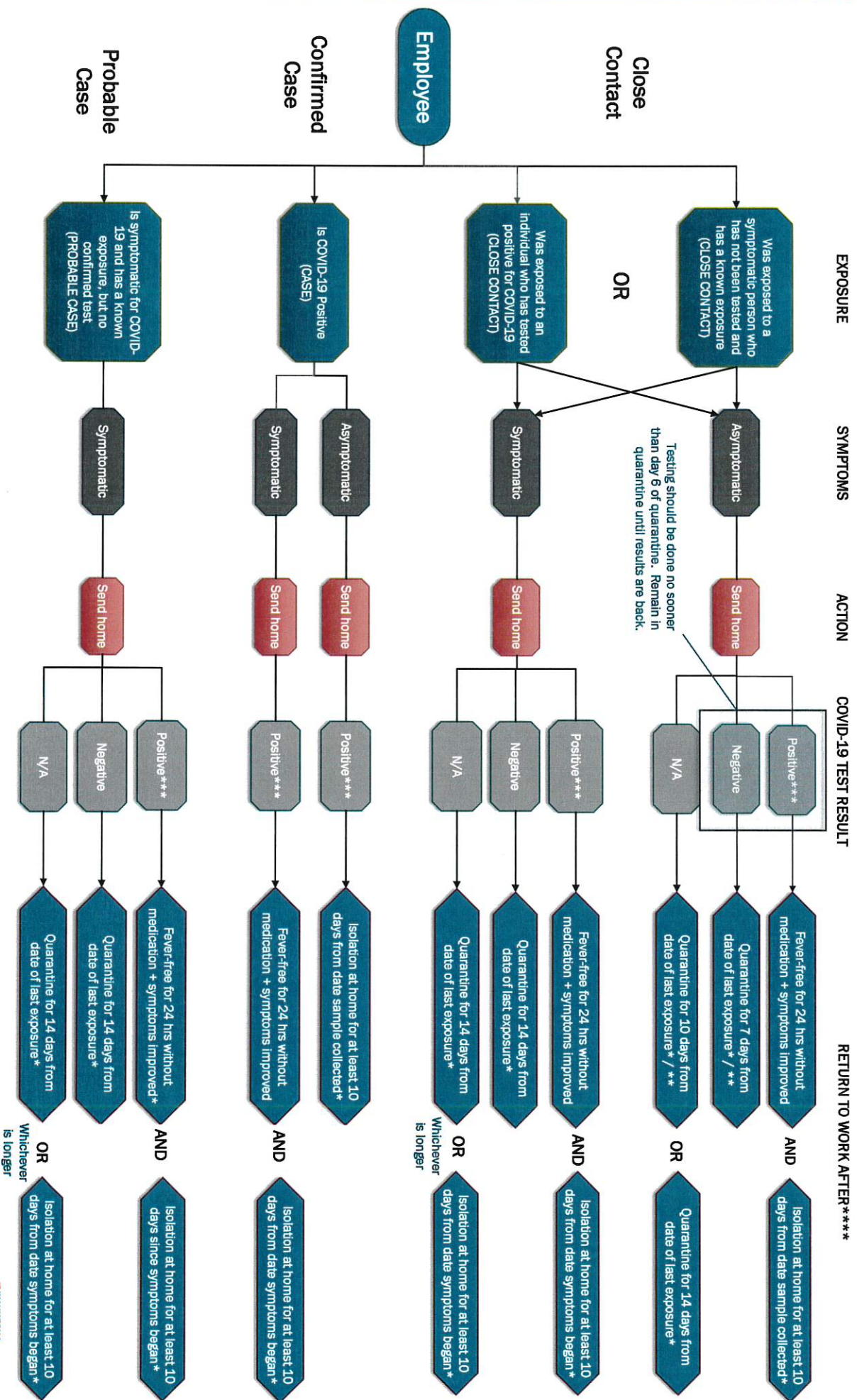
The Thomas Jefferson Center for the Protection of Free Expression

COVID-19 Staff Illness Policy

The Library Board adopts the following policy to cover exposure to COVID-19 and/or subsequent illnesses:

- (1) At all times, staff members will follow guidelines for wearing a mask and keeping the proper distance from other staff and patrons.
- (2) If a Library staff member tests positive for COVID-19 – regardless of symptoms – the **staff member** will take immediate leave.
 - a. If the staff member does not exhibit symptoms within 24 hours, she can return to work.
 - b. If the staff member does exhibit symptoms, the Director will determine the number of days of leave based on the most current Waukesha County and Department of Health Services guidelines.
 - c. Information will immediately be provided to Village Hall, Butler PD, all Library staff, and Library Board members, without mentioning the staff member's name.
- (3) If a Library staff member is closely exposed to someone who tests positive for the virus – regardless of symptoms – that **staff member** will take unpaid leave if they exhibit symptoms within 24 hours.
 - a. The Director will determine the number of days of leave based on the most current Waukesha County and Department of Health Services guidelines.
- (4) In either event:
 - a. the staff member can make up the hours missed, at the Director's discretion.
 - b. The staff member can elect to be tested for the virus, but a test will not be required.
- (5) This policy is specific to COVID-19 exposure and illness. It may be amended or suspended by action of the Library Board.

Waukesha County Public Health COVID 19 Exposure and Symptom Decision Guidance



* Date of last exposure OR first day of symptoms OR date of sample collection (testing) is considered to be Day 0 for purposes of calculating end of quarantine date.

** A person should continue to monitor themselves for 14 days total and if possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

*** Businesses are asked to identify/notify close contacts in the workplace. For questions on current guidance for businesses, please email BusinessCOVID@waukeshacounty.gov

**** People who tested positive for COVID-19 do not need to quarantine or get tested again for up to 90 days if they do not develop symptoms provided their result was either a 1) Positive PCR (Molecular) test or 2) A positive Antigen test AND they had symptoms at the time of the test.

12/9/2020

IX. Materials Selection / Collection Development Policy

A. Objectives

The purpose of the Butler Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection / collection development policy is used by the library staff in the selection of material and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Butler Public Library Board of Trustees and are integral parts of the policy.

The materials selection / collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

The Butler Public Library is in agreement that the selection of library materials will not be influenced by the possibility that they may come into the hands of children or young adults, since the responsibility for the monitoring of materials chosen by minor children lies with the parent/s, legal guardian/s, or caregiver/s of those children, and not with the library or its personnel.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Butler Public Library Board of Trustees. This responsibility may be shared with the Assistant Director, however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item.
 - b. popular appeal demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is/are library journals and major newspapers.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Butler Public Library agrees to lend its materials to other libraries through the same interlibrary loan

network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Butler Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

F. Weeding

General Guidelines

1. In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection
2. Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the Library to review the entire collection every two years.
3. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library, or recycled.

Criteria for Weeding

1. Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will either replace the item or set it aside for preservation consideration.
2. Superfluous or unneeded duplicate volumes will be weeded from the collection.
3. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.
4. Weeding should not bias the collection in favor of or against any viewpoint.

5. Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public library must give more weight to circulation / use statistics than must a research or academic library.
6. Periodicals will be reviewed based on use, holdings, indexing, accessibility through electronic means or interlibrary loan, and format.
7. All items must be evaluated on the basis of their contribution to the wholeness of the collection.

G. Potential Problems or Challenges

The Butler Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Butler Public Library Board of Trustees.



X. Circulation Policy

UPDATED 8-9-2018

Form: Statement of Concern about Library Resources
Butler Public Library
Statement of Concern about Library Resources

Name
Address
Phone
City
State
Zip

Resource on which you are commenting:

- ☐ Book
- ☐ Audio-visual Resource
- ☐ Magazine
- ☐ Content of Library Program
- ☐ Newspaper
- ☐ Other

Title:

Author:

Publisher or Producer:

Date:

What brought this resource to your attention?

- 2) To what do you object? Please be as specific as possible.
- 3) Have you read or listened or viewed the entire content? If not, what parts?
- 4) What do you feel the effect of the material might be?
- 5) For what age group would you recommend this material?
- 6) In its place, what material of equal or better quality would you recommend?
- 7) What do you want the library to do with this material?
- 8) Additional comments:

Minutes of Butler Public Library Board Meeting
March 9th, 2021

Minutes not formally approved until next Library Board meeting

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

1. Members present virtually:

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

2. Persons desiring to be heard:

None

3. Communications:

- 3.1 1-2 Board member positions open, recruitment of new members ongoing
- 3.2 Electronic Sign Research- give R.Benjamin comments on rendering. Current sign needs repair or replacement.
- 3.3 Reserve Fund Policy- we will vote on new wording in April
- 3.4 School Outreach Project-schools busy with a lot, committee will meet again at the end of April
- 3.5 Strategic Goals Review/Revision-prepare for individual interviews with the President

4. Trustee Education:

- 4.1 Demonstrations by Liz Glaser –Amazon Wish List and 4.2 Book Club Bags
- 4.3 Maintenance Agreement-review, include items in long range planning

Consent Agenda:

Motion by Sardina to accept the Consent Agenda, second by R.Benjamin , motion carried unanimously.

5.New Business :

- 5.1 Discussion on proposed temporary library logo—Motion to table discussion by Sardina, second by Bates, motion carried unanimously

6. Old Business:

- 6.1 Motion to approve 2021 Bridges Grant application by Bates, second by Jablonski, motion carried unanimously

7.Schedule next meeting: April 13 , 2021 6pm, may be combo of virtual and Live!

8.Adjournment : Motion to adjourn by Sardina, second by R.Benjamin, motion carried unanimously
6:54 pm

Submitted by: Teri Stegemeyer

March			2021 YTD Money Spent	Current Month (March 2021)	2021 Remaining Balance	% Spent
Fund Account #	2021 Library Budget 800 Fund	2021 Budget				
800-55100-50110	Library Salaries & Benefits	\$63,782.00	\$10,967.65	\$4,208.48	\$59,573.52	17.20%
800-55100-50120	FICA/Medicare	\$4,879.00	\$863.20	\$330.90	\$4,548.10	17.69%
800-55100-50123	Retirement Contribution	\$1,709.00	\$316.11	\$117.35	\$1,591.65	18.50%
800-55100-50124	Group Life Insurance Premium	\$61.00	\$20.11	\$9.36	\$51.64	32.97%
800-55100	Library Salaries & Benefits	\$70,431.00	\$12,167.07	\$4,666.09	\$58,263.94	17.28%
800-55200-50126	Travel/Training/Meetings	\$300.00	\$50.00	\$0.00	\$250.00	16.67%
800-55200-50127	Membership Dues	\$103.00	\$0.00	\$0.00	\$103.00	0.00%
800-55200-50134	Utilities	\$7,300.00	\$1,255.57	\$667.18	\$6,044.43	17.20%
800-55200-50135	Telephone/Internet	\$1,500.00	\$40.64	\$19.04	\$1,459.36	2.71%
800-55200-50136	Office Supplies	\$979.00	\$119.68	\$2.99	\$859.32	12.22%
800-55200-50137	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
800-55200	Library Administration	\$10,232.00	\$1,465.89	\$689.21	\$8,766.11	14.33%
800-55300-50162	Contracted Services	\$7,700.00	\$1,742.34	\$696.84	\$5,957.66	22.63%
800-55300-50163	Technology Maintenance	\$3,050.00	\$313.50	\$0.00	\$2,736.50	10.28%
800-55300-50164	Computer Equipment/Maintenance	\$100.00	\$10.99	\$0.00	\$89.01	10.99%
800-55300-50165	Copier Maintenance	\$650.00	\$111.00	\$61.00	\$539.00	17.08%
800-55300-50166	Material Processing/Repair	\$900.00	\$248.84	\$0.00	\$651.16	27.65%
800-55300-50167	Housekeeping Supplies	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
800-55300	Library Equipment/Maintenance	\$12,500.00	\$2,426.67	\$757.84	\$10,073.33	19.41%
800-55400-50168	E-Book Contribution	\$653.00	\$653.00	\$254.00	\$0.00	100.00%
800-55400-50169	Shared Databases/Licenses	\$702.00	\$302.00	\$0.00	\$400.00	43.02%
800-55400-50170	Special Event Programming	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
800-55400-50172	Patron Programs	\$250.00	\$105.40	\$69.40	\$144.60	42.16%
800-55400-50179	CAFÉ Member Charge	\$3,986.00	\$3,986.00	\$0.00	\$0.00	100.00%
800-55400	Library Programs & Services	\$5,591.00	\$5,046.40	\$323.40	\$544.60	90.26%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$290.01	\$22.99	\$809.99	26.36%
800-55500-50173	Adult Collection	\$4,600.00	\$726.04	\$399.86	\$3,873.96	15.78%
800-55500-50174	Youth Collection	\$4,500.00	\$1,046.97	\$661.39	\$3,453.03	23.27%
800-55500	Library Collection	\$10,200.00	\$2,063.02	\$1,084.24	\$8,136.98	20.23%
	Contingency	\$1,000.00				0.00%
Fund 800 Library Totals		\$109,954.00	\$23,169.05	\$7,520.78	\$86,784.96	21.07%
Library Income	Budget	\$15,389.00	YTD Deposited	March Deposited	Balance Needed	
			\$2,068.44	\$263.70	\$13,320.56	86.56%
			13.44%			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER
Balances as of 03/31/2021
Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE					
03/24/2021	CR OTHER/KEEP THE CHANGE/DONATION		27551	3.10 Receipt #: 45257		
40320	MISC REVENUE	625.00	13.30	3.10	611.70	2.13
41100	PROPERTY TAXES	94,565.00	0.00	0.00	94,565.00	0.00
48910	LIBRARY FEES					
03/05/2021	CR PRINTING/COPIES		27339	59.75 Receipt #: 44812		
03/05/2021	CR BOOK SALES		27339	1.50 Receipt #: 44812		
03/05/2021	CR MILWAUKEE CARDS		27339	40.00 Receipt #: 44812		
03/18/2021	CR PRINTING/COPIES		27501	32.50 Receipt #: 45111		
03/18/2021	CR BOOK SALES		27501	4.75 Receipt #: 45111		
03/24/2021	CR PRINTING/COPIES		27551	41.00 Receipt #: 45257		
03/24/2021	CR BOOK SALES		27551	3.25 Receipt #: 45257		
48910	LIBRARY FEES	3,265.00	607.95	182.75	2,657.05	18.62
48911	NON LAPSING REVENUE	0.00	0.00	0.00	0.00	100.00
48920	LIBRARY FINES					
03/05/2021	CR FINES/REPLACEMENT COSTS		27339	5.60 Receipt #: 44812		
03/18/2021	CR FINES/REPLACEMENT COSTS		27500	41.30 Receipt #: 45110		
03/18/2021	CR FINES/REPLACEMENT COSTS		27501	20.70 Receipt #: 45111		
03/24/2021	CR FINES/REPLACEMENT COSTS		27551	10.25 Receipt #: 45257		
48920	LIBRARY FINES	2,200.00	273.45	77.85	1,926.55	12.43
49000	INTERGOVERNMENTAL REVENUE	9,299.00	1,173.74	0.00	8,125.26	12.62
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept 00000		109,954.00	2,068.44	263.70	107,885.56	1.88
Total Revenues		109,954.00	2,068.44 ✓	263.70 ✓	107,885.56	1.88
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
03/05/2021	PR SUMMARY PR 03/05/2021		27284	2,060.67 80		
03/19/2021	PR SUMMARY PR 03/19/2021		27479	2,147.81 81		
50110	SALARIES	63,782.00	10,967.64	4,208.48 ✓	52,814.36	17.20
50120	FICA/MEDICARE					
03/05/2021	PR SUMMARY PR 03/05/2021		27284	161.88 80		
03/19/2021	PR SUMMARY PR 03/19/2021		27479	169.02 81		

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50120	FICA/MEDICARE	4,879.00	863.20	330.90 ✓	4,015.80	17.69
50123	RETIREMENT CONTRIBUTION					
03/05/2021	PR SUMMARY PR 03/05/2021		27284	55.55 80		
03/19/2021	PR SUMMARY PR 03/19/2021		27479	61.80 81		
50123	RETIREMENT CONTRIBUTION	1,709.00	316.11	117.35 ✓	1,392.89	18.50
50124	GROUP LIFE INS PREMIUM					
03/05/2021	PR SUMMARY PR 03/05/2021		27284	9.36 80		
50124	GROUP LIFE INS PREMIUM	61.00	20.11	9.36 ✓	40.89	32.97
Total - Dept 55100						
Department 55200: LIBRARY ADMINISTRATION		70,431.00	12,167.06 ✓	4,666.09 ✓	58,263.94	17.28
50126	TRAVEL/TRAINING/ MEETINGS	300.00	50.00	0.00	250.00	16.67
50127	MEMBERSHIP/PROFESSIONAL DUE	103.00	0.00	0.00	103.00	0.00
50134	UTILITIES					
03/08/2021	UB Internal Charge		27361	201.15 Internal Charge		
03/26/2021	AP UTILITY READING FEB 2021		27602	466.03 Inv #: '3619088313' Vendor '189'		
50134	UTILITIES	7,300.00	1,255.57	667.18 ✓	6,044.43	17.20
50135	TELEPHONE/INTERNET					
03/04/2021	AP PHONE FOR FEB 2020		27325	19.04 Inv #: '262783255022021' Vendor '1648'		
50135	TELEPHONE/INTERNET	1,500.00	40.64	19.04 ✓	1,459.36	2.71
50136	OFFICE SUPPLIES					
03/12/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG		27451	2.99 Inv #: '03042021' Vendor '2052'		
50136	OFFICE SUPPLIES	979.00	119.68	2.99	859.32	12.22
50137	POSTAGE	50.00	0.00	0.00	50.00	0.00
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200						
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE		10,232.00	1,465.89 ✓	689.21 ✓	8,766.11	14.33
LIBRARY CONTRACTED SERVICES						
03/05/2021	AP JANITORIAL SERVICE FOR MAR 2021		27334	305.00 Inv #: '116154' Vendor '1099'		
03/05/2021	AP INSECT AND RODENT SERVICE FOR LIBRARY		27335	50.00 Inv #: '4097720' Vendor '1845'		
03/26/2021	AP JANITORIAL SERVICE FOR APRIL 2021		27608	305.00 Inv #: '117488' Vendor '1099'		

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Expenditures						
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
03/26/2021	AP FLOOR MATS FOR LIBRARY		27609	36.84 Inv #: '2770267' Vendor '36'		
50162	LIBRARY CONTRACTED SERVICES	7,700.00	1,742.34	696.84 ✓	5,957.66	22.63
50163	LIBRARY TECHNOLOGY SUPPLIES	3,050.00	313.50	0.00	2,736.50	10.28
50164	COMPUTER/EQUIP MAINT	100.00	10.99	0.00	89.01	10.99
50165	LIBRARY COPIER MAINTENANCE					
03/05/2021	AP UPS CHARGE FOR TONER WASTE BOTTLE		27332	11.00 Inv #: '79242' Vendor '1795' ✓		
03/12/2021	AP COPIER SERVICE FOR FEB 2020		27452	50.00 Inv #: '015056' Vendor '1795' ✓		
50165	LIBRARY COPIER MAINTENANCE	650.00	111.00	61.00	539.00	17.08
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	248.84	0.00	651.16	27.65
50167	LIBRARY HOUSEKEEPING SUPPLIE	100.00	0.00	0.00	100.00	0.00
Total - Dept 55300		12,500.00	2,426.67 ✓	757.84 ✓	10,073.33	19.41
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168	LIBRARY E-BOOK CONTRIBUTION					
03/05/2021	AP WPLC BUYING POOL FOR 2021		27316	254.00 Inv #: '493969' Vendor '1402'		
50168	LIBRARY E-BOOK CONTRIBUTION	653.00	653.00	254.00	0.00	100.00
50169	LIBRARY SHARED DATABASES	702.00	302.00	0.00	400.00	43.02
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50172	LIBRARY PATRON PROGRAMS					
03/05/2021	AP LIBRARY EXPENSES FOR FEB 2020		27336	53.25 Inv #: '7490-02242021' Vendor '1668'		
03/12/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG		27451	16.15 Inv #: '03042021' Vendor '2052'		
50172	LIBRARY PATRON PROGRAMS	250.00	105.40	69.40	144.60	42.16
50179	CAFE MEMBER CHARGES	3,986.00	3,986.00	0.00	0.00	100.00
Total - Dept 55400		5,591.00	5,046.40 ✓	323.40 ✓	544.60	90.26
Department 55500: LIBRARY COLLECTION						
50171	LIBRARY MAGAZINES/NEWSPAPERS					
03/05/2021	AP LIBRARY EXPENSES FOR FEB 2020		27336	22.99 Inv #: '7490-02242021' Vendor '1668'		
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	290.01	22.99	809.99	26.36
50173	LIBRARY ADULT BOOKS					
03/05/2021	AP LIBRARY EXPENSES FOR FEB 2020		27336	161.03 Inv #: '7490-02242021' Vendor '1668'		

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Expenditures						
Department 55500: LIBRARY COLLECTION						
03/12/2021	AP ADULT BOOKS		27425	22.16 Inv #: '2035783028' Vendor '1384'		
03/12/2021	AP CHILDREN AND ADULT BOOKS		27453	152.32 Inv #: '2035827050' Vendor '1384'		
03/26/2021	AP ADULT AND CHILDRENS BOOKS		27610	64.35 Inv #: '2035849704' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	4,600.00	726.04	399.86	3,873.96	15.78
50174	LIBRARY JUVENILE BOOKS					
03/05/2021	AP CHILDRENS BOOKS		27333	180.55 Inv #: '526134' Vendor '2085'		
03/05/2021	AP LIBRARY EXPENSES FOR FEB 2020		27336	298.88 Inv #: '7490-02242021' Vendor '1668'		
03/12/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG		27451	13.86 Inv #: '03042021' Vendor '2052'		
03/12/2021	AP CHILDRENS BOOKS		27426	72.92 Inv #: '2035791188' Vendor '1384'		
03/12/2021	AP CHILDRENS BOOKS		27454	38.26 Inv #: '2035812468' Vendor '1384'		
03/12/2021	AP CHILDREN AND ADULT BOOKS		27453	35.92 Inv #: '2035827050' Vendor '1384'		
03/26/2021	AP ADULT AND CHILDRENS BOOKS		27610	21.00 Inv #: '2035849704' Vendor '1384'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	1,046.97	661.39	3,453.03	23.27
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500						
Department 80100: CONTINGENCY FUND		10,200.00	2,063.02	1,084.24	8,136.98	20.23
50830	LIBRARY CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
50831	LIBRARY NON LAPSING EXPENSE	0.00	0.00	0.00	0.00	100.00
Total - Dept 80100						
Total Expenditures		109,954.00	23,169.04	7,520.78	86,784.96	21.07
NET OF REVENUES AND EXPENDITURES						
		0.00	(21,100.60)	(7,257.08)	21,100.60	

April 13, 2021

Director's Report

A huge thank you to our BPL Staff, and Board of Directors for everything this past couple of weeks. I truly appreciate it.

Bridges Innovation and Improvement Grant – I am excited to announce we have received the \$2,500 grant from Bridges. We will purchase a wall mounted screen, projector, digital signage TV and accessories, ADA Table for the YA area, and large monitor and large print keyboard for one public PC.

Amazon Wish List – We are currently at 1 purchase from our Wish Lists

Bridges/Alliance of Public Librarians (APL) – Business items from Friday, March 12, 2021 meeting. First reported in a Weekly Report.

Business discussed –

- **Dr. Seuss controversy** – items taken from West Allis (MKE County), Brookfield, and Waukesha were sold on e-bay for thousands of dollars. Subject is known and charges have been filed. Libraries will probably get no monetary compensation.
- **County Library Planning and Funding Status** – committees are being formed in both counties to review the funding formula for 2023. For Waukesha, when Karol has everyone's Allowable Cost Worksheets she will know 2022 funding. There is a safety net in both counties and she doesn't expect a large decrease for 2022. More information at future meetings.
- **Federal Bills: COVID Relief Build America's Library Act** –
 - **American Rescue Plan Act (ARPA)** – Institute of Museum and Library Science (IMLS) has received \$200 million – their largest increase in funding in their 25-year history. We should see money become available through Library and Technology Services Act (LSTA).
 - **Building America's Library Act** – coming in summer for library facilities.This is all the information on both of these at this time. I will share details and opportunities as they become available.
- **Delivery Pilot Project** – reminder it begins this Monday March 15th
- **Innovation Grants** – due Monday, March 15th. Mine has been submitted and received.
- **CAFÉ App** – ready to go to staff for use on March 25th and expect to roll out to public on April 1st.

Next meeting via zoom April 9, 2021 at 9:00am.

Café Council Meeting – immediately followed the APL Meeting.

- **Holds and Checkout Limits** – group decided to increase the number of items a patron can place on hold from 50 to 100, and number of checkouts from 125 to 250. This will affect very few patrons, mostly homeschoolers.
- Discussed removing expired accounts from patron database who owe replacement costs for lost items.

Next meeting in May 2021 via zoom.

Bridges Libraries – all Bridges Libraries are open in some capacity; most will be back to longer/regular hours in April 2021.

Building – Annual Fire Inspection completed April 8th

Friends – Meeting Monday March 8th at 6pm via zoom. Business discussed and approved.

- Winners from the “How Much Have You Saved?” contest, and winner of *The Mitten* book from the StoryWalk® were shared.
- Reminder of Michael Perry event March 10th
- Volunteers to fill Easter Goodie Bags will meet March 17th, we’ll begin handing out March 22nd.
- Approved an additional \$50, for a total of \$150 to cartoonist Paul Merklein on April 8th at 6:30.
- Mother’s Day Craft items have been purchased for \$53.25 (\$55 was approved). Melissa is getting volunteers to put the kits together.
- Carol Z. is working on a Father’s Day craft.
- Friends of the Butler Library, and Junior Friends Group will be on the Library page in the paper Caboose. Also on library website and fb page, and flyers at the library.
- **Next Meeting Monday April 12th at 6:00pm via zoom.**

Programming

- **An Evening with Michael Perry** – Virtually Wednesday, March 10th 7-8pm. Each library reported 26 attendees.
- **How to Draw Cartoons with Paul Merklein** – Virtually Thursday April 8th 6:30pm.
- **StoryWalk®** *Daniel Finds a Poem* by Micha Archer is now up, thank you Melissa! Thank you to the Dwight Foster Public Library in Fort Atkinson for lending us the book.
- **Storytime** – We will resume Storytime on Wednesdays at 11:30 beginning June 2nd. It will be outside on the lawn of the Clarke House, weather permitting.
- **Summer Reading Program (SRP)** – Melissa is getting ready to hold SRP on Beanstack once again this year. Paper copies will be available. Theme is Tails and Tales. SRP will run from June 14th through July 30th. We have two Bridges sponsored programs scheduled.
Friday June 25th at 1:00; Little Miss Ann
Friday, July 23rd at 1:00; Cartoonist Paul Merklein (different program than Aprils)

Both programs are scheduled to be performed outside on Clarke House lawn. In lieu of a third program we opted to take the \$300 offered to purchase a very nice pop up tent/canopy. This will be ours to be used for outdoor programing, National Night Out etc.

Adult SRP – we will also have a SRP for adults on Beanstack. Paper copies will also be available. 10 to TRY is a challenge to read one book from 10 different categories. This will run June 14th though August 27th.

Thank you to our Friends of the Butler Library for once again sponsoring our SRP with prizes etc.

Active Library Cards Accounts expired for 3 years, and not owing any money for replacement costs of items, get deleted from the system. **NOTE: Due to COVID-19 we have not deleted any expired cards since December 2019. We won't look at deleting any until after we are fully open.**

Library Cards	2017	2018	2019	2020	2/2/2021
Adult					761
Business					4
Child					180
ILL					117
Internet Only					53
Milwaukee County					43
Staff					5
Student					26
Teacher					7
Annual Report Totals	1677	1365	1073	1177	1196

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)	0	0	0										0
Storytime - start again in summer when it can be outdoors	0	0	0										
Lego Club (last Thurs)	0	0	0										
Children's Totals	0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult (12-18)													
Young Adult Totals	0												0
Adult (All Ages)													
Dr. Damon Tweedy (virtual) (1-18)	21												21
StoryWalk® The Mitten (January)	5												5
"How Much Have You Saved?" (Jan-Feb)		22											22
Valentine Craft Bags (p/u 2-1)		20											20
Author Michael Perry (Virtual) (3-10)			26										26
Cartoonist Paul Merklein (4-8)													
Blood Drive (8-2) (11-1)													
Adult (all ages) Totals	26	42	26										94
Monthly Programming Totals	26	42	210										94 68

2019 840
2020 567

2019 568
2020 237
2019 1408
2020 804




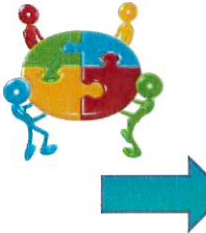

YTD March 2019-2020								
Jan-March 2019 Grand Total w/o inhouse & ILL		7,729		Jan-March 2020 Grand Total w/o inhouse & ILL		7,689		
Jan-March 2020 Grand Total w/o inhouse & ILL		7,689		Jan-March 2021 Grand Total w/o inhouse & ILL		7,744		
difference		-40		difference		55		
% difference		-0.52%		% difference		0.72%		
2019 Grand total w/o ILL & inhouse		34,314						
2020 Grand total w/o ILL & inhouse		26,555				7,744		
difference		-7,759				26,555		
% difference		-22.61%				34,314		
						28,503		
						29,160		
						32,158		
						30,195		
						32,373		
						32,531		
						32,310		
						31,280		
						28,563		
						25,595		
						13,158		

Jan-21						Feb-21						Mar-21					
	TNR	Municiple	Total Circ			TNR	Municiple	Total Circ				TNR	Municiple	Total Circ			
Waukesha	23	2,629	2,652			5	2,723	2,728				12	1,995	2,007			
Washington	15	33	48			14	22	36				5	0	5			
Ozaukee	0	0	0			0	7	7				0	3	3			
Dodge	0	0	0			0	0	0				0	0	0			
Milwaukee	0	109	109			0	67	67				0	82	82			
	38	2,771	2,809			19	2,819	2,838				17	2,080	2,097			

Reimbursable	2021	2020	2019	2018	2017
Circ to TNR in Waukesha County	40	264	601	467	851
Circ to TNR in Adjacent Counties	34	146	540	249	162
	74	410	1,141	716	1013
Monthly Average of TNR	37	34.17	95.08	59.67	84.42

February Report - Month Ending January 2021											
	Client	Site	Device	Description	Service Tag Number	Date PC entered service	Install Date	Planned Replacement Date	Planned Replacement Date	Total Hours of Usage beginning June 2020 through end of March 2021	
	Butler Public Library	Library	DESKTOP-HVR7EQD	PC1	585T482	February 29, 2016	11/26/2018	2022	2028	131	
	Butler Public Library	Library	DESKTOP-P4DSBIV	PC2	585W482	February 29, 2016	11/26/2018	2021	2027	323	
	Butler Public Library	Library	DESKTOP-DE3L79J	PC3	585X482	February 29, 2016	11/26/2018	2022	2028	111	
	Butler Public Library	Library	DESKTOP-UJCF9SJ	PC6	585V482	February 28, 2016	11/26/2018	2022	2028	150	
	Butler Public Library	Library	DESKTOP-JOC7E5G	PC4	51T56K2	June 4, 2017	11/26/2018	2023	2029	373	
	Butler Public Library	Library	MAIN-PC	Main PC	J6CZJH2	June 7, 2017	11/26/2018	2023	2029		
	Butler Public Library	Library	CS809878	Director Laptop	2FHT3I2	March 9, 2018	11/26/2018	2024	2030		
	Butler Public Library	Library	DESKTOP-14UVHV9	PC 5	544N9Z2	September 23, 2019	10/29/2019	2025	2031	206	
	Butler Public Library	Library	BUTLERPL	Front Desk (Left) PC	29Q2S2Z	October 11, 2019	10/29/2019	2025	2031		
	Butler Public Library	Library	MAIN-BUTLER	Front Desk (Right) PC	2NVBS2Z	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		
										1294	Subtotal
			A5GVN77							24	Out of Service Dec. 22, 2020
			INLRJGE							36	
Capacity of all public computers									Total Hours	1354	
Weekly Hours Open		# of computers	Total Hours of Weekly Capacity for Public Computer use	Approximate Weeks in a Month	Approximate Hours Available Monthly				Total Hours		
32		6	192	4	768						
42		6	252	4	1008						

2021-2022 Strategic Goal Review – April Update

	<p>START FROM 2020-2021 STRATEGIC GOALS</p> <p>WHO: ALL BOARD MEMBERS, DIRECTOR, and STAFF</p> <p>WHEN: Through March 30, 2021</p>
	<p>COLLECT INPUT AND IDEAS</p> <ol style="list-style-type: none"> 1. Contact Board Members for feedback and new ideas. – One completed, others delayed due to illness. To be rescheduled mid-April 2. Contact Library Staff for same. – All completed March 22-25 3. Collect Director's input. – Completed 4. Public input: Review information from Community Input Gathering 2019. -- onsite interviews planned for mid-April 5. Public input: Contact members of the public additional thoughts. -- From the Friends -- Linda Ryfinski, Carol Zuba -- Library volunteers – Trisha, Raghav <p>WHO: BOARD PRESIDENT</p> <p>WHEN: March 31 – April 15, 2021 (extended to end of April)</p>
	<p>REVISE AS NEEDED</p> <ol style="list-style-type: none"> 1. Consider each Goal against new information. Consider each suggested change. 2. Revise Strategic Goals as needed. 3. Review with Board, Director, and Staff to gather additional input. 4. Revise as needed. <p>WHO: BOARD PRESIDENT / ADDITIONAL VOLUNTEER(S)</p> <p>WHEN: May 15 – May 30, 2021 (timeline changed)</p>
	<p>REVIEW CHANGES</p> <ol style="list-style-type: none"> 1. Review Draft of new Strategic Goals for additional ideas or updates, or areas needing clarification. 2. Supply additional information on specific items, if needed. <p>WHO: BOARD MEMBERS</p> <p>WHEN: June 1 - 15, 2021 (timeline changed)</p>
	<p>FINALIZE 2021-2022 STRATEGIC GOALS</p> <ol style="list-style-type: none"> 1. Create final version of updated Strategic Goals. 2. Ask Board Members to vote to accept updated Strategic Goals (July 13). 3. Create additional communications– to the Village Board, for the Staff, etc. 4. Ensure files are updated on the website. <p>WHO: VOLUNTEER / BOARD PRESIDENT</p> <p>WHEN: June 15 – July 31 (timeline changed)</p>

Reserve Fund Policy

The Butler Public Library (BPL) Board will maintain a balance in a Library Reserve Fund to preserve our financial integrity. This policy establishes goals and provides guidance for a Reserve Fund that mitigates financial risk from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Butler Public Library's Reserve Fund is a Restricted Fund dedicated for the sole use of the Library. The Butler Public Library Board will maintain a balance in the Reserve Fund that is equal to at least 25% of the yearly operating budget.

The Library's Reserve Fund is divided into the following categories:

Committed fund balance – year end dollars committed to outstanding invoices and deposits, as determined by financial auditors

Unrestricted fund balance –unspent budget funds that are transferred into the Fund Balance at the time of the Annual Audit.

All withdrawals from the Reserve Fund require BPL Board approval. Withdrawals should fall into one of the following categories:

- To cover revenue shortfalls from an unplanned operating deficit
- To cover unforeseen expenses which could not be avoided, delayed, or anticipated
- To draw down the balance in the event that the fund exceeds the planned percentage

If this fund falls below the percentage goal after the annual audit, the Library Board shall immediately develop a plan to rebuild the fund to the minimum amount required by this policy.

Attachment: Supplemental Information

Supplemental Information

This supplemental information helps interpret our policy for Library Board members and the public:

- (1) The percentage goal (25% of the operating budget) in the Reserve Fund provides at least two months of operating expenses plus a cushion for emergencies. If advised to do so by financial experts, the Board can vote to change this percentage. The goal is to have enough – but not too much – in reserve for unforeseen situations.
- (2) Not all of the Reserve Fund is accessible cash. About 1/3 of the fund must be preserved for already dedicated purposes, such as, accrued benefits, payables in transit, etc.
- (3) The Reserve Fund is held in the form of cash for easy access if needed. The Fund is not to be invested in interest-earning securities or accounts.
- (4) Any “overspend” of BPL’s annual budget is automatically withdrawn from the Reserve Fund at Audit time.
- (5) The Board should review the Reserve Fund balance following the annual Audit to ensure that the balance meets the percentage goal.
- (6) If the Reserve Fund balance builds to greater than the percentage goal, the Library Board should determine how to apply this money to support the mission of the library.
- (7) The process for accessing money in the Reserve Fund is: (1) The Library Board approves a specific amount for a specific expense. (2) The Library “overspends” its annual budget for that expense. (3) The Auditors move money from the Fund at audit time to make the budget balance.

Allowable Cost Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:		Butler		
Description	Annual Report Reference	2020 Actuals (Per Annual Report)	2021 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2020) and Section V, 9 (for 2021)	\$94,561	\$94,565	
Home County Operating Revenue	Section V, 2(a)	\$6,069	\$7,838	
Other County Payments for Library Services	Section V, 2(b)	\$666	\$1,176	
State Funds (e.g. Innovation Grant, Hotspots)	Section V, 3	\$0	\$0	
Federal Funds	Section V, 4	\$276	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$4,096	\$6,375	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$105,668	\$109,954	
Expenditures				
Operating Expenditures	Section VI, 6	\$103,676	\$109,954	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$103,676	\$109,954	
Library Capital and Debt	Section VII (1 & 2)	\$0		
Total Expenditures		\$103,676	\$109,954	

The information listed above is a correct statement of the Library's spending for 2020 actuals and 2021 budget. Please provide any additional comments in the box below.

Board President _____

_____ Date

Library Director _____

_____ Date

Butler Public Library

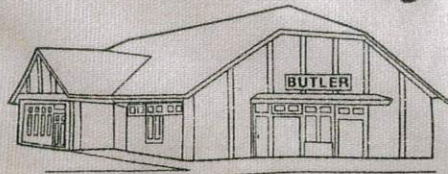


12808 W. Hampton Ave.
Butler, WI 53007
262.783.2535
www.butler.lib.wi.us

Butler Public Library



Butler Library



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II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	22,447	1,088
2. Electronic Books <i>E-books</i>	625,143	
3. Audio Materials	1,131	174
4. Electronic Audio Materials <i>Downloadable</i>	456,273	
5. Video Materials	3,237	310
6. Electronic Video Materials <i>Downloadable</i>	18,275	
7. Other Materials Owned <i>Describe</i>	39	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	8	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	72	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	10	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	22,447	1,088
* 2. Electronic Books <i>E-books</i>	156,480	
3. Audio Materials	1,131	174
* 4. Electronic Audio Materials <i>Downloadable</i>	60,757	
5. Video Materials	3,237	310
* 6. Electronic Video Materials <i>Downloadable</i>	626	
7. Other Materials Owned <i>Describe</i>	39	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	8	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	72	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	10	

* There was a misunderstanding from DPI to Systems on how to count Hoopla titles.
Can only count titles borrowed (not available)