

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, June 8, 2021 at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

THIS MEETING IS SCHEDULED TO TAKE PLACE VIRTUALLY AND IN PERSON.

Join Zoom Meeting

<https://us02web.zoom.us/j/88616602563?pwd=NnNsc2NBVlB4RWx2Y2tIMDBWd2tkUT09>

Meeting ID: 886 1660 2563 Passcode: BJN2BkWw Dial in: +1 312 626 6799 US

PLEASE TAKE NOTICE that the Library Board will meet on the 8TH day of June, 2021 at 6:00 PM, at which time and place 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 – please refer to the Directors Report for additional items
 - 3.1. Welcome Laura Meyer
 - 3.2. Fire Alarm System Update
 - 3.3. Electronic Sign Update (Goal #1)
 - 3.3.1. Additional details on sign (Roger)
 - 3.3.2. Steps required to move forward (Charlene)
 - 3.4. Strategic Goals Review/Revision Process Update (Goals 1 – 5)
 - 3.5. July Board Election for Secretary – Nominations
 - 3.6. School Communications Outreach Project Update (Goal #5 – Outreach)
4. Trustee Education
 - 4.1. August Train-the-Trainer week – Wisconsin Library Association
 - 4.2. Board Responsibilities vs Operations – Trustee Essentials
 - 4.3. Library Budget Calendar (See Board Packet for details)
 - 4.4. Policy Review Process (See Board Packet for details)
5. Consent Agenda
 - 5.1. Consideration of minutes: May 11, 2021
 - 5.2. Financial Report

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. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

- 5.3. Report of the Director
- 6. New Business
 - 6.1. Discussion and possible action on 2022 Budget Guidelines from the Board
 - 6.2. Discussion and possible action on changing the timeline for the Library Director Evaluation
 - 6.3. Discussion and possible action on the Waukesha County Library Standards Certification (Minimum to Exempt)
- 7. Old Business
 - 7.1. None
- 8. Schedule next meeting: July 11, 2021
- 9. Adjournment

Dated: June 4, 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. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

List of June 8, 2021 Meeting Documents in Packet

3.4. Updated Butler Public Library Strategic Goals 2021-2023 (3 pgs)

4.3. Library Budget Calendar – 2022 Budget (1 page)

4.4. Policy Review Process (1 page)

5.1. Minutes from May 11, 2021 meeting (1 page)

5.2. Financial Report – May 2021 (5 pgs)

5.3. Report of the Director (3 pgs.)

Circulation and Use Report (4 pgs.)

6.1. Budget Guidance from the Board: 2022 (1 page)

6.2. Library Director Evaluation Proposed Timeline Revision (1 page)

6.3. Waukesha County Library Standards Certification (Minimum to Exempt) – (5 pgs)

Updated Butler Public Library Strategic Goals 2021-2023

Introduction: Our Public Library serves patrons of all ages in, and surrounding, the Village of Butler, Wisconsin. We focus on the traditional mission of libraries, which is providing free access to informational, educational, and entertainment-based tools, materials, and opportunities. Our collection is both contemporary and historical. We provide free access to computers and the Internet. We communicate regularly to our local schools so that students are aware of available resources, such as databases, HelpNow homework help, and STEAM kits for home use. We currently offer virtual programs for all ages, based primarily around our patrons' interests. We hope to soon return to in-person programs.

Our Library was established in 1964 with a small collection of donated books, furniture, and equipment. Today, we have a 5,900 square foot library with 25,000 items in our collection, a comfortable teen area, an activity-based children's area, a reading area, space for individuals to use six computers, one conference room, and study corrals.

We are part of the Bridges Library System, which provides support for library operations, technology, and resources to 24 libraries throughout Waukesha and Jefferson Counties.



Strategic Direction: The following goals are updated from 2020. They will guide the Library Board, the Library Director, and our staff through 2021-2023 with the ways and means needed to achieve these Goals. Goals will be revisited again in 2023.

We will create specific projects and carry out planned and detailed actions throughout the next two years to achieve these goals. Each goal includes some initial ideas for how they might be achieved.

Review Process: Through discussions with Board members, members of the Friends of the Library, library staff, volunteers, and patrons, we modified the key ideas from our 2020-2021 Strategic Goals. This input helped us update the Strategic Goals to serve us better in the future. Also, Goal #5 from 2020-2021 was identified as being part of our new Strategic Goal #1 for 2021-2023. Therefore, it has been incorporated in the wording of the Strategic Goal and its supporting explanation.

Thank you to all who contributed to this review and update our Strategic Goals. Your efforts and thoughtful input help us make progress year by year.

2021-2023 Strategic Goals

Goal #1:

We will be recognized as an important source of knowledge, resources, activities, and fun for residents and businesses in Butler and the surrounding suburbs.

Our library helps patrons find life-critical information (Medicare, Unemployment, Social Services, etc.) as well as life-expanding entertainment, mainly through printed and digital materials and up-to-date technology.

We can increase our visibility by hosting programs with Village resources, such as the Police and Fire Departments. We can also collaborate on programs with the Parks & Recreation Department, the Clark House, and/or by working with the Community Foundation.

This Goal can be achieved by developing a marketing plan, creating a welcome package for new residents, identifying programs of interest to local businesses, expanding outreach to citizens without easy access to the physical library, etc.

Goal #2: We will work to retain library staff members who are knowledgeable about libraries and their collective resources, and who are comfortable using and teaching patrons to use technology, digital products/software, and any kind of information that may be requested from said patrons.

Our Library serves a small community, and as a result the staff offers a level of personal service not readily available in the larger metropolitan/suburban libraries that surround us. Patrons repeatedly list such personal service as being valuable to them.

Our Library provides access to physical materials available from throughout Wisconsin and beyond through the ILL Loan Service, as well as digital access to a broad range of resources. Patrons increasingly rely on the Library to help them identify and locate these resources.

This Goal could be achieved through efforts at wage equity, exploration of future benefits, on-going training and cross-training, ever-improving communications, ongoing support from the Library Board, and the public recognition of all that our staff achieves as they serve patrons.

Goal #3: We will align Library services and technology with community and business needs/requests as much as possible.

Our Village is land-locked and unable to expand in the same way that communities around us are growing. Even so, we have affordable homes for families with school-age children, a well-established population of long-term homeowners, and a dynamic and diverse business community. Each group will have unique requirements that the Library can help to meet.

This Goal could be achieved through on-going inquiries to our patrons, business leaders, community leaders, public and private school contacts, and others involved in administering Village services about their goals, needs, and requests.

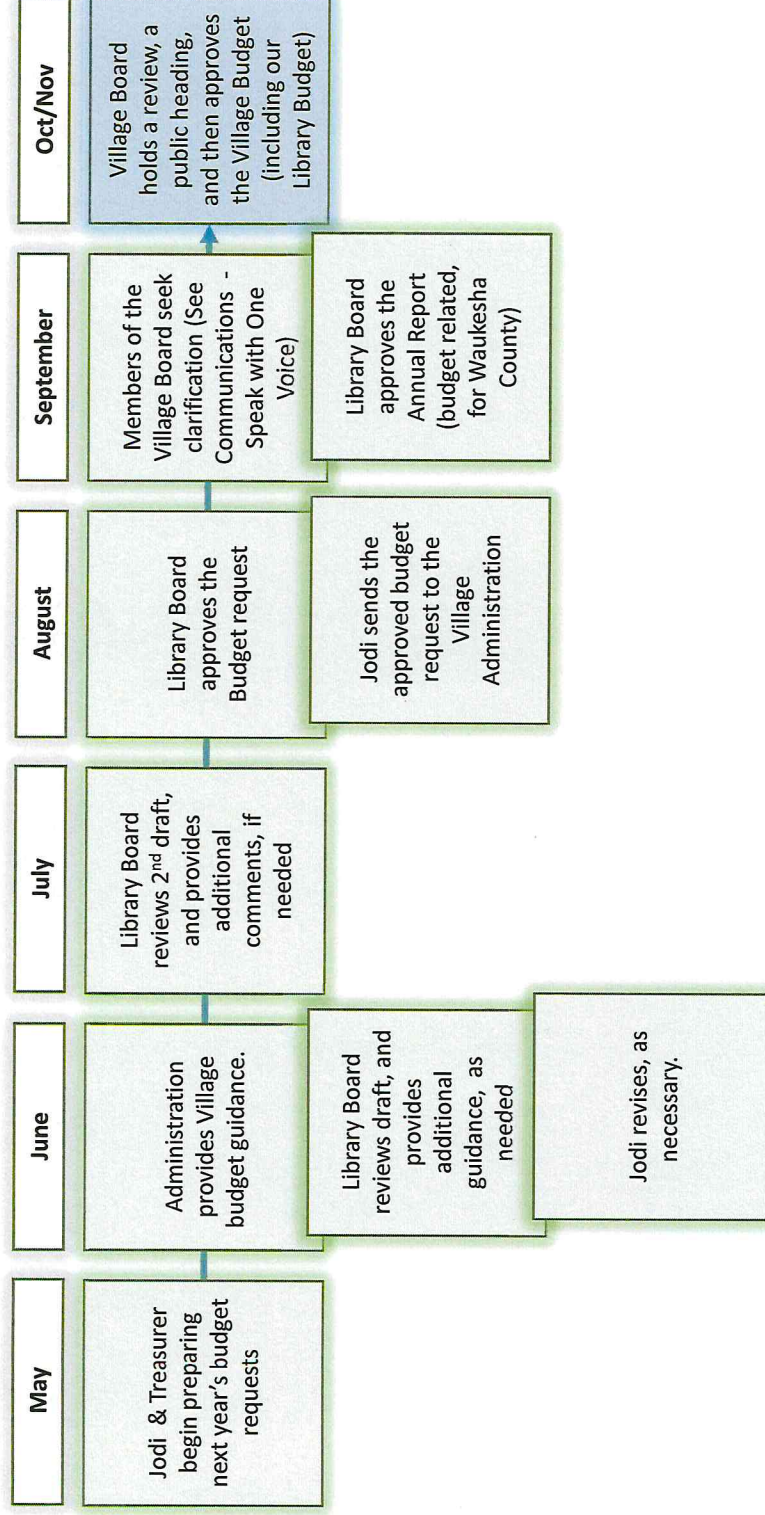
Goal #4: We will create and cultivate long-range plans for implementing, maintaining, and updating library technology, with an emphasis both on public use and on library operations.

With the support of federal organizations, the State of Wisconsin Department of Public Instruction, and the Bridges Library System, our Library has access to technology that we could not afford on our own. We will make long-term decisions about the technologies we buy into, with a focus on providing access and services that patrons will need today and in the future. While we recognize we can't control or know what the technology of the future will consist of, we can study and analyze current trends to adjust and plan from a place of knowledge and skill.

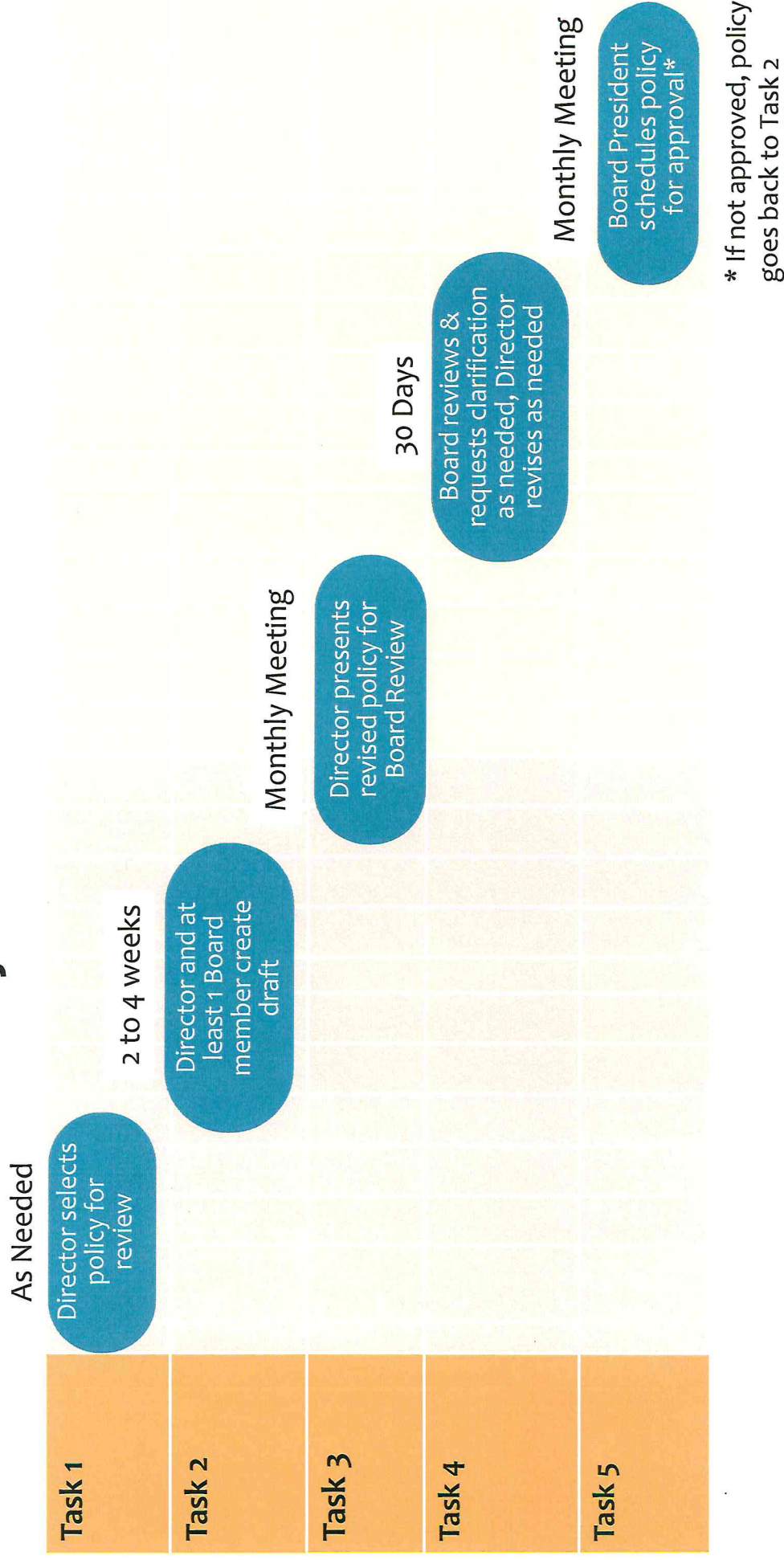
This Strategic Goal can be achieved through carefully planning across multiple fiscal years, incorporating knowledge from our computer service provider, and Bridges' technology consulting service. Staff should also be trained to stay up-to-date on current and future technology trends, and their input should be gathered before any major technology acquisitions.

###

2021 Budget Calendar for 2022



Policy Review Process



Minutes of Butler Public Library Board Meeting
May 11th, 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 Szpiszar (Director), Charlene Benjamin (President),
Michael Bates, Karl Debelak, Tom Sardina, Teri Stegemeyer,
Excused: Mary Jablonski, Roger Benjamin
Guests: Amy Haynes Coe, Pat Tiarks, Mark Holdmann

2. Persons desiring to be heard:

None

3. Communications:

Application for Library board received from Laura Meyer—will be sent to the Village Board for approval
3.1 Financials-budget will be tight, didn't budget for increases in utilities and contracted services
3.2 Budget Process –Critical dates 2022 discussed, Director and Library Board President will answer budget questions so we have a consistent unified message
3.3 Planning Processes, Building maintenance plan- to be discussed with DPW, Technology-need hardware and software plans
3.4 Covid Illness Policy—follow health department policies
3.5 Security system- re-installed panic buttons
3.6 Policy Update process-a draft review will be put in front of the board, need to approve or send back to committee
3.7 Video Project Update-informational high school video produced –will be distributed to schools

Director has two possible candidates for job openings

4. Trustee Education:

4.1 Policy development-each board member should choose a policy to work on. Bates chose collection development.

5. Consent Agenda:

Motion by Bates to accept the Consent Agenda, second by Sardina , motion carried unanimously

6.New Business None

7. Old Business: None

8.Schedule next meeting: June 8th , 2021 6pm virtual

9.Adjournment : Motion to adjourn by Bates, second by Sardina , motion carried unanimously 6:38 pm

Submitted by: Teri Stegemeyer

May Fund Account #	2021 Library Budget 800 Fund	2021 Budget	2021 YTD Money Spent	Current Month (May 2021)	2021 Remaining Balance	% Spent
800-55100-50110	Library Salaries & Benefits	\$63,782.00	\$22,608.25	\$4,808.57	\$58,973.43	35.45%
800-55100-50120	FICA/Medicare	\$4,879.00	\$1,778.44	\$378.88	\$4,500.12	36.45%
800-55100-50123	Retirement Contribution	\$1,709.00	\$639.24	\$144.31	\$1,564.69	37.40%
800-55100-50124	Group Life Insurance Premium	\$61.00	\$38.83	\$9.36	\$51.64	63.66%
800-55100	Library Salaries & Benefits	\$70,431.00	\$25,064.77	\$5,341.12	\$45,366.23	35.59%
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	\$2,117.01	\$398.11	\$5,182.99	29.00%
800-55200-50135	Telephone/Internet	\$1,500.00	\$68.19	\$15.80	\$1,431.81	4.55%
800-55200-50136	Office Supplies	\$979.00	\$575.25	\$89.47	\$403.75	58.76%
800-55200-50137	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
800-55200	Library Administration	\$10,232.00	\$2,810.45	\$503.38	\$7,421.55	27.47%
800-55300-50162	Contracted Services	\$7,700.00	\$3,402.84	\$1,201.84	\$4,297.16	44.19%
800-55300-50163	Technology Maintenance	\$3,050.00	\$626.00	\$62.50	\$2,424.00	20.52%
800-55300-50164	Computer Equipment/Maintenance	\$100.00	\$10.99	\$0.00	\$89.01	10.99%
800-55300-50165	Copier Maintenance	\$650.00	\$222.50	\$50.00	\$427.50	34.23%
800-55300-50166	Material Processing/Repair	\$900.00	\$409.94	\$121.40	\$490.06	45.55%
800-55300-50167	Housekeeping Supplies	\$100.00	\$39.35	\$39.35	\$60.65	39.35%
800-55300	Library Equipment/Maintenance	\$12,500.00	\$4,711.62	\$1,475.09	\$7,788.38	37.69%
800-55400-50168	E-Book Contribution	\$653.00	\$653.00	\$0.00	\$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	\$166.63	\$20.19	\$83.37	66.65%
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	\$5,107.63	\$20.19	\$483.37	91.35%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$312.82	\$13.00	\$787.18	28.44%
800-55500-50173	Adult Collection	\$4,600.00	\$1,694.42	\$391.32	\$2,905.58	36.84%
800-55500-50174	Youth Collection	\$4,500.00	\$2,055.93	\$440.95	\$2,444.07	45.69%
800-55500	Library Collection	\$10,200.00	\$4,063.17	\$845.27	\$6,136.83	39.84%
	Contingency	\$1,000.00				0.00%
Fund 800 Library Totals		\$109,954.00	\$41,757.64	\$8,185.05	\$68,196.36	37.98%
Library Income	Budget	\$15,389.00	YTD Deposited	Mo. Deposit	Balance Needed	
			\$6,635.95	\$380.41	\$8,753.05	
			43.12%		56.88%	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 05/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 05/31/21	ACTIVITY FOR MONTH ENDED 05/31/2021	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE					
05/04/2021	CR OTHER/KEEP THE CHANGE/DONATION		28083	2.20 Receipt #: 46033		
05/11/2021	CR OTHER/KEEP THE CHANGE/DONATION		28188	1.10 Receipt #: 46121		
05/12/2021	CR OTHER/KEEP THE CHANGE/DONATION		28189	100.00 Receipt #: 46128		
05/17/2021	CR OTHER/KEEP THE CHANGE/DONATION		28246	2.25 Receipt #: 46161		
05/24/2021	CR OTHER/KEEP THE CHANGE/DONATION		28384	1.71 Receipt #: 46216		
40320	MISC REVENUE	625.00	137.96	107.26	487.04	22.07
41100	PROPERTY TAXES	94,565.00	0.00	0.00	94,565.00	0.00
48910	LIBRARY FEES					
05/04/2021	CR PRINTING/COPIES		28083	39.50 Receipt #: 46033		
05/04/2021	CR BOOK SALES		28083	1.00 Receipt #: 46033		
05/11/2021	CR PRINTING/COPIES		28188	28.75 Receipt #: 46121		
05/11/2021	CR BOOK SALES		28188	2.00 Receipt #: 46121		
05/11/2021	CR MILWAUKEE CARDS		28188	2.00 Receipt #: 46121		
05/17/2021	CR PRINTING/COPIES		28246	26.00 Receipt #: 46161		
05/17/2021	CR BOOK SALES		28246	3.25 Receipt #: 46161		
05/17/2021	CR REPLACEMENT LIBRARY CARDS		28246	1.00 Receipt #: 46161		
05/24/2021	CR PRINTING/COPIES		28384	37.50 Receipt #: 46216		
05/24/2021	CR BOOK SALES		28384	1.50 Receipt #: 46216		
05/28/2021	CR PRINTING/COPIES		28428	22.50 Receipt #: 46260		
05/28/2021	CR BOOK SALES		28428	3.25 Receipt #: 46260		
48910	LIBRARY FEES	3,265.00	939.10	168.25	2,325.90	28.76
48911	NON LAPSING REVENUE	0.00	0.00	0.00	0.00	100.00
48920	LIBRARY FINES					
05/04/2021	CR FINES/REPLACEMENT COSTS		28083	14.35 Receipt #: 46033		
05/11/2021	CR FINES/REPLACEMENT COSTS		28187	10.00 Receipt #: 46119		
05/11/2021	CR FINES/REPLACEMENT COSTS		28188	39.75 Receipt #: 46121		
05/17/2021	CR FINES/REPLACEMENT COSTS		28246	9.00 Receipt #: 46161		
05/24/2021	CR FINES/REPLACEMENT COSTS		28384	2.20 Receipt #: 46216		
05/28/2021	CR FINES/REPLACEMENT COSTS		28428	29.60 Receipt #: 46260		
48920	LIBRARY FINES	2,200.00	464.65	104.90	1,735.35	21.12
49000	INTERGOVERNMENTAL REVENUE	9,299.00	5,094.24	0.00	4,204.76	54.78
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept 00000			109,954.00	380.41	103,318.05	6.04
Total Revenues			109,954.00	380.41	103,318.05	6.04

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 05/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 05/31/21	ACTIVITY FOR MONTH ENDED 05/31/2021	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
05/14/2021	PR SUMMARY PR 05/14/2021		28180	2,258.96 85		
05/28/2021	PR SUMMARY PR 05/28/2021		28403	2,549.61 86		
50110	SALARIES	63,782.00	22,608.26 ✓	4,808.57 ✓	41,173.74	35.45
50120	FICA/MEDICARE					
05/14/2021	PR SUMMARY PR 05/14/2021		28180	177.04 85		
05/28/2021	PR SUMMARY PR 05/28/2021		28403	201.84 86		
50120	FICA/MEDICARE	4,879.00	1,778.44 ✓	378.88 ✓	3,100.56	36.45
50123	RETIREMENT CONTRIBUTION					
05/14/2021	PR SUMMARY PR 05/14/2021		28180	55.23 85		
05/28/2021	PR SUMMARY PR 05/28/2021		28403	89.08 86		
50123	RETIREMENT CONTRIBUTION	1,709.00	639.24 ✓	144.31	1,069.76	37.40
50124	GROUP LIFE INS PREMIUM					
05/14/2021	PR SUMMARY PR 05/14/2021		28180	9.36 85		
50124	GROUP LIFE INS PREMIUM	61.00	38.83	9.36	22.17	63.66
Total - Dept 55100						
		70,431.00	25,064.77 ✓	5,341.12 ✓	45,366.23 ✓	35.59
Department 55200: LIBRARY ADMINISTRATION						
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					
05/03/2021	AP UTILITY FOR APR 2021		28080	398.11 Inv #: '4244-687-085 04192021' Vendor '189'		
50134	UTILITIES	7,300.00	2,117.01 ✓	398.11 ✓	5,182.99	29.00
50135	TELEPHONE/INTERNET					
05/07/2021	AP PHONE FOR APR 2021		28140	15.80 Inv #: '2627832525042021' Vendor '1648'		
50135	TELEPHONE/INTERNET	1,500.00	68.19 ✓	15.80 ✓	1,431.81	4.55
50136	OFFICE SUPPLIES					
05/07/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG FOR		28160	2.00 Inv #: '04302021' Vendor '2052'		
05/07/2021	AP LIBRARY EXPENSES FOR APR 2021		28161	87.47 Inv #: '7490-04262021' Vendor '1668'		
50136	OFFICE SUPPLIES	979.00	575.25 ✓	89.47 ✓	403.75	58.76
50137	POSTAGE	50.00	0.00	0.00	50.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Page: 3/4

Balances as of 05/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 05/31/21	ACTIVITY FOR MONTH ENDED 05/31/2021	Available Balance	% Used
Expenditures						
Department 55200: LIBRARY ADMINISTRATION						
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200		10,232.00	2,810.45	503.38	7,421.55	27.47
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162	LIBRARY CONTRACTED SERVICES					
05/07/2021	AP SECURITY EQUIPMENT ADD-ON AND MONTHLY FE		28134	860.00 Inv #: '001508' Vendor '2294'		
05/07/2021	AP JANITORIAL SERVICE FOR MAY 2021		28133	305.00 Inv #: '118902' Vendor '1099'		
05/21/2021	AP FLOOR MATS FOR THE LIBRARY		28350	36.84 Inv #: '2787144' Vendor '36'		
50162	LIBRARY CONTRACTED SERVICES	7,700.00	3,402.84	1,201.84	4,297.16	44.19
50163	LIBRARY TECHNOLOGY SUPPLIES					
05/21/2021	AP SERVICES AND EQUIPMENT FOR APRIL 2021		28362	62.50 Inv #: '21846' Vendor '636'		
50163	LIBRARY TECHNOLOGY SUPPLIES	3,050.00	626.00	62.50	2,424.00	20.52
50164	COMPUTER/EQUIP MAINT	100.00	10.99	0.00	89.01	10.99
50165	LIBRARY COPIER MAINTENANCE					
05/21/2021	AP COPIER SERVICE FOR 2021		28361	50.00 Inv #: '015650' Vendor '1795'		
50165	LIBRARY COPIER MAINTENANCE	650.00	222.50	50.00	427.50	34.23
50166	LIBRARY MATERIAL PROCESS/REPAI					
05/21/2021	AP 2021 COOPERATIVE PURCHASE - CIRCULATION		28339	121.40 Inv #: '2021-13010210' Vendor '152'		
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	409.94	121.40	490.06	45.55
50167	LIBRARY HOUSEKEEPING SUPPLIES					
05/07/2021	AP LIBRARY EXPENSES FOR APR 2021		28161	39.35 Inv #: '7490-04262021' Vendor '1668'		
50167	LIBRARY HOUSEKEEPING SUPPLIE	100.00	39.35	39.35	60.65	39.35
Total - Dept 55300		12,500.00	4,711.62	1,475.09	7,788.38	37.69
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168	LIBRARY E-BOOK CONTRIBUTION	653.00	653.00	0.00	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					
05/07/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG FOR		28160	20.19 Inv #: '04302021' Vendor '2052'		
50172	LIBRARY PATRON PROGRAMS	250.00	166.63	20.19	83.37	66.65

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 05/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 05/31/21	ACTIVITY FOR MONTH ENDED 05/31/2021	Available Balance	% Used
Expenditures						
Department 55400: LIBRARY PROGRAMS & SERVICES						
50179	CAFE MEMBER CHARGES	3,986.00	3,986.00	0.00	0.00	100.00
Total - Dept 55400		5,591.00	5,107.63 ✓	20.19 ✓	483.37 ✓	91.35
Department 55500: LIBRARY COLLECTION						
50171	LIBRARY MAGAZINES/NEWSPAPERS					
05/07/2021	AP LIBRARY EXPENSES FOR APR 2021		28161 ✓	13.00 Inv #: '7490-04262021' Vendor '1668'	✓	
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	312.82 ✓	13.00	787.18	28.44
50173	LIBRARY ADULT BOOKS					
05/07/2021	AP CHILDREN AND ADULT BOOKS		28135	146.85 Inv #: '2035913860' Vendor '1384'		
05/07/2021	AP LIBRARY EXPENSES FOR APR 2021		28161	50.66 Inv #: '7490-04262021' Vendor '1668'		
05/21/2021	AP ADULT BOOKS		28351 ✓	193.81 Inv #: '2035935617' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	4,600.00	1,694.42 ✓	391.32 ✓	2,905.58 ✓	36.84
50174	LIBRARY JUVENILE BOOKS					
05/07/2021	AP CHILDREN AND ADULT BOOKS		28135	51.00 Inv #: '2035913860' Vendor '1384'		
05/07/2021	AP LIBRARY EXPENSES FOR APR 2021		28161	48.74 Inv #: '7490-04262021' Vendor '1668'		
05/21/2021	AP CHILDREN'S BOOKS		28381 ✓	341.21 Inv #: '0570552-IN' Vendor '1118'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	2,055.93 ✓	440.95 ✓	2,444.07 ✓	45.69
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500		10,200.00	4,063.17 ✓	845.27 ✓	6,136.83 ✓	39.84
Department 80100: CONTINGENCY FUND						
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		1,000.00	0.00	0.00	1,000.00	0.00
Total Expenditures		109,954.00	41,757.64 ✓	8,185.05 ✓	68,196.36 ✓	37.98
NET OF REVENUES AND EXPENDITURES						
		0.00	(35,121.69)	(7,804.64)	35,121.69	

June 8, 2021

Director's Report

Staff – we had our two newest staff members start recently. McKenzie Richardson started May 20th and Katherine Newhouse on June 2nd.

Staff Meeting scheduled for June 12, 2021.

National Night Out – we will once again be participating in NNO on Tuesday August 3rd from 5-8pm.

Amazon Wish List – We are currently at 2 purchases from our Wish Lists

New Canopy Tent and Wheeled Wagon Cart – in lieu of a 3rd Summer Reading Program we opted for \$300 to purchase these items. We came in at \$299.15! Melissa will begin using the cart immediately for Storytime on the Clarke House lawn.

Fire Alarm Issues – both AT&T and Alarm Detection Service (ADS) were out here May 25th and all lines were fixed/connected and we should have no more trouble.

APL Directors Meeting – held via zoom Friday, May 14, 2021 at 9:00am

First reported in a Weekly Report

Business discussed:

Mask Requirements – discussed the new CDC recommendations and varying libraries policies.

In-person Programming – some have been holding in person, some looking to do it with the new CDC recommendations this week. There is no standard across libraries.

Databases and Electronic Materials for 2022 – Bridges is preparing a flat budget for 2022, they have not received an answer yet on state funding.

- Agreed to keep current databases. HelpNow – will decide at end of 2020 if continue into 2021. Gale Courses – popular, we'll keep. Flipster (digital magazines) – looking at deleting magazines that are duplicated in Overdrive (Libby). Hoopla – will need a decision at end of 2020 for continuing in 2021.
- Bridges should have libraries 2022 costs at June APL meeting
- Per Karol, counties are looking towards counting electronic circs in total circulation numbers to be used in the county funding formulas.

Watertown Library – Watertown is nearing the end of their library construction project and will be closed for at least 3 weeks beginning Monday. Hope to reopen June 14th.

Next meeting is Friday June 11th at 9:00am. Hopefully in person with zoom available.

Café Council Meeting – immediately followed the APL Meeting.

- Agreed to keep procedure for deleting patron accounts the same. Cards expired for three years with up to \$100 in fines can be deleted from the system, no matter where the fines were accrued. Cards with replacement costs for lost items belonging to another library may not be deleted.

Friends – Meeting Monday May 10th at 6pm via zoom. Business discussed and approved.

- Bake Sale and Chili sale went very well, brought in \$317.00
- All 20 Mother's Day craft bags were handed out
- Father's Day craft bags available June 7th
- Personalized Bricks near the doors of the library are available for sale. \$50 for small and \$100 for large. Forms available at library or contact Carol Zuba
- Committee formed to review the Mission Statement of the Friends Group
- Carol accepted a one-year term to continue as President
- Greg accepted another two-year term as Treasurer
- Danielle Paul accepted a one-year term as Secretary
- Vice President/Director is open

Next meeting June 7th at 6pm

Programming

- **StoryWalk® *Kite Flying***, a purchase through our grant from the Center for East Asia Studies at UW Madison, will go June 11th and hopefully stay up through the end of July.
- **Storytime** – Storytime on Wednesdays at 11:30 began June 2nd. It is outside on the lawn of the Clarke House, weather permitting.
- **Summer Reading Program (SRP)** – Registration for SRP will be available on Beanstack beginning June 1st. Paper copies will be available beginning June 14th. 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.

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 through 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, not owing any money to other libraries for replacement costs of items, and not owing more than \$100 in fines, get deleted from the system. Roz is currently working on cleaning up our Expired Patron Report. The number of library cards we have at year end is reported to DPI for our Annual Report. It is extremely important we keep up on this report.

Library Cards	2017	2018	2019	2020	2/2/2021	5/26/2021
Adult					761	755
Business					4	4
Child					180	176
ILL					117	123
Internet Only					53	65
Milwaukee County					43	43
Staff					5	6
Student					26	25
Teacher					7	7
Annual Report Totals	1677	1365	1073	1177	1196	1204

	Jan Expanded Services	Feb Expanded Services	March Expanded Services	April Regular Hours Beg 4-12-2021	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors-2020	2092	1960	1084	41	225	871	957	1016	1031	1015	861	814	11,967
2021	824	965	1100	1068	1038								4,995
Circulation													
Adult - 2020	1740	1607	1113	114	698	1402	1584	1529	1351	1448	1302	1417	15,305
2021	1396	1302	1131	1154	1169								6,152
Children - 2020	1004	1424	866	107	269	1106	1059	1123	1265	979	1073	1085	11,360
2021	1422	1540	971	940	984								5,857
Total Circulation - 2020	2744	3031	1979	221	967	2508	2643	2652	2616	2427	2375	2502	26,665
2021	2818	2842	2102	2094	2153								12,009
E-Books - 2020	110	94	116	117	105	112	121	119	107	91	90	96	1,278
2021	91	72	97	84	115								459
Total Circ with E-books - 2020	2854	3125	2095	338	1072	2620	2764	2771	2723	2518	2465	2598	27,943
2021	2909	2914	2199	2178	2268								12,468
New Library Cards-2020	10	13	9	0	0	22	16	15	31	18	8	11	153
2021	5	14	13	7	7								46
Computer Use (Sessions) - 2020	313	278	144	0	0	173	155	183	199	194	129	109	1,877
2021	158	172	196	211	204								941
Conference Room													
Scheduled/Occupied - 2020	18	14	9	8	0	0	4	4	4	5	3	0	69
2021	0	0	3	6	8								17
Patrons - 2020	71	66	29	0	0	0	12	16	17	7	13	0	231
2021	0	0	21	32	28								81

YTD May 2019-2020				YTD May 2020-2021		
Jan-May 2019 Grand Total w/o inhouse & ILL	13,283			Jan-May 2020 Grand Total w/o inhouse & ILL		8,875
Jan-May 2020 Grand Total w/o inhouse & ILL	8,875			Jan-May 2021 Grand Total w/o inhouse & ILL		11,974
difference	-4,408			difference		3,099
% difference	-33.19%			% difference		34.92%
				YTD May 2019 & May 2021 - Pre Pandemic		
				Jan-May 2019 Grand Total w/o inhouse & ILL		13,283
				Jan-May 2021 Grand Total w/o inhouse & ILL		11,974
				difference		1,309
2019 Grand total w/o ILL & inhouse	34,314			% difference		-9.85%
2020 Grand total w/o ILL & inhouse	26,555					
difference	-7,759			2021		11,974
% difference	-22.61%			2020		26,555
				2019		34,314
				2018		28,503
				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

	Apr-21		
	TNR	Municiple	Total Circ
Waukesha	9	2,006	2,015
Washington	2	0	2
Ozaukee	0	0	0
Dodge	0	0	0
Milwaukee	0	66	66
	11	2,072	2,083

	Mar-21		
	TNR	Municiple	Total Circ
	12	1,995	2,007
	5	0	5
	0	3	3
	0	0	0
	0	82	82
	17	2,080	2,097

	Feb-21		
	TNR	Municiple	Total Circ
	5	2,723	2,728
	14	22	36
	0	7	7
	0	0	0
	0	67	67
	19	2,819	2,838

	Jan-21		
	TNR	Municiple	Total Circ
	23	2,629	2,652
	15	33	48
	0	0	0
	0	0	0
	0	109	109
	38	2,771	2,809

	May-21		
	TNR	Municiple	Total Circ
Waukesha	26	1,950	1,976
Washington	9	24	33
Ozaukee	0	5	5
Dodge	0	0	0
Milwaukee	0	133	133
	35	2,112	2,147

Another Fun Statistic - On this page because that is where it fit!				
Year	Total Circ	Hours Open (Annual Report)	Avg Circ per Hour Open	
2021	11,974	737	16	Through May 2021
2020	26,555	1,564	17	
2019	34,314	2,444	14	
2018	28,503	2,392	12	
2017	29,160	2,392	12	
2016	32,158	2,562	13	
2015	30,195	2,562	12	
2014	32,373	2,562	13	
2013	32,531	2,562	13	
2012	32,310	2,763	12	
2011	31,280	2,763	11	
2010	28,563	2,433	12	
2009	25,595	2,255	11	

	2017	2018	2019	2020	2021
Reimbursable					
Circ to TNR in Waukesha County	851	467	601	264	75
Circ to TNR in Adjacent Counties	162	249	540	146	45
	1013	716	1,141	410	120
Monthly Average of TNR		59.67	95.08	34.17	30.00
	84.42				

Budget Guidance from the Board : 2022

As a Board, what do we want to see reflected in the Budget?

- Consider:
 - Strategic goals,
 - Overall Village budget constraints,
 - Our ability to deliver services
 - Other.....

Things we budget for:

- Operational expenses (lights, heat, cleaning, security, etc.)
- Staff wages and benefits
- Collection (books, dvds, etc.)
- Technology (maintaining current, expanding for the future)

Things we seek grants or sponsorships for:

- Unusual equipment, e.g., ADA furniture, accessible monitors, keyboards
- Large-ticket items that enhance the library: see wish list (below)

Wish List (from librarians):

- Upper window blinds in the Reading area
- New blinds – attractive ones that work
- Bike rack
- Picnic table
- Mobile coat rack
- Table banner with Library logo
- DVD cleaner
- DVD shelf stops
- Sponsorship for specific newspapers or magazines
- Bottle-filler drinking fountain
- Fence-line banner at the ballpark (from Parks & Recreation)

Library Director Evaluation

Proposed Timeline Revision

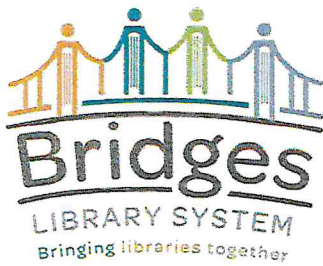
For the past two years, we have evaluated the Director in July. This timing does not let us consider a full year's worth of accomplishments when we are developing the budget for the next year.

I propose to move the Director's evaluation to March. The Board would respond to the evaluation in March, with results delivered in April.

This gives us the following advantages:

- The Director can summarize her past year's accomplishments based on our fiscal year (January to December)
- The Board can provide input for next year's salary recommendations based on a full year's accomplishments.

If we approve this change, we would deliver an informal evaluation in October 2021, so that Jodi does not wait 20 months for input from the Board. The new formal evaluation process would begin in March of 2022.



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Butler Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 3, 2021

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to our office by August 31, 2021.

After a year-long planning process, the County Board approved new county library standards in 2017. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the new standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **send all pages (with original signatures on page 5) to our office by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!



Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 10,561
- PLUS lending to other library community's residents: 14,300
- DIVIDED by total circulation by your residents at all county libraries: 12,369

Your library's LSER is shown in Table 1 below.

Table 1.

Butler's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
80%	200.99%	YES

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "YES" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "NO" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2020 state annual report and indicate whether your library will meet its minimum requirements in 2021.

Please circle "Yes" or No" in the last column in Table 2. **(Completing this table is required if LSER = "NO" in step 1.)**

Table 2.

Library	Butler		2020 Municipal Population	1,803
Category	Minimum to Exempt	Library Actuals from 2020 annual report	Met Minimum during 2020?	Will Meet Minimum in 2021? (Circle one)
Materials Expenditures/Capita	\$6.00/capita	\$6.15/capita	Yes	Yes No
Number Hours Open/Week	35	32	No	Yes No
Budgeted Staff in FTE	2.0	2.2	Yes	Yes No
Collection Size	14,000	26,854	Yes	Yes No
Public Computers/Internet Access Devices	2	8	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Butler Library

Review each item and circle "Yes" or "No" in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2021 (circle one)
Library board member orientations are provided	<div>Yes</div> <div>No</div>
Library website includes key board/staff contact & meeting info	<div>Yes</div> <div>No</div>
Library board conducts director performance evaluation	<div>Yes</div> <div>No</div>
Library budgets for professional development	<div>Yes</div> <div>No</div>
Library has active strategic plan	<div>Yes</div> <div>No</div>

Please attach narrative for any items for which the library circles no and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select "No" one time during the annual certification process for the five year planning period.

If your library has circled "no" for an item in a previous year in tables 2 or 3, circling "no" a second time **for that same item** may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2021.

Name of Library	Butler Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31 of this year.**