

PUBLIC NOTICE

Meeting: Library Board
Tuesday, March 9, 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 9th day of March 2021 at 6:00 p.m. **This meeting will be virtual.** The public is invited to join.

To join the Zoom meeting for video conferencing:

<https://us02web.zoom.us/j/85246161464?pwd=TTVOZ2ZtUHpjL1RPR0xEa0RGOFIYUT09>

Meeting ID: 852 4616 1464

Passcode: 987620

To join 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. Board Member recruitment efforts
 - 3.2. Electronic Sign Research Update (Goal #1 – Profile)
 - 3.3. Reserve Fund Policy Update (Goal #3 – Offerings)
 - 3.4. School Outreach Project Update (Goal #5 – Outreach)
 - 3.5. Strategic Goals Review/Revision Process – dates and roles
4. Trustee Education
 - 4.1. Amazon Wish List – Demonstration
 - 4.2. Book Club Bags – Demonstration
 - 4.3. Capital & Maintenance Agreement – Review

Consent Agenda

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

- 4.4. Consideration of Minutes: February 9, 2021
- 4.5. Monthly Financials
- 4.6. Report of the Director
5. New Business
 - 5.1. Discussion and action on the Library Logo (Goal#1 – Profile)
6. Old Business
 - 6.1. Discussion and action on the 2021 Bridges Grant Application (Goal #3 – Offerings)
7. Schedule next meeting: April 13, 2021
8. Adjournment

Dated: March 4, 2021
Jodi Kessel Szpiszar
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 March 9, 2021 Meeting Documents in Packet

- Reserve Fund Policy update (3 pgs.)
- Strategic Goals Review Progress Report (4 pgs.)
- Strategic Goals Progress Report (4 pgs.)
- Capital & Maintenance Agreement (7 pgs.)
- Minutes from February 9, 2021 meeting (1 pg.)
- February Financials (5 pgs.)
- Report of the Director (3 pgs.)
 - Circulation and Use Report (4 pgs.)
- Logo (1 pg.)

Instructions for review:

Mike, Jodi and I worked on the following policy to cover how the Board will manage its Reserve Fund. Note that the name has changed from the Fund Balance policy to the Reserve Fund policy. Hopefully the name change is a better label for what this is.

Because our budget is now managed independently from the Village's budget, we need a Reserve Fund to cover any overspending. This has not been a problem recently, but as the policy says, good fiscal management requires us to have a cushion, just in case.

Policy language itself is as broad as possible so that we do not have to constantly redo this, as time goes by. **The Board will need to approve only the policy (currently on page 2).** The supplemental information is not part of the policy and does not require approval. We can add or delete information from this section as other questions or points of confusion come up.

Kayla has reviewed already for consistency with 'good' policy language. **However, we need your input.**

Please share your thoughts on (a) the contents, (b) the wording, and (c) anything you think is missing by writing to boardpresident@butler.lib.wi.us. OR, call Charlene at 414-429-4162 **by the end of March** with comments and suggestions.

We will not spend time in the meeting to edit the document, so get your thoughts in, in advance, please. The plan is to approve this in April.

Thank you!

Charlene

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.

2021-2022 Strategic Goal Review Process

	WHAT to do –WHO –WHEN!
	<p>START FROM 2020-2021 STRATEGIC GOALS</p> <ol style="list-style-type: none"> 1. Review current Strategic Goals 1 through 5. 2. Consider our work towards these goals over the past year. 3. Consider what needs to remain the same and what needs to change. 4. Prepare for an individual interview! (See Background and Interview Questions on page 2.) <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. 2. Contact Library Staff for same. 3. Collect Director's input. 4. <i>Public input: Review information from Community Input Gathering 2019.</i> 5. <i>Public input: Contact members of the public additional thoughts.</i> <p>WHO: BOARD PRESIDENT</p> <p>WHEN: March 31 – April 15, 2021</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: April 15 – May 15, 2021</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: May 15 – 30, 2021</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. 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 1 – 30, 2021</p>

Background:

Strategic goals serve as our roadmap for *making change*. It is about improving the services and benefits we provide, taking them *from* what they are currently *to* what we want them to be.

For example: At one point, apparently, old books, outdated materials, and damaged items were remaining in the Collection. The Board set a goal to “weed out” the Collection. As a result, the “weeding” activity was reviewed monthly and great progress made. Once this activity became standard practice, we retired the goal.

Our Strategic Goals from 2020 should also evolve over time.

In the interview, you will be asked for your thoughts on the following:

QUESTION #1: In your own words, tell me what each of the five goals means to you. All responses from “I understand” to “I do not know what it means” are welcome. (See the Strategic Plan document starting on page 3 for additional information on each goal.)

Goal #1: We will create a higher profile of our contribution to the quality of life in the Village of Butler and surrounding communities.

Goal #2: We will dedicate time and resources to maintain the professional skills of our staff and to retain our staff.

Goal #3: We will ensure the Library and its offerings are as up-to-date as possible in terms of services, technologies and outreach.

Goal #4: We will plan for ever increasing use and availability of library technology.

Goal #5: We will expand our collaboration with groups outside the Library.

QUESTION #2: Thinking about the work done this past year, are there goals that need to be retired? In other words, have we focused enough effort on that goal so that it has become “business as usual” and no longer needs special attention? (See Strategic Goal Progress Report beginning on page **Error! Bookmark not defined.**)

QUESTION #3

- Specifically for **Board Members**: Thinking about the work done this past year, have other needs come up that we should be focusing on? In other words, do we need to add a new goal?
-
- Specifically for **Library Staff**: Based on day-to-day Library use, is there an area of service that should be focused on at the “strategic” level? In other words, are there “bigger picture” directions we need to consider as we review our Goals?

QUESTION #4: Thinking about the future – what would your vision be for the Library in the year **2031**? What long-range goals do we need to be working on to achieve that vision?

Butler Public Library Strategic Plan 2020-2021

The Butler Public Library is a member of the Bridges Library System, which serves 24 libraries throughout Waukesha and Jefferson Counties. Butler Public Library was established in 1964 with 500 donated books and a small collection of furniture and equipment. Today, we have a 5,900 square foot library and are open more than 40 hours a week to serve the needs of Butler and surrounding communities. We also offer a variety of programs for all ages from infants to seniors.



The following Strategic Goals for Butler Public Library were adopted August 2020. These Goals form the basis for planning by our Library Director and staff for the next 12 months, as well as decisions from the Board of Trustees. Because of uncertainties driven by the current pandemic, these Goals will be revisited and revised as necessary in 2021.

SMART Goals and action plans for achieving these goals will be developed and carried out as we are able to recruit resources and create the opportunity.

Strategic Goals

Goal #1: We will create a higher profile of our contribution to the quality of life in the Village of Butler and surrounding communities. Our library serves 24,000 patrons each year, helping them find life-critical information (Medicare, Unemployment, Social Services, etc.) as well as life-expanding entertainment through printed and digital materials. We will expand our outreach beyond our current population to ensure everyone is aware of all of our many resources.

Goal #2: We will dedicate time and resources to maintain the professional skills of our staff and to retain our staff. Our Library serves a small community, and as a result the staff is able to offer a level of personal service not readily available in the larger metropolitan libraries that surround us. Patrons repeatedly list such personal service as being valuable to them.

Goal #3: We will ensure the Library and its offerings are as up-to-date as possible in terms of services, technologies and outreach. Our Library provides access to information through physical materials available from throughout the state and beyond, as well as digital access to a broad range of resources. Patrons increasingly rely on the Library to help them navigate these resources.

Goal #4: We will plan for ever increasing use and availability of library technology. 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 to best provide information that patrons will need in the future.

Goal #5: We will expand our collaboration with groups outside the Library. We have untapped opportunities for reaching out to other groups such as school-agers, employees at local businesses, senior citizen groups, colleges and schools in the area, as well as our taxpayers. Our library and the value it offers will be accessible for all who want to use our resources.

STRATEGIC GOALS PROGRESS REPORT

Strategic Goal #1: We will create a higher profile of our contribution to the quality of life in the Village of Butler and surrounding communities.

❖ Progress as of March 2021:

➤ “Strong Libraries = Strong Communities” videos

- Videos and stories have been collected from across Wisconsin. Butler and Fort Atkinson were the only two participating Bridges Libraries. These videos create powerful message about the value of our libraries and are shared many different ways. One way is to support Legislative Days when library supporters tell their stories to our Legislators, who in turn make important decisions about funding.

➤ BPL StoryWalk®

- StoryWalk® is an innovative and delightful way for children — and adults — to enjoy reading and the outdoors at the same time. We have created at least two complete sets of StoryWalk boards. In collaboration with other libraries, we have access to as many as 20 more.

➤ Telling our Stories

- Our library touches thousands of patrons each year, helping them find life-critical information (Medicare, Unemployment, Social Services, etc.) as well as life-expanding entertainment through printed and digital materials. Patrons reap benefits from the services offered by the Library, however, they may be more comfortable talking about those benefits, than writing about them.

This project seeks to use the power of personal stories to help inform current and potential patrons about how the library can be a benefit to all.

We have established agreement on the types of information sought, provided the Library staff with a handout to solicit additional interviewees, and begun collecting stories.

Strategic Goal #2: We will dedicate time and resources to maintain the professional skills of our staff and to retain our staff.

❖ Progress as of March 2021

- **Salary Increases.** The Director and Board planned for and delivered salary increases for staff despite the unknown impact on our budget from the pandemic-related closures and restrictions.
- **Refrigerator.** Gifted a refrigerator to improve employee satisfaction. Funds for this were achieved by our Director’s careful management of the budget.
- **Internal communications.** Our Director, along with all staff members, worked at increasing internal communications, job-specific training, and job-related cross-training. This was especially important during times when the staff were working off-site due to restrictions on public gatherings brought on by the 2020 pandemic.

- **Introductions to Staff.** The Library Board were able to learn more about members of our Library staff and the work that they do through “Getting to Know You” presentations.
- **Director’s Goals.** The Board approved formal performance Goals for the Director, for the year.
- **System-wide meetings.** Staff attended relevant system-wide meetings via video conferencing. These important meetings help our staff stay abreast of changes, issues, and opportunities happening around us in the Bridges System. An example:
 - Jodi – attended the APL Directors meetings
 - Liz – attended Café Catalogers meetings
 - Melissa – attended Youth Services meetings
 - Roz – attended Café Circulation meetings

As a reminder, all libraries serve patrons who live outside of the community. Our Bridges library system strives to keep all patrons’ experiences as smooth and seamless as possible from one library to the next. By attending these meetings, staff contribute to that goal.

Strategic Goal #3: We will ensure the Library and its offerings are as up to date as possible in terms of services, technologies, and outreach.

❖ **Progress as of March 2021**

- **BeanStack application.** Library staff learned and implemented this application to track, promote, and reward our 2020 Virtual Summer Reading Program.
- **Re-purposed BeanStack.** Library staff added other Reading Challenges to the BeanStack application, providing tracking and visibility for those programs.
- **Hours of Operations.** A limit on open hours and other challenges to remaining available to our patrons during restrictions on public spaces created by health and safety concerns. Our Director, staff, and the Library Board considered the best approach based on the needs of the staff and the public.
- **Amazon Wish List.** This opportunity was developed and programmed by Library staff. It provide guidance to patrons who wish to purchase and donate items – books, music, etc. – to the Library collection.
- **Reserve Fund policy.** Revisions of this policy created a more understandable approach to maintaining the fiscal health of the Library.

Strategic Goal #4: We will plan for ever increasing use and availability of library technology.

❖ **Progress as of March 2021 (retroactive to 2019)**

- **Technology Security Upgrade (Bridges Innovation Grant 2019)**
 - Ongoing since Fall 2019
 - **Firewall.** Installation of a perimeter firewall provided security, facilitated compliance with *network segmentation routing* and *access policies* from Bridges IT. Prior to this upgrade we were vulnerable to hackers.

- **Switch.** Updated a switch to help control and separate public computer traffic from staff computer traffic. This created a more secure network in the library.
- **Access.** Updating our internet access point allowed patrons to use their own devices (computers, tablets, phones, etc.) to access the Library's internet (via WiFi).
- **User security.** The access update allowed us to implement a user statement that reinforces our computer use policies.
- **Bandwidth.** By placing *bandwidth speed limitations* on the public computer network, we limited the ability of any one patron to use too much bandwidth (to watch a movie, for example) which would create an inconvenience for other patrons.
- **PC Reservation and LPT1 by Envisionware, Inc (Bridges Innovation Grant 2020)**
 - Ongoing since Spring 2020
 - **PC Reservation.** This program allows patrons to schedule one of our public computers in advance. The system also makes it possible to provide equitable first-come, first serve access.
 - Patrons know that a computer will be available before they travel to the library.
 - The program verifies a patron's ID, and collects their agreement to our Computer, Internet, and Wireless policies.
 - Patrons can go straight to their reserved computer, eliminating the need to take up staff time for sign-ins.
 - Preserves patron confidentiality since names are not visible to others during the sign-in process.
 - Accurately tracks and provides reports on individual public computer use.
 - **LPT1 (Envisionware, Inc).** This program allows staff to approve and release print jobs. With LPT1 there have been fewer errors in printing, less paper is used 'by accident,' and patrons are more willing to pay the appropriate amount of fees.
- **PC Life Log** (maintenance log). Created by our staff and Taylor Computing, this log clearly shows the number of hours that are logged on our public PCs, justifying potential replacement dates.
- **RFID tags.** This state-sponsored program would have budget impacts now and into the future. The Director, staff, and Board reviewed the program, its impact, and its benefits. (Joining the program was deferred to a later date.)
- **Technology Upgrades & Additions:**
 - Two research projects:
 - External Electronic Sign: Cost, types of signs, feasibility. We need to plan and make long-term decisions about the technologies we buy so that we are able to make the best buying decisions possible, and still sustain those costs over time as a part of our annual budget.
 - Internal Electronics for communications, programs, and signage: Cost, options. We are applying for a Bridges technology grant. This grant would help defray the cost of

internal electronics. If we do not win the grant, the information from this project will help us plan for fund-raising activities.

Strategic Goal #5: We will expand our collaboration with groups outside the Library.

❖ Progress as of March 2021:

- Community Foundation / Friends of the Butler Library
 - Collaborated with the Friends and the Community Foundation to create crafts bags for distribution (in lieu of in-person special events such as an Easter Egg Hunt. While not ideal, this allowed us to continue reaching out to our patrons even during periods when the public was discouraged from gathering, due to health and safety concerns.
- School Communications outreach
 - With the number of students who attend school “virtually” on the increase in 2020-2021, the Butler Public Library has an opportunity to ensure that school personnel and parents are aware of all the resources the Library has to offer. These resources include books, computers, search services, packages of information on specific topics. Our Library staff has already done work to create bundles of resources, and other avenues for helping students.

This project seeks to make those resources and services more visible to those who need it.

We have established or reinforced contact with the Hamilton District, Immanuel Lutheran, and St. Agnes, plus the Menomonee Falls district. Note: This work was previously on the shoulders on the Library staff alone. This project added volunteers to help create more opportunities to work together with the schools.

Library Building Maintenance Agreement – Explanation.

The attached document is the formal agreement executed in 2008 between the Village and the Library. It is included in this month's package for your information and reading pleasure. This is not up for revision (it would be costly to do so), but it is worth us knowing what the provisions are!

The library and all its contents are covered under the Village's insurance policy. We have \$1.1 M coverage on the building structure, \$660,000 on the contents. That includes the collection, our computers, furniture, etc.

As for major maintenance on our building (11 plus years now), Jodi and DPW have agreed to work up a maintenance schedule. A regular 'walk through' of the facility will help DPW understand where we will need maintenance work in the future. That in turn will help the Village schedule and budget for those activities. For example, on an annual walk through, DPW may notice that the water heater is nearly the end of its natural life. They in turn can schedule the cost of replacement – in advance. The goal is to have no surprises when it comes to building maintenance. As much as possible.

Other maintenance issues will be handled as they are now. Emergency maintenance items – water dripping through from an ice dam, broken fixtures, etc., are reported immediately to DPW. Minor maintenance issues are also reported and attended to as DPW can schedule them.

LICENSE AGREEMENT

**By and Between
The Village of Butler
and
The Village of Butler Library Board**

This License Agreement is entered into this 1 day of December, 2008, by and between the Village of Butler, a Wisconsin municipal corporation (the "Licensor"), and the Village of Butler Library Board, a library board created pursuant to §§ 43.54 and 43.58, Wis. Stats. (the "Licensee").

WHEREAS, Licensor previously purchased the land and improvements located at 12808 West Hampton Avenue (TKP # BV 01430660) (the "Property") for purposes of facilitating the development of a municipal building on the Property which will serve, in part, to house the Village library (the "Building"); and

WHEREAS, in addition to its purchase of the Property, Licensor has made monetary contributions towards construction of the Building; and

WHEREAS, Licensor conditionally conveyed ownership of the Property to Friends of the Butler Library, Inc. which is coordinating and undertaking construction of the Building, subject to a reversionary interest; and

WHEREAS, following construction of the Building, fee ownership of the Property will be conveyed back to Licensor; and

WHEREAS, it is the intent of the parties that only certain portions of the building, as described herein, will be designated and used for library purposes; and

NOW THEREFORE, for valuable consideration and intending to be bound, the parties agree as follows:

1. **Purpose of License.** The purpose of this License Agreement is to identify those portions

of the Building which will be designated for library purposes, reserving to Licensor all remaining portions of the Building for other purposes. This License also sets forth the parties respective rights and obligations with respect to maintenance of the Building and Library Facilities, utility payments, use of the parking lot, grounds maintenance, and signage.

2. **License to Use.** For purposes of applying § 43.58, Wis. Stats., that part of the Building identified as "Library Facilities" on Exhibit A, attached hereto and incorporated herein, shall be the only portion of the Building considered acquired or designated for library purposes. All remaining portions of the Building are expressly reserved to Licensor for other purposes. Licensor agrees that Licensee may exercise exclusive charge, control, and custody of said Library Facilities, together with non-exclusive use of the common entranceway, restrooms, and conference room by Licensee, its employees, invitees, visitors, and vendors. This License shall be subject to Licensor's reserved right to reconfigure the space allotted to Licensee in the future for library purposes.

3. **Restrictions on Use.** The Library Facilities shall be used for library purposes only. Licensee agrees the portions of the Building not designated as Library Facilities are to remain in the exclusive charge, control, and custody of the Licensor, with the exception of the common entranceway and restrooms to which each party shall hold a non-exclusive right of use and occupancy.

4. **Repairs and Maintenance.**

(a) Licensee's Responsibilities: Licensee shall maintain the interior Building, including all rooms, bathrooms, and appliances in a clean and sanitary condition. Licensee shall use reasonable diligence in the care and minor (i.e. trash receptacles, light bulbs except ceiling lighting, floors and carpet) maintenance of the Building, prompt removal of trash from the building, elimination of any condition dangerous to health and safety caused by Licensee or Licensee's guests, and repair of any damages

resulting from Licensee's failure to promptly notify Licensor of needed repairs.

(b) Licensor's Responsibilities: Licensor shall be responsible for landscaping, mowing of grass, and snow removal from the Property. Licensor shall also be responsible for major repair and major maintenance items, as defined below, and for maintaining the roof, furnace, and structural portions of the Building.

(c) Repairs: Licensee is responsible for all routine repairs under \$50 and normal maintenance of the Building. Except for major repairs and major maintenance which are required, the Licensee shall maintain the Property, including the heating, sewer, plumbing and electrical systems, appliances, exterior and grounds, in reasonable repair and normal working order (including, but not limited to: shoveling a 4-foot area around the doorway in the event of snow, sweeping around the stones, cleaning the glass on the exterior doors). Licensee shall cause such repairs to be made only by qualified repairmen, technicians, or professionals. Licensee shall not repair or attempt to repair any major item by itself.

Major repairs and major maintenance items are those repairs and maintenance items costing more than \$50, which shall be the responsibility of the Licensor. Notwithstanding the foregoing, Licensor is NOT obligated to repair any condition caused by Licensee, or lawful occupant, or guest of Licensee unless the condition was caused by normal wear and tear. Licensor may temporarily interrupt utilities and use of any fixture or appliance in order to complete repairs, construction, or remedy an emergency. Licensor shall act with due diligence in completing any repair but shall not be obligated to make repairs on a day other than a business day except in the case of emergency. For the purposes of this License "emergency" means a problem that materially affects the health or safety of an ordinary Licensee and is not a condition that merely causes inconvenience or discomfort.

5. **Utilities.** Licensee shall pay, when due, all charges for water, sewer, gas, electricity, telephone and other services and utilities for the Building during the term of this License unless otherwise expressly agreed in writing by Licensor. Licensee acknowledges that said charges may include charges associated with use of the Building by persons or entities unrelated to Licensee. For as long as the Butler Chamber of Commerce is a tenant in the Building, Licensor agrees to provide Licensee with a monthly credit of \$80.00 attributable to utility services.

6. **Parking.** Licensee shall have a non-exclusive right to use and occupy the parking lot adjacent to the Building. There shall be no parking stalls specifically reserved for Licensee's use.

7. **Signage.** It is Licensor's intent to arrange for the installation of an exterior message board sign. If installed, Licensee may use the message board sign, subject to the Butler Chamber of Commerce's right of first refusal and any other applicable rules or regulations. The Butler Chamber of Commerce shall retain the right to utilize and display community event messages on said message board for 21 weeks (measured as seven consecutive days) during each calendar year for the purpose of promoting community events without charge. The Licensee may use the sign for library events, as needed, subject to the Butler Chamber of Commerce's rights.

8. **Consideration.** There shall be the payment of One Dollar (\$1.00) and other valuable consideration, including full compliance with the terms of this Agreement by Licensee. Receipt and sufficiency of same is hereby acknowledged. Licensee pays this consideration in acknowledgment that the enjoyment of this License is under this Agreement, and not otherwise.

9. **License Term.** This License Agreement shall exist for an indefinite term.

10. **Transfer of License.** The License granted herein may not be transferred without prior written approval of both Licensor and Licensee.

11. **Enforcement.** This Agreement constitutes the entire understanding as to the license granted hereunder. This Agreement shall not be modified except in writing, signed by Licensee and Licenser.

12. **Recording.** Upon execution, this Agreement may be recorded with the Register of Deeds, Waukesha County, Wisconsin.

In witness whereof, the parties have executed this Agreement on this 1 day of December, 2008.

LICENSOR:
Village of Butler
12621 W. Hampton Ave
Butler, WI 53007

[VILLAGE SEAL]

By: _____
Richard A. Ensslin, Village President

ATTEST:

Timothy Rhode, Village Clerk/Administrator

LICENSEE:
Village of Butler Library Board
12621 W. Hampton Ave.
Butler, WI 53007

By: _____
Marion Tiffany, Chair, Village Library Board

Subscribed and sworn to before me
this ____ day of _____, ____.

Notary Public, State of Wisconsin.
My Commission: _____.

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Minutes of Butler Public Library Board Meeting
February 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,
Georgeane Szczygieski

2. Persons desiring to be heard:

None

3. Communications:

- 3.1 Electronic Sign Research update: Meeting 1pm Feb.18th at the library
- 3.2 Reserve Fund Policy update: in process of being revised, will share a draft of policy at March meeting

4. Trustee Education:

4.1 Strategic Plan Update Process : Charlene will hold individual phone conversations with board members,staff and the director to get input, thoughts and changes. An update will be proposed.

5. Consent Agenda:

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

6.New Business :

- 6.1 Motion by Bates to approve WI DPI Annual Report ,second by Szczygieski, motion carried unanimously
- 6.2 Preview of 2021 Bridges Grant application by director and Bates
- 6.3 Will need a new board member and a new secretary in May

7. Old Business:

7.1 n/a

8.Schedule next meeting: March 9 , 2021 6pm

9.Adjournment : Motion to adjourn by Jablonski, second by R.Benjamin, motion carried unanimously
6:33 pm

Submitted by: Teri Stegemeyer

February Fund Account #	2021 Library Budget 800 Fund	2021	2021 YTD	Current	2021	% Spent
		Budget	Money Spent	Month (February 2021)	Remaining Balance	
800-55100-50110	Library Salaries & Benefits	\$63,782.00	\$6,759.16	\$4,263.46	\$59,518.54	10.60%
800-55100-50120	FICA/Medicare	\$4,879.00	\$532.30	\$335.64	\$4,543.36	10.91%
800-55100-50123	Retirement Contribution	\$1,709.00	\$198.76	\$123.93	\$1,585.07	11.63%
800-55100-50124	Group Life Insurance Premium	\$61.00	\$10.75	\$9.36	\$51.64	17.62%
800-55100	Library Salaries & Benefits	\$70,431.00	\$7,500.97	\$4,732.39	\$62,930.03	10.65%
800-55200-50126	Travel/Training/Meetings	\$300.00	\$50.00	\$50.00	\$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	\$588.39	\$588.39	\$6,711.61	8.06%
800-55200-50135	Telephone/Internet	\$1,500.00	\$21.60	\$21.60	\$1,478.40	1.44%
800-55200-50136	Office Supplies	\$979.00	\$116.69	\$116.69	\$862.31	11.92%
800-55200-50137	Postage	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
800-55200	Library Administration	\$10,232.00	\$776.68	\$776.68	\$9,455.32	7.59%
800-55300-50162	Contracted Services	\$7,700.00	\$1,045.50	\$469.84	\$6,654.50	13.58%
800-55300-50163	Technology Maintenance	\$3,050.00	\$313.50	\$244.20	\$2,736.50	10.28%
800-55300-50164	Computer Equipment/Maintenance	\$100.00	\$10.99	\$10.99	\$89.01	10.99%
800-55300-50165	Copier Maintenance	\$650.00	\$50.00	\$50.00	\$600.00	7.69%
800-55300-50166	Material Processing/Repair	\$900.00	\$248.84	\$38.26	\$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	\$1,668.83	\$813.29	\$10,831.17	13.35%
800-55400-50168	E-Book Contribution	\$653.00	\$399.00	\$399.00	\$254.00	61.10%
800-55400-50169	Shared Databases/Licenses	\$702.00	\$302.00	\$302.00	\$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	\$36.00	\$36.00	\$214.00	14.40%
800-55400-50179	CAFÉ Member Charge	\$3,986.00	\$3,986.00	\$3,986.00	\$0.00	100.00%
800-55400	Library Programs & Services	\$5,591.00	\$4,723.00	\$4,723.00	\$868.00	84.48%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$267.02	\$267.02	\$832.98	24.27%
800-55500-50173	Adult Collection	\$4,600.00	\$326.18	\$254.13	\$4,273.82	7.09%
800-55500-50174	Youth Collection	\$4,500.00	\$385.58	\$380.21	\$4,114.42	8.57%
800-55500	Library Collection	\$10,200.00	\$978.78	\$901.36	\$9,221.22	9.60%
	Contingency	\$1,000.00				0.00%
Fund 800 Library Totals		\$109,954.00	\$15,648.26	\$11,946.72	\$94,305.74	14.23%
Library Income	Budget	YTD Deposited	Mo. Deposited	Balance Needed		
	\$15,389.00	\$1,804.74	\$1,479.24	\$13,584.26		
		11.73%		88.27%		

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 02/28/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 02/28/21	ACTIVITY FOR MONTH ENDED 02/28/2021	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE					
02/10/2021	CR OTHER/KEEP THE CHANGE/DONATION		27091	1.60 Receipt #: 44600		
02/19/2021	CR OTHER/KEEP THE CHANGE/DONATION		27183	1.00 Receipt #: 44655		
40320	MISC REVENUE	625.00	10.20	2.60	614.80	1.63
41100	PROPERTY TAXES					
48910	LIBRARY FEES	94,565.00	0.00	0.00	94,565.00	0.00
02/03/2021	CR PRINTING/COPIES		27046	27.60 Receipt #: 44523		
02/10/2021	CR PRINTING/COPIES		27091	21.75 Receipt #: 44600		
02/10/2021	CR BOOK SALES		27091	1.50 Receipt #: 44600		
02/10/2021	CR REPLACEMENT LIBRARY CARDS		27091	1.00 Receipt #: 44600		
02/19/2021	CR PRINTING/COPIES		27183	87.75 Receipt #: 44655		
02/19/2021	CR BOOK SALES		27183	2.25 Receipt #: 44655		
02/26/2021	CR PRINTING/COPIES		27225	41.00 Receipt #: 44709		
48910	LIBRARY FEES	3,265.00	425.20	182.85	2,839.80	13.02
48911	NON LAPSING REVENUE	0.00	0.00	0.00	0.00	100.00
48920	LIBRARY FINES					
02/03/2021	CR FINES/REPLACEMENT COSTS		27046	9.95 Receipt #: 44523		
02/10/2021	CR FINES/REPLACEMENT COSTS		27090	43.65 Receipt #: 44599		
02/10/2021	CR FINES/REPLACEMENT COSTS		27091	12.60 Receipt #: 44600		
02/19/2021	CR FINES/REPLACEMENT COSTS		27183	27.95 Receipt #: 44655		
02/26/2021	CR FINES/REPLACEMENT COSTS		27225	25.90 Receipt #: 44709		
48920	LIBRARY FINES	2,200.00	195.60	120.05	2,004.40	8.89
49000	INTERGOVERNMENTAL REVENUE					
02/19/2021	CR INTERGOVERNMENTAL REVENUE		27184	1,173.74 Receipt #: 44656		
49000	INTERGOVERNMENTAL REVENUE	9,299.00	1,173.74	1,173.74	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	1,804.74	1,479.24	108,149.26	1.64
Total Revenues						
		109,954.00	1,804.74	1,479.24	108,149.26	1.64
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
02/05/2021	PR SUMMARY PR 02/05/2021		26983	2,098.64 78		
02/19/2021	PR SUMMARY PR 02/19/2021		27159	2,164.82 79		

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER
Balances as of 02/28/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 02/28/21	ACTIVITY FOR MONTH ENDED 02/28/2021	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
50120	FICA/MEDICARE	63,782.00	6,759.16 ✓	4,263.46 ✓	57,022.84 ✓	10.60
02/05/2021	PR SUMMARY PR 02/05/2021		26983	164.91 78		
02/19/2021	PR SUMMARY PR 02/19/2021		27159	170.73 79		
50120	FICA/MEDICARE	4,879.00	532.30 ✓	335.64 ✓	4,346.70 ✓	10.91
50123	RETIREMENT CONTRIBUTION					
02/05/2021	PR SUMMARY PR 02/05/2021		26983	57.20 78		
02/19/2021	PR SUMMARY PR 02/19/2021		27159	66.73 79		
50123	RETIREMENT CONTRIBUTION	1,709.00	198.76 ✓	123.93 ✓	1,510.24 ✓	11.63
50124	GROUP LIFE INS PREMIUM					
02/05/2021	PR SUMMARY PR 02/05/2021		26983	9.36 78		
50124	GROUP LIFE INS PREMIUM	61.00	10.75 ✓	9.36 ✓	50.25 ✓	17.62
Total - Dept 55100		70,431.00	7,500.97 ✓	4,732.39 ✓	62,930.03 ✓	10.65
Department 55200: LIBRARY ADMINISTRATION						
50126	TRAVEL/TRAINING/ MEETINGS					
02/05/2021	AP PUBLIC LIBRARY CERT		27014	50.00 Inv #: '01262021' Vendor '1886'		
50126	TRAVEL/TRAINING/ MEETINGS	300.00	50.00 ✓	50.00 ✓	250.00 ✓	16.67
50127	MEMBERSHIP/PROFESSIONAL DUE	103.00	0.00	0.00	103.00 ✓	0.00
50134	UTILITIES					
02/26/2021	AP UTILITY FOR JAN 2021		27244	588.39 Inv #: '3584430377' Vendor '189'		
50134	UTILITIES	7,300.00	588.39 ✓	588.39 ✓	6,711.61 ✓	8.06
50135	TELEPHONE/INTERNET					
02/05/2021	AP PHONE FOR JAN 2021		27022	21.60 Inv #: '2627832525012021' Vendor '1648'		
50135	TELEPHONE/INTERNET	1,500.00	21.60 ✓	21.60 ✓	1,478.40 ✓	1.44
50136	OFFICE SUPPLIES					
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021		27015	88.92 Inv #: '7490-01252021' Vendor '1668'		
02/12/2021	AP LIBRARY EXPENSES FOR J. KESSEL SZPZAR		27146	27.77 Inv #: '02092021' Vendor '1912'		
50136	OFFICE SUPPLIES	979.00	116.69	116.69 ✓	862.31 ✓	11.92
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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 02/28/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 02/28/21	ACTIVITY FOR MONTH ENDED 02/28/2021	Available Balance	% Used
Expenditures						
Department 55200: LIBRARY ADMINISTRATION						
Total - Dept 55200		10,232.00	776.68	776.68	9,455.32	7.59
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162 LIBRARY CONTRACTED SERVICES						
02/03/2021	AP JANITORIAL SERVICE FOR FEB 2021		27011	305.00 Inv #: '114789' Vendor '1099'		
02/05/2021	AP WINDOW WASHING		27009	88.00 Inv #: '1864-105077' Vendor '1604'		
02/05/2021	AP INSECT AND RODENT SERVICE LIBRARY		27010	40.00 Inv #: '4081529' Vendor '1845'		
02/26/2021	AP FLOOR MATS LIBRARY		27245	36.84 Inv #: '2760246' Vendor '36'		
50162	LIBRARY CONTRACTED SERVICES	7,700.00	1,045.50	469.84	6,654.50	13.58
50163 LIBRARY TECHNOLOGY SUPPLIES						
02/26/2021	AP ANNUAL SERVICE FOR MANAGED ANTIVIRUS 02		27261	244.20 Inv #: '21462' Vendor '636'		
50163	LIBRARY TECHNOLOGY SUPPLIES	3,050.00	313.50	244.20	2,736.50	10.28
50164	COMPUTER/EQUIP MAINT					
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021	100.00	27015	10.99 Inv #: '7490-01252021' Vendor '1668'	89.01	10.99
50164	COMPUTER/EQUIP MAINT		10.99	10.99		
50165 LIBRARY COPIER MAINTENANCE						
02/12/2021	AP COPIER SERVICE FOR 2020		27145	50.00 Inv #: '014790' Vendor '1795'		
50165	LIBRARY COPIER MAINTENANCE	650.00	50.00	50.00	600.00	7.69
50166 LIBRARY MATERIAL PROCESS/REPAI						
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021		27015	38.26 Inv #: '7490-01252021' Vendor '1668'	651.16	27.65
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	248.84	38.26		
50167	LIBRARY HOUSEKEEPING SUPPLIE	100.00	0.00	0.00	100.00	0.00
Total - Dept 55300		12,500.00	1,668.83	813.29	10,831.17	13.35
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168 LIBRARY E-BOOK CONTRIBUTION						
02/12/2021	AP 2021 FLIPSTER SHARED SUBSCRIPTION		27137	135.00 Inv #: '2021-13010039' Vendor '152'		
02/12/2021	AP 2021 ADVANTAGE PROGRAM SHARE		27138	264.00 Inv #: '2021-13010063' Vendor '152'		
50168	LIBRARY E-BOOK CONTRIBUTION	653.00	399.00	399.00	254.00	61.10
50169 LIBRARY SHARED DATABASES						
02/05/2021	AP 2021 DATABASE SHARE		27013	94.00 Inv #: '2021-13010111' Vendor '152'		
02/12/2021	AP 2021 GALE COURSES SHARED SUBSCRIPTION		27136	208.00 Inv #: '2021-13010087' Vendor '152'		
50169	LIBRARY SHARED DATABASES	702.00	302.00	302.00	400.00	43.02
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 02/28/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 02/28/21	ACTIVITY FOR MONTH ENDED 02/28/2021	Inv #:	Available Balance	% Used
Expenditures							
Department 55400: LIBRARY PROGRAMS & SERVICES							
50172	LIBRARY PATRON PROGRAMS						
02/26/2021	AP 2021/22 MOVIE LICENSE SUBSCRIPTION		27260 ✓	36.00	Inv #: '2021-13010159' Vendor '152'	214.00 ✓	14.40
50172	LIBRARY PATRON PROGRAMS	250.00	36.00 ✓				
50179	CAFE MEMBER CHARGES						
02/12/2021	AP 2021 CAFE CHARGES		27139 ✓	3,986.00	Inv #: '2021-13010003' Vendor '152'	0.00 ✓	100.00
50179	CAFE MEMBER CHARGES	3,986.00	3,986.00 ✓				
Total - Dept 55400		5,591.00	4,723.00 ✓	4,723.00		868.00 ✓	84.48
Department 55500: LIBRARY COLLECTION							
50171	LIBRARY MAGAZINES/NEWSPAPERS						
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021		27015 ✓	267.02	Inv #: '7490-01252021' Vendor '1668'	832.98 ✓	24.27
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	267.02 ✓				
50173	LIBRARY ADULT BOOKS						
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021		27015 ✓	224.15	Inv #: '7490-01252021' Vendor '1668'	4,273.82 ✓	7.09
02/26/2021	AP ADULT AND CHILDREN'S BOOKS		27246 ✓	29.98	Inv #: '2035764745' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	4,600.00	326.18 ✓	254.13			
50174	LIBRARY JUVENILE BOOKS						
02/05/2021	AP CHILDREN'S BOOKS		27012 ✓	24.92	Inv #: '2035733826' Vendor '1384'	4,114.42 ✓	8.57
02/05/2021	AP LIBRARY EXPENSES THRU 01/25/2021		27015 ✓	240.21	Inv #: '7490-01252021' Vendor '1668'		
02/12/2021	AP CHILDREN'S BOOKS		27148 ✓	102.37	Inv #: '2035743671' Vendor '1384'		
02/26/2021	AP ADULT AND CHILDREN'S BOOKS		27246 ✓	12.71	Inv #: '2035764745' Vendor '1384'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	385.58 ✓	380.21			
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00		0.00	100.00
Total - Dept 55500		10,200.00	978.78 ✓	901.36		9,221.22 ✓	9.60
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	15,648.26 ✓	11,946.72 ✓		94,305.74 ✓	14.23
NET OF REVENUES AND EXPENDITURES		0.00	(13,843.52)	(10,467.48)		13,843.52	

March 9, 2021

Director's Report

To better track and match the numbers required for the Annual Report, I added a page to the Circulation and Use Report titled Circ for Annual Report. This gives details on our circulation to TNRs (True Non Residents). TNRs are where we generate income from counties for serving patrons who do not have a library in their municipality. We can review it at the meeting if anyone would like.

Strong Libraries=Strong Communities videos - Legislative Day is held in February, and is a day when Library staff and supporters from across the state visit our Legislatures in Madison to share the impact and importance of Libraries on communities and residents across the state. In response to this year being virtual, three videos were produced with patrons and libraries from across the state. Butler patron, Robert, agreed to go on camera and share his love of Butler and libraries. Butler patron, Karl, agreed to be filmed while picking up his items curbside. Here is the link to the three videos. I recommend watching them in this order.

The three "Strong Libraries=Strong Communities, Patron Stories" videos are:

1. 1. Access, Workforce Development and Technology
2. 2. Lifelong Learning and Literacy = Robert ~ 2:58 into it
3. 3. The Pillar of a Community Through a Pandemic = Robert ~ 3:05, also I am briefly shown handing our patron Karl his curbside pickup.

https://www.youtube.com/channel/UCx_A_P2d9rW4Du-82YsI5cA

Fort Atkinson and Butler are the only two Bridges libraries featured. These videos do a great job of showing the importance of libraries.

Staff – status quo

Amazon Wish List – I will be reporting monthly on the number of items purchased off of our list. We are currently at 1.

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

Business discussed –

- Meeting Room and Spaces Policies
- Banning patrons (not following policies)
- Vaccine Rollout
- Overdrive Magazines – 3,200 magazine titles have been added to Overdrive, in addition to Flipster
- Cypress Resume has been renewed
- Karol Kennedy pointed out errors in prepopulated electronic use numbers for Annual Report. Since ours has already been approved and locked, Karol will need to amend in March.

- Mellanie Mercier reminded of March 15th deadline for competitive grants
- Angela Meyers reported all 8 Jefferson County libraries have signed on to participate in Memory Café. Brings 13 of our 24 libraries participating in Memory Café.
- Jill Fuller reported filming is complete for Library Lovers Month for Wake Up Wisconsin on WKOW in Madison AND Fox 6 WakeUp in Milwaukee. The segment on WKOW, Channel 27 in the Madison market will air around 5:50 A.M. on Monday, Feb. 15. The segment on ***Fox6 in Milwaukee will air around 8:25 A.M. on Wednesday, Feb. 17.***
- Fort Atkinson is opening doors (curbside since September) and going fine free on Monday February 15th.
- Karol Kennedy reported 15 libraries have RFID at the end of 2020, 3 are considering for 2021. State would like all libraries to eventually have RFID for developing statewide delivery.

Café Council – held via zoom following APL meeting February 12th

- Discussed increasing hold and checkout limits. Decide at Café Council meeting to be held after March APL Meeting.
- Cancellation of “Holds that Shipped” status – will be able to cancel once shipped, will be turned on Monday February 15th.
- Discussed the Café app by Capira to be released soon
- Discussed online patron registration renewals

Next Meeting Friday, March 12, 2021 via zoom

Bridges Libraries – all Bridges Libraries are open in some capacity; most are not at regular hours yet.

Building – status quo

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

- Dolly Parton’s Imagination Library – Carol to look further into this program for the children of Butler
- Book Club Kits – Directive given to look into detailed cost of each kit, including canvas bags
- MLK Day Dr. Damon Tweedy – approved up to \$200 for virtual event. Waukesha will send invoice.
- Mother’s Day Craft - Approved Melissa moving forward with a Take Home DIY craft
- Father’s Day Craft – Carol will put together a craft for Father’s Day
- Easter Bags – discussed what to include in the bags to hand out to children beginning March 22nd. Carol, Pat and Linda will work on the bags. Melissa will put together raffle prizes, approved for \$50.
- Summer Ready Program – Melissa will create a StoryWalk® using the book *Kite Flying*. Approved to purchase a kite as a raffle prize for those finishing the walk.
- Approved the purchase of one book to give away at the end of each StoryWalk®.
- Carol created a flyer to introduce a Junior Membership of the Friends of the Butler Library. Flyers will be distributed at the library, info on facebook, website and paper Caboose.
- **Next Meeting Monday March 8th at 6:00pm via zoom.**

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

- **How Much Have You Saved by Using the Library?”** – Winners were – Adult - Karl \$8,305.72 and Child – Evan \$3,845.88. Everyone had fun!
- **An Evening with Michael Perry** – Virtually Wednesday, March 10th 7-8pm. Email at hplwirefdesk@gmail.com to register and receive the Zoom link.
- **How to Draw Cartoons with Paul Merklein** – Virtually Thursday April 8th 6:30pm. Email Andy at akrstensen@butler.lib.wi.us to register and receive a Zoom link.

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

[illegible]

YTD February 2019-2020					YTD February 2020-2021	
Jan-Feb 2019 Grand Total w/o inhouse & ILL	5,053				Jan-Feb 2020 Grand Total w/o inhouse & ILL	5,715
Jan-Feb 2020 Grand Total w/o inhouse & ILL	5,715				Jan-Feb 2021 Grand Total w/o inhouse & ILL	5,647
difference	662				difference	-68
% difference	13.10%				% difference	-1.19%
2019 Grand total w/o ILL & inhouse	34,314					
2020 Grand total w/o ILL & inhouse	26,555				2021	5,647
difference	-7,759				2020	26,555
% difference	-22.61%				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

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)													
Storytime - start again in summer when it can be outdoors	0	0	0	0	0	0	0	0	0	0	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)													
Cartoonist Paul Merklein (4-8)													
Blood Drive (8-2) (11-1)													
Adult (all ages) Totals	26	42											68
Monthly Programming Totals	26	42											68

2019 840
2020 567

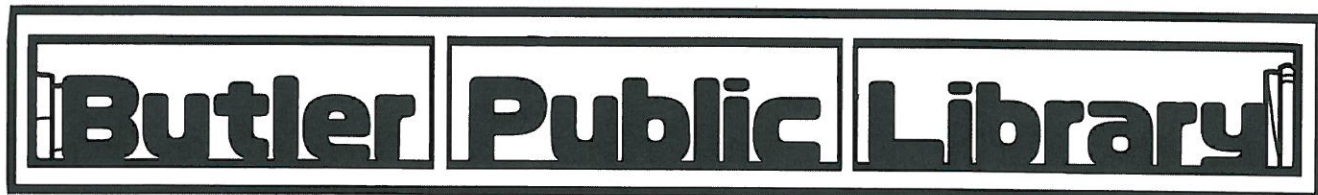
2019 568
2020 237
2019 1408
2020 804

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

	2021	2020	2019	2018	2017
Circ to TNR in Waukesha County	28	264	601	467	851
TNR in Adjacent Counties	29	146	540	249	162
	57	410	1,141	716	1013
Monthly Average of TNR	28.5	34.17	95.08	59.67	84.42



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