

## PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, September 14 at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82610334385?pwd=K1NGKzUyZ0VjNFBRalExSFJnaml1QT09>

Meeting ID: 826 1033 4385 Passcode: qBN2rvpe Dial In: +1 312 626 6799 US

**PLEASE TAKE NOTICE** that the Library Board will meet on the 14<sup>th</sup> day of September, 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. Budget Update - 2022
  - 3.2. Current Financial Report
  - 3.3. Community Input Gathering 2022
  - 3.4. Trustee Appreciation Event October 6th
4. Trustee Education
  - 4.1. Circulation and Use Report – Revealed.
  - 4.2. Trustee Training Week Session #1 – what was “news” to you?
  - 4.3. Applying Strategic Goals
5. Consent Agenda

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

  - 5.1. Consideration of minutes: August 10, 2021
  - 5.2. Report of the Director
  - 5.3. Circulation and Use Report
6. New Business
  - 6.1. Discussion and Possible Action on Materials Selection / Collection Development policy (Goal #3)
  - 6.2. Discussion and Possible Action on Circulation policy (Goal #3)
7. Old Business
  - 7.1. Review and possible action on the Staff Position Wages (Goal #2)

### **2021-2023 Strategic Goals: <Resource><Staff><Community><Planning>**

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.

- 7.2. Review and possible action on next steps for Electronic Sign (Goal #1)
8. Schedule next meeting: October 12, 2021
9. Adjournment

Dated: September 7, 2021  
Jodi Kessel Szpizar  
Director

Charlene M Benjamin  
President

#### **2021-2023 Strategic Goals: <Resource><Staff><Community><Planning>**

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### List of Documents -- September 2021

Item	Relevant Document(s)
	Agenda 2021-September-14-FINAL
	September List of Documents
3.2	Current Financial Report ( 6 pgs.)
4.3	Strategic-SMART-Action ppt; and BPL Strat Plan Poster (2 pgs.)
5.1	August 10th, 2021 Meeting Minutes (3 pgs.)
5.2	Director's Report (3 pgs.)
5.3	Circulation and Use Report (4 pgs.)
6.1	Policy Review Process (1 pg.)
6.1	Materials Collection Development Policy (8 pgs.)  This policy has been rewritten from the one you have in the policy manuals from your orientation packet. If you would like a copy of the current policy let me know and I'll be happy to send it to you.
6.2	Circulation policy (4 pgs.)  This is an update with some number changes to holds, and checkouts as well as a reduction on number of days for late notices being sent. I have also included the Wisconsin State Statue title in the Confidentiality section. It talked about it but didn't name it. <b>All of these changes are in red.</b>
7.1	Staff Position Wages for New Hires (1 pg.)
7.2	Electronic Sign To Do list (2 pgs.)



August 2021 Fund Account #	2021 Library Budget 800 Fund	2021 Budget	2021 YTD Money Spent	Current Month (Aug. 2021)	2021 Remaining Balance	% Spent
800-55100-50110	Library Salaries & Benefits	\$63,782.00	\$37,054.55	\$4,973.41	\$26,727.45	58.10%
800-55100-50120	FICA/Medicare	\$4,879.00	\$2,915.20	\$392.00	\$1,963.80	59.75%
800-55100-50123	Retirement Contribution	\$1,709.00	\$1,052.46	\$150.89	\$656.54	61.58%
800-55100-50124	Group Life Insurance Premium	\$61.00	\$68.08	\$9.75	-\$7.08	111.61%
<b>800-55100</b>	<b>Library Salaries &amp; Benefits</b>	<b>\$70,431.00</b>	<b>\$41,090.29</b>	<b>\$5,526.05</b>	<b>\$29,340.71</b>	58.34%
800-55200-50126	Travel/Training/Meetings	\$300.00	\$74.64	\$12.32	\$225.36	24.88%
800-55200-50127	Membership Dues	\$103.00	\$72.00	\$0.00	\$31.00	69.90%
800-55200-50134	Utilities	\$7,300.00	\$3,608.73	\$422.22	\$3,691.27	49.43%
800-55200-50135	Telephone/Internet	\$1,500.00	\$705.22	\$13.18	\$794.78	47.01%
800-55200-50136	Office Supplies	\$979.00	\$1,581.74	\$54.44	-\$602.74	161.57%
800-55200-50137	Postage	\$50.00	\$30.21	\$4.01	\$19.79	60.42%
<b>800-55200</b>	<b>Library Administration</b>	<b>\$10,232.00</b>	<b>\$6,072.54</b>	<b>\$506.17</b>	<b>\$4,159.46</b>	59.35%
800-55300-50162	Contracted Services	\$7,700.00	\$5,090.62	\$123.68	\$2,609.38	66.11%
800-55300-50163	Technology Maintenance	\$3,050.00	\$1,001.00	\$125.00	\$2,049.00	32.82%
800-55300-50164	Computer Equipment/Maintenance	\$100.00	\$2,212.89	\$428.96	-\$2,112.89	2212.89%
800-55300-50165	Copier Maintenance	\$650.00	\$392.50	\$50.00	\$257.50	60.38%
800-55300-50166	Material Processing/Repair	\$900.00	\$947.17	\$380.80	-\$47.17	105.24%
800-55300-50167	Housekeeping Supplies	\$100.00	\$43.33	\$0.00	\$56.67	43.33%
<b>800-55300</b>	<b>Library Equipment/Maintenance</b>	<b>\$12,500.00</b>	<b>\$9,687.51</b>	<b>\$1,108.44</b>	<b>\$2,812.49</b>	77.50%
800-55400-50168	E-Book Contribution	\$653.00	\$653.00	\$0.00	\$0.00	100.00%
800-55400-50169	Shared Databases/Licenses	\$702.00	\$518.00	\$0.00	\$184.00	73.79%
800-55400-50170	Special Event Programming	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
800-55400-50172	Patron Programs	\$250.00	\$318.53	\$135.95	-\$68.53	127.41%
800-55400-50179	CAFÉ Member Charge	\$3,986.00	\$3,986.00	\$0.00	\$0.00	100.00%
<b>800-55400</b>	<b>Library Programs &amp; Services</b>	<b>\$5,591.00</b>	<b>\$5,475.53</b>	<b>\$135.95</b>	<b>\$115.47</b>	97.93%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$607.22	\$12.57	\$492.78	55.20%
800-55500-50173	Adult Collection	\$4,600.00	\$3,257.73	\$569.47	\$1,342.27	70.82%
800-55500-50174	Youth Collection	\$4,500.00	\$2,932.60	\$109.06	\$1,567.40	65.17%
<b>800-55500</b>	<b>Library Collection</b>	<b>\$10,200.00</b>	<b>\$6,797.55</b>	<b>\$691.10</b>	<b>\$3,402.45</b>	66.64%
	Contingency	<b>\$1,000.00</b>			<b>\$1,000.00</b>	0.00%
<b>Fund 800 Library Totals</b>		<b>\$109,954.00</b>	<b>\$69,123.42</b>	<b>\$7,967.71</b>	<b>\$40,830.58</b>	62.87%
<b>Library Income</b>		<b>Budget</b>	<b>YTD Deposited</b>	<b>Mo. Deposited</b>	<b>Balance Needed</b>	
		\$19,580.14	\$11,604.02	\$3,293.24	\$7,976.12	
		(Includes Grant Money)	59.26%		40.74%	
		<b>Estimated Needed for year end</b>				
		\$17,050.00	\$11,604.02	\$3,293.24	\$5,445.98	
			68.06%		31.94%	



## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 08/31/2021

## Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 08/31/21	ACTIVITY FOR MONTH ENDED 08/31/2021	Available Balance	% Used
<b>Revenues</b>						
<b>Department 00000:</b>						
40320	MISC REVENUE					
08/06/2021	CR OTHER/KEEP THE CHANGE/DONATION		29299	10.36 Receipt #: 47388		
08/12/2021	CR OTHER/KEEP THE CHANGE/DONATION		29373	44.30 Receipt #: 47445		
08/16/2021	CR OTHER/KEEP THE CHANGE/DONATION		29374	6.82 Receipt #: 47459		
08/25/2021	CR OTHER/KEEP THE CHANGE/DONATION		29460	7.06 Receipt #: 47527		
08/27/2021	CR OTHER/KEEP THE CHANGE/DONATION		29518	2.00 Receipt #: 47538		
08/30/2021	CR OTHER/KEEP THE CHANGE/DONATION		29535	7.10 Receipt #: 47567		
40320	MISC REVENUE	625.00	1,217.69	77.64	(592.69)	194.83
41100	PROPERTY TAXES	94,565.00	0.00	0.00	94,565.00	0.00
48910	LIBRARY FEES					
08/06/2021	CR PRINTING/COPIES		29299	28.50 Receipt #: 47388		
08/06/2021	CR REPLACEMENT LIBRARY CARDS		29299	2.00 Receipt #: 47388		
08/06/2021	CR MILWAUKEE CARDS		29299	40.00 Receipt #: 47388		
08/12/2021	CR PRINTING/COPIES		29373	11.00 Receipt #: 47445		
08/12/2021	CR MILWAUKEE CARDS		29373	40.00 Receipt #: 47445		
08/12/2021	CR PRINTING/COPIES		29374	21.50 Receipt #: 47459		
08/16/2021	CR REPLACEMENT LIBRARY CARDS		29374	1.00 Receipt #: 47459		
08/16/2021	CR PRINTING/COPIES		29460	53.00 Receipt #: 47527		
08/25/2021	CR PRINTING/COPIES		29518	22.00 Receipt #: 47538		
08/27/2021	CR PRINTING/COPIES		29518	40.00 Receipt #: 47538		
08/27/2021	CR MILWAUKEE CARDS		29535	17.75 Receipt #: 47567		
08/30/2021	CR PRINTING/COPIES		29535	2.00 Receipt #: 47567		
48910	LIBRARY FEES	3,265.00	1,513.49	278.75	1,751.51	46.35
48911	NON LAPSING REVENUE	0.00	0.00	0.00	0.00	100.00
48920	LIBRARY FINES					
08/06/2021	CR FINES/REPLACEMENT COSTS		29299	8.60 Receipt #: 47388		
08/12/2021	CR FINES/REPLACEMENT COSTS		29372	3.00 Receipt #: 47444		
08/12/2021	CR FINES/REPLACEMENT COSTS		29373	29.00 Receipt #: 47445		
08/16/2021	CR FINES/REPLACEMENT COSTS		29374	61.65 Receipt #: 47459		
08/25/2021	CR FINES/REPLACEMENT COSTS		29460	13.45 Receipt #: 47527		
08/27/2021	CR FINES/REPLACEMENT COSTS		29518	14.80 Receipt #: 47538		
08/30/2021	CR FINES/REPLACEMENT COSTS		29535	7.20 Receipt #: 47567		
48920	LIBRARY FINES	2,200.00	977.50	137.70	1,222.50	44.43
49000	INTERGOVERNMENTAL REVENUE					
08/30/2021	CR INTERGOVERNMENTAL REVENUE		29534	2,799.15 Receipt #: 47559		
49000	INTERGOVERNMENTAL REVENUE	9,299.00	7,895.34	2,799.15	1,403.66	84.91
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00

Balances as of 08/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 08/31/21	ACTIVITY FOR MONTH ENDED 08/31/2021	Available Balance	% Used
Revenues						
Department 00000:						
Total - Dept 00000		109,954.00	11,604.02 ✓	3,293.24	98,349.98	10.55
Total Revenues		109,954.00	11,604.02 ✓	3,293.24 ✓	98,349.98	10.55
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110 SALARIES						
08/06/2021	PR SUMMARY PR 08/06/2021		29244	2,264.10 91 ✓		
08/20/2021	PR SUMMARY PR 08/20/2021		29391	2,709.31 92 ✓		
50110 SALARIES		63,782.00	37,054.55 ✓	4,973.41 ✓	26,727.45	58.10
50120 FICA/MEDICARE						
08/06/2021	PR SUMMARY PR 08/06/2021		29244	176.99 91 ✓		
08/20/2021	PR SUMMARY PR 08/20/2021		29391	215.01 92 ✓		
50120 FICA/MEDICARE		4,879.00	2,915.20 ✓	392.00 ✓	1,963.80	59.75
50123 RETIREMENT CONTRIBUTION						
08/06/2021	PR SUMMARY PR 08/06/2021		29244	49.64 91 ✓		
08/20/2021	PR SUMMARY PR 08/20/2021		29391	101.25 92 ✓		
50123 RETIREMENT CONTRIBUTION		1,709.00	1,052.46 ✓	150.89 ✓	656.54	61.58
50124 GROUP LIFE INS PREMIUM						
08/06/2021	PR SUMMARY PR 08/06/2021		29244	9.75 91 ✓		
50124 GROUP LIFE INS PREMIUM		61.00	68.08 ✓	9.75 ✓	(7.08)	111.61
Total - Dept 55100		70,431.00	41,090.29	5,526.05 ✓	29,340.71	58.34
Department 55200: LIBRARY ADMINISTRATION						
50126 TRAVEL/TRAINING/ MEETINGS						
08/13/2021	AP LIBRARY EXPENSES FOR J. KESSEL SZPZAR		29361	12.32 Inv #: '08092021' Vendor '1912' ✓		
50126 TRAVEL/TRAINING/ MEETINGS		300.00	74.64 ✓	12.32 ✓	225.36 ✓	24.88
50127 MEMBERSHIP/PROFESSIONAL DUE						
50134 UTILITIES						
08/13/2021	AP UTILITY FOR JUL 2021		72.00	0.00	31.00	69.90
50134 UTILITIES						
08/13/2021	AP UTILITY FOR JUL 2021		29348	422.22 Inv #: '3793799603' Vendor '189' ✓		
50134 UTILITIES		7,300.00	3,608.73 ✓	422.22 ✓	3,691.27	49.43
50135 TELEPHONE/INTERNET						
08/06/2021	AP PHONE FOR JUL 2021		29283	13.18 Inv #: '262783252072021' Vendor '1648' ✓		
50135 TELEPHONE/INTERNET		1,500.00	705.22 ✓	13.18 ✓	794.78	47.01

Balances as of 08/31/2021

## Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 08/31/21	ACTIVITY FOR MONTH ENDED 08/31/2021	Available Balance	% Used
<b>Expenditures</b>						
Department 55200: LIBRARY ADMINISTRATION						
50136	OFFICE SUPPLIES					
08/13/2021	AP LIBRARY EXPENSES FOR J. KESSEL SZPZAR		29361	14.50 Inv #: '08092021' Vendor '1912'		
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	39.94 Inv #: '7490-07232021' Vendor '1668'		
50136	OFFICE SUPPLIES	979.00	1,581.74	54.44	(602.74)	161.57
50137	POSTAGE					
08/13/2021	AP LIBRARY EXPENSES FOR J. KESSEL SZPZAR		29361	4.01 Inv #: '08092021' Vendor '1912'		
50137	POSTAGE	50.00	30.21	4.01	19.79	60.42
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200			6,072.54	506.17	4,159.46	59.35
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162	LIBRARY CONTRACTED SERVICES	10,232.00				
08/13/2021	AP FLOOR MATS FOR LIBRARY		29353	36.84 Inv #: '2809825' Vendor '36'		
08/27/2021	AP FLOOR MATS FOR LIBRARY		29511	36.84 Inv #: '2817195' Vendor '36'		
08/27/2021	AP INSECT AND RODENT SERVICE FOR LIBRARY		29490	50.00 Inv #: '4206108' Vendor '1845'		
50162	LIBRARY CONTRACTED SERVICES	7,700.00	5,090.62	123.68	2,609.38	66.11
50163	LIBRARY TECHNOLOGY SUPPLIES					
08/20/2021	AP SERVICES AND EQUIPMENT FOR JULY 2021		29431	125.00 Inv #: '22180' Vendor '636'		
50163	LIBRARY TECHNOLOGY SUPPLIES	3,050.00	1,001.00	125.00	2,049.00	32.82
50164	COMPUTER/EQUIP MAINT					
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	428.96 Inv #: '7490-07232021' Vendor '1668'		
50164	COMPUTER/EQUIP MAINT	100.00	2,212.89	428.96	(2,112.89)	2,212.89
50165	LIBRARY COPIER MAINTENANCE					
08/27/2021	AP COPIER SERVICE FOR JULY 2021		29512	50.00 Inv #: '019687' Vendor '1795'		
50165	LIBRARY COPIER MAINTENANCE	650.00	392.50	50.00	257.50	60.38
50166	LIBRARY MATERIAL PROCESS/REPAI					
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	111.90 Inv #: '7490-07232021' Vendor '1668'		
08/27/2021	AP BOOK REPAIR SUPPLIES		29510	268.90 Inv #: '6993359' Vendor '264'		
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	947.17	380.80	(47.17)	105.24
50167	LIBRARY HOUSEKEEPING SUPPLIE	100.00	43.33	0.00	56.67	43.33
Total - Dept 55300			9,687.51	1,108.44	2,812.49	77.50
Department 55400: LIBRARY PROGRAMS & SERVICES						
		12,500.00				



Balances as of 08/31/2021

Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 08/31/21	ACTIVITY FOR MONTH ENDED 08/31/2021	Available Balance	% Used
<b>Expenditures</b>						
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	518.00	0.00	184.00	73.79
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50172	LIBRARY PATRON PROGRAMS					
08/13/2021	AP LIBRARY EXPENSES FOR J. KESSEL SZPZAR		29361	49.42 Inv #: '08092021' Vendor '1912'		
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	12.09 Inv #: '7490-07232021' Vendor '1668'		
08/27/2021	AP LIBRARY EXPENSES FROM M. PAAP-YOUNG		29514	74.44 Inv #: '08212021' Vendor '2052'		
50172	LIBRARY PATRON PROGRAMS	250.00	318.53	135.95	(68.53)	127.41
50179	CAFE MEMBER CHARGES	3,986.00	3,986.00	0.00	0.00	100.00
Total - Dept 55400		5,591.00	5,475.53	135.95	115.47	97.93
Department 55500: LIBRARY COLLECTION						
50171	LIBRARY MAGAZINES/NEWSPAPERS					
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	12.57 Inv #: '7490-07232021' Vendor '1668'		
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	607.22	12.57	492.78	55.20
50173	LIBRARY ADULT BOOKS					
08/13/2021	AP ADULT BOOKS		29340	180.99 Inv #: '2036102737' Vendor '1384'		
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	135.86 Inv #: '7490-07232021' Vendor '1668'		
08/20/2021	AP ADULT BOOKS		29433	135.10 Inv #: '2034642916' Vendor '1384'		
08/20/2021	AP ADULT BOOKS		29430	80.92 Inv #: '859060' Vendor '472'		
08/27/2021	AP ADULT AND YOUTH BOOKS		29489	18.00 Inv #: '2036120291' Vendor '1384'		
08/27/2021	AP ADULT BOOKS		29513	18.60 Inv #: '2036141441' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	4,600.00	3,257.73	569.47	1,342.27	70.82
50174	LIBRARY JUVENILE BOOKS					
08/13/2021	AP YOUTH BOOKS		29352	61.07 Inv #: '2036102746' Vendor '1384'		
08/19/2021	AP LIBRARY EXPENSES FOR JULY 2021		29362	4.68 Inv #: '7490-07232021' Vendor '1668'		
08/20/2021	AP YOUTH BOOKS		29432	37.52 Inv #: '2035791482' Vendor '1384'		
08/27/2021	AP ADULT AND YOUTH BOOKS		29489	5.79 Inv #: '2036120291' Vendor '1384'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	2,932.60	109.06	1,567.40	65.17
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500		10,200.00	6,797.55	691.10	3,402.45	66.64
Department 80100: CONTINGENCY FUND						
50830	LIBRARY CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00

Balances as of 08/31/2021

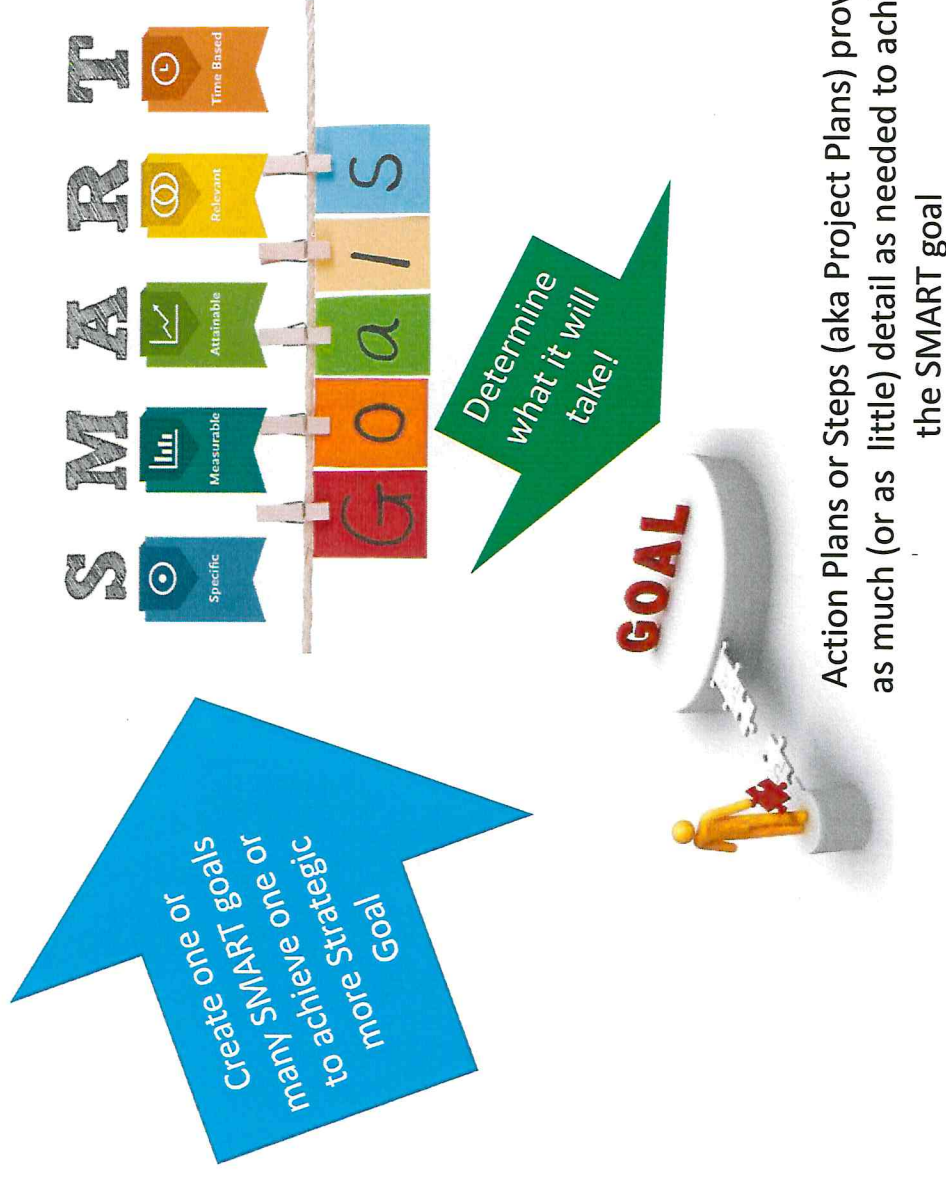
Fund 800 - LIBRARY FUND

Account	Description	2021 Amended Budget	YEAR-TO-DATE THRU 08/31/21	ACTIVITY FOR MONTH ENDED 08/31/2021	Available Balance	% Used
Expenditures						
Department 80100: LIBRARY ADMINISTRATION						
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	69,123.42	7,967.71	40,830.58	62.87
NET OF REVENUES AND EXPENDITURES						
		0.00	(57,519.40)	(4,674.47)	57,519.40	

# Turning Strategic Goals into Growth and Achievement



1. Profile
2. Staff
3. Offerings
4. Technology
5. Collaboration



Action Plans or Steps (aka Project Plans) provide as much (or as little) detail as needed to achieve the SMART goal



# Butler Public Library Strategic Plan 2021-2023

## Goal #1: Knowledge, Resources, Activities, Fun!

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

## Goal #3: Community Aignment

- ▶ We will align Library services and technology with community and business needs/requests as much as possible.

## Goal #2: Professional Staff

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

## Goal #4: Long-range Planning

- ▶ 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.

# **Minutes of Butler Public Library Board Meeting**

## **August 10th, 2021**

**Minutes not formally approved until next Library Board meeting on September 14<sup>th</sup>, 2021**

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

**1. Members present:**

- 1.1. Jodi Kessel Szpiszar (Director), Charlene Benjamin (President), Michael Bates, Tom Sardina, Andy Kristensen, Karl Debelack, Laura Meyer
- 1.2. Absent: Roger Benjamin
- 1.3. Guests: Linda Ryfinski, Carol Zuba, Paul Kasdorf, Mark Holdmann, Bill Benjamin

**2. Persons desiring to be heard:**

- 2.1. None

**3. Communications:**

- 3.1. Staff
  - 3.1.1. We are up to 10 items donated from the Amazon Wishlist.
  - 3.1.2. Karl Debelack thanked Jodi for recruiting him to the library board and said it was a way to honor his parents for the way they raised him in regard to their love of literacy and how they helped to foster it within Karl as a child.
- 3.2. Storytime
- 3.3. NNO
- 3.4. Butler Beer Garden
- 3.5. Used Book Donations
- 3.6. Computer Use
- 3.7. Collection Numbers

**4. Trustee Education:**

- 4.1. Reminder: August Train-the-Trainer Week – Wisconsin Library Association

**5. Consent Agenda:**

- 5.1. Minutes from July removed from Consent Agenda and moved to ‘New Business.’
- 5.2. Motion by Tom Sardina to accept the Consent Agenda, second by Michael Bates, motion carried unanimously.

**6. New Business:**

- 6.1. Minutes from July
  - 6.1.1. Correction from July in regard to ‘8.1 Position Structure for Wages,’ which should be changed to ‘8.1 2022 Staff Wages.’
  - 6.1.2. Motion by Michael Bates to accept the amended minutes, second by Tom Sardina, motioned carried unanimously.

**7. Old Business:**

- 7.1. Review and possible action on the 2022 Budget.
  - 7.1.1. Jodi walked the board through a Revenue Detail, which was a much more detailed list of where the money for the budget comes from on a granular level, i.e. showing where each grant came from, what constitutes ‘fees,’ where ‘intergovernmental’ money comes from, etc.



- 7.1.1.1. Library Tax Distribution Budgeted 2022 dollar amount is the largest increase in the system, totaling a 15% increase over 2021 number.
- 7.1.1.2. Receiving \$399 from Washington County residents in the form of reimbursement for the 2022 Budget.
- 7.1.1.3. Miscellaneous revenue went up from 2020 for the first half of 2021.
- 7.1.1.4. The library has already doubled revenue from book sales after adopting a donation-only policy.
- 7.1.1.5. 2022 is slightly above total revenue compared to 2021, coming in a little over \$15,000.
- 7.1.2. Expenditures
  - 7.1.2.1. Salaries and Benefits approved by the library board in July. The Total Library Salaries and Benefits number is a placeholder before the Village Administrator finishes final calculations.
- 7.1.3. Utilities
  - 7.1.3.1. Number was created by averaging last two years of utility costs.
  - 7.1.3.2. Telephone/internet increased due to new internet and phone system being put in at Village Hall due to ARPA. If this was not installed, the phone system would most likely have been obsolete within a year or two.
  - 7.1.3.3. Mark questioned how the percentages are figured from year to year. They are computed based on the 2021 Budgeted amount, not the 2021 Projections amount.
- 7.1.4. Programs & Services
  - 7.1.4.1. Reinstating burglar alarm at \$35 a month and updating fire system to an upgraded version for \$32 a month.
    - 7.1.4.1.1. Burglar alarm reinstated after it was discovered that panic buttons linked to police dispatch were no longer active.
- 7.1.5. Equipment/Maintenance
  - 7.1.5.1. Technology Maintenance total is rising due to a patch managements update program recommended by technology vendor Taylor Computer Systems. Without the patch, the software updates that are installed on the public computers frequently freeze and crash said computers until they are manually updated each week. Total cost is \$244 a year. If the library troubleshooted it over the phone, it costs \$125 an hour.
  - 7.1.5.2. Technology backup program was added at a cost of \$500 a year.
    - 7.1.5.2.1. Adds protection against hackers and creates a remote copy of our hardware systems at a remote location through Taylor Systems.
  - 7.1.5.3. One PC is being replaced due to life expectancy.
    - 7.1.5.3.1. Average PC life is 5-6 years, down from previous years.
    - 7.1.5.3.2. This means two new PCs need to be purchased a year to continue this maintenance schedule.
    - 7.1.5.3.3. At the beginning of 2020, the library had eight public computers, but two were later removed because of frequent hardware & software failures.
  - 7.1.5.4. RFID stickers
    - 7.1.5.4.1. Used as an internal security system, location tool, and ease-of-us checkout tool.
    - 7.1.5.4.2. State is mandating all libraries need to start including RFID tags on all items (books, DVDs, CDs, etc.).
    - 7.1.5.4.3. 13 of 24 libraries in the system have them already.
    - 7.1.5.4.4. Bridges will pay for 75% of the initial cost while Butler pays for 25%.
  - 7.1.5.5. Security cameras
    - 7.1.5.5.1. Four cameras with 1 TB hard drive with labor for \$1,095.
    - 7.1.5.5.2. Needed to reduce blind spots throughout building, i.e. down the hallway leading to the front side of the building.
    - 7.1.5.5.3. Paul asked Jodi to review security cameras with Kayla, as he thought the dollar amount is too low compared to what Village Hall spent on their camera system.
  - 7.1.5.6. Paul asked for technology use numbers, Jodi listed June 2020 to July 2021 numbers.



- 7.1.5.6.1. Exact numbers can be found by requesting them from Jodi directly.
- 7.1.6. Programs and Services
  - 7.1.6.1. Jodi noted that the Friends pay for every program that Butler puts on for patrons. Therefore, the amount included in the budget are purely for miscellaneous expenses related to programming costs.
    - 7.1.6.1.1. Jodi made the analogy that the Friends of the Library is to the Butler Public Library what most school's PTAs are to them. She then listed an exhaustive list of all programs and projects that the Friends have funded over the past few years; exact list can be obtained by contacting her.
- 7.1.7. Collection
  - 7.1.7.1. Was not increased due to other increases put into the budget earlier (i.e. staff salaries).
- 7.1.8. Contingency Fund
  - 7.1.8.1. Normally 1% of total budget. Currently sitting at \$1,000. Used for costs that would cause us to go over budget, i.e. a public computer that wasn't budgeted to be replaced fails and needs to be replaced in order to maintain six public PCs.
- 7.1.9. Questions from Paul
  - 7.1.9.1. He wanted to know if the budget is already approved. Jodi said that it was approved in July. Paul inquired why there was a \$4500 increase in staff salaries. He noted, and congratulated Jodi, that the library ran under budget the last two years, and then asked if the staff is underpaid compared to local libraries in the area. Jodi and Charlene gave a detailed answer comparing Butler's salaries to other area libraries, and even with the increase, the staff is still under the lowest average at surrounding libraries, and that's including removing Milwaukee County libraries from the system.
  - 7.1.9.2. Paul asked how much Butler would be taxed as a total without a library. Jodi said she didn't have the amount for 2021 yet, but noted that it was significant, most likely around \$63,000. She then broke down data that indicated how Butler is one of the most used libraries throughout the Bridges System based on individual residential use, surrounding municipality use of the Butler Public Library, and overall residential use with regard to mobility needs.
  - 7.1.9.3. Mark stated that he supported staff salary increases at Butler, and then asked if other small libraries throughout the area are doing the same thing. Jodi replied that they are.
- 7.1.10. Motion by Andy to approve the 2022 budget to be moved forward to the Butler village board for further consideration, seconded by Laura, motion carried unanimously.

## **8. Schedule Next Meeting:**

- 8.1. September 14<sup>th</sup>, 2021 at 6pm
  - 8.1.1. Tom is asking to be excused for the meeting.

## **9. Adjournment:**

- 9.1. Motion to adjourn by Tom, second by Mike, motion carried unanimously at 6:57 PM.

Submitted by: Andy Kristensen

**September 14, 2021**

**Director's Report**

No news on Melissa's Mom yet, although Melissa said she is feeling great.

**Butler Beer Garden** - Take Two! We're trying this again on Friday, October 1<sup>st</sup> from 3:00-7:00. Same as before, popcorn, Library swag giveaways, and Jumbo 4 Square Lawn Game. I would love the company if anyone is willing to attend!

**Amazon Wish List** – We are currently at 10 purchases from our Wish List.

**APL Directors Meeting** – no meeting held Friday, August 13, 2021 due to lack of agenda items.  
**Next Meeting Friday, September 10, 2021**

**Café Council Meeting** – no meeting held Friday, August 13, 2021 due to lack of agenda items.  
**Next Meeting Friday, September 10, 2021**

**Friends Meeting** – Friends met Monday August 9, 2021 held in person and via zoom  
Business items discussed

They approved the following items:

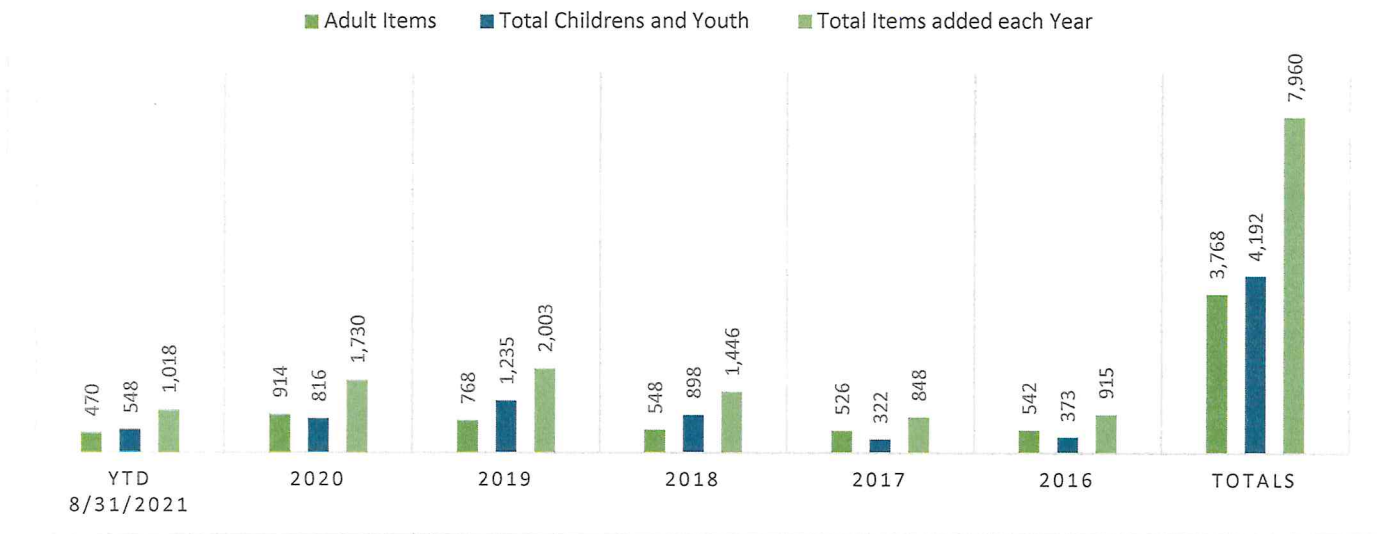
- Pumpkin decorating Prizes not to exceed \$100
- Reimbursement for NNO
  - o Gift bags - \$25.19
  - o Tablecloths \$22.61
  - o BPL Sign \$25.12
- Beer Garden event was approved at July meeting for \$50, approved final total of \$67.68
- Library of Things Jumbo 4 Square Yard Game approved at July meeting for \$170, approved final total, with carrying bag, \$199.99.
- Friends will host an Outdoor Movie Night in the Library Parking Lot Saturday September 11<sup>th</sup> with September 25<sup>th</sup> as a rain date. Jodi will look into the details of the Library's Movie License for choosing a movie and advertising.

**Next Meeting September 13<sup>th</sup> at 6pm, in person and zoom available.**

**New Items in Circulation** – Here is a chart on new items put into the collection each year.

ACQUISITIONS	YTD 8/31/2021	2020	2019	2018	2017	2016	Totals
Adult Items	470	914	768	548	526	542	3,768
Total Childrens and Youth	548	816	1,235	898	322	373	4,192
Total Items added each Year	1,018	1,730	2,003	1,446	848	915	7,960

## AQUISITIONS 2016-8/31/2021



### Programming

**Summer Reading Program (SRP)** – we officially had a total of 88 participants, up from 61 last year.

**1:1 Ancestry.com Tutorials with Linda Ryfinski** – open slots for **September 25<sup>th</sup>** at 11:00 and 12:00.

**Red Cross Blood Drive** – Monday September 13<sup>th</sup> 1-6 at Community Building

**The Butler Did It Mystery Book Club** – will meet the 3<sup>rd</sup> Thursday of the month at 5:30 in the Library Conference Room. First one is **Thursday, September 16<sup>th</sup>**.

**Pumpkin Decorating Contest** – our 2<sup>nd</sup> Annual Pumpkin Contest will run from September 27<sup>th</sup> – October 11<sup>th</sup>. Judging will be done by the BPL Board of Directors at the board meeting on October 12<sup>th</sup>.

**NaNoWriMo** – Melissa and McKenzie are planning activities for the month of November

**Welcome to Medicare** – Monday November 15<sup>th</sup> 1-2pm in Conference Room

**Santa and Mrs. Claus** – Wednesday, December 8<sup>th</sup> 6pm



**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 continuously 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 this up to date.

<b>Library Cards</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2/2/2021</b>	<b>5/26/2021</b>
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
<b>Annual Report Totals</b>	<b>1677</b>	<b>1365</b>	<b>1073</b>	<b>1177</b>	<b>1196</b>	<b>1204</b>

	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 2021	2,092 824	1,960 965	1,084 1,100	41 1,068	225 1,038	871 1,559	957 1,457	1,016 1,479	1,031	1,015	861	814	11,967 9,490
Circulation													
Adult - 2020 2021	1,740 1,396	1,607 1,302	1,113 1,131	114 1,154	698 1,169	1,402 1,410	1,584 1,386	1,529 1,319	1,351	1,448	1,302	1,417	15,305 10,267
Children -2020 2021	1,004 1,422	1,424 1,540	866 971	107 940	269 984	1,106 1,144	1,059 1,210	1,123 1,500	1,265	979	1,073	1,085	11,360 9,711
Total Circulation -2020 2021	2,744 2,818	3,031 2,842	1,979 2,102	221 2,094	967 2,153	2,508 2,554	2,643 2,596	2,652 2,819	2,616	2,427	2,375	2,502	26,665 19,978
E-Books - 2020 2021	110 91	94 72	116 97	117 84	105 115	112 79	121 74	119 90	107	91	90	96	1,278 702
Total Circ with E-books - 2020 2021	2,854 2,909	3,125 2,914	2,095 2,199	338 2,178	1,072 2,268	2,620 2,633	2,764 2,670	2,771 2,909	2,723	2,518	2,465	2,598	27,943 20,680
New Library Cards-2020 2021	10 5	13 14	9 13	0 7	0 7	22 23	16 12	15 14	31	18	8	11	153 95
Computer Use (Sessions) - 2020	313	278	144	0	0	173	155	183	199	194	129	109	1,877
Conference Room	158	172	196	211	204	261	215	222					1,639
Scheduled/Occupied - 2020 2021	18 0	14 0	9 3	8 6	0 8	0 10	4 9	4 12	4	5	3	0	69 48
Patrons - 2020 2021	71 0	66 0	29 21	0 32	0 28	0 39	12 46	16 32	17	7	13	0	231 198

YTD Aug 2019-2020						YTD Aug 2020-2021			
Jan-Aug 2019 Grand Total w/o inhouse & ILL			22,697			Jan-Aug 2020 Grand Total w/o inhouse & ILL			16,677
Jan-Aug 2020 Grand Total w/o inhouse & ILL			16,677			Jan-Aug 2021 Grand Total w/o inhouse & ILL			19,904
difference			-6,020			difference			3,227
% difference			-26.52%			% difference			19.35%
						YTD Aug 2019 & August 2021 - Pre Pandemic			
						Jan-Aug 2019 Grand Total w/o inhouse & ILL			22,697
						Jan-Aug 2021 Grand Total w/o inhouse & ILL			19,904
						difference			2,793
2019 Grand total w/o ILL & inhouse			34,314			% difference			-12.31%
2020 Grand total w/o ILL & inhouse			26,555						
difference			-7,759				2021		19,904
% 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

9th in the sysytem

Only 5 libraries have a positive increase so far in 2021 over 2019



Aug-21			
TNR	Municiple	Total Circ	
42	2,639	2,681	
5	24	29	
0	0	0	
0	0	0	
0	97	97	
47	2,760	2,807	

Jul-21			
TNR	Municiple	Total Circ	
46	2,341	2,387	
13	21	34	
0	0	0	
0	0	0	
0	159	159	
59	2,521	2,580	

Jun-21			
TNR	Municiple	Total Circ	
20	2,365	2,385	
9	22	31	
0	0	0	
0	0	0	
0	126	126	
29	2,513	2,542	

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

Apr-21			
TNR	Municiple	Total Circ	
9	2,006	2,015	
2	0	2	
0	0	0	
0	0	0	
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	

Reimbursable	2021	2020	2019	2018	2017
Circ to TNR in Waukesha County	183	264	601	467	851
Circ to TNR in Adjacent Counties	72	146	540	249	162
	255	410	1,141	716	1013
Monthly Average of TNR	31.88	34.17	95.08	59.67	84.42

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	19,904	1288	15 Aug. 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
2008	13,158		

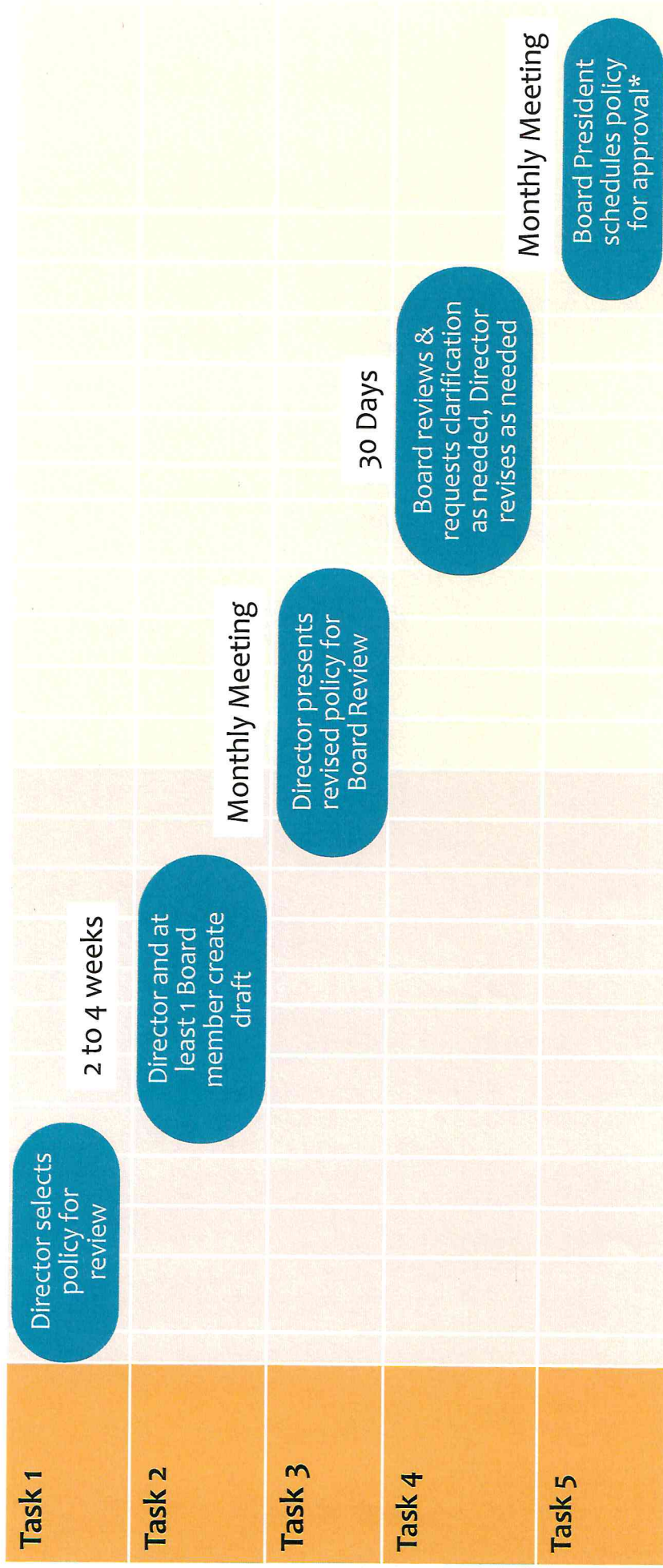
2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
<b>Children's (0-11) (all attendees)</b>													
Storytime - start again June 2nd outdoors	0	0	0	0	0	37	33	19					89
Lego Club (4th Friday beg. Aug 2021)	0	0	0	0	0	0	0	9					9
Little Miss Ann - SRP (6-25)						20							20
Paul Merkelin - SRP (7-23)							20						20
<b>Children's Totals</b>	0	0	0	0	0	57	53	28	0	0	0	0	138
<b>Young Adult (12-18)</b>													
<b>Young Adult Totals</b>	0												0
<b>Adult (All Ages)</b>													
Dr. Damon Tweedy (virtual) (1-18)	21												21
StoryWalk® The Mitten (January)	5												5
"How Much Have You Saved?" (Jan-Feb)		22											22
Valentine Craft Bags (p/u 2-1)		20											20
Author Michael Perry (virtual) (3-10)			26										26
Cartoonist Paul Merklein-Live Virtual (4-8)				9									9
Cartoonist Paul Merklein Recorded				57									57
Ancestry Tutorials July, Aug, Sept							2	1					3
Welcome to Medicare (8-23&11-15)								4					4
Coffee with a Cop (9-8)													
Outdoor Movie Night (9-11)													
Blood Drive (9-13)													
The Butler Did It MysteryBook Club (16th)													
Pumpkin Decorating Oct 12 Judging													
Santa & Mrs. Clause (Dec. 8th)													
<b>Adult (all ages) Totals</b>	26	42	26	66	0	0	2	5					167
<b>Monthly Programming Totals</b>	26	42	26	66	0	57	55	33					305

2019 840  
2020 567

2019 568  
2020 237  
2019 1408  
2020 804

# Policy Review Process

As Needed



\* If not approved, policy goes back to Task 2



## **Materials Collection Development Policy**

### **Objective**

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

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

The Materials Collection Policy serves as a guide for the selection and retention of materials for the Butler Public Library. The Policy is designed to support the Library's Mission Statement.

### **Mission Statement**

The mission of the Butler Public Library is to provide quality materials and services that fulfill lifelong educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful and businesslike.

### **Responsibility for Selection**

The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Butler Public Library Board of Trustees. Those staff members who are qualified by reason of education, training, or experience share this responsibility. However, because the Director must be available to answer to the Library Board, and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

### **Criteria for Selection**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable.

- suitability for meeting the needs of the community
- appeal to the interests of the community
- artistic excellence
- literary merit
- local interest
- technical quality
- quality of presentation

- reputation and significance of the author, generally and in the local community
- accuracy
- authoritativeness
- objectivity
- originality of thought
- permanent value
- popular demand
- relation to existing collections and other material on the subject
- inclusion of title in standard or special bibliographies or indexes
- skill, competence and purpose of the author
- budget, cost and space considerations
- contemporary significance and current usefulness
- suitability of physical form for library use
- availability of materials at other libraries
- availability of materials online

**Selection of library materials will not be influenced by:**

- The possibility that they may come into the possession of children or young adults
- The liability of materials to theft or mutilation

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources.

**Interlibrary Loan**

The Butler Public Library is a member of the Bridges Library System, and, as such, provides access to materials from other system libraries to its patrons. In return, the Butler Public Library agrees to lend materials to other Bridges System Libraries. The Library also participates in an interlibrary loan network through the State of Wisconsin.

**Gifts and Donations**

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet the established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be donated without restrictions and be available for public use. Materials not added to the collection will be made available at no cost to the public or disposed of by other means. The Library cannot place a monetary value on materials for tax purposes, but receipts are available upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Library staff will make the determination of what titles to buy, using the same criteria as for all other purchases. Gifts of non-library items ordinarily will not be accepted.

## **Withdrawal of Materials**

An attractive and up-to-date collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the collection after careful consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Space needs

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials that are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be made available at no cost to the public or disposed of by other means.

## **Requests for Reconsideration**

The Butler Public Library understands that community members have diverse points of view and that some patrons may find some materials offensive or controversial. The choice of Library materials by Library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedure will be followed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Library Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration" form which is available from Library staff.

A "Request for Reconsideration" form must be completed and returned to a Library staff member. Within 30 days of filing the request, the Library Director and the material selector will review the request and send a written response including a copy of the "Materials Collection Development Policy" to the complainant explaining their decision regarding the request. The response will also inform the complainant that, if desired, the request will be forwarded to the Butler Public Library Board.

Within 30 days following the written response, if it is the desire of the complainant, the request for reconsideration along with the Library Director recommendation will be forwarded to the Library Board.



If so desired by the complainant, the item will be placed on the agenda of a future Butler Public Library Board meeting. The complainant will be notified of when he/she may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Butler Public Library, including the American Library Association's Library Bill of Rights, the Freedom to Read and the Freedom to View Statements. On the basis of this determination, the Board of Trustees may vote to uphold or override the decision of the Director.

The Board of Trustees has final authority in determining the retention or removal of challenged library materials. The complainant will be notified in writing of the Library Board's decision in the matter.

Request for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

During the process of reconsideration, challenged materials remain in the active collection until an official decision is made.

### **Intellectual Freedom**

The Butler Public Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Butler Public Library has adopted the American Library Association's *Library Bill of Rights*, *The Freedom to Read*, and *The Freedom to View* statements. These have been adopted and are endorsed by the Butler Public Library Board of Trustees.

### **The Library Bill of Rights**

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

- 1.) Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2.) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3.) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4.) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- 5.) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6.) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

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

### **The Freedom to Read Statement**

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

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

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

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

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



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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by



preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

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

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

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

### **The Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

- 1.) To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- 2.) To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 3.) To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- 4.) To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- 5.) To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.



# **Butler Public Library**

## **Circulation Policy**

### **Registration**

Any resident of the State of Wisconsin (except Milwaukee County residents) who currently do not have a library card in any Waukesha County or Jefferson County Public Library may apply for a library card at the Butler Public Library. The Butler Public Library will honor library cards from any Waukesha County or Jefferson County Public Library.

To register for a library card, the applicant must present a valid photo ID and proof of current residence. If an applicant's photo ID does not have the current address, a utility bill or lease agreement may be presented with his/her current residence.

Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults.

Milwaukee County residents can obtain a library card for a fee of \$40 per year.

### **Employee Cards**

Milwaukee County residents who work in Butler are eligible for a Business Library Card at no charge after presenting valid photo ID with proof of current residence, and proof of employment (e.g., check stub, work identification card, business card, letter from company on letterhead). The card will be renewed annually with proof of employment.

### **Student Cards**

Milwaukee County students who attend St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a Student Library Card at no charge with current school year verification of enrollment. To register for a card, a parent or legal guardian must present a valid photo ID with proof of current residence along with school enrollment verification. Card will expire July 31st of every year. The card will be renewed annually with verification of enrollment at either of the schools for the upcoming school year.

### **Teacher Cards**

Milwaukee County residents who are teachers at St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a Teacher Library Card free with employment verification. To register for a library card, the applicant must present a valid photo ID and proof of current residence along with employment verification. Card will expire July 31<sup>st</sup> of every year. The card will be renewed annually with verification of employment at either of the schools for the upcoming school year.

### **Internet-Only**

Milwaukee County Residents who wish to ONLY access the computers with Internet at the Butler Public Library may apply for an Internet-Only Card. A photo ID and proof of residence is required with the card



application. There is no fee for an Internet-Only Card. This card may be upgraded to full access CAFÉ Library Card for the \$40 annual fee.

All applicants agree to abide by the rules of the library and must assume financial responsibility for all materials borrowed from the library.

### **Expired Cards**

To ensure the accuracy and integrity of the database, library cards expire every 18 months. Patron information will be verified before renewing for another 18 months.

Milwaukee County cards will expire after 12 months. Patron information will be verified and \$40 collected before renewing for another 12 months.

Courtesy notices are sent to email only, or email + text, 14 days before a card expires.

Inactive patron accounts are deleted from the database three years after expiration.

Patrons must reapply for a card if their previous card was deleted. A valid photo ID and proof of current residence is required.

### **Lost or Stolen Cards**

Please notify the library immediately if a card is lost or stolen, or if there is unauthorized use of the card. Upon notification, the card will be barred from further usage.

Replacement of a lost/stolen library card is \$1.00.

### **Blocked Cards**

The maximum fine/fee allowed on a library card before it is blocked is \$10.00. If a card is blocked, it cannot be used to check out materials until the fines/fees are paid.

### **Loan Periods**

Loan period for books, audio books, magazines, and CDs is 3 weeks (21 days).

Loan period for DVDs is one week (7 days).

Book Club Kits are 42 days.

### **Loan Limits**

The total number of checkouts allowed per card (adult or child) at any given time is ~~125~~ **250**. DVDs and Blu-Rays are limited to the following out at one time:

14 **15** Adult DVDs and Blu-Rays, **AND**

14 **15** Children's DVDs and Blu-Rays

### **Renewals**

All items may be renewed up to three times for the original loan period *if* there are no holds on the item.

## **Holds**

Patrons may place their own holds using the catalog, either at the library or online. Or, they may request, either in person or over the telephone, that library staff place holds for them. No more than ~~40~~ **100** holds may be attached to a patron's library account at any given time. A patron who puts a hold on an item will receive notification as soon as a copy is available. If an item is not claimed before the hold expires, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

## **Fines**

Adult DVDs and Blu-Rays: \$1.00 a day with a \$10 maximum.

All other adult materials: \$.15 a day with a \$10 maximum.

No fines will be charged on Children's materials checked out on cards belonging to patrons under the age of 18.

Fines may be paid at the library with cash or check.

Fines may also be paid using a credit or debit card through a patron's account in the CAFÉ system. A service fee will be charged.

## **Replacement Costs**

Damaged or lost library materials will be charged the list price as the replacement cost.

All cards (adult and child) are charged replacement costs.

## **Collection Practice of Monies Owed**

3 days before due - courtesy notice sent to patron preference (email only, or email + text).

~~14~~ **7** days past due - 1<sup>st</sup> overdue notice is sent to patron preference (email, text, mail, phone).

~~28~~ **14** days past due - 2<sup>nd</sup> overdue notice is sent to patron preference (email, text, mail, phone).

~~45~~ **21** days past due - bill is sent via postal mail for item(s) lost with replacement cost of item(s).

**35 days past due – a final reminder letter sent via postal mail for items(s) lost with replacement cost of item(s)**

**Failure to receive a notice for any reason does not remove the responsibility to return items promptly and pay fines or fees.**

## **Interlibrary Loans**

The Butler Public Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Butler Public Library or at any other CAFÉ Library in Waukesha or Jefferson County. Interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested by, received by, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Butler Public Library and any library outside of the CAFÉ Consortium.

Patrons are required to conform to the rules and regulations of the library from which the materials are borrowed. Due dates are determined by the owning library. Any interlibrary loan material checked out from the Butler Public Library to an individual patron should be returned directly to the Butler Public Library.

## **Confidentiality**

**Wisconsin State Statute 43.30 requires** records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services, may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under **Wisconsin State Statutes 43.30 (4)** sub. ~~(4)~~, to libraries under **43.30 (2) and (3)**, subs. ~~(2)~~ and ~~(3)~~, or to law enforcement officers under **43.30 (5)**, sub. ~~(5)~~.



**BASE WAGES FOR NEW HIRES-Effective September 15, 2021**

2021		2022		2023
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**Librarian**

Wage	\$ 10.93	109.80%	\$ 12.00	106.25%	\$ 12.75
Range	\$ 10.56	108.90%	\$ 11.50	106.50%	\$ 12.25

**Library Assistant**

Wage	\$ 10.25	104.85%	\$ 10.80	104.70%	\$ 11.30
Range	\$ 10.25	102.48%	\$ 10.50	104.70%	\$ 11.00

## Electronic Sign To Do List

Obtaining permissions and funding for an electronic sign is a Library Board initiative that supports Goal #1 in our 2021-2023 Strategic Goals. The Board should invite the Friends of the Library to collaborate on this effort, since it will support the mission of both groups.

This effort is *not* the responsibility of our Library staff, even though they will be involved, since we should get input and ideas from our professional staff.

We now have a rough idea of the potential cost of an electronic. Our next steps include:

### (1) PLANS:

- **SUPPORT:** First, designate one person (a Board member!) to lead efforts to gather input from patrons and Butler taxpayers. This person can involve others to help with the efforts.

We need to find out:

- i. Are patrons and taxpayers interested in us having such a sign for the cost?
- ii. Do they see the value of having an electronic sign?
- iii. Do they support the idea of our *Library* having its own sign (versus one that the Village plans for, that would provide us with some advertising space).

*Why? Without positive responses from the patrons and taxpayers (our funding sources) we will need to sell the idea before proceeding any further.*

- **COLLABORATE:** Consult with Village Hall – how far along are plans for the Village’s sign? Is there any way we could help with that project?

*Why? Without good relationships with Village Hall and the Village Board, our budget discussions get tougher and tougher. A large % of our budget comes from Village taxpayers, so we are accountable to the Village Board for good fiscal management.*

*We also need to engage Village Hall since the Village owns the property. We need to collaborate! Charlene, Carol, and Roger (if he wishes) should have this discussion.*

- **ALTERNATIVES:** Look into other ways to accomplish what an electronic sign would do for us (visibility, variety of messages, ease of maintenance, etc.)

*Why? To be prepared with the answers when these questions are asked. If less costly alternatives are viable, we should look into them. If they do not meet our needs, we should be prepared to say why.*

- **PERMISSIONS:** Review design(s) with the Village Inspector (per current processes) and support it to the Building Board. We need to meet all requirements.

*Why? A permit process and zoning codes govern signs in the Village. We need to comply. A good working relationship should make things easier.*

- **OPTIONS:** Discuss possibilities for co-funding with the Friends (Carol, Greg) and the Clark House (Marilyn), and/or various businesses in the Village.

*Why? The more benefits we can supply with the sign, the better the rationale for getting one. The Clark House supports our history as a Village and a railroad town, and Friends support our outreach and mission to the community. At least some of our local businesses could be interested in sponsorships, as a sign of their good will to the Village.*

## (2) FUNDS:

- Secure a **Chair** to organize **fund-raising** efforts. This does not have to be a member of the Board, or of the Friends.

This person would work with the Board and the Friends and would coordinate the effort to raise funds. This means they would:

- i. help the Library Board and the Friends with *decisions* about fund-raising events and campaigns, i.e. subscriptions, penny jars, donation boxes, book sales, bake sales, “an hour with your favorite librarian” sales, summer fund-raising event(s), winter fund-raising, grant applications, etc.
- ii. help with *coordinating or getting volunteers to manage* those events and campaigns, as appropriate
- iii. be **accountable** for all money raised. (This responsibility should be shared with the Board’s treasurer and/or the Friends treasurer.)
- iv. propose schemes for advertising and promoting...or work with another volunteer to coordinate efforts to advertise and promote the value and benefit of a sign, as well as any fund-raising events
- v. make contacts and arrange to promote at Village events

*Why? With a price tag of \$30-40 grand, this will require someone with time to dedicate to a longer-term fund-raising effort...and to keep it going.*

Current quote: \$38,000, divided by 1,000 patrons = \$38 / patron.

**Not impossible!**