

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, February 8, 2022, 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/89083236478?pwd=U0xSUGJ4OEhiZi9qc2NUMmJYZVM4QT09>

Meeting ID: 890 8323 6478

Passcode: mGx6avBk

By Phone Only: 1 312 626 6799

PLEASE TAKE NOTICE that the Library Board will meet on the 8th day of February 2022 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. Trustee Education
 - 3.1. n/a.
4. Communications – please refer to the Directors Report for additional items
 - 4.1. Investigating Welcome Wagon service features (Goal #3: Community Alignment)
 - 4.2. Financial Review (Goal #4: Long-range Planning)
 - 4.2.1. 2021 in review
 - 4.2.2. 2022 forecast
 - 4.3. Director Search Review (Goal #2: Professional Staff)
 - 4.4. Other Communications
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: January 11, 2021
 - 5.2. Current Financial Report
 - 5.3. Circulation and Use Report
 - 5.4. Director's Report
6. New Business
 - 6.1. Discussion and possible action on DPI Annual Report
 - 6.2. Discussion and possible action on Community Input Gathering 2022 (Goal #3: Community Alignment)
7. Old Business
 - 7.1. None
8. Schedule next meeting: March 8 , 2022
9. Adjournment

Dated: February 2, 2022

McKenzie Richardson
Interim Manager

Charlene M Benjamin
President

2021-2023 Strategic Goals: <Resource><Staff><Community><(Tech)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

List of Documents -- January 2022

Item	Page No.	Relevant Document(s)
	1	Agenda February 2022
	2	February 2022 List of Documents
4.2.1	3-5	2021 Summary Report
4.2.2	6-13	2022 Forecast
4.3	14	Recruiting Plan
5.1	15-16	January meeting minutes
5.2	17	January Financial Report
5.3	18-19	January Circulation & Use Report/Program Attendance
5.4	20	Director's Report for February *** Please read!
6.1	21 28	DPI (Dept. of Public Instruction) Annual Report
6.2	29	Community Input Gathering Project Statement

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2021 Final Budget Review

Account	Item	Budget	THRU 12/31/21	Contrast	Notes
40320	MISC REVENUE	\$ 625.00	\$ 2,024.55	\$ (1,399.55)	Grants & Donations; Friends Reimbursement for Programs
41100	PROPERTY TAXES	\$ 94,565.00	\$ 94,565.00	\$ -	
48910	LIBRARY FEES	\$ 3,265.00	\$ 2,464.63	\$ 800.37	Under performing!
48920	LIBRARY FINES	\$ 2,200.00	\$ 1,361.30	\$ 838.70	Under performing!
49000	INTERGOVERNMENTAL REVENUE	\$ 9,299.00	\$ 11,822.84	\$ (2,523.84)	Technology Grant
Total Revenues		\$ 109,954.00	\$ 112,238.32	\$ (2,284.32)	
Expenses					
50110	SALARIES	\$ 63,782.00	\$ 57,372.13	\$ 6,409.87	Director salary savings
50120	FICA/MEDICARE	\$ 4,879.00	\$ 4,384.40	\$ 494.60	
50123	RETIREMENT CONTRIBUTION	\$ 1,709.00	\$ 1,422.29	\$ 286.71	
50124	GROUP LIFE INS PREMIUM	\$ 61.00	\$ 87.58	\$ (26.58)	
Total - Dept 55100	LIBRARY SALARIES & BENEFITS	\$ 70,431.00	\$ 63,266.40	\$ 7,164.60	Spent these funds to enhance the library, conserve staff time
50126	TRAVEL/TRAINING/ MEETINGS	\$ 300.00	\$ 103.76	\$ 196.24	
50127	MEMBERSHIP/PROFESSIONAL DUES	\$ 103.00	\$ 72.00	\$ 31.00	
50134	UTILITIES	\$ 7,300.00	\$ 6,325.33	\$ 974.67	
50135	TELEPHONE/INTERNET	\$ 1,500.00	\$ 1,336.34	\$ 163.66	
50136	OFFICE SUPPLIES	\$ 979.00	\$ 6,090.80	\$ (5,111.80)	Unbudgeted purchases were accounted for here, per Village
50137	POSTAGE	\$ 50.00	\$ 53.41	\$ (3.41)	
Total - Dept 55200	LIBRARY ADMINISTRATION	\$ 10,232.00	\$ 13,981.64	\$ (3,749.64)	
50162	LIBRARY CONTRACTED SERVICES	\$ 7,700.00	\$ 10,352.93	\$ (2,652.93)	Additional services purchased with Director salary savings: burglar alarm, cleaning
50163	LIBRARY TECHNOLOGY SUPPLIES	\$ 3,050.00	\$ 3,884.99	\$ (834.99)	Ditto
50164	COMPUTER/EQUIP MAINT	\$ 100.00	\$ 2,252.86	\$ (2,152.86)	Grant funds were spent for communications technology: monitor, switch, projector, screen, etc.
50165	LIBRARY COPIER MAINTENANCE	\$ 650.00	\$ 602.50	\$ 47.50	
50166	LIBRARY MATERIAL PROCESS/REPAI	\$ 900.00	\$ 1,040.47	\$ (140.47)	
50167	LIBRARY HOUSEKEEPING SUPPLIES	\$ 100.00	\$ 63.22	\$ 36.78	
Total - Dept 55300	LIBRARY EQUIPMENT/MAINTENANCE	\$ 12,500.00	\$ 18,196.97	\$ (5,696.97)	
50168	LIBRARY E-BOOK CONTRIBUTION	\$ 653.00	\$ 653.00	\$ -	
50169	LIBRARY SHARED DATABASES	\$ 702.00	\$ 576.68	\$ 125.32	

3/2/2022

Account	Item	Budget	THRU 12/31/21	Contrast	Notes
50172	LIBRARY PATRON PROGRAMS	\$ 250.00	\$ 475.52	\$ (225.52)	All Programming is reimbursed by the Friends
50179	CAFE MEMBER CHARGES	\$ 3,986.00	\$ 3,986.00	\$ -	
Total - Dept 55400	LIBRARY PROGRAMS & SERVICES	\$ 5,591.00	\$ 5,691.20	\$ (100.20)	
50171	LIBRARY MAGAZINES/NEWSPAPERS	\$ 1,100.00	\$ 672.22	\$ 427.78	Diverted funds to book/dvd orders
50173	LIBRARY ADULT BOOKS	\$ 4,600.00	\$ 4,881.23	\$ (281.23)	Last book order unfulfilled by the vendor, probably not going to be in 2021 budget
50174	LIBRARY JUVENILE BOOKS	\$ 4,500.00	\$ 4,782.82	\$ (282.82)	Last book order unfulfilled by the vendor, probably not going to be in 2021 budget
Total - Dept 55500	LIBRARY COLLECTION	\$ 10,200.00	\$ 10,336.27	\$ (136.27)	
50830	LIBRARY CONTINGENCY	\$ 1,000.00	\$ -	\$ 1,000.00	
Total - Dept 80100	LIBRARY CONTINGENCY	\$ 1,000.00	\$ 0.00	\$ 1,000.00	
Total Expenditures		\$ 109,954.00	\$ 111,472.48		
Total Revenue - Total Expenditures					The April audit might reassign some bills that are paid in 2022 to 2021, because that is when the purchases were made.
		\$	765.84		

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2021 Expenses covered by Director Salary Savings				Rationale	Account charged
Unbudgeted	\$ 1,404.51	3 Adjustable Tables		Flexible use of space	Office Supplies
		Security Camera			
	\$ 1,335.00	Replacement		Patron and Staff safety	Contracted Services
	\$ 2,310.00	Chairs		Patron comfort	Office Supplies
	\$ 424.35	Banners		Communications, Marketing	Office Supplies
	\$ 140.65	Uninterruptable Power Supply		Equipment conservation	Computer Equipment Maintenance
	\$ 52.00	Slatwall Display Board		Communications, Marketing	Office Supplies
				Communications, Marketing, Staff time savings	
	\$ 229.00	Cricut			Office Supplies
	\$ 7.33	Charging Cords		Patron comfort	Computer Equipment Maintenance
	\$ 62.98	Sign Holders, Amazon order		Communications, Marketing, Staff time savings	Office Supplies
	\$ 28.85	Summer Reading Supplies		Communications, Marketing, Staff time savings	Office Supplies
Budgeted, Deferred earlier in 2021	\$ 1,400.00	Cleaning		Patron comfort	Contracted Services
	<u>\$ 7,394.67</u>				

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2022 Butler Public Library Budget Package

Butler Public Library



Fund 800-Library Revenues

		2022
Account Name		Budget
Taxes		
41110	General Property Taxes	\$ 96,347
Total Taxes		96,347
Other Financing Sources		
49000	Intergovernmental Revenue	\$ 9,431
48920	Library Fines	2,000
48910	Library Fees	3,112
40320	Miscellaneous Revenue	900
Total Other Financing Sources		15,443
Total Library Fund Revenues		\$ 111,790

*Detail Sheet

Library Revenue Breakdown

2022 Budget 2022 Notes

Property Tax \$96,347

Intergovernmental

Bridges Library System \$0.00

Grants
County Library Supplement \$9,032.00
(Waukesha)

Cross County Border Reimbursement

Lakeshores \$0

Washington County \$399

Dodge County \$0

Intergovernmental Total \$9,431

Fines

Fines Replacement Costs \$2,000

Total \$2,000

2022 Fines and fees are based on an average of the past 2.5 years

Fees

Copier/Printer Fees \$2,800

Nonresident (MKE) cards \$280

*2018 Estimated Used Book Sale \$0

2022 Sales of books eliminated due to sales taxes. Donations now accepted

*2018 Estimated Replacement Cards \$32

Total \$3,112

Misc

*2018 Estimated Donations \$600

2022 Includes estimates for donations for used books

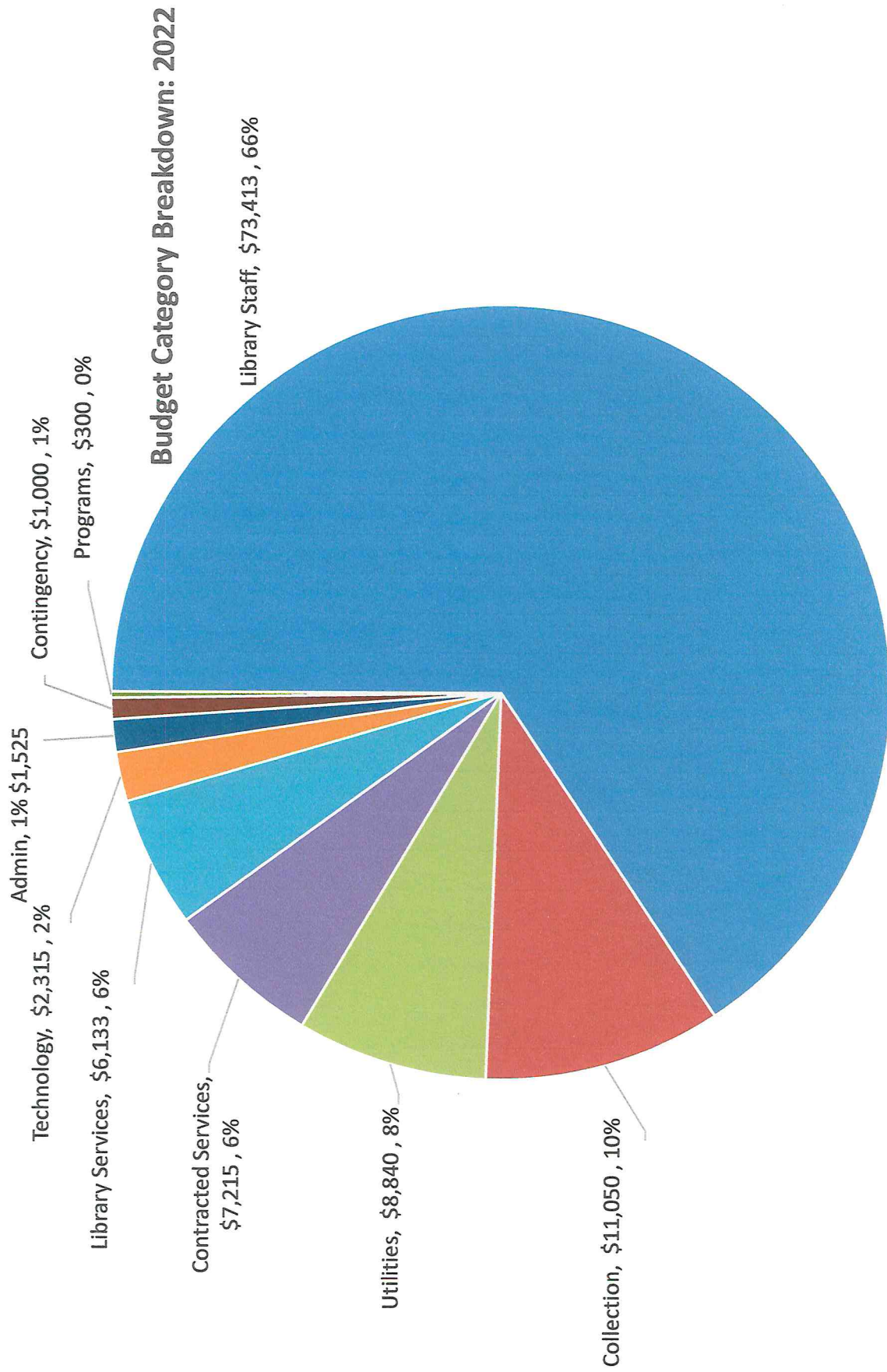
Friends of BPL-reimbursement \$300

Total \$900

TOTAL LIBRARY REVENUE TOTAL Library Revenue \$15,443

TOTAL Property Tax \$96,347

Revenue \$111,790



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Fund 800-Library Expenses

Account Name		2022 Budget	
Library Salaries & Benefits			
55100-50110	Library Salaries & Wages	\$ 66,481	
55100-50120	FICA	5,086	
55100-50123	Retirement Contribution	1,729	
55100-50124	Group Life Insurance Premium	117	
	Employee Benefits	-	
Total Library Salaries & Benefits		73,413	People
Library Administration			
55200-50126	Travel/Training/Meetings	\$ 400	Admin
55200-50127	Membership Dues	125	Admin
55200-50134	Utilities	6,800	We-Energies, Water and sewer Utilities
55200-50135	Telephone/Internet	2,040	\$100 month TEACH Internet access, AT&T phone Utilities
55200-50136	Office Supplies	850	Admin
55200-50137	Postage	50	Admin
Total Library Administration		10,265	
Library Equipment & Maintenance			
55300-50162	Contracted Service*	\$ 7,215	*Detail sheet Contracted Svcs
55300-50163	Technology Maintenance*	2,215	*Detail Sheet Technology
55300-50164	Computer/Equipment Maintenance	100	Technology
55300-50165	Copier Maintenance	650	*Detail Sheet Library Svcs
55300-50166	Material Processing/Repair	850	Collection
55300-50167	Housekeeping supplies	100	Admin
Total Library Equipment & Maintenance		11,130	
Library Programs & Services			
55400-50168	E-Book Contribution	\$ 677	Library Svcs
55400-50169	Shared Databases/Licenses	621	Library Svcs
55400-50172	Patron Programs*	300	*Detail Sheet Programs
55400-50179	Café Member Charges	4,185	Library Svcs
Total Library Programs & Services		5,783	
Library Collection			
55500-50171	Magazines/Newspaper	\$ 1,100	Collection
55500-50173	Adult Collection	4,600	Collection
55500-50174	Youth Collection	4,500	Collection
Total Library Collection		10,200	
Contingencies & Transfers			
80100-50130	Contingency	\$ 1,000	Contingency
Total Contingencies & Transfers		1,000	
Total Library Department Expenses		111,791	

Contracted services: 2022

Vendor	Annual Costs	Service Provided	Billing Frequency
Jan Pro	\$3,660.00	Janitorial Services	Monthly
Wil-Kil	\$600.00	Pest Control including Rat/Mouse control, Crawling Insect control, Sanitation Inspection	Monthly
Packerland	\$466.68	Floor mats; monthly rental	Monthly
Fish Window	\$352.00	Window Cleaning	Quarterly
ADS	\$1,385.40	Fire Alarm / Detection Services	Monthly
Guetzke & Associates		Annual Inspection (contract via Village) \$135 Fee included	
Dry-It Solid Surface Cleaning	\$1,400.00	Rugs and upholstery	Annual
CLS Landscaping	\$0.00	Cancelled 2020	
FIRST Security	\$420.00	Burgler Alarm, Panic Button, Security Cameras & Monitor	
Total	\$8,284.08		

2022 Budget Amount \$7,215.00
 Shortfall **\$1,069.08**

Contracted Services

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55300-50163 Technology Maintenance Breakdown

Taylor Computers: Annual Costs 2022				\$	925.00	When	Period
Managed Anti-Virus 2 \$1.85/month/computer	Months:	12	\$	244.20		Billed end of January	Annual
6 public, 3 staff, 1 catalog and 1 laptop	Cost/month:	\$	20.35				
Back up for Laptop	07/01/21 to 06/30/22	\$	124.80				
Max Backup for Main PC (Server)		\$	124.80	\$	249.60	Billed end of June	Annual
SonicWall Firewall Standard Support (through 2024)*; price increases in 2022: 1 year = \$200. Device will reach end-of-life in 2024 and will have to be replaced	\$93.50 annual cost	\$	187.00	\$	187.00	Billed end of August	Annual
Patch Management all 11 Cost is \$1.85/computer/month				\$	244.20	Billed end of January	Annual
Faronics Annual Costs 2022							
Deep Freeze (1 year)	\$	70.00	\$	70.00		Billed?	Annual
PC Reservations Annual Costs 2022							
Envisionware (printers, security, reservations)	\$	350.00	\$	232.32		Billed end of January	Annual
Annual Technology Cost				\$	1,227.32		
2022 Budget				\$	2,215.00		
Available for troubleshooting & maintenance @\$125/hr				\$	987.68		

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Patron Programs

Programming is reimbursed by Friends

An initial fund of \$300 is provided for routine purchases for programming

Additional costs, such as special materials, prizes, speaker fees, etc., are reimbursed by the Friends as needed

Additional costs are approved by the Friends prior to each event, at their monthly meetings

Reimbursements are accounted for under Misc Revenue

Recruiting Plan

Who – will do ...	What – with ...	Message – ...	When – and to ...	Whom
McKenzie, Katherine	Library newsletter	Job Listing	1 st of month; February, March editions	General public
Karol	Library job listing	Job Listing	February	Students / Graduates
McKenzie	Library Directors	We are looking for..." message (see next page)	February	Bridges system directors
Andy	Linked In, Indeed	Job Listing; face to face	?	Non-library professionals
Andy	UW-M professor(s)	Job Listing	?	Students / Graduates
Board Member(s) Andy, Charlene, Karl, Laura, Mike, Robert, Roger	Community Events	We are looking for..." message; Job Listing	Coffee with Cops April Easter Egg Hunt April Independence Day July National Night Out August ?	Community
Friends Members	Community Events	We are looking for..." message; Job Listing	Same as above	Community
?	UW-Madison School of Library Science	Job Listing; Face to face?	?	Students / Graduates
?	Local colleges: Marketing majors	We are looking for..." message; Job Listing; Face to face	?	Non-library professionals
?	Local colleges: Public administration / non-profit majors	We are looking for..." message; Job Listing; Face to face	?	?
?	Surrounding community newsletters	We are looking for..." message" Job Listing	?	?
ALL OF US	One on one conversations	We are looking for..." message	?	Community

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Minutes of Butler Public Library Board Meeting – January 11th, 2022

Minutes not formally approved until next Library Board meeting on February 8th, 2022

Meeting was called to order by Charlene Benjamin at 6:01pm.

1) Members Present

- a) Charlene Benjamin, Andy Kristensen, Roger Benjamin, Michael Bates, Laura Meyer, Karl DeBelack
- b) Excused: N/A
- c) Guests: Pat Tiarks, McKenzie Richardson, Tom Sardina, Robert Krause

2) Persons Desiring to be Heard

- a) N/A

3) Trustee Education

- i) Meet Katherine Newhouse, Library Assistant
 - (1) Recent UWM MLIS graduate; working here since June; in charge of all past dues/notices and the new monthly library newsletter.

4) Communications

- a) Library Director Search
- b) Draft Meeting Plan for 2022
 - i) Overview of major topics that will be featured in upcoming months for the year, i.e. reviewing Meeting Room/Equipment Use policies, Meeting Room policies, etc.
 - ii) Mike requested quarterly budgetary/financial reviews, starting in February
- c) Community Input Gathering 2022
 - i) We need community information to start planning programs/focuses/initiatives for 2023.
 - (1) What outcomes do we want from the input gathering?
 - (2) We can try to model it the same way that we did in 2019.
 - (a) Mike likes benchmarking, and he thinks we should stick with those questions to gauge the responses from back then compared to now.
 - ii) Charlene will add a topic to the 'New Business' section at the following meeting to motion to proceed with a Community Input Gathering initiative.
- d) Other Communication
 - i) Budget reviews and previews coming in June/July of this year.
 - ii) New Treasurer needed.

5) Consent Agenda

- a) Consideration of minutes: December 14th, 2021
 - i) Motion to approve by Michael Bates, seconded by Laura Meyer, motion carried unanimously.
- b) Current Financial Report
- c) Circulation and Use Report
- d) Director's Report

6) New Business

- a) Consideration to adjourn into Closed Session

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- i) Motion to go into closed session by Laura Meyer, seconded by Roger Benjamin, motion carried unanimously.
 - ii) Staffing
- b) Open Session
 - i) Motion to go into open session by Michael Bates, seconded by Roger Benjamin, motion carried unanimously.
 - ii) Motion to send rejection of employment to candidate by Andy Kristensen, seconded by Laura Meyer.
- 7) **Old Business**
 - a) N/A
- 8) **Schedule Next Meeting**
 - a) February 8th, 2022 at 6pm
 - b) Will continue to offer both Zoom and in-person meeting availability.
- 9) **Adjournment**
 - a) Motion to adjourn by Roger Benjamin, seconded by Karl DeBelack, motion carried unanimously at 7:04 PM.

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January 2022 Financial report

Account	Description	2022 Budget	YEAR-TO-DATE	MONTH ENDED
Fund 800 - LIBRARY FUND				
Revenues				
40320	MISC REVENUE	\$ -	\$ 42.65	\$ 42.65
48910	LIBRARY FEES	\$ -	\$ 153.00	\$ 153.00
48920	LIBRARY FINES	\$ -	\$ 101.90	\$ 101.90
Total - Dept 00000		\$ -	297.55	297.55
Total Revenues		\$ -	297.55	297.55
Expenditures				
50110	SALARIES	\$ -	\$ 3,634.14	\$ 3,634.14
50120	FICA/MEDICARE	\$ -	\$ 278.00	\$ 278.00
Total - Dept 55100		\$ -	3,912.14	3,912.14
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE				
50162	LIBRARY CONTRACTED SERVICES	\$ -	\$ 346.23	\$ 346.23
Total - Dept 55300		\$ -	346.23	346.23
Department 55400: LIBRARY PROGRAMS & SERVICES				
50172	LIBRARY PATRON PROGRAMS	\$ -	\$ 28.85	\$ 28.85
Total - Dept 55400		\$ -	28.85	28.85
Department 55500: LIBRARY COLLECTION				
50173	LIBRARY ADULT BOOKS	\$ -	\$ 196.38	\$ 196.38
Total - Dept 55500		\$ -	196.38	196.38
Total Expenditures		\$ -	4,483.60	4,483.60
NET OF REVENUES AND EXPENDITURES		\$ -	(4,186.05)	(4,186.05)

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2022 Circulation & Use Report (compared to 2021)

	2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors-2021		824	965	1,100	1,068	1,038	1,559	1,457	1,479	1,431	1,423	1,361	1,402	15,107
2022		1,383												1,383
Circulation														
Adult - 2021		1,396	1,302	1,131	1,154	1,169	1,410	1,386	1,319	1,328	1,399	1,221	1,270	15,485
2022		1,221												1,221
Children -2021		1,422	1,540	971	940	984	1,144	1,210	1,500	1,461	1,345	1,515	1,071	15,103
2022		1,257												1,257
Total Circulation -2021		2,818	2,842	2,102	2,094	2,153	2,554	2,596	2,819	2,789	2,744	2,736	2,341	30,588
2022		2,478												2,478
E & Audio Books -2021		91	72	97	84	115	79	74	90	102	103	115	110	1,132
2022		88												88
Total Circ with E-books - 2021		2,909	2,914	2,199	2,178	2,268	2,633	2,670	2,909	2,891	2,847	2,851	2,451	31,720
2022		2,566	0	0	0	0	0	0	0	0	0	0	0	2,566
New Library Cards-2021		5	14	13	7	7	23	12	14	14	19	7	11	146
2022		8												8
Computer Use (Sessions) -2021		158	172	196	211	204	261	215	222	255	279	246	210	2,629
2022		199												199
Conference Room Scheduled/Occupied - 2021		0	0	3	6	8	10	9	12	14	22	16	9	109
2022		8												8
Patrons - 2021		0	0	21	32	28	39	46	32	70	67	54	22	411
2022		36												36

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2022 Program Numbers

2022	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (6-11) (all attendees)													
Storytime	28												
Lego Club	16												
Passive Coloring /Activity Pages	26												
1,000 Books Before Kindergarten													
Kids' Choice								0					
Children's Totals	70	0	0	0	0	0	0	0	0	0	0	0	0

Children's (0-5) (all attendees)													
Children's Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Young Adult (12-18)													
Passive Coloring /Activity Pages	2												
Young Adult Totals	2									0			

Adult													
Butler Did It Book Club													
Welcome to Medicare													
Adult (all ages) Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

General Interest (All Ages)													
Lionel Train Show	48												
"How Much Have You Saved?" (Jan-Feb)	20												
Button Making Workshop													
Adult (all ages) Totals	68	0	0	0	0	0	0	0	0	0	0	0	0

Director's Report: February 2022

Budget: McKenzie and I have spent much time making sure our 2021 accounts reflect all of 2021's expenses, and that none leak over into 2022. However, one book order placed the end of November (about \$350) is delayed and therefore not charged to our credit card yet. If it is ever sent, it will hit our 2022 budget. The auditors might move the cost into 2021, but we will need to watch for it. Upshot is -- it will look like we did not attempt to spend all of our Collections budget in 2021. In case of questions when we develop the 2023 budget, we will need to remember this circumstance. All other 2021 costs are accounted for in the correct year.

Director Application: I sent a letter January 14 to Holly, declining to consider her application. Thanks to Andy for his edits, and to McKenzie for her review. Holly responded with professional courtesy.

Director Next Steps: McKenzie, Andy and I met with Karol Kennedy on January 25th to review our approach. We edited the Job Listing for re-posting. See attached. We decided to implement a proactive strategy, actively seeking out candidates. See Recruiting plan in this month's meeting packet.

Energy consumption at the Library: Mike, McKenzie, and I will do a walk through with DPW to look for any possibility to save energy costs. Any one of the Board are invited to attend. I will let you know when it is scheduled. Currently our monthly amount is nearly \$500/month, most of that in electricity costs. Even though we heat with gas. I checked the programming on the lights, and it correctly turns the lights off as soon as the library closes. I check also with the cleaning team (Jan Pro) to remind them to turn lights off when they leave.

Welcome Wagon visit: We could use a way to reach out to incomers. One possibility only. Cannot afford this on our own but cannot approach others until we know what is possible. This is an informational meeting only to educate us about WW...from here we will need to decide if it is reasonable to approach the Village and/or businesses to help fund.

Community Input Gathering: I sent a communication on 26-January-2022 about this effort. We last asked our public to weigh in back in 2019. See the Project Definition in February's meeting packet.

Staff: Eileen Langer has rejoined the staff as a substitute until we can hire a Director. We needed another person to fill out the schedule because four out of five of our staff have other jobs and cannot increase their hours. McKenzie has been filling in, but working more than 23 hours per week (the State's retirement plan threshold). Because the Village does not offer retirement to any staff other than the Director, we needed to cut McKenzie's hours. As for the potential to have McKenzie "cross that threshold," I cannot learn any more about long-term impact on our budget and/or the Village's until Kayla returns from leave at the end of February.

Programming: Our schedule is filling up. Butler Police Department will offer Coffee with Cops April 6th and September 27th. We are planning an Art craft and Gallery Night in March with the Friends. Other programming is underway; please check the webpage under Events for the most up to date calendar.

Saturday Coffee: A benefactor has donated 200 K-cups of assorted coffees to the Library so we can offer free coffee to patrons on Saturday. We will add an information kiosk to the coffee corner and count this as a "passive" program. Information can include details about our Community Input Gathering, the Friends, upcoming programs, Book Clubs, and any other items we wish to advertise.

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Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Butler Public Library			2. Public Library System Bridges Library System		
3a. Head Librarian First Name Vacant	3b. Head Librarian Last Name Vacant	4a. Certification Grade N/A	4b. Certification Type Vacant	5. Certification Expiration Date	
6a. Street Address 12808 W. Hampton Ave.	6b. Mailing Address or PO Box 12808 W. Hampton Ave.	7. City / Village / Town Butler	8a. ZIP 53007	8b. ZIP4 1705	9. County Waukesha
10. Library Phone Number 2627832535	11. Fax Number	12. Library E-mail Address of Director director@butler.lib.wi.us			
13. Library Website URL www.butler.lib.wi.us		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 1	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 5,900	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i>	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	32	0	0
19b. Number of Winter Weeks	13	0	0
19c. Summer Hours Open per Week	42	0	0
19d. Number of Summer Weeks	39	0	0
19e. Total Weeks per Year	52	0	0
19f. Total Hours per year for this location	2,054	0	0

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	No	
1b. providing reference service	No	
1bi. reference service provided via email	No	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	No	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	No	
1d. offering curbside pickup	No	
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	No	
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	0
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	-1
2c. increasing the number of electronic materials and holdings purchased locally	No	0
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	-1
2e. augmenting the public's ability to use electronic materials in another way	Yes	0
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	23,035	1,062
2. Electronic Books <i>E-books</i>	171,703	
3. Audio Materials	1,163	46
4. Electronic Audio Materials <i>Downloadable</i>	67,927	
5. Video Materials	3,443	260
6. Electronic Video Materials <i>Downloadable</i>	619	
7. Other Materials Owned	56	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	10	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	73	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	13	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)				
30,452	15,103	711				
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized ILL Transactions						
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from		
Integrated Library System (ILS)		8,953		8,061		
WISCAT		83		18		
Other (includes OCLC, manual tracking, or other methods)		0		0		
Total		9,036		8,079		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
892	326	1,218	Survey Week(s)	1,338	Actual Count	15,107
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count	
6	6	Actual Count	2,633	Did Not Collect		
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
11,774	0	109	95	204		
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
453	720	46	1,219	159		

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	14	0	9	5	28
Total Program Attendance	362	0	127	111	600
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs a. Children (0-11)	d Program Attendance b. Young Adult (12-18)	I Count c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	14	0	7	4	25
Total Program Attendance	362	0	80	102	544
Describe the library's in-person programs:					

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	0	0	2	1	3
Total Live Virtual Program Attendance	0	0	47	9	56
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	0	57	57
Which platforms does the library use to host the library's live, virtual programs:	Zoom				
Describe the library's live, virtual programs:					

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	0	0	0	0
Total Pre-recorded Program Views	0	0	0	0
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Charlene	Benjamin	12920 W. Hampton Ave	Butler	53007	boardpresident@butler.lib.wi.us
2. Andy	Kristensen	2302 Belleview Place	Milwaukee	53211	akristensen182@gmail.com
3. Michael	Bates	4836 N. 127th Street	Butler	53007	trusteebates@butlerwi.gov
4. Karl	Debelack	12999 W. Hampton Ave #117	Butler	53007	karldebelack@aol.com
5. Roger	Benjamin	4633 N. 125th Street	Butler	53007	
6. Laura	Meyer	12807 W. Eggert Place	Butler	53007	meyerlx1@gmail.com
7. Vacant					
8.					
9.					
10.					
11.					
12.					
Number of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
Village	Butler	\$94,565
Subtotal 1		\$94,565

2. County**a. Home County Appropriation for Library Service**Subtotal 2a **\$7,838****b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Jefferson	\$0	Ozaukee	
Dodge	\$0		
Washington	\$1,174		
Racine	\$3		
Walworth	\$0		
Subtotal 2b			\$1,177

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
Innovation Grant	\$2,500		
Summer Library Program Grant	\$299		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	982
Subtotal 3			\$3,781

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$5,934	\$113,295	\$96,347	Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	No MLS	\$21,983	25.00				
Youth Librarian	Librn. no-MLS	\$9,017	16.00				
Librarian	MLS (ALA)	\$8,433	15.00				
Library Assistant	Other	\$30,312	31.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

0.37

Other Persons Holding the Title of Librarian (FTE)

1.00

Subtotal 2a

1.37

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

0.81

c. Total Library Staff (FTE)

2.18

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident

19,922

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		18,025	216	18,241
3. Circulation to Nonresidents Living in Another County in the Library System		1	0	1
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,576	104	1,680
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
0		0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		
Actual	No			

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Dodge	0	f. Ozaukee	0
b. Washington	104	g.	
c. Racine	0	h.	
d. Walworth	0	i.	
e. Jefferson	0	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i>	3. Library use of Internet filtering software or service
Yes	<input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	<input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	14	2	8	24
	Total Self-directed Activity Participation	267	15	283	565

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Melissa	b. Last Name Paap-Young	c. Email Address mpaapyoung@butler.lib.wi.us
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Elizabeth	b. Last Name Glaser	c. Email Address eglaser@butler.lib.wi.us
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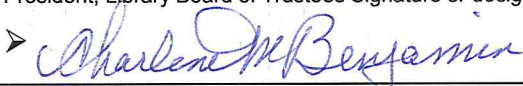
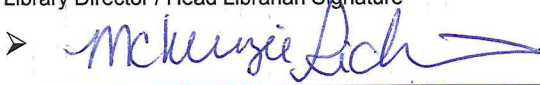
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee <i>Print or type</i>	Date Signed
➤ 	Charlene Benjamin	08-Feb-2022
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤ 	Vacant McKenzie Vacant Richardson	2/8/22

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Waukesha

The Butler Public Library Board of Trustees hereby states that in 2020 the Bridges Library System
Name of Public Library *Name of Public Library System / Service*

☒ **did** provide effective leadership and adequately met the needs of the library.

☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

➤ Charlene M Benjamin

Name of President or Designee *Print or type*

Charlene

Benjamin

Date Signed

08-Feb-2022

COMMENTS		
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SECTION_X

Annual Salary

Director--2022-02-04

Director position vacant since October 2021, estimate given for filled position--2022-02-04

Hours Worked/Week

Director position vacant since October 2021, estimate given for filled position--2022-02-04

Project Definition

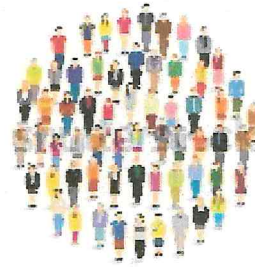
Supporting Strategic Goal #3: Community Alignment; Goal #4: Long-range Planning

Background:

Although mandated by the state of Wisconsin, public libraries are dependent on the good will and support of their communities, the taxpayers in those communities, and their local leadership. The majority of funding (86%) for Butler's

Public Library comes from the taxpayers, and must be approved by the Village Board.

Because Butler is a small community with a very constrained tax base, the need for funding must be justified each year. This justification cannot be based on theory or opinion. To be successful, it needs to be based on input from the community.



Purpose:

The Community Input Gathering 2022 project will define the library's future directions, strategic goals, programming, and use of resources. By extension, it also defines our annual funding requests. The project involves the community: our patrons, Friends, staff, and Board. These individuals will come together to first identify how to gather input from the community, and then to gather, analyze, and act on that information.

Completion:

This project begins in 2022. The duration will be defined in an initial brainstorming session.

Personnel:

Library Board members

Members of the Friends of the Library

Patrons

Members of staff

Methods:

To be determined.