

PUBLIC NOTICE

Meeting: Library Board of Trustees  
**Thursday, November 10, 2022**, at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue

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

Click to join Zoom:

<https://us02web.zoom.us/j/81045254858?pwd=SZZpK095TjRZVjIwNkkvbDF0QWlUT09>

Meeting ID: 810 4525 4858

Passcode: sr8RcnPC

By phone only: +1 312 626 6799

**PLEASE TAKE NOTICE** that the Library Board will meet on the **10<sup>th</sup>** day of November 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. Review of Records Request Policy [Goal #2 Staff]
  - 3.2. Review of Emergency & Safety Policy [Goal #2 Staff]
  - 3.3. Review of Privacy Policy [Goal #2 Staff]
  - 3.4. Village of Butler Economic Profile [Goal #3: Community]
4. Communications – please refer to the Directors Report for additional items
  - 4.1. 2023 Budget Update
  - 4.2. Fund-Raising Strategies Update [Goal #1: Resource; Goal #4: Planning]
  - 4.3. Quarterly Budget Review
  - 4.4. Community Input Survey Update
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: October 11, 2022 DOC:
  - 5.2. Current Financial Report DOC: extract, Charlene
  - 5.3. Current Circulation and Use / Hoopla / Program & Activity Reports
  - 5.4. Director's Report
6. Old Business
7. New Business
  - 7.1. Discussion and possible approval of Annual Addendum DOC:
  - 7.2. Discussion and possible approval of Director's Goals [Goal #2: Staff]
  - 7.3. Discussion and possible approval of Staff Recognition [Goal #2: Staff]
  - 7.4. Discussion and possible approval of 2023 Holiday Schedule [Goal #2: Staff]

- 7.5. Discussion and possible approval of MOU with Friends [Goal #3: Community]
- 7.6. Discussion and possible approval to rescind Covid Illness Policy [Goal #2: Staff]
- 8. Schedule next meeting: December 13, 2022
- 9. Adjournment

Dated: November 4, 2022

Genavieve Danes  
Director

Charlene M Benjamin  
President

**List of Documents – November 2022**

| <b>Item</b> | <b>Meeting Packet<br/>Page Number</b> | <b>Relevant Document(s)</b>  |
|-------------|---------------------------------------|--|
|             | 1-2                                   | Agenda   |
|             | 3                                     | List of Documents  |
| 3.1         | 4                                     | Library Record Request Policy  |
| 3.2         | 5                                     | Emergency and Safety Policy  |
| 3.3         | 6                                     | Privacy Policy   |
| 3.4         | 7-10                                  | Village of Butler Economic Profile                                       |
| 4.3         | 11                                    | Reserve Fund Calculations  |
| 5.1         | 12-13                                 | October 11, 2022 Minutes   |
| 5.2         | 14-15; 16-19                          | Financial Report / Village General Ledger Report                         |
| 5.3         | 20 / 21                               | Programming Report / Circulate & Use and Hoopla Report                   |
| 5.4         | 22-23                                 | Directors Report   |
| 7.1         | 24                                    | Annual Addendum (Bridges)  |
| 7.2         | 25-26                                 | Director's Goals   |
| 7.3         | 27                                    | Memorandum of Understanding with Friends of the Butler<br>Public Library |
| 7.4         | 28                                    | 2023 Holiday Schedule  |
| 7.5         | 29                                    | Covid-19 Staff Illness Policy  |

## **Library Records Request Policy – proposed**

Butler Public Library (the Library) complies with all state and federal laws regarding the disclosure of personal information from library records. The Library will release records in compliance with Wisconsin Open Records Laws, per State of [Wisconsin Statute 43:30](#) (1m)..

For more information, refer to the Wisconsin Public Records Law Compliance Guide at:

<https://www.doj.state.wi.us/sites/default/files/office-open-government/Resources/PRL-GUIDE.pdf>. Refer to page 28, 5<sup>th</sup> bullet: “Records of a publicly supported library...”

*REVIEW NOTE (not to be included in the final policy): this is a policy governing the request for records. Our record retention is guided by Wisconsin’s General Records Schedule for public libraries.)*

## **Emergency & Safety Policy (proposed)**

Approved 2019

Revised \_\_\_\_

### **Fire/Gas Leaks**

Staff are to be orientated to the type and location of the fire extinguisher(s) in the building, exits and emergency exits.

At the first indication of smoke or flame, or first indication of gas fumes, staff are to immediately evacuate patrons from all areas of the library, leave the building, and call 911

### **Bomb Threats**

Staff will immediately evacuate patrons and themselves from the all areas of the library, and call 911.

### **Armed and Threatening Individual**

Staff receive “active shooter” training from Butler PD. Staff immediately pushes the “panic button” to notify local police.

### **Health Emergencies**

Staff calls 911 immediately in the event of any serious problem.

If certified in Red Cross First Aid, staff may choose to administer first aid following Red Cross protocols.

If not certified in First Aid training, staff may help make the sick or injured patron comfortable and protected until medical help arrives.

No medication, including aspirin, will be dispensed to the public.

### **Winter Storms**

Staff will follow the Village’s recommendations and close the Library building when Village offices are closed due winter storms. The Director can also close the Library, at their discretion, whenever conditions appear to be unsafe.

### **Severe Weather**

If a tornado warning occurs, employees and patrons will follow safety recommendations established by the National Weather Service. Safe areas are designated within the building.

### **General Safety**

Staff will always keep themselves and patrons safe while in the Library or on the Library property. Trip hazards, falling hazards, slippery floors, electrical hazards, biohazards, etc. will be corrected immediately only if the staff is able and the hazard is minor. In all other cases, these must be reported to the Director, who will contact the Village or 911 as appropriate.

## Privacy Policy

Butler Public Library (the Library) protects the privacy of patrons and their confidential information. Privacy is the right to seek information through library resources without having the subject of interest known or examined by others. Confidentiality exists where the Library has a record of personally identifiable information such as name, library card number, email or mailing addresses, phone numbers, or other information related to a patron's library account.

### *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) to libraries under 43.30 (2) and (3), or to law enforcement officers under 43.30 (5).

### *Exception*

Library records may be subject to disclosure to law enforcement officials under provisions of state or federal law, and the USA Patriot Act (Public Law 107-56).

### *Library Photos and Videos*

The Library staff will take photos and make videos at public programs and events. These recordings may be posted to their website, Facebook and other social media, or used in promotions. This includes minor children.

Because the Library hosts public events, it is the patron's responsibility to be aware that images are being captured and take action to remain out of camera range if they do not wish to be photographed or recorded.

However, patrons may inform staff if they do not wish to be in photographs or videos, or do not wish their children's images to be captured or used. Staff will attempt to comply with those requests.

### *Video Surveillance*

The parking lot, front entry, and hallway are under continuous video surveillance and recording. Signs are posted in the front hallway.

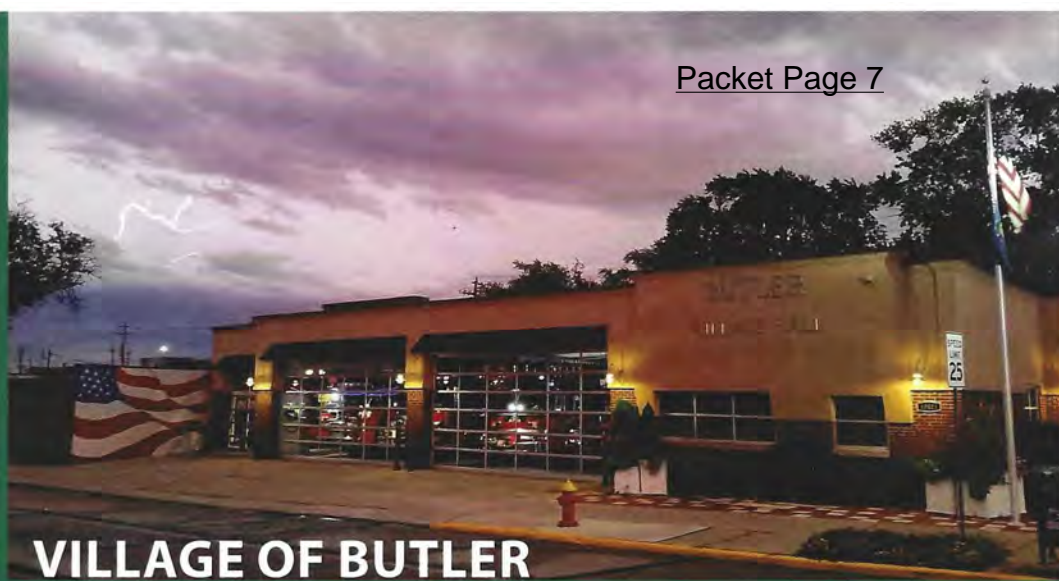
Recorded images are stored digitally for security purposes. Video monitoring is always active in the Library office area. Recorded video can only be reviewed by the Library Director, Library Board members, or the Butler Police Department.

### *Photocopies*

If patrons request physical copies of public records, staff can request the current rate per page from the requestor. Staff may request prepayment when costs exceed \$5.00 (five dollars).

## HISTORY & LOCATION

The Village of Butler, known as Train Town USA, was established on the west side of 124th Street as the Chicago & North Western Railway purchased land on the east side of the street for a major railroad yard to ease freight congestion in the City of Milwaukee. Originally called New Butler, the Village was incorporated in 1913. Railroad workers, businessmen, and developers settled there, drawn to the opportunities associated with the railroad. Butler has an area of about one square mile and is located on the eastern edge of Waukesha County, bordering Milwaukee County, about 10 miles from downtown Milwaukee.



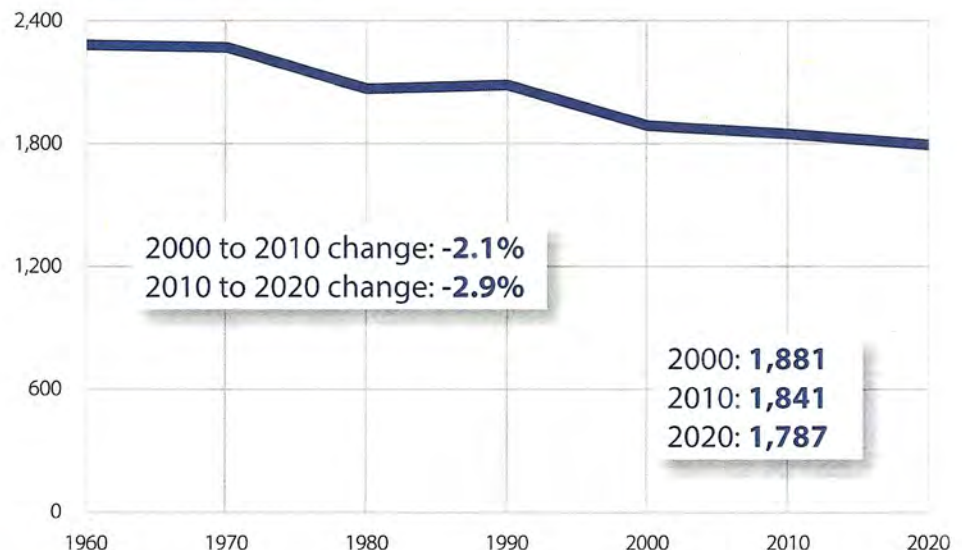
# VILLAGE OF BUTLER ECONOMIC PROFILE

## DEMOGRAPHICS

Age Range:  
0 to 19: 18.4%  
20 to 44: 35.0%  
45 to 64: 26.2%  
65 and Older: 20.4%  
Butler Median Age: 42.3  
Waukesha County Median Age: 43.2

White: 80.5%  
Black: 6.6%  
Asian: 3.0%  
Other Race: 5.5%  
Hispanic: 4.4%

## CENSUS POPULATION



## HOUSING

Total Housing Units: 952  
Owner Occupied Housing Units:  
405 (42.5%)  
Median Value: \$161,200  
Renter Occupied Housing Units:  
508 (53.4%)  
Median Monthly Rent: \$786  
Vacant Housing Units: 39 (4.1%)

## CONTACTS



**Butler Village Administrator**  
262-783-2525  
[www.butlerwi.gov](http://www.butlerwi.gov)



**Waukesha County Center for Growth**  
262-409-2643  
[www.waukeshagrowth.org](http://www.waukeshagrowth.org)

## MEDIAN ANNUAL HOUSEHOLD INCOME

Village of Butler: \$39,273  
Waukesha County: \$87,277  
Southeastern Wisconsin: \$62,800  
Wisconsin: \$61,747  
United States: \$62,843



**Southeastern Wisconsin Regional Planning Commission**  
262-547-6721  
[www.sewrpc.org](http://www.sewrpc.org)



## LABOR FORCE

Residents in the Labor Force: 1,006

Unemployment Rate: 2.6%\*

## RESIDENT OCCUPATIONS

Management, Business, Science,  
and Arts: 40.2%

Natural Resources: 6.8%

Production, Transportation, and  
Material Moving: 13.5%

Sales and Office: 25.7%

Services: 13.8%

## BUSINESS PARKS

Butler Industrial Park - North

Location: North and south side of  
Silver Spring Drive (CTH VV)  
between 124th Street and the  
Menomonee River

Size: 130 acres

No. of Vacant Parcels: 1

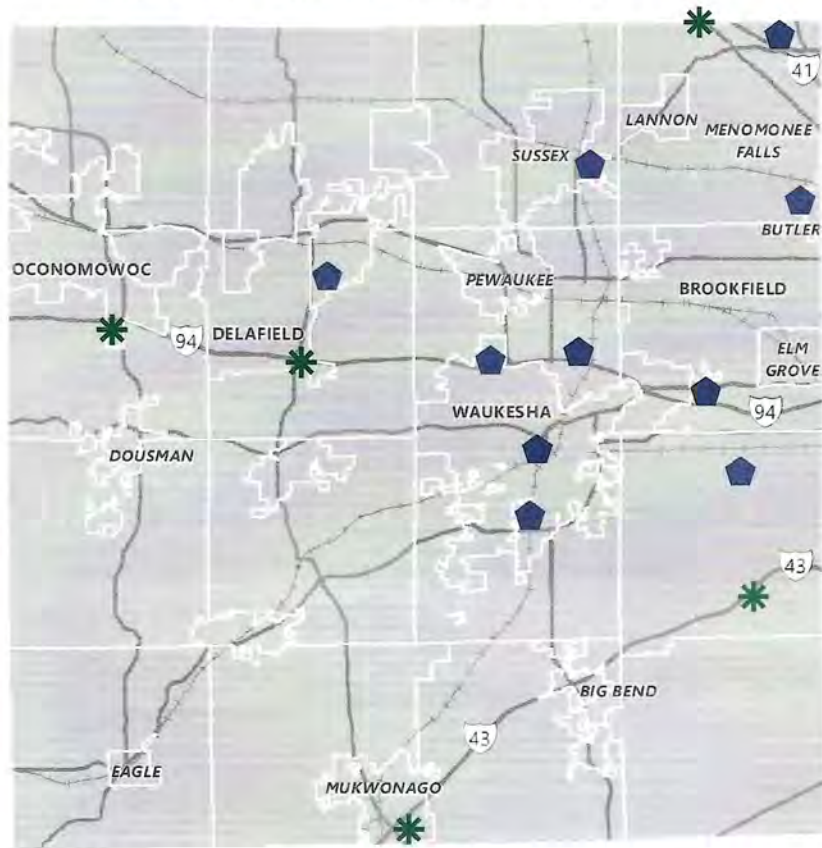
Butler Industrial Park - South

Location: South of Hampton Avenue  
(CTH K) and east of 132nd Street

Size: 80 acres

No. of Vacant Parcels: 0

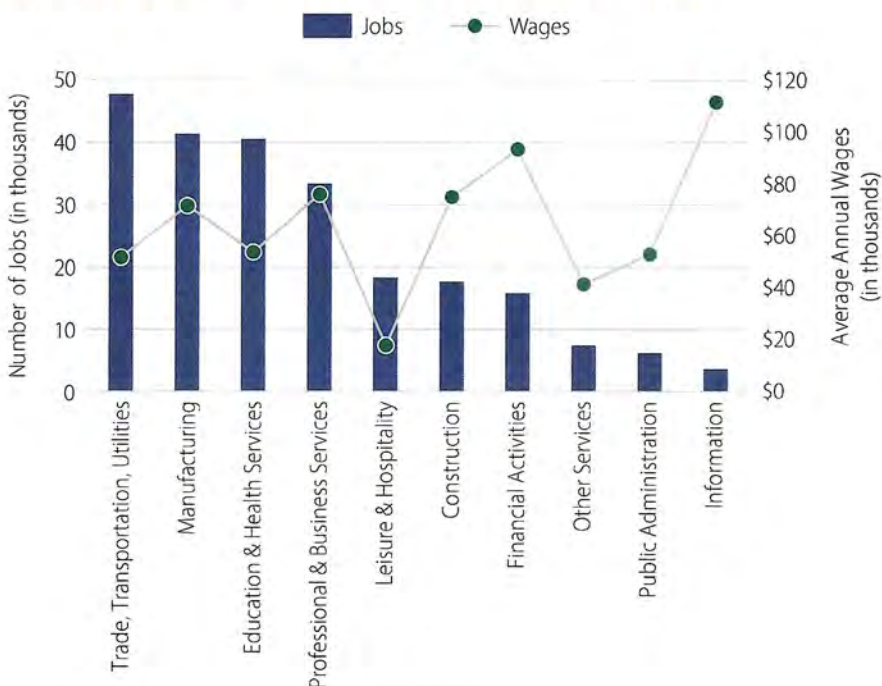
## MAJOR EMPLOYMENT CENTERS



EXISTING TO  
BE RETAINED

RECOMMENDED  
BY 2050

## WAUKESHA COUNTY JOBS BY INDUSTRY



## MAJOR PRIVATE EMPLOYERS

The largest private employers in Butler are in a variety of industry sectors:

Western States Envelope (500 - 999)  
Cargill Meat Solutions (250 - 499)  
Interstate Power Systems (100 - 249)  
Security Personnel (100 - 249)  
MRPC (100 - 249)  
Circle Electric (50 - 99)  
Kelbe Brothers Equipment (50 - 99)  
Polyak Distributors (50 - 99)  
Ries Graphics (50 - 99)

\* Unemployment rate for Waukesha County as of March 2022.

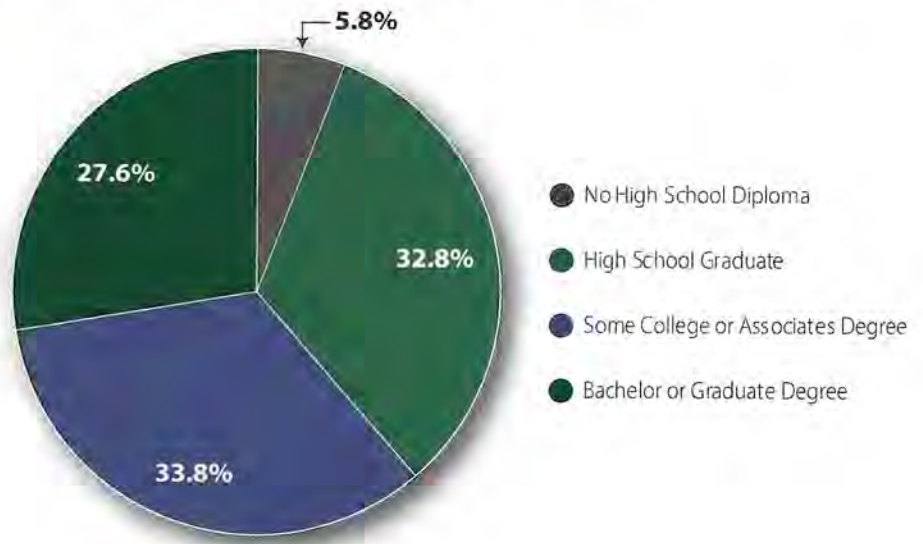


## EDUCATIONAL OPPORTUNITIES

Butler is served by the Hamilton School District, which is regularly recognized for high-achieving results, and facilities—including the Hamilton Fine Arts Center and the Hamilton Athletic Center—that provide a physical environment that supports student success. The Butler Public Library is a member of the Waukesha and Jefferson Counties Bridges Library System.

Numerous higher education opportunities are also available to Butler residents around Waukesha County and in neighboring counties. Waukesha County Technical College (WCTC), located in Pewaukee, offers associate degrees, technical diplomas, and short-term certificates. Carroll University, a private university offering undergraduate and graduate programs, and UWM at Waukesha—a two-year campus affiliated with UW-Milwaukee—are both located in the City of Waukesha. In addition, Milwaukee County is home to 15 universities, including UW-Milwaukee, Marquette University, and the

## HIGHEST EDUCATIONAL ATTAINMENT



Milwaukee School of Engineering. Together, these universities offer a wide variety of undergraduate and graduate programs.

## ACT SCORES

### Hamilton School District/National

English 20.0/20.1  
Math 22.2/20.4  
Reading 21.6/21.2  
Science 21.9/20.6  
Composite 21.6/20.7

## GOVERNMENT

The Village of Butler is governed by a Village Board, consisting of a Village President and six trustees. The Board makes decisions regarding most Village matters, including the Village budget, capital improvements, ordinances and hiring. Administrative responsibility is shared by the Village President and Village Administrator who are responsible for the overall coordination and direction of the day-to-day operations of Village government. Butler has a full-time police force of eight sworn officers. Fire protection is provided by two full-time firefighters and the volunteer staff of the Butler Volunteer Fire Department.

## PARKS

Frontier Park in Butler offers many activities including baseball, softball, tennis, sand volleyball, and a playground, providing a place for community members of all ages to gather. The Menomonee River flows through the Village, offering a place to enjoy its natural beauty year round.

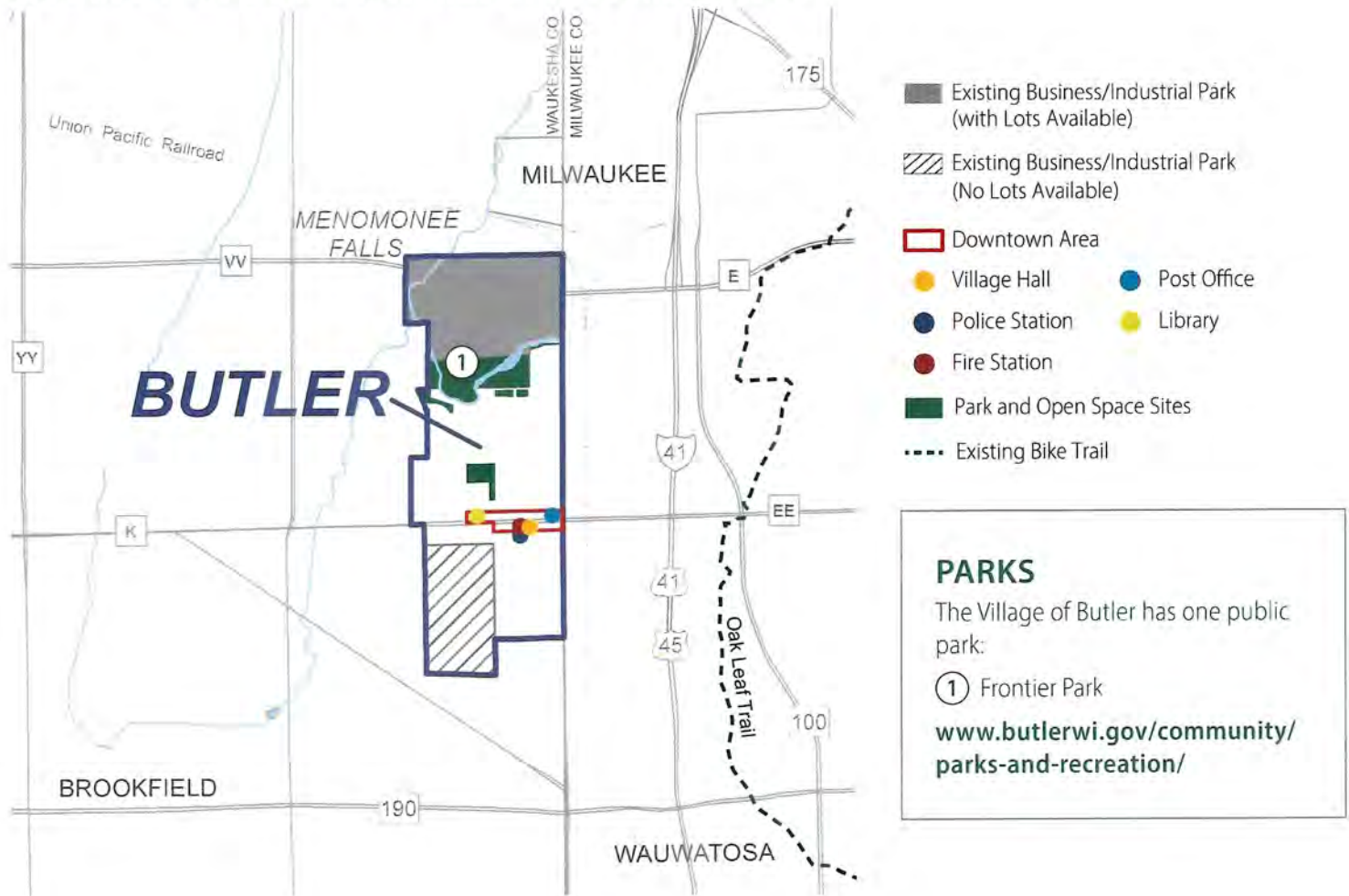
## TAXES

Property tax: \$17.17 per \$1,000 of assessed value  
Sales tax: 5.0%

## HEALTHCARE

In neighboring Menomonee Falls, Community Memorial Hospital (a 200 bed hospital) has partnered with the Froedtert & the Medical College of Wisconsin to form a regional health network, including Wisconsin's only academic medical center. Elmbrook Memorial Hospital is a full service, acute care hospital located nearby in the City of Brookfield. Numerous medical clinics and specialty care centers are also available in the area. In addition, the Milwaukee Regional Medical Center is located minutes away in Milwaukee County.

## VILLAGE OF BUTLER ECONOMIC PROFILE MAP: 2022



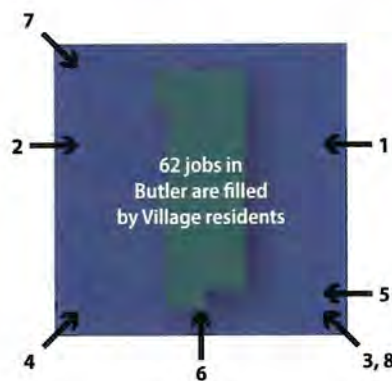
## COMMUTING PATTERNS

### TRANSIT

Butler is located near a few routes of the Milwaukee County Transit System, providing bus access throughout Milwaukee County, and connections to numerous destinations by bus, rail, and air. The Village is also served by FlexRide Milwaukee, an on-demand, microtransit service that connects Milwaukee residents to jobs in nearby communities. Passengers book rides by app or phone and may be paired with other passengers heading in the same direction.

### TRAVEL TIMES

To Downtown Milwaukee: 16 Minutes  
To Downtown Madison: 77 Minutes  
To Milwaukee Mitchell International Airport: 21 Minutes  
To Intermodal Station: 16 Minutes



#### Commuting In From:

- 1 City of Milwaukee: 1,185 (29.9%)
  - 2 Village of Menomonee Falls: 185 (4.7%)
  - 3 City of West Allis: 157 (4.0%)
  - 4 City of Waukesha: 130 (3.3%)
  - 5 City of Wauwatosa: 127 (3.2%)
  - 6 City of Brookfield: 96 (2.4%)
  - 7 City of West Bend: 76 (1.9%)
  - 8 City of Greenfield: 67 (1.7%)
- Total: 3,957



#### Commuting Out To:

- 1 City of Milwaukee: 248 (21.8%)
  - 2 City of Brookfield: 106 (9.3%)
  - 3 Village of Menomonee Falls: 92 (8.1%)
  - 4 City of Wauwatosa: 84 (7.4%)
  - 5 City of Waukesha: 42 (3.7%)
  - 6 City of West Allis: 39 (3.4%)
  - 7 City of New Berlin: 34 (3.0%)
  - 8 City of Glendale: 27 (2.4%)
- Total: 1,136

### Library Reserve Fund Analysis

| Year         | Audited Library Account (Actual) | Reserve Fund Balance (per Audit) | Fund Amount Required per Policy (25%) | Year to year Change in Fund Amount Required | (Fund over 25%); Fund under 25% | Added to/ (subtracted from) Fund by Auditors |
|--------------|----------------------------------|----------------------------------|---------------------------------------|---|---------------------------------|--|
| 2019         | \$ 108,621.41                    | \$ 24,859.00                     | \$ 27,155.35                          |   | \$ 2,296.35                     | \$ 1,863.00                                  |
| 2020         | \$ 105,666.70                    | \$ 26,850.00                     | \$ 26,416.68                          | \$ (738.68)                                 | \$ (433.33)                     | \$ 1,991.00                                  |
| 2021 Planned | \$ 109,954.00                    | \$ 27,850.00                     | \$ 27,488.50                          | \$ 1,071.83                                 | \$ (361.50)                     |  |
| 2021 Actual  | \$ 114,511.00                    | \$ 24,578.00                     | \$ 28,627.75                          | \$ 2,211.08                                 | \$ 4,049.75                     | \$ (2,272.00)                                |
| 2022         | \$ 111,790.00                    |                                  | \$ 27,947.50                          | \$ (680.25)                                 |                                 |  |
| 2023         | \$ 117,036.00                    |                                  | \$ 29,259.00                          | \$ 1,311.50                                 |                                 |  |
| 2024         |                                  |                                  |                                       |   |                                 |  |
| 2025         |                                  |                                  |                                       |   |                                 |  |

Green indicates un-audited budget amounts



## **Minutes of Butler Public Library Board Meeting – October 11<sup>th</sup>, 2022**

Minutes not formally approved until next Library Board meeting on November 10<sup>th</sup>, 2022

Meeting was called to order by Charlene Benjamin at 6:00pm

### **1) Members Present**

- a) Charlene Benjamin, Andy Kristensen, Michael Bates, Laura Meyer, Robert Kraus, Genavieve Danes, Karl DeBelack
- b) Absent (Excused): Roger Benjamin
- c) Guests: Pat Tiarks

### **2) Persons Desiring to be Heard**

- a) N/A

### **3) Trustee Education**

- i) Library Records Policy Review
  - (1) Possibly adding fee wording similar to Irving Young Library (Whitewater)
  - (2) Genavieve and Charlene will draft a new version and bring to next meeting
- ii) Emergency and Safety Policy
  - (1) Genavieve and Charlene will amend the Bomb Threat section and look at possible addition of Active Shooter & Concealed Carry sections and bring to next meeting
- iii) Memorandum of Understanding with Friends of the Butler Public Library

### **4) Communications**

- a) Events Update
  - i) 3 Therapy Dogs have been booked for the library; Homeschool Book Club had 3 families appear for first meeting; December 1<sup>st</sup> will be new date for Frauds & Scams Event; Storytime is staying weekly unless attendance/amount of work needed to prep necessitates changes
  - ii) Events for next year might include an Adult Meal Planning Event, a Teen Taste Test Challenge, design your own Pop Socket, Glass Etching, DIY candle making, and other low cost but high interest events
- b) 2023 Budget Update
  - i) 2021 Audit revealed a \$2,200 overage
    - (1) Contingency fund covered it
    - (2) Library Board is waiting on details for exactly where the overages were, as the records that Charlene was keeping had the library at \$200 under budget
- c) Fund-Raising Strategies Update
- d) Community Input Survey Update
  - i) 28 responses collected so far
- e) Other Communications

### **5) Consent Agenda**

- a) Consideration of minutes: September 13<sup>th</sup>, 2022
- b) Current Financial Report
- c) Current Circulation and Use / Hoopla / Program & Activity Reports
- d) October Director's Report

- e) Motion to accept consent agenda by Michael Bates, seconded by Andy Kristensen, motion carried unanimously.

**6) Old Business**

- a) N/A

**7) New Business**

- a) Discussion and possible approval of Solicitation Policy
  - i) Motion to accept the Solicitation Policy by Michael Bates, seconded by Andy Kristensen, motion carried unanimously.
- b) Discussion and possible approval of Communications Policy
  - i) Motion to accept the Communications Policy by Robert Kraus, seconded by Michael Bates, motion carried unanimously.

**8) Schedule Next Meeting**

- a) November 10<sup>th</sup>, 2022 at 6pm
- b) Will continue to offer both Zoom and in-person meeting availability.

**9) Adjournment**

- a) Motion to adjourn by Michael Bates, seconded by Robert Kraus, motion carried unanimously at 6:44 PM.



## 2022 Library Budget Tracking Sheet

| Projected Revenue      |                     |
|------------------------|---------------------|
| General Property Taxes | \$ 96,347.00        |
| Planned Lib. Revenue   | \$ 15,443.00        |
| <b>Total</b>           | <b>\$111,790.00</b> |

| Actual Revenue         |                     |
|------------------------|---------------------|
| General Property Taxes | \$ 96,347.00        |
| Library Revenue        | \$ 15,349.50        |
| <b>Total</b>           | <b>\$111,696.50</b> |

Print Date  
11/4/2022

| Current Balance (Actual Revenue - Actual Expenses) |
|--|
| \$ 20,423.56                                       |

| Total of Actual Expenses |
|--------------------------|
| \$ 91,272.94             |

| Actual Expenses                          |              |         |                     |                     |
|--|--------------|---------|---------------------|---------------------|
| Library Salaries & Wages                 | Projected    | Planned | Actual              | Balance             |
| 55100-50110 Library Salaries & Wages     | \$ 66,480.00 |         | \$ 53,399.47        | \$ 13,080.53        |
| 55100-50120 FICA                         | \$ 5,086.00  |         | \$ 4,085.06         | \$ 1,000.94         |
| 55100-50123 Retirement Contribution      | \$ 1,729.00  |         | \$ 971.49           | \$ 757.51           |
| 55100-50124 Group Life Insurance Premium | \$ 117.00    |         | \$ 129.48           | \$ (12.48)          |
| <b>Subtotal</b>                          |              |         | <b>\$ 58,585.50</b> | <b>\$ 14,826.50</b> |

| Library Administration          | Projected   | Planned     | Actual      | Balance     |
|---------------------------------|-------------|-------------|-------------|-------------|
| 55200-50126 Travel/ Training    | \$ 400.00   |             | \$ 175.00   | \$ 225.00   |
| 55200-50127 Membership Dues     | \$ 125.00   |             | \$ 54.00    | \$ 71.00    |
| 55200-50134 Utilities           | \$ 6,800.00 | \$ 1,240.00 | \$ 5,122.29 | \$ 1,677.71 |
| 55200-50135 Telephone/ Internet | \$ 2,040.00 | \$ 887.96   | \$ 1,510.17 | \$ 529.83   |
| 55200-50136 Office Supplies     | \$ 850.00   |             | \$ 696.63   | \$ 153.37   |
| 55200-50137 Postage             | \$ 50.00    |             | \$ 29.11    | \$ 20.89    |

Used

80%

80%

56%

111%

44%

43%

75%

74%

82%

58%

| Library Revenue                |                     |              |                     |
|--------------------------------|---------------------|--------------|---------------------|
| Source                         | Projected           | Over/(Under) | Actual              |
| 40320 Donations & Book Sales   | \$ 600.00           | \$ 180.75    | \$ 780.75           |
| 40320 Friends Reimbursement    | \$ 300.00           | \$ (232.01)  | \$ 67.99            |
| 48910 Printing/Copies          | \$ 2,800.00         | \$ (731.94)  | \$ 2,068.06         |
| 48910 Replacement Cards        | \$ 32.00            | \$ (10.00)   | \$ 22.00            |
| 48910 MKE Cards                | \$ 280.00           | \$ 320.00    | \$ 600.00           |
| 48920 Fines/ Replacement Costs | \$ 2,000.00         | \$ (656.04)  | \$ 1,343.96         |
| 49000 Intergov'tal Revenue     | \$ 9,431.00         | \$ 11.84     | \$ 9,442.84         |
| 49000 Grants Awarded           | \$ -                | \$ 1,023.90  | \$ 1,023.90         |
| <b>Subtotal</b>                | <b>\$ 15,443.00</b> |              | <b>\$ 15,349.50</b> |

|   |             |             |                    |                    |
|---|-------------|-------------|--------------------|--------------------|
| <b>Subtotal</b>                             |             |             | <b>\$ 7,587.20</b> | <b>\$ 2,677.80</b> |
| <b>Library Eq &amp; Maint.</b>              | Projected   | Planned     | Actual             | Balance            |
| 55300-50162 Contracted Service              | \$ 7,215.00 | \$ 1,838.68 | \$ 6,631.09        | \$ 583.91          |
| 55300-50163 Technology Maintenance          | \$ 2,215.00 | \$ 200.00   | \$ 1,322.97        | \$ 892.03          |
| 55300-50164 Computer/ Equipment Maintenance | \$ 100.00   |             | \$ -               | \$ 100.00          |
| 55300-50165 Copier Maintenance              | \$ 650.00   |             | \$ 535.00          | \$ 115.00          |
| 55300-50166 Material Processing/ Repair     | \$ 850.00   |             | \$ 1,295.59        | \$ (445.59)        |
| 55300-50167 Housekeeping supplies           | \$ 100.00   |             | \$ 35.65           | \$ 64.35           |
| <b>Subtotal</b>                             |             |             | <b>\$ 9,820.30</b> | <b>\$ 1,309.70</b> |
| <b>Library Prgms &amp; Svcs</b>             | Projected   | Planned     | Actual             | Balance            |
| 55400-50168 E-Book Contribution             | \$ 677.00   |             | \$ 677.00          | \$ -               |
| 55400-50169 Shared Databases/ Licenses      | \$ 621.00   | \$ 32.00    | \$ 637.39          | \$ (16.39)         |
| 55400-50172 Patron Programs                 | \$ 300.00   |             | \$ 278.77          | \$ 21.23           |
| 55400-50179 Café Member Charges             | \$ 4,185.00 |             | \$ 4,185.00        | \$ -               |
| <b>Subtotal</b>                             |             |             | <b>\$ 5,778.16</b> | <b>\$ 4.84</b>     |
| <b>Library Collection</b>                   | Projected   | Planned     | Actual             | Balance            |
| 55500-50171 Magazines/ Newspaper            | \$ 1,100.00 | \$ 336.00   | \$ 546.09          | \$ 553.91          |
| 55500-50173 Adult Collection                | \$ 4,600.00 |             | \$ 4,437.39        | \$ 162.61          |
| 55500-50174 Youth Collection                | \$ 4,500.00 |             | \$ 4,518.30        | \$ (18.30)         |
| <b>Subtotal</b>                             |             |             | <b>\$ 9,501.78</b> | <b>\$ 698.22</b>   |
| <b>Contingency</b>                          | Projected   | Planned     | Actual             | Balance            |
| 80100-50130 Contingency                     | \$ 1,000.00 |             |                    | \$ 1,000.00        |
| <b>Subtotal</b>                             |             |             | <b>\$ -</b>        | <b>\$ 1,000.00</b> |

|                 |             |
|-----------------|-------------|
| Planned+Actual  | Potential - |
| 92% \$ 8,469.77 | \$ 1,254.77 |
| 60%             |             |
| 0%              |             |
| 82%             | grant       |
| 152% \$ 610.39  | 685.2       |
| 36%             |             |

|                                |             |
|--------------------------------|-------------|
| <b>Actual</b>                  |             |
| Patron Programs (Reimbursable) | \$ 1,322.69 |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 10/31/2022

Fund 800 - LIBRARY FUND

| Account                                       | Description   | 2022<br>Amended Budget | YEAR-TO-DATE<br>THRU 10/31/22 | ACTIVITY FOR<br>MONTH ENDED<br>10/31/2022   | Available<br>Balance | %<br>Used |
|---|---|------------------------|-------------------------------|---|----------------------|-----------|
| Revenues                                      |   |                        |                               |   |                      |           |
| Department 00000:                             |   |                        |                               |   |                      |           |
| 40320   | MISC REVENUE  |                        |                               |   |                      |           |
| 10/06/2022                                    | CR OTHER/KEEP THE CHANGE/DONATION                       |                        | 34598                         | 51.67 Receipt #: 53247                      |                      |           |
| 10/12/2022                                    | CR OTHER/KEEP THE CHANGE/DONATION                       |                        | 34737                         | 1.50 Receipt #: 53417                       |                      |           |
| 10/18/2022                                    | CR OTHER/KEEP THE CHANGE/DONATION                       |                        | 34793                         | 6.37 Receipt #: 53478                       |                      |           |
| 10/19/2022                                    | CR OTHER/KEEP THE CHANGE/DONATION                       |                        | 34810                         | 12.00 Receipt #: 53495                      |                      |           |
| 10/25/2022                                    | CR OTHER/KEEP THE CHANGE/DONATION                       |                        | 34869                         | 3.50 Receipt #: 53549                       |                      |           |
| 40320   | MISC REVENUE  | 900.00                 | 779.60                        | 75.04                                       | 120.40               | 86.62     |
| 41100   | PROPERTY TAXES  | 96,347.00              | 0.00                          | 0.00  | 96,347.00            | 0.00      |
| 48910   | LIBRARY FEES  |                        |                               |   |                      |           |
| 10/06/2022                                    | CR PRINTING/COPIES                                      |                        | 34598                         | 53.75 Receipt #: 53247                      |                      |           |
| 10/07/2022                                    | AP WIS DEPT REVENUE EFT SALES TAX/3RD QUARTER SALES TAX |                        | 34620                         | (41.41) Inv #: '1-111-694-752' Vendor '188' |                      |           |
| 10/12/2022                                    | CR PRINTING/COPIES                                      |                        | 34737                         | 36.25 Receipt #: 53417                      |                      |           |
| 10/19/2022                                    | CR PRINTING/COPIES                                      |                        | 34810                         | 40.75 Receipt #: 53495                      |                      |           |
| 10/19/2022                                    | CR REPLACEMENT LIBRARY CARDS                            |                        | 34810                         | 1.00 Receipt #: 53495                       |                      |           |
| 10/25/2022                                    | CR PRINTING/COPIES                                      |                        | 34869                         | 37.25 Receipt #: 53549                      |                      |           |
| 48910   | LIBRARY FEES  | 3,112.00               | 2,636.56                      | 127.59                                      | 475.44               | 84.72     |
| 48920   | LIBRARY FINES   |                        |                               |   |                      |           |
| 10/06/2022                                    | CR FINES/REPLACEMENT COSTS                              |                        | 34598                         | 9.85 Receipt #: 53247                       |                      |           |
| 10/12/2022                                    | CR FINES/REPLACEMENT COSTS                              |                        | 34736                         | 37.00 Receipt #: 53416                      |                      |           |
| 10/12/2022                                    | CR FINES/REPLACEMENT COSTS                              |                        | 34737                         | 15.05 Receipt #: 53417                      |                      |           |
| 10/19/2022                                    | CR FINES/REPLACEMENT COSTS                              |                        | 34810                         | 29.50 Receipt #: 53495                      |                      |           |
| 10/25/2022                                    | CR FINES/REPLACEMENT COSTS                              |                        | 34869                         | 12.45 Receipt #: 53549                      |                      |           |
| 48920   | LIBRARY FINES   | 2,000.00               | 1,289.51                      | 103.85                                      | 710.49               | 64.48     |
| 49000   | INTERGOVERNMENTAL REVENUE                               |                        |                               |   |                      |           |
| 10/10/2022                                    | CR INTERGOVERNMENTAL REVENUE                            |                        | 34672                         | 4,514.50 Receipt #: 53358                   |                      |           |
| 49000   | INTERGOVERNMENTAL REVENUE                               | 9,431.00               | 10,466.74                     | 4,514.50                                    | (1,035.74)           | 110.98    |
| Total - Dept 00000                            |   | 111,790.00             | 15,172.41                     | 4,820.98                                    | 96,617.59            | 13.57     |
| Total Revenues                                |   | 111,790.00             | 15,172.41                     | 4,820.98                                    | 96,617.59            | 13.57     |
| Expenditures                                  |   |                        |                               |   |                      |           |
| Department 55100: LIBRARY SALARIES & BENEFITS |   |                        |                               |   |                      |           |
| 50110   | SALARIES  |                        |                               |   |                      |           |
| 10/14/2022                                    | PR SUMMARY PR 10/14/2022                                |                        | 34662                         | 2,461.67 140                                |                      |           |
| 10/28/2022                                    | PR SUMMARY PR 10/28/2022                                |                        | 34862                         | 2,646.23 141                                |                      |           |
| 50110   | SALARIES  | 66,481.00              | 51,936.76                     | 5,107.90                                    | 14,544.24            | 78.12     |
| 50120   | FICA/MEDICARE   |                        |                               |   |                      |           |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 10/31/2022

**Packet Page 17**

Fund 800 - LIBRARY FUND

| Account   | Description  | 2022<br>Amended Budget | YEAR-TO-DATE<br>THRU 10/31/22 | ACTIVITY FOR<br>MONTH ENDED<br>10/31/2022 | Available<br>Balance | %<br>Used |
|---|--|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures                                    |  |                        |                               |   |                      |           |
| Department 55100: LIBRARY SALARIES & BENEFITS   |  |                        |                               |   |                      |           |
| 10/14/2022                                      | PR SUMMARY PR 10/14/2022                                 |                        | 34662                         | 188.31 140                                |                      |           |
| 10/28/2022                                      | PR SUMMARY PR 10/28/2022                                 |                        | 34862                         | 202.43 141                                |                      |           |
| 50120   | FICA/MEDICARE  | 5,086.00               | 3,973.17                      | 390.74                                    | 1,112.83             | 78.12     |
| 50123   | RETIREMENT CONTRIBUTION                                  |                        |                               |   |                      |           |
| 10/14/2022                                      | PR SUMMARY PR 10/14/2022                                 |                        | 34662                         | 96.02 140                                 |                      |           |
| 10/28/2022                                      | PR SUMMARY PR 10/28/2022                                 |                        | 34862                         | 147.09 141                                |                      |           |
| 50123   | RETIREMENT CONTRIBUTION                                  | 1,729.00               | 971.49                        | 243.11                                    | 757.51               | 56.19     |
| 50124   | GROUP LIFE INS PREMIUM                                   |                        |                               |   |                      |           |
| 10/14/2022                                      | PR SUMMARY PR 10/14/2022                                 |                        | 34662                         | 2.08 140                                  |                      |           |
| 50124   | GROUP LIFE INS PREMIUM                                   | 117.00                 | 12.48                         | 2.08                                      | 104.52               | 10.67     |
| Total - Dept 55100                              |  | 73,413.00              | 56,893.90                     | 5,743.83                                  | 16,519.10            | 77.50     |
| Department 55200: LIBRARY ADMINISTRATION        |  |                        |                               |   |                      |           |
| 50126   | TRAVEL/TRAINING/ MEETINGS                                | 400.00                 | 175.00                        | 0.00                                      | 225.00               | 43.75     |
| 50127   | MEMBERSHIP/PROFESSIONAL DUES                             | 125.00                 | 54.00                         | 0.00                                      | 71.00                | 43.20     |
| 50134   | UTILITIES  |                        |                               |   |                      |           |
| 10/14/2022                                      | AP WE ENERGIES EFT/UTILITY FOR SEPT 2022                 |                        | 34754                         | 501.21 Inv #: '4303890232' Vendor '189'   |                      |           |
| 50134   | UTILITIES  | 6,800.00               | 5,722.29                      | 501.21                                    | 1,077.71             | 84.15     |
| 50135   | TELEPHONE/INTERNET                                       |                        |                               |   |                      |           |
| 10/14/2022                                      | AP MITEL/MONTHLY MITEL PHONE CHARGES                     |                        | 34759                         | 89.93 Inv #: '41370078' Vendor '2357'     |                      |           |
| 50135   | TELEPHONE/INTERNET                                       | 2,040.00               | 1,000.45                      | 89.93                                     | 1,039.55             | 49.04     |
| 50136   | OFFICE SUPPLIES  |                        |                               |   |                      |           |
| 10/20/2022                                      | AP FIRST BANKCARD/EXPENSES FOR SEPT 2022                 |                        | 34829                         | 47.70 Inv #: '0007611655' Vendor '1668'   |                      |           |
| 50136   | OFFICE SUPPLIES  | 850.00                 | 638.60                        | 47.70                                     | 211.40               | 75.13     |
| 50137   | POSTAGE  | 50.00                  | 29.11                         | 0.00                                      | 20.89                | 58.22     |
| Total - Dept 55200                              |  | 10,265.00              | 7,619.45                      | 638.84                                    | 2,645.55             | 74.23     |
| Department 55300: LIBRARY EQUIPMENT/MAINTENANCE |  |                        |                               |   |                      |           |
| 50162   | LIBRARY CONTRACTED SERVICES                              |                        |                               |   |                      |           |
| 10/07/2022                                      | AP JAN-PRO OF MILWAUKEE/LIBRARY JANITORIAL SERVICE       |                        | 34614                         | 305.00 Inv #: '141173' Vendor '1099'      |                      |           |
| 10/14/2022                                      | AP ALARM DETECTION SYSTEMS, INC/VILLAGE HALL AND LIBRARY |                        | 34761                         | 346.23 Inv #: '216140-1040' Vendor '1479' |                      |           |
| 10/21/2022                                      | AP PACKERLAND RENT-A-MAT, INC/FLOOR MATS                 |                        | 34842                         | 44.22 Inv #: '2943749' Vendor '36'        |                      |           |
| 10/21/2022                                      | AP WIL-KIL/INSECT AND RODENT SERVICE FOR LIBRARY         |                        | 34849                         | 52.70 Inv #: '4523403' Vendor '1845'      |                      |           |

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER  
 Balances as of 10/31/2022

Fund 800 - LIBRARY FUND

| Account   | Description   | 2022<br>Amended Budget | YEAR-TO-DATE<br>THRU 10/31/22 | ACTIVITY FOR<br>MONTH ENDED<br>10/31/2022 | Available<br>Balance | %<br>Used |
|---|---|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures                                    |   |                        |                               |   |                      |           |
| Department 55300: LIBRARY EQUIPMENT/MAINTENANCE |   |                        |                               |   |                      |           |
| 10/28/2022                                      | AP FISH WINDOW CLEANING/WINDOW WASHING                    |                        | 34895                         | 88.00 Inv #: '1864-124662' Vendor '1604'  |                      |           |
| 50162   | LIBRARY CONTRACTED SERVICES                               | 7,215.00               | 6,166.76                      | 836.15                                    | 1,048.24             | 85.47     |
| 50163   | LIBRARY TECHNOLOGY SUPPLIES                               |                        |                               |   |                      |           |
| 10/28/2022                                      | AP GENAVIEVE DANES/EXPENSE REIMBURSEMENT                  |                        | 34898                         | 80.95 Inv #: '10062022' Vendor '2407'     |                      |           |
| 50163   | LIBRARY TECHNOLOGY SUPPLIES                               | 2,215.00               | 995.97                        | 80.95                                     | 1,219.03             | 44.96     |
| 50164   | COMPUTER/EQUIP MAINT                                      | 100.00                 | 0.00                          | 0.00                                      | 100.00               | 0.00      |
| 50165   | LIBRARY COPIER MAINTENANCE                                |                        |                               |   |                      |           |
| 10/21/2022                                      | AP MILWAUKEE OFFICE PRODUCTS, INC/COPIER SERVICE FOR 2022 |                        | 34847                         | 50.00 Inv #: '025420' Vendor '1795'       |                      |           |
| 50165   | LIBRARY COPIER MAINTENANCE                                | 650.00                 | 485.00                        | 50.00                                     | 165.00               | 74.62     |
| 50166   | LIBRARY MATERIAL PROCESS/REPAI                            |                        |                               |   |                      |           |
| 10/21/2022                                      | AP DEMCO, INC./LIBRARY MATERIAL PROCESSING SUPPLIES       |                        | 34848                         | 266.46 Inv #: '7195932' Vendor '264'      |                      |           |
| 50166   | LIBRARY MATERIAL PROCESS/REPAI                            | 850.00                 | 1,297.70                      | 266.46                                    | (447.70)             | 152.67    |
| 50167   | LIBRARY HOUSEKEEPING SUPPLIES                             | 100.00                 | 15.17                         | 0.00                                      | 84.83                | 15.17     |
| Total - Dept 55300                              |   | 11,130.00              | 8,960.60                      | 1,233.56                                  | 2,169.40             | 80.51     |
| Department 55400: LIBRARY PROGRAMS & SERVICES   |   |                        |                               |   |                      |           |
| 50168   | LIBRARY E-BOOK CONTRIBUTION                               | 677.00                 | 677.00                        | 0.00                                      | 0.00                 | 100.00    |
| 50169   | LIBRARY SHARED DATABASES                                  | 621.00                 | 580.85                        | 0.00                                      | 40.15                | 93.53     |
| 50172   | LIBRARY PATRON PROGRAMS                                   |                        |                               |   |                      |           |
| 10/28/2022                                      | AP MELISSA PAAP-YOUNG/LIBRARY EXPENSES FROM M. PAAP-YOUN  |                        | 34897                         | 7.43 Inv #: '10212022' Vendor '2052'      |                      |           |
| 50172   | LIBRARY PATRON PROGRAMS                                   | 300.00                 | 288.62                        | 7.43                                      | 11.38                | 96.21     |
| 50179   | CAFE MEMBER CHARGES                                       | 4,185.00               | 4,185.00                      | 0.00                                      | 0.00                 | 100.00    |
| Total - Dept 55400                              |   | 5,783.00               | 5,731.47                      | 7.43                                      | 51.53                | 99.11     |
| Department 55500: LIBRARY COLLECTION            |   |                        |                               |   |                      |           |
| 50171   | LIBRARY MAGAZINES/NEWSPAPERS                              |                        |                               |   |                      |           |
| 10/20/2022                                      | AP FIRST BANKCARD/EXPENSES FOR SEPT 2022                  |                        | 34829                         | 24.00 Inv #: '0007611655' Vendor '1668'   |                      |           |
| 50171   | LIBRARY MAGAZINES/NEWSPAPERS                              | 1,100.00               | 546.09                        | 24.00                                     | 553.91               | 49.64     |
| 50173   | LIBRARY ADULT BOOKS                                       |                        |                               |   |                      |           |
| 10/07/2022                                      | AP ELIZABETH GLASER/EXPENSE REIMBURSEMENT FOR SEPT 2022   |                        | 34629                         | 152.32 Inv #: '09302022' Vendor '2053'    |                      |           |
| 10/07/2022                                      | AP ELIZABETH GLASER/EXPENSE REIMBURSEMENT FOR SEPT 2022   |                        | 34629                         | 14.95 Inv #: '09302022' Vendor '2053'     |                      |           |



REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 10/31/2022

Fund 800 - LIBRARY FUND

| Account                              | Description   | 2022<br>Amended Budget | YEAR-TO-DATE<br>THRU 10/31/22 | ACTIVITY FOR<br>MONTH ENDED<br>10/31/2022 | Available<br>Balance | %<br>Used |
|--------------------------------------|---|------------------------|-------------------------------|---|----------------------|-----------|
| Expenditures                         |   |                        |                               |   |                      |           |
| Department 55500: LIBRARY COLLECTION |   |                        |                               |   |                      |           |
| 10/07/2022                           | AP BAKER & TAYLOR/ADULT AND YOUTH BOOKS                 |                        | 34628                         | 53.31 Inv #: '2037035461' Vendor '1384'   |                      |           |
| 10/20/2022                           | AP FIRST BANKCARD/EXPENSES FOR SEPT 2022                |                        | 34829                         | 151.15 Inv #: '0007611655' Vendor '1668'  |                      |           |
| 10/21/2022                           | AP BAKER & TAYLOR/ADULT AND YOUTH BOOKS                 |                        | 34846                         | 16.81 Inv #: '2037060816' Vendor '1384'   |                      |           |
| 10/28/2022                           | AP MCKENZIE RICHARDSON/EXPENSE REIMBURSEMENT            |                        | 34899                         | 6.97 Inv #: '10122022' Vendor '2376'      |                      |           |
| 50173                                | LIBRARY ADULT BOOKS                                     | 4,600.00               | 4,041.73                      | 395.51                                    | 558.27               | 87.86     |
| 50174                                | LIBRARY JUVENILE BOOKS                                  |                        |                               |   |                      |           |
| 10/07/2022                           | AP ELIZABETH GLASER/EXPENSE REIMBURSEMENT FOR SEPT 2022 |                        | 34629                         | 65.71 Inv #: '09302022' Vendor '2053'     |                      |           |
| 10/07/2022                           | AP ELIZABETH GLASER/EXPENSE REIMBURSEMENT FOR SEPT 2022 |                        | 34629                         | 7.96 Inv #: '09302022' Vendor '2053'      |                      |           |
| 10/07/2022                           | AP BAKER & TAYLOR/ADULT AND YOUTH BOOKS                 |                        | 34628                         | 49.96 Inv #: '2037035461' Vendor '1384'   |                      |           |
| 10/20/2022                           | AP FIRST BANKCARD/EXPENSES FOR SEPT 2022                |                        | 34829                         | (10.97) Inv #: '0007611655' Vendor '1668' |                      |           |
| 10/21/2022                           | AP BAKER & TAYLOR/ADULT AND YOUTH BOOKS                 |                        | 34846                         | 7.64 Inv #: '2037060816' Vendor '1384'    |                      |           |
| 10/28/2022                           | AP MCKENZIE RICHARDSON/EXPENSE REIMBURSEMENT            |                        | 34899                         | 11.96 Inv #: '10122022' Vendor '2376'     |                      |           |
| 10/28/2022                           | AP BAKER & TAYLOR/ADULT AND YOUTH BOOKS                 |                        | 34896                         | 8.99 Inv #: '2037089457' Vendor '1384'    |                      |           |
| 50174                                | LIBRARY JUVENILE BOOKS                                  | 4,500.00               | 3,924.71                      | 141.25                                    | 575.29               | 87.22     |
| Total - Dept 55500                   |   | 10,200.00              | 8,512.53                      | 560.76                                    | 1,687.47             | 83.46     |
| Department 80100: CONTINGENCY FUND   |   |                        |                               |   |                      |           |
| 50830                                | LIBRARY CONTINGENCY                                     | 1,000.00               | 0.00                          | 0.00                                      | 1,000.00             | 0.00      |
| Total - Dept 80100                   |   | 1,000.00               | 0.00                          | 0.00                                      | 1,000.00             | 0.00      |
| Total Expenditures                   |   | 111,791.00             | 87,717.95                     | 8,184.42                                  | 24,073.05            | 78.47     |
| NET OF REVENUES AND EXPENDITURES     |   | (1.00)                 | (72,545.54)                   | (3,363.44)                                | 72,544.54            |           |

### III. LIBRARY SERVICES - Part 2

When Reporting Method is "Total program statistics"

11. Total Program Statistics = In-person Programs and Attendance + Live, Virtual Programs Attendance (not asynchronous viewers)

Print Date 11/4/2022

|                          | 11a. Young Child (0-5)                     | 11b. Child (6-11)                          | 11c. Young Adult (12-18)                  | 11d. Adult (19+)                          | 11e. General Interest (all ages)           |
|--------------------------|--|--|---|---|--|
| Number of Programs       | 44   | 9  | 2   | 16  | 23   |
| Total Program Attendance | <input type="checkbox"/> Not available 614 | <input type="checkbox"/> Not available 188 | <input type="checkbox"/> Not available 27 | <input type="checkbox"/> Not available 82 | <input type="checkbox"/> Not available 747 |

14. NEW for 2022! Total Program Statistics by On-site, Off-site, and Live, Virtual

|                    | 14a. On-site In-person | 14b. Off-site In-person | 14c. Live, Virtual | Self Directed |  |
|--------------------|------------------------|-------------------------|--------------------|---------------|--|
| Number of Programs | 92                     | 2                       | 0                  | 67            |  |
| Total Attendance   | 1363                   | 295                     | 0                  | 1378          |  |

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### XIII. SELF-DIRECTED ACTIVITIES

1. Self-Directed Activities

|  | 1a. Young Child In-person Programs (0-5) | 1b. Child In-person Programs (6-11) | 1c. Young Adult In-person Programs (12-18) | 1d. Adult In-person Programs (19+) | 1e. General Interest (all ages) |
|--|--|-------------------------------------|--|------------------------------------|---------------------------------|
| Number of Self-Directed Activities         | 0  | 18                                  | 19   | 11                                 | 19                              |
| Total Self-Directed Activity Participation | 0  | 712                                 | 105  | 87                                 | 474                             |

Circulation & Use Numbers

| 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 | 1,301 | 1,728 | 1,667 | 1,464 | 1,942 | 1,854 | 1,798 | 1,521 | 1,519 |       |       | 16,177 | Year to date |
| 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 | 1,065 | 1,174 | 1,036 | 1,159 | 1,223 | 1,274 | 1,304 | 1,088 | 1,228 |       |       | 11,772 | YTD          |
| 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 | 1,454 | 1,504 | 1,233 | 1,510 | 1,627 | 1,529 | 1,451 | 1,285 | 1,088 |       |       | 13,938 | YTD          |
| 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 | 2,519 | 2,678 | 2,269 | 2,669 | 2,850 | 2,803 | 2,755 | 2,373 | 2,316 | 0     | 0     | 25,710 | YTD          |
| E & Audio Books - 2021         | 91    | 72    | 97    | 84    | 115   | 79    | 74    | 90    | 102   | 103   | 115   | 110   | 1,132  |              |
| 2022                           | 88    | 119   | 119   | 106   | 100   | 75    | 99    | 110   | 96    | 120   |       |       | 1,032  | YTD          |
| 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 | 2,638 | 2,797 | 2,375 | 2,769 | 2,925 | 2,902 | 2,865 | 2,469 | 2,436 | 0     | 0     | 26,742 | YTD          |
| New Library Cards-2021         | 5     | 14    | 13    | 7     | 7     | 23    | 12    | 14    | 14    | 19    | 7     | 11    | 146    |              |
| 2022                           | 8     | 9     | 17    | 10    | 12    | 11    | 15    | 8     | 15    | 15    |       |       | 120    | YTD          |
| Computer Use (Sessions) -2021  | 158   | 172   | 196   | 211   | 204   | 261   | 215   | 222   | 255   | 279   | 246   | 210   | 2,629  |              |
| 2022                           | 199   | 204   | 247   | 219   | 221   | 238   | 267   | 284   | 219   | 222   |       |       | 2,320  | YTD          |
| Conference Room                |       |       |       |       |       |       |       |       |       |       |       |       |        |              |
| Scheduled/Occupied - 2021      | 0     | 0     | 3     | 6     | 8     | 10    | 9     | 12    | 14    | 22    | 16    | 9     | 109    |              |
| 2022                           | 8     | 9     | 11    | 13    | 10    | 9     | 9     | 7     | 10    | 12    |       |       | 98     | YTD          |
| Patrons - 2021                 | 0     | 0     | 21    | 32    | 28    | 39    | 46    | 32    | 70    | 67    | 54    | 22    | 411    |              |
| 2022                           | 36    | 42    | 50    | 68    | 37    | 36    | 20    | 39    | 40    | 39    |       |       | 407    | YTD          |

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|                       |        |         |        |        |         |         |         |         |         |         |         |         |          |     |
|-----------------------|--------|---------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|----------|-----|
| Monthly Cost - 2021   |        |         |        |        | \$7.60  | \$12.54 | \$21.21 | \$19.30 | \$18.57 | \$13.40 | \$29.99 | \$15.29 | \$137.90 |     |
| Monthly Cost - 2022   | \$7.81 | \$12.19 | \$5.98 | \$2.99 | \$13.68 | \$11.57 | \$5.63  | \$22.77 | \$14.98 | \$18.79 |         |         | \$116.39 | YTD |
| Unique Patrons - 2021 |        |         |        |        | 2       | 3       | 3       | 3       | 3       | 4       | 6       | 3       |          |     |
| Unique Patrons - 2022 | 2      | 3       | 2      | 1      | 4       | 2       | 1       | 3       | 4       | 3       |         |         |          |     |

## Director's Report

November 2022

McKenzie & Katherine have already settled into a routine for cataloging new materials and doing repairs to damaged items. Having two staff members working together means we are getting materials out faster and working through the damages pile quickly. McKenzie & I are working on strategic weeding and on solidifying our buying strategy to make the biggest bang for our buck. We are attempting to focus on the non-fiction collection for both weeding and selective new book buying, beefing up sections that we see coming from other libraries on the holds shelf. Parenting books, homeschooling/education, and children's nonfiction books are the sections we are paying special attention to right now. We are also taking stock with vendors to make sure we do not have any surprise boxes coming in and demolishing our budget. For now, all potential carts are run by me before orders are placed to make sure that we stay in the black through the end of the year.

Captain Brian & I have scheduled an Active Shooter training session for Jan 14<sup>th</sup> from 2-4. We will close the library for a staff training day (we'll have our monthly meeting at 1 and then the training after). He teaches the ALERRT class and while we hope to never need the information, I will be glad to have it just in case. If any of the Board Members would like to join us you are more than welcome!

The East Asian grant was approved! Funded at \$800 so we had to pare our wish list down a little bit but I am still excited to add lots of new manga, cookbooks, etc to our collection. I confirmed with the UW rep that we will be able to get reimbursement in this calendar year so I've ordered 60+ items to add to our collection! Some of the manga is going to be backordered due to an ongoing printer backup in Japan but a large portion of the materials will be here before the new year.

The Bridges phone systems are back up and running! There is a minor issue with patrons who have Phone Notification with a second Text Notification (one requires a 1+ number and the other cannot read a 1+ number and needs the 10 digit number). I have run the required reports and staff is manually changing the information for patrons as needed. Going forward we will update the Procedures on entering new cards to make sure that the numbers are entered in the correct way based on Notification method.

We are going to try something slightly new for our Holiday Wish Tree, instead of a tree we're going to hang a line of mittens in the entryway! Each paper mitten will have an item that people can purchase and bring into the library. We will include a variety of items & price points. The hope is that having the items in the hallway will catch more people than the tree and will allow people to browse the wish list without feeling the pressure of staff watching. The mittens are scheduled to go out on Nov 14 so that patrons can take advantage of Black Friday, Small Business Saturday & Cyber Monday sales. I am working with the Friends Group to provide a small incentive for those who donate.

Speaking of the Friends Group, our collaboration on the Little Free Library is almost completed! Pat came in to paint the outside, I've sprayed it with a clear coat and Bill is helping me get the shingles on. We are waiting to hear back if we have permission to put it up soon (before the frost sets in and we can't dig the pole in). If we don't hear back soon we have plans to make a temporary structure to hold it outside in our lawn/the Clark House until Spring.

I'm in conversations with Focus on Energy to see about getting new thermostats put in. The current ones are hard to program and in the case of the conference room at least, don't seem to be entirely accurate. The current figure I got was a \$62.50 rebate for each thermostat installed. DPW has been looped in to make sure that we look at the right type of thermostat to see if we can afford to replace them.



**2023 Annual Addendum  
to the Bridges Library System  
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. Hoopla grant funds will be distributed in March.

**BUTLER PUBLIC LIBRARY**

|                 | Waukesha County | Lakeshores Library System (for Walworth & Racine Counties) | Hoopla Grant |
|-----------------|-----------------|--|--------------|
| Paid to Library | \$14,570        | \$0  | \$214        |

|                 | Databases | Movie License | Digital Magazines | WI Digital Library Content* | Advantage Program | Gale Courses | CAFÉ Fee |
|-----------------|-----------|---------------|-------------------|-----------------------------|-------------------|--------------|----------|
| Paid by Library | \$97      | \$29          | \$64              | \$272                       | \$338             | \$212        | \$4,366  |

\*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

**LIBRARY**

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

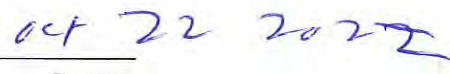
\_\_\_\_\_  
Secretary, Board of Trustees

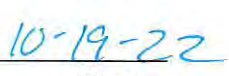
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Date

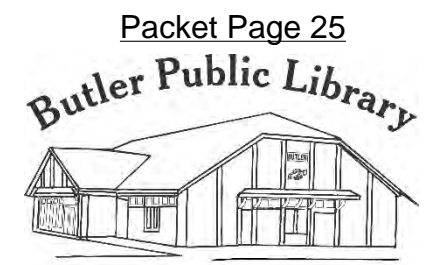
**BRIDGES LIBRARY SYSTEM**

  
\_\_\_\_\_  
President, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



## Director's Goals 2022-2023

Reviewed and accepted by:

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Genavieve Danes (signature)

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Charlene M Benjamin (signature)

Date Signed:    /    /

| Goal   | Strategic Goals Link                            | Timeline / Deadlines | Measures of Success  | Notes   |
|--|---|----------------------|--|---|
| Complete Class 1 and register for and begin class 2 (of 4) | Goal #2: Professional Staff                     | Spring semester 2023 | Registration in at least one course in 2023                                  | Goal #1: Successful completion of first certification course followed by registration and beginning the second class in the series.   |
| Align programming with community needs                     | Goal #3: Community Alignment                    | March 2023           | Patron counts at events, number of events scheduled                          | Goal #2: Aligning our events to community needs. Utilizing trial and error, patron feedback, event attendance and other methods to ensure that the programming we are offering are of value to the community. Continuing to be flexible and to pivot both one time and regular events to meet community needs |
| Create end of year success stats                           | Goal #1: Create a Higher Profile                | February 1, 2023     | Solid success stats communicated in writing posted at Library & Village Hall | Goal #3: I will use stats from Polaris, Bridges & internal tracking to convey positive statistics to the community. Stats will be presented in a visually appealing way that is engaging and easy to understand.  |
| Begin RFID tagging   | Goal #4: Increase Technology Use & Availability | Begins Jan 2023      | Physical tags placed, Backend records created, scanning platforms in use     | Goal #4: Work with Bridges and Envisionware to begin RFID tagging process. Once staff are well trained and physical tags are purchased through the Bridges group buy, overseeing the process of physically tagging and entering records for all materials.  |

The Butler Public Library Board of Trustees (the Board) and the Friends of the Butler Library (the Friends) exist to serve the patrons of our library to the best of their ability, to support each other, and to further the library's mission of providing equal access to information to all patrons. Together, they developed this Memo of Understanding to provide clarity for accomplishing that mission.

Date Approved:

Approved By:

### **Memo of Understanding**

To provide the best possible service, the Board and the Friends agree to the following:

- **Planning.** The Board, which leads strategic planning for the library, will include members of the Friends in all phases from the initial discussions through the final development of strategic goals. The Friends, in turn, will support the achievement of those goals wherever possible.
- **Budgets.** Both the Board and the Friends agree that they are separate entities, and therefore do not control the budgets of the other group or dictate how the other spends their funds.
- **Intake of Funds.** The Friends are a 501c3 non-profit organization. They should collect monies from fund-raising activities that support the library. The Friends and the Library Director may designate the use for fund-raising proceeds in writing, in advance.
- **Expenditure of Friends funds.** The library staff will develop their support requests for programs and other items in writing. Staff will discuss the needs and costs with the Friends before finalizing their plans. The Friends have final say on what programs and requests they can support, and for how much.
- **Gift items.** Either party may accept or decline a proffered gift. The Friends, the Board, and the Library Director should discuss the reason for declining a gift prior to the final decision whenever possible.
  - If offered to the Library, the Director has final authority to accept, or decline based on time, budget, and space constraints.
  - If offered to the Friends, the Friends Board has final authority to accept or decline.

If the library cannot accommodate a donated item, the Friends, if interested and if given permission by the donating party, may use the item for a fundraiser.

- **Use of Space.** Friends should consult with staff prior to planning for meetings or the display of promotional or informational materials, including both physical and digital space. The Friends are a library affiliated group and have priority over other groups as noted in item #1 in the Meeting Room Policy.
- **Staff time.** Library staff are available to help the Friends (as much as possible within available hours and at the Library Director's discretion) with meeting coordination, promotional efforts, or the distribution of information and materials.

###

## 2023 Holiday Calendar

|                                 |                                 |                            |
|---------------------------------|---------------------------------|----------------------------|
| <b>New Year's Day<br/>(1)</b>   | <b>Monday</b>                   | <b>January 2</b>           |
| <b>Spring Break<br/>(3)</b>     | <b>Friday-Saturday-Monday</b>   | <b>April 7, 8, 10</b>      |
| <b>Memorial Day<br/>(2)</b>     | <b>Saturday – Monday</b>        | <b>May 27, 29</b>          |
| <b>Independence Day<br/>(3)</b> | <b>Monday-Tuesday-Wednesday</b> | <b>July 3, 4, 5</b>        |
| <b>Labor Day<br/>(2)</b>        | <b>Saturday – Monday</b>        | <b>September 2, 4</b>      |
| <b>Thanksgiving<br/>(3)</b>     | <b>Thursday-Friday-Saturday</b> | <b>November 23, 24, 25</b> |
| <b>Winter Holidays<br/>(3)</b>  | <b>Saturday-Monday-Tuesday</b>  | <b>December 23, 25, 26</b> |
| <b>New Year's Eve</b>           | <b>(Falls on Sunday)</b>        |                            |
| <b>New Year's Day (2024)</b>    | <b>Monday-Tuesday</b>           | <b>January 1, 2</b>        |



## **I.COVID-19 Staff Illness Policy**

Approved 11/10/2020

The library board adopts the following policy to cover exposure to COVID-19 and or subsequent illnesses:

1. At all times, staff members will follow guidelines for wearing a mask and keeping the proper distance from other staff and patrons.
1. If a library staff member tests positive for COVID-19—regardless of symptoms—the staff member will take immediate leave.
  - i. If the staff member does exhibit symptoms, the director will determine the number of days of leave based on the most current Waukesha County Health Department, Wisconsin Department Of Health Services, and CDC guidelines.
  - ii. Notification of a positive test result will immediately be provided to Village Hall, all library staff, and library board members, without mentioning the staff member's name.
2. If a library staff member is closely exposed to someone who tests positive for the virus — regardless of symptoms — that staff member will take immediate leave.
  - i. The director will determine the number of days of leave based on the most current Waukesha County Health Department, Wisconsin Department Of Health Services, and CDC guidelines.
3. In either event:
  - i. During their leave, the staff member will use sick time if available. If no sick time is available, the leaves will be unpaid.
  - ii. The staff member can work remotely, or make up the hours missed, at the director's discretion.
  - iii. The staff member can elect to be tested for the virus, but a test will not be required.

This policy is specific to COVID-19 exposure and illness. It may be amended or suspended by action of the library board.