PUBLIC NOTICE

Meeting: Library Board of Trustees
Monday, August 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/87383855282?pwd=R0JHS2Jaa3Axekc4R29IYndsQXBGdz09
Meeting ID: 873 8385 5282   Passcode: 4XzMZpVy   By Phone Only: 1 312 626 6799

PLEASE TAKE NOTICE that the Library Board will meet on the **8th** day of August 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. Discussion of Patron Conduct Policy
4. Communications – please refer to the Directors Report for additional items
    4.1. Update on Community Input Gathering project [Goal #3: Community Alignment]
    4.2. 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: July 12, 2022
    5.2. Current Financial Report
    5.3. Current Circulation and Use / Hoopla / Program & Activity Reports
    5.4. Director's Report
6. Old Business
    6.1. Review and possible approval of Reference Service Policy
7. New Business
    7.1. Discussion and possible approval of Waukesha County Library Standards Certification.
    7.2. Discussion and possible approval of 2023 Budget Draft
8. Schedule next meeting: September 13, 2022
9. Adjournment

Dated: July 31, 2022

Genavieve Danes   Charlene M Benjamin
Director   President

List of Documents – August 2022

Item	Pages	Relevant Document(s)
	1	Agenda
	2	List of Documents
3.1	3 – 5	Patron Conduct Policy
4.1	6 – 7	Community Input Gathering project
5.1	8 – 9	July 12, 2022 Minutes
5.2	10 – 11	Financial Report
5.3	12 – 13	Circulation & Use/Hoopla & programming Reports
5.4	14 – 15	Directors Report
6.1	16	Reference Service Policy for review
7.1	17-21	Waukesha County Library Standards Certification
7.2	Distributed at meeting	Draft 2023 Budget (distributed separately)

II.   Patron Conduct Policy

Approved _____

Code of Conduct

All patrons are responsible for maintaining proper standards of behavior in order to protect their individual rights to use the Library.

Proper behavior includes respect for staff and other patrons so that all may use the services and facilities of the library. This includes avoiding language and behavior that is inappropriate for a public building where young children are present.

Disruptions may include loud arguments with others, misuse of library facilities, or refusal to cooperate with staff. ← *need a better way to say this*

Children (ages 0 to 6 or 10): (which age do we draw the line at?)

Library staff **do not** assume responsibility for the care of unsupervised children in the library. A parent or responsible person must accompany all children under age 6 while in the library, including attendance at programs.

Staff may issue unofficial (undocumented) verbal warnings to disruptive children and/or to the parent/responsible person.

If children continually disrupt normal library programs or services, staff will follow the escalation procedure outlined below.

Youths (ages 6/10?-18) & Adults

Youths may be in the library without an adult, and are expected to avoid disruptive behavior.

Staff may issue unofficial (undocumented) verbal warnings to Youths and Adults if they create disruptions.

If either Youths or Adults are so disruptive that they interrupt normal library programs or services, and will not heed unofficial warnings, staff will follow the escalation procedure outlined below.

Escalation Process – Repeated Disruptions:

Staff must follow the Escalation process described below if any patron engages in repeated or serious disruptions. Staff members **must** complete an Incident Report throughout this process. All written reports may be considered public records under Chapter 19 of the Wisconsin Statutes.

Stage 1 — Formal Verbal Warnings

A formal verbal warning must be issued privately and with courtesy to the patrons. Formal verbal warnings should clearly state what the disruptive behavior is, and what impact it has on other patrons and/or the staff.

Formal verbal warnings must be documented on an Incident Report in order to provide a continuous record of the interactions with a patron of any age.

If a second formal verbal warning must be issued, it also must be documented on the Incident Report.

First *and* second formal verbal warnings may be issued on the same day, or within a reasonable time of each other.

If a second formal verbal warning is ignored, staff may ask the patron to leave the library for the day. If Youths need to contact a parent/guardian for transportation, they may do so and wait in the library until the adult arrives.

Stage 2 — Written Warnings

If patrons continue to be disruptive after receiving two formal verbal warnings, staff may issue a written warning using the same Incident Report. The written Report should include a description of the behavior, and impact it has on staff and/or other patrons.

The patron must be given the written warning <mark>in private</mark> ← *may need better wording, what is intended is not to "shame" the patron in front of other patrons, but to deal with the problem discretely whenever possible).* Both the staff member and the patron should sign the Report. If the patron does not sign, staff will make note of their refusal on the Report.

Patrons may be asked to leave the library for the rest of the day after receiving a written warning.

Staff must notify the Director about the incident immediately, either in person or via email and phone call. A copy of the Incident Report must be provided to the Director as soon as possible.

Stage 3 – Repeated behavior

If, following a written warning, a patron continues to be disruptive during future visits, staff can ask the Director to move to Stage 3. At Stage 3, a patron can be banned from the Library for a period of up to one month.

The Director manages all Stage 3 interactions with a patron and provides a copy of the accumulated Incident Report. The report must detail the disruptive behavior and its impact, and clearly indicate the start and end dates of the ban.

Any patron who continues disruptive behavior after a ban is lifted may be banned again for up to an additional twelve months. The Director will continue to document behaviors (and their impact) on the original Incident Report and provide a copy to the patron.

Exemption1: Immediate Ban of Patron

The Director may bypass the above process and ban a patron from using the library for a definite period or permanently when a customer engages in seriously dangerous or illegal behavior. Examples of such behaviors may be, but are not limited to:

- Engaging in any physical violence directed at staff or public.
- Threatening physical violence against staff or public

- Behaving in a manner that leads staff to reasonably believe that there is a substantial risk of violence
- Engaging in behavior to such an extent that staff needs to call police officers to assist with stopping the disturbance or removing the disruptor from the library
- Vandalizing library facilities or collections
- Theft of library materials

Should the Director take this action, the patron will receive a copy of the Incident Report, and the Director will advise the Library Board immediately.

Right to Appeal

Any person banned from the library for a period of one year or longer may request a hearing before the Library Board at its next regularly scheduled meeting.

Exemption 2: Immediate Ban of Patron under age 18

If the patron is under the age of 18, the Director may follow the procedure outlined in Exemption1 with the following modifications:

- The Director may ban the patron from using the library unless accompanied by a parent or legal guardian.
- The Director must provide written notice to the patron's parents or legal guardian.
- The Director must advise the Library Board of the action.

Right to Appeal

Any parent or legal guardian of a patron banned under the provisions of Exemption 2 may request a hearing before the Library Board at its next regular regularly scheduled meeting.

Library Board Appeal

Should a patron or the parent/legal guardian of a patron appeal to the Library Board after being banned for 12 months or longer, the Board will consider the situation based on the following criteria:

- Did the staff and Director have reasonable cause to ban the patron from the Library?
- Does the patron acknowledge the impact of their past behavior on the staff and the library's ability to provide services to all patrons?
- Does the patron agree to use the Library in accordance with the Code of Conduct in the future?

Butler Public Library – Community Input 2022

To help the Library Staff, Friends of the Library, and Library Board understand how you use our public library and what features you value, please respond to the following questions.

=======

[1] How often have you or a member of your household used the Butler Public Library in the last year? Check the one response that applies the best.

0 More than once a week

0 Once a week

0 Several times a month

0 Once a month

0 Several times a year

0 Once a year

0 Have not used the library in the past year

0 Have never used the Butler Public Library

[2] If you have used the Butler Public Library in the last year, which of the following library services have you used? Check **all** that apply.

□ Checking out books or audio books

□ Checking out DVDs or Blu-rays

□ Reading newspapers or magazines

□ Using computers

□ Attending children or family programs

□ Attending adult programs

□ Using free Wi-Fi

□ Other _____

□ Working, studying, or tutoring in the library's study pods or conference room

□ Picking up tax or other official forms

□ Finding community information / reading bulletin boards

□ e-services provided by the library (Gale Courses, eBooks, digital audiobooks, Flipster, etc.)

[3] What features or services are most important to you when you use the Butler Public Library? Check **all** that apply

□ Programs for families and individuals

□ Community gathering space

□ Helpful and friendly staff

□ Easy-to-navigate website

□ Opportunities to meet new people

□ A large collection of materials

□ Meeting room space

□ Centrally located, can walk there (convenient location)

□ Access to digital media and information

□ Convenient parking and easy access to building

□ I like having a library *in* my community

□ Other _____

[4] We would like to understand the value our public computers bring to you. Check **all** of the following options that apply. (Options continue on page 2.)

□ I can access the websites and other addresses that I need to

□ It is easy to print documents from the public computers

□ I do not use the library's public computers

□ I bring my own device and only need access to the public Wi-Fi

□ I can access a computer when I need to.

If you are not able to get access when needed, how often does this happen?

_____

□ I find it easy to use the library computers

If it is not easy to use the computers, do you get help from the staff? □ Yes □ No

Comment:

_____

_____

□ Other _____

[5] The Library Board has reviewed proposals for an electronic sign for the Library on Hampton Avenue. The cost is $30,000-$40,000, which will require a significant public fundraising effort. Would you support the effort to put in an electronic sign? Check the one response that applies the best.

0 Yes; it would be useful

0 Yes; I would contribute to a fund-raising program

0 Yes; I would help with a fund-raising program. (Please provide your name and phone number to the librarians.)

0 No. Please state why

_____

_____

0 I do not have an opinion on this issue

[6] Is there anything else you would like to share with us about the Butler Public Library?
_____

_____

To help us understand who our patrons are, please provide the following information:

What are the ages of the people in your household? Check all that apply.
□ Under 5   □ 6-11   □ 12-17   □ 18-29   □ 30-49   □ 50-59   □ 60-69   □ 70+

Are you a resident of the Village of Butler? □ Yes□ No

===

Would you like information about the Friends of the Public Library, who are responsible for our programs and special events?

If so, leave your name and phone number on this survey or give them to our librarians.

Name: _____

Phone: _____

Thank you!

Return this survey:

- At the Library at 12808 W Hampton Avenue
- At Village Hall at 12621 W Hampton Avenue
- By mail it to Butler Public Library, 12808 W Hampton Ave, Butler WI 53007

Minutes of Butler Public Library Board Meeting – July 12th, 2022

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

Meeting was called to order by Charlene Benjamin at 6:02pm

1) **Members Present**
   a) Charlene Benjamin, Andy Kristensen, Michael Bates, Laura Meyer, Robert Krause, Genavieve Danes
   b) Absent (Excused): Karl DeBelack, Roger Benjamin
   c) Guests: Carol Zuba, Pat Tiarks
2) **Persons Desiring to be Heard**
   a) N/A
3) **Trustee Education**
   a) Reference Service Policy for Review
   b) Supporters of the Library Policy for Review
      i) Carol will review with Charlene and Genavieve will reach out to other directors for anything needed for the 'Friends of the Library' section
4) **Communications**
   a) Revenue Generating Ideas/Suggestions
      i) Plinko Board built by Genavieve
      ii) Bonfire-designed t-shirts, mugs, and tote bags
      iii) Scholastic Book Fair – Can allow us to get free books to cut the materials budget elsewhere
      iv) Fundraising opportunities with local businesses, Culver's, Milwaukee Brewers, etc.
   b) Bridges Non-Competitive Grants
      i) RFID tags
   c) Update on Community Input Gathering Project
      i) Charlene will make a few edits and reach out to board members individually
   d) Update on 2023 Budget
      i) Genavieve will continue to experiment with different line items to craft several budget options, with targeted areas including staff salaries, open hours, and magazines
      ii) Despite increased costs in utilities and services, the 2023 budget will have a zero increase in taxpayer funds requested, per guidance from the Village.
   e) Other Communications
      i) Move August meeting to August 8th due to August 9th election
5) **Consent Agenda**
   a) Consideration of minutes: June 14th, 2022
   b) Current Financial Report
   c) Current Circulation and Use / Hoopla / Program & Activity Reports
   d) July Director's Report
   e) Motion to accept consent agenda by Michael Bates, seconded by Laura Meyer, motion carried unanimously.

6) <u>Old Business</u>
- a) Review and possible approval of the Collection Development Policy
  - i) Motion to accept Collection Development Policy by Robert Krause, seconded by Andy Kristensen, motion carried unanimously.

7) <u>New Business</u>
- a) Discussion and possible approval of Milwaukee Residents Card Costs
  - i) Motion to keep the Milwaukee Resident Card cost at $40/year by Laura Meyer, seconded by Michael Bates, motion carried unanimously.
- b) Discussion and possible approval of Preservation of Railroad Collection
  - i) Motion to accept Genavieve's Railroad Collection Plan by Michael Bates, seconded by Robert Krause, motion carried unanimously.

8) <u>Schedule Next Meeting</u>
- a) August 8th, 2022 at 6pm
- b) Will continue to offer both Zoom and in-person meeting availability.

9) <u>Adjournment</u>
- a) Motion to adjourn by Laura Meyer, seconded by Michael Bates, motion carried unanimously at 7:01 PM.

2022 Library Budget Tracking Sheet

Print Date
7/30/2022

Projected Revenue

General Property Taxes	$	96,347.00
Planned Lib. Revenue	$	15,443.00
Total	**$111,790.00**	

Actual Revenue

General Property Taxes	$	96,347.00
Library Revenue	$	9,383.52
Total	**$105,730.52**	

Current Balance (Actual Revenue - Actual Expenses)

$105,730.52

Total of Actual Expenses

$ 57,118.07

Library Revenue

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	$ 600.00	$ (55.82)	$ 544.18
40320 Friends Reimbursement	$ 300.00	$ (300.00)	$ -
48910 Printing/Copies	$ 2,800.00	$ (1,223.05)	$ 1,576.95
48910 Replacement Cards	$ 32.00	$ (16.00)	$ 16.00
48910 MKE Cards	$ 280.00	$ 240.00	$ 520.00
48920 Fines/ Replacement Costs	$ 2,000.00	$ (1,225.85)	$ 774.15
49000 Intergov'tal Revenue	$ 9,431.00	$ (4,502.66)	$ 4,928.34
49000 Grants Awarded	$ -	$ 1,023.90	$ 1,023.90
Subtotal	**$ 15,443.00**		**$ 9,383.52**

Actual Expenses

Library Salaries & Wages

Library Salaries & Wages	Projected	Planned	Actual	Balance	Used
55100-50110 Library Salaries & Wages	$ 66,480.00		$ 30,499.60	$ 35,980.40	46%
55100-50120 FICA	$ 5,086.00		$ 2,333.22	$ 2,752.78	46%
55100-50123 Retirement Contribution	$ 1,729.00		$ 60.21	$ 1,668.79	3%
55100-50124 Group Life Insurance Premium	$ 117.00		$ 117.00	$ -	100%
Subtotal			**$ 33,010.03**	**$ 40,401.97**	

Library Administration

Library Administration	Projected	Planned	Actual	Balance	Used
55200-50126 Travel/ Training	$ 400.00		$ 175.00	$ 225.00	44%
55200-50127 Membership Dues	$ 125.00		$ 54.00	$ 71.00	43%
55200-50134 Utilities	$ 6,800.00	$ 3,480.00	$ 3,078.78	$ 3,721.22	45%
55200-50135 Telephone/ Internet	$ 2,040.00	$ 1,095.00	$ 1,330.27	$ 709.73	65%
55200-50136 Office Supplies	$ 850.00		$ 377.61	$ 472.39	44%
55200-50137 Postage	$ 50.00		$ 25.62	$ 24.38	51%
Subtotal			**$ 5,041.28**	**$ 5,223.72**	

Printed:

Library Eq & Maint.	Projected	Planned	Actual	Balance		Planned+Actual	Potential -
						$ 8,569.07	$ 1,354.07
55300-50162 Contracted Service	$ 7,215.00	$ 4,109.70	$ 4,459.37	$ 2,755.63	62%		
55300-50163 Technology Maintenance	$ 2,215.00	$ 200.00	$ 1,312.02	$ 902.98	59%		
55300-50164 Computer/ Equipment Maintenance	$ 100.00		$ -	$ 100.00	0%		
55300-50165 Copier Maintenance	$ 650.00		$ 373.50	$ 276.50	57%		
55300-50166 Material Processing/ Repair	$ 850.00		$ 885.21	$ (35.21)	104%	199.21	
55300-50167 Housekeeping supplies	$ 100.00		$ 25.66	$ 74.34	26%		
Subtotal			**$ 7,055.76**	**$ 4,074.24**			
Library Prgms & Svcs	Projected	Planned	Actual	Balance			
55400-50168 E-Book Contribution	$ 677.00		$ 677.00	$ -	100%		
55400-50169 Shared Databases/ Licenses	$ 621.00	$ 96.00	$ 575.22	$ 45.78	93%	**Actual**	
55400-50172 Patron Programs	$ 300.00		$ 210.02	$ 89.98		Patron Programs (Reimbursable)	$ 1,246.71
55400-50179 Café Member Charges	$ 4,185.00		$ 4,185.00	$ -	100%		
Subtotal			**$ 5,647.24**	**$ 135.76**			
Library Collection	Projected	Planned	Actual	Balance			
55500-50171 Magazines/ Newspaper	$ 1,100.00	$ 455.14	$ 474.78	$ 625.22	43%		
55500-50173 Adult Collection	$ 4,600.00		$ 3,187.28	$ 1,412.72	69%		
55500-50174 Youth Collection	$ 4,500.00		$ 2,701.70	$ 1,798.30	60%		
Subtotal			**$ 6,363.76**	**$ 3,836.24**			
Contingency	Projected	Planned	Actual	Balance			
80100-50130 Contingency	$ 1,000.00			$ 1,000.00	0%		
Subtotal			**$ -**	**$ 1,000.00**			

Printed:

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

	11a. Young Child (0-5)	11b. Child (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11d. General Interest (all ages)
Number of Programs	32	8	1	8	13
Total Program Attendance	☐ Not available 424	☐ Not available 172	☐ Not available 14	☐ Not available 46	☐ Not available 397

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	62	0	0	41
Total Attendance	1053	0	0	929

remove column above before submitting Official Report

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	12	7	11	11
Total Self-Directed Activity Participation	0	476	52	87	314

Circulation & Use Numbers

		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							9,485
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						8,152
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						10,114
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						18,266
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							607
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	2,803	0	0	0	0	0	18,873
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						82
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							1,328
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							60
Patrons	2021	0	0	21	32	28	39	46	32	70	67	54	22	411
	2022	36	42	50	68	37	36							269

Hoopla

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Monthly Cost	2021	$7.81	$12.19	$5.98	$2.99	$7.60	$12.54	$21.21	$19.30	$18.57	$13.40	$29.99	$15.29
Monthly Cost	2022					$13.68	$11.57	$5.63					
Unique Patrons	2021	2	3	2	1	2	3	3	3	3	4	6	3
Unique Patrons	2022					4	2						

Director's Report

August 2022

We've wrapped up Summer Reading and are all breathing a quick sigh of relief and a job well done before we ramp up our programming offerings for Fall & Winter. Our Beanstack numbers reflect the extra work our staff put into the program, the excellent event planning from Bridges & staff and generous support of the Friends Group! In 2021 we had 3 Adults participate, this year we had 32 adults who read a total of 463 books! Our 31 Preschoolers read a total of 1,514 books (up from 378 in 2021). 38 Youths (ages 6-10) read a total of 18,963 minutes (compared to 15,020 minutes in 2021) and 23 Teens read a total of 12,935 minutes (up from 2,979 in 2021). Participation in family events has also been up this year, and we will build on this success into the new year.

New programming this Fall will include:

- a Homeschoolers book group aimed at middle readers but open to anyone, we will do a choose your own book within a theme or genre discussion, a small craft and a social time
- Book Lover's Day book swap, happening on the 13th we'll host a book swap seeded with donations—there will be Cupcakes!
- Teacher Appreciation week, we will give away a small packet of goodies for any patron who checks out materials and shows a Teacher ID
- Paws & Read, a bi-monthly program featuring a certified therapy animal who can be read to in 3 20 minute sessions. Dexter, a relaxed, sweet elderly cat and Moose, a young but gentle giant of a dog will each be taking a shift on the 1st & 3rd Tuesdays respectively. Registration will be required.
- Tea & a Trope, come enjoy a fancy tea and book pairing. After the event we will use leftover tea bags as a passive program for patrons to pick up.

Regular programming like StoryTime, Lego Club, Medicare presentations, Coffee with a Cop, the Beer Garden, Blood Drive and Our Shared Shelf will all be happening in August & September too!

In October we will be running a slight variation on the pumpkin decorating program that will not require judging! We will be handing out a mystery item that the patrons will need to incorporate in their design. Pumpkins will be dropped off between the 10th & the 14th and we will display them until our Spooky Movie Night on the 21st. We will also be hosting a Zom-Barbie Teen event.

NaNoRiMo is coming up in November and we have some exciting plans percolating.

We are also planning a special Musical Story Time with local musicians Andy & Rachel Braun who generously offered to volunteer their time.

Update on biohazard situations: The Village does not have a plan in place for biohazardous materials in the library and since we don't pay into the DPW budget they do not plan to add that service. We have staff in the medical industry who have offered to provide the library with a kit designed to safely clean liquid messes like vomit along with industry standard gloves, etc. I can also call and get a quote from JanPro to see what they would charge in the event of a special cleaning need.

The lights by Large Print books are fixed! DPW had to replace 3 ballasts but the section is bright again! They also fixed the poles for our Summer Reading Sign and put in the pole for the Event Sign. DPW also came to our rescue when a key broke inside of the door, blocking the locking mechanism. They were able to remove the key fragment without needing to call a locksmith!

I.   Reference Service Policy

Approved 2018

Updated 2022

The Butler Public Library:

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, the telephone, or request information through correspondence.

- Will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone).

- Will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate.

- May refer library users to other agencies and libraries in pursuit of needed information.

- May use not only the resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

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

P 262.896.8080
W bridgeslibrarysystem.org

To: Butler Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: July 7, 2022

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

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

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

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2022.

The Waukesha County Board approved the updated county library standards in April of this year. All 16 library boards in the county have since endorsed these standards. More information is available here: https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

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

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

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

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

The LSER is calculated as follows:

- Lending by your library to your own residents: 10,530
- PLUS lending to other library community's residents: 18,025
- DIVIDED by total circulation by your residents at all county libraries: 13,543

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

Table 1.

Butler's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	**Actual**	**Pass?**
80%	210.85%	Yes

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

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

Please review the data below gathered from your library's 2021 state annual report and indicate whether your library will meet its minimum requirements in 2022.

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

Table 2.

Library	Butler		2020 Municipal Population	1,803
Category	**Minimum to Exempt**	**Library Actuals from 2021 annual report**	**Met Minimum during 2021?**	**Will Meet Minimum in 2022? (Circle one)**
Materials Expenditures/Capita	$6.00/capita	$6.42/capita	Yes	Yes No
Number Hours Open/Week	35	39	Yes	Yes No
Budgeted Staff in FTE	2.00	2.18	Yes	Yes No
Collection Size	13,000	27,697	Yes	Yes No
Public Computers/Internet Access Devices	2	6	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

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

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

Table 3.

Quality Assurance Standards	Library Assurance for 2022 (circle one)
Library board member orientations are provided	Yes No
Library website includes key board/staff contact & meeting info	Yes No
Library board conducts director performance evaluation	Yes No
Library budgets for professional development	Yes No
Library has active strategic plan	Yes No
Library has a current circulation policy	Yes No
Library has a current collection management policy	Yes No

Policies are considered current if they have been adopted or reviewed within the last five years.

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

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

4

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2022.

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

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2022.**