

PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, October 10, 2023, at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue

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

To join via Zoom:

<https://us06web.zoom.us/j/82058182459?pwd=bmw0bVJCN0dXRGP4YjZESDAzcTRFQT09>

Meeting ID: 820 5818 2459

Passcode: 884477

**TAKE NOTICE** that the Library Board will meet on the 10<sup>th</sup> day of October 2023 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. Consideration of minutes: September 12, 2023
4. Trustee Education
5. Communications – please refer to the Directors Report for additional items of note.
  - 5.1. Welcome Bob Gundrum
  - 5.2. Attendance at the 2024 Village Board Budget review: October 17th
  - 5.3. Library Trustee Appreciation 2023
  - 5.4. Technology: Usage by number of computers [Goal #1: Resource]
  - 5.5. Fund-Raising Update [Goal #1: Resource]
  - 5.6. Possible New Policy: Public Comment Policy [Goal #3: Community]
  - 5.7. Developing Business connections [Goal #3: Community]
  - 5.8. Other communications
6. 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.*
  - 6.1. Current Financial Report
  - 6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resources]
  - 6.3. Current Program & Activity Report [Goal #3: Community]
  - 6.4. Current PC Usage Report [Goal #4: TechPlanning]
  - 6.5. Current Director's Report
7. Unfinished Business
8. New Business
  - 8.1. Discussion and possible approval of Public Comments Policy
9. Next meeting: November 21, 2023
10. Adjournment

Dated: October 4, 2023

Genavieve Danes  
Director

Charlene M Benjamin  
President

**List of documents**

<b>Agenda Item</b>	<b>Meeting Packet Page Number</b>	<b>Relevant Document(s)</b>
	1	Agenda
	2	List of Documents
3	3-5	Last Month's Meeting Minutes
5.4	6	PC Usage Comparisons
5.6	7	PBL Public Comment Policy DRAFT
6.1	8-9	Current Financial Report
6.2	10	Circulation and Use & Hoopla Costs
6.3	11-13	Program & Activity Report
6.4	14	Current PC Usage Report
6.5	15-16	Director's Report
8.1		See item 5.6

Minutes of Butler Public Library Board Meeting - September 12, 2023  
Minutes not formally accepted until next meeting on October 10  
Meeting was called to order by president Charlene Benjamin at 6:00 pm

### **1. Roll call**

Present: Charlene Benjamin, Michael Bates, Laura Meyer, Karl DeBelack, Genavieve Danes, Robert Kraus, Liz Glaser.

Excused: Bob Gundrun.

Guest: Carol Zuba.

### **2. Persons Desiring to be Heard (3-minute limit per person)**

Genavieve: the teen section will be remodeled on Saturday, November 11. The library will be closed that day. There will be a staff meeting in the morning with direction on what is to happen. Help may be needed.

Robert: Benjamin Hubrich (Butler Village Hall) asked for a change in library meeting minutes receipt. Instead of sending to him after the meeting, he has asked for them to be sent after the next meeting, once they are approved.

Robert: The library policy manual has been proofread. Genavieve will review Robert's changes, asking specifically to look at the Reserve Fund language, as that has changed in our previous meetings.

### **3. Consideration of minutes: August 8, 2023.**

Motion to consider minutes made by Robert Kraus, seconded by Liz Glaser. No discussion or corrections to minutes. Motion to approve unanimously.

### **4. Trustee Education**

#### ***4.1. Trustee Training Week August 21-25 Recap***

Charlene mentioned there will be some changes to meeting processes following what was learned in the training sessions. Much of what was discussed in terms of communication has already been adopted into our practices.

**5. Communications – please refer to the Directors Report for additional items of note.**

**5.1. Welcome Bob Gundrum**

Bob has been out of the country, and was excused from the September meeting. He will be at the October meeting.

**5.2. Library Trustee Appreciation 2023**

Thursday, September 28, 2023 at the Watertown Public Library.

**5.3. Fund-Raising Update [Goal #1: Resource]**

We reached our fundraising goal for the year thanks to the donation from the Optimist's Society. Trivia night will be held Saturday, October 21 at the Community Center by the Friends. Open doors @5p, trivia @6p. \$10/person. A QR code has been set up at Clover for event promotion/donation. Event prep is underway.

**5.4. 2024 Budget Update**

The village is still waiting on numbers from the state. Our budget is not yet cast in stone until November. Taylor Computer Services is doing away with anti-virus services, and wants us to switch to END (endpoint detection response)--more responsive and automated system that can make them aware of issues before us. Old system is \$4.20 mo/computer, new system is \$7 mo/computer. Currently \$488/annual, will move to \$924.20. Do we lose a computer to mitigate costs? Charlene will prep numbers-in-use between June-August based on five computers, four computers, etc., to assess the value in retiring a computer.

**5.5. Little Library Update**

The Little Library has been installed and is being used. Comments have been positive, though the village noted it is within the village right-of-way

**5.6. 2023 Budget – Quarterly Review**

Currently below revenue in fines, printing, and donations. Under budget on databases and copier. There is a notable increase in materials costs due to RFID tags purchase (in bulk). Utility costs have gone down.

**5.7. Other communications n/a**

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

Motion to consider by Laura Meyer, seconded by Karl DeBelack.  
Approved unanimously.

***6.1. Current Financial Report***

***6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resources]***

***6.3. Current Program & Activity Report [Goal #3: Community]***

***6.4. Current PC Usage Report [Goal #4: TechPlanning]***

***6.5. Current Director's Report***

**7. Unfinished Business**

***7.1. Discussion and possible approval of retiring a public computer  
[Goal #4: TechPlanning]***

Motion to give Genavieve the power to retire one to two computers in 2024.  
Motion made by Laura Meyer but not seconded; The discussion by Board members concluded that management of the computers are an operational issue, not a Board issue. No vote was taken because the Board did not need to take action.

**8. New Business**

***8.1. Discussion and possible approval of individual Zoom license.  
[Goal #4: TechPlanning]***

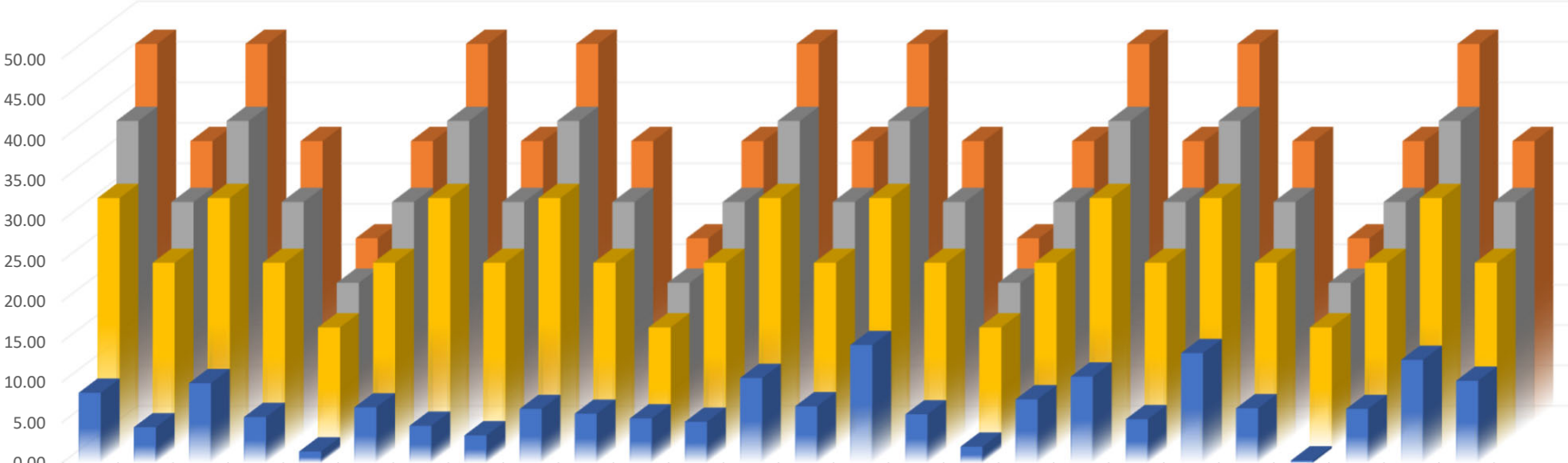
Item was tabled by general consent of the Board members present. Use of Zoom is a tool that the Board and the Friends use. It is not required by the library. Charlene as President has donated a year's license which will lapse August 2024. At that time the Friends and the Board need to decide how to continue the service.

**9. Next meeting: October 10, 2023**

**10. Adjournment**

Motion by Michael Bates, seconded by Robert Kraus. Passed unanimously.  
Meeting ended at 7pm.

### AUGUST 2023 PC HOURS AVAILABLE VS USED



	08/01/23	08/02/23	08/03/23	08/04/23	08/05/23	08/07/23	08/08/23	08/09/23	08/10/23	08/11/23	08/12/23	08/14/23	08/15/23	08/16/23	08/17/23	08/18/23	08/19/23	08/21/23	08/22/23	08/23/23	08/24/23	08/25/23	08/26/23	08/28/23	08/29/23	08/30/23
■ Hours Used	8.67	4.40	9.86	5.67	1.40	6.86	4.58	3.40	6.67	6.08	5.50	5.08	10.50	7.00	14.58	6.00	2.00	7.86	10.67	5.40	13.58	6.75	0.30	6.67	12.75	10.16
■ Hours Available x 4	31	23	31	23	15	23	31	23	31	23	15	23	31	23	31	23	15	23	31	23	31	23	15	23	31	23
■ Hours Available x 5	38.75	28.75	38.75	28.75	18.75	28.75	38.75	28.75	38.75	28.75	18.75	28.75	38.75	28.75	38.75	28.75	18.75	28.75	38.75	28.75	38.75	28.75	18.75	28.75	38.75	28.75
■ Hours Available x 6	46.5	34.5	46.5	34.5	22.5	34.5	46.5	34.5	46.5	34.5	22.5	34.5	46.5	34.5	46.5	34.5	22.5	34.5	46.5	34.5	46.5	34.5	22.5	34.5	46.5	34.5

Butler Public Library

## Public Comments at Library Board Meetings

The Butler Public Library Board of Trustees dedicates itself to providing a welcoming and productive environment at all Library Board Meetings and Subcommittee Meetings.

The agenda for each Library Board meeting includes a time for comments from patrons who are present at the meeting. Public comment speakers must be residents of the Village of Butler. Patrons will be limited to making comments related to agenda items, excluding closed session items relating to employment and labor issues. Members of the public who are in attendance will be asked at this point in the agenda if they wish to make any comments.

### **Ground Rules**

Each person who wishes to speak must state their name and address for the public record and limit comments to three minutes. If a patron continues to speak beyond three minutes, the Library Board President or designee will inform the speaker that the three minutes are over and that no more comments will be taken. Library Board Trustees and Library Staff may not respond or discuss public comments during the public comment period. When the topic appears on the agenda during the Business portion of the meeting, the comments may be addressed then.

Complaints against persons will not be heard in public. They should be put in writing and directed to the Library Director or Board President for response.

### **Comments about Items Not on the Agenda**

Due to Wis. Stat. § 19.84(2), Open Meetings of Governmental Bodies – Public Notice, if the public comments made do not directly pertain to an agenda item, the Board members may not discuss the topic or take action at the meeting.

After all citizens have been allowed an opportunity to speak, the Board will resume session in accordance with the agenda.

This policy does not preclude additional guidelines being developed for meetings with a large number of people in attendance in order to provide as many patrons as possible with the opportunity to speak.

All attendees and speakers at Library Board meetings must follow the Library's Patron Conduct Policy.

**2023 Library Budget Tracking Sheet**

<b>Projected Revenue</b>	
General Property Taxes	\$ 96,347.00
Planned Lib. Revenue	\$ 20,689.00
<b>Total</b>	<b>\$117,036.00</b>

Print Date  
10/3/2023

Current Balance (Actual Revenue - Actual Expenses)
\$ 21,922.10

<b>Actual Revenue</b>	
General Property Taxes	\$ 96,347.00
Library Revenue	\$ 14,873.87
<b>Total</b>	<b>\$111,220.87</b>

Total of Actual Expenses
\$ 89,298.77

**Actual Expenses**

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 68,606.00		\$ 49,168.42	\$ 19,437.58
55100-50120 FICA	\$ 5,245.00		\$ 3,761.41	\$ 1,483.59
55100-50123 Retirement Contribution	\$ 2,764.00		\$ 2,160.29	\$ 603.71
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 21.44	\$ 28.56
<b>Subtotal</b>	<b>\$ 76,665.00</b>		<b>\$ 55,111.56</b>	<b>\$ 21,553.44</b>

**Library Revenue**

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 900.00	\$ 1,701.85	\$ 2,601.85
40320 Friends Reimbursement	\$ 300.00	\$ 1,228.58	\$ 1,528.58
48910 Printing/Copies	\$ 2,765.00	\$ (1,280.83)	\$ 1,484.17
48910 Replacement Cards	\$ 20.00	\$ (2.00)	\$ 18.00
48910 MKE Cards	\$ 320.00	\$ 120.00	\$ 440.00
48920 Fines/Replacement Costs	\$ 1,200.00	\$ (166.38)	\$ 1,033.62
49000 Intergov'tal Revenue	\$ 15,184.00	\$ (7,416.35)	\$ 7,767.65
49000 Grants Awarded	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 20,689.00</b>		<b>\$ 14,873.87</b>

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/Training	\$ 1,080.00		\$ 382.50	\$ 697.50
55200-50127 Membership Dues	\$ 54.00		\$ 56.00	\$ (2.00)
55200-50134 Utilities	\$ 7,600.00	\$1,740.00	\$ 4,079.34	\$ 3,520.66
55200-50135 Telephone/Internet	\$ 2,280.00	\$ 279.00	\$ 2,107.39	\$ 172.61
55200-50136 Office Supplies	\$ 850.00		\$ 582.33	\$ 267.67
55200-50137 Postage	\$ 50.00		\$ 33.20	\$ 16.80
<b>Subtotal</b>	<b>\$ 11,914.00</b>		<b>\$ 7,240.76</b>	<b>\$ 4,673.24</b>

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,000.00	\$2,923.35	\$ 6,415.79	\$ 2,584.21
55300-50163 Technology Maintenance	\$ 2,000.00	\$ 200.00	\$ 1,601.06	\$ 398.94

Used	Source	Projected	Over/(Under)	Actual			
72%	40320 Donations & Book Sales	\$ 900.00	\$ 1,701.85	\$ 2,601.85	289%	1	569.85
72%	40320 Friends Reimbursement	\$ 300.00	\$ 1,228.58	\$ 1,528.58	510%	2	
78%	48910 Printing/Copies	\$ 2,765.00	\$ (1,280.83)	\$ 1,484.17	54%		
43%	48910 Replacement Cards	\$ 20.00	\$ (2.00)	\$ 18.00	90%		
	48910 MKE Cards	\$ 320.00	\$ 120.00	\$ 440.00	138%		
	48920 Fines/Replacement Costs	\$ 1,200.00	\$ (166.38)	\$ 1,033.62	86%		
35%	49000 Intergov'tal Revenue	\$ 15,184.00	\$ (7,416.35)	\$ 7,767.65	51%		
104%	49000 Grants Awarded	\$ -	\$ -	\$ -			
54%	<b>Subtotal</b>	<b>\$ 20,689.00</b>		<b>\$ 14,873.87</b>			

55300-50164 Computer/Equipment Maintenance	\$ 100.00		\$ 14.97	\$ 85.03	15%	
55300-50165 Copier Maintenance	\$ 650.00		\$ 201.97	\$ 448.03	31%	
55300-50166 Material Processing/ Repair	\$ 850.00		\$ 2,753.47	\$ (1,903.47)	324%	\$ 3.00
55300-50167 Housekeeping supplies	\$ 100.00		\$ 1,440.94	\$ (1,340.94)	1441%	4
<b>Subtotal</b>	<b>\$ 12,700.00</b>		<b>\$ 12,428.20</b>	<b>\$ 271.80</b>		
<b>Library Prgms &amp; Svcs</b>	Projected	Planned	Actual	Balance		
55400-50168 E-Book Contribution	\$ 678.00		\$ 674.00	\$ 4.00	99%	
55400-50169 Shared Databases/ Licenses	\$ 671.00	\$ 60.00	\$ 511.27	\$ 159.73	76%	<b>Actual</b>
55400-50172 Patron Programs	\$ 300.00		\$ 1,539.94	\$ (1,239.94)		Patron Programs (Reimbursable) \$ 356.13
55400-50179 Café Member Charges	\$ 4,366.00		\$ 4,366.00	\$ -	100%	
<b>Subtotal</b>	<b>\$ 6,015.00</b>		<b>\$ 7,091.21</b>	<b>\$ (1,076.21)</b>		
<b>Library Collection</b>	Projected	Planned	Actual	Balance		
55500-50171 Magazines/ Newspaper	\$ 552.00	\$ 326.00	\$ 272.00	\$ 280.00	49%	
55500-50173 Adult Collection	\$ 4,595.00		\$ 3,717.04	\$ 877.96	81%	
55500-50174 Youth Collection	\$ 4,595.00		\$ 3,438.00	\$ 1,157.00	75%	
<b>Subtotal</b>	<b>\$ 9,742.00</b>		<b>\$ 7,427.04</b>	<b>\$ 2,314.96</b>		
<b>Contingency</b>	Projected	Planned	Actual	Balance		
80100-50130 Contingency	\$ -			\$ -		
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>		

1. \$2,000 Optimist Club Donation--Teens
2. \$1,500 Friends Group Donation--programming
3. Includes \$1,500 Bridges grant
4. Includes Teen Dept Donation

**Circulation & Use Numbers**

2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
Patron/Visitors-2022	1,383	1,301	1,728	1,667	1,464	1,942	1,854	1,798	1,521	1,519	1,360	1,523	19,060	80%
<b>2023</b>	<b>1,725</b>	<b>1,379</b>	<b>1,690</b>	<b>1,568</b>	<b>1,553</b>	<b>2,142</b>	<b>1,929</b>	<b>1,899</b>	<b>1,444</b>				<b>15,329</b>	Year to date
<b>Circulation</b>														
Adult - 2022	1,221	1,065	1,174	1,036	1,159	1,223	1,274	1,304	1,088	1,228	1,112		12,884	87%
<b>2023</b>	<b>1,218</b>	<b>1,027</b>	<b>1,194</b>	<b>1,064</b>	<b>1,254</b>	<b>1,398</b>	<b>1,422</b>	<b>1,426</b>	<b>1,172</b>				<b>11,175</b>	YTD
Children -2022	1,257	1,454	1,504	1,233	1,510	1,627	1,529	1,451	1,285	1,088	785		14,723	74%
<b>2023</b>	<b>1,140</b>	<b>1,192</b>	<b>1,341</b>	<b>1,097</b>	<b>934</b>	<b>1,436</b>	<b>1,161</b>	<b>1,322</b>	<b>1,205</b>				<b>10,828</b>	YTD
Total Circulation -2022	2,478	2,519	2,678	2,269	2,669	2,850	2,803	2,755	2,373	2,316	1,897	0	27,607	80%
<b>2023</b>	<b>2,358</b>	<b>2,219</b>	<b>2,535</b>	<b>2,161</b>	<b>2,188</b>	<b>2,834</b>	<b>2,583</b>	<b>2,748</b>	<b>2,377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,003</b>	YTD
<b>E &amp; Audio Books</b>														
E & Audio Books - 2022	88	119	119	106	100	75	99	110	96	120			1,032	106%
<b>2023</b>	<b>148</b>	<b>143</b>	<b>128</b>	<b>110</b>	<b>113</b>	<b>118</b>	<b>131</b>	<b>112</b>	<b>94</b>				<b>1,097</b>	YTD
Total Circ with E-books - 2022	2,566	2,638	2,797	2,375	2,769	2,925	2,902	2,865	2,469	2,436	1,897	0	28,639	81%
<b>2023</b>	<b>2,506</b>	<b>2,362</b>	<b>2,663</b>	<b>2,271</b>	<b>2,301</b>	<b>2,952</b>	<b>2,714</b>	<b>2,860</b>	<b>2,471</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,100</b>	YTD
<b>New Library Cards</b>														
New Library Cards-2022	8	9	17	10	12	11	15	8	15	15	16		136	103%
<b>2023</b>	<b>10</b>	<b>17</b>	<b>16</b>	<b>17</b>	<b>14</b>	<b>27</b>	<b>8</b>	<b>12</b>	<b>19</b>				<b>140</b>	YTD
<b>Computer Use (Sessions)</b>														
Computer Use (Sessions) -2022	199	204	247	219	221	238	267	284	219	222	200		2,520	77%
<b>2023</b>	<b>251</b>	<b>244</b>	<b>200</b>	<b>208</b>	<b>225</b>	<b>272</b>	<b>170</b>	<b>208</b>	<b>167</b>				<b>1,945</b>	YTD
<b>Conference Room</b>														
Scheduled/Occupied - 2022	8	9	11	13	10	9	9	7	10	12	17		115	65%
<b>2023</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>2</b>				<b>75</b>	YTD
Patrons - 2022	36	42	50	68	37	36	20	39	40	39	49		456	38%
<b>2023</b>	<b>31</b>	<b>19</b>	<b>23</b>	<b>26</b>	<b>22</b>	<b>19</b>	<b>12</b>	<b>9</b>	<b>10</b>				<b>171</b>	YTD

**Hoopla**

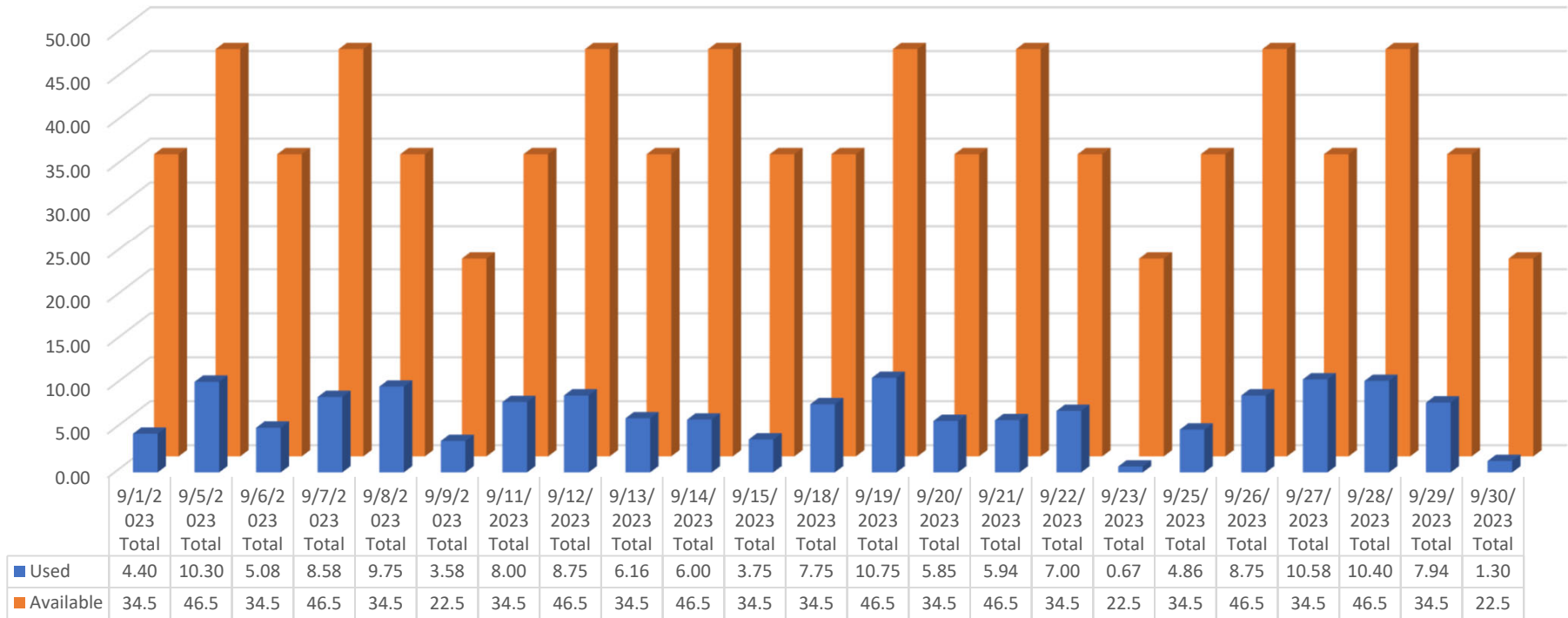
Monthly Cost - 2022	\$7.81	\$12.19	\$5.98	\$2.99	\$13.68	\$11.57	\$5.63	\$22.77	\$14.98	\$18.79	\$19.20		\$135.59
Monthly Cost - 2023	\$11.38	\$7.77	\$4.48	\$20.93	\$36.98	\$18.00	\$30.92	\$24.80	\$17.62				\$172.88 YTD
Unique Patrons - 2022	2	3	2	1	4	2	1	3	4	3	3		
Unique Patrons - 2023	2	2	2	5	5	4	6	6	6				

		265	291	308	313	314	616	192	345	283	0	0	0
Program	Audience	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Bird House Decoupage	General Interest (all ages)								18				
Bird House Take & Make	General Interest (all ages)								7				
Book Planter Craft	General Interest (all ages)								23				
Butler Did It Book Club	Adult (19+)	6		5	5	6	4	8	5				
Charcuterie - desserts	Adult (19+)							12					
Coaster Making Craft	General Interest (all ages)									8			
Coffee Cart	General Interest (all ages)	88	70	81	64	100	75		29	67			
Compasses End of Life Documents	Adult (19+)	3							3				
D&D	Young Adult (12-18)		3		10		4		14	5			
EE Hunt	General Interest (all ages)				90								
Free Comic Book Day	General Interest (all ages)					12							
Guessing Game	General Interest (all ages)							39		6			
Hide & Find	Young Child (0-5)		15	20	33	6	5		18	13			
Homeschool Book Club	General Interest (all ages)	13	7	8	7	9				5			
How Much Have You Saved (2 months)	General Interest (all ages)		57	X	X								

Program	Audience	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Jewelry Making	General Interest (all ages)		11				door						
Lego Club	Child (6-11)	16	14		19	5	11		6				
Library Card Sign-Up Giveaway										28			
Lionel Train Display	General Interest (all ages)	29											
Magic the Gathering Gameplay	General Interest (all ages)		11										
Magnet Making	Young Adult (12-18)			11									
Make & Take	Young Adult (12-18)						46			17			
Meal Planning	Adult (19+)	3											
Medicare	Adult (19+)				3								
Monthly Door Mural	Child (6-11)	21	34		13	19	26		43	31			
Monthly Teen Craft	Young Adult (12-18)								16				
Movie Night	General Interest (all ages)						28	0					
Movie Night Voting	Child (6-11)						68						
NNO Guessing Game	General Interest (all ages)								41				
Passport - Bridges	General Interest (all ages)						138		56				
Paws & Pages	General Interest (all ages)	8	3	3		4	9	4	4	4			
Perler Bead Crafttime	General Interest (all ages)								6				
School Visit	Young Child (0-5)					70							

Program	Audience	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Storytime	Young Child (0-5)	63	46	79	69	70	87	53	104	59			
Summer Reading	General Interest (all ages)						94						
Summer Reading	General Interest (all ages)						4						
SRP - Braun concert	General Interest (all ages)							32					
SRP - Sushi Making	General Interest (all ages)							21					
Taste Test - Challenge	General Interest (all ages)		10					11		13			
Taste Test Challenge	Child (6-11)	15	10	10		13	5	12					
Teacher Appreciation Gifts										20			
Tiny Art Show	General Interest (all ages)			80									
YA Craft	Young Adult (12-18)			11			12			7			

### September 2023 PC Hours Available vs Used



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### **B93.3**

We've been selected to be the next featured library in the B93.3 Did You Know series! I've included the YouTube link to some of the previous libraries that were featured from Bridges. McKenzie is going to give the tour on October 25<sup>th</sup> and we'll be sure to share the link everywhere when it's live. We plan to highlight our Railroad Collection, the beautiful reading area and the small town library vibe.

[https://www.youtube.com/results?search\\_query=b93.3+did+you+know](https://www.youtube.com/results?search_query=b93.3+did+you+know)

### **RFID Tagging Update**

Tagging continues at a brisk clip, we are about halfway through the Children's Area.

### **Library of Things**

Our Library of Things continues to grow, due in large part to our generous Friends Group and their fundraising efforts. We will be adding 2 Tonie Boxes and a large assortment of characters and expect that these will be a huge hit with our younger patrons. We've also added to our popular yard games collection, a hit for backyard parties and classrooms.

<https://us.tonies.com/pages/toniebox>

### **Staffing Update**

In an attempt to better pair our Library Assistants with Librarians I've shifted a few of our regular shifts. I have also added a 3<sup>rd</sup> person on Wednesday mornings to better handle the opening duties, circ desk and Storytime. The new base schedule will better accommodate our staff's extra duties and allow for better flexibility.

### **Teen Remodel**

Just a reminder that we will be remodeling the Teen Area (moving shelves, the cabinet, hanging art, building chairs and setting up the game table) on November 11<sup>th</sup>. If you are all interested in helping out we will be starting work at about 10:30AM and will keep going until the work is done or we are too tired to continue. With enough helping hands we should be able to complete everything in a single afternoon but I may come in on Sunday if the work isn't finished so that we can have a Grand ReOpening on Monday the 13<sup>th</sup>.

### **Lucky Day Books**

A number of our system libraries have a Lucky Day system in place for New/Hot Titles. Most libraries will buy 2 (or more) copies of these titles and have 1 as a regular book and 1 as a Lucky Day book. We aren't large enough to support a system like that but borrowing from my Town Hall days I think we've settled on a system that should work for us and our patrons. Starting in January 2024 we will be marking our

New Books (and maybe some Movies) so that the first check out is a Lucky Day style check out from a patron in our library. After that initial Lucky Day check out it will go into the collection and be added to the hold pool. (The holds process is a little bit complicated but I'd be happy to provide additional information if anyone needs it)

#### Removal of computers

Computer 3 was pulled in September. There was some curiosity from our regular computer users but no complaints. We are seeing more times where the computers are all in use (especially with 2 needing to be rebooted fairly often) but it's not been a problem & we haven't had any complaints about the new setup with 5 & 6 on the same desk (the younger kids actually like it better because they can game together easier).