

## PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, February 13, 2024, 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 **13<sup>th</sup>** day of February 2024 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 from previous meeting(s)
4. Trustee Education
  - 4.1. Going Fine Free Pros and Cons [Goal #3: Community]
5. Communications
  - 5.1. Fired Up To Read program [Goal #3: Community]
  - 5.2. Tiny Art Show Gallery Night: March 26<sup>th</sup> [Goal #3: Community]
  - 5.3. 60<sup>th</sup> Birthday Celebration [Goal #1: Resource & Goal #3: Community]
  - 5.4. OAK Box Installation [Goal #1: Resource & Goal #3: Community]
  - 5.5. Quarterly Technology Review [Goal #4: TechPlanning]
  - 5.6. 2023 Preliminary Final Budget Review [Goal #1: Resource]
  - 5.7. Updated 2024 Business Meeting Plan
  - 5.8. Social Media Archiving
  - 5.9. Capital Projects Discussion with Village [Goal #2: Staff]
  - 5.10. Director's Report – Questions?
  - 5.11. 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: Resource]
  - 6.3. Current Program & Activity Report [Goal #3: Community]
7. Unfinished Business
8. New Business
  - 8.1. Discussion and Possible Approval of Annual Report to DPI (Dept of Public Instruction)
9. Next meeting: March tbd, 2024
10. Adjournment

Dated: February 7, 2024

Genavieve Danes  
Director

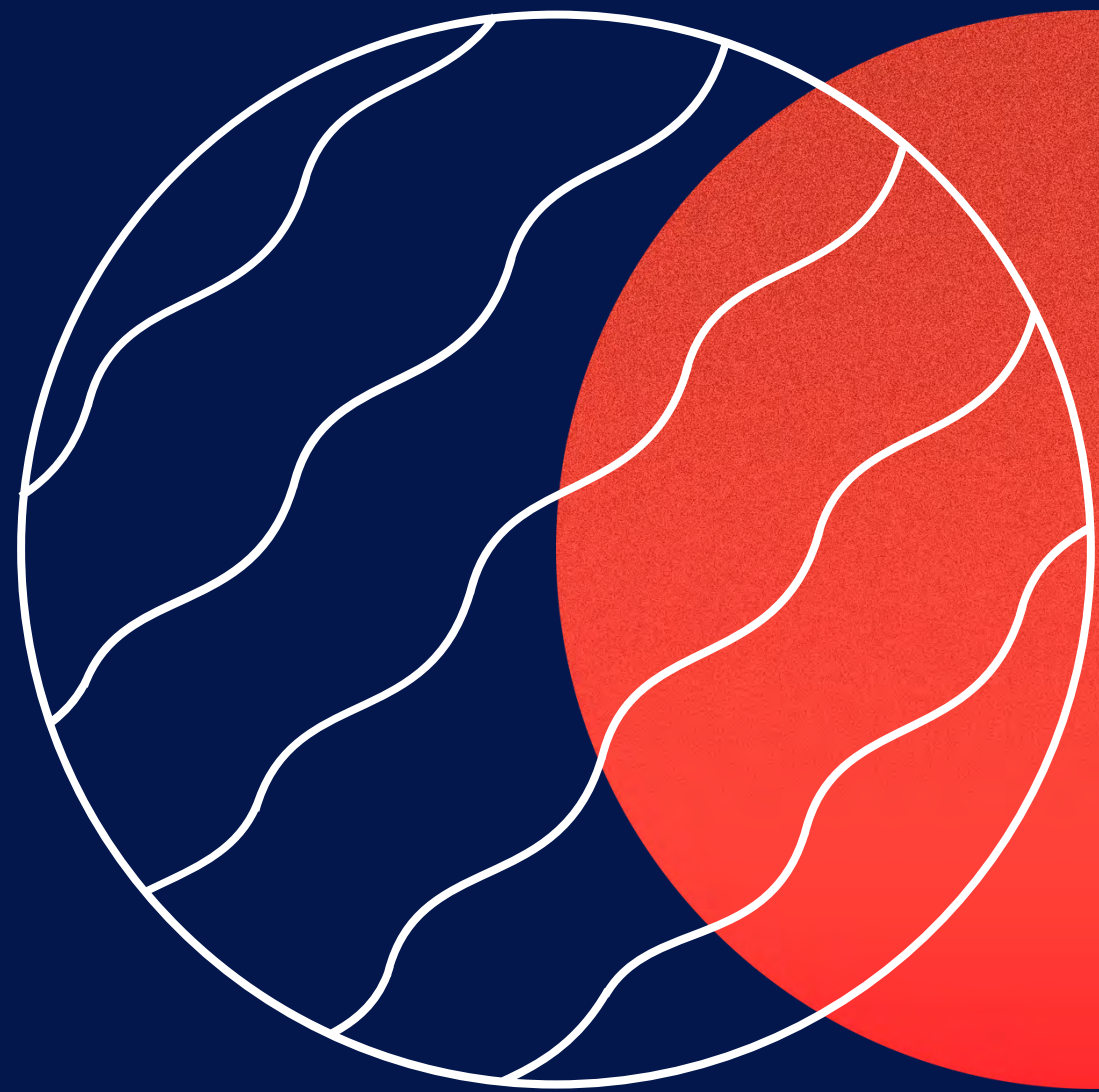
Charlene M Benjamin  
President

**2023-2026 Strategic Goals: <Resource><Staff><Community><(Tech)Planning>**

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

**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	Distributed separately	Last Month's Meeting Minutes
4.1	3-9	Fines-Free-Mythbusting-Presentation; Fines Article
5.4	10-12	Policy, Handout, Notes
5.6	13-14	2023 Preliminary Final Budget Review
5.7	15-17	2024 Business Meeting Plan (updated file)
5.9	18-19	Notes from DPW/Village Hall building maintenance mtg
5.10	30-21	Director's Report
6.1	22-23	Current Financial Report
6.2	24	Current Circulation and Use & Hoople Costs
6.3	25-26	Current Program & Activity Report
8.1	Distributed separately	Annual Report to DPI (Dept. of Public Instruction)



# Forget What You Believe About Library Fines

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It's time you knew the facts

**Myth #1:** Fines are a key source of library revenue.

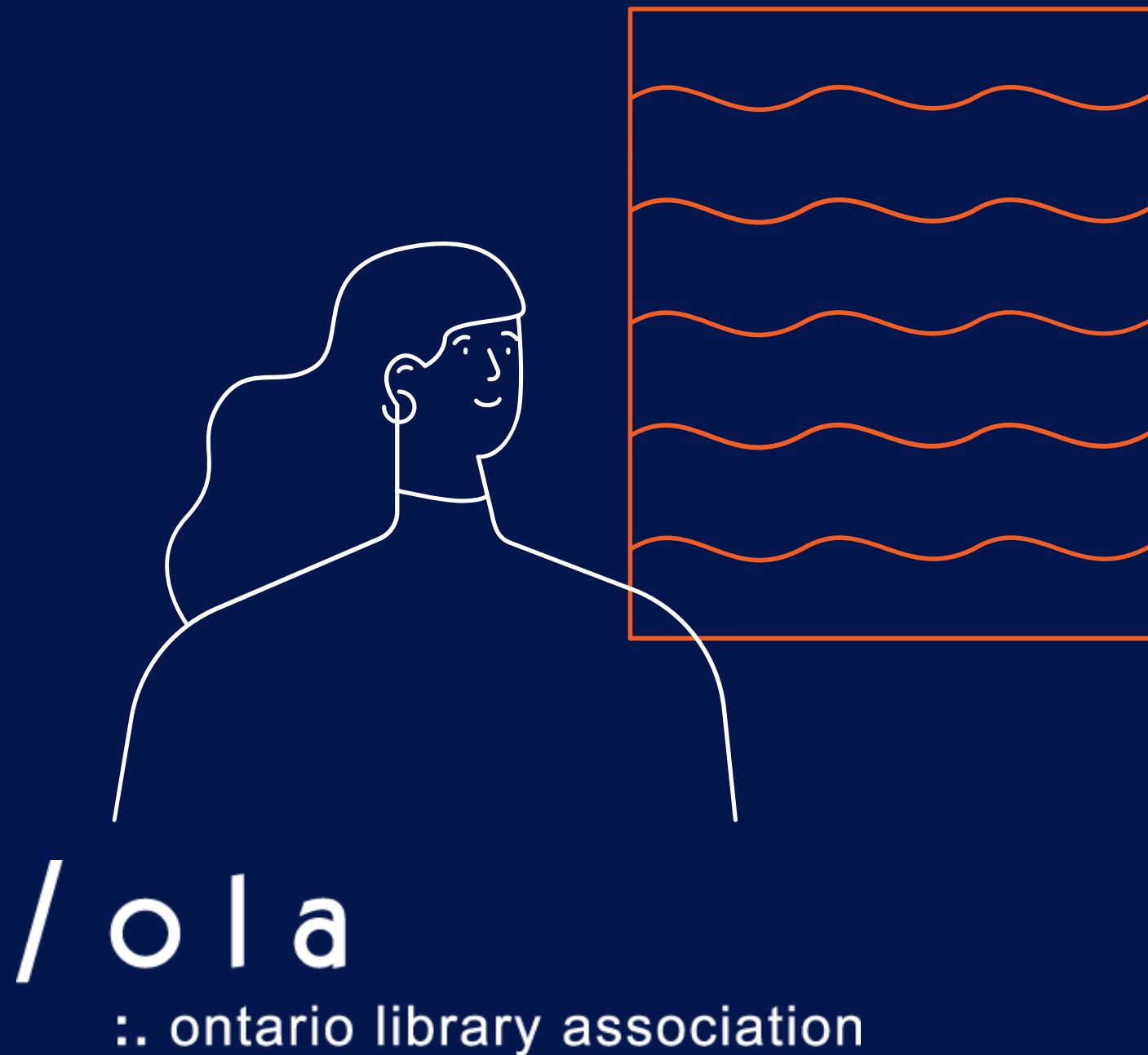
**Fact:** Studies show that fines account for less than 1% of library budgets, and cost far more administrative effort to collect.

**Given the increasing prevalence of digital materials, fines continue to be a declining source of revenue.**

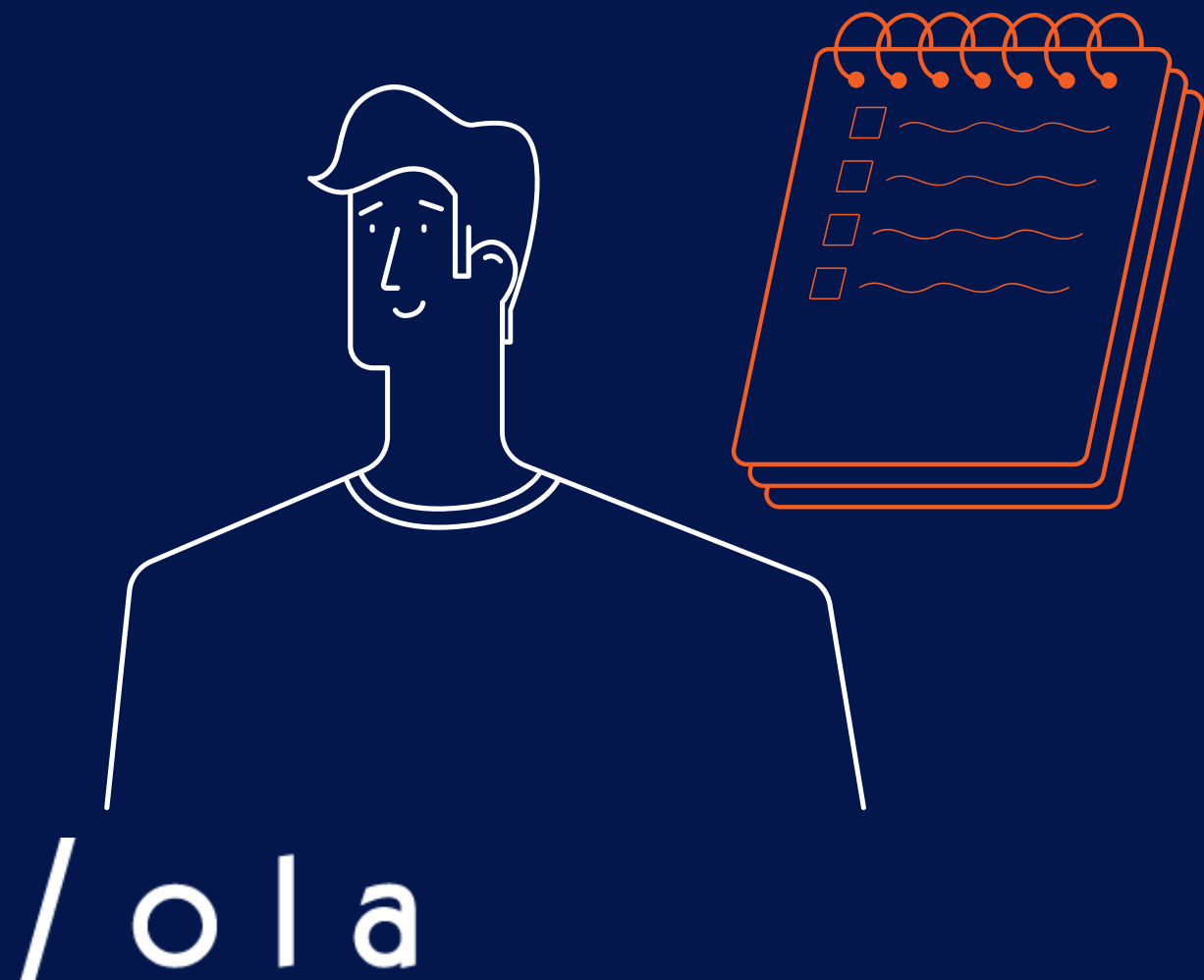
Sources:

Depriest, "Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials".

Dixon, "Doing Fine(s)?"



**Myth #2:** Fines are an effective incentive to return library materials on time.



**Fact:** Multiple studies show that there is no empirical evidence that charging late fines is a successful way to have people return items on time.

**In fact, libraries who have eliminated fines report the opposite.**

Sources:

Depriest, "Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials," 20.

Dixon, "Nashville, Salt Lake City, Columbus Go Fine-Free."

Unrein, "Five Unexpected Benefits of Eliminating Library Fines," 9.

**Myth #3:** Library fines are a minor cost to library users.



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**Fact: Library fines exclude and marginalize vulnerable communities.**

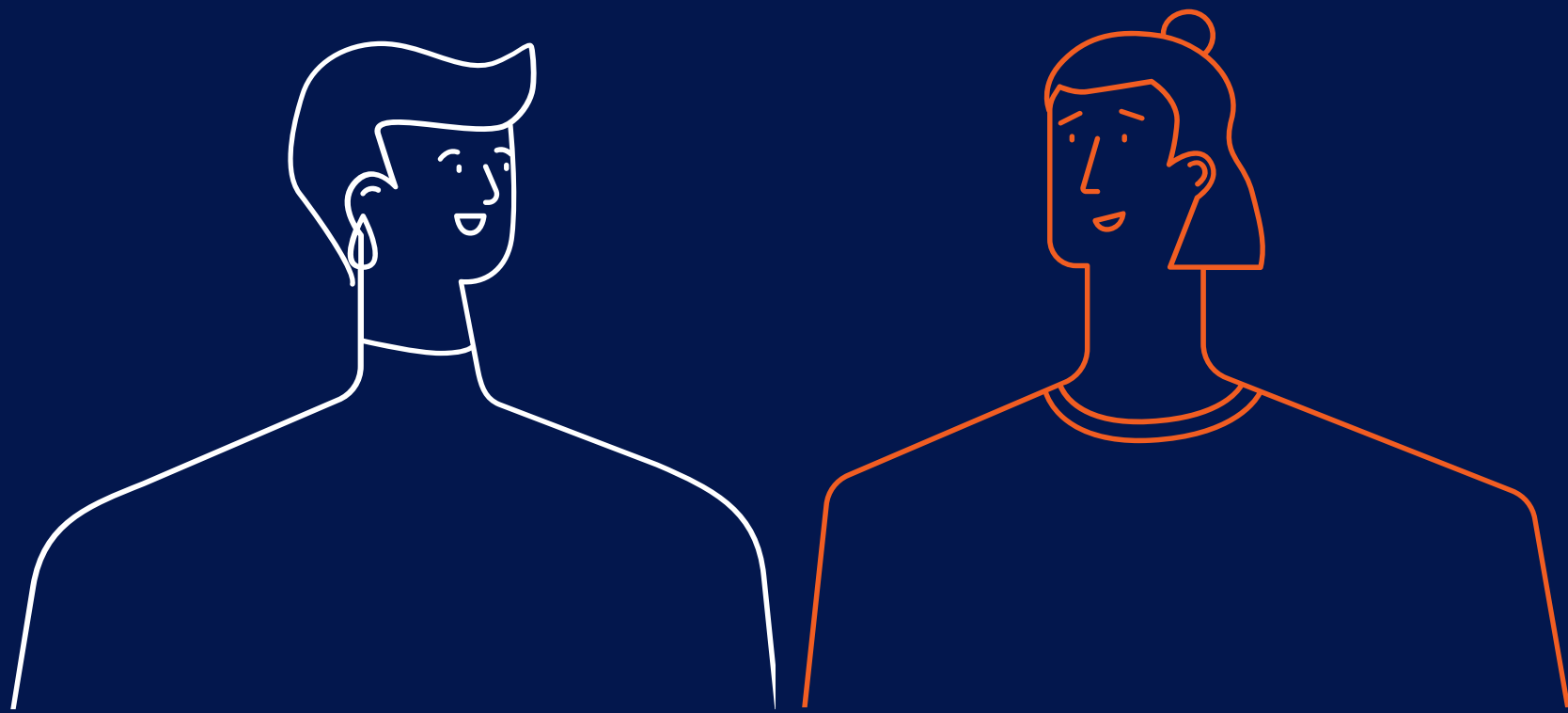
**Library fines are a significant expense to those with low or no income and cause people to stop using the library.**

Sources:

San Francisco Public Library, "Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library," 5.

Bernstein, "A Fine Balance: How Eliminating Library Fines Removes Economic Barriers to an Essential Public Service," 9.

**Myth #4: Library fines teach responsibility.**



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**Fact: Eliminating fines does not eliminate consequences or personal responsibility.**

**The library's mission is to ensure equitable access to information for all. Overdue fines don't teach responsibility: they distinguish between people who can afford to pay and those who cannot.**

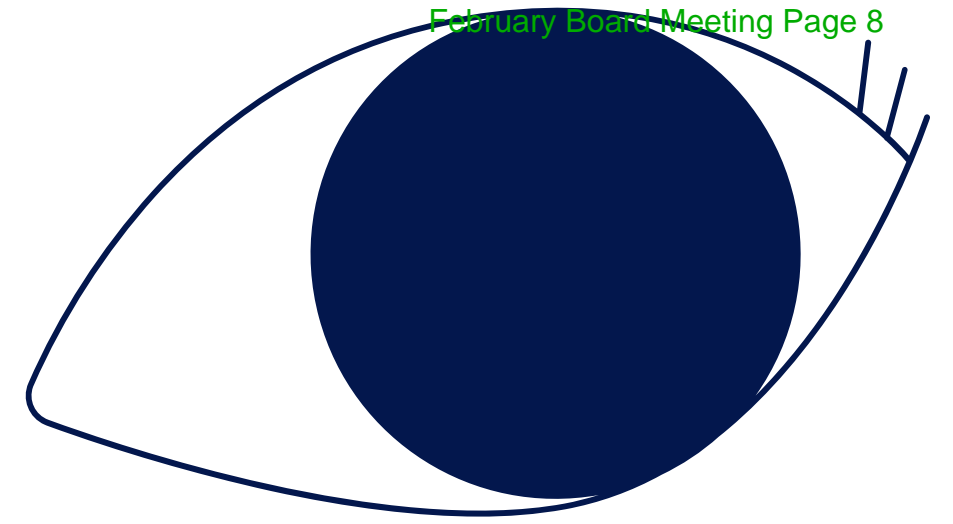
Sources:

American Library Association, "A.1 Mission, Priority Areas, Goals (Old Number 1)."

Ontario Library Association, "OLA Values."

San Francisco Public Library, "Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library."

# Get the Facts about Library Fines



American Library Association. "A.1 Mission, Priority Areas, Goals (Old Number 1)." Text. About ALA, August 4, 2010. <https://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/1mission>.

Bernstein, Kelly. "A Fine Balance: How Eliminating Library Fines Removes Economic Barriers to an Essential Public Service." Western University, November 2018.

Depriest, Meg Johnson. "Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials." Denver, CO: Colorado State Library, 2016. <https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>.

Dixon, Jennifer A. "Doing Fine(s)?" *Library Journal* 142, no. 6 (4/1/2017 2017): 40-44.

Dixon, Jennifer A. "Nashville, Salt Lake City, Columbus Go Fine-Free." *Library Journal* 142, no. 13 (August 2017): 12-15.

Ontario Library Association. "OLA Values." Ontario Library Association, 2021. <https://accessola.com/wp-content/uploads/2020/08/OLA-Orientation-Shared-Values.pdf>.

San Francisco Public Library. "Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library." San Francisco, CA: San Francisco Public Library, n.d. <https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf>.

Unrein, Sabrina. "Five Unexpected Benefits of Eliminating Library Fines." *ISchool | Syracuse University (blog)*, April 21, 2020. <https://ischool.syr.edu/five-unexpected-benefits-to-eliminating-library-fines/>.



## The End of Overdue Fines?

The Vernon Area Public Library (VAPL) in the northwest suburbs of Chicago eliminated overdue fines this past August, and ELA Public Library, a neighbor of VAPL, followed suit in September. They are modeling their policy on Algonquin (IL) Public Library (another neighbor) and their decision to remove overdue fines in September 2014. VAPL noted that Algonquin, nearing its one-year anniversary of instilling the policy, has had no adverse effects. In fact, it's only increased the goodwill of patrons towards the public library. Since introducing the no overdue fines policy, VAPL has also received only positive responses from their patrons and the community at large. Is this something that should become a trend for public libraries in general?

Although the idea of no overdue fines is fairly fresh, it is by no means brand new. Other public libraries in states such as Massachusetts, Ohio, and Colorado also have similar policies in place. The big question is whether or not this becomes a drawback as far as funding for the library itself and whether or not patrons will actually bring items back without the incentive of fines.

VAPL details some of their answers to this on their website at <http://vapld.info/fines>. It appears that fines only amount to less than 1% of their total annual budget. VAPL also states that the cost of staff time to handle overdue fines and of processing the amounts to more than what they're earning back from patrons. And just because overdue fines are eliminated does not mean that patrons will not have consequences for not returning items. Depending on the library, patrons have thirty-five to forty-five days to return overdue items before they are charged replacement costs as well as a \$10 collections processing fee. VAPL states that most often it will not come to this; patrons are motivated to return items because others are waiting and because there is a due date, not because of a dime per day overdue policy. Beyond that, library cards will be suspended two weeks after patrons do not return their items. Along the way, reminder emails and letters for the items to be returned are sent out, and patrons always have the option to renew the item to avoid it becoming overdue in the first place.

The American Library Association also discusses fines and fees in Article V of their Library Bill of Rights. Although not specifically referring to overdue fines, they do state that: "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access." This is a particularly important note given the future of public libraries in general. We want to make the library institution as accessible as possible for anybody. We want the poor to be able to come in and lift themselves up; we want the youth to be able to feel unhindered to come into the library and enjoy our programs and materials.

Unfortunately, funding for public libraries is not universal and there are public libraries that function off a shoestring budget so eliminating overdue fines may not work for them. However, they can implement Food for Fines or waiving fines from children and teen library cards for reading. Although it doesn't completely eliminate barriers to access, this may be a great way for public libraries that continue to charge overdue fines to promote trust and goodwill with their patrons. The trend with public libraries does appear to be moving towards a more goodwill approach, so perhaps we'll see more libraries jumping on the bandwagon in the next few years.

Source Article: <http://chicago.cbslocal.com/2015/08/12/vernon-area-public-library-no-longer-collecting-overdue-fines/> August 12, 2015 / 6:49 AM CDT / CBS Chicago

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## Emergency & Safety Policy

Approved 2019; Revised 12/13/2022

### Threats to Safety

#### *Fire/Gas Leaks*

Library 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, flame, or gas fumes, staff are to immediately evacuate patrons and themselves from all areas of the Library, leave the building, and call 911.

#### *Bomb Threats*

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

#### *Armed or Threatening Individual*

Staff receives “active shooter” training from the Butler Police Department. If a staff member encounters an armed or threatening individual, the staff member should immediately push the “panic button” located at the circulation desk to notify police.

### Health Emergencies

Staff should call 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 by staff.

### Severe Weather

The staff will follow the Village of Butler’s recommendations and close the building whenever Village offices are closed due to storms. The Director also has the discretion to close the Library whenever conditions are unsafe.

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

### General Safety

Staff must 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.

# Substance Use Prevention for Waukesha County Community Members

## What you need to know:

-  Fentanyl is a major contributor to fatal and nonfatal overdoses.
-  7 out of 10 pills seized by the DEA, contain a lethal dose of fentanyl.
-  Fentanyl cannot be seen, tasted or smelled.
-  **Signs of an Opioid Poisoning**
  - Small constricted pupils
  - Falling asleep or losing consciousness
  - Slow, weak or no breathing
  - Choking or gurgling sounds
  - Limp body
  - Cold and/or clammy skin
  - Discolored skin (especially in lips and nails)

**DO NOT IGNORE THESE SIGNS; CALL 911**

## Harm Reduction Saves Lives.

## What is Fentanyl?

Fentanyl is a synthetic opioid that is up to **50 times stronger than heroin.**

Illegally Made Fentanyl (IMF) is commonly mixed with drugs like heroin, cocaine, and methamphetamine. It can also be counterfeited into pill form and made to resemble prescription drugs.

In its liquid form, IMF can be found in nasal sprays, eye drops and dropped onto paper or small candies.

## Reverse an Overdose with Naloxone

Naloxone is a life-saving medication that can rapidly reverse opioid overdoses by binding to the same receptors in the brain that opioids bind to, effectively restoring normal breathing and preventing fatalities.



**WE CAN  
SAVE A LIFE.**

**GET NALOXONE**

**PROTECT  
LOVED  
ONES**



## Opioid Aid Kits (OAK Boxes)

Additional information from Waukesha County Health & Human Services meeting, January 4<sup>th</sup>, 2024.

- Who will access: loved ones concerned about family and friends
- Who is helped: addicts, obviously. Also, accidental overdoses
  - people legitimately on opioids (pain relief) who might lose track of what medications they have taken.
  - people using recreational drugs not knowing something is laced with fentanyl
- What is it: A public service. The kit consists of a metal box mounted on the wall with supplies, informational leaflets, contact numbers, etc., clearly labeled
- Where: somewhere accessible but not closely monitored. (Our entrance area.) High enough to be out of the reach of small children
- Where else: to name a few...prisons, high schools, and other Bridges libraries: Menomonee Falls, Waukesha, Mukwonago
- Vandalism: none reported so far. Some curiosity in schools
- No harm: has no effect unless opioids are present in the person's system
- Library tasks: check once a week and request more supplies. H&HS comes, fills, maintains
- Board tasks: awareness; and review Health & Public Safety Policy for any updates to clarify responsibilities
- ALSO: Coming soon – AEDs as another public safety service
- SUGGESTIONS: Host Waukesha County Health & Human Services to offer “the dangers of...” training to the community

### 2023 Library Budget Tracking Sheet

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

Print Date  
2/6/2024

Current Balance (Actual Revenue - Actual Expenses)	
	\$ 1,697.51

Actual Revenue	
General Property Taxes	\$ 96,347.00
Library Revenue	\$ 27,250.66
<b>Total</b>	<b>\$123,597.66</b>

Total of Actual Expenses	
	\$121,900.15

#### Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 68,606.00		\$ 68,095.57	\$ 510.43
55100-50120 FICA	\$ 5,245.00		\$ 5,209.32	\$ 35.68
55100-50123 Retirement Contribution	\$ 2,764.00		\$ 2,956.06	\$ (192.06)
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 33.60	\$ 16.40
<b>Subtotal</b>	<b>\$ 76,665.00</b>		<b>\$ 76,294.55</b>	<b>\$ 370.45</b>
Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 1,080.00		\$ 382.50	\$ 697.50
Memberships	\$ 54.00		\$ 89.98	\$ (35.98)
55200-50134 Utilities	\$ 7,600.00	\$ -	\$ 5,725.77	\$ 1,874.23
55200-50135 Telephone/ Internet	\$ 2,280.00	\$ -	\$ 2,290.41	\$ (10.41)
55200-50136 Office Supplies	\$ 850.00		\$ 971.11	\$ (121.11)
55200-50137 Postage	\$ 50.00		\$ 54.24	\$ (4.24)
<b>Subtotal</b>	<b>\$ 11,914.00</b>		<b>\$ 9,514.01</b>	<b>\$ 2,399.99</b>

#### Library Revenue

Used	Source	Projected	Over/(Under)	Actual	
99%	40320 Donations & Book Sales	\$ 900.00	\$ 2,049.32	\$ 2,949.32	328%
99%	40320 Friends Reimbursement	\$ 1,500.00	\$ 1,328.58	\$ 2,828.58	189%
107%	48910 Printing/Copies	\$ 2,765.00	\$ (663.30)	\$ 2,101.70	76%
67%	48910 Replacement Cards	\$ 20.00	\$ 44.55	\$ 64.55	323%
	48910 MKE Cards	\$ 320.00	\$ 280.00	\$ 600.00	188%
	48920 Fines/ Replacement Costs	\$ 1,200.00	\$ 209.67	\$ 1,409.67	117%
35%	49000 Intergov'tal Revenue	\$ 15,184.00	\$ 112.84	\$ 15,296.84	101%
167%	49000 Grants Awarded	\$ -	\$ 2,000.00	\$ 2,000.00	
75%	<b>Subtotal</b>	<b>\$ 21,889.00</b>		<b>\$ 27,250.66</b>	

<b>Library Eq &amp; Maint.</b>	Projected	Planned	Actual	Balance	
55300-50162 Contracted Service	\$ 9,000.00	\$ -	\$ 9,288.07	\$ (288.07)	103%
55300-50163 Technology Maintenance	\$ 2,000.00	\$ -	\$ 1,954.06	\$ 45.94	98%
55300-50164 Computer/ Equipment Maintenance	\$ 100.00		\$ 14.97	\$ 85.03	15%
55300-50165 Copier Maintenance	\$ 650.00		\$ 447.83	\$ 202.17	69%
55300-50166 Material Processing/ Repair	\$ 850.00		\$ 3,132.10	\$ (2,282.10)	368%
55300-50167 Housekeeping supplies	\$ 100.00		\$ 2,319.91	\$ (2,219.91)	2320%
<b>Subtotal</b>	<b>\$ 12,700.00</b>		<b>\$ 17,156.94</b>	<b>\$ (4,456.94)</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	\$ -	\$ 562.66	\$ 108.34	84%
55400-50172 Patron Programs	\$ 300.00		\$ 2,660.47	\$ (2,360.47)	
55400-50179 Café Member Charges	\$ 4,366.00		\$ 4,366.00	\$ -	100%
<b>Subtotal</b>	<b>\$ 6,015.00</b>		<b>\$ 8,263.13</b>	<b>\$ (2,248.13)</b>	
<b>Library Collection</b>	Projected	Planned	Actual	Balance	
55500-50171 Magazines/ Newspaper	\$ 552.00	\$ -	\$ 549.00	\$ 3.00	99%
55500-50173 Adult Collection	\$ 4,595.00		\$ 5,037.51	\$ (442.51)	110%
55500-50174 Youth Collection	\$ 4,595.00		\$ 5,085.01	\$ (490.01)	111%
<b>Subtotal</b>	<b>\$ 9,742.00</b>		<b>\$ 10,671.52</b>	<b>\$ (929.52)</b>	
<b>Contingency</b>	Projected	Planned	Actual	Balance	
80100-50130 Contingency	\$ -			\$ -	
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	

<b>Actual</b>	
Patron Programs (Reimbursable)	\$ 363.99

**2024 Plan for monthly business meetings**

**BOARD Responsibilities: Director, Budget, Policy, Strategic Plan, Advocacy**

2024 meeting topics. *This is a tentative schedule; **not** set in stone. Items can be added or deferred as needed.* **Last updated 06-Feb-24**

As items are addressed in each meeting, they are ~~crossed-off~~. Any not addressed are added to a list following this table.

**Consent agenda items include:** Monthly Financial Report, Circulation & Use Report, Director’s Report

Month	Trustee Education/ or Communications	New Business – discussion and possible approval of ...	Unfinished Business – tabled items
January 04	OAK Box Presentation: NO JANUARY MEETING on the 9 <sup>th</sup>		
February 13	<i>Standing Item: Preliminary prior year budget review</i> <i>Standing Item: Quarterly <b>Technology</b> Review</i> Fine-Free Pros & Cons (for 2025)	<i>Standing item: Annual Report to DPI</i> <i>OAK Box Decision</i>	
March 12	<i>Standing item: Director’s Evaluation</i> <i>Standing item: Quarterly <b>Budget</b> Review</i> Possible New Policy: Fiscal Policy [Goal #3: Community]	<i>Elections as needed; Board Term Renewals as needed</i> <i>Standing item: Allowable Cost Worksheet</i> Possible New Policy: Fiscal Policy [Goal #3: Community]	
April 09	<i>Standing item: Prior year Budget Review (post audit); Infographic (Genavieve)</i> <i>Standing item: Budget guidance to Director</i> Monthly Reporting to Village – are we telling the best story?	<i>Standing item: Deliver Director’s Evaluation Closed Session</i>	

Month	Trustee Education/ or Communications	New Business – discussion and possible approval of ...	Unfinished Business – tabled items
May 14	<i>Standing Item: Quarterly <b>Technology</b> Review</i> <i>Standing Item: Board By-Laws Review</i> Check out/Check in Procedures (Understanding the work)	<i>Standing item: Next Year Wage review Closed Session</i> <i>Standing Item: Review Director's Goals</i>	
June 11	<i>Standing item: Quarterly <b>Budget</b> Review</i> Collection Development (Understanding the work)	<i>Standing item: Initial draft of Next Year Budget worksheet</i> <i>Standing item: Motion to approve Library Standards Certification (due in August)</i>	
July 09	<i>Standing item: Next year Budget Pre-review with Director</i> In-House Policies / Other Staff Procedures (Understanding the work)		
August 13	<i>Standing Item: Trustee Training Week</i> <i>Standing Item: Quarterly <b>Technology</b> Review</i>	<i>Standing item: Approved <u>Draft</u> of Next Year Budget worksheet to Village</i> <i>Standing item: Motion to approve Library Standards Certification (done in June in 2023)</i>	
September 10	<i>Standing item: Standing item: Quarterly <b>Budget</b> Review</i>		
October 08	<i>Next year's <b>Budget</b> review with Village Board [Goal #3: Community]</i> Preliminary Thank you / Donation Letter & Decisions		
November 12	<i>Standing Item: Quarterly <b>Technology</b> Review</i> Thank you / Donation Letter & Decisions	<i>Standing item: Approve Staff Recognition Strategy</i> <i>Standing item: Approve 2024 Holiday Schedule</i> <i>Standing item: approve Annual Addendum</i>	



Month	Trustee Education/ or Communications	New Business – discussion and possible approval of ...	Unfinished Business – tabled items
December 10	<i>Standing Item: Standing item: Quarterly <b>Budget</b> Review</i>		

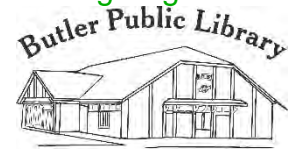
Annually: Review policies that were approved or revised per schedule in manual.

Additional topics:

- Homebound Service / Book Mobile
- Telling our Stories project (????)

DRAFT

# NOTES



Location: Library & Conference Room

Date: February 2, 2024

Time: 10:00 a.m.

## 1. DPW'S BUILDING/GROUND PROJECTS

DPW has plans to replace sections in the center of the parking lot this summer (2024); also will be painting new lines

## 2. BUILDING MAINTENANCE

### a. "Work Orders" (Minor)

#### Process:

- Genavieve will keep a list, email DPW and copy Ben (FYI); minor items and requests. (i.e., light bulbs, filter changes, etc.)
- If DPW cannot handle them (for example, replacing light fixtures), he will let Genavieve know.
- If DPW can handle the project, Jim will let Genavieve know so that she can schedule appropriately.
- DPW's busiest months are May through December. Depending on snow, of course. And water mains.
- Genavieve will look for a contractor to do the work and keep Jim (and Ben) in the communications loop.
- Unless told otherwise, Genavieve can contract for minor projects to be done.

Depending on discussions and our license agreement with the Village, the bill will go to the Village or to the Library. (See attached, section 4.)

### b. "Work Requests" (Major)

- Costs of over \$2,500 go into the Capital Account.
- The Library staff can research vendors and get pricing to send to DPW and Village Hall.
- DPW rule of thumb: stay local when possible. The Village does not have a list of preferred or approved contractors.

#### **When does the Village decide on longer-term building projects? (What is the budget cycle for spending the bigger dollars).**

- There is a line item in the Capital account for the Library.
- The Village has a schedule for larger purchases or projects.
- Project over \$25,000 must go out for bid, per state statutes.

**Process:** The Library should create a list of larger projects, get quotes whenever possible, and review with Village Hall and DPW. *Especially*, bring requests to the table when the next year's budget cycle begins. (~June).

**3. FOUNDATION ISSUES**

Not a foundation issue, per Jim. The floor is not settling or buckling. The walls are, due to (Jim's assessment), the broad span of the building and its natural process of flexing with changing weather conditions. Not a safety hazard. Not worth the cost of a structural engineer unless conditions change.

Library will get a cost for doing cosmetic fixes to the walls and ceilings to hide the cracks (from local contractors if possible).

**4. ENERGY AUDIT**

**Per Focus on Energy consultant: Energy benchmarking...to answer if we have excess usage or not.**

Will need: (1) cubic feet of space and (2) copies of 2023 energy bills (electricity) for comparisons for online benchmarking tool.

Genavieve will check if she has building plans. If not, will check with Ben at Village Hall. Charlene will follow up with Village Hall re: 2023 bills.

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## February 2024 Director's Report

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### New Main Computer

The new main computer was installed on 2/1. It has not been an entirely smooth installation but other than the need for some creativity in the printing process patrons were mostly unaffected by the changeover. I do not have the full bill from Taylor for the installation but it did come in under budget. I have requested a public PC from the Bridges co-op purchase and if there enough funds left for installation I will swap out PC 1 in late spring.

### Volunteer Hours

I want to say a public thank you to all of our wonderful volunteers who have put in a collective **272.5** hours in 2023! They've shelved, dusted, cleaned, pulled apart Legos, made displays, prepped for events, sorted books, and generally helped with just about any crazy thing we've asked. We have 2 new volunteers this year already!

### South Asia Grant – TWO!

In addition to the East Asia Grant, we were also awarded the South Asia Grant from the UW system! EA went into the 2023 budget but South Asia will be in the 2024 budget due to the tight turnaround we would have needed for reimbursement. We will be adding just under \$1,000 in books & movies with South Asian authors, creators and characters.

### New Staff Member

Solitiare has taken over as our every-other-Saturday front desk staff with Stacy's departure. She's fitting in well and I'm excited to have her on board.

### 2023 Wrap Up

In addition to all the things I've put on our infographic for the public, I wanted to highlight some behind-the-scenes accomplishments. In 2023 ...

- we started and finished **weeding, tagging and redesigning our ENTIRE collection**. In 2023 ...
- we partnered with the Friends and the Village to **raise over \$2,000** and provide **community outreach** for the library through BINGO & trivia nights. In 2023 ...
- we partnered with the Optimist Club to volunteer at Hot Rods on Hampton and secured a \$2,000 donation to **revamp our Teen Area**. In 2023 ...
- we were given **2 grants** from the UW system totaling just shy of \$2,000. In 2023 ...
- we **organized our attic storage** with the help of volunteers so that seasonal items are easy to find and a **digital inventory list** is accessible and easily changed as needed. In 2023 ...
- we **increased** the number of events, the number of people in our doors, the number of check outs & so much more!

**Can't wait to see what we can accomplish in 2024!**

**2024 Children's Area Project(s)**

I mentioned in my last report that my son would be building us a new bookshelf system for our Board Books but after doing some more walk throughs we've decided on a different layout. Our new plan will provide more shelving space for board books & some desperately needed space for picture books. We will be able to showcase more of our mural and will begin to consolidate the Childrens' Department supplies in one space.

The best part of our plan? It will cost almost nothing (we are considering baskets for the board books so if we go that route we will be spending a small amount)! Our attic clean out project revealed some shelving that we didn't know we had! The Eagle Scout will still be working with us to build a custom Lego table & chairs that will fit better in our new space.

**2024 Library Budget Tracking Sheet**

**Projected Revenue**

General Property Taxes	\$ 99,000.00
Planned Lib. Revenue	\$ 20,689.00
<b>Total</b>	<b>\$119,689.00</b>

Print Date  
2/6/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 92,209.14
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**Actual Revenue**

General Property Taxes	\$ 99,000.00
Library Revenue	\$ 3,112.34
<b>Total</b>	<b>\$102,112.34</b>

Total of Actual Expenses	\$ 9,903.20
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**Actual Expenses**

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 4,692.90	\$ 69,219.10
55100-50120 FICA	\$ 5,300.00		\$ 359.03	\$ 4,940.97
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 207.49	\$ 2,685.51
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ -	\$ 50.00
<b>Subtotal</b>	<b>\$ 82,155.00</b>		<b>\$ 5,259.42</b>	<b>\$ 76,895.58</b>

**Library Revenue**

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 800.00	\$ (722.38)	\$ 77.62
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00
48910 Printing/Copies	\$ 2,000.00	\$ (1,802.00)	\$ 198.00
48910 Replacement Cards	\$ 20.00	\$ (19.00)	\$ 1.00
48910 MKE Cards	\$ 330.00	\$ (330.00)	\$ -
48920 Fines/Replacement Costs	\$ 1,000.00	\$ (953.80)	\$ 46.20
49000 Intergov'tal Revenue	\$ 18,937.00	\$ (17,947.48)	\$ 989.52
49000 Grants Awarded	\$ -	\$ -	\$ -
Capital Fund Surplus Applied	\$ 6,636.00	\$ (5,646.48)	\$ 989.52
<b>Subtotal</b>	<b>\$ 32,723.00</b>		<b>\$ 3,112.34</b>

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/Training	\$ 400.00		\$ -	\$ 400.00
55200-50127 Membership Dues	\$ 56.00		\$ 56.00	\$ -
55200-50134 Utilities	\$ 8,000.00	\$6,700.00	\$ -	\$ 8,000.00
55200-50135 Telephone/Internet	\$ 2,350.00	\$1,540.00	\$ 790.85	\$ 1,559.15
55200-50136 Office Supplies	\$ 900.00		\$ -	\$ 900.00
55200-50137 Postage	\$ 75.00		\$ -	\$ 75.00
<b>Subtotal</b>	<b>\$ 11,781.00</b>		<b>\$ 846.85</b>	<b>\$ 10,934.15</b>
Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$7,907.00	\$ 1,212.63	\$ 7,987.37
55300-50163 Technology Maintenance	\$ 2,200.00	\$1,800.00	\$ 72.77	\$ 2,127.23

Used 6% 7% 7% 0% 0% 5% 5% 100% 0% 0% 0% 0% 13% 3%

10% 60% 10% 5% 0% 5% 5% 15%

55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ -	\$ 4,000.00	0%
55300-50165 Copier Maintenance	\$ 400.00		\$ -	\$ 400.00	0%
55300-50166 Material Processing/ Repair	\$ 1,000.00		\$ -	\$ 1,000.00	0%
55300-50167 Housekeeping supplies	\$ 150.00		\$ -	\$ 150.00	0%
<b>Subtotal</b>	<b>\$ 16,950.00</b>		<b>\$ 1,285.40</b>	<b>\$ 15,664.60</b>	
<b>Library Prgms &amp; Svcs</b>	Projected	Planned	Actual	Balance	
55400-50168 E-Book Contribution	\$ 700.00		\$ 327.48	\$ 372.52	47%
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ 317.00	\$ -	\$ 800.00	0%
55400-50172 Patron Programs	\$ 3,000.00		\$ 61.88	\$ 2,938.12	
55400-50179 Café Member Charges	\$ 5,358.00		\$ -	\$ 5,358.00	0%
<b>Subtotal</b>	<b>\$ 9,858.00</b>		<b>\$ 389.36</b>	<b>\$ 9,468.64</b>	
<b>Library Collection</b>	Projected	Planned	Actual	Balance	
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 597.00	\$ -	\$ 650.00	0%
55500-50173 Adult Collection	\$ 4,900.00		\$ 1,094.65	\$ 3,805.35	22%
55500-50174 Youth Collection	\$ 4,900.00		\$ 1,027.52	\$ 3,872.48	21%
<b>Subtotal</b>	<b>\$ 10,450.00</b>		<b>\$ 2,122.17</b>	<b>\$ 8,327.83</b>	
<b>Contingency</b>	Projected	Planned	Actual	Balance	
80100-50130 Contingency	\$ -			\$ -	
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	





## Program Statistics for 2024

				Totals	300	0	0	0	0	0	0
Date	Event	Audience	Type	January	February	March	April	May	June	July	
1/31/2024	Coffee Cart	General Interest (all ages)	Self-directed	56							
1/31/2024	Door Mural	Young Child (0-5)	Self-directed	60							
1/31/2024	Hide & Find	Young Child (0-5)	Self-directed	28							
1/12/2024	Homeschool Book Group	Child (6-11)	In-person (Group)	13							
1/26/2024	Lego Club	Child (6-11)	In-person (Group)	11							
1/20/2024	Lionel Trains	General Interest (all ages)	Self-directed	36							
1/3/2024	Storytime	Young Child (0-5)	In-person (Group)	55							
1/31/2024	Table Craft	Young Adult (12-18)	Self-directed	3							
1/30/2024	Take & Make	General Interest (all ages)	Self-directed	26							
1/25/2024	Taste Test	General Interest (all ages)	In-person (Group)	9							
1/18/2024	The Butler Did It Book Group	Adult (19+)	In-person (Group)	3							

## Program Statistics for 2024

				Totals	0	0	0	0	0
Date	Event	Audience	Type	August	Septembe	October	November	December	
1/31/2024	Coffee Cart	General Interest (all ages)	Self-directed						
1/31/2024	Door Mural	Young Child (0-5)	Self-directed						
1/31/2024	Hide & Find	Young Child (0-5)	Self-directed						
1/12/2024	Homeschool Book Group	Child (6-11)	In-person (Group)						
1/26/2024	Lego Club	Child (6-11)	In-person (Group)						
1/20/2024	Lionel Trains	General Interest (all ages)	Self-directed						
1/3/2024	Storytime	Young Child (0-5)	In-person (Group)						
1/31/2024	Table Craft	Young Adult (12-18)	Self-directed						
1/30/2024	Take & Make	General Interest (all ages)	Self-directed						
1/25/2024	Taste Test	General Interest (all ages)	In-person (Group)						
1/18/2024	The Butler Did It Book Group	Adult (19+)	In-person (Group)						