

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, December 10, 2024, at 6:00 PM
 Butler Public Library, Virtual Meeting via Zoom

THIS MEETING IS SCHEDULED TO TAKE PLACE ONLY VIA ZOOM:

Join Zoom Meeting

<https://us02web.zoom.us/j/85490454035?pwd=qfZ6Oeu2zjGGEvodoawHk8D8UtOcbD.1>

Meeting ID: 854 9045 4035

Passcode: 247106

TAKE NOTICE that the Library Board will meet the **10th** day of December 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
5. Communications
 - 5.1. Director's Report
 - 5.2. Gift Card Reimbursement [Goal#2: Staff]
 - 5.3. Policy Previews – policies needing to be updated or confirmed as functional:

Policy Name	Last Review Date	Review Cycle – Yrs
Circulation Policy	Revised 04/11/2023	1
Collection Development Policy	Oct-2023	1
 - 5.4. (New) Financial Policy Update
 - 5.5. Waukesha County Community Foundation: Agency Fund Update [Goal #1: Resource]
 - 5.6. 2024 Budget Review
 - 5.7. 2025 Budget Update
 - 5.8. Board Member Search Report [Goal #1: Resource]
 - 5.9. Friends of the Library Update [Goal #3: Community]
 - 5.10. 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. 2025 Business Plan (Draft) [Goals #1-4]
9. Next meeting: January 14, 2025
10. Adjournment

Dated: 12/4/2024 11:22:00 AM

Beth Stavros
 Director

Charlene M Benjamin
 President

List of documents

Agenda Item	Meeting Packet Page Number	Relevant Document(s)
	1	Agenda
	2	List of Documents
3	3-4	Meeting Minutes from last meeting
5.1	5	Director's Report
5.3	6-9	Policy
5.3	10-13	Policy
5.6	14-15	2024 Budget Review
6.1	See 2024 Budget Review (Pg 14-15)	Current Financial Report
6.2	16	Current Circulation and Use & Hoople Costs
6.3	17	Current Program & Activity Report
8.1	18-19	2025 Business Meeting Plan draft

Meeting Minutes: Tuesday, November 12, 2024, at 6:00 PM

[TIME06:00]

1. Roll call; Robert, Tom, Beth, Laura, Liz (via Zoom);
Excused: Charlene;
Guests: Pat Tiarks and Ashley Jameson
2. Persons Desiring to be Heard - None
3. Consideration of minutes from previous meeting(s) Tom motion, Liz seconded. Motion approved.
4. Trustee Education (*sign appreciation cards for staff*);
5. Communications
 - 5.1. Director's Report -- *Beth. October we hit 2000 patrons – first October since pandemic. We have to lessen Journal subscription due to costs (triple costs in 2025). Yarnivores knitting club kicks off 11/16—all skill levels welcome*
 - 5.2. Waukesha County Community Foundation: Agency Fund Update on discussions with Village – *there is question from Ben about how the funds get tracked, Ben and Charlene are meeting with Melissa at WCCF next week—last hoop before Ben he can write resolution for the Village to pass*
 - 5.3. Fiscal Policy Update – *still need to determine how the fund with WCCF will work to finish this – so tabled*
 - 5.4. Clark House – *blue light shows in one of the windows – it indicates a problem with the temperature. Community Foundation asked if noticed, contact the Village 262-783-2525.*
 - 5.5. 2025 Budget Update; *The following cuts were made at the October 15th Village Board meeting:*
 - *\$5k Fire Dept Capital Exp fund,*
 - *\$5k from the PD Bike Patrol project;*
 - *\$2,500 from DPW;*
 - *\$9K from our tree replacement project;*
 - *\$1,500 from the Hampton Ave follower baskets,*
 - *\$5,500 from the Fireworks fund, and*
 - *\$2,853 from the library budget...for us, that means the Village is funding us at \$99k for 2025, the same as last year.*
 - *We have enough Reserve Fund to cover the \$2800 should we decide we need to spend it on technology. Our wages plan – working towards pay equity for the stall – is intact.*
 - *In other news – Ben added an account line for Miscellaneous Exp. So we do not have to put everything that does not fit elsewhere into Office Supplies. And a line for Grant Revenue, so that we can keep track of that money separately from other revenue from the county and from our own “misc” revenues (where the Friends money is recorded).*
 - 5.6. Board Member Search Report [Goal #1: Resource] *two feelers out, unsure of the response ... Ashley considering, will attend future meetings and consider*
 - 5.7. Friends of the Library Update [Goal #3: Community];
Tom? Trivia Night, Santa? Santa letters? Decorating for Santa 11/30, early setup 12/5 for Santa. Trivia Night brought in \$400
 - 5.8. Other communications
6. Consent Agenda Note: *Prior to voting on the Consent Agenda,*
 - 6.1. Current Financial Report – *looks like we will hit revenue. Beth hoping revenue is available for Taylor in-person tech help.*
 - 6.2. Current Circulation and Use & Hoopla Costs – *Hoopla costs down, circulation slightly lower but children's numbers are up. 21 new library cards. Computer use down due to tech issues.*

- 6.3. Current Program & Activity Report – 61 take-and-make ghosts.
Laura motion, Tom seconded, approved
7. Unfinished Business *None*
8. New Business
 - 8.1. Discussion and possible approval of Thank You Letter [Goal #3: Community]; *eventually we could use this as a fund raising effort; but what are your thoughts about sending this out in 2024? A thank you to patrons in the newsletter, on the sign, on the monitor in the reading area, handouts in the lobby -- or do we want to mail something? Idea: Beth to pull patron numbers, and what costs would be to mail. Numbers to come in December meeting. Maybe we can add WCCF QR code once it's created?*
Further discussion at December meeting.
 - 8.2. Discussion and possible approval of 2025 Holiday Schedule [Goal #2: Staff]; *draft in packet. Robert approved, motion seconded and carried.*
 - 8.3. Discussion and possible approval of 2024 Staff Recognition [Goal #2: Staff]; *Options; we have funds available, what does the staff want? Beth? Beth will confer with Genavieve to see what was done last year and do the same. Beth will find out by week's end and make decision. Motion to allow Beth to proceed with her decision to recognize staff as such made by Laura; motion seconded and carried*
 - 8.4. Discussion and possible approval of Annual Addendum (Bridges) *Copy in packet Laura made motion to approve; motion seconded and carried.*
9. Next meeting: December 10, 2024
– *IS VIRTUAL MEETING OKAY? YES*
10. Adjournment Robert made motion to adjourn, Laura seconded, motion carries; [TIME_06:45]



Director's Report

From Butler Library Director <director@butler.lib.wi.us>

Date Mon 02-Dec-24 17:35

To Butler Library Board President <BoardPresident@butler.lib.wi.us>

First and foremost, by the time we meet, Taylor will have come by to look at our problematic PCs and the Gaming Table. Hopefully, I have good news for everyone.

Upon careful consideration, I have decided to pursue librarian certification through the state of Wisconsin, rather than continue attending graduate school. This gives my husband and I considerably less financial strain and allows me more time and mental energy to direct toward Butler and its programs. I have spoken to Karol at Bridges. She is aware and supportive of this decision.

Our programs for the month of November saw a slight dip in attendance, but this was expected, due to the holidays. A huge shoutout to Melissa, who's Candle Painting/Transfers was a smashing success. Also, by the time we meet, the Santa/Mrs. Clause visit will be behind us and I will be praising our team, and the Friends of the Butler Library with a full throat.

Regarding end of the year Thank-Yous to our patrons and the possibility of doing a mailing, I would like to do a book mark with a QR code that takes people to a website to give donations instead. I will be bringing a prototype of said bookmark to our board meeting.

I would like to continue the tradition of giving gift cards to the pet parents of Paws and Pages. I spoke with Genavieve about the amount. (We are unsure as to whether it was \$75 total [\$25 per person] or \$75 per person. Does anyone remember?)

Beth

Circulation Policy

Approved 08/14/2018; Revised 05/12/2020; Revised 09/14/2021; Revised 04/11/2023; *proposed [11/29/2023]*

Registration

Any resident of the State of Wisconsin who does not currently have a library card in the System libraries may apply for a library card at the Library. The Library will honor cards from any library in the System, located in Waukesha and Jefferson counties.

To register for a library card, the applicant must present a valid photo ID and proof of current address. If an applicant's photo ID does not have the current address, a utility bill or lease agreement may be presented as proof.

Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current address. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The Library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults. See the *Collection Development Policy* for specific details.

Card Types

All applicants agree to abide by the rules of the Library and must assume financial responsibility for all materials borrowed from the Library.

Out-of-System Cards

Individuals living outside the System (outside Waukesha and Jefferson counties) can obtain a library card for a fee of \$40 per year. This is true for Milwaukee County residents as well, despite the nearness of the county line.

Employee Cards

Individuals who work in Butler are eligible for a library card at no charge after presenting valid photo ID with proof of current address, **and** proof of employment (e.g., check stub, work identification card, business card, letter from company on letterhead). The card will be renewed annually with proof of employment.

Student Cards

Students attending St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a library card at no charge with current verification of enrollment. To register for a card, a parent or legal guardian must present a valid photo ID with proof of current address along with school enrollment verification. The card will expire July 31st of each year. The card can be renewed annually with verification of enrollment at either of the schools for the upcoming school year.

Teacher Cards

Teachers at St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a library card at no charge with current verification of employment. To register for a library card, the applicant must present a valid photo ID and proof of current address along with employment verification. The card will expire July 31st of each year. The card can be renewed annually with verification of employment at either of the schools for the upcoming school year.

Volunteer Cards

Volunteers or members of the Friends who do not live in Waukesha or Jefferson counties, but who actively support the Library through donations of goods, money, or time, are eligible for a library card free of charge. Volunteers should request their free card from the Director.

Internet-Only Card

Individuals who only wish to access the computers at the Library may request an internet-only card from staff. A photo ID with proof of current address is required. There is no fee for an internet-only card.

Expired Cards

To ensure the accuracy and integrity of the database, library cards expire every 18 months. Patron information will be verified before renewal.

Out-of-System cards will expire after 12 months. Patron information will be verified and \$40 collected before renewing for another 12 months.

Courtesy notices are sent (to email only, or email and text) 14 days before a card expires.

Inactive patron accounts are deleted from the database three years after expiration.

Patrons must reapply for a card if their previous card was deleted. A valid photo ID and proof of current address are required.

Lost or Stolen Cards

Please notify the Library immediately if a card is lost or stolen, or if there is unauthorized use of the card. Upon notification, the card will be barred from further usage.

Replacement of a lost/stolen library card is \$1.00.

Library Loans

The loan period for books, audio books, magazines, and CDs is three weeks (21 days).

The loan period for DVDs is one week (seven days).

The loan period for Book Club Kits is 42 days.

Loan Limits

The total number of checkouts allowed per card (adult or child) at any given time is 250.

DVDs and Blu-Rays are limited to the following out at one time:

- 15 Adult DVDs and Blu-Rays, AND
- 15 Children's DVDs and Blu-Rays

Renewals

All items may be renewed up to three times for the original loan period *if* there are no holds on the item.

Blocked Cards

The maximum fine/fee allowed on a library card before it is blocked is \$10.00. If a card is blocked, it cannot be used to check out materials until the fines/fees are paid.

Hold

Patrons may place their own holds using the catalog, either at the Library or online. Or they may request, either in person or over the telephone, that Library staff place holds for them. No more than 100 holds may be attached to a patron's library account at any given time.

A patron who puts a hold on an item will receive notification as soon as a copy is available. If an item is not claimed before the hold expires, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

Fines

Fines may be paid at the Library with cash or check.

- Adult DVDs and Blu-Rays: \$1.00 a day with a \$10 maximum.
- All other adult materials: \$.15 a day with a \$10 maximum.
- No fines will be charged on Children's materials checked out on cards belonging to patrons under the age of 18.

Fines may also be paid using a credit or debit card through a patron's account in the CAFÉ system. A service fee will be charged.

Replacement Costs

Damaged or lost Library materials will be charged the list price as the replacement cost.

All cards (adult and child) are charged replacement costs.

Collection of Monies Owed

Patrons are responsible for returning items promptly and to pay any outstanding fines or fees promptly. Library staff contact patrons via email, US postal mail, and/or phone calls to attempt to collect outstanding fines or to recover lost item costs.

Interlibrary Loans

The Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Library or at any other library in the System.

An interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested, received, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Library and any library outside of the System.

Patrons are required to conform to the rules and regulations of the library from which the materials are borrowed. Due dates are determined by the owning library. Any ILL material checked out from the Library to an individual patron should be returned directly to the Library.

Confidentiality

See **Privacy Policy**.

Collection Development Policy

Approved: 09/14/2021; Revised: 07/12/2022

Objective

The purpose of the Library is to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Selection of materials is based solely on the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and youth rests with their parents or legal guardians.

This Policy serves as a guide for the selection and retention of materials for the Library. The policy is designed to support the Library's Mission Statement.

Mission Statement

The mission of the Library is to provide quality materials and services that fulfill lifelong educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Director who operates within the framework of the policies determined by the Board.

Staff who are qualified by education, training, or experience share this responsibility. However, because the Director is accountable to the Board and the public for the selections that are made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all criteria to be acceptable.

- Appeal to the interests of the community
- Artistic excellence
- Literary merit
- Local interest
- Technical quality
- Quality of presentation
- Reputation and significance of the author, generally and in the local community

- Accurate, authoritative, and objective
- Originality of thought
- Permanent value
- Popular demand
- Relation to existing collections and other material on the subject
- Inclusion of title in standard or special bibliographies or indexes
- Skill, competence, and purpose of the author
- Price, format, and ease of use
- Contemporary significance and current usefulness
- Availability of materials at other libraries
- Availability of materials online

Selection of library materials will not be influenced by:

- The possibility that children or young adults may acquire them.
- The possibility that materials may be subject to theft or mutilation.

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources.

Selection of Video/DVDs

The Library selects titles based on the content as a whole and without regard to the personal history of the people involved in making the video.

In no case is any item included or excluded merely because of the race, nationality, political or religious views, or philosophical stance of the content creator(s).

The Library recognizes that some materials are controversial and that any given item may offend some patrons, but selections of titles will not be made based on anticipated approval or disapproval, but solely based on established professional standards and principles stated in this policy.

Materials will not be marked or identified by the library to show approval, disapproval, or any other evaluation of their contents by the Library. Parents or legal guardians have sole responsibility for the use of materials by their minor children. Selection of materials for Library collections will not be inhibited by the possibility that materials may come into the possession of children.

Interlibrary Loan

The Library is a member of the Bridges Library System (the System) and as such provides its patrons with access to materials from other libraries. In return, the Library agrees to lend materials to other libraries in the System. The Library also participates in an interlibrary loan network through the state of Wisconsin.

Gifts and Donations

Materials

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet the established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be donated without restrictions and be available for public use. Materials not added to the collection will be made available at no cost to the public or disposed of by other means. The Library cannot place a monetary value on materials for tax purposes, but receipts are available upon request.

Money

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Library staff will make the determination of what titles to buy, using the same criteria as for all other purchases. Gifts of non-library items ordinarily will not be accepted.

Withdrawal of Materials

An attractive and up-to-date collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the collection after careful consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Space needs

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials that are inaccurate or in poor physical condition. Materials withdrawn from the collection may be made available at no cost to the public or disposed of by other means.

Requests for Reconsideration

The Library understands that community members have diverse points of view and that some patrons may find some materials offensive or controversial. The choice of library materials by library users is an individual matter. While individuals may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy.

Procedure

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedure will be followed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been

approved for purchase, based on the selection policy of the Board and the criteria for selection, it will not be automatically removed upon request.

Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration form. Request form from staff or retrieve from the Library's website.

Staff Responsibilities

This request form must be completed and returned to a staff member. Within 30 days of filing the request, the Director and staff will review the request and send a written response including a copy of this *Collection Development Policy* to the complainant explaining their decision regarding the request. The response will also inform the complainant that, if desired, the request will be forwarded to the Board.

Within 30 days following the written response, if it is the desire of the complainant, the request for reconsideration along with the Director recommendation will be forwarded to the Board.

Board Responsibilities

If so desired by the complainant, the item will be placed on the agenda of a future Board meeting. Any complainants will be notified of when they may address the Board. The Board reserves the right to limit the length of a presentation and the number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Library, including the Intellectual Freedom statements from the American Library Association referenced in the next section. Based on these factors, the Board may vote to uphold or override the decision of the Director.

The Board has final authority in determining the retention or removal of challenged library materials. The complainant will be notified in writing of the Board's decision.

Request for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

During the process of reconsideration, challenged materials remain in the active collection until an official decision is made.

Intellectual Freedom

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board has adopted the American Library Association's *Library Bill of Rights*, *The Freedom to Read*, and *The Freedom to View* statements. These have been adopted and are endorsed by the Board. They can be found on our Library website. For a hard copy, inquire at the front desk.

2024 Library Budget Tracking Sheet

Projected Revenue	
General Property Taxes	\$ 99,000.00
Planned Lib. Revenue	\$ 32,723.00
Total	\$ 131,723.00

Print Date
12/4/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 25,742.81
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Actual Revenue	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 31,587.09
Total	\$ 130,587.09

Total of Actual Expenses	\$ 104,844.28
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Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 58,175.63	\$ 15,736.37
55100-50120 FICA	\$ 5,300.00		\$ 4,450.47	\$ 849.53
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 2,332.52	\$ 560.48
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 29.36	\$ 20.64
Subtotal	\$ 82,155.00		\$ 64,987.98	\$ 17,167.02

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 400.00		\$ (752.53)	\$ 1,152.53
55200-50127 Membership Dues	\$ 56.00		\$ 342.62	\$ (286.62)
55200-50134 Utilities	\$ 8,000.00	\$1,800.00	\$ 4,489.22	\$ 3,510.78
55200-50135 Telephone/ Internet	\$ 2,350.00	\$ 374.00	\$ 1,345.16	\$ 1,004.84
55200-50136 Office Supplies	\$ 900.00		\$ 569.93	\$ 330.07
55200-50137 Postage	\$ 75.00		\$ 58.84	\$ 16.16
Subtotal	\$ 11,781.00		\$ 6,053.24	\$ 5,727.76

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$3,555.69	\$ 5,217.49	\$ 3,982.51
55300-50163 Technology Maintenance	\$ 2,400.00	\$1,040.00	\$ 1,779.28	\$ 620.72

Library Revenue

Source	Projected	Over/(Under)	Actual	Used
40320 Donations & Book Sales	\$ 800.00	\$ 116.21	\$ 916.21	79%
40320 Friends Reimbursement	\$ 3,000.00	\$ (197.84)	\$ 2,802.16	84%
48910 Printing/Copies	\$ 2,000.00	\$ (8.79)	\$ 1,991.21	81%
48910 Replacement Cards	\$ 20.00	\$ (1.00)	\$ 19.00	59%
48910 MKE Cards	\$ 330.00	\$ 270.00	\$ 600.00	79%
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ 212.53	\$ 1,212.53	
49000 Intergov'tal Revenue	\$ 18,937.00	\$ 149.58	\$ 19,086.58	-188%
49000 Grants Awarded	\$ 2,712.00	\$ 1,909.87	\$ 4,621.87	612%
Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)		56%
Capital Fund Interest	\$ -	\$ 337.53	\$ 337.53	57%
Subtotal	\$ 34,635.00		\$ 31,587.09	78%

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Actual Expenses				
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 4,263.69	\$ (263.69)
55300-50165 Copier Maintenance	\$ 400.00		\$ 479.04	\$ (79.04)
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 904.60	\$ 424.40
55300-50167 Housekeeping supplies	\$ 150.00		\$ 2,353.27	\$ (2,203.27)
Subtotal	\$ 17,479.00		\$ 14,997.37	\$ 2,481.63
Library Prgms & Svcs				
	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 870.26	\$ (170.26)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ -	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 3,425.50	\$ (425.50)
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,652.40	\$ 705.60
Subtotal	\$ 9,858.00		\$ 9,082.16	\$ 775.84
Library Collection				
	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 324.00	\$ 240.00	\$ 410.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 5,236.72	\$ (336.72)
55500-50174 Youth Collection	\$ 4,900.00		\$ 4,246.81	\$ 653.19
Subtotal	\$ 10,450.00		\$ 9,723.53	\$ 726.47

Library Revenue	
will go over due to grant money ~105	107%
will go over due to grant \$1000+	120%
will go over due to grant \$1000+	68%
will go over due to grant \$1000+	1569%
will go over due to grant \$300	114%
will go over due to grant \$1000	107%
will go over due to grant \$1000	107%
will go over due to grant \$1000	87%
will go over due to grant \$1000	93%

Circulation & Use Numbers

2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS	
Patron/Visitors-2022	1,725	1,379	1,690	1,568	1,553	2,142	1,929	1,899	1,444	1,743	1,563	1,616	20,251	100%
2024	1,442	1,698	1,773	1,861	1,599	2,756	2,186	1,768	1,641	2,000	1,524		20,248	Year to dat
Circulation														
Adult - 2022	1,218	1,027	1,194	1,064	1,254	1,398	1,422	1,426	1,172	1,169	1,167	1,149	14,660	90%
2024	1,197	1,214	1,216	1,274	1,131	1,283	1,323	1,464	1,101	1,125	921		13,249	YTD
Children -2022	1,140	1,192	1,341	1,097	934	1,436	1,161	1,322	1,205	1,381	1,262	1,067	14,538	111%
2024	1,116	1,489	1,438	1,352	1,288	1,755	1,991	1,213	1,550	1,767	1,129		16,088	YTD
Total - 2023	2,358	2,219	2,535	2,161	2,188	2,834	2,583	2,748	2,377	2,550	2,429	2,216	29,198	100%
2024	2,313	2,703	2,654	2,626	2,419	3,038	3,314	2,677	2,651	2,892	2,050	0	29,337	YTD
E & Audio Books -2023	148	143	128	110	113	118	131	112	94	114	98	94	1,403	81%
2024	86	91	102	123	112	87	106	134	102	100	92		1,135	YTD
Total Circ with E-books - 2023	2,506	2,362	2,663	2,271	2,301	2,952	2,714	2,860	2,471	2,664	2,527	2,310	30,601	100%
2024	2,399	2,794	2,756	2,749	2,531	3,125	3,420	2,811	2,753	2,992	2,142	0	30,472	YTD
New Library Cards-2023	10	17	16	17	14	27	8	12	19	17	11	5	173	91%
2024	8	14	16	6	19	20	14	6	23	21	11		158	YTD
Computer Use (Sessions) -2023	251	244	200	208	225	272	170	208	167	203	185	185	2,518	77%
2024	145	190	175	195	152	176	216	179	171	181	147		1,927	YTD
Conference Room														
Scheduled/Occupied - 2023	10	10	7	10	9	11	7	9	2	9	7	7	98	137%
2024	13	14	12	14	18	9	14	12	3	13	12		134	YTD
Patrons - 2023	31	19	23	26	22	19	12	9	10	24	14	9	218	125%
2024	30	34	19	21	41	25	21	21	8	23	30		273	YTD

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Monthly Cost - 2023	\$11.38	\$7.77	\$4.48	\$20.93	\$36.98	\$18.00	\$30.92	\$24.80	\$17.62	\$21.99	\$29.40	\$17.21	\$241.48	
Monthly Cost - 2024	\$23.74	\$55.44	\$51.18	\$22.08	\$14.79	\$13.98	\$15.96	\$15.82	\$10.36	\$12.07	\$15.20		\$250.62	YTD
Unique Patrons - 2023	2	2	2	5	5	4	6	6	6	6	6	4		
Unique Patrons - 2024	3	9	12	7	7	5	6	6	4	4	6			

2024 Program Stats				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Event	Audience	Type	Totals -->	280	255	562	443	237	405	994	359	192	397	244
Adopt a Robert	Young Child (0-5)	Self-directed										60		
Adult Craft	Adult (19+)	Group				8				12		12		
Birthday Celebration	General Interest (all ages)	Self-directed				157								
Book-Or-Treat	General Interest (all ages)	Group attending (in-person)											38	2
Book Bingto	General Interest (all ages)	Group				23								
Coffee Cart	General Interest (all ages)	Self-directed		36	30	61	71	36	41	48	28	22	23	28
Coffee with a Cop	Adult (19+)	Group						8						
Door Mural	Young Child (0-5)	Self-directed		60	13	77	50	24		77	15	26	76	49
D&D	Young Adult (12-18)	Group			2	5	5	6		7	5	10		6
D&D Mini Figure Painting	General Interest (all ages)	Group attending (in-person)											6	
Easter - Off Site	Child (6-11)	Group				31								
General Interest Craft	General Interest (all ages)	Group attending (in-person)								10				
Guessing Game	General Interest (all ages)	Self-directed						59						
Hide & Find	Child (6-11)	Self-directed		28	12	42	32	15			34			34
Homeschool Book Group	Young Adult (12-18)	Group		13	4	6		5					6	4
Leap Frog Adoption	General Interest (all ages)	Self-directed			84									
Legacy Moments Events	Adult (19+)	Group attending (in-person)						1						
Lego Club	Child (6-11)	Group		11		20	18	10	30			12		15
Lionel Trains	General Interest (all ages)	Self-directed		36										
Medicare	Adult (19+)	Group					1							
Moons over Milwaukee	General Interest (all ages)	Self-directed											74	
Narcan/OAK box presentation	Adult (19+)	Group					4							
Open Craft	General Interest (all ages)	Group							37	10				
Passport (Bridges)	General Interest (all ages)	Self-directed								455				
Passport Stamps	General Interest (all ages)	Self-directed								130	72			
Paws & Pages	General Interest (all ages)	Self-directed			2	1	3			3	3		6	4
Pixel Art	General Interest (all ages)	Group												
Robotics	Child (6-11)	Self-directed									11			
Storytime	Young Child (0-5)	Group		55	72	49		73	92	98	78	47	107	34
Summer Reading - James the	Young Child (0-5)	Group							38					
Summer Reading - Miss Kim's	General Interest (all ages)	Group							104					
Summer reading - Nerf wars	Young Adult (12-18)	Group attending (in-person)								20				
Summer Reading - Robotics	Child (6-11)	Self-directed								11				
Table Craft	Young Adult (12-18)	Self-directed		3	20									13
Take & Make	General Interest (all ages)	Self-directed		26	2	144	60						61	55
Taste Test	General Interest (all ages)	Group		9	14									
Teen This or That	Young Adult (12-18)	Self-directed							63		113			
Tiny Art Show	General Interest (all ages)	Group				124								
The Butler Did It Book Group	General Interest (all ages)	Group		3	Disbanded									
YA Craft/ Teen Programming	Young Adult (12-18)	Self-directed/ Group				2	11			113		3		

2025 Plan for Monthly Business Meetings

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

2025 tentative topics. *This is a tentative schedule; not set in stone. Items can be added or deferred as needed. Last updated 04-Dec-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 14	<i>Standing Item: Preliminary prior year budget review</i>	<i>Finalize Agency Fund Agreement with WCCF</i>	
February 11	<i>Standing Item: Quarterly Technology Review:</i>	<i>Standing item: Annual Report to DPI</i>	
March 11	<i>Standing item: Director's Evaluation</i> <i>Standing item: Quarterly Budget Review</i>	<i>Elections as needed: President</i> <i>Board Term Renewals as needed: Robert</i> <i>Standing item: Allowable Cost Worksheet</i>	
April 08	<i>Standing item: Budget guidance to Director</i>	<i>Standing item: Deliver Director's Evaluation Closed Session</i>	
May 13	<i>Standing Item: Quarterly Technology Review</i> <i>Standing Item: Board By-Laws Review</i>	<i>Standing item: Next Year Wage review Closed Session</i> <i>Standing Item: Review Director's Goals</i>	
June 10	<i>Standing item: Quarterly Budget Review</i>	<i>Standing item: Motion to approve Library Standards Certification (due in August)</i> <i>Revise or confirm: Meeting Room Policy</i>	
July 08	<i>Standing item: Next year Budget Pre-review with Director</i>	<i>Standing item: Initial draft of Next Year Budget worksheet</i>	
August 12	<i>Standing Item: Trustee Training Week</i> <i>Standing Item: Quarterly Technology Review</i>	<i>Standing item: Approved <u>Draft</u> of Next Year Budget worksheet to Village (done in July 2024)</i>	

Month	Trustee Education/ or Communications	New Business – discussion and possible approval of ...	Unfinished Business – tabled items
September 09	<i>Standing item: Quarterly Budget Review</i>	<i>Revise or confirm: Patron Conduct Policy & Supporters of the Library Policy</i>	
October 14	<i>Next year's Budget review with Village Board [Goal #3: Community]</i> Discussion: Thank you / Donation Letter	<i>Standing item: Review of Agency Fund performance; resolution to reinvest income or withdraw in order to support 2026 budget</i> <i>Revise or confirm: Communications Policy & Programming Policy</i>	
November 11	<i>Standing Item: Quarterly Technology Review: & Technology Maintenance Plan Update</i> Sign Holiday Cards for staff Decision: Thank you / Donation Letter	<i>Standing item: Approve Staff Recognition Strategy</i> <i>Standing item: Approve 2024 Holiday Schedule</i> <i>Standing item: approve Annual Addendum</i>	
December 09	<i>Standing Item: Quarterly Budget Review –VIRTUAL?</i>	<i>2026 business meeting draft</i> <i>Revise or confirm: Emergency & Safety Policy</i>	

Annually: Review policies that were approved or revised per schedule in manual. (see also policy review matrix);

Process for review: Introduce policy in appropriate month; if Board confirms the policy, update the Review Matrix. If edits are needed, table policy and reintroduce as Old Business once input is provided. Then approve and update the Review Matrix.

Additional topics?

- Collection Development (Understanding the work)
- Children's Librarian Responsibilities (Understanding the work)
- Homebound Service / Book Mobile
- Business Outreach (perhaps with Ben? Or provide materials to Ben?)