

PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, November 12, 2024, at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue

**THIS MEETING IS SCHEDULED TO TAKE PLACE IN PERSON & VIA ZOOM:**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/87534573736?pwd=nawiRtfWBI61PdhawUXKSnTTRv7tfS.1>**

**Meeting ID: 875 3457 3736 Passcode: 729673**

**TAKE NOTICE** that the Library Board will meet the 12<sup>th</sup> day of November 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) ; document from Robert, October folder
4. Trustee Education (*sign appreciation cards for staff*); **NEED CARDS!**
5. Communications
  - 5.1. Director's Report
  - 5.2. Fiscal Policy Update
  - 5.3. Waukesha County Community Foundation: Agency Fund [Goal #1: Resource]
  - 5.4. Clark House Blue Light [Goal #3: Community]
  - 5.5. 2025 Budget Update
  - 5.6. Board Member Search Report [Goal #1: Resource]
  - 5.7. Friends of the Library Update [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: Resource]
  - 6.3. Current Program & Activity Report [Goal #3: Community]
7. Unfinished Business
8. New Business
  - 8.1. Discussion and possible approval of Thank You Letter [Goal #3: Community]
  - 8.2. Discussion and possible approval of 2025 Holiday Schedule [Goal #2: Staff]
  - 8.3. Discussion and possible approval of 2024 Staff Recognition [Goal #2: Staff]
  - 8.4. Discussion and possible approval of Annual Addendum (Bridges)
9. Next meeting: December 10, 2024
10. Adjournment

Dated: 11/8/2024 11:49:00 AM

*Beth Stavros*  
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	3-4	Meeting Minutes from last meeting
5.1	5	Director's Report
6.1	6-7	Current Financial Report
6.2	8	Current Circulation and Use & Hoople Costs
6.3	9	Current Program & Activity Report
8.1	10	Thank You Letter DRAFT
8.2	11	2025 Holiday Schedule DRAFT
8.4	12	Annual Addendum (Bridges)

Meeting: Library Board of Trustees  
Tuesday, October 8, 2024, at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue

**1. Roll call**

Present: Charlene Benjamin, Robert Kraus. Tom Sardinia, Laura Meyer (via Zoom), Liz Glaser (via Zoom)

Visitor: Eric Boehler, Village Trustee

**2. Persons Desiring to be Heard (3-minute limit per person)** Robert would like discussion next month over some sort of memorial to Karl and Carol in the Library

**3. Consideration of minutes from previous meeting(s)** no changes or corrections. Tom makes motion, Laura seconds. Motion unanimously approved.

**4. Trustee Education – *Trustee Appreciation October 17<sup>th</sup>*** RSVP to invite at Brookfield Library on October 14

**5. Communications**

**5.1. Director's Report** new signage letters being quoted

**5.2. 2025 Budget Discussion** looking like there will be a budget cut, but is still in flux

**5.3 Quarterly Technology Review [Goal #1: Resource; Goal #4: Tech Planning]** Data usage up to 22%. Will be reviewing technology plan in December. We still need to replace one to two computers a year. Front desk computers will need to be replaced in 2025.

**5.4. Board Member Search Report [Goal #1: Resource]** Charlene has feelers out in community, Beth proposed putting message on new sign, bookmarks out for those interested, and they will be going into Holds books of Butler residents

**5.5. Friends of the Library Update [Goal #3: Community]** Trivia Night October 12 @ 6pm at the Community Center

**5.6. Fiscal Policy Discussion [Goal #1: Resource]** new language suggested by WCCF board added at points 8.23 and 8.24 in the Fiscal policy documents. Charlene will sit with Ben on policy, and then Board will approve at November meeting.

**5.7. Waukesha County Community Foundation: Agency Fund [Goal #1: Resource]** see notes in 5.6

**5.8. Other communications** n/a

**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. Robert makes motion, Tom seconded, motion carried.*

**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**

**7.1. Policy Review** after further discussions of three points in question, we decided the language as it exists covers our pertinent questions. Motion to confirm policy meets out needs made by Liz, Laura seconded. Unanimous approval, motion carried.

**8. New Business – need documents**

**8.1. Discussion and possible approval of the following Library policies:**  
**Communication and Programming Policy** Robert confirmed Communication policy, Tom seconded. Unanimous approval, motion carried. Laura confirmed Programming policy, Liz seconded. Unanimous approval, motion carried.

**9. Next meeting: November 12, 2024** WCCF will visit the meeting

**10. Adjournment** Robert made motion to adjourn, Tom seconded. Unanimous approval, meeting adjourned at 6:30p

## DIRECTOR'S REPORT:

### **New Program**

We are thrilled to be kicking off our first meeting for Yarnivores this month on Saturday, November 16th. "Knit Kits" have been donated to ensure that everyone gets to participate in Yarnovore meetings through the coming year, regardless of whether they can afford needles and yarn.

### **Patron Visitors**

On October 31, for the first time this year, the patron counter at the door hit 2,000. This is over 200 more visitors than we had in October of 2023, and incidentally, the first time the counter has reached 2,000 for an October since before Covid. Hoorah.

### **Newspapers**

In other news, the Milwaukee Journal Sentinel has notified us that they will be tripling our subscription costs come December. After speaking with them last week regarding potential codes/specials and finding none to be available, I have reduced our subscription, so that the Sentinel will be delivered every Sunday and Wednesday, as opposed to daily. (This still presents us with a cost increase at 24 dollars a month, but as we have only spent 32% of our Magazines/Newspaper Subscription Budget so far this year, this is doable.

I have updated the projected costs for next year in the 2025 Budget Tracker to reflect this change. It is estimated that we will use 79% of the Magazine/Newspaper Subscription Budget next year, provided there are no more increases.)

A notice has been posted above the newspapers, informing the patrons of the upcoming change to the subscription.

### 2024 Library Budget Tracking Sheet

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

Print Date  
11/8/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 27,826.20
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<b>Actual Revenue</b>	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 31,271.61
<b>Total</b>	<b>\$ 130,271.61</b>

Total of Actual Expenses	\$ 102,445.41
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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
<b>Subtotal</b>	<b>\$ 82,155.00</b>		<b>\$ 64,987.98</b>	<b>\$ 17,167.02</b>

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 400.00		\$ (434.84)	\$ 834.84
55200-50127 Membership Dues	\$ 56.00		\$ 342.62	\$ (286.62)
55200-50134 Utilities	\$ 8,000.00	\$2,716.69	\$ 3,572.53	\$ 4,427.47
55200-50135 Telephone/ Internet	\$ 2,350.00	\$ 450.00	\$ 1,114.87	\$ 1,235.13
55200-50136 Office Supplies	\$ 900.00		\$ 453.57	\$ 446.43
55200-50137 Postage	\$ 75.00		\$ 58.84	\$ 16.16
<b>Subtotal</b>	<b>\$ 11,781.00</b>		<b>\$ 5,107.59</b>	<b>\$ 6,673.41</b>

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$3,867.04	\$ 4,800.41	\$ 4,399.59
55300-50163 Technology Maintenance	\$ 2,400.00	\$ 975.00	\$ 1,839.27	\$ 560.73

#### Library Revenue

Source	Projected	Over/(Under)	Actual	Used
40320 Donations & Book Sales	\$ 800.00	\$ 81.05	\$ 881.05	79%
40320 Friends Reimbursement	\$ 3,000.00	\$ (197.84)	\$ 2,802.16	84%
48910 Printing/Copies	\$ 2,000.00	\$ (47.56)	\$ 1,952.44	81%
48910 Replacement Cards	\$ 20.00	\$ (2.00)	\$ 18.00	59%
48910 MKE Cards	\$ 330.00	\$ 230.00	\$ 560.00	79%
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ 133.64	\$ 1,133.64	
49000 Intergov'tal Revenue	\$ 18,937.00	\$ 133.98	\$ 19,070.98	-109%
49000 Grants Awarded	\$ 2,712.00	\$ 1,909.87	\$ 4,621.87	612%
Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)		45%
Capital Fund Interest		\$ 231.47	\$ 231.47	47%
<b>Subtotal</b>	<b>\$ 34,635.00</b>		<b>\$ 31,271.61</b>	78%

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Total of Actual Expenses	\$ 102,445.41
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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		\$ 400.09	\$ (0.09)
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 867.70	\$ 461.30
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,965.72	\$ (1,815.72)
<b>Subtotal</b>	<b>\$ 17,479.00</b>		<b>\$ 14,136.88</b>	<b>\$ 3,342.12</b>
Library Prgms & Svcs	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 839.24	\$ (139.24)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ -	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 3,304.79	\$ (304.79)
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,652.40	\$ 705.60
<b>Subtotal</b>	<b>\$ 9,858.00</b>		<b>\$ 8,930.43</b>	<b>\$ 927.57</b>
Library Collection	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 356.00	\$ 210.00	\$ 440.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 5,236.72	\$ (336.72)
55500-50174 Youth Collection	\$ 4,900.00		\$ 3,835.81	\$ 1,064.19
<b>Subtotal</b>	<b>\$ 10,450.00</b>		<b>\$ 9,282.53</b>	<b>\$ 1,167.47</b>

Library Revenue	
will go over due to grant money ~105	107%
will go over due to grant \$1000+	1310%
will go over due to grant \$300	110%
will go over due to grant \$1000	107%

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	92%
2024	1,442	1,698	1,773	1,861	1,599	2,756	2,186	1,768	1,641	2,000			18,724	Year to dat
<b>Circulation</b>														
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	84%
2024	1,197	1,214	1,216	1,274	1,131	1,283	1,323	1,464	1,101	1,125			12,328	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	103%
2024	1,116	1,489	1,438	1,352	1,288	1,755	1,991	1,213	1,550	1,767			14,959	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	93%
2024	2,313	2,703	2,654	2,626	2,419	3,038	3,314	2,677	2,651	2,892	0	0	27,287	YTD
E & Audio Books -2023	148	143	128	110	113	118	131	112	94	114	98	94	1,403	74%
2024	86	91	102	123	112	87	106	134	102	100			1,043	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	93%
2024	2,399	2,794	2,756	2,749	2,531	3,125	3,420	2,811	2,753	2,992	0	0	28,330	YTD
New Library Cards-2023	10	17	16	17	14	27	8	12	19	17	11	5	173	85%
2024	8	14	16	6	19	20	14	6	23	21			147	YTD
Computer Use (Sessions) -2023	251	244	200	208	225	272	170	208	167	203	185	185	2,518	71%
2024	145	190	175	195	152	176	216	179	171	181			1,780	YTD
<b>Conference Room</b>														
Scheduled/Occupied - 2023	10	10	7	10	9	11	7	9	2	9	7	7	98	124%
2024	13	14	12	14	18	9	14	12	3	13			122	YTD
Patrons - 2023	31	19	23	26	22	19	12	9	10	24	14	9	218	111%
2024	30	34	19	21	41	25	21	21	8	23			243	YTD

Hoopla

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			\$235.42	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				

2024 Program Stats				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Event	Audience	Type	Totals -->	280	255	562	443	237	405	994	359	192	397
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
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
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
D&D	Young Adult (12-18)	Group			2	5	5	6		7	5	10	
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		
Homeschool Book Group	Young Adult (12-18)	Group		13	4	6		5					6
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	
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
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
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								
Take & Make	General Interest (all ages)	Self-directed		26	2	144	60						61
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	

**THANK YOU:** A huge thank you to the Butler community! We are grateful for your visits, the book donations, monetary gifts, and countless volunteer hours given over the past year.

**HELP NEEDED:** To continue providing for our wonderful community, we need at least **two** more Library Board members! The time commitment is about two hours per month, with one business meeting on the 2<sup>nd</sup> Tuesday of the month. We offer a “virtual” option (attending from your own cozy location), as well as the chance to attend in person. Board members make decisions about policy, budgets, and make plans for the future. If your interest is piqued, contact the library staff for more information. Or send your questions to [BoardPresident@Butler.Lib.WI.US](mailto:BoardPresident@Butler.Lib.WI.US).

**BENEFITS:** Anyone who lives, works, or goes to school in Butler is eligible for a free library card! You get the advantages of our library’s offerings: books, movies, audio books, programs for all ages, and access to our Library of Things (non-traditional items such as yard games, baking pans, educational kits, and family-friendly games). You can also make use of our cozy atmosphere for work, study, learning, and play. Your Butler Library Card gives you access to 24 Library Bridges in Waukesha and Jefferson counties. It is hard to put a price on that!

**FRIENDS:** Interested in other ways to support the library? Our Friends Group supports all our programs, contributing prizes, crafts, supplies, snacks, and financial support for Summer Reading, Mr. and Mrs. Claus visit, the Tiny Art Show, and other special events during the year. Time commitment is whatever you can afford to do. Ask one of the staff for more information.

Board Member Signatures.....

## UPDATED HOLIDAY SCHEDULE FOR 2025

- New Years Day - Wednesday, January 1, 2025
- Spring Break Friday, April 18, Saturday, April 19, and Monday, April 21.
- Memorial Day - Monday, May 26 (and possibly Saturday, May 24?)
- Juneteenth - Thursday, June 19
- Independence Day - Friday, July 4 and Saturday, July 5
- Labor Day - Saturday, August 30, and Monday, September 1
- Indigenous People's Day Monday, October 13
- Veterans Day - Tuesday, November 11th
- Thanksgiving - Thursday-Saturday, November 27-29
- Winter Holidays - Wednesday-Saturday, December 24-27
- New Years Eve - Wednesday, January 31

**2025 Annual Addendum  
to the Bridges Library System  
Member Library & CAFÉ Agreements**

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

**BUTLER PUBLIC LIBRARY**

	Waukesha County	Prairie Lakes Library System (for Racine & Walworth Counties)	eContent Grant
<b>Paid to Library</b>	\$23,460	\$1,056	\$214

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
<b>Paid by Library</b>	\$105	\$36	\$298	\$357	\$4,756

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

**BRIDGES LIBRARY SYSTEM**

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

10-16-24  
Date

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

10/16/2024  
Date

**LIBRARY**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date