

PUBLIC NOTICE

Meeting: Library Board of Trustees

Rescheduled: Monday, September 16, 2024, at 6:00 PM; This meeting has been rescheduled from September 10th to September 16th

Butler Public Library, 12808 W. Hampton Avenue

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

<https://us02web.zoom.us/j/82551379045?pwd=jg6wpLZWbzYVTy4GqGK0KIISDzC579.1>

Meeting ID: 825 5137 9045 Passcode: 064243

TAKE NOTICE that the Library Board will meet the 16th day of September 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: Trustee Training Week
5. Communications
 - 5.1. Director's Report
 - 5.2. County Library Tax Exemption Letter to Municipalities
 - 5.3. Quarterly Budget Review [Goal #1: Resource]
 - 5.4. Director Search Report
 - 5.5. Board Member Search Report [Goal #1: Resource]
 - 5.6. Friends of the Library Update [Goal #3: Community]
 - 5.7. Fiscal Policy Discussion [Goal #1: Resource]
 - 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 contract for Beth Stavros, Director
 - 8.2. Discussion and possible approval of interim goals for Beth Stavros, Director
 - 8.3. *Discussion and possible approval of the following Library policies:*

Policy Name	Last Review Date	Review Cycle	Next Review Date
Library Use Policy	Approved 2018	3	Nov-2023
Patron Conduct Policy	Approved 09/13/2022	1	Sep-2024

9. Next meeting: October 8, 2024

10. Adjournment

Dated: 9/12/2024 10:44:00 AM

Genavieve Danes
Director

Charlene M Benjamin
President

List of documents

Agenda Item	Meeting Packet Page Number	Relevant Document(s)
	1	Agenda
	2	List of Documents
3	3-5	Meeting Minutes from July, August
5.2	6-7	County Library Tax Exemption letter
5.7	8-12	Fiscal Policy Draft with gaps
6.1	13-14	Current Financial Report
6.2	15	Current Circulation and Use & Hoople Costs
6.3	TBA	Current Program & Activity Report ((distributed separately)
8.1		Employment Agreement (distributed separately)
8.2	16	Interim Goals (distributed separately)
8.3	17	Library Use Policy
8.3	18-19	Patron Conduct Policy

Minutes of Meeting: Library Board of Trustees

Tuesday, July 09, 2024, at 6:00 PM

Butler Public Library, 12808 W. Hampton Avenue

Roll call order at 6:03

Present: Charlene Benjamin, Robert L. Kraus, Genavieve Danes, Liz Glaser, Laura Meyer; Excused: Michael Bates, Karl DeBelack; No guests

Persons Desiring to be Heard (3-minute limit per person) n/a

Consideration of minutes from previous meeting(s) No changes/additions/corrections. Liz makes motion, Robert seconded. Passed unanimously.

Trustee Education Trustee training week August 19-23, details to follow in days ahead

Communications

5.1. Director's Report – Questions? Genavieve is taking process notes/documentation for new director.

5.2. Director Search Planning 12 applicants. Job position posted many forums. Board asked to review three (fourth applicant forthcoming to Board) applicants, and approved candidates will move onto phone interviews. Applications considered until eom July 2024. Robert will assist Charlene with interviews. Candidate feedback due by Tuesday, July 16.

5.3. Board Member Search [Goal #1: Resource] Charlene following up with potential candidates. Recruitment flyer in packet.

5.4. Friends of the Library Update [Goal #3: Community] discussed continuing trivia night in October. Planning to meet every other month, beginning in August. Greg staying on as Treasurer. Friends moving money into interest-bearing account.

5.5. Future-looking Funding: Money Market, Agency Fund [Goals #1 - #4] \$23,610.21 moved into interest-bearing money market acct. Will consider Foundation investment after September.

5.6. Other communications Charlene not planning to run for president re-election, new president needed March 2025.

1. Consent Agenda Note: *Robert makes motion, Laura seconded. Motion approved.*

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]

2. Unfinished Business n/a

3. New Business

8.1 2025 Proposed Budget Pre-review with Director Motion made by Laura to make this our official budget proposal to the Board, Liz seconded. Motion carried.

8.2. Consideration to adjourn into Closed Session

The Board went into closed session at 6:35 p.m. under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee. Motion to go into closed session by Robert Krause, seconded by Liz Glaser, motion carried unanimously.

The Board discussed interim plans for the Director's position.

Motion to return to open session at 7:07 p.m. by Robert Kraus, seconded by Liz Glaser, motion carried unanimously.

Approval of Proposed Employment Contract Amendments for Genavieve Danes, pending updates. Liz motions, Laura seconds. Motion passes.

9. Next meeting: Monday, August 12, 2024 (change from Tuesday due to election)

10. Adjournment Laura motion, Liz seconds. Motion passes.

Minutes of Meeting: Library Board of Trustees

Monday, August 12, 2024, at 6:00 PM

Butler Public Library, 12808 W. Hampton Avenue

1. *Roll call* Present: Charlene Benjamin, Karl DeBelack, Robert L. Kraus, Tom Sardina, Liz Glaser, Genavieve Danes. Absent: Laura Meyer
2. *Persons Desiring to be Heard (3-minute limit per person)* n/a
3. *Consideration of minutes from previous meeting(s)* July minutes to be considered next month's minutes
4. *Trustee Education:* Trustee Training Week – August 19-23
5. *Communications*
 - 5.1. *Director's Report – Questions?* No questions from board
 - 5.2. *Quarterly Technology Review [Goal #4: TechPlanning]* no current usage stats. Computer #2 starting to crash again, so we may want to consider moving that computer up in replacement.
 - 5.3. *Director Search Report* Joe asked for extension until August 19 to consider position. Board will now meet with Beth Stavros for position to interview and have another candidate to consider for the role.
 - 5.4. *Board Member Search Report [Goal #1: Resource]* Charlene in conversation with Wesley A. for position
 - 5.5. *Friends of the Library Update [Goal #3: Community]* Genavieve is new president. Meeting August 27. Trivia event work is underway.
 - 5.6. *Fiscal Policy Discussion [Goal #1: Resource]* Board asked to review fiscal policy outline and mention any changes so a draft can be readied,
 - 5.7. *Other communications* n/a
6. *Consent Agenda Note:* Robert made motion to accept agenda, Karl seconded. No discussion. 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* n/a
8. *New Business* n/a
9. *Next meeting:* September 10, 2024
10. *Adjournment* Motion to adjourn made by Tom, Robert seconded. Motion carried. Meeting adjourned at 6:30.

Dated: 9/4/2024 8:03:00 AM

**Request for Exemption from Waukesha County Library Levy
2024 Tax for 2025 Purposes**

Name of Community:

Name of library:

We recognize that, pursuant to 43.64 of Wisconsin Statutes, to obtain an exemption from the 2024 county library levy for 2025 purposes, the municipality must certify that during budget year 2025, its library will be provided and be allowed to expend no less than the county library tax rate in the prior year, \$0.201553 per \$1,000 Equalized Value.

In the case of a joint library, an alternate exemption option exists pursuant to ss 43.64 (2) (c). Under this language, each participating municipality in the joint library has the option to certify that during its budget year 2025, the library will be provided and allowed to expend no less than the average of the funding levels of the previous 3 years.

We further recognize that, pursuant to state law, listed funding must be only from municipal sources, not the entire library budget. Reported amounts must exclude fines, fees, and other revenues. Capital expenditures are excluded as well.

I am authorized to certify that the governing body of the municipality has enacted an ordinance or resolution pledging that it will appropriate and allow the library to expend no less than a rate of \$0.201553 per \$1,000 of the actual state Equalized Value amount for the community that was published by the state on August 15, 2024 or, in the case of a joint library whose municipality may choose this option, that the participating municipality will appropriate and allow the library to expend no less than the average of the funding levels of the previous 3 years.

The community meets its requirement stated above and is therefore eligible for exemption from the 2024 Waukesha County library levy.

Name and Title of Person filling out this form:

Signature

Date

This form, along with a copy of the municipal resolution/ordinance, must be filed no later than September 30, 2024.

Send to:

Bridges Library System

741 N. Grand Avenue, Suite 210

Waukesha, WI 53186

Or email to kkennedy@bridgeslibrarysystem.org



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

P 262.896.8080
W bridgeslibrarysystem.org

To: Chief Elected Officials/Administrators in Municipalities with Libraries, Library Directors
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Tax Exemption Notice
Date: August 19, 2024

Annually, Waukesha County sets a special levy for library services. The funds are distributed to public libraries to compensate them for use by non-residents of their communities. State law (ss. 43.64(2) Wisc. Statutes) provides that municipalities with libraries may avoid double taxation and exempt themselves from this special levy if they meet certain conditions:

- Exempting library municipalities must levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year with the exception of joint libraries whose participating municipalities have an alternate option for exempting which is to levy and expend an amount not less than the average of the previous 3 years (ss.43.64 (2)(c)).
- Exempting library communities are required to provide written notification to the county annually.
- The County Code requires that the notification be from the **local governing body** rather than from the clerk alone.
- The County Code also requires a deadline of September 30 so that the County Executive Budget available to supervisors and the general public can properly reflect the county library taxation levels in the Adopted Budget in November.
- Exempting communities must also have a library that meets or exceeds minimum service levels and quality assurance standards (included in the Waukesha County Library Services Plan and formally adopted by the Waukesha County Board of Supervisors in 2022) which are certified by the library board. (The libraries have already received their standards certification letters.)

If you would like to exempt your municipality from the Waukesha County library tax, the form (on page 2), ***Request for Exemption from Waukesha County Library Levy 2024 Tax for 2025 Purposes*** must be completed, approved by the municipality's governing body, signed, and returned to Bridges Library System no later than September 30, 2024. A copy of your adopted municipal ordinance or resolution certifying that your library appropriation meets or exceeds the requirements is also required. Email submission is acceptable as long as the form includes the actual signature.

Thank you for providing library services to our citizens. Strong libraries build strong communities and your commitment to support your library is vital and valued!

Butler Public Library Fiscal Policy

Ben, Laura, Liz: please review the following rough draft of a proposed fiscal policy for the library. Your comments, suggestions, arguments, concerns are all welcome! You will find my own comments and questions in *italics*.

I would like to have a rough draft of this to present to the Board at our September meeting... if you could get back to me by September 2nd (Monday), that would be very helpful!

Call me with questions or suggestions if you do not want to update the document!
414-429-4162

The Butler Public Library is funded by a mix of local taxes, Bridges System revenue sharing, grants, donations, fines and fees, investment income, and generous support from the Friends of the Public Library for all our programming.

The budget is contained in the Library Special Revenue Fund #800. This fund is separated from the [general fund for the Village of Butler](#).

This document outlines the roles and responsibilities of the Director and staff, the Library Board President and Treasurer, and the Village Administration for how funds are collected and expended.

1 Developing the annual budget

1.1 Director

Documents the cost to operate the library on an annual basis

1.1.1 Reviews trends in revenues and expenditures along with the proceeding year's special funding needs to see where adjustments are to be made in the overall budget.

1.1.2.1.1 Develops a draft budget for the Library Board to review and approve

1.1.3.1.2 Works with the Village Administrator to mesh the library budget with the overall Village budget

1.2 Library Board

1.2.1 Provides guidelines to the Director for managing and allocating funds to create the best value for our patrons

1.2.2 Monitors and evaluates financial plans for the Library

1.2.3 Proposes capital projects to the Village Administration

1.2.3 Reviews, amends, and approves the new library budget.

1.3 Village Board

1.3.1 Approves the annual request for tax dollars based on the Library's budget request, in context with the larger Village budget.

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1.4 Village Administration

- 1.4.1 Works with the Director and Treasurer to ensure that costs are accounted for in the correct sub-accounts to achieve an accurate picture of the annual expenses.
- 1.4.2 Works with the Director to ensure all invoices are paid on time, and all deposits are made promptly and accurately.
- 1.4.3 Works with the Board Treasurer to account for and manage income from the Money Market Fund and Foundation Fund.

2 Authorizing Purchases

2.1 Director

- 2.1.1 Need to talk to Genavieve, I am sure we can refer to an existing procedure? Might not need any text here at all, if it is already covered there

2.2 Staff

- 2.2.1 – permission vs forgiveness

2.3 Library Board

- 2.3.1 The Library Board authorizes purchases that are outside of the approved budget for the year. The Director documents the rationale for the purchase and gathers approval from the Board prior to buying.

3 Library Credit Card

The Library has two credit cards, one in the Director's name, and one in the Library's name. The Director is responsible for the security of both cards. The staff may borrow the Library card for purchases that are within the approved budget.

3.1 Director

- 3.1.1 *Refer to procedures?*
- 3.1.2 *Regularly scheduled expenses such as ... newspapers, services, etc.?*

3.2 Staff

- 3.2.1 – *what rules do they follow ... do we have a procedure (not a policy) in place*

4 Handling Cash

4.1 Talk to Genavieve –

- 4.1.1 *we must have a cash-handling procedure; this item might just need to refer to that*

5 Tracking Purchases and Expenses

5.1 Purchaser

- 5.1.1 If using the library credit card, the purchaser promptly provides ~~+~~ readable

receipts to the Director.

- 5.1.2 If using personal funds, the purchaser promptly provides a readable receipt and a description of the item purchased to the Director.

5.2 Director

- 5.2.1 Reviews and approves the purchase.
- 5.2.2 Tracks the purchase in the Budget Tracker

6 Paying Invoices, Credit Card and other Bills

Most invoices are delivered to the Library, and the Director processes these, records them in the Budget Tracker, and follows through with ~~the~~ Village Administration to make sure they are paid on time.

A few invoices for joint contracts, such as the copier and phone service, are received at Village Hall. The Village provides a copy to the Director for the Budget Tracker.

6.1 Director's responsibilities

- 6.1.1 Sends approved receipts and invoices to ~~the~~ Village Administration, complete with signature, counter signature (Treasurer or any officer of the Board), indicating the appropriate sub-account.

6.2 Treasurer's responsibilities

- 6.2.1 Reviews each invoice, and approves via their signature. (Any officer of the Board can stand in for the Treasurer, if necessary.)

6.3 Village Administration responsibilities

- 6.3.1 Allocates the correct accounts, pays invoices and banks deposits.
- 6.3.2 Provides monthly reports to the Director showing all expenses allocated to each sub-account in the Library's budget.

6.4 Library Board's responsibilities

- 6.4.1 Reviews the monthly report from the Budget Tracker
- 6.4.2 Asks clarifying questions on any item
- 6.4.3 Approves the monthly financial report at the Board meeting.

7 How the Budget Can be Used

- 7.1.1 The library's expenses must remain within the annual budget which has been developed by the Director, approved by the Library Board, and accepted by the Village Board of Trustees.
- 7.1.2 If Library revenue exceeds the expenses, any revenue not used is deposited into the Library's Reserve Fund (savings account) held by the Village in an interest-producing fund.
- 7.1.3 If expenses exceed revenue, the overage is withdrawn from the Reserve Fund at the time of the annual Village audit. The Village does not allocate

additional money should the library's expenses exceed the revenue.

- 7.1.4 The Library Board must approve any unexpected, unbudgeted expenses, such as the need for new technology or special equipment purchases, or incentives for the staff. If the annual budget cannot cover such expenses, the money can be withdrawn from the Reserve Fund.

8 How We Plan for the Future

8.1 Reserve Fund

- 8.1.1 The Board maintains a Reserve Fund with the Village. This is a Restricted Fund for the sole use of the Library, to manage against the risk of unexpected expenses.
- 8.1.2 Based on the Library's contract with the Village, who maintain the library building and grounds, the Board has determined that its level of risk is low, and that the Fund should hold not more than approximately 10% of the yearly baseline operating budget.
- 8.1.2.1 This baseline budget does not include funds from grants won or proceeds from specific fund-raising efforts.
- 8.1.3 The Village holds the Reserve Fund balance in its approved bank, and reports the balance and interest earned to the Director in its monthly report. Interest earned from the reserve fund monies are received monthly at a rate set by the market utilized by the approved bank. *Limited? By statutes? The interest earned by the fund is WHAT? Added monthly, quarterly?*

8.2 Investment Fund

The Library Board maintains an Agency Fund through the Waukesha County Community Foundation (WCCF), a 501c3 under Wisconsin statutes. *Okay, this is not the current state, but a future one! I did want to get some wording in place, though, before we actually invest.*

This partnership with the Foundation allows the Library Board itself to conduct fund-raising, solicit long-term support that is dedicated exclusively to the library, and improve the revenues available to support the mission of the library.

- 8.2.1 The fund was established with [\$10,000-\$12,000??] from the original non-lapsing fund established to hold patron donations and gifts prior to the Library's budget moving into the Special Revenue Fund.
- 8.2.2 The Library Board controls the addition to and withdrawal from the Fund, under the rules governing the WCCF's 501c3 status.
- 8.2.3 Adding money to the fund – *need input from David Salmo, WCCF; donors can put money directly into the fund, or the Board can raise funds and add a lump sum.*
- 8.2.4 Withdrawing money from the fund. A minimum of \$10,000 must be maintained in the fund. The Library Board decides to reinvest proceeds or

withdraw money to add to the annual budget. *Time frame? At the quarterly budget review? Annually? Attach blurb from WCCF.*

NOTE: I think we want to leave the decision to the Board, about what to do with funds that are withdrawn. The purpose of such this fund is to supplement our annual revenue. The Friends already have restrictions on what their contributions can be used for; I do not see a need to restrict this fund, other than is should not be used for capital projects (which the Village funds). WHAT DO YOU THINK?

DRAFT

2024 Library Budget Tracking Sheet

Projected Revenue

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

Total \$131,723.00

Actual Revenue

General Property Taxes	\$ 99,000.00
Library Revenue	\$ 17,402.29

Total \$116,402.29

Print Date
9/4/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 37,936.55
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Total of Actual Expenses	\$ 78,465.74
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Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 40,027.74	\$ 33,884.26
55100-50120 FICA	\$ 5,300.00		\$ 3,062.14	\$ 2,237.86
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 1,687.12	\$ 1,205.88
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 18.48	\$ 31.52
Subtotal	\$ 82,155.00		\$ 44,795.48	\$ 37,359.52

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 400.00		\$ -	\$ 400.00
55200-50127 Membership Dues	\$ 56.00		\$ 58.00	\$ (2.00)
55200-50134 Utilities	\$ 8,000.00	\$3,100.00	\$ 3,120.14	\$ 4,879.86
55200-50135 Telephone/ Internet	\$ 2,350.00	\$ 450.00	\$ 1,114.87	\$ 1,235.13
55200-50136 Office Supplies	\$ 900.00		\$ 440.84	\$ 459.16
55200-50137 Postage	\$ 75.00		\$ 39.61	\$ 35.39
Subtotal	\$ 11,781.00		\$ 4,773.46	\$ 7,007.54

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$4,811.00	\$ 4,346.76	\$ 4,853.24
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	\$ (92.31)	\$ 707.69	54%
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00	58%
48910 Printing/Copies	\$ 2,000.00	\$ (469.81)	\$ 1,530.19	58%
48910 Replacement Cards	\$ 20.00	\$ (6.00)	\$ 14.00	37%
48910 MKE Cards	\$ 330.00	\$ 70.00	\$ 400.00	55%
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (69.96)	\$ 930.04	93%
49000 Intergov'tal Revenue	\$ 18,937.00	\$ (9,405.36)	\$ 9,531.64	0%
49000 Grants Awarded	\$ 2,712.00	\$ (352.83)	\$ 2,359.17	104%
Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)		39%
Capital Fund Interest		\$ 129.56	\$ 129.56	47%
Subtotal	\$ 34,635.00		\$ 17,402.29	49%

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
9/4/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 37,936.55
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Actual Revenue	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 17,402.29
Total	\$116,402.29

Total of Actual Expenses	\$ 78,465.74
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Actual Expenses				
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 4,751.19	\$ (751.19)
55300-50165 Copier Maintenance	\$ 400.00		\$ 333.83	\$ 66.17
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 604.48	\$ 724.52
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,965.72	\$ (1,815.72)
Subtotal	\$ 17,479.00		\$ 13,841.25	\$ 3,637.75
Library Prgms & Svcs	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 827.17	\$ (127.17)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ -	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 2,112.24	\$ 887.76
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,652.40	\$ 705.60
Subtotal	\$ 9,858.00		\$ 7,725.81	\$ 2,132.19
Library Collection	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 373.00	\$ 180.00	\$ 470.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 4,177.72	\$ 722.28
55500-50174 Youth Collection	\$ 4,900.00		\$ 2,972.02	\$ 1,927.98
Subtotal	\$ 10,450.00		\$ 7,329.74	\$ 3,120.26

Library Revenue	
available	368.52 funds
available	62.17 funds
119%	
83%	
45%	
1310%	
118%	
17%	
70%	\$ 317.58 available funds
87%	
78%	
28%	
85%	
61%	
70%	

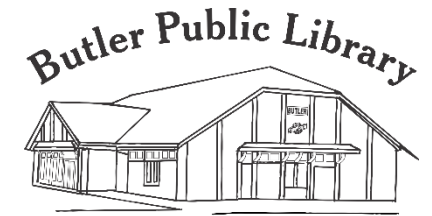
Circulation & Use Numbers

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	74%
2024	1,442	1,698	1,773	1,861	1,599	2,756	2,186	1,768					15,083	Year to date
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	69%
2024	1,197	1,214	1,216	1,274	1,131	1,283	1,323	1,464					10,102	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	80%
2024	1,116	1,489	1,438	1,352	1,288	1,755	1,991	1,213					11,642	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	74%
2024	2,313	2,703	2,654	2,626	2,419	3,038	3,314	2,677	0	0	0	0	21,744	YTD
E & Audio Books -2023	148	143	128	110	113	118	131	112	94	114	98	94	1,403	60%
2024	86	91	102	123	112	87	106	134					841	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	74%
2024	2,399	2,794	2,756	2,749	2,531	3,125	3,420	2,811	0	0	0	0	22,585	YTD
New Library Cards-2023	10	17	16	17	14	27	8	12	19	17	11	5	173	60%
2024	8	14	16	6	19	20	14	6					103	YTD
Computer Use (Sessions) -2023	251	244	200	208	225	272	170	208	167	203	185	185	2,518	57%
2024	145	190	175	195	152	176	216	179					1,428	YTD
Conference Room														
Scheduled/Occupied - 2023	10	10	7	10	9	11	7	9	2	9	7	7	98	108%
2024	13	14	12	14	18	9	14	12					106	YTD
Patrons - 2023	31	19	23	26	22	19	12	9	10	24	14	9	218	97%
2024	30	34	19	21	41	25	21	21					212	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					\$212.99	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						



Director’s Interim (Probationary) Goals

Reviewed and accepted by:

Date Signed: / /

Beth Stavros (signature)

Charlene M Benjamin (signature)

Goal	Strategic Goals Link	Timeline / Deadlines	Measures of Success	Notes
Get to know library patrons and community	Goal #3: Community Alignment	Beginning now and continuing through March 2025	Anecdotal evidence – observations, check-in with regular patrons	Spend time on the circulation desk, attend at least one Village Board meeting, Friends meeting, and Library Trivia night or other community event
Connect with staff members	Goal #2: Professional Staff	Now through March 2025	Confirm current responsibilities and hours, discuss status, future goals	
Manage 2024 budget to conclusion; prepare for 2025	Supporting all goals and Library mission	Now through March 2025	2024 expenses and revenues on target; 2025 budget prepared.	Most preparation takes place June, July, August, even though the final budget is not approved until November.
Connect with resources at Bridges and at other libraries to learn Polaris and other library systems	Goal #2: Professional Staff	Now through March 2025	Complete training by the end of 2024; pursue additional training as defined in the Training Plan	

Library Use Policy

Approved 2018

The Butler Public Library (the Library) will serve all residents of the community and the surrounding areas.

Service will not be denied or abridged because of religious, racial, social, economic, or political status; age; sexual orientation; or because of mental, emotional, or physical condition.

Use of the Library may be denied for due cause. Such causes may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

The Library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community.

The Library shall endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested, using the interlibrary loan process and other resource-sharing materials provided through the system and state.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evenings and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

Patron Conduct Policy

Approved 09/13/2022

This policy seeks to preserve a safe atmosphere in the Library, where patrons can use library services and materials without disturbance, and staff can feel safe while conducting their duties.

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52(2), the Board may enact regulations that serve to ensure the safety of all library staff and patrons, protect the materials collection, and maintain order in the library.

Code of Conduct

The use of the Library is a privilege. Appropriate conduct by patrons of the Library will ensure a pleasant and safe environment. Appropriate behavior includes:

- Respect for staff and other patrons so that all may comfortably use the services and facilities of the Library.
- Avoiding language and behavior that is inappropriate for a public building where young children are present.

Inappropriate behavior in the Library infringes on the rights of all patrons to enjoy and use library services. Inappropriate behavior includes:

- Activities that unduly disturb others,
- Interfere with library operations,
- Damage property.
- Profanity, abusive or harassing language,
- Racial slurs,
- -Other behavior that is disruptive in a public place.

Library staff have the authority to issue an immediate ban lasting up to 48 hours from the Library facility and/or property. Staff must document this action, which is at their sole discretion based on the patron's behavior. The ban must be based on the disruption caused by the patron's inappropriate behavior.

Note: Library staff should contact local law enforcement if they require assistance with a disruptive patron.

The Director or her designee has the authority to issue extended bans from the Library and/or property of up to one year per incident.

A patron may appeal an extended ban from the Library and/or property to the Board at its next regularly scheduled meeting. The Board's decision shall be final.

Provisions for Children (ages 0 to 10):

Library staff **do not** assume responsibility for the care of unsupervised children in the building and/or property. A parent or responsible person must accompany all children aged 10 or under while in the Library, including attendance at programs.

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

If children continually disrupt Library programs or services, staff will follow the escalation procedure outlined in this policy.

Provisions for Youths (ages 11 to 18) & Adults

Youths may be in the Library without an adult. They must avoid disruptive behavior.

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

If either youths or adults are so disruptive that they interrupt Library programs or services, and will not heed unofficial warnings, staff will follow the escalation procedure outlined in this policy.