

Meeting: Library Board of Trustees
Tuesday, April 9, 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 9th day of April 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. Guest Bruce Gay, Director Waukesha Public Library: Working with the Waukesha County Community Foundation
5. Communications
 - 5.1. Annual Budget Guidance to Director [Goal #1: Resource & Goal #3: Community]
 - 5.2. Director's Report – Questions?
 - 5.3. 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
 - 7.1. Discussion and possible approval of amended Allowable Costs Worksheet
8. New Business
 - 8.1. Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee. Items of Discussion:
 - 8.1.1. Director's Evaluation
 - 8.2. Open session - After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) with respect to closed session agenda items.
 - 8.3. Discussion and Possible Approval of items from Closed Session
9. Next meeting: May 14, 2024
10. Adjournment

Dated: April 3, 2024

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	Last Month's Meeting Minutes
4.1	6-7	The <i>correct</i> Fund Overview Flyer from Waukesha County Community Foundation
5.1	8	Budget Guidance
5.2	9	Director's Report
6.1	10-11	Current Financial Report
6.2	12	Current Circulation and Use & Hoople Costs
6.3	13	Current Program & Activity Report
7.1	14	Annual Report to DPI (Dept. of Public Instruction)

Minutes of Butler Public Library Board Meeting: March 14, 2024
Minutes not formally accepted until next meeting on April 9
Meeting was called to order by president Charlene Benjamin at 6:00 pm

1. Roll call

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

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

Board discussed recent efforts to curtail circulation access to adult material in Kenosha library system

3. Consideration of minutes from previous meeting(s)

Michael Bates motioned to approve minutes, Laura Meyer seconded. No discussion or corrections. Approved unanimously.

4. Trustee Education

***4.1. Fine Free Discussion continued – Local Data and more
[Goal #3: Community]***

After reviewing data regarding overdue fines in system and discussing fine collection in neighboring communities, the decision was made to have “amnesty day” of fine forgiveness on the same date as the library’s birthday, and discussed future amnesty days to coincide with donation to the area food pantry. Fine forgiveness as a policy is not moving forward at this time.

5. Communications

5.1. Director's Report

5.2. Tiny Art Show Gallery Night: March 26th [Goal #3: Community]

Board presence/attendance desired (board name tags in library office to wear during event) and to bring treats for the event. 75 canvasses passed out so far (surpassing last year).

5.3. 60th Birthday Celebration [Goal #1: Resource & Goal #3: Community]

Board presence/attendance desired at Book Bingo April 4 at 5:30p.

5.4. OAK Box Follow-Up [Goal #1: Resource & Goal #3: Community]

April 16 community presentation scheduled at 5:30p.

5.5. Quarterly Budget Review

Current budget on target to Genavieve's expectations.

5.6. Possible New Policy: Library Financial Policy

The Board has two sample Financial Policy documents to review in preparation for creating a policy specific to our library. Any such policy will incorporate pertinent sections of the current Reserve Fund Policy.

Considering new revenue stream via investment fund. Bruce Gay (Waukesha) will come to April meeting to discuss how it works. Board members were asked to review handouts in monthly meeting packet, and come prepared to discuss at April meeting. Further discussion (dollar specifics) would be at future meetings.

5.7. Director's Annual Evaluation in April; Goals Walkthrough

The Board did a library walkthrough to see changes made to the Library, including the Teen area improvements, new signage, and display areas. Board will review Director goals in April closed session. There will be a verbal evaluation, with general notes as feedback.

5.8. Board Member Term renewals for Liz, Charlene

Renewals for Liz Glaser and Charlene Benjamin to go before Village.

5.9. 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 Kraus motioned to approve minutes, Liz Glaser seconded.
No discussion or corrections. Approved unanimously.

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

8.1. *Discussion and Possible Approval of Allowable Cost Worksheet (Dept of Public Instruction)*

Laura Meyer made motion for approval; Michael Bates seconded. No discussion.
Approved.

9. Next meeting: April 9, 2024

10. Adjournment at 6:58 p.m.

Michael Bates made motion for adjournment; Karl DeBelack seconded.
No discussion. Approved.

Waukesha County Community Foundation (WCCF) is an accredited non-profit organization who can help us create a revenue stream for the Butler Public Library, which is under the control of the Library Board and still meets non-profit status requirements.

Our Current Funding Model:

(1) **Tax Revenues:** Approximately 75% of the annual budget is funded by the Village of Butler's tax dollars. Butler has a limited tax-payer base, having no open land for new buildings and new businesses. Therefore, possible increases in any tax-supported budget are limited.

(2) **Other Revenue Sources:**

- a. Revenue sharing from Bridges. Varies year to year.
- b. Fees for lost items, overdue items (about 1% of 2024 budget)
- c. Public or Department of Instruction (DPI) grants, when available (\$2,000 – 5,000; but must be spent on specific types of programs or services.)
- d. Donations (2023: \$949.00¹); about 0.8% of 2024 budget)
- e. Generous Friends of the Library support (2023: \$2,800; about 2% of 2024 budget)
- f. Public fund-raising efforts (via the Friends, about \$1,000; about 0.8% of 2024 budget)

Items **a.** through **d.** are not under our control. The funds that the Friends have will not last indefinitely, and membership in the group is small. Fund-raising events, while fun, can be time-consuming and require tapping into our small supply of volunteers. The Butler Public Library would benefit greatly from developing another revenue source!

Foundation Rationale:

We have funds in the bank that currently produce 0% in returns. Investing a portion of that in an income-producing fund will reap longer term benefits and will begin “giving back” revenue to the budget in the future. See *Investment Growth Chart*.

Foundation Funds:

The WCCF provides investment services to small organizations (like us) who cannot afford to develop their own Foundation. The WCCF currently has relationships with at least two Bridged libraries. We can learn through their experiences. I already have an offer from the Director of the Waukesha Public Library to speak with us. We can also grill (question) David Salmo, one of the Directors from the WCCF.

Bottom line:

As a Board, we should be planning for the future *as well as* for next year. A Foundation will help us ensure this library is still able to provide its services to generations to come! (See attached information about a WCCF Fund that is right for the Library.)

¹ Does not include the \$2,000 Optimist Club Donation

Agency Fund

A strategic investment for long-term stability

OUR PARTNERSHIP

The Waukesha County Community Foundation (WCCF) works with nonprofit organizations to manage their endowment funds. Agency Funds are a crucial way nonprofits can build capacity and sustainability while partnering with the WCCF to leverage our philanthropic and financial expertise.

OVERVIEW

Agency Funds are established by nonprofits to provide operating support for their program(s) and to build an endowment ensuring long-term financial stability.

HOW IT WORKS

- 1 A nonprofit agency donates their assets to the WCCF to open the Fund
- 2 The WCCF manages the investment, freeing time for the organization to pursue its charitable mission.
- 3 Grants are awarded on a recurring schedule, or as specified, while the remaining balance of the Fund continues to grow in perpetuity.

MINIMUMS & FEES

The minimum to establish an Agency Fund is \$10,000. Administrative fees are 1% annually, assessed quarterly. Administrative fees charged to funds cover general operating costs for gift establishment, receipt of assets and contributions, grants and fund administration.

IMPORTANT LEGAL DISCLOSURE

The information provided is general and educational in nature. It is not intended to be, and should not be construed as, legal or tax advice. The Waukesha County Community Foundation does not provide legal or tax advice. You should consult with your tax advisor to properly determine the tax consequences of making a charitable gift to the Waukesha County Community Foundation.

Contributions to the Waukesha County Community Foundation represent your irrevocable gifts subject to the legal and fiduciary control of the WCCF's Board of Directors.

80+

AGENCY FUNDS

at the WCCF provide nonprofit partners with sustainability and build their endowments

BENEFITS

- Receive the maximum tax deduction
- Ability to give complex assets
- Enables nonprofit to focus on mission
- Helps ensure agency sustainability
- Accept online gifts from agency supporters through the WCCF's website
- WCCF can assist with estate planning

CONTACT US

www.waukeshafoundation.org

(262) 513-1831



WAUKESHA COUNTY
Community
FOUNDATION

2024 Anticipated Budget

n/a	Patron Programs*	\$ 3,000.00	(Paid for by Friends of the Library)
Not Controllable	Retirement Contribution	\$ 2,893.00	
Not Controllable	Membership Dues	\$ 56.00	
Not Controllable	Utilities	\$ 8,000.00	
Not Controllable	Telephone/Internet	\$ 2,350.00	
Not Controllable	FICA	\$ 5,300.00	
Not Controllable	Group Life Insurance Premium	\$ 50.00	
		\$ 18,649.00	

Contracted	Contracted Service	\$ 9,200.00
Contracted	Computer/Equipment Maintenance	\$ 4,000.00
Contracted	Copier Maintenance	\$ 400.00
		\$ 13,600.00

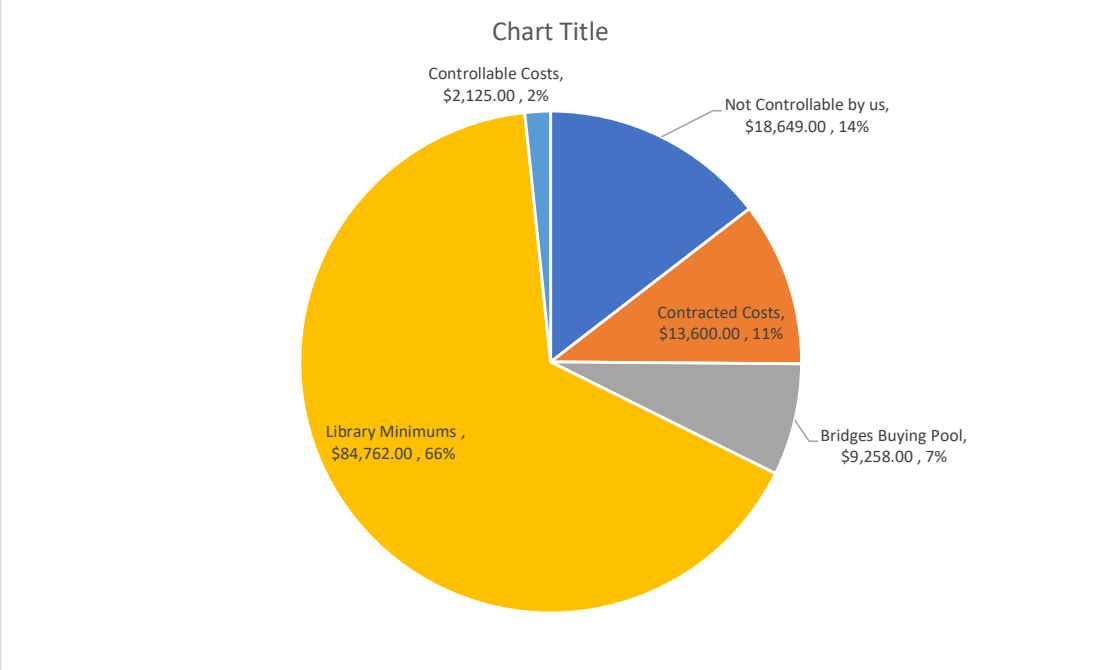
Bridges Buying Pool	Technology Maintenance	\$ 2,400.00
Bridges Buying Pool	E-Book Contribution	\$ 700.00
Bridges Buying Pool	Shared Databases/Licenses	\$ 800.00
Bridges Buying Pool	Café Member Charges	\$ 5,358.00
		\$ 9,258.00

Library Minimums	Library Salaries, Benefits & Taxes	\$ 73,912.00
Library Minimums	Magazines/Newspaper	\$ 650.00
Library Minimums	Adult Collection	\$ 4,900.00
Library Minimums	Youth Collection	\$ 4,900.00
Library Minimums	Training/Travel/Meetings	\$ 400.00
		\$ 84,762.00

Controllable	Material Processing/Repair	\$ 1,000.00
Controllable	Office Supplies	\$ 900.00
Controllable	Postage	\$ 75.00
Controllable	Housekeeping supplies	\$ 150.00
		\$ 2,125.00

Totals

Not Controllable by us	\$ 18,649.00
Contracted Costs	\$ 13,600.00
Bridges Buying Pool	\$ 9,258.00
Library Minimums	\$ 84,762.00
Controllable Costs	\$ 2,125.00
	\$ 128,394.00
	\$ 131,394.00 w/Program Money (Friends)



April Director's Report

Calendar Update

Hopefully you all remember that Bridges is providing us with an online calendar program that will help streamline the user experience across libraries and provide a lot of options for us that google calendar just can't touch. We will be training on the app in May and June and it should go live sometime in June/July. The new calendar will allow patrons to register in app and will communicate with our website and other library calendars.

Hoopla Update

As we continue to discuss Hoopla as a system we did make some decisions at the March meeting to try to keep costs down. First we have restricted online cards to Libby only, there was an issue in Feb & March where a number of fake accounts were made and were able to check out items on Hoopla before they were caught by Shaun. The loophole has been closed. We had plans to drop our circulations to 2 per patron per month but Hoopla is not allowing anyone to drop lower than 5 (unless they are already below 5) per month. We will be discussing this at the next APL meeting again.

Tiny Art Show

What a fun night and talented patrons! We had a total of 74 finished canvases turned in (we passed out 96 and got 11 unpainted canvases back for next year). I once again used the door count to provide attendance numbers and we had 124! For reference, last year we had 80 and Santa brought in 94. Thank you to everyone who was able to attend, provide an incredible array of snacks, and/or submit some lovely art.

Public PC #1

The new public PC will be delivered on Friday and I'll be in contact with Taylor to schedule a set up date.

2024 Library Budget Tracking Sheet

Projected Revenue	
General Property Taxes	\$ 99,000.00
Planned Lib. Revenue	\$ 35,435.00
Total	\$ 134,435.00

Print Date
4/3/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 64,681.27
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Actual Revenue	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 5,323.52
Total	\$ 104,323.52

Total of Actual Expenses	\$ 39,642.25
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Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 18,506.49	\$ 55,405.51
55100-50120 FICA	\$ 5,300.00		\$ 1,415.76	\$ 3,884.24
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 782.11	\$ 2,110.89
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 6.08	\$ 43.92
Subtotal	\$ 82,155.00		\$ 20,710.44	\$ 61,444.56

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	\$5,400.00	\$ 1,359.13	\$ 6,640.87
55200-50135 Telephone/ Internet	\$ 2,350.00	\$1,352.00	\$ 790.85	\$ 1,559.15
55200-50136 Office Supplies	\$ 900.00		\$ 125.35	\$ 774.65
55200-50137 Postage	\$ 75.00		\$ 13.13	\$ 61.87
Subtotal	\$ 11,781.00		\$ 2,344.46	\$ 9,436.54

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$7,095.00	\$ 2,037.81	\$ 7,162.19
55300-50163 Technology Maintenance	\$ 2,200.00	\$ 850.00	\$ 1,519.27	\$ 680.73

Library Revenue

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 800.00	\$ (573.70)	\$ 226.30
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00
48910 Printing/Copies	\$ 2,000.00	\$ (1,433.95)	\$ 566.05
48910 Replacement Cards	\$ 20.00	\$ (16.00)	\$ 4.00
48910 MKE Cards	\$ 330.00	\$ (290.00)	\$ 40.00
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (735.00)	\$ 265.00
49000 Intergov'tal Revenue	\$ 18,937.00	\$ (18,874.00)	\$ 63.00
49000 Grants Awarded	\$ 2,712.00	\$ (352.83)	\$ 2,359.17
Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)	\$ -
Subtotal	\$ 35,435.00		\$ 5,323.52

Used 25% 27% 27% 12% 25% 27% 0% 100% 17% 34% 14% 18% 22% 69%

28% 60% 28% 20% 12% 27% 0% 0% 0%

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Actual Expenses				
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 2,730.70	\$ 1,269.30
55300-50165 Copier Maintenance	\$ 400.00		\$ -	\$ 400.00
55300-50166 Material Processing/ Repair	\$ 1,000.00		\$ 226.43	\$ 773.57
55300-50167 Housekeeping supplies	\$ 150.00		\$ -	\$ 150.00
Subtotal	\$ 16,950.00		\$ 6,514.21	\$ 10,435.79
Library Prgms & Svcs				
	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 777.53	\$ (77.53)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ 160.00	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 488.07	\$ 2,511.93
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,533.00	\$ 825.00
Subtotal	\$ 9,858.00		\$ 5,932.60	\$ 3,925.40
Library Collection				
	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 533.00	\$ 60.00	\$ 590.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 2,472.71	\$ 2,427.29
55500-50174 Youth Collection	\$ 4,900.00		\$ 1,607.83	\$ 3,292.17
Subtotal	\$ 10,450.00		\$ 4,140.54	\$ 6,309.46
Contingency				
	Projected	Planned	Actual	Balance
80100-50130 Contingency	\$ -			\$ -
Subtotal			\$ -	\$ -

Library Revenue	
68%	
0%	
23%	
0%	
111%	
17%	
85%	
60%	
9%	
50%	
33%	
40%	

2024 Program Stats

Event	Audience	Type	January	February	March
Coffee Cart	General Interest (all ages)	Self-directed	36	30	61
Door Mural	Young Child (0-5)	Self-directed	60	13	
D&D	Young Adult (12-18)	Group		2	5
Hide & Find	Child (6-11)	Self-directed	28	12	42
Homeschool Book Group	Young Adult (12-18)	Group	13	4	6
Leap Front Adoption	General Interest (all ages)	Self-directed		84	
Lego Club	Child (6-11)	Group	11		20
Lionel Trains	General Interest (all ages)	Self-directed	36		
Paws & Pages	General Interest (all ages)	Self-directed		2	1
Pixel Art	General Interest (all ages)	Group			
Storytime	Young Child (0-5)	Group	55	72	49
Table Craft	Young Adult (12-18)	Self-directed	3	20	
Take & Make	General Interest (all ages)	Self-directed	26	2	144
Taste Test	General Interest (all ages)	Group	9	14	
Tiny Art Show	General Interest (all ages)	Group			124
The Butler Did It Book Group	General Interest (all ages)	Group	3		
YA Craft	Young Adult (12-18)	Self-directed			2

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Butler			
Description	Annual Report Reference	2023 Actuals (Per Annual Report)	2024 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2023) and Section V, 9 (for 2024)	\$96,347	\$99,000	
Home County Operating Revenue	Section V, 2(a)	\$14,570	\$18,150	
Other County Payments for Library Services	Section V, 2(b)	\$269	\$0	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$3,204	\$0	
Federal Funds	Section V, 4	\$0	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$9,984	\$14,044	planned reserve fund usage
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$124,374	\$131,194	
Expenditures				
Operating Expenditures	Section VI, 6	\$122,475	\$131,194	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$122,475	\$131,194	
Library Capital and Debt	Section VII (1 & 2)	\$0	\$0	
Total Expenditures		\$122,475	\$131,194	

The information listed above is a correct statement of the Library's spending for 2023 actuals and 2024 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date