

## PUBLIC NOTICE

Meeting: Library Board of Trustees

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

Butler Public Library, 12808 W. Hampton Avenue

**THIS MEETING IS SCHEDULED TO TAKE PLACE VIA ZOOM, NOT IN PERSON**

<https://us02web.zoom.us/j/87661420346?pwd=Te9uFR40AZsoqvIAZakbe3R7j4MilU.1>

Meeting ID: 876 6142 0346 Passcode: 099416

**TAKE NOTICE** that the Library Board will meet over ZOOM on the **12<sup>th</sup>** day of August 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 – Questions?
  - 5.2. Quarterly Technology Review [Goal #4: TechPlanning]
  - 5.3. Director Search Report
  - 5.4. Board Member Search Report [Goal #1: Resource]
  - 5.5. Friends of the Library Update [Goal #3: Community]
  - 5.6. Fiscal Policy Discussion [Goal #1: Resource]
  - 5.7. 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
9. Next meeting: September 10, 2024
10. Adjournment

Dated: 8/5/2024 9:09:00 AM

*Genavieve Danes*  
*Director*

*Charlene M Benjamin*  
*President*

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

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

## List of documents

<b>Agenda Item</b>	<b>Meeting Packet Page Number</b>	<b>Relevant Document(s)</b>
	1	<b>Agenda</b>
	2	<b>List of Documents</b>
3		Last Month's Meeting Minutes – distributed separately
4	3-4	<b>Trustee Education Week Aug 19-23</b>
5.1	5-6	<b>Director's Report</b>
5.6	7-8	<b>Fiscal Policy Outline</b>
6.1	9-10	Current Financial Report
6.2	11	<b>Current Circulation and Use &amp; Hoople Costs</b>
6.3	12	<b>Current Program &amp; Activity Report</b>

# Friday, August 23

## Robert's Rules Refresher



Presenter:  
Thomas Pugh

*Senior Scientist, UW  
Madison, Retired*

Whether you're new to the library board or a long-time member, knowing Robert's Rules can help your meetings run smoothly and efficiently. This Robert's Rules refresher will cover some basic parliamentary procedures like consent agendas, making motions, quorums, closed sessions, and more. To help Thomas prepare for the webinar, we want your questions about Robert's Rules and parliamentary procedure.

## Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees  
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association  
<https://www.wisconsinlibraries.org/trustees-friends>
- United for Libraries, a Division of the American Library Association  
<https://www.ala.org/united/>
- Trustee Training Week Webinar Archive  
[www.wistrusteetraining.com/archive](http://www.wistrusteetraining.com/archive)

### Register Online:

[www.wistrusteetraining.com](http://www.wistrusteetraining.com)

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

### Questions?

Contact Jean Anderson  
South Central Library System  
608-246-5613  
[jean@scls.info](mailto:jean@scls.info)



Trustee Training Week (TTW) is produced by the South Central Library System with support from all Wisconsin Public Library Systems. TTW is funded in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA). Thank you!

Bridges  
IFLS  
Kenosha County  
Manitowoc-Calumet  
Milwaukee County  
Monarch  
Nicolet  
Northern Waters  
Outagamie-Waupaca  
Prairie Lakes  
Southwest  
Winding Rivers  
Winnefox  
Wisconsin Valley



## August 19-23, 2024

### 12-1 p.m.

[www.wistrusteetraining.com](http://www.wistrusteetraining.com)

## Monday, August 19

### Everything You Want to Know About Book Challenges...and a Bit You Probably Don't



Presenter:  
Tasslyn Magnusson

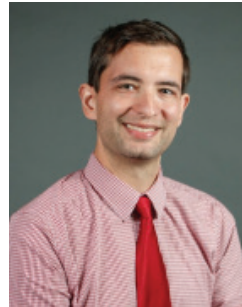
*Independent Researcher*

*She works with PEN America and EveryLibrary*

Join your fellow Wisconsin library trustees and catch up on the news in book reconsideration policies, challenges, and weathering this unprecedented time for libraries across the country. Webinar participants will review some of the latest information and trends on book challenges and attacks on libraries and librarians and, most importantly strategies for preparing for and managing if (when) these challenges come to your library.

## Tuesday, August 20

### Wisconsin Library Law



Presenter:  
Kris Turner

*Associate Director of Public Services at the UW Madison Law School Library*

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

## Wednesday, August 21

### Making Each Other Look Good: The Library Board and the Library Director



Presenter:  
Jamie LaRue

*Executive Director, Garfield County (Colorado) Public Library District*

In an ideal world, board and director are on the same page regarding values, vision, and goals. All too often, that relationship breaks down. Communication fails among board members; expectations of the director are not conveyed or are conveyed poorly. The director fails to notify the board of key issues or projects. How can board members and directors build a stronger and more positive communication infrastructure? While this webinar focuses mostly on board and directors, any staff member interested in the larger dynamics of this relationship may find the session illuminating.

## Thursday, August 22

### Organization and Governance Best Practices for Boards



Presenter:  
Charity Tyler

*Executive Director, Cedar Rapids Public Library Foundation*

A well-defined set of organizational and governance standards and best practices help boost board efficiency and performance, engage current board members, cultivate volunteers and future leaders, and create a positive board culture. Learn the difference between bylaws and operational standards and what belongs in each along with tips for a regular review of both. Learn how to evaluate your current committee structure, determine the needs of your organization, and implement change for increased engagement and improved efficiency and outcomes.

## August Director's Report

### Tech Update

After some issues we got the wifi access point moved out into the library to help boost the signal for the game table and our patron devices. I did have to call Taylor Computer in but we've got the game table back up and running!

Computer #2 has been acting up a bit more than normal lately, I believe that I planned to replace the OPEC computer and the director's laptop but if we save payroll this year it might be beneficial to replace that computer as well.

### Scheduling

We're all adjusting to my new, shortened hours but staff have been so wonderful and accommodating. I know it's been hard for them as well, but they've been wonderful about alternative communications (emails/phone calls instead of notes on the desk/in person conversations). We continue to have some minor hiccups in service due to low staffing (we have had offers to have a second non-staff member but the workload on the single staff member would be too big for a full shift) but the public has been understanding.

### Summer Reading Wrap Up

We ended our 2024 Summer Reading with 194 participants! 55 Adults! We increased about 50 more overall participants and doubled our adults. The checklists were a hit with patrons and staff but the poster would need some tweaks before we try it again! The weekly check ins were a fun way to engage with patrons and what they were doing/reading all summer long.

The Bridges sponsored events (Miss Kim's animals, a magician, Nerf Wars, and a paint & sip) and our local events (Fairest of the Fair Storytime, Braun music concert, summer Lego Clubs, Enchanted Garden crafting, Sea Glass crafting, Police Chief Storytime & a Robotics demo) were all very well attended and got great feedback.

### NNO

By the time you read this we'll have finished up NNO but as of this writing we have our prizes, our plans and our staff figured out. I borrowed the spinner from Bridges again, it was a big hit last year and was a little easier on us than the plinko board.

## Late Summer/Early Fall events

We are taking it slow for August both to recover from Summer Reading and due to my absence. Fired Up to Read will start mid-August. September will be the conclusion of that program, the restart of 1,000 Books Before Kindergarten, Library Card Sign Up Month & a cute little project to celebrate the Wild Robot series being made into a movie! Santa & Mrs. Claus have confirmed a date for us and staff have a lot of crafts, make & takes and fun planned for the later part of the year.



###

# Butler Public Library Fiscal Policy

The following is an initial proposed outline for our Library's fiscal policy. Please do not feel obligated to expand<sup>1</sup> on this outline. However, if you know of additional topics that need to be added, please insert them.

This is for our initial review. Once we think we have all the categories in place, we can start adding the appropriate explanations. I also need to check with Genavieve about the procedures she has in place that cover some or maybe most of the following categories.

Do not worry about the formatting. We will use the Policy Manual format when the time comes.

## **1 Where Our Budget Comes From** *insert pie chart?*

### **1.1 Local Taxes**

### **1.2 Bridges Revenue Sharing**

### **1.3 Grants**

### **1.4 Donations**

*1.4.1 How our donations can be used; 0*

### **1.5 Fines/Fees**

*1.5.1 Refer to procedure?*

### **1.6 Friends of the Library**

*1.6.1 Joint fund-raising*

*1.6.2 Program budgeting*

### **1.7 Investment Income**

*1.7.1 Money Market*

*1.7.1.1 Add in needed Reserve Fund policy items; (also need to repeal the Reserve Fund Policy)*

*1.7.2 Investment Fund*

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<sup>1</sup> Of course you CAN if you have a great wording that needs to be added!

#### 1.7.2.1 Library Board-Level Fundraising

## 2 Who Sets Our Budget

### 2.1 Director

- 2.1.1 Document the cost to operate the library on an annual basis
- 2.1.2 Develop a draft budget for the Library Board to review and approve
- 2.1.3 Work with the Village Administrator to mesh the library budget with the overall Village budget

### 2.2 Library Board

- 2.2.1 Provide guidelines to the Director for managing and allocating funds to create the best value for our patrons
- 2.2.2 Monitor and evaluate financial plans for the Library
- 2.2.3 Propose capital projects to the Village Administration

### 2.3 Village Board

- 2.3.1 Approve the annual request for tax dollars

## 3 Who Authorizes Purchases

### 3.1 Director

- 3.1.1 – not sure, need to talk to Genavieve, think we have a procedure

### 3.2 Staff

- 3.2.1 – permission vs forgiveness

### 3.3 Library Board

- 3.3.1 – special items, cash bonus, end of year incentive, etc.

## 4 Who Uses the Library's Credit Card

### 4.1 Director

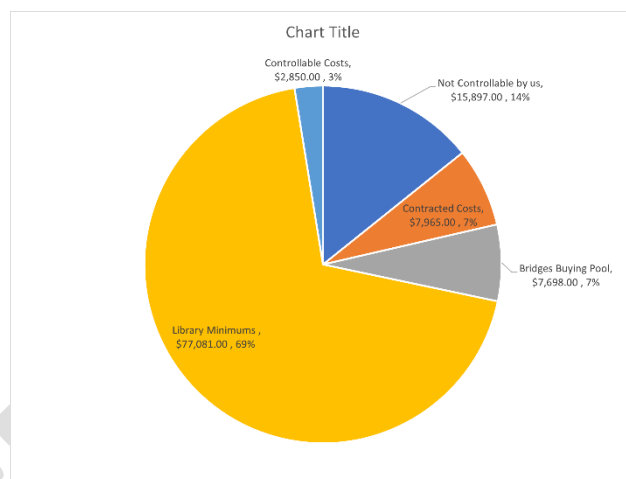
- 4.1.1 – rules, 2<sup>nd</sup> person approval, verifying legitimate uses?

### 4.2 Staff

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

## 5 Who Tracks Purchases

### 5.1 Purchaser (staff)





5.1.1 – receipts, invoices, timeframe

## **5.2 Director**

5.2.1 review, approval, tracking against budget

## **5.3 Village Administration**

5.3.1 – allocated to the correct account, paying invoices, banking deposits

# **6 What About Cash**

## **6.1 Talk to Genavieve –**

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

# **7 Who Pays the Bills**

## **7.1 Director’s responsibilities**

7.1.1 invoices, comm with Village Administration

## **7.2 Treasurer’s responsibilities**

7.2.1 review, counter sign,

## **7.3 Village Administration responsibilities**

7.3.1 provide reports, track bills paid and deposits made?

## **7.4 Library Board’s responsibilities**

7.4.1 review expenses against budget, monthly

# **8 How the Budget Can be Used**

8.1 *Per proved budget document; responsibility of Board and Director/*

8.2 *Clause for unanticipated expenses?*

# **9 How We Plan for the Future**

9.1.1 Investment policy  
*what gets invested and how;*

9.1.2 *who has authority to add to fund;*

9.1.3 *how does the Board approve withdrawals from the fund ....*

## 2024 Library Budget Tracking Sheet

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

Actual Revenue	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 17,066.47
<b>Total</b>	<b>\$ 116,066.47</b>

Print Date  
8/6/2024

Current Balance (Actual Revenue - Actual Expenses)
\$ 39,395.55

Total of Actual Expenses
\$ 76,670.92

### 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
<b>Subtotal</b>	<b>\$ 82,155.00</b>		<b>\$ 44,795.48</b>	<b>\$ 37,359.52</b>

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
<b>Subtotal</b>	<b>\$ 11,781.00</b>		<b>\$ 4,773.46</b>	<b>\$ 7,007.54</b>

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

Used	Source	Projected	Over/(Under)	Actual	
54%	40320 Donations & Book Sales	\$ 800.00	\$ (143.53)	\$ 656.47	82%
58%	40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00	60%
58%	48910 Printing/Copies	\$ 2,000.00	\$ (598.36)	\$ 1,401.64	70%
37%	48910 Replacement Cards	\$ 20.00	\$ (7.00)	\$ 13.00	65%
55%	48910 MKE Cards	\$ 330.00	\$ 70.00	\$ 400.00	121%
	48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (225.01)	\$ 774.99	77%
0%	49000 Intergov'tal Revenue	\$ 18,937.00	\$ (9,405.36)	\$ 9,531.64	50%
104%	49000 Grants Awarded	\$ 2,712.00	\$ (352.83)	\$ 2,359.17	
39%	Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)		0%
47%	Capital Fund Interest		\$ 129.56	\$ 129.56	
49%	<b>Subtotal</b>	<b>\$ 34,635.00</b>		<b>\$ 17,066.47</b>	
53%					
47%					
77%					

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Total of Actual Expenses
\$ 76,670.92

Actual Expenses					Library Revenue	
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 3,776.19	\$ 223.81	94%	available 854.12 funds
55300-50165 Copier Maintenance	\$ 400.00		\$ 333.83	\$ 66.17	83%	
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 365.44	\$ 963.56	27%	
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,879.62	\$ (1,729.62)	1253%	available 62.17 funds
<b>Subtotal</b>	<b>\$ 17,479.00</b>		<b>\$ 12,541.11</b>	<b>\$ 4,937.89</b>		
Library Prgms & Svcs	Projected	Planned	Actual	Balance		
55400-50168 E-Book Contribution	\$ 700.00		\$ 827.17	\$ (127.17)	118%	
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ -	\$ 134.00	\$ 666.00	17%	
55400-50172 Patron Programs	\$ 3,000.00		\$ 2,039.25	\$ 960.75	68%	\$ 317.58 available funds
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,652.40	\$ 705.60	87%	
<b>Subtotal</b>	<b>\$ 9,858.00</b>		<b>\$ 7,652.82</b>	<b>\$ 2,205.18</b>	78%	
Library Collection	Projected	Planned	Actual	Balance		
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 373.00	\$ 180.00	\$ 470.00	28%	
55500-50173 Adult Collection	\$ 4,900.00		\$ 3,843.91	\$ 1,056.09	78%	
55500-50174 Youth Collection	\$ 4,900.00		\$ 2,884.14	\$ 2,015.86	59%	
<b>Subtotal</b>	<b>\$ 10,450.00</b>		<b>\$ 6,908.05</b>	<b>\$ 3,541.95</b>	66%	

## 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	66%
2024	1,442	1,698	1,773	1,861	1,599	2,756	2,186						13,315	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	59%
2024	1,197	1,214	1,216	1,274	1,131	1,283	1,323						8,638	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	72%
2024	1,116	1,489	1,438	1,352	1,288	1,755	1,991						10,429	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	65%
2024	2,313	2,703	2,654	2,626	2,419	3,038	3,314	0	0	0	0	0	19,067	YTD
E & Audio Books -2023	148	143	128	110	113	118	131	112	94	114	98	94	1,403	50%
2024	86	91	102	123	112	87	106						707	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	65%
2024	2,399	2,794	2,756	2,749	2,531	3,125	3,420	0	0	0	0	0	19,774	YTD
New Library Cards-2023	10	17	16	17	14	27	8	12	19	17	11	5	173	56%
2024	8	14	16	6	19	20	14						97	YTD
Computer Use (Sessions) -2023	251	244	200	208	225	272	170	208	167	203	185	185	2,518	50%
2024	145	190	175	195	152	176	216						1,249	YTD
Conference Room														
Scheduled/Occupied - 2023	10	10	7	10	9	11	7	9	2	9	7	7	98	96%
2024	13	14	12	14	18	9	14						94	YTD
Patrons - 2023	31	19	23	26	22	19	12	9	10	24	14	9	218	88%
2024	30	34	19	21	41	25	21						191	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						\$197.17	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								

## 2024 Program Stats

2024 Program Stats			Januar	February	March	April	May	June	July	
Event	Audience	Type	Totals -->	280	255	562	435	237	405	949
Adult Craft	Adult (19+)	Group				8				12
Birthday Celebration	General Interest (all ages)	Self-directed				157				
Book Bingto	General Interest (all ages)	Group				23				
Coffee Cart	General Interest (all ages)	Self-directed	36	30	61	71	36	41		48
Coffee with a Cop	Adult (19+)	Group					8			
Door Mural	Young Child (0-5)	Self-directed	60	13	77	50	24			77
D&D	Young Adult (12-18)	Group		2	5	5	6			7
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			
Homeschool Book Group	Young Adult (12-18)	Group	13	4	6		5			
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		
Lionel Trains	General Interest (all ages)	Self-directed	36							
Medicare	Adult (19+)	Group				1				
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
Paws & Pages	General Interest (all ages)	Self-directed		2	1	3				3
Pixel Art	General Interest (all ages)	Group								
Storytime	Young Child (0-5)	Group	55	72	49		73	92		65
Summer Reading - James the	Young Child (0-5)	Group						38		
Summer Reading - Miss Kim's	General Interest (all ages)	Group						104		
Summer readinag - 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				
Taste Test	General Interest (all ages)	Group	9	14						
Teen This or That	Young Adult (12-18)	Self-directed						63		
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/ Group			2	11				113