

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, July 09, 2024, at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

THIS MEETING IS SCHEDULED TO TAKE PLACE IN PERSON AND IN 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 July 2024 at 6:00 PM, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll call
2. Persons Desiring to be Heard (3-minute limit per person)
3. Consideration of minutes from previous meeting(s)
4. Trustee Education
5. Communications
 - 5.1. Director's Report – Questions?
 - 5.2. Interim Director Plan
 - 5.3. Director Search Planning
 - 5.4. Board Member Search [Goal #1: Resource]
 - 5.5. Friends of the Library Update [Goal #3: Community]
 - 5.6. Future-looking Funding: Money Market, Agency Fund [Goals #1 - #4]
 - 5.7. 2025 Proposed Budget Pre-review with Director
 - 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 the proposed 2025 Library Budget
 - 8.2. 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:

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.

8.2.1. Proposed Employee Contract Amendments

8.3. 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.

8.3.1. Possible Approval of Proposed Employment Contract Amendments for Genavieve Danes

9. Next meeting: August 13, 2024

10. Adjournment

Dated: 7/3/2024 1:08:00 PM

Genavieve Danes
Director

Charlene M Benjamin
President

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

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List of documents

Agenda Item	Meeting Packet Page Number	Relevant Document(s)
	1-2	Agenda
	3	List of Documents
3	4-5	Last Month's Meeting Minutes
5.1	6	Director's Report
5.2	7, 8-9	Criteria for Applicants
5.3	10	Board Member Recruiting Handout
5.5	11	Reserve Fund Balance History
6.1	12-13	Current Financial Report
6.2	14	Current Circulation and Use & Hoople Costs
6.3	15	Current Program & Activity Report
8.1		Proposed 2025 Budget – distributed separately
8.2		Proposed Employee Agreement amendments – distributed separately

Minutes of Butler Public Library Board Meeting - June 11, 2024
Minutes not formally accepted until next meeting on July 13, 2024
Meeting was called to order by president Charlene Benjamin at 6:10pm

1. Roll call

- Present: Charlene Benjamin, Michael Bates, Laura Meyer, Robert L. Kraus, Genavieve Danes
- Absent: Liz Glaser
- Excused: Bob Gundrum, Karl DeBelack
- Guests: Melissa Baxter and David Salmo (WCCF)

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

3. Consideration of minutes from previous meeting(s) Michael made motion, Laura seconded, no discussion, motion passed unanimously

4. Trustee Education

4.1. Exploring options / benefits / tax relief: David Salmo, Waukesha County Community Foundation [Goal #1: Resource] presentation from David and Melissa from the Waukesha County Community Foundation, on the benefits and practices of the organization, for the Board to consider utilizing as an investment opportunity

5. Communications – discussion on 5.1-5.3 tabled until next meeting

5.1. Quarterly Budget Review

5.2. Circulation Policy review:

1. 5.2.1. Milwaukee County Guest Library Card discussion.
[Goal #3: Community]

2. 5.2.2. Transitioning Youth to Adult library cards and obligations
[Goal #3: Community]

5.3. Director's Report – Questions?

5.4. Other communications Bob has resigned his position on the Board. Efforts are underway to recruit a new Board member.

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 made motion, Mike seconded. Motion passed 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

8. New Business

8.1. Discussion and possible approval of the Library Standards

Certification. Numbers show great reach outside community. Mike recommended sending highlights of data to village board. Laura made motion, Mike seconded. Motion passed unanimously.

8.2. Discussion and Possible Approval of proposals to Butler's Capital

Budget. Items listed: circulation fans, interior painting, fence along property line to north and east, and LED-compliant light fixtures. Mike made motion for Genavieve to move to board, Robert seconded. Motion passed unanimously.

9. Next meeting: July 9, 2024

10. Adjournment Mike made motion to adjourn, Laura seconded. Motion passed unanimously.

Director's Report July 2024

The Big News

As you all know, I'm leaving the library system for a job closer to home that will allow a full-time transition within the year. I have absolutely loved my time here with you all and I am sorry to be leaving. I will spend my next few weeks cleaning up my desk and updating all the Director Notes files for a smooth transition.

Passport Program

Once again the Bridges Passport Program is a huge success, bringing in an astounding 455 people to get a stamp from the Butler Library! This program runs through August so while July & Aug foot traffic probably won't be as high we should still see a bump through the rest of the summer as the people in outlying areas make their way to us.

Summer Reading

We are in full swing with our new Summer Reading program and so far feedback has been really positive. Patrons seems to be liking the surprise of each week's challenges and they are responding well to not having a book or time count to meet, instead meeting the challenges in a way that works for them. If you aren't already participating don't feel like you can't still join in! The challenges aren't overly hard and can be combined so you can still catch up. We have 171 total participants as of 7/1 with 53 adults!

Open Crafting

McKenzie seems to have cracked the code on the type of crafting event our patrons want! We've had great turnout and feedback for our recent guided but open craft events with Book Nooks, Sea Glass & Enchanted Gardens. Patrons have asked us to rerun the Book Nook series this fall and I think some of the fall/Halloween events we have planned will also hit this market.

Friends Group Update

I'm sure you all know about Carol Zuba's passing, it's rocked our library and our Friends Group in June. The new Friends President, Tom Sardina, had his first meeting and it was really full of helpful energy from our community. October's big fundraiser is still on so look for our Trivia Night fliers in early fall!

Job Listing *for* Butler Public Library Director

Butler, Wisconsin is seeking a Director for our much-loved small-town library. This 25-hour/week position comes with an experienced staff, a supportive Board of Trustees, an involved Friends group, and patrons who treat the library as a Village treasure. Our library focuses on service to our patrons and strives to create a welcoming experience for readers of all ages.

Seeking a person who enjoys working with people, is passionate about libraries, and can manage a budget!

Salary range is \$18 - \$22.00/hour and includes flexible working hours, some remote work potential, paid vacation, holidays, sick time, and retirement contributions.

Priority will be given to applications received by July 15, 2024.

We are looking for:

- strong customer service skills
- effective leadership skills
- business experience
- collaborative skills for working with the Library Board of Trustees and our local Village leadership
- experience with libraries –not required.*

*Library Director Certification must be completed within three years, unless the candidate has a master's degree in Library Science. The Board of Trustees will reimburse for a successfully completed Certification.

The Village of Butler, home to 1800, is conveniently located in northeast Waukesha County. This location combines small town living with easy access to major culture and educational resources in surrounding communities.

Intrigued?

Read the complete [Position Description](#) here. Send any questions to BoardPresident@Butler.Lib.WI.US To contact the Library directly with questions, call 262-783-2535.

To Apply:

Send your cover letter, resume, and three professional references to the Library Board president at BoardPresident@Butler.Lib.WI.US. Or drop your application documents off at the Butler Public Library located at 12808 W Hampton Avenue, Butler, WI 53007.

What we are looking for in a new Director:

Item	Rating: [1, 2, etc.]	Notes
<p>Strong customer service –</p> <ul style="list-style-type: none"> • a friendly and open approach to patrons when they enter the building and/or ask for help; • patience with questions and questioners of all ages; • an attitude that puts the client first and routine library work second; • an attitude that values service to our patrons as the reason the library exists. 		
<p>Efficient leadership –</p> <ul style="list-style-type: none"> • the ability to make prompt decisions when needed after considering all the facts available but not delaying action because of uncomfortable situations; • the ability and desire to communicate openly to staff, Board members, Friends members, and others about all aspects of the library and its mission; • the ability to assign work to team members and follow up on good or not so good performance; • a calm attitude towards concerns, challenges, and upsets; • the ability to work with staff members to learn and to teach. 		

Item	Rating: [1, 2, etc.]	Notes
<p>Good management –</p> <ul style="list-style-type: none"> • the ability to keep track of expenses and manage costs versus revenue; • the willingness to work with staff to create the most efficient schedule possible; • the ability to keep track of details, especially those needed for library and Board reports; • the technical ability to track data and turn it into informative reports. 		
<p>Library skills or experience – experience working with the processes, people, and software systems that make the library run smoothly, from placing books in the right places on shelves to researching and locating resources for patrons.</p>		
<p>Business skills or experience – a knowledge of how for-profit or non-profit businesses are run.</p>		

BOOKS!

LEGOS

MOVIES!

ART SHOWS!

E-BOOKS!

SNAKES!

TEEN CRAFTS! STORIES!

CHARCUTERIE!

*Interested? The Butler Public Library provides this and more to anyone who comes... AND, We have an opening on our Board of Directors for a **Butler** resident.*

TIME? 2 to 3 hours per month. More if you wish.

WHEN? Board meets 2nd Tuesday of the month at 6:00 p.m.

HOW? Join in person or via video meeting...no problem if you are occasionally out of town.

WHAT?

- Help make decisions about the future of our Library.
- Help us serve patrons the best way possible.
- Help develop the Library's budget.
- Help us focus on customer service and good fiscal practices.
- Set policy.
- Meet people.
- Enjoy perks (free coffee or tea, at least and all the books you can check out).

INTERESTED?

Contact Charlene at boardpresident@butler.lib.wi.us or call 414-429-4162. Or talk to any one of our excellent Library staff.

For more about the Board, visit our website: <https://www.butler.lib.wi.us/board-of-directors/>

Library Trustees are volunteers: your “payment” is satisfaction for helping to preserve and advance this important resource in our community.

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History of Fund Balance / Reserve Fund for the Library

Year	Notes	Amount	Total +/-
2018	<i>Draft Library Budget budget from Village</i>	\$ 14,257.00	\$ (4,069.00)
2019	Projected Balance	\$ 10,188.00	\$ 12,808.00
2020	Actual 2019 Fund Balance	\$ 22,996.00	\$ 1,863.00
2021	Actual 2020 Fund Balance	\$ 24,859.00	\$ 1,991.00
2022	Actual 2021 Fund Balance	\$ 26,850.00	\$ (2,272.00)
2023	Actual 2022 Fund Balance	\$ 24,578.00	\$ 4,644.00
2024	Actual 2023 Fund Balance	\$ 29,222.00	\$ (5,612.00)
2025	<i>Ben's calculation for 2024 Fund Balance</i>	\$ 23,610.00	\$ 614.00

Amounts drawn from Village Budget document unless otherwise noted in italics

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
7/2/2024

Current Balance (Actual Revenue - Actual Expenses)
\$ 46,648.70

Actual Revenue	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 16,532.19
Total	\$115,532.19

Total of Actual Expenses
\$ 68,883.49

Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 34,679.80	\$ 39,232.20
55100-50120 FICA	\$ 5,300.00		\$ 2,653.04	\$ 2,646.96
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 1,456.91	\$ 1,436.09
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 15.20	\$ 34.80
Subtotal	\$ 82,155.00		\$ 38,804.95	\$ 43,350.05

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	\$3,600.00	\$ 2,735.20	\$ 5,264.80
55200-50135 Telephone/ Internet	\$ 2,350.00	\$ 525.00	\$ 1,040.98	\$ 1,309.02
55200-50136 Office Supplies	\$ 900.00		\$ 316.50	\$ 583.50
55200-50137 Postage	\$ 75.00		\$ 39.61	\$ 35.39
Subtotal	\$ 11,781.00		\$ 4,190.29	\$ 7,590.71

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$5,072.00	\$ 4,165.83	\$ 5,034.17
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	\$ (188.68)	\$ 611.32	47%
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00	50%
48910 Printing/Copies	\$ 2,000.00	\$ (775.61)	\$ 1,224.39	50%
48910 Replacement Cards	\$ 20.00	\$ (10.00)	\$ 10.00	30%
48910 MKE Cards	\$ 330.00	\$ 30.00	\$ 360.00	47%
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (364.33)	\$ 635.67	47%
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)	\$ -	34%
Subtotal	\$ 35,435.00		\$ 16,532.19	44%

2024 Library Budget Tracking Sheet

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Total \$131,723.00

Actual Revenue	
General Property Taxes	\$ 99,000.00
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Total \$115,532.19

<i>Print Date</i>
7/2/2024

Current Balance (Actual Revenue - Actual Expenses)
\$ 46,648.70

Total of Actual Expenses
\$ 68,883.49

Actual Expenses

55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 3,716.20	\$ 283.80
55300-50165 Copier Maintenance	\$ 400.00		\$ 268.39	\$ 131.61
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 365.44	\$ 963.56
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,879.62	\$ (1,729.62)
Subtotal	\$ 17,479.00		\$ 12,234.75	\$ 5,244.25

Library Revenue

\$630.31 grant
93% funded/refunded
67%
27%
1253% *grant purchases

Library Prgms & Svcs	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 828.38	\$ (128.38)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ -	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 1,782.42	\$ 1,217.58
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,533.00	\$ 825.00
Subtotal	\$ 9,858.00		\$ 7,277.80	\$ 2,580.20

118%
17%
59%
85%
74%

Library Collection	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 437.00	\$ 150.00	\$ 500.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 3,553.08	\$ 1,346.92
55500-50174 Youth Collection	\$ 4,900.00		\$ 2,672.62	\$ 2,227.38
Subtotal	\$ 10,450.00		\$ 6,375.70	\$ 4,074.30

23%
73%
55%
61%

2024 Program Stats			January	February	March	April	May	June	
Event	Audience	Type	Totals -->	280	255	562	435	237	301
Adult Craft	Adult (19+)	Group					8		
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		
Coffee with a Cop	Adult (19+)	Group					8		
Door Mural	Young Child (0-5)	Self-directed	60	13	77	50	24		
D&D	Young Adult (12-18)	Group		2	5	5	6		
Easter - Off Site	Child (6-11)	Group			31				
Guessing Game	General Interest (all ages)	Self-directed					59		
<i>Hide & Find</i>	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
Paws & Pages	General Interest (all ages)	Self-directed		2	1	3			
Pixel Art	General Interest (all ages)	Group							
Storytime	Young Child (0-5)	Group	55	72	49		73		92
Summer Reading - James the	Young Child (0-5)	Group							38
Summer Reading - Miss Kim's	General Interest (all ages)	Group							104
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					
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			