

## PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, June 11, 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 **11<sup>th</sup>** day of June 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. *Exploring options / benefits / tax relief: David Salmo, Waukesha County Community Foundation [Goal #1: Resource]*
5. Communications
  - 5.1. Quarterly **Budget** Review
  - 5.2. Circulation Policy review:
    - 5.2.1. Milwaukee County Guest Library Card discussion. [Goal #3: Community]
    - 5.2.2. Transitioning Youth to Adult library cards and obligations [Goal #3: Community]
  - 5.3. Director's Report – Questions?
  - 5.4. 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 Library Standards Certification.
  - 8.2. Discussion and Possible Approval of proposals to Butler's Capital Budget.
9. Next meeting: July 9, 2024
10. Adjournment

Dated: June 5, 2024

*Genavieve Danes*  
Director

*Charlene M Benjamin*  
President

**List of documents**

<b>Agenda Item</b>	<b>Meeting Packet Page Number</b>	<b>Relevant Document(s)</b>
	1	Agenda
	2	List of Documents
3	3-4	Last Month's Meeting Minutes
4.1	5	Foundation Argument
5.1		See Current Financial Report document (Pgs 8-9)
5.2	6-7	Director's Report
6.1	8-9	Current Financial Report
6.2	10	Current Circulation and Use & Hoople Costs
6.3	11	Current Program & Activity Report
8.1	12-16	Library Standards Certification

**Minutes of Butler Public Library Board Meeting - May 14, 2024**  
**Minutes not formally accepted until next meeting on June 11, 2024**  
**Meeting was called to order by president Charlene Benjamin at 6:00pm**

**Roll call**

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

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

**3. Consideration of minutes from previous meeting(s)**

Michael Bates made motion, Robert Kraus seconded. No discussion or changes. Unanimously passed.

**4. Trustee Education**

**4.1. Check out/Check in Procedures (Understanding the work)**

**[Goal #2: Staff]**

Genavieve demonstrated checkout process (using card, fee review, RFID scanning, holds retrieval, receipts)

**5. Communications**

**5.1. Quarterly Technology Review [Goal #4: Tech Planning]**

Discussion noted switching Director laptop to 2025 replacement, and both front desk PCs replaced in 2026.

**5.2. Library Mission/ Board By-Laws Review**

No changes were suggested

**5.3. Director's Report**

Discussed purchases from Bridges Grant. Announced Instagram account.

**5.4. Other communications**

None

**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.***

Motion to accept made by Robert Kraus, seconded by Laura Meyer. No comments or concerns. 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 Resolution 24-09**

Plan to move reserve fund balance into Money Market account held at Town Bank. Interest earned would be reflected as revenue. Motion to recommend the Resolution to the Village Board accept made by Laura Meyer, seconded by Karl DeBelack. Passed unanimously.

**8.2. Discussion and possible approval of the 2024-2025 Director's Goals**

Motion to accept made by Robert Kraus, seconded by Michael Bates. Approved unanimously.

**8.3.** The Board went into closed session at 6:43 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 Michael Bates, seconded by Laura Meyer, motion carried unanimously.

The Board discussed the Director's proposed three-year salary plan to bring staff wages closer to equity with similar sized libraries.

**8.4.** Motion to return to open session at 7:01 p.m. by Michael Bates, seconded by Liz Glaser, motion carried unanimously.

**8.5. Discussion and Possible Approval of items from Closed Session**

Motion to approve that the Director continue to develop the proposed salary plan made by Laura Meyer, seconded by Robert Kraus. Approved unanimously.

**9. Next meeting: June 11, 2024**

**10. Adjournment**

Motion to accept made by Michael Bates, seconded by Karl DeBelack. Approved unanimously.

# Future Planning

## Our Current Funding Model:

### 1. Tax Revenues:

- a. Most of our annual budget is funded by the Village of Butler's tax dollars.
 

2020: \$94,560; 89% of budget	2023: \$96,347; 82% of budget
2021: \$94,565; 84% of budget	2024: \$99,000; 75% of budget
2022: \$96,347; 86% of budget	2025 <i>preliminary</i> budget: ~75%
- b. Butler has a limited tax-payer base, no open land for new buildings or businesses. The possible increases in any of the village's tax-supported budget can be limited.

### 2. Other Revenue Sources:

- a. Revenue sharing from Bridges. Varies year to year, from 6 to 12%. Dependent in part on our circulation numbers, which are themselves dependent on our quality of service
- 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 and are restricted to 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 or about 2% of 2024 budget).
- f. Public fund-raising efforts (via the Friends, about \$1,000 or about 0.8% of 2024 budget)

Items **a.** through **d.** are not under our control.

Items **e** and **f** are vital to our mission of serving the community. However, the **Friends** are a small group of volunteers, and on-going support – while vital – depends on the ability of the organization to sustain itself. **Fund-raising events**, while fun, can be time-consuming and require tapping into our small supply of volunteers.

### Bottom line:

As a Board, we plan for the future *as well as* for next year. A Foundation will help us ensure this library is still able to provide the best benefit to generations to come. We can only would benefit greatly from developing another revenue source!

### Foundation Rationale:

Even though we recently agreed to move reserve funds into an interest-bearing money market account, we could still benefit from an additional income-producing fund that can be used to support our operating budget.

### Waukesha County Community Foundation:

The WCCF is an accredited non-profit organization which can help us create more revenue for the Butler Public Library. The WCCF provides investment services to small organizations (like us) who cannot afford to develop their own Foundation. The WCCF currently works with at least two libraries in the Bridges system.

## June Director's Report

### Summer Reading is here!

If you haven't signed up for Summer Reading this year it's time! We love adult participation and I promise it's an easy program.

### Fired Up to Read update

Fired Up to Read is shaping up. We will run Aug 15-Sept 30<sup>th</sup>. People can get a printout checklist and when they return it to the library they will be entered into the drawing. The library will then pick 3 winners & forward the names over to DPW, FD & PD for them to schedule a ride.

### Passport Program

Bridges is sponsoring the passport challenge again. This year they went with a pirate treasure map theme and they provided a print out with suggested "loops" to help patrons navigate their way to all the libraries.

### StoryTime news

We have SO MANY guest readers this summer! Outdoor StoryTime will kick off our therapy dog Moose doing a reading. Then therapy dog Panda will take a turn. Fairest of the Fair will round out our June special guests, reading about pigs. July will start with a bookish concert with the Brauns and we'll finish Summer Reading with a special StoryTime party! Chief Z came to read in May and will be back in August to read again. We are loving all the community engagement with our littlest patrons.

### Thanks DPW!

I'm sure you've all noticed the repairs to our parking lot this month! They've also helped us install the AED box, reinforce some shelving & walk me through the possibilities for an outdoor seating area dedicated to the memory of John Schmidt.

Thanks Village Community Events!

The Friends Group raised a total of \$1,400 at BINGO this year! Thank you to the Village for allowing us space to sell raffle tickets and to all the volunteers & staff for donating, assembling, and raffling!

#### Boy Scout Update

Harlan had a very successful brat sale in addition to a donation bucket at the library and raised more than he'll need to finish his project! He still has to buy a few supplies and get lunch for his helpers but there should be enough money left over to make a start on our outdoor seating area.

#### Transitioning Library Cards

At a recent APL meeting we discussed the increased focus on parents rights and the privacy rights of teens. In order to fall in line with the best practices followed by other Bridges libraries & to be better in line with the law in Wisconsin we will be pulling our library cards records regularly to make sure our patrons are in the correct patron age grouping. Children will automatically be moved to 16-17 and 18 years olds will be automatically moved to adults. This process also uncovered a handful of patrons who had passed on but not been removed from our records. Potential impacts of this change will be:

16+ will accrue late fees

16+ no information will be given to anyone other than the cardholder without an association form on file

#### 2025 Budget

I am meeting with the Village Department heads on Friday, June 14<sup>th</sup> and should also have some preliminary numbers from Bridges on the 14<sup>th</sup>. I plan to get a 2025 proposal together for the July meeting.

**2024 Library Budget Tracking Sheet**

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

Print Date  
6/5/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 54,708.39
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<b>Actual Revenue</b>	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 15,807.08
<b>Total</b>	<b>\$ 114,807.08</b>

Total of Actual Expenses	\$ 60,098.69
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**Actual Expenses**

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 29,430.58	\$ 44,481.42
55100-50120 FICA	\$ 5,300.00		\$ 2,251.45	\$ 3,048.55
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 1,236.44	\$ 1,656.56
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 12.16	\$ 37.84
<b>Subtotal</b>	<b>\$ 82,155.00</b>		<b>\$ 32,930.63</b>	<b>\$ 49,224.37</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	\$4,400.00	\$ 2,191.23	\$ 5,808.77
55200-50135 Telephone/ Internet	\$ 2,350.00	\$1,352.00	\$ 340.08	\$ 2,009.92
55200-50136 Office Supplies	\$ 900.00		\$ 235.04	\$ 664.96
55200-50137 Postage	\$ 75.00		\$ 34.99	\$ 40.01
<b>Subtotal</b>	<b>\$ 11,781.00</b>		<b>\$ 2,859.34</b>	<b>\$ 8,921.66</b>

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$5,542.00	\$ 3,730.20	\$ 5,469.80
55300-50163 Technology Maintenance	\$ 2,400.00	\$ 975.00	\$ 1,964.27	\$ 435.73

**Library Revenue**

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 800.00	\$ (386.61)	\$ 413.39
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00
48910 Printing/Copies	\$ 2,000.00	\$ (975.36)	\$ 1,024.64
48910 Replacement Cards	\$ 20.00	\$ (12.00)	\$ 8.00
48910 MKE Cards	\$ 330.00	\$ (170.00)	\$ 160.00
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (489.76)	\$ 510.24
49000 Intergov'tal Revenue	\$ 18,937.00	\$ (9,405.36)	\$ 9,531.64
49000 Grants Awarded	\$ 2,712.00	\$ (352.83)	\$ 2,359.17
Capital Fund Surplus Applied	\$ 6,636.00	\$ (6,636.00)	\$ -
<b>Subtotal</b>	<b>\$ 35,435.00</b>		<b>\$ 15,807.08</b>

Used 40%  
42%  
43%  
24%  
40%  
40%  
51%  
51%  
0%  
104%  
27%  
14%  
26%  
47%  
41%  
82%

52%  
60%  
51%  
40%  
48%  
51%  
50%  
0%

**2024 Library Budget Tracking Sheet**

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General Property Taxes	\$ 99,000.00
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<b>Total</b>	<b>\$ 114,807.08</b>

Total of Actual Expenses	\$ 60,098.69
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<b>Actual Expenses</b>				
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 3,885.72	\$ 114.28
55300-50165 Copier Maintenance	\$ 400.00		\$ -	\$ 400.00
55300-50166 Material Processing/ Repair	\$ 1,329.00		\$ 299.84	\$ 1,029.16
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,793.48	\$ (1,643.48)
<b>Subtotal</b>	<b>\$ 17,479.00</b>		<b>\$ 11,673.51</b>	<b>\$ 5,805.49</b>

**Library Revenue**

\$630.31 grant  
97% funded/refunded  
0%  
23%  
1196% \*grant purchases

Library Prgms & Svcs	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 814.40	\$ (114.40)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ 140.00	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 3,000.00		\$ 1,563.86	\$ 1,436.14
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,533.00	\$ 825.00
<b>Subtotal</b>	<b>\$ 9,858.00</b>		<b>\$ 7,045.26</b>	<b>\$ 2,812.74</b>

116%  
17%  
52%  
85%  
71%

Library Collection	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 469.00	\$ 120.00	\$ 530.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 3,263.86	\$ 1,636.14
55500-50174 Youth Collection	\$ 4,900.00		\$ 2,206.09	\$ 2,693.91
<b>Subtotal</b>	<b>\$ 10,450.00</b>		<b>\$ 5,589.95</b>	<b>\$ 4,860.05</b>

18%  
67%  
45%  
53%



<b>2024 Program Stats</b>				<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>Event</b>	<b>Audience</b>	<b>Type</b>	<b>Totals --&gt;</b>	<b>280</b>	<b>255</b>	<b>562</b>	<b>435</b>	<b>237</b>
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 &amp; 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 Front 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	
Lionel Trains	General Interest (all ages)	Self-directed	36					
Medicare	Adult (19+)	Group					1	
Narcan/OAK box presentation	Adult (19+)	Group					4	
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	
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		



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

P 262.896.8080  
W [bridgeslibrarysystem.org](http://bridgeslibrarysystem.org)

To: Butler Public Library Board of Trustees  
From: Karol Kennedy, Bridges Library System Director  
Re: Waukesha County Library Standards Certification  
Date: May 14, 2024

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2024.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

**Step 1. Review your Library’s Library Service Effort Ratio (LSER) Calculation**

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 9,186
- PLUS lending to other library community’s residents: 16,877
- DIVIDED by total circulation by your residents at all county libraries: 11,407

Your library’s LSER is shown in Table 1 below.

**Table 1.**

Butler’s Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
<b>Target</b>	<b>Actual</b>	<b>Pass?</b>
80%	228.48%	Yes

If your LSER ratio is higher than your listed target rate, you will see a “Yes” in Table 1 above and may skip to step 3 on this form. Please note, even if there is a “Yes” listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a “No” in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

**Step 2: Compare your Library’s previous year’s data to your Library’s *Minimums to Exempt***

Please review the data below gathered from your library’s 2023 state annual report and indicate whether your library will meet its minimum requirements in 2024.

Please circle “Yes” or “No” in the last column in Table 2. **(Completing this table is required if LSER = “NO” in step 1.)**

**Table 2.**

Library	Butler		2022 Municipal Population	1,780
<b>Category</b>	<b>Minimum to Exempt</b>	<b>Library Actuals from 2023 annual report</b>	<b>Met Minimum during 2023?</b>	<b>Will Meet Minimum in 2024? (Circle one)</b>
Materials Expenditures/Capita	\$6.15/capita	\$7.26/capita	Yes	Yes No
Number Hours Open/Week	35	38	Yes	Yes No
Budgeted Staff in FTE	2.0	2.19	Yes	Yes No
Collection Size	13,000	25,010	Yes	Yes No
Public Computers/Internet Access Devices	2	5	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

**Step 3. Review and Report on Quality Assurance Standards for Butler Public Library**

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

**Table 3.**

Quality Assurance Standards	Library Assurance for 2024 (circle one)	
Library board member orientations are provided	Yes	No
Library website includes key board/staff contact & meeting information	Yes	No
Library board conducts director performance evaluation	Yes	No
Library budgets for professional development	Yes	No
Library has active strategic plan	Yes	No
Library has a current circulation policy	Yes	No
Library has a current collection management policy	Yes	No
Library has a current computer/internet policy	Yes	No
Library has a current meeting room use policy (if meeting room available)	Yes	No
Library has a current public behavior (rules of conduct) policy	Yes	No
Library has a current personnel policy	Yes	No

Policies are considered current if they have been adopted or reviewed within the last five years.

**Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance.** Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

**Library Board Certification of Eligibility for Exemption from County Library Tax**

I certify that the library board’s responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library’s plan of service for 2024.

<b>Name of Library</b>	<b>Butler Public Library</b>
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director’s Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2024**.