

PUBLIC NOTICE

Meeting: Library Board of Trustees  
Tuesday, May 14, 2024, at 6:00 PM  
Butler Public Library, 12808 W. Hampton Avenue  
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 14<sup>th</sup> day of May 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. Check out/Check in Procedures (Understanding the work) [Goal #2: Staff]
  5. Communications
    - 5.1. Quarterly **Technology** Review [Goal #4: TechPlanning]
    - 5.2. Library Mission/ Board By-Laws Review
    - 5.3. Director's Report
    - 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 Resolution 24-09
    - 8.2. Discussion and possible approval of the 2024-2025 Director's Goals
    - 8.3. 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.
      - 8.3.1. Items of Discussion: Staff Wage Plan
    - 8.4. 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.
    - 8.5. Discussion and Possible Approval of items from Closed Session
  9. Next meeting: June 11, 2024
  10. Adjournment
- Dated: May 7, 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
5.1	5-10; 11-14	Technology Maintenance Plan; Quarterly Public PC Usage
5.2	15; 16-17	Library Mission / Board of Trustees By-Laws
5.3	18-19	Director's Report
6.1	20-21	Current Financial Report
6.2	22	Current Circulation and Use & Hoople Costs
6.3	23	Current Program & Activity Report
8.1	24	Resolution No 24-09
8.2	25	2024-2025 Library Director's Goals
8.3	n/a	Staff Wage Plan (distributed separately)

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

**1. Roll call**

- Present: Charlene Benjamin, Michael Bates, Laura Meyer, Karl DeBelack, Robert L. Kraus, Genavieve Danes
- Absent: Liz Glaser
- Excused: Bob Gundrum
- Guests: Bruce Gay, Ben Hubrich, Carol Zuba

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

n/a

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

Michael motion, Karl seconded, no discussion, motion passed unanimously.

**4. Trustee Education**

**4.1. Guest Bruce Gay, Director Waukesha Public Library: Working with the Waukesha County Community Foundation**

Discussed options of both WFFC (Bruce) and a money market (Ben) *as a means to expand the Library's revenue*. Will add agenda item to next month's agenda to call on money market item.

**5. Communications**

**5.1. Annual Budget Guidance to Director [Goal #1: Resource & Goal #3: Community]**

Viewed budget breakdown by category. *The Board did not suggest any changes.*

**5.2. Director's Report – Questions?**

Great turnout for tiny art show. Discussed issues regarding Hoopla updates and issues with fake accounts. We replaced PC1, which will be delivered on Friday (4/12). 156 attendees at birthday celebration.

**5.3. 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.**

Robert motion, Laura seconded. No discussion. Unanimous.

**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**

**Mike made motion, Karl seconded, no discussion, approved, motion carries.**

## **8. New Business**

**8.1.** The Board went into closed session at 6:55 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 Robert Kraus, motion carried unanimously.

The Board discussed the performance of Genavieve Danes, Director, on her 2023-2024 goals.

**8.2 Motion to return to open session at 7:40 p.m. by Laura Meyer, seconded by Karl Debelack, motion carried unanimously.**

### **8.3. Discussion and Possible Approval of items from Closed Session**

Laura made a motion *to approve Genavieve's past year's performance as highly satisfactory*, Karl seconded, no discussion, approved, motion carries.

## **9. Next meeting: May 14, 2024**

## **10. Adjournment**

Robert made motion, Mike seconded, no discussion, approved, motion carries.

## Butler Public Library Technology Plan: January 2024-December 2028

12808 W Hampton Avenue, Butler, WI 53007 Adopted by the Board 12/12/2023

### Plan Objectives

This plan guides the maintenance of our library computers, peripherals, productivity software, and other technology for the next five years.

### Current State of Technology

- WiFi Internet is provided to anyone inside the building or parking lot without password requirements from their own devices (laptop, smart phone, tablet, etc)
- Public computer access is available for library patrons with a card and for guests with a guest pass, no ID is required for a guest pass. Time limits are imposed. Computers can be reserved but are otherwise first-come-first-serve basis.
- The Library currently has TEACH internet services provided through DPI.
- Online databases allow library guests access to information in the library and elsewhere.
- Online databases can be accessed through the Butler website by clicking through the Resources tab. Access to databases is provided by Bridges & DPI. Some notable examples are:
  - *Libby/Overdrive*
  - *Hoopla (partially funded through Bridges grant)*
  - *Udemy Courses*
  - *BadgerLink catalog of topics*
  - *Ancestry*
  - *Cypress Resume Builder*
- The Library maintains its own website hosted by WordPress through Bridges , the site is maintained by library staff.
- The Library's network consist of:
  - *1 mainframe staff computer which runs all admin programs for the network*
  - *2 staff only computers running Polaris, Envisionware, & other staff programs*
  - *1 director laptop*
  - *5 public computers for internet access*
  - *1 OPEC computer for online library catalog access only*
  - *1 wifi network provided by TEACH*
  - *2 printers, accessed by employees only. Patrons can print from the public PCs but we do not currently offer wireless printing options.*
  - *4 security cameras & a sensor security system provided through First Security & Alarm Detection Services*

## **Automation Objectives**

- The library uses technology to provide efficient, secure service to the community. We utilize computers, scanners, software, web-based programs and security systems to allow access to information, services & materials. Library patrons use technology access in the library to learn, connect, entertain and communicate. Public PCs provide internet, program and printing access while WiFi provides access to those with their own devices. Printers, scanners, laminators, projectors, and meeting technology are used by staff & patrons to provide materials, access and/or entertainment.
- The library strives to maintain uninterrupted services for its staff and patrons by creating and maintaining a technology schedule for evaluating, servicing and replacing technology as it becomes outdated, unsupported or unusable.

## **Current State of Staff Knowledge**

Current technology information can be found in the Staff Procedures book (currently being rewritten to reflect the use of LEAP instead of Polaris as our main operating system).

We use Staff Meetings to go over new technology options and staff is encouraged to sign up for access and get familiar with programs as they are able to during work hours.

The Library Director is responsible for understanding, implementing and explaining backend technology (eg Security systems, WiFi support, maintenance support for computer, printer, etc.).

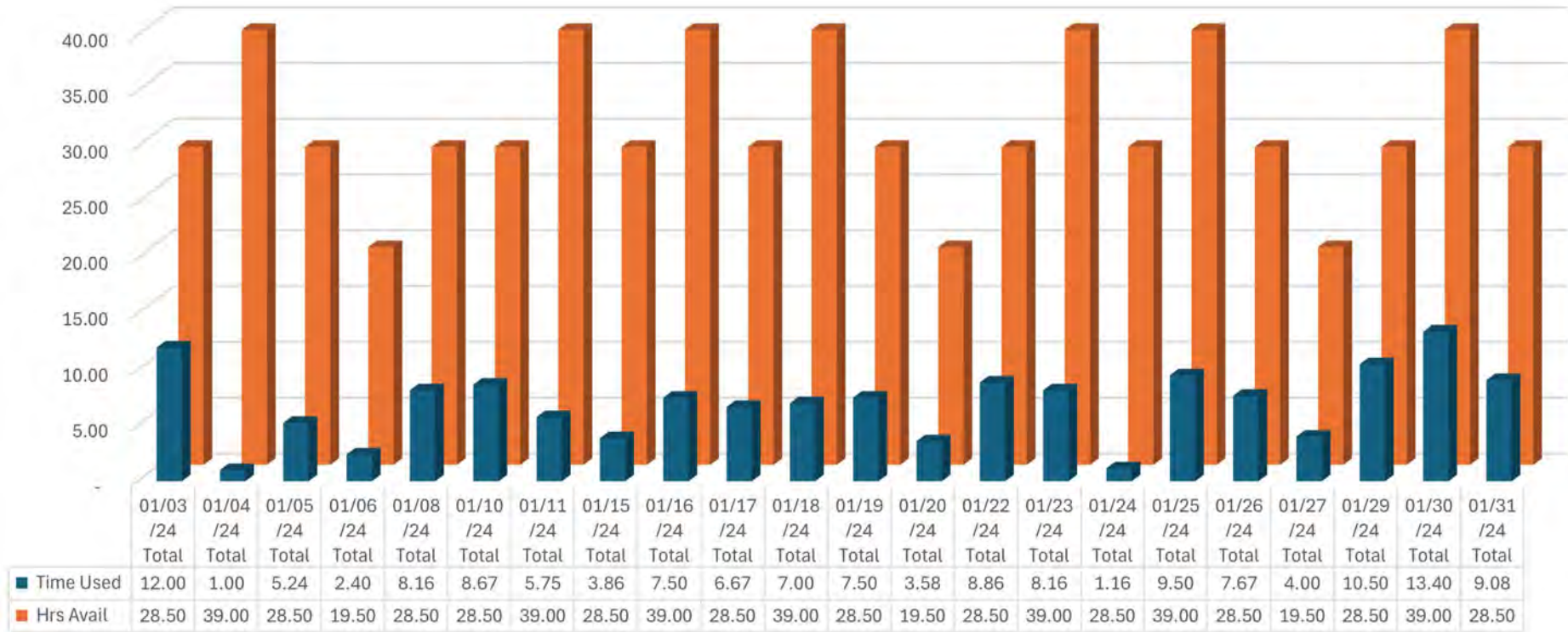
## Technology Maintenance Plan

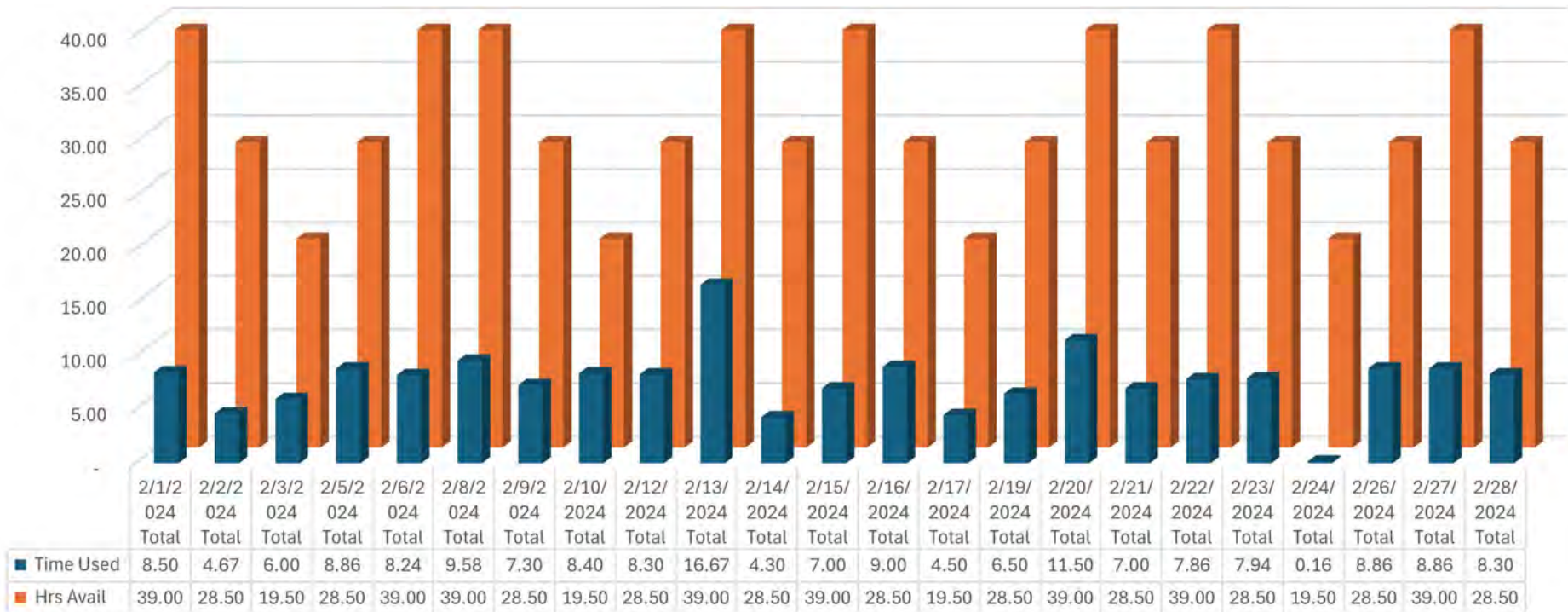
<b>COMPUTERS-Library</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
Main Computer	02/04/2024	...	Age; Software compatibility; Current usage; Lagging/Crashing statistics		\$3600	Reserve
Front Desk (Left) PC	10/11/2019	2025	Age; Software compatibility; Current usage; Lagging/Crashing statistics		1000	Budget
Front Desk (Right) P*C	10/19/2019	2026	Age; Software compatibility; Current usage; Lagging/Crashing statistics		1000	Budget
OPAC-PC-Catalog	12/04/2019	2025	Age; Software compatibility; Current usage; Lagging/Crashing statistics		1000	Budget
Laptop (Director)	03/09/2018	2026	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Already relatively old; required for Director's job, including staff records and management	1000	Reserve
<b>COMPUTERS-Public</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
PC 1 DESKTOP-DE3L79J	04/20/2024	2029	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Will become non-functional as operating system becomes obsolete	1000	Budget or Reserve
PC 2 DESKTOP-P4DSBIV	02/29/2016	2026	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Will become non-functional as operating system becomes obsolete	1000	Budget or Reserve
PC 3 CS811530	02/29/2016 HD Upgraded 2022	Xxx	Age; Software compatibility; Current usage; Lagging/Crashing statistics	RETIRED IN 2023 WITHOUT INTENT TO REPLACE	Xxx	Xxx
PC 4 DESKTOP-8S10G22	06/04/2017	2027	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Will become non-functional as operating system becomes obsolete	1000	Budget or Reserve
PC 5 DESKTOP-14UVHV9	09/23/2019	2028	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Will become non-functional as operating system becomes obsolete	1000	Budget or Reserve
PC 6 DESKTOP-UJCF9SJ	02/28/2016	2028	Age; Software compatibility; Current usage; Lagging/Crashing statistics	Determine replacement based on need once other computers are replaced	1000	Budget or Reserve

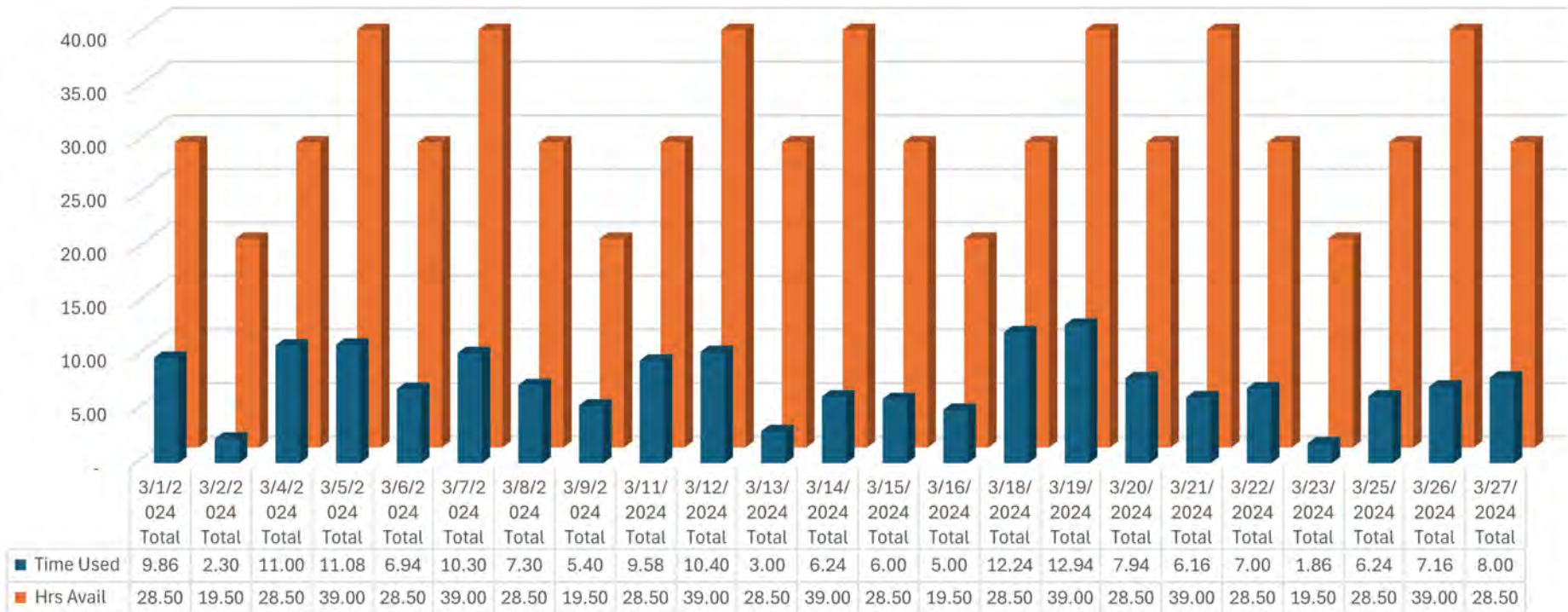
<b>STAFF PERIPHERALS</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
Printer/Copier (inkjet)	Unknown	As needed	If not functioning/repairable, if no longer supported by MKE, if incompatible with current network needs	Under combined contract with Village Hall	Unknown	Budget
Printer (laser); Note: acquired using Visa credit card points	2022	As needed	If not functioning	Required for collection maintenance; printing spine labels, Wisconsin labels, and special designations such as Friends, etc.	\$250	Budget
RFID Scan Pads (2)	2022	As needed	If not functioning, if incompatible with current software	Internal inventory / Interlibrary loan program	\$190	Budget or Grant
Handheld Scanners (2)	2022	As needed	If not functioning	Required for circulation of items	\$400	Budget
Receipt Printers (2)	Unknown	As needed	If not functioning	Required for circulation of items	\$700	Budget
DVD/CD Resurfacers	2022	As needed	If not functioning	Collections maintenance	\$150	Budget
Cash Register	2019	As needed	If not functioning	Required to conduct business	Unknown	Grant
Security Cameras (Inside & Outside)	#1-3: 2021 #4: 2023	2026 2028	Software requirements and performance	Purchase from F.I.R.S.T.Security	Package Cost \$1335; 4 <sup>th</sup> camera cost \$425	Budget
4-Camera HD DVR (for Security Monitor)	2021	As needed	Software requirements and performance	Purchased from F.I.R.S.T.Security		Budget
1080P Security Monitor (in office)	2021	As needed	Software requirements and performance	Purchased from F.I.R.S.T.Security		Budget
UPS Battery / Surge Protector	2021	2026	If not functioning or aged out	Protects security monitor and cameras from power surges; Amazon.com	\$200	Budget
Cricut	2021	As needed	If not functioning	<i>Staff use</i> ; Purchased locally	\$250	Friends or Grant
Tablet	2017	As needed	If not functioning or aged out	Used by Friends for online donations	\$200	Friends
<b>PUBLIC-FACING</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
Monitor (wall) Lobby	2019		If not functioning	Communications Tool; slides sent from main computer	\$1500	Grant or Fundraiser
OWL Conference Camera	2022		<i>Based on use or request by users</i>	Provided via Bridges Grant	\$1,000	Grant
Projector 1	2022	As needed	If not functioning	Used in meetings	\$500	Grant
Projector 2 (w disc player)	Unknown	As needed	If not functioning; could have 1 projector if other disc player option is available	Used for movie nights and entertainment	Unknown	Grant or Fundraiser

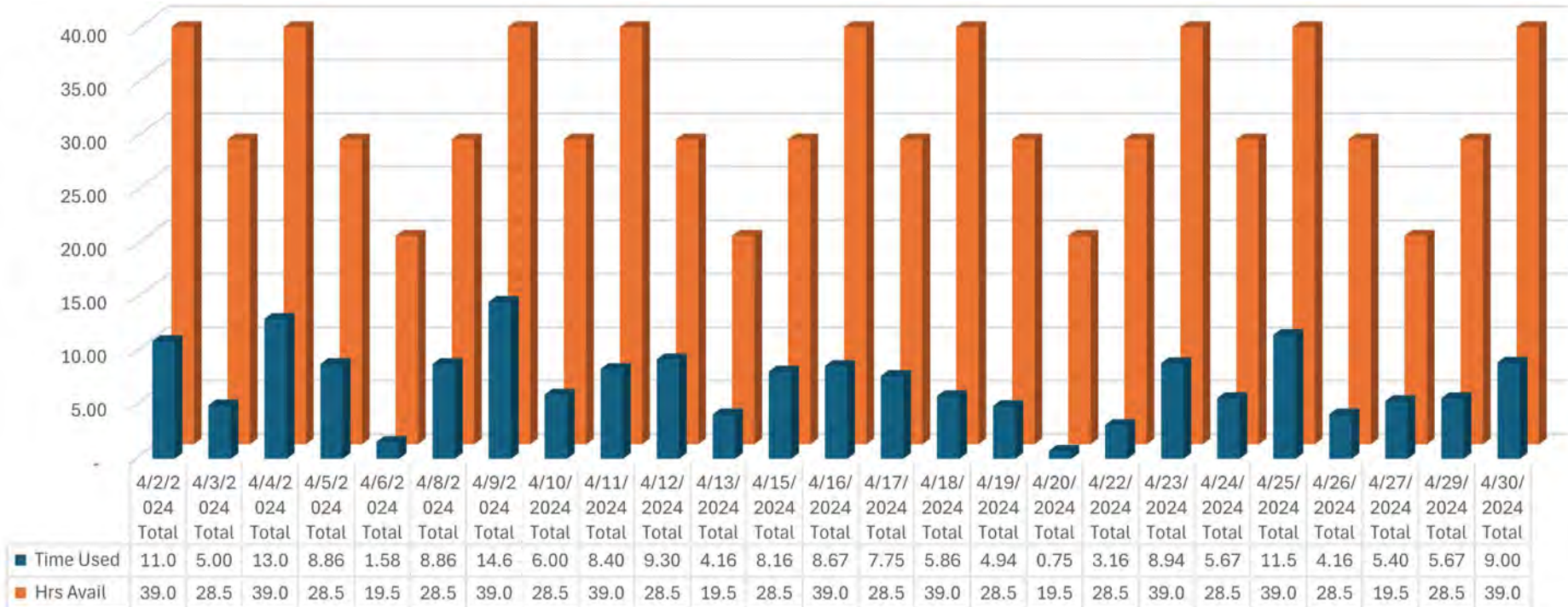
<b>TELE-COMMUNICATIONS</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
Phones are linked to Village system	2022	Unknown	If not functioning	Equipment is part of contract; two wireless handsets, one desk phone	\$1080	Budget
<b>PRODUCTIVITY SUBSCRIPTIONS</b>	<i>Date Acquired</i>	<i>Replacement Date (est)</i>	<i>Criteria for Replacement</i>	<i>Reference / Risk / Trouble</i>	<i>Estimated Cost</i>	<i>Funding Source</i>
EDR services (beginning in 2024)	2024	Annual	As needed per contract	Provides cybersecurity; Contracted through Taylor Computing	\$924.00	Budget
Patch Management (all computers)	n/a	Annual	As needed per contract	COMBINED INTO EDR IN 2024	Xxx	Budget
SonicWall Firewall Standard Support	2022	Annual	As needed per contract	Cybersecurity tool to track system usage; detects anomalies (threats) in real time. Secures private and sensitive data against threats.	\$ 244.20	Budget
Envisionware	2019	Annual	As needed per contract	Captures patron's agreement to Internet Use Policy Enables control over internet browser searches. Industry standard Data tracking on computer use, time in service, etc. Manages print jobs, librarians "release" a job <i>before</i> it prints. Allows advance registration of a PC	\$240.38	Budget
Back up services for Director's Laptop & Main PC (Server)	2020	Annual	As needed per contract	Required. Industry Standard	\$228.00	Budget
Deep Freeze (1 year) Services	Unknown	2 year contract	As needed per contract	Protects from random acts of stupidity or malice by preventing users from making changes to the setups. It essentially wipes each public PC's operating system clean and restores them to their original settings each night.	\$80.00	Budget











The mission of the Butler Public Library is to provide:

- > quality materials
- > and services
- > that fulfill the lifelong educational,
- > informational,
- > cultural,
- > and recreational needs
- > of the entire community
- > in an atmosphere that is welcoming, respectful, and businesslike.



## **BUTLER LIBRARY BOARD BYLAWS**

### **ARTICLE I. TRUSTEE MEMBERSHIP**

The Library Board for the Village will consist of seven (7) members, as per the Statutes of the State of Wisconsin 43.51 and 43.58.

Six (6) citizens and one (1) Trustee representative are appointed by the Village President, and subject to confirmation by the Village Board.

- Terms begin May 1<sup>st</sup>, for a duration of three (3) years.
- Members who are appointed to fulfill a term, should a member resign, will complete the original term.
- The Village President appoints a Village Trustee member annually, subject to confirmation by the Village Board.
- Only one (1) member of the Village Board shall at be a member of the Library Board at any time.
- The Village President will appoint one (1) Library Board member to represent the school district in which the library is located.
- Up to two (2) members of the Library Board can reside outside of the Village.
- The Library Director and the Library board can send recommendations to the Village President for Board candidates. Candidates can also be recruited from the public.
- There are no term limits for Board members.

### **ARTICLE II. OFFICERS AND ELECTIONS**

- Board members will elect a President, a Secretary, and a Treasurer.
- The duties of each officer shall be consistent with each title and adhere to state statutes.
- Officers will begin their terms on May 1<sup>st</sup> for a duration of three years.
- Elections will be held at the April meeting of the Board on years when an officer's term is set to expire.
- If an officer resigns, the vacancy will be filled by election at the next regular meeting of the Board.
- The President has the right to be a member of all committees.
- There are no term limits for Officers.

### **ARTICLE III MEETINGS**

- The Library Board meets monthly. Public notice is provided no less than twenty-four (24) hours prior to the meeting.
- Special meetings may be held at any time at the call of the President, or upon request of two members, for the transaction of business, provided notice is given to each member of the Board and to the public at least twenty-four (24) hours in advance of the special meeting.
- A quorum at any meeting consists of a simple majority of members. The quorum of the full Board is not fewer than four (4) members.

- Roberts Rules of Order are used as the parliamentary authority for the Board and governs procedures not covered in the Bylaws.

#### ARTICLE IV. COMMITTEES

In all instances, the Board shall act as a committee of the whole, except in such cases when it may be advisable for the President to appoint a special committee to accomplish specific tasks.

#### ARTICLE V. GIFTS

The Library Board serves as a special trustee for all gifts and financial donations specifically given to the Library. These will be used according to the terms of the donor, provided such terms are acceptable to the Board. If the donor does not state terms, the Library Director with the consent of the Library Board may designate use of the gift.

Refer to the Memorandum of Understanding with the Friends of the Butler Public Library for more information about donations given specifically to the Friends. This document is included in the Library Policy manual.

#### ARTICLE VI. DIRECTOR

The Director has sole charge of the administration of the library under the discretion and review of the Library Board. The Director is responsible for oversight of the facilities and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Library Board meetings.

#### ARTICLE VII. BUDGET

The Library Director prepares an annual budget with detailed estimates of expenditures, plus estimates of the income from all sources, under the guidance of the Library Board.

- The Director consults with the Village Administration to ensure the Library budget falls within Village budget guidelines.
- The Library Board reviews, discusses, and approves the budget by September of each year.
- Once approved by the Library Board, the budget is sent to the Village Board for inclusion in the Village's budget.

#### ARTICLE VIII. AMENDMENTS

Amendments to these by-laws may be made by unanimous vote by members present at any regular Board meeting. The intent to change the by-laws must be included in the Agenda for the meeting and the proposed revisions given to the membership at least five (5) days prior to the meeting.

## May 2024 Director's Report

### Bridges Technology/Accessibility/Marketing Grant

I got our \$2,000 Bridges Grant at the end of April. We will be installing an AED machine, providing an in-house walker with a seat for patrons to use while browsing (or checking out), a digital translator & high resolution keyboards for all of our patron PCs. I'm so excited to provide so many things to make the library a more accessible and safe place!

### Summer Reading

This will be the last Board meeting before Summer Reading starts so I just wanted to remind you all to sign up for summer reading this year! We will not be using Beanstack this year, opting instead for weekly paper checklists that will double as your raffle ticket. Also new this year will be a completion prize (a book! Yay!) for everyone who turns in all 7 checklists.

### Hoopla Update

The system was able to negotiate a reduction of per patron checkouts as a group. Libraries across Bridges will now offer 2 checkouts per month per patron. We will continue to discuss how we offer digital media at APL meetings.

### Library Instagram

I set up a library instagram account! If you are on instagram and want to give us a follow we are @butlerlibrarywi.

### Children's Department

I hope you took a moment to walk through children's and see the changes we made. Our new set up allows for more open space for Storytime, more shelf space for graphic novels, picture books and board books.

### Birthday Wrap Up

Charlene & I attended the Village Board meeting on 4/3 and spoke briefly about the library before they voted to recognize our 60<sup>th</sup> birthday. The official proclamation is on file (and was posted on our birthday). We had 156 people come through the doors to say hi, enjoy some treats, play BINGO & do all the regular library activities. We ran out of cake at 6 & reached capacity for the conference room at BINGO! What a thrill to celebrate with so many wonderful people. (We also waived a handful of late fees)

## Eclipse events

As you may know, we partnered with the STAR network to get 650 eclipse viewing glasses last year (before the October eclipse). The glasses have been a huge success with many patrons excited to find glasses locally, and even more excited to find glasses they didn't have to pay for! We decided not to host a viewing party due to the unpredictability of the weather, but we did host an eclipse themed Storytime and have an eclipse themed Take & Make. We were one of the last libraries to have available glasses so there was a huge rush the morning of the eclipse and we handed out the last 120 glasses in about 15 minutes!

## Spring Break

Thank you all for approving our Librarian Spring Break, we all had some much needed rest, relaxation and adventure!

### 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  
5/7/2024

Current Balance (Actual Revenue - Actual Expenses)	\$ 62,680.05
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<b>Actual Revenue</b>	
General Property Taxes	\$ 99,000.00
Library Revenue	\$ 15,417.70
<b>Total</b>	<b>\$ 114,417.70</b>

Total of Actual Expenses	\$ 51,737.65
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#### Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 73,912.00		\$ 23,792.77	\$ 50,119.23
55100-50120 FICA	\$ 5,300.00		\$ 1,820.17	\$ 3,479.83
55100-50123 Retirement Contribution	\$ 2,893.00		\$ 1,002.10	\$ 1,890.90
55100-50124 Group Life Insurance Premium	\$ 50.00		\$ 9.12	\$ 40.88
<b>Subtotal</b>	<b>\$ 82,155.00</b>		<b>\$ 26,624.16</b>	<b>\$ 55,530.84</b>

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	\$4,900.00	\$ 1,805.59	\$ 6,194.41
55200-50135 Telephone/ Internet	\$ 2,350.00	\$1,352.00	\$ 940.08	\$ 1,409.92
55200-50136 Office Supplies	\$ 900.00		\$ 220.34	\$ 679.66
55200-50137 Postage	\$ 75.00		\$ 30.86	\$ 44.14
<b>Subtotal</b>	<b>\$ 11,781.00</b>		<b>\$ 3,052.87</b>	<b>\$ 8,728.13</b>

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,200.00	\$5,890.00	\$ 3,269.16	\$ 5,930.84
55300-50163 Technology Maintenance	\$ 2,200.00	\$ 850.00	\$ 1,714.27	\$ 485.73

#### Library Revenue

Source	Projected	Over/(Under)	Actual
40320 Donations & Book Sales	\$ 800.00	\$ (448.94)	\$ 351.06
40320 Friends Reimbursement	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00
48910 Printing/Copies	\$ 2,000.00	\$ (1,167.36)	\$ 832.64
48910 Replacement Cards	\$ 20.00	\$ (13.00)	\$ 7.00
48910 MKE Cards	\$ 330.00	\$ (210.00)	\$ 120.00
48920 Fines/ Replacement Costs	\$ 1,000.00	\$ (583.81)	\$ 416.19
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>\$ 15,417.70</b>

Used 32%  
34%  
35%  
18%  
32%  
0%  
100%  
23%  
40%  
24%  
41%  
36%  
78%

44%  
60%  
42%  
35%  
36%  
42%  
50%  
0%

**2024 Library Budget Tracking Sheet**

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Total of Actual Expenses	\$ 51,737.65
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<b>Actual Expenses</b>				
55300-50164 Computer/ Equipment Maintenance	\$ 4,000.00		\$ 3,456.31	\$ 543.69
55300-50165 Copier Maintenance	\$ 400.00		\$ -	\$ 400.00
55300-50166 Material Processing/ Repair	\$ 1,000.00		\$ 299.84	\$ 700.16
55300-50167 Housekeeping supplies	\$ 150.00		\$ 1,785.98	\$ (1,635.98)
<b>Subtotal</b>	<b>\$ 16,950.00</b>		<b>\$ 10,525.56</b>	<b>\$ 6,424.44</b>
<b>Library Prgms &amp; Svcs</b>	Projected	Planned	Actual	Balance
55400-50168 E-Book Contribution	\$ 700.00		\$ 799.61	\$ (99.61)
55400-50169 Shared Databases/ Licenses	\$ 800.00	\$ 160.00	\$ 134.00	\$ 666.00
55400-50172 Patron Programs	\$ 1,800.00		\$ 1,284.76	\$ 515.24
55400-50179 Café Member Charges	\$ 5,358.00		\$ 4,533.00	\$ 825.00
<b>Subtotal</b>	<b>\$ 8,658.00</b>		<b>\$ 6,751.37</b>	<b>\$ 1,906.63</b>
<b>Library Collection</b>	Projected	Planned	Actual	Balance
55500-50171 Magazines/ Newspaper	\$ 650.00	\$ 501.00	\$ 90.00	\$ 560.00
55500-50173 Adult Collection	\$ 4,900.00		\$ 2,786.91	\$ 2,113.09
55500-50174 Youth Collection	\$ 4,900.00		\$ 1,906.78	\$ 2,993.22
<b>Subtotal</b>	<b>\$ 10,450.00</b>		<b>\$ 4,783.69</b>	<b>\$ 5,666.31</b>

<b>Library Revenue</b>	
	86%
	0%
	30%
	1191%
	114%
	17%
	71%
	85%
	78%
	14%
	57%
	39%
	46%

\$ 129,994.00



<b>2024 Program Stats</b>				January	February	March	April
<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>
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
Door Mural	Young Child (0-5)	Self-directed	60	13	77		50
D&D	Young Adult (12-18)	Group		2	5		5
Easter - Off Site	Child (6-11)	Group			31		
<i>Hide &amp; Find</i>	Child (6-11)	Self-directed	28	12	42		32
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		18
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		
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

**RESOLUTION NO. 24-09**

**RESOLUTION TO OPEN A MONEY MARKET ACCOUNT WITH TOWN BANK, A WINTRUST COMMUNITY BANK, FOR THE BUTLER PUBLIC LIBRARY**

**WHEREAS**, the Village of Butler has an established banking relationship with Town Bank, a Wintrust Community Bank; and

**WHEREAS**, the Butler Public Library is looking to invest the funds it has in reserve in order to generate a new stream of revenue to further its’ mission through increased programing and expanding its collection of materials; and

**WHEREAS**, the Butler Public Library Fund in the Village’s General Ledger has \$XX,XXX in fund balance; and

**WHEREAS**, the Butler Public Library Board met in a duly noticed meeting on April 9<sup>th</sup> to discuss investment options and on May 14<sup>th</sup>, 2024 to consider this resolution; and

**WHEREAS**, the Butler Public Library Board moved to give this resolution a XXXXXX recommendation to the Village Board; and

**WHEREAS**, the Butler Village Board met on in a duly noticed meeting on June 18th, 2024 to consider this resolution;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Butler hereby authorizes the opening of a Money Market account for the Butler Public Library and transferring \$XX,XXX to that account.

**MAY IT ALSO BE RESOLVED**, that the Board of Trustees of the Village of Butler hereby creates a general ledger account of 800-00000-48220, Interest on Investments and 800-00000-10006, Cash-Money Market-Town Bank for Village Staff to allocate these funds in.

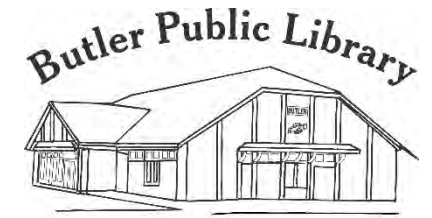
**PASSED and ADOPTED** by the Village Board of the Village of Butler, Waukesha County, Wisconsin, this 18th day of June, 2024.

THE VILLAGE OF BUTLER

By: \_\_\_\_\_  
Paul Kasdorf, President

ATTEST:

\_\_\_\_\_  
Benjamin Hubrich, Administrator/Clerk



## Director Goals 2024-2025

Reviewed and accepted by:

\_\_\_\_\_

\_\_\_\_\_

Date Signed: / /

Genavieve Danes (signature)

Charlene M Benjamin (signature)

Goal	Strategic Goals Link	Timeline / Deadlines	Measures of Success	Notes
Begin relabeling collection to reflect current processing guidelines.	<b>Strat. Goal #4: Long Range Planning</b>	Spring 2025	Cohesively labeled collection	
Continue to grow grant and large donation opportunities. Apply for grants and request donations at the same or great rate as in past years.	<b>Strat. Goal #3: Community Alignment</b>	Ongoing, reporting in April 2025	Successful fundraising, grant writing & profitable partnership with the Friends of the Library	
Successfully complete Collection Maintenance class and Advanced Public Library Administration class.	<b>Strat. Goal #2: Professional Staff</b>	Spring 2025 completion of classes, Summer 2025 new Certification from DPI	Permanent Director Certification approved from DPI.	
Create system for best practices in patron account maintenance.	<b>Strat. Goal #2: Professional Staff</b>	Collect data spring 2024, create and trial processes through 2024 & solidify written procedures by 2025	Printed procedures for patron account maintenance & staff training.	