

PUBLIC NOTICE

Meeting: Library Board of Trustees

WEDNESDAY, June 11, 2025, at 6:00 PM

Virtual via Zoom

THIS MEETING IS SCHEDULED TO TAKE PLACE ONLY VIA ZOOM:

Join Zoom Meeting

<https://us02web.zoom.us/j/86259786780?pwd=daW1soQSy2MbLvtjVIgTW5tDCIT0v.1>

Meeting ID: 862 5978 6780 Passcode: 403317

TAKE NOTICE that the Library Board will meet the 11TH day of June 2025 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. Review and Approval of previous meeting minutes
4. Trustee Education
5. Communications
 - 5.1. Director's Report
 - 5.2. Quarterly Budget Review
 - 5.3. Library Director Search
 - 5.4. Board Member Search Report [Goal #1: Resource]
 - 5.5. Friends of the Library Update [Goal #3: Community]
 - 5.6. Other communications
6. Consent Agenda Note: *Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.*
 - 6.1. Current Financial Report
 - 6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resource]
 - 6.3. Current Program & Activity Report [Goal #3: Community]
7. Unfinished Business
 - 7.1. Review and approve updated Allowable Cost Worksheet
8. New Business
 - 8.1. Review and possible approval of Employment Agreement with Suzanna Schroeder
 - 8.2. Review and possible approval of existing Meeting Room Policy
 - 8.3. Review and possible approval of existing By-Laws
9. Next meeting: July 8, 2025
10. Adjournment

Dated: 6/8/2025 15:43:00

Beth Stavros
Director

Charlene M Benjamin
President

List of documents

Agenda Item	Meeting Packet Page Number	Relevant Document(s)
	1	Agenda
	2	List of Documents in this packet (to find them easier!)
3	3-4	Last meeting minutes
5.1	5	Director's Report
5.2	6-7	Current Financial Report (for Quarterly Review)
6.1		Current Financial Report (pgs 6-7)
6.2	8	Current Circulation and Use & Hoople Costs
6.3	9	Current Program & Activity Report
7.1	10	Allowable Cost Worksheet (amended)
8.1	11-13	Employment Agreement
8.2	14	Meeting Room Policy
8.3	15-16	Bylaws

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Library Board of Trustees Meeting Minutes – Tuesday, May 13, 2025

1. *Roll call* – Charlene, Tom, Ashley, Robert, Beth, Liz, Laura
2. *Persons Desiring to be Heard (3-minute limit per person)* None
3. *Review and Approval of previous meeting minutes* Tom made a motion to approve, Liz seconded, motion passed unanimously
4. *Trustee Education* None
5. *Communications*
 - 5.1. *Director’s Report*
 - 5.2. *Director Search Report* -- Suzanna accepted Director position – will do background check to begin hiring process
 - 5.3. *Quarterly Technology Review* – PC usage fell for April. Looking to replace café computer (#1 on replacement list)—purchase soon
 - 5.4. *Quarterly Endowment Review (new)* – funds went down Q1
 - 5.5. *Board Member Search Report [Goal #1: Resource]* – no progress
 - 5.6. *Friends of the Library Update [Goal #3: Community]* – no update
 - 5.7. *Other communications* – Karol Kennedy provided updates on federal funding and DPI on funding challenges
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.*
Liz made motion to approve, Ashley seconded. Passed unanimously, motion carried.
 - 6.1. *Current Financial Report* – Wages on track with budget, overperforming in some revenue streams
 - 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 goals for current Director –

- goals to organize and archive financial records, separating out 2024 and 2025 records, and archiving earlier records, separated by account number and vendor within that account number, which will align with how Village has its files.
- Expand/create procedures for daily/weekly/monthly tasks.
- Developing communication channels with staff.

Robert made motion to approve, Tom seconded. Motion passed unanimously.

8.2. i) The Board went into closed session at 6:24 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 Robert, seconded by Tom, motion carried unanimously.

8.2.1. The Board reviewed the 2026 section of our five-year Wage Plan.

8.2.2. Motion to return to open session at 6:30 p.m. by Tom, seconded by Ashley, motion carried unanimously.

8.3. Discussion and possible approval of 2026 wage plan – Liz made motion to approve wage plan, Robert seconded. Motion passed unanimously.

9. Next meeting: June 10, 2025

10. Adjournment – Ashley made motion to adjourn, Laura seconded. Motion passed. Meeting adjourned at 6:35p



Re: Director's Report

From Butler Library Director <director@butler.lib.wi.us>

Date Thu 05-Jun-25 18:23

To Butler Library Board President <BoardPresident@butler.lib.wi.us>

PS: Our Chipotle Fundraiser takes place Wednesday, June 18th from 4-8 PM at the Chipotle on Capitol and 124th! Participants can pick up a flyer at Butler Public Library, which includes the code to use with your order, enabling us to support our lovely library while eating delicious food!

Beth Stavros
Director
Butler Public Library
262-783-2535
director@butler.lib.wi.us

From: Butler Library Director

Sent: Thursday, June 5, 2025 5:52 PM

To: Butler Library Board President <BoardPresident@butler.lib.wi.us>

Subject: Director's Report

Hi, Everyone!

By the time we meet, Charlene, Suzanna and I will have sat down to discuss the upcoming schedule for her training. I'm so excited to have her taking this position and I know you must be too.

Summer Reading, themed "Color Our World" is just around the corner, beginning Monday, June 16th. If you haven't taken a look at our wildly colorful decorations (the brainchild of Melissa) I suggest you do so. We've had a wave of early summer reading registrations and have also kicked off two Bridges Programs: "Journey of the Dragons" and "Speak up for Libraries." All this is happening just in time for our swell of patrons as school lets out and families come to visit during the day. (As I write this on June 5th, our current patron count is already at 327. Hoorah!)

This year, we will be closing the library on Thursday, June 19th in observance of Juneteenth for the first time. Notices will be posted, both in the library and online so our regular visitors are not caught off-guard.

Looking forward to a beautiful summer!

Beth Stavros
Director
Butler Public Library
262-783-2535

2025 Library Budget Tracking Sheet

Projected Revenue	
General Property Taxes	\$ 98,852.00
Planned Lib. Revenue	\$ 34,731.00
Total	\$ 133,583.00

Print Date
6/8/2025

Current Balance (Actual Revenue - Actual Expenses)
\$ 71,285.85

Actual Revenue	
General Property Taxes	\$ 98,852.00
Library Revenue	\$ 18,957.98
Total	\$ 117,809.98

Total of Actual Expenses
\$ 46,524.13

Actual Expenses

Library Salaries & Wages	Projected	Planned	Actual	Balance
55100-50110 Library Salaries & Wages	\$ 78,361.00	X	\$ 24,046.11	\$ 54,314.89
55100-50120 FICA	\$ 5,776.00	X	\$ 1,839.52	\$ 3,936.48
55100-50123 Retirement Contribution	\$ 3,374.00	X	\$ 959.64	\$ 2,414.36
55100-50124 Group Life Insurance Premium	\$ 53.00	X	\$ 17.28	\$ 35.72
Subtotal	\$ 87,564.00		\$ 26,862.55	\$ 60,701.45

Library Administration	Projected	Planned	Actual	Balance
55200-50126 Travel/ Training	\$ 120.00	X	\$ 5.99	\$ 114.01
55200-50127 Membership Dues	\$ 60.00	X	\$ 298.00	\$ (238.00)
5520-50130 Misc. Expenses			\$ 15.78	\$ (15.78)
55200-50134 Utilities- INVOICED	\$ 6,000.00	\$4,800.00	\$ 1,818.37	\$ 4,181.63
55200-50135 Telephone/ Internet- INVOICED	\$ 2,100.00	\$1,800.00	\$ 821.85	\$ 1,278.15
55200-50136 Office Supplies	\$ 1,000.00	X	\$ 471.18	\$ 528.82
55200-50137 Postage	\$ 100.00	X	\$ -	\$ 100.00
Subtotal	\$ 9,380.00		\$ 3,431.17	\$ 5,948.83

Library Eq & Maint.	Projected	Planned	Actual	Balance
55300-50162 Contracted Service	\$ 9,500.00	\$1,086.00	\$ 3,731.46	\$ 5,768.54
55300-50163 Technology Maintenance	\$ 2,800.00	\$ 850.00	\$ 1,896.38	\$ 903.62

Library Revenue

Used	Source	Projected	Over/(Under)	Actual	
31%	40320 Donations & Book Sales	\$ 1,000.00	\$ (802.68)	\$ 197.32	20%
32%	40320 Friends Reimbursement	\$ 2,800.00	\$ 1,200.00	\$ 4,000.00	143%
28%	48910 Printing/Copies	\$ 1,940.00	\$ (1,171.60)	\$ 768.40	40%
33%	48910 Replacement Cards	\$ 20.00	\$ (10.00)	\$ 10.00	50%
31%	48910 MKE Cards	\$ 440.00	\$ (238.50)	\$ 201.50	46%
	48920 Fines/ Replacement Costs	\$ 1,100.00	\$ (664.68)	\$ 435.32	40%
5%	49000 Intergov'tal Revenue	\$ 26,431.00	\$ (13,222.12)	\$ 13,208.88	50%
497%	40321 Grant Revenue		\$ -	\$ -	
30%	Capital Fund Surplus Applied		\$ -	\$ -	
39%	Capital Fund Interest	\$ 1,000.00	\$ (863.44)	\$ 136.56	
47%	Subtotal	\$ 34,731.00		\$ 18,957.98	
0%					

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Total	\$ 117,809.98

Total of Actual Expenses
\$ 46,524.13


Actual Expenses					Library Revenue	
55300-50164 Computer/ Equipment Maintenance	\$ 5,807.00	X	\$ 41.88	\$ 5,765.12	1%	
55300-50165 Copier Maintenance	\$ 500.00	X	\$ 123.35	\$ 376.65	25%	
55300-50166 Material Processing/ Repair	\$ 1,780.00	X	\$ 44.93	\$ 1,735.07	3%	
55300-50167 Housekeeping supplies	\$ 200.00	X	\$ -	\$ 200.00	0%	
Subtotal	\$ 20,587.00		\$ 5,838.00	\$ 14,749.00		
Library Prgms & Svcs	Projected	Planned	Actual	Balance		
55400-50168 E-Book Contribution	\$ 1,055.00	X	\$ 67.38	\$ 987.62	6%	
55400-50169 Shared Databases/ Licenses	\$ 141.00	\$ -	\$ 141.00	\$ -	100%	
55400-50172 Patron Programs	\$ 2,800.00	X	\$ 760.64	\$ 2,039.36	27%	
55400-50179 Café Member Charges	\$ 4,756.00	X	\$ 5,113.00	\$ (357.00)	108%	
Subtotal	\$ 8,752.00		\$ 6,082.02	\$ 2,669.98	69%	
Library Collection	Projected	Planned	Actual	Balance		
55500-50171 Magazines/ Newspaper	\$ 700.00	\$ 552.00	\$ 205.00	\$ 495.00	29%	
55500-50173 Adult Collection	\$ 5,200.00	X	\$ 2,720.15	\$ 2,479.85	52%	
55500-50174 Youth Collection	\$ 5,200.00	X	\$ 1,385.24	\$ 3,814.76	27%	
Subtotal	\$ 11,100.00		\$ 4,310.39	\$ 6,789.61	39%	


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

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

Library Name: <u>Butler</u>		2024 Actuals (Per Annual Report)	2025 Municipal Adopted Budget	Library Notes or Comments
Description	Annual Report Reference			
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2024) and Section V, 9 (for 2025)	\$99,000	\$98,852	
Home County Operating Revenue	Section V, 2(a)	\$18,150	\$23,460	
Other County Payments for Library Services	Section V, 2(b)	\$850	\$262	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$4,623	\$3,214	
Federal Funds	Section V, 4	\$0	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$8,514	\$7,795	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$131,137	\$133,583	
Expenditures				
Operating Expenditures	Section VI, 6	\$131,137	\$133,583	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$131,137	\$133,583	
Library Capital and Debt	Section VII (1 & 2)	\$0	\$0	
Total Expenditures		\$131,137	\$133,583	

The information listed above is a correct statement of the Library's spending for 2024 actuals and 2025 budget. Please provide any additional comments in the box below.

 _____
 Board President

 _____
 Library Director


 Date

5/29/2025
 Date

EMPLOYMENT AGREEMENT LIBRARY DIRECTOR

AGREEMENT effective _____ between the Village of Butler, a Wisconsin Municipality ("Butler") and [Suzanna Schroeder], ("Employee")

RECITALS

WHEREAS, the Village of Butler has established a Public Library; and

WHEREAS, the parties desire to set forth their respective rights and responsibilities and provide a mechanism to provide due process rights to Employee.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties hereby agree as follows:

1. **Employment.** Butler employs Employee and Employee accepts employment upon the terms and conditions of this Agreement.
2. **Term.** The term of this Agreement shall commence on [month][day][year] and continue, subject to modification by the Parties in writing with respect to the terms and conditions thereof, unless otherwise terminated as provided for under Paragraph 8 of this Agreement.
3. **Duties.**
 - a. Employee shall serve as a part time Library Director for the Butler Public Library.
 - b. Employee is under the direction of the Library Board of Trustees.
 - c. Employee shall also perform the duties and responsibilities set forth in the job description for Library Director (attached hereto and incorporated by reference as Exhibit 1).
 - d. Employee shall also be responsible for performance of such other duties and responsibilities established by the Library Board from time-to-time.

4. Periodic Performance Reviews.

Employee shall be subject to periodic performance reviews utilizing a review form prepared by the Library Board.

Performance reviews of Employee shall be conducted at six months and 12 months from the date of this Agreement and, thereafter on an annual basis.

Performance reviews for Employee under this Agreement shall be conducted by the Library Board the results of said reviews communicated to the Village Administrator by the President of the Library Board.

5. Compensation.

- Butler shall pay Employee the starting hourly wage of \$20.50 per hour; shall increase the hourly wage to \$21.25 after three months of satisfactory performance; and give a final increase to \$22.00 hourly wage after the six-month probationary period is successfully completed. Hourly wages are payable in bi-weekly payments for all duties related to her service as Library Director. The employee's wage shall be reviewed on an annual basis by the Library Board of Trustees.
- Employee acknowledges that all payments by Butler under this Agreement shall be subject to applicable State and Federal withholdings and taxes.

- Employee shall make the full employee contribution to the Wisconsin Retirement System, as determined by the Wisconsin Department of Employee Trust Funds (ETF) on an annual basis, shall she at any point become eligible for Retirement Benefits.
- Employee shall be granted benefits, including vacation and sick time, in accordance with the Employee Handbook.
- Employee will receive funeral leave, if necessary, as provided under the terms of Village Employee Handbook.
- Employee shall be entitled to reimbursement for expenses incurred on behalf of Butler in performance of her duties under this Agreement provided, however, that such requests shall, in all cases, be accompanied by receipts and non-recurring expenses shall, except in emergency situations, but approved in advance by the Library Board.
- All fringe benefits which are not addressed in this Agreement shall be provided to Employee pursuant to the terms of the Village Employee Handbook.
- The Library Board agrees to budget and pay for the registration, travel and subsistence expenses of Employee for professional and official meetings and occasions adequate to continue the professional development of Employee as approved in the annual budget and the Library Board. The Library Board shall be informed of the seminars attended by Employee and the expenses incurred.

6. Probation.

Employee's probationary period extends for six (6) months commencing on the first day of employment. During this period, employee may be terminated at the discretion of the Library Board. If terminated during this period, employee forfeits any appeal of termination to the governing body.

[The following does not apply: candidate holds an MLIS degree.] The Library Board agrees to reimburse Employee for Department of Public Instruction courses that are required for Director Certification. Reimbursement can be requested upon successful completion of each of the four courses. If the Employee leaves while working towards Certification, or within the first year after completing the courses and becoming certified by the DPI, the cost of all courses reimbursed by the Library Board shall be repaid by the Employee at 100%.

7. Resignation.

Employee shall provide no less than thirty (30) day's notice upon resigning the Director's position. Failure to provide adequate notice will result in a loss of accrued benefit payouts (vacation, etc).

All provisions of the Village's Employee Handbook, as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of the Village, in addition to said benefits enumerated specifically for Employee's benefit. Except as modified in this Agreement, the terms of the Village Employee Handbook apply to the Library Director's position and are incorporated herein by reference.

The Village shall defend, save harmless and indemnify Employee against any tort, professional liability' claim or demand or other legal action arising out of an alleged act or commission occurring in the performance of Employee duties as Library Director, except in instances of intentional misconduct. This paragraph is not intended to be a waiver of any municipal liability limitation pursuant to any Wisconsin Statute. Employee will not be indemnified for any act or omission which

is contrary to a written directive, ordinance or resolution of the Village Board, or for instances of intentional misconduct.

This Agreement and the exhibits attached hereto contain the entire understanding of the parties. It may not be changed orally, but only by an agreement in writing signed by Employee and approved by the Library Board.

VILLAGE OF BUTLER

EMPLOYEE

LIBRARY BOARD

By:

By:

By:

Ben Hubrich
Village Administrator

Suzanna Schroeder
Employee

Charlene M Benjamin
Library Board President

Meeting Room Policy

Approved 2019; Revised 06/14/2022

Potential Users and Priority

Priority for use of the meeting room is given to Library and local government. Library, library-affiliated or library sponsored/co-sponsored meetings or programs have priority over all other requests.

The Library's meeting room is intended primarily for programs operated and sponsored by the Library, the municipality, nonprofit organizations, or groups in the community.

The priority of all users is as follows:

1. Library programs or programs in which the Library is a sponsor, participant, or cooperating agency.
2. Other village department functions.
3. Meetings sponsored by Waukesha County nonprofit, civic, or service organizations in the community. (A nonprofit is defined as a group registered as 501(c)3 or which benefits the entire community.)
4. Meetings of local community organizations or informal groups.
5. For-profit Waukesha County groups; for a donation.

The use of the meeting room may be denied. Refer to the **Library Use Policy**.

Requirements

- The room may be reserved no more than 90 days in advance.
- Library programming will have priority for meeting room use.
- There will be no charge for use of the meeting room, except when a for-profit group makes a request. In that instance, staff will ask the group to make a donation to the Library.
- Room admission may not be charged by any group.
- Non-alcoholic refreshments may be served for free and shall be supplied by the group.
- No smoking is allowed.

Responsibilities

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies and beliefs by the Library staff or Board. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individuals attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

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 1st, 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 1st 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.