

PUBLIC NOTICE

Meeting: Library Board
Tuesday, December 10, 2019
6:00 p.m. – 12808 W. Hampton Avenue

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 10th day of December, 2019 at 6:00 p.m. at the Butler Public Library, Butler, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard (3 minute limit per person)
- III. Consideration of Minutes: November 12, 2019
- IV. Communications
 - a. Demonstration and Discussion on PC Reservations software (estimated 30 minutes)
 - b. Questions and feedback on November's Bridges Presentation
 - c. Other communications
- V. Financials
 - a. Review of Financial Reports
 - b. Discussion and possible action on 2019 Staff Appreciation gifts
- VI. Report of the Director
 - a. Reminder of Staff Presentation (January – Elizabeth (Liz) Glaser, MLIS)
 - b. Review and questions on Weekly & Monthly reports
- VII. Old Business
 - a. Discussion and possible action on revising the 2020 Holiday Schedule revision
- VIII. New Business
 - a. Discussion and possible action on the 2020 Annual Addendum to the Bridges Library System Member Agreement & Café Agreements
 - b. Discussion and possible action on the Invoice Review Process
 - c. Discussion and possible action on officer elections
 - d. Future Agenda Items
- IX. Schedule next meeting
- X. Adjournment

Dated: December 2, 2019

Jodi Kessel Szpizar
Director

Charlene Benjamin
Interim President

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

Butler Public Library Board Meeting
Nov.12th , 2019

Time meeting was called to order – 6pm

Members present –

Jodi Kessel Szpiszar (Director), Roger Benjamin, Tom Sardina , Charlene Benjamin(President),
Teri Stegemeyer, Georgeane Szczygielski, Michael Bates, Mary Jablonski

Persons desiring to be heard:

None

Consideration of Minutes- One correction on October 8 2019 minutes- Sardina made motion to go back into Open Session not R.Benjamin. Motion by Sardina, seconded by R. Benjamin to accept minutes. Motion carried unanimously.

Communications –

- a.Board Orientation-review key messages each meeting
- b.Connie Meyers from Bridges spoke.

Financial Report

At December meeting will talk more about budget and paying bills

Monthly expenditure--\$9717., YTD \$81,676.81, Remaining \$25,266.19 (76.37% spent)

Motion by Jablonski to accept finances, seconded by Szczygielski. Motion carried unanimously

Report of the Director

- a. One staff member available very limited hours, one having surgery in January-will plan to hire new assistant
- e. Working with Friends to sell more bricks
- f. Szczygielski asked about where programs are advertised

Old business – Community Info. Gathering—125 responses so far, will extend until end of year, 14 people willing to help with programming.

Strategic Plan-approved in August, will have special board meeting in February to mount more vigorous plan

New business –

Motion by Jablonski, seconded by R.Benjamin to accept Holiday Schedule . Motion carried unanimously
Briefly discussed PC reservation software, eliminating overdue fines for children, future agenda items –
more discussion next month

Schedule next meeting -Dec.10th 6pm

Motion to adjourn at 7:22 pm by Stegemeyer seconded by Jablonski, motion carried unanimously

Submitted by: Stegemeyer

November 2019			2019 YTD	Current Month	2019 Remaining	% Spent
Fund Account #	2019 Library Budget 800 Fund	2019 Budget	Money Spent	(November 2019)	Balance	
800-55100-50110	Library Salaries & Benefits	\$60,548.00	\$51,042.97	\$6,681.92	\$9,505.03	84.30%
800-55100-50120	FICA/Medicare	\$4,632.00	\$4,010.46	\$524.91	\$621.54	86.58%
800-55100-50123	Retirement Contribution	\$2,288.00	\$1,381.44	\$179.79	\$906.56	60.38%
800-55100-50124	Group Life Insurance Premium	\$214.00	\$71.63	\$5.06	\$142.37	33.47%
800-55100	Library Salaries & Benefits	\$67,682.00	\$56,506.50	\$7,391.68	\$11,175.50	83.49%
800-55200-50126	Travel/Training/Meetings	\$950.00	\$303.77	\$12.76	\$646.23	31.98%
800-55200-50127	Membership Dues	\$125.00	\$72.00	\$0.00	\$53.00	57.60%
800-55200-50134	Utilities	\$8,000.00	\$5,917.88	\$577.09	\$2,082.12	73.97%
800-55200-50135	Telephone/Internet	\$1,550.00	\$737.50	\$19.68	\$812.50	47.58%
800-55200-50136	Office Supplies	\$600.00	\$470.69	\$83.02	\$129.31	78.45%
800-55200-50137	Postage	\$50.00	\$44.76	\$3.27	\$5.24	89.52%
800-55200	Library Administration	\$11,275.00	\$7,546.60	\$695.82	\$3,728.40	66.93%
800-55300-50162	Contracted Services	\$9,250.00	\$8,553.58	\$596.84	\$696.42	92.47%
800-55300-50163	Technology Maintenance	\$2,000.00	\$5,663.59	\$2,371.69	-\$3,663.59	283.18%
800-55300-50164	Computer Equipment/Maintenance	\$200.00	\$48.86	\$0.00	\$151.14	24.43%
800-55300-50165	Copier Maintenance	\$900.00	\$588.51	\$50.00	\$311.49	65.39%
800-55300-50166	Material Processing/Repair	\$600.00	\$924.08	\$2.11	-\$324.08	154.01%
800-55300-50167	Housekeeping Supplies	\$300.00	\$14.91	\$4.54	\$285.09	4.97%
800-55300	Library Equipment/Maintenance	\$13,250.00	\$15,793.53	\$3,025.18	-\$2,543.53	119.20%
800-55400-50168	E-Book Contribution	\$537.00	\$537.00	\$0.00	\$0.00	100.00%
800-55400-50169	Shared Databases/Licenses	\$460.00	\$460.00	\$0.00	\$0.00	100.00%
800-55400-50170	Special Event Programming	\$300.00	\$355.08	\$0.00	-\$55.08	118.36%
800-55400-50172	Patron Programs	\$485.00	\$277.83	\$8.38	\$207.17	57.28%
800-55400-50179	CAFÉ Member Charge	\$3,603.00	\$3,603.00	\$0.00	\$0.00	100.00%
800-55400	Library Programs & Services	\$5,385.00	\$5,232.91	\$8.38	\$152.09	97.18%
800-55500-50171	Library Magazines/Newspapers	\$850.00	\$962.77	\$43.00	-\$112.77	113.27%
800-55500-50173	Adult Collection	\$3,000.00	\$2,926.66	\$351.63	\$73.34	97.56%
800-55500-50174	Youth Collection	\$4,500.00	\$4,566.72	\$263.19	-\$66.72	101.48%
800-55500	Library Collection	\$8,350.00	\$8,456.15	\$657.82	-\$106.15	101.27%
	Contingency	\$1,001.00	\$0.00	\$0.00	\$1,001.00	0.00%
Fund 800 Library Totals		\$106,943.00	\$93,535.69	\$11,778.88	\$13,407.31	87.46%
Library Income		Budget \$12,386.00	YTD Deposited \$13,226.76	Mo. Deposited \$1,257.45	Balance Needed -\$840.76	106.79% Collected

Balances as of 11/30/2019

Fund 800 - LIBRARY

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 11/30/19	ACTIVITY FOR MONTH ENDED 11/30/2019	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE					
11/12/2019	CR OTHER/KEEP THE CHANGE/DONATION		21537	1.05 Receipt #: 38104		
11/19/2019	CR OTHER/KEEP THE CHANGE/DONATION		21597	1.00 Receipt #: 38164		
11/27/2019	CR OTHER/KEEP THE CHANGE/DONATION		21732	0.80 Receipt #: 38220		
40320	MISC REVENUE	835.00	499.40	2.85	335.60	59.81
41100	PROPERTY TAXES	94,557.00	94,557.00	0.00	0.00	100.00
48910	LIBRARY FEES					
11/05/2019	CR PRINTING/COPIES		21451	38.00 Receipt #: 38020		
11/07/2019	CR PRINTING/COPIES		21472	14.75 Receipt #: 38068		
11/07/2019	CR BOOK SALES		21472	1.75 Receipt #: 38068		
11/07/2019	CR REPLACEMENT LIBRARY CARDS		21472	2.00 Receipt #: 38068		
11/12/2019	CR PRINTING/COPIES		21537	30.25 Receipt #: 38104		
11/12/2019	CR BOOK SALES		21537	5.00 Receipt #: 38104		
11/12/2019	CR REPLACEMENT LIBRARY CARDS		21537	1.00 Receipt #: 38104		
11/19/2019	CR PRINTING/COPIES		21597	37.75 Receipt #: 38164		
11/19/2019	CR BOOK SALES		21597	2.50 Receipt #: 38164		
11/22/2019	CR PRINTING/COPIES		21704	32.25 Receipt #: 38201		
11/22/2019	CR BOOK SALES		21704	2.00 Receipt #: 38201		
11/27/2019	CR PRINTING/COPIES		21732	51.00 Receipt #: 38220		
11/27/2019	CR BOOK SALES		21732	1.00 Receipt #: 38220		
48910	LIBRARY FEES	2,241.00	3,186.77	219.25	(945.77)	142.20
48920	LIBRARY FINES					
11/05/2019	CR FINES/REPLACEMENT COSTS		21451	13.75 Receipt #: 38020		
11/07/2019	CR FINES/REPLACEMENT COSTS		21472	9.65 Receipt #: 38068		
11/12/2019	CR FINES/REPLACEMENT COSTS		21537	21.20 Receipt #: 38104		
11/19/2019	CR FINES/REPLACEMENT COSTS		21596	22.75 Receipt #: 38163		
11/19/2019	CR FINES/REPLACEMENT COSTS		21597	17.35 Receipt #: 38164		
11/22/2019	CR FINES/REPLACEMENT COSTS		21704	34.55 Receipt #: 38201		
11/27/2019	CR FINES/REPLACEMENT COSTS		21732	15.10 Receipt #: 38220		
48920	LIBRARY FINES	2,200.00	2,020.53	134.35	179.47	91.84
49000	INTERGOVERNMENTAL REVENUE					
11/12/2019	CR INTERGOVERNMENTAL REVENUE		21538	901.00 Receipt #: 38105		
49000	INTERGOVERNMENTAL REVENUE	7,110.00	7,520.06	901.00	(410.06)	105.77
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept 00000		106,943.00	107,783.76	1,257.45	(840.76)	100.79
Total Revenues		106,943.00	107,783.76	1,257.45	(840.76)	100.79

Fund 800 - LIBRARY

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 11/30/19	ACTIVITY FOR MONTH ENDED 11/30/2019	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
11/01/2019	PR SUMMARY PR 11/01/2019		21396	2,329.58 31		
11/15/2019	PR SUMMARY PR 11/15/2019		21528	2,159.69 32		
11/29/2019	PR SUMMARY PR 11/29/2019		21725	2,192.65 34		
50110	SALARIES	60,548.00	51,042.97	6,681.92	9,505.03	84.30
50120	FICA/MEDICARE					
11/01/2019	PR SUMMARY PR 11/01/2019		21396	183.29 31		
11/15/2019	PR SUMMARY PR 11/15/2019		21528	169.67 32		
11/29/2019	PR SUMMARY PR 11/29/2019		21725	171.95 34		
50120	FICA/MEDICARE	4,632.00	4,010.46	524.91	621.54	86.58
50123	RETIREMENT CONTRIBUTION					
11/01/2019	PR SUMMARY PR 11/01/2019		21396	66.44 31		
11/15/2019	PR SUMMARY PR 11/15/2019		21528	58.33 32		
11/29/2019	PR SUMMARY PR 11/29/2019		21725	55.02 34		
50123	RETIREMENT CONTRIBUTION	2,288.00	1,381.44	179.79	906.56	60.38
50124	GROUP LIFE INS PREMIUM					
11/01/2019	PR SUMMARY PR 11/01/2019		21396	5.06 31		
50124	GROUP LIFE INS PREMIUM	214.00	71.63	5.06	142.37	33.47
Total - Dept 55100		67,682.00	56,506.50	7,391.68	11,175.50	83.49
Department 55200: LIBRARY ADMINISTRATION						
50126	TRAVEL/TRAINING/MEETINGS					
11/01/2019	AP LIBRARY EXPENSES THRU 10/31/19		21444	12.76 Inv #: 10312019 Vendor '1912'		
50126	TRAVEL/TRAINING/MEETINGS	950.00	303.77	12.76	646.23	31.98
50127	MEMBERSHIP/PROFESSIONAL DUE	125.00	72.00	0.00	53.00	57.60
50134	UTILITIES					
11/08/2019	AP OCT 2019 UTILITIES		21506	577.09 Inv #: 4244687-085 OCT2019 Vendor '189'		
50134	UTILITIES	8,000.00	5,917.88	577.09	2,082.12	73.97
50135	TELEPHONE/INTERNET					
11/08/2019	AP PHONE FOR OCT 2019		21500	19.68 Inv #: 262783252510 Vendor '1648'		
50135	TELEPHONE/INTERNET	1,550.00	737.50	19.68	812.50	47.58
50136	OFFICE SUPPLIES					
11/01/2019	AP LIBRARY EXPENSES THRU 10/28/19		21441	5.17 Inv #: 10282019 Vendor '2053'		

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 11/30/19	ACTIVITY FOR MONTH ENDED 11/30/2019	Available Balance	% Used
Expenditures						
Department 55200: LIBRARY ADMINISTRATION						
11/01/2019	AP LIBRARY EXPENSES THRU 10/31/19		21444	29.32 Inv #: '10312019' Vendor '1912'		
11/08/2019	CR OFFICE SUPPLIES		21473	(21.96) Receipt #: 38071		
11/15/2019	AP LIBRARY EXPENSES FOR OCT 2019		21570	70.49 Inv #: '7490-10242019' Vendor '1668'		
50136	OFFICE SUPPLIES	600.00	470.69	83.02	129.31	78.45
50137	POSTAGE					
11/01/2019	AP LIBRARY EXPENSES THRU 10/31/19		21444	3.27 Inv #: '10312019' Vendor '1912'		
50137	POSTAGE	50.00	44.76	3.27	5.24	89.52
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200		11,275.00	7,546.60	695.82	3,728.40	66.93
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162	LIBRARY CONTRACTED SERVICES					
11/01/2019	AP WINDOW CLEANING		21439	80.00 Inv #: '1864-92717' Vendor '1604'		
11/01/2019	AP INSECT AND RODENT SERVICES		21432	35.00 Inv #: '3767931' Vendor '1845'		
11/01/2019	AP FEE FOR JANITORIAL SERVICE FOR NOV 2019		21440	305.00 Inv #: '94970' Vendor '1099'		
11/08/2019	AP MONTHLY CONTRACTED LAWN CARE SERVICE		21514	105.00 Inv #: '18713' Vendor '2073'		
11/08/2019	AP MAT RENTAL		21499	36.84 Inv #: '2603721' Vendor '36'		
11/22/2019	AP INSECT AND RODENT SERVICE		21699	35.00 Inv #: '3790058' Vendor '1845'		
50162	LIBRARY CONTRACTED SERVICES	9,250.00	8,553.58	596.84	696.42	92.47
50163	LIBRARY TECHNOLOGY SUPPLIES					
11/08/2019	AP COMPUTER LAPTOP FOR LIBRARY		21522	1,665.44 Inv #: '1034688830' Vendor '2124'		
11/22/2019	AP SERVICE AND EQUIPMENT FOR OCT 2019		21692	687.50 Inv #: '19801' Vendor '636'		
11/22/2019	AP OCTOBER TECHNOLOGY CONSULTING SERVICE		21667	18.75 Inv #: '2019-00000286' Vendor '152'		
50163	LIBRARY TECHNOLOGY SUPPLIES	2,000.00	5,663.59	2,371.69	(3,663.59)	283.18
50164	COMPUTER/EQUIP MAINT	200.00	48.86	0.00	151.14	24.43
50165	LIBRARY COPIER MAINTENANCE					
11/22/2019	AP COPIER MAINTENANCE		21678	50.00 Inv #: '007323' Vendor '1795'		
50165	LIBRARY COPIER MAINTENANCE	900.00	588.51	50.00	311.49	65.39
50166	LIBRARY MATERIAL PROCESS/REPAI					
11/01/2019	AP LIBRARY EXPENSES THRU 10/28/19		21441	2.11 Inv #: '10282019' Vendor '2053'		
50166	LIBRARY MATERIAL PROCESS/REPA	600.00	924.08	2.11	(324.08)	154.01
50167	LIBRARY HOUSEKEEPING SUPPLIES					
11/01/2019	AP LIBRARY EXPENSES THRU 10/31/19		21444	4.54 Inv #: '10312019' Vendor '1912'		
50167	LIBRARY HOUSEKEEPING SUPPLIE	300.00	14.91	4.54	285.09	4.97

Fund 800 - LIBRARY

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 11/30/19	ACTIVITY FOR MONTH ENDED 11/30/2019	Available Balance	% Used
Expenditures						
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
Total - Dept 55300		13,250.00	15,793.53 ✓	3,025.18 ✓	(2,543.53)	119.20
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168	LIBRARY E-BOOK CONTRIBUTION	537.00	537.00	0.00	0.00	100.00
50169	LIBRARY SHARED DATABASES	460.00	460.00	0.00	0.00	100.00
50170	LIBRARY DVD RENTALS-ADULT	300.00	350.09	0.00	(50.09)	116.70
50172	LIBRARY PATRON PROGRAMS					
11/01/2019	AP LIBRARY EXPENSES THRU 10/28/19		21441	5.99 Inv #: '10282019' Vendor '2053'		
11/01/2019	AP LIBRARY EXPENSES THRU 10/31/19		21444	2.39 Inv #: '10312019' Vendor '1912'		
50172	LIBRARY PATRON PROGRAMS	485.00	282.82 ✓	8.38 ✓	202.18	58.31
50179	CAFE MEMBER CHARGES	3,603.00	3,603.00	0.00	0.00	100.00
Total - Dept 55400						
		5,385.00	5,232.91 ✓	8.38 ✓	152.09	97.18
Department 55500: LIBRARY COLLECTION						
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50171	LIBRARY MAGAZINES/NEWSPAPERS					
11/15/2019	AP LIBRARY EXPENSES FOR OCT 2019		21570	43.00 Inv #: '7490-10242019' Vendor '1668'		
50171	LIBRARY MAGAZINES/NEWSPAPER	850.00	962.77 ✓	43.00 ✓	(112.77)	113.27
50173	LIBRARY ADULT BOOKS					
11/01/2019	AP LIBRARY EXPENSES THRU 10/28/19		21441	44.72 Inv #: '10282019' Vendor '2053'		
11/01/2019	AP PURCHASE OF AN ADULT BOOK		21422	15.66 Inv #: '2034859830' Vendor '1384'		
11/08/2019	AP RENTAL FOR FLOOR MATS		21523	62.06 Inv #: '2034897033' Vendor '1384'		
11/15/2019	AP LIBRARY EXPENSES FOR OCT 2019		21570	213.53 Inv #: '7490-10242019' Vendor '1668'		
11/22/2019	AP PURCHASE OF ADULT BOOKS		21679	15.66 Inv #: '2034922327' Vendor '1384'		
50173	LIBRARY ADULT BOOKS	3,000.00	2,926.66 ✓	351.63 ✓	73.34	97.56
50174	LIBRARY JUVENILE BOOKS					
11/01/2019	AP LIBRARY EXPENSES THRU 10/28/19		21441	70.64 Inv #: '10282019' Vendor '2053'		
11/15/2019	AP LIBRARY EXPENSES FOR OCT 2019		21570	192.55 Inv #: '7490-10242019' Vendor '1668'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	4,566.72 ✓	263.19 ✓	(66.72)	101.48
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500						
		8,350.00	8,456.15 ✓	657.82 ✓	(106.15)	101.27
Department 80100: CONTINGENCY FUND						

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 11/30/2019

Fund 800 - LIBRARY

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 11/30/19	ACTIVITY FOR MONTH ENDED 11/30/2019	Available Balance	% Used
Expenditures						
Department 80100: CONTINGENCY FUND						
50830	CONTINGENCY	1,001.00	0.00	0.00	1,001.00	0.00
Total - Dept 80100		1,001.00	0.00	0.00	1,001.00	0.00
Total Expenditures		106,943.00	93,535.69	11,778.88	13,407.31	87.46
NET OF REVENUES AND EXPENDITURES						
		0.00	14,248.07	(10,521.43)	(14,248.07)	

December 10, 2019

Director's Report

Staff – November 12th Liz attended the Café Cats (Catalogers) meeting in Delafield. This group meets at least twice a year to discuss, review, and share cataloging information. November 21st Melissa attended a Tech Meeting in New Berlin.

New Hire – I have received three promising applications so far. I am beginning to schedule interviews for the week of December 9th. I am attaching the Job Classifications approved by the board in April of 2019. This outlines new hire's starting pay range. The rate offered is at the discretion of the director, while still remaining within the approved budget.

Bridges/Alliance of Public Librarians (APL) – meeting was held November 8th in Delafield. I was not able to attend. I will update in January on November and December's meetings.

Next APL Meeting – December 13th in Oconomowoc

Technology Update – our 4th and final new PC has arrived. Installation of this one and the removal of the final 5 will be scheduled for January.

Building – Action Graphics updated the hours of operation on the front door.

Friends – a recap from 11-21-19 weekly report

Met Monday, November 18th at 6pm at the library

- Afternoon Tea – reimbursement - \$81.50 to staff approved
- Railroad Train Display – January – donation of \$50 approved
- Honor Flight Donation - \$100 donation approved
- Completed programs – reimbursement to Village of \$250.11. Previously approved. Carol to convey to Greg and get check to the village.
- Santa – December 12 6:30 - \$100 gift card to Sawmill Inn approved
- Gift Bricks (Kit Tiffany) - \$50 for small and \$100 for large. Forms will be available at the library, and completed forms will go back to Carol. Friends will share with the library (library has \$300) for an item for the library in memory of Kit. ADA table and chairs were mentioned. No decision made on dollar amount or item yet.
- Non-Fiction Books for Teens – staff thanked Friends again for Tough Topics titles, total was \$190
- Christmas Parade involvement – Bookmarks – approved 500 bookmarks for \$108 from Action Graphics. Approved purchase of candy to hand out at parade.
- Valentine's Day Cards – February 6th – tables set up with items to make cards and take home. Potentially making cards for some seniors or homebound??
- Back to Nature-presentation for parents - Tiffany Grinker, OT – March 5th \$100 - approved
- Book Pages – approved 40 copies per month @ \$.27 each. Total \$129.60. Friends will be invoiced directly from Bridges

Holiday Closings - reminder we'll be closed Christmas Eve, and Christmas Day. Closing at 4pm on New Year's Eve.

Programming

- Calendar for December attached
- Star & Stripes Honor Flight Art Show – Nov. 23-Dec. 13th.
- Santa and Mrs. Claus – Thursday, December 12th at 6:30pm
- Milwaukee Lionel Railroad Club Display Saturday, January 11th 10:30-2:00
- Red Cross Blood Drive – Monday, January 13, 2020
- Sustainable Living through Plastic Reduction – presented by Malia Chow – Thursdays, January 9th and 30th, and February 13th. Possible to do more if the interest is there.
- Hospice Care (Luther Manor) – Thursday, February 5th 11:00am
- Valentine’s Day Card Making – Thursday, February 6th 6:00 pm
- Welcome to Medicare – Monday, February 24th at 1:00 pm
- Back to Nature – Parent Talk by Tiffany Grinker OT – Thursday, March 5th 6:30pm
- *Go, Gwen, Go: A Family’s Journey to Olympic Gold* author visit. This is a book written by Gwen Jorgensen’s mother, Nancy Jorgensen, and her sister Elizabeth Jorgensen, all from Wisconsin. Nancy and Elizabeth will be here to talk about the book. We have ordered a copy. Opportunities for book purchase and signing will be available.

Active Library Cards – I wanted to share with you these updated and broken down numbers for active library cards. Accounts expired for 3 years, and not owing any money for replacement costs of items, get deleted from the system. Any expired card that owes less than \$100 in fines (not replacement costs) to any library can be deleted by the registered library (Butler). This is system wide. We reported 1,677 at the end of 2017 and 1,365 for 2018.

	After Deleting Expired Accounts 9/23/19				
	6/20/2019	9/17/2019	9/23/2019	11/2/2019	12/2/2019
Adult	793	809	721	726	727
Business	1	2	2	3	2
Child	203	215	196	198	199
ILL	80	91	92	97	100
Milwaukee County	45	47	44	45	43
Staff	4	4	4	5	5
Student	3	7	7	17	22
Teacher	3	4	4	6	6
	1132	1179	1070	1097	1104

Butler Public Library Job Classifications
March 2019

Job Title	Education or Experience	Starting Pay Range
Youth Librarian One position	Master's Degree in Library or Information Science, and/or library experience, and/or experience working with children	\$10.00 - \$12.00
Librarian One position	Master's Degree in Library or Information Science, and/or experience and knowledge of library cataloging and processing new materials	\$10.00 - \$12.00
Library Assistant Three to four positions depending on weekly hours	General knowledge of libraries and ability to provide readers advisory	\$9.00 - \$11.00

March 12, 2019

2018	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors	2348	2016	2057	2115	2136	2256	2301	2439	1950	2328	2044	1640	25,630
2019	1850	1886	2162	2229	2222	1914	1923	1778	2204	2345	1846		22,359
Circulation													
Adults	1282	1331	1285	1453	1352	1402	1647	1710	1340	1717	1642	1582	17,743
2019	1688	1612	1623	1774	1668	1829	2146	1905	1772	1829	1660		19,506
Childrens	854	922	695	816	751	977	1067	980	1056	1050	927	821	10,916
2019	838	959	1081	1018	1136	1339	1283	978	1251	1312	1095		12,290
Total Circulation	2136	2253	1980	2269	2103	2379	2714	2690	2396	2767	2569	2403	28,659
2019	2526	2571	2704	2792	2804	3168	3429	2883	3023	3141	2755		31,796
E-Books	59	72	54	41	52	76	54	88	75	76	57	63	767
2019	82	47	97	77	68	73	79	77	74	82	50		806
Total Circ with E-books	2195	2325	2034	2310	2155	2455	2768	2778	2471	2843	2626	2466	29,426
2019	2608	2618	2801	2869	2872	3241	3508	2960	3097	3223	2805		32,602
New Library Cards	n/a	7	12	9	15	26	36	17	8	16	18	3	167
2019	8	18	23	14	16	38	24	18	18	24	10		211
Computer Use	324	344	348	312	322	375	373	434	301	391	343	322	4,189
2019	245	337	285	357	324	323	421	434	355	370	331		3,782
Conference Room													
Scheduled/Occupied	14	16	22	22	23	15	16	19	12	14	15	10	198
2019	14	9	13	13	10	12	16	14	14	23	12		150
Patrons	59	47	74	61	58	54	43	41	4	39	58	22	560
2019	89	48	41	68	53	64	76	37	26	65	55		622

Target #

28,717
77.86%
Of Goal

31,216
101.86%
Of Goal

Programming	2019	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)														
Storytime (Wed)		33	40	48	41	49	65	63	47	48	49	40		523
Crafterday (2nd Sat)		7	1	7	0	0	0	0	0	0	0	0		15
Lego Club (last Thurs)		n/a	10	0	16	16	13	11	8	10	13	3		100
Popcorn and a Movie		0	2	11	0	0	0	0	0	0	0	0		13
Little Miss Ann (6-21)							17							17
Snake Discovery (7-12)								45						45
Mad Science (7-26)								23						23
Wrap Up Summer Reading Party (7-31)								25						25
Bird Talk (9-12)										31				
Children's Totals		40	53	66	57	65	95	167	55	89	62	43		792
Young Adult (12-18)														
Teen Activities - Discontinued in March		0	0	0	0	0	0	0	0	0	0	0		0
Young Adult Totals		0	0	0	0	0	0	0	0	0	0	0		0
Adult (All Ages)														
Recipe Club (1st Wed)		5	2	2	7	3	3	5	3	0	4	2		36
Lionel RR Club Display(1-12)		45												45
Blood Drive(2-4)(5-21)(8-5)(10-14)			34			52			25		37			148
Valentine Party(2-14)			37											37
Welcome to Medicare (2-18)(5-13)(8-12)(11-4)			5			5			4			2		16
Indian Cooking(2-21) & (7-25)			27					15						42
Growing Great Tomatoes (3-21)				12										12
History of Butler(3-23)				19										19
Anniversary Celebration(4-4)					40									40
The Endurance presentation(5-16)						26								26
Coffee with a Cop (5-23)						20								20
Scam Presentation by BPD (6-13)							4							4
Waukesha Civic Senior Players (7-22)								11						11
Growing Garlic & Putting Garden to Bed for Winter (8-29)									9					
Traditional Turkish Water Marbeling (Ebru) (10-12)											16			16
Victorian (Early) Afternoon Tea (10-19)											16			16
NANoWriMo - every Thursday evening 5:30-7:30 in November												8		8
Honor Flight Speaker and Vet (12-5)														
Bob Ahal-Honor Flight Vet (12-7)														
Santa & Mrs. Claus(12-12)														
Adult (all ages) Totals		50	105	33	47	106	7	31	41	0	73	12		505
Monthly Programming Totals		90	158	99	104	171	102	198	96	89	135	55		1297

2018= 381

2018= 326

2018= 707

December

2019

Butler Public Library

<https://www.butler.lib.wi.us/>

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(262) 783-2535

Monday - Wednesday @ 10 am - 7 pm

Thursday @ 10 am - 8 pm

Friday & Saturday @ 10 am - 3 pm



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Stars & Stripes Honor Flight Art Display	3 Stars & Stripes Honor Flight Art Display	4 Stars & Stripes Honor Flight Art Display 10:30 am-Storytime - Hibernation 5:30 pm-Recipe Club - Appetizers	5 Stars & Stripes Honor Flight Art Display 1 pm-Butler Stitching Group 6pm Stars & Stripes Honor Flight Speaker & Veteran	6 Stars & Stripes Honor Flight Art Display	7 Stars & Stripes Honor Flight Art Display 11:00 am Bob Ahal-Local Honor Flight Attendee 2:00 pm Butler Christmas Parade
8 CLOSED	9 Stars & Stripes Honor Flight Art Display	10 Stars & Stripes Honor Flight Art Display 6 pm Butler Public Library Board Meeting	11 Stars & Stripes Honor Flight Art Display 10:30 am-Gingerbread Storytime	12 Stars & Stripes Honor Flight Art Display 1 pm-Butler Stitching Group 6:30 pm Santa & Mrs. Claus	13 Last Day of Stars & Stripes Honor Flight Art Display	14
15 CLOSED	16	17	18 10:30 am-Snowmen Storytime	19 1 pm-Butler Stitching Group	20	21
22 CLOSED	23	24 CLOSED FOR THE HOLIDAY	25 CLOSED FOR THE HOLIDAY	26 1 pm-Butler Stitching Group 6 pm Lego Club	27	28
29 CLOSED	30	31 Closing at 4:00pm	1 CLOSED FOR NEW YEAR'S DAY			

Wednesday Morning Storytime

Join Melissa at the Butler Public Library every Wednesday for Storytime! Enjoy interactive adventures starting at 10:30am!

- December 4th - Hibernation
- December 11th - Gingerbread
- December 18th - Snowmen
- December 25th - CLOSED

Recipe Club



Join us on **Wednesday, December 4th** and bring your favorite appetizer. Bring along a copy of the recipe for an evening of tasting and sharing recipes. Contact the library if you would like more information, 262-783-2535. All are welcome!

December 4th - Appetizers @ 5:30pm
We will be setting next year's calendar and topics this evening! Please join us!

Star & Stripes Honor Flight Art Display

The Butler Library is honored to once again host the Stars and Stripes Honor Flight Traveling Art Display.

Stars and Stripes Honor Flight has taken thousands of veterans and guardians on a one-day trip to Washington D.C. Moving images have been curated onto a chronological journey of an Honor Flight trip.

Saturday, November 23 - Friday, December 13, 2019
Displayed at the Butler Public Library

Come listen to a speaker from Stars & Stripes share a flight day from morning through homecoming. A veteran will also be there to answer questions.

Thursday, December 5th at 6pm

Robert (Bob) Ahal, (raised in Butler) will be here to share his Honor Flight experience and talk about his Uncles from Butler, WWII veterans Pete Luckach, Dan Luckach, and Louie Luckach.

Saturday, December 7th at 11am

Sponsored by Friends of the Butler Library

Santa and Mrs. Claus



Santa is coming! Join us **Thursday, December 12th at 6:30 pm** for a visit from Santa and Mrs. Claus! We will have stories, treats and refreshments. You are welcome to take photos!

Sponsored by Friends of the Butler Library

Milwaukee Lionel Railroad Club Display



Join members of the Milwaukee Lionel Railroad Club, as they showcase a model train exhibit and answer your questions on model train operation and more.
The Milwaukee Lionel Railroad Club is one of the oldest railroad clubs in Wisconsin.

- **Saturday, January 11th, 10:30 am-2:00 pm**

Sponsored by Friends of the Butler Library

Sustainable Living Through Plastic Reduction

Plastic toxicity not only effects the planet it also affects our health. Look around, plastic is everywhere!

How can we begin the path to a plastic free future? This series offers a realistic and integrative approach to daily lifestyle changes we can make to improve our well-being as a planet and people.

Presented by Malia Chow

Thursdays, January 9th and 30th and February 13th at 6:30 pm

Holiday Closings

Tuesday, December 24th - Christmas Eve
Wednesday, December 25th - Christmas Day
Wednesday, January 1, 2020 - New Year's Day

Closing at 4:00 pm
Tuesday, December 31, 2019 - New Year's Eve

2020 Holiday Closings

- Wednesday, January 1st – New Year's Day
- Saturday, April 11th – Saturday before Easter
- Saturday, May 23rd – Monday, May 25th – Memorial Day Weekend
- Saturday, July 4th – Independence Day
- Saturday, September 5th – Monday, September 7th – Labor Day Weekend
- Thursday, November 26th – Thanksgiving
- Friday, November 27th – Day after Thanksgiving
- Thursday, December 24th – Christmas Eve
- Friday, December 25th – Christmas Day
- Saturday, December 26th – Day after Christmas
- Thursday, December 31st – Close at 4:00PM
- Friday, January 1st 2021 – New Year's Day
- Saturday, January 2nd, 2021 – Day after New Years

* Friday, July 3rd, 2020 - Independence Day observed

SECTION 12. HOLIDAYS, VACATION & OTHER LEAVE

12.1 Leave Calculations

The Village will grant time off earned at the percentage of the employee's regular schedule to a full time schedule of 2080 hours per year. Time used will be deducted from the leave bank for actual hours used.

Examples:

An employee scheduled to work 1950 hours per year is 93.75% of the 2080 hour work schedule. That employee would earn 93.5% of each 8 hours granted to a 2080 hour employee or 7.5 hours ($1950/2080 = 93.75\%$ $93.5\% \times 8 \text{ hours} = 7.5 \text{ hours}$)

An employee scheduled to work 1040 hours per year is 50% of the 2080 hour work schedule. That employee would earn 50% of each 8 hours granted to a 2080 hour employee or 4 hours. ($1040/2080 = 50\%$ $50\% \times 8 = 4 \text{ hours}$)

12.2 Holidays

In observance of traditional holidays, all employees, except sworn Police Department employees, will have time off and be paid for the following designated holidays, including one (1) floating holiday to be used during the calendar year.

New Year's Day
Labor Day
Christmas Eve Day

Memorial Day
Thanksgiving Day
Christmas Day

Independence Day
Day after Thanksgiving

A regular part-time employee (regular schedule of greater than 20 hours per week) will receive pro-rated pay for any of the foregoing holidays.

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. In the event the holiday falls on a day taken as vacation, then the holiday will not be charged as vacation.

A Non-Exempt Employee who works a holiday will receive an alternate day off. Floating holidays may not be banked or carried over into a different calendar year.

12.3 Vacations

Vacations allow employees paid time off from work for an extended period of time away from day-to-day tasks and job responsibilities. The vacation period shall be January 1st through December 31st. Employees will qualify for five (5) days of vacation after six consecutive months of full-time employment and an additional five (5) days after 12 months of full-time employment. Thereafter, an employee will qualify for vacation time as follows:

Years of Service	Annual Vacation Available
The year following one (1) year (12 consecutive months)	Ten (10) days per year
The year following five (5) consecutive years...	15 days per year
The year following 10 consecutive years...	20 days per year



Invoice Review Process

December 2019

