

# PUBLIC NOTICE

Meeting: Library Board  
Tuesday, February 11, 2020  
**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 11<sup>th</sup> day of February, 2020 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:

1. Roll Call
2. Persons Desiring to be heard (limit of 3 minutes each)
3. Consideration of Minutes: January 14, 2020
4. Communications
  - a. Review of recent WLA (Wisconsin Library Association) Winter Webinar
  - b. Review of email addresses for communications
  - c. Preview of Strategic Planning process
  - d. Report on Community Information Gathering results
  - e. Review and discussion on Trustee Essentials Chapter 7 (Board education)
5. Financial Report
  - a. Review and motion on Monthly Financial Report
  - b. Review and motion to approve the funding of the PC Reservation software from the Library's Reserve Fund, not to exceed \$2250.00.
6. Report of the Director
  - a. Items from the Director
  - b. Q/A on written reports (weekly and monthly)
7. Old Business
  - a. Review and possible action on the By-Laws Revision
8. New Business
  - a. Discussion and possible action on the 2019 DPI (Department of Public Instruction) Annual Report
9. Discussion and possible addition of future agenda items
10. Schedule next meeting
11. Adjournment

Dated: February 4, 2020

Jodi Kessel Szpizar  
Director

Charlene Benjamin  
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

Minutes of Butler Public Library Board Meeting  
Jan.14, 2020

**Minutes not formally approved until Library Board Meeting Feb.11<sup>th</sup>, 2020**

**Meeting was called to order by President C. Benjamin– 6pm**

**1. Members present :**

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

**2. Persons desiring to be heard:**

None

**3. Consideration of Minutes:** Dec.10<sup>th</sup>, 2019 Motion by Szczygielski to accept minutes, seconded by Bates .  
Motion carried unanimously.

**4. Communications:**

4.1. Introduction to Liz Glaser ,MLIS, Librarian

#1 goal—To serve patrons and their information needs. Likes organizing and detail work. Responsible for collection management. Coordinates with Jodi's strengths. Has a cat named Kiki.

4.2 ALA received increase in budget

**5. Financial Report:**

5.1 Monthly expenditure--\$8833.43., YTD \$102,369.12, Remaining \$4573.88 (95 .72% spent) Figures not balanced with the village yet

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

5.2 PC Reservations funding for installation to come from reserve account

**6. Report of the Director:**

6.1 Going to try a Friday & Saturday Coffee Station

**7. Old Business:**

7.1 Scheduled Strategic Planning Session for Sat. Feb. 22<sup>nd</sup> 2020, 9am

7.2 Community Information Gathering 183 responses, 114 from residents

7.3 Motion by Stegemeyer to install PC Reservation System, seconded by Bates. Motion carried unanimously.

**8. New Business:**

8.1 Committee formed for Bylaw Revision.

Jablonski-Chairwoman. Also Szczygielski, Stegemeyer

**9. Future Agenda Items:** None discussed

**10. Schedule next meeting:** February 11<sup>th</sup>, 2020 6pm

**11. Motion to adjourn:** 7:35 pm by Szczygielski, seconded by Bates , motion carried unanimously

Submitted by: Teri Stegemeyer

January 2020 Fund Account #	2020 Library Budget 800 Fund	2020 Budget	2020 YTD Money Spent	Current Month (January 2020)	2020 Remaining Balance	% Spent
800-55100-50110	Library Salaries & Benefits	\$61,241.00	\$2,930.65	\$2,930.65	\$58,310.36	
800-55100-50120	FICA/Medicare	\$4,685.00	\$230.55	\$230.55	\$4,454.45	
800-55100-50123	Retirement Contribution	\$1,659.00	\$83.14	\$83.14	\$1,575.86	
800-55100-50124	Group Life Insurance Premium	\$61.00	\$1.42	\$1.42	\$59.58	
<b>800-55100</b>	<b>Library Salaries &amp; Benefits</b>	<b>\$67,646.00</b>	<b>\$3,245.76</b>	<b>\$3,245.76</b>	<b>\$64,400.25</b>	4.80%
800-55200-50126	Travel/Training/Meetings	\$1,100.00	\$10.00	\$10.00	\$1,090.00	
800-55200-50127	Membership Dues	\$160.00	\$0.00	\$0.00	\$160.00	
800-55200-50134	Utilities	\$7,500.00	-\$198.10	-\$198.10	\$7,698.10	
800-55200-50135	Telephone/Internet	\$1,450.00	\$13.54	\$13.54	\$1,436.46	
800-55200-50136	Office Supplies	\$800.00	\$0.00	\$0.00	\$800.00	
800-55200-50137	Postage	\$50.00	-\$11.00	-\$11.00	\$61.00	
<b>800-55200</b>	<b>Library Administration</b>	<b>\$11,060.00</b>	<b>-\$185.56</b>	<b>-\$185.56</b>	<b>\$11,245.56</b>	-1.68%
800-55300-50162	Contracted Services	\$8,100.00	\$677.58	\$677.58	\$7,422.42	
800-55300-50163	Technology Maintenance	\$3,000.00	\$0.00	\$0.00	\$3,000.00	
800-55300-50164	Computer Equipment/Maintenance	\$150.00	\$0.00	\$0.00	\$150.00	
800-55300-50165	Copier Maintenance	\$850.00	\$50.00	\$50.00	\$800.00	
800-55300-50166	Material Processing/Repair	\$900.00	\$0.00	\$0.00	\$900.00	
800-55300-50167	Housekeeping Supplies	\$250.00	\$0.00	\$0.00	\$250.00	
<b>800-55300</b>	<b>Library Equipment/Maintenance</b>	<b>\$13,250.00</b>	<b>\$727.58</b>	<b>\$727.58</b>	<b>\$12,522.42</b>	5.49%
800-55400-50168	E-Book Contribution	\$633.00	\$0.00	\$0.00	\$633.00	
800-55400-50169	Shared Databases/Licenses	\$408.00	\$0.00	\$0.00	\$408.00	
800-55400-50170	Special Event Programming	\$0.00	\$0.00	\$0.00	\$0.00	
800-55400-50172	Patron Programs	\$787.00	\$0.00	\$0.00	\$787.00	
800-55400-50179	CAFÉ Member Charge	\$3,723.00	\$0.00	\$0.00	\$3,723.00	
<b>800-55400</b>	<b>Library Programs &amp; Services</b>	<b>\$5,551.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,551.00</b>	0.00%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$0.00	\$0.00	\$1,100.00	
800-55500-50173	Adult Collection	\$4,615.00	\$145.56	\$145.56	\$4,469.44	
800-55500-50174	Youth Collection	\$4,500.00	\$284.84	\$284.84	\$4,215.16	
<b>800-55500</b>	<b>Library Collection</b>	<b>\$10,215.00</b>	<b>\$430.40</b>	<b>\$430.40</b>	<b>\$9,784.60</b>	4.21%
	Contingency	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
<b>Fund 800 Library Totals</b>		<b>\$108,722.00</b>	<b>\$4,218.18</b>	<b>\$4,218.18</b>	<b>\$104,503.83</b>	3.88%
<b>Library Income</b>		<b>Budget \$14,161.00</b>	<b>YTD Deposited \$967.58</b>	<b>Mo. Deposited \$702.88</b>	<b>Balance Needed \$13,193.42</b>	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER  
 Balances as of 01/31/2020

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 01/31/20	ACTIVITY FOR MONTH ENDED 01/31/2020	Available Balance	% Used
<b>Revenues</b>						
Department 00000:						
40320	MISC REVENUE					
01/07/2020	CR OTHER/KEEP THE CHANGE/DONATION		22304	2.22 Receipt #: 39123		
01/09/2020	CR MISC REVENUE		22357	250.11 Receipt #: 39203		
01/14/2020	CR OTHER/KEEP THE CHANGE/DONATION		22381	4.20 Receipt #: 39253		
01/22/2020	CR OTHER/KEEP THE CHANGE/DONATION		22559	3.90 Receipt #: 39329		
40320	MISC REVENUE	925.00	260.43	260.43	664.57	28.15
41100	PROPERTY TAXES	94,561.00	0.00	0.00	94,561.00	0.00
48910	LIBRARY FEES					
01/07/2020	CR MILWAUKEE CARDS		22303	40.00 Receipt #: 39121		
01/07/2020	CR PRINTING/COPIES		22304	41.00 Receipt #: 39123		
01/07/2020	CR BOOK SALES		22304	3.50 Receipt #: 39123		
01/07/2020	CR REPLACEMENT LIBRARY CARDS		22304	2.00 Receipt #: 39123		
01/14/2020	CR PRINTING/COPIES		22381	59.50 Receipt #: 39253		
01/14/2020	CR BOOK SALES		22381	8.00 Receipt #: 39253		
01/14/2020	CR MILWAUKEE CARDS		22381	40.00 Receipt #: 39253		
01/22/2020	CR PRINTING/COPIES		22558	6.75 Receipt #: 39328		
01/22/2020	CR PRINTING/COPIES		22559	54.00 Receipt #: 39329		
01/22/2020	CR BOOK SALES		22559	9.50 Receipt #: 39329		
01/27/2020	CR PRINTING/COPIES		22595	67.50 Receipt #: 39355		
01/27/2020	CR BOOK SALES		22595	2.25 Receipt #: 39355		
01/27/2020	CR REPLACEMENT LIBRARY CARDS		22595	2.00 Receipt #: 39355		
48910	LIBRARY FEES	3,400.00	336.00	336.00	3,064.00	9.88
48920	LIBRARY FINES					
01/07/2020	CR FINES/REPLACEMENT COSTS		22303	6.00 Receipt #: 39121		
01/07/2020	CR FINES/REPLACEMENT COSTS		22304	28.60 Receipt #: 39123		
01/14/2020	CR FINES/REPLACEMENT COSTS		22381	35.45 Receipt #: 39253		
01/22/2020	CR FINES/REPLACEMENT COSTS		22559	16.20 Receipt #: 39329		
01/27/2020	CR FINES/REPLACEMENT COSTS		22595	20.20 Receipt #: 39355		
48920	LIBRARY FINES	2,200.00	106.45	106.45	2,093.55	4.84
49000	INTERGOVERNMENTAL REVENUE	7,636.00	0.00	0.00	7,636.00	0.00
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
<b>Total - Dept 00000</b>			702.88	702.88	108,019.12	0.65
<b>Total Revenues</b>		108,722.00	702.88	702.88	108,019.12	0.65
<b>Expenditures</b>						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 01/31/20	ACTIVITY FOR MONTH ENDED 01/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55100: LIBRARY SALARIES & BENEFITS						
01/01/2020	PRAW SUMMARY PRAW 01/01/2020		22380	(1,313.17) 41		
01/10/2020	PR SUMMARY PR 01/10/2020		22297	1,823.85 41		
01/24/2020	PR SUMMARY PR 01/24/2020		22544	2,419.97 43		
50110	SALARIES	61,241.00	2,930.65	2,930.65	58,310.35	4.79
50120 FICA/MEDICARE						
01/01/2020	PRAW SUMMARY PRAW 01/01/2020		22380	(103.76) 41		
01/10/2020	PR SUMMARY PR 01/10/2020		22297	144.11 41		
01/24/2020	PR SUMMARY PR 01/24/2020		22544	190.20 43		
50120	FICA/MEDICARE	4,685.00	230.55	230.55	4,454.45	4.92
50123 RETIREMENT CONTRIBUTION						
01/01/2020	PRAW SUMMARY PRAW 01/01/2020		22380	(43.14) 41		
01/10/2020	PR SUMMARY PR 01/10/2020		22297	59.91 41		
01/24/2020	PR SUMMARY PR 01/24/2020		22544	66.37 43		
50123	RETIREMENT CONTRIBUTION	1,659.00	83.14	83.14	1,575.86	5.01
50124 GROUP LIFE INS PREMIUM						
01/01/2020	PRAW SUMMARY PRAW 01/01/2020		22380	(3.64) 41		
01/10/2020	PR SUMMARY PR 01/10/2020		22297	5.06 41		
50124	GROUP LIFE INS PREMIUM	61.00	1.42	1.42	59.58	2.33
<b>Total - Dept 55100</b>			<b>3,245.76</b>	<b>3,245.76</b>	<b>64,400.24</b>	<b>4.80</b>
Department 55200: LIBRARY ADMINISTRATION						
50126 TRAVEL/TRAINING/ MEETINGS						
01/17/2020	AP TEMPORARY CERTIFICATION		22476	10.00 Inv #: '01132020' Vendor '1886'		
50126	TRAVEL/TRAINING/ MEETINGS	1,100.00	10.00	10.00	1,090.00	0.91
50127 MEMBERSHIP/PROFESSIONAL DUES						
50134	UTILITIES	160.00	0.00	0.00	160.00	0.00
01/20/2020 AP Void Invoice 215						
50134	UTILITIES	7,500.00	22517	(198.10) Inv #: " Vendor '215'	7,698.10	(2.64)
50135 TELEPHONE/INTERNET						
01/28/2020	AP PHONE CHARGES		22675	13.54 Inv #: '26278925250120' Vendor '1648'		
50135	TELEPHONE/INTERNET	1,450.00	13.54	13.54	1,436.46	0.93
50136 OFFICE SUPPLIES						
50137	POSTAGE	800.00	0.00	0.00	800.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER  
 Balances as of 01/31/2020

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 01/31/20	ACTIVITY FOR MONTH ENDED 01/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55200: LIBRARY ADMINISTRATION						
01/08/2020	CR POSTAGE		22305	(11.00) Receipt #: 39152 ✓	61.00	(22.00)
50137	POSTAGE	50.00	(11.00)	(11.00) ✓		
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00 ✓	0.00	100.00
<b>Total - Dept 55200</b>		<b>11,060.00</b>	<b>(185.56)</b>	<b>(185.56)</b> ✓	<b>11,245.56</b>	<b>1.68</b>
<b>Department 55300: LIBRARY EQUIPMENT/MAINTENANCE</b>						
<b>50162 LIBRARY CONTRACTED SERVICES</b>						
01/17/2020	AP VILLAGE HALL AND LIBRARY ALARM SERVICE		22474	220.74 Inv #: '216140-1029' Vendor '1479' ✓		
01/17/2020	AP JANITORIAL SERVICE FOR JAN 20		22470	305.00 Inv #: '97109' Vendor '1099' ✓		
01/31/2020	AP WINDOW CLEANING		22671	80.00 Inv #: '1864-95170' Vendor '1604' ✓		
01/31/2020	AP FLOOR MATS		22652	36.84 Inv #: '2635037' Vendor '36' ✓		
01/31/2020	AP INSECT AND RODENT SERVICE		22653	35.00 Inv #: '3822633' Vendor '1845' ✓		
50162	LIBRARY CONTRACTED SERVICES	8,100.00	677.58	677.58 ✓	7,422.42	8.37
50163	LIBRARY TECHNOLOGY SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
50164	COMPUTER/EQUIP MAINT	150.00	0.00	0.00	150.00	0.00
<b>50165 LIBRARY COPIER MAINTENANCE</b>						
01/17/2020	AP COPIER MAINTENANCE		22469	50.00 Inv #: '008350' Vendor '1795' ✓		
50165	LIBRARY COPIER MAINTENANCE	850.00	50.00	50.00 ✓	800.00	5.88
50166	LIBRARY MATERIAL PROCESS/REPAI	900.00	0.00	0.00	900.00	0.00
50167	LIBRARY HOUSEKEEPING SUPPLIES	250.00	0.00	0.00	250.00	0.00
<b>Total - Dept 55300</b>		<b>13,250.00</b>	<b>727.58</b>	<b>727.58</b> ✓	<b>12,522.42</b>	<b>5.49</b>
<b>Department 55400: LIBRARY PROGRAMS &amp; SERVICES</b>						
50168	LIBRARY E-BOOK CONTRIBUTION	633.00	0.00	0.00	633.00	0.00
50169	LIBRARY SHARED DATABASES	408.00	0.00	0.00	408.00	0.00
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50172	LIBRARY PATRON PROGRAMS	787.00	0.00	0.00	787.00	0.00
50179	CAFE MEMBER CHARGES	3,723.00	0.00	0.00	3,723.00	0.00
<b>Total - Dept 55400</b>		<b>5,551.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,551.00</b>	<b>0.00</b>
<b>Department 55500: LIBRARY COLLECTION</b>						

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 01/31/20	ACTIVITY FOR MONTH ENDED 01/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55500: LIBRARY COLLECTION						
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00	0.00	100.00
50171	LIBRARY MAGAZINES/NEWSPAPERS	1,100.00	0.00	0.00	1,100.00	0.00
50173	LIBRARY ADULT BOOKS		22635	145.56 Inv #: '2035033645' Vendor '1384'		
01/31/2020	AP ADULT BOOKS		145.56	145.56 ✓	4,469.44	3.15
50174	LIBRARY JUVENILE BOOKS	4,615.00	22658	60.98 Inv #: '2035033628' Vendor '1384'		
01/31/2020	AP CHILDREN'S BOOKS		22683	223.86 Inv #: 'ARU0298955' Vendor '1742'		
01/31/2020	AP CHILDREN'S BOOKS		284.84	284.84 ✓	4,215.16	6.33
50174	LIBRARY JUVENILE BOOKS	4,500.00	0.00	0.00	0.00	100.00
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
<b>Total - Dept 55500</b>		<b>10,215.00</b>	<b>430.40</b>	<b>430.40</b> ✓	<b>9,784.60</b>	<b>4.21</b>
Department 80100: CONTINGENCY FUND						
50830	CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total - Dept 80100</b>		<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Total Expenditures</b>		<b>108,722.00</b>	<b>4,218.18</b>	<b>4,218.18</b> ✓	<b>104,503.82</b>	<b>3.88</b>
<b>NET OF REVENUES AND EXPENDITURES</b>						
		<b>0.00</b>	<b>(3,515.30)</b>	<b>(3,515.30)</b> ✓	<b>3,515.30</b>	

February 11, 2020

## Director's Report

**Staff** – I am registered for two webinars this month. “Intro to Creating a Marketing Plan” on February 13<sup>th</sup>, and “Little Library, Big Impact: Financial Literacy at Small and Rural Libraries.” On February 18<sup>th</sup>.

Melissa is scheduled to come back beginning February 12<sup>th</sup>.

**Bridges/Alliance of Public Librarians (APL)** – from the minutes of the January 10th meeting:

### **Business discussed**

**a. Election of APL Officers for 2020.** Stacey Lunsford moved to elect the slate of officers put forward by the nominating committee: Brittany Larson, President; Eric Robinson, Vice President; Adele Loria, Secretary. Peg Checkai seconded; motion passed.

### **b. Hoopla implementation.**

Mellanie Mercier gave an overview of decisions that needed to be made about the Bridges \$50,000 Hoopla trial: When to start the trial; what formats to offer; what limits to impose on patrons; what pricing limits for items, if any; what kind of publicity. Directors shared concerns over timing; not so early that the money is exhausted well before the end of the year, but early enough that directors will have data from the trial to use in their budget planning for 2021. The most popular formats in other systems are audiobooks and ebooks. Audiobooks tend to also be the most expensive titles. After some discussion, the group agreed on the following:

Circ limits: 4 titles a month

All formats

No price limits on items made available

Start date: April 1, 2020

Publicity: bookmark that looks like iPhone, video component, “trial” displayed prominently on all marketing materials.

The group agreed to revisit this on February’s agenda for further questions.

### **c. Discussion on Reference USA subscription feedback.**

Several libraries have received complaints about ending the subscription to Reference USA. Brookfield is investigating subscribing on their own. Others felt that the volume of complaints did not outweigh the low quality of the information and price of the product. No action taken.

### **d. App purchase recommendation.**

The selected vendor cannot be disclosed until the contract is awarded. Connie shared information about pricing details for the 3 year contract and the group debated optional features that can be included (for an additional fee). The committee members shared their impressions from the process.

Karol Kennedy made a motion to recommend moving forward with the catalog app; Abby Armour seconded. Motion passed, all in favor.

Bruce Gay made a motion to include a Spanish language option; Cheryl Schoenhaar seconded. Motion passed (23 ayes, 1 nay).

Karol Kennedy made a motion to include self check-out feature; Ali Chase seconded. Motion failed. (1 aye, 23 nays).

**Next meeting Friday, February 14<sup>th</sup> in Oconomowoc**

**Technology Update** – still working with Taylor to schedule a day to finish the install of our last new PC. Public computers #9-12 were removed from service January 14<sup>th</sup>. Our current Equipment Policy has a time limit of 3 hours for patrons, and 1 hour for guests for computer use. With the removal of #9-12 we will be monitoring and enforcing time limits as needed. No problems so far.

**PC Reservation** – my initial phone call with Robert Lurie, our Envisionware Implementation Consultant, is scheduled for Thursday, February 6<sup>th</sup> at 2:00 pm.

**Building** – Jim got us a salt bin and filled it for us. Feel free to salt as needed ☺

**Friends** – met Tuesday, February 4<sup>th</sup> at 6:00pm

Approved to fund the following events

- Valentine Card Making – February 6 -materials
- Judy Mayer – Cooking Demonstration – no date or dollar amount yet
- Ben Franklin Re-enactor - \$125 – will schedule for fall 2020
- Sustainable Living Program – (1/9, 1/30 & 2/13) Malia Chow - \$50
- Back to Nature Program – March 5 - \$100
- Go Gwen Go – local author Nancy Jorgenson 3/19 - \$75
- Garden Problem Program – Joey & Holly Baird 4/9 - \$70
- Coffee with a Cop – 4/30 – pay for refreshments if needed
- Community Herbalism - \$150 – not scheduled yet
- If These Wall Could Talk: The Stories of the Notre Dame Cathedral - \$75 - not scheduled yet

Discussed having a cook out to kick off Summer Reading on June 15<sup>th</sup>. Charlene will check with Park & Rec on partnering for the event.

Carol introduced the Friends partnering with the Clarke House for an Easter Egg Hunt on the grounds of the Library and Clarke House, scheduled for Saturday, April 4 at 1:00pm

Carol will look into Friends being a listed nonprofit to receive funds through Amazon Smile

Charlene briefed the group on BPL Strategic Planning and invited them to our first session on Feb. 22<sup>nd</sup>.

## **Programming**

- Calendar for February attached
- Sustainable Living through Plastic Reduction – presented by Malia Chow – Thursday, **February 13<sup>th</sup>**
- Welcome to Medicare – Monday, **February 24<sup>th</sup>** at 1:00 pm
- Back to Nature – Parent Talk by Tiffany Grinker OT – Thursday, **March 5<sup>th</sup>** 6:30pm
- *Go, Gwen, Go: A Family's Journey to Olympic Gold* author visit. Thursday, **March 19<sup>th</sup>** 6:00pm. 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.
- 10 Common Garden Problems and How to Solve Them – The Wisconsin Vegetable Gardener, Thursday, **April 9<sup>th</sup>** at 6:30 pm
- Coffee with a Cop, Thursday, **April 30<sup>th</sup>** at 6:00 pm
- Red Cross Blood Drive – Monday **May 11<sup>th</sup>** 1-6 pm
- Understanding Medicare – Monday, **June 1<sup>st</sup>** 1:00 pm

**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.

	<b>2017</b>	<b>2018</b>	<b>12/2/2019</b>	<b>1/9/2020</b>	<b>2/4/2019</b>
Adult			727	712	716
Business			2	2	2
Child			199	198	198
ILL			100	100	102
Milwaukee County			43	42	43
Staff			5	5	5
Student			22	22	24
Teacher			6	6	7
	<b>1677</b>	<b>1365</b>	<b>1104</b>	<b>1087</b>	<b>1097</b>

# Butler Public Library

12808 W. Hampton Avenue  
Butler, WI 53007  
262-783-2535

www.butler.lib.wi.us  
Facebook:  
ButlerPublicLibraryWI

## February 2020

### February 2020 Events

- **Storytime with Melissa-Wednesdays at 10:30**  
February 5th - Mouse Storytime  
February 12th - Valentine's Day Storytime  
February 19th - Mittens Storytime  
February 26th - Leaping Storytime
- **Valentine's Day Card Making**  
**Thursday, February 6th 6pm**  
Friends of the Butler Library will provide all of the supplies to make a card for your special someone!
- **Understanding Medicare**  
**Monday, February 24th 1-2pm**  
Free unbiased class to learn the A, B, C, and D of Medicare.
- **Demystifying Hospice Care**  
**Wednesday, February 5th 11:00am**  
Join Luther Manor for an informative and interactive dialogue on Elderly Care Planning-Journey to Hospice. Refreshments will be served.
- **Sustainable Living through Plastic Reduction**  
**Thursdays, January 30th, & February 13th at 6:30pm**  
Malia Chow leads this series, which offers a realistic and integrative approach to daily lifestyle changes we can make to improve our well-being as a planet and people.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 CLOSED	3	4	5 10:30 Storytime 11:00 Hospice Care-Luther Manor	6 1:00 Butler Stitching Group 6pm Valentine's Day Cards	7	8
9 CLOSED	10	11 6pm BPL Board Meeting	12 10:30 Storytime 5:30 Men's Book Club	13 1:00 Butler Stitching Group 6:30 Sustainable Living	14	15
16 CLOSED	17	18	19 10:30 Storytime	20 1:00 Butler Stitching Group	21	22
23 CLOSED	24 1pm Understanding Medicare	25	26 10:30 Storytime	27 1:00 Butler Stitching Group 6pm Lego Club	28	29

# BUTLER LIBRARY BOARD BYLAWS

## ARTICLE I. TRUSTEE MEMBERSHIP

Pursuant to the requirements of the Statues of the State of Wisconsin 43.51 and 43.58, there is hereby created a Library Board for the Village consisting of seven (7) members. Membership shall consist of (1) Village Trustee and six (6) citizens appointed by the Village President, subject to confirmation by the Village Board. One member will be appointed by the Village President to represent the school district in which the library is located. Terms of such members shall be from May 1<sup>st</sup> in the year of their appointment until April 30<sup>th</sup> of the following year and thereafter each regular appointment shall be for a term of three (3) years. Not more than one (1) member of the Village Board shall at any one (1) term be a member of the Library Board. **Candidate recommendations can be forwarded to the Village President by the Library Director, staff and Library board.** Citizen members shall be appointed by the Village President, subject to confirmation by the Village Board. The Trustee member shall be appointed annually by the Village President, subject to confirmation by the Village Board.

## ARTICLE II. OFFICERS AND ELECTIONS

Section 1. The officers of the board shall be a President, a Secretary, and a Treasurer. The terms of the members will be from May 1<sup>st</sup>.

Section 2. Terms of office shall be for ~~two~~ **three** years. An officer may serve for more than one consecutive term in the same capacity with a majority vote of the members present at the annual meeting provided there is a quorum.

Section 3. **All Board members nominated must consent to have their names placed in nominations. Nominations for Library Board officers shall be made at the regular monthly meeting prior to the election of officers. Voting for officers by secret ballot.** The officers shall be elected at the annual meeting of the Board each April and shall remain in office until their successors are elected. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 4. The duties of all officers shall be such as by custom and law and the rules of this Board ~~usually devolve upon such officers~~ **shall be administered** in accordance with their titles. The President has the right to be a member of all committees.

~~Section 5. As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other~~

~~offices that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.~~—do we need this paragraph? Library is already established.

## ARTICLE III MEETINGS

Section 1. The Library Board shall meet regularly each month or at the discretion of the President. Annual meetings will be held in May when needed for Officer Elections. ~~Elections will be by nomination in a secret ballot.~~

Section 2. 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 as stated in the call, provided notice thereof be given to each member of the Board at least seventy-two hours in advance of the special meeting.

Section 3. A quorum at any meeting shall consist of a simple majority of those members (4) who are properly appointed and confirmed.

Section 4. The order of business may be as follows:

- Call to order
- ~~Persons desiring to be Heard (subject to 5 minute limit)~~
- Minutes of previous meeting
- Communications
- Friends of the Library Report
- Director's Report
- Financial Report
- Committee Report(s)
- ~~Unfinished Old~~ business
- New business
- ~~Schedule next meeting~~
- Adjournment

Section 5. Robert's Rules of Order, ~~last revised edition, shall govern the parliamentary procedure of the Board.~~—shall be the parliamentary authority of the Board and shall govern all 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 seem more advisable, or expedient, for the President to appoint a special committee to accomplish a particular ~~undertaking.~~—task.

## ARTICLE V. GIFTS

The Board ~~shall be considered as~~ is the special trustee for all gifts of personal property, real estate, and financial donations and shall have the right to hold title thereto, that shall be used according to the terms of the gift donor, provided such terms are acceptable to the Board. If no terms are stated the Library Director with the consent of the Library Board may designate use of the gift.

## ARTICLE VI. DIRECTOR

The Director/Designee shall have sole charge of the administration of the library under the discretion and review of the Board. The Director shall be responsible for the care 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/ Designee shall attend all board meetings.

## ARTICLE VII. BUDGET

The Library ~~Board~~ Director shall, prior to October 1<sup>st</sup> ????? each year, prepare a detailed estimate of the expenditures by the Board during the ensuing present calendar year together with an estimate of the income from all sources to be derived during the calendar year, and transmit the same to the Village Library Board for discussion and approval. Once approved by the Library Board the budget will be transmitted to the Village Board . The Village Board shall include in the Village budget for the ensuing fiscal year such sum for library purposes as it shall deem necessary. Should this last sentence be adjusted???

## ARTICLE VII. AMENDMENTS

Amendments to these by-laws may be made by a unanimous vote the members present at any regular meeting; provided that the proposed changes have been stated in the call for the meeting; and further, provided that such call is issued to the membership at least five (5) days prior to the regular meeting.