

# PUBLIC NOTICE

Meeting: Library Board

Tuesday, April 14, 2020

**6:00 p.m.** – *Virtual: Zoom video conference or phone*

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 14<sup>th</sup> day of April, 2020 at 6:00 p.m. by way of **Zoom** video conferencing *or phone*. **Public is invited to join.**

**Topic: Library Board April 2020 Meeting**

Meeting Room opens at 05:30 PM Central Time

Meeting ID: 265 761 051

Join via Zoom Video Conference Meeting at: <https://zoom.us/j/265761051> (using your computer audio)

**OR** Join by Phone: 1 312 626 6799

Due to the COVID-19 Pandemic this meeting will not be open to the public in an in-person capacity. Those wishing to observe may do so by downloading the ZOOM app to your personal computer, tablet or smart phone and utilizing the above information to join via ether computer or telephone. If you wish to communicate in written format with the Board you may send written comments to the Library Board President at 12920 W. Hampton Avenue or you may email the President at [boardpresident@butler.lib.wi.us](mailto:boardpresident@butler.lib.wi.us).

At this time 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: March 10, 2020
4. Communications
  - 4.1. Update: Safe at Home mandated closings
  - 4.2. Review: Performance Review Process
  - 4.3. Other communications
5. Financial Report
  - 5.1. Review and motion to approve Monthly Report
6. Report of the Director
7. Old Business
  - 7.1. *Old business items tabled until May*
8. New Business
  - 8.1. Discussion and approval to suspend Strategic Planning progress for the time being
  - 8.2. Discussion and approval of the Allowable Cost Worksheet

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

9. Discussion of future agenda items
10. Schedule next meeting
11. Adjournment

Dated: 30-Mar-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  
March 10th , 2020

**Minutes not formally approved until next Library Board meeting**

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

**1. Members present :**

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

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

None

**3. Consideration of Minutes:** Feb.11<sup>th</sup>, 2020 Motion by Sardina to accept minutes, seconded by Bates .  
Motion carried unanimously.

**4. Communications:**

- a.Introduction to Melissa, youth librarian , does Story Time, Lego Club, Summer Reading Program and more
- b.Strategic Planning progress- Goal Statements next
- c. PC Reservation progress- need Taylor Computers to do something

**5. Financial Report:**

a. Monthly expenditure \$13,177.37, YTD \$17,395.55, Remaining \$91,326.45 (16 % spent)  
Motion by Szczygielski to approve monthly financial report , seconded by Bates. Motion carried unanimously

**6. Report of the Director:**

- a. Coronavirus-wipe down surfaces more, no plans yet.
- b. Bake sale during April 7<sup>th</sup> election with Friends
- c. Paige leaving.

**7. Old Business:**

- a. Motion to approve list of updated term years for Board Members. Motion by Bates to approve, seconded by Jablonski. Motion carried unanimously.
- b. By-laws Revision Committee meeting Thurs. March 12<sup>th</sup> 5pm

**8. New Business:**

- a. Will discuss adopting a Consent Agenda next month
- b. Motion to form a committee to review and update Internet Policy. Motion to approve by Stegemeyer, seconded by Sardina. Motion carried unanimously. Bates and Director Kessel Szpizar will be on committee

**9. Future Agenda Items:**

- a. Allowable cost worksheet needs board approval
- b. Discuss 2020 Innovation Grant
- c. Director evaluation

**10. Schedule next meeting:** April 14th, 2020 6pm

**11.Adjournment:** 7:00pm, Motion by Bates, seconded by R. Benjamin . Motion carried unanimously.  
Adjourned

Submitted by: Teri Stegemeyer

# Annual Evaluation for Jodi Kessel Szpizar

Date: July 2020

**Confidentiality Statement:** Completed evaluations will be kept confidential by the Library Board President. Individual copies will **not** be shared with the Director, or any other individual. All answers and observations will be compiled by the Library Board President before sharing with the Library Board and Director as a part of the annual evaluation.

Your input will help the Director, and the Library as a whole. Additional input is being requested from members of the library staff, peers at Bridges Library System, and members of the Village of Butler.

## Instructions:

- Select **ratings** for each of the four sections. An explanation for the ratings is at the bottom of each page.
- Include **Observations** wherever possible. These should be descriptions of **how** you saw the Director achieve – or failed to achieve – the items represented in the section.

Observations can be **positive**. For example: *"I saw an irate patron yell at our Director last December about a lost book. She kept her cool and assured the patron that they could find a solution together."*

Observations can offer feedback for a situation that could have been **handled better**. For example: *"When 'x' got angry about being disconnected from the computer when her time was up, the Director just said that it was policy and did not provide a good explanation."*

- Include **specific feedback** on overall strengths and suggested improvement on the last page of this form.
- **Sign** this form. This is required, but will *not* be shared with anyone.

Timeline: **June 1<sup>st</sup>**: Evaluation forms sent to all respondents. **June 9<sup>th</sup>**: Evaluation forms returned to Board President. **June 23**: Consolidated review returned to Library Board members and Director. **July 14**: Board goes into Closed Session to discuss review with Director.

Thank you for your input!



Section 1: Administrative Services

Place an X in the appropriate box. Don't forget to add observations. Our Director ....	Excellent	Good	Adequate	Fair	Poor	N/A
1. Implements the policies of the library as established by the board.						
2. Serves as the technical adviser to the board in matters of automation and software needs.						
3. Prepares the draft of the annual library budget for board discussion and approval.						
4. Participates in the presentation of the adopted budget to local officials.						
5. Receives and expends library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.						
6. Recruits, selects, hires, supervises, evaluates, and terminates if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).						
7. Prepares library board meeting agendas and necessary reports in cooperation with the Library Board President, and notifies Board members of scheduled meetings.						
8. Prepares state annual report for review and approval by the Library Board.						
9. Informs and advises the Library Board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries and the library system.						

**Administrative Duties – Observations:** (Please be specific...refer to the examples on the Instructions page.) Additional space is provided next page.

**Ratings:**

- Excellent = The Director always does this
- Good = The Director usually does this
- Adequate = The Director does this more often than not, but not consistently
- Fair = The Director does this, but only on occasion
- Poor = The Director does not do this, or does it so infrequently that it doesn't have any impact
- N/A = I have not had an opportunity to observe the Director on this item

Section 2: Collection Management

Place an X in the appropriate box. Don't forget to add observations. Our Director ....	Excellent	Good	Adequate	Fair	Poor	N/A
10. Directs the acquisition of – or selects – materials for all media and all age groups, based on the library's approved collection development policy.						
11. Develops and maintains a regular weeding schedule to maintain a current and useful library collection.						
12. Periodically reviews the collection development policy and makes recommendations to the Library Board for revisions.						
13. Maintains accurate and up-to-date records of use registrations and activities, including information to support reimbursement for nonresident borrowing						

Collection Management Duties – Observations:

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**Ratings:**  
 Excellent = The Director always does this  
 Good = The Director usually does this  
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 Fair = The Director does this, but only on occasion  
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 N/A = I have not had an opportunity to observe the Director on this item

Section 3: Service and Service Promotion:

Place an X in the appropriate box. Don't forget to add observations. Our Director ....	Excellent	Good	Adequate	Fair	Poor	N/A
14. Develops and executes an array of service programs to address the various needs of users and to make the library more relevant to all.* <sup>1</sup>						
15. Directs or prepares news releases and submissions to the media to announce new or special services and events that spotlight the library.						
16. Assists Library Friends or other local groups to help with library promotion, fundraising, and enhancement of services.						
17. Prepares or supervises grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.						
18. Maintains records showing all programs offered and number of attendees at each program.						
19. Continually investigates the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.						
20. Conducts ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.						

**Service Duties – Observations:** (additional space provided next page)

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<sup>1</sup> These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.

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Poor = The Director does not do this, or does it so infrequently that it doesn't have any impact

N/A = I have not had an opportunity to observe the Director on this item

**Section 4: Facilities Management**

Place an X in the appropriate box. Don't forget to add observations. Our Director ....	Excellent	Good	Adequate	Fair	Poor	N/A
21. Reports care and maintenance of the library building and grounds to the Dept, of Public Works so that they are maintained good condition.						
22. Regularly reviews building and space needs and advise the board in planning for any future expansion.						
23. Assesses the adequacy of existing facilities in regard to the provision of automated services.						

**Facilities Management Duties – Observations:**

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**Ratings:**

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Fair = The Director does this, but only on occasion

Poor = The Director does not do this, or does it so infrequently that it doesn't have any impact

N/A = I have not had an opportunity to observe the Director on this item

**I feel the Director's strengths are:** (Things that make the Library a much better place for patrons.)

**I feel the areas that could be improved are:** (Please be specific, offer ideas for improvement that are within the Director's control.)

Signature: \_\_\_\_\_ (required, but will *not* be shared!)

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**Ratings:**

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Good = The Director usually does this

Adequate = The Director does this more often than not, but not consistently

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Poor = The Director does not do this, or does it so infrequently that it doesn't have any impact

N/A = I have not had an opportunity to observe the Director on this item

March 2020 Fund Account #	2020 Library Budget 800 Fund	2020 Budget	2020 YTD Money Spent	Current Month (March 2020)	2020 Remaining Balance	% Spent
800-55100-50110	Library Salaries & Benefits	\$61,241.00	\$12,434.27	\$4,813.08	\$48,806.73	
800-55100-50120	FICA/Medicare	\$4,685.00	\$977.59	\$377.65	\$3,707.41	
800-55100-50123	Retirement Contribution	\$1,659.00	\$344.80	\$123.49	\$1,314.20	
800-55100-50124	Group Life Insurance Premium	\$61.00	\$11.54	\$5.06	\$49.46	
<b>800-55100</b>	<b>Library Salaries &amp; Benefits</b>	<b>\$67,646.00</b>	<b>\$13,768.20</b>	<b>\$5,319.28</b>	<b>\$53,877.80</b>	20.35%
800-55200-50126	Travel/Training/Meetings	\$1,100.00	\$56.58	\$0.00	\$1,043.42	
800-55200-50127	Membership Dues	\$160.00	\$106.00	\$53.00	\$54.00	
800-55200-50134	Utilities	\$7,500.00	\$1,329.69	\$798.05	\$6,170.31	
800-55200-50135	Telephone/Internet	\$1,450.00	\$24.35	\$0.00	\$1,425.65	
800-55200-50136	Office Supplies	\$800.00	\$117.41	\$30.00	\$682.59	
800-55200-50137	Postage	\$50.00	\$21.70	\$32.70	\$28.30	
<b>800-55200</b>	<b>Library Administration</b>	<b>\$11,060.00</b>	<b>\$1,655.73</b>	<b>\$913.75</b>	<b>\$9,404.27</b>	14.97%
800-55300-50162	Contracted Services	\$8,100.00	\$1,394.42	\$35.00	\$6,705.58	
800-55300-50163	Technology Maintenance	\$3,000.00	\$1,120.59	\$748.65	\$1,879.41	
800-55300-50164	Computer Equipment/Maintenance	\$150.00	\$0.00	\$0.00	\$150.00	
800-55300-50165	Copier Maintenance	\$850.00	\$150.00	\$50.00	\$700.00	
800-55300-50166	Material Processing/Repair	\$900.00	\$317.43	\$240.80	\$582.57	
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>\$2,982.44</b>	<b>\$1,074.45</b>	<b>\$10,267.56</b>	22.51%
800-55400-50168	E-Book Contribution	\$633.00	\$399.00	\$0.00	\$234.00	
800-55400-50169	Shared Databases/Licenses	\$408.00	\$408.00	\$0.00	\$0.00	
800-55400-50170	Special Event Programming	\$0.00	\$0.00	\$0.00	\$0.00	
800-55400-50172	Patron Programs	\$787.00	\$50.78	\$7.70	\$736.22	
800-55400-50179	CAFÉ Member Charge	\$3,723.00	\$3,723.00	\$0.00	\$0.00	
<b>800-55400</b>	<b>Library Programs &amp; Services</b>	<b>\$5,551.00</b>	<b>\$4,580.78</b>	<b>\$7.70</b>	<b>\$970.22</b>	82.52%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$640.11	\$277.00	\$459.89	
800-55500-50173	Adult Collection	\$4,615.00	\$1,208.74	\$515.06	\$3,406.26	
800-55500-50174	Youth Collection	\$4,500.00	\$929.17	\$262.38	\$3,570.83	
<b>800-55500</b>	<b>Library Collection</b>	<b>\$10,215.00</b>	<b>\$2,778.02</b>	<b>\$1,054.44</b>	<b>\$7,436.98</b>	27.20%
	Contingency	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	0.00%
<b>Fund 800 Library Totals</b>		<b>\$108,722.00</b>	<b>\$25,765.17</b>	<b>\$8,369.62</b>	<b>\$82,956.83</b>	23.70%
<b>Library Income</b>		<b>Budget \$14,161.00</b>	<b>YTD Deposited \$2,156.20</b>	<b>Mo. Deposited \$273.83</b>	<b>Balance Needed \$12,004.80</b>	
<b>Net of Revenues and Expenditures</b>			<b>-\$8,095.79</b>			
<b>Taxes</b>		<b>\$94,561.00</b>				

Balances as of 3/31/2020  
 Fund 800 - LIBRARY

Account	Description	Amended Budget	YEAR-TO-DATE THRU 03/31/20	ACTIVITY FOR MONTH ENDED 03/31/2020	Available Balance	% Used
<b>Revenues</b>						
Department 00000:						
40320	MISC REVENUE					
03/04/2020	CR OTHER/KEEP THE CHANGE/DONATION		23075	1.05 Receipt #: 39760		
03/10/2020	CR OTHER/KEEP THE CHANGE/DONATION		23149	8.68 Receipt #: 39855		
40320	MISC REVENUE	925.00	282.11	9.73	642.89	30.50
41100	PROPERTY TAXES	94,561.00	0.00	0.00	94,561.00	0.00
48910	LIBRARY FEES					
03/04/2020	CR PRINTING/COPIES		23075	46.00 Receipt #: 39760		
03/04/2020	CR BOOK SALES		23075	5.75 Receipt #: 39760		
03/04/2020	CR REPLACEMENT LIBRARY CARDS		23075	1.00 Receipt #: 39760		
03/10/2020	CR PRINTING/COPIES		23149	39.20 Receipt #: 39855		
03/10/2020	CR BOOK SALES		23149	11.50 Receipt #: 39855		
03/10/2020	CR REPLACEMENT LIBRARY CARDS		23149	1.00 Receipt #: 39855		
03/17/2020	CR PRINTING/COPIES		23288	34.00 Receipt #: 40029		
03/17/2020	CR BOOK SALES		23288	5.50 Receipt #: 40029		
48910	LIBRARY FEES	3,400.00	752.00	143.95	2,648.00	22.12
48920	LIBRARY FINES					
03/04/2020	CR FINES/REPLACEMENT COSTS		23075	34.95 Receipt #: 39760		
03/10/2020	CR FINES/REPLACEMENT COSTS		23148	9.00 Receipt #: 39854		
03/10/2020	CR FINES/REPLACEMENT COSTS		23149	24.30 Receipt #: 39855		
03/17/2020	CR FINES/REPLACEMENT COSTS		23287	18.25 Receipt #: 40028		
03/17/2020	CR FINES/REPLACEMENT COSTS		23288	33.65 Receipt #: 40029		
48920	LIBRARY FINES	2,200.00	473.80	120.15	1,726.20	21.54
49000	INTERGOVERNMENTAL REVENUE	7,636.00	648.29	0.00	6,987.71	8.49
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept: 00000		108,722.00	2,156.20	273.83	106,565.80	1.98
Total Revenues		108,722.00	2,156.20	273.83	106,565.80	1.98
<b>Expenditures</b>						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
03/06/2020	PR SUMMARY PR 03/06/2020		23068	2,165.65 46		
03/20/2020	PR SUMMARY PR 03/20/2020		23281	2,647.43 47		
50110	SALARIES	61,241.00	12,434.27	4,813.08	48,806.73	20.30
50120	FICA/MEDICARE					
03/06/2020	PR SUMMARY PR 03/06/2020		23068	170.50 46		

Balances as of 3/31/2020  
 Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 03/31/20	ACTIVITY FOR MONTH ENDED 03/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55100: LIBRARY SALARIES & BENEFITS						
03/20/2020	PR SUMMARRY PR 03/20/2020		23281	207.15 47		
50120	FICA/MEDICARE	4,685.00	977.59	377.65	3,707.41	20.87
50123	RETIREMENT CONTRIBUTION					
03/06/2020	PR SUMMARRY PR 03/06/2020		23068	62.86 46		
03/20/2020	PR SUMMARRY PR 03/20/2020		23281	60.63 47		
50123	RETIREMENT CONTRIBUTION	1,659.00	344.80	123.49	1,314.20	20.78
50124	GROUP LIFE INS PREMIUM					
03/06/2020	PR SUMMARRY PR 03/06/2020		23068	5.06 46		
50124	GROUP LIFE INS PREMIUM	61.00	11.54	5.06	49.46	18.92
<b>Total - Dept 55100</b>						
		67,646.00	13,768.20	5,319.28	53,877.80	20.35
Department 55200: LIBRARY ADMINISTRATION						
50126	TRAVEL/TRAINING/MEETINGS	1,100.00	56.58	0.00	1,043.42	5.14
50127	MEMBERSHIP/PROFESSIONAL DUES					
03/13/2020	AP LIBRARY EXPENSES FOR FEB 2020		23235	53.00 Inv #: 7490 02242020 Vendor '1668'		
50127	MEMBERSHIP/PROFESSIONAL DUE	160.00	106.00	53.00	54.00	66.25
50134	UTILITIES					
03/02/2020	UB Internal Charge		23064	214.62 Internal Charge		
03/13/2020	AP UTILITY FOR FEB 2020		23201	583.43 Inv #: 4244-687-085 FEB 20 Vendor '189'		
50134	UTILITIES	7,500.00	1,329.69	798.05	6,170.31	17.73
50135	TELEPHONE/INTERNET	1,450.00	24.35	0.00	1,425.65	1.68
50136	OFFICE SUPPLIES					
03/27/2020	AP ADULT AND YOUTH BOOK PURCHASES - Postc Bags		23375	30.00 Inv #: 03172020 Vendor '1912'		
50136	OFFICE SUPPLIES	800.00	117.41	30.00	682.59	14.68
50137	POSTAGE					
03/13/2020	AP LIBRARY EXPENSES FOR FEB 2020		23235	22.00 Inv #: 7490 02242020 Vendor '1668'		
03/27/2020	AP ADULT AND YOUTH BOOK PURCHASES		23375	10.70 Inv #: 03172020 Vendor '1912'		
50137	POSTAGE	50.00	21.70	32.70	28.30	43.40
50161	LIBRARY WCFLS FEES	0.00	0.00	0.00	0.00	100.00
<b>Total - Dept 55200</b>						
		11,060.00	1,655.73	913.75	9,404.27	14.97
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 03/31/20	ACTIVITY FOR MONTH ENDED 03/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162	LIBRARY CONTRACTED SERVICES		23380	Inv #: '3857411' Vendor '1845'	6,705.58	17.22
03/27/2020	AP INSECT AND RODENT SERVICE		1,394.42			
50162	LIBRARY CONTRACTED SERVICES	8,100.00				
50163	LIBRARY TECHNOLOGY SUPPLIES		23184	Inv #: '00172811' Vendor '1591'		
03/13/2020	AP DEEP FREEZE ENT NA MAINTENANCE RENEWAL		23379	Inv #: '20324' Vendor '636'		
03/27/2020	AP SERVICES AND EQUIPMENT FOR THE FEB 2020		1,120.59		1,879.41	37.35
50163	LIBRARY TECHNOLOGY SUPPLIES	3,000.00		Inv #: '748.65'		
50164	COMPUTER/EQUIP MAINT	150.00	0.00		150.00	0.00
50165	LIBRARY COPIER MAINTENANCE		23225	Inv #: '009934' Vendor '1795'		
03/13/2020	AP COPIER MONTHLY RENTAL		150.00		700.00	17.65
50165	LIBRARY COPIER MAINTENANCE	850.00				
50166	LIBRARY MATERIAL PROCESS/REPAI		23179	Inv #: '2020-0000209' Vendor '152'		
03/13/2020	AP COOPERATIVE SUPPLY PURCHASE		23229	Inv #: '6781802' Vendor '264'		
03/13/2020	AP LIBRARY REPAIR SUPPLIES		317.43		582.57	35.27
50166	LIBRARY MATERIAL PROCESS/REPA	900.00		Inv #: '240.80'		
50167	LIBRARY HOUSEKEEPING SUPPLIE	250.00	0.00		250.00	0.00
Total - Dept 55300		13,250.00	2,982.44	Inv #: '1,074.45'	10,267.56	22.51
Department 55400: LIBRARY PROGRAMS & SERVICES						
50168	LIBRARY E-BOOK CONTRIBUTION	633.00	399.00		234.00	63.03
50169	LIBRARY SHARED DATABASES	408.00	408.00		0.00	100.00
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00		0.00	100.00
50172	LIBRARY PATRON PROGRAMS		23375	Inv #: '03172020' Vendor '1912'		
03/27/2020	AP ADULT AND YOUTH BOOK PURCHASES		50.78		736.22	6.45
50172	LIBRARY PATRON PROGRAMS	787.00				
50179	CAFE MEMBER CHARGES	3,723.00	3,723.00		0.00	100.00
Total - Dept 55400		5,551.00	4,580.78	Inv #: '7.70'	970.22	82.52
Department 55500: LIBRARY COLLECTION						
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00		0.00	100.00
50171	LIBRARY MAGAZINES/NEWSPAPERS					

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 03/31/20	ACTIVITY FOR MONTH ENDED 03/31/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 55500: LIBRARY COLLECTION						
03/13/2020	AP 12 MONTH SUBSCRIPTION FOR THE LIBRARY		23227	234.00 Inv #: '2108819 032020' Vendor '2213'		
03/13/2020	AP LIBRARY EXPENSES FOR FEB 2020		23235	43.00 Inv #: '7490 02242020' Vendor '1668'		
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	640.11 ✓	277.00	459.89	58.19
50173	LIBRARY ADULT BOOKS					
03/13/2020	AP ADULT BOOKS		23228	27.19 Inv #: '2035150258' Vendor '1384'		
03/13/2020	AP LIBRARY EXPENSES FOR FEB 2020		23235	346.69 Inv #: '7490 02242020' Vendor '1668'		
03/27/2020	AP BOOK PURCHASE FOR ADULT AND CHILDREN		23376	141.18 Inv #: '03172020' Vendor '2053'		
50173	LIBRARY ADULT BOOKS	4,615.00	1,208.74 ✓	515.06 ✓	3,406.26	26.19
50174	LIBRARY JUVENILE BOOKS					
03/13/2020	AP CHILDREN'S BOOKS		23185	109.33 Inv #: '2035120423' Vendor '1384'		
03/13/2020	AP LIBRARY EXPENSES FOR FEB 2020		23235	49.60 Inv #: '7490 02242020' Vendor '1668'		
03/13/2020	AP CHILDREN'S BOOKS		23226	23.99 Inv #: '804586' Vendor '472'		
03/27/2020	AP BOOK PURCHASE FOR ADULT AND CHILDREN		23376	79.46 Inv #: '03172020' Vendor '2053'		
50174	LIBRARY JUVENILE BOOKS	4,500.00	929.17 ✓	262.38 ✓	3,570.83	20.65
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00	0.00	100.00
Total - Dept 55500						
		10,215.00	2,778.02 ✓	1,054.44 ✓	7,436.98	27.20
Department 80100: CONTINGENCY FUND						
50830	CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
Total - Dept 80100						
		1,000.00	0.00	0.00	1,000.00	0.00
Total Expenditures						
		108,722.00	25,765.17 ✓	8,369.62 ✓	82,956.83	23.70
NET OF REVENUES AND EXPENDITURES						
		0.00	(23,608.97)	(8,095.79) ✓	23,608.97	

April 14, 2020

## Director's Report

**Staff** - Paige officially turned in her notice, her last day is April 8<sup>th</sup>. Meeting with staff weekly via zoom meetings, and emailing one on one as needed during our closure.

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

### **Business discussed**

- 1.) **Data analytics software for 2021** – discussion on what patron data libraries would like to see. Directors will complete a google doc on data we would like to see
- 2.) **Library Tech Support Services Menu** – Erin Kramer reviewed her menu of services. Don't hesitate to contact her for troubleshooting or questions. Libraries won't be billed for these initial conversations.
- 3.) **Delivery Services Feedback** – Libraries asked to track all slow, inconsistent deliveries and follow up with Karol Kennedy. Most deliveries should be overnight. Maybe a day longer from Jefferson.
- 4.) **hoopla** – still scheduled to launch April 1<sup>st</sup>. Marketing materials scheduled to go out week of March 16<sup>th</sup>. Directors agreed to market hoopla like any other pilot so as to get an accurate idea of the demand. Agreed could all be skewed with COVID-19 happening.
- 5.) **Story Campaign "March Madness" Challenge** – story campaign going on for a year now and has proven very successful. Would like to continue for another year. Send patrons and or library stories to Jill Fuller.
- 6.) **Bridges Library System Director Report** – Connie Meyer met with new budget analyst for Waukesha County. The board discussed the proposed IMLS (Institute of Museum and Library Science) funding cut, approved the annual report along with the summer performers lineup. The app contract is still not ready for approval. The board also discussed Connie's letter to the Washington County directors, and reviewed the Strategic Plan update.

**Next meeting Friday, April 17<sup>th</sup> via zoom meeting.**

**Technology Update** – it has become too burdensome at this time to give patrons the ability to print from their devices. I will however look into what it would take for Envisionware to provide this service.

**PC Reservation** – Administration side has been installed. I am waiting on confirmation for the completion of install on the public computers side scheduled for Monday, April 13<sup>th</sup>. It is done remotely but I need to be in the library.

**Building** – status quo

**Friends** – status quo, no meeting currently scheduled

### **Programming**

- No calendar attached
- *Go, Gwen, Go: A Family's Journey to Olympic Gold* author visit. ~~Thursday, March 19<sup>th</sup> 6:00pm.~~  
**Rescheduled for Thursday, July 16<sup>th</sup> at 6:00pm**

- Easter Egg Hunt – sponsored by Community Foundation-Clarke House and Friends of the Butler Library. ~~Saturday, April 4<sup>th</sup> at 1:00 pm~~ **Cancelled**
- Blood Pressure Screenings – by Heritage Court Memory Care – ~~Tuesday, April 7<sup>th</sup> 1-4 pm~~ **Will be rescheduled.**
- 10 Common Garden Problems and How to Solve Them – The Wisconsin Vegetable Gardner, ~~Thursday, April 9<sup>th</sup> at 6:30 pm~~ **Hope to reschedule-haven't heard back yet**
- Coffee with a Cop, ~~Thursday, April 30<sup>th</sup> at 6:00 pm~~ **Will be rescheduled**

**Hopefully the following will go on as planned**

- Red Cross Blood Drive – **Monday May 11<sup>th</sup>** 1-6 pm
- “If These Walls Could Talk”: Stories of the Notre Dame Cathedral – Thursday, **May 14<sup>th</sup>** 6:30 pm
- Understanding Medicare – Monday, **June 1<sup>st</sup>** 1:00 pm
- Summer Reading Registration Cookout – Saturday, **June 13<sup>th</sup>** 11:00? Need to verify the time
- Summer Reading Begins – Monday, **June 15<sup>th</sup>** – Friday, **July 31<sup>st</sup>**
- History of Clarke Family by Marilyn Schultz – Saturday, **June 20<sup>th</sup>** at 1:00 pm
- Wendy and DB – Bridges Sponsored Summer Reading Program – Friday, **June 26<sup>th</sup>** at 1:00 pm
- VA Burial Benefits – Monday, **July 13<sup>th</sup>** at 1:00 pm (rescheduled from March 30<sup>th</sup>)
- *Go, Gwen, Go: A Family's Journey to Olympic Gold* author visit. Thursday, **July 16<sup>th</sup>** at 6:00 pm (rescheduled from March 19<sup>th</sup>)
- Kidsplay – Bridges Sponsored Summer Reading Program – Friday, **July 17<sup>th</sup>** at 1:00 pm
- Steve Girman – Bridges sponsored Summer Reading Program – Friday, **July 31<sup>st</sup>** at 1:00 pm
- Dr. Benjamin Franklin – Thursday, **September 17<sup>th</sup>** at 6:30 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. **I didn't update from March meeting.**

	2017	2018	1/9/2020	2/4/2020	3/7/2020
Adult			712	716	722
Business			2	2	3
Child			198	198	199
ILL			100	102	103
Milwaukee County			42	43	44
Staff			5	5	5
Student			22	24	24
Teacher			6	7	7
	<b>1677</b>	<b>1365</b>	<b>1087</b>	<b>1097</b>	<b>1107</b>

2020	Jan	Feb	March COVID-19	April COVID-19	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors	1850	1886	2162	2229	2222	1914	1923	1778	2204	2345	1846	1920	24,279
2020	2092	1960	1084										5,136
Circulation													
Adults	1688	1612	1623	1774	1668	1829	2146	1905	1772	1829	1660	1642	21,148
2020	1740	1607	1113										4,460
Childrens	838	959	1081	1018	1136	1339	1283	978	1251	1312	1095	1180	13,470
2020	1004	1424	866										3,294
Total Circulation	2526	2571	2704	2792	2804	3168	3429	2883	3023	3141	2755	2822	34,618
2020	2744	3031	1979										7,754
E-Books	82	47	97	77	68	73	79	77	74	82	50	87	893
2020	110	94	116										320
Total Circ with E-books	2608	2618	2801	2869	2872	3241	3508	2960	3097	3223	2805	2909	35,511
2020	2854	3125	2095										8,074
New Library Cards	8	18	23	14	16	38	24	18	18	24	10	8	219
2020	10	13	9										32
Computer Use	245	337	285	357	324	323	421	434	355	370	331	282	4,064
2020	313	278	144										735
Conference Room													
Scheduled/Occupied	14	9	13	13	10	12	16	14	14	23	12	18	168
2020	18	14	9										41
Patrons	89	48	41	68	53	64	76	37	26	65	55	41	663
2020	71	66	29										166

March 2019-  
March 2020  
-26.23%  
3rd best out of  
24 libraries

<b>YTD March 2018-2019</b>				<b>YTD March 2019-2020</b>	
Jan-Mar 2018 Grand Total w/o inhouse & ILL	6,369		Jan-Mar 2019 Grand Total w/o inhouse & ILL	7,729	
Jan-Mar 2019 Grand Total w/o inhouse & ILL	7,729		Jan-Mar 2020 Grand Total w/o inhouse & ILL	7,689	
difference	1,360		difference	-40	
% difference	21.35%		% difference	-0.52%	
2018 Grand Total w/o inhouse & ILL	28,503		2020	7,689	
2019 Grand total w/o ILL & inhouse	34,314		2019	34,314	
difference	5,811		2018	28,503	
% difference	20.39%		2017	29,160	
			2016	32,158	
			2015	30,195	
			2014	32,373	
			2013	32,531	
			2012	32,310	
			2011	31,280	
			2010	28,563	
			2009	25,595	
			2008	13,158	

4th best out of  
24 libraries

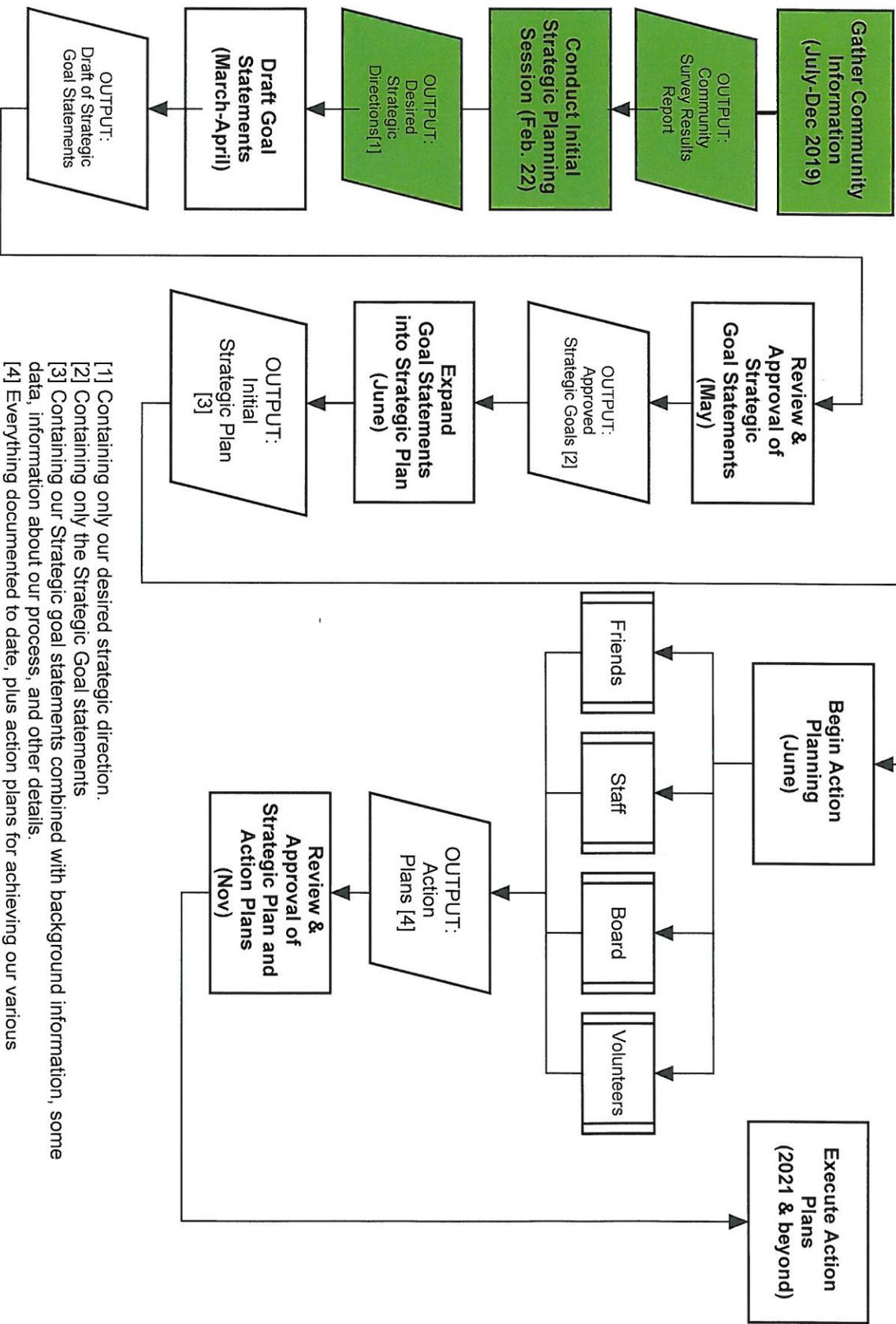
2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
<b>Children's (0-11) (all attendees)</b>													
Storytime (Wed)	36	54	19										
Lego Club (last Thurs)	6	5	0										
Summer Reading Prog													
Summer Reading Prog													
Summer Reading Prog													
<b>Children's Totals</b>	<b>42</b>	<b>59</b>	<b>19</b>	<b>0</b>	<b>120</b>								
<b>Young Adult (12-18)</b>													
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Young Adult Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adult (All Ages)</b>													
Lionel RR Club Display(1-12)	11												11
Sustainable Living (1-9&1-30) (2-13)	34	11											45
Blood Drive(1-13)(5-11)(8-10)(11-2)	37												37
Hospice Care-Luther Manor (2-5)		5											5
Valentine Card Making(2-6)		11											11
Welcome to Medicare (2-24)(6-1)(10-5)		4											4
Back to Nature:Outdoor Play (3-5)			8										8
<b>POSTPONED</b> Go, Gwen, Go (3-19)(7-16)													0
<b>POSTPONED</b> VA Burial Benefits (3-30)(7-13)													0
<b>CANCELLED</b> Easter Egg Hunt (4-4)													0
<b>CANCELLED</b> 10 Common Garden Problems (4-9)													0
<b>CANCELLED</b> Coffee with a Cop (4-30)													0
If These Walls Could Talk:Notre Dame Cathedral (5-14)													
NanoWriMo - every Thursday evening 5:30-7:30 in November													121
Santa & Mrs. Claus													
<b>Adult (all ages) Totals</b>	<b>82</b>	<b>31</b>	<b>8</b>	<b>0</b>	<b>121</b>								
<b>Monthly Programming Totals</b>	<b>124</b>	<b>90</b>	<b>27</b>	<b>0</b>	<b>241</b>								

2019 840

2019 568

2019 1408

# LIBRARY BOARD STRATEGIC PLAN PROCESS



[1] Containing only our desired strategic direction.

[2] Containing only the Strategic Goal statements

[3] Containing our Strategic goal statements combined with background information, some data, information about our process, and other details.

[4] Everything documented to date, plus action plans for achieving our various goals. This version will be updated throughout the life of the plan.

**Allowable Cost 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 1st.

Library Name:		Butler		
Description	Annual Report Reference	2019 Actuals (Per Annual Report)	2020 Municipal Adopted Budget	Library Notes or Comments
<b>Revenues</b>				
Local Municipal Library Operating Revenue	Section V, 1 (for 2019) and Section V, 9 (for 2020)	\$94,557	\$94,561	
Home County Operating Revenue	Section V, 2(a)	\$5,736	\$6,069	
Other County Payments for Library Services	Section V, 2(b)	\$474	\$666	
State Funds (e.g. Innovation Grant, Hotspots)	Section V, 3	\$1,310	\$901	
Federal Funds	Section V, 4	\$0		
Contract Income	Section V, 5	\$0		
Funds Carried Forward for Operations	Section V, 6	\$0		
All Other Operating Income	Section V, 7	\$6,545	\$6,525	
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			
<b>Total Revenues</b>		<b>\$108,622</b>	<b>\$108,722</b>	
<b>Expenditures</b>				
Operating Expenditures	Section VI, 6	\$106,749	\$108,722	
Indirect Costs (if applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
<b>Total Operating Expenditures</b>		<b>\$106,749</b>	<b>\$108,722</b>	
Library Capital and Debt	Section VII	\$0		
<b>Total Expenditures</b>		<b>\$106,749</b>	<b>\$108,722</b>	

The information listed above is a correct statement of the Library's spending for 2019 actuals and 2020 budget. Please provide any additional comments in the box below.

Board President \_\_\_\_\_

Date \_\_\_\_\_

Library Director \_\_\_\_\_

Date \_\_\_\_\_