

PUBLIC NOTICE

Meeting: Library Board

Tuesday, May 12, 2020

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

PLEASE TAKE NOTICE that a regular meeting of the Butler Library Board will be held on the 12th day of May, 2020 at 6:00 p.m. by way of Zoom video conferencing or phone. Public is invited to join.

Via Zoom: <https://us02web.zoom.us/j/83011786414>

Via phone: +1 312 626 6799 US (Chicago)

Meeting ID: 830 1178 6414

Due to current Safer at Home orders, this meeting will not provide in-person access to the public. To attend by video conference, download the ZOOM app to a personal computer, table or smart phone and use the above information to join. To participate by phone, use the number listed above. To communicate to the Board prior to the meeting, send written comments to Village Hall at 12621 W Hampton Avenue, Butler, WI 53007, c/o Library Board, or email boardpresident@butler.lib.wi.us.

At this time and place the following items of business will be considered and possibly acted upon:

1. Roll Call
2. Persons Desiring to be Heard (3 minute limit per person)
3. Consideration of Minutes: April 14, 2020
4. Communications
 - 4.1. Introduction to Jodi's position and professional certification as Director.
 - 4.2. Annual Performance Reviews process
 - 4.3. Update on Guidance for Reopening
 - 4.4. Introduction to *Beanstack* application
 - 4.5. Summer Reading Kick-off plans
 - 4.6. Wisconsin Library Association overview
5. Financial Report
 - 5.1. Review and motion to approve Monthly Report
 - 5.1. Overview of 2020 budget process
6. Report of the Director
7. Old Business
 - 7.1. Review and decision on adopting a Consent Agenda approach
8. New Business
 - 8.1. Decision on adopting updated policies
 - 8.1.1. Computer, Internet, and Wireless Policy
 - 8.1.2. Circulation Policy
9. Discussion of future agenda items
10. Schedule next meeting
11. Adjournment

Dated: May 07, 2020

Jodi Kessel Szpiszar
Director

Charlene M 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
April 14th , 2020

Minutes not formally approved until next Library Board meeting

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

1. Members present (via ZOOM):

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: March 12th, 2020 Motion by Sardina to accept minutes, seconded by R.Benjamin with the correction that no committee is being formed to review and update internet policy..
Motion carried unanimously.

4. Communications:

- a.Jodi consulting with Kayla about Stay at Home order
- b.Discussed Jodi's performance review sample, Charlene wants feedback on questions
- c.Charlene doing a webinar on marketing

5. Financial Report:

a. Monthly expenditure \$8369.62, YTD \$25,765.17, Remaining \$82,956.83 (23.70 % spent)
Motion by Bates to approve monthly financial report , seconded by Jablonski. Motion carried unanimously

6. Report of the Director:

a. DPI awarded \$250,000 to Libby and Overdrive, PC Reservation complete, weekly online staff meeting, Beanstack statewide summer reading program, Paige is gone

7. Old Business:

a. Tabled for now

8. New Business:

- a.Suspend strategic planning for now. Motion by Sardina to suspend, seconded by Bates. Motion carried unanimously
- b. Allowable Cost Worksheet, motion to approve by Bates, seconded by Szczygielski, Motion carried unanimously.

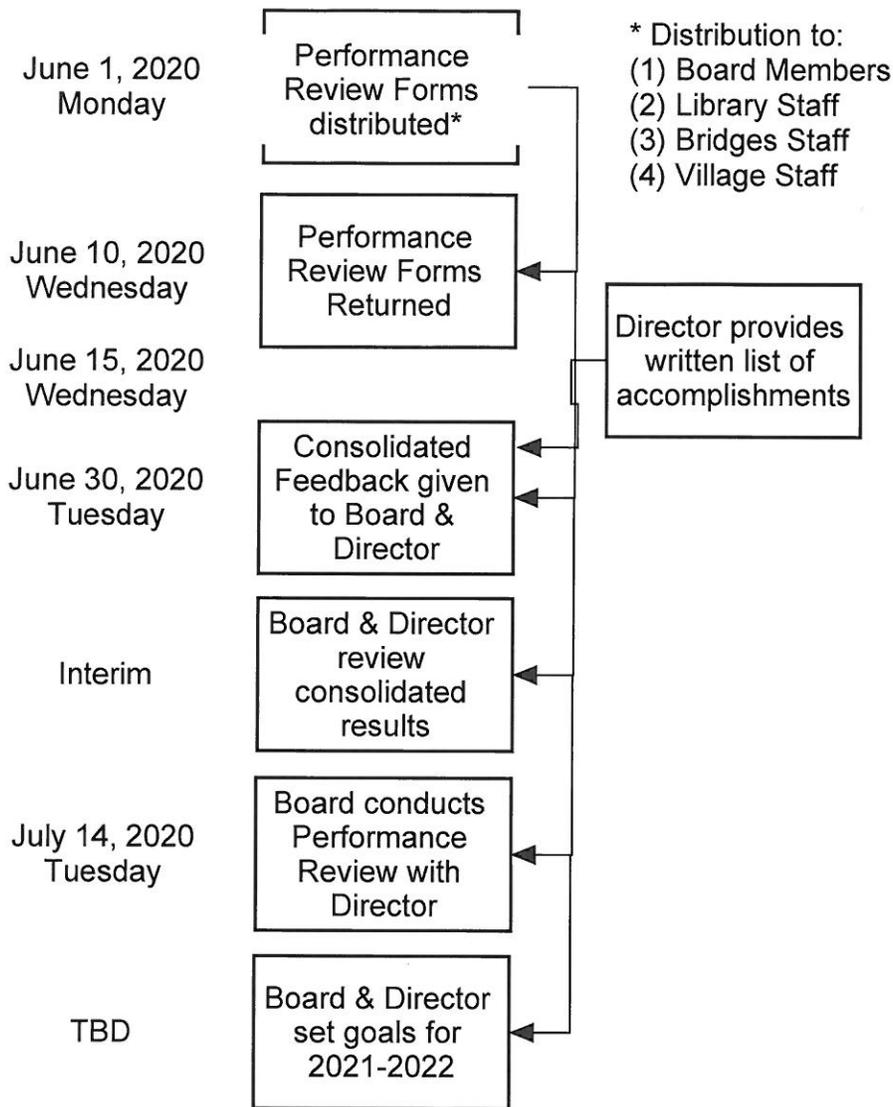
9. Future Agenda Items:

- a. Jodi will introduce herself
- b. Consent agenda
- c. Updated policies

10. Schedule next meeting: May 12th, 2020 6pm

11.Adjournment: 6:50pm, Motion by Sardina, seconded by R. Benjamin . Motion carried unanimously.
Adjourned

Submitted by: Teri Stegemeyer





Investment in Online Reading Platform and Mobile App for Wisconsin Libraries

Thursday, April 23, 2020

During the COVID-19 pandemic, the Division for Libraries and Technology is supporting libraries and library users by launching a new statewide online reading challenge platform and mobile app to support summer library programming in 2020 and beyond. The Division will award a discretionary grant for nearly \$327,000 to the Wisconsin Valley Library Service to contract with [Beanstack](https://www.beanstack.com/libraries) (<https://www.beanstack.com/libraries>) on behalf of Wisconsin public libraries. Over the course of three years, this statewide procurement will save over \$761,000 when compared to local libraries procuring this service individually. The contract will run through 2023.

Beanstack specializes in summer reading, winter reading, 100 Books Before College, and other reading challenges for all ages, customized for individual libraries. The online platform and mobile app make it easy for patrons to register, track reading, and earn incentives while libraries gain data-driven insights. The statewide Beanstack contract will allow Wisconsin public libraries to enhance virtual connections with patrons. This project aligns with Public Library System Redesign (PLSR) goals related to equity, shared services, and collaboration. Rollout of the Beanstack platform to Wisconsin public libraries will begin immediately, with the launch date of June 15 for the public.

The Division for Libraries and Technology surveyed each library, and determined that this is a necessary step to support the Wisconsin library community and library users across the state during the pandemic and beyond. The Wisconsin Valley Library Service provided integral support to guarantee that this investment would immediately support the programming efforts of Wisconsin library staff. Tessa Michaelson Schmidt, Public Library Consultant for the Division for Libraries and Technology said in her role as coordinator of the statewide summer library program, "I am thrilled that libraries will have such a high quality tool for making virtual connections with library users focused on the joy of reading."

The investment in Beanstack was made possible in part by the Institute of Museum and Library Services, LS-00-19-0050-19.

Written by:

Tessa Michaelson Schmidt

Division for Libraries and Technology

Tags

- Administration & Data
- Services & Programs
- Technology

For questions about this information, contact Tessa Michaelson Schmidt (<https://dpi.wi.gov/user/671/contact>) (608) 267-5077

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THE WISCONSIN LIBRARY ASSOCIATION

The Wisconsin Library Association is a nonprofit, professional membership organization that has provided service to the library community and Wisconsin's citizens since 1891. WLA represents librarians and library staff from school, public, academic and special libraries as well as students, trustees and library friends. Because of its broad membership base, WLA is concerned about the needs of all types of libraries in the state. WLA is a chapter of the American Library Association.

OUR MISSION

The Wisconsin Library Association engages, inspires and advocates for library workers and supporters to improve and promote library services for the people of Wisconsin.

OUR VISION

The Wisconsin Library Association's membership mirrors the diverse populations of Wisconsin and represents all types of libraries. Together, members – library workers, trustees and friends – find the support and the tools that they need to deliver forward-looking library services to the people of Wisconsin, promoting lifelong learning, quality of life and equal opportunity. Members are part of a dynamic community that focuses on educating and communicating with members, political leaders and citizens. WLA is recognized as a leader and advocate working to make libraries more visible and valued throughout Wisconsin.

OUR VALUES

At the Wisconsin Library Association, we are committed to:

- Communicating that library and information services address essential informational, educational, cultural and recreational needs within Wisconsin.
- Supporting efforts to assure the people of Wisconsin access to the broad range of views about issues of importance to them.
- Taking positions on current critical issues related to library and information services.

KEY PROGRAMS & ACTIVITIES

- Conferences and workshops on a wide range of library issues
- Networking and leadership opportunities available within 10 units
- Unified statewide advocacy for libraries, including an annual Library Legislative Day
- Awards & honors opportunities and scholarship programs for continuing education and library education

April 2020 Fund Account #	2020 Library Budget 800 Fund	2020 Budget	2020 YTD Money Spent	Current Month (April 2020)	2020 Remaining Balance	% Spent
800-55100-50110	Library Salaries & Benefits	\$61,241.00	\$16,499.66	\$4,065.39	\$44,741.35	
800-55100-50120	FICA/Medicare	\$4,685.00	\$1,297.22	\$319.63	\$3,387.78	
800-55100-50123	Retirement Contribution	\$1,659.00	\$457.44	\$112.64	\$1,201.56	
800-55100-50124	Group Life Insurance Premium	\$61.00	\$16.60	\$5.06	\$44.40	
800-55100	Library Salaries & Benefits	\$67,646.00	\$18,270.92	\$4,502.72	\$49,375.09	27.01%
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	\$0.00	\$54.00	
800-55200-50134	Utilities	\$7,500.00	\$1,894.12	\$564.43	\$5,605.88	
800-55200-50135	Telephone/Internet	\$1,450.00	\$53.33	\$28.98	\$1,396.67	
800-55200-50136	Office Supplies	\$800.00	\$192.32	\$74.91	\$607.68	
800-55200-50137	Postage	\$50.00	\$21.70	\$0.00	\$28.30	
800-55200	Library Administration	\$11,060.00	\$2,324.05	\$668.32	\$8,735.95	21.01%
800-55300-50162	Contracted Services	\$8,100.00	\$1,791.11	\$396.69	\$6,308.89	
800-55300-50163	Technology Maintenance	\$3,000.00	\$1,433.09	\$312.50	\$1,566.91	
800-55300-50164	Computer Equipment/Maintenance	\$150.00	\$17.98	\$17.98	\$132.02	
800-55300-50165	Copier Maintenance	\$850.00	\$200.00	\$50.00	\$650.00	
800-55300-50166	Material Processing/Repair	\$900.00	\$333.42	\$15.99	\$566.58	
800-55300-50167	Housekeeping Supplies	\$250.00	\$0.00	\$0.00	\$250.00	
800-55300	Library Equipment/Maintenance	\$13,250.00	\$3,775.60	\$793.16	\$9,474.40	28.50%
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	\$0.00	\$736.22	
800-55400-50179	CAFÉ Member Charge	\$3,723.00	\$3,723.00	\$0.00	\$0.00	
800-55400	Library Programs & Services	\$5,551.00	\$4,580.78	\$0.00	\$970.22	82.52%
800-55500-50171	Library Magazines/Newspapers	\$1,100.00	\$677.14	\$37.03	\$422.86	
800-55500-50173	Adult Collection	\$4,615.00	\$1,493.05	\$284.31	\$3,121.95	
800-55500-50174	Youth Collection	\$4,500.00	\$1,028.52	\$99.35	\$3,471.48	
800-55500	Library Collection	\$10,215.00	\$3,198.71	\$420.69	\$7,016.29	31.31%
	Contingency	\$1,000.00	\$0.00	\$1,463.71	\$1,000.00	0.00%
Fund 800 Library Totals		\$108,722.00	\$32,150.06	\$7,848.60	\$76,571.95	29.57%
Library Income		Budget \$14,161.00	YTD Deposited \$5,203.00 36.74%	Mo. Deposited \$3,046.80	Balance Needed \$8,958.00 63.26%	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balance as of 04/30/2020

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 04/30/20	ACTIVITY FOR MONTH ENDED 04/30/2020	Available Balance	% Used
Revenues						
Department 00000:						
40320	MISC REVENUE	925.00	282.11	0.00	642.89	30.50
41100	PROPERTY TAXES	94,561.00	0.00	0.00	94,561.00	0.00
48910	LIBRARY FEES					
04/24/2020	AP SALES TAX PROJ JAN - MAR 2020		23626	(36.85) Inv #: '03312020' Vendor '188'		
48910	LIBRARY FEES	3,400.00	715.15	(36.85)	2,684.85	21.03
48920	LIBRARY FINES					
04/20/2020	CR FINES/REPLACEMENT COSTS		23581	40.15 Receipt #: 40658		
48920	LIBRARY FINES	2,200.00	513.95	40.15	1,686.05	23.36
49000	INTERGOVERNMENTAL REVENUE					
04/20/2020	CR INTERGOVERNMENTAL REVENUE		23581	3,043.50 Receipt #: 40658		
49000	INTERGOVERNMENTAL REVENUE	7,636.00	3,691.79	3,043.50	3,944.21	48.35
49101	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	100.00
Total - Dept 00000		108,722.00	5,203.00 ✓	3,046.80 ✓	103,519.00	4.79
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50110	SALARIES					
04/03/2020	PR SUMMARY PR 04/03/2020		23421	2,069.10 ✓ 48		
04/17/2020	PR SUMMARY PR 04/17/2020		23566	1,996.29 ✓ 50		
50110	SALARIES	61,241.00	16,499.66	4,065.39 ✓	44,741.34	26.94
50120	FICA/MEDICARE					
04/03/2020	PR SUMMARY PR 04/03/2020		23421	162.82 48		
04/17/2020	PR SUMMARY PR 04/17/2020		23566	156.81 50		
50120	FICA/MEDICARE	4,685.00	1,297.22 ✓	319.63 ✓	3,387.78	27.69
50123	RETIREMENT CONTRIBUTION					
04/03/2020	PR SUMMARY PR 04/03/2020		23421	59.35 48		
04/17/2020	PR SUMMARY PR 04/17/2020		23566	53.29 50		
50123	RETIREMENT CONTRIBUTION	1,659.00	457.44 ✓	112.64 ✓	1,201.56	27.57
50124	GROUP LIFE INS PREMIUM					
04/03/2020	PR SUMMARY PR 04/03/2020		23421	5.06 48		

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 04/30/2020

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 04/30/20	ACTIVITY FOR MONTH ENDED 04/30/2020	Available Balance	% Used
Expenditures						
Department 55100: LIBRARY SALARIES & BENEFITS						
50124	GROUP LIFE INS PREMIUM	61.00	16.60	5.06 ✓	44.40	27.21
Total - Dept 55100						
		67,646.00	18,270.92 ✓	4,502.72 ✓	49,375.08	27.01
Department 55200: LIBRARY ADMINISTRATION						
50126	TRAVEL/TRAINING/ MEETINGS	1,100.00	56.58	0.00	1,043.42	5.14
50127	MEMBERSHIP/PROFESSIONAL DUE	160.00	106.00	0.00	54.00	66.25
50134	UTILITIES		23516	564.43	5,605.88 ✓	25.25
04/10/2020	AP UTILITY FOR MAR 2020		1,894.12 ✓	564.43		
50134	UTILITIES	7,500.00				
50135	TELEPHONE/INTERNET		23515	28.98	1,396.67	3.68
04/10/2020	AP PHONE FOR MAR 2020		53.33	28.98		
50135	TELEPHONE/INTERNET	1,450.00				
50136	OFFICE SUPPLIES		23577	74.91	607.68 ✓	24.04
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		192.32 ✓	74.91		
50136	OFFICE SUPPLIES	800.00				
50137	POSTAGE	50.00	21.70	0.00	28.30	43.40
50161	LIBRARY WCPLS FEES	0.00	0.00	0.00	0.00	100.00
Total - Dept 55200						
		11,060.00	2,324.05 ✓	668.32 ✓	8,735.95	21.01
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE						
50162 LIBRARY CONTRACTED SERVICES						
04/24/2020	AP JANITORIAL SERVICE FOR APRIL 2020		23639	305.00	1,099.1099 ✓	
04/24/2020	AP CREDIT FOR JANITORIAL SERVICE FOR MARCH		23640	(129.05)	1,012.90 ✓	
04/24/2020	AP VILLAGE HALL AND LIBRARY ALARM SERVICE		23648	220.74	1,479.1479 ✓	
50162	LIBRARY CONTRACTED SERVICES	8,100.00	1,791.11 ✓	396.69 ✓	6,308.89 ✓	22.11
50163	LIBRARY TECHNOLOGY SUPPLIES		23641	312.50	1,566.91 ✓	47.77
04/24/2020	AP SERVICE AND EQUIPMENT FOR MARCH 2020		1,433.09 ✓	312.50		
50163	LIBRARY TECHNOLOGY SUPPLIES	3,000.00				
50164	COMPUTER/EQUIP MAINT		23577	17.98	132.02 ✓	11.99
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		17.98	17.98		
50164	COMPUTER/EQUIP MAINT	150.00				
50165	LIBRARY COPIER MAINTENANCE					

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 04/30/20	ACTIVITY FOR MONTH ENDED 04/30/2020	Inv #:	Vendor	Available Balance	% Used
Expenditures								
Department 55300: LIBRARY EQUIPMENT/MAINTENANCE								
04/24/2020	AP COPIER MONTHLY MAINTENANCE FOR MARCH 202		23645 ✓	50.00	Inv #:	'010463' Vendor '1795'	650.00	23.53
50165	LIBRARY COPIER MAINTENANCE	850.00	200.00	50.00				
50166	LIBRARY MATERIAL PROCESS/REPAI							
Department 55400: LIBRARY PROGRAMS & SERVICES								
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		23577 ✓	15.99	Inv #:	'7490-03242020' Vendor '1668'	566.58	37.05
50166	LIBRARY MATERIAL PROCESS/REPA	900.00	333.42	15.99				
50167	LIBRARY HOUSEKEEPING SUPPLIE	250.00	0.00	0.00			250.00	0.00
Total - Dept 55300								
		13,250.00	3,775.60 ✓	793.16 ✓			9,474.40 ✓	28.50
Department 55400: LIBRARY COLLECTION								
50168	LIBRARY E-BOOK CONTRIBUTION	633.00	399.00	0.00			234.00	63.03
50169	LIBRARY SHARED DATABASES	408.00	408.00	0.00			0.00	100.00
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00			0.00	100.00
50172	LIBRARY PATRON PROGRAMS	787.00	50.78	0.00			736.22	6.45
50179	CARE MEMBER CHARGES	3,723.00	3,723.00	0.00			0.00	100.00
Total - Dept 55400								
		5,551.00	4,580.78 ✓	0.00 ✓			970.22 ✓	82.52
Department 55500: LIBRARY COLLECTION								
50170	LIBRARY DVD RENTALS-ADULT	0.00	0.00	0.00			0.00	100.00
50171	LIBRARY MAGAZINES/NEWSPAPERS							
Department 55500: LIBRARY COLLECTION								
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		23577 ✓	37.03	Inv #:	'7490-03242020' Vendor '1668'	422.86	61.56
50171	LIBRARY MAGAZINES/NEWSPAPER	1,100.00	677.14 ✓	37.03				
50173	LIBRARY ADULT BOOKS							
Department 55500: LIBRARY COLLECTION								
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		23577 ✓	284.31	Inv #:	'7490-03242020' Vendor '1668'	3,121.95	32.35
50173	LIBRARY ADULT BOOKS	4,615.00	1,493.05 ✓	284.31				
50174	LIBRARY JUVENILE BOOKS							
Department 55500: LIBRARY COLLECTION								
04/17/2020	AP MARCH 2020 EXPENSES FOR LIBRARY		23577 ✓	99.35	Inv #:	'7490-03242020' Vendor '1668'	3,471.48	22.86
50174	LIBRARY JUVENILE BOOKS	4,500.00	1,028.52 ✓	99.35				
50175	LIBRARY DVD RENTALS-CHILDREN	0.00	0.00	0.00			0.00	100.00
Total - Dept 55500								
		10,215.00	3,198.71 ✓	420.69 ✓			7,016.29 ✓	31.31

Department 80100: CONTINGENCY FUND

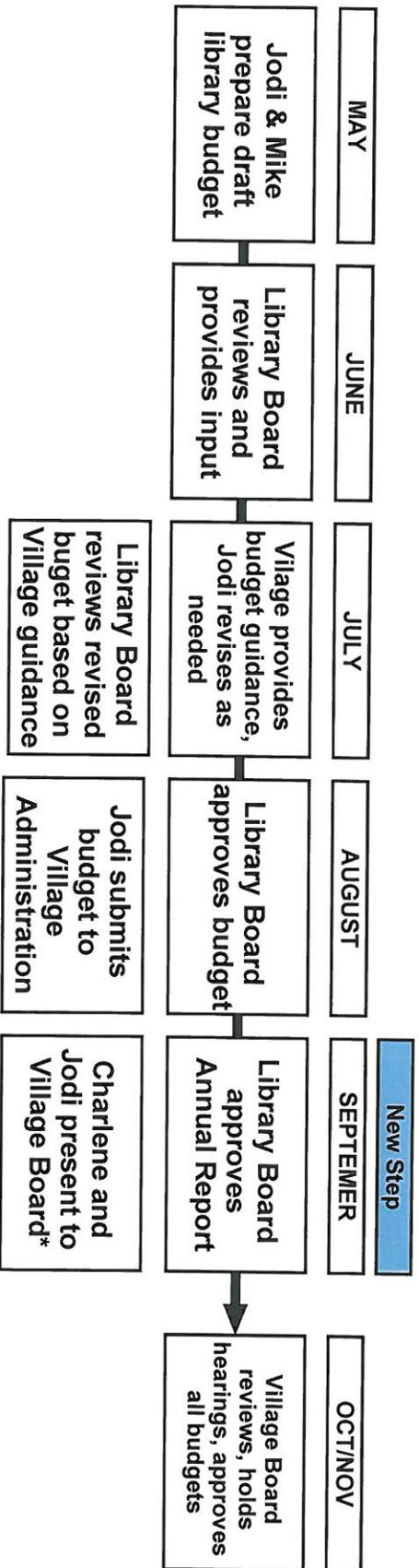
REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BUTLER

Balances as of 04/30/2020

Fund 800 - LIBRARY

Account	Description	2020 Amended Budget	YEAR-TO-DATE THRU 04/30/20	ACTIVITY FOR MONTH ENDED 04/30/2020	Available Balance	% Used
Expenditures						
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	32,150.06 ✓	6,384.89 ✓	76,571.94 ✓	29.57
NET OF REVENUES AND EXPENDITURES		0.00	(26,947.06)	(3,338.09) ✓	26,947.06	

Budget Process



*Any Board member is welcome to contribute

May 12, 2020

Director's Report

- Staff** - Some Continuing Education (CE) Training accomplishments of staff working from home.
- All completed a Library 101 training (Professional Ethics, Intellectual Freedom, Privacy and Confidentiality, Copyright, Information Literacy, and Customer Service)– I'll share some with the Board in June
 - All completed and are up to date on KnowB4 Cyber Security training
 - All downloaded and worked on the Libby App, including videos “How to Reach and Engage Your Entire Community”, “Getting Started with Libby”, and hoopla
 - All attended weekly staff meetings
 - Melissa began hosting and recording storytimes from home – set up BPL with a YouTube channel
 - Melissa has been working with Bridges and her Youth Librarian peers to set up Summer Reading through Beanstack, a Reading Challenge Software and Mobile App
 - Liz worked with Bridges to be able to catalog from home using Polaris's LEAP app. Processed and cataloged new and donated books. Relabeled Chapter Books. New labels for Large Print books, researching and ordering new books.
 - Andy set up google analytics for the website, researched nine library websites, and set up our new website in sandbox. Could be ready to go live next month
 - Eileen read and researched for her responsibility of Book Displays. Participated in webinar; “Reaching Your Reluctant Readers” Read articles: *Visual Merchandising; the Lost Art of Reading*; Watched YouTube videos; “We're Not Closed-We're Live; Learn How to Conduct a Live Social Media Session for Your Library”, “Creating Engaging Book Displays”. Researched BPL Caldecott Medal Winners so we can order some that we don't have.
 - Roz attends Café Circ meetings weekly, took courses in Excel, Word, Basic Computer Skills Course, Outlook, and OneDrive, looked into having a Storywalk, and the Beanstack app

Bridges/Alliance of Public Librarians (APL) – from the May 1st meeting:

Business discussed

- 1.) **Van Delivery** – will start up again beginning May 4th. Will clear backlog of items before transferring recent holds. Will wait to hear from Bridges to resume normal transfers. All libraries will quarantine van deliveries for 72 hours before checking them in
- 2.) **Summer Reading 2020** – all good for June 15th start. Beanstack webinars begin week of May 4th. Jill to create some general graphics for patrons sign up.
- 3.) **Bridges 2021 Budget** – let Karol know priority areas of need for their 2021 budget.
- 4.) **LSTA Cyber Security Training** - training will continue beyond this summer, however, with a different, less expensive, company, InfoSec.

Next meeting Friday, May 15th via zoom meeting.

Technology Update – status quo

PC Reservation – Install was finished in April. Staff has been trained, and we will be ready to go when we reopen. Currently working on advertising for patrons.

Building – status quo

Friends – status quo, no meeting currently scheduled

Programming

- No calendar attached
- “If These Walls Could Talk”: Stories of the Notre Dame Cathedral – Thursday, ~~May 14th~~ 6:30 pm
- Understanding Medicare – ~~Monday, June 1st~~ 1:00 pm
- Summer Reading Registration Cookout – ~~Saturday, June 13th~~ **End of Summer Reading Cookout – Saturday, Aug 1st.**
- Summer Reading via Beanstack – Monday, **June 15th** – Friday, **July 31st**
- History of Clarke Family by Marilyn Schultz – ~~Saturday, June 20th~~ at 1:00 pm Are working with Marilyn to produce a virtual tour of the Clarke House

- **Hoping to host events beginning in July**
- VA Burial Benefits – Monday, **July 13th** at 1:00 pm (rescheduled from March 30th)
- *Go, Gwen, Go: A Family’s Journey to Olympic Gold* author visit. Thursday, **July 16th** at 6:00 pm (rescheduled from March 19th)
- Kidsplay – Bridges Sponsored Summer Reading Program – Friday, **July 17th** at 1:00 pm
- Steve Girman – Bridges sponsored Summer Reading Program – Friday, **July 31st** at 1:00 pm
- Wendy and DB – Bridges Sponsored Summer Reading Program – Friday, **August 7th** at 1:00 pm (rescheduled from June 26th)
- Red Cross Blood Drive – Monday, **August 10th** from 1-6 pm
- Dr. Benjamin Franklin – Thursday, **September 17th** at 6:30 pm
- History of Butler Railroad-Marilyn Schultz – Saturday, **October 10th** at 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. **I didn’t update from March meeting.**

	2017	2018	1/9/2020	2/4/202	3/7/202
				0	0
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
	1677	1365	1087	1097	1107

YTD April 2018-2019				YTD April 2019-2020	
Jan-April 2018 Grand Total w/o inhouse & ILL	8,618			Jan-April 2019 Grand Total w/o inhouse & ILL	10,497
Jan-April 2019 Grand Total w/o inhouse & ILL	10,497			Jan-April 2020 Grand Total w/o inhouse & ILL	7,909
difference	1,879			difference	-2,588
% difference	21.809%			% difference	-24.659%
2018 Grand Total w/o inhouse & ILL	28,503			2020	7,909
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

2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (0-11) (all attendees)													
Storytime (Wed)	36	54	19	0									109
Virtual Storytimes # of views			48	67									115
Lego Club (last Thurs)	6	5	0	0									
Summer Reading Prog													
Summer Reading Prog													
Summer Reading Prog													
Children's Totals	42	59	67	67	0	235							
Young Adult (12-18)													
	0	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	0
Adult (All Ages)													
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
POSTPONED Go, Gwen, Go (3-19)(7-16)													0
POSTPONED VA Burial Benefits (3-30) (7-13)													0
CANCELLED Easter Egg Hunt (4-4)													0
CANCELLED 10 Common Garden Problems (4-9)													0
CANCELLED Coffee with a Cop (4-30)													0
CANCELLED If These Walls Could Talk:Notre Dame Cathedral (5-14)													0
History of the Clarke Family-virtually with Marilyn Schultz													
NanoWriMo - every Thursday evening 5:30-7:30 in November													121
Santa & Mrs. Claus													
Adult (all ages) Totals	82	31	8	0	0	0	0	0	0	0	0	0	121
Monthly Programming Totals	124	90	75	67	0	356							

2019 840

2019 568

2019 1408

CURRENT POLICIES

XVI. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 3 hours (Patrons without cards will be our guest for up to 1 hour). Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available. Milwaukee patrons can purchase a card for \$20.00 to use the computer.

A printer is available. Printer paper will cost \$.20 per sheet for black & white and \$.40 for color and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.20 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XVII. Internet Use Policy

The Butler Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Butler Public Library has no control over the content found there. The library staff reserves the right to censor access to material to protect users from offensive information.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
 - Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
 - Internet use is offered in 3 hour sessions on a first-come, first-served basis; each user is allowed one session. If there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 3 hours the user must abandon use of the Internet if another patron requests use of the service.
 - Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
 - Users will respect the rights and privacy of others by not accessing private files
 - Users agree not to incur any costs for the library through their use of the Internet service
 - Users shall not create and/or distribute computer viruses over the Internet
 - Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters
-

Butler Public Library Internet Policies

The Butler Public Library has established this policy to provide guidelines for the use of the Internet by patrons within the library. Please note the following:

- Users must possess a valid library card from the Butler Public Library or another library in the Waukesha Country Federated Library System to use the wireless or wired services. Patrons that do not have a CAFÉ card may use the computers near the circulation desk for 30 minutes as a guest. Patrons must show appropriate identification. Librarians may grant permission to extend a session beyond 30 minutes.
- Users under the age of eighteen must have a parental permission form signed in the presence of a staff member and kept at the library. The Butler Public Library assumes no responsibility for Internet usage by children. It is the responsibility of the parent or guardian to monitor their child’s Internet usage.
- All users are expected to use the Internet access computers and wireless service in accordance with the public nature of the location. Misuse of the computer or Internet access, such as viewing lewd, indecent, or obscene materials, or materials deemed “harmful to children” as defined in Wisconsin State Statutes, will result in loss of a patron’s Internet access privileges. The patron’s library privileges will also be banned.
- Sending and receiving via e-mail or e-mail attachments, any materials that would normally be blocked on the Internet access machines is prohibited.
- While the user’s right of privacy will be respected, the library staff reserves the right to monitor use of the workstation to ensure that policy restrictions are being followed. Users will not be allowed to download anything to the hard drive of the computer. Any misuse of a library computer will be deemed vandalism and may result in suspension of privileges or legal action.
- The Village of Butler has no control over the accuracy of information accessed through the Internet, and cannot be held responsible for its content.

Adopted by Library Board 9/2009

INTERNET USAGE FORM

I have read the Butler Library Internet Patron Access Policy and understand that it is my responsibility to monitor Internet usage.

Signature of Patron

Date

Print Name

CAFÉ

Library card number

DRAFT

1 of 2

BUTLER PUBLIC LIBRARY
Computer, Internet and Wireless Use Policy

The Butler Public Library provides access to the Internet as a means to fulfill lifelong educational, informational, cultural, and recreational needs for the citizens of the Library's service area.

The Butler Public Library provides access to computers with Internet, and Wireless Internet (WiFi) connections. All those using Library computers or accessing the library WiFi from their personal devices are subject to this policy. Users must agree to the Terms and Conditions of the Butler Public Library Computer, Internet, and Wireless Policy before being granted access to the Library computers and wireless (WiFi). Misuse of the computers, Internet, or failure to observe the guidelines set forth here may result in suspension or loss of the user's computer, WiFi, and/or library access. Illegal acts involving Library resources may be a violation of local, state, and federal laws and can lead to prosecution by such agencies.

Examples of unacceptable use include, but are not limited to:

- Any illegal activity
- Invading the privacy of individuals, including taking photos, videos, or sound recordings of other people in the library without their express permission
- Harassment of others or violation of their privacy
- Listening to audio or video files without the use of headphones
- Engaging in any activity that is offensive or creates an intimidating, hostile, or inappropriate environment, including the access or dissemination of threatening, obscene, explicit, or pornographic material
- Destruction of or damage to equipment, software, or data belonging to the library
- Unauthorized copying, reproduction, or distribution of copyrighted materials
- Vandalizing the data of any other user
- Making unauthorized changes to the setup or configuration of the software or hardware
- Unwillingness to follow Library staff instructions

The Internet is a decentralized, unmoderated global network; The Butler Public Library has no control over the content found there. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot ensure that data or files downloaded by users to their own devices are virus-free. The Library is not responsible for damages to equipment or data on a user's personal device that has been accessed through the Library's Internet service.

The Library does not use filtering software on Library computers or WiFi. Individuals are responsible for their own appropriate use of the Internet in a public place. The Library's Internet and wireless

connection is not secure and not guaranteed to be private. The Library's computers and wireless connection are public, and users should have no expectation of privacy.

As with all Library materials, it is the responsibility of the parent or legal guardian to determine and monitor their child's use of library materials and resources. If a minor under the age of 18 brings in his/her own device in order to access the WiFi, it is implicitly understood that the parent or legal guardian has given consent to accessing the Internet via this device. Parents and legal guardians may block access to Library computers for their minor children. Please contact Library staff for information on this procedure.

All person's using Library computers must sign in with their own Library card number or with a guest pass. Before each new session on a computer, users must read and accept the Butler Public Library Computer, Internet, and Wireless Use Policy displayed on the screen.

The Library reserves the right to set usage time limits on the Library's computers to ensure that all users have an opportunity to access the computers. Time limit for a Library Card Holder is 1 hour (60 minutes) with the option to renew for another 60 minutes up to two times if no one else is waiting to use the computer. Guests will have a time limit of 1 hour (60 minutes). Computer users will be automatically logged off 5 minutes prior to the Library closing.

Library staff is available for general assistance in using the computer. Staff is unable to train patrons in the use of application programs. Patrons are expected to know how to configure their own device for wireless use. The Library does not offer wireless access support.

The Library reserves the right to disconnect any device and to deny Internet access to any individual if they fail to comply with any part of this policy.

Butler Public Library

Circulation Policy

Registration

Any resident of the State of Wisconsin (except Milwaukee County residents) who currently do not have a library card in any Waukesha County or Jefferson County Public Library may apply for a library card at the Butler Public Library. The Butler Public Library will honor library cards from any Waukesha County and Jefferson County Public Library.

To register for a library card, the applicant must present a valid photo ID and proof of current residence. If an applicant's photo ID does not have the current address a utility bill or lease agreement may be presented with his/her current residence.

Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults.

Milwaukee County residents can obtain a library card for a fee of \$40 per year.

Employee Cards

Milwaukee County residents who work in Butler are eligible for a library card at no charge after presenting valid photo ID with proof of current residence, and proof of employment (e.g., check stub, work identification card, business card, letter from company on letterhead). The card will be renewed yearly with proof of employment.

Student Cards

Milwaukee County students who attend St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a Student card at no charge with current school year verification of enrollment. To register for a card, a parent or legal guardian must present a valid photo ID with proof of current residence along with school enrollment verification. Card will expire July 31 of every year. The card will be renewed yearly with verification of enrollment at either of the schools for the upcoming school year.

Teacher Cards

Milwaukee County residents who are teachers at St. Agnes School in Butler or Immanuel Lutheran School in Brookfield may be issued a Teacher card free with employment verification. To register for a library card, the applicant must present a valid photo ID and proof of current residence along with employment verification. Card will expire July 31 of every year. The card will be renewed yearly with verification of employment at either of the schools for the upcoming school year.

All applicants agree to abide by the rules of the library and must assume financial responsibility for all materials borrowed from the library.

Expired Cards

To ensure the accuracy and integrity of the database, library cards expire every 18 months. Patron information will be verified before renewing for another 18 months.

Milwaukee County cards will expire after 12 months. Patron information will be verified and \$40 collected before renewing for another 12 months.

Courtesy notices are sent to email only, or email + text, 14 days before a card expires.

Inactive patron accounts are deleted from the database three years after expiration.

Patrons must reapply for a card if their previous card was deleted. A valid photo ID and proof of current residence is required.

Lost or Stolen Cards

Please notify the library immediately if a card is lost or stolen, or if there is unauthorized use of the card. Upon notification, the card will be barred from further usage.

Replacement of a lost/stolen library card is \$1.00

Blocked Cards

The maximum fine/fee allowed on a library card before it is blocked is \$10.00. If a card is blocked, it cannot be used to check out materials until the fines/fees are paid.

Loan Periods

Loan period for books, audio books, magazines, and CDs is 3 weeks (21 days)

Loan period for DVDs is one week (7 days)

Book Club Kits are 42 days

Loan Limits

The total number of checkouts allowed per card (adult or child) at any given time is 125.

DVDs and Blu-Rays are limited to the following out at one time:

14 Adult DVDs and Blu-Rays, and

14 Children's DVDs and Blu-Rays

Renewals

All items may be renewed up to three times for the original loan period **if** there are no holds on the item.

Holds

Patrons may place their own holds using the catalog, either at the library or online. Or, they may request, either in person or over the telephone, that library staff place holds for them. No more than 40 holds may be attached to a patron's library account at any given time. A patron who puts a hold on an item will receive notification as soon as a copy is available. If an item is not claimed, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

Fines

Adult DVDs and Blu-Rays \$1.00 a day with a \$10 maximum

All other adult materials \$.15 a day with a \$10 maximum

No fines will be charged on Children's materials checked out on cards belonging to patrons under the age of eighteen (18).

Fines may be paid at the library with cash or check.

Fines may be paid using a credit or debit card through a patron's account in the CAFÉ system. A service fee will be charged.

Replacement Costs

Damaged or lost library materials will be charged the list price as the replacement cost.

All cards (adult and child) are charged replacement costs

Collection Practice of Monies Owed

3 days before due - courtesy notice sent to patron preference (email only, or email + text)

14 days past due – 1st overdue is sent to patron preference (email, text, mail, phone)

28 days past due– 2nd overdue is sent to patron preference (email, text, mail, phone)

45 days past due– bill is sent via postal mail for item lost with replacement cost of item(s).

Failure to receive a notice for any reason does not remove the responsibility to return items promptly and pay fines or fees.

Interlibrary Loans

The Butler Public Library participates in a statewide interlibrary loan service. Through this service we may obtain items for patrons from libraries throughout Wisconsin and the rest of the U.S. which are not available at the Butler Public Library or at any other CAFÉ Library in Waukesha or Jefferson County. Interlibrary loan (ILL) is the process whereby library materials, or copies of materials, are requested by, received by, or provided by one autonomous library to another. The libraries involved in ILL are not under the same administration. For the purposes of this policy, ILL is the transfer of materials between the Butler Public Library and any library outside of the CAFÉ Consortium.

Patrons are required to conform to the rules and regulations of the library from which the materials are borrowed. Due dates are determined by the owning library. Any interlibrary loan material checked out from the Butler Public Library to an individual patron should be returned directly to the Butler Public Library.

Confidentiality

Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

Butler Public Library

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To register for a library card, the applicant must present a valid photo ID and proof of current residence. If an applicant's photo ID does not have the current address, a utility bill or lease agreement may be presented with his/her current residence.

Children under 18 years of age must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence. Items checked out on a minor's card are the responsibility of the parent or custodial guardian. The library's selection of materials will not be influenced by the possibility that they may come into the hands of children or young adults.

Milwaukee County residents can obtain a library card for a fee of \$40 per year.

Employee Cards

Milwaukee County residents who work in Butler are eligible for a Business Library Card at no charge after presenting valid photo ID with proof of current residence, and proof of employment (e.g., check stub, work identification card, business card, letter from company on letterhead). The card will be renewed annually with proof of employment.

Student Cards

Milwaukee County students who attend St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a Student Library Card at no charge with current school year verification of enrollment. To register for a card, a parent or legal guardian must present a valid photo ID with proof of current residence along with school enrollment verification. Card will expire July 31st of every year. The card will be renewed annually with verification of enrollment at either of the schools for the upcoming school year.

Teacher Cards

Milwaukee County residents who are teachers at St. Agnes Catholic School in Butler or Immanuel Lutheran School in Brookfield may be issued a Teacher Library Card free with employment verification. To register for a library card, the applicant must present a valid photo ID and proof of current residence along with employment verification. Card will expire July 31st of every year. The card will be renewed annually with verification of employment at either of the schools for the upcoming school year.

Internet-Only

Milwaukee County Residents who wish to ONLY access the computers with Internet at the Butler Public Library may apply for an Internet-Only Card. A photo ID and proof of residence is required with the card

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Approved by Butler Public Library Board 5/12/20

application. There is no fee for an Internet-Only Card. This card may be upgraded to full access CAFÉ Library Card for the \$40 annual fee.

All applicants agree to abide by the rules of the library and must assume financial responsibility for all materials borrowed from the library.

Expired Cards

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