Minutes of Butler Public Library Board Meeting
August 10th, 2021

Minutes not formally approved until next Library Board meeting on September 14th, 2021

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

1. **Members present:**
   1.1. Jodi Kessel Szpiszar (Director), Charlene Benjamin (President), Michael Bates, Tom Sardina, Andy Kristensen, Karl Debelack, Laura Meyer
   1.2. Absent: Roger Benjamin
   1.3. Guests: Linda Ryfinski, Carol Zuba, Paul Kasdorf, Mark Holdmann, Bill Benjamin

2. **Persons desiring to be heard:**
   2.1. None

3. **Communications:**
   3.1. Staff
       3.1.1. We are up to 10 items donated from the Amazon Wishlist.
       3.1.2. Karl Debelack thanked Jodi for recruiting him to the library board and said it was a way to honor his parents for the way they raised him in regard to their love of literacy and how they helped to foster it within Karl as a child.
   3.2. Storytime
   3.3. NNO
   3.4. Butler Beer Garden
   3.5. Used Book Donations
   3.6. Computer Use
   3.7. Collection Numbers

4. **Trustee Education:**
   4.1. Reminder: August Train-the-Trainer Week – Wisconsin Library Association

5. **Consent Agenda:**
   5.1. Minutes from July removed from Consent Agenda and moved to 'New Business.'
   5.2. Motion by Tom Sardina to accept the Consent Agenda, second by Michael Bates, motion carried unanimously.

6. **New Business:**
   6.1. Minutes from July
       6.1.1. Correction from July in regard to '8.1 Position Structure for Wages,' which should be changed to '8.1 2022 Staff Wages.'
       6.1.2. Motion by Michael Bates to accept the amended minutes, second by Tom Sardina, motioned carried unanimously.

7. **Old Business:**
   7.1. Review and possible action on the 2022 Budget.
       7.1.1. Jodi walked the board through a Revenue Detail, which was a much more detailed list of where the money for the budget comes from on a granular level, i.e. showing where each grant came from, what constitutes 'fees,' where 'intergovernmental' money comes from, etc.

7.1.1.1. Library Tax Distribution Budgeted 2022 dollar amount is the largest increase in the system, totaling a 15% increase over 2021 number.

7.1.1.2. Receiving $399 from Washington County residents in the form of reimbursement for the 2022 Budget.

7.1.1.3. Miscellaneous revenue went up from 2020 for the first half of 2021.

7.1.1.4. The library has already doubled revenue from book sales after adopting a donation-only policy.

7.1.1.5. 2022 is slightly above total revenue compared to 2021, coming in a little over $15,000.

7.1.2. Expenditures

7.1.2.1. Salaries and Benefits approved by the library board in July. The Total Library Salaries and Benefits number is a placeholder before the Village Administrator finishes final calculations.

7.1.3. Utilities

7.1.3.1. Number was created by averaging last two years of utility costs.

7.1.3.2. Telephone/internet increased due to new internet and phone system being put in at Village Hall due to ARPA. If this was not installed, the phone system would most likely have been obsolete within a year or two.

7.1.3.3. Mark questioned how the percentages are figured from year to year. They are computed based on the 2021 Budgeted amount, not the 2021 Projections amount.

7.1.4. Programs & Services

7.1.4.1. Reinstating burglar alarm at $35 a month and updating fire system to an upgraded version for $32 a month.

7.1.4.1.1. Burglar alarm reinstated after it was discovered that panic buttons linked to police dispatch were no longer active.

7.1.5. Equipment/Maintenance

7.1.5.1. Technology Maintenance total is rising due to a patch managements update program recommended by technology vendor Taylor Computer Systems. Without the patch, the software updates that are installed on the public computers frequently freeze and crash said computers until they are manually updated each week. Total cost is $244 a year. If the library troubleshooted it over the phone, it costs $125 an hour.

7.1.5.2. Technology backup program was added at a cost of $500 a year.

7.1.5.2.1. Adds protection against hackers and creates a remote copy of our hardware systems at a remote location through Taylor Systems.

7.1.5.3. One PC is being replaced due to life expectancy.

7.1.5.3.1. Average PC life is 5-6 years, down from previous years.

7.1.5.3.2. This means two new PCs need to be purchased a year to continue this maintenance schedule.

7.1.5.3.3. At the beginning of 2020, the library had eight public computers, but two were later removed because of frequent hardware & software failures.

7.1.5.4. RFID stickers

7.1.5.4.1. Used as an internal security system, location tool, and ease-of-us checkout tool.

7.1.5.4.2. State is mandating all libraries need to start including RFID tags on all items (books, DVDs, CDs, etc.).

7.1.5.4.3. 13 of 24 libraries in the system have them already.

7.1.5.4.4. Bridges will pay for 75% of the initial cost while Butler pays for 25%.

7.1.5.5. Security cameras

7.1.5.5.1. Four cameras with 1 TB hard drive with labor for $1,095.

7.1.5.5.2. Needed to reduce blind spots throughout building, i.e. down the hallway leading to the front side of the building.

7.1.5.5.3. Paul asked Jodi to review security cameras with Kayla, as he thought the dollar amount is too low compared to what Village Hall spent on their camera system.

7.1.5.6. Paul asked for technology use numbers, Jodi listed June 2020 to July 2021 numbers.

7.1.5.6.1.　　Exact numbers can be found by requesting them from Jodi directly.

7.1.6.　Programs and Services

7.1.6.1.　Jodi noted that the Friends pay for every program that Butler puts on for patrons. Therefore, the amount included in the budget are purely for miscellaneous expenses related to programming costs.

7.1.6.1.1.　　Jodi made the analogy that the Friends of the Library is to the Butler Public Library what most school's PTAs are to them. She then listed an exhaustive list of all programs and projects that the Friends have funded over the past few years; exact list can be obtained by contacting her.

7.1.7.　Collection

7.1.7.1.　Was not increased due to other increases put into the budget earlier (i.e. staff salaries).

7.1.8.　Contingency Fund

7.1.8.1.　Normally 1% of total budget. Currently sitting at $1,000. Used for costs that would cause us to go over budget, i.e. a public computer that wasn't budgeted to be replaced fails and needs to be replaced in order to maintain six public PCs.

7.1.9.　Questions from Paul

7.1.9.1.　He wanted to know if the budget is already approved. Jodi said that it was approved in July. Paul inquired why there was a $4500 increase in staff salaries. He noted, and congratulated Jodi, that the library ran under budget the last two years, and then asked if the staff is underpaid compared to local libraries in the area. Jodi and Charlene gave a detailed answer comparing Butler's salaries to other area libraries, and even with the increase, the staff is still under the lowest average at surrounding libraries, and that's including removing Milwaukee County libraries from the system.

7.1.9.2.　Paul asked how much Butler would be taxed as a total without a library. Jodi said she didn't have the amount for 2021 yet, but noted that it was significant, most likely around $63,000. She then broke down data that indicated how Butler is one of the most used libraries throughout the Bridges System based on individual residential use, surrounding municipality use of the Butler Public Library, and overall residential use with regard to mobility needs.

7.1.9.3.　Mark stated that he supported staff salary increases at Butler, and then asked if other small libraries throughout the area are doing the same thing. Jodi replied that they are.

7.1.10. Motion by Andy to approve the 2022 budget to be moved forward to the Butler village board for further consideration, seconded by Laura, motion carried unanimously.

8. **Schedule Next Meeting:**

8.1. September 14th, 2021 at 6pm

8.1.1. Tom is asking to be excused for the meeting.

9. **Adjournment:**

9.1. Motion to adjourn by Tom, second by Mike, motion carried unanimously at 6:57 PM.

Submitted by: Andy Kristensen