



N64W23820 Main Street  
Sussex, WI 53089-3122  
(262) 246-5180  
fax (262) 246-5236  
phplonline.org

## Agenda

**Pauline Haass Public Library Board of Trustees  
Wednesday, January 16, 2019, 6:30 p.m.  
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of
  - a) November 12, 2018 Hiring Committee meeting
  - b) December 19, 2018 Hiring Committee meeting
  - c) December 19, 2018 library board meeting
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Financial report
- 6) Action on bills
- 7) Director's report on library services, legislative issues, staffing, funding, system services, continuing education, building issues, library users, technology, planning, Friends of the Library and Foundation activities, legal issues, and budget.
- 8) New Business:
  - a) Finance Committee Report
  - b) Hiring Committee Report
  - c) Recognition gift for retiring Library Director -- discussion and possible action
- 9) Items for future agendas: discussion
- 10) Adjournment

**Lisa Bougie, President**

*Kathy Klager*  
Kathy Klager, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Kathy Klager at 262-246-5180.



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## MEETING NOTICE

Hiring Committee  
Pauline Haass Public Library Board of Trustees

Thursday, January 17, 2019

6:30 p.m.

Library's Small Meeting Room, off lobby

The Committee will meet to review resumes and determine first round interviewees for the Library Director position.

A handwritten signature in cursive script that reads "Kathy Klager".

Kathy Klager, Director

A quorum of members of the Library Board may be in attendance at the above stated meeting. No action will be taken by the Library Board other than engaging in the discussion specifically referred to above.

Minutes of November 12, 2018 Hiring Committee meeting  
Pauline Haass Public Library

Called to order at 5:30 p.m.

Roll call: Bougie, Carran, Roubik, Vande Hei, Wegner present. Library Director Kathy Klager joined the meeting at 7:15 p.m.

The committee developed job application and interview questions, selected an interview format and length, and reviewed the finalized job ad and job description for a Library Director to replace the current director, who is retiring in April, 2019. Recommendations will be made to the full library board at an upcoming meeting.

No further action was taken.

Meeting adjourned at 7:42 p.m.

Respectfully submitted,

Kathy Klager. Library Director

Minutes of December 19, 2018 Hiring Committee meeting  
Pauline Haass Public Library

Called to order at 6:00 p.m.

Roll call: Bougie, Carran, Roubik, Vande Hei, Wegner present.

The committee developed the first round of interview questions for the Library Director position.

No further action was taken.

Meeting adjourned at 6:30 p.m. by Roubik/Wegner motion.

Respectfully submitted,

Kathy Klager. Library Director

Minutes of December 19, 2018 Board meeting  
Pauline Haass Public Library

Called to order at 6:30 p.m.

Roll call: Bougie, Braden, Carran, Hacker, Koenig, Roubik, Schultz, Vande Hei, Wegner present. Callen, Kucharski absent. Also present: Kathy Klager, Library Director.

Vande Hei/Braden motion to accept minutes of October 24, 2018 Finance Committee meeting as presented; motion carried.

Bougie/Hacker motion to accept minutes of November 14 2018 Library Board meeting as presented; motion carried.

Koenig/Braden motion to accept minutes of December 12, 2018 Finance Committee meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: none

Financial report: Revenue and Expenditure Guidelines from November 2018 accepted as presented by Vande Hei/Koenig motion; motion carried.

P-Card payments in the amount of \$2,274.08, prepaid bills in the amount of \$532.55, December 2018 bills in the amount of \$20,406.98, 2019 bills in the amount of \$2,123.00 and November 2018 expenses in the amount of \$82,388.57 approved by Koenig/Bougie motion; motion carried.

Director's report: Klager reviewed items in her written report and other items as allowed by agenda.

New Business: Committee Chair Koenig reported on the Finance Committee's meeting with Foundation President George Arnold. The Committee recommends keeping the funds in the foundation.

President Bougie updated the Board on the hiring process for the next Library Director.

Klager took board comments on the Strategic Plan update and 2019 planned activities.

Bougie/Carran motion to convene into Closed Session pursuant to Wisconsin Statute 19.85(1)(c) *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*, with respect to 2019 compensation for Library Director. Roll call vote: Bougie – aye, Braden – aye, Carran – aye, Hacker – aye, Koenig – aye, Roubik – aye, Schultz – aye, Vande Hei – aye, Wegner – aye. Motion carried.

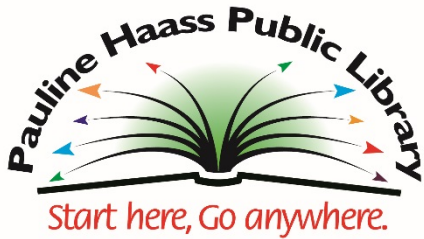
Roubik/Carran motion to reconvene in open session; motion carried. Bougie/Roubik motion to increase the director's salary by 3% for 2019; motion carried.

Meeting adjourned at 7:27 p.m. by Roubik/Braden motion.

Respectfully submitted,

Kathy Klager  
Library Director

Minutes prepared by Mary Olson, Administrative Assistant



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January 10, 2019  
Director's Report to Library Board

## Agenda items

**Report from Finance Committee:** this item is on the agenda to allow for a report if committee members feel one is necessary.

**Report from Hiring Committee:** updates about the search process, from this committee

## Non-agenda items

**Staff:** Adele Loria arranged to be present for Staff Development Day in December, and returned full-time from her FMLA leave on December 17. Librarians Angela Schneider and Rachel Ruetz not only did a great job of keeping the department running, they took full ownership and also planned next year's strategic activities. Intern Becca Werginz was invaluable in providing desk coverage and Children's Services librarian Teresa Douglas spent more time in the adult area than she normally does. When a public service staff member is absent, it's not realistic to think we can just "do less" or defer work. The efforts of these librarians assured that library users did not experience a diminishment of services.

**Continuing education:** A semi-annual Staff Development Day was held on December 7. I filled in the board verbally at the December board meeting, so I will not repeat that summary here. With Adele Loria on leave, Mary Olson did much of the planning for this successful day solo.

Children's librarian Teresa Douglas attended a workshop entitled *Seasons of Reading: Reading, Libraries and Learning* at the Hartford Public Library December 13. The presenter was Wisconsin native Elizabeth McChesney, who is the Director of System Wide Children's Services & Family Engagement for Chicago Public Library. She has been sharing Chicago's success nationwide regarding redesigning summer reading to include 21<sup>st</sup> century skills.

**Maintenance Coordinator position:** I'm happy to announce that Jon Kraatz joined our team on January 2. Mary Olson has been orienting Jon.

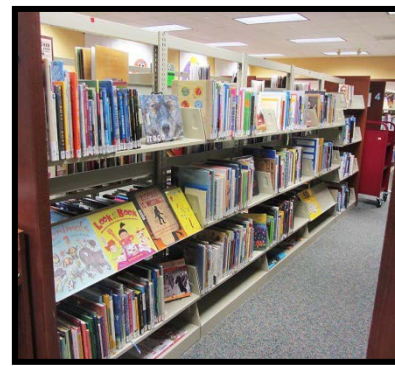
**Valerie Johnson, Children's Services Manager, reports on December 2018 activities:**

**Programs**

Programming during the month of December was dominated by Firsties and Cookie Club. Both programs require steady one-on-one attention to children who approach our reference desk to check in with us. First graders, or Firsties, provide their password, earn a reward, and let us give them a tour or help them find their next books. Cookie Club members show us what they are checking out and make a paper cookie to decorate our monster-themed walls. These programs provide a great deal of interaction and opportunity to get to know our young library users.

**Collection**

After the training segment of Staff Development Day (December 7) it was all hands on deck in the children's department to tackle a significant project in our nonfiction section. We lowered all shelves so that even the top shelves were reachable by most elementary-aged children. We also inserted face-out display shelves at regular intervals at varying levels. Prior to this adjustment all face-out books were displayed on a high top shelf, above most children's eye level. The task required removing all books shelf-by-shelf, moving each steel shelf, and re-shelving the books while also shifting to make the new spacing work. The result is a friendlier, more open nonfiction collection with many enticing book covers to attract our young readers. Nonfiction for children has been undergoing a renaissance so it is a collection we wish to highlight. New nonfiction recognizes children's fascination with real world topics and the publishing field has responded with more colorful illustrations, more narrative writing styles, and inclusion of a broader range of topics, from the building of the Statue of Liberty to how our toilets work. Many new nonfiction books for children are beautiful and very appealing.



**Professional Activities**

**Continuing education statistics:**

<b>Employee</b>	<b># hours December 2018</b>
Teresa Douglas	3
<b>Total YS CE hours</b>	<b>3</b>



**Reference statistics: 466**

**Program statistics:**

<b>Active Programs</b>	<b>Sessions</b>	<b>Attendance</b>
Night Light Storytime	1	2
Outreach – Noah’s Ark storytime visit	1	24
Firsties check-ins (15 classes)	1	69
<b>Totals</b>	<b>3</b>	<b>95</b>

**Program statistics:**

<b>Passive/Drop-In/Ongoing Programs</b>	<b>Sessions/ Options</b>	<b>Usages/Contacts</b>
Cookie Club Registration	4 weeks	100
Cookie Club check-out visits	4 weeks	220
Kids’ Coloring Station	1	585
KidsLab Usage	1	39
LabTime in the KidsLab	2	6
Firsties video viewings	3	60
<b>Totals</b>	<b>15</b>	<b>1010</b>

**Adele Loria, Assistant Director and Manager of Adult and Technical Services, reports on December 2018 activities:**

I returned full time from my maternity leave on Monday, December 17 to a well-functioning department. My thanks to Angela Schneider and Rachel Ruetz for the additional responsibilities they took on while I was gone, and to them, Teresa Douglas, and Becca Werginz for the extra desk coverage that they provided. I very much appreciated the opportunity to spend Luisa’s first months at home with her.

Adult Services staff was busy through December with collection development projects, including withdrawing the 2017 magazines to prepare space for the 2019 issues that are starting to arrive. Although we are not scheduled to complete the next fiction weeding cycle until Spring 2019, we have literally run out of space to shelve in fiction, so librarians Angela Schneider and Rachel Ruetz conducted an early weeding of the most crowded sections. This is not ideal for the depth of the collection, but it is necessary to make room for newly published, in-demand materials.

Becca Werginz concluded her fieldwork in Adult Services this month, having gained experience in reference work, collection development, reader’s advisory, and more. We have been

impressed with Becca's thoroughness, professionalism, and excellent customer service. She will continue to provide substitute coverage in Adult Services.

December is always a busy time for Tech Services as they process end of year orders for new and replacement materials. This year the usual end of year processing included an order of 300 bin books. This collection is comprised of paperbacks featuring beloved characters from television, movies, and elsewhere, housed in bins for easy browsing and reshelving. Processing of bin books usually involves removing stickers, etc. from the book followed by a taping procedure to reinforce them. The stickers that are removed are given to Youth Services to be used as prizes. This time intensive process helps these incredibly popular books hold up to heavy use by families at the library.

### Continuing Education

Anna Oleszczak watched a webinar entitled "How to handle angry customers." The webinar outlined the importance of the library's code of conduct, and included recommendations such as using boundary statements and knowing when to transfer the customer or a supervisor. Anna comments, "The presenter advised that we should forget the old saying that the "customer is always right", because that's not true." At PHPL we continually look for ways to say yes to the customer, but with the understanding that this won't always be possible, and that our guidelines and policies exist to make the library a safer place for everyone.

### Statistics

Reference Questions: 729

Study Rooms: 151

One-on-one technology lessons: 10

Laptop Usage: 0

Fax service: 27

Tuesday Afternoon Book Club: 8

Wednesday Afternoon Book Club: 12

Mystery Book Club: 8

Ugly Sweater Decorating: 2

## STATISTICS FOR MONTH OF DECEMBER, 2018

	December	YTD	YTD 2017	% change
<b>ALL CIRCULATION</b>	<b>25340</b>	<b>340532</b>	333936	2.0%
PHYSICAL MATERIAL CIRCULATION	23104	313932	312844	0.3%
E-MATERIAL DOWNLOADS	2236	26600	21092	26.1%
HOURS OPEN	232.5	2889.0	2882	0.2%

		YTD
HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	1813	26308
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	2084	26796
Crossovers to PHPL from other library communities: +	5101	59925
Crossovers from Sussex to other CAFE libraries: -	1057	11176
<b>NET LENDING: 4315</b>		<b>49237</b>

	Sussex	Other	TOTAL	2017*
PHYSICAL CIRC:	10069	13035	23104	17075

\*Dec. 2017--Next Door Library

<b>Cards issued:</b>	58
<b>Reference questions answered:</b>	1195
<b>Library visits this month:</b>	8319
<b>Materials purchased:</b>	406
(year to date total:)	8136

### Study Room usage

Adult: 151

Laptop Usage: 0

One-on-one technology lessons: 10

### Meeting Room Use:

Fax Service: 27

Quad Room

nonprofit: 19

Small meeting room

nonprofit: 10

## STATISTICS FOR MONTH OF DECEMBER, 2018

### PROGRAM ATTENDANCE

Night Light Storytime: 2 (1 session)

Outreach – Noah’s Ark storytime visit: 24

Firsties check-ins: 69

**CHILDREN'S PROGRAM ATTENDANCE: 95**

Tuesday Afternoon Book Club: 8

Wednesday Afternoon Book Club: 12

Mystery Book Club: 8

Ugly Sweater Decorating: 2

**ADULT PROGRAM ATTENDANCE: 30**

**INTERNET USE\*:** 1215 sessions

**TOTAL HOURS\*\*:** 400:26:00

**AVG. SESSION\*\*:** 42.524 minutes

**\*includes wireless network**

**\*\*wired access only**

**STATISTICS FOR 2018**  
**Pauline Haass Public Library**

	<b>2018</b>	<i>2017</i>
<b>ALL CIRCULATION</b>	<b>340532</b>	<i>333936</i>
PHYSICAL MATERIAL CIRCULATION	313932	<i>312844</i>
E-MATERIAL DOWNLOADS	26600	<i>21092</i>
HOURS OPEN	2889	<i>2882</i>

HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	26308
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	26796
Crossovers to PHPL from other library communities: +	59925
Crossovers from Sussex to other CAFE libraries: -	11176
<b>NET LENDING: 49237</b>	

PHYSICAL CIRC:	Sussex	Other	TOTAL	2017
	135476	178456	<b>313932</b>	<b>312844</b>

**Cards issued: 1213**

**Reference questions answered: 16557**

**Library visits this year: 129607**

**Materials purchased: 8136**

**Study Room usage**

**Adult: 1833**

Laptop Usage: **31**

One-on-one technology lessons: **115**

**Meeting Room Use:**

Fax Service: **275**

**Quad Room**

PopUp Librarie **100**

**nonprofit: 341**

**Small meeting room**

**nonprofit: 145**

**INTERNET USE: 17487** sessions  
 4804:27:00 hours