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(262) 246-5180
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Agenda

Pauline Haass Public Library Board of Trustees
Wednesday, February 19, 2020, 6:30 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of January 15, 2020 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) Consideration and possible action on Library's state annual report
 - b) Computer replacement software purchases: discussion
 - c) Children's Area furniture proposals: discussion
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

A handwritten signature in black ink that reads 'Adele Loria'.

Adele Loria, 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 Adele Loria at 262-246-5180.

Minutes of January 15, 2020 Board meeting
Pauline Haass Public Library

Called to order at 6:30 p.m.

Roll call: Bougie, Carran, Jilling, Koenig, Kucharski, Roubik, Schultz, Vande Hei, Wegner, Zoellick present. Hacker absent. Also present: Adele Loria, Library Director.

Bougie/Vande Hei motion to accept minutes of December 18, 2019 Library Board 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 December 2019 accepted as presented by Vande Hei/Kucharski motion; motion carried.

P-Card payments in the amount of \$4,724.76, December 2019 bills in the amount of \$2,772.60, 2019/2020 bills in the amount of \$26.28, January 2020 bills in the amount of 1,802.68 and December 2019 expenses in the amount of \$66,012.56 approved by Koenig/Vande Hei motion; motion carried. There were no prepaid bills this month.

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

New Business: Loria presented a list of 2020 Strategic Plan activities. Following discussion, Bougie/Schultz to accept as presented; motion carried.

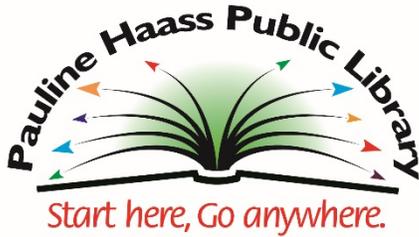
Loria presented information about software purchases for the computer replacement project. This item will be discussed at the next board meeting.

Meeting adjourned at 7:22 p.m. by Bougie/Carran motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager



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February 19, 2020
Director's Report to Library Board

Agenda items this month

Annual Report to the state: As has been the case for some years, the state-enforced deadline for annual report submission (February 29, 2020) comes before the Village closes its financial books for the year. The Board will need to approve a draft version of the report in order to meet the deadline, and approve an amended version (after the financial books close) at the March meeting. I will be sending you the draft annual report separately, early in the week. All items with the exception of anything in the Revenue or Expenditures sections are final.

Computer replacement software purchases: As you will remember, these considerations are for staff computers only. For the public terminals, we have access to the Tech Soup for Libraries discounts, which are lower than we will find anywhere else (\$39 per device).

For the staff computers, it's worth asking whether desktop versions of Office are still the most appropriate tool for us. I'm still in favor of having local hard copies of our files (mostly Word and Excel), both for security and storage reasons. To save and use those local copies we need to have the software to open them. However, I have a hard time justifying the cost of new versions of Office for that reason alone. Our actual usage of Office programs provides more reason to continue investing in the software: our staff uses Word and Excel often, and on some (increasingly rare) occasions, Publisher and Access. With that said, there are parts of the Microsoft Office Suite that no one here uses (Outlook, One Note).

My recommendation for the time being is to continue to use our current Office licenses on the new computers. Our licenses allow us to go up to Office 2013. While this software is admittedly old, it is completely functional and serves our purposes well, and has support until 2023. In the meantime, we can budget to upgrade 4-5 computers per year (we have 21 staff computers, but at least 5 of those are rarely, if ever, used for Office applications). In 2020, because of the delays in delivering the equipment, our lease payments will not begin until March. We can use the surplus left in that account (80600) to purchase 5 licenses in December.

Alternately, we can begin to budget for Office 365 subscriptions that include desktop application downloads. At approximately \$100 annually (per user), however, this is a significant cost. Considering that we are still (happily) using Office 2010, a one-time purchase is probably more cost effective.

Non-agenda items

Annual Report Infographic: From the information gathered for the Annual Report, we have put together a “year in review” infographic that I’m including in your packets. Jill Fuller from Bridges provided a template and Becca Werginz customized the colors and other details to fit with our library’s branding. It’s a really eye-catching snapshot of what happens in a year at the library, and it does a great job conveying the vibrancy and popularity of library services.

Bridges: There will be an open house at Pewaukee Public Library on March 6 from 3:00-6:00 pm to celebrate Bridges System Director Connie Meyer on the occasion of her retirement. I am including the invitation (with the URL to RSVP) in your packets. Connie has done a tremendous job as the system director, providing insight and guidance and ensuring a level of support that not many libraries receive from their systems. Please join in congratulating her!

Building: The hard drive on the computer running our HVAC software failed this week. Our regular schedule and any changes for groups using the meeting rooms were already programmed in, and these are not affected by our being unable to access the controls. In order to program in next week’s events, however, we need access restored, so I have been working with Illingworth to get someone out as soon as possible to install the software on a new computer (we will repurpose one of the staff computers we are replacing). Unfortunately this means purchasing a new license for the proprietary software, but Illingworth assures me the labor is covered under our maintenance contract.

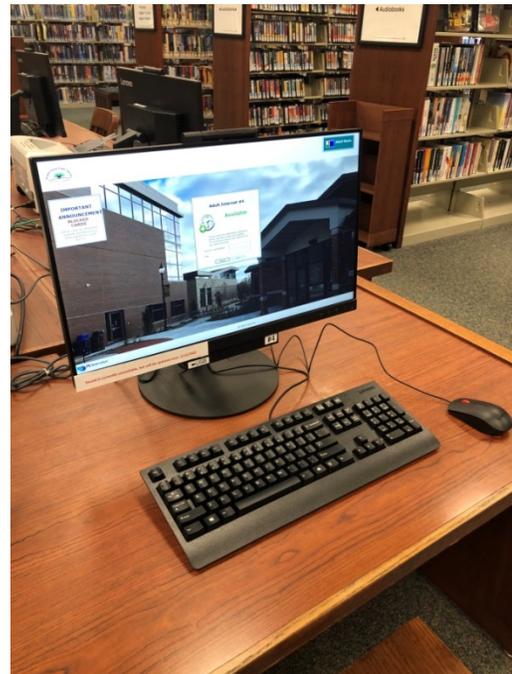
At long last, the bench honoring Kathy Klager in the vestibule is complete! The plaque has been installed and looks really nice. The bench was a gift from the Foundation in recognition of Kathy’s many years of service.



Children’s Area Updates: We found a new shelving vendor in January (our longtime shelving connection Bruce Deming retired in 2019) that was recommended by several Bridges library directors. We have placed an order for the shelving with Axiom, Inc. in Waukesha that will allow us to expand our juvenile fiction collection and our easy readers. Shelving has a long lead time (8-12 weeks), so we are looking at a late spring delivery.

We have also gathered furniture proposals and quotes from three companies. I will bring these to the meeting to present and discuss.

Computer Replacement Project: The public internet terminals have been updated, and I am really pleased with the new computers. They are a marked improvement both in looks and in performance! The staff computers are arriving this week and should be installed shortly.



The wireless networks are up and appear to be working well. Our new setup allows us to have both a private (password protected) network for staff and a public network, which is an improvement from a security standpoint. The server arrived damaged, so installation of that and the firewall have been delayed until a new one arrives.

Continuing Education: Anna Oleszczak and Becca Werginz watched the webinar "Level Up On Your Social: Social Media Trends 2020 during the Wild Wisconsin Winter Web Conference, an annual January event. The presenter discussed which social media platforms are most beneficial to libraries and how to optimize their usage. Above all else, the message was to be authentic with your community, whether you’re communicating in person or online.

Val Johnson also attended a webinar from the Conference: “Programming with a Purpose” January 23. This session included ideas that validated her new initiative of doing storytime evaluations (more on this in the Children’s Services portion of the report), as well as ideas that supported the Children’s Department’s efforts to plan programs carefully with appropriate goals in mind. Food for thought from this webinar: “Fun is not a goal. (It’s a given.)”

Nancy Aycok attended the webinar “Inspiring Sensory Play: Babies and Toddlers” January 2. It provided excellent ideas for her Touch, Play, Move, & More program, a few of which she actually put to use.

Heather Bartlett, Val Johnson, Rachel Ruetz, and Becca Werginz attended the training shared with Village of Sussex staff “Conflict Management for Contact Professionals” January 22 at Civic Center. Becca Werginz provided this summary: “In conflict management, we learned what’s really important when having difficult conversations and how to communicate that effectively.

Among other things, consistency, compassion, and active listening play a large role in how conflict is handled in a professional environment. We also had the opportunity to practice postures and other nonverbal cues as well as a universal greeting that starts difficult conversations on the right note.“

Self Check and RFID Updates

Our annual maintenance license (\$2000) for our current Bibliotheca self check is up for renewal in March, and I have also received numerous invitations to upgrade the machine to Windows 10 for approximately \$3,000 (though I have been assured machines running on Windows 7 will continue to be supported). These are significant costs, and considering the age of our self check (10 years), I thought it warranted investigating other options before investing in it further. I met with John Dexter, a representative for Envisionware, on January 16. Earlier in the year, we received a quote for RFID implementation from Envisionware, and I was struck by how much more affordable their self check machines are; \$3,500-\$7,000, with a yearly maintenance fee of approximately \$500. By contrast, the least expensive model I have found from the maker of our current machine, Bibliotheca, is approximately \$17,000, and our annual maintenance contract is around \$2,000.

It looks like the Envisionware self checks would work quite well with our current setup, with some changes. They also include 1D/2D barcode scanner with smartphone detection, something our current self check does not have. At this point we have only a small number of patrons requesting this feature, but I expect that to grow considerably once the app is launched.

I'm including a spec sheet and two quotes for the Envisionware self checks. I am also hoping to visit the Mukwonago Library this weekend to try out their Envisionware self check, so I can share my observations with you at the meeting. If there is interest in exploring this further, we can add this to the March agenda. I am not looking to make an immediate purchase, but I want to open a discussion on whether we should continue to invest in support for the current machine, and to make a plan for what comes next.

In talking with John, I also learned that there was a way for our library to take advantage of the Bridges purchase of RFID tags. As you may recall, the Bridges system is using reserve funds this year to buy enough tags to cover each member libraries' print collection (media items require a different kind of tag than books). John recommended doing a gradual implementation, where we incorporate tagging during check-in. While slow, this would allow us to tag a significant portion of our collection without significant disruption, and would prepare us for an RFID transition down the road.

There are at least eight libraries making the switch to RFID this year: Big Bend, Hartland, Jefferson, Johnson Creek, Menomonee Falls, North Lake, Watertown, and Muskego. This means just over half (13) of the libraries in our system will be RFID-equipped. Three of those libraries are ones that surround our own (Menomonee Falls, North Lake, and Pewaukee). This does raise some concerns for me that we will be the only library in our area not to offer this convenience. Moreover, it indicates to me that this is the direction in which our library system is moving.

We have an RFID transition tentatively scheduled in the Capital Plan for 2025. The plan is written with the expectation that changes will be made, so we can consider moving up this timeline up. Either way, being able to accept the tags purchased by Bridges takes just over \$10,000 off of the project. The only requirements for us to do this are to purchase the encoding pad and software (\$590) and to commit to adding it into our check in workload. I have consulted Circulation Manager Sallie Ratelle on this, and she feels it will be very doable. We can also incorporate tagging into the weeding projects our librarians do.

Valerie Johnson, Children’s Services Manager, reports on January 2020 activities:

Programs

The Youth Services Department’s Cookie Club wrapped up this past month. This annual winter reading incentive program for preschoolers encourages families to check out books and rewards their reading with the chance to decorate our giant cookie monsters and to win prizes. Cookie Club had a total of 131 registrations and 316 check-ins this year.



With this same age group in mind, a new passive program for preschoolers was introduced this month. Responding to the trend for public libraries to offer sensory programs as pre-literacy enrichment, children’s associate Nancy Aycock designed **“Touch, Play, Move, and More,”** a drop-in session that allows kids to investigate with their hands, eyes, and bodies. During the first sessions on January 15 and 16 Nancy revamped the open area near the children’s

reference desk. The transformation included a trail of textured materials (from bubble wrap to feathers), a baby pool filled with shredded paper, and a play-doh table, to name a few of the stations. Over the two afternoons sixty people attended the program and thoroughly enjoyed the chance to squish, squeeze, bounce, and wonder at the variety of appealing sensory offerings. An adult is required to accompany each child and encouraged to make this a together-time. Nancy created signs displayed at each station explaining the benefit of each activity and suggesting ways to interact. Commenters thanked us for having an afternoon activity for this age group and expressed that they loved it and had a lot of fun.

This month we also launched a winter reading incentive program for school-age kids. Children’s librarian Teresa Douglas brought to life our version of the *IditaRead!*, a national reading incentive program for kids which is promoted by the education department of the Iditarod Trail Sled Dog Race®. Simply put, as children read books their sled dogs race around a mapped-out trail on the walls of the children’s department.

Many school-age kids enjoy the structure of a reading incentive program during the winter—just as they do during the summer. Such programs require a great deal of behind the scenes planning and labor, and that challenge was met by Teresa. She created reading logs and an elaborate racing trail spanning two walls of the children’s department. She also recruited the **Door County Sled Dogs** group to present a fascinating program about dog sledding as the kickoff event January 20. The Quad Graphics room was full to bursting with kids and adults alike who were thrilled to meet five actual sled dogs and see a real dog sled up close.

The response to the program has been beyond our expectations. Registration has been high and participation brisk. We have seen new faces among the kids who have become excited about reading because of the chance to race their (paper) dogs. One father was especially grateful as he told us how excited his daughter has become about reading. He said that she wakes up in the morning wanting to read for it and joked that he wants to turn her dog around at the end of the trail and start over, and that HE will buy her a prize. He was also especially impressed by the kick-off event with the dogs, pronouncing it “awesome!”





2020 ALSC & YALSA Book & Media Awards

The Association for Library Service to Children and Young Adult Library Services Association announced their 2020 winners January 27.

Randolph Caldecott Medal for the most distinguished American picture book for children—*The Undeclared*, illustrated by Kadir Nelson, written by Kwame Alexander.

This book is described as a “poetic tribute to the resiliency, strength, and perseverance of the historical and present-day Black experience. Gripping, realistic oil portraits use light and forward movement to portray the deep humanity and contributions of Black brilliance in America.”

John Newbery Medal for the most outstanding contribution to children's literature—*New Kid*, written and illustrated by Jerry Craft, makes history as the first children’s graphic novel to win the award. It is the story of a seventh grader who “can’t help seeing privilege” when he transfers to a prestigious private school, where he “regularly deals with racism and microaggressions.” This book “gives its readers a glimpse into what it means to be other.”

Professional Activities

Children’s Services staff members who are storytime presenters met January 10 for their annual storytime meeting, a combination of planning and continuing education. At this year’s meeting children’s services manager Val Johnson presented an in-depth review of the following topics: the elements of storytime, storytime structure, and factors to consider for planning and presenting. There truly is “more than meets the eye” in a seemingly simple storytime. As manager, this year Val will institute the practice of observing and reviewing storytimes with an eye toward developing the skills of our individual storytime presenters. Storytime is our core program for babies and preschoolers; we offer it four mornings per week and receive consistently positive feedback from parents and caregivers. Staffing levels make it tricky, but

not impossible, to have a third person available to observe storytime on a weekday morning. It is common practice to evaluate storytimes and we are pleased to begin this practice.

Nancy Aycock attended the Teen Think Tank meeting that was held January 6 here at PHPL. On January 29 Nancy also attended the Youth Services Meetup held at Pewaukee Public Library.

Continuing education statistics:

Employee	# hours January 2020
Valerie Johnson	5
Nancy Aycock	4
Total YS CE hours	9

Reference statistics: 668 reference questions answered

Program statistics:

Active Programs	Sessions	Attendance
Family Storytime	8	303
Doggy Tales	1	3
IditaRead Kickoff—Door County Sled Dogs	1	117
Outreach—Noah’s Ark storytime visit	1	21
Outreach—Maple Ave. Elementary Firsties	1	70
Firsties check-ins (15 classes)	1	55
Totals	13	569

Passive/Drop-In/Ongoing Programs	Sessions/Options	Usages/Contacts
Playgroup Activity -decorate library card -penguin dot to dot	8	135
Cookie Club Registration	4 weeks	31
Cookie Club check-out visits	4 weeks	116
Touch, Play, Move, & More	2	60
IditaRead registrations	1	114
IditaRead dog-naming entries	1	184
Kids’ Coloring Station	1	510
Kids’ Suggestion Box Station	1	19
KidsLab Usage	1	33
LabTime in the KidsLab	8	57
Firsties video viewings	3	67

Totals	18	1326
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Teen Volunteer hours served: 16

Jennie Bahnaman, Assistant Director and Adult Services Manager, and Becca Werginz, Adult & Teen Services Librarian, report on January 2020 activities:

Winter Reading Program

The Adult & Teen Winter Reading Program kicked off on Monday, January 20 continuing through February 28. Adults and teens (grades 7-12) can earn raffle tickets for our grand prizes by checking out library materials weekly, writing book reviews and attending library programs. As of right now we have 46 adults and 20 teens registered.



Adult Services

The monthly **Fiber Arts Group** met this month for the first time on Thursday, January 30. Led by our fiber arts expert and volunteer, Mark Aycock, the attendees had a blast sharing their projects and learning new techniques, which included a weaving demonstration. Fiber Arts Group meets the last Thursday of each

month.

Instant Pot: The Basics had an overwhelming response of interested library patrons. On January 27, staff member Kathy Duvall and our volunteer Jorge Fragoso demonstrated how to cook a variety of foods in an Instant Pot including hardboiled eggs, soup and rice. Due to the high level of interest and limited space for attendees, we will be offering a repeat of this program in June 2020.



In January for our **Make It** program, Jennie Bahnaman (Assistant Director/Adult Services Manager) led a workshop on how to create a mini wooden barn quilt. The registration and response to Make Its continue to positively overwhelm us! Make Its usually fill up within the first day of registration.

AARP Tax Help Registration started in January. Our staff at the Adult Services Desk has been busily answering phones and making appointments. This task has been split this year between Pauline Haass Library and the Village of Sussex staff, which has certainly helped to lift the very heavy load off of the Library staff. By the end of January, all tax appointments were filled.

Wisconsin and Federal tax forms have also arrived at the Library and are available for patrons in the lobby.

Teen Services

On January 6, Pauline Haass Public Library hosted the Bridges Library System **Teen Think Tank**. System teen librarians, including Becca Werginz (Adult & Teen Services Librarian), Sam Spottek (Library Intern), and Nancy Aycock (Children's Associate) met to discuss various ideas for improving services for young adults. We discussed our favorite programs and what made them successful, including Gamers Galore (Lake Mills), food programs like the Chopped Challenge (Whitewater), and a variety of how-to programs that allow teens to learn new skills and, on occasion, give back to the community.

On January 28, Becca Werginz and Sam Spottek visited **Hamilton High School** to promote the Library and the Library's upcoming Harry Potter Trivia Night. Books were available to check out, and teens were able to make buttons and answer Harry Potter trivia to win prizes.

Becca Werginz, Jennie Bahnaman, and Sam Spottek visited 7th & 8th grade students for **Book Talks at Templeton Middle School** on January 6, 10, and 20. These class presentations included a brief introduction to the library catalog, promotion of upcoming teen events, and book talks, including such titles as *Little Women* and *Artemis Fowl* alongside the corresponding movie trailers.

Teens gathered after hours at the library on Friday, January 31 to have a **Nerf Battle!** The seven participants had tons of fun, fitting in two Nerf Battles and two high-energy games of Capture the Flag during the three hour program.

Collection Updates

Ordering for 2020 started right at the beginning of January, so we may have overwhelmed Technical Services a little bit with all of our new book orders! Jennie Bahnaman recently completed weeding the travel collection and placed our first 2020 order of updated and brand new travel books.

Staff Updates

Sam Spottek, our library intern, has officially started her fieldwork through UW-Milwaukee with the beginning of the new semester in January. Sam's goals for this semester and her fieldwork at PHPL include: gaining experience with school outreach and helping prepare outreach activities, being more involved in teen program creation and planning, gain more experience with collection development and creating library displays, along with enhancing reader's advisory skills to teens.

Continuing Education Statistics

Becca Werginz	Wild WI Winter Web Conference – 1 hours Conflict Management Training, VOS – 4 hours
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Total = 5 hours

Statistics

Reference Questions: 979

Study Rooms: 203

Fax service: 23

One-on-One Tech Help: 21

Value Line: 11

Adult Programs:

Tuesday Afternoon Book Club: 11

Wednesday Afternoon Book Club: 8

Mystery Book Club: 14

Friends Program - Story Behind the Story w/Liz Tolsma: 12

Instant Pot: The Basics: 35

Make It: Barn Quilt: 28

Fiber Arts Group: 9

TOTAL ADULT PROGRAM ATTENDANCE = 117

Teen Programs/Outreach:

Nerf Battle: 7

Hamilton High School Check Out @ Lunch: 44

Book Talks for 7th & 8th Grade @ Templeton Middle School: 270

TOTAL TEEN PROGRAM ATTENDANCE = 321

Rachel Ruetz, Technical Services Manager, reports on January 2020 activities:

The beginning of 2020 saw a tidal wave of processing in the Technical Services department. Materials published at the end of the 2019 as well as materials from the beginning of 2020 made for a total of 1101 materials processed in January! Many thanks to all members of the department for keeping everything moving smoothly and quickly as we made these materials ready for circulation!

On January 15th, Rachel Ruetz met with UW-Milwaukee SOIS student Rachel (Rae) Peardon and held a conference call with Emily Pfothenauer from Recollection Wisconsin about our library's digitization project. Rae initially reached out to PHPL because she is interested in working in a Technical Services library department over the summer of 2020 as a fieldwork project. She has had experience with archival digitization before so she has already been a major help in preparing us for this upcoming project. Throughout the spring, she will be volunteering on a weekly basis during which she will be entering metadata into a spreadsheet that we will then

send to Recollection Wisconsin. She will also be working with the department throughout the summer during her fieldwork project, learning about cataloging, processing of materials, using Interlibrary Loan, and mending materials along with assisting us with our digitization project. We're so thrilled to have her help!

Statistics

Volunteer hours: 15.25

Items processed: 1101

2019

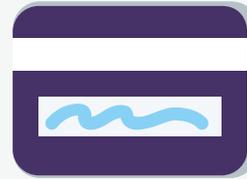
at the
Pauline Haass Public Library

A YEAR AT THE LIBRARY IN NUMBERS



126K

visitors to
the library



11K

people with library cards

323,533

items checked out
(print, media, audio)



29,867

digital items checked out
(ebooks, digital audiobooks)



306

programs offered



207

kids' programs offered



11,779

program attendees



6,945

uses of public
computers

8,745

WiFi
sessions



THANK YOU FOR LOVING YOUR LIBRARY!

Bill To

Adele Loria
 Pauline Haass Public Library
 N64W23820 Main St.
 Sussex WI 53089
 United States

TOTAL	\$5,585.00
	Quote Expires: 4/15/2020
	Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	Dexter, John	10/31/2020

Quotation Title	Memo
Self Checkout - X11 Countertop	

Qty	Item / Description	Ship To	Unit Price	Amount
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1	SSC-X11-CPS#-BK-BK <i>X11 Countertop - Portrait Display Software Included 21.5" Touch Screen Display Windows 10 Pro Integrated Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord OneStop software RFID Software Suite</i>	Main	\$4,500.00	\$4,500.00
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SUBTOTAL SSC	\$4,500.00
<i>SUBTOTAL for EnvisionWare Self Checkout System</i>	
<i>Annual Maintenance Starting in Year 2 - \$540.00</i>	

4	PS-HR-RF-U <i>ENVISIONWARE PROFESSIONAL SERVICES - Professional Services delivered on an hourly basis for Circulation Security and Inventory Solutions. For onsite services the minimum charge is 8 hours plus actual first and additional day expense charges.</i>		\$150.00	\$600.00
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SUBTOTAL Services	\$600.00
<i>SUBTOTAL for Remote EnvisionWare Professional Services</i>	
<i>4 Hours for remote installation, configuration, and training</i>	



Quotation

US-55908

1/16/2020

Subtotal	\$5,100.00
Freight	\$485.00
Tax	\$0.00

PST-CA

Total	\$5,585.00
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Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



Bill To

Adele Loria
 Pauline Haass Public Library
 N64W23820 Main St.
 Sussex WI 53089
 United States

TOTAL	\$8,870.00
	Quote Expires: 4/15/2020
	Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep	Maintenance Expires
58-2424595	US Dollar	Net 30 Days	Dexter, John	10/31/2020

Quotation Title	Memo
Self Checkout - X11 Kiosk	

Qty	Item / Description	Ship To	Unit Price	Amount
1	SSC-X11-KS#-BK-BK v3 X11 Kiosk - Software Included 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord OneStop Self Service Circulation Software RFID Software Suite	Main	\$5,550.00	\$5,550.00
1	SSC-X11-SC STD (BK) X11 Kiosk Sidecar - Standard 1-tier model provides an integrated extension to the detection surface for holding books, media and personal items during checkout. Black.	Main	\$575.00	\$575.00

SUBTOTAL SSC \$6,125.00
 SUBTOTAL for EnvisionWare Self Checkout System

Annual Maintenance Starting in Year 2 - \$666.00

1	PS-PM-BLDG ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$1,000.00	\$1,000.00
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Qty	Item / Description	Ship To	Unit Price	Amount
1	PS-EXPFF-U 1st Day <i>ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.</i>		\$975.00	\$975.00
SUBTOTAL Services <i>SUBTOTAL for Onsite EnvisionWare Professional Services</i> <i>Installation, configuration, and staff training</i>				\$1,975.00

Subtotal	\$8,100.00
Freight	\$770.00
Tax	\$0.00
PST-CA	
Total	\$8,870.00

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



All models include the following:

- 21.5" 16:9 Touch Screen Display
- Windows 10 Professional
- Intel J9100 Quad-core Processor
- Solid State Drive
- 1D/2D Barcode Scanner with Smartphone Detection
- ProLine™ DeskPad RFID Reader/Antenna
- 80mm Industrial Std Spool Receipt Printer
- RJ-45 Ethernet & Wi-Fi

Hardware options for all models:

- Credit Card Terminal & Terminal Mount
- Media Case Checkout/Unlock System
- Cash Payment Devices - Coin/Bill, Stored Value Card
- Additional Shelving Sidecar with optional shelf for EnvisionWare® Media Case Controller (EMC2)™

Software options for all models:

- Self-Service Circulation (Check Out/Check In)
- RFID Software
- Print Release Station
- Computer Reservation Station
- Account Add-Value Station
- eCommerce Fine/Fee Payment Software
- Copy Payment Software
- Kiosk Menu

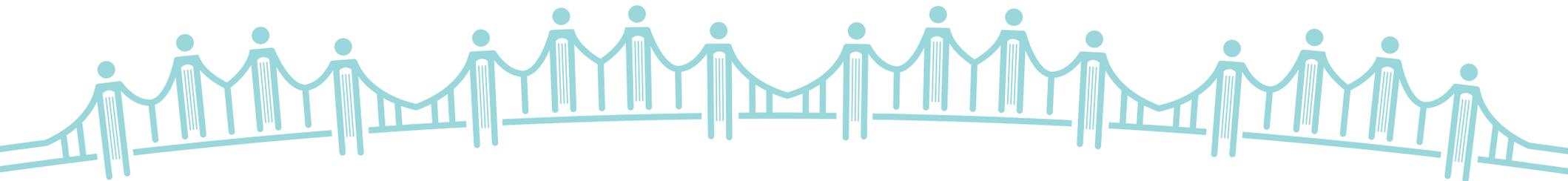
Self-checkout compatibility:

- EnvisionWare's OneStop™ Software
- Innovative Express Lane for Sierra and Millennium
- Innovative Express Check for Polaris



Dimensions:

Model	X11-K Kiosk	X11-CP Countertop Portrait Display	X11-CL Countertop Landscape Display	Optional Sidecar Shelving
HEIGHT - inches	59.15	31.82	23.74	29.61
- millimeters	1503	808	603	with EMC2 shelf: 37.95 752 with EMC2 shelf: 96.39
WIDTH - inches	33.35	13.39	20.75	21.10
- millimeters	847	340	at Base: 17.72 527 at Base: 450	536
DEPTH - inches	20.71	19.29	15.83	15.12
- millimeters	526	490	402	384
WEIGHT- pounds	185	65	65	55
- kilograms	83.91	29.48	29.48	24.95
POWER CONSUMPTION	120-240V 650 watts	120-240V 400 watts	120-240V 400 watts	



Please join us in celebrating Bridges Library System Director

Connie Meyer

on the occasion of her retirement



Friday, March 6

Open House from 3:00-6:00 p.m.

Short program at 4:30 p.m.

Pewaukee Public Library
210 Main St., Pewaukee, WI

RSVP by March 2 at www.bridgeslibrarysystem.org/events/connie-meyers-retirement-party.

For questions, contact Meg Henke at 262-896-8080.

STATISTICS FOR MONTH OF JANUARY, 2020

	January	YTD	YTD 2019	% change
ALL CIRCULATION	28846	28846	27753	3.9%
PHYSICAL MATERIAL CIRCULATION	26099	26099	25423	2.7%
E-MATERIAL DOWNLOADS	2747	2747	2330	17.9%
HOURS OPEN	254	254	229.5	10.7%

	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2750
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2485
Crossovers to PHPL from other library communities: +	5776
Crossovers from Sussex to other CAFE libraries: -	1052
NET LENDING: 4459	4459

	Sussex	Other	TOTAL	2019
PHYSICAL CIRC:	10858	15241	26099	25423

Cards issued: 81

Reference questions answered: 1647

Library visits this month: 9623

Materials purchased: 852
(year to date total:) 852

Study Room usage

Adult: 203

Meeting Room Use:

Quad Room

nonprofit: 29

Small meeting room

nonprofit: 13

One-on-one technology lessons: 21

Fax Service: 23

Value Line: 11

STATISTICS FOR MONTH OF JANUARY, 2020

PROGRAM ATTENDANCE

Family Storytime: 303 (8 sessions)

Doggy Tales: 3 (1 session)

IditaRead Kickoff—Door County Sled Dogs: 117

Outreach—Noah's Ark storytime visit: 21

Outreach—Maple Ave. Elementary Firsties: 70

Firsties check-ins (15 classes): 55

CHILDREN'S PROGRAM ATTENDANCE: 569

Nerf Battle: 7

Hamilton High School Check Out @ Lunch: 44

Book Talks for 7th & 8th Grade @ Templeton Middle School: 270

TEEN PROGRAM ATTENDANCE: 321

Tuesday Afternoon Book Club: 11

Wednesday Afternoon Book Club: 8

Mystery Book Club: 14

Story Behind the Story w/Liz Tolsma (Friends): 12

Instant Pot: The Basics: 35

Make It: Barn Quilt: 28

Fiber Arts Group: 9

ADULT PROGRAM ATTENDANCE: 117

INTERNET USE*: 1215 sessions

TOTAL HOURS:** 345:47:00

AVG. SESSION:** 38.068 minutes

***includes wireless network**

****wired access only**