

N64W23820 Main Street
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(262) 246-5180
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phplonline.org

Agenda

Pauline Haass Public Library Board of Trustees

Wednesday, March 18, 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 February 19, 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) Revision of annual report to the state, reflecting year-end numbers: discussion and action
 - b) Designation of operating fund reserves: discussion and action
 - c) Self Check machine maintenance and replacement: discussion and action
 - d) Virus preparedness planning: discussion and possible action
 - e) Request for Proposals for space needs study: discussion
 - f) Appointment of nominating committee for Board elections
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President



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 February 19, 2020 Board meeting
Pauline Haass Public Library

Called to order at 6:32 p.m.

Roll call: Bougie, Carran, Jilling, Koenig, Schultz, Vande Hei, Wegner, Zoellick present.
Hacker, Kucharski, Roubik, absent. Also present: Adele Loria, Library Director; Sam Liebert, Administrative Services Director-Village of Sussex.

Bougie/Koenig motion to accept minutes of January 15, 2020 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: none

Financial report: none

Prepaid bills in the amount of \$325.00, P-Card payments in the amount of \$3,794.63, 2019/2020 bills in the amount of \$9,654.22 and February 2020 bills in the amount of \$44,056.97 approved by Koenig/Schultz motion; motion carried. There was no list of expenses paid to the Village this month.

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

New Business: Loria and Liebert presented information about new phone system options for the library. In anticipation of cost increases for Centrex lines, the Village and library staff have been investigating alternative IP-based systems. Following discussion, Koenig/Wegner motion to use capital funds to purchase new phones and a wireless bridge.

Following discussion, Carran/Schultz motion to approve the 2019 Annual Report to the state with the understanding that it will require future amendments once the financial books are closed. Motion carried.

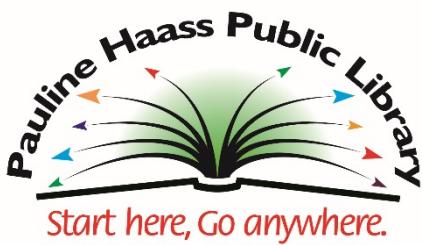
Loria presented information about computer software and children's area furniture. No board action was taken.

Meeting adjourned at 7:57 p.m. by Koenig/Carran motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager



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March 18, 2020

Director's Report to Library Board

Agenda items this month

Revision of annual report to the state, reflecting year-end numbers: The Library's books have closed for 2019, and we now have the final numbers needed for the state annual report. Only Sections V and VI (operating revenues and expenditures, respectively) needed to be updated. I'm including copies of those pages with the changes handwritten so that you can see exactly which items were revised. I'm currently waiting for the state to respond to my request to unlock the form for revision. If that happens before the meeting next week, I will send the form separately and the Library Board will be able to approve and sign it at the meeting.

Designation of operating fund reserves: In 2019, the library received more operating fund (Fund 000) revenue than was expended. The largest savings were due to staff turnover (temporary vacancies and newer, less experienced people starting lower on the pay scale) and to staff availing themselves of health insurance policies for fewer family members than budgeted for (e.g. taking a single plan instead of an individual plus spouse or family plan). The remainder moves into the Fund 000 reserves. After consulting with Finance Director Nancy Whalen, I am recommending increases in several categories, as well as adding a line to cover replacement of our digital signage system.

Both the approved current designation and the draft proposed designation are included in board packets to facilitate comparison. The agenda item is to discuss, and take action on, the proposed designation.

Self Check maintenance and replacement plans: This agenda item allows us to continue our conversation from last month about the self check machine, and decide how we want to maintain it and plan for replacement going forward.

Virus preparedness plans: The health and safety of our patrons and staff are a priority. As a library, we're a public institution that saw 126,000 visitors come through our doors last year, and our business model could be summed up as "shared stuff and shared spaces." It's understandable, then, that as concerns mount over COVID-19, both patrons and staff are wondering what the library is doing to prevent the spread of illness. I want to share with you the steps we've been taking in our building and the planning I have been doing in coordination with Village of Sussex officials and in consultation with Bridges library directors and the PHPL management team.

I sent out a memo to staff on March 5 emphasizing the importance of staying home when sick, following proper handwashing procedures, and sanitizing high-touch surfaces frequently. We put out wipes for people using library equipment (computers, self-check machine) and posted signage about the importance of handwashing. On March 11, I sent a second memo adding to these preventative measures. I also made the decision to cancel two programs primarily targeted at seniors that were coming up before our meeting next week. We also have removed stuffed animals and other not easily sanitized toys from the children's area. We are not, in general, wiping down items that come in or go out due to limited supplies and time (we always wipe down things that are visibly dirty but we are not sanitizing all items).

I have met with other department heads in the Village of Sussex to coordinate efforts going forward; the Parks and Recreation department follows the school district's lead on cancelling youth programming, and I recommend we do the same. I am working on developing a Continuity of Operations plan and I would like to discuss, amongst other things, flexibility with sick leave, authorizing staff to work from home, and distinguishing essential services from ones that could be interrupted. We should also discuss under what circumstances we would close and how we would handle employee pay during that time.

RFP for Space Needs Study: The Building & Grounds Committee will meet Monday, March 16 to review and discuss the draft RFP I have been writing. On Wednesday, they can recommend changes and next steps.

Non-agenda items

Staff: At the end of February, our maintenance coordinator Jon Kraatz gave notice. Pressing family health issues limited the notice Jon was able to give, which is unfortunate for the Library, but I certainly understand that is a priority. In the time between Jon's departure and finding someone to take his place, the Village has been very helpful in assisting us with maintenance concerns. Thom Berres has done a walkthrough to check for visible issues and will be conducting our safety inspections for March. Sam Liebert offered the assistance of the Village's new Saturday maintenance worker on any projects that need immediate attention. With these concerns addressed, I have also been planning for the completion of the Quad Room project Jon was unable to finish. Once the art is down in March, our former maintenance coordinator Mike Jenkins will be adding moulding to the woodwork in the Quad, and I have recruited volunteers (who yes, include myself and my husband) to help finish up the sanding, texturing, and painting. The maintenance coordinator position can be difficult to fill, as it requires someone to be here five days a week for only a couple hours at a time. I'm still considering whether it's possible to make this position a little more flexible.

Sallie Ratelle, our Circulation Supervisor, announced last week that she is planning to retire in June, after 27 years of working at the library. We are all going to miss Sallie greatly, even as we are excited for her to start a new chapter of her life! I maintain that Circulation Manager is one of the most difficult jobs in the library (there are lots of difficult conversations and it's a fast paced working environment), and Sallie does it all with conscientiousness, friendly professionalism, and unfailing good sense. I appreciate that she has given me a few months'

notice; this will help set us up for a more successful transition. In the next month we'll be working together to review her job description and update it as needed; I'm also looking at the budget to see if it's possible to make some tweaks to the number of hours (currently 35, with insurance and benefits). I hope to advertise for the position by mid to late April. Sallie's last day will be June 11.

Building: On Friday, February 14, a sprinkler head in the vestibule burst. The nitrogen generator started working to combat the lower air levels it sensed, creating a burning smell in the vestibule. Just as that was noticed (a patron coming in alerted us), the fire alarm went off. We cleared the building and advised patrons to return home, as it was just before closing. The fire department arrived within minutes and quickly assessed what had happened, and they were able to turn off the water before the pipes flooded and more serious damage was done. They also turn off the air compressor and nitrogen generator to prevent further leaking. Dave Jones was able to come out that evening to replace the sprinkler head. Thom Berres arrived on the scene a little before 6:00 to relieve Mary, Jennie, and I, and he stayed until about 9:00 when the issue was fixed and all systems were reset.

We've not had this issue in the vestibule before (most of you will remember that the book drop room has been a frequent location of concern). We did, however, install LED lights there as in the rest of the building, so heat isn't being generated by the lights the way it was before. It's possible that's making a difference. Thom installed an egg crate vent instead of a usual ceiling tile to allow warm air to reach the sprinkler head better, and we've increased the temperature in the vestibule.

Continuing Education: Kathy DuVall, Carol Eckes, Mary Olson, and Becca Werginz attended a refresher course on Feb. 26 entitled CPR, Basic First Aid and Blood Borne Pathogens with other Village employees at the Civic Center. After taking the course they got a certification of their training from the American Heart Association.

Children's Associate Victoria VanZile attended a one hour webinar titled "Reaching Your Reluctant Readers." Webinars such as these help staff to better assist those patrons who often ask for assistance in finding books for their reluctant/ struggling readers.

Both Rachel Ruetz and Becca Werginz attended the Public Library Association Conference in Nashville at the end of February. They will share takeaways from the sessions they attended in next month's report.

Teresa Douglas, Children's Librarian, reports on February 2020 activities:

February Programs

February started off with our 3rd annual Harry Potter Book Night held on Thursday, February 6. Organized and supervised by children's Librarian, Teresa Douglas, the night was a huge success with 175 children and parents in attendance. This year the number of stations was increased to 19 areas for all to explore, from previous years' fan favorites such as house sorting, Quidditch,

and Snitch finding to new activities like potions class (play dough making), transfiguration class (scratch off animal masks), and experimenting with our codeable Harry Potter wand. Small details were added to new and returning areas to bring the focus of the night more onto the books by bringing them even more to life. Lots of staff and volunteers were on hand to help this night go smoothly and fun was had by all.





Our school age winter reading program, IditaRead, continued through the month of February and came to a close on the 28. We had 128 children, grades 1-6, sign up for the program and 74 complete their reading log. Since children were reading and finishing at such a rapid pace, we decided to let them race again with a second reading log and continue to move their dog along the map through the 28. We handed out 38 “second time” reading logs to our racers. Finally, each week we added an “IditaRead Fast Fact” to our library map with six facts in total. Each fact was there to further educate participants about the Iditarod (the idea for IditaRead came from this event), sled dogs, and Alaska in general. There was an optional challenge for our participants called the “Musher’s Challenge,” where the child would read the fast fact then answer a question about it

at the desk to get a paw print stamp. We had 28 Musher’s Challenge finishers complete all six weeks and claim a prize.

Doggy Tales was in full swing with three sessions this month. One of the sessions was an additional date that Dan and Dakota graciously agreed to, so that children from the waitlist could come in to read with Dakota. Children’s Associate Nancy Aycock, held her second Touch, Play, Move, and More program this month. Favorite stations from last month’s program were repeated and new stations were switched in, to the delight of the young participants.

On February 19 we had a fun visit from 11 Crown of Life preschoolers (located in Hubertus) along with 5 parents and 1 teacher. They were taken on a tour of the library back offices along with the public areas, and then had time to enjoy our interactive play areas while their teacher found books for their classroom.

Around the Department

Interactive play areas were switched over to our Spring themes this month. What had been our Farmer’s Market in the Parent/Child Center is now a fairy tale cottage featuring the Three Little Bears, Cinderella and Peter Rabbit. The little Farm Kitchen is now our storyland area with a baby and a cradle, toy washing machine and drying rack, and our puppet stage featuring the Three Billy Goats Gruff. The department’s large bulletin board was Harry Potter themed: children could decorate paper socks to hang on the board to give them to Dobby the House Elf.

Staff

The children’s department held their annual Summer Reading Program planning meeting on February 4. Each year we use a month by month checklist to help make sure all of the tasks that make summer reading successful are completed. The checklist was finalized at the meeting.

Incorporating the Collaborative Summer Reading Program theme “Imagine Your Story” with our beloved “Summer Reading Adventures” theme was discussed, and great ideas were shared by all. As always the children’s staff also discussed creative plans to help everyone have a fun filled summer.

Continuing education statistics:

Employee	# hours February 2020
Victoria VanZile	1
Total YS CE hours	1

Reference statistics: 607 reference questions answered

Program statistics:

Active Programs	Sessions	Attendance
Family Storytime	16	559
Doggy Tales	3	10
Outreach—Noah’s Ark storytime visit	1	22
Crown of Life visit	1	17
Firstties check-ins (15 classes)	1	54
Totals	22	662

Passive/Drop-In/Ongoing Programs	Sessions/ Options	Usages/Contacts	
Playgroup Activity - Heart Mosaics - Paper Plate Emotions	-Dragon Paper Chains -Sticker Sheet Dress up animals	16	283
Harry Potter Book Night	1	175	
LEGO Club	1	58	
Touch, Play, Move, & More	2	55	
IditaRead registrations	1	14	
Musher’s Challenge Finishers	1	28	
IditaRead Second Race Sheets	1	38	
Kids’ Choice Voting secret code	1	1	
Kids’ Coloring Station	1	589	
KidsLab Coloring Station	1	90	
Kids’ Suggestion Box Station	1	3	
KidsLab Usage	1	38	

LabTime in the KidsLab	7	24
Firstties video viewings	3	32
Totals	38	1426

Teen Volunteer hours served: 66

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

Programs

Harry Potter Trivia Night was led by Becca Werginz (Adult & Teen Services Librarian) and Teresa Douglas (Children's & Adult Librarian) on Friday, Feb. 7 as an after-hours program (it followed Harry Potter Book Night, which was held for families the night before on Feb. 6). It was a chance for adults to have their own magical Harry Potter fun! The winning team, *The Team That Shall Not Be Named*, defeated the other six teams to take home the trophy.





On Tuesday, Feb. 11 Dorothy Boxhorn, local genealogist and member of the Waukesha County Genealogical Society, offered her **Genealogy 101** program at our library. She provided tips on where to begin, helpful tools, resources, and highlighted Ancestry which patrons can access free through the library.

Danielle Robertson Rath, the GeenEyedGuide, presented information about caffeine at the **Are You Drinking Caffeine the Wrong Way?** program on Feb. 25. Danielle shared information on “how to drink caffeine like a scientist,” sharing tips for drinking caffeine more strategically, and common myths and misconceptions about caffeine and energy drinks. Danielle is the author of *Are You a Monster or a Rock Star?: A Guide to Energy Drinks How They Work, Why They Work, How to Use Them Safely*, which is owned by the library.



Winter Reading for Adults & Teens

Winter Reading wrapped on Feb. 28. We had about 70 adults and 35 teens (grades 7-12) participate. Grand prize winners were chosen and notified.

Collection Updates

Sam Spottek started her young adult non-fiction collection maintenance project for her fieldwork. Sam is assessing the non-fiction books currently in our adult non-fiction collection that are geared toward a young adult audience. She is weeding, replacing worn and damaged books, and looking for potential gaps in the collection. YA stickers are also being added to the book spines, so teens can quickly identify non-fiction books that fit their age and interest.

Earlier in 2019, Becca Werginz weeded the first half of our DVD collection. Jennie Bahnaman is continuing through the remaining half of the DVD collection, looking for circulation numbers, condition, and duplicate copies.

Staff Updates & Professional Activities

As one of our Strategic Plan Activities for 2020, Becca Werginz and Jennie Bahnaman have started to look into homebound services offered by other local libraries. We visited with Jennie

Fidler at the Oconomowoc Public Library on Feb. 18. Jennie Fidler is the Special Services Coordinator and has helped Oconomowoc develop a Home Services Program serving patrons who are homebound. Jennie gave us a behind the scenes tour of the program, took us step-by-step through the process of scheduling and training volunteers, registering patrons for this service, book selection and delivery, and more. With all the information we took away that day, it's going to help us get off on a great start developing our own plan!

Jennie Bahnaman, Becca Werginz, Teresa Douglas, Sam Spottek (Library Intern), and Katie Mueller (Children's Associate) met on Feb. 10 to plan for adult and teen programs for May and the summer months. Our teen program lineup includes: AP Study Hours, Teen Trivia Night, Crochet Crash Course, Board Game Night, and Toshcon. Adult programs include: Vegetable Gardening 101 with the Master Gardeners, Home Makeover: The Green Edition with Sussex Green Team and Waukesha County Parks and Land Use Department, the ABC's of CBD, Instant Pot: The Basics (back by popular demand!), Parks & Rec Trivia Night, and more!

On Feb. 5, Becca Werginz joined a Bridges Marketing Meet-Up at the Bridges offices to explore LibraryAware, a program created specifically for libraries to design newsletters, book lists, posters, brochures, and other promotional materials. After viewing a demo, the group concluded that further testing would be needed to decide if the program would be able to fit our needs better than our current means of designing promotional materials.

Jennie Bahnaman attended the Bridges Adult Services Meeting in Delafield on Feb. 18. We discussed ways Bridges Libraries are promoting the 2020 Census and making it easily accessible to our patrons. Postcards will be mailed out to everyone that include a Census ID number and information on where to fill out the Census. It is expected that 90% of people will fill out their Census online, so libraries need to be prepared for providing easy access. A representative from Wisconsin Talking Books and Braille Library was also at our meeting to share all the free great resources offered to those who have visual impairments or physical disabilities.

Statistics

Reference Questions: 825

Study Rooms: 150

Fax service: 24

One-on-One Tech Help: 7

Value Line: 6

Adult Programs:

Tuesday Afternoon Book Club: 7

Wednesday Afternoon Book Club: 6

Mystery Book Club: 12

Harry Potter Trivia: 21

Genealogy 101: 21

Friends Program – Pabst Mansion: 35

Make It: Cactus Rock Garden: 30

Fiber Arts Group: 6

Adult Winter Reading Program: 70

TOTAL ADULT PROGRAM ATTENDANCE = 208

Teen Programs/Outreach:

Hamilton High School Check Out @ Lunch: 24

Teen Winter Reading Program: 35

TOTAL TEEN PROGRAM ATTENDANCE = 59

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

February was a slightly slower month for Tech Services, but we still had plenty to do!

Volunteer Rachel Peardon (Rae) completed a short orientation session with Tech Services Manager Rachel Ruetz on Friday February 7 before formally starting her digitization volunteering. All the Sussex State Graded School Couriers from the 1920s-1940s have been scanned at this point. On Friday February 14, Rae was able to enter the metadata for these scans into a spreadsheet along with the metadata for a few Hamilton High school yearbooks. This metadata was reviewed and approved by our contacts at Recollection Wisconsin. The next step will be uploading all of the scans and metadata to CONTENTdm, which is the content managing software that will host our digital collection! We're moving right along!

Statistics

Volunteer hours: 16

Items processed: 568

V. LIBRARY OPERATING REVENUE

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only joint libraries report more than one municipality here*

2. County

a. Home County Appropriation for Library Service Subtotal 2a \$457,450

3. State Funds

a. Public Library System State Funds			
Description	Amount	Description	Amount
Database credit	\$1,201		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
			Subtotal 3 \$1,201

4. Federal Funds Name of program—for LSTA grant awards, grant number and project title

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
			Subtotal 5

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income \$41,525	8. Total Operating Income <i>Add 1 through 7</i> \$1,202,501	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
				Yes

\$ 67,143

\$1,228,118

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i> \$688,359 \$677,027	2. Employee Benefits <i>Include maintenance, security, plant operations</i> \$209,154 \$140,839		
3. Library Collection Expenditures			
a. Print Materials \$95,502	b. Electronic Materials \$2,633		
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
CAFÉ Annual Fee	\$22,822		
Electronic Content	\$8,942		
Tech Support Services	\$38		
Cooperative Purchases	\$1,285		
Misc			
		Subtotal 4	\$33,087
5. Other Operating Expenditures			\$139,486 \$155,049
6. Total Operating Expenditures Add 1 through 5			\$1,108,532 \$1,202,463
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue \$0	Total Expenditure \$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year
\$1,483,893

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$1,674,520

General Fund (Fund 000) reserves available as of 12/31/2019, per Village Finance Director	\$630,827	Comments
WORKING CAPITAL at 15% of operating budget	\$184,547	VOS keeps 3 months operating costs on hand, but this includes their depreciation fund. Similarly, what we have here could be supplemented by fund 410.
Vacation payouts upon separation, beyond capacity of regular budget	\$38,000	If vacant position is filled quickly, there is no or little saving on salary/wages. Person leaving may be due current year's unused vacation plus what has been earned during the year (and ordinarily used in the following year).
UNEMPLOYMENT INSURANCE PHPL does not pay into the unemployment fund. This designation is to cover a potential obligation if an employee were to leave the organization. In addition, if part-time staff (most of our staff) lose their <i>other</i> job, PHPL must pay our proportionate amount of their unemployment compensation.	\$20,000	Re-build to \$20,000.
INSURANCE DEDUCTIBLE to cover the deductible if we have a claim	\$10,000	Re-build to \$10,000
CAFÉ & Bridges overages, because PHPL annual budget is submitted well before CAFÉ & Bridges budgets are set.	\$10,000	Re-build to \$10,000.
COVERAGE FOR EXTENDED STAFF SICK LEAVE (If a staff member with significant accumulated sick leave were to take a long-term medical leave, we would be paying wages for both the employee and a substitute.)	\$40,000	Re-build to \$40,000. Earned sick leave can accumulate to 960 hours, and more than one staff member could be on medical leave.
LEGAL FEES	\$60,000	Re-build as necessary to keep at \$50,000.
FUTURE NON-CAPITAL EQUIPMENT & FURNISHING REPLACEMENT OR REPAIR (budget line 80610) e.g. automatic door openers, media cleaners, refrigerator, drinking fountains, etc. To smooth budget bumps for these expenditures & enable replacement when failure of item was not anticipated at budget time.	\$25,000	Re-build to \$25000.
SELF-INSURANCE FOR REPAIRS TO 3-M SECURITY SYSTEM, SELF CHECK MACHINE , and other equipment, beyond regular budget	\$20,000	Re-build to \$20,000. The 3M service contract for the security gates increased to \$1580 annually for 2009. The library canceled that and instead self-insures. We can do something similar with the self check machine.
BUILDING MAINTENANCE and BUILDING SYSTEMS MAINTENANCE overages, to supplement E000-61700 and E000-62150 when an unexpected amount of building or systems maintenance is needed in a given year.	\$50,000	Re-build to \$50,000 or higher.
INTERIOR PAINTING , as needed	\$6,000	Re-build to \$2,000 or higher. (I propose raising this for 2020 and beyond.)
Consulting/outsourced projects , with Board approval	\$90,000	Anticipating building assessment and building expansion studies. Possible need for next round of strategic planning.
GAS or ELECTRIC OVERAGES to supplement E000-61300 and 61400 as needed.	\$3,000	Re-build to \$3,000.
COMPUTER REPLACEMENT & NEW TECHNOLOGY FUND (funds are added at end of each year from budgeted line)	\$34,000	Add \$9K/year from operating budget, then replace computers in 4-year (\$32K) cycles: in 2019, 2023
DIGITAL SIGNAGE REPLACEMENT and additions	\$10,000	
SHELVING & EQUIPMENT CHANGES and additions for materials collections	\$25,000	Re-build to \$25,000
UNDESIGNATED	\$5,280	
	\$630,827	

		Comments
General Fund (Fund 000) reserves available as of 12/31/2018, per Village Finance Director	\$510,352	
WORKING CAPITAL at 11.3% of operating budget	\$135,406	Auditor recommendation is to keep at 9%. VOS keeps 3 months operating costs on hand.
Vacation payouts upon separation, beyond capacity of regular budget	\$15,000	If vacant position is filled quickly, there is no or little saving on salary/wages. Person leaving may be due current year's unused vacation plus what has been earned during the year (and ordinarily used in the following year).
UNEMPLOYMENT INSURANCE PHPL does not pay into the unemployment fund. This designation is to cover a potential obligation if an employee were to leave the organization. In addition, if part-time staff (most of our staff) lose their <i>other</i> job, PHPL must pay our proportionate amount of their unemployment compensation.	\$15,000	Re-build to \$15,000.
INSURANCE DEDUCTIBLE to cover the deductible if we have a claim	\$10,000	Re-build to \$10,000
CAFÉ & Bridges overages, because PHPL annual budget is submitted well before CAFÉ & Bridges budgets are set.	\$10,000	Re-build to \$10,000.
COVERAGE FOR EXTENDED STAFF SICK LEAVE (If a staff member with significant accumulated sick leave were to take a long-term medical leave, we would be paying wages for both the employee and a substitute.)	\$36,000	Re-build to \$30,000. Earned sick leave can accumulate to 960 hours, and more than one staff member could be on medical leave.
LEGAL FEES	\$60,000	Re-build as necessary to keep at \$50,000.
FUTURE NON-CAPITAL EQUIPMENT & FURNISHING REPLACEMENT OR REPAIR (budget line 80610) e.g. automatic door openers, media cleaners, refrigerator, drinking fountains, etc. To smooth budget bumps for these expenditures & enable replacement when failure of item was not anticipated at budget time.	\$15,000	Re-build to \$15,000.
SELF-INSURANCE FOR REPAIRS TO 3-M SECURITY SYSTEM , and other equipment, beyond regular budget	\$10,000	Re-build to \$10,000. The 3M service contract for the security gates increased to \$1580 annually for 2009. The library canceled that and instead self-insures.
BUILDING MAINTENANCE and BUILDING SYSTEMS MAINTENANCE overages, to supplement E000-61700 and E000-62150 when an unexpected amount of building or systems maintenance is needed in a given year.	\$50,000	
INTERIOR PAINTING , as needed	\$2,000	Re-build to \$2,000 or higher.
Consulting/outsourced projects , with Board approval	\$90,000	Anticipating building assessment and building expansion studies. Possible need for next round of strategic planning.
GAS or ELECTRIC OVERAGES to supplement E000-61300 and 61400 as needed.	\$3,000	Re-build to \$3,000.
COMPUTER REPLACEMENT & NEW TECHNOLOGY FUND (funds are added at end of each year from budgeted line)	\$34,000	Add \$8K/year from operating budget, then replace computers in 4-year (\$32K) cycles: in 2019, 2023
SHELVING & EQUIPMENT CHANGES and additions for materials collections	\$20,000	Re-build to \$20,000
UNDESIGNATED	\$4,946	
	\$510,352	

**STATISTICS FOR MONTH OF
FEBRUARY, 2020**

	February	YTD	YTD 2019	% change
ALL CIRCULATION	28345	57191	54293	5.3%
PHYSICAL MATERIAL CIRCULATION	25656	51755	49722	4.1%
E-MATERIAL DOWNLOADS	2689	5436	4571	18.9%
HOURS OPEN	242.5	496.5	463	7.2%

	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2614
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL: +	2448
Crossovers to PHPL from other library communities: +	5900
Crossovers from Sussex to other CAFE libraries: -	984
NET LENDING: 4750	9209

PHYSICAL CIRC:	Sussex	Other	TOTAL	2019
	10389	15267	25656	24299

Cards issued: 90

Reference questions answered: 1432

Library visits this month: 9948

Materials purchased: 537
(year to date total:) 1389

Study Room usage

Adult: 150

One-on-one technology lessons: 7

Meeting Room Use:
Quad Room Fax Service: 24
nonprofit: 41 Value Line: 6

Small meeting room
nonprofit: 16

STATISTICS FOR MONTH OF FEBRUARY, 2020

PROGRAM ATTENDANCE

Family Storytime: 559 (16 sessions)

Doggy Tales: 10 (3 sessions)

Outreach—Noah's Ark storytime visit: 22

Crown of Life visit: 17

Firsties check-ins (15 classes): 54

CHILDREN'S PROGRAM ATTENDANCE: 662

Hamilton High School Check Out @ Lunch: 24

Teen Winter Reading Program: 35

TEEN PROGRAM ATTENDANCE: 59

Tuesday Afternoon Book Club: 7

Wednesday Afternoon Book Club: 6

Mystery Book Club: 12

Harry Potter Trivia: 21

Genealogy 101: 21

Friends Program – Pabst Mansion: 35

Make It: Cactus Rock Garden: 30

Fiber Arts Group: 6

Adult Winter Reading Program: 70

ADULT PROGRAM ATTENDANCE: 208

INTERNET USE*: 474 sessions

TOTAL HOURS*: 203:25:00

AVG. SESSION*: 32.547 minutes

***wired access only**