



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, July 15, 2020, 6:30 p.m.

* This meeting will be held via video conference. To attend, click <https://us02web.zoom.us/j/84840652524> from a computer. You can also download the Zoom app and join using the following Meeting ID: 848 4065 2524. To join the meeting by telephone, call (312) 626-6799 and enter 848 4065 2524.

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of:
 - a) June 17, 2020 Board meeting and
 - b) July 7, 2020 Budget & Finance Committee 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) Budget & Finance Committee report of 2021 budget request to Village of Sussex: recommendation and possible action
 - b) Extras request for 2021 budget: discussion and possible action
- 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 June 17, 2020 Board meeting
Pauline Haass Public Library

Called to order at 6:32 p.m.

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

Vice-President Hacker presided in President Bougie's absence.

Schultz/Carran motion to accept minutes of May 20, 2020 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director:

Financial report: Revenue and Expenditure Guidelines from May 2020 accepted as presented by Koenig/Schultz motion; motion carried.

Prepaid bills in the amount of \$78.84, P-Card bills in the amount of \$4,432.78, June bills in the amount of \$10,980.49, and May 2020 expense in the amount of \$101,995.60 approved by Koenig/Schultz motion; motion carried.

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

New Business: Hacker distributed the following committee appointments to expire at the May 2021 Board meeting:

Buildings & Grounds: Carran, Hacker, Zoellick

Materials Selection & Internet: Jilling, Kucharski, Schultz

Policy: Jilling, Kucharski, Wegner

Personnel: Bougie, Roubik, Vande Hei

Budget & Finance: Hacker, Koenig, Zoellick

Following discussion of the annual Waukesha County standards compliance certification, Hacker/Carran motion to accept as presented; motion carried.

Meeting adjourned at 7:13 p.m. by Wegner/Hacker motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager

Minutes of July 7, 2020 Budget & Finance Committee meeting
Pauline Haass Public Library

Called to order at 4:05 p.m.

Roll call: Bougie, Zoellick, Koenig present. Also present: Adele Loria, Library Director.

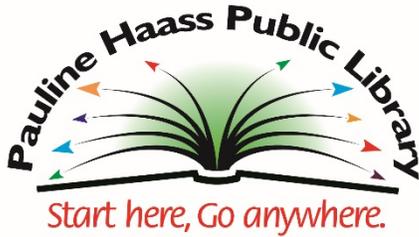
Committee members reviewed and discussed the draft 2021 budget request and will submit their recommendations at the July 15, 2020 Library Board meeting.

No further action was taken.

Meeting adjourned at 4:33 p.m.

Respectfully submitted,

Adele Loria
Library Director



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July 15, 2020

Director's Report to Library Board

Agenda items

Budget & Finance Committee recommendation of 2021 budget request to Village of Sussex:

The budget committee met last week to discuss the draft budget request to the Village of Sussex. That draft request is included in your board packets, with explanatory notes in individual budget lines. The committee members will present their comments and a recommendation to the full board.

For this year, the Village has asked me to prepare a budget that leaves the Village's contribution for 2021 at the same amount that it was in 2020: \$690,547. In any year there are costs that rise outside of the library's control (health insurance and utilities, for instance), so that means looking for savings or making cuts elsewhere. Fortunately for us, our payments from Waukesha County (for usage by patrons in non-library communities) and from Washington County both increased. This meant that for 2021, I was able to keep all of our staff and services while covering those rising costs.

On July 10, just before sending this out, I received revised numbers for the Waukesha County payments. They are slightly lower than the original numbers (though still an increase from last year), resulting in a slightly lower revenue overall. I have made the needed adjustments, and those on the Finance Committee will see those reflected in the budget request included in your board packets.

"Extras request" for 2021 budget: As you all know, the library has a part-time maintenance coordinator position in its budget. Under general supervision, this person performs minor maintenance of the library building and grounds to ensure the comfortable, clean, and safe operation of the library for its customers and staff. This position supplements contracted services for preventative maintenance and cleaning.

The position has been vacant since February of this year. In the interim, Thom Berres, the Parks Foreman, has been conducting our monthly safety checks and doing various projects that we would typically have a maintenance coordinator do: securing shelving to the wall, turning off the heat tape on the roof, responding to service calls, and more. The Village's Saturday maintenance person, Mark Eesley, has also been helping with various tasks (painting and replacing baseboards in the Children's Area). Mike Jenkins, a former library employee, returned to do some of the woodwork in the Quad Room (he is not interested in returning long-term; I've asked). Carol Eckes, who works in Circulation and Technical Services at the library, has added 3-5 hours of maintenance work per week since April doing special projects and routine

maintenance (moving/assembling furniture, taking out the dumpsters, emptying the dehumidifier in the storage room, watering plants, painting, and more). Mary Olson and I have both been in more frequent contact with our contracted cleaning company to give instructions and resolve issues, a task that normally falls to the maintenance coordinator.

I'm recounting all this to illustrate that while the position has been vacant, the work has continued. This has in part been possible because the building was closed to the public from March 16 to June 1 and there is now considerably less foot traffic than in a normal summer, so there have been fewer maintenance issues to address. As much as we appreciate the assistance provided by the Village and the way that Carol and others have stepped up to take on more tasks, it's not a long term solution. Thom has many other demands on his time, and neither Mark nor Carol can take on the number of hours per week we need. The rest of the slack has been picked up and added to the duties of other employees, stretching their schedules and job descriptions.

This position has historically been hard to fill and that is proving to be the case again. We have had zero applicants for the job so far (we actively advertised through April and May, and have recently reopened the search). In that same period we had 16 applicants for a part-time shelving position and more than 30 for our full-time circulation manager opening, so I don't think it's that the library is an unattractive employer or does not advertise openings sufficiently. I think the difficulty is that the position has too few hours to be attractive to someone with the required skillset, and offers no benefits.

I have been working with Sam Liebert to develop a proposal for a full time maintenance coordinator position that would be shared between the library (15 hours a week) and the Civic Center (25 hours). We would pay a proportionate share of the benefits package (37.5%). The total annual cost to the Library would be approximately \$29,570. Because the Village has asked us to present a budget that does not raise its contribution to the Library from what it was in 2020, this request would fall into the "extras" category, to be considered separately by the Village Board. Currently we budget \$14,000 for the part-time position, and that funding would go towards this new position, leaving our "extras request" at \$15,570.

While I am mindful that this is a difficult year to make any request that requires additional funding from the Village, I think this is worth the Board's consideration. Both the library and the Civic Center are large buildings with many visitors, and issues frequently arise. It's prudent to have someone on hand who can diagnose those problems, address minor ones, vet contractors to fix major ones, and otherwise protect the Village's investment in its facilities. In the meantime and in case our request is not successful, we will continue to hold this position open and wait for applicants.

Non-agenda Items

COVID-19 study of library materials: We now have some good information on how library materials interact with coronavirus. This comes from a study conducted by Battelle, a not-for-profit global scientific research and development organization, in cooperation with IMLS (Institute of Museum and Library Services). The results are summarized here: <https://www.ims.gov/news/research-shows-virus-undetectable-five-highly-circulated-library-materials-after-three-days>.

Previous recommendations to libraries had focused on paper-based materials, but as many in the library community pointed out, our collections also contain a lot of plastic (mylar book jackets, DVD cases) and other materials. This study looked at standard library materials like these in typical office environments. The article linked above notes, “Battelle tests found the virus undetectable after one day on the covers of hardback and softback books as well as the DVD case. The virus was undetectable on the paper inside of a book and mylar book jackets after three days.”

This points to us continuing to quarantine all returns for 72 hours until further notice. Our transits (holds that are shipped from other libraries) are quarantined for 48 hours as they have already been held overnight in bins. We continue to use the small meeting room for this purpose.

Building reopening and circulation for June: As expected, our circulation was down from last year for the month of June. However, it was down 12.67%, which is far less of an impact than I expected. System-wide, circulation was down 41.56% in June. Some libraries continued to be closed well into June, so that number is skewed, but even compared to those who opened at the same time (or before) we did, we took a relatively small hit.

Our circulation for the year, however, is down 29.1% (physical circulation down 33.6%; digital circulation up 20.9%). I’m hopeful we can make up some ground if we are able to remain open, but there’s no question that we must expect this year to look very different from other years.

I’m continuing to monitor the [Waukesha County COVID-19 dashboard](#), which provides a daily updated case count by municipality and by census tract, along with other measures and indicators (positive results as a percentage of all tests, % of cases requiring hospitalization, and more). Based on the trends in our region, I’m not inclined to reintroduce any more services at this time (meeting rooms, in-person programming, etc.).

Continuing Education: Val Johnson and Nancy Aycock attended the webinar “Youth Services Programming Palooza” presented by the South Central Library System June 3. This webinar was designed to introduce new and unexpected creative and problem-solving skills required for the changes in programming that have been brought about by library closures. Val and Nancy also attended the Bridges training webinar June 11 preparing us for hosting summer performer presentations through the Zoom platform.

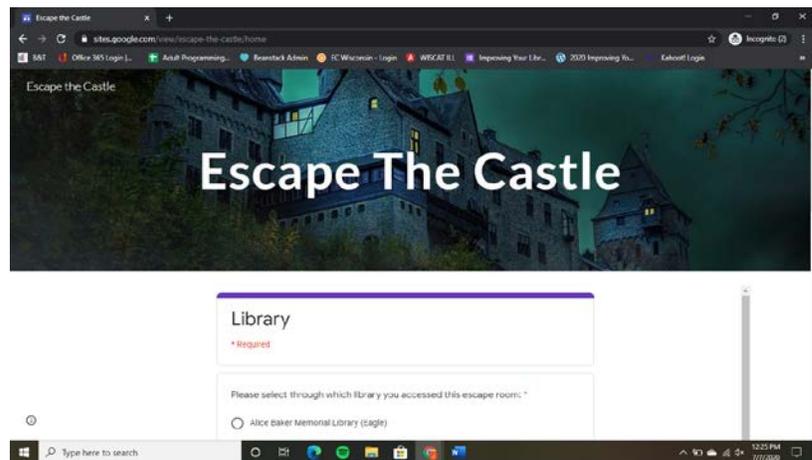
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| Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for June 2020: |
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Summer Reading Updates

Throughout the month of June we had 207 adults register for the Adult Summer Reading Program through Beanstack. By June 30, adult participants completed 657 activities recorded in Beanstack. Activities include helping a neighbor, attending a virtual library program, following the library on social media, going for a hike, trying a new recipe, and many more. Each activity completed earns participants points toward raffle tickets for the grand prizes. Adult readers logged 28,344 minutes of reading and wrote 46 book reviews. According to Beanstack, the top books read for June include: *The Giver of Stars* by Jojo Moyes, *The Silent Patient* by Alex Michaelides, and *Keeper of Lost Things* by Ruth Hogan.

Becca Werginz (Adult & Teens Services Librarian) reports that the Teen Summer Reading Program is going well. The school librarians at both Templeton and Hamilton High were able to distribute information about Summer Reading before virtual school let out for the summer. 43 teens are enrolled in Beanstack to participate in the Summer Reading Program. These teens have been quite active in logging their reading, writing book reviews, and participating in various point-earning activities. Examples of these point-earning activities include picking up litter around town, thanking a teacher, completing a coding project, and more! Between June 15 and June 30, teens logged 13,125 minutes of reading, completed 288 activities, and wrote 11 book reviews.

Librarians from seven Bridges libraries (North Lake, Oconomowoc, Eagle, Pewaukee, Muskego, Whitewater, and Sussex) collaborated to create a series of virtual escape rooms for teens to explore throughout the summer. Themes include Outer Space, Jumanji, Hunger Games, Harry Potter, and more! Upon completing a virtual escape room, teens receive a secret



code they can log into Beanstack to earn points for the Summer Reading Program. Between June 15 and June 30, teens completed the virtual escape rooms a combined total of 58 times!

Master Gardener Vegetable Gardening 101 - Live Virtual Event

We held our first live virtual program on June 8. Barb Olson and Pat Serra, two of our local Master Gardeners, gave a virtual presentation via Zoom about vegetable gardening in small spaces. There were 15 people in attendance, and each person who attended received a tomato or pepper plant for pickup at the library. We've required registration for all virtual events. Attendees need to have an email address and a Zoom account to participate in the events.

Instant Pot: The Basics - Live Virtual Event

On June 11, PHPL's own Kathy Duvall (Circulation Clerk) led a repeat of our popular Instant Pot program that was offered earlier this year, this time virtually via Zoom. Kathy used the library's kitchen as her set for the Instant Pot demonstration. We had 9 people in attendance, all who had lots of great questions for Kathy. We also had a patron request closed captioning for accessibility. Zoom does not provide automatic closed captioning, so Rachel Ruetz (Technical Services Manager) typed real-time captioning for this event.



Home Makeover: The Green Edition - Live Virtual Event

Heather Bartlett (Circulation Clerk), who is very involved with the Sussex Green Team, helped us organize this presentation from Jayne Jenks from Waukesha County Parks and Land Use Dept. Heather facilitated this event for us via Zoom with 2 participants in attendance on June 16. Jayne gave great tips on going green from using earth friendly products to take care of your lawn to reducing your use of plastics in your household.

Library Memory Project Update from Jennie Bahnaman

June's virtual Memory Cafe (our first virtual Memory Cafe) was a huge success! We had 16 participants attend via Zoom. The topic was "Favorite Travel Destinations." Participants took turns sharing a memorable souvenir and talked about their favorite trip. I was pleasantly surprised at the number of participants who were able to connect with us via Zoom, and you definitely got the sense that they all very much appreciated being able to connect to library staff and to each other.

For the virtual July Memory Cafe, I have been collaborating with the Hartland and Eagle libraries to coordinate a theme and speaker. We've chosen "Wisconsin Wildlife" as our theme, and I've reached out to the Wildlife in Need Center in Oconomowoc to book them for a virtual presentation. Our July virtual Memory Cafe will be held on Thursday, July 23 at 1:30pm.

Angela Meyers (Bridges Coordinator of Youth and Inclusive Services) and I continue to plan for the Memory Cafe's Community Reads. At the June Memory Cafe, we took a poll to see what attendees might be interested in reading, and short stories were definitely the winner. We will choose our title and announce it to the Memory Cafe community later this July and begin registration.

As of our right now, the Library Memory Project Family Day is scheduled as an in-person event for Saturday, October 17 at the Retzer Nature Center. If conditions call for it, this event will either be re-scheduled or adapted as a virtual offering.

Collection

From July to December, we are trying out a new distribution of ordering responsibilities for the adult and young adult collections. We will have designated selectors assigned to each collection: Rachel Ruetz will order Fiction, Browsing Books, Audiobooks and Large Print; Becca Werginz will order Young Adult Fiction, Young Adult Nonfiction, DVDs, Browsing DVDs, and Music CDs; Jennie Bahnaman will order Non-Fiction, Travel Non-Fiction, Periodicals, and Reference. The designated selector is also responsible for weeding their assigned collection and purchasing any replacement copies. Rachel and Jennie will also research Baker & Taylor Automatically Yours, which will automatically include bestselling authors in our orders as new books are released. Baker & Taylor Continuations is also the equivalent for non-fiction titles, which would include automatic orders for test prep books, travel, reference, and others released on a regular basis. In January, we will work with Adele to assess the new ordering distribution and decide if we would like to continue with our designated selectors. If successful, the designated collectors will rotate collections every 2 years which is in line with our collection development policy's weeding rotation.

Weeding

Rachel Ruetz weeded the mystery collection. Becca Werginz completed weeding the history section in June and began a shifting project to allow more room for biographies. She also started weeding the pamphlet file.

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| Valerie Johnson, Children's Services Manager, reports on June 2020 activities: |
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Programs

Although we are experiencing an unusual summer, to say the least, the summer reading program is still happening and still popular! Children's librarian Teresa Douglas created a PowerPoint presentation that was sent to our local school media specialists, who shared it with students and families before online school officially ended for the year. The presentation invited students to participate in summer reading in our new online format. The response to this online version of the program that uses the Beanstack platform has been very positive. By the end of June there were 481 children registered for the program. Children are challenged to complete six adventures that include eight reading activities apiece. So far over 3,000 of these reading activities have been completed. As they complete individual adventures the kids may pick up their earned prizes and coupons at our children's reference desk in person or through curbside delivery.

Twice weekly storytimes continued to be live-streamed on Facebook by Valerie Johnson, Teresa Douglas, and Nancy Aycock. Virtual attendance at these programs is noticeably lower since the

summer weather arrived. Now that we are back to working in the library building, the children's services team has set up a makeshift studio for making videos in our KidsLab, which is closed to children for the time being. Nancy also presented LabTime Photography 101 part 2 June 18 as a video program accompanied by a scavenger hunt. Part one of this program was presented in May by Nancy, who has a background in photography. Our first summer showcase performer was ComedySportz, a sports-themed improv team, June 22. Families registered in advance and were invited to view the show on Zoom. This platform enables the program to be interactive; kids were able to type in comments and questions throughout the program. It was fun to see the performers address the kids by name in real time. They played several games based upon suggestions from the virtual audience. Eleven families with multiple children and 45 kids from the Village of Sussex Summer Recreation Program came together (online) for this fun program.

The teen volunteer program is still happening this summer. We did not recruit teen volunteers, nor did we host group orientation sessions in the spring. Nevertheless, ten teens took the initiative to approach us requesting to be summer volunteers and they have become our core group. We created a safe, socially-distanced station from which they can monitor the kids' reading program progress and distribute prizes. About half of the teens have volunteered for us in past summers. This is a valuable program that we are happy to support, albeit on a smaller scale this summer.

Around the Department

With our reopening June 1, the children's department—like the other departments—was revamped to be as safe as possible for our patrons. The most noticeable difference is the absence of play areas, hands-on interactive activities, and toys. Our families have gradually been returning to the library in person and there have been very few complaints. Overall, we have heard many expressions of gratitude for continued efforts in programming and curbside service while closed, and for offering a summer reading program despite the unusual circumstances of the summer.

The new Beastie statue outside of our east window has provided a charming surprise to our visitors. Kids (and adults) can enter a naming contest to give the bright critter its own special library name. Children's associate Katie Mueller organized the contest and placed stations around the library for people to contribute their name ideas. Suggestions can also be made through the Beanstack program or app.

Collection

Because so many families are limiting their in-person visits to the library, the children's department decided to add a new service this summer that was created and organized by children's librarian Teresa Douglas. We are offering to assemble "Book Bundles" for families to easily pick up from our holds shelf or through curbside pickup. Each bundle contains 10-11 books that are carefully selected to fulfill activities in the Beanstack online summer reading challenges. For example, Adventure 1 suggests reading a fiction book based upon the "Legends

and Lore” theme and Adventure 2 urges checking out a book about constellations and using it to identify something in the night sky. We have six of these themes and many other types of book recommendations incorporated into the summer reading challenge. In an ordinary summer we witness families orbiting the special displays of these books to make their choices; this summer we are delivering complete bundles to them directly. Families can order a book bundle through our website and through the Beanstack program and app. During the month of June we assembled forty book bundles.

Statistics

| Adult & Youth Reference | Totals |
|------------------------------------|---------------|
| Youth Reference Ques. | 303 |
| Adult Reference Ques. | 552 |
| One-on-One Tech Help | 29 |
| Value Line use | 1 |
| Study Rooms use (opened 6/29) | 3 |
| Study Table Reservations | 56 |

| Virtual/Online Programs | YouTube | Facebook | Zoom | Activity |
|--|----------------|-----------------|-------------|-----------------|
| Family Storytime 6/3, 6/10, 6/17, 6/24 (4 sessions) | | 69 | | |
| Nightlight Storytime 6/1, 6/8, 6/15, 6/22 (4 sessions) | | 52 | | |
| Virtual LabTime 6/18 (1 session) | 5 | 14 | | 6 |
| Summer Performer: ComedySportz 6/22 | | | 72 | |
| LEGO Club Show and Tell 6/23 | | 4 | | |
| Vegetable Gardening 101 - LIVE via Zoom 6/8 | | | 15 | |
| Instant Pot: The Basics 6/11 | | | 9 | |
| Home Makeover: The Green Edition 6/16 | | | 2 | |
| Totals | 5 | 139 | 98 | 6 |

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| Grand Total Programs | 248 |
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Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for June 2020:

Tech Services processed 1001 items during the month of June! Staff members Sue Posh, Carol Eckes and Anna Oleszczak have been working very hard to ensure that we are receiving our items on time, and that they are being processed in a timely manner, without the help of our volunteers (who we miss very much!). Carol Eckes also continues to serve as our incredible “book doctor,” and is mending our materials as they need repair.

Manager Rachel Ruetz attended a Café Catalogers Zoom meeting on Wednesday June 10, during which future Cafecats meeting times were discussed, as well as projects that were begun during quarantine. These projects, which Ruetz continues to work on, include searching the entire catalog for misspelled words and reviewing and deleting bibliographic records that don’t have any items attached to them and are no longer needed.

Materials processed: 1001 items

| | A | B | D | F | G | H | I |
|----|-----------------------------|--|-------------|-------------|-------------|--------------------------------|---------------------|
| 1 | Account numbers | Accounts | 2019 actual | 2020 budget | 2021 budget | \$ change 2020-21 budget | % change 2020-21 |
| 2 | EXPENDITURE ACCOUNTS | | | | | | |
| 3 | | GENERAL OPERATIONAL EXPENDITURES | | | | | |
| 4 | 60400 | Board expenses: continuing education \$200 | \$56 | \$200 | \$100 | (\$100) | -50.00% |
| 5 | 60800 | Expenses (HR, meetings, coffee cart) bereavement/illness \$200; 5yr. anniversaries & retirements=\$375; Hosting APL, CAFÉ, & Bridges mtgs.= \$60 Coffee cart= \$500 | \$1,285 | \$1,385 | \$1,135 | (\$250) | -18.05% |
| 6 | 61100 | Insurance (property and liability) | \$6,607 | \$7,200 | \$7,600 | \$400 | 5.56% |
| 7 | 61200 | Telephone & Internet phone: \$600; Wired Internet access (TEACH) \$1200 (\$100/month); and 1 staff wireless hotspots for \$120 total. (Circulating hotspot data plans are in Materials line.) Monthly phone bill reduced significantly with new phones/wireless bridge to Civic Center. | \$2,451 | \$2,545 | \$1,920 | (\$625) | -24.56% |
| 8 | 61300 | Heat (gas) (2015 actual=\$6098 2016 actual=\$5969 2017 actual=\$5555 2018 actual=6729) Est. 3% increase for most utilities per Finance Director; see also account 61500. | \$7,272 | \$6,726 | \$6,928 | \$202 | 3.00% |
| 9 | 61400 | Electricity (2017 actual= \$32,017; 2018 actual=\$29,890; 2019 actual = \$28,181. Average of past 3 years is \$30,029. Plan for 3% increase of 2019 actual for 2021.) | \$28,181 | \$31,211 | \$29,026 | (\$2,185) | -7.00% |
| 10 | 61500 | Sewer & Water (and stormwater utility) | \$3,476 | \$2,781 | \$3,685 | \$904 | 32.49% |
| 11 | 61700 | Bldg Maintenance/supplies to maintain a building used by 130,000 visitors annually. Building repairs, softener salt, bulbs, hardware, tools, batteries, lighting, trash can liners, restroom paper products, plumbing parts, paint, etc. Beginning in 2015, also budgeting \$2,000 annually for roof snow removal. 2016 actual= \$10,812 2017=\$6974 2018=\$8329. NEW for 2021: masks, gloves, additional cleaning supplies. | \$9,054 | \$10,800 | \$10,000 | (\$800) | -7.41% |
| 12 | 61710 | Grounds Maintenance Annuals and soil for entryway plantings; care & enhancement of front raised flower bed. | \$366 | \$200 | \$200 | \$0 | 0.00% |
| 13 | 61800 | Processing Supplies These are the supplies to cover books and package A.V. items. We buy in bulk. Beginning in 2021, factor in \$1610 for RFID supplies; these are offset by the Minitex security strips (on average, \$1672 a year) no longer needed with RFID). | \$9,088 | \$9,200 | \$8,990 | (\$210) | -2.28% |
| 14 | 61900 | Office Supplies Includes paper & letters for storytime nametags & bulletin boards, standard office supplies such as copier paper, clips, binders. (Specialty paper for handouts/brochures is in Marketing & PR line) Shredding added beginning 2016. | \$4,088 | \$3,420 | \$3,420 | \$0 | 0.00% |
| 15 | 62100 | Equipment maintenance Includes photocopier maintenance contracts, AED pads in needed years. boiler inspection in certain years (last inspection 2018, 3-year PTO cycle.) NOTE: color copying charges are included here, not in Marketing. For 2018, increase 2016 by 3% and add boiler inspection (\$465) , AED pads (\$80). 2019, subtracted \$545 and increased remainder by 1%. For 2020, use 2019 number and add AED pads (2 year replacement cycle) \$80. For 2021, subtract AED pads (\$80) and add boiler inspection (\$465). | \$1,735 | \$2,080 | \$2,314 | \$234 | 11.25% |
| 16 | 62150 | Building Systems maintenance Fire & motion monitoring services; HVAC equip preventative maintenance contract plus pm & tech support of controls; Vyron humidifier replacement cylinder; fire extinguisher checks/recharging; quarterly inspections of sprinkler system; filters. Add \$7,000 for repairs to all these systems. | \$15,838 | \$15,429 | \$14,395 | (\$1,034) | -6.70% |
| 17 | 80610 | Equipment & furnishing replacement (computer replacement is in line 80600) This line is for small-ticket items that stop working during the year, like the public coffee machine, desensitizers, etc. Capitol Fund is for larger items. Known 2021: Demco steel book supports \$500; Dirt Devil for Tech Services, new vacuum. | \$976 | \$1,750 | \$1,250 | (\$500) | -28.57% |
| 18 | 62300 | Maintenance & Repair of Materials Includes replacing cases; lost ILL items; fees for material recovery ; DVD/CD resurfacing. 2016 actual= \$490 2017=\$437 2018=\$722) | \$540 | \$700 | \$500 | (\$200) | -28.57% |
| 19 | 62810 | Mileage Mileage to meetings, free workshops, etc. Also includes mileage to purchase supplies. 2016 actual=\$632 2017 actual=\$989 2018 actual=\$879 | \$796 | \$1,000 | \$800 | (\$200) | -20.00% |

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|----|-------------------|--|------------------|------------------|------------------|--------------------------------|---------------------|
| 1 | Account numbers | Accounts | 2019 actual | 2020 budget | 2021 budget | \$ change 2020-21 budget | % change 2020-21 |
| 20 | 62820 | Continuing Education (This line includes mileage costs for conferences) conferences, courses, workshops & classes. Director is required to average 20 CE credits per year for state certification. CE budgeting is a requirement for Waukesha County Standards Certification. Staff Dev. Days: \$400 (lunches only) 2016 actual=\$4207 2017 actual=\$3102 2018 actual=\$3678 | \$4,221 | \$4,100 | \$3,800 | (\$300) | -7.32% |
| 21 | 62830 | Memberships Professional & civic organizations: ALA, WLA, Chamber of Commerce, WILS (for discounts on processing supplies). Membership fees are somewhat offset by the conference discounts they include. (2018 actual = \$1,270. 2021 not a PLA year so can be reduced somewhat, but will need to increase in 2022 for PLA.) | \$731 | \$1,500 | \$1,200 | (\$300) | -20.00% |
| 22 | 62900 | Marketing and PR Professional printing of Children's & Teen's SRP flyers, bookmarks and reading records; recognition for Youth Services volunteers; outreach supplies; social media promotions; recognition of Adult and Technical Services volunteers; plotter costs for printing of large posters; Constant Contact; Canva (graphic design program); domain name & web hosting (hosting good through 2021, domain only this year). SEE ALSO Programs. SEE ALSO Equipment Maintenance for in-house color copying costs | \$3,789 | \$3,950 | \$4,276 | \$326 | 8.25% |
| 23 | 63000 | Legal fees Significant funds in reserve to cover overages. Reduce with the goal of slowly building back to \$3000. | \$531 | \$3,200 | \$1,600 | (\$1,600) | -50.00% |
| 24 | 63100 | Annual Audit | \$4,400 | \$4,500 | \$4,500 | \$0 | 0.00% |
| 25 | 63200 | Accounting Includes PHPL share of acctg software \$495. PHPL share of payroll software est. \$354. Direct deposit costs \$384. For 2020 and beyond, moved the wages part of this to Wages and Salaries line in Staffing Expenditures. | \$4,662 | \$1,233 | \$1,233 | \$0 | 0.00% |
| 26 | 63300 | Postage | \$503 | \$550 | \$550 | \$0 | 0.00% |
| 27 | 63400 | Programs CHILDREN: preschool supplies (storytimes, Cookie Club, and more); school age supplies (IditaRead, Summer Book Parties, HP Book Night, Family Art Lab, and more); Preschool & early elementary interactives and passive programming stations, inc. replacements; KidsLab supplies & equipment, inc. replacements; Children's summer reading performers and incentives. TEEN: Teen summer reading incentives; year-round programming; passive programming. ADULT: year-round programs (Make Its, speakers, classes, and more); summer reading prizes and events; winter reading prizes; Memory Cafes. Program costs are offset by grants (Friends of the Library funding) and donations from businesses. | \$7,349 | \$8,253 | \$8,340 | \$87 | 1.05% |
| 28 | 63500 | Misc. furnishings, equip. (new items; not replacements) Known 2021: Additional carts for quarantine; Bubble machine \$50; Whiteboard \$70; Single-sided book cart for AS dept. \$320 | \$1,664 | \$2,220 | \$1,290 | (\$930) | -41.89% |
| 29 | 60210 | Cleaning and cleaning service \$1510.11/month for 2020. New in 2021: COVID disinfection protocol (\$467/mo). | \$16,712 | \$18,532 | \$23,736 | \$5,204 | 28.08% |
| 30 | OPERATIONS | Subtotal for general operational expenses | \$136,373 | \$144,665 | \$142,787 | (\$1,878) | -1.30% |
| 31 | | MATERIALS EXPENDITURES | | | | | |
| 32 | MATERIALS | Books, magazines, AV, replacement of damaged and lost materials , e-book content , e-magazine content, databases, Gale Courses, data plans for circulating wireless hotspots. Increases reflect higher contribution to ebook buying pool and other digital increases. | 126,154 | \$129,469 | \$131,405 | \$1,936 | 1.50% |
| 33 | | STAFFING EXPENDITURES | | | | | |
| 34 | 60100 | Wages & salaries | \$659,636 | \$686,895 | \$696,346 | \$9,451 | 1.38% |
| 35 | 60105 | Unemployment (funds allocated to this in reserves; decrease to \$750 with the goal of rebuilding to \$2000 in future budgets.) | \$0 | \$3,000 | \$750 | (\$2,250) | -75.00% |

| | A | B | D | F | G | H | I |
|----|-------------------|---|--------------------|--------------------|--------------------|--------------------------------|---------------------|
| | Account numbers | Accounts | 2019 actual | 2020 budget | 2021 budget | \$ change 2020-21 budget | % change 2020-21 |
| 1 | | | | | | | |
| 36 | 60500 | Pension for eligible PHPL staff & Village employees for fiscal agency | \$36,578 | \$42,762 | \$42,953 | \$191 | 0.45% |
| 37 | 60510 | Deferred compensation for 6 full-time staff members | \$678 | \$2,500 | \$1,356 | (\$1,144) | -45.76% |
| 38 | 60600 | Payroll tax | \$50,609 | \$52,547 | \$53,270 | \$723 | 1.38% |
| 39 | 60700 | Health & Dental insurance Vision offset eliminated for 2020. Instead, add \$200 to each eligible employee's HSA contribution | \$52,709 | \$116,791 | \$129,919 | \$13,128 | 11.24% |
| 40 | 60900 | Life and AD&D insurance | \$943 | \$1,010 | \$1,010 | \$0 | 0.00% |
| 41 | 61000 | Workers compensation | \$1,157 | \$1,300 | \$1,300 | \$0 | 0.00% |
| 42 | PERSONNEL | Subtotal of wages, salaries, & benefits | 802,311 | \$906,805 | \$926,904 | \$20,099 | 2.22% |
| 43 | | TECHNOLOGY RELATED EXPENDITURES | | | | | |
| 44 | 80400 | Software support (Additional cost in 2021 to renew antivirus software for 2021-2024) | \$1,703 | \$6,715 | \$7,540 | \$825 | 12.29% |
| 45 | 80410 | Automation supplies (moved receipt paper from Office Supplies line to here) | \$489 | \$530 | \$560 | \$30 | 5.57% |
| 46 | 80420 | Public computer supplies (this line offset by R000-50750, which came in higher than expected in 2019) | \$602 | \$375 | \$500 | \$125 | 33.19% |
| 47 | 80430 | Automation Maintenance Café contract \$24,822; annual maintenance for self-check (\$420) and security gates (\$779) starting in year 2, so not needed for 2021 but will be in 2022. | \$25,278 | \$27,172 | \$24,822 | (\$2,350) | -8.65% |
| 48 | 80600 | Computer lease payments (formerly computer replacements and additions) | \$697 | \$14,580 | \$14,580 | \$0 | 0.00% |
| 49 | TECHNOLOGY | Subtotal of technology accts. | \$28,769.01 | \$49,373 | \$48,002 | (\$1,371) | -2.78% |
| 50 | | Total operational expenditures | \$1,093,607 | \$1,230,312 | \$1,249,098 | \$18,786 | 1.53% |

| | A | B | D | F | G | H | I |
|----|-----------------|---|--------------------|--------------------|--------------------|--------------------------------|---------------------|
| 1 | Account numbers | Accounts | 2019 actual | 2020 budget | 2021 budget | \$ change 2020-21 budget | % change 2020-21 |
| 51 | | | | | | | |
| 52 | | REVENUE ACCOUNTS | | | | | |
| 53 | R000-50300 | Lakeshores Lib. System payment | \$32 | \$0 | \$0 | \$0 | #N/A |
| 54 | R000-50400 | Late fees | \$21,885 | \$20,700 | \$18,100 | (\$2,600) | -12.56% |
| 55 | R000-50500 | Copier sales | \$921 | \$800 | \$894 | \$94 | 11.75% |
| 56 | R000-50700 | Grants | \$6,326 | \$6,025 | \$6,025 | \$0 | 0.00% |
| 57 | R000-50750 | Office supplies sold / public printing | \$3,156 | \$2,900 | \$3,000 | \$100 | 3.45% |
| 58 | R000-50900 | Material replacement | \$3,929 | \$3,100 | \$3,500 | \$400 | 12.90% |
| 59 | R000-55000 | Interest earned | \$10,091 | \$4,800 | \$6,750 | \$1,950 | 40.63% |
| 60 | R000-57500 | Miscellaneous income | \$4,945 | \$7,200 | \$5,000 | (\$2,200) | -30.56% |
| 61 | R000-59500 | Waukesha County library tax revenue | \$457,482 | \$463,088 | \$487,150 | \$24,062 | 5.20% |
| 62 | R000-59900 | Transfer from other funds: | | \$0 | \$0 | \$0 | n/a |
| 63 | R000-59990 | Transfer from designated reserves of Fund 000 | | \$0 | \$0 | \$0 | n/a |
| 64 | R000-59999 | Use of fund balance | \$0 | \$3,934 | \$0 | (\$3,934) | n/a |
| 65 | R000-50350 | Revenue from adjacent counties | \$35,251 | \$27,218 | \$28,132 | \$914 | 3.36% |
| 66 | R000-50100 | Revenue from Sussex | \$667,010 | \$690,547 | \$690,547 | \$0 | 0.00% |
| 67 | | Total revenue | \$1,211,028 | \$1,230,312 | \$1,249,098 | \$18,786 | 1.53% |

STATISTICS FOR MONTH OF JUNE, 2020

| | June | YTD | YTD 2019 | % change |
|-------------------------------|--------------|---------------|-----------------|-----------------|
| ALL CIRCULATION | 30258 | 124402 | 175486 | -29.1% |
| PHYSICAL MATERIAL CIRCULATION | 27409 | 106772 | 160905 | -33.6% |
| E-MATERIAL DOWNLOADS | 2849 | 17630 | 14581 | 20.9% |
| HOURS OPEN | 233 | 861 | 1426 | -39.6% |

| | June | YTD |
|--|-------------|--------------|
| HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: - | 2849 | <i>12919</i> |
| HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : + | 2645 | <i>11304</i> |
| Crossovers to PHPL from other library communities: + | 5378 | <i>23118</i> |
| Crossovers from Sussex to other CAFE libraries: - | 502 | <i>3393</i> |
| NET LENDING: 4672 | | <i>18110</i> |

| | Sussex | Other | TOTAL | 2019 |
|----------------|---------------|--------------|--------------|-------------|
| PHYSICAL CIRC: | 11154 | 16255 | 27409 | 31385 |

Cards issued: 55

Reference questions answered: 855

Library visits this month: 6517

Materials purchased: 584
(year to date total:) 3627

Study Room usage

| | | |
|----------|--------------------------------|----|
| Adult: 3 | Study Table reservations: | 56 |
| | Laptop Usage: | 0 |
| | One-on-one technology lessons: | 29 |

Meeting Room Use:

| | | |
|-----------|--------------|---|
| Quad Room | Fax Service: | 5 |
| | Value Line: | 1 |

nonprofit: 0

Small meeting room

nonprofit: 0

STATISTICS FOR MONTH OF JUNE, 2020

PROGRAM ATTENDANCE

CHILDREN'S PROGRAM ATTENDANCE: 0

ADULT PROGRAM ATTENDANCE: 0

INTERNET USE*: 1112 sessions

TOTAL HOURS:** 181:06:00

AVG. SESSION:** 34.716 minutes

***includes wireless network**

****wired access only**