



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

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**Agenda**  
**Pauline Haass Public Library Board of Trustees**  
**Wednesday, September 16, 2020, 6:30 p.m.**

\* This meeting will be held via video conference. To attend, click <https://us02web.zoom.us/j/81284903646> from a computer. You can also download the Zoom app and join using the following Meeting ID: 812 8490 3646. To join the meeting by telephone, call (312) 626-6799 and enter 812 8490 3646.

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of August 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) Annual review of Investment Policy: discussion and action
  - b) Social Media Policy: discussion and possible action
  - c) Strategic Plan activities update: discussion
- 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 August 19, 2020 Board meeting  
Pauline Haass Public Library

Called to order at 6:32 p.m.

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

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

Comments from citizens present: none

Communications received by Board members or Director: Loria shared a Facebook review expressing appreciation for safety measures and book bundles.

Financial report: Revenue and Expenditure Guidelines from July 2020 accepted as presented by Bougie/Jilling motion; motion carried.

P-Card bills in the amount of \$4,098.71, August bills in the amount of \$16,181.22, and July 2020 expense in the amount of \$67,039.17 approved by Vande Hei/Roubik motion; motion carried.

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

New Business: Loria presented a recommendation for modified fall hours. Following discussion, Bougie/Jilling motion to adjust the hours the library is open to the public beginning Sept. 8 as follows: Monday, Wednesday and Friday 9:30 am – 5 pm; Tuesday and Thursday 9:30 am – 8 pm; Saturday 9:30 am – 1 pm; closed Sundays. Staff members will continue to work their regular hours to get caught up on work. Curbside pickup will be available until 7 pm on Monday and Wednesday and until 3 pm on Saturday.

Following discussion of the Patron Guidelines for Building Usage During COVID-19 policy; Bougie/Vande Hei motion to accept as presented; motion carried with six aye votes and no nay votes. Jilling abstained from the vote.

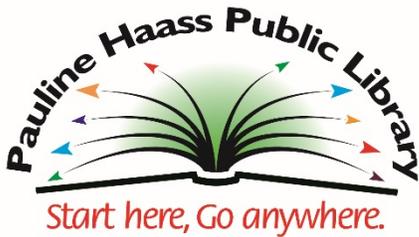
Following discussion of the library's COVID-19 Response Plan, Vande Hei/Roubik motion to endorse the plan as presented; motion carried.

Meeting adjourned at 7:36 p.m. by Roubik/Schultz motion.

Respectfully submitted,

Adele Loria  
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager



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**September 16, 2020**

**Director's Report to Library Board**

**Agenda items**

**Annual review of Investment Policy:** The Investment Policy is one that the Board reviews and either re-approves or revises annually. I consulted with the Village Finance Director regarding any suggested revisions, and we agreed that no changes to the policy itself are necessary this year. Two banks no longer in existence (Anchor Bank and Guaranty Bank) were removed from the appendix. I have attached the current policy for discussion and action.

**Social Media Policy:** Social media has become an increasingly important tool for the Library's communication and public relations, particularly as local news sources in print have dwindled. While it can be useful and helpful, social media is also fertile ground for inappropriate behavior and hostile interactions. The purpose of the policy is to set staff up for success by giving clear guidance on how and why social media is used by the Library. It's also intended to make users aware of the public nature of the page and any content they post, and to encourage respect and civility. A draft policy is included in your packet for review and discussion.

**Strategic Plan activities update:** At the beginning of 2020, we established activities for the year that would align with our Strategic Plan goals. 2020 took quite a twist soon after, and many of these were tabled to deal with matters at hand, or became impossible to accomplish in the current conditions (event and outreach related activities especially). However, where and how we could, we have made progress on our activities. I will bring you up to date at the meeting, and we can discuss whether tabled activities should be revisited in 2021.

**Non-agenda Items**

**APL:** In August I attended the Bridges Library Board meeting as the APL representative and reported on recent director discussions and library happenings around the system. APL continues to meet informally every other week in addition to the monthly directors' meeting.

**Beastie Updates:** Over the summer, 337 participants suggested names for the Beastie! With the input of the donor, Sue Howard, we have narrowed it down to five finalists: Biblio, Bookie the Beastie, Clementine, Dewey, and Sunshine. We've put it out for a vote on Facebook, so we'll let the majority have the final say.

**Circulation:** Our circulation continues to be brisk; in August it was the fourth-highest in the Bridges system. That said, overall circulation for the year is still down by 23.3%, which is consistent with my expectations considering the limited services available.

**Continuing Education:** Following the approval of the COVID-19 building usage policy, Jennie Bahnaman and I led three separate training sessions for staff on enforcing the mask mandate and de-escalating confrontations. We incorporated much of the information from the recent Ryan Dowd and Von Briesen & Roper sessions (I reported on these last month). One goal was to ensure people were clear on the policy and understood how to enforce it. Another goal of these sessions was to give staff some tools in handling the difficult conversations surrounding this issue (or any contentious issue). We used other trainings that have been helpful over the years on customer service and diffusing tense situations, role-played a number of scenarios, and discussed questions that arose during the training.

In addition, several staff members attended the webinar training “How to Deal With Problem Behaviors Related to COVID-19” from Ryan Dowd: Jennie Bahnaman, Val Johnson, Becca Werginz, and Nancy Aycock. Nancy also attended the following webinars:

- Beanstack and Wisconsin DPI Present: Beanstack Hour of Power for Wisconsin Public Libraries
- How to Take Your In-person Event Virtual
- Antiracist Collection Development & Programming for Middle School & High School Youth
- Playful Learning for Librarians: An Introduction to PBS KIDS STEM Activities

**Home Delivery Service Planning:** This summer Assistant Director Jennie Bahnaman, Rachel Ruetz, Becca Werginz, and I have been meeting regularly to plan for our new Home Delivery Service. This service would be available to patrons in our service area who lack dependable transportation and possess a permanent or temporary medical mobility limitation. Jennie and Becca consulted with staff at libraries already running similar services, and we’ve been able to use a lot of this information in planning our own program. We will present our plans for this service to the library board in October with the goal of offering a soft opening for Home Delivery in January. From October through December, we will focus on recruiting volunteers to deliver items on a regular basis to participants. The 2021 budget also includes a small number of hours per week of substitute desk coverage to support the Adult Services staff as they take on this additional responsibility.

**RFID Conversion Project:** I have been working with the management team to begin the process of tagging our collection for RFID; you will remember that RFID was approved as a 2021 capital funds project in May). In August, Rachel Ruetz and I met with Erin Kramer, the Bridges technology support specialist, to discuss next steps. The tags for our collection (purchased by the Bridges Library System) were delivered earlier in the summer, so with the purchase of at least one reader and the equipment that Bridges has available to loan, we can start tagging this fall and be well prepared to transition to RFID in 2021.

**Salary and Wages Survey:** I have begun investigating how other libraries monitor and evaluate their wages to ensure they remain competitive with their peers. Typically as positions open, we consult comparable current openings and survey peer libraries to see whether the position in question should be adjusted. In conversation with other directors and with the Village administrative staff, I have learned that it's a common practice to have approved ranges for each position, and adjust these yearly based on inflation and periodically with updated peer surveys. I think this is a good practice for ensuring that we're not falling behind, particularly since our turnover is fairly low and a position may go years without being revisited. This would also give us an ongoing understanding of where we fall in comparison to nearby or similarly sized libraries. I've only begun gathering data, but I hope to present these ranges for approval along with the final budget. As you're well aware, there is not room in the budget for significant wage adjustments in 2021 (nor do I think, based on what I have compiled so far, that any are needed). However, I think this will be useful information to have going forward, and it is better practice to have current data on hand for all positions.

**Staff Updates:** After interviewing a number of qualified applicants, we were pleased to promote Rebecca Hang to the vacant circulation position. Rebecca started as a page a little over a year ago, and began to take on the responsibilities of a circulation substitute clerk as time went on. She has proved herself to be conscientious and customer service-oriented, as well as a dependable and amiable colleague. We're very happy to see her grow into this position.

Rebecca's promotion left us short a circulation substitute, but luckily we had one of those rounds of hiring where there are multiple excellent candidates. We hired Gopal Iyengar to fill this role, and he began training at the beginning of September. We have also hired pages to fill the vacancies left by Rebecca and the two pages who graduated in June. Welcome to all of our new employees!

**Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for August 2020:**

**Adult Summer Reading Wrap Up:** By the end of summer reading on August 15 we had a total of 247 adults registered for the Adult Summer Reading Program through Beanstack. Adult participants completed 1,885 activities recorded in Beanstack. Activities included 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 earned participants points toward raffle tickets for the grand prizes.

Adult readers logged 104,994 minutes of reading and wrote 141 book reviews. According to Beanstack, the top books read towards the end of summer included: *The Dutch House* by Ann Patchett, *Outlander* by Diana Gabaldon, and *Still Me* by Jojo Moyes. All grand prize winners were contacted and all prizes have been claimed.

## Fall Adult Programs



Jennie Bahnaman spent much of August preparing for the fall virtual programs beginning in September. All events this fall will be held virtually hosted via Zoom, and many include “grab and go” elements that give people the supplies to participate from home. Events include Wisconsin Author Terese Allen presenting *The History & Lore of Supper Clubs in Wisconsin*, *Healthy Living for your Brain & Body* through the Alzheimer’s Association, and an October presentation from the Paranormal Investigators of Milwaukee. We will also offer an Ancestry Library Edition demo. In November, Shefali Vallecha from the Hindu Temple of Wisconsin will offer a program where patrons can learn about Diwali and make rangoli, a traditional floor decoration created during Diwali. In December, we will hold a Great Holiday Cupcake Decorating Competition. Along with this line-up, we are offering Make It programs once a month. For all the programs where patrons will be creating something, we will provide many of the supplies. Patrons can either stop in at the library to pick up their supplies or arrange a Curbside Pickup appointment.

## Collection

Becca Werginz weeded the True Crime collection in Adult Non-Fiction, and Jennie continues to weed the Food/Cookbook collection.

Rachel, Sam Spottek (Reference Assistant) and Jennie have been working on highlighting the Wisconsin authors in our collection. These authors either currently live in Wisconsin or lived here and have a strong tie with our state. Rachel designed a red and white WI Author sticker which will be placed on the spine of our Wisconsin author books. Sam has helped to compile a list of authors. She is also pulling the books and placing the sticker on the spine. Our intention is to help these WI authors stand out to library patrons while they are browsing our collections.



## Teen Summer Wrap Up:



The winners of the Teen Photography Contest in July had their photos displayed on banners along Main Street throughout August. All of the submissions are on display in the library above the new books area across from the reference desk. The winners were the following:

**Architecture** - Charlie Towles

**Best in Show** - Lilly Mottl (*submitted in Nature category*)

**Macro Photography** - Shayna Chai

**Nature** - Zoe Dickert

**People** - Natalie Knollenberg

**Still Life** - Ella Schumacher

The **Teen Summer Reading Program** wrapped up on August 15. In total, 70 teens participated in the program via Beanstack. 26 of those teens earned the Bookworm Badge, which is a reward for logging at least 10 hours of reading. In total, teens earned 401 badges, completed 785 activities, logged nearly 65,000 minutes of reading, and wrote 28 book reviews.

Teens had lots of fun activities to round out their summer, thanks to the efforts of Becca Werginz, Adult & Teen Services Librarian. Between August 1-8, the library held a Teen Fandom Scavenger Hunt with ten locations within walking distance of the library, including Weyer Park, the Civic Center, Tony Maronni's, Sussex Country Floral Shoppe, and the library itself. 48 teens picked up clue packets, and 42 completed the scavenger hunt and collected their prize!



During the week of August 10, Becca created grab and go craft kits and a video tutorial for teens to make dragon eggs using styrofoam eggs and tacks. All 40 kits were claimed within a few days, and seven teens sent us photos of their completed projects.

The Virtual Escape Rooms closed on August 15. An additional nine teens completed the escape rooms in August, which brings the grand total of escape room participants up to 125. The most popular escape rooms this summer were Escape from Outer Space (created by Becca from PHPL) and Escape from the Castle (created by Jennie Fidler from OPL).

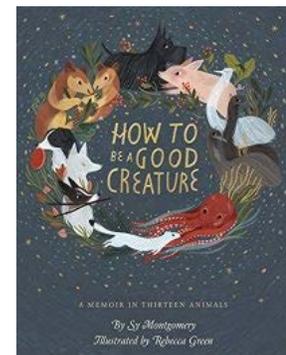
In August, 24 teens participated in the Word of the Day Challenge. To win a piece of candy, teens were challenged to use Merriam-Webster's Word of the Day in a sentence at the Reference Desk.

### **ACT Resources for Teens**

Becca created and sent out a newsletter featuring free ACT prep resources through LearningExpress, one of the library's databases. She collaborated with Jacque Gorski, the Library Media Specialist at Hamilton High School to have it displayed within the school library, added to the school's Libguides page, and shared with all junior advisement teachers.

### **Memory Cafe**

Registration came to a close for the Library Memory Project's Community Read event. We had 23 people register. Angela Meyers (Bridges Library System) and Jennie met to put together the books and activity bags for the participants. The bundle includes a free copy of the book or audiobook, a folder with information about the author, nature-themed coloring pages and colored pencils, a bookmark, and information about our upcoming Memory Cafe. The book and activity



bags were purchased through the funds the Library Memory Project received from the 100 Women Who Care Milwaukee West group.

Our special Memory Cafe for the Community Read discussion will be held virtually on Friday, Oct. 2 at 1:30 PM. We'll be reading *How to be a Good Creature* by Sy Montgomery.

**Valerie Johnson, Children's Services Manager, reports on August 2020 activities:**

**Programs**

The Summer Reading Program ended August 15 with a total of 559 children from Sussex and the surrounding communities registered for the program. This is 43% of last year's registration, a drop that was fully expected due to the effect of the coronavirus on community participation in activities. Although the total was lower, the percentage breakdown of participation by community remained nearly identical to last year: the Village of Sussex made up 47.2% of child registrations, while 52.8% came from neighboring communities. Most registrations were by first graders this year, and Woodside Elementary School provided most of the kids who registered and participated in the program.

Although we did not experience the sizable crowds of past years, the summer program still felt vibrant and busy. Many people were present via Zoom from their homes for our special performers, who did a superb job providing live, interactive programs. Kids came in to claim prizes at a steady pace and armloads of books went out with kids or by way of curbside delivery.

Children's staff spent many busy hours in August preparing for upcoming programs that begin immediately after Labor Day. Our fall programming model looks very different this year since we will not be conducting in-person group programs. We are providing programs that provide take-home activities that can be picked up by kids, called "take-n-makes." Our department resembled a cottage industry during August with mini assembly stations popping up around our offices and work areas.

Family Storytime on Facebook Live has already been quite successful last spring and through the summer and we will continue to offer storytime this way this fall. Prior to the need to socially distance ourselves for safety, our storytime kids gathered in the children's department following storytime to do a hands-on activity. This fall, kids will be able to pick up a pre-packaged hands-on activity to accompany the storytime that they watch from home. Storytime is offered weekly online for 12 weeks and we are preparing 80 take-n-make kits for each week. Each activity is individually bagged or packaged where applicable, and can be delivered to families at curbside.

Our new program is the little brother of our established Make It! program for adults. It is called Make It! Junior and follows the same idea of offering fun, delightful craft projects as the original

Make It! program. Each children's staff member has taken responsibility for preparing one project, and projects will change every three weeks, starting September 8. This fall kids will make monsters with rocks and yarn, pumpkins stress balls with balloons, and Halloween themed luminary bags, to name a few. We are assembling 100 of each kit—a task which requires purchasing, dividing up, cutting, measuring, counting, preparing materials and packaging the kits. Each project has some samples on display on a small tree that we set up on our reference desk. We strive to offer projects that have some special element that will delight children such as a 3-D or sensory feature or a moving part.



Another fall event requiring much preparation in August is the Village of Sussex's **Touch-a-Truck** event, scheduled for early September. The library traditionally participates in this event by offering truck related activities for the kids. This year we will help the Village distribute a free book to each child and we will also offer a take-n-make craft for approximately 400 children. We have been busily assembling little kits containing parts to make a little race car out of a cardboard tube.

### **Volunteers**

Although we did not recruit volunteers at Templeton Middle School this year, and we did not hold open volunteer orientation sessions, we nevertheless had ten fine teen volunteers offer their services this past summer. These volunteers monitored our summer reading prize desk and helped with other tasks in the department. For their safety we created a socially distanced space at our reference desk with its own sneeze guard. These volunteers completed 212 hours

of work for the library for the summer. One particular volunteer, Sophia H., completed 91 of those hours herself. Sophia absolutely loves volunteering at the library and worked every hour possible. Her eagerness, hard work, and quick understanding led us to teach her to assist with nearly every task in the department. Eventually Sophia began learning to assist the circulation department with some of its tasks and the circulation staff got to know her as well. Sophia has been a library user since she was a young child and always left the library with stacks of books she could barely carry. She is a true library lover and we have been very fortunate to have her this summer.

**Professional Activities**

The annual children’s services Summer Celebration meeting was held via Zoom August 20. Val Johnson, Nancy Aycock, and Teresa Douglas attended. At this meeting children’s services staff members from all Bridges libraries gathered for two hours to celebrate the end of another successful summer reading program. Attendees compare notes from the completed program and discuss ideas for next year. Since this was such an unusual year the discussion centered around very different topics from past years, primarily the challenges of delivering a program almost entirely online or touch-free. Overall, we children’s staff feel surprised, gratified, and proud that our youth population responded so positively to the programs we were able to offer and that participation was stronger than ever expected.

**Statistics**

<b>Adult &amp; Youth Reference</b>	<b>Totals</b>
Youth Reference Ques.	<b>496</b>
Adult Reference Ques. (In-person/phone)	<b>577</b>
Email or Chat Ques.	<b>19</b>
One-on-One Tech Help	<b>13</b>
Value Line use	<b>1</b>
Study Rooms use	<b>21</b>
Study Table Reservations	<b>37</b>
Faxes	<b>19</b>

<b>Children’s Virtual/Online Programs</b>	<b>YouTube</b>	<b>Facebook</b>	<b>Zoom</b>	<b>Activity</b>
<i>(No Children’s Programs in August)</i>				

<b>Children's Totals</b>				
<b>Grand Total Programs</b>	<b>0</b>			

**Teen volunteer hours summer 2020 total: 212**

<b>Adult Virtual/Online Programs</b>	<b>YouTube</b>	<b>Facebook</b>	<b>Zoom</b>	<b>Activity</b>
<i>(No Adult Programs in August)</i>				
<b>Adult Totals</b>				
<b>Grand Total Programs</b>	<b>0</b>			

<b>Teen Virtual/Online Programs</b>	<b>YouTube</b>	<b>Facebook</b>	<b>Zoom</b>	<b>Activity</b>
Teen Fandom Scavenger Hunt 8/1 - 8/8*				<b>42</b>
Teen Grab & Go: Dragon Eggs 8/10 - 8/15*				<b>7</b>
Teen Word of the Day 8/1 - 8/31*				<b>24</b>
Teen Virtual Escape Rooms 8/1 - 8/31*				<b>9</b>
<b>Totals</b>				
<b>Grand Total Programs</b>	<b>82</b>			

\* DPI Annual Report Programming Statistics

### **Children's Summer Reading 2020: By the Numbers**

**559 CHILDREN (grades birth--sixth) participated in the 2020 Summer Reading Club**

<b>by Grade</b>	<b>Registrants</b>
too young for school	52

4K	69
5K	49
first grade	74
second grade	66
third grade	59
fourth grade	64
fifth grade	55
sixth grade	46
seventh grade	21
eighth grade	4
<b>registration total</b>	<b>559</b>

<b>by School</b>	<b>Registrants</b>
Maple Ave. Elementary School	50
Lannon Elementary School	35
Marcy Elementary School	27
Woodside Elementary School	91
Silver Spring Intermediate School	68
Templeton Middle School	15
Merton Community School	28
Richmond School	21
Willow Springs Learning Center	27
Parochial schools	51
Home schools	24

schools in other communities	57
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by Community	Registrants	Percentage
Sussex	264	47.2
Lisbon	93	16.6
Menomonee Falls	89	16
Pewaukee	26	4.7
Merton	18	3.2
Lannon	16	2.8
Colgate	10	1.8
Waukesha	10	1.8
Hartland	7	1.2
Hubertus	5	.9
Brookfield	5	.9
Butler	3	.5
Richfield	3	.5
Milwaukee	2	.4
Delafield	2	.4
Germantown	1	.2
Other	5	.9
Registration total	559	100

**781 children (and their parents and caregivers) attended 27 library events.**

<b>Program</b>	<b>Sessions</b>	<b>Attendance</b>
Family Storytime	8	140
Night Light Storytime	8	81
Book Parties	3	11
Summer Performer Showcase	3	261
LEGO Club Show and Tell	3	5
American Girl Beach Day	1	40
Virtual LabTime	4	243
<b>Program Total</b>	<b>27</b>	<b>781</b>

**10** teen volunteers staffed the Summer Reading Club registration table and assisted Youth Services with department tasks.

Teen volunteers worked approximately **212** hours over the summer.

**Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for August 2020:**

The entire department attended a virtual meetup of the Southeastern Wisconsin (SEWI) libraries to discuss how each library is handling processing and repairing materials during the COVID-19 pandemic on Wednesday, August 19. It was a great opportunity to share ideas and suggestions. We learned that most of the libraries are quarantining material for 4 days after they are returned, many are not accepting donations or circulating kits with multiple parts, and many are working on projects while their building is closed.

Our volunteer appreciation gifts have been bought and mailed. We miss our regular volunteers very much and hope this gift cheers them and brightens their day!

We were excited to purchase both a new DVD/Blu-ray player this month (used by staff to monitor disc damage) and a new DVD/Blu-ray disc cleaner! These purchases will help extend the life of items in our collection, and allow our department to clean and repair them at a faster rate and get them back out in circulation.

**Materials processed: 771 items**

**Volunteer Hours: 20 hrs**

# PAULINE HAASS PUBLIC LIBRARY

## **POLICY: Investment Policy**

Reviewed and approved by Library Board ~~March 20, 2019~~ September 16, 2020

It is the policy of the Pauline Haass Public Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library and conforming to all state and local statutes and any bond resolution restrictions governing the investment of public funds.

### **I. Governing Authority**

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute Section 66.0603

### **II. Scope**

This policy applies to the investment of all funds.

The Pauline Haass Public Library will consolidate cash and reserve balances from all funds to maximize investment. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### **III. General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

#### *1. Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### *a. Credit Risk*

The Pauline Haass Public Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VI of this Investment Policy
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

#### *b. Interest Rate Risk*

The Pauline Haass Public Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

### *2. Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

### *3. Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

## **IV. Standards of Care**

### *1. Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

### *2. Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the

investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Pauline Haass Public Library.

### *3. Delegation of Authority*

Subject to the provisions of this policy, the Village of Sussex Treasurer (acting as the fiscal agent for the Pauline Haass Public Library) shall have control of any discretion in the investment of all Library funds that are not immediately needed and are available for investment. All decisions shall be made with the input of the director of the Pauline Haass Public Library.

## **V. Authorized Financial Institutions and Depositories**

Authorization of financial institutions and depositories will be done by resolution. The resolution is attached as Appendix A shall be considered the current resolution.

## **VI. Suitable and Authorized Investments**

The investment of library funds shall be in accordance with the state statute as follows:

- Time deposits in any FDIC-insured Wisconsin bank, savings bank, or savings and loan association maturing in three years or less. All deposits in excess of \$650,000 must be collateralized to the 110% level with a perfected security interest. The \$650,000 limit represents \$250,000 of FDIC insurance coverage plus \$400,000 coverage from the State Deposit Guarantee Fund.
- The State of Wisconsin Local Government Investment Pool.

## **VII. Policy Considerations**

### *1. Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy's adoption or the governing body must be presented with a plan through which investments will come into conformance.

### *2. Amendments*

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

## **VIII. Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the governing body of the Pauline Haass Public Library and reviewed annually.

Adopted by the Library Board: February 18, 2009  
Reviewed and renewed: February 17, 2010; February 16, 2011  
Revised, with addition of Appendix A: February 15, 2012  
Reviewed and revised by Library Board: May 15, 2013  
Reviewed and revised by Library Board: November 20, 2013  
Reviewed and revised by Library Board: April 22, 2015  
Reviewed and revised by Library Board: April 20, 2016  
Reviewed and approved by Library Board: April 19, 2017  
Reviewed and approved by Library Board: April 18, 2018  
Reviewed and approved by Library Board: March 20, 2019

## **Pauline Haass Public Library**

### **Resolution designating public depositories and approving other financial institutions for investment**

WHEREAS: The Pauline Haass Public Library Board of Trustees has approved an Investment Policy; and

WHEREAS: Said policy requires that the Pauline Haass Public Library Board of Trustees designate one or more public depositories organized and doing business under the laws of this State or Federal Law and located in this State, in which the Village of Sussex, as fiscal agent for the library, shall deposit all public monies related to the library and received by the Village; and

WHEREAS: The aforesaid policy further requires that the Pauline Haass Public Library Board of Trustees designate and approve financial institutions for the investment of public monies.

NOW, THEREFORE, BE IT RESOLVED by the Pauline Haass Public Library Board of Trustees:

1. That the following depositories are hereby designated as public depositories in which public money shall be deposited without any restriction as to the amount of deposit or collateralization:

Local Government Investment Pool (LGIP)

2. That the following banks, savings and loans, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits, subject to the restrictions in the investment policy regarding maximum deposits and collateralization:

Associated Bank  
BMO Harris Bank  
Chase Bank  
U. S. Bank

3. That the following banks, savings and loan associations, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits and that not more than the FDIC-insured limit be invested at each institution, unless the investment is collateralized with a perfected security interest in Federal government bonds or securities which are a direct obligation of or guaranteed as to principal and interest by the Federal government, and/or bonds or securities which are obligations of an agency, commission, board or other instrumentality of the Federal government, where principal and interest are guaranteed by the Federal Government, the securities having a market value of one hundred ten percent (110%) of the investment:

~~Anchor Bank~~  
~~Guaranty Bank~~  
Landmark Credit Union  
North Shore Bank  
Park Bank  
Summit Credit Union  
Waukesha State Bank

Adopted this ~~20<sup>th</sup> day of March, 2019~~ 16<sup>th</sup> day of September, 2020

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Library Board President

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Library Board Vice-President

## **PAULINE HAASS PUBLIC LIBRARY**

### **DRAFT POLICY: Social Media Policy**

Library social media presence is intended to create a welcoming space where library users will find useful and entertaining information about library-related subjects, materials, spaces, and events.

The Library's social media is public record, and therefore the Library retains all content and submissions to its social media accounts. Users should recognize that anything posted is available for public view. They also should be aware that third party websites have their own privacy policies and proceed accordingly. Responsibility for use of social media by minors rests with their parents or legal guardians. Appearance of external links does not indicate the Library's endorsement.

### **Participation Guidelines**

The Pauline Haass Public Library welcomes comments and postings on its social media sites or pages. While the Library recognizes and respects differences in opinion, commenters are expected to display respect and civility. Patrons and library staff may not post the following:

- Obscene language or content
- Personal attacks, insults, or threatening language
- Spam and commercial content
- Personal information or contact information published without consent
- Unauthorized reproducing of copyrighted, licensed, or other protected material
- Content unrelated to the original topic

By posting content, the user agrees to indemnify PHPL and its officers from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any claim related to the posted content.

### **Staff Use & Maintenance of Library Social Media Tools**

- All social media sites shall clearly indicate that they are maintained by the Library and should have Library logo, address, phone number, and email addresses displayed as appropriate.
- Privacy setting shall be at a low setting to enable easy patron access.
- The Library maintains the right (but is not obligated) to remove postings that violate the terms of this Policy (see Participation Guidelines).
- Authorized staff are responsible for developing and monitoring content. The social media "team" will include at least one person from each of the following: management team, Adult Services, and Youth Services. These staff members will:
  - Respond to comments or questions in a timely manner (generally less than 24 hours).
  - Verify that content is factual, accurate and presented with correct spelling and grammar.
  - Recognize that social media has a more conversational tone than other types of written communication. Posts are written in the first person plural when appropriate, and should be friendly, energetic, and sincere.
  - Provide proper attribution for images and other content.
  - Occasionally post photos from Library programs or events. If photos include patrons, obtain specific verbal permission from patrons to post to social media.

## STATISTICS FOR MONTH OF AUGUST, 2020

	<b>August</b>	<b>YTD</b>	<b>YTD 2010</b>	<b>% change</b>
<b>ALL CIRCULATION</b>	<b>30312</b>	<b>186813</b>	243480	-23.3%
PHYSICAL MATERIAL CIRCULATION	27497	163492	223623	-26.9%
E-MATERIAL DOWNLOADS	2815	23321	19857	17.4%
HOURS OPEN	226	1324.0	1892.5	-30.0%

		<b>YTD</b>
HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	2584	18080
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	2602	16465
Crossovers to PHPL from other library communities: +	5579	35096
Crossovers from Sussex to other CAFE libraries: -	812	4862
<b>NET LENDING: 4785</b>		<b>28619</b>

	<b>Sussex</b>	<b>Other</b>	<b>TOTAL</b>	<b>2019</b>
PHYSICAL CIRC:	10900	16597	27497	28793

Library closed 3/17 - 5/31 due to COVID-19 outbreak

**Cards issued:** 65

**Reference questions answered:** 1092

**Library visits this month:** 7100

**Materials purchased:** 685  
(year to date total:) 4971

### Study Room usage

Adult: 21                      Study Table reservations: 37

Laptop Usage: 0

One-on-one technology lessons: 13

**Meeting Room Use:**                      Fax Service: 19

Quad Room                      Value Line: 1

nonprofit: 0

Small meeting room

nonprofit: 0

**INTERNET USE\*:** 1071

**TOTAL HOURS\*\*:** 152:06:00

**AVG. SESSION\*\*:** 30.624

**\*includes wireless network**

**\*\*wired access only**



# SUMMER IN REVIEW

## 2020 SUMMER READING PROGRAM

JUNE 15 - AUGUST 15

### PARTICIPATION

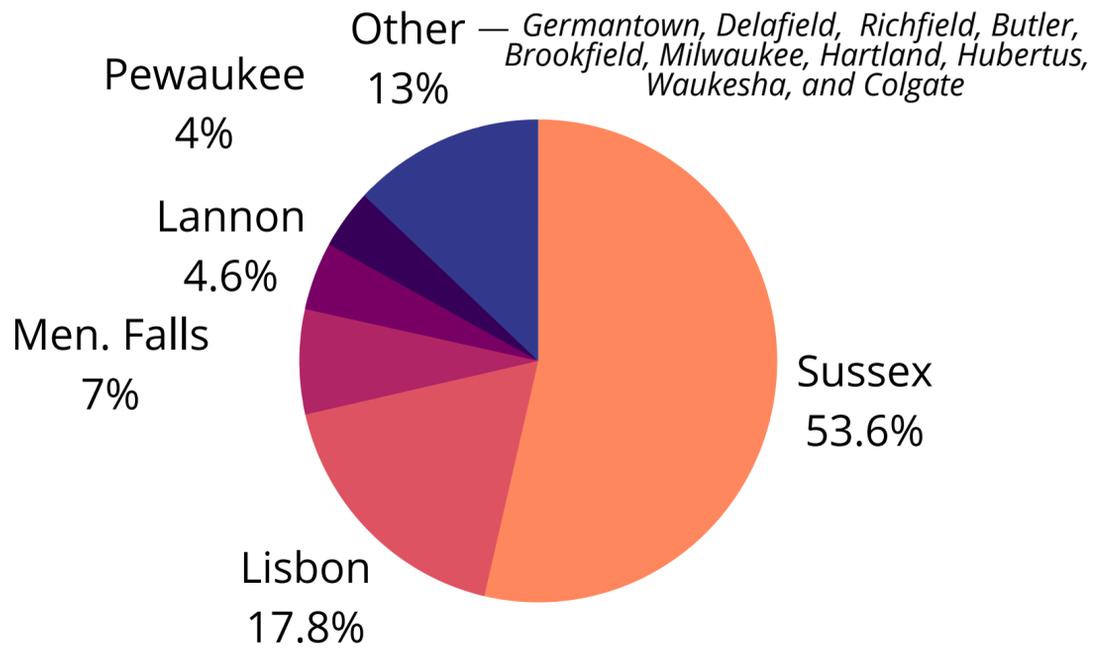
**247**  
Adults

**70**  
Teens

**559**  
Kids

**876**  
Total Participants  
in the Summer  
Reading Program

### LOCAL AREA



### ADULTS

**1,885**  
completed  
activities

**141**  
book  
reviews

**105K**  
minutes  
of reading

### TEENS

**785**  
completed  
activities

**28**  
book  
reviews

**65K**  
minutes  
of reading

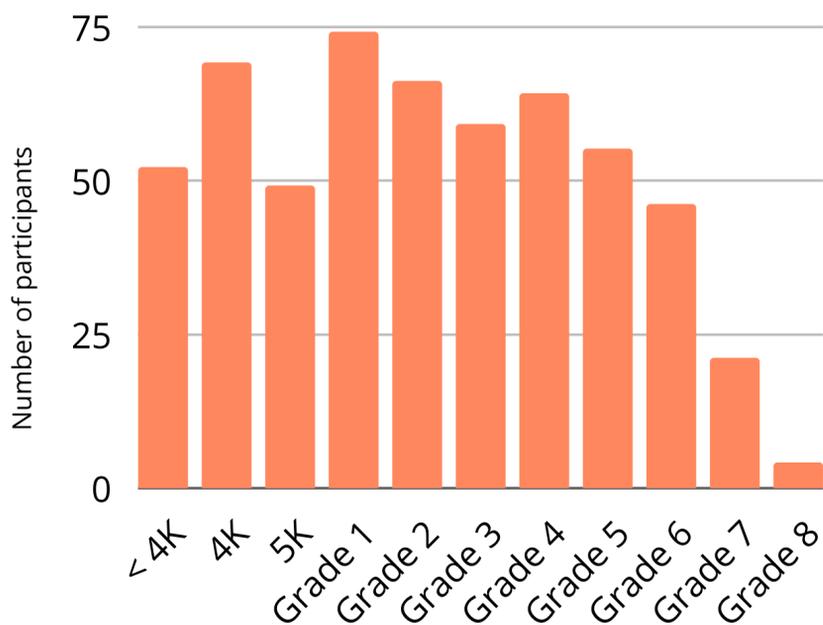
**9**

teen programs

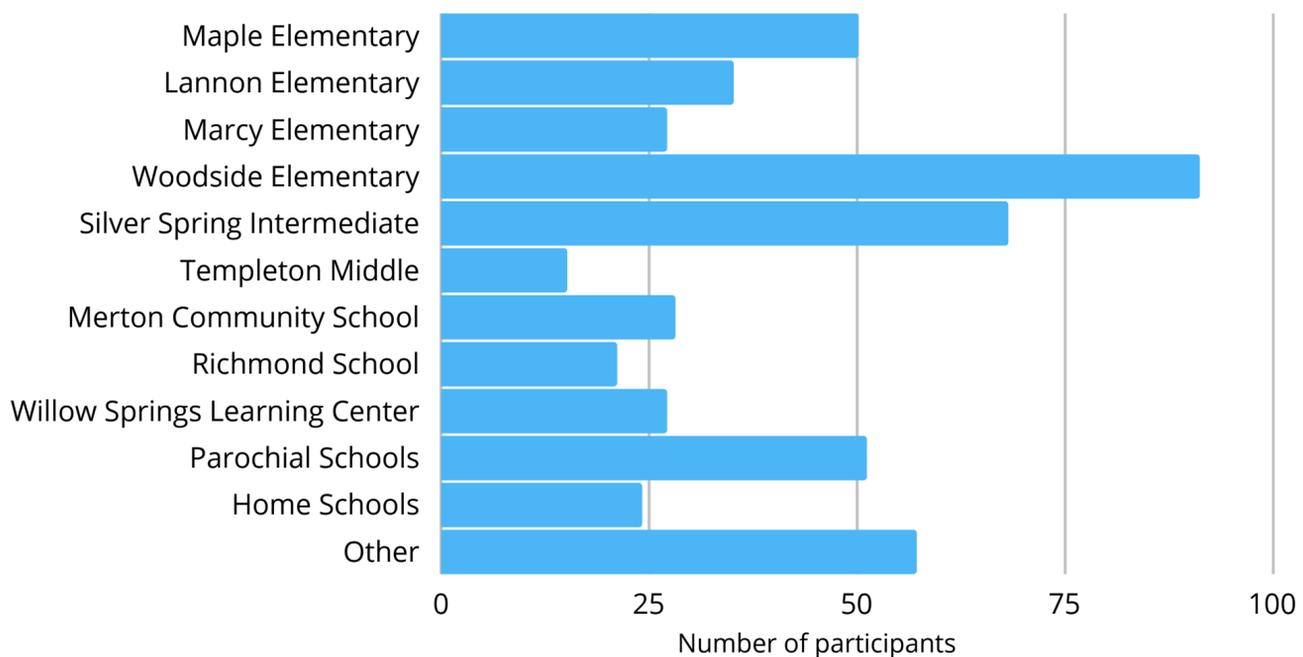
**305**

program attendees

### KIDS



Children's SRP by grade level



Children's SRP by school

**212**  
volunteer  
hours

**7**  
programs



**27**  
sessions



**781**  
program attendees