



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, November 18, 2020, 6:30 p.m.

\* This meeting will be held via video conference. To attend, click <https://us02web.zoom.us/j/88075251963> from a computer. You can also download the Zoom app and join using the following Meeting ID: 880 7525 1963. To join the meeting by telephone, call (312) 626-6799 and enter 880 7525 1963.

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of October 21, 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) Motion (with roll call vote) to convene into Closed Session pursuant to Wisconsin Statute 19.85(1)(c) *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, with respect to performance evaluation and compensation for Library Director.*
  - b) Air purification project: discussion and possible action
  - c) COVID-19 update: discussion and possible action
  - d) Logo redesign: discussion and action
  - e) Impact fees: discussion
  - f) Annual addendum to Bridges Library System Member Library & CAFÉ agreements: discussion and action on approval
- 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 October 21, 2020 Board meeting  
Pauline Haass Public Library

Called to order at 6:31 p.m.

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

Carran/Roubik motion to move item 8a from New Business up in the agenda; motion carried.

Assistant Director Bahnaman gave background information on procedures and volunteer considerations for the proposed Home Delivery service. Following discussion, Bougie/Vande Hei to approve the service as presented; motion carried.

Vande Hei/Jilling motion to accept minutes of September 16, 2020 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: none

Financial report: Revenue and Expenditure Guidelines from September 2020 accepted as presented by Vande Hei/Bougie motion; motion carried.

Prepaid bills in the amount of \$1,215.00, P-Card bills in the amount of \$5,604.87, October bills in the amount of \$12,262.58, and September 2020 expense in the amount of \$64,911.71 approved by Vande Hei/Koenig motion; motion carried.

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

New Business: Loria presented options for a new library logo. Board members made suggestions on which they preferred. Loria will have the designers make modifications to those that were presented.

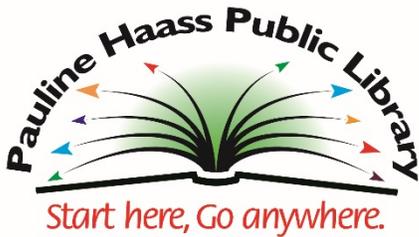
Following discussion of proposed changes to the Personnel Policy, Bougie/Koenig motion to accept changes as presented as well as one wording change and deletion on page 28; motion carried.

Meeting adjourned at 7:53 p.m. by Koenig/Carran motion.

Respectfully submitted,

Adele Loria  
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager



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

---

**November 18, 2020**

**Director's Report to Library Board**

Trustee Wegner will be unable to attend this meeting.

**Agenda items**

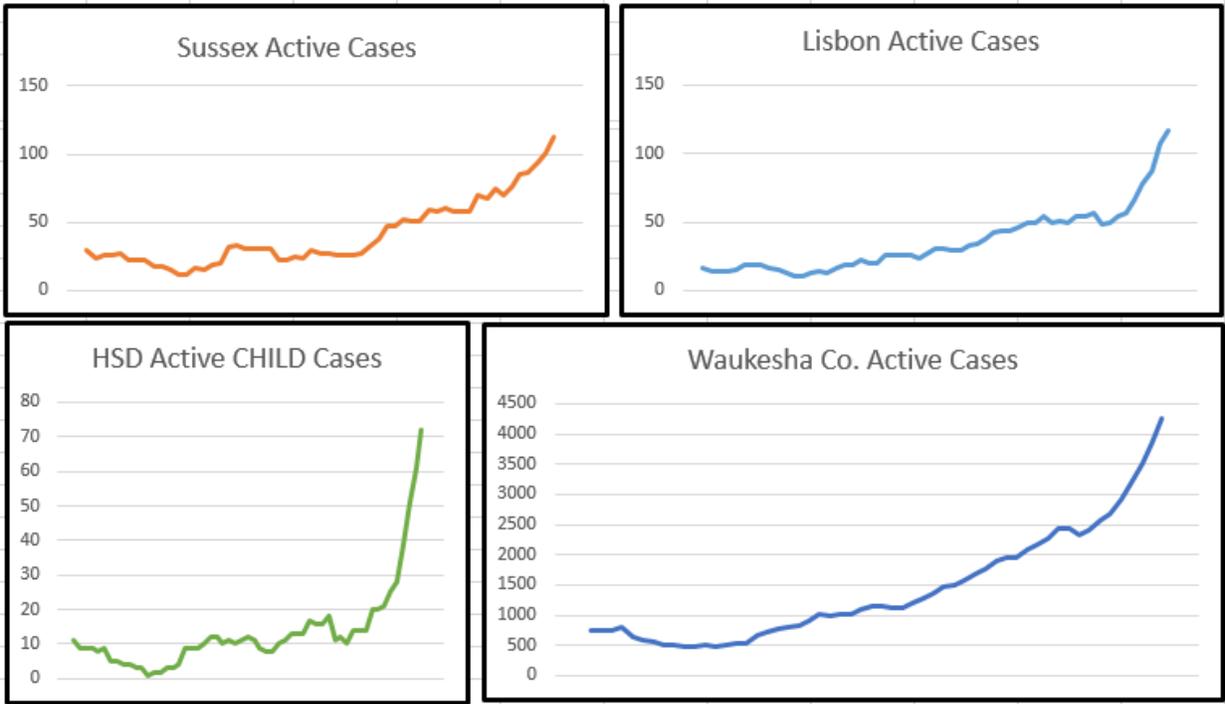
**Pre-evaluation discussion:** The Board will meet in closed session without the Library Director to discuss the Personnel Committee's summary evaluation, as well as 2021 goals for the director.

**Air Purification Project:** I have continued to work on the air purification project the Foundation is interested in funding. I met with Kirk Stache from Ring & DuChateau in October to discuss the library's goals: essentially, to ensure that we are utilizing all possible HVAC options to minimize risk of spreading illness, while recognizing that is just one element in an overall risk mitigation strategy. Kirk evaluated our system and has compiled an assessment of our current setup, presenting possible improvements and their pros and cons. As I write this, I have received a draft report but am still waiting on final edits (magnitude of cost estimates).

If I receive the final report before next Wednesday, I will email it separately so that you have a chance to review before we meet. I find it to be a really accessible synthesis of a complicated building issue, so I think it is well worth a read. Whatever project we choose, if any, will be funded by the Foundation, so it is not the expenditure the Library Board must approve. However, the Library Board has exclusive custody of the library facility, and should be apprised of and approve any significant changes to the physical plant. This agenda item is meant to allow the board to discuss and endorse a Foundation project.

Several Foundation members and I are scheduled to meet with Kirk this Friday to discuss the report and our questions about it. I will provide an update when we meet, but in the meantime, please let me know if you have questions.

**COVID-19 Updates:** The charts below use the data I pull daily from the Waukesha County COVID dashboard to show the active cases in Sussex, Lisbon, Hamilton School District (child cases only), and Waukesha County overall. I started tracking this at the end of August, when the dashboard began to show active cases (rather than cumulative), giving a much better indication of the current state of affairs. Beginning 8/24/20, the charts span approximately 2.5 months. You'll notice (and I'm sure you were already aware) that the numbers have increased dramatically in recent weeks. Due to the rising level of cases, the school district has decided to have the intermediate, middle, and high school switch to all-virtual instruction through the end of November. The elementary schools are still open for in-person instruction at this time.



What does that mean for the library? Our COVID-19 Response Plan states that if the school district makes the switch to all-virtual instruction, the library will close to the public and operate at Service Level 2 (curbside). At this point, though, the district is a hybrid. Other considerations for service level changes, according to our Response Plan, are the following (current status of each in red):

<ol style="list-style-type: none"> <li>1. Availability of cleaning supplies, PPE, and adequate staffing</li> <li>2. Local (library service area) case numbers (Sussex and Lisbon)</li> <li>3. Active cases in Waukesha County and neighboring counties</li> <li>4. Positive results as a percentage of all tests</li> <li>5. Behavior of sizable local retail establishments</li> <li>6. Local school district (Hamilton)</li> <li>7. Government mandate: The Library will follow all mandates (local, state, federal) and require compliance in order to use in-person library services.</li> <li>8. Coordination with the Bridges Library System: As much as possible, closing and other restrictions will be done in communication and coordination with member libraries.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Supplies and PPE adequate. Staffing is thin but so far, manageable.</b></li> <li>2. <b>At an all-time high (both Sussex and Lisbon over 100 active cases each).</b></li> <li>3. <b>At an all-time high (4252 as of 11/12/20).</b></li> <li>4. <b>At an all-time high (31.58% as of 11/12/20).</b></li> <li>5. <b>None closed in our area; masks required in most, hours limited in most.</b></li> <li>6. <b>Hybrid (Middle, intermediate, and high school virtual; elementary in-person)</b></li> <li>7. <b>Emergency Order #90 (11/10/20) is a recommendation rather than a mandate; even so, we are in compliance with the recommendations it issues for businesses.</b></li> <li>8. <b>No Waukesha County libraries have closed to the public at this time (all still open with restrictions). Several Jefferson County libraries are curbside only.</b></li> </ol>
--	---

I have made this topic an agenda item to allow for discussion on whether further restrictions or changes are needed. During the week, traffic patterns are steady but fairly quiet and manageable: people tend to come in alone or in small family groups for short visits. We are noticing larger groups on Saturdays, and more of a tendency to gather and hang out, especially in the Children's Area. While that is understandable (and increasingly likely as the weather worsens), I am concerned that providing a gathering spot is working against what the schools are trying to do by closing for the next few weeks. After consulting with President Bougie on 11/12, I've decided to close to the public for this Saturday. We will offer curbside service from 9:30-3:00, so people will have an option for getting library materials, and we will open Monday as usual. We can discuss plans for subsequent Saturdays when we meet.

**Logo Redesign:** Thanks for participating in the logo poll! The favorite of the board turned out to be the same as that of the staff, as you can see from the [poll results here](#). I'm happy with the design and the fact that we've reached a pretty close consensus, but we can discuss Wednesday whether there are any further changes or revisions we'd like to make.

**Impact fees:** I am including in your packets the schedule of impact fees collected to date, and the deadlines for using them. As a reminder, the Village imposed impact fees on new development beginning in 2015. Impact fees are used to subsidize capital improvements associated with new development. The library can use these fees to fund projects associated with accommodating a larger population, such as building a larger space. It's important to understand that the impact fees cannot fund the entire project, however; only the portion of it attributable to new growth. So any project that we select will be paid in part with impact fees (approximately 55% of a given project), and in part by the library's capital fund or other funding sources we identify. I am still seeking clarification on what projects in our Capital Plan might be eligible, and I will report further on this at the meeting. No action is needed for this agenda item; it simply allows discussion and makes room for your questions.

One more thing to note: you'll see from the schedule that while we ordinarily have 7 years to spend these funds, that time can be extended to 10 years if a resolution declaring hardship is passed by the municipality. After reviewing the state statute, Jeremy Smith and Nancy Whalen have told me they will plan to draft that resolution in 2022 if need be.

**Annual addendum to Bridges Library System Member Library & CAFÉ agreements:** This year only the addendum has changed in these agreements, because that section indicates the amount of money PHPL will receive from Waukesha County and Lakeshores Library System in 2021. The agreement also stipulates the amount that will be paid to Bridges by the library for services and software including group cost sharing of databases, digital materials and the hardware, software, and personnel costs of running the ILS. Because these revenues and expenditures are determined by formulas, the Board's options are to accept this addendum or reject it; negotiation is not an option. (Note that during the Bridges budget process, library directors reach consensus on which databases and digital materials to purchase, and at what cost.) The 2021 budget request that the Library Board approved in July adequately reflects the

numbers in this addendum, so I recommend acceptance. The addendum is included in your packets for review.

### **Non-agenda Items**

**Building Updates:** Ideal Mechanical finished the fall inspection and installed some replacement parts in the boilers. In addition to his usual monthly safety checks, Thom Berres installed a replacement cylinder on the humidifier.

Carol Eckes has continued to do maintenance tasks for several hours each week; recently she has been conducting a much-needed organization of the maintenance room, including inventorying the tools and supplies, and discarding those that need replacement.

**Circulation:** In the past couple of months, Circulation Manager Jennifer Steffes has integrated several processes to combat the challenges that COVID-19 has presented in the circulation department. After months of extended due dates and large backlogs of items to check in after reopening, books went missing, items were returned damaged, materials sat in quarantine for days, and patrons were increasingly anxious to use the library again. Jennifer reports below on the steps she has put in place to ensure accuracy and good customer service:

**Double Scans:** all full carts that are ready for shelving are now double-scanned for accuracy. These preventative scans allow for any holds to be pulled from the cart which reduces the picklist, as well as permits patrons to receive their items sooner. The scans also catch any items mistakenly missed and not checked in initially; thus, we are able to reduce the number of missing materials, clear items remaining too long on accounts, and build trust with our patrons.

“The month of October yielded 98 holds for patrons caught early, and 25 items previously missed by the check-in scans.

**Shelf-Checks:** any item claimed to have been returned by a patron enters this process which includes 3 separate checks for the item on the appropriate shelf/ surrounding area. The 3 shelf-checks are done within a 2 week period, preferably by 3 different circulation people. The shelf-checks have eliminated several “lost” books at the library and stopped unnecessary billing for items to the patrons. Surprisingly, the extra 2 weeks also produced many “found” books at homes, also.

The month of October resulted in close to  $\frac{3}{4}$  of the presumed returned items being located by either the library through shelf-checks or the patrons themselves.”

These efforts demonstrate the commitment to excellence and customer service the Jennifer brings to the department, and I commend her for taking the time to review procedures and make improvements.

**Continuing Education:** On October 23, Jennie Bahnaman and I both attended a webinar offered by IFLS Library System entitled: “Building Projects: Evaluating the Alternatives.” The presenter discussed ways to assess short term and long term needs in a current library building. He also

explored the alternatives available in building projects, including expansion, renovation, relocating, and new construction. This webinar was an interesting window into the decisions involved in a library expansion. We are hoping to visit and tour some of the buildings discussed when COVID is a less pressing concern.

Becca Werginz attended a LibraryAware demo on Tuesday, October 27. This demo highlighted the many features offered by LibraryAware, a new service from Bridges. Some of the features that will be most useful to us include a sophisticated email newsletter service and graphic design resources.

Children's librarian Teresa Douglas attended the monthly **CCBC Shorts** October 27 to learn about some of the latest children's book releases. Children's services manager Val Johnson attended the webinar "Partnering with Parents for Early Childhood Success" presented by South Central Library System October 9. The presenter, Mary Schreiber, emphasized the role of children's services staff as mentors who demonstrate resources, model early literacy practices, and praise parents in the library setting.

**Study Room Updates:** I met with Thom Berres this month to look at the study rooms and discuss possibilities for soundproofing. We considered opening the walls and using a foam insulation gun to provide a buffer between rooms, but ultimately decided it would be less disruptive and labor-intensive to purchase soundproofing panels that adhere to the walls. We will purchase these before the end of the year, and Thom and his crew will install them once their Parks workload has slowed down for the winter.

<p><b>Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult &amp; Teen Services Librarian, report on Adult and Teen Services activities for October 2020:</b></p>
---

## **Adult Programs & Services**

Jennie Bahnaman and Val Johnson (Children's Services Manager) worked together with their department staff throughout October to prepare the Pauline Haass Public Library **Amazon Wish List**. The Amazon Wish List is an opportunity for library patrons to support some of their favorite library programs like Make It! Junior, Make It! Teen, Make It! @ Home for adults, and Harry Potter Book Night.

Our make and take programs have always been extremely popular, and that popularity has held up even as we transitioned these programs to grab and go offerings because of COVID-19. We've needed to limit the number of participants to keep costs manageable. With the help of program supply donations, we can shorten waiting lists and allow these programs to reach more of our community. The Amazon Wish List kicked off Monday, November 2 and many supplies have already been purchased by generous patrons.

Nine members of the **Mystery Book Club** met outdoors on October 7 to discuss *The Secrets She Keeps* by Michael Robotham. They really enjoyed it!

Seven members of the **Tuesday Book Club** met outside on the library lawn on a beautiful October 6 afternoon to discuss *Radium Girls* by Kate Moore. They had a great time discussing this compelling read.

Eight members of the **Wednesday Afternoon Book Club** had a socially-distanced meeting at the Civic Center on October 21 to discuss *The Dinner List* by Rebecca Serle. While the group had mixed opinions of the book, it was wonderful to be able to see one another.

On October 14, we held our **Make It: Halloween Candle Jars** program via Zoom with 14 people in attendance. We had a great time connecting, socializing and making our craft together. It was great to talk and share about fun fall activities that people were able to participate in, like apple picking. One patron shared how much she appreciated our programs during this difficult time. She had been recently been furloughed from her job and she found respite in our Make It program.



On Thursday, October 22 we hosted a Zoom presentation given by the **Paranormal Investigators of Milwaukee (PIM)** with 24 people in attendance. Rachel Ruetz (Technical Services Manager) facilitated the program. The PIM shared some of their experiences and findings at their local investigations like the Milwaukee Public Museum, Riverside Theater and several area residences, and included audio clips of EVP (electronic voice phenomenon).

## Teen Programs & Services

Between October 26-31, **spooky candle kits** were available to teens as this month's **Make It! Teen craft**. Using the supplies in the kit, teens created either a purple candle or an orange candle. Becca Werginz created a video tutorial, and all 24 kits were claimed in the first few days.



Teens were able to participate in a month-long **TeenTober Reading Challenge** on Beanstack. Fifteen teens took on the challenge of reading three books from different genres during the month of October.

Seven teens participated in **Word of the Day**, a program that challenges teens to use Merriam-Webster's Word of the Day in a sentence to receive a prize.

Becca Werginz attended the Bridges **Teen Think Tank meeting** on October 19 to discuss upcoming teen programs, Discord, and how to reach teens beyond the library.

Becca, Jennie and Adele have been meeting with Annalise and Rylinn, students from Hamilton High School. They have been working with us on their Girl Scout project to help the library freshen and update the Teen Area. We met in October to review the final results from their Teen Area Survey that was distributed at Templeton Middle School and Hamilton High School. After reviewing the results, their next task is to come up with several different layouts for the Teen Area, including a layout that focuses on using items we currently have to a layout that would be more of a "dream" layout that involves the purchasing of furniture. We are scheduled to meet again with Annalise and Rylinn at the beginning of November to review their layout plans.

### **Memory Cafe - Library Memory Project Community Reads**



On Friday, October 2 we held a special Memory Cafe for our **Library Memory Project Community Reads**. Jennie Bahnaman helped to organize this program with Angela Meyers from Brides Library System. We had 16 participants attend and enjoy discussing the book *How to Be a Good Creature* by Sy Montgomery. Attendees shared the important animals in their lives, and we

discussed the great things that we can learn from animals.

### **Collection Updates**

We continue to make sure that the New Books collection has plenty of exposure by rotating and updating displays frequently. As patrons are limiting their time in the building, the New Books Collection gets a lot of foot traffic for those who want to browse new materials to grab something quickly for check out.

Becca Werginz completed weeding the Essays & Humor collection. Rachel Ruetz has also been working on shifting the Mystery & Suspense collection, which was recently weeded but needed some more room to expand.

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

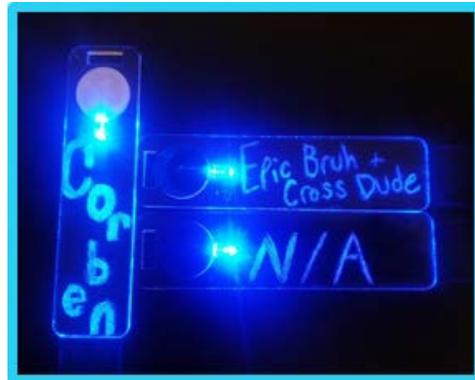
## Programs



October in the children's department is always a program-heavy month, and this year is no different, even though the programs look a little different.

**Make It! Junior** provided kits for making haunted house luminaries to kids in grades 1-6. The kits contained paper bags, templates, and small LED votive candle-lights. Instructions focused upon the skill of cutting shaped holes and flaps into flat paper. All one hundred kits were claimed within two weeks.

Like so much of our programming, our annual participation in the statewide **Wisconsin Science Festival** was virtual this year as well. This year we offered take-home kits for making LED light-up name badges. This project offered kids an opportunity to engage with optics, circuitry, and art. The materials for this project were provided at a special price by our new programming business partner, Brown Dog Gadgets located in Brookfield, and the project was funded by a technology and coding grant won by former children's associate Nancy Aycocock, who also coordinated our participation in the Festival this year.



Bridges children's services staff teamed up to offer our kids and families the special treat of a performer series offered by **Colossal Fossils**. Colossal Fossils Inc. is a non-profit organization of educators that provides interactive dinosaur programs to schools and communities in Wisconsin. We combined audiences with Oconomowoc and Jefferson Public Libraries to present two Zoom programs each week, one Tuesday afternoons and one Thursday evenings, for four weeks. Each program consisted of the Colossal Fossils dinosaur expert talking to the kids, showing them dinosaur bones and fossils, and answering their questions. This program coordinated well with other current dinosaur themed community activities such as the Dinosaur Adventure Drive-Thru that was offered at the Waukesha Expo Center and the

Dinosaurs Unearthed exhibit at the Milwaukee Zoo.

The children’s department felt strongly that during election season kids should not be left out! Children’s librarian Teresa Douglas created a **kids’ election** where the candidates were Dogs and Cats. During October and into November, kids voted for their favorite of these two pets. Paper ballots were offered at the children’s reference desk, where kids were instructed to take it to the voting table and mark the ballot privately and then insert it into the ballot box. After voting they returned their pencil to the “used pencils” basket and received an “I Voted” sticker. The ballots were counted on election night after the library closed and the winner was announced: Dogs prevailed by only eight votes. Congratulations to the canines! Cats nevertheless made a very strong showing in this close contest, and one write-in vote was cast for hamsters. Teresa created an adorable voting station and also plastered the children’s department with campaign posters for both of the furry candidates. A display of books about voting and the presidency added the perfect touch and was very popular.



For some time the youth services department has been considering installing a **StoryWalk®** in the community. A StoryWalk® is a display of the pages of a children’s picture book that has been set up to display in sequence along a walking trail. It is a popular family activity that incorporates literacy and outdoor activity. After several months of discussion with Halie Dobbeck, head of the Village of Sussex Parks & Recreation Department, our first StoryWalk® was set up for October 19-25 at Village Park. The rec department provided the signposts and of course, the outdoor trail, and the library chose and provided the book, *The Legend of Spookley the Square Pumpkin* by Joe Troiano.



Assembling the Storywalk® required several steps. The rec department built and painted approximately 20 signposts with outdoor heavy duty velcro strips attached. It measured out the trail along the traditional Spooky Sussex trick-or-treat route and installed the posts. The library researched the copyright rules and

best practices for the activity. We then purchased four copies of the book and disassembled two of them in order to trim and lay out the pages in double page spreads. Two copies are needed because copyright law requires that a book is not reproduced; the actual book pages must be used, and the pages are printed on both sides. The page spreads were then laminated and velcro added to the backs by the rec department, which attached them to the sign boards in the park. Weather can be hard on the pages so a third copy of the book was purchased as a backup. The fourth copy of the book was used as a reference for the building of props that accompanied the book along the trail in the park. Wooden cutouts of characters with which kids could interact as they made their way through the story were a highlight. One provided a chart where kids measured their heights. This work was done by rec department staff led by Thom Berres.

When COVID caused the curtailing of large group gatherings a solution was sought for replacing the perennially popular Spooky Sussex event. The StoryWalk® became part of that solution and was extremely well received. Books have already been purchased and plans outlined for installing a spring StoryWalk® in April 2021.

The children’s department offered a socially-distanced **Trick or Treat** on Halloween Day. A seasonal sticker craft project was available to each child, and they were encouraged to choose from a variety of selections spread out on a table for their perusal. A sign at the table read “Happy Halloween! Please look with your eyes and take 1 with your hand.” A similar table was set up with Halloween candy. Ordinarily the library is open until late afternoon on the day of community trick or treat so we get a great showing of kids in costumes. This year it was a morning event so we saw fewer costumes but still had a great number of kids visit us, under the circumstances. It was fun to talk with them about the costumes they would be donning when it got dark, and gratifying to hear expressions of thanks for offering treats from the adults.

## Collection

Book bundles continue to be a popular circulating item in the children’s department. The topics and age levels of the bundles run the entire range of the children’s collection. Staff members seem to get more creative by the day, presenting bundles such as “Teeny Tiny Picture Books” and “Books that Sparkle and Glitter.” No matter what we come up with, the bundles check out briskly. During the month of October 47 book bundles were checked out from the children’s department, for a total of 233 books.

## Statistics

### Continuing Education statistics:

Employee	# hours October 2020
Becca Werginz	1.5
Jennie Bahnaman	1.5
Valerie Johnson	1

Teresa Douglas	.5
<b>Total Adult/Teen/Children's CE hours</b>	<b>4.5</b>

## Statistics

<b>Adult &amp; Youth Reference</b>	<b>Totals</b>
Youth Reference Ques.	<b>477</b>
Adult Reference Ques. (In-person/phone)	<b>510</b>
Email or Chat Ques.	<b>35</b>
One-on-One Tech Help	<b>14</b>
Value Line use	<b>7</b>
Study Rooms use	<b>7</b>
Study Table Reservations	<b>54</b>
Faxes	<b>12</b>

<b>Children's Virtual/Online Programs</b>	<b>YouTube</b>	<b>Facebook</b>	<b>Zoom</b>	<b>Activity</b>
Family Storytime 10/1, 10/7, 10/14, 10/28 (4 sessions)		<b>83*</b>		
Family Storytime grab and go 10/1, 10/7, 10/14, 10/28 (4 sessions)				<b>101</b>
Make It Jr. grab and go distributed				<b>158</b>
Make It Jr. report back (raffle tickets)				<b>34*</b>
Wisconsin Science Festival LED kits				<b>62</b>
StoryWalk® at Village Park				<b>177*</b>
Kids' election: Dogs vs Cats votes				<b>78</b>
Trick or Treat grab and go				<b>30</b>

Colossal Fossils Zoom program (8 sessions PHPL)			41	
Colossal Fossils SHARED Zoom program (2 sessions)			39*	
<b>Total</b>		<b>83</b>		<b>429</b>

**Teen volunteer hours October 2020 total: 2.5**

<b>Adult Virtual/Online Programs</b>	<b>YouTube</b>	<b>Zoom</b>	<b>Activity</b>	<b>In-Person</b>
Memory Cafe Community Reads (10/2)		16*		
Tuesday Afternoon Book Club (10/6)				7*
Mystery Book Club (10/7)				9*
Make It: Halloween Candle Jar (10/14)		14*		
Wednesday Afternoon Book Club (10/21)				8*
Paranormal Investigators of MKE (10/22)		24*		

<b>Teen Virtual/Online Programs</b>	<b>YouTube</b>	<b>Zoom</b>	<b>Activity</b>	<b>In-Person</b>
<b>Make It! Teen: Spooky Candle Kit (10/26-10/31)</b>			4* (24 kits taken)	
<b>TeenTober Reading Challenge (10/1/10/31)</b>			15*	
<b>Word of the Day (10/1-10/31)</b>			7*	

\* DPI Annual Report Programming Statistics

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

This month was heavily focused on training staff to encode RFID tags. Rachel Ruetz has almost finished training all the staff members in circulation and technical services who will be involved in the RFID project. Staff members been trained to encode RFID tags, to perform quality control

(check to make sure the tags can be read properly), and to enter the tagged books into Polaris Inventory.

To keep track of items that have been encoded, we've begun entering items into the Polaris Inventory module. The idea is that if we keep track of the items that have been encoded, we will be able to create a report of the items that have not been encoded (items not entered into inventory). This way we'll have a digital record of the project's progress.

The entire Pauline Haass Public Library Historic Digital Collection has been uploaded and indexed, and is now able to be viewed on Recollection WI and the Digital Public Library of America. Jennie Bahnaman and Becca Werginz have promoted the collection on Facebook, Instagram, and the home page of PHPL's website. We now also have a web page which includes a link to access the collection: <https://phplonline.org/historic-digital-collection/>.

**Materials processed: 828 items**

**Village of Sussex  
Summary of Library Impact Fees  
As of October 19, 2020**

Per the state impact fee statute, fees must be spent within 7 years of collection unless a resolution is passed to declare a hardship in which case, the spending period becomes 10 years.

<b>Year Fees Collected</b>	<b>Amount</b>	<b>Interest Earned</b>	<b>7 Year Deadline</b>	<b>10 Year Deadline*</b>	<b>Cumulative Balance</b>
2015	26,400.00	20.30	8/28/2022	12/31/2024	26,420.30
2016	99,008.00	151.57	12/31/2022	12/31/2025	125,579.87
2017	8,586.24	834.61	12/31/2023	12/31/2026	135,000.72
2018	59,289.54	2,641.71	12/31/2024	12/31/2027	196,931.97
2019	46,795.00	4,231.04	12/31/2025	12/31/2028	247,958.01
2020	47,581.34	1,097.07	12/31/2026	12/31/2029	296,636.42

\* The year given is the year end date at 9 years to take into consideration that payments must be made within 10 years of the payment date. Example: A payment in January of a given year would be almost to 10 years right away in the year so for ease of determining when payments must be made, the prior year end date is shown.



