



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

Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, April 21, 2021, 6:30 p.m.
Civic Center Community Room, 1st Floor**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of March 17, 2021 Board meeting
- 3) Comments from citizens present
- 4) Presentation by George Arnold, President of the Pauline Haass Public Library Foundation
- 5) Communications received by Board members or Director
- 6) Financial report
- 7) Action on bills
- 8) 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.
- 9) New Business:
 - a) Report of nomination committee
 - b) Annual review/approval of Allowable Cost Worksheet for county funding purposes: discussion and possible action
 - c) Update of capital plan: discussion and possible action
 - d) Patron Guidelines for Building Use During COVID-19: discussion and possible action
 - e) Annual review of Investment Policy: discussion and possible action
- 10) Items for future agendas: discussion
- 11) 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 March 17, 2021 Board meeting
Pauline Haass Public Library

Called to order at 6:30 p.m.

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

Bougie/Wegner motion to accept minutes of February 17, 2021 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: Bougie shared an emailed letter of resignation from Board member Chris Koenig. Loria shared documents received regarding the Louret estate and bequest to the library.

Financial report: Revenue and Expenditure Guidelines from February 2021 accepted as presented by Vande Hei/Koenig motion; motion carried.

Prepaid bills in the amount of \$2,163.00, P-Card bills in the amount of \$3,621.61, March 2021 bills in the amount of \$9,777.04, and February 2021 expenses in the amount of \$66,189.59 approved by Koenig/Jilling motion; motion carried.

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

New Business: Loria presented the revised 2020 annual report to the state reflecting updated year-end numbers. Following discussion, Carran/Koenig motion to approve the revision as presented. Motion carried.

Following discussion of the designation of operating fund reserves, Bougie/Hacker motion to accept as presented; motion carried.

President Bougie appointed Jilling and Vande Hei to a nominating committee for upcoming board elections.

Loria reviewed Trustee Essential 13: Library Advocacy. No board action was taken.

Meeting adjourned at 7:39 p.m. by Koenig/Roubik motion.

Respectfully submitted,

Adele Loria
Library Director

April 21, 2021

Director's Report to Library Board

A few housekeeping notes: I am still waiting for the County to appoint our new trustee, so we will be a smaller group once again. Please let President Bougie and I know if you will not be able to make it so we can ensure we have a quorum.

I will be setting up a Zoom link to the meeting for those who have expressed interest in attending remotely. Since this is a meeting that can be attended by the public in-person, we will not have the Zoom link on the agenda. It will be sent in a separate email. Please let me know if that is how you'll be attending so I know how many chairs to set up and so that Mary can send the supplemental board materials to you that day via email.

Agenda Items

Report from Nominating Committee: The Nominating Committee will present a slate of officers for consideration at the May board meeting. At that meeting, other nominations are welcome.

Allowable Costs Worksheet: The formula for computing the funding that each library gets via the county library tax includes a component labeled "allowable costs." Bridges Library System Director Karol Kennedy requests that library boards approve and sign an allowable costs worksheet as part of the annual budget process; ours is included in this month's packet. The 2020 actuals are those are taken from our final 2020 annual report. The 2021 projections are requested for planning purposes. By approving the spreadsheet included in your packets, the board is verifying that the numbers there match the 2020 revised annual report and the 2021 budgeted numbers.

Capital Plan Updates: The purpose of the capital plan is threefold: to identify and cost out our foreseeable capital expenses, and to assure that we have the money for each item at the time it is needed, and to identify a revenue stream from the Village of Sussex that will allow that while eliminating spikes in their budget. Since we will be in-person for this meeting, I will bring copies of the plan for discussion and review, as the format is easier to view in print. If you are attending remotely you will receive it via email with the supplemental board materials.

We are in a similar position to last year with the capital plan in that the long-term plan for this building is uncertain. The space planning study and subsequent facility study should give us a much clearer idea, but we won't have that information for some time. In the interim we can

continue to focus on projects that either must be done for safety and maintenance reasons, or those that would improve the library without making long-term investments in the building (think of technology improvements or furniture replacements).

Review of Patron Guidelines for Building Use During COVID-19: As we slowly and cautiously move towards normalcy, I think it is important to revisit this policy on a regular basis to see if changes are warranted (as we have been doing continuously with our internal procedures). For instance, it seems reasonable to me at this point to lift the time limits on being in the building. I have attached the current policy for discussion and action.

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. I have attached the current policy for discussion and action.

Non-agenda Items

Building Updates: DeBelak Plumbing replaced the toilet in the family bathroom off the lobby in early April. A pair of glasses was dropped in there in such a way that it was impossible to get it out without breaking the porcelain, and when the plumber initially removed it to try, he discovered that the collar was broken as well.

Mark Eesley and I worked together recently to design a sign for our outdoor bookdrop. We frequently get comments from people surprised to learn we have one, and the sign is intended to make it more noticeable when approaching or entering the building. I think Mark did a great job creating something that is easy to spot and read from a distance. It is two-sided and angled so that it can be read approaching from the Civic Center as well.



COVID-19 Updates: With vaccination rates increasing in Waukesha County, we are continuing to move in the direction of normalizing services. On April 12 we extended our Monday and Wednesday hours to 8:00PM, which puts us at our full, regular hours for the first time since the fall. The next project is to make meeting rooms available again, which I hope to do on May 1. We are currently working on moving the furniture currently stored in the Quad Room back to various parts of the library or to basement storage in the Civic Center. I plan to start with the rooms at reduced capacity.

You may have also seen that the CDC recently revised its guidelines on cleaning in acknowledgment that the risk of surface transmission of COVID is very low. We have recently eliminated the quarantine of library materials after they are returned, and reduced the cleaning of surfaces to once per day rather than every two hours. We are continuing to provide alcohol wipes to computer users at the reference desk and wipe down staff keyboards and phones when changing shifts; these surfaces are so high touch, it's probably good practice to clean them between users, pandemic or not.

Continuing Education: On 3/1/21, Becca Werginz attended "Finding the Right Teen Engagement Fit For You." She reports that relationships remain the key to teen engagement, though the methods of creating and maintaining those bonds have changed drastically since the onset of COVID-19.

Also on March 1, Val Johnson attended "The Autistic Brain," a live webinar with Temple Grandin. She found it to be thought-provoking and inspiring, and reports:

"My most significant takeaway from the webinar is that Temple preaches the importance of exposing kids to experiences. By using tools, watching people work with their hands, and simply doing things, kids are able to find their passions and strengths.

She iterated that kids will not find their passions and will not be able to contribute their unique gifts to society if they are 'playing video games in the basement.' This is of course where my ears perk up and I begin brainstorming where the library fits in. Our hands-on (pre-COVID) children's department has always aimed to provide experiences. Where can we go from where we are now?"

On 3/3/21, Jennie Bahnaman and Becca Werginz attended "It's A Trap! How to Avoid Giving Legal Advice in Reference Services." A librarian from the WI State Law Library presented on how to best provide legal reference to patrons in our library. She discussed a number of tools and resources available for legal research, as well as guidelines for setting boundaries with patrons regarding legal advice.

Foundation Updates: I have been working with the Foundation to determine 2021 projects that fall within the parameters of Foundation gifts: one-time expenses, often technology-related, that allow the library to pursue opportunities that present themselves outside of the budget

planning process and would be difficult to accomplish otherwise. Recently the Foundation voted to fund two projects that will enhance our services this summer and beyond:

Outdoor Wifi became increasingly prevalent in 2020 when COVID-19 forced many libraries to close their doors or limit their hours, but it's an innovation that was gaining traction long before that. A strong and stable internet connection is a modern prerequisite for navigating school, work, and increasingly, our personal lives. Many library users rely on their public library to provide that connection, and PHPL has worked to maximize that service in recent years by adding access points within the building and introducing wireless hotspots for checkout. Adding outdoor wifi service will allow us to make that connection available 24/7, to a larger number of simultaneous users than can be served by hotspots. I have been working with our IT vendor K12 Technologies to develop a plan for outdoor wifi that will provide access from the parking lot and the courtyard between the Library and Civic Center.

Outdoor Programming is the route we've chosen to return to our much-missed in-person programming. With the help of the Foundation, the Library can ensure that outdoor events will be more comfortable for patrons and set staff up for success. Lightweight, comfortable seating, technology such as portable power and sound systems, and branded apparel to identify staff and volunteers in a new setting will go a long way to make these events professional and memorable.

Marketing & Public Relations: I recently met with all staff responsible for creating marketing materials to review the wide array of tools currently at our disposal and discuss how each fits into our marketing strategy. We also determined our plan for Summer Reading Program marketing; this year we are participating in the national "Tails and Tales" theme, adapting it in different ways for our adult, teen, and children's programs.

Becca Werginz reports that in March social media promotions included our updated Amazon wish lists, the Libraries Step Up Campaign, virtual readers advisory, and historical resources like the Historic Digital Collection and Ancestry: Library Edition. Seven emails were sent in March to promote programs for kids, teens, and adults, as well as to provide updated library hours and general library announcements. The most popular campaign by all metrics was our Amazon wish list promotion. March's featured database was HelpNow.

RFID Updates: I have finalized the order for our RFID-enabled self check machine and security gates, due to be installed sometime this summer. In the meantime we have increased our efforts to tag the collection. Our circulation staff have really stepped up to make progress on this project, and Technical Services Manager Rachel Ruetz has recently trained additional staff (substitutes, pages) to help with this work as time allows. Erin Kramer from the Bridges Library System stopped by this past week to help us set up additional workstations for tagging.

Staff Updates: The shared full-time custodian position has been posted by the Village, and closes April 21. In the meantime, Mark Eesley continues to work one afternoon/evening a week at the library and has made excellent progress on the projects that have piled up with the maintenance position vacancy. Carol Eckes also continues to do maintenance work for several hours each week, and the Parks Department team continues to do the monthly safety checks.

We received bittersweet news in March that our part-time Children's Associate Samantha Spottek would be leaving for a full-time librarian position at the Plymouth Public Library. Sam finished her degree this past spring and has done fantastic work at PHPL, so it was not a surprise that she is moving on to this next stage of her career. It is a loss for the library, but we are so pleased and excited for her to have this opportunity! We have posted the Children's Associate position and hope to have someone in place before the Summer Reading Program begins.

With Mary Olson's retirement date (July 1) drawing closer, she and I have been spending time revising and updating her job description in order to post an ad for her successor. I plan to post the position the week of April 19 (it may be up before we meet Wednesday), with the goal of holding interviews in late May. I have budgeted to have this position overlap with Mary's by at least a couple of weeks so that the new person can have some time to learn from her directly.

Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for March 2021:

Summer Amazon Wish List

On March 1 the Adult, Teen and Children's Departments started to promote the updated Amazon Wish Lists. The newly updated wish lists focus on supplies needed for summer programming. With the success of the fall/winter Amazon Wish List and the generosity of our library patrons, we're hoping that the summer wish lists will continue to open up programming opportunities for us and help us continue to accommodate more participants.

Adult Programs & Services

On Thursday, March 4 at 6:30pm Terry Vlossak from Full Harvest Farm in Hartford gave an informational Zoom presentation on **Community Supported Agriculture (CSA)**. Terry covered the history of Community Supported Agriculture, the different types of CSA programs and their requirements. She also shared a list of local farms and the best times to join. We had 5 people in attendance.

On Wednesday, March 24 we offered our monthly **Make It @ Home!** event where we made simple macrame plant hangers. Nine people participated in this take and make program.

Nine members of the **Mystery Book Club**, led by our library volunteer Valerie, met virtually via Zoom on March 3 to discuss *The Virgin of Small Plains* by Nancy Pickard. The **Tuesday Afternoon Book**, led by Adele Loria, also was held in person this month on March 2 with eight members in attendance. Eight members of the **Wednesday Afternoon Book Club**, led by Becca Werginz (Adult & Teen Services Librarian), met on March 17 to discuss *City of Girls* by Elizabeth Gilbert. Reviews were mixed, but a good time was had by all.

Teen Programs & Services

Becca Werginz reports that March's **Make It! Teen craft** was Mini Book Keychains. Twenty teens picked up grab and go craft kits, and the video tutorial was viewed 436 times over YouTube, Facebook, and IGTV during the week of the program (March 22-27).

All-new teen booklists hit the shelves in March and can be found on a new display. The **bulletin board** has been changed out for spring and is brightening up the area, too!

Becca attended the **Teen Think Tank** meeting on March 11. The group brainstormed ideas for summer and discussed the formation of a statewide teen special interest group.



Collection Updates

March 2021 Adult/Teen Book Bundles	# bundles checked out	# items checked out
Pre-Assembled Book Bundles (in-house display)	3	9
Personalized Adult Book Bundles (special request)	0	0
Personalized Teen Book Bundles (special request)	1	4
Total	4	13

Requests for personalized bundles have gone down drastically, and we have decided to remove our book bundle displays from the adult area. It seems with the warmer weather that adult and teen book bundles are not as popular. We will revisit offering this later this year.

Jennie Bahnaman finished weeding the Adult Non-Fiction Education collection. Becca Werginz is working on weeding our Music CDs.

Valerie Johnson, Children’s Services Manager, reports on March 2021 activities:

Around the Department

In mid-March we asked CJ & Associates, the company from which we purchased our new children’s department furniture, to finally deliver the purchases which they had been holding since last summer. We arranged the new pieces in a socially-distanced manner. The library’s part-time maintenance helper, Mark Eesley, mounted our brand-new canvas triptych of a colorful world map on the wall. Families have started to discover the new area and enjoy the cozy spot for reading and relaxing together.



Programs

StoryWalk®: The children’s department partnered with the Village of Sussex Recreation Department for a StoryWalk® presentation, the first one this year (and second one ever), with several more planned. The Village hosted an early spring outdoor event called “Egg Drop and Story Hop” — replacing the former indoor Bunny Luncheon—March 20 at Village Park. The library contributed to the Story Hop half of the program by creating StoryWalk® pages for the

book *Everybunny Count!* by Ellie Sandall. Village employee Thom Berres again created larger-than-life cutouts to accompany the story, including a fox peering around a real tree just as it does on the page of the book. Village staff mounted the pages on custom sign stakes along the hilly path behind The Grove at the park and kids were invited to hop along the trail while counting and reading this hide-and-seek story.



Make It! Junior: During the month of March children’s staff distributed grab and go kits for making paper paper bird kites and fingerprint-painted flower pots. This program remains popular and all one hundred kits are consistently claimed. We greatly enjoy the goodwill created by this program. Due to support from donors to our Amazon wish lists we are going to be able to distribute more kits to a wider age range during the upcoming summer.

Family Storytime: Storytime continued to be streamed live on FaceBook throughout the month. March’s themes included happiness, colors, fantastical creatures, winter into spring, and bunnies.

Book Bundles

March 2021 children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	37	207
special request book bundles	1	15
Total	38	222

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques. (In-person/phone)	392

<i>Youth Information Ques.</i>	15
Adult Reference Ques. (In-person/phone)	511
<i>Adult Information Ques.</i>	19
Email Reference Ques.	13
<i>Email Information Ques.</i>	7
Chat Reference Ques.	13
<i>Chat Information Ques.</i>	3
Soc. Media Reference Ques.	5
<i>Soc Media Information Ques.</i>	2
One-on-One Tech Help	7
Value Line use	4
Study Rooms use	17
Study Table Reservations	N/A - no longer needing reservations
Faxes	13

Children's Virtual/Online Programs	Facebook	Activity
StoryWalk® at Village Park (45 families reported at event x average 3 members ea. over 3 days)		135*
Family Storytime 3/3, 3/10, 3/17, 3/24, 3/31 (5 sessions)	92*	
Family Storytime grab and go (5 sessions)		101*
Make It Jr. grab and go distributed		160*
Make It Jr. report back (drawing tickets)		29*
Total	92	425*

Adult Virtual/Online/In-Person Programs	YouTube	Zoom	Activity	In-Person

Tuesday Afternoon Book Club (3/2)				8*
Mystery Book Club (3/3)		9*		
All About CSA's (3/4)		5*		
Wednesday Afternoon Book Club (3/17)				8*
Make It! @ Home: Macrame Plant Hanger (3/24)		9*		
Total		23		16

Teen Virtual/Online Programs	Facebook	YouTube	Zoom	Activity	In-Person
Make It! Teen: Mini Book Keychains (3/22-3/27)				*20 kits taken	

* DPI Annual Report Programming Statistics

Jennifer Steffes, Circulation Manager, reports on Circulation activities for March 2021:

With the removal of quarantine for library materials, the Circulation Department has finally been able to process any remaining backlogs caused by COVID. As a result, held items are transferred to patrons faster, patron accounts are more accurate, the circulation procedure runs efficiently again, and more time may be contributed to circulation projects.

One of those projects is the RFID tagging of books and media. With the circulation staff all trained in the process, a focused concentration may be directed towards moving the project along.

Two circulation staff members are currently enrolled in Gale courses involving customer service management. Staff have also been encouraged to view the new software tutorial online (for

Leap) and seek out other webinars surrounding patron service, all with the goal of providing exemplary assistance to our patrons.

Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for March 2021:

Staff member Anna Oleszczak worked with department manager Rachel Ruetz to enroll PHPL in our book vendor's (Baker & Taylor) new service called Sustainable Shelving. Through this program, Baker & Taylor will receive our weeded books and other materials at no cost to us, and will credit our accounts 30 days after receiving our weeded materials. We're going to give this a try and see if it is a good fit for our library.

Around 6% of our collection has been encoded with RFID tags. Rachel has trained three more of our staff members on RFID tagging, including three pages and our substitute reference librarian, Terri Kroll.

Statistics: 826 items processed

Volunteer hours: approx. 6 hours

Allowable Cost Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Sussex			
Description	Annual Report Reference	2020 Actuals (Per Annual Report)	2021 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2020) and Section V, 9 (for 2021)	\$690,547	\$690,547	
Home County Operating Revenue	Section V, 2(a)	\$463,088	\$487,150	
Other County Payments for Library Services	Section V, 2(b)	\$27,218	\$28,132	
State Funds (e.g. Innovation Grant, Hotspots)	Section V, 3	\$0	\$0	
Federal Funds	Section V, 4	\$9,432		
Contract Income	Section V, 5	\$0		
Funds Carried Forward for Operations	Section V, 6	\$0		
All Other Operating Income	Section V, 7	\$38,564	\$42,294	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,228,849	\$1,248,123	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,141,825	\$1,248,123	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,141,825	\$1,248,123	
Library Capital and Debt	Section VII (1 & 2)	\$19,699		
Total Expenditures		\$1,161,524	\$1,248,123	

The information listed above is a correct statement of the Library's spending for 2020 actuals and 2021 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date

PAULINE HAASS PUBLIC LIBRARY

POLICY: Patron Guidelines for Building Use During COVID-19

Adopted by Library Board: August 19, 2020

Libraries are busy places that serve the entire community, including populations that are particularly vulnerable to COVID-19. Libraries are also used in ways that carry the potential for respiratory diseases to spread easily: they invite people to linger, hang out, and gather while sharing spaces, equipment, and materials. This means that while COVID-19 continues to pose a significant public health risk, certain library services will be restricted and patrons will be asked to comply with all safety measures.

This policy was created referencing guidance from the Centers for Disease Control and Prevention, the Wisconsin Department of Health Services, the Waukesha County Health Department, and the Department of Public Instruction, Division for Libraries and Technology.

To help ensure the safety of our employees and patrons, visitors to the building must adhere to the following:

1. **Masks:** Patrons age 4 and older are required to wear a face mask while in the library, provided doing so is not medically contraindicated for the individual. This age threshold was chosen to be consistent with the Hamilton School District mask requirement (4K and up). Masks will be provided at no cost to the public.
 - Masks may be reusable (cloth) or disposable (paper)
 - Masks must be worn over the mouth and nose at all times
 - Face shields, costume masks, and coverings with holes, mesh, or lace are not acceptable

While some may object to wearing masks, it's been widely documented that they are effective in slowing the spread of COVID-19. These precautions will help the Library keep its employees safe and its doors open, keeping library services available to the community. Those who do not wish to wear a mask are encouraged to utilize our curbside pickup service for library materials. Staff can provide guidance on alternative sources for Internet connectivity, including our circulating wifi hotspots.

2. **Social Distancing:** All patrons and staff must observe social distancing guidelines. Group gatherings will not be permitted.
3. **Reduced Capacity and Shorter Visits:** The Library will operate at reduced capacity, and visits must be limited to 60 minutes per day. Patrons may need to wait to enter the building, or be asked to leave when the allowed time has passed, so that others can enter.

4. **Hygiene:** Proper hygiene is essential for everyone's safety. Hand sanitizer is available throughout the building. Patrons are asked to wash hands frequently and thoroughly with soap and water, to sneeze/cough into their elbow or a tissue to be disposed of immediately, and to avoid touching their face.
5. **Feeling Sick:** Patrons with COVID-19, fever, or other symptoms of COVID-19 may not enter the library. Patrons who display symptoms in the library may be asked to leave.
6. **Reporting:** If you or someone in your household has been diagnosed with COVID-19 and you spent time in the library prior to the diagnosis, please report this fact to the Director or the manager on duty. They will take appropriate action and contact the Waukesha County Health Department for guidance on disinfection, disclosure to exposed parties, and quarantine response.

Adopted by Library Board: August 19, 2020

PAULINE HAASS PUBLIC LIBRARY

POLICY: Investment Policy

Reviewed and approved by Library Board 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
Reviewed and approved by Library Board: September 16, 2020

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:

Landmark Credit Union
North Shore Bank
Park Bank
Summit Credit Union
Waukesha State Bank

Adopted this 16th day of September, 2020

Library Board President

Library Board Vice-President

STATISTICS FOR MONTH OF MARCH, 2021

	March	<i>March 2020</i>	YTD	<i>YTD 2020</i>	% change
ALL CIRCULATION	29288	22902	75061	80093	-6.3%
PHYSICAL MATERIAL CIRCULATION	26078	19827	65584	71582	-8.4%
E-MATERIAL DOWNLOADS	3210	3075	9477	8511	11.4%
HOURS OPEN	242.5	131.5	570.5	628	-9.2%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2912	7590
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2654	8006
Crossovers to PHPL from other library communities: +	5857	14586
Crossovers from Sussex to other CAFE libraries: -	702	2527
NET LENDING: 3623		12475

	Sussex	Other	TOTAL	2020
PHYSICAL CIRC:	10599	15479	26078	19827

Cards issued: 42

Reference questions answered: 934

Informational questions answered: 47

Library visits this month: 6211

Materials purchased: 638
(year to date total:) 1674

Study Room usage

Adult: 17

Study table reservations: 0

One-on-one technology lessons: 7

Meeting Room Use:

Fax Service: 13

Quad Room

Value Line: 4

nonprofit: n/a

Curbside pickup: 98

Small meeting room

nonprofit: n/a

INTERNET USE*: 1255 sessions

TOTAL HOURS:** 147:04:00

AVG. SESSION:** 31.18 minutes

*includes wireless network

**wired access only