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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, July 21, 2021, 6:30 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of:
 - a) June 16, 2021 Board meeting
 - b) July 7, 2021 special meeting of the Board
- 3) Comments from citizens present
- 4) Introduction of Library Trustee Amanda Kojis
- 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) Budget & Finance Committee report of 2022 budget request to Village of Sussex: recommendation and possible action
 - b) Discussion and possible action relative to space needs study proposals
 - c) Annual Waukesha County standards compliance certification: discussion and 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 June 16, 2021 Board meeting
Pauline Haass Public Library

Called to order at 6:30 p.m.

Roll call: Bougie, Carran, DeLonge, Hacker, Jilling, Schultz, Vande Hei, Wegner, Zoellick present. Roubik absent.
Also present: Adele Loria, Library Director; Anthony LeDonne, Village President

Bougie/Wegner motion to accept minutes of May 19, 2021 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Loria introduced new library trustee DeLonge and Village President Anthony LeDonne.

Communications received by Board members or Director: members signed thank you for former board member Julie Kucharski.

Financial report: Revenue and Expenditure Guidelines for May 2021 accepted as presented by Vande Hei/Carran motion; motion carried.

Prepaid bills in the amount of \$225.00, P-Card bills in the amount of \$4,004.70, June 2021 bills in the amount of \$17,548.67, and May 2021 expenses in the amount of \$78,857.96 approved by Vande Hei/Hacker motion; motion carried.

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

New Business: Bougie distributed the following committee appointments to expire at the May 2022 Board meeting:

Buildings & Grounds: Carran, Hacker, Zoellick

Materials Selection & Internet: Bougie, DeLonge, Vande Hei

Policy: Bougie, Vande Hei, TBD

Personnel: Jilling, Roubik, Wegner

Budget & Finance: Hacker, Schultz, Zoellick

Board members discussed the space need study proposals and inclusive services statement, no action taken.

Meeting adjourned at 7:56 p.m. by Zoellick/Hacker motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

Minutes of July 7, 2021 Special meeting: presentations by finalists for space needs study
Pauline Haass Public Library

Called to order at 6:00 p.m.

Roll call: Bougie, Carran, DeLonge, Hacker, Jilling, Kojis, Roubik, Schultz, Vande Hei, Wegner, Zoellick present. Also present: Adele Loria, Library Director, and representatives from FEH Design and OPN Architects.

New Business: FEH Design and OPN Architects presented information to the board regarding their qualifications to perform, and understanding of, a space needs study at Pauline Haass Public Library. There was no discussion or action by the board.

Meeting adjourned at 8:20 p.m. by Roubik/Carran motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

July 21, 2021

Director's Report to Library Board

I have not heard from anyone about attending remotely this month, so I will not be setting up a Zoom link for the meeting. Please let me know by Wednesday morning if you need to attend remotely and I'll be happy to accommodate.

Agenda Items

Introduction of new trustee Amanda Kojis: Please join me in welcoming our newest trustee! Amanda is a representative of the Village of Merton. Some of you met her at the space planning presentations last week, but we'll take some time to introduce ourselves properly at this meeting, since we had such a tight timeline at the July 7 meeting.

Budget & Finance Committee recommendation of 2022 budget request to Village of Sussex: The budget committee will meet Monday, July 19 at 9:00AM to review and discuss the budget. Pending any changes following that meeting, I will send out the draft budget request to all of you to in a separate email. At the meeting the budget committee will have comments and a recommendation for the full board.

Space Needs Study: I hope everyone has had a chance to review the notes and photos I shared from the site visits to FEH and OPN projects, and to reflect on the presentations we heard July 7. Please let me know if you have any questions I can relay to either firm and I'll try to have answers at our meeting Wednesday. At this point the Board has a decision to make, and this agenda item allows us to discuss the merits of each firm and any concerns you want addressed. Based on the discussions we have had, either firm would be selected with the expectation of revising and presenting a new contract. FEH's optional portion includes a technology and a fundraising consultant; OPN's proposal can be revised to include a study of mechanical and engineering systems of the building. If the Board can agree on a firm, I can communicate any revisions or provisions the Trustees wish to make and bring back a revised proposal.

Standards Compliance Certification: Each year, the Library Board must certify whether the library meets the Waukesha County standards and minimums to exempt from the county library tax. The standards are referred to as "Minimums to Exempt," a term that is important because it describes the lowest allowable levels of service that a library can provide, rather than an aspirational benchmark. Some of the measures are hours open, number of FTE staff, and materials expenditures per capita.

Minimums to exempt are important to all libraries, but especially to those like PHPL that are surrounded by non-library communities whose residents make high use of our library. Without minimums to exempt and certain statutory requirements, a non-library community whose residents currently pay the county library tax could create a “library in a closet” and exempt from that tax. PHPL receives about 40% of its revenue from the Waukesha County library tax. By signing the annual compliance certification, the Library Board is certifying that the information provided is correct.

In almost all cases PHPL meets and exceeds the minimums to exempt, partly because the minimums are meant to be exceeded, and partly because PHPL has a service population that is more than double its municipal population. That means that realistically, we must plan to serve a population that size. In this respect PHPL is atypical but not unique: the Mukwonago Community Library is another that experiences tremendous non-resident usage. Because of that, MCL greatly exceeds minimum standards and like PHPL, receives a larger share of its revenue from the Waukesha County library tax payments.

Non-agenda Items

Act 150 Committee: The standards discussed above were created as a result of Act 150, which passed in 2001 and gave counties in Wisconsin the right to establish standards for their public libraries. The Waukesha County Board passed an ordinance requiring each library to reach certain standards in order for their community residents to be exempt from paying the county library tax. These standards are described in the Waukesha County Library Services Plan, which is reviewed and updated every five years.

This year Waukesha County is going through the planning process to update the Waukesha County Library Services Plan. As part of that process, County Board Chair Paul Decker appoints individuals to the County Library Planning Committee (you may remember this from the past when Kathy Klager participated in 2016). I will be serving on the committee this year, along with several other Bridges library directors. Our first meeting is July 19. The process will take approximately six months, with the committee meeting monthly. The committee will be looking at library standards, funding methods, and other issues; I will provide updates on our work throughout the process.

APL: The Bridges Library System directors have resumed in-person meetings. At the most recent meeting on July 9, system director Karol Kennedy presented the Bridges 2022 budget. That budget impacts ours because it sets the system member charges for things like ebooks, databases, and the automated CAFÉ system. It also finalizes the distribution of County library tax payments to the member libraries. You will see all of that information reflected in our 2022 budget request.

Building Updates: Recently one of the Village’s maintenance team members, Rich Lathrop, took a sample of the water in our boilers (something he does routinely for the Village’s HVAC equipment). The laboratory results showed we were not using a chemical inhibitor, which is recommended to prevent corrosion and prolong the life of the equipment. Secret Strobl and I

met with a technician from WaterTech USA who inspected the boiler to recommend an appropriate chemical and verify that the heat exchanger was not aluminum, which would cause an adverse reaction with the chemical treatment. Ideal Mechanical came out to install the treatment on July 15.

Outreach: On June 13, most of the children’s staff was joined by Sue Posh and myself to promote the summer reading program at the Sussex Farmers Market. We offered information and activities for kids, including bracelet making with UV-activated beads that turned color in the sun. Since it was a very sunny day, kids were able to see the UV action in real time!



Social Media and Marketing: Becca Werginz reports that June is always accompanied by a huge boost in engagement as kids get out of school and families begin looking for things to do! Our Facebook engagement alone doubled; this metric includes link clicks, likes/reactions, comments, post selections, and anything else that would constitute an active engagement between a user and a post. Our email newsletter service also showed an increase in engagement. Our click and open rates improved from previous months, link clicks tripled from last month, and we added nearly 100 net subscribers from all the folks coming in to make new library cards.

Staff: On June 25, we held Mary’s retirement reception over on the Civic Center patio and Board Room. We made a last minute decision to switch from Village Park to there because of rain. The sun ended up shining, but the heat made us very glad to have an indoor escape. We had a great time celebrating Mary. The Foundation president George Arnold spoke about his time working with Mary and presented her with a gift of a bench outside and a tree that will be planted next to it to provide shade. Mary picked a favorite quote to inscribe the plaque: “I have always imagined that Paradise will be a kind of library” by Jorge Luis Borges. The Friends presented Mary with a gift card and a tribute from Jan Gutbrod, president of the Friends. I spoke about what it has meant to have Mary on our staff over the years and presented a gift from our staff. And fittingly, Kathy Klager was there to say a few words commemorating the 30 years (!) she and Mary worked together.



Lisa Ponto started June 21 and has done a very impressive job picking up Mary's tasks seamlessly. She has also shown herself to be an engaged member of the management team, joining me for several of the library site visits and bringing great perspective to them, presenting ideas to improve procedures, and learning quickly how all the different departments work together to make the library operate. In addition to the nonprofit management experience she brings from her previous work, she is using the skills and knowledge gained at her previous employer R&R Insurance to help us with building maintenance procedures. We plan to review our current contracts to ensure we are following best practices for liability, insurance, and security. We are very happy to have her on board!

Village of Sussex Strategic Planning: Over a series of meetings this summer, the Village Board trustees have been working with Village administration to create a new Strategic Plan. The Village management team, myself included, have been attending all of these planning sessions, facilitating during brainstorming sessions, and meeting afterward to compile the information gathered and prepare the next steps. The process started June 1 and should conclude August 10 with a new Strategic Plan. It has been helpful for me to learn more about the Board's priorities and concerns, and get a more holistic picture of Village operations. Knowing that buildout of the Village is approaching in the not-too-distant future, the Board is particularly concerned with assuring that at that point, debt is at manageable levels, municipal services and staffing are in place to accommodate the increased population, and that Sussex residents are engaged and involved in the decisions made along the way.

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

Adult Programs & Services

The **Adult Summer Reading Program** kicked off June 1 and we had a strong start to the season! We had 223 adults register in June for the summer reading program, tracking their progress either digitally on the Beanstack app or on paper (a still-popular option, we have found). So far the adult readers have submitted 97 book reviews, completed 885 activities, and logged 2,020 hours of reading.

Gardening for Seniors: Pollinators in Pots was held on Thursday, July 17 at 12:00pm at the Lions Open Air Pavilion at Village Park. This program was co-sponsored by PHPL and Jean Horner (Senior Program Coordinator - Village of Sussex Parks and Rec Dept). We had 24 people in attendance who enjoyed the presentation provided by a gardening specialist from Shady Lane Greenhouse in Menomonee Falls. The presenter talked about the different types of pollinator plants and how to use them to transform your outdoor living space.

Make It: Paint Pouring Art was held on Wednesday, June 23 at 6:00pm at the Lions Open Air Pavilion at Village Park. Rachel Ruetz (Technical Services Manager) led this Make It program. There were 24 people in attendance and everyone enjoyed the social and creative event.

Book Clubs

Becca Werginz (Adult & Teen Services Librarian) reports on books clubs. Nine members of the Mystery Book Club met on June 2 to discuss *Sweet Little Lies* by Caz Frear.

The Mystery Book Club will be on its annual hiatus for the summer and will return in September. Seven members of the Tuesday Afternoon Book Club met on June 1 to discuss *The Lager Queen of Minnesota* by J. Ryan Stradal. Ten members of the Wednesday Afternoon Book Club met on June 16 to discuss *The Lake House* by Kate Morton. It may have been the group's favorite read so far this year!



Collection Updates

Weeding

In June, Rachel Ruetz weeded our Curiosities collection in Adult Non-Fiction. Becca weeded the Animals and the Arts collection also in Adult Non-Fiction. We continue to weed as we move through our RFID tagging schedule.

Adult Graphic Novel Collection Relocation

Becca Werginz led the project of relocating the Adult Graphic Novel collection, which involved moving these items out of Adult Non-Fiction and giving them their own location in Adult Fiction. Becca worked closely with Rachel Ruetz (Technical Services Manager) and Sue Posh (Technical Services Clerk) to figure out cataloging details and relabeling the collection. Our page Peyton helped to shift collections making room for the new location. This new location will make the Adult Graphic Novel collection more visible to library patrons and which will hopefully increase circulation numbers for this collection.

Teen Programs & Services

Becca Werginz (Adult & Teen Services Librarian) reports on Teen Programs & Services. Fifteen teens participated in **Rock Art** on the Civic Center Rooftop Patio on June 22. They learned how to make mandala stones and got really creative with their creations!

Becca organized a group of teen librarians from the Bridges Library System to create the second annual round of **virtual escape rooms for teens**. In June, the escape rooms were completed a total of 199 times! Teens can complete escape rooms just for fun, or they can log the secret code they receive upon completing an escape room into Beanstack to earn extra points in the Summer Reading Program. This summer, escape room themes include Clue, Haunted Mansion, Pokémon, and more!



We've had 127 teens have sign up for the **Summer Reading Program** in June. So far, they have written 81 book reviews, completed 347 badges, and logged 1,665 hours of reading. Forty-nine teens have met the five-hour challenge and collected their reward (a bundle of coupons from local businesses and institutions).

Valerie Johnson, Children's Services Manager and Teresa Douglas, Children's Librarian, report on Children's Department activities for June 2021:

Programs

Summer started off quickly with **Summer Reading Adventures: Tales & Tails!** beginning June 1. There has been a flurry of activity around our Summer Reading check-in desk ranging from registration questions to children picking up prizes and volunteers getting their feet wet working the table. Patrons seem to be happy with the online platform **Beanstack** for summer reading, also available as an app. We are also offering a paper version of the program. Kids are responding enthusiastically to the assortment of prizes (temporary tattoos, notepads, and best of all, books), and each prize is accompanied with a coupon to local businesses that are solicited for us by Bridges staff. As of the end of June, there were nearly 800 children registered for summer reading. This number is still down from 2019 (when we had a combined total of 1,520 kids and teens signed up by the end of June) but is up dramatically from 2020 (481 children registered in June).



To the joy of community families, **Family Storytime** is back — live and in person! For the first time since the spring of 2020, we are offering in-person storytimes Wednesday and Friday mornings. Our temporary location across the creek under the event tent set up for this summer has been working out beautifully. We have had three weeks of storytimes with attendance ranging from 70 to over 120. To make storytime work outside we use a public address amplifier system to help project our voices and large-format lyric sheets that make the words to songs and fingerplays large enough to see and join in. Groups have been great about bringing their own blankets and sitting within their own socially-distanced pods. Nobody goes home sad that the program is over because at the end of each storytime we turn on our new bubble machine! Finally, following storytime we offer a StoryWalk® for the families to enjoy at their own pace.



We are also excited to be offering **summer performers** again. These programs are taking place at the Lions Open Air Shelter in Village Park. In previous years we have offered these programs

for children ages 5 and up and they would attend without their parents due to space limitations. With the programs happening at the park this year, we are welcoming whole families to attend. On June 21 we had **Miss Jamie's Farm**, a fun musical and puppetry performance about life on the farm. On June 28 we had a special evening program presented by **Incredible Bats** as "A Trip Around the World" featuring animals from different continents. The program started in Africa with live Egyptian fruit bats and African straw-colored fruit bats then traveled around the world through the animals as the presenters showed off their sugar gliders, a South American possum, geckos, bearded dragons and even a North American skunk named Maxine that delighted the children.

We hosted our third annual American Girl program; this year's theme, masterminded by children's librarian Teresa Douglas, was "**Camp American Girl.**" We had a total of 75 people attend, including girls (many with their dolls), their grown ups, and siblings coming just to watch the fun. For the dolls, the kids made sleeping bags, tents and pretend s'mores. For themselves, they made origami bookmarks, nametag beaded keychains and rainbow yarn woven bracelets. The overwhelming crowd favorite was the tie dye station. Everyone was very appreciative as they were leaving the program and one parent even took the time to mail us a thank you note for the time spent preparing the program and to tell us how much fun she had doing the program together with her daughter.



A brand new program we are offering this summer is **Reading on the Roof**, with children's services manager Val Johnson reading the first few chapters of a beloved chapter book on the beautiful Civic Center patio. Patrons are invited to bring their snacks, coloring, or other quiet activity, or just sit and listen to the book. Attendees then receive their own copy of the book to take home. Even with rainy weather disrupting our first session (aptly, *The Water Horse* by Dick King-Smith) 28 attendees showed up despite our announcement that the program was cancelled. Rather than disappoint, we carried on (and the temperamental sun ended up shining after all). A rain date is nevertheless scheduled for early July. On June 23 we offered a reading of the book *Woof* by Spencer Quinn and had so many in attendance —75!—that we had to order additional copies of the book.



Finally, **Make It! Junior** also started June 1. This summer we expanded the age range to ages 2-12 and shortened the availability window to two weeks, thereby introducing new kits more frequently. Projects have had one overarching theme, with different versions of each craft available for different abilities, with age ranges 2-4, 5-8 and 9-12. Our first Make It! Junior session was paper bird puppets; kids learned different types of origami to make their own moveable bird which they decorated with feathers. Homemade sidewalk chalk kits were offered June 14-27 for all ages; everything needed to mix and set a chunk of colored chalk was included. These kits ran out during the second week and several patrons returned to ask for the recipe and say how much they loved it. Starting June 28 we handed out Macramé Art kits with a different project for each age range.



Summer Storywalk

Our first Storywalk® of the summer, in partnership with the Sussex Recreation Department, was held June 28-July 5. This Storywalk® featured the book *How to Make Cherry Pie and See the U.S.A.* by Marjorie Priceman. This was an Americana-themed book perfect for the Fourth of July festivities that were happening. One parent commented, "We enjoyed the story walk. What a great and creative way to read to your child and get exercise at the same time." As always, the reading of the story was enhanced by interactive props created by Village of



Sussex Village Park Forman Thom Berres and included a little wooden boat matching the episode where the book's character rides down the Mississippi River.

Around the Department

Children's associate Victoria VanZile has set up and labeled our extensive Summer Reading Adventures book displays on shelf tops. Kids are challenged to read books from these unique subject areas toward completing their reading milestones. The subjects include "Legends and Lore," "Creatures and Habitats," and "Voices from the Past," to name a few. Our intent is that kids will be encouraged to read beyond their usual taste and discover new passions. Children's staff works throughout the year to color code (dots) books that can then be easily pulled for these topic displays.

With the passing of both Eric Carle and Lois Ehlert last month, Teresa Douglas set up a display in honor of these iconic authors showcasing their books. The display was a popular one with many seeing their favorites from the two authors and checking them out to re-read.

Staff



The children's department welcomes new substitute associate Monica Weis to our staff. Monica is a newly retired first grade teacher with 33 years of experience. Her regular job is providing child care to her two absolutely adorable grandchildren, but she will also be on call to fill in when a substitute is needed in the children's department. We are thrilled to have Monica join us.

Volunteers

We have a great team of teen volunteers helping us this summer. They dive in with enthusiasm to whatever task we give them. Many of our summer activities would not be possible without the extra hands that these young people offer. The Library Foundation grant for outdoor summer programming provided PHPL T-shirts for volunteers to wear during programs and the young people wearing their splash of green have become a common sight at all of our programs.



Collection

Book bundles have been flying out the door this summer! It is not uncommon for us to notice many empty spots in the Book Bundles display after a morning rush of library visitors. Since it is summer we have been working hard to have many extra bundles prepared in advance and ready to go; we now have a wide variety of bundles piled up behind our desk. Teen volunteers who we know to be bookworms have also been tasked at times to assemble a bundle or two based upon their own interests so we can really tap into different tastes of the community.

Book Bundles

June 2021 children's book bundles	number of bundles	number of items in bundles
staff-created book bundles	105	513
special request book bundles	3	35
Total	108	548

Statistics

Adult & Youth Reference - Building Open	Totals
Youth Reference Ques. (In-person/phone)	1,813
<i>Youth Information Ques.</i>	23
Adult Reference Ques. (In-person/phone)	456
<i>Adult Information Ques.</i>	27
Email Reference Ques.	9
Chat Reference Ques.	10
<i>Chat Information Ques.</i>	5
Soc. Media Reference Ques.	9
<i>Soc Media Information Ques.</i>	4
One-on-One Tech Help	9
Value Line use	6
Study Rooms use	74
Faxes	11

Children's Virtual/Online/In-Person Programs	Facebook	Zoom	Activity	In-Person
Family Storytime (5 sessions)				443*
Make It Jr. grab and go distributed			555*	

Make It Jr. report back (drawing tickets)			118*	
Teen Volunteer Interviews & Orientations (7 sessions)				27*
Monday Summer Performers (2 sessions)				202*
Camp American Girl				75*
Reading on the Roof (2 sessions)				103*
Farmer's Market outreach				70*
StoryWalk at Village Park				68*
Total			673	988

Teen Volunteer hours for June: 147

Adult Virtual/Online/In-Person Programs	YouTube	Zoom	Activity	In-Person
Tuesday Afternoon Book Club (6/1)				7*
Mystery Book Club (6/2)				9*
COVID-19 Vaccine FAQ (virtual) (6/9)		1*		
Wednesday Afternoon Book Club (6/16)				10*
Gardening for Seniors: Pollinators in Pots (6/17)				24*
Make It! Craft Outdoors: Paint Pouring Art (6/23)				24*
Total		1		74

Teen Virtual/Online Programs	Facebook	YouTube	Zoom	Activity	In-Person
Rock Art for Teens (6/22)					15*
Virtual Escape Rooms (6/1-6/30)				199*	
Total				199	15

*** DPI Annual Report Programming Statistics**

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

Summer is in full swing, and the circulation department has seen an increase in check-outs and returns. New library card registration is has been particularly active; in June we issued almost double the number of new cards as in May! As they help our new patrons, the circulation staff members are eager to explain all the benefits associated with a library card. One of the most appreciated features is the new mobile app allowing patrons to check out, place holds, renew, and more with their phone.

The staff continue to work on RFID tagging whenever possible, helping the library to reach 33% of the collection completed. Meanwhile, they are continuing to teach patrons how to use the new RFID equipped self check machine.

Hard to believe that summer will be over shortly and the back-to-school rush will begin...

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

The Tech Services department spent some time in June working on the graphic novel project described on page 5 of this report. Our patrons who are graphic novel fans have long had a difficult time finding this collection buried in nonfiction, and having them relocated to their own genre section (between Fantasy and Classic Fiction) will make it much easier and more appealing to browse. Adult and teen services librarian Becca Werginz worked with tech services staff member Sue Posh to change the shelf location and subject heading stickers of 226 of these graphic books. Many thanks to Sue for her work on this project!

Manager Rachel Ruetz has interviewed and trained 6 volunteers who worked a total of 73 hours this month RFID tagging 8,395 books in our collection. We are grateful for their help and they have definitely made a dent in our collection as we reached 30% of our collection (or 29,505 books) done at the end of the month! We tagged the following sections during the month of June: Fantasy Fiction, Adult Graphic Novels, Christian Fiction, Classic Fiction, Science Fiction, Food, True Crime, Curiosities, Social Issues, and History.

Statistics:

Items processed: **673**

Volunteer hours (including RFID, processing, and managing the book sale room): **92**

Books encoded with RFID tags: **8,395**

STATISTICS FOR MONTH OF JUNE, 2021

	June	June 2020	YTD	YTD 2020	% change
ALL CIRCULATION	32883	30258	159241	124402	28.0%
PHYSICAL MATERIAL CIRCULATION	29882	27409	140656	106772	31.7%
E-MATERIAL DOWNLOADS	3001	2849	18585	17630	5.4%
HOURS OPEN	233	233	1282.5	861	49.0%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2590	14778
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2388	14861
Crossovers to PHPL from other library communities: +	6796	31949
Crossovers from Sussex to other CAFE libraries: -	954	5184
NET LENDING: 5640		26848

PHYSICAL CIRC:	Sussex	Other	TOTAL	2020
	11649	18233	29882	27409

Cards issued: 153

Reference questions answered: 2297

Informational questions answered: 59

Library visits this month: 8728

Materials purchased: 666
(year to date total:) 3496

Study Room usage 74

One-on-one technology lessons: 9

Fax Service: 11

Value Line: 6

Curbside pickup: 15

Meeting Room Use:

Quad Room: 18

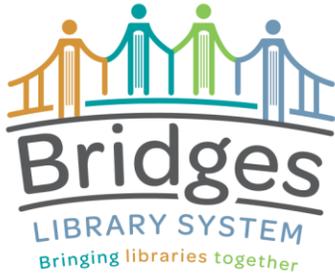
Small meeting room: n/a

INTERNET USE:** 264 sessions

TOTAL HOURS:** 151:43:00

AVG. SESSION:** 34.481 minutes

****wired access only**



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Pauline Haass Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 3, 2021

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to our office by August 31, 2021.

After a year-long planning process, the County Board approved new county library standards in 2017. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the new standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **send all pages (with original signatures on page 5) to our office by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library’s Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 103,477
- PLUS lending to other library community’s residents: 53,663
- DIVIDED by total circulation by your residents at all county libraries: 111,386

Your library’s LSER is shown in Table 1 below.

Table 1.

Pauline Haass/Sussex ’s Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
90%	141.08%	Yes

If your LSER ratio is higher than your listed target rate, you will see a “Yes” in Table 1 above and may skip to step 3 on this form. Please note, even if there is a “YES” listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a “NO” in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library’s previous year’s data to your Library’s *Minimums to Exempt*

Please review the data below gathered from your library’s 2020 state annual report and indicate whether your library will meet its minimum requirements in 2021.

Please circle “Yes” or No” in the last column in Table 2. **(Completing this table is required if LSER = “NO” in step 1.)**

Table 2.

Library	Pauline Haass/Sussex		2020 Municipal Population	11,373
Category	Minimum to Exempt	Library Actuals from 2020 annual report	Met Minimum during 2020?	Will Meet Minimum in 2021? (Circle one)
Materials Expenditures/Capita	\$5.88/capita	\$10.41/capita	Yes	Yes No
Number Hours Open/Week	55	51	No	Yes No
Budgeted Staff in FTE	10.20	14.52	Yes	Yes No
Collection Size	76,000	95,150	Yes	Yes No
Public Computers/Internet Access Devices	11	7	No	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Pauline Haass Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2021 (circle one)
Library board member orientations are provided	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library website includes key board/staff contact & meeting info	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library board conducts director performance evaluation	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library budgets for professional development	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>
Library has active strategic plan	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>

Please attach narrative for any items for which the library circles no and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five year planning period.

If your library has circled “no” for an item in a previous year in tables 2 or 3, circling “no” a second time **for that same item** may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2021.

Name of Library	Pauline Haass Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31 of this year.**