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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, March 16, 2022, 6:30 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of February 16, 2022 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) Space Needs and Facility Study updates: report and presentation from FEH Design
 - b) Revision of annual report to the state, reflecting year-end numbers: discussion and action
 - c) Designation of operating fund reserves: discussion and action
 - d) Remote Work Policy: discussion and possible action
 - e) Appointment of nominating committee for Board elections
- 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 February 16, 2022 Board meeting
Pauline Haass Public Library

Called to order: 6:33 p.m.

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

Bougie; Wagner motion to accept minutes of January, 2022 Board meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: No financial report for January.

Prepaid bills in the amount of \$801.31, P-Card bills in the amount of \$5,525.43, February 2022 bills in the amount of \$46,622.17, 2021 & 2022 bills in the amount of \$11,176.18, Closing 2021 expenses in the amount of \$14,949.63, and January 2022 expenses in the amount of \$71,216.00 accepted as presented by Vande Hei/Kojis motion; motion carried.

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

New Business:

The board discussed the Library's annual report to the state and the board accepted as presented. Vande Hei/Carran motion; motion carried.

The board reviewed the Space Needs and Facility Study updates from Loria and FEH Design. Loria presented a survey created by FEH to gather additional input, and the Board discussed several changes. Bougie/Kojis motion to publish the survey with the changes discussed; motion carried.

Loria presented information on the Pauline Haass Public Library Foundation.

Meeting adjourned at 7:58 p.m. by Roubik/Hacker motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

March 16, 2022

Director's Report to Library Board

If anyone would like to attend remotely this month, please let me know by Tuesday afternoon, and I'll set up a Zoom link.

Agenda Items

Space Needs and Facility Study Updates: On Thursday afternoon, I received the draft booklet from FEH containing many of the project deliverables. It's a very large file and not a finished document, so I will not include it in the packet itself. Please look out for a link to it in your email so that you can review the contents before the meeting. FEH will be there Wednesday to present information to you and talk about what still needs to happen before the project concludes. Our survey will be almost finished at that point (we have it set to close 3/18), and FEH will be able to share preliminary information on that as well.

Revision of annual report to the state, reflecting year-end numbers: The Library's books have closed for 2021, and we now have the final numbers needed for the state annual report. The only places where changes were needed were Section VI (library operating expenditures) and Section VIII (other funds held by the Library Board). I'm including copies of that page with the changes handwritten so that you can see exactly which items were revised. I will bring the full revised report to the meeting for the Library Board to approve and sign.

Designation of operating fund reserves: In 2021, the library received more operating fund (Fund 000) revenue than was expended. This was despite the fact that revenue came in under the projected amount, primarily due to changes in interest rates and decreased fine revenue. The surplus (\$39,277) moves into the Fund 000 reserves. After consulting with Finance Director Nancy Whalen, I am recommending increases to working capital, and I would like to discuss increasing the computer replacement & new technology fund. A copy of the reserves with the current designations and new total is included in your packets for review.

Remote Work Policy: As you know, I have been working on a policy that would allow remote work as a benefit of being a PHPL employee, contingent on good performance. Because this is a personnel related policy that details internal procedures, including ones related to technology security, I'd rather not include it in the board packet. I will send it to you separately for review before the meeting. Creating the policy has raised some questions and issues that I'd like to discuss before we finalize anything, and based on the results of our discussion, we can set up a meeting of the Policy Committee in late March or early April if we think more work is needed.

Non-agenda Items

Building Maintenance: The ice dam near the library entrance that I wrote about last month reformed in February and resulted in a leak in the corner of the Quad Room. This occurred after a quicker than average snow/thaw cycle (that tends to be when the problems arise), despite my attempts to prevent it by having Mark Eesley rake and shovel that portion of the roof after the snowfall. It's in a fairly unobtrusive spot in the Quad Room, as you'll see, and it is not nearly as bad as the damage in early 2021. Still, it will require a drywall repair, which I've been gathering quotes for. After review, I'm planning to go with the contractor who repaired our drywall in 2021; he did a really nice job for a very reasonable cost with minimal disruption and mess. He and I agreed that it makes sense to wait until the end of March at least to do the repair, just in case we have a repeat occurrence in that time.

In other roof news, Secret Strobl and I met last week with Rhett Surmon from The Garland Company; he is currently doing some work with the Village on a Public Works facility and comes highly recommended by the staff over there. He has offered to do an inspection of the roof and recommend interim solutions to help bridge the gap between now and a larger roof project. There is no cost associated with the initial inspection and provision of recommendations, so I think it is worth getting another opinion and perhaps some new insight. I am working to provide him some information to get started and can update you further at the meeting.

Continuing Education: Our newest Youth Services staff member, MJ Jorn, who had no previous work experience in a public library setting, has been diligently sharpening her skills through continuing education opportunities including *How Psychology Can Help People Follow the Rules Voluntarily* and *Unattended Children: How to Talk to Parents About Their Children's Behavior*, both presented by Ryan Dowd. Dowd is a popular speaker on many topics relevant to libraries and his trainings are available through funding provided by the Bridges Library System to all member libraries. Katie Mueller creates most of the decor for the summer reading program, so she whetted her creativity by attending the *Catch the Wave* webinar which featured the summer "Oceans of Possibilities" theme. All children's services staff attended the 3.5-hour CPR training offered through the Village of Sussex. The children's staff also held their annual summer reading program planning meeting February 15.

Digital Collections Update: As you'll probably recall, in 2020 we digitized a collection of materials related to Sussex's schools and their history, highlighting the everyday lives and special moments of students in Sussex from the late 19th century to the early 21st century. This project was done with the help of some very dedicated volunteers and in partnership with the Sussex-Lisbon Area Museum and with Recollection Wisconsin, which houses the digital collection. You can get to it and learn more about it [on our website](#). Recently, Rachel Ruetz alerted me that this collection had 69,000 page views in 2021! That number comes from Google Analytics reported by Recollection Wisconsin. It's fantastic to hear that this resource is being so well utilized. If you haven't checked it out before, I recommend you do so! You'll find it [here](#).

Library of Things Collection Planning: Jennie Bahnaman, Rachel Ruetz, and I continue to work on this project, which we've decided to kick off by offering board games for all ages. Interestingly, we've received a number of requests for board games recently through our community survey and in-person at the reference desk, so this launch is coming at a good time.



We are now enrolled in The Board Game Barrister's "Games for a Good Cause" program that I mentioned last month, providing us a nice discount on games. Jennie found an ALA Game On! Grant that encourages libraries to start a gaming collection; this would allow us to supplement the funding from the operating budget. We've applied and should find out if we've been awarded the grant in the coming months. Meanwhile, we have purchased a starter collection of games, and Sue Posh from Tech Services is hard at work with Rachel on reinforcing and packaging everything to last through many uses.

Library Lovers Month: February is "Library Lovers Month," and we marked it at PHPL with a display and one of the planned reduced fine events from our Strategic Plan Activities. Circulation staff did a great job promoting the reduced fine day in advance during patron interactions. Jennie Bahnaman and I created the display at the entrance of the library where patrons could pick up library swag (provided to us by the Bridges Library System) and contribute post-it notes with their own words stating how the library impacts their lives. We received 140 entries from library loving patrons! Here is just a sampling of the responses:



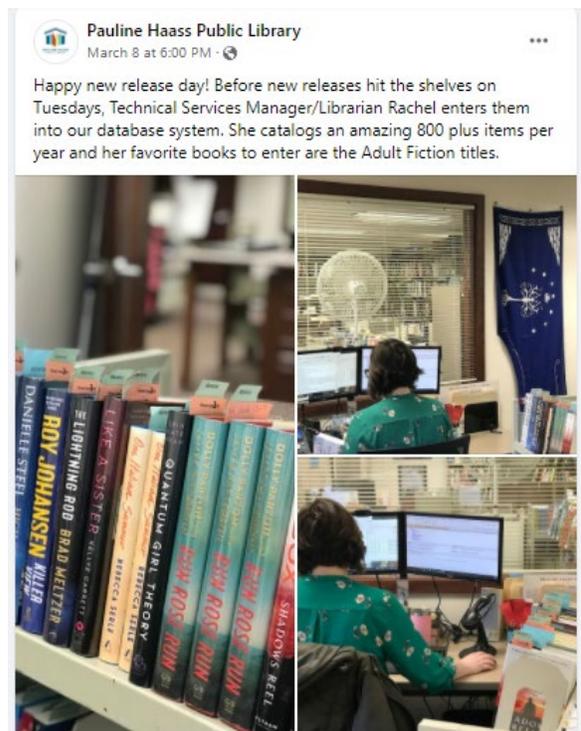
- "It helps me travel the world <3"
- "Warm, welcoming place filled with great people. The library is the heart of the community! Love Libby & Hoopla. "
- "I love Storytime!"
- "The Library is where I go to exercise my brain"
- "The best place! And this library is the friendliest!"
- "We 6 all LOVE books and the library saves us so much! Thanks."
- "I couldn't teach my 4K students without you!"
- "Everyone that works here is so helpful and friendly. Best part of coming to the library."
- "Books for Free! Being able to rent wifi for work <3"
- "Great service always with a smile :)"
- "I love books, they make me excited and curious!" – Caroline
- "My favorite place <3"

- “It gives me something to do when I'm bored.”
- “Love the selections! :)”
- “It helps me get books my school doesn't have” – Greta G.
- “I am able to research my family history with Ancestry and newspapers.com!”
- “Learned a new craft with friends here”
- “Not only do I love the library but all the workers & library personnel as well.”
- “A quiet space to RELAX!”
- “The books that I find here always inspire me. It's like I'm on a different planet.” - Kensie
- “The library is a daily resource for us! Books, videos, consumer reports online, ancestry, Libby for e-audiobooks, e-magazines. What a BARGAIN for our tax dollars! <3”
- “Thank you for all the friendliness and helpfulness when a question is needed. :) Thank you for the use of computers!!” – Amy
- “Helps me to be a lifelong learner- plus I can get lost in a great story <3”
- “One of my FAVORITE places to be (love my rocking chair)” – Kathy
- “A world of imagination and knowledge” – “2nd grade”
- “Reading is fun so fun fun fun fun FUN.”

Forgive me if that got repetitive, but I think it’s important to see how the same sentiments are echoed over and over: patrons find value knowledge, inspiration, and escape the library provides; people relish having a comfortable, appealing space to visit; a welcoming staff makes a big difference in someone’s experience; and boy, do people love reading. It’s been nice to have those messages up for anyone to see while visiting the library. Temporary Librarian Loribeth Isola also designed a social media campaign to help spread the great feedback we received.

Marketing and Communications: Lisa Ponto (Administrative Services Manager) has taken the lead on social media while Becca Werginz (Adult & Teen Services Librarian) is on leave, and she’s been doing a fantastic job. She has been promoting the FEH Space Needs Study Community Survey and continuing many of our more popular features such as What Are You Reading Wednesdays and Friday Reads. Lisa has also been promoting more behind-the-scenes library stories, highlighting the arrival of new materials and how staff process them before they go into the collection. Lisa also worked with Loribeth on the February Library Lovers Month social media campaign.

Staff: The maintenance position has been posted and Secret Strobl and I are reviewing candidates as we receive applications. We had a couple of

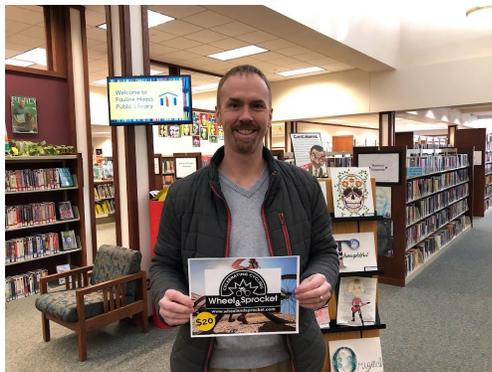


interviews this past week and have a few more lined up next week. I will provide more updates on this at the meeting.

Meanwhile, Mark Eesley has resumed Wednesday afternoons/evenings at the Library, filling in on various maintenance tasks. Recently he replaced most of a toilet that would not stop running, cleaned the drains in the bathrooms and maintenance rooms, raked/shoveled the roof and worked with Parks on Call to get rid of the ice dam, and repaired the staff water fountain. All that to say, Mark's help during this period has been crucial and I'm very thankful for his willingness to fill in! Our Circulation Clerk and jack-of-all-trades Carol Eckes has also been filling in with maintenance tasks one morning a week, and she is helping the Civic Center with some of their setup/teardown needs created by this vacancy. A big thanks to Carol as well!

Jennie Bahnaman, Assistant Director/Adult Services Manager, reports on Adult and Teen Services activities for February 2022:

IditaRead Winter Reading for Adults and Teens



The IditaRead Winter Reading Program ended on Friday, February 25. Inspired by the 27 stages of the Iditarod Race, teens and adults were challenged to complete 27 hours of reading between January 17 - February 25. They earned one raffle ticket for each hour read, and readers participated online using Beanstack or using a paper log.

Our participation for this year includes 23 teens (compared to 17 in 2021); 12 teens completed the reading program by reading 27 hours (compared to 7 in 2021). Altogether, **teens read a total of 456 hours**. We had 112 adults participate (compared to 82 in 2021) and 43 complet the program by reading 27 hours (compared to 26 in 2021). **Adults read a total of 1,127 hours**.



Adult/Teen Programs & Services

Make It: Forest Creature Keychain

On Wednesday, February 23, we had 17 adults in attendance at our Make It: Forest Creature Keychain event. Patrons learned hand sewing skills such as the running stitch and made adorable keychains for themselves or as a gift. Our attendees provided feedback in our follow-up survey, sharing what they enjoyed most about the program. One patron said they enjoy

“time to talk with friends while having fun creating” and another patron mentioned they enjoy “coming together as a group.” That’s certainly something we’ve observed at the programs themselves, which are lively social events. There is one couple that regularly attends, often with friends, and they have told us this is their “date night.” We also see a great mix of ages in the Make-It programs, from younger adults to retired folks.



American Heart Month

Loribeth Isola (Temporary Adult & Teen Services Librarian) created an American Heart Month display for February, sharing books and other helpful resources for patrons to learn about heart health. Staff wore red on Friday, February 4 “National Wear Red Day” to support American Heart Month.



Palentine’s Day for Teens

Loribeth also led this month’s teen program for grades 7-12. We had 5 teens in attendance who

enjoyed a variety of different activities - mug decorating, DIY hot cocoa kit, friendship bracelets and more.

Valerie Johnson, Children’s Services Manager, reports on Children’s Department activities for February 2022:

Around the Department

The train table is back! The ever-popular train table has been returned from storage and is back in its old spot as if it had never left. The kids who love the train are overjoyed to see their old friend returned. The heavily played-with toys are misted daily with a toy sanitizing spray.



Programs

IditaRead and **IditaRead Puppies** wrapped up at the end of February. Throughout the month kids visited the library to move their dogs on the map and collect their prizes for finishing. This year every participant who finished received a prize. IditaRead finishers chose two items from a prize chest filled with fun items such as bounce putty, dog figurines, scratch off bookmarks, and fun pencils. Puppies who finished received a mini bubble tube in their choice of color and also a sheet of glow-in-the-dark temporary tattoos. Each program showed an increase in registration and number of completions as well as total minutes read from the 2021 event.

Storytime continues to fill to maximum registration numbers every week. We had a very special compliment for one of our story presenters, Victoria VanZile. A family that moved away from the area reached out on our Facebook page to say, “We miss your library so much, ESPECIALLY Ms. Victoria’s story times.”

Since its launch last September, there are five children who have finished the **1000 Books Before Kindergarten** program! Earning special animal-themed prizes along the way, the excitement builds and the little ones add stars to the trail of hundreds until finishing and earning the best prize of all—a beautiful new book to keep.



Doggy Tales

Dakota the Golden Retriever is back and eager to listen to kids read to him this month. From the moment sign-up began the available Doggy Tales reading slots quickly filled. Dakota has been such a great library

ambassador and a sweet companion for kids who need practice reading aloud as well as kids who just need some doggy snuggle time.

Harry Potter Book Night

Harry Potter Book Night was back in the library this year! Last year, because of the pandemic, we had an adapted take-home program. The buzz for this year's Harry Potter Book Night started early as many people expressed excitement, and Children's Librarian Teresa Douglas was busy planning a fun night for all in the months and weeks leading up to the program.

Many fan favorite activities such as Potions Class (making aroma therapy play-doh), Wand Making, Quidditch, and a Find-the-Snitch Scavenger Hunt returned, and new activities such as Care of Magical Creatures (owl making) and Ministry of Magic Mail Delivery were introduced. A great time was had by all with a total of 211 people attending the program.

We received many positive comments afterwards.



SewXO

In November 2019, our library was awarded \$966.00 in grant funds for the *Sequences and Stories Connected Learning and Computational Thinking in Youth Services* project administered by the Wisconsin DPI's Division for Libraries and Technology. Val's Johnson's proposal, "**SewXO: Sewing Machines for Tweens and Teens,**" outlined the purchase of two sewing machines and supplies for kids to learn machine-sewing. Originally intended to begin spring 2020, the program—which could be offered in-person only—was obviously postponed. Now that in-person programs are back, the SewXO program has officially begun. Beginning February 7 two small group classes were launched: "Meet the Sewing Machine" and "Sewing with Circuits." In just these two classes, kids learn a lot about technology. They get their hands on the machine after a brief introduction to how it works, and then they learn about creating a complete circuit connected to a power source in order to turn on an LED light sewed into their wristband bracelet. All sessions have filled quickly.

Within a few weeks a **Girl Scout** troop from Maple Elementary asked to join the SewXO fun. On February 28 they had their own Meet the Sewing Machine class with Val, caught on very quickly, and made a plethora of fabric bookmarks.

Kids' Choice voting started February 14.

This is a library/school partnership that challenges students in grades 4–6 to read up to 15 books from a pre-chosen list and then to vote for their favorites. The Kids' Choice list is compiled every year from titles nominated by the kids themselves. The program is managed by the public library and we provide multiple copies and formats of the books. The school promotes the program and students usually vote at school on their library computers. Once a vote is cast, however, a message pops up. It tells the voter to visit their public library and give us a provided secret password in order to receive a reward. This year we are giving out coupons donated by Kwik Trip for a free slice of pizza. (Thanks, Kwik Trip!) For the first time this year, we are also rewarding kids with their choice of a copy of a book from a past Kids' Choice contest, of which we sometimes have extra copies.

Collection

Weeding was done in the children's biographies section and continued ongoing in all fiction sections.



Children's book bundles	number of bundles	number of items in bundles
staff-created book bundles	64	279
special request book bundles	1	7
Total	65	286

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	473
<i>Youth Information Ques.</i>	6
Adult Reference Ques.	346
<i>Adult Information Ques.</i>	137
One-on-One Tech Help	36
Value Line use	3
Study Rooms use	66
Faxes	9

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (11 sessions)		402	
Family Storytime Grab and Go			263
Harry Potter Night attendance		211	
Harry Potter Scavenger hunt participation		34	

1000 Books Before Kindergarten new registrations			17
LabTime (4 sessions)		9	
Doggy Tales (1 session)		3	
Sew XO classes (2 sessions)		13	
Group visit: Girls Scouts 2/28 (SewXO class)		18	
Firsties February video views			38
Firsties Parent video views			2
Firsties other video views (past videos)			11
Firsties & Secondies visits (4 school/31 classes)		73	
Total		763	331

1000 Books Before Kindergarten total books read: 2,009

Teen Volunteer hours for February: 23

Adult Virtual/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
February is Library Lovers Month (2/1-2/28)			140
Tuesday Book Club (2/1)		7	
Mystery Book Club (2/2)		12	
Wednesday Book Club (2/16)		9	
Make It: Forest Creature Keychain (2/23)		17	
IditaRead Winter Reading (1/17-2/25)			112
Total		45	252

Teen Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Palentine's Day (2/14)		5	
IditaRead Winter Reading (1/17-2/25)			23
Total		5	23

Jennifer Steffes, Circulation Manager, reports on Circulation activities for February 2022:

Valentine's Day saw the next Half-Off Fines Day which was once again received with much enthusiasm. \$195 was forgiven and just over \$200 in fines was collected that day. This allowed many patrons to clear their accounts and begin using the library again. Early advertising for the event helped to create interest, as well as appreciation, for the special day.

Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for February 2022:

Manager Rachel Ruetz attended a Café Cataloger's Meetup on Tuesday February 15, where the catalogers discussed edition statements for board games, release notes for Polaris 7.1, cataloging self-published works, and new Library of Things codes, among other topics.

Rachel also attended the Innovative Idea Lab Overview presented by Beth Bechtel and Shawn Carlson on Wednesday, February 16th. The Idea Lab is an online portal for users to share ideas that could improve our public catalog, Polaris, and Leap. Beth and Shawn taught us to submit ideas, work on themed challenges, and check out the Innovative "roadmap" to see forthcoming features and enhancements.

Sue Posh and Rachel Ruetz began work on processing the newest addition to the library: board games! These will be especially complicated due to the many pieces included in each game, but our department is up to the challenge! More on this collection is included in the non-agenda items portion of this report.

Statistics:

Items processed	780
Volunteer hours (including RFID, processing, and managing the book sale room)	17
Materials encoded with RFID tags	1897

STATISTICS FOR MONTH OF FEBRUARY, 2022

	Feb. 2022	Feb. 2021	YTD	YTD 2021	% change
ALL CIRCULATION	25281	24845	51984	45773	13.6%
PHYSICAL MATERIAL CIRCULATION	22127	21839	45295	39506	14.7%
E-MATERIAL DOWNLOADS	3154	3006	6689	6267	6.7%
HOURS OPEN	227.5	200	476	328	45.1%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2582	5439
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2196	4669
Crossovers to PHPL from other library communities: +	4820	10039
Crossovers from Sussex to other CAFE libraries: -	1281	2540
NET LENDING: 3153		6729

		Sussex	Other	TOTAL	2021
PHYSICAL CIRC:		9014	13113	22127	20928

Cards issued: 79

Reference questions answered: 819

Informational questions answered: 143

Library visits this month: 9425

Materials purchased: 638
(year to date total:) 1328

Study Room usage 66

One-on-one technology lessons: 36

Fax Service: 9

Value Line: 3

Curbside pickup: 12

Meeting Room Use:

Quad Room: 36

Small meeting room: 11

INTERNET USE*: 294 sessions

TOTAL HOURS:** 200:39:00

AVG. SESSION:** 40.949 minutes

WI-FI - INTERIOR: 966 clients

WI-FI - EXTERIOR: 129 clients

Designation of General Fund (Fund 000) reserves

General Fund (Fund 000) reserves available as of 12/31/2021, per Village Finance Director	\$756,749	Comments
WORKING CAPITAL at 16.67% of 2022 operating budget Increase by \$4,222 to maintain 17% from last year. \$17,190 brings us to 18% and \$30,171 to 19%.	\$216,472	VOS keeps 3 months operating costs on hand, but this includes their depreciation fund. Similarly, what we have here could be supplemented by fund 410.
VACATION PAYOUTS upon separation, beyond capacity of regular budget	\$38,000	If vacant position is filled quickly, there is no or little saving on salary/wages. Person leaving may be due current year's unused vacation plus what has been earned during the year (and ordinarily used in the following year).
UNEMPLOYMENT INSURANCE PHPL does not pay into the unemployment fund. This designation is to cover a potential obligation if an employee were to leave the organization. In addition, if part-time staff (most of our staff) lose their <i>other</i> job, PHPL must pay our proportionate amount of their unemployment compensation.	\$20,000	Re-build to \$20,000.
INSURANCE DEDUCTIBLE to cover the deductible if we have a claim	\$10,000	Re-build to \$10,000
CAFÉ & Bridges overages, because PHPL annual budget is submitted well before CAFÉ & Bridges budgets are set.	\$10,000	Re-build to \$10,000.
COVERAGE FOR EXTENDED STAFF SICK LEAVE (If a staff member with significant accumulated sick leave were to take a long-term medical leave, we would be paying wages for both the employee and a substitute.)	\$40,000	Re-build to \$40,000. Earned sick leave can accumulate to 960 hours, and more than one staff member could be on medical leave.
LEGAL FEES	\$60,000	Re-build as necessary to keep at \$50,000.
FUTURE NON-CAPITAL EQUIPMENT & FURNISHING REPLACEMENT OR REPAIR (budget line 80610) e.g. automatic door openers, media cleaners, refrigerator, drinking fountains, etc. To smooth budget bumps for these expenditures & enable replacement when failure of item was not anticipated at budget time.	\$25,000	Re-build to \$25,000.
SELF-INSURANCE FOR REPAIRS TO SECURITY SYSTEM, SELF CHECK MACHINE, AND OTHER EQUIPMENT , beyond regular budget	\$20,000	Re-build to \$20,000.
BUILDING MAINTENANCE and BUILDING SYSTEMS MAINTENANCE overages, to supplement E000-61700 and E000-62150 when an unexpected amount of building or systems maintenance is needed in a given year.	\$90,000	Re-build to \$50,000 or higher.
INTERIOR PAINTING , as needed	\$6,000	Re-build to \$5,000 or higher.
CONSULTING/OUTSOURCED PROJECTS , with Board approval	\$110,000	Anticipating building assessment and building expansion studies. Possible need for next round of strategic planning.
GAS or ELECTRIC OVERAGES to supplement E000-61300 and 61400 as needed.	\$3,000	Re-build to \$3,000.
COMPUTER REPLACEMENT & NEW TECHNOLOGY FUND This amount has not been updated significantly for several replacement cycles. Consider updating to account for increased technology in library services, whether circulating, in-library patron use, or staff use.	\$34,000	Moved to lease environment in 2020; this line is intended to cover a possible switch back to outright purchasing next replacement cycle (2024).
DIGITAL SIGNAGE REPLACEMENT and additions	\$10,000	Re-build to \$10,000.
SHELVING & EQUIPMENT CHANGES and additions for materials collections	\$25,000	Re-build to \$25,000
UNDESIGNATED	\$0	
	\$717,472	