



N64W23820 Main Street
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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, April 20, 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 March 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) Report of nomination committee
 - b) Resolution 2022-01 Amendment of 2022 Budget: discussion and possible action
 - c) Annual review/approval of Allowable Cost Worksheet for county funding purposes: discussion and possible action
 - d) Space Needs and Facility Study updates: discussion and possible action
 - e) Annual review of Investment Policy: discussion and action
 - f) Circulation Policy Update: discussion and action
 - g) Capital Plan update: discussion and possible action
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

Adele Loria, Library Director

Minutes of March 16, 2022 Board meeting
Pauline Haass Public Library

Called to order: 6:30 p.m.

Roll call: Bougie, Carran, Hacker, Jilling, Kojis, Roubik, Schultz, Vande Hei, Zoellick present. Also present: Adele Loria, Library Director, Jennie Bahnaman, Assistant Director, and Christy Monk, FEH. Absent: DeLonge, Wegner.

Bougie; Jilling motion to accept minutes of February 16, 2022 Board meeting as presented; motion carried.

Comments from citizens present: none.

Carran/Roubik motion to move new business item a. to be discussed before communications received; motion passed. Christy Monk from FEH Design presented updates on the Space Needs and Facility Study. Discussion followed; no action taken.

Communications received by Board members or Director: none.

Financial report:

Prepaid bills in the amount of \$0, P-Card bills in the amount of \$3,022.40, March 2022 bills in the amount of \$12,481.69, and February 2022 expenses in the amount of \$79,584.14 accepted as presented by Vande Hei/Schultz 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 revision of the Library's 2021 annual report to the state reflecting year-end numbers. Following discussion, Jilling/Carran motion to approve the revision as presented. Motion carried.

Following discussion of the designation of the operating fund reserves, Kojis/Schultz motion to increase computers and new technology line by \$11,000 and designate the remainder to working capital. Motion carried.

The remote work policy was discussed; Bougie/Carran motion to accept with the changes discussed. Motion carried.

President Bougie appointed Hacker and DeLonge to the nominating committee for Board elections.

Meeting adjourned at 8:47 p.m. by Roubik/Hacker motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

April 20, 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

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.

2022 Budget Amendment: As previously discussed, the Bridges Library System method for providing Hoopla funding to member libraries changed from the one used in 2021 (Bridges paid out of a single pot until it was exhausted, and member libraries paid the costs directly for the remaining months that year). In 2022, Bridges allotted each member library a grant based on service population to offset Hoopla costs, with each library paying its Hoopla costs directly for the entire year. I neglected to include that grant amount in the 2022 projected revenues; now that the 2021 books are closed for the year, the Village finance department has advised that we amend the budget to reflect both the grant received from Bridges in our revenue, and the corresponding direct Hoopla spending in our operational expenditures. The budget resolution included in your packets allows for this change.

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 2021 actuals are those are taken from our final 2021 annual report. The 2022 projections are requested for planning purposes. By approving the spreadsheet included in your packets, the board is verifying that the numbers there match the 2021 revised annual report and the 2022 budgeted numbers. Note that it includes the budgeted expenditures and revenues approved in December 2021 (\$1,298,123); provided that the budget amendment in the previous agenda item is approved, we will amend that amount to the new budget total (\$1,300,600) on the Allowable Cost Worksheet before approval.

Space Needs and Facility Study Updates: Since our last meeting, I have been working with Christy Monk from FEH Design on the revisions discussed at that meeting. You all should have received a link to the project book; it's a very large file and almost 300 pages, so I have opted not to include it in the packets. Christy will be available via phone at our meeting next week to

answer any remaining questions and participate in discussion. Once the Board approves the project book as a finished deliverable, it will be printed and bound (up to 5 copies per our agreement with FEH). During this agenda item we can also discuss with Christy whether and when we would like to plan on a final presentation to the Board.

Annual review of Investment Policy: The Investment Policy is one that the Board reviews and either re-approves or revises annually. I consulted with Village Finance Director Nancy Whalen regarding any suggested revisions, and she advised that no changes are necessary this year. I have attached the current policy for discussion and action. Once approved, I will need the signatures of our Board President and Vice President on Appendix A.

Circulation Policy Update: As our Library of Things collection grows, we must update our Circulation Policy to reflect the new material types available and their loan periods. More specific instructions for each item need not be included in the policy (it would be far too long and in constant need of revision). Thus the changes you'll see in the draft policy included in your packets are minor. During this agenda item, however, we can discuss other changes, suggestions, or issues you have as you review the policy.

Capital Plan Update: 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. I will bring copies of the plan for discussion and review, as the format is easier to view in print.

Now that we are concluding our FEH study and public engagement process, we are in a position to discuss altering our approach to the capital plan. This will depend on how closely the Board wants to follow the recommendations of the public, how soon it wants to pursue next steps, and how much it wants to invest in short-term improvements. I have incorporated the items that FEH marked as "urgent" or "required" into the Capital Plan for consideration. Some questions I would ask you to consider and be ready to discuss:

1. Should the approved projects for 2022 be adjusted in any way? I am specifically thinking of the teen area furniture replacement; the FEH short-term solutions include a larger teen area project. We can consider adding portions of that to this year's project, or delaying the furniture purchase to be done at a later time with the rest of a larger project. Making no changes to this year's project is also an option.
2. Should some of the items FEH identified as urgent (i.e. posing a threat of water intrusion) be added to projects for 2022? Or if not this year, 2023? Whether or not to do them at all will depend on the cost of the project versus the costs of potential damage.
3. Accessibility (ADA) fixes must be done, but there is probably a spectrum of how thoroughly they must be addressed. Bathrooms are a good example of this.
4. Given our general strategy going forward, are there items currently listed on the plan that should be removed altogether?

Non-agenda Items

Access Video on Demand

We have a new streaming option available for patrons that we began promoting more heavily in March. [Access Video On Demand](#) offers thousands of documentaries, indie films, TV shows, and educational videos, from PBS, National Geographic, ABC News, HBO® Documentary Films, and more. No holds, no limits. There is also an Access Video on Demand Just for Kids option as well. This service is a system-wide one, and it includes public performance rights, so we hope to eventually incorporate it into our program offerings.



APL Directors Group: At the APL meeting in March, I presented to the group along with Jefferson Public Library Director Melissa Anderson on the Inclusive Services Cohort that we've been part of for the past year. The cohort has worked through the DPI's [Inclusive Services Assessment and Guide for Wisconsin Public Libraries](#), meeting each month to keep each other on track, discuss questions, and share ideas. Melissa and I provided tips on working through the guide along with examples of the projects that it inspired at participating libraries.

Building Maintenance: The search for a full-time maintenance coordinator continues, with a couple of interviews coming up in the next week. Meanwhile, Mark Eesley continues to make good progress on our list of projects and Carol Eckes is helping out one morning a week once again. I have scheduled the drywall repair in the Quad Room for this coming week.

Continuing Education: Jennie Bahnaman attended the **Public Library Association (PLA) Conference** in Portland, OR from March 23-25. This was the first in-person national conference for the organization since the beginning of the pandemic. Jennie reports: "Conferences in general are energizing and inspiring, but the national PLA conference usually goes above and beyond expectations! I was extremely fortunate to attend this year. Panel topics included: building clear and kind boundaries when providing outreach services, offering dementia friendly library services, libraries as privacy advocates, how to start a seed library, creating effective content marketing, and how public libraries can better serve aging adults."

One of our strategic plan activities this year is to explore fundraising and revenue-generating opportunities. With some revenue lines dropping in recent years (most significantly, interest, though fines and fees are down, too), securing grant funding is one way to make up some ground. To that end, Lisa Ponto, Jennie Bahnaman, and I are all taking a six-part webinar series on the topic. Webinars in March, April and May will focus on fundraising through grants, and

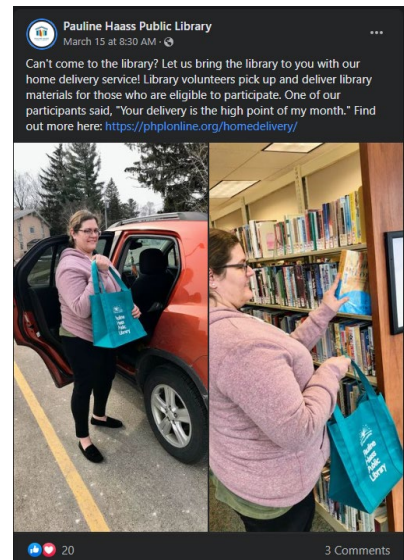
September, October and November will focus on fundraising in your community. In the March webinar (**Finding and Applying for Grants: A Recipe for Success Confirmation**) we learned how to prepare for writing a grant, about possible partnership opportunities, what to expect during the writing process, and how to follow up. The presenter also shared resource ideas on where to find grants.

Jennifer Steffes, Circulation Manager, attended the webinar “**8 Keys to Boost Employee Engagement and Well-Being**,” focused on creating a positive workplace for employees to flourish. She also completed the UW Madison iSchool course “**Libraries and the Customer Experience**,” designed to inspire a more complete customer service experience for patrons, as well as employees. In addition to using this knowledge in her department supervisor role, Jennifer will present her takeaways from the course to the entire staff on Staff Development Day in May.

In the Children’s Department, Victoria VanZile and MJ both attended the annual “**Middle-Grade Magic**” event presented by School Library Journal. The event included keynote speakers (authors B.B. Alston and Tae Keller) and information and perspectives on new books for kids in the elementary grades. MJ Jorn also attended the following trainings:

- “**Oceans of Possibilities—In Our Backyard**,” originally presented by the South Central Library System. This webinar brought topics of the Great Lakes watershed to consider for our summer reading theme.
- “**Inspirations from Reggio Emilia for a STEM-Infused Environment**,” a webinar presented by Dr. Vicki Carper Bartolini. Reggio Emilia is a project-based preschool and early childhood education approach. MJ learned the importance of incorporating STEM literacy into early childhood education and gained some ideas that could be used in our KidsLab.

Marketing and Communications: Lisa Ponto (Administrative Services Manager) continues to highlight our services and those involved on our social media platforms. In this post she promotes our Home Delivery Service and highlights our volunteer, Tanya. Teresa Douglas (Children’s & Adult Librarian) has also been helping with social media posts for the Children’s Department highlighting recommended reads.



Outreach and Community Involvement: On March 16 I attended the Community Summit, a meeting of local organizations including the library, school district, sheriff’s department, local churches, Sussex Outreach Services, and more. The group meets to share resources and consult about current issues, as well as advertise upcoming events and service offerings. Traditionally we’ve always met at one of the school district offices, but going forward the group agreed to rotate to other locations. I volunteered PHPL for our next meeting in October, which will provide a good opportunity to familiarize or reacquaint attendees with the library.

Jennie Bahnaman visited with the residents of Brookdale Senior Living on Monday, March 21. In her presentation she provided a photo tour of the library and staff, and information about the library resources and events.



On March 29, Jennie Bahnaman and I met with staff members from the Courtyard Senior Living facility that opened in Sussex earlier this year. They are still working on staffing the building and as a result, do not have many residents at this point, but expect that to change soon. They are excited to collaborate with us and we discussed having a monthly book delivery as an extension of our Home Delivery Service, presenting programs over there, and connecting residents with other library services.

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

Adult/Teen Programs & Services



Air Fryer Basics

Lisa Ponto (Administrative Services Manager) and Kathy Duvall (Circulation Clerk) led an air fryer cooking demonstration on Thursday, March 17. We had 41 people in attendance. Lisa and Kathy talked about the difference between air fryers, recommended easy recipes, and shared samples with the audience. In our program feedback survey, attendees reported that they thought the program was very informative and entertaining, and that the presenters did a nice job engaging the audience.

Make It: Macramé Plant Hanger

Rachel Ruetz (Technical Services Manager) led a group of 24 attendees in making macramé plant hangers for our March Make It. Attendees learned how to make gathering knots and

overhand knots to create their simple hanger. They could also take home a cutting of a spider plant, soil and a clay pot. In our program survey attendees reported that they enjoyed the creativity, the atmosphere, and how well organized it was.



Memory Screenings

Jennifer Harders, a Dementia Care Specialist from the Aging and Disability Resource Center (ADRC) of Waukesha County, hosted a full day of 9 memory screening appointments at PHPL on Tuesday, March 15. A memory screening is a wellness tool that helps identify possible early changes in memory and cognition. Jennifer mentioned that the memory screenings she held recently have filled quickly, and how there seems to be a real need for them. We will schedule another Memory Screening with her this fall. This program is offered in partnership with the Library Memory Project.

SEWI Adult Program Meetup

The Southeastern Wisconsin (SEWI) Adult Public Programming cohort met in person (for the first time in a couple of years) on March 29 at the New Berlin Public Library. SEWI is sponsored by the SE Wisconsin public library systems: Arrowhead Library System, Bridges Library System, Kenosha County Library System, Lakeshores Library System, Milwaukee County Federated Library System, and Monarch Library System. Assistant Director Jennie Bahnaman attended and came away with some good ideas. The group discussed programs and services for older adults, technology-challenged people, and younger adults (20's and 30's). They also discussed passive programs. Ideas ranged from programs on downsizing, one-on-one tech appointments, how to have a side hustle, and hosting a plant exchange.

Collection Activities

Lori Isola (Adult & Teen Services Temporary Librarian) has been training with Jennie Bahnaman on weeding our Adult Non-Fiction collection. She finished weeding our computer section and is currently working her way through the relationships collection.

Teen Services

Community Coloring Table

Lori Isola (Adult & Teen Services Temporary Librarian) has been working on ideas for passive activities for teens in the library. She set up a community coloring table in the Teen Area. Many of our library visitors have enjoyed getting creative and contributing to our coloring efforts!



Teen Trivia

Teresa Douglas (Children's & Adult Librarian) organized our Teen Trivia Night on Wednesday, March 9. Fifteen teens were in attendance. Most came with teams and had a lot of fun with the range of questions and trying to pick the correct

answer from the multiple choice options. The winning team was awarded a Starbucks gift card as well as the book "Stuff You Should Know: An Incomplete Compendium of Mostly Interesting Things" which comes from the podcast "Stuff You Should Know" so our team can study up on interesting facts for our next trivia night.

Valerie Johnson, Children's Services Manager, reports on Children's Department activities for March 2022:

Around the Department

Youth Art Month provided a month-long gift of color and beauty throughout the library with the annual exhibit of children's art from the Hamilton School District. Art teachers from all seven schools spend several hours setting up the exhibit prior to March 1. This endeavor involves ladders, measuring tools, display hardware, and lots of tape. The art teachers showed their appreciation for the library staff support during this time by bringing us a gift of doughnuts. The teachers are: Jay Bergemann (Templeton), Katie Cormican (Marcy and Lannon), Maria Grewe (Templeton and Silver Spring), Derek Malcore (Hamilton), Amber Skaros (Silver Spring), Brianne Strelow (Hamilton), Becky Vaughn (Woodside and Lannon) and Christine Woywod Veettil (Maple and Lannon). We appreciate their hard work and the treat of having the children's art with us during the month of March.

Programs



Youth Art Reception

The reception was held Thursday, March 3 with nearly 700 guests attending. Parents, friends, and relatives of the young artists enjoyed the festive get-together while viewing art, photographing their artists, and chatting with the art teachers of the district. The hard-working Friends of the Library graciously provided cookies and juice refreshments. This year's exhibit and reception were coordinated by children's associate Katie Mueller.

Stuffed Animal Sleepover

It has been a few years since the stuffed animals of the community were invited to sleep over at the library, but the popular event came back this month. Kids dropped off their stuffed animals Thursday, March 31, after making them an ID collar or wrist band. The stuffed animals were to be picked up the next day after spending a peaceful night sleeping at the library. At least sleeping was the plan. Facebook posts revealed that the stuffed animals engaged in shenanigans throughout the night: playing on computers, riding the train, eating the plants (those dinosaurs!), and cooking food in the play kitchen. The sleepy animals went home the next day tired, but with great memories and new friendships made (the unicorns were a little clique-ish, but the dogs made friends with everyone!). Families were able to follow along on Facebook and we saw a lot of engagement with these posts. A big thanks to Jennie Bahnaman for taking over the staging of these activities when the staff member facilitating the program went home sick. She had help from our irreplaceable Children's Sub Monica Weis, and both the staff members and all those who followed along online seemed to have a great time.



LabTime in the KidsLab

Wednesday afternoon **LabTime** has been open since the beginning of 2022 to provide STEAM-based activities for kids in third grade and up. Teen volunteers are invited to help supervise these activities, and when a volunteer is on duty kids can drop in until 6:45 pm. March activities included making a bee hotel, aero-elastic flutter, an earthquake challenge, geode exploration, and the Cyber Turtles showcase (see below).

School/Community Involvement

In February our department was approached by Kathleen Betters, coach of the **Cyber Turtles** robotics team from Templeton Middle School, about using our KidsLab setup to showcase their team's accomplishments and share activities with kids. Community outreach is a requirement for the team. Children's associate MJ Jorn coordinated details of the event, including publicity, with the Cyber Turtles and their coach. We offered our LabTime to the team and they set up their event March 16. Eight team members (students) and three teachers presented demonstrations and hands-on activities, and sixty-one people attended. MJ made tentative plans with Kathleen to collaborate again on a program with the Turtles this summer.



Collection

Weeding was done in the children’s nonfiction 000-529 section, children’s magazines, and continued ongoing in all fiction sections. All children’s magazines were RFID tagged as a special project undertaken by substitute children’s associate Chloe Rose Joy.

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	19	77
special request book bundles	0	0
Total	19	77

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	710
<i>Youth Information Ques.</i>	14
Adult Reference Ques.	411
<i>Adult Information Ques.</i>	110

One-on-One Tech Help	15
Value Line use	4
Study Rooms use	83
Faxes	15

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (15 sessions)		538	
Family Storytime Grab and Go			363
Make It Jr. grab and go distributed			100
Make It Jr. report back (drawing tickets)			27
1000 Books Before Kindergarten new registrations			7
LabTime (5 sessions)		86	
Doggy Tales (3 sessions)		9	
Sew XO classes (2 sessions)		10	
Firsties March video views			46
Firsties Parent video views			4
Firsties other video views (past videos)			8
Firsties & Secondies visits (4 school/31 classes)		94	
Youth Art Reception		694	
Art Exhibit notes to artists			73
Stuffed Animal Sleepover		26	
Total		1,457	628

1000 Books Before Kindergarten total books read: 1,900

Teen Volunteer hours for March: 9

Adult Virtual/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Book Club (3/1)		7	
Mystery Book Club (3/2)		12	
Wednesday Book Club (3/16)		10	
Memory Screenings w/ADRC (3/9)		9	
Air Fryer Basics (3/17)	7	41	
Make It: Macrame Plant Hanger (3/30)		24	
Total	7	103	

Teen Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Teen Trivia (3/9)		15	
Total		15	

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

We continue to get comments and positive reactions about our recently revamped “new library card” procedure: all patrons receive bright colored folders holding essential pamphlets (informational, programming, and supportive opportunities), and children receive lanyards to protect/wear their cards as well as adorable buttons made from the pages of recycled books for their backpacks. A large cardboard sign of the library card provides a cute backdrop for souvenir pictures marking the event. The children actually cannot wait to come in for their new cards on the exact day of their 5th birthdays! (One little boy stated it was his “best, most specialist birthday ever!”) And the parents are “so impressed” with the celebration that accompanies getting new library cards and welcoming the children to the library.

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

This month our department took on an exciting challenge as we added board games to our Library of Things collection! (This collection already includes our Wi-Fi hotspots and exercise kits). Tech Services member Sue Posh worked very hard on processing, reinforcing, and tagging every board game while also organizing, bagging, and labeling the parts inside. This was a

massive task and we are so grateful for Sue's thoroughness and attention to detail. The games have turned out wonderfully and we are excited to introduce them to our patrons.

Carol Eckes and Rebecca Hang have been working hard to get through our large in-repair backlog. Carol Eckes has been our resident book mender for years, and recently Rebecca has been training on the task as well to share what can be an overwhelming workload. (We pride ourselves on circulating only items in good shape, but also on reducing waste and unnecessary spending by repairing items when that is more cost-effective.) We're very grateful for Rebecca's help, and for her and Carol's determination!

Statistics:

Items processed	906
Volunteer hours (including RFID tagging, processing, and managing the book sale room)	28.75
Materials encoded with RFID tags	2059

STATISTICS FOR MONTH OF MARCH, 2022

	March 2022	March 2021	YTD	YTD 2021	% change
ALL CIRCULATION	29905	29288	81889	75061	9.1%
PHYSICAL MATERIAL CIRCULATION	26340	26078	71635	65584	9.2%
E-MATERIAL DOWNLOADS	3565	3210	10254	9477	8.2%
HOURS OPEN	267.5	242.5	743.5	570.5	30.3%

	March 2022	March 2021	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3017	8456	YTD
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2364	7033	
Crossovers to PHPL from other library communities: +	6248	16287	
Crossovers from Sussex to other CAFE libraries: -	1461	4001	
NET LENDING:		10863	

	Sussex	Other	TOTAL	2021
PHYSICAL CIRC:	10508	15832	26340	26078

Cards issued: 126

Reference questions answered: 1121

Informational questions answered: 124

Library visits this month: 9375

Materials purchased: 694
(year to date total:) 2022

Study Room usage: 83

One-on-one technology lessons: 15

Fax Service: 15

Value Line: 4

Curbside pickup: 15

Meeting Room Use:

Quad Room: 26
Small meeting room: 10

INTERNET USE*: 322 sessions
TOTAL HOURS:** 207:09:00
AVG. SESSION:** 38.599 minutes
WI-FI - INTERIOR: 1094 clients
WI-FI - EXTERIOR: 129 clients



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**Pauline Haass Public Library Board of Trustees
Resolution #2022-01**

WHEREAS: The Pauline Haass Public Library Board of Trustees adopted its 2022 Budget on December 15, 2021; and

WHEREAS: The Library Board has received revenues and incurred expenditures which were not anticipated at that time; and

WHEREAS: The Library Board finds it necessary to amend its 2022 Budget.

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

1. The revenue line item R000-50700 (Grants) is amended from the original amount of \$5050 to \$7527, reflecting a \$2477 Hoopla Grant to Member Libraries from the Bridges Library System.
2. The expenditure line item E000-70550 (e-materials) is amended from the original amount of \$10,829 to \$13,306, reflecting a \$2477 increase in Hoopla spending funded by the Bridges Library System Hoopla Grant.
3. These amendments bring the total projected revenue for 2022 to \$1,300,600 and correspondingly, total operational expenditures to \$1,300,600.

Adopted this _____ day of _____, 2022.

Library Board President

ATTEST: _____
Library Director

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	2021 Actuals (Per Annual Report)	2022 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2021) and Section V, 9 (for 2022)	\$690,547	\$726,395	
Home County Operating Revenue	Section V, 2(a)	\$487,150	\$498,887	
Other County Payments for Library Services	Section V, 2(b)	\$28,158	\$27,403	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$0	\$2,477	
Federal Funds	Section V, 4	\$2,583		
Contract Income	Section V, 5	\$0		
Funds Carried Forward for Operations	Section V, 6	\$0		
All Other Operating Income	Section V, 7	\$50,662	\$42,961	
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		\$1,259,100	\$1,298,123	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,219,675	\$1,298,123	
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		\$1,219,675	\$1,298,123	
Library Capital and Debt	Section VII (1 & 2)	\$67,761		
Total Expenditures		\$1,287,436	\$1,298,123	

The information listed above is a correct statement of the Library's spending for 2021 actuals and 2022 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date

PAULINE HAASS PUBLIC LIBRARY

POLICY: Investment Policy

Reviewed and approved by Library Board ~~April 21, 2021~~ April 20, 2022

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

Reviewed and approved by Library Board: April 21, 2021

Reviewed and approved by Library Board: April 20, 2022

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 ~~21st~~-20th day of April, ~~2021~~2022

Library Board President

Library Board Vice-President

PAULINE HAASS PUBLIC LIBRARY

POLICY: Circulation

~~Adopted~~ Revised by Library Board: ~~January 20, 2021~~ April 20, 2022

The Library Board's circulation policy is meant to balance these goals:

- Put as few restrictions as possible on the flow of information and materials.
- Monitor and retrieve materials in a timely way to facilitate access to them by others.
- Protect the community's library resources.

The Pauline Haass Public Library, as a member of the CAFÉ consortium, shares a catalog with all CAFE member libraries. The CAFÉ consortium currently includes the twenty-four public libraries in Waukesha and Jefferson counties of Wisconsin. Certain policies and limits are determined jointly by the membership of CAFE.

Eligibility and registration for card

Residents and taxpayers of Waukesha and Jefferson counties, as well as some other Wisconsin counties age 5 and over may apply for a free library card. All applicants under age 18 must have permission of a parent or legal guardian.

Proof of address is required for all applicants. Acceptable forms of proof are:

- Valid Wisconsin driver's license showing the current address

or, one of the following current items bearing the current address, combined *with a photo identification card* (which may include a driver's license) from a school or government agency:

- Residential property tax statement
- Current rent receipt or lease agreement
- Utility bill dated within the last 30 days
- Current bank statement dated within the last 30 days
- Canceled mail postmarked within the 30 last days
- Telephone book listing with current address
- Online invoice or bill, such as a utility bill, presented by applicant on a smartphone, tablet, or computer

All applicants must be physically present at the time of registration. Those with a temporary or permanent medical mobility limitation and those confined to bed rest by a doctor are eligible for a home delivery service card.

Library users should present a library card each time materials are borrowed. The library staff may make a one-time exception if a library customer verifies his/her current address by presenting identification. One or more of the following current and valid forms of identification are acceptable, provided they singly or jointly list both the customer's name *and* current address:

State of Wisconsin driver's license

Wisconsin State ID
Student ID from an educational institution
Other picture ID

Responsibility of cardholders

The person to whom a library card is registered, with the exception of minors, is responsible for all items checked out on the card. They agree to obey all of the rules and regulations of the Pauline Haass Public Library and any other CAFÉ member libraries which they use, and to promptly pay all fines and charges for overdue materials and lost or damaged items. Items checked out on a minor's card are the responsibility of the parent or legal guardian.

Library card holders agree to report any change of address, telephone number or email address to the library, so that they may be contacted about items on hold and about overdue materials. A change of address requires proof just as does the issue of an original card.

Library cards have expiration dates. When a card expires, proof of current address will be required to renew it.

If a library card is lost or stolen, it is the cardholder's responsibility to report that to the library. All items checked out prior to the date the card is reported lost are the responsibility of the customer. Library staff is not responsible for assuring that the person who uses a card for borrowing materials is the cardholder or has permission to use that card; cardholders should treat their library cards as they would credit cards.

Users who check out audiovisual materials assume responsibility for any damage done to personal audiovisual equipment during the use of library materials. The library assumes no responsibility for such damage.

Parental responsibility for minor's use of card

Items checked out on a minor's card are the responsibility of the parent or legal guardian. Parents or guardians agree to obey all of the rules and regulations of the library, to promptly pay all fines and charges associated with their child's library card, and to report any change of address or telephone number to the library.

The library does not restrict access to any material by age, and leaves the responsibility for children's use of its materials to each child's parent or legal guardian. Parents are strongly encouraged to monitor their own child's reading, viewing, and listening, and to be aware of what he or she checks out. Library staff members are pleased to assist parents in finding out more about particular books, music, or movies so that they can make informed decisions about their child's use.

A parent or guardian who wishes to end borrowing privileges for his or her child must notify the library so that the registration record can be removed. Destruction of a library card does not remove a registration record.

State law and the library's *Privacy of Library Records and Library Use* policy govern the information about a minor's library records that may be given to a parent or guardian.

Replacement of library card

The replacement fee for a library card is \$1.00. Because a child may be missing his or her library card due to a parent's decision to restrict its use, permission from a parent or guardian will be obtained before the library issues a replacement card to a child under the age of 18.

Receipts

Library users will be given a receipt upon checkout, as a notice and reminder of when materials are due. The receipt contains the titles of items borrowed. Disposition of receipts in a manner that insures privacy of one's borrowing habits is the user's responsibility. Library users who complete their transactions through the self-check machine(s) are given the option of generating a receipt.

Loan periods for individuals:

- 3 weeks: most books and audiobooks
- 2 weeks: most new items
- 1 week: most videos/DVDs, ~~CD-ROMs~~, magazines, board games, pamphlets, ~~adult~~ music CDs
- -"Lucky Day" materials have special loan periods, and are marked as such.

Because due dates vary by item type, users are responsible for checking receipts carefully to note when materials are due. On occasion the loan period of certain materials may be changed temporarily; receipts will always reflect the correct due date. Some library items are not available for checkout and must be used in the building.

Loans to schools

In order to provide maximum access to public library books for Waukesha County schools and their students, a library card may be issued to one teacher, school library aide, or school librarian per school, with the principal's permission. Each "school card" will be restricted to 350 concurrently checked-out items. Each school is responsible for damage, replacement, and lost fees associated with items checked out on these cards. Schools that wish to restrict the number of concurrent items to fewer than 350 may do so by requesting in writing on letterhead, with the principal's signature, a specific lower amount. A block will then be placed on that card indicating the limit.

Renewals

Most items may be renewed up to three times if no other customers are waiting for the items. Renewals may be made in person at the checkout desk, catalog terminals or self-check unit, by telephone, or using the Internet.

Interlibrary loan materials from outside of the local library system may not be renewed.

Loan Limits (number of items concurrently checked out)

Cardholders may have up to 125 items checked out of the library at one time, although limits are sometimes necessary on particular item types within that total, to allow more equitable access to materials by a large number of customers.

Late fees

Late fees are charged for items that are returned after their due date, as a means of encouraging users to return items promptly so that others can use these shared resources. There is no late fee-free “grace period.” Late fees for ~~videocassettes~~, DVDs, board games, wifi hotspots, software, “Lucky Day” materials and interlibrary loan materials from outside our library system, and Wii games, are \$1.00 per day. Fees for other items, except children’s books, are 20 cents per day unless specifically noted otherwise. There are no late fees for children’s books, in order to eliminate a known barrier to library use by some children and to encourage family literacy. All juvenile materials other than books do carry late fees if overdue. Users with children’s books that are more than three weeks overdue may have their borrowing privileges suspended until materials are returned.

Overdue notices

Email, phone, and text overdue notices are sent as a courtesy. Customers may also sign up for email or text reminders of upcoming due dates. Failure to receive a reminder or overdue notice or to verify due dates (through receipts, online account access, or by phoning the library) does not remove the user’s responsibility to return items promptly and pay late fees.

Damaged and lost materials

The library generally does not accept replacement copies of lost or damaged materials. A standard replacement price, based on the material type, is charged for Pauline Haass Public Library’s damaged and lost materials. No refunds are given if lost materials are found after having been paid for; the materials become the property of the individual who paid for them.

Items obtained for users from other libraries will be assessed the lost/damaged charges of the *owning* library.

Damage to, or loss of, special items such as book covers, bags, manuals and binders will be assessed charges based on actual costs including staff time. See the Packaging Replacement Cost schedule (Appendix A) included in this document for specific charges. If the damage or loss renders the material inappropriate for library circulation and library staff cannot repair the item satisfactorily, the charge will be the same as if the item were lost.

Standard replacement fees

Damaged or lost library materials will be charged according to the Standard Replacement Costs schedule (Appendix C).

Denial of borrowing privileges

Borrowing privileges will be denied when a user:

- has unpaid fines or charges of \$10.00 or more (beginning July 1, 2015)
- has unreturned or damaged items of any value, for which he or she has been billed
- has moved and left no forwarding address
- has patterns of behavior with respect to overdue materials, unpaid fines, multiple claims of missing items having been returned, etc. that lead the Library Director to conclude that denial is necessary in order to protect the community’s library resources and taxpayer investment and to facilitate access to materials by others.

Access to materials in, and outside of, the library's collection

Users may place reserves/holds on items in the CAFÉ catalog and specify that the items be delivered to this library. The CAFÉ catalog is available online through the Internet, as well as in the library.

The CAFÉ catalog is not the only source of items not owned by this library. Users who do not find exactly what they are looking for within CAFÉ are encouraged to speak with a librarian, who will be happy to search for materials in other libraries and databases. Please note that due dates, fines, and charges for lost/damaged materials from beyond the CAFÉ catalog are set by the *owning* libraries.

Appendices

- A. Packaging Replacement Costs
- B. Materials Recovery Program
- C. Standard Replacement Costs

Administration and interpretation of policy

Responsibility for the administration and interpretation of this policy rests with the Library Director.

Other related Pauline Haass Public Library policies:

- Privacy of Library Records and Library Use
- Collection Development
- Public Internet Access
- Theft of Library Property

Adopted by Library Board: December 15, 2004

Reviewed and revised: July 20, 2005

Reviewed and revised, with addition of Appendix A: April 18, 2007

Revisions made via motions at July 16, 2008 Library Board meeting are incorporated in this document

Reviewed and revised: March 17, 2010

Reviewed and revised: April 22, 2015

Reviewed and revised: October 21, 2015

Reviewed and revised: April 20, 2016

Reviewed and revised, with revision of Appendix B: September 22, 2016

Reviewed and revised, with revision of Appendix B: April 19, 2017

Reviewed and revised, with revision of Appendix A & Appendix C: November 20, 2019

Reviewed and revised: January 20, 2021

Reviewed and revised: April 20, 2022

Appendix A to Circulation Policy: PACKAGING REPLACEMENT COSTS Revised: Nov. 20, 2019

ITEM	COST
DVD cases – single	\$3.00
DVD cases – double	\$4.00
3 capacity	\$4.00
4 capacity	\$6.00
5 capacity	\$6.00
6 capacity	\$6.00
8 capacity	\$7.00
10 capacity	\$7.00
Color copy of cover DVD	\$3.00
Music CD cases - single	\$3.00
Music CD cases – double	\$3.00
Color copy of cover CD	\$4.00
CD book albums 2-12	\$10.00
CD book albums 14-24	\$12.00
CD book albums 20+	\$18.00
Color copy of cover <small>audio bk</small>	\$4.00
Lost insert <small>(map, CD booklet)</small>	\$3.00
Security strip (DVD/CD)	\$2.00
Barcode replacement	\$1.00
Book cover plastic	\$2.00
Wii case – single	\$3.00
Wii case - double	\$4.00
Wii booklet replacement	Min \$3.00
WiFi hotspot	\$123.00
Instructional insert	\$4.00
Charger adapter/cable	\$18.00
Carrying case	\$8.00
Library labels	Min. \$0.50
Barcoded ILL cards	\$1.00
A/V cleaning	Min. \$1.00
Book mending	Min. \$3.00
Playaway battery cover	\$2.00
Playaway case	\$3.00
Miscellaneous parts	Current retail

Time formula:

5 minutes: \$12.00 per hour X 10% = \$1.20
 10 minutes: \$12.00 per hour X 15% = \$1.80
 15 minutes: \$12.00 per hour X 25% = \$3.00
 20 minutes: \$12.00 per hour X 30% = \$3.60

Appendix B to Circulation Policy: MATERIALS RECOVERY PROGRAM

The Pauline Haass Public Library has established a materials recovery program to encourage library patrons to return books and other materials on time.

What happens when items are overdue:

7 DAYS PAST DUE The library sends you an email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

14 DAYS PAST DUE The library sends you an email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

21 DAYS PAST DUE The library sends you a final email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

Overdue notices and due date reminders are sent as a courtesy. Failure to receive an email notice, text or automated phone message does not remove your responsibility to return items promptly and pay fines.

42 DAYS PAST DUE

Items are sent to the lost status and the patron's account is billed with the replacement cost* of the items. A bill is sent to you via US Mail, notifying you of the suspension of your borrowing privileges. *Customers are responsible for providing a current mailing address to receive such notices.*

52 DAYS PAST DUE

Accounts will be sent to Unique Management Services, a collection agency specializing in library accounts. A service charge of \$20.00 will be added to your account. Unique Management Services will contact you to request the return of the overdue materials and payment of all outstanding charges.

For more information on the Materials Recovery Program, contact the library at 262-246-5180.

*replacement costs are outlined in the Standard Replacement Costs attachment (Appendix C)

STANDARD REPLACEMENT COSTS (Appendix C)

Approved by Library Board November 20,
2019

Processing charges ARE included. In cases where the item's actual price exceeds the standard replacement cost listed below, the current retail price may be charged.

Collection Description	Standard Replacement Price
Activity Kit	\$20.00
Battle Book	\$15.00
Blu-ray DVD	\$25.00
Book	\$25.00
Browsing	\$25.00
Browsing AV	\$25.00
CD	\$15.00
CD Book	\$30.00
CD-ROM	\$35.00
Children's Blu-ray DVD	\$20.00
Children's Board Book	\$7.00
Children's Book	\$15.00
Children's Browsing Collection	\$25.00
Children's CD Book	\$30.00
Children's CD-ROM	\$35.00
Children's Digital Audio Book	\$60.00
Children's DVD	\$20.00
Children's Holiday Materials	\$15.00
Children's Kit	\$20.00
Children's Magazine	\$5.00
Children's Paperback	\$8.00
Children's Reference Book	\$50.00
Children's Video	\$15.00
Circulating Reference	\$50.00
Current Issue of Magazine	\$5.00
Digital Audio Book	\$60.00
DVD	\$25.00
Equipment	\$50.00
Holiday	\$25.00
Inter-Library Loan Item	\$50.00
Laptop	\$1,000.00
Magazine	\$5.00
New Book	\$25.00
New Fiction	\$25.00
Non-Fiction DVD	\$25.00
Pamphlet	\$0.50
Paperback	\$10.00
Playaway	\$60.00
Professional Material	\$50.00
Reference Book	\$50.00

Video Games	\$25.00
Videocassette	\$15.00

In cases where the item's actual price exceeds the standard replacement cost listed above, the current retail price may be charged.

Price list last updated November 20, 2019