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phplonline.org

Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, May 18, 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 April 20, 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) Presentation of 2021 Audit by Village Finance Director Nancy Whalen
 - b) Election of officers
 - c) Review of Board bylaws: discussion/action
- 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 April 20, 2022 Board meeting
Pauline Haass Public Library

Called to order: 6:31 p.m.

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

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

Comments from citizens present: none.

Communications received by Board members or Director:
Vande Hei shared the email about fines waived for food pantry items.

Bougie gave an update on her conversation with George Arnold.

Financial report:

Prepaid bills in the amount of \$0, P-Card bills in the amount of \$6,335.02, April 2022 bills in the amount of \$14,047.46, March expenses in the amount of \$74,820.57 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 Nominating Committee presented a slate of officers for consideration at the May meeting election. The committee nominates Bougie for President and Kojis for Vice President.

The board discussed the resolution of 2022-01 Amendment of 2022 Budget. Bougie/Carran motion to accept as presented; motion carried.

Following review, Vande Hei/Bougie motion to approve the annual Allowable Cost Worksheet for county funding purposes with the changes discussed; motion carried.

The board discussed the Space Needs and Facility Study updates and approved the FEH book. Schultz/Vande Hei motion to accept as presented; motion carried.

Following an annual review of the Investment Policy, Carran/Schultz motion to accept as presented; motion carried.

Board members discussed updating the Circulation policy, Bougie/Kojis accepted as presented by Loria; no action was taken.

Following a discussion on the Capital Plan update; no action was taken.

Meeting adjourned at 8:25 p.m. by Roubik/Hacker motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

May 18, 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

2021 Audit Report: The Library's portion of the Village of Sussex audit is included in your Board packets for review, and Finance Director Nancy Whalen will be at the meeting to provide an overview of its contents and answer questions.

Election of officers: The Nomination Committee presented a slate of officers (Lisa Bougie to remain as President, Amanda Kojis nominated for V.P.) at the April meeting. The floor will be open to additional nominations before the vote.

Review of Library Board Bylaws: This is an annual event to refresh memories about the bylaws and provide an opportunity for changes or additions. The bylaws are included in your packet.

Non-agenda Items

Building Updates: We are continuing to recruit for a full-time custodian for the Library, Civic Center, and Public Safety Building.

Continuing Education: Lisa Ponto (Administrative Services Manager) completed a UW-Madison iSchool course called *Know Your Community: Survey Design for Results*. The course covered types of survey questions, environmental scanning for strategic planning, bad survey questions, analyzing data and sorting it into categories, creating base personas, interviewing patrons, and more.

On April 20, Jennie Bahnaman (Assistant Director), Adele Loria, and Lisa Ponto attended *Part 2: Grant Seeking Basics* the second webinar in a 6-part webinar series on grant writing. In this webinar we learned how to search for grants, what funders want to know when applying, and how it's important that our needs match our potential funding partner's mission. Part 3 will be held in May.

On April 22, Val Johnson (Children's Services Manager) and Teresa Douglas (Children's & Adult Librarian) completed their 8 session *Advancing Family Engagement in Public Libraries* virtual

conference hosted by PLA’s Committee on Family Engagement that started in September 2021. They will present an overview of the course at Staff Development Day in May, and Val would like to present on this topic to the Library Board in June.

MJ Jorn (Children’s Associate) attended *Strategies for Reading Aloud to Preschool Children*, an Early Childhood Investigations webinar. MJ reports: “The presenter informed how children learn language and expand their vocabularies through interactive and responsive adults (i.e., caregivers, teachers, parents, and more). She stressed the necessity of helping children become ‘word-conscious’ and advocated participants to carefully consider the words to teach our children through interactive means in a meaningful context.

MJ also attended *Eye-Popping, Show-Stopping Libraries: Trends and Insights from the AIA/ALA Library Building Awards*, presented by the UW Madison iSchool. The webinar briefly overviewed how AIA (American Institute of Architects) and ALA forged and developed a partnership for building libraries. They also provided a quick review of the distinguishing features of the award winning libraries during the past six decades. The presenters concluded that the changes in library design throughout the years are reflecting/interrelated to the transformation of library services, from providing more collection towards connecting to the users. This information ties into our focus on family engagement as an overriding service theme.

MJ Jorn and Katie Mueller (Children’s Associate) attended the *Wisconsin Science Festival Virtual Kick Off Party!* led by the Wisconsin Science Festival Committee at UW Madison. The webinar introduced this year’s event and its theme – Glass. The host also provided the schedule for registration, resources for generating ideas, and contact info for getting starter packages. The information provided would serve as a starting point for us to plan the 2022 Wisconsin Science Festival.

Marketing and Communications: Lisa Ponto continues to highlight our services, staff and volunteers on our social media platforms. Lisa has been making sure to include a behind-the-scenes look at staff in our library. This social media post highlights Rebecca Hang (Circulation Clerk) assisting with book repairs in the Technical Services Department. Lisa also got our Master Gardener Pat Serra to share her favorite read.





Outreach: Jennie Bahnaman and Adele Loria met with Patricia Durham, the Director of Life Enrichment at the new Courtyard Senior Living facility, and 2 of her staff members. We discussed ideas for collaboration. We'll coordinate home delivery opportunities, promote our Library Memory Project to residents of their Memory Care facility and their families, and also possibly collaborate on a StoryCorps project. Pat is a Dementia Care Specialist and she has also offered to provide presentations for the library. Rachel Ruetz (Technical Services Manager) and Sue Posh (Tech Services Clerk) also attended The Courtyard's Open House.

On April 30, the library participated in the Village of Sussex's Arbor Day Celebration. Activities were held at Village Park while the annual 5K race was happening. Teresa Douglas brought storytime and a giveaway craft for the kids.

Another program that resumed this past month is Children's outreach to **Noah's Ark Learning Center**. Victoria VanZile (Children's Associate) has always been their story lady and the kids were thrilled to have her back. Victoria is scheduled to bring a storytime to the center once a month going forward.

Collection: With the merger of T-Mobile and Sprint, our hotspot service provider Mobile Beacon is requiring us to **upgrade all our hotspot devices** at no charge. This upgrade also comes with new SIM cards that are compatible with the soon-to-be newly upgraded cell towers in our area. We had to place our order by the end of April, and will start collecting all the current hotspots as they are returned. It will take 10 days for us to receive the new devices and then we have 2 weeks to activate the devices before our current devices are deactivated. So we will do our best to be very timely and efficient in the activation of the new devices. We've communicated with our patrons as they've returned hotspots that roughly in the middle of May it may take longer for them to receive their PHPL hotspot due to this upgrade.



Library of Things

The board game collection has been very well received! Oftentimes the board game display table is empty or mostly empty. We've received lots of great feedback from patrons as they're checking out their board game. One patron shared how thankful she was that we had a board game collection, otherwise, she'd go to Menomonee Falls for their collection. We've seen a lot of joy and excitement with families checking out games.

Our next phase will include purchasing more board games, some duplicate copies, and purchasing yard games that will include: ladder toss, bean bag toss, Yardzee, Kuub and more! We're also collaborating with Halie Dobbeck, the Parks & Recreation Director, for donations.

Halie helped us receive 2 new disc golf sets that were donated by Mike Harrington, from The Disc Farm, out of Menomonee Falls. Halie is also going to see if we can have pickleball equipment donated. We're hoping to have the yard games available by the beginning of June.

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

Adult/Teen Programs & Services

Shelf Indulgence Book Club

Heather Bartlett (Circulation Clerk) facilitated our first ever **Shelf Indulgence Book Club** which was held on Thursday, April 7. We had 5 participants. Attendees were asked to bring a list of 3 books they've enjoyed, 1 book they didn't like, and to share the book they're currently reading. After the book club, as a follow-up, we emailed all attendees the list of books discussed and also provided a recommended read based on their reading interests. Attendees shared their feedback in our program survey, stating that they liked this new book club format: **"It serves a different function than other book clubs because we are sharing book ideas rather than talking about the same book."** One attendee also shared that she liked **"meeting other people and learning about books I might not normally select."** The next Shelf Indulgence Book Club will be held in July.



Teen Painting Workshop

Loribeth Isola (Adult & Teen Services Substitute Librarian) led a group of 4 teens in our **Teen Painting Workshop** held on Thursday, April 21. Following along with the *Let's Make Art's* tutorial (a free art resource via YouTube) and with Lori's guidance, teens learned how to create a beautiful watercolor landscape.

Earth Day

Loribeth Isola created a very engaging and celebratory Earth Day display. She also worked with the Sussex Green Team who approached us to see if we could include a donation box for cellphone cases and popsockets as part of our display. Loribeth also put together plantable paper flower handouts for staff to distribute at the checkout desk on Earth Day.



Collection

Weeding

Loribeth Isola continues to weed the relationships collection in non-fiction.

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

Around the Department



Children’s Associate MJ Jorn created an interactive bulletin board for spring. It is a brilliant collage of circle art made by kids who visited the library. Coloring supplies and paper circles were provided in a self-service kit at the children’s desk. After children turned in their decorated circles, staff attached them to the bulletin board in a color spectrum pattern. MJ created beautifully textured letters spelling “READ, DREAM, SPRING!”

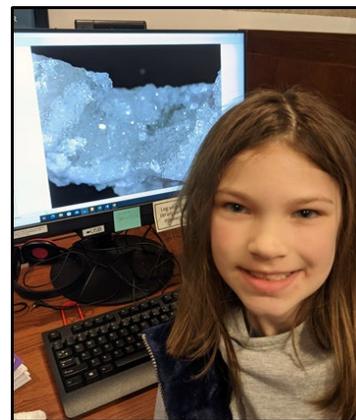


Programs

Our spring **Make It! Junior** season ended this month after three sessions of grab and go crafts. Kids enjoyed the following projects: Cherry Blossom Wind Socks, Solar System Mobiles, and Homemade Seed Paper. Each project includes an intentional STEM (science, technology, engineering, math) element along with the obvious art connection. Upon finishing a project, kids return a drawing slip to try to win an art-supply prize. This spring's winner is Kavinmadura M.



Children's associates MJ and Katie Mueller have really brought the **KidsLab** back to life this spring. They created special weekly activities for kids in third grade and older to do in the Lab. The spring's activities included breaking geodes, building geodesic domes with straws, cardboard creations, and rock painting. Teen volunteers helped to extend the hours that we were able to offer the special activities.



School/Community Involvement

We received a gracious note of thanks from Chris Liedtke, VOS Special Events Coordinator, for our involvement in Arbor Day:

“I wanted to thank the Sussex Green Team and the Library for participating in our Arbor Day 5K event on April 30th. Despite the rainy, cold, windy weather, we had a decent turnout and people loved your activities. Here are some of the comments from the survey we sent out after the event:

“Thank you for the other activities as well- rock painting, leaf rubbing, story time, etc. It was fantastic!”

“Loved library activities “

“Great value and great course, loved library activities”

The library also teamed up with the Village to present a spring **StoryWalk®** based upon the picture book *Picnic* by John Burningham, April 9 through May 1. MJ Jorn converted the book into individual laminated pages to be posted along the trail, and Village parks foreman Thom Berres came through again with custom built props for kids to interact with along the way. The story covered the main loop of the park and was easily ¾ mile. MJ and Children’s Department Manager Val Johnson created a giveaway craft that was available for kids to take when they came to the end of the story. The craft resulted in a mini picnic basket full of paper picnic food! Recreation Department Head Halie Dobbeck forwarded the following comments from people who had completed the StoryWalk®



“We love story walks and would love more!”

“Nothing except thank you! We love these and this one was a great distance! So fun to watch our daughter sprint to each page!”

“Kids LOVED. It was a welcome surprise in what we thought would be just a stroll. They ran to find the clues and see what was next. The real hanging items were a huge hit and caused much excitement. Thank you!!”

Collection

Weeding was done in the children’s nonfiction 530-640 section and continued ongoing in all fiction sections.

Our Book Bundle display, which had been downsized to allow room for children’s art during the exhibit in March, was returned to its customary spot. Usage numbers shot up again, demonstrating that this service is greatly appreciated by our patrons.

Collection—Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	70	328

special request book bundles	2	30
Total	72	358

Continuing Education statistics:

Employee	# hours April 2022
MJ Jorn	3.5
Val Johnson	4
Teresa Douglas	3
Jennie Bahnaman	1
Total CE hours	11.5

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	604
<i>Youth Information Ques.</i>	9
Adult Reference Ques.	446
<i>Adult Information Ques.</i>	77
One-on-One Tech Help	14
Value Line use	5
Study Rooms use	85
Faxes	18

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (6 sessions)		217	
Family Storytime Grab and Go			170
Make It Jr. grab and go distributed			100
Make It Jr. report back (drawing tickets)			12
1000 Books Before Kindergarten new registrations			14
LabTime (3 sessions)		12	
Doggy Tales (3 sessions)		8	
Firsties March video views			61
Firsties Parent video views			0
Firsties other video views (past videos)			4
Firsties & Secondies visits (4 school/31 classes)		96	
Noah's Ark Outreach		28	
Arbor Day/5K Outreach		30	
Bunny Scavenger Hunt			97
Spring StoryWalk			55
Spring StoryWalk grab and go			110
READ-DREAM-SPRING interactive bulletin board			150
Total		391	773

1000 Books Before Kindergarten total books read: 1,621

Teen Volunteer hours for April: 10

Adult Virtual/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Book Club (4/5)		3	
Mystery Book Club (4/6)		12	
Shelf Indulgence Book Club (4/7)		5	
Wednesday Book Club (4/20)		8	
Total		28	

Teen Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Teen Painting Workshop (4/21)		4	
Total		4	

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

After a rather busy circulation month in March, April was a bit calmer which allowed us to catch up on shelving, finish the last of the RFID tagging, shift a few of the more crowded areas, and straighten the books.

The Circulation department added several new Pages to the team (due to openings) which will allow for more shelf reading projects, as well as more needed hands for the busy summer season.

Patrons are very excited to visit PHPL for new library cards. Several have commented that Sussex makes the experience “so joyful” for new patrons, young and old alike.

With a few upcoming circulation projects planned, May will certainly be busy in the circulation department, once again.

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

Rachel Ruetz attended a Café Cataloger’s Zoom Meetup on Tuesday, April 19, where the catalogers of the system discussed Wonderbooks, Blu-ray + DVD combo packs, French subject headings, WLA resources, and pseudonyms.

Sue Posh and Anna Oleszczak attended the "Best of PLA" webinar on Tuesday, April 26. Several Wisconsin librarians talked about their experiences attending the latest library conference in Portland, Oregon. Some of the most interesting sessions were: Diversity Counts, how diverse and authentic books give us a window into experience of others; Beyond Late Fees talked about eliminating access barriers for all community members by not charging late and copy fees, and creating Student Library Cards that don’t require parental permission.

Our department also sent a total of 18 boxes of withdrawn books to Better World Books, where they will be used to promote literacy around the world.

Statistics:

Items processed	818
Volunteer hours (including RFID, processing, and managing the book sale room)	22.5
Materials encoded with RFID tags	1849

STATISTICS FOR MONTH OF APRIL, 2022

	April 2022	April 2021	YTD	YTD 2021	% change
ALL CIRCULATION	28106	27046	109995	84925	29.5%
PHYSICAL MATERIAL CIRCULATION	24910	24029	96545	73068	32.1%
E-MATERIAL DOWNLOADS	3196	3017	13450	11857	13.4%
HOURS OPEN	247	247	990.5	628	57.7%

	April 2022	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2414	10870
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2140	9173
Crossovers to PHPL from other library communities: +	5737	22024
Crossovers from Sussex to other CAFE libraries: -	1304	5305
NET LENDING:	4159	15022

	Sussex	Other	TOTAL	2021
PHYSICAL CIRC:	9803	15107	24910	24029

Cards issued: 83

Reference questions answered: 1050

Informational questions answered: 86

Library visits this month: 7777

Materials purchased: 777
(year to date total:) 2799

Study Room usage 85

One-on-one technology lessons: 14

Fax Service: 18

Value Line: 5

Curbside pickup: 9

Meeting Room Use:

Quad Room: 19
Small meeting room: 8

INTERNET USE*: 269 sessions
TOTAL HOURS:** 155:41:00
AVG. SESSION:** 34.725 minutes
WI-FI - INTERIOR: 1148 clients
WI-FI - EXTERIOR: 144 clients
****wired access only**

PAULINE HAASS PUBLIC LIBRARY
Sussex, Wisconsin
Statement of Revenues, Expenditures and Changes in Fund Balance
Actual and Budget
General Fund
For the Year Ended December 31, 2021

	Budgeted Amounts Original & Final	Actual	Variance Final Budget - Positive (Negative)
REVENUES			
Intergovernmental revenues:			
Village of Sussex	\$ 690,547	\$ 690,547	\$ -
Other	515,282	515,308	26
Public charges for services	21,994	16,421	(5,573)
Investment earnings	6,750	657	(6,093)
Miscellaneous:			
Donations	5,050	5,240	190
Other	8,500	11,102	2,602
	<u>1,248,123</u>	<u>1,239,275</u>	<u>(8,848)</u>
EXPENDITURES			
Current - library service:			
Salaries and wages	707,270	703,145	4,125
Payroll taxes and benefits	221,530	188,091	33,439
Contracted services	23,736	21,009	2,727
Insurance	8,900	8,841	59
Utilities	41,559	40,201	1,358
Circulation, office, program and automation supplies	13,770	14,277	(507)
Maintenance	53,426	53,519	(93)
Public relations	4,411	3,263	1,148
Legal and accounting fees	6,933	6,354	579
Postage	550	453	97
Mileage	500	555	(55)
Continuing education	3,800	3,566	234
Membership	1,200	1,070	130
Programs	8,590	8,335	255
Periodicals	6,922	7,249	(327)
Shared databases	5,478	4,121	1,357
Hotspot data plans	2,400	2,298	102
Total current - library service	<u>1,110,975</u>	<u>1,066,347</u>	<u>44,628</u>
Capital outlay	137,148	133,651	3,497
Total expenditures	<u>1,248,123</u>	<u>1,199,998</u>	<u>48,125</u>
Excess (deficiency) of revenues over expenditures before other sources and (uses)	<u>\$ -</u>	<u>39,277</u>	<u>\$ 39,277</u>
Fund balance - beginning of year		<u>717,472</u>	
Fund balance - end of year		<u>\$ 756,749</u>	

PAULINE HAASS PUBLIC LIBRARY

Sussex, Wisconsin
Balance Sheet
Governmental Funds
December 31, 2021

	General	Capital Projects	Other Governmental Funds	Total
ASSETS				
Cash and cash equivalents	\$ 692,566	\$ 578,796	\$ -	\$ 1,271,362
Amounts due from other governments	120,244	12,500	-	132,744
Inventories and prepaid items	31	-	-	31
Restricted Assets:				
Cash and investments	-	840,150	20,407	860,557
Amounts due from other governments	-	443,680	-	443,680
Total assets	<u>\$ 812,841</u>	<u>\$ 1,875,126</u>	<u>\$ 20,407</u>	<u>\$ 2,708,374</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued expenses	\$ 48,751	\$ 3,544	\$ 570	\$ 52,865
Due to other governments	7,341	-	-	7,341
Unearned revenue	-	-	-	-
Total liabilities	<u>56,092</u>	<u>3,544</u>	<u>570</u>	<u>60,206</u>
Fund balances:				
Restricted for:				
Capital projects - future expansion	-	1,280,286	-	1,280,286
Library books and equipment	-	-	19,837	19,837
Committed to:				
Capital projects	-	591,296	-	591,296
Assigned to:				
Future capital expenditures and employee benefits	512,000	-	-	512,000
Unassigned	244,749	-	-	244,749
Total fund balances	<u>756,749</u>	<u>1,871,582</u>	<u>19,837</u>	<u>2,648,168</u>
Total liabilities and fund balances	<u>\$ 812,841</u>	<u>\$ 1,875,126</u>	<u>\$ 20,407</u>	

Amounts reported for *governmental activities* in the statement of net position are different because (see Note B.1 also):

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	473,949
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds	(67,127)
The Library's proportionate share of the Wisconsin Retirement System pension plan is not an available financial resource; therefore, it is not reported in the fund financial statements	<u>102,879</u>
Net position of governmental activities	<u>\$ 3,157,869</u>

PAULINE HAASS PUBLIC LIBRARY
 Sussex, Wisconsin
 Combining Balance Sheet
 Nonmajor Governmental Funds
 December 31, 2021

	Special Revenue Funds		
	Book Fund	Restricted Donations Fund	Total
ASSETS			
Restricted assets - cash and investments	<u>\$ 3,240</u>	<u>\$ 17,167</u>	<u>\$ 20,407</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued expenses	<u>\$ -</u>	<u>\$ 570</u>	<u>\$ 570</u>
Fund balances:			
Restricted for:			
Library books and equipment	<u>3,240</u>	<u>16,597</u>	<u>19,837</u>
Total liabilities and fund balances	<u>\$ 3,240</u>	<u>\$ 17,167</u>	<u>\$ 20,407</u>

PAULINE HAASS PUBLIC LIBRARY
Sussex, Wisconsin
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2021

	General	Capital Projects	Other Governmental Funds	Total
REVENUES				
Intergovernmental charges for services	\$ 1,205,855	\$ 50,000	\$ -	\$ 1,255,855
Public improvement revenue	-	97,545	-	97,545
Public charges for services	16,421	-	-	16,421
Investment earnings	657	8,154	21	8,832
Miscellaneous	<u>16,342</u>	<u>350,233</u>	<u>19,804</u>	<u>386,379</u>
Total revenues	<u>1,239,275</u>	<u>505,932</u>	<u>19,825</u>	<u>1,765,032</u>
EXPENDITURES				
Current - library service	1,066,347	11,223	11,153	1,088,723
Capital outlay	<u>133,651</u>	<u>56,538</u>	<u>8,524</u>	<u>198,713</u>
Total expenditures	<u>1,199,998</u>	<u>67,761</u>	<u>19,677</u>	<u>1,287,436</u>
 Net change in fund balances	 39,277	 438,171	 148	 477,596
 Fund balances - beginning of year	 <u>717,472</u>	 <u>1,433,411</u>	 <u>19,689</u>	 <u>1,170,572</u>
 Fund balances - end of year	 <u>\$ 756,749</u>	 <u>\$ 1,871,582</u>	 <u>\$ 19,837</u>	 <u>\$ 1,648,168</u>
 Amounts reported for <i>governmental activities</i> in the statement of activities are different because (see Note B.2 also):				
 Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period. 6,313				
 Governmental funds report lease payments as expenditures However, in the statement of activities, the principal payment of the lease is recorded as principal reduction 12,375				
 Change in the net pension liability (asset) and related deferred inflows and outflows of resources as a result of employer contributions, changes in assumptions and proportionate share and the difference between the expected and actual experience of the pension plan. 66,846				
 Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. <u>5,953</u>				
 Change in net position of governmental activities. <u>\$ 569,083</u>				

PAULINE HAASS PUBLIC LIBRARY
 Sussex, Wisconsin
 Combining Statement of Revenues, Expenditures and
 Changes in Fund Balances
 Nonmajor Governmental Funds
 For the Year Ended December 31, 2021

	Special Revenue Funds		
	Book Fund	Restricted Donations Fund	Total
REVENUES			
Interest earnings	\$ 3	\$ 18	\$ 21
Miscellaneous:			
Grants	-		-
Donations	<u>-</u>	<u>19,804</u>	<u>19,804</u>
Total revenues	<u>3</u>	<u>19,822</u>	<u>19,825</u>
EXPENDITURES			
Current - library service	-	11,153	11,153
Capital outlay	<u>47</u>	<u>8,477</u>	<u>8,524</u>
Total expenditures	<u>47</u>	<u>19,630</u>	<u>19,677</u>
Net change in fund balances	(44)	192	148
Fund balances - beginning of year	<u>3,284</u>	<u>16,405</u>	<u>19,689</u>
Fund balances - end of year	<u>\$ 3,240</u>	<u>\$ 16,597</u>	<u>\$ 19,837</u>

PAULINE HAASS PUBLIC LIBRARY
Sussex, Wisconsin
Statement of Net Position
December 31, 2021
With comparative totals for December 31, 2020

	Governmental Activities	
	12/31/2021	12/31/2020
ASSETS		
Cash and cash equivalents	\$ 1,271,362	\$ 1,349,671
Accounts and grants receivable	132,744	-
Prepaid expenses	31	1,335
Restricted Assets:		
Cash and investments	860,557	515,069
Due from other governments	443,680	363,022
Net pension asset	219,052	114,979
Capital assets:		
Equipment and furnishings	429,377	400,491
Books and library media	709,313	702,663
Accumulated depreciation	<u>(664,741)</u>	<u>(635,518)</u>
Total assets	<u>3,401,375</u>	<u>2,811,712</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pension	<u>363,490</u>	<u>265,848</u>
LIABILITIES		
Accounts payable and accrued expenses	52,865	36,720
Due to other governments	7,341	18,905
Unearned revenue	-	2,900
Noncurrent liabilities:		
Due within one year	52,210	57,260
Lease obligation	<u>14,917</u>	<u>28,195</u>
Total liabilities	<u>127,333</u>	<u>143,980</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pension	<u>479,663</u>	<u>344,794</u>
NET POSITION		
Net investment in capital assets	445,980	427,292
Restricted for:		
Future expansion	1,280,286	858,343
Library books and equipment	19,837	19,689
Pension benefits	102,879	36,033
Unrestricted	<u>1,308,887</u>	<u>1,247,429</u>
Total net position	<u>\$ 3,157,869</u>	<u>\$ 2,588,786</u>

PAULINE HAASS PUBLIC LIBRARY
Sussex, Wisconsin
Statement of Activities
For the Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total
Governmental activities:					
Library service	\$ 1,193,744	\$ 16,421	\$ 1,581,132	\$ 147,545	\$ 551,354
Interest and fiscal charges	<u>2,205</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,205)</u>
Total primary government	<u>\$ 1,195,949</u>	<u>\$ 16,421</u>	<u>\$ 1,581,132</u>	<u>\$ 147,545</u>	<u>549,149</u>
General revenues:					
Investment earnings					8,832
Miscellaneous					<u>11,102</u>
Total general revenues and extraordinary items					<u>19,934</u>
Change in net position					569,083
Net position - beginning of year					<u>2,588,786</u>
Net position - end of year					<u>\$ 3,157,869</u>

Bylaws of Pauline Haass Public Library

Article I Identification

This organization is the Board of Trustees of the Pauline Haass Public Library, located in Sussex, Wisconsin, established by the Wisconsin municipality of Sussex, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54, and 43.60.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Failure to attend two meetings in any rolling 6-meeting timeframe, without valid reason, will result in the Board President discussing the issue with the trustee. If the absences continue, the Board President may recommend to the appointing body the removal of the trustee from the Board.

Article III Officers

Section 1. The officers shall be a president and vice president elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president 2 months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the temporary absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. The library director or a member of the staff may be designated by the Board to keep true and accurate minutes of all meetings of the Board, and shall issue notice of all regular and special meetings, and perform other duties as deemed necessary by the Board. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn) with the name of the trustee making the motion, and the result of all votes taken. Current approved board minutes shall be posted in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of 6 members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board, who must be present in person or by pre-arranged telephone conference call. There can be no meeting without a quorum.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. The following committees: Building and Grounds, Materials Selection, Finance, Personnel, and Policy, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers unless, by action of the Board, it is granted specific power to act.

ARTICLE VI

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Pauline Haass Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director. The Board shall determine the duties and compensation of the director, and review the duties and compensation of all other library employees as needed.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Sussex Village Board.

Article VII

Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII

Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Pauline Haass Public Library in which they have a direct or indirect financial interest.

Section 2. A board member must remove him/herself from the room for board discussion, deliberation, and vote on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest. The minutes will note the absence of this member for that section of meeting. A board member with a conflict of interest on a

matter will not contact other board members outside of board meetings regarding the subject in which they have a conflict.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed or e-mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Pauline Haass Public Library on the 19th day of May, 2021.

Strategic Plan Activities 2022

FACILITIES • SERVICES • STAFF • COMMUNICATION

FACILITIES

1. The Director and management team will examine and present FEH's recommendations on maximizing current space in the building to the Library Board by April 2022. The Board along with the director will consider implementing these in their review of the Capital Needs Plan.
In progress.
2. The Director, Administrative Services Manager, and Maintenance Coordinator will identify code-related items from the FEH building analysis that can be addressed within the constraints of the 2022 budget by March 1, 2022. The Director will incorporate the remainder of those items into the Capital Needs Plan. **In progress.**
3. The Children's Services Manager and Director will plan and execute a refresh of the Parent-Child Center including wall activity panels and a few pieces of furniture appropriate for babies and toddlers with their caregivers. This work will be completed by May 30, 2022. **On schedule and will be complete soon. We're still waiting on some of the furniture.**
4. The Assistant Director, Adult & Teen Services Librarian, and Director will plan and execute a furniture replacement for the Teen Area by December 31, 2022, with the goal of creating a welcoming space that is distinctly and identifiably meant for teen patrons. **In progress.**

SERVICES

5. The Children's Services Manager and Youth Services staff will reintroduce the early literacy interactive play areas in the spring, with the goal of having them fully functional by June 1. **Complete. Will also have additional interactive play activities to put out in the summer.**
6. The Director, Technical Services Manager, and staff responsible for collection management will purchase, process, and develop procedures for items to officially launch a Library of Things (already in existence with wifi hotspots and fitness kits, but minimal and not marketed as such). Items from this collection will be available for circulation by

June 1, 2022. Complete with board game collection. Yard games will be available by mid-June, and Children's items will be added in September.

7. Children's Services Staff, Director, and Parks Department will collaborate on at least two StoryWalks in Village Park, one in spring and one in either summer or fall. Complete for spring. Summer is scheduled for June 27 and a fall StoryWalk is in the works.
8. Library staff will have a presence at Touch-A-Truck, Spooky Sussex, and at least one Pints in the Park event. Staff will look for additional outreach opportunities throughout the year. Children's staff participated in Arbor Day at the end of April offering a storytime and craft. In May we'll participate in the Rock-a-thon event through the Village of Sussex promoting library services for older adults. June adult services staff are scheduled to offer a trivia night at Pints in the Park. We're scheduled to participate in National Night Out in August, and Touch-A-Truck and Spooky Sussex this fall.
9. Adult Services staff will launch an outreach campaign with the Courtyard Senior Living facility opening in early 2022, promoting home delivery, library programming, Summer Reading, digital resources, and more. In progress. Adele and Jennie met with Patricia Durham the Director of Life Enrichment at The Courtyard to brainstorm ways we can collaborate.
10. Building on the success of our Black Friday promotion in 2021, staff will offer at least two reduced-fines days, one during National Library Lover's month in February and one on Black Friday, 2022. National Library Lover's month reduced-fines day complete. On track to offer a Black Friday reduced-fines day in November.
11. Youth Services staff will reintroduce KidsLab offerings and programs in January 2022. Complete.

STAFF

12. Director will ensure that adequate substitute coverage is in place for two planned extended leaves, and that staff working during this absence are given realistic expectations of time and ability to complete projects. Complete.
13. Director will strive to include funding for a comprehensive legal review of personnel policy in the 2023 budget. In progress.

14. The management team will meet monthly for issue sharing and department updates. **Complete.**
15. Assistant Director and Administrative Services Manager will continue to identify staff knowledge gaps and incorporate appropriate training into May and December Staff Development Days. **In progress planning for May Staff Development Day and on track to offer December training.**
16. Circulation Manager will coordinate one page education event in 2022. **Scheduled for November.**

COMMUNICATION

17. Director will lead staff and a committee of trustees to create a new Strategic Plan (to cover 2023-2025) by December 1, 2022. **In progress.**
18. Staff will conduct a survey of library patrons in preparation for the new Strategic Plan and the 2023 budget process. This survey will be available online and in print in May and June of 2022.
In progress. Lisa recently completed continuing ed course on surveys which will help us develop our upcoming Strategic Plan survey. The survey has also been pushed to fall to provide some time in-between this survey and the FEH survey that took place earlier this year.
19. Administrative Services Manager and Maintenance Coordinator will purchase and install a bulletin board or flyer rack in the Quad Room to publicize library services and events to meeting room users by March 1, 2022. **Complete.**
20. Director and Administrative Services Manager will research fundraising activities in public libraries and similar organizations and present possible strategies to pursue by October 31, 2022. **In progress. Jennie, Lisa and Adele are currently attending a 6 part webinar series on grant writing.**