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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, August 17, 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 July 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) Personnel Policy review: discussion and possible action
 - b) Posting or Distribution of Materials Policy review: discussion and possible 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 July 20, 2022 Board meeting
Pauline Haass Public Library

Called to order: 6:30 p.m.

Roll call: Bougie, Carran, DeLonge, Hacker, Jilling, Kojis, Schultz, Vande Hei, Wegner, Zoellick present. Absent: Roubik.

Bougie; Jilling motion to accept minutes of June 15, 2022 Board meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: Revenue and Expenditure Guidelines for June 2022 accepted as presented by Vande Hei/Hacker motion; motion carried.

Prepaid bills in the amount of \$1,620.00, P-Card bills in the amount of \$3,687.53, July 2022 bills in the amount of \$12,032.48, June expenses in the amount of \$82,915.87 approved as presented by Vande Hei/Kojis motion; motion carried.

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

New Business:

Following review of the Budget & Finance Committee report, Carran/DeLonge motion to approve as presented; motion carried.

Following the review of the Circulation Policy, no action taken.

Following the review of the Annual Waukesha County standards compliance certification, Vande Hei/Wegner motion to approve; motion carried.

Meeting adjourned at 8:03 p.m. by Vande Hei/Kojis motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

August 17, 2022
Director's Report to Library Board

Agenda Items

We have a light agenda this month, so I'm using this time to continue updating policies that are due for review or need revision.

Personnel Policy Update: The health insurance information on page 19 is not current and needs to be updated with the correct percentages, deductibles, etc. Employees on our health insurance receive notice of any changes so they are not reliant upon the policy as the sole source of that information, but obviously it should be accurate. I have added this to the Board meeting calendar for annual review and update in January, since this can change year to year. I have included in your packets only the page with changes, since the entire policy is quite long.

Posting or Distribution of Materials Policy Update: Since we last updated this policy in 2017, we have replaced one of our pamphlet racks with digital signage and have considerably less space for posting printed materials. The revised policy in your packets clarifies the kinds of things that we can distribute (information for government agencies as well as education and cultural opportunities offered by non-profit organizations) and eliminates mention of posting materials for "public awareness and convenience," which is too broad. It also clarifies that we cannot post materials for individuals or for-profit organizations.

Non-agenda Items

Building Updates: Just a couple months in and we are certainly putting our new Maintenance Coordinator Jeff Goodyear through his paces! Jeff has recently installed the new shelving and activity panels in the Parent Child Center, explored options for replacing failed emergency light fixtures, prepped the library for a carpet cleaning last week, and responded to a plumbing issue in the men's restroom. He has also been working with me and Lisa Ponto to identify which of the building maintenance projects we discussed last meeting (anything flagged "urgent" for water intrusion risk) can be done before the end of the year. Some of the work can be done by Jeff himself; in other cases, he is seeking out professionals and getting quotes so that I can determine whether the work will fit into this year's operating budget. Last week Jeff had a window contractor assess the south-facing windows, and I hope to have more information to share about that project by our meeting next week.

Impact Fees updates: Now that our space needs have been updated, I have been working with Christine DeMaster (Trilogy Consulting) to update the Library Impact Fees report done in 2015 (which relied on an old space needs study from 2008). While Christine is reviewing the project booklet from FEH, I have also asked her to provide input on whether any of the “interim design solutions” proposed would qualify for impact fee use. Her report is forthcoming, but I can provide an update at the meeting and get your question to relay to her.

Eagle Scout Volunteer Project: A Hamilton High School Student and Boy Scout, Sparsh Pandey, approached us this summer with interest in helping the library for his Eagle Scout Service Project. Jennie Bahnaman and I have been meeting with Sparsh to brainstorm ideas and have settled on a shelving unit for the Library of Things collection. The collection, full of oddly sized items that are lighter than traditional book-laden shelves, lend themselves to a more open unit that highlights their presence. We’ve also asked for a mobile unit (on wheels) that will give us a lot more flexibility than our non-mobile steel shelving. Sparsh has put together a proposal that is a project overview, not yet a comprehensive plan. After the proposal is approved by the BSA local council, we will meet with Sparsh to finalize the details of this project and approve the final Project Plan. Project completion is projected for October of this year.

Library of Things (LOT) Collection

Update: All Library of Things collection items can be found in the library catalog. But to help direct our library patrons to a “one stop shop,” we’ve created a dedicated page on our website for the LOT collection. Easily navigated to from our homepage, you can also find the page [here](#). Included are a picture of the LOT item, a link to the item in the catalog, and the loan period. We’ll continue to update this list as our collection grows.

Image	Item	Loan Period	Category
	Azul	1 Week	Board Games
	Bocce Ball	1 Week	Yard Games
	Calico	1 Week	Board Games
	Codenames	1 Week	Board Games
	Cornhole Toss	1 Week	Yard Games

Lions Club Donation (Assistive

Technology): Recently PHPL received a donation from the Lions Club. We’ve used part of the funds to purchase assistive technology for our public computers including two large print keyboards for the visually impaired. This aligns with the Lions’ focus on vision-related services and with our focus on making the building and technology within it more accessible. Thank you to the Lions!

Meeting Room Technology Project: This spring we received a grant from the Bridges Library System for \$1500 to be spent in the areas of marketing, technology, or accessibility. We have decided to use these funds to better equip our meeting rooms to serve the groups that use them. In drafting our grant proposal, we surveyed past users of the rooms via email on what equipment would be most helpful. The top amenities requested by respondents were a TV with

wireless or HDMI connection and/or digital projector with the same to allow people to share screens, play video, and more. This was closely followed by requests for videoconferencing equipment. Our plan is to purchase smart TVs and connection peripherals for the Quad, small meeting room, and large study room; currently Lisa Ponto is working with K12 to determine any IT requirements for this project. This grant coincided with recently released ARPA funds for hardware technology upgrades in libraries, providing an additional \$1100 that we have put towards videoconferencing equipment. We plan to have all equipment ready for groups to use before the end of the year.

Marketing and Public Relations: July continued to be eventful online! The library launched a number of promotions, including a push for non-library users to explore Libby, and a member of the Library Board got involved with one of our most popular segments, #FridayReads. Thank you, Alicia!



Becca Werginz attended the Marketing Meet-Up at the Hartland Public Library on Friday, July 29. Topics included inclusive marketing, a NextReads reader's advisory demo, and brainstorming back-to-school marketing and Library Card Signup Month.

Outreach and Community Involvement: Jennie Bahnaman represented PHPL at the Concert in the Park event organized by the Village of Sussex Parks and Recreation Department for Adults Over 50. She promoted the Adult Summer Reading Program and our Libby app.



Professional Development and Continuing Education: Circulation Manager Jennifer Steffes is completing a CE course on "Library Security: Training for Worst Case Scenarios and Everyday Conflicts." The class has provided a lot of useful information that will be shared at the next Staff Development Day (in December) In the next few months, Jennifer will work with me and the other managers to incorporate updates into our safety and security trainings.

Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for July 2022:

Adult & Teen Summer Reading Program Update

At the end of July we had 229 adults registered for Summer Reading. So far adults have submitted 424 book reviews, completed 1,500 activities, and logged over 2,800 hours of reading. 148 teens in grades 7-12 are signed up for the teen program. So far, they have written 200 book reviews and logged 2,100 hours of reading.

Adult Programs



On Thursday, July 7, PHPL hosted Jayne Jenks, a Conservation Specialist with Waukesha County, who presented at our **Rain Barrel DIY** program on the importance of rainwater management. She demonstrated how a rain barrel system works and basic installation. She also donated a gutter downspout diverter system and a barrel to raffle off as a prize for attendees.

Local resident Gertrud Zoeller volunteered to lead our monthly **Make It: Pressed Flower Crafts** on July 13. She shared her skill of flower pressing, demonstrated to attendees how to press flowers, and everyone decorated greeting cards with their pressed flowers.

On Thursday, July 21 Heather Bartlett (Circulation Clerk) led our second **Shelf Indulgence Book Club** offsite at Tekila Mexican Cantina in Sussex. This is a more non-traditional book club where attendees discuss books they've enjoyed, a book they didn't, and what book they're currently reading. Attendees reported back in our program survey that they enjoyed ***"meeting readers from different backgrounds with new ideas"*** and ***"hearing about books they may not have found on their own."*** We will explore hosting this book club offsite at another location in Sussex in this fall.

The **Tuesday Afternoon Book Club** met on July 5. The six members read *Murder at the Mena House* by Erica Ruth Neubauer. The **Wednesday Afternoon Book Club** met on July 20. Ten people- including two new members! – came to fawn over this month's title, which was *The Book of Friends* by Lisa Wingate. Multiple members said it was the best book of the year.

StoryCorps Update

From June 29-July 6, Becca Werginz (Adult & Teen Services Librarian) recorded six conversations between community members for the Bridges oral history project, including Fred Keller, Rita Hahn, Gertrud Zoeller, and more. The StoryKit will return to Sussex in November! To see all of the recordings done by Bridges librarians, visit

<https://archive.storycorps.org/user/ameyersbridgeslibrarysystem-org>.



Teen Services



19 teens gathered on July 15 for the **Will It Waffle** program. They had the chance to experiment with nontraditional waffles, including pizza, cinnamon rolls, sugar cookies, and hash browns. Cinnamon roll waffles were the star of the day!

On July 28, 12 teens showed off their artsy side making **DIY Stained Glass**. Many chose to make underwater creatures to reflect the Summer Reading Theme (Oceans of Possibilities)!

This month's in-library Would You Rather poll asked teens if they'd rather be a king or queen in the middle ages or an average person in the present. 32 teens voted, and being an average person in the present won with a decided majority.

An additional 59 teens completed the virtual escape rooms in July, bringing the total to 260 for the summer.

20 teens entered 64 photos in the Teen Photography Contest. Winning photographs will be displayed along the fence of the library. All photographs will be on display in the library throughout the month of August, and voting will be available to select a People's Choice winner.

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

Around the Department



Babies, toddlers, and preschoolers are enjoying the new, improved Parent Child Center. We have received many positive comments and compliments from parents and caregivers. All new shelving has arrived and been installed. It is light and bright in appearance and perfectly proportioned for board books and their small customers. Maintenance engineer Jeff Goodyear has anchored all shelving to the walls for safety. Circulation of this popular collection is very brisk.



Interactive activities, including the PHPL Marine Research Center and Coral Reef Fishing Game—geared for preschool through second grade—keep kids busy with pretend play (one of the essential early literacy skills). These activities in the department seem to have inspired families to continue the valuable play experience at home. A mom reported that her three boys went home and created their own marine research center in their basement, making and labeling pretend aquariums for their stuffed sea creatures, just like ours. A grandmother declared that they were planning to go home and create their own fishing poles with magnets and homemade fish so they could continue the fishing game. A child was overheard asking her mother if they could make ocean sensory bottles just like ours at home. Yet another mom reported that her sons have also established a marine animal vet clinic at home and that they are using her kitchen utensils as medical implements. Having literacy activities extend beyond the library after being modeled by children’s library professionals is one of the goals of children’s interactive play areas and children’s programs.

Programs

Summer reading continued at a dizzy pace throughout July. By the end of the month there were 876 children registered for summer reading. The number of activities completed by these readers is 19,658, which translates to approximately 4,915 hours of reading. Throughout these summer days we witness kids exiting the children’s department with armloads of books. Reading only one book is compared by Irish author Diane Duane to eating only one potato chip! It is clear that our super reader kids in our community have a huge appetite for reading.

The final summer **Family Storytime** was held July 28. Families love our outdoor storytime and we are grateful to Associated Bank for granting permission for families to park in their back parking lot. This gives them easy access to the Friends Tent in Weyer Park Field, where storytime is held. To the children’s delight, storytimes this summer have been witnessed from afar by a pair of woodchucks that frequently appear on the hill behind the tent. Children’s librarian Teresa Douglas has named the interlopers Pancakes and Waffles.



Two more **special performers** visited us in July. The Wildlife in Need Center (WINC) sent WINC education coordinator Helen Holtz to share information and stories about native Wisconsin animals July 11. To an audience of nearly 300 she introduced Chase the skunk, Marcie the opossum, turtles Jewel and Antoinette, and a snake named Meadow. Storytelling troupe Sadarri & Company entertained over 100 kids and family members at the Lions Open Air Shelter at Village Park. With such high attendance numbers, facilitating these programs is no easy feat, but associate MJ Jorn has completed her first summer in charge of the task with great success.



Dog Man Party was held on July 19 for very excited young fans of the wildly popular book series. Registrants were able to engage in activities including a sniff test to see if they had what it takes to be a police dog, bad guy puppets of Petey and Munchy (an evil lunch bag), pom pom poppers, shrinky dinks, and a create-your-own Dog man story prompt. The program was planned and presented by children's librarian Teresa Douglas with help on the day of from associate Victoria VanZile and teen volunteers. This program requires pre-registration so that a sufficient amount of supplies can be purchased and prepared; this year the registration limit was reached within two days of opening! The participants reported having a wonderful time at this supa* popular event.



* "Supa" is an adjective used by author Dav Pilkey in his Dog Man books. The word "supa" means "super." The word is spelled wrong on purpose for comedic effect.



Make It! Junior provided two more enjoyable grab and go crafts to the kids in July. Early in the month kids received kits containing all supplies needed to make miniature lighthouses including LED lights, turning the creations into usable nightlights. The second craft was a hanging watercolor jellyfish made of trash bags, coffee filters and soda cup lids, plus a few other supplies. Feedback consistently expresses delight and appreciation for these kits.



Our July 20 **LabCrafts** session offered an insect model-making craft using colored holiday light bulbs and other hardware materials. This activity was led by associate Katie Mueller. Kids drop into the Lab on LabCraft days between 3:30 and 5:00 pm to make their creation with the guidance of a staff member.



Two more **Reading on the Roof** programs were offered during July. Val read the first few chapters of the books *Nim's Island* by Wendy Orr, a perfect summer tale about a girl who shares a tropical island home with her dad and a group of animal friends. This book was actually a last-minute replacement for a different title that had been on order for months but was unavailable due to supply chain issues. It was well-received nevertheless and we hope to offer the original choice next summer. The second book was *White Fur Flying* by Patricia MacLachlan. The kids loved hearing about a family of foster dogs—white Pyrenees—and their sassy-talking foster parrot. As always, kids went home with their own copies of the books to finish reading at home. We had dry weather for all sessions of the program and moved indoors for the first one only, when it was dangerously hot. Otherwise, it was a joy to be on the roof under the bright sky reading a book together.



School/Community Involvement

The library teamed up with the Village Rec Department once again June 20-July 5 to present a StoryWalk® at Village Park. The story was How to Make Cherry Pie and See the U.S.A. by Marjorie Priceman, a repeat of last summer's book. The story introduces U.S. geography with Americana-style images, so is a perfect fit for the Fourth of July season.

Volunteers

Our teen volunteers have helped enormously with all aspects of summer reading. We have 33 active volunteers this summer. Volunteers sign up for shifts through an online program called SignUp, which makes scheduling manageable. There are three task areas where the teens can help: KidsLab coach, Summer Reading Desk attendant, and program assistant. The job of carrying out a children's summer reading program of our library's magnitude would be very difficult (impossible?) for paid staff alone. Our teen volunteers are essential. Volunteers are given a small token or gift each summer to thank them for their service. This year they are receiving books- and reading-themed enamel pins.



Collection

Weeding was done in the children's nonfiction 398 and 730-745 sections and continued ongoing in all fiction sections.

Children's book bundles	number of bundles	number of items in bundles
staff-created book bundles	130	491
special request book bundles	0	0
Total	130	491

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	1818
<i>Youth Information Ques.</i>	13
Adult Reference Ques.	522
<i>Adult Information Ques.</i>	10
One-on-One Tech Help	17
Value Line use	5
Study Rooms use	96
Faxes	17
Requests for Experience Passes (Zoo, Domes, etc)	15
Chromebook	3

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (9 sessions)		447	
Make It! Junior grab and go distributed (2 sessions)			400
Make It! Junior report back (drawing tickets)			162
Monday summer performers (2 sessions)		415	
Dog Man Party		49	
Reading on the Roof (2 sessions)		94	

Sew XO (3 sessions)		13	
KidsLab usage			162
LabCrafts (1 session)		6	
Doggy Tales (2 sessions)		6	
Noah's Ark Outreach		37	
1000 Books Before Kindergarten new registrations			10
Summer Reading Adventures video views (PHPL YouTube channel)			3
Firsties other video views (past videos)			1
Total		1,067	738

1000 Books Before Kindergarten total books read: 2,562

Teen Volunteer hours for July: 316.5

Adult Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Book Club (7/5)		6	
Rain Barrel DIY (7/7)		29	
Make It! Pressed Flower Crafts (7/13)		19	
Wednesday Book Club (7/20)		10	
Shelf Indulgence Book Club (7/21)		8	
Total		72	

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Will It Waffle? (7/15)		19	

Narwhal Stained Glass (7/28)		12	
Virtual Escape Room - July 1-31			59
Teen Photography Contest			20
Would You Rather Poll			32
	Total	31	111

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

Circulation numbers have significantly increased over the last two years, almost approaching pre-pandemic checkouts. In July, over 31,000 items were checked out! Programming for all ages provides a boost to circulation year-round, but especially in summer. Family vacations, school breaks, hot weather and new/ popular materials have added to the higher numbers as well.

At the second Sussex Farmer’s Market, three new library cards were processed. Jennifer also took new books out to display as well as general library information.

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

The end of July marks us only having approximately 150 items left to encode with RFID tags in our collection of 95,000 items--about .16%!

Statistics:

Items processed	639
Volunteer hours (including RFID, processing, and managing the book sale room)	27.75
Materials encoded with RFID tags	1404

STATISTICS FOR MONTH OF JULY, 2022

	July 2022	July 2021	YTD	YTD 2021	% change
ALL CIRCULATION	34419	32660	202429	191901	5.5%
PHYSICAL MATERIAL CIRCULATION	31210	29663	179699	170319	5.5%
E-MATERIAL DOWNLOADS	3209	2997	22730	21582	5.3%
HOURS OPEN	212.5	223	1679.5	1505.5	11.6%

	YTD
HOLDS FILLED BY OTHER CAFÉ LIBRARIES FOR PHPL: -	2714
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL: +	2147
Crossovers to PHPL from other library communities: +	7516
Crossovers from Sussex to other CAFE libraries: -	643
NET LENDING: 6306	30570

	Sussex	Other	TOTAL	2021
PHYSICAL CIRC:	12000	19210	31210	29223

Cards issued: 107

Reference questions answered: 2340

Informational questions answered: 23

Library visits this month: 9829

Materials purchased: 555
(year to date total:) 4688

Study Room usage: 96

One-on-one technology lessons: 17

Fax Service: 17

Value Line: 5

Curbside pickup: 7

Meeting Room Use:

Quad Room: 16

Small meeting room: 8

INTERNET USE:** 288 sessions

TOTAL HOURS:** 195:27:00

AVG. SESSION:** 40.719 minutes

WI-FI -INTERIOR*: 1378 clients

WI-FI -EXTERIOR*: 330 clients

*includes wireless network

**wired access only

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Memberships: The Library will pay the dues for membership in the Wisconsin Library Association (WLA) for all degreed librarians regularly scheduled for at least 1040 hours per year, including the Director, and for one Library Board membership if desired. The Library will also pay the Library Director's dues for the American Library Association (ALA) and for an ALA division membership in the Public Library Association (PLA).

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Health insurance: (UPDATED ANNUALLY BASED ON VILLAGE COVERAGE) Full-time employees and NFT employees are eligible for participation in an insurance plan provided by the Village of Sussex for its employees. Coverage includes children unless they are covered by another plan; double coverage is not allowed. ~~A spouse whose employer offers a health insurance plan that includes a premium contribution of at least 50% by the employer is not eligible for coverage under the Library employee's plan, unless that spouse was included in the plan before December 1, 2009.~~

Employees pay ~~13~~11% of their health insurance; the Library will pay ~~87~~89%. (Varies for NFT employees)

The employee is responsible for all payments up to the deductible.

The annual plan year deductible is ~~\$2,000~~\$3,000 single/~~\$4,000~~\$6,000 family coverage when using in-plan providers.

The Library will establish a Health Savings Account (HSA) for each eligible employee who so wishes, and will deposit into each participating employee's account each year either ~~\$1,500~~\$1,100 for a single policyholder or ~~\$3,000~~\$2,100 for a family policyholder.

The Library will contribute half of the annual Library HSA contribution on January 1st and half on July 1st. The employee may apply to the Library Director during the first six months of a year for an advance upon the July 1 contribution, in the event of a medical necessity that will result in a cost to the employee that is greater than the balance in the employee's HSA. The Director will require an HSA account statement that shows that the employee has a need for the funds in advance.

For any employee entering the plan after January 1st, the Library shall contribute on a prorated basis for the remainder of the calendar year or plan year.

The employee is responsible for knowing and following IRS regulations governing his or her HSA.

Any employee who leaves the employment of the Library due to resignation; retirement; discharge; or a layoff for a period in excess of established seniority of eighteen months,

PAULINE HAASS PUBLIC LIBRARY

POLICY: Posting or Distribution of Materials

Approved by Library Board: ~~September 20, 2017~~

The library maintains bulletin boards and brochure racks for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of library display and exhibit space shall conform to the Library Bill of Rights, which is incorporated in the library's materials selection policy. Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.

~~Bulletin boards are for library use only.~~ All materials for display or distribution in brochure racks must be submitted for approval by designated library staff members. Any material found on the bulletin boards or in the brochure rack that has not been approved shall be removed and discarded. Dated material will be removed as soon as possible after the event. Undated material will be removed after a minimum of two weeks or when the space is needed for other materials.

Because of the Library's relationship with the Village of Sussex, and its role as an information provider, the Library Director may approve the posting or distribution of information provided by Sussex in areas other than the brochure racks. The library may similarly choose, but is not required, to highlight balanced or nonpartisan information about issues appearing on municipality-wide election or referendum ballots. Similar ~~accomodation~~accommodation may be made for the needs of the Hamilton School District, as state law defines a special relationship between public libraries and public schools, evidenced by the requirement of the appointment of a school district representative to library boards.

~~The library posts and/or distributes free materials such as community pamphlets, flyers, calendars, newsletters, tabloids, and other information for public awareness and convenience.~~ The library acts as a distribution point for information that municipal, county, state, and federal government agencies wish to disseminate widely. The library will post and distribute information on educational and cultural opportunities offered by not-for-profit organizations within the area. Job search information will be posted or distributed if it is of general public interest.

Due to space constraints, the library cannot post or distribute materials for individuals or for-profit organizations. Materials which will not be posted or distributed include petitions, personal requests and ~~commercial~~ advertisements of products, events, or services ~~by individuals or for-profit organizations~~.

The library reserves the right to limit or prohibit at any time the posting or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the library. The

library also reserves the right to dispose of materials that have been posted or put in the brochure rack. It cannot be held responsible for returning materials to the donors.

Because space is limited, materials will be posted and/or distributed in this order of priority:

- a. Pauline Haass Public Library and Bridges Library System announcements and publications.
- b. Friends of the Pauline Haass Library and Pauline Haass Public Library Foundation announcements and publications.
- c. Village of Sussex and Waukesha County government announcements and publications.
- d. Hamilton School District announcements and publications.
- e. State of Wisconsin and federal government announcements and publications.
- f. Civic, recreational, cultural, and educational announcements and publications from not-for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sussex area.
- g. Publications from not-for-profit organizations, containing information of general interest to library customers.

Adopted by Library Board: May, 1996

Revised May, 2003

Reviewed October 2006

Revised June 17, 2009

Revised March 19, 2014

Revised November 18, 2015

Revised September 20, 2017

CALENDAR

Pauline Haass Library Board

January meeting

- Report on preliminary previous year statistics
- Annual revision of Personnel Policy with updated health insurance information
- Possible review/revision of policies
- Possible review of Trustee Essentials

February meeting

- Annual Report approval
- Possible review/revision of policies

March meeting

- Nominating Committee appointments
- Possible review/revision of policies
- Possible review of Trustee Essentials

April meeting

- Review of Allowable Cost Worksheet
- Review of Investment Policy
- Report from Nominating Committee
- Annual Designation of Reserves

May meeting

- Election of Officers
- Review of Board Bylaws
- Presentation by Auditor
- Closed session for mid-year discussion of Director's progress on goals and any other evaluation items

June meeting

- Update of Capital Plan
- Possible review/revision of policies
- Possible review of Trustee Essentials

July meeting

- Finance Committee presentation of draft budget, for full Board discussion and approval (timing will depend on Village's budget deadlines)

August meeting

- Certificate of Eligibility for Exemption from County Library Levy Based on Standards Compliance
- Board discusses whether the Director Evaluation tool will remain the same or be changed.

September meeting

- Possible review/revision of policies
- Personnel committee provides Director Evaluation tool to individual trustees at Board meeting.
- Director supplies trustees with written update on progress of annual goals at Board meeting.

October meeting

- Personnel committee collects completed evaluation tools at Board meeting.
- Possible review of Trustee Essentials

Between October and November meetings

- Personnel Committee meets in closed session to create a recommended summary evaluation of Director for full board discussion at the December meeting.

November meeting

- Bridges Membership agreement approval
- Board meets in closed session without Library Director to discuss the Personnel Committee's summary evaluation, as well as goals for the Director.

December Board packets

- Library Director includes staff recommendation for strategic goals and activities for following year, for Board discussion and decision.
- Library Director includes Director's draft goals for following year, based on strategic plan recommendations.

December meeting

- Final budget approval
- Board discusses and adopts strategic goals and activities for the library for upcoming year.
- Board meets in closed session with Library Director for discussion of the Director's evaluation, and to set the current year's goals, based on the evaluation and the Board-chosen strategic plan goals and activities.

(b) The department of revenue shall collect the reports described in par. (a) and shall make them available to the public.

(c) The department of revenue may impose a penalty of not more than \$3,000 on a municipality that does not submit to the department the reports described in par. (a). A municipality may not use room tax revenue to pay a penalty imposed under this paragraph. The penalty shall be paid to the department of revenue.

(d) Notwithstanding the requirement in par. (a) (intro.), the information specified in par. (a) 4. may be certified and reported to the department only once if the municipality submits the information not later than May 1, 2022. The department shall make such information available to the public annually in the report described in par. (a) (intro.).

History: 1983 a. 189, 514; 1993 a. 263, 467, 491; 1999 a. 9; 1999 a. 150 ss. 565 to 567; Stats. 1999 s. 66.0615; 2003 a. 203; 2005 a. 135; 2007 a. 20; 2009 a. 2; 2011 a. 18, 32; 2013 a. 20; 2015 a. 55, 60, 301; 2017 a. 59; 2019 a. 10; 2021 a. 55.

A city was authorized to enact a room tax. The gross receipts method was a fair and reasonable way of calculating the tax. *Blue Top Motel, Inc. v. City of Stevens Point*, 107 Wis. 2d 392, 320 N.W.2d 172 (1982).

Under sub. (1m) (am), this section favors expenditures to construct or improve convention facilities. However, sub. (1m) (am), only addresses when a municipality may impose a room tax rate of greater than 8 percent and is irrelevant when the city has not exceeded that maximum. The only restrictions the rest of the statute places on the use of room tax monies are found in sub. (1m) (d), which directs a municipality to spend a certain percentage on “tourism promotion and development, which means the promotion and development of travel for recreational, business, or educational purposes.” *English Manor Bed and Breakfast v. City of Sheboygan*, 2006 WI App 91, 292 Wis. 2d 762, 716 N.W.2d 531, 05–1358.

66.0617 Impact fees. (1) DEFINITIONS. In this section:

(a) “Capital costs” means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10 percent of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10 percent of capital costs. “Capital costs” does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.

(b) “Developer” means a person that constructs or creates a land development.

(c) “Impact fees” means cash contributions, contributions of land or interests in land or any other items of value that are imposed on a developer by a municipality under this section.

(d) “Land development” means the construction or modification of improvements to real property that creates additional residential dwelling units within a municipality or that results in non-residential uses that create a need for new, expanded or improved public facilities within a municipality.

(e) “Municipality” means a city, village, or town.

(f) “Public facilities” means all of the following:

1. Highways as defined in s. 340.01 (22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for collecting and treating storm and surface waters, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities and libraries. “Public facilities” does not include facilities owned by a school district.

2. Notwithstanding subd. 1., with regard to impact fees that were first imposed before June 14, 2006, “public facilities” includes other recreational facilities that were substantially completed by June 14, 2006. This subdivision does not apply on or after January 1, 2018.

(g) “Service area” means a geographic area delineated by a municipality within which there are public facilities.

(h) “Service standard” means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of

land or other appropriate measure, as specified by the municipality.

(2) **GENERAL.** (a) A municipality may enact an ordinance under this section that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development.

(b) Subject to par. (c), this section does not prohibit or limit the authority of a municipality to finance public facilities by any other means authorized by law, except that the amount of an impact fee imposed by a municipality shall be reduced, under sub. (6) (d), to compensate for any other costs of public facilities imposed by the municipality on developers to provide or pay for capital costs.

(c) Beginning on May 1, 1995, a municipality may impose and collect impact fees only under this section.

(3) **PUBLIC HEARING; NOTICE.** Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, a municipality shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a class 1 notice under ch. 985, and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

(4) **PUBLIC FACILITIES NEEDS ASSESSMENT.** (a) Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment shall include, but not be limited to, the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.

2. An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards.

3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities identified in subd. 2., including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.

(b) A public facilities needs assessment or revised public facilities needs assessment that is prepared under this subsection shall be available for public inspection and copying in the office of the clerk of the municipality at least 20 days before the hearing under sub. (3).

(5) **DIFFERENTIAL FEES, IMPACT FEE ZONES.** (a) An ordinance enacted under this section may impose different impact fees on different types of land development.

(b) An ordinance enacted under this section may delineate geographically defined zones within the municipality and may impose impact fees on land development in a zone that differ from impact fees imposed on land development in other zones within the municipality. The public facilities needs assessment that is required under sub. (4) shall explicitly identify the differences, such as land development or the need for those public facilities, which justify the differences between zones in the amount of impact fees imposed.

(6) **STANDARDS FOR IMPACT FEES.** Impact fees imposed by an ordinance enacted under this section:

(a) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.

(am) May not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.

(b) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.

(c) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.

(d) Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under ch. 236 or any other items of value.

(e) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.

(f) May not include amounts necessary to address existing deficiencies in public facilities.

(fm) May not include expenses for operation or maintenance of a public facility.

(g) Except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality. Except as provided in this paragraph, if the total amount of impact fees due for a development will be more than \$75,000, a developer may defer payment of the impact fees for a period of 4 years from the date of the issuance of the building permit or until 6 months before the municipality incurs the costs to construct, expand, or improve the public facilities related to the development for which the fee was imposed, whichever is earlier. If the developer elects to defer payment under this paragraph, the developer shall maintain in force a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality. A developer may not defer payment of impact fees for projects that have been previously approved.

(7) LOW-COST HOUSING. An ordinance enacted under this section may provide for an exemption from, or a reduction in the amount of, impact fees on land development that provides low-cost housing, except that no amount of an impact fee for which an exemption or reduction is provided under this subsection may be shifted to any other development in the land development in which the low-cost housing is located or to any other land development in the municipality.

(7r) IMPACT FEE REPORTS. At the time that the municipality collects an impact fee, it shall provide to the developer from which it received the fee an accounting of how the fee will be spent.

(8) REQUIREMENTS FOR IMPACT FEE REVENUES. Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).

(9) REFUND OF IMPACT FEES. Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected. The resolution shall include detailed written findings that specify the extenuating circumstances or

hardship that led to the need to adopt a resolution under this subsection. For purposes of the time limits in this subsection, an impact fee is paid on the date a developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

(10) APPEAL. A municipality that enacts an impact fee ordinance under this section shall, by ordinance, specify a procedure under which a developer upon whom an impact fee is imposed has the right to contest the amount, collection or use of the impact fee to the governing body of the municipality.

History: 1993 a. 305; 1997 a. 27; 1999 a. 150 s. 524; Stats. 1999 s. 66.0617; 2005 a. 203, 477; 2007 a. 44, 96; 2009 a. 180; 2017 a. 243.

An association of developers had standing to challenge the use of impact fees. As long as individual developers had a personal stake in the controversy, the association could contest the use of impact fees on their behalf. Further, individual developers subject to the impact fees do have the right to bring their own separate challenges. Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

Sub. (6) allows a municipality to impose impact fees for a general type of facility without committing itself to any particular proposal before charging the fees. The needs assessment must simply contain a good-faith and informed estimate of the sort of costs the municipality expects to incur for the kind of facility it plans to provide. Sub. (9) requires impact fee ordinances to specify only the type of facility for which fees are imposed. A municipality must be allowed flexibility to deal with the contingencies inherent in planning. Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

Subs. (2) and (6) (b) authorize municipalities to hold developers responsible only for the portion of capital costs whose necessity is attributable to their developments. A municipality cannot expect developers' money to subsidize the existing residents' proportionate share of the costs. If impact fees revenues exceed the developers' proportionate share of the capital costs of a project, the municipality must return those fees to the current owners of the properties for which developers paid the fees. Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

When the plaintiff home builders association alleged a town enacted an impact fee ordinance that disproportionately imposed the town's costs on development and the ordinance contained a mechanism for appealing these issues, but the association did not use it, the circuit court did not erroneously exercise its discretion when it concluded the association should have used the ordinance's appeal process before bringing its claims to court. St. Croix Valley Home Builders Association, Inc. v. Township of Oak Grove, 2010 WI App 96, 327 Wis. 2d 510, 787 N.W.2d 454, 09–2166.

The primary purpose of a tax is to obtain revenue for the government as opposed to covering the expense of providing certain services or regulation. A "fee" imposed purely for revenue purposes is invalid absent permission from the state to the municipality to exact such a fee. A "fee in lieu of room tax" that did not help the city recoup its investment in a development but rather was a revenue generator for the city that was collected from the owners of condominiums in a specific development who chose not rent their units to the public was imposed without legislative permission and was therefore an illegal tax. Bentivenga v. City of Delavan, 2014 WI App 118, 358 Wis. 2d 610, 856 N.W.2d 546, 14–0137.

Rough Proportionality and Wisconsin's New Impact Fee Act. Ishikawa. Wis. Law. Mar. 1995.

66.0619 Public improvement bonds: issuance. (1) A municipality, in addition to any other authority to borrow money and issue its municipal obligations, may borrow money and issue its public improvement bonds to finance the cost of construction or acquisition, including site acquisition, of any revenue-producing public improvement of the municipality. In this section, unless the context or subject matter otherwise requires:

(a) "Debt service" means the amount of principal, interest and premium due and payable with respect to public improvement bonds.

(b) "Deficiency" means the amount by which debt service required to be paid in a calendar year exceeds the amount of revenues estimated to be derived from the ownership and operation of the public improvement for the calendar year, after first subtracting from the estimated revenues the estimated cost of paying the expenses of operating and maintaining the public improvement for the calendar year.

(c) "Municipality" means a county, sanitary district, public inland lake protection and rehabilitation district, town, city or village.

(d) "Public improvement" means any public improvement which a municipality may lawfully own and operate from which the municipality expects to derive revenues.

(2) The governing body of the municipality proposing to issue public improvement bonds shall adopt a resolution authorizing their issuance. The resolution shall set forth the amount of bonds authorized, or a sum not to exceed a stated amount, and the pur-

Friday, August 26

From Stories to Action: How to Talk about Your Budget to Activate Support & Secure Funding



Presenter:
John Chrastka

*Executive Director,
EveryLibrary*

The core of any library's strategic plan, management plan, or development plan is the organization's own mission, vision, and values system. But very often, the plans describe the "features" of the library, like hours, collections, staffing levels, and facilities rather than the expected or hoped-for outcomes. And library leaders are ready to share powerful stories about how the library impacts users, but not often about their own work. Learn how to talk about your funding in a new way by talking about you, your staff, and board, and why you do the work you do.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- United for Libraries, a Division of the American Library Association
www.ala.org/united/
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<https://www.wisconsinlibraries.org/trustees-friends>
- Trustee Training Week Webinar Archive
www.wistrusteetraining.com/archive

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



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Arrowhead
Bridges
IFLS
Kenosha County
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley



August 22-26, 2022

12-1 p.m.

www.wistrusteetraining.com

Monday, August 22

Materials Challenges and Your Library from the Trustee Table



Presenter:
Becky Spratford

Readers' Advisor and Author, Illinois

Regardless of whether or not your library has

had a request for reconsideration of library materials, the increase in challenges is dramatic, and quite frankly, upsetting. Becky Spratford, an expert in serving leisure readers through the public library with over 20 years of experience as a locally elected library trustee, Reaching Across Illinois Library System board member, and Illinois Library Association Executive Board member, will walk you through everything you need to do to prepare for a request to ban titles at your library. From the steps you need to take right now, to how to properly handle a challenge from your seat at the trustee table, Becky will help you to put the emotions aside and protect intellectual freedom.

Tuesday, August 23

Here to Stay: Recruiting & Retaining Dedicated Library Workers



Presenter:
Lisa Shaw
*Rural & Small Libraries/
Workforce Development
Specialist, Maine State
Library*

The highly competitive job market makes it much harder for libraries to attract and keep library staff - including directors. While libraries might struggle to compete with other employers on wage scales, they can create a culture of inclusivity, inspiration, and belonging that appeals to creative and hard-working employees. This session will include practical tools for library boards like improving board-director relationships, reviewing job descriptions, and investigating options for improved salaries and benefits, and more to make your library a great place to work and help reduce staff turnover and shortages.

Wednesday, August 24

Effective & Efficient Meetings: Parliamentary Procedure



Presenter:
Nancy Sylvester

*Certified Professional
Parliamentarian, Illinois*

Planning great meetings and running them effectively and

efficiently is crucial to a strong organization. This webinar will help make parliamentary procedure understandable and useful to you as well as focus on the tools to help you with the meetings you conduct and attend. After this webinar, the attendees will not only have a better understanding of parliamentary procedure but will have the knowledge and skills to help run an effective meeting.

Thursday, August 25

Making Sense & Cents of a Library Building Project: the Library Trustee Role



Presenter:
John Thompson

*Director, IFLS Library
System, Eau Claire, WI*

Public libraries around Wisconsin are building, expanding, and/

or renovating their spaces. Your Library Director or Building Consultant is recommending to the board the need for additional library space. What is the role of the library board? How can the library board support the project?

John Thompson will share some tips and insights on the library board role, an overview of the process, some of the costs involved, and how potential choices might impact the project and library services.