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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, April 19, 2023, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of March 15, 2023 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) Introduction to Anhalt Society and invitation to June event presented by Foundation President Keith Patterson
 - b) Appointment of nominating committee for Board elections
 - c) Annual review/approval of Allowable Cost Worksheet for county funding purposes: discussion and possible action
 - d) Fundraising Feasibility Study update: discussion
 - e) Security Cameras update: 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 March 15, 2023 Board meeting
Pauline Haass Public Library

Called to order: 6:02 p.m.

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

Bougie; Vande Hei motion to accept minutes of February 15, 2023 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 February 2023 accepted as presented by Vande Hei/Schultz motion; motion carried.

Prepaid bills in the amount of \$496.95, P-Card bills in the amount of \$4,038.33, February 2023 bills in the amount of \$52,247.20, February expenses in the amount of \$70,318.53 approved as presented by Vande Hei/DeLonge motion; motion carried.

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

New Business:

The board discussed the revision of the Library's 2022 annual report to the state and the board accepted as presented. Following discussion, Vande Hei/Schultz motion to approve the revision as presented. Motion carried.

Following discussion of the designation of the operating fund reserves, Bougie/Schultz motion to allocate as presented; motion carried.

Meeting adjourned at 6:54 p.m. by Kojis/Schultz motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

April 19, 2023
Director's Report to Library Board

Agenda Items

Nominating committee: President Bougie will appoint a committee to nominate officers for 2023-2024. In May, the nominating committee will present their report and any other nominations may be made at that time. If accepted by the nominees, then the board will vote, also at the May meeting.

Allowable Costs Worksheet: The formula for computing the funding that each library gets via the county library tax includes a component labeled "allowable costs." Bridges Library System Director Karol Kennedy requests that library boards approve and sign an allowable costs worksheet as part of the annual budget process; ours is included in this month's packet. The 2022 actuals are those are taken from our final 2022 annual report. The 2023 projections are requested for planning purposes. By approving the spreadsheet included in your packets, the board is verifying that the numbers there match the 2022 revised annual report and the 2023 budgeted numbers.

Fundraising Feasibility Study: The Feasibility Study Committee met on Thursday, April 6. We focused on what the goals are in doing the study and whether there are steps we should take in preparation. After that, I reached out to Jodi Sweeney from the Sweeney Group in Madison. She has conducted a number of campaigns, some in connection with FEH, and is well-known in the library world. It was a very productive and insightful conversation and I came away with some great direction on next steps. For our meeting next week, I will have an outline of an RFP to discuss and the Feasibility Study Committee can report more on their meeting.

Security Camera Updates: This agenda item is to review and discuss quotes from three companies on installing new cameras; more background is in the building updates section below.

Non-agenda Items

Building Updates: Helm has been here this past week doing their spring preventative maintenance. Jeff Goodyear has been with them throughout each day to orient them to the equipment and discuss previous repairs/issues. They have identified an issue with the hot water tank that was replaced in October; this repair will be done by Ideal Mechanical as the part is still under warranty. Emcor also came out in early April to finish some PM tasks they were unable to

do during their last visit because the boilers involved were not functioning then, and to work with me on making adjustments to the system. I'm continuing to try to adjust setpoints and review overnight temperature activities to get heating costs down.

Jeff, Lisa, and I have also been meeting with different companies to talk through options and get quotes for new video cameras. We met with three companies in March and early April, and I hope to have quotes from all three to review at next week's meeting. At the same time, I have been researching retention requirements and drafting a policy for how these cameras will be used. I'd like to have that reviewed by the Village attorney, so it will probably go to the Board in May or June.

Cybersecurity Audit: We have scheduled an assessment with the Cyber Response Team (CRT) in May. I've asked Mellanie Mercier (Automation Coordinator of the Bridges System) to attend the screening; I think this will be helpful for any portions that pertain to the ILS or our Microsoft 365 accounts and to assess whether this is something for other Bridges libraries to do for their own organizations. In preparation, Lisa and I met at the end of March with K12, our current IT contract, to discuss a report they compiled of current vulnerabilities (I still think there is a lot of value in having an outside, impartial organization like CRT do their own assessment). One thing we may want to address in the short term is some outdated software that has reached end-of-life support, and I hope to have an estimate for that in the next week.

Café Libraries App Updates: The Café Library App is getting a major update that comes with the ability for individual libraries to have more control over the content and settings. We will be able to change our hours, add and change featured new releases or lists of items, add new services, and create categories for users to subscribe to push notifications (i.e. children's programming, adult programming, closings). I attended a training on our new user dashboard at the end of March along with Rachel Ruetz; she and I will be the primary contacts on this and will train other staff in the coming months.

Circulation and shelving duties: You may have noticed that our circulation continues to be high; year to date, the physical circ is up 12.6%! With this positive development comes an increase in the workload for our circulation clerks and our pages/shelvers. The evening page shift is designed to work for the high school students who typically fill the page positions, so it is just a few hours and that time goes fast! In March I worked closely with the managers to revise our closing procedures to give pages more shelving time. The offloaded duties are taken on by Adult or Children's staff and/or the manager on duty. This makes for a heavier but manageable closing task load for those staff, and the pages now have more time to shelve (and shelf read, an important maintenance step of ensuring that books are ordered correctly and spaced evenly across a shelving range).

In Circulation, staff are spending a great deal of time checking things in and out as circulation has grown. This is exacerbated by the Library of Things items, which have the unintended consequence of slowing things down because they require explanations/instructions and have many pieces to count when they come back. This is especially noticeable on the weekends when we are lighter-staffed. Even if extra hours were available in the budget (they are not), I

don't think any of our Circulation staff want to work more weekends. I am considering creating a Page II position (I've seen this at other libraries) that would have access to the ILS for check-in, but still no direct interaction with patrons or other clerk responsibilities. Unlike the other pages/shelvers, applicants would have to be out of high school. We have a couple of adult pages who could transition easily to this role. This is something I'll ask the Personnel Committee to review in more detail when we meet this summer, before the budget comes to you in July.

Teen Space Tours/Planning: Becca Werginz, Jennie Bahnaman, and I met several times in March to start planning for our reimagined Teen Area in the library. You'll recall this is a 2023 Strategic Plan activity and one of our Capital Plan projects for this year. Our goal is creating a welcoming space that is distinctly and identifiably meant for teen patrons. Our first steps are to visit and tour teen spaces at other local libraries to get ideas. We've started by visiting the Hartland, Menomonee Falls, and Muskego Public Libraries; these three libraries are in the process or have recently completed teen area projects. It's been helpful to hear from their directors what has worked well and how the changes have impacted teen usage. We've also been measuring and evaluating adjacent areas (computers, reference, and media) to see how we might be able to rearrange to create a more defined space. Some of you might remember that Jennie and I took a space planning CE class a couple of years ago and created some alternative layouts; we are revisiting those ideas now.

Tiny Art Show: Starting March 1, we distributed tiny art kits to people interested in participating in April's Tiny Art Show. The show is a community-sourced exhibit where people of all ages can submit art in whatever medium they wish, as long as it is no bigger than 4" by 4". We had planned to do this program for some time, but ended up receiving funding for it from Waukesha State Bank after they approached me in February looking for new ideas to support the library during Community Banking Month in April. I suggested the Tiny Art Show and Waukesha State Bank enthusiastically provided funds to purchase 130 kits. The response well exceeded our expectations and the kits were gone within the first couple days! (People were still welcome to participate but needed to provide their own supplies). By March 31, we had received 137 Tiny Art entries for the show. Below is a very small sample of our favorites; I encourage you all to check it out in person.



I think it is especially cool that this is an all-ages undertaking. There were families that participated together, which was fun to see. There were many kids, but almost as large a

showing of teens and adults, too. It's really wonderful to see how enthusiastically our community responds to the chance to do something creative and share it with others.

Personnel Policy Review: The managers and I have been reviewing the Personnel Handbook in preparation for the revision this summer. During Staff Development Day in May, we will survey staff and discuss possible changes. I am also meeting with Kelsey McElroy-Anderson next week to discuss areas where our policy might be more consistent with the Village's. Once all this information and feedback are gathered, I'd like the Personnel Committee to meet and determine recommended changes for the board, probably in June or July.

Jennie Bahnaman, Assistant Director, reports on Adult and Teen activities for March 2023:

Adult Programs & Services

On Wednesday, March 1 from 10:00am-3:00pm **Jennifer Harders, a Dementia Specialist from the Waukesha County ADRC**, hosted **Memory Screenings** at our library. A memory screening takes about 15 minutes and helps identify changes in memory and cognition. This program was provided in partnership with the Library Memory Project. We had 7 total participants receive a memory screening.

Jennifer Bahnaman led the March **Make It: Pom Pom Garland** sessions on Wednesdays, March 8 and March 22. These two sessions were funded by the community members who have generously donated to our Make It! supply funds, allowing us to extend the program session numbers and better meet demand. All participants enjoyed an evening at the library where they could connect with one another, be creative, and create a memorable experience. We had 21 in attendance at both sessions.



On Thursday, March 16 the **Friends of Pauline Haass Public Library** sponsored traditional Irish musicians **Ceol Cairde** to play at our library in celebration of St. Patrick's Day. We had around 70 in attendance and honestly could've used a bigger room! We had an overwhelming response and had to turn many people away who wanted to register. Not only did we feel the space constraint with this concert, but we've felt it for most of our speaker events and maker programs in 2022 and so far in 2023. We've heard from so many folks who want to attend our

programs in-person that we are seeing the need now, more than ever, for a larger programming space.



On Monday, March 20 it was our turn to host a **Memory Cafe** as a part of the Library Memory Project. We are hosting 3 Memory Cafes this year. For our March Memory Cafe, **Sarah Schelbe from Donna Lexa Art Centers** in Waukesha led our group in a mindful art making activity. Sarah and the other art therapists at Donna Lexa work with individuals who benefit from the therapeutic aspects of art-making, including military veterans with PTSD, caregivers and respite providers, and elders with conditions such as Alzheimer's disease. We had an amazing turnout for this Memory Cafe with 18 people in attendance, including some new faces! All libraries in the Library Memory Project have struggled in bringing more people back to Memory Cafes. This felt like pre-Covid numbers! There was an infectious energy in the room with attendees meeting new people, enjoying great conversation and lots of fun and laughter.



Collection Updates

Nick Schmudlach (Adult & Teen Services Sub Librarian) helped with weeding the Science Fiction collection. Rachel Ruetz (Technical Services Manager) weeded the General Fiction collection. Becca Werginz (Adult & Teen Services Librarian) finished weeding our DVD collection.

Becca Werginz put together a lovely display of gardening books to get our patrons with green thumbs or aspiring gardeners inspiration for the upcoming growing season.



Teen Programs & Services

On March 21, Becca Werginz led a creative group of 16 teens at our **Cookies & Canvas** event. Teens painted sunsets with silhouette landscapes. While improving their painting skills and enjoying time with friends, they also mastered their creative energy by eating lots of cookies.



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

Youth Art Month

It was that time of year again when, after a long winter, the library bloomed with the brilliant colors of kids' art decorating the walls, shelves, and displays. A record crowd attended the reception held March 7. Friends of the Library served cookies and juice, and the Hamilton High School Jazz Ensemble provided background music. Art teachers from all four elementary schools, Templeton Middle, and Hamilton were present at the reception. Parents and relatives admired the art that evening as well as throughout the month.



Children's manager Val Johnson arranged with the art teachers to keep a selection of art pieces to keep on exhibit in the department through the rest of the year.

Programs



The KidsLab was a busy place in March. **LabCrafts** sessions were held March 1 and 16. Older kids made macrame wall hangings from recycled t-shirts. The **Early Explorers**, grades 1 and 2, made moveable paper fish. Both were well-attended.

Spring **Make-it! Junior** was launched March 6. Kids picked up grab and go craft kits to make a set of paper cherry blossoms and a mini wreath made out of fabric scraps. Supplies -- 100 of each -- don't last long for this popular program and all kits were claimed within two days.



During spring break kids were invited to participate in the **Bunny Scavenger Hunt**. By the end of the week nearly 200 kids had tracked down the bunnies around the library.

The annual **Stuffed Animal Sleepover** was held March 30. Kids brought in their special stuffies to spend the night at the library. The toys were tucked into a blanket fort lit by twinkle lights. It was after the library closed that the shenanigans began. Photo evidence shows a plethora of mischief, including monkeyshines on the photocopier, happened while the animals were purportedly sleeping.



Community Involvement

A girl scout troop, led by community member Mindy Meyer, visited the library March 20 to experience a sewing lesson. Twelve kids and parents learned how to sew mini cotton drawstring bags using the KidsLab sewing machines.

Collection

Children's Graphic Novels have been crowded and difficult to shelve. Teresa Douglas, the children's librarian who develops this collection, came up with a solution that is visually appealing while solving the space problem. Colorful bins, lined up on the bottom shelf, now house the popular graphic novel series.



Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	1123
<i>Youth Information Ques.</i>	8
Adult Reference Ques.	567
<i>Adult Information Ques.</i>	75
One-on-One Tech Help	25
Value Line use	2
Study Rooms use	133
Faxes	14
Curbside Pickup Appointments	2

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (14 sessions)		600	
Family Storytime grab-and-go craft			361
LabCrafts (1 session)		25	
Early Explorers LabCrafts (1 session)		19	
Sew XO (2 sessions)		10	
Youth Art Month Reception		850	
Stuffed Animal Sleepover		27	
1000 Books Before Kindergarten new registrations			4
Make It! Junior grab-and-go distributed (2 projects)			200

Make It Jr. report back (drawing tickets)			14
Bunny Scavenger Hunt			196
Girl Scout visit		12	
Noah's Ark Outreach		32	
Firsties check-in visits		74	
Firsties March video views	51		
Firsties parent video views	0		
Firsties other video views (past videos)	12		
Total	63	1,649	775

1000 Books Before Kindergarten total books read: 2,952

Teen Volunteer hours: 3

Adult/All Ages Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Memory Screening (3/1)		7	
Tuesday Book Club (3/7)		9	
Make It! Pom Pom Garland (3/8)		21	
Reading Between the Spines (3/15)		8	
Ceol Cairde (3/16)		70	
Memory Cafe: Get Creative with Donna Lexa Art Centers (3/20)		18	
Make It! Pom Pom Garland (3/22)		21	
Make It! Macrame Feather (3/29)		15	
Total	-	169	-

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
March Library Loot Boxes			10
Cookies & Canvas (3/21)		16	
Vote by Sticker: March (3/1-3/31)			148
Total		16	158

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

March proved to be another busy month for circulation. With spring break happening for schools mid-month, activity levels at the library were high. Especially in demand were the Explore Passes. The circulation department received numerous calls regarding the availability of the passes and noticed several people waiting for the doors to open each morning with the hopes of checking out a pass. A few patrons even returned daily to check if a specific pass had been returned yet.

Many patrons (130!!) received new library cards in March, including several children. One child came in on the exact day of her 5th birthday. As we celebrated with a lanyard, pin, and picture, the little girl’s mother explained the “power of the library card” to her daughter. Needless to say, it was a wonderful moment for many people, patrons and staff alike.

Rachel Ruetz, Tech Services Manager, reports on Tech Services Activities for March:

Technical Services department members Sue Posh and Anna Oleszczak worked closely with Assistant Director Jennie Bahnaman to create A/V equipment “kits” to check out when patrons wish to use the A/V equipment in the large study room or either of our two meeting rooms.

On March 28th, Rebecca Hang, who works part-time in Technical Services, attended a book repair seminar at New Berlin library which was sponsored by Southeastern Wisconsin library systems. She learned about some good resources and gained more knowledge on book repair and processing techniques.

Department manager Rachel Ruetz also attended a training session about the Capira app (the Bridges library app) and modifications that can be made with a new update on March 30.

Statistics:

Items processed	930
Items withdrawn	504
Volunteer hours (including RFID, processing, and managing the book sale room)	15.25

STATISTICS FOR MONTH OF MARCH, 2023

	March 2023	March 2022	YTD	YTD 2022	% change
ALL CIRCULATION	32568	29905	91492	81889	11.7%
PHYSICAL MATERIAL CIRCULATION	28842	26340	80656	71635	12.6%
E-MATERIAL DOWNLOADS	3726	3565	10836	10254	5.7%
HOURS OPEN	260	267.5	736.5	743.5	-0.9%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2797	8387
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2427	7035
Crossovers to PHPL from other library communities: +	6647	19177
Crossovers from Sussex to other CAFE libraries: -	1160	2865
NET LENDING:		14960

PHYSICAL CIRC:	Sussex	Other	TOTAL	2022
	11247	17595	28842	26340

Cards issued:	130
Reference questions answered:	1690
Informational questions answered:	83
Library visits this month:	11,256
Materials purchased:	736
(year to date total:)	1772
Study Room usage:	133
One-on-one technology lessons:	25
Fax Service:	14
Value Line:	2
Curbside pickup:	2

Meeting Room Use:	
Quad Room:	26
Small meeting room:	17

INTERNET USE*:	333 sessions
TOTAL HOURS**:	164:31:00
AVG. SESSION**:	29.643 minutes
WI-FI - INTERIOR:	1499 clients
WI-FI - EXTERIOR:	332 clients
WEBSITE VISITS:	6969 sessions

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Sussex			
Description	Annual Report Reference	2022 Actuals (Per Annual Report)	2023 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2022) and Section V, 9 (for 2023)	\$726,395	\$736,460	
Home County Operating Revenue	Section V, 2(a)	\$498,887	\$547,791	
Other County Payments for Library Services	Section V, 2(b)	\$27,591	\$31,704	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$3,956	\$5,209	
Federal Funds	Section V, 4	\$643	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$47,836	\$31,038	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,305,308	\$1,352,202	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,289,759	\$1,352,202	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,289,759	\$1,352,202	
Library Capital and Debt	Section VII (1 & 2)	\$18,800		
Total Expenditures		\$1,308,559	\$1,352,202	

The information listed above is a correct statement of the Library's spending for 2022 actuals and 2023 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date