



N64W23820 Main Street  
Sussex, WI 53089-3122  
(262) 246-5180  
phplonline.org

---

### **Agenda**

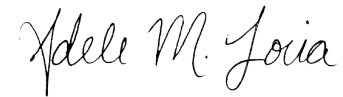
**Pauline Haass Public Library Board of Trustees  
Wednesday, May 17, 2023, 6:00 p.m.  
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of:
  - a) April 19, 2023 Board meeting
  - b) May 11, 2023 Nomination Committee meeting.
- 3) Comments from citizens present
- 4) Recognition of Eagle Scout Sparsh Pandey
- 5) Presentation of 2022 Audit by Village Finance Director Taylor Walls
- 6) Communications received by Board members or Director
- 7) Financial report
- 8) Action on bills
- 9) 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.
- 10) New Business:
  - a) Fundraising Feasibility Study update: discussion
  - b) Technical Services Manager, changes to job description and Administrative Services Manager, changes to job description: discussion and action.
  - c) Report of Nominating Committee
  - d) Election of officers
  - e) Review of trustee continuing education offerings and expectations for completion: discussion
  - f) Review of Board bylaws: discussion/action
  - g) Motion (with roll call vote) to convene into Closed Session pursuant to Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, with respect to semi-annual performance evaluation discussion with Library Director

11) Items for future agendas: discussion

12) Adjournment

**Lisa Bougie, President**

A handwritten signature in black ink that reads "Adele M. Loria". The signature is written in a cursive style with a large initial 'A'.

**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 19, 2023 Board meeting  
Pauline Haass Public Library

Called to order: 6:00 p.m.

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

Carran/Kojis motion to accept minutes of March 15, 2023 Board meeting as presented; motion carried.

Bougie/DeLonge made the motion to move new business item "a" described below ahead of item "3" in the agenda. President of the Library Foundation, Keith Patterson, introduced the board to the Anhalt Society and invited them to the June 1 event. They discussed the marketing campaign for the Anhalt Society after the fact.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: Revenue and Expenditure Guidelines for March 2023 accepted as presented by Vande Hei/DeLonge motion; motion carried.

Prepaid bills in the amount of \$0, P-Card bills in the amount of \$3,844.74, March 2023 bills in the amount of \$15,460.62, March expenses in the amount of \$114,256.77 approved as presented by Vande Hei/Carran 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 reviewed the appointment of the Nominating Committee for Board Elections. Bougie nominated Vande Hei and Carran.

Following review, Bougie/Jilling motion to approve the annual Allowable Cost Worksheet for county funding purposes; motion carried.

The board discussed updates on the Fundraising Feasibility Study, no action taken.

The board discussed the security camera options, no action taken.

Meeting adjourned at 7:44 p.m. by Roubik/Jilling motion.

Respectfully submitted,  
Adele Loria  
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager



N64W23820 Main Street  
Sussex, WI 53089-3122  
(262) 246-5180  
phplonline.org

---

Minutes of May 11, 2023 Nominating Committee meeting  
Pauline Haass Public Library

Called to order at 7:30 PM

Roll call: Carran, Vande Hei present.

The committee met to select a slate of officers to present for consideration at the May 17, 2023 board meeting.

No further action was taken.

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Adele Loria  
Library Director

**PAULINE HAASS PUBLIC LIBRARY**  
Sussex, Wisconsin  
Statement of Net Position  
December 31, 2022  
With comparative totals for December 31, 2021

	Governmental Activities	
	12/31/2022	12/31/2021
<b>ASSETS</b>		
Cash and cash equivalents	\$ 1,502,989	\$ 1,271,362
Accounts and grants receivable	-	132,744
Prepaid expenses	1,648	31
Restricted Assets:		
Cash and investments	871,037	860,557
Due from other governments	554,900	443,680
Net pension asset	276,599	219,052
Capital assets:		
Equipment and furnishings	429,153	429,377
Books and library media	709,722	709,313
Accumulated depreciation	<u>(690,734)</u>	<u>(664,741)</u>
Total assets	<u>3,655,314</u>	<u>3,401,375</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows related to pension	<u>539,515</u>	<u>363,490</u>
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	43,192	52,865
Due to other governments	55,523	7,341
Unearned revenue	-	-
Noncurrent liabilities:		
Due within one year	54,667	52,210
Lease obligation	<u>1,153</u>	<u>14,917</u>
Total liabilities	<u>154,535</u>	<u>127,333</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows related to pension	<u>650,998</u>	<u>479,663</u>
<b>NET POSITION</b>		
Net investment in capital assets	433,223	445,980
Restricted for:		
Future expansion	1,399,877	1,280,286
Library books and equipment	22,369	19,837
Pension benefits	165,116	102,879
Unrestricted	<u>1,368,711</u>	<u>1,308,887</u>
Total net position	<u>\$ 3,389,296</u>	<u>\$ 3,157,869</u>

**PAULINE HAASS PUBLIC LIBRARY**  
Sussex, Wisconsin  
Statement of Activities  
For the Year Ended December 31, 2022

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	\$ 1,258,301	\$ 16,726	\$ 1,283,146	\$ 166,459	\$ 208,030
Interest and fiscal charges	<u>1,529</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,529)</u>
Total primary government	<u>\$ 1,259,830</u>	<u>\$ 16,726</u>	<u>\$ 1,283,146</u>	<u>\$ 166,459</u>	<u>206,501</u>
General revenues:					
Investment earnings					16,140
Miscellaneous					<u>8,786</u>
Total general revenues and extraordinary items					<u>24,926</u>
Change in net position					231,427
Net position - beginning of year					<u>3,157,869</u>
Net position - end of year					<u>\$ 3,389,296</u>

**PAULINE HAASS PUBLIC LIBRARY**

Sussex, Wisconsin  
 Balance Sheet  
 Governmental Funds  
 December 31, 2022

	General	Capital Projects	Other Governmental Funds	Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 863,142	\$ 639,847	\$ -	\$ 1,502,989
Inventories and prepaid items	1,648	-	-	1,648
Restricted Assets:				
Cash and investments	-	846,051	24,986	871,037
Amounts due from other governments	-	554,900	-	554,900
Total assets	<u>\$ 864,790</u>	<u>\$ 2,040,798</u>	<u>\$ 24,986</u>	<u>\$ 2,930,574</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and accrued expenses	\$ 41,143	\$ 990	\$ 1,059	\$ 43,192
Due to other governments	53,881	84	1,558	55,523
Unearned revenue	-	-	-	-
Total liabilities	<u>95,024</u>	<u>1,074</u>	<u>2,617</u>	<u>98,715</u>
Fund balances:				
Restricted for:				
Capital projects - future expansion	-	1,399,877	-	1,399,877
Library books and equipment	-	-	22,369	22,369
Committed to:				
Capital projects	-	639,847	-	639,847
Assigned to:				
Future capital expenditures and employee benefits	514,000	-	-	514,000
Unassigned	<u>255,766</u>	<u>-</u>	<u>-</u>	<u>255,766</u>
Total fund balances	<u>769,766</u>	<u>2,039,724</u>	<u>22,369</u>	<u>2,831,859</u>
Total liabilities and fund balances	<u>\$ 864,790</u>	<u>\$ 2,040,798</u>	<u>\$ 24,986</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	448,141
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds	(55,820)
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>165,116</u>
Net position of governmental activities	<u>\$ 3,389,296</u>

**PAULINE HAASS PUBLIC LIBRARY**  
Sussex, Wisconsin  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2022

	General	Capital Projects	Other Governmental Funds	Total
<b>REVENUES</b>				
Intergovernmental charges for services	\$ 1,252,873	\$ 50,000	\$ -	\$ 1,302,873
Public improvement revenue	-	116,459	-	116,459
Public charges for services	16,726	-	-	16,726
Investment earnings	5,030	10,900	210	16,140
Miscellaneous	<u>16,313</u>	<u>8,590</u>	<u>14,156</u>	<u>39,059</u>
Total revenues	<u>1,290,942</u>	<u>185,949</u>	<u>14,366</u>	<u>1,491,257</u>
<b>EXPENDITURES</b>				
Current - library service	1,133,274	11,562	5,749	1,150,585
Capital outlay	<u>144,651</u>	<u>6,245</u>	<u>6,085</u>	<u>156,981</u>
Total expenditures	<u>1,277,925</u>	<u>17,807</u>	<u>11,834</u>	<u>1,307,566</u>
Net change in fund balances	13,017	168,142	2,532	183,691
Fund balances - beginning of year	<u>756,749</u>	<u>1,871,582</u>	<u>19,837</u>	
Fund balances - end of year	<u>\$ 769,766</u>	<u>\$ 2,039,724</u>	<u>\$ 22,369</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.				(25,808)
Governmental funds report lease payments as expenditures				
However, in the statement of activities, the principal payment of the lease is recorded as principal reduction				13,051
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.				
				62,237
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>(1,744)</u>
Change in net position of governmental activities.				<u>\$ 231,427</u>



**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, 2022

	Budgeted Amounts			Variance Final Budget - Positive (Negative)
	Original	Final	Actual	
<b>REVENUES</b>				
Intergovernmental revenues:				
Village of Sussex	\$ 726,395	\$ 726,395	\$ 726,395	\$ -
Other	526,504	526,504	526,478	(26)
Public charges for services	21,173	21,173	16,726	(4,447)
Investment earnings	6,100	6,100	5,030	(1,070)
Miscellaneous:				
Donations	5,050	7,527	7,527	-
Other	12,901	12,901	8,786	(4,115)
	<u>1,298,123</u>	<u>1,300,600</u>	<u>1,290,942</u>	<u>(9,658)</u>
<b>EXPENDITURES</b>				
Current - library service:				
Salaries and wages	722,944	722,944	722,564	380
Payroll taxes and benefits	248,574	248,574	205,274	43,300
Contracted services	21,300	21,300	23,675	(2,375)
Insurance	9,300	9,300	9,104	196
Utilities	42,128	42,128	49,252	(7,124)
Circulation, office, program and automation supplies	13,959	13,959	13,323	636
Maintenance	56,625	56,625	72,096	(15,471)
Public relations	4,499	4,499	3,879	620
Legal and accounting fees	6,733	6,733	6,946	(213)
Postage	500	500	504	(4)
Mileage	700	700	314	386
Continuing education	3,800	3,800	3,464	336
Membership	1,200	1,200	1,011	189
Programs	8,695	8,695	8,508	187
Periodicals	7,321	7,321	6,888	433
Shared databases	4,192	4,192	4,192	-
Hotspot data plans	2,280	2,280	2,280	-
Total current - library service	<u>1,154,750</u>	<u>1,154,750</u>	<u>1,133,274</u>	<u>21,476</u>
Capital outlay	143,373	145,850	144,651	1,199
Total expenditures	<u>1,298,123</u>	<u>1,300,600</u>	<u>1,277,925</u>	<u>22,675</u>
Excess (deficiency) of revenues over expenditures before other sources and (uses)	<u>\$ -</u>	<u>-</u>	<u>13,017</u>	<u>\$ 13,017</u>
Fund balance - beginning of year			<u>756,749</u>	
Fund balance - end of year			<u>\$ 769,766</u>	

**PAULINE HAASS PUBLIC LIBRARY**  
 Sussex, Wisconsin  
 Combining Balance Sheet  
 Nonmajor Governmental Funds  
 December 31, 2022

	Special Revenue Funds		
	Book Fund	Restricted Donations Fund	Total
<b>ASSETS</b>			
Restricted assets - cash and investments	<u>\$ 3,104</u>	<u>\$ 21,882</u>	<u>\$ 24,986</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable and accrued expenses	\$ 95	\$ 964	\$ 1,059
Due to other governments	-	<u>1,558</u>	<u>1,558</u>
Total liabilities	<u>95</u>	<u>2,522</u>	<u>2,617</u>
Fund balances:			
Restricted for:			
Library books and equipment	<u>3,009</u>	<u>19,360</u>	<u>22,369</u>
Total liabilities and fund balances	<u>\$ 3,104</u>	<u>\$ 21,882</u>	<u>\$ 24,986</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, 2022

Special Revenue Funds

	Book Fund	Restricted Donations Fund	Total
<b>REVENUES</b>			
Interest earnings	\$ 25	\$ 185	\$ 210
Miscellaneous:			
Grants	-	-	-
Donations	-	<u>14,156</u>	<u>14,156</u>
Total revenues	<u>25</u>	<u>14,341</u>	<u>14,366</u>
<b>EXPENDITURES</b>			
Current - library service	-	5,749	5,749
Capital outlay	<u>256</u>	<u>5,829</u>	<u>6,085</u>
Total expenditures	<u>256</u>	<u>11,578</u>	<u>11,834</u>
Net change in fund balances	(231)	2,763	2,532
Fund balances - beginning of year	<u>3,240</u>	<u>16,597</u>	<u>19,837</u>
Fund balances - end of year	<u>\$ 3,009</u>	<u>\$ 19,360</u>	<u>\$ 22,369</u>

**May 17, 2023**

**Director's Report to Library Board**

## **Agenda Items**

**Recognition of Eagle Scout Sparsh Pandey:** The Library Board will recognize Sparsh and thank him for his contributions to the library; I believe his parents will be there and I'm planning to say a few words. We've ordered a plaque for the shelves and I'll have a card to sign as you arrive. I have placed both this item and the audit presentation at the top of the agenda so that our guests are able to leave if they have other obligations to attend to.

**2022 Audit Report:** The Library's portion of the Village of Sussex audit is included in your board packets for review. The new Finance Director Taylor Walls will be at the meeting to provide an overview of its contents and answer questions. As you already know, our net position increased during 2022 despite overages in some areas, particularly building systems maintenance, and we ended the year with a surplus. This money was allocated to potential areas of need within the Reserves fund.

**Report of Nominating Committee:** The committee met Thursday, May 11, and will present their report nominating a slate of officers for president and vice president.

**Election of officers:** Provided the nominees accept, there will be a vote taken to elect officers. The floor will be open to additional nominations before the vote.

**Review of trustee continuing education offerings:** Trustee Hacker asked me to add this item to our agenda as there have been a number of emails recently with continuing education opportunities for trustees. These are mostly related to ALA's United for Libraries, an initiative that just launched and to which DPI has secured statewide access. I will show you the online portal where you can register for an account and access offerings. We can discuss what areas are likely to be most useful to you with limited time.

**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.

**Fundraising Feasibility Study:** I will provide an update on conversations I've had and work that I've done surrounding the questions discussed last month. At our last meeting I also asked something of you: as a way of starting to think about your role as a trustee during a capital campaign and a building project, to write down something (very brief) on why you choose to give your time to the library; why you think it has value to the community. You will be in the

position to have many conversations on this with community members as we get further into this process, and I think it will be helpful to clarify your own ideas before that time. I'll ask for those during this time on Wednesday and we can discuss how best to use the information.

### **Job Description Changes for Technical Services Manager and Administrative Services**

**Manager:** We are going to be posting an opening for a management team position (more explanation in the staff updates below), and I want to take this opportunity to make some changes to the position. These would necessitate some changes to the Administrative Services Manager position as well. Normally I'd want to bring these to the Personnel Committee and then to the Board, but in the interest of posting the opening as soon as possible (Summer Reading is not a great time to be down a full-time staff member), I will be bringing them to you for review on Wednesday.

### **Non-agenda Items**

**Staff Updates:** I'm going to start with these because they are, by far, the biggest changes underway and the area that has taken the most time in the past few weeks. Our Technical Services Manager Rachel Ruetz gave her notice on May 5; she has accepted a job as Adult Services Librarian at the Algonquin Area Public Library in Illinois. Rachel has been looking for a position that would allow her to relocate to Illinois where her partner is, so I knew this was coming, but I still am very sad to see her go! Rachel has worked here for over 10 years and started as an intern just learning the ropes, so I've had the privilege of watching her come into her own as a librarian and a manager. She will do a fantastic job at Algonquin and hard as it is to lose her, we are all very excited to her to start this next chapter of her life.

Rachel's last day will be June 2. I want to fill her position as quickly as possible so as to not leave our staff short-handed during our busiest time of the year, but I think it's also important to take this opportunity to evaluate our organizational structure and make changes where they would benefit the organization. I'll be bringing you a revised job description Wednesday and hope to post the position within the next week.

Our other big staffing change is in Circulation; our clerk Heather Bartlett resigned to start working full-time in an administrative role for a group of oral surgeons. Heather was with us for five years and in addition to providing great customer service, she has a gift for readers advisory (describing books in a way that makes people want to read them; in the bookstore world it's called "handselling") that our patrons will miss. She has agreed to continue leading the Shelf Indulgence Book Club on a volunteer basis, however, and we're happy that we'll get a chance to see her back here.

With a circulation position to fill, I have been working on a way to stretch one part-time position into two. My eventual goal is to have circ staff on a four-week rotation for weekends instead of a three-week one. That would mean everyone has fewer weekends to work per year, and that circ has the same rotation that adult and children's services staff have, which simplifies scheduling. I also think it would be helpful to have a deeper bench in circulation, where staff is

frequently asked to cover for absences. I went through each hour of the schedule with Circulation Manager Jennifer Steffes and discussed what changes could be made without hurting operations, and ended up with a new schedule where our existing staff members lose approximately one hour a week on average, and the (now) two open positions have 15 hours/week on average; any less than that and I think we'll have a hard time attracting applicants. All of this stays within the existing staffing budget and keeps all circulation staff at the same level (in terms of accruing benefits and qualifying for WRS) that they were before. We posted the circulation positions last week, so time will soon tell if there is enough interest to fill the positions as they are. I'll keep you posted.

**Bridges Block Grant:** The Bridges Library System provides yearly block grants to member libraries to make improvements in the areas of technology, marketing, and accessibility. This year we applied for \$2500 to accomplish two different projects. The first is a technology project: we are going to purchase iPads with locking, free-standing holders for each service desk to allow people to register for summer reading, log into the catalog to pay fines with a credit card, and more. The second is accessibility-related: we are going to install a Step N Wash, a self-retracting stool that is bolted into the floor, in the children's area bathroom. This should allow a more secure way for little hands to reach the sink in there, and it fits nicely with the work we've done to make the lobby bathroom more accessible.

**Building Updates:** The Beastie is back out of hibernation, which is always a welcome spring event. Master Gardener Pat Serra has been working on cleaning up the Anhalt Garden for spring, and the tulips are looking beautiful! As always, Pat is doing a wonderful job cultivating beauty in and around the library.



The HVAC work I mentioned in last month's report wrapped up last week, and the hot water tank repair was completed under warranty. Jeff Goodyear completed some repairs on the gutter out by the entryway. Jeff, Secret Strobl, Judy Neu, and I all met with Rhett Surman from the Garland Company on April 20 to review Rhett's assessment of the roof that he completed

last year. This was done just before I went on leave and was meant to give us an idea of the roof's overall condition, outline replacement options, and identify stopgap measures that would help prevent issues between now and a building renovation. Rhett and Jeff will walk the roof together to update the report and once he has recommendations compiled, I will bring those to you and if possible, have him attend a board meeting to answer your questions.

**Circulation:** Our self-check machine was down for approximately two weeks in April. Rachel Ruetz, Lisa Ponto, and I all spent time working on the issue with Envisionware technical support (remotely) and installing replacement parts that were sent out. This situation made me appreciate how much we rely on the self-check, and wish that we had a second one! This is something I've considered before, but I hadn't realized how useful it would be as a backup. I'm going to look at this more closely for the 2024 budget. Circulation in April suffered as a result, though that's relative: we were down only a few hundred circs from last April, and our YTD circulation is still well up. Still, it's a striking difference from the past few months.

**Continuing Education and Professional Development:** Recently Children's Services Manager Val Johnson was honored to accept a 2-year appointment to the Public Library Association's Committee on Family Engagement. The appointment requires participation in the work of the group through attendance at synchronous meetings scheduled in conjunction with the national Midwinter Meetings and Annual Conferences. Congratulations to Val on this well-deserved accomplishment!

On April 13, Val Johnson and Monica Weis attended a **Bridges-sponsored field trip to the Wisconsin Cooperative Children's Book Center (CCBC) at UW Madison**. Bridges children's services staff attended a presentation by the CCBC Staff focusing on diverse books for Grades 1-8, 9-12, and intellectual freedom. They then had time to explore the library which includes a historical children's book collection, a modern children's book examination collection, a core collection, and a children's library professional periodicals collection, to name a few.

On April 24-25, Jennie Bahnaman attended a conference entitled **Lead the Way: Libraries at the Heart of Community Engagement**. This 2-day event was hosted by the Information School at UW-Madison. Public library staff from all over the country shared their experience in building community partnerships, offering programs to engage the community, creating strategic plans, offering summer reading outreach and more! Jennie is passionate about this aspect of her job and she does a great job creating partnerships and fostering relationships in the community, so this conference was a great fit for her strengths and I'm excited to see what initiatives result.

Lisa Ponto and I attended three sessions at the Thursday, April 27 **Wisconsin Association of Public Libraries conference** in Oshkosh. Session topics included: key takeaways from organizational remodels, ways to improve staff development days, initial findings of statewide survey on library facilities currently being led by our friends at FEH, and tips on building strategic plans step by step. In addition to the educational sessions, it was wonderful to network with staff from other libraries and Bridges team members. It is always enjoyable to talk about our mutual love of books and library services, compare our respective roles, talk through

common issues, and connect with fellow library workers in person. Post-conference plans have been made to connect more in person!

**Budget Preparation and Discovery Layers:** Hard to believe, but the 2024 budget process is underway. Lisa Ponto pulled circulation statistics from the 2022 year as confirmed on the Annual Report to bill the adjacent counties for usage from residents of a non-library community in that county (as a reminder, Wisconsin Statute 43.12 allows libraries to do this; the provision is known as “Cross County Payments” and covers some of the costs of providing these materials). PHPL has a fair number of borrowers from Washington County and a small number from Jefferson and Dodge Counties, and the 2024 cross county payments based on 2022 circulation will make up the first pieces of the revenue picture I am beginning to put together. We will not know the amount of the Waukesha County payment until later in the county’s budget process this summer.

On the expenses side, department managers are preparing their budget requests and the Bridges directors have been discussing system-wide budget priorities for the next year. These shared expenses, often technology related, have a large impact on individual library budgets. The most significant one facing us for the 2024 budget is the probable acquisition of a “discovery layer.” A discovery layer is like a “skin” that overlays the ILS to make the public facing part of the catalog more user-friendly and modern. It takes all the data from Polaris and whatever other digital resources are integrated and presents it in a more intelligent format, essentially. The biggest difference between what we have and a discovery layer is that it rolls up different editions of the same title into one listing, so you'd get more of a streamlined search result where you could toggle between different editions of a title (digital and physical) rather than scrolling through a ton of results. More and more library systems are adopting a discovery layer on top of their ILS (in a tacit acknowledgment that the ILS user experience is just not what it should be compared to a modern digital search or shopping experience). It will mean an added expense yearly, but I think the benefits outweigh the costs. There are three main discovery layers the Bridges System is considering: Vega, Aspen, and Bibliocommons. I attended demos from representatives of all three this past month, and we should be getting pricing soon.



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

Throughout the month of April, library visitors enjoyed our first ever Tiny Art Show. We had a total of 137 tiny art entries on display throughout the Children's and Adult/Teen departments. With the success of this year's event, we look forward to offering it again next year!



### **Adult Programs & Services**

On Thursday, April 20 local author **Doug Schmidt** presented stories of 130 years of Milwaukee baseball history based on his baseball anthology ***Six Outs to Go!*** Doug also shared his stories from his interviews as a baseball correspondent for 18 years at Milwaukee County Stadium. This program was sponsored by Friends of the Pauline Haass Public Library, and we had 46 people in attendance.

On April 4, eight members of the **Tuesday Afternoon Book Club** discussed *American Made: What Happens to People When Work Disappears* by Farah Stockman. The following day on April 5, seven members of the **Mystery Book Club** chatted about Richard Osman's *The Thursday Mystery Club*. On Thursday, April 13, three members of **Books to the Future** met to discuss *All the Light We Cannot See* by Anthony Doerr, and twelve members of **Reading Between the Spines** met on April 19 to discuss *The Authenticity Project* by Claire Pooley.

Jennie Bahnaman (Assistant Director/Adult Services Manager) worked with Rita Hahn from the **Sussex-Lisbon Area Historical Society** to host an author event at the library for Sussex native Orv Cullen to celebrate his debut novel *No Gentle Rain* on Saturday, April 22. There were 33 people in attendance at this program.

### **Collection Updates**

Nick Schmudlach (Adult & Teen Services Sub Librarian) continued to weed the non-fiction history collection.

### **Teen Programs & Services**

Becca Werginz (Adult & Teen Services Librarian) reports on April teen programs and services. April's **Vote by Sticker** asked if you'd rather swim past a box jellyfish or a shark. Of the 39 who voted, 16 teens opted for the box jellyfish, and 23 voted to brave the shark.

Becca prepared 21 Library Loot Boxes for teens in April. This month's craft was Blackout Poetry, selected in honor of National Poetry Month. Included in the kits were pages from weeded books and a black permanent marker for teens to practice creative thinking!

Eight teens attended **Stress S.O.S.** after school on April 18. Since the middle schoolers had just undergone state testing earlier that day, they were happy to have the chance to relax! With Becca's help, they made beautifully scented bath bombs and colorful slime and chatted over coloring pages and snacks.

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

**Around the Department**

**The Tiny Art Show** attracted many admirers to the department this month. Kids' tiny art pieces were exhibited on the easy reader shelf tops and on a colorful bulletin board backdrop created by associate MJ Jorn.



A grant received in 2019 (ALA Ready-to-Code Mini Grant) for our **KidsLab** had some funds left over that were finally spent this past month on drapes and lighting to make it a black light studio. Mark Easley did a masterful job installing the light fixtures on the ceiling, as well as the drapery rods. The children's staff has exciting plans for summer activities in the lab wherein kids will enjoy the wonders of the effect of ultraviolet light on certain colors and materials. MJ and our new associate Monica Weis will take on the task of creating a night forest in this space for the summer.

**Programs**

Our spring **Make It! Junior** season ended this month after three sessions of grab and go crafts. 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. The final project that the kids enjoyed was a hopping froggies project made from two green paper cups and a rubber band. By nesting the cups it was possible to launch the frog into the air.

The KidsLab hosted **LabCrafts** April 5 and **Early Explorers LabCrafts** April 13. Older kids made black light galaxy pictures with neon paint on black paper. This project was planned and presented by children's sub Katie Mueller and was the first project that made use of the new black light setup in the KidsLab. First and second graders enjoyed a slime station set up by children's librarian Teresa Douglas.



## Community Involvement

Twenty five children and twenty five preschool staff and parents from **Faith Lutheran Preschool** visited the library for a field trip April 20. Associate Victoria VanZile gave the kids a tour and a storytime. Many of the families were brand new visitors to the library.

### Collection—Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	38	188
special request book bundles	2	15
<b>Total</b>	<b>40</b>	<b>203</b>

## Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	<b>527</b>
<i>Youth Information Ques.</i>	<b>9</b>
Adult Reference Ques.	<b>449</b>
<i>Adult Information Ques.</i>	<b>53</b>
One-on-One Tech Help	<b>31</b>
Value Line use	<b>7</b>
Study Rooms use	<b>98</b>
Faxes	<b>12</b>
Curbside Pickup Appointments	<b>1</b>

Children’s Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (6 sessions)		241	
Family Storytime grab and go craft			175
LabCrafts (1 session)		10	
Early Explorers LabCrafts (1 session)		31	
Sew XO (2 sessions)		11	
Bunny Scavenger Hunt		28	
Tiny Art kids’ submissions			69

1000 Books Before Kindergarten new registrations			13
Make It! Junior grab and go distributed (2 projects)			100
Make It Jr. report back (drawing tickets)			25
Preschool visit		50	
Noah's Ark Outreach		16	
Firsties check-in visits		69	
Firsties April video views	65		
Firsties parent video views	2		
Firsties other video views (past videos)	18		
<b>Total</b>	<b>85</b>	<b>456</b>	<b>382</b>

**1000 Books Before Kindergarten total books read: 2,703**

**Teen Volunteer hours: 7.25**

<b>Adult/All Ages Programs</b>	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Afternoon Book Club (4/4)		8	
Mystery Book Club (4/5)		7	
Books to the Future Book Club (4/13)		3	
Reading Between the Spines (4/19)		12	
Six Outs to Go: Milwaukee Baseball History (4/20)		46	
Author Program Orv Cullen (4/22)		33	
Tiny Art Show (All Ages)			137
<b>Total</b>	-	<b>109</b>	<b>137</b>

<b>Teen Programs</b>	Virtual Attendance	In-person Attendance	Self-Led (Passive)
April Library Loot Boxes			21
Stress S.O.S (4/18)		8	
Vote by Sticker: April 1-30			39
<b>Total</b>		<b>8</b>	<b>60</b>

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

PHPL hosted a Pay-It-Forward event on April 28th, where patrons picked a coupon with a dollar amount (\$1-\$20), applied what was needed to their overdue fines, and then “donated” the rest of the amount left on the coupon to the next patron. Patrons enjoyed the event and were thankful for the fine forgiveness. The entire event was sponsored by Kwik Trip, who generously donated \$100 towards the forgiveness of overdue fines.

**Rachel Ruetz, Tech Services Manager, reports on Tech Services Activities for April:**

Anna Oleszczak boxed and sent several boxes of withdrawn materials to Baker and Taylor's Sustainable Shelves program. We will be credited for these materials and they will be resold or recycled by the company.

**Statistics:**

<b>Items processed</b>	<b>639</b>
<b>Items withdrawn</b>	<b>722</b>
<b>Volunteer hours (including processing, assisting with projects and programs, watering plants, and managing the book sale room)</b>	<b>31</b>

## STATISTICS FOR MONTH OF APRIL, 2023

	April 2023	April 2022	YTD	YTD 2022	% change
<b>ALL CIRCULATION</b>	<b>28533</b>	<b>28106</b>	<b>120025</b>	<b>109995</b>	9.1%
PHYSICAL MATERIAL CIRCULATION	24856	24910	105512	96545	9.3%
E-MATERIAL DOWNLOADS	3677	3196	14513	13450	7.9%
HOURS OPEN	242.5	247	979	990.5	-1.2%

	April 2023	YTD
HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	2470	10857
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	2128	9163
Crossovers to PHPL from other library communities: +	6028	25205
Crossovers from Sussex to other CAFE libraries: -	1117	3982
<b>NET LENDING: 4569</b>		<b>19529</b>

	PHYSICAL CIRC:	Sussex	Other	TOTAL	2022
	24856	9525	15331	49712	24910

<b>Cards issued:</b>	85
<b>Reference questions answered:</b>	976
<b>Informational questions answered:</b>	62
<b>Library visits this month:</b>	8542
<b>Materials purchased:</b>	590
(year to date total:)	2362
<b>Study Room usage:</b>	98
<b>One-on-one technology lessons:</b>	31
<b>Fax Service:</b>	12
<b>Value Line:</b>	7
<b>Curbside pickup:</b>	1

**Meeting Room Use:**

Quad Room:	22
Small meeting room:	14

<b>INTERNET USE*:</b>	317 sessions
<b>TOTAL HOURS**:</b>	149:12:00
<b>AVG. SESSION**:</b>	28.24 minutes
<b>WI-FI - INTERIOR:</b>	1474 clients
<b>WI-FI - EXTERIOR:</b>	332 clients
<b>WEBSITE VISITS:</b>	6519 sessions
<b>**wired access only</b>	

# 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.