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Agenda

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

- 1) Roll call
- 2) Consideration of, and possible action on:
 - a) minutes of June 21, 2023 board meeting
 - b) minutes of July 17, 2023 Budget Committee 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) Budget & Finance Committee report of 2024 budget request to Village of Sussex: recommendation and possible action
 - b) Annual Waukesha County standards compliance certification: discussion and 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 June 21, 2023 Board meeting
Pauline Haass Public Library

Called to order: 6:03 p.m.

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

Carran/Wegner motion to accept minutes of May 17, 2023 Board meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Adele read a letter from Brian Latus recognizing the excellent work of PHPL Children's staff.

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

Prepaid bills in the amount of \$3,444.00, P-Card bills in the amount of \$4,894.84, May 2023 bills in the amount of \$15,921.67, May expenses in the amount of \$83,001.92 approved as presented by Vande Hei/Schultz motion; motion carried.

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

New Business:

Following review of the Personnel Policy updates, the Board approved with changes proposed.

Following review, Kojis/Schultz motioned to approve the Investment Policy as presented; motion carried.

Committee assignments distributed by Vice President Kojis.

Meeting adjourned at 7:27 p.m. by Roubik/Zoellick motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

Minutes of July 17, 2023 Budget & Finance Committee meeting
Pauline Haass Public Library

Called to order at 3:28 p.m.

Roll call: Hacker, Kojis, Zoellick present. Also present: Adele Loria, Library Director.

Committee members reviewed and discussed the draft 2024 budget request and will submit their recommendations at the July 19, 2023 Library Board meeting.

No further action was taken.

Meeting adjourned at 4:11 p.m.

Respectfully submitted,

Adele Loria
Library Director

July 19, 2023

Director's Report to Library Board

Agenda Items

Budget & Finance Committee report on the 2024 budget request to Village of Sussex:

recommendation and possible action: The Budget Committee will meet Monday, July 17 at 3:00PM to review and discuss this year's draft budget request. Pending any changes following that meeting, I will send out that document to all of you in a separate email so that you can review it before the meeting. Print copies will be available at the meeting, so no need to print your own. At the meeting the Budget Committee will have comments and a recommendation for the full board. Trustee Zoellick has informed me that he will not be able to attend Wednesday's meeting, though he will be at the Committee Meeting on Monday, so I have asked him to leave his comments and anything else he wants communicated with the other committee members.

My priorities for the 2024 budget include ensuring adequate staffing levels with our increased levels of activity; investing in IT services locally (our current contract expires this year); preparing for technology improvements on the system level; and meeting demand for digital resources (increasing our Hoopla budget, adding wifi hotspots, and more).

Standards Compliance Certification: Included in your packets is a letter from Bridges Director Karol Kennedy, outlining the Waukesha County standards and minimums to exempt from the county library tax, and asking you to certify that PHPL meets those standards. The standards are referred to as "Minimums to Exempt," a term that is important because it describes the lowest allowable levels of service that a library can provide, rather than an aspirational benchmark. The level of service that a community expects varies from place to place, but many of the things we think of as standard library offerings are not required in meeting the minimums to exempt. A good example is programming; this is not a requirement to meet the minimums but almost everywhere, patrons expect a public library to provide programs, which in turn requires more employees than would be needed to simply staff service desks.

Minimums to exempt are important to all libraries in maintaining stable funding, but especially to those like PHPL that are surrounded by non-library communities whose residents make high use of our library. Without minimums to exempt and certain statutory requirements, a non-library community whose residents currently pay the county library tax could create a "library in a closet" and exempt from that tax. PHPL receives about 40% of its revenue from the Waukesha County library tax. By signing the annual compliance certification, the Library Board is certifying that the information provided is correct. In almost all cases PHPL meets and

exceeds the minimums to exempt, partly because the minimums are meant to be exceeded, and partly because PHPL has a service population that is more than double its municipal population. That means that realistically, we must plan to serve a population that size. In this respect PHPL is atypical but not unique: the Mukwonago Community Library is another that experiences tremendous nonresident usage. Because of that, MCL greatly exceeds minimum standards and like PHPL, receives a much larger share of its revenue from the Waukesha County library tax payments.

Our responses to the questions in the letter are highlighted, and as you'll see, we met all of the standards in 2022 and are on track to do so again in 2023. At the meeting, we can discuss any questions you have and complete this certification.

Non-agenda Items

Building Updates: Jeff Goodyear has flushed the water from the hot water tank three times in the past month after we discovered that the warm water was coming out yellow. We had Ideal Mechanical, who replaced the tank last fall, take a look and they thought it might be sediment from the pump to the tank that was recently replaced. If that's the case, draining the tank should take care of it, but if we continue to experience issues we'll need to investigate further.

Jeff has also been working on running cable from the server room to the security camera locations that we identified with Baycom. Baycom is waiting for the cameras and other equipment to arrive at its office for staging, and installation will happen later this summer.

Circulation: In June, the library checked out 32,019 items. And that's just physical circulation; add in the 3804 Libby/Hoopla checkouts, and that number is 35,823. That's well above last year, but it also exceeds the same month in 2019, the year I've been looking at to signify that our activity levels have not just met but surpassed pre-Covid levels. Throughout this year we have been busier than I've seen the library since I started working here, and this summer that has been especially noticeable.

Summer Reading participation has been off the charts this year, too. Overall, we had 1533 people participate in June – up 23% from the 1184 people who participated last June! Below you'll find a more thorough report from each department on their activities, and I hope you will check them out in person, too. Walking through the library and assisting at service desks I'm continually struck by the enthusiasm and activity all around me, and grateful for the dedication and talent of my staff. They have really knocked it out of the park this year.

Marketing and Communications: To give you all a window into the communications portion of Becca Werginz's position, she has compiled some numbers from last month: The library sent out a dozen promotional emails in June. The click rate nearly doubled from last month; this metric is an excellent indicator of increased engagement with our website, programs, and services! Our website experienced an influx of visitors in June (nearly 2,000 more than in May!). Unsurprisingly, the most visited pages in June were the Children's Events page and the event

calendar. The library's social media presence also exploded in a good way, thanks to Summer Reading promotions; our Facebook page alone reached 1,500 more users than in May.

Staff Updates: We accepted applications for the new Adult & Teen Services Librarian through July 5, and held interviews from July 7 – 11. We hope to extend an offer early next week. In the meantime, other staff members (including me) have picked up a larger share of hours on the reference desk and in doing tasks that would usually fall to this person. I know we are all looking forward to having someone in place.

Teen Space Planning: On July 6, Becca, Jennie, and I met with Michelle Swier from MKE Design Build. She worked on the teen space renovation at Muskego and was highly recommended by the staff at that library. We talked about the project goals and shared our ideas so far, and Michelle gave some initial feedback. She's putting together a plan now for us to review and I should have more to share next month.

Trustee Experience: On Monday, July 10, Lee Uecker, one of the Village of Sussex Trustees, joined our staff to experience a day (or rather a morning) in the life of the library. This is part of the "Trustee Experience" program that the Village trustees have begun this year, allowing them to visit various departments and get a better idea of what they do. We certainly put Lee through his paces; he helped to empty the bookdrop, unload transits from the van delivery, and pull holds that had been placed online from our "picklist."



He also got tours of the various departments and talked with our librarians about how they plan the Summer Reading Program. Later in the morning, we walked over to Weyer Park and the Storytime Tent to check out our summer performer Snake Discovery. The presenter did an incredible job with the enthusiastic and sometimes nervous crowd (though a lot less nervous than you might expect) and we both got to hold a boa constrictor! This was a fantastic chance to talk about library services and give Lee a glimpse into what it's like on a normal day. Greg Zoellick is the next Village Trustee scheduled to visit, on July 24. If PHPL trustees are interested in a similar experience, I'd be happy to set that up (though I can't promise there will be snakes).



Jennie Bahnaman, Assistant Director, and Becca Werginz, Communications and Technical Services Manager, report on Adult and Teen activities for June 2023:

It's been an incredibly busy summer so far, and participation in the **Adult and Teen Summer Reading Programs** has been fantastic! At the end of June, we had 344 adults registered for summer reading (compared to 255 in 2022). Adults earn a free book for registering and they earn scratch-off tickets for prizes throughout the program at different milestones. A total of 453 rewards have been redeemed out of 794 total earned rewards, and adults have logged 212,866 minutes (3,547 hours - 10 hours of reading on average per reader). We've had 179 teens register so far for summer reading (compared to 165 in 2022). Teens can complete up to 5 badges, and for every badge completed they earn a coupon and raffle tickets. So far 250 rewards have been redeemed out of a total of 356 rewards earned. There are 35 teens who've already completed the summer reading program!



On Saturday, June 3, we hosted our first ever **Houseplant and Cutting Swap**, organized by Jennie Bahnaman in collaboration with Master Gardeners Pat Serra and Barb Olson. We had many clippings started for participants to take home with them. Patrons could also bring a plant and take a plant. It also was an opportunity for houseplant enthusiasts to learn from our Master Gardeners. Patrons came prepared with questions about plant identification and plant care. Participants were also connecting with and learning from each other, and they were thrilled to take home a new plant or two. We were asked so many times that morning when our next plant swap will be that we're absolutely planning on hosting at least one next year!

Jennifer Steffes (Circulation Services Manager) and Carol Eckes (Circulation Clerk) led two sessions of **Make It: Spool Knitting** this June. We had 11 in attendance on June 14, and 19 in attendance on June 28.

Eight members attended the **Tuesday Afternoon Book Club** meeting on June 6 to discuss *Come Fly the World* by Julia Cooke. Thirteen members of the **Mystery Book Club** met on June 7 to discuss *Exiles* by Jane Harper. As is their tradition, the group is going on hiatus during the summer and will return in September. Three members of **Books to the Future** braved Classic Cars Cruise Night traffic and met in the library on June 16 to discuss *Daisy Jones & the Six* by

Taylor Jenkins Reid, and ten members of **Reading Between the Spines** met on June 21 to discuss *The Midnight Library* by Matt Haig.

Teresa Douglas (Children's & Adult Services Librarian) organized the library's **Trivia Night** event held at **Pints in the Park** on June 22. Victoria VanZile (Children's Associate), and Petyon Impola (Library Page/Circulation Clerk) helped facilitate the event that evening. **This event was co-sponsored by the library and the Sussex Parks & Rec Department.** We had 68 people in attendance for trivia.



Nick Schmudlach (Adult & Teen Services Substitute Librarian) organized a passive program for the Adult Department this June called **Where in the World Have You Read?** Library patrons filled out slips about a book they read, gave it a rating, and listed the location it took place. These slips were then placed in a binder on the display table so other patrons could view the recommended book titles. Patrons added flags to a map marking the settings of their books. We had 76 people (of all ages) participate.

Teen Programs & Services

Becca Werginz (Communications and Technical Services Manager) reports on June teen programs and services. On June 1, 12 teens received their **Library Loot Boxes**. This month's craft was pizza dough, which was enjoyed by both the teens and their families! Library Loot Boxes are going on summer vacation until the new Adult & Teen Services Librarian is hired and will be available again for request in August.

Becca visited Templeton Middle School on Friday, June 2 and spoke to 30 students about the Summer Reading Program, teen events, and volunteering at the library. Thanks to Anita Paque, the school librarian, for helping us set that up!

On June 14, Victoria VanZile (Children’s Associate) led a group of a dozen teens in making **Watermelon Squishies** out of fabric paint and makeup sponges. They got creative and made a chocolate cake version of the craft, too!



Five teens gathered on June 27 for the first session of **Teen Anime Club**. They chose to watch a few episodes of Spy X Family and enjoyed lots of snacks!

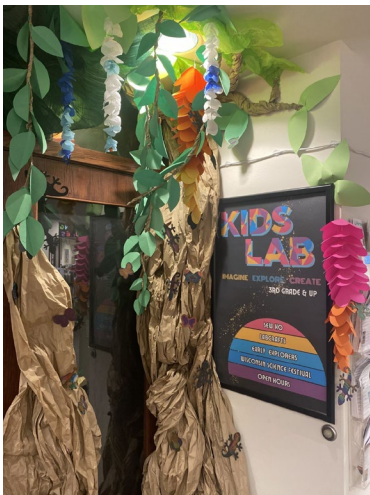
Valerie Johnson, Children’s Services Manager, reports on department activities for June:

Summer Reading

Enthusiasm for the kids’ **Summer Reading Program** has been staggering this year, and honestly hard to keep up with! By the end of June, 1,010 kids were registered (compared to 764 last year). It is gratifying to see the kids stream exuberantly through the department each day.

We could not serve this many kids and families without our small army of **teen volunteers**.

When working as a “summer reading desk attendant,” the teens are stationed at their own desk adjacent to the children’s reference desk. **This year we have 35 teens in grades eight through twelve helping in the department.** Near the summer reading desk we have added a pc workstation and a stand-mounted iPad that are preset to the Beanstack web page/app, allowing kids who are hanging out and doing summer reading activities at the library to log activities and claim rewards independently.



Our summer reading theme is **A Forest of Stories**, and the children’s department has sprouted two trees that help set the woodland tone, as well as a **WildLife Rescue Center** for young animal care workers to nurture the nine stuffed animals who are being rehabilitated there.

Programs



We have had programs galore this month with strong attendance for all of them. Monday Summer Performers are a tradition and this year we started with musician Ryan Meisel June 19. Ryan presents a drum program but provided music and demonstration of several other instruments as well. He had the kids up and dancing at the Village Park open-air shelter. On June 26 the kids were wowed by Mad Science at the Civic Center Community Room.



Our ongoing reading incentive program for babies, toddlers, and preschoolers, **1000 Books Before Kindergarten**, has picked up added steam this summer. Through the other months of the year, we see an average of 10 new registrations per month. In contrast, in June the program had 65 new registrations, and a similar surge occurred last summer. While kids of all ages, including babies, are eligible to participate in the summer reading program, it seems that the 1000 Books program attracts extra notice in the summer.

Two sessions of **LabCrafts**, for third grade and older, were held in the KidsLab, with full attendance for both. On June 12 the kids made **neon flower garlands** under the guidance of MJ Jorn (Children's Services Associate). This craft, like so many this summer, took advantage of our black light studio setup in the Lab. Monica Weis (Children's Services Associate) led a second session on June 26 where the kids made **pressed flower bookmarks**. Victoria VanZile (Children's Services Associate) led the **Early Explorers** (grades one and two) in their sneak peek into the KidsLab on June 15, when they enjoyed **highlighter-coloring** of insect pictures, and again June 29 when they created tiny tic tac toe kits with painted rocks stored in mini burlap drawstring bags.



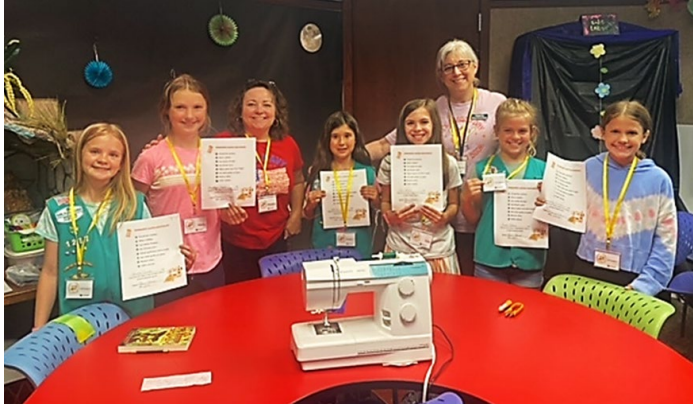
A new program launched this summer is **Cursive Club**, for kids and their grownups who love handwriting. It is designed to be a quiet get-together for practicing penmanship while chatting or spending time with family members. Led by Val Johnson, each meeting of Cursive Club introduces a section of the alphabet to practice as well as a copy work exercise of 1. a poem, 2. a joke, and 3. a quotation. Val also adds special twists like practicing letter strokes to create little animal pictures or practicing with highlighters and turning on the black lights!

Teresa Douglas (Children's & Adult Services Librarian) rolled out her ever-popular American Girl summer program on June 20: this time we went back to **Camp American Girl!** Fifty children gathered at the Civic Center Community Room to visit various stations and make camp crafts for themselves and their dolls.

Two **Make It! Junior** projects were offered as grab-and-go kits for kids to pick up and take home for a later activity. **Paper Fans & Pinwheels** and **Glow Bugs** (plastic eggs decorated as bugs, with glow sticks inside) went quickly. We increased the number of kits from 200 last summer to 250, hoping that the supplies would last a little longer, but they still twirled and buzzed out the door within two days of each launch, June 12 and 26.

Community Involvement

Victoria VanZile has established a connection with Momentum Early Learning Center and visited them June 30. She presented a storytime to 50 kids, a large group, and reported that it was greatly enjoyed by all. Victoria also paid her monthly visit to Noah's Ark Christian Learning Center on June 2.



Sew XO: the **Girls Scouts** took Meet the Sewing Machine in March, and the girls returned June 8 to take Meet the Machine, part 2. Val and Monica guided them through the technical lessons of winding bobbins, threading the machine, and adjusting stitch size and sewing speed. As a result, they became the first “graduates” of PHPL Sew XO, receiving certificates and badges designating them as Sewists (the new

term for seamstress). Each is now eligible to use a sewing machine on her own during open sew time in the Kidslab. Congratulations, Sewists!

Around the Department



The children’s department now has a long-term exhibit of art created by kids in the community. Artists and their families were invited to allow a selection of pieces to remain after the end of Youth Art Month in March to decorate the department for summer. Summer teen volunteers Poppy and Emelia carefully hung the art along the upper edge of our west wall, creating a colorful display facing visitors to the department.

As happens every summer, the shelf tops of the picture book section have been converted to temporary, labeled displays of special subject area books for summer reading. Kids are encouraged while logging their summer reading to sample from six different areas: Around the World, Step Back in Time, Creatures and Habitats, Let’s Play, Legends and Lore, and STEM. Throughout the year the children’s staff marks new books as they are received with color-coded dots so that we can easily identify the subjects on the regular shelves and restock the displays during the frenzy of summer reading.

Collection—Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	77	361
special request book bundles	2	39
Total	79	400

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	2548
<i>Youth Information Ques.</i>	1
Adult Reference Ques.	626
<i>Adult Information Ques.</i>	63
One-on-One Tech Help	18
Value Line use	4
Study Rooms use	123
Faxes	27
Curbside Pickup Appointments	0

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
LabTime (2 sessions)		34	
LabCrafts (2 sessions)		48	
Early Explorer LabCrafts (2 sessions)		24	
Family Storytime (9 sessions)		487	
Sew XO (2 sessions)		8	
Open Sew (2 sessions)		3	
Cursive Club (2 sessions)		24	
1000 Books Before Kindergarten new registrations			65
Outreach Storytimes (2 sessions)		85	
Girl Scout visit		6	
Make It! Junior grab and go distributed (2 sessions)			500
Make It! Junior report back (drawing tickets)			127
StoryWalk® journals			237
Reading on the Roof (2 sessions)		113	
Monday summer performers (2 sessions)		135	
Camp American Girl		50	
Teen Volunteer orientations (9 sessions)		23	

1000 Books Before Kindergarten total books read: 4,849

Teen Volunteer hours: 185.75

Adult/All Ages Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Houseplant and Clipping Swap (6/1)		30	
Tuesday Afternoon Book Club (6/6)		8	
Mystery Book Club (6/7)		13	
Make It: Spool Knitting (6/14)		11	
Books to the Future Book Club (6/16)		3	
Reading Between the Spines (6/21)		10	
Trivia Night @ Pints in the Park (6/22)		68	
Make It: Spool Knitting (6/28)		19	

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
June Library Loot Boxes			12
TMS visit		30	
Teen Anime Club		5	
Watermelon Squishies		12	
Total		47	12

Jennifer Steffes, Circulation Manager, reports on department activities for June:

Busy is the only way to describe the circulation department in June! With a very large number of check-ins and checkouts, the circulation staff was continuously moving. They also issued 184 new library cards to people of all ages. After becoming “members” (as the patrons like to refer to themselves), many joined the summer reading program. The kids and parents especially appreciated the “welcome packets” with lanyards, folders, picture opportunities and the celebration of receiving their library cards.

Becca Werginz, Communications and Tech Services Manager, reports on department activities for June:

June was a busy month filled with transitions in the Technical Services Department! Becca has taken up her position as Communications and Technical Services Manager and has enjoyed fostering closer relationships with the Technical Services team. She is leading the library’s cataloging efforts and has been cataloging the bulk of adult and young adult items. Teresa has taken the lead on cataloging children’s materials, and Jennie, Adele, Val, and substitute librarian Nick have been cataloging as needed as well. It’s important to have multiple staff members trained and familiar with cataloging procedures, not just to spread out the workload but also because cataloging is necessary to the function of the library. Beth Bechtel (Bridges Database Management Librarian) has been invaluable during this transition, answering a steady stream of questions and generally being a sounding board for all things cataloging. She will make additional visits to the library over the summer to answer questions and assist further.

The Technical Services staff have joined the new Technical Services listserv from the Wisconsin Library Association. This is an excellent opportunity to cast a wider net when we have questions about how other libraries in the state handle cataloging and processing issues, where they source materials, and more.

Statistics:

Items processed	912
Items withdrawn	751
Volunteer hours (including processing, assisting with projects and programs, watering plants, and managing the book sale room)	27.75

STATISTICS FOR MONTH OF JUNE 2023

	June 2023	June 2022	YTD	YTD 2022	% change
ALL CIRCULATION	35823	32853	183668	168010	9.3%
PHYSICAL MATERIAL CIRCULATION	32019	29816	161514	148489	8.8%
E-MATERIAL DOWNLOADS	3804	3037	22154	19521	13.5%
HOURS OPEN	230	233	1463	1467	-0.3%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2696	<i>16138</i>
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2323	<i>13435</i>
Crossovers to PHPL from other library communities: +	8061	<i>38907</i>
Crossovers from Sussex to other CAFE libraries: -	1226	<i>6397</i>
NET LENDING: 6462		<i>29807</i>

	Sussex	Other	TOTAL	2022
PHYSICAL CIRC:	11479	20540	32019	29816

Cards issued:	184
Reference questions answered:	3174
Informational questions answered:	64
Library visits this month:	11,916
Materials purchased:	746
(year to date total:)	3737
Study Room usage:	123
One-on-one technology lessons:	18
Fax Service:	27
Value Line:	4
Curbside pickup:	0
In-person programs:	49
In-person attendees:	1,257

Meeting Room Use:

Quad Room: 16
Small meeting room: 9
INTERNET USE**: 296 sessions
TOTAL HOURS**: 123:39:00
AVG. SESSION**: 25.064 minutes
WI-FI -INTERIOR*: 1664 clients
WI-FI -EXTERIOR*: 358 clients

*includes wireless network

**wired access only



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Pauline Haass Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 2, 2023

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2023.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library’s Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 121,230
- PLUS lending to other library community’s residents: 71,745
- DIVIDED by total circulation by your residents at all county libraries: 132,030

Your library’s LSER is shown in Table 1 below.

Table 1.

Pauline Haass/Sussex ’s Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
90%	146.16%	Yes

If your LSER ratio is higher than your listed target rate, you will see a “Yes” in Table 1 above and may skip to step 3 on this form. Please note, even if there is a “Yes” listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a “No” in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library’s previous year’s data to your Library’s *Minimums to Exempt*

Please review the data below gathered from your library’s 2022 state annual report and indicate whether your library will meet its minimum requirements in 2023.

Please circle “Yes” or “No” in the last column in Table 2. **(Completing this table is required if LSER = “No” in step 1.)**

Table 2.

Library	Pauline Haass/Sussex		2021 Municipal Population	11,587
Category	Minimum to Exempt	Library Actuals from 2022 annual report	Met Minimum during 2022?	Will Meet Minimum in 2023? (Circle one)
Materials Expenditures/Capita	\$5.86/capita	\$11.53/capita	Yes	Yes No
Number Hours Open/Week	55	59	Yes	Yes No
Budgeted Staff in FTE	10.31	15.23	Yes	Yes No
Collection Size	76,000	97,556	Yes	Yes No
Public Computers/Internet Access Devices	6	13	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Pauline Haass Public Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2023 (circle one)
Library board member orientations are provided	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library website includes key board/staff contact & meeting info	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library board conducts director performance evaluation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library budgets for professional development	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has active strategic plan	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has a current circulation policy rev. 11/2022	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has a current collection management policy rev. 11/2021	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has a current computer/internet policy rev. 2/2021 & 11/2021, respectively	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has a current meeting room use policy (if meeting room available) rev. 4/2023	<input checked="" type="radio"/> Yes <input type="radio"/> No
Library has a current public behavior (rules of conduct) policy rev. 6/2019	<input checked="" type="radio"/> Yes <input type="radio"/> No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board’s responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library’s plan of service for 2023.

Name of Library	Pauline Haass Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director’s Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2023**.