



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

---

### **Agenda**

**Pauline Haass Public Library Board of Trustees  
Wednesday, September 20, 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 August 16, 2023 board meeting
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Introduction of Becca Werginz, Communications & Technical Services Manager
- 6) Financial report
- 7) Action on bills
- 8) 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.
- 9) New Business:
  - a) Capital Plan Updates: discussion and action
  - b) Harry Potter Night 2024: discussion and action
  - c) Review of Library Board Bylaws: discussion and action
  - d) Surveillance Cameras Policy: discussion and action
  - e) Bridges Trustee Event: discussion
  - f) Director evaluation tool distribution
- 10) Items for future agendas: discussion
- 11) 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 August 16, 2023 Board meeting  
Pauline Haass Public Library

Called to order: 6:00 p.m.

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

Bougie/DeLonge motion to accept minutes of July 19, 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 July 2023 accepted as presented by Carran/Kojis motion; motion carried.

Prepaid bills in the amount of \$304.00, P-Card bills in the amount of \$4,201.25, June 2023 bills in the amount of \$14,751.81, July expenses in the amount of \$77,747.50 approved as presented by Carran/Jilling motion; motion carried.

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

New Business:

Following a review of the HVAC Software Replacement, Hacker/DeLonge motion to accept two bids instead of the three required in the purchasing policy; motion carried. Hacker/Jilling motion to move forward with current contractor bid; motion carried. Hacker/Carran motion to purchase using capital funds; motion carried.

Following the review of the revised Meeting Room Policy, Carran/Kojis motion to approve; motion carried.

Meeting adjourned at 6:19 p.m. by Wegner/Hacker motion.

Respectfully submitted,  
Jennifer Bahnaman  
Assistant Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

**September 20, 2023**  
**Director's Report to Library Board**

Our Communications and Technical Services Manager Becca Werginz will be joining us for this meeting. This will be a chance for her to meet all of you and observe a board meeting, and she will give you a brief introduction to the marketing and communications aspects of her role. I have included this introduction as an agenda item before the financial report.

**Agenda Items**

**Capital Plan Updates:** I have updated the Capital Plan spreadsheet to cover 2023-2029. This span reflects the approved projects for the current year, shows anticipated or necessary projects through 2029 (including a timeline for allocating funds), and highlights proposed projects for 2024. If approved, the funds in column G would be allocated to respective projects (all funds remain in Fund 410 until spent; approval authorizes that amount to be spent in that year). I have adjusted the "amount needed" columns so that funding is fully allocated in the year prior to doing a project. I have also updated the projected costs of various projects where new numbers are available, and included several projects not previously reflected in the plan.

For 2024, I am recommending the following:

- Server replacements: these are replaced on the same 4-year cycle as the computers.
- Additional self-check machine to accommodate increased activity levels and to serve as a backup if one machine is having issues. I envision placing it between the current self-check and the children's area entrance, along the wall currently holding a pamphlet rack. That rack will either need to be cut down and removed partially, or removed altogether; as it has become less well-used over time, I don't anticipate that being an issue for patrons.
- New wall-mounted shelving unit in adult area to alleviate crowding; this will replace one study table in the back area. Alternatively, raise shelving in north fiction stack to height of south fiction stack. Neither alternative is ideal (higher shelves, less seating), but I think that weeding more aggressively than we already are in these areas would limit our ability to serve the public. I'm still waiting on pricing for this, but will add it to the plan before our meeting if possible.
- New shelving unit in YA to house manga, graphic novels, and YA fiction. This change is prompted by the changes we are making to the teen area, but we've known for a long time that the spinners are confusing to patrons (and staff) and that space here is lacking.

- Replace both public and staff photocopiers. They are due for replacement based on our regular purchase cycle, and in recent months we've had a big increase in problems requiring service calls (an indication they are reaching end-of-life).

Additional questions/options for the board to consider:

1. Are there projects to move from the orange section (things that can be postponed until the reno/expansion project) to the "next 5 years" section (things that cannot be deferred when the current systems/equipment fail)?
2. Are there funds already allocated to projects that we want to move to more pressing projects (e.g. the boilers)? That means starting back over building funds for those projects but would ensure more imminent projects are ready to be funded sooner.

**Harry Potter Night 2024:** This event has become a signature event for the library, drawing about 200 attendees each year. While the primary audience in terms of the activities offered is children, it really is an all-ages family event, with parents accompanying children and teens coming on their own. Recently I met with Jennie Bahnaman, Maura Flanagan, and Teresa Douglas (who originated the event at PHPL and remains the creative force behind the considerable planning efforts that go into each year) to brainstorm changes for the 2024 event. While it has traditionally taken place on a Thursday evening, it's become so huge that holding it alongside normal library services is not ideal. I'm proposing moving it to a Friday evening (5:30-7:30), making it an after-hours event. Along with allowing Thursday evening patrons to go about their business in peace, this would allow our staff to lean into the all-ages appeal of the event, offering some new activities, providing greater staff facilitation, and incorporating a few other ideas. The board would need to authorize that change in hours, and this agenda item allows us to discuss this possibility and any concerns it raises.

**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.

**Surveillance Cameras Policy:** Included in your packets is a draft policy for the recently installed security cameras. It outlines the reasons for having cameras and parameters for accessing/using the footage. Given the size of our building and the ability of staff to monitor activity in person, I have restricted access to the smallest number of staff feasible and only if/when circumstances call for review.

**Bridges Trustee Event:** There is no action needed for this item; I am just putting it up top as a reminder to you all that it is coming up on September 28. This year's event will be held at Watertown Public Library (newly renovated and well worth a visit if you haven't been already). You should have received the invitation via email, but you can also view it online [here](#). The invitation includes details, a directions to Watertown PL link, and a link to **RSVP by Thursday, September 21<sup>st</sup>**.

## **Non-agenda Items**

**Bridges System/APL updates:** I attended the APL meeting of directors on September 15 in Watertown. A draft of the final Bridges budget was presented, and our members costs remain as expected when the PHPL budget was approved in July. The APL group voted to recommend this budget for approval to the Bridges board. While our costs remain largely unchanged from the 2023 budget, there are some exciting offerings and improvements for member libraries. Among the 2024 highlights that will effect PHPL are:

- Hoopla Grants: Funding to libraries will increase from \$60,000 to \$110,000, maintaining the system support at approximately 50% based on usage in the first half of 2023.
- Adult Program Presenter Grants: New for 2024. This program will provide \$9,600, or \$400 per library, for libraries to offer a program for adults. Libraries may use these funds independently or collaborate on a shared program or programs.
- Library Calendar Solution: \$75,000 is budgeted to offer program calendar installation and annual support for all interested libraries.
- Discovery Layer Implementation: \$75,000 is budgeted in Fund 210 (CAFÉ) for this purpose.

At the September meeting, the directors and system staff also discussed MessageBee, a text message notification service. Bridges will be implementing this service in the next couple of months; it has become increasingly apparent that the current method of sending automatic text notifications from our ILS is not sufficient, as more and more cell service providers are blocking the messages as currently structured. Bridges will provide the funding for MessageBee for 2023 and 2024, but it will represent a cost increase for member libraries beginning in 2025.

Finally, Mellanie Mercier revealed a data dashboard that she has been working on with Waukesha County's IT team for the past year, and it is very impressive. It's going to represent a big step forward in our ability to analyze and visualize circulation data once finalized. At that point, I can provide a demo during a board meeting, and I'm interested to learn what additional data you'd like to see on a regular basis.

### **Friends and Foundation Updates:**

- The Friends of the Library hosted a booksale at the Village's Block Party in August. We put out a call for donations in advance of the event and had a fantastic response from the community. Thanks to this and to the hard work of the Friends, over \$250 was raised at the event. The Friends September meeting will be held Monday, September 18 and will finalize plans for the Holiday Book and Bake Sale in November. For the first time, this weekend-long event will include a Friends-only preview sale!

In October, the Bridges Library System is holding its second annual morning gathering for Friends of Libraries groups in the Bridges area during National Friends of Libraries Week (October 15-21, 2023). These gatherings provide an opportunity for Friends members to meet and network, receive information and resources from WLA and ALA, and share ideas on various topics of interest. There are actually two events on two different days – one in Waukesha County and one in Jefferson County – and this year

Bridges has asked PHPL to host the Waukesha County event. The event will be held on Monday, October 16 at 9:30 in the Quad Room.

- The Foundation has been increasing their public presence this year! Recently they set up a booth and sold water (while also presenting information on their organization) at two well-attended Village events; the Block Party in August and Touch a Truck in September. Foundation member Tanya Bohacheff redesigned the Foundation's promotional materials and did a fantastic job. I'm including a copy of the new Foundation brochure in your packets this month. The Foundation next meets in October.

**Hearing Loop for Quad Room:** One of the projects the Bridges System funded with its reserves in 2023 was the installation of a meeting room hearing loop at interested libraries. Angela Meyers (Bridges' Inclusive Services Coordinator), Lisa Ponto, and I have been working to figure out if a loop will be compatible with the audio equipment in our Quad Room, which dates back to the early 2000s. We met with a consultant to examine the equipment last week, and should receive an answer soon.

**Professional Development and Continuing Education:** On August 25, I attended a day-long continuing education event for directors at the New Berlin Public Library. Sessions included understanding and strengthening municipal relationships; improving recruitment, orientation, and engagement of library boards; crisis management and developing a crisis communications plan; and staff succession planning.

The Children's Services department does not get much opportunity for CE during summer, but our staff squeezed in a few opportunities of late. On July 20 (but not covered in the August report), Monica Weis attended the **Play, Make, Learn Conference** at UW Madison, presented by Wisconsin DPI and IMLS. The sessions Monica attended included *Moments & Mindsets to Foster Innovation*; *Bad Art*; and *Playful Learning to Foster Equity*. Earlier in the summer, MJ Jorn attended "**Offering Culturally-Centered Summer Nature-Based Programs**," an Early Childhood Investigations Webinar presented by Ashley Brailsford, Ph.D. This webinar encouraged incorporating cultural elements into programming and provided examples and ideas, several of which the library is already doing. Examining biases and challenging mindsets (such as "what counts as nature") were among the valuable points made.

**Jennie Bahnaman, Assistant Director, and Maura Flanagan, Adult & Teen Services Librarian, report on Adult and Teen activities for August 2023:**

### **Adult Programs & Services**

Adult Summer Reading finished on Saturday, August 12. We had a total of 405 adults participate which is **more than double the amount of adults who registered last year!** Out of the 405 registrants, 237 claimed their free book for signing up for the Adult Summer Reading Program. Participants also earned a total of 836 scratch-off tickets and redeemed 622 scratch-off ticket prizes. Adults tracked almost 9,000 hours of reading this summer!

Five attended the **Tuesday Afternoon Book Club** on August 1st and five attended the **Books to the Future Book Club** on August 10th. Our **Mystery Book Club** will be coming back from their summer hiatus on September 6th.



On Monday, August 21 Pauline Haass Public Library hosted a **Memory Café** as a part of the Library Memory Project. Memory Cafés are an informal social gathering for people with memory loss and their care partners. For the August Memory Café **Jayne Jenks the Conservation Specialist from the Retzer Nature Center** joined us to talk about the nature and animals you can find at Retzer. We observed animal furs and bird feathers and talked about all the different ways we enjoy nature. There were 9 people in attendance.

### Teen Programs & Services

Maura Flanagan (Adult & Teen Services Librarian) reports on August’s teen programs and services. She is very excited to have joined the team. Maura is looking forward to the implementation of programs and projects to offer to the teens in the community.

The Teens Summer Reading Program also ended on Saturday, August 12. There were a total of 215 teens who participated in the **Teen Summer Reading Program**. They wrote a total of 150 book reviews and redeemed 718 coupon prizes.

People’s Choice Voting for the Teen Photography Contest was completed on August 31. Leesha V. won the People’s Choice Vote, and we had a total of almost 200 people vote for the Teen Photography Contest entries!







Maura along with Carol Eckes (Circulation Clerk) visited **Templeton Middle School Information Nights** on August 29th and 30th. They brought flyers for Teen Library Loot Boxes, the upcoming TeenTober reading program, and the new Teen Advisory Board (TAB). Students could also sign up for or renew their library cards. During those two nights, they spoke to more than 140 families about the exciting programs and services that the library will be offering this fall.

The **Library Loot Boxes** will be back from their hiatus in time for school to start. Teens have already filled out the form to request their September boxes.

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

**Around the Department**

At their January 2023 meeting the Library Foundation approved a grant to purchase furniture for the children’s department, which has been in great need of additional seating. This grant, combined with a \$1500 gift from a donor family last December, was used to purchase two new setees to replace the one extremely worn (and uncomfortable) old setee that was truly at the end of its useful life. The new furniture was purchased through Library Furniture International, whose sales team offered superb assistance in making choices that worked for our space. Our goal was sturdy, attractive furniture that was comfortable for all ages and easy to clean. In addition to the full-sized setees, we purchased a miniature, toddler-sized setee for the little ones. As if that wasn’t enough our own circulation clerk/occasional maintenance staff member Carol Eckes steam cleaned the rest of the old furniture, two overstuffed chairs, giving them a new, bright and clean appearance.



At our last Staff Training Day the children's staff rearranged easy reader shelving to create more space in the train table/play area. The new furniture arrived August 28 and has transformed this space. We have doubled our adult seating and added child seating. What used to be a sometimes-cramped play area has become a spacious, attractive section with an inviting living room vibe.



## Summer Reading

The **Forest of Stories** summer reading program came to a close August 12. We had fantastic participation with a total 1,116 children ages birth through 12 joining the program and 3,376 rewards collected for reaching reading milestones. Charts and graphs showing registration numbers over recent years and by grade level, school, and geographic area are appended.

## Programs

Our final **Make It! Junior** of the summer became available to the kids August 6. This project provided supplies to make their own dream catchers. Little ones made theirs from paper plates and colored paper strips while the older kids had a more complex version involving yarn wrapped CDs. After this final Make it! Junior a name was drawn from entries who participated to win a *Crayola Inspiration Art Case Coloring Set*. The lucky winner was Everly S. Enthusiasm for this program is high; never a single kit remains unclaimed and over the summer we designed, assembled, and gave out 1,250 kits.



**Kiddie Con** was held August 3 and this year we leaned into the younger audience it has attracted in recent years. Originally for 6-12 year olds, this year we welcomed 4-10 year olds and exchanged some of our older fandoms and crafts for characters our younger attendees would like such as Bluey, Elephant and Piggie, and Pigeon. Fun was had by all at the different stations set up in the Quad room that included button making, make your own Pokémon card, and pin the tail on Bluey. Our Turbo Toilets 2000 from Pilkey Party made a reappearance as well to have more undies launched at them.



One of our **Sew XO** projects this summer has been felt garlands in bright summer colors with summer shapes such as suns, flowers, frogs, butterflies, birds, and seashells. Kids made these garlands and gained sewing machine experience during the final class of the summer held August 10.





## Community Involvement

The children's department once again participated in our community's **National Night Out** celebration August 2 by providing activities for kids on the lawn. Under the leadership of associates MJ Jorn and Monica Weis, assisted by Val Johnson and Michelle Kozlowski (Circulation Clerk) and numerous teen volunteers, we offered giant bubbles, stained glass sidewalk chalk art, and—new this year—flamingo ring-toss. The weather was beautiful and spirits ran high for this exciting, well-attended event.



## Teen Volunteers

We could not provide the high-quality summer reading program that we do without the help of our dedicated and hard-working teen volunteers. This summer we had thirty-three active volunteers ranging from eighth to twelfth grades. They help us by manning a summer reading desk set up adjacent to the regular reference desk, and by assisting with programs in the summer. Sometimes we need one or two helpers, such as for storytime or a KidsLab program. But occasionally we need eight, ten, or even more for larger programs such as Pilkey Party and American Girl programs, and for National Night Out we had seventeen! Over the course of the summer our teen volunteers worked a total 568.25 hours. Any volunteer can request a summary of their hours and this year I created an attractive certificate that formally acknowledges their hours of work. One volunteer who is in high school and has been volunteering since eighth grade reached a total of 99 hours. The teens receive a small gift each



summer as a thank you; this year's gift was a Fintie screen cleaning pad. This popular accessory for devices with screens is beloved by teens for their phones.



## Collection

The second half of the children’s nonfiction collection was shifted (84 shelves!) to alleviate crowding. Books in the 900 range (history, countries) do not circulate as briskly as those in 500-700 (dinosaurs, animals, crafts, & sports) so the 900’s were weeded and condensed to create space and the 500-700’s were spread out. Val directed the project with labor contributed by Monica, Maura Flanagan (Adult & Teen Services Librarian), and teen volunteers. Children’s substitute Katie Mueller created the new edge shelf labels. The collection now has a bit of breathing room and is more inviting than ever.

### Collection: Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	41	182
special request book bundles	0	0
<b>Total</b>	<b>41</b>	<b>182</b>

## Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	<b>1,406</b>
<i>Youth Information Ques.</i>	<b>4</b>
Adult Reference Ques.	<b>378</b>
<i>Adult Information Ques.</i>	<b>15</b>
One-on-One Tech Help	<b>20</b>
Value Line use	<b>1</b>
Study Rooms use	<b>107</b>
Faxes	<b>12</b>
Curbside Pickup Appointments	<b>0</b>
Chromebook Checkouts	<b>0</b>

Children’s Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
LabTime (3 sessions)		35	
Sew XO (2 sessions)		11	
Open Sew (2 sessions)		3	
Cursive Club (1 session)		9	
Cursive Club packets			82

1000 Books Before Kindergarten new registrations			12
Outreach Storytimes (1 session)		23	
Make It! Junior grab and go distributed (1 session)			250
Make It! Junior report back (drawing tickets)			83
Kiddie Con		63	
National Night Out		180	
Firsties video views	2		
Summer Reading Adventures video views	1		
<b>Total</b>	<b>3</b>	<b>324</b>	<b>427</b>

**1000 Books Before Kindergarten total books read: 5,157**

**Teen Volunteer hours: 135**

<b>Adult/All Ages Programs</b>	<b>Virtual Attendance</b>	<b>In-person Attendance</b>	<b>Self-Led (Passive)</b>
Tuesday Afternoon Book Club (8/1)		5	
Books to the Future Book Club (8/10)		5	
Reading Between the Spines (8/16)		12	
Memory Cafe: Explore Nature w/Retzler (8/21)		9	
Adult Summer Reading Program (6/1-8/12)			405
<b>Total</b>		<b>31</b>	<b>405</b>

<b>Teen Programs</b>	<b>Virtual Attendance</b>	<b>In-person Attendance</b>	<b>Self-Led (Passive)</b>
Teen Summer Reading Program (6/1-8/12)			215
Virtual Escape Rooms (6/1-8/31)			55
Info Nights at Templeton MS (8/29-8/30)		140	
People's Choice Vote Teen Photo Contest (8/1-8/31)			197
<b>Total</b>		<b>140</b>	<b>467</b>

**Jennifer Steffes, Circulation Manager, reports on department activities for August:**

During August, the Circulation Department kept track of the various reasons for new registrations. Of the 144 cards issued, approximately 40 went to people who reported being new to the area. While that’s a good chunk of new registrations, there were also a large number from kids turning 5 (25 cards) and patrons returning to the library after so many years of not using it that they were out of the system altogether (25 “new” cardholders). There were also a number of patrons who got cards because they were interested in specific resources – 7 people applied because of the Explore Passes! Overall, it seems that new growth is certainly a driver but the reasons for getting a library card remain plentiful and varied.

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

A busy month in Technical Services! Staff cataloged and processed over 1,000 items to be added to the collection as well as several hundred withdrawals. The volunteers were busy as well. In addition to their regular tasks, they assisted Circulation with checking the contents of board games. Not only did this help Circulation during a busy time, but checking contents in Technical Services made it easy for Sue to discover and replace ripped bags and make other minor repairs to ensure the games are in excellent condition. Alongside staff, the volunteers packed up twenty boxes to be sent to Better World Books. We are grateful for their help and to Sue for coordinating their schedules and providing direction.

**Statistics:**

<b>Items processed</b>	<b>1057</b>
<b>Items withdrawn</b>	<b>439</b>
<b>Volunteer hours (including processing, assisting with projects and programs, watering plants, and managing the book sale room)</b>	<b>55.75</b>



## STATISTICS FOR MONTH OF AUGUST 2023

	Aug. 2023	Aug. 2022	YTD	YTD 2022	% change
<b>ALL CIRCULATION</b>	<b>36506</b>	<b>35122</b>	<b>255266</b>	<b>237551</b>	7.5%
PHYSICAL MATERIAL CIRCULATION	32457	31686	225095	211385	6.5%
E-MATERIAL DOWNLOADS	4049	3436	30171	26166	15.3%
HOURS OPEN	243.5	243.5	1922.0	1923.0	-0.1%

	Aug. 2023	Aug. 2022	YTD
HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	3462		22349
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	2376		18049
Crossovers to PHPL from other library communities: +	7906		54715
Crossovers from Sussex to other CAFE libraries: -	1779		9944
<b>NET LENDING:</b>			<b>40471</b>

	Sussex	Other	TOTAL	2022
PHYSICAL CIRC:	11826	20631	32457	31686

<b>Cards issued:</b>	144
<b>Reference questions answered:</b>	1784
<b>Informational questions answered:</b>	19
<b>Library visits this month:</b>	11,462
<b>Materials purchased:</b>	855
(year to date total:)	5215
<b>Study Room usage:</b>	107
<b>One-on-one technology lessons:</b>	20
<b>Fax Service:</b>	12
<b>Value Line:</b>	1
<b>Curbside pickup:</b>	0
<b>In-person programs:</b>	16
<b>In-person attendees:</b>	495

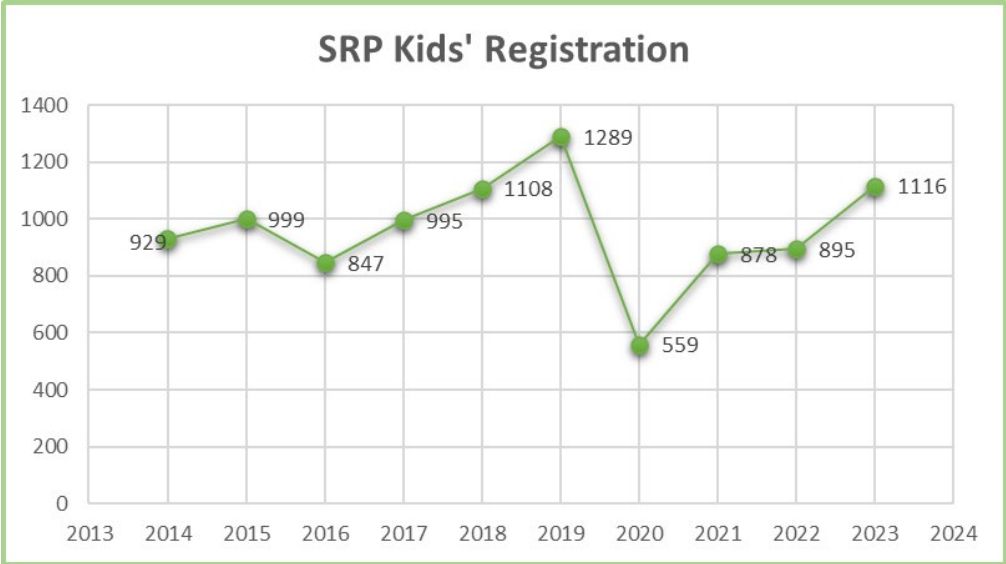
### Meeting Room Use:

Quad Room:	11
Small meeting room:	12
<b>INTERNET USE**:</b>	388 sessions
<b>TOTAL HOURS**:</b>	186:45:00
<b>AVG. SESSION**:</b>	28.879 minutes
<b>WI-FI -INTERIOR*:</b>	865 clients
<b>WI-FI -EXTERIOR*:</b>	359 clients

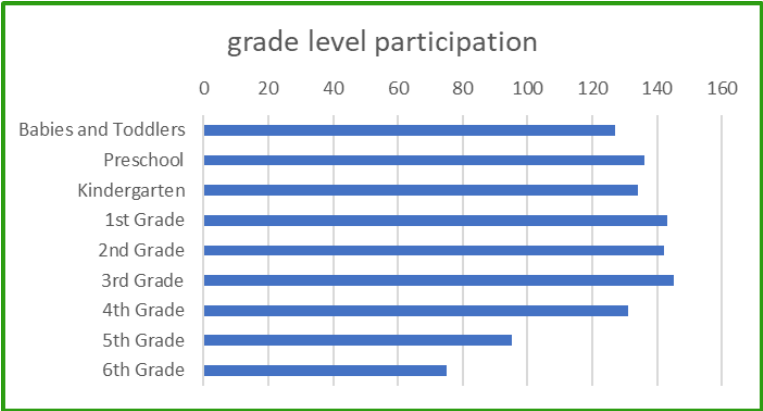
\*includes wireless network

\*\*wired access only

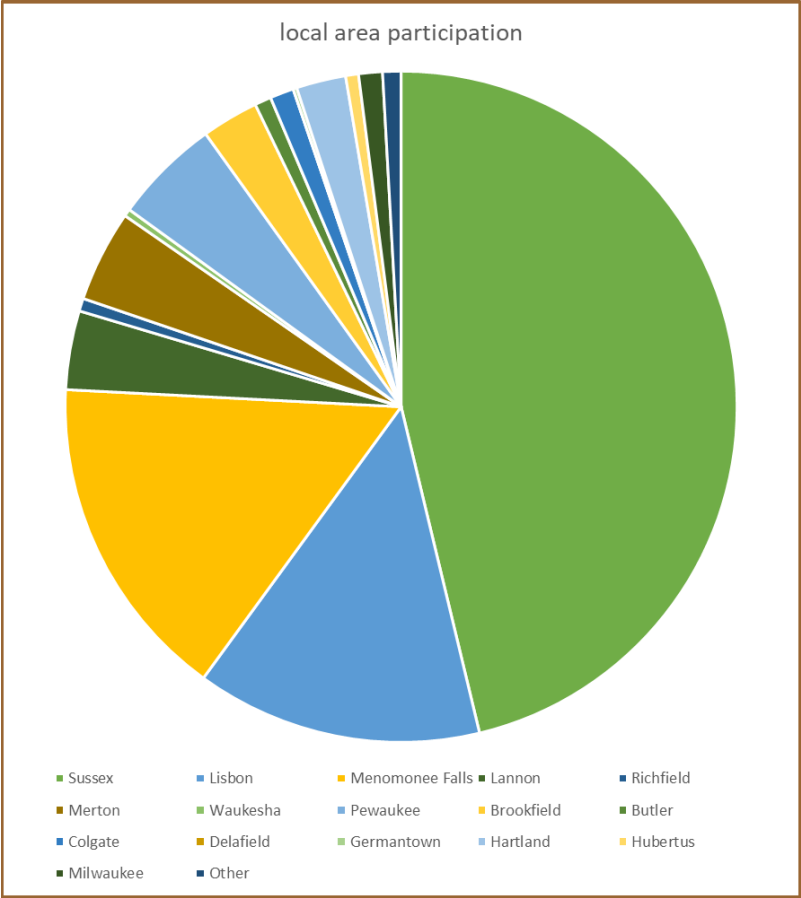
# Children's Summer Reading 2023 Numbers



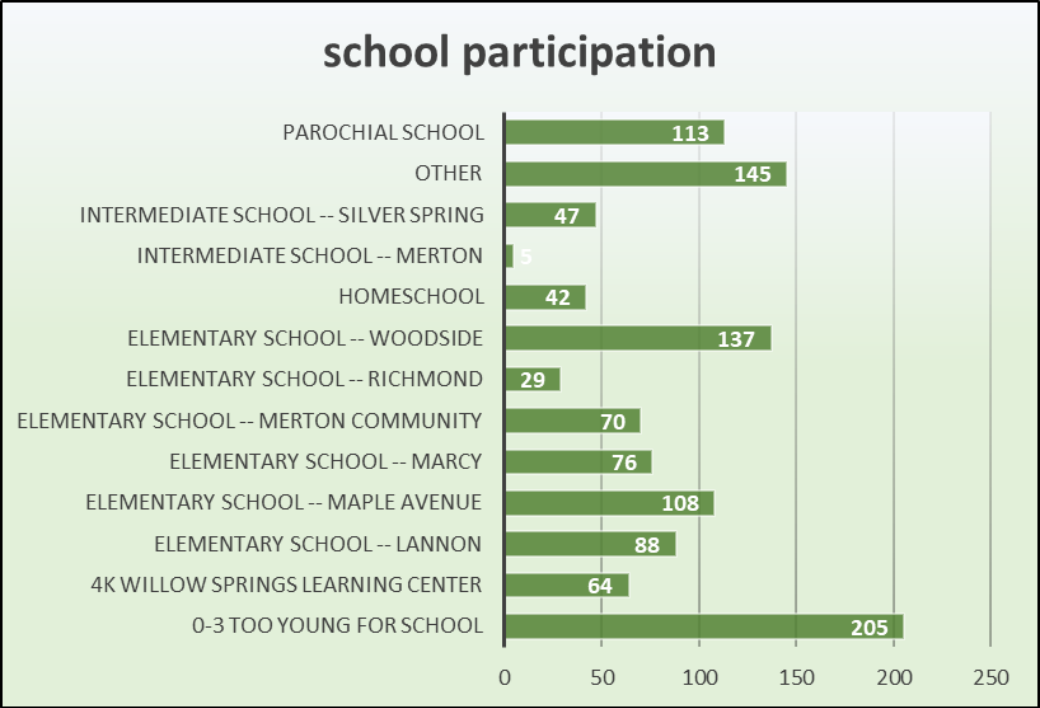
Grade	Total Readers
Babies and Toddlers	127
Preschool	136
Kindergarten	134
1st Grade	143
2nd Grade	142
3rd Grade	145
4th Grade	131
5th Grade	95
6th Grade	75



Local Area	Total Readers
Sussex	524
Lisbon	156
Menomonee Falls	179
Lannon	43
Richfield	7
Merton	50
Waukesha	4
Pewaukee	58
Brookfield	31
Butler	9
Colgate	13
Delafield	0
Germantown	2
Hartland	27
Hubertus	7
Milwaukee	13
Other	10



<b>Name</b>	<b>Total Readers</b>
School Total	1133
No School	1
0-3 too young for school	205
4K Willow Springs Learning Center	64
Elementary School -- Lannon	88
Elementary School -- Maple Avenue	108
Elementary School -- Marcy	76
Elementary School -- Merton Community	70
Elementary School -- Richmond	29
Elementary School -- Woodside	137
Homeschool	42
Intermediate School -- Merton	5
Intermediate School -- Silver Spring	47
Other	145
Parochial school	113



Balance of Fund 410 (Capital Needs) as of 1/1/2022 = \$591,296

Item	Explanation	Total est. cost in year of purchase	Year needed	Allocated as of 9/1/2023	Amount not yet allocated	Amount needed 2023	Amount needed 2024	Amount needed 2025	Amount needed 2026	Amount needed 2027	Amount needed 2028	Amount needed 2029	BEYOND
Security camera system installation	Completed; invoice prepaid (rec'd after August meeting) for \$4,993 putting us under budget. Consider adding camera for children's area for 2024?	\$5,940	2023	\$5,940	\$0								
Family Bathroom Accessibility project	Automatic flush installed, fixtures moved for ADA compliance, etc. Cost was lower than anticipated and project was completed using 2023 operating budget funds, so total here removed.	\$0	2023	\$3,850	\$0								
Teen Area redesign	In progress, estimated completion December 2023	\$17,160	2023	\$17,160	\$0								
HVAC controls upgrade	JACE supervisory controller on order, estimated November installation	\$12,100	2023	\$12,100	\$0								
Building perimeter sealant replacement in targeted areas identified in Facility Study	In-progress as of September 2023. Replace control joint sealant in targeted areas, reinforce seams; windows have sealant along bottom edge (remove for proper water drainage).	\$5,610	2023	\$5,610	\$0								
Connect emergency exit stoops on south façade to sidewalks (ADA)	Investigate whether this is needed with both. Update per JG: VOS building inspector and fire dept. both say it is code-compliant as is.	\$3,300	2023	\$3,300	\$0								
2 photocopier replacements	Replace about every 6 years. 2018 replacements have started to fail (require more frequent service calls than contract allows) so recommend early 2024 replacement.	\$9,240	2024	\$0	\$9,240	\$9,240							
Second self-check machine for Circulation Area	Accommodate increased activity levels and provide a backup for the (now only) self-check machine. Est. cost includes installation and configuration.	\$8,100	2024	\$0	\$8,100	\$8,100							
Adult area shelving	Alleviate crowding issues by raising shelving in north fiction stacks or adding a wall-mounted unit on south end. Still waiting on pricing for this.		2024	\$0									
YA shelving: Replace spinners with a shelving unit	A wood A-frame unit would allow us to retire the spinners currently housing manga. They are confusing to use and would ease some space issues.	\$5,960	2024	\$0	\$5,960	\$5,960							
HUB & LAN server replacements	Keep on the same 4-year cycle as the computers (which are funded through the operating budget).	\$11,088	2024	\$3,696	\$7,392	\$7,392							
Possible replacement of exterior door frames, doors, book drop, etc.	These are done strictly on an as-needed basis given expansion plans, so "year needed" will vary.	\$27,500	2025	\$18,000	\$9,500	\$4,750	\$4,750						
Boiler replacement	All 4 boilers (mfg 2002) estimated to reach end of life by 2026 (if not sooner). Current cost for replacing each is \$84,375; could consider moving to two larger units instead of four. Consider also spreading out over two years (phase 1 in 2025 and phase 2 in 2026) if replacing proactively; if not, allocate enough to spend if and when units fail.	\$337,500	2026	\$0	\$337,500	\$112,500	\$112,500	\$112,500					
Replacement of remainder of sprinkler system, inc. consulting fees.	Partially completed in 2017-2018. Upper level may require the same work at some point; right now the cost of repairs is not enough to justify this, but that may change. Ultimately, whether we do this depends on a reno/expansion, but recommend keeping it in the tentative 5-year plan because when it becomes necessary it will not be postponable. Estimated cost is probably low at this point.	\$220,000	2027	\$100,000	\$120,000	\$20,000	\$30,000	\$30,000	\$40,000				
HUB & LAN server replacements	Keep on the same 4-year cycle as the computers (which are funded through the operating budget).	\$10,349	2028	\$0	\$10,349		\$2,587	\$2,587	\$2,587	\$2,587			
Remodel and reconfigure lobby restrooms for ADA compliance	Details on how current restrooms fail to meet ADA are listed in the FEH facility study. Whether or not this project goes forward may depend on whether developing plans for reno would keep restrooms where they are. For 2023 review: consider lumping with items "to be done if reno/exp does not move forward"	\$125,000	2028	\$50,000	\$75,000		\$25,000	\$25,000	\$25,000	\$15,000			
Roof re-shingling	Current roof installed in 2008. Date is a placeholder; whether this project takes place depends on expansion plans. Options from 2022 Garland Co. report range from shingles (\$225k) to membrane (\$292k) to metal (\$755k)	\$372,365	2030	\$0	\$372,365								
Carpet replacement: public area, work area	Carpet is original to building (1996). Originally planned to be replaced in stages between 2022-2025, this project was tabled in 2022 to occur after 2030. Either a renovation/expansion will include this, or it will be done in 2031 if project is postponed/cancelled. Cost estimate includes base price for carpet and costs to move shelves loaded. 2022; will need to be reassessed closer to actual year.	\$115,000	2031	\$0	\$115,000								115,000
Public upholstered furniture replacement: Adult Area	Most furniture is original to building (1996). Originally planned for 2023, this project was tabled in 2022 to occur after 2030; either a renovation/expansion will include this, or it will be done in 2031 if project is postponed/cancelled. Cost estimate is from 2022; will need to be reassessed closer to project year.	\$44,880	2031	\$11,500	\$33,380								33,380
HUB & LAN server replacements	Keep on the same 4-year cycle as the computers (which are funded through the operating budget).	\$11,591	2032	\$0	\$11,591								\$9,000
HVAC: a/c unit replacement (all 3 units)	All replaced in 2017. 2023 est. replacement cost from Helm = \$18,100.	\$24,700	2032	\$0	\$24,700								
Roof re-shingling	Current roof installed in 2008. Date is a placeholder; whether this project takes place depends on expansion plans.	\$50,000	2034	\$0	\$50,000								\$50,000
Telephone system replacement	System was last replaced in 2020. Approx. lifespan = 15 yrs	\$10,000	2035	\$0	\$10,000								10,000
HUB & LAN server replacements	Keep on the same 4-year cycle as the computers (which are funded through the operating budget).	\$12,982	2036	\$0	\$12,982								\$9,000

Balance of Fund 410 (Capital Needs) as of 1/1/2022 = \$591,296

2022 Projects approved and executed: Parent/Child Center Refresh and FEH Study (cont. from 2021)

YTD spending in Fund 410: \$7238. Est. 410 Balance = \$584,058

Total allocated:	Total future needs not yet allocated:	Total allocated 2023:	Total allocated 2024:	Total allocated 2025:	Total allocated 2026:	Total allocated 2027:	Total allocated 2028:	Total allocated 2029:	BEYOND
\$231,156	\$1,213,058	\$167,942	\$174,837	\$170,087	\$67,587	\$17,587	\$0		\$226,380

# 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 18th day of May, 2022.

## **Pauline Haass Public Library**

### **DRAFT Security Camera Policy**

Adopted by Library Board:

#### **Purpose**

The purpose of this policy is to establish guidelines for the use of video security cameras, as well as the access and retrieval of recorded video images at Pauline Haass Public Library.

The Pauline Haass Public Library Board of Trustees is committed to providing a safe and welcoming library environment. Wisconsin State Statutes Chapter 43.52(2) states that the Board of Trustees may enact regulations to render use most beneficial to the greatest number. Chapter 43.58(1) establishes the library board's exclusive control over the library building.

#### **Use of Security Cameras**

Security cameras are used to discourage violations of the library's code of conduct and provide law enforcement assistance in prosecuting criminal activity. Cameras may also be used to assist library staff in monitoring the entry/exit points of the library outside of open hours. Cameras record video images only and do not record audio.

Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy (service desks, entrances, seating areas, book stacks, or areas where money is stored or handled). They will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the library that take place on the Civic Campus within camera view. Examples include cameras on the exterior of a library building that not only document activity on library property but also the sidewalk and parking lot.

Cameras are not monitored constantly, so public and staff should take appropriate safety measures for themselves and the security of their personal property. The Pauline Haass Public Library is not responsible for the loss of property or personal injury.

Cameras are not for routine staff performance evaluations and will not be used for that purpose.

#### **Storage and Access of Video Recordings**

Recorded data is confidential and secured in controlled areas. Video recordings are typically stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically erased. Video recording files saved for law enforcement purposes will be saved by

the Library until the matter is resolved. Any footage given to law enforcement will not be under Library control as soon as it is turned over.

Video surveillance recordings may only be accessed by the Library Director, or staff member designated by the Director, in pursuit of documented incidents of criminal activity, injury, or violation of the Library's Code of Conduct. Video surveillance data is considered protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with and assist law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30(5):

“Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.”

“If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.”

### **Unauthorized Access and/or Disclosure**

Confidentiality and privacy policies prohibit the public and non-authorized staff members from viewing security camera footage that contains personally identifiable information. If the library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

### **Disclaimer of Responsibility**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Library's website. Questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

References:

**Wisconsin Statutes Chapter 43.30 – Public library records.**

<http://docs.legis.wisconsin.gov/statutes/statutes/43/30>

**Wisconsin Statutes Section 43.52 – Municipal libraries.**

<https://docs.legis.wiconbanneconsin.gov/statutes/statutes/43/52/2>



**PAULINE HAASS  
PUBLIC LIBRARY  
FOUNDATION GRANTS  
AWARDED SINCE 1996  
TOTAL \$265,901.18**

**FUNDED PROJECTS INCLUDE:**

- **Technology and Computer Needs**
  - Outside Wi-Fi
  - Digital Signage
  - Wifi Hotspots
  - Online Card Catalog
  - Website Updates
  - Hardware and Software Upgrades
  - Project Bee  
(modernization of catalog system by genre)
- **Memorial Benches, Trees and Plaques**
- **Programming**
  - Outdoor Events
  - Speaker Series
- **Children's Train Table Seating**
- **Health and Safety Needs**
- **Defibrillator/AED**
- **Space Needs Study**
- **Landscaping**

**PAULINE HAASS  
PUBLIC LIBRARY  
BRANCHES OF SUPPORT**

Support for Pauline Haass Public Library comes from three different organizations:

**THE FOUNDATION**

- Initiated by Citizens
- Uses Private Funds
- Assists in Long Term Planning
- Executes Larger Financial Projects
- 501(c)(3) Tax Exempt
- Future Focused: Technology and Facilities

**FRIENDS OF THE LIBRARY**

- Initiated by Citizens
- Uses Private Funds
- Supports Library Programming
- Performs Special Projects

**THE LIBRARY BOARD**

- Appointed by the Village President and County Board
- Supervises Administration of The Library via the Library Director
- Uses an Annual Budget
- Sets Policies
- Performs Planning



**PAULINE HAASS  
PUBLIC LIBRARY**  
— FOUNDATION —



## PAULINE HAASS PUBLIC LIBRARY FOUNDATION BOARD OF DIRECTORS 2023

Keith Patterson, President  
Donna Wesner, Vice President  
Joanne Smith, Secretary  
Zach Werginz, Treasurer  
Lisa Bougie, Board Liaison  
Juli Hacker, Board Liaison  
David Anderson  
Tanya Bohacheff

### EX OFFICIO

Adele Loria, Library Director

### PAST BOARD MEMBERS

George Arnold  
Vicki Braden  
Dennis Lipofski  
Sandy Schultz

### IN MEMORIAM

Len Anhalt, Founder

## WHY THE FOUNDATION EXISTS

The Pauline Haass Public Library (PHPL) Foundation is a citizen advocacy organization that exists to provide supplemental funding for educational and cultural projects, equipment, or startup services that are beyond the scope of the municipality-financed PHPL budget.



## WHO THE FOUNDATION SERVES

The Foundation serves the citizens of Sussex and the surrounding area through the services provided by the Library.



## WHAT THE FOUNDATION DOES






Seeks donations from private and corporate citizens, reviews performance of existing investments and grants PHPL requests for qualifying projects.



## WHAT THE FOUNDATION ASPIRES TO BE

Strives to be a strong advocate for the library and provide supplemental funding that enables the library to grow and accept new challenges and opportunities.

## KEY VALUES & PRIORITIES THE FOUNDATION SUPPORTS

-  *Cultural heart*
-  *Information*
-  *Literacy*
-  *Lifelong learning*
-  *Citizen participation*

## VISIT US!

<https://phplonline.org/foundation>

SCAN ME



connect with us:  
[info@phplfoundation.org](mailto:info@phplfoundation.org)