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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, November 15, 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 October 18, 2023 board meeting
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Financial report
- 6) Action on bills
- 7) Director's report on library services, legislative issues, staffing, funding, system services, continuing education, building issues, library users, technology, planning, Friends of the Library and Foundation activities, legal issues, and budget.
- 8) New Business:
 - a) Annual addendum to Bridges Library System Member Library & CAFÉ agreements: discussion and action
 - b) Holiday Hours and clarification of Personnel Policy: discussion and action
 - c) Liaison to Friends group: discussion and possible action
 - d) Trustee training: Roles and responsibilities document review
 - e) Managed IT services extension: discussion and action
 - f) 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 performance evaluation and compensation for Library Director.
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

Adele M. Loria

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 October 18, 2023 Board meeting
Pauline Haass Public Library

Called to order: 6:01 p.m.

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

Bougie/Vande Hei motion to accept minutes of September 20, 2023 Board meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Thank you cards from Bridges distributed to trustees.

Financial report: Revenue and Expenditure Guidelines for August 2023 accepted as presented by Vande Hei/Schultz motion; motion carried and Revenue and Expenditure Guidelines for September 2023 accepted as presented by Vande Hei/Kojis motion; motion carried.

August Prepaid expenses in the amount of \$79,094.55 approved by Vande Hei/DeLonge.

September prepaid bills in the amount of \$780, September P-Card bills in the amount of \$4,128.45, September 2023 bills in the amount of \$23,650.61, September expenses in the amount of \$108,945.35 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 a discussion of Trustee Participation on December 1 Staff Development Day, trustees Bougie, DeLonge, Hacker, and Schultz volunteered to attend.

Following the review of the upcoming Holiday Hours, Kojis/Wegner motion to approve closing on Sunday, December 31; motion carried.

Loria provided a demonstration of the newly launched Bridges Data Dashboard.

Meeting adjourned at 7:45 p.m. by DeLonge/Kojis motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

October 18, 2023

Director's Report to Library Board

Agenda Items

Annual addendum to Bridges Library System Member Library & CAFÉ agreements: This year only the addendum has changed in these agreements, because that section indicates the amount of money PHPL will receive from Waukesha County, from the Prairie Lakes Library System (Racine and Walworth Counties), and from the Bridges System for Hoopla (as a grant) in 2024. The agreement also stipulates the amount that will be paid to Bridges by the library for services and software including group cost sharing of databases, digital materials and the hardware, software, and personnel costs of running the ILS. Because these revenues and expenditures are determined by formulas, the Board's options are to accept this addendum or reject it; revisions are not an option. There were no changes this year from the numbers used for the 2024 budget request that the Library Board approved in July. The addendum is included in your packets for review.

Holiday Hours and clarification of Personnel Policy: As noted last month, our Personnel Policy contains a statement on closed hours when the holidays fall over the weekend but is unclear about holiday pay in those instances. I sought clarification on this at the October meeting and was asked to compile data on how libraries in our system – specifically those regularly open on Sundays – treat hours and holiday pay when this occurs. There are six Bridges libraries with Sunday hours, and your packet includes a chart detailing the closed days and pay practices for each. I've worked with the directors and admin staff at each library to clarify details as best I could.

In future, I think that the best use of the Board's time would be for the Personnel Committee to discuss this kind of question in depth and then bring a recommendation to the Board. As it is, the discussion began at a regular board meeting, so I have included it for follow-up this month.

When considering holiday pay and closed days, I think it is worth keeping in mind what the intention of holiday pay is. Certainly, it's part of an overall compensation package and it's beneficial to remain competitive with neighboring/similar libraries. But paid holidays also indicate recognition from an employer that time spent with family or loved ones is important to employees' well-being. Despite working in an industry that calls for more flexible and wide-ranging hours, library employees are no less in need of work-life balance and support for family time, and it's reasonable to want time around the holidays for travel and gathering. For that reason and because the standard practice at peer libraries is to offer a full floating holiday or closed day in observance, my recommendation is for our Board to do the same.

Liaison to the Friends of the Library: At the Bridges event at PHPL on October 16 (more on this in the non-agenda items), the importance of regular communication between the Board and the Friends was emphasized. It's good practice to have a Library Board member who acts as a liaison between the Friends and the Board, and we don't currently have a trustee in that role. This person would serve as a non-voting member of the Friends, attending their meetings (held every other month) and reporting on Friends' activities to the Board. The meetings are held in the afternoons, which may limit the potential of some of you to attend. If one of you has the capacity and interest to take on this role, though, I think it would be a helpful touchpoint between the Board and the Friends. This agenda item allows us to discuss this and for you to appoint someone if you choose.

Trustee training: Roles and responsibilities document: A very helpful document from DPI showing the roles and responsibilities of library boards/directors/municipalities/Friends groups was distributed at that October 16 meeting. I'm including it in your packets because it's great information for you to have as well, and I'm adding this agenda item to discuss it and any questions you might have.

IT Services: On November 1, Lisa Ponto and I met with Mark Bauer from K12 Technology Group to discuss a temporary extension of our managed services contract. I will provide more details on this meeting when we meet. Mark has agreed to provide us with a proposal by the end of this week. If it arrives after the packet is sent out, I will bring it to the meeting.

Pre-evaluation discussion: The Board will meet in closed session without the Library Director to discuss the Personnel Committee's summary evaluation, as well as 2024 goals for the director.

Non-agenda Items

Building Updates: Jeff Goodyear has been working with our former HVAC maintenance provider Ideal Mechanical over the past month to solve recurring problems we've been having with the water since the new tank and circulating pump were installed last year. Despite Jeff draining the tank and consulting with Ideal's technicians a number of times, the hot water was still coming out with a yellow tint. This month the technician from Helm, our new maintenance provider, suggested that the pump might be the wrong material because all domestic water pumps should be brass and this one didn't appear to be. Because the unit is still under warranty, Ideal came out to do the replacement at no additional cost to us.

Crandall Roofing was here this week to complete the roof repairs we had planned for this year. We had a difficult time getting them onsite, but Secret Strobl was persistent about following up with them, which I greatly appreciate. This roof work is a preventative measure for winter, and we can only hope that it helps mitigate any leaks that occur this year.

Continuing Education: On October 19 MJ Jorn attended a webinar on ***Building Confidence and Resilience Skills in Young Children***. She learned about the concepts of temperament and

growth mindset for building resilience in young children. She recognizes that this understanding can be applied to interactions with children and caregivers in our children's department.

On October 23 several staff members (Lisa Ponto, Becca Werginz, MJ Jorn, Amy Seay, and myself) visited New Berlin Library during their staff training day to hear speaker Jeremy Schumacher talk about neurodiversity. Schumacher was a truly engaging speaker, and we all learned a lot about different categories of neurodiversity and how understanding of it has shifted in recent years. There's an increasing movement to recognize syndromes like autism and ADHD not as pathologies but simply as different ways of processing the world, requiring different strategies and knowledge from those interacting with neurodivergent individuals. Schumacher emphasized the importance of an inclusive, welcoming approach as opposed to a reluctantly tolerant approach.

We sent three staff members to the annual Wisconsin Library Association Conference at the end of October: Jennie Bahnaman, Maura Flanagan, and Val Johnson. Maura and Jennie split the time to allow for adequate coverage back at the library. On Wednesday, Oct. 25, Jennie attended sessions including *There's Never Enough Time! Time Management Tips for Libraries*; *Should We Start Believing? ChatGPT and Libraries*; and *Expand Content Discovery & Leverage Patron Interests with Libby*. The first presenter shared helpful tips on performing a time audit, creating a daily task schedule, and eliminating distractions. ChatGPT focused on generative artificial intelligence and whether these tools can be useful to libraries. The Libby session provided a look at the behind-the-scenes staff part of WPLC, how titles are selected, and how patrons can submit purchase suggestions. On Thursday, October 26, Maura attended sessions including *Wisconsin Teen Internship Pilot Program*, *New and Next with Beanstack*, and *They Get Paid in Candy: Volunteers in the Library*. She was able to take thorough notes and is looking forward to trying out a few tips and tricks that were illustrated. Val attended the full conference as a contributor to the WLA Mentorship Program after mentoring teen librarian Will Glenn (Goodman South Branch) during 2023. She attended a number of good sessions:



- *How to Say the Hard Things: Lessons Learned in Years of Crisis* (post-Covid communication; library is "an antidote to loneliness")
- *Your Strategic Plan Needs a Plan* (community changes and a library's future)
- *The WLA Mentorship Program: Partnership and Perspective* (shared mentorship experience and heard from others, learned about spreading the word about this program)
- *Teen Internship Pilot Program* (PLA-funded grant opportunity, paid teen position)
- *Wellness Made Simple* (Respond, don't react; hit pause; make a tight fist and release)
- *New and Next with Beanstack* (new templates being released, Beanstack fundraisers, shared ideas from audience members)
- *Rebranding the Library* (improve customer experience, how to do a brand audit, graphic design skills are not the same as branding skills)

ERP Implementation: All of the managers, myself, and Anna Oleszczak (who is our acquisitions person and maintains the collection orders) attended an accounts payable training on October 31. Lisa and I are continuing to work with Village staff on getting the library set up in the various databases for timekeeping, accounts payable, budgeting, maintenance service orders, and more.

Explore Passes: It's now been a year since we began offering Explore Passes, and they are still very much in demand. I'm pleased to say that our sponsors from last year, Waukesha State Bank and Lannon Stone, have signed on for another year of sponsoring passes! We are so thankful for this continued support. It will allow us to maintain the level of passes we have now and look into adding some additional ones. Jennie and I have been discussing this and we hope to add the Wisconsin Historical Society Pass (access to 12 sites such as Old World Wisconsin and Circus World) as well as passes for the Green Bay Packers Hall of Fame and the International Crane Foundation.

Friends Updates: On October 16, PHPL was the host site for an annual Bridges System offering, a morning gathering for Friends board members, library directors, and system staff during National Friends of Libraries Week (October 15-21, 2023). Menomonee Falls Library Director Jackie Rammer presented on the role of Friends groups and how they can best work with the library board and staff. Then we broke into round table discussions about recruiting members, fundraising, communications, and more. It was a great morning with many new connections made and ideas discussed!

A reminder that the Friends Holiday Book & Bake Sale will take place Saturday, November 18 and Sunday, November 19. For the first time, the Friends will also offer a Friends-only Preview Sale on Friday, November 17 from 4-6PM. People who are not Friends members can join [online](#) or at the door to gain access to the sale. I know many of you are big readers, so take note! There are some great finds at this sale.

Staff Updates: I'm going to reiterate here what I covered in my email, for anyone who may have missed it. Val Johnson has accepted a Library Director position in her hometown of Berwick, Pennsylvania, and she will be moving there in December. This move will allow her to be close to her father. Val writes in her resignation letter: "I have absolutely loved being a librarian in Sussex, and hope that my work benefited the great kids and families that I've grown so attached to over the years." This is, of course, a loss for the library. Val is a brilliant librarian and has done so much for her department and PHPL as a whole. Children's Services have expanded and been incredibly successful under her leadership. We will also miss her. But I have no doubt that she will rock her new position and wish her all the best with this transition.

We're lucky to have a talented and dedicated staff at PHPL, and it was with careful consideration but also great confidence that I decided to promote internally. I've offered the Children's Services Manager position to Teresa Douglas and she has accepted. In her six years at PHPL, Teresa has demonstrated creativity, knowledge, organization, and leadership, and she's been instrumental in making the children's department so successful. I'm not sure how she is

able to put 110% into BOTH programming and collection management, but since both are so highly valued by our community, it's a great asset to have someone like her in this role.

This means we will soon have an opening for a full-time Children's Librarian, and that job was posted earlier this week. We hope to interview in the beginning of December and with luck, hire someone by year end.

Teen Area Updates: The furniture for the teen area is scheduled to be delivered the week of December 11. Jeff Goodyear will be there to assemble and install pieces as needed (with Jennie, Maura, and I helping out as best we can). Hopefully, we will be able to begin the December board meeting with a tour of this new area!

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

Adult Programs & Services



Maura Flanagan (Adult and Teen Services Librarian) led her first **Make It!** for October and attendees made **book page ornaments**. There were two different types of ornaments to make, but there was quite a bit of creativity as well with attendees making all sorts of designs as the evening proceeded. The first evening had 24 in attendance and the second session had 14 (plus one additional patron participating as a take home project). We have definitely found that hosting two sessions helps to meet the demand for these programs, which previously could accommodate about 25 at most. Maura thoroughly enjoyed getting

the opportunity to lead this program and looks forward to more Make It programs in the future.

On Wednesday, October 11 we hosted **C.T. Kruger** (local tech instructor extraordinaire, back by popular demand) and for his "**Cutting the Cord**" presentation. This event was co-sponsored by Pauline Haass Public Library and the Sussex Parks & Rec Department. C.T. taught 75 attendees the ins-and-outs of streaming services and how to cut the cost of a cable bill by exploring these other options.



On Thursday, October 26 we hosted **Pat Durham, local Dementia Specialist and Director of Life Enrichment at The Courtyard in Sussex**, for her presentation **Understanding Dementia**. This program was held in partnership with the Library Memory Project. Pat shared information

about the various stages of dementia and what to expect going forward. We had 21 in attendance.



Jennie Bahnaman (Assistant Director), Sue Posh (Technical Services Clerk) and MJ Jorn (Children’s Associate) **visited The Courtyard in Sussex** on Monday, October 30. Twenty of their residents attended our presentation. We talked about the history of the library and the services and programs PHPL offers, including Home Delivery. We also gave a photo tour of the library building. We had a few residents sign up

for library cards and gained a lot of interest in our Home Delivery program. We will follow up with a survey to learn what else Courtyard residents would like from the library – including tech and Libby presentations, Ancestry demonstrations, upcoming book previews and more. Thanks to Pat Durham and her staff for hosting us.

Jennie Bahnaman worked with **Shefali Vallecha, the Cultural Chairperson at the Hindu Temple of Wisconsin** in Pewaukee, to coordinate an **educational Diwali display** that will be up in the library from mid-October to mid-November. This display is provided as an opportunity for library visitors to learn about this popular holiday celebrated by many Sussex residents.



Collection

Maura weeded the series **travel books in Adult Non-Fiction** and worked with Sue and Anna to send the appropriate books to either Better World Books or Sustainable Shelves for reuse. Our subscription to **Value Line** ended this month; as you might recall from the 2024 budget process,

we determined that this service was not used heavily enough to justify the cost. Patrons seeking investment information can still access the **Morningstar Investment Research Center** database from our website with their library card. Morningstar is a shared subscription database, a model that is much more cost-effective for a library our size.

Teen Programs & Services

Maura Flanagan (Adult & Teen Services Librarian) reports on teen programs and services. The PHPL **Teen Advisory Board (TAB)**, created to better serve teens by implementing their feedback and ideas at the library, had their second meeting on October 24. Ten teens attended this meeting. Building upon the first meeting, the group decided that they wanted to see a monthly game night. Another monthly program will alternate between a craft night and a teen book club. Maura will put together a list of 8-10 titles and the group will pick two to read for the next meeting. TAB also gave feedback on the types of games that they want to see at game nights (Jeopardy, Family Feud, and Wheel of Fortune, to name a few). Other ideas discussed included creating sunshine cards, guerilla positivity, and the ongoing teen space redesign.

Teen Passive Programs

Maura is helping to improve the number of passive program offerings (or self-led programs) for teens. Several passive programs were offered in October. For this year's **TeenTober Reading Program** we had 19 teens participate and 9 of them completed the challenge! This year's winner received a book bundle, pumpkin mug, and Halloween squishmallow. The **Teen Scavenger Hunt** had 7 participants. They each located all 10 of the 10 characters hidden on the Adult/Teen side of the library. The winner received a haunted book bundle, a Halloween tote bag, and a squishmallow keychain. This Month's '**Monthly Book Challenge**' passive program was '**Guess the Book by The First Line**'. Four of the seven participants guessed correctly. We had 13 teens request Loot Boxes this month.



Teen Volunteers

At Spooky Sussex this year we had four **teen volunteers** help us with the event. It was such a successful event that we ran out of our craft kits - over 800 of them - around 7:00 pm this year. (Staff and the teen volunteers continued to hand out candy and lead families to the Great Pumpkin photo board.) It would have been difficult to keep up without the volunteers, who did a fantastic job!

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

Around the Department

With storytime in full swing we have had busy, busy mornings in the children's department! Playtime after storytime goes on for an hour or two and is centered in the train table area, where the new loveseats from the Foundation are serving us well. Children's staff pull in extra chairs from KidsLab and the Kids Reading Area to make seating space for everyone.



Programs

A regular feature of our fall programming, the **Wisconsin Science Festival**, was celebrated Oct 16 in the KidsLab. Associates Monica and MJ Jorn put an astronomy spin on his year's theme of TIME. Kids were invited to drop in the KidsLab to learn how stars can tell the passage of time and complete a special LabCraft based on the autumn night sky. The program was called *When the Stars Come Out* and kids created constellation luminaries. Several other learning opportunities were set up around the lab, including a constellation globe and teen volunteer Breckwyn V. reading aloud to kids who were caught up by the subject. Our lab's room-darkening features and blacklight setup made it the ideal spot for star study.





The first **Make It! Junior** grab-and-go craft project of the season was launched Oct 23. Kids were offered a kit to make an owl ornament. The program remains wildly popular, with 100 kits claimed within a few days. The annual **Halloween Scavenger Hunt** took place the week preceding Halloween, October 23-31. Kids spread through the library (and outside) searching for creepy characters based upon rhyming clues. Those who successfully hunted down six out of eight characters were entered into a drawing for a book and squishmallow prize. Participation was high and created a current of excitement throughout the department.



Early Explorer LabCrafts for first and second graders was offered as a drop-in program on October 30. In KidsLab we try to guide kids through activities that incorporate elements of science such as chemistry or physics. In this case kids made creeping spiders and learned to swivel a stick to make the spider walk. Crafts that are toys that DO something are always a hit in the KidsLab.

Trick or Treat at the Library, held October 31, expanded out of the children's department this year; kids made the rounds of six stations set up throughout the library. Director Adele brainstormed the setup along with Teresa Douglas, and herself manned a monster cornhole game station. Other stations included a grab-and-go craft, highlighter coloring under the blacklights, temporary tattoos, crossword puzzles, and of course, candy.

Community Involvement

Once again, the library could be found on the wicked woods trail at the Village’s **Spooky Sussex** event October 20. Manager Val Johnson (a monarch butterfly), Teresa (a witch), Monica (a green M&M), Teen librarian Maura Flanagan (another witch), and a group of teen volunteers (witches, a dinosaur, and Wednesday Addams) handed out grab-and-go crafts and candy and guided families through the Charlie Brown’s Great Pumpkin patch photo board. This community favorite event seems to grow larger every year. We prepared for an even larger crowd than 2022, yet still ran out of craft kits (over 800) before the event was half over. Seeing so many children who we know from the library and their clever and adorable costumes is a delightful experience. Cries of “It’s the library!” “Hi, Ms Teresa!” “Ms Val is a butterfly!” rang out; excitement ran high; the sun went down. And we prepare for even more kids next year!



Librarian Teresa Douglas and Monica represented the library at the **Maple Elementary Harvest Festival** October 27. At a table setup they interacted with families while answering questions and spreading the word about library offerings and programs, most particularly the Firsties program. Our children’s staff has developed solid relationships with parents who lead this event; receiving an invitation every year has become a given.

Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	66	301
special request book bundles	3	39
Total	69	340

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

With a circulation increase of 15% over October 2022, the circulation department was busy with check-ins, checkouts, and reshelving materials. Along with these actions, the department also worked on shifting projects, dusting of shelves, and shelf reading.

Welcome folders, backpack pins, and pictures with the big cardboard library card continue to be popular with new library holders, especially the many Firsties who visited the library last month. (There was even an adult who had his picture taken with the big card as he was so excited to receive his first-ever library card! Of course, we celebrated with him!)

Patrons also continue to enjoy the Explore Passes. As the weather and seasons shift, so does the popularity of the various passes. New cardholders are always pleasantly surprised by what the library has to offer; one patron recently remarked “the library has certainly changed and updated itself since I was last here!” So true!

Becca Werginz, Communications and Technical Services Manager, reports on department activities for October:

Now that the audiobook flash sale is complete, I’m pleased to share that the Friends of the Library made a tidy profit from the proceeds, and the Technical Services Department once again has counter space. Remaining audiobooks have been donated to the residents at the Courtyard and St. Camillus. Pat Durham from the Courtyard said, “We have a few residents who are finding it harder to read and a few that are blind. I am sure the audiobooks will get a new lease on life here!”

Statistics

Tech Services	
Items processed	808
Items withdrawn	470
Volunteer hours (including processing, assisting with projects and programs, watering plants, and managing the book sale room)	27

Adult & Youth Reference	Totals
Youth Reference Ques.	837
<i>Youth Information Ques.</i>	11
Adult Reference Ques.	511
<i>Adult Information Ques.</i>	4
One-on-One Tech Help	12
Value Line use	1

Study Rooms use	126
Faxes	10
Curbside Pickup Appointments	0
Chromebook Checkouts	0

Children's Programs *all-ages events	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (13 sessions)		726	
Family Storytime grab and go craft			391
LabCrafts (1 session) see Wisconsin Science Festival		—	
Early Explorers LabCrafts (1 Session)		22	
Sew XO (2 sessions)		12	
1000 Books Before Kindergarten new registrations			10
Outreach Storytimes (2 sessions)		67	
Wisconsin Science Festival		33	
Wisconsin Science Festival Kits distributed			50
Maple Elem Harvest Festival outreach		85	
*Spooky Sussex outreach		1225	
Spooky Sussex grab-and-go distributed			856
Halloween Scavenger Hunt			200
*Trick or Treat event		66	
Trick or Treat grab-and-go distributed			61

Make It! Jr. grab-and-go distributed			100
Make It! Jr. report back (drawing tickets)			7
Firsties check-in visits (4 schools)		89	
Firsties October video views	85		
Firsties parent video views	4		
Firsties other video views (past videos)	9		
Total	98	2325	1675

1000 Books Before Kindergarten total books read: 2,573

Teen Volunteer hours: 24.25

Adult/All Ages Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Afternoon Book Club (10/3)		7	
Mystery Book Club (10/4)		14	
Cutting the Cord w/CT Kruger (10/11)		75	
Make It: Book Page Ornament (10/11)		24	
Books to the Future Book Club (10/2)		6	
Reading Between the Spines (10/18)		13	
Make It: Book Page Ornament (10/25)		14	
Understanding Dementia (10/26)		21	
Total	-	174	-

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
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Library Loot Boxes (10/1)			13
Teen Advisory Board (10/24)		10	
Halloween Scavenger Hunt (10/23-10/31)			7
TeenTober (10/1-10/31)			19
First Line Book Challenge (10/1-10/31)			7
	Total	10	46

STATISTICS FOR MONTH OF OCTOBER 2023

	Oct. 2023	Oct. 2022	YTD	YTD 2022	% change
ALL CIRCULATION	33055	26802	319191	275492	15.9%
PHYSICAL MATERIAL CIRCULATION	28958	23716	281118	243561	15.4%
E-MATERIAL DOWNLOADS	4097	3086	38073	31931	19.2%
HOURS OPEN	260	253	2416	2238	7.9%

	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3331
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2136
Crossovers to PHPL from other library communities: +	6977
Crossovers from Sussex to other CAFE libraries: -	1075
NET LENDING: 4707	46612

	Sussex	Other	TOTAL	2022
PHYSICAL CIRC:	11238	17720	28958	23214

Cards issued:	116
Reference questions answered:	1348
Informational questions answered:	15
Library visits this month:	10,247
Materials purchased:	777
(year to date total:)	6863
Study Room usage:	126
One-on-one technology lessons:	12
Fax Service:	0
Value Line:	1
Curbside pickup:	0
In-person programs:	32
In-person attendees:	2509
Meeting Room Use:	
Quad Room:	28
Small meeting room:	13

INTERNET USE*:	354	sessions
TOTAL HOURS**:	172:58:00	
AVG. SESSION**:	29.316	minutes
WI-FI INTERIOR*:	778	clients
WI-FI EXTERIOR*:	359	clients

*includes wireless network

**wired access only

Libraries with normal Sunday Hours

Library	Fri, 12/22	Sat, 12/23	Sun, 12/24	Mon, 12/25	Fri, 12/29	Sat, 12/30	Sun, 12/31
Brookfield (1:00-4:00)	OPEN	CLOSED - Observed holiday for 12/24. FT & PT staff scheduled are paid for 8 hours. PT staff not scheduled are paid 4.8 hrs. FT staff not scheduled issued a floating holiday (8 hrs).	CLOSED - holiday is observed (paid) on 12/23 (or floating holiday issued). 12/24 is unpaid.	CLOSED - paid	OPEN	OPEN	OPEN (NYE not a paid holiday for Brookfield).
Delafield (1:00-4:00)	CLOSED - Observed holiday for 12/24. Paid for all (FT 8 hrs; PT prorated).	CLOSED - unpaid	CLOSED - holiday is observed (paid) on 12/22. 12/24 is unpaid.	CLOSED - paid	CLOSED - Observed holiday for NYE. Paid for all (FT 8 hrs; PT prorated).	CLOSED	CLOSED - holiday is observed (paid) on 12/29. 12/31 is unpaid.
New Berlin (1:00-5:00)	CLOSED - Observed holiday for 12/24. Paid for all staff (FT 8 hrs; PT prorated).	CLOSED - unpaid	CLOSED - holiday is observed (paid) 12/22. 12/24 is also paid (4 hrs) but ONLY for those scheduled to work.	CLOSED - paid	CLOSED - Observed holiday for NYE. Paid for all staff (FT 8 hrs; PT prorated).	CLOSED - unpaid	CLOSED - holiday is observed (paid) 12/29. 12/31 is also paid (4 hrs) but ONLY for those scheduled to work.
Oconomowoc (1:00-4:00)	OPEN	OPEN	CLOSED - FT staff get a floating holiday (8 hrs) to use the week before or after. PT staff prorated time.	CLOSED - paid	OPEN	OPEN	CLOSED - FT staff get a floating holiday (8 hrs) to use the week before or after. PT staff prorated.
Waukesha (1:00-5:00)	OPEN	OPEN	CLOSED - all staff (except pages) issued a floating holiday. 8 hours for FT staff and 4 hours for PT staff.	CLOSED - paid	OPEN	OPEN	CLOSED - all staff (except pages) issued a floating holiday. 8 hours for FT staff and 4 hours for PT staff.
Sussex (1:00-4:00)	OPEN	OPEN	CLOSED - FT staff and PT staff who would have worked that day receive 3.5 hours floating holiday pay.	CLOSED - paid	OPEN	OPEN	CLOSED (unpaid - not a paid holiday for PHPL, though it is for Village of Sussex employees).

Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries

Responsibilities of:	Library Board	Library Director	Municipality	Friends & Foundations
Administration	Generally oversee the administration of the library and appoint a head librarian (director) who administers the daily operation of the library.	Administer daily operation of the library, including maintenance of library facilities and equipment. Advise the board and provide support to community groups.	Appoint trustees who serve on the library board.	Support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library.
Policy	Adopt written policies to govern the operation and program of the library.	Apprise library board of need for new policies, as well as policy revisions. Implement the policies adopted by the library board.	Support the policies of the library as adopted by the library board.	Support the policies of the library as adopted by the library board.
Personnel	Recruit, hire, and supervise an appropriately certified library director. Help determine and advocate for competitive staff salaries and benefits.	Hire, train, supervise, and schedule all other library personnel. Keep library board informed of important issues and consult with the board before making significant personnel decisions.	Offer assistance to the library director and board regarding state and federal employment laws. Maintain payroll. All library staff are municipal employees.	Communicate with library staff through the library director or the director's specified point of contact.
Planning	Assist in the formulation and adoption of a strategic plan that has implementation and evaluation components.	Coordinate and implement a strategic plan with library board, Friends, library foundation, staff and community.	Provide input into the library's strategic plan and support its implementation.	Provide input into the library's strategic plan and support its implementation.
Budgets	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Oversee the library budget and prepare the annual budget and reports as required by the board.	Appropriate an annual budget with enough funds for the library to successfully carry out operations according to its approved mission and plans.	Conduct fundraising to support the library's mission and plans.
Expenditures	Audit and approve all library expenditures (as well as lands, buildings, money, and property).	Order materials and supplies within the library's approved budget. Submit invoices to the board for monthly audit and approval.	Act as custodian of most library funds and appropriations; pay library board approved library expenditures. Assist with purchasing, facilities, etc.	Support the library by providing financial support for priorities set by the library board and staff that may fall outside the municipal budget.
Meetings	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Maintain no more than one appointment to the library board.	Maintain a liaison to the library board.
Networking	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about policies, operations, and advocacy.	Build relationships with municipal board and staff, Friends; educate these groups about the value of public libraries; encourage membership in professional organizations.	Stay informed of library issues at local, state, and federal levels. Include the library director in department head meetings and community activities.	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about supporting libraries.