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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, February 16, 2022, 6:30 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of January 19, 2022 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) Consideration and action on Library's annual report to the state
 - b) Space Needs and Facility Study updates: discussion and possible action
 - c) Pauline Haass Public Library Foundation updates: discussion
- 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 January 19, 2022 Board meeting
Pauline Haass Public Library

Called to order: 6:31 p.m.

Roll call: Bougie, Carran, DeLonge, Hacker, Roubik, Schultz, Vande Hei, Wegner, Zoellick present. Also present: Adele Loria, Library Director. Absent: Jilling.

Bougie; Vande Hei motion to accept minutes of December 15, 2021 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 December 2021 accepted as presented by Vande Hei/DeLonge motion; motion carried.

Prepaid bills in the amount of \$1,215.00, P-Card bills in the amount of \$5,533.34 December 2021 bills in the amount of \$19,071.36, and December 2021 expenses in the amount of \$71,237.67 approved by Vande Hei/Carran motion; motion carried.

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

New Business:

The board discussed the space needs and facility study. Adele provided updates on recent meetings.

Board members reviewed a draft of the 2022-2026 Waukesha County Library Services Plan.

Meeting adjourned at 7:33 p.m. by Roubik/Hacker motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

February 16, 2022

Director's Report to Library Board

If anyone would like to attend remotely this month, please let me know by Tuesday afternoon, and I'll set up a Zoom link.

Agenda Items

Annual Report to the state: As has been the case for some years, the state-enforced deadline for annual report submission (March 1, 2022) does not provide time for a Library Board meeting that comes before the Village closes its financial books for the year. The Board will need to approve a draft version of the report in order to meet the deadline and approve an amended version (after the financial books close) at the March meeting. The draft report included in your packets is pending any revisions from the Bridges Library System office and the Village of Sussex.

Space Needs and Facility Study Updates: The final ATF meeting was held January 31. At this meeting participants were able to vote for a design to serve as the official ATF recommendation for the Library Board and Village Trustees. Option G received the most votes, followed by options F and K tied for second place. The group also discussed and determined additional recommendations they would like the Library Board and Village trustees to keep in mind as this process moves forward. All of these recommendations will be included in the final report from FEH, the draft of which will be available at our March meeting. I have also included an update submitted by FEH in your packets, and Christy Monk will join us remotely for this portion of the meeting to answer any questions you may have.

A final step in our study is an online survey for the community to gain additional feedback. We have had a number of people request an online option for participating, and I'm hopeful that we'll get a good response to add to the in-person feedback and participation. The Core Planning Committee met Wednesday, February 9 to preview and revise the survey as well as discuss next steps. I'll have that revised survey for your approval at our meeting. I'd like to consider incentivizing participation with a drawing to win a gift card for those who complete the survey, and we can discuss that as well.

In case you have not seen it, our project was covered, together with a similar one underway at the Germantown Community Library, in the Northwest Now section of the Journal Sentinel on January 26: <https://www.jsonline.com/story/communities/northwest/2022/01/26/libraries-sussex-and-germantown-looking-expand-renovate/6605678001/>. The article also appeared in the print edition the following Wednesday.

Foundation Updates: On Thursday, February 10, I met with members of the Foundation along with Assistant Director Jennie Bahnaman and Administrative Services Manager Lisa Ponto. The purpose of the meeting was to think about the future of the Foundation and discuss strategies for recruiting new members and re-energizing the Foundation's activities.

Foundation President George Arnold is hoping to pass his role on to someone new after many years of service, and there are a couple of other members who have moved from the area. As such, the Foundation is in need of new members if it is to continue, which the members hope it will. I am strongly in favor of the Foundation continuing as well, because it plays a unique and essential role in developing new library services and it has done a tremendous amount of good for the library and the community over the years. Trustee Schultz currently serves as the Foundation Treasurer and the liaison between the Board and the Foundation. Our hope, in addition to recruiting members from the community, is to add one or two more Library Board members to the organization. At our meeting next week, I'd like to review some of the things that the Foundation has done, discuss its important role as a partner to the Library, and think about next steps.

Non-agenda Items

Act 150 Committee Update (Waukesha County Library Services Plan 2022-2026): As a reminder, the meeting & public hearing for the updated plan will take place Thursday, February 17 from 4:00PM – 6:00PM at the Brookfield Public Library. The draft plan was included in your packets last month. Now that you've had some time to review that plan, please let me know if you have any feedback you wish for me to bring to that meeting. You are also welcome to attend the meeting yourselves.

Advocacy: I attended Library Legislative Day on Tuesday, February 7. This annual event provides library directors, trustees, and other library supporters the chance to thank legislators for the state funding that provides crucial support to our communities, and to advocate for their continued awareness of and support for Wisconsin libraries. After a virtual-only year in 2021, the event was held in person at the Capitol in Madison. The event is organized by the Wisconsin Library Association and included a morning with addresses from Governor Evers, State Superintendent of Public Instruction Dr. Jill Underly, Representative Amy Loudenberg, and Senator Mary Felzkowski. Governor Evers presented each library in attendance with a certificate of commendation, which I have included in your packets. Afterwards I and some of my Bridges colleagues met with Senator Chris Kapenga's aide and with Representative Adam Neylon. We provided an update on what our libraries were doing, thanked the legislators for their support of Wisconsin libraries, and invited them to contact us to set up listening sessions at our libraries. I learned that Rep. Neylon often visits PHPL with his kids, and he had great feedback about our offerings for children. This was wonderful to hear!

Building Maintenance: In January, we had some minor ice dams form on the north side of the library near the main entrance. Our maintenance coordinator Brian Versh was able to tackle these by raking the snow from the bottom and using calcium chloride in the gutters to create a valley in the ice, allowing the water to flow out as things started to melt. There were no leaks.

Investigating this did allow us to discover that the heat tape in that area is no longer functioning; not too surprising, since this was the first tape installed and dates back to 2002. Secret Strobl met with a number of contractors to obtain quotes for us on replacing components of that heat tape, and to determine the cost of having a company come in to shovel the roof after snow events. We had discussed doing this in lieu of having Village staff shovel, because the Village has expressed safety concerns with having staff on the roof. In addition, those same staff members are also the ones charged with clearing the roads and sidewalks after a snow event, which means there is always a competing demand on their time just at the point when we need to get someone up there. Thankfully this winter has been light on snow – though we’re not out of the woods yet – but if the need arises I will be in touch with those companies to arrange shoveling. It is expensive work, but far less so than clearing severe ice dams or repairing drywall. Once the weather warms up I will also follow up on the heat tape repairs. The rest of our heat tape, including that installed last year by Thom Berres, is functioning well.

I have also been working to get quotes on a carpet cleaning for this summer, because Secret approached me at the beginning of the year about having all Village buildings done by the same company to secure a discount. If we go forward with this, the carpet cleaning would take place during summer to take advantage of our shortened weekend hours and allow for both cleaning and drying time.

Continuing Education: Becca Werginz attended a webinar on *“Challenged Books at Your Library: Managing and Addressing Censorship Attempts,”* presented by Shannon Schultz from the DPI. The session shared guidance on dealing with challenges to particular books and authors in a public library setting, particularly in terms of policy, procedure, and staff attitudes and training. Book challenges have received a lot of attention nationally in recent weeks, and there have been local challenges at a couple of libraries in the past year, so this is a very pertinent topic. At a recent all-staff meeting, I reviewed our Collection Development Policy with staff to reinforce our understanding of it and prepare for questions and conversations with patrons.

Becca also attended the webinar *“Clicks that Stick: Using Social Media to Create Lasting, Two-Way Relationships.”* Three library marketers shared tips on how to humanize library content, define goals for social media usage, and nurture enriching connections with social media users.

Val Johnson and Teresa Douglas attended the seventh session of the family engagement conference series hosted by the Public Library Association. This session focused on the topic: *Leadership and Promoting Your Vision.*

Multiple staff members attended sessions of the Wild Wisconsin Winter Web Conference offered annually in January. We regularly take advantage of this event, as it is free, archived for viewing at convenient times, and offers a lot of relevant content:

- MJ Jorn attended the session *“Capturing Your Community”* which focused upon incorporating a community’s unique local and oral history into library programs. MJ reports: “The webinar provided some ideas we can use to develop intergenerational

programs, some ways to utilize Storywalk in different ways other than young children, and more active involvement of the patrons for developing library events.”

- Lisa Ponto attended *“Welcome Aboard: Planning for New Employee Success,”* which offered some helpful and creative suggestions for improving our onboarding process.
- Both Lisa and I attended some of the marketing sessions offered, including *“Get Back in Here! Promotional Ideas to Draw People Back in the Library,” “Out-of-the-Box Marketing Tactics,”* and *“PR is More Than a Press Release.”* Lisa has taken over Becca Werginz’s marketing-related tasks while she is on leave, so these sessions directly relate to her current duties. I have learned that marketing and public relations are essential skills for library administrators, so I am always interested in learning more on this topic.

Library of Things Collection Planning: I have been meeting with Jennie Bahnaman and Rachel Ruetz to begin work on our Library of Things collection. We have decided to begin with board games and contacted a local company (The Board Game Barrister) this month about participating in their “Games for a Good Cause” program, which allows us to receive a generous discount on games in exchange for reporting back on how we are using them in the community. We are researching processing best practices to keep materials in good shape as well as circulation procedures; as always, other libraries have been great about sharing what works well for them so that we don’t have to reinvent the wheel.

Marketing and Communications: One of the goals in the Village of Sussex Strategic Plan is to better understand topics and issues that are important to the public, and we have adopted that goal at the library as well. Jennie Bahnaman has designed a survey that adult program participants receive, allowing them to provide feedback on our offerings. In addition to the day-to-day work she is doing on social media, Lisa Ponto is registered for a CE class in designing and improving surveys that will help us prepare for a community-wide Strategic Planning survey later in the year. On social media, the library received a lot of activity around the SPARK public design workshops; around fifty people viewed the livestreams of the meetings.

Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for January 2022:

IditaRead Winter Reading for Adults and Teens

The Iditaroad Winter Reading Program launched on Monday, January 17. Inspired by the 27 stages of the Iditarod Race, teens and adults alike are challenged to complete 27 hours of reading before February 25. They will earn one raffle ticket for each hour of reading, and readers can participate online using Beanstack or using a paper log.

So far, we've had 98 adults register in January (up from 76 in 2021) and log 673 hours of reading. 14 teens have signed up for the challenge and completed 84 hours of reading.



Adult Programs & Services

On Thursday, January 13 we collaborated with the Village of Sussex Parks and Rec Department to host a virtual presenter from the UW-Madison Geology Museum for our **Devil's Lake Virtual Hike** program. This was a hybrid program where attendees could participate in-person at the Civic Center or via Zoom at home. Brooke Norstead took us on a tour through the park, hiking trails, and the geology and history of the area. One attendee mentioned on our follow-up program survey that she appreciated the virtual option; "It gave me the chance to view an area of Devil's Lake State Park I am not physically able to reach. Nice program during Covid." We also learned that "one" of the virtual attendees was actually a homeschool group, which means participation was higher than the numbers reflect. We have a strong homeschooling presence in our area, so we appreciated being able to connect them with this programming opportunity.

On Thursday, January 20 we hosted Abby D'Alberto the Director of Refugee Resettlement Services from the International Institute of Wisconsin for our **Refugee 101** program. She presented on the Refugee Resettlement program through IIW and how they integrate refugee populations into the greater Milwaukee area. Patrons gave us feedback that they were thankful we offered the program, and they seemed excited to learn and were interested in finding ways that they could help refugees in our area.

Heather Bartlett (Circulation Clerk) and Jennie Bahnaman (Assistant Director/Adult & Teen Services Manager) led the **January Make It!** on Wednesday, January 26. Inspired by the Danish tradition of "hygge" (pronounced "hoo-gah"), which means creating a warm atmosphere and enjoying the simple and good things in life, we went with the cozy theme and made lavender sachets using the library's sewing machines. With relaxing music, cozy hot drinks and treats our 15 attendees had an enjoyable evening at the library. Take-and-make kits were provided to the 5 participants who requested them and joined virtually. We received lovely feedback from one of our at-home participants: "Greatly appreciate easy craft ideas like this that are very useful and remind us of your friendship...sharing with us even though we were in the comfort of our home & with family. Hope those on site had fun & can't wait to see you all soon in person."

Book Club Updates

Four members of the **Tuesday Afternoon Book Club** met on January 4, and 11 members of the **Mystery Book Club** met the following night. The **Wednesday Afternoon Book Club** met to discuss Neil Gamain's *The Ocean at the End of the Lane*; 8 members attended.

Teen Programs & Services

On January 11 Becca Werginz (Adult & Teen Services Librarian) and Loribeth Isola (Temporary Librarian) led the Creation Lab for teens, offering crafts and various activities. Loribeth will be facilitating teen programs in Becca's absence, so it was helpful for her to have a test run with Becca before she left.

Valerie Johnson, Children's Services Manager, reports on Children's Department activities for January 2022:



Around the Department



An Alaska-themed race track wraps all around the children’s department, even on the ceiling. It’s the **IditaRead!** Our winter reading program allows kids to show off their progress through their hand decorated racing sled dogs, which burst from the starting gate January 17. Stuffed husky puppies and books are on display as prizes a few participants will win, along with a book display featuring books about the Iditarod, sled dog breeds, Alaska, and other far north winter adventures. Our stuffed mascot, Togo, overlooks the children’s desk and draws kids in to learn

about the program.

A few more toys were set up as we attempt to return gradually to the **interactive children’s department** that we are known for. We added the pretend kitchen sets—the miniature one in the board book room and the preschool size one near the east windows—and a limited number of play dishes. Last month we added puzzles, and within a day we noticed an increase in the number of adults bringing toddlers and preschoolers into the children’s department. The activity level has jumped again with the addition of the kitchens. The word obviously spreads quickly in our community when this beloved service is available. The hour after storytime has once again become the busiest time of the week as many people squeeze into the seating and play areas in the children’s department.



Programs

It’s not too late to start the **IditaRead**, as the race goes on until February 15. Reading is recorded by minutes on the Beanstack online program, and readers move their dogs along the trail when they visit the library. The program has once again received an enthusiastic response

from our patrons with 140 kids registered for the race and nearly 500 hours of reading logged during January.

Storytime resumed January 25, three days a week, with registration required in order to limit attendance to 40 people in the room at a time. Since last October when registration was instituted the average number of attendees has been 35, which is actually a great size for storytime. The welcome return of activity and excitement surrounding indoor storytime is felt building-wide, as it becomes noticeably busier in circulation, in the lobby and entryways, in the parking lot and of course, the Children's Area on Tuesday, Wednesday, and Thursday mornings.

KidsLab is open! Children's Associates Katie Mueller and MJ Jorn have prepared the KidsLab to be open for business by cleaning up, rearranging, creating new stations and revamping old stations. Beginning January 19, the lab is open Wednesday afternoons when teen volunteers will be on hand to assist. In this enclosed space, kids are requested to wear masks. Some of the scheduled activities that Katie and MJ have prepared include Shrinky Dinks, Fortnite slurp juice slime-making, Oil pastel dragons, paper lanterns, DIY pet toys, and robotic hands.



Other activities available whenever the lab is open include the following:

- Circle art
- Tween/teen coloring
- Gravity Maze
- Hex Bugs
- Keva Planks
- Laser maze
- Marble runs
- Perler beads
- Snap circuits
- Giant whiteboard drawing

Collection

The Association for Library Service to Children and Young Adult Library Services Association announced their 2022 winners January 24. The Randolph **Caldecott Medal** for the most distinguished American picture book for children has been awarded to *Watercress*, illustrated by Jason Chin and written by Andrea Wang. This is a moving autobiographical story of a child of Chinese immigrants discovering and connecting with her heritage when they stop during a family trip to gather watercress along the roadside. The John **Newbery Medal** for the most outstanding contribution to children's literature has been awarded to *The Last Cuentista* written by Donna Barba Higuera. A unique choice for its genre—science fiction—this book tells the story of a young girl who dreams of becoming a storyteller whose family is part of a relocation to a new planet. The Michael L. **Printz Award** for excellence in literature written for young adults has been awarded to *Firekeeper's Daughter* written by Angeline Boulley. In this story an Ojibwe teen is drawn into a local criminal investigation due to her expertise in chemistry and knowledge of traditional medicine. The **Charlotte Zolotow Award** is special to us because our very own Cooperative Children's Book Center at UW Madison administers this award—named after a famous Wisconsin children's author—for outstanding writing in a picture book. The winner is Meg Medina for the book *Evelyn Del Rey Is Moving Away*. Vivid emotions and childlike details shine in this account of the day a child moves away.

These are just a few of the awards granted to children's literature during this event that is an annual highlight within the children's literature community. Copies of the winners are available for examination for the first week following announcements at the children's reference desk.

Children's book bundles	number of bundles	number of items in bundles
staff-created book bundles	51	200
special request book bundles	2	29
Total	53	229

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	530
<i>Youth Information Ques.</i>	14
Adult Reference Ques.	477
<i>Adult Information Ques.</i>	126
One-on-One Tech Help	28

Value Line use	7
Study Rooms use	86
Faxes	16

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (3 sessions)		92	
Family Storytime Grab and Go			58
1000 Books Before Kindergarten new registrations			22
LabTime (2 sessions)		4	
Firsties January video views			68
Firsties Parent video views			4
Firsties other video views (past videos)			13
Firsties visits		71	
Total		167	165

1000 Books Before Kindergarten total books read: 2,674

Adult Virtual/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Afternoon Book Club (1/4)		4	
Mystery Book Club (1/5)		11	
Wednesday Afternoon Book Club (1/19)		8	
Devil's Lake Virtual Hike (1/13) (Hybrid)	6	4	
Refugee 101 (1/21) (Hybrid)	6	5	
Make It! Lavender Sachets (1/26) (Hybrid)		15	5
Total	12	47	5

Teen Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Creation Lab (1/11)		3	
Total		3	

Jennifer Steffes, Circulation Manager, reports on Circulation activities for January 2022:

January was quietly busy in the circulation department; our numbers continue to climb back towards pre-pandemic levels despite cold temperatures and brief spurts of snow. At the end of the month when story-time started again, the lobby became filled with parents, grandparents and little ones. And of course, after each session, patrons eagerly checked out dozens of books.

In an effort led by Jennifer Steffes and Assistant Director Jennie Bahnaman, circulation staff has been working on “welcome packets” for new cardholders. These include our newly updated “all access guide” to the library (included in your packets), swag we have received from the system office like pens and “I’m Going to the Library” bumper stickers, and for kids a lanyard and pouch to keep their library card at the ready. Circulation Clerk Rebecca Hang, who is also a talented artist, has designed fun and unique buttons that we give to kids getting library cards (siblings enjoy looking through the designs and picking out one for themselves, too, and parents enjoy the distraction it provides while they are filling out the applications).

Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for January 2022:

We were excited to learn this month that due to our participation in Sustainable Shelving, more than \$100 worth of credit had been added to our Baker & Taylor account! Anna Oleszczak initiated our involvement in the program in 2021 after learning that it provided a way to dispose of weeded materials that the Friends could not use and rewarded that participation with credits towards our book purchases; we purchase the vast majority of our items through Baker & Taylor.

Statistics:

Items processed	951
Volunteer hours (including RFID, processing, and managing the book sale room)	17.25
Materials encoded with RFID tags	1933

STATISTICS FOR MONTH OF JANUARY, 2022

	Jan. 2022	Jan. 2021	YTD	YTD 2021	% change
ALL CIRCULATION	26703	20928	26703	20928	27.6%
PHYSICAL MATERIAL CIRCULATION	23168	17667	23168	17667	31.1%
E-MATERIAL DOWNLOADS	3535	3261	3535	3261	8.4%
HOURS OPEN	248.5	128	248.5	128	94.1%

	YTD	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2857	2857
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2473	2473
Crossovers to PHPL from other library communities: +	5219	5219
Crossovers from Sussex to other CAFE libraries: -	1259	1259
NET LENDING: 3576	3576	3576

	Sussex	Other	TOTAL	2021
PHYSICAL CIRC:	8938	14230	23168	20928

Cards issued:	71
Reference questions answered:	736
Informational questions answered:	38
Library visits this month:	6505
Materials purchased:	690
(year to date total:)	690
Study Room usage	97
One-on-one technology lessons:	11
Fax Service:	13
Value Line:	9
Curbside pickup:	23

Meeting Room Use:	
Quad Room:	24
Small meeting room:	11

INTERNET USE:	247	sessions
TOTAL HOURS:	189:36:00	
AVG. SESSION:	46.057	minutes
WI-FI - INTERIOR:	981	clients
WI-FI - EXTERIOR:	116	clients



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type		5. Certification Expiration Date
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week			
19b. Number of Winter Weeks			
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year			
19f. Total Hours per year for this location			

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)		
1b. providing reference service		
1bi. reference service provided via email		
1bii. reference service provided via chat		
1biii. reference service provided via text message		
1biv. reference service provided via telephone		
1bv. reference service provided via another method (e.g., online service or form)		
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup		
1e. offering drive-thru circulation of physical materials		
1f. offering vestibule/porch pickups		
1g. offering delivery of materials (mail or drop-off)		
1h. managing IT services for external Wi-Fi access		
1i. providing other types of online and electronic services		
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally		
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia		
2c. increasing the number of electronic materials and holdings purchased locally		
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia		
2e. augmenting the public's ability to use electronic materials in another way		
2f. describe "augmenting in another way":		

	PUBLIC SERVICES COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	
4. External Wi-Fi Access Added During COVID-19	
5. External Wi-Fi Access Increased During COVID-19	
6. Staff Re-Assigned During COVID-19	

	COVID-19 CLOSURES	
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Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned		
8a. Electronic Collections <i>Locally owned or leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

DRAFT

III. LIBRARY SERVICES							
1. Circulation Transactions		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)			
a. Total Circulation							
2. Interlibrary Loans (ILL)							
Method for Counting ILL Transactions							
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library System (ILS)							
WISCAT							
Other (includes OCLC, manual tracking, or other methods)							
Total							
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count	
6. Uses of Public Internet Computers							
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		c. Method	d. Annual Count	7. Uses of Public Wireless Internet		
					a. Method	b. Annual Count	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals		9d. Total Electronic Collection Retrievals		
10. Uses of Electronic Materials by Library Users							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
 Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs and Program Attendance Annual		Virtual Programs and Program Attendance Annual		Count
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's in-person programs:					

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs					
Total Live Virtual Program Attendance					
Total Views of Live Programs Recorded for Asynchronous Viewing					
Which platforms does the library use to host the library's live, virtual programs:					
Describe the library's live, virtual programs:					

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs				
Total Pre-recorded Program Views				
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount

		Subtotal 1
--	--	------------

2. County

a. Home County Appropriation for Library Service

Subtotal 2a	
-------------	--

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

		Subtotal 2b
--	--	-------------

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

		Subtotal 3
--	--	------------

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

		Subtotal 4
--	--	------------

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

		Subtotal 5
--	--	------------

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
---	-------------------------------	---	--	--

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*

2. Employee Benefits *Include maintenance, security, plant operations*

3. Library Collection Expenditures

a. Print Materials

b. Electronic Materials

c. Audiovisual Materials

d. All Other Library Materials

e. Subtotal 3

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider

Amount

Provider

Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source

Brief Description of Expenditure

Revenue

Expenditure

a. Federal

b. State

c. Municipal

d. County

e. Other

2. Debt Retirement

3. Rent Paid to Municipality/County

Total Revenue

Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

1. Total Amount of Trust Funds Held by the Library Board at End of Year

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County				
3. Circulation to Nonresidents Living in Another County in the Library System				
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
---------------	--------------	------------------

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
---------------	--------------	------------------

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2020 the _____
Name of Public Library Name of Public Library System / Service

- did** provide effective leadership and adequately met the needs of the library.
- did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤		

COMMENTS

DRAFT

PHPL - Library Board Update

Christy Monk <christym@fehdesign.com>

Fri 2/11/2022 2:33 PM

To: Adele Loria <aloria@phpl.lib.wi.us>

Cc: Aaron Davis <aarond@fehdesign.com>

Good Afternoon Adele,

Here is an update of the PHPL Planning Process status:

- Content generated at the SPARK workshop has been uploaded to the website: <https://fehdesignsparks.com/pauline-haass-public-library/>
- With input received at the SPARK workshop, capital cost comparisons were generated for 12 options, including a one-story new library building on a different site. Operating cost budgets were compiled for the 12 options and a 'do nothing' option. These are on the SPARK website.
- The final (#5) Advisory Task Force meeting, attended by 31 individuals online and in person, generated recommendations and voting results.
 - The voting results were:

Pauline Haass Public Library SPARK - Advisory Task Force #5 Vote Results		
Option	Description	Voting
	Do Nothing	0
E	One Story Addition to South End of Existing Library	2
F	One Story Addition to West of Existing Library	5
G	One Story Addition to North and South of Existing Library	14
H	One Story Addition to South of Existing Library	2
K	One Story Addition to South and West of Existing Library	5
N	New, Two-Story Building Southeast of Existing Civic Center with Connection	2
Q	New One Story Building on Existing Library Site	1
X	New, One-Story Building on a New, Unidentified Site	0

Other ATF Recommendations

- Have drive-up book and media returns
- Reduce complexity of the existing roof forms
- Remember the Civic Center is there as a community resource for meeting rooms and study spaces
- Keep library distinct from the Civic Center
- Maintain green space
- The Core Planning Committee met to review the ATF voting results and recommendations. A draft of the community-wide survey, which will serve as an educational tool and a way to get input from more members of the public, was reviewed. A draft of this will be available for review by the Library Board during the meeting.

Let me know if you have any questions or would like to review any of the above items before Wednesday!

Thanks, Christy

Christy Monk, AIA, LEED AP BD+C, NCARB | ARCHITECT | PRINCIPAL



FEH DESIGN

FEH DESIGN

951 MAIN STREET

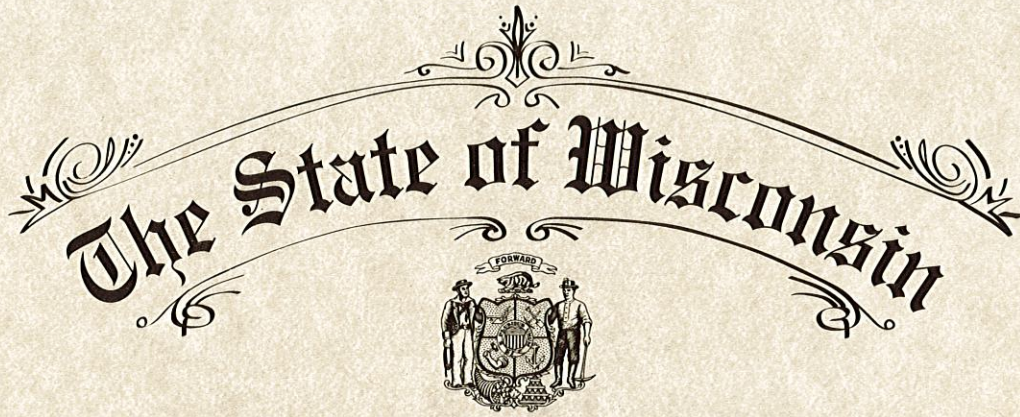
DUBUQUE, IOWA 52001

OFFICE 563 583 4900

DIRECT 563 845 3436

[FACEBOOK](#) / [TWITTER](#) / [LINKEDIN](#) / [FEHDESIGN.COM](#)

LEAVE US A [GOOGLE](#) REVIEW!



OFFICE OF THE GOVERNOR

CERTIFICATE OF COMMENDATION

HONORING

Pauline Haass Public Library

ON BEHALF OF THE PEOPLE OF THE STATE OF WISCONSIN,
I AM PLEASED TO COMMEND PAULINE HAASS PUBLIC LIBRARY
FOR ITS SERVICE TO OUR STATE.

PUBLIC LIBRARIES IN WISCONSIN ARE THE HEARTS OF
OUR CITIES, TOWNS, VILLAGES, AND COMMUNITIES, AND HAVE LONG
SERVED AS TRUSTED AND TREASURED INSTITUTIONS THAT OFFER OPPORTUNITIES
FOR ALL PEOPLE TO EXPLORE NEW WORLDS, LEARN IMPORTANT SKILLS,
ACCESS CRITICAL RESOURCES, AND BECOME MORE
ENGAGED CITIZENS OF OUR DEMOCRACY.

I EXTEND MY PERSONAL THANKS TO PAULINE HAASS PUBLIC LIBRARY FOR ITS
COUNTLESS CONTRIBUTIONS TO THE SUSSEX COMMUNITY AND FOR SERVING AS A
BOLD EXAMPLE FOR PUBLIC LIBRARIES EVERYWHERE.

DONE ON THIS 10TH DAY OF
DECEMBER 2021.

Tony Evers

TONY EVERS
GOVERNOR



AT YOUR LIBRARY

PROGRAMS FOR ALL AGES

PHPL staff offer a dynamic line-up of programs for all ages.

The Children's Department offers a variety of fun and educational programs from **1,000 Books Before Kindergarten** and **Storytime** for preschoolers, to **Doggy Tales** and **Make It! Jr.** for school-age kids, to special events like **Harry Potter Book Night** and **Forts and Flashlights** for the whole family.



Teens (grades 7-12) are invited to enjoy **Make It!** projects, **scavenger hunts**, **trivia**, and more with friends.

Adults will find presentations on a plethora of topics from **genealogy** to **cooking demos** and **author events**, as well as **trivia nights** and our popular **Make It!** series.



INVITING SPACES

Connect to free WiFi and work at study tables or reserve a private study room. Relax in our comfortable seating areas. Reserve a meeting room for your nonprofit group, club, or organization.

In the Children's Department, find cozy spots to read with your kids, work on puzzles, and explore interactive play areas. Don't miss STEAM activities in the KidsLab!



COMPUTERS & OFFICE SERVICES



Use one of our desktop computers or check out a Chromebook to use in the building. Get connected to free WiFi throughout the building and outdoors.



- **PRINT:** \$.10/page for b&w, \$.50/page for color
- **FAX:** \$1 for 1st page, \$.50 for each additional page
- **SCAN:** to email or to USB flash drive; free
- **COPY:** \$.10/page for b&w, \$.50/page for color

DISPLAY CASE

Individuals of all ages can share their collections, original art, or hobbies with the community by reserving our display case. Nonprofit groups and clubs can promote their events and services with creative displays.

HOME DELIVERY SERVICE

Can't get to the library? We'll bring the library to you!

Eligible patrons can receive regular deliveries of books, movies, magazines, and more. Applications are available on our website. Call 262-246-5181 for more information.



Monday - Thursday	9:30AM to 8:00PM
Friday	9:30AM to 5:00PM
Saturday (School Year)	9:30AM to 4:00PM
Sunday (School Year)	1:00PM to 4:00PM
Saturday* (Summer)	9:30AM to 1:00PM
Sunday* (Summer)	CLOSED

** Summer hours in effect Memorial Day weekend through Labor Day weekend.*

www.phplonline.org

N64W23820 Main Street Sussex WI, 53089

262.246.5180

info@phpl.lib.wi.us

FOR A COMPLETE LIST OF POLICIES, ASK AT ANY DESK OR VISIT THE LIBRARY'S WEBSITE.



PAULINE HAASS
— PUBLIC LIBRARY —



Connecting people to information, ideas, and one another.

YOUR ALL ACCESS GUIDE



CHECK IT OUT

HOW TO GET A LIBRARY CARD



- Wisconsin residents ages 5 and up are eligible for a free library card.
- Provide a photo ID and proof of address to sign up.
- Parents must be present to register children under 18.
- Present your card each time you borrow materials.

Parents and guardians are responsible for their child's reading, viewing, and listening. The library does not restrict access to materials or the Internet by age, and does not monitor children's usage.

LOAN PERIODS



- Physical library materials can be borrowed for the following lengths of time:
- 3 weeks: Most books, audiobooks
 - 2 weeks: New adult books, Lucky Day books, Lucky Day WiFi Hotspots (non-holdable)
 - 1 week: DVDs, CDs, video games, magazines, WiFi Hotspots, Lucky Day TV series
 - 3 days: Lucky Day movies

LATE FEES



- 20 cents/day: Most materials
 - \$1.00/day: DVDs, Lucky Day books/DVDs, interlibrary loans, Wii games
- There are no late fees on children's books. Fees apply to children's DVDs, CDs, and Wii games.
- To pay online (minimum \$5) log into your account on our website or the **Bridges Library Cafe App**. Service charge will be applied.

RENEW YOUR ITEMS



If no other customers are waiting for an item, it can be renewed up to 3 times. Lucky day items cannot be renewed.

Renewals can be made in person, by phone at 262-246-5180, or online via our website or the **Bridges Library Cafe Mobile App**.

Curbside pickup is available during open hours. Call 262-246-5181 to schedule a pickup.

DIGITAL LIBRARY

ACCESS YOUR ACCOUNT



Access your account and the library catalog from our website or the free **Bridges Library Cafe App**.

Store your card on the app for use at checkout; no need to carry a card with you! You can also:

- Search for materials
- Put items on hold
- Manage your account
- Renew items
- Find library events
- Explore digital collections
- Pay overdue fines
- And more!

LOGIN CREDENTIALS

Log on to the Cafe app and all digital library services by entering in your library card number and PIN/Password (usually your birthday in the format listed below):

Username/Library Card Number: CAFExxxxxxxxxx
PIN/Password: MMDDYYYY



Access free ebooks, audiobooks, magazines, movies and music anytime with your library card!



Libby App by OverDrive
ebooks, audiobooks, magazines



OverDrive App for Kindle Fire
ebooks, audiobooks, magazines



Hoopla App
ebooks, audiobooks, movies, TV series, music



Flipster App
magazines



CLICK & LEARN

DATABASES

Access these online databases 24/7. View **more databases** on the library's website!



Gale Courses offers a wide range of interactive, instructor-led, online courses. Courses run for six weeks and new sessions begin every month.



Consumer Reports offers product reviews, videos, and buying guides on cars, appliances, electronics and more.



NoveList Plus helps you find your next read by guiding you to over 200,000 fiction and nonfiction titles. It also features lists of award-winning books, Book Discussion Guides, BookTalks, Recommended Reads and more.



Ancestry Library Edition is a comprehensive online source of information for conducting genealogical and local history research. **Access available only at the library.**



The **PHPL Historic Digital Collection**, created in partnership with Recollection Wisconsin, includes Hamilton High school yearbooks, Sussex School newsletters, and 50 years of photographs, all showcasing the history of schools in Sussex.



CHECK OUT WIFI

Borrow one of our mobile WiFi hotspots for internet access on the go or at home. The easy-to-use hotspots allow you to connect up to 10 devices at a time with no limits on data.

- Place a hold through the catalog, library app, or by calling 262-246-5181.
- Must be 18 and older to check out.
- Must be checked out and returned at PHPL.
- Overdue fees are \$1/day for regular (1-week) hotspots; \$5/day for Lucky Day (2-week) hotspots.
- 1-week hotspots can be renewed if there is no waiting list.

CALENDAR

Pauline Haass Library Board

January meeting

- Report on preliminary previous year statistics
- Possible review/revision of policies
- Possible review of Trustee Essentials

February meeting

- Annual Report approval
- Possible review/revision of policies

March meeting

- Nominating Committee appointments
- Possible review/revision of policies
- Possible review of Trustee Essentials

April meeting

- Review of Allowable Cost Worksheet
- Review of Investment Policy
- Report from Nominating Committee
- Annual Designation of Reserves

May meeting

- Election of Officers
- Review of Board Bylaws
- Presentation by Auditor
- Closed session for mid-year discussion of
Director's progress on goals and any other
evaluation items

June meeting

- Update of Capital Plan
- Possible review/revision of policies
- Possible review of Trustee Essentials

July meeting

- Finance Committee presentation of draft budget,
for full Board discussion and approval (timing will
depend on Village's budget deadlines)

August meeting

- Certificate of Eligibility for Exemption from County
Library Levy Based on Standards Compliance
Board discusses whether the Director Evaluation
tool will remain the same or be changed.

September meeting

- Possible review/revision of policies
- Personnel committee provides Director Evaluation
tool to individual trustees at Board meeting.
- Director supplies trustees with written update on
progress of annual goals at Board meeting.

October meeting

- Personnel committee collects completed
evaluation tools at Board meeting.
- Possible review of Trustee Essentials

Between October and November meetings

- Personnel Committee meets in closed session to
create a recommended summary evaluation of
Director for full board discussion at the
December meeting.

November meeting

- Bridges Membership agreement approval
- Board meets in closed session without Library
Director to discuss the Personnel Committee's
summary evaluation, as well as goals for the
Director.

December Board packets

- Library Director includes staff recommendation for
strategic goals and activities for following year,
for Board discussion and decision.
- Library Director includes Director's draft goals for
following year, based on strategic plan
recommendations.

December meeting

- Final budget approval
- Board discusses and adopts strategic goals and
activities for the library for upcoming year.
- Board meets in closed session with Library
Director for discussion of the Director's
evaluation, and to set the current year's goals,
based on the evaluation and the Board-chosen
strategic plan goals and activities.