



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

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### **Agenda**

**Pauline Haass Public Library Board of Trustees  
Wednesday, March 20, 2024, 6:00 p.m.  
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of February 21, 2024 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) Revision of annual report to the state, reflecting year-end numbers: discussion and action
  - b) Designation of operating fund reserves: discussion and action
  - c) IT Services update: discussion and possible action
  - d) Review of Trustee Essentials 19: Library Director Certification
- 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 February 21, 2024 Board meeting  
Pauline Haass Public Library

Called to order: 6:03 p.m.

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

Minutes of January 17, 2024 Board meeting were reviewed; Bougie/Hacker motion to approve minutes as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: no Revenue and Expenditure Guidelines for January 2024 reported this month.

Prepaid bills in the amount of \$2,694.84, P-Card bills in the amount of \$5,723.90, 2024 bills in the amount of \$49,385.82, 2023 Invoices in the amount of \$199.25, 2023 & 2024 Invoices in the amount of \$6,967.25, Closing 2023 expenses in the amount of \$2,698.92, January 2024 expenses in the amount of \$70,431.79 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:

The board discussed the Library's annual report to the state and the board accepted as presented. Bougie/Jilling motion; motion carried.

The board reviewed the Comments from Citizens at Library Board Meetings policy, Jilling/Kojis accept as presented with one revision.

Loria and Bougie reviewed Library Foundation activities; no action taken.

Meeting adjourned at 7:10 p.m. by Roubik/Hacker motion.

Respectfully submitted,  
Adele Loria  
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

**March 20, 2024**  
**Director's Report to Library Board**

## **Agenda Items**

**Revision of annual report to the state, reflecting year-end numbers:** The Village's books, and therefore the Library's, have closed for 2023, and we now have the final numbers needed for the state annual report. Changes were needed in Section V (library operating revenue), Section VI (library operating expenditures), and Section VIII (other funds held by the Library Board). I'm including copies of those pages with the changes handwritten so that you can see exactly which items were revised. I will bring the full revised report to the meeting for the Library Board to approve and sign. For a much more fun and memorable look at the numbers from 2023, Becca Werginz designed a "2023 in Review" infographic based on this information, and I'm including that in your packet as well.

**Designation of operating fund reserves:** In 2023, the library received more operating fund (Fund 000) revenue than was expended. The surplus (\$54,387) moves into the Fund 000 reserves. I've consulted with Finance Director Taylor Walls and reviewed the categories we have designated for reserves. I am recommending the following:

- Continue to build toward auditor-recommendation of 3 months operating budget in working capital by adding \$25,000 here.
- Increase utility overages designation by \$10,000 for a total of \$16,000, and the rebuilding threshold to 15k due to rising costs in recent years.
- Move the remainder (\$19,387) to computers and new technology designation.

A draft copy of the reserve funds with these recommendations and new total reflected is included in your packets for review. During this agenda item we can discuss and make changes as desired.

**IT Services Update:** Lisa Ponto and I have been continuing to meet with potential MSP providers and evaluate their proposals. We have a final meeting with one of the candidates on Friday afternoon, and before our meeting next week I will send out a chart comparing the services and associated costs to aid in the discussion.

**Trustee Essentials 19: Library Director Certification:** We are coming up on five years of me being in this position (!), which means it is time for me to renew my certification with DPI. With that, it's a good time for a refresher on this Trustee Essential, which outlines what is included in

certification for each grade and why it's important to maintain certification from the perspective of a library board or municipality. Wisconsin law requires a Grade I certification for administrators of libraries our size (community population 6,000 or more). In addition to the education and training requirements, directors must submit documentation of 100 hours of continuing education over a five-year period. I am working on submitting the final documentation needed in the next few weeks. There's no board action needed on this, but if you have any questions or concerns about this topic, we can discuss them during this item.

## **Non-agenda Items**

**100 Years of Sussex Activities:** You might recall that I've been working with the Village to partner on activities to celebrate the Sussex Centennial this year. Next month in honor of the Sussex Centennial, the library will be offering another round of the recording sessions made possible by the Bridges/StoryCorps partnerships. Becca Werginz, our original StoryCorps facilitator and Communications Manager, has been working with me on developing and marketing this program. For this round of interviews, we are partnering with the Village and reaching out to community members to "share their Sussex stories" during **Capturing Village Voices** from April 1-12.

Participants are invited to record a 30-40 minute, audio-only conversation with a family member or friend. Library staff will be present to handle the technical side of the recording, but the interviews are done by the participants. The audio recordings will be shared with the participants to keep and if they wish, saved in the StoryCorps Archive and the Library of Congress for future generations to enjoy.

This is a great opportunity for those with older relatives and friends in the area to capture their stories in their own voices and words. But it's also a chance for any community members to share their own stories of growing up, raising families, working, and living in the area. If you know someone who might like to participate, please share with them! You can sign up or just find more information, including a few examples of past interviews, here: <https://phplonline.org/storycorps/>.



**Youth Art Month:** Once again, the library is filled with art from the students of the Hamilton School District. This is a favorite event for the public (and for our staff as well). If you have not had a chance to take a look, please do! I'm including in your packets a short article that the Waukesha Freeman ran with some nice pictures and a quote from me.

**IT Updates:** Chris Peralta from the Village continues to assist us very capably with various projects. Lisa has been working with him to troubleshoot issues even as we continue to work with our current MSP. Chris can identify the right questions to ask, offer suggestions for solutions, assess errors, review current IT setups and equipment, and take care of technical needs that we would have needed to pay for separately with our MSP. When our internet went down recently and we realized the outage was isolated to our library, Chris was able to pinpoint the issue and get us back up shortly. When our new self-check had recurring issues this past month, Envisionware sent out a replacement PC for the unit. Chris was able to do the actual hardware replacement, saving us the time it would take for a technician to come out. I worked with Envisionware to configure the software remotely, and I would anticipate that library staff will continue to troubleshoot and assist where it is appropriate, but it is great to be able to enlist Chris's help when the task or project is out of our depth.

**Building Updates:** We've been making some final changes to the teen area; recently our long-awaited sign arrived and it looks fantastic. For now, the sign is resting on top of the new YA books display. Once Youth Art Month is over, it will move to the shelf marking the border of the teen area.

**Library Lovers Month:** February is Library Lovers Month, and we got some great comments on social media. Becca rounded them up for our staff and I wanted to share some here, too, because I think they capture some of PHPL's greatest strengths:



- “What's not to love?! Staff is always outstanding, friendly and helpful. Even my fellow patrons seem above average in friendliness.”
- “I love that I can walk into the library and see someone I know. It's a community gathering place.”
- “You have been a huge part of my life. What is not to love?! The teen book clubs always had great book selections and the conversations were amazing. I loved volunteering for the ice cream social and letting the kids be the ones to come up with the ideas and designs was so empowering. I love seeing the art projects from the Sussex school district being displayed around the library every year. Now, as a mother and adult, I love the kids section (and so do my children!) And all the activities available for them to join in on to nurture their love of books and community. Everyone that has worked here is so kind and helpful and it is such a comforting, perfectly sized library with a great selection of books. Pauline Haass is part of the reason I love Sussex so much!”
- “Wonderful staff and great books in a spacious comfortable setting! The best place in Sussex!
- “The staff, amazing selection of books, children's area, wonderful programs and activities for my littles!”

- *Specifically about HP Night:* “This was such a phenomenal event! We were there the entire time and still didn’t have time to do everything! The activities were so creative and fun! I can’t believe that this was free for the community (thank you, this was very much appreciated)! Huge thank you to everyone working and volunteering, you set up such a magical event. My little wizard is already looking forward to next year!”

**Continuing Education and Professional Development:** Maura Flanagan (Adult & Teen Services Librarian) provides an update on her new mentorship program:

“At the end of last year, I applied for the **Wisconsin Library Association’s Mentorship Program**. Upon being accepted into the program, I was matched with my mentor, Tana Elias. She is currently the **Digital Services and Marketing Manager at the Madison Public Library**. We have met twice thus far for an introduction and working on career goals.

We have scheduled a time for her to come to PHPL and get a tour. There will also be a time where I go up to Madison and get tours of a few branches and make connections with some of their teen and programming librarians. This will be an amazing opportunity to grow as a librarian.”

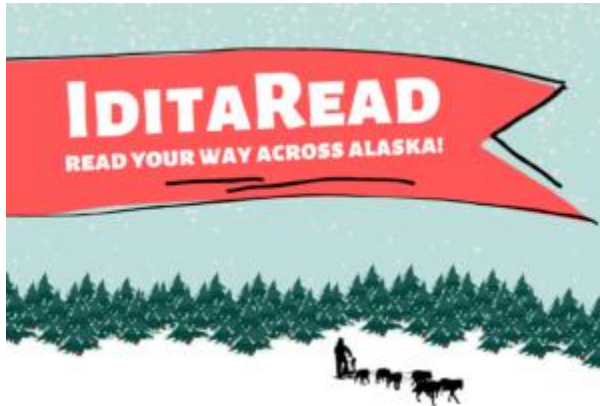
On February 7, youth services associate, MJ Jorn, attended the virtual class “Unlocking the Power of Phonological Awareness: Building Early Reading Skills” through Waukesha County Technical College, Early Childhood Education department. Phonological awareness is an umbrella term that encompasses word awareness, syllable awareness, onset-rhyme awareness, and phonemic awareness. It is a core early literacy skill, and one that we teach and reinforce (subtly) during storytime and other programs.

On February 29, Emily Bolwerk and Teresa Douglas attended a Bridges YS meeting at L.D. Fargo Library in Lake Mills. Becky Garrety from Beanstack joined the meeting remotely to go over updates for Beanstack as well as shared tips and tricks. Mellanie Mercer from the Bridges office provided an overview of the new diversity audit database that Bridges is funding for a year. Finally the meeting wrapped up with everyone sharing ideas for their summer reading programs and sharing tips and tricks for different programs and activities.

**Staff Updates:** **Nick Schmudlach** has transitioned from an Adult & Teen Services Substitute Librarian to a Reference Assistant who is now a regular part of our staff working in the Adult & Teen Services Department 10 hours a week. Nick has been a very hardworking, efficient and creative Substitute Librarian in our department and we’re thrilled to have him as a regular part of our staff.



Jennie Bahnaman, Assistant Director, reports on Adult and Teen activities for February:



## IditaRead – Adults & Teens Winter Reading Program

The IditaRead Winter Reading program ended on February 23. Adults and teens participated for a chance to earn prizes. For every hour read (up to 27 hours) they earned a raffle ticket towards the grand prizes. At the end of the program, we had a total of 147 adults participate and 31 teens!

February was Library Lovers Month and to celebrate we offered **Library Lovers Month Bingo!** Patrons could pick up a Bingo card at the Adult Reference Desk or download one from our website. Bingo squares included a number of library-related activities including “Let a librarian pick your next book,” “Download the Café app,” “Use an Explore Pass,” and more. Patrons could earn multiple Bingos and fill in a whole card if they wanted to! For each Bingo, patrons received a raffle ticket for the grand prize (a PHPL logo book bag and a “Believe in Your Shelf” PHPL mug. They also got to spin our prize wheel for a smaller prize such as a bookmark, sticker, or \$1 off fines coupon. We had 22 people complete a Bingo.

Our February **Make It!** had attendees creating **recycled windchimes** using hardware, beads, odds-and-ends, and more. Jennifer Steffes (Circulation Manager) and Kathy Duvall (Circulation Clerk) led both sessions of Make It this month and we had a total of 57 people in attendance. One of the attendees followed up with this cute photo of her cat inspecting the windchime (she really knew her audience).



## Teen Programs & Services



Maura Flanagan (Adult & Teen Services Librarian) reports on teen programs and organizes teen services. This month we started off with our annual **Harry Potter Book Night**. For the first time we used the Quad room as a ‘Prefect’ room. This room was for Teens and Adults as we tried out crafts that would have an older target demographic. One of those crafts was a light-up wand that used STEM through

circuitry work. From the perspective of the room, it was a big hit to have an area with ‘older’ activities.

We held our first ever **Teen Read-a-thon**. We had four teens that stayed the whole day and read to win prizes. We hope to continue building this program and repeat it annually. This program was also sponsored by the Friends of Pauline Haass Public Library.

We had eight teens request **Library Loot Boxes** this month. The craft was Homemade Hand Warmers.

The **Monthly Passive Program** was **Guess the Book** by the First Line. Three of the 4 teens that guessed this month were correct.

Our **Teen Advisory Board** met on Tuesday, February 27th with twelve teens in attendance. The meeting started off with the usual business of reminders of upcoming programs and going over the past few programs. We discussed the upcoming Story Corp project in April in coordination with the Village for the 100-year anniversary. I asked them to see if they had any family or neighbors that would be interested in participating. I also pitched a few new game ideas to play at Teen Game Night.

**Teresa Douglas, Youth Services Manager, reports on department activities for February:**



February started off with one of our biggest programs of the year: **Harry Potter Book Night!** Because we officially expanded this to an all-ages program for 2024, a larger planning committee (Teresa Douglas, Adele Loria, Jennie Bahnaman, and Maura Flanagan) met several times leading up to the event to carry out new ideas. Fan favorite activities such as wand making, house sorting, and find-your-patronus made a comeback, of course. New stations such as a Sorcerer’s Stone Obstacle Course and teen-specific activities in the Quad Room (transformed into the Prefects’ Bathroom with the help of the Teen Advisory Board) added to the mix. Altogether, 19 stations were offered throughout the library.



Holding this event after hours worked well; when the door opened at 6:00PM, the line at the door extended to the Civic Center entrance. In total, 274 witches, wizards, and muggles joined us for the fun program. The Library Foundation supplied cauldron cakes (cookies), butterbeer (cream soda), and Bertie Botts Every Flavor Beans (jelly beans), to the delight of all.



**Kids' Choice Awards** voting ended on Monday, February 12. During this annual Bridges-sponsored event, kids in grades 4-6 are encouraged to read books from a preselected list of 15 titles; for every three books they read, they earn one vote for the current year's award and the chance to nominate books for the next year. The winner for this year was *Out of My Mind* by Sharon Draper. The two runner ups were *Slacker* by Gordon Korman and *Swim Team* by Johnnie Christmas. 332 kids from Hamilton School District read 1,756 books for Kids'Choice! Of the 17 school districts that participated, HSD students supplied the second highest number of votes.

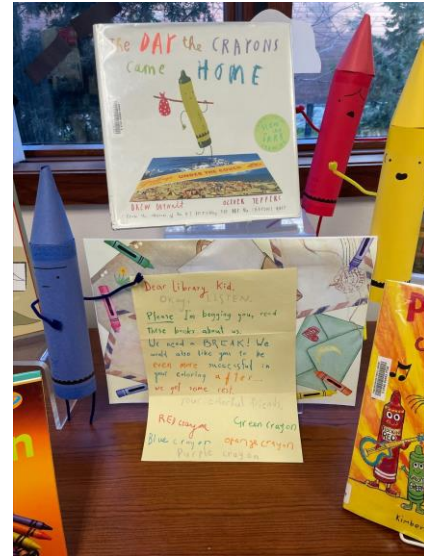
The **2024 IditaRead Winter Reading Program** ended on February 23. Between IditaRead and IditaRead Puppies (for ages 0-5) there were a total of 318 kids registered, and 116 finished the race! 218,492 minutes of reading were logged during the programs. For those extra-motivated readers, we allow kids to continue logging hours after they hit the 27-hour finish line, to see if they can become our biggest reader. This year, our biggest reader was Avni Singh, who read 96 hours to claim the title! She received a giant stuffed husky and a graphic novel for her accomplishment.

**Storytime** continued three days a week through February. On February 12, the **Advanced Adventurers** made spin drums in the KidsLab (picture?) and on February 26, the **Early Explorers** learned how to make pipe cleaner animals for pencil toppers.

## Around the Department

YS Librarian Emily Bolwerk made an adorable display featuring the crayons from *The Day the Crayons Quit* by Drew Daywalt. She created 3D crayons for the crayons from the book and a letter addressed to the library kids, styled after the letter from the book. On display were all our books about crayons. It was a huge hit and will appear again!

Back in November 2023 circ clerk Michelle Kozlowski graciously donated new play food to our kitchen set up. With the new, pristine food out we realized how worn our other kitchen supplies were looking! We now have new dishes, pans, utensils, and a new tea set for our play kitchen. The tea set has been a hit with many games of “tea store” going on now! We also purchased two new Thomas the Tank Engine toys for the train table after we started to hear “where is Thomas?” coming from the train table all the time, a sure sign that our previous Thomas had gone MIA. Can't have trains without Thomas!



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

With circulation of physical materials up by 7.2% over last February (1641 more items), the circulation department was kept busy. Explore Passes were especially in demand for days when school was out and an abundance of items were checked out by parents and grandparents attending story times.

February was Library Lover's month, and several patrons shared their thoughts of PHPL with us. The warmth and kindness of staff was mentioned often, as well as the depth of the collections, the different activities offered, and the outstanding array of programs. One patron was overheard stating, “this is NOT your grandmother's library, anymore!” Nope! It is so much more!

## Department Statistics

### Adult and Youth Reference

### Totals

Youth Reference Ques.	647
<i>Youth Information Ques.</i>	6
Adult Reference Ques.	545
<i>Adult Information Ques.</i>	18
One-on-One Tech Help	31
Study Rooms use	156
Faxes	13
YS Book Bundles (bundles assembled)	47
YS Book Bundles (items checked out)	212
1000 Books Before Kindergarten total books read:	3,960
Teen volunteer hours:	27.5

Children's Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Storytime	13		601	
storytime craft				376
Advanced Adventurers	1		5	
Early Explorers	1		25	
IditaRead Registrations				12
IditaRead Finishers				51
IditaRead Puppies Registration				14
IditaRead Puppies Finishers				56
1,000 books before Kindergarten new registrations				10
Firsties January check-ins (4 schools)				84
Firsties January video views				36
Firsties Parent video views				2
Firsties other video views (past videos)				32
Outreach (2 sessions)	2		39	
*Harry Potter Book Night	1		274	
Library Lovers Month				33
<b>Total</b>	<b>18</b>	<b>0</b>	<b>944</b>	<b>706</b>

Adult Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Tuesday Book Club	1		6	
Make It: Wind Chimes	2		57	
*Library Lovers Month Bingo				22
Mystery Book Club	1		11	
Books to the Future Book Club	1		7	

IditaRead Adult Winter Reading				147
Reading Between the Spines Book Club	1		9	
<b>Total</b>	6	0	90	169

<b>Teen Programs</b>	<b># of events (in-person)</b>	<b>Virtual Attendance</b>	<b>In-person Attendance</b>	<b>Self-Led (Passive)</b>
*all-ages events				
February Library Loot Box				8
First Line Challenge				4
Whiteboard prompt - Why do you love to read?				39
Teen Read-A-Thon	1		4	
IditaRead Teen Winter Reading				31
Teen Advisory Board (TAB)	1		12	
<b>Total</b>	2	0	16	82

### **Tech Services**

Items Withdrawn	295
Volunteer hours (inc. Home Delivery)	15

## STATISTICS FOR MONTH OF FEBRUARY 2024

	Feb. 2024	Feb. 2023	YTD	YTD 2023	% change
<b>ALL CIRCULATION</b>	<b>30938</b>	<b>28887</b>	<b>63785</b>	<b>58924</b>	<b>8.2%</b>
PHYSICAL MATERIAL CIRCULATION	27245	25605	55522	51814	7.2%
E-MATERIAL DOWNLOADS	3693	3282	8263	7110	16.2%
HOURS OPEN	248.5	219.5	481	476.5	0.9%

	Feb. 2024	Feb. 2023	YTD
HOLDS FILLED <b>FOR PHPL</b> BY OTHER CAFÉ LIBRARIES: -	3001		6465
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES <b>BY PHPL</b> : +	2241		4714
Crossovers to PHPL from other library communities: +	7137		13873
Crossovers from Sussex to other CAFE libraries: -	1088		2185
<b>NET LENDING:</b>	<b>5289</b>		<b>9937</b>

	Sussex	Other	TOTAL	2023
PHYSICAL CIRC:				
27245	9889	17356	27245	25605

**Cards issued:** 107

**Reference questions answered:** 1192

**Informational questions answered:** 24

**Library visits this month:** 10,018

**Materials purchased:** 630  
(year to date total:) 1230

**Study Room usage:** 156

**One-on-one technology lessons:** 31

**Fax Service:** 13

**Meeting Room Use:** 40

Quad Room: 23

Small meeting room: 17

**INTERNET USE\*:** 350 sessions

**TOTAL HOURS\*\*:** 189:57:00

**AVG. SESSION\*\*:** 0:32:34 minutes

**WI-FI - INTERIOR:** 1003 clients

**WI-FI -EXTERIOR:** 118 clients

**WEBSITE VISITS:** 7105 sessions

**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
Village	Sussex	\$736,460
Subtotal 1		\$736,460

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$547,791

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Jefferson	\$383		
Dodge	\$223		
Washington	\$31,093		
Racine	\$0		
Walworth	\$6		
Ozaukee			
Subtotal 2b			\$31,705

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Hoopla Grant	\$2,709		
Innovation and Improvement Block Grant	\$2,373		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3 \$5,082

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

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

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

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$61,987 **\$65,324**

8. Total Operating Income Add 1 through 7

~~\$1,383,025~~ **\$1,386,362**

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$753,399

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes



# 2023 IN REVIEW

## PAULINE HAASS PUBLIC LIBRARY



Physical Collection

PHPL has the 5th highest circulation of all 24 libraries in the Bridges Library System!

Digital Collection  
eBooks & audiobooks



**332,456**  
total checkouts

**197,942**  
children's items

**44,131**  
checkouts on Hoopla & Libby



**278**  
events offered



**11,506 attendees**

**179**

events for children

**77**

events for adults

**15**

events for teens

**7**

events for all ages

**1,036**

Volunteer Hours



**1,327**  
new library  
cards in 2023



**839**

Free visits to local attractions  
using Explore Passes

Library Visits

**113,593**



PAULINE HAASS  
— PUBLIC LIBRARY —



Designation of General Fund (Fund 000) reserves

General Fund (Fund 000) reserves available as of 12/31/2023, per Village Finance Director	\$824,153	Comments
WORKING CAPITAL at 19.93% of 2024 operating budget	\$280,766	VOS keeps 3 months operating costs on hand, but this includes their depreciation fund. Similarly, what we have here could be supplemented by fund 410.
VACATION PAYOUTS upon separation (beyond capacity of regular budget)	\$15,000	When FT or salaried staff leave, they are due current year's unused vacation plus what has been earned during the year (ordinarily used in following year). Usually, sub hours for public desk coverage mean minimal savings while position is vacant.
UNEMPLOYMENT INSURANCE	\$15,000	Re-build to \$15,000. This covers a potential obligation if an employee were to leave the organization. In addition, if part-time staff lose their other job, PHPL must pay a proportionate amount of their unemployment compensation.
INSURANCE DEDUCTIBLE to cover the deductible if we have a claim	\$10,000	Re-build to \$10,000
CAFÉ & Bridges overages, because PHPL annual budget is submitted well before CAFÉ & Bridges budgets are set.	\$10,000	Re-build to \$10,000.
COVERAGE FOR EXTENDED STAFF SICK LEAVE	\$40,000	Re-build to \$40,000. If a staff member with significant accumulated leave were to take a long-term leave, we would be paying wages for both the employee and a substitute. Earned sick leave can accumulate to 960 hours.
LEGAL FEES	\$60,000	Re-build as necessary to keep at \$50,000.
FUTURE NON-CAPITAL EQUIPMENT & FURNISHING REPLACEMENT OR REPAIR (budget line 80610)	\$25,000	Re-build to \$25,000. This covers automatic door openers, media cleaners, refrigerator, drinking fountains, etc. To smooth budget bumps for these expenditures & enable replacement when failure of item was not anticipated at budget time.
SELF-INSURANCE FOR REPAIRS TO SECURITY SYSTEM, SELF CHECK MACHINE, AND OTHER EQUIPMENT, beyond regular budget	\$40,000	Re-build to \$20,000.
BUILDING MAINTENANCE and BUILDING SYSTEMS MAINTENANCE overages, to supplement E000-61700 and E000-62150 when there are significant unanticipated costs.	\$90,000	Re-build to \$50,000 or higher.
INTERIOR PAINTING, as needed	\$6,000	Re-build to \$5,000 or higher.
CONSULTING/OUTSOURCED PROJECTS, with Board approval	\$110,000	Anticipating schematic design, feasibility, other studies in upcoming years. Possible need for next round of strategic planning.
GAS or ELECTRIC OVERAGES to supplement E000-61300 and 61400 as needed.	\$16,000	Re-build to \$15,000.
COMPUTER REPLACEMENT & NEW TECHNOLOGY FUND	\$64,387	Moved to lease environment in 2020; this line is intended to cover a possible switch back to outright purchasing next replacement cycle (2024).
DIGITAL SIGNAGE REPLACEMENT and additions	\$10,000	Re-build to \$10,000.
SHELVING & EQUIPMENT CHANGES and additions for materials collections	\$32,000	Re-build to \$32,000.
UNDESIGNATED	\$0	
	\$0	

# Library Director Certification

# 19

## Background

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

## Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate *must* apply for it within three months of the date of hire.

It is *not* the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

### In This Trustee Essential

- Requirements for certifying your library director
- Continuing education to maintain certification

## Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.<sup>3</sup> The required level (grade) of certification depends on the population<sup>4</sup> of the library's community. The certification grades and their corresponding educational requirements and populations are:

**Grade I:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

*Note:* Temporary certification will be granted for one year to applicants for Grade I certification to allow completion of the Library and Information Science Master's Degree.

**Grade II:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

OR

Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

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<sup>3</sup>While this summary should be helpful to you, you should see the latest edition of the *Certification Manual for Wisconsin Public Library Directors* for the most comprehensive and authoritative treatment of the certification requirements set forth in the *Wisconsin Administrative Code* Chapter PI 6.

<sup>4</sup> For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

*Note:* Temporary certification will be granted to:

- Applicants for Grade II certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

**Grade III:** Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

*Note:* Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

## Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals’ position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians *must* report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Division for Libraries and Technology recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

## Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

## Sources of Additional Information

- [Certification Manual for Wisconsin Public Library Directors](#). Department of Public Instruction, 2011
- Your library system continuing education validator (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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Courtesy of Hamilton School District

In celebration of Youth Art Month, the artwork of students from throughout the Hamilton School District will be on display during March at the Pauline Haass Public Library, N64-W23820 Main St., Sussex. The public is invited to view the artwork during regular library hours.

# Hamilton schools celebrate Youth Art Month with art show at Sussex library

SUSSEX — In celebration of Youth Art Month, the artwork of students from throughout the Hamilton School District will be on display during March at the Pauline Haass Public Library, N64-W23820 Main St., Sussex. The public is invited to view the artwork during regular library hours.

“Youth Art Month is a beloved annual event at Pauline Haass Public Library. The library makes for a natural exhibit space and we hear from many people how much they love and look forward to it. That’s true whether they have school-aged kids or not; people of all ages are inspired by the talent and creativity of these young people,” commented Pauline Haass Public Library Director Adele Loria.

Youth Art Month is celebrated each year to emphasize the value of art education for all children and to encourage public support for quality school art programs. It began in 1961 as Children’s Art Month and is administered by the Council for Art Education.



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