



N64W23820 Main Street
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phplonline.org

Agenda

Pauline Haass Public Library Board of Trustees
Wednesday, June 19, 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 May 15, 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) Committee Appointments by President Bougie
 - b) Study Room Policy revision: discussion and action
 - c) Notice of Availability of Public Records: discussion and action
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

A handwritten signature in black ink that reads "Adele M. Loria".

Adele Loria, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Adele Loria at 262-246-5180.

Minutes of May 15, 2024 Board meeting
Pauline Haass Public Library

Called to order: 6:02 p.m.

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

Kojis/Bougie motion to approve minutes of April 16, 2024 Nominating Committee meeting with revision; motion carried.

Carran/Schultz motion to approve minutes of April 17, 2024 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 April 2024 accepted as presented by Roubik/Schultz motion; motion carried.

Prepaid bills in the amount of \$0, P-Card bills in the amount of \$3,489.11, May 2024 bills in the amount of \$17,899.81, April expenses in the amount of \$80,292.33 approved as presented by Carran/Roubik motion; motion carried.

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

New Business:

All in favor of motion to elect Bougie as Board President and Kojis as Vice-President; Kojis/Hacker motion to approve; motion carried.

Following review, Bougie/Schultz motioned to approve the review of Trustee Essential 3 (Bylaws) and PHPL Board bylaws as presented; motion carried.

Loria reported on Foundation activities; no action taken.

Following review of the Privacy of Library Records and Library Use policy, Carran/Jilling motion to approve as presented; motion carried.

Board reviewed the proposed Teen Space Use Policy, Bougie/Wegner motion to approve as presented; motion carried.

Bougie/Delonge motion to convene into Closed Session at 6:56 p.m. pursuant to Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, with respect to semi-annual performance evaluation with Library Director. Roll call vote: Bougie – aye, Carran – aye, DeLonge – aye, Hacker – aye, Jilling – aye, Kojis – aye, Roubik- aye, Schultz – aye, Wegner – aye, Zoellick – aye. Motion carried.
Meeting moved back into open session and adjourned at 7:15 p.m. by Bougie/Delonge motion.

Meeting adjourned at 7:18 p.m. by Roubik/Schultz motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

June 19, 2024

Director's Report to Library Board

Audit update: The Village's Finance Director Taylor Walls has informed me that the audit will not be ready for another 2-3 weeks. So that it isn't combined with the budget meeting in July, I've asked her to give her presentation at the August meeting instead (the Village Board's presentation is also planned for August).

Agenda Items

Committee Appointments: President Bougie will distribute assignments for the following committees: Budget & Finance, Building & Grounds, Materials Selection & Internet, Personnel, and Policy. Those who are on the Budget & Finance committee: we will want to set up a meeting to review the budget in or around the second week of July; we can compare schedules on Wednesday for that.

Study Room Policy Revision: This policy is also due for review. I have discussed it with the management team and consulted other recently reviewed policies, and have only minor changes to recommend. Those are reflected in the draft policy in your packets. This item allows us to discuss those and any other changes the Board might wish to make.

Notice of Availability of Public Records: This is another document due for review. The changes here are minor as well, but are similar to wording in existing notices at other libraries that I found helpful. That document is included in your packet as well.

Non-agenda Items

100 Years of Sussex: The Historical Society is assembling a publication to commemorate Sussex's centennial. At the request of Roger Johnson, who is coordinating the project, I wrote up a "recent history" of the library (Roger was very involved with the library in its early years, including the effort to build the current facility, and had previously written a history of the library up to about 2015). I didn't include the piece in your packets, but I'm happy to share it with anyone interested in reading it; just let me know.

APL Updates: The Bridges directors and system staff met Friday, June 14, and on the agenda was further discussion of a potential Lucky Day collection in Libby to serve as a possible alternative to Hoopla. This collection would be comprised of both newly purchased materials, available only to Bridges patrons, as well as previously purchased titles that had been "shared up" with the rest of the state. Shawn Carlson from Bridges was charged with beginning work on

this collection right away. Despite that, I don't think that this collection will be well-established enough to know by the end of the year whether it will be a viable alternative to Hoopla, so my intent is to budget for Hoopla in 2025. Next year we'll have a much better idea on how the collection is meeting demand, and I can reassess then. Several directors felt the same way, enough that Bridges will provide support for both platforms for at least another year (less than in previous years, because significant resources will be directed towards the Lucky Day collection in Libby, but still some).

Budget: I am currently working on the budget as much as I can find time to do so. The preliminary budget numbers from Waukesha County suggest that our payment for county library usage will have a healthy increase once again, so that is positive news for us.

Building Updates: Jeff Goodyear and Mark Eesley installed the bottle filling station funded by our Bridges block grant at the end of May. People seem happy with this new amenity and it's nice to have it in place in time for summer.

Another installation that patrons are happy to see is the new Community Board in the vestibule. Since we have cut down on the pamphlet rack space around the building to make room for digital signage, we've had many, many requests for something more substantial from community members wanting to promote events and resources (within the confines of our Posting and Distribution of Materials policy). We worked to come up with some creative solutions and ended up repurposing a bulletin board from our server room. Jeff and Mark both worked on this project, and Becca Werginz is reviewing submissions before they go up to ensure they meet our policy.

Continuing Education and Professional Development: Staff Development Day on Friday, May 10 was packed with training sessions and department time to work on focused projects. The day started with an informative and engaging training on handling difficult conversations with Jeff Russell from Russell Consulting in Madison. This half-day training was sponsored by the Foundation, allowing us to do something a little more intensive and in-depth than usual. Jeff led us through example scenarios, worksheets, lessons he learned from his own career, and more. He had staff meet in pairs to privately discuss specific approaches to difficult conversations and scenarios. Staff were able to tie in what they learned from the required reading of "Crucial Conversations" prior to the training. The post-training feedback from staff was very positive; they reported feeling more equipped to have difficult conversations in the workplace and to find solutions to interpersonal issues. Thanks again to the PHPL Foundation for providing the financial support for the training.

The afternoon programming sessions included my summary of how the morning training ties into our workplace culture and strategies that we can use moving forward; a review of how the hearing loops work with Jennifer; and highlights from the Public Library Association by Maura and Teresa. We ended the day with department time, when staff take advantage of everyone being there at the same time to work on bigger projects.

Summer Reading Kickoff: On Friday, May 31, the Summer Reading Kickoff Party brought an estimated 450 people to the library! This was an all hands-on deck program with help coming from all departments for this event plus teen and adult volunteers. Local Sussex food truck Cabana Cortez was on hand to serve Mexican food and hot dogs to the hungry patrons that attended and the Friends of the Library



were busy selling ice cream throughout the whole event. The Foundation was present selling bottles of water, and a local vendor (Jen’s Sweet Mix) sold snack mix.

The Summer Reading Registration table had multiple staff busy signing up patrons of all ages (lesson learned for the future: more registration stations!). Face painting was another very popular station with a line of kids anxiously awaiting their turn to get a design of their choice painted of their face. Fun was had by all at the games that were strewn about the library lawn: Cornhole, Spikeball, Farkle, hula hoops, a giant Connect 4 board, and more, along with sidewalk chalk paint and regular sidewalk chalk.



At 6:00, Hale O Malo performed “Hands on Hawaii”, a cultural edutainment demonstration. The host, Malia, brought many items for the children to interact with and taught them how to hula dance. She also sang and performed a traditional Hawaiian dance to the delight of all.



People had a great time at the event; there were so many smiling faces and positive comments. It also gave the Summer Reading Program a very strong start, with over 500 signups at the end of the first day. We plan to build on this event next year and make it a regular part of our Summer Reading lineup.

Volunteer Appreciation Luncheon: On May 23, the library hosted the annual Volunteer Appreciation Luncheon. This event is an opportunity to recognize our adult volunteers. In 2023, volunteers gave 1,036 hours making home deliveries, assisting our technical services staff with special projects and daily tasks, maintaining the booksale room, caring for the library’s plants,



and more. In addition, volunteers from the Friends of the Library and the Foundation gave their time and provided financial support. That support offsets the costs of programs and allows our staff to implement new services and update offerings outside of the regular budget. We are so grateful to all of the people involved in volunteer efforts!

As has been the case for a number of years, this event was planned and organized by Sue Posh and Anna Oleszczak. Sue is our Volunteer Coordinator (in addition to working in Technical Services). Within Tech Services, Sue and Anna both work closely with volunteers, and Sue is also the point person for Home Delivery and our Booksale Room volunteers. Sue and Anna did a beautiful job planning this event which included a lunch catered by Bunzel's, a presentation from me, and thoughtful gifts for each attendee. Thanks to Sue and Anna for all of their hard work on this event!

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

Adult Programs & Services

May was a busy month prepping for Summer Reading, but generally quiet for programming. Jennifer Steffes (Circulation Manager) took over leading the **Shelf Indulgence Book Club** which will now meet every other month. Attendees are asked to discuss three books they've enjoyed, one they didn't, and one they are currently reading. We had 8 people in attendance for May. On Monday, May 21, Sue Posh (Technical Services Clerk) and Jennie Bahnaman represented the library at **Concert on the Plaza**, a Village Parks & Recreation event to raise funds for Older Adult Services. Sue and Jennie promoted the upcoming library events, our home delivery program, and more.



With the start of summer reading on Friday, May 31, Nicholas Schudlach (Adult & Teen Services Reference Assistant) organized an **Olympics Trivia** passive program which is on theme with the Adult Summer Reading Program. Each week for 8 weeks throughout summer leading

up to the Summer Olympics in Paris we will post an Olympic-themed question in the library. Every week that patrons enter the trivia contest and get the answer correct they are entered into a raffle for our grand prize basket which contains fun French and Olympic-themed prizes.

Teen Programs & Services

Maura Flanagan (Adult & Teen Services Librarian) reports on teen programs and services. May was spent preparing for Summer Reading including school visits, readying volunteers to assist throughout the summer, and of course prepping for the Summer Kickoff event. While there were no active programs, our regular passive programs still ran. In May we had 8 teens request the **loot box**, with May's craft being an Origami Baby Yoda Bookmark. For our monthly guessing game, we had **'guess the book by the cover art'**. We had 13 teens participate with that challenge and 11 of them got the answer 'To Kill A Mockingbird' correct. With May being Mental Health Awareness Month, the whiteboard prompt was **'What cheers you up when you are sad or mad?'** 54 teens responded to the prompt for May.

In May **Maura visited Templeton Middle School and Hamilton High School for outreach to promote Teen Summer Reading.** At Templeton, Maura spoke to a room of about 21 middle school students. We went through the reading program, upcoming teen programming, and a preview of some of the games and other fun that we have in store this summer. Volunteer applications were handed out as well as half sheets with all the upcoming teen programming and had a book giveaway. The students that attended this session seemed to leave with excitement about the upcoming programming.



At Hamilton, Maura spoke to 40-50 students during each of the three lunch periods. She handed out half sheets of all the teen programming, along with volunteer applications, and other fun giveaways. Maura was approached by numerous

students who were both curious and extremely happy that there was a table at their lunch period from the library. Students were very thankful that she was there! It was a wonderful experience, and we hope the library can do this more often in the future.

The start of the summer brings the start of **teen volunteering.** At the end of May we had 13 new applications for volunteers. During the month of May, Teresa and Maura held two Teen Volunteer Orientations. There is one more scheduled in June and applications continue to come in.

Collection Updates

Maura weeded the DVD collection. Nick weeded hobbies and computers in the adult non-fiction collection.

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

Programs

May saw the end of our sixth year of Firsties! This program has become a staple in the elementary schools and it is fun to encounter younger siblings now going through the program and see previous Firsties stopping at the desk to see how their school is faring in the friendly competition for the most Firsties visits. The school with the most visits wins a prize (popsicles!) for the entire first grade. With its close proximity to the library, Maple Elementary may have a slight advantage, and they have held the winner's title for the past five years. This year, however, we were excited to reveal that Lannon Elementary was the school with the most visits!



To end the year with a flourish, we host a family dance party for our “frequent Firsties.” These are Firsties from all four elementary schools who check in at least four of the eight months that we run Firsties. We hold the dance party towards the end of May in the gym at the Civic Center. There are cookies, juice, balloons, steamers, KidsBop, and lots of running and laughing during this event. We had 120 people attend the Firsties Dance Party on Friday, May 24 and fun was had by all!



We are also pleased to report that our Firsties check-in numbers increased during the 2023-2024 year from the 2022-2023 year. With new librarians starting at the schools, we believed Firsties would still be successful but that we might see lower numbers during the transition. Thanks to the hard work of the school librarians and quick partnership built between them and Teresa Douglas (Youth Services Manager), Firsties continued and grew with no pause in momentum.



In May the annual “Summer Reading Adventures” video made by Teresa and Victoria VanZile (Youth Services Associate) was sent out to the elementary schools and Silver Spring Intermediate. During the video, summer programs and the theme for summer reading are discussed in an engaging (and silly) way for the kids. Kids often come to the

library afterwards and report seeing the video and repeating parts they enjoyed. We have also had librarians report that when they put it on for older students they exclaim, “I remember them!”

Jennifer Steffes, Circulation Manager, reports on Circulation activities for May:

With 2,500 more physical items checked out this May than last May (a 10% increase!!), the circulation department was consistently busy. Along with those checkouts, the increased number of returns and holds placed also kept the staff moving. As school ended, the Explore Passes again became some of the most sought-after items at the library. Parents hoped to use the Zoo pass to join their children on fieldtrips, grandparents wanted to take their grandchildren to the Art Museum and families took their out-of-town guests to the Domes, all utilizing the passes.

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

The ILL integration project has gone into effect as of mid-May. This project will streamline how we request, receive, and return interlibrary loans from outside the library system. Anna Oleszczak has been working with circulation staff to demonstrate the new process. Reference staff are communicating the changes to patrons.

Early in the month, Carol Eckes gave a tour of the Technical Services area to a small troop of Girl Scouts who were interested in learning more about book repair and bookbinding. She demonstrated some of the techniques we employ to prolong the lifespan of our collection, and they were so excited to repair their own books, too!

Items processed: 810

Adult and Youth Reference	Totals
Youth Reference Ques.	503
<i>Youth Information Ques.</i>	6
Adult Reference Ques.	332
<i>Adult Information Ques.</i>	10
One-on-One Tech Help	22
Study Rooms use	98
Faxes	10
YS Book Bundles (bundles assembled)	64
YS Book Bundles (items checked out)	299
1000 Books Before Kindergarten total books read:	1,795
YS Coloring pages	580
Teen volunteer hours:	6

Children's Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
1,000 books before Kindergarten new registrations				41
Firsties May check-ins (4 schools)			42	
Firsties May video views				43
Firsties Parent video views				4
Firsties other video views (past videos)				23
Firsties Dance Party	1		120	
Summer Reading Video Views				122
Outreach	2		60	
Summer Reading Kickoff Party *	1		450	
Summer Reading Sign-Ups				355
Total	4	0	672	588

Children's continuing education	# of hours
MJ Jorn	
Emily Bolwerk	
Monica Weis	
Teresa Douglas	
Total	0

Adult Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Tuesday Book Club	1		8	
Mystery Book Club	1		10	
Books to the Future Book Club	1		6	
Reading Between the Spines Book Club	1		8	

May 2024 Program Statistics

Shelf Indulgence Book Club	1		8	
Concert on the Plaza	1		20	
Total	6	0	60	0

Teen Programs *all-ages events	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
May Teen Library Loot Box				8
Whiteboard prompt - what cheers you up				54
Cover Art Challenge				13
Summer Reading Outreach to Templeton	1		21	
Hamilton Summer Reading Outreach	1		130	
Total	2	0	151	75

Adult & Teens continuing education	# of hours	
		Staff Development Day plus Teen Think Tank
Maura Flanagan	10	
Jennie Bahnaman	8	Staff Development Day
Total	18	

Total number of in-person programs 12

Total number of in-person attendees 883

Total number of self-led attendees 663

Items Withdrawn 883

Volunteer hours (inc. Home Delivery) 31.5

STATISTICS FOR MONTH OF MAY 2024

	May 2024	May 2023	YTD	YTD 2023	% change
ALL CIRCULATION	30496	27820	159672	147845	8.0%
PHYSICAL MATERIAL CIRCULATION	26506	23983	138593	129495	7.0%
E-MATERIAL DOWNLOADS	3990	3837	21079	18350	14.9%
HOURS OPEN	240.5	254	1228.5	1233	-0.4%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3096	15857
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	1956	11048
Crossovers to PHPL from other library communities: +	6029	32900
Crossovers from Sussex to other CAFE libraries: -	1022	5314
NET LENDING: 3867		22777

PHYSICAL CIRC:	Sussex	Other	TOTAL	2023
	10363	16143	26506	23983

Cards issued:	85
Reference questions answered:	835
Informational questions answered:	16
Library visits this month:	8606
Materials purchased:	588
(year to date total:)	3015
Study Room usage:	98
One-on-one technology lessons:	22
Fax Service:	10
In-person programs:	12
In-person attendees:	883
Meeting Room Use:	23
Quad Room:	16
Small meeting room:	7

INTERNET USE*:	241	sessions
TOTAL HOURS**:	110:33:00	
AVG. SESSION**:	27.523	minutes
WI-FI - INTERIOR:	not available clients	
WI-FI - EXTERIOR:	not available clients	

*includes wireless network

**wired access only

PAULINE HAASS PUBLIC LIBRARY

POLICY: Library Study Room Use

Approved by Library Board: ~~May 15, 2019~~

Study rooms are provided in order to offer quiet study space, as well as to contain the noise of small group meetings or activities. Because the rooms are not sound proof, staff may disallow an activity that is disruptive to other library users.

1. Study rooms are for the use of those twelve and older. Younger children may use the room in the company of an adult.
2. Study rooms may be reserved up to one week in advance or used on a first-come, first served basis if not reserved. They may be reserved for up to 90 minutes per day. Use of the reserved room may continue beyond that 90-minute limit if no one else needs the room at that time, but the user will vacate the room within 10 minutes when it is needed by someone else. The total reserved use of the study rooms in a calendar day for use by an individual or group may not exceed 90 minutes.

Group members may not make reservations in their own names for the group to gain more than 90 minutes of reserved time for the group. Individuals who have used a reserved room earlier in the day may return later in the day to use an available room; their time allotment will be treated in the same manner as an extension of a 90-minute reservation.

3. Reserved rooms will be held for 10 minutes past the time reserved, and then will be made available to the next applicant.
4. A two-person study room may be used by no more than two people at a time.
5. The larger group study room is meant for quiet study, discussion, or for a small meeting. The group study room may be reserved by one individual or a group of up to six individuals. Reservations may be made up to one week in advance.

Because it is beneficial to separate larger, potentially noisier, groups from the common area, an individual who is using the group study room alone may be asked to vacate the room if a group of three or more requests it and a smaller room is available for the single individual.

6. In the event that this policy is not clear about a particular issue, Adult Services staff members make the decisions about use of the study rooms, basing their decision on the best use of library resources and the best service to all involved.
7. Users must ~~register~~ check in at the adult reference desk to have doors unlocked.
8. Lights must remain on at all times when study rooms are occupied. Staff will make accommodations or exceptions when this poses a physical or medical issue.

9. The study rooms must be vacated at library closing time.

10. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition.
Failure to do so may result in the denial of future requests to use a study room.

11. The library is not responsible for unattended belongings or loss or damage to personal items.

9.

Adopted by Library Board: February 1998

~~Revised May 2003~~

~~Revised October 2006~~

~~Revised June 17, 2009~~

~~Revised July 15, 2009~~

~~Revised March 19, 2014~~

~~Revised March 21, 2018~~

Revised May 15, 2019

Last revised:

NOTICE OF AVAILABILITY OF PUBLIC RECORDS per 19.34(1) Wisconsin Statutes

The Pauline Haass Public Library Board is an authority for purposes of record keeping as defined in 19.34 (1), Wisconsin Statutes.

Records, as defined under 19.32 (2), Wisconsin Statutes, for the library and the library board are retained in the library, N64W23820 Main Street, Sussex, and are available between the hours of 9:30 a.m. – 5 p.m., Monday – Friday, excluding holidays.

The Library Director will serve as custodian of these records. In the absence of the Library Director, the Assistant Director will serve as the deputy custodian for records held by this office.

Records will be made available, as law permits, to any person demanding the same, and may be copied at a cost of 25 cents per page. Should the cost of locating a record within the office exceed \$50.00 (fifty dollars), that cost will be charged to the person making the request. Additionally, if the total estimated amount of reproduction and/or location exceeds \$5.00 (five dollars) prepayment may be required.

The custodian may consult the Wisconsin Public Records Law Compliance Guide for further explanation on Wisconsin public record laws. Any denial of a public record request by the custodian will include an explanation, including legal authority. Whenever there is a doubt as to whether information may or may not be released in response to a public records request, the custodian will seek the counsel of the Village attorney.

Please note: Wisconsin Stat. § 43.30 (1m) reads, as follows: *Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).*

Adopted by Library Board: March 19, 2014

Last revised: