


Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, August 20, 2025, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Consideration of, and possible action on minutes of July 16, 2025 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) Collection Development Policy addition on self-published or print-on-demand materials: discussion and action
 - b) Vega demonstration and 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 July 16, 2025 Board meeting
Pauline Haass Public Library

Called to order: 6:05 p.m.

Roll call: Bougie, Carran, DeLonge, Hacker, Roubik, Schultz, Vande Hei, Wegener, Zoellick present; Kojis and Jilling absent. Also present: Library Director Loria.

Approval of minutes from previous meeting(s):

Bougie/Vande Hei motion to approve minutes of June 18, 2025 Board meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Loria shared an email from a Hamilton School District teacher.

Financial report: *none this month; June report to be included with July at August meeting.*

Action on Bills: **June report to be included with July at August meeting.** Bills in the amount of \$12,994.99 approved as presented by Vande Hei/Schultz motion; motion carried.

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

New Business:

Following a review of the Budget & Finance Committee report on the 2026 budget request to the Village of Sussex; Bougie/VandeHei motion to approve as presented; motion carried.

Following a discussion of server replacement proposal and capital plan update; VandeHei/DeLonge motion to approve as presented; motion carried.

Following review of the Meeting Room policy revision; Bougie/Schultz motion to approve with changes presented; motion carried.

Meeting adjourned at 7:08 p.m. by Zoellick/Hacker motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

August 20, 2025

Director's Report to Library Board

Agenda Items

Presentation of 2024 audit report: Finance Director Taylor Walls has notified me that this report will not be ready before our meeting. I will place this item on the September meeting agenda.

Collection Development Policy addition on self-published or print-on-demand materials: In recent years we have seen a surge in requests to purchase self-published or print-on-demand titles from local authors, and staff are finding that it would be helpful to have a consistent policy to handle these. I've drafted something that's included in your packets this month. I think that it makes sense to include this in the Collection Development Policy, but since there are no other changes to that lengthy document, I've included only the new section for your review. This agenda item allows us to discuss other changes if desired.

Vega Demonstration: On September 2, we will officially "launch" our new instance of the online catalog, Vega. I've been working on customizing our library's homepage to highlight parts of the collection that will be helpful to our customers. All staff have been familiarizing themselves with the offering so that they are prepared to assist patrons in using it. Emily Bolwerk has been working with me to prepare some promotional materials for the launch. The current catalog will continue to be accessible (as the "classic" catalog) but our website and other links will point to the new catalog. I'd like to take a little time on Wednesday to review this with you all.

Non-agenda Items

Building Updates: Last week – when, incidentally, I was out of town on a family vacation – the heavy rains and flooding that have affected so many in the community impacted the library as well. Our building was fine aside from a minor leak in the ceiling above Large Print, but the Civic Center basement where our storage area is located was flooded with water coming in faster and in greater volume than the regular sump pumps could handle. Jennie Bahnman was covering for me and did an excellent job handling the situation; she, the other managers, and other staff worked incredibly hard to remove important items when the issue was first noted and were able to prevent a lot of damage that way. Other items, including steel shelving parts and wooden furniture, were damaged and have been disposed of (after photographing and

documenting). Mark Eesley took time both Saturday and Sunday to help remove the heavier items and cut them down to fit into the dumpster. We'll be working with the Village to include some of these items in the insurance claim that they're filing, but overall, we are very fortunate because most of it was older and unlikely to get much future use. I'm so grateful to my PHPL team, especially the managers, for handling this situation in my absence (though we were in communication throughout so that I could advise on various things and stay updated). Their teamwork, dedication, and calm responses under pressure are remarkable.

Library of Things Collection Update – Switch Games: As part of our 2025 Strategic Plan, we added **Nintendo Switch games** to our Library of Things this summer. Thanks to Adult Services Librarian Nick Schmudlach, who selected the nearly 40 titles in our starter collection, the games have been an instant hit—it's nearly impossible to keep them on the shelves! Items are holdable and available for delivery throughout the system, ensuring access for patrons across libraries. Given the strong response, we're already planning to expand the collection. We are also exploring the addition of gaming consoles for checkout in the future.

Professional Development and Continuing Education: I attended several sessions from a new resource called "HR for Wisconsin Library Leaders" produced by Wisconsin Library Systems, with funding from the Wisconsin Department of Public Instruction through a grant from the Institute for Museum and Library Services. This resource provides trainings to help library directors and administrators navigate the complexities of HR in the library setting. This is one area (there are others) where I often wish library professionals had stronger training and support, so I was delighted to learn about this new offering. Sessions that I attended were:

- **The Lifecycle of a Library Employee - Part 1**, which covered key stages of hiring and managing library staff, from creating effective job descriptions to successfully onboarding new hires.
- **Compensation and Benefits Laws: An Overview of FLSA and FMLA**, reviewed key requirements of the Fair Labor Standards Act and the Family Medical Leave Act as well as library administrators' roles in compliance, common issues to avoid, and how to track eligibility and responsibilities under both federal and state guidelines.
- **Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) Question and Answer Session**, offered as a follow-up to the session above, because there's a lot to it! We were able to submit questions directly for this one, which I found very helpful.

Maura Flanagan attended two webinars in July: **Legislative Advocacy Training** and **Teen Behavior Part 1** with Ryan Dowd. The advocacy training focused on best practices for communicating with legislators—emails are most effective, messages should stick to 1–2 issues, and respectful, passionate language is key. Ryan Dowd's session stressed that teens are a distinct age group and should not be treated as small adults or tall children. It advised addressing behavior concerns privately, rather than with peers, and being mindful of teens' tendency toward risk-taking and instant gratification.

Jennie Bahnman, Annie Larson, and Jessie Wishart attended **Serving Neurodiverse Library Patrons**, hosted by STAR Net and NASA @ My Library. The webinar explored the spectrum of

neurodiversity and offered strategies for tailoring library programs and spaces to better support patrons with diverse cognitive needs.

Victoria Van Zile attended **Picture Book Palooza**, a webinar featuring new and notable picture books. With so many titles published every month, these webinars are a great way for our Youth Services staff to stay on top of all the latest offerings.

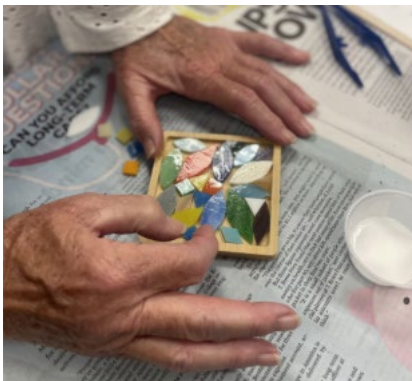
Server Replacement: Our IT provider (Ignatek) replaced the server on Friday, August 15 and continues to work on the transition to the new piece of equipment.

Staff: I'm very pleased to announce that we have offered the Adult Services Librarian position to Nick Schmudlach, and he has accepted. During the time he's been working part-time at our library, Nick has also been working in Adult Services at the Pewaukee Library where he's gained valuable experience developing collections, cataloging materials, and designing and running programs. He has a great relationship with all of our staff here and people were delighted to learn that he'll be joining us full-time.

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

Adult Programs & Services

Jennie Bahnaman led two **Make It** sessions in July, where participants created mini mosaics using coaster molds, pre-cut glass tiles, and grout. Every registrant attended both sessions—a rare occurrence for any program series! The project proved to be very popular, with attendees showing strong interest in the mosaic-making process and enthusiasm for trying out a new craft.



Jennie also led Trivia Night at July's Pints in the Park hosted by the Village. She had assistance from Anna Oleszczak, Tech Services Clerk, and Peyton Impola, Substitute Library Clerk, to help with scoring. We had about 45 people in attendance! The Trivia Night portion of Pints in the Park was co-sponsored by the library and the Parks & Rec Department. Parks provided all prizes for 1st, 2nd and 3rd place winning teams which had been generously donated by local businesses.

Continuing our partnership with the Waukesha County Aging and Disability Resource Center, we offered free memory screenings at the library in July. These confidential screenings, led by

dementia care specialist Kathy Glaser from the ADRC, give community members an important opportunity to check in on their memory health and learn about helpful resources. We've had high demand for this offering in the past, but this response was low with only a few screenings completed. Still, we look forward to offering this service again; each screening is a chance to support healthy aging and connect our community with expert guidance.

Maura Flanagan organizes teen services and reports on teen programs:

This month's **Guess the Book** challenge asked teens to identify a title from its one-star review. Fourteen of the 23 participants correctly guessed *The Book Thief*! Our ongoing interactive features were also popular; 77 teens responded to the monthly whiteboard prompt by sharing their summer plans, and all 20 Oreo taste-test kits were claimed within hours. Interest in **Library Loot Boxes** also surged, with 21 requests—one of the highest totals since the program began two years ago.



For active programs, we hosted **Teen Nerf Wars** in the Civic Center Multipurpose Room with 24 participants. The event, facilitated by Milwaukee Area Nerf Outings and sponsored by Bridges Library System, was a huge success, and we hope to bring it back next year. We also held a **Crafts & Chill** session where six teens enjoyed a creative “painting with yarn” project.



A major highlight came from our **Teen Advisory Board (TAB)**, which planned, marketed, and led its very first program—a no-bake cooking class for adults. Nine TAB members guided nine adult participants through fun recipes, earning applause and high praise at the end. At the following TAB meeting, members reflected on what went well, what to improve, and upcoming projects. Beginning this fall, TAB will meet every other month, with plans already underway for a holiday gift-wrap drive—this year allowing community members to bring in any items to wrap at scheduled times rather than having pop-up wrapping at the Friends Booksale.

Teen Volunteers

We have a high number of volunteers this summer (67!), and they are eager for as many hours as we can accommodate. Because of this, we have our great group of teens helping with some new (to them) tasks around the library. In addition to providing assistance at the Summer Reading Desk and helping at numerous programs for all ages, they are dusting the bookshelves, shelf reading select areas, assisting with our YA Fiction series project, and more!

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

Programs

July was just as busy as June with summer programs! **Storytime** wrapped up its six-week summer session at the end of July. Riffing on the summer reading theme “Color Our World”, each week of Storytime explored a different color. Our final three Make It! Juniors for the summer session all launched during the month of July.

Storybook Theater continued on Fridays throughout the month with a performance of their hard work on July 25 that was open to the public. 82 attendees came to watch the performance of Pete the Cat and His Groovy Sunglasses. The performance was a cumulation of the hard work the kids put in to create scenes and props and learn their lines. All participants did an amazing job!



On July 9, we held our second **Reading on the Roof** session for this summer. 56 people gathered on the Civic Center roof to hear the first few chapters of the book Megabat by Anna Humphrey. Presenters try to pick books with varying reading levels, so this month skewed younger for the audience, but was enjoyed by all. Participants got to take a copy home to finish the story, and one family visited the library directly following the event to check the following book in the series, too.

We had two **5 and Up Summer Performers** this month! On July 7 we were visited by **J&R Aquatic Animal Rescue** for a fun animal show. Live animals including a snake, a hedgehog, a cockroach, a spider, a turtle and a black and white tegu (lizard) made exciting appearances. On July 21, **magician Zack Percell** wowed the crowd with amazing magic tricks and even had crowd help with some tricks. Attendees got to say hi to Zack's dove (a fixture in his act) as they left.





As a counterpart to June's American Girl program, July sees another large program that takes on a new theme each year. This year we hosted **Pokémon Club** on Wednesday, July 23. Attendees had fun with various games and activities all based on Pokémon. Some fan favorites were making Pokémon with pom poms, creating Pikachu headbands, Pin the Fireball on Charmander, and then playing "catch the Pokémon" where they had to throw Poké balls at various Pokémon and get the balls in the basket to "catch them all".

Jennifer Steffes, Circulation Manager, reports on department activities:

July continued to be busy in the circulation department. Circulation of physical items was up 2.3% over last year. (In July, we were the **fourth** busiest library in the Bridges system in terms of checkouts.) Quite often the Holds shelf is completely full waiting for patrons to pick up their requests, and the average number of transit bins for transporting items to and from other libraries has increased steadily.

Community support for the library was strong in July, too. Many patrons asked for the PHPL yard signs. One patron asked for two signs so her neighbors on both sides would see her support, another patron asked if she could have a sign even though she lived in a different county, and yet another patron took a sign to display in his bedroom (his mom was thrilled). We are down to the last few available signs of the original 350 ordered.

Adult and Youth Reference	Totals
Youth Reference Ques.	289
<i>Youth Information Ques.</i>	202
Summer Reading desk interactions	1655
Adult Reference Ques.	370
<i>Adult Information Ques.</i>	119
One-on-One Tech Help	12
Study Rooms use	213
Faxes	3
YS Book Bundles (bundles assembled)	95
YS Book Bundles (items checked out)	436
1000 Books Before Kindergarten total books read:	4,692
YS Coloring pages	2,160
Teen volunteer hours:	341.25

Technical Services

Items Processed	662
Volunteer hours (inc. Home Delivery)	39

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			24
Summer Reading video views			1
Firsties video views (previous videos)			10
Toddler Time	7	210	
Storytime	9	382	
Storytime Craft			300
Nightlight Storytime	1	32	
LEGO Club	1	35	
Sew XO	2	15	
Storybook Theater	3	39	
Storybook Theater Performance	1	82	
Make It Junior			338
Reading on the Roof	1	56	
5 and up performer	2	279	
Pokemon Party	1	56	
Advanced Adventurers	1	8	
Early Explorers	1	28	
Open Lab	2	56	
Outreach	2	82	
SRP sign ups			189
Total	34	1360	862

July 2025 Program Statistics

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	6	
Books To The Future	1	8	
Reading Between the Spines	1	11	
Make It: Mini Mosaics	2	51	
TAB sponsored No Bake Creations	1	9	
Memory Screenings with ADRC	1	3	
Trivia Night at Pints in the Park	1	45	
Total	8	133	0

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
July Loot Box			21
Whiteboard Prompt			77
Guess the Book- One Star Review			25
Taste Testing- Oreos			20
Nerf Wars	1	24	
Crafts and Chill- Yarn Painting	1	6	
TAB sponsored No Bake Creations	1	9	
Total	2	30	143

STATISTICS FOR MONTH OF JULY 2025

	July 2025	July 2024	YTD	YTD 2024	% change
ALL CIRCULATION	42738	40595	247377	237097	4.3%
PHYSICAL MATERIAL CIRCULATION	37640	36469	213003	208257	2.3%
E-MATERIAL DOWNLOADS	5098	4126	34374	28840	19.2%
HOURS OPEN	236	233	1701.5	1677	1.5%

		YTD
HOLDS FILLED BY OTHER CAFÉ LIBRARIES FOR PHPL: -	3719	23500
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL: +	2394	15724
Crossovers to PHPL from other library communities: +	9358	53399
Crossovers from Sussex to other CAFE libraries: -	1639	8800
NET LENDING:	6394	36823

	PHYSICAL CIRC:	Sussex	Other	TOTAL	2024
		13748	23892	37640	36469

Cards issued:	145
Reference questions answered:	659
Informational questions answered:	321
Library visits this month:	14,936
Materials purchased:	522
(year to date total:)	4055
Study Room usage:	213
One-on-one technology lessons:	12
Fax Service:	3
In-person programs:	44
In-person attendees:	1,523

Meeting Room Use:	
Quad Room:	36
Small meeting room:	15

INTERNET USE**:	348	sessions
TOTAL HOURS**:	213.15	
AVG. SESSION**:	37	minutes
WI-FI -INTERIOR*:	4,057	clients
WI-FI -EXTERIOR*:	1,640	clients
Website visits:	7,520	sessions

*includes wireless network

**wired access only

Print-on-Demand, Self-Published and Local Authors

The Library generally does not collect self-published or print-on-demand titles. However, these materials may be considered when they have a strong local connection or when there is demonstrated patron demand, such as multiple requests from different patrons or evidence of circulation at peer libraries.

All requests, including those from authors or creators, are evaluated using the same selection criteria as purchased items. Donated materials become the property of the Library and may be retained or redistributed at the Library's discretion. Please see the Library's Donation Policy for more information. Acceptance or purchase of a title by a local author is not a commitment to retain the work indefinitely; these items are subject to the same withdrawal (weeding) criteria as other items in the collection.

This approach ensures that self-published and print-on-demand works are evaluated with the same care and consistency as all other materials in the collection.