


Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, September 17, 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 August 20, 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) Presentation on library finances by Village of Sussex Finance Director Taylor Walls
 - b) Investment policy review: discussion and action
 - c) Purchasing policy review: discussion and action
 - d) Strategic Planning 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 August 20, 2025 Board meeting
Pauline Haass Public Library

Called to order: 6:03 p.m.

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

Approval of minutes from previous meeting(s):

Bougie/Vande Hei motion to approve minutes of July 16, 2025 Board meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: Revenue and Expenditure Guidelines for June 2025; accepted as presented by Vande Hei/Schultz motion; motion carried and July 2025; accepted as presented by Vande Hei/Schultz motion; motion carried.

Action on Bills: Prepaid bills in the amount of \$0, P-card bills in the amount of \$12,984.94, Bills in the amount of \$9,479.08, July 2025 Expenses in the amount of \$91,426.64; approved as presented by Vande Hei/Kojis motion; motion carried.

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

New Business:

Following a discussion of the Collection Development Policy addition on self-published or print on-demand materials; VandeHei/Schultz motion to approve as presented; motion carried.

Loria demonstrated the new catalog, Vega; no action required.

Meeting adjourned at 7:04 p.m. by Roubik/Wegner motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

September 17, 2025
Director's Report to Library Board

Agenda Items

Review of Investment Policy and discussion with VOS Finance Director Taylor Walls: The Village's 2024 audit is still not complete, so the library's portion is not available for review. However, Taylor has agreed to attend the September meeting as planned; that will allow us to review the investment policy and receive an overview of the library's financial position (covering general fund, reserves, impact fees, etc.). I think this will be good preparation for our Strategic Planning discussions and for the October discussion with Jeremy. If there are additional questions once the completed audit report is reviewed, I can take those to Taylor at that time and report back to you. The current policy is included in your packets for review.

Purchasing Policy review: It has been some time since we reviewed this policy and it makes sense to do so this month, when you have the opportunity to raise questions with Taylor and seek any recommendations. The draft version in your packets contains several proposed edits already, reflecting current practices.

Strategic Planning Committee Update: The Strategic Planning Committee convened this month for its first meeting to begin work on the 2026–2028 plan. As a reminder, the strategic plan is the guiding document for staff and trustees, assessing the library's current position, affirming our mission and values, and setting priorities, goals, and action steps for the years ahead. For the current planning cycle, the Board opted to conduct the process internally rather than engage an outside consultant. The committee includes the library leadership team as well as trustees representing Sussex and the surrounding communities in our service area.

At the kickoff meeting, I presented a snapshot of the current situation, drawing on annual report data, budget figures, and other statistics as well as important recent and upcoming developments in the community. The committee also reviewed the 2023–2025 plan and discussed its outcomes. **Accomplishments from the current plan include:**

- Enhanced teen services with a redesigned space in the library as well as expanded programs and outreach;
- Upgraded technology offerings in meeting rooms and study areas;
- Developed and promoted our ever-growing Library of Things collection;
- A comprehensive review of the personnel policy to increase consistency with the Village;
- Increased staffing to meet service demand and strengthen internal support;
- Expanded offerings for the active older adult community.

Looking forward, the 2026–2028 plan will serve as an important bridge between the present and the 2030 library renovation and expansion project identified in the Village of Sussex Capital Improvement Plan. With this in mind, the committee is also drawing on findings from the 2022 FEH study, which gathered valuable community input about the features and services people want to see in an updated building, as well as analysis of the possibilities and limitations of our current space.

Although this is an internally managed process, stakeholder engagement remains essential. Input will be gathered through surveys and conversations with key groups, including the Board of Trustees, the staff, the Friends of the Library, and the Foundation. Results will be reviewed in October, at which time the committee will identify themes, set priorities, and establish goals to guide the drafting of the new plan.

The Library Board survey will lead you through a SWOT analysis and reflects your extensive understanding of both library operations and the communities we serve. I’m including it as an agenda item here so that we can address any questions and confirm deadlines. A link will be provided to complete the survey online, but I will provide a printed version at the meeting.

Non-agenda Items

Act 150 Committee: On Tuesday, September 9, I attended the Act 150 Committee meeting at Oconomowoc Public Library. This committee is responsible for reviewing and revising the Waukesha County Library Services Plan every five years. The plan fulfills the requirements of Wisconsin Statutes §43.11 by outlining how library services will be provided to residents of municipalities without a library (True Non-Residents or TNRs) and by establishing the county’s funding method and level, including reimbursement to municipal libraries for serving both in-county and adjacent county residents. I am not on the committee this year (you might remember that I served on it in 2021, when it was last revised). However, because a significant portion of PHPL’s revenue comes from serving TNRs and other county residents, I am following all developments closely and the Waukesha County directors are discussing it frequently. If you are interested in reviewing the current plan, you can find it [here](#).

Building Updates: For some time now Jeff Goodyear has been working with me, along with Secret Strobl and Jennie Bahnman, to develop standard operating procedures for a number of building systems or issues that require immediate response or prompt attention (Boilers, Sprinkler System, Building Alarms, Roof Issues, Alarms, etc.). The Village employs a “parks-on-call” rotation for after-hours response to maintenance and other building issues and Jeff is a part of that rotation (the other staff included are Parks employees). These procedures would allow others in the rotation to respond more easily when things come up. We will be finalizing these soon and looking to train the Parks-on-call staff this winter, when Parks staff have fewer demands on their time.

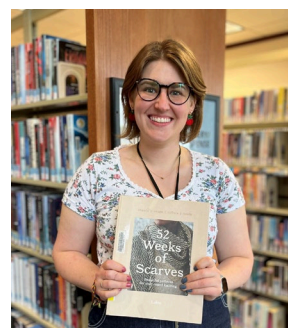
Catalog Upgrade: Our catalog upgrade went through on September 3 and has been smoothly received by patrons. I demoed it at the August meeting but if you were unable to attend, the new version has improved features to enhance users' search experience, including:

- Simplified design for easier navigation
- Combined formats and editions for a more efficient search
- Enhanced discovery to easily find related titles and authors
- Mobile-friendly accessibility (though if you're using the app, you can continue to use that)



You can find the upgraded catalog [here](#). Please let me know if you have questions or feedback!

Staff Updates: On September 3, we officially welcomed Nick Schmudlach as our new full-time Adult Services Librarian. His promotion created an opening for a part-time librarian on our Adult Services team, and I'm pleased to share that Annie Larson has accepted that role. You may have met Annie or recall that she started work with us in May as a substitute librarian, having relocated to Sussex from Minnesota. Annie has quickly become a familiar face at the Adult Services desk, and we're delighted to now welcome her as a permanent member of the team.



The high volume of children's materials in summer requires extra support, so we welcomed Bonnie "Claire" Wise as our first dedicated Youth Services page. She focused on shelving carts, assisted with department tasks and programs, and did such a great job that we avoided the usual backlog. Claire is back in school now but is eager to return to the library in the future.

In late August, we wished our graduates Emily, Adam, and Grace well as they headed off to college, with hopes of returning during breaks to continue paging at PHPL. We also sent Justine and Peyton, our substitute clerks/associates/social media content creators, back to Madison to finish their degrees. They will be missed, but plan to return next year! Finally, we welcomed four new pages: Ellie, Paul, Elias, and Sandra. We're glad to have them on our staff!

Professional Development and Continuing Education: In August, Adult & Teen Services Librarian Maura Flanagan presented at the Wisconsin Department of Public Instruction's *Play Make Learn* Conference in Madison for the second year in a row. She contributed in multiple ways: assisting with the popular Dungeons & Dragons social, which introduced educators to the basics of running short games; serving on a panel with the Wisconsin Historical Society about the history of D&D in Wisconsin and related modules; co-presenting with Amy Welch of Waukesha Public Library on interactive storytelling in library spaces, complete with hands-on exercises; and leading a Playful Demo featuring the *Break-In Kits* from PHPL's Library of Things collection, giving participants the chance to test the kits themselves.

I attended the full day SEWI Library Directors Retreat 2025 at the New Berlin Public Library on August 22. This event takes place annually at various libraries in the SEWI network and provides directors the opportunity to connect with colleagues in the region and attend multiple continuing education sessions. This year's sessions focused on library advocacy and story-making; sustainability tips for library buildings, and DPI's role in public libraries in Wisconsin.

Jennie Bahnaman attended the *Wisconsin Library Law* webinar during Trustee Training Week, led by Kris Turner, Associate Director at the UW–Madison Law Library. The session covered how to locate and interpret the law, reviewed issues related to Chapter 43, and touched on libraries, generative AI, and the current lack of regulation.

Jennie Bahnaman, Assistant Director, reports on Adult Services and Teen Services activities for the previous month:

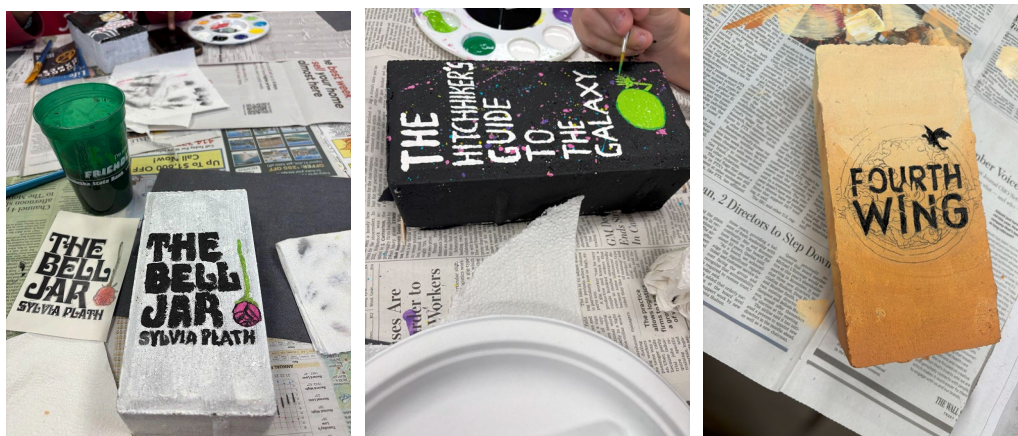
Summer Reading Wrap-Up

The Adult & Teen Summer Reading Program ended on Saturday, August 9. A total of 593 adults participated this year, an increase from last year's 550 participants. Out of the 593 registrants 350 claimed their free book for signing up for the summer reading program. Participants also redeemed 846 scratch-off tickets earned throughout the challenge. Adults tracked over 15,000 hours of reading this summer! For teens in grades 7-12 we had 248 participants this year. The teens completed around 1,870 activities throughout summer and completed over 5,000 hours of reading!

Adult Programs & Services



Maura Flanagan led our Adult **Make It** program where participants painted bricks to look like book covers. Across two sessions, the program drew 36 attendees. Maura was supported by teen volunteers and two additional staff members at each session, which speaks to how staff-intensive these programs can be! Participants created many creative **brick book covers**, and several attendees shared pictures of their finished pieces displayed in their gardens.



Collection

At the end of August, Maura added the last two years of Mystery Kits to our Library of Things Collections. The 2023 and the 2024 Mystery Kits are now available for patrons to check out. If anyone missed a previous one, they now have an opportunity to complete the mystery. Going forward we'll repurpose mystery kits this way to extend their life and let people continue to enjoy them.

Annie Larson (Part-Time Adult Services Librarian) put together our displays in the public area for this month. She pulled a selection of Romantasy (a genre that combines romance and fantasy) and created a book list of recommended titles. Annie also put together a "Parenting Resources at PHPL" display with titles from our nonfiction collection as well as a handy brochure that highlights parenting resources available through our online databases.



Teen Programs & Services

In August, teens were highly engaged with our passive programs. The Teen Space whiteboard was so popular it had to be cleared twice, with 78 responses to back-to-school themed questions. Participation in the Teen Taste Test doubled after July's success—38 of 40 kits were picked up. Our *Guess the Book by the Cover Art* challenge drew 22 participants, with 17 correctly identifying *Shatter Me*.

We also hosted one active program: **Back to Kindergarten After Hours**, where nine teens enjoyed classic games like hide-and-seek and capture the flag, plus snacks and storytime. This program continues to be a favorite request.

Although TAB did not meet formally this month, members remained active in preparing for fall events. They are assisting with prep for our Haunted Happenings After Hours event and planning a holiday gift wrap drive, which will run from mid-October to mid-November, followed by scheduled wrapping sessions for community members.



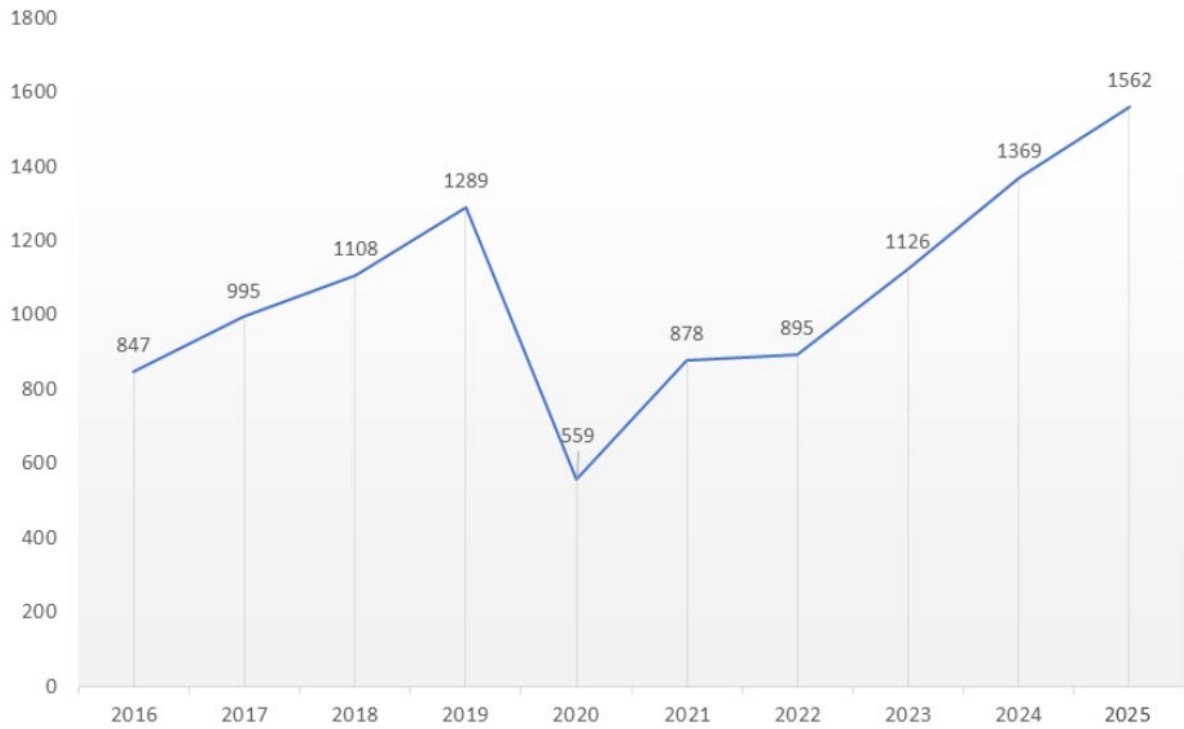
This summer we were fortunate to have 68 enthusiastic teen volunteers supporting the library in countless ways. In addition to their regular summer tasks—such as assisting at the summer reading desk and helping with programs for all ages—volunteers contributed to Adult Make It sessions, prepped mystery kits, maintained our Library of Things collection, dusted, shelf-read, and more. Collectively, they worked 830 hours, with many serving multiple shifts and one volunteer contributing an outstanding 85 hours over 32 shifts.

Teresa Douglas, Youth Services Manager, reports on department activities for the previous month:

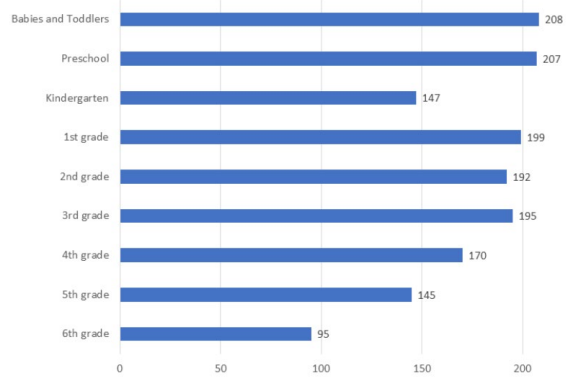
Summer Reading Wrap-up

“Color Our World” Summer Reading wrapped up on Saturday, August 9. We surpassed last year's registration number, which was an all-time high, with 1,562 kids ages 0-grade 6 signing up for summer reading this year. The graphs below capture some of the statistics kept and illustrate the high activity levels for this year's program:

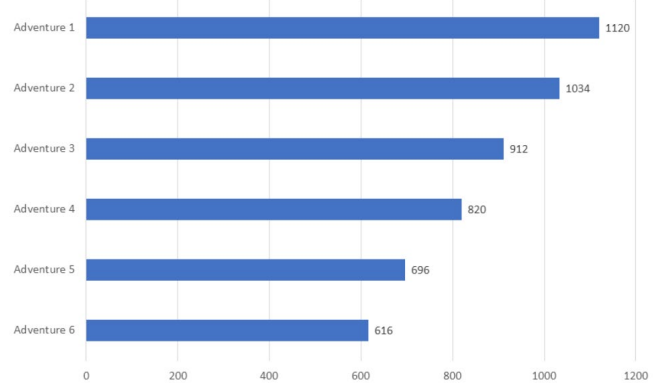
SRP Kids' Registration

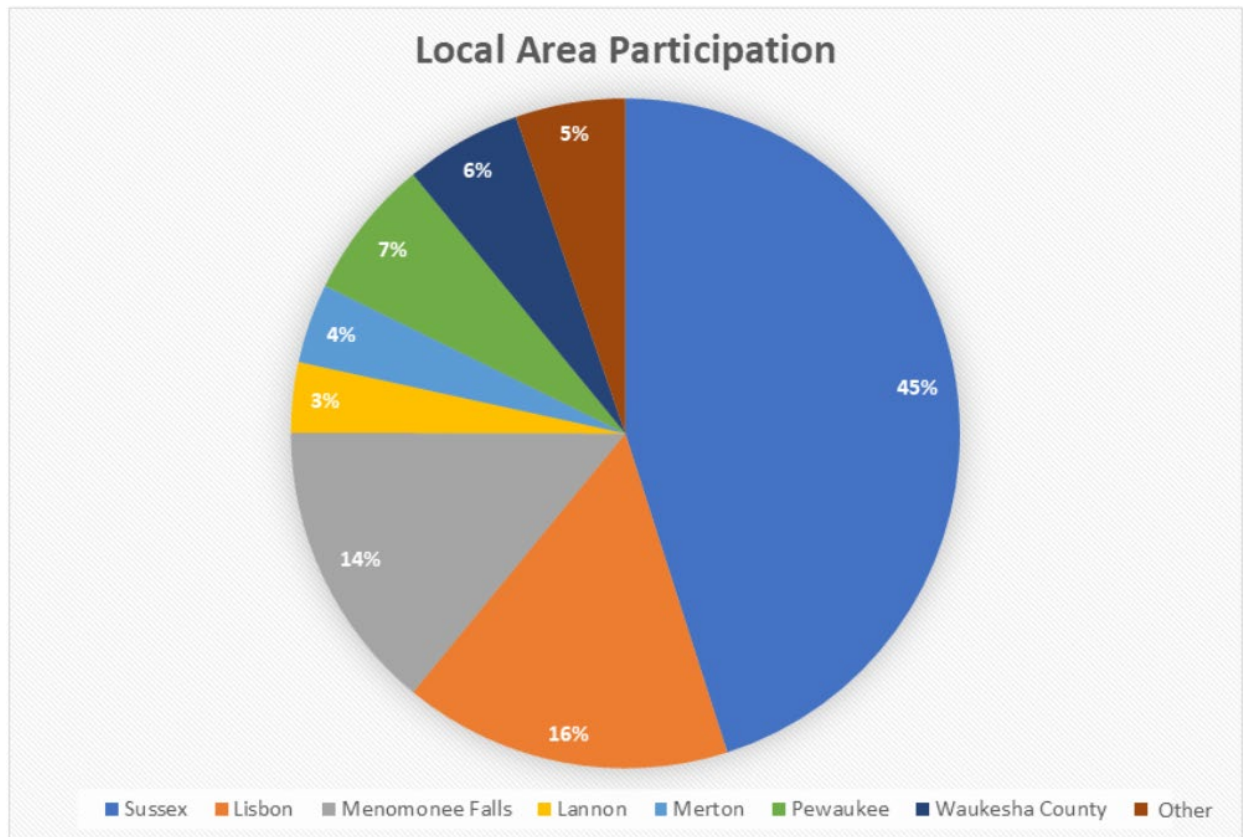


Grade Level Participation



Adventure completions





During last year’s end-of-summer survey, some families noted that older kids weren’t as interested in the small prizes we typically offer. In response, we piloted larger prizes this summer: kids could either claim a small prize as before or enter their name into a drawing for a big prize. Prize entry tickets were also offered in place of coupons for families who preferred that option. We went into this summer unsure if the prize entries would be popular, but they proved to be a hit with 2,751 entries for 14 prizes.



While Maura described the teen volunteer activities above, this section would be incomplete without a shout-out of its own: Summer Reading would not be possible without our dedicated teen volunteers. We are deeply grateful for their energy, commitment, and creativity—not only during the summer but also throughout the year as many continue to support programs like LEGO Club, Forts and Flashlights, and KidsLab. Their work makes a tremendous difference for our staff and our community, and we can’t thank them enough.

Programs

On Saturday, August 2 we had 212 people of all ages join us on the library front lawn for our annual **Tie Dye Party**. With four years of this event under our belt, staff have become pros at what needs to be done to make this a smooth program. Staff and volunteers are on hand to help with tying shirts, socks, jeans, and other fun garments to create different ways to dye. Workers also help with filling bottles with dye, adding water where needed, and occasionally misting the volunteers with a hose to beat the heat.

Following last year's success, we hosted another **Dance Party! Taylor's Version** on Friday, August 8. Eighty-two kids, tweens, and teens joined Youth Services Librarian Emily Bolwerk to make friendship bracelets, eat snacks, take photos in a photobooth and enjoy all things Swiftie.

Our final **Reading on the Roof** took place Wednesday, August 13, featuring *The Lemonade War* by Jacqueline Davies. To mark the last summer program of the season, attendees enjoyed a sweet glass of lemonade while listening to the story.

This month we also received a kind message from a patron who shared a photo of her daughter wearing a necklace she made at the Pokémon Club event in July, thanking staff for the wonderful experience.



Adult and Youth Reference	Totals
Youth Reference Ques.	178
<i>Youth Information Ques.</i>	133
Summer Reading desk interactions	523
Adult Reference Ques.	349
<i>Adult Information Ques.</i>	69
One-on-One Tech Help	19
Study Rooms use	159
Faxes	21
YS Book Bundles (bundles assembled)	117
YS Book Bundles (items checked out)	447
1000 Books Before Kindergarten total books read:	2,513
YS Coloring pages	1,040
Teen volunteer hours:	192.25

Technical Services

Items Processed	720
Volunteer hours (inc. Home Delivery)	49

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			6
Summer Reading video views			
Firsties video views (previous videos)			4
Toddler Time	4	220	
Nightlight Storytime	1	59	
LEGO Club	1	27	
Sew XO	1	4	
Make It Junior			23
Reading on the Roof	1	52	
Dance Party! Taylor's Version	1	82	
Advanced Adventurers	1	13	
Early Explorers	1	7	
Outreach	2	24	
National Night Out	1	256	
Tie Dye Party	1	212	
SRP sign ups		6	
Total	15	962	33

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	8	

August 2025 Program Statistics

Books To The Future	1	6	
Reading Between the Spines	1	8	
Make It: Brick Book Covers	2	36	
Green Team Book Club: Nature's Best Hope	1	7	
Adult Summer Reading Program			593
Total	6	65	593

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
August Library Loot Box			18
Whiteboard Prompt			78
Guess the Book by the Cover Art			22
Taste Testing- Jelly Beans			38
After Hours Back to Kindergarten	1		9
Teen Summer Reading Program			248
Total	1	0	165

STATISTICS FOR MONTH OF AUGUST 2025

	Aug. 2025	Aug. 2024	YTD	YTD 2024	% change
ALL CIRCULATION	37160	32775	284537	273812	3.9%
PHYSICAL MATERIAL CIRCULATION	32192	32344	245195	240601	1.9%
E-MATERIAL DOWNLOADS	4968	4371	39342	33211	18.5%
HOURS OPEN	223	233.5	1924.5	1910.5	0.7%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3213	26713
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2182	17906
Crossovers to PHPL from other library communities: +	7245	60644
Crossovers from Sussex to other CAFÉ libraries: -	1276	10076
NET LENDING: 4938		41761

PHYSICAL CIRC:	Sussex	Other	TOTAL	2024
	12118	20074	32192	32344

Cards issued:	93
Reference questions answered:	527
Informational questions answered:	202
Library visits this month:	12,708
Materials purchased:	372
(year to date total:)	4427
Study Room usage:	159
One-on-one technology lessons:	19
Fax Service:	21
In-person programs:	22
In-person attendees:	1027

Meeting Room Use:

Quad Room:	12	
Small meeting room:	14	
INTERNET USE**:	366	sessions
TOTAL HOURS**:	207.23	
AVG. SESSION**:	33.97	minutes
WI-FI -INTERIOR*:	4843	clients
WI-FI -EXTERIOR*:	1895	clients
Website visits:	5856	sessions

*includes wireless network

**wired access only

PAULINE HAASS PUBLIC LIBRARY

POLICY: Investment Policy

Reviewed and approved by Library Board ~~August 21, 2024~~

It is the policy of the Pauline Haass Public Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library and conforming to all state and local statutes and any bond resolution restrictions governing the investment of public funds.

I. Governing Authority

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute Section 66.0603.

II. Scope

This policy applies to the investment of all funds.

The Pauline Haass Public Library will consolidate cash and reserve balances from all funds to maximize investment. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The Pauline Haass Public Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VI of this Investment Policy
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The Pauline Haass Public Library will minimize interest rate risk, which is the risk that the

market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and

intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Pauline Haass Public Library.

3. Delegation of Authority

Subject to the provisions of this policy, the Village of Sussex Treasurer (acting as the fiscal agent for the Pauline Haass Public Library) shall have control of any discretion in the investment of all Library funds that are not immediately needed and are available for investment. All decisions shall be made with the input of the director of the Pauline Haass Public Library.

V. Authorized Financial Institutions and Depositories

Authorization of financial institutions and depositories will be done by resolution. The resolution is attached as Appendix A shall be considered the current resolution.

VI. Suitable and Authorized Investments

The investment of library funds shall be in accordance with the state statute as follows:

- Time deposits in any FDIC-insured Wisconsin bank, savings bank, or savings and loan association maturing in three years or less. All deposits in excess of \$650,000 must be collateralized to the 110% level with a perfected security interest. The \$650,000 limit represents \$250,000 of FDIC insurance coverage plus \$400,000 coverage from the State Deposit Guarantee Fund.
- The State of Wisconsin Local Government Investment Pool.

VII. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy's adoption or the governing body must be presented with a plan through which investments will come into conformance.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

VIII. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of the Pauline Haass Public Library and reviewed annually.

Adopted by the Library Board: February 18, 2009

Last reviewed and approved by Library Board: ~~August 21, 2024~~

Pauline Haass Public Library

Resolution designating public depositories and approving other financial institutions for investment

WHEREAS: The Pauline Haass Public Library Board of Trustees has approved an Investment Policy; and

WHEREAS: Said policy requires that the Pauline Haass Public Library Board of Trustees designate one or more public depositories organized and doing business under the laws of this State or Federal Law and located in this State, in which the Village of Sussex, as fiscal agent for the library, shall deposit all public monies related to the library and received by the Village; and

WHEREAS: The aforesaid policy further requires that the Pauline Haass Public Library Board of Trustees designate and approve financial institutions for the investment of public monies.

NOW, THEREFORE, BE IT RESOLVED by the Pauline Haass Public Library Board of Trustees:

1. That the following depositories are hereby designated as public depositories in which public money shall be deposited without any restriction as to the amount of deposit or collateralization:

Local Government Investment Pool (LGIP)

2. That the following banks, savings and loans, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits, subject to the restrictions in the investment policy regarding maximum deposits and collateralization:

Associated Bank
BMO Harris Bank
Chase Bank
U. S. Bank

3. That the following banks, savings and loan associations, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits and that not more than the FDIC-insured limit be invested at each institution, unless the investment is collateralized with a perfected security interest in Federal government bonds or securities which are a direct obligation of or guaranteed as to principal and interest by the Federal government, and/or bonds or securities

which are obligations of an agency, commission, board or other instrumentality of the Federal government,
where principal and interest are guaranteed by the Federal Government, the securities having a market value of one hundred ten percent (110%) of the investment:

Landmark Credit Union
North Shore Bank
Park Bank
Summit Credit Union
Waukesha State Bank

Adopted this 17th ~~21st~~ day of ~~August~~ September, ~~2024~~ 2025

Library Board President

Library Board Vice-President

PAULINE HAASS PUBLIC LIBRARY

POLICY: Purchasing of library supplies, materials, and capital items

Reviewed by the Library Board: October 20, 2021

The Pauline Haass Public Library seeks to purchase supplies and equipment in a manner that uses funds wisely, discourages potential fraud, is ethical, and which complies with state laws.

Book/AV purchases

Nearly all book & AV materials purchases will be made by the Acquisitions Clerk, who tracks these expenditures by budget line. Requests for purchases will come from materials selectors in the Youth and Adult Services departments. The department managers are responsible for ensuring that their materials budgets are not exceeded.

Preference will be given to vendors which, assuming equal service, offer the lowest prices, including discounts, due to library system or statewide purchasing agreements.

~~The exception to materials purchases being made by the Acquisition Clerk will occur when a selector buys a not commonly available book or AV item at a special location, such as a museum, historical site, or conference. Most items are purchased online, but occasionally circumstances warrant the purchase of items at a retail store or special location such as a conference.~~ The cost total of items purchased in such a circumstance should not exceed \$200, and a receipt must be obtained. The staff member will pay for items out-of-pocket and submit an Expense Reimbursement voucher, to be approved by the department manager and Library Director.

Alternatively, staff members who have a library procurement card may use the card for these types of purchases.

Periodicals purchases

Periodicals are ordered through the Assistant Director, because the Acquisitions Clerk does not track periodicals expenditures, and these orders are infrequent. Whenever possible, library periodicals will be purchased through a print journal subscription service that manages subscriptions for the library. Orders for items that are not available in this manner must be submitted by the department manager for the collection in which the title belongs.

Building and office supply purchases

The Administrative Services Manager ~~and/or the Maintenance Coordinator may will~~ order items such as tools, paper products, cleaning supplies, light bulbs and other items necessary for building maintenance. The Administrative Services Manager ~~may also~~

orders office and processing supplies. The Library Director must verbally pre-authorize purchases of single items that cost more than \$100 (?), with the exception of orders of recurring supplies.

Program and Display purchases

Department managers may authorize local retail purchases of \$200 or less by their staff members for program supplies or displays. Purchases in excess of \$200 must be approved by the Library Director. The staff member will pay for items out-of-pocket and submit an Expense Reimbursement voucher, to be approved by the department manager and Library Director. The staff member should provide proof of tax-exempt status for such purchases. If this is impractical or impossible and tax is charged, the staff members should include any tax paid when requesting reimbursement. Personal credit card information on reimbursement requests should be redacted by the employee. **The Library retains the right to refuse reimbursement for an expense not previously approved by the Director or appropriate department head.**

Requests for all other purchases must be submitted to the Administrative Services Manager.

Capital and large one time purchases

An item which costs up to \$5,000: vendor chosen at the discretion of the Library Director.

\$5,000- 10,000: a minimum of three documented quotes will be acquired when multiple options exist and the vendor chosen by the Library Director, in conjunction with at least one other staff member, preferably one with direct knowledge of the product or its application in the library.

\$10,000-\$30,000: a minimum of three written quotes will be acquired when multiple options exist, and presented to the Library Board, which will select the vendor.

Over \$30,000: a formal bid process, approved by the Library Board, will be used to select a vendor.

At all times, state law will be followed with respect to purchases.

Library Credit Cards

Designated individuals on the library staff (~~Director Administrative Services Manager and Maintenance Coordinator~~) may have personally-identifiable Library procurement cards issued by the Village of Sussex. In addition, the Village of Sussex, as the Library's

fiscal agent, holds a fourth card for making payments to the Library's book and AV collection vendors, primarily Baker & Taylor, and for paying other invoices that have been approved by the Library Board. ~~primarily for use with Baker & Taylor for the purchase of books and audiovisual materials.~~ Each cardholder is responsible for adhering to the guidelines set forth in the procurement card procedure manual.

For those rare suppliers that do not accept the procurement card, or in cases where a corporate credit card will better serve the purpose, the Library Director may apply for corporate credit cards to facilitate purchases. The Director will determine which staff members will be registered as authorized purchasers on such cards. Information regarding eligibility will be placed in the staff member's personnel file.

Upon separation, staff members must surrender all cards. All accounts will be updated to remove the staff member from the list of cardholders.

Purchase of materials on the library's credit card(s) are subject to the same regulations as items purchased with cash or billed to the library.

Personal Orders

Under no circumstances may personal orders be placed using any library accounts or utilizing the library's tax-exempt status.

~~Friends of the Library Purchases~~

~~Invoices for items purchased by the library that are intended to be paid for with Friends of the Pauline Haass Library funds will be submitted to the Friends' treasurer for reimbursement.~~

Bill authorization

Final authorization of all bills by the Library Director is required before Library Board approval. If the Library Director is unable to authorize bills due to extended absence, the Director may give that authority temporarily to another staff member.

Adopted by the Library Board: November 19, 2008

Reviewed by the Library Board: February 15, 2012

Reviewed by the Library Board: April 22, 2015

Reviewed by the Library Board: October 20, 2021