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Agenda

Pauline Haass Public Library Board of Trustees
Wednesday, February 18, 2026, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Consideration of, and possible action on minutes of January 21, 2026, 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) Preliminary 2025 annual report to the state, including statement on system effectiveness: discussion and action
 - b) Endorsement of revised library standards as part of the proposed Waukesha County Library Services Plan 2027-2031: discussion and action
 - c) Library Expansion Readiness Committee: appointments by President Bougie
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

A handwritten signature in cursive script 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 January 21, 2026 Board meeting
Pauline Haass Public Library**

Called to order: 6:15 p.m.

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

Presentation of Resolution of Appreciation to Matt Carran: Bougie/Jilling motion to adopt.

Approval of minutes from previous meeting(s):

Vande Hei/DeLonge motion to approve minutes of December 17, 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 December 2025; accepted as presented by Vande Hei/DeLonge; motion carried.

Action on Bills: Prepaid bills in the amount of \$0, P-card bills in the amount of \$6,625.87, Bills in the amount of \$8,684.11, December 2025 Expenses in the amount of \$81,684.67; approved as presented by Vande Hei/Jilling motion; motion carried.

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

New Business:

Loria presented the 2025 Year in Review; no action taken.

Following a review of the 2026 Capital Plan, Bougie/Kojis motion to approve 2026 projects as presented; motion carried.

Loria reviewed updates of the Act 150 Committee; Bougie/DeLonge motion to submit correspondence to committee documenting concerns with new distribution formula and requesting annual reporting and further assessment during next planning cycle; motion carried.

Following a discussion of the Strategic Plan – Year 1 Action Plan: Vande Hei/Jilling to approve as presented; motion carried.

Meeting adjourned at 8:04 p.m. by Vande Hei/Kojis motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

February 18, 2026
Director's Report to Library Board

Agenda Items

Annual report to the state – preliminary approval: The state-enforced deadline for annual report submission (February 27, 2026) comes before the Village closes its financial books for the year, so the Board will need to approve a draft version of the report. An amended version will be presented for approval at the March meeting.

I am expecting the preliminary finance portions at some point Monday, and I will send out the draft report via email once I have checked and entered those. Please verify during your review that the contact information listed for you is current. One portion of the report invites specific feedback from the Board: the system effectiveness statement on page 11. This agenda item allows for discussion to clarify that response and provide input on the value of system services.

County Library Standards Endorsement: As we've discussed over the past several months, the Act 150 Library Planning Committee has been working to update the Waukesha County Library Services Plan, as required by Wisconsin Statute 43.11, since August of last year. Following the February 3 public hearing, the Committee endorsed the new five-year plan, which now goes before the Waukesha County Board of Supervisors for approval. The plan includes proposed revisions to county library standards (the "minimums to exempt") and this portion must be approved by **both** the County Board of Supervisors and the library boards representing at least 50% of participating municipalities containing at least 80% of the county's population. The memo in your packets from Bridges Director Brittany Larson summarizes the Minimum to Exempt Standards and provides additional details.

The board will need to vote to endorse or not endorse these proposed standards. The System office requests our response by February 25, 2026, to allow the new plan to take effect for the 2027 budget planning process.

Library Expansion Readiness Committee: President Bougie asked last month for volunteers for this committee to reach out to her – if you have not yet but are interested, please let her know. She will make appointments to this committee on Wednesday.

Non-agenda Items

Advocacy: On February 10, Library Legislative Day was held in Madison; this annual event hosted by the Wisconsin Library Association provides library staff, trustees, and other library

supporters the chance to thank legislators for the state funding that gives crucial support to our communities, and to advocate for continued awareness of and support for Wisconsin libraries.



State funding through the Bridges Library System provides essential infrastructure for PHPL, including five-day-a-week delivery, our integrated library system and online catalog, shared digital resources, and system-wide expertise and collaboration. Without this support, PHPL could not operate at its current scale. Adult Services Librarian Nick Schmudlach and Circulation Manager Jennifer Steffes joined me this year, and our meetings with legislators and their staff provided a valuable opportunity to highlight the importance of library systems and share how PHPL serves our community.

Foundation Updates: The Foundation has begun the year with a strong show of support for the library. Three Foundation members – Joanne Smith, John Burlingham, and Donna Wesner – volunteered their time at Harry Potter Book Night on February 6, where the Foundation once again provided refreshments. The next week, three Foundation members – Joanne, Donna, and Beth Peske – along with PHPL staff member, Sandra Wnuk, served as ambassadors for PHPL at a Culver’s Share Night. Our staff supplied them with our “outreach bin” to invite people to stop at the table and help promote services. Foundation President Donna Wesner provided this report:



“The children loved the stickers! ...We asked the children whether they go to the library, like to read, and whether they went to Harry Potter Night. It was wonderful to see the children's eyes get big regarding Harry Potter Night. They loved talking about it and the library. ...We conversed with adults regarding the Foundation, Libby, audiobooks, the passes, and so much more.”

This is fantastic engagement! A huge thanks to the Foundation members for their commitment to the library and for raising its profile in the community with these events.

At their January meeting, which I attended, the Foundation elected officers and added new member John Burlingham to the board. For this meeting I gave an update on our new local digital collection, and I'm sharing that same update with you here:

Local Digital Collection Updates: The Foundation grant in November secured just under 200 licenses (79 ebooks and 118 audiobooks). It's hard to believe that \$10,000 buys so few licenses but bear in mind that the majority of these are "perpetual licenses" that don't expire after a set amount of time or number of uses. When this option is available, this grant has allowed us to invest in it despite the higher price tag. That means we're building a permanent collection, not one that will disappear after 12 or 24 months.

By the end of 2025—and after just over a month—this collection had generated 600 checkouts, many of those satisfying holds that users had been waiting on for weeks, sometimes months. To illustrate the impact of owning a local copy, I placed a hold on a few of the highest demand titles a couple of days prior to making any PHPL purchases. As you can see, the projected wait time was...discouraging:

Book Title	Author	Loans	Holds	Projected Wait Time
Atmosphere	Taylor Jenkins Reid	3 / 10	5 / 10	About 22 weeks
The Let Them Theory	Mel Robbins, Sawyer Robbins	3 / 10	7 / 10	About 24 weeks
My Friends	Fredrik Backman	3 / 10	8 / 10	About 20 weeks

After the purchases went through, I checked my holds again. Although it was only three days later, the improvement in both the projected wait time and my "place in line" was dramatic:

Book Title	Author	Wait Time	Line Position	Line Start	Copies in Use	Total People Waiting
Atmosphere	Taylor Jenkins Reid	~9 Weeks	16th	257th	34	2,100
The Let Them Theory	Mel Robbins, Sawyer Robbins	~11 Weeks	19th	358th	10	2,000
My Friends	Fredrik Backman	~11 Weeks	12th	231st	62	2,140

We still have a way to go in bringing digital wait times in line with those for print books, but this is definite progress. We've already heard from several patrons that they've restarted using Libby upon hearing about the new local collection, after giving up on it years ago—and they've been pleasantly surprised by the experience. That's exactly what we were hoping for in offering this at a time when users were looking for something to fill the gap left by Hoopla.

We'll continue monitoring hold ratios and wait times to guide future purchases, and I'll provide periodic updates on this collection. For now, this is a strong start, and we're grateful to the Foundation for helping us make digital access more immediate, reliable, and satisfying for our community.

Professional Development and Continuing Education: Many of our staff attended sessions from the Wild Wisconsin Winter Web Conference, held virtually on January 21 and 22. The conference offered 14 sessions on topics including realistic performance expectations, collection management, organizational strategies for library leaders, and simplified programming models. Having multiple staff members attend allowed for shared discussion and collaborative brainstorming. Participants found the sessions valuable and identified several ideas for future Staff Development Days. Year after year, we see so much benefit from this (free!) offering, so we're very thankful to the Wisconsin public library systems who fund and coordinate it!

Maura attended a Wisconsin Department of Public Instruction webinar on the state's Teen Internship Program. The session outlined the program structure, application timeline, and funding process through the Institute of Museum and Library Services. Up to eight libraries are awarded grants to support paid teen internships. The webinar provided helpful information as PHPL considers future opportunities to expand meaningful teen engagement.

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

Adult Programs & Services

Nick Schudlach, Adult Services Librarian, coordinated two adult programs for this month. At the beginning of January, our library hosted a **suicide prevention training** presented by Bob Haugen from the **National Alliance of Mental Illness (NAMI) of Southeast Wisconsin**. Attendees learned about common myths and warning signs of suicide and how to help individuals at risk using the QPR (Question, Persuade, Refer) method. All participants received QPR certification through NAMI.

Nick also coordinated a January program with the Wisconsin Department of Transportation. Four DOT representatives presented information on the **County F/I-94 interchange "diverging diamond" project** and answered audience questions. Facebook promotion for this event generated high engagement and significant community discussion.

Rebecca Hang, Circulation Clerk, once again shared her artistic talents with the library and our patrons by offering a **Book Edge Painting** class on a Saturday in January. Book edge painting, or fore-edge painting, is an art technique that dates back to the 10th century. The popularity of book edge painting has been trending in recent years, with publishers releasing books with decorative book edges as “special editions.”



Winter Reading – Adults & Teens

The **All-Ages IditaRead Winter Reading Program** started Friday, January 2, and ends on Friday, February 20. This passive program promotes reading during the winter doldrums and promotes the Iditarod Trail Sled Dog Race. Adult and teen participants track their reading hours to earn raffle tickets for prizes, including hiking sticks, cookbooks, e-reader accessories, and more. Participants may earn up to 27 tickets by completing 27 hours of reading, reflecting the number of checkpoints along the Iditarod Trail. 181 adults have registered so far, with 70 completing the program. Among teens (grades 7–12), 25 have registered and six have completed the challenge. A fantastic first month of our Winter Reading Program!

Teen Programs & Services

Maura Flanagan, Adult & Teen Services Librarian, met with the Teen Advisory Board (TAB) in January to review the December Gift Wrap Drive and gift-wrapping program and to begin brainstorming service project ideas for next holiday season.

Maura also facilitated an after-hours **Back to Kindergarten** event on a Friday evening in January, with assistance from Michelle Kozlowski, Circulation Clerk. This continues to be a favorite program among teen attendees, who enjoy playing games and spending time in the library after hours.



January outreach included a visit to Hamilton High School during lunch periods, where Maura connected with approximately 100 students at the library information table. Because the visit coincided with midterm exams, she distributed “stress relief” items—including bubble wrap sheets for stress relief popping and “emergency chocolate”—along with notes listing the library’s contact information and study support resources.

Collection



Nick created a staff picks display titled “The Paulines,” featuring titles recommended by PHPL staff as their favorite reads of 2025. While the books did not need to be published in 2025, staff members selected titles they had read during the year. Annie Larson assisted with designing the “Paulines Award” bookmarks, and Nick created a brochure listing the recommendations. The display was extremely popular, with all featured titles checked out throughout the month.

Nick attended the January catalogers meeting, during which Beth Bechtel, Database Management Librarian for Bridges Library System, announced her retirement. Beth has been an invaluable resource to PHPL catalogers for nearly a decade, and she will be greatly missed.

Annie completed weeding of the Mystery/Suspense section in Adult Fiction, and Nick weeded the Food section in Adult Nonfiction. Given the high publication volume and circulation of cookbooks, this area requires regular space assessment and maintenance.

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

Programs

Family Storytime and Baby Storytime began their winter/spring sessions in January. These programs will continue weekly through early May. Family Storytime meets on Tuesday, Wednesday, and Thursday mornings and welcomed 212 attendees during the first two weeks. Baby Storytime, held Thursday afternoons for children ages 0–18 months and caregivers, drew 32 participants during January.



The **IditaRead Winter Reading Challenge** officially began on January 2. Children preregistered in December and decorated their paper sled dogs in advance. By January 31, 191 children had registered for IditaRead (grades 1–6), and 157 for IditaRead Puppies (ages 0–5K). By mid-month, 15 children had completed IditaRead by reading 27 hours, and 18 had completed IditaRead Puppies by reading 13 hours. Participants have until February 20 to finish and earn prizes.

KidsLab resumed school-age programming in January. **Advanced Adventurers** met on January 12, with eight students in grades 3 and up participating in the Arctic Circle Challenge. Using marshmallows and toothpicks, attendees built igloos large enough to shelter a paper polar animal and tested tin-foil slides for penny runs.

On January 26, **Early Explorers** hosted the Gingerbread Boat Challenge with 17 students in grades 1–2. Participants designed foil boats to float gingerbread men, then tested them with added weight and simulated waves. While some boats sank, extra gingerbread was available, and the activity remained high-spirited and fun.



Other Regular Programs

- **Nightlight Storytime:** January 5, 54 attendees
- **Baby Playtime:** Two sessions, two attendees (severe winter weather affected participation)
- **LEGO Club:** January 14, 20 attendees
- **Toddler Time:** Four sessions, 204 total attendees

Jennifer Steffes, Circulation Manager, reports on department activities:

January 2026 continued the strong circulation trends seen throughout 2025. Despite being open four fewer days than in January of last year, physical circulation increased by 2 percent, representing an additional 576 items checked out.

During the month, Circulation staff also reviewed and refined several internal procedures to improve efficiency and consistency. Updates were made to shift-trading practices, self-check instructions, DVD cleaning guidelines, and shelving cart organization. These adjustments are expected to support smoother daily operations and better prepare the department for increased activity during the summer months.

Adult and Youth Reference	Totals
Youth Reference Ques.	296
<i>Youth Information Ques.</i>	111
Adult Reference Ques.	353
<i>Adult Information Ques.</i>	83
One-on-One Tech Help	25
Study Rooms use	176
Faxes	13
YS Book Bundles (bundles assembled)	63
YS Book Bundles (items checked out)	322
1000 Books Before Kindergarten total books read:	3,397
YS Coloring pages	860
Teen volunteer hours:	24

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			18
Firsties Visits			71
Firsties video views (January)			41
Firsties other video views (past + parent videos)			21
Storytime	6	212	
Storytime craft (2 crafts)			200
Toddler Time	4	204	
Baby Storytime	2	32	
Baby Playtime	2	2	
Nightlight Storytime			
LEGO Club	1	20	
IditaRead sign up			191
IditaRead Map dogs decorated			128
IditaRead Puppy Sign up			157
IditaRead map puppies decorated			133
Early Explorers	1	17	
Advanced Adventurers	1	8	
Outreach	1	30	
	18	525	960

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	7	
Mystery Book Club	1	11	
Books To The Future	1	6	

January 2026 Program Statistics

Reading Between the Spines	1	7	
Suicide Prevention Training	1	13	
Book Edge Painting	1	25	
County F Diverging Diamond Talk	1	26	
Total	6	69	0

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Taste Testing- Merci Chocolates			54
Make It Teen			24
Whiteboard Prompt			37
Guess The Book			6
Hamilton HS Outreach	1	100	
Teen Advisory Board	1	8	
Back to Kindergarten	1	13	
Total	3	121	121

Technical Services

Items Processed	1056
Volunteer hours (inc. Home Delivery)	25.5

STATISTICS FOR MONTH OF JANUARY 2026

	Jan. 2026	Jan. 2025	YTD	YTD 2025	% change
ALL CIRCULATION	34314	33330	34314	33330	3.0%
PHYSICAL MATERIAL CIRCULATION	28720	28144	28720	28144	2.0%
E-MATERIAL DOWNLOADS	5594	5186	5594	5186	7.9%
HOURS OPEN	250	254	250	254	-1.6%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3441	3441
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2432	2432
Crossovers to PHPL from other library communities: +	6316	6316
Crossovers from Sussex to other CAFE libraries: -	1423	1423
NET LENDING:	3884	3884

	Sussex	Other	Total	2025
PHYSICAL CIRC:	10785	17935	28720	28144

Cards issued: 104

Reference questions answered: 649

Informational questions answered: 194

Library visits this month: 10,100

Materials purchased: 456

(year to date total:) 456

Study Room usage: 176

One-on-one technology lessons: 25

Fax Service: 13

In-person programs: 27

In-person attendees: 715

Meeting Room Use:

Quad Room: 26

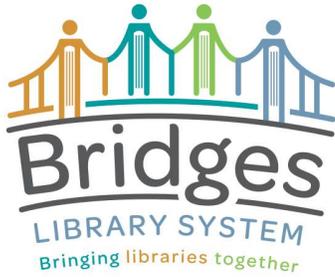
Small meeting room: 24

INTERNET USE: 303 sessions

TOTAL HOURS: 170.13

AVG. SESSION: 33.69 minutes

WEBSITE VISITS: 6,649 sessions



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W bridgeslibrarysystem.org

To: Waukesha County Library Boards
 From: Brittany Larson, Bridges Library System Director
 Date: February 4, 2026
 Re: Proposed Library Standards for Waukesha County Library Board Endorsement Consideration

Waukesha County Board Chair James Heinrich appointed a Library Planning Committee in the summer of 2025 based on the need to update the County Library Services Plan as set forth in Wis. Stat. 43.11. The 13-member Committee worked on the Plan from August 2025 through February 2026. A new five-year County Library Services Plan was endorsed by the Committee on February 3, 2026, after a public hearing was held. Within the plan includes a proposed revision of county library standards. These proposed standards go into effect if adopted by the Waukesha County Board of Supervisors and the Waukesha County libraries, following the parameters outlined in Wis. Stat. 43.11(3)(d):

The plan of library services for a county may include minimum standards of operation for public libraries in the county. The county shall hold a public hearing on any standards proposed under this paragraph. The standards shall take effect if they are approved by the county and the public library boards of at least 50 percent of the participating municipalities in the county that contain, according to the most recent estimate prepared under s. 16.96, at least 80 percent of the population of participating municipalities in the county.

The Plan proposes a reduction to four of the numerical *Minimum to Exempt Standards* measures and maintaining the levels of two others. Each of these was reviewed carefully by the Committee. Table 1 below shows a summary of the recommended *Minimum to Exempt Standards*.

Table 1: Minimum to Exempt Standards Measures and Status

Measure	Status
Materials Expenditures per Capita	Reduced, see pages 22-23 of plan draft
Hours Open	Maintained, see pages 24-25 of plan draft
Full-time Equivalent Staff (FTE)	Reduced, see pages 26-27 of plan draft
Collection Size	Reduced, see pages 28-29 of plan draft
Internet Connected Public Computers/Devices	Reduced, see pages 29-30 of plan draft
Wireless Internet Access	Maintained, see page 31 of plan draft
OPTIONAL: Library Service Effort Ratio (LSER) (Replaces all <i>Minimum to Exempt Standards</i> listed above.)	Maintained, see pages 19-21 of plan draft

It is important to note that these proposed numeric benchmarks remain *Minimum to Exempt Standards*. They are not proposed as aspirational goals, but baseline expectations.

The proposed plan also calls for a continuation of the six *Quality Assurance Standards* to help ensure the County libraries are well managed and accountable (see page 31 of the plan draft).

Below are the *Quality Assurance Standards* the library board would be asked to certify annually:

- Library board members receive an orientation upon appointment to a library board.
- The library's website includes contact information of key staff and board members as well as board agendas and minutes.
- The library board conducts an annual review of its library director.
- The library budget includes funding to ensure professional development for the library director and staff.
- The library has an active strategic plan.
- The library adopts the core policies included in the *Wisconsin Public Library Tier One Standards*: 1) Circulation, 2) Collection Management, 3) Computer/Internet Use, 4) Meeting Room Use (as necessary), 5) Public Behavior (Rules of Conduct), and 6) Personnel.

In order for a library's municipality(ies) to qualify for exemption from the county library tax levy, the library must meet all of the *Quality Assurance Standards* above, as well as the first six numerical *Minimums to Exempt Standards* or the optional LSER in Table 1. The LSER is a mathematical calculation of the residents' use of libraries other than their own. If a library meets its target ratio, its municipal residents are not imposing an undue burden on neighboring libraries.

While the goal of the Plan is to assure that all libraries are operating at or above the *Minimums to Exempt* and are meeting all *Quality Assurance Standards*, the Plan recognizes that some libraries may suffer an occasional one-year setback. Therefore, the Plan allows a library a one-time exception during this county library plan cycle from meeting each of the *Minimums to Exempt* standards and *Quality Assurance Standards*. The Plan also allows for additional exceptions for unanticipated events such as a worldwide pandemic. However, if the LSER is chosen by a library in lieu of meeting the first six numerical *Minimums to Exempt*, an exception may not be applied to meeting the LSER target ratio.

Finally, all standards requirements are in addition to the library's municipal requirement to meet or exceed the county library tax rate as required in Wis. Stats. 43.64 (2) or, in the case of a joint library, to fund its library at not less than the average of the previous three years as allowed in 43.64 (2) (c).

To assist you in understanding what your library's 2027 requirements would be, your library's *Minimums to Exempt* (based on 2025 Wisconsin Department of Administration population data) are shown in Appendix D of the plan draft (pages 48-53). A sample of how the LSER calculation works (using the most recent data available: 2025 circulation data for 2026 levy exemption) is also shown on pages 19-20 of the plan draft. Appendix C of the plan (pages 44-48) shows the *Minimums to Exempt* criteria along with the requirements across the entire graduated population range should

you wish to project your community's growth over the next five years.

Because we hope to have the new plan in effect for the 2027 budget planning process, I request your library board consider these standards for possible endorsement at your February meeting. I would like to take this opportunity to thank your library director for their engagement in this important process, as well as those library directors, trustees, municipal officials, and citizens that sat on the committee or participated in thoughtful discussions throughout this planning term. Thank you for your consideration. Please don't hesitate to contact me if you have any questions.

Waukesha County Library Standards Endorsement

Please fill out and return to the System office by February 25, 2026.

Endorsement: (Please check one)	<input type="checkbox"/> The library board DOES endorse the proposed standards <input type="checkbox"/> The library board DOES NOT endorse the proposed standards
Comments	
Library	
Date	
Name of Board President	
Signature of Board President	
Name of Library Director	
Signature of Library Director	