PAULINE HAASS
— PUBLIC LIBRARY —

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

Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, July 15, 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:

   a) June 17, 2026 board meeting
   b) July 7, 2026 Budget & Finance Committee 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) 2027 Budget Request to the Village: discussion and action
   b) August Meeting Date Shift: discussion and action

9) Items for future agendas: discussion

10) Adjournment

Lisa Bougie, President

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 June 17, 2026 Board meeting
Pauline Haass Public Library

Called to order: 6:01 p.m.

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

Approval of minutes from previous meeting(s):

Bougie/DeLonge motion to approve minutes of May 20, 2026 Board meeting; motion carried.

Roubik/Wegner motion approve minutes of June 8, 2026 Personnel Committee meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report:
Revenue and Expenditure Guidelines for May 2026; Vande Hei/Kojis motion to accept as presented; motion carried.

Action on Bills: Prepaid bills in the amount of $425, P-card bills in the amount of $18,558.06, Bills in the amount of $11,378.93, May 2026 Expenses in the amount of $109,834.55; Vande Hei/Jilling motion to approve as presented; motion carried.

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

New Business:

President Bougie distributed library board committee appointments, to expire at the June 2027 meeting, as follows:

- Personnel: Roubik, Schultz, Vande Hei, Wegner
- Budget & Finance: Hacker, Kojis, Zoellick
- Buildings & Grounds: DeLonge, Jilling, Zoellick
- Strategic Planning: Bougie, Hacker, Vande Hei
- *Foundation liaison(s): Bougie, Hacker*

Following a review of the Personnel Committee meeting report; Roubik/Vande Hei motion to approve the committee's action; motion carried.

Following a review of the Annual Waukesha County standards compliance certification; Bougie/Kojis motion to endorse as written; motion carried.

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

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

Minutes of the July 7, 2026 Budget and Finance committee meeting
Pauline Haass Public Library

Called to order at 4:00 p.m.

Roll call: Hacker, Kojis, Zoellick present. Also present: Adele Loria, Library Director

Committee members reviewed and discussed the draft of the 2027 budget request and will submit their recommendation at the July 15, 2026 Library Board meeting.

No action was taken.

Meeting adjourned 4:53 p.m.

Respectfully submitted,

Adele Loria
Director

PAULINE HAASS
— PUBLIC LIBRARY —

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

July 15, 2026
Director's Report to Library Board

Note on regular agenda items: Finance Director Taylor Walls is out of the office for a couple of weeks. She closed out June expenses from the Village before she left, so there will be a financial report this month, but p-card expenditures will not be included, as the cycle closed in the month. This means that some regular lines won't have current period expenditures and there will not be a p-card list of bills to approve. The August list bills list will contain two months' worth of p-card expenditures.

Agenda Items

2027 Budget Request to the Village: The Budget Committee met on Tuesday, July 7 to review and discuss the draft 2027 budget request. That document is included in the packets for your review and I will have printed copies at the meeting. The committee can report on its discussion before we review the proposal in detail together.

As you'll see, this budget includes funding for the full-time position created through the organizational changes approved last month. To support a January 2027 start date rather than delaying implementation until midyear or later, the proposal utilizes two funding sources that are available but used infrequently: use of fund balance and a transfer from designated reserves. The last time these funding mechanisms were used was in 2017, when the library added its previous full-time position.

To provide additional context, I have also included the General Fund Reserve designations approved earlier this year. These show the operating reserves available at the end of 2025, including the addition of the 2025 year-end fund balance, the auditor-recommended working capital reserve, and the remaining designated reserves available for specific purposes (e.g. legal fees, new technology, utility overages).

August Meeting Date Shift: If schedules permit, I would like to move our August meeting from Wednesday, August 19 to Wednesday, August 26. There are two reasons for this request:

First, our vacant citizen trustee position has not yet been filled. I have remained in contact with the Village regarding the appointment process, but the July Village Board meeting has been cancelled, so the appointment cannot be made until August 25. Holding our meeting the following evening would allow our new trustee to participate immediately as a voting member (we would schedule trustee orientation at the library before the meeting).

Second, I will be out of town during the third week of August. While Assistant Director Jennie Bahnaman could attend in my place, changing the meeting date would avoid the need for her and other staff to make schedule adjustments and allow me to be present for our new trustee's first meeting.

If the revised date works for enough trustees, this agenda item will allow us to approve the change with ample notice to the public.

Non-agenda Items

Staff Updates: After a little over a year with PHPL as a Reference Assistant and Circulation Substitute, Jessie Wishart is leaving to begin a full-time position with the New Berlin School District. While we will certainly miss Jessie, we are excited for her as she takes this next step in her career. We thank her for her contributions to the library and wish her every success in her new position.

Teylor Parks, the Village's new Communications Coordinator, has had a busy first month getting acquainted with all things Village and library! She and I began with an orientation to the library and by reviewing the various marketing tasks at PHPL to determine what needs she can best fill during the limited hours she has with us each week. She's been training with our staff on the various platforms we use for communications, joining website development meetings, collaborating with Emily on reels (Jurassic Park, anyone?) for social media, developing a campaign to promote home delivery, and more.

We also welcomed Emma Winter as the Youth Services summer page. Emma, a longtime library user and Teen Advisory Board member, will assist with shelving, program support, and other departmental projects through August.

Outreach Activities: The library partnered with **Loca Latte** for a community outreach event coordinated by Maura Flanagan and Mykah Snyder. They created fun, coffee-themed readers' advisory bookmarks matching book recommendations with popular coffee drinks, and customers could spin a prize wheel for library- and book-themed giveaways. Throughout the event, Maura and Mykah promoted the Summer Reading Program and registered interested community members. Loca Latte has invited us to return in the future, and we look forward to continuing the partnership.

Ridge Opening: The Ridge at Village Park celebrated its grand opening on July 1. I assisted with the event by providing tours of the new rental facility, event space, and nearby Parks

Department shop. Several part-time library staff also picked up additional hours in the days leading up to the event to assist with setup, and I appreciate their willingness to help support this significant Village project. Despite extreme heat on July 1, the event was packed and people seemed delighted with the new amenities. The library will be hosting a couple of our summer performer events there in the coming weeks (a Bollywood performance on July 20 and the Wildlife in Need Center on August 3).

Summer Reading Kickoff Party: The library held its third annual Summer Reading Kickoff Party on Friday, June 5. The event has quickly become a favorite tradition for many families as they celebrate the start of summer and the launch of the Summer Reading Program. Attendees signed up for summer reading, enjoyed face painting and yard games, purchased dinner from local food trucks, supported the Friends of the Library through their ice cream fundraiser, and were entertained by a performance from James the Magician.

While attendance is difficult to measure in a setting like this, we estimate that approximately 400 people attended the event, with about 269 watching the magic show. The kickoff also resulted in 335 Summer Reading registrations on the first day of the program. A memorable highlight was Library Page Elias Callen, who delighted children while dressed as an inflatable dinosaur and quickly became one of the event's most popular attractions.

Website Redesign Update: The staff committee (Adele Loria, Jennie Bahnaman, Teresa Douglas, Emily Bolwerk, and Lisa Ponto) have been meeting weekly with Library Market to discuss the website menu, content, and design options. Their design team will be working on a mockup for us to review in the next couple of weeks, which will give us a good sense of the new site's look and feel even before it's populated with content. Our staff team and Marketing Coordinator Teylor Parks have additionally been meeting internally to discuss details and refine ideas.

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

Adult Programs & Services

The Adult and Teen Summer Reading Programs have been buzzing with activity this summer:

- The Teen Summer Reading Program has **230 registered participants** so far. Teens have logged **162,998 minutes of reading** and redeemed **372 prizes**.
- The Adult Summer Reading Program has **521 registered participants**, who have logged an incredible **407,034 minutes of reading**. **286 participants** have stopped by to claim their free registration book and **452 scratch-off tickets** have been redeemed.

We hosted a **Memory Café** on Monday, June 15, with an Indoor Picnic theme. Memory Café is an informal social afternoon for people living with memory loss and their care partners, offered in partnership with the **Library Memory Project**. Youth Services Associate MJ Jorn and Adult Services Librarian Mykah Snyder helped with this month's program. MJ planned a hands-on activity where attendees made kimbap, a popular Korean rice roll, along with cucumber sandwiches. As we enjoyed our picnic lunch, we talked about favorite summer activities, listened to familiar summer sounds (crickets, lawn mowers, thunderstorms), and played lawn games. The afternoon was filled with good conversation, shared memories, and plenty of fun.

On Saturday, June 20, we hosted another successful **Houseplant and Cutting Swap**. It was great to see so many plants find new homes while our **Master Gardeners** connected with plant lovers of all experience levels. Attendees brought plants and cuttings to swap, complete with care instructions, and we had plenty of extra plants available for anyone interested.

Maura led this month's **Make It! program**, where participants created **dinosaur bookends** to match this year's dinosaur-themed Summer Reading Program. This fall, Make It! will return to the Quad Room due to scheduling conflicts with other events at the Civic Center. While the room is smaller, we will continue to accommodate as many participants as possible.

The library facilitated **Trivia Night at Pints in the Park** on June 25 at Ridgeview Park. Jennie coordinated the trivia categories and questions, and Tech Services Clerk Anna Oleszczak and Youth Services Associate Peyton Impola scored the answer sheets and tracked points. We had 51 attendees and an enthusiastic crowd! The **Parks & Recreation Department** co-sponsored the event and provided prizes for the first, second, and third place teams.

In celebration of America250, Nick Schmudlach coordinated with the **Wisconsin Veterans Museum** to host their presentation **Wisconsin Ties to the American Revolution** on Monday, June 29. Presented by Wisconsin Veterans Museum Director Christopher L. Kolakowski, the program explored Wisconsin's connections to the Revolutionary War, including the more than 40 Revolutionary War veterans buried in the state.

Collection

Nick and Mykah are currently helping Jennie evaluate magazine subscriptions for renewal in 2027, using circulation statistics to help inform decisions.

Teen Programs & Services

Teen programming had a busy month, with several well-attended Summer Reading Program activities. **Roars + Rolls**, a *Jurassic Park*-themed tabletop roleplaying game, brought together 6 teens who became fully immersed in the adventure. The summer **Read-A-Thon** was another highlight, drawing 21 teens to read, socialize, and enjoy snacks and prizes, with support from the Friends of the Library.

Other teen offerings also saw strong participation. The **Guess the Book Challenge** received 37 entries, including 12 correct answers. Three teens requested **Library Loot Boxes**, and all 41 vegan marshmallow **Taste Test** bags were picked up. The monthly whiteboard prompt, tied to National Dinosaur Day and the Summer Reading theme, generated 91 responses.

Four members attended the June **Teen Advisory Board** meeting, continuing preparations for their upcoming tween program in August.

Teresa Douglas, Youth Services Manager, reports on recent YS Department activities:

Programs

Summer Reading officially kicked off on June 1. Kids from birth through rising sixth grade are challenged to complete six themed reading adventures over the summer, with each adventure consisting of eight literacy-based activities or two hours of reading. In June, **1,407 children registered** for the program, completing **2,474 adventures** and redeeming **2,163 rewards**.

Youth Services has fully transitioned into Summer Reading mode, with the department transformed to reflect this year's dinosaur theme, "Unearth A Story." MJ Jorn created fossil replicas and a dinosaur-themed research center that have quickly become favorites with young visitors, and at any given time you'll find a couple of kids lying on the floor reading in one of the summer reading tents we set up around the room.

Meanwhile, themed displays throughout the department encourage children to explore both fiction and nonfiction as they complete their reading adventures: Step Back In Time, STEM, Let's Play, Legends and Lore, Around the World, and Creatures and Habitats. Behind the scenes, these displays represent months of ongoing collection work. Throughout the year, Victoria VanZile identifies high-quality picture books during the ongoing weeding process to build the themed collections used for Summer Reading.

The department has also once again chosen to display this year's grand prizes, allowing children to see what they are working toward. Families continue to respond positively to the option of earning entries for larger prizes through additional reading, which has proven to be a motivating incentive for many participants.

Our first **summer performer, Mark Yo-Yo**, visited on June 15 as part of the Bridges Library System summer performer series. Fifty-six people attended the Civic Center performance, which featured impressive yo-yo demonstrations and audience interaction. While attendance was somewhat lower than in past years (likely due in part to the morning time slot, which was not ideal but necessary to accommodate the performer’s schedule) we remain grateful for the work Bridges does each year to coordinate this high-quality series for member libraries.

Reading on the Roof returned on June 15 with the first of three summer sessions. Thirty-eight children and adults gathered on the Civic Center rooftop patio to begin *Anne of Green Gables* by L.M. Montgomery. We try to feature a classic title each summer, and this beloved novel has long been on our list. Each family received a copy of the book to continue reading at home, and many adults shared fond memories of reading it as children.

Storybook Theater returned for another summer with participants preparing a production of *Lyle, Lyle Crocodile*. Throughout nine sessions, children audition, rehearse, create sets and props, and build theater skills through games and activities. Youth Services Librarian Emily Bolwerk once again wrote the script and has spent months preparing costumes, props, and choreography. The program will conclude with a public performance on July 30.

American Girl: This year's annual American Girl program celebrated America's 250th anniversary with an "All-American Girl" theme. Participants created patriotic crafts and accessories for themselves and their dolls, enjoyed a themed snack, and posed at a custom American Girl box photo booth created by Emily Bolwerk and Peyton Impola. Emily also designed a blank "American Girl" keepsake booklet modeled after the classic book series. The program concluded with children proudly showing off their creations and continuing to play together in the library.




Regular Programs: Summer sessions of the library's recurring Youth Services programs are underway as well. June attendance included 357 participants at Storytime, 202 children and caregivers at Toddler Time, 50 young builders at LEGO Club, and strong participation in Make It! Junior, Advanced Adventurers, and Early Explorers as families returned for summer programming.

Jennifer Steffes, Circulation Manager, reports on department activities for June:

With the arrival of summer, library use shot through the roof. In June, patrons checked out 35,190 physical items, an increase of about 3.5% over June 2025. The library welcomed 14,256 visitors and issued 176 new cards, with many new patrons signing up for the Summer Reading Program. New patrons continue to be delighted with the services we tell them about when they get their cards, especially Explore Passes. Staff was also occupied checking in a high volume of items (22,184!) and filling holds placed by patrons, usually between 150-200 each day.

June 2026 Program Statistics

Adult and Youth Reference	Totals
Youth Reference Ques.	2190
Youth Information Ques.	148
Adult Reference Ques.	635
Adult Information Ques.	98
One-on-One Tech Help	30
Study Rooms use	131
Faxes	17
YS Book Bundles (bundles assembled)	62
YS Book Bundles (items checked out)	262
1000 Books Before Kindergarten total books read:	4,274
YS Coloring pages	1,300
Teen volunteer hours:	250.75

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			90
SRP sign ups			1407
SRP promo video views			117
Storytime	9	357	
Storytime craft			300
Toddler Time	5	202	
LEGO Club	1	50	
Make It Junior	1		150
Advanced Adventurers	1	23	
Early Explorers	1	21	
Summer Performer	1	56	
Reading on the Roof	1	38	
All-American Girl	1	56	
Storybook Theater	2	39	
Outreach	2	65	
	25	907	2064

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	8	
Mystery Book Club	1	0	
Books To The Future	1	5	
Reading between the spines	1	4	
Loca Latte Outreach	1	35	
Memory Cafe	1	22	

June 2026 Program Statistics

Houseplant & Cutting Swap	1	38	
Make It: Dino Bookends	1	13	
Trivia Night at Pints in the Park*	1	51	
WI Ties to the American Revolution	1	23	
Total	10	199	0

Teen Programs	**# of events (in-person)**	**In-person Attendance**	**Self-Led (Passive)**
*all-ages events			
Guess The Book			37
Whiteboard Prompt			91
Taste Test: Vegan Marshmallows			41
June Library Loot Box			3
Teen Advisory Board	1	4	
Teen Read-a-Thon	1	21	
Teen Roars + Rolls	1	6	
Total	3	31	172

Total number of in-person programs	38		
Total number of in-person attendees		1137	
Total number of self-led attendees			2236

Tech Services

Items Processed	824
Volunteer hours (inc. Home Delivery)	60.75

STATISTICS FOR MONTH OF JUNE 2026

	June 2026	*June 2025*	YTD	*YTD 2025*	% change
ALL CIRCULATION	**40321**	**38548**	**203328**	**205409**	-1.0%
PHYSICAL MATERIAL CIRCULATION	35190	33977	172188	175363	-1.8%
E-MATERIAL DOWNLOADS	5131	5012	31140	30046	3.6%
HOURS OPEN	235	222.5	1444	1465.5	-1.5%
Circulation per hour open	**149.74**	**152.71**	***new metric starting 5/26**		

		YTD
HOLDS FILLED **FOR PHPL** BY OTHER CAFÉ LIBRARIES: -	3807	*20120*
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES **BY PHPL**: +	2483	*13531*
Crossovers to PHPL from other library communities: +	7797	*36894*
Crossovers from Sussex to other CAFE libraries: -	1261	*6688*
NET LENDING:	**5212**	23617

PHYSICAL CIRC:	**Sussex**	**Other**	**TOTAL**	2025
	13325	21865	35190	33977

Cards issued: 176

Reference questions answered: 2825
Informational questions answered: 246

Library visits this month: 14,256

Materials purchased: 529
(year to date total:) 3700

Study Room usage: 131
One-on-one technology lessons: 30
Fax Service: 17

In-person programs: 38
In-person attendees: 1,137

Meeting Room Use:
Quad Room: 28
Small meeting room: 20

INTERNET USE:** 400 sessions
TOTAL HOURS:** 241.00
AVG. SESSION:** 36 minutes
Website visits: 7013 sessions
***includes wireless network**
****wired access only**

Pauline Haass Public Library

Account numbers	Accounts	2025 Actual	2026 Budget	2027 Budget	$ change 2026-27	% change 2026-27
	EXPENDITURE ACCOUNTS					
	GENERAL OPERATIONAL EXPENDITURES					
60800	**Expenses** Years of service awards (5 yr. increments); Hosting APL, CAFÉ, & Bridges mtgs; cards/gifts (condolences, congratulations); Coffee cart (offset by misc. income); board expenses; onboarding	$1,177	$1,325	**$1,365**	$40	3.02%
61100	**Insurance** (property, liability, cyber) per TW	$10,564	$11,680	**$9,904**	($1,776)	-15.20%
61200	**Telephone & Internet** phone $600 approx yearly; Internet access (TEACH) $1200 ($100/month); 1 staff hotspot ($120). (Circulating hotspot data plans in Materials line.)	$1,451	$1,920	**$1,920**	$0	0.00%
61300	**Heat (gas)**	$8,433	$11,845	**$12,200**	$355	3.00%
61400	**Electricity**	$24,752	$28,024	**$29,705**	$1,681	6.00%
61500	**Sewer & Water (and stormwater utility)**	$4,686	$3,893	**$4,010**	$116	2.99%
61700	**Bldg Maintenance/supplies** to maintain a **building used by 135,073 visitors in 2025**. Repairs, softener salt, bulbs, tools, batteries, trash can liners, restroom paper products, plumbing parts, paint, etc. Quarterly preventative spraying for pest control.	$14,563	$10,500	**$10,500**	$0	0.00%
61710	**Grounds Maintenance** Care & enhancement of front raised flower bed; exterior pest control treatment (seasonal).	$401	$550	**$500**	($50)	-9.09%
61800	**Processing Supplies** These are the supplies to cover books, package A.V. and other items, apply RFID tags (security), and more. We buy in bulk.	$11,610	$10,444	**$10,050**	($394)	-3.78%
61900	**Office Supplies** (Specialty paper for handouts/brochures is in Marketing & PR line) Includes $200 for AS display supplies and $200 for YS display supplies.	$3,353	$3,250	**$2,990**	($260)	-8.00%
62100	**Equipment maintenance** Includes photocopier maintenance contracts; annual maintenance and support for self check, security gates, and RFID readers.	$6,035	$5,510	**$6,108**	$598	10.85%
62150	**Building Systems maintenance** Fire & motion monitoring services; HVAC equip pm contract plus digital controls pm & support; quarterly and annual inspections of sprinkler system, fire alarm system.	$28,802	$18,500	**$16,795**	($1,705)	-9.22%

Account numbers	Accounts	2025 Actual	2026 Budget	2027 Budget	$ change 2026-27	% change 2026-27
80610	**Equipment & furnishing replacement (computer replacement is 80600)** This line is for small-ticket items that break or wear out such as barcode scanners, fax machine, shredder, kitchen appliances; Capital Fund is for larger items.	$1,075	$2,100	**$1,656**	($444)	-21.14%
62300	**Maintenance & Repair of Materials** Includes replacing cases; lost ILL items; fees for material recovery.	$453	$375	**$400**	$25	6.67%
62810	**Mileage** Mileage to meetings, workshops, etc. Also includes mileage to purchase supplies. Travel to conferences (inc. mileage) in CE line.	$642	$690	**$690**	$0	0.00%
62820	**Continuing Education** Conferences (inc. travel, lodging, expenses), courses, workshops & classes. Director req. to average 20 CE credits per year for state certification. CE budgeting for all staff is a requirement for Waukesha County Standards Certification; Staff Dev. Days food and presenter costs. PLA Conference every other year; otherwise state association conferences.	$4,992	$5,400	**$5,185**	($215)	-3.98%
62830	**Memberships** Professional organizations: ALA, WLA, WILS. Membership fees are partially offset by the conference & processing supply discounts included.	$1,064	$1,280	**$1,100**	($180)	-14.06%
62900	**Marketing and PR** Professional printing of select promotional materials inc. welcome brochures, seasonal event guides, and banners; recognition for volunteers; outreach supplies; social media promotions; plotter costs for printing of large posters by Village; domain name. SEE ALSO Programs. SEE ALSO Equipment Maintenance for in-house color copying costs	$8,588	$5,897	**$5,767**	($130)	-2.20%
63000	**Legal fees** Funds in reserves to cover overages. Not always used, but when it is, goes very quickly. Funding for this also in reserves.	$0	$2,100	**$1,800**	($300)	-14.29%
63100	**Annual Audit** (per TW)	$5,947	$6,240	**$4,600**	($1,640)	-26.28%
63200	**Accounting** Civic Systems ERP software share = $3133. ACA notices sent by accounting firm; direct deposit costs; bank service fees. **Village finance dept staff costs are included in Wages & Salaries.**	$2,193	$5,783	**$5,063**	($720)	-12.45%
63300	**Postage**	$191	$550	**$430**	($120)	-21.82%

Account numbers	Accounts	2025 Actual	2026 Budget	2027 Budget	$ change 2026-27	% change 2026-27
63400	**Programs** for children, teens, and adults. **In 2025 the library provided 407 events/programs with 14,142 attendees. It also provided 134 self-led or drop-in activities (reading challenges, scavenger hunts, etc.) with an additional 24,219 participants. This budget line covers both types of programs/activities.** Program costs are offset by Friends of the Library funding and other grants, and supplemented by donations.	$13,226	$13,705	**$13,970**	$265	1.93%
63500	**Misc. furnishings, equip.** (new items; not replacements) In some years we opt to put projected surplus funds into this line and move up the purchase of needed equipment, so lots of variance in line.	Overspent intentionally in 2025 given projected surplus (this is true most years). $7,431	$2,588	**$2,160**	($428)	-16.54%
60210	**Cleaning and cleaning service**, six days/week year-round.	$27,875	$29,310	**$28,516**	($794)	-2.71%
OPERATIONS	***Subtotal for general operational expenses***	*$189,505*	*$183,460*	***$177,385***	($6,075)	-3.31%
	MATERIALS EXPENDITURES				$0	
MATERIALS	Books, magazines, newspapers, AV, replacement of damaged and lost materials. Digital content: ebooks, digital audio/video/music, digital magazines. Databases inc. Consumer Reports, Ancestry, more. Data plans for circulating wifi hotspots. Library of Things.	*$139,234*	*$149,281*	***$149,534***	$253	0.17%
	STAFFING EXPENDITURES					
60100	**Wages & salaries** This number assumes a 3.5% increase in wages for staff. This line also includes wages for maintenance, IT, and communications shared positions with Village as well as small portion of finance dept staff costs. Proportionate benefit costs for Village positions utilized by PHPL are included in lines below. **In 2027, FT Adult Services Manager added.**	Inc. 60100 and 60200 (Village separates). For 2025, insurance opt-out total (included here) was $25,566. $885,705	$885,855	**$975,703**	$89,848	10.14%
60105	**Unemployment** (funds allocated to this in reserves; not used most years.)	$0	$0	**$0**	$0	
60500	**Pension for eligible PHPL staff & Village employees (WRS rates inc. to**	$42,229	$53,250	**$58,948**	$5,699	10.70%
60600	**Payroll tax**	$66,015	$67,768	**$74,641**	$6,873	10.14%

Account numbers	Accounts	2025 Actual	2026 Budget	**2027 Budget**	$ change 2026-27	% change 2026-27
60700	**Health & Dental insurance -** prev. year actuals do not include opt out payments even though opt outs are budgeted in insurance line	$44,804	$117,030	**$119,654**	$2,624	2.24%
60900	**Life and AD&D insurance**	$988	$994	**$1,024**	$30	3.06%
61000	**Workers compensation** (per TW)	$2,651	$4,289	**$3,664**	($625)	-14.57%
PERSONNEL	***Subtotal of wages, salaries, & benefits***	*$1,042,392*	*$1,129,185*	***$1,233,636***	$104,451	9.25%
	TECHNOLOGY RELATED EXPENDITURES					
80400	**IT support** (MSP contract with Ignatek. Website hosting with Library Market beginning October 2026. Line also includes software licenses for RFID equipment, public computer time management system, website hosting, and social media archiving service.)	$31,094	$26,435	**$28,097**	$1,662	6.29%
80410	**Automation supplies** (receipt paper, library cards)	$941	$1,037	**$980**	($57)	-5.48%
80420	**Public computer supplies** (this line offset by R000-50750)	$300	$360	**$320**	($40)	-11.11%
80430	**Automation Maintenance** Café contract which includes: ILS licenses & hosting, OCLC access, Mobile app, Message Bee, admin costs, and more.	$31,707	$31,565	**$29,142**	($2,423)	-7.68%
80600	**Computer additions and replacements**	$11,572	$9,669	**$8,150**	($1,519)	-15.71%
TECHNOLOGY	***Subtotal of technology expenses***	*$75,614*	*$69,066*	***$66,689***	($2,377)	-3.44%
	Total operational expenditures	$1,446,745	$1,530,992	**$1,627,244**	$96,252	6.29%

Account numbers	Accounts	2025 Actual	2026 Budget	2027 Budget	$ change 2026-27	% change 2026-27
	REVENUE ACCOUNTS					
R000-50100	**Revenue from Sussex**	$764,978	$770,460	**$797,460**	$27,000	3.50%
R000-50350	**Revenue from adjacent counties** 2027 payments by county: Washington - $30,526.20; Dodge - $922.40; Jefferson - $549; Prairie Lakes System - TBD)	$25,725	$27,118	**$31,998**	$4,880	17.99%
R000-50400	**Late fees** est as of June 2026; revisit at year end	$14,091	$14,430	**$14,600**	$170	1.18%
R000-50500	**Copier sales** 2025 up considerably and 2026 tracking similar	$1,276	$995	**$1,100**	$105	10.55%
R000-50700	**Grants** (Bridges grants; Friends funding)	$16,377	$13,100	**$13,800**	$700	5.34%
R000-50750	**Office supplies sold / public printing**	$3,575	$3,740	**$3,850**	$110	2.94%
R000-50900	**Material replacement**	$3,662	$3,170	**$3,339**	$169	5.32%
R000-55000	**Interest earned**	$8,399	$8,490	**$8,490**	$0	0.00%
R000-57500	**Miscellaneous income**	$4,564	$4,600	**$4,600**	$0	0.00%
R000-59500	**Waukesha County library tax revenue**	$628,272	$685,686	**$708,358**	$22,672	3.31%
R000-59900	**Transfer from other funds:**	$0		**$0**	$0	
R000-59990	**Transfer from designated reserves of Fund 000** Transfer from technology replacement line to cover new computers and other equipment (80600); remainder of 80600 to be funded with Bridges block grant.	$0		**$6,150**	$6,150	
R000-59999	**Use of fund balance** To begin new fulltime position in January 2027	$0		**$33,500**	$33,500	
	Total revenue	$1,470,919		**$1,627,244**	$159,576	10.87%

Designation of General Fund (Fund 000) reserves

General Fund (Fund 000) reserves available as of 12/31/2025, per Village Finance Director:	**$919,409**

Current Designations		Comments
WORKING CAPITAL at 22.93% of 2026 operating budget	$375,348	VOS keeps 3 mo. operating costs on hand, but this inc. their depreciation fund. Similarly, PHPL could use Fund 410 to supplement this.
VACATION PAYOUTS upon separation (beyond budgeted capacity)	$15,000	When FT or salaried staff leave, they are due current year's unused vacation plus what has been earned but not yet accrued. Usually, sub hours for desk coverage mean minimal savings while position is vacant.
UNEMPLOYMENT INSURANCE	$15,000	Re-build to $15k. Note: if part-time staff lose their other job, PHPL must pay a proportionate amount of their unemployment compensation.
INSURANCE DEDUCTIBLE	$10,000	Re-build to $10,000
CAFÉ & Bridges overages: PHPL budget is due before CAFÉ & Bridges budgets are set.	$10,000	Re-build to $10,000.
COVERAGE FOR EXTENDED STAFF SICK LEAVE	$40,000	If staff with significant accumulated leave takes a long-term leave, we will be paying wages for both the employee and a substitute.
LEGAL FEES	$60,000	Re-build as necessary to keep at $50,000.
FUTURE NON-CAPITAL EQUIPMENT & FURNISHING REPLACEMENT OR REPAIR (budget line 80610)	$25,000	Re-build to $25000.This covers media cleaners, refrigerator, drinking fountains, etc. To enable replacement when failure of item was not anticipated at budget time.
SELF-INSURANCE FOR REPAIRS TO SECURITY SYSTEM & SELF CHECK MACHINE	$40,000	Re-build to $20,000.
BUILDING MAINTENANCE and BUILDING SYSTEMS MAINTENANCE to supplement when there are significant unanticipated costs.	$90,000	Re-build to $50,000 or higher.
INTERIOR PAINTING, as needed	$6,000	Re-build to $5,000 or higher.
CONSULTING/OUTSOURCED PROJECTS, with Board approval	$110,000	Anticipating schematic design, feasibility, other studies in upcoming years.
GAS or ELECTRIC OVERAGES to supplement E000-61300 and 61400 as needed.	$16,000	Re-build to $15,000.
COMPUTER REPLACEMENT & NEW TECHNOLOGY FUND	$65,061	Re-build to $50,000.
DIGITAL SIGNAGE REPLACEMENT and additions	$10,000	Re-build to $10,000.
SHELVING & EQUIPMENT CHANGES and additions for materials collections	$32,000	Re-build to $32,000.
UNDESIGNATED	**$0**	
check	$0	