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, October 21, 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 September 16, 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) Resolution of appreciation for former trustee Greg Zoellick
   b) Website redesign demo and discussion
   c) 2027 Holiday Closings and Hours: discussion and action
   d) Review of Trustee Essentials 17 (Membership in the Library System) and 24 (Library Friends and Library Foundations)

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 September 16, 2026 Board meeting
Pauline Haass Public Library

Called to order: 6:07 p.m.

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

Approval of minutes from previous meeting(s):

Bougie/DeLonge motion approve minutes of August 26, 2026 Board Meeting Minutes; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report:
Revenue and Expenditure Guidelines for August 2026; Roubik/DeLonge motion to accept as presented; motion carried.

Action on Bills: Prepaid bills in the amount of $0, P-card bills in the amount of $4,290.67, Bills in the amount of $6,608.80, August 2026 Expenses in the amount of $108,616.27; Roubik/Schultz 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:

Loria presented updates on the Capital Plan; the board discussed the potential 2027 items; no action required.

Following a review of the revised Posting and Distribution of Materials policy; Houts/DeLonge motion to accept as presented; motion carried.

Loria updated board members verbally on the Strategic Plan activities; no action required.

Meeting adjourned at 7:09 p.m. by Roubik/Hacker motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

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October 21, 2026
Director's Report to Library Board

Agenda Items

Resolution of appreciation for former trustee Greg Zoellick: Greg is able to join us for this agenda item, so I will place it at the top of the agenda after the approval of last month's minutes. President Bougie will present the resolution thanking Greg for his years of service on the Library Board. Greg has been a true and tireless library advocate, and his dedication to the library and the community it serves has been deeply appreciated. The resolution is included in your packets this month.

Website Redesign Demo: As previously reported, we pushed back the timeline for our website redesign after determining that the initial design concept wasn't quite what we were looking for. Since then, we've worked closely with Library Market on the design and we've reached a point where we're happy with the direction it's taking. At the meeting, I'll be able to walk the Board through a mockup of the new site and highlight some of the changes and improvements.

The mockup is hosted on a staging site, so it's important to keep in mind that what you'll see isn't quite the finished product. Some elements, including the overall scale and appearance, will look a little different when the site goes live, and there are still details being refined.

Meanwhile, a tremendous amount of work is happening behind the scenes. Staff have been reviewing, rewriting, and reorganizing content throughout the website, with an emphasis on making information easier to find and understand. We've also been taking new photographs to incorporate into the site and give it a more personal, distinctly PHPL feel. There's still plenty of work ahead, but I'm excited to finally be able to share a preview of what we've been working toward!

Closed Days 2027: As we prepare to set the library calendar for next year, I'd like the Board to review and approve the days we will be closed in 2027. In addition to the holidays and closings specified in the Personnel Policy, there are two staff in-service days, as usual. I'm also recommending that we repeat this year's practice of closing on the Saturdays before Memorial Day and Labor Day. Staff feedback has been overwhelmingly positive, including from employees who don't typically work weekends. There's something particularly appreciated about a weekend when the entire staff is off, rather than some employees having to work while others are away. We have not received complaints from the public, so it appears that the impact on

the public has been minimal. Given the positive effect on staff morale and well-being at such a small cost to service hours, I recommend continuing this practice moving forward.

I'd also like to propose an additional early closing for New Year's Eve. I continue to receive questions about this day, which is a paid holiday for all Village of Sussex employees except library staff. I can see both sides of the issue: as with the day after Thanksgiving, it's reasonable that people would want to use the library, but it's also understandable that library employees would appreciate greater consistency with the holiday schedules of other Village employees. New Year's Eve is also a paid holiday at many, though not all, libraries in our system.

As a compromise, I'd like to propose closing at 1:00 PM on New Year's Eve. This would allow our regular delivery service to take place and give patrons time to pick up holds and take care of other library business. We'd also like to offer a "Noon Year's Eve" program for children and families, giving patrons a fun way to celebrate before the library closes. A 1:00 PM closing would allow staff to enjoy a substantial portion of the day off while maintaining some public service hours. I'm proposing this as an adjustment to our operating hours, rather than an additional paid holiday.

Trustee Essentials: I've included two Trustee Essentials this month that I thought would be useful to revisit, particularly as we welcome a new trustee to the Board. The first, *Membership in the Library System*, is timely because our annual membership agreement with Bridges Library System comes up for renewal next month. The renewal itself is largely a formality, with the Board reviewing an updated addendum outlining the coming year's costs, but it's a good opportunity to review what system membership entails, the services and resources it provides, and our responsibilities as a member library.

The second, *Library Friends and Library Foundations*, provides an overview of the roles these organizations play in supporting public libraries and their relationships with library boards. We're fortunate to have both an active Friends group and a Foundation, and I thought it would be helpful to revisit their distinct roles and the ways they support our library.

Non-agenda Items

Self-Check Replacement and Print Management: Following our last meeting, I met with our EnvisionWare representative to continue discussing whether to postpone replacement of our self-check machine. During that conversation, we learned that although we had previously understood our machine would reach end of life this year, our particular model will actually remain supported until 2028. This gives us additional flexibility to defer replacement and consider directing those capital funds toward another technology need: print management. Print management software allows library patrons to send print jobs from public computers to a centralized printer or copier, typically with a system for tracking jobs, collecting payment, and releasing documents when patrons are ready to retrieve them. Our current setup relies on individual printers connected to public computers, with patrons paying for their prints essentially on the honor system. Color printing requires staff assistance to send jobs to the copier.

Several of our individual printers are reaching the end of their useful lives, making this a good time to reconsider our approach rather than simply replacing them. Conversations with other library directors suggest that no print management system is without its challenges, but a centralized solution could offer several advantages, including more secure handling of print jobs, better accountability for printing charges, less staff involvement in routine printing, and fewer devices to maintain in the public computer area.

I'm exploring the available options and believe this may be a more worthwhile near-term investment than replacing the self-check machine. A new system would also allow us to restore mobile printing, a service we've wanted to formally replace since discontinuing our previous solution (PrinterOn). The funds already budgeted for self-check replacement would more than cover the initial cost of a print management system. There would be an ongoing annual expense, but it appears manageable within our operating budget. I wanted to share this change in direction with the Board before proceeding, and I welcome any questions or concerns.

CE & Professional Development: Maura Flanagan and Jennie Bahnaman attended **Chamber 101** in Menomonee Falls, presented by Aaron Miller, President and CEO of the Chamber of Northern Waukesha County. The session highlighted the Chamber's resources and opportunities for building relationships, increasing visibility, and connecting with the business community. They also learned how to use the Chamber's online portal to promote library events.

Maura attended the **Teen Think Tank** hosted by Bridges Library System, where teen librarians exchange ideas, experiences, and resources. Discussion topics included summer programming successes and challenges, low-preparation program ideas, and upcoming winter reading programs.

Several of our staff attended **Tech Days WI**, a free annual webinar series sponsored by Wisconsin's 15 public library systems. Topics included ethical and community-centered AI use, AI book clubs and digital literacy for seniors, technology assistance through teen volunteers, and policies and collection practices for AI-generated materials.

Mykah also began *Making a Collection Count: Collection Management Basics*, an online course offered by the UW–Madison Information School. The course covers collection management from selection and acquisition through weeding and the collection life cycle. It will strengthen Mykah's collection management skills and provide an opportunity for the department to refresh its knowledge alongside her.

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

Adult Services & Collections

September was a busy month for Adult Services! We put funds generously approved by the **PHPL Foundation** toward a **new shelving unit for the New Book area, updated signage, and genre shelf markers**. The new shelving unit was installed, and the seating area reconfigured to improve the flow and visibility of the space, with signage now in place and genre markers in progress. We are very pleased with the results, as patrons are naturally discovering the expanded New Book display. Because new books are among our most-circulated materials, these improvements will help keep them visible and accessible for longer periods, supporting continued circulation and discoverability.

Mykah Snyder, Adult Services Librarian, led her first library program, **Libby Made Simple,** introducing patrons to browsing and borrowing eBooks, digital audiobooks, and magazines, as well as connecting Libby to Kindle devices. Mykah provided a hands-on demonstration of the app and highlighted features that make digital reading and listening more convenient.

Jennie stepped in to lead a **Cozy Journaling** program originally planned by Jessie Wishart, who recently left the library for a full-time position. The program offered a relaxing environment with soft music and fall-themed snacks, along with journaling prompts to encourage reflection and creativity. Participants explored traditional, bullet, and creative journaling techniques.

Mykah and Youth Services Associate MJ Jorn collaborated to facilitate a **seasonal Memory Café, Taste of the Orchard**. Mykah has taken the lead on the library's Memory Cafés and now serves as our representative to the Library Memory Project through Bridges Library System. Attendees explored six apple varieties through touch, smell, and taste, enjoyed apple trivia and dips, and made peanut butter and birdseed bird feeders in an activity planned by MJ. Both staff members drew on their experience connecting with attendees and caregivers to encourage conversation, reminiscence, creativity, and social connection.

Teresa Douglas, Youth Services Manager, offered a **Braiding Basics workshop** for adults, teaching traditional, French, and other braiding techniques. Attendees practiced together using mannequin heads, creating an interactive and hands-on learning environment. Teresa will also offer a braiding session for teens in December.

The library partnered with Melissa Dehne, Adults Over 50 Coordinator for Sussex Parks & Recreation, to co-sponsor a well-attended presentation on the **"History of the Milwaukee County Zoo."** A representative from the Zoological Society discussed the zoo's origins and how animal care and zoo practices have evolved since the 19th century.

Nick collaborated with the Wisconsin Bureau of Consumer Protection to coordinate *AI and Consumer Protection*, a presentation examining the benefits and risks of artificial intelligence, including its use in scams, deepfakes, and phishing. The program helped attendees better understand emerging threats and navigate an increasingly AI-powered world.

Teen Programs & Services

Teen programming continued to see strong participation through passive activities, including **Make It Teen: DIY Fidget**, **Taste Tests: Flavored Popcorn,** and a **Whiteboard Challenge** in the Teen Space. At the **Teen Advisory Board meeting**, members worked on promotional materials and selected dates for their upcoming holiday card drive. For this year's holiday service project, TAB members will collect donated cards, write personal messages, and distribute them to local senior living facilities and Meals on Wheels recipients.

Maura continued **outreach with a visit to Hamilton High School** during lunch periods, connecting with students to share library information and small giveaways.

Maura also completed weeding the Young Adult Fiction collection. A few boxes of withdrawn books were provided to the Friends for their November Book & Bake Sale, while the remaining books were donated to a **Boys & Girls Club** camp in Waukesha County. Staff there were enthusiastic about the donation and plan to share books they cannot use with other Boys & Girls Club locations throughout the greater Milwaukee area.

During the donation drop-off, Maura connected with Boys & Girls Club staff to discuss additional opportunities to share library resources with their youth and families. The organization also expressed interest in receiving future donations of discarded newspapers and magazines, opening another avenue for collaboration.

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

September marked the return of our fall storytime sessions. **Family Storytime** began its 12-week session on September 8, with 482 attendees across 11 sessions during the month. **Baby Storytime** also returned from its summer hiatus and has seen significant growth, with as many as 28 babies and caregivers attending a single session. September's three Baby Storytimes drew a total of 80 attendees. **Nightlight Storytime** also resumed, now led by Youth Services Associate Peyton Impola following Monica Weis's retirement. Its first fall session welcomed 33 attendees on September 14.

KidsLab programs returned for the school year as well. **Early Explorers** welcomed six children in grades 1–2 to create foil disco balls, while ten children in grades 3–6 made Fall Fairies at **Advanced Adventurers**. Youth Services Librarian Emily Bolwerk also introduced **Fiber Arts Lab**, an expansion of the former Sew XO program that incorporates a wider variety of fiber arts. Five participants created fabric scrap bookmarks using sewing machines in September, with cross-stitch and crochet projects planned for future sessions.

On September 18, we partnered with the Village's Fire and Rescue Team for a special **Fire Truck Storytime** that drew an impressive 217 attendees. Four members of the department participated by reading stories, answering questions, demonstrating their firefighting gear, and showing children a fire truck and ambulance. Highlights included watching the ladder extend with a firefighter climbing to the top and getting to sit inside the fire truck. Many children arrived dressed as firefighters or wearing fire truck-themed clothing, adding to the excitement. This was a wonderful community partnership that we hope to repeat.

Toddler Time welcomed 259 attendees in September, while LEGO Club drew 48 young builders. Make It! Junior distributed 100 take-home owl ornament craft kits.

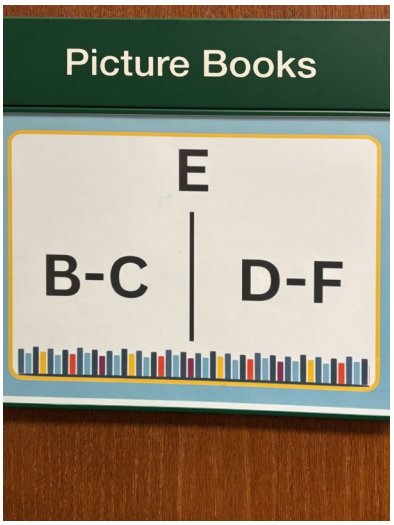
Department Updates

The Youth Services Department transitioned from its summer reading theme to fall, with updated displays and play areas. Youth Services Associate MJ Jorn brought back the popular "Batty for Books" bulletin board, featuring a cave, bats, and themed book recommendations, while the play kitchen returned to the children's area.

Staff also completed several projects to improve the department's organization and appearance. Over the summer, the team tracked usage of printed booklists to identify which were most useful to patrons. Based on those findings, they consolidated the booklists from two wall displays to one, reducing printing and maintenance while retaining the most popular recommendations. The complete collection of booklists remains available to staff as a readers' advisory resource.

Removing the second display also created an opportunity to refresh the KidsLab entrance. Staff removed an aging decorative tree, Peyton Impola repainted the walls using leftover paint, and a new bulletin board was installed to make KidsLab program information more visible.

Additional improvements to the department included updated, colorful endcap signs and new alphabet markers for the picture book shelves, making the collection easier for patrons to navigate and staff to shelve.



<u>Jennifer Steffes, Circulation Manager, reports on recent department activities:</u>

September was another strong month for circulation, with 29,741 checkouts, exceeding September 2025 despite the library being open ten fewer hours. PHPL ranked fourth in circulation among the 24 Bridges libraries and third in check-ins, with 22,319 items returned. In addition to processing these returns, circulation staff handled holds, prepared materials for transit, and returned items to the shelves.

With some of our summer Pages returning to college, Emma has transitioned from a Youth Services Page to a general Page position. Our new Circulation Clerks, Shelly and Elaine, continue to gain experience and become more familiar with circulation procedures and policies.

Staff also spent considerable time dusting, organizing, shifting, weeding, and shelf reading throughout the collection. After a record-setting summer, getting the shelves back in order has been a significant undertaking!

Adult and Youth Reference	**Totals**
Youth Reference Ques.	206
Youth Information Ques.	48
Adult Reference Ques.	464
Adult Information Ques.	53
One-on-One Tech Help	14
Study Rooms use	125
Faxes	19
YS Book Bundles (bundles assembled)	91
YS Book Bundles (items checked out)	371
1000 Books Before Kindergarten total books read:	2,329
YS Coloring pages	720
Teen volunteer hours:	9.5

Children's Programs	**# of events (in-person)**	**In-person Attendance**	**Self-Led (Passive)**
***all-ages events**			
1,000 books before Kindergarten new registrations			5
Toddler Time	4	259	
LEGO Club	1	48	
Make It Junior			100
Storytime	11	482	
Nightlight Storytime	1	33	
Baby Storytime	3	80	
Fire Truck Storytime	1	217	
Advanced Adventurers	1	10	
Early Explorers	1	6	
Fiber Arts Lab	1	5	
Outreach	3	88	
	27	1228	105

Adult Programs	**# of events (in-person)**	**In-person Attendance**	**Self-Led (Passive)**
***all-ages events**			
Libby Made Simple	1	13	
Cozy Journaling	1	2	
Memory Café: Taste of the Orchard	1	14	
History of the Milwaukee County Zoo	1	37	
AI and Consumer Protection	1	19	
Braiding Basics	1	8	
Tuesday Afternoon Book Club	1	4	
Books To The Future	1	3	

Reading Between the Spines	1	5	
Mystery Book Club	1	11	
Shelf Indulgence Book Club	1	5	
Total	11	121	0

Teen Programs	**# of events (in-person)**	**In-person Attendance**	**Self-Led (Passive)**
***all-ages events**			
Make It Teen			18
Taste Testing: Popcorn			42
Guess The Book			1
Whiteboard Prompt			37
Teen Advisory Board	1		8
Hamilton HS Outreach			77
Total	1	0	183

STATISTICS FOR MONTH OF SEPTEMBER 2026

	Sept. 2026	*Sept. 2025*	YTD	*YTD 2025*	% change
ALL CIRCULATION	**35251**	**33429**	**318986**	**317966**	0.3%
PHYSICAL MATERIAL CIRCULATION	29741	28675	271202	273870	-1.0%
E-MATERIAL DOWNLOADS	5510	4754	47784	44096	8.4%
HOURS OPEN	238.5	248.5	1909	2173	-12.1%

Circulation per hour open: 124.70

		YTD
HOLDS FILLED **FOR PHPL** BY OTHER CAFÉ LIBRARIES: -	3481	*29294*
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES **BY PHPL**: +	2336	*20498*
Crossovers to PHPL from other library communities: +	6353	*59540*
Crossovers from Sussex to other CAFE libraries: -	970	*10387*
NET LENDING:	**4238**	40357

PHYSICAL CIRC:	**Sussex**	**Other**	**TOTAL**	2025
	11611	18130	29741	28675

Cards issued: 84

Reference questions answered: 670
Informational questions answered: 101

Library visits this month: 10,214

Materials purchased: 725
(year to date total:) 5702

Study Room usage: 125
One-on-one technology lessons: 14
Fax Service: 19

In-person programs: 38
In-person attendees: 1341
Meeting Room Use:
Quad Room: 34
Small meeting room: 14

INTERNET USE*: 327 sessions
TOTAL HOURS:** 235.87
AVG. SESSION:** 43.28 minutes
Website visits: 5,185 sessions
****wired access only**

PAULINE HAASS
— PUBLIC LIBRARY —

Resolution of Appreciation
Pauline Haass Public Library Board of Trustees

Date: October 21, 2026

WHEREAS, Greg Zoellick began his service to the Pauline Haass Public Library Board of Trustees in May 2019, following his election to the Village of Sussex Board, and served as the Village Board liaison to the Library Board through 2026; and

WHEREAS, Greg served on the Library Board's Budget and Finance Committee from 2019 through 2026, contributing to the responsible stewardship of library resources and financial planning; and

WHEREAS, as a member of the Buildings and Grounds Committee from 2019 through 2026, Greg brought valuable knowledge and experience from his many years of service as Deputy Fire Chief for the Village of Sussex, during which he developed extensive familiarity with the library's building systems and maintenance needs; and

WHEREAS, in 2021, Greg helped review proposals, interview consulting firms, and recommend the firm selected to conduct the library's 2021–2022 Space Needs Study, and further supported this important planning effort through his service on the Space Needs Study Advisory Task Force; and

WHEREAS, throughout his tenure on the Village Board, Greg was a dedicated advocate for the library, consistently championing its needs and emphasizing the importance of thoughtful, long-range planning to ensure that library facilities and resources would continue to meet the needs of a growing community; and

WHEREAS, his commitment to public service, institutional knowledge, and steadfast support for the library have made a meaningful and lasting contribution to the Pauline Haass Public Library and the Sussex community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Pauline Haass Public Library hereby expresses its sincere appreciation to Greg Zoellick for his seven years of dedicated service, leadership, and advocacy on behalf of the library; and

BE IT FURTHER RESOLVED that the Board extends its gratitude and best wishes to Greg Zoellick upon the conclusion of his service in 2026, recognizing his contributions to the library's continued success and his commitment to securing its future for generations to come.

ADOPTED by the Board of Trustees of Pauline Haass Public Library on _____.

_____
President, Board of Trustees
Pauline Haass Public Library

2027 Closed Days at PHPL

Friday, January 1, 2027 — CLOSED – New Year's Day

Sunday, March 28, 2027 — CLOSED – Easter Sunday

Friday, May 7, 2027 — CLOSED – Staff In-Service Day

Saturday, May 29, 2027 — CLOSED – Memorial Day Weekend

Monday, May 31, 2027 — CLOSED – Memorial Day

Sunday, July 4, 2027 — CLOSED – Independence Day

Monday, July 5, 2027 — CLOSED – Independence Day (Observed)

Saturday, September 4, 2027 — CLOSED – Labor Day Weekend

Monday, September 6, 2027 — CLOSED – Labor Day

Wednesday, November 24, 2027 — OPEN – Day before Thanksgiving – close early (5 PM)

Thursday, November 25, 2027 — CLOSED – Thanksgiving Day

Friday, December 3, 2027 — CLOSED – Staff In-Service Day

Thursday, December 23, 2027 — OPEN – Day before Christmas Eve – close early (5 PM)

Friday, December 24, 2027 — CLOSED – Christmas Eve

Saturday, December 25, 2027 — CLOSED – Christmas Day

Sunday, December 26, 2027 – CLOSED – per Personnel Policy

Friday, December 31, 2027 — OPEN – New Year's Eve Day – close early (1 PM)

Saturday, January 1, 2028 — CLOSED – New Year's Day

TE17: Membership in the Library System

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals. To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a

properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other Trustee Essentials for details on these requirements, including Trustee Essential 2: Who Runs the Library and Trustee Essential 18: Library Board Appointments and Composition.)

2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see Trustee Essential 19: Library Director Certification for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least $2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

- Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections 43.11(3) and 43.13(1) and provides the financial support needed to administer the plan. (See the DPI website on public library planning and evaluation for more details on county library planning.)
- Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see Trustee Essential 26: The Public Library System Trustee—the Broad Viewpoint.)

Discussion Questions

- What are examples of ways your community's residents have benefited from library system services?
- What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff
- Division for Libraries and Technology staff

TE24: Library Friends and Library Foundations

"Friends" Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at www.ala.org/united/friends.)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children's summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a "wish list" of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends' activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

Library Foundations

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit

organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

Community Foundations

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken.

We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a "charitable contribution" to a "qualified organization." No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions (Publication #526): "To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS." The publication goes on to define as one type of "qualifying organization" any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See Trustee Essential 9: Managing the Library's Money for options for the deposit and handling of gifts and donations to the library.

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

Sources of Additional Information

- Your library system staff
- United for Libraries, formerly the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF)
- Wisconsin Library Trustees and Friends (WLTF)