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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, November 17, 2021, 6:30 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of:
 - a) October 20, 2021 Board meeting
 - b) November 1, 2021 Policy 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) Space Needs and Facility Study update: report and discussion
 - b) Collection Development Policy update: discussion and action
 - c) Internet Policy update: discussion and action
 - d) Black Friday promotion: discussion and action
 - e) Annual addendum to Bridges Library System Member Library & CAFÉ agreements: discussion and action on approval
 - f) Motion (with roll call vote) to convene into Closed Session pursuant to Wisconsin Statute 19.85(1)(c) *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, with respect to performance evaluation and compensation for Library Director.*
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

Adele Loria, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Adele Loria at 262-246-5180.

Minutes of October 20, 2021 Board meeting
Pauline Haass Public Library

Called to order at 6:30 p.m.

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

Bougie; Kojis motion to accept minutes of September 15, 2021 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: none.

Financial report: Revenue and Expenditure Guidelines for September 2021 accepted as presented by Vande Hei/Jilling motion; motion carried.

Prepaid bills in the amount of \$8.95, P-Card bills in the amount of \$3,639.79, September 2021 bills in the amount of \$20,892.27, and September 2021 expenses in the amount of \$90,899.12 approved by Vande Hei/Jilling motion; motion carried.

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

New Business: Board members discussed the Space Needs and Facility update.

Board members discussed updating the Purchasing Policy and accepted as presented approved by Vande Hei and Carran; motion carried.

The board reviewed the Trustee Essential 10: Developing Essential Library Policies.

Meeting adjourned at 7:17 p.m. by Roubik/Carran motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

Minutes of November 1, 2021 Policy Committee meeting

Pauline Haass Public Library, Small Meeting Room

Called to order at 8:35 a.m.

Roll call: Bougie, Kojis, Vande Hei present. Also present: Adele Loria, Library Director.

Committee members reviewed the Collection Development Policy and the Internet Policy, and will submit recommended changes at the November 17 Library Board meeting.

No action was taken.

Meeting adjourned at 10:14 a.m.

Respectfully submitted,

Adele Loria
Library Director

November 17, 2021

Director's Report to Library Board

If anyone would like to attend remotely this month, please let me know by Tuesday afternoon, and I'll set up a Zoom link.

Agenda Items

Pre-evaluation discussion: The Board will meet in closed session without the Library Director to discuss the Personnel Committee's summary evaluation, as well as 2022 goals for the director.

Space Needs and Facility Study Updates: The Core Workgroup met for the second time on October 29. The group reviewed the Goals for Success that were discussed at the first meeting; these goals represent the long term outcomes we hope to realize with our eventual building project. The draft of these goals is in your packets for review, but they will not be finalized until they are reviewed, revised, and agreed upon by the Advisory Task Force, which meets for the first time on Thursday, November 18.

The group also review the space needs study calculation, which I had worked with Bill Wilson to develop earlier in October. Using the space planning tool developed by FEH, we calculated a detailed space needs summary based upon service population (and projected growth), collections, technology, specialty spaces, seating, and programming. Based upon feedback from the group, I sat down with management staff to comb through the spreadsheet and make adjustments. After reviewing these changes with Bill and plugging them into the spreadsheet, we arrived at the space needs calculation that is included in your packets for review. You'll see there are two versions; one for a single floor facility, and one that assumes a second floor. This makes a significant difference in space needs because of the additional space needed for an elevator, staircases, and additional structural elements to support a second floor.

One additional piece of information the workgroup requested was a side-by-side comparison of the space available now with the estimated space needs. For instance, we'd be able to see what the calculation proposes for a lobby compared to what we have now, or for the children's collection, or the large meeting room, or any other particular space. FEH is working on this now. Once available, I think it'll be very helpful in further refining our estimated space needs and visualizing the proposed end product.

At the same meeting, FEH reviewed the initial (but not yet complete) facility condition assessment. I hope to have the completed version to share with you at our meeting Wednesday. The report contains both architectural and engineering systems (plumbing, HVAC,

electrical) and provides for each item the code/maintenance issue, a recommendation to correct, urgency level, and estimated cost. Please keep in mind the estimated cost is simply that, and many of these items would need to go out for bid and could fluctuate depending on conditions at that time. The urgency level ranges from recommended (nice to fix, but not mandatory) to required (for code compliance) to urgent (due to potential for water intrusion). As you'll see, there are items marked as urgent that we'll need to address regardless of the outcome of this study, and we'll want to review and incorporate these into the Capital Plan.

Since the meeting, the workgroup has been busy recruiting individuals for the Advisory Task Force. FEH provided us with a flyer and invitation letter template to assist workgroup members with these recruitments. In addition to reaching out to people directly, I've created a page on our website that provides information for the public on our project: <https://phplonline.org/planning-for-the-future/>. Becca Werginz helped me to create content for our email newsletter and social media channels, and we've been using these to promote the meetings.

Collection Development Policy: The Policy Committee met on Monday, November 1 to discuss both the Collection Development and Internet policies. Proposed draft policies are in your packets for review.

Throughout the Collection Development policy, the committee made minor changes for accuracy and readability. In addition, they and I looked carefully at the request for reconsideration procedure that begins on page 14. I believe the proposed procedure is more direct and transparent to the complainant, and provides multiple opportunities for library staff to address concerns in conversation. The procedure also lays out more clearly what happens after the Board has made a determination. A formatting note: There are a couple of long section breaks in the Collection Development policy; please just ignore those. I'll be able to fix them once I turn "track changes" off after the policy is finalized.

Internet Policy: In addition to minor changes for accuracy and readability, the committee is proposing changes to clarify that Internet access includes the wifi network and is not limited to computer workstations, and that the same rules and guidelines pertain to wifi users. Since much of the activity now takes place on personal devices, the policy also includes language on patrons' responsibility for protecting those devices as well as their personal information.

Black Friday: Recently our Circulation Manager Jennifer Steffes approached me with the idea of holding a "Black Friday Special" that would allow patrons to pay half of their overdue fees and have the other half forgiven. This would extend to overdue fees only, not lost or damaged items. I have seen several libraries do this in the past, and it is very well received with patrons. I think it is well worth considering. On the one hand, we will end up waiving some fines and thus losing potential revenue. On the other hand, it's very likely to bring in people who might not have paid off their fees otherwise. With this it has the potential to increase fine revenue and bring users back to the library. The purpose of this agenda item is to allow the board to consider whether to allow this promotion, and if so, what restrictions to put in place. I will bring

to the meeting some information on the total amount of outstanding overdue fees, and the amounts that other libraries who have done this ended up generating/waiving.

Annual addendum to Bridges Library System Member Library & CAFÉ agreements: This year only the addendum has changed in these agreements, because that section indicates the amount of money PHPL will receive from Waukesha County, from the Lakeshores Library System, and from the Bridges System (for Hoopla) in 2022. The agreement also stipulates the amount that will be paid to Bridges by the library for services and software including group cost sharing of databases, digital materials and the hardware, software, and personnel costs of running the ILS. Because these revenues and expenditures are determined by formulas, the Board's options are to accept this addendum or reject it; revisions are not an option. The 2021 budget request that the Library Board approved in July adequately reflects the numbers in this addendum, so I recommend acceptance. The addendum is included in your packets for review.

Non-agenda Items

Building Updates: As colder weather approaches, we have been working to prepare the building for winter, including shutting off outside water valves, storing hoses for winter, moving the Beastie inside (thanks to Mark Eesley for his help doing this!), and reviewing with staff when and how to turn on the heat tape.

Ideal Mechanical started their fall preventative maintenance this past week and should wrap up next week. Emcor, who provides preventative maintenance for our HVAC digital controls, visited to do their seasonal inspection and adjustments. While here, they generously offered to do a training on the system, which was a great introduction for Lisa and a very helpful refresher for me. They will return when Brian starts to train him as well. I am working to schedule trainings with as many of our contracted service providers as possible once he starts on November 15.

Continuing Education: In October I began a CE course through UW-Madison's iSchool on personnel management. Despite having on the job experience with management, I frequently wish I had more formal background in personnel and HR issues, particularly in understanding employment laws and developing effective and legal staff policies. This course will cover these issues and help me progress towards the 100 hour CE threshold I am required to meet to recertify as a library director every 5 years.

Lisa Ponto completed the Gale course "Introduction to PC Troubleshooting" which will help problem solve technology issues on-site and communicate more effectively with our technology contractor K12.

On October 18, Becca Werginz attended a webinar entitled "Kicked Out! How to safely ask someone to leave (without calling the police)." Becca reports that presenter Ryan Dowd shared tips for how to ask patrons to leave the premises without having to call the police or otherwise escalating the situation. These tips included being mindful of how emotions affect your safety,

keeping a backup person around in case things do escalate, and how to keep your body language neutral and non-combative.

On October 26, Teresa Douglas attended the third part of a fourteen part conference series about family engagement hosted by the Public Library Association. This session focused on what barriers could be affecting the community from using the library as well as what have been successful or not successful community involvement moments that we have had.

Jennie Bahnaman, Assistant Director/Adult Services Manager and Becca Werginz, Adult & Teen Services Librarian, report on Adult and Teen Services activities for October 2021:

Adult Programs & Services



On Wednesday, October 13 for the **October Make It** Jennie Bahnaman led 18 attendees in making **fall bath bombs**. The participants had a great time!

We hosted the **Victorian Undertaker** on Thursday, October 28 for a journey into the macabre. Retired funeral director Steve Person presented on Victorian rituals of death and superstitions, and brought authentic mortuary and embalming equipment that preceded modern funeral rites and practices. We had 36 attendees and received lots of positive feedback on this program!



Lisa Ponto led four members of the **Tuesday Afternoon Book Club** in a discussion of *The Book of Lost Names* by Kristen Harmel. Eleven members of the **Mystery Book**

Club gathered the following evening to discuss *Tell No One* by Harlan Coben. The **Wednesday Afternoon Book Club** met on October 20 to talk about William Kent Krueger's *This Tender Land*. The nine members unanimously agreed that it was the best book the club has read so far this year.

Teen Programs & Services

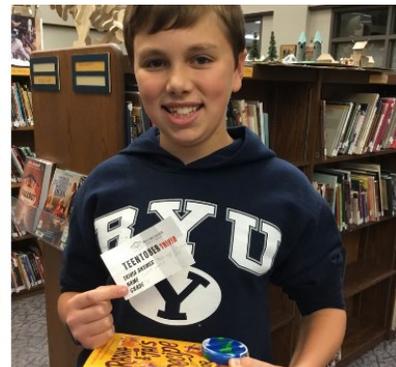
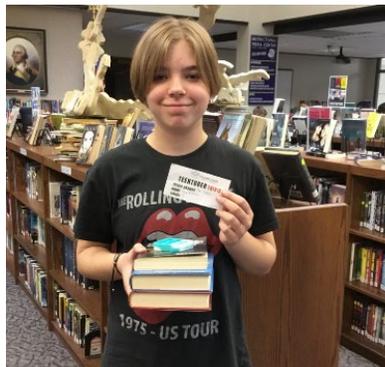
Fifteen teens took on the TeenTober Reading Challenge in October. To complete the challenge, they had to read three books from three different genres during the month of October. Once they finished the challenge, they collected their prizes from the library.



Three teens participated in Make It! Teen on October 26 and made mummy luminaries using mason jars, a tea light, gauze, googly eyes, and copious amounts of mod podge.

The library hosted a Halloween Scavenger Hunt between October 27-31 for kids and teens. Four teens completed the hunt and collected their prize.

This month, Becca coordinated with Anita Paque, the school librarian at TMS/SSI, on an outreach opportunity to the middle school to celebrate TeenTober. Each week, students were tasked with answering a trivia question for the chance to win a book bundle and a fidget toy. 44 teens participated in the trivia competition, and the winners were very happy with their prizes. Many thanks go to Anita Paque, the school librarian at TMS/SSI, and the library aides for helping with this outreach program!



Collection

Jennie Bahnaman finished weeding the Celebrations collection in Adult Non-Fiction, and Rachel Ruetz (Technical Services Manager) weeded the Adult Audiobook collection. Rachel also put together a Horror Movie display which had a lot of activity all throughout the month. Jennie put

a Dementia Conversations display together to promote our upcoming presentation from the Alzheimer's Association and to highlight our books on brain health and memory loss.

Valerie Johnson, Children's Services Manager and Teresa Douglas, Children's Librarian, report on Children's Department activities for October 2021:

Programs

Storytime moved seamlessly indoors at the end of the month, thanks to the preparation of the storytime presenters. They have been announcing that storytime will move indoors toward the end of the season since our first outdoor fall storytime. Registration forms were made in advance, sent out to our regular storytime families and opened to the public on our website. Families now register for storytime in advance or they can stop by the desk that morning to see if there is room. The librarian crosses them off the list, or adds them to the list, and hands them tickets for each member of their group. The tickets are then handed to the storytime presenter at the door when storytime begins. The tickets help the presenter know that everyone going in has checked in at the desk and helps us manage the number for each storytime.

This month our school-library partnership program, **Firsties**, came back after a hiatus last year. This program is carried out by children's librarian Teresa Douglas with the help of library associate Victoria VanZile. Each month the pair film a silly and unique video the kids watch in class that teaches about areas of the children's department, announces upcoming programs, and introduces other fun library features. The videos also include a password that the kids can report back to the children's desk to receive a small prize as well as a gem for their schools. The schools compete against one another to win a final prize for their entire first grade class. Kids who come frequently are considered "frequent Firsties" and are invited to a fun dance party for the whole family at the end of the year.

This year Firsties is running a bit differently with the inclusion of **Secondies**! Since the program took a break last year during the Covid pandemic, a whole class of students missed out on participating. Instead of skipping that class, Teresa decided to do a double program for this year only and include second graders as well. Students and families who have visited us during the month have expressed excitement about the program.

October also marks the annual **Wisconsin Science Festival** that takes place across the state. Libraries and communities create fun science activities for children and families to participate in. This year our program focused on mummification and ancient Egypt and ran October 21-24. The primary focus was an apple mummification demonstration created by library associate MJ Jorn. MJ also created beautiful and informative displays about mummies and mummification. MJ, along with library associate Katie Muller, took on the task of preparing KidsLab (which has been used for storage during Covid) and setting up displays and activities. Along with MJ's apple



mummification display and information, Katie made an ancient apothecary shop where the children chose an ailment then decoded hieroglyphics to determine what can cure the ailment. Samples of the cures were on display for the children to see. Families were invited to pre-register to receive a kit to mummify their own apple. Teresa created and packed 50 kits and included a graph for children to mark their apple's appearance on different days and a sheet of fun and interesting mummy facts.



With the success of the Storybook Scavenger Hunt this past summer, Teresa teamed up with teen librarian, Becca Werginz, and created a **Halloween Scavenger Hunt** for the whole family that ran October 27-31. For the children's scavenger hunt, families could come any time during open hours and use a handy google doc to find the monsters and submit their codes from the monsters for a chance to win a prize. Families needed to find 6 of the 8 hidden monsters in and around the library. Everyone had fun figuring out the riddles and finding the hidden monsters!



A surprising find this past month was that our American Girl of the Week videos that Teresa made last spring are still getting views each month, up to 50 per month! It is nice to know the community is still using these offerings and that others from further away places might be getting a bit of virtual programming from our library.

Outreach/Community Involvement



The library was back at Spooky Sussex this year! Children’s librarian Teresa Douglas came up with a new activity called Pick-A-Pop. Seven hundred ghost tootsie pops were made and the bottom of their sticks were colored to match a prize. Prizes included a goodie bag with a bookmark and stickers, fun pencils, bouncy balls, and light up rings to name a few. Children loved picking their ghost out of the Styrofoam pumpkins and seeing what color they got, even before they knew what prize they would get. Lots of library families came through the wicked woods and were excited to see the library there. We also received a lot of “we love the library” comments from all sorts of visitors!



Collection

For Halloween, Teresa Douglas set up a chapter book display of scary stories. Scary stories are a fan favorite of our chapter book readers so the display has been popular. Halloween picture books, movies, and CDs were also put on display and circulated briskly. Children’s associate Victoria VanZile has been hard at work keeping up our holiday display table, changing the books whenever a new holiday or event is coming up or taking off books when a holiday or event has ended.

Teresa also weeded the audiobook collection to free up space on the shelves and to prepare for RFID tagging.

Book Bundles

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	83	365
special request book bundles	1	12

Total	84	377
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Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	613
<i>Youth Information Ques.</i>	25
Adult Reference Ques.	418
<i>Adult Information Ques.</i>	28
One-on-One Tech Help	4
Value Line use	10
Study Rooms use	56
Faxes	7

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (9 sessions)		347*	
Family Storytime Grab and Go			261*
1000 Books Before Kindergarten new registrations			15*
Doggy Tales (2 sessions)		4*	
Make It Jr. grab and go distributed			150*
Make It Jr. report back (drawing tickets)			35*
Wisconsin Science Festival		98*	

Wisconsin Science Festival take home kits			35*
Wisconsin Science Festival sarcophagus take home kit			37*
Halloween Scavenger Hunt		96*	
Spooky Sussex outreach		800	
Firsties October video views			78*
Firsties Parent video views			93*
Firsties visits		79*	
Total		1,424	704

1000 Books Before Kindergarten total books read: 2129

Teen Volunteer hours for October: 21.5

Adult Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Afternoon Book Club (10/5)		4*	
Mystery Book Club (10/6)		11*	
Make It: Fall Bath Bombs (10/13)		18*	
Wednesday Afternoon Book Club (10/20))		9*	
Victorian Undertaker (10/28)	52*	36*	
Total	52	78	

Teen Virtual/Online/In-Person Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
TeenTober Reading Challenge (10/1-10/31)			15*
TeenTober Trivia			44*

Make It! Mummy Luminaries (10/26)		3*	
Teen Halloween Scavenger Hunt (10/27-20/31)			4*
Total		3*	63*

*** DPI Annual Report Programming Statistics**

Jennifer Steffes, Circulation Manager, reports on Circulation activities for October 2021:

The Circulation Department remains busy: we are entering the fall season which includes more indoor programming, school field trips and more item checkouts for chilly-weather reading.

Circulation continues to work on RFID tagging, going back through tagged areas of the collection to catch items that were checked out during the first round of tagging. The entire checkout process has become smoother as both clerks and patrons better navigate how the new system works. Patrons are now commenting on the ease of use with the new self-check machine.

Circulation staff has been actively involved in inviting patrons to be members of the Advisory Task Force for the FEH Study, since the clerks often make connections with recurring patrons.

In September the Bridges system purchased giant library cards for member libraries to generate excitement and photo opportunities with new card users. We have been using the card at PHPL with great success! Welcoming new patrons to PHPL has been heartwarming for many. Parents snap pictures while the little ones are signing their new cards and then again when the youngsters pose with the huge library card. Check out some of our newest patrons!



Rachel Ruetz, Technical Services Manager, reports on Technical Services activities for October 2021:

As of November 1st, we have tagged 72,000 items, or 70% of our collection!

We have also started to tag music CDs, including those currently in the collection and also as they come to the department to be processed. At the end of October, we have tagged 457 adult music CDs, almost 25% of our collection of 1858.

Statistics:

Items processed	700
Volunteer hours (including RFID, processing, and managing the book sale room)	54.5
Materials encoded with RFID tags	12,283

STATISTICS FOR MONTH OF OCTOBER, 2021

	October	Oct. 2020	YTD	YTD 2020	% change
ALL CIRCULATION	26802	28067	275492	240630	14.5%
PHYSICAL MATERIAL CIRCULATION	23716	25507	243561	212069	14.8%
E-MATERIAL DOWNLOADS	3086	2560	31931	28561	11.8%
HOURS OPEN	253	209.5	2238	1735	29.0%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2644	22345
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2281	21739
Crossovers to PHPL from other library communities: +	5793	50159
Crossovers from Sussex to other CAFE libraries: -	1104	8508
NET LENDING: 4326		41045

PHYSICAL CIRC:	Sussex	Other	TOTAL	2020
			0	25507

Cards issued:	64
Reference questions answered:	418
Informational questions answered:	28
Library visits this month:	6951
Materials purchased:	852
(year to date total:)	6425
Study Room usage	56
One-on-one technology lessons:	4
Fax Service:	7
Value Line:	10
Curbside pickup:	11

Meeting Room Use:

Quad Room: 36

Small meeting room: 2

INTERNET USE*:	259	sessions
TOTAL HOURS**:	201:44:00	
AVG. SESSION**:	46.734	minutes

*includes wireless network

**wired access only



Pauline Haass Public Library

Goals for Success

October 2021

1. A soundly constructed, durable facility
2. A flexible and adaptable space, with room to grow
3. Safe and secure environment
4. Welcoming and accessible to all
5. Service models and practices that preserve Sussex's "small town feel," while embracing new innovations and improvements
6. Reflective of the community's needs and interests
7. Complementary to our partners, especially schools, neighboring libraries, and Village facilities (not trying to be all things to everyone)
8. Environmentally and fiscally sustainable
9. A space that fosters creativity, exploration, and delight
10. Services, spaces, and staff that deliver outstanding user experiences

SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN

BASIC INFORMATION	
Library Name	Pauline Haas Public Library
Year Space Needs Analysis Performed	2021
Space Needs Calculation Target Year	2041
Design Population Applied	32,103

1 STORY BUILDING

COLLECTION SPACES	Square Footage
Adult Collection Space Required	4,425
Children's Collection Space Required	3,603
Young Adult Collection Space Required	512
TOTAL COLLECTION SPACE REQUIRED	8,540

RUNNING TOTAL
35,392 GSF

SEATING SPACES	User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.	100	
CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served	50	2,400
Children's Casual and Study Seating Suggested Based on Population Served	40	900
Young Adult Casual and Study Seating Suggested Based on Population Served	10	400
TOTAL CASUAL AND STUDY SEATING REQUIRED		3,700
COMPUTER/ TECHNOLOGY SEATING		
Adult Desktop Computer Workstations	8	320
Children's Desktop/ Early Literacy/ Educational Game Workstations	2	80
Young Adult Desktop Computer Workstations	4	180
Laptop Bar Stations	0	-
TOTAL COMPUTER/ TECHNOLOGY SPACE REQUIRED		580
TOTAL USER SEATING SPACE REQUIRED		4,280

RUNNING TOTAL
35,392 GSF

STAFF SPACES	Square Footage
Director's Office	200
Other Enclosed Offices	850
Circulation Workstations	480
Reference/ Information Desk Workstation(s)	130
Children's Service Desk Workstation(s)	290
Young Adult Service Desk Workstation(s)	100
Other Service Desks	0
General Staff Workspace	2400
Staff Lunch/ Break Room	660
TOTAL STAFF WORKSPACE REQUIRED	5,110

MEETING AND GATHERING SPACES	Occupancy	Square Footage
Conference Room #1	20	660
Conference Room #2	0	0
All-Purpose Room #1	150	2550
All-Purpose Room #2	0	0
Children's Program Area	0	0
Children's Craft Area	0	0
Children's Creative Play Space	60	1200
Maker Space	30	1000
Computer Lab	0	0
Group Study Spaces	12	350
Tutoring Spaces	18	500
TOTAL MEETING & GATHERING SPACE		6,260

RUNNING TOTAL
35,392 GSF

SPECIAL USE SPACES	Square Footage
Coffee Bar	240
Café	-
Art Gallery	-
Friends' Book Sale Area	120
Friends' Gift Shop	-
Friends' Office/ Book Sorting Area	479
Co-Working Space	-
Office for another organization/ agency	-
AMH (RFID) sorting equipment	358
TOTAL SPECIAL USE SPACES	1,196

RUNNING TOTAL
35,392 GSF

MISCELLANEOUS SPACES	Square Footage
Space for areas such as restrooms, mechanical rooms, janitorial storage are included in the percentage that is applied in the Structural Space/ Non-Assignable Space category. However, there are some important spaces that are not included in the functional categories above that are important to library operations. These are broken out below.	
Copy Machine(s)	100
Dictionary Stand(s)	0
Atlas Stand(s)	0
Map Case(s)	0
Microform Cabinet(s)	0
Vertical File Cabinet(s)	0
Lateral File Cabinet(s)	0
TOTAL MISCELLANEOUS SPACES	100

UNCATEGORIZED SPACE	Square Footage
Supply Storage	196
General Storage	751
Entrance Lobby(ies)	751
Service/ Loading Entrance	250
TOTAL UNCATEGORIZED SPACE	1,949

TOTAL FUNCTIONAL SPACE 27,435

STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED 29 %

GRAND TOTAL ESTIMATED TOTAL SPACE NEED
(GROSS SQUARE FEET) 35,392 GSF

SUMMARY OF ESTIMATED SPACE NEEDS - FEH DESIGN

BASIC INFORMATION	
Library Name	Pauline Haas Public Library
Year Space Needs Analysis Performed	2021
Space Needs Calculation Target Year	2041
Design Population Applied	32,103

2 STORY BUILDING

COLLECTION SPACES	Square Footage
Adult Collection Space Required	4,425
Children's Collection Space Required	3,603
Young Adult Collection Space Required	512
TOTAL COLLECTION SPACE REQUIRED	8,540

RUNNING TOTAL
36,992 GSF

SEATING SPACES	User Seats	Square Footage
Recommended Total User Seating Base (not including computer or meeting room seating). NOTE: Total number of seats may differ from sum of counts for individual areas due to rounding.	100	
CASUAL AND STUDY SEATING		
Adult Casual and Study Seating Suggested Based on Population Served	50	2,400
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RUNNING TOTAL
36,992 GSF

STAFF SPACES	Square Footage
Director's Office	200
Other Enclosed Offices	850
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Reference/ Information Desk Workstation(s)	130
Children's Service Desk Workstation(s)	290
Young Adult Service Desk Workstation(s)	100
Other Service Desks	0
General Staff Workspace	2400
Staff Lunch/ Break Room	660
TOTAL STAFF WORKSPACE REQUIRED	5,110

MEETING AND GATHERING SPACES	Occupancy	Square Footage
Conference Room #1	20	660
Conference Room #2	0	0
All-Purpose Room #1	150	2550
All-Purpose Room #2	0	0
Children's Program Area	0	0
Children's Craft Area	0	0
Children's Creative Play Space	60	1200
Maker Space	30	1000
Computer Lab	0	0
Group Study Spaces	12	350
Tutoring Spaces	18	500
TOTAL MEETING & GATHERING SPACE		6,260

RUNNING TOTAL
36,992 GSF

SPECIAL USE SPACES	Square Footage
Coffee Bar	240
Café	-
Art Gallery	-
Friends' Book Sale Area	120
Friends' Gift Shop	-
Friends' Office/ Book Sorting Area	479
Co-Working Space	-
Office for another organization/ agency	-
AMH (RFID) sorting equipment	358
TOTAL SPECIAL USE SPACES	1,196

RUNNING TOTAL
36,992 GSF

MISCELLANEOUS SPACES	Square Footage
Space for areas such as restrooms, mechanical rooms, janitorial storage are included in the percentage that is applied in the Structural Space/ Non-Assignable Space category. However, there are some important spaces that are not included in the functional categories above that are important to library operations. These are broken out below.	
Copy Machine(s)	100
Dictionary Stand(s)	0
Atlas Stand(s)	0
Map Case(s)	0
Microform Cabinet(s)	0
Vertical File Cabinet(s)	0
Lateral File Cabinet(s)	0
TOTAL MISCELLANEOUS SPACES	100

UNCATEGORIZED SPACE	Square Footage
Supply Storage	196
General Storage	751
Entrance Lobby(ies)	751
Service/ Loading Entrance	250
TOTAL UNCATEGORIZED SPACE	1,949

TOTAL FUNCTIONAL SPACE 27,435

STRUCTURAL SPACE/ NON-ASSIGNABLE SPACE PERCENTAGE APPLIED 34.84%

GRAND TOTAL ESTIMATED TOTAL SPACE NEED
(GROSS SQUARE FEET) 36,992 GSF

PAULINE HAASS PUBLIC LIBRARY

POLICY:– Collection Development

Approved by Library Board: ~~May 20, 2015~~ update date

INTRODUCTION

The Board of Trustees of the Pauline Haass Public Library has adopted the following collection development policy to guide librarians and to inform the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions on their inclusion and retention.

The mission of the Pauline Haass Public Library guides the selection of materials, as they do the development of services and allocation of resources.

MISSION:

The Library's mission is to ~~promote literacy, and~~ connect people to information, ideas, and one another in a vibrant ~~and,~~ welcoming community-responsive environment.

The Board of Trustees of the Pauline Haass Public Library has adopted the American Library Association's Library Bill of Rights and Freedom to Read statements, which are appended.

OBJECTIVES

The Pauline Haass Public Library acquires and makes available materials and information which inform, educate, entertain, and enrich persons as individuals and members of society. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues.

The collection offers materials in a choice of format, treatment, and level of difficulty. "Materials" has the broadest possible meaning and includes but is not limited to print, audiovisual and electronic formats. The collection is defined as materials that are selected; those selected materials may be physically owned by the Library or may be accessed electronically. "Selection" refers to the decision that is made to add a given item to the collection, or to provide access to it through electronic sources. Not all materials and information found via the Internet are part of the collection; only those links provided on the Library's ~~own web pages~~ website are sites that have been selected.

Selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest.

New formats are considered for the collection when, by industry report or national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. The Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections.

All library materials are available for use by all customers. Access to materials is ensured by the way they are organized, managed and displayed, and by the way staff interact with customers. The Library participates in local and national consortia and interlibrary loan networks for the purpose of providing awareness of and access to materials not in the Pauline Haass Public Library collection.

RESPONSIBILITY FOR SELECTION

Responsibility for the selection of library materials rests ultimately with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Staff members who are qualified by reason of education, training, or experience share this responsibility. The Department Heads oversee the selection process and ensure that selectors' choices reflect the Collection Development Policy of the Library. No staff member may be disciplined for selecting an item that meets the Library's criteria for selection but that is later deemed to be unsuitable to the Library's collection.

The Department Heads track the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Suggestions from staff members not directly involved with selection, and from customers, are encouraged and given serious consideration in the selection process.

CRITERIA FOR SELECTION

Selection involves a general knowledge of each subject area and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and a recognition of the needs of the community.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection contains various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Selection does not constitute an endorsement by the Library of the contents of the work. Responsibility for choosing what an individual will read, view, or listen to rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that material may be accessible to children.

The Library recognizes the purposes and resources of other public, special, and academic libraries in Waukesha County, particularly those libraries in the CAFÉ consortium of which the Library is a member, and does not needlessly duplicate materials.

The Library does not acquire textbooks and/or other curricular-related materials unless such materials also serve the general public or unless the information in such materials is not otherwise available.

The Library acknowledges a particular interest in local history, and will add to its collection works produced by authors, printers or publishers with local connections that meet the purposes and objectives of this policy.

The Library seeks to select materials of varying complexity and format because it has a public encompassing a wide range of ages, educational backgrounds, interests, sensory preferences and reading skills.

The Library purchases and maintains audio-visual materials based on the same selection principles and guidelines as those for other materials.

Library materials are not marked or identified to show approval or disapproval of the contents and materials are not sequestered except for the purpose of protecting them from damage or theft.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

General criteria:

- —present and potential relevance to community needs
- —suitability of physical form for library use
- —suitability of subject and style for intended audience
- —cost
- —importance as a document of the times
- —relation to the existing collection and to other material on the subject
- —attention by critics and reviewers
- —potential user appeal
- —requests by the public

Content criteria:

- —authority
- —comprehensiveness and depth of treatment
- —skill, competence, and purpose of author
- —reputation and significance of the author
- —objectivity
- —consideration of the work as a whole
- —clarity
- —currency
- —technical quality
- —representation of diverse points of view
- —representation of important movements, genres, or trends
- —vitality and originality
- —artistic presentation and/or experimentation
- —sustained interest
- —relevance and use of the information
- —effective characterization
- —authenticity of history or social setting

Special considerations for electronic information sources:

- —ease of use of the product
- —availability of the information to multiple simultaneous users
- —equipment needed to provide access to the information
- —technical support and training
- —availability of the physical space needed to ~~house and~~ store the information or
- —equipment
- —availability in full text

Selection may also be limited by the following factors:

- —physical limitations of the building
- —price and format

- —availability of low-demand materials in other library collections

Selection of library materials will not be influenced by:

- —the possibility that they may come into the possession of children or young adults
- —the liability of materials to theft or mutilation

DONATIONS AND GIFTS

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials donated to the Library, whether added to the collection or not, become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Library staff will make the determination of what titles to buy, using the same criteria as for all other purchases.

Gifts of non-library items such as paintings, portraits or art objects ordinarily will not be accepted. If accepted, the item become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

EVALUATION AND WITHDRAWAL OF MATERIALS

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- —physical condition
- —currency of information
- —lack of use
- —superseded by a new edition or better work on the same subject

Space needs and cost of replacement are also factors in decisions to withdraw materials.

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

REQUESTS FOR RECONSIDERATION

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration of their selection, a Request for Reconsideration Procedure (appended) has been developed to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

ADDENDA:

Library Bill of Rights

Freedom to Read

Request for Reconsideration Procedure

Citizen's Opinion Concerning Specific Library Materials

Adopted by Library Board:—May, 1989
Reviewed and updated:—February, 1992
Reviewed and updated:—November, 1998
Reviewed and revised:—March, 2002
Reviewed: December, 2004
Reviewed and revised:—December, 2007
Reviewed and revised:—March 17, 2010
Reviewed and revised:—May 20, 2015
Reviewed and revised:

THE LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Pauline Haass Public Library

Procedure: Request for Reconsideration

Adopted by Library Board: May 20, 2015

A. Any individual expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Citizen's Opinion Concerning Specific Library Materials" form. The following procedure will be followed if a form is given out in response to a complaint:

1) A "Citizen's Opinion" form must be completed and signed for the request to be considered. The form may be returned to any staff member, who will forward it to the library director. The director may respond in writing to the individual, advising him/her that there will be reconsideration of the item and enclosing a copy of the statement on principles and guidelines used in materials selection from the Collection Development Policy of the Pauline Haass Public Library.

~~2) The director will appoint an ad hoc reconsideration committee of at least three staff members, one of whom will be designated committee chair. The director may be a committee member. One of the committee members will be the selector for the subject area or format of the material under reconsideration. A committee member will be assigned to locate reviews and other appropriate material to be used by the committee in its evaluation. Copies will be sent to each committee member.~~

~~3) The committee members will put their comments in writing to the committee chair prior to the meeting to discuss the title.~~

~~4) The committee chair will convene a meeting of the reconsideration committee, compile the comments, and forward the comments and reviews to the director along with a recommendation.~~

~~5) The director will then make a decision regarding the disposition of the material. The director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request.~~

~~B. If the individual desires further action, he/she may appeal in writing to the Library Board of Trustees, requesting a hearing before the board. If a hearing is granted, the individual will be notified of when he/she may appear before the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with~~

~~stated policies and procedures of the Pauline Haass Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the director.~~

2) The ~~above steps~~ reconsideration process will be carried out in a timely manner. During the review process, the material in question will remain available for circulation.

3) Library staff, including the director and the manager in charge of the title's collection, will review the item in question to determine whether the Collection Development policy was followed appropriately during selection.

4) The manager in charge of the applicable title's collection will meet with the individual making the reconsideration request to communicate the library staff's determination and address the individual's concerns.

5) If an agreement is not reached in the meeting above, the Library Director will meet with the individual to reiterate the library staff's determination and further address the individual's concerns.

6) If an agreement is not reached in this meeting, the complainant is referred to the Library Board. The reconsideration request will be placed on the agenda of the next regular meeting of the Pauline Haass Public Library Board of Trustees. To allow staff sufficient time to investigate and respond to the inquiry, forms received less than two weeks before that month's meeting may be postponed to the next month's meeting.

7) [Question for the Board: will a hearing be automatically granted, or will the Board discuss whether to grant said hearing at a subsequent meeting?] If a hearing is granted, the individual will be notified of when he/she may appear before the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

8) The Board will determine whether the item in question has been handled in accordance with the library's Collection Development policy. As a non-partisan, quasi-governmental body, the Board will not base its determination on personal bias or prejudice or because the materials or their author/creator may be viewed as controversial or objectionable. On the basis of this determination, the Board may vote to uphold or override the staff's decision to include the item in the library collection.

9) The Library Board's decision is final.

Previous Reconsideration Requests

Requests to reconsider materials which have previously undergone the reconsideration process will be referred to the Library Director. Repeated or redundant requests by an individual or a

group to reconsider materials with differing titles but similar content will be restricted as follows:

- If the Library Director concludes a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.
- In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Reviewed by Library Board: June 1993

Reviewed: March 2002

Reviewed: December 2004

Reviewed: March 2010

Reviewed: May 2015

Reviewed:

PAULINE HAASS PUBLIC LIBRARY

CITIZEN'S OPINION CONCERNING SPECIFIC LIBRARY MATERIAL

The Library values your opinion. If you have an objection to library materials, please complete this form, indicating as clearly and legibly as possible the nature of your concern. Please use the reverse side of this form if you need additional space for your answers. Once completed, this form becomes a matter of public record (Wisconsin Statutes 19.32).

YOUR NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ (day) - _____ (evening)

1. LIBRARY MATERIAL(S) CONCERNED:

_____ Book	_____ Video/DVD
_____ Magazine/Newspaper	_____ Other Audiovisual Material
_____ Audio	_____ Other

2. Title _____

Author or Producer _____

3. What brought this item to your attention? _____

4. Did you read, view or listen to the entire work? - Yes - No - If no, what parts?

5. What is your objection to the material? Please be specific; cite pages if necessary:

6. Is there anything positive about the material? _____

7. What do you believe is the theme of the material? _____

8. Are you aware of how literary critics and reviewers judge this material? Yes No

9. What do you feel might be the result of reading, viewing or listening to this material? _____

10. What action would you recommend the library take regarding this material?

11. What material would you recommend that would convey a valuable picture and perspective of the subject treated? _____

YOUR SIGNATURE _____ DATE _____

Name of group represented (if any) _____

ADDITIONAL COMMENTS:

Reviewed by Library Board: May 20, 2015

PAULINE HAASS PUBLIC LIBRARY

POLICY: Public Internet Access

Adopted by Library Board: ~~May 20, 2015~~ update date

I. Scope of Policy

The Pauline Haass Public Library serves as a gateway to lifelong learning and community engagement. The mission is to ~~promote literacy, and~~ connect people to information, ideas, and one another in a vibrant, welcoming, community-responsive environment.

The primary purpose of ~~the library's Internet workstations is to supplement and extend its print, non-print, and electronic collections of information materials~~ Internet access at the library is to further that mission. Although the Internet can be used for a variety of purposes, use of the ~~library's workstations-Internet at the library~~ is intended only for those functions which are appropriate to its mission.

II. Responsible Use

The Internet provides access to a massive body of information. This expands the library's information services beyond its physical collections and electronic resources. The Internet is also a rapidly changing environment, and therefore the library cannot monitor or control the information available on the Internet and is not responsible for its content beyond the library's own ~~home pages website~~. Users are responsible for determining that the information they access is acceptable, reliable, suitable to their needs, and complies with this policy and accompanying guidelines.

Responsibility for the use of the Library's Internet stations by children and young adults rests with their parents or legal guardians. Parents are strongly encouraged to discuss appropriate use of Internet resources with their children and to supervise their children's Internet sessions at the Library.

Internet users need to be aware that they may find material ~~in graphical or text format online~~ that they consider offensive, just as they might find objectionable material in other formats such as books or videos. This includes sexually explicit material and materials of questionable accuracy. Just as the library does not endorse the viewpoints of written and recorded material in its collections, it does not do so for electronic information.

III. Confidentiality and Security of Electronic Information

Library users have the right to confidentiality and privacy. However, Internet users are advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet. Patrons are responsible for ensuring that their personal devices have security protection against viruses and other malware. You use the library's wireless network and/or computer workstations at your own risk. In accordance with the library's policy on Privacy of Library Records and Library Use, the USA Patriot Act, and Wis. State Statutes 43.30, the Library will release records only as required by the law.

See the library's policy on Privacy of Library Records and Library Use for more information in relation to patron privacy.

IV. Acceptable Use Rules

1. Users shall observe the Internet procedures and regulations of the Pauline Haass Public Library. The library staff has developed procedural restrictions, which may change with time and circumstances, necessary to allow for equitable and responsible use of the Internet. All persons using the Internet workstation must sign in with their own library card number (or provide personal identification as a guest) ~~in order to use the Internet.~~ Users must read and accept the Acceptable User Rules (as contained in this policy) which are displayed on the Internet terminal screens. Misuse of the ~~Library's~~ library's computers or any violation of ~~the Library's Internet~~ this policy and procedures may result in the loss of Internet privileges, loss of library privileges, and/or criminal prosecution.
- ~~2.~~ 2. Users shall observe all federal, state, and municipal laws and regulations. Illegal use of the Internet is prohibited and subject to prosecution by local, state, or federal authorities.
- ~~3. Illegal use of the Internet is prohibited and subject to prosecution by local, state, or federal authorities.~~
- ~~4.3.~~ 4.3. Children under age 12 may not use the Internet terminals in the adult area of the library unless sharing a single terminal with a supervising adult. Children under age 12 may use the Internet terminals in the Youth Services area. The Youth Services terminals open to a home page which is designed to guide children to child-friendly websites. Children age 7 and under must be accompanied by ~~an adult~~ a supervising adult when using an Internet terminal, to assure proper use of the equipment.
- ~~5.4.~~ 5.4. The Internet workstations in the Youth Room are for use by children and the ~~parents~~ adults who are supervising them in the room. Children have priority at these workstations, so an adult may be asked to end his or her session if a child is waiting. Adults using these workstations are expected to be sensitive to the presence of children in the room and may be asked to use an adult workstation if the site(s) they are viewing are deemed by staff to be inappropriate for children
- ~~6.5.~~ 6.5. Library staff will not assist a child under the age of 12 in setting up an ~~e-mail~~ email account.
- ~~7.6.~~ 7.6. Minors are strongly admonished, for safety reasons, to not reveal any personal identification information (name, address, telephone number, ~~e-mail~~ email address, etc.) to unknown persons or through websites on the Internet. No other person may, without consent, disclose, use, or disseminate personal identification information about a minor.

~~8.7.~~ Adults who are *not* accompanying children who are using the Youth Room must use the workstations in the adult area, rather than those in the Youth Room.

An Adult who is using an Internet workstation in the adult area, and who is accompanied by a child under the age of 12, may be asked to move to the Youth Room if the child is disruptive.

~~9.8.~~ Internet computers shall not be used for illegal activities, to access illegal materials, or to access materials that may be reasonably construed as obscene. Transmitting and/or receiving of child pornography is a crime.

~~10.9.~~ Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; misrepresenting oneself as another user; harassing or interfering with other users; and violating applicable local, state, federal, or international laws.

~~11.10.~~ Minors, whether or not accompanied by a parent or guardian, shall not use computers for any illegal activity or to access illegal materials, child pornography, obscene materials, materials “harmful to minors” as defined by Sec. 948.11 of the Wisconsin Statute. Beyond these restrictions and others in this policy, determination of what is inappropriate for a minor rests with his or her parent or legal guardian.

~~12.11.~~ Adults shall not expose minors to materials defined as “harmful to minors” by Sec. 948.11 of the Wisconsin Statutes. Because minors use the library during all open hours, and an Internet user cannot be aware of who may be viewing his or her screen, viewing these materials is never allowed.

~~13.12.~~ Staff will monitor use of Internet workstations to ensure compliance with this policy. Because security of files is technologically difficult to achieve, and the scope of law enforcement searches varies, Internet users are advised that electronic transactions and files could become public.

~~14.13.~~ Library users whose accounts are ~~Blocked~~ blocked due to referral to a collection agency or late fees/damages in excess of the allowable threshold stipulated in the Circulation Policy, are prohibited from Internet use until the collection account is cleared and late fees/damages are brought below the threshold. Staff members will assist such users in meeting their information needs, just as they would assist any customer.

~~15.14.~~ The Library is not responsible for loss or damage to user hardware, software, or data.

This policy will be reviewed and updated by the Library Board of Trustees at least every three years or as needed.

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