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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, February 15, 2023, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of January 18, 2023 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) Consideration and action on Library's annual report to the state
 - b) Meeting Room Policy updates: discussion and action
 - c) Fundraising Feasibility Study Committee appointments by President Bougie
- 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 January 18, 2023 Board meeting
Pauline Haass Public Library

Called to order: 6:31 p.m.

Roll call: Bougie, DeLonge, Hacker, Jilling, Kojis, Roubik, Schultz, Vande Hei, Wegner, Zoellick present. Carran and Vande Hei absent.

Bougie; Kojis motion to accept minutes of December 21, 2022 Board meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: email to Board President Bougie from Dwight Foster Public Library regarding Board best practices.

Financial report: Revenue and Expenditure Guidelines for December 2022 accepted as presented by Kojis/DeLonge motion; motion carried.

Prepaid bills in the amount of \$2,039.53, P-Card bills in the amount of \$4,822.60, December 2022 bills in the amount of \$9,074.22, January 2023 bills in the amount of \$1,390.44, December expenses in the amount of \$82,581.06 approved as presented by Kojis/Schultz motion; motion carried.

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

New Business:

Children's Librarian Teresa Douglas presented an overview of the Firsties program.

Impact Fee Study: The Board reviewed the draft impact fees report from Trilogy Consulting reflecting the changes in library space needs as outlined in the 2021-2022 FEH study as well as the estimated project costs from the FEH study and Village CIP 2021-2030. Following discussion, DeLonge/Schultz motion to recommend that the Village of Sussex Board consider raising the library impact fees assessed to new developments. All trustees present voted in favor of the motion; motion passed.

Board members reviewed the 2023-2025 Strategic Plan Activities; Bougie/Wegner motion to accept as presented; motion carried.

The board reviewed updates to the Personnel Policy; Bougie/Schultz motion to accept as presented; motion carried.

Loria presented information on server replacement options. Discussion followed; no action taken.

Meeting adjourned at 8:08 p.m. by Roubik/Schultz motion. Please note that future meetings will begin at 6:00 p.m.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

February 15, 2023

Director's Report to Library Board

Please note our new meeting time reflected on this month's agenda. We will start at 6:00PM instead of 6:30PM going forward. Thanks for your flexibility in adjusting this!

Agenda Items

Annual Report: As has been the case for some years, the state-enforced deadline for annual report submission (March 1, 2023) does not provide time for a Library Board meeting that comes before the Village closes its financial books for the year. The Board will need to approve a draft version of the report in order to meet the deadline and approve an amended version (after the financial books close) at the March meeting. The draft report will not be ready until Monday, so I will send it out separately and amend the packet at that time. That report will still be pending any revisions from the Bridges Library System office and the Village of Sussex.

Meeting Room Policy Updates: Now that we've updated the technology offerings in the meeting rooms, I have been working with Anna Oleszczak, Jennie Bahnaman, and Lisa Ponto to update the meeting room policy. The technology available to patrons will include the smart TVs, Owl videoconferencing equipment, and peripherals like HDMI cables and power strips. Preparing these for public use has meant considerable adjustments of settings and controls and a lot of thought about the procedures necessary to ensure this equipment is responsibly used, so my thanks to Anna, Jennie, and Lisa for all of the work they are doing with me on this project. These considerations are reflected in the draft policy in your packet. We've also taken this opportunity to do a more thorough update of the entire policy, endeavoring to make it easier to read and understand as well as more effective. That makes for a much messier draft to read, though, so I apologize in advance for the very marked up document. We can discuss these changes and make others if needed on Wednesday.

Committee to prepare background materials for fundraising feasibility study: As I prepare to write the request for proposals this spring, I am finding there are a number of pieces that potential consultants are likely to ask for or wish to use, including a preliminary case for support for the project. While I anticipate doing a lot of that work, I think it's important that the library board have a strong hand in crafting this piece, rather than it being created by staff alone. I have asked President Bougie to appoint a committee (including herself) to work with me on this, and she will be asking for input or volunteers at the meeting. It would be especially helpful to have anyone with capital campaign or fundraising experience; if that is you, please consider being part of this committee.

Non-agenda Items

Building Updates: On January 19 the committee working on the HVAC preventative maintenance contract opened bids, and subsequently evaluated and scored them based on the qualifications of the dedicated service manager; qualifications of other on-site service technicians and inspection documentation; and cost. There were seven (7) proposals. Helm Mechanical scored the highest in the competitive quality-based selection process. As I mentioned earlier, this contract serves not just the library but other Village buildings, and I was on the committee along with the Village engineers, Public Works department staff, and Jeff Goodyear. I really appreciated being included in the conversation and having the ability to make the library's maintenance concerns an important part of this decision. Helm's contract begins later this spring.

The interior pane of one of the library's clerestory windows shattered in the beginning of February. The light-filtering blinds kept the glass from falling and the exterior pane kept out the cold air and snow, so other than cost this is a minor issue. BGS came out to measure for replacement on February 3 and they will return to install it once the window is ready (it has to be custom built). It will require a scissor lift so we will aim to have that done before the building opens.

Foundation Updates: The Foundation met on January 26. A representative from Charles Schwab attended to present on the Foundation's investments and financial outlook. The Foundation is continuing to update its procedures, marketing materials, outreach strategies, and more. Later this spring they are planning to host an Anhalt Society event (the Anhalt Society is composed of supporters who have remembered the Library in their wills); that event will likely take place at the Civic Center, and I will provide more information as those plans move forward. Following other business, the Foundation approved a funding request that I made for a couch replacement in the Children's Area.

Library of Things Shelving: Last year I reported that Jennie Bahnaman and I were working with an Eagle Scout and Hamilton HS student, Sparsh Pandey, on a volunteer project. After discussing it with us, Sparsh decided on building shelves for our Library of Things collection. He has been working on that throughout the fall and winter. Last week Sparsh dropped off the first two completed shelving units, and they are beautiful! We had asked that the design complement the YA shelving adjacent to this collection, that it be on wheels for more flexibility as the collection grows, and that the size would allow for odd-shaped and bulky items (yard games, kitchen equipment, etc.). The final product delivers on all fronts.



Please stop by to see the shelves when you can! We can also take a look after the meeting. A huge thanks to Sparsh for choosing the library as the beneficiary of his efforts and for working so well to incorporate all of our feedback and requests.



Staff Updates: We've hired a new Adult & Teen Services Substitute Librarian, Nick Schmudlach. Nick is a Hamilton High School alumnus who recently graduated with his MLIS and already works as an Adult Reference Librarian at another Bridges Library. With the experience Nick brings with him, it's been a great transition and we're happy to have him on staff!



Udemy: You may have already discovered that we have a new online resource: Udemy provides access to thousands of self-guided video courses that you can access at any time. There is no deadline to start or stop a class, and audio can be downloaded for offline listening as well. This resource comes from the same parent company as Gale Courses, but offers a different learning experience and unique content. The platform is targeted towards learners who absorb information better through listening or prefer something they can access on the go (a huge selling point, in my opinion). Like Gale, courses range from business skills to technology to personal development (and a lot more), but Udemy is especially strong in offerings related to programming languages, coding, and data science. You can access it here: <https://link.gale.com/apps/UDEMY?u=paulinehpl>.

We marketed UdeMy in January, utilizing resources created by Bridges marketing librarian Jill Fuller. Becca Werginz customized them for PHPL patrons and promoted them across all the library's platforms. Apparently this effort was successful, because in January PHPL led the Bridges system in UdeMy usage! PHPL patrons enrolled in 37 courses, watched 1904 minutes of video, and completed 308 lectures.



Jennie Bahnaman, Assistant Director, reports on Adult and Teen activities for January 2023:

Adult Programs & Services

The library's newest book club, **Books to the Future**, met for the very first time on January 12! The group will be meeting on the second Thursday of every month at 6:30 PM. There has been very high demand for additional evening book clubs, particularly so that those who work during the day can attend more easily; we are very grateful for **Library Volunteer Laura Callen** for offering to run this new club! The first six members met to discuss *Beach Read* by Emily Henry. Seven members of the **Tuesday Afternoon Book Club** met on January 3 to discuss *The Brilliant Life of Eudora Honeysett* by Annie Lyons. Twelve members of the **Mystery Book Club** met the following evening to discuss the classic *Rebecca* by Daphne du Maurier, and **Reading Between the Spines** started the year out with a bang with bestselling *Nothing to See Here* by Kevin Wilson. Eleven members were in attendance.

On Thursday, January 19 Jackie Scharfenberg from the Wisconsin DNR presented on all the amazing things our **Wisconsin State Parks** have to offer. We had 40 people in attendance. On our post-program survey this is what one attendee shared about why they loved the program: **"I enjoyed the engaging speaker! The combination of the videos, powerpoint and personal tidbits kept it interesting and engaging. Thanks for putting it on!"**

Rachel Ruetz (Technical Services Manager) led our **Make It!** programs for January. In order to accommodate more people we're now offering two Make It! sessions per month. We've also been receiving very **generous donations from community members**, many of them regular Make It! attendees, to help us offset supply costs and offer additional Make It! sessions for more to participate. We are very grateful for their donations. Our January take-and-make activity was a **"cozy winter window sign."** We had 23 in attendance on January 25, and 17 in attendance on January 31.



The **Iditared Winter Reading program** kicked off on January 16. In the first three weeks of the program we had 122 adults register. We are offering a number of prizes featuring local businesses and received a very generous donation from **Ausblick Ski Hill** here in Sussex: a pack of six ski or snowboarding passes. The **Village of Sussex Parks and Rec Department** also contributed a \$25 gift certificate. We're very thankful for their support.

In January "tax season" is always upon us. We collaborated again this year with **AARP Tax-Aide** and the **Village of Sussex Parks & Rec Department** to manage the scheduling of Tax-Aide appointments. Richard Blackburn is the new AARP representative that we're working with this year. He's been an amazing support and resource for us through this whole process. Also new this year is the **AARP Tax-Aide Appointment Reservation system**, which is extremely user-friendly and has greatly improved the experience for staff while making appointments. In previous years we've always worked off a shared spreadsheet for making appointments, which could get complicated. Registration for appointments began January 10. Once people are registered for their tax appointment, they must stop by the library or the Civic Center to pick up their pre-appointment packet (supplied by AARP) with forms to fill out before their appointment.

Collection Updates

Rachel Ruetz (Adult & Teen Services Manager) is currently weeding the Mystery/Suspense Collection. This collection requires almost continual weeding to fit the space allowed, and we are currently strategizing ways to expand because the maintenance required just isn't enough to keep this area functional. Jennie Bahnaman began weeding the 2021 magazines and Nick Schmudlach (Adult & Teen Services Sub Librarian) will continue this project.

Teen Programs & Services

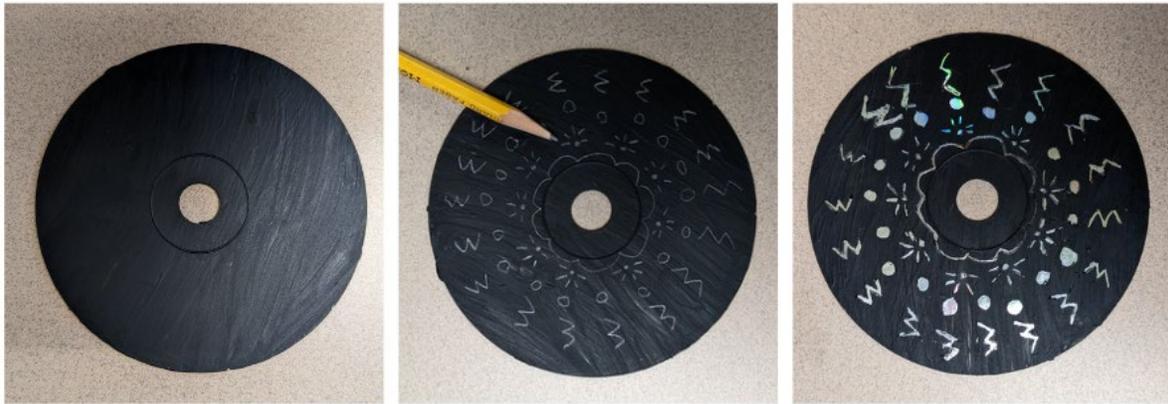
Becca Werginz (Adult & Teen Services Librarian) reports on Teen Services. **ACT prep** season is approaching! A library card gives students access to free, official ACT study resources, including flash cards, subject lessons, and practice tests through **Learning Express Library**. Becca compiled an ACT preparation guide that was distributed to **Hamilton High School** teachers, students, and parents via Jacque, the school librarian.

Early in the month, Becca created a **promotional video for winter-spring teen programs**. School librarians Anita (Templeton Middle) and Jacque (HHS) shared the video with students and parents.

January's **Would You Rather** passive program garnered 24 votes. This month's question asked if you'd rather be limited to charging your phone one time a week or not having a camera built into your phone. Despite this horrifying premise, teens managed to participate; the vote was split right down the middle, 12 to 12.

On January 17, nine teens attended **Hack a Rice Krispie Treat**. They made rice krispie treats using a variety of cereals and candies. Since the group had a bit of extra time, they played a round of trivia on Kahoot. Congratulations to Caroline, the evening's trivia champion!

Becca prepared 12 **Library Loot Boxes** for teens. January's craft was scratch art CDs.



Valerie Johnson, Children's Services Manager, reports on Children's Department activities for January 2023:

Around the Department

The IditaRead winter reading program took off January 16 and signs of it can be seen everywhere in the children's department. The sled dog track (for big kids) loops around walls, stack ends, and even the ceiling, while the puppies track (for preschool and kindergarten) travels across the windows of the play area. Our giant bulletin board is graced with a winter sky scene and serves as a backdrop for the prize display.



Programs

Family storytime resumed this month, starting the twelve-week winter-spring session. Attendance numbers have been high, averaging 45 people per storytime. Afterwards, families crowd around the train table or spread out to enjoy puzzles, coloring, and more.

Sew XO is another regularly offered program that started in January. Tween-aged kids had the opportunity to take the introductory class “Meet the Sewing Machine.” Additional repeat and newly-designed classes will follow this spring.



The biggest program this month is of course the IditaRead. Its popularity is soaring this year; we’ve seen a 115% increase in registrations for school-age kids and a 138% increase for age 0-5 kids (“puppies.”) Kids participate by tracking their reading hours online through the Beanstack program, and also track their progress around the children’s department with their individually-decorated paper sled dog. Families frequently express enthusiasm for the program, and we appreciate the hard work and inspiration poured into it by children’s librarian Teresa Douglas.

Although our read-to-a-dog program, Doggy Tales, is on hiatus after Dakota’s retirement, we have met Dakota’s future replacement. To the delight of everyone working that day, our therapy dog handler Dan stopped in to introduce Simon the Golden Retriever puppy. A photo of Teresa reading a story to baby Simon was posted on social media and received nearly 200 likes. We are so very grateful to Dan for including us in Simon’s socialization circle and honored to be able to watch him grow up.



Community Involvement

On January 16, 2023, the KidsLab once again hosted a Hamilton schools robotics team public event. The event was coordinated by Shaanvi, a robotics member and also a long-time teen volunteer here at the library. Shaanvi’s team, the Templeton Middle School Cyber Turtles FLL Robotics team, set up the lab 3:00-5:00 pm for kids to drop by and participate in a variety of robotics activities: Lego balloon car, coloring, EV3 robot programming, and a DIY windmill. In addition, kids were given a take-home activity bag containing a static electricity experiment. The event was advertised through the school’s weekly newsletter and there was a great turnout. The purpose of the robotics teams’ public events is to educate kids and promote STEM



and FLL Lego robotics. We are pleased that our KidsLab enables a partnership with these clubs and with Hamilton schools and are looking forward to more robotics events this spring.

Collection – 2023 Youth Media Awards

The Association for Library Service to Children and Young Adult Library Services Association announced their 2023 winners January 30. Highlights include the Caldecott Medal, Newbery Medal, Printz Award, and Charlotte Zolotow Award. Copies of the winners are available for examination for the first week following announcements at the children’s reference desk.

The Randolph Caldecott Medal (most distinguished American picture book for children) has been awarded to *Hot Dog*, illustrated and written by Doug Salati, “a summery picture book about mindfulness, featuring an overheated--and overwhelmed-- canine in need of sea, sand, and fresh air.”

The John Newbery Medal (outstanding contribution to children's literature) went to *Freewater* by Amina Luqman-Dawson. “After fleeing the plantation where they were enslaved, siblings Ada and Homer discover the secret community of *Freewater*, and work with freeborn Sanzi to protect their new home from the encroaching dangers of the outside world.”

The Michael L. Printz Award (excellence in literature written for young adults) has been awarded to *All My Rage* written by Sabaa Tahir. “A family extending from Pakistan to California, deals with generations of young love, old regrets, and forgiveness.”

The Charlotte Zolotow Award is special to us because our very own Cooperative Children’s Book Center at UW Madison administers this award—named after a famous Wisconsin children’s author— for outstanding writing in a picture book. The winner is *Me and the Boss: A Story about Mending and Love*, written by Michelle Edwards and illustrated by April Harrison. “Six-year-old Lee will not give up until he can show his big sister Zora, a.k.a. *the boss*, how good he can sew. Includes instructions on how to make Lee's smiling moon.”

Children’s book bundles	number of bundles	number of items in bundles
staff-created book bundles	90	446
special request book bundles	1	16
Total	91	462

Statistics

Adult & Youth Reference	Totals
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Youth Reference Ques.	589
<i>Youth Information Ques.</i>	15
Adult Reference Ques.	525
<i>Adult Information Ques.</i>	66
One-on-One Tech Help	33
Value Line use	4
Study Rooms use	143
Faxes	10

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Family Storytime (4 sessions)		181	
Family Storytime grab and go craft			80
1000 Books Before Kindergarten new registrations			21
Sew XO (1 sessions)		6	
IditaRead registrations			181
IditaRead Puppies registrations			133
IditaRead Finishers			3
IditaRead Puppies Finishers			1
Noah's Ark Outreach		25	
Robotics Visit		70	
Firsties check-in visits		63	
Firsties January video views	72		
Firsties parent video views	1		
Firsties other video views (past videos)	19		
Total	92	345	419

1000 Books Before Kindergarten total books read: 3,730

Teen Volunteer hours: 0

Adult/All Ages Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Book Club (1/3)		7	
Mystery Book Club (1/4)		12	
Books to the Future Book Club (1/12)		6	
Reading Between the Spines (1/18)		11	
Wisconsin State Parks (1/19)		40	
Make It: Cozy Winter Window Sign (1/25)		23	
Make It: Cozy Winter Window Sign (1/31)		17	
Total	-	116	-

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
January Library Loot Boxes			12
Vote by Sticker: December (1/1-1/31)			24
Hack a Rice Krispie Treat (1/17)		6	
Total	-	6	36

Jennifer Steffes, Circulation Manager, reports on Circulation activities for January 2023:

January was a busy month for the Circulation department; with 26,209 physical items borrowed, checkouts were up 13% from last January! Word has been spreading about the Explore Passes and patrons regularly express to circulation staff how thankful they are for this service.

Rachel Ruetz, Technical Services Manager, reports on Tech Services Activities for Jan. 2023:

In January, as our librarians were busy weeding our collections and getting our shelves ready for the upcoming year, the Technical Services department sent 16 boxes of books to Better World Books, where they will be used to promote literacy around the world, and 31 books to Baker & Taylor's Sustainable Shelves program. Sue Posh also worked with our Booksale Room volunteers Cindy and Jeanne to refresh the room, clearing out older books that hadn't moved and putting new materials in. It looks great in there!

Statistics:

Items processed	609
Items withdrawn	451
Volunteer hours (including RFID, processing, and managing the book sale room)	17.75

STATISTICS FOR MONTH OF JANUARY, 2023

	Jan. 2023	Jan. 2022	YTD	YTD 2022	% change
ALL CIRCULATION	30037	26703	30037	26703	12.5%
PHYSICAL MATERIAL CIRCULATION	26209	23168	26209	23168	13.1%
E-MATERIAL DOWNLOADS	3828	3535	3828	3535	8.3%
HOURS OPEN	257	248.5	257	248.5	3.4%

	YTD	YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	2785	2785
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2557	2557
Crossovers to PHPL from other library communities: +	6113	6113
Crossovers from Sussex to other CAFE libraries: -	910	910
NET LENDING: 4975	4975	4975

	Sussex	Other	Total	2022
PHYSICAL CIRC:	10238	15971	26209	23168

Cards issued: 112

Reference questions answered: 1114

Informational questions answered: 81

Library visits this month: 6921

Materials purchased: 534
(year to date total:) 534

Study Room usage: 143

One-on-one technology lessons: 33

Fax Service: 10

Value Line: 4

Curbside pickup: 3

Meeting Room Use:

Quad Room: 20

Small meeting room: 9

INTERNET USE:	316	sessions
TOTAL HOURS:	184:43:00	
AVG. SESSION:	35.073	minutes
WI-FI - INTERIOR:	1379	clients
WI-FI - EXTERIOR:	331	clients
WEBSITE VISITS:	7020	sessions



PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19

Public Services During COVID-19

Electronic Library Cards issued during COVID-19

Reference Service During COVID-19

Outside Service During COVID-19

External Wi-Fi Access Added During COVID-19

External Wi-Fi Access Increased During COVID-19

Staff Re-Assigned During COVID-19

COVID-19 CLOSURES

Initial date closed due to COVID-19

First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe

DRAFT

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)	2. Interlibrary Loans a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
Method for Counting ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)				
WISCAT				
Other (includes OCLC, manual tracking or other methods)				
3. Number of Registered Users a. Resident	b. Nonresident	c. TOTAL	d. Overdue Fines	4. Reference Transactions a. Method
				b. Annual Count
				5. Library Visits a. Method
				b. Annual Count
6. Uses of Public Internet Computers a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	7. Uses of Public Wireless Internet a. Method
				b. Annual Count
8. Website Visits	9. Electronic Collection Retrieval a. Local	b. Other	c. Statewide	d. Total
10. Uses of Electronic Materials by Users of Your Library a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Services

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

- | | |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| 1. Salaries and Wages Include maintenance, security, plant operations | 2. Employee Benefits Include maintenance, security, plant operations |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|

3. Library Collection Expenditures

- | | | | | |
|--------------------|-------------------------|--------------------------|--------------------------------|------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|------------|

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures Add 1 through 5

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			

- | | | | |
|--------------------|-------------------------------------|---------------|-------------------|
| 2. Debt Retirement | 3. Rent Paid to Municipality/County | Total Revenue | Total Expenditure |
|--------------------|-------------------------------------|---------------|-------------------|

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
Name of County		Circulation	
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices?	2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually 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 [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2022 the _____
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
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COMMENTS

DRAFT

PAULINE HAASS PUBLIC LIBRARY

POLICY: Meeting Room Use

Adopted by Library Board:

ABOUT THE MEETING ROOMS

The primary use of the Library's meeting rooms is for the Library's own programs, including those of the Friends of the Library and the PHPL Foundation. Secondary use is for meetings and activities sponsored by the Village of Sussex. When ~~the rooms are~~ not needed for these primary and secondary needs they may be available for use by Waukesha County non-profit community groups. In cases where a non-profit designation is not readily apparent, ~~proof~~ Proof of tax-exempt status may be required to establish eligibility to use the rooms. For-profit businesses may wish to reserve meeting space in the Sussex Civic Center.

Meeting rooms may not be used by individuals for private social events.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "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." Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

Rooms available for use ~~by not for profit groups~~:

- Quad/Graphics Room (seating for 80 and can accommodate 100 people)
- Small meeting room (12 person capacity)

Library use of meeting rooms is a first priority and the Library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in urgent situations.

HOW TO APPLY FOR USE OF A ROOM

Applications are available on the library's website: <https://phplonline.org/meeting-rooms/> and at ~~both the Checkout and Adult Reference Desks~~ the Circulation Desk, ~~and may be picked up in person or downloaded from the Library's website~~. The completed application form may be mailed, emailed, ~~or faxed~~, or turned in in-person to the Library, or turned in at either service desk. They Applications must be received at least 7 days prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages. A group which lacks a sponsoring adult in attendance at meeting time will not be allowed to use the room unless a waiver has been granted by the Library Board in advance.

Each application will be reviewed for eligibility and completeness. Incomplete applications will be returned without action. The contact person will receive confirmation by ~~mail~~, email, ~~or fax copy phone~~.

Groups wishing to use the meeting rooms may apply for dates up to six months in advance. An application is not a guarantee of use of the room. ~~The Library regrets that because of its growing need to use the~~

~~rooms for its own programming, which may not be planned that far in advance, confirmation of a date may not be available until 6 weeks in advance of the requested date. The Library's meeting rooms may therefore be unsuitable for groups with a need to plan more than six weeks into the future.~~

Although telephone applications will not be accepted, Library staff will give information on the apparent availability of rooms over the telephone, for planning purposes. This information is not a confirmation that your group may use the room. Please do not plan on using a meeting space until written confirmation is received.

~~When an empty meeting room is available and a library staff member in charge has both the time and immediate ability to determine that the group meets all other qualifications for room use other than having reserved a room in advance, a staff member may allow use of the room. These situations should be rare and due to unusual circumstances such as the last minute loss of another meeting spot by an organization.~~

FREQUENCY OF USE

In order to make the meeting rooms accessible to as many groups as possible, the following limitations on frequency apply.

- ~~● **Quad/Graphics Room:** use by an organization is limited to two meetings per month, with combined use of the Quad/Graphics Room and Small meeting room not to exceed four meetings per month.~~
- ~~● **Small meeting room:** an organization may use this room for one open or private meeting per week, with combined use of the Small meeting room and Quad/Graphics Room not to exceed four meetings per month.~~

A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

Cancellation of room reservations by telephone or in person must be made at least 24 hours in advance. Failure to notify the Library may result in denial of future applications.

HOURS

Allow time for setup and cleanup (including cleaning tables and vacuuming the floor) in addition to the program time when scheduling a meeting. There is no access to the building for setup or meeting activities before the library opens to the public. Library hours are as follows:

- Monday - Thursday: 9:30-8:00
- Friday: 9:30-5:00
- Saturday: 9:30-4:00 (school year)
- Saturday: 9:30-1:00 (summer)
- Sunday: 1:00-4:00 (school year)
- Sunday: Closed (summer)

~~9:30 a.m. on weekdays and Saturday, and before 1 p.m. on those school year Sundays during which the library has open hours.~~

Groups whose meetings will extend beyond closing hours must notify the Library by checking the box on the application form. Such meetings must end, and all participants leave the building, by 11:00 p.m. ~~The~~

~~Library closing times are:~~

~~Monday through Thursday at 8 p.m.~~

~~Friday at 5 p.m.~~

~~Saturdays during the school year at 4 p.m.~~

~~Summer Saturdays at 1 p.m.~~

~~Sundays during the school year at 4 p.m.~~

EQUIPMENT

Intent to use any equipment must be indicated on the application form, and the person signing the application form assumes personal responsibility for any damage. Library staff is not available to assist with equipment.

- Library-owned multimedia equipment is available including smart TVs, an Owl, HDMI cables, power strips. ~~other?~~ Training is required to use Library-owned multimedia equipment, and the individual trained must be present at the meeting. Training should be scheduled at least one week prior to the scheduled space use. The trained individual must present their Library card or valid photo ID to gain access to the multimedia equipment.
- Groups using multimedia equipment must adhere to the Library's Public Internet Access and Library Computer Use Policies. Both can be found at <https://phplonline.org/library-policies/>.
- Those showing video content are responsible for acquiring appropriate public performance rights beforehand.
- Additional Quad/Graphics Room equipment: ~~A wall mounted projection screen, and an easel, a podium, sixteen 18" x 72" tables, and 80 chairs are available for use by groups who have specified their use in their application. A group may have no more than 100 people in attendance in the Quad/Graphics Room.~~
- Additional small meeting room equipment: Two conference tables, 12 chairs, whiteboard

~~**Small meeting room:** This room contains a table and twelve chairs. It will not accommodate any of the above listed equipment other than an easel. A group may have not more than 12 people in attendance in the small meeting room.~~

ROOM ARRANGEMENT AND MAINTENANCE

~~Chairs and tables are available for groups to set up to meet their special needs.~~ Because of limited staff, the Library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. **The responsibility for setup and cleanup is assumed by the group using a room.** The person responsible for a meeting will be given a checklist when a room is unlocked, and must see that the procedures listed for

cleaning are carried out. A maintenance fee of ~~\$100-\$25~~ may be assessed if the room is left in poor condition.

Chairs and tables must be returned to their original arrangement following a meeting. A diagram showing the basic setup is posted in the Quad/Graphics Room.

KITCHEN

~~There is a kitchen that~~A kitchen is accessible from both meeting rooms. Access to the kitchen must be requested on the application form. ~~The kitchen is to be used for staging and serving, not for meal preparation.~~ Storage space in the refrigerator is not available. Staff and members of a group using the other meeting room may be using the kitchen at the same time.

A sink, microwave oven, one 30-cup coffeepot, and one 30-cup hot-water pot are available if requested at the time of application, and confirmed by the Library. No supplies are provided and no other appliances are available. The serving of non-alcoholic beverages and light snacks is allowed in the room, with prior approval as described on the application form.

Each group using the kitchen is required to clean and leave it in good order after use. The responsible party will be billed for any extra cleaning required in the meeting room or kitchen as a result of serving food or beverages.

REGULATIONS FOR ALL MEETING ROOM USERS

Organizations that wish to continue using Library facilities must abide by the following regulations.

~~1. Because of the special relationship the Library has with the Village of Sussex, the Library Board may make special accommodation for its needs. Accommodation may also be made for the needs of the Hamilton school district, as state law defines a special relationship between public libraries and public schools, evidenced by the requirement of the appointment of a school district representative to library boards. Is this needed? If so, move later in the list.~~

~~2.1.~~ Each group will be admitted to and must vacate the room at the scheduled time. Setup and cleanup time must be included in the scheduled time block.

~~3.2.~~ Groups using the meeting rooms are not permitted to charge registration fees or to require the purchase of an item as a condition of attending a meeting. ~~Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.~~ Membership dues may be collected provided no one is excluded from attending if not a member. ~~The Village of Sussex, however, may charge registration fees for recreation classes which are held in the Library's meeting rooms provided those fees are paid directly to the Village and not collected within the Library.~~

~~4.3.~~ The name, address or telephone number of the Pauline Haass Public Library may not be used as the address or headquarters of the group meeting at the Library.

- ~~5-4.~~ Smoking, use of tobacco products, and use of alcohol or malt beverages is prohibited anywhere in the building, with the exception of wine or malt beverages served at functions hosted by the Library Board, Friends of the Library, or PHPL Foundation with prior specific written permission from the Library Board and necessary approval/licensing by the Village of Sussex.
- ~~6-5.~~ Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.
6. Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.
7. Meeting rooms may not be used for any purpose which may, in the opinion of the Director and/or the Library Board, interfere with the normal use of the Library, present a safety hazard, degrade the condition of the building or its contents, or create an exceptional maintenance need. For this reason, glitter and non-watercolor paint may not be used.
8. Parents or caregivers who bring children to meetings in the Library must abide by the Library's Child Safety Policy. ~~Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building.~~ When a meeting continues after the Library is closed, children must remain in the same meeting room as their parent or caregiver. Playing in the lobby area, kitchen or restrooms is prohibited.
9. The Library is not responsible for equipment or material owned by a group and used in the Library. No supplies or equipment belonging to non-Library associated groups may be stored at the Library.
10. ~~The Library staff are not available to~~ does not provide assistance ~~assist~~ with ~~carrying supplies or equipment, custodial help, or assistance with the operation of equipment for~~ setup, cleaning, or equipment/technology operation during meetings.
11. Displays, posters, and literature connected with a meeting in the Library may not be placed anywhere in the Library prior to the meeting, except as allowed by the Posting and Distributions Policy. A small sign announcing the meeting may be posted on the meeting room doors or on an easel no ~~earlier than one-half hour~~ more than 30 minutes before the ~~program, meeting, etc. will begin~~ event begins. No other information or displays can be placed outside the meeting room while a meeting is taking place.
- ~~11-12.~~ Meeting rooms may not be used for a return engagement by a group that has made any abuse of the facility in its earlier use or has violated any of the regulations set forth. The Library Director is authorized by the Library Board to determine whether such abuse or violation has occurred, and may cut off privileges regardless of whether the group has future reservations that have been approved.
- ~~12-13.~~ For and in consideration of the use of the meeting room and Library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Pauline Haass Public Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person

or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage the matter may be referred for legal action.

~~13-14.~~ Appeals and/or comments on meeting room policies and regulations may be made to the Library Board in writing. [Email libraryboard@phpl.lib.wi.us](mailto:libraryboard@phpl.lib.wi.us) or ~~Address address~~ communications to:

Pauline Haass Public Library Board of Trustees
N64 W23820 Main Street
Sussex, WI -53089
~~Phone (262) 246 5180 Fax (262) 246 5236~~

Adopted by Library Board: Jan. 20, 1997

~~Revised by Library Board: March 13, 1997; Sept. 12, 1997~~

~~Reviewed by Library Board: Jan. 14, 1998~~

~~Revised by Library Board: Jan. 10, 2001~~

~~Revised by Library Board: February 18, 2004~~

~~Revised by Library Board: December 19, 2007~~

~~Revised by Library Board: June 17, 2009~~

~~Revised by Library Board: March 17, 2010~~

~~Revised by Library Board: February 19, 2014~~

~~Revised by Library Board: September 23, 2015~~

~~Revised by Library Board: February 15, 2017~~

~~Revised by Library Board: June 19, 2019~~

Last revised by Library Board:

Application for Meeting Room Use at the Pauline Haass Public Library

Email to: meetingrooms@phpl.lib.wi.us OR return at Circulation Desk

Please review the **Meeting Room Use Policy** at <http://www.phplonline.org/meeting-rooms/> to determine whether your group qualifies to use meeting rooms at the library.

NOTE: This is an application, not a reservation form. No plans should be made regarding the use of meeting rooms and no advertising should be done until a written confirmation is received. If the application is not filled out completely, it will be returned unprocessed. Please refer to the Meeting Room Use Policy or ask for assistance if you have questions. (262-246-5181)

Organization Name _____

Address & Phone _____

Date of Application _____

I attest that this group is not-for-profit (documentation may be required)

Would you like information on how to have your non-profit group included in the CAFÉ catalog?

Yes ____ No ____ If yes, please list: Contact person _____

Email address _____ Phone _____

Purpose of meeting _____

Library use of meeting rooms is a first priority and the Library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a 24-hour notice will be given. This right will be exercised only in urgent situations.

Please indicate both day of the week and date (i.e. *Monday, 9/12/22*) for all dates requested, to avoid errors. You may request no more than six (6) dates on one application:

Dates requested (one per line):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Approved	Confirmed by:
____ YES ____ NO	Email _____ Phone _____
____ YES ____ NO	Email _____ Phone _____
____ YES ____ NO	Email _____ Phone _____
____ YES ____ NO	Email _____ Phone _____
____ YES ____ NO	Email _____ Phone _____
____ YES ____ NO	Email _____ Phone _____
<i>For staff use only</i>	

Arrival time for setup (after 9:30AM Monday - Saturday or 1:00PM on open Sundays) _____

Meeting start time _____

Departure time, after vacuuming & other cleanup (may be after the Library closes) _____

Which room you are requesting?

___ Quad/Graphics Room (seating for 80, room capacity 100) ___ Small Meeting Room (capacity 12)

Estimated attendance _____

Is permission requested to serve refreshments? _____ to use the (shared) kitchen? _____

If yes to either, please describe: _____

Equipment requested: Smart TV _____ Owl _____ HDMI cable _____ Power strip _____

PLEASE NOTE: Multimedia equipment is available for use ONLY if a group member is trained by a staff person. Request a training session by contacting info@phpl.lib.wi.us or call 262-246-5181.

Contact person for your organization _____

(The Library will refer any inquiries to this person.)

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

The undersigned, on behalf of the above named organization, **has read and agrees to comply with the policies, procedures and regulations** governing the use of Library meeting rooms. The applicant shall indemnify and hold harmless the Pauline Haass Public Library, its employees, and board of trustees from any damages for personal injury or property damage. The applicant assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from the use of a meeting room at the Pauline Haass Public Library.

Signature of applicant _____

If signer is not the same as the contact person listed above, please print your name and phone number:
