



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

Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, August 16, 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 July 19, 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) HVAC Software Replacement: discussion and action
 - b) Meeting Room Policy: discussion and action
- 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 July 19, 2023 Board meeting
Pauline Haass Public Library

Called to order: 6:01 p.m.

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

Vande Hei/Schultz motion to accept minutes of June 21, 2023 Board meeting as presented; motion carried.

Hacker/Kojis motion to accept minutes of July 17, 2023 Budget Committee meeting as presented; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Adele read a letter from Brian Latus recognizing the excellent work of PHPL Children's staff.

Financial report: Revenue and Expenditure Guidelines for June 2023 accepted as presented by Vande Hei/Jilling motion; motion carried.

Prepaid bills in the amount of \$1,307.00, P-Card bills in the amount of \$1,657.16, June 2023 bills in the amount of \$18,777.35, June expenses in the amount of \$81,430.90 approved as presented by Vande Hei/Carran motion; motion carried.

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

New Business:

Following a review of the Budget & Finance Committee report of 2024 budget request to Village of Sussex, Zoellick/Vande Hei motion to approve as presented; motion carried.

Following the review of the Annual Waukesha County standards compliance certification, Carran/Schultz motion to approve; motion carried.

Meeting adjourned at 7:01 p.m. by Roubik/Jilling motion.

Respectfully submitted,
Adele Loria
Library Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

August 16, 2023
Director's Report to Library Board

Agenda Items

HVAC Software Replacement: As discussed last month, our HVAC software has become obsolete and cannot be installed on a newer computer. I have secured a quote from Emcor, the company that maintains our HVAC controls, to integrate the controls with this new format, recreate the settings and conditions, etc. This work came in at just over \$12,000. At that cost our purchasing policy asks for 3 quotes and the company must be selected by the library board. Jeff Goodyear secured a quote from the company that the Village contracts with to maintain its HVAC controls. That quote is significantly higher at \$24,550. Because Emcor did the original digital controls retrofit at the Library, it appears to be a much more involved conversion with another company. Jeff and I have not yet secured a 3rd quote, but I think it's likely that working with our current provider is going to be most cost effective. I think that it is most appropriate to utilize capital funds for this upgrade, so if the board authorizes moving forward with Emcor I recommend using that fund and will update the capital plan to reflect that for our September meeting.

Meeting Room Policy: In previous versions of our meeting room policy, we included language that use of the room did not constitute endorsement on the part of the Library and we asked groups/individuals to make that clear in any publicity for the event. The revision we did of the policy in February included a great deal of reorganizing and somehow that language was lost in the process. I apologize for not catching it earlier, and I'm recommending we re-include it as presented in the draft version in your board packets.

Non-agenda Items

Building Updates:

- **Roof Repairs:** You may recall that in 2022, a consultant working with the Village on other projects (Rhett Surman from the Garland Company) provided an analysis of our roof and outlined replacement options. I went on leave shortly after that and we tabled this discussion. This past spring Jeff Goodyear, Secret Strobl, Judy Neu and I met with Rhett again to review this information and discuss possible replacement timelines. Since we are still looking at a 2030 renovation and would not want to replace the roof separately, Rhett identified areas in need of repair and prevent further leaks (hopefully) in the meantime. I am including the proposal in your packets for information purposes, but all quotes are below the \$10,000 threshold requiring board action. The scope of work and materials are the same for all three, but Pioneer Roofing came in lowest at

\$4850 (they are working on a project for the Village’s wastewater treatment plant already, and combining this repair work with that project lowers the cost considerably).

This is a band-aid fix, but given the number of leaks we’ve had over the years and the associated costs, I think it is worth taking preventative measures to bridge the gap between now and a renovation/full replacement. This was not part of the 2023 budget so it would certainly put us over in the building maintenance line, but we are underbudget enough in some lines that it would not put us over our total planned expenditures for the year (barring some unforeseen event which of course, could happen at any time). I am waiting to see whether a warranty that we hold will cover any of this work, but will schedule it for sometime this fall once I have those answers.

- Those of you who walk or drive by the library may have noticed that at the end of July, some letters from the Pauline Haass Public Library sign went missing. We have filed a report with the police and provided as much information as possible. The sign is actually Village property installed in 2017, and so the Village is submitting an insurance claim and assuming the cost of replacing the letters. Jeff Goodyear has been working on this project and with me to get approval of any work before it goes forward.
- The new security cameras were installed without a hitch in early August. I am working on a policy for usage and access of video footage that I will bring to you in September.

Marketing and Communications: Becca Werginz reports that the library sent out eleven promotional emails in July, including a very successful call for book donations on behalf of the Friends of the Library to prepare for the book sale at the Village Block Party. Information was also shared about programming, Udemy, and the update to the CAFÉ app.

Staff Updates:

At the July board meeting I announced to you that we had filled our open Adult & Teen Services Librarian position. Maura Flanagan recently completed her MLIS and is coming to us from the Oconomowoc Public Library with lots of great enthusiasm and ideas for teen services and will be a great fit for our library and our community. Maura started Tuesday, August 8 and has made a fantastic start. We’re thrilled to have her on board!



Jennie Bahnaman, Assistant Director, and Becca Werginz, Communications and Technical Services Manager, report on Adult and Teen activities for June 2023:

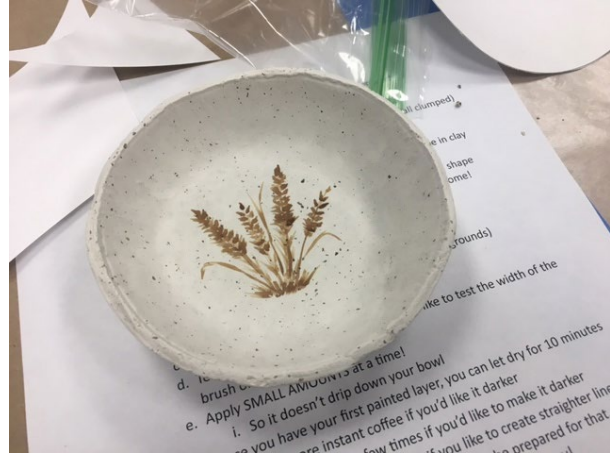
Summer Reading

Summer Reading continued throughout July. At the end of July we had a total of 405 adults registered for our summer reading program – **that is more than double the amount of adults who registered last year!** They’ve been busy redeeming their rewards with 751 rewards

redeemed so far (total earned rewards: 1110). They reviewed 518 books and logged 8,611 hours, 21 hours of reading on average per reader.

Adult Programs & Services

On July 18 and July 26 we held our **Make It** sessions where attendees made **air dry clay pottery** bowls. We used coffee grounds to create a speckled look in the clay and we also used instant coffee to paint our pottery. We had 21 attend on July 18 and 22 attend on July 26.



Six attended **Tuesday Afternoon Book Club** on July 11, discussing *Year of Wonders* by Geraldine Brooks. The **Books to the Future** enjoyed some fresh air on their July 13 meeting, sitting out on the library lawn while chatting about *A Flicker in the Dark* by Stacy Willingham. Eleven members of **Reading Between the Spines** met on July 19 to discuss *The 7 1/2 Deaths of Evelyn Hardcastle* by Stuart Turton. On July 13 our other evening book club **Shelf Indulgence Book Club** also met, led by our volunteer Heather. We had 5 in attendance.

Teen Programs & Services

Teens have also been busy with the **Summer Reading Program**. By the end of July we had 215 registered, 544 rewards redeemed (total earned rewards: 683). They've also written 150 book reviews. Two teens joined Victoria VanZile (Children's Associate) on July 11 for **Teen Anime Club**, and seven attended **DIY Book Hedgehogs**. They got creative with their recycled crafts, decorating them to look like their favorite characters!



Collection

Weeding

Nick Schmudlach (Adult & Teen Services Substitute Librarian) continued to weed the Social Issues collection in non-fiction to help open up shelf space in this area.

Relocating Sussex/Waukesha History Books

We've also moved any local history books (Sussex, Waukesha County, etc.) from the History collection in non-fiction and relocated it behind the Adult Reference Desk in order to free up some shelf space and to have it near the rest of the local history collection.

Valerie Johnson, Children's Services Manager, reports on department activities for July:

Summer Reading

What an extraordinary summer! The interactive play areas are humming with activity all day. Kids are enjoying animal care in the pretend wildlife rescue center, building with magna-tiles, hiding out in the mushroom tent, and catching pretend fish in the fishing bin. The summer reading desk is seldom quiet as families stream in to redeem their reading for congratulations, encouragement, and prizes. The prize for adventure #3 of the summer reading journey is a free book! By the end of July 1,099 kids were registered (up from 871 last year).



Programs

Two special performers treated the kids to shows this month. The **Snake Discovery** educational reptile program was presented July 10 at the Friends Tent. Kids and families greatly enjoyed learning about our slithery friends and even had an opportunity hold a snake. The comedy troupe **KidsPlay** performed at the Village Park open air pavilion July 24. They feature improvisation and outrageous characters, this time as two goofy chefs in the performance “What’s Cooking at the Café Goofé?” They had the kids laughing and eagerly participating in their shenanigans.



Two more camp-craft themed **Make It! Junior** projects were offered as grab and go kits for kids to pick up and work on at home. **Shrinky Dink Bookmarks** designed by Victoria VanZile gave the crafters a chance to create and bake their own small charm to attach to a decorated bookmark. **Stick Lanterns** were made from popsicle sticks and rice paper that the kids decorated. Each kit came with a battery-operated tealight that would make the lantern glow.

Due to extreme heat and poor air quality (wildfire smoke) **Reading on the Roof** was held on the actual roof only once out of four sessions this summer. Teresa Douglas read *I, Cosmo* by Carlie Sorosiak July 12, a story about an aging golden retriever and his beloved boy who enter a dance contest together. Val Johnson read *Lion of Mars* by Jennifer Holm on July 26. This is a heart-warming science fiction story of a boy and his community that live on the planet Mars. Both sessions took place in the board room, not on the roof, but as we say “with a view of the roof.”



Two sessions of **LabCrafts**, for third grade and older, were held in the KidsLab, with full attendance for both. On July 17 the kids made **cloud dough** under the guidance of MJ Jorn (Children’s Services Associate). Any messy craft attracts kids, and this one was predictably a hit. Monica Weis (Children’s Services Associate) led a second session on July 31 during which the kids made **small world cabins**. Thanks to Monica’s husband for cutting (and curing) a load of tree cookies (cross-section slices) to serve as bases for the cabins. On these bases the kids built cabins with sticks (logs), clay (chinking), and other materials for decorating and landscaping. The creativity of the children was remarkable.



Val Johnson led the **Early Explorers** (grades one and two) in more KidsLab creativity on July 13 when they enjoyed making **creeping inchworms**. Early Explorers met up again on July 27 when they learned about well-known constellations and created **constellation luminaries** out of small boxes and battery-operated tea lights. On off-week Monday evenings when crafts are not scheduled the KidsLab is available for **LabTime**, or “open lab,” for kids to drop in and work on these and other past projects.

After the huge success of our Dog Man Party in 2022, we decided to make the program even more supa (that's Pilkey slang for "super"). On Tuesday, July 18, we held **Pilkey Party**, a party in honor of the fan favorite author, Dav Pilkey. Pilkey is the author of *Dog Man*, *Dumb Bunnies*, *Captain Underpants*, and more popular series for intermediate readers. Thirty-one people attended the party to complete crafts and play games focusing on the characters and antics from Pilkey's books. Fun was had by all at this silly event.



Cursive Club met July 19 and the special activity was mirror-image signatures. The children practiced writing their names in cursive, traced the signature along a folded paper, then cut out and unfolded the new shape. The squiggly images end up resembling insects, skeletons, plants, and whatever else their imaginations came up with.

Kids have been attending small-class sessions of **Sew XO** this summer. By the end of July, fourteen children had finished the sessions necessary to earn their Sewist Badges, qualified to use the sewing machines independently on open sew afternoons. One young sewist attended open sew and created a complete outfit for her American Girl doll: skirt, blouse, and bandanna. Another sewist cut and hemmed fabric squares to make cloth napkins for family dinners. Both girls are only nine years old, but they already know that they love to sew.



July children's programming wrapped up on Saturday the 29th with **Family Tie Dye** presented by Teresa Douglas and Victoria VanZile (Children's Services Associate). This year Family Tie Dye was promoted as an all-ages program, and people of all ages were indeed in attendance. Some wore tie-dyed items that they have made in previous years at the library tie-dye program. Dye buckets and tables were set up on the library lawn and many shirts were dyed, as well as pillowcases, hats, socks, and even underpants. Fun was had by all, and a few have since returned to the library to show us their finished dyed items.



Collection: Book Bundles

Children's book bundles	number of bundles	number of items in bundles
staff-created book bundles	42	183
special request book bundles	1	25
Total	43	208

Statistics

Adult & Youth Reference	Totals
Youth Reference Ques.	2545
<i>Youth Information Ques.</i>	7
Adult Reference Ques.	405
<i>Adult Information Ques.</i>	30
One-on-One Tech Help	8
Value Line use	4
Study Rooms use	95
Faxes	10
Curbside Pickup Appointments	0
Chromebook Checkouts	0

Children's Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
LabTime (2 sessions)		25	
LabCrafts (2 sessions)		66	
Early Explorer LabCrafts (2 sessions)		30	
Family Storytime (9 sessions)		428	
Sew XO (1 session)		2	
Open Sew (2 sessions)		1	
Cursive Club (1 session)		9	
1000 Books Before Kindergarten new registrations			23

Outreach Storytimes (1 session)		26	
Make It! Junior grab and go distributed (2 sessions)			500
Make It! Junior report back (drawing tickets)			186
Reading on the Roof (2 sessions)		59	
Monday summer performers (2 sessions)		265	
Pilkey Party		31	
Family Tie Dye		130	
Teen Volunteer orientations (1 session)		2	
Summer Reading Adventures video views	1		
Total	1	1074	709

1000 Books Before Kindergarten total books read: 3,854

Teen Volunteer hours: 243.5

Adult/All Ages Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Tuesday Afternoon Book Club (7/11)		6	
Shelf Indulgence Book Club (7/13)		5	
Books to the Future Book Club (7/13)		5	
Make It: Air Dry Clay Pottery (7/18)		21	
Reading Between the Spines (7/19)		11	
Make It: Air Dry Clay Pottery (7/26)		22	
Total		70	

Teen Programs	Virtual Attendance	In-person Attendance	Self-Led (Passive)
Teen Anime Club (7/11)		2	
DIY Book Hedgehogs (7/25)		7	
Total		9	

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

The circulation department remained busy throughout July! The Explore Passes remained very popular. Several patrons visited PHPL for the first time due to the Bridges Passport program. Most took the time to explore the library and remarked what a warm, cozy, and inviting place it was. Several told us they would return in the near future.

Becca Werginz, Communications and Tech Services Manager, reports on department activities for July:

Beth Bechtel (Bridges Database Management Librarian) visited the library on Friday, July 21 to review items from the “Beth Box,” which is a box filled with unusual items or items with nontraditional cataloging circumstances that require her input to resolve. Examples of “Beth Box” items include materials with no OCLC record- like Library of Things items or Hamilton High yearbooks- and those that have been altered from their published state- like picture books that were sold with CDs inside that have since been removed. She met one-on-one with both Becca and Teresa to work through their stacks of exceptions.

Statistics:

Items processed	546
Items withdrawn	294
Volunteer hours (including processing, assisting with projects and programs, watering plants, and managing the book sale room)	28.5

STATISTICS FOR MONTH OF JULY 2023

	July 2023	July 2022	YTD	YTD 2022	% change
ALL CIRCULATION	35092	34419	218760	<i>202429</i>	8.1%
PHYSICAL MATERIAL CIRCULATION	31124	31210	192638	<i>179699</i>	7.2%
E-MATERIAL DOWNLOADS	3968	3209	26122	<i>22730</i>	14.9%
HOURS OPEN	215.5	212.5	1678.5	<i>1679.5</i>	-0.1%

	YTD
HOLDS FILLED BY OTHER CAFÉ LIBRARIES FOR PHPL: -	2749
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL: +	2238
Crossovers to PHPL from other library communities: +	7902
Crossovers from Sussex to other CAFE libraries: -	1768
NET LENDING: 5623	35430

	Sussex	Other	TOTAL	2022
PHYSICAL CIRC:	11517	19607	31124	31210

Cards issued:	159
Reference questions answered:	2950
Informational questions answered:	37
Library visits this month:	11,194
Materials purchased:	623
(year to date total:)	4360
Study Room usage:	95
One-on-one technology lessons:	8
Fax Service:	10
Value Line:	4
Curbside pickup:	0
In-person programs:	35
In-person attendees:	1153

Meeting Room Use:

Quad Room:	14
Small meeting room:	12
INTERNET USE**:	322 sessions
TOTAL HOURS**:	155:12:00
AVG. SESSION**:	28.919 minutes
WI-FI -INTERIOR*:	1568 clients
WI-FI -EXTERIOR*:	358 clients

*includes wireless network

**wired access only



11243 West Becher Street
West Allis, WI 53227-1032
Phone: 414.431.7200
Additional Offices in Green Bay & Madison
www.emcorintegratedsolutions.com

June 30, 2023

Mr. Adele Loria
Pauline Haass Public Library
N64W23820 Main St.
Sussex, WI 53089
e: aloria@phpl.lib.wi.us

**Re: Pauline Haas Library Controls Upgrade
Controls Proposal**

Dear Mr. Loria:

We are pleased to provide our proposal for the above referenced project. We include the following:

- (1) JACE 8025
- Integration of the existing controllers
- Conversion of the existing graphics into the new format
- Recreation of trending
- Recreation of alarming
- Work with IT for a max of (4) hour to set up the new JACE

Our price for this work is **\$12,084.00**

Not included in the above proposal

- Any applicable sales and use tax
- Factory start-up of equipment, will be present at startup to ensure proper communication
- VFD's, starters, and disconnects will be provided by others
- Line voltage work
- Control dampers provided by others
- Fire/smoke dampers, duct detectors, associated components, and wiring by others
- Liability and warranty for existing equipment to remain
- Cutting, Patching, painting, roofing work, ceiling rework or access doors
- Fiscal responsibility for consequential and liquidated Damages
- Waiver of Subrogation is not implied or included unless listed in the scope of work
- Permits, fees, performance bonds or payment bonds unless listed in the scope of work
- Premium Time

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are between 7:00 a.m. and 4:30 p.m., Monday through Friday.

This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the coronavirus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted services, materials, or supplies), (iv) change orders, extra work, or extra costs, or (v) inefficiency and impacts relating to the foregoing, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to a change order equitably addressing impacts to its time for performance and costs.

This proposal is conditioned on EMCOR Services Integrated Solutions confirming the price, delivery time, and availability of goods with EMCOR Services Integrated Solutions' subcontractors, vendors, and suppliers at the time when EMCOR Services Integrated Solutions and customer are ready to enter a final contract for the proposed work. EMCOR Services Integrated Solutions reserves the right to (i) adjust the proposal price and schedule in the final contract if needed due to such confirmation, and (ii) condition the final contract on, and include in it, any reservations and/or limitations that EMCOR Services Integrated Solutions must accept from its subcontractors, vendors, and suppliers to obtain any goods.

If customer fails to sign this quotation/proposal within fifteen (15) days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Daniel Von Berg

Daniel Von Berg
Controls Estimator
EMCOR Services Integration Solutions
Direct: 414.431.7189
daniel_vonberg@emcorgroup.com

DVB/

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)



Controls

TO: Jeff Goodyear 7/26/2023
COMPANY: VILLAGE OF SUSSEX
FROM: Steve Barron
BID DATE: 7/26/2023
PLANS:
PLAN ISSUE DATE:
ADDENDUM SEEN: 0 to 0
RE: 23-1186 - PAULINE HAASS PUBLIC LIBRARY - HVAC SUPERVISOR CONTROL UPGRADE

Dear Jeff,

We propose to furnish and install the following temperature control system upgrades:

Base Bid

PROVIDE AND INSTALL (1) NEW TRIDIUM FX80 SUPERVISORY CONTROLLER WITH WEB-BASED HTML5 INTERFACE TO REPLACE EXISTING TREND 963 BUILDING AUTOMATION SUPERVISOR COMPUTER. ALL SUPERVISOR LEVEL SCHEDULING, CONTROL LOGIC, ALARMING, AND TRENDING TO BE REPLICATED IN THE NEW SUPERVISOR CONTROLLER.

ALL TREND FIELD LEVEL CONTROLLERS AND BACNET GATEWAYS TO REMAIN AND BE INTEGRATED WITH NEW FX80 SUPERVISOR CONTROLLER.

INCLUDES ALL SYSTEM GRAPHICS. INCLUDES FLOORPLAN GRAPHICS IF CUSTOMER IS ABLE TO PROVIDE A DIGITAL COPY OF BUILDING FLOORPLAN.

INCLUDES UP TO 4 HOURS OF OWNER TRAINING AT PROJECT COMPLETION.

GRAND TOTAL... \$24,550.00

CERTIFIED DBE, MBE, EBE

Pricing is subject to change even after order is received based on factory surcharges or price increases.

This quotation subject to your written acceptance within 30 days. No sales or used taxes. The quantities that are quoted are in direct relation to the prices given; any variations made will result in price changes. This quotation subject to change without notice and void after 30 days.

Terms and conditions of sale net 30 day and upon receipt of satisfactory credit information
10412 N Baehr Rd - Mequon - WI - 53092 - Ph: (262) 242-9393



Controls

Not Included:

- No Liquidated Damages
- No Equipment or VFD Start-Ups
- No Premium Time Labor
- No HVAC Equipment
- No Field Controllers, Thermostats, Actuators, or Sensors (all existing to remain)
- No FX Server Integration
- No Replacement of Network Wiring
- No Troubleshooting or Repairs of Existing Controls Issues

CERTIFIED DBE, MBE, EBE

Pricing is subject to change even after order is received based on factory surcharges or price increases.

This quotation subject to your written acceptance within 30 days. No sales or used taxes.

The quantities that are quoted are in direct relation to the prices given; any variations made will result in price changes. This quotation subject to change without notice and void after 30 days.

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10412 N Baehr Rd - Mequon - WI - 53092 - Ph: (262) 242-9393

PAULINE HAASS PUBLIC LIBRARY

POLICY: Meeting Room Use

Adopted by Library Board: February 15, 2023

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 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 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:

- Quad/Graphics Room which has seating for 80 and can accommodate 100 people
- Small meeting room, which has a conference table and seats up to 12.

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 the Circulation Desk. The completed application form may be mailed, emailed, faxed, or turned in in-person. 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 email or 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.

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.

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:** two meetings per month
- **Small meeting room:** one open or private meeting per week

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)

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.

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. 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: wall mounted projection screen, easel, podium, sixteen 18" x 72" tables, 80 chairs Additional small meeting room equipment: Two conference tables, 12 chairs, whiteboard

ROOM ARRANGEMENT AND MAINTENANCE

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 up to \$100 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

A kitchen is accessible from both meeting rooms. Access to the kitchen must be requested on the application form. 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. 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.
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 may be collected provided no one is excluded from attending if not a member.

3. Approval to use the Library meeting room(s) does not constitute endorsement by the Pauline Haass Public Library, or by its staff and trustees. Unless sponsored or co-sponsored by the Library, publicity for events held in the Library meeting rooms must not imply sponsorship and must contain the statement, "This event is not sponsored, co-sponsored, or endorsed by the Pauline Haass Public Library. A sample of the literature may be required prior to distribution for approval by the Library Director or their designee. 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.
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.
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. 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. Library staff are not available to assist with 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 more than 30 minutes before the event begins. No other information or displays can be placed outside the meeting room while a meeting is taking place.
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.

13. 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.
14. 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.
15. 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 or address communications to:

Pauline Haass Public Library Board of Trustees
N64 W23820 Main Street
Sussex, WI 53089

Adopted by Library Board: Jan. 20, 1997

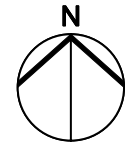
Last revised by Library Board: February 15, 2023



Pauline Haass Public Library

Connecting people to information, ideas, and one another.

2023 ROOF REPAIR PROJECT



The Garland Company
3800 E. 91st Street
Cleveland, OH 44105

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UPDATED
6/19/23

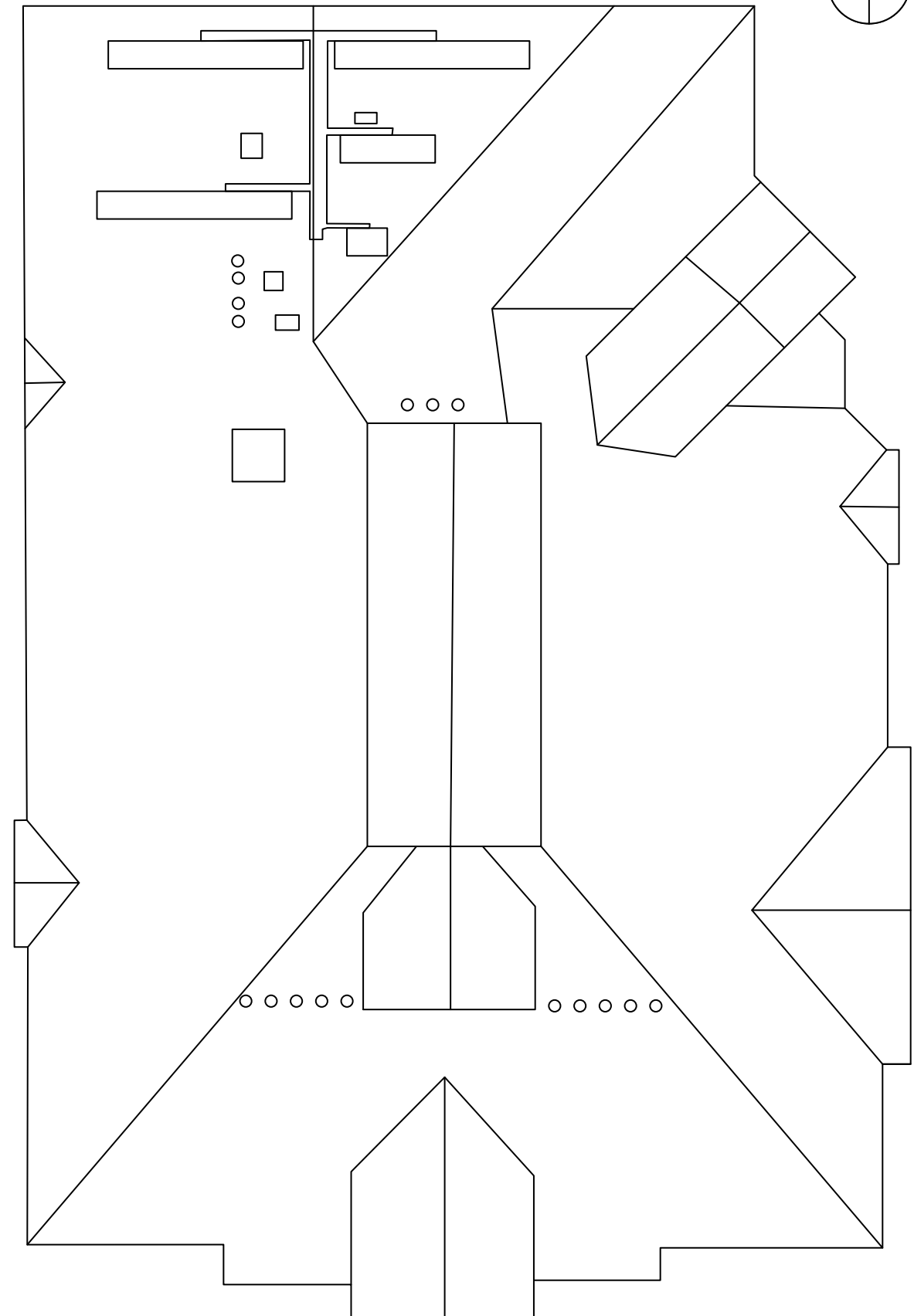
Village of Sussex
Pauline Haass Public Library
N64 W23820 Main Street, Sussex, WI 53089

SHEET TITLE:

COVER PAGE

SHEET NO.

A-1

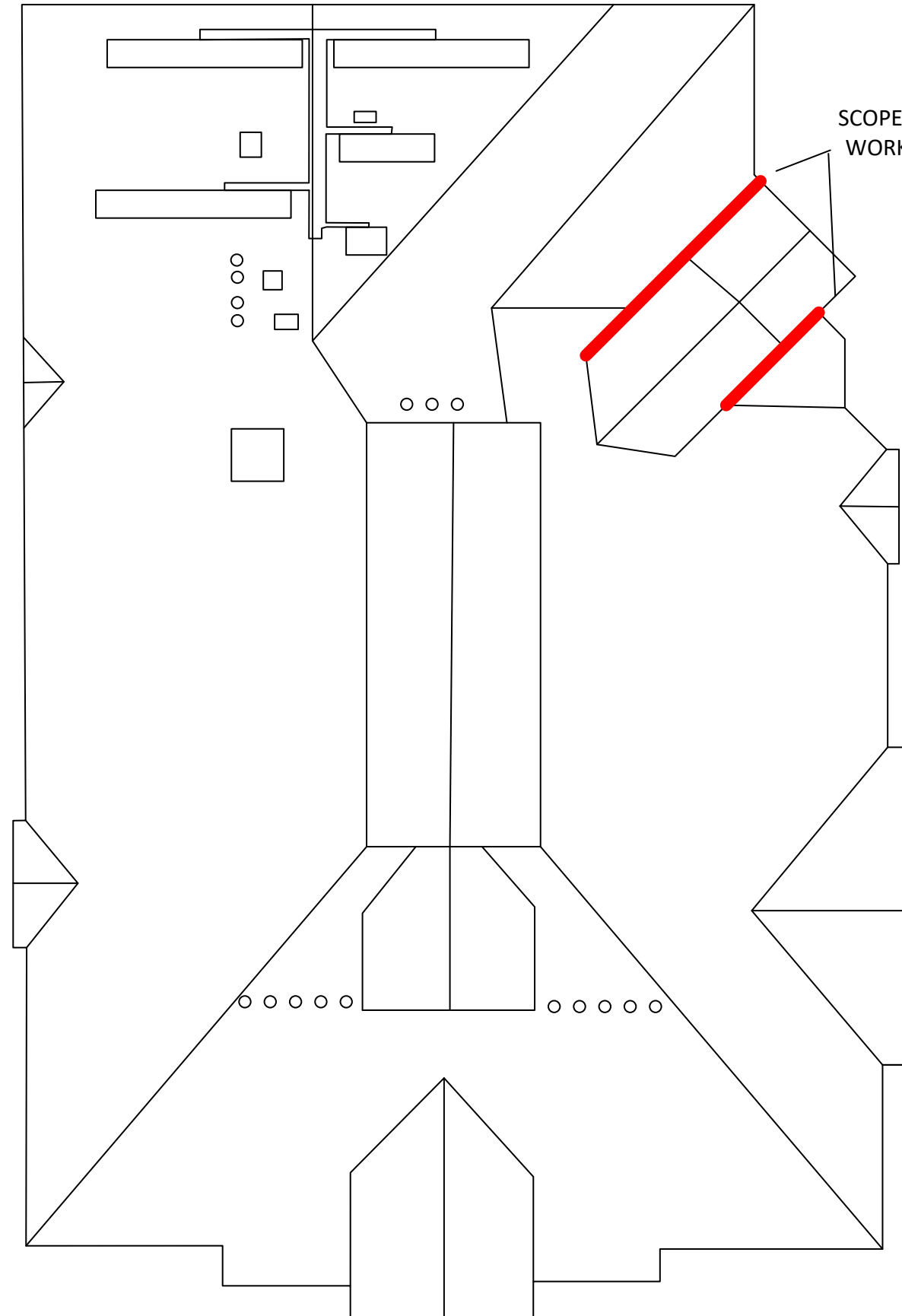




Scope of Work A

Loose Seams along Metal Valley

- Remove any dirt or debris from entire valley
- Remove failed or cracked sealant
- Clean rust areas with Rust Inhibiting Primer
- Apply Elastomeric Grey Coating to entire surface of Metal Valley
- Allow 24-48 hours of dry weather to cure



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UPDATED
6/19/23

Village of Sussex
Pauline Haass Public Library
N64 W23820 Main Street, Sussex, WI 53089

SHEET TITLE:

SCOPE OF
WORK

SHEET NO.

A-2



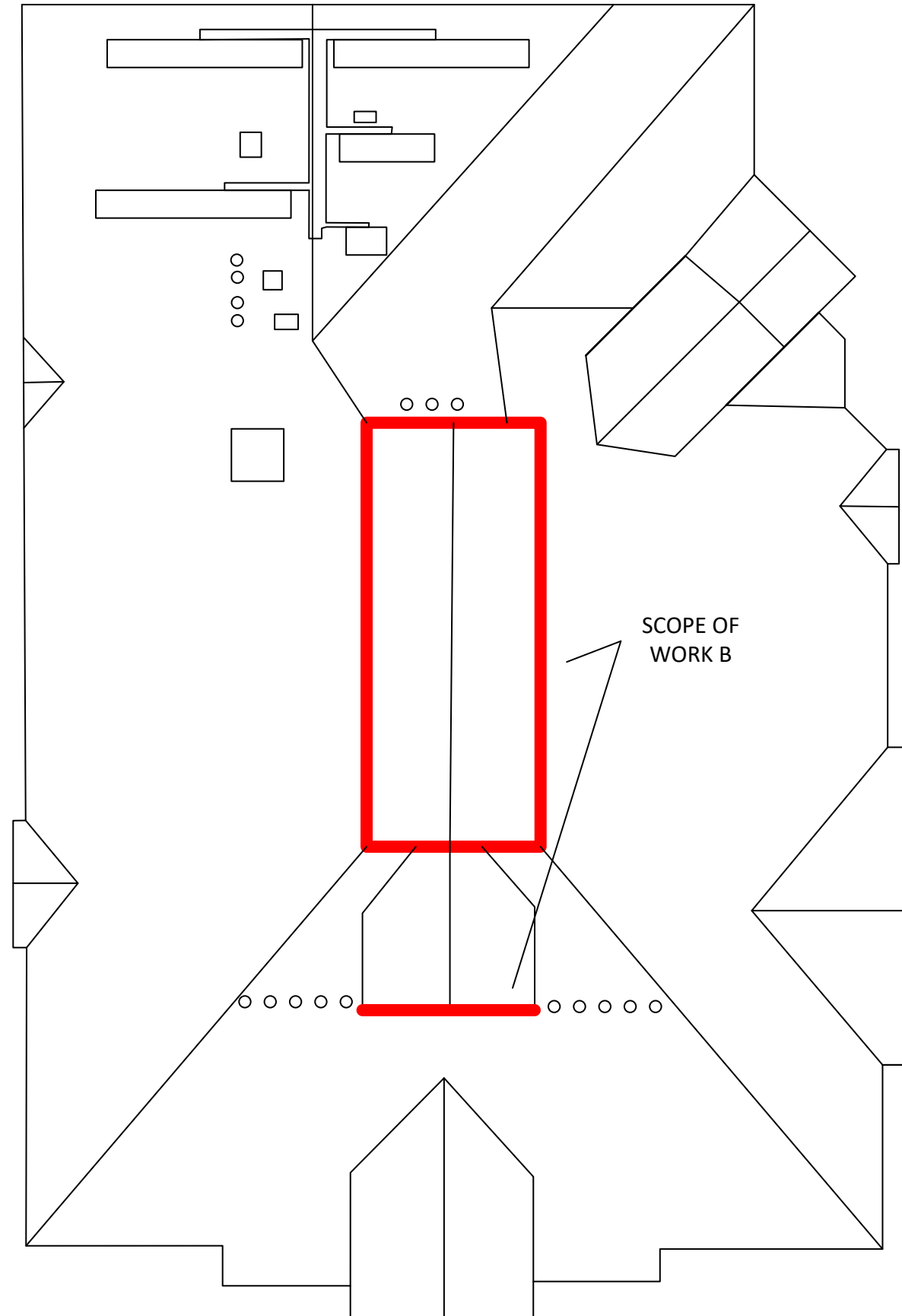
Scope of Work B

Sealing of exposed Fasteners

- Remove any dirt or debris from around Fasteners
- Remove failed or cracked sealant
- Apply new Sealant around each Fastener Head

Scope of Work A & B

Langer Roofing – \$7,280
 Arlington Roofing - \$7,000
 Pioneer Roofing – \$4,850



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UPDATED
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SHEET TITLE:

SCOPE OF
 WORK

SHEET NO.

A-2