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Agenda

**Pauline Haass Public Library Board of Trustees
Wednesday, April 17, 2024, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby**

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of March 20, 2024 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) Report of nominating committee
 - b) Annual review/approval of Allowable Cost Worksheet for county funding purposes: discussion and action
 - c) Circulation policy revision: discussion and action
 - d) Meeting room policy revision: 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 March 20, 2024 Board meeting
Pauline Haass Public Library

Called to order: 6:03 p.m.

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

Bougie/Jilling motion to approve minutes of February 21, 2024 Board meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Bougie and Vande Hei attended Monday, March 18, 2024 Friends of PHPL meeting and Bougie appointed nominating committee of Vande Hei and Kojis.

Financial report: Revenue and Expenditure Guidelines for February 2024 accepted as presented by Vande Hei/Zoellick motion; motion carried.

Prepaid bills in the amount of \$7,084.00, P-Card bills in the amount of \$4,933.43, February 2024 bills in the amount of \$17,070.43, Closing expenses in the amount of \$47,463.57, February expenses in the amount of \$70,089.21 approved as presented by Carran/Hacker motion; motion carried.

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

New Business:

The board discussed the revision of the Library's 2023 annual report to the state reflecting year-end numbers, Bougie/Vande Hei motion to approve the revision as presented; motion carried.

Following the review of the designation of the operating fund reserves, Vande Hei/Kojis motion to allocate as presented; motion carried.

Following the discussion of the IT services update, Carran/Jilling motion to create contract with Ignatek; motion carried.

Reviewed the Trustee Essentials 19: Library Director Certification document; no action taken.

Meeting adjourned at 7:38 p.m. by Roubik/Bougie motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

April 17, 2024
Director's Report to Library Board

Agenda Items

Report from Nominating Committee: The Nominating Committee will present a slate of officers for consideration at the May board meeting. At that meeting, other nominations are welcome.

Allowable Costs Worksheet: The formula for computing the funding that each library gets via the county library tax includes a component labeled "allowable costs." Bridges Library System Director Karol Kennedy requests that library boards approve and sign an allowable costs worksheet as part of the annual budget process; ours is included in this month's packet. The 2023 actuals are taken from our final 2023 annual report. The 2024 projections are requested for planning purposes. By approving the spreadsheet included in your packets, the board is verifying that the numbers there match the 2023 revised annual report and the 2024 budgeted numbers.

Circulation Policy Update: Recently we have been discussing cleanup of the patron database (deleting old expired cards) so that we have an accurate cardholder number. To have a consistent method of dealing with this moving forward, it makes sense to address this within our Circulation Policy. I've added a section on "expired cards" stating that accounts not sent to collections will be deleted after three years, and accounts that have been sent to collections will be deleted after seven years (the statute of limitations on theft of library materials). If desired, we can limit the accounts deleted more strictly and add other time periods for reviewing/deleting accounts.

While the policy was open for revision, there were a number of other areas that needed to be addressed, so the draft policy in your packets is a comprehensive revision. Notably these include:

- Lowering the overdue fines on DVDs to \$0.20/day. Since DVDs are no longer the high-demand items they were in the past, I think the \$1.00 fine is unnecessary. Lucky Day (browsing) DVDs, along with other browsing materials that are in high demand, would remain at \$1.00/day.
- Changing the loan period on ALL wifi hotspots to 10 days. In the years since we've introduced the hotspots we have received consistent feedback that a slightly longer loan period would be appreciated. I believe that extending the checkout period to 10 days

will accommodate that while still providing a quick enough turnover to manage demand.

- Cards renewals will be accepted over the phone. I recently clarified with Bridges system staff that while in-person address verification is required during initial registration, renewal is intended to verify that the information on hand is correct (patrons who have moved are still required to visit and verify their address).

In addition to the policy changes, the addendums have been updated and simplified. This agenda item allows for these changes and any others desired to be discussed and approved.

Meeting Room Policy Update: Now that we have had AV equipment available for groups to use for about a year, it's a good time to review the process. The required trainings for meeting room users are sometimes helpful but require a lot of staff time and are not necessary for some patrons. We've revised the policy to make training available upon request, but not required. A valid library card is still needed to check out the equipment for use, making the cardholder responsible for any damage or loss of equipment. The application has been revised accordingly. Both are included in your packets for review.

Non-agenda Items

APL & Hoopla: Those of you who use Hoopla regularly may have noticed that the changes we discussed at last month's meeting have not gone into effect. Upon communicating the changes agreed upon at APL, Karol Kennedy and Mellanie Mercier got significant pushback from the Hoopla representatives. Two representatives attended the APL meeting this past Friday and after discussion and clarification of what Hoopla can and cannot legally require from its customers, the group reiterated its decision to move down to two circs per patron per month.

These events and the ongoing issues presented by both Hoopla and Libby have prompted a larger discussion on how to prioritize quick access to high-demand titles for Bridges patrons in a way that is sustainable for library budgets. One option currently being explored is the creation of a Lucky Day collection within Libby. I can provide more details about this discussion and the meeting Wednesday and I will update you as we move through the Bridges budget process.

Building Updates - Roof Replacement Preparation: On Wednesday, April 3, I attended a preconstruction meeting for the roof replacement project along with Jeff Goodyear, Secret Strobl, Judy Neu, and Paul Crandall. We discussed and settled upon a tentative timeline: provided weather cooperates, staging areas in the parking lot will be set up April 25 and work on the roof will begin Monday, April 29. Paul estimates that the "best-case" completion date will be May 7 but work may extend to May 10 (when the library is closed for Staff Development Day). The "official" project dates we are publicizing are 4/29-5/10. The entrance from Ivy Avenue will be closed off during the project, and the far west row of parking stalls will be used as a staging area (see highlighted areas on the map below). These spots are generally used by staff, who will park elsewhere between 4/25 and 5/10.



I have compiled a FAQ of questions that people are likely to have about this project; it's included in your board packets and will be available on our website starting Monday, April 15. Becca Werginz has been working with me on the public messaging for this project and has designed materials to use before and during the project (see to-be-finalized poster, right). We'll be sharing all of this with the Village staff to use as well.

Meanwhile, Jeff Goodyear and Mark Eesley have begun work on disconnecting and draining the solar tubes so that they are prepped for removal. Butters-Fetting will be onsite the week of April 29 to remove the solar array.

Other building updates:

- Helm has been here for spring preventative maintenance of the HVAC system. They found that the front entrance fan's blower motor is failing (which explains why it's so



WARNING!

**THE LIBRARY WILL NOT BE
A QUIET PLACE BETWEEN
APRIL 29-MAY 10.**

(EXACT DATES MAY VARY DEPENDING ON WEATHER)

The library's roof is being replaced.
The building will remain open, but
prepare for some background noise!

***THE COST OF THE ROOF REPLACEMENT
IS COVERED BY WARRANTY.***



PAULINE HAAS
PUBLIC LIBRARY

Learn more at
FAQ WEB ADDRESS

QR

loud) and will need to be replaced. It is within the budgeted amount for building systems repairs this year, so that will happen soon.

- DPW's Streets crew began work on connecting the emergency exit to the public walkway. Scott Ascher is coordinating this work. They've dug out the area and placed the crushed stone layer; concrete pouring will most likely take place next week.

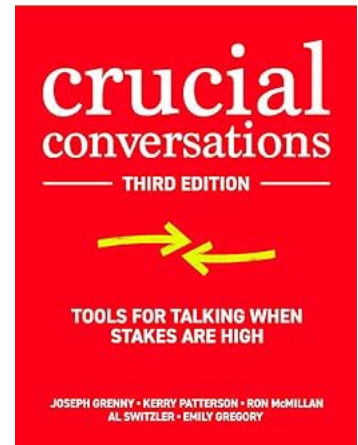
Continuing Education & Professional Development - Staff

Development Day Preparation: Friday, May 10 will be our next Staff Development Day. We have been preparing for this one more than usual, which is saying something. Last fall, we received a grant from the Library Foundation to have a trainer come in and work with our staff on communication when it comes to high-stakes, sensitive, or otherwise difficult topics. In preparation each of our staff members is reading *Crucial Conversations* by Joseph Grenny and Kerry Patterson. A little background on how this came about:

In fall 2023 some of the management team took a continuing education course in difficult workplace conversations. This course drew heavily from the Crucial Conversations model popularized by the bestselling book. We found this content highly relevant to each of our positions and identified a goal of having all staff trained with a shared vocabulary and common guidelines for engaging in these conversations. The official Crucial Conversations trainings are well out of reach in terms of cost (they start at \$6k), but Jennie Bahnaman found an option that seems like a great fit: a half-day seminar on "Navigating Difficult Conversations" with Jeff Russell, Owner of Russell Consulting in Madison. Russell comes recommended from the Southeast Wisconsin libraries group, which held a training with him in 2015. This training, while more cost-effective, was still well out of our typical range for presenters, so we turned to the Foundation. They were enthusiastic about the opportunity, noting that the long-term payoff of better communication could easily be greater than the costs of the seminar and copies of the book for all staff members. I'm thankful that while our Foundation focuses on new startup services or capital projects, they find staff professional development to be a goal that's worthy of their support, allowing us to try something a little different this year.

Staff have been gradually reading the book since the beginning of the year (approximately an hour per week over two months). Lisa Ponto and Jennie Bahnaman have been coordinating other sessions for the remainder of the day, and other staff members are helping to prepare sessions and coordinate details like food.

Updated with New Approaches for Today's Communication Challenges
OVER 5 MILLION COPIES SOLD



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

Tiny Art Show – All Ages

Throughout the month of March, patrons could register to participate in our 2nd annual Tiny Art Show and pick up a Tiny Art Kit (canvas and easel) if they were interested. We quickly ran out of our supply of kits! We received entries back from community members of all ages. The Tiny Art pieces are up on display throughout the library now and will stay up through the end of April.



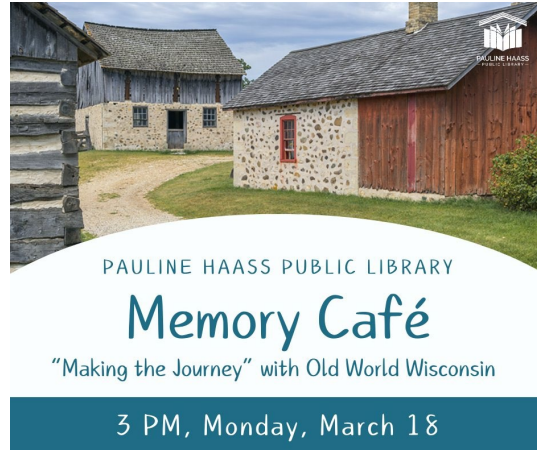
Adult Programs & Services

In March we offered **paint nights** for our **Make It! Sessions**. Attendees made a cherry blossom branch using acrylic and watercolor patrons, brushes and q-tips. We had 20 in attendance for the first session on March 5 and 23 in attendance on March 27.



Ceol Cairde performed traditional Irish music at PHPL on Thursday, March 7. This event was **sponsored by the Friends of Pauline Haass Public Library**. We had 65 in attendance. This performance has been repeated for several years here, and it is always a big hit!

On Monday, March 28 we held a **Memory Cafe**. A Memory Cafe is an informal social gathering for those living with memory loss and their care partners. We hosted **Old World Wisconsin** and their **“Making the Journey”** program at our Memory Cafe. They shared stories of immigrant families coming to Wisconsin in the 19th century and what that journey might’ve looked like. Our presenter brought period clothing and other historical items to pass around for attendees to observe and talk about. Attendees shared some of their family heritage and what countries their parents, grandparents, great-grandparents came from.



Teen Programs & Services



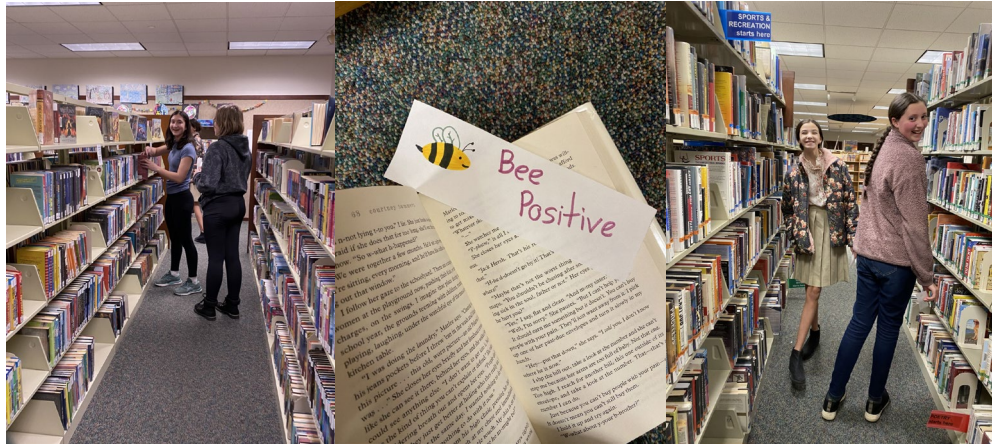
Maura Flanagan (Adult & Teen Services Librarian) reports on teen programs and services. Instead of a Game Night this month, we hosted a **YA Oscars Night**. Teens were invited to register and vote on the nominees ahead of time. Some of the categories included Best Book Design (Best Costume Design), Best Antagonist (Best Supporting Actor/Actress), and Best Novel (Best Picture). There were four teens in attendance. Each one of them also presented at least one category themselves. Snacks were created by Jennie and myself to fit the theme of Hollywood glamour.

Eight teens requested **Library Loot Boxes** this month; the craft was a make-your-own cross stitch treat bag. Nine teens participated in **Guess the Book** by the emojis challenge this month. Two of 9 got the answer correct. Forty-one teens participated with the **Main Character March** prompt on our whiteboard in our Teen Space.

Teen Advisory Board

There were eight teens in attendance for the March monthly TAB meeting. This month we embarked on a **project of guerilla positivity**. Everyone made bookmarks with positive messages and images. After completing the bookmarks, we hid them in books through the collection.

(Children’s Chapter Books, Adult Fiction, Adult Nonfiction, and YA) Hopefully a random positive message can brighten someone’s day. We hope to do more projects like this in the future.



Collection

With the help of Sue Posh (Technical Services Clerk) and several volunteers, Becca Werginz (Communications and Technical Services Manager) recently completed a relabeling project for the adult Blu-Ray collection. This collection has always been indistinguishable from DVDs, which has caused confusion for patrons searching for Blu-Rays in the catalog and on the shelf. Blu-Rays continue to be interfiled with the DVD collection, but their call number is now reflective of the material type (Blu-Ray as opposed to DVD). Juvenile Blu-Rays are being relabeled now.

Teresa Douglas, Youth Services Manager, reports on department activities:

Programs



On Tuesday, March 5 the library hosted our annual Youth Art Month Reception where patrons can come to view the art, meet the art teachers and artists, and enjoy light refreshments. 858 people joined us for the reception!

For spring break (March 23-30) we had our fan favorite Bunny Scavenger Hunt available for patrons. Eight paper bunnies were hidden around the library. Participants had to find six of the eight bunnies to enter to win one of our three bunny themed prizes. 210 people searched for bunnies for the week they were hidden.

Regular programming continued throughout the month, too, including Storytime three days each week. In the KidsLab we hosted Early Explorers and Advanced Adventurers. On March 13, Advanced Adventurer participants made light up jellyfish with a plastic cup topper, bubble wrap, ribbon, coffee filters, and a battery-operated tea light candle on top. In Early Explorers on March 25, participants made jiggling jellyfish! Participants used small disposable cups and learned how to accordion fold paper to place between the cups to make the top cup jiggle.



Around the Department



With the Teen Area refresh completed, Youth Services claimed one of the shelving units no longer being used for the “older kids” reading area. It nicely bisects the area between the study tables and the comfy seating. The Still New to You collection was the perfect sized collection to move to the new shelves, and the American Girl collection took over its former spot. These moves created space to expand beginning fiction (a rapidly growing collection) as well as graphic novels, a collection continuously outgrowing its space.

Outreach

On Thursday, March 7, the youth services department was invited to Maple Elementary’s Literacy Night. The theme of this event was folktales and traditions. Victoria VanZile and Monica Weis were on hand to discuss our large folk and fairy tale collections and had examples of books on hand, handed out library literature, and gave away coloring sheets that all went with a March holiday celebrated around the world (Easter, Holi, Purim, Ramadan and more).



Jennifer Steffes, Circulation Manager, reports on department activities:

With 29,072 material checkouts and 19,685 material check-ins, the circulation department kept busy in March. Spring break brought frequent visits to the library from kids out of school and families going on vacation and stocking up on items for the drive. Meanwhile the resurging threat of snow brought patrons in searching for DVDs to watch at home. And we successfully accommodated all of them.

Jennifer, the circulation manager, attended a Hearing Loop seminar at the Watertown Library. Given by an audiologist, the seminar touched on the difficulties of hearing, the mechanics of the hearing loops, the necessity of offering hearing assistance to patrons, and a sizable number of resources. Jennifer will share what she learned with staff at Staff Development Day.

Library Roof FAQ

In April/May of 2024, the library roof is getting a complete replacement. This work is being done under warranty, covering all of the labor and almost all of the cost of materials. The following was compiled to answer questions you may have:

Why is this work being done?

When the library roof was resingled in 2008, the library board purchased a 20-year warranty through the manufacturer. It covered materials, labor, tear-off, disposal, and the original contractor's workmanship. In 2023, library and village staff reviewed this warranty and submitted a claim because there have been numerous leaks, ice dams, and other roof-related issues in recent years. Investigators found that through no fault of the installer or the library, the shingles were failing prematurely. Because of that, the manufacturer approved a full roof replacement through the original installer.

Why now, though? Aren't you doing a renovation in a few years?

The renovation/expansion for the library is not planned until 2030. In the six years between now and then, the cost of even minor roof repairs could easily exceed the cost to the library of this project. For example, in 2021, leaks in the roof caused damage to drywall and the collection and required many labor hours to address ice damming and repair areas – about \$7,800 altogether.

The warranty covers only the existing roof design and size, so putting the cost of this project towards an eventual renovation/expansion was not an option. By doing it now, though, we are putting in the best possible protection against major incidents and high-cost repairs.

How much is this work costing the library?

The library will cover the cost of nails, flashing, and other materials not covered by the warranty, estimated at \$1700-2000. It will also pay for the removal of the solar panels on the roof, which must come down for this work to be done (approximately \$7000). The remaining materials and labor are covered by the warranty, saving the library an estimated \$138,000.

What will happen with the solar panels on the roof?

The solar panels will be removed and recycled rather than being reinstalled. Unfortunately, the system installed in 2006 has been only partially functional for some time. A large portion of the bulbs failed between 2008 and 2013, and replacement parts could not be sourced as the

manufacturer had discontinued the solar tubes. To the extent that it still operates, the system still provides a small energy savings, but not nearly enough to justify the cost of reinstalling them when the roof restoration is complete.

When the planned renovation and expansion of the library takes place, the Library Board of Trustees is committed to exploring current solar energy options available then.

When is this happening and how long will it take?

This planned start date is April 29 and the anticipated final day of construction is May 10. This timeline is highly dependent on the weather. If conditions are not favorable, it will need to be adjusted.

Will the library stay open during the project?

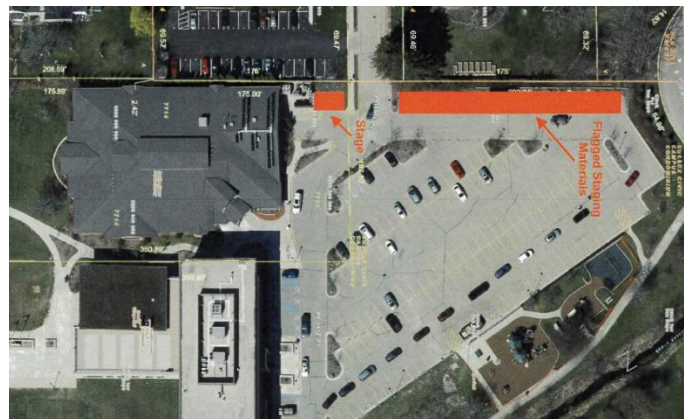
YES! The contractor’s work is planned to maintain library operations, safe pedestrian access, deliveries, and traffic flow at all times. The library will be open normal hours during the entire project, with the exception of May 10, when it is closed for a staff in-service day.

Will traffic be impacted by the project?

Yes. Staging will be done along the west end of the parking lot, and the row of parking along the edge will be unavailable. Because materials will be moving back and forth between staging areas and the library, the entrance from Ivy Avenue will be blocked off. The contractor will have someone on the ground to direct the flow of traffic and ensure that both patrons and workers can move through the area safely.

Where will I park?

The areas highlighted in orange on the map are going to be inaccessible. All other parking spaces will remain available.



Will anything inside the library be closed or inaccessible?

No. All collection areas and amenities will remain available. This includes meeting rooms and study rooms, but groups planning to meet and individuals seeking a quiet space to concentrate

should be aware that we are expecting high levels of noise from the project. You can stop by any of our service desks for a complimentary pair of earplugs and to commiserate with our staff.

Is there anywhere more quiet that I can work/read?

Yes! There are a few rooms and ample public seating available at the Civic Center next door. The Civic Center is open from 8AM-5PM.

We appreciate your patience and understanding during this process, and we're sorry for the inconvenience it may cause you. We believe the end result will be a better library experience for all our patrons and lower repair costs in the long term. If you have further questions, please contact Library Director Adele Loria at 262-246-5180.

Adult and Youth Reference	Totals
Youth Reference Ques.	1062
<i>Youth Information Ques.</i>	4
Adult Reference Ques.	456
<i>Adult Information Ques.</i>	14
One-on-One Tech Help	24
Study Rooms use	115
Faxes	12
YS Book Bundles (bundles assembled)	33
YS Book Bundles (items checked out)	160
1000 Books Before Kindergarten total books read:	1,872
YS Coloring pages	960
Teen volunteer hours:	9.75

Children's Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Storytime	12		637	
storytime craft				382
Advanced Adventurers	1		18	
Early Explorers	1		23	
1,000 books before Kindergarten new registrations				8
Firsties March check-ins (4 schools)				89
Firsties March video views				109
Firsties Parent video views				6
Firsties other video views (past videos)				209
Outreach	3		170	
*Youth Art Month reception	1		858	
Youth Art Month letters to artists				376
Make It! Junior (2 crafts)				200
Bunny Scavenger Hunt	1			210
Total	19	0	1706	1589

Children's continuing education	# of hours
MJ Jorn	
Emily Bolwerk	
Teresa Douglas	
Total	0

Adult Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Tuesday Book Club	1		9	

March 2024 Program Statistics

Make It! Paint Night	2		43	
Mystery Book Club	1		16	
Ceol Cairde - Irish Music	1		65	
Books to the Future Book Club	1		5	
Memory Cafe	1		20	
Reading Between the Spines Book Club	1		11	
Shelf Indulgence	1		8	
Total	9	0	177	0

Teen Programs	# of events (in-person)	Virtual Attendance	In-person Attendance	Self-Led (Passive)
*all-ages events				
Main Character March - Whiteboard prompt				41
March Library Loot Box				8
Emoji Book Challenge				9
Oscar Night	1		4	
Teen Advisory Board	1		8	
Total	2	0	12	58

STATISTICS FOR MONTH OF MARCH 2024

	March 2024	March 2023	YTD	YTD 2023	% change
ALL CIRCULATION	33710	32568	97495	91492	6.6%
PHYSICAL MATERIAL CIRCULATION	29072	28842	84594	80656	4.9%
E-MATERIAL DOWNLOADS	4638	3726	12901	10836	19.1%
HOURS OPEN	250	260	731	736.5	-0.7%

		YTD
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3194	9659
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2092	6806
Crossovers to PHPL from other library communities: +	6593	20466
Crossovers from Sussex to other CAFE libraries: -	1194	3379
NET LENDING:		14234

	Sussex	Other	TOTAL	2023
PHYSICAL CIRC:	10686	18386	29072	28842

Cards issued:	128
Reference questions answered:	1518
Informational questions answered:	18
Library visits this month:	11,929
Materials purchased:	701
(year to date total:)	1931
Study Room usage:	115
One-on-one technology lessons:	24
Fax Service:	12
In-person programs:	30
In-person attendees:	1895

Meeting Room Use: 45

Quad Room:	27
Small meeting room:	18

INTERNET USE*:	325 sessions
TOTAL HOURS**:	155:00:00
AVG. SESSION**:	28.615 minutes
WI-FI - INTERIOR:	986 clients
WI-FI - EXTERIOR:	141 clients
WEBSITE VISITS:	6853 sessions

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Sussex			
Description	Annual Report Reference	2023 Actuals (Per Annual Report)	2024 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2023) and Section V, 9 (for 2024)	\$736,460	\$753,399	
Home County Operating Revenue	Section V, 2(a)	\$547,791	\$579,575	Final payment \$1563 higher than budgeted (\$578,012)
Other County Payments for Library Services	Section V, 2(b)	\$31,705	\$26,946	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$5,082	\$7,567	
Federal Funds	Section V, 4	\$0	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$65,324	\$41,583	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,386,362	\$1,409,070	\$1563 increase in co. payment reflected
Expenditures				
Operating Expenditures	Section VI, 6	\$1,327,371	\$1,407,507	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,327,371	\$1,407,507	
Library Capital and Debt	Section VII (1 & 2)	\$36,845		
Total Expenditures		\$1,364,216	\$1,407,507	

The information listed above is a correct statement of the Library's spending for 2023 actuals and 2024 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date

PAULINE HAASS PUBLIC LIBRARY

POLICY: Circulation Getting a Library Card and Borrowing Library Materials (Circulation)

Revised by Library Board: November 16, 2022

~~This policy is intended to make library users aware of their rights and responsibilities when borrowing library materials. The Library Board's goal in establishing the following guidelines is to place as few restrictions as possible on the flow of information and materials while protecting the community's investment in library resources by facilitating access in a timely manner. The Library Board's circulation policy is meant to balance these goals:~~

- ~~▪ Put as few restrictions as possible on the flow of information and materials.~~
- ~~▪ Monitor and retrieve materials in a timely way to facilitate access to them by others.~~
- ~~▪ Protect the community's library resources.~~

~~The Pauline Haass Public Library (PHPL) is, as a member of the Bridges Library System and the CAFÉ consortium, and some policies and limits are determined jointly by that membership. System membership benefits Sussex area residents by providing them access to the collections and services of all shares a catalog with all CAFE member libraries. The CAFÉ consortium currently includes the twenty-four public libraries in Waukesha and Jefferson counties of Wisconsin. Certain policies and limits are determined jointly by the membership of CAFE.~~

- ~~I. Eligibility and Registration~~
- ~~II. Library Card Procedures~~
- ~~III. Loan periods, limits, renewals, and holds~~
- ~~IV. Fines, Fees, and Notices~~

~~III.~~ Eligibility and registration for a library card

~~Residents and taxpayers of Waukesha and Jefferson counties, as well as some other Wisconsin counties age 5 and over may apply for a free library card. All applicants under age 18 must have permission of a parent or legal guardian. As a member of the Bridges Library System, PHPL primarily serves residents of Waukesha and Jefferson Counties. Any Wisconsin resident age 5 and over may apply for a free library card by presenting a valid photo ID that contains proof of current residence. Alternatively, applicants may provide a valid photo ID along with a separate document (print or digital form) bearing the current address, including:~~

~~Proof of address is required for all applicants. Acceptable forms of proof are:~~

- ~~▪ Valid Wisconsin driver's license showing the current address~~

~~or, one of the following current items bearing the current address, combined with a photo identification card (which may include a driver's license) from a school or government agency:~~

- Residential property tax statement
- Current rent receipt or lease agreement

- Utility bill dated within the last ~~90~~ 30 days
- Current bank statement dated within the last ~~90~~ 30 days
- ~~Canceled mail~~ Official mail postmarked ~~_~~ within the ~~90~~ 30 last days
- Current vehicle registration
- Preprinted personal check
- ~~Telephone book listing with current address~~
- ~~Online invoice or bill, such as a utility bill, presented by applicant on a smartphone, tablet, or computer~~

All applicants must be physically present at the time of registration. Those with a temporary or permanent medical mobility limitation and those confined to bed rest by a doctor are eligible for a home delivery service card. Children under eighteen must be accompanied by a parent or legal guardian presenting a valid photo ID and proof of current residence.

II. Library Card Procedures

~~Library users should present a library card each time materials are borrowed.~~

A patron's own Library card (in physical format or via the library app) should be presented each time materials are borrowed. Library staff will make an exception if a library customer presents a valid photo ID. The library staff may make a one-time exception if a library customer verifies his/her current address by presenting identification. One or more of the following current and valid forms of identification are acceptable, provided they singly or jointly list both the customer's name *and* current address:

- ~~— State of Wisconsin driver's license~~
- ~~— Wisconsin State ID~~
- ~~— Student ID from an educational institution~~
- ~~— Other picture ID~~

Responsibility of cardholders

The person to whom a library card is registered, with the exception of minors, is responsible for all items checked out on the card. They agree to obey all of the rules and regulations of the Pauline Haass Public Library and any other CAFÉ member libraries which they use, and to promptly pay all fines and charges for overdue materials and lost or damaged items. Items checked out on a minor's card are the responsibility of the parent or legal guardian.

Change of Contact Information

Library card holders agree to report any change of address, telephone number or email address to the library, so that they may be contacted about items on hold and about overdue materials. A change of address requires proof just as does the issue of an original card.

Lost or Stolen Cards

~~Library cards have expiration dates. When a card expires, proof of current address will be required to renew it.~~

If a library card is lost or stolen, it is the cardholder's responsibility to report that to the library. All items checked out prior to the date the card is reported lost are the responsibility of the customer. Library staff is not responsible for assuring that the person who uses a card for borrowing materials is the cardholder or has permission to use that card; cardholders should treat their library cards as they would credit cards.

~~Users who check out audiovisual materials assume responsibility for any damage done to personal audiovisual equipment during the use of library materials. The library assumes no responsibility for such damage.~~

Expired Cards

To ensure the accuracy and integrity of the customer database, library cards expire every eighteen months. Cards may be renewed in person or over the phone by verifying all contact information.

Inactive accounts that have not been referred to the collection agency, including those with fines, replacement or damage charges, will be deleted from the database three years after card expiration. Inactive accounts that have been referred to the collection agency will be deleted from the database seven years from the date of referral.

Parental responsibility for minor's use of card

Items checked out on a minor's card are the responsibility of the parent or legal guardian. Parents or guardians agree to obey all of the rules and regulations of the library, to promptly pay all fines and charges associated with their child's library card, and to report any change of address or ~~telephone number~~contact information to the library.

The library does not restrict access to any material by age, and leaves the responsibility for children's use of its materials to each child's parent or legal guardian. Parents are strongly encouraged to monitor their own child's reading, viewing, and listening, and to be aware of what he or she checks out. Library staff members are pleased to assist parents in finding out more about particular books, music, or movies so that they can make informed decisions about their child's use.

A parent or guardian who wishes to end borrowing privileges for his or her child must notify the library so that the registration record can be removed. Destruction of a library card does not remove a registration record.

State law ~~and the library's Privacy of Library Records and Library Use policy~~ governs the information about a minor's library records that may be given to a parent or guardian. For more information, please see Wis. Stat. 43.30 and the library's Privacy of Library Records and Library Use policy.

Replacement of library card

The replacement fee for a library card is \$1.00. Please note that a replacement card will have a new barcode number and patrons will need to re-enter this information on the library app, though holds, checkouts, and outstanding fees will transfer automatically. Electronic loans and holds may not transfer automatically; please see library staff to have the old and new accounts linked. Because a child may be missing his or her library card due to a parent's decision to restrict its use, permission from a parent or guardian will be obtained before the library issues a replacement card to a child under the age of 18.

Receipts

Library users will be given a receipt upon checkout, as a notice and reminder of when materials are due. The receipt contains the titles of items borrowed. Disposition of receipts in a manner that insures privacy of one's borrowing habits is the user's responsibility. Library users who complete their transactions through the self-check machine(s) are given the option of generating a receipt.

III. Loan periods, limits, renewals, and holds

Loan periods for individuals:

- 3 weeks: most books and audiobooks
- 2 weeks: most new items
- 10 days: wifi hotspots
- 1 week: most ~~videos/DVDs~~, magazines, ~~board games, pamphlets~~, music CDs, most Library of Things items
- ~~Library of Things items and~~ "Lucky Day" materials and other select items have special loan periods, and are marked as such.

Because due dates vary by item type, users are responsible for checking ~~receipts carefully to their accounts to~~ note when materials are due. They may also request receipts at checkout (emailed or printed) with due dates for each item. ~~On occasion the loan period of certain materials may be changed temporarily; receipts will always reflect the correct due date.~~ Some library items are not available for checkout and must be used in the building; examples include Chromebooks, Owl videoconferencing equipment, newspapers, and local history materials.

Loans to schools

~~In order to provide maximum access to public library books for Waukesha County schools and their students, a~~ library card may be issued to one ~~teacher, school library aide, or school librarian~~ staff member per school (typically the school librarian), with the principal's permission. Each "school card" will be restricted to 350 concurrently checked-out items. Each school is responsible for damage, replacement, and lost fees associated with items checked out on these cards. Schools that wish to restrict the number of concurrent items to fewer than 350 may do so; contact the library for assistance. ~~by requesting in writing on letterhead, with the principal's signature, a specific lower amount. A block will then be placed on that card indicating the limit.~~

Misuse of a school library card (patterns of behavior with respect to overdue materials, lost items, multiple claims of missing items, etc.) may result in access being revoked. School cards are only available to schools within the library's service area; please inquire about eligibility.

Renewals

Most items may be renewed up to three times if no other customers are waiting for the items. Renewals may be made online using the library app or at cafelibraries.org; by phone by calling 262-246-5180; or in person at the library. ~~in person at the checkout desk, catalog terminals or self-check unit, by telephone, or using the Internet.~~

Interlibrary loan materials from outside of the local library system may not be renewed. Interlibrary loan requests may only be made at a patron's registered library.

Other items that may not be renewed include: Lucky Day (browsing) materials, Explore Passes, and children's holiday books.

Loan Limits (number of items concurrently checked out)

In general, cardholders may have up to 125-250 items checked out of the library at one time. The limit is lower on some item types within that total to allow more equitable access to materials by a large number of customers.

Holds

Patrons may place holds on most circulating items using the CAFÉ catalog and specify that items be delivered to this library (or another preferred pickup location). The CAFÉ catalog is accessible online at cafelibraries.org, through the CAFÉ mobile app, and at computers in the library.

The maximum hold limit is 100; certain types of materials have lower hold limits. Patrons will be notified by email, text, or phone when their hold items are ready for checkout; the item will be held for five days. Patrons picking up holds for another person must present the physical card or card via the Library app of the patron who has materials on hold.

The CAFÉ catalog is not the only source of items not owned by this library. Users who do not find exactly what they are looking for within CAFÉ are encouraged to speak with a librarian, who will be happy to search for materials in other libraries and databases.

IV. Fines, Fees, and Notices

Late fees

Late fees are charged for items that are returned after their due date, as a means of encouraging users to return items promptly so that others can use these shared resources. ~~There is no late fee-free "grace period."~~ Late fees for most books and AV materials are 20 cents per day with a maximum fine of \$10.00 per item. Late fees for ~~DVDs, board games, wifi hotspots~~ Library of Things items, "Lucky Day" materials, ~~and interlibrary loan materials from outside our library system,~~ and Wii games, are \$1.00 per day. Late fees for specialty items such as ~~w~~Wifi hotspots and Explore Passes are determined individually and marked as such. Some items must also be returned directly to the circulation desk and carry additional fees for being returned at another library or in the book drop. ~~Fees for other items, except children's books, are 20 cents per day unless specifically noted otherwise.~~ There are no late fees for children's books, in order to eliminate a known barrier to library use by some children and to encourage family literacy. All juvenile materials other than books do carry late fees if overdue. Users with children's books that are more than three weeks overdue may have their borrowing privileges suspended until materials are returned.

Fines will not be accrued on days when the Library is closed.

~~Overdue~~ **Notices for holds and overdue materials**

Email, phone, and text ~~overdue~~-notices are sent ~~as a courtesy~~ when holds are ready for pickup and when items are overdue. Customers may also sign up for email or text reminders of upcoming due dates. These notices are offered as a courtesy to our patrons; however, the library cannot guarantee that notices will be received. Interruptions in service for technical reasons, spam filters, filled mailboxes, phone carrier issues, etc., all contribute to missed notices. Therefore, it is the ultimate responsibility of patrons to monitor their accounts. Failure to receive a reminder or overdue notice or to verify due dates (through receipts, online account access, or by phoning the library) does not remove the user's responsibility to return items promptly and pay late fees.

Damaged and lost materials

~~The library generally does not accept replacement copies of lost or damaged materials.~~ A standard replacement price, based on the material type, is charged for Pauline Haass Public Library's damaged and lost materials (see Appendix C). ~~No refunds are given if lost materials are found after having been paid for; the materials become the property of the individual who paid for them.~~

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Items obtained for users from other libraries will be assessed the lost/damaged charges of the *owning* library.

Damage to, or loss of, special items such as cases, cables, inserts, and RFID tags ~~book covers, bags, manuals and binders~~ will be assessed charges based on actual costs including staff time. See the Packaging Replacement Cost schedule (Appendix A) included in this document for specific charges. If the damage or loss renders the material inappropriate for library circulation and library staff cannot repair the item satisfactorily, the charge will be the same as if the item were lost.

Users who check out audiovisual materials assume responsibility for any damage done to personal audiovisual equipment during the use of library materials. The library assumes no responsibility for such damage.

Standard replacement fees

~~Damaged or lost library materials will be charged according to the Standard Replacement Costs schedule (Appendix C).~~

Denial of borrowing privileges

Borrowing privileges will be denied when a user:

- has unpaid fines or charges of \$10.00 or more ~~(beginning July 1, 2015)~~
- ~~has unreturned or damaged items of any value, for which he or she has been billed~~

- has moved and left no forwarding address
- has patterns of behavior with respect to overdue materials, unpaid fines, multiple claims of missing items having been returned, etc. that lead the Library Director to conclude that denial is necessary in order to protect the community's library resources and taxpayer investment and to facilitate access to materials by others.

~~Access to materials in, and outside of, the library's collection~~

~~Users may place reserves/holds on items in the CAFÉ catalog and specify that the items be delivered to this library. The CAFÉ catalog is available online through the Internet, as well as in the library.~~

~~The CAFÉ catalog is not the only source of items not owned by this library. Users who do not find exactly what they are looking for within CAFÉ are encouraged to speak with a librarian, who will be happy to search for materials in other libraries and databases. Please note that due dates, fines, and charges for lost/damaged materials from beyond the CAFÉ catalog are set by the *owning* libraries.~~

Appendices

- A. Packaging Replacement Costs
- B. Materials Recovery Program
- C. Standard Replacement Costs

Appendices may be updated by staff to reflect changes in pricing without review/revision of the policy. Each appendix will reflect the date changes were last made.

Administration and interpretation of policy

Responsibility for the administration and interpretation of this policy rests with the Library Director.

Other related Pauline Haass Public Library policies:

- Privacy of Library Records and Library Use
- Collection Development
- Public Internet Access
- Theft of Library Property
- Library of Things Usage policy

Adopted by Library Board: December 15, 2004

~~Reviewed and revised: July 20, 2005~~

~~Reviewed and revised, with addition of Appendix A: April 18, 2007~~

~~Revisions made via motions at July 16, 2008 Library Board meeting are incorporated in this document~~

~~Reviewed and revised: March 17, 2010~~

~~Reviewed and revised: April 22, 2015~~

~~Reviewed and revised: October 21, 2015~~

~~Reviewed and revised: April 20, 2016~~

~~Reviewed and revised, with revision of Appendix B: September 22, 2016~~

~~Reviewed and revised, with revision of Appendix B: April 19, 2017~~

~~Reviewed and revised, with revision of Appendix A & Appendix C: November 20, 2019~~

~~Reviewed and revised: January 20, 2021~~

~~Reviewed and revised: April 20, 2022~~

~~Reviewed and revised: June 15, 2022~~

Reviewed and revised: November 16, 2022

Last reviewed and revised:

Appendix A to Circulation Policy: PACKAGING REPLACEMENT COSTS Revised: June 15, 2022

ITEM	COST
DVD cases	\$2.00
DVD cases—single	\$3.00
DVD cases—double	\$4.00
3 capacity	\$4.00
4 capacity	\$6.00
5 capacity	\$6.00
6 capacity	\$6.00
8 capacity	\$7.00
10 capacity	\$7.00
Color copy of cover DVD	\$3.00
Music CD cases—single	\$3.00
Music CD cases—double	\$3.00
Color copy of cover CD	\$4.00
Audiobook cases	\$14.00
CD book albums 2-12	\$10.00
CD book albums 14-24	\$12.00
CD book albums 20+	\$18.00
Color copy of cover <small>audio bk</small>	\$4.00
Lost insert <small>(map, CD booklet)</small>	\$3.00
RFID Media Tags (DVD/CD)	\$2.00
RFID Tags 2x3	\$1.00
Barcode replacement	\$1.00
Book cover plastic	\$2.00
Wii case—single	\$3.00
Wii case—double	\$4.00
Wii booklet replacement	Min \$3.00
WiFi hotspot	\$123.00
Laminated inserts	\$4
Instructional insert	\$4.00
Chargers, adapters, and cables	\$20
Charger adapter/cable	\$18.00
Carrying case	\$8.00
Pouches	\$5
Tonies carrying case	\$30
Library labels	Min. \$0.50
Barcoded ILL cards	\$1.00
A/V cleaning	Min. \$1.00
Book mending	Min. \$3.00
Playaway battery cover	\$2.00
Playaway case	\$3.00
Miscellaneous parts	Current retail

Time formula:

–5 minutes: \$12.00 per hour X 10% = \$1.20
 10 minutes: \$12.00 per hour X 15% = \$1.80
 15 minutes: \$12.00 per hour X 25% = \$3.00
 20 minutes: \$12.00 per hour X 30% = \$3.60

Appendix B to Circulation Policy: MATERIALS RECOVERY PROGRAM

The Pauline Haass Public Library has established a materials recovery program to encourage library patrons to return books and other materials on time.

What happens when items are overdue:

7 DAYS PAST DUE The library sends you an email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

14 DAYS PAST DUE The library sends you an email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

21 DAYS PAST DUE The library sends you a final email, text or automated phone overdue notice. *Customers are responsible for providing a current email address or phone number to receive such notices. No printed overdue notices are sent via US Mail.*

Overdue notices and due date reminders are sent as a courtesy. Failure to receive an email notice, text or automated phone message does not remove your responsibility to return items promptly and pay fines.

42 DAYS PAST DUE

Items are sent to the lost status and the patron's account is billed with the replacement cost* of the items. A bill is sent to you via US Mail, notifying you of the suspension of your borrowing privileges. *Customers are responsible for providing a current mailing address to receive such notices.*

52 DAYS PAST DUE

Accounts with unreturned materials valued at \$25 or more will be sent to Unique Management Services, a collection agency specializing in library accounts. A service charge of \$20.00 will be added to your account. Unique Management Services will contact you to request the return of the overdue materials and payment of all outstanding charges.

For more information on the Materials Recovery Program, contact the library at 262-246-5180.

*replacement costs are outlined in the Standard Replacement Costs attachment (Appendix C)

STANDARD REPLACEMENT COSTS (Appendix C)

Processing charges ARE included.

Approved by Library Board - November 16, 2022

Collection Description	Standard Replacement Price
Activity Kit	Varies; ask staff
Battle Book	\$15.00
Blu-ray	\$25.00
Board Game	Varies; ask staff
Book	\$25.00
Browsing (book or AV)	\$25.00
CD (All ages)	\$10.00
CD Book	\$30.00 <u>\$35.00</u>
Children's Blu-ray	\$20.00
Children's Board Book	\$8.00
Children's Book	\$15.00
Children's Browsing Collection (DVD)	\$25.00
Children's CD Book	\$25.00
Children's DVD	\$20.00
Children's Holiday Materials	\$15.00
Children's Magazine	\$5.00
Children's Paperback	\$8.00
Children's Reference Book	\$50.00
Digital Audio Book (Playaway)	\$60.00
DVD	\$25.00
Equipment (includes Chromebooks, <u>A/V equipment</u> , headphones, kitchen implements)	Varies; ask staff
Explore Pass	\$250.00
Graphic Novel	Varies; ask staff
Inter-Library Loan Item	<u>Varies; set by owning library</u> \$50.00
Large Print Book	\$30.00
<u>Library of Things items</u>	<u>Varies; ask staff</u>
Magazine <u>(all ages)</u>	\$2.00 <u>\$5.00</u>
New Book	\$25.00
Paperback	\$10.00 <u>\$15.00</u>
Playaway	\$60.00
Professional Material	\$50.00
Reference Book <u>(all ages)</u>	\$50.00 <u>Varies; ask staff</u>
Toniebox	\$100 <u>\$25</u>
Tonie Figurines	\$25
TV Series	Varies, ask staff
Video Games	\$25.00 <u>Varies; ask staff</u>
Wifi Hotspot	\$120.00
Yard Games	Varies; ask staff

In cases where the item's actual price exceeds the standard replacement cost listed above, the current retail price may be charged.

Price list last updated ~~November 16, 2022~~

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):

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: _____

Do you wish to use the Meeting Room A/V equipment?

Equipment requested:

TV Display _____ Meeting Owl (camera/mic/speaker)___ Sound Bar (Quad Room only)___

HDMI cable/HDMI Adapters _____ Power strip (with USB ports) _____

A/V Kit (includes TV remote, HDMI cable/adapters, power strip)_____

A valid library card is required to use A/V equipment in order to check out the meeting room A/V kit.

~~A group member must schedule an initial A/V equipment training 2 weeks before your first meeting in order to use PHPL meeting room equipment. It is also required that the group member trained on A/V has a library card in Bridges Library System.~~

List your group's A/V representative (may or may not be the contact person):

First and Last Name: _____

Email: _____

Phone Number: _____

Schedule 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:

PAULINE HAASS PUBLIC LIBRARY

POLICY: Meeting Room Use

Approved by Library Board: ~~August 16, 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, ~~P~~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 for meeting room A/V equipment is available upon request. Meeting room users can reach out to the library to schedule a training; requests must be made at least one week in advance of the meeting. A valid library card is required to use A/V equipment in order to check out the meeting room A/V kit. The A/V kit includes the TV remote, HDMI cord, HDMI adapters, power strip and usage](#)

~~instructions. 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 or 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: ~~August 16, 2023~~