


Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, July 16, 2025, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Consideration of, and possible action on minutes of June 18, 2025 board meeting
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Financial report – *none this month; June report to be included with July at August meeting*
- 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) Budget & Finance Committee report on the 2026 budget request to the Village of Sussex: discussion and possible action
 - b) Server replacement proposal and capital plan update: discussion and possible action
 - c) 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 June 18, 2025 Board meeting
Pauline Haass Public Library

Called to order: 6:02 p.m.

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

Approval of minutes from previous meeting(s):

Bougie/Vande Hei motion to approve minutes of May 21, 2025 Board meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report: Revenue and Expenditure Guidelines for May 2025; accepted as presented by Vande Hei/Jilling motion; motion carried.

Action on Bills: Prepaid bills in the amount of \$0, P-Card bills in the amount of \$15,686.70, bills in the amount of \$8,903.36; May 2025 Expenses in the amount of \$79,027.83; approved as presented by Vande Hei/Hacker 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 revision of the Library Board Bylaws; Carran/Zoellick motion to approve as presented; motion carried.

Bougie distributed library board committee appointments, to expire at the May 2026 meeting, as follows:

- Personnel: Jilling, Roubik, Wegner
- Budget & Finance: Kojis, Schultz, Zoellick
- Buildings & Grounds: Carran, Vande Hei, Zoellick
- Strategic Planning: Bougie, DeLonge, Hacker, Vande Hei
- *Foundation liaison(s): Bougie, Hacker*

Following the review of the Annual Waukesha County standards compliance certification, Bougie/Jilling motion to approve as presented; motion carried.

Following a discussion of possible changes to the Meeting Room policy, there were none made.

Following review of the Code of Conduct policy revision; Carran/Jilling motion to modify as stated and motion to approve with changes presented; motion carried.

Meeting adjourned at 7:06 p.m. by Vande Hei/Hacker motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

July 16, 2025

Director's Report to Library Board

Note on regular agenda items: Finance Director Taylor Walls is out of the office for a couple of weeks. She had planned to close out June before leaving, but an outage with the ERP (Civic Systems) did not resolve in time for her to do that. As a result, we won't have a financial report, p-card expenditures, or expenses from the Village on Wednesday. Bills from the 2025 budget will be presented for approval as these are processed by the Assistant to the Finance Director Deborah Ordan. The rest of the July financial report items will be included in August.

Agenda Items

2026 Budget Request to the Village: The Budget Committee met on Friday, July 11 at 3:00PM to review and discuss this year's draft budget request. That draft document is included in the packets for your review and I will have printed copies at the meeting. At that time, we can walk through it in detail and the committee members can report on items discussed in the meeting. If you have questions before then, please let me know and I'll do my best to come prepared with answers.



Server purchase: As I covered in my verbal report last month, our IT provider (Ignatek) has proposed a simpler and more cost-effective replacement to our current server environment. Originally, the next server replacement was in the Capital Plan for 2026. Ignatek is recommending that we move the project up to this year so that we can more quickly retire a non-supported piece of equipment still in use. Because the project is a fraction of the original project's cost, it is potentially doable with funds already allocated in the Capital Plan. I'm including both the server proposal and the most recent version of the Capital Plan, with notes about this project and the 2024 EOY balance. The proposal to maintain multiple servers (physical and virtual) is included as well for comparison, but there seems to be no advantage to choosing this more costly option.

Meeting Room Policy: As discussed last month, I've updated this policy to include civic and community groups as well as nonprofit organizations. It's a small change, but makes the policy a more accurate description of our practices.

Non-agenda Items

Beanstack Recommendation: Earlier in 2025, Teresa Douglas and Becca Werginz investigated alternatives to Beanstack, the app that we use for reading challenges. It has two key functions:

collecting data for staff use so that this same information does not have to be logged manually, and allowing patron interaction with reading challenges (patrons can enter challenges, track reading and other activities, and complete entries for prizes on their own). One important question was whether the second function was valuable to patrons; we've heard from some patrons over the years that they prefer a non-digital option (we've kept paper logs available every year for accessibility reasons and to accommodate that preference). Shortly after Summer Reading wrapped up in 2024, we surveyed patrons to get a general idea of what was working well and what could be improved in our process, and we included questions about reading apps and tracking activities online. We received 87 responses and learned that 70% preferred using an app to track progress in reading challenges. That was helpful to know, and we decided to focus on options that provided a mobile app. We found only two viable options at this point: Beanstack and ReadSquared:

 <p>Beanstack Tracker (4+) Zoobean, Inc. Designed for iPhone #131 in Education ★★★★★ 4.8 • 76.4K Ratings Free</p>	 <p>READsquared (4+) READsquared Designed for iPad ★★★★★ 2.5 • 54 Ratings Free</p>
\$990/year (lower w/ multiyear option)	\$499/year
<p>Pros:</p> <ul style="list-style-type: none"> Existing content makes for quick duplication and revision year to year No interruption for ongoing challenges (e.g. 1,000 Books Before Kindergarten) 5 years of marketing, patron education, staff training Peer support (other Bridges libraries) 	<p>Pros:</p> <ul style="list-style-type: none"> Price point is lower Able to make challenges fit our current reading challenges Offers add-ons such as word games
<p>Cons:</p> <ul style="list-style-type: none"> Price point is higher Not always intuitive Differences between app and desktop 	<p>Cons:</p> <ul style="list-style-type: none"> App is buggy; could never even log in during trial. Really poor reviews from other users. Visually unappealing Staff would need to rebuild every challenge and re-train the public No peer support because all other Bridges libraries using app use Beanstack

Other Bridges libraries were doing similar research to make their own decisions, and Becca and Teresa reached out to them. The libraries that kept a mobile app all chose Beanstack. Some libraries decided to do without an app and use paper logs only, but these tended to be the very

small libraries in our system with fewer than 100 kids participating in Summer Reading (PHPL had 1,367 kids registered in 2024, not to mention 557 adults and 274 teens).

Until better options arise, my recommendation is to stick with Beanstack and continue our hybrid approach of offering paper logs and a mobile app during Summer Reading. Switching to ReadSquared is unappealing from a workflow standpoint because of the investment of time and training it would take, but that's true of many changes and sometimes the end product is worth it (or there is no choice). That's not the case here; we found the mobile version of ReadSquared nearly unusable, and since that ranked high in importance on our 2024 survey, it's not truly a viable alternative. The draft 2026 budget includes Beanstack under a multiyear contract; after that, we can reassess whether better apps have become available.

Continuing Education & Professional Development: Nick Schmudlach attended Ryan Dowd's "Legislative Advocacy" webinar (timed well with our Stand up for Libraries campaign), which featured an interview with Congressman Bill Foster (IL-11). The training focused on advocacy to your elected representatives; short and polite, but passionate, messaging on 1-2 issues is the best way to get heard. Meeting with representatives locally can also have a big impact.

Staff: As you're aware from my email earlier this month, Becca Werginz is moving on from PHPL in mid-July. We will miss her and we wish her all the best! Becca has been instrumental in many of the important projects that we've done in the past six years and she has provided courteous, knowledgeable service with warmth and professionalism to our patrons who will miss her as well (including, I know, quite a few of you!). I've no doubt that she'll excel in her new field, and I'm happy that we will still have the chance to see her around the library.

As we prepare for her departure, we've advertised for an Adult Services Librarian. While this is a different position, it will fill many of the same key roles while continuing the distribution of cataloging duties that began when Rachel Ruetz left. Marketing will be similarly dispersed, with a few different staff members taking on key tasks and each department producing promotional materials for their own programs. Emily Bolwerk is taking on some of the larger marketing tasks and is already running social media content with notable initiative and enthusiasm. Teresa Douglas is going to take on the management responsibilities for our very small Technical Services department (Anna and Sue). She already works closely with both and is very familiar with their workload. Over the past 18 months, she's proven to be a capable manager with strong organizational skills who offers effective feedback, coaching, and staff support.

Summer Reading: The library was the place to be in June, as attested to by the circulation statistics and the door count for the month! A lot of that activity, of course, was thanks to the Summer Reading Program that had a tremendous first month with 2,172 participants by the start of July. 1,408 were kids, 228 were teens, and 536 were adults. Below you'll see details about the awesome programming and creative activities offered by staff during June. Summer Reading continues through August 9, so it's not too late to sign up!

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

Adult Programs & Services

On a beautiful Saturday, June 7, we held our annual **Houseplant & Clipping Swap** in front of the library. Jennie coordinated and hosted this event with the library's Master Gardener volunteers, Pat Serra and Barb Olson. We had some clippings prepared to share, but throughout the morning community members brought an amazing variety of houseplants to offer up to a new home (and found new and interesting plants to adopt for themselves)! Some attendees brought their houseplants in just to have the Master Gardeners assess for care and to identify the plant. In addition to the knowledge-sharing that comes from the Master Gardeners, it's inspiring to see community members sharing knowledge with each other! What a great way to learn.



Rebecca Hang (Circulation Clerk) led the **June Make It** sessions. Rebecca is a very talented artist and painter who earned a degree from the Milwaukee Institute of Art and Design. She led two sessions of an **acrylic flower painting class** with the assistance of Amy Seay (Circulation Clerk) and did a great job. Thank you, Rebecca, for sharing your talents with the library and community! Our participants learned a new skill and had a fantastic time doing it.



PHPL also hosted a **Memory Cafe** this month in partnership with the Library Memory Project. **Retzer Nature Center** presented on Wisconsin birds and even brought a feathered friend. We learned about different birds with lots of great visuals and bird sound identification.

Nick Schmudlach (Adult Services Librarian) has been collaborating with the **Waukesha County Green Team** recently. We hosted the Green Team on June 5 to share a **screening of the documentary "What's the Rush?"** which discussed the benefits of creating native habitats in

residential yards. The documentary was followed by a discussion. In August, the Green Team will host a **book discussion** on ***Nature's Best Hope*** by **Doug Tallamy** (the speaker featured in the June documentary). While the Green Team will facilitate, Nick is helping the book club procure copies and PHPL will also provide the meeting space.

Nick also coordinated our June passive program for adults: a **TBR (To Be Read) challenge**. Patrons chose a prompt from a large glass jar to help them discover their next read. After finishing the book, patrons were encouraged to write a brief review and enter our prize drawing for a bookstore gift card.

Throughout June, library patrons were invited to participate in an **all-ages Community Art Project**, in keeping with the Color Our World SRP theme. Maura Flanagan (Adult & Teen Services Librarian) took the lead on this project, designing outlined tiles to guide each participant in recreating a small portion of the instantly recognizable painting *The Starry Night* by Vincent van Gogh. We received 112 completed tiles in an array of mediums: paint, crayons, fabric, and more. Assembled, they make for a striking display! The Community Art Project is on view in the Quad Room until the last day of Summer Reading on August 9.



Maura Flanagan organizes teen services and reports on teen programs:

With June marking the start of Summer Reading, it was a busy and exciting month! Our active programs included a **Dungeons & Dragons one-shot** adventure inspired by the Wisconsin cryptid, the Beast of Bray Road. Three teens attended—none had played before, and all had a great time! We also held the first of two summer after-hours events: a **Mystery Night** with a Roaring '20s Gatsby party theme. Ten teens attended and worked together to solve the fictional tragedy that befell their host. It was a fantastic evening hosted by Maura with assistance from Monica Weis, and we're looking forward to offering more mystery nights and after-hours programs in the future.



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

Programs

June means the start of summer programming. Year-round programs such as **Storytime**, **Toddler Time**, **Advanced Adventurers**, **Early Explorers**, **Nightlight Storytime**, and **Lego Club** continue all summer and are joined by a slew of special summer events:

Emily Bolwerk, Youth Services Librarian, started a brand-new program for young thespians called **Storybook Theater**. This is a “series program,” with all participants attending each Friday afternoon for six weeks to practice lines, help create costumes, paint sets, and more. This year the kids are preparing to perform “Pete the Cat and his Groovy Sunglasses,” adapted by Emily from the book with the same name. The play will be performed for friends and family on their last program day, July 25. All community members are welcome to attend!



On Wednesday, June 11, we held our first of three **Reading on the Roof** (a fan-favorite program for the last few years) sessions for this summer. Our first book was *The Eyes and the Impossible* by David Eggers. One especially cool detail: Emily reached out to the author before the program and he replied with a letter to read at the event! The letter ends “Hope you enjoy the book, the roof, and a warm Wisconsin summer. P.S. Hug your librarian please! She is a saint.” We agree!

Each year Bridges provides three summer performers for each library. We had our first performer on Monday, June 17 when we welcomed **Science Heroes** to the library. The program tied together science and stories in a creative way and made sure to include our summer reading theme Color Our World. For the kids, one of the best parts is that they got to participate in the program! Helpers were chosen from the crowd for different experiments and the performer made sure to get everyone engaged in the program.



One of the most anticipated programs each summer is our American Girl program. Each year features a different theme and this year was a classic **American Girl Tea Party!** During this fun-filled afternoon attendees made charm bracelets for both kids and dolls, tea sandwiches, Shrinky dinks, paper flower pens, and dirt cakes in little flowerpots to eat. Fun was had by all and many attendees even dressed up for the occasion.



Jennifer Steffes, Circulation Manager, reports on department activities:



With the community expanding, so is the demand for new library cards. In June we created 195 new cards! Many were new to the Sussex area. They were pleased with the warm welcome they received, as well as the depth of our library collection.

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

Like everywhere else in the library, Technical Services was bustling in June. 709 items were added to the collection - 253 more items than in May!

Additionally, Becca has been working on completing several projects before her departure, including a system-wide reclassification project for Yoto cards and Tonie figurines. Previously, all Tonies were clumped together onto a single, *massive* record. It was impossible for patrons to search for a specific item (for example, a search for “Elsa Tonie” would yield no relevant results). Yoto cards were cataloged using the same scheme. All existing holdings have now been moved to individual records, and going forward, holdings will be cataloged according to the

new standards. The same keyword search now yields results like this:


2023

2. **Frozen : *Elsa* [Pick up & return at owning library only].**

Edition: [Tonie figurine].

... *Tonie* figure. *Elsa* ...

Publisher, Date: Palo Alto, California : Boxine US, Inc., [2020]

Description: 1 audio figurine : color, plastic ; 7 cm + container.

Target Audience Note: Ages 3+. Not for use by children under age three (small parts).

Copies available at THIS library: 0 (of 2)

Copies available at ALL libraries: 1 (of 4)

✓	FIND IT
≡	DETAILS
➔	PLACE A HOLD

[Add to My List](#)

This is a great example of the behind-the-scenes work that goes into making items easier for patrons to find and discover!

Adult and Youth Reference	Totals
Youth Reference Ques.	400
<i>Youth Information Ques.</i>	320
Summer Reading desk interactions	1569
Adult Reference Ques.	355
<i>Adult Information Ques.</i>	136
One-on-One Tech Help	15
Study Rooms use	156
Faxes	15
YS Book Bundles (bundles assembled)	90
YS Book Bundles (items checked out)	433
1000 Books Before Kindergarten total books read:	4,516
YS Coloring pages	1,220
Teen volunteer hours:	278.5

Technical Services

Items Processed	709
Volunteer hours (inc. Home Delivery)	43.5

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			80
Summer Reading video views			75
Toddler Time	5	248	
Storytime	9	444	
Storytime Craft			300
Nightlight Storytime	1	37	
LEGO Club	1	35	
Sew XO	2	16	
Firsties Dance Party	1	135	
Storybook Theater	3	51	
Make It Junior			389
Reading on the Roof	1	42	
5 and up performer	1	79	
American Girl Tea Party	1	60	
Advanced Adventurers	1	21	
Early Explorers	1	17	
Open Lab	2	67	
Outreach	1	31	
SRP sign ups			1022
Total	30	1283	1866

June 2025 Program Statistics

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	6	
Mystery Book Club	1	12	
Books To The Future	1	7	
Reading Between the Spines	1	10	
Make It: Acrylic Flowers	2	44	
"What's the Rush?" Screening & Discussion w/ Green Team	1	19	
Why? Documentary and Discussion (LMP)	1	2	
Houseplant & Cutting Swap	1	45	
Yard Care for Clean Water	1	5	
Memory Cafe: Let's Go Birding	1	6	
TBR (To Be Read) Passive Program			22
Total	11	156	22

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
June Loot Box			7
Whiteboard Prompt			40
Guess The Book by the First Line			24
Taste Testing			20
Dungeons and Dragons One Shot	1	3	
After Hours Mystery Night	1	10	
Total	2	13	91

STATISTICS FOR MONTH OF JUNE 2025

	June 2025	June 2024	YTD	YTD 2024	% change
ALL CIRCULATION	38548	36830	204639	196502	4.1%
PHYSICAL MATERIAL CIRCULATION	33977	33195	175363	171788	2.1%
E-MATERIAL DOWNLOADS	4571	3635	29276	24714	18.5%
HOURS OPEN	222.5	215.5	1465.5	1444	1.5%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3284	19781
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2308	13330
Crossovers to PHPL from other library communities: +	8519	44041
Crossovers from Sussex to other CAFE libraries: -	1322	7161
NET LENDING: 6221		30429

	PHYSICAL CIRC:	Sussex	Other	TOTAL	2024
		11824	22153	33977	33195

Cards issued: 195

Reference questions answered: 755

Informational questions answered: 456

Library visits this month: 13,503

Materials purchased: 566
(year to date total:) 3533

Study Room usage: 156

One-on-one technology lessons: 15

Fax Service: 15

In-person programs: 43

In-person attendees: 1,452

Meeting Room Use:

Quad Room: 31

Small meeting room: 15

INTERNET USE:** 313 sessions

TOTAL HOURS:** 192.93

AVG. SESSION:** 37 minutes

WI-FI -INTERIOR*: 3759 clients

WI-FI -EXTERIOR*: 1498 clients

Website visits: 6787 sessions

*includes wireless network

**wired access only

	A	B	D	G	H	I	J
1	Account numbers	Accounts	2024 Actual	2025 Budget	2026 Budget	\$ change 2025-26	% change 2025-26
2	EXPENDITURE ACCOUNTS						
3		GENERAL OPERATIONAL EXPENDITURES					
4	60800	Expenses Years of service awards (5 yr. increments); Hosting APL, CAFÉ, & Bridges mtgs; cards/gifts (condolences, congratulations); Coffee cart (offset by misc. income); board expenses; HR inc. nametags, bg checks, wk permits	\$1,194	\$1,270	\$1,325	\$55	4.33%
5	61100	Insurance (property, liability, cyber) per TW	\$9,213	\$9,733	\$11,680	\$1,947	20.00%
6	61200	Telephone & Internet phone \$600 approx yearly; Internet access (TEACH) \$1200 (\$100/month); 1 staff hotspot (\$120). (Circulating hotspot data plans in Materials line.)	\$1,743	\$1,920	\$1,920	\$0	0.00%
7	61300	Heat (gas)	\$7,481	\$11,500	\$11,845	\$345	3.00%
8	61400	Electricity	\$24,342	\$27,208	\$28,024	\$816	3.00%
9	61500	Sewer & Water (and stormwater utility)	\$3,229	\$3,780	\$3,893	\$113	3.00%
10	61700	Bldg Maintenance/supplies to maintain a building used by 126,892 visitors in 2024 . Repairs, softener salt, bulbs, tools, batteries, trash can liners, restroom paper products, plumbing parts, paint, etc. Quarterly preventative spraying for pest control.	\$7,498	\$10,800	\$10,500	(\$300)	-2.78%
11	61710	Grounds Maintenance Care & enhancement of front raised flower bed.	\$452	\$530	\$550	\$20	3.77%
12	61800	Processing Supplies These are the supplies to cover books, package A.V. and other items, apply RFID tags (security), and more. We buy in bulk.	\$8,539	\$9,947	\$9,798	(\$149)	-1.50%
13	61900	Office Supplies (Specialty paper for handouts/brochures is in Marketing & PR line) Includes \$200 for AS display supplies and \$200 for YS display supplies.	\$2,532	\$3,400	\$3,250	(\$150)	-4.41%
14	62100	Equipment maintenance Includes photocopier maintenance contracts; annual maintenance and support for self check, security gates, and RFID readers.	\$5,083	\$5,250	\$5,510	\$260	4.95%
15	62150	Building Systems maintenance Fire & motion monitoring services; HVAC equip pm contract plus digital controls pm & support; quarterly and annual inspections of sprinkler system, fire alarm system. Add \$7k for repairs to all these systems; repairs cause great variance in this line (see 2022, 2024).	\$33,016	\$17,969	\$18,500	\$531	2.96%

	A	B	D	G	H	I	J
1	Account numbers	Accounts	2024 Actual	2025 Budget	2026 Budget	\$ change 2025-26	% change 2025-26
16	80610	Equipment & furnishing replacement (computer replacement is 80600) This line is for small-ticket items that break or wear out such as barcode scanners, fax machine, shredder, kitchen appliances; Capital Fund is for larger items.	\$1,230	\$1,734	\$2,100	\$366	21.11%
17	62300	Maintenance & Repair of Materials Includes replacing cases; lost ILL items; fees for material recovery.	\$374	\$360	\$375	\$15	4.17%
18	62810	Mileage Mileage to meetings, workshops, etc. Also includes mileage to purchase supplies. Travel to conferences (inc. mileage) in CE line.	\$479	\$660	\$690	\$30	4.55%
19	62820	Continuing Education Conferences (inc. travel, lodging, expenses), courses, workshops & classes. Director req. to average 20 CE credits per year for state certification. CE budgeting for all staff is a requirement for Waukesha County Standards Certification; Staff Dev. Days food and presenter costs. PLA Conference every other year; otherwise state association conferences.	\$4,782	\$4,680	\$5,400	\$720	15.38%
20	62830	Memberships Professional organizations: ALA, WLA, WILS. Membership fees are partially offset by the conference & processing supply discounts included.	\$997	\$1,280	\$1,280	\$0	0.00%
21	62900	Marketing and PR Professional printing of select promotional materials inc. welcome brochures, seasonal event guides, and banners; recognition for volunteers; outreach supplies; social media promotions; plotter costs for printing of large posters by Village; domain name. SEE ALSO Programs. SEE ALSO Equipment Maintenance for in-house color copying costs	\$4,852	\$6,050	\$5,897	(\$153)	-2.52%
22	63000	Legal fees Funds in reserves to cover overages. Not always used, but when it is, goes very quickly. Funding for this also in reserves.	\$1,671	\$2,100	\$2,100	\$0	0.00%
23	63100	Annual Audit (per TW)	\$5,181	\$5,200	\$6,240	\$1,040	20.00%
24	63200	Accounting Civic Systems ERP software share = \$3133. License for Caselle \$720. ACA notices sent by accounting firm; direct deposit costs; bank service fees. Village finance dept staff costs are included in Wages & Salaries.	\$3,706	\$5,783	\$5,783	\$0	0.00%
25	63300	Postage (inc. to cover additional mailings for outreach and cost increases)	\$375	\$550	\$550	\$0	0.00%
26	63400	Programs for children, teens, and adults. In 2024 the library provided 427 events/programs with 13,318 attendees. It also provided 136 self-led or drop-in activities with an additional 19,309 participants. This budget line covers both types of programs/activities. Program costs are offset by Friends of the Library funding, grants, memorial brick donations, and supplemented by donations from business and individuals.	\$11,493	\$13,037	\$13,705	\$668	5.12%

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1	Account numbers	Accounts	2024 Actual	2025 Budget	2026 Budget	\$ change 2025-26	% change 2025-26
27	63500	Misc. furnishings, equip. (new items; not replacements) In some years we opt to put projected surplus funds into this line and move up the purchase of needed equipment, so lots of variance in line.	\$2,406	\$2,677	\$2,677	\$0	0.00%
28	60210	Cleaning and cleaning service, six days/week year-round. Also includes exterior window cleaning for 2026.	\$23,258	\$28,813	\$29,310	\$497	1.72%
29	OPERATIONS	<i>Subtotal for general operational expenses</i>	<i>\$165,127</i>	<i>\$176,231</i>	<i>\$182,902</i>	\$6,671	3.79%
30		MATERIALS EXPENDITURES					
31	MATERIALS	Books, magazines, newspapers, AV, replacement of damaged and lost materials. Digital content: ebooks, digital audio/video/music, digital magazines. Databases inc. Consumer Reports, Ancestry, more. Data plans for circulating wifi hotspots. Library of Things.	<i>\$118,747</i>	<i>\$142,800</i>	<i>\$149,281</i>	\$6,481	4.54%
32		STAFFING EXPENDITURES					
33	60100	Wages & salaries This number assumes a 3.5% increase in wages for staff. It also increases hours for some part-time positions. This line also includes maintenance & IT shared positions with Village as well as small portion of finance dept staff costs.	\$832,043	\$838,483	\$887,655	\$49,172	5.86%
34	60105	Unemployment (funds allocated to this in reserves; not used most years.)	\$0	\$0	\$0	\$0	
35	60500	Pension for eligible PHPL staff & Village employees (WRS rates inc. to	\$47,639	\$50,829	\$55,074	\$4,245	8.35%
36	60510	Deferred compensation — VOS does not separate this out from 60100, recommend we do the same going forward.	see 60100	\$1,739		(\$1,739)	-100.00%
37	60600	Payroll tax	\$64,483	\$64,144	\$67,906	\$3,761	5.86%
38	60700	Health & Dental insurance - prev. year actuals do not include opt out payments even though opt outs are budgeted in insurance line	\$31,593	\$119,300	\$117,030	(\$2,270)	-1.90%
39	60900	Life and AD&D insurance	\$949	\$900	\$982	\$82	9.07%
40	61000	Workers compensation (per TW)	\$2,525	\$3,574	\$4,289	\$715	20.00%
41	PERSONNEL	<i>Subtotal of wages, salaries, & benefits</i>	<i>\$979,232</i>	<i>\$1,078,970</i>	<i>\$1,132,935</i>	\$53,965	5.00%

	A	B	D	G	H	I	J
1	Account numbers	Accounts	2024 Actual	2025 Budget	2026 Budget	\$ change 2025-26	% change 2025-26
42		TECHNOLOGY RELATED EXPENDITURES					
43	80400	IT support (MSP contract with Ignatek. Line also includes software licenses for RFID equipment, backup server software, public computer time management system, website hosting, and social media archiving service.)	\$26,593	\$25,865	\$26,435	\$570	2.20%
44	80410	Automation supplies (receipt paper, library cards)	\$741	\$960	\$1,037	\$77	8.00%
45	80420	Public computer supplies (this line offset by R000-50750)	\$182	\$455	\$360	(\$95)	-20.88%
46	80430	Automation Maintenance Café contract which includes: ILS licenses & hosting, OCLC access, Mobile app, Message Bee, admin costs, and more.	\$30,220	\$31,707	\$33,002	\$1,295	4.08%
47	80600	Computer additions and replacements	\$15,947	\$9,288	\$10,350	\$1,062	11.43%
48	TECHNOLOGY	Subtotal of technology accts.	\$73,683	\$68,275	\$71,184	\$2,909	4.26%
49		Total operational expenditures	\$1,336,789	\$1,466,276	\$1,536,302	\$70,026	4.78%

	A	B	D	G	H	I	J
1	Account numbers	Accounts	2024 Actual	2025 Budget	2026 Budget	\$ change 2025-26	% change 2025-26
50		REVENUE ACCOUNTS					
51	R000-50100	Revenue from Sussex	\$753,399	\$764,978	\$770,460	\$5,482	0.72%
52	R000-50350	Revenue from adjacent counties 2026 payments by county: Washington - \$26,303; Dodge - \$261; Jefferson - \$506; Prairie Lakes System - \$TBD)	\$26,940	\$25,726	\$27,070	\$1,344	5.22%
53	R000-50400	Late fees 2025 essentially comparable to 2024, ytd	\$13,901	\$14,200	\$14,200	\$0	0.00%
54	R000-50500	Copier sales 2025 up from 2024; inc. slightly and rev. in Nov.	\$735	\$783	\$853	\$70	9.00%
55	R000-50700	Grants (Bridges grants stable; estimating small increase from Friends)	\$14,729	\$11,900	\$12,300	\$400	3.36%
56	R000-50750	Office supplies sold / public printing	\$3,287	\$3,500	\$3,540	\$40	1.14%
57	R000-50900	Material replacement	\$2,234	\$3,050	\$2,981	(\$69)	-2.26%
58	R000-55000	Interest earned	\$10,087	\$9,400	\$9,400	\$0	0.00%
59	R000-57500	Miscellaneous income (2019=\$4,945 2020=\$11,313 2021=\$8,018 2022=\$5554 2023=\$5803 2024=\$4123)	\$4,123	\$4,468	\$4,600	\$132	2.95%
60	R000-59500	Waukesha County library tax revenue	\$580,095	\$628,271	\$690,898	\$62,627	9.97%
61	R000-59900	Transfer from other funds:	\$0	\$0	\$0	\$0	
62	R000-59990	Transfer from designated reserves of Fund 000	\$0	\$0	\$0	\$0	
63	R000-59999	Use of fund balance	\$0	\$0	\$0	\$0	
64		Total revenue	\$1,409,528	\$1,466,276	\$1,536,302	\$70,026	4.78%



We have prepared a quote for you

New Server Virtual Scale

Quote # 003800
Version 1

Prepared for:

Pauline Haass Public Library

Lisa Ponto
lponto@phpl.lib.wi.us

Prepared by:

Ignatek LLC

Trever Brandenburg
Trever@ignatek.com



Thursday, June 12, 2025

Pauline Haass Public Library
Lisa Ponto
N64 W23820 Main Street
Sussex, WI 53089
lponto@phpl.lib.wi.us

Dear Lisa,

Lisa Ponto
Pauline Haass Public Library
N64 W23820 Main Street
Sussex, WI 53089

Dear Lisa

Attached please find several documents related to our recommendations for improvements to your network. We have provided two options. One is keep things as a status quo maintaining virtual servers on physical hardware. The second option will simplify the server environment down to a single physical windows server. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on server replacement. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.
This proposal assumes: customer will buy software from Tech Soup.

PHYSICAL/VIRTUAL: The total cost of this project including materials and labor will be approximately \$23,006.83. The estimated labor to implement this solution is \$5400.00. The estimated price of materials is approximately \$17606.83. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project**

This server will need \$1,079.00 for Tech Soup Licenses

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

If you have any comments or questions, please call (608)314-0895.

Sincerely,

Trever Brandenburg
Owner
Ignatek LLC



*****THIS IS AN ESTIMATE AND NOT A FIXED COST PROPOSAL. ALL TECHNOLOGY VARIES AND WILL BE ACTUAL TIME BILLED*****

Trever Brandenburg
Owner
Ignatek LLC

Hardware

Description	Price	Qty	Ext. Price
CHA-4-23 HE250 Chassis Includes: x 3 i9 Processor x 6 48GB DDR5 Unbuffered SODIMM x 9 2TB M.2 2280 NVMe SSD x 3 2-port 10Gb SFP+ & 2-port 2.5Gb RJ45	\$3,063.00	3	\$9,189.00
CPU-4-2B Intel Core i9-13900H (included in Chassis)	\$0.00	3	\$0.00
RAM-4-1F 48GB DDR5 Unbuffered SODIMM (included in Chassis)	\$0.00	6	\$0.00
NVM-4-21 2TB M.2 2280 NVMe SSD (included in Chassis)	\$0.00	9	\$0.00
NIC-4-14 2-port 10Gb SFP+ & 2-port 2.5Gb RJ45 (included in Chassis)	\$0.00	3	\$0.00
Subtotal			\$9,189.00

Software

Description	Price	Qty	Ext. Price
HCOS-5-1S-5WL SC//HyperCore - 1 Site, 1-5 workloads, 5 year license with software support	\$75.00	60	\$4,500.00
HW-5 5 Year HW Support for Scale Computing HCI Appliance	\$477.83	1	\$477.83
QSPI ScaleCare Quickstart Installation Services	\$3,098.00	1	\$3,098.00
LV-55877 Migration license (Purchased by customer) Window Service License	\$479.00	1	\$479.00
L55871 User Cals (purchased by customer)	\$20.00	30	\$600.00
* Optional Subtotal			\$1,079.00
Subtotal			\$8,075.83

Services

Description	Price	Qty	Ext. Price
IGN-Labor Ignatek Hourly Labor(server project) Ignatek hourly labor	\$5,400.00	1	\$5,400.00
Shipping Shipping	\$342.00	1	\$342.00

Services

Description	Price	Qty	Ext. Price
		Subtotal	\$5,742.00



New Server Virtual Scale

Quote Information:

Quote #: 003800

Version: 1

Delivery Date: 06/12/2025

Expiration Date: 07/07/2025

Prepared for:

Pauline Haass Public Library

N64 W23820 Main Street

Sussex, WI 53089

Lisa Ponto

(262) 246-5198

lponto@phpl.lib.wi.us

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 314-0895

Trever@ignatek.com



Quote Summary

Description	Amount
Hardware	\$9,189.00
Software	\$8,075.83
Services	\$5,742.00

Total: \$23,006.83

*Optional Expenses

Description	One-Time
Software	\$1,079.00

Optional Subtotal: \$1,079.00

THIS IS NOT A BILL

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Pauline Haass Public Library

Signature: _____

Name: Trever Brandenburg

Title: Owner

Date: 06/12/2025

Signature: _____

Name: Lisa Ponto

Date: _____



We have prepared a quote for you

New Server Physical HP

Quote # 003801
Version 1

Prepared for:

Pauline Haass Public Library

Lisa Ponto
lponto@phpl.lib.wi.us

Prepared by:

Ignatek LLC

Trever Brandenburg
Trever@ignatek.com



Thursday, June 12, 2025

Pauline Haass Public Library
Lisa Ponto
N64 W23820 Main Street
Sussex, WI 53089
lponto@phpl.lib.wi.us

Dear Lisa,

6/10/2025

Lisa Ponto
Pauline Haass Public Library
N64 W23820 Main Street
Sussex, WI 53089

Dear Lisa

Attached please find several documents related to our recommendations for improvements to your network. We have provided two options. One is keep things as a status quo maintaining virtual servers on physical hardware. The second option will simplify the server environment down to a single physical windows server. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal and accompanying estimate comprise our response to your request for pricing on server replacement. Prior to implementing this solution we would validate any assumptions as we further define scope and requirements.

This proposal assumes: customer will buy software from Tech Soup.

PHYSICAL: The total cost of this project including materials and labor will be approximately \$10,886.99. The estimated labor to implement this solution is \$5,400.00. The estimated price of materials is approximately \$5486.99. This proposal is not a fixed cost estimate. **This proposal is time and materials which means that you pay for the time we work on your project. These are approximate cost estimates to help guide your decision making process in regard to this project. This server will need \$1,079.00 for Tech Soup Licenses**

Half of the proposed project labor hours will be billed at the beginning of the project along with any hardware costs. The remaining labor hours, any overages, and taxable labor hours will be invoiced once the project has been completed. Our accounting department will contact you once the proposal is accepted. If this project is accepted we request that your organization provide Ignatek LLC. with a single point of contact to help facilitate communications throughout the project process.

If you have any comments or questions, please call (608)314-0895.


*****THIS IS AN ESTIMATE AND NOT A FIXED COST PROPOSAL. ALL TECHNOLOGY VARIES AND WILL BE ACTUAL TIME BILLED*****



Trever Brandenburg
Owner
Ignatek LLC



Hardware

Description	Price	Qty	Ext. Price
P69303-005 HPE ML110 G11 4410Y MR408i-o AMS Svr HPE ProLiant ML110 Gen11 8 SFF Tower server with one Intel Xeon Silver 4410Y processor, 32 GB DDR5 RDIMM memory, HPE MR408i-o storage controller, two 480 GB SSD, two HPE 800W Flex Slot Power Supply and a 3/3/3 warrant	\$3,813.00	1	\$3,813.00
P28586-B21 HPE 1.2TB SAS 10K SFF BC HDD HPE SAS Hard Drives - 2.5IN - 1.2TB HDD - Interface Type SAS - Data Transfer Rate 12Gbps - Spindle Speed 10000RPM - 3-year warranty	\$529.00	2	\$1,058.00
 P43328-B21 HPE 32GB 2Rx8 PC5-4800B-R Smart Kit 32GB (1x32GB) Dual Rank x8 DDR5-4800 CAS-40-39-39 EC8 Registered Smart Memory Kit	\$615.99	1	\$615.99
Subtotal			\$5,486.99

Software

Description	Price	Qty	Ext. Price
LV-55877 Migration license (Purchased by customer) Window Service License	\$479.00	1	\$479.00
L55871 User Cals (purchased by customer)	\$20.00	30	\$600.00
* Optional Subtotal			\$1,079.00

Services

Description	Price	Qty	Ext. Price
IGN-Labor Ignatek Hourly Labor(server project) Ignatek hourly labor	\$5,400.00	1	\$5,400.00
Subtotal			\$5,400.00



New Server Physical HP

Quote Information:

Quote #: 003801

Version: 1

Delivery Date: 06/12/2025

Expiration Date: 07/07/2025

Prepared for:

Pauline Haass Public Library

N64 W23820 Main Street

Sussex, WI 53089

Lisa Ponto

(262) 246-5198

lponto@phpl.lib.wi.us

Prepared by:

Ignatek LLC

Trever Brandenburg

(608) 314-0895

Trever@ignatek.com



Quote Summary

Description	Amount
Hardware	\$5,486.99
Services	\$5,400.00
Total:	\$10,886.99

*Optional Expenses

Description	One-Time
Software	\$1,079.00
Optional Subtotal:	\$1,079.00

THIS IS NOT A BILL

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Ignatek LLC

Pauline Haass Public Library

Signature: _____

Signature: _____

Name: Trever Brandenburg

Name: Lisa Ponto

Title: Owner

Date: _____

Date: 06/12/2025

Balance of Fund 410 (Capital Needs) as of 12/31/2024 = \$716,536

Item	Explanation	Estimated cost in year of replacement	Year needed	Allocated as of 1/1/2025	Amount not yet allocated	Amount needed 2026	Amount needed 2027	Amount needed 2028	Amount needed 2029	BEYOND
Fire alarm system replacement	Current system is obsolete and if it fails, it will need to be replaced altogether. System could be replaced for just under \$8,900 per Johnson Controls (May 2024) and would be reusable in an expanded facility. Cost lower than estimate (from FEH, others) but plan for extra cost of initiating devices and notification appliances (not included).	\$10,900	2025	\$10,900	\$0					
Security camera installation	Installation of additional cameras in YS area, circ area, and south end of building approved with 2025 Strategic Plan Activities. Work not yet begun; individual cameras are under capital threshold (approx \$5800 for three cameras); installation including licensing and labor, could be done for approximately \$9000. Consider using 2025 operating budget (anticipated surplus in insurance line) instead of capital funds.	\$9,000	2025	\$0	\$9,000	Approved after last review of this plan so this amount still needs to be authorized, but could use operating budget funds instead (anticipated surplus in emp. insurance).				
Server replacement	Server replacement originally planned for 2026. Ignatek quoted simplified server setup in June 2025 that would be less costly (approx. \$11,000). Recommend moving up purchase to 2025 using amount already allocated.	\$30,000	2026	\$16,553	\$13,447	Not needed if \$11k option for single server is approved; balance returns to funds to be allocated.				
Self Check machine replacement	Kiosk self check installed late 2020 and reaches end-of-life 9/30/2026. Hardware \$5,550 at that time. Could replace with countertop version (less expensive) but some advantages to kiosk model.	\$6,600	2026	\$0	\$6,600	\$6,600				
Possible replacement of exterior door frames, doors, book drop, etc.	These are done strictly on an as-needed basis given expansion plans, so "year needed" will vary. Full amount allocated so these projects can be done as need arises.	\$27,500	2026	\$27,500	\$0	\$7180 spent January 2025 to replace automatic door openers at entrance. Consider current amount allocated \$20,320; allocated more in future or keep at approx \$20k?				
Boiler replacement	All 4 boilers (mfg 2002) estimated to reach end of life by 2026 (if not sooner). Current cost for replacing each is \$84,375; could consider moving to two larger units instead of four. Enough allocated now to purchase if and when units fail; consider whether to replace proactively or wait.	\$337,500	2026	\$337,500	\$0					
Replacement of remainder of sprinkler system, inc. consulting fees.	Partially completed in 2017-2018. Upper level may require the same work at some point; right now the cost of repairs is not enough to justify this, but that may change. Whether we do this depends on a reno/expansion, but recommend keeping it in the tentative 5-year plan because when it becomes necessary it will not be postponable. Estimated cost is probably low at this point; consider updating? Would need to solicit bids, etc.	\$220,000	2028	\$180,000	\$40,000	\$20,000	\$20,000			
Self Check machine replacement	Countertop self check installed 2023 (hardware \$3500 at that time) will reach end-of-life in 2028.	\$4,250	2028	\$0	\$4,250		\$4,250			
2 photocopier replacements	Last replaced January 2024.	\$9,775	2029	\$0	\$9,775			\$4,888	\$4,888	
Remodel and reconfigure lobby restrooms for ADA compliance	Details on how current restrooms fail to meet ADA are listed in the FEH facility study. Whether or not this project goes forward may depend on whether developing plans for reno would keep restrooms where they are. Re-evaluate in 2025 when conceptual design work is further along.	\$125,000	2030?	\$100,000	\$25,000	\$10,000	\$7,500	\$7,500		
Carpet replacement: public area, work area	Carpet is original to building (1996). Originally planned to be replaced in stages between 2022-2025, this project was tabled in 2022 to occur after 2030. Either a renovation/expansion will include this, or it will be done in 2031 if project is postponed/cancelled. Cost estimate includes base price for carpet and costs to move shelves loaded. 2022; will need to be reassessed closer to actual year.	\$115,000	2031	\$0	\$115,000		\$38,333	\$38,333	\$38,333	OR allocate later?
Public upholstered furniture replacement: Adult Area	Most furniture is original to building (1996). Originally planned for 2023, this project was tabled in 2022 to occur after 2030; either a renovation/expansion will include this, or it will be done in 2031 if project is postponed/cancelled. Cost estimate is from 2022; will need to be reassessed closer to project year.	\$44,880	2031	\$11,500	\$33,380	\$33,380				""
Server replacement(s)	Right now a single server is adequate for our needs, but that may change at some point.	\$33,600	2032	\$0	\$33,600				\$12,500	\$21,100

Balance of Fund 410 (Capital Needs) as of 12/31/2024 = \$716,536

HVAC: cooling unit replacement (all 3 units)	All replaced in 2017. 2023 est. replacement cost from Helm = \$18,100.	\$24,700	2032	\$0	\$24,700			\$8,233	\$8,233	\$8,233
2 photocopier replacements	Approx 5 year replacement cycle	\$10,753	2034	\$0	\$10,753					\$10,753
Telephone system replacement	System was last replaced in 2020. Approx. lifespan = 15 yrs	\$10,000	2035	\$0	\$10,000					10,000
Server replacement(s)	Right now a single server is adequate for our needs, but that may change at some point.	\$37,632	2038	\$0	\$37,632					\$37,632
				Total allocated:	PRE-2030 needs not yet allocated:	Total to allocate 2026:	Total to allocate 2027:	Total to allocate 2028:	Total to allocate 2029:	Beyond:
				\$683,953	\$83,072	\$69,980	\$70,083	\$58,954	\$63,954	\$87,718
				TOTAL needs not yet allocated:						
				\$373,137						



POLICY: Meeting Room Use

Adopted by Library Board: January 20, 1997

Last revised by Library Board: May 21, 2025

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 nonprofit, civic, and community groups registered in Waukesha County. In cases where a nonprofit 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 24-hour notice will be given. This right will not be exercised except in urgent situations.

HOW TO APPLY FOR USE OF A ROOM

To use a room, visit <https://paulinehaass.librarycalendar.com/reserve-room>. Select from available days and times and complete all required information to create a reservation. Reservations must be received at least 7 days prior to the meeting date to allow sufficient time for processing. Dates requested may be no more than 90 days in advance

The reservation must be made 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 declined. The contact person will receive confirmation by email or phone if email is not available.

An application is not a guarantee of use of the room. Please do not plan on using a meeting space until you receive a written confirmation.

FREQUENCY OF USE

In order to make the meeting rooms accessible to as many groups as possible, the following limitations on frequency apply. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

- **Quad/Graphics Room:** two meetings per month
- **Small meeting room:** one meeting per week

Cancellation of room reservations 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. Meetings must end before the library closes. 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)

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. 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.
- 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 or admission 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.
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 during the meeting.
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, its employees, and Board of Trustees from any claims, actions, or suits arising from such use, including but not limited to personal injury or property damage. Further, users agree to reimburse the Library for the costs of repairing any damage caused directly or indirectly by their use. Failure to pay for such damages may result in 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
N64W23820 Main Street
Sussex, WI 53089