

Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, June 18, 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 May 21, 2025 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) Revision of Library Board Bylaws: discussion and action
 - b) Committee appointments by President Bougie
 - c) Annual Waukesha County standards compliance certification: discussion and action
 - d) Meeting Room Policy Update: discussion
 - e) Code of Conduct 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 May 21, 2025 Board meeting
Pauline Haass Public Library**

Called to order: 6:03 p.m.

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

A **Resolution of appreciation** for Janice Laur, Karen Murphy, and Joanne Smith was read aloud by President Bougie. Motion to adopt the resolution by Carran/Schultz; motion carried.

Approval of minutes from previous meeting(s):

Bougie/Jilling motion to approve minutes of April 16, 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 March 2025; accepted as presented by Vande Hei/Schultz motion; motion carried and April 2025; accepted as presented by Vande Hei/Delonge motion; motion carried.

Action on Bills: Prepaid bills in the amount of \$0, P-Card bills in the amount of \$14,431.68, bills in the amount of \$18,563.96; April 2025 Expenses in the amount of \$71,709.20; approved as presented by Vande Hei/Carran motion; motion carried.

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

New Business:

All in favor of motion to elect Bougie as Board President and Kojis as Vice-President; Vande Hei/Schultz motion to approve; motion carried.

Following the discussion of amendments to the Meeting Room policy, Bougie/Kojis motion to approve as presented; motion carried.

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

Bougie/Delonge motion to convene into Closed Session at 6:48 p.m. pursuant to Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, with respect to semi-annual performance evaluation with Library Director. Roll call vote: Bougie – aye, Carran – aye, DeLonge – aye, Hacker – aye, Jilling – aye, Kojis – aye, Schultz – aye, Wegner – aye, Zoellick – aye. Motion carried. Meeting moved back into open session and adjourned at 7:03 p.m. by Delonge/Schultz motion.

Meeting adjourned at 7:22 p.m. by Hacker/Wegner motion.

Respectfully submitted,
Adele Loria
Director

June 18, 2025

Director's Report to Library Board

Agenda Items

Revision of Board Bylaws: As discussed last month, library boards can determine what committees are appointed, how and when they are appointed, and what they will do; different boards may find that different setups work best for their organization. All of this should be laid out in the board bylaws. A draft revision of the bylaws reflecting the committees the trustees expressed interest in maintaining last month – Budget & Finance, Building & Grounds, Personnel, and Strategic Planning – are included in your packets. (The bylaws already mention the Nominating Committee and reflect that the President can also appoint ad hoc committees for limited term needs.) Before President Bougie assigns committees for this next year, the bylaws should be amended to remove the Materials Selection and Policy committees. This agenda item allows for that, as well as any other changes or additions the Board wishes to make after discussion.

Committee Assignments: Following the revision of bylaws, President Bougie will hand out committee assignments. A reminder that if you have interest in a particular committee, you should contact her to let her know.

Annual Standards Compliance Certification: As part of the annual process to exempt Sussex residents from paying the county library tax, the library board must certify the library's compliance with Waukesha County standards. Included in your packets is a letter from Bridges outlining those standards and asking you to certify compliance. As a review, here are several points about the standards to keep in mind:

- They are based on municipal population, not service population. This makes sense because municipal residents should not be assessed a county library tax for failure to provide for surrounding communities that do not have their own libraries. Realistically, though, libraries need to budget and plan for services to meet the demand of their service population. PHPL's service population is more than double its municipal population and its service levels reflect that.
- Standards are not aspirational; rather, they represent a minimum service level *to a municipal population* that a library could provide without shifting the burden of providing services to neighboring libraries and therefore municipalities.
- Despite their limitations, Minimums to Exempt are important to all libraries and especially to those like PHPL that are surrounded by non-library communities whose residents make high use of our library. Without minimums to exempt and certain

statutory requirements, a non-library community whose residents currently pay the county library tax could create a “library in a closet” and exempt from that tax. PHPL receives about 40% of its revenue from the Waukesha County library tax.

Our responses to the questions in the letter are highlighted, and as you’ll see, we met all of the standards in 2024 and are on track to do so again in 2025. At the meeting, we can discuss any questions you have and complete this certification.

Meeting Room Policy: As I am working on the 2026 budget, it has come to my attention that we may be missing a source of revenue in our meeting room usage. Our policy prohibits private social events already, but private community groups such as neighborhood associations and networking associations still make use of our rooms and we are one of the few libraries not charging for this usage. I’m including a chart below showing some of the Bridges libraries charging for use along with their fee structures:

Library	Room Type	Nonprofit*	For-Profit Group	Private event or social function	Other Notes
New Berlin	Community Room (large)	Free	\$50	\$100	<ul style="list-style-type: none"> Private/social option for New Berlin residents only Flat rate, max event length 4 hours
	Conference/Board room (small)		\$25	\$50	
Mukwonago	Community Room (large, can partition)	Free	\$100 (full); \$75 (med); \$25 (sm)	Same as for-profit rates	<ul style="list-style-type: none"> Additional \$15 cleanup fee if food served \$100 deposit if food served
	History Room (conference room)		\$25		
Muskego	Amphitheater (large)	Free	\$50/hr	Same as for-profit rates	
	Conference rooms		\$25/hr		
Pewaukee	Community Room (100)	Free only if located in Waukesha County	\$30/hr	No fee for Pewaukee residents; others \$30/hr	<ul style="list-style-type: none"> Nonprofit groups outside of Waukesha County \$30/hr
	Conference Room (18)		\$30/hr		

*includes government agencies and civic/community orgs. Proof of non-profit status may be required to establish eligibility.

I’d like to discuss your interest in pursuing this as a revenue stream and if so, what guidelines or parameters you want to set. This item allows for that discussion and I can bring back a revised policy draft in July.

Code of Conduct: This policy needs a minor (one word) update to make it consistent with the Child Safety policy revised last month.

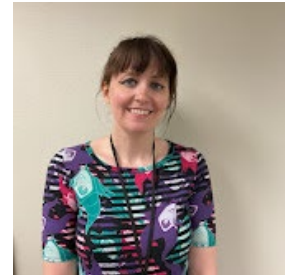
Non-agenda Items

Continuing Education & Professional Development: In May several staff members attended the annual conference of the Wisconsin Association of Public Libraries (WAPL) in Oshkosh:

- On Thursday, Jennie Bahnman attended. Interesting sessions included one about optimizing the library's Google profile (this is something that needs to be improved and maintained, just like another social media platform) and one from Ripon Public Library on outreach efforts including finding community and business partners as well as raising the library's visibility in the community to increase the awareness of its value.
 - On Friday, May 2, Teresa Douglas served on a panel with two other Bridges librarians and one from Omro Library: "Creating Interactive Audio Experiences for Young Patrons" focused on audio alternatives to audiobooks for kids. Teresa lent her expertise on Yoto players (PHPL is one of the few libraries circulating these) and helped with the Tonie part of the presentation as well.
- 
- Lisa Ponto attended three sessions on Friday: A cybersecurity session reaffirmed the effectiveness of many of our existing practices while also highlighting areas for improvement, such as providing hardware security keys for management. A talk on energy-efficient facilities solutions advised conducting a complementary energy audit to identify areas for improvement. With many libraries expanding or building new facilities, the speaker stressed the importance of involving Focus on Energy early in the pre-building process to identify potential energy and cost savings. A session on using historical fiction to bring history alive provided numerous ideas for different types of programs, partnerships, "seeding the audience," and incorporating authentic artifacts into programming.
 - I attended the conference on Friday as well. One helpful session was the one covering upcoming deadlines for Title II meeting website accessibility requirements. It was a comprehensive overview of these accessibility standards and highlighted some helpful tools, but more than anything reinforced how well-timed our upcoming website redesign is, since that will be a much cleaner way to achieve this than retrofitting our existing website. Another great session was on working with Friends groups and Foundations. The speakers made a persuasive case for Friends groups becoming a 501(c)3 and gave step by step guidance for getting there. I've shared some of this information with the Friends. I'm including in your packet one of the slides, "Comparing Library Support Organizations," because I think you'll find it useful for distinguishing roles and activities of Friends vs Foundations vs other support groups.

Staff: In May, we welcomed several new (and some returning) staff members:

After receiving 27 applications for the circulation position, we interviewed a number of very strong applicants. Eventually we decided to offer two candidates a position, taking this opportunity to restructure some of the hours in the circulation schedule to allow for shorter Friday shifts and more flexibility in the weekend rotation. Stephanie Hudson (upper right) and Sonya Garbe (lower right) are both Sussex community members with strong work experience in fast-paced customer service environments. Sonya has been retired just over a year and is excited to return to work part-time in a place she loves. Stephanie has most recently been at home with her children and is



ready to rejoin the workforce at a place her family is very familiar with. Both Sonya and Stephanie have been doing a great job so far and we're happy to have them on the PHPL team!



Recent MLIS graduate Jessie Wishart joined us as a reference intern splitting her time between the adult services and youth services areas. Jessie lives in Sussex and has worked for the Village a few summers already, in the Parks

Department. Welcome, Jessie!

A new substitute librarian, Annie Larson, also started in May. Annie just moved to Sussex and has more than 10 years of experience working in libraries. She has jumped right in at the adult services desk and we are happy to welcome her to the area and to our staff.



College students Justine Ackaouy, Peyton Impola, and Natalie Allen have returned for the summer. Natalie is a page and her highly efficient reshelving of carts with children's materials is especially welcome right now! Justine and Peyton both work in Circulation but are taking on some extra roles this summer: Justine, who is studying Communication Arts at UW-Madison, is working on short-form social media content for PHPL. Peyton, who is preparing to apply for library studies graduate programs, is learning the ropes on the Youth Services desk (and providing frequent star turns in Justine's social media content). We're delighted, as always, to have them all back.

Summer Reading Kickoff Event: We had a fantastic start to our Summer Reading Program with our Kickoff event on Friday, May 30. Rain threatened right up to the last minute and the Civic Center staff graciously allowed us to take over the entire first floor, which allowed us to get facepainting and SRP signup set up and started. Just after 4:00, it cleared up and we were still able to have games, food, and more outside. Our performer, Wildlife in Need Center, brought animal ambassadors for our 6 PM performance on animal camouflage.



Taking notes from last year's party, we made a few changes unrelated to the weather that made for a smoother event. The library was open for the duration of the Kickoff so people could check out materials and explore the library after signing up for Summer Reading. We were able to secure two food trucks this year, which was fortuitous as both Shorty's Grilled Cheese and Cabana Cortez were busy with lines for the duration of the event. A huge thanks to all of the staff working that evening, to the Civic Center staff for being so accommodating, and to our volunteers for helping us to pull it off!



Volunteer Luncheon: The annual Volunteer Appreciation Luncheon was held on May 8. The twenty-two attendees were treated to a lovely lunch spread to thank them for their service. The group included members of the Friends of the Library, the Library Foundation, and other adult volunteers who assist with the Home Delivery Program, book clubs, Technical Services activities, and more. In 2024, adult volunteers contributed just under 1,000 hours to the library. Special recognition was given to Juanita Larke and Marie Goergen, who have reached 20 years of volunteer service to the library, and to Keith Patterson, who has stepped down as Foundation President because he and his wife Jean are moving to North Carolina. A special thanks to Sue Posh, Anna Oleszczak, and Becca Werginz for their hard work putting together the event!



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

Adult Programs & Services

May was a quieter month in Adult Services as we geared up for the start of the Summer Reading Program in June. Our adult book clubs met at usual while other programming took a pause. In terms of outreach, Nick Schmudlach (Reference Librarian) and Sue Posh (Technical Services Clerk) attended Concert on the Plaza on Tuesday, May 20. This annual event is organized by the Village of Sussex Parks & Rec Department as a fundraiser for their Older Adult Programs. Unfortunately, the weather didn't cooperate and the event was moved indoors, resulting in a smaller turnout than anticipated. Still, we always appreciate the opportunity to get out in the community and connect with seniors to promote our services and offerings for older adults.

Maura Flanagan organizes teen services and reports on teen programs:

Teen Services consistently offers at least three passive programs each month. Highlights from May included a **loot box** with a book page folding craft, a whiteboard prompt (**'April showers bring May flowers. What is your favorite flower?'**) that 32 teens responded to, and a **Guess the Book by the Emojis** challenge; all four of the teens who responded got it right.

At the beginning of May, Maura went to **Hamilton High School** to speak about all the fun things happening at the library this summer. She spoke with about 55 students during their lunch breaks. Maura also visited **Templeton Middle School** in May and spoke to a classroom during

their study period at the end of the day. The 20 students who attended this session were all engaged and excited for the upcoming summer programming.

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

Programs

Each year in May, we send the current crop of Firsties off with a bash, inviting all first graders who have participated four times or more to a family dance party. This year's party was held on Friday, May 23. 135 people joined Miss Teresa and Miss Victoria for a fun evening full of juice, cookies, Kidz Bop and balloon popping in the gym in the Civic Center.

Outreach

On May 20, Teresa and Monica Weis attended Merton Elementary's Math and Literacy night to promote the library and summer reading. There were four libraries from the area in attendance and fun was had by all as the librarians chatted about summer reading and all the events going on this summer. Monica also got the school mascot to arm wrestle each librarian.



Jennifer Steffes, Circulation Manager, reports on department activities:

Jennifer Steffes and Michele Kozlowski (Circulation Clerk) made time to represent the library at **HAWS (Humane Animal Welfare Society of Waukesha County) Fest** held at Village Park in Sussex on Saturday, May 3. It was a great opportunity to promote library services, summer reading, and the library's recent collaborative efforts as a community partner with HAWS. This includes making pet blankets at library Make It programs to donate to HAWS, and HAWS also came to the library this past year to present at our Memory Cafe.



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

In May, the Technical Services department took time alongside regular activities to organize the annual Volunteer Appreciation event. Anna Oleszczak has been working closely with Jennie Bahnman to prepare and launch the now-live ability for meeting room users to apply and schedule online, and all seems to be running smoothly.

Adult and Youth Reference**Totals**

Youth Reference Ques.	412
<i>Youth Information Ques.</i>	23
Adult Reference Ques.	367
<i>Adult Information Ques.</i>	23
One-on-One Tech Help	12
Study Rooms use	168
Faxes	12
YS Book Bundles (bundles assembled)	53
YS Book Bundles (items checked out)	248
1000 Books Before Kindergarten total books read:	2,395
YS Coloring pages	700
Teen volunteer hours:	36

Technical Services

Items Processed	456
Volunteer hours (inc. Home Delivery)	46

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			25
Firsties Visits			38
Firsties video views (April)			46
Firsties other video views (past + parent videos)			27
Summer Reading video views			40
Toddler Time	4	170	
Baby Storytime	3	29	
Nightlight Storytime	1	33	
LEGO Club	1	30	
Outreach	1	100	
Sew XO	1	6	
Firsties Dance Party	1	135	
Summer Kick off party*	1	500	
Make It Junior			100
Total	13	1003	276

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	10	
Books To The Future	1	5	

May 2025 Program Statistics

Reading Between the Spines	1	10	
Shelf Indulgence Book Club	1	8	
Concert on the Plaza	1	20	
Total	6	59	

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Guess The Book- Emojis			4
May Loot Box			3
Whiteboard Prompt- April Showers Bring May Flowers, What is your favorite flower?			32
Hamilton Outreach	1	55	
Templeton Outreach	1	20	
Total	1	55	39

STATISTICS FOR MONTH OF MAY 2025

	May 2025	May 2024	YTD	YTD 2024	% change
ALL CIRCULATION	31422	30496	166091	159672	4.0%
PHYSICAL MATERIAL CIRCULATION	26460	26506	141386	138593	2.0%
E-MATERIAL DOWNLOADS	4962	3990	24705	21079	17.2%
HOURS OPEN	254.5	240.5	1243	1228.5	1.2%

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3093	16497
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2026	11022
Crossovers to PHPL from other library communities: +	6643	35522
Crossovers from Sussex to other CAFE libraries: -	1234	5839
NET LENDING: 4342		24208

PHYSICAL CIRC:	Sussex	Other	TOTAL	2024
	9607	16853	26460	26506

Cards issued: 107

Reference questions answered: 779

Informational questions answered: 46

Library visits this month: 9804

Materials purchased: 389
(year to date total:) 2967

Study Room usage: 168

One-on-one technology lessons: 12

Fax Service: 12

In-person programs: 20

In-person attendees: 1117

Meeting Room Use:

Quad Room: 23

Small meeting room: 11

INTERNET USE*: 315 sessions

TOTAL HOURS:** 186.90

AVG. SESSION:** 36 minutes

WI-FI - INTERIOR: 2557 clients

WI-FI -EXTERIOR: 1174 clients

Website visits: 5,706 sessions

*includes wireless network

**wired access only

Comparing Library Support Organizations

	Friends of the Library	Library Foundation	Library Volunteer Group
Purpose	Fundraising, community engagement, advocacy	Long-term financial support via endowments, major gifts	Support for library operations
Structure	Usually a 501(c)(3); governed by bylaws and a board	Formal 501(c)(3); may have significant assets and investments	Often informal; may be coordinated by library staff
Funding Sources	Membership dues, book sales, raffles, events	Major donations, bequests, grants	Not usually involved in fundraising; any funds raised become property of the library board
Main Activities	Events, book sales, fundraising campaigns	Investment management, major gift planning, capital campaigns	Shelving, helping with programs, basic support tasks
Decision Making	Volunteer board or committee	Board of directors, sometimes with financial advisors	Typically directed by library staff
Relationship with Library	Independent, but closely affiliated	Independent, often more separate than Friends	Operate under library's direct supervision
Subject to Open Meetings Law?	No - but transparency is encouraged	No - but transparency is encouraged	Operate within library's governance; may vary locally
Advocacy Role	Often advocates at local/state level for library funding	Less involved in grassroots advocacy	Limited – mostly supportive roles
Examples of Impact	Funding summer reading programs, new furniture	Supporting building renovations	Staffing events, assisting with children's programming

*Excerpted from "From Frenemies to BFFs: How to work with Friends and Foundations" presented by Brandi Cummings, Teresa Schmidt, Clairellyn Sommersmith, and Amanda Wakeman at WAPL Conference 5-2-25.

Bylaws of Pauline Haass Public Library

Article I Identification

This organization is the Board of Trustees of the Pauline Haass Public Library, located in Sussex, Wisconsin, established by the Wisconsin municipality of Sussex, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54, and 43.60.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Failure to attend two meetings in any rolling 6-meeting timeframe, without valid reason, will result in the Board President discussing the issue with the trustee. If the absences continue, the Board President may recommend to the appointing body the removal of the trustee from the Board.

Article III Officers

Section 1. The officers shall be a president and vice president elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president 2 months prior to the annual meeting and shall present a slate of officers for election at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the temporary absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. The library director or a member of the staff may be designated by the Board to keep true and accurate minutes of all meetings of the Board, and shall issue notice of all regular and special meetings, and perform other duties as deemed necessary by the Board. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn) with the name of the trustee making the motion, and the result of all votes taken. Current approved board minutes shall be posted in the library and on the library website.

Section 5. Special Meetings. Special meetings may be called at the direction of the president and shall be called at the written request of 6 members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of the members of the Board, who must be present in person or by pre-arranged video conference call. There can be no meeting without a quorum.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V

Committees

Section 1. Standing Committees. The following committees: Building and Grounds, ~~Materials Selection~~, Finance, Personnel, and ~~Strategic Planning Policy~~, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers unless, by action of the Board, it is granted specific power to act.

ARTICLE VI

Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Pauline Haass Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint, and supervise a properly certified and competent library director. The Board shall determine the duties and compensation of the director and review the duties and compensation of all other library employees as needed.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Sussex Village Board.

Article VII

Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII

Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Pauline Haass Public Library in which they have a direct or indirect financial interest.

Section 2. A board member must remove him/herself from the room for board discussion, deliberation, and vote on any matter in which the board member, an immediate family member, or an organization with which the board member is associated has a substantial financial interest. The minutes will note the absence of this member for that section of meeting. A board member with a conflict of interest on a matter will not contact other board members outside of board meetings regarding the subject in which they have a conflict.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Article IX

General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed or e-mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Pauline Haass Public Library on the 15th day of May, 2024.



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Pauline Haass Public Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 1, 2025

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2025.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to the Bridges office via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 131,934
- PLUS lending to other library community's residents: 82,379
- DIVIDED by total circulation by your residents at all county libraries: 145,518

Your library's LSER is shown in Table 1 below.

Table 1.

Pauline Haass' Library Service Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
90%	147.28%	Yes

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2024 state annual report and indicate whether your library will meet its minimum requirements in 2025.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "NO" in step 1.)**

Table 2.

Library	Pauline Haass		2023 Municipal Population	12,022
Category	Minimum to Exempt	Library Actuals from 2024 annual report	Met Minimum during 2024?	Will Meet Minimum in 2025? (Circle one)
Materials Expenditures/Capita	\$6.08/capita	\$10.35/capita	Yes	Yes No
Number Hours Open/Week	55	59	Yes	Yes No
Budgeted Staff in FTE	10.41	16.17	Yes	Yes No
Collection Size	77,000	101,504	Yes	Yes No
Public Computers/Internet Access Devices	7	13	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Pauline Haass Public Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2025 (circle one)	
Library board member orientations are provided	Yes	No
Library website includes key board/staff contact & meeting information	Yes	No
Library board conducts director performance evaluation	Yes	No
Library budgets for professional development	Yes	No
Library has active strategic plan	Yes	No
Library has a current circulation policy	Yes	No
Library has a current collection management policy	Yes	No
Library has a current computer/internet policy	Yes	No
Library has a current meeting room use policy (if meeting room available)	Yes	No
Library has a current public behavior (rules of conduct) policy	Yes	No
Library has a current personnel policy	Yes	No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2025.

Name of Library	Pauline Haass Public Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2025**.

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of 2024 library annual report
- 2024 Database charges
- 2024 Overdrive Digital Buying Pool charges (paid to WILS)
- 2024 Overdrive Advantage charges
- Total expenditures in the above categories are divided by the community's 2023 municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in 2024 annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of 2024 library annual report

Collection Size

- Amounts entered in section II. Library Collection of 2024 library annual report
 - 1. Books in Print
 - 3. Physical Audio Materials
 - 4. Physical Video Material
 - 5. Other Physical Materials

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 8b. (Number of Public Use Computers with Internet Access) of 2024 library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this will continue from year to year.

PAULINE HAASS PUBLIC LIBRARY

POLICY: CODE OF CONDUCT

Approved by Library Board: March 19, 2025

The Library Board established this policy to ensure that the library is a safe, welcoming, comfortable, and pleasant atmosphere in which all library patrons can use materials and services most effectively. Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a responsible, appropriate, and courteous manner.

These rules are posted for the comfort and protection of all. They will be respectfully and firmly enforced by Library staff. If necessary, the police may be called for assistance. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action which includes a possible charge of violation of municipal ordinances. Repetitive and/or serious violations could mean permanent exclusion from the Library.

Animals:

No animals may be brought into the library unless they are a service animal or are part of a library program. Wisconsin law defines a service animal as a dog or miniature horse that has been trained to do a specific task, service or work for the handler that is directly related to the handler's disability.

- A service animal must be harnessed, leashed, or tethered and under control by its handler. Notwithstanding the first sentence, if the handler's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks, the handler shall maintain control of the service animal through voice, signal, or other effective controls.
- If the service animal barks, lunges, misbehaves, urinates or defecates in the library, and the handler does not take effective action to control it, library staff may ask that the animal be removed from the building.

Cell Phones and Other Communication/Electronic Devices:

Polite use of cell phones or other communication/electronic devices is permitted. Use that is disruptive to other library users is not (loud voices, lengthy conversations, audible content playing from a device without headphones).

Supervision of Children:

All children under the age of ~~eight~~ten must be accompanied by an adult/caregiver; please see the [Child Safety Policy](#) for details and other rules.

Examples of disruptive, dangerous, or unacceptable behaviors include, but are not limited to:

- Any illegal activity
- Fighting or abusing library customers or staff, including the use of offensive, threatening, harassing, or abusive language or gestures

- Solicitation of goods or services, including distribution of printed materials and surveys
- Panhandling
- Canvassing (including petitioning) for any political, charitable, religious, commercial, or personal purposes inside the library building
- Loitering, interfering with free passage, or prolonged sleeping
- Tampering with or intentionally damaging computer hardware, software, printer, operating systems, or other associated equipment
- Damaging, defacing, or misusing library materials, equipment, or facilities
- Harassment, including following staff or customers around the building or staring at staff or customers such that performance of their duties or use of library services is disrupted
- Smoking, vaping, alcohol, or drug use in the library
- Shaving, bathing or laundering clothes in public restrooms (referral to local services is available)
- Personal hygiene that disrupts others from using library facilities, collections, or services
- Failing to wear appropriate upper and lower body clothing or footwear
- Violating the Child Safety Policy
- Playing audio/video from electronic devices without headphones, unless within private study or meeting rooms
- Entering unauthorized (staff) areas without permission
- Remaining in the Library after closing, when requested to leave during emergency situations, or when requested to leave due to behavior

Violations of the Code may result in consequences including the temporary removal or permanent ban of the violator from the Library at the sole discretion of the Library. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. However, any conduct that threatens the life or safety of any person, involves violence or the threat of violence, or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises.

Any person banned from the Library by action of the staff for a period of one year or longer may request a hearing on the propriety of that ban before the Library Board at its next regularly scheduled meeting.

Adopted by Library Board: June 1999

Last revised by Library Board: March 2025