

Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, September 16, 2026, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Consideration of, and possible action on minutes of August 26, 2026 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) Capital Plan updates: discussion and possible action
 - b) Policy review: Posting and Distribution of Materials: discussion and action
 - c) Strategic Plan activities update: discussion
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

Adele M. Loria
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 August 26, 2026 Board meeting
Pauline Haass Public Library

Called to order: 6:01 p.m.

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

Approval of minutes from previous meeting(s):

Bougie/Kojis motion approve minutes of August 26, 2026 Board Meeting Minutes; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: none.

Financial report:

Revenue and Expenditure Guidelines for July 2026; Vande Hei/Schultz motion to accept as presented; motion carried.

Action on Bills: Prepaid bills in the amount of \$11,454.21, P-card bills in the amount of \$1527.10, Bills in the amount of \$8,844.80, July 2026 Expenses in the amount of \$123,292.80; Vande Hei/Schultz motion to approve as presented; motion carried.

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

New Business:

Reviewed the Trustee Essentials; no action required.

Reviewed the updates on the Website redesign; no action required.

Meeting adjourned at 7:02 p.m. by Roubik/Kojis motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

September 16, 2026
Director's Report to Library Board

Agenda Items

Capital Plan Update: Three projects were approved for 2026 and are currently in various stages of completion:

- **Meeting room table replacement:** Complete. The new tables have been installed, and we have been very happy with them so far.
- **Website redesign:** In progress.
- **Self-check replacement:** Under review. The self-check machine originally budgeted for replacement this year has been performing well, although it is approaching the end of its supported life. Meanwhile, the other self-check continues to experience problems despite having its computer replaced at the beginning of the year under our support agreement. Given those circumstances, I have paused the straightforward replacement originally planned. A representative from EnvisionWare will visit PHPL at the end of September to review both machines and discuss options for how best to proceed.

I'll provide further updates on these projects and can answer questions at the meeting. Looking ahead to 2027, I have identified two additional projects for consideration, beyond the "if needed" mechanical upgrades already included in the capital plan:

- **Small meeting room chairs:** These chairs were not replaced during the Civic Center building project, when other office chairs and the Quad Room chairs were updated, and they are now worn, dated, and increasingly uncomfortable. While I remain reluctant to invest heavily in furniture that may not suit a future renovation or expansion, they have reached the point where replacement is warranted. We could consider a more economical option rather than higher-cost commercial-grade furniture, similar to the approach we took with the study room chairs (which dated from the same period as the chairs currently in question).
- **Additional staff office:** The staffing change that would make this project necessary is contingent on the 2027 budget request currently before the Village, so no action is proposed until the final budget is approved. If the additional full-time management position moves forward, some drywall work, installation of an office door, and office furniture would be needed to create an additional office within the staff area.

Pricing for both projects is preliminary and will depend on the outcome of the 2027 budget process as well as the direction we choose for each project. Based on Board input at the meeting and the final budget outcome, I'll return in December with more detailed cost estimates and recommendations.

Posting and Distribution of Materials Policy: I am recommending several updates to this policy, which was last revised in 2022. These updates clarify the policy's scope and provide more specific guidance for administering it consistently. Changes include clarifying that the policy applies to physical bulletin boards and brochure/handout racks, identifying who may approve materials, establishing general size guidelines, and adding a process for requesting review of a decision not to post or distribute an item. I have also made several smaller wording and housekeeping changes throughout. The revised draft is included in your packets for review and discussion.

Non-agenda Items

Staff Updates: In August, Circulation Clerk Stephanie Hudson resigned from her position; with her children's school and sports schedules starting up again, she found that maintaining a regular work schedule at the library was no longer feasible. We will miss Stephanie, but wish her all the best and look forward to continuing to see her as a patron.

Jennifer Steffes and I reviewed applications and interviewed candidates in late August and early September, and we're pleased to welcome Shelly Baumgartner as our new Circulation Clerk. Shelly brings extensive customer service and retail experience, and we're excited to have her on board. The interview process also resulted in the addition of Elaine Bohannon as a substitute clerk. Elaine teaches Art History at Carroll University and MIAD and will provide additional coverage for staff vacations and absences as her schedule allows. We're delighted to welcome them both to PHPL!

Outreach: This past month, staff worked with the Courtyard to expand the library's **home delivery service** and reach more community members. Nick Schmudlach and Sue Posh, Technical Services Clerk, worked to onboard three new home delivery applicants. Sue also assembled PHPL information folders to introduce new participants to the home delivery service and highlight additional resources they may be interested in, including Libby and the Wisconsin

Talking Book and Braille Library. We are excited to welcome more patrons to the service and continue expanding its reach in the community.

On August 5, Youth Services Associates MJ Jorndahl and Peyton Impola hosted a table at **National Night Out**. In previous years, the event was held on Main Street near the Civic Center and library, allowing us to host games and activities on the library lawn. With this year's move to The Ridge, we scaled back our offerings to better fit the new location and transportation needs. The library offered giant checkers and yard bowling from the Library of Things, giveaways, bubbles, and information about library services.



On Monday, August 17, Mykah Snyder, Adult Services Librarian, and Maura attended a virtual Outreach Relationship Roundtable hosted by the Wisconsin Library Association. The roundtable provided an opportunity to learn about outreach programs and strategies being implemented successfully by other organizations. It also allowed us to reflect on our current outreach efforts, identify areas of success, and consider opportunities for future outreach and community engagement.

Maura and Mykah will be giving a presentation to the Lion's Club in October. This was originally scheduled for the beginning of August but was moved to a later date. After that, I'm hoping that Maura and Mykah can present to the board on some of their outreach efforts this year, as well as ideas for future outreach opportunities.

Professional Development and Continuing Education: MJ Jorndahl attended **Messy on Purpose: The Power of Playful Learning for Children**, a webinar that explored the value of sensory-rich, hands-on play in youth spaces and programs. She identified several ideas that could translate well to PHPL, including incorporating more open-ended play into programs for younger children and creating an inviting craft area for independent exploration.

Victoria VanZile completed several publisher and author/illustrator webinars focused on upcoming youth titles, including **Picture Book Palooza**, **An Illustrator's Approach**, **Big Feelings**, **Celebrating Our Culture**, **Humor: It's Elementary**, and **I Can Do It**. The sessions supported her preparation for fall programming and provided exposure to new and forthcoming books for children.

Trustee Training Week Materials: As I mentioned at the August meeting, I missed the opportunity to alert you to this year's Trustee Training Week sessions in time to attend them live, and I apologize for that. Fortunately, all of the sessions were recorded and are available [here](#) to watch at your convenience, which is often how I take advantage of them myself. I've now had a chance to review this year's offerings. While I encourage you to explore the full lineup based on your interests, I think two sessions are particularly worth your time:

- **All Playing in the Same Orchestra: Collaborating for Community Success** explores the distinct but interconnected roles of library boards, library staff, and municipal and county officials, including the statutory authority of library boards. It also addresses common sources of tension and offers practical strategies for building stronger relationships, communication, and shared goals.
- **What You Need to Know about AI and Libraries** provides trustees with a practical overview of how artificial intelligence is already affecting public libraries, including vendors, staff workflows, and patron expectations. The session also considers what AI may mean for trustees' governance responsibilities, particularly around future policy and budget decisions. Please note, the recording for this session is not publicly available as it is only for Wisconsin library trustees and staff. I will send that link to you separately via email.

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

Adult & Teen Summer Reading Update

The All-Ages Summer Reading Program concluded on Saturday, August 29, exceeding both registration and participation numbers from last year. The **teen program had 286 participants**, compared to 248 last year, with teens logging an impressive **7,243 hours** of reading. Teens also redeemed **1,231 coupons** and **494 teen scratch-off ticket prizes**, reflecting strong engagement throughout the summer.



The Adult Summer Reading Program continued to grow this year, with **651 participants**, up from 593 the previous year. Adults logged an incredible **19,715 hours of reading** this summer! As an incentive to register, adults claimed **380 free books**, and throughout the challenge, participants earned and redeemed **943 scratch-off ticket prizes**.

This year's program was further strengthened by support from the local business community, with **18 new Summer Reading Program sponsors** contributing prizes and coupons. Their involvement, along with strong participation and engagement from readers, helped make this year's program a success.

Adult Services & Collections

August was a quieter month for programming as the Summer Reading Program wrapped up, but staff continued working on several projects and initiatives.

Adult Services staff contributed content to the library's ongoing **website project**, including community resources, information about the Library of Things collection, and links to the

library's databases. Staff from multiple departments are contributing content to help keep the project moving forward.

Nick Schmudlach, Adult Services Librarian, worked on improving circulation of the **Nintendo Switch console** by updating the how-to guide that is included with the console for new users. The Library also implemented a **three-game checkout limit for video games** to help make the collection more accessible to a greater number of patrons.

The National Alliance on Mental Illness (NAMI) provided the library with a **Mental Health Crisis Resource and Education Kit** containing guides, resource cards, bookmarks, and informational handouts about NAMI and its resources. Materials are currently available in the Teen Area, with additional information available at the Adult Reference Desk.

Jennie and Nick are **exploring additional audiobook vendors**, including Midwest Tape and Blackstone, due to ongoing issues with Ingram's audiobook orders being unavailable or canceled. We recently placed an order with Midwest Tape and are currently pricing Blackstone's services. Blackstone requires a standing order plan, but staff can select the titles each month. We are considering trying Blackstone at the beginning of 2027 to expand our audiobook purchasing options and improve access to titles for patrons.

Teen Programs & Services

August featured two successful in-person teen programs coordinated by Maura Flanagan, Adult & Teen Services Librarian, along with a variety of passive programs throughout the month. Seven teens attended our **Slides and Snacks** event, where participants presented on a variety



of topics, including K-pop, the Australian government, and the science behind those random bursts of energy at 2 a.m. The event was both entertaining and educational. Later in the month, 21 teens participated in our after-hours **Teen Nerf Wars** event, **sponsored by Bridges Library System and led by Bryen Wenzel from Milwaukee Area Nerf Outings**. The teens had a great time, and the event was a fun and energetic way to wrap up the summer.

Although the **Teen Advisory Board (TAB)** did not hold an official meeting in August, members successfully hosted and facilitated a **Tween Crafternoon program**. The program was planned and organized by TAB and was designed for tweens in grades 3–7. The program had a great turnout with 15 tweens participating in a variety of creative activities, including making pipe cleaner flowers, painting rocks, and creating friendship bracelets.



Teresa Douglas, Youth Services Manager, reports on recent YS Department activities:

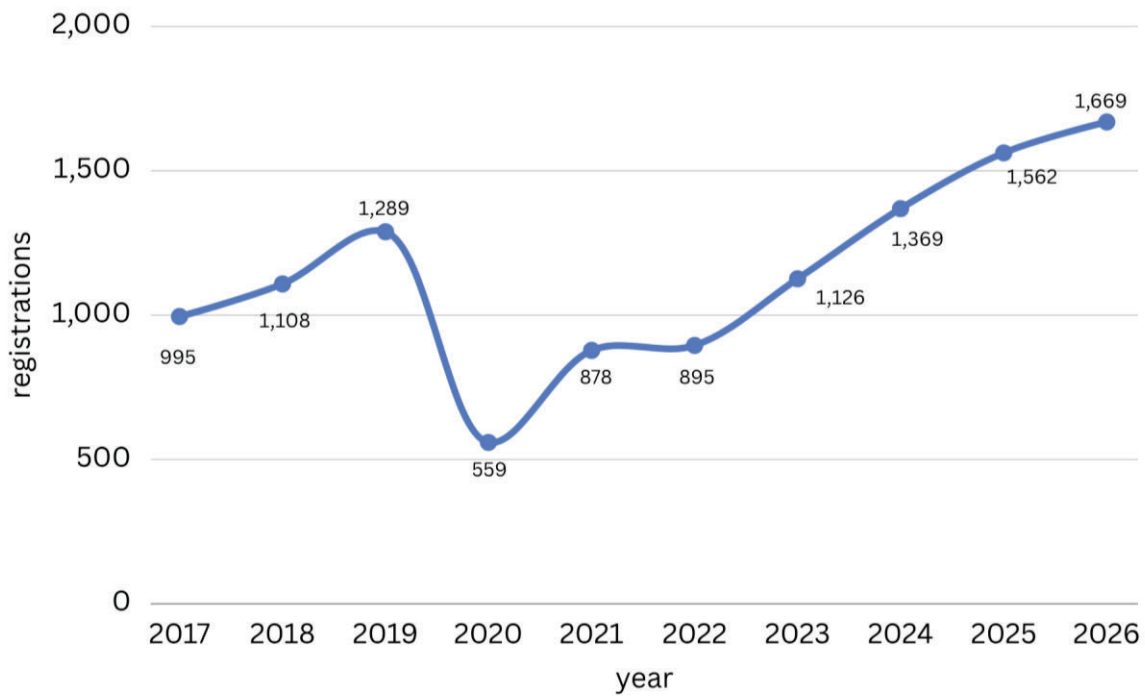
Summer Reading Wrap Up

Summer Reading wrapped up on August 29. We extended the end date compared with previous summers to give patrons more time to complete activities and redeem prizes, a change made in response to feedback from previous years. The response confirmed that this was a welcome adjustment: we received compliments on the longer program period and continued to see new registrations well into August.

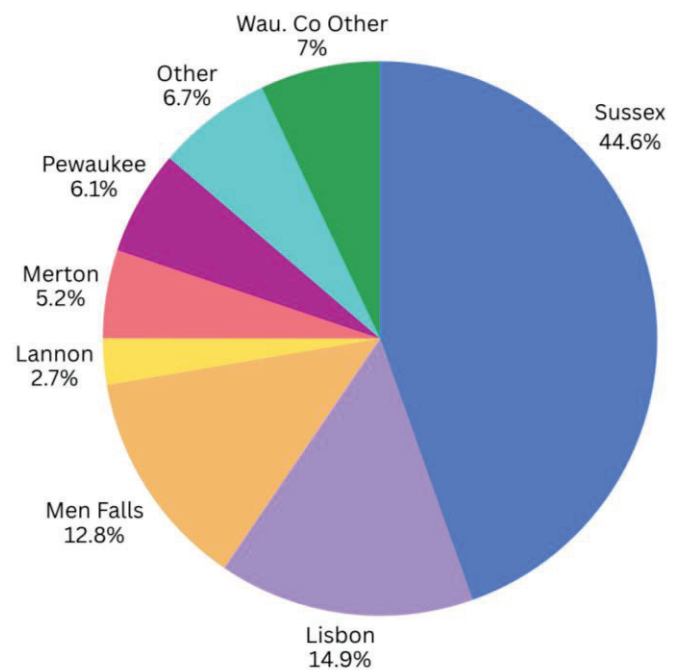
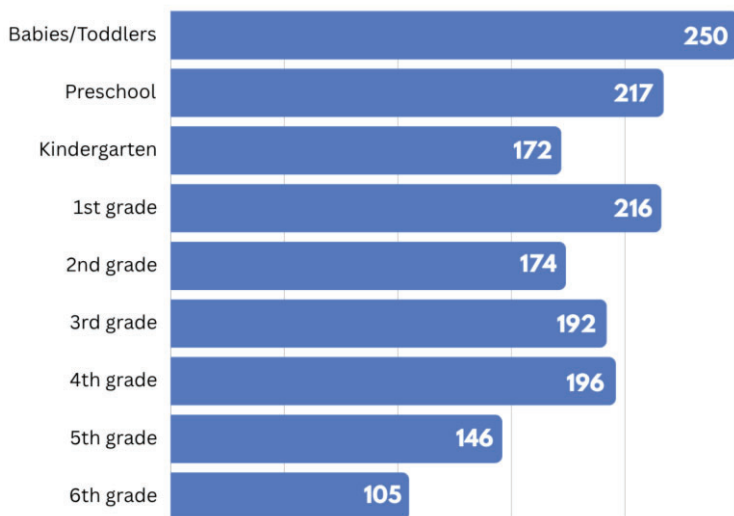
- In August, 55 kids registered for Summer Reading, bringing total registration to 1,669. This is 107 more than in 2025 and marks our highest participation year to date.
- 952 prizes were redeemed in August, for a total of 5,430 prizes redeemed this summer.
- 782 participants completed all six adventures and finished Summer Reading.

To put these figures in context and show overall engagement, here's a look at Summer Reading by the numbers:

SRP Kids' Registration



Grade Level Participation



Summer Reading would not be possible at the scale we offer it without the help of our teen volunteers. They frequently interact with patrons as prizes are redeemed and provide essential support for programs throughout the summer, from running stations at Minecraft and American Girl programs to helping with Tie Dye Party, Toddler Time, Storybook Theater sets, and much more. This summer, 38 active volunteers donated a combined 845.25 hours, with one volunteer contributing an impressive 98.75 hours.

Programs



Our third **summer performer**, Wildlife in Need Center, visited The Ridge on August 3. Animal programs are always popular, and this year was no exception: 87 people attended, making it our largest summer performer program of the season. Patrons had the opportunity to see several types of turtles and frogs, as well as a flying squirrel.

Reading on the Roof held its third and final session of the summer with *Growing Home* by Beth Ferry. This was the youngest-audience selection

of the summer, with larger print and plentiful illustrations. The story follows a goldfish, two potted plants, and a spider as they discover their magical abilities and work to protect their human family and home. Forty-two people attended to hear the first few chapters and receive a copy of the book to keep.

KidsLab took a break from Early Explorers and Advanced Adventurers this month to try a new program: **Book Cook**. In this program, young chefs created snacks inspired by books. The first session, held August 10 and led by Youth Services Associate Peyton Impola, featured a dinosaur theme, with participants making dinosaur-shaped fruit pizzas using toast, cream cheese, and fresh fruit. A second session on August 24, led by Youth Services Associate MJ Jorn, used an under-the-sea theme, with participants creating jellyfish, crabs, and other sea creatures from croissants, fruits, vegetables, and other foods.

This summer, we also partnered with dance instructors from Sussex Parks and Recreation to co-host **Spirit Camp**. Led by dance instructor Kaylee, participants learned a poms routine to perform for their families at the end of the program. Kaylee also brought equipment from the Civic Center dance studio, including a small trampoline and tumbling mat, and each participant received a set of poms to keep.



Our always-popular **Dance Party** returned in August with the theme “Taylor’s Version.” Attendees made friendship bracelets, took photos in the photo booth, enjoyed snacks, danced to Taylor Swift music, and completed themed activities including word searches and a “Guess the Era” music quiz.

For the first time in the six years we have hosted it, **Tie Dye Party** had to be rescheduled because of weather. Originally planned for August 1, the event moved to August 22 to accommodate staff schedules. The new date brought excellent weather, and 208 people attended with items to dye, including shirts, sweatshirts, hats, and more.

Regular Programs

- **Toddler Time** was enjoyed by 153 people in August, with sessions held outdoors most weeks.
- 38 young builders attended **LEGO Club**.
- **Make It! Junior** offered two crafts, with 150 of each distributed.



Adult and Youth Reference	Totals
Youth Reference Ques.	353
<i>Youth Information Ques.</i>	51
Adult Reference Ques.	407
<i>Adult Information Ques.</i>	76
One-on-One Tech Help	10
Study Rooms use	150
Faxes	10
YS Book Bundles (bundles assembled)	79
YS Book Bundles (items checked out)	335
1000 Books Before Kindergarten total books read:	3,782
YS Coloring pages	880
Teen volunteer hours:	247.75

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			10
SRP sign ups			55
SRP promo video views			13
Toddler Time	4	153	
LEGO Club	1	41	
Make It Junior			144
Book Cook	2	15	
Spirit Camp	1	12	
Summer Performer	1	87	
Dance Party	1	28	
Tie Dye Party	1	208	
Reading on the Roof	1	42	
Outreach	3	87	
Total	15	673	222

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club		6	
Books To The Future		4	
Reading Between the Spines		6	
Adult Summer Reading Program			651
Total	0	16	651

August 2026 Program Statistics

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Slides + Snacks		7	
Nerf Wars		21	
TAB Program: Tween Crafternoon		15	
Guess the Book the Cover Art			21
Whiteboard Prompt - Are there more windows or wheels in the world?			73
August Library Loot Box			24
August Taste Test - Hi-Chew			54
Teen Summer Reading			286
Total	0	43	458

STATISTICS FOR MONTH OF AUGUST 2026

	Aug. 2026	Aug. 2025	YTD	YTD 2025	% change
ALL CIRCULATION	38282	37160	283735	285307	-0.6%
PHYSICAL MATERIAL CIRCULATION	32765	32192	241461	245195	-1.5%
E-MATERIAL DOWNLOADS	5517	4968	42274	40112	5.4%
HOURS OPEN	226	223	1670.5	1924.5	-13.2%

Circulation per hour open: 144.98

		<i>YTD</i>
HOLDS FILLED FOR PHPL BY OTHER CAFÉ LIBRARIES: -	3398	25813
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL : +	2336	18162
Crossovers to PHPL from other library communities: +	7622	53187
Crossovers from Sussex to other CAFÉ libraries: -	1382	9417
NET LENDING: 5178		36119

PHYSICAL CIRC:	Sussex	Other	TOTAL	2025
	12707	20058	32765	32192

Cards issued: 117

Reference questions answered: 760

Informational questions answered: 127

Library visits this month: 12,636

Materials purchased: 533
(year to date total:) 4977

Study Room usage: 150

One-on-one technology lessons: 10

Fax Service: 10

In-person programs: 15

In-person attendees: 732

Meeting Room Use:

Quad Room:	16	
Small meeting room:	18	
INTERNET USE**:	374	sessions
TOTAL HOURS**:	254.82	
AVG. SESSION**:	40.88	minutes
Website visits:	6,041	sessions

****wired access only**

Balance of Fund 410 (Capital Needs) as of 12/31/2025 = \$772,186

Item	Explanation	Total est. cost	Year needed	Allocated as of 1/21/2026	Not yet allocated	Total 2027	Total 2028	Total 2029	BEYOND
Self Check 1 replacement	Kiosk self check installed late 2020 and reaches end-of-life 9/30/2026. Hardware \$5,550 at that time; consider attaching credit card terminal for easier payments with this upgrade. Could replace with countertop version (less expensive) but some advantages to kiosk model.	\$8,500	2026	\$8,500	\$0				
Tables	Meeting room tables (Quad) have outlived their useful life and are showing significant wear. The current tables are difficult to fold and move, making room setup and takedown time-consuming for staff and volunteers. New flip-top tables will improve ease of use, storage, and overall appearance, supporting more efficient room transitions and a better experience for users.	\$19,500	2026	\$19,500	\$0				
Website redesign	A 2026 strategic planning action item, this redesign must be completed before April 2027 to be in compliance with new DOJ accessibility guidelines. It's not feasible to continue with a DIY option like WordPress given lack of staff expertise, so this redesign must be outsourced to professionals. Costs are from quotes gathered in 2025 and will need to be updated.	\$31,000	2026	\$31,000	\$0				
For consideration: replace small meeting room chairs	I'm reluctant to invest heavily in furniture that may not align with the needs or aesthetics of a future renovation or expansion, but the existing meeting room chairs are worn, dated, and increasingly uncomfortable. Consider a more economical replacement option rather than higher-cost commercial-grade furniture, similar to the approach used for the study room chairs.	est. \$1,800 - \$3,600	2027						
For consideration: Additional staff office space	The staffing changes that would make this necessary in 2027 are contingent on the budget request now in front of the Village, so hold off until final budget approved to decide. Some drywalling and installation of an office door would be needed to accommodate another fulltime management position.	est. \$4,200 - \$5,800	2027						
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. Note: \$7,180 spent in Jan 2025 replacing automated door operators, so "amount allocated" reduced by that. Current balance allocated seems sufficient for now but allocate more in future years if desired.	\$20,320	2027	\$20,320	\$0				
Boiler replacement	All 4 boilers (mfg 2002) estimated to reach end of life by 2026, so these are officially on borrowed time. Current cost for replacing each is \$84,375; could consider moving to two larger units instead of four. Consider also spreading out over two years if replacing proactively; if not, allocate enough to spend if and when units fail.	\$337,500	2027	\$337,500	\$0				
Replacement of remainder of sprinkler system, inc. consulting fees.	Partially completed in 2017–2018; the upper level may require the same work in the future. While current repair costs don't justify proceeding, this may change, and the need may be influenced by the timing/scope of a renovation or expansion. Recommend keeping this in the tentative 5-year plan since, once necessary, it likely won't be deferrable; cost estimates should be updated and the project would require bidding.	\$220,000	2028	\$190,000	\$30,000	\$20,000	\$10,000		
Self Check 2 replacement	Countertop self check installed 2023 (hardware \$3500 at that time) will reach end-of-life in 2028.	\$5,250	2028	\$0	\$5,250	\$4,250	\$1,000		
2 photocopier replacements	Last replaced January 2024.	\$9,775	2029	\$0					
Remodel lobby restrooms for ADA compliance	Details on how current restrooms fail to meet ADA listed in the FEH facility study. Whether this project proceeds depends on whether renovation planning keeps the restrooms in their current location. Re-evaluate when conceptual design work occurs.	\$125,000	2030?	\$105,000	\$20,000	\$5,000	\$7,500	\$7,500	
Carpet replacement: public area, work area	Carpet is original (1996). This replacement was previously planned in phases (2022–2025) but was deferred to align with the 2030 renovation/expansion; if that project does not proceed, replacement would occur in 2031. Cost estimate (from 2022) includes carpet and moving loaded shelving, and will be updated closer to the project 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, but was deferred to align with the 2030 renovation/expansion; if that project does not proceed, replacement would occur in 2031. Cost estimate is from 2022; will need to be reassessed closer to project year.	\$44,880	2031	\$11,500	\$33,380	\$11,690	\$11,690	\$10,000	""
Server replacement(s)	Right now a single server is adequate for our needs, but that may change at some point.	\$13,420	2032	\$0	\$13,420			\$12,500	\$920
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
Telephone system replacement	System was last replaced in 2020. Approx. lifespan = 15 yrs. Cost seems far too low at this point; update estimate.	\$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.	\$15,030	2038	\$0	\$15,030				\$15,030
				Total allocated:	Total future needs not yet allocated:	Total to allocate 2027:	Total to allocate 2028:	Total to allocate 2029:	
				\$723,320	\$266,780	\$79,273	\$76,756	\$76,566	\$34,183

PAULINE HAASS PUBLIC LIBRARY
POLICY: Posting or Distribution of Materials

Approved by Library Board: August 17, 2022

The library maintains bulletin boards and brochure racks for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest.

This policy governs the library's public bulletin boards and brochure/handout racks. Use of library meeting rooms and of display or exhibit cases is governed by separate library policies. This policy applies to physical posting and distribution; the library's website, digital displays, and social media channels are governed under separate policies.

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 facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval."~~which affirms that library facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use, and that materials should not be proscribed or removed because of partisan or doctrinal disapproval. The uses made of ~~library display and exhibit space~~the library's bulletin boards and brochure racks shall conform to the Library Bill of Rights, which is incorporated in the library's materials selection policy. Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.

All materials for display or distribution ~~in brochure racks~~ must be submitted for approval by ~~designated library staff member~~the Library Director or staff designated by the Director. Submission of material does not guarantee that it will be posted or distributed, and display space is not guaranteed. Posted materials should generally not exceed 8.5 by 11 inches; larger items may be accepted as space permits. Any material found on the bulletin boards or in the brochure rack that has not been approved shall be removed and discarded. Dated material will be removed as soon as possible after the event. Undated material will be removed after ~~a minimum of two weeks~~30 days or when the space is needed for other materials. Anyone who disagrees with a decision not to post or distribute material may submit a written request for review to the Library Director.

Because of the Library's relationship with the Village of Sussex, and its role as an information provider, the Library Director may approve the posting or distribution of information provided by Sussex in areas other than the brochure racks. The library may similarly choose, but is not required, to highlight balanced or nonpartisan information about issues appearing on municipality-wide election or referendum ballots. Similar accommodation may 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.

The library acts as a distribution point for information that municipal, county, state, and federal government agencies wish to disseminate widely. The library will post and distribute information on

educational and cultural opportunities offered by not-for-profit organizations within the area. Job search information will be posted or distributed if it is of general public interest.

Due to space constraints, the library cannot post or distribute materials for individuals or for-profit organizations. Materials which will not be posted or distributed include petitions, personal requests, and advertisements of products, events, or services.

The library reserves the right to limit or prohibit at any time the posting or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the library. The library also reserves the right to dispose of materials that have been posted or put in the brochure rack. It cannot be held responsible for returning materials to the donors.

Because space is limited, materials will be posted and/or distributed in this order of priority:

- a. Pauline Haass Public Library and Bridges Library System announcements and publications.
- b. Friends of the Pauline Haass Library and Pauline Haass Public Library Foundation announcements and publications.
- c. Village of Sussex and Waukesha County government announcements and publications.
- d. Hamilton School District announcements and publications.
- e. State of Wisconsin and federal government announcements and publications.
- f. Civic, recreational, cultural, and educational announcements and publications from not-for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sussex area.
- g. Publications from not-for-profit organizations, containing information of general interest to library customers.

Review: This policy will be reviewed by the Library Board no later than 2031, and sooner if circumstances warrant.

Adopted by Library Board: May, 1996

Last ~~Revised~~ revised August 17, 2022

Reviewed and revised 2026 (pending Library Board approval)