PAULINE HAASS
— PUBLIC LIBRARY —

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

Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, November 18, 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 October 21, 2026 board meeting

3) Outreach presentation by PHPL librarians Maura Flanagan and Mykah Snyder

4) Comments from citizens present

5) Communications received by Board members or Director

6) Financial report

7) Action on bills

8) 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.

9) New Business:
    a) Annual addendum to Bridges Library System Member Library & CAFÉ agreements: discussion and action
    b) Policy review (discussion and action):
        i. Internet and Computer Use
        ii. Investment
        iii. Social Media
    c) Motion (with roll call vote) to convene into Closed Session 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 performance evaluation and compensation for Library Director.

10) Items for future agendas: discussion

11) Adjournment

Please note: Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact Adele Loria at 262-246-5180 with reasonable notice.

Minutes of October 21, 2026 Board meeting
Pauline Haass Public Library

Called to order: 6:00 p.m.

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

New business: Resolution of appreciation for former trustee Greg Zoellick; Bougie/Houts motion to move to the top of the agenda; Houts/DeLonge motion to adopt; motion carried.

Approval of minutes from previous meeting(s):

Bougie/DeLonge motion approve minutes of September 16, 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 September 2026; Vande Hei/Schultz motion to accept as presented; motion carried.

Action on Bills: Prepaid bills in the amount of $195.97, P-card bills in the amount of $10,194.95, Bills in the amount of $19,439.22, September 2026 Expenses in the amount of $88,882.86; 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:

Loria shared the website redesign; no action required.

Following a review of the proposed 2027 Holiday Closings and Hours; Houts/DeLonge motion to accept as presented; motion carried.

The board discussed the Review of Trustee Essentials 17 (Membership in the Library System) and 24 (Library Friends and Library Foundations); no action required.

Meeting adjourned at 7:36 p.m. by Roubik/Kojis motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

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November 18, 2026
Director's Report to Library Board

As Lisa noted in her email on Friday, we will not be taking the board's group picture this month. You're off the hook, but only temporarily! We will plan on taking the picture next month at the start of our meeting, when all our trustees are present.

Agenda Items

Outreach presentation by Maura Flanagan and Mykah Snyder: We'll begin the meeting with this presentation rather than taking it up with the other new business items. I've asked Maura and Mykah to provide an overview of the library's outreach efforts, including why outreach matters, what we've been doing, how we're expanding those efforts, and possibilities for the future. The presentation will be brief to allow plenty of time for questions and discussion.

Annual addendum to Bridges Library System Member Library & CAFÉ agreements: As has been the case for some years, the only changes to these agreements are in the annual addendum. However, with a new trustee on the Board, and a refresher likely useful for everyone, I've included the full agreements in your packets for reference.

The 2027 addendum specifies the funding PHPL will receive from Waukesha County, the Prairie Lakes Library System (Racine and Walworth Counties), and Bridges Library System (an e-content grant). It also outlines the amounts PHPL will pay to Bridges for shared services and resources, including databases, digital materials, and the hardware, software, and personnel costs associated with operating the integrated library system (ILS).

There are no changes from the preliminary figures used in the 2027 budget request approved in July. Because these amounts are determined by established formulas, the Board is being asked to approve the addendum as presented; the individual figures are not subject to revision.

Internet and Computer Use Policy Review: Although this policy was updated in March 2026, we've identified one area that needs clarification. The current language includes conflicting age requirements for children using public computers, apparently because some language was carried over from earlier versions of the policy, when we maintained dedicated internet workstations in the Children's area.

Those workstations were moved to the KidsLab in 2020, where usage remained so low that we chose not to replace them during the next equipment cycle. Computer use in Youth Services

had always been limited, and we've since heard from families that they appreciate having a more unplugged space with fewer screens. In discussing this with YS Manager Teresa Douglas, I also confirmed that staff receive virtually no requests for dedicated children's computers.

We do recognize the importance of providing computer access to children who may not have it at home. Chromebooks are available for checkout, and children can use the public computers in the adult area, subject to age and supervision requirements. Based on our experience and the needs of our community, we believe this arrangement strikes a reasonable balance between access to technology and maintaining a welcoming, less screen-focused children's area.

The proposed revision removes the outdated language and lowers the minimum age for independent computer use to 10, consistent with the age at which children may use the library without a caregiver present. This ensures that children who are old enough to visit the library independently also have access to its public computers.

Investment Policy Review: The Library's Investment Policy requires the Board to review it every year. The Board last approved it on September 17, 2025. Finance Director Taylor Walls has reviewed the policy and recommends no changes to its content. That includes the Appendix A resolution listing the approved depositories and financial institutions. My recommendation is to approve the policy as presented and re-adopt the Appendix A resolution.

Social Media Policy Review: PHPL's Social Media Policy was last adopted in September 2020 and is due for review. After comparing it with recent policies from eight peer Wisconsin libraries and with DPI's June 2026 guidance, I recommend replacing it with the full rewrite in your packets. I've not included a marked-up revision because the changes are so extensive that a redline would be hard to follow.

The proposed policy follows current First Amendment guidance for moderating public comments: it removes the user indemnification clause and adds a moderation log, a standard for blocking users, and a two-step appeal process. It also covers account security, patron confidentiality and public records, and it moves event photos to a notice-and-opt-out practice. The current policy is available on the Library's website for comparison.

Pre-evaluation Discussion: The Board will meet in closed session without the Library Director to discuss the Personnel Committee's summary evaluation, as well as 2027 goals.

Non-agenda Items

Brewers Celebration Watch Party: To celebrate the Brewers and give the community a chance to enjoy the excitement together, we organized a last-minute watch party for the October 30 parade and rally. We streamed the festivities on the big screen in the Quad room and despite the short notice, had a great turnout of approximately 50 people. It was a fun, easy, low-cost way to bring the community together around a shared celebration!

CE & Professional Development: Jennifer Steffes attended the two-day Back in Circulation conference in Madison, with sessions on workplace culture, staff communication, de-

escalation, leadership styles, and customer service. She also participated in two Ryan Dowd webinars, “De-escalation from a Woman’s Perspective” and “How to Handle Problematic Behavior and Enforce Rules,” which she plans to share with Circulation staff.

Maura Flanagan completed the **UW–Madison Information School course Fundamentals of AI**, exploring how AI tools work, their strengths and limitations, ethical use, and effective prompting. Nick Schmudlach attended the webinar “AI Literacy Made Practical: Ethical & Effective AI Use in Libraries,” focused on helping library staff respond to patron questions about generative AI. Mykah Snyder attended “From Insight to Inclusion: Reaching and Engaging People Living with Dementia,” which covered ways libraries and community spaces can better support people living with dementia.

Seven staff members attended the **Wisconsin Library Association (WLA) Annual Conference** in Middleton in October. To maintain coverage in our public service areas while allowing more staff to participate, we generally send employees for individual days rather than the entire multi-day conference. Below is a brief summary of sessions attended and key takeaways, grouped by department.

Adult Services: Jennie Bahnaman, Nick Schmudlach, and Mykah Snyder each attended one day of the conference. Their sessions covered a wide range of topics, including self-censorship and bias, library space improvements, cataloging ethics, AI's environmental impact, and library board governance.

Youth Services: Teresa Douglas, MJ Jorn, and Peyton Impola also attended. Teresa participated in sessions on unattended children and vulnerable adults, programming in limited spaces, and book-to-film adaptations. MJ explored intergenerational staff communication, tween programming, and small-space teaching kitchens and gardens. Peyton attended sessions on security and patron relationships, supporting early literacy, and affordable food-related programming. Staff brought back ideas that may inform future services and programming, as well as planning for a future building project.

Administration: I attended one day of the conference as well, although I had to leave early for a Village budget workshop that evening. One particularly interesting session addressed e-book pricing and licensing, including efforts by libraries to advocate for fairer terms from publishers and potential legislation related to these issues.

I also spent time speaking with vendors in the exhibit hall, including a representative from Kanopy, a streaming video service offering a substantial collection of classic and independent films, documentaries, television series, and the Great Courses (a popular adult education offering). While I don't see it as a replacement for our DVD and Blu-ray collections, I'm interested in exploring whether it could provide an alternative way to offer some of the older films, shows, and documentaries that make up much of our back catalog.

Friends and Foundation Updates: On October 19, I attended the Annual Bridges Friends Group Meeting in Pewaukee along with Friends officers Jan Memmel and Karen Jander. It was a



packed room and there was a robust discussion about growing membership, recruiting volunteers, fundraising, and more.

The Friends have also been busily preparing for their upcoming Book & Bake Sale. Once again, Jen Christianson of the Friends has done a great job with the marketing materials and the display case advertising the event, and this year, yard signs have been added to the mix. Meanwhile, Teylor Parks has been promoting it through library channels. The sale is this weekend (11/20 – 11/22) with a preview sale for Friends members on Friday, 11/20. I hope many of you will stop by!

The Foundation met at the end of October for their final meeting in 2026. They approved an updated set of bylaws and decided to sponsor both the Book Mixer and a Zoo pass in 2027. I reported to them on the projects funded by their support this summer – the RFID wand and the Adult New Books area improvements – both of which are now complete.

Outreach and Community Engagement: Maura Flanagan (Adult & Teen Services Librarian) and Mykah Snyder (Adult Services Librarian) hosted another successful outreach event at Loca Latte. They staffed a library information table to promote upcoming events and offered fun bookmarks with reading recommendations based on customers' drink orders.



<u>Jennie Bahnaman, Assistant Director, reports on recent Adult and Teen Services activities:</u>

Programs & Events

Nick Schmudlach (Adult Services Librarian) coordinated a **Badger Talk** presentation **The Surprising Benefits of Video Game Play on Cognitive Abilities** held on Monday, October 12. The presentation was led by Dr. C. Shawn Green, a faculty member in the Psychology Department at UW-Madison.

Jennie Radmer from the **Waukesha County Aging and Disability Resource Center (ADRC)** presented **Maximize Your Medicare Benefits**. With Medicare's annual open enrollment period running from October 15 through December 7, this program provided timely and valuable information for attendees.





October's **Make It!** program was a full house! Jennie Bahnaman organized and facilitated the event, where participants created **book page pumpkins** by Mod Podging torn book pages onto small craft pumpkins and decorating them with fall-themed faux florals.

Due to a lack of available evening space at the Civic Center, the program was held in the Quad Room. With 48 attendees, the room was quite crowded once tables and chairs were set up. The layout also presented accessibility and traffic flow challenges, as attendees seated in the middle of tables had difficulty getting in and out of their seats. We'll need to reconsider the room arrangement for future programs, though the underlying challenge is simply the limited space available to accommodate programs of this size.

Cataloging & Collections

On October 15, the library welcomed **Matt Murphy, Bridges' new Database Management Librarian**, for a brief visit. Nick provided a tour of the library's spaces and introduced Matt to staff members involved in cataloging and technical services. Nick also attended the CAFÉ Cats (Bridges' cataloging group) meeting on October 27. This was the first in-person meeting since October 2025. Attendees met with the Bridges cataloger and discussed upcoming projects and opportunities for collaboration among catalogers.

Nick continued work on several **collection maintenance projects**. He completed weeding the Essays and Humor and Science Fiction collections and is currently working on the Fantasy collection. Mykah also completed weeding the General Fiction collection. Next, these collections will be shifted and reorganized to create a more balanced layout.

Maura created two adult collection displays for October, highlighting scary reads and spooky movies. Both were very popular, particularly the scary reads display!

Teen Programs & Services



Maura provided teens with a variety of festive and spooky activities throughout October. On Friday, October 2, the library hosted a well-attended **Teen After Hours Mystery Night**, featuring a murder mystery game that challenged teens to work together to identify the murderer, along with other activities throughout the evening.

At the **DIY FX Workshop**, teens learned to create creepy wounds, scars, and other dramatic special effects using common household products and simple techniques.

Additional October activities included a **Halloween Scavenger Hunt** throughout the library from October 23–31 and **TeenTober**, a month-long reading challenge encouraging teens to explore different genres for a chance to win a grand prize.

Maura also hosted a **Pumpkin Decorating Contest**, which received three teen entries, along with a few fun contributions from staff. Community members cast an impressive 160 votes for their favorite creations!

For a second year, Maura was invited to Hamilton High School to participate in its annual **Career Day**. She spoke with students about the day-to-day responsibilities of a librarian, as well as the education and training required to pursue a career in librarianship.



<u>Teresa Douglas, Youth Services Manager, reports on recent YS Department activities:</u>

Programs

Our annual **Costume Swap** continued to grow in October, with a record 161 costumes donated. The event moved from KidsLab to the larger Quad Room to accommodate demand, but space was still tight. A donor preview evening was followed by public swap days, with 165 people participating. Remaining costumes were donated to Sussex Outreach Services.

For the **Wisconsin Science Festival**, Youth Services Associates MJ Jorn and Peyton Impola created activity stations illustrating science in different professions, including healthcare, construction, public safety, food service, and library and information science. Activities ranged from fingerprinting and LEGO building to a Dewey Decimal scavenger hunt and a model of blood in a bottle.



On October 14, everyone's favorite silly old bear turned 100, and we celebrated with a **Pooh Bear Party**! Patrons could participate in a "100 Years in the Hundred Acre Wood" scavenger hunt throughout the day, with honey sticks awarded to those who completed it. The evening birthday party featured Heffalump and Pooh Bear crafts, party hats, and games including Pin the Tail on Eeyore and Hunny Pot Toss. 81 completed the scavenger hunt during the day, and 73 people attended the party.

From October 23–31, eight monsters hid throughout the library, leaving clues to help children find them. **Halloween Scavenger Hunt** participants who tracked down all eight could enter a drawing for one of four Halloween-themed prize packages. A total of 137 people participated.



On October 31, we invited families to **Trick or Treat** at the library! Children could stop at the service desks for candy and Halloween-themed prizes, and KidsLab offered crafts for all. We had an excellent turnout and lots of adorable costumes! With the dreary weather, some families told staff they were choosing the library instead of trick-or-treating outdoors that evening and appreciated having a fun, indoor opportunity for their children to dress up and celebrate.

October marked the beginning of our ninth year of **Firsties!** We've now reached the point where excited former Firsties are bringing in younger siblings and showing them the ropes of checking in for the program. Families have been enthusiastic about its return, and sometimes seeing one Firstie check in prompts another child who's already at the library to come check in, too. Consistent with previous years, 71 Firsties visited the library in October.

Kids' Choice Awards: October also kicked off this year's Kids' Choice Award season. From October through early February, children in grades 4–6 throughout the Bridges Library System are challenged to read from a list of 15 books selected by librarians. For every three books they read, they earn a vote for their favorite title and can nominate books for next year's list. Teresa coordinates with the school library media specialist at Silver Spring Intermediate School to provide supplies and voting information, and a display of all 15 titles will remain in the Children's Department throughout the program.

Regular Programs

- **Toddler Time:** 163 attendees.
- **Make It! Junior:** 100 yarn ghosties distributed.
- **Family Storytime:** 510 attendees across 13 sessions.
- **Fiber Arts Lab:** 6 children attended apple cross-stitch and 4 attended pumpkin garland sewing.
- **Early Explorers:** 3 children made leaf bookmarks; **Advanced Adventurers:** 15 made spooky stress balls.
- **Nightlight Storytime:** 29 attendees on October 5.
- **Baby Storytime:** 88 attendees across 5 sessions.

Adult and Youth Reference	**Totals**
Youth Reference Ques.	212
Youth Information Ques.	54
Adult Reference Ques.	331
Adult Information Ques.	50
One-on-One Tech Help	19
Study Rooms use	142
Faxes	10
YS Book Bundles (bundles assembled)	59
YS Book Bundles (items checked out)	241
1000 Books Before Kindergarten total books read:	2,693
YS Coloring pages	1,220
Teen volunteer hours:	11.75

Children's Programs	**# of events (in-person)**	**In-person Attendance**	**Self-Led (Passive)**
***all-ages events**			
1,000 books before Kindergarten new registrations			6
Toddler Time	4	163	
Make It Junior			100
Storytime	13	510	
Storytime Craft			460
Nightlight Storytime	1	29	
Baby Storytime	5	88	
Advanced Adventurers	1	15	
Early Explorers	1	3	
Fiber Arts Lab	2	10	
Firsties Visits			71
Firsties video views			135
Other video views			62
Costume Swap	1	165	
WI Science Fest event	1	22	
WI Science Fest drop in open house			8
Halloween Scavenger Hunt	1	137	
Trick or Treat at the Library	1	160	
Pooh Bear Party	1	73	
Pooh Bear Scavenger Hunt	1	81	
Outreach	3	77	
	36	1533	842

October 2026 Program Statistics

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Badger Talk: Surpising Benefits of Video Game	1	10	
Maximize your Medicare Benefits	1	19	
Make It: Book Page Pumpkin	1	48	
Loca Latte Outreach	1	30	
Tuesday Afternoon Book Club	1	6	
Books To The Future	1	4	
Reading Between the Spines	1	6	
Mystery Book Club	1	12	
Total	8	135	0

Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
After Hours- Mystery Night	1	16	
DIY FX Workshop	1	3	
Make It Teen			20
Guess The Book			3
Whiteboard Prompt			92
Halloween Scavenger Hunt			2
TeenTober			12
Hamilton Career Day	1	80	
Pumking Decorating Contest			3
Pumking Decorating Contest Voting *			160
Total	3	99	129

STATISTICS FOR MONTH OF OCTOBER 2026

	Oct. 2026	*Oct. 2025*	YTD	*YTD 2025*	% change
ALL CIRCULATION	**34283**	**33607**	**353269**	**352829**	0.1%
PHYSICAL MATERIAL CIRCULATION	28829	28403	300031	302273	-0.7%
E-MATERIAL DOWNLOADS	5454	5204	53238	50556	5.3%
HOURS OPEN	260.5	264.5	2396	2438	-1.7%

Circulation per hour open: 110.67

		YTD
HOLDS FILLED **FOR PHPL** BY OTHER CAFÉ LIBRARIES: -	3060	*32354*
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES **BY PHPL**: +	2113	*22611*
Crossovers to PHPL from other library communities: +	6654	*66194*
Crossovers from Sussex to other CAFE libraries: -	1048	*11435*
NET LENDING:	**4659**	45016

PHYSICAL CIRC:	**Sussex**	**Other**	**TOTAL**	2025
	11282	17547	28829	28403

Cards issued: 91

Reference questions answered: 543
Informational questions answered: 104

Library visits this month: 11,398

Materials purchased: 637
(year to date total:) 6339

Study Room usage: 142
One-on-one technology lessons: 19
Fax Service: 10

In-person programs: 47
In-person attendees: 1767
Meeting Room Use:
Quad Room: 39
Small meeting room: 20

INTERNET USE:** 311 sessions
TOTAL HOURS:** 244.23
AVG. SESSION:** 47.12 minutes
Website visits: 5,005 sessions

****wired access only**

2027 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements

Subject to the terms and conditions of the general agreement between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. eContent grant funds will be distributed in March.

PAULINE HAASS PUBLIC LIBRARY

	Waukesha County	Prairie Lakes Library System (for Racine & Walworth Counties)	eContent Grant
Paid to Library	$708,358	$86.58	$2,989

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	$1,578	$0	N/A	$11,646	$29,142

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

LIBRARY

_____ _____
President, Board of Trustees Date

_____ _____
Secretary, Board of Trustees Date

BRIDGES LIBRARY SYSTEM

[signature] 10-28-26
President, Board of Trustees Date

[signature] 10/21/2026
Secretary, Board of Trustees Date

Library Services Agreement
Between
Bridges Library System and
Pauline Haass Public Library

This agreement entered into this 16 day of December 2015 by and between the Bridges Library System and the Pauline Haass Public Library (hereinafter "member library") as authorized by Chapter 43, Wisconsin Statutes, for the purpose of Bridges Library System providing automated library service to the member library, including, but not limited to, the following functions and services: staff training-both initial and ongoing, central site hardware including hardware maintenance, implementation and project management, software and maintenance, central site equipment upgrade/replacement, and ongoing management and support.

WITNESSETH:

WHEREAS, the Bridges Library System is the body currently established by the Waukesha County Board and the Jefferson County Board in accordance with Section 43.19 and will begin operations on January 1, 2016; and

WHEREAS, the member library is the body established by the governing board of the member library community(s) in accordance with Section 43.52 and

WHEREAS, CAFÉ shall mean the shared integrated library automation system to be operated by Bridges Library System for the participating members; and

WHEREAS CAFÉ Council shall mean the group of member library directors established for overseeing the procedural operations of the CAFÉ operations, and

WHEREAS, automation vendor shall mean the library automation software provider for CAFÉ as contracted; and

WHEREAS, pursuant to Section 66.0301 and Chapter 43, Wisconsin Statutes, it is mutually beneficial to Bridges Library System and the member library to enter into an agreement relative to the provision of automated services providing at least the following functions: circulation control, on-line catalog, enhanced catalog content, cataloging, acquisitions, serials and reports; and

WHEREAS, the governing bodies of Bridges Library System and the member library have duly adopted resolutions authorizing the execution of this Agreement.

NOW, THEREFORE, BE IT RESOLVED that Bridges Library System and the member library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of automated library services in accordance with the following:

Article I. Bridges Library System Responsibilities

(1) Provide to the member library all of the automated library functions covered by this agreement, including any updates or revisions thereof, during all hours that the member

library is regularly open. All possible efforts will be made to minimize the amount of time in which the automation vendor's services or any portion thereof, is unavailable for normal operations.

(2) Work with the member library to convert and become operative on the automation vendor's system.

(3) Provide training for designated member library staff members; training sessions may be scheduled to include staff members from other member libraries.

(4) Provide ongoing/refresher training for member library staff in the use of the hardware and software.

(5) Acquire appropriate central site hardware to handle the increased database size and activity levels as are contemplated by the terms of this agreement, and install the hardware according to a mutually agreed upon schedule.

(6) Provide a project management meeting with Bridges Library System staff to work with the member library to develop their system profile including circulation policies, etc.

(7) Provide consultation and coordination of the implementation process as necessary to achieve the successful completion of the project. This includes development of library profile, database conversion issues, and additional network consulting.

(8) Provide annual maintenance and support of the software, including an enhanced content subscription.

(9) Provide maintenance of the central site hardware and software including server(s), printers and operating systems. Problem resolution will be started within 4 hours of notification of a problem that results in the entire system being down or a major function being rendered inoperative. Reasonable effort shall be made to minimize the amount of time in which the automation vendor's services or any portion thereof is unavailable.

(10) Oversee and acquire the systematic and scheduled upgrade and replacement of the central site hardware that supports the automated system. Oversee and acquire hardware and software that becomes available because of unanticipated/new developments.

(11) Provide staff services necessary to handle the management of the central server and systems operations.

(12) Provide the member library with a current telephone number for problem resolution contact purposes.

(13) Have a support person available to address problem resolution related to the services described in this agreement.

(14) Provide the member library reasonable prior written notice of non-emergency system maintenance including information as to the date, time and anticipated duration of such maintenance. Bridges Library System will make reasonable effort to perform maintenance and upgrading operations during hours that the member library is normally closed.

(15) Provide the member library a conversion plan defining the responsibilities, requirements, and associated tasks of Bridges Library System, the member library, and the shared automation vendor, including time lines within 30 days of signing this agreement.

(16) Handle the tracking, prioritizing, and escalation of calls/notification of problems.

(17) Facilitate member library requests for customized services with the automation vendor.

(18) Place funds contributed toward the systematic and scheduled upgrade and replacement of central site hardware and software in a fund to be administered by the County of

Waukesha. This fund shall be separate from Bridges Library System finances and the County's finances. The fund will be controlled by the Board of Trustees of Bridges Library System. Bridges Library System will contribute to this fund in the same manner as participating libraries.

(19) Determine the costs for operation of CAFÉ in compliance with state or system requirements and invoice member libraries accordingly.

Article II. Member Library Responsibilities

(1) Abide by the terms specified in this agreement including attachments.

(2) Obtain necessary licenses in the event the staff requirements change from the calculations presented in Exhibit A.

(3) Be responsible for the purchase, maintenance, installation and repair of all local hardware and site components including internal wiring.

(4) Develop, deploy and fund high-speed connectivity between the member library and the central site hardware to carry data between the sites; configuration of such a link shall be mutually acceptable to both parties.

(5) Provide maintenance of any networking equipment and circuits between the member library and Bridges Library System used for the transmission of the member library's data on the system.

(6) Designate a project manager who will serve as the primary point of contact for Bridges Library System. The designated individual will communicate with all other member library and municipal staff members and member library Board members.

(7) Make every effort to clean up, eliminate duplicate records, and quality check its database records before going live in a public environment. Any costs incurred as a result of this cleanup are the responsibility of the member library.

(8) Comply with mutually agreed upon cataloging practices in order to assure both the quality of the records that the member library contributes to the shared database and consistency within the shared database.

(9) Comply with mutually agreed upon operational standards and practices in order to maintain quality services and achieve the objectives of CAFÉ.

(10) Pay Bridges Library System multi-year replacement costs and central site costs assessed annually. See Exhibit B.

(11) Pay Bridges Library System for ongoing costs assessed annually by March 1; all other fees and charges shall be paid within sixty (60) days after the date of an invoice unless other arrangements have been made. The methodology for budget allocations is based on the library's share of licenses.

Article III. Mutual Understandings

(1) This agreement presumes that an automation agreement is in force between Bridges Library System and an automation vendor. If for any reason such automation agreement is terminated or if Bridges Library System no longer holds licenses to use the automation

vendor products, this agreement shall be terminated or amended. In the event of a termination, funds accumulated in the member library's system replacement and equipment replacement fund shall be returned to the member library as paid. Unexpended operating funds will be returned to member libraries on a prorated basis. In the event that an alternate automation vendor is found, unexpended system replacement and equipment replacement funds and operating funds shall be assigned to the operation of the program.

(2) Implementation of this agreement is consistent with Wisconsin law. Should any part of this agreement become inconsistent with any state law, the laws of the State of Wisconsin take precedence over this agreement.

(3) All patron, bibliographic, item, fine, and other records of the member library entered into the database of Bridges Library System or the automated network or to which Bridges Library System staff gains access as a result of or related to this agreement are and shall remain the sole property of the member library. Bridges Library System shall not, without the member library's written consent, copy or use such records except to carry out contracted work, and will not transfer such records to any other party not involved in the performance of this agreement, and will return submitted records to the member library upon completion of the work hereunder. The member library will provide the same consideration to the records of other libraries that are in the database. The member library understands and accepts that libraries or other agencies outside of CAFÉ may have access to and use records in the database according to agreements and practices to which Bridges Library System is obligated. All parties acknowledge that Wisconsin's Open Records law, Chapter 19, Wis. Stats. may apply to records maintained by the parties. In the event of a request for records pursuant to the Open Records law, the party receiving the request will promptly notify the other party of the request and the intended response. Nothing in this section is intended to supercede either the Open Records laws or the requirements of sec. 43.30, Wis. Stats.

(4) This agreement may only be modified in writing, and by mutual agreement of the parties thereto.

(5) Neither party shall assign this agreement or any of its rights or obligations hereunder without the prior written approval of the other party, and any attempt by such party to do so without prior approval shall be void. This agreement shall become effective upon signing by all parties and continues in effect until terminated as set forth below. Either party may terminate this Agreement by providing written notice between January 1 and March 31 of any year. Withdrawal will become effective twelve (12) months after the date of the written notice. Each party is entitled to a copy of its own bibliographic, item and patron records upon withdrawal. Each party shall be responsible for costs associated with receiving a copy and any costs associated with cleaning up the remaining database for remaining parties. All payments made to Bridges Library System under this agreement remain the property of Bridges Library System, except as set forth in Article III (1) and Article IV below. In the event of termination remaining funds shall be returned to the member library as paid.

(6) It is understood that Bridges Library System will enter into similar agreements with other libraries.

(7) It is understood that Bridges Library System retains full ownership of all central site hardware (servers, monitors, printers, etc.) with the exception of network connectivity

hardware (routers, CSU/DSUs, etc.) supplied by participating libraries. Fees paid for access to the system and central site server hardware under this agreement do not constitute partial ownership of same. Bridges Library System and the member library shall each be directly responsible for the purchase and maintenance costs for all equipment located at their own locations, such as PCs, hubs, switches and routers. Each shall also be responsible for any other costs that are related to such equipment, such as telecommunications charges.

(8) Costs required under this agreement include a flat fee per license. If the number of member library licenses increases, an additional fee will be required. A minimum number of licenses is required; this is based on staffing requirements set by the State Department of Public Instruction. Bridges Library System will make a good faith attempt to include all projected costs and distribute those costs on an equitable basis. Bridges Library System will review costs annually and, with the advice of the CAFÉ council, determine costs for operation and participation. The formula for determining the minimum number of licenses that a member library must use is included as Exhibit A.

(9) A Council shall be formed consisting of each library's director and, at the member library's discretion, a second representative as designated by the library's director. Additional expertise will be drawn from member library staffs when required to address specific issues. The Council will meet quarterly except in the case of time critical issues or emergencies.

(10) The Council will attempt to make decisions on upgrades, software changes, hardware acquisitions, replacements, policies, downtime, expenditure of the equipment replacement fund, and similar wide-ranging issues by consensus. In the event that consensus can not be attained, the member library may choose to utilize the Bridges Library System's Membership Grievance Policy to resolve a contract related issue, the final determination remains with the Bridges Library System Board.

(11) Bridges Library System and the member library shall hold each other harmless for any damages which occur to the assets which are the subject of this Agreement.

(12) As a condition of participation, the member library will use the Bridges Library System approved cataloging utility (for example, OCLC) as source for bibliographic records.

Article IV. Replacement Funds

Member libraries shall contribute their share toward the replacement of Central Site Software. The balance and projected needs will be reviewed periodically by the CAFÉ Council and the Bridges Library System Board and revised as needed.

When sufficient dollars to replace the central site software have been accumulated within the designated fund, Bridges Library System may cease billing member libraries for this portion of the shared costs. The decision as to what is considered sufficient will be made by the CAFÉ Council in consultation with the CAFÉ staff, the Director of the Bridges Library System and representatives of the current automation vendor. If, at the time the software is actually replaced, the cost is more than anticipated, member libraries will be billed for those costs on a per license basis. If, at the time the software is replaced, the cost is less than anticipated, the remaining balance shall remain in the system replacement fund. See Exhibit B for details.

In the event that CAFÉ as an entity should be dissolved, the funds contributed by each member library to the Central Site Software Replacement account that have not been spent shall be returned to each library.

IN WITNESS WHEREOF, authorized signatories of the Bridges Library System and the member library have hereunto set their hands and seals the date first above written.

Bridges Library System

By: _____ 11/17/15
President/Vice President Date

By: _____ 11-17-15
Secretary Date

Member Library Name:
Pauline Haass Public Library

By: _____ 12-16-15
President/Vice President Date

By: _____ 12-29-2015
Secretary Date

Exhibit A. Minimum Licenses

The Table below is based on Wisconsin Public Library Standards, 2005 Edition

A member library is required to purchase a minimum license count equivalent to its most current population divided by 1,000 times the Full Time Equivalent (FTE) count listed below. The amounts will be rounded to the nearest whole number.

Member libraries may choose to have more than the minimum required number of licenses based upon their circumstances and needs.

Municipal Population	FTE Per 1,000
a) 50,000 to 100,000	0.5
b) 25,000 to 49,999	0.5
c) 10,000 to 24,999	0.7
d) 5,000 to 9,999	0.8
e) 2,500 to 4,999	0.8
f) Under 2,500	0.8

Exhibit B. Central Site Software and Equipment Replacement Fund

The Central Site Hardware and Software Upgrade/Replacement/Support annual fund contribution will be budgeted annually by the Bridges Library System Board upon advice from the CAFÉ Council. Below is an illustration of the calculation for allocation for a sample library. Payments once made to the fund are not refundable if a library elects to withdraw from CAFÉ.

Central Site Hardware and Software Upgrade/Replacement/Support	Factors
Number of sample library licenses	15
Total licenses of all participants	300
Library percentage of total licenses	5%
Annual cost for CAFÉ hardware and software replacement	$40,000
Individual library cost per year	$2,000

Bridges Library System
Membership Agreement for Waukesha County Libraries

General Agreement and Purpose:

The Bridges Library System Board and the **Pauline Haass Public Library/Sussex**, as member, do hereby enter into an agreement for the purpose of providing library service to all residents of the library system through local participating public libraries by creating a system of reciprocity of library services and facilities for all residents of Waukesha and Jefferson Counties.

1. Definitions

A. ***System Board*** means the body established by the Waukesha and Jefferson County Boards in accordance with ss.43.19 Wis. Stats. and known as the Bridges Library System Board. It consists of the minimum number of board members allowed in the statute, apportioned by population, and appointed in accordance with the ss. 43.19 (1) b.

B. ***Member Library*** means the participating public library within the System organized under ss.43.52 or 43.53 of Wisconsin Statutes and which has entered into an agreement with the Bridges Library System. There are 24 member libraries.

C. ***Resource Library*** means the participating public library designated by the System Board for the purpose of performing specific functions related to interlibrary loan and reference referral as outlined in ss.43.24(2) Wis. Stats. The City of Waukesha's Public Library shall serve as the System Resource Library for the Bridges Library System and shall agree to cooperate with the Library System Board and member libraries in developing and improving System-wide services.

D. ***Resident*** means a person residing in one of the communities directly supporting a public library.

E. ***County-taxed Resident (also known as TNR or True Non-Resident)*** means a person residing in one of the communities without its own library which is taxed by its county for the purpose of reimbursing libraries for use made of libraries by these residents.

F. ***Crossover circulation*** shall mean the borrowing of library materials at a Bridges Library System library by persons who live in a county community other than where the library utilized is located.

G. ***County Tax*** means a tax levied by a county pursuant to ss.43.64(a), Wis. Stats. for library services if it meets the conditions specified in ss.43.15(4)(b), Wis. Stats.

H. ***Exemption from County Tax*** means the exemption a municipality receives from the county tax levy for library service if, during the year the levy is made, the municipality appropriates and expends for a library fund a sum at least equal to the sum of the municipality's share of the sum levied by the county board for public library service in the prior year pursuant to ss.43.64, Wis. Stats. In order to be exempt from the county tax, a municipality must achieve compliance with the minimum standards adopted by the Waukesha County Board in the Library Services Plan if approved by local library boards as provided in the Library Services Plan.

I. ***Municipal Appropriation*** means the annual tax that a municipality levies pursuant to ss.43.52, Wis. Stats.

J. ***System*** means the Bridges Library System.

2. System Responsibilities

A. Written agreements to provide, to any resident of the System area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under ss.43.15(4)(c)4.,Wis. Stats. and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.

B. Backup reference, information and interlibrary loan services from the System Resource Library, including the development of an access to specialized collections, as evidenced by a written agreement with that library.

C. Referral or routing of reference and interlibrary loan requests from libraries within the System to libraries within and outside the System.

D. In-service training for, and professional consultation with, participating public library personnel and trustees.

E. Rapid and regular delivery and communication systems for participating public libraries as evidenced by a written plan and service program.

F. Electronic delivery of information and physical delivery of library materials to participating libraries.

G. Service agreements with all adjacent library systems.

H. Professional consultant services to participating public libraries and counties as evidenced by a written plan and a service program.

I. Any other service programs designed to meet the needs of participating public libraries and the residents of the System area, as determined by the public library system board after consultation with participating public libraries.

J. Continuous planning with the Division for Libraries and Technology (DLT) and with participating public libraries and counties in the area in regard to developing collections, services, and programs to meet member libraries' needs.

K. Promotion and facilitation of library service to users with special needs.

L. Cooperation and planning with other types of libraries in the System area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the System area and a written plan for furthering cooperative activities among all types of libraries.

M. Continuous planning with the Division for Libraries and Technology (DLT) and with participating libraries and counties in the area in regard to the library automation and technical services as evidenced by a written plan.

N. That, if the System reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement from state sources shall not exceed the actual costs incurred by the public library in providing such services.

3. Member Library Responsibilities

To be eligible for System membership, and the services described above, participating libraries agree to meet the following requirements:

A. Be established under Chapter 43, Wisconsin Statutes.

B. Be located in a county that participates in a public library system.

C. Be authorized by its municipal governing body or county board to participate in the public library system.

D. By written agreement with the System Board, participate in the System and its activities, participate in interlibrary loan of materials with other System libraries and to provide, to any resident of the System area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This subdivision does not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program.

E. Employ a head librarian holding current and appropriate public library certification from the Department of Public Instruction. Allow attendance by appropriate staff at cooperative in-service workshops run by the System for continuing education in library services.

F. Honor valid borrower's cards from other System libraries, and those libraries in library systems with which the System Board has intersystem agreements. Libraries shall issue library cards according to mutually agreed upon procedures, to county residents who live outside a municipality that supports a public library directly.

G. Loan materials to other System libraries based on System-adopted procedures.

H. Accept the return of materials borrowed from other participating System libraries for pickup by System delivery service, and permit local materials to be returned to other participating System libraries. Exceptions may be made for audio-visual and other agreed upon short circulation materials. The library where materials are returned shall retain income from fines.

I. To maintain and provide complete and accurate records as directed by the System Board and the state Division for Libraries and Technology of all expenditures relating to the System and to account in full for all funds appropriated to it in accordance with acceptable accounting procedures.

J. The library's annual report shall be presented to the System and the State Division for Libraries and Technology.

K. All records regarding circulation shall be maintained in an orderly fashion, as required by the System, and shall be presented to the System in an annual report. Members shall conduct operations and library services in accordance with accepted library procedures.

L. Agree to other requirements of Chapter 43, Wisconsin Statutes as they pertain to member libraries.

M. Recognize state standards as prescriptive measures to encourage quality library services.

N. Comply with all numerical standards as adopted by the Waukesha County Board in the County Library Services Plan.

4. Library Funding

A. ***Control and custody of funds.*** The library must deposit all general tax funds with the city/village clerk or municipal officer responsible for disbursing funds. Said officer shall write all checks from these sources. The library board's treasurer or other officers are not authorized to write such checks. They are subject to the provisions of ss.43.58(1), Wis. Stats., which provides that the library board must have "exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund." The municipality cannot determine amounts for specific line items. It can only set the overall total, the library board must set specific amounts for each line item.

B. ***Minimum rate for exemption.*** The municipality operating a library may exempt from the county tax providing that it is taxing its own residents at a rate equivalent to the county as provided in ss.43.64(2), Wis. Stats. (see section 2 above).

C. ***Library Board Distribution of Funds.*** The System recognizes that adding additional residents to be served adds to the library's costs for providing those services. The System does not set specific amounts that should be used by the municipality to reduce local taxes as opposed to being used by the library to enhance services to County-taxed residents. It does however, offer the following guidelines:

1. Municipal appropriations should be used to support the basic operation of the building, staffing and materials to supply services to local residents.
2. County appropriations should be used to reimburse:
    a. the city, for service to nonresidents,
    b. the library, to meet the increased demand on the collection and personnel by nonresidents, and
    c. the library, to provide appropriate and necessary progress in library services, including technological progress.

5. Member Library Payments – Conditions

A. The System agrees to pay member libraries for services to county-taxed residents rendered pursuant to the agreement.

B. Payments shall be contingent upon the amounts appropriated by the Waukesha County Board of Supervisors. Payments shall be based on System-approved formulas that account for current use by county-taxed residents and crossover borrowers. The formula is subject to annual review by the member libraries through the advisory committee known as the Alliance for Public Libraries (APL) and by the System Board.

C. A notice of the System budget request figures shall be sent annually to member libraries when appropriation requests are sent to the county. It shall indicate the proposed amounts of payment to each library.

D. The System shall submit an annual Memorandum of Agreement to each member library specifying the amount of money to be paid pursuant to this agreement. Said memorandum shall be sent as soon as possible after the County Board of Supervisors and the Library System Board have approved final appropriations for any fiscal year.

E. Recipients agree to submit to the System an annual statement of the manner in which the funds were spent.

6. Effective Dates

A. This agreement is effective from the date of its signing by both parties. It shall be renewed annually. Renewals may be by addendum. Notice of proposed changes to the language of the contract shall be made at least 90 days prior to the end of any contract year. In the event either party does not meet the conditions and requirements of this agreement, then it shall terminate after failure of said party to cure its default within thirty days after written notice thereof by the other party.

Bridges Library System
Member Library Contract – Waukesha County
2016

Subject to the terms and conditions of the general agreement between the System and the member library, the System agrees to pay the following amounts to the member library during the 2016 calendar year. County Payments will be made in two equal payments no later than April and October.

Library	Waukesha County Payment	Lakeshores Library System Payment	Continuing Education Grant	Youth Services Grant
Pauline Haass/Sussex	$439,978	$277	$312.50	$1,000

IN WITNESS HERETO, the duly authorized agents of the parties affix their signatures.

PAULINE HAASS PUBLIC LIBRARY

[signature]	11-18-15	
President, Board of Trustees	Date	
[signature]	12-29-2015	
Secretary, Board of Trustees	Date	

BRIDGES LIBRARY SYSTEM

[signature]		10/20/15
President, Board of Trustees	Date	
[signature]	10-20-15	
Secretary, Board of Trustees	Date	

PAULINE HAASS
— PUBLIC LIBRARY —

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

LIBRARY POLICY

Internet and Computer Use

ADOPTED	LAST REVISED	APPROVED BY
March 2026	March 2026	Library Board

I. PURPOSE AND SCOPE

The Pauline Haass Public Library (the "Library") serves as a gateway to lifelong learning and community engagement. Its mission is to connect people to information, ideas, and one another in a vibrant, welcoming, community-responsive environment.

Internet and computer access—including desktop computers, Chromebooks, study room computers, and wireless internet (Wi-Fi)—are provided to further that mission. Although the Internet may be used for a variety of purposes, use at the Library must be consistent with the Library's mission and this policy.

The adoption of this policy repeals and serves to replace the previously adopted Library and Computer Use policy (revised Feb. 17, 2021) and the Public Internet Access policy (revised Nov. 17, 2021).

II. GENERAL INTERNET INFORMATION AND DISCLAIMER

The Internet provides access to a vast body of information beyond the Library's physical and electronic collections. Because it is a rapidly changing environment, the Library cannot monitor or control the content available online and is not responsible for the accuracy, reliability, or content of information accessed through the Internet (other than content on the Library's own website).

Users are responsible for evaluating the suitability and accuracy of the information they access.

The Library does not use filtering software on its Internet workstations or wireless network. Internet users may encounter material they find offensive, objectionable, or of questionable accuracy. Just as the library does not endorse viewpoints expressed in books, films, or other materials in its collection, it does not endorse electronic information accessed via the Internet.

III. CONFIDENTIALITY, PRIVACY, AND SECURITY

Library users have the right to confidentiality and privacy. However, users should be aware that the Internet is not a secure medium and third parties may obtain information about users' activities. Electronic transactions and files may become public, and users access the Library's computers and wireless network at their own risk.

Patrons are responsible for safeguarding their personal information and ensuring their personal devices have protection against viruses and malware. The Library is not responsible for loss or damage to user hardware, software, data, or personal devices.

In accordance with the Library's Privacy of Library Records and Library Use Policy, the USA Patriot Act, and Wisconsin Statutes §43.30, the Library will release records only as required by law.

IV. ACCESS TO COMPUTERS AND EQUIPMENT

Technology Available:

- Desktop computers are available in the open areas of Adult Services. One desktop computer is located in an enclosed study room.
- Chromebooks are available for in-building checkout in the adult area.
- Wi-Fi access is available throughout the Library and in the parking lot.

Age and Supervision Requirements:

- Desktop computers and Chromebooks in the adult area are available to individuals age ~~12~~ 10 and older.
- Children under age ~~12~~ 10 may not use Internet terminals in the adult area unless sharing a single terminal with a supervising adult.
- ~~Children aged 7 and under must be accompanied by a supervising adult when using an Internet terminal.~~
- Library staff will not assist minors in creating online accounts without parental or guardian involvement.
- **Responsibility for a minor's Internet use rests with the parent or legal guardian.** Parents are strongly encouraged to discuss appropriate Internet use with their children and supervise their use at the Library.

V. USER AUTHENTICATION AND GUEST ACCESS

Users of Library workstations must sign in using their own library card number — or provide photo identification to use a guest pass — and must read and accept the Acceptable Use Rules.

Guest access may be provided to individuals who do not have their library card present, visitors to the community, or others at staff discretion. Limits on frequency or duration of guest access may apply.

Users of the Library's wireless network are subject to this policy but are not required to sign in with a library card. Use of the wireless network constitutes acceptance of this policy.

VI. ACCEPTABLE USE

All users must observe all federal, state, and local laws and regulations. Illegal use of the Internet or Library equipment is prohibited and may be subject to prosecution.

The Library's Internet and computer resources may not be used for:

- Illegal activities or accessing illegal materials, including child pornography
- Accessing obscene materials or materials “harmful to minors” as defined by Wisconsin Statutes §948.11

- Harassment, threats, or interference with other users
- Unauthorized access to files, passwords, or data belonging to others
- Damage to or alteration of hardware, software, or network systems
- Attempting to bypass security systems
- Unauthorized reproduction of copyrighted materials
- Misrepresentation of identity
- Disruptive behavior or refusal to follow staff instructions

Because minors may be present at any time, users may not display obscene materials or materials harmful to minors or otherwise view content in a way that disrupts others' use of the library.

Beyond these restrictions, determining what is appropriate for a minor rests with the parent or legal guardian.

VII. COMPUTER USE GUIDELINES

The Library reserves the right to establish session limits or manage computer use to ensure equitable access. Computer use must end at library closing time.

Users are responsible for providing their own storage devices or cloud accounts for saving documents. Files and data stored on Library computers may be deleted upon logout or shutdown. Security software installed on Library computers may limit certain functions.

- Only securely lidded beverages are permitted near computers. Food is not permitted.
- Users are financially responsible for damage caused by use, misuse, or abuse.
- Accounts blocked due to referral to a collection agency or excessive late fees or damages may not access Library computers until the matter is resolved. Staff will assist such users in meeting their information needs.

Library staff may provide brief technical assistance as time permits but cannot provide extensive troubleshooting.

VIII. STUDY ROOM COMPUTER USE

The study room computer may be reserved up to one week in advance by individuals aged 12 and older. Reservations are made at the Adult Reference Desk for blocks of up to 90 minutes. The room may also be used on a first-come, first-served basis if not reserved.

- If no one is waiting, users may continue until the room is needed. If another user is waiting, occupants must vacate within ten minutes of their scheduled end time.
- No individual or group may reserve the room regularly if doing so limits access for others.
- A maximum of two people may use the computer room at one time.

IX. WIRELESS INTERNET (WI-FI) USE

The Library provides free wireless Internet access throughout the building and parking lot. This connection is unsecured. Virus protection, data security, and privacy protection are the responsibility of the user.

Connection speed, bandwidth, and continuity of service are not guaranteed. The Library does not guarantee compatibility with all personal devices. Library staff may provide basic assistance but cannot guarantee successful connection or operation of personal equipment.

X. MONITORING AND ENFORCEMENT

Library staff may monitor use of Internet workstations and networks when necessary to ensure compliance with this policy, protect system integrity, and maintain a safe and welcoming environment. The Library reserves the right to terminate a user's session without notice when necessary to enforce this policy or protect Library systems.

Misuse of Library computers, Wi-Fi, or equipment, or violation of this policy, may result in loss of Internet privileges, loss of Library privileges, financial liability for damages, and criminal prosecution when applicable.

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LIBRARY POLICY

Investment Policy

ADOPTED	LAST REVISED	APPROVED BY	NEXT REVIEW
February 2009	September 17, 2025	Library Board	2026

PURPOSE

It is the policy of the Pauline Haass Public Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the library and conforming to all state and local statutes and any bond resolution restrictions governing the investment of public funds.

I. GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute Section 66.0603.

II. SCOPE

This policy applies to the investment of all funds.

The Pauline Haass Public Library will consolidate cash and reserve balances from all funds to maximize investment. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. **Safety**

   Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. ***Credit Risk***

The Pauline Haass Public Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VI of this Investment Policy
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. ***Interest Rate Risk***

The Pauline Haass Public Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. **Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. **Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

IV. STANDARDS OF CARE

1. **Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in

a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Pauline Haass Public Library.

3. **Delegation of Authority**

Subject to the provisions of this policy, the Village of Sussex Treasurer (acting as the fiscal agent for the Pauline Haass Public Library) shall have control of any discretion in the investment of all Library funds that are not immediately needed and are available for investment. All decisions shall be made with the input of the director of the Pauline Haass Public Library.

V. AUTHORIZED FINANCIAL INSTITUTIONS AND DEPOSITORIES

Authorization of financial institutions and depositories will be done by resolution. The resolution is attached as Appendix A shall be considered the current resolution.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

The investment of library funds shall be in accordance with the state statute as follows:

- Time deposits in any FDIC-insured Wisconsin bank, savings bank, or savings and loan association maturing in three years or less. All deposits in excess of $650,000 must be collateralized to the 110% level with a perfected security interest. The $650,000 limit represents $250,000 of FDIC insurance coverage plus $400,000 coverage from the State Deposit Guarantee Fund.
- The State of Wisconsin Local Government Investment Pool.

VII. POLICY CONSIDERATIONS

1. **Exemption**

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy's adoption or the governing body must be presented with a plan through which investments will come into conformance.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

VIII. APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the governing body of the Pauline Haass Public Library and reviewed annually.

APPENDIX A · PAULINE HAASS PUBLIC LIBRARY

Resolution Designating Public Depositories and Approving Other Financial Institutions for Investment

WHEREAS: The Pauline Haass Public Library Board of Trustees has approved an Investment Policy; and

WHEREAS: Said policy requires that the Pauline Haass Public Library Board of Trustees designate one or more public depositories organized and doing business under the laws of this State or Federal Law and located in this State, in which the Village of Sussex, as fiscal agent for the library, shall deposit all public monies related to the library and received by the Village; and

WHEREAS: The aforesaid policy further requires that the Pauline Haass Public Library Board of Trustees designate and approve financial institutions for the investment of public monies.

NOW, THEREFORE, BE IT RESOLVED by the Pauline Haass Public Library Board of Trustees:

1. That the following depositories are hereby designated as public depositories in which public money shall be deposited without any restriction as to the amount of deposit or collateralization:
    - Local Government Investment Pool (LGIP)
2. That the following banks, savings and loans, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits, subject to the restrictions in the investment policy regarding maximum deposits and collateralization:
    - Associated Bank
    - BMO Harris Bank
    - Chase Bank
    - U. S. Bank
3. That the following banks, savings and loan associations, and credit unions and their successors be and are hereby designated as public depositories in which all public money shall be deposited in either time deposits, demand deposits or savings deposits and that not more than the FDIC-insured limit be invested at each institution, unless the investment is collateralized with a perfected security interest in Federal government bonds or securities which are a direct obligation of or guaranteed as to principal and interest by the Federal government, and/or bonds or securities which are obligations of an agency, commission, board or other instrumentality of the Federal government, where principal and interest are guaranteed by the Federal Government, the securities having a market value of one hundred ten percent (110%) of the investment:
    - Landmark Credit Union
    - North Shore Bank
    - Park Bank
    - Summit Credit Union
    - Waukesha State Bank

Adopted this ~~17th day of September, 2025~~ 18th day of November, 2026

Library Board President

Library Board Vice-President

PAULINE HAASS
— PUBLIC LIBRARY —

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LIBRARY POLICY

Social Media Policy

ADOPTED	LAST REVISED	APPROVED BY	NEXT REVIEW
September 2020	[Month DD, 2026]	Library Board	2029

PURPOSE

The Pauline Haass Public Library uses social media to share information about library programs, services, collections, and events, and to connect with the community it serves. This policy applies to every social media account the Library operates, on current and future platforms. “Social media” means any public website or app where users create and share content or interact with one another.

ACCOUNTS

- Only the Library Director may authorize a new Library social media account. The Director may suspend or close any account at any time.
- The Director designates the staff who may post on the Library’s behalf (“authorized staff”) and may revoke that access at any time.
- Each account identifies itself as an official account of the Pauline Haass Public Library. Where the platform allows, it lists the Library’s logo, address, phone number, email, and website, along with the disclaimer at the end of this policy. Library accounts are public.
- Login credentials are stored securely where the Director can access them. Each account has at least two staff administrators and uses multi-factor authentication where available.
- An account that is no longer kept current will be closed after its content has been archived.
- The Library follows each platform’s terms of service. The Library is not responsible for content that a platform removes or restricts.

LIBRARY CONTENT

Library posts promote library programs, services, collections, and resources. Posts may also promote reading, literacy, libraries in general, and community events and partners when appropriate. In general, the Library does not post on behalf of other organizations, but it encourages posts about joint programs and partnerships.

Authorized staff will:

- Make sure content is accurate and timely, with correct spelling and grammar.

- Write in a friendly, conversational, and sincere voice, using the first person plural where appropriate, and reflect the Library's values rather than personal opinions.
- Credit images and other content, and respect copyright.

The Library will not post:

- Confidential or nonpublic information.
- Information that identifies a library user or their use of the Library, except as described under Photographs and Video.
- Partisan political content, or support for or opposition to candidates or ballot questions.
- Endorsements of commercial products or services.
- Content that is discriminatory, harassing, obscene, or otherwise inconsistent with Library policy.

An external link does not mean the Library endorses it.

PUBLIC COMMENTS

When the Library allows comments, its social media accounts are limited public forums for discussing library-related topics. The Library welcomes comments, including criticism and opinions that differ from its own. Comments will not be hidden or removed because of the viewpoint they express.

The Library may choose not to allow comments on a platform or on certain kinds of posts. It makes that choice in advance, and not in response to particular comments.

The Library may hide or remove comments and posts that:

- Are spam or repetitive, or advertise or solicit for commercial products or services.
- Are clearly unrelated to the post or to the Library.
- Are obscene or sexually explicit.
- Contain true threats of violence, or incite imminent unlawful action.
- Are defamatory.
- Promote or facilitate illegal activity.
- Infringe copyright or other intellectual property.
- Contain scams, phishing links, or malicious software.
- Publish another person's private information, such as a home address, phone number, or library account information, without consent.
- Impersonate another person or the Library.

MODERATION AND BLOCKING

- Where the platform allows, staff hide content rather than delete it, to preserve the public record.

- Staff record each removal in a moderation log: the date, the platform, a copy of the content, the provision of this policy it violated, and the staff member who acted.
- The Director may block a user who violates this policy three or more times within 12 months. The Director sets the length of the block based on how serious the conduct is, and the block is recorded in the moderation log.
- Staff will not discuss a patron's account or library use, or other confidential matters, in public comments or private messages. They will direct the person to contact the Library by phone, by email, or in person.
- Library accounts are monitored during regular business hours. The Library does not guarantee a response on social media. Anyone who needs prompt help should contact the Library directly.

APPEALS

a. A person who believes their content was removed, or their access blocked, in error may send a written request for reconsideration to the Library Director within 30 days. The Director will review it and respond in writing within 10 business days.

b. The person may appeal the Director's decision by writing to the President of the Library Board within 30 days of receiving it. The Board will hear the appeal at its next regular meeting, unless the request arrives less than 7 days before that meeting. The Board's decision is final.

PHOTOGRAPHS AND VIDEO

Staff may photograph or record library programs and events for use in print, on the Library's website, and on social media. Signs at events and notices on event listings tell attendees that photography may occur and how to opt out. Staff will honor any request not to be photographed, or to have a photo removed.

Before posting a photo in which an individual child is the clear focus, staff will get verbal permission from the child's parent or guardian. Staff will not name or tag library users without their permission. Large group photos do not need individual permission.

PRIVACY

The Library does not collect or use personal information from social media platforms except to communicate with users about library matters. Social media platforms are third-party services with their own privacy policies, and anything posted on them is public. Users are encouraged not to post personal information. Parents and guardians are responsible for their children's use of social media.

PUBLIC RECORDS

The Library's social media content, including posts and comments, is a public record under Wisconsin's Public Records Law (Wis. Stat. §§ 19.31–19.39). It is archived through a service provided by the Village of Sussex and retained according to the applicable records retention schedule. This includes content that has been hidden or removed.

STAFF RESPONSIBILITIES

- Only authorized staff may post on the Library's behalf.
- Staff do not express personal opinions when representing the Library, and do not mix personal and Library accounts.

- Library accounts may not be used for political purposes, personal business, or commercial activity.
- Staff refer complex, sensitive, or complaint-related inquiries to the Library Director.
- Work-related messages that staff receive on personal accounts are redirected to official Library channels.
- Staff use of personal social media is governed by the Library Employee Handbook.
- Violations of this policy may lead to discipline under the Library Employee Handbook.

DISCLAIMER

The following disclaimer appears on each Library social media profile where the platform allows:

> *This is an official account of the Pauline Haass Public Library. We welcome comments, which are moderated under the Library's Social Media Policy [link]. Comments from the public do not necessarily reflect the views of the Library. Posts and comments are public records.*

REVIEW

This policy will be reviewed by the Library Board no later than 2029, and sooner if circumstances warrant.