



Library Board MEETING AGENDA

February 20, 2023 - 6:00 PM
New Berlin Library - Heritage Room
15105 W Library Lane

Published: 2/18/2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **COMMITTEE REPORTS**
 - A. Friends of the Library, Inc.
4. **CONSENT AGENDA**-----
 - A. Approval of minutes for January 16, 2023
 - B. Approval of Bills and Invoices
 - C. Set next meeting date for March 20, 2023
5. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director's Report and Marketing Update from Laura Eastman, Public Services Manager, and Kate Kennedy, Lead Adult Services Librarian
 - C. Manager, and Kate Kennedy, Lead Adult Services Librarian
6. **NEW BUSINESS**
 - A. Review of Annual Report
 - B. Trustee Essentials - Section 10
7. **ANNOUNCEMENTS**
8. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the

scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.

- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*

MINUTES
New Berlin Public Library Board Meeting
January 16, 2023
New Berlin Public Library
15105 Library Lane
Heritage Room

As was stated in the public notice, an opportunity for public comment was provided for those members of the public who registered in advance to speak. No members of the public filled out a speaker slip.

Meeting called to order by President Marek at 6:00 p.m.

ATTENDANCE:

Ruth Bock, Dolores Greenawalt, Nate Jung, Jill Kawala, Charlotte Kroupa, Linda Maas, Patti Orzel, and John Marek

Members Absent and Excused: Debbie Stelzner

FRIENDS OF THE LIBRARY: Kathy announced a mini book sale this Saturday, January 21, 2023, from 10:00 until 2:00. The gift shop was audited and the finances will be audited this week. The general meeting will be coming up in April.

CONSENT AGENDA ITEMS:

The following items were presented on the consent agenda:

- Minutes of November 21, 2022
- Approval of Bills and Notices
- Next meeting January 16, 2023

A motion to approve the consent agenda items was made by Member Orzel, seconded by Member Kroupa. The motion passed on a vote of 8-0.

By unanimous consent, the Board next gave consideration to Item 9, City of New Berlin and Continuity of Operations Plan (COOP). Mr. Jim Burns, WCEM, Manager of the Emergency Management Department, gave an informational presentation. The COOP is a plan that each department, including the Library, will have in place in order to ensure that essential services can still be provided in the event of emergencies, long-term facilities issues, or other unexpected situations etc. The Library Director has worked with the Emergency Management team to craft the Library's plan. Library staff have regular professional development relative to the plan.

No action was required/taken on this item.

ADMINISTRATIVE REPORTS

President's Report – President Marek reported that the President of the Fort Atkinson library is interested in meeting to share ideas and learn what we do here.

The Library Director's report is attached to the minutes of the meeting. The Library Director distributed the 2023 calendar, which is something new the library is trying out. We are also launching a scholarship, funded by the Friends. We will start with two awards of \$250.

ANNOUNCEMENTS

With there being no announcements, Member Kroupa moved to adjourn. Member Orzel seconded the motion, which passed on a vote of 8-0.

Meeting adjourned at 6:47 p.m.

Respectfully submitted,
Jill Kawala

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/13 TO 2022/13		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54110			SUPPLIES							
011840	US BANK	11/15AMZN5-LIB	0	2022	13	INV	P	107.06	010823E	10069	OFFICE SUPPLIES-LIB
011840	US BANK	11/1AMZN6-LIB	0	2022	13	INV	P	66.66	010823E	10069	PACKAGING TAPE-LIB
011840	US BANK	11/22AMZN4-LIB	0	2022	13	INV	P	105.87	010823E	10069	SUPPLIES-LIB
011840	US BANK	12/13/22AMZN3-LIB	0	2022	13	INV	P	8.99	010823E	10069	OFFICE SUPPLIES/PEN
011840	US BANK	12/14AMZN-LIB	0	2022	13	INV	P	6.97	010823E	10069	WATER BOTTLE STICKE
011840	US BANK	12/4AMZN2-LIB	0	2022	13	INV	P	99.74	010823E	10069	SUPPLIES-LIB
011840	US BANK	12/8AMZN-LIB	0	2022	13	INV	P	107.83	010823E	10069	SUPPLIES-LIB
								503.12			
				ACCOUNT TOTAL				503.12			
15810000	54180			HOUSEKEEPING SUPPLY							
011840	US BANK	12/1/22AMZN-LIB	0	2022	13	INV	P	34.21	010823E	10069	HOUSEKEEPING SUPPLI
011840	US BANK	12/2/22AMZN2-LIB	0	2022	13	INV	P	31.78	010823E	10069	HOUSEKEEPING SUPPLI
011840	US BANK	12/6PREMIUM-LIB	0	2022	13	INV	P	91.80	010823E	10069	COTTON GLOVES-LIB
011840	US BANK	12/9/22AMZN3-LIB	0	2022	13	INV	P	118.86	010823E	10069	LIB SUPPLIES/HOUSEK
								276.65			
				ACCOUNT TOTAL				276.65			
15810000	54230			LIBRARY MATERIALS							
011840	US BANK	11/15AMZN1-LIB	0	2022	13	INV	P	13.99	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	11/16TARGET-LIB	0	2022	13	INV	P	114.07	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	11/18/22AMZNCRDT-LIB	0	2022	13	CRM	P	-62.95	010823E	10069	RET PURCH CRDIT-LIB
011840	US BANK	11/20/22AMZN2-LIB	0	2022	13	INV	P	12.99	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	11/23AMZN2-LIB	0	2022	13	INV	P	37.85	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	11/23AMZN4-LIB	0	2022	13	INV	P	11.88	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/12AMZN-LIB	0	2022	13	INV	P	135.90	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/13/22AMZN1-LIB	0	2022	13	INV	P	12.29	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/2/22AMZN3-LIB	0	2022	13	INV	P	133.90	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/3AMZN-LIB	0	2022	13	INV	P	9.00	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/5AMZN3-LIB	0	2022	13	INV	P	9.99	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/6AMZN1-LIB	0	2022	13	INV	P	38.00	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/6AMZN2-LIB	0	2022	13	INV	P	179.99	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/7TARGET-LIB	0	2022	13	INV	P	24.00	010823E	10069	BINS-LIB
011840	US BANK	12/8/22AMZN3-LIB	0	2022	13	INV	P	11.97	010823E	10069	ICESKATES SPRAY-LIB
011840	US BANK	12/8AMZN3-LIB	0	2022	13	INV	P	6.99	010823E	10069	VARIOUS TITLES-LIB
011840	US BANK	12/9/22AMZN2-LIB	0	2022	13	INV	P	9.99	010823E	10069	SHOE LACES-LIB
011840	US BANK	12/9/22AMZN3-LIB	0	2022	13	INV	P	143.97	010823E	10069	LIB SUPPLIES/HOUSEK
011840	US BANK	128/2AMZN1-LIB	0	2022	13	INV	P	39.99	010823E	10069	VARIOUS TITLES-LIB
								883.81			
				ACCOUNT TOTAL				883.81			
15810000	54300			CONFERENCE/SEMINAR/MEETING							
011840	US BANK	12/9UWCC-LIB	0	2022	13	INV	P	225.00	010823E	10069	TRAINING-LIB CHRIS

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/13 TO 2022/13									
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION	
ACCOUNT TOTAL						225.00			
15810000	54521			TECHNOLOGY/SOFTWARE					
011840	US BANK	11/23/22	ADOBE-LIB	0	2022 13 INV P	14.99	010823E	10069	SOFTWARE LICENSE-LI
011840	US BANK	11/26	MEETUP-LIB	0	2022 13 INV P	98.94	010823E	10069	MEETUP -LIB
						113.93			
ACCOUNT TOTAL						113.93			
15810000	55090			PROGRAMS-JUVENILE					
011840	US BANK	11/15	AMZN2-LIB	0	2022 13 INV P	46.91	010823E	10069	PROG SUPPLIES-LIB
011840	US BANK	11/15	AMZN3-LIB	0	2022 13 INV P	97.27	010823E	10069	PROG SUPPLIES-LIB
						144.18			
ACCOUNT TOTAL						144.18			
15810000	55095			PROGRAMS-YOUNG ADULT					
011840	US BANK	11/23&11/25	AMZN-LIB	0	2022 13 INV P	20.37	010823E	10069	YA PROG SUPPLIES-LI
011840	US BANK	11/23	AMZN5-LIB	0	2022 13 INV P	11.88	010823E	10069	YA PROG SUPPLIES-LI
011840	US BANK	12/4 &12/5	AMZN-LIB	0	2022 13 INV P	23.18	010823E	10069	YA PROG SUPPLIES-LI
011840	US BANK	12/5	AMZN4-LIB	0	2022 13 INV P	5.89	010823E	10069	YA PROG SUPPLIES-LI
						61.32			
ACCOUNT TOTAL						61.32			
15810000	55100			PROGRAMS-ADULT					
011840	US BANK	12/2	TARGET-LIB	0	2022 13 INV P	150.75	010823E	10069	ADLT PROG SUPPLIES-
ACCOUNT TOTAL						150.75			
ORG 15810000 TOTAL						2,358.76			
FUND 0010 GENERAL FUND						TOTAL:	2,358.76		

** END OF REPORT - Generated by Thu Van Hintz **

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1											
ACCOUNT/VENDOR				INVOICE	PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
15810000					LIBRARY						
15810000 54010						R&M BLDGS & GROUNDS					
003228 BATZNER PEST CONTR 3481940				0		2023 1 INV P			109.00	012523-1	267282 PESTCNTRL-LIB JAN20
ACCOUNT TOTAL									109.00		
15810000 54230						LIBRARY MATERIALS					
001613 GALE CENGAGE LEARNIN 79844054				0		2023 1 INV P			51.73	012523-1	267303 VARIOUS TITLES-LIB
001613 GALE CENGAGE LEARNIN 79898104				0		2023 1 INV P			64.48	012523-1	267303 VARIOUS TITLES-LIB
									116.21		
006199 BAKER & TAYLOR BOOKS H63624420				0		2023 1 INV P			23.75	012523-1	267281 VARIOUS TITLES-LIB
361291 MIDWEST TAPE 503180807				0		2023 1 INV P			49.88	012523-1	267325 VARIOUS TITLES-LIB
392979 CENTER POINT 1981958				0		2023 1 INV P			431.46	012523-1	267289 VARIOUS TITLES-LIB
ACCOUNT TOTAL									621.30		
15810000 55100						PROGRAMS-ADULT					
020224 FIRST IMPRESSIONS 3/2/23ELEANOR R				0		2023 1 INV P			170.00	012523-1	267302 3/2/23 ELEANOR ROOS
ACCOUNT TOTAL									170.00		
ORG 15810000 TOTAL									900.30		
FUND 0010 GENERAL FUND									TOTAL:	900.30	

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INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2										
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION
15810000		LIBRARY								
15810000 54230					LIBRARY MATERIALS					
011840	US BANK	1/10/23	AMZN1-LIB	0	2023	2	INV P	39.99	020823E1	10072 VARIOUS TITLES-LIB
011840	US BANK	1/10/23	AMZN2.5-LIB	0	2023	2	INV P	18.27	020823E1	10072 LIB MATERIAL
011840	US BANK	1/10/23	AMZN3-LIB	0	2023	2	INV P	201.43	020823E1	10072 VARIOUS TITLES-LIB
011840	US BANK	1/9/23	AMZN2-LIB	0	2023	2	INV P	131.65	020823E1	10072 VARIOUS TITLES-LIB
011840	US BANK	1/9/23	AMZN4-LIB	0	2023	2	INV P	21.49	020823E1	10072 VARIOUS TITLES-LIB
								412.83		
ACCOUNT TOTAL								412.83		
15810000 55090					PROGRAMS-JUVENILE					
011840	US BANK	1/14/23	AMZN1-LIB	0	2023	2	INV P	45.97	020823E1	10072 JUV PROG SUPPLIES-L
011840	US BANK	1/9/23	AMZN-LIB	0	2023	2	INV P	48.55	020823E1	10072 JUV PROG SUPPLIS-LI
011840	US BANK	1/9/23	AMZN3-LIB	0	2023	2	INV P	8.99	020823E1	10072 JUV PROG SUPPLIES-L
								103.51		
ACCOUNT TOTAL								103.51		
15810000 55095					PROGRAMS-YOUNG ADULT					
011840	US BANK	1/10/23	AMZN2-LIB	0	2023	2	INV P	132.95	020823E1	10072 YADLT PROG SUPPLIES
ACCOUNT TOTAL								132.95		
ORG 15810000 TOTAL								649.29		
FUND 0010 GENERAL FUND								TOTAL:	649.29	

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	476,209	0	476,209	54,619.29	.00	421,589.71	11.5%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	42,971.57	.00	425,600.43	9.2%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	4,749.76	.00	39,235.24	10.8%
15810000	51020	FICA	72,385	0	72,385	7,364.98	.00	65,020.02	10.2%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	8,767.71	.00	41,463.29	17.5%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	13.48	.00	67.52	16.6%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	290.16	.00	994.84	22.6%
15810000	51070	LIFE INSURANCE	841	0	841	107.43	.00	733.57	12.8%
15810000	51080	UNEMPLOYMENT COM	0	0	0	.00	.00	.00	.0%
15810000	52010	PROFESSIONAL FEE	0	0	0	.00	.00	.00	.0%
15810000	52030	CONTRACTED SERVI	0	0	0	.00	.00	.00	.0%
15810000	53010	ELECTRICITY	60,000	0	60,000	.00	.00	60,000.00	.0%
15810000	53020	WATER/SEWER	3,876	0	3,876	.00	.00	3,876.00	.0%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	200.21	.00	2,099.79	8.7%
15810000	53050	HEATING FUEL	17,000	0	17,000	.00	.00	17,000.00	.0%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	3,409.33	.00	51,590.67	6.2%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	5,521.44	.00	44,478.56	11.0%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000	54060	MARKETING	500	0	500	.00	.00	500.00	.0%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	6,053.42	.00	41,946.58	12.6%
15810000	54110	SUPPLIES	37,400	0	37,400	.00	.00	37,400.00	.0%
15810000	54110	COVID SUPPLIES	0	0	0	.00	.00	.00	.0%
15810000	54140	DATA PROC SUPPLI	0	0	0	.00	.00	.00	.0%
15810000	54170	POSTAGE	450	0	450	.00	.00	450.00	.0%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	100.47	.00	15,899.53	.6%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	11,061.42	.00	201,438.58	5.2%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	237.60	.00	-237.60	100.0%
15810000	54260	AUDIO-VISUAL	0	0	0	.00	.00	.00	.0%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000	54330	TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000	54521	TECHNOLOGY/SOFTW	36,000	0	36,000	.00	.00	36,000.00	.0%
15810000	54521	COVID TECHNOLOGY/	0	0	0	.00	.00	.00	.0%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	103.51	.00	1,096.49	8.6%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	132.95	.00	1,067.05	11.1%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	170.00	.00	1,030.00	14.2%
15810000	56020	WORKER'S COMP	0	0	0	.00	.00	.00	.0%
15810000	59010	EQUIPMENT	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL LIBRARY			1,694,415	0	1,694,415	145,874.73	.00	1,548,540.27	8.6%
TOTAL EXPENSES			1,694,415	0	1,694,415	145,874.73	.00	1,548,540.27	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	145,874.73	.00	1,548,540.27	8.6%

** END OF REPORT - Generated by Thu Van Hintz **



STAFF REPORT

To:

From:

Date: February 20, 2023

Subject: Set next meeting date for March 20, 2023

DESCRIPTION:

REQUEST:

RECOMMENDATION:

ATTACHMENTS: None



Library Director Report

Library Updates January and February

4th Annual City of New Berlin Winterfest:

(Strategic Plan, B1 and B2)

The absence of snow didn't sway visitors from taking advantage of the 4th Annual Winterfest, held on January 7th, 2023. NBPL Adult Librarian, **Jon Brunsmann**, started the day by promoting the Library's new curling lanes on Fox 6 Wake-Up News. Later in the day, along with the Kettle Moraine Curling Club, Jon and **Shannon Gulgren**, demonstrated the sport of curling for large crowds who mingled between the library's other outdoor skating and story time events with **Kate Krause-Blaha, Brenda Pritchard and Christine Weichart**. Inside, Poetry, winter crafts and Bingo were keeping Library visitors warm. **Lori Isola, Melissa Binder, Michelle Neubauer, Alyssa Sabel** and **Laura Eastman** helped direct the indoor events. We estimate over 500 people took advantage of 2023's Winterfest activities at the Library!



Polaris Upgrade: Polaris software was upgraded in January, from version 7.0 to 7.3. While the upgrade incurred brief downtime, the benefit to patrons and staff include, expanded capabilities in cataloging and acquisitions in LEAP (our web-based catalog), improvements in patron passwords, and PAC material hold dates showing pick-up date rather than a countdown of days.

NBHS Partnership: *(Strategic Plan, B1 and B2)* The Library and the New Berlin Historical Society are working collaboratively on program offerings and events in 2023. A few programs will be held at the Library, while others will be at the New Berlin History Museum and Historical Park Grounds. Look forward to book talks, "meeting Agatha Christie", and a historic quilt exhibit!



Enjoy New Berlin Partnership: *(Strategic Plan, B1 and B2)*

The City of New Tourism Commission with Enjoy New Berlin and have been generous in their support of the Library. In January, we partnered to kicked off Family Skate Nights and launched National Library Lover's Month with musical humorist, Pat McCurdy. Thank you!



MakerStudio & 3D Printing Update: *(Strategic Plan, A1)*

"We are currently discussing the possibilities for patrons to 3D print on their own and what would be involved in that process. We are

discussing the assessment of patron knowledge, staff time to train, and materials usage. We envision that the Library will be able to have patrons printing on the 3D printers by late 2023." ~**Brenda Pritchard and Christine Weichart**



Library Happenings:

- Kate Kennedy worked with New Berlin's, Ariana Gladieux, to create a drop site at the Library for the collection of "Unhoused Packages" goods for Waukesha's Hebron House.
- The Library moved forward on some interior maintenance projects associated with 2022's roof repair, painting and lighting.
- Librarians, Circulation and Shelving staff members are coordinating a weeding, shifting and integration of the adult non-fiction and mystery collections. This project will allow for users to find mystery selections within general fiction and more overall space throughout the collections.
- We've been watching the Library's Dracaena bloom over the last few weeks. Located in the Teen Study Area, we have dubbed it "stinky plant"-- the prettier it gets, the more potent!
- We enjoyed a staff breakfast in January and stuffed ourselves silly!



Department Updates:

Public Services Update from the desk of Laura Eastman: *(Strategic Plan, B1 and B2)*

Activities:

- New patron registrations = 177. A great New Year's resolution!
- Distributed 98 calendars to library patrons.
- Completed the annual Bridges transit survey with an average of 30 bins per day in motion.
- Conducted year-end staff chats to share ideas.
- Staff will be wearing red on Thursdays in February to support "Heart Health Month"

Circulation Statistics:

- Circulated 30,892 items in January
- Circulated 54 experience passes.
- Processed 448 new items for circulation
- 109 puzzles circulated in January.

January Displays: "Purple books", "On the Streets", "'Cold' Audiobooks", "What's Cookin'?" movies and "Winter Reading"





Adult Services Team Update from the Desk of Kate Kennedy: *(Strategic Plan, A3, B2, B3)*

“Programs- We finished the Winter Reading Program with 66 participants! The winners received a ticket to the Milwaukee Art Museum, an embroidered NBPL hat, a target gift card, or 2 tickets to Marcus theaters. We also debuted the Brown Bag book club as a way to connect to our target audience, community members 18-35 years old. We're also planning outreach this month with our Library Lovers deals around town, and card drives at 1848 Coffee and Marcus theaters.

Collection- Get ready to see some changes around the library! The adult NF will be much more browser-friendly, relevant, and slightly shifted, as we get ready to move more of the collections around. We'd be happy to show you around!

Plans- This month we'll be hosting another scavenger hunt- a golden ticket themed one at that! Keep an eye out for Galentine's Day information, Library Lovers local perks, and more coming up this month.

Other- We welcomed new AS intern this month- April Watson! She's a student at UWM, and has an interest in special collections and archives. Stop by if you see her at the desk!”



Young Adult Services Update from the Desk of Shannon Gulgren:

(Strategic Plan, A1, A3, B2, B3)



“January featured a couple of tween and teen programs as we swing into the new year. Tween STEAM was a big success with our slime program. I coordinated this program with the Youth Services Department and we had 11 attendees. We have plan to offer more slime programs in the future. I also held registration for our new LitLoot boxes. We had 6 teens register, and they will be picking up their boxes in the first week of February. Last, we held our annual Winter Reading Program, “All the Feels”, which went really well! In 2022, we had 4 participants, but this year the participation increased to 14 readers! I also helped with the curling programs during Winterfest, which was a really fun event and a big hit. For displays, I added a winter reading display (books with different feelings in the title for ALL the Feels) and an MLK Jr. display. I also participated in a couple of professional development meetings including our continued Marketing Plan Meetups and the SEWI youth services programming workshop.”



Youth Services Team Update from the Desk of Kate Krause: *(Strategic Plan, A1, A3, B2, B3)*

Hello! I'm trying something new this month. Please see the infographic below with our department highlights, and a quick snapshot of what we have been working on for the month.



Submitted by: Natalie Beacom, 2/8/23

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and long-range plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see: pld.dpi.wi.gov/pld_policies for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing With Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, “Library use privileges will be revoked if a patron has too many overdue books,” is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the *Wisconsin Public Library Policy Resources Page* at pld.dpi.wi.gov/pld_policies.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- *Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries* (pld.dpi.wi.gov/pld_trustee)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Your municipal or county attorney
- Wisconsin Public Library Policy Resources (pld.dpi.wi.gov/pld_policies)