



Library Board MEETING AGENDA

April 17, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

Published: April 14, 2022

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
4. **CONSENT AGENDA**-----
 - A. Approval of March 30, 2023 Meeting Minutes
 - B. Approval of Bills and Invoices
 - C. Next Meeting Date - May 15, 2023
5. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director's Report
6. **OLD BUSINESS**
 - A. 2021-2023 Strategic Plan-Summary
 - B. 2023-2025 Strategic Plan
7. **NEW BUSINESS**
 - A. Adjacent County Fund Requests - Jefferson County
 - B. Allowable Costs - 2024
 - C. Material Collections Policy - Review
 - D. Trustee Essentials - Weeding Shelf-By-Shelf
8. **ANNOUNCEMENTS**
9. **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.*

MARCH AT A GLANCE

Library Visits: 14,450

12% increase from February and 18% increase from March 2022

The Library's **MakerStudio** welcomed **749** visitors who stopped in to tinker, play games and make crafts!

169 Experience Passes circulated in March and passes for **Old World Wisconsin** were added!

Home Delivery Patron, Lois, thanked us "for opening up a whole new world for her" with our large print collection.

32,179 Library items Checked-Out

14% increase from February

Dressing like book characters isn't just for patrons!

MONTHLY HIGHLIGHTS

- Donuts bring people together! We had over 80 families participate in Miss Lori's first **Donuts with Grown-Ups** program.
- **Keepin' It Reel**, Jon's documentary discussion club and our Medicare and AARP Tax Preparation Services kept people informed.

The Quilt Exhibit, sponsored by the Library's **Library Lane Quilters**, dressed up the Library atrium with their beautiful work!

Ceol Cairde shared the music of the Emerald Isle.
and

**New
Cards
142**

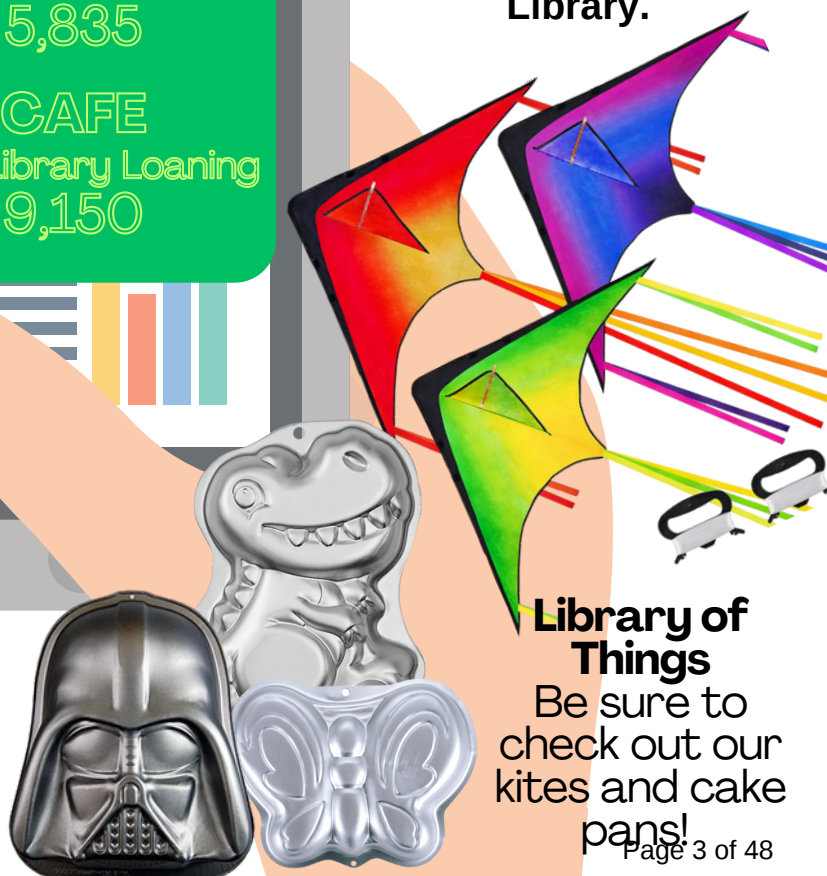
Our March Staff Development Day included evacuation drills and safety refreshers to keep everyone safe in case of an emergency at the Library.

Library of Things

Be sure to check out our kites and cake pans!



George read 1000 Books Before Kindergarten!





Library Board MEETING MINUTES

March 20, 2023 - 6:00 PM
New Berlin Library
15105 W Library Lane

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

The meeting was called to order by President Marek at 6:05 p.m.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Ruth Bock, Nate Jung, Jill Kawala, Charlotte Kroupa, Linda Maas, Patti Orzel, John Marek

Members Absent and Excused: Dolores Greenawalt and Debbie Stelzner

3. COMMITTEE REPORTS

A. Friends of New Berlin Library, Inc.

No report was presented

4. **CONSENT AGENDA**-----

MOTION: Motion to approve

VOTE: Motion by: Board Member Kawala
Second by: Board Member Jung
Motion passed: 7-0

A. Approval of February 20, 2023 Library Board Meeting Minutes

B. Approval of Bills and Invoices

C. Next meeting date - April 17, 2023

5. ADMINISTRATIVE REPORTS

A. President's Report

No report this month

B. Director's Report

The Library Director's report is attached to the minutes of the meeting. Library Lovers Month was wrapped up. There were some closures in February but staff maximized the time and ensured that the public had accessible, relevant digital content. Adult Services is making improvements to their section to make it more usable and friendly to visitor traffic. Youth Services launched sensory and loose play opportunities. There will be a staff development day on March 24, 2023. Staff will be having a safety refresher.

6. NEW BUSINESS

A. 2022 Annual Report

Ms. Beacom gave highlights from the report. Total transactions in 2022 were 337,000, of which 171,000 transactions were related to children's materials. References at the service desk were just under 40,000. Library visits 131,000 – people are returning to using the library in person. New this year is a count of people using the 22 public internet stations, there were 8,400 uses. We also had 196,000 visits to the website. The full report is attached to the agenda packet for this item.

MOTION: Motion to approve

VOTE: Motion by: Board Member Jung
Second by: Board Member Orzel
Motion passed 7-0

B. 2023-2025 Strategic Plan

The new plan was introduced. It is intentionally a two-year plan as we transition back from the COVID-19 pandemic. The vision and mission have changed, with a focus on enhancing the patron experience. The plan will be achieved by working on the tasks of enhancing resources, community connections and spaces. The planning will include community engagement & the opportunity for the public to share the impact of the library on the community.

MOTION: Motion to table until the April meeting

VOTE: Motion by: Board Member Jung
Second by: Board Member Orzel

Motion passed 7-0

C. 2023 Marketing Plan

There are/will be marketing plans directed at making connections with specific audiences. The Board reviewed the 2023 Marketing Plan for marketing to emerging adults (those aged 18-35). Staff have done library card drives, including going to places where this demographic is, such as local coffee shops.

MOTION: Motion to approve

VOTE: Motion by: Board Member Kawala
Second by: Board Member Bock
Motion passed 7-0

D. Library Card Renewal

A discussion was had relative to changing the library card renewal timeframe. Renewals currently can be done by phone, at the drive-up, or in person. Currently renewals cannot be made online. Our current timeframe is in alignment with our partner libraries in the Bridges System. No action was taken on this item; no action was required.

E. Trustee Essentials – Guidelines to Roles and Responsibilities in Wisconsin Public Libraries

The Board reviewed the Guideline to Roles and Responsibilities in Wisconsin Public Libraries published by the Wisconsin Department of Public Instruction.

7. ANNOUNCEMENTS

President Marek asked for a review at the Materials Circulation policy for the next meeting. Board Member Orzel asked that data on the parental opt-in portion of the policy be included.

8. ADJOURN

MOTION: Motion to adjourn at 7:10 p.m.

VOTE: Motion by: Alderperson Kroupa
Second by: Board Member Orzel
Motion passed 7-0

***Respectfully Submitted,
Jill Kawala***

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010			R&M BLDGS & GROUNDS							
021746	GRAINGER		9623271310	2023	3	INV	P		1,156.50	031523	267969 LED LIGHT BULBS-LIB
				ACCOUNT TOTAL					1,156.50		
15810000	54080			LEASES EQUIPMENT							
013995	KANSAS STATE BANK		3356523PMT#41APR2023	2023	3	INV	P		2,566.00	031523	267994 COPIER LEASE-LIB PM
020123	FORWARD TS, LTD		AR192796	2023	3	INV	P		239.57	031523	267958 COPIER LEASE-LIB 2/
				ACCOUNT TOTAL					2,805.57		
15810000	54110			SUPPLIES							
008243	NEW BERLIN LIBRARY	P 434	1/9/23MEIJER	2023	3	INV	P		2.99	031523	268033 SUPPLIES-LIB
008243	NEW BERLIN LIBRARY	P 435	1/9/23PICNSAV	2023	3	INV	P		29.88	031523	268033 DISC CLEANING SUPPL
008243	NEW BERLIN LIBRARY	P 438	1/26/23MEIJER	2023	3	INV	P		8.49	031523	268033 SUPPLIES/PUZZLE BAG
008243	NEW BERLIN LIBRARY	P 439	1/30/23\$TREE	2023	3	INV	P		5.00	031523	268033 DISPLAY SUPPLIES-LI
008243	NEW BERLIN LIBRARY	P 442	3/3/23MENARDS	2023	3	INV	P		11.84	031523	268033 SUPPLIES-LIB
008243	NEW BERLIN LIBRARY	P 443	3/6/23PICNSAV	2023	3	INV	P		14.90	031523	268033 DISC CLEANING SUPPL
									73.10		
				ACCOUNT TOTAL					73.10		
15810000	54180			HOUSEKEEPING SUPPLY							
008243	NEW BERLIN LIBRARY	P 441	3/2/23\$STORE	2023	3	INV	P		5.00	031523	268033 CLEANING SUPPLIES-L
026400	ITU ABSORB TECH		8080592	2023	3	INV	P		100.47	031523	267985 MATS-LIB FEB2023
				ACCOUNT TOTAL					105.47		
15810000	54230			LIBRARY MATERIALS							
001613	GALE CENGAGE LEARNIN		80710855	2023	3	INV	P		77.97	031523	267962 VARIOUS TITLES-LIB
005895	MARIS ASSOCIATES		84	2023	3	INV	P		171.58	031523	268011 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037324193		2023	3	INV	P		387.09	031523	267899 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037324925		2023	3	INV	P		113.31	031523	267899 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037329411		2023	3	INV	P		169.56	031523	267899 VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2037336347		2023	3	INV	P		26.52	031523	267899 VARIOUS TITLES-LIB
									696.48		
008243	NEW BERLIN LIBRARY	P 440	2/9/23TRAVLG BAG	2023	3	INV	P		15.00	031523	268033 RPAIRS-LIB
085010	WAUKESHA COUNTY TREA	2023-13010015		2023	3	INV	P		16,887.00	031523	268126 BRIDGES 2023-LIB
361291	MIDWEST TAPE		503108220	2023	3	INV	P		268.26	031523	268024 VARIOUS TITLES-LIB
361291	MIDWEST TAPE		503397877	2023	3	INV	P		166.43	031523	268024 VARIOUS TITLES-LIB
									434.69		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3																	
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION					
378755	INFOUSA	MARKETING		10004063111		0	2023	3	INV	P	670.00	031523	267983	VARIOUS	TITLES-LIB		
ACCOUNT TOTAL											18,952.72						
15810000	54521	TECHNOLOGY/SOFTWARE															
085010	WAUKESHA	COUNTY	TREA	2023-13010015		0	2023	3	INV	P	33,475.00	031523	268126	BRIDGES	2023-LIB		
ACCOUNT TOTAL											33,475.00						
15810000	55100	PROGRAMS-ADULT															
008243	NEW BERLIN	LIBRARY	P	436	1/26/23	SOMUCHMOR	0	2023	3	INV	P	8.18	031523	268033	ADULT	PROG	SUPPLIES
008243	NEW BERLIN	LIBRARY	P	437	1/6/23	JOANN	0	2023	3	INV	P	23.97	031523	268033	ADTL	PROG	SUPPLIES-
											32.15						
020282	BRUNSMAN	JON		2023	JAN	REIMB	0	2023	3	INV	P	36.00	031523	267912	JAN2023	PROG	SUPPLI
223107	KENNEDY	KATHLEEN		FEB2023		REIMB	0	2023	3	INV	P	73.94	031523	267996	PROG	SUPPLIES	REIMB
ACCOUNT TOTAL											142.09						
ORG 15810000 TOTAL											56,710.45						
FUND 0010 GENERAL FUND											TOTAL:	56,710.45					

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	91,152.80	.00	385,056.20	19.1%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	74,400.22	.00	394,171.78	15.9%
15810000	50070	SALARY-OVERTIME	0	0	0	.00	.00	.00	.0%
15810000	51010	RETIREMENT	43,985	0	43,985	8,050.08	.00	35,934.92	18.3%
15810000	51020	FICA	72,385	0	72,385	12,483.55	.00	59,901.45	17.2%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	14,612.85	.00	35,618.15	29.1%
15810000	51040	RETIREE HEALTH I	0	0	0	.00	.00	.00	.0%
15810000	51060	LONG-TERM DISABI	81	0	81	19.20	.00	61.80	23.7%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	483.60	.00	801.40	37.6%
15810000	51070	LIFE INSURANCE	841	0	841	179.29	.00	661.71	21.3%
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	401.31	.00	1,898.69	17.4%
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	4,674.83	.00	50,325.17	8.5%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	5,858.37	.00	44,141.63	11.7%
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	9,839.64	.00	38,160.36	20.5%
15810000	54110	SUPPLIES	37,400	0	37,400	125.18	.00	37,274.82	.3%
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	100.00	.00	350.00	22.2%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	205.94	.00	15,794.06	1.3%
15810000	54190	GAS,OIL,LUBRICAN	0	0	0	.00	.00	.00	.0%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	35,593.45	.00	176,906.55	16.7%
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	33,528.90	.00	2,471.10	93.1%
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	312.09	.00	887.91	26.0%
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	292,495.36	.00	1,401,919.64	17.3%
TOTAL EXPENSES			1,694,415	0	1,694,415	292,495.36	.00	1,401,919.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	292,495.36	.00	1,401,919.64	17.3%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3												
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
22810000			LIBRARY DONATION									
22810000 48040			DONATIONS									
011840	US	BANK	1/18	WALMART-LIB	0	2023	3	INV	P	43.91	030823E	10074 PROG SUPPLIES-LIB
011840	US	BANK	2/1	TARGET-LIB	0	2023	3	INV	P	41.66	030823E	10074 PROG SUPPLIES-LIB
011840	US	BANK	2/3	TARGET-LIB	0	2023	3	INV	P	24.70	030823E	10074 PROG SUPPLIES-LIB
										110.27		
ACCOUNT TOTAL										110.27		
22810000 48040 FOL			DONATIONS									
011840	US	BANK	1/16/23	SPOTIFY-LIB	0	2023	3	INV	P	13.64	030823E	10074 FOL#2246/MUSIC APP-
011840	US	BANK	1/16	AMZN3&4 -LIB	0	2023	3	INV	P	99.95	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	1/20	AMZN2-5-LIB	0	2023	3	INV	P	104.11	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	1/24/23	AMZN2-LIB	0	2023	3	INV	P	27.97	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	1/24/23	AMZN5,7-8-LIB	0	2023	3	INV	P	64.29	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	1/25/23	AMZN1-LIB	0	2023	3	INV	P	7.99	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	1/27	WILCOM-LIB	0	2023	3	INV	P	1,099.00	030823E	10074 FOL#2304/PROG SUPPL
011840	US	BANK	2/1	AMZN5-LIB	0	2023	3	INV	P	49.97	030823E	10074 FOL#2302/PROG SUPPL
011840	US	BANK	2/3	AMZN2-3-LIB	0	2023	3	INV	P	34.95	030823E	10074 FOL#2303/PROG SUPPL
011840	US	BANK	2/6	WALMART-LIB	0	2023	3	INV	P	16.69	030823E	10074 FOL#2302(\$16.69)/SU
011840	US	BANK	2/7/23	AMZN-LIB	0	2023	3	INV	P	14.56	030823E	10074 FOL#2208/PROG SUPPL
										1,533.12		
ACCOUNT TOTAL										1,533.12		
ORG 22810000 TOTAL										1,643.39		
FUND 0200 LIBRARY DONATION FUND									TOTAL:	1,643.39		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3									
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION						
22810000 48040 FOL			DONATIONS						
016155 ONE CAKE AT A TIME L 1682			0	2023	3	INV P	300.00	030123	267800 FOL#2302/PROMO BAKE
ACCOUNT TOTAL							300.00		
ORG 22810000 TOTAL							300.00		
FUND 0200 LIBRARY DONATION FUND							TOTAL:	300.00	

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

YEAR/PERIOD: 2023/3 TO 2023/3													
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR TYP S			PAYABLES	CHECK	DESCRIPTION	
22810000				LIBRARY		DONATION							
22810000 48040							DONATIONS						
005023	NEUBAUER	MICHELLE	MAR2023	PROG	REIMB	0	2023	3	INV	P	46.86 031523	268031 MAR2023PROGRAM REIM	
014737	EASTMAN	LAURA	JAN2023	REIMB		0	2023	3	INV	P	19.19 031523	267942 JAN2023 PROG SUPPLI	
ACCOUNT TOTAL										66.05			
ORG 22810000 TOTAL										66.05			
FUND 0200 LIBRARY DONATION FUND										TOTAL:	66.05		

Report generated: 03/28/2023 12:01
User: 9740thin
Program ID: apinvgl

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
22810000			LIBRARY DONATION								
22810000 48040			DONATIONS								
013800 DEMCO INC		7273914	0	2023	3	INV P	452.14	032923	268239	LIB/PROG SUPPLIES-L	
331732 CREATIVE BRICK &		718850	0	2023	3	INV P	58.50	032923	268236	COMMEMORATIVE BRICK	
ACCOUNT TOTAL							510.64				
ORG 22810000 TOTAL							510.64				
FUND 0200 LIBRARY DONATION FUND							TOTAL:		510.64		

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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	127,686.30	.00	348,522.70	26.8%
15810000	50020	SALARY-PART TIME	468,572	0	468,572	105,964.00	.00	362,608.00	22.6%
15810000	51010	RETIREMENT	43,985	0	43,985	11,349.78	.00	32,635.22	25.8%
15810000	51020	FICA	72,385	0	72,385	17,651.48	.00	54,733.52	24.4%
15810000	51030	HEALTH INSURANCE	50,231	0	50,231	17,535.42	.00	32,695.58	34.9%
15810000	51060	LONG-TERM DISABI	81	0	81	19.20	.00	61.80	23.7%
15810000	51065	VISION/DENTAL IN	1,285	0	1,285	580.32	.00	704.68	45.2%
15810000	51070	LIFE INSURANCE	841	0	841	215.22	.00	625.78	25.6%
15810000	53010	ELECTRICITY	60,000	0	60,000	6,414.95	.00	53,585.05	10.7%
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	602.41	.00	1,697.59	26.2%
15810000	53050	HEATING FUEL	17,000	0	17,000	3,089.94	.00	13,910.06	18.2%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	6,729.90	5,000.00	43,270.10	21.3%
15810000	54030	MAINTENANCE CONT	50,000	0	50,000	10,947.81	.00	39,052.19	21.9%
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	13,520.54	.00	34,479.46	28.2%
15810000	54110	SUPPLIES	37,400	0	37,400	954.14	.00	36,445.86	2.6%
15810000	54170	POSTAGE	450	0	450	100.00	.00	350.00	22.2%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	355.56	.00	15,644.44	2.2%
15810000	54230	LIBRARY MATERIAL	212,500	0	212,500	53,007.32	.00	159,492.68	24.9%
15810000	54250	MAGAZINES/NEWSPA	0	0	0	237.60	.00	-237.60	100.0%
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	33,543.89	.00	2,456.11	93.2%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	440.33	.00	759.67	36.7%
15810000	55095	PROGRAMS-YOUNG A	1,200	0	1,200	323.50	.00	876.50	27.0%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	421.36	.00	778.64	35.1%
15810000	59010	EQUIPMENT	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL LIBRARY			1,694,415	0	1,694,415	411,690.97	5,000.00	1,277,724.03	24.6%
TOTAL EXPENSES			1,694,415	0	1,694,415	411,690.97	5,000.00	1,277,724.03	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,694,415	0	1,694,415	411,690.97	5,000.00	1,277,724.03	24.6%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54010					R&M BLDGS & GROUNDS					
	015580	AMAZON CAPITAL SERVI	1M46-T9VW-1YLN	0		2023	4	INV P	191.92	041223	268367 LED BULBS-LIB
	015580	AMAZON CAPITAL SERVI	1QKT-FVHQ-6Y9T	0		2023	4	INV P	191.92	041223	268367 LED BULBS-LIB
									383.84		
	359157	OTIS ELEVATOR COMPAN	100401099370	0		2023	4	INV P	209.80	041223	268443 ELEVATOR MAINT. CON
						ACCOUNT TOTAL			593.64		
15810000	54030					MAINTENANCE CONTRACT					
	014113	K-12 TECHNOLOGY GROU	93677	0		2023	4	INV P	1,960.72	041223	268417 SIMPLIFY IT-LIB APR
	387851	SIEMENS INDUSTRY INC	5330811185	0		2023	4	INV P	1,168.00	041223	268457 CONTRACT SERVICE-LI
						ACCOUNT TOTAL			3,128.72		
15810000	54080					LEASES EQUIPMENT					
	013995	KANSAS STATE BANK	3356523PMT#42MAY2023	0		2023	4	INV P	2,566.00	041223	268419 COPIER LEASE-LIB PM
	362301	GREAT AMERICA FINANC	33762155	0		2023	4	INV P	289.00	041223	268403 COPIER LEASE-LIB
						ACCOUNT TOTAL			2,855.00		
15810000	54110					SUPPLIES					
	013800	DEMCO INC	7284093	0		2023	4	INV P	211.44	041223	268392 SUPPLIES-LIB
	020058	ODP BUSINESS	302797327001	0		2023	4	INV P	103.22	041223	268440 VARIOUS TITLES-LIB
	020058	ODP BUSINESS	302799484001	0		2023	4	INV P	61.99	041223	268440 OFFICE SUPPLIES-LIB
									165.21		
						ACCOUNT TOTAL			376.65		
15810000	54180					HOUSEKEEPING SUPPLY					
	026400	ITU ABSORB TECH	8096684	0		2023	4	INV P	100.47	041223	268414 MATS-LIB MAR2023
						ACCOUNT TOTAL			100.47		
15810000	54230					LIBRARY MATERIALS					
	001613	GALE CENGAGE LEARNIN	80890871	0		2023	4	INV P	61.58	041223	268399 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	80898801	0		2023	4	INV P	77.97	041223	268399 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	80929477	0		2023	4	INV P	70.50	041223	268399 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	80937741	0		2023	4	INV P	61.58	041223	268399 VARIOUS TITLES-LIB
	001613	GALE CENGAGE LEARNIN	80938574	0		2023	4	INV P	25.49	041223	268399 VARIOUS TITLES-LIB
									297.12		
	006199	BAKER & TAYLOR BOOKS	2037362743	0		2023	4	INV P	1,123.61	041223	268376 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037368638	0		2023	4	INV P	1,303.17	041223	268376 VARIOUS TITLES-LIB
	006199	BAKER & TAYLOR BOOKS	2037371607	0		2023	4	INV P	177.45	041223	268376 VARIOUS TITLES-LIB

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4														
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR TYP S			PAYABLES		CHECK	DESCRIPTION	
006199	BAKER & TAYLOR BOOKS	2037381445		0	2023	4	INV	P	261.44	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037384068		0	2023	4	INV	P	230.96	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037391837		0	2023	4	INV	P	1,094.17	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037399253		0	2023	4	INV	P	159.12	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037401472		0	2023	4	INV	P	169.55	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	2037402901		0	2023	4	INV	P	26.52	041223	268376	VARIOUS	TITLES-LIB	
006199	BAKER & TAYLOR BOOKS	H64657680		0	2023	4	INV	P	27.00	041223	268376	VARIOUS	TITLES-LIB	
									4,572.99					
321672	HOOPLA	503585418		0	2023	4	INV	P	1,025.36	041223	268412	DIGITAL	MEDIA-LIB	
361291	MIDWEST TAPE	503512877		0	2023	4	INV	P	392.34	041223	268433	VARIOUS	TITLES-LIB	
361291	MIDWEST TAPE	503541448		0	2023	4	INV	P	378.63	041223	268433	VARIOUS	TITLES-LIB	
									770.97					
373842	PENWORTHY COMPANY	0589265-IN		0	2023	4	INV	P	325.40	041223	268444	VARIOUS	TITLES-LIB	
373842	PENWORTHY COMPANY	0589267-IN		0	2023	4	INV	P	723.67	041223	268444	VARIOUS	TITLES-LIB	
373842	PENWORTHY COMPANY	0589269-IN		0	2023	4	INV	P	672.50	041223	268444	VARIOUS	TITLES-LIB	
373842	PENWORTHY COMPANY	0589270-IN		0	2023	4	INV	P	937.68	041223	268444	VARIOUS	TITLES-LIB	
373842	PENWORTHY COMPANY	0589271-IN		0	2023	4	INV	P	584.97	041223	268444	VARIOUS	TITLES-LIB	
									3,244.22					
ACCOUNT TOTAL									9,910.66					
ORG 15810000 TOTAL									16,965.14					
FUND 0010 GENERAL FUND									TOTAL:	16,965.14				

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	54110			SUPPLIES							
011840	US BANK	1/18AMZN-LIB	0	2023	3	INV	P	47.26	030823E	10074	SUPPLIES-LIB
011840	US BANK	1/24/23AMZN1-LIB	0	2023	3	INV	P	73.04	030823E	10074	SUPPLIES-LIB
011840	US BANK	1/24/23AMZN6-LIB	0	2023	3	INV	P	77.94	030823E	10074	OFFICE SUPPLIES-LIB
011840	US BANK	1/25/23AMZN2-3-LIB	0	2023	3	INV	P	38.21	030823E	10074	SUPPLIES-LIB
011840	US BANK	1/30AMZN-;OB	0	2023	3	INV	P	22.16	030823E	10074	SUPPLIES-LIB
011840	US BANK	2/1/23AMZN2-4-LIB	0	2023	3	INV	P	102.71	030823E	10074	SUPPLIES-LIB
011840	US BANK	2/1AMZN7&10-LIB	0	2023	3	INV	P	28.98	030823E	10074	SUPPLIES-LIB
011840	US BANK	2/6WALMART-LIB	0	2023	3	INV	P	39.14	030823E	10074	FOL#2302(\$16.69)/SU
011840	US BANK	2/8AMZN2-LIB	0	2023	3	INV	P	22.87	030823E	10074	SUPPLIES-LIB
								452.31			
ACCOUNT TOTAL								452.31			
15810000	54180			HOUSEKEEPING SUPPLY							
011840	US BANK	1/24/23AMZN1-LIB	0	2023	3	INV	P	44.00	030823E	10074	SUPPLIES-LIB
011840	US BANK	2/8AMZN3-LIB	0	2023	3	INV	P	5.15	030823E	10074	HOUSEKEEPING SUPPLI
								49.15			
ACCOUNT TOTAL								49.15			
15810000	54230			LIBRARY MATERIALS							
011840	US BANK	1/16/23AMZN1&2-LIB	0	2023	3	INV	P	165.72	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/17/23AMZN-LIB	0	2023	3	INV	P	16.95	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/18MILW ART MUS-LIB	0	2023	3	INV	P	600.00	030823E	10074	ART MUSEUM MEMBERSH
011840	US BANK	1/19AMZN1&2-LIB	0	2023	3	INV	P	99.98	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/21/23AMZN1-LIB	0	2023	3	INV	P	44.99	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/23/23AMZN-LIB	0	2023	3	INV	P	16.95	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/24/23BETTYBRIN-LIB	0	2023	3	INV	P	1,000.00	030823E	10074	MEMBERSHIP/BETTY BR
011840	US BANK	1/27/233AMZN-LIB	0	2023	3	INV	P	65.78	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/28-30AMZN-LIB	0	2023	3	INV	P	127.70	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	1/31-2/1AMZN-LIB	0	2023	3	INV	P	25.98	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	2/1AMZN6/11-LIB	0	2023	3	INV	P	133.81	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	2/4AMZN-LIB	0	2023	3	INV	P	9.99	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	2/6AMZN-LIB	0	2023	3	INV	P	156.01	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	2/6WALMART-LIB	0	2023	3	INV	P	9.88	030823E	10074	FOL#2302(\$16.69)/SU
011840	US BANK	2/8AMZN-LIB	0	2023	3	INV	P	14.95	030823E	10074	VARIOUS TITLES-LIB
011840	US BANK	2/9FRIENDSOFDOME-LIB	0	2023	3	INV	P	500.00	030823E	10074	HOME MEMBERSHIP-LIB
								2,988.69			
ACCOUNT TOTAL								2,988.69			
15810000	54521			TECHNOLOGY/SOFTWARE							
011840	US BANK	1/23/23ADOBE-LIB	0	2023	3	INV	P	14.99	030823E	10074	ADOBE -LIB
ACCOUNT TOTAL								14.99			
15810000	55090			PROGRAMS-JUVENILE							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3												
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION	
011840	US	BANK	1/20AMZN1-LIB	0	2023	3	INV	P	14.24	030823E	10074	PROG SUPPLIES/JUV-L
011840	US	BANK	1/23/23AMZN2-LIB	0	2023	3	INV	P	15.49	030823E	10074	PROG SUPPLIES -LIB
011840	US	BANK	1/24/23AMZN3-4-LIB	0	2023	3	INV	P	76.23	030823E	10074	PROG SUPPLIES-LIB J
011840	US	BANK	2/10AZMN2&4-LIB	0	2023	3	INV	P	81.52	030823E	10074	PROG SUPPLIES-LIB J
011840	US	BANK	2/11AMZN-LIB	0	2023	3	INV	P	19.54	030823E	10074	PROG SUPPLIES-LIB J
011840	US	BANK	2/3AMZN1-LIB	0	2023	3	INV	P	4.39	030823E	10074	PROG SUPPLIES-LIB J
011840	US	BANK	2/5AMZN-LIB	0	2023	3	INV	P	73.99	030823E	10074	PROG SUPPLIES-LIB J
011840	US	BANK	2/9AMZN1&2-LIB	0	2023	3	INV	P	51.42	030823E	10074	PROG SUPPLIES-LIB J
									336.82			
ACCOUNT TOTAL									336.82			
PROGRAMS-YOUNG ADULT												
15810000	55095				2023	3	INV	P	17.32	030823E	10074	PROG SUPPLIES-LIB Y
011840	US	BANK	1/26 &27/23AMZN-LIB	0	2023	3	INV	P	91.88	030823E	10074	PROG SUPPLIES-LIB Y
011840	US	BANK	2/10AMZN1,3,5-LIB	0	2023	3	INV	P	45.39	030823E	10074	PROG SUPPLIES-LIB Y
011840	US	BANK	2/11/23AMZN2-LIB	0	2023	3	INV	P	35.96	030823E	10074	PROG SUPPLIES-LIB Y
011840	US	BANK	2/9AMZN3-LIB	0	2023	3	INV	P				
									190.55			
ACCOUNT TOTAL									190.55			
PROGRAMS-ADULT												
15810000	55100				2023	3	INV	P	10.00	030823E	10074	GC/ADLT PROG-LIB
011840	US	BANK	1/17 1848COFEE-LIB	0	2023	3	INV	P	47.36	030823E	10074	PROG SUPPLIES/ADLT-
011840	US	BANK	1/17/23TARGET-LIB	0	2023	3	INV	P	15.00	030823E	10074	GC PROG PRIZE-LIB
011840	US	BANK	2/10FAVA-LIB	0	2023	3	INV	P	36.91	030823E	10074	PROG SUPPLIES-LIB A
011840	US	BANK	2/10PICNSAV-LIB	0	2023	3	INV	P				
									109.27			
ACCOUNT TOTAL									109.27			
ORG 15810000 TOTAL									4,141.78			
FUND 0010 GENERAL FUND									TOTAL:	4,141.78		

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



Library Director Report

New Berlin Public Library 2023 Updates: *March* and *April*

March came and went and April seems to be going just as fast! We are ready for spring rain showers to bring May flowers, but are watching the Library roof closely. We took a step backwards after a few winter storms with possible ice damming; however, have not experienced any leaking with the rain we have seen so far. Our maintenance team is working directly with Langer, our roofing company.

March is the time we take to evaluate and train with Library staff. We concluded our evaluation cycle learning how we contribute, setting goals and identifying ways to hone our skills to continue to grow. The City of New Berlin Human Resources Department is developing an evaluation tool for City employees and we are in the process of reviewing the forms and training with the expectation that in 2024 we will use a standardized evaluation and performance process. The Library's Staff Development Day, Friday, March 24th was led by Laura Eastman and Michelle Neubauer, and included refreshing evacuation protocols, drills and identifying the location for all safety supplies. After a "salad bar" lunch, staff worked together to finalize the large collection shifts and work on individual projects.

Our library staff is outstanding and work very hard to make the Library a welcoming place to visit. Please see the attached reports from our manager and lead teams.

Thank you, Natalie

Department Updates:

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

Activities:

- We had 145 new patrons at the library.
- Arranged a new information station in the lobby, featuring our newsletter "Between the Stacks," special events, and great library information.
- Everyone took part in our annual evaluation process, generating lots of good ideas for the next year
- Laura attended (via Zoom) the semi-annual Bridges Library System meeting, gathering updates to share with staff on Polaris use, patron registrations, and damaged items.
- Becky Hels and Vicki Yanny attended a Bridges book repair workshop, learning new techniques to keep our items in circulation.

Circulation Statistics:

- Circulation is up with 32,179 items for March.
- Processed 696 new items for circulation.
- Circulated 139 experience passes!
- Circulated another 168 puzzles.

March Displays: For March we went green with laughter, green books, spring science, Irish author Maeve Binchy, wearing "the dress," sleep, and quilting (as a compliment to the quilts hanging on display)

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

Programs: Book clubs- As the Pages Turn (Jon) Never Ending Stories (Kate) Brown Bag Book Club (Lori- Transferring to Sarah in April), all went well, keeping consistent with participants and hosting lively discussions! Keepin' it Reel (Jon) drew 3 patrons in to discuss *The Automat* (documentary), Medicare (Kate) drew people approaching the 65-year mark to learn about opportunities to join Medicare. The MakerStudio also has supplies to make plant markers to celebrate the opening of the seed library!



Projects: Shifting fiction is complete! All of the downstairs moving is done. We're working on filling the NF collection upstairs back out, then we'll even out the shelves.

News: Sarah Poppie is the newest member of our AS team! Her library interests are marketing, community presence, and crafting... among others! Ask her about it next time you're upstairs.

Plans: Local Author Fair (April 15th 12-5p, 38 authors signed up so far!), Poetry workshop (partnering with creative writing group and two local poets), Sip and Swipe event (drop in event designed for patrons to learn how to use tablets and drink coffee)

Young Adult Services Update from the Desk of Shannon Gulgren:

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

Programs:

- LitLoot Boxes: 8 Teens signed up for this month's boxes, and 7 picked them up. We had 5 teens respond to the discussion questions.
- ARC Reviews: We had 1 teen participate
- Women's History Month Beanstack Challenge: 3 Teens participated in this challenge
- Tween STEAM: Slime- Cancelled due to lack of registration
- Tween STEAM: Yarn Wrapping- 5 Tweens participated in this program

Displays:

- Womens History Month YA NF display
- National Disability Awareness Month- YA Fiction Display (Main characters with disabilities)
- Books in Green YA Fiction Display (Green Books)

Professional Development and Projects:

- Cataloging Meeting with Beth from
- Cats in person cataloging meeting
- Staff development day
- Shifting of adult mystery and fiction and weeding of adult nonfiction

Youth Services Team Update from the Desk of Kate Krause:

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

The following infographic details a quick snapshot of the Youth Services Department highlights for the month.





NBPL STRATEGIC PLAN 2021-2023 - SUMMARY

Vision Statement

The New Berlin Public Library Board of Trustees envisions a future in which the Library's collection, programs, and leadership help insure the following:

- That every New Berlin resident has the opportunity to enjoy an intellectually and culturally rich life.
- That every New Berlin resident experiences the pleasure of reading and the joy of learning.
- That those needing assistance and information can find it with ease.

This Vision Statement has guided the Library for a number of years and still holds true as we look toward the years ahead. The Strategic Planning Committee decided to update this important statement of direction in 2023 with the following vision: "The New Berlin Public Library is a vital community destination open to everyone."

Mission Statement

The mission of the New Berlin Public Library is to promote the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources.

Similarly, this mission statement has helped us focus on our objectives as a staff for many years. As we look to the future, the Strategic Planning Committee have adapted the Library's Mission Statement to the following: "Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity."

Introduction:

The COVID-19 Pandemic created opportunities for libraries to pivot traditional services, collections and programs to meet the changing needs and expectations of a community dealing with a public health crisis. As we look ahead to the next two years, the Library staff are inspired to continue to view our work through a lens of broadened access to the Library. We have defined strategic goals and identified tasks to meet Library standards within the Library's approved operating budget, to serve the community's evolving needs.

When this Strategic Plan was approved in 2021, we were still facing a pivotal point for library services and accessibility. The Library Board approved our 2-year plan which allowed the Library staff to move through the post-pandemic recovery period with the understanding that changes were happening quickly and we'd need to adapt to meet the needs of the community.

With the support of the Library Board of Trustees, the New Berlin Public Library Director and Staff look ahead to the next two years with strategic focus on the following goals and tasks:

We are thankful to the Library Board of Trustees for supporting our work towards these goals!

A. INSPIRE CREATIVITY THROUGH **INTERACTIVE OPPORTUNITIES TO LEARN**

Achievement through the following tasks:

- 1) Establish a 3D Printing Service and Observation Area with opportunities for patrons and staff to work collaboratively to experience 3D printing technology through the creation, design and printing of projects.

We launched 3D printing in 2021 with front lobby and reference desk observation areas. Allowing audiences to watch the machines work, and participate in 3D related programming helped us determine the level of interest in the 3D technology for the community. We are continuing to implement a more accessible 3D printing path for users to submit designs and print independently.



The challenges we are working through include dedicated staff time, procedures for printing, printer supplies and maintenance, and ensuring integrity of printing is honored by users. Christine Weichart and Brenda Pritchard are leading the next iteration of 3D printing services at the Library, which will include a “badging system” which incorporates training and a catalog of printable options.

- 2) Develop a New Berlin Public Library Story Walk for patrons to enjoy seasonal stories as well as rotating interpretive historic and environmental information and activities.

One of our favorite projects. The Library's Michelle Neubauer and Kate-Krause Blaha worked with the Youth Services team, the City of New Berlin Parks Department and the Friends of the New Berlin Library to launch what is a destination for the whole community. We update the story multiple times a year and hope to work with our community partners for other guided and interpretive opportunities in the future.

- 3) Expand the growing *Library of Things* collection with interactive materials to include additional institutional passes, interactive coding games, STEAM kits, tools, recreational supplies and various educational resources for all ages. We sure did! We currently have everything from snowshoes to cake pans! The “things” collection grew in 2021 and into 2022. From this point to present day, we have been focusing on promoting the collection and spreading awareness of the non-traditional items available at the Library.

B. BUILD COMMUNITY BY SPARKING INTEREST IN THE LIBRARY THROUGH **STRATEGIC OUTREACH, MARKETING AND COMMUNICATIONS.**

Achievement through the following tasks:

- 1) Formalize a communications plan with marketing goals focused on reaching non-users, patron and supporter retention and community outreach. As librarians, marketing is a key component to our professional toolkit. In 2022, we gathered a team of Library staff members from libraries across the system, to learn and work with the Bridges Library System Marketing Librarian. The New Berlin Public Library Marketing Committee elected to create a marketing template that we could use for different audiences. The 2023 Marketing Plan was approved by the Library Board in March of 2023 and the Library staff are working for the remainder of the year on “Making Connections: Emerging Adults” to encourage patrons in the 18-35 year-old range to learn how the Library can serve their needs.
- 2) Identify key community events and support these initiatives through Library attendance to increase Library and staff visibility.
- 3) Explore partnerships with civic and community organizations, educational institutions and arts and cultural groups.

Strategic outreach and relationship building, as identified in goals #2 and #3 blended well together. We were able to attend events and also connect with leaders in the community to develop connections. Some of our key partners we've worked with are the School District of New Berlin, Versiti and the American Red Cross, The New Berlin Historical Society, The New Berlin Educational Foundation, the Marcus Corporation, The New Berlin Chamber of Commerce and Visitors Bureau, Enjoy New Berlin, Payton Foundation, The New Berlin Senior Center, The New Berlin Food Pantry, 1848 Coffee, Lagniappe, ProHealth Care and Regency Communities, Kwik Trip, Big Backyard Playground, Not Joe Average Bakehouse and Deli, Burghardt's Sporting Goods, Children's Orchard, Cleveland Pub and Grill, Gamer's Realm, Sendik's, Kids in Motion, and Twins Flowers. We also worked on various projects with the City's Recreation team and Department of Community Development.



C. **DEVELOP FACILITY AND TECHNOLOGY INFRASTRUCTURE** TO IMPROVE THE LIBRARY AS A DESTINATION FOR ACCESS.

Achievement through the following tasks:

- 1) Complete needs assessment of Library's network infrastructure to include the timelines for system lifespans and goals for future hardware and software updates.
- 2) Consider infrastructure for shared services with the City of New Berlin Administrative Services and IT Department.

Working on the following technology goals #2 and #3 involved many technical conversations with our IT vendor K12 Technologies as well as the City of New Berlin IT Department. Working closely together for a needs assessment during the 2021-2023 timeframe, we were able to upgrade a number of PCs at the Library for staff and patrons to ensure faster uploading/downloading. We also have a system in place for immutable back-up and an idea of the equipment that requires redundancy and replacement for our equipment lease that ends in 2024. We were able to identify a few parts of our network infrastructure that needed updating and replacing (UPS) and equipment that would service continuity of operations in the event of disaster. Every year we work with the Bridges Library System on updates to our Polaris Software, and in 2023, AT&T data line upgrades to the building.

- 3) Identify areas within the Library in which additional camera surveillance is required and consider upgrade options to move current analog systems to fully digital.

Overhauling our current camera surveillance system is required to allow us to have digital cameras and upgraded software. In 2021 we began researching options, in 2022 I requested funds from the City and we will replace our system in 2023 once a vendor is selected.

- 4) Develop WiFi connectivity options for exterior locations of the Library grounds.

During this plan period, we researched exterior options with our technology vendor K12 Technologies. Together, we developed a plan for a physical build out that would be necessary for exterior WiFi to service the Green Space and surrounding areas of the parking lot, garden and front of the Library. It was interesting to learn about Wireless Access Points, wireless signals and how the future growth of trees and the Library Lane condominiums and apartment's brick facings to the west of the Library weigh into the plan! We applied for multiple grants to help offset the costs of this and are currently working with the Library Friends organization to load this project to 2023-2024.

Community Assessment:

The Library will engage the community in a series of surveys and focus groups to provide insight into the services, programs and collections of the Library. Regular assessment of residents, patrons, Library and City staff and local community stakeholders will occur in the fourth quarter for the duration of this Strategic Plan. This feedback will help staff direct future strategic initiatives to share with the New Berlin Library Board of Trustees. Our staff used data from two formal surveys, one email survey sent to program attendees in 2021, and one survey broadly distribute through a QR code in 2022 to consider the effectiveness of programs and the needs of the community. This data helped drive our 2023 Marketing Plan.

**Strategic Goal and Task Updates:**

In the monthly Director's Report, for the two-year duration of this Strategic Plan, the Library Director will provide updates of the progress towards achieving the Strategic Plan goals and tasks.

For ease of tracking our goals and communicating updates to the Library Board, each monthly Director's Report noted the Strategic Goal assigned to monthly activities.

Natalie Beacom

Library Director

Submitted by Natalie Beacom 4/12/23

STRATEGIC PLAN

VISION The New Berlin Public Library is a vital community destination open to everyone.

MISSION Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity.

The library's mission and vision statements provide a framework for the Library Director and staff as we make decisions for the Library's future. Together, as we define a strategic direction for the next two years, we are inspired to continue with our work through the lens of broadened access to the Library and have identified strategic priorities which enhance Library services, resources, community connections and spaces.

-The New Berlin Public Library Strategic Planning Committee

STRATEGIC PRIORITIES

ENHANCED SERVICES

We will continue to develop services and programs that broaden the community's experience and perspective.

ENHANCED COMMUNITY CONNECTIONS

We will seek an active network of local partnerships to support common goals and achieve greater impact within the New Berlin community and promote the library as a destination within the City Center.

ENHANCED SPACE

We will evaluate spaces for enhancements that encourage collaboration, foster connections, develop creativity, and support the free exchange of ideas.

ENHANCED RESOURCES

We will review and curate resources that are inclusive and allow all patrons to be informed, connected, and inspired.

With the support of the New Berlin Public Library Board of Trustees, the New Berlin Public Library Director and Staff look forward to the next two years with strategic focus on the following goals and tasks:

A. ENHANCED SERVICES

Achievement through the following tasks:

- 1) Develop marketing plans and invest in programming to reach target audiences.
- 2) Establish opportunities for community gathering and discourse.
- 3) Enhance MakerStudio to incorporate new technologies which prove relevant for all ages.

B. ENHANCED RESOURCES

Achievement through the following tasks:

- 1) Improve collection organization to encourage discovery and relevance of library's core collections.
- 2) Ensure databases and digital media are available to users and easy to navigate.
- 3) Assess our materials to ensure strong, accessible, relevant, and diverse collections.

C. ENHANCED COMMUNITY CONNECTIONS

Achievement through the following tasks:

- 1) Expand the library's presence at City-wide events, local activities and Chamber of Commerce meetings.
- 2) Outline library offerings, collections and services available to partnering organizations.
- 3) Take steps to ensure that the library retains current patrons and invites back infrequent users.

D. ENHANCED SPACES

Achievement through the following tasks:

- 1) Development of dynamic, collaborative spaces such as interactive reading areas, group study zones, and an early literacy learning environment that encourages pretend play and social interaction.
- 2) Utilize outdoor garden, green space and City Center for Library engagement.
- 3) Continue to consider exterior optimization for WiFi connectivity and facility initiatives for solar power and green operation.

Community Assessment:

Regular assessment of residents, patrons, Library and City Staff, and local community stakeholders will occur throughout the year to measure the Library's impact and value to the community.

Strategic Goal and Task Updates:

The Monthly Director's Report, for the two-year duration of this Strategic Plan, will identify updates on the progress towards the Library's Strategic Priorities.

Approved by the Library Board 0/01/0000

Request for Reimbursement to Jefferson County
Reimbursement made in 2024 based on 2022 data (per Wis. Statute 43.12.)

Name of Library:	New Berlin Public Library
Address:	15105 Library Lane, New Berlin, WI 53151
Contact Person:	Natalie Beacom
Phone:	262-785-4980
Email:	nbeacom@newberlinlibrary.org

Report 2022 Circulations Eligible for Reimbursement (by Municipality)

Name of Municipality	# Circulations	Name of Municipality	# Circulations
Aztalan, Town		Milford, Town	
Cold Spring, Town		Oakland, Town	1
Concord, Town	1	Palmyra, Town	
Farmington, Town		Sullivan, Town	
Hebron, Town		Sullivan, Village	
Ixonia, Town	38	Sumner, Town	
Jefferson, Town	5	Waterloo, Town	
Koshkonong, Town		Watertown, Town	
Lac La Belle, Village (Jeff. Co. only)		Total circulations eligible for reimbursement	50
Lake Mills, Town			

Report 2022 Circulations NOT Eligible for Reimbursement (Municipalities served by a Library)

Name of Municipality	# Circulations	Name of Municipality	# Circulations
Cambridge, Village (Jeff. Co. only)		Palmyra, Village	
Fort Atkinson, City	23	Waterloo, City	1
Jefferson, City	1	Watertown, City (Jeff. Co. only)	53
Johnson Creek, Village	12	Whitewater, City (Jeff. Co. only)	
Lake Mills, City	85		

Total Jefferson Co. REIMBURSABLE Circulations (Section XI, item 9. on DPI Annual Report):	50
Total Circulation (Section III, item 1.a. on DPI Annual Report):	337,711
Operational Expenditures (Section VI, item 6. on DPI Annual Report):	\$1,505,373
Total Expenditures from Federal Sources (Section VI, item 7. on DPI Annual Report):	1199
Op. Expenditures less federal funding	\$1,504,174

Unit Cost (Cost per Circulation):	\$4.45
Cost to Provide Service to Jefferson Co. Residents:	\$223
Jefferson Co. Reimbursement Amt (70% of Cost of Service):	\$156

Signature of Library Director

For questions contact:
Karol Kennedy
Director
262-896-8081

**Please submit this form with a copy of the entire
2022 DPI Annual Report by July 1, 2023 to:**

Director
Bridges Library System
741 N. Grand Ave., #210
Waukesha, WI 53186
kkennedy@bridgeslibrarysystem.org

Forms may be submitted electronically, via delivery, **or** via US Mail. You will receive confirmation of receipt.
If no acknowledgement is received, please follow-up prior to July 1, 2023 to ensure funding for 2024.

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	New Berlin			
Description	Annual Report Reference	2022 Actuals (Per Annual Report)	2023 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2022) and Section V, 9 (for 2023)	\$1,579,035	\$1,694,415	
Home County Operating Revenue	Section V, 2(a)	\$22,733	\$21,596	
Other County Payments for Library Services	Section V, 2(b)	\$4,763	\$2,698	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$5,965	\$4,867	
Federal Funds	Section V, 4	\$1,199	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$49,264	\$34,700	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,662,959	\$1,758,276	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,505,373	\$1,694,415	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,505,373	\$1,694,415	
Library Capital and Debt	Section VII (1 & 2)	\$68,697	\$0	
Total Expenditures		\$1,574,070	\$1,694,415	

The information listed above is a correct statement of the Library's spending for 2022 actuals and 2023 budget. Please provide any additional comments in the box below.

--

Board President

Date

Library Director

Date



Material Recommendation Form

Name: _____

Address: _____

Phone: _____ Email: _____

Represents: Self ____ Organization ____ (If person making the inquiry represents Organization)

Name of Organization: _____

Address of Organization: _____

Person in Charge: _____

Please complete the following to help us consider materials to add to the Library's collection.

Title: _____

Publisher: _____

ISBN (if known): _____

Author: _____

Publication date and edition: _____

Preferred format:

Other related information about the material(s):

I recommend this item (s) because: (please tick all that apply)

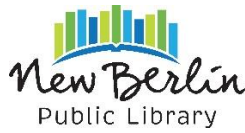
____ **PERSONAL REFERENCE:** I will need to refer to material frequently for research articles related to my work. I will regularly recommend articles to my colleagues/students.

____ **STUDENT REFERRAL:** I will be referring my students to these publications regularly to assist in their studies.

____ **BENEFIT FOR LIBRARY:** These materials will benefit the library's collection and strengthen our research output in this field. I will regularly recommend articles to my colleagues/students.

____ **OWN AFFILIATION:** I am a contributor to these publications and therefore strongly support the publisher and require their publications in my work.

____ **OTHER** I would ask that you consider the following reasons



MATERIALS SELECTION INQUIRY

Name: _____

Address: _____

Phone: _____ **Email:** _____

Represents: Self ☐ **Organization** ☐ *(If person making the inquiry represents Organization)*

Name of Organization: _____

Address of Organization: _____

Person in Charge: _____

(If objection is to material other than a book, change wording of the following so that they apply)

Title: _____

Publisher: _____

Author: _____ **Date:** _____

Please share responses to the following questions to help us understand your objection(s).

1. How did you learn of this book?

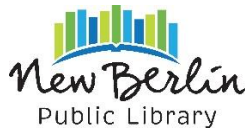
2. What are your objections to this book?

3. What harm do you feel might be the result of reading this book?

4. Did you read the entire book? YES ☐ NO ☐

If not, what parts did you read?

5. Is there anything worthwhile in the book?



6. Have you read any professional reviews of the book? YES _____ NO _____

If so, please list critics and source of the reviews:

7. What do you believe are the main ideas of the book?

8. What do you think was the author's purpose in writing the book?

9. In view of the author's purpose would you say he/she has succeeded or failed?

10. What book with a similar purpose would you suggest in place of this book?

Signature of Inquirer: _____ Date: _____

Receipt by Librarian: _____ Date: _____



Materials Selection Policy

Principles

Certain principles shape the nature and use of the Library collection:

- The principle that the collection contains original, critical, and unorthodox ideas necessary for the functioning of a democratic society. Therefore, public opinion is not the sole guidance for the selection of material. It is the position of the Library Board of Trustees that society is at a greater risk through the suppression or censorship of information and ideas than from their free and open discussion.
- The principle of free and open use for all and that individual choice is paramount and protected. Materials are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purpose of protecting them from injury or theft.
- The principle that the collection covers interests and views of all ages. The selection of materials for adults is not restricted by the possibility that children or adolescents may obtain materials some consider inappropriate.

The New Berlin Public Library and its Board of Trustees supports the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements which reaffirms these principles. The LIBRARY BILL OF RIGHTS—Appendix A; the FREEDOM TO READ—Appendix B; the FREEDOM TO VIEWS STATEMENTS—Appendix C; MATERIALS SELECTION INQUIRY FORM-Appendix D; MATERIAL RECOMMENDATION FORM-Appendix E, are located on the new Berlin Public Library website for viewing.)

Note: "Materials" has the broadest possible meaning. It includes, but is not limited to, print, audiovisual, and electronic formats.

Selection and Responsibility

Selection—Selection refers to the decision to retain as well as to add materials to the collection. It is based upon awareness of the diverse needs and interests of the individuals in this community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. The selection policy is also shaped by the budget, space considerations and accessibility of alternative information sources, such as the Bridges Library System, in which the New Berlin Public Library is a member.

Responsibility—The Library Board of Trustees has the legal authority to establish and amend policy. The ultimate responsibility for selection of materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees.

This responsibility is shared by other members of the professional staff; however, because the Director must be able to answer to the Library Board and the public for actual selections made by the staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff.

Selection Criteria

Materials are measured by objective guidelines. The entire work rather than individual parts is evaluated. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. All acquisitions, whether purchased or donated (see Donated below), are considered in terms of one or more of the following criteria:

- Contemporary significance, permanent value, or popular interest
- Quality of writing (style, readability)
- Accuracy, reliability, scope, and complexity of subject matter
- Date of publication and/or timeliness of content
- Prominence, authority, or competence of the author, creator, or publisher
- Literary merit
- Public recognition of author, editor, illustrator, film maker, or source related to media, critic, etc.
- Relation to existing collection
- Price and availability
- Format, durability, and ease of use
- Scarcity of information on subject
- New Berlin author or local references
- Physical limitations of the library building
- The special needs of library patrons for materials in accessible formats

Digital Materials and Databases

The New Berlin Public Library contributes funding support to digital materials and databases provided through state- or system-wide buying pool. These digital materials include audio, video, and electronic books, and are selected through the Wisconsin Public Library Consortium, which includes representatives from the Bridges Library System. The New Berlin Public Library has no direct control over this selection other than to recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

Collection Development Objective

Definition of Collection Levels—The following terms are used to define both the extent of the existing collection in given subject areas (collection density) and the extent of current collection activity in the area (collection intensity).

BASIC— A small number of current titles indicative of a specific area of knowledge.

STANDARD— A selective group of standard titles emphasizing current materials which form the basis of a collection in specific areas of knowledge.

REPRESENTATIVE— A balanced collection, at a size slightly above the standard that covers most aspects of a subject field without going into great depth.

CLASSIC—Items of recognized and permanent value and/or enduring interesting and appeal; and/or definitive, reliable, authoritative.

POPULAR—Items geared to the understanding and taste of the general public, requiring no special knowledge or training to appreciate, as opposed to scholarly works for use by advanced researchers.

MASTER—A work of immense authority or greatness in the field. **CORE**—The most essential materials available in a subject area.

ACCEPTED—Those materials which are considered to be the standard works in a general or specific subject area.

Materials are selected with the primary purpose of being useful to the general public. The Library is a supplementary source for student use and generally does not collect textbooks or highly technical and scholarly works.

The Library's selection process relies upon the expertise and knowledge of the professional staff. Selection of specific items is based on knowledge of the existing collection, budgetary constraints, and community needs and interests. The process involves checking reviews in professional journals and popular book review sources and decisions are guided by, but not limited to, the following general criteria:

- Contemporary significance, permanent value, or popular interest
- Quality of writing (style, readability)
- Accuracy, reliability, scope, and complexity of subject matter
- Date of publication and/or timeliness of content
- Prominence, authority, or competence of the author, creator, or publisher
- Literary merit
- Public recognition of author, editor, illustrator, film maker, or source vis-à-vis media, critic, etc.
- Relation to existing collection
- Price and availability
- Format, durability, and ease of use
- Scarcity of information on subject
- New Berlin author or local references
- Physical limitations of the library building
- The special needs of library patrons for materials in accessible formats

A. Adult Collection

Non-fiction

The non-fiction collection emphasizes timely, accurate, and useful informational materials to support individual, business, government and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats.

Materials are selected to represent a continuum of opinions and viewpoints when available.

Titles with continued value and those of current, accepted authority are part of the library collection. Textbooks are included when they are the only source available on the subject, when useful to those doing independent study, or when they give an overview of a subject, but are not added in support of a specific curriculum. As a new field emerges, the library attempts to respond with timely additions.

When choices exist, selection is based on readability, clarity and appeal. Requests from library users are given high priority. When demand is high, multiple copies may be purchased, subject to budget limitations.

Fiction

The collection focuses on twentieth and twenty-first century literature including classic and standard titles, diverse genres and special interests. There is no one standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. User requests from materials of this type influence the addition of additional copies.

Fictional subgenres, such as mysteries, romances, horror, thrillers, science fiction, fantasy, and western are purchased at a standard level. An effort is made to ensure access to a variety of titles on school summer reading lists.

Hardcover copies are preferred to paperback because of durability. However, the paperback fiction continues to expand because of public preference and because many titles are available only in this format.

Reference

Many reference standards such as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc., are available online and via proprietary electronic databases to which the Library subscribes. Print reference materials are included within the non-fiction collection for circulation. Unique local historical titles may be held in the Reference Collection.

Recordings and Books on CD

Currently, a balanced collection of recordings are available. In order to remain responsive to public need, the Library will evaluate new developments in the field of audiovisual formats for possible inclusion in the Library's collection.

DVDs/Blu-Ray

DVDs and Blu-Ray DVDs are acquired according to general selection criteria

Electronic Databases

Electronic databases, while not developed as part of the collection, are an integral part of the informational services the library provides, and as such, funds are allocated for their use. These databases are notable for their timeliness and efficiency in locating information. The Library subscribes to a core of electronic databases through the Bridges Library System.

Other Print Materials, Magazines and Newspapers

Periodicals are serials that are issued at stated intervals, generally more frequently than annually, and which contain separate articles, stories, and other writings. Periodicals are an important source of ideas and topics before such information is available in book form. In addition, they provide recreational, how-to, and consumer information. Periodicals represent an ongoing commitment in terms of subscription costs, storage, and binding.

In general, single subscriptions of a title are maintained. Selected titles are retained for one year in hard copy. Many additional periodical titles are available through the *BadgerLink* statewide network or through *Flipster*, the periodical database we purchase cooperatively through Bridges Library System. *BadgerLink* and *Flipster* greatly enlarge the amount and scope of information available to our customers. Informational, recreational, and cultural periodicals for children ages 4-12 are purchased for the juvenile collection and are reviewed yearly for additions and deletions.

The Milwaukee Journal Sentinel, the *Waukesha Freeman*, and *New Berlin Now* are the priority purchases of newspapers followed by the *Wall Street Journal* and *The New York Times*. Copies of newspapers are held for a maximum of two months.

Collections for English as a Second Language

While the New Berlin Public Library has defined its clients as the residents of New Berlin and Waukesha and Jefferson Counties, the general statements in the collection development plan apply to adult readers of English. However, the Library will purchase foreign language materials as appropriate for local demographics.

B. Young Adult Collection

The Library makes available materials in a variety of formats that are aimed at addressing the needs and concerns of young adult users. In general, Young Adult Services is geared to the middle school and high school age, overlapping somewhat with Youth Services at one end of the range and those for adults at the other. There is, however, a wide range of users for these materials and this factor is given consideration when developing this collection.

Needs of young adults differ in kind and intensity from needs of adult users. These users often look to the library for materials and resources to meet academic demands. Young adult materials are selected from the same criteria used in selection of adult materials, but with the focus of the experience, maturity and interests of young people.

The themes in young adult fiction generally center on the struggle to develop an identity and set of values and to find a place in the larger community. Every effort is made to provide teenagers with fiction that deals with their concerns in open, honest ways, and which meets their recreational and academic needs.

Teenagers read non-fiction extensively to gain information on topics of concern to them, such as personal appearance, sex education, careers/colleges, crisis and coping information, hobbies, music, school assignments, social justice, etc. The staff makes every effort to purchase books which are clearly written and appealing to this age range.

C. Youth Services Collection

Materials in the Youth Services collection are selected in response to the needs and interests of young people, recognizing their diverse tastes, backgrounds, abilities and potentials.

In choosing materials for children, age is a determining selection principal. Materials are evaluated for reading level and treatment of the subject for the intended audience. In addition to the general criteria list, other considerations include illustrations, vocabulary and theme.

In addition, Youth Services also provides materials for parents, supplemental resources for homeschool families, and resources for teachers.

Donated Materials

Donated materials are added to the library collection using the same criteria as that governing original material selection. Donations of new titles, books on special subjects, or collections of unique value and/or great interest which meet the criteria are processed.

Used books in good condition are evaluated for potential use as duplicates, replacements, or new titles. If they warrant the expense of processing, they are added to the collection.

The Library Director may determine whether gifted materials in good condition, but not needed, will be donated to the Friends of the New Berlin Public Library, Inc., the proceeds of which are used to benefit the Library. The Library will not accept donations with odor, water damage, rot or bug infestation and will determine how to dispose of those donated materials that are not suitable for the library or for donation to the Friends of the Library.

The Library cannot be responsible for the appraisal of gifts for income tax or any other purposes.

No conditions may be imposed to any gift after its acceptance by the Library.

Recommendation and Reconsideration of Library Materials

The public has a right to request materials to the collection and to question material currently in the collection. Recommendation and Reconsideration request forms are available with a Librarian or on the Library's [website](#).

Reconsideration of Materials

The New Berlin Public Library recognizes that many materials are controversial and that any given item may offend some clients. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this collection policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from injury or theft.

Selection of library materials will not be inhibited by the possibility that these items may come into possession of children. Responsibility for what children read or view rests with their parents or legal guardians. Parents/guardians may inquire with the librarian about the library's policy and procedure for placing restrictions on their child's library card.

To request for material to be withdrawn from the collection, moved or sequestered must complete a "Material Selection Inquiry." The inquiry will be reviewed by the staff and the Director.

Material Selection Inquiry Process

The process for responding to the Inquiry will be as follows:

1. A "Material Selection Inquiry Form" may be obtained from the Librarian and must be filled out by the complainant. Use one form per item.
2. The inquiry will be reviewed by the staff and the Library Director.
3. During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.
4. The Librarian in charge of the applicable section or collection will meet with the individual making the inquiry.
5. If agreement is not reached in the first step, then the second step is a meeting with the Library Director and the Librarian in charge of the section/collection.
6. If agreement is not reached in the second step, then the complainant is referred to the Library Board. The inquiry will be placed on the agenda of the next regular meeting of the New Berlin Public Library Board of Trustees. To allow staff sufficient time to investigate and respond to the inquiry, forms received less than seven days before that month's meeting may be postponed to the next month's meeting.
7. As a non-partisan, quasi-governmental body, the Board will not base its determination on personal bias or prejudice or because the materials or their author/creator may be viewed as controversial or objectionable.
8. The Library Board's decision is final.

Previous Reconsideration Requests

Requests to reconsider materials, which have previously undergone the reconsideration process, will be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be restricted as follows:

- If the Library Director concludes a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.
- In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Approved by the Library Board, October 18, 2021



CHAPTER 1

The Basics

LET'S START AT THE BEGINNING: Why is it important that libraries weed?

- **To free up shelf space**

In most libraries, the shelves should ideally be 75 to 85 percent full. This makes the items much easier to browse and to shelve, and, in general, makes the collection look better. But it's not only looks that matter—it also saves the patron time and frustration. When outdated materials are removed, then newer, more frequently used materials become clearly visible on the shelves. Who wants to search through a dozen outdated or ragged books to find the one they are really looking for?

- **To implement collection development best practices**

How better to get a good handle on what you already own and what areas you need to beef up than to weed on a regular basis? It can be invaluable to look at and touch every book in your collection. Weeding increases knowledge of the collection as a whole. The selector can see firsthand what materials are damaged and should be replaced and which need updating, and can also get a sense of what is used (and more importantly when it comes to weeding, what *isn't* used) by the patrons.

THE WEEDING HANDBOOK
A SHELF-BY-SHELF GUIDE
2ND ED., 2022
BY: REBECCA WINK & ALA

- **To purge outdated materials**

There is a real need to have timely information on your shelves, particularly in nonfiction and in reference. Remember that your library is not a museum—there is simply not enough space (nor is it a library's mission) to be a warehouse of unused books. It's also very important to remember that reference material has an expiration date! It is also imperative to view materials through the lens of diversity and inclusion. Outdated or misrepresentational material needs to be removed on a regular basis. The Washington Office of Superintendent of Public Instruction has a very thorough tool for screening for biased content available online (www.k12.wa.us/sites/default/files/public/equity/pubdocs/WA-ScreeningForBiasedContent-Form.pdf), *Washington Model Resource: Screening for Biased Content in Instructional Materials*.

Crowded shelves and worn-out books are distasteful, especially to busy patrons. Just as a bookstore maximizes its profits by clearing out poorly selling titles to make room for the new books that constantly arrive, a library must consider if removing titles that do not circulate might maintain or even increase its budget allocation. How does that work? The budget is often set in relation to the value and esteem in which the community holds the library, which in turn depends to a large degree on circulation figures.

The idea that we are the chosen keepers of the sacred books is at odds with the fact that weeding goes to the very core of the librarian's professional responsibility to offer patrons the very best information possible. To those librarians who feel that weeding goes against our duty to protect books and information, I would remind them of the last two of S. R. Ranganathan's Five Laws of Library Science: *save the time of the reader* and *the library is a growing organism*.

Ideally, weeding is an ongoing process. Many libraries try to follow a weeding schedule that allows for an easy, continual flow to the weeding process. Weeding throughout the year reduces the number of materials withdrawn at one time and keeps your community happy—the shelves

look fresh, and patrons will not see a large number of books leaving the building at one given time. If you haven't made an effort to weed continually—or even if you have—a weeding project may be needed. Specifically, you know you need a “deep weed” when shelf space becomes impossible to navigate or patrons complain about the condition of materials or a lack of current information.

Weeding Responsibility

Because many libraries, especially smaller ones, do not have dedicated collection development librarians, collection development plans should designate the personnel in each department who are responsible for weeding. The best way to handle this is to let those who select materials be responsible for deselecting them. These staff members should have the expertise and experience with their collection areas needed to make good decisions. Because personal and detailed knowledge of the collection can be indispensable when weeding, firsthand knowledge about the community and the tastes of local users comes in handy. If a single person handles all of the materials buying (as is common in smaller libraries), then a committee or group should be formed to cover weeding. Team weeding lessens the burden and provides for a balanced view of the collection. The collection development plan should clearly state that final decisions should rest with department managers (or the library director if appropriate).

Where to Begin?

You need to have a solid collection development plan in place. (You'll see this again in chapter 13.) This not only gives you backup by highlighting your reasons for weeding and your timeline, but it also guides your staff. At the end of this chapter, you'll find a basic, easily adaptable sample to kickstart the weeding and retention section of a collection development plan.

or move a truck to the workroom? What will you do with items that need replacing or mending? Where will discards go?

Things to Look For

- outdated information (particularly in the 300s and 600s)
- outdated Popular Interest
- repetition or multiple copies
- superseded editions
- items reflecting stereotypes or outdated thinking
- items that do not reflect diversity or inclusion
- items that promote cultural misrepresentation
- tattered or dirty items
- poorly bound items
- dated dust jackets (especially in youth collections)
- little use or lack of patron demand
- no long-term or historical significance
- space limitations/oversaturation in certain areas

The CREW method (which stands for Continuous Review, Evaluation, and Weeding), created by Belinda Boon and Joseph P. Segal, offers six general guidelines for judging library material under the acronym MUSTIE:

M = *Misleading*: factually inaccurate

U = *Ugly*: beyond mending or rebinding

S = *Superseded* by a new edition or by a much better book on the subject

T = *Trivial*: of no discernible literary or scientific merit

I = *Irrelevant* to the needs and interests of the library's community

E = *Elsewhere*: the material is easily obtainable from another library

For more information, see www.tsl.state.tx.us/ld/pubs/crew. Other common acronyms include WIDUS: (Weed Us!) Worn out, Inappropriate, Duplicated, Uncirculated, Superseded and WORST: Worn out, Out of date, Rarely used, Supplied elsewhere, Trivial or faddish.

It may sound trite, but don't be afraid to weed on looks alone. I've been in too many libraries where a good one-third of the collection could be replaced based on rips, smells, and stains alone. Who wants to check out a nasty book? This can be an easy way to weed on an ongoing basis. Ask the circulation staff to hold questionable books that are returned to the library. Coach your shelvers on how to preselect tattered materials for a librarian to check.

Wesleyan University completed a massive weeding project from 2011 through 2014, culling some 60,000 volumes from the collection. Its criteria for setting up initial lists of books to withdraw is useful framework for both academic and public libraries (reprinted with permission).

Criteria Used in the Creation of the Potential Withdrawal Lists

1. **Books published before 1990:** Many—not all—scholarly books are most useful, and most used, in the several years just after they are published. Books that are over twenty years old are less likely to be used and are therefore good candidates for weeding.
2. **Books added to the library's collection before 2003:** Books added to the library's collections recently may prove useful but have not been in the collection long enough to be proved useful or otherwise. We are retaining books added since 2003 so that they have more time to be discovered and used. Why 2003? In 2003 the library migrated to our current online library system, and we know what books we ordered before and after 2003. So 2003 is a convenient breakpoint for this criterion.
3. **Books that have not checked out since 2003 and have checked out once or not at all since 1996:** Books with one or fewer checkouts since 1996, and none since 2003, may be of less use to students and faculty than books that have checked out more frequently during the same time period. Why 2003 and 1996? As noted above, 2003 is when we migrated to our current online system, and we have detailed circulation statistics for each book since then. We have summary circulation statistics for each book from 1996 to 2002, when we were using a different online system. Before then we do not have online circulation statistics.

(continued)

4. Books held by more than thirty other libraries in the United States: If a withdrawn book is later needed by a Wesleyan student or faculty member, we will order it through interlibrary loan (ILL). Books held by more than thirty other libraries in the United States will be easy to find and order via ILL.

5. Books held by two or more partner libraries: Wesleyan University Library is part of the CTW Consortium, with Trinity College and Connecticut College. The CTW Consortium, with the library at the University of Connecticut at Storrs, share collections through a delivery service. We can be confident that books held by two or more of our partners in this service will be quickly available if needed by a Wesleyan student or faculty member.

How We Combined These Criteria (for Fans of Boolean Logic)

The books on the list of potential withdrawals meet all of these criteria. So, they are published before 1990 AND added to the collections before 2003 AND have not checked out since 2003 AND have checked out once or not at all since 1996 AND are held by more than thirty libraries in the United States AND are held by two or more of our partner libraries.

If a book does not meet all these criteria, it is not on the list.

What if you just aren't sure about a particular title? Ask yourself the following questions:

- Would I be embarrassed if the library didn't own it?
- Does the book fit the needs of my community or is it of local interest?
- Is the author still living and writing?
- If I put this on display, would it go out?

There's an excuse for everything. Here are some rebuttals to the things that may be keeping you from weeding:

- *That's taxpayer money!* It's more of a waste of taxpayer dollars to keep outdated or nasty books on the shelf. Time is money, too—your patrons shouldn't have to waste their time searching through your outdated collections.

- *But I bought that book myself—I have a personal connection to it!* Think of your personal responsibility to the collection as a whole.
- *Books are valuable!* There is no value in dangerously outdated material or soiled items.
- *I'm afraid it will look bad to have empty shelves.* Keep your community informed about what's happening when you weed, and remember that replacement is a key component of weeding as well.
- *This is someone's favorite book!* And we'd be happy to ILL it for him.

Getting Staff on Board

All staff members, whether they are directly involved in the weeding process or not, should be made aware of the task at hand. It's important to keep all library staff informed so they can alleviate any patron anxiety. Front-line staff are the ones who work with the collection on a daily basis, and they are the ones who discuss what's going on with concerned patrons. Staff who are directly involved need to be part of the process and should have input. There needs to be an understanding, if not an agreement, on exactly what is going to happen to the collection: why the weeding project needs to take place and how it's going to work.

Staff members who are given responsibility for purchasing should also be responsible for weeding. It's simply part of the collection development cycle. Librarians who select in an area should have the professional judgment to know when to cull and to update.

It's important to remember that everyone in the library has a stake in weeding and will likely be called upon to assist. Therefore it is crucial that the entire staff understand what needs to happen and how it's going to happen. All library staff need to stay informed so they can alleviate any patron anxieties. Staff *must* be part of the process and should have input. If staff are not on board with weeding, your public will never be. Talking about weeding shouldn't be secretive or become a painful process. It should be an expectation of the job and presented in positive