



Library Board MEETING AGENDA

August 19, 2024 - 6:00 PM
New Berlin Library
15105 W Library Lane

AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
 - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA-----**
 - A. Approval of minutes
 - i. Meeting Minutes- Monday, July 17, 2024
 - B. Next Meeting Date: Monday, September 16, 2024
 - C. Approval of Bills and Invoices
6. **END CONSENT AGENDA-----**
7. **ADMINISTRATIVE REPORTS**
 - A. President's Report
 - B. Director's Report and Summer Reading Program Wrap-Up with Youth Services Librarian, Lizzie Brazelton
8. **OLD BUSINESS**
 - A. Art Policy Inclusion in Material Selection Policy
9. **NEW BUSINESS**
 - A. Code of Conduct Policy Revision
 - B. 2025 Equalized Value
 - C. Trustee Essentials Chapter 23: Dealing with Challenges to Materials and Policies
10. **ANNOUNCEMENTS**
11. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlinWI.gov
- The minutes are published online and are approved at the next regularly scheduled meeting.
- Action may be taken on any of the agenda items and the agenda may be discussed in any order.
- You may email comments to the City Clerk at CitizenComments@NewBerlinWI.gov. The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.
- The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that

requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at ClerksOffice@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.

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

Minutes
New Berlin Public Library Board Meeting
July 15, 2024, 6:00 P.M.
New Berlin Public Library
Heritage Room

The meeting was called to order by President Marek at 6:00 P.M.

Attendance:

Members Present: Ruth Bock, Nate Jung, Charlotte Kroupa, Chuck Garrigues, John Marek, Barb Uhen and Patti Orzel

Members Absent and Excused: Dolores Greenawalt, Jill Kawala

Staff Members Present: Natalie Beacom, Director

Friends of the Library, Inc:

Director Beacom announced that the Friends will be sponsoring a pop-up sale on Saturday, August 24th. from 10 AM to 1 PM. The Friends also donated money to purchase two picnic tables for the library patio.

Consent Agenda Items:

The following items were presented on the consent agenda for approval:

- A. Minutes from June 17, 2024
- B. Next meeting date: Monday, August 19, 2024
- C. Bills and Invoices through June 31, 2024
- D. Library Activity Reports

Trustee Kroupa made a motion to approve the consent agenda items. It was seconded by Trustee Bock. The motion passed 7-0.

Administrative Reports:

President's Report: None

Director's Report: Director Beacom's written report is included with the agenda packet which is available on line at the City of New Berlin's website.

Director Beacom announced that the library reached a 10 year high in attendance in June with 18,900 visitors for the month. Possible factors contributing to the record participation include the Bridges Passport Treasure Hunt, the summer reading programs for all age groups, and the result of school visits. Lending time for Experience Passes was reduced from three to two days which allow more patrons to borrow them. The staff's use of social media to update patrons on library events and services was also recognized as a contributing factor. President Marek asked Director Beacom to commend the staff on behalf of the board.

A report on marketing strategies by Adult Services Librarian, Sarah Poppie, was presented to the board by Director Beacom. Ms. Poppie was leading a book group. The staff is currently using Library Aware software to promote various themes and resources including newsletters, blog posts, and events. This

software also helps staff to send an email welcoming new patrons as well as a follow-up email two weeks later.

OLD BUSINESS:

- A. *Library Board Calendar:* In response to the discussion at the board's meeting in June, Director Beacom distributed a calendar and yearly planner including important deadlines and events. An end-of-the-year review will be added in December.

NEW BUSINESS:

- A. *NBPL Public Art Policy Draft:* The possibility of incorporating the Public Art Policy within the Material Selection Policy was raised. The city attorney will review the document and the board will consider it again at a later date.
- B. *2025 Proposed Library Budget:* Director Beacom provided an overview of items that will have an impact on the 2025 budget: 1) Insurance; 2) Utilities; 3) Marketing; and 4) Reimbursing staff for using their personal cellphones to access business related emails which require multifactor authentication.
- C. *2024 Trustee Training Week:* This year's Trustee Training Week will be held virtually from August 19 - August 23. Trustees are invited to participate as a group at the library. The sessions will be archived for those who cannot attend.
- D. *Trustee Essentials: Developing Essential Library Policies:* There were no questions or comments.

ANNOUNCEMENTS:

It was suggested to display NBPL "swag" at City Hall and to sell it through the library's website. Trustee Kroupa encouraged the library to increase their visibility by distributing bookmarks to children at the city's 4th of July Parade.

ADJOURNMENT

Trustee Bock made a motion to adjourn. It was seconded by Trustee Kroupa. The motion passed on a vote of 7-0. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Patti Orzel, Secretary

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
ACCOUNTS FOR: 000 UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
01010400 44110 LIBRARY FINES	-29,500	0	-29,500	-14,228.31	.00	-15,271.69	48.2%*	
01010400 44111 LIBRARY-COPIES	-7,500	0	-7,500	-4,233.64	.00	-3,266.36	56.4%*	
01010400 44112 LIBRARY-OTHER SY	-26,000	0	-26,000	-21,164.72	.00	-4,835.28	81.4%*	
TOTAL UNDESIGNATED	-63,000	0	-63,000	-39,626.67	.00	-23,373.33	62.9%	
TOTAL REVENUES	-63,000	0	-63,000	-39,626.67	.00	-23,373.33		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-63,000	0	-63,000	-39,626.67	.00	-23,373.33	62.9%
** END OF REPORT - Generated by Thu Van Hintz **							

YEAR-TO-DATE THROUGH JULY 31, 2024						
ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BU	YTD EXPENDED	AVAILABLE B	% USED
15810000	50010	SALARY-FULL TIME	496,617	289,700.61	206,916	58.30
15810000	50020	SALARY-PART TIME	475,000	246,678.89	228,321	51.90
15810000	51010	RETIREMENT	48,068	27,169.77	20,898	56.50
15810000	51020	FICA	73,528	40,393.93	33,134	54.90
15810000	51030	HEALTH INSURANCE	75,600	57,122.04	18,478	75.60
15810000	51060	LONG-TERM DISABILITY	81	0.00	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,529.95	-369	131.80
15810000	51070	LIFE INSURANCE	861	540.18	321	62.70
15810000	53010	ELECTRICITY	69,000	30,438.07	38,562	44.10
15810000	53020	WATER/SEWER	3,876	1,862.57	2,013	48.10
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,610.95	689	70.00
15810000	53050	HEATING FUEL	19,500	8,618.37	10,882	44.20
15810000	54010	R&M BLDGS & GROUNDS	55,000	17,588.47	37,412	32.00
15810000	54030	MAINTENANCE CONTRACT	69,300	30,821.72	38,478	44.50
15810000	54040	R&M EQUIPMENT	2,000	0.00	2,000	0.00
15810000	54060	MARKETING	500	123.70	376	24.70
15810000	54080	LEASES EQUIPMENT	48,000	8,868.36	39,132	18.50
15810000	54110	SUPPLIES	37,400	4,128.61	33,271	11.00
15810000	54170	POSTAGE	450	400.00	50	88.90
15810000	54180	HOUSEKEEPING SUPPLY	16,000	2,767.78	13,232	17.30
15810000	54230	LIBRARY MATERIALS	220,000	136,411.66	83,588	62.00
15810000	54270	MEMBERSHIP DUES	200	0.00	200	0.00
15810000	54300	CONFERENCE/SEMINAR/ME	500	421.21	79	84.20
15810000	54330	TRAINING EXPENSES	500	209.76	290	42.00
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,747.06	-1,747	104.60
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89	620	48.30
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	742.31	1,058	41.20
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21	200	83.40
		Grand Total	1,757,642	949,476.07	808,166	54.00

YEAR-TO-DATE THROUGH JULY 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED
15810000	50010	SALARY-FULL TIME	496,617	289,700.61
15810000	50020	SALARY-PART TIME	475,000	246,678.89
15810000	51010	RETIREMENT	48,068	27,169.77
15810000	51020	FICA	73,528	40,393.93
15810000	51030	HEALTH INSURANCE	75,600	57,122.04
15810000	51060	LONG-TERM DISABILITY	81	0.00
15810000	51065	VISION/DENTAL INSURANCE	1,161	1,529.95
15810000	51070	LIFE INSURANCE	861	540.18
15810000	53010	ELECTRICITY	69,000	30,438.07
15810000	53020	WATER/SEWER	3,876	1,862.57
15810000	53040	TELEPHONE/CELL PHONE	2,300	1,610.95
15810000	53050	HEATING FUEL	19,500	8,618.37
15810000	54010	R&M BLDGS & GROUNDS	55,000	17,588.47
15810000	54030	MAINTENANCE CONTRACT	69,300	30,821.72
15810000	54040	R&M EQUIPMENT	2,000	0.00
15810000	54060	MARKETING	500	123.70
15810000	54080	LEASES EQUIPMENT	48,000	8,868.36
15810000	54110	SUPPLIES	37,400	4,128.61
15810000	54170	POSTAGE	450	400.00
15810000	54180	HOUSEKEEPING SUPPLY	16,000	2,767.78
15810000	54230	LIBRARY MATERIALS	220,000	136,411.66
15810000	54270	MEMBERSHIP DUES	200	0.00
15810000	54300	CONFERENCE/SEMINAR/MEETING	500	421.21
15810000	54330	TRAINING EXPENSES	500	209.76
15810000	54521	TECHNOLOGY/SOFTWARE	38,000	39,747.06
15810000	55090	PROGRAMS-JUVENILE	1,200	579.89
15810000	55095	PROGRAMS-YOUNG ADULT	1,800	742.31
15810000	55100	PROGRAMS-ADULT	1,200	1,000.21
		Grand Total	1,757,642	949,476.07

AVAILABLE BUDGET	% USED
206,916	58.30
228,321	51.90
20,898	56.50
33,134	54.90
18,478	75.60
81	0.00
-369	131.80
321	62.70
38,562	44.10
2,013	48.10
689	70.00
10,882	44.20
37,412	32.00
38,478	44.50
2,000	0.00
376	24.70
39,132	18.50
33,271	11.00
50	88.90
13,232	17.30
83,588	62.00
200	0.00
79	84.20
290	42.00
-1,747	104.60
620	48.30
1,058	41.20
200	83.40
808,166	54.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY							
15810000	53020										
046817	NEW BERLIN WATER STU	1-002-0292	JUL24		0	2024	7	INV P	955.00 072424	275246	4/1-6/30 2024
									ACCOUNT TOTAL		955.00
15810000	54010										
003228	BATZNER PEST CONTR	63033604			0	2024	7	INV P	131.89 072424	275173	PESTCNTRL-LIB JUL20
									ACCOUNT TOTAL		131.89
15810000	54030										
014113	K-12 TECHNOLOGY GROU	95256			0	2024	7	INV P	1,900.00 072424	275227	SIMPLIFY IT-LIB JUL
014113	K-12 TECHNOLOGY GROU	95257			0	2024	7	INV P	579.08 072424	275227	CROWDSTRIKE/SECURIT
									2,479.08		
									ACCOUNT TOTAL		2,479.08
15810000	54080										
362301	GREAT AMERICA FINANC	36929529			0	2024	7	INV P	297.00 072424	275207	COPIER LEASE-LIB JU
									ACCOUNT TOTAL		297.00
15810000	54230										
001613	GALE CENGAGE LEARNIN	84581948			0	2024	7	INV P	97.50 072424	275202	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	2038363235			0	2024	7	INV P	265.57 072424	275170	VARIOUS TITLES-LIB
006199	BAKER & TAYLOR BOOKS	20383827218			0	2024	7	INV P	185.78 072424	275170	VARIOUS TITLES-LIB
									451.35		
224537	EBSCO	2406644			0	2024	7	INV P	476.65 072424	275194	USA TODAY SUBSCRIP-
321672	HOOPLA	505702310			0	2024	7	INV P	1,299.09 072424	275217	DIGITAL MEDIA-LIB J
352705	COOKING LIGHT	2024/2025 SUBSCRIPT			0	2024	7	INV P	25.00 072424	275185	A-329343-19/2024/20
361291	MIDWEST TAPE	505655782			0	2024	7	INV P	274.64 072424	275239	VARIOUS TITLES-LIB
361291	MIDWEST TAPE	505715623			0	2024	7	INV P	93.25 072424	275239	VARIOUS TITLES-LIB
									367.89		
378755	INFOUSA MARKETING	10004177632			0	2024	7	INV P	670.00 072424	275218	VARIOUS TITLES-LIB
									ACCOUNT TOTAL		3,387.48
									ORG 15810000 TOTAL		7,250.45
FUND 0010 GENERAL FUND									TOTAL:		7,250.45

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION	

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7											
ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES		CHECK	DESCRIPTION
22810000				LIBRARY DONATION							
22810000 48040 FOL				DONATIONS							
004997 ADVANCED COMMUNICATI		24-0624		0	2024	7	INV P	815.00	072424	275161	FOL#2324/EQPMT INST
ACCOUNT TOTAL								815.00			
ORG 22810000 TOTAL								815.00			
FUND 0200 LIBRARY DONATION FUND								TOTAL:		815.00	

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS 581	FOR: LIBRARY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000	50010	SALARY-FULL TIME	496,617	0	496,617	289,700.61	.00	206,916.39	58.3%
15810000	50020	SALARY-PART TIME	475,000	0	475,000	246,678.89	.00	228,321.11	51.9%
15810000	51010	RETIREMENT	48,068	0	48,068	27,169.77	.00	20,898.23	56.5%
15810000	51020	FICA	73,528	0	73,528	40,393.93	.00	33,134.07	54.9%
15810000	51030	HEALTH INSURANCE	75,600	0	75,600	57,122.04	.00	18,477.96	75.6%
15810000	51060	LONG-TERM DISABI	81	0	81	.00	.00	81.00	.0%
15810000	51065	VISION/DENTAL IN	1,161	0	1,161	1,529.95	.00	-368.95	131.8%
15810000	51070	LIFE INSURANCE	861	0	861	540.18	.00	320.82	62.7%
15810000	53010	ELECTRICITY	69,000	0	69,000	30,438.07	.00	38,561.93	44.1%
15810000	53020	WATER/SEWER	3,876	0	3,876	1,862.57	.00	2,013.43	48.1%
15810000	53040	TELEPHONE/CELL P	2,300	0	2,300	1,610.95	.00	689.05	70.0%
15810000	53050	HEATING FUEL	19,500	0	19,500	8,618.37	.00	10,881.63	44.2%
15810000	54010	R&M BLDGS & GROU	55,000	0	55,000	17,588.47	.00	37,411.53	32.0%
15810000	54030	MAINTENANCE CONT	69,300	0	69,300	30,821.72	.00	38,478.28	44.5%
15810000	54040	R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000	54060	MARKETING	500	0	500	123.70	.00	376.30	24.7%
15810000	54080	LEASES EQUIPMENT	48,000	0	48,000	8,868.36	.00	39,131.64	18.5%
15810000	54110	SUPPLIES	37,400	0	37,400	4,128.61	.00	33,271.39	11.0%
15810000	54170	POSTAGE	450	0	450	400.00	.00	50.00	88.9%
15810000	54180	HOUSEKEEPING SUP	16,000	0	16,000	2,767.78	.00	13,232.22	17.3%
15810000	54230	LIBRARY MATERIAL	220,000	0	220,000	136,411.66	.00	83,588.34	62.0%
15810000	54270	MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000	54300	CONFERENCE/SEMIN	500	0	500	421.21	.00	78.79	84.2%
15810000	54330	TRAINING EXPENSE	500	0	500	209.76	.00	290.24	42.0%
15810000	54521	TECHNOLOGY/SOFTW	38,000	0	38,000	39,747.06	.00	-1,747.06	104.6%
15810000	55090	PROGRAMS-JUVENIL	1,200	0	1,200	579.89	.00	620.11	48.3%
15810000	55095	PROGRAMS-YOUNG A	1,800	0	1,800	742.31	.00	1,057.69	41.2%
15810000	55100	PROGRAMS-ADULT	1,200	0	1,200	1,000.21	.00	199.79	83.4%
TOTAL LIBRARY			1,757,642	0	1,757,642	949,476.07	.00	808,165.93	54.0%
TOTAL EXPENSES			1,757,642	0	1,757,642	949,476.07	.00	808,165.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	1,757,642	0	1,757,642	949,476.07	.00	808,165.93	54.0%	
** END OF REPORT - Generated by Thu Van Hintz **								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07									
ACCOUNTS	FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
581	LIBRARY		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
22810000	48040	DONATIONS	0	0	0	-10,803.42	.00	10,803.42	100.0%
22810000	48040	FOL DONATIONS	0	0	0	-1,887.64	.00	1,887.64	100.0%
22810000	55100	FOL PROGRAMS-ADUL	0	0	0	650.00	.00	-650.00	100.0%*
TOTAL LIBRARY			0	0	0	-12,041.06	.00	12,041.06	100.0%
TOTAL REVENUES			0	0	0	-12,691.06	.00	12,691.06	
TOTAL EXPENSES			0	0	0	650.00	.00	-650.00	

YEAR-TO-DATE BUDGET REPORT

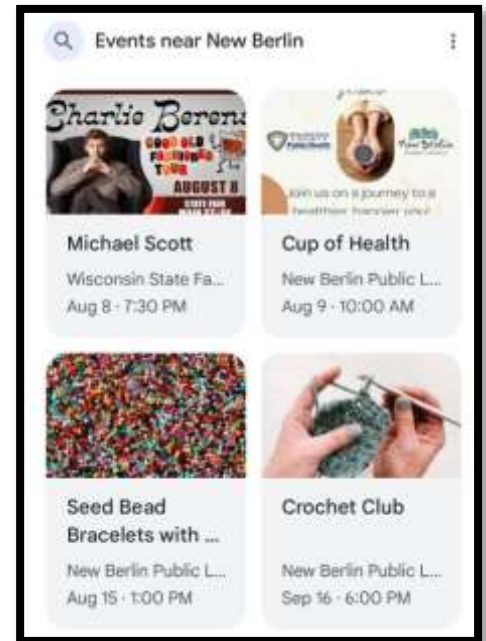
FOR 2024 07							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-12,041.06	.00	12,041.06	100.0%
** END OF REPORT - Generated by Thu Van Hintz **							

Director Report- July and August 2024

As we review June and July, the Library staff is working with strategic focus to enhance services, space, community connections, and resources. The following are highlights from the last month. We've had another 10-year high in attendance at the NBPL for July! In July, we reached 18,772 visitors for another strong month of engagements at the Library! (*Strategic Plan A1,2,3 C 1 & 2, D 1,2*)

The Library is officially **Dementia Friendly**! Our staff took part in the Alzheimer Association educational training during our July Staff Development Day to ensure we are delivering library services with awareness to our visitors with varying levels of dementia and their caregivers. Joining the Library were staff from The City's Courts and Utilities Departments, and staff from ProHealth Care Regency Senior Communities.

We snapped this image of the Google feed that shows events going on in New Berlin. Wonderful to see the diversity of programs represented for all ages! →



← The Library summer concert, **Sunset Symphony**, sponsored by Proheath Care Regency Senior Communities, fell on a beautiful Friday night in August. The Chamber Concord Orchestra, along

with the musical stylings of a quartet, said this was the largest crowd they've seen at the Library! This event also included a craft market, food trucks and children's activities to bring hundreds of visitors to the Library to enjoy a summer evening together.

We are currently making some facility and network upgrades which include: computer, network and WiFi systems, carpeting, painting and a new bubbler on the 2nd floor. The color votes were counted, and two of the following bright blue tables have joined our library patio!



Respectfully submitted,
Natalie Beacom, Library Director



Materials Selection Policy

Statements of Purpose

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.

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 principle that parents are responsible for monitoring their children's viewing of library materials and to offer viewpoints that provide counterpoints and balance for what they experience in the world at large and the library in particular.

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. These statements 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, electronic and physical 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, weaknesses and artistic merit. 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 and/or artistic 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

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 interest 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 and/or artistic 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 in 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 **collection** continues to expand because of public preference and because many titles are available only in this format.

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 the WPLC selection other than to recommend titles. Relevant selection committee and collection development policies are set through the appropriate organizations.

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 and other vendors

Library of Things (LoT), Games and Puzzles

Occasional use, or non-traditional collections, are intended to augment traditional library print collections to encourage experimentation, curiosity, learning, and offer self-guided recreational opportunities. Items and experiences must meet the selection criteria as well as be items reasonably assumed to be used without extensive instruction or specialized training.

Other Print and Digital 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 *OverDrive*, the online database we purchase cooperatively through Bridges Library System. *BadgerLink* and *OverDrive* 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 **principle**. 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, **artwork** or collections of unique value/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.

Donations of materials are accepted by the New Berlin Public Library with the understanding that all donated items become property of the Library in accordance to Wis. Stat. § 43.58(7), and will not be returned to the donor. 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.

5. 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.
6. 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.

Reviewed and approved October 18, 2021
Revised and approved May 15, 2023
Revised and approved August 19, 2024



Library Code of Conduct Policy

The New Berlin Library Board of Trustees, along with the Library's staff, are committed to providing a safe, welcoming, and pleasant environment for all patrons.

To ensure this environment, the Library Board has adopted the following Code of Conduct Policy. Disruptive or inappropriate behaviors will not be tolerated, are enforced at the discretion of the Library staff, and include, but are not limited, to those defined in the following sections.

Library patrons may not engage in behavior and/or take any action on library property which violates any federal and/or state laws, or City of New Berlin statutes, codes, or ordinances.

In addition, the following expectations will be enforced:

- 1. Compliance with current public health recommendations** and building restrictions as established by government entities with jurisdiction.
- 2. Respectful use of library equipment and spaces:**
 - (a) seating areas and study rooms are limited to the expected use and/or posted capacity.
 - (b) library furniture or equipment may not be relocated without permission of library staff.
 - (c) entering a designated staff-only space is only permitted with permission of library staff.
 - (d) covered, non-alcoholic beverages are allowed, but not while using public computer stations. Eating is only permitted in the library's front lobby area, and clean-up of refuse is required. Deliveries of food are not permitted.
 - (e) public access computers will be monitored by library staff to ensure proper use.
(Inappropriate, illegal or unacceptable use of the library's computers, network and wireless network could result in temporary loss of computer and/or permanent loss of library privileges.)
- 3. Appropriate public conduct—the following behaviors will not be tolerated:**
 - (a) harassment of library staff, volunteers, and patrons, including but not limited to staring, leering, stalking, following, engaging in verbal and/or physical attacks, or repeated unsolicited engagement not involving library business.
 - (b) disorderly conduct, including but not limited to loud, boisterous behavior, running, or fighting.
 - (c) being under the influence or having possession of alcohol or illegal substances.
 - (d) smoking or using chewing tobacco or electronic smoking devices inside the library or within 50 feet of the building.
 - (e) prolonged or chronic sleeping.
 - (f) extended loitering.
 - (g) engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment (including cell phones) at a disturbing volume.
 - (h) viewing explicit or pornographic materials or websites on any device in the library.

- (i) shaving, bathing, or laundering clothes in public restrooms, or visiting the library when personal hygiene materially disrupts others from using the library's facilities, collections or services.
- (j) damaging, defacing, or misusing library materials, equipment, or facilities.

4. Patrons' rights to uninterrupted access at the library:

- (a) selling, soliciting, surveying, distributing printed materials, panhandling, canvassing, or protesting for any political, charitable, commercial or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library is not allowed.
- (b) electioneering prohibitions, in accordance with state law, including campaign materials, signs, banners, and literature within 100 yards of any public entrance to the building when the library operates as a polling station will be enforced.

5. Parents' or guardians' responsibility and ADA compliance:

- (a) the welfare, conduct, whereabouts, selection of reading materials, and supervision of children while on library premises is the obligation of parents or guardians.
- (b) animals, except those designated as service animals by ADA, are not permitted in the Library.

Violations of the Code of Conduct Policy or participating in any activity that may bring harm to other individuals, may result in the temporary removal or the permanent expulsion of the patron from the library and/or the use of library services. The library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:

- 1) Patrons exhibiting disruptive behavior will be given a warning along with a copy of the Library's Code of Conduct Policy.
- 2) If the behavior continues, a second warning, detailing the specific section, will be issued. An explanation of the next steps will be shared at this time.
- 3) A third warning means the patron will be asked to leave the library for the remainder of the day. The Code of Conduct Incident Report (*Appendix A*) will be completed by the staff and Library Director and shared with Library management staff and teams.
- 4) Recurring incidents may result in a temporary expulsion from the library and/or services for a period of time from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the library and/or library services. Code of Conduct violations will be reviewed and expulsion determined at the discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing (*Appendix A*) The patron may appeal the decision in writing with the Library Board (*Appendix B*).

- 5) Should an expulsion be appealed to the Library Board, review of the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B will be reviewed at the next regularly scheduled Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final.
- 6) At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

Appendix A: Code of Conduct Incident Report

Patron Name: _____ **Date:** _____

Library Card Number: _____

Address: _____

Phone or Email: _____

Description of Incident: *(Please include narrative of events including dates, specific behavior and Code of Conduct violations.)*

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Name of staff member completing form: _____ **Date:** _____

Comments: (For Library Director only): _____

Revocation of Library Services: No Yes

Terms of Revocation:

Dates of Revocation: _____

Library Director: _____ **Date:** _____

Appendix B: Notice of Code of Conduct Violation and Library Expulsion

A Library Code of Conduct violation was reported on the following date: _____.

Please review the attached, **Appendix A: Code of Conduct Violation Report** for details and determination by the Library Director for expulsion from the Library and/or Library Services.

Should you wish to appeal this action, please fill out the form below and mail to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151**, Attn: Library Director. Upon receipt of this appeal form, the matter will be scheduled for a hearing before the Library Board regarding the merits of the appeal at the next regularly scheduled meeting from the date of receipt. Reasonable notice of the date and time of the hearing will be provided, and you will have the right to be heard and present evidence in support of your appeal. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision is final.

APPELLANT INFORMATION:

Name: _____ **Date:** _____

Library Card Number: _____ Address: _____

Phone or Email: _____

Reason revocation should be reinstated:

[illegible]

Signature: _____ **Date:** _____