



# March 2023 BOT Packet

Wednesday, March 15, 2023  
6:30 PM  
Visaya Room, Pewaukee Public Library

## **Public Notice of Regular Meeting of the Pewaukee Public Library Board of Trustees**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, March 15, 2023 at 6:30 p.m. The meeting will be held in the Visaya Room at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072.

As of the date of this notice, the subject matter known to be intended for consideration is as follows:

### **PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, March 15, 2023 at 6:30 p.m.**

1. Call Meeting to Order and Roll Call
2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
  - a. Minutes February 15, 2023 (Regular Board Meeting)
  - b. Financial Reports:
    - i. GL Budget vs. Actual Library – February 2023
    - ii. GL Detail Library – Through February 2023
    - iii. Payment Approval Report – February 2023
  - c. Library Monthly Statistics Report though February 2023
  - d. Director’s Report

#### **OLD BUSINESS:**

4. Discussion and possible action on 2023 BOT Goals
5. Discussion and possible action on documentation and process for Library Director’s Annual Review

#### **NEW BUSINESS:**

6. Discussion and possible action on Pewaukee’s Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System
7. 2022 Library Director’s Year in Review presented Nan Champe
8. Discussion of *TE 23: Dealing with Challenges to Materials and Policies*
9. Discussion and possible action on the new Collection Development and Management Policy to replace the Collection Development Plan approved January 2019.
10. Discussion and possible action on the Request for Reconsideration of Materials Procedure and Request for Reconsideration of Materials Form
11. Discussion and possible action to reschedule the April 19<sup>th</sup> Regular Library Board Meeting
12. ADJOURNMENT

#### **NEXT MEETING SCHEDULED: Wednesday, April 19<sup>th</sup>, 2023**

#### **LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072**

The Pewaukee Public Library is committed to providing the highest degree of accessibility within its means when conducting library-sponsored events. Please notify us of your disability-related accommodation requests two weeks prior to a Library Board meeting by calling (262) 691-5670, extension 920. We will attempt to honor all requests but cannot assure that requests made too close to the date will be able to be accommodated.

Posted: Friday, March 10 <sup>th</sup> , 2023
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# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 15, 2023– 6:30 PM

1. Call Meeting to Order and Roll Call:  
Members Present: Dale Noll, Karen Wildman, Leslie Miller, Lisa Jansen and Laura Muchowski  
Others Present: Nan Champe (Library Director)  
  
Members Excused: Ian Clark and Chris Krasovich
2. Citizen Comments/Correspondence – n/a
3. Approval of Consent Agenda
  - a. Minutes from January 18, 2023 (Regular Board Meeting)
  - b. Financial Reports
    - i. GL Budget vs. Actual Library – Through Year End 2022
    - ii. GL Detail Library – Through Year End 2022
    - iii. Payment Approval Report – Year End 2022
    - iv. GL Budget vs. Actual Library – January 2023
    - v. GL Detail Library – Through January 2023
    - vi. Payment Approval Report – January 2023
  - c. Library Monthly Statistics Report through January 2023
  - d. Director’s Report

Motion to approve: Leslie Miller motioned to approve the consent agenda.

Second: Karen Wildman

Discussion: None

Motion Carried

## OLD BUSINESS:

4. Discussion and possible action on 2023 BOT Goals

Agenda item moved to the March BOT meeting.

5. Discussion and possible action on revisions to the process for the Library Director's Annual Review

Discussion: Director Champe discussed the process of the Library Director's Annual Review including the timeline.

No action taken.

**NEW BUSINESS:**

6. Discussion and possible appointment by the Board President of an ad hoc Library Director Review Committee.

Motion to approve: Dale Noll motioned to nominate Leslie Miller and Lisa Jansen as primary members of the ad hoc Library Director Review Committee. Laura Muchowski to assist as needed.

Second: Karen Wildman

Discussion: Discussed using a new format this year. The BOT will review the evaluation forms and the process. After the March meeting, evaluation forms will be completed by staff and stakeholders.

Motion Carried

7. Discussion and possible action on the Public Library Annual Report 2022

Motion to approve: Leslie Miller motioned to approve the Public Library Annual Report 2022.

Second: Lisa Jansen

Discussion: Director Champe continues to track circulation trends.

Motion carried

8. Discussion and possible action on the Library's Impact Report 2022

Motion to approve: Laura Muchowski motioned to approve the Library's Impact Report 2022.

Second: Karen Wildman

Discussion: The report highlights usage statistics and how the library serves the population.

Motion carried

9. Discussion and possible action on addition to the Pewaukee Public Library Staff Handbook: 5.10 PTO Donation

Motion to approve: Lisa Jansen motioned to approve the Pewaukee Public Library Staff Handbook addition of 5.10 PTO Donation.

Second: Leslie Miller

Discussion: Director Champe simplified the addition to the handbook which was reviewed by Attorney Wirkus.

Motion carried

10. Discussion and possible action on replacement or repair of the Elevator Door

Motion to approve: Lisa Jansen motioned to replace the elevator door with a new door and funds coming from the fund balance.

Second: Leslie Miller

Discussion: Discussed safety concerns if nothing is done and the possibility of repairs to the door not working. A new door will take time to arrive.

Motion carried

11. Discussion and possible action to close the Library to the public on Friday, May 5<sup>th</sup> for Staff Development Day

Motion to approve: Laura Muchowski motioned to approve closing the Library to the public on Friday, April 28, 2023 for staff development day.

Second: Karen Wildman

Discussion: Since there was a conflict with the May 5<sup>th</sup> date, the staff development day will be April 28<sup>th</sup>.

Motion carried

12. Discussion of *TE 11: Planning for the Library's Future*

13. ADJOURNMENT

Motion to adjourn: Leslie Miller motioned to adjourn at 7:20 PM.

Second: Karen Wildman

Motion carried

NEXT MEETING: Wednesday, March 15, 2023 @ 6:30 PM

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072



Subject: Pewaukee Public Library – Library Director Performance Evaluation Survey 2022-2023

Hello,

The Board of Trustees is responsible for the oversight of the Pewaukee Public Library and seeks your feedback as part of the performance evaluation process for our Library Director, Nan Champe. We value your insight and would sincerely appreciate hearing from you. Gathering input from your perspective will allow the Board of Trustees to do a more in-depth performance review.

Please complete the electronic survey by no later than Monday, April 3<sup>rd</sup>, 2023. All responses are anonymous but they will be shared with the Board of Trustees and the Library Director. If you would prefer to print copy of the evaluation form or if you have any further questions, please email the Review Committee at [boardcommittee@pewaukeelibrary.org](mailto:boardcommittee@pewaukeelibrary.org).

Thank you,

Laura Muchowski  
Leslie Miller  
Lisa Jansen  
Pewaukee Public Library  
Board of Trustees

Account Number	Account Title	YTD	Budget	Variance	% Budget
<b>900 - LIBRARY FUND</b>					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(1,021.86)	(112,141.00)	(111,119.14)	0.91%
900-00-46710-000-000	LIBRARY FINES(R)	(1,595.16)	(10,136.00)	(8,540.84)	15.74%
900-00-48110-000-000	INTEREST INCOME(R)	(539.98)	(167.00)	372.98	323.34%
900-00-48200-000-100	FISCAL AGENT FEES(R)	0.00	0.00	0.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	(8,000.00)	0.00	8,000.00	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(1,131.30)	(5,907.00)	(4,775.70)	19.15%
900-00-48500-000-200	DESIGNATED GRANTS(R)	0.00	(3,101.00)	(3,101.00)	0.00%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(217,948.78)	(871,795.00)	(653,846.22)	25.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(43,790.70)	(262,744.00)	(218,953.30)	16.67%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
<b>Total: Revenue</b>		<b>(274,027.78)</b>	<b>(1,265,991.00)</b>	<b>(991,963.22)</b>	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	82,513.95	636,565.00	554,051.05	12.96%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	34,750.74	212,484.00	177,733.26	16.35%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,304.21	7,000.00	5,695.79	18.63%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	7,017.42	73,000.00	65,982.58	9.61%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	1,304.15	24,000.00	22,695.85	5.43%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	6,258.37	50,040.00	43,781.63	12.51%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	3,897.02	21,550.00	17,652.98	18.08%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	150.00	3,000.00	2,850.00	5.00%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	19,526.21	45,952.00	26,425.79	42.49%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	10,786.80	89,652.00	78,865.20	12.03%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,715.71	55,645.00	50,929.29	8.47%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	4,486.81	23,000.00	18,513.19	19.51%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	318.37	5,250.00	4,931.63	6.06%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	1,100.00	2,000.00	900.00	55.00%
900-00-55110-000-500	GRANTS/DONATION FUNDED EXPENSE(E)	909.94	0.00	(909.94)	100.00%
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%

End.GLPeriod = 223

Account Number	Account Title	YTD	Budget	Variance	% Budget
<b>Total: Expenditure</b>		179,039.70	1,249,138.00	1,070,098.30	
<b>Total: 900 - LIBRARY FUND</b>		(94,988.08)	(16,853.00)	78,135.08	
<b>Total:</b>		(94,988.08)	(16,853.00)	78,135.08	

End.GLPeriod = 223 & Start.GLPeriod = 223

Date	Ref#	Journal	Description	Debit	Credit
<b>900 - LIBRARY FUND</b>					
<b>900-00-43790-000-000 - COUNTY LIBRARY AIDS</b>					
2/20/2023	4005997-1	CR	LIBRARY- COUNTY AIDS - LIBRARY 02.20.2023	0.00	1,021.86
<b>Total: 900-00-43790-000-000 - COUNTY LIBRARY AIDS</b>				<b>0.00</b>	<b>(1,021.86)</b>
<b>900-00-46710-000-000 - LIBRARY FINES</b>					
2/6/2023	4005877-1	CR	LIBRARY FINES - LIBRARY 02.06.2023	0.00	102.65
2/13/2023	4005948-1	CR	LIBRARY FINES - LIBRARY 02.13.2023	0.00	157.50
2/20/2023	4005997-2	CR	LIBRARY FINES - LIBRARY 02.20.2023	0.00	86.80
2/27/2023	4006025-1	CR	LIBRARY FINES - LIBRARY 02.27.2023	0.00	365.65
<b>Total: 900-00-46710-000-000 - LIBRARY FINES</b>				<b>0.00</b>	<b>(712.60)</b>
<b>900-00-48110-000-000 - INTEREST INCOME</b>					
2/28/2023	15-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2023- FEBRUARY	0.00	164.05
<b>Total: 900-00-48110-000-000 - INTEREST INCOME</b>				<b>0.00</b>	<b>(164.05)</b>
<b>900-00-48500-000-100 - MISC REVENUES</b>					
2/6/2023	4005877-2	CR	BOOK REPLACEMENTS - LIBRARY 02.06.2023	0.00	4.80
2/6/2023	4005877-3	CR	NEW CARDS - LIBRARY 02.06.2023	0.00	1.00
2/6/2023	4005877-4	CR	COPIES - LIBRARY 02.06.2023	0.00	107.82
2/13/2023	4005948-2	CR	COPIES - LIBRARY 02.13.2023	0.00	24.30
2/20/2023	4005997-3	CR	BOOK REPLACEMENT - LIBRARY 02.20.2023	0.00	77.80
2/20/2023	4005997-4	CR	NEW LIBRARY CARDS - LIBRARY 02.20.2023	0.00	1.00
2/20/2023	4005997-5	CR	COPIES - LIBRARY 02.20.2023	0.00	0.60
2/27/2023	4006025-2	CR	BOOK REPLACEMENT - LIBRARY 02.27.2023	0.00	88.00
2/27/2023	4006025-3	CR	NEW LIB CARDS - LIBRARY 02.27.2023	0.00	4.00
2/27/2023	4006025-4	CR	COPIES - LIBRARY 02.27.2023	0.00	15.20
<b>Total: 900-00-48500-000-100 - MISC REVENUES</b>				<b>0.00</b>	<b>(324.52)</b>

2/20/2023	4005996-4	CR	CITY CONTRIBUTIONS-MAR 2023 - CITY OF PEWAUKEE	0.00	72,649.58
<b>Total: 900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>				<b>0.00</b>	<b>(72,649.58)</b>
<b>900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>					
2/28/2023	1-2	JE	LIBRARY CONTRIBUTION	0.00	21,895.33
<b>Total: 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>				<b>0.00</b>	<b>(21,895.33)</b>
<b>900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>					
2/3/2023	13-1	PC	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	24,019.58	0.00
2/17/2023	65-1	PC	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	33,146.50	0.00
<b>Total: 900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>				<b>57,166.08</b>	<b>0.00</b>
<b>900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>					
2/3/2023	4-1	PB	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	3,221.29	0.00
2/17/2023	25-1	PB	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	15,077.58	0.00
<b>Total: 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>				<b>18,298.87</b>	<b>0.00</b>
<b>900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS</b>					
1/11/2023	258-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	44.99	0.00
1/19/2023	259-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	398.65	0.00
1/25/2023	262-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	0.00	2.25
1/25/2023	263-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	0.00	2.25
1/25/2023	264-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	0.00	2.25
2/5/2023	270-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	715.10	0.00
<b>Total: 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS</b>				<b>1,158.74</b>	<b>(6.75)</b>
<b>900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>					
2/1/2023	351-1	AP	CENTER POINT LARGE PRINT	49.14	0.00
2/10/2023	207-1	AP	BAKER & TAYLOR BOOKS	291.61	0.00
<b>Total: 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>				<b>340.75</b>	<b>0.00</b>
<b>900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>					
2/5/2023	134-1	AP	AMAZON CAPITAL SERVICES, INC.	187.07	0.00
<b>Total: 900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>				<b>187.07</b>	<b>0.00</b>
<b>900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>					

1/1/2023	226-1	AP	ENVISIONWARE INC	1,551.69	0.00
1/26/2023	265-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	487.98	0.00
1/31/2023	349-1	AP	TAYLOR COMPUTER SERVICES, INC	343.50	0.00
2/1/2023	271-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	0.00
<b>Total: 900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>				<b>2,389.17</b>	<b>0.00</b>
<b>900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>					
1/7/2023	39-1	AP	AMAZON CAPITAL SERVICES, INC.	0.00	14.40
1/24/2023	269-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	52.99	0.00
1/27/2023	274-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	1,167.98	0.00
2/3/2023	51-1	AP	JAMES IMAGING SYSTEMS INC	793.53	0.00
2/5/2023	330-1	AP	AMAZON CAPITAL SERVICES, INC.	211.26	0.00
2/10/2023	208-1	AP	BAKER & TAYLOR BOOKS	2.92	0.00
<b>Total: 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>				<b>2,228.68</b>	<b>(14.40)</b>
<b>900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>					
1/23/2023	237-1	AP	JF AHERN COMPANY	158.00	0.00
2/1/2023	1-1	AP	JANI-KING OF MILWAUKEE	2,675.91	0.00
2/6/2023	243-1	AP	BATZNER PEST CONTROL INC	94.00	0.00
2/6/2023	329-1	AP	AMAZON CAPITAL SERVICES, INC.	145.64	0.00
<b>Total: 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>				<b>3,073.55</b>	<b>0.00</b>
<b>900-00-55110-000-311 - LIBRARY-UTILITIES</b>					
1/1/2023	273-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	348.01	0.00
1/17/2023	257-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
2/7/2023	390-1	AP	ACH WE ENERGIES	4,120.76	0.00
2/7/2023	391-1	AP	ACH WE ENERGIES	24.00	0.00
<b>Total: 900-00-55110-000-311 - LIBRARY-UTILITIES</b>				<b>4,715.71</b>	<b>0.00</b>
<b>900-00-55110-000-313 - LIBRARY-PROGRAMS</b>					
1/16/2023	275-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	155.37	0.00
1/19/2023	272-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	7.50	0.00
1/23/2023	267-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	39.20	0.00
<b>Total: 900-00-55110-000-313 - LIBRARY-PROGRAMS</b>				<b>202.07</b>	<b>0.00</b>

2/2/2023	363-1	AP	WALDEN, NEITZKE & KUHARY, SC	1,100.00	0.00
<b>Total: 900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY</b>				<b>1,100.00</b>	<b>0.00</b>
<b>900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE</b>					
1/25/2023	268-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	12.87	0.00
1/30/2023	260-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	65.00	0.00
2/2/2023	261-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	95.00	0.00
2/2/2023	266-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	66.50	0.00
<b>Total: 900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE</b>				<b>239.37</b>	<b>0.00</b>



GeneralLedgerPeriod. LIBRARY FEB 2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date
<b>ACH WE ENERGIES</b>						
<b>Approved</b>						
13090	ACH WE ENERGIES	4463876703	LIBRARY/UTILITIES RETURN CHECK FEE	24	02/07/2023	03/01/2023
13090	ACH WE ENERGIES	4463876703	LIBRARY/UTILITIES JAN 2023	4120.76	02/07/2023	03/01/2023
				<b>4144.76</b>		
<b>AMAZON CAPITAL SERVICES, INC.</b>						
<b>Approved</b>						
23	AMAZON CAPITAL SERVICES, INC.	1PJX-KYYT-TP1J	LIBRARY/OFFICE SUPPLIES	44.43	02/27/2023	03/29/2023
23	AMAZON CAPITAL SERVICES, INC.	1WQX-TRYP-VPN4	LIBRARY/DISPLAYS	30.69	02/21/2023	03/23/2023
23	AMAZON CAPITAL SERVICES, INC.	1TFP-7DLG-TWWJ	LIBRARY/1 ADULT FIC BK	10.99	02/21/2023	03/23/2023
23	AMAZON CAPITAL SERVICES, INC.	1TFP-7DLG-TWWJ	LIBRARY/YA PROGRAMMING SUPPLIES	26.98	02/21/2023	03/23/2023
23	AMAZON CAPITAL SERVICES, INC.	1LCC-TT6R-V61J	LIBRARY/JUV PROGRAM SUPPLIES	27.99	02/21/2023	03/23/2023
23	AMAZON CAPITAL SERVICES, INC.	1VG4-XVN4-T1NF	LIBRARY/JUV PROGRAM SUPPLIES	58.42	02/21/2023	03/23/2023
23	AMAZON CAPITAL SERVICES, INC.	197R-LX16-PTYH		10.99	02/20/2023	03/22/2023

## LIBRARY/BOARD GAME COLLECTION

23	AMAZON CAPITAL SERVICES, INC.	1G7N-VCC4-NTWC	LIBRARY/BOARD GAME COLLECTION	12.93	02/20/2023	03/22/2023
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## LIBRARY/BOARD GAME COLLECTION

23	AMAZON CAPITAL SERVICES, INC.	1HY6-76MX-JQN1	LIBRARY/ADULT PROGRAM SUPPLIES	32.87	02/19/2023	03/21/2023
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23	AMAZON CAPITAL SERVICES, INC.	1WTX-1TY9-QGF6	LIBRARY/7 JUV NF BOOKS	109.7	02/12/2023	03/14/2023
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23	AMAZON CAPITAL SERVICES, INC.	1J16-HW9F-NTQH	LIBRARY/PROCESSING SUPPLIES	26.98	02/12/2023	03/14/2023
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23	AMAZON CAPITAL SERVICES, INC.	13Y1-J3CD-KQGR	LIBRARY/ADULT PROGRAMMING SUPPLIES	24.98	02/11/2023	03/13/2023
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23	AMAZON CAPITAL SERVICES, INC.	13QF-K7TJ-16T6	LIBRARY/CLEANING SUPPLIES MULTIFOLD TOWELS	145.64	02/06/2023	03/08/2023
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23	AMAZON CAPITAL SERVICES, INC.	1VLM-WTYC-HG3G	LIBRARY/OFFICE SUPPLIES_PRINTER TONER	211.26	02/05/2023	03/07/2023
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23	AMAZON CAPITAL SERVICES, INC.	1H9X-7MRP-GC6W	LIBRARY/BOARD GAME COLLECTION	187.07	02/05/2023	03/07/2023
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**AMAZON  
CAPITAL  
SERVICES, INC.**

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**961.92**

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**BAKER & TAYLOR BOOKS****Approved**

78	BAKER & TAYLOR BOOKS	2037322549	LIBRARY/FREIGHT CHARGE	0.94	02/20/2023	03/20/2023
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78	BAKER & TAYLOR BOOKS	2037322549	LIBRARY/PROCESSING	11.33	02/20/2023	03/20/2023
78	BAKER & TAYLOR BOOKS	2037322549	LIBRARY/11 YA BKS	94.48	02/20/2023	03/20/2023
78	BAKER & TAYLOR BOOKS	2037333878	LIBRARY/FREIGHT CHARGE	0.67	02/17/2023	03/17/2023
78	BAKER & TAYLOR BOOKS	2037333878	LIBRARY/5 AD BKS	66.97	02/17/2023	03/17/2023
78	BAKER & TAYLOR BOOKS	2037337372	LIBRARY/FREIGHT CHARGE	4.05	02/20/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037337372	LIBRARY/22 ADULT FICTION BKS	404.74	02/20/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037334179	LIBRARY/FREIGHT CHARGE	5.43	02/17/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037334179	LIBRARY/33 ADULT NON FICTION BKS	543.41	02/17/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037325908	LIBRARY/FREIGHT CHARGE	5.27	02/14/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037325908	LIBRARY/45 REPL ACCT BKS	526.8	02/14/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318421	LIBRARY/PROCESSING	3.96	02/15/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318421	LIBRARY/FREIGHT CHARGE	0.97	02/15/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318421	LIBRARY/13 JUV PIC BKS	97.29	02/15/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037324506	LIBRARY/FREIGHT CHARGE	1.46	02/14/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037324506	LIBRARY/9 ADULT NON FIC BKS	145.75	02/14/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318382	LIBRARY/FREIGHT CHARGE	4.38	02/13/2023	03/24/2023

78	BAKER & TAYLOR BOOKS	2037318382	LIBRARY/PROCESSING	23.76	02/13/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318382	LIBRARY/34 JUV BKS	437.98	02/13/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318373	LIBRARY/FREIGHT CHARGE	2.92	02/10/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037318373	LIBRARY/18 ADULT FICTION BKS	291.61	02/10/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310286	LIBRARY/FREIGHT CHARGE	0.13	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310286	LIBRARY/1 LP BOOK	12.59	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037289085	LIBRARY/FREIGHT CHARGE	0.64	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037289085	LIBRARY/PROCESSING	2.97	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037289085	LIBRARY/4 JUV PIC BKS	64.1	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301096	LIBRARY/PROCESSING	22.77	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301096	LIBRARY/FREIGHT CHARGE	3.54	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301096	LIBRARY/26 JUV PIC BOOKS	354.19	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037317891	LIBRARY/FREIGHT CHARGE	0.11	02/09/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037317891	LIBRARY/1 JUV FIC BK	10.91	02/09/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037295485	LIBRARY/FREIGHT CHARGE	0.1	02/07/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037295485	LIBRARY/PROCESSING	0.99	02/07/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037295485	LIBRARY/1 JUV FIC BKS	9.51	02/07/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037254928	LIBRARY/PROCESSING	4.95	02/03/2023	03/24/2023

78	BAKER & TAYLOR BOOKS	2037254928	LIBRARY/FREIGHT CHARGE	0.39	02/03/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037254928	LIBRARY/5 JUV FIC BKS	39.15	02/03/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310294	LIBRARY/FREIGHT CHARGE	0.55	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310294	LIBRARY/3 JUV BKS	54.85	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310161	LIBRARY/FREIGHT CHARGE	0.43	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037310161	LIBRARY/3 ADULT SCI FI	43.11	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037304526	LIBRARY/GIFT ACCT/TRIXIE LAWRENCE MEMORIAL	14.14	02/03/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037305851	LIBRARY/FREIGHT CHARGE	4.6	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037305851	LIBRARY/30 ADULT FICTION BKS	459.87	02/06/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301564	LIBRARY/FREIGHT CHARGE	0.24	02/02/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301564	LIBRARY/4 JUV PIC BKS	23.76	02/02/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301113	LIBRARY/FREIGHT CHARGE	1.85	02/01/2023	03/24/2023
78	BAKER & TAYLOR BOOKS	2037301113	LIBRARY/11 ADULT NON-FICTION BKS	185.29	02/01/2023	03/24/2023

**BAKER & TAYLOR BOOKS**

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**3989.9**

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**BATZNER PEST CONTROL INC****Approved**

7070	BATZNER PEST CONTROL INC	3492668	LIBRARY/PEST MGMT FEB 2023	94	02/06/2023	02/24/2023
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**BATZNER PEST CONTROL INC**

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**94**

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**BLACKSTONE PUBLISHING****Approved**

12674	BLACKSTONE PUBLISHING	2087657	LIBRARY/ADULT 4 AUDIO CDS	158.43	02/20/2023	03/22/2024
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12674	BLACKSTONE PUBLISHING	2087454	LIBRARY/ADULT 4 AUDIO CDS	156.01	02/17/2023	03/19/2023
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12674	BLACKSTONE PUBLISHING	2086589	LIBRARY/ADULT 1 AUDIO CDS	34.95	02/14/2023	03/16/2023
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12674	BLACKSTONE PUBLISHING	2085154	LIBRARY/ADULT 1 AUDIO CD	34.95	02/06/2023	03/24/2023
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**BLACKSTONE PUBLISHING**

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**384.34**

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**CENTER POINT LARGE PRINT****Approved**

3552	CENTER POINT LARGE PRINT	1985566	LIBRARY/2 LG PRINT BOOKS	49.14	02/01/2023	03/03/2023
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**CENTER POINT LARGE PRINT**

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**49.14**

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**J & H HEATING INC****Approved**

2984	J & H HEATING INC	W35949	LIBRARY/HEATING MAINTENANCE	396.91	02/08/2023	03/10/2023
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**J & H HEATING INC**

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**396.91**

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**JAMES IMAGING SYSTEMS INC**

**Approved**

6332	JAMES IMAGING SYSTEMS INC	33383534	LIBRARY/MONTHLY COPIER LEASE FEB 2023	793.53	02/03/2023	02/28/2023
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**JAMES IMAGING  
SYSTEMS INC**

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**793.53**

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**JANI-KING OF MILWAUKEE**

**Approved**

12411	JANI-KING OF MILWAUKEE	MIL03230406	LIBRARY/JANITORIAL SVC MARCH 2023	2675.91	03/01/2023	03/31/2023
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12411	JANI-KING OF MILWAUKEE	MIL02230409	LIBRARY/JANITORIAL SVC FEB 2023	2675.91	02/01/2023	02/28/2023
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**JANI-KING OF  
MILWAUKEE**

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**5351.82**

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**JF AHERN COMPANY**

**Approved**

4875	JF AHERN COMPANY	554027	LIBRARY/FIRE SPRINKLER INSP-JAN QTRLY 2023	158	01/23/2023	02/22/2023
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**JF AHERN  
COMPANY**

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**158**

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**MIDWEST TAPE**

**Approved**

548	MIDWEST TAPE	503411727	LIBRARY/ADULT 3 DVDS	77.97	02/23/2023	03/24/2023
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548	MIDWEST TAPE	503411725	LIBRARY/ 2 ADULT CDS	23.98	02/23/2023	03/24/2023
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548	MIDWEST TAPE	503411724	LIBRARY/1 ADULT DVD	4.49	02/23/2023	03/24/2023
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548	MIDWEST TAPE	503411728	LIBRARY/ 1 JUV CD	12.79	02/23/2023	03/24/2023
548	MIDWEST TAPE	503411723	LIBRARY/ADULT 2 DVDS	38.23	02/23/2023	03/24/2023
548	MIDWEST TAPE	503398131	LIBRARY/ 1 ADULT CD	13.59	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397959	LIBRARY/ADULT 2 DVDS	22.38	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397958	LIBRARY/1 ADULT DVD	20.99	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397954	LIBRARY/ADULT 5 DVDS	103.45	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397956	LIBRARY/1 ADULT DVD	18.74	02/20/2023	03/20/2023
548	MIDWEST TAPE	503398132	LIBRARY/JUVENILE 1 DVD	14.39	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397955	LIBRARY/ 1 ADULT CD	13.99	02/20/2023	03/20/2023
548	MIDWEST TAPE	503398133	LIBRARY/JUVENILE 3 DVD	71.22	02/20/2023	03/20/2023
548	MIDWEST TAPE	503397957	LIBRARY/6 ADULT DVD	110.94	02/20/2023	03/20/2023
548	MIDWEST TAPE	503320135	LIBRARY/ 1 ADULT CD	13.99	02/03/2023	03/24/2023
548	MIDWEST TAPE	503320270	LIBRARY/JUVENILE 2 DVD	19.98	02/03/2023	03/24/2023
548	MIDWEST TAPE	503320137	LIBRARY/1 ADULT DVD	26.24	02/03/2023	03/24/2023
548	MIDWEST TAPE	503320139	LIBRARY/JUVENILE 3 DVD	22.47	02/03/2023	03/24/2023
548	MIDWEST TAPE	503320138	LIBRARY/ADULT 4 DVDS	86.21	02/03/2023	03/24/2023

**MIDWEST TAPE**

**716.04**

**NORTH SHORE BANK CARDMEMBER SERVICE**

**Approved**

8349	NORTH SHORE BANK CARDMEMBER SERVICE	33392E55235		715.1	02/05/2023	03/01/2023
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CARDMEMBER SERVICE

LIBRARY/NYT/ANNAUL  
SUBSCRIPTION RENEWAL

8349	NORTH SHORE BANK CARDMEMBER SERVICE	02022023		95	02/02/2023	03/01/2023
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LIBRARY/FRIENDS EXPLORE  
PASS/GBPCKERS

8349	NORTH SHORE BANK CARDMEMBER SERVICE	4653977241		6	02/01/2023	03/01/2023
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LIBRARY/GOOGLE/WORKSPACE JAN  
2023

**NORTH SHORE  
BANK  
CARDMEMBER  
SERVICE**

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**816.1**

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**PEWAUKEE PARKS & RECREATION**

**Approved**

10036	PEWAUKEE PARKS & RECREATION	02212023		825	02/21/2023	03/10/2023
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LIBRARY/MARKETING\_SUMMER  
ACTIVITY GUIDE

**PEWAUKEE  
PARKS &**

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**825**

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**TAYLOR COMPUTER SERVICES, INC**

**Approved**

810	TAYLOR COMPUTER SERVICES, INC	24347		343.5	01/31/2023	03/02/2023
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LIBRARY/MANAGED SERVICES FOR  
JAN & FEB 2023

**TAYLOR  
COMPUTER  
SERVICES, INC**

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**343.5**

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**Total:**

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**19024.96**

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*Adult Services Department (from Kelly Nelson, Adult Services Manager)*

- February finds us falling into regular routines. We have several monthly daytime programs for adults that continue to be popular: movie showings, bingo, book clubs, and gaming. We're happy to be able to provide a variety of indoor activities during the long winter months.
- The adult services team has been working hard to get ready for spring and summer programming. All presenters have been booked for these seasons and we're excited to be able to share these programs with the community in the coming months.
- Library clerks have started to be trained on receiving new materials as they arrive from the vendor. This is another part of the Acquisitions process that began in January.

Thank you for your continued support!

*Youth Services Department (from Jenny Wegener, Youth Services Manager)*

Highlights:

- Winter weather sends families to the library, as evidenced by our programming numbers – a 29% increase over last year, despite having to cancel Manga & Anime Club on the 22<sup>nd</sup> due to closing early. Even when we aren't running programs families will visit to discover new books and enjoy the play area.
- Participation in the **Early Learning Express** and **Have Book, Will Travel** online reading challenges using the Beanstack service are going well. Forty-three people are participating in the Have Book challenge and 35 in the Early Learning Express.
- Summer Library Program planning continues. We are looking forward to some fun programs on Friday afternoons including a magician, the Wehr Nature Center, Snake Discovery, and a Fairy Godmother Sing-Along. I have ordered our program supplies from CSLP (Collaborative Summer Library Program) and hope to get more supplies ordered soon.

As always, thank you for your continued support.

*Library Services (from Deanna Moore, Library Services Manager)*

News:

We are excited to be circulating our new Explore Passes! Many patrons have arrived at the desk with expired Library cards or seeking their first Library card in order to check out a pass that they heard about through a friend or saw on social media. We are also adding a number of board games to the board game collection, which has been circulating very well, particularly before and after Children's programs!

We are still in the process of hiring for the Library Clerk position. We hope to have the selected candidate hired and starting training by mid-month.

Thank you for your support!

*Administration (from Nan Champe, Library Director)*

- *Meetings/Events attended:*
  - February 10: APL @ the Sussex Library
  - February 15: Library Board Meeting
  - February 20: Department Heads Meeting
- *Early Closing:* Due to inclement weather, we had two days of early closings. On February 16<sup>th</sup> and February 22, the Library closed at 1 pm.
- *Explore Passes.* New explore passes have been added to our collection. Passes have been added for; The Milwaukee Art Museum, Boerner Botanical Gardens, The Green Bay Packers Hall of Fame Museum and the Schlitz Audubon Center.
- *Staff Updates:* Deanna Moore has submitted her resignation as the Library Services Manager. Her last day will be March 31<sup>st</sup>. We are grateful for all her hard work and wish her the best in her new position. The Library Services Manager position has been posted. The closing date for applications has been set for March 24<sup>th</sup>.
- *Library Board Terms.* Library board terms expire on May 1<sup>st</sup> Every year, I ensure that each municipality is aware of expiring terms. This year, terms for Trustee Miller, Trustee Muchowski and Trustee Krasovich expire on May 1, 2023. Trustee Wildman's term expired on May 1, 2022 and her appointment has not been reconfirmed by the City.
- *Library Director's Annual Review (AGENDA ITEM).* I have included several documents for your review:
  - I have set up an email account to be used exclusively for this annual process [boardcommittee@pewaukeelibrary.org](mailto:boardcommittee@pewaukeelibrary.org). With this setup, I have created the proposed surveys using Microsoft forms. By linking these two functions, the survey and responses will all be handled through this account. During the review process, the Committee will be given direct and confidential access to the account so that they can review responses and respond to an inquires.
  - I have included a list of recommended survey recipients. All library employees (except for the Pages) are listed. This has not been done in the past. I think that the Library Board would receive a more well-rounded picture by gaining feedback from all the employees. Of course, you may add or delete at your discretion to this list.
  - I have included a suggested email introduction and 2 draft surveys.
  - I have included an updated Timeline to guide us in this processThese documents have been submitted to the Ad Hoc Committee for review. I would ask the Board to revise and approve all the documents.
- *Collection Development and Management Policy (AGENDA ITEM).* It has been a goal of mine to revise the Library's Collection Development Plan. While there is valuable procedural information in this document, I think that the Library would be better served with a more concise and clear policy. With that objective, I have included a new policy for your review and consideration. This proposed policy has been reviewed and approved by the Library's attorney.
- *Request for Reconsideration of Materials procedure and form (AGENDA ITEM).* The new Request for reconsideration of Materials procedure and the updated form will give the Library a clear process for addressing any challenges that may arise. These documents have also been reviewed and approved by the Library's attorney.

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Circulation - ALL</b>														
2021	24725	24241	28215	24394	24527	29676	30764	28651	23730	23754	22840	21626	307143	120.09%
2022	23168	22385	25903	25342	23023	28865	30573	28282	24069	23180	23575	20792	299157	97.40%
2023	<b>24366</b>	<b>23294</b>											<b>47660</b>	<b>104.63%</b>
<b>Circulation - Print and A/V</b>														
2021	20768	20476	24185	20567	20493	25811	26882	24895	20210	20050	19310	18332	261979	124.23%
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	<b>20252</b>	<b>19604</b>											<b>39856</b>	<b>104.44%</b>
<b>Circulation - Overdrive</b>														
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	123.70%
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	<b>3881</b>	<b>3481</b>											<b>7362</b>	<b>105.67%</b>
<b>Circulation - Hoopla</b>														
2021	158	228	206	199	211	191	190	211	211	211	218	188	2422	180.48%
2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
2023	<b>233</b>	<b>209</b>											<b>442</b>	<b>103.76%</b>
<b>Library Visits</b>														
Monthly total 2022	6439	6788	8161	8402	7867	9797	9568	8824	7678	7754	8224	6163	95665	116.73%
Daily average 2022	268	295	302	336	315	377	383	327	307	298	343	280	319	117.20%
Monthly total 2023	<b>8020</b>	<b>7498</b>											<b>15518</b>	<b>117.32%</b>
Daily average 2023	<b>321</b>	<b>312</b>											<b>317</b>	<b>99.25%</b>
<b>Reference Transactions</b>														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	<b>967</b>	<b>1106</b>											<b>2073</b>	<b>95.14%</b>
<b>Items from Other libraries</b>														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	<b>3597</b>	<b>3257</b>											<b>6854</b>	<b>99.36%</b>
<b>Items to Other Libraries</b>														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	<b>2943</b>	<b>2580</b>											<b>5523</b>	<b>97.20%</b>
<b>New Library Cards Issued</b>														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	<b>87</b>	<b>95</b>											<b>182</b>	<b>130.94%</b>
<b>Meetings Room Usage</b>														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	<b>46</b>	<b>37</b>											<b>83</b>	<b>100.00%</b>

# Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>Study Room Usage</b>															
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%	
2023	134	138											272	141.67%	
<b>Uses of Public Wireless Internet</b>															
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%	
2023	998	897											1895	134.88%	
<b>Uses of Public Internet Computers</b>															
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%	
2023	366	342											708	94.65%	
<b>Children's Programs (0-5)</b>															
# programs	2022	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	2022	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	2023	16	18											34	188.89%
Attendance	2023	402	387											789	263.88%
<b>Children's Programs (6-11)</b>															
# programs	2022	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	2022	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	2023	12	6											18	360.00%
Attendance	2023	187	70											257	395.38%
<b>Teen Programs (12-18)</b>															
# program	2022	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	2022	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	2023	3	1											4	100.00%
Attendance	2023	21	3											24	72.73%
<b>Adult Programs (19+)</b>															
# programs	2022	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	2022	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	2023	6	5											11	91.67%
Attendance	2023	105	97											202	156.59%
<b>General Interest Program</b>															
# program	2022	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	2022	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	2023	0	0											0	0.00%
Attendance	2023	0	0											0	0.00%

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Children's Self-Directed Activities (0-5) (includes summer reading participation)</b>														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	0											0	0.00%
Attendance 2023	0	0											0	0.00%
<b>Children's Self-Directed Activities (6-11) (includes summer reading participation)</b>														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	4											4	80.00%
Attendance 2023	0	103											103	77.44%
<b>Teen Self-Directed Activities (12-18) (includes summer reading participation)</b>														
# programs 2022	2	2	2	2	1	3	3	3	2	2	2	2	26	108.33%
Attendance 2022	35	25	31	35	11	60	63	190	32	32	14	28	556	141.48%
# programs 2023	2	2											4	100.00%
Attendance 2023	29	34											63	105.00%
<b>Adult Self-Directed Activities (18+) (includes summer reading participation)</b>														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4											7	#DIV/0!
Attendance 2023	242	320											562	#DIV/0!
<b>Other Self-Directed Activities (All Ages) (includes summer reading participation)</b>														
# programs 2022	3	0	0	0	0	0	0	1	1	0	1		6	50.00%
Attendance 2022	122	0	0	0	0	0	0	183	41	0	13		359	95.99%
# program 2023	0	0											0	0.00%
Attendance 2023	0	0											0	0.00%

# PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES GOALS 2022

## FINANCIAL

- Provide guidance to Library Director while they prepare fiscally responsible annual budget. Audit and approve budget.
- Work with the Foundation, the Friends of the Library, and other community groups to continue financial support of the Library
- Identify possible future capital expenses and create a future plan for sustainability while using current funding sources available to the library including fund balance, municipal contributions and donations.

## ADVOCACY

- Enhance relationships with the Friends of the Library, Foundation, and City and Village Officials
- Strengthen the relationship between the Board of Trustees and the municipalities.
- Provide outreach to the community and community organizations

## GOVERNANCE

- Develop annual Library Board calendar
- Select nominating committee and elect officers
- Achieve a full and complete understanding of the Joint Library Agreement so that the Board of Trustees can work closely with the municipalities on reviewing the governance portion of the Joint Library Agreement prior to the first renewal in 2024.
- Review revisions of policies per schedule and job descriptions as needed
- Continued safe operations of the Library for patrons and staff

## ADMINISTRATIVE

- Provide direction, support and guidance to the Library Director
  - a. Perform an annual performance evaluation of the Library Director
  - b. Conduct bi-annual review of Director's current goals and objectives
  - c. Develop goals & objectives for the Director's management of the Library and staff
- Invite Department Heads to attend a board meeting to provide updates
- Provide support to the staff when appropriate and possible
- Place a board goal on every BOT agenda to be discussed at the monthly meetings. Goal to be determined by Board President and the Library Director
- Monitor the execution of our strategic plan to ensure that we meet our goals.



Subject: Pewaukee Public Library – Library Director Performance Evaluation Survey 2022-2023

Hello,

The Board of Trustees is responsible for the oversight of the Pewaukee Public Library and seeks your feedback as part of the performance evaluation process for our Library Director, Nan Champe. We value your insight and would sincerely appreciate hearing from you. Gathering input from your perspective will allow the Board of Trustees to do a more in-depth performance review.

Please complete the electronic survey by no later than Monday, April 3<sup>rd</sup>, 2023. All responses are anonymous but they will be shared with the Board of Trustees and the Library Director. If you would prefer to print copy of the evaluation form or if you have any further questions, please email the Review Committee at [boardcommittee@pewaukeelibrary.org](mailto:boardcommittee@pewaukeelibrary.org).

Thank you,

Laura Muchowski  
Leslie Miller  
Lisa Jansen  
Pewaukee Public Library  
Board of Trustees

## **Pewaukee Public Library Director Evaluation Process and Timeline 2023**

### **February:**

An Ad Hoc committee is appointed at the regular board meeting to lead the review of the Library Director.

The Library Director will prepare documents for the Committee to review including the evaluation form and process.

The Committee will meet with the Library Director to review the documents. The Library Director will revise the documents to include all changes requested by the Committee.

### **March:**

The Library Director provides an annual review of Library activities, highlights and challenges, and reports on annual director goals at the regular BOT meeting.

The Library Board will be provided with the following documents for their review and revision:

1. A recommended list of library employees, board members and community stakeholders to receive the evaluation form.
2. A copy of the recommended instructions on how to complete the evaluation form which will include the rating scale and definitions.
3. A copy of the recommended evaluation form. Forms may be submitted electronically or in print.

The Library Board will approve all documents at the regular board meeting.

**Immediately following March meeting:** The Library Director will send out the approved evaluation form and instructions. Forms will be due back in early April and will be returned directly to the Committee.

### **April:**

The Library Board President will set up and conduct in person interviews with the Library's Department Heads; the Library Services Manager, the Adult Services Manager and the Youth Services Manager.

The Committee meets in closed session prior to the monthly Library Board meeting to discuss the evaluation results, develop talking points for the evaluation discussion, and develop a list of recommended goals for the Director.

A closed session is scheduled at the regular April board meeting.

#### **April Board CLOSED Session to include:**

- Board will review of evaluation results and recommendations from the Committee. The Board president will report on the meetings with the department heads. (Board only)
- Evaluation discussion with the Library Director (Board and Director)

### **May:**

Goals are set and approved by the Library Board for the upcoming year.

Evaluation documents are given to the Library Director for their records and inclusion in their personal file.

**November:**

The Library Board will go into closed session to consideration the rate of compensation for the Library Director for the new year.

# Pewaukee Public Library : Library Director's Performance Survey 2023 DRAFT

## **Ratings Scale**

**5- Excels.** Performance consistently exceeded expectations in all *essential* areas of responsibility. The quality of work overall was excellent. This rating will be the exception rather than the norm.

**4- Exceeds Expectations.** Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations. The quality of work overall was very good.

**3- Meets Expectations.** Performance consistently demonstrates capable or satisfactory performance. The quality of work is good.

**2- Needs Improvement.** Demonstrates adequate performance but needs to improve in one or more significant aspects that are critical in this area. Training is required.

**1- Unacceptable.** Generally does not meet any of the minimum standards of performance required in this area of responsibility. The quality of work is poor. A performance improvement plan is advised.

^ required

### **1. Professionalism**

- Interacts with individuals in a reasonable, professional and productive manner.
- Represents the Pewaukee Public Library with a professional demeanor and appearance.
- Establishes and maintains effective working relations with community stakeholders including local government and community groups.
- Handles difficult and emergency situations tactfully and efficiently.

\*

1	2	3	4	5
---	---	---	---	---

## 2. Professionalism : Comments

## 3. Communication

- Communicates in a clear and professional manner orally and in writing.
- Provides consistent and regular information to individuals and groups. Responds to inquiries and questions in a timely manner.
- Respects and encourages feedback as part of the communication process.

\*

1	2	3	4	5
---	---	---	---	---

## 4. Communication : Comments

### 5. Job Knowledge/Management

- Demonstrates a comprehensive background and understanding of all aspects and services of Librarianship.
- Plans, organizes, coordinates and directs a balanced program of library services and technologies.
- Provides support, knowledge and training to others.

\*

1	2	3	4	5
---	---	---	---	---

### 6. Job Knowledge/Management: Comments

### 7. Innovation

- Demonstrates the ability and willingness to adapt to industry and technological changes.
- Fosters an environment where new ideas, change, and professional development is encouraged.
- Monitors trends and is aware of library service initiatives on a local, state and federal level.
- Researches, develops and proposes new concepts, processes and procedures.

\*

1	2	3	4	5
---	---	---	---	---

## 8. Innovation: Comments

---

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# BOT / Pewaukee Public Library : Library Director's Performance Survey 2023 DRAFT

## **Ratings Scale**

**5- Excels.** Performance consistently exceeded expectations in all *essential* areas of responsibility. The quality of work overall was excellent. This rating will be the exception rather than the norm.

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**3- Meets Expectations.** Performance consistently demonstrates capable or satisfactory performance. The quality of work is good.

**2- Needs Improvement.** Demonstrates adequate performance but needs to improve in one or more significant aspects that are critical in this area. Training is required.

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^ required

## 1. Professionalism

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- Represents the Pewaukee Public Library with a professional demeanor and appearance.
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- Handles difficult and emergency situations tactfully and efficiently.

\*

1	2	3	4	5
---	---	---	---	---

## 2. Communication

- Communicates in a clear and professional manner orally and in writing.
- Provides consistent and regular information to individuals and groups. Responds to inquiries and questions in a timely manner.
- Respects and encourages feedback as part of the communication process.

\*

1	2	3	4	5
---	---	---	---	---

## 3. Job Knowledge/Management

- Demonstrates a comprehensive background and understanding of all aspects and services of Librarianship.
- Plans, organizes, coordinates and directs a balanced program of library services and technologies.
- Provides support, knowledge and training to others.

\*

1	2	3	4	5
---	---	---	---	---

#### 4. Innovation

- Demonstrates the ability and willingness to adapt to industry and technological changes.
- Fosters an environment where new ideas, change, and professional development is encouraged.
- Monitors trends and is aware of library service initiatives on a local, state and federal level.
- Researches, develops and proposes new concepts, processes and procedures.

\*

1	2	3	4	5
---	---	---	---	---

#### 5. Question 1 - 4 : General Performance Factors Comments

#### 6. Policy Development

- Library policies are reviewed and updated on a regular basis.
- Recommended changes, updates, and background information is provided in an efficient and clear manner.
- Implements policy changes on a timely basis including clear procedures for staff.

\*

1	2	3	4	5
---	---	---	---	---

### 7. Human Resource Management

- Hires and maintains competent staff members.
- Defines and communicates standards of performance, assists employees in achieving these standards and conducts regular assessment of staff performance.
- Recommends improvements in staffing, organization, salaries and benefits.
- Provides regular communication channels for all staff and recognizes staff contributions

\*

1	2	3	4	5
---	---	---	---	---

### 8. Budget and Finances

- Develops the annual budget for review and consideration by the Library Board and municipal officials.
- Administers a balanced budget and provides solutions to fiscal difficulties.
- Identifies areas of cost savings including areas of collaboration or outsourcing that may be fiscally prudent.
- Follows all financial policies and procedures as outlined by the Library Board.
- Provides financial reporting on a regular basis in accordance with state law.
- Seeks supplemental funding for the library through donations and grants.

\*

1	2	3	4	5
---	---	---	---	---

### 9. Collections and Services

- Oversees the Library's collection development plan. Supervises the selection, purchase and withdrawal of library materials.
- Coordinates and directs a balanced program of library services and technologies.
- Analyzes user trends and data to ensure the effectiveness of library services in relation to the changing needs of the community.
- Maintains and shares circulation, programming and usage statistics as requested by the Library Board and required by the State of Wisconsin.

\*

1	2	3	4	5
---	---	---	---	---

### 10. Facility and Technology Maintenance

- Buildings and grounds are adequately maintained.
- Service contracts are reviewed on a regular basis and expenditures remain on budget.

\*

1	2	3	4	5
---	---	---	---	---

### 11. Community Engagement

- Establishes and maintains effective working relationships with community organizations, government and other libraries.
- Actively works to support the efforts of the Friends of the Pewaukee Public Library and Pewaukee Public Library Foundation.
- Represents the Library at professional conferences and other local meetings held by government and library organizations.

\*

1	2	3	4	5
---	---	---	---	---

### 12. Question 5 - 11 : Job Specific Performance Factors Comments

### 13. 2022 Goals \*

1	2	3	4	5
---	---	---	---	---

### 14. 2022 Goals Comments

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## Library Director's Review - Receiptants of Survey 2023 DRAFT

Last Name	First Name	Position	Email address
Branske	Eric	Library Employee	ebranske@pewaukeelibrary.org
Castro	Lisa	Library Employee	lcastro@pewaukeelibrary.org
Clark	Ian	Library Trustee	clark@pewaukee.wi.us
Dunn	JoAnn	Library Employee	jdunn@pewaukeelibrary.org
George	Sandy	Library Employee	sgeorge@pewaukeelibrary.org
Gosse	Scott	Village Administrator	gosse@villageofpewaukeewi.gov
Jansen	Lisa	Library Trustee	lisajansen1034@att.net
Kassnel	Jeff	Library Employee	jkassnel@pewaukeelibrary.org
Kennedy	Karol	Director, Bridges Library System	kkennedy@bridgeslibrarysystem.org
Klein	Scott	City Administrator	sklein@pewaukee.wi.us
Krasovich	Chris	Library Trustee	ckrasovich@villageofpewaukee.com
Kutschenreuter	Emma	Library Employee	admin@pewaukeelibrary.org
Levenhagen	Stacey	Library Employee	slevenhagen@pewaukeelibrary.org
Miller	Leslie	Library Trustee	lmiller71187@yahoo.com
Moore	Deanna	Library Employee	dmoore@pewaukeelibrary.org
Muchowski	Laura	Library Trustee	lmuchowski@wi.rr.com
Nelson	Kelly	Library Employee	knelson@pewaukeelibrary.org
Noll	Dale	Library Trustee	pewaukeepatriot@gmail.com
Schieber	Abbie	Library Employee	aschieber@pewaukeelibrary.org
Schmudlach	Nicolas	Library Employee	nschmudlach@pewaukeelibrary.org
Vuckovich	Sue	Library Employee	svuckovich@pewaukeelibrary.org
Wegener	Jenny	Library Employee	jwegener@pewaukeelibrary.org
Whalen	JoLynne	Library Employee	jwhalen@pewaukeelibrary.org
Wildman	Karen	Library Trustee	wildmanfam@gmail.com
Zimmermann	Debbie	Library Employee	dzimmermann@pewaukeelibrary.org

**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:	Pewaukee			
Description	Annual Report Reference	2022 Actuals (Per Annual Report)	2023 Municipal Adopted Budget	Library Notes or Comments
<b>Revenues</b>				
Local Municipal Library Operating Revenue	Section V, 1 (for 2022) and Section V, 9 (for 2023)	\$1,101,771	\$1,134,539	
Home County Operating Revenue	Section V, 2(a)	\$102,070	\$108,996	
Other County Payments for Library Services	Section V, 2(b)	\$2,942	\$3,145	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$4,563	\$3,101	
Federal Funds	Section V, 4	\$1,858	\$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	\$55,555	\$16,210	
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			
<b>Total Revenues</b>		<b>\$1,268,759</b>	<b>\$1,265,991</b>	
<b>Expenditures</b>				
Operating Expenditures	Section VI, 6	\$1,248,515	\$1,249,138	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
<b>Total Operating Expenditures</b>		<b>\$1,248,515</b>	<b>\$1,249,138</b>	
Library Capital and Debt	Section VII (1 & 2)	\$0	\$0	
<b>Total Expenditures</b>		<b>\$1,248,515</b>	<b>\$1,249,138</b>	

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

# **Library Director's 2022 In Review**

## **Human Resources**

- Revised and restructured the Department Head Positions and Job Descriptions. All department heads now hold a professional degree in Library Science.
- New Hires: Administrative Assistant, Adult Services Manager, Adult Librarian (full-time and part-time), Circulation Clerk (2 new employees), Pages (2 new employees).
- Revision and update of the salary scale. Including the raising of the minimum pay for a Page from \$8.00 to \$10.00/hour.

## **Continuing Education/Training**

- Staff development days.
- Continued online cyber security training through InfoSec.
- Attended a variety of continuing education events including the Library Director's Development Day and the Wisconsin Library Association Conference.

## **Technology**

- Simplified email addresses to pewaukeelibrary.org and implemented 2 step verification.
- Replaced 8 public PCs and added 4 new chromebooks for public use. We now meet the standard for public computers in the Library.
- Replaced the Library's Server.
- New payroll and bill processing system.

## **Building Maintenance**

- Shelving swap between children's and adult library. Open space created in the Children's Room.
- New furniture for Children's Room

## **Services/Programming/Marketing/Outreach**

- Return to complete in person programming
- Served as the President of APL
- New newsletter software and marketing program with LibraryAware.
- New collection: boardgames

## **Policies**

- Meeting Room Policy (minor update)
- Code of Conduct (complete revision)
- Credit Card Policy (new)
- Mobile Library Policy & Agreement (new)
- Borrowing Library Materials Policy (minor update)
- Posting & Distribution Policy (minor update)
- Public Computer Internet and WIFI Policy and Acceptable Use Agreement (complete revision)
- Children in the Library (complete revision)

**Proposed Goals for 2023**

1. Find innovative ways to improve staff productivity with technology and process improvements.
2. Continue to revitalize public desk staffing with the opening of the Children's Room to the main space.
3. Create a comprehensive plan for capital expenses.
4. Create a digital archive of Library Board documents.
5. Create a library of things collection
6. Continue to support efforts to development a new Joint Library Agreement.

# Dealing with Challenges to Materials and Policies

One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.<sup>5</sup> This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

## The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

### In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

<sup>5</sup> While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

## The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

## Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

## Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

## Sources of Additional Information

- Attached [Sample Complaint/Concern Form](#)
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://ccbc.education.wisc.edu/freedom/ifservices.asp>
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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## Sample Complaint / Concern Form \*

Your complaint or concern is about (please check):

- Book
- Audio item
- Video item
- Internet website
- Library policy
- Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: \_\_\_\_\_

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

\* Sometimes called a material reconsideration or challenge policy.

## Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.\*
3. Write the person who filed the complaint with a decision and explanation within \_\_\_\_days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.\*

---

\*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

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# COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

## PURPOSE

The Pewaukee Public Library [Library] strives to maintain a diverse and balanced collection of materials that serves the recreational, educational and informational needs of its community. This policy is a statement of the principles and guidelines adopted by the Board of Trustees and staff at the Library in the selection, acquisition, evaluation and maintenance of all of its library materials. This policy will ensure that consistent principles are used by staff when making collection development and management decisions. Also, this policy is to inform the public of the principles upon which collection development and management decisions are based.

## GOALS OF COLLECTION DEVELOPMENT AND MANAGEMENT

Collection development and management is an ongoing process of deciding what materials will be added to the collection, how materials should be organized and cataloged, and evaluating what owned materials should be retained, replaced or deselected. The goal of collection development is to ensure that the collection of materials meets the majority of the cultural, informational, educational and recreational needs of those in the Library's service area. It is also to ensure that the collection is maintained in good physical condition, the size of the collection is appropriate for the building and the community served, and the collections remains current and relevant.

## INTELLECTUAL FREEDOM

The Library is committed to protecting intellectual freedom, which the American Library Association defines as "the right of every individual to both seek and receive information from all points of view without restriction as defined by the American Library Association." The Library is further guided by a long line of First Amendment jurisprudence which holds that freedom of speech includes both the dissemination and receipt of information and ideas. The Board of Trustees affirms the American Library Association's Library Bill of Rights and The Freedom to Read Statement in support of acquiring and managing collections. Materials will be carefully selected to ensure that these rights are protected.

## RESPONSIBILITY FOR THE COLLECTION

Responsibility for the collection development program, including planning, development, maintenance, budgeting and evaluating the collection is the responsibility of the Library Director. The Library Director will delegate a variety of responsibilities to staff. The Library Director and staff will apply the policies adopted in this policy when making collection development and management decisions.

## SELECTION CRITERIA

Due to a variety of limitations, staff are selective in what they purchase and add to the Library's collection. Selection is based on the merits of a work to the needs, interests and demands of the community.

Staff make selection decisions using their professional judgement. To help them in the selection process, staff may consult reviews from professional journals, popular magazines, newspapers, nonprint media, subject bibliographies and recommended lists, publishers' catalogs, staff and user requests and professional websites.

Staff follow these principles when selecting materials:

- Depth of material in a given subject area
- Prominence, authority and/or competence of author, creator or publisher
- Patron interest in a topic, subject area, or author
- Representation of diverse points of view
- Timeliness and currency of information
- Relation to existing collections
- Price, format and ease of use
- Scarcity of information on the subject
- Availability of material elsewhere in the community and library system
- Popular demand, interest or need
- Physical limitations of the library space
- Duplication of materials already in the collection
- Special needs of library patrons for materials in accessible formats

### **PLACEMENT OF MATERIALS**

Placement of materials in the Library is based on appropriate age groupings, format and assigned classifications. Staff are responsible for choosing which collection would be the most appropriate for the material. Age appropriateness of the material is given high consideration and the Library maintains separate collections for children, young adults and adults. All materials are shelved on open shelves, freely and easily accessible to the public.

### **GIFTS AND DONATIONS**

All gifts to the Library are subject to the Library's Gift and Donations Policy.

### **SELF-PUBLISHED BOOKS**

Self-published books are defined as books that are published by the author without the use of a traditional book publisher and/or are published at the expense of the author. Staff may purchase self-published materials to add to the Library's collection. These materials will be required to meet the selection criteria outlined in this policy.

An author may choose to gift their self-published book to the Library but the Library can only accept a gift with the understanding that the donation is also subject to the Library's Gift and Donations Policy. Conditional gifts will not be accepted. Library staff will not review a self-published book and will not provide an author with an evaluation or critique of their published material.

### **USER REQUESTS FOR PURCHASE**

The Library accepts user suggestions, comments and ideas about the collection and its development. High priority will be given to purchase requests from users. A staff member will be assigned to evaluate the request. If an item is to be purchased, it will be required to meet the selection criteria outlined in this policy. If a suggested title does not meet the required standards, staff may choose to forgo the purchase or to substitute a more appropriate title to fill a void in the Library's collection.

### **COLLECTION MAINTENANCE**

The Library's collection is not archival and will be reviewed and revised on an on-going basis. Deselection of materials from the collection is a vital part of successful collection maintenance. Items are regularly removed to keep the collection current, accurate and appealing.

Staff follow these principles when deselecting materials:

- Physical condition
- Publishing date
- Frequency of circulation
- Duplication of content or subject area
- Space limitations
- Availability of newer or more current titles in the subject area
- Accuracy and timeliness of the publication

“Last copy” status is not a consideration. Deselected materials will be disposed of or given to the Friends of the Library.

### **RESPONSIBILITY FOR MINOR’S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor’s use of its materials to each minor’s parent or guardian. Parents and guardians are strongly encouraged to monitor their own child’s reading, viewing and listening, and to be aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child’s access to certain categories of the Library collection, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library’s Privacy of Library Records and Use Policy govern the information about a minor’s library records that may be given to a parent or guardian.

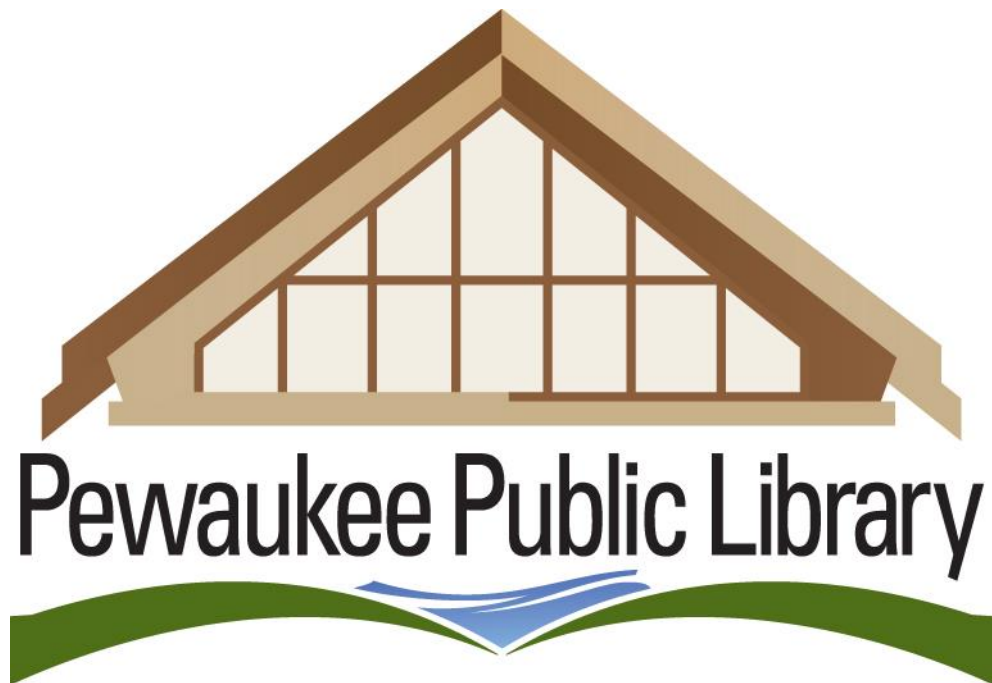
### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Library recognizes that differences of opinion may arise regarding the suitability or location of a material. Recognizing that a diversity of materials may result in some requests for reconsideration and in order to be responsive to the concerns of the community, the Board of Trustees has adopted a Request for Reconsideration of Library Materials Procedure and Request for Reconsideration of Library Materials Form. The procedure will be followed if a patron would like to make a formal request that an item be removed from the Library or relocated within the Library’s collection. The patron making the request must be current resident of either the City of Pewaukee or the Village of Pewaukee. The Library will not accept reconsideration requests for materials that have been formally reconsidered by the Board within the past three years. This procedure will ensure that all concerns are handled in a consistent, formal and attentive manner.



Adopted by the Board of Trustees:

Pewaukee Public Library  
Collection Development Plan



Created by Jennie J. Stoltz, Library Director  
Beth Savagian, Assistant Director & Head of Adult Services  
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## **I. Introduction**

### **A. Purposes**

The Collection Development Plan of the Pewaukee Public Library sets forth the guiding principles for acquiring new materials, and evaluating, replacing or eliminating materials in the collection on an ongoing basis. It also serves as a guide to ensure that the collection grows in a deliberate and balanced way. As such it is intended first to serve as a planning tool to assist Library staff in their work building collections responsive to community needs and in consonance with the purpose, mission, roles and goals of the Library.

This Plan is reviewed regularly by the Library Director and Library Staff and takes into consideration such factors as 1) the needs and interests of the community, 2) the facilities available for proper storage and preservation, 3) financial resources of the Library, 4) the Library's existing collection, 5) popular demand for materials, and 6) the availability of desired items in other library collections.

### **B. Community Profile**

The Pewaukee Public Library is a joint library that serves both the Village and City of Pewaukee which are located 30 minutes west of Milwaukee. The combined population of the two communities is approximately 22,200, of which 12,781 (as of December, 2017) have library cards. The population is expected to be nearly 31,000 by the year 2025. The median household income for the City of Pewaukee is \$83,998, and for the Village of Pewaukee the median is \$57,321. The median age is 42. The population has an ethnic composition of approximately 91% Caucasian, 4% Hispanic, 2.5% Asian, 1.5% Black, and the remaining American Indian, Hawaiian & other Pacific Islander, or two or more races. Ninety-eight percent of the adult population are high school graduates and nearly 40% hold Bachelor's Degrees or higher. The community has an excellent school system. Pewaukee High School is ranked 20<sup>th</sup> in the State of Wisconsin and 850<sup>th</sup> in National Rankings on the Best High Schools Rankings for US News and World Reports. Ninety-five percent of the students from Pewaukee High School graduate and 64.3% of the 2017 class met the college and career readiness benchmark on the state ACT. Over 300 students take 596 AP exams. In summary, this is a prosperous, highly educated community that expects high quality services from its library. \*

(\*Statistics from the United States Census Bureau and DATA USA)

## **II. Principles**

### **A. Mission Statement**

The Purpose of the Pewaukee Public Library is to provide our community with carefully selected books and other materials to aid in the pursuit of education, information, research, recreation, and the creative use of leisure time.

### **B. Vision Statement**

The people of the greater Pewaukee area will:

- Have the information they need to succeed at work, school, and in their personal lives;

- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and enrich the quality of their leisure time;
- Discover the joy of reading and develop a love of learning;
- Enjoy access to electronic resources and receive guidance in developing the skills needed to obtain this material in an technological ever changing world;
- Think of Pewaukee's Public Library as a center point of community life that connects and unites people.

### **III. Practices**

#### **A. Scope of the Collection**

The Library's collection is predominantly targeted to an English speaking audience. The most used elements of the collection are books (hardcover, paperbacks, and digital), audio books on CD, DVDs, music compact discs, and periodicals.

The Library also provides access to several online resources through a collaborative agreement arranged by the Bridges Library System. This includes databases such as Reference USA, Consumer Reports Online, Ancestry Library Edition, and Heritage Quest. Bridges Library System has also coordinated shared purchasing of special online services such as Gale Courses, online instructor-led classes and Flipster, digital magazines.

Local history and genealogical materials relating to the Pewaukee area, both current and retrospective, are sought for the local history collection.

#### **B. Selection**

Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interests of the individuals who use the Library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budgetary and spatial considerations and the availability and accessibility of alternative information resources.

#### **C. Responsibility for Selection**

Ultimate responsibility for materials selection decisions which shape the development of the collections rests with the Director, who functions within the policies established by the Board of Trustees of the Pewaukee Public Library. The Director allocates the budget and delegates responsibility for and oversight of the collections to the Department Heads, who monitor selection of materials as well as budget expenditures. Selection of materials is done by the Department Heads and staff members assigned to specific collection areas. To assure the acquisition of resources desired by Library users, customer suggestions are always considered for addition to the collection.

## D. General Considerations

Selection generally attempts to meet the needs of the lay person rather than the technical or scholastic specialist. Every attempt is made to balance special group interests with general demands while maintaining an awareness of an individual item's political and social significance and its importance as a record of the times. The Library attempts to provide differing viewpoints on all major issues of interest to its public. Inclusion of a particular item does not indicate endorsement of its contents but, rather, is an acknowledgement of the existence of a point of view.

The Library recognizes that some materials, both fiction and non-fiction, may be offensive to individuals or groups for a variety of reasons, including language and incidents that might be perceived as distasteful; the social, economic and political ideas expressed; religious viewpoints; the background of the author; the kinds of information provided; illustrations and photographs; or other reasons. Selection is not made on the basis of anticipated approval or disapproval but solely on the merits of the selected work in relation to building the collection to serve the interests of all our users. No item in the Library's collection is marked or identified to indicate approval or disapproval of its contents or to restrict its use except for the purpose of protecting it from damage or theft and in the case of R-rated movies, which are limited to individuals holding adult library cards. Individual borrowers must be responsible for their own choices when borrowing library materials.

Responsibility for the reading choices of children rests solely with their parents or legal guardians. The Youth Services staff will provide guidance whenever possible, but they are not responsible for children's or young adult's reading or viewing choices while they are in the library. Selection of, or access to, materials in the adult collection is not restricted, and it is possible that children may obtain materials which their parents or legal guardians might consider inappropriate. The Library encourages all parents or legal guardians to establish guidelines for their children's use of library materials and services.

## E. Selection Criteria

Librarians exercise judgment using their experience and expertise in the application of the following Criteria for Materials Selection and make acquisition decisions as objectively as possible. Evaluation of a work includes the entire work, not just individual parts of the work. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances. Contextual considerations – budgetary and spatial availability, interlibrary loan availability – also shape the selection process.

The library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

### 1. For Nonfiction:

- a) authority and competence in presentation
- b) high standards of quality and accuracy of content
- c) good reviews in standard review media
- d) current interest, usefulness and timeliness
- e) readability and clarity of presentation
- f) format, durability, and ease of use

- g) price and availability
- h) popular demand and patron requests
- i) copyright dates
- j) local interest
- k) relevance and permanent value
- l) newer editions of titles already in the collection
- m) replacements/new editions for lost, missing, long overdue, or worn material

2. For Fiction:

- a) originality, imagination, and artistic expression
- b) sustained interest
- c) consistency of characterization
- d) good reviews in standard review media
- e) popular demand and patron requests
- f) popular authors and genres
- g) local interest
- h) copyright date

F. Review Sources

Librarians use a variety of tools to aid in awareness and selection of materials, including such sources as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, publishers' catalogs, purchase alerts, websites, sales representatives and patron and staff recommendations.

Selection publications include but are not limited to:

- |                         |                            |
|-------------------------|----------------------------|
| Baker & Taylor Forecast | Milwaukee Journal Sentinel |
| Booklist                | New York Times Book Review |
| Horn Book               | VOYA                       |
| Library Journal         | Wall Street Journal        |
| Publisher's Weekly      | Annual "best of" lists     |
| School Library Journal  |                            |

Selection websites include but are not limited to:

- Amazon.com
- Audiofilemagazine.com
- Baker & Taylor
- Freshfiction.com

G. Selection for Children

The goal of materials selection for children is to make available materials which suit their varied interests, ages, and reading abilities. The Children's collections feature highly recommended picture books for preschoolers and popular fiction for school aged children. Children's nonfiction is selected with the goal to provide works reflecting diverse views on a wide range of topics, as well as to complement the curriculum and homework needs of students in elementary through middle school. The collections for children are carefully chosen with an emphasis on materials that entertain, develop reading ability, curiosity, and creativity.

## H. Selection for Young Adult

The Young Adult Collections serve young people from approximately seventh through twelfth grades. This collection of novels, nonfiction, graphic novels, and audio books is selected for their special appeal to this age group and to provide a bridge between the Children's and Adult Collections. The Library also attempts to provide titles that appear on school reading lists. Many of the same criteria are applied in the selection of materials for young adults as are applied to adult materials, while bearing in mind the age groups which they will serve.

## I. New Formats

As old formats are phased out, new formats must be considered for addition to the Library's collection, such as downloadable audio books, electronic books and Internet databases. New formats may be considered for the collection when national surveys and local requests indicate a significant portion of the community has the necessary technology to make use of the format, while always keeping in mind the constraints of the Library's budget. Availability of items in the format, cost per item, and the Library's ability to handle the items will also be factors in determining whether a new format will be collected and when the new collection will be implemented. Similar considerations will influence deletion of a format from the collection. Addition of new formats may necessitate the elimination of older formats, in order to meet budgetary or spatial needs.

## J. Special Collections

### *1. Browsing Collections*

Currently there are two browsing collections. The Browsing Book Collection is a mix of the most popular, best-selling fiction and nonfiction books and the Browsing DVD Collection is a selection of the most popular, high demand DVDs. Both collections contain secondary or additional copies of items already owned by the Library. These items are set up in the catalog so that holds cannot be placed on them. The intent of the collections is to allow patrons to find highly popular materials on the shelf, materials which have long waiting lists. In order to comply with statutory requirements and system agreements, the Library needs to make sure that for every non-holdable browsing copy there is a regular copy that is able to have a hold placed.

### *2. Reference*

The adult and children's reference areas of the library consist of items that do not circulate because they are necessary for answering questions asked by our patrons, as well as being immediately available for in-library research by students or other individuals. They range from inexpensive items such as paperback informational almanacs to expensive titles such as specialized encyclopedias. The content ranges from basic to beginning research levels. As information has become more freely accessible on the Internet, corresponding print volumes have been eliminated from the reference collection or have been moved into the circulating collection.

### *3. Serials*

The Library acquires magazines and newspapers for recreational reading as well as informational and business use. Every attempt is made to provide a balanced collection in terms of political, informational, and cultural interests. Titles are evaluated annually for current usage, relevancy to the collection and our patrons, current appeal, and budgetary and spatial needs.

Magazine back issues are generally retained for one year plus the current year. There are currently four exceptions to this rule – Milwaukee Magazine, National Geographic, and Consumer Report in the adult periodicals collection and Cobblestone Magazine in the Juvenile periodical collection.

Newspapers are retained for one month plus the current month. Periodical titles that the Library does not own or retain can often be found at the BLS resource library (Waukesha Public Library) or at one of the other member libraries of the Bridges Library System.

#### *4. Audio-visual collections*

Audiobooks for adults, young adults and children are acquired in CD format. Additional audiobook titles are available in digital format through Wisconsin's Digital Library, which the Pewaukee Public Library helps fund. These collections include both fiction and non-fiction titles.

Video recordings are purchased in DVD format with some titles also in Blu-ray format. Fiction titles are selected to include current titles which have received critical acclaim or achieved commercial success, as well as classic titles which have stood the test of time. The non-fiction video collection includes documentaries and instructional titles, as well as travel series and entertainment items. A small collection of video titles are available in digital format through Wisconsin's Digital Library.

#### *5. Large Print Books*

Large print books are acquired in both fiction and non-fiction titles. The fiction collection includes all genres. Titles, both fiction and non-fiction, are selected based on their popularity in the regular print collection.

#### *6. Kits*

Combined groups of material, often a juvenile book and audiobook, are circulated in hanging bags and referred to as "kits."

#### *7. Local History Collection*

This special collection was created to gather together books on Pewaukee, Lake Country, and county topics, such as local history as well as the history of the State of Wisconsin and specialty travel materials for Wisconsin. A special oral history project was compiled by Mary Schwister. This project is a 19 volume set that includes recordings of nearly 100 interviews with many individuals from the Pewaukee area. Also included are transcripts of the interviews and photos and other historical documents to accompany the interviews.

#### K. Local Authors

Every attempt is made to acquire titles by local authors whose works are available through our usual vendors. Titles that are self-published and will be added if they meet our selection criteria and our Collection Development Plan. Print-on-demand titles will be added when necessary.

#### L. Interlibrary Loan

The Pewaukee Public Library strives to provide a balanced and comprehensive collection to meet the library needs of the community, within the confines of its budget. Interlibrary loan allows Pewaukee Library patrons access to materials not contained in the collection of the Pewaukee Library. The Library supplements its own resources with materials borrowed from other libraries, both as a member of a shared library system, the Bridges Library System (BLS), as well as through access to items throughout the state of Wisconsin, and beyond, via Interlibrary Loan. In return, the Pewaukee Public Library agrees to lend its materials to other libraries through the same statewide interlibrary loan network, as well as through the shared system of BLS. Every effort is made to locate and borrow from other libraries those specialized materials that are beyond the scope of the Library's collection.

#### M. Gifts

The Library welcomes gifts of books and other materials with the understanding that they are accepted with no conditions governing their use, location, or disposal. The same criteria are applied to gifts as are applied to purchased items in determining their suitability for the collection. Gifts of all types are considered with the explicit understanding that the library may choose not to add them to the collection for a variety of reasons (e.g. inadequate shelf space, duplication of titles or subject matter; high cost of processing; physical condition; insufficient community interest; etc.). Gift items which are not added to the collection are made available to the Friends of the Library for their book sales. Children's books which are not added to the collection and that are in good condition may be used as incentives for the library's Summer programs.

#### O. Requests for Purchase

The Library accepts requests for purchase of materials. Such requests will be subject to the same criteria for selection as other purchased materials per the Collection Development Plan.

#### P. Reconsideration of Materials

The Library will reconsider materials in its collection upon written request. Individuals wishing to submit a title for reconsideration may use the "Request for Reconsideration of Library Materials" (See Appendix E) form available on the policy page of the Library's website. Receipt of formal requests will be acknowledged by the Library Director. Appropriate selectors review each request and the materials challenged. The selectors submit a written recommendation to the Director who then communicates a decision and the reason for it, in writing, to the person who initiated the request for reconsideration. In the event that the person is not satisfied with the decision of the director, s/he may appeal it to the Board of Trustees.

#### Q. Evaluation of the Collection

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of both Pewaukee communities, the collection requires continuous evaluation. Therefore, a systematic weeding of the collection by selectors should be done on a rotational basis. Some subject areas where currency is very important, e.g. medicine, law and travel, are weeded with more frequency than other areas such as cooking or literature. Systematic evaluation and weeding of the collection allows selectors to keep the collection responsive to customers' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies damaged items, ephemeral materials no longer useful, out-of-date materials, extra copies not being used, materials no longer appropriate for the collection, and subjects, titles, or authors no longer of interest to the community.

Weeding also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other area libraries are considered in making de-selection decisions. Withdrawn materials in good condition are given to the Friends of the Pewaukee Public Library for consideration to sell with the profit coming back to the Library for special programs, projects, or collections.. Selected periodicals withdrawn at the beginning of each year also are given to the Friends of the Library to sell. *No materials will be held for or given to individuals.*

A stock evaluation is an in-depth look at one or more Dewey Classification Schedules each year. This exercise involves examining each item and determining its use history from the circulation statistics. The elements evaluated include but are not limited to:

- Currency of information
- Levels of information
- Physical appearance of materials
- Frequency of use
- Relevance to area school curriculum
- Needs of Library patrons

#### R. Schedule for the Evaluation of the Collections

Weeding is the process of removing books and other materials from the collection that normally fall under the MUSTIE Guidelines outlined in *CREW: A Weeding Manual for Modern Libraries* (available online at <http://tsl.state.tx.us/ld/pubs/crew/>). Although the MUSTIE factors are only guidelines—and do not take the place of a librarian’s professional judgment—they might prove useful for those new to the weeding process. By: Belinda Boon, MLIS, PhD, Assistant Professor, Kent State University School of Library & Information Science

*M for Misleading* : The information is inaccurate or out of date. There are many classic examples of these types of materials, such as the book with a 1959 publication date assuring readers that “one day, man will go to the moon!” (I actually weeded this very book from the children’s department in a rural public library in Kentucky during a workshop in 2005.) Aside from obviously dated titles like these, library staff should be on the lookout for older editions of medical, financial, and travel books, information which goes out of date very quickly. A ten-year-old book on Cancer treatment will not supply the library patron with the accurate information they need, nor will a five-year-old book on U.S. tax law. In cases such as this, circulation statistics do not tell the whole story. People who have been diagnosed with a serious illness, or who have loved ones suffering from that illness, will check out anything they can find—even books with inaccurate information—just to have something on the topic. Chances are they won’t bother to check the copyright date. It is the responsibility of the library staff to ensure that accurate and timely information is available to patrons who need it. For the most part, the removal of books and materials in this category also is easy to justify.

*U for Ugly* : The materials are worn, tattered, or mildewed. These materials are easy to spot and their removal from the collection is easy to justify. The most obtuse of county commissioners can be persuaded that a book covered with mildew or damaged by water should be discarded. Rule of thumb: if it looks like you need to put on latex gloves to pick it up, chances are no one else will want to pick it up either. When dealing with collections that have not been weeded in five or ten years—or in your lifetime—consider going through the

entire collection and pulling out all the ratty looking books. Once this is done the collection will immediately take on a fresher, cleaner look.

*S for Superseded* : When a title has been replaced by a newer edition, newer format, or newer title. Note that many reference titles—among them Bartlett’s Familiar Quotations and Webster’s New Biographical Dictionary—are not superseded by later editions. Instead, the newer editions supplement the older works.

*T for Trivial* : The material is not well written. This is often the case when sudden world events occur, such as the terrorist attacks on 9/11. Publishers will scramble to put out something on the topic because of the high interest from the public. Six months or a year down the road they will issue another title that has been thoughtfully written and researched. At this point, the library should discard the older work and add the newer title.

*I for Irrelevant* : If the library owns a book on Learjet repair and no one in the community own a Learjet; there won’t be any need for it. This is an exaggerated example, but this idea reflects the need for library staff to be familiar with the needs of the library’s community of users. Something of great interest to one community may fall flat in another. Books and materials in this category can be difficult to spot. They may be brand new books with accurate and up-to-date information and attractive covers, but for some reason these items aren’t of interest to the library’s community of users. This is a common occurrence in school library collections. A young and enthusiastic teacher may work with the librarian all year to build up a collection in her area of expertise; when she leaves at the end of the school year another teacher is hired to teach that subject—one who uses a completely different approach to the topic and needs different titles to support her teaching. Library shelf space is valuable real estate, and few libraries can afford to let unused materials languish in the stacks. Happily, in cases such as this, teachers are almost always happy to receive books for their classroom collections, freeing up needed space in the library.

*E for May be obtained Elsewhere* : The same information is available in another format or title OR if you belong to a consortium, you may not want titles that are readily available in mass quantities at other libraries—you can interlibrary loan.

Rather than create a set schedule within this document, it is recommended that the ~~Assistant Director~~Head of Adult Services and the Head of Youth Services create their own weeding schedules which they will share with their staff who are responsible for collection development. These schedules should be re-evaluated on an annual basis, since some weeding schedules may need to be shifted.

## T. Multiple Copies

The Library buys multiple copies of print materials that have high patron demand (e.g. current best sellers). For titles expected to generate numerous reserves, the library tries to anticipate demand by buying multiple copies in order to have at least one print copy for every five to seven reserves by Pewaukee Library cardholders. In popular nonfiction subject areas selectors try to have a variety of titles with possible duplicates of the most requested titles. Additional copies of these high demand items may also be purchased for the Pewaukee Library browsing collections. As previously stated, these browsing items cannot be held, thereby allowing availability of these popular materials to Pewaukee Library patrons who do not wish to wait on long reserve lists. When the popularity of a DVD title begins to decrease the item is moved into the regular DVD collection.

## U. Worn Materials

Staff members are always inspecting materials for wear. Items that are returned to the library which have become worn from use may be set aside by Circulation staff for later evaluation by Youth or Adult Services staff. Items discovered on the shelf by staff or library pages are also set aside for evaluation. Selectors examine these items on a regular basis determining whether an item should be mended, replaced or withdrawn.

Replacement of an item will be determined by the appropriately assigned staff member with consideration to whether:

- The item is still available and can be replaced
- Another item or format might better serve the same purpose
- There remains sufficient need to replace that item
- Updated, newer or revised materials better replace a given item
- The item has historical value
- Another agency could better provide that or a comparable item

## **IV. Appendices**

### A. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948; Amended February 2, 1961; June 27, 1967; January 23, 1980 by the ALA Council.*

## B. Freedom to Read

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights:

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*Excerpted from a joint statement by the American Library Association and the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972; January 16, 1991 by the ALA Council and the AAP Freedom to Read Committee.*

### C. Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium or expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials, because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Originally drafted by the Educational Film Library Association's Freedom to View Committee, and adopted by the EFLA Board of Directors in February 1979.

*Adopted by American Library Association on June 28, 1979, endorsed by the ALA Council January 10, 1990.*

### D. Libraries: an American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;

- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

*Adopted by the Council of the American Library Association February 3, 1999*

E. Request for Reconsideration of Library Materials

Pewaukee Public Library  
Request for Reconsideration of Library Materials

The trustees of the Pewaukee Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Date:	
Name:	
Address:	
City:	State/Zip:
Phone:	Email:

Do you represent yourself?   
An Organization?  Name of the Organization: \_\_\_\_\_

Please provide as much information as you can about the item on which you are commenting:

Title:
Author:
Publisher:
Book (ebook) <input type="checkbox"/> Movie <input type="checkbox"/> Magazine <input type="checkbox"/> Audiobook <input type="checkbox"/> Music CD <input type="checkbox"/> Digital Resource <input type="checkbox"/> Other <input type="checkbox"/> Please list format:

Please answer the following questions. Feel free to use additional sheets of paper and attach them to this form.

1. What brought this resource to your attention? (optional)

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2. Did you read the entire book or listen to/watch the entire selection? If not, what sections did you review?

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3. Describe your concerns about the resource?

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4. What specific pages/sections illustrate your concerns?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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7. Are you aware of the judgment of this work by professional critics?

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Adopted by the Pewaukee Public Library Board of Trustees: February 20, 2019; Dale Noll,  
Library Board President

Pewaukee Public Library  
Request for Reconsideration of Library Materials

Date:	
Name:	
Address:	
City:	State/Zip:
Phone:	Email:

Do you represent yourself?   
An Organization?  Name of the Organization: \_\_\_\_\_

Do you have a valid CAFÉ library card?  Yes  No

Please provide as much information as you can about the item on which you are commenting:

Title:
Author:
Publisher:
Book <input type="checkbox"/> Movie <input type="checkbox"/> Magazine <input type="checkbox"/> Audiobook <input type="checkbox"/> Music CD <input type="checkbox"/> Digital Resource <input type="checkbox"/> Other <input type="checkbox"/> Please list format:

Please answer the following questions.

1. What brought the item to your attention?

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2. Did you read/listen to/view the entire work?  Yes  No  
If not, what parts did you review?

---

3. What do you find objectionable in this work? Please be specific regarding the portion objected to (e.g. cite pages or timestamp) and the basis of the objection (e.g. collection location/developmental appropriateness, illegal subject matter, intellectual property violation, incitement to violence, etc.).

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4. What do you feel might be the result of reading/listening/viewing this work?

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5. If applicable, for what age group do you believe this book should be catalogued or classified?

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6. Are there resource(s) you suggest to provide additional review(s) and/or critique(s) of this work?

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7. What action would you recommend the Library take regarding this material?

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8. Do you have suggestions for other materials that the Library should consider on the subject matter covered by this work?

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Adopted by the Board of Trustees:

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

1. The patron must complete and return the Request for Reconsideration of Library Materials form to the Library Director [Director] at the Pewaukee Public Library.
2. Upon receipt of the request, the Director will form an advisory Ad Hoc Committee [Committee] to evaluate the material and provide input so that the Director can make a decision regarding the disposition of the material. The Director will serve as the committee chair. The Committee will consist of:
  - a. The Director
  - b. The manager who supervises that collection (Adult Services or Youth Services Manager)
  - c. A full-time staff member whose name is drawn at random
3. Each member of the Committee will:
  - a. Review the Request for Reconsideration of the Library Materials form.
  - b. Read (view, etc.) the material in question in its entirety.
  - c. Consult journals, magazines newspapers and other resources for reviews of the material.
  - d. Submit in writing their recommendation to the Director.
4. The Director will make a decision regarding the disposition of the material. The Director will communicate this decision, along with reasons for it, in writing to the individual who initiated the request.
5. If the individual desires to appeal the decision of the Director, they may submit a written appeal to the Library Board of Trustees [Board] within ten business days. The Board will address the written appeal in open session at their next regularly scheduled meeting, or at the succeeding meeting if the appeal was not timely received for inclusion on the Board's agenda. In considering the appeal, the Board will primarily be guided by whether the subject material's acquisition, continuation or particular location within the Library's collections complies with the Library's Collection Development and Management Policy and whether the staff followed the Request for Reconsideration of Library Materials Procedure following receipt of the patron's initial request for reconsideration. However, the Board may, in its sole discretion, consider additional factors before issuing a determination on appeal, including but not limited to applicable laws, other Library policies, and the remedies available. The Board shall vote to either uphold, overrule or modify the decision of the Director. The decision of the Board is final and subsequent requests for reconsideration of a material that was subject to reconsideration by the Board shall not be accepted by the Library for three (3) years following the Board's decision.
6. During this entire process, the material in question will remain in the Library's collection and will be treated the same as other library material.

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Adopted by the Board of Trustees: