

Monday, June 6, 2022

**5:15 PM
AGENDA**

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the May 2, 2022 meeting.
 - b. Motion to approve the May invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Disposing of surplus library furniture
 - b. Space Needs Study and Downtown Plan
 - c. Book Challenges
6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, May 2, 2022 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Carrie Nelson, Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol

Members not present: Mona Simpspon, Karin Mandli

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the April 4, 2022 meeting.

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the April 4, 2022 meeting. Motion carries 4 - 0 - 1 by acclamation, with Carrie Nelson abstaining.

b. Motion to approve the April invoices

Motion by Member Ken Machtan, second by Member Evan Richards, to approve the April invoices totaling \$41,195.92 Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Welcome new board member Carrie Nelson

b. Election of Library Board Officers

Motion by Village Trustee Carrie Nelson, second by Member Staci Fritz, to approve the slate of Library Board Officers as presented: Ken Machtan, President; Evan Richards, Vice President; Peter Sobol, Secretary/Treasurer. Motion carries 5 - 0 - 0 by acclamation.

c. Library standards and long range plan discussion

6. ADJOURNMENT

Motion by Member Ken Machtan, second by Member Evan Richards, to adjourn at 6:50

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

E. D. Locke public Library

May 2022 Invoices

Row Labels	Sum of Amount	Description
ALLIANT ENERGY	\$2,544.91	Utilities
AMAZON CAPITAL SERVICES	\$1,002.45	Books, CDs, DVDs, Program Supplies
ARAMARK	\$261.65	Mat Rental
BLACK STONE PUBLISHING	\$79.48	Audio Books
CARDMEMBER SERVICES	\$1,735.53	Visa Bill
CORDS, SARAH	\$150.00	Program fee
CORPORATE BUSINESS SYSTEMS	\$384.72	Copier Lease
DEMCO INC	\$182.06	Library Supplies
DR. KAEI SWIFT	\$150.00	Program fee
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
HALL, MICHAEL	\$270.00	Program fee
HIGHLIGHTS FOR CHILDREN	\$41.94	Program Supplies
INGRAM LIBRARY SERVICES	\$2,037.18	Books
LARSON, RON	\$150.00	Program Fee
MICROMARKETING LLC	\$179.99	Audio Books
PROTECTION TECHNOLOGIES	\$215.00	Fire panel monitor repair
SCHILLING SUPPLY COMPANY	\$167.84	Library Supplies
SOUTH CENTRAL LIBRARY SYS	\$1,530.26	Library Supplies
TDS	\$249.28	Phone
WALL STREET JOURNAL	\$233.94	Newspaper Subscription
Grand Total	\$14,265.23	

2022 Budget Update

REVENUES											
		Budget Amount	January Actual	February Actual	March Actual	April Estimated	May Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax	41000	\$ 674,250.00	\$ 674,250.00	\$ -	\$ -	\$ -		\$ 674,250.00	100.00%	42%	
County Library Aids	43000	\$ 325,000.00	\$ 162.01	\$ 70.44	\$ 77.48	\$ -		\$ 309.93	0.10%	42%	
State - COVID 19 Grants		\$ -				\$ -		\$ -			
Library Fines	45000	\$ -	\$ -	\$ 1.10	\$ -	\$ 7.25	\$ 5.00	\$ 13.35			
Interest	48100	\$ 1,000	\$ 188.61	\$ 194.34	\$ 149.42	\$ -		\$ 532.37	53.24%	42%	
Library Fees	46000	\$ 1,500	\$ 9.69	\$ 115.55	\$ 108.75	\$ 276.39	\$ 159.39	\$ 669.77	44.65%	42%	\$ 625.00
		\$ 1,001,750.00	\$ 674,610.31	\$ 381.43	\$ 335.65	\$ 283.64	\$ 164.39	\$ 675,775.42	67.46%	42%	
Expenditures											
								\$ -			
Salaries	110	\$357,250.00	\$ 27,940.45	\$ 26,978.36	\$ 34,492.51	\$ 28,116.82	\$ 28,116.83	\$145,644.97	40.77%	42%	\$ 148,854.17
Part-time	120	\$180,750	\$ 9,818.08	\$ 9,505.19	\$ 11,178.55	\$ 11,069.46	\$ 11,925.72	\$53,497.00	29.60%	42%	\$ 75,312.50
Health Insurance	130	\$106,750	\$ 13,537.89	\$ 9,180.64	\$ 9,180.64	\$ 4,319.30	\$ 9,180.64	\$45,399.11	42.53%	42%	
Retirement	131	\$30,500	\$ 3,285.86	\$ 2,182.46	\$ 2,620.13	\$ 2,252.00	\$ 2,237.96	\$12,578.41	41.24%	42%	\$ 12,708.33
SS/Medicare	132	\$42,000	\$ 4,045.64	\$ 2,663.92	\$ 3,328.72	\$ 2,879.84	\$ 2,895.87	\$15,813.99	37.65%	42%	
Other Benefits	135	\$2,000	\$ 129.58	\$ 86.37	\$ 86.37	\$ 43.16	\$ 86.37	\$431.85	21.59%	42%	
Wage Adjustment	140	\$ 12,250		\$ -	\$ -	\$ -	\$ -	\$0.00	0.00%	42%	\$ 5,104.17
Expense Reimbursement	141	\$ 250		\$ -	\$ -	\$ -	\$ -	\$0.00			
Total Personnel		\$731,750.00	\$ 58,757.50	\$ 50,596.94	\$60,886.92	\$48,680.58	\$54,443.39	\$273,365.33	37.36%	42%	\$ 304,895.83
Support Services	210	\$ 42,000	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00	\$ 13,495.00	32.13%	42%	\$ 17,500.00
Consulting Services	211	\$ 46,000	##### ##	\$ -	\$ -	\$ -	\$ -	\$ 48,274.00	104.94%	42%	\$ 19,166.67
Utilities	220	\$ 28,000	\$ 2,995.62	\$ 3,112.82	\$2,576.56	\$2,549.55	\$2,544.91	\$ 13,779.46	49.21%	42%	\$ 11,666.67
Communication	221	\$ 2,000	\$ 167.37	\$ 163.87	\$624.34	\$373.26	\$299.28	\$ 1,628.12	81.41%	42%	\$ 833.33
Equipment Maintenance	240	\$ 9,000	\$ 2,621.30	\$ 239.67	\$ 145.68	\$ 1,752.44	\$21.15	\$ 3,124.36	34.72%	42%	\$ 3,750.00
Facility Maintenance	242	\$ 23,250	\$ 6,941.77	\$ 644.99	\$ 1,885.86	\$ 269.50	\$319.66	\$ 9,453.62	40.66%	42%	
Other Contractual Services	290	\$ -		\$ 25.00	\$ 358.22	\$ 116.59	\$0.00	\$ 499.81	2.15%	42%	\$ 9,687.50
Total Services		\$ 150,250.00	\$ 63,699.06	\$ 6,885.35	\$ 8,289.66	\$ 7,760.34	\$ 5,884.00	\$ 90,254.37	60.07%	42%	\$ 62,604.17
Office Supplies	310	\$ 9,000	\$ 355.04	\$ 245.28	\$ -	\$ 767.02	\$ 358.13	\$ 1,725.47	19.17%	42%	\$ 3,750.00
Postage	311	\$ 250	.	\$ 7.86	\$ 4.23	\$ 74.01	\$ -	\$ 86.10	34.44%	42%	\$ 104.17
Dues	320	\$ 500	\$ 190.00	\$ -	\$ 229.00	\$ -	\$ -	\$ 419.00	83.80%	42%	\$ 208.33
Meeting Expenses	330	\$ 1,000	\$ 8.88	\$ 15.96	\$ 8.99	\$ 6.98	\$ -	\$ 40.81	4.08%	42%	\$ 416.67
Training Expenses	331	\$ 3,250	\$ 709.00	\$ -	\$ 3,124.70	\$ 2,295.19	\$ (8.75)	\$ 6,120.14	188.31%	42%	\$ 1,354.17
Operating Supplies	340	\$ 5,500	\$ -	\$ 446.87	\$ -	\$ -	\$ 167.84	\$ 614.71	11.18%	42%	\$ 2,291.67
Technology	342	\$ 24,500	\$ 2,211.22	\$ 3,223.00	\$ -	\$ 721.60	\$ 8.66	\$ 6,164.48	25.16%	42%	\$ 10,208.33
Collection - Print	344	\$ 55,000	\$ 5,434.92	\$ 7,838.77	\$ 4,674.76	\$ 3,439.22	\$ 1,592.10	\$ 22,979.77	41.78%	42%	\$ 22,916.67
Collection - AV	345	\$ 12,500	\$ 282.15	\$ 667.45	\$ 1,541.47	\$ 519.64	\$ 425.98	\$ 3,436.69	27.49%	42%	\$ 5,208.33
Library Miscellaneous	390	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		42%	
Programming	391	\$ 8,000	\$ -	\$ 74.08	\$ 242.18	\$ 490.31	\$ 781.20	\$ 1,587.77	19.85%	42%	\$ 3,333.33
Other Total		\$ 119,750.00	\$ 9,191.21	\$ 12,519.27	\$ 9,825.33	\$ 8,313.97	\$ 3,325.16	\$ 43,174.94	36.05%	42%	\$ 49,895.83
Total Budget		\$1,001,750.00	\$ 131,647.77	\$ 70,001.56	\$ 79,001.91	\$ 64,754.89	\$ 63,652.55	\$ 406,794.64	40.61%	42%	\$ 417,395.83



May Highlights

- **Village News** - Carrie Nelson will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** – The current balance of the endowment fund as of April 30, 2022 is \$152,773.48
- **McFarland Community Festival** –
 - **Couch to 5K program**- The library is partnering with Stoughton Hospital to do a Couch to 5K program. Participants will get a program to successfully train for a 5k run and support from hospital staff. The program runs July 14- September 15.
 - The library will be hosting a 1000 Books before Kindergarten celebration on Friday night. The celebration will feature a Children's singer.
 - The teen volunteers will be hosting the kids' games tent on Saturday 12-4.
- **Library Systems Report Facilities Management**
 - **HVAC** –
 - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
 - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
 - **Condenser**
 - The Variable Frequency drive (an electrical device used as a fan accessory to increase and decrease the rotations per minute of an AC motor) shorted out due to (we believe) a power surge that occurred early in May.
 - While trouble shooting the issue with the equipment shorting out, it was discovered that the transformer was never setup to proper voltage when it was installed (2017?) and also caused the equipment to run inefficiently and caused some solenoids and fuses to fail. All the equipment has been repaired and/or replaced and we are now in working order.
 - **Furniture Delivery** – The rest of the furniture that we sent out for reupholstering has been completed.
- **Shelver Hiring** – We are in the process of hiring a second Shelver to help out at the library during the week. The process is in the background check phase. We're hoping that they will be able to start in mid-June.
- **Vendor Fair** – The McFarland High school Vendor Fair on May 14th was a success for the library. We signed a few people up for cards, promoted library services, and gave away a lot of candy. Overall, I think we spoke with around 100 people.
- **ARPA Grant through SCLS** – The library will be getting pickup lockers from an ARPA grant that SCLS received. The lockers will allow people to pick up holds when the library is closed.
- **ARPA Grant through the Village** – The village has received an ARPA grant from the federal government and asked for ideas on what to do with the money. The library submitted three ideas: replacement of the children's picture book shelving, a portable kitchen for programs, and replacement of the electrical outlets in the public area with outlets that have USB ports.
- **Local Holds Task Force** – The local holds task force decided on parameters for the pilot project. Beginning July 1, all new Adult Fiction books will remain in the library for 60 days. The only holds they will be filling are holds that will be picked up at our library. If there aren't any holds for McFarland patrons, the book will return to the shelf and made available to patrons who are browsing the shelves. SCLS is gathering data to see the effects of the project. Our library is a net-lender (we send out more books for other library's holds than we borrow to fill our holds). This will hopefully make more of our materials available to our patrons. The pilot project runs through the end of the year.

- **ILS Software Committee** – I’ve been asked to be on the committee to look at library software. We’ll be looking at the features and affordability to see if there is a software package out there that will better meet our needs and the needs of our patrons. The current plan is to look at Koha supported by a company called Bywater, Sirsi/Dynix, and Polaris. The marketplace has changed a lot since the last time we did a scan like this. Many of the software companies have been acquired by larger firms. It will be interesting to see if the service difficulties during the pandemic have instigated new software features.
- **Dane County Funding Formula** – The Dane County Funding Formula committee has recommended hiring a consultant to do some data analysis and study funding formulas from around the country. We’re hoping this will help us to create a funding formula that will be fair well into the future.
- **Public Art Project** – I’m working with the Community Development Department and Dane Mural Arts on a mural project that will go on the pump house in Discover Garden Park. We’re hoping to have it unveiled during the Community Festival.

Youth Services highlights (Heather Kent)

Storytime - Storytimes paused for the month of May in preparation for the Summer Library Program.

Programming:

- Magic Tree House Book Club met on May 10th and we discussed Midnight on the Moon. We discussed different facts about the moon as well as pretended to travel to the moon where we had to build shelters (out of Legos) in order to stay safe from a meteor shower. This was the last book club meeting until the fall.
- This month’s crafting kit was a caterpillar on a leaf. There was also an additional crane craft that was sent to the McFarland Bird Festival.
- On Monday, May 23rd Heather visited the primary school to talk with the students about the upcoming summer library program. It’s wonderful to be in-person to share the information with the students about the program and get them excited about all the different things we are offering this summer.

Other

- Donations continue to come in from local businesses for this summer’s reading program. We have received donations from The Dog Hut, Spartan Bowl, and Spartan Pizza.
- On May 16th Heather started an ASL in Storytime course through ALA. This course teaches proper and fun ways to use ASL in your library programming to promote early literacy.
- Heather has also been working on the Library 5K web registration and had a phone meeting with Kevin Sas who will be the contact with Race Day Events, the timing company we will use for the event.

Teen Services (Abby Seymour)

- There were no teen programs this month, which served both as a much-needed break and as a chance to prepare for the upcoming summer. It was incredibly helpful to have this time to get ready, in many ways, for the Summer Reading Program. Much of the planning included deciding what programs to have for teens this summer and scheduling them. Then it was figuring out the logistics and details of those programs.

- Those programs will fill up every day of the week in June, July, and the first week of August. I'm going to have Snack & Chat again on Mondays. On Tuesdays, I'm putting the Nintendo Switch to good use and will have Gamer Club. Dungeons and Dragons is back on Wednesdays and I'm happy to say that all the spots have already been filled. Thursday will be Teen Hangout, which will have a different activity every week. Some of those activities include a taste test challenge, a tie dye event, and a LEGO mindstorms building day. Then, Friday will be Drama Camp.
- A program I am finally able to bring back this year is teen volunteers! I opened it up to 10 teens and I was thrilled when all of those spots filled up. More teens have asked to volunteer which means I have a growing wait list. Even though we've had teen volunteers before (pre-pandemic), so much has changed which means there is a lot that I've had to start from scratch. For example, we need volunteer help at Lewis Park this summer, as well as at the library. I also hosted two orientation meetings where I gave a presentation about the rules, guidelines, and expectations of teen volunteers.
- One of the biggest things I spend my time on during this off month is promotion of the Summer Reading Program. For instance, I make posters for each event to display in the library on the digital signs and to post on the website and social media. However, the biggest way I promoted SRP was by visiting the middle school. I was lucky enough to coordinate with the school librarian, Ms. Neal, and we decided it would be most effective if I spoke to each language arts class when they had their library class time. This meant that I was at the school library every day for a week. I saw every single 6th, 7th, and 8th grader and was able to directly tell them about everything the library has to offer. Even though this took up a lot of time and energy, I know for certain that it made a big difference.
- Another project I was involved with was representing the library at the Craft Vendor Fair at the McFarland High School. Heidi and I staffed a booth where we answered questions about the library, gave out information about events and resources, and gave away some fun prizes. At this event, we reached a part of the community that we don't always get to interact with. Overall, it was a successful outreach event!

Adult Services (Ann Engler)

- The most prominent program for May was the McFarland Bird Festival. I worked with the planning committee, arranged for Uncle Butzie the turkey vulture to attend, and staffed a table at the event with Kelly Heasty. I also coordinated the raffle. I'd estimate at least a couple hundred people came and I consider it a resounding success.
- As part of the celebration of all things bird, I arranged for a virtual program with a researcher, Dr. Kaeli Swift, who is an expert on corvids. She gave her talk from the field where she's doing research in Tinian, so although a Saturday evening Zoom program was unusual, I feel lucky we were able to coordinate schedules since it was a completely different day and time where she was. The recording is on our YouTube channel and if you like birds, I highly recommend it; she was an excellent speaker.
- Other programming for May went well. I want to highlight McFarland resident Sharon Page and her donation of her time to bring her amazingly trained, semi-retired dog Dash and answer questions about animal training after a screening of her film ABC Circus. We only had to pay a very small screening fee to hear from an internationally

recognized dog trainer and watch an award-winning (and adorable) dog perform some tricks. The sudden rainstorm right as the program began may have kept some people away, but those who attended had a great time and I'm thankful to Sharon for coming.

- Bridge Club has returned! I'm working on recruiting more players as you need four people to play. We only had two people the last time; however, we spent a nice time chatting while waiting to see if other people were coming. That might be an odd measure for success, but one of the people had told me the last time that he was a recent widower and was making an effort to stay active and meet people. Well, mission accomplished, as he was able to get some time in visiting with a potential bridge partner.

Other

- I proctored three exams this month, and unless new students contact me, that might be it for a while as these two students were moving on to the clinical portion of their training.
- I submitted the reimbursement and final report for the marketing grant and we received the check. It was an enlightening experience and I'm glad we were able to experiment with social media marketing as well as other forms. Related to that, several people who picked up the postcards with our information at outreach events have come to the library to pick up their free gift—success!
- I set up the Appointments feature for Kelly in LibCal. The ability to automatically set up reminder emails, limits on registration timing, and other features such as syncing with her schedule in LibStaffer make it a significant improvement to just using a Google form.
- I updated the new library card brochure and the Libby bookmark that we include inside it to have sleeker instructions and a QR code for easy downloading of the app.
- And, as of June 1, 78 adults have signed up for summer reading!

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	187,193	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	90,754	-52%
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	137,706	52%
2022	12,686	12,362	14,023	13,121	12,498								64,690	51%
% change month to month	63%	63%	70%	67%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
	-19%	-17%	-13%	-11%	-12%									
visitor count														
2019	7,855	7,814	9,889	9,256	8,103	11,931	11,414	11,205	9,648	9048	8,110	8,524	112,797	0%
2020	9,068	8,496	5,278	0	0	0	0	0	0	0	0	0	22,842	-11%
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	49,148	-56%
2022	9,609	10,329	12,684	12,774	14,362								59,758	1494%

Visitor Count

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Main Library													
2021			718	965	4823	6385	6962	6011	5072	7302	7256	6574	52068
2022	5853	6299	6570	6309	8297								33328
Children's Library													
2021			243	281	1635	4009	3832	3180	1918	2183	2229	1907	21417
2022	1655	1819	2915	1068	2636								10093
Adult Library													
2021			475	684	3188	2376	3130	2831	3154	5119	5027	4667	30651
2022	4198	4480	3655	5241	5661								23235
Milwaukee St													
2021			147	283	2330	5030	5753	5213	4173	4302	3994	3727	34952
2022	2948	3250	5118	5397	5082								21795
Long St.													
2021			32	37	473	995	1067	1011	1026	922	867	825	7255
2022	808	780	1176	1068	983								4815
Totals													
2021			179	320	2803	6025	6820	6224	5199	5224	4861	4552	42207
2022	9609	10329	12864	12774	14362								59938

	E. D. Locke Public Library	
Page 1 of 4	Collection Development	Revised: January 3, 2011

Objectives

E.D. Locke Public Library acquires and makes available materials which inform, educate, entertain and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on community needs, from those expressed and those from community demographics and evidence of areas of interest. Allocation of the materials budget will also be determined by usage indicators and objectives for collection development.

New formats will be considered for the collection when, by industry report and evidence from local requests, the library learns that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a format will be added to the Library's collection. Similar considerations will influence the decision to delete a format from the collection.

The Library's goal is to provide a diverse McFarland community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority, or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content, but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. The Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or legal guardian. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statement. The Library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publishers Council.

Library Bill of Rights

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>

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Freedom to View Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

Freedom to Read Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- Need for added material in subject areas
- Availability through outerlibrary loan
- Physical limitations of the library building
- Relevance to community needs
- Budgetary considerations
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness
- Relation to existing collections
- Statement of challenging, original or alternative point of view
- Special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity. Others are selected to satisfy the informational, recreational or educational interests of the community.

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Selection tools include professional journals, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from library patrons are welcome and are given serious consideration.

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Responsibility for Selection

Selection of all materials will be the responsibility of the professional librarians who operate within the framework of policies determined by the Library Board, and based on the above criteria.

Collection Maintenance, Replacement and Weeding

Professional library staff regularly review materials in the collection to ensure that they continue to meet patrons' need. Materials that are worn, obsolete, or unused, as well as old editions or unnecessarily duplications, are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Materials are not automatically replaced. Decisions are made on need, demand, budget and selection criteria.

Gifts

The Library accepts gifts of new or gently-used materials. Gifts must meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use or disposition. Appraisal of gifts for tax purposes is the responsibility of the donor.

When the Library receives a monetary gift to purchase materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Library staff, in accordance with the needs and selection policies of the Library, will make selection of specific titles.

Special collections and memorial collections will not be shelved separately. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the goals set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered, except for the purposes of protecting the materials from theft or damage.

Responsibility for reading, viewing and listening to library materials, as well as the use of the Library by children, rests with their parents or legal guardians. At no time will library staff act *in*

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loco parentis. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, relabeled and/or restricted from the collection may complete a Statement of Concern about Library Resources form.

[Procedures for Request for Reconsideration](#)

Any person expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached. The following steps will be used when dealing with an individual requesting that an item be reconsidered.

- A Statement of Concern about Library Resources form should be obtained from the Library and filled out by the complainant. One form per item must be used.
- There are three possible steps to follow, depending on the outcome of each step.
- The first step is meeting with the Librarian who is responsible for the collection.
- If agreement is not reached in the first step, the second step is a meeting with the Library Director and the Librarian who is responsible for the collection.
- If agreement is not reached in the second step, the complainant is referred to the Library Board.
- The Library Board's decision is final.

[Previous Reconsideration Requests](#)

Requests to reconsider materials which have previously undergone the reconsideration process, will be referred to the Library Director. Repeated or redundant requests by an individual or group to reconsider materials with differing titles but similar content will be restricted. If the Library Director concludes that a request may be redundant, he/she will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.

In the event that a complainant charges that a particular item is not protected under the First Amendment of the Constitution of the United States of America, the burden of proof rests with the complainant.

Public Libraries Face Escalating Book Challenges

by [Amy Rea](#)

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Photo courtesy of Robert E. Kennedy Library at California Polytechnic State University

News in January about a [school library in Tennessee banning the Holocaust-themed graphic novel *Maus*](#) raised attention and renewed questions about what school libraries should or should not have on their shelves. And it's not just school libraries facing these challenges: [Campbell County Public Library in Gillette, WY](#) voted against a resident's desire to pull teen books off its shelves due to content he described as making the occult attractive to youth; [Anchorage Public Library in Alaska](#) is a growing battleground between management and the library board and staff over challenges to what's been described as biased content; [in Indiana](#), lawmakers are discussing a bill that would allow librarians to be jailed for inappropriate content; while in [Lafayette, LA](#), the [public library board](#) recently changed how review committees are formed to handle challenges, from a committee comprising two librarians and one board member to two board members and one librarian. At the time of this writing, [Wake County Public Libraries in North Carolina](#) had scheduled a meeting to revisit its reconsideration process.

If at first this doesn't sound like anything different from the challenges public libraries have faced for years, that's not surprising. "Book challenges are not new," said Nora Pelizzari, director of communications for the [National Coalition Against Censorship \(NCAC\)](#). "[The NCAC] has existed since 1973. And the [American Library Association \(ALA\) Office for Intellectual Freedom \(OIF\)](#)...has existed for quite a long time as well. This is a primary part of our work, fighting book challenges, so we wouldn't have made it so long if there weren't a need for us in an ongoing way."

But what has changed, according to several people interviewed for this article, is the scope and tactics of the challenges. Amanda Vazquez, director of the Dubuque County Library District, IA, and chair of the Iowa Library Association's OIF, said, "I started chairing the committee in May of 2020. I was checked in with the person who had been chair before me to say, 'Hey, were there any challenges that you heard of that aren't on our Google spreadsheet?' They couldn't think of any for the first five months of the year. In the last seven months of the year, we had over a dozen challenges that we were working with in Iowa."

Emily Knox, associate professor in the School of Information Sciences at the University of Illinois Urbana-Champaign, noted that very specific subjects are currently being targeted. "The types of books that are being challenged are often those that have people of color or LGBTQ as authors, or as main characters, or that deal with difficult themes like racism, injustice, those sorts of things."

Shannon Oltmann, associate professor in the School of Information Science at the University of Kentucky, added, "It's also maybe a result of children's and teen books becoming a bit more diverse. Instead of two well-known LGBTQ teen books, now there are 20 or 50. We are decentering white, heterosexual male people.... Their kids are being taught a different type of a different historical understanding of what happened in the country. There are different social norms than there were 20 years ago. I understand that that's upsetting to some people. But one of the things I say is, if trying to ban books teaches kids that when something is uncomfortable, or something is difficult, we should close the door and run away, that's not a very successful life strategy."

Knox added that something making the issue even more difficult is the likelihood that the numbers of challenges are underreported, perhaps by as much as 90 percent. "It's underreported in a couple different ways," she said. "First, I think that librarians don't buy these books in the first place. I think there are definitely cases where librarians or libraries just quietly remove these books, or put them behind the desk. Sometimes temporarily, sometimes indefinitely." She's also concerned that library workers may not understand the role the OIF plays in monitoring the situation. "I think sometimes people don't know they should tell the OIF, even if they don't need help. It's for tracking purposes, so we know what's going on."

EveryLibrary founder John Chrastka pointed to changes in tactics and tone that are ramping up challenges. "I think that there's an important difference between...challenges which are part of a dialogue in the community about what's appropriate to be on the shelves, what shelves are they appropriate to be on, and that cadence of challenges that are coming from a place of good conscience, a place of good intent, that are focused on using the policies and the procedures of the library to have that kind of small-d democratic dialogue," he said. "But the ones we're very focused on here at EveryLibrary are the ones that have changed from being a conversation about content to performative and politicized events, essentially power-building events. We see

problems that are not rooted in a discussion about content, but are rooted in either trying to dismantle the library, trying to put wedges between people, or to go after—this is the most concerning part of it—populations through the books that they’re targeting, rather than going after them directly.”

Vazquez noted that the difference in approach points to not just an individual but organized efforts to rally people. That, in turn, can make previous methods of review and discussion more difficult, if not impossible. “One of the other public libraries [in the Iowa library system] received either very similar or basically identical complaints from a large number of community members. It demonstrated what we [heard anecdotally] was happening, which is that there’s a coordinated effort in some communities,” she said “With social media, it’s gotten a lot easier for people to post and say, ‘Here’s a copy of my letter that I used to challenge this one book.’ It makes it a lot easier for folks to challenge materials when someone else has explained all of their arguments and have gone through the procedure. Then people might walk into the library and say, ‘I would like to request your reconsideration form,’ as opposed to ‘I’d like to talk to someone about this.’ It can be hard to walk that back. We try to defuse situations through conversation first. But if someone comes in and asks for the last step in the process, it can be difficult to walk that back and have them be okay with not getting to that point in the process.” Jumping ahead in the library’s process to reconsider books means a loss of discussion and education.

One of the ways these challenges are different is that they tend to short circuit processes led by library professionals in favor of appeals to boards, city, county, or state governments, or even police.” Library workers should stand firm on their education and knowledge, said Vazquez: “There are people who know better than you, because it’s their job to know better than you. We’re those people when it comes to librarianship and library services. Some people are unhappy about that. At some point we’re going to have to have the mug like the doctors do: ‘Don’t confuse your Google with my medical degree.’ Don’t confuse your personal opinion with the First Amendment. Your research doesn’t equal my education.”

She noted that these coordinated efforts are often geared toward the same titles, such as *All Boys Aren’t Blue* and *Gender Queer*, which were challenged in multiple locations in recent months.

As to what public libraries can do as they increasingly face these kinds of challenges, there are a number of options. “We encourage librarians to talk to ALA, talk to us at NCAC, their local ALA [division], their state ALA affiliate, and to involve local media,” said Pelizzari.

Chrastka had both policy and safety suggestions. “If I have unsolicited advice for library boards, it’s to take a look at your board policies, not just your intellectual freedom policies,” he said. “We’ve seen some very performative events happening at board meetings around the country where activist protesters are coming in disrupting things. The board has a responsibility to host

open meetings in an orderly fashion. And there are certain parliamentary procedures that every single public library board should be aware of, conversant in, and willing to utilize. There's a need to have conversations with public safety in your community about any potential threats that you're experiencing."

He added, "It's not hysterical or unreasonable, when you see an email being circulated, or Facebook or Telegram posts being circulated, asking for trouble at the library board [meeting], to reach out to the to the relevant authorities."

Melanie Huggins, executive director of Richland Library, SC, and president of the [Public Library Association](#), urged public library workers to stay aware of what's happening in their community. If school libraries are being targeted but not public libraries, it's not the right time to look away. "Public libraries need to align themselves with school libraries," she said. "The first question should be, 'How can I help?'"

"This idea that ideas are dangerous is really a dangerous idea," said Pelizzari.

RESOURCES

If your library is facing challenges, there are several resources you can ask for help:

[United for Libraries' Trustee Resources for Program & Material Challenges](#)

[ALA's Fight Censorship Resources](#)

[ALA's Challenge Support Resources](#)

[ALA's Challenge Reporting Toolkit](#)

[SLJ's Censorship Tips Hotline](#)

[SLJ's censorship coverage](#)

[NCAC's Youth Censorship Database](#)

[NCAC's Free Expression Educators Handbook](#)

[Comic Book Legal Defense Fund's Censorship Reporting Form](#)

[PEN America's Free Expression and Education Program](#)

[EveryLibrary's Rapid Response Fund](#)

[Texas Library Association's Texans for the Right to Read Coalition](#)

challenges

censorship

intellectual freedom
