



**CITY OF NEW BERLIN
LIBRARY BOARD MEETING
Monday, January 10, 2022
(Following Public Comment Session)
Public Library
15105 Library Lane – Heritage Room**

AGENDA

PUBLIC COMMENT SESSION

Public Comment Rules - Forms to sign up for public speaking will be available 30 minutes prior to the meeting, and made available to the Library Board Secretary. Forms received after the 6:00p.m. meeting start time will be heard based on Board approval. Subject to the procedures which immediately follow, for a 30-minute period prior to the commencement of this meeting of the New Berlin Library Board any person may address the Board members present. During this period for the members of the public to address the members of the Library Board the following procedures shall apply:

- A. Individual presentations are limited to 2 minutes.
- B. Privilege of the Floor shall last no longer than 30 minutes.
- C. Presentations shall be limited to matters on the Library Board agenda for this meeting.
- D. Presentations shall not deal in personalities or personal attacks on members of the Board or Library employees.
- E. Presentations are not to be designed for purposes of engaging others in a debate or a response in this forum.
- F. There may be a large number of residents that would like to speak and in order to provide as many residents as possible an opportunity to speak, the Chairperson may limit the amount of times a person can speak to only once.
- G. Persons speaking should avoid duplication of the comments of other persons in their comments.
- H. Speakers shall fill out a form with their name and address and give it to the Board Secretary before beginning their remarks.
- I. Speakers shall also state their name and address at the beginning of their comments. These, along with a brief statement collected by the Secretary, will be available on the Library Minutes.
- J. Those present, engaged in disruptive behavior during and after presentations will be asked to leave.

CALL MEETING TO ORDER

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

COMMITTEE REPORTS

Friends of the Library, Inc. - Information

CONSENT AGENDA

Approval of Minutes - Monday, November 15, 2021

Approval of Bills and Invoices

Next Meeting Date: Monday, February 21, 2022

ADMINISTRATIVE REPORTS

President's Report - Information

Director's Report - Information

OLD BUSINESS

Ongoing Pandemic Policies and Issues

Library Code of Conduct Revision

NEW BUSINESS

Library of Things Policy Revision

2022 CIP and Budget Process

ADJOURN

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Georgia Stanford (262) 786-8610.

CITY OF NEW BERLIN
PROCEEDINGS OF THE LIBRARY BOARD
Monday, November 15, 2021

Please note: Minutes are unofficial until approved by the Library Board at the next regularly scheduled meeting.

PUBLIC COMMENT SESSION: The Library Board Meeting will be held in the Heritage Room. Forms to sign up for public speaking will be available 30 minutes prior to the meeting, and made available to the Library Board Secretary. Forms received after the 6:00p.m. meeting start time will be heard based on Board approval. Subject to the procedures which immediately follow, for a 30-minute period prior to the commencement of this meeting of the New Berlin Library Board any person may address the Board members present. During this period for the members of the public to address the members of the Library Board the following procedures shall apply:

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- J. Those present, engaged in disruptive behavior during and after presentations will be asked to leave.

CALL MEETING TO ORDER

Chuck Garrigues, Dolores Greenawalt, Nathan Jung, Jill Kawala, Linda Maas, John Marek, Patti Orzel, Debbie Stelzner

Excused: Ruth Bock, Natalie Beacom

A quorum was present.

Others Present: Kathy Wiemelt, Friends of the Library

ROLL CALL DECLARATION OF QUORUM PUBLIC NOTICE

COMMITTEE REPORTS

- Friends of the Library, Inc. - Information

Kathy Wiemelt informed us that Saturday, November 20th is the mini book sale. Holiday fundraiser started with popcorn, nuts, and raffle tickets.

CONSENT AGENDA*****

- One motion and a second will approve all of the following items listed. Any item may be pulled from the list and handled separately.
- Approval of minutes—Monday, October 18, 2021.
- Approval of Bills and Invoices

Chuck Garrigues moved to approve the consent agenda.

Patti Orzel seconded.

Motion Passed 8-0.

END CONSENT AGENDA*****

ADMINISTRATIVE REPORTS

- President's Report-Information

President John Marek had nothing to report.

- Director's Report-Information

Natalie had updated the board with the infographic prior to the meeting.

OLD BUSINESS

- Pandemic Policies and Issues-Monthly Review - INFORMATION/DISCUSSION/ ACTION

Patti Orzel made a motion to change the mask requirement to recommend instead of required effective Monday the 29th.

Debbie Stelzner seconded. Discussion was had.

Motion Passed 8-0.

- Parental Control of Children Check-Outs & Circulation Policy Update - INFORMATION/DISCUSSION/ACTION

John Marek stated the attorney Mark Blum said the proposed policy does not present First Amendment issues. Chuck Garrigues moved to take this "up from the table" for discussion and Debbie Stelzner seconded.

Discussion was had about the topic about ethical concerns, not legal concerns.

Jill Kawala made a motion to keep the policy "as-is." Seconded by Nate Jung. Discussion was had. Jill Kawala modified the motion to not make any changes to the policy but modify the form and any materials handed out to parents in the application to include the opt-in option, and to activate the control feature.

Nate Jung seconded the modified motion. No further discussion.

Motion Passed 8-0.

- Library Code of Conduct Revision - INFORMATION/DISCUSSION/ACTION

John Marek asked the board to table this until the next meeting so Natalie Beacom can review. Chuck Garrigues made a motion to table until the next meeting. Jill Kawala seconded

Motion Passed 8-0

- Library of Things Policy Revision - INFORMATION/DISCUSSION/ACTION

Patti Orzel made a motion to bring it to the table. Jill Kawala seconded. Discussion was had.

Motion passed 8-0.

- Approval of 2022 Library Operating Budget - INFORMATION/DISCUSSION/ACTION

Dolores Greenawalt made a motion to approve the budget. Debbie Stelzner seconded the budget. Discussion was had.

Motion Passed 8-0.

NEW BUSINESS

- 2022 Library Calendar - INFORMATION/DISCUSSION/ACTION

Debbie Stelzner made a motion to approve the calendar. Chuck Garrigues seconded the motion. No discussion was had.

Motion passed 8-0.

- Annual Addendum to the Bridges System Member-Library & Café Agreements - INFORMATION/DISCUSSION/ACTION

The secretary and the president need to sign the document with the library director. No Board action is needed.

- Next Meeting Date –Mon., Dec. 20, 2021 - INFORMATION/DISCUSSION/ACTION

Meeting is moved to January. Leave it to the call of the chair whether to set the January meeting on January 10 or 17.

ANNOUNCEMENTS

None.

ADJOURN

Chuck Garrigues made a motion to adjourn. Linda Maas seconded. Motion Passed 8-0.

Meeting ended at 7:16pm.

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

ACCOUNTS 000	FOR: UNDESIGNATED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400	44110 LIBRARY FINES	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
01010400	44111 LIBRARY-COPIES	-7,500	0	-7,500	.00	.00	-7,500.00	.0%
01010400	44112 LIBRARY-OTHER SY	-32,000	0	-32,000	.00	.00	-32,000.00	.0%
01010400	44113 LIBRARY GRANTS/D	-3,350	0	-3,350	.00	.00	-3,350.00	.0%
TOTAL UNDESIGNATED		-67,850	0	-67,850	.00	.00	-67,850.00	.0%
TOTAL REVENUES		-67,850	0	-67,850	.00	.00	-67,850.00	

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-67,850	0	-67,850	.00	.00	-67,850.00	.0%

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

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/13 TO 2021/13		ACCOUNT/VENDOR		INVOICE		PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION
15810000				LIBRARY								
15810000 54010							R&M	BLDGS & GROUNDS				
359157		OTIS ELEVATOR COMPAN		CM25278001		0	2021	13	INV P	834.50	011222	260621 ELEVATOR RPAIRS-LIB
				ACCOUNT TOTAL						834.50		
15810000 54080												
362301		GREAT AMERICA FINANC		30705684DEC21-LIB A		0	2021	13	INV P	188.00	011222	260646 COPIER LEASE-LIB A
362301		GREAT AMERICA FINANC		30781601DEC21-LIB C		0	2021	13	INV P	289.00	011222	260646 COPIER LEASE-LIB C
										477.00		
				ACCOUNT TOTAL						477.00		
15810000 54110												
013800		DEMCO INC		7056455		0	2021	13	INV P	172.68	011222	260636 SUPPLIES-LIB
015370		OFFICE DEPOT		216090302001		0	2021	13	INV P	36.15	011222	260667 OFFICE SUPPLIES-LIB
015370		OFFICE DEPOT		216098344001		0	2021	13	INV P	9.59	011222	260667 OFFICE SUPPLIES-LIB
015370		OFFICE DEPOT		216098344002		0	2021	13	INV P	5.59	011222	260667 OFFICE SUPPLIES-LIB
										51.33		
				ACCOUNT TOTAL						224.01		
15810000 54230												
001613		GALE CENGAGE LEARNIN		76312876		0	2021	13	INV P	46.50	011222	260640 VARIOUS TITLES-LIB
001613		GALE CENGAGE LEARNIN		76316963		0	2021	13	INV P	29.59	011222	260640 VARIOUS TITLES-LIB
										76.09		
006199		BAKER & TAYLOR BOOKS		2036339904		0	2021	13	INV P	1,478.28	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036341936		0	2021	13	INV P	300.25	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036367256		0	2021	13	INV P	178.76	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036368110		0	2021	13	INV P	1,152.57	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036376918		0	2021	13	INV P	1,402.09	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036387824		0	2021	13	INV P	3,194.25	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036398304		0	2021	13	INV P	438.21	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		2036401033		0	2021	13	INV P	2,924.57	011222	260633 VARIOUS TITLES-LIB
006199		BAKER & TAYLOR BOOKS		H59246750		0	2021	13	INV P	13.50	011222	260633 VARIOUS TITLES-LIB
										11,082.48		
361291		MIDWEST TAPE		501427626		0	2021	13	INV P	14.24	011222	260665 VARIOUS TITLES-LIB
361291		MIDWEST TAPE		501427627		0	2021	13	INV P	639.30	011222	260665 VARIOUS TITLES-LIB
361291		MIDWEST TAPE		501427629		0	2021	13	INV P	164.95	011222	260665 VARIOUS TITLES-LIB
										818.49		
				ACCOUNT TOTAL						11,977.06		
				ORG 15810000 TOTAL						13,512.57		

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/13 TO 2021/13		PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
ACCOUNT/VENDOR	INVOICE					
=====						
FUND 0010 GENERAL FUND		TOTAL:		13,512.57		
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** END OF REPORT - Generated by Thu Van Hintz **

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/12 TO 2021/12 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
15810000	LIBRARY					
15810000 53040			TELEPHONE/CELL PHONE			
302074 AT&T	262785498012LIB	0	2021 12 INV P	199.99 122921	260428	PHONES-LIB DEC4-JAN
			ACCOUNT TOTAL	199.99		
15810000 54010			R&M BLDGS & GROUNDS			
003228 BATZNER PEST CONTR	3261303	0	2021 12 INV P	99.00 122921	260473	PESTCNTRL-LIB DEC20
011822 LAFORCE	1180042	0	2021 12 INV P	137.80 122921	260536	PRIMUS KEY-LIB
016967 BIG DOG PLUMBING	6941	0	2021 12 INV P	323.00 122921	260475	PLUMBING WORK-LIB
016967 BIG DOG PLUMBING	7170	0	2021 12 INV P	1,053.00 122921	260475	PLUMBING WORK-LIB
				1,376.00		
			ACCOUNT TOTAL	1,612.80		
15810000 54080			LEASES EQUIPMENT			
200808 OFFICE COPYING EQUIP	AR156386NOV21	0	2021 12 INV P	1,050.90 122921	260560	COPIER LEASE-LIB 11
362301 GREAT AMERICA FINANC	30666276DEC21-LIB B	0	2021 12 INV P	163.00 122921	260515	COPIER LEASE-LIB B
			ACCOUNT TOTAL	1,213.90		
15810000 54110			SUPPLIES			
008243 NEW BERLIN LIBRARY P #402PICNSAVJUN11,21	0	0	2021 12 INV P	23.76 122921	260557	DISC CLEANING WATER
008243 NEW BERLIN LIBRARY P #403MICHAELSJUL27,21	0	0	2021 12 INV P	5.49 122921	260557	BOOK RPAIR TOOL-LIB
008243 NEW BERLIN LIBRARY P #404PICNSAVJUL30,21	0	0	2021 12 INV P	11.88 122921	260557	DISC CLEANING WATER
008243 NEW BERLIN LIBRARY P #405MENARDSAUG8,21	0	0	2021 12 INV P	8.98 122921	260557	SHELF BOARD-LIB
008243 NEW BERLIN LIBRARY P #406PICNSAVSEP24,21	0	0	2021 12 INV P	11.88 122921	260557	DISC CLEANING WATER
008243 NEW BERLIN LIBRARY P #407PICNSAVNOV27,21	0	0	2021 12 INV P	11.88 122921	260557	DISC CLEANING WATER
				73.87		
015370 OFFICE DEPOT	209801575001	0	2021 12 INV P	64.10 122921	260561	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT	212427578001	0	2021 12 INV P	23.39 122921	260561	OFFICE SUPPLIES-LIB
015370 OFFICE DEPOT	212428522001	0	2021 12 INV P	67.28 122921	260561	OFFICE SUPPLIES-LIB
				154.77		
331732 CREATIVE BRICK &	717332	0	2021 12 INV P	39.00 122921	260488	ENGRAVED BRICKS-LIB
			ACCOUNT TOTAL	267.64		
15810000 54170			POSTAGE			
348554 PURCHASE POWER	32526147DEC20,2021	0	2021 12 INV P	100.00 122921	260575	POSTAGE METER REFIL
			ACCOUNT TOTAL	100.00		
15810000 54230			LIBRARY MATERIALS			
000783 WISCONSIN DEPT OF AD	505-0000064628	0	2021 12 INV P	600.00 122921	260615	TEACH SERVICES-LIB

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/12 TO 2021/12					PO	YEAR/PR	TYP	S	PAYABLES	CHECK	DESCRIPTION			
ACCOUNT/VENDOR INVOICE														
001613	GALE	CENGAGE	LEARNIN	76259529	0	2021	12	INV	P	122.36	122921	260504	VARIOUS	TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	76260421	0	2021	12	INV	P	50.23	122921	260504	VARIOUS	TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	76268865	0	2021	12	INV	P	30.39	122921	260504	VARIOUS	TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	76269666	0	2021	12	INV	P	30.39	122921	260504	VARIOUS	TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	76269946	0	2021	12	INV	P	26.99	122921	260504	VARIOUS	TITLES-LIB
001613	GALE	CENGAGE	LEARNIN	76275341	0	2021	12	INV	P	110.99	122921	260504	VARIOUS	TITLES-LIB
										371.35				
006199	BAKER &	TAYLOR	BOOKS	2035365596(2020)	0	2021	12	INV	P	302.24	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2035393964(2020)	0	2021	12	INV	P	350.46	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036250965	0	2021	12	INV	P	714.52	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036264390	0	2021	12	INV	P	822.59	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036269655	0	2021	12	INV	P	35.36	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036301166	0	2021	12	INV	P	1,063.03	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036307683	0	2021	12	INV	P	721.65	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036318070	0	2021	12	INV	P	352.10	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036344410	0	2021	12	INV	P	790.40	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036348534	0	2021	12	INV	P	1,064.05	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036351866	0	2021	12	INV	P	310.68	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036359786	0	2021	12	INV	P	494.92	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036361127	0	2021	12	INV	P	158.81	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036370473	0	2021	12	INV	P	340.33	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	2036372482	0	2021	12	INV	P	351.18	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5014282072CRDIT	0	2021	12	CRM	P	-48.87	122921	260430	RET PURCH	CRDIT-LIB
006199	BAKER &	TAYLOR	BOOKS	5015734667(2019)	0	2021	12	INV	P	444.39	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5015981883(2020)	0	2021	12	INV	P	24.42	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5016239127(2020)	0	2021	12	INV	P	164.41	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5016299396(2020)	0	2021	12	INV	P	304.40	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5016508639(2020)	0	2021	12	INV	P	24.42	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5016700169(JAN21)	0	2021	12	INV	P	24.42	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	5016843704(MAR2021)	0	2021	12	INV	P	24.42	122921	260430	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	H59120150	0	2021	12	INV	P	10.79	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	H59120200	0	2021	12	INV	P	7.19	122921	260470	VARIOUS	TITLES-LIB
006199	BAKER &	TAYLOR	BOOKS	YAMAR18A CRDIT	0	2021	12	CRM	P	-10.62	122921	260430	RET PURCH	CRDIT-LIB
										8,841.69				
350982	T-MOBILE			970673785DEC21	0	2021	12	INV	P	332.69	122921	260598	INTERNET	HOT SPOTS-
361291	MIDWEST	TAPE		501327173	0	2021	12	INV	P	22.49	122921	260545	VARIOUS	TITLES-LIB
361291	MIDWEST	TAPE		501361932	0	2021	12	INV	P	191.18	122921	260545	VARIOUS	TITLES-LIB
361291	MIDWEST	TAPE		501361933	0	2021	12	INV	P	416.34	122921	260545	VARIOUS	TITLES-LIB
361291	MIDWEST	TAPE		501399713	0	2021	12	INV	P	112.46	122921	260545	VARIOUS	TITLES-LIB
361291	MIDWEST	TAPE		501399714	0	2021	12	INV	P	335.83	122921	260545	VARIOUS	TITLES-LIB
361291	MIDWEST	TAPE		501399716	0	2021	12	INV	P	52.23	122921	260545	VARIOUS	TITLES-LIB
										1,130.53				
373842	PENWORTHY	COMPANY		0577355-IN	0	2021	12	INV	P	869.63	122921	260566	VARIOUS	TITLES-LIB
373842	PENWORTHY	COMPANY		0577356-IN	0	2021	12	INV	P	898.02	122921	260566	VARIOUS	TITLES-LIB

01/06/2022 13:23
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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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apinvgl3

YEAR/PERIOD: 2021/12 TO 2021/12 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
373842 PENWORTHY COMPANY	0577357-IN	0	2021 12 INV P	302.11 122921	260566	VARIOUS TITLES-LIB
				2,069.76		
392979 CENTER POINT	1895450	0	2021 12 INV P	420.66 122921	260483	VARIOUS TITLES-LIB
			ACCOUNT TOTAL	13,766.68		
			ORG 15810000 TOTAL	17,161.01		
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FUND 0010 GENERAL FUND				TOTAL:	17,161.01	
=====						

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

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010 SALARY-FULL TIME	459,281	0	459,281	17,294.04	.00	441,986.96	3.8%
15810000 50020 SALARY-PART TIME	405,740	0	405,740	14,550.28	.00	391,189.72	3.6%
15810000 51010 RETIREMENT	41,829	0	41,829	1,523.27	.00	40,305.73	3.6%
15810000 51020 FICA	66,174	0	66,174	2,353.84	.00	63,820.16	3.6%
15810000 51030 HEALTH INSURANCE	49,043	0	49,043	2,031.70	.00	47,011.30	4.1%
15810000 51060 LONG-TERM DISABI	81	0	81	6.74	.00	74.26	8.3%
15810000 51065 VISION/DENTAL IN	1,161	0	1,161	84.01	.00	1,076.99	7.2%
15810000 51070 LIFE INSURANCE	800	0	800	34.00	.00	766.00	4.3%
15810000 53010 ELECTRICITY	60,000	0	60,000	.00	.00	60,000.00	.0%
15810000 53020 WATER/SEWER	3,876	0	3,876	.00	.00	3,876.00	.0%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	.00	.00	2,300.00	.0%
15810000 53050 HEATING FUEL	17,000	0	17,000	.00	.00	17,000.00	.0%
15810000 54010 R&M BLDGS & GROU	55,000	0	55,000	.00	.00	55,000.00	.0%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	.00	.00	50,000.00	.0%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000 54060 MARKETING	500	0	500	.00	.00	500.00	.0%
15810000 54080 LEASES EQUIPMENT	50,000	0	50,000	.00	.00	50,000.00	.0%
15810000 54110 SUPPLIES	18,000	0	18,000	.00	.00	18,000.00	.0%
15810000 54170 POSTAGE	450	0	450	.00	.00	450.00	.0%
15810000 54180 HOUSEKEEPING SUP	26,000	0	26,000	.00	.00	26,000.00	.0%
15810000 54230 LIBRARY MATERIAL	211,000	0	211,000	.00	.00	211,000.00	.0%
15810000 54250 MAGAZINES/NEWSPA	18,000	0	18,000	.00	.00	18,000.00	.0%
15810000 54270 MEMBERSHIP DUES	200	0	200	.00	.00	200.00	.0%
15810000 54300 CONFERENCE/SEMIN	500	0	500	.00	.00	500.00	.0%
15810000 54330 TRAINING EXPENSE	500	0	500	.00	.00	500.00	.0%
15810000 54521 TECHNOLOGY/SOFTW	36,000	0	36,000	.00	.00	36,000.00	.0%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	.00	.00	1,200.00	.0%
15810000 55095 PROGRAMS-YOUNG A	1,200	0	1,200	.00	.00	1,200.00	.0%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL LIBRARY	1,579,035	0	1,579,035	37,877.88	.00	1,541,157.12	2.4%
TOTAL EXPENSES	1,579,035	0	1,579,035	37,877.88	.00	1,541,157.12	

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

			YEAR-TO-DATE THROUGH DEC 31, 2021					
DEPA	ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL A	REVISED BU	YTD EXPENDE	AVAILABLE	% USED
581	15810000	50010	SALARY-FULL TIME	417,156	417,156	433,638.46	-16,482	104.00
581	15810000	50020	SALARY-PART TIME	440,000	440,000	428,393.57	11,606	97.40
581	15810000	51010	RETIREMENT	45,013	45,013	42,514.96	2,498	94.50
581	15810000	51020	FICA	65,572	65,572	65,064.17	508	99.20
581	15810000	51030	HEALTH INSURANCE	34,105	34,105	33,612.79	492	98.60
581	15810000	51060	LONG-TERM DISABILITY	0	0	80.90	-81	100.00
581	15810000	51065	VISION/DENTAL INSURANCE	1,285	1,285	1,479.94	-195	115.20
581	15810000	51070	LIFE INSURANCE	748	748	714.93	33	95.60
581	15810000	53010	ELECTRICITY	60,000	60,000	65,344.57	-5,345	108.90
581	15810000	53020	WATER/SEWER	3,876	3,876	2,504.21	1,372	64.60
581	15810000	53040	TELEPHONE/CELL PHONE	2,300	2,300	2,403.67	-104	104.50
581	15810000	53050	HEATING FUEL	15,400	15,400	16,729.58	-1,330	108.60
581	15810000	54010	R&M BLDGS & GROUNDS	50,000	50,000	23,664.75	26,335	47.30
581	15810000	54030	MAINTENANCE CONTRACT	50,000	50,000	47,120.19	2,880	94.20
581	15810000	54040	R&M EQUIPMENT	2,000	2,000	0.00	2,000	0.00
581	15810000	54060	MARKETING	500	500	0.00	500	0.00
581	15810000	54080	LEASES EQUIPMENT	48,000	48,000	54,246.11	-6,246	113.00
581	15810000	54110	SUPPLIES	20,000	20,000	16,701.18	3,299	83.50
581	15810000	54170	POSTAGE	450	450	547.00	-97	121.60
581	15810000	54180	HOUSEKEEPING SUPPLY	19,000	19,000	13,190.63	5,809	69.40
581	15810000	54230	LIBRARY MATERIALS	179,000	179,000	175,656.81	3,343	98.10
581	15810000	54250	MAGAZINES/NEWSPAPERS	20,000	20,000	15,130.63	4,869	75.70
581	15810000	54300	CONFERENCE/SEMINAR/ME	1,000	1,000	1,037.84	-38	103.80
581	15810000	54330	TRAINING EXPENSES	500	500	507.50	-8	101.50
581	15810000	54521	TECHNOLOGY/SOFTWARE	36,000	36,000	34,320.56	1,679	95.30
581	15810000	55090	PROGRAMS-JUVENILE	1,200	1,200	533.50	667	44.50
581	15810000	55095	PROGRAMS-YOUNG ADULT	600	600	18.76	581	3.10
581	15810000	55100	PROGRAMS-ADULT	1,200	1,200	1,271.88	-72	106.00
			Grand Total	1,514,905	1,514,905	1,476,429.09	38,476	97.50

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CITY OF NEW BERLIN
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: 581 LIBRARY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15810000 50010 SALARY-FULL TIME	417,156	0	417,156	433,638.46	.00	-16,482.46	104.0%*
15810000 50020 SALARY-PART TIME	440,000	0	440,000	428,393.57	.00	11,606.43	97.4%
15810000 51010 RETIREMENT	45,013	0	45,013	42,514.96	.00	2,498.04	94.5%
15810000 51020 FICA	65,572	0	65,572	65,064.17	.00	507.83	99.2%
15810000 51030 HEALTH INSURANCE	34,105	0	34,105	33,612.79	.00	492.21	98.6%
15810000 51060 LONG-TERM DISABI	0	0	0	80.90	.00	-80.90	100.0%*
15810000 51065 VISION/DENTAL IN	1,285	0	1,285	1,479.94	.00	-194.94	115.2%*
15810000 51070 LIFE INSURANCE	748	0	748	714.93	.00	33.07	95.6%
15810000 53010 ELECTRICITY	60,000	0	60,000	65,344.57	.00	-5,344.57	108.9%*
15810000 53020 WATER/SEWER	3,876	0	3,876	2,504.21	.00	1,371.79	64.6%
15810000 53040 TELEPHONE/CELL P	2,300	0	2,300	2,403.67	.00	-103.67	104.5%*
15810000 53050 HEATING FUEL	15,400	0	15,400	16,729.58	.00	-1,329.58	108.6%*
15810000 54010 R&M BLDGS & GROU	50,000	0	50,000	23,664.75	.00	26,335.25	47.3%
15810000 54030 MAINTENANCE CONT	50,000	0	50,000	47,120.19	.00	2,879.81	94.2%
15810000 54040 R&M EQUIPMENT	2,000	0	2,000	.00	.00	2,000.00	.0%
15810000 54060 MARKETING	500	0	500	.00	.00	500.00	.0%
15810000 54080 LEASES EQUIPMENT	48,000	0	48,000	54,246.11	.00	-6,246.11	113.0%*
15810000 54110 SUPPLIES	20,000	0	20,000	16,701.18	.00	3,298.82	83.5%
15810000 54170 POSTAGE	450	0	450	547.00	.00	-97.00	121.6%*
15810000 54180 HOUSEKEEPING SUP	19,000	0	19,000	13,190.63	.00	5,809.37	69.4%
15810000 54230 LIBRARY MATERIAL	179,000	0	179,000	175,656.81	.00	3,343.19	98.1%
15810000 54250 MAGAZINES/NEWSPA	20,000	0	20,000	15,130.63	.00	4,869.37	75.7%
15810000 54300 CONFERENCE/SEMIN	1,000	0	1,000	1,037.84	.00	-37.84	103.8%*
15810000 54330 TRAINING EXPENSE	500	0	500	507.50	.00	-7.50	101.5%*
15810000 54521 TECHNOLOGY/SOFTW	36,000	0	36,000	34,320.56	.00	1,679.44	95.3%
15810000 55090 PROGRAMS-JUVENIL	1,200	0	1,200	533.50	.00	666.50	44.5%
15810000 55095 PROGRAMS-YOUNG A	600	0	600	18.76	.00	581.24	3.1%
15810000 55100 PROGRAMS-ADULT	1,200	0	1,200	1,271.88	.00	-71.88	106.0%*
TOTAL LIBRARY	1,514,905	0	1,514,905	1,476,429.09	.00	38,475.91	97.5%
TOTAL EXPENSES	1,514,905	0	1,514,905	1,476,429.09	.00	38,475.91	

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/13 TO 2021/13 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 55090 FOL			PROGRAMS-JUVENILE			
019648 GENESIS GRAPHICS INC 58111		0	2021 13 INV P	533.00 011222	260643	FOL#2115 PROG SUPPL
			ACCOUNT TOTAL	533.00		
			ORG 22810000 TOTAL	533.00		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	533.00	
=====						

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

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CITY OF NEW BERLIN
INVOICE LIST BY GL ACCOUNT

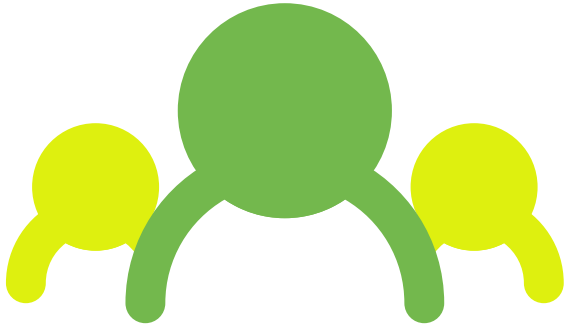
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apinvgl1

YEAR/PERIOD: 2021/12 TO 2021/12 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	PAYABLES	CHECK	DESCRIPTION
22810000			LIBRARY DONATION			
22810000 54230 FOL			BOOKS/PAMPHLETS			
006199 BAKER & TAYLOR BOOKS	2036269655	0	2021 12 INV P	274.35 122921	260470	VARIOUS TITLES-LIB
			ACCOUNT TOTAL	274.35		
22810000 55090 FOL			PROGRAMS-JUVENILE			
019434 BARKING DOG	16265	0	2021 12 INV P	4,271.40 122921	260472	FOL#2115 DISPLAY-LI
			ACCOUNT TOTAL	4,271.40		
			ORG 22810000 TOTAL	4,545.75		
=====						
FUND 0200 LIBRARY DONATION FUND				TOTAL:	4,545.75	
=====						

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

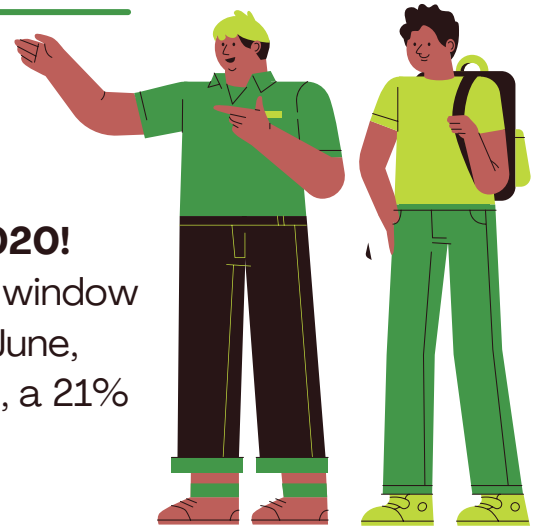
2021 AT A GLANCE

Library Visits: 102,685



14% increase from 2020!

With drive-up Service window data calculated since June, visits bump to 108,761, a 21% increase from 2020!



**FLIPSTER
USAGE:
50,182**

magazines were
downloaded
system-wide

**321,528
items!**

**3rd largest total
of circulating
items next to our
neighbors
Waukesha and
Brookfield**



Hoopla, our streaming platform for On Demand audiobooks, eBooks and movies, had a great year with 2900 downloads!

Top Comics: Cat's Cafe and Primer

Top Movie: My Secret Billionaire

Top eBook: *How the Bible Works*

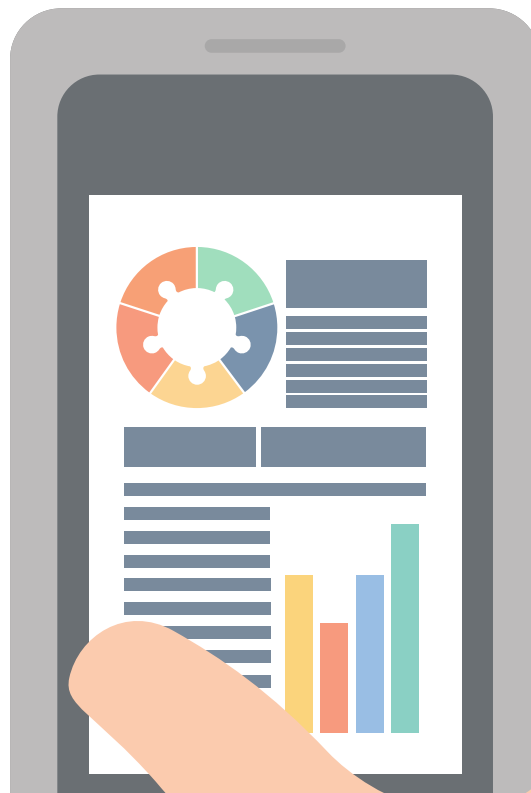
Top AudioBook: *Harry Potter & the Sorcerer's Stone*

libby



**LIBBY USAGE:
57,062**

downloads of digital materials using OverDrive/Libby which calculates to 15% of our readers using digital format vs. print materials.





Library Director Report

Library Updates for November, December and January

January Agenda Items for Information, Discussion and Action

OLD BUSINESS

Pandemic Policies and Issues-Monthly Review

Library Code of Conduct Policy-Revision

NEW BUSINESS

Library of Things Policy-Revision

Capital Improvements in 2022 Budget

Next Meeting Date – Mon., Feb. 14, 2021

Community Story Walk and the New Berlin Public Library Update: *(Strategic Plan, A2, B2, B3)*

The installation of the Community Story Walk is complete. The City Parks Department and the Youth Services Department took advantage of the mild temperatures this fall and added the posts and signage along the route at ProHealth Care Park. Ahead of schedule, our plans are to add a winter story in the displays for now and have a formal ribbon cutting in the spring before launching the Story Walk with the Summer Reading Program, **“Read Beyond the Beaten Path”**

Facility Updates:

Roof: We are awaiting a 2nd floor window repair, expected this upcoming spring, to provide more information on the internal roof leaks. At this point, we will move forward with our new vendor Langer Roofing, to assess and provide a resolution to our roof and leaking issues.

Exterior Lighting: We are currently working with the City’s Building and Grounds team and New Berlin’s Preferred Electric to repair the exterior pole lights around the Library’s Green Space. In order to best communicate with our neighbors and visitors to the area, we have reached out to the Residences at City Center and included updates on our website and newsletter. We are currently in the process of determining if our timeline will be affected by supply chain issues.

Camera Surveillance: *(Strategic Plan, C3)* Public Services Manager, **Laura Eastman** began working with Dennis Revolinski with Toepfer Security. We’ve assessed our current system and have received a quote and are considering an update our existing ExacqVision system from analog to full digital cameras throughout the Library, including exterior cameras.

Waukesha County Foundation Update: The Library made no distributions or contributions to our fund through the Waukesha County Community Foundation in 2021.

3D Printing Update: *(Strategic Plan, A1)* Staff training and program development continues with the 3D printers. Youth Services Librarian, **Brenda Pritchard** is in the process and setting up the units for wireless access.



Adult Services Team Update by Kate Kennedy:

(Strategic Plan, B2, B3) We had a busy month toward the end of 2021! We made tie blankets and "fish fudge" (exactly what it sounds like) for the Humane Animal Welfare Society (HAWS), discussed *Normal People* by Sally Rooney, and 16 people signed up for Beanstack challenges. We're looking forward to even more Beanstack sign-ups in January with the start of our Winter Reading Program. Also coming in 2022, plans for game days, cultural days, featured local authors, and Winterfest!



Youth Services Team Update by Kate Krause: (Strategic Plan, B2, B3)

The main project in Youth Services this month was finishing up all our big orders for the year and then cataloging everything into the system. Noteworthy cataloging projects include a large order of beginner readers and picture books from Penworthy, a Yoga & Mindfulness Kit as well as several Coding Kits for the Youth Services STEM collection, and two new Baking Kits and a Zodiac Kit for the Library of Things collection. Everyone worked really hard to get their cataloging projects completed and we are ready to tackle new materials and projects in 2022!

Library Happenings:

- The Library of Things Collection's WIX web link (<https://newberlinpl.wixsite.com/libraryofthings>) went live in December and we are updating it often with additional collection material. Games, ice skates and snow toys have been very popular! (Strategic Plan, A3)
- Library Intern, **Megan Sorenson**, applied and was awarded a University of Wisconsin-Madison, Center for East Asian Studies Grant for East Asia in Wisconsin Library Programs. The monies will be used to purchase materials that support and enable Wisconsin residents to deepen their understanding of East Asia, which encompasses China, Japan, the Koreas, Mongolia, Tibet, Hong Kong and Taiwan. Specifically, we will purchase items to expand the NBPL's music collection on the East Asian pop culture inspired "K-Pop" genre of music. Megan's internship has ended and she will be joining the Grafton Public Library as a Youth Librarian. (Strategic Plan, B3)
- Library Director, **Natalie Beacom**, partnered with Tim Hahn, Vice President of local birder organization, the Benjamin F. Goss Bird Club, to create questions for the NBPL's Noggins-Only Bird Trivia. There were close to 100 trivia players and a handful participated in the Library's 1st Christmas Bird Count in December. (Strategic Plan, B3)



- The Library hosted the PBS screening event for local author, **Naudia Greenawalt**, to celebrate her selection as one of *People* magazine's **Girls Changing the World 2021**. The Library was pictured in the television special. <https://www.myfriendlinkin.org/>
- Library Services Manager, **Michelle Neubauer** and the **Librarian teams** have planned Winterfest fun with the NB Recreation Department. Saturday, Jan. 8th, the Library will host ice skating, fireside story times and Community Bingo! (*Strategic Plan, B2, B3*)
- Director, **Natalie Beacom** attended a workshop called the "Cycle of True Marketing" in which library marketing expert, Kathy Dempsey, covered details for creating library marketing plans. Natalie has created a draft 2022 Marketing Plan and will develop it with librarian staff in upcoming weeks. (*Strategic Plan, B1*)
- The School District of New Berlin's annual Career Day offers an opportunity for students at the secondary level to be exposed to a variety of career specialties through classroom presentations given by professionals. Librarians **Shannon Gulgren** and **Jon Brunsman** attended November's Career Day and enjoyed a nice visit with students and faculty.
"Ms. Shannon and Mr. Jon had a blast at New Berlin Eisenhower for career day! They got to meet the students and talk about what it is like to be a librarian! We sure do love our jobs!" (*Strategic Plan, B2, B3*).



Code of Conduct Policy

The purpose of this policy is to express the roles and responsibilities library staff and patrons share to ensure the Library's physical and virtual spaces are welcoming, safe, and secure.

- Compliance with current COVID-19 personal and building restrictions as established by governmental entities with jurisdiction.
- Harassment of the Library staff, volunteers and patrons is strictly prohibited.
- Behavior that disrupts or hinders public use of the library or library property is prohibited. This includes, but is not limited to, loud, boisterous behavior, verbal or physical harassment, running, fighting, being under the influence of or having possession of alcohol or illegal substances.
- Following or staring in such a manner that the performance of staff duties or use of library services by visitors is disrupted is not allowed.
- Smoking, chewing tobacco and/or use of electronic smoking devices are not permitted inside the library or within 50 feet of the library building.
- Seating at library tables, chairs and in study rooms is limited to the number of persons the furniture was designed for and the posted capacity of the room. Relocating library furniture or equipment is not allowed without the permission of library staff.
- Patrons are expected to silence phones and limit use to the Library's front lobby area.
- Covered, non-alcoholic beverages are allowed in the library, but not while using public computing stations. Eating is permitted in the Library's front lobby area. Deliveries of food are not permitted, and clean-up of refuse is required.
- Prolonged or chronic sleeping is not permitted.
- Damaging, defacing, or misusing library materials, equipment or facilities is prohibited.
- Entering in a designated staff only space is not permitted without permission from library staff.
- Viewing explicit or pornographic materials or websites on any device in the library is not allowed.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Library staff has the right to monitor use of public access computers to ensure proper use. Inappropriate, illegal or unacceptable use of the library's computers, network and wireless network could result in temporary loss of computer and/or permanent loss of library privileges. Examples of prohibited uses include, but are not limited to, accessing files, passwords or data belonging to others; damaging or altering hardware or software; attempting to bypass any library-installed software in order to gain additional and/or inappropriate access, unauthorized reproduction of copyrighted, licensed or other protected material; misrepresenting one's identity; harassing or interfering with other library patrons; violation of any local, state, federal or international laws.
- Selling, soliciting, surveying, distributing written materials, panhandling, canvassing or protesting for any political, charitable or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library.

- Responsibility for the welfare and behavior of minor children's whereabouts, browsing and reading selections, conduct, safety, and supervision while on Library premises is the responsibility of the parent or legal guardian.
- Animals, except those designated as service animals by ADA, are not permitted in the Library.
- Selling, soliciting, panhandling, or loitering is not allowed on Library premises.
- Electioneering prohibitions, in accordance with State law include campaign materials, signs, banner and literature within 100 yards of any public entrance to the building. This will be instituted while the Library operates as a polling station.
- The distribution of leaflets or posting of notices must be authorized by library administration.
- Personal hygiene that materially disrupts others from using the library's facilities, collections or services is not permitted. Shaving, bathing or laundering clothes in public restrooms is not allowed.
- Library patrons may not engage in behavior or take any action on library property which violates any federal, state or City of New Berlin statutes, codes or ordinances.

Violations of the Code of Conduct Policy may result in the temporary removal or the permanent expulsion of the patron from Library and/or the use of Library services. The Library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:

- 1) Patrons exhibiting disruptive behavior will be given a warning.
- 2) If, after a second warning, the behavior continues, the patron will be asked to leave the library for the remainder of the day.
- 3) Recurring incidents may result in a temporary expulsion from the Library and/or services for a period of time from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the Library and/or Library services. Code of Conduct violations will be reviewed and expulsion determined at the sole discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing. (See Appendix B). The notification will state that the patron may appeal the decision with the Library Board.
- 4) Should an expulsion be appealed to the Library Board, the Library Board will review the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final.
- 5) At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

